



UTILITIES COMMISSION MEETING MINUTES

Wednesday, September 02, 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 Council Liaison Mark Cross.

ROLL CALL

Members Present: Commissioner Douglas Stenberg, John Brenny, Jack Christofferson, Douglas Wolf, and Council Liaison Mark Cross.

Members Absent: Chairman Rock Yliniemi.

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

Other Present: Crow Wing Power Credit Union Board of Directors Representative Chuck Hiltner, SEH Consulting Engineer Scott Hedlund, WSB Consulting Engineer Ethan Youso, WIDSETH Consulting Engineer Alex Bitter.

CONSENT AGENDA

1. Approve the Utilities Commission Minutes from August 5, 2026

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to approve the Utilities Commission minutes from August 5, 2026. Motion carried unanimously.

BUSINESS ITEMS

2. Recommend Planning and Zoning Approve the QXO Interim Use Permit with the Conditions Outlined in the Staff Recommendations

Public Works Director/City Engineer Walter informed the commission that Simonson Lumber was recently purchased by QXO. The property has several zoning violations which include right-of-way parking, not enough parking areas, overnight parking on the cul-de-sac, no permanent signage (rollout) and erosion concerns.

Council Liaison Cross stated Planning and Zoning will address these issues but the commission can ask for conditions. Commissioner Wolf inquired if these were all zoning concerns and Council Liaison Cross stated these issues affect both zoning and public works.

Assistant City Engineer Thompson stated that QXO is a large organization that acquired Simonson Lumber's parent company, Kodiak Building Partners, on April 1, 2026. The acquisition added more than 120 different locations throughout the United States.

Commission Stenberg stated these items were inherited problems that need to be addressed and considered the time-frame reasonable. Mr. Thompson stated this would give them the opportunity to get everything in place.

The commission recommends approval of the IUP with the following conditions:

- Stormwater issue brought up to code
- Parking lot must be brought up to code
- Signage be brought up to code
- No parking in Independence Road right-of-way
- No permanent sign allowed on the street

MOTION by Commissioner Wolf, seconded by Commissioner Stenberg to recommend Planning and Zoning approve the QXO Interim Use Permit with the conditions outlined in the staff recommendations. Motion carried unanimously.

3. Recommend Planning and Zoning Commission Approve the CWPCU Preliminary and Final Plat, and Conditional Use Permit to allow a Drive Thru with the Conditions Outlined in the Staff Recommendations

Crow Wing Power Credit Union Board of Directors Representative Chuck Hiltner gave a brief history on the credit union. The new 12,000 square foot two-story credit union facility will be constructed on 3.25 acres off of Golf Course Drive.

Mr. Hiltner informed the commission that HTG Architects has been hired along with Hy-Tec Construction and they would like to break ground this fall if possible.

Public Works Director/City Engineer Walter informed the commission that access to the site will be provided through two ingress/egress points on Golf Course Drive. The northern driveway has been aligned with the existing entrance across Golf Course Drive serving Panache Salon which will improve sight distance and efficiency for vehicles making left-turn movements.

Staff recommends approving the CWPCU Preliminary and Final Plat and CUP with the Conditions listed below:

- Enter into a Development Agreement prior to issuing a building permit.
- Enter into a Stormwater Facilities Maintenance Agreement prior to issuing a building permit.
- Enter into a Permanent Access Easement prior to issuing a building permit.
- Enter into a Construction Repair and Maintenance Agreement prior to issuing a building permit.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend Planning and Zoning approve the CWPCU Preliminary and Final Plat and Conditional Use Permit to allow a drive thru with the conditions outlined in the staff recommendations. Motion carried unanimously.

4. Approve the Crow Wing Power Credit Union Development Agreement

Assistant City Engineer Thompson reviewed the Crow Wing Power Credit Union Development Agreement. The plans for developing a new credit union on Golf Course Drive between Universal Road and Clearwater Road have been submitted.

Included with the development is the construction of watermain into the site for fire protection. The watermain will remain privately owned but will be within an easement and will be maintained with the rest of the City's watermain. The development agreement will ensure the watermain is constructed/tested/inspected per city details and specifications to help protect the City's infrastructure.

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

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to recommend City Council approve the Crow Wing Power Credit Union Development Agreement. Motion carried unanimously.

5. Approve the Crow Wing Power Credit Union Construction Repair and Maintenance Agreement for Watermain

Assistant City Engineer Thompson stated the privately installed watermain improvements proposed with the credit union will be maintained by the City of Baxter with the rest of the City of Baxter's water distribution system. The watermain including the hydrant and the shut off valves for the credit union are included in the agreement.

The city attorney has drafted a Construction Repair and Maintenance Agreement for Watermain for the Crow Wing Power Credit Union development to allow the City of Baxter maintenance staff to maintain the infrastructure. It is important that the hydrants are flushed on their development to ensure they remain operable. The watermain does not benefit the city system, therefore future repairs will remain the responsibility of the property owner as identified in the agreement.

MOTION by Commissioner Christofferson, seconded by Commissioner Brenny to recommend City Council approve the Crow Wing Power Credit Union Construction Repair and Maintenance Agreement for Watermain. Motion carried unanimously.

6. Approve the Permanent Hydrant Access Easement for Crow Wing Power Credit Union

Assistant City Engineer Thompson stated the project includes private water main site improvements for fire protection that will be maintained by the City of Baxter with the rest of the City of Baxter's water distribution system. A permanent non-exclusive easement for the purpose of providing access to the hydrant and valves necessary for Hydrant flushing and valve operating, as necessary.

MOTION by Commissioner Stenberg, seconded by Commissioner Brenny to recommend City Council approve the Permanent Hydrant Access Easement for Crow Wing Power Credit Union. Motion carried unanimously.

7. Approve Stormwater Facilities Maintenance Agreement with Access Rights and Covenants for Crow Wing Power Credit Union

Assistant City Engineer Thompson informed the commission the proposed site for Crow Wing Power Credit Union includes a 100-year stormwater design that is independent from the city's stormwater infrastructure, therefore there is no joint stormwater incorporated with this 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 Brenny, seconded by Commissioner Wolf to recommend City Council approve the Crow Wing Power Credit Union Stormwater Facilities Maintenance Agreement with Access Rights and Covenants. Motion carried unanimously.

8. Recommend Planning and Zoning Commission Approve the CUP Amendment for Property Located at 15808 Edgewood Drive

Assistant City Engineer Thompson reviewed the McLaughlin RV and Marine site improvements to extend their outdoor display area closer to the Highway 371 corridor for visibility purposes.

The improvements include grading and paving, which creates an increase in impervious surface. City code requires a 100-year stormwater plan for all new impervious surfaces. As part of the building permit review process, Public Works staff will verify the improvements incorporate the 100-year stormwater design.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend Planning and Zoning approve the CUP Amendment for Property Located at 15808 Edgewood Drive. Motion carried unanimously.

9. Recommend Planning and Zoning Commission Approve the Conditional Use Permit for Property Located at 4859 Baywood Road

Public Works Director/City Engineer Walter stated the owners of the property are requesting to construction an addition for the existing family home. The purpose of the addition is to provide accessible single-level living as their needs change over time. Their intent is not to create a duplex or rental property and it will remain a single-family home.

Mr. Walter stated that sanitary sewer and water extension is estimated for 2030 and should this single level addition be built as per city ordinance.

Council Liaison Cross stated there was no site plan, no location, setback and dimension of all buildings on the lot including both existing and proposed structures, and no driveway was shown, these items are a requirement of the Conditional Use Permit (CUP). Mr. Cross noted that the well was shown but the septic system was not.

Commissioner Wolf stated that without submission of a better plan set it would be impossible to tell if it could be split into a duplex in the future.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend Planning and Zoning table the application for additional for the Utilities Commission for water and sanitary sewer stubs and driveway layout. Motion carried unanimously.

10. Recommend Planning & Zoning Approve the Conditional Use Permit to allow a Second Driveway on a Corner Lot for 5980 Wedgewood Road with the condition of requiring the property owner to pay for the additional storm sewer improvements required to accommodate the driveway

Assistant City Engineer Thompson informed the commission the property owner at 5980 Wedgewood Road has submitted a building permit to construct a garage on his property. The current driveway is accessed off Wedgewood Road. Due to landscaping and layout of the property, the property owner has requested a second driveway to be accessed off from Parkwood Drive.

The proposed driveway will impede on the stormwater drainage that was installed in 2018 on Parkwood Drive to address flooding issues. The grading is not sufficient to allow for a culvert under the proposed driveway so an additional drainage structure will be required to be installed to prevent water from backing up into the neighbor's driveway and the city street.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend Planning and Zoning approve the Conditional Use Permit to allow a second driveway on a corner lot for 5980 Wedgewood Road with the condition of requiring the property owner to pay for the additional storm sewer improvements required to accommodate the driveway. Motion carried unanimously.

11. 2026 Clearwater Road, North Lynndale Area, & Brentwood Circle Street & Utility Improvements Monthly Update

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

12. Approve the RL Larson Excavating, Inc. Change Order No. 1 in the increased amount of \$208,532.30 for the 2026 Clearwater Road, North Lynndale Area, and Brentwood Circle Utility & Street Improvements Project, Municipal Project No. 4068

SEH Consulting Engineer Hedlund reviewed the RL Larson Excavating, Inc Change Order No. 1 in the increased amount of \$208,532.30 for the 2026 Clearwater Road, North Lynndale Area, and Brentwood Circle Utility & Street Improvements Project.

Change Order No. 1 includes the following items:

- After bidding, there was a quantity discrepancy discovered on the bid form in connection with multiple surfacing items in the North Lynndale project area. In general, the Contractor agrees to honor the unit prices provided with the bid, with the exception of Aggregate Base Class 5. The Contractor contends that imported material is needed to make up the difference in quantity and have provided correspondence noting they will not be able to utilize recycled material from the project site for the gravel material that is needed for this area. Adjustments to the estimated quantities are included in this change order.
- During project meetings, residents noted a desire for methods to reduce traffic speed. On the recent South Forestview project, lanes were striped at 10-feet wide throughout the neighborhood. The striping plans for this project were updated for two road segments, Lynndale Lane and Lynndale Drive, to include striping fog lines to delineate ten-foot lanes.

Mr. Hedlund stated the project budget included a line item for "Additional Street Costs (Lynndale Lane)", which was intended for the items covered in Part 1 of the Change Order. The striping additions will be accounted for under the line item for "Contingencies". The original contract amount was \$6,314,781.98, and approval of this change order will result in a revised contract total of \$6,523,314.28.

MOTION by Commissioner Christofferson, seconded by Commissioner Stenberg to recommend City Council approve the RL Larson Excavating, Inc. Change Order No. 1 in the amount of \$208,532.30 for

the 2026 Clearwater Road, North Lynndale Area, and Brentwood Circle Utility & Street Improvements Project, Municipal Project No. 4068. Motion carried unanimously.

13. Approve the RL Larson Excavating, Inc. Change Order No. 2 in the decreased amount of \$64,317.27 for the 2026 Clearwater Road, North Lynndale Area, and Brentwood Circle Utility & Street Improvements Project, Municipal Project No. 4068

SEH Consulting Engineer Hedlund reviewed the RL Larson Excavating, Inc Change Order No. 2 in the decreased amount of \$64,317.27 for the 2026 Clearwater Road, North Lynndale Area, and Brentwood Circle Utility & Street Improvements Project.

Change Order No. 2 includes the following item:

- After discussion and review with City Staff, a short segment of existing 10-inch watermain and the existing 12-inch watermain along the south side of Clearwater Road between Welton Road and Northwood Drive will be left in place. The change results in the reduction of several quantities and also the need for a 12-inch by 12-inch wet tap to connect the proposed watermain. As part of a plan change in this area, existing forcemain stubs along Northwoods Drive and Cottage Grove Drive will be abandoned in place. This change allows the removal and restoration limits to be reduced, resulting in several quantity reductions, as indicated in the Change Order. The quantity reductions result in a deduct to the contract amount with this Change Order.

Mr. Hedlund explained the original contract amount was \$6,314,781.98, and approval of this change order and the previous change order will result in a revised contract total of \$6,456,432.93.

MOTION by Commissioner Stenberg, seconded by Commissioner Wolf to recommend City Council approve the RL Larson Excavating, Inc. Change Order No. 2 in the decreased amount of \$64,317.27 for the 2026 Clearwater Road, North Lynndale Area, and Brentwood Circle Utility & Street Improvements Project, Municipal Project No. 4068. Motion carried unanimously.

14. Approve the RL Larson Excavating, Inc. Partial Pay Estimate No. 3 in the amount of \$1,180,305.57 for the 2026 Clearwater Road, North Lynndale Area, and Brentwood Circle Utility & Street Improvements Project, Municipal Project No. 4068

SEH Consulting Engineer Hedlund reviewed the RL Larson Excavating, Inc Partial Pay Estimate No. 3 in the amount of \$1,180,305.57 for the 2026 Clearwater Road, North Lynndale Area, and Brentwood Circle Utility & Street Improvements Project.

The Contractor has earned \$2,889,777.60 to date. Per the contract, the retainage is 5 percent of the amount earned to date (\$144,723.48), which results in a total payment of \$1,180,305.57.

MOTION by Commissioner Brenny, seconded by Commissioner Christofferson to recommend City Council approve the RL Larson Excavating, Inc. Partial Pay Estimate No. 3 in the amount of \$1,180,305.57 for the 2026 Clearwater Road, North Lynndale Area, and Brentwood Circle Utility & Street Improvements Project. Motion carried unanimously.

15. Approve the SEH Contract Amendment for Hydraulic Analysis and Drainage Report for BNSF Railway Review in the Not to Exceed Amount of \$18,000.00 for the 2027 Foley Road and Forthun Road/Isle Drive Intersection Improvements Project

SEH Consulting Engineer Hedlund reviewed the contract amendment in the not to exceed amount of \$18,000.00 to perform Hydraulic Analysis and Drainage Report for BNSF Railway Review. The scope includes a hydrologic and hydraulic evaluation of the existing ditch system adjacent to the BNSF Railway corridor within the City's 2027 Foley Road and Forthun Road/Isle Drive Intersection Improvements Project Area.

Mr. Hedlund noted there will be another design phase amendment that covers preparation of an ICE report being required by MnDOT, revisions to the design resulting from it and MnDOT and BNSF comments, easement acquisition, and for adding certain construction elements into the City's project that would have been in the MnDOT project scope at the new Forthun/Isle road extension between Foley Road and TH 210 in order to facilitate BNSF track work at the new crossing in 2027. Discussion to date is that MnDOT would participate in some of the costs for overlapping elements of the two projects.

The hydraulic modeling task will be tracked as part of the capital project and paid from state aid funds and city contributions, with the possibility of some Trunk Highway funding.

MOTION by Commissioner Stenberg, seconded by Commissioner Wolf to recommend City Council approve the SEH Contract Amendment for Hydraulic Analysis and Drainage Report for BNSF Railway Review in the Not to Exceed Amount of \$18,000.00 for the 2027 Foley Road and Forthun Road/Isle Drive Intersection Improvements Project. Motion carried unanimously.

16. Approve the SEH Topographic Survey, Soils Investigation, Early Project Notification Letter, Feasibility Report Update, and Neighborhood Informational Meeting Services Contract in the Not to Exceed Amount of \$130,000.00 for the 2028 Olivewood Drive Area and Jadewood Drive & Jewelwood Drive Area Utility and Roadway Improvements Project.

SEH Consulting Engineer Hedlund reviewed the SEH contract in the not to exceed amount of \$130,000.00 is for topographic survey, soils investigation (including soil borings), creating early notification letters to, preparing a feasibility report update, and facilitating a neighborhood informational meeting, for the 2028 Olivewood Drive Area and Jadewood Drive & Jewelwood Drive Area Utility and Roadway Improvements Project.

Mr. Hedlund stated that staff recommended the contract be awarded in an effort to begin to put into practice the City's general goal of starting projects earlier. One specific related goal is to make affected parcels aware of an imminent project with special assessments sooner than typically has occurred in the past so they can better prepare for it. The Early Notification Letter task in the SEH contract would make property owners aware in 2026 that a 2028 construction project is coming, inform and educate them about the public improvement and special assessment processes, give an overview of the preliminary project milestones schedule, and potentially also review anticipate preliminary special assessment ERU amounts. Getting the topo survey and soil investigation field work done this fall is necessary to allow the design tasks to begin this winter, which would give more time to identify and address easement needs prior to the planned construction start date in 2028. Having the field work done earlier will also assist with the feasibility report end product.

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to recommend City Council approve the SEH Topographic Survey, Soils Investigation, Early Project Notification Letter, Feasibility Report Update, and Neighborhood Informational Meeting Services Contract in the Not to Exceed Amount of \$130,000.00 for the 2028 Olivewood Drive Area and Jadewood Drive & Jewelwood Drive Area Utility and Roadway Improvements Project. Motion carried unanimously.

17. 2026 Mill & Overlay Improvements Project Monthly Update

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

18. Approve the Anderson Brothers Construction Company Partial Pay Estimate No. 1 in the amount of \$33,768.19 for the 2026 Mill & Overlay Improvements Project, Municipal Project Number 4426

WiDSETH Consulting Engineer Bitter reviewed the Anderson Brothers Construction Company Partial Pay Estimate No. 1 in the amount of \$33,768.19 for the 2026 Mill & Overlay Improvements Project.

The Contractor has earned \$35,545.46 to date which represents 2.9% contract value. The retainage is 5% of the amount earned to date (\$1,777.27), which results in a total payment of \$33,768.19.

MOTION by Commissioner Christofferson, seconded by Commissioner Stenberg to recommend City Council approve the Anderson Brothers Construction Company Partial Pay Estimate No. 1 in the amount of \$33,768.19 for the 2026 Mill & Overlay Improvements Project, Municipal Project Number 4426. Motion carried unanimously.

19. 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.

20. Adopt Resolution No. 2026-XXX Ordering Preparation of Report for the 2027 Mill & Overlay and Full Depth Reclamation Improvements Project, Municipal Project No. 4427

WiDSETH Consulting Engineer Bitter reviewed the proposed project areas for the 2027 Mill & Overlay and Full Depth Reclamation Improvements Project.

The project areas include the following:

Baxter Lions Road, Laverne Circle, Art Ward Drive, Perch Lake Drive, Excelsior Road (Inglewood Drive to Cherrywood Drive), Jasperwood Drive (310' south of Mapleton Road to Marble Road), Edgewood Drive (Novotny Road to Pine Beach Road), Clearwater Road (Cypress Drive to Golf Course Drive), Woida Road (Edgewood Drive to 700' west of Edgewood Drive), Timberwood Drive (TH 210 to south 425' of TH 210), and Cypress Drive (Excelsior Road Roundabout to 60' north of Clearwater Road).

Mr. Bitter stated that 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

MOTION by Commissioner Wolf, seconded by Commissioner Brenny to recommend City Council adopt Resolution No. 2026-XXX Ordering Improvement for the 2027 Mill & Overlay and Full Depth Reclamation Improvements Project, Municipal Project No. 4427. Motion carried unanimously.

21. 2028 Full Depth Reclamation Improvements Project Monthly Update

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

22. Accept the Widseth Road Evaluation Memo for the 2028 Full Depth Reclamation Improvements Project, Municipal Project Number 4428

WIDSETH Consulting Engineer Bitter reviewed the evaluation of the proposed roadways for the 2028 Full Depth Reclamation Improvements Project.

Residential Full Depth Reclamation:

- Grand Oaks Drive and Grand Oaks Court
 - These two roadways were initially considered for a mill & overlay based on the Pavement Management Plan (PMP) and the draft Capital Improvement Plan (CIP). During the field review a large number of pothole patching, stripping of bituminous and block cracking were observed. The pavement is failing and there are signs of subgrade failure as well. The areas of stripping in the roadway not yet patched is around 1" in depth. At this time, WIDSETH cannot verify the depth of the stripping and potholes under the patching. Due to the pavement and subgrade failure along advancing stripping, a full depth reclamation is recommended.
- Cedar Scenic Road
 - Cedar Scenic Road was identified as a full depth reclamation in the PMP and draft CIP. The roadway consists of many areas of patching understood to be covering stripping in the bituminous. There are other areas where stripping is ongoing. The road has signs of slight rutting in some areas and sections of moderate to heavy cracking. The numerous patching, slight rutting and cracking patterns demonstrate that completing a full depth reclamation is the correct rehabilitation method.
- Oakwood Drive
 - Oakwood Drive was identified as a full depth reclamation in the PMP and draft CIP. The roadway consists of heavy patching and crack sealing. There is block cracking throughout the roadway indicating subgrade failure. This road has been selected to have a full depth reclamation as the rehabilitation method.

Mr. Bitter explained the following roads are not recommended for improvements in 2027. These roads will be reevaluated in 2028 for the 2030 Project.

- Residential FDR
 - Jasperwood Drive and Paris Road both have a large amount of patching and deterioration throughout the roadway. These roads are proposed to be revaluated in 2028 because there is potential development planned in that area. If the development takes place, utilities may be extended down Jasperwood Drive and Paris Road. At that time, the roads would be reconditioned after the utilities are installed. The delay in the rehabilitating these two roads will also allow for discussion and review of the utility installation. If the utilities are extended off Oakdale Road, Jasperwood Drive and Paris Road will be considered for rehabilitation at that time. Both roads will require full depth reclamation as the rehabilitation method.
- Commercial Full Depth Reclamation

- Douglas Fir Drive, Dogwood Drive, Hastings Road and Hinkley Road are located in the industrial park and see heavy amounts of truck traffic. The pavement in this area is in good condition except for large transverse cracking. The curb and gutter on these roads is in poor condition. The bituminous at the curb and gutter is at or slightly below the edge of the gutter and it appears the snowplows are damaging the outside edge of the gutter. The City has been completing mastic crack sealing on these roads. A review of the crack sealing was conducted shortly after completion, the results showing adequate coverage of the crack. If the City were to complete crack sealing with mastic on all the large cracks and sections of curb and gutter this could prolong the lifespan of the pavement. A follow up evaluation of the cracks will be conducted in the spring of 2027 to document how the mastic weathered the winter and spring thaw.

MOTION by Commissioner Stenberg, seconded by Commissioner Brenny to recommend City Council accept the Widseth Road Evaluation Memo for the 2028 Full Depth Reclamation Improvements Project. Motion carried unanimously.

23. Adopt Resolution No. 2026-XXX Ordering Preparation of Report for the 2028 Full Depth Reclamation Improvements Project, Municipal Project No. 4428

WiDSETH Consulting Engineer Bitter reviewed the proposed project areas for the 2028 Mill & Overlay and Full Depth Reclamation Improvements Project.

The project areas include the following:

Grand Oaks Drive (Glenwood Drive to Excelsior Road), Grand Oaks Court (In its entirety), Cedar Scenic Road (245' west of Oakwood Road to 360' west of Red Sequoia Drive), Oakwood Drive (In its entirety).

Mr. Bitter stated that 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

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council adopt Resolution No. 2026-XXX Ordering Improvement for the 2028 Full Depth Reclamation Improvements Project Municipal Project No. 4428. Motion carried unanimously.

24. Approve the Widseth Agreement for Professional Engineering Services in the Not to Exceed Amount of \$52,000.00 for the 2028 Full Depth Reclamation Improvements Feasibility Report

WiDSETH Consulting Engineer Bitter reviewed the WiDSETH Agreement for the 2028 Full Depth Reclamation Improvements Feasibility Report. Roads to be included in the report are listed below:

- Grand Oaks Drive (Glenwood Drive to Excelsior Road)
- Grand Oaks Court
- Cedar Scenic Road (360' west of Red Sequoia to 245' west of Oakwood Road)
- Oakwood Drive

Commissioner Stenberg inquired if consideration of connecting the trail to Cedar Scenic from 200-feet west of Oakwood Drive to Brownsville Circle should be considered. Mr. Bitter stated this matter had not been discussed but connection to the trail system could be looked at and included in the Feasibility Report should City Council deem it necessary. Mr. Bitter noted this requested would change the proposal cost and an updated proposal will be submitted for the City Council meeting.

MOTION by Commissioner Wolf, seconded by Commissioner Stenberg to recommend City Council approve the Widseth Agreement for Professional Engineering Services in the Not to Exceed Amount of \$52,000.00 for the 2028 Full Depth Reclamation Improvements Feasibility Report. Motion carried unanimously.

25. Whiskey Creek Pedestrian Bridge Inspection Project Monthly Update

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

26. Approve the Anderson Brothers Construction Company Change Order No. 2 to modify the Final Completion Date for the Whiskey Creek Bridge Abutment Rehabilitation Project

WIDSETH Consulting Engineer Bitter presented Change Order No. 2 for the Whiskey Creek Abutment Rehabilitation Project.

Change Order No. 2 includes the following item:

- Modify the final completion date due to low concrete breaks. It is proposed to extend the final completion date to allow for additional time to review a possible 56-day break. The 56-day break would take place on October 9th, 2026. By extending the final completion date to December 18th, 2026 this would allow for time to review the final concrete break results and discuss project options.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council approve the Anderson Brothers Construction Company Change Order No. 2 to modify the Final Completion Date for the Whiskey Creek Bridge Abutment Rehabilitation Project. Motion carried unanimously.

27. Approve the WSB Master Services Agreement

WSB Consulting Engineer Youso informed the commission that WSB does not have a Master Services Agreement in place between the City of Baxter and WSB. Public Works Director/City Engineer Walter stated the City has Master Service Agreements in place with other consultants.

Mr. Youso stated this agreement will allow WSB to respond faster to requests by the City and there are no direct costs associated with the Master Services Agreement.

MOTION by Commissioner Brenny, seconded by Commissioner Christofferson to recommend City Council approve the WSB Master Services Agreement contingent on City Attorney/City Engineer approval. Motion carried unanimously.

28. Approve Task Order 1 under the WSB Master Services Agreement in the not to exceed amount of \$55,794.00 for the Landscaping Design of the Excelsior Road and Dellwood Drive Roundabout

WSB Consulting Engineer Youso informed the commission the City has been planning and coordinating for the upcoming 210 & 371 interchange project. A part of that project is to install a roundabout at the intersection of Excelsior Road and Dellwood Drive. The City is considering having that roundabout landscaped to match what currently exists at Excelsior Road and Edgewood Drive.

Mr. Youso stated that WSB designed the landscaping of that roundabout back in 2018 and was able to quickly update the cost estimate. The updated cost estimate was presented at the August 18th City Council Work Session in conjunction with the architectural designs proposed for the overpass.

MOTION by Commissioner Wolf, seconded by Commissioner Stenberg to recommend City Council approve Task Order 1 under the WSB Master Services Agreement in the not to exceed amount of \$55,794.00 for the Landscaping Design of the Excelsior Road and Dellwood Drive Roundabout. Motion carried unanimously.

29. Approve the Barga Inc Quote in the Amount of \$116,812.00 for the 2026 RePlay Clear Seal

Assistant City Engineer Thompson

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to recommend City Council approve the Barga Inc Quote in the amount of \$116,812.00 for the 2026 RePlay Clear Seal. Motion carried unanimously.

30. Approve a Budget Amendment in the Increased amount of \$38,789.16 for the 2026 Crack Sealing Budget for a total revised budget of \$288,789.16

Assistant City Engineer Thompson explained to the commission that every year city staff counts cracks and tries to estimate the linear footage that is required to be crack sealed. Based on the crack count estimate, the estimated contract value was \$165,300. The number of cracks required to be sealed exceeded the amount estimated and the total invoice for the crack sealing contract is \$271,799.31.

Counting cracks before the road completes the freeze/thaw cycle is an approximation because additional cracks will form and hairline cracks will seal themselves. Staff worked with the contractor to ensure only the open cracks were sealed and to verify the linear footage of crack sealing in the invoice represents the work that was completed.

The 2026 budget included \$250,000.00 for crack sealing, \$170,000 for labor and \$80,000 for material. With the total labor cost of \$271,799.31 and \$16,989.85 of material purchased the total spent on crack sealant this year was \$288,789.16, (\$38,789.16 over budget).

Staff is proposing to transfer \$38,789.16 from the Repairs/Maintenance to streets line item to pay for the additional cost. The Repairs/Maintenance to streets line item includes \$30,000 for lateral seam patching and \$30,000 for pavement repairs that will not be utilized this year.

Half a semi load of crack sealant was purchased this year for a total of \$16,989.85. With the overage on the crack sealing contract, additional crack sealant will need to be purchased next year to replenish the material for 2027. Two semi loads (approximately \$68,000) are included in the 2027 budget submittal to replenish from 2026 for the 2027 season and rebuild the supply.

MOTION by Commissioner Stenberg, seconded by Commissioner Wolf to recommend City Council approve a budget amendment in the increased amount of \$38,789.16 for the 2026 Crack Sealing Budget for a total revised budget of \$288,789.16. Motion carried unanimously.

INFORMATIONAL ITEMS**31. 2022 Trunk Highway 210 & Inglewood Drive Railway Crossing Improvements Project Update, Municipal Project No. 4121**

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

32. 2023 Knollwood Drive Improvements Project Monthly Update

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

33. 2024 Mill & Overlay and Full Depth Reclamation Improvements Project Monthly Update

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

34. 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.

35. 2025 Design Road & TH 371 Stormwater Improvements Project Monthly Update

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

36. 2025 Water Supply Improvements - Wells 5 & 6 Monthly Update

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

37. 2026 AWIA RRA & ERP Recertification Monthly Update

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

38. SEH Contract for Construction Phase Services in the Not to Exceed Amount of \$120,500.00 for the 2026 Lake Forest Road Improvements Project

City Council approved the SEH Contract for Construction Phase Services at the September 1, 2026 meeting.

39. 2026 Micro Surfacing Project Update

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

40. 2027 College Road and Douglas Fir Dr / Industrial Park Road Intersection Improvements Project Monthly Update

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

41. 2027 CSAH 48 (Highland Scenic Road) Trail Connection Project Monthly Update

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

42. 2027 Fairview Road Extension to Excelsior Road Project Monthly Update

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

43. 2027 Foley Road and Isle Drive/Forthun Road Intersection Improvements Project Monthly Update

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

44. 2028 Elder Drive & Foley Road Intersection Improvements Project Monthly Update

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

45. 2028 Mississippi River Overlook Park and Sylvan Township Public Recreational Access Project Monthly Update

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

46. Eagle Drive Area Improvements Project Monthly Update

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

47. Evergreen Drive/Douglas Fir Drive Traffic Impact Study Monthly Update

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

48. 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.

49. Holiday Station Store Contamination

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

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

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

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

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

52. Lake Forest Road Senior Living Traffic Review Monthly Update

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

53. Lift Station 16 Generator

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

54. Approve the CCS Contracting, Inc. Change Order No. 1 revising Substantial Completion to October 9, 2026, and Final Completion to October 23, 2026 for the Lift Station No. 18 Reconstruction Project

City Council approved the CCS Contracting, Inc. Change Order No. 1 at the September 1, 2026 meeting.

55. Mercury Minimization Project Monthly Update

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

56. Approve the SEH Contract for Construction Phase Services in the Not to Exceed Amount of \$21,960.00 for the Timber Ridge Assisted Living Site

City Council approved the SEH Contract for Construction Phase Services at the September 1, 2026 meeting.

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

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

58. Water Treatment Plant HVAC Improvements Project Monthly Update

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

59. Whiskey Creek Planting Plans Project Monthly Update

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

ADJOURN

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

Approved by:

Rock Yliniemi
Chair

Respectfully submitted:

Mary Haugen
Administrative Assistant