



UTILITIES COMMISSION MEETING MINUTES

Wednesday, October 07, 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: Commissioners Douglas Stenberg, Jack Christofferson, Douglas Wolf, Chairman Rock Yliniemi and Council Liaison Mark Cross.

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: Bolton & Menk Consulting Engineer Bryan Drown, SEH Consulting Engineers Scott Hedlund, Neil Heinonen and Traffic Engineer Justin Anabis, WSB Consulting Engineer Ethan Youso, WiDSETH Consulting Engineer Alex Bitter & Aric Welch and Surveyor Chad Conner.

CONSENT AGENDA

1. Approve the Utilities Commission Minutes from September 2, 2026

Commissioner Wolf requested a spelling correction to Item No. 9 discussion - Recommend Planning and Zoning Commission Approve the Conditional Use Permit for Property Located at 4859 Baywood Road.

MOTION by Commissioner Wolf, seconded by Commissioner Stenberg to approve the Utilities Commission minutes from September 2, 2026 with corrections to Item No. 9. Motion carried unanimously.

BUSINESS ITEMS

2. Recommend Planning and Zoning Commission Approve the Frandsen Addition Preliminary and Final Plat, Conditional Use Permits, and Variances with the Conditions outlined in the Staff Recommendations

Assistant City Engineer Thompson reviewed Frandsen Addition with the commission. The application to construct a 7,600 square foot bank on Novotny Road includes a preliminary and final plat, two Conditional Use Permits (CUP) and two variances.

The proposed plat consolidates 3 existing parcels into one buildable lot and two Outlots. Included with the plat is the additional dedication of right-of-way along Novotny Road and Dellwood Drive to secure the 40 feet of right-of-way from the centerline of the road. The plat includes the dedication of a site triangle at the intersection of Novotny Road and Dellwood Drive. Included on the plat is the inset for

the dedication of the drainage and utility easement along the interior lot lines and road frontages (5 feet and 10 feet respectively). The development includes the extension of water main to provide fire protection for the building, the plat includes the easement to allow the city to have jurisdiction over the water line following the Minnesota Department of Health requirements.

There are two Conditional Use Permits included with the application, the first was triggered by the drive-thru. The location of the drive-thru along with the stacking meet all city standards. The second CUP is required with the proposed signage. Frandsen is proposing two signs; one pylon sign to be located along Truck Highway 371, and a monument sign on Novotny Road. City Code allows for splitting of the allotted signage for a development between two signs with the approval of a CUP.

The Land Use Application includes two variances. The first is to forgo the bypass lane requirement for a drive-thru. The proposed drive-thru includes two lanes with stacking of three cars in each lane without interfering with the site traffic circulation. The second variance is for the roof pitch deviation of a 4:12 pitch, city code requires a minimum of a 6:12 pitch or a flat roof.

Mr. Thompson noted there is currently an access on Trunk Highway 371 into the subject property that is utilized by General Rental. MnDOT has reviewed the proposed plat and is working on addressing the potential closure of the access.

Council Liaison Cross inquired why there is a one-way around the bank when everything else is two-way. Surveyor Connor explained that as they developed the site the building was shifted due to the wetland that is located on-site. Mr. Connor noted he would contact the Developer and look at expanding the drive isles 4-feet.

Commissioner Wolf inquired on the location of employee parking. Public Works Director/City Engineer Walter stated that employee parking is on the southeast side near the trash enclosure and the employee entrance. Mr. Walter also informed the commission the one way is 20' for fire protection as a designated fire lane.

Staff recommends approving the Frandsen 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.
5. Landowner must meet the requirements of MnDOT Commissioner of Transportation or their designee as it relates to closing the access on Trunk Highway 371.

MOTION by Commissioner Wolf, seconded by Commissioner Stenberg to recommend Planning and Zoning Commission approve the Frandsen Addition Preliminary and Final Plat, Conditional Use Permits, and variances with the conditions outlined in the Staff Recommendation. Motion carried unanimously.

3. Approve the Frandsen Bank Development Agreement

Assistant City Engineer Thompson reviewed the Frandsen Bank Development Agreement. Included with the development is the construction of water main into the site for fire protection. The water main will remain privately owned but will be within an easement and will be maintained with the rest of the City's water main. The development agreement will ensure the water main is

constructed/tested/inspected per city details and specifications to help protect the City's infrastructure.

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

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

4. Approve the Frandsen Bank Construction Repair and Maintenance Agreement for Watermain

Assistant City Engineer Thompson reviewed the Frandsen Bank Construction Repair and Maintenance Agreement. The privately installed watermain improvements proposed with the bank 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 bank are included in the agreement.

The City Attorney has drafted a "Construction Repair and Maintenance Agreement for Watermain" for the Frandsen Bank 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 Stenberg, seconded by Commissioner Christofferson to recommend City Council approve the Frandsen Bank Construction Repair and Maintenance Agreement for Watermain. Motion carried unanimously.

5. Approve the Permanent Utility Easement for Frandsen Bank

Assistant City Engineer Thompson reviewed the Permanent Utility Easement for Frandsen Bank. 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.

MOTION by Commissioner Christofferson, seconded by Commissioner Wolf to recommend City Council approve the Permanent Utility Easement for Frandsen Bank. Motion carried unanimously.

6. Approve Stormwater Facilities Maintenance Agreement with Access Rights and Covenants for Frandsen Bank

Assistant City Engineer Thompson reviewed the Stormwater Facilities Maintenance Agreement with Access Rights and Covenants for Frandsen Bank. The proposed Frandsen 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. The Stormwater Facilities Maintenance Agreement includes best management practices for maintaining the infrastructure and preventing material from entering the stormwater system.

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 Frandsen Bank. Motion carried unanimously.

7. Approve Payment of \$6,001.78 to Bolton & Menk for Engineering Services Related to the 2022 Trunk Highway 210 & Inglewood Drive Railway Crossing Improvements Project, Municipal Project No. 4121

Assistant City Engineer Thompson informed the commission that MnDOT had directed the City to implement Change Order No. 4 of installing catch basins within the TH 210 and Inglewood Drive intersection to address a drainage issue. The storm sewer and roadwork was completed by Anderson Brothers in 2024. This work was all reimbursable from the MnDOT LPP/Coop money the project received. The project has received a final inspection report from MnDOT, granting the City to start the project closeout process. The City has been paid all justified payments from Federal Aid and State/LPP. The City has received its eligible State Aid funds for the project.

Because this additional Change Order No. 4 design task was not included within Bolton & Menk's scope, city staff said they would support Bolton & Menk receiving the 8% construction administration reimbursement that the City was to receive from the MnDOT payment associated with Change Order No. 4 for their effort. The City received LPP funding to pay for the construction portion of Change Order No. 4 and the 8% construction administration.

Staff recommends approving the payment of \$6,001.78 to Bolton & Menk for final engineering/design support on the project.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council approve payment of \$6,001.78 to Bolton & Menk for Engineering Services related to the 2022 Trunk Highway 210 & Inglewood Drive Railway Crossing Improvements Project, Municipal Project No. 4121. Motion carried unanimously.

8. Approve the Crow Wing Power Limited Use Agreement

Public Works Director/City Engineer Walter reviewed the Limited Use Agreement to allow for the construction of a bituminous trail to the Crow Wing Power substation.

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

9. 2026 Micro Surfacing Project Update

Bolton & Menk Consulting Engineer Drown informed the commission that striping has been completed, valves & manholes have been raised and traffic control items have been picked up.

10. Approve the ASTECH Corporation Pay Estimate No. 1 in the amount of \$399,199.03 for the 2026 Micro Surfacing Project

Bolton & Menk Consulting Engineer Drown reviewed the Astech Corporation Pay Estimate No. 1 in the amount of \$399,199.03 for the 2026 Micro Surfacing Project.

The contractor has earned \$420,209.50 to date, which represents 70% of the contract's value. The payment includes the cost of unit price work completed through September 18, 2026. In accordance with the agreement the amount retained is 5%. The 5% retainage equals \$21,010.47, which results in a payment of \$399,199.03.

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to recommend City Council approve the ASTECH Corporation Pay Estimate No. 1 in the amount of \$399,199.03 for the 2026 Micro Surfacing Project. Motion carried unanimously.

11. 2027 College Road and Douglas Fir Drive / Industrial Park Road Intersection Improvements Project Monthly Update

SEH Consulting Engineer Hedlund noted that a future fee amendment would be forthcoming.

12. Accept the College Road and Douglas Fir Drive/Industrial Park Road ICE Report

SEH Traffic Engineer Anabis reviewed the Intersection Control Evaluation (ICE) Report for a proposed development in the southeast corner of TH 371/College Road/ Glory Road intersection. The ICE study analyzed the short- and long-term needs of the intersection of College Road and Douglas Fir Drive/Industrial Park Road to determine the appropriate traffic control at the intersection.

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to recommend City Council accept the College Road and Douglas Fir Drive/Industrial Park Road ICE Report. Motion carried unanimously.

13. 2027 Foley Road and Isle Drive/Forthun Road Intersection Improvements Project Monthly Update

SEH Consulting Engineer Hedlund noted that a future fee amendment would be forthcoming.

14. Accept the Foley Road and Isle Drive ICE Report

SEH Traffic Engineer Anabis informed the commission that the Intersection Control Evaluation (ICE) Report was completed as part of the ongoing design project for the intersection of Foley Road and Isle Drive, which will be the new access from the commercial area to TH 210 upon completion of the TH 210/TH 371 Interchange Construction.

As part of the design process, MnDOT State Aid requested an ICE report for the intersection of Foley Road and Isle Drive to study the appropriate traffic control for the intersection when it is reconstructed and the north leg/connection to TH 210 is added. The ICE study tasks included traffic counts, traffic forecasting, safety analysis, traffic operations analysis, and railroad crossing considerations. The ICE report has been completed and was reviewed by City Staff. The report is currently being reviewed for approval by MnDOT and MnDOT State Aid.

Mr. Anabis stated that when the Isle Drive connection to TH 210 is constructed, traffic volumes at the Foley Road/Isle Drive intersection are expected to increase by nearly 300%. The commission discussed stacking concerns and Mr. Anabis stated that with the shared northbound through/right turn lane and westbound shared through/left turn lane + 630' dedicated right turn lane; the traffic stacking issues should be minimal.

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to recommend City Council accept the Foley Road and Isle Drive ICE Report. Motion carried unanimously.

15. 2028 Elder Drive & Foley Road Intersection Improvements Project Monthly Update

SEH Consulting Engineer Hedlund noted that a future fee amendment would be forthcoming.

16. Accept the Elder Drive and North Costco Access ICE Memorandum

SEH Traffic Engineer Anabis reviewed the Intersection Control Evaluation (ICE) Study that was completed as part of the ongoing design project for the Foley Road/Elder Drive curve that will be constructed once MnDOT closes Elder Drive north of Foley Road with the TH 210/TH 371 Interchange Construction. The ICE study focused on determining the appropriate access/geometry for the intersection of Elder Drive and the North Costco Access, which will be reconstructed when the curve is constructed.

As part of the design process, MnDOT State Aid requested an ICE memorandum for the intersection of Elder Drive and the North Costco Access. An ICE memorandum is shorter and less involved than a typical ICE Report and was chosen for this intersection because only minor street stop control was analyzed for the intersection, only intersection geometry and access alternatives were considered. ICE Study tasks included traffic counts, traffic forecasting, traffic operations analysis, and access considerations. The ICE memorandum has been completed and was reviewed by City Staff. The memorandum is currently being reviewed for approval by MnDOT and MnDOT State Aid.

Commissioner Wolf stated that as you exit from Costco should there be consideration of a right-turn lane since there will be increased traffic in the development area. Public Works Director/City Engineer Walter explained that additional right-of-way would need to be purchased and should the Outlot be developed the additional right-of-way could be acquired with the platting process.

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to recommend City Council accept the Elder Drive and North Costco Access ICE Memorandum. Motion carried unanimously.

17. Accept the Evergreen Drive/Douglas Fir Drive Traffic Impact Study Report

SEH Traffic Engineer Anabis informed the commission that Since the completion of the initial study in May 2024, there has been an update to the proposed development site, which requires the traffic impact analysis to be updated and an Intersection Control Evaluation (ICE) report be completed for the recommended roundabout at the intersection of College Road and Douglas Fir Drive.

The SEH tasks for the study update include project management, traffic forecasts, trip generation, trip distribution, and traffic operations analysis, access review, a traffic impact study report, and an ICE report for the College Road and Douglas Fir Drive intersection.

In June, SEH completed the trip generation estimates, access review, and traffic operations required to update the traffic impact study. SEH updated the traffic impact analysis report based on the findings of the study, which has been reviewed by the City Staff. SEH has also completed all of the safety and operations analysis needed for the ICE report at the intersection of College Road and Douglas Fir Drive. The ICE report, which has been reviewed by City staff, is currently being reviewed by MnDOT and MnDOT State Aid for approval.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council accept the Evergreen Drive/Douglas Fir Drive Traffic Impact Study Report. Motion carried unanimously.

18. 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.

19. Approve the RL Larson Excavating, Inc. Partial Pay Estimate No. 4 in the amount of \$1,645,408.51 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. 4 in the amount of \$1,645,408.51 for the 2026 Clearwater Road, North Lynndale Area, and Brentwood Circle Utility & Street Improvements Project.

The Contractor has earned \$4,626,478.64 to date. Per the contract, the retainage is 5 percent of the amount earned to date (\$231,323.93), which results in a total payment of \$1,645,478.64.

MOTION by Commissioner Christofferson, seconded by Commissioner Wolf to recommend City Council approve the RL Larson Excavating, Inc. Partial Pay Estimate No. 4 in the amount of \$1,645,408.51 for the 2026 Clearwater Road, North Lynndale Area, and Brentwood Circle Utility & Street Improvements Project. Motion carried unanimously.

20. Accept Rice Lake Construction Group Proposal in the amount of \$ for Filter Trough Rehabilitation at the Water Plant

SEH Consulting Engineer Heinonen informed the commission that Rice Lake Construction Group had not submitted any proposal at this time and recommend tabling this matter until the November 5, 2026 meeting.

MOTION by Commissioner Stenberg, seconded by Commissioner Wolf to table the Rice Lake Group Proposal for Filter Trough Rehabilitation until the November 5, 2026 meeting. Motion carried unanimously.

21. Whiskey Creek Pedestrian Bridge Inspection Project Monthly Update

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

22. Accept the Widseth Technical Memorandum Regarding the Whiskey Creek Bridge Abutment Concrete Results Evaluation for the Whiskey Creek Bridge Abutment Rehabilitation Project

WIDSETH Consulting Engineer Bitter reviewed the Widseth Technical Memorandum with the commission. The memo provided background information and makes the recommendation to leave the bridge abutments in place as the 56-day break exceeded the 4,000 psi minimum requirement.

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to recommend City Council accept the Widseth Technical Memorandum regarding the Whiskey Creek Bridge Abutment Concrete Results Evaluation for the Whiskey Creek Bridge Abutment Rehabilitation Project. Motion carried unanimously.

23. Lift Station No. 18 Reconstruction Project Monthly Update

WiDSETH Consulting Engineer Welch informed the commission that the contractor had installed the control panel on a rainy day and one of the controllers in the panel did get wet which resulted in communication failures. The controller has since been replaced by the contractor.

24. Approve the CCS Contracting, Inc. Partial Pay Estimate No. 1 in the amount of \$100,776.00 for the Lift Station 18 Reconstruction Project

WiDSETH Consulting Engineer Welch reviewed the CCS Contracting Partial Pay Estimate No. 1 in the amount of \$100,776.00 for the Lift Station 18 Reconstruction Project.

The Contractor has earned \$106,080.00 to date which represents 77.9% of the contract value. The retainage is 5% of the amount earned to date (\$5,304.00), which results in a total payment of \$100,776.00.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council approve the CCS Contracting, Inc. Partial Pay Estimate No. 1 in the amount of \$100,776.00 for the Lift Station 18 Reconstruction Project. Motion carried unanimously.

25. 2026 Mill & Overlay Improvements Project Monthly Update

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

26. Approve the Anderson Brothers Construction Company Change Order No. 1 in the Increased Amount of \$38,718.60 and modify the Substantial and Final Completion Dates for the 2026 Mill & Overlay Improvements Project, Municipal Project Number 4426

WiDSETH Consulting Engineer Bitter reviewed the Anderson Brothers Construction Change Order No. 1 in the increased amount of \$38,718.60 and to modify the Substantial and Final Completion Dates for the 2026 Mill & Overlay Improvements Project.

Change Order No. 1 includes the following items:

- The existing driveway concrete was found to be lower than the proposed roadway elevation. Saw cutting the driveway concrete was necessary to provide a tie-in of the existing and new concrete driveway sections.
- Existing driveway concrete was found to be lower than the proposed roadway elevation. Removal of the existing concrete driveway was necessary to provide a flush tie-in of the driveway and roadway.
- To replace the existing driveway section that was removed, new concrete was poured to provide a flush tie-in of the existing driveway and proposed roadway elevation.
- Class 5 aggregate was imported to backfill the area around manholes where bituminous pavement in the Mississippi Meadows neighborhood and concrete in the Timberlane Drive area was removed. Class 5 was also used to shape a driveway connection from the roadway to the right of way line on Woodland Drive.
- Crow Wing Power completed a line extension to relocate a light pole in the Mississippi Meadows neighborhood. The additional work was not anticipated by Crow Wing Power when the project was bid.

- After the milling process was completed on Timberlane Drive and Park Street, the manholes were exposed with concrete collar squares about 4'x4'. During the removal of the rings and casting, additional effort was needed to remove the concrete.
- After the milling process was completed on Woodland Drive, the thickness of the remaining pavement was thinner than the anticipated 2". To ensure that there is at least 4" of pavement after the project is completed, a 1" overlay was paved on Woodland Drive. (SPWEA340C)
- To provide additional area to tie slopes into bituminous driveways, additional driveway pavement was removed and replaced.

Mr. Bitter also noted the change order requested an update to the Substantial and Final Completion Dates pertains to the work in the Mississippi Meadows & Timberlane Drive project areas and is still proposed to be completed this year. The updated substantial completion date for Cherrywood Drive is currently set at June 25th, 2027. With this change order, the Final completion date has been adjusted to July 16th to allow for additional time to complete punch list items.

MOTION by Commissioner Christofferson, seconded by Commissioner Stenberg to recommend City Council approve the Anderson Brothers Construction Company Change Order No. 1 in the Increased Amount of \$38,718.60 and modify the Substantial and Final Completion Dates for the 2026 Mill & Overlay Improvements Project, Municipal Project Number 4426. Motion carried unanimously.

27. Approve the Anderson Brothers Construction Company Partial Pay Estimate No. 2 in the amount of \$366,340.13 for the 2026 Mill & Overlay Improvements Project, Municipal Project Number 4426

WiDSETH Consulting Engineer Bitter reviewed the Anderson Brothers Construction Company Partial Pay Estimate No. 2 in the amount of \$366,340.13 for the 2026 Mill & Overlay Improvements Project.

The Contractor has earned \$421,166.65 to date which represents 33.6% contract value. The retainage is 5% of the amount earned to date \$21,058.33 and with previous payments totaling \$33,768.19 results in a total payment of \$366,340.13

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to recommend City Council approve the Anderson Brothers Construction Company Partial Pay Estimate No. 2 in the amount of \$366,340.13 for the 2026 Mill & Overlay Improvements Project, Municipal Project Number 4426. Motion carried unanimously.

28. Accept the Widseth Technical Memorandum Regarding Coring Results for the 2026 Mill & Overlay Improvements Project

WiDSETH Consulting Engineer Bitter informed the commission that during paving of the Mississippi Meadows Neighborhood, mastic was noticed on the surface of the roadway and the bituminous thickness came into question. The City Engineer and Contracted Project Engineering reviewed the road surface after paving was completed and selected three cores to be taken for evaluation. The coring information supported an acceptable pavement thickness and the mastic did not migrate through the new pavement.

As an initial best practice, when Mastic is used following milling operations, a minimum of a 2-week cure time should be provided for the Mastic prior to paving and attention should be made towards construction traffic over Mastic areas.

MOTION by Commissioner Christofferson, seconded by Commissioner Stenberg to recommend City Council accept the Wideseth Technical Memorandum regarding Coring Results for the 2026 Mill & Overlay Improvements Project. Motion carried unanimously.

29. 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.

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

WiDSETH Consulting Engineer Bitter 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; Baxter Lions Road, Laverne Circle , Art Ward Drive, Perch Lake Drive, Excelsior Road (Inglewood Drive to Cherrywood Drive), Jasperwood Drive (310' south of Mapleton Road to Marble Road), Edgewood Drive (Novotny Road to Pine Beach Road), Clearwater Road with grade separated trail (Cypress Drive to Golf Course Drive), Woida Road (Edgewood Drive to 700' west of Edgewood Drive), Timberwood Drive (TH 210 to south 425' of TH 210), Cypress Drive (Excelsior Road Roundabout to 60' north of Clearwater Road), Utility Improvements (Fairview Road and within the TH 371, TH 210, and BNSF right-of-way corridors).

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

31. Adopt Resolution No. 2026-XXX Receiving Feasibility Report and Calling the Improvement Hearing for the 2027 Mill & Overlay and Full Depth Reclamation Improvements Project Municipal Project No. 4427

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

Roadways and projects reviewed in this Report include:

Residential Mill & Overlay:

- Baxter Lions Road
- Laverne Circle
- Art Ward Drive
- Perch Lake Drive
- Excelsior Road (Inglewood Drive to Cherrywood Drive), Residential Full Depth Reclamation
- Jasperwood Drive (310' south of Mapleton Road to Oakdale Road) Commercial Full Depth Reclamation
- Edgewood Drive (Novotny Road to Pine Beach Road)

- Clearwater Road with grade separated trail (Cypress Drive to Golf Course Drive)
- Woida Road (Edgewood Drive to 700' west of Edgewood Drive) Commercial Mill & Overlay
- Timberwood Drive (TH 210 to south 425' of TH 210),
- Cypress Drive (Excelsior Road Roundabout to 60' north of Clearwater Road). Other Improvements
- Utility Improvements (Fairview Road and within the TH 371, TH 210, and BNSF right-of-way corridors)

The report reviews existing conditions, proposes feasible improvements, estimates project costs, discusses project implementation, and presents 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 \$5,367,663 with \$3,062,887 (57%) estimated in assessments and \$2,304,776 (43%) 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.

Assistant City Engineer Thompson informed the commission that a request for a trail segment was received from the homeowners association along Clearwater Road. The commission discussed the addition of a trail segment on Clearwater Road from Cypress Drive to Golf Course Drive. If desired, the trail could be constructed only on this section of Clearwater and would not need to extend to Dellwood Drive. It was discussed there is a future grade separated trail over TH 371 and the exact location is unknown at this time so it doesn't make sense to extend the trail west of Golf Course Drive until the location is determined. Commissioner Wolf inquired how the trail would be funded. Public Works Director/City Engineer Walter stated there might be state aid funding available or possibly the sales tax revenue as a safety improvement.

MOTION by Commissioner Stenberg, seconded by Commissioner Wolf to recommend City Council adopt Resolution No. 2026-XXX Receiving Feasibility Report and Calling the Improvement Hearing for the 2027 Mill & Overlay and Full Depth Reclamation Improvements Project with the Addition of a Grade Separated Trail on Clearwater Road from Cypress Drive to Golf Course Drive. Motion carried unanimously.

32. Eagle Drive Area Improvements Project Monthly Update

WIDSETH Consulting Engineer Bitter informed the commission that a 1' overlay was completed on Eagle Drive. There have been yearly inspections of the pavement to track conditions of the bituminous pavement.

Widseth completed the yearly review of the pavement condition on September 22, 2026. The pavement is still in good condition overall. The crack sealing is holding up well and continues to function correctly. One item that stood out more than previous years was new cracking is starting to appear. It is recommended for these cracks to be sealed when the city is completing the next round of crack sealing in the City.

Council Liaison Cross inquired if this would be done in 2026. Public Works Director/City Engineer Walter stated it was not added to the 2026 program but could be included in 2027.

33. 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.

34. Approve the Widseth Proposal for Professional Design Engineering Services in the Not to Exceed Amount of \$27,500.00 for the 2027 Evergreen Drive Improvements

WIDSETH Consulting Engineer Welch reviewed the design proposal for services related to the following improvements which are being incorporated into the College Road, Douglas Fir Drive and Industrial Park Road Roundabout Project:

- Demolition of Evergreen Drive from 400' north of Hastings Road to College Road.
- Construction of a temporary cul-de-sac located approximately 500' north of Hastings Road.
- Extension of mainline sanitary sewer and watermain to the north side of the temporary roundabout.
- Stormwater forcemain sizing, plan and profile for the future stormwater lift station at the College Road and TH 371 stormwater basin.
- Clearing of City owned parcels located west of Evergreen Drive and south of College Road.

Widseth has assisted the City with all of the preliminary engineering and design services for these improvements including preliminary layouts and cost estimates, topographic survey and two PROTECT grant applications.

MOTION by Commissioner Christofferson, seconded by Commissioner Stenberg to recommend City Council approve the Widseth Proposal for Professional Design Engineering Services in the Not to Exceed Amount of \$27,500.00 for the 2027 Evergreen Drive Improvements. Motion carried unanimously.

35. 2027 CSAH 48 (Highland Scenic Road) Trail Connection Project Monthly Update

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

36. Approve the Young Excavating Partial Pay Estimate No. 1 in the amount of \$365,053.01 for the CSAH 48 Trail Connection Project, Municipal Project No. 4140

WSB Consulting Engineer Youso reviewed the Young Excavating Partial Pay Estimate No. 1 in the amount of \$365,053.01 for the CSAH 48 Trail Connection Project.

The Contractor has earned \$384,266.33 to date. Per the contract, the retainage is 5% of the amount earned to date (\$19,213.32), which results in a total payment of \$365,053.01.

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to recommend City Council to approve the Young Excavating Partial Pay Estimate No. 1 in the amount of \$365,053.01 for the CSAH 48 Trail Connection Project, Municipal Project No. 4140. Motion carried unanimously.

37. Approve the Young Excavating Change Order No. 1 in the increased amount of \$6,558.78 for the CSAH 48 Trail Connection Project, Municipal Project No. 4140

WSB Consulting Engineer Youso reviewed the Young Excavating Change Order No. 1 in the increased amount of \$6,558.78 for the CSAH 48 Trail Connection Project.

Change Order No. 1 includes the following items:

- During excavation of the existing hydrant tee to relocate the existing hydrant outside of the trail, it was discovered that the existing tee had no mechanical joint fittings on it and the contractor was unable to tie back into it securely. It was determined that the best path forward was to replace the tee with a mechanical jointed tee that would allow for a secure hydrant lead connection.
- Two sanitary sewer manhole castings were determined to need adjustment. Initial modeling showed that the castings would tie into the proposed slope, however it was determined that a modeling error occurred and that these two manholes needed to have some of the adjusting rings removed to tie into the proposed slope correctly. The contractor was able to remove the rings, install new concrete rings, and adjust the castings as necessary.
- During topsoil stripping a curb stop was damaged that was not located or flagged. The excavator bucket caught the top of the curb stop and bent over the curb stop box. A new curb stop box was installed.

This additional scope of work was tracked as time and materials and will utilize the hourly rates that were negotiated and approved by state aid.

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to recommend City Council approve the Young Excavating Change Order No. 1 in the increased amount of \$6,558.78 for the CSAH 48 Trail Connection Project, Municipal Project No. 4140. Motion carried unanimously.

38. Approve the Young Excavating Change Order No. 2 in the increased amount of \$8,419.33 for the CSAH 48 Trail Connection Project, Municipal Project No. 4140

WSB Consulting Engineer Youso reviewed the Young Excavating Change Order No. 2 in the increased amount of \$8,419.33 for the CSAH 48 Trail Connection Project.

Change Order No. 2 includes the following item:

- During excavation of the existing 24" RCP culvert at Cedardale Lane, it was discovered that the existing culvert under the County Road was an arch pipe culvert after the apron was cleaned up and the dirt was removed. The plans called out extending round pipe out under the proposed trail. To correct the mismatched pipe, the round pipe was returned, and the contractor ordered arch pipe so the culvert and apron could be extended beyond the trail as originally intended.

This additional scope of work was tracked as time and materials and will utilize the hourly rates that were negotiated and approved by state aid.

MOTION by Commissioner Wolf, seconded by Commissioner Stenberg to recommend City Council approve the Young Excavating Change Order No. 2 in the increased amount of \$8,419.33 for the CSAH 48 Trail Connection Project, Municipal Project No. 4140 contingent upon state aid approval. Motion carried unanimously.

39. Approve the Young Excavating Change Order No. 3 in the increased amount of \$14,563.00 for the CSAH 48 Trail Connection Project, Municipal Project No. 4140

WSB Consulting Engineer Youso reviewed the Young Excavating Change Order No. 3 in the increased amount of \$14,563.00 for the CSAH 48 Trail Connection Project.

Change Order No. 3 includes the following item:

- During construction, the existing corrugated metal pipe (CMP) culvert that crossed Parkwood Drive adjacent to CSAH 48 was uncovered and the pipe was beginning to rust about halfway through the roadway. As new bituminous was going to be constructed above it, the City and County decided to replace the existing corrugated metal pipe culvert with a reinforced concrete pipe culvert as the rusting corrugated metal pipe culvert will not last as long as the new bituminous pavement.

This additional scope of work was tracked as time and materials and will utilize the hourly rates that were negotiated and approved by state aid.

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to recommend City Council approve the Young Excavating Change Order No. 3 in the increased amount of \$14,563.00 for the CSAH 48 Trail Connection Project, Municipal Project No. 4140 contingent upon state aid approval. Motion carried unanimously.

40. Approve the Young Excavating Change Order No. 4 to extend the final completion date to June 25th 2027 for the CSAH 48 Trail Connection Project, Municipal Project No. 4140

WSB Consulting Engineer Youso reviewed the Young Excavating Change Order No. 4 to extend the final completion date to June 25th, 2027 for the CSAH 48 Trail Connection Project.

Change Order 4 has been prepared to modify the final completion date due to recent rain days and the current construction schedule. Based on recent weekly construction meetings: seed, fertilizer, and hydraulic mulch will be able to be installed but establishing 70% coverage by October 31st seems highly unlikely. To accommodate the tight schedule, and to help with any winter kill, an extension of the final completion date to June 25th 2027 is proposed to allow time for any potential re-seeding and turf to be established in Spring of 2027. All other parts of the project will still be complete by October 31st 2026 and both the trail and roadway will be operational prior to winter.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council approve the Young Excavating Change Order No. 4 to extend the final completion date to June 25th, 2027 for the CSAH 48 Trail Connection Project, Municipal Project No. 4140 contingent upon state aid approval. Motion carried unanimously.

INFORMATIONAL ITEMS

41. 2023 Knollwood Drive Improvements Project Monthly Update

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

42. 2024 Mill & Overlay and Full Depth Reclamation Improvements Project Monthly Update

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

43. 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.

44. 2025 Design Road & TH 371 Stormwater Improvements Project Monthly Update

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

45. 2025 Water Supply Improvements - Wells 5 & 6 Monthly Update

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

46. 2026 AWIA RRA & ERP Recertification Monthly Update

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

47. 2027 Fairview Road Extension to Excelsior Road Project Monthly Update

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

48. 2028 Full Depth Reclamation Improvements, Project Monthly Update

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

49. 2028 Mississippi River Overlook Park and Sylvan Township Public Recreational Access Project Monthly Update

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

50. Holiday Station Store Contamination

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

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

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

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

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

53. Lift Station 16 Generator Project 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 August & September 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 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 8:00 p.m. Motion unanimously approved.

Approved by:

Respectfully submitted:

Rock Yliniemi
Chair

Mary Haugen
Administrative Assistant