



UTILITIES COMMISSION MEETING MINUTES

Wednesday, July 08, 2026 at 5:30 PM

Baxter City Hall, 13190 Memorywood Drive, Baxter, MN

"A Growing Community"

CALL TO ORDER

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

ROLL CALL

Members Present: Commissioner Douglas Stenberg, Jack Christofferson, Douglas Wolf, John Brenny, and Chairman Rock Yliniemi.

Members Absent: Council Liaison Mark Cross.

Staff Present: Public Works Director/City Engineer Trevor Walter and Assistant City Engineer Trevor Thompson.

Other Present: Crow Wing County Emergency Management Director Clayton Barg, SEH Consulting Engineer Neil Heinonen and Mechanical Engineer Nick Brula, WSB Consulting Engineer Ethan Youso, WiDSETH Consulting Engineers Aric Welch, Alex Bitter and Civil Engineer in Training Avery Mulholland.

CONSENT AGENDA

1. Approve the Utilities Commission Minutes from June 3, 2026

MOTION by Commissioner Brenny, seconded by Commissioner Wolf to approve the Utilities Commission minutes from June 3, 2026 with corrections. Motion carried unanimously.

BUSINESS ITEMS

2. Approve Entering into the Memorandum of Agreement between Crow Wing County and the City of Baxter Regarding Annual Outdoor Warning Siren Maintenance Services

Crow Wing County Emergency Management Director Barg gave a presentation on the County's Outdoor Warning Sirens. The county is looking to improve the warning sirens and several issues have been discussed throughout the county include:

- Blue sky warning but still resulted in sirens being sounded without the storm. Currently there is a north/south divide on the sirens but it can still result in blue sky warnings.
- Issues with sirens not being maintained and not in working condition.

Mr. Barg explained that sirens are initiated based on the current activation criteria listed below:

- Tornadoes (NWS Tornado warnings and/or trained spotter reported)
- Wild fires
- Destructive Winds (Measured or imminent at or above 70 mph)
- Destructive Hail (measured or indicated at 2.75 inch or above)

There are 52 sirens located throughout the County with ownership and maintenance done by the City/Township or by Crow Wing County; however, the activation of the sirens is the Crow Wing County Sheriff's Office. It was noted that sirens are for people who are outdoors to alert them to go inside and seek additional information.

Mr. Barg reviewed IPAWS (Integrated Public Alert & Warning System) which is FEMA's national system for local alerting that provides authenticated emergency and life-saving information for the public through mobile phones via WEA (Wireless Emergency Alerts).

Crow Wing County Emergency Management is looking at upgrading all sirens within the county to a 2-way cellular communication so there is feedback to when the sirens are activated, right now there is no feedback unless someone notifies them of issues. The county is currently exploring grant opportunities.

The proposed improvements would be completed in a phased approach:

- Phase 1 – County Wide Siren Review and Inventory - Conduct a top-to-bottom (siren head-to-grounding rod) assessment of each siren through preventative maintenance program.
 - Cabinets / Batteries / Communications Boards
 - Drip loops / conduits / grounding rods
 - Programmed tones / frequencies / radio signals
- Phase 2 – Repair, Upgrade or Replace Legacy Infrastructure
 - Cabinet and Communication Board Upgrades
 - Backup Battery Supply
 - Complete Site Replacement (if required)
- Phase 3 – 2 Way Cellular Upgrade
 - Adds Cellular Communications to Existing Systems
 - Transmits and Receives data directly with Crow Wing County Dispatch
 - Allows direct communication with the Nations Weather Service

Mr. Barg informed the commission that five quotes were received and he is recommending Emergency Communication Systems. References for the company have been contacted and positive feedback has been received. Mr. Barg believes it is likely there will be over 25 sirens and will fall in the mid-range of \$600.00 per siren. Both the cities of Brainerd and Pequot Lakes have signed the Memorandum of Agreement and he will be visiting other communities throughout the county. The City of Crosslake is finalizing their contract and is expected to join as well.

Chairman Yliniemi inquired about the current maintenance and cost. Public Works Director/City Engineer Walter informed the commission that the City has 11 warning sirens distributed throughout the city to provide emergency notifications to residents. The sirens are the City of Baxter's responsibility to install and maintain. Currently, there is no maintenance plan except for battery replacement every three years. Staff does verify that they are turning and sounding every month.

Mr. Walter stated it is estimated between \$5,000.00 - \$10,000.00 per year on repairs and hopes there will be a cost savings based on not needing as many repairs. Mr. Walter is recommending to partner with the county and join the contract.

Commissioner Wolf believes this would be a great benefit to the City to make sure the sirens are being maintained for safety. Mr. Barg stated he has had many inquiries and comments regarding the issues of some of the warning signs throughout the county and it is obvious there is a need for this service in the county.

MOTION by Commissioner Wolf, seconded by Commissioner Stenberg to recommend City Council approve entering into the memorandum of agreement between Crow Wing County and the City of Baxter regarding annual outdoor warning siren maintenance services. Motion carried unanimously.

3. Crow Wing Power Right-of-Way Easement for Lift Station No. 27

SEH Consulting Engineer Heinonen reviewed the right-of-way easement/new service application that is needed for Crow Wing Power to establish electrical service to Lift Station No. 27 as part of the 2026 Clearwater Road, North Lynndale Area & Brentwood Circle Street & Utility Improvements Project.

Mr. Walter had no concerns with the electrical new service application and right-of-way easement and recommended approval.

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to recommend City Council approve the Crow Wing Power New Service Application and Right-of-Way Easement for electrical service to Lift Station No. 27. Motion carried unanimously.

4. 2027 CSAH 48 (Highland Scenic Road) Trail Connection Project Monthly Update

WSB Consulting Engineer Youso informed the commission that the project plans, Right of Way Certificate, and specifications have been completed and reviewed by State Aid. They have also received final review and approval from the Central Office. The project was given federal authorization to advertise and bid on June 11th, 2026.

5. Approve the 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

WSB Consulting Engineer Youso reviewed the 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.

The project utilizes two grants that were awarded to the City of Baxter and Crow Wing County. A Highway Safety Improvement Program (HSIP) grant in the amount of \$750,000, and a Transportation Alternatives Program (TA) grant in the amount of \$461,369.

MOTION by Commissioner Christofferson, seconded by Commissioner Brenny to recommend City Council approve the 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.

6. 2026 Clearwater Road, North Lynndale Area, & Brentwood Circle Street & Utility Improvements Monthly Update

SEH Consulting Engineer Heinonen informed the commission that lift station work has begun on Clearwater Road.

7. Approve the RL Larson Excavating, Inc. Partial Pay Estimate No. 1 in the amount of \$562,271.93 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. 1 in the amount of \$562,271.93 for the 2026 Clearwater Road, North Lynndale Area, and Brentwood Circle Utility & Street Improvements Project.

The Contractor has earned \$591,865.19 to date. Per the contract, the retainage is 5 percent of the amount earned to date (\$29,593.26), which results in a total payment of \$562,271.93.

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to recommend City Council approve the RL Larson Excavating, Inc. Partial Pay Estimate No. 1 in the amount of \$562,271.93 for the 2026 Clearwater Road, North Lynndale Area, and Brentwood Circle Utility & Street Improvements Project. Motion carried unanimously.

8. 2025 Water Supply Improvements - Wells 5 & 6 Monthly Update

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

9. Approve Pratt's Affordable Excavating Inc. Partial Pay Estimate No. 10 in the amount of \$17,778.36 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. 10 in the amount of \$17,778.36 for the 2025 Water Supply Improvements – Wells 5 & 6, Municipal Project Improvements Project – Contract B.

The Contractor has earned \$1,189,439.04 to date. Per the contract, the retainage is 1.25 percent of the amount earned to date (\$14,867.99), which results in a total payment of \$17,778.36.

MOTION by Commissioner Wolf, seconded by Commissioner Stenberg to recommend City Council approve Pratt's Affordable Excavating Inc. Partial Pay Estimate No. 10 in the amount of \$17,778.36 for work completed on Contract B related to the 2025 Water Supply Improvements – Wells 5 & 6, Municipal Project No. 6011-45040. Motion carried unanimously.

10. Water Treatment Plant HVAC Improvements Project Monthly Update

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

11. Accept Ventilation Assessment for Water Treatment Plant Report

SEH Mechanical Engineer Brula presented the findings and recommendations for the Ventilation Assessment for the Water Treatment Plant. Mr. Brula informed the commission his first involvement with the Water Treatment Plant was in 2021 to review the corrosion issues.

The Ventilation Assessment Report has recommendations for targeted ventilation improvements focused on source control, continuous ventilation of critical zones, improved pressure management, and replacement of aging makeup air equipment. Mr. Brula stated that several areas are not ventilated and some areas are ventilated only during occupancy and he recommended that the Fluoride Room be ventilated continuously. Staff has tested chlorine limits throughout the Water Treatment Plant and Public Works Facility all of the tests are within safety limits; however, it is causing corrosion issues.

Replacement of MAU-3 which is past its service life and has experienced component failure requiring

significant maintenance and repair. It is recommended the unit be replaced with a new dedicated outdoor air system (DOAS). The new DOAS unit will include corrosion-resistant construction and coatings suitable for chlorine exposure, a hot water heating coil, energy recovery wheel, and a DX cooling section. The system shall be configured to provide continuous, neutral ventilation (24 hours per day) to critical zones within the facility.

Mr. Brula is recommending a two-phase approach:

- Phase 1 – 2026
- Phase 2 – 2027

Public Works Director/City Engineer Walter recommend accepting the Ventilation Report and move forward with developing construction plans and budgeting for Phase 2 in 2027.

Commissioner Wolf inquired if persistent exposure causes health concerns over time and cause buildup within your body. Mr. Brula discussed what Occupational Safety and Health Administration (OSHA), National Institute for Occupational Safety and Health (NIOSH), and Occupational Safety and Health Review Commission (OSHRC) consider acceptable levels and also provided information on California's OSHA which set stricter chlorine exposure limits.

Commissioner Christofferson inquired if construction documents will have a balance report. Mr. Brula stated there would be one and they would verify after construction.

Commissioner Wolf inquired how often should an analysis be performed. Mr. Brula stated it would not be a bad idea to evaluate annually.

Commissioner Brenny inquired on the total chlorine limits. Mr. Brula stated they are currently at .4 and he would like to see this under the .2 - .3 threshold.

MOTION by Commissioner Christofferson, seconded by Commissioner Stenberg to recommend City Council accept the Ventilation Assessment for Water Treatment Plant Report and proceed with the Phase I Repairs. Motion carried unanimously.

12. Approve Budget Request for 2027 Improvements related to Water Treatment Plant HVAC Project Report

SEH Mechanical Engineer Brula informed the commission that the improvements to the Water Treatment Plant HVAC are not budgeted for in 2027. The budget request is for \$350,000.00 for the second phase of improvements that are noted in the report for consideration in 2027.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council approve the Budget Request in the amount of \$350,000.00 for 2027 Phase II Improvements related to Water Treatment Plant HVAC Project Report. Motion carried unanimously.

13. Approve SEH Fee Amendment No. 1 in the Not To Exceed Amount of \$23,278.00 with a revised Total Not to Exceed Amount of \$80,570.00 for Additional Professional Services related to Water Treatment Plant HVAC Project

SEH Consulting Engineer Heinonen reviewed Fee Amendment No. 1 in the Not To Exceed Amount of \$23,278.00. The report phase included additional site evaluations and code review, as well as project

and system planning for future improvements. The fee amendment includes additional hours for these items and added hours for design and construction elements for the project.

Public Works Director/City Engineer Walter stated the fee amendment was warranted and recommended approval. He stated he wanted to make sure everything was thoroughly evaluated to ensure the recommendations of the report resolved the issues in the water treatment plant.

MOTION by Commissioner Christofferson, seconded by Commissioner Stenberg to recommend City Council approve the SEH Fee Amendment No. 1 in the Not To Exceed Amount of \$23,278.00 with a revised Total Not to Exceed Amount of \$80,570.00 for Additional Professional Services related to Water Treatment Plant HVAC Project. Motion carried unanimously.

14. Approve the SEH Topographic Survey and Soils Investigation Services Contract in the Not to Exceed Amount of \$54,000.00 for the 2027 College Road and Douglas Fir Drive/ Industrial Park Road Intersection Improvements Project

SEH Consulting Engineer Heinonen reviewed the SEH contract in the not to exceed amount of \$54,000.00 to perform topographic survey and soils investigation (soil boring) services for the 2027 College Road and Douglas Fir Drive/Industrial Park Road Intersection Improvements Project. Mr. Heinonen stated that preparation of a project information and survey work notification letter to adjacent property owners and facilitation of an early private utility coordination meeting are included in the scope.

Commissioner Wolf inquired if it is due to potential development. Public Works Director/City Engineer Walter stated it is 50% due to that and the rest of the vacant property. Mr. Walter said city staff would like to use development prepaid percentage/area wide assessment/state aid funds to pay for everything.

MOTION by Commissioner Stenberg, seconded by Commissioner Brenny to recommend City Council approve the SEH Topographic Survey and Soils Investigation Services Contract in the Not to Exceed Amount of \$54,000.00 for the 2027 College Road and Douglas Fir Drive/Industrial Park Road Intersection Improvements Project. Motion carried unanimously.

15. 2026 Lift Station 11 Service Area Smoke Testing Project Update

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

16. Accept the 2026 Lift Station No. 11 Service Area Smoke Testing Report

WSN Civil Engineer in Training Mulholland reviewed the Lift Station No. 11 Service Area Smoke Testing Report. All cleanout repairs were completed by staff and the work orders will be included as an appendix in the report.

Ms. Mulholland noted there is an incorrect lid on Glory Road which needs to be replaced from storm sewer to sanitary sewer.

MOTION by Commissioner Stenberg, seconded by Commissioner Wolf to recommend City Council accept the 2026 Lift Station No. 11 Service Area Smoke Testing Report. Motion carried unanimously.

17. Approve the 20-Year Maintenance Plan (2027-2046) for Sanitary Sewer and Stormwater Lift Stations

WSN Consulting Engineer Welch reviewed the 20-Year Maintenance Plan for Sanitary Sewer and Stormwater Lift Stations (2027 – 2046). The report will be used as a resource to provide direction and budgeting on future projects and maintenance activities.

MOTION by Commissioner Wolf, seconded by Commissioner Stenberg to recommend City Council approve the 20-Year Maintenance Plan (2027-2046) for Sanitary Sewer and Stormwater Lift Stations. Motion carried unanimously.

18. 2027 Fairview Road Extension to Excelsior Road Project Monthly Update

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

19. Approve the Widseth Contract Amendment No. 2 in the Not to Exceed Amount of \$22,000.00 for the 2027 Fairview Road/Forest Drive Extension to Excelsior Road Project

WSN Consulting Engineer Welch reviewed Contract Amendment No. 2 in the Not to Exceed Amount of \$22,000.00 for the 2027 Fairview Road/Forest Drive Extension to Excelsior Road Project. This amendment supplements the original proposal by adding specialized traffic engineering services through a subconsultant in response to a request from the Minnesota Department of Transportation (MnDOT).

Mr. Welch stated that Widseth proposes to retain the services of Short Elliott Hendrickson Inc. (SEH) to complete the traffic study. SEH has extensive experience performing traffic engineering studies within the City of Baxter and along the TH 210 corridor.

MOTION by Commissioner Christofferson, seconded by Commissioner Stenberg to recommend City Council approve the Widseth Contract Amendment No. 2 in the Not to Exceed Amount of \$22,000.00 for the 2027 Fairview Road/Forest Drive Extension to Excelsior Road Project. Motion carried unanimously.

20. 2025 Design Road & TH 371 Stormwater Improvements Project Monthly Update

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

21. Approve the J.R. Ferche, Inc Change Order No. 4 in the Increased Amount of \$227,208.52 and amend the project budget from \$3,589,186.15 to \$3,763,882.26 for the 2025 Design Road & TH 371 Stormwater Improvements Project, Municipal Project Number 4135

WIDSETH Consulting Engineer Bitter reviewed the J.R. Ferche, Inc Change Order No. 4 for the 2025 Design Road & TH 371 Stormwater Improvements Project. Mr. Bitter explained the work associated with this change order was completed in 2025. The reason it has taken so long to bring forward the change order is due to numerous iterations of the change order to align with the MnDOT requirements for administering the Federal Funds of the PROTECT Grant.

Change Order No. 4 includes the following items:

- A low point was unavoidable in the Mills GM Parking Lot. The curb in this area was removed to allow for a new alignment of the sanitary sewer service. The sanitary sewer was relocated to allow for the installation of the 60-inch storm sewer. This area captures runoff from the parking lot drainage and would have spilled over the top back of curb over the boulevard and on to Dellwood Road. This is not permitted by the City. An additional catch basin was installed

to avoid runoff overtopping the curb and flowing into the street uncontrolled. This area of curb was disturbed due to the sanitary sewer service relocation caused by the installation of the 60" storm sewer.

- During construction, the contractor encountered unforeseen issues underground that required additional work. The record drawings of the sanitary sewer services were conflicting and additional time and excavation were required to complete the sanitary sewer service installation. The sanitary sewer was relocated to allow for the installation of the 60-inch storm sewer. The contractor removed additional unknown services and was required to do additional work and testing to determine the which service was the correct connection. The sanitary sewer services were adjusted due to the sanitary sewer main relocation due to the installation of the 60" storm sewer.
- Temporary water was required to maintain service while the watermain and water service adjustments were being made to accommodate the 60-inch storm sewer. Ferche's Bid for the temporary water was for domestic water service only. During installation, it was found that Mills GM's water service was both the fire suppression line and the domestic water service. Ferche's temporary water service did not have enough capacity to supply a fire suppression line. After reviewing with Ferche, it was decided they will maintain the fire suppression line and only work limited hours during the afternoon after Mills was closed to limit the time the fire suppression line was shut off. The cost associated with this item is Ferche's request for additional down time spent maintaining the fire suppression line into Mills. The water shutdowns were due to the adjustment of the existing watermain to allow for the installation of the 60" storm sewer.
- After reviewing with Ferche, it was decided they will maintain the fire suppression line and only work limited hours during the afternoon after Mills was closed to limit the time the fire suppression line was shut off. The cost associated with this item is Ferche's request for additional down time spent maintaining the fire suppression line into Mills. The water shutdowns were due to the adjustment of the existing watermain to allow for the installation of the 60" storm sewer. The hydrant had a 12" extension installed to bring it to the correct elevation.
- It was discovered the valve associated with Watermain replacement No. 1 was an 8" Valve and not a 6" Valve. The Contractor installed an 8" Gate Valve and Box and provided an adjusted price removing the cost of the 6" Gate Valve and Box.
- It was discovered the existing saddles for the water services are the old style of non stainless steel and narrow. Any adjustment or connection to the saddle would have caused failure. Watermain adjustments were required for the installation of the 60-inch storm sewer. The Contractor removed the existing narrow saddle and replaced it with a wide saddle over the existing hole in the watermain.
- There was additional traffic control requested to help the local businesses with access. The Contractor installed business specific signage on local streets to help direct traffic to local businesses.
- The sanitary sewer main running along Dellwood Drive was in conflict with the Jack and Bore equipment. Based on the elevation of the sanitary sewer and the required equipment, the 60" storm sewer would not have been able to be installed at the correct elevation. The Contractor set up a temporary bypass of the 10" sanitary sewer and lowered the sanitary sewer pipe to provide enough space for the jack and bore machine to be set properly. Once the jack and bore operation was completed and the 60" storm sewer pipe is installed, the temporary bypass will be set up again and the original slope of the 10" sanitary sewer pipe will be restored. The cost provided below reflects the total estimated cost for the lowering.
- Contractor was required to field verify the elevation of the 60" storm sewer pipe they were connecting to, when they exposed the pipe the invert was off by 1.04' from what was expected

based on record drawing information. Widseth worked with the contractor to reset the elevation of the pipe to get the storm sewer system to operate correctly. This caused a storm structure to be higher than anticipated. To allow for enough cover over the lid of the structure, the low point of the road was adjusted to the east. This time associated with this work includes grade adjustment of the road, demolition and reinstallation of storm sewer pipe and structures and geogrid above the storm structure to provide additional support of the roadway around the structure.

- As the jack and bore operation of the 60" storm sewer pipe reached the west side of TH 371, the excavation exposed an existing 12" RC storm pipe extending under TH 371. The pipe was determined to be left over from a previous MnDOT project, was not day-lighted anywhere and was not filled as noted in the MNDOT as-builts. Per MnDOT direction, the pipe was grouted to fill in the void and the excavation was filled back in.
- During construction a yard light was damaged by a contractor. We were not able to determine who damaged the light. The City elected to have the light repaired and complete a change order to add the cost to the project.
- The irrigation required more repair than originally estimated. The original estimate anticipated the salvaging of the irrigation systems, but the systems ended up needing a full replacement in the disturbed areas. The contractor was directed to restore the irrigation systems to the original working function which resulted in an overrun in the allowance. The cost for this item is less than the plan allowance item as noted in the attached.
- During Construction, there was a conflict between the sanitary sewer service for Bremer Bank and the storm sewer in Dellwood Drive. The sanitary sewer service was adjusted to allow for the installation of the storm sewer. This was determined to be a design error. This cost will be initially paid for by the City of Baxter and then reimbursed by Widseth.
- A hydrant detail was omitted from the Construction Plans which resulted in the plug not being installed at the bottom of the hydrant. This is an issue due to the water table is high in this area and the hydrants have the potential to freeze in the winter. A non-draining hydrant seat was installed to allow the hydrant to be winterized properly. This was determined to be a design error. This cost will be initially paid for by the City of Baxter and then reimbursed by Widseth.

MOTION by Commissioner Brenny, seconded by Commissioner Christofferson to recommend City Council approve the J.R. Ferche, Inc Change Order No. 4 in the Increased Amount of \$227,208.52 and amend the project budget from \$3,589,186.15 to \$3,763,882.26 for the 2025 Design Road & TH 371 Stormwater Improvements Project, Municipal Project Number 4135. Motion carried unanimously.

22. Approve the J.R. Ferche, Inc Partial Pay Estimate No. 7 in the amount of \$245,847.02 for the 2025 Design Road & TH 371 Stormwater Improvements Project, Municipal Project Number 4135

WIDSETH Consulting Engineer Bitter reviewed the J.R. Ferche, Inc Partial Pay Estimate No. 7 in the amount of \$245,847.02 for the 2025 Design Road & TH 371 Stormwater Improvements Project.

The Contractor has earned \$2,830,253.57 to date which represents 99.8% contract value. The retainage has been reduced to 150% of the remaining work to be completed totaling \$25,402.00. Taking the amount earned, the released retainage and previous payment of \$2,559,004.55, this results in a total payment of \$245,847.02.

MOTION by Commissioner Stenberg, seconded by Commissioner Brenny to recommend City Council approve the J.R. Ferche, Inc Partial Pay Estimate No. 7 in the amount of \$245,208.52 for the 2025

Design Road & TH 371 Stormwater Improvements Project, Municipal Project Number 4135. Motion carried unanimously.

23. 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.

24. Approve the Anderson Brothers Construction Final Pay Estimate No. 6 in the amount of \$50,445.14 for the 2025 Commercial Full Depth Reclamation Improvements Project, Municipal Project Number 4425, contingent on 70% turf establishment and receiving the IC-134 documents

WiDSETH Consulting Engineer Bitter reviewed the Anderson Brothers Construction Final Pay Estimate No. 6 in the amount of \$50,445.14 for the 2025 Commercial Full Depth Reclamation Improvements Project.

The Contractor has earned \$906,553.32 to date which represents 105.1% contract value. The remaining retainage has been released. Previous payment total \$856,108.18 which results in a total payment of \$50,445.14.

Public Works Director/City Engineer Walter inquired if this should be on the next council agenda as he would like to wait for the close-out paperwork to be submitted so the contingency is not included on the approval.

MOTION by Commissioner Wolf, seconded by Commissioner Stenberg to recommend City Council approve the Anderson Brothers Construction Final Pay Estimate No. 6 in the amount of \$50,445.14 for the 2025 Commercial Full Depth Reclamation Improvements Project, Municipal Project Number 4425, contingent on 70% turf establishment and receiving the IC-134 documents. Motion carried unanimously.

25. 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.

26. Approve the Widseth Fee Amendment in the Not to Exceed Amount of \$28,500 for Professional Engineering Services for the 2027 Mill & Overlay and Full Depth Reclamation Improvements Feasibility Report

WSN Consulting Engineer Bitter reviewed the fee amendment for the 2027 Mill & Overlay and Full Depth Reclamation Improvements Feasibility Report.

MOTION by Commissioner Wolf, seconded by Commissioner Brenny to recommend City Council approve the Widseth Fee Amendment in the not to exceed amount of \$28,500 for Professional Engineering Services for the 2027 Mill & Overlay and Full Depth Reclamation Improvements Feasibility Report. Motion carried unanimously.

Discussion: Mill & Overlay and FDR Improvements Projects – Project Layout and Schedule

WSN Consulting Engineer Bitter explained the requirements of the Chapter 429 Process which includes the following:

- Feasibility Report
- 8 Required Resolutions
- 2 Required Public meetings
- Notification milestones
- Bidding Procedures
- Appeal Procedures

Mr. Bitter noted that residents are frustrated with the short notification timeframe for the projects. In 2017, staff sat down to review a plan to resolve this situation and early notifications were initiated in 2018 and 2019. In 2020, project were pushed due to COVID and in 2021 projects and notifications have become shorter.

Mr. Bitter is recommending a policy be developed to adhere to the early notification schedule with 12 - 24 months for Mill & Overlay and FDR Projects and 18 – 36 months for Water & Sewer Projects. He also recommended the following:

- The 2027 project area has been recommended and is recommended to continue moving forward on this project to maximize the public notification timeframe
- Start the process for the 2028 project
- Develop a policy on project notice timeframe
- Complete the 5-Year CIP and keep updating it every year

Commissioner Wolf noted that upon looking at the project schedule we are already behind on the 2028 projects. Public Works Director/City Engineer Walter stated an 18-month timeline was a goal set in 2017 by the City Administrator and City Council. Commissioner Wolf stated that 18 months would be ideal but he believes that 12 months would be minimal.

Commissioner Wolf stated there is a risk of inflation and the project costs so it will need to be clear that the costs are estimated. Commissioner Stenberg stated in 2016 in the Brentwood area he received the notice well in advance and it was nice to know about the project even if there isn't a dollar amount. It helps with planning vacations and other spending.

Public Works Director/City Engineer Walter stated residents should receive a 5 - 8 page letter explaining the improvement/why improvements is needed which basically takes language from the Feasibility Report.

Commissioner Wolf inquired if we should plan for a 24 month notice. Mr. Bitter stated he would like to utilize the 18 month notice so he can walk the roads in the spring and provide notice. The roads can still go through one additional freeze/thaw cycle than if a 24 month notice was provided.

Mr. Walter stated the 5-year CIP would provide more advanced notice with more of the finalized projects identified.

27. Approve the Wideseth Proposal for Professional Engineering Services for Road Evaluation in the Not to Exceed Amount of \$6,400.00 for the 2028 Mill & Overlay & Full Depth Reclamation Improvements Project

WSN Consulting Engineer Bitter reviewed the Proposal for Professional Engineering Services for the 2028 Mill & Overlay & Full Depth Reclamation Improvements Project.

The Project Area includes the following roadways.

Residential Mill & Overlay

- Grand Oaks Court
- Grand Oaks Drive

Residential Full Depth Reclamation

- Cedar Scenic Road
- Oakdale Drive
- Jasperwood Drive
- Paris Road

Commercial Full Depth Reclamation

- Dogwood Drive
- Douglas Fir Drive
- Hastings Road
- Hinckley Road

Widseth proposed to complete the following items in the not to Exceed amount of \$6,400.

- Complete a field review of each roadway (on foot)
- Document the roadway conditions with pictures and notes
- Meeting (1) with City staff on the recommendation of roadways for the 2028 Project
- Provide a summary of finding and recommendation memo
- Prepare a presentation and review the memo presentation with the Utility Commission and City Council

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to recommend City Council approve the Widseth Proposal for Professional Engineering Services for Road Evaluation in the Not to Exceed Amount of \$6,400.00 for the 2028 Mill & Overlay & Full Depth Reclamation Improvements Project. Motion carried unanimously.

28. Approve the Widseth Fee Amendment for Professional Engineering Services in the amount of \$100,045.00 for the 2024-2026 Feasibility Report Services

WSN Consulting Engineer Bitter reviewed the fee amendment for the 2024 - 2026 Feasibility Report Services. Mr. Bitter explained that he walked all the roadways and through the roadway evaluation process along with the development of the feasibility report some of the road segments were pushed to future years.

The original engineering agreements assumed each Feasibility Report would be completed within a single project cycle. Engineering efforts associated with roadway evaluations, report preparation, cost estimating, coordination with City staff, meetings, and document revisions were developed based on that assumption. As roadways shifted between construction seasons, additional engineering services were required beyond the original scope of work.

Mr. Bitter has been tracking the cost associated with each roadway segment and has been holding the cost until the roadway segments develop into a project. There have been numerous changes to the project scope resulting in Widseth tracking and holding a significant amount of money. Staff requested Widseth submit a fee amendment to pay for the services that have been completed.

MOTION by Commissioner Christofferson, seconded by Commissioner Stenberg to recommend City Council approve the Wideseth Fee Amendment for Professional Engineering Services in the amount of \$100,045.00 for the 2024-2026 Feasibility Report Services. Motion carried unanimously.

29. Approve the Wideseth Agreement for Professional Engineering Services in the Not to Exceed Amount of \$13,200.00 for the Lift Station 16 Generator

WSN Consulting Engineer Welch reviewed the Agreement for Professional Engineering Services for the Lift Station No. 16 generator. Mr. Welch explained that lift station serves a significant portion of the commercial development along the TH 371 corridor, including several hotels and other high-volume wastewater users. During periods of commercial activity, particularly when hotels discharge water associated with pool maintenance and seasonal cleaning operations, the lift station experiences substantial increases in wastewater flow.

To improve system reliability and resiliency, the City is proposing to install a permanently mounted natural gas generator capable of automatically supplying backup power during electrical outages. A natural gas-powered system will provide a dependable long-term emergency power source without the fueling and maintenance requirements associated with diesel generators, helping ensure uninterrupted operation of Lift Station No. 16 during utility power interruptions.

Chairman Yliniemi inquired if this cause the lift stations down stream to flood out. Public Works Director/City Engineer Walter stated this will not be a concern since Lift Station No. 16 pumps to Lift Station No. 2 which pumps to Lift Station No. 1 at the Wastewater Treatment Plant. Mr. Walter noted that both Lift Station No. 1 and Lift Station No. 2 have back up generator power. Lift Station No. 16 panel included the ability to incorporate on onsite generator when it was rehabbed in 2022.

MOTION by Commissioner Stenberg, seconded by Commissioner Wolf to recommend City Council approve the Wideseth Agreement for Professional Engineering Services in the Not to Exceed Amount of \$13,200.00 for the Lift Station 16 Generator. Motion carried unanimously.

30. Whiskey Creek Pedestrian Bridge Discussion

WSN Consulting Engineer Bitter gave a brief update on the conditions at the northern abutment for the pedestrian bridge.

Mr. Bitter reviewed the following options for the Whiskey Creek Pedestrian Bridge:

- Option 1 - includes excavating around the north abutment and pouring a new footing around the abutment, adding fill around along with riprap and raising the finish elevation by 1'.
- Option 2A - includes removing and replacing the north abutment.
- Option 2B - includes removing both abutments and replacing them.
- Option 3 - includes removing both abutments, restoring the ditch banks and extending the trail along the south side of the Whiskey Creek ditch so it connects to the trail along Cypress Drive. The bridge could then be removed from the site and used for another area. This option would require obtaining a permanent easement from PID 40050523. This could be difficult to do as there is a proposed site layout for this property and there would not be enough room on the property to construct the trail and complete the site layout as proposed.

Mr. Bitter recommend Option 2A for the Whiskey Creek Pedestrian Bridge abutment repair.

MOTION by Commissioner Wolf, seconded by Commissioner Stenberg to recommend City Council approve Option 2A contingent on City Attorney review of the contract based on the original quotes from the quote package. Motion carried unanimously.

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

Public Works Director/City Engineer Walter gave a brief update on the drought conditions and stated staff will be monitoring the situation for the next month. Mr. Walter stated this will be on the August agenda for further discussion.

Commissioner Wolf noted the City of Brainerd has implemented irrigation conservation effects.

INFORMATIONAL ITEMS

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. 2026 AWIA RRA & ERP Recertification Monthly Update

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

36. 2026 Micro Surfacing Project Update

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

37. 2026 Mill & Overlay Improvements Project, Project Monthly Update

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

38. 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.

39. Elder Drive & Foley Road Intersection Improvements Project Monthly Update

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

40. Eagle Drive Area Improvements Project Monthly Update

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

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

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

42. 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.

43. Holiday Station Store Contamination Project Monthly Update

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

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

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

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

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

46. Lake Forest Road Senior Living Traffic Review 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. Mercury Minimization Project Monthly Update

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

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

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

50. Wastewater Treatment Plant Charges for May 2026

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

51. Wastewater Treatment Plant Charges for June 2026

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

52. 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 7:53 p.m. Motion unanimously approved.

Approved by:

Respectfully submitted:

Rock Yliniemi
Chair

Mary Haugen
Administrative Assistant