



# UTILITIES COMMISSION MEETING MINUTES

Wednesday, March 05, 2025 at 5:30 PM

Baxter City Hall, 13190 Memorywood Drive, Baxter, MN

*"A Growing Community"*

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## CALL TO ORDER

The regular meeting of the Baxter Utilities Commission was called to order at 5:30 p.m. by Chairman Rock Yliniemi.

## ROLL CALL

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

**Members Absent:** None.

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

**Other Present:** Bolton & Menk Consulting Engineer Bryan Drown, SEH Consulting Engineer Neil Heinonen and WiDSETH Consulting Engineer Alex Bitter & Aric Welch.

## CONSENT AGENDA

### 1. Approve the Utilities Commission Minutes from February 5, 2025

**MOTION** by Commissioner Stenberg, seconded by Commissioner Christofferson to approve the Utilities Commission minutes from February 5, 2025. Motion carried unanimously.

## BUSINESS ITEMS

### 2. Approve the Fairview Office Park Stormwater Facilities Maintenance Agreement

Public Works Director/City Engineer Walter informed the commission that a developer has submitted a plat for Lot 1, Block 1, Common Interest Community Number 1088 Fairview Office Park Sixth Supplemental CIC Plat. The plat has triggered the need for a Stormwater Facilities Maintenance Agreement.

The plat was approved at the March 4<sup>th</sup> council meeting as part of the approval process a Stormwater Facilities Maintenance Agreement is required. 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 Brenny to approve the Fairview Office Park Stormwater Facilities Maintenance Agreement. Motion carried unanimously.

### 3. Approve Plans and Specifications and Authorize Advertisement for Bids for 2025 Micro Surfacing Project

Bolton & Menk Consulting Engineer Drown presented the plans and specifications for the 2025 Micro Surfacing Project. Mr. Drown inquired if there were any questions or comments to be incorporated into the plans.

Mr. Drown discussed the age and condition of Glory Road with micro surfacing the intersection of Glory Road and Isle Drive the north entrance to Wal-Mart would be cut off from traffic. Micro surfacing on Isle Drive would also cut off the entrance to Wal-Mart for a period of time and traffic would have to drive through the micro surfacing area.

Public Works Director/City Engineer Walter stated he would recommend stopping the micro surfacing at the end of the east radius of Isle Drive and Glory Road. Council Liaison Cross expressed concern about the duration of time for cutting traffic off from businesses located in the area.

Council Liaison Cross inquired on the timeframe of micro surfacing. Mr. Walter stated the operation takes 2 days for the scratch coating and 2 days for the final surfacing.

**MOTION** by Commissioner Brenny, seconded by Commissioner Stenberg to approve the Plans and Specifications contingent on stopping the micro surfacing at the end of the east radius of Isle Drive and Glory Road and authorize Advertisement for Bids for the 2025 Micro Surfacing Project. Motion carried unanimously.

**4. Approve the SEH Contract in the Not To Exceed Amount of \$26,000.00 for Construction Observation for the Timberline Heights Development (2401.22000 Project D2443A)**

Public Works Director/City Engineer Walter reviewed the contract for construction observation for the Timberline Heights Development. City staff had requested a contract for Construction Observation to oversee the installation of watermain, sanitary sewer, roadway and pond improvements within city right-of-way and any necessary easements. The SEH Contract includes a scope of services from Braun Intertec for construction materials testing. Mr. Walter noted that the developer may use a different geotechnical company.

**MOTION** by Commissioner Stenberg, seconded by Commissioner Brenny to approve the SEH Contract in the Not To Exceed Amount of \$26,000.00 for Construction Observation for the Timberline Heights Development. Motion carried unanimously.

**5. Approve the SEH Feasibility Report Update and Public Hearing Services Contract in the Not to Exceed Amount of \$21,600.00 for the 2026 Clearwater Road, North Lynndale Area, and Brentwood Circle Street & Utility Improvements Project**

SEH Consulting Engineer Heinonen reviewed the for professional services relating to the 2026 Clearwater Road, North Lynndale Area, and Brentwood Circle Street & Utility Improvements Project.

The City is considering extending sanitary sewer and water utilities to serve properties along Clearwater Road between Whipple Beach and Memorywood Drive, and in the North Lynndale Area neighborhood between Clearwater Road and Woida Road, as well as extending sanitary sewer only to Brentwood Circle north of Brentwood Drive. The combined project consists of approximately 72 parcels (and 97 equivalent residential units) adjacent to the following road segments: Clearwater Road between Whipple Beach and Memorywood Drive, Lynndale Drive, Lynndale Lane, Lynndale Court, and Brentwood Circle.

The sanitary and water mains are planned to be constructed within the public road right-of-way and the impacted streets would be reconstructed. The existing bituminous surfaced trail along the Clearwater Road segment would be constructed with the project. The project scope also includes construction of one (1) sewage lift station planned to be located on City property in the northwest quadrant of the intersection of Clearwater Road and Welton Road.

The scope of services includes:

**Project Management (Included with all Tasks):**

Project management and administration will be provided for all phases of the project.

- Perform general day-to-day project management and administration. Includes project accounting, invoicing, and record keeping.
- Prepare monthly project update memorandum and request for council action (RCA) documents.
- Ongoing coordination, communication, and scheduling – internal and external.
- Deliverables: Monthly invoices and copies of all pertinent Project correspondence.

**Feasibility Report Update:**

Our services will consist of reviewing the two (2) feasibility reports prepared by others referenced above, preparing a feasibility report update document that combines and summarizes their findings and our recommendations for the project, and includes preparing an updated combined preliminary opinion of probable costs and splits summary tabulation and preliminary special assessment summary tabulation for the Project. The study scope includes the following:

- Substantially utilize and cite previously prepared (by others) exhibits showing project limits, and municipal utility and street improvements.
- Prepare an updated combined preliminary total project opinion summary tabulation with street, trail, sanitary sewer, water, and storm water splits for use in the report update.
- Prepare an updated combined preliminary assessment summary tabulation for use in the report update.
- Prepare GIS based project location and assessment parcels map of the combined project.
- Prepare a detailed project schedule, with updates after each meeting.
- Prepare a letter report update document that summarizes the combined project improvements with updated cost and assessment tabulations, and references to attached previously prepared materials by others.
- Review meeting with City Staff – one (1) meeting.
- Finalize report update document based on City Staff, Neighborhood Informational Meeting, Utilities Commission, and City Council input.

**Improvement Hearing Process:**

Our services for this task will consist of support to the City holding a Neighborhood Informational Meeting, and a subsequent Public Improvement Hearing for the project following the Minnesota Chapter 429 special assessment and City of Baxter processes. Our informational meeting and hearing scope includes the following:

- Prepare feasibility report update (report) presentation, with updates after each meeting.
- Present the draft report to the City Council prior to a neighborhood informational meeting – one (1) meeting
- Present the report to the Utilities Commission – one (1) meeting.
- Present the report at a Neighborhood Informational Meeting – one (1) meeting.
- Present the final report to the City Council after the neighborhood meeting – one (1) meeting.

- Present final report at the Improvement Hearing for this project – one (1) meeting.
- Assist City Staff with meeting notices and property owner correspondence content, and process coordination.
- Assist City Staff with resolutions.

**Street Width and Cul-de-Sac Policy Review Support:**

Our services for this task will consist of assisting City staff to facilitate a City Council Work Session to review and discuss current City policy on street widths and cul-de-sac sizing. Any changes from current policy would be summarized in a technical memorandum. If no changes are made, a policy affirmation memorandum would be prepared. Whichever memorandum is prepared, it would be presented for City Council approval/acceptance. Our scope for this task includes the following:

- Research and data gathering
- Meeting with City Staff – up to two (2) meetings.
- Prepare a presentation summarizing the current policy and background, present it at City Council Work Session – one (1) meeting.
- Present materials to the Utilities Commission – one (1) meeting
- Prepare a draft policy change/affirmation memorandum and present it at a City Council Work Session – one (1) meeting.
- Finalize and present final policy change/affirmation memorandum at a City Council Work Session – one meeting.

SEH proposes completing all the services listed in this scope of work on an hourly basis in the Not-To-Exceed amount of \$21,600.00. Compensation will be based on the hourly cost of personnel plus reimbursable expenses, including reproductions, mileage and equipment.

Public Works Director/City Engineer Walter had no concerns with the proposal and recommended approval.

**MOTION** by Commissioner Christofferson, seconded by Commissioner Brenny to approve the SEH Feasibility Report Update and Public Hearing Services Contract in the Not to Exceed Amount of \$21,600.00 for the 2026 Clearwater Road, North Lynndale Area, and Brentwood Circle Street & Utility Improvements project. 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. Adopt Resolution 2025-0XX Awarding Contract A in the amount of \$407,095.00 to Traut Companies for Well Construction related to the 2025 Water Supply Improvements - Wells 5 & 6, Municipal Project No. 6011-45040**

SEH Consulting Engineer Heinonen reviewed the quotes for the 2025 Water Supply Improvements - Wells 5 & 6. Bids were opened via QuestCDN (online bidding system) at 2:00 p.m. on February 18, 2025 for Contract A. The three (3) bids are listed below:

|                          |              |
|--------------------------|--------------|
| ▪ Traut Companies        | \$407,095.00 |
| ▪ Thein Well Co.         | \$484,410.00 |
| ▪ Steffl Drilling & Pump | \$571,180.00 |

**MOTION** by Commissioner Stenberg, seconded by Commissioner Christofferson to adopt Resolution 2025-0XX Awarding Contract A in the amount of \$407,095.00 to Traut Companies for Well Construction related to the 2025 Water Supply Improvements - Wells 5 & 6, Municipal Project No. 6011-45040. Motion carried unanimously.

**8. Accept Revised Version of City of Baxter's "STANDARD SPECIFICATIONS AND PLAN DETAILS"**

SEH Consulting Engineer Heinonen informed the commission that the SEH has been assisting with reviewing the standard practices and construction details and preparing updated details and specification language for incorporation into the formal City of Baxter Standard Specifications and Plan Details Manual. The details have been updated in previous years and have been further updated over the course of the past year.

Public Works Director/City Engineer Walter stated the intent of the details is for Consultants and Developers to be informed of the City's standards and common practices for projects. Mr. Walter has no concerns with the revised Specifications and Plan Details and recommends approval.

**MOTION** by Commissioner Stenberg, seconded by Commissioner Brenny to accept the Revised Version of City of Baxter's "STANDARD SPECIFICATIONS AND PLAN DETAILS". Motion carried unanimously.

**9. 2025 Design Road & TH 371 Stormwater Improvements Project Monthly Update**

WiDSETH Consulting Engineer Bitter informed the commission he is working with MnDOT on funding splits. Comments have been received from both the state and federal agencies and will be incorporated into the plans and specifications.

Mr. Bitter noted that there will be a fee amendment coming for work on the appraisals and time allocated with MnDOT.

**10. Adopt Resolution 2025-XXX Approving Plans and Specification and Authorize Advertisement for Bids contingent on City Engineer and MnDOT Final Review for the 2025 Design Road and TH 371 Stormwater Improvements Project, Municipal Project No. 4135**

WiDSETH Consulting Engineer Bitter reviewed the plans and specifications with the commission but noted that the plans still need final review from the City Engineer and MnDOT. The contract portion of the specifications will be reviewed by the City Attorney as well. Once the review has been completed, the comments will be addressed and brought to the April 1<sup>st</sup> council meeting for final approval. The proposed bidding will start on April 9<sup>th</sup> and the bid opening will be on May 1<sup>st</sup> at 10:00 am.

**MOTION** by Commissioner Christofferson, seconded by Commissioner Brenny to adopt Resolution 2025-XXX Approving Plans and Specification and Authorize Advertisement for Bids contingent on City Engineer and MnDOT Final Review for the 2025 Design Road and TH 371 Stormwater Improvements Project, Municipal Project No. 4135. Motion carried unanimously.

**11. Approve the 2025 Hydrant and Watermain Plastic Fitting Review Report**

WiDSETH Consulting Engineer Welch informed the commission that the purpose of this report is to review past municipal improvement projects concerning two specific infrastructure issues. The first issue pertains to fire hydrants installed in 1977, 1978, and 1979, which have developed corrosion at the cross arm within the bottom drain assembly. This corrosion causes improper seating and leakage, resulting in frequent repairs and increased maintenance costs. These repairs involve the removal and

replacement of the internal components, which can be performed by City staff. By identifying the locations of these affected hydrants, the City can plan to purchase the necessary parts and estimate potential costs for their repair or replacement.

The second issue involves the use of plastic (PVC) watermain fittings which were commonly installed in the 1980s but abandoned due to failure in the early 1990s. Specifically, PVC tees are prone to unexpected failure, leading to significant repair and replacement expenses. Identifying the locations of these PVC fittings will allow the City to budget appropriately for their replacement during scheduled improvements projects.

Public Works Director/City Engineer Walter stated the report will be used as a resource to provide direction and budgeting on future infrastructure projects and maintenance activities. Mr. Walter had no concerns with the report and recommended approval.

**MOTION** by Commissioner Brenny, seconded by Commissioner Christofferson to approve the 2025 Hydrant and Watermain Plastic Fitting Review Report. Motion carried unanimously.

**12. 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.

**13. Adopt Resolution No. 2025-XXX Ordering Preparation of Report for the 2026 Mill & Overlay and Full Depth Reclamation Improvements Project Municipal Project No. 4426**

WIDSETH Consulting Engineer Bitter informed the commission that Ordering Preparation of the Feasibility Report is the first step in the Chapter 429 Process.

The City is planning improvements to the following areas in 2026:

- Residential areas include Jasperwood Drive (South of Mapleton Road to Oakdale Road), Joneswood Circle, Joneswood Drive, Joshua Tree Circle, Joshua Tree Drive, Knotty Pine Drive, Marble Road (West of Jasperwood Drive), Oakdale Road, Ottertail Circle, Cherrywood Drive, Excelsior Road, Timberlane Drive, Park Street, Woodland Drive, Forest Drive, Fox Road, Fox Place and Joler Road.
- Commercial areas include Dogwood Drive (South of College Road), Douglas Fir Drive (South of College Road), Evergreen Drive (Highland Scenic Road to 1,216' north), Hastings Road (East of Evergreen Drive), Hinckley Road, and Woida (Edgewood Drive to Lynwood Drive).

**MOTION** by Commissioner Stenberg, seconded by Commissioner Brenny to adopt Resolution No. 2025-XXX Ordering Improvement for the 2026 Mill & Overlay and Full Depth Reclamation Improvements Project Municipal Project No. 4426. Motion carried unanimously.

**14. Approve the Widseth Proposal for Professional Services in the Not to Exceed Amount of \$875.00 for the Bridge No. 18529 Safety Inspection Report**

WIDSETH Consulting Engineer Bitter informed the commission that every two years, the Minnesota Department of Transportation requires bridge safety inspections to be completed and submitted. Although the bridge is owned by the Minnesota Department of Natural Resources, the City of Baxter is responsible for completing the inspections because it crosses a City State Aid Route.

Mr. Bitter stated that Widseth has conducted all inspections since the bridge's completion and can continue providing this service. The inspection typically takes a few hours, after which a report is drafted and submitted to MnDOT. Public Works Director/City Engineer Walter has no concerns with the proposal and recommends approval.

**MOTION** by Commissioner Christofferson, seconded by Commissioner Brenny to approve the Widseth Proposal for Professional Services in the Not to Exceed Amount of \$875.00 for the Bridge No. 18529 Safety Inspection Report. Motion carried unanimously.

**15. 2028 Olivewood Drive Area and Jadewood Drive & Jewelwood Drive Utility and Roadway Improvements Feasibility Report Presentation**

WiDSETH Consulting Engineer Welch reviewed the 2028 Olivewood Drive Area and Jadewood Drive & Jewelwood Drive Utility and Roadway Improvements Feasibility Report Presentation. The purpose of the report is to study the feasibility of extending municipal sanitary sewer and water service to the project area. The report covers existing conditions, proposes feasible improvements, estimates project costs, discusses project implementation, and presents conclusions and recommendations for the Project Area.

The project area includes the following roadways:

- Olivewood Drive from south terminus to 325' south of Cedar Scenic Road.
- Deerwood Road from Olivewood Drive to 630' east.
- Woida Road from 190' west of Jewelwood Drive to Inglewood Drive.
- Jewelwood Drive from Jadewood Drive to Woida Road.
- Jadewood Drive from Jewelwood Drive to Woida Road.

The Olivewood Drive Project Area was last studied for utility improvements in 2006. Olivewood Drive and Deerwood Road study area is zoned as R-1 (Low Density Residential). The area south of Olivewood Drive to TH 210 is zoned R-S (Residential Staging).

In the R-1 zoned area, there are 27 lots of record. One of the lots is in the Shady Oaks Estates Plat and the remainder are in the First Addition to Shady Oaks Estates. In the R-S zoned area, there are three large tracts of land located between Olivewood Drive and TH 210 that will need further review and discussion.

This brings the total number of parcels in the Project Area to 30. Existing parcels are comprised of the following:

- 21 Developed Single Family Residential Properties
- 6 Undeveloped R-1 Properties
- 3 Undeveloped R-S Properties

There is currently no municipal gravity sanitary sewer or municipal water distribution system serving the project areas. Roadway widths will need further discussion and determination with City Council. Public Works Director noted that corrections will need to be made to the presentation. Page 3 the road name is misspelled and needs to be corrected, page 4 the wrong road name is listed, page 5 the road name is misspelled and needs to be corrected, page 9 lists SAC fees instead of WAC fees.

The Jadewood Drive and Jewelwood Drive Project Area was last studied for utility improvements in 2007.

There are 24 parcels lots of record located in the Project Area. One lot is in the Fisher Addition Plat and 20 lots are in the Woida Oaks Plat. The two remaining parcels south of Woida Road are metes and bounds parcels which were an exception to the Woida Oaks Plat. The one parcel located north of Woida Road is an original 40-acre tract.

Existing parcels are comprised of the following:

- 10 Developed Single Family Residential Properties
- 14 Undeveloped R-1 Properties

There is currently no municipal gravity sanitary sewer or municipal water distribution system serving the project areas. The commission held an extensive discussion on the lot sizes and potential lot splits.

Mr. Welch concluded the proposed improvements are feasible, and WiDSETH does not foresee any major problems other than normal inconveniences associated with construction such as noise and traffic disturbance. These situations would be temporary in nature, and WiDSETH anticipates the construction would last approximately 16 to 20 weeks depending on the contractor, weather, and other factors.

**16. Accept the 2028 Olivewood Drive Area and Jadewood Drive & Jewelwood Drive Utility and Roadway Improvements Feasibility Report**

**MOTION** by Commissioner Brenny, seconded by Commissioner Christofferson to accept the 2028 Olivewood Drive Area and Jadewood Drive & Jewelwood Drive Utility and Roadway Improvements Feasibility Report. Motion carried unanimously.

**17. 2030 Welton Road, Ashley Road, Baywood Road, Black Oak Road and Springwood Drive Area Utility and Roadway Improvements Feasibility Report Presentation**

WiDSETH Consulting Engineer Welch reviewed the Welton Road, Ashley Road, Baywood Road, Black Oak Road and Springwood Drive Utility and Roadway Improvements Feasibility Report Presentation. The purpose of the report is to study the feasibility of extending municipal sanitary sewer and water service to the project area. The report covers existing conditions, proposes feasible improvements, estimates project costs, discusses project implementation, and presents conclusions and recommendations for the Project Area.

The project area includes the following roadways:

- Welton Road from Clearwater Road to 680' north of Ashley Road.
- Ashely Road from cul-de-sac to Welton Road.
- Baywood Road from cul-de-sac to Welton Road.
- Black Oak Road from Welton Road to 190' east of Springwood Drive.
- Springwood Drive from Black Oak Drive to north terminus.
- Springwood Court to 680' north of Black Oak Road.

The study area is zoned as R-1 (Low Density Residential), R-S (Residential Staging) and Public Benefit. The north edge of the Project Area is the current municipal boundary.

In the R-1 zoned area, there are 33 lots of record located in Oak Ridge First Addition (Welton Road), Noahs Addition to Baxter (Black Oak Drive and Springwood Drive/Court) and Veits Whipple Lake Estates (Baywood Road) Plats. In the R-S zoned area, there are 27 lots of record located in Jacksons Woods and McGuire Whipple Acres Plats. In the Public Benefit zoned area there is one parcel west of



Welton Road (Whipple Beach Park). This brings the total number of lots/parcels in the project area to 61.

Existing parcels are comprised of the following:

- 48 Developed Single Family Residential Properties
- 7 Undeveloped R-1 Properties
- 5 Undeveloped R-S Properties
- 1 Public Benefit Property

There is currently no municipal gravity sanitary sewer or municipal water distribution system serving the project areas. The commission held an extensive discussion on the lot sizes and potential lot splits.

Mr. Welch concluded the proposed improvements are feasible, and WIDSETH does not foresee any major problems other than normal inconveniences associated with construction such as noise and traffic disturbance. These situations would be temporary in nature, and WIDSETH anticipates the construction would last approximately 16 to 20 weeks depending on the contractor, weather, and other factors.

**18. Accept the 2030 Welton Road, Ashley Road, Baywood Road, Black Oak Road and Springwood Drive Area Utility and Roadway Improvements Feasibility Report**

**MOTION** by Commissioner Brenny, seconded by Commissioner Stenberg to accept the 2030 Welton Road, Ashley Road, Baywood Road, Black Oak Road and Springwood Drive Area Utility and Roadway Improvements Feasibility Report. Motion carried unanimously.

**19. 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.

**20. Approve the Pratt's Affordable Excavating, Inc. Change Order No. 2 Extending the Substantial Completion Date to October 10, 2025, and the Final Completion date to October 31, 2025, for the CSAH 77 Utility Improvements Project, Municipal Project Number 4118**

WIDSETH Consulting Engineer Welch reviewed the Pratt's Affordable Excavating Change Order No. 2 which extends the Substantial Completion Date to October 10, 2025, and the Final Completion Date to October 31, 2025. There is no contract price adjustment associated with this change order.

Mr. Welch has no concerns with Change Order No. 2 and recommended approval.

**MOTION** by Commissioner Stenberg, seconded by Commissioner Christofferson to approve the Pratt's Affordable Excavating, Inc. Change Order No. 2 extending the Substantial Completion Date to October 10, 2025, and the Final Completion date to October 31, 2025, for the CSAH 77 Utility Improvements Project, Municipal Project Number 4118. Motion carried unanimously.

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

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

**22. Approve the Widseth Fee Amendment for Professional Services in the Not to Exceed Amount of \$14,400 for the 20-Year Public Works Facility Assessment**

WiDSETH Consulting Engineer Bitter explained the WiDSETH is currently under contract for professional services related to the preparation of the 20-Year Public Works Facility - Assessment & Budgetary Cost Estimate Project. These services are being provided under the existing contract for a total Not to Exceed fee of \$17,500.

As of April 24, 2024, the Report was considered to be 90 percent complete, with only presentation materials remaining to be prepared. As the year proceeded, City staff addressed many challenges and the Report was put on hold to make certain more pressing issues were handled correctly, one of those items being the City water system.

The City water system was undergoing a major rehabilitation and study to help maintain the current system and expand the capacity of the system. Putting the report on hold, allowed the City to better define the needs of the public works facility and develop options to expand the water system. With the water system improvements currently starting to be finalized, City Staff has re-engaged Widseth to discuss the updates and impacts to the project scope. With a redefined scope of work from the City and other consultants, a significant update to the report is required. Widseth will incorporate the proposed options for the water system improvements and adjust the proposed improvements to the Public Works Facility. This will require additional analysis, planning, and review sessions.

The added scope to the project has resulted in additional time on the project which was not accounted for in the previous proposal. The added scope is as follows:

- Modify the delivery schedule to include:
  - Additional review sessions with City Staff.
  - Additional Committee & Council meeting presentation sessions.
  - On-Site meeting and Walk-Through session with City Staff and Council/Committee members.
- Modify the Feasibility Report in a fundamental fashion:
  - New developments with site improvements will have significant impact on the options for facility growth planning.
  - New developments with staffing needs will require additional analysis, planning, and review sessions.
  - New developments with the Water Plant needs will require additional analysis, planning, and review sessions.
  - Project management time to update supporting documents such as RCAs, resolutions and schedules.

With the scope adjustment, Widseth is requesting a fee amendment of \$14,400 updating the total contract amount to a **Not To Exceed Total Fee of \$31,900.**

Public Works Director/City Engineer Walter explained to the commission this item was supposed to be in the 2025 budget cycle. The report was considered 90% complete and had been reviewed by the former Streets & Utilities Supervisor and the Parks & Trails Supervisor before the well situation occurred. When the Public Works Administration reviewed the report and noted there were flaws to the report including missing information, a storage building being located on the 24" water main, plus other miscellaneous items.

Mr. Walter considers the report to be approximately only 30% - 40% completed and recommended approval of the fee amendment so the report can be completed in a timely manner.

**MOTION** by Commissioner Christofferson, seconded by Commissioner Stenberg to approve the WiDSETH Fee Amendment for Professional Services in the Not to Exceed Amount of \$14,400 for the 20-year Public Works Facility Assessment. Motion carried unanimously.

**23. 2025 Commercial Full Depth Reclamation Improvements Project Monthly Update, Municipal Project No. 4425**

WiDSETH Consulting Engineer Bitter informed the commission that City Council adopted Resolution No. 2025-026 Ordering Improvement for the 2025 Commercial Full Depth Reclamation Improvements Project and adopted Resolution No. 2025-027 Approving Plans and Specifications and Authorize Advertisement for Bids for the 2025 Commercial Full Depth Reclamation Improvements Project at the March 4<sup>th</sup> meeting.

The 2025 Commercial Full Depth Reclamation Improvements Project bid opening has been scheduled for April 3, 2025 in the council chambers.

**24. Approve the Revised Installation and Maintenance of Mailbox Supports on the City of Baxter Roadway System Policy**

Public Works Director/City Engineer Walter explained the revised policy requires that any new or replacement of mailbox and mailbox supports will be required to conform to the swing away mailbox support.

Commissioner Christofferson stated that he did not care for Exhibit A drawing as the U-shaped box support was not shown properly.

**MOTION** by Commissioner Christofferson, seconded by Commissioner Stenberg to approve the Revised Installation and Maintenance of Mailbox Supports on the City of Baxter Roadway System Policy. Motion carried unanimously.

**INFORMATIONAL ITEMS**

**25. 2022 Full Depth Reclamation and Reconstruction Improvements Project Monthly Update**

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

**26. 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.

**27. 2023 Commercial and Residential Full Depth Reclamation and Quiet Zone Improvements Project Monthly Update**

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

**28. 2023 Knollwood Drive Improvements Project Monthly Update**

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

**29. 2023 Novotny Road Improvements Project Monthly Update**

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

**30. 2024 Mill & Overlay and Full Depth Reclamation Improvements Project Monthly Update**

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

**31. 2024 South Forestview Improvements Project Monthly Update**

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

**32. 2025 Well 1 and Well 4 Pump and Motor Replacement Monthly Update**

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

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

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

**34. 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.

**35. Holiday Station Store Contamination Project Monthly Update**

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

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

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

**37. Lift Station 13 Reconstruction Project Monthly Update**

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

**38. Lift Station No. 15 Reconstruction Project Monthly Update**

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

**39. Lift Station No. 17 Reconstruction Project Monthly Update**

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

**40. MnDOT Highway Users Tax Distribution Fund for Local Road and Bridges (2025)**

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

**41. Project Timber Wolf Project Monthly Update**

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

**42. Wastewater Treatment Plant Charges for January 2025**

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

**43. Water Enterprise Fund 20-year CIP and 2025 CAMP Update Monthly Update**

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

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

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

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

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

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

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

**OTHER BUSINESS**

Public Works Director/City Engineer Walter informed the commission of the upcoming Brainerd Public Utilities Wastewater Management Board meeting on Thursday, March 13<sup>th</sup> at 5:30 p.m. Board Member and Utilities Chairman Yliniemi informed the commission he will not be able to attend the meeting.

**MOTION** by Commissioner Stenberg, seconded by Chairman Yliniemi to approve Utilities Vice Chairman Jack Christofferson attend the Brainerd Public Utilities Wastewater Management Board meeting. Motion carried unanimously.

**ADJOURN**

**MOTION** by Commissioner Stenberg, seconded by Commissioner Christofferson to adjourn the meeting at 7:00 p.m. Motion unanimously approved.

Approved by:

Respectfully submitted:

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Rock Yliniemi  
Chair

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Mary Haugen  
Administrative Assistant