



# UTILITIES COMMISSION MINUTES

Wednesday, October 02, 2024 at 5:30 PM

Baxter City Hall, 13190 Memorywood Drive, Baxter, MN

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## CALL TO ORDER

The regular meeting of the Baxter Utilities Commission was called to order at 5:32 p.m. by Chairman Rock Yliniemi.

## ROLL CALL

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

**Members Absent:** None.

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

**Other Present:** Bolton & Menk Consulting Engineer Bryan Drown, SEH Consulting Engineers Scott Hedlund, Neil Heinonen, Alex Voit, SEH Geologist Aaron Kutz, Widseth Consulting Engineer Alex Bitter.

## CONSENT AGENDA

### 1. Accept the Utilities Commission Minutes from September 4, 2024

**MOTION** by Commissioner Stenberg, seconded by Commissioner Brenny to approve the Utilities Commission minutes from September 4, 2024. Motion carried unanimously.

## BUSINESS ITEMS

### 2. Pavement Management Plan - Micro Surfacing Program Review

Bolton & Menk Consulting Engineer Drown gave a status update on the program. This is the first year that micro-surfacing is being done on mill and overlay or full depth reclamation roads as part of the Pavement Management Plan.

There is an opportunity to spread out the Pavement Management Plan from an eight-year rotation to a twelve-year rotation. This attributes to the City's reconstruction and use of C oil on roads instead of recycled asphalt pavement. C oil performs better in colder and hotter temperatures. There is not as much cracking at year eight and the roads look to have a longer life span.

#### **Discussion:**

Chairman Yliniemi inquired if low speeds are harder on roads than high speeds. Mr. Drown said that the slow turning at driveway causing scuffing, but yes that is true.

Assistant City Engineer Thompson added that during their annual review of the micro surfacing road segments, Inglewood and Clearwater look better than last year. Last year on Inglewood Drive there were what appeared to be little moisture spots, this year the moisture spots were not present. The

moisture spots were early indications of stripping on chip sealed roads in the past. City staff will continue to monitor annually to review the condition of the roads.

Public Works Director/City Engineer Walter added that in the chip sealing areas we start seeing stripping in year four. Right now, nothing is showing that micro surfacing is doing anything other than wearing like it is supposed to like a ware course.

Mr. Thompson mentioned that when staff looked at the Pavement Management Plan (PMP) in 2019 staff did not know what to expect with the micro surfacing, therefore a conservative approach was used which did not show the micro surfacing extending the life of the road. At year eight the PMP calls for micro surfacing, if this can be pushed to say year 12, it could allow for additional life from the road. There are road segments that were 17-18 years old that were micro surfaced in 2022 that seem to be holding up well. With the possibility of a twelve year rotation, it could potentially change the lifespan to become 25 years on commercial roads, 30 years on residential roads, and to see where the collector roads fall. Mr. Thompson stated that unfortunately, without knowing exactly how the micro surfacing will hold up, these are the items staff is monitoring and evaluating to try and be the most fiscally responsible with PMP. The Pavement Management Plan ties into CIP discussion and budgeting.

**3. 2024 Micro Surfacing Project Update**

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

**4. Approve ASTECH Pay Estimate No. 2 in the amount of \$94,028.91 for the 2024 Micro Surfacing Project**

Bolton & Menk Consulting Engineer Drown reviewed ASTECH Partial Pay Estimate No. 2 in the amount of \$94,028.91 for the 2024 Micro Surfacing Project. He notified the commissioners that City staff will be attending the final walkthrough next Monday, October 7<sup>th</sup>.

The contractor has earned \$601,188.26 to date, which represents 99% of the contract's value. The payment includes the cost of unit price work completed through September 13, 2024. In accordance with the agreement as the project is Substantially Complete the amount retained has been reduced to 2.5%. The 2.5% retainage equals \$15,029.71. The amount retained equals 250% of the shouldering items which have not been finally accepted. Previous payments to the contractor equal \$492,129.64, which results in a payment of \$94,028.91. Mr. Drown has no concerns with Pay Estimate No. 2 and recommends approval.

**MOTION** by Commissioner Brenny, seconded by Commissioner Stenberg approve the ASTECH Partial Pay Estimate No. 2 in the amount of \$94,028.91 for the 2024 Micro Surfacing Project. Motion carried unanimously.

**5. Accept the 2024 Water CAMP Report**

SEH Consulting Engineer Heinonen reviewed the 2024 Water CAMP Report.

Work related to the 2024 Water System CAMP Update has been initiated. SEH met with City staff, and they assisted in gathering information for updates made in the last year to the wells, water treatment plant, water towers, and interconnect building. In 2025 there will be a formal update to keep everything current every year, add new assets, and make changes to existing assets.

**MOTION** by Commissioner Stenberg, seconded by Commissioner Christofferson to accept the 2024 Water CAMP Report. Motion carried unanimously.

**6. 2024 Well Rehabilitation Project Update**

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

**7. Approve the Thein Well Company Change Order No. 2 in the Increased Amount of \$7,450.50 for the 2024 Well Rehabilitation Project**

SEH Consulting Engineer Heinonen reviewed Thein Well Company Change Order No. 2 in the Increased Amount of \$7,450.50 for the 2024 Well Rehabilitation Project.

Prior to the rehabilitation work for Well No. 4 commencing, SEH consulted with Johnson Screens which recommended adding Nu-Well 400 to the chemical mixture specified for the well rehabilitation. During the rehabilitation of Well No. 4, it was determined that the drop pipe connecting the submersible pump to the pitless adapter was corroded and had damaged threads, requiring replacement. Staff approved both changes to keep work progress moving.

Change Order 2 is being presented in the amount of \$7,450.50 with no change in contract time for the use of Nu-Well 400 and replacement of the drop pipe in Well No. 4. Change Order 2 increases the total contract price from \$150,891.00 to \$158,341.50. Mr. Heinonen has no concerns with Change Order No. 2 and recommends approval.

**MOTION** by Commissioner Christofferson, seconded by Commissioner Brenny to approve the Thein Well Company Change Order No. 2 in the increased amount of \$7,450.50 for the 2024 Well Rehabilitation Project. Motion carried unanimously.

**8. 2024 Well Replacement Exploration**

SEH Consulting Engineer/Geologist Kutz gave a presentation explaining the exploration for replacement wells.

The Existing Wellfield Evaluation Report provided to City Staff on May 1, 2024, recommended the replacement of two wells in the existing wellfield but with sufficient separation to reduce the potential of interference and minimize precipitates from forming in the aquifer. On June 18, 2024, SEH was hired to move forward with exploration of the existing wellfield aquifer for the potential installation of replacement wells on the eastern side of the water treatment plant parcel.

**Task 1 (Completed):** Following a bidding process, an Agreement with the low bidder, Traut Companies, was approved by City Council on August 7, 2024, for services that included the use of sonic drilling techniques to complete two soil borings and installation of two observations wells. Drilling services oversight and borehole logging will be completed by an SEH geologist to potentially speed up aquifer assessment and the well design process.

**Task 2 (Pending):** Based on Traut's current drilling schedule, drilling activities are scheduled to begin on September 30 with drilling anticipated to about last 5 to 7 days. Upon completion of the drilling program consisting of exploratory soil borings, test pumping using temporary screens, and installation of observations wells, additional services include water quality sampling of the

observation wells and temporary installation of transducers (minimum of two weeks) to allow remote monitoring to aid in the evaluation of aquifer conditions with current pumping by existing water supply wells.

**Task 3 (Pending):** A preliminary report is anticipated for later in October 2024 following completion of field tasks, and all drilling and laboratory results are available. The final report will be presented to the Utilities Commission in November.

The first test well location has been completed. It is called MW-1 (Monitoring Well-1) and located is in the back NE area in the storage yard at the Baxter Public Works Facility. The second EB-2/MW-2 (Exploration Boring) location was a following up boring after the first one was completed. This one is located south of MW-1.

MW-1 is a good test well as it hit bedrock at 137 ft. bgs. While EB-2/MW-2 hit bedrock at 122 ft. bgs., and this is not a viable option to be a monitoring well. At 85' the ground material transitions to tight compacted clay and cobble that does not let water pass through. It is believed that a possible glacial till ridge has been formed South of MW-1 this is separating the out washed sand and making the ground harder sooner.

There are two more areas that may have possible monitoring wells. The first is NE of MW-1 across Jasperwood Drive on City property, now called EB/MW-3. The second is between the existing well field and MW-1 just east of the rapid infiltration basin drying pad. It has been verified that these locations do not have utilities in the area.

**Discussion:**

Commissioner Brenny asked Mr. Kutz why they did not do a pump test on MW-2 and Mr. Kutz said that the boring did not show favorable conditions due to hitting bedrock at 122 feet and only having a small sand layer to pull water from. Mr. Kutz said there is sand above the confined clay layer however you start getting concerned about draw down depths and introducing oxygen into the aquifer. The decision was made because every pump test costs \$6,600.00.

Chairman Yliniemi inquired if clay would start to pull through screens and affecting the ability of water well with these clay particles and resulting in issues. Mr. Kutz said that over time you would pull some particles out of the well, but you could design the well and screen to prevent that.

Council Liaison Cross asked if there is any advantage to getting over the possible glacial till ridge and getting into another confinement of water to the southeast. Kutz said they looked into it and in their initial report there is not any city owned property on the south side of Mapleton Road.

Commissioner Brenny asked Mr. Kutz where the majority of water comes from the top or bottom of the water table. Mr. Kutz informed him that the water gets pulled in from the bottom.

**9. Approve the Traut Companies Change Order No. 1 in the increased amount of \$23,492.50 for additional Well Exploration Services related to the 2024 Well Replacement Exploration**

SEH Consulting Geologist Kutz and Engineer Heinonen reviewed the Traut Companies Change Order No. 1 in the increased amount of \$23,492.50 for additional Well Exploration Services related to the 2024 Well Replacement Exploration.

During drilling exploration, a layer of unexpected clay material was encountered in one of the test well locations. The Consultant and City Staff agreed that this location would not be desirable for a production well. An alternate location was reviewed, and this Change Order includes the cost to drill an additional test well and to provide an additional monitoring well.

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

Public Works Director/City Engineer Walter noted that on the financial implication that there will be additional engineering fees. There will be a contract amendment coming and it is estimated at about \$8,000.00. The change order will require an estimated \$31,492.50 total budget amendment that will be coming with the SEH contract amendment in November.

**MOTION** by Commissioner Stenberg, seconded by Commissioner Christofferson to approve the Traut Companies Change Order No. 1 in the increased amount of \$23,492.50 for additional Well Exploration Services related to the 2024 Well Replacement Exploration.

**10. 2023 Commercial and Residential Full Depth Reclamation and Quiet Zone Improvements Project – Monthly Update**

SEH Consulting Engineer Voit informed the commissioners that the meeting with MnDOT and DNR is scheduled for Thursday, October 10<sup>th</sup>.

**11. Approve the Anderson Brothers Construction Company of Brainerd, LLC Partial Pay Estimate No. 11 in the amount of \$99,923.35 for the 2023 Commercial and Residential Full Depth Reclamation and Quiet Zone Improvements Project**

SEH Consulting Engineer Voit reviewed Anderson Brothers Construction Company of Brainerd, LLC Partial Pay Estimate No. 11 in the amount of \$99,923.35 for the 2023 Commercial and Residential Full Depth Reclamation and Quiet Zone Improvements Project.

Application for Payment No. 11 is for storm sewer lining related to Change Order #5 and concrete median work on the Quiet Zone portion of the project related to Change Order #9. Project retainage is being held at 1%. Mr. Voit has no concerns with the Partial Pay Estimate No. 11 and recommends approval.

Public Works Director/City Engineer Walter asked Mr. Voit if this project will be completed by December 31<sup>st</sup>, 2024. Mr. Voit said there is a chance, they are held up by some signage and mailbox supports. SEH Consultant Engineer Hedlund said they will be submitting the Notice of Establishment to the FRA and if they find deficiencies then the project would likely not be completed by December 31<sup>st</sup>.

**MOTION** by Commissioner Stenberg, seconded by Commissioner Christofferson to approve the Anderson Brothers Construction Company of Brainerd, LLC Partial Pay Estimate No. 11 in the amount of \$99,923.35 for the 2023 Commercial and Residential Full Depth Reclamation and Quiet Zone Improvements Project. Motion carried unanimously.

**12. 2024 South Forestview Improvements Project Monthly Update**

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

**13. Approve the RL Larson Excavating, Inc. Change Order No. 6 in the increased amount of \$19,162.66 for the 2024 South Forestview Improvements Project, Municipal Project No. 4138**

SEH Consulting Engineer Hedlund reviewed RL Larson Excavating, Inc. Change Order No. 6 in the increased amount of \$19,162.66 for the 2024 South Forestview Improvements Project.

**Added Work Items of Change Order No. 6:**

- Stump removal in various areas of the project utilizing a different method than included with the contractor's bid. This change order includes labor and material for the requested method of stump removal.
- Clearing and grubbing operations along the pedestrian trail corridor.
- Additional mobilization charge for turf restoration .
- Additional grading on a pedestrian trail along Riverwood Road to meet running slope constraints per the Americans with Disabilities Act (ADA).
- Additional grading and topsoil placement outside of project limits in order to meet requirements of the general storm water permit.
- Modifications to contract quantities and additional varieties of plants. This has saved \$18,000.00 in project costs.
- During review of contract completion dates it was evident that sufficient time was not provided for the Contractor to complete turf restoration following wear course paving. The original final competition date of June 13<sup>th</sup>, 2025 has been pushed to July 11<sup>th</sup>, 2025. City staff requested that topsoil remain lower over the winter months adjacent to roadway edges and additional cautionary signage be installed.

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

Public Works Director/City Engineer Walter stated that the change in completion date should have been added to the motion since it is a contract amendment as well.

**MOTION** by Commissioner Stenberg, seconded by Commissioner Christofferson to approve the RL Larson Excavating, Inc. Change Order No. 6 in the increased amount of \$19,162.66 for the 2024 South Forestview Improvements Project pending the final completion date be changed from June 13<sup>th</sup>, 2025 to July 11<sup>th</sup>, 2025.

**14. Approve RL Larson Excavating, Inc Partial Pay Estimate No. 6 in the amount of \$698,703.87 for the 2024 South Forestview Area Improvements Project, Municipal Project No. 4138**

SEH Consulting Engineer Hedlund reviewed RL Larson Excavating, Inc Partial Pay Estimate No. 6 in the amount of \$698,703.87 for the 2024 South Forestview Area Improvements Project.

Partial Pay Estimate No. 6 is for work completed through September 13, 2024. The work included with this payment is for excavation, embankment, roadway and driveway paving, concrete flat work, mailboxes, turf establishment, and utility construction items.

The Contractor has earned \$4,859,686.62 to date, which represents approximately 79.4% of the contract value. Per the contract, 5% is being retained. The summary below notes the amount due and the amount compensated with previous payments.

**Summary:**

- Gross Amount Due: \$4,859,686.62
- Less 5% Retainage: \$242,984.33
- Amount Eligible for Payment to Date: \$4,616,702.29
- Less Previous Payments: \$3,917,998.42
- Amount Due with Application for Payment No. 6 \$698,703.87

Mr. Hedlund has no concerns with Partial Pay Estimate No. 6 and recommends approval.

**MOTION** by Commissioner Christofferson, seconded by Commissioner Brenny to approve the RL Larson Excavating, Inc. Partial Pay Estimate No. 6 in the amount of \$698,703.87 for the 2024 South Forestview Area Improvements Project.

**15. 2024 Mill & Overlay and Full Depth Reclamation Improvements Project Monthly Update**

Widseth Consulting Engineer Bitter informed the commissioners the final walkthroughs are taking place and everything is almost done.

**16. Approve the Knife River Corporation – North Central Change Order No. 5 in the Increased Amount of \$27,290.39 for the 2024 Mill & Overlay and Full Depth Reclamation Improvements Project, Municipal Project Number 4424**

Widseth Consulting Engineer Bitter reviewed the Knife River Corporation – North Central Change Order No. 5 in the Increased Amount of \$27,290.39 for the 2024 Mill & Overlay and Full Depth Reclamation Improvements Project.

**Change Order No. 5 includes:**

- 1.** During construction, it was found that four storm sewer structures were leaking at the seam of the structure and the lid. In order to replace the seals at this joint, the contractor needed to be able to lift the lids off. The existing lids did not have the lift points. The cost associated with this item is the contractor installing lift points on the existing lids and the materials to seal the joint.
- 2.** During the sub cut on the Edgewood Drive, it was found that the water table was near the final subgrade elevation. This is a significant impact on the strength of the roadway. Road fabric was installed to help improve the strength of the road and the cost associated with this item if the materials and installation of the fabric.
- 3.** At the start of the project, it was estimated that \$50,000 could possibly be spent on irrigation sprinkler repair. This number has been exceeded as the contractor continues to make repairs on the system. The Change Order includes \$14,511.00 over the updated \$52,870 allowance so far. Each month, as repairs are being made, we will continue to update the budget with a change order. An estimated cost for additional sprinkler repair is taken into account for the remaining contingencies.

The \$27,290.39 change order increases the total contract price from \$3,938,520.31 to \$3,965,810.70. The overall project budget is \$5,030,467.01 which was set at the assessment hearing. Widseth updates the project budget with each pay estimate. With the projected overruns and underruns, there are no remaining contingencies in the project budget. This is based on a change order that are currently being reviewed. Estimated costs have been inserted into the final budget but we will not

have a final cost in the final budget until the final negotiations have been completed. This also does not include the possible increase in the engineering contract or additional turf establishment in 2025.

Mr. Bitter has no concerns with Change Order No. 5 and recommends approval.

**Discussion:**

Mr. Bitter stated that the contractor for the project was being careful regarding sprinklers. Mr. Bitter and the contractor had many conversations about how they are going about exposing sprinklers, and which ones were hit and need to be repaired. There will be another item in the next change order requesting more sprinkler repair refunds and that it hopefully should be the last one.

Commissioner Christofferson asked Mr. Bitter if before starting the project couldn't the owners of property in the construction area mark their irrigation system prior to this project?

Mr. Bitter said they do ask, and a lot of times it happens, but sometimes things still get hit or damaged from trying to dig them up. Knife River is careful about irrigations systems, it is the subcontractors that are less careful. The plan could be to possibly do something in the future to minimize those damages and make the repairs incidental to work adjacent, but the cost is going to be there either way with that option.

Public Works Director/City Engineer Walter discussed that in the future it could be added to the contract that the City pays labor hours to dig up and layout irrigation systems from the very beginning before curb work. It is tough to do this because between different managers of stores not knowing the irrigation system to new homeowners that are not familiar because they did not put them in initially.

Mr. Bitter said for previous projects they give a general estimated allowance for irrigation repairs and complete the repairs as the project continues. This estimated number is hard to come up with because all irrigation systems can be different, and it is encouraged to have them in the road right-of-way to keep everything in the City consistent.

Assistant City Engineer Thompson asked Mr. Bitter if he knew the breakdown for how much was spent on commercial irrigation systems and how much on residential irrigations systems for this project. Mr. Bitter did not have the information on hand. Mr. Walter said it would be nice to have in the future for bidding allowances.

Commissioner Christofferson asked where the fabric portion of this project is laid down in the layers of material.

Mr. Bitter said it goes native material (subgrade of sand), fabric, reclaim material, and then final pavement. This fabric helps bridge soft material with being saturated and it helps keep the separation from sand and reclaim. So as the water table raises and lowers you don't have the sand and reclaim together which can lower its strength.

Chairman Yliniemi inquired if the ground is unstable. Mr. Bitter said the water table is high and the main issue they will be facing in the project.

Mr. Walter mentioned that another change order should be prepared for payment for pumping stormwater ponds in the area. Mr. Bitter continued that he needs to get the final invoice from Pratt's



Affordable Excavating for the temporary pumping down of the stormwater ponds. This was done to help lower the water table down for construction purposes.

**MOTION** by Commissioner Christofferson, seconded by Commissioner Stenberg to approve the Knife River Corporation – North Central Change Order No. 5 in the Increased Amount of \$27,290.39 for the 2024 Mill & Overlay and Full Depth Reclamation Improvements Project.

**17. Approve the Knife River Corporation – North Central Partial Pay Estimate No. 5 in the amount of \$777,280.94 for the 2024 Mill & Overlay and Full Depth Reclamation Improvements Project, Municipal Project Number 4424**

Widseth Consulting Engineer Bitter reviewed the Knife River Corporation – North Central Partial Pay Estimate No. 5 in the amount of \$777,280.94 for the 2024 Mill & Overlay and Full Depth Reclamation Improvements Project.

The Contractor has earned \$3,063,336.24 to date which represents 77.2% contract value. In accordance with the agreement, 5% of the revised contract value (\$198,290.53) is being retained which results in a total payment of \$777,280.94. Mr. Bitter has no concerns with Partial Pay Estimate No. 5 and recommends approval.

Mr. Bitter informed the Utilities Commission and City staff present that the retainage is for some final paving and turf establishment. He continued that there are a few spots in paved areas where they noticed the final rubber tire roller is picking up some of the pavement because of the C oil that makes it really soft and sticky, so a rubber tire tends to pick up in some spots. The contractor will be back to smooth out those areas.

**MOTION** by Commissioner Brenny, seconded by Commissioner Christofferson to approve the Knife River Corporation – North Central Partial Pay Estimate No. 5 in the amount of \$777,280.94 for the 2024 Mill & Overlay and Full Depth Reclamation Improvements Project.

**18. 2025 Commercial Full Depth Reclamation Improvements Project, Municipal Project 4425 Monthly Project Update**

Widseth Consulting Engineer Bitter gave a presentation and reviewed the 2025 Commercial Full Depth Reclamation Improvements Project. The project was put on a brief hold to allow City staff time to review the residential projects for the CIP. The decision was made to push the residential M&O and FDR roads back 1 year and the commercial project will stay on schedule. The residential roads for the 2025 project will be moving to 2026. The commercial roadways will be the only remaining project areas for the 2025 project. Widseth has finished updating the Feasibility Report to only include the Commercial Roadways. Since the project is only including commercial roads and there will not be able to mill & overlay, the project title is being updated. With updating the project title, it was thought to update the previous Resolution ordering the Report. A Resolution is also being proposed to receive the report and order the Improvement Hearing. The Improvement Hearing is tentatively scheduled for November 7th of 2024. The total estimated project costs is \$3,160,898.73 and the total estimated City cost summary is \$787,425.25 (25%).

**Discussion:**

Public Works Director/City Engineer Walter asked Mr. Bitter if catch basins will be rehabbed with new castings.

Mr. Bitter responded that all catch basins will be rehabbed along with select curb removal, as there are many catch basins that have sunken in. Curb will be replaced 10'-15' on each side with new castings except for Lake Forest Road. Lake Forest Road has different, none City standard castings that will be replaced with new ones, but retain the same different style.

Mr. Walter questioned if sanitary sewer repair costs are included and Mr. Bitter said they are in the project costs, but it needs to be reviewed if it is an assessable cost or not.

**19. Adopt Resolution No. 2024-XXX Ordering Preparation of Report for the 2025 Commercial Full Depth Reclamation Improvements Project Municipal Project No. 4425**

Widseth Consulting Engineer Bitter reviewed Resolution No. 2024-XXX Ordering Preparation of Report for the 2025 Commercial Full Depth Reclamation Improvements Project.

The City is planning improvements to the roadway corridors listed below in 2025. In accordance with the Minn. Stat. 429.031, a feasibility report must be prepared outlining the following:

- Whether the project is necessary
- Estimated project costs and proposed funding sources
- Whether the project is cost effective
- Other information as necessary for council consideration

The proposed project areas are as follows; Audubon Way, Edgewood Drive (North of Novotny Road to CSAH 77), Lake Forest Road and Whispering Woods Lane (west of Pearl Drive extending 175' to the east).

Mr. Bitter recommends adoption of Resolution No. 2024-XXX Ordering Preparation of Report for the 2025 Commercial Full Depth Reclamation Improvements Project.

**MOTION** by Commissioner Stenberg, seconded by Commissioner Brenny to adopt Resolution No. 2024-XXX Ordering Preparation of Report for the 2025 Commercial Full Depth Reclamation Improvements Project.

**20. Adopt Resolution No. 2024-XXX Receiving Revised Feasibility Report and Calling the Improvement Hearing for the 2025 Commercial Full Depth Reclamation Improvements Project Municipal Project No. 4425**

Widseth Consulting Engineer Bitter reviewed Resolution No. 2024-XXX Receiving Revised Feasibility Report and Calling the Improvement Hearing for the 2025 Commercial Full Depth Reclamation Improvements Project.

**Roadways and Projects Reviewed in this Report Include:**

- Audubon Way
- Edgewood Drive (north of Novotny Road)
- Lake Forest Road
- Whispering Woods Lane (west of Pearl Drive extending 175' to the east)

The report reviews existing conditions, proposes feasible improvements, estimates project costs, discusses project implementation, and presents conclusions and recommendations for the project areas as required by the Minnesota Chapter 429 assessment process.

The report will be utilized to prepare for the Improvement Hearing scheduled for 6:00 pm on November 7, 2024.

Mr. Bitter recommends adoption of Resolution No. 2024-XXX Receiving Revised Feasibility Report and Calling the Improvement Hearing for the 2025 Commercial Full Depth Reclamation Improvements Project.

**MOTION** by Commissioner Stenberg, seconded by Commissioner Christofferson to adopt Resolution No. 2024-XXX Receiving Revised Feasibility Report and Calling the Improvement Hearing for the 2025 Commercial Full Depth Reclamation Improvements Project.

**21. Approve the Widseth Agreement for Professional Engineering Services in the Not to Exceed Amount of \$9,950 for the 2028 Olivewood Drive, Jadewood Drive and Jewelwood Drive Area Improvements Feasibility Report**

Widseth Consulting Engineer Bitter reviewed the Widseth Agreement for Professional Engineering Services in the Not to Exceed Amount of \$9,950 for the 2028 Olivewood Drive, Jadewood Drive and Jewelwood Drive Area Improvements Feasibility Report.

Proposed improvements include gravity sanitary sewer, water distribution and rural roadway reconstruction.

**Project Areas:**

- Olivewood Drive
- Deerwood Road from Olivewood Drive to 600' east
- Woida Road from 200' west of Jewelwood Drive to Inglewood Drive
- Jewelwood Drive from Jadewood Drive to Woida Road
- Jadewood Drive

The above-referenced improvements are scheduled for completion in 2028 as part of the 2024 – 2033 Capital Improvements Plan. Widseth assisted the City with the original Feasibility Reports, which were completed in September 2006 and 2007.

This Report will combine the projects and build on prior completed work to determine estimated project costs and assessments for the project based on current practice. The Report will be suitable for use in a future Minnesota Chapter 429 assessment project with updates closer to project initialization.

Public Works Director/City Engineer Walter added that the last report was done in 2005. The policy has changed, so staff is trying to complete the CIP and update what the City costs are vs what is assess vs water costs, sewer costs, street costs, and storm water costs. Staff's goal is to get everything updated in order to put the CIP together to have the CIP in front of City Council by late winter or as early as January or February for more discussion that needs to happen.

**MOTION** by Commissioner Christofferson, seconded by Commissioner Stenberg to approve the Widseth Agreement for Professional Engineering Services in the Not to Exceed Amount of \$9,950 for the 2028 Olivewood Drive, Jadewood Drive and Jewelwood Drive Area Improvements Feasibility Report.

**22. Approve the Widseth Agreement for Professional Engineering Services in the Not to Exceed Amount of \$8,500 for the 2030 Welton Road Area Improvements Feasibility Report**

Widseth Consulting Engineer Bitter reviewed the Widseth Agreement for Professional Engineering Services in the Not to Exceed Amount of \$8,500 for the 2030 Welton Road Area Improvements Feasibility Report.

Proposed improvements include installation of gravity sanitary sewer, water distribution and rural roadway reconstruction. The improvements are scheduled for completion in 2030 as part of the 2024-2033 Capital Improvements Plan.

**Project Areas:**

- Welton Road from Clearwater Road to 650' north of Ashley Road
- Ashley Road
- Baywood Road
- Black Oak Road
- Springwood Drive

Mr. Bitter recommends approval of the Widseth Agreement for Professional Engineering Services in the Not to Exceed Amount of \$8,500 for the 2030 Welton Road Area Improvements Feasibility Report.

**MOTION** by Commissioner Stenberg, seconded by Commissioner Brenny to approve the Widseth Agreement for Professional Engineering Services in the Not to Exceed Amount of \$8,500 for the 2030 Welton Road Area Improvements Feasibility Report.

**23. Adopt Resolution 2024-XXX to Enter into the Cooperative Construction Agreement with MnDOT and City of Baxter and Crow Wing County for SP 1805-81**

Assistant City Engineer Thompson reviewed the Resolution 2024-XXX to Enter into the Cooperative Construction Agreement with MnDOT and City of Baxter and Crow Wing County for SP 1805-81.

MnDOT will perform grading, bituminous surfacing, ADA improvements, signal, lighting, and TMS construction and other associated construction upon, along, and adjacent to Trunk Highway 210 from 1,400 feet west of Timberwood Drive to 520 feet west of Baxter Drive.

MnDOT is seeking approval from the City on the 'State of Minnesota Department of Transportation and City of Baxter and Crow Wing County Cooperative Construction Agreement'. According to the agreement, there are no construction cost responsibilities for the City however there will be maintenance responsibilities. The maintenance responsibilities are not changing from what is currently in place.

The City will have financial implications associated with the maintenance of the lighting (2 more streetlights), sidewalk (trail) and signal at CSAH 48. However, there are no immediate financial implications.

Mr. Thompson recommends adoption of Resolution 2024-XXX to Enter into the Cooperative Construction Agreement with MnDOT and City of Baxter and Crow Wing County for SP 1805-81.

**MOTION** by Commissioner Stenberg, seconded by Commissioner Brenny to adopt Resolution 2024-XXX to Enter into the Cooperative Construction Agreement with MnDOT and City of Baxter and Crow Wing County for SP 1805-81.

#### INFORMATIONAL ITEMS

**24. 2022 Trunk Highway 210 & Inglewood Drive Railway Crossing Improvements Project Update - City of Baxter - Municipal Project No. 4121**

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

**25. 2023 Cypress Drive and Douglas Fir Drive Improvements project – Monthly Update**

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

**26. Camping World Site Redevelopment Traffic Impact Study - Monthly Update**

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

**27. Whiskey Creek Stormwater Improvements Project Monthly Update**

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

**28. Whiskey Creek Planting Plans Project Monthly Update**

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

**29. 2024 Water System Hydraulic Model Update and Water System 20-Year Use Projections Project**

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

**30. 2024 Preliminary Aquifer Evaluation Monthly Update**

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

**31. Project Timber Wolf Project Monthly Update**

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

**32. 2023 Knollwood Drive Improvements Project Monthly Update**

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

**33. 2025 Design Road & TH 371 Stormwater Improvements Project Monthly Update**

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

**34. 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.

**35. 2023 Novotny Road Improvements Project Monthly Update**

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

**36. 2022 Full Depth Reclamation and Reconstruction Improvements Project Monthly Update**

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

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

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

**38. 2023 Whiskey Creek Pedestrian Bridge Inspection Project Monthly Update**

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

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

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

**40. Assist City Staff with Assessing the Holiday Station Store Contamination at Excelsior and Hwy 371 Project Monthly Update**

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

**41. Wellhead Protection Plan Part II Project Monthly Update**

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

**ADJOURN**

**MOTION** by Commissioner Stenberg, seconded by Commissioner Brenny to adjourn at 6:53 p.m. Motion carried unanimously.

Approved by:

Respectfully Submitted,

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Rock Yliniemi  
Chairman

Dani Steininger  
Administrative Assistant