



ITEM REPORT CITY COUNCIL

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

Department Origination: Public Works

Agenda Item: 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

Approval Required: Simple Majority Vote

BACKGROUND

Bolton & Menk is the consultant engineer for the City of Baxter on this Trunk Highway 210 & Inglewood Drive Railway Crossing Improvements (Inglewood Drive) project. It is one of the two components of the larger plan to establish a west reliever roadway for T.H. 371 and align Inglewood Drive to improve the northbound-southbound local movements through the city. The second component to this plan is the 2022 Foley Road, Forthun Road and Isle Drive Improvements project which started construction May 2022 and was completed on October 13, 2023.

The Inglewood Drive and TH 210 traffic signal was activated and Inglewood Drive from TH 210 to Foley Road was opened on July 11, 2023. The Reduced Conflict Intersection (RCI) on TH 210 at Knollwood Drive was completed on August 11, 2023, and lane restrictions on TH 210 removed. Punchlist items and traffic control additions approved in October were completed on October 27, 2023.

MnDOT 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. Anderson Brothers completed the storm sewer and roadwork from June 4, 2024 to June 7, 2024. Punchlist items have been completed. 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. Final Payment to Anderson Brothers was approved by the City Council on November 19, 2024. The City has been paid all justified payments from Federal Aid and State/LPP. The final step in the payment process is to receive the final state aid payment. The state aid payment has been approved, and payment should be received shortly.

FINANCIAL IMPLICATIONS

See attached for the Change Order No. 4 details that was completed by Anderson Brothers. The total was \$75,022.27. Per MnDOT's policy of construction administration reimbursement per the LPP/Coop funds, the city was granted an additional 8% for engineering. That total comes to \$6,001.78, which is proposed to be paid to Bolton & Menk for their design/construction admin support for the change order. The City has received all payments from MnDOT including the State Aid payments to close the project out.

STAFF RECOMMENDATIONS

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 along with the 8% construction administration.

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

COUNCIL ACTION REQUESTED

MOTION to 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.