



UTILITIES COMMISSION MEETING MINUTES

Wednesday, April 08, 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, Council Liaison Mark Cross and Chairman Rock Yliniemi.

Members Absent: Commissioner John Brenny.

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

Other Present: Bolton & Menk Consulting Engineer Bryan Drown, SEH Consulting Engineer Neil Heinonen, WIDSETH Consulting Engineers Aric Welch, Alex Bitter and Civil Engineer in Training Avery Mulholland.

CONSENT AGENDA

1. Approve the Utilities Commission Minutes from March 4, 2026

MOTION by Commissioner Wolf, seconded by Commissioner Stenberg to approve the Utilities Commission minutes from March 4, 2026. Motion carried unanimously.

BUSINESS ITEMS

2. Approve Baxter Imaging Escrow Agreement for Inspection Services and Asbuilts

Assistant City Engineer Thompson reviewed the proposed Baxter Imaging new facility on Lot 1, Block 1, Elder Acres Second Addition property adjacent to Discount Tire. The site improvements consist of storm sewer, water service, and sanitary sewer.

Mr. Thompson stated 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. The agreement was drafted by the City Attorney and staff had a comment to address prior to uploading the documents.

Commissioner Wolf inquired on access to the development. Mr. Thompson stated the property can be accessed off of Glory Road and Grey Wolf Road. Commissioner Wolf inquired if setbacks apply to private roads, such as Grey Wolf, and Public Works Director/City Engineer Walter stated setbacks do apply to private roads.

Council Liaison Cross inquired if the property was shared use. Mr. Walter stated yes, it was done with Arnie Johnson when Discount Tires was constructed.

MOTION by Commissioner Wolf, seconded by Commissioner Stenberg to recommend City Council approve Baxter Imaging Escrow Agreement for inspection services and asbuilts. Motion carried unanimously.

3. Approve the Stormwater Facilities Maintenance Agreement with Access Rights and Covenants for Baxter Imaging LLC

Assistant City Engineer Thompson reviewed the Baxter Imaging Stormwater Facilities Maintenance Agreement. There is existing stormwater treatment included for the subject property that was constructed with the 2004 Isle Drive Improvements Project.

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.

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to recommend City Council approve the Baxter Imaging LLC Stormwater Facilities Maintenance Agreement with Access Rights and Covenants. Motion carried unanimously.

4. Approve Plans and Specifications and Authorize Advertisement for Bids for 2026 Micro Surfacing Project

Bolton & Menk Consulting Engineer Drown presented the Plans & Specification for the 2026 Micro Surfacing Project. Mr. Drown inquired if there were any questions or comments to be incorporated into the plans.

The City Pavement Management Plan identifies 5.2 miles of city streets for the 2026 micro surfacing project consisting of:

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

These segments were paved between 2015 and 2018 and identified for micro surfacing with 2025 PASER ratings of 6, 7, and 8 and exhibited slight to moderate surface distress.

In February, Bolton & Menk met with city staff and reviewed the proposed segments. The following segments were removed from the 2026 project to better align with private development projects, there is additional median concrete median work required, or anticipated traffic patterns when TH 210 is reconstructed, and TH 371 and TH 210 Interchange is constructed.

- Excelsior Road from west of Super One Foods to Cypress Drive
- Edgewood Drive – Woida Road to 400 feet north of Woida Road
- Dellwood Drive – Excelsior Road to Design Road

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

Mr. Drown stated the estimated total project cost of \$716,329.80 with the City of Baxter portion being \$692,825.44 and City of Brainerd portion being \$23,504.36.

MOTION by Commissioner Wolf, seconded by Commissioner Stenberg to recommend City Council approve the Plans & Specifications and authorize Advertisement for Bids for the 2026 Micro Surfacing Project. Motion carried unanimously.

5. Approve the BNSF Invoice #90299809 in the amount of \$65.06 for the 2022 TH 210 and Inglewood Drive Improvements Project, City Improvement No. 4121

Bolton & Menk Consulting Engineer Drown reviewed the BNSF Invoice No. 90299809 includes bill preparation services related to the railway signal. Invoice No. 90299809 is noted on the invoice as the Final Bill.

MOTION by Commissioner Christofferson, seconded by Commissioner Stenberg to recommend City Council approve the BNSF Invoice 90299809 in the amount of \$65.06 or the 2022 TH 210 and Inglewood Drive Improvements Project, City Improvement No. 4121. Motion carried unanimously.

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

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

7. Approve Pratt's Affordable Excavating Inc. Partial Pay Estimate No. 9 in the amount of \$29,661.35 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. 9 in the amount of \$29,661.35 for work completed on Contract B related to the 2025 Water Supply Improvements – Wells 5 & 6. The payment is for work completed through March 13, 2026, and includes a reduction in retainage. Retainage is being reduced as the project is considered substantially complete. A portion of the retainage is being held to account for work items to be completed in the spring.

The contractor has earned \$1,186,454.04 to date and as per the contract, the retainage is 2.5 percent.

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to recommend City Council approve Pratt's Affordable Excavating Inc. Partial Pay Estimate No. 9 in the amount of \$29,661.35 for work completed on Contract B related to the 2025 Water Supply Improvements – Wells 5 & 6, Municipal Project No. 6011-45040. Motion carried unanimously.

8. 2026 Clearwater Road, North Lynddale Area, & Brentwood Circle Street & Utility Improvements Monthly Update

SEH Consulting Engineer Heinonen informed the commission that City Council approved the resolutions for costs to be assessed and for calling the public hearing at the April 7, 2026 meeting.

9. Approve the SEH Construction Phase Services Contract in the Not to Exceed Amount of \$638,000.00 for the 2026 Clearwater Road, North Lynndale Area, and Brentwood Circle Street & Utility Improvements Project, Municipal Project Number 4068

SEH Consulting Engineer Heinonen reviewed the SEH Construction Phase Services for the 2026 Clearwater Road, North Lynndale Area, and Brentwood Circle Street & Utility Improvements Project.

The scope of services include the following:

- Construction Administration
- Construction Observation
- Construction Staking
- Post-Construction Services

Mr. Heinonen noted the project is currently overbudget.

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to recommend City Council approve the SEH Construction Phase Services Contract in the Not to Exceed Amount of \$638,000.00 for the 2026 Clearwater Road, North Lynndale Area, and Brentwood Circle Street & Utility Improvements Project, Municipal Project Number 4068. Motion carried unanimously

10. Approve the Braun Intertec Proposal for Construction Materials Testing Services in the Not to Exceed Amount of \$75,022.00 for the 2026 Clearwater Road, North Lynndale Area, and Brentwood Circle Street & Utility Improvements Project, Municipal Project Number 4068

SEH Consulting Engineer Heinonen reviewed the Braun Intertec Proposal for Soil compaction testing and material testing is necessary for the 2026 Clearwater Road, North Lynndale Area, and Brentwood Circle Street & Utility Improvements Project to verify compliance with specifications.

Mr. Heinonen noted that Braun is providing testing services on several development related projects within the City this upcoming season, and the project team would like to maintain a consistent partner for all projects in 2026.

The Scope of Services includes the following:

- Soil Related Services
- Concrete Related Services
- Bituminous Related Services
- Consulting, Project Communication and Reporting Services

Council Liaison Cross inquired if the contractor pays for any failed testing. Mr. Heinonen explained those costs are usually minimal and have historically not been charged back. WiDSETH Consulting Engineer Welch stated the EJCDC Article 14 covers tests and inspections: correction, removal or acceptance of defective work. It states the contractor is responsible for all additional costs associated with the defective work. Public Works Director/City Engineer Walter stated staff will review this information and if warranted will charge additional testing costs to the contractor.

UPDATED INFORMATION:

Council Liaison Cross stated they do in-house contracts for material testing and if there is failure the contractor pays for retesting. Mr. Cross stated he will provide a copy of the specifications.

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to recommend City Council approve the Braun Intertec Proposal for Construction Materials Testing Services in the Not to Exceed Amount of \$75,022.00 for the 2026 Clearwater Road, North Lynndale Area, and Brentwood Circle Street & Utility Improvements Project, Municipal Project Number 4068. Motion carried unanimously.

11. Approve the SEH Design Phase Services Contract in the Not to Exceed Amount of \$60,000.00 for the Elder Drive and Foley Road Intersection Improvements Project

SEH Consulting Engineer Heinonen reviewed the SEH contract in the not to exceed amount of \$60,000.00 to perform design phase services for the Elder Drive and Foley Road Intersection Improvements Project.

Mr. Heinonen stated there are multiple projects the City will need to undertake as a direct result of MnDOT's proposed conversion of the Trunk Highway 210 and Highway 371 intersection into a grade-separated overpass to be constructed in 2028 and 2029. The realignment of Elder Drive at the Foley Road intersection is a direct result of the need to close the Elder Drive at-grade railroad crossing in conjunction with the overpass project.

It is anticipated that these roadway and utility improvements would be bid and constructed as a separate City project with contract provisions requiring close coordination with MnDOT's project, and with construction starting shortly after the permanent closure of the Elder Drive at-grade railroad crossing in 2028.

The scope of services includes the following:

- Project Management
- Finalize Layout and Typical Section
- Neighborhood Meeting
- MnDOT and Railroad Coordination
- Soils Investigation
- Design Services
- Advertising/Bidding/Award Services
- Right-of-Way Acquisition Support Services

MOTION by Commissioner Christofferson, seconded by Commissioner Wolf to recommend City Council approve the SEH Design Phase Services Contract in the Not to Exceed Amount of \$60,000.00 for the Elder Drive and Foley Road Intersection Improvements Project. Motion carried unanimously.

12. Approve the SEH Design Phase Services Contract in the Not to Exceed Amount of \$100,000.00 for the Foley Road and Forthun Road/Isle Drive Intersection Improvements Project

SEH Consulting Engineer Heinonen reviewed the SEH Design Phase Services Contract in the Not to Exceed Amount of \$100,000.00 for the Foley Road and Forthun Road/Isle Drive Intersection Improvements Project.

Mr. Heinonen stated there are multiple projects the City will need to undertake as a direct result of MnDOT's proposed conversion of the Trunk Highway 210 and Highway 371 intersection into a grade-separated overpass to be constructed in 2028 and 2029.

The Scope of Services includes the following:

- Project Management
- Finalize Layout and Typical Section
- Feasibility Report, Neighborhood Meeting and Improvement Hearing
- MnDOT and Railroad Coordination
- Soils Investigation
- Design Services
- Advertising/Bidding/Award Services
- Final Assessment Calculations and Hearing

Public Works Director/City Engineer Walter stated the intersection improvements has to be constructed in 2027.

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to recommend City Council approve the SEH Design Phase Services Contract in the Not to Exceed Amount of \$100,000.00 for the Foley Road and Forthun Road/Isle Drive Intersection Improvements Project. Motion carried unanimously.

13. Approve the SEH Engineering Services Contract in the Not to Exceed Amount of \$20,000.00 for the Mercury Minimization Program

SEH Consulting Engineer Heinonen reviewed the SEH Engineering Services Contract in the Not to Exceed Amount of \$20,000.00 for the Mercury Minimization Program.

Mr. Heinonen stated the will consist of a comprehensive review and preparation of recommended revisions and updates to the mercury minimization program in the City of Baxter, based on the program update SEH is currently assisting the City of Brainerd develop. The goal of these tasks is to update the mercury minimization program for the City of Baxter by identifying mercury sources, assessing current controls, and aligning practices with MPCA and EPA regulatory requirements. The work results in implementable best management practices, code updates, enforcement mechanisms, and outreach tools to help effectively reduce mercury discharges at their source and support long-term compliance.

Public Works Director/City Engineer Walter stated the Wastewater Treatment Plant has been experiencing increased mercury levels and the MPCA notified Brainerd Public Utilities that a Mercury Minimization Plan was required. Since the City of Baxter has 1/3 capacity rights, a minimization plan is also required, which will need to be reviewed by the City's Wastewater Attorney Nancy Quattlebaum-Burke.

MOTION by Commissioner Christofferson, seconded by Commissioner Wolf to recommend City Council approve the SEH Engineering Services Contract in the Not to Exceed Amount of \$20,000.00 for the Mercury Minimization Program. Motion carried unanimously.

14. Water Service Saddle Review Monthly Update

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

15. Accept the 2026 Water Service Saddle Review Report

WiDSETH Consulting Engineer Welch presented the report which reviews historic project information regarding non-stainless steel service saddles that may have been installed in the system prior to 1995.

The City has evidence of corrosion and deterioration in non-stainless-steel services saddles that are likely leaking and contributing to the City's unaccounted for water losses.

The report gathered information regarding the number and location of the suspect water service saddles in the City's system. This information will be used to budget and plan for proactive replacements in conjunction with upcoming roadway related improvement projects.

Mr. Welch stated this is similar to the 2025 Hydrant and Plastic Fitting Report that was done in 2025. If the project being considered is in a location where non-stainless-steel saddles may exist, exploratory excavation should be conducted to determine the need for replacement. If replacements are required, they should be completed as part of the project.

Mr. Welch said they reviewed all of the old project documents and were not able to find much information related to if the saddles included stainless steel bands and fasteners unfortunately exploratory excavation will be required on future project to verify.

Commissioner Wolf inquired if the saddles hadn't been done on Memorywood Drive. Mr. Welch stated that the plastic tees were done in 2025.

MOTION by Commissioner Wolf, seconded by Commissioner Stenberg to recommend City Council accept the 2026 Water Services Saddle Review Report. Motion carried unanimously.

16. Lift Station No. 18 Reconstruction Project Monthly Update

Civil Engineer in Training Avery Mulholland stated the plans were completed in March.

17. Approve the Lift Station No. 18 Reconstruction Project Plans & Specification and Authorize Advertisement for Bids

Civil Engineer in Training Avery Mulholland reviewed the plans and specifications for the Lift Station No. 18 Reconstruction Project.

The project includes the following work:

- Replacement of wet well and valve vault piping and valves
- Replacement of wet well and valve vault covers and hatches
- Installation of new pumps and guiderail system
- Installation of new transducer and floats
- Installation of new control panel
- Removal and replacement of bituminous driveway
- Site restoration

Public Works Director/City Engineer inquired if there was a new pole being installed or was the existing one going to be left. Mr. Welch stated the plans showed installation of a new pole, that is supplied by the City and that the contractor must pick it up from the City.

MOTION by Commissioner Christofferson, seconded by Commissioner Stenberg to recommend City Council approve the Lift Station No. 18 Reconstruction Project Plans & Specification and Authorize Advertisement for Bids. Motion carried unanimously.

18. Approve the Widseth Contract Amendment No. 1 in the Not to Exceed Amount of \$8,044.00 for the Lift Station 18 Reconstruction Project.

Civil Engineer in Training Avery Mulholland reviewed Contract Amendment No. 1 in the Not to Exceed Amount of \$8,044.00 for the Lift Station No. 18 Reconstruction Project.

Ms. Mulholland explained that since execution of the original Agreement, the project scope has been expanded to include additional coordination and integration services associated with system controls, telemetry, and SCADA improvements. These services will be completed in coordination with AE2S and True North Controls.

The Additional Scope of Services include:

- | | |
|---|---------|
| AE2S will perform the following services | \$6,584 |
| <ul style="list-style-type: none"> • Lift Station 18 Integration • Perform PLC programming within the master PLC to add Lift Station No. 27 to telemetry messaging. • Create alarm enable/disable logic within the master PLC. • Perform SCADA programming to develop Lift Station No. 18 SCADA screens • Configure historical data within the SCADA Historian. • Develop trending for lift station wet well level. • Add alarms to the Win-911 alarm notification system. | |
| True North Controls will provide the following services | \$640 |
| <ul style="list-style-type: none"> • Provide antenna equipment required for telemetry communications. • Tune the antenna to the required operating frequency of 173.375 MHz to ensure proper system communication and integration with the City's existing network. | |
| Widseth will provide the following additional services | \$820 |
| <ul style="list-style-type: none"> • Coordinate with AE2S and True North Controls to integrate Lift Station improvements into the City's existing SCADA and telemetry system. | |

MOTION by Commissioner Christofferson, seconded by Commissioner Stenberg to recommend City Council approve the Widseth Contract Amendment No. 1 in the Not to Exceed Amount of \$8,044.00 for the Lift Station 18 Reconstruction Project. Motion carried unanimously.

19. Approve the Nelson Sanitation & Rental Inc. Quote in the Amount of \$4,200 for the Woida Road Sanitary Infiltration Repair

WiDSETH Consulting Engineer Bitter reviewed the two quotes that were received to repair the Woida Road sanitary sewer infiltration repair.

Mr. Bitter stated that he reached out to two companies that offer internal pipe repair services and requested quotes. The first quote received was from Visu Sewer to complete pressurized grouting of the two joints. The quote was on an hourly and gallon basis with an estimate of 15 hours and 8 gallons of grout totaling \$6,645. The second quote was from Nelson Sanitation & Rental Inc to complete install 2-10" Quick Lock Point Repair in the amount of \$4,200. The Quick Lock system is an internal sleeve that ratchets open and locks in place to seal the leaks from the inside. The sleeves will stay in place for the remainder of the pipe's life. Nelson Sanitation will also come back approximately 9 months after the installation and televise the two sections to check the status of the leaks. If the leaks persist, the two sections can be repaired in 2027 as Woida Road is due for review again for road rehabilitation. The two leaking joints are unfortunately under the section of Woida Road that was rehabilitated in 2022.

Public Works Director/City Engineer Walter stated the City has used the locking sleeves before on a storm sewer pipe on Clearwater Road which was an SEH project. He had no concerns with using the locking sleeves.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council approve the Nelson Sanitation & Rental Inc. Quote in the Amount of \$4,200 for the Woida Road Sanitary Infiltration Repair. Motion carried unanimously.

20. 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.

21. Approve the Widseth Proposal for Professional Engineering Services in the Not to Exceed Amount of \$35,000 for the 2027 Mill & Overlay and Full Depth Reclamation Improvements Roadway Evaluation

WIDSETH Consulting Engineer Bitter reviewed the Widseth Proposal for Professional Engineering Services in the Not to Exceed Amount of \$35,000 for the 2027 Mill & Overlay and Full Depth Reclamation Improvements Roadway Evaluation.

The Roadway Evaluation includes the following:

- Complete a field review of each roadway (on foot)
- Document the roadway conditions with pictures and notes
- Contract with Nelson Sanitation to complete jetting and televising on Fairview Road, Art Ward Drive, Baxter Lions Road, Berrywood Drive, Hinckley Court and Red Pine Circle.
 - In order to complete the Jetting & televising of the 18" pipe on Berrywood Drive, Nelson's, Widseth and City Staff will need to coordinate after hours lift station shutdowns.
- Review the newly obtained televising.
- Review the previously collected televising reports for the remaining roadways.
- Meeting (1) with City staff on the recommendation of roadways for the 2027 Project.
- Provide a summary of finding and recommendation memo.

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to recommend City Council approve the Widseth Proposal for Professional Engineering Services in the Not to Exceed Amount of \$35,000 for the 2027 Mill & Overlay and Full Depth Reclamation Improvements Roadway Evaluation. Motion carried unanimously.

INFORMATIONAL ITEMS

22. 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.

23. 2023 Knollwood Drive Improvements Project Monthly Update

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

24. 2024 Mill & Overlay and Full Depth Reclamation Improvements Project Monthly Update

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

25. 2024 South Forestview Improvements Project Monthly Update

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

26. 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.

27. 2025 Design Road & TH 371 Stormwater Improvements Project Monthly Update

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

28. 2026 AWIA RRA & ERP Recertification Monthly Update

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

29. 2025 Lift Station 11 Service Area Smoke Testing

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

30. 2026 Mill & Overlay Improvements Project Monthly Update

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

31. 2025-2026 Water CAMP Updates Monthly Update

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

32. 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.

33. 2027 Fairview Road Extension to Excelsior Road Project Monthly Update

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

34. Eagle Drive Area Improvements Project Monthly Update

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

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

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

36. Holiday Station Store Contamination Project Monthly Update

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

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

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

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

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

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

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

40. Wastewater Treatment Plant Charges for February 2026

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

41. Water Treatment Plant HVAC Improvements Project Monthly Update

Commissioner Christofferson expressed concerns on the make-up air unit. Public Works Director /City Engineer Walter stated that SEH is under contract for the HVAC Improvements. Staff is hoping to bid this summer and have the improvements installed before winter.

42. Whiskey Creek Pedestrian Bridge Inspection Project Monthly Update

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

43. Whiskey Creek Planting Plans Project Monthly Update

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

OTHER BUSINESS

44. Dave Neiman Source Water Protection Award - MN Rural Water Association

Public Works Director/City Engineer Walter thanked the employees in the Public Works Department, particularly Assistant City Engineer Trevor Thompson. Mr. Thompson stated the City of Baxter has been very successful applying for and receiving Wellhead Protection Grants to help protect the City's valuable resource. He stated the efforts have dated back before he was hired by the City and appreciates the City's commitment to our water resource.

ADJOURN

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to adjourn the meeting at 6:45 p.m. Motion unanimously approved.

Approved by:

Respectfully submitted:

Rock Yliniemi
Chair

Mary Haugen
Administrative Assistant