



ITEM REPORT CITY COUNCIL

Agenda Date: 10/20/2026
Agenda Section: Consent Agenda

Department Origination: Public Works

Agenda Item: 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

Approval Required: Simple Majority Vote

BACKGROUND

Young Excavating was awarded the contract for the CSAH 48 Trail Connection Project in the amount of \$1,489,037.63 on August 18th, 2026.

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.

FINANCIAL IMPLICATIONS

The tables below reflect the updated costs and project budget with Change Order No. 1 incorporated.

Budget Line Item	Project Costs Based on Bid Award	Project Costs Based on Construction
Construction Segment 1 (TA Portion)	\$ 637,434.88	\$ 637,434.88
Segment 1 Change Orders (1)		\$ 6,558.78
Construction Segment 2 (HSIP Portion)	\$ 851,602.75	\$ 851,602.75
Segment 2 Change Orders		\$ -
Construction Total	\$ 1,489,037.63	\$ 1,495,596.41
Engineering Segment 1 (TA Portion)	\$ 179,901.50	\$ 179,901.50
Engineering Segment 2 (HSIP Portion)	\$ 240,345.50	\$ 240,345.50
Engineering Total	\$ 420,247.00	\$ 420,247.00
ROW Acquisition Segment 1 (TA Portion)	\$ 62,430.00	\$ 62,430.00
ROW Acquisition Segment 2 (HSIP Portion)	\$ 8,200.00	\$ 8,200.00
ROW Acquisition Total	\$ 70,630.00	\$ 70,630.00
City Legal Segment 1 (TA Portion)	\$ 4,500.00	\$ 4,500.00
City Legal Segment 2 (HSIP Portion)	\$ 5,500.00	\$ 5,500.00
City Legal	\$ 10,000.00	\$ 10,000.00
Wetland Bank Credit	\$ 1,478.89	\$ 1,478.89
Total Project Budget	\$ 1,991,393.52	\$ 1,991,393.52

Project Funding Group	Funding Based on Bid Award	Funding Based on Construction
TA Grant (Segment 1)	\$ 461,369.00	\$ 461,369.00
HSIP Grant (Segment 2)	\$ 750,000.00	\$ 750,000.00
Crow Wing County	\$ 313,902.15	\$ 313,902.15
City of Baxter MSAS	\$ 466,122.37	\$ 466,122.37
Total Project Funding	\$ 1,991,393.52	\$ 1,991,393.52

City of Baxter:		
City of Baxter TA Cost Share (20%)	\$ 57,671.13	\$ 57,671.13
City of Baxter HSIP Cost Share (10%)	\$ 41,662.50	\$ 41,662.50
Remainder of Construction	\$ 39,500.69	\$ 46,059.47
Engineering	\$ 286,233.61	\$ 286,233.61
ROW Acquisition	\$ 35,315.00	\$ 35,315.00
City Legal	\$ 5,000.00	\$ 5,000.00
Wetland Bank Credit	\$ 739.45	\$ 739.45
Total City Cost:	\$ 466,122.37	\$ 472,681.15
Available MSAS to City	\$ 659,225.38	\$ 665,784.16
Remaining City Cost (Amount needed to fund project)	\$ (193,103.01)	\$ (193,103.01)

Staff is proposing to utilize state aid funds to pay for Change Order No. 1. If Change Order No. 1 is approved by state aid, there will be \$665,784.16 eligible for state aid funds. At this time, the project is tracking for 100% of the City cost being paid for with state aid funds.

STAFF RECOMMENDATIONS

The Utility Commission and Staff recommends approval of 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.

COUNCIL ACTION REQUESTED

MOTION to 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.