



UTILITIES COMMISSION MEETING MINUTES

Wednesday, August 05, 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: Bell Bank Representative Kim Ellingson, Kuepers Representative Chris Raimann, Bolton & Menk Consulting Engineer Bryan Drown, SEH Consulting Engineer Neil Heinonen, WSB Consulting Engineer Ethan Youso, WiDSETH Consulting Engineer Alex Bitter, Professional Land Surveyor Chad Connor and Architect Nate Thiesse.

CONSENT AGENDA

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

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to approve the Utilities Commission minutes from July 8, 2026 with corrections. Motion carried unanimously.

BUSINESS ITEMS

2. Recommend Planning and Zoning Commission approve the JACS eBike Conditional Use Permit with the Conditions Outlined in the Staff Recommendations

Assistant City Engineer Thompson reviewed the Conditional Use Permit for the proposed 80-foot by 40-foot building for the primary use of retail, rental, and servicing bicycles and eBikes in the southeast corner of TH 210 and Cypress Drive. A Conditional Use Permit (CUP) is required to allow bicycle rental and sales.

Commissioner Wolf inquired on the amount of parking spaces shown on the plans. He was wondering, since the proposed building is so close to the trail system would more parking spaces be needed. Public Works Director/City Engineer Walter said staff would pass this information on to the Community Development Director.

Staff recommends approval of the CUP with the following conditions:

1. Enter into an Escrow Agreement prior to issuing a building permit.
2. Enter into a Stormwater Facilities Maintenance Agreement prior to issuing a building permit.

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to recommend Planning and Zoning Commission approve the JACS eBike Conditional Use Permit with the conditions outlined in the staff recommendations. Motion carried unanimously.

3. Approve the JACS eBike Escrow Agreement

Assistant City Engineer Thompson reviewed the proposed JACS eBikes Escrow Agreement. The proposed retail building is in the southeast corner of TH 210 and Cypress Drive. The property is serviced with sanitary sewer and water stubs from Cypress Drive. The building will not require fire protection and does not include extension of any mainline utilities therefore an escrow agreement can be utilized instead of requiring a Development Agreement.

Mr. Thompson stated that all cost associated with the work and the agreements is included in the escrow agreement.

MOTION by Commissioner Christofferson, seconded by Commissioner Stenberg to recommend City Council approve the JACS eBikes Escrow Agreement. Motion carried unanimously.

4. Approve Stormwater Facilities Maintenance Agreement with Access Rights and Covenants for JACS eBikes

Assistant City Engineer Thompson informed the commission the proposed site for JACS eBikes includes private stormwater on-site.

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 Wolf to recommend City Council approve Stormwater Facilities Maintenance Agreement with Access Rights and Covenants for JACS eBikes. Motion carried unanimously.

5. Recommend Planning and Zoning Commission Approve the Preliminary and Final Plat of Bell Bank Addition, Conditional Use Permit to allow a drive thru, and a Vacation of Easements

Assistant City Engineer Thompson reviewed the preliminary and final plat to consolidate four existing lots of record to one new lot to construct a new bank with a drive thru. The proposed site is located in the southwest quadrant of the intersection of Clearwater Road and Golf Course Drive.

The proposed plat includes the dedication of the 10-foot drainage and utility (D&U) easement along road rights of way along with the 5-foot D&U on all interior lot lines per City Code. The plat includes the 30-foot sight triangles at the intersection of Clearwater Road and Golf Course Drive per City Code, and the right-of-way meets the 40' requirement from centerline of the road. Additionally, the plat includes the appropriate Utility Easement for the installation of watermain for fire protection.

The Conditional Use Permit was triggered by the drive thru. The location of the drive thru along with the stacking meets all city standards. The headlights will shine out to Golf Course Drive but the setback is far enough where the headlights are not a concern.

Staff recommends approving the Bell Bank Development with the Conditions listed below:

1. Enter into a Development Agreement prior to issuing a building permit.
2. Enter into a Stormwater Facilities Maintenance Agreement prior to issuing a building permit.
3. Enter into a Permanent Access Easement prior to issuing a building permit.
4. 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 Commission approve the Preliminary and Final Plat of Bell Bank Addition, Conditional Use Permit to allow a drive thru, and a vacation of easements. Motion carried unanimously.

6. Accept the Clearwater Road/Golf Course Drive Bank Traffic Review Report

Assistant City Engineer Thompson reviewed the estimated trips generated by the development, reviewed planned access, and reviewed the need for turn lanes at each access point. The traffic generated by the development is not expected to significantly impact traffic operations on Clearwater Road or Golf Course Drive. However, as part of the development, restriping and construction of a median along Clearwater Road is recommended.

MOTION by Commissioner Wolf, seconded by Commissioner Stenberg to recommend City Council accept the Clearwater Road/Golf Course Drive Bank Traffic Review Report. Motion carried unanimously.

7. Approve the Bell Bank Development Agreement

Assistant City Engineer Thompson reviewed the Bell Bank Development Agreement. The plans for developing a new bank at the corner of Clearwater Road and Golf Course Drive 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. Additionally, there is a concrete median that will need to be installed on Clearwater Road as identified in the traffic study. The development agreement will ensure the watermain and concrete median are constructed/tested/inspected per city details and specifications to help protect the City's infrastructure.

Public Works Director City Engineer Walter explained the traffic review on Golf Course Drive lines up with lots for joint access when the property is developed. Council Liaison Cross inquired if the plans lined up with the traffic review and Mr. Walter stated it lines up.

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to recommend City Council approve the Bell Bank Development Agreement. Motion carried unanimously.

8. Approve the Bell Bank Construction Repair and Maintenance Agreement for Watermain

Assistant City Engineer Thompson reviewed the Construction Repair and Maintenance Agreement for Watermain. The privately installed watermain improvements proposed with the bank will be maintained by the City of Baxter as part of the city's water distribution system. The watermain including the hydrant and the shut off valves for the bank are included in the agreement.

Mr. Thompson stated it is important that the hydrants are flushed on their development to ensure they remain operatable. The watermain to the building 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 Wolf to recommend City Council approve the Bell Bank Construction Repair and Maintenance Agreement for watermain. Motion carried unanimously.

9. Approve the Permanent Hydrant Access Easement for Bell Bank

Assistant City Engineer Thompson informed the commission the permanent hydrant easement allows for providing access to the hydrant and valves necessary for hydrant flushing and valve operating.

MOTION by Commissioner Wolf, seconded by Commissioner Stenberg to recommend City Council approve the Bell Bank Permanent Hydrant Access Easement. Motion carried unanimously.

10. Approve Stormwater Facilities Maintenance Agreement with Access Rights and Covenants for Bell Bank

Assistant City Engineer Thompson informed the commission the proposed Bell Bank development 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 Christofferson, seconded by Commissioner Stenberg to recommend City Council approve the Bell Bank Stormwater Facilities Maintenance Agreement with Access Rights and Covenants. Motion carried unanimously.

11. Approve the SEH Contract in the Not to Exceed Amount of \$33,170.00 for Professional Services during the Construction Phase for the Bell Bank Development

Assistant City Engineer Thompson informed the commission that SEH staff has been assisting the City of Baxter with reviewing the civil plans for the project site.

SEH Consulting Engineer Heinonen has prepared a contract per staff request for engineering services to perform construction administration and construction observation for watermain installation, sanitary sewer service installation, driveway construction, median construction and pavement restoration near the proposed site. In addition, the contract includes SEH staff time for GIS related services to update the City's online system for watermain, sanitary sewer, storm sewer and pond information.

MOTION by Commissioner Wolf, seconded by Commissioner Stenberg to recommend City Council approve the SEH Contract in the Not to Exceed Amount of \$33,170.00 for Professional Services during the Construction Phase for the Bell Bank Development. Motion carried unanimously.

12. Recommend Planning and Zoning Commission Approve the Timberline Heights Second Addition Preliminary & Final Plat, Comprehensive Plan Amendment, Rezoning, and Variances to allow the

construction of a 60-unit apartment complex with the Conditions Outlined in the Staff Recommendations

Assistant City Engineer Thompson reviewed the Preliminary & Final Plat, comprehensive plan amendment, rezoning and variance application for the construction of a 60-Unit apartment complex in the southwest corner of Clearwater Road and Forest Drive.

The plat consists of consolidating two existing lots of record into one buildable lot. Timberline Heights Phase 2 will be located on Lot 1, Block 1, Timberline Heights Second Addition. The plat includes the inset for the drainage and utility easement required by City Code however the current version of the plat does not include the utility easement required over the water main so this will need to be addressed prior to the Planning and Zoning Commission meeting. Additionally, the plat does not include the appropriate 25-foot drainage and utility easement adjacent to Clearwater Road to account for the extension of the municipal sewer and water services beyond the trail on the existing Lot 1, Block 3, JMS Baxter Estates Plat.

Mr. Thompson explained in 2023 the city constructed a trail across the existing Lot 1, Block 3, JMS Baxter Estates property. At that time the direction was not to proceed with the 20-foot trail easement as the Baxter Economic Development Authority owned the property. With the proposed development and sale of land, the trail easement is now required. Staff is working with the City Attorney and the consultant from 2023 to record the easement so the easement is identified on the plat.

The application includes rezoning to R-3 High Density Residential from OS – Office Service. The comprehensive plan zoning is guided in R-3 for one parcel and Public Service for the existing parcel on the corner. The comprehensive plan amendment is required to rezone the future land use to R-3 High Density. The variance is for the deviation of the roof pitch from city code.

Staff recommends approving the Timber Ridge of Baxter Senior Living Development with the Conditions listed below:

1. Add Utility Easement over the main and water main prior to recording the plat.
2. Dedicate a 25-foot drainage and utility easement adjacent to Clearwater Road extending the entire width of the property prior to recording the plat.
3. Include the 20-foot Bike and Pedestrian Trail Easement across the existing Lot 1, Block 3, JMS Baxter Estates parcel with the new plat prior to recording the plat.
4. Enter into a Development Agreement prior to issuing a building permit for the Timber Ridge of Baxter Senior Living development.
5. Enter into a Stormwater Facilities Maintenance Agreement prior to issuing a building permit for the Timber Ridge of Baxter Senior Living development.
6. Enter into a Permanent Access Easement prior to issuing a building permit for the Timber Ridge of Baxter Senior Living development.
7. Enter into a Construction Repair and Maintenance Agreement prior to issuing a building permit for the Timber Ridge of Baxter Senior Living development.
8. Show a 30x30 sight triangle in the SW corner of Forest Drive & Clearwater Road on the plat which can be reduced if it affects the building setback.

MOTION by Commissioner Wolf, seconded by Commissioner Stenberg to recommend Planning and Zoning Commission Approve the Timberline Heights Second Addition Preliminary & Final Plat, Comprehensive Plan Amendment, Rezoning, and Variances to allow the construction of a 60-unit

apartment complex with the conditions outlined in the Staff Recommendations. Motion carried unanimously.

13. Approve the Timberline Heights Phase 2 Development Agreement

Assistant City Engineer Thompson reviewed the Development Agreement that includes the extension of watermain into the property 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 infrastructure. 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 as-built drawings so they 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 adding the infrastructure to the GIS system.

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to recommend City Council approve the Timberline Heights Phase 2 Development Agreement. Motion carried unanimously.

14. Approve the Timberline Heights Phase 2 Construction Repair and Maintenance Agreement for Watermain

Assistant City Engineer Thompson reviewed the Timberline Heights Phase 2 Construction Repair and Maintenance Agreement for Watermain. The privately installed watermain improvements proposed with the development 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 apartment are included in the agreement.

The City Attorney has drafted a "Construction Repair and Maintenance Agreement for Watermain for the 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 operatable. 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 Wolf to recommend City Council approve the Timberline Heights Phase 2 Construction Repair and Maintenance Agreement for Watermain. Motion carried unanimously.

15. Approve the Permanent Hydrant Access Easement for Timberline Heights Phase 2

Assistant City Engineer Thompson informed the commission 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 Christofferson to recommend City Council approve the Permanent Hydrant Access Easement for Timberline Heights Phase 2. Motion carried unanimously.

16. Approve Stormwater Facilities Maintenance Agreement with Access Rights and Covenants for Timberline Heights Phase 2

Assistant City Engineer Thompson informed the commission that 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 Stormwater Facilities Maintenance Agreement with Access Rights and Covenants for Timberline Heights Phase 2. Motion carried unanimously.

16. Approve the SEH Contract for Professional Services – Construction Phase in the Not to Exceed Amount of \$28,570.00 for the Timberline Heights Phase 2 Development

Assistant City Engineer Thompson reviewed the SEH Contract for Professional Services – Construction Phase with the commission. SEH has been assisting the City of Baxter with reviewing the civil plans for the project site. City staff requested a contract from SEH for construction observation services related to the construction administration and observation.

The contract includes construction administration and construction observation for watermain installation within City easements, sanitary sewer service installation, and driveway and trail construction near the proposed site. In addition, the contract includes SEH staff time for GIS related services to update the City's online system for watermain, sanitary sewer, storm sewer and pond information.

MOTION by Commissioner Christofferson, seconded by Commissioner Wolf to recommend City Council approve the SEH Contract for Professional Services – Construction Phase in the Not to Exceed Amount of \$28,570.00 for the Timberline Heights Phase 2 Development. Motion carried unanimously.

17. Recommend Planning & Zoning Commission Approve the Five Below Setback Variance

Assistant City Engineer Thompson reviewed the Five Below Setback Variance with the commission. In March, Five Below applied for a front yard setback variance to construct a new Five Below building and a variance for their trash enclosure. The variances were not approved by City Council and Five Below has redesigned their building and trash enclosure so it did not require a variance.

However, now Five Below would like to submit a variance for the trash enclosure only. The variance would allow them to tuck the enclosure along the edge of their parking lot and not have it placed in the middle of their parking lot. City code requires a 35-foot setback from Glory Road and the proposed trash enclosure encroaches into the setback.

Council Liaison Cross noted on the drawing detail sheet (DET-1) the inset references site screening for TJ Maxx and the sizing is incorrect.

Commissioner Wolf inquired what was the difference between the prior variance application. Public Works Director/City Engineer Walter stated the first variance application was for the building and trash enclosure. The building size has been reduced and the trash enclosure is now screened.

Mr. Walter inquired if the project would require either an escrow agreement or stormwater facilities maintenance agreement. Mr. Thompson stated that the escrow agreement had been previously approved and there is no net increase in the impervious surface for stormwater treatment so a new stormwater agreement was not required with this development.

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to recommend Planning and Commission approve the Five Below Setback Variance. Motion carried unanimously.

18. Approve the 2026 Lake Forest Road Improvements Development Agreement

Assistant City Engineer Thompson reviewed the 2026 Lake Forest Road Development Agreement. The Veterans Plat was related to the construction of the proposed Veterans clinic. Included in the Resolution was a condition to extend Novotny Road and Lake Forest Road adjacent to the proposed clinic.

The applicant for the plat was 15521 Edgewood Dr. LLC, as part of their purchase agreement with the proposed Veteran Clinic Developer, they are breaking the required road extensions into two separate phases. The improvements included with this development agreement include the extension of Lake Forest Road to approximately 700 feet south of the roundabout and 350 feet north of the roundabout at Novotny Road and Lake Forest Road intersection.

The improvements will include sanitary sewer extension, watermain extension, storm sewer improvements, extension of the trail. The water main will be extended beyond the roadway to the south to provide a loop to Woida Road. All improvements will be constructed within City of Baxter right-of-way and the City will take ownership after the one-year warranty period.

Mr. Thompson stated that SEH is currently assisting the City in plan review and stormwater review. City staff have requested they submit a proposal for the construction services. Their contract will be presented at a future meeting.

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

Commissioner Wolf inquired if the road will be finished to Woida Road before the construction of the VA Clinic. Public Works Director/City Engineer Walter stated the road will most likely be paved in September with Phase 3 starting in the winter. The road needs to be constructed to Woida Road to the opening of Timber Ridge Senior Living.

Commissioner Wolf stated this was unusual since most plans being submitted are complete. Public Works Director/City Engineer Walter stated this process will not be allowed in the future. Commissioner Wolf stated that he does not like to delay construction but the developer/engineering firm needs to follow the City's process.

Mr. Walter did explain the engineer was making changes on all three (3) phases at the same time so 80% of the plans have already been changed on the next two (2) phases.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council approve the 2026 Lake Forest Road Development Agreement contingent on the Public Works Director/City Engineers approval. Motion carried unanimously.

19. Approve the SEH Design Phase Services Contract in the Not to Exceed Amount of \$325,000.00 for the 2027 College Road and Douglas Fir Drive/ Industrial Park Road Intersection Improvements Project

SEH Consulting Engineer Heinonen reviewed the Design Phase Services Contract for the 2027 College Road and Douglas Fir Drive/Industrial Park Road Intersection Improvements Project. The contract includes project management, feasibility report, neighborhood meeting, improvement hearing, design, right of way acquisition support, bidding, and final assessment hearing services for the 2027 College Road and Douglas Fir Drive/Industrial Park Road Intersection Improvements project. There is also a task for preparing a quote package to clear 10 acres from an adjacent City owned site.

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 \$325,000.00 for the 2027 College Road and Douglas Fir Drive/Industrial Park Road Intersection Improvements Project. Motion carried unanimously.

20. Approve Bolton & Menk Proposal for Engineering Services in the not to exceed amount of \$10,046.00 for the 2027 Crack Sealing Project

Public Works Director/City Engineer Walter informed the commission that staff has been administering the annual crack sealing project and has historically solicited construction quotes. Construction costs have reached the public bidding threshold of \$175,000 in Minnesota Statute 471.345, Subd 3 that states:

Subd. 3. Contracts over \$175,000. If the amount of the contract is estimated to exceed \$175,000, sealed bids shall be solicited by public notice in the manner and subject to the requirements of the law governing contracts by the particular municipality or class thereof.

Mr. Walter requested Bolton & Menk provide a proposal for assistance with preparing bidding documents, construction specifications, advertising and administering the public bid process, and part-time construction observation for the 2027 city wide crack sealing project.

MOTION by Commissioner Wolf, seconded by Commissioner Stenberg to recommend City Council approve the Bolton & Menk Proposal for Engineering Services in the not to exceed amount of \$10,046.00 for the 2027 Crack Sealing Project. Motion carried unanimously.

22. 2026 Micro Surfacing Project Update

Bolton & Menk Consulting Engineer Drown informed the commission that the work will be done at night with a three (3) day completion time frame.

23. Approve ASTECH Corporation Change Order No. 1 Revising Completion Dates for the 2026 Micro Surfacing Project.

Bolton & Menk Consulting Engineer Drown reviewed Change Order No. 1 for the 2026 Micro Surfacing Project. A preconstruction meeting was held with the contractor on Friday, July 31, 2026, at 9:00 a.m. where the project schedule was discussed. It is proposed to delay the micro surfacing two weeks for the following reasons:

- The start of the city-wide crack sealing project was delayed and by delaying micro surfacing a couple of weeks to the week of August 31st or September 7th will allow the crack sealing material to harden before surfacing over it.
- The City has a watermain repair and storm sewer catch basin replacement on Edgewood Drive between Design Road and Clearwater Road to complete in Mid-August that will require excavation and paving to be completed at least one week before micro surfacing.

MOTION by Commissioner Stenberg, seconded by Commissioner Wolf to recommend City Council approve the ASTECH Corporation Change Order No. 1 revising the Substantial Completion Date from August 28, 2026 to September 11, 2026 and the Final Completion Date from September 11, 2026 to September 25, 2026 for the 2026 Micro Surfacing Project. Motion carried unanimously.

24. 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.

25. Approve the RL Larson Excavating, Inc. Partial Pay Estimate No. 2 in the amount of \$1,007,168.70 for the 2026 Clearwater Road, North Lynndale Area, and Brentwood Circle Utility & Street Improvements Project, Municipal Project No. 4068

SEH Consulting Engineer Heinonen reviewed the RL Larson Excavating, Inc Partial Pay Estimate No. 2 in the amount of \$1,007,168.70 for the 2026 Clearwater Road, North Lynndale Area, and Brentwood Circle Utility & Street Improvements Project.

The Contractor has earned \$1,652,042.77 to date. Per the contract, the retainage is 5 percent of the amount earned to date (\$82,602.14), which results in a total payment of \$1,007,168.70.

MOTION by Commissioner Christofferson, seconded by Commissioner Stenberg to recommend City Council approve the RL Larson Excavating, Inc. Partial Pay Estimate No. 2 in the amount of \$1,007,168.70 for the 2026 Clearwater Road, North Lynndale Area, and Brentwood Circle Utility & Street Improvements Project. Motion carried unanimously.

26. 2027 CSAH 48 (Highland Scenic Road) Trail Connection Project Monthly Update

WSB Consulting Engineer Youso informed the commission that bids were opened on Thursday, July 30, 2026.

27. Approve the Amended Construction Cost Share and Maintenance Agreement Between Crow Wing County and the City of Baxter for the 2026 CSAH 48 (Highland Scenic Road) Trail Connection Project, Municipal Project No. 4140

WSB Consulting Engineer Youso informed the commission the amended Cost Share and Maintenance Agreement with Crow Wing County; due to the bids coming in above the engineers estimate the cost share agreement needed to be updated. The amended agreement reflects the updated construction costs.

MOTION by Commissioner Stenberg, seconded by Commissioner Wolf to recommend City Council approve the Amended Construction Cost Share and Maintenance Agreement Between Crow Wing

County and the City of Baxter for the 2026 CSAH 48 Trail (Highland Scenic Road) Trail Connection Project, Municipal Project No. 4140. Motion carried unanimously.

28. Adopt Resolution No. 2026-XXX Accepting Bid and Awarding Contract to Young Excavating for the 2026 CSAH 48 (Highland Scenic Road) Trail Connection Project, Municipal Project No. 4140

WSB Consulting Engineer Youso informed the commission that bids were opened on Thursday, July 30, 2026.

The following three (3) bids were received:

• R.L Larson Excavating	\$1,517,745.80
• Urban Companies	\$1,894,307.40
• Young Excavating	\$1,489,037.63
Engineers Estimate	\$1,310,671.38

Young Excavating of Hackensack, Minnesota is the lowest responsible bidder in the amount of \$1,489,037.63 for the 2026 CSAH 48 Trail (Highland Scenic Road) Trail Connection Project, Municipal Project No. 4140

Mr. Youso stated that due to the federal funds on the project, the contract cannot be awarded until approval has been given from the MNDOT Office of Civil Rights (OCR) that the Disadvantaged Business Enterprise (DBE) Requirement has been met. The DBE requirement ensures that the contractor is offering equal employment opportunities. Approval was given on August 4th, 2026.

MOTION by Commissioner Christofferson, seconded by Commissioner Wolf to recommend City Council adopt Resolution No. 2026-XXX Accepting Bid and Awarding Contract to Young Excavating for the 2026 CSAH 48 (Highland Scenic Road) Trail Connection Project, Municipal Project No. 4140. Motion carried unanimously.

29. Approve the WSB Professional Services Agreement in the Not to Exceed Amount of \$24,430.00 for the Trunk Highway 210 & Inglewood Drive Railway Crossing Improvements Project Record Drawing Survey. Municipal Project No. 4121

WSB Consulting Engineer Youso reviewed the WSB Professional Services Agreement for the Trunk Highway 210 & Inglewood Drive Railway Crossing Improvements Project Record Drawing Survey.

As a part of maintaining proper documentation, a record drawing survey needs to be completed to update the record plans to reflect what was constructed in the field. The City of Baxter also has a GIS system containing a sign inventory that needs to be updated with the signs installed on this project.

MOTION by Commissioner Wolf, seconded by Commissioner Stenberg to recommend City Council approve the WSB Professional Services Agreement in the Not to Exceed Amount of \$24,430 for the Trunk Highway 210 & Inglewood Drive Railway Crossing Improvements Project Record Drawing Survey. Motion carried unanimously.

30. Approve the WSB Professional Services Agreement in the Not to Exceed Amount of \$2,421.00 for updating the Engineers Estimate for the Excelsior Road & Edgewood Drive Roundabout

WSB Consulting Engineer Youso reviewed the WSB Professional Services Agreement for the Excelsior Road & Edgewood Drive Roundabout. Public Works Director/City Engineer Walter the aesthetics

committee for the TH 210 & 371 Overpass Project are looking at landscaping a roundabout in conjunction with the project.

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to recommend City Council approve the WSB Professional Services Agreement in the Not to Exceed Amount of \$2,421.00 for updating the Engineers Estimate for the Excelsior Road & Edgewood Drive Roundabout. Motion carried unanimously.

31. Drought Warning Phase: Mississippi-Headwaters and Missouri-Big Sioux Watersheds Discussion

Public Works Director/City Engineer Walter informed the commission he had a discussion with City Administrator Chapulis regarding the drought warning. Mr. Walter stated that the drawdown on the wells is currently stable and this issue can be reviewed if the current weather conditions remain unchanged.

Mr. Walter note that the notice is for the north half of Crow Wing County and the City of Baxter is not in the notice at this time.

INFORMATIONAL ITEMS

32. 2022 Trunk Highway 210 & Inglewood Drive Railway Crossing Improvements Project Update

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

33. 2023 Knollwood Drive Improvements Project Monthly Update

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

34. 2024 Mill & Overlay and Full Depth Reclamation Improvements Project Monthly Update

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

35. 2025 Commercial Full Depth Reclamation Improvements Project Monthly Update

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

36. 2025 Design Road & TH 371 Stormwater Improvements Project Monthly Update

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

37. 2025 Water Supply Improvements - Wells 5 & 6 Monthly Update

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

38. 2026 AWIA RRA & ERP Recertification Monthly Update

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

39. 2026 Mill & Overlay Improvements Project Monthly Update

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

40. 2027 Fairview Road Extension to Excelsior Road Project Monthly Update

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

41. 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.

42. 2028 Mill & Overlay, Full Depth Reclamation and Reconstruction Improvements Project Monthly Update

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

43. 2028 Elder Drive & Foley Road Intersection Improvements Project Monthly Update

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

44. 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.

45. Eagle Drive Area Improvements Project Monthly Update

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

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

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

47. 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.

48. Holiday Station Store Contamination at Excelsior Project Monthly Update

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

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

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

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

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

51. Lake Forest Road Senior Living Traffic Review Monthly Update

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

52. Lift Station 16 Generator Monthly Update

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

53. Lift Station No. 18 Reconstruction Project Monthly Update

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

54. Mercury Minimization Project Monthly Update

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

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

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

56. Wastewater Treatment Plant Charges for July 2026

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

57. Water Treatment Plant HVAC Improvements Project Monthly Update

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

58. Whiskey Creek Pedestrian Bridge Inspection 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 Wolf, seconded by Commissioner Stenberg to adjourn the meeting at 6:50 p.m. Motion unanimously approved.

Approved by:

Rock Yliniemi
Chair

Respectfully submitted:

Mary Haugen
Administrative Assistant