



UTILITIES COMMISSION MEETING MINUTES

Wednesday, May 06, 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 and Chairman Rock Yliniemi.

Members Absent: 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: SEH Consulting Engineer Scott Hedlund and Water Services Engineer III Tayler Thom, WSB Consulting Engineer Youso, WiDSETH Consulting Engineers Alex Bitter and Civil Engineer in Training Avery Mulholland.

CONSENT AGENDA

1. Approve the Utilities Commission Minutes from April 8, 2026

MOTION by Commissioner Stenberg, seconded by Commissioner Wolf to approve the Utilities Commission minutes from April 8, 2026. Motion carried unanimously.

BUSINESS ITEMS

2. Approve the 2026 Novotny Road Improvements Development Agreement

Assistant City Engineer Thompson explained the development includes the extension of Novotny Road along with the mini roundabout at Novotny Road and Lake Forest Road intersection. The improvements will also include sanitary sewer extension, water main extension, storm sewer improvements, extension of the trail, and lighting improvements at the roundabout. All improvements will be constructed within City of Baxter right-of-way, and the City will take ownership after the one-year warranty period.

The development agreement includes the language requiring the developer to submit asbuilt drawings so the city can include the infrastructure in our GIS system. Additionally, the agreement includes the fees associated with drafting the agreement, inspecting the infrastructure, and adding the infrastructure to our GIS system.

Mr. Thompson reviewed the overall project for the commission, how the project will be phased and what agreements with the City will be required.

Commissioner Christofferson noted one area of concern on the plans is regarding inconsistent elevations for structures on the plans between what was in the profile and the structure schedule table. Mr. Thompson informed him the plans are not final and that staff is still providing plans comments. Commissioner Christofferson stated he has major concerns over the plans already being signed if they are not final and ready for construction.

Mr. Thompson informed the commission that these plans are not the final plans despite them being signed by the engineering firm. The version of the plans included in the packet are still being reviewed by staff and are not construction ready. He stated the last three versions have also been signed; however, there are still missing plans sheets that need to be submitted including electrical.

MOTION by Commissioner Wolf, seconded by Commissioner Brenny to recommend City Council approve the 2026 Novotny Road Improvements Development Agreement with the condition that the plans come back through the Utilities Commission for approval before being considered final. Motion carried unanimously.

3. Approve the SEH Contract for Construction Phase Services in the Not to Exceed Amount of \$112,000.00 for the 2026 Novotny Road Street & Utility Improvements Project

Assistant City Engineer Thompson informed the commission that SEH has been assisting with reviewing civil plans for Novotny Road and adjacent site improvements. The City has requested construction observation services for roadway and utility construction along an approximate 650 linear foot extension of the Novotny Road corridor adjacent to one side of the new VA Clinic Development site.

The road corridor improvements include street, trail, watermain, sanitary sewer, storm sewer, stormwater ponding, grading, and a mini roundabout with street lighting within road right of way that would ultimately get dedicated to the City at the close of the project.

The Scope of Services include the following:

- Construction Administration
- Construction Observation
- Post-Construction Services
- GIS Services
- Construction Materials Testing Services

Mr. Thompson has no concerns with the SEH Contract for Construction Phase Services for the 2026 Novotny Road Street & Utility Improvements Project and recommends approval.

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to recommend City Council approve the SEH Contract for Construction Phase Services in the Not to Exceed Amount of \$112,000.00 for the 2026 Novotny Road Street & Utility Improvements Project. Motion carried unanimously. Motion carried unanimously.

4. 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.

5. Adopt Resolution 2026-XXX Approving Plans and Specifications and Authorize Advertisement for Bids for the 2026 CSAH 48 Trail (Highland Scenic Road) Trail Connection Project, Municipal Project No. 4140

WSB Consulting Engineer Youso gave a brief update on the project. The first of the two segments will connect Marohn Road/Foley Road to Ashdale Lane, and the second segment will connect Knollwood Drive. to Isle Drive. The pedestrian crossings at Marohn Road/Foley Road and Parkwood Drive are being updated as well with refuges/medians.

The project utilizes two grants that were awarded to the City of Baxter. A Highway Safety Improvement Program (HSIP) grant in the amount of \$750,000, and a Transportation Alternatives Program (TA) grant in the amount of \$461,369. The City of Baxter, Crow Wing County, and WSB have held meetings throughout the preliminary design stage to gather feedback, and the current plans and design are 100% complete.

The plans and specifications have been completed; however, still need final review and approval from State Aid and the Central Office. The dates and red text in the resolution will be updated and completed after the project has been approved and authorized by State Aid.

MOTION by Commissioner Christofferson, seconded by Commissioner Wolf to recommend City Council adopt Resolution 2026-XXX Approving Plans and Specification and Authorize Advertisement for Bids for the 2026 CSAH 48 Trail (Highland Scenic Road) Trail Connection Project, Municipal Project No. 4140. Motion carried unanimously.

6. Approve the AE2S Proposal for the 2026 Win911 Software Upgrade I&C Professional Services in the Not-to-Exceed amount of \$15,220

Public Works Director/City Engineer Walter informed the commission that AE2S has assisted the City with all I&C services since the water treatment plant was constructed in 2006/2007. AE2S informed the City that the current Win911 Alarm system the city is using will no longer function as of December 15, 2026.

Mr. Walter stated the software and mobile app notifies city staff on their phone and iPad when an alarm from the integration and control (I&C) system associated with the water treatment plant, water towers, and lift stations is triggered. The app that is currently being utilized is the Win911 Mobile Apple which is being replaced by the Smartsights Mobile App which is not compatible with the current Win911 software. Without this upgrade, maintenance staff would not be notified of any SCADA alarms which would put the City and infrastructure at risk.

MOTION by Commissioner Stenberg, seconded by Commissioner Brenny to recommend City Council approve the AE2S Proposal for the 2026 Win911 Software Upgrade I&C Professional Services in the Not to Exceed amount of \$15,220.00. Motion carried unanimously.

7. 2025-2026 Water CAMP Monthly Update

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

8. Accept the 2025-2026 Water CAMP Project Update Memorandum

SEH Water Services Engineer III Thom informed the commission that the spreadsheet has been updated to include improvements that were installed or completed over the course of the 2025

calendar year. The document is used for annual financial planning and budgeting, developing annual work orders for asset maintenance and replacement, and tracking asset improvements. The asset groups to be updated include wells, WTP, water towers, interconnect building, water mains, and hydrants.

Commissioner Wolf noted several larger expenditures in 2027. Ms. Thom noted that the average life of water plant equipment is approximately 20 years. One major cost is related to the high service pump; it will need to be serviced in 2027. All the items that have a 20-year lifespan are included in the 2027 cost and since staff will review the 2027 items and some of the items that are still operating efficiently will be pushed to a future year.

Public Works Director/City Engineer Walter stated there is one high service pump and two smaller high service pumps. Mr. Walter noted that the two smaller pumps cannot keep up with the water demand during the high use months and an additional high service pump will be necessary as a backup in the event the larger pump fails.

MOTION by Commissioner Brenny, seconded by Commissioner Wolf to recommend City Council accept the 2025-2026 Water CAMP Project Update Memorandum. Motion carried unanimously.

9. 2026 Mill & Overlay Improvements Project Monthly Update

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

10. Approve the Widseth Proposal for Professional Engineering Services for Construction Administration for the 2026 Mill & Overlay Improvements Project in the Not to Exceed Amount of \$145,000

WSN Consulting Engineer Bitter reviewed the Proposal for Professional Engineering Services for Construction Administration for the 2026 Mill & Overlay Improvements Project.

The project area includes the following residential roadways:

- Joneswood Circle
- Joneswood Drive
- Joshua Tree Circle
- Joshua Tree Drive
- Knotty Pine Drive (north of Marble Road)
- Marble Road (west of Jasperwood Drive)
- Cherrywood Drive (Excelsior Road to Inglewood Drive)
- Timberlane Drive
- Park Street
- Woodland Drive

The Scope of Services include the following tasks:

- Final Assessment Calculations and Hearing
- Construction Staking
- Construction Administration
- Construction Observation
- Construction Materials Testing
- Post-Construction Services

Mr. Bitter informed the commission that Civil Engineer in Training Avery Mulholland will be the inspector for the project. Public Works Director/City Engineer Walter requested the milling operator attend the upcoming pre-construction meeting.

MOTION by Commissioner Christofferson, seconded by Commissioner Stenberg to recommend City Council approve the Widseth Proposal for Professional Engineering Services for Construction Administration in the Not to Exceed Amount of \$145,000 for the 2026 Mill & Overlay Improvements Project. Motion carried unanimously.

11. Approve the Widseth Proposal for Professional Design Fee Amendment for the 2026 Mill & Overlay Improvements Project in the Not to Exceed Amount of \$11,700 for a Total Revised Not to Exceed Amount of \$134,454

WSN Consulting Engineer Bitter reviewed the Profession Design Fee Amendment for the 2026 Mill & Overlay Improvements Project.

Widseth is requesting additional compensation for the following additional services:

- In their design proposal, WIDSETH estimated appraisal services would cost \$2,200 per parcel for permanent easements, with 4 parcels, this totaled \$8,800. During the design phase of the project, temporary easements were added to ensure the contractor has an appropriate amount of area to work. With the addition of the temporary easements, appraisal services provided by Goedker Appraisal Services Inc. totaled \$15,000 which is \$6,200 over the estimated cost for these services in our design proposal.
- Widseth also incurred an additional \$4,000 in effort to coordinate the appraisals and prepare documentation for the additional temporary easements.
- Lastly, in the original design phase contract, fees for Title Opinions were omitted from their fee calculation. The fee to obtain the Title Opinions totaled \$1,500.

Public Works Director/City Engineer Walter informed the commission that the City Attorney has requested that all title opinions go through a title company.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council approve the Widseth Proposal for Professional Design Fee Amendment in the Not to Exceed Amount of \$11,700.00 for a total revised not to exceed amount of \$134,454.00 for the 2026 Mill & Overlay Improvements Project. Motion carried unanimously.

12. Approve the Braun Intertec Proposal for Construction Materials Testing Services in the estimated fee of \$19,965 for the 2026 Mill & Overlay Improvements Project, Municipal Project Number 4426

WSN Consulting Engineer Bitter explained that soil compaction testing and material testing is required for the 2026 Mill & Overlay Improvements project to verify compliance with specifications. On past projects, the construction materials testing firms have been hired by the engineering consultant. Recently, under advisement of the City attorney, the City of Baxter will be hiring the construction materials testing firm and the engineering firm will do the testing coordination during construction.

Mr. Bitter explained that Widseth reached out to two companies to obtain quotes for testing. Braun Intertec was the only company to respond to the request. He noted that the proposal is based on an estimated fee. This is not necessarily uncommon for construction materials testing as the testing is requested by the engineer as the project progresses. More often than not, testing services are requested when multiple items require testing to help minimize the trip charges. The proposal includes trip charges for each of the tasks.

MOTION by Commissioner Stenberg, seconded by Commissioner Brenny to recommend City Council approve the Braun Intertec Proposal for Construction Materials Testing Services in the estimated fee of \$19,965 for the 2026 Mill & Overlay Improvements Project. Motion carried unanimously.

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

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

14. Approve the Widseth Proposal for Professional Engineering Services for Hydrologic and Hydraulic Modeling in the Not to Exceed Amount of \$30,000 for the Inglewood Drive to Garrett Lane Flood Overflow Control

WSN Consulting Engineer Bitter reviewed the Professional Engineering Services for Hydrologic and Hydraulic Modeling for Inglewood Drive to Garrett Lane Flood Overflow Control.

The existing drainage system conveys overflow runoff from areas east of Inglewood Drive through a series of wetlands and low-lying areas before discharging into County Ditch 10 and Red Sand Lake. Additional hydrologic and hydraulic analysis is necessary to evaluate system capacity, confirm outlet conditions, and support the design and permitting of a municipal connection to the County ditch system.

Mr. Bitter stated this proposal will complete hydrologic and hydraulic modeling of County Ditch 10 and the contributing watershed to Red Sand Lake under both existing and proposed conditions. In addition, flood routing ("flood bounce") calculations will be performed at the Red Sand Lake outlet to compare pre- and post-development scenarios and evaluate potential impacts to upstream water surface elevations.

Public Works Director/City Engineer Walter explained that County Ditch 10 provides an overflow to both White Sand Lake and Red Sand Lake which ultimately overflows into the Gull River on the west side of Red Sand Lake. Mr. Walter stated this information is required by Crow Wing County Highway Department before a permit is issued.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council approve the Widseth Proposal for Professional Engineering Services for Hydrologic and Hydraulic Modeling in the not to exceed amount of \$30,000.00 for the Inglewood Drive to Garrett Lane Flood Overflow Control. Motion carried unanimously.

15. Approve the SEH Supplemental Letter Agreement Amendment No. 1 in the Not-to-Exceed Amount of \$15,000.00 for the Evergreen Drive/Douglas Fir Drive Traffic Impact Study

Public Works Director/City Engineer Walter presented the SEH Agreement that was submitted prior to the meeting. The proposal is for additional services which includes updated the previous version of the Evergreen Drive/Douglas Fir Drive Traffic Impact Study and completing an Intersection Control Evaluation (ICE) Report for the intersection of College Road and Douglas Fir Drive.

Mr. Walter stated this report is critical since there is a developer interested in an area of Evergreen Drive and Douglas Fir Drive and MnDOT is also planning detour routes for the upcoming TH 210 and 371 Project. Once the report has been completed it will be given to MnDOT to assist with mitigating traffic routes.

The commission felt it was necessary to finish the Traffic Impact Study and Ice Report at College Road and Douglas Fir Drive.

MOTION by Commissioner Stenberg, seconded by Commissioner Wolf to recommend City Council approve the SEH Supplemental Letter Agreement Amendment No. 1 in the Not-to-Exceed Amount of \$15,000.00 for the Evergreen Drive/Douglas Fir Drive Traffic Impact Study. Motion carried unanimously.

INFORMATIONAL ITEMS

16. 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.

17. 2023 Knollwood Drive Improvements Project Monthly Update

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

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

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

19. 2024 South Forestview Improvements Project Monthly Update

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

20. 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.

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

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

22. 2025 Lift Station 11 Service Area Smoke Testing

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

23. 2025 Water Supply Improvements - Wells 5 & 6 Monthly Update

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

24. 2026 AWIA RRA & ERP Recertification Monthly Update

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

25. 2026 Clearwater Road, North Lyndale Area, & Brentwood Circle Street & Utility Improvements Monthly Update

SEH Consulting Engineer Hedlund informed the commission that City Council approve the 2026 Clearwater Road, North Lynndale Area, & Brentwood Circle Street & Utility Improvements at their May 5, 2026 meeting. Construction will begin on May 18 in the Brentwood Circle Area.

26. 2026 Kurita Service Trip Report

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

27. 2026 Micro Surfacing Project Update

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

28. 2027 Fairview Road Extension to Excelsior Road Project Monthly Update

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

29. 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.

30. 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.

31. 2028 Elder Drive & Foley Road Intersection Improvements Project Monthly Update

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

32. Eagle Drive Area Improvements Project Monthly Update

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

33. 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.

34. Holiday Station Store Contamination Project Monthly Update

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

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

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

36. Lift Station No. 18 Reconstruction Project Monthly Update

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

37. Memorandum - TH 371 Corridor Study Report & ICE Reports - MnDOT Response

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

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

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

39. Wastewater Treatment Plant Charges for March & April 2026

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

40. Water Treatment Plant HVAC Improvements Project Monthly Update

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

41. Whiskey Creek Pedestrian Bridge Inspection Project Monthly Update

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

42. 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 Brenny to adjourn the meeting at 6:31 p.m. Motion unanimously approved.

Approved by:

Respectfully submitted:

Rock Yliniemi
Chair

Mary Haugen
Administrative Assistant