



UTILITIES COMMISSION MEETING MINUTES

Thursday, February 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: 7Brew Representative Matthew Gilbert, Trident Development Representative Roger Fink, Stark Engineering Representative Wayne Stark, Bolton & Menk consulting Engineer Bryan Drown, SEH Consulting Engineer Neil Heinonen, SEH Water Operational Specialist Kevin Young, and WIDSETH Consulting Engineer Alex Bitter and Civil Engineer in Training Avery Mulholland.

CONSENT AGENDA

1. Approve the Utilities Commission Minutes from January 7, 2026

MOTION by Commissioner Stenberg, seconded by Commissioner Wolf to approve the Utilities Commission minutes from January 7, 2026. Motion carried unanimously.

BUSINESS ITEMS

2. Recommend Planning & Zoning Commission Approve the 7 Brew Conditional Use Permit and Variance with the Conditions Outlined in the Staff Recommendations

Assistant City Engineer Thompson introduced 7Brew Representative Matthew Gilbert. Mr. Gilbert reviewed the Conditional Use Permits and Variance for the proposed 7 Brew Coffee Shop that is to be located between First Western Bank & Trust and Mid-Minnesota Federal Credit Union.

The Conditional Use Permit application is for the drive-through and the joint-access. The drive through will provide adequate stacking and should not impact Fairview Road. The application has been sent to MnDOT for their review as it relates to TH 210. The development includes access to the north to the mall parking lot requiring joint access. The joint access will allow vehicles to utilize Baxter Drive and the signal light at Baxter Drive to access TH 210 at a controlled intersection.

The variance request is for a principal structure smaller than ordinance allows. The proposed building does not meet the minimum size per City Code of 30' x 24'. The proposed building is a modular 15'x34' building with a detached 10'x30' modular cooler & storage building adjacent to the primary structure.

Commissioner Wolf inquired on the stormwater infrastructure relating to the retaining wall that is located east of the proposed site. Mr. Thompson stated the system achieves the 100-year stormwater requirements and is treated onsite in the northeast corner. Public Works Director/City Engineer Walter informed the commission that there is a joint stormwater system that is shared with Westgate Mall and he has no concerns with stormwater.

Mr. Gilbert stated that 7Brew will be removing the retaining wall to allow for better traffic flow within the area. Mr. Walter explained the retaining wall is on the banks property and 7Brew is not required to remove it; however, they have chosen to do so and staff appreciates their willingness to remove the wall as it will be beneficial to have it removed as it gets rid of a safety and environmental concern.

Mr. Thompson stated that he had no concerns with the development and recommended approving the Conditional Use Permit and Variance with the following conditions:

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

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend Planning and Commission approve the 7 Brew Conditional Use Permit and Variance with the conditions outlined in the staff recommendations. Motion carried unanimously.

3. Approve 7 Brew Escrow Agreement for Inspection Services and Asbuilts

Assistant City Engineer Thompson reviewed the Civil Drawings for the site improvements which consist of storm sewer, water service, and sanitary sewer. The Escrow Agreement will include inspection services and asbuilts. The asbuilts are required to show storm sewer improvements, impervious surface calculations, and sanitary sewer & water service improvements.

Mr. Thompson had no concerns with the agreement and recommended approval.

MOTION by Commissioner Stenberg, seconded by Commissioner Wolf to recommend City Council approve the 7 Brew Coffee Shop Escrow Agreement for inspection services and asbuilts. Motion carried unanimously.

4. Approve Stormwater Facilities Maintenance Agreement with Access Rights and Covenants for 7 Brew

Assistant City Engineer Thompson reviewed 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.

Mr. Thompson had no concerns with the agreement and recommended approval.

MOTION by Commissioner Stenberg, seconded by Commissioner Wolf to recommend City Council approve the Stormwater Facilities Maintenance Agreement with access rights and covenants for 7 Brew Coffee Shop. Motion carried unanimously.

5. Recommend Planning and Zoning Commission Approve the Veterans First Addition Preliminary & Final Plat and PUD for Timber Ridge of Baxter Senior Living with the Conditions Outlined in the Staff Recommendations

Trident Development Representative Roger Fink gave a brief overview on the proposed 80-Unit Assisted Living and Memory Care Development that will include roadway extensions and off-site stormwater pond.

Mr. Fink noted that this is the 25th assisted living development that Trident Development has constructed over the past 20-years. He noted that the property will be managed by Lifespark and the company is focused on helping people build a pathway to live their best life.

Assistant City Engineer Thompson stated the plat consists of plating Outlot D of the Veterans Plat into one buildable lot and one Outlot. Timber Ridge of Baxter Senior Living will be located on Lot 1, Block 1, Veterans First 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 sanitary sewer main and water main so this will need to be addressed prior to the Planning and Zoning Commission meeting.

The application includes rezoning to PUD from C-2 Commercial. The PUD is being requested to allow flexibility in lieu of rezoning to R-3. The flexibility includes the request to have less than half of the parking spaces as surface parking and not enclosed. They exceed the required parking stalls; however, the proposed development does not meet the enclosed parking requirements. Additionally, the developer is proposing a 6-foot decorative fence for the safety of the residents in a front yard, the ordinance limits the maximum fence height in the front yard to 4 feet high.

Mr. Fink stated the fencing is for the outside recreation area that extends to the south of the development for the memory care wing. The fencing is steel coated picket fence style to keep the residents secure.

Mr. Thompson stated there was a traffic study completed by SEH for this development, and the report built off the findings of the Veteran Clinic Traffic Report. With this development, the report recommends completing the connection of Lake Forest Road to Woida Road that is currently proposed to be built to the south property line of the Veterans Clinic. Additionally, the development triggers the need to extend Lake Forest Road to the north property line of the Timber Ridge of Baxter Senior Living development.

Mr. Thompson has no concerns with the development and recommends approving the Conditional Use Permit and Variance with the following conditions:

1. Add Utility Easement over the sanitary sewer main and water main prior to recording the plat.
2. Enter into a Development Agreement prior to issuing a building permit for the Timber Ridge of Baxter Senior Living Development.
3. Enter into a Stormwater Facilities Maintenance Agreement prior to issuing a building permit of Baxter Senior Living Development.
4. Enter into a Permanent Hydrant Access Easement prior to issuing a building permit for the Timber Ridge of Baxter Senior Living Development.
5. Enter into a Construction Repair and Maintenance Agreement prior to issuing a building permit for the Timber Ridge of Baxter Senior Living Development.
6. Construction of sanitary sewer main, water main, storm sewer, and roadway improvements on Lake Forest Road from approximately 700 feet south of the Novotny Road roundabout

south to Woida Road, and north from approximately 90 feet north of the Novotny Road roundabout to the north property line of Lot 1, Block 1, Veterans First Addition prior to issuance of occupancy of Timber Ridge of Baxter Senior Living.

MOTION by Commissioner Christofferson, seconded by Commissioner Stenberg to recommend the Planning and Zoning Commission Approve the Veterans First Addition Preliminary & Final Plat and PUD for Timber Ridge of Baxter Senior Living with the Conditions Outlined in the staff recommendations. Motion carried unanimously.

6. Approve the Timber Ridge Baxter Senior Living Development Agreement

Assistant City Engineer Thompson stated that Trident Development Company had submitted plans for developing an 80-Unit Assisted Living & Memory Care Development on Novotny Road across from the proposed Veterans Clinic.

The proposed development requires the extension of Lake Forest Road south to Woida Road and extending Lake Forest Road north to the north property line of the development, the roadway improvements are being constructed by the current property owner through a separate development agreement.

Mr. Thompson explained the development includes the extension of sanitary sewer main into the subject property along with watermain for fire protection. The sanitary sewer main and 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 and sanitary sewer main are 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 our GIS system. Additionally, the agreement includes the fees associated with drafting the agreements, inspecting the infrastructure, and adding the infrastructure to our GIS system.

MOTION by Commissioner Christofferson, seconded by Commissioner Wolf to recommend City Council approve the Timber Ridge Baxter Senior Living Development Agreement. Motion carried unanimously.

7. Approve Stormwater Facilities Maintenance Agreement with Access Rights and Covenants for the Timber Ridge Baxter Senior Living

Assistant City Engineer Thompson reviewed 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.

The proposed development includes a 100-year stormwater design for a portion of the site and will include shared stormwater with the roadway project. The joint stormwater will be included in the agreement prior after the volumes are calculated for the site and the roadway to identify maintenance responsibility.

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to recommend City Council approve stormwater facilities maintenance agreement with access rights and covenants for the Timber Ridge Baxter Senior Living. Motion carried unanimously.

8. Approve the Timber Ridge Baxter Senior Living Construction Repair and Maintenance Agreement for Sanitary Sewer and Watermain

Assistant City Engineer Thompson reviewed the Timber Ridge Baxter Senior Living Construction Repair and Maintenance Agreement. The privately installed improvements proposed with the Timber Ridge Baxter Senior Living Development will be maintained by the City of Baxter with the rest of the City of Baxter's water distribution system and sanitary sewer collection system.

The agreement will allow the City of Baxter Utilities staff to maintain the infrastructure. It is important the hydrants are flushed on their development, and the sanitary collection system is maintained to allow the City's system to properly operate.

MOTION by Commissioner Christofferson, seconded by Commissioner Wolf to recommend City Council approve the Timber Ridge Baxter Senior Living Construction Repair and Maintenance Agreement for sanitary sewer and watermain. Motion carried unanimously.

9. Approve the Permanent Access Easement for the Timber Ridge Baxter Senior Living Development

Assistant City Engineer Thompson reviewed the Permanent Access Easement for the Timber Ridge Baxter Senior Living Development. 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. Additionally, there will be privately installed sanitary sewer main improvements that will need to be maintained with the City's sanitary sewer collection system.

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to recommend City Council approve the Permanent Access Easement for the Timber Ridge Baxter Senior Living Development. Motion carried unanimously.

10. Approve the BNSF Invoice 90297300 in the amount of \$1,631.92 for the 2022 TH 210 and Inglewood Drive Improvements Project, City Improvement No. 4121

Bolton & Menk Consulting Engineer Drown reviewed the BNSF Invoice 90297300 in the amount of \$1,631.92. Invoice 90297300 will bring the surface crossing cost to a total of \$121,483.39 or 116% of the estimated surface crossing cost of \$104,918.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council approve the BNSF Invoice 90297300 in the amount of \$1,631.92 for the 2022 TH 210 and Inglewood Drive Improvements Project, City Improvement No. 4121. Motion carried unanimously.

11. Approve the Bolton & Menk Agreement for Professional Services for 2026 CIP and Pavement Management GIS Assistance in the Not to Exceed Amount of \$15,290.00

Bolton & Menk Consulting Engineer Drown presented the Agreement for Professional Services for the 2026 CIP and Pavement Management GIS Assistance. Mr. Drown explained that Bolton & Menk has assisted on the development and management program and respective street capital and sealcoat programs.

Public Works Director/City Engineer Walter stated this is an annual maintenance contract to keep the GIS current with management programs. Mr. Walter had no concerns with the agreement and recommended approval.

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to recommend City Council approve the Bolton & Menk Agreement for Professional Services in the not to exceed amount of \$15,290.00 for the 2026 CIP and Pavement Management GIS Assistance. Motion carried unanimously.

12. Approve SEH Contract in the Not To Exceed amount of \$24,600 for 2026 AWIA RRA & ERP Recertification

SEH Water Operational Specialist Young reviewed the SEH Contract for the 2026 AWIA RRA & ERP Recertification. AWIA mandates that water systems serving populations over 3,300 must develop/update and recertify both their RRA and ERP every five (5) years. The City's records show the RRA was certified on October 11, 2021. However, the United States Environmental Protection Agency (US EPA) recertification deadlines are as follows:

- Risk & Resilience Assessment: June 30, 2026
- Emergency Response Plan: December 31, 2026, or within six months of RRA certification

The Scope of Service includes the following:

1. Project Initiation and Management.
2. Risk and Resilience Assessment (RRA) Update.
3. Emergency Response Plan (ERP) Update.

Public Works Director/City Engineer Walter explained that this is a federal requirement which is why the Water Treatment Plant/Public Works Facility has had gates installed and is proposing fencing and cameras. Mr. Walter had no concerns with the contract and recommended approval.

MOTION by Commissioner Wolf, seconded by Commissioner Stenberg to recommend City Council approve the SEH Contract in the Not To Exceed amount of \$24,600 for 2026 AWIA RRA & ERP Recertification. Motion carried unanimously.

13. Approve SEH Contract in the Not To Exceed amount of \$9,500.00 for 2025 - 2026 Water System Capital Asset Management Plan (CAMP) Updates

SEH Consulting Engineer Heinonen reviewed the SEH Contract for the 2025 - 2026 Water System Capital Asset Management Plan (CAMP). The City's Water CAMP Document is an Excel spreadsheet that lists mutually agreed upon water system assets for the City of Baxter's Water System. The CAMP includes a summary tab with a timeline and cost for replacement of existing components. This document is used for annual financial planning and budgeting, developing annual work orders for asset maintenance and replacement, and tracking asset improvements. The asset groups to be updated include wells, WTP, water towers, interconnect building, water mains, and hydrants. The work under this project includes adding assets that were constructed or repaired in 2025.

Mr. Heinonen had no concerns with the contract and recommended approval.

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to recommend City Council approve the SEH Contract in the Not To Exceed amount of \$9,500.00 for 2025 - 2026 Water System Capital Asset Management Plan (CAMP) Updates. Motion carried unanimously.

14. Approve the SEH Fee Amendment No. 2 in the Not To Exceed Amount of \$5,035.00 for a total revised not to exceed amount of \$50,663 for Additional Professional Services related to the Fats, Oils and Greases (FOG) Program Updates

SEH Consulting Engineer Heinonen reviewed the SEH Fee Amendment No. 2 for the Fats, Oils and Grease (FOG) Program Updates. Mr. Heinonen noted the fee amendment represents additional hours for additional program manual updates based on comments from City Staff, sizing and design calculation revisions, additional project management coordination, and review of enforcement sections with legal.

Commissioner Stenberg inquired if this was for additional services to the original contract. Mr. Heinonen noted this was for some additional work. Public Works Director/City Engineer Walter stated the original contract was signed on April 16th and was anticipated to be completed by the end of last summer; however, the project was prolonged due staff workload and attention needed to other higher priorities.

Mr. Walter had no concerns with the fee amendment and recommended approval.

MOTION by Commissioner Wolf, seconded by Commissioner Stenberg to recommend City Council approve the SEH Fee Amendment No. 2 in the not to exceed amount of \$5,035.00 for a total revised Not to Exceed amount of \$50,663.00 for Additional Professional Services related to the Fats, Oils and Grease (FOG) Program Updates. Motion carried unanimously.

15. 2025 Water Supply Improvements - Wells 5 & 6 Monthly Update

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

16. Accept Project Summary Memo for the 2025 Water Supply Improvements - Wells 5 & 6 Project, Municipal Project No. 6011-45040

SEH Water Operational Specialist Young stated the memorandum is a summary of the work, summarizing the project from the preliminary test well phase through well start-up.

The purpose of the memo was to document the project for future reference and to provide an update to the water infrastructure planning trigger chart. While the individual well capacities vary slightly from what was assumed in 2024, the recommendation to begin the next well exploration efforts remains the same. The recommended year to construct Well No. 7 also remains in 2032-2033, which is consistent with the water capital improvements plan that was updated in 2025.

Mr. Young had no concerns with the 2025 Water Supply Improvements - Wells 5 & 6 Project Summary Memo and recommended acceptance.

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to recommend City Council accept the Project Summary Memo for the 2025 Water Supply Improvements - Wells 5 & 6 Project, Municipal Project No. 6011-45040. Motion carried unanimously.

17. Approve the Pratt's Affordable Excavating, Inc. Change Order No. 4 in the increased amount of \$6,550.65 for Contract B related to the 2025 Water Supply Improvements - Wells 5 & 6 Project, Municipal Project No. 6011-45040

SEH Consulting Engineer Heinonen reviewed the Pratt's Affordable Excavating Change Order No. 4 for the 2025 Water Supply Improvements in the increased amount of \$6,550.65 for Contract B related to the 2025 Water Supply Improvements - Wells 5 & 6 Project.

Change Order No. 4 included the following items:

- Upon completion of wall heaters in the vaults, City Staff noted that thermostats were desirable with a configuration to match the configuration in the City's water tower control rooms. City staff requested that the thermostats be installed and requested them to be installed near the freeze alarm. Thermostats were provided, and conduit/wiring modifications were completed in each vault by the electrical subcontractor, Holden Electric.
- The plan called for a dehumidifier to be "supplied and installed by others". The intent was to have this work completed by City Staff. During the project, it was suggested to have the Contractor complete the installation of the dehumidifier and drain piping. The purchase and installation of the equipment was included under the contract.
- The ladders that were provided for the vaults did not extend to the top of the vault. The Contractor ordered a short ladder extension for each vault and installed the extensions.
- The flowmeter supplied as part of Contract C did not work properly during the startup procedures. The Contractor that supplied the flowmeter suggested that an alternate gasket material was required to be used due the generally lower pressure in the system. The Contractor (Pratt's) ordered the alternate material and disassembled and reassembled the valve to install the alternate gasket.

Mr. Heinonen had no concerns with Change Order No. 4 and recommended approval.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council approve the Pratt's Affordable Excavating, Inc. Change Order No. 4 in the increased amount of \$6,550.65 for Contract B related to the 2025 Water Supply Improvements - Wells 5 & 6 Project, Municipal Project No. 6011-45040. Motion carried unanimously.

18. Approve Pratt's Affordable Excavating Inc. Partial Pay Estimate No. 8 in the amount of \$9,738.12 for work completed on Contract B related to the 2025 Water Supply Improvements – Wells 5 & 6, Municipal Project No. 6011-45040

SEH Consulting Engineer Heinonen reviewed the Pratt's Affordable Excavating Inc. Partial Pay Estimate No. 8 in the amount of \$9,738.12 for work completed on Contract B related to the 2025 Water Supply Improvements – Wells 5 & 6.

The Contractor has earned \$1,186,454.04 to date. The retainage is 5% of the estimated remaining work value (\$59,322.70). Previous payment total \$1,117,393.22 which results in a total payment of \$9,738.12. Mr. Heinonen had no concerns with Partial Pay Estimate No. 8 and recommended approval.

MOTION by Commissioner Stenberg, seconded by Commissioner Wolf to recommend City Council approve Pratt's Affordable Excavating Inc. Partial Pay Estimate No. 8 in the amount of \$9,738.12 for work completed on Contract B related to the 2025 Water Supply Improvements – Wells 5 & 6, Municipal Project No. 6011-45040. Motion carried unanimously.

19. **Approve SEH Fee Amendment No. 3 in the Not To Exceed Amount of \$25,950.00 with a revised Total Not to Exceed Amount of \$481,889.80 for Additional Professional Services during the Construction Phase related to the 2025 Water Supply Improvements - Wells 5 & 6, Municipal Project No. 6011-45040**

SEH Consulting Engineer Heinonen reviewed Fee Amendment No. 3 in the Not to Exceed Amount of \$25,950.00 for Professional Services during the Construction Phase related to the 2025 Water Supply Improvements - Wells 5 & 6.

The fee amendment is to authorize additional professional services that were not fully contemplated under the original contract scope but are necessary to support successful project completion. During construction and start-up, additional coordination, engineering effort, and field involvement have been required to address evolving project conditions, operational needs, and owner-requested items.

The project timeline was extended due to additional development being needed to improve the capacity of the new wells. The additional time required to construct the wells caused the rest of the construction schedule to be extended, resulting in construction lapping on several of the site contracts. This overlap resulted in additional project management, construction administration, and coordination time for SEH and will require construction observation during the 2026 construction season for seeding and fertilizing activities. City Staff has also requested that SEH conduct an Arc Flash Study for the electrical systems and control panels for Wells 5 and 6.

Mr. Heinonen had no concerns with fee amendment and recommended approval.

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to recommend City Council Not to Exceed Amount of \$481,889.80 for Additional Professional Services during the Construction Phase related to the 2025 Water Supply Improvements - Wells 5 & 6, Municipal Project No. 6011-45040. Motion carried unanimously.

20. **Approve a Project Budget Increase from \$2,423,790.00 to a revised budget amount of \$2,490,500.00 for the 2025 Water Supply Improvements – Wells 5 & 6, Municipal Project No. 6011-45040**

SEH Consulting Engineer Heinonen explained the additional costs above the original contract amount were incurred on Contract A for well development, for additional work under Contract B, and for additional engineering services for the project.

MOTION by Commissioner Wolf, seconded by Commissioner Stenberg to recommend City Council approve a Project Budget Increase from \$2,423,790.00 to a revised budget amount of \$2,490,500.00 for the 2025 Water Supply Improvements – Wells 5 & 6, Municipal Project No. 6011-45040. Motion carried unanimously.

21. **2026 Clearwater Road, North Lyndale Area, & Brentwood Circle Street & Utility Improvements Monthly Update**

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

22. **Accept the Quality Flow Systems, Inc. Proposal for Lift Station 27 Control Panel, Pumps, Hatches and Accessories in the amount of \$58,650.00 related to the 2026 Clearwater Road, North Lyndale Area, & Brentwood Circle Street & Utility Improvements Project, Municipal Project No. 4068**

SEH Consulting Engineer Heinonen informed the commission that Lift Station No. 27 will be located at the intersection of Clearwater Road and Welton Drive (address 14515 Welton Road). A quote was solicited from Quality Flow Systems, Inc. for the control panel, pumps, pipe rails, floats, access hatch covers, and other associated equipment for the lift stations that are proposed to be constructed for Lift Station 27.

Mr. Heinonen stated this is a proprietary system that is on all lift stations, which is why there is only one quote being submitted to the commission.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council approve the Quality Flow Systems, Inc. Proposal for Lift Station 27 Control Panel, Pumps, Hatches and Accessories in the amount of \$58,650.00 related to the 2026 Clearwater Road, North Lynndale Area, & Brentwood Circle Street & Utility Improvements Project, Municipal Project No. 4068. Motion carried unanimously.

23. 2026 Mill & Overlay, Full Depth Reclamation and Reconstruction Improvements Project Monthly Update

WIDSETH Consulting Engineer Bitter informed the commission that due to delays in the review and approval process, the Residential and Commercial Full Depth Reclamation portions of the project have been removed from the project.

24. Adopt Resolution No. 2026-XXX Ordering Preparation of Report for the 2026 Mill & Overlay Improvements Project Municipal Project No. 4426

WIDSETH Consulting Engineer Bitter explained to the commission this is the first step in the Chapter 429 process. In accordance with the Minn. Stat. 429.031, a feasibility report must be prepared outlining the following:

- whether the project is necessary
- estimated project costs and proposed funding sources
- whether the project is cost effective
- other information as necessary for council consideration

The proposed project areas are as follows. In the residential zoning areas; Joneswood Circle, Joneswood Drive, Joshua Tree Circle, Joshua Tree Drive, Knotty Pine Drive, Marble Road (West of Jasperwood Drive), Cherrywood Drive, Timberlane Drive, Park Street, and Woodland Drive.

Mr. Bitter informed the commission that due to delays in the review and approval process, the Residential and Commercial Full Depth Reclamation portions of the project have been removed from the project for 2026. Mr. Bitter stated that the City should continue to move forward with the Mill & Overlay to prevent the roads from becoming full depth reclamation which happened to the Ironwood Meadows area.

MOTION by Commissioner Wolf, seconded by Commissioner Stenberg to recommend City Council adopt Resolution No. 2026-XXX Ordering Improvement for the 2026 Mill & Overlay Improvements Project Municipal Project No. 4426. Motion carried unanimously.

25. Adopt Resolution No. 2026-XXX Receiving Feasibility Report and Calling the Improvement Hearing for the 2026 Mill & Overlay Improvements Project Municipal Project No. 4426

WiDSETH Consulting Engineer Bitter informed the commission that due to delays in the review and approval process, the Residential and Commercial Full Depth Reclamation portions of the project have been removed from the Project. The Feasibility Report will be Ordered at the February 17, 2026 Council meeting to only include the Residential Mill & Overlay portion of the project. The updated report will be reviewed with the Council at a workshop on February 17, 2026. The following improvements are included in the final report for Council approval:

Roadways and projects reviewed in this Report include:

Residential Mill & Overlay:

- Joneswood Circle in its entirety.
- Joneswood Drive in its entirety.
- Joshua Tree Circle in its entirety.
- Joshua Tree Drive in its entirety.
- Knotty Pine Drive (North of Marble Road).
- Marble Road (West of Jasperwood Drive).
- Cherrywood Drive (South of Excelsior Road).
- Timberlane Drive in its entirety.
- Park Street in its entirety.
- Woodland Drive in its entirety.

The report reviewed existing conditions, proposed feasible improvements, estimated project costs, discussed project implementation, and presented conclusions and recommendations for the project areas as required by the Minnesota Chapter 429 assessment process.

The feasibility report identifies a total estimated project cost of \$1,511,512 with \$1,083,863 (72%) estimated in assessments and \$427,352 (28%) in City cost. There are no immediate financial implications other than the cost to prepare for and hold the Improvement Hearing. These costs will be tracked and included in the overall project cost.

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to recommend City Council adopt Resolution No. 2026-XXX Receiving Feasibility Report and Calling the Improvement Hearing for the 2026 Mill & Overlay Improvements Project Municipal Project No. 4426. Motion carried unanimously.

26. Approve the Widseth Agreement for Professional Design Engineering Services in the amount of \$81,500.00 for the 2026 Mill & Overlay and Full Depth Reclamation Improvements Project, Municipal Project No. 4426

WiDSETH Consulting Engineer Bitter presented the updated Agreement for Professional Design Engineering Services in the Amount of \$81,500.00 for the 2026 Mill & Overlay and Full Depth Reclamation Improvements Project.

The scope of services include:

- Drainage and Utility Easement Services
- Design Services
- Advertising/Bidding/Award Services

Mr. Bitter stated it was important to acquire easements to address the drainage issues on Cherrywood Drive so moving forward with the mill & overlay and property acquisition at a minimum for this year would help prevent the additional cost associated with losing the roads to full depth reclamation.

Mr. Bitter had no concerns with the agreement and recommended approval.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council approve the Widseth Agreement for Professional Design Engineering Services in the Amount of \$81,500.00 for the 2026 Mill & Overlay and Full Depth Reclamation Improvements Project, Municipal Project No. 4426. Motion carried unanimously.

27. 2023 Whiskey Creek Pedestrian Bridge Inspection Project Monthly Update

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

28. Accept the Anderson Brother Construction Quote in the amount of \$9,950.00 for the Whiskey Creek Pedestrian Bridge Project

WiDSETH Consulting Engineer Bitter reviewed the Anderson Brothers Quote for the Whisky Creek Pedestrian Bridge Project. The project was originally bid in 2024 but did not fit in with the proposed budget and the project was put on hold.

Mr. Bitter reached out to Anderson Brothers Construction (by phone and in person) and went through the project scope to make sure they were comfortable with their quote. Anderson Brothers had no concern with their quote for the bridge project.

Widseth sent the Quote Package to eight (8) local contractors with six (6) contractors responding within the specified time frame. The contractor quotes are listed below:

1. Anderson Brothers Construction	\$ 9,950.00
2. Nor-Son Construction	\$ 23,209.00
3. Rice Lake Construction	\$ 36,200.00
4. Hytec Construction	\$ 39,300.00
5. W. Gohman Construction	\$ 42,650.00
6. Eagle Construction	\$111,000.00
Engineers Estimate	\$ 39,465.00

MOTION by Commissioner Wolf, seconded by Commissioner Stenberg to recommend City Council accept the Anderson Brother Construction Quote in the amount of \$9,950.00 for the Whiskey Creek Pedestrian Bridge Project. Motion carried unanimously.

29. Approve the KLM Engineering Proposal in the Amount of \$4,000.00 to Perform a Cleanout and Disinfection of the 400,000 Gallon South Water Tower

Assistant City Engineer Thompson reviewed the KLM Engineering Proposal to Perform a Cleanout and Disinfection of the 400,000 Gallon South Water Tower. Mr. Thompson explained that The South Water Tower is decommissioned every fall when water demands decrease, it is critical to “turn over” the water in the water towers for water quality purposes. The South Water Tower will be needed for water storage during the peak summer water-use months. The additional water storage allows the water

plant and the wells to operate at a more consistent flow creating efficiencies and reduces wear on equipment.

Mr. Thompson had no concerns with the proposal and recommended approval.

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to recommend City Council approve the KLM Engineering Proposal in the amount of \$4,000.00 to Perform a Cleanout and Disinfection of the 400,000 Gallon South Water Tower. Motion carried unanimously.

30. Approve the Crow Wing Construction Cost Share Agreement for Roadway Pavement Markings on Various City of Baxter Streets Project No. CP 18-200-144

Assistant City Engineer Thompson reviewed the Crow Wing County Construction Cost Share Agreement for Roadway Pavement Marking (Striping). Crow Wing County Highway Department is responsible for bidding and contract administration, and the County charges the City a 3% administration fee based off the final construction costs of the pavement markings.

\$62,000.00 has been allocated for striping in the 2026 Streets Budget. Crow Wing County Highway Department will administer the contract for 3% of the final construction cost. The construction estimate for the City of Baxter's portion of the contract is \$55,959.04 with a 3% administration cost of \$1,678.77 for a total estimated cost of \$57,637.81.

MOTION by Commissioner Stenberg, seconded by Commissioner Wolf to recommend City Council approve the Crow Wing County Construction Cost Share Agreement for Roadway Pavement Markings on Various City of Baxter Streets – Project No. CP 18-200-144. Motion carried unanimously.

INFORMATIONAL ITEMS

31. Brainerd Public Utilities PILOT Program

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

32. 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.

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. 2024 South Forestview Improvements Project Monthly Update

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

36. 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.

37. 2025 Design Road & TH 371 Stormwater Improvements Project Monthly Update

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

38. 2025 Lift Station 11 Service Area Smoke Testing

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

39. 2026 Micro Surfacing Project Update

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

40. 2027 CSAH 48 Trail (Highland Scenic Road) Trail Connection Project Monthly Update

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

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. Crow Wing Power Service Rates

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

43. Eagle Drive Area Improvements Project Monthly Update

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

44. 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.

45. Holiday Station Store Contamination Project Monthly Update

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

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

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

47. Lift Station No. 18 Reconstruction Project Monthly Update

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

48. Wastewater Treatment Plant Charges for December 2025

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

49. Water Service Saddle Review

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

50. Water Treatment Plan HVAC Improvements Project Monthly Update

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

51. 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 Wolf to adjourn the meeting at 6:45 p.m. Motion unanimously approved.

Approved by:

Respectfully submitted:

Rock Yliniemi
Chair

Mary Haugen
Administrative Assistant