

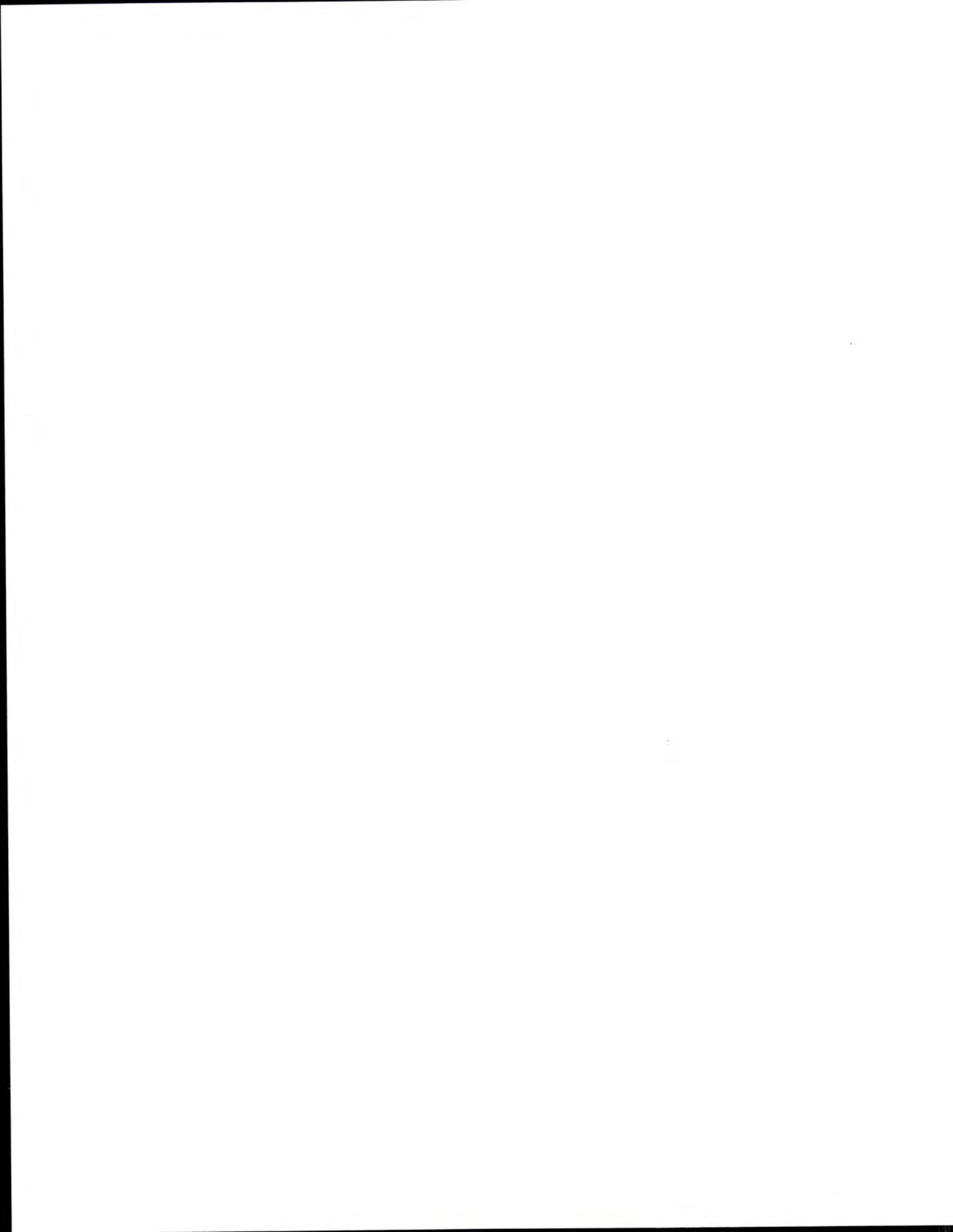


UTILITY COMMISSION AGENDA
Wednesday, January 6, 2016
5:30 p.m.

1. **Meeting Called to Order**
2. **Roll Call**
3. **Consent Agenda**
The following items are considered non-controversial by staff and are recommended to be read and passed in one motion. Any commission member, staff, citizen or meeting attendee can request one or more items be pulled from the consent agenda and the item will be pulled and addressed immediately after the passage of the consent agenda. Otherwise, the following will be passed in one motion:
 - A) Approval of Minutes from December 2, 2015 (pp. 4 – 20).

Agenda

4. Bolton & Menk, Inc 2015 Chip Seal Improvements Project Reimbursement Request (pp. 21 – 24).
5. WSB Whiskey Creek Tributary Project Funding Options (pp. 25 – 38).
6. WSB Monthly Report on the 2015 Isle Drive Extension (pp. 39 – 42).
**Information only.*
7. 2015 Isle Drive Extension Improvement Project Change Order No. 3 (pp. 43 – 44).
**Staff recommends the Utilities Commission make a motion to City Council to approve the R. L. Larson Excavating Change Order No. 3 in the increased amount of \$22,740.00 for the 2015 Isle Drive Extension Improvements Project.*
8. 2015 Isle Drive Extension Improvement Project Change Order No. 4 (pp. 45 – 46).
**Staff recommends the Utilities Commission make a motion to City Council to approve the R. L. Larson Excavating Change Order No. 4 in the increased amount of \$47,680.00 for the 2015 Isle Drive Extension Improvements Project.*
9. 2015 Isle Drive Extension Improvement Project Final Pay Estimate No. 7 (pp. 47 - 58).

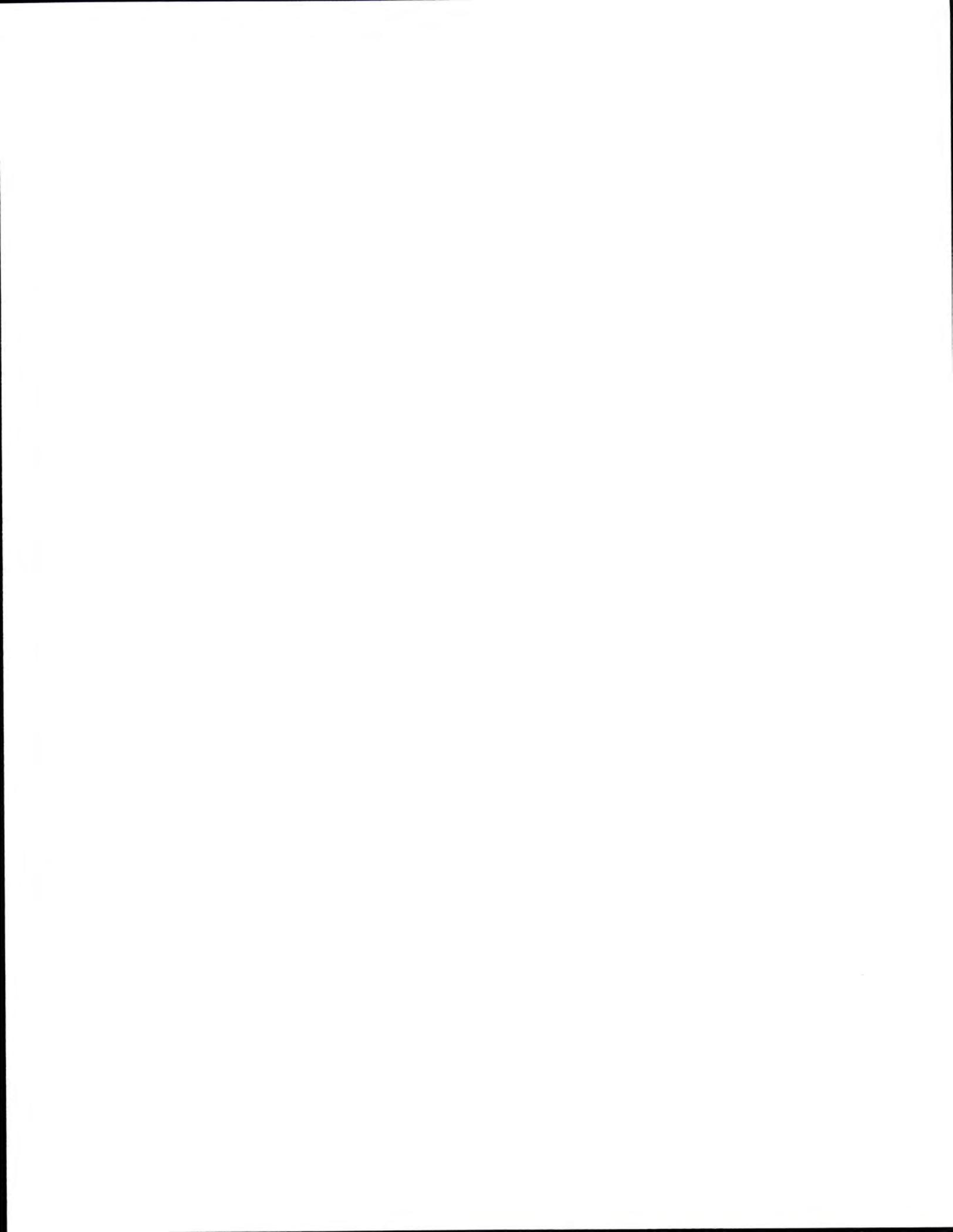


**Staff recommends the Utilities Commission make a motion to City Council to approve the R. L. Larson Excavating Final Pay Estimate No. 7 in the amount of \$339,827.37 for the 2015 Isle Drive Extension Improvement Project.*

10. SEH Monthly Report on the 2015 Mill and Overlay Improvements Project (pp. 59 – 60).
**Information only.*
11. SEH, Inc. 2015 Mill and Overlay Project Testing Services Fee Increase & Agreement (pp. 61 – 73).
**Staff recommends the Utilities Commission make a motion to approve the SEH, Inc. Agreement for Fee Increase in the Not to Exceed amount of \$25,137.00 for the 2015 Mill & Overlay Project.*
12. SEH, Inc. Monthly Report on the 2015 Excelsior Road Improvement Project (pg. 74).
**Information only.*
13. 2015 Excelsior Road Improvement Project Final Pay Estimate No. 7 (pp. 75 - 87).
**Staff recommends the Utilities Commission make a motion to City Council to approve the Anderson Brothers Construction Final Pay Estimate No. 7 in the amount of \$107,075.84 for the 2015 Excelsior Road Improvement Project.*
14. SEH, Inc. Monthly Report on the 2016 Fairview Road & Trail Improvements Project (pp. 88 – 95).
**Information only.*
15. 2016 Fairview Road & Trail Improvements Feasibility Report (**Enclosed in packet**)
**Information only.*
16. WSN Monthly Project Update on the 2015 Dellwood Drive & Novotny Road, Inglewood Drive and Independence Road Improvements Project (pg. 96).
17. Excelsior Road – Fairview Road/Edgewood Drive Feasibility Study (**Enclosed in packet**).
**Staff recommends the Utilities Commission make a motion to City Council to approve the Excelsior Road – Fairview Road/Edgewood Drive Feasibility Study.*
18. Crow Wing County’s 2016 Dellwood Drive Reconstruction Project Letter (pg. 97).
19. Mills Indoor Shooting Range Project Development Agreement Final Acceptance (pg. 98).
**Staff recommends the Utilities Commission make a motion to City Council to accept the Mills Indoor Shooting Range Project Development Agreement.*



20. Northern Lakes Senior Living Project Development Agreement Final Acceptance (pg. 99).
**Staff recommends the Utilities Commission make a motion to City Council to accept the Northern Lakes Senior Living Project Development Agreement and release the Irrevocable Letter of Credit No. 105887734 in the amount of \$89,510.44 to TM Excelsior, LLC.*
21. Water Meter AMI/AMR (pp. 100 – 107).
**Information only.*
22. Wastewater Treatment Charges for November 2015 (pp. 108 – 111).
**Information only.*
23. Set Special Meeting for January 20, 2016 to review the Bolton & Menk Pavement Management Program.
24. Adjourn.



UTILITIES COMMISSION

December 2, 2015

The regular meeting of the Baxter Utilities Commission was called to order at 5:00 p.m. by Chairman Rock Yliniemi.

MEMBERS PRESENT: Commissioners Jack Christofferson, Shawn Crochet, Dave Franzen, Doug Wolf, Chairman Rock Yliniemi and Council Liaison Mark Cross.

MEMBERS ABSENT: None.

STAFF PRESENT: Public Works Director/City Engineer Trevor Walter and Administrative Assistant Mary Haugen.

OTHERS PRESENT: ISD No. 181 Superintendent Bob Gross, ISD No. 181 Earl Wolleat, WSN Consulting Engineer Aric Welch, SEH Consulting Engineer Scott Hedlund and WSB Consulting Engineer Chuck Rickart.

APPROVAL OF MINUTES

MOTION by Commissioner Crochet, seconded by Commissioner Wolf to approve the Utilities Commission minutes of November 4, 2015. Motion carried unanimously.

BAXTER ELEMENTARY SCHOOL – 5546 FAIRVIEW ROAD

Public Works Director/City Engineer Walter gave a brief history on the cooperative project between the City of Baxter and Independent School District 181 in 2002 - 2003 for the installation of the J-Barriers and bus loading and unloading zone at the elementary school located all within the Fairview Road right of way.

The school district recently removed the barriers and WSB Consulting Engineer Rickart was requested to review the area for any possible traffic concerns and City liability issues on behalf of the City. Upon review of the area the following recommendations were made:

1. Provide a barrier on top of the median that restricts pedestrian/students from crossing midblock and encourages crossing at Maplewood Drive. This does not have to be a "Jersey" type barrier but could be a more decorative fence similar to that used on College Drive in Brainerd. Depending on the barrier end treatments may be needed to insure safety of the vehicle on Fairview Road
2. Better delineate the ends of the median with signing and pavement markings. This would include standard "keep right" median signing with delineators, "buses only" signs and the extension of a yellow edge strip back to the SuperAmerica Driveway.
3. Consider designating the area adjacent to the school as a 20 mph School Speed Zone. The City Council has the authority to designate School Speed zones. This would include signing of the School Speed Zone on Fairview Road in both directions, from the SuperAmerica property line to Maplewood Drive.

Superintendent Bob Gross addressed the commission and stated he appreciated the commissions concern on the safety perspective which the school district does share; however, they have different perspectives on the appearance of the school. Several other schools in the district are along collector roads and have no barricade which gives a “friendlier” appearance to the school.

Chairman Yliniemi stated the school district has taken tremendous strides in improving safety concerns which has included working with parents.

Commissioner Wolf inquired on how city liability is different in front of the school versus in front of homes while dropping off or picking up? WSB Consulting Engineer Rickart stated it is based on magnitude – less traffic, number of children, etc.

Public Works Director/City Engineer Walter requested that SEH Consulting Engineer Hedlund meet with Mr. Gross and Mr. Wolleat to discuss the 2016 Fairview Road and Trail Improvements Project and work out a final design for the 2016 project.

MOTION by Commissioner Franzen, seconded by Commissioner Crochet to recommend City Council approve the 5546 Fairview Road request to remove J-Barriers with the following conditions:

1. School district responsible for the cost to remove J-Barriers;
2. Eliminate the median with the 2016 Fairview Road and Trail Improvements Project;
3. Install four (4) temporary delineators for the winter season on the existing concrete median;
4. Recommend ISD No. 181 work with SEH on a final design, striping and signage for the elementary school that works for both the City and School district;
5. Designate “Bus Parking Only” in front of the school;
6. Designate a “20 mph School Zone” on Fairview Road starting at the SuperAmerica /Fairview Road/ TH 210 intersection to Maplewood Drive and Fairview Road intersection.

Motion carried unanimously.

2016 FAIRVIEW ROAD AND TRAIL IMPROVEMENTS PROJECT FEASIBILITY REPORT

SEH Consulting Engineer Hedlund gave a brief review of the feasibility study which now includes costs for possible utility relocations along Fairview Road.

MOTION by Commissioner Wolf, seconded by Commissioner Franzen to recommend City Council to approve the 2016 Fairview Road and Trail Improvements Project Feasibility Study. Motion carried unanimously.

SEH MONTHLY REPORT ON THE 2016 FAIRVIEW ROAD AND TRAIL IMPROVEMENT PROJECT

SEH Consulting Engineer Hedlund gave an update on the project. A Public Informational Meeting for the trail in conjunction with Fairview Road Improvements Project is scheduled for December 2, 2015 at 7:00 p.m.

Final Design:

- The topographic design survey and wetland delineation field work are complete.
- Preliminary construction plan and profile and cross section sheets are being developed.
- A second private utility design coordination meeting is planned for December.
- A preliminary design meeting with the elementary school is planned for December/January.

Permits:

- The wetland permit application is pending further development of the Final Design.

Easements:

- Easement needs are being developed concurrently with the Final Design.
- Public Information Meeting for the trail in conjunction with Fairview Road is planned for December 2, 2015.

Final Design:

- Field design topo survey was authorized at the November 17, 2015 City Council meeting.
 1. The field work is scheduled to start the first week of December.
- Final design will start after the topo survey is complete.

Easements:

- City staff has been attempting to make contact with and meet with property owners along the trail where easements are needed to reaffirm their support of the trail project.
- After staff met with Lakewood Church representatives, SEH created an informational letter and easement exhibit for the proposed trail easement across their property at their request.
- The goal is to order appraisals in December/January.

The preliminary total project budget based on the draft Feasibility Report dated November 11, 2015:

Fairview Road:	\$1.80M
Trail:	<u>\$0.76M</u>
Total:	\$2.56M*

*Excludes any possible private utility relocation costs.

Consultant budget:

- There are no unapproved scope changes at this time.
- The current scope for Fairview Road excludes easement acquisition support and appraisal services.
- When easement needs are known, a contract fee amendment will be proposed (estimated January 2016).

WSB MONTHLY REPORT ON THE 2015 ISLE DRIVE EXTENSION IMPROVEMENT PROJECT

WSB Consulting Engineer Rickart gave an update on the project. All primary work on the project has been completed and major issues identified in the final punch list have been completed. RL Larson and its sub-contractors requested and were granted a contract extension to December 1, 2015.

There were four primary items that were left to be completed. The status of these items is discussed below:

1. *Additional signs were required to be placed at the entrance to the path's indicating "No Motorized Vehicles Permitted" These signs needed to be ordered.*
Some signs have been installed and they are waiting for others to be delivered. The Isle Court Street name sign was delivered with the wrong name is on it. It has been re-ordered. In addition the "No Motorized Vehicle" signs for the trail system have been back ordered. The indication is that these signs will be available for installation on November 30th. If the signs are not available there will be a request to extend the completion date as an added item at the next Utility Commission meeting. The signs did arrive and have been installed.
2. *The project includes two flasher systems. The contractor ordered the systems based on the approved shop drawings, however the systems that were delivered were incorrect and they needed to be re-ordered.*
The flasher equipment has an anticipated delivery date of November 23rd and was installed before the December 1st completion date. The push buttons on all four poles are only temporary until the correct buttons arrive and can be changed out. Flashers are all operational.
3. *A pile of black dirt is still located behind the new lift station. RL Larson is currently working on two other projects for the City of Baxter and is requesting that it remain until they are completed with their other projects.*
The black dirt remaining in the pile will remain for possible City use. The amount that is remaining will be calculated and a price will be negotiated for the City to purchase and included with the final pay voucher.
4. *The debris pile of trees and stumps is still located behind the new lift station. It is the contractor's desire to burn the pile. In order for this to occur safely they would like to wait for a snow fall.*
RL Larson is planning to begin burning the pile the week of November 23, 2015. Burning is complete and all cleanup of piles was completed on Wednesday, December 2, 2015

There is no pay voucher request for this month. A final pay voucher will be prepared and presented to the Utility Commission and City Council at their January 2016 meetings

WSB EXCELSIOR ROAD AREA TRANSPORTATION STUDY SUPPLEMENTAL ANALYSIS

WSB Consulting Engineer Rickart explained to the commission the supplemental analysis was done due to the fact that concerns have been raised with respect to timing of the recommended alternative for the alignment of the Fairview Road extension and realignment of Edgewood Drive. The concern is that development north or south of Excelsior Road may not be completed at the same time and that the improvements may need to be completed separately.

Based on those discussions two additional alternatives were recommended to be studied. These are options that could be constructed as potential short term solutions prior to construction of the full recommended Alternative #2. These additional alternatives include:

Alternative #4 – Fairview Road connection to Excelsior Road without realignment of the existing Edgewood Drive intersection with a roundabout at Fairview Road and 3/4 intersection at Edgewood Drive.

Alternative #5 – Edgewood Drive realignment with a roundabout with no Fairview Road connection.

WSB Consulting Engineer Rickart stated that either alternative would not be a negative impact on the area businesses and both options would work well until the other connection could be made depending on which one occurs first.

MOTION by Commissioner Crochet, seconded by Commissioner Christofferson to recommend City Council approve the WSB Excelsior Road Area Transportation Study Supplemental Traffic Analysis Report. Motion carried unanimously.

WSB EXCELSIOR ROAD AT FAIRVIEW ROAD AND EDGEWOOD DRIVE INTERSECTION CONTROL EVALUATION REPORT

WSB Consulting Engineer Rickart stated the purpose of this report is to evaluate traffic control and intersection lane geometry need for the intersection of Excelsior Road and Fairview Road/Edgewood Drive. The report reviewed existing conditions, future condition, traffic control, traffic analysis, crash history and signal warrant analysis.

Traffic volumes at the intersection of Excelsior Road and Fairview Road/Edgewood Drive are expected to rise through 2035 and the existing intersection is inadequate to handle the expected increase in volume of traffic.

A roundabout at the intersection of Excelsior Road and Fairview Road/Edgewood Drive would be justified. The roundabout will provide improved traffic operations and reduce the number and severity of crashes at the intersection of Excelsior Road and Fairview Road/Edgewood Drive.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council approve the WSB Excelsior Road Intersection at Fairview Road and Edgewood Drive Intersection Control Evaluation Report. Motion carried unanimously.

WSN CONTRACT FOR EXCELSIOR ROAD INTERSECTION AT FAIRVIEW ROAD AND EDGEWOOD DRIVE IMPROVEMENTS PROJECT FEASIBILITY STUDY

WSN Consulting Engineer Welch reviewed the WSN Contract for the Excelsior Road Intersection at Fairview Road and Edgewood Drive with the commission. The following letter of proposal was submitted:

Dear Mayor and City Council:

In response to staff request, we are pleased to submit a proposal to prepare a feasibility study for the Excelsior Road, Edgewood Drive and Fairview Road improvements. We are familiar with the project and have completed several preliminary geometric layouts and cost estimates for the realignment of Fairview Road and Edgewood Drive.

The City of Baxter has contracted with WSB & Associates, Inc. to prepare a traffic study and Intersection Control Evaluation (ICE) of the future Excelsior Road / Fairview Road / Edgewood Drive intersection. Our proposal is based on the preferred alternative presented in the preliminary Intersection Control Evaluation (ICE) prepared by WSB and signed on November 20, 2015. In accordance with recommendations of these studies and previous layouts, we understand the project will consist of the following improvements:

- Fairview Road - Elder Drive to Excelsior Road
 - Sanitary sewer extension
 - Watermain extension/looping
 - Storm sewer and stormwater treatment
 - Urban roadway improvements
 - Existing roadway access modifications
 - Separated bituminous trail
 - Right-of-way acquisition

- Edgewood Drive - Excelsior Road to just north of Cash Wise
 - Storm sewer and stormwater treatment
 - Urban roadway improvements
 - Existing commercial site and roadway access modifications
 - Separated bituminous trail
 - Right-of-way acquisition and right-of-way vacation

- Excelsior Road – Forest Drive to TH 371
 - Storm sewer and stormwater treatment
 - Single lane roundabout intersection improvements

- Existing commercial site and roadway access modifications
- Separated bituminous trail
- Right-of-way acquisition

If our understanding of the project is not correct, please contact us immediately so we can modify this proposal.

Our proposed scope of services is as follows:

Feasibility Study

WSN proposes to complete a feasibility study meeting the requirements of the Minnesota Chapter 429

assessment process. Specific items included with this proposal are:

- Research of existing documents and studies
- Preparation of preliminary study exhibits
- Preparation of preliminary property acquisition exhibit
- Estimated preliminary quantities.
- Preparation of preliminary cost estimates and assessment calculations.
- Preparation of draft feasibility study that includes a review of existing conditions, proposed improvements, estimated project costs, project implementation and discussion of conclusions and recommendations.
- Review preliminary study with City staff and Council.
- Prepare final study based on City review comments.

Please note efforts associated with this proposal are limited to proposed improvements located within the future municipal right-of-way. We have not included any tasks associated with the following:

- Detailed private property layouts adjacent to the proposed right-of-way corridor
- Individual correspondence or meetings with private property owners
- Property acquisition
- Public hearings associated with assessment projects

Complete reconfiguration of this intersection and associated roadways will have significant impacts to the adjoining developments. These impacts will be related to; parking configurations, surface drainage layouts, greenspace calculations, and property acquisition. As part of this study, a more detailed conceptual layout of the proposed improvements will be prepared, together with estimated project costs and assessments to benefitted property owners. Once this

information is available, the scope of this agreement can be expanded to address the above mentioned items in preparation for negotiations with the affected property owners.

WSN proposes to perform the services described above on an hourly basis, in accordance with the attached fee schedule, for the Not to Exceed amount of \$12,500.

The commission discussed the City RFP (Request for Proposals) Policy and felt that the engineering services do not require an RFP because it is under the \$15,000 threshold. The City RFP Policy was available to all Commissioners at the meeting for review.

Public Works Director/City Engineer Walter stated that this future Capital Improvement Project has been designated as a 2017 project. Professional engineering services for the design and construction observation will require an RFP to be sent out.

MOTION by Commissioner Crochet, seconded by Commissioner Wolf to recommend City Council approve the WSN Contract for Excelsior Road Intersection at Fairview Road and Edgewood Drive Improvements Project Feasibility Study in the not to exceed amount of \$12,500.00. Motion carried unanimously.

SEH MONTHLY REPORT ON THE 2015 EXCELSIOR ROAD IMPROVEMENTS PROJECT

SEH Consulting Engineer Hedlund gave an update on the project. The following items were discussed in detail:

Construction Progress:

- Pedestrian flasher system work, bollard in bike trail between Fairview Road and the Paul Bunyan Trail, and a few miscellaneous punch list items remain, but are anticipated to be completed the week of November 23, 2015.

Construction Progress Payments to the Contractor:

- Application for Payment No. 6 – Final is planned to be on the December Utilities Commission and City Council agendas for approval.

Construction Completion:

- The contract final completion date is November 27, 2015.
- The goal is to close out the contract in 2015 after electrical, bollard, and punch list is completed.

Project scope changes:

- There are no unapproved scope changes at this time.

2015 EXCELSIOR ROAD IMPROVEMENTS PROJECT PARTIAL PAY ESTIMATE NO. 6

SEH Consulting Engineer Hedlund submitted Partial Pay Estimate No. 6 for the 2015 Excelsior Road Improvements Project to the commission. SEH Consulting Engineer Hedlund has no concerns with Partial Pay Estimate No. 6 and recommends approval.

SEH Consulting Engineer Hedlund informed the commission the project is still within budget.

MOTION by Commissioner Franzen, seconded by Commissioner Crochet to recommend City Council approve the Anderson Brothers Partial Pay Estimate No. 6 in the amount of \$107,421.20 for the 2015 Excelsior Road Improvements Project. Motion carried unanimously.

SEH MONTHLY REPORT ON THE 2015 MILL AND OVERLAY IMPROVEMENTS PROJECT

SEH Consulting Engineer Hedlund gave an update on the project. The following items were discussed in detail:

Construction:

- Construction started August 17, 2015 in the Glory Road, Elder Drive, and Foley Road area of the project.
- Glory Road, Elder Drive, Foley Road,
 - Glory Road east of Isle Drive, Foley Road, and Elder Drive are substantially complete.
 - Reclaiming and paving in the Glory Road/Isle Drive intersection has been postponed to the spring of 2016 due to cold weather paving considerations.
- Change Order No. 1 changed the project Substantial and Final Completion Dates to May 27, 2016 (which is the Thursday before Memorial Day weekend).
- Dellwood Drive, Fairview Road
 - This area of the project is substantially complete.
- Edgewood Drive
 - Edgewood Drive south of Clearwater Road is substantially complete.
 - Reclaiming and paving on Edgewood Drive north of Clearwater Road has been postponed to the spring of 2016 due to cold weather paving considerations.
- Change Order No. 1 changed the project Substantial and Final Completion Dates to May 27, 2016 (which is the Thursday before Memorial Day weekend).
- A “final” walk through with City Staff, SEH, and the Contractor occurred November 2, 2015.
 - There are a few punch list items that will need to get addressed in the spring of 2016.
 - No area-specific project acceptance and corresponding start of the project warranty period is proposed at this time.
- The “final final” project walk through will occur in the spring of 2016 after the remaining reclaiming, paving, and striping work is completed.
- All work for 2015 ended the week of November 2nd.

- Reclaiming and paving operations for Edgewood Drive north of Clearwater Road and at the Glory Road/Isle Drive intersection are planned to resume and be completed in May 2016 depending on the weather.
 - It is likely that the Glory Road/Isle Drive intersection will need be closed for 2 to 3 days to expedite completion of the project in that intersection.
- Posted detour routes, public service announcements, and property owner notifications will occur in advance of any closures.

Total project budget:

- Based on the final assessments and low bid results, the total project budget is \$2.5M.

Consultant budget:

- There are no unapproved scope changes at this time.

2015 MILL AND OVERLAY IMPROVEMENTS PROJECT PARTIAL PAY ESTIMATE NO. 4

SEH Consulting Engineer Hedlund reviewed Partial Pay Estimate No. 4 for the 2015 Mill and Overlay Improvements Project with the commission. SEH Consulting Engineer Hedlund had no concerns with Partial Pay Estimate No. 4 and recommends approval.

SEH Consulting Engineer Hedlund informed the commission the project is still within budget.

MOTION by Commissioner Wolf, seconded by Commissioner Crochet to recommend City Council approve the Anderson Brothers Partial Pay Estimate No. 4 in the amount of \$45,131.51 for the 2015 Mill and Overlay Improvements Project. Motion carried unanimously.

WSN REPORT ON THE 2015 DELLWOOD DRIVE & NOVOTNY ROAD, INGLEWOOD DRIVE AND INDEPENDENCE ROAD IMPROVEMENTS PROJECT

WSN Consulting Engineer Welch gave an update on the project. The following items were discussed in detail:

Work Completed to Date:

Independence Road: Work is substantially complete.

Inglewood Drive: Work is substantially complete except for the following items:

- Bituminous trail between Fairview Road and Inglewood Drive will need to be replaced next year. A small section of the trail near TH 210 will be gravel over the winter.
- Roadway and trail signage
- Mailbox Supports

Dellwood Drive and Novotny Road: All underground work is complete except for testing. Roadway work is complete through the bituminous base course. Grading and topsoil is about 90% complete.

Project Schedule:

The Contractor is busy finishing work on Inglewood Drive and preparing Dellwood Drive and Novotny Road for a work suspension.

Week of November 23rd: Inglewood Drive – signage and mail box supports. Dellwood Drive and Novotny Road – Test Audubon watermain extension, Bituminous driveways and curb wedge, sanitary sewer cleaning and televising, turf establishment, mail box supports and signage.

A project walkthrough with City staff and the Contractor is scheduled for Tuesday November 24th.

Week of November 30th: Misc. project cleanup and preparation of site for winter work suspension.

Completion Dates:

Per Change Order No. 2 Agreement, work will on Dellwood Drive and Novotny Road will be suspended for the winter as long as the conditions in the agreement have been satisfied. Work will commence in the spring with the revised substantial completion date of May 26, 2016 and final completion date of June 9, 2016.

Easements:

Dellwood Drive and Novotny Road right-of-way: One roadway easement remains to be signed on Dellwood Drive.

Audubon Way watermain extension: Hilltop Trailer Sales has agreed to the easement and has given the City written permission to proceed with the Audubon Way watermain extension; however, the easement is currently being held up by the bank financing the property.

Changes:

Independence Road:

- The roadway profile was adjusted which resulted in flatter roadway and increased common excavation quantity.

Inglewood Drive:

- The Contractor encountered buried concrete in the vicinity of the north pond. Contractor was directed to remove and dispose of existing concrete and keep track of quantities for a future change order.
- The existing watermain crossing at the south end of Inglewood Drive was found to be shallow and in conflict with the proposed storm sewer. MnDOH requires as 18” vertical separation between the storm sewer and watermain. To achieve the required separation it was necessary to lower the watermain. In discussing the issue with City staff it was determined that the entire length of watermain under the roadway surface should be lowered/replaced because the existing pipe is CL 200 thin walled pipe.
- The lift station forcemain realignment work was originally scheduled to be completed prior to this project. A portion of the work included installing a new forcemain across Fairview Road and Madeline Drive. Since the forcemain re-route project has been delayed, City staff requested that the forcemain be installed with this project. Additional work included cutting in a wye and gate valve into the existing line and installing a gate valve and extending the forcemain approximately 20’ south of Fairview Road.
- The City has requested a trail along the south side of the north pond and a pedestrian curb ramp at Inglewood Drive. The grading is complete but the paving of the bituminous trail will be completed with next year’s trail project.

Dellwood Drive and Novotny Road:

- Additional sanitary sewer and water services were installed at the request of property owners.
- An additional water service was installed to Hill Top Trailer sales for future fire protection.
- The roadway profile was adjusted to accommodate the extension of curb & gutter through the Dellwood bypass lane.

The City should be aware the changes described above will require **additional engineering design and construction observation**. We will track and document our time separately for these items and if necessary, adjust our engineering budgets and agreements accordingly.

2015 DELLWOOD DRIVE & NOVONTY ROAD, INGLEWOOD DRIVE AND INDEPENDENCE ROAD IMPROVEMENTS PROJECT PARTIAL PAY ESTIMATE NO. 3

WSN Consulting Engineer Welch reviewed Partial Pay Estimate No. 3 for the 2015 Dellwood Drive, Novotny Road, Inglewood Drive and Independence Road Improvements Project with the commission. WSN Consulting Engineer Welch had no concerns with Partial Pay Estimate No. 3 and recommends approval.

MOTION by Commissioner Franzen, seconded by Commissioner Christofferson to recommend City Council approve the R. L. Larson Excavating Partial Pay Estimate No. 3 in the amount of

\$858,087.63 for the 2015 Dellwood Drive, Novotny Road, Inglewood Drive and Independence Road Improvements Project. Motion carried unanimously.

WSN COST PROPOSAL AND WORK PLAN FOR LOCAL WATER SUPPLY PLAN UPDATE

Public Works Director/City Engineer Walter informed the commission that every ten years, all public water suppliers that serve over 1,000 people must have a water supply plan approved by the Department of Natural Resources. The City of Baxter will need to submit a new water supply plan to the State by December 31, 2016.

WSN Consulting Engineer Welch reviewed the Cost Proposal and Work Plan to the City of Baxter for updating the Local Water Supply Plan. This work plan includes a cost proposal based on WSN's Professional and Technical Services current fee schedule. The work plan includes tasks to describe the current water system, updating and completing the current Local Water Supply Plan.

This work plan is divided into the following tasks:

- Task 1- Water Supply System Description and Evaluation
- Task 2- Emergency Preparedness Procedure
- Task 3- Water Conservation Plan

Task 1 includes assessing the current status of demand and availability. Task 2 includes work to describe the current water system including historical water usage, treatment, and storage. Task 3 includes activities to update and complete the water emergency plan.

Task 1 - Water Supply System Description and Evaluation

WSN will complete the following tasks to update the water system description:

- Analysis of water demand for the previous 10 years
- Treatment and storage capacity
- Source of water supply
- Future Demand Projections
- Resource Sustainability
- Capital Improvement Plan

Task 2 - Emergency Preparedness Procedure

WSN will complete the following tasks to update Emergency Preparedness Procedure:

- Federal Emergency Response Plan
- Operational Contingency Plan
- Emergency Response Procedures

Task 3 - Water Conservation Plan

The intent of this plan is to assist the City with reducing demand for water, improving efficiency in use, and reducing losses and waste of water. WSN will complete the following tasks to update the Water Conservation Plan:

- Triggers for Allocation and Demand Reduction Actions
- Conservation Objectives and Strategies
- Regulation
- Retrofitting Programs
- Educational and Information Programs

WSN proposes to perform the services described for the Not to Exceed Amount of \$7,200.00.

MOTION by Commissioner Wolf, seconded by Commissioner Crochet to recommend City Council approve the WSN Cost Proposal and Work Plan for Local Water Supply Plan in the Not to Exceed amount of \$7,200.00. Motion carried unanimously.

WSN PROPOSAL FOR ENGINEERING SERVICES FOR THE SANITARY SEWER LIFT STATION MAINTENANCE PLAN UPDATE

WSN Consulting Engineer Welch reviewed the proposal to update the 20-Year Sanitary Sewer Lift Station Maintenance Plan. In 2008, WSN completed the original plan and assisted the City with updates to the plan in 2011, 2012 and 2013.

The plan includes lift station maintenance and reconstruction recommendations, unit costs and proposed maintenance budget. Costs for lift station maintenance and reconstruction change from year to year making adjustments to anticipate costs necessary for future budgetary planning purposes.

The recommended scope of services to complete the work described above is as follows:

- Update lift station reconstruction history
- Add Lift Station No. 23
- Review and modify lift station maintenance and reconstruction recommendations
- Update unit costs based on previous project bids
- Update lift station service boundary drawing
- Update 20-year maintenance budget
- Review updated plan with City Staff and incorporate any requested changes/modifications
- Review updated plan with Utilities Commission

WSN proposes to perform the services described for the not to exceed amount of \$1,500.00.

MOTION by Commissioner Wolf, seconded by Commissioner Franzen to recommend City Council approve the WSN Proposal for Engineering Services for the Sanitary Sewer Lift Station Maintenance Plan Update in the Not to Exceed Amount of \$1,500.00. Motion carried unanimously.

WSN PROPOSAL FOR ENGINEERING SERVICES FOR THE LIFT STATION NO. 8 RECONSTRUCTION

WSN Consulting Engineer Welch reviewed the proposal for the reconstruction of Lift Station 8 located on Brentwood Road.

In 2008, WSN completed a 20-year sanitary sewer lift station maintenance plan for the City of Baxter. The plan was a result of staff's recognition of growing operation and maintenance costs of the older lift stations in the system. The plan summarized the condition of the existing lift stations and outlined proposed improvements over a 20 year period. Since 2010, the City has completed rehabilitation work on Lift Stations 1, 3, 4, 5, 6, 7 and 9.

In the current plan, rehabilitation work is scheduled for Lift Station 8 in 2016. Improvements scheduled for Lift Station 8 include the following:

- Salvage existing control panel to the City
- Install a new stainless steel control panel
- Replace transducer
- Replace floats
- Replace base elbows
- Replace pump guide rails
- Replace pumps
- Wet well cleaning and concrete spot repair
- Replace concrete cover and aluminum hatch
- Discharge pipe cleaning and coating repair
- Complete valve vault replacement with addition of bypass piping

The estimated project cost of the proposed improvements is \$136,000.00.

The recommended scope of services to complete the work described above is as follows:

- Meet with City staff to review existing conditions and proposed improvements
- Obtain underground facility (gas, telephone, fiber, electric, etc.) location information
- Field survey project area for horizontal and vertical location information
- Obtain field inventory and measurements of existing lift station components and piping
- Base drawing of existing site conditions
- Plan and elevation drawing of existing and proposed lift station improvements
- Detail and section sheets
- Bid package and specification
- Bid solicitation and contractor selection assistance
- Pre-construction conference/meeting
- Part time field observation
- Post construction survey
- Record drawing preparation

WSN proposes to perform the services described for the lump sum amount of \$9,150.00.

MOTION by Commissioner Franzen, seconded by Commissioner Crochet to recommend City Council approve the WSN Proposal for Engineering Services for the Lift Station No. 8 Reconstruction in the Lump Sum Amount of \$9,150.00. Motion carried unanimously.

BOLTON & MENK, INC. 2015 CHIP SEAL IMPROVEMENT PROJECT REIMBURSEMENT REQUEST

Public Works Director/City Engineer Walter requested the matter be tabled since no representative from Bolton & Menk was present to discuss.

MOTION by Commissioner Franzen, seconded by Commissioner Crochet to table the Bolton & Menk 2015 Chip Seal Improvement Project Reimbursement Request until the January 6, 2016 meeting. Motion carried unanimously.

CROW WING COUNTY 2015 INGLEWOOD DRIVE NORTH FROM WOIDA ROAD TO CSAH 77

Public Works Director/City Engineer Walter reviewed the City of Baxter's final cost of the Crow Wing County's 2015 Inglewood Drive North from Woida Road to CSAH 77 Improvements Project.

Public Works Director/City Engineer Walter has no concerns with the pay request and recommends approval.

MOTION by Commissioner Franzen, seconded by Commissioner Crochet to recommend City Council approve final payment to Crow Wing County for the 2015 Crow Wing County's Inglewood Drive North from Woida Road to CSAH 77 Improvements Project in the amount of \$50,640.81. Motion carried unanimously.

2016 SAFE ROUTES TO SCHOOL GRANT APPLICATION

The 2016 Safe Routes to School Grant Application was submitted to the commission as information only.

TONKA WATER REPORT

The Tonka Water Report was submitted to the commission as information only.

ORDINANCE NO. 2015-14 REPEALING THE TEXT OF TITLE 9, PUBLIC FACILITIES, OF THE BAXTER CITY CODE

The ordinance repealing the text of Title 9, Public Facilities, of the Baxter City Code was submitted to the commission as information only.

MNDOT 2016 – 2019 STATE TRANSPORTATION IMPROVEMENT PROGRAM

The MnDOT 2016 – 2019 State Transportation Improvement Program was submitted to the commission as information only.

INSURANCE REQUIREMENT FOR CONSULTANTS OR CONTRACTED SERVICES

The insurance requirement for Consultants or Contracted Services was submitted to the commission as information only.

WASTEWATER TREATMENT CHARGES FOR OCTOBER 2015

The Brainerd Public Utilities Wastewater Plant Charges for October 2015 was submitted to the commission as information only.

2016 UTILITIES MEETING REQUEST

Council Liaison Cross inquired if the 2016 meeting could be changed from 5:00 p.m. to 5:30 p.m. in order to adjust to changes in personal work schedule. The commission had no concerns with this request.

MOTION by Commissioner Crochet, seconded by Commissioner Franzen to recommend City Council approve moving the Utilities Commission Meeting to 5:30 p.m. starting on January 6, 2016. Motion carried unanimously.

Administrative Assistant Haugen pointed out that if approved by City Council, the change in Utility Commission meeting time will need to be updated on the City web page and the City annual calendar of events.

ADJOURNMENT

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to adjourn the meeting at 6:45 p.m. Motion carried unanimously.

Approved by:

Submitted by,

Rock Yliniemi
Chairman

Mary Haugen
Administrative Assistant



BOLTON & MENK, INC.[®]

Consulting Engineers & Surveyors

7656 Design Road, Suite 200 • Baxter, MN 56425-8676

Phone (218) 825-0684 • Fax (218) 825-0685

www.bolton-menk.com

November 23, 2015

Mr. Trevor Walter, Public Works Director/City Engineer
City of Baxter
13190 Memorywood Drive
PO Box 2626
Baxter, MN 56425

RE: Request for Additional Reimbursement
2015 Chip Seal Improvement Project
City of Baxter, Minnesota

Dear Mr. Walter,

During late 2014 Bolton & Menk, Inc. entered into an agreement with the City of Baxter to provide design and construction observation services to develop and construct the City's 2015 Chip Seal Improvement Project. The City utilized Crow Wing County for bidding and contract administration services for this project.

Based on our understanding and familiarity with the 2014 chip seal project in Baxter, we proposed to provide various engineering services at the following estimated costs:

1. Engineering Design Services - hourly estimated cost of \$7,950:
 - a. Identification and development of target chip seal improvement segments.
 - b. Meetings with City Staff.
 - c. Development of construction documents and coordination with City and County Staff.
2. Construction Observation Services - hourly estimated cost of \$6,400:
 - a. Assistance with construction notifications.
 - b. Construction observation for City chip seal segments.

Based on various City and Contractor activities, the time and costs to perform these services exceeded that which we had estimated. Additional time was needed during project development to determine the actual streets and trails proposed to be chipsealed, pavement marking revisions, multiple revisions to the streets and trails proposed to be chipsealed, streets and trails were re-evaluated and revised again after bids were received to maximize the streets to be chipsealed, a Brainerd street (Fairview Rd) was added to the project during the construction phase of the project, and the Contractor performed the work slower than normal as well as significantly exceeded the contract completion dates. All these factors contributed to increase our effort and costs in delivering this project.



Request for Additional Reimbursement
2015 Chip Seal Improvement Project
November 23, 2015
Page 2

The following table details engineering costs expected and those that were actually incurred during this project:

Item	Original Estimated Cost	Actual Cost
Design Services		
Design	\$3,950	\$5,890
Meetings	\$500	\$750
Construction Documents	\$3,500	\$4,200
Construction Observation Services		
Thru Contract Completion (8/28)	\$6,400	\$10,674
City Requested Extra Work		
Council Requested Changes	\$0	\$2,778
Brainerd Street Addition	\$0	\$168
Late Const Observation (post 8/28)	\$0	\$403
Totals	\$14,350	\$24,863

Based on the costs listed above, we estimate that protracted project development activities (street, trail, and pavement marking activities) added \$2,890 and inefficient contractor operations added \$4,274 to our design and construction observation costs, respectively. As a result, we are respectfully requesting reimbursement of \$7,164 in additional costs as detailed and described immediately above.

City requested extra work detailed above in the amount of \$3,349 was tracked and is being invoiced separately from this agreement.

Thank you for considering our request; we understand additional costs are not desired by any parties involved in the delivery of construction projects. Please feel free to contact me at 218-825-0684 (ext 3014) or via e-mail at michalera@bolton-menk.com if you have any questions or if you require additional information.

Sincerely,
BOLTON & MENK, INC.

Michael P. Rardin, PE
Senior Project Manager



BOLTON & MENK, INC.

Consulting Engineers & Surveyors

7656 Design Road, Suite 200 • Baxter, MN 56425-8676

Phone (218) 825-0684 • Fax (218) 825-0685

www.bolton-menk.com

October 27, 2014

Mr. Trevor Walter, Public Works Director/City Engineer
City of Baxter
13190 Memorywood Drive
PO Box 2626
Baxter, MN 56425

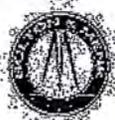
RE: Proposal for Engineering Services - 2015 Chip Sealcoat Improvements
City of Baxter, Minnesota

Dear Mr. Walter,

We understand that the City of Baxter would like to complete a chip sealcoat project in 2015 for a budget amount of \$200,000. We further understand that the City intends to work with Crow Wing County for bidding and contract administration but will retain responsibility for design and construction observation services and that approved City plans are due to Crow Wing County in mid-January 2015.

Scope of Services: Based on our understanding and familiarity with the 2014 chip sealcoat project in Baxter, we propose to provide the following services.

1. Engineering Design Services:
 - a. Identification and development of target chip sealcoat improvement segments.
 - b. Meetings with City Staff.
 - c. Development of construction documents and coordination with City and County Staff.
2. Construction Services:
 - a. Assistance with construction notifications.
 - b. Construction observation for City chip sealcoat segments.



Proposal for Engineering Services – 2015 Chip Sealcoat Improvements
October 27, 2014
Page 2

Proposed Engineering Budget: We propose to provide our services for an hourly not to exceed cost of \$14,350 for providing the engineering services outlined above:

- Task 1: Engineering Design Services: Hourly estimate of \$7,950.
- Task 2: Construction Services: Hourly estimate of \$6,400.

Thank you for the opportunity to present this proposal. Please feel free to contact me at 218-821-7265 or via e-mail at phillipma@bolton-menk.com if you have any questions or if you require additional information.

Sincerely,

BOLT N & MENK, INC.

Phil Martin, PE
Senior Project Manager

We hereby accept this proposal and authorize Bolton & Menk, Inc. to proceed with this work.

Accepted:
Darrel Olson, Mayor

Kelly Steele, Asst. Administrator/City Clerk

Date: 11/18/14

11-18-2014



Building a legacy – your legacy.

701 Xenia Avenue South
Suite 300
Minneapolis, MN 55416
Tel: 763-541-4800
Fax: 763-541-1700

Technical Memorandum

To: *Trevor Walter – City of Baxter, MN*
From: *Shawn Tracy, Project Manager*
Date: *December 18, 2015*
Re: *Whiskey Creek Tributary Project – Funding Options*

Introduction

On July 21, 2015 the Baxter City Council approved the WSB proposal for project development of the Baxter Water Quality Project for the Whiskey Creek Tributary Project. In this memo we present the following:

- Various funding sources for implementation of Concept 1 (pond),
- Strategies and/or funding associated with land acquisition, and
- A summary of findings, recommended course of action, and timeline.

Each funding option summary presented includes:

- Funding name
- Agency/source of funding
- On-line links to funding sources
- Description of funding
- Criteria to acquire or effectively complete for funding
- Complexity of funding source acquisition (e.g. grant writing) with engineer's estimate of total hours and/or costs
- Professional opinion of likelihood of acquiring funding via the source.

Implementation Funding Opportunities

1. Clean Water Fund (CWF)

Agency/Source of Funding: MN Board of Soil and Water Resources (BWSR)

Link: <http://www.bwsr.state.mn.us/cleanwaterfund/index.html>

Mr. Trevor Walter
December 18, 2015
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Description: The Clean Water Fund (CWF) was established to implement part of Article XI, Section 15, of the Minnesota Constitution, and M.S. 114D with the purpose of protecting, enhancing, and restoring water quality in lakes, rivers, and streams and to protect groundwater and drinking water sources from degradation.

Eligible applicants include local governments (counties, watershed districts, watershed management organizations, soil and water conservation districts, and cities) or local government joint power boards working under a current State approved and locally adopted local water management plan or soils and water conservation district (SWCD) comprehensive plan. A non-State match equal to at least 25% of the amount CWF requested and/or received is required. Match can be provided by a landowner, land occupier, local government or other non-State source and can be in the form of cash or the cash value of services or materials contributed to the accomplishment of grant objectives.

Criteria to Acquire or Effectively Compete: Recent rounds of funding have been divided into three categories, each with specific requirements, ineligible uses, and ranking criteria.

A. *BWSR Projects and Practices Grants.* This grant makes an investment in on-the-ground project and practices that will protect or restore water quality in lakes, rivers or streams, or will protect groundwater or drinking water. Examples include stormwater practices, agricultural conservation practices, livestock waste management, lakeshore and stream bank stabilization, stream restoration, and SSTS upgrades.

Ranking criteria for applications are as follows:

- i. Project Description: The project description succinctly describes what results the applicant is trying to achieve and how they intend to achieve those results (5%)
- ii. Prioritization: The proposal is based on priority protection or restoration actions listed in or derived from an approved local water management plan (15%)
- iii. Targeting: The proposed project addresses identified critical pollution sources or risks impacting the water resource identified in the application (25%)
- iv. Measurable Outcomes: The proposed project has a quantifiable reduction in pollution and directly addresses the water quality concern identified in the application (35%)
- v. Project Readiness: The application has a set of specific activities that can be implemented soon after grant award (10%)
- vi. Cost Effectiveness: The application identifies a cost effective solution to address non-point pollution concern(s) (5%)
- vii. Biennial Budget Request (BBR): A BBR was submitted by the applicant organization in 2014 (5%).

B. *BWSR Accelerated Implementation Grants.* Before on-the-ground clean water projects get implemented, there is the need for pre-project identification, planning and design. This grant invests in building capacity for local governments to accelerate on-the-ground projects that improve or protect water quality and perform above and beyond existing state standards for protecting and restoring water quality. Whether it is conducting inventories of potential pollutant sites, utilizing existing analytical targeting tools, providing technical assistance or increasing citizen interaction, local governments will be better prepared to increase the installation of water quality projects and practices after receiving these grants.

Mr. Trevor Walter
December 18, 2015
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Ranking criteria for applications are as follows:

- i. Clarity of project's goals, standards addressed and projected impact on land and water management and enhanced effectiveness of future implementation projects (40%)
- ii. Relationship to Plan: The proposal is based on priority protection or restoration actions listed in or derived from an approved local water management plan (25%)
- iii. Mean and measures for assessing the programs impact and capacity to measure project outcomes (20%)
- iv. Timeline for implementation (15%).

C. *BWSR Community Partner Grants*. Everyone is responsible for making sure Minnesota's waters are clean. These funds leverage in the interest of non-governmental partners such as faith organizations, lake and river associations, boy/girl scout troops, and other civic groups, to install on-the-ground projects that reduce runoff and keep water on the land. Examples include but are not limited to: rain gardens and shoreline restorations.

Ranking criteria for application are as follows:

- i. Clarity of project goals, projected impact, and involvement with community partners (40%)
- ii. Relationship to Plan: The proposal is based on priority protection or restoration actions listed in or derived from an approved local water management plan (30%)
- iii. Plan for assessing the program's impact and capacity to measure project outcomes (20%)
- iv. LGU capacity to implement the local grant program processes and protocols (10%).

Complexity of funding source acquisition: Applications must be submitted electronically through the State's eLINK system. For example, The Projects & Practices application contains 12 questions; each question has a 2000 character limit. Crow Wing County or Crow Wing SWCD would be the choices as application lead. Estimated level of effort to complete application: \$2,500.

Likelihood of funding acquisition: 45% for a grant. In FY 2014 102 of 244 applicants received awards (42%), and for FY 2015 90 of 197 applicants received awards (46%). For FY 2015 a total of \$9.25M was awarded for the Projects & Practices grants, with over \$6.6M awarded to entities outside of the Twin Cities area. For FY 2015 over \$2.2M was awarded for Accelerated Implementation grants (Crow Wing County received \$152,300), and over \$1.3M was awarded for Community Partner grants (Crow Wing SWCD received \$150,000). Proposed funding totals for FY2016 are lower than for FY 2015: \$9.15M for Projects & Practices, \$2M for Accelerated Implementation, and \$675,000 for Community Partners grants.

2. Clean Water Partnership Loan Program¹

Agency/Source of Funding: Minnesota Pollution Control Agency

¹ Note: The 2015 Minnesota Legislature did not appropriate grant funding for the 2016-2017 biennium, so the MPCA will not be offering grant funding rounds in the next two years. However, the loan program is unaffected because funding comes from a different source. The selection process described below, however, is specific to the combination grant/loan program that has been implemented in the past.

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Link: <http://www.pca.state.mn.us/index.php/water/water-types-and-programs/water-nonpoint-source-issues/clean-water-partnership/clean-water-partnership-applications.html>

Description: The MPCA provides financial and technical assistance to local government and other water resource managers to address nonpoint-source water pollution through the state Clean Water Partnership (CWP). CWP funds are used for diagnostic study or implementation projects that protect water bodies currently meeting Minnesota's water quality standards. Eligible project activities include acquisition of easements and property associated with implementation of water quality projects.

CWP projects require a large commitment of time and effort on the part of local participants. Participants may include local units of government, tribes, nonprofit organizations, universities and colleges, as well as citizens concerned about local water quality. Historically, the maximum grant award has been \$300,000 and the minimum award has been \$10,000. Up to 50 percent of a project's total cost could be covered by a grant award and no more than 20 percent of the total project costs could be from other state and federal sources. Low-interest loans from the State Revolving Fund (SRF) allow successful CWP program grantees to conduct implementation projects. Loans can be used for implementation and can cover the entire cost of the implementation phase or supplement another grant, leveraging limited grant funds. MPCA is developing a continuous loan-only financing program which may be launched soon.

Criteria to Acquire or Effectively Compete: Applicants must have an approved local water plan that addresses the water of concern. Reviewers evaluate applications using a score sheet from which points are awarded based on the following categories:

- The extent to which the project application clearly identifies water quality concerns.
- The extent to which the proposed project activities will lead to protection, enhancement, or restoration of the water of concern.
- The extent to which the proposed project activities are technically feasible relative to the cost of the project.
- The extent to which the proposed project demonstrates a high potential for project success based on participation, coordination, and cooperation between LGUs, public agencies, and other local stakeholders within the project area.
- The extent to which the success of the proposed project can be quantified through measureable objectives.

Applications awarded at least 21 points are considered for the final selection pool. Grant and loan awards have then made to applicants that best meet the applicant and project eligibility criteria and, as funds allow, according to the category consideration rank:

- First consideration: green infrastructure loan projects; loan funding for projects requesting grant funding; grant-funded projects classified as protection (“A protection project addresses groundwater, a water body or water bodies that are currently meeting state water quality standards for a particular pollutant or have not been assessed by the MPCA, but are otherwise known to be supporting beneficial uses”).

Mr. Trevor Walter
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- Second consideration: grant-funded projects classified as both protection and restoration.
- Third consideration: grant-funded projects classified as restoration.

Complexity of Funding Source Acquisition: The application is relatively short (6 pages) and straightforward, and it seems that most of the information is either easily accessible or already available from the feasibility study that was prepared. The main narrative portion consists of answering six questions about the project which are then used to score the application. The application also includes sections on the project sponsor, location, associated plan information, budget information, and a conflict of interest form. A sponsor resolution form is also required. Estimated level of effort to complete application: \$4,000.

Likelihood of Funding Acquisition: 0 percent for grant (in the next two years); potential for loan. In FY 2015, 18 projects were awarded grant or loan funding. Nearly \$1.7 million in grant funds and \$2.7 million in loan funds were awarded. Projects included diagnostic studies, stormwater retrofit projects, carp management, installation of a rain garden, septic upgrades, and other restoration/protection projects aimed at improving surface and groundwater quality.

3. Clean Water State Revolving Fund: Green Infrastructure

Agency/Source of Funding: Minnesota Pollution Control Agency

Link: <http://www.pca.state.mn.us/index.php/water/water-types-and-programs/surface-water/watershed-approach/clean-water-revolving-fund.html>

Description: The Clean Water Revolving Fund, also known as the State Revolving Fund (SRF) was established by the federal Clean Water Act to replace the federal Construction Grants Program. Under the SRF program, the U.S. Environmental Protection Agency (EPA) provides grants or "seed money" with a required 20 percent state match, to capitalize state revolving funds with which the states provide low-interest loans to communities. As loan principal and interest payments are paid back into the revolving fund, the money is used to finance new loan projects.

Minnesota's SRF is managed by the Minnesota Public Facilities Authority (PFA), a board of six state commissioners from the departments of Employment and Economic Development (DEED), Finance, Health, Agriculture, Transportation and the MPCA. PFA and MPCA staff jointly administer the wastewater and stormwater components of the SRF. The PFA is responsible for the financial elements of the program, while the MPCA is responsible for its environmental and technical components.

Criteria to Acquire or Effectively Compete: One of the MPCA's primary responsibilities is to score and rank proposed wastewater construction projects in accordance with the environmental criteria contained in Minn. R. 7077.0117 to 7077.0119. The result of this ranked list is called the Project Priority List (PPL). In addition, the MPCA's responsibilities include the review of proposed wastewater projects to ensure they meet state requirements and are consistent with MPCA goals.

The PFA's administration of the financial aspects of the program includes the review of loan applications, setting the terms and conditions of the loans, and managing the funds. The PFA

Mr. Trevor Walter
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additionally prepares the annual Intended Use Plan (IUP), which is a list of those projects on the PPL that the PFA expects to fund during the coming year.

Complexity of Funding Source Acquisition: As noted above, a proposed project must first become part of the PPL. Ranking criteria for the PPL Stormwater Projects Scoring Worksheet are as follows:

- i. Discharges to impaired waters (4)
- ii. Discharges to ORVW's or trout waters (5)
- iii. Existing receiving water application (1-7)
- iv. Project implements corrective measures (5)
- v. Point reduction for new/expanded diversion of stormwaters into one or more of the following waters (-5)
- vi. Project helps meet TMDL for receiving water (18)
- vii. Impervious surface ratio (up to 10)
- viii. Volume reduction (9)
- ix. New treatment systems (1 or 18)
- x. Multiple environmental benefits (6)
- xi. Structural improvements to existing stormwater ponds (10)

There are up to 92 points possible, and the applicant must provide sufficient documentation to support the award of points. For green infrastructure projects, there is a principal forgiveness amount, which is limited to 25 percent of the eligible project cost as determined by the MPCA, up to a maximum of \$1,000,000. Estimated level of effort to complete application: \$4,000.

Likelihood of Funding Acquisition: Unknown. The detention pond for Concept 1 would not be eligible under this program because it does not meet the definition of green infrastructure. However, constructed wetlands are eligible for funding.

4. Other Sources Reviewed

Other funding sources reviewed and considered include the Redevelopment Grant Program (MN Public Facilities Authority), which helps communities with the costs of redeveloping blighted industrial, residential, or commercial sites and putting land back into productive use. Grants pay up to half of redevelopment costs for a qualifying site, with a 50-percent local match. Eligible applicants are cities, counties, port authorities, housing and redevelopment authorities, and economic development authorities. Grants can pay for land acquisition, demolition, infrastructure improvements, soil stabilization when in-fill is required, ponding or other environmental infrastructure and adaptive reuse of buildings, including remedial activities at sites where a subsequent redevelopment will occur. At least half of the grant money will be awarded to sites located outside of the seven-county Twin Cities metropolitan area, given that a sufficient number of eligible applications are received from outstate applicants. **Note: The program is currently unfunded.**

<http://mn.gov/deed/government/financial-assistance/cleanup/redevelopmentgrantprogram.jsp>

Other funding sources reviewed include the Region 5 Development Commission

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(<http://www.regionfive.org/index.html>) and the National Joint Powers Alliance (<http://www.njpacoop.org/>). Both are located in Staples, MN. There may be opportunities with these entities on the economic development and/or planning assistance side of the Project.

Land Acquisition Funding Opportunities

5. Land and Water Conservation Fund (LAWCON) and Outdoor Recreation Grant Program

Agency/Source of Funding: National Park Service and Minnesota DNR

Link: http://www.dnr.state.mn.us/grants/recreation/outdoor_rec.html

Description: The program purpose is to increase and enhance outdoor recreation facilities in local and community parks throughout the state. It provides matching grants to local units of government for up to 50 percent of the cost of acquisition, development, and/or redevelopment of local parks and recreation areas (with a maximum grant award of \$100,000). Eligible projects include park acquisition and/or development/redevelopment including, internal park trails, picnic shelters, playgrounds, athletic facilities, boat access, fishing piers, swimming beaches and campgrounds. All park projects must meet requirements for perpetual outdoor recreation use. Fiscal Year 2017 applications should be available in December 2015 with an expected application deadline of late March 2016.

Criteria to Acquire or Effectively Compete: Funding priorities and the review and selection process are set forth in the 2014-2018 State Comprehensive Outdoor Recreation Plan (SCORP). The first part of the process is an evaluation based on SCORP strategies and the associated priority actions. The SCORP priorities pose these questions:

1. Does the project connect people to the outdoors?
 - Does the proposed project contribute towards creating a welcoming environment?
 - Does the proposed project create or improve access to outdoor recreation lands and facilities by providing alternative transportation and improving access for people of all abilities?
 - Does the proposed project result in quality experiences and facilities?
2. Does the project acquire land and/or create opportunities?
 - Is the proposed project located in a densely settled area or area of rapid population growth?
 - Does the proposed project acquire critical lands in jeopardy of being lost to development, land use changes or an exceptional one time opportunity of high quality natural resources?
 - Does the proposed project acquire land that protects shoreland, rivers, lakes, wetlands and critical watersheds?
 - Does the project meet the differing outdoor recreation needs of people of all abilities?
 - Does the project create an environment that is open and flexible to accommodate new and emerging nature based trends or develop group based recreational opportunities?
 - Does the project establish a sustainable and resilient infrastructure to provide high quality recreational opportunities?
3. Does the project take care of what we have?

Mr. Trevor Walter
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- Does the project result in redevelopment, renovation or rehabilitation of current infrastructure?
- Does the project result in maintaining the quality of natural resources through preservation, restoration or reconstruction?

A number of specific criteria derived from these priorities are included in the evaluation sheet used in reviewing each application. Only those projects closely meeting the SCORP priorities will move forward to the next evaluation step. In the second part of the evaluation, applications are evaluated on site-level design criteria including accessibility, quality of design, and safety. Other criteria include: quality of the application, level of local government commitments, environmental impact, etc. This evaluation ensures that projects selected for funding are viable, well designed, and in conformance with current laws and standards.

Complexity of Funding Source Acquisition: The application is relatively comprehensive, and requires the following items: application summary, project narrative, cost breakdown, location map, site plan, project site evaluation, community involvement efforts, availability for public use, statement of accessibility, projected operation and maintenance costs, and a resolution on the part of the applicant. Applicants are also required to perform an appraisal and must include in the application an appraisal report and a completed DNR Appraisal Certification Form completed and signed by the appraiser. Estimated level of effort to complete application: \$12,000 - \$15,000, depending upon available information and plan concepts.

Likelihood of Funding Acquisition: Approximately 20 percent. This program is very competitive and funding is relatively limited on a statewide basis (funds for 2015 were \$379,362). The proposed project seems to meet a number of the strategies/priorities set forth in the current SCORP. Part of success depends upon the other types of projects submitted. In 2015, nine projects (out of a total of 43 applications) were awarded funds. Successful applications included reconstruction/rehabilitation of swimming pools, renovation of a hockey rink, acquisition of 9.6 acres for expansion of an existing park, development of a fishing pier and boardwalk, and redevelopment of various park facilities including basketball and tennis courts, playgrounds, ball fields, restrooms, walkways, and picnic shelters. It appears that only one of these projects was awarded funds for a new facility (as opposed to modification or enhancement of an existing facility). According to DNR staff, this program is typically able to fund about 20–25 percent of the applications received.

6. Clean Water Partnership Loan Program²

Agency/Source of Funding: Minnesota Pollution Control Agency

Link: <http://www.pca.state.mn.us/index.php/water/water-types-and-programs/water-nonpoint-source-issues/clean-water-partnership/clean-water-partnership-applications.html>

² Note: The 2015 Minnesota Legislature did not appropriate grant funding for the 2016-2017 biennium, so the MPCA will not be offering grant funding rounds in the next two years. However, the loan program is unaffected because funding comes from a different source. The selection process described below, however, is specific to the combination grant/loan program that has been implemented in the past.

Mr. Trevor Walter
December 18, 2015
Page 9

Description: The MPCA provides financial and technical assistance to local government and other water resource managers to address nonpoint-source water pollution through the state Clean Water Partnership (CWP). CWP funds are used for diagnostic study or implementation projects that protect water bodies currently meeting Minnesota's water quality standards. Eligible project activities include acquisition of easements and property associated with implementation of water quality projects.

CWP projects require a large commitment of time and effort on the part of local participants. Participants may include local units of government, tribes, nonprofit organizations, universities and colleges, as well as citizens concerned about local water quality. Historically, the maximum grant award has been \$300,000 and the minimum award has been \$10,000. Up to 50 percent of a project's total cost could be covered by a grant award and no more than 20 percent of the total project costs could be from other state and federal sources. Low-interest loans from the State Revolving Fund (SRF) allow successful CWP program grantees to conduct implementation projects. Loans can be used for implementation and can cover the entire cost of the implementation phase or supplement another grant, leveraging limited grant funds. MPCA is developing a continuous loan-only financing program which may be launched soon.

Criteria to Acquire or Effectively Compete: Applicants must have an approved local water plan that addresses the water of concern. Reviewers evaluate applications using a score sheet from which points are awarded based on the following categories:

- The extent to which the project application clearly identifies water quality concerns.
- The extent to which the proposed project activities will lead to protection, enhancement, or restoration of the water of concern.
- The extent to which the proposed project activities are technically feasible relative to the cost of the project.
- The extent to which the proposed project demonstrates a high potential for project success based on participation, coordination, and cooperation between LGUs, public agencies, and other local stakeholders within the project area.
- The extent to which the success of the proposed project can be quantified through measureable objectives.

Applications awarded at least 21 points are considered for the final selection pool. Grant and loan awards have then made to applicants that best meet the applicant and project eligibility criteria and, as funds allow, according to the category consideration rank:

- First consideration: green infrastructure loan projects; loan funding for projects requesting grant funding; grant-funded projects classified as protection ("A protection project addresses groundwater, a water body or water bodies that are currently meeting state water quality standards for a particular pollutant or have not been assessed by the MPCA, but are otherwise known to be supporting beneficial uses").
- Second consideration: grant-funded projects classified as both protection and restoration.
- Third consideration: grant-funded projects classified as restoration.

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Complexity of Funding Source Acquisition: The application is relatively short (6 pages) and straightforward, and it seems that most of the information is either easily accessible or already available from the feasibility study that was prepared. The main narrative portion consists of answering six questions about the project which are then used to score the application. The application also includes sections on the project sponsor, location, associated plan information, budget information, and a conflict of interest form. A sponsor resolution form is also required. Estimated level of effort to complete application: \$4,000.

Likelihood of Funding Acquisition: 0 percent for grant (in the next two years); potential for loan. In FY 2015, 18 projects were awarded grant or loan funding. Nearly \$1.7 million in grant funds and \$2.7 million in loan funds were awarded. Projects included diagnostic studies, stormwater retrofit projects, carp management, installation of a rain garden, septic upgrades, and other restoration/protection projects aimed at improving surface and groundwater quality.

7. Community Development Block Grant (Small Cities Development Program)

Agency/Source of Funding: Minnesota Department of Employment and Economic Development and U.S. Department of Housing and Urban Development

Link: <http://mn.gov/deed/government/financial-assistance/community-funding/>

Description: The Small Cities Development Program helps cities and counties with funding for housing, public infrastructure, and commercial rehabilitation projects. Acquisition of land is one of the activities eligible for program funding. Projects must meet one of three federal objectives: benefit people of low and moderate incomes, eliminate slum and blight conditions, and/or eliminate an urgent threat to public health or safety.³ Funds are subdivided into three general categories: housing grants, public facility grants, and comprehensive grants. Public facility projects include, but are not limited to: wells, water towers wastewater treatment facilities, streets, curbs, storm sewers, etc. The maximum grant award for a single purpose project is \$600,000. Final applications for 2016 are due on February 25, 2016.

Criteria to Acquire or Effectively Compete: Public facilities project applications are evaluated and awarded up to 240 points based on the following criteria.

- Community Need (30 points): Number of poverty persons in the area, percentage of residents who are poverty persons, and per capita assessed property valuation in the area.
- Project Need (90 points): The public facilities category competition shall be based on evaluation of the extent to which the proposed activities are necessary to improve provision of public services to low and moderate income persons or to eliminate an urgent threat to public health or safety.
- Project Impact (90 points): The public facilities category competition shall be based on evaluation of the extent to which the proposed activities will reduce or eliminate the need.

³ Note: in order to meet the "Low and Moderate Income (LMI)" objective, the project may consist of activities benefiting a specific clientele presumed to be LMI, including elderly persons.

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- **Cost Effectiveness (30 points):** The public facilities category competition shall be based on evaluation of the extent to which the proposed activities will make cost effective use of grant funds, including consideration of:
 - the extent to which the requested grant funds are necessary to finance all or a portion of the costs;
 - evidence that the cost of the proposed activities per benefiting household or person is reasonable; and the extent to which the project benefits existing, rather than future, population, except in cases where the proposed activities are necessary due to expected development or growth which is beyond the applicant's control.

Complexity of Funding Source Acquisition: The application process is detailed and includes a preliminary proposal prior to submittal of the full application. Prior to submitting an application, applicants also need to conduct at least one public hearing to identify community development and housing needs that might be addressed through the CDBG program. A number of attachments may be required for the application, including a goals and budget table, a city resolution, a notice of public hearings, evidence of cooperative agreements (if applicable), maps, a project timeline, and a pre-engineering report. Estimated level of effort to complete application: \$15,000.

Likelihood of Funding Acquisition: Unknown. Statewide, more than \$17.6 million was awarded as part of this program in 2015. In recent years, 70–85 preliminary proposals have been submitted with an average of 30–35 projects being awarded funds. In 2015, 37 projects were selected for funding, four of which were public facilities projects. The program may be best suited to projects addressing public health/safety issues that are viewed as more urgent or those more closely linked to citywide infrastructure systems (e.g. sewer backups, high levels of contaminants in drinking water, etc.). Similarly, while it is presumed that the project will predominantly serve low- and moderate-income individuals, the project area does not appear to have a particularly high concentration of individuals living in poverty.

8. Water & Waste Disposal Loan & Grant Program

Agency/Source of Funding: USDA Rural Development

Link: <http://www.rd.usda.gov/programs-services/water-waste-disposal-loan-grant-program>

Description: This program provides funding for clean and reliable drinking water systems, sanitary sewage disposal, sanitary solid waste disposal, and storm water drainage to households and businesses in eligible rural areas. The program is chiefly focused on long-term, low interest loans but, if funds are available, grants may be combined with a loan to keep user costs reasonable. Funds may be used to finance the acquisition, construction, or improvement of storm water collection, transmission, and disposal. Applications for this program are accepted year round.

Criteria to Acquire or Effectively Compete: Loan rates and maximum grant amounts are determined on a tier-based system by the area's median household income (MHI) and project affordability. Grants are only available if the project would increase user rates (which, in this case, would presumably be storm water utility fees) above similar system-wide costs. Because

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the City of Baxter's MHI is higher than the Statewide Non-Metro MHI, the City would qualify for the Market Interest Rate (currently 3.625 percent; adjusted quarterly) and would not be eligible for any grants under this program.

Complexity of Funding Source Acquisition: There are approximately 15 items (including state and federal forms, etc.) that need to be submitted by the applicant. A number of these forms could require substantial coordination with the City in order to develop all the necessary information. Correspondence with USDA staff suggests that many applications take longer than one year from receipt to approval of funds. Estimated level of effort to complete application: \$15,000.

Likelihood of Funding Acquisition: 0 percent for grant; potential for loan. In an average year, approximately 10–15 applications are submitted and approximately 10–15 projects receive support, depending on funding levels. In FY 2014, 15 water/wastewater projects were funded and a total (for all project types) of approximately \$28 million in loan funds and approximately \$14 million in grant funds were awarded. While land acquisition for a storm water development project is eligible for funding under this program, it appears to be a secondary target for funding. Similarly, this project appears to focus more centrally on development of drinking water and wastewater systems, rather than storm water improvements.

9. Other Sources Reviewed

Other funding sources reviewed and considered include the Minnesota DNR Flood Hazard Mitigation Grant Assistance Program and the DNR Local Trail Connections Program. A detailed summary of these programs has not been developed, however, because the proposed project's benefits are more tangential to the funding goals of these programs. Should the focus or elements surrounding the project change as the project is developed such that there is a more central focus on reducing flood hazards or acquiring a linear parcel to connect with existing regional trails, these funding options may be worth considering in the future.

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Summary and Recommendations

The following two tables summarize the potential funding sources reviewed, including an estimate of the likelihood of funding acquisition and an estimate of the WSB level of effort to complete the application. **It is important for the City to understand that land acquisition (purchase, easement, or donation) is required prior to applying for implementation funding.**

Implementation Funding Source	Likelihood of Funding Acquisition	WSB Level of Effort to Complete Application*
Clean Water Fund	45%	\$2,500
Clean Water Partnership Loan	Unknown	\$4,000
State Revolving Fund Green Infrastructure	Unknown	\$4,000

*estimated

Land Acquisition Funding Source	Likelihood of Funding Acquisition	WSB Level of Effort to Complete Application*
Clean Water Partnership Loan	Unknown	\$4,000
LAWCON	20%	\$12,000 - \$15,000
Community Development	Unknown	\$15,000
Water & Waste Disposal Loan	Unknown	\$15,000

*estimated

The next table depicts a projected schedule of the next cycle for the major funding mechanisms addressed in this memo. The only known likelihood for land acquisition funding is approximately 20% for LAWCON funding, which requires a 50% match; the maximum award could be \$100,000. However, if the cost for land acquisition is well beyond \$200,000 dollars, the City would need to seek out partnerships with non-profit organizations because they are privy to many grant opportunities (e.g. McKnight Foundation) that are not accessible to for-profit organizations and government organizations. Examples include The Nature Conservancy, Trout Unlimited, Friends of the Mississippi River, Great River Greening, and the Good Samaritan Society. Such grant opportunities have not been explored in this memo.

The greatest likelihood for funding Project implementation is through the CWF. Partnerships with other government organizations will be required for CWF applications, notably those who have recently submitted a BBR because it adds 5% to the application score. The City might consider another concept for the Project. Instead of a single detention pond or multiple wetland areas, a single large constructed wetland concept might be considered. This concept would make the Project eligible for State Revolving Fund funding.

It is recommended that the City enter into discussions with the property owner to determine a dollar amount to acquire the property through purchase and/or easements.

Such discussions should begin as soon as possible because the application for LAWCON funding is due in early 2016. One scenario would be for the City to partner with the property owner to make the project an amenity, such as a recreational space with little to no cost for land acquisition. Then the City could apply for land acquisition funding (if needed).

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		2016												2017											
Phase	Funding Source	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Land Acquisition	CWP Loan																								
	LAWCON																								
	Community Development W&W																								
	Disposal Loan																								
Implementation	Clean Water Fund																								
	CWP Loan																								
	SRP Green Infrastructure																								

Orange: grant-writing period, green: preliminary proposal due, yellow: final application due, blue: anticipated award notification.



Memorandum

To: *Honorable Mayor and City Council
Utilities Commission
Trevor Walter, PE, Public Works Director / City Engineer
City of Baxter, Minnesota*

From: *Chuck Rickart, PE, PTOE, Project Manager
WSB & Associates, Inc.*

Copy To: *Gordon Heitke, City Administrator
Kelly Steele, Assistant City Administrator
Aric Welch, PE, Project Manager, Widseth Smith Nolting*

Date: *December 29, 2015*

Re: *Isle Drive Extension
Monthly Project Update
City of Baxter
WSB Project No. 2037-09*

The Isle Drive / CSAH 48 project has been under construction since mid-May 2015. RL Larson Excavating together with their subcontractors and have completed all primary work on the project including all major issues identified in the final punch list.

RL Larson requested and was granted a contract extension to December 1, 2015 to complete four primary items including:

1. *Placing signs at the entrance to the path's indicating "No Motorized Vehicles Permitted".*
2. *Completing the two flasher systems on the project.*
3. *Determining final volume and price of the remaining top soil to be purchased by the City.*
4. *Disposing of the debris pile of trees and stumps located behind the new lift station.*

Each of these items was completed prior to the December 1, 2015 completion date. There are some warranty items that will be reviewed in the spring including insuring the ponds all drain and any bituminous low area adjacent to curbs.

Two Change Orders (CO #3 and #4) and payment for pavement density incentives are also being requested with the Final Pay Voucher. Each is discussed below.

Change Order #3 – Miscellaneous Items

CSAH 48 Drainage Flume (Item 165) – The County requested that a drainage flume be constructed at the end of the curb and gutter on westbound CSAH 48 in the northwest quadrant of the intersection. This was installed to insure that erosion does not occur where the storm water is coming off the gutter into the ditch section and to minimize potential maintenance of the slope.

Bike Symbol Pavement Markings (Item 166) – Six bike symbol pavement markings were added to the bike lanes on Isle Drive north of CSAH 48. These were included in the areas where the bike lane is between the right turn lane and the through lane of traffic. They were not included in the original plan.

SE Quadrant Grading to 4:1 Slope (Item 167) – The original plan provided a 3:1 slope adjacent to CSAH 48 behind the path in the southeast quadrant of the intersection. After the path was installed it was determined that a 4:1 slope should be graded to insure the slope can be maintained and so that the shading of the roundabout area was minimized. This required: clearing and grubbing additional trees; re-grading the slope from the intersection east to the new right-in/right-out driveway to the Johnson property, and; lowering a fiber optic line.

F& I GV and MH Posts (Item 168) – The contractor was requested to furnish and install posts for City installed signs at each Gate Valve and Manhole.

Change Order #4 – Top Soil

Screening Top Soil (Item 169) – As a result of several factors the contractor was required to provide screening of the salvaged top soil on the project. The contractor expended significant additional labor and equipment costs to insure the top soil was suitable for turf establishment and the ultimate mowing of the boulevard areas. These factors included:

1. The site was a wooded undisturbed area with extension root systems from the mature trees in the area.
2. A clearing contract was let previously to clear the 22 acre project area as required for mitigation of the Long Eared Bat habitat. This contract was not completed prior to the bidding of the current contract. The contractor did not assume the full extent of the impact the root and branch debris from the clearing was going to have on the salvable top soil. The contractor placed the top soil in two piles, one south of CSAH 48 and one north of CSAH 48. After review of these piles it was determined that the top soil would not be acceptable for placing in the boulevard areas. This required the screening of the top soil to remove this debris.

The contractor's actual time and material costs spent screening the top soil was \$95,270.65. A spread sheet showing the costs is attached. It was agreed with the contractor that approximately 50% of these costs would be fair compensation for this work.

Top Soil Excess (Item 170) – After the screening an excess pile of 1,280 CY's of top soil remains. This is currently the contractor's property. The contractor is requesting 220 CY's to complete their other projects in the Baxter area next spring. The remaining 1,060 CY's is available to be purchased by the City. Currently, the City purchases suitable top soil yearly for use in maintenance activities. Having this top soil stock piled and available will save time and cost for the City to purchase and haul next year.

Paving Disincentive/Incentive

The paving special provisions require that the paving density be measured and if they do not meet required levels the contract would be reduced and if they are above the requirements they would get paid an incentive. There were 5 paving operations completed with the project. One had densities that did not meet the requirements, one had densities at the requirements and three (3) tests had densities above the requirements. This resulted in a paving density incentive of \$4,396.43.

The change orders and paving incentive would increase the original construction contract from \$4,395,409.26 to \$4,481,575.50.

The Final Pay Voucher #7 has been submitted for the Utility Commission and City Council consideration. This pay voucher is for \$339,827.37, including work certified of \$127,324.10 and payment of all retainage of \$212,503.27.

The final total work certified for the project is \$4,377,389.48 which is approximately 99 % of the original contract without any change orders and 97% of the contract with the change orders.

If you have any comments or questions please contact me at (612) 360-1283 or crickart@wsbeng.com.

Costs for Screening all the topsoil for Baxter Isle Drive Project

<u>Date</u>	<u>Description</u>	<u>Equipment</u>	<u>Rate/hr</u>	<u>Hours</u>	<u>Total Amount</u>
5/29/2015	Mobilized Screening Plant to Job and set it	Lowboy	\$ 185.00	5	\$ 925.00
		Foreman	\$ 95.00	4	\$ 380.00
		Labor	\$ 85.00	4	\$ 340.00
		Labor	\$ 85.00	4	\$ 340.00
		Labor	\$ 85.00	4	\$ 340.00
6/1/2015	Begin Screening Topsoil	D6T Cat Dozer	\$ 225.00	12	\$ 2,700.00
		400 Excavator	\$ 285.00	12	\$ 3,420.00
6/2/2015	Continuing Screening Topsoil	D6T Cat Dozer	\$ 225.00	12	\$ 2,700.00
		400 Excavator	\$ 285.00	12	\$ 3,420.00
		966C Loader	\$ 160.00	12	\$ 1,920.00
6/3/2015	Continuing Screening Topsoil	D6T Cat Dozer	\$ 225.00	9.5	\$ 2,137.50
		400 Excavator	\$ 285.00	12	\$ 3,420.00
		966C Loader	\$ 160.00	9.5	\$ 1,520.00
6/4/2015	Continuing Screening Topsoil	D6T Cat Dozer	\$ 225.00	12	\$ 2,700.00
		400 Excavator	\$ 285.00	12	\$ 3,420.00
		966C Loader	\$ 160.00	12	\$ 1,920.00
6/5/2015	Continuing Screening Topsoil	D6T Cat Dozer	\$ 225.00	12	\$ 2,700.00
		400 Excavator	\$ 285.00	12	\$ 3,420.00
		966C Loader	\$ 160.00	12	\$ 1,920.00
6/8/2015	Continuing Screening Topsoil	D6T Cat Dozer	\$ 225.00	12	\$ 2,700.00
		400 Excavator	\$ 285.00	12.5	\$ 3,562.50
6/9/2015	Continuing Screening Topsoil	D6T Cat Dozer	\$ 225.00	12	\$ 2,700.00
		400 Excavator	\$ 285.00	12.5	\$ 3,562.50
6/10/2015	Continuing Screening Topsoil	D6T Cat Dozer	\$ 225.00	5	\$ 1,125.00
		400 Excavator	\$ 285.00	12.5	\$ 3,562.50
		966C Loader	\$ 160.00	12	\$ 1,920.00
6/11/2015	Continuing Screening Topsoil	D6T Cat Dozer	\$ 225.00	12.5	\$ 2,812.50
		400 Excavator	\$ 285.00	13	\$ 3,705.00
6/12/2015	Continuing Screening Topsoil	D6R Cat Dozer	\$ 200.00	12	\$ 2,400.00
		400 Excavator	\$ 285.00	12	\$ 3,420.00
6/15/2015	Continuing Screening Topsoil	D6R Cat Dozer	\$ 200.00	12	\$ 2,400.00
		400 Excavator	\$ 285.00	12	\$ 3,420.00
		966C Loader	\$ 160.00	12	\$ 1,920.00
6/16/2015	Continuing Screening Topsoil	D6R Cat Dozer	\$ 200.00	6	\$ 1,200.00
		400 Excavator	\$ 285.00	12	\$ 3,420.00
		966C Loader	\$ 160.00	12	\$ 1,920.00
6/18/2015	finished up the screening	Labor	\$ 85.00	6	\$ 510.00
	Hauled Screener back to rental Place	Lowboy	\$ 185.00	5	\$ 925.00
	Rental of Screener from Theco, Inc.				\$ 8,443.15
		Screening Costs			\$ 95,270.65

SAP 018-648-011 SAP 230-020-001	Minn. Proj. No. ()	CO No.	3
Project Location: Isle Drive / CSAH 48 Improvements			
Local Agency: Baxter, Minnesota		Local Project No.: 4096	
Contractor: RL Larson Excavating, Inc.		Contract No.	
Address/City/State/Zip: 2255 12 th Street SE, St Cloud, MN			
Total Change Order Amount \$ 22,740.00			

In accordance with the terms of this Contract, you are hereby authorized and instructed to perform the work as altered by the following provisions:

Item 165 – The County requested that a drainage flume be constructed at the end of the curb and gutter on westbound CSAH 48 in the northwest quadrant of the intersection. This was installed to insure that erosion does not occur where the storm water is coming off the gutter into the ditch section.

Item 166 – Six bike symbol pavement markings were added to the bike lanes on Isle Drive north of CSAH 48. These were included in the areas where the bike lane is between the right turn lane and the through lane of traffic.

Item 167 – The original plan provided a 3:1 slope adjacent to CSAH 48 behind the path in the southeast quadrant of the intersection. After the path was installed it was determined that a 4:1 slope should be graded to insure the slope can be maintained and so that the shading of the roundabout area was minimized. This required: clearing and grubbing additional trees; re-grading the slope from the intersection east to the new right-in/right-out driveway to the Johnson property, and; lowering a fiber optic line.

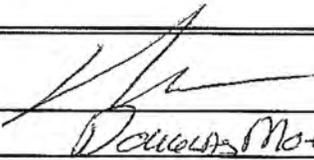
Item 168 – The contractor was requested to furnish and install posts for City installed signs at each Gate Valve and Manhole.

Estimate Of Cost:					
Item No.	Description	Unit	Unit Price	+ or – Quantity	+ or – Amount \$
165	CSAH 48 Drainage Flume	LS	\$1,265.00	1	\$1,265.00
166	Bike Symbol Pavement Markings	each	\$495.00	5	\$2,475.00
167	SE Quadrant Grading to 4:1 Slope	LS	\$17,080.00	1	\$17,080.00
168	F& I GV and MH Posts	Each	\$80.00	24	\$1,920.00
Net Change this Change Order					\$22,740.00

Approved by Project Engineer: Charles T Rickart Date: 12/29/2015
Print Name: Charles Rickart Phone: 612-360-1283

STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

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Approved by Contractor:  Date: 12/30/15
Print Name: Darrel Olson Phone: 320-654-0709

Approved by City of Baxter:
Utilities Commission _____ Date: _____
Print Name: _____ Phone: _____

Assistant City Administrator / City Clerk _____ Date: _____
Print Name: Kelly Steele Phone: _____

Mayor _____ Date: _____
Print Name: Darrel Olson Phone: _____

Distribution: Project Engineer (Original), Contractor (copy), DSAE (copy for funding review)

DSAE Portion: The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for: ___ Federal Funding ___ State Aid Funding ___ Local funds

District State Aid Engineer: _____ Date: _____

SAP 018-648-011 SAP 230-020-001	Minn. Proj. No. ()	CO No.	4
Project Location: Isle Drive / CSAH 48 Improvements			
Local Agency: Baxter, Minnesota		Local Project No.: 4096	
Contractor: RL Larson Excavating, Inc.		Contract No.	
Address/City/State/Zip: 2255 12 th Street SE, St Cloud, MN			
Total Change Order Amount \$ 47,680.00			

In accordance with the terms of this Contract, you are hereby authorized and instructed to perform the work as altered by the following provisions:

Item 169 – As a result of several factors the contractor was required to provide screening of the salvaged top soil on the project. As a result the contractor expended significant additional labor and equipment costs to insure the top soil was suitable for turf establishment and the ultimate mowing of the boulevard areas. These factors included:

1. The site was a wooded undisturbed area with extension root systems from the mature trees in the area.
2. A clearing contract was let previously to clear the 22 acre project area as required do to the Long Eared Bat requirements. This contract was not completed prior to the bidding of the current contract. The contractor did not assume the full extent of the impact the root and branch debris from the clearing was going to have on the salvable top soil. The contractor placed the top soil in two piles, one south of CSAH 48 and one north of CSAH 48. After review of these piles it was determined that the top soil would not be acceptable for placing in the boulevards areas. This required the screening of the top soil to remove this debris.

Item 170 – After the screening an excess pile of 1,280 CY's of top soil remains. This is currently the contractor's property. The contractor is requesting 220 CY's to complete their other projects in the Baxter area next spring. The remaining 1,060 CY's is available to be purchased by the City. Currently, the City purchases suitable top soil yearly for use in maintenance activities. Having this top soil stock piled and available will save time and cost for the City to purchase and haul next year.

The additional costs will be full compensation for: all additional grubbing costs including disposal of debris; screening top soil, and; placing of top soil on the project.

Estimate Of Cost:					
Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$
169	Screening Top Soil	Cu Yd	\$5	6,356	\$31,780.00
170	Top Soil Excess	Cu Yd	\$15	1,060	\$15,900.00
Net Change this Change Order					\$47,680.00

STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

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Approved by Project Engineer: Charles T Rickart Date: 12/29/2015
Print Name: Charles Rickart Phone: 612-360-1283

Approved by Contractor: [Signature] Date: 12/30/15
Print Name: Donalds Moew Phone: 320-1251-0705

Approved by City of Baxter:
Utilities Commission _____ Date: _____
Print Name: _____ Phone: _____

Assistant City Administrator / City Clerk _____ Date: _____
Print Name: Kelly Steele Phone: _____

Mayor _____ Date: _____
Print Name: Darrel Olson Phone: _____

Distribution: Project Engineer (Original), Contractor (copy), DSAE (copy for funding review)

DSAE Portion: The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for: Federal Funding State Aid Funding Local funds

District State Aid Engineer: _____ Date: _____



CITY OF BAXTER

13190 Memorywood Drive
 Baxter, MN 56425-2626
 Project 02037-09 - BAXTE - Isle Drive Improvements
 Final Pay Voucher No. 7

Contractor: R. L. Larson Excavating, Inc.
 2255 12th Street Southeast
 St. Cloud, MN 56301

Contract No.
 Vendor No.
 For Period: 10/27/2015 - 12/30/2015
 Warrant # _____ Date _____

Contract Amounts

Original Contract	\$4,395,409.26
Contract Changes	\$86,166.24
Revised Contract	\$4,481,575.50

Work Certified To Date

Base Bid Items	\$4,291,718.24
Backsheet	\$4,396.43
Change Order	\$81,274.81
Supplemental Agreement	\$0.00
Work Order	\$0.00
Material On Hand	\$0.00
Total	\$4,377,389.48

Funds Encumbered

Original	\$4,395,409.26
Additional	N/A
Total	\$4,395,409.26

	Work Certified This Pay Voucher	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Pay Voucher	Total Amount Paid To Date
02037-09	\$127,324.10	\$4,377,389.48	\$0.00	\$4,037,562.11	\$339,827.37	\$4,377,389.48
			Percent Retained: 0%			
Amount Paid This Final Pay Voucher					\$339,827.37	

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

Approved By WSB & Associates, Inc.

Approved By R. L. Larson Excavating, Inc.

Christina

[Signature]

December 30, 2015

Date

12/30/15

Date

Approved By City of Baxter - Utilities Commission

Approved By City of Baxter

Kelly Steele, Assistant City Administrator / City Clerk

Date

Date

Darrel Olson, Mayor

Date

02037-09 Payment Summary

No.	From Date	To Date	Work Certified Per Pay Voucher	Amount Retained Per Pay Voucher	Amount Paid Per Pay Voucher
1	05/01/2015	05/22/2015	\$176,315.00	\$8,815.75	\$167,499.25
2	05/23/2015	06/26/2015	\$1,125,951.50	\$56,297.58	\$1,069,653.92
3	06/27/2015	07/28/2015	\$1,195,169.98	\$59,758.49	\$1,135,411.49
4	07/29/2015	08/25/2015	\$542,010.58	\$27,100.53	\$514,910.05
5	08/26/2015	09/30/2015	\$934,493.06	\$46,724.66	\$887,768.40
6	10/01/2015	10/26/2015	\$276,125.26	\$13,806.26	\$262,319.00
7	10/27/2015	12/30/2015	\$127,324.10	(\$212,503.27)	\$339,827.37
Totals:			\$4,377,389.48	\$0.00	\$4,377,389.48

02037-09 Project Material Status

Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Pay Voucher	Amount This Pay Voucher	Quantity To Date	Amount To Date
Roadway									
1	2021.501	MOBILIZATION	LS	\$350,000.00	1	0	\$0.00	1	\$350,000.00
2	2031.501	FIELD OFFICE TYPE D-MODIFIED	EACH	\$11,000.00	1	0	\$0.00	1	\$11,000.00
3	2031.503	FIELD LABORATORY TYPE D	EACH	\$11,000.00	1	0	\$0.00	0	\$0.00
4	2101.502	CLEARING	TREE	\$300.00	28	0	\$0.00	221	\$66,300.00
5	2101.506	GRUBBING	ACRE	\$1,400.00	22	0	\$0.00	22	\$30,800.00
6	2101.507	GRUBBING	TREE	\$85.00	28	0	\$0.00	221	\$18,785.00
7	2104.501	REMOVE CONCRETE CURB AND GUTTER	L F	\$5.00	66	53	\$265.00	61	\$305.00
8	2104.501	REMOVE PIPE CULVERTS	L F	\$5.00	308	0	\$0.00	266	\$1,330.00
9	2104.503	REMOVE BITUMINOUS WALK (P)	S F	\$0.55	22900	0	\$0.00	22900	\$12,595.00
10	2104.505	REMOVE BITUMINOUS PAVEMENT (P)	SQ YD	\$1.05	14210	0	\$0.00	15138	\$15,894.90
11	2104.509	REMOVE SIGN TYPE C	EACH	\$30.00	35	0	\$0.00	35	\$1,050.00
12	2104.509	REMOVE SIGN TYPE SPECIAL	EACH	\$30.00	2	0	\$0.00	2	\$60.00
13	2104.509	REMOVE MAIL BOX SUPPORT	EACH	\$50.00	8	0	\$0.00	8	\$400.00
14	2104.513	SAWING BIT PAVEMENT (FULL DEPTH)	L F	\$3.50	433	0	\$0.00	424	\$1,484.00
15	2104.521	SALVAGE CHAIN LINK FENCE	L F	\$6.00	80	0	\$0.00	148	\$888.00
16	2104.523	SALVAGE EX HYDRANT AND VALVE	EACH	\$425.00	1	0	\$0.00	1	\$425.00
17	2104.601	RELOCATE CIVIL DEFENSE SIREN	LUMP SUM	\$1,800.00	1	0	\$0.00	1	\$1,800.00
18	2105.501	COMMON EXCAVATION (P)	C Y	\$8.00	20997	0	\$0.00	21173	\$169,384.00
19	2105.523	COMMON BORROW (CV)	C Y	\$0.01	13981	0	\$0.00	0	\$0.00
20	2105.601	DEWATERING	LUMP SUM	\$192,000.00	1	0	\$0.00	1	\$192,000.00
21	2105.604	POLYETHYLENE SHEET	S Y	\$30.00	94.1	0	\$0.00	142	\$4,260.00
22	2105.607	EXCAVATION	C Y	\$5.10	9629	0	\$0.00	9987.83	\$50,937.93

02037-09 Project Material Status

Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Pay Voucher	Amount This Pay Voucher	Quantity To Date	Amount To Date
		SPECIAL 1 (P)							
23	2105.607	EXCAVATION SPECIAL 2 (P)	CU YD	\$6.70	483	0	\$0.00	483	\$3,236.10
24	2105.607	EXCAVATION SPECIAL 3 (P)	CU YD	\$5.00	4190	0	\$0.00	4190	\$20,950.00
25	2105.607	EXCAVATION SPECIAL 4 (P)	CU YD	\$6.70	940	0	\$0.00	940	\$6,298.00
26	2112.501	SUBGRADE PREPARATION 6"-12" (P)	RDST	\$320.00	78	0	\$0.00	78	\$24,960.00
27	2118.501	AGGREGATE SURFACING CLASS 5	TON	\$25.00	200	72	\$1,800.00	72	\$1,800.00
28	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	\$110.00	58	0	\$0.00	18.5	\$2,035.00
29	2123.610	1.5 CU YD BACKHOE	HOURL	\$180.00	50	11.3	\$2,034.00	41.45	\$7,461.00
30	2130.501	WATER	MGAL	\$35.00	100	0	\$0.00	18	\$630.00
31	2211.503	AGGREGATE BASE (CV) CLASS 5 (P)	C Y	\$25.00	8853	0	\$0.00	9041	\$226,025.00
32	2301.504	CONCRETE PAVEMENT 7.0"	S Y	\$60.00	422	0	\$0.00	394.11	\$23,646.60
33	2360.501	TYPE SP 9.5 WEARING COURSE MIX (3,C)	TON	\$56.00	10206	6	\$336.00	9739.79	\$545,428.24
34	2501.515	12" RC PIPE APRON	EACH	\$500.00	4	0	\$0.00	2	\$1,000.00
35	2501.515	15" RC PIPE APRON	EACH	\$510.00	4	0	\$0.00	5	\$2,550.00
36	2501.515	18" RC PIPE APRON	EACH	\$600.00	3	0	\$0.00	5	\$3,000.00
37	2501.515	24" RC PIPE APRON	EACH	\$650.00	3	0	\$0.00	3	\$1,950.00
38	2501.567	12" RC SAFETY APRON & GRATE DES 3128	EACH	\$625.00	1	0	\$0.00	1	\$625.00
39	2501.567	15" RC SAFETY APRON & GRATE DES 3128	EACH	\$650.00	1	0	\$0.00	1	\$650.00
40	2501.602	TRASH GUARD FOR 12" PIPE APRON	EACH	\$150.00	4	0	\$0.00	2	\$300.00
41	2501.602	TRASH GUARD FOR 15" PIPE APRON	EACH	\$175.00	4	0	\$0.00	5	\$875.00
		TRASH GUARD							

02037-09 Project Material Status

Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Pay Voucher	Amount This Pay Voucher	Quantity To Date	Amount To Date
42	2501.602	FOR 18" PIPE APRON	EACH	\$200.00	3	0	\$0.00	5	\$1,000.00
43	2501.602	TRASH GUARD FOR 24" PIPE APRON	EACH	\$300.00	3	0	\$0.00	3	\$900.00
44	2503.541	12" RC PIPE SEWER DES 3006 CL V	L F	\$27.00	1341	1	\$27.00	1352	\$36,504.00
45	2503.541	15" RC PIPE SEWER DES 3006 CL V	L F	\$29.00	1977	13	\$377.00	1989	\$57,681.00
46	2503.541	18" RC PIPE SEWER DES 3006 CL V	L F	\$32.00	1679	18	\$576.00	1833	\$58,656.00
47	2503.541	24" RC PIPE SEWER DES 3006 CL III	L F	\$36.00	852	0	\$0.00	853	\$30,708.00
48	2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	\$1,000.00	2	0	\$0.00	2	\$2,000.00
49	2503.603	CLEAN AND VIDEO TAPE PIPE SEWER - MAINLINE	LIN FT	\$1.10	6659	1005.74	\$1,106.31	7009	\$7,709.90
50	2503.603	CLEAN AND VIDEO TAPE PIPE SEWER - SERVICE	LIN FT	\$1.10	657	0	\$0.00	611.2	\$672.32
51	2504.601	TRACER WIRE SYSTEM	LUMP SUM	\$10,000.00	1	0	\$0.00	1	\$10,000.00
52	2504.602	CONNECT TO EXISTING WATER MAIN	EACH	\$450.00	3	0	\$0.00	3	\$1,350.00
53	2506.501	CONST DRAINAGE STRUCTURE DESIGN H	L F	\$340.00	54	14.36	\$4,882.40	55.66	\$18,924.40
54	2506.501	CONST DRAINAGE STRUCTURE DES 48-4020	L F	\$285.00	210	44.27	\$12,616.95	215.57	\$61,437.45
55	2506.501	CONST DRAINAGE STRUCTURE DES 60-4020	L F	\$545.00	11	1.88	\$1,024.60	10.58	\$5,766.10
56	2506.502	CONST DRAINAGE STRUCTURE DESIGN SPEC 1	EACH	\$6,000.00	3	0	\$0.00	3	\$18,000.00
		CASTING							

02037-09 Project Material Status

Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Pay Voucher	Amount This Pay Voucher	Quantity To Date	Amount To Date
57	2506.516	ASSEMBLY	EACH	\$500.00	58	1	\$500.00	61	\$30,500.00
58	2511.501	RANDOM RIPRAP CLASS III	C Y	\$65.00	141	0	\$0.00	141	\$9,165.00
59	2511.515	GEOTEXTILE FILTER TYPE IV	SQ YD	\$2.00	363	0	\$0.00	407	\$814.00
60	2521.501	4" CONCRETE WALK	S F	\$4.60	15708	0	\$0.00	13163	\$60,549.80
61	2521.501	6" CONCRETE WALK	S F	\$5.90	8190	0	\$0.00	6630	\$39,117.00
62	2521.501	8" CONCRETE WALK	S F	\$7.10	2139	0	\$0.00	2013	\$14,292.30
63	2521.511	2" BITUMINOUS WALK	S F	\$1.50	74445	0	\$0.00	77279	\$115,918.50
64	2531.501	CONCRETE CURB & GUTTER DESIGN B424	L F	\$14.50	1929	0	\$0.00	1756.56	\$25,470.12
65	2531.501	CONCRETE CURB & GUTTER DESIGN B612	L F	\$15.00	271	0	\$0.00	260	\$3,900.00
66	2531.501	CONCRETE CURB & GUTTER DESIGN B624	L F	\$13.00	12551	0	\$0.00	13016.2	\$169,210.60
67	2531.501	CONCRETE CURB & GUTTER DESIGN S524	L F	\$16.00	356	0	\$0.00	341	\$5,456.00
68	2531.618	TRUNCATED DOMES	S F	\$31.00	2087	0	\$0.00	743	\$23,033.00
69	2533.507	PORTABLE PRECAST CONCR BARRIER DES 8337	L F	\$18.00	664	0	\$0.00	0	\$0.00
70	2540.602	MAIL BOX SUPPORT	EACH	\$150.00	8	0	\$0.00	8	\$1,200.00
71	2545.511	LIGHTING UNIT TYPE 9-40	EACH	\$1,800.00	33	0	\$0.00	33	\$59,400.00
72	2545.513	LUMINAIRE (LED)	EACH	\$550.00	33	0	\$0.00	33	\$18,150.00
73	2545.515	LIGHT FOUNDATION DESIGN E	EACH	\$650.00	33	0	\$0.00	33	\$21,450.00
74	2545.523	2" NON-METALLIC CONDUIT	L F	\$4.50	4800	0	\$0.00	4800	\$21,600.00
75	2545.523	3" NON-METALLIC CONDUIT	L F	\$6.50	1440	0	\$0.00	450	\$2,925.00
		4" NON-							

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Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Pay Voucher	Amount This Pay Voucher	Quantity To Date	Amount To Date
76	2545.523	METALLIC CONDUIT	L F	\$10.00	150	0	\$0.00	92	\$920.00
77	2545.531	UNDERGROUND WIRE 1 COND NO 6	L F	\$1.00	27600	3370	\$3,370.00	28210	\$28,210.00
78	2545.541	SERVICE CABINET -TYPE L1 (MOD)	EACH	\$4,250.00	2	0	\$0.00	2	\$8,500.00
79	2545.544	SERVICE EQUIPMENT	EACH	\$1,750.00	2	0	\$0.00	2	\$3,500.00
80	2545.545	EQUIPMENT PAD B	EACH	\$800.00	2	0	\$0.00	2	\$1,600.00
81	2545.602	INSTALL HANDHOLE	EACH	\$900.00	4	0	\$0.00	4	\$3,600.00
82	2550.601	ELECTRICAL SERVICE	LS	\$18,000.00	1	0	\$0.00	1	\$18,000.00
83	2554.505	PERMANENT BARRICADES	L F	\$30.00	144	0	\$0.00	72	\$2,160.00
84	2554.509	GUIDE POST TYPE B	EACH	\$42.00	19	0	\$0.00	21	\$882.00
85	2554.615	IMPACT ATTENUATOR	AMBY	\$2,450.00	4	0	\$0.00	0	\$0.00
86	2554.615	RELOCATE IMPACT ATTENUATOR	AMBY	\$550.00	1	0	\$0.00	0	\$0.00
87	2557.501	WIRE FENCE DESIGN 72-9322	L F	\$150.00	40	0	\$0.00	64	\$9,600.00
88	2557.517	VEHICULAR GATE-DOUBLE	EACH	\$2,800.00	1	0	\$0.00	1	\$2,800.00
89	2557.603	INSTALL SALVAGED FENCE	L F	\$26.00	80	0	\$0.00	148	\$3,848.00
90	2563.601	TRAFFIC CONTROL	LS	\$13,500.00	1	0	\$0.00	1	\$13,500.00
91	2563.602	MEDIAN BARRIER DELINEATOR	EACH	\$15.00	22	0	\$0.00	0	\$0.00
92	2564.531	SIGN PANELS TYPE SPECIAL	S F	\$36.00	12	8.26	\$297.36	14.26	\$513.36
93	2564.531	SIGN PANELS TYPE C	S F	\$32.00	596	32.55	\$1,041.60	567.14	\$18,148.48
94	2564.531	SIGN PANELS TYPE D	S F	\$36.00	185	0	\$0.00	184.6	\$6,645.60
95	2564.552	HAZARD MARKER X4-2	EACH	\$70.00	10	0	\$0.00	7	\$490.00
96	2565.616	PEDESTRIAN CROSSWALK FLASHER SYSTEM	SYS	\$7,500.00	2	2	\$15,000.00	2	\$15,000.00

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Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Pay Voucher	Amount This Pay Voucher	Quantity To Date	Amount To Date
97	2571.501	CONIFEROUS TREE 2' HT CONT	TREE	\$130.00	40	0	\$0.00	55	\$7,150.00
98	2571.501	CONIFEROUS TREE 3.5' HT CONT	TREE	\$180.00	50	0	\$0.00	80	\$14,400.00
99	2572.505	PRUNE TREES	HOUR	\$185.00	5	0	\$0.00	2	\$370.00
100	2573.502	SILT FENCE, TYPE MS	L F	\$2.25	13277	0	\$0.00	9107	\$20,490.75
101	2573.530	STORM DRAIN INLET PROTECTION	EACH	\$130.00	54	0	\$0.00	52	\$6,760.00
102	2573.533	SEDIMENT CONTROL LOG TYPE COMPOST	L F	\$3.10	1665	0	\$0.00	240	\$744.00
103	2573.535	STABILIZED CONSTRUCTION EXIT	LS	\$5,000.00	1	0	\$0.00	0	\$0.00
104	2573.550	EROSION CONTROL SUPERVISOR	LS	\$2,500.00	1	0.25	\$625.00	1	\$2,500.00
105	2573.561	CULVERT END CONTROLS	LS	\$1,400.00	1	0	\$0.00	0	\$0.00
106	2574.508	FERTILIZER TYPE 3	LB	\$1.05	7261	0	\$0.00	4750	\$4,987.50
107	2574.508	FERTILIZER TYPE 4	LB	\$1.05	237	0	\$0.00	300	\$315.00
108	2574.525	COMMON TOPSOIL BORROW	C Y	\$0.01	1000	0	\$0.00	0	\$0.00
109	2575.501	SEEDING	ACRE	\$260.00	23.9	0	\$0.00	22	\$5,720.00
110	2575.502	SEED MIXTURE 25-121	LB	\$4.35	624	0	\$0.00	1212.02	\$5,272.29
111	2575.502	SEED MIXTURE 25-131	LB	\$2.65	4391	24.85	\$65.85	1551	\$4,110.15
112	2575.502	SEED MIXTURE 35-241	LB	\$21.50	190	0	\$0.00	48	\$1,032.00
113	2575.523	EROSION CONTROL BLANKETS CATEGORY 3	S Y	\$1.60	70257	161	\$257.60	85743	\$137,188.80
114	2575.562	HYDRAULIC MATRIX TYPE MULCH	LB	\$0.90	20370	0	\$0.00	9450	\$8,505.00
115	2575.571	RAPID STABILIZATION METHOD 3	MGAL	\$400.00	126.2	0	\$0.00	0	\$0.00
116	2580.601	INTERIM PAVEMENT	LS	\$2,500.00	1	0	\$0.00	0	\$0.00

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Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Pay Voucher	Amount This Pay Voucher	Quantity To Date	Amount To Date
		MARKING							
117	2582.501	PAVT MSSG (LT ARROW) POLY PREF	EACH	\$370.00	9	0	\$0.00	9	\$3,330.00
118	2582.501	PAVT MSSG (RT ARROW) POLY PREF	EACH	\$370.00	18	0	\$0.00	14	\$5,180.00
119	2582.501	PAVT MSSG (LT-THRU ARROW) POLY PREF	EACH	\$580.00	8	0	\$0.00	6	\$3,480.00
120	2582.502	4" SOLID LINE WHITE-EPOXY	L F	\$0.60	11894	0	\$0.00	10531	\$6,318.60
121	2582.502	8" SOLID LINE WHITE-EPOXY	L F	\$6.50	1984	0	\$0.00	1029	\$6,688.50
122	2582.502	4" BROKEN LINE WHITE-EPOXY	L F	\$0.40	1449	0	\$0.00	291	\$116.40
123	2582.502	4" SOLID LINE YELLOW-EPOXY	L F	\$0.60	247	0	\$0.00	98	\$58.80
124	2582.502	24" SOLID LINE YELLOW-EPOXY	L F	\$14.00	716	0	\$0.00	772	\$10,808.00
125	2582.502	4" BROKEN LINE YELLOW-EPOXY	L F	\$0.40	247	0	\$0.00	0	\$0.00
126	2582.502	4" DOUBLE SOLID LINE YELLOW-EPOXY	L F	\$1.25	7101	0	\$0.00	7797	\$9,746.25
127	2582.503	CROSSWALK MARKING-POLY PREFORM	S F	\$16.50	893	0	\$0.00	900	\$14,850.00
128	2600.4D	INSULATION (4'X8'X2" THICK)	SQ YD	\$25.00	64	0	\$0.00	7	\$175.00
129	2611.4A	16" PVC WATERMAIN PIPE	LIN FT	\$40.00	1636	0	\$0.00	1632	\$65,280.00
130	2611.4A	6" PVC WATERMAIN PIPE	LIN FT	\$17.00	404	0	\$0.00	469	\$7,973.00
131	2611.4A	8" PVC WATERMAIN PIPE	LIN FT	\$20.00	2357	0	\$0.00	2208	\$44,160.00
132	2611.4A	10" PVC WATERMAIN PIPE	LIN FT	\$24.00	160	0	\$0.00	157	\$3,768.00
133	2611.4A	18" PVC WATERMAIN PIPE	LIN FT	\$50.00	5870	0	\$0.00	5876	\$293,800.00
134	2611.4A	1" POLYETHYLENE SERVICE PIPE	LIN FT	\$6.00	537	0	\$0.00	517	\$3,102.00
		2"							

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Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Pay Voucher	Amount This Pay Voucher	Quantity To Date	Amount To Date
135	2611.4A	POLYETHYLENE SERVICE PIPE	LIN FT	\$14.00	85	0	\$0.00	100	\$1,400.00
136	2611.4B	6" GATE VALVE & BOX w/ ADAPTOR	EACH	\$1,300.00	18	0	\$0.00	19	\$24,700.00
137	2611.4B	8" GATE VALVE & BOX w/ ADAPTOR	EACH	\$1,755.00	13	0	\$0.00	14	\$24,570.00
138	2611.4B	16" BUTTERFLY VALVE & BOX w/ ADAPTOR	EACH	\$3,500.00	3	0	\$0.00	3	\$10,500.00
139	2611.4B	18" BUTTERFLY VALVE & BOX w/ ADAPTOR	EACH	\$4,300.00	6	0	\$0.00	6	\$25,800.00
140	2611.4B	10" GATE VALVE & BOX w/ ADAPTOR	EACH	\$2,525.00	1	0	\$0.00	1	\$2,525.00
141	2611.4C	1" CORPORATION STOP & SADDLE	EACH	\$625.00	8	0	\$0.00	8	\$5,000.00
142	2611.4C	2" CORPORATION STOP & SADDLE	EACH	\$675.00	1	0	\$0.00	1	\$675.00
143	2611.4D	1" CURB STOP & BOX	EACH	\$655.00	8	0	\$0.00	8	\$5,240.00
144	2611.4E	HYDRANT	EACH	\$3,850.00	17	0	\$0.00	18	\$69,300.00
145	2611.4I	DUCTILE IRON WATERMAIN FITTINGS	POUND	\$2.60	24160	1485	\$3,861.00	23365	\$60,749.00
146	2611.4J	GATE VALVE BOX & ADAPTOR	EACH	\$500.00	1	0	\$0.00	1	\$500.00
147	2621.4A	4" FORCEMAIN	LIN FT	\$13.50	1432	0	\$0.00	1363	\$18,400.50
148	2621.4A	8" PVC FORCEMAIN	LIN FT	\$22.50	422	0	\$0.00	422	\$9,495.00
149	2621.4A	8" DIP SEWER PIPE	LIN FT	\$66.00	60	0	\$0.00	60	\$3,960.00
150	2621.4A	8" PVC SEWER PIPE (SDR 26)	LIN FT	\$26.00	2709	0	\$0.00	2914	\$75,764.00
151	2621.4A	10" DIP SEWER PIPE	LIN FT	\$61.00	58	0	\$0.00	59	\$3,599.00
152	2621.4A	10" PVC SEWER PIPE (SDR 26)	LIN FT	\$28.00	3832	0	\$0.00	3643	\$102,004.00
153	2621.4B	SANITARY SEWER LIFT STATION	LUMP SUM	\$145,000.00	1	0	\$0.00	1	\$145,000.00
154	2621.4B	SANITARY SEWER MANHOLE, MnDOT DESIGN	EACH	\$2,530.00	31	0	\$0.00	31	\$78,430.00

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Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Pay Voucher	Amount This Pay Voucher	Quantity To Date	Amount To Date
		4007C							
155	2621.4B	MANHOLE EXCESS DEPTH	LIN FT	\$100.00	213	24.44	\$2,444.00	238.44	\$23,844.00
156	2621.4D	8" OUTSIDE DROP CONNECTION	LIN FT	\$400.00	15.46	0	\$0.00	21.54	\$8,616.00
157	2621.4D	10" OUTSIDE DROP CONNECTION	LIN FT	\$300.00	16	0	\$0.00	16	\$4,800.00
158	2621.4F	4" PVC SERVICE PIPE (SCH 40)	LIN FT	\$15.00	537	0	\$0.00	590	\$8,850.00
159	2621.4F	4" PVC CLEAN OUT RISER (SCH 40)	LIN FT	\$6.00	120	0	\$0.00	115	\$690.00
160	2621.4G	8" X 4" PVC WYE	EACH	\$500.00	8	0	\$0.00	8	\$4,000.00
161	2621.4H	4" CLEANOUT CASTING	EACH	\$215.00	4	0	\$0.00	2	\$430.00
Totals For Section Roadway:							\$52,507.67		\$4,291,718.24
Backsheet 1									
172	2380.501	TYPE 9.5 WEARING COURSE MIX (3.C) INCENTIVE	LS	\$4,396.43	1	1	\$4,396.43	1	\$4,396.43
Totals For Backsheet 1:							\$4,396.43		\$4,396.43
Change Order 1									
162	98414	POWER SWITCHES	LS	\$7,241.81	1	0	\$0.00	1	\$7,241.81
163	98415	DRIVEWAY REMOVAL	LS	\$1,505.00	1	0	\$0.00	1	\$1,505.00
164	98416	SPRINKLER AND SOD	LS	\$1,408.00	1	0	\$0.00	1	\$1,408.00
165	98418	TRAFFIC CONTROL BOULDERS	EACH	\$100.00	7	0	\$0.00	7	\$700.00
Totals For Change Order 1:							\$0.00		\$10,854.81
Change Order 3									
166	98655	CSAH 48 Drainage Flume	LS	\$1,265.00	1	1	\$1,265.00	1	\$1,265.00
167	2582.501	PAVT MSSG (BIKE SYMBOL) POLY PREF-GR IN	EACH	\$495.00	6	5	\$2,475.00	5	\$2,475.00
168	2105.601	GRADING	LS	\$17,080.00	1	1	\$17,080.00	1	\$17,080.00
169	98656	F & I GV and MH Posts	EA	\$80.00	24	24	\$1,920.00	24	\$1,920.00
Totals For Change Order 3:							\$22,740.00		\$22,740.00
Change Order 4									

02037-09 Project Material Status

Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Pay Voucher	Amount This Pay Voucher	Quantity To Date	Amount To Date
170	98658	SCREENING TOP SOIL	C Y	\$5.00	6356	6356	\$31,780.00	6356	\$31,780.00
171	98659	TOP SOIL EXCESS	C Y	\$15.00	1060	1060	\$15,900.00	1060	\$15,900.00
Totals For Change Order 4:							\$47,680.00		\$47,680.00
Project Totals:							\$127,324.10		\$4,377,389.48

02037-09 Material On Hand Balance

Line	Item	Date	Added	Used	Remaining
71	2545.511 LIGHTING UNIT TYPE 9-40	7/28/2015	24 EACH \$41,528.36	24 EACH \$41,528.36	0 EACH \$0.00
73	2545.515 LIGHT FOUNDATION DESIGN E	7/28/2015	22 EACH \$13,819.16	22 EACH \$13,819.16	0 EACH \$0.00
74	2545.523 2" NON-METALLIC CONDUIT	7/28/2015	1136 L F \$5,111.45	1136 L F \$5,111.45	0 L F \$0.00
75	2545.523 3" NON-METALLIC CONDUIT	7/28/2015	399 L F \$2,591.63	399 L F \$2,591.63	0 L F \$0.00
76	2545.523 4" NON-METALLIC CONDUIT	7/28/2015	43 L F \$425.73	43 L F \$425.73	0 L F \$0.00
77	2545.531 UNDERGROUND WIRE 1 COND NO 6	7/28/2015	142 L F \$141.54	142 L F \$141.54	0 L F \$0.00
79	2545.544 SERVICE EQUIPMENT	7/28/2015	0.26 EACH \$440.71	0.26 EACH \$440.71	0 EACH \$0.00
Material On Hand Total Amounts:			\$64,058.58	\$64,058.58	\$0.00

02037-09 Contract Changes

No.	Type	Date	Explanation	Estimated Amount	Amount Paid To Date
CO1	Change Order	9/30/2015	Please see the attached detailed Change Order and contractor invoices.	\$10,854.81	\$10,854.81
CO2	Change Order	10/13/2015	Please see attached detailed Change Order No. 2 and letters from R.L. Larson Excavating, Inc.	\$0.00	\$0.00
CO3	Change Order	12/23/2015	Please see attached detailed Change Order No. 3.	\$23,235.00	\$22,740.00
CO4	Change Order	12/23/2015	Please see attached detailed Change Order No. 4.	\$47,680.00	\$47,680.00
BK1	Backsheet	12/23/2015	Please see attached detailed Plant Mixed Asphalt Pavement Density Incentive/Disincentive Worksheet.	\$4,396.43	\$4,396.43
Contract Change Totals:				\$86,166.24	\$85,671.24



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MEMORANDUM

TO: Honorable Mayor and City Council and Utilities Commission
c/o Trevor Walter, Gordon Heitke
City of Baxter, Minnesota

FROM: Scott Hedlund, PE

DATE: December 30, 2015

RE: 2015 Mill and Overlay Project
Monthly Project Status Update
SEH No. BAXTE 131772 20.00

A. The following is an update on the status of the various work tasks on the project:

- Pre-Construction
 - Preconstruction conference was held at 1:00 pm on Friday, August 7, 2015 at City Hall.
 - City Council awarded the construction contract on Monday, August 10, 2015
 - A public information meeting with property owners and Anderson Brothers was held at 5:00pm on August 10, 2015 at City Hall.

- Construction
 - Construction started August 17, 2015 in the Glory Road, Elder Drive, Foley Road area of the project.
 - Glory Road, Elder Drive, Foley Road
 - Glory Road east of Isle Drive, Foley Road, and Elder Drive are substantially complete.
 - Reclaiming and paving in the Glory Road/Isle Drive intersection has been postponed to the spring of 2016 due to cold weather paving considerations.
 - Change Order No. 1 changed the project Substantial and Final Completion Dates to May 27, 2016 (which is the Thursday before Memorial Day weekend).
 - Dellwood Drive, Fairview Road
 - This area of the project is substantially complete.
 - Edgewood Drive
 - Edgewood Drive south of Clearwater Road is substantially complete.
 - Reclaiming and paving on Edgewood Drive north of Clearwater Road has been postponed to the spring of 2016 due to cold weather paving considerations.
 - Change Order No. 1 changed the project Substantial and Final Completion Dates to May 27, 2016 (which is the Thursday before Memorial Day weekend).
 - A "final" walk through with City Staff, SEH, and the Contractor occurred November 2, 2015.
 - There are a few punch list items that will need to get addressed in the spring of 2016.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 416 South 6th Street, Suite 200, Brainerd, MN 56401-3540

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- No area-specific project acceptance and corresponding start of the project warranty period is proposed at this time.
 - The "final final" project walk through will occur in the spring of 2016 after the remaining reclaiming, paving, and striping work is completed.
- All work for 2015 ended the week of November 2nd.
- Reclaiming and paving operations for Edgewood Drive north of Clearwater Road and at the Glory Road/Isle Drive intersection are planned to resume and be completed in May 2016 depending on the weather.
 - It is likely that the Glory Road/Isle Drive intersection will need be closed for 2 to 3 days to expedite completion of the project in that intersection.
 - Posted detour routes, public service announcements, and property owner notifications will occur in advance of any closures.

B. The following is an update on the status of the project budget:

- Total project budget:
 - i. Based on the final assessments and low bid results, the total project budget is \$2.5M.
- Consultant budget:
 - i. There is a proposed fee amendment planned to be on the January 6, 2016 Utilities Commission and January 19, 2016 City Council agendas for approval for construction materials testing services provided by Braun Intertec as a subconsultant to SEH in the amount of \$25,137.
 - 1. There is a separate memo related to and sent with the fee amendment request with further background and explanation.

c: Kelly Steele, Jeremy Vacinek, Gordon Heitke – City of Baxter

sh

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MEMORANDUM

TO: Honorable Mayor and City Council and Utilities Commission
c/o Trevor Walter
City of Baxter, Minnesota

FROM: Scott Hedlund, PE

DATE: December 8, 2015

RE: 2015 Mill and Overlay Project
Testing Services Fee Increase Request
SEH No. BAXTE 131772 14

The construction materials testing services provided by Braun Intertec as a subconsultant to SEH have overrun (and are projected to overrun further prior to project completion in 2016), primarily due to project concrete work. We are requesting a fee increase of \$25,137 to cover the increased testing costs.

In November, in conjunction with Change Order No. 1 for concrete curb and gutter overruns, the summary of projected final project costs below was presented:

Construction:	\$2,240,000
Engineering:	\$ 205,000
<u>Contingency, Admin, Legal, Miscellaneous:</u>	<u>\$ 45,000</u>
Total:	\$2,490,000

After Change Order No. 1 was approved, I received an invoice from Braun for \$38,995.75.

Below is a summary of Braun's budget:

Braun's original budget:	\$31,895
Braun total invoiced to date:	\$46,630
<u>Braun's projected final cost:</u>	<u>\$57,032</u>
Total Increase:	\$25,137

The original testing budget and amended budget from Braun Intertec are attached. The original budget didn't include concrete testing and was primarily based on mill and overlay construction.

Based on the new Braun information, the updated summary of projected final project costs is below:

Construction:	\$2,240,000
Engineering:	\$ 205,000
Testing increased costs:	\$ 25,000
<u>Contingency, Admin, Legal, Miscellaneous:</u>	<u>\$ 45,000</u>
Total:	\$2,515,000

The total project cost estimated for final assessments was \$2,542,385.

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2015 Mill and Overlay Project
December 8, 2015
Page 2

Thank you for your consideration.

sh/mrb

Attachments

c: Kelly Steele, City of Baxter
Jeremy Vacinek, City of Baxter
Gordon Heitke, City of Baxter

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The Science You Build On.

Project Proposal

QTB016597

2015 Mill & Overlay / FDR Project

Client: Short Elliott Hendrickson Scott Hedlund 416 South 6th Street Suite 200 Brainerd, MN 56401	Work Site Address: Various Streets City of Baxter Baxter, MN 56425	Service Description: Construction Materials Testing
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Project Aaron Tast

	Description	Quantity	Units	Unit Price	Extension
Phase 1	MnDOT Testing				
Activity 1.1	Soil Testing / FDR				\$1,999.00
217	Compaction Testing - Sandcone & DCP	10.00	Hour	74.00	\$740.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Site Grading	2.00	Trips	5.00	10.00
1861	CMT Trip Charge	2.00	Each	105.00	\$210.00
1530	Asphalt Content (ASTM D 2172/6307), per sample	1.00	Each	145.00	\$145.00
209	Sample pick-up	6.00	Hour	74.00	\$444.00
1162	Sieve analysis with 200 wash (ASTM C 136 and C 117), per sam	2.00	Each	125.00	\$250.00
1861	CMT Trip Charge	2.00	Each	105.00	\$210.00
Activity 1.2	Pavement Testing / Mill & Overlay				\$27,896.00
1530	Asphalt Content (ASTM D 2172/6307), per sample	14.00	Each	140.00	\$1,960.00
1532	Extracted aggregate gradation (ASTM D 5444), per sample	14.00	Each	100.00	\$1,400.00
221	Bituminous Coring	22.00	Hour	98.00	\$2,156.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Mark & Observe Contractor Coring & Testing	4.00	Trips	5.50	22.00
1542	Thickness and density of pavement core (ASTM D 2726)	50.00	Each	50.00	\$2,500.00
222	Bituminous Verification Testing	126.00	Hour	98.00	\$12,348.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Bituminous Plant Monitoring	14.00	Trips	9.00	126.00
1528	Rice specific gravity (ASTM D 2041), per sample	14.00	Each	77.00	\$1,078.00
1705	Fine Aggregate Angularity (ASTM C1252), per sample	14.00	Each	74.00	\$1,036.00
1568	Gyratory gravity (AASHTO T312), per sample	14.00	Each	175.00	\$2,450.00
1688	Percent crushed (ASTM D5821), per sample	14.00	Each	77.00	\$1,078.00
1861	CMT Trip Charge	4.00	Each	105.00	\$420.00
1861	CMT Trip Charge	14.00	Each	105.00	\$1,470.00
Activity 1.3	Project Management				\$2,000.00
226	Project Manager	8.00	Hour	150.00	\$1,200.00
1230	DOT Final Report	1.00	Each	500.00	\$500.00
238	Project Assistant	4.00	Hour	75.00	\$300.00
	Phase 1 Total:				\$31,895.00

Proposal Total:	\$31,895.00
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The Science You Build On.

Project WBS Forecast Summary

B1507697

2015 Mill & Overlay / FDR Project

Client:

Short Elliott Hendrickson, Inc
 Scott Hedlund
 416 South 6th Street, Suite 200
 Brainerd, MN 56401

Work Site Address

Various Streets
 City of Baxter
 Baxter, MN 56425

Service Description:

Construction Materials Testing
 City of Baxter

Project Manager: Aaron Tast

	Description	Quantity	Units	Unit Price	Extension
Phase 1	1 - CMT				
Activity 1.1	1.1 - Soils / FDR Testing				\$5,214.00
207	Compaction Testing - Nuclear	8.00	Hour	74.00	\$592.00
1308	Nuclear moisture-density meter charge, per hour	8.00	Each	21.00	\$168.00
1861	CMT Trip Charge	2.00	Each	100.00	\$200.00
217	Compaction Testing - Sandcone & DCP	28.00	Hour	74.00	\$2,072.00
1861	CMT Trip Charge	5.00	Each	100.00	\$500.00
209	Sample pick-up	8.00	Hour	74.00	\$592.00
1318	Standard Proctor Test(ASTM D 698)	2.00	Each	170.00	\$340.00
1162	Sieve analysis with 200 wash (ASTM C 136 and C 117), per sam	6.00	Each	125.00	\$750.00
Activity 1.2	1.2 - Concrete Testing				\$14,896.00
261	Concrete Testing	135.00	Hour	74.00	\$9,990.00
278	Concrete Cylinder Pick up	15.00	Hour	74.00	\$1,110.00
1861	CMT Trip Charge	15.00	Each	100.00	\$1,500.00
1369	Compressive strength of 4 x 8" concrete cylinders (ASTM C 39	82.00	Each	28.00	\$2,296.00
Activity 1.3	1.3 - Pavement Testing				\$32,747.00
1530	Asphalt Content (ASTM D 2172/6307), per sample	19.00	Each	140.00	\$2,660.00
1532	Extracted aggregate gradation (ASTM D 5444), per sample	19.00	Each	100.00	\$1,900.00
221	Bituminous Coring	30.00	Hour	98.00	\$2,940.00
1861	CMT Trip Charge	6.00	Each	100.00	\$600.00
1542	Thickness and density of pavement core (ASTM D 2726)	45.00	Each	50.00	\$2,250.00
222	Bituminous Verification Testing	130.00	Hour	98.00	\$12,740.00
1861	CMT Trip Charge	20.00	Each	100.00	\$2,000.00
1528	Rice specific gravity (ASTM D 2041), per sample	19.00	Each	77.00	\$1,463.00
1705	Fine Aggregate Angularity (ASTM C1252), per sample	19.00	Each	74.00	\$1,406.00
1568	Gyratory gravity (AASHTO T312), per sample	19.00	Each	175.00	\$3,325.00
1688	Percent crushed (ASTM D5821), per sample	19.00	Each	77.00	\$1,463.00
Activity 1.4	1.4 - Project Management				\$4,175.00
226	Project Manager	20.00	Hour	150.00	\$3,000.00
1230	Final Report	1.00	Each	800.00	\$800.00
238	Project Assistant	5.00	Hour	75.00	\$375.00
	Phase 1 Total:				\$57,032.00
	Project Total:				\$57,032.00

**SHORT ELLIOTT HENDRICKSON INC.
Agreement for Professional Services**

This Agreement is effective as of December 8, 2015, between City of Baxter, Minnesota (Client) and Short Elliott Hendrickson Inc. (Consultant).

This Agreement authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: 2015 Mill and Overlay Project – Fee Increase

Client's Authorized Representative: Trevor Walter, City Engineer
Address: 13190 Memorywood Drive, PO Box 2626
Baxter, MN 56425
Telephone: 218.454.5110 email: twalter@baxtermn.gov

Project Manager: Scott Hedlund
Address: 416 South 6th Street, Suite 200
Brainerd, MN 56401
Telephone: 218.855.1705 email: shedlund@sehinc.com

Scope: The Basic Services to be provided by Consultant as set forth herein is provided subject to the attached General Conditions of the Agreement for Professional Services (General Conditions Rev. 08.03.11), which is incorporated by reference herein and subject to Exhibits attached to this Agreement.

Additional construction materials testing services per SEH memo to the City dated 12/8/15.

RPR services will be provided in accordance with attached Exhibit B.

Schedule: Schedule per the construction Bidding Documents. Factors beyond SEH's control could alter the schedule.

Payment: The estimated fee increase is subject to a not-to-exceed amount of **\$25,137.00** including expenses and equipment.

The previously approved fee is hourly estimated to be \$204,673. Including the above \$25,137.00 fee increase, the total fee is hourly estimated to be \$229,810.00, including expenses and equipment. The estimated total fee is subject to a not-to-exceed amount of **\$229,810.00** including expenses and equipment.

The payment method, basis, frequency and other special conditions are set forth in attached **Exhibit A-1**.

This Agreement for Professional Services, attached General Conditions, Exhibits and any Attachments (collectively referred to as the "Agreement") supersedes all prior contemporaneous oral or written agreements and represents the entire understanding between Client and Consultant with respect to the services to be provided by Consultant hereunder. In the event of a conflict between the documents, this document and the attached General Conditions shall take precedence over all other Exhibits unless noted below under "Other Terms and Conditions". The Agreement for Professional Services and the General Conditions (including scope, schedule, fee and signatures) shall take precedence over attached Exhibits. This Agreement may not be amended except by written agreement signed by the authorized representatives of each party.

Other Terms and Conditions: Other or additional terms contrary to the General Conditions that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

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Short Elliott Hendrickson Inc.

City of Baxter, Minnesota

By: Scott D. Hedlund
Scott Hedlund
Title: Associate

By: _____
Title: _____

By: _____
Title: _____

Exhibit A-1
to Agreement for Professional Services
Between City of Baxter, Minnesota (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated December 8, 2015

Payments to Consultant for Services and Expenses
Using the Hourly Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Hourly Basis Option

The Client and Consultant select the hourly basis for payment for services provided by Consultant. Consultant shall be compensated monthly. Monthly charges for services shall be based on Consultant's current billing rates for applicable employees plus charges for expenses and equipment.

Consultant will provide an estimate of the costs for services in this Agreement. It is agreed that after 90% of the estimated compensation has been earned and if it appears that completion of the services cannot be accomplished within the remaining 10% of the estimated compensation, Consultant will notify the Client and confer with representatives of the Client to determine the basis for completing the work.

Compensation to Consultant based on the rates is conditioned on completion of the work within the effective period of the rates. Should the time required to complete the work be extended beyond this period, the rates shall be appropriately adjusted.

B. Expenses

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client. Their costs are not included in the hourly charges made for services and shall be paid for as described in this Agreement but instead are reimbursable expenses required in addition to hourly charges for services:

1. Transportation and travel expenses.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expense connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
5. Plots, Reports, plan and specification reproduction expenses.
6. Postage, handling and delivery.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. All taxes levied on professional services and on reimbursable expenses.
10. Other special expenses required in connection with the Project.
11. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses.

C. Equipment Utilization

The utilization of specialized equipment, including automation equipment, is recognized as benefiting the Client. The Client, therefore, agrees to pay the cost for the use of such specialized equipment on the project. Consultant invoices to the Client will contain detailed information regarding the use of specialized equipment on the project and charges will be based on the standard rates for the equipment published by Consultant.

The Client shall pay Consultant monthly for equipment utilization.

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Exhibit B
to Agreement for Professional Services
Between City of Baxter, Minnesota (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated December 8, 2015

A Listing of the Duties, Responsibilities and
Limitations of Authority of the Resident Project Representative

Through more extensive on site observations of the construction work in progress and field checks of materials and equipment by the Resident Project Representative (RPR), Consultant shall endeavor to provide further protection for Client against defects and deficiencies in the work of Contractor (Work); but, the furnishing of such services will not make Consultant responsible for or give Consultant control over construction means, methods, techniques, sequences or procedures or for safety precautions or programs, or responsibility for Contractor's failure to perform the Work in accordance with the Contract Documents. Contract Documents are the documents that govern or are pertinent to Contractor's Work including but not limited to the agreement between Client and Contractor, the Contractor's bid, the bonds, specs, Drawings*, Field Orders*, Addenda*, clarifications, interpretations, approved Shop Drawings* and reports collectively called the Contract Documents. The duties and responsibilities of the RPR are further defined as follows:

A. General

RPR is an agent of Consultant at the site, will act as directed by and under the supervision of Consultant, and will confer with Consultant regarding RPR's actions. RPR's dealings in matters pertaining to the on site work shall in general be with Consultant and Contractor keeping the Client advised as necessary. RPR's dealings with subcontractors shall only be through or with the full knowledge and approval of Contractor. RPR shall generally communicate with Client with the knowledge of and under the direction of Consultant.

B. Duties and Responsibilities of RPR

1. Schedules: Review the progress schedule, schedule of Shop Drawing submittals and schedule of values prepared by Contractor and consult with Consultant concerning acceptability.
2. Conferences and Meetings: Attend meetings with Contractor, such as preconstruction conferences, progress meetings, job conferences and other project-related meetings, and prepare and circulate copies of minutes thereof.
3. Liaison:
 - (a) Serve as Consultant's liaison with Contractor, working principally through Contractor's superintendent and assist in understanding the intent of the Contract Documents; and assist Consultant in serving as Client's liaison with Contractor when Contractor's operations affect Client's on-site operations.
 - (b) Assist in obtaining from Client additional information, when required for proper execution of the Work.
4. Shop Drawings and Samples*:
 - (a) Record date of receipt of Shop Drawings and Samples.
 - (b) Receive Samples furnished at the site by Contractor, and notify Consultant of availability of Samples.
 - (c) Advise Consultant and Contractor of the commencement of any Work requiring a Shop Drawing or sample if the submittal has not been approved by Consultant.
5. Review of Work, Observations and Tests:
 - (a) Conduct on-site observations of the Work in progress to assist Consultant in determining if the Work is in general proceeding in accordance with the Contract Documents.
 - (b) Report to Consultant whenever RPR believes that any Work is unsatisfactory, faulty or defective or does not conform to the Contract Documents, or has been damaged, or does not meet the requirements of any inspection, test or approval required to be made; and advise Consultant of

- Work that RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.
- (c) Determine if tests, equipment and systems start-ups and operating and maintenance training are conducted in the presence of appropriate personnel, and that Contractor maintains adequate records thereof; and observe, record and report to Consultant appropriate details relative to the test procedures and start-ups.
 - (d) Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the results of these inspections and report to Consultant.
6. Interpretation of Contract Documents: Report to Consultant when clarification and interpretations of the Contract Documents are requested by Contractor and transmit to Contractor clarifications and interpretations as issued by Consultant.
 7. Modifications: Consider and evaluate Contractor's suggestions for modifications in Drawings or Specifications* and report with RPR's recommendations to Consultant. Transmit to Contractor decisions as issued by Consultant.
 8. Records:
 - (a) Maintain at the job site orderly files for correspondence, reports of job conferences, shop drawings and samples, reproductions of original Contract Documents including all Work Change Directive*, Addenda, Change Orders*, Field Orders, additional Drawings* issued subsequent to the execution of the Contract, Consultant's clarifications and interpretations of the Contract Documents, progress reports, and other related documents.
 - (b) Keep a diary or log book, recording Contractor hours on the job site, weather conditions, data relative to questions of Work Change Directive Change Orders or changed conditions, list of job site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Consultant.
 - (c) Record names, addresses and telephone numbers of all Contractors, subcontractors and major suppliers of materials and equipment.
 9. Reports
 - (a) Furnish Consultant periodic reports as required of progress of the Work and of Contractor's compliance with the progress schedule and schedule of Shop Drawing and sample submittals.
 - (b) Consult with Consultant in advance of scheduled major tests, inspections or start of important phases of the Work.
 - (c) Draft proposed Change Orders and Work Change Directive, obtaining backup material from Contractor and recommend to Consultant Change Orders, Work Change Directive, and Field Orders.
 - (d) Report immediately to Consultant and Client upon the occurrence of any accident.
 10. Payment Requests: Review applications for payment with Contractor for compliance with the established procedure for their submission and forward with recommendations to Consultant, noting particularly the relationship of the payment requested to the schedule of values, Work completed and materials and equipment delivered at the site but not incorporated in the Work.
 11. Certificates, Maintenance and Operation Manuals: During the course of the Work, verify that certificates, maintenance and operation manuals and other data required to be assembled and furnished by Contractor are applicable to the items actually installed and in accordance with the Contract Documents, and have this material delivered to Consultant for review and forwarding to Client prior to final payment for the Work.
 12. Completion:
 - (a) Before Consultant issues a Certificate of Substantial Completion, submit to Contractor a list of observed items requiring completion or correction.
 - (b) Conduct final inspection in the company of Consultant, Client, and Contractor and prepare a final list of items to be completed or corrected.
 - (c) Observe that all items on final list have been completed or corrected and make recommendations to Consultant concerning acceptance.

C. Limitations of Authority

Resident Project Representative:

1. Shall not authorize any deviation from the Contract Documents or substitution of materials or equipment, unless authorized by Client.
2. Shall not exceed limitations of Consultant's authority as set forth in the Agreement for Professional Services.
3. Shall not undertake any of the responsibilities of Contractor, subcontractors or Contractor's superintendent.
4. Shall not advise on, issue directions regarding or assume control over safety precautions and programs in connection with the Work.
5. Shall not accept Shop Drawing or sample submittals from anyone other than Contractor.
6. Shall not authorize Client to occupy the Project in whole or in part.
7. Shall not participate in specialized field or laboratory tests or inspections conducted by others except as specifically authorized by Consultant.

*All instances in this Exhibit of this capitalized term are as defined in the EJCDC form C-700, copyrighted in 2013.

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General Conditions of the Agreement for Professional Services

SECTION I – SERVICES OF CONSULTANT

A. General

1. Consultant agrees to perform professional services as set forth in the Agreement for Professional Services or Supplemental Letter Agreement ("Basic Services"). Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant's services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder.

B. Schedule

1. Unless specific periods of time or dates for providing services are specified, Consultant's obligation to render services hereunder will be for a period which may reasonably be required for the completion of said services.
2. If Client has requested changes in the scope, extent, or character of the Project or the services to be provided by Consultant, the time of performance and compensation for Consultant's services shall be adjusted equitably. The Client agrees that Consultant is not responsible for damages arising directly or indirectly from delays beyond Consultant's control. If the delays resulting from such causes increase the cost or the time required by Consultant to perform its services in accordance with professional skill and care, then Consultant shall be entitled to a equitable adjustment in schedule and compensation.

C. Additional Services

1. If Consultant determines that any services it has been directed or requested to perform are beyond the scope as set forth in the Agreement or that, due to changed conditions or changes in the method or manner of administration of the Project, Consultant's effort required to perform its services under this Agreement exceeds the stated fee for Basic Services, then Consultant shall promptly notify the Client regarding the need for additional services. Upon notification and in the absence of a written objection, Consultant shall be entitled to additional compensation for the additional services, and to an extension of time for completion of additional services absent written objection by Client.
2. Additional services shall be billed in accord with agreed upon rates, or if not addressed, then at Consultant's standard rates.

D. Suspension and Termination

1. If Consultant's services are delayed or suspended in whole or in part by Client, or if Consultant's services are delayed by actions or inactions of others for more than 60 days through no fault of Consultant, then Consultant shall be entitled to either terminate its agreement upon 7 days written notice or, at its option, accept an equitable adjustment of rates and amounts of compensation provided for elsewhere in this Agreement to reflect reasonable costs incurred by Consultant.
2. This Agreement may be terminated by either party upon seven days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination.
3. This Agreement may be terminated by either party upon thirty days' written notice without cause. All provisions of this Agreement allocating responsibility or liability between the Client and Consultant shall survive the completion of the services hereunder and/or the termination of this Agreement.
4. In the event of termination, Consultant shall be compensated for services performed prior to termination date, including charges for expenses and equipment costs then due and all termination expenses.

SECTION II – CLIENT RESPONSIBILITIES

A. General

1. The Client shall, in proper time and sequence and where appropriate to the Project, at no expense to Consultant, provide full information as to Client's requirements for the services provided by Consultant and access to all public and private lands required for Consultant to perform its services.
2. The Consultant is not a municipal advisor and therefore Client shall provide its own legal, accounting, financial and insurance counseling and other special services as may be required for the Project. Client shall provide to Consultant all data (and professional interpretations thereof) prepared by or services performed by others pertinent to Consultant's services, including but not limited to, previous reports; sub-surface explorations; laboratory tests and inspection of samples; environmental assessment and impact statements, surveys, property descriptions; zoning, deed and other land use restrictions; as-built drawings, electronic data base and maps. The costs associated with correcting, creating or recreating any data that is provided by the Client that contains inaccurate or unusable information shall be the responsibility of the Client.
3. Client shall provide prompt written notice to Consultant whenever the Client observes or otherwise becomes aware of any changes in the Project or any defect in Consultant's services. Client shall promptly examine all studies, reports, sketches, opinions of construction costs, specifications, drawings, proposals, change orders, supplemental agreements and other documents presented by Consultant and render the necessary decisions and instructions so that Consultant may provide services in a timely manner.
4. Client shall require all utilities with facilities within the Client's Project site to locate and mark said utilities upon request, relocate and/or protect said utilities as determined necessary to accommodate work of the Project, submit a schedule of the necessary relocation/protection activities to the Client for review and comply with agreed upon schedule. Consultant shall not be liable for damages which arise out of Consultant's reasonable reliance on the information or services furnished by utilities to Client or others hired by Client.
5. Consultant shall be entitled to rely on the accuracy and completeness of information or services furnished by the Client or others employed by the Client and shall not be liable for damages arising from reasonable reliance on such materials. Consultant shall promptly notify the Client if Consultant discovers that any information or services furnished by the Client is in error or is inadequate for its purpose.

SECTION III – PAYMENTS

A. Invoices

1. Undisputed portions of invoices are due and payable within 30 days. Client must notify Consultant in writing of any disputed items within 15 days from receipt of invoice. Amounts due Consultant will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) for invoices 30 days past due. Consultant reserves the right to retain Instruments of Service until all invoices are paid in full. Consultant will not be liable for any claims of loss, delay, or damage by Client for reason of withholding services or Instruments of Service until all invoices are paid in full. Consultant shall be entitled to recover all reasonable costs and disbursements, including reasonable attorney's fees, incurred in connection with collecting amounts owed by Client.
2. Should taxes, fees or costs be imposed, they shall be in addition to Consultant's agreed upon compensation.
3. Notwithstanding anything to the contrary herein, Consultant may pursue collection of past due invoices in small claims court or through the American Arbitration Association Construction Industry Rules without the necessity of any mediation proceedings and the Client agrees to be bound by such venue.

SECTION IV – GENERAL CONSIDERATIONS

A. Standards of Performance

1. The standard of care for all professional engineering and related services performed or furnished by Consultant under this Agreement will be the care and skill ordinarily exercised by members of Consultant's profession practicing under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with its services.
2. Consultant neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform the work in accordance with its construction contract or the construction documents prepared by Consultant. Client acknowledges Consultant will not direct, supervise or control the work of construction contractors or their subcontractors at the site or otherwise. Consultant shall have no authority over or responsibility for the contractor's acts or omissions, nor for its means, methods or procedures of construction. Consultant's services do not include review or evaluation of the Client's, contractor's or subcontractor's safety measures, or job site safety or furnishing or performing any of the Contractor's work.
3. If requested in the scope of a Supplemental Letter Agreement, then Consultant may provide an Opinion of Probable Construction Cost. Consultant's Opinions of Probable Construction Cost provided for herein are to be made on the basis of Consultant's experience and qualifications and represent Consultant's best judgment as a professional generally familiar with the industry. However, since Consultant has no control over the cost of labor, materials, equipment or service furnished by others, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions, Consultant cannot and does not guarantee that proposals, bids or actual construction cost will not vary from Opinions of Construction Cost prepared by Consultant. If Client wishes greater assurance as to probable Construction Cost, Client shall employ an independent cost estimator or negotiate additional services and fees with Consultant.

B. Indemnity for Environmental Issues

1. Consultant is not a user, generator, handler, operator, arranger, storer, transporter or disposer of hazardous or toxic substances, therefore the Client agrees to hold harmless, indemnify and defend Consultant and Consultant's officers, directors, subconsultant(s), employees and agents from and against any and all claims, losses, damages, liability and costs, including but not limited to costs of defense, arising out of or in any way connected with, the presence, discharge, release, or escape of hazardous or toxic substances, pollutants or contaminants of any kind at the site.

C. Limitations on Consultant's Liability

1. The Client hereby agrees that to the fullest extent permitted by law, Consultant's total liability to the Client for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to the Project or this Agreement from any cause or causes including, but not limited to, Consultant's negligence, errors, omissions, strict liability, breach of contract or breach of warranty shall not exceed one million dollars (\$1,000,000). In the event Client desires limits of liability in excess of those provided in this paragraph, Client shall advise Consultant in writing and agree that Consultant's fee shall increase by 1% for each additional million dollars of liability limits, up to a maximum limit of liability of five million dollars (\$5,000,000).
2. Neither Party shall be liable to the other for consequential damages, including, without limitation, lost rentals, increased rental expenses, loss of use, loss of income, lost profit, financing, business and reputation and for loss of management or employee productivity, incurred by one another or their subsidiaries or successors, regardless of whether such damages are foreseeable and are caused by breach of contract, willful misconduct, negligent act or omission, or other wrongful act of either of them.
3. It is intended by the parties to this Agreement that Consultant's services shall not subject Consultant's employees, officers or directors to any personal legal exposure for the risks associated with this Agreement. The Client agrees that as the Client's sole

and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against Consultant, and not against any of Consultant's individual employees, officers or directors, and Client knowingly waives all such claims against Consultant individual employees, officers or directors.

D. Assignment

1. Neither party to this Agreement shall transfer, sublet or assign any rights under, or interests in, this Agreement or claims based on this Agreement without the prior written consent of the other party. Any assignment in violation of this subsection shall be null and void.

SECTION V – DISPUTE RESOLUTION

A. Mediation

1. Any dispute between Client and Consultant arising out of or relating to this Agreement or services provided under this Agreement, (except for unpaid invoices which are governed by Section III), shall be submitted to nonbinding mediation as a precondition to litigation unless the parties mutually agree otherwise. Mediation shall occur within 60 days of a written demand for mediation unless Consultant and Client mutually agree otherwise.

B. Litigation – Choice of Venue and Jurisdiction

1. Any dispute not settled through mediation shall be settled through litigation in the state where the Project at issue is located.

SECTION VI – INTELLECTUAL PROPERTY

A. Proprietary Information

1. All documents, including reports, drawings, calculations, specifications, CADD materials, computers software or hardware or other work product prepared by Consultant pursuant to this Agreement are Consultant's Instruments of Service ("Instruments of Service") and Consultant retains all ownership interests in Instruments of Service, including all available copyrights.
2. Consultant shall retain all of its rights in its proprietary information including, without limitation, its methodologies and methods of analysis, ideas, concepts, expressions, inventions, know how, methods, techniques, skills, knowledge and experience possessed by Consultant prior to, or acquired by Consultant during, the performance of this Agreement and the same shall not be deemed to be Work Product or Work for Hire and Consultant shall not be restricted in any way with respect thereto.

B. Client Use of Instruments of Service

1. Provided that Consultant has been paid in full for its services, Client shall have the right in the form of a license to use Instruments of Service resulting from Consultant's efforts on the Project. Consultant shall retain full rights to electronic data and the drawings, specifications, including those in electronic form, prepared by Consultant and its subconsultants and the right to reuse component information contained in them in the normal course of Consultant's professional activities. Consultant shall be deemed to be the author of such Instruments of Service, electronic data or documents, and shall be given appropriate credit in any public display of such Instruments of Service.
2. Records requests or requests for additional copies of Instruments of Services outside of the scope of services are available to Client subject to Consultant's current rate schedule.

C. Reuse of Documents

1. All Instruments of Service prepared by Consultant pursuant to this Agreement are not intended or represented to be suitable for reuse by the Client or others on extensions of the Project or on any other Project. Any reuse of the Instruments of Service without written consent or adaptation by Consultant for the specific purpose intended will be at the Client's sole risk and without liability or legal exposure to Consultant; and the Client shall release Consultant from all claims arising from such use. Client shall also defend, indemnify and hold harmless Consultant from all claims, damages, losses and expenses including attorneys' fees arising out of or resulting from reuse of Consultant documents without written consent.



Building a Better World
for All of Us®

MEMORANDUM

TO: Honorable Mayor and City Council and Utilities Commission
c/o Trevor Walter, Gordon Heitke
City of Baxter, Minnesota

FROM: Scott Hedlund, PE

DATE: December 30, 2015

RE: Excelsior Road Improvements
Monthly Project Status Update
SEH No. BAXTE 128763 14.00

- A. The following is an update on the status of the various work tasks on the project:
- Construction Start:
 - Preconstruction Conference was held on April 23, 2015.
 - Notice to Proceed was executed May 29, 2015 - the same day the USACE wetland permit was approved.
 - Construction started June 1, 2015.
 - Construction Progress:
 - The project was re-opened to through traffic on Friday, September 25th
 - The contractor has been working on the few miscellaneous remaining punch list items in December 2015.
 - Construction Progress Payments to the Contractor:
 - Application for Payment No. 7 – Final is planned to be on the January 2016 Utilities Commission and City Council agendas for approval.
 - Construction Completion:
 - The contract final completion date is November 27, 2015.
 - The plan is to close out the Anderson Brothers Construction contract in January 2016.
- B. Project scope changes:
- There are no unapproved scope changes at this time.

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p:\ael\b\baxte\128763\1-gen\14-corr\m seh to city excelsior road project status memo 123015.docx

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 416 South 6th Street, Suite 200, Brainerd, MN 56401-3540

SEH is 100% employee-owned | sehinc.com | 218.855.1700 | 866.852.8880 | 888.908.8166 fax

OWNER
CONTRACTOR
SEH

APPLICATION FOR PAYMENT NO. 7 (FINAL)

PROJECT NO. BAXTE 128763
CITY NO. 4108
SAP NO. 230-106-002
OWNER CITY OF BAXTER, MN
CONTRACTOR ANDERSON BROTHERS CONSTRUCTION CO. OF BRAINERD, LLC

CONTRACTOR FOR: 2015 EXCELSIOR ROAD IMPROVEMENTS
AGREEMENT DATE: 4/7/2015
FOR WORK ACCOMPLISHED THROUGH: 12/15/2015

ITEM	MNDOT	DESCRIPTION	UNIT	UNIT COST	CONTRACT		THIS PAYMENT		WORK TO DATE	
					QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
1	2021.501	MOBILIZATION	LUMP SUM	\$80,000.00	1.00	\$80,000.00		\$0.00	1.00	\$80,000.00
2	2101.501	CLEARING	ACRE	\$5,500.00	0.56	\$3,080.00		\$0.00	0.56	\$3,080.00
3	2101.502	CLEARING	TREE	\$315.00	3.00	\$945.00		\$0.00	7.00	\$2,205.00
4	2101.506	GRUBBING	ACRE	\$5,500.00	0.56	\$3,080.00		\$0.00	0.56	\$3,080.00
5	2101.507	GRUBBING	TREE	\$105.00	3.00	\$315.00		\$0.00	7.00	\$735.00
6	2104.501	REMOVE SEWER PIPE (STORM)	LIN FT	\$17.00	2,413.00	\$41,021.00		\$0.00	2,475.00	\$42,075.00
7	2104.501	REMOVE SEWER PIPE (SANITARY)	LIN FT	\$27.50	57.00	\$1,567.50		\$0.00	57.00	\$1,567.50
8	2104.501	REMOVE CURB AND GUTTER	LIN FT	\$2.10	2,462.00	\$5,170.20		\$0.00	2,145.50	\$4,505.55
9	2104.501	REMOVE GUARDRAIL	LIN FT	\$6.30	590.00	\$3,717.00		\$0.00	583.00	\$3,672.90
10	2104.505	REMOVE BITUMINOUS PAVEMENT	SQ YD	\$1.05	16,817.00	\$17,657.85		\$0.00	18,068.30	\$18,971.72
11	2104.505	REMOVE CONCRETE PAVEMENT	SQ YD	\$8.50	69.00	\$586.50		\$0.00	129.20	\$1,098.20
12	2104.509	REMOVE WOOD POST	EACH	\$23.20	59.00	\$1,368.80		\$0.00	59.00	\$1,368.80
13	2104.509	REMOVE DRAINAGE STRUCTURE	EACH	\$475.00	17.00	\$8,075.00		\$0.00	16.00	\$7,600.00
14	2104.511	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	\$4.75	441.00	\$2,094.75		\$0.00	31.00	\$147.25
15	2104.513	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	\$2.05	604.00	\$1,238.20		\$0.00	687.00	\$1,408.35
16	2104.521	SALVAGE CHAIN LINK FENCE	LIN FT	\$10.55	50.00	\$527.50		\$0.00	42.00	\$443.10
17	2104.521	SALVAGE WOOD FENCE	LIN FT	\$10.55	60.00	\$633.00		\$0.00	60.00	\$633.00
18	2104.521	SALVAGE CONCRETE BOX CULVERT	LIN FT	\$125.00	152.00	\$19,000.00		\$0.00	152.00	\$19,000.00
19	2104.521	SALVAGE PIPE SEWER (STORM)	LIN FT	\$18.50	170.00	\$3,145.00		\$0.00	167.00	\$3,089.50
20	2104.523	SALVAGE CONCRETE BOX CULVERT END SECTION	EACH	\$1,250.00	2.00	\$2,500.00		\$0.00	2.00	\$2,500.00
21	2104.523	SALVAGE CASTING	EACH	\$160.00	4.00	\$640.00		\$0.00	0.00	\$0.00
22	2104.523	SALVAGE DRAINAGE STRUCTURE	EACH	\$195.00	4.00	\$780.00		\$0.00	4.00	\$780.00
23	2104.523	SALVAGE PIPE APRON	EACH	\$450.00	1.00	\$450.00		\$0.00	0.00	\$0.00
24	2104.523	SALVAGE COMMERCIAL SIGN	EACH	\$105.00	1.00	\$105.00		\$0.00	1.00	\$105.00
25	2104.523	SALVAGE SIGN TYPE C	EACH	\$26.50	37.00	\$980.50		\$0.00	29.00	\$768.50
26	2104.523	SALVAGE SIGN SPECIAL	EACH	\$26.50	6.00	\$159.00		\$0.00	0.00	\$0.00
27	2104.603	ABANDON STORM SEWER	LIN FT	\$60.00	20.00	\$1,200.00		\$0.00	20.00	\$1,200.00
28	2104.607	SALVAGE RANDOM RIPRAP	CU YD	\$52.75	195.00	\$10,286.25		\$0.00	177.00	\$9,336.75
29	2104.618	SALVAGE BLOCK RETAINING WALL	SQ FT	\$3.20	250.00	\$800.00		\$0.00	250.00	\$800.00
30	2105.501	COMMON EXCAVATION (P)	CU YD	\$8.20	6,362.00	\$52,168.40		\$0.00	6,362.00	\$52,168.40
31	2105.507	SUBGRADE EXCAVATION	CU YD	\$9.75	13,906.00	\$135,583.50	32.40	\$315.90	6,981.80	\$68,072.55
32	2105.511	CHANNEL AND POND EXCAVATION	CU YD	\$10.75	4,773.00	\$51,309.75		\$0.00	4,773.00	\$51,309.75
33	2105.522	SELECT GRANULAR BORROW (LV)	CU YD	\$14.00	9,609.00	\$134,526.00		\$0.00	1,548.00	\$21,672.00
34	2105.601	DEWATERING	LUMP SUM	\$160,000.00	1.00	\$160,000.00		\$0.00	1.00	\$160,000.00
35	2105.602	EXCAVATION SPECIAL (SUBGRADE POTHOLE)	EACH	\$800.00	7.00	\$5,600.00		\$0.00	6.00	\$4,800.00
36	2105.607	EXCAVATION SPECIAL (EAST POND)	CU YD	\$22.50	3,020.00	\$67,950.00		\$0.00	3,153.09	\$70,944.53
37	2123.61	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	\$125.00	15.00	\$1,875.00		\$0.00	23.50	\$2,937.50
38	2130.501	WATER	MGAL	\$50.00	500.00	\$25,000.00		\$0.00	111.50	\$5,575.00

OWNER
CONTRACTOR
SEH

APPLICATION FOR PAYMENT NO. 7 (FINAL)

PROJECT NO. BAXTE 128763
CITY NO. 4108
SAP NO. 230-106-002
OWNER CITY OF BAXTER, MN
CONTRACTOR ANDERSON BROTHERS CONSTRUCTION CO. OF BRAINERD, LLC

CONTRACTOR FOR: 2015 EXCELSIOR ROAD IMPROVEMENTS
AGREEMENT DATE: 4/7/2015
FOR WORK ACCOMPLISHED THROUGH: 12/15/2015

ITEM	MNDOT	DESCRIPTION	UNIT	UNIT COST	CONTRACT		THIS PAYMENT		WORK TO DATE	
					QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
39	2211.503	AGGREGATE BASE, CLASS 6 (CV) (P)	CU YD	\$23.50	4,036.00	\$94,846.00		\$0.00	4,036.00	\$94,846.00
40	2232.501	MILL BITUMINOUS SURFACE (1.5")	SQ YD	\$1.50	3,291.00	\$4,936.50		\$0.00	3,243.00	\$4,864.50
41	2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	\$2.50	2,192.00	\$5,480.00		\$0.00	1,672.00	\$4,180.00
42	2360.501	TYPE SP 9.5 WEARING COURSE MIX (2,C) TRAIL	TON	\$85.00	266.00	\$22,610.00		\$0.00	237.69	\$20,203.65
43	2360.501	TYPE SP 9.5 WEARING COURSE MIX (3,C)	TON	\$69.00	5,512.00	\$380,328.00		\$0.00	5,143.31	\$354,888.39
44	2360.502	TYPE SP 12.5 NON WEARING COURSE MIX (3,B)	TON	\$52.00	2,504.00	\$130,208.00		\$0.00	2,390.44	\$124,302.88
45	2411.521	GRANULAR BACKFILL (LV)	CU YD	\$9.50	5,309.00	\$50,435.50		\$0.00	0.00	\$0.00
46	2501.515	12" RC PIPE APRON	EACH	\$515.00	4.00	\$2,060.00		\$0.00	4.00	\$2,060.00
47	2501.515	15" RC PIPE APRON	EACH	\$535.00	3.00	\$1,605.00		\$0.00	4.00	\$2,140.00
48	2501.515	18" RC PIPE APRON	EACH	\$560.00	1.00	\$560.00		\$0.00	1.00	\$560.00
49	2501.515	24" RC PIPE APRON	EACH	\$686.00	1.00	\$686.00		\$0.00	1.00	\$686.00
50	2501.515	27" RC PIPE APRON	EACH	\$890.00	1.00	\$890.00		\$0.00	1.00	\$890.00
51	2501.515	36" RC PIPE APRON	EACH	\$1,400.00	1.00	\$1,400.00		\$0.00	2.00	\$2,800.00
52	2501.515	48" RC PIPE APRON	EACH	\$1,850.00	1.00	\$1,850.00		\$0.00	1.00	\$1,850.00
53	2501.521	22" SPAN RC PIPE-ARCH CULV IIA	LIN FT	\$55.50	159.00	\$8,824.50		\$0.00	159.00	\$8,824.50
54	2501.571	INSTALL CONCRETE BOX CULVERT	LIN FT	\$265.00	152.00	\$40,280.00		\$0.00	152.00	\$40,280.00
55	2501.573	INSTALL CONCRETE BOX CULVERT END SECTION	EACH	\$4,220.00	2.00	\$8,440.00		\$0.00	2.00	\$8,440.00
56	2501.573	INSTALL CONCRETE APRON	EACH	\$815.00	1.00	\$815.00		\$0.00	0.00	\$0.00
57	2501.602	TRASH GUARD FOR 12" PIPE APRON	EACH	\$300.00	4.00	\$1,200.00		\$0.00	4.00	\$1,200.00
58	2501.602	TRASH GUARD FOR 15" PIPE APRON	EACH	\$350.00	3.00	\$1,050.00		\$0.00	4.00	\$1,400.00
59	2501.602	TRASH GUARD FOR 18" PIPE APRON	EACH	\$375.00	1.00	\$375.00		\$0.00	1.00	\$375.00
60	2501.602	TRASH GUARD FOR 24" PIPE APRON	EACH	\$750.00	1.00	\$750.00		\$0.00	1.00	\$750.00
61	2501.602	TRASH GUARD FOR 27" PIPE APRON	EACH	\$815.00	1.00	\$815.00		\$0.00	1.00	\$815.00
62	2501.602	TRASH GUARD FOR 36" PIPE APRON	EACH	\$1,200.00	1.00	\$1,200.00		\$0.00	2.00	\$2,400.00
63	2501.602	TRASH GUARD FOR 48" PIPE APRON	EACH	\$1,750.00	1.00	\$1,750.00		\$0.00	1.00	\$1,750.00
64	2503.541	12" RC PIPE SEWER DES 3006 CL V	LIN FT	\$31.00	513.00	\$15,903.00		\$0.00	539.00	\$16,709.00
65	2503.541	15" RC PIPE SEWER DES 3006 CL V	LIN FT	\$32.50	636.00	\$20,670.00		\$0.00	781.00	\$25,382.50
66	2503.541	18" RC PIPE SEWER DES 3006 CL III	LIN FT	\$37.75	1,849.00	\$69,799.75		\$0.00	1,854.00	\$69,988.50
67	2503.541	24" RC PIPE SEWER DES 3006 CL IV	LIN FT	\$47.25	50.00	\$2,362.50		\$0.00	44.00	\$2,079.00
68	2503.541	27" RC PIPE SEWER DES 3006 CL III	LIN FT	\$54.50	28.00	\$1,526.00		\$0.00	28.00	\$1,526.00
69	2503.541	30" RC PIPE SEWER DES 3006 CL III	LIN FT	\$58.25	46.00	\$2,679.50		\$0.00	46.00	\$2,679.50
70	2503.541	36" RC PIPE SEWER DES 3006 CL IV	LIN FT	\$81.00	282.00	\$22,842.00		\$0.00	398.00	\$32,238.00
71	2503.541	48" RC PIPE SEWER DES 3006 CL IV	LIN FT	\$125.00	158.00	\$19,750.00		\$0.00	174.00	\$21,750.00
72	2503.571	INSTALL PIPE SEWER	LIN FT	\$23.25	156.00	\$3,627.00		\$0.00	128.00	\$2,976.00
73	2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	\$745.00	2.00	\$1,490.00		\$0.00	2.00	\$1,490.00
74	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	\$875.00	5.00	\$4,375.00		\$0.00	8.00	\$7,000.00
75	2503.603	12" PVC SANITARY SEWER PIPE	LIN FT	\$68.00	64.00	\$4,352.00		\$0.00	44.00	\$2,992.00

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CONTRACTOR ANDERSON BROTHERS CONSTRUCTION CO. OF BRAINERD, LLC

CONTRACTOR FOR: 2015 EXCELSIOR ROAD IMPROVEMENTS
AGREEMENT DATE: 4/7/2015
FOR WORK ACCOMPLISHED THROUGH: 12/15/2015

ITEM	MNDOT	DESCRIPTION	UNIT	UNIT COST	CONTRACT		THIS PAYMENT		WORK TO DATE	
					QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
76	2503.603	CLEAN & VIDEO TAPE PIPE SEWER	LIN FT	\$16.00	64.00	\$1,024.00		\$0.00	0.00	\$0.00
77	2503.603	BYPASS PUMPING	LUMP SUM	\$9,750.00	1.00	\$9,750.00		\$0.00	1.00	\$9,750.00
78	2504.601	LOWER WATER MAIN	LUMP SUM	\$8,500.00	1.00	\$8,500.00		\$0.00	1.50	\$12,750.00
79	2504.602	ADJUST VALVE BOX	EACH	\$370.00	18.00	\$6,660.00		\$0.00	21.00	\$7,770.00
80	2504.603	HYDRANT RISER	LIN FT	\$1,350.00	0.50	\$675.00		\$0.00	0.50	\$675.00
81	2504.604	3" INSULATION	SQ YD	\$24.50	120.00	\$2,940.00		\$0.00	124.10	\$3,040.45
82	2506.501	CONSTRUCT DRAINAGE STRUCTURE DES 4007	LIN FT	\$205.00	28.08	\$5,756.40		\$0.00	28.38	\$5,817.90
83	2506.502	CONSTRUCT DRAINAGE STRUCTURE DES SPECIAL	EACH	\$5,000.00	2.00	\$10,000.00		\$0.00	2.00	\$10,000.00
84	2506.502	CONSTRUCT DRAINAGE STRUCTURE DES H	EACH	\$950.00	8.00	\$7,600.00		\$0.00	8.00	\$7,600.00
85	2506.502	CONSTRUCT DRAINAGE STRUCTURE DES 48-4020	EACH	\$1,750.00	19.00	\$33,250.00		\$0.00	19.00	\$33,250.00
86	2506.502	CONSTRUCT DRAINAGE STRUCTURE DES 60-4020	EACH	\$2,400.00	5.00	\$12,000.00		\$0.00	4.00	\$9,600.00
87	2506.502	CONSTRUCT DRAINAGE STRUCTURE DES 72-4020	EACH	\$3,100.00	2.00	\$6,200.00		\$0.00	2.00	\$6,200.00
88	2506.502	CONSTRUCT DRAINAGE STRUCTURE DES 84-4020	EACH	\$4,700.00	2.00	\$9,400.00		\$0.00	3.00	\$14,100.00
89	2506.502	CONSTRUCT DRAINAGE STRUCTURE DES 96-4020	EACH	\$6,100.00	3.00	\$18,300.00		\$0.00	3.00	\$18,300.00
90	2506.516	CASTING ASSEMBLY	EACH	\$800.00	41.00	\$32,800.00		\$0.00	53.00	\$42,400.00
91	2506.521	INSTALL CASTING	EACH	\$525.00	4.00	\$2,100.00		\$0.00	0.00	\$0.00
92	2506.521	INSTALL DRAINAGE STRUCTURE	EACH	\$1,600.00	4.00	\$6,400.00		\$0.00	4.00	\$6,400.00
93	2506.602	ADJUST FRAME MANHOLE CASTING	EACH	\$525.00	17.00	\$8,925.00		\$0.00	22.00	\$11,550.00
94	2506.602	ADJUST FRAME & RING CASTING	EACH	\$525.00	5.00	\$2,625.00		\$0.00	2.00	\$1,050.00
95	2506.602	RECONSTRUCT MANHOLE INVERT	EACH	\$1,000.00	1.00	\$1,000.00		\$0.00	1.00	\$1,000.00
96	2511.501	RANDOM RIP RAP CLASS III	CU YD	\$110.00	107.00	\$11,770.00		\$0.00	177.43	\$19,517.30
97	2511.607	INSTALL RIPRAP	CU YD	\$52.75	195.00	\$10,286.25		\$0.00	147.00	\$7,754.25
98	2521.501	6" CONCRETE WALK	SQ FT	\$6.50	2,569.00	\$16,698.50		\$0.00	2,751.00	\$17,881.50
99	2531.501	CONCRETE CURB AND GUTTER DESIGN B612	LIN FT	\$21.10	22.00	\$464.20		\$0.00	23.00	\$485.30
100	2531.501	CONCRETE CURB AND GUTTER DESIGN B618	LIN FT	\$21.10	220.00	\$4,642.00		\$0.00	193.50	\$4,082.85
101	2531.501	CONCRETE CURB AND GUTTER DESIGN B624	LIN FT	\$13.75	2,880.00	\$39,600.00		\$0.00	3,209.00	\$44,123.75
102	2531.618	TRUNCATED DOMES	SQ FT	\$31.75	217.00	\$6,899.75		\$0.00	116.00	\$3,683.00
103	2540.602	BOLLARD	EACH	\$1,055.00	1.00	\$1,055.00	1.00	\$1,055.00	1.00	\$1,055.00
104	2540.618	INSTALL BLOCK RETAINING WALL	SQ FT	\$10.55	250.00	\$2,637.50		\$0.00	0.00	\$0.00
105	2545.511	LIGHTING UNIT TYPE SPECIAL	EACH	\$4,400.00	18.00	\$79,200.00		\$0.00	18.00	\$79,200.00
106	2545.515	LIGHT FOUNDATION DESIGN E MODIFIED	EACH	\$800.00	18.00	\$14,400.00		\$0.00	18.00	\$14,400.00
107	2545.523	2" NON-METALLIC CONDUIT	LIN FT	\$5.00	3,475.00	\$17,375.00		\$0.00	3,950.00	\$19,750.00
108	2545.523	2" NON-METALLIC CONDUIT (DIRECTIONAL BORE)	LIN FT	\$16.00	275.00	\$4,400.00		\$0.00	773.00	\$12,368.00
109	2545.531	UNDERGROUND WIRE 1 COND NO 4	LIN FT	\$1.45	12,300.00	\$17,835.00		\$0.00	11,181.00	\$16,212.45
110	2545.531	UNDERGROUND WIRE 1 COND NO 6	LIN FT	\$1.00	12,300.00	\$12,300.00		\$0.00	10,262.00	\$10,262.00
111	2545.531	UNDERGROUND WIRE 1 COND NO 12	LIN FT	\$0.55	3,800.00	\$2,090.00		\$0.00	2,910.00	\$1,600.50
112	2545.541	SERVICE CABINET	EACH	\$6,300.00	1.00	\$6,300.00		\$0.00	1.00	\$6,300.00
113	2545.544	SERVICE EQUIPMENT	EACH	\$1,600.00	1.00	\$1,600.00		\$0.00	1.00	\$1,600.00

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SEH

APPLICATION FOR PAYMENT NO. 7 (FINAL)

PROJECT NO. BAXTE 128763
CITY NO. 4108
SAP NO. 230-106-002
OWNER CITY OF BAXTER, MN
CONTRACTOR ANDERSON BROTHERS CONSTRUCTION CO. OF BRAINERD, LLC

CONTRACTOR FOR: 2015 EXCELSIOR ROAD IMPROVEMENTS
AGREEMENT DATE: 4/7/2015
FOR WORK ACCOMPLISHED THROUGH: 12/15/2015

ITEM	MNDOT	DESCRIPTION	UNIT	UNIT COST	CONTRACT		THIS PAYMENT		WORK TO DATE	
					QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
114	2545.545	EQUIPMENT PAD	EACH	\$700.00	1.00	\$700.00		\$0.00	1.00	\$700.00
115	2545.553	HANDHOLE	EACH	\$588.00	1.00	\$588.00		\$0.00	1.00	\$588.00
116	2557.603	INSTALL CHAIN LINK FENCE	LIN FT	\$10.55	38.00	\$400.90		\$0.00	22.00	\$232.10
117	2557.603	INSTALL WOOD FENCE	LIN FT	\$21.10	60.00	\$1,266.00		\$0.00	60.00	\$1,266.00
118	2563.601	TRAFFIC CONTROL	LUMP SUM	\$3,375.00	1.00	\$3,375.00		\$0.00	1.00	\$3,375.00
119	2563.601	DETOUR SIGNING	LUMP SUM	\$1,500.00	1.00	\$1,500.00		\$0.00	1.00	\$1,500.00
120	2564.531	SIGN PANELS TYPE C	SQ FT	\$42.00	226.00	\$9,492.00		\$0.00	379.25	\$15,928.50
121	2564.537	INSTALL SPECIAL SIGN	EACH	\$525.00	1.00	\$525.00		\$0.00	1.00	\$525.00
122	2564.537	INSTALL SIGN TYPE C	EACH	\$160.00	3.00	\$480.00		\$0.00	4.00	\$640.00
123	2564.537	INSTALL SIGN SPECIAL	EACH	\$160.00	6.00	\$960.00		\$0.00	0.00	\$0.00
124	2565.616	PEDESTRIAN CROSSWALK FLASHER SYSTEM	SYS	\$21,000.00	1.00	\$21,000.00	0.05	\$1,050.00	1.00	\$21,000.00
125	2565.616	REVISE FLASHER SYSTEM	SYS	\$3,700.00	1.00	\$3,700.00		\$0.00	1.00	\$3,700.00
126	2573.502	SILT FENCE, TYPE MS	LIN FT	\$2.10	4,475.00	\$9,397.50		\$0.00	5,227.00	\$10,976.70
127	2573.505	FLOTATION SILT CURTAIN TYPE MOVING WATER	LIN FT	\$21.05	90.00	\$1,894.50		\$0.00	30.00	\$631.50
128	2573.515	TEMPORARY DITCH CHECK TYPE 3	LIN FT	\$5.25	60.00	\$315.00		\$0.00	0.00	\$0.00
129	2573.53	STORM DRAIN INLET PROTECTION	EACH	\$160.00	50.00	\$8,000.00		\$0.00	58.00	\$9,280.00
130	2573.535	STABILIZED CONSTRUCTION EXIT	EACH	\$685.00	11.00	\$7,535.00		\$0.00	0.00	\$0.00
131	2574.508	FERTILIZER TYPE 3	POUND	\$0.65	1,434.00	\$932.10		\$0.00	1,675.00	\$1,088.75
132	2574.525	COMMON TOPSOIL BORROW (LV)	CU YD	\$27.00	3,390.00	\$91,530.00		\$0.00	2,199.00	\$59,373.00
133	2575.501	SEEDING	ACRE	\$800.00	4.07	\$3,256.00		\$0.00	4.76	\$3,808.00
134	2575.501	SEEDING (TEMPORARY)	ACRE	\$52.75	4.47	\$235.79		\$0.00	0.00	\$0.00
135	2575.502	SEED MIXTURE 22-111	POUND	\$3.25	271.00	\$880.75		\$0.00	420.00	\$1,365.00
136	2575.502	SEED MIXTURE 25-141	POUND	\$3.50	298.00	\$1,043.00		\$0.00	400.00	\$1,400.00
137	2575.502	SEED MIXTURE 25-151	POUND	\$2.95	87.00	\$256.65		\$0.00	100.00	\$295.00
138	2575.502	SEED MIXTURE 33-361	POUND	\$35.00	128.00	\$4,480.00		\$0.00	70.00	\$2,450.00
139	2575.502	SEED MIXTURE 34-181	POUND	\$375.00	3.00	\$1,125.00		\$0.00	3.00	\$1,125.00
140	2575.505	SODDING TYPE LAWN	SQ YD	\$8.25	2,167.00	\$17,877.75		\$0.00	2,760.00	\$22,770.00
141	2575.523	EROSION CONTROL BLANKET CATEGORY 3	SQ YD	\$2.50	17,732.00	\$44,330.00		\$0.00	6,008.00	\$15,020.00
142	2575.562	HYDRAULIC MATRIX TYPE MULCH	POUND	\$1.00	15,890.00	\$15,890.00		\$0.00	28,940.00	\$28,940.00
143	2582.501	PAVT MSSG (LT ARROW) EPOXY	EACH	\$130.00	21.00	\$2,730.00		\$0.00	0.00	\$0.00
144	2582.501	(SEE CHANGE ORDER NO. 1) PAVT MSSG (RT ARROW) EPOXY	EACH	\$130.00	8.00	\$1,040.00		\$0.00	0.00	\$0.00
145	2582.501	(SEE CHANGE ORDER NO. 1) PAVT MSSG (THRU ARROW) EPOXY	EACH	\$130.00	1.00	\$130.00		\$0.00	0.00	\$0.00
146	2582.502	(SEE CHANGE ORDER NO. 1) 4" SOLID LINE WHITE-EPOXY	LIN FT	\$0.27	6,265.00	\$1,691.55		\$0.00	0.00	\$0.00
147	2582.502	(SEE CHANGE ORDER NO. 1) 4" SOLID LINE YELLOW-EPOXY	LIN FT	\$0.30	2,910.00	\$873.00		\$0.00	0.00	\$0.00
148	2582.502	(SEE CHANGE ORDER NO. 1) 4" BROKEN LINE YELLOW-EPOXY	LIN FT	\$0.30	600.00	\$180.00		\$0.00	0.00	\$0.00

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AGREEMENT DATE: 4/7/2015
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ITEM	MNDOT	DESCRIPTION	UNIT	UNIT COST	CONTRACT		THIS PAYMENT		WORK TO DATE	
					QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
149	2582.502	4" DOUBLE SOLID LINE YELLOW-EPOXY (SEE CHANGE ORDER NO. 1)	LIN FT	\$0.60	3,950.00	\$2,370.00		\$0.00	0.00	\$0.00
150	2582.502	8" SOLID LINE WHITE-EPOXY (SEE CHANGE ORDER NO. 1)	LIN FT	\$3.70	270.00	\$999.00		\$0.00	0.00	\$0.00
151	2582.502	24" SOLID LINE WHITE-EPOXY (SEE CHANGE ORDER NO. 1)	LIN FT	\$7.50	32.00	\$240.00		\$0.00	0.00	\$0.00
152	2582.502	24" SOLID LINE YELLOW-EPOXY (SEE CHANGE ORDER NO. 1)	LIN FT	\$6.00	57.00	\$342.00		\$0.00	0.00	\$0.00
TOTAL ITEMS BID						\$2,476,917.04		\$2,420.90		\$2,184,474.06
CHANGE ORDER NO. 1										
143A	2582.501	PAVT MSSG (LT ARROW) EPOXY	EACH	\$130.00	(21.00)	(\$2,730.00)		\$0.00	0.00	\$0.00
144A	2582.501	PAVT MSSG (RT ARROW) EPOXY	EACH	\$130.00	(8.00)	(\$1,040.00)		\$0.00	0.00	\$0.00
145A	2582.501	PAVT MSSG (THRU ARROW) EPOXY	EACH	\$130.00	(1.00)	(\$130.00)		\$0.00	0.00	\$0.00
146A	2582.502	4" SOLID LINE WHITE-EPOXY	LIN FT	\$0.27	(6,265.00)	(\$1,691.55)		\$0.00	0.00	\$0.00
147A	2582.502	4" SOLID LINE YELLOW-EPOXY	LIN FT	\$0.30	(2,910.00)	(\$873.00)		\$0.00	0.00	\$0.00
148A	2582.502	4" BROKEN LINE YELLOW-EPOXY	LIN FT	\$0.30	(600.00)	(\$180.00)		\$0.00	0.00	\$0.00
149A	2582.502	4" DOUBLE SOLID LINE YELLOW-EPOXY	LIN FT	\$0.60	(3,950.00)	(\$2,370.00)		\$0.00	0.00	\$0.00
150A	2582.502	8" SOLID LINE WHITE-EPOXY	LIN FT	\$3.70	(270.00)	(\$999.00)		\$0.00	0.00	\$0.00
151A	2582.502	24" SOLID LINE WHITE-EPOXY	LIN FT	\$7.50	(32.00)	(\$240.00)		\$0.00	0.00	\$0.00
152A	2582.502	24" SOLID LINE YELLOW-EPOXY	LIN FT	\$6.00	(57.00)	(\$342.00)		\$0.00	0.00	\$0.00
153	2582.501	PAVEMENT MESS (LEFT ARROW) - PAINT	EACH	\$82.50	21.00	\$1,732.50		\$0.00	35.00	\$2,887.50
154	2582.501	PAVEMENT MESS (RIGHT ARROW) - PAINT	EACH	\$82.50	8.00	\$660.00		\$0.00	10.00	\$825.00
155	2582.501	PAVEMENT MESS (THRU ARROW) - PAINT	EACH	\$82.50	1.00	\$82.50		\$0.00	0.00	\$0.00
156	2582.502	4" SOLID LINE WHITE - PAINT	LINI FT	\$0.17	6,265.00	\$1,065.05		\$0.00	7,025.00	\$1,194.25
157	2582.502	4" SOLID LINE YELLOW - PAINT	LINI FT	\$0.17	2,910.00	\$494.70		\$0.00	3,606.00	\$613.02
158	2582.502	4" BROKEN LINE YELLOW - PAINT	LINI FT	\$0.17	600.00	\$102.00		\$0.00	1,121.00	\$190.57
159	2582.502	4" DOUBLE LINE YELLOW - PAINT	LINI FT	\$0.33	3,950.00	\$1,303.50		\$0.00	1,920.00	\$633.60
160	2582.502	8" SOLID LINE WHITE - PAINT	LINI FT	\$2.42	270.00	\$653.40		\$0.00	271.00	\$655.82
161	2582.502	24" SOLID LINE WHITE - PAINT	LINI FT	\$3.85	32.00	\$123.20		\$0.00	43.00	\$165.55
162	2582.502	24" SOLID LINE YELLOW - PAINT	LINI FT	\$3.52	57.00	\$200.64		\$0.00	0.00	\$0.00
163	2360.502	DEDUCT TO ALLOW RAP IN WEARING COURSE MIXTURE	TON	\$5.00	(6,016.00)	(\$40,080.00)		\$0.00	(5,381.00)	(\$26,905.00)
164	2573.521	SEDIMENT REMOVAL (VACUUM TRUCK)	LUMP SUM	\$1,484.38	1.00	\$1,484.38		\$0.00	1.00	\$1,484.38
165		WASHING SALVAGED RIP RAP	LUMP SUM	\$1,718.94	1.00	\$1,718.94		\$0.00	1.00	\$1,718.94
TOTAL CHANGE ORDER NO. 1						(\$41,054.74)		\$0.00		(\$16,536.37)
CHANGE ORDER NO. 2										
166		TIED CONCRETE BLOCK MAT (FLEXAMAT)	SF	\$21.72	720.00	\$15,638.40		\$0.00	900.00	\$19,548.00
167		CONCRETE J-BARRIER	LF	\$22.00	96.00	\$2,112.00		\$0.00	96.00	\$2,112.00
168		TOPSOIL 25% MATERIAL COST DEDUCT	CY	(\$1.69)	3,390.00	(\$5,729.10)		\$0.00	2,199.00	(\$3,716.31)
TOTAL CHANGE ORDER NO. 2						\$12,021.30		\$0.00		\$17,943.69

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AGREEMENT DATE: 4/7/2015
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ITEM	MNDOT	DESCRIPTION	UNIT	UNIT COST	CONTRACT		THIS PAYMENT		WORK TO DATE	
					QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
CHANGE ORDER NO. 4										
169		REPAIR IRRIGATION SYSTEM AT TRAILS HEAD BUSINESS CENTER	LUMP SUM	\$2,503.60	1.00	\$2,503.60		\$0.00	1.00	\$2,503.60
170		REPAIR IRRIGATION SYSTEM AT MANN LAKES 12 THEATRE	LUMP SUM	\$1,936.00	1.00	\$1,936.00		\$0.00	1.00	\$1,936.00
171		PAVEMENT MARKING REMOVAL	LIN FT	\$2.00	531.00	\$1,062.00		\$0.00	531.00	\$1,062.00
172		RELOCATE EXISTING PEDESTRIAN FLASHER BASES BY FLEET FARM	LUMP SUM	\$2,961.13	1.00	\$2,961.13		\$0.00	1.00	\$2,961.13
TOTAL CHANGE ORDER NO. 4						\$8,462.73		\$0.00		\$8,462.73
MATERIAL STORED ON SITE										
		SEED MIXTURES (AGASSIZ SEED & SUPPLY)	LUMP SUM	\$2,698.63				\$0.00	0.00	\$0.00
BACKSHEET ADJUSTMENT NO. 1										
		UNRESOLVED REPAIRS TO PAUL BUNYAN STATE TRAIL BRIDGE NO. 18529 DAMAGED BY CONTRACTOR ON 06/24/15	LUMP SUM	(\$25,000.00)				\$0.00	0.00	\$0.00
BACKSHEET ADJUSTMENT NO. 2										
		BITUMINOUS DENSITY DISINCENTIVE	LUMP SUM	(\$4,941.22)			1.00	(\$4,941.22)	1.00	(\$4,941.22)
SUMMARY										
TOTAL ITEMS BID						\$2,476,917.04		\$2,420.90		\$2,184,474.06
MATERIAL STORED ON SITE						\$0.00		\$0.00		\$0.00
BACKSHEET ADJUSTMENT NO. 1						\$0.00		\$0.00		\$0.00
BACKSHEET ADJUSTMENT NO. 2						\$0.00		(\$4,941.22)		(\$4,941.22)
CHANGE ORDER NO. 1						(\$41,054.74)		\$0.00		(\$16,536.37)
CHANGE ORDER NO. 2						\$12,021.30		\$0.00		\$17,943.69
CHANGE ORDER NO. 4						\$8,462.73		\$0.00		\$8,462.73
TOTAL						\$2,466,346.33		(\$2,520.32)		\$2,189,402.89

The undersigned Contractor certifies that all previous payments received from the Owner for work done under this contract have been applied to discharge in full all obligations the Contractor incurred in connection with the work covered by said progress payments. The undersigned Contractor agrees to pay all subcontractors within 10 days of receipt of payment from the municipality for undisputed services provided by the subcontractor. The Contractor agrees to pay interest as described under Minnesota state statute.

Gross Amount Due \$2,189,402.89
Less Retainage (0%) \$0.00

Amount Eligible to Date \$2,189,402.89
Less Previous Payments \$2,082,327.05

Amount Due This Application \$107,075.84

SUBMITTED ANDERSON BROTHERS CONSTRUCTION CO. O
PO BOX 668
BRAINERD, MN 56401-0668

BY: *Al Knowe* DATE: 12/23/15

RECOMMENDED SEH
416 S 6TH ST STE 200
BRAINERD, MN 56401

BY: *Scott D. Hedlund* DATE: 12-23-15

APPROVED CITY OF BAXTER
PO BOX 2626
BAXTER, MN 56425-2626

BY: _____ DATE: _____
Kelly Steele, Asst. City Administrator/Clerk

APPROVED CITY OF BAXTER
PO BOX 2626
BAXTER, MN 56425-2626

BY: _____ DATE: _____
Darrel Olson, Mayor

APPROVED CITY OF BAXTER - UTILITIES COMMISSION
PO BOX 2626
BAXTER, MN 56425-2626

BY: _____ DATE: _____

STATE AID FOR LOCAL TRANSPORTATION
BACKSHEET ADJUSTMENT

SAP 230-106-002	Minn. Proj. No.	BA No. 2
Project Location	Excelsior Road from Cypress Drive to the East City Limits in Baxter	
Local Agency	City of Baxter	Local Project No. BAXTE 128763
Contractor	Anderson Brothers Construction Co	Contract No.
Address/City/State/Zip PO Box 668, Brainerd, MN 56401		
Total Backsheet Adjustment Amount		(\$4,941.22)

Specification 32 12 16 Plant Mixed Asphalt Pavement of the Project Manual provides for density disincentives. The Maximum Density method (MnDOT Specification 2360) for the Project indicates that the Contractor earned a disincentive of (\$4,941.22). The Plant Mixed Asphalt Pavement (MnDOT Specification 2360) Density Incentive/Disincentive Worksheets are located in the Engineer's Project File.

Plant Mixed Asphalt Pavement (Mn/DOT Specification 2360) Density Incentive/Disincentive Worksheet

Ver04Apr2015

S.A.P 230-106-002
 CR Excelsior Rd
 Location Baxter

Contractor
 Engineer

Anderson Brothers
 Scott Hedlund

MDR # 3A-2015-098
 Base 4
 Date Paved 9/2/2015

Total Tons Produced: 770
 Bid Price (\$/ton) \$52.00
 % Passing #8 Sieve: 54
 1% Reduced Pjct? Yes

Lots Required: 2
 Over-ride # of Lots:
 Tons/Lot: 385.0

Mix Design Type	SP (Gyratory)
Mix Course	NW (Non-Wearing)
Max. Aggr. Size	B (3/4 inch)
ESALS (Traffic Level)	1 to < 3 (Level 3)
Air Voids	3%
Asphalt Binder Grade	B = PG 58-2B
Shoulder?	No
Tons or Sq Yd in Pjct?	Tons

Sample Number:	303	304	305
Sample Tons	90	271	595
Tons Represented	271	324	175
Density Tons	271	324	175
Individual Air Voids	3.4	2.8	3.1
Individual Gmm	2.503	2.5	2.504
Moving Avg. Gmm	2.503	2.500	2.501

Average Gmm ==> 2.502 Design Air Voids: 3.0 Min. Air Voids: 2.5 Day's Weighted Avg. Air Void: 3.1

Use Laboratory Method 1810

Lot	Core #	Core Thickness (inches)	Air Dry (g)	Pan ID	Pan	Core + Pan	SSD (g)	Immersed (g)	Dry Weight (g)	% water absorbed	Gmb/ Bulk-Sp. G	Density Sp. G used	Bulk Density used (% of Gmm)	Lot Avg. Density "A"	Mat Pay Factor "A"	Total Pay Factor A*B*C	Tons Represent	Incentive Disincentive
4	4.1	2.38	2518.7	MV	2893.5	383.3	2523.4	1447.4	2510.2	0.4	2.333	93.2	2.333	92.4	1.00	385	\$0.00	
	4.2	2.10	2217.4	X	2565.4	356.2	2220.8	1256.6	2209.2	0.4	2.291	91.6	2.291					
	4.1C	2.10	2519.0	A	2527.8	16.8	2522.3	1441.5	2511.0	0.3	2.323	92.8	2.323					
	4.2C	2.10	2238.4	B	2248.0	14.8	2242.0	1267.9	2233.2	0.4	2.293	91.6	2.312	= Avg. Gmb				
5	5.1	2.25	2529.8	W	2892.9	367.8	2532.0	1453.1	2525.1	0.2	2.340	93.5	2.340	93.8	1.00	385	\$0.00	
	5.2	2.25	2486.8	Z	2803.7	321.1	2489.1	1435.9	2482.6	0.2	2.357	94.2	2.357					
	5.1C	2.25	2465.0	C	2476.6	15.3	2468.2	1413.5	2461.3	0.3	2.334	93.3	2.348	= Avg. Gmb				
	5.2C	2.25	2444.6	D	2487.3	15.1	2446.4	1409.0	2472.2	0.2	2.383	95.2	2.348					

Longitudinal Joint Density Cores

Assoc. Mat Core	Core #	Joint Type	Core Thickness (inches)	Air Dry (g)	Pan ID	Pan	Core + Pan	SSD (g)	Immersed (g)	Dry Weight (g)	% water absorbed	Gmb/ Bulk-Sp. G	Density Sp. G used	Bulk Density used (% of Gmm)	Lot Avg. Density "A"	Mat Pay Factor "A"	Total Pay Factor B or C	Tons Represent	Incentive Disincentive
5.2	5.3L	Confined	2.25	2345.4	P1	2759.5	424.3	2348.0	1336.8	2335.2	0.3	2.309	92.3	2.309	92.3	1.00	385	\$0.00	
	5.4R	Confined	2.25	2247.6	J	2727.9	489.4	2255.4	1258.3	2238.5	0.8	2.245	89.7	2.245	89.7	1.00			
	5.3C	Confined	2.25	2346.2	F	2359.0	15.4	2350.1	1332.5	2343.6	0.4	2.303	92.0	2.303	92.0				
	5.4RC	Confined	2.25	2283.9	P	2286.6	14.9	2293.5	1280.5	2273.7	0.9	2.245	88.7	2.245	88.7				

Info: 1% Reduced Density, No Incentive Payment

Notes:

QC By: RM
 QA By: AT
 Field Check By: Braun

Bulk Core Characteristics
 Avg. Density 145.2
 Bulk Density 108.9

Net Inc./Disinc.
 \$0.00

Ver:02Apr2015

Plant Mixed Asphalt Pavement (Mn/DOT Specification 2360) Density Incentive/Disincentive Worksheet

S.A.P. 230-106-002 Contractor: Anderson Brothers
CSAH Excelsior Rd Engineer: Scott Hedlund
 Location: Baxter
 Total Tons Produced: 1264 Lots Required: 3
 Bid Price (\$/ton): \$69.00 Max. Density Tons: 1264 Over-ride # of Lots:
 % Passing #8 Sieve: 55 Max./Total Ratio: 1.00 Tons/Lot: 421.3
 1% Reduced Pric? No
 Long. Jnt. Density? Yes

Mix Design Type	SP (Gyratory)
Mix Course	WE (Wear)
Max. Aggr. Size	A (1/2 inch)
ESALS [Traffic Level]	1 to < 3 (Level 3)
Air Voids	4%
Asphalt Binder Grade	C = PG 58-34
Shoulder?	No
Tons or Sq Yd in. Pric?	Tons

Sample Number	313	314	318	518	746	746	318	2501	2498
Sample Tons	88	518	746	518	746	318	2501	2498	
Tons Represented	518	746	746	518	746	318	2501	2498	
Density Tons	518	746	746	518	746	318	2501	2498	
Individual Air Voids	3.7	3.8							
Individual Gmm	2.506	2.501							
Moving Avg. Gmm	2.496	2.498							

Average Gmm ==> 2.498 Design Air Voids: 4.0 Min. Air Voids: 3.5 Day's Weighted Avg. Air Void: 3.8

Use Laboratory Method 1810

Lot	Core #	Core Thickness (inches)	Air Dry (lb)	Pan ID	Pan ID	Core + Pan (lb)	SSD (lb)	Immersion (lb)	Dry Weight (lb)	% water absorbed	Gmb/ Bulk Sp. G	Density % of Gmm	Bulk Sp. G used	Lot Avg. Density (% of Gmm)	Mat Pay Factor "A"	Total Pay Factor A+B+C	Tons Represent	Incentive Disincentive
5	6.1	2.00	2035.9	C	2245.1	213.8	2038.1	1160.6	2031.3	0.3	2.315	92.7	2.315	92.2	1.00		421.3	\$0.00
	6.2	1.75	1880.1	D	2101.2	225.0	1882.0	1064.2	1876.2	0.2	2.294	91.8	2.294					
	6.1C	1.75	2031.7	I	2042.7	14.6	2033.8	1156.8	2028.1	0.2	2.313	92.6						
	6.2C	1.75	1896.7	J	1909.6	15.1	1895.8	1073.6	1884.5	-0.1	2.304	92.2	2.304	= Avg. Gmb				
7	7.1	2.00	2134.6	B	2344.3	212.2	2139.1	1191.5	2132.6	0.5	2.251	90.1	2.251	91.8	0.98		421.3	-\$581.39
	7.2	1.75	2029.3	A	2236.1	209.9	2031.4	1162.8	2026.2	0.2	2.333	93.4	2.333					
	7.1C	1.75	2176.7	K	2188.4	14.8	2179.9	1214.6	2173.6	0.3	2.252	90.2						
	7.2C	1.75	1957.3	L	1970.3	14.9	1959.0	1114.5	1955.4	0.2	2.315	92.7	2.292	= Avg. Gmb				
8	8.1	2.00	2147.3	M	2461.7	320.1	2149.4	1219.9	2141.6	0.2	2.304	92.2	2.304	93.0	1.00	1.02	421.3	\$584.30
	8.2	1.75	1973.7	X1	2293.8	320.9	1974.9	1133.2	1972.9	0.1	2.344	93.8	2.344					
	8.1C	1.75	2130.9	M	2444.3	34.9	2133.9	1212.9	2129.4	0.3	2.312	92.6						
	8.2C	1.75	2000.9	N	2019.5	19.4	2002.3	1149.8	2000.1	0.2	2.346	93.9	2.324	= Avg. Gmb				

Longitudinal Joint Density Cores

Mat Core	Core #	Core Thickness (inches)	Air Dry (lb)	Pan ID	Pan ID	Core + Pan (lb)	SSD (lb)	Immersion (lb)	Dry Weight (lb)	% water absorbed	Gmb/ Bulk Sp. G	Density % of Gmm	Bulk Sp. G used	Lot Avg. Density (% of Gmm)	Edge Pay Factor B or C	Net Inc./Disinc.
8.2	8.3L	Unconfined	2016.0	R	2443.4	434.8	2018.6	1133.3	2008.6	0.3	2.269	90.8	2.269	90.8	1.01	\$2.91
	8.4R	Unconfined	1815.4	G1	2236.6	424.2	1818.5	1014.6	1812.4	0.4	2.255	90.3	2.255	90.3	1.01	
	8.31C		1.75	1763.8	O	1774.7	14.6	1765.5	986.1	1760.1	0.2	2.258	90.4			
	8.4RC		1.75	1831.2	P	1843.2	14.3	1835.7	1020.6	1828.9	0.3	2.249	90.0			
		No Core														
		No Core														

Daily Core Characteristics
 Avg. Density 143.7
 % of Gmm 107.8

QC BY: _____
 QA BY: _____
 Field Check BY: _____



Building a Better World
for All of Us®

MEMORANDUM

TO: Honorable Mayor and City Council and Utilities Commission
c/o Trevor Walter, Gordon Heitke
City of Baxter, Minnesota

FROM: Scott Hedlund, PE

DATE: December 30, 2015

RE: 2016 Fairview Road and Trail Improvements Project
Monthly Project Status Update
SEH No. BAXTE 133676 20.00

The following is an update on the status of the various work tasks on the project:

A. Fairview Road:

- Feasibility Report
 - A draft feasibility report was prepared and presented to the Utilities Commission on November 4, 2015
 - The draft feasibility report was updated after the Utilities Commission meeting and then presented to the City Council on November 17, 2015.
 - A public information meeting was held December 2, 2015, 7:00 PM.
 - The final feasibility report is planned for council approval on January 5, 2016
 - The Improvement Hearing is planned for February 1, 2016.
- Final Design
 - The topographic design survey and wetland delineation field work are complete.
 - Preliminary construction plan and profile and cross section sheets are being developed.
 - Preliminary private utility design coordination meeting was held September 10 and December 22, 2015.
 - 1. A follow-up meeting with Crow Wing Power is planned for January.
 - A preliminary design meeting with the gas station owner to discuss stormwater improvements occurred October 30, 2015.
- Permits
 - The wetland permit application is pending further development of the Final Design.
- Easements
 - Easement needs are being developed concurrently with the Final Design.
 - A contract fee amendment for appraisals and easement support services is planned for city council approval on January 5, 2016.
 - 1. The goal is have appraisals completed by mid-February 2016.

B. Fairview Trail

- Feasibility Report
 - The draft feasibility report prepared for Fairview Road included the Parallel Trail (to Fairview Road) and was presented to the:

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 416 South 6th Street, Suite 200, Brainerd, MN 56401-3540

SEH is 100% employee-owned | sehinc.com | 218.855.1700 | 866.852.8880 | 888.908.8166 fax

1. Utilities Commission on November 4, 2015.
 2. City Council on November 17, 2015.
- o A Public Information Meeting for the trail in conjunction with Fairview Road is planned for December 2, 2015.
- Final Design
 - o Field design topo survey work for the Inglewood Drive to Knollwood Drive segment is planned for completion in January 2016 in conjunction with tree clearing operations on City (park) property west of Inglewood Drive by City forces.
 1. SEH and City staff marked the trail route through the City (park) property in December 2015.
 - o Final design will start after the topo survey is complete.
 - Easements
 - o City staff made contact with the churches and townhome association in November 2015.
 - o SEH staked the proposed trail easement limits within the Lakewood Church and Lord of Life Church properties in December 2015.
 - o SEH and City staff met with Lakewood Church representatives twice (including walking the easement limits) and Lord of Life representatives once in December 2015.
 - o SEH and City staff met with one property owner along Fairfax Court after the public information meeting.
 - o SEH and City staff had additional contact with some of the property owners along Fairfax Court and Cherrywood Road during site meetings and staking.
 - o SEH has engaged the appraiser for the church parcels with planned completion by mid-February 2016.

The following is an update on the status of the project budget (Fairview Road):

C. Total project budget:

- The preliminary total project budget based on the Feasibility Report dated December 28, 2015:

Fairview Road:	\$2.05M
Parallel Trail:	<u>\$0.87M</u>
Total:	\$2.92M

D. Consultant budget:

- The current scope for Fairview Road excludes easement acquisition support and appraisal services.
 - o A contract fee amendment is planned for council approval January 5, 2016.

Attachments – updated project schedule

c: Kelly Steele, Jeremy Vacinek, Gordon Heitke – City of Baxter

sh

p:\aet\b\baxte\1336762-proj-mgmt\monthly project update memos\m seh to city 2016 fairview rd project status memo 123015.docx

Project Schedule	
(schedule assumes no RFP for construction engineering services)	
City Council Meetings Held: 1st & 3rd Tuesday @ 7:00 p.m. (work session 5:30 p.m.)	
Utilities Commission Meetings Held: 1 st Wednesday @ 5:00 p.m.	
Preliminary Utility Design Meeting #1 (for Fairview Road only)	Thursday, September 10, 2015
Review Draft Feasibility Report	Wednesday, November 4, 2015, Utilities Commission Meeting
Review Draft Feasibility Report	Tuesday, November 17, 2015, City Council Workshop Meeting
Resolution Ordering Feasibility Report (resolution)	Tuesday, November 17, 2015, Regular City Council Meeting
Authorize Design Topo Survey for Trail corridor	Tuesday, November 17, 2015, Regular City Council Meeting
Mail Neighborhood Meeting #1 Notice	Friday, November 20, 2015
Neighborhood Meeting #1	Wednesday, December 2, 2015, 7:00 PM, Special City Council Meeting
Preliminary Utility Design Meeting #2	Tuesday, December 22, 2015
Receive Feasibility Report & Order Improvement Hearing (resolution)	Tuesday, January 5, 2016, Regular City Council Meeting
Authorize Appraisals	Tuesday, January 5, 2016, Regular City Council Meeting
Coordination meeting with Crow Wing Power	Week of January 4 th or 11 th
Advertise Notice for Improvement Hearing (10 days prior to Improvement Hearing) (Brainerd Dispatch publication deadline 2 days prior)	Friday, January 22, 2016
Mail Notice for Improvement Hearing (10 days prior to Improvement Hearing)	Friday, January 22, 2016
Brainerd Daily Dispatch: Deadline: 2 Full Days by 4 pm Publish: Friday	Wednesday, January 20, 2016 January 22 and 29, 2016
Improvement Hearing	Monday, February 1, 2016, Special City Council Meeting
Order Improvement (resolution)	Tuesday, February 2, 2016, Regular City Council Meeting
Appraisals Complete (approximately 45 days from notice to proceed)	February 12, 2016
City Council Approves Offers To Purchase Easements	Tuesday, February 16, 2016, Regular City Council Meeting (Closed Session)
SEH Mails Offer Letters (Start of 60- Day ROW negotiation period)	Wednesday, February 17, 2016
Request Tree Clearing Quotes (work to be completed by April 15, 2016)	Friday, February 26, 2016 (quotes due back by Tuesday, March 8, 2016)
City Council Approves Tree Clearing Contract (long eared bat avoidance – possible USACE permit condition)	Tuesday, March 15, 2016, City Council Meeting
City Council Reviews Draft Plans and Specifications	Tuesday, March 15, 2016, City Council work session (packet deadline, Wednesday, March 9, 2016)
Wetland permit submittal to TEP	Friday, March 25, 2016
TEP meeting (wetland permit)	Tuesday, April 5, 2016

Approve Plans and Specifications and Authorize Advertisement for Bids (resolution)	Tuesday, April 5, 2016, Regular City Council Meeting
Utilities Commission Reviews Plans and Specifications	Wednesday, April 6, 2016, Utilities Commission Meeting (packet deadline, Wednesday, March 30, 2016)
OPEN on Quest CDN Website Post on City Website?	Friday, April 8, 2016
Brainerd Daily Dispatch: Deadline: 2 Full Days by 4 pm Publish: Friday	April 6, 2016 April 8 and 15, 2016
Advertisement For Bids Publication Date (3 weeks prior to bid opening date) (Brainerd Dispatch publication deadline 2 days prior)	April 8, 2016
Submit permit applications	Friday, April 8, 2016
End of 60-Day ROW negotiation period	April 17, 2016
Initiate 90-Day "Quick Take" process for condemnation of easements – if necessary (resolution)	Tuesday, April 19, 2016, Regular City Council meeting (closed session)
City Attorney Mails "Quick Take" condemnation notices to affected property owners (Start of 90-Day Quick Take period)	Wednesday, April 20, 2016
Bid Opening Date	Tuesday, May 3, 2016, 11 am, City Hall
Order Assessment Hearing (resolution)	Tuesday, May 17, 2016, Regular City Council meeting
Published Notice for Assessment Hearing (minimum 2 weeks before Assessment Hearing) (Brainerd Dispatch publication deadline 2 days prior)	Friday, May 20, 2016 (need to get notice to the paper on Wednesday, May 18, 2016)
Mail Assessment Hearing Notices (minimum 2 weeks before Assessment Hearing)	Friday, May 20, 2016
Brainerd Daily Dispatch: Deadline: 2 Full Days by 4 pm Publish: Friday	Wednesday, May 18, 2016 May 20 and 27, 2016
Bid Review By Utilities Commission	Wednesday, June 1, 2016
Assessment Hearing Date	Wednesday, June 1, 2016, Special City Council Meeting
Adopt Assessments (resolution) and Award Construction Contract (resolution)	Tuesday, June 7, 2016, Regular City Council Meeting (assumes no condemnation or assessment challenges)
Preconstruction Conference	Thursday, June 16, 2016*
Neighborhood Meeting #2	Thursday, June 16, 2016*
Notice to Proceed	June 20, 2016*
Private Utility Relocations	June 27 – July 15, 2016 (need minimum 3 weeks)*
Start Construction	June 27, 2016*
End of 90-Day Quick Take Period	Tuesday, July 19, 2016
Easements Secured (by eminent domain)	Tuesday, July 19, 2016 (could possibly be moved up if all easements can be negotiated)

Substantial Completion	September 2, 2016*
Final Completion	September 23, 2016*

*date dependent on date contract awarded, which is dependent on date easements are secured.

ABOVE DATES ARE SUBJECT TO CHANGE BY FACTORS BEYOND SEH'S CONTROL SUCH AS CONDEMNATION, PRIVATE UTILITIES RELOCATIONS, USACE WETLAND PERMIT

PERMITS

1. WCA and USACE (Wetland)
2. MPCA NPDES (Stormwater)
3. MnDOT (ROW)

MS KELLY STEELE
 ASSISTANT CITY ADMINISTRATOR/CLERK
 CITY OF BAXTER
 13190 MEMORYWOOD DR
 PO BOX 2626
 BAXTER MN 56425-2626
 218.454.5110 FAX 218.454.5103
ksteele@baxtermn.gov

BRAINERD DAILY DISPATCH
 506 JAMES ST
 BRAINERD MN 56401-2942
 218.829.4705 FAX 218.829.7735
ann.windorski@brainerddispatch.com
 PUBL: 6 DAYS (NO SAT);
 DEADLINE 2 FULL DAYS BY 4 PM
 LEGAL NOTICES MONDAY - FRIDAY ONLY (NOT SAT
 OR SUNDAY)

2016 FAIRVIEW ROAD & TRAIL IMPROVEMENTS
 BAXTER, MN
 City No. 4113
 BAXTE 133676

12/28/15

Project Schedule	
(schedule assumes RFP for construction engineering services)	
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City Council Reviews Draft Plans and Specifications	Tuesday, March 15, 2016, City Council work session (packet deadline, Wednesday, March 9, 2016)
Wetland permit submittal to TEP	Friday, March 25, 2016
TEP meeting (wetland permit)	Tuesday, April 5, 2016

Approve Plans and Specifications (resolution)	Tuesday, April 5, 2016, Regular City Council Meeting
Approve Issuing RFP for Bidding and Construction Services	Tuesday, April 5, 2016, Regular City Council Meeting
Utilities Commission Reviews Plans and Specifications	Wednesday, April 6, 2016, Utilities Commission Meeting (packet deadline, Wednesday, March 30, 2016)
City Council Approve Consultant Contract for Construction Services	Tuesday, May 3, 2016, Regular City Council Meeting
City Council Authorize Advertisement for Bids (resolution)	Tuesday, May 3, 2016, Regular City Council Meeting
OPEN on Quest CDN Website Post on City Website?	Friday, May 6, 2016
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City Attorney Mails "Quick Take" condemnation notices to affected property owners (Start of 90-Day Quick Take period)	Wednesday, April 20, 2016
Bid Opening Date	Tuesday, May 31, 2016, 11 am, City Hall
Order Assessment Hearing (resolution)	Tuesday, June 7, 2016, Regular City Council meeting
Published Notice for Assessment Hearing (minimum 2 weeks before Assessment Hearing) (Brainerd Dispatch publication deadline 2 days prior)	Friday, June 10, 2016 (need to get notice to the paper on Wednesday, June 8, 2016)
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Brainerd Daily Dispatch: Deadline: 2 Full Days by 4 pm Publish: Friday	Wednesday, June 8, 2016 June 10 and 17, 2016
Bid Review By Utilities Commission	Wednesday, June 1, 2016
Assessment Hearing Date	Monday, June 27, 2016, Special City Council Meeting
Adopt Assessments (resolution) and Award Construction Contract (resolution)	Tuesday, July 5, 2016, Regular City Council Meeting (assumes no condemnation or assessment challenges)
Preconstruction Conference	Thursday, July 14, 2016*
Neighborhood Meeting #2	Thursday, July 14, 2016*
Notice to Proceed	July 18, 2016*

Private Utility Relocations	July 25 – August 12, 2016 (need minimum 3 weeks)*
Start Construction	July 25, 2016*
End of 90-Day Quick Take Period	Tuesday, July 19, 2016
Easements Secured (by eminent domain)	Tuesday, July 19, 2016 (could possibly be moved up if all easements can be negotiated)
Substantial Completion	September 30, 2016*
Final Completion	October 21, 2016*

*date dependent on date contract awarded, which is dependent on date easements are secured.

ABOVE DATES ARE SUBJECT TO CHANGE BY FACTORS BEYOND SEH'S CONTROL SUCH AS CONDEMNATION, PRIVATE UTILITIES RELOCATIONS, USACE WETLAND PERMIT, RFP FOR CONSTRUCTION ENGINEERING SERVICES

PERMITS

1. WCA and USACE (Wetland)
2. MPCA NPDES (Stormwater)
3. MnDOT (ROW)

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ASSISTANT CITY ADMINISTRATOR/CLERK
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PUBL: 6 DAYS (NO SAT);
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LEGAL NOTICES MONDAY - FRIDAY ONLY (NOT SAT OR SUNDAY)



MEMO

Date: December 30, 2015
To: **Baxter City Council**
From: Aric Welch
Cc: Trevor Walter
 Gordon Heitke
Project Name: Dellwood, Novotny, Inglewood and Independence Improvements
Project No.: 0102B0274.000
Subject: **Project Update**

Brainerd/Baxter
 7804 Industrial Park Road
 PO Box 2720
 Baxter, MN 56425-2720

218.829.5117
 218.829.2517
 Brainerd@wsn.us.com
 WidsethSmithNolting.com

Work Completed to Date

Independence Road: Work is complete and ready for final payment.

Inglewood Drive: Work is substantially complete except for the bituminous trail between Fairview Road and Inglewood Drive. There are also several punch list items that will not be completed until next spring.

Dellwood Drive and Novotny Road: All underground work on Dellwood Drive and Novotny Road is complete and tested. Roadway work is complete through the bituminous base course. Grading and topsoil is complete and the project has been temporary seeded and mulched for the winter.

The Contractor has been working on locating a leak in the Audubon Way watermain extension since early December. The location of the leak has been narrowed down to the section of directional drilled pipe between Hilltop Trailer Sales and Holiday Inn & Suites.

Project Schedule

The Contractor has suspended operations and will begin work again next spring.

Completion Dates

Per Change Order No. 2 Agreement, work will on Dellwood Drive and Novotny Road will be suspended for the winter as long as the conditions in the agreement have been satisfied. Work will commence in the spring with the revised substantial completion date of May 26, 2016 and final completion date of June 9, 2016.

Easements

Dellwood Drive and Novotny Road right-of-way: One roadway easement remains to be signed on Dellwood Drive.

Audubon Way watermain extension: Hilltop Trailer Sales has agreed to the easement and has given the City written permission to proceed with the Audubon Way watermain extension; however, the easement is currently being held up by the bank financing the property.

Engineering

Independence Road and Inglewood Drive record drawings are complete and will be sent to City staff for review. Dellwood Drive and Novotny Road record drawings will be completed next spring after the Contractor completes the project. The Contractor has not asked for a partial pay estimate this period. We will be meeting with the Contractor next month to discuss quantities and anticipate a partial pay estimate will submitted in February.



December 28, 2015

Melvin O. Bjornson and Linda Kay Bjornson
7444 Novotny Road
Brainerd, MN 56401

Re: SAP 018-592-003
Tree Removal

Dear Mr. and Mrs. Bjornson:

Crow Wing County has entered into a Construction Contract with Mike's Tree Company for the clearing of trees within the newly acquired right of way on Dellwood Drive. The clearing of trees is scheduled to begin on Monday, January 4, 2016, weather permitting. Once started, the tree clearing is expected to take just a few days to complete.

Traffic will be controlled with signing and flaggers as needed. Expect delays and use caution while traveling through the construction zone. Please contact me should you have any questions.

Sincerely,

Mark Melby, Engineering Coordinator
Mark.melby@crowwing.us, cell #218-839-6207

cc: Mike's Tree Company, 218-825-8207
City of Baxter
City of Brainerd
Commissioner Franzen
John Bowen, Emergency Management

Timothy V. Bray, P.E. County Engineer
Robert Hall, P.E. Assistant County Engineer
Highway Department
16589 County Road 142
Brainerd, MN 56401

Our Vision: Being Minnesota's favorite place.
Our Mission: Serve well, Deliver value. Drive results.
Our Values: Be responsible. Treat people right. Build a better future.

Office: (218) 824-1110
Fax: (218) 824-1111
www.crowwing.us

REQUEST FOR COUNCIL ACTION

01.19.2016

Department Origination:
Public Works Administration

Agenda Section:
Consent

Agenda Item: Final Acceptance of the Mills Shooting Range Development Agreement

Approval Required: Simple Majority Vote of the Council

BACKGROUND

The Mills Shooting Range project consisted of relocation and extension of city water line and curb stop from Excelsior Road within the lot at 7609 Excelsior Road to provide potable water and fire service to its building.

The project has been completed to the specifications of the Developers Agreement. The City of Baxter has received the Mills Shooting Range As-Built Drawings and the project has been completed.

FINANCIAL IMPLICATIONS

None.

STAFF RECOMMENDATION

Staff recommends City Council approve the final acceptance of Mills Shooting Range as per the Development Agreement.

COUNCIL ACTION REQUESTED

MOTION to approve the final acceptance of Mills Shooting Range as per the Development Agreement.

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REQUEST FOR COUNCIL ACTION

01.19.2016

Department Origination:
Public Works Administration

Agenda Section:
Consent

Agenda Item: Final Acceptance of the Northern Lakes Senior Living Development Agreement

Approval Required: Simple Majority Vote of the Council

BACKGROUND

The Northern Lakes Senior Living project consisted of construction and installation of municipal water lines, municipal sanitary sewer mains, private trail, private drainage controls, private 100-year storm water design, private bituminous surfaced parking lot, and other private improvements

The project has been completed to the specifications of the Developers Agreement. The City of Baxter has received the Northern Lakes Senior Living Center As-Built Drawings, all punch list items have been completed and the city has received the one year Warranty Bond No. XXX.

FINANCIAL IMPLICATIONS

None.

STAFF RECOMMENDATION

Staff recommends City Council approve the final acceptance of Northern Lakes Senior Living as per the Development Agreement and release Irrevocable Letter of Credit No. IS0201267U.

COUNCIL ACTION REQUESTED

MOTION to approve the final acceptance of Northern Lakes Senior Living as per the Development Agreement and release Irrevocable Letter of Credit No. IS0201267U.

REQUEST FOR COUNCIL ACTION

01.05.2016

Department Origination: IT

Agenda Section: Consent

Agenda Item: Approve the TKDA Proposal for Professional Engineering Services for the Fixed Network Water Meter Reading System Project in the not to exceed amount of \$12,000.00

Approval Required: Simple Majority of Vote of the Council

BACKGROUND

As part of continuing efforts to provide improved service to citizens and increase City process efficiencies, the City is proposing to install a fixed network water meter reading system in 2016. This system will eliminate the need for residents to read and submit meter readings or the need for City staff to collect meter readings in the field, in addition to providing other customer service benefits.

Due to the project scope, myriad of equipment technology options, signal propagation analysis, etc., staff is proposing to utilize TKDA to provide professional services related to preparing plans and specifications, bid advertisement and evaluation, and construction contract administration. Based on their experience providing similar services to other cities and following communications with those cities, staff considers TKDA to be well suited to provide the necessary expertise required for this project.

FINANCIAL IMPLICATIONS

This expenditure is part of the fixed network water meter reading system project, which is included in the 2016 adopted budget, with funding from local option sales tax collections.

STAFF RECOMMENDATIONS

Staff recommends approving the TKDA proposal for professional engineering services.

COUNCIL ACTION REQUESTED

Approve the TKDA Proposal for Professional Engineering Services for the Fixed Network Water Meter Reading System Project in the not to exceed amount of \$12,000.00.



444 Cedar Street, Suite 1500
Saint Paul, MN 55101
651.292.4400
tkda.com

December 17, 2015

Via Email Only: gordon.heitke@ci.baxter.mn.us

Mr. Gordon Heitke
City Administrator, City of Baxter
13190 Memorywood Drive
Baxter, Minnesota 56425

Re: Proposal for Engineering Services
Water Meter Replacement Project
City of Baxter, Minnesota

Dear Mr. Heitke:

Pursuant to communications with you and Mr. Todd DeBoer, we propose to provide Engineering Services in connection with the proposed Water Meter Replacement in Baxter, Minnesota, hereinafter called the Project. Our services will be provided in the manner described in this Proposal subject to the terms and conditions set forth in the attached "General Provisions of Engineer-Architect Agreement" dated July 2009. Hereinafter, the City of Baxter is referred to as the CLIENT.

I. PROJECT DESCRIPTION

The CLIENT proposes to replace approximately 2,800 water meters in their service area with a fixed network water metering system. TKDA will work with the CLIENT's staff to select metering system equipment, develop a Project schedule, prepare plans and specifications for purchase of new metering equipment, advertise and obtain competitive bids for the water metering system equipment/materials and installation. TKDA will assist the CLIENT with construction contract administration through internet services and process contractor Project pay requests and change orders.

II. SERVICES TO BE PROVIDED BY TKDA

Based on TKDA's understanding of the Project, we propose to provide the following services:

A. PLANS AND SPECIFICATIONS

1. Attend one meeting with the CLIENT's staff to discuss Project requirements, evaluate and select metering equipment, and prepare project schedule and procedures.
2. Prepare performance-based plans and specifications that will be used to obtain competitive bids for the Project materials and for metering system installation.
3. Prepare an opinion of probable costs for the Project. Produce four sets of plans and specifications for use in bidding and place Project on QuestCDN.

B. BIDDING PHASE

1. Submit an advertisement for bids as needed to meet legal requirements.
2. Attend the bid opening, prepare bid tabulation, and assist the CLIENT in evaluating bids received.

Mr. Gordon Heitke
City Administrator, City of Baxter
Proposal for Engineering Services - Water Meter Replacement Project
December 17, 2015
Page 2

- 3. Provide the CLIENT with a letter of recommendation regarding award of the contract, and assist the CLIENT with securing the Project contract.

C. CONSTRUCTION CONTRACT ADMINISTRATION

- 1. Attend one Project preconstruction meeting.
- 2. Prepare and process contractor pay requests and change orders.

III. ADDITIONAL SERVICES

If authorized in writing by the CLIENT, we will furnish or obtain from others Additional Services of the types listed below which are not considered as basic services under this Proposal. Additional Services shall be billable on an Hourly Time and Materials basis and such billings shall be over and above any maximum amounts set forth in this Proposal.

- A. Attend additional Project meetings with the CLIENT's staff beyond those included in SECTION II, if required by the CLIENT.
- B. Additional construction phase assistance beyond that included in SECTION II.C.
- C. Observations during the guarantee period and related services.

IV. CLIENT'S RESPONSIBILITIES

These responsibilities shall be as set forth in Article 8 of the General Provisions and as further described or clarified hereinbelow:

- A. Designate one individual to act as a representative with respect to the work to be performed, and such person shall have complete authority to transmit instructions, receive information, interpret and define policies, and make decisions with respect to critical elements pertinent to the Project. That individual shall be identified in the signature block area of this Proposal.
- B. Provide access to the CLIENT's files, records, and data pertaining to the Project.
- C. Provide reasonable access to CLIENT's accounts and meter data included in the Project.
- D. Provide input and review of submitted plans and specifications, and assistance in Project scheduling.

V. PERIOD OF SERVICE

We would expect to start our services promptly upon receipt of your written acceptance of this Proposal and to complete SECTION II services by November 30, 2016. Following is our proposed Project Schedule:

Prepare Plans and Specifications	January-February 2016
Advertise and Secure Bids	March 2016
Award and Issue Construction Contract	April 2016
Installation of Equipment and Water Meters	June-October 2016
Final Completion/Project Close-Out	November 2016



Mr. Gordon Heitke
City Administrator, City of Baxter
Proposal for Engineering Services - Water Meter Replacement Project
December 17, 2015
Page 3

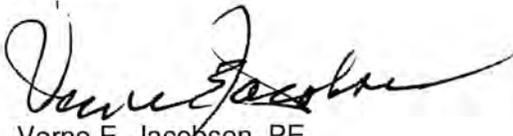
VI. COMPENSATION

Compensation to TKDA for services provided as described in SECTION II of this Proposal shall be on an Hourly Time and Materials basis in the estimated amount of \$12,000. Our detailed Project Fee Estimate and Hourly Rate Schedule are attached. Payment shall be made in accordance with Article 3 of the attached General Provisions.

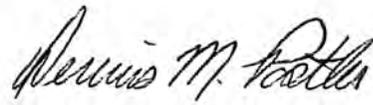
VII. CONTRACTUAL INTENT

We thank you for the opportunity to submit this Proposal. We agree that this letter and attachments constitute a contract between us upon its signature by an authorized official of the City of Baxter and the return of a signed copy to us. This Proposal will be open for acceptance for 60 days, unless the provisions herein are changed by us in writing prior to that time.

Sincerely,



Verne E. Jacobsen, PE
Project Manager



Dennis M. Postler, PE
Vice President, Municipal Services

VEJ:DMP:adh
ATTACHMENTS: SCHEDULE 2900-M90
PROJECT FEE ESTIMATE
GENERAL PROVISIONS

ACCEPTED FOR THE CITY OF BAXTER, MINNESOTA

By: _____
(signature) Printed Name/Title Date

CLIENT'S DESIGNATED REPRESENTATIVE:

Name/Title Phone Email





2016 SCHEDULE OF HOURLY BILLING RATES

<u>Municipal Services Division Employee Classification †</u>	<u>Range of Hourly Billing Rates*</u>
Senior Registered Engineer	\$ 125.00 to \$ 180.00 ***
Registered Engineer or Professional Land Surveyor	\$ 77.00 to \$ 141.00
Graduate Engineer, Planner, Scientist or Land Surveyor	\$ 58.00 to \$ 95.00
Senior Planner or Scientist	\$ 107.00 to \$ 132.00
Planner or Scientist	\$ 55.00 to \$ 94.00
Engineering Specialist II	\$ 104.00 to \$ 123.00
Engineering Specialist I	\$ 70.00 to \$ 110.00
Technician III	\$ 78.00 to \$ 108.00 **
Technician II	\$ 49.00 to \$ 83.00 **
Technician I	\$ 32.00 to \$ 61.00 **

† Hourly billing rates for staff outside the Municipal Services Division will be billed at a 2.90 multiplier.

In addition to the hourly charges, TKDA shall be reimbursed at cost for the following direct expenses when incurred in the performance of the work:

1. Vehicle mileage at current IRS standard rate per mile.
2. Outside professional and technical services with costs defined as the amount billed TKDA plus 10%.
3. Outside reproduction and reprographic costs.

* Rates effective until December 31, 2016.

** For hours worked over 40 hours per week individuals are paid one and one-half times the above rates.

*** Capped Maximum



Project Fee Estimate

Client:	City of Baxter, Minnesota				Date:	12/17/2015	
Project:	Water Meter Replacement Project				Prepared By:	VEJ	
Task	Task Description	Estimated Person Hours Required				Total Hours	Total Dollars
		Sr Reg Eng	Reg Eng	Grad Eng	Tech II		
A	PLANS AND SPECIFICATIONS						
1	Project Management and Meetings	6	12	6		24	\$ 2,364
2	Prepare Plans and Specs	4	30		6	40	\$ 3,462
3	Project Estimate and QuestCDN Placement		2	2	2	6	\$ 420
B	BIDDING PHASE						
1	Respond to Bidders' Questions	2	4			6	\$ 654
2	Bid Opening; Bid Tabulation	2	6		2	10	\$ 940
3	Evaluate Bids; Recommend Award	2	4			6	\$ 654
C	CONSTRUCTION CONTRACT ADMINISTRATION						
1	Preconstruction Meeting		8			8	\$ 648
2	Contractor Payments; Change Orders	2	24		4	30	\$ 2,522
Total Person Hours		18	90	8	14	130	
Billing Rate/Hr x Multiplier		\$ 165	\$ 81	\$ 67	\$ 62		
Total Billable for Charged Time		\$ 2,970	\$ 7,290	\$ 536	\$ 868		\$ 11,664
Expenses:							
Travel & Subsistence (TS)							\$ 200
Reproduction & Reprographics (RR)							\$ 100
Total Project Fees							\$ 11,964
Total Not to Exceed							\$ 12,000

General Provisions of Engineer-Architect Agreement

ARTICLE 1. GENERAL

These General Provisions supplement and become part of the Agreement between Toltz, King, Duvall, Anderson and Associates, Incorporated, a Minnesota Corporation, hereinafter referred to as TKDA, and the other Party to the Agreement, hereinafter referred to as CLIENT, wherein the CLIENT engages TKDA to provide certain Engineering, Architectural, and/or Planning services. Either Party to this Agreement may be referred to as a "Party" or collectively as "Parties."

As used herein, the term "Agreement" refers to (1) TKDA's original Engagement Letter or proposal (the "Engagement Letter") which forms the basis for the Agreement; (2) these General Provisions, and (3) any attached Exhibits, as if they were part of one and the same document. With respect to the order of precedence, any attached Exhibits shall govern over these General Provisions and the Engagement Letter shall govern over any attached Exhibits and these General Provisions.

ARTICLE 2. PERIOD OF SERVICE

The term of this Agreement for the performance of services hereunder shall be as set forth in TKDA's Engagement Letter. Any lump sum or estimated maximum payment amounts set forth in the Engagement Letter have been established in anticipation of the orderly and continuous progress of the project in accordance with the schedule set forth in the Engagement Letter or any Exhibits attached thereto.

ARTICLE 3. COMPENSATION TO TKDA

A. Compensation to TKDA for services shall be as designated in the Engagement Letter. The CLIENT shall make monthly payments to TKDA within 30 days of date of invoice.

B. The CLIENT will pay the balance stated on the invoice unless CLIENT notifies TKDA in writing of the particular item that is alleged to be incorrect within 15 days from the date of invoice, in which case all undisputed items shall be paid and amounts in dispute shall become due upon an adjudicated resolution or upon agreement of the parties. All accounts unpaid after 30 days from the date of original invoice shall be subject to a service charge of 1-1/2% per month, or the maximum amount authorized by law, whichever is less. TKDA shall be entitled to recover all reasonable costs and disbursements, including reasonable attorneys' fees, incurred in connection with collecting amounts owed by CLIENT. In addition, TKDA may, after giving seven days' written notice to the CLIENT, suspend services under this Agreement until TKDA has been paid in full for all amounts then due for services, expenses and charges. CLIENT agrees that it shall waive any and all claims against TKDA and that TKDA shall not be responsible for any claims arising from suspension of services hereunder.

ARTICLE 4. EXTRA WORK

If TKDA is of the opinion that any work it has been directed to perform is beyond the Scope of this Agreement, or that the level of effort required exceeds that estimated due to changed conditions and thereby constitutes extra work, it shall notify the CLIENT of that fact. Upon written notification to CLIENT, TKDA shall be entitled to additional compensation for same, and to an extension of time for completion absent timely written objection by CLIENT to additional services.

ARTICLE 5. ABANDONMENT, CHANGE OF PLAN AND TERMINATION

Either Party has the right to terminate this Agreement upon seven days' written notice for convenience of either CLIENT or TKDA. In addition, the CLIENT may at any time reduce the scope of this Agreement. Such reduction in scope shall be set forth in a written notice from the CLIENT to TKDA. In the event of unresolved dispute over change in scope or changed conditions, this Agreement may also be terminated upon seven days' written notice as provided above.

In the event of a termination or reduction in scope of the project work, TKDA shall be paid for the work performed and expenses incurred on the project work and for any completed and abandoned work for which payment has not been made, computed in accordance with the provisions of the Engagement Letter and payment of a reasonable amount for services and expenses directly attributable to termination, both before and after the effective date of termination, such as reassignment of personnel, costs of terminating contracts with TKDA's subconsultants, costs of producing copies of file materials and other related close-out costs.

ARTICLE 6. DISPOSITION OF PLANS, REPORTS AND OTHER DATA

All documents, including reports, drawings, calculations, specifications, CADD materials, computer software or hardware or other work product prepared by TKDA pursuant to this Agreement are TKDA's Instruments of Service and TKDA retains all ownership interests in said Instruments of Service, including copyrights. Any use or reuse of such Instruments of Service, except for the specific purpose intended, by the CLIENT or others without written consent, verification, or adaptation by TKDA will be at the CLIENT's risk and full legal responsibility. In this regard, the CLIENT will indemnify and hold harmless TKDA from any and all suits or claims of third parties arising out of such use or reuse which is not specifically verified, adapted, or authorized by TKDA.

Copies of documents that may be relied upon by the CLIENT are limited to the printed copies (also known as hard copies) that are signed or sealed by TKDA's Engineer or Architect. Files in electronic format furnished to the CLIENT are only for convenience of the CLIENT. Any conclusion or information obtained or derived from such electronic files

will be at the user's sole risk. If there is a discrepancy between the electronic files and the hard copies, the hard copies govern. In the event electronic copies of documents are made available to the CLIENT, the CLIENT acknowledges that the useful life of electronic media may be limited because of deterioration of the media, obsolescence of the computer hardware and/or software systems or other causes outside of TKDA's control. Therefore, TKDA makes no representation that such media will be fully usable beyond 30 days from date of delivery to CLIENT.

If requested, at the time of completion or termination of the work, TKDA shall make available to the CLIENT at CLIENT's expense copies of the Instruments of Service upon (i) payment of amounts due and owing for work performed and expenses incurred under this Agreement, and (ii) fulfillment of the CLIENT's obligations under this Agreement.

ARTICLE 7. CLIENT'S ACCEPTANCE BY PURCHASE ORDER

In lieu of or in addition to execution of the Engagement Letter, the CLIENT may authorize TKDA to commence services by issuing a purchase order by a duly authorized representative. Such authority to commence services or purchase order shall incorporate by reference the terms and conditions of this Agreement. In the event the terms and conditions of this Agreement conflict with those contained in the CLIENT's purchase order, the terms and conditions of this Agreement shall govern. Notwithstanding any purchase order provisions to the contrary, no warranties, express or implied, are made by TKDA. In order to implement the intent of Parties to this Agreement, the Parties agree that the Engagement Letter, these General Provisions, and any Exhibits constitute the entire Agreement between them. The Parties further agree that the preprinted terms and conditions of any CLIENT-generated purchase order issued to request work pursuant to this Agreement will not apply to the work, regardless of whether TKDA executes the purchase order in acceptance of the work.

ARTICLE 8. CLIENT'S RESPONSIBILITIES

A. To permit TKDA to perform the services required hereunder, the CLIENT shall supply, in proper time and sequence, the following at no expense to TKDA:

1. All necessary information regarding its requirements as necessary for orderly progress of the work.
2. Designate in writing a person to act as CLIENT's representative with respect to the services to be rendered under this Agreement. Such person shall have authority to transmit instructions, receive instructions, receive information, and interpret and define CLIENT's policies with respect to TKDA's services.
3. Furnish, as required for performance of TKDA's services (except to the extent provided otherwise in the Engagement Letter or any Exhibits attached thereto), data prepared by or services of others, including without limitation, soil borings, probing and subsurface explorations, hydrographic and geohydrologic surveys, laboratory tests and inspections of samples, materials and equipment; appropriate professional interpretations of all of the foregoing; environmental assessment and impact statements; property, boundary, easement, right-of-way, topographic and utility surveys; property descriptions; zoning, deed and other land use restriction; and other special data not covered in the Engagement Letter or any Exhibits attached thereto.
4. Provide access to, and make all provisions for TKDA to enter upon publicly or privately owned property as required to perform the work.
5. Act as liaison with other agencies or involved parties to carry out necessary coordination and negotiations; furnish approvals and permits from all governmental authorities having jurisdiction over the project and such approvals and consents from others as may be necessary for completion of the project.
6. Examine all reports, sketches, drawings, specifications and other documents prepared and presented by TKDA, obtain advice of an attorney, insurance counselor or others as CLIENT deems necessary for such examination, and render in writing decisions pertaining thereto within a reasonable time so as not to delay the services of TKDA.
7. Give prompt written notice to TKDA whenever the CLIENT observes or otherwise becomes aware of any development that affects the scope or timing of TKDA's services or any defect in the work of Construction Contractor(s), subconsultants or TKDA.
8. Initiate action, where appropriate, to identify and investigate the nature and extent of asbestos, petroleum and/or pollution in the project and to abate and/or remove the same as may be required by federal, state or local statute, ordinance, code, rule, or regulation now existing or hereinafter enacted or amended. For purposes of this Agreement, "pollution" and "pollutant" shall mean any solid, liquid, gaseous or thermal irritant or contaminant, including petroleum, smoke, vapor, soot, alkalis, chemicals and hazardous or toxic waste. Hazardous Materials means any substance, waste, pollutant or contaminant (including petroleum) now or hereafter included within such terms under any federal, state or local statute, ordinance, code, rule or regulation now existing or hereinafter enacted or amended. Waste further includes materials to be recycled, reconditioned or reclaimed. CLIENT further agrees it

will, where appropriate, endeavor to identify, remove and/or encapsulate asbestos products, petroleum, pollutants or Hazardous Materials located in the project area prior to accomplishment by TKDA of any work on the project.

If TKDA encounters, or reasonably suspects that it has encountered, asbestos or pollution in the project, TKDA shall cease activity on the project and promptly notify the CLIENT, who shall proceed as set forth above. Unless otherwise specifically provided in the Engagement Letter, the services to be provided by TKDA do not include identification of asbestos or pollution, and TKDA has no duty to identify or attempt to identify the same within the area of the project.

With respect to the foregoing, CLIENT acknowledges and agrees that TKDA is not a user, handler, generator, operator, treater, storer, transporter or disposer of asbestos, petroleum, Pollutant, or other Hazardous Materials which may be encountered by TKDA on the project. CLIENT agrees to hold harmless, indemnify and defend TKDA and TKDA's officers, subconsultant(s), subcontractor(s), employees and agents from and against any and all claims, lawsuits, damages, liability and costs, including, but not limited to, costs of defense, arising out of or in any way connected with the presence, discharge, release, or escape of asbestos, petroleum or other Hazardous Materials or waste on the site. This indemnification is intended to apply only to existing conditions present at the site prior to TKDA's commencement of services, and does not apply to conditions that arise subsequent to TKDA's commencement of services that are caused or created by TKDA.

- 9. Provide such accounting, independent cost estimating and insurance counseling services as may be required for the project, such legal services as the CLIENT may require or TKDA may reasonably request with regard to legal issues pertaining to the project including any that may be raised by contractor(s), such auditing service as CLIENT may require to ascertain how or for what purpose any contractor has used the monies paid under the construction contract, and such inspection services as CLIENT may require to ascertain that contractor(s) are complying with any law, rule, regulation, ordinance, code or order applicable to their furnishing and performing the work.
- 10. Provide "record" drawings and specifications for all existing physical plants or facilities which are pertinent to the project.
- 11. Act promptly to approve all pay requests, Supplemental Agreements, or requests for information by TKDA as set forth herein.
- 12. Require all Utilities with facilities in the CLIENT's right-of-way to locate and mark said utilities upon request, relocate and/or protect said utilities as determined necessary to accommodate work of the project, submit a schedule of the necessary relocation/protection activities to the CLIENT for review and comply with agreed upon schedule.
- 13. Provide other services, materials, or data as may be set forth in the Engagement Letter or any Exhibits attached thereto.

B. TKDA shall be entitled to rely on the accuracy and completeness of information furnished by the CLIENT. If TKDA finds that any information furnished by the CLIENT is in error or is inadequate for its purpose, TKDA shall promptly notify the CLIENT.

ARTICLE 9. OPINIONS OF COST

Opinions of probable project cost, construction cost, financial evaluations, feasibility studies, economic analyses of alternate solutions and utilitarian considerations of operations end maintenance costs provided for in the Engagement Letter or any Exhibits attached thereto, are made on the basis of TKDA's experience and qualifications and represent TKDA's judgment as an experienced and qualified design professional. It is recognized that TKDA does not have control over the cost of labor, material, equipment or services furnished by others or over market conditions or contractors' methods of determining their prices, and that any evaluation of any facility to be constructed, or acquired, or work to be performed on the basis of TKDA's cost opinions, must of necessity, be speculative until completion of construction or acquisition. Accordingly, TKDA does not guarantee that proposals, bids or actual costs will not substantially vary from opinions, evaluations or studies submitted by TKDA to CLIENT hereunder. TKDA assumes no responsibility for the accuracy of opinions of probable project costs or construction costs, and provides these estimates for the sole convenience of the CLIENT for the purposes of general project budgeting.

ARTICLE 10. CONSTRUCTION PHASE SERVICES

CLIENT acknowledges that it is customary for the Architect or Engineer who is responsible for the preparation and furnishing of Drawings and Specifications and other construction-related documents to be employed to provide professional services during the Construction Phases of the project, (1) to interpret and clarify the documentation so furnished and to modify the same as circumstances revealed during bidding and construction may dictate, (2) in connection with acceptance of substitute or equal items of materials and equipment proposed by bidders and contractor(s), (3) in connection with review of shop drawings and sample submittals, and (4) as a result of and in response to TKDA's detecting in advance of performance of affected work inconsistencies or irregularities in such documentation. CLIENT agrees that if TKDA is not employed to provide such professional services during the Construction Phases of the project, TKDA will not be responsible for, and CLIENT shall indemnify and hold TKDA (and TKDA's professional associates and consultants) harmless from, all claims,

damages, losses and expenses including attorneys' fees arising out of, or resulting from, any interpretation, clarification, substitution acceptance, shop drawing or sample approval or modification of such documentation issued or carried out by CLIENT or others. Nothing contained in this paragraph shall be construed to release TKDA (or TKDA's professional associates or consultants) from liability for failure to perform in accordance with professional standards any duty or responsibility which TKDA has undertaken or assumed under this Agreement.

ARTICLE 11. INSURANCE

TKDA shall procure and maintain insurance for protection from claims against it under workers' compensation acts, claims for damages because of bodily injury including personal injury, sickness or disease or death of any and all employees, and from claims against it for damages because of injury to or destruction of property.

Also, TKDA shall procure and maintain professional liability insurance for protection from claims arising out of performance of professional services caused by any negligent act, error, or omission for which TKDA is legally liable.

Certificates of insurance will be provided to the CLIENT upon request.

ARTICLE 12. ASSIGNMENT

This Agreement, being intended to secure the personal service of the individuals employed by and through whom TKDA performs work hereunder, shall not be assigned, sublet or transferred without the written consent of TKDA and the CLIENT. Any assignment of the Agreement, or claims arising under or relating to the Agreement without the written consent of both Parties shall be null and void.

ARTICLE 13. CONTROLLING LAW

This Agreement is to be governed by the laws of the State of Minnesota.

ARTICLE 14. SEVERABILITY

Any provision or portion thereof in this Agreement which is held to be void or unenforceable under any law shall be deemed stricken, and all remaining provisions shall continue to be valid and binding between CLIENT and TKDA.

ARTICLE 15. WAIVER OF CONSEQUENTIAL DAMAGES

CLIENT and TKDA waive consequential damages for claims, disputes or other matters in question arising out of or relating to TKDA's services under this Agreement. This mutual waiver of consequential damages applies and survives termination of this Agreement.

ARTICLE 16. LIMITATION OF LIABILITY

In recognition of the relative risks of CLIENT and TKDA relating to the work, CLIENT agrees, to the extent permitted by law, that TKDA's liability to the CLIENT or anyone claiming through CLIENT for any and all claims, losses, costs, or damages whatsoever arising out of, resulting from or in any way related to the Project or the Agreement from any cause or causes including, but not limited to, the negligence, professional errors or omissions, strict liability or breach of contract, or warranty express or implied, of TKDA or its officers, directors, partners, employees, agents, or consultants, or any of them, shall not exceed the total insurance proceeds paid or available on behalf of or to TKDA by its insurers in settlement or satisfaction of CLIENT's claims against TKDA under the terms and conditions of TKDA's insurance policies applicable thereto.

ARTICLE 17. CONFLICT RESOLUTION

In an effort to resolve any conflicts that arise during the design or construction of the project or following the completion of the project, the CLIENT and TKDA agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation as a precondition to any formal legal proceedings.

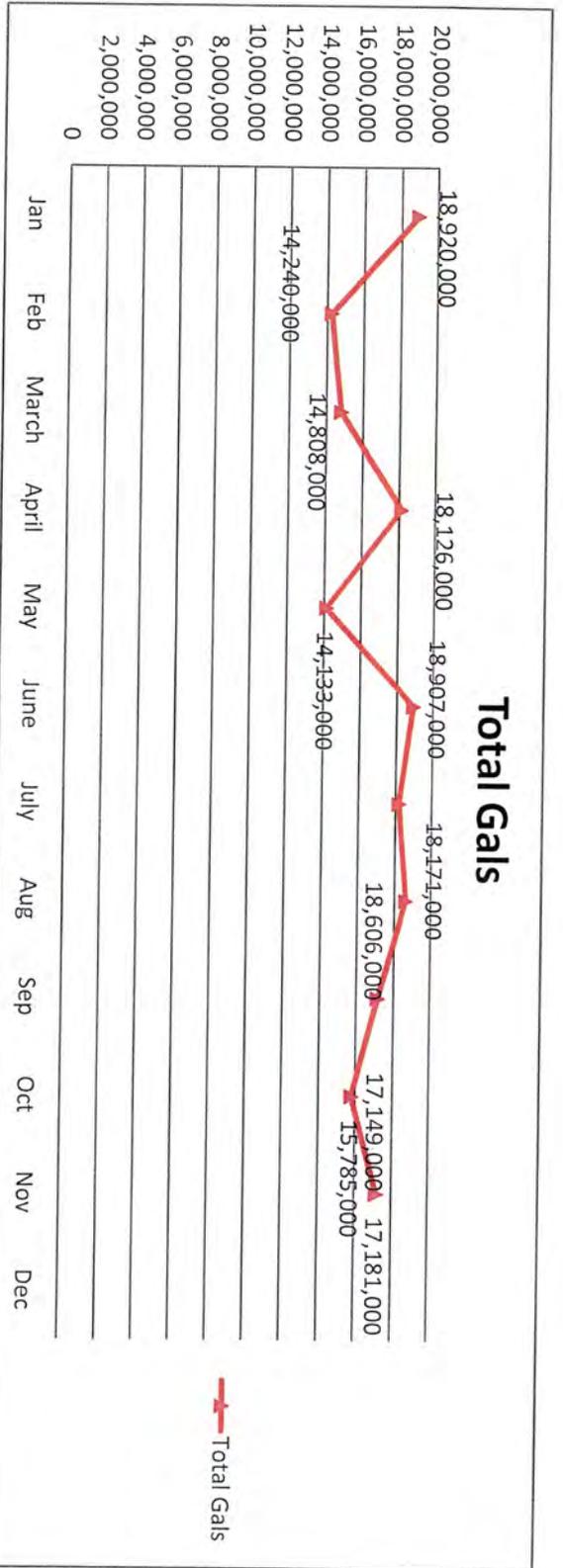
ARTICLE 18. CONFIDENTIALITY

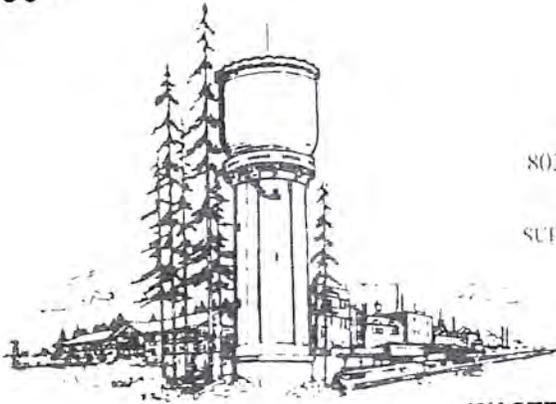
TKDA agrees to keep confidential and not to disclose to any person or entity, other than TKDA's employees, subconsultants and the general contractor and subcontractors, if appropriate, any data and information furnished to TKDA and marked CONFIDENTIAL by the CLIENT. These provisions shall not apply to information in whatever form that comes into the public domain, nor shall it restrict TKDA from giving notices required by law or complying with an order to provide information or data when such order is issued by a court, administrative agency or other authority with proper jurisdiction, or if it is reasonably necessary for TKDA to complete services under the Agreement or defend itself from any suit or claim.

ARTICLE 19. UNDERGROUND UTILITIES

If authorized in the Engagement Letter, TKDA and/or its authorized subconsultant will conduct the research that in its professional opinion is necessary and will prepare a plan indicating the locations intended for subsurface penetrations with respect to assumed locations of underground improvements. Such services by TKDA or its subconsultant will be performed in a manner consistent with the ordinary standard of care. The CLIENT recognizes that the research may not identify all underground improvements and that the information upon which TKDA relies may contain errors or may not be complete.

The CLIENT agrees, to the fullest extent permitted by law, to waive all claims and causes of action against TKDA and anyone for whom TKDA may be legally liable, for claims by CLIENT or its contractors for delay or additional compensation relating to the identification, removal, relocation, or restoration of utilities, or damages to underground improvements resulting from subsurface penetration locations established by TKDA.





BRAINERD PUBLIC UTILITIES

8027 Highland Scenic Road • P.O. Box 373 • Brainerd, Minnesota 56401-0373

COMMISSION SECRETARY - Business Office 218.829.8726 - FAX 218.829.4703

SUPERINTENDENT OF UTILITIES - Repair Service Operations 218.829.2193 - FAX 218.829.2308

INTERNET WEB SITE: www.bpu.org

BRAINERD PUBLIC UTILITIES WASTEWATER TREATMENT CHARGES FOR THE CITY OF BAXTER

for

November 2015

Baxter Monthly Flow and Loading Data

Number of days in billing period	33
Total flow for period (gallons)	17,181,000
Average Daily Flow (MGD)	0.521
CBOD (mg/L)	153.1
TSS (mg/L)	207.9
TP (mg/L)	5.8

I. Base Charges

Base Capital Charge	\$0.00
Base Operating Charge	37,418.80
Subtotal for Period	<u>\$37,418.80</u>

II. Excess Charges

Excess Capital Charge	\$0.00
Excess Operating Charges	
Excess Flow	0.00
Excess Loading	0.00
Excess Strength	0.00
Subtotal for Period	<u>\$0.00</u>

III. Base and Excess Charge Adjustments

(True up from previous year based on actual Operating Costs)

Operating Charges Previously Billed	\$0.00
True-up Charges (Credit) for 2014	0.00
Excess Capital Charge Adjustment	0.00
Excess Operating Charge Adjustments	
Excess Flow Adjustment	0.00
Excess Loading Adjustment	0.00
Excess Strength Adjustment	0.00
Subtotal for Period	<u>\$0.00</u>
Total for Period	<u><u>\$37,418.80</u></u>

Monthly Input Data

for
November 2015

Current Month	November
Year	2015
Number of days in billing period	33

Flow

	Brainerd	Baxter	Total
Total flow for period (gallons)	44,625,000	17,181,000	61,806,000
Average Daily Flow (MGD)	1.352	0.521	1.873

Loading

Measurement Number	Brainerd				Baxter			
	CBOD (mg/L)	TSS (mg/L)	TP (mg/L)	TM (ng/L)	CBOD (mg/L)	TSS (mg/L)	TP (mg/L)	TM (ng/L)
1	153			0	264			0
2	162				132			
3	28				187			
4	196	290			292	344		
5	77	196			112	192		
6	102	240	5.19		111	166	5.23	
7	150	240			189	266		
8	76	186			116	180		
9	115	283	4.78		117	170	5.46	
10	94	204			130	224		
11	160	174			174	170		
12	73	174	4.19		98	157	5.70	
13	104	248			142	254		
14	102	184			136	142		
15	75	114	2.40		96	144	6.60	
16		172				360		
17		172				174		
18		267	5.31			176	5.99	
19								
20								
Average Daily Loadings (conc.)	111	210	4.4	-	153	208	5.8	-
Average Daily Loadings (lbs/d)	1,254	2,365	49	-	665	903	25	-
Average Daily Loadings (mg/d)	-	-	-	-	-	-	-	-

Most Recent Twelve Months Input Data

Brainerd Most Recent Twelve Months Data

	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	Apr-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Average	mg/L
Flow (MGD)	1.356	1.324	1.237	1.252	1.199	1.549	1.665	1.434	1.330	1.337	1.292	1.352	1.361	
CBOD (lbs/d)	1,092	1,269	1,346	1,280	1,286	1,385	1,391	1,284	1,141	1,464	1,510	1,254	1,317	116
TSS (lbs/d)	2,217	2,585	2,477	2,262	2,321	2,709	4,025	3,218	2,790	5,024	4,403	2,365	3,033	267
TP (lbs/d)	43	46	49	47	44	53	86	57	47	63	52	49		

Baxter Most Recent Twelve Months Data

	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	Apr-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Average	mg/L
Flow (MGD)	0.522	0.541	0.491	0.548	0.604	0.471	0.610	0.586	0.581	0.572	0.544	0.521	0.549	
CBOD (lbs/d)	650	774	565	635	659	535	776	724	986	683	634	665	691	151
TSS (lbs/d)	820	938	677	976	1,198	855	1,287	1,367	1,393	1,294	1,190	903	1,075	235
TP (lbs/d)	25	28	20	21	27	24	36	30	28	27	26	25		

Base Charge Calculations

for
November 2015

Base Capital Charge Calculations

(Based on the estimated Phase I capital costs, actual costs will be dependent upon interest rates, construction bids, etc.)

Capital Cost: \$0

PFA Interest Rate: 3.233%
Repayment Period (years) 20

	Weight	Brainerd Allocation		Baxter Allocation		Subtotals
	(%)	(%)	(\$)	(%)	(\$)	(\$)
Flow	30%	66.67%	\$0	33.33%	\$0	\$0
CBOD	30%	66.67%	\$0	33.33%	\$0	\$0
TSS	30%	66.67%	\$0	33.33%	\$0	\$0
TP	10%	66.67%	\$0	33.33%	\$0	\$0
		Totals	\$0		\$0	\$0

	Brainerd	Baxter
Monthly Charges	\$0.00	\$0.00

Base Operating Charge Calculations

Brainerd

Current Month Flow and Loading Data

Average Daily Flow (MGD)	1.352
CBOD (mg/L)	111.1
TSS (mg/L)	209.6
TP (mg/L)	4.4

Current Month Operating Charge

	Base Unit Cost		Mass	Monthly Cost
	(\$)	Units	(lbs/day)	(\$)
Flow	\$0.598	1000 gal	NA	\$26,695
CBOD	\$0.582	lb CBOD	1,254	\$24,082
TSS	\$0.343	lb TSS	2,365	\$26,756
TP	\$4.996	lb TP	49	\$8,137
Subtotal				\$85,670.17

Baxter

Current Month Flow and Loading Data

Average Daily Flow (MGD)	0.521
CBOD (mg/L)	153.1
TSS (mg/L)	207.9
TP (mg/L)	5.8

Current Month Operating Charge

	Base Unit Cost		Mass	Monthly Cost
	(\$)	Units	(lbs/day)	(\$)
Flow	\$0.598	1000 gal	NA	\$10,278
CBOD	\$0.582	lb CBOD	665	\$12,770
TSS	\$0.343	lb TSS	903	\$10,219
TP	\$4.996	lb TP	25	\$4,152
Subtotal				\$37,418.80

Feasibility Study

2016 Fairview Road and Trail Improvements

Baxter, Minnesota

City Project No. 4113
SEH No. BAXTE 133676

December 28, 2015

Council Approval Date: January 5, 2016



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December 28, 2015

RE: Baxter, Minnesota
2016 Fairview Road and Trail Improvements
City Project No. 4113
SEH No. BAXTE 133676

Honorable Mayor and City Council
c/o Trevor Walter, PE
City Engineer
City of Baxter
13190 Memorywood Drive
Baxter, MN 56425

Dear Mayor and Members of the City Council:

Short Elliott Hendrickson Inc. (SEH) is pleased to present this Feasibility Report for the project referenced above. It illustrates the proposed improvements, opinions of probable cost, and preliminary assessments.

Please contact me with any questions or concerns.

Sincerely,

A handwritten signature in black ink that reads "Scott D. Hedlund".

Scott D. Hedlund, PE
Project Manager

mrb

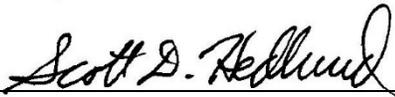
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2016 Fairview Road and Trail Improvements
Feasibility Study
Baxter, Minnesota

City Project No. 4113
SEH No. BAXTE 133676

December 28, 2015

I hereby certify that this report was prepared by me or under my direct supervision,
and that I am a duly Licensed Professional Engineer under the laws of the State of
Minnesota.



Scott D. Hedlund, PE
Project Manager

Date: 12/28/15 Lic. No.: 40686

Reviewed By: David W. Blommel, PE Date: 12/28/15

Short Elliott Hendrickson Inc.
416 South 6th Street, Suite 200
Brainerd, MN 56401-3540
218.855.1705

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Feasibility Study

2016 Fairview Road and Trail Improvements

Prepared for City of Baxter, Minnesota

1.0 Introduction

As authorized by the City Council, this Feasibility Report was prepared for street, traffic safety, and storm water management improvements to Fairview Road from approximately 300 feet west of Memorywood Drive to Inglewood Drive and trail improvements from Oscar Kristofferson Park to Inglewood Drive (with spur connections along Kenwood Drive and Knollwood Drive south to Fairview Road). The improvements include approximately 1.5 miles of roadway and 1.2 miles of trail. The location of the street and trail segments included in this project are shown in Figure 1.

This report contains cost estimates and design recommendations for construction of streets, traffic safety, storm water improvements, and trails, and has been developed based on field observations, a geotechnical evaluation report, discussions with City staff and Council, and the Minnesota Department of Transportation (MnDOT).

2.0 Existing Conditions

2.1 Street

Fairview Road is located along the north side of TH 210 west of TH 371 between Inglewood Drive and approximately 300 feet west of Memorywood Drive. This 24 foot wide frontage road to TH 210 is adjacent primarily to residential and institutional (school and churches) land uses, with the exception of a gas station and an adjacent vacant commercial lot between Maplewood Scenic Drive and Art Ward Road. This is one of the older road segments in the project area. For its age, the pavement is in fair condition. However, it is nearing the end of its useful life. Transverse cracking, areas of alligator cracking, and spalling were all noted during preparation of this report. Fairview Road has a 2-lane rural section with the exception of curb and gutter on the north side at Baxter Elementary School. The cracking is evident in Figure 2. The existing ROW is generally approximately 50 feet wide except at the far east end where it is over 100 feet wide.

2.1.1 Pavement Evaluation

SEH hired Braun Intertec Corporation to complete a pavement evaluation report of the existing pavement and upper subgrade. Braun utilized a ground penetrating radar (GPR) to obtain a continuous measurement of the thicknesses of the bituminous and base below. They also conducted a series of pavement cores and hand auger borings to physically verify pavement thicknesses and classify upper subgrade material. Table 1 below provides a summary of existing condition data compiled from the Braun report, the City, and MnDOT for the various project street segments.

**Table 1
Existing Conditions Summary**

Roadway	Segment	Record Drawing Existing Bit, Aggregate Base	Ground Penetrating Radar (GPR) Average Existing Bituminous & Base Thickness	GPR Existing Total Average Bituminous & Base Thickness	Year Built	Assumed Existing ADT for Pavement Design Purposes	Average Road Width
Fairview Road	Memorywood Dr to 350' West	3.0", 3.0"	3.5", 5.4"	8.9"	1989	1,000	24'
Fairview Road	Memorywood Dr to 2650' East	3.0", 3.0"	3.1", 4.2"	7.3"	1989	3,000	24'
Fairview Road	2,650' East Of Memorywood Dr to Art Ward Dr	3.0", 3.0"	3.0", 4.2"	7.2"	1990	3,000	24'
Fairview Road	Art Ward Dr to Knoll Wood Dr	3.0", 3.0"	3.1", 4.6"	7.7"	1990	3,000	24'
Fairview Road	Knollwood Dr to Inglewood Dr	3.0", 3.0"	3.1", 4.5"	7.6"	1990	3,000	24'

2.2 Storm Water

There are multiple existing storm sewer systems in the curb and gutter portions of the project roadway segments. It is understood that these systems are functioning properly.

City staff has advised there are three isolated areas of Fairview Road west of TH 371 with historical drainage issues consisting of water standing on and or adjacent to the road (see Figure 4 for the locations). It is understood the issues are most apparent after heavy rains and in frost conditions. Standing water in close proximity to pavements typically results in maintenance issues over time. The majority of Fairview Road does not have curb and gutter. Most of the north side of the road does not have defined ditches. The south side between Fairview Road and TH 210 has ditches and stormwater ponds. The road section is crowned in the middle like typical streets.

2.3 Trail

The proposed trail is new construction however planning for the trail has been occurring for over 10 years to improve traffic safety in the area. The proposed trail generally follows back and side lot lines through residential areas with the exception of the proposed spur trails planned adjacent to Kenwood Drive and Knollwood Drive road right of way.

The proposed trail would connect to existing trails in the following locations:

- Art Ward Drive/Maplewood Drive intersection (Oscar Kristofferson Park).
- Fairview Road/Knollwood Drive intersection.
- Inglewood Drive approximately 100 feet south of John Street.

The proposed trail would also connect to the proposed Fairview Road bike lanes at Kenwood Drive and Knollwood Drive.

3.0 Project Improvements

3.1 Street

The City's Capital Improvement Plan (CIP) originally identified Fairview Road for improvements in 2015 by a combination of Mill and Overlay and Full Depth Reclamation (FDR) rehabilitation techniques. It was recommended during the 2015 Mill and Overlay project development process to consider FDR on the entire segment due to the street condition, and to reduce ongoing maintenance costs, improve ride quality, improve the structural design of the pavement to 10-tons, and other benefits described below. The City's updated CIP plans for construction in 2016 by FDR.

The scope of Full Depth Reclamation (FDR) improvements includes pulverizing and mixing the existing pavement surface with the existing aggregate base below in one pass, shaping and compacting the mixed material, and then overlaying with bituminous surfacing. In areas with existing concrete curb and gutter that remains, the shaping and grading step includes salvaging and hauling away some material in order to maintain street grades. In some areas it is necessary to subcut after the reclaim pass and remove the necessary thickness of subgrade material to achieve the pavement design bituminous and aggregate base thicknesses requirements. The most noticeable benefit of FDR in lieu of M&O is the ability to mitigate reflective cracking. With M&O, typically any cracks in the pavement that remain after milling will likely reflect through the new overlay pavement within a year or two. Another benefit of FDR includes a longer pavement life, typically 20 plus years with proper maintenance. These benefits translate to improved ride quality and reduced maintenance costs. FDR does have a higher initial cost than a mill and overlay.

The proposed FDR improvements presented in this report assume upgrading to a 10-ton design pavement section. FDR depths range from approximately 7 to 8 inches depending on existing pavement sections. The calculated required bituminous surfacing thickness is 3.5 - inches. The calculated required aggregate base thickness is 5-inches. The pavement designs are based on assumed existing average daily traffic volumes (ADT) from various sources and discussion with City Staff, Minnesota Department of Transportation (MnDOT) 2014 State Aid For Local Transportation (SALT) Heavy Commercial Vehicle percentage default value of 3.6%, and the MnDOT SALT default traffic projection factor of 1.7 for Crow Wing County. These improvements would be eligible for State Aid funding for the MSAS designated streets. See Table 2 below for the pavement designs by road segment.

During the 2015 Mill and Overlay project development process, the City also investigated the option of a combination of FDR and widening to achieve 5-foot paved shoulders between Memorywood Drive and Inglewood Drive to improve traffic safety on the street. This report assumes this is the preferred typical section. Figure 2 illustrates the proposed street widening improvements in detail. For reference, an option of completing FDR improvements on the existing width (i.e. no widening) is also included in the report. See Figure 3 for proposed street typical section options.

The proposed widening includes increasing the existing Fairview Road surface width from 24 to 32 feet to improve traffic safety on Fairview Road. The current road has 2: 12 foot driving lanes. The improved road would have 2: 11 foot driving lanes and 2: 5 foot paved shoulders/bike and pedestrian lanes. The gain in road width would be achieved by shifting the existing north road edge 8 feet to the north while maintaining the existing south road edge location. Due to the widening of Fairview Road, it is anticipated that additional aggregate base and select granular material will need to be imported.

Due to the widening of Fairview Road, private utility relocations are necessary. Some above ground utilities like power poles fall within the 10 foot clear zone from the new north edge of pavement, thus need to be moved and or buried. Relocation of some buried utilities is also necessary in particular those installed parallel to the road need to be moved so they are not under the new road paved surface. A preliminary design coordination meeting with private utility companies was held in September 2015. Relocation of their facilities was discussed. No indication was given by the utility companies present that the City would be asked to participate in their relocation costs. For budgeting purposes, an estimated utility relocation cost placeholder is included in the total project cost numbers in this report. Further meetings with the utility companies are necessary during final design to determine the City's share – if any - of utility relocation costs.

**Table 2
Proposed Improvements Summary**

Roadway	Segment	City CIP: Mill & Overlay (M&O) Full Depth Reclamation (FDR)	Assumed Existing ADT for Pavement Design Purposes	Assumed % Heavy Commercial Vehicle for Pavement Design Purposes	Needed Bituminous & Aggregate Base Thicknesses for 10-ton Design	Construction Method To Achieve 10-Ton Pavement Design	Average Road Width
Fairview Road	Memorywood Dr to 350' West	M&O	1,000	3.6%	3.5", 5.0"	8" FDR, 3" Excess ABM use for widening east of Memorywood Dr, 5" ABM, 3.5" Bit	24'
Fairview Road	Memorywood Dr to Inglewood Dr	M&O/ FDR	3,000	3.6%	3.5", 5.0"	7" FDR, 2" Excavate ABM for widening, 5" ABM, 3.5" Bit	24'

It is planned to stripe Fairview Road to delineate the 5-foot bike and pedestrian lanes from the 11-foot through lanes east and west of Baxter Elementary School. In the area of Baxter Elementary School, it is proposed to substantially maintain the existing driving lanes and bus lane median geometry. Bike and pedestrian lane users would utilize the concrete walk on the south side of the school to travel past the school. It is also planned to install a pedestrian barrier (such as a decorative fence) on top of the bus lane median that would discourage pedestrians from making unsafe midblock crossings versus crossing at designated locations.

To improve traffic safety in the area, it is proposed to reconstruct the raised median, curb, and sidewalk in the bus lane area on the south side of Baxter Elementary School, in addition to FDR the bituminous surfacing on both sides of the median. The reconstructed sidewalk would be widened from 6 to 10 feet to better facilitate both school and bike and pedestrian lane users. Note, in order to officially designate and widen the sidewalk for public use, an easement would need to be acquired from the school. Discussion of options with the school is necessary during final design as limited discussion has occurred to date.

It is also proposed to construct new concrete curb and gutter along the south side of the island between the two gas station entrances, the south side of the island containing the City sewer lift station east of Maplewood Scenic Drive, and on the north side of Fairview approximately 300 feet west from Maplewood Scenic Drive. A 12 foot wide trail adjacent to the new curb is planned past the lift station and gas station islands. The curb west from Maplewood Scenic Drive is envisioned to help delineate the road/shoulder edge more definitively past one existing residential structure close to the right of way and residences with off street parking near the road edge.

Another option that may be considered after more discussion with the school and gas station owner is to designate the Fairview Road segment past the school and gas station as shared bike/pedestrian/vehicle lanes, keeping the current width in lieu of constructing the separated bike/pedestrian trail on the north side of the road as described above.

With the 2015 Inglewood Drive reconstruction project at the east terminus of this project, a dedicated eastbound right turn lane was planned and partially constructed. This has been incorporated into the preliminary design and is shown on Figure 2. The combination of widening Fairview Road to incorporate the 5 foot bike and pedestrian lanes and widening Fairview Road further for the right turn lane at Inglewood Drive is resulting in impacts to the large wetland in the northwest quadrant of the Fairview Road/Inglewood Drive intersection. It will be necessary to acquire a wetland permit.

Striping and signing improvements adjacent to Fairview Road, including designating Fairview Road adjacent to the school as a 20 MPH school speed zone, that were recommended in the Safe Routes to School Study that haven't already been implemented are planned to be executed.

It is anticipated that the traffic signal loop detectors located in the pavement on the north leg of the TH 210/Fairview Road intersection will be disturbed by the street project and will need to be replaced. Temporarily operating the signals in a pre-timed mode during construction of the affected approach is anticipated. This could create longer delays traversing the intersections.

Maintaining traffic during construction will present some challenges and inconveniences to property owners and businesses adjacent to the project corridors and to the traveling public. Construction is planned to be completed under traffic with flaggers. Flagging operations would facilitate short term and moving lane closures. It will be necessary that local traffic drive on unpaved roads for a period of time after reclaiming commences until they are paved again. It is assumed that special work hours will not be required or desired by the City to facilitate construction.

For the option of FDR the existing width, improvements within the school bus lane area are assumed to be limited to pedestrian curb ramps, signing, and striping. The existing concrete median, curb, and sidewalk, and bus lane pavement would be left as is.

3.2 Storm Water

The proposed storm water improvements are shown in Figure 4. The improvements consist of utilizing ditches to control and treat runoff from the increased impervious surfaces, in combination with addressing three localized standing water/flooding issues.

One area with standing water issues is at the gas station west entrance/ Baxter Elementary School east property line. It is proposed to install a storm sewer system consisting of catch basis at the two gas station entrances that outlet to a new pond on undeveloped property between the gas station and vacant parcel to the east. The pond would be intended to serve the future developed vacant parcel as well (it is not feasible to outlet a new catch basin located at the west gas station entrance to the TH 210 ditch). The details of the design would need further investigation during final design. The acquisition of easements would be necessary to complete this improvement. Discussion with the affected property owners is necessary and planned during final design.

The issue of water standing in the northwest quadrant of the Art Ward Drive/ Fairview Road intersection is proposed to be addressed with construction of a more defined shallow depression / infiltration area by grading as in much of the north side of Fairview Road.

To address the issue of water standing in the TH 210 ditch, in the roadway low point across from the large wetland, just west of Inglewood Drive that encroaches on Fairview Road, it is proposed to install a catch basin in the TH 210 ditch connected to a new culvert under Fairview Road and outlets to the north side of the road. The catch basin would act as an overflow that would be triggered prior to water encroaching on Fairview Road. Water would still be encouraged to pond and infiltrate under normal conditions.

The widening of Fairview Road will trigger the need for storm water treatment of the new impervious surfaces created. The improvements are necessary to meet Minnesota Pollution Control Agency (MPCA) Construction Stormwater Permit (NPDES) requirements for treatment. Easements may need to be acquired to facilitate infiltration ditches, treatment ponds, or other facilities. The goal would be to construct depressions/ shallow ditches along the north side of Fairview Road to serve as a series of small infiltration basins. Further investigation will be necessary during final design. New runoff from the south half of the road is envisioned to continue to discharge south to the TH 210 ditch.

3.3 Trail

The proposed new trail alignment is shown on Figure 6. The trail is proposed to have 12-foot wide bituminous surfacing with a 1 foot ditch on at least one side. The trail typical section is shown on Figure 3. The trail alignment for this report was broken down into four segments.

The first segment is between Inglewood Drive and Knollwood Drive. This 0.6 mile segment starts by connecting to a trail stub on the north side of City property located in the northwest quadrant of the Inglewood Drive/ Fairview Road intersection that was constructed with the 2015 Inglewood Drive reconstruction project. From this point the trail heads westerly to and through the northerly sides of the Lakewood Church and Lord of Life Church properties to Knollwood Drive. At Knollwood Drive the proposed trail continues south in a proposed trail easement along the east side of Knollwood Drive to Fairview Road.

The second segment is from Knollwood Drive and Kenwood Drive. This 0.15 mile segment starts at a point approximately 300 feet south of Fairfax Court where it crosses Knollwood Drive and continues westerly to and through the north side of the Knollwood Townhomes subdivision to Kenwood Drive. At Kenwood Drive the trail continues south approximately 200 feet along the west side of the Knollwood Townhomes property on the east side of Kenwood Drive.

The third segment is a “spur trail” along Kenwood Drive. This 0.16 mile segment extends from the proposed Fairview Trail crossing of Kenwood Drive located approximately 300 feet south of Fairfax Road down to Fairview Road. The trail is planned on the east side of Kenwood Drive in a combination proposed and existing trail easement.

The fourth segment is from Kenwood Drive to Oscar Kristofferson Park (O.K. Park). This 0.32 mile segment extends westerly through 3 properties ending at the intersection of Art Ward Drive and Maplewood Drive at O.K. Park. The trail is planned within a proposed trail easement across undeveloped property. Approximately 10 years ago the 2 larger properties had concept residential development layouts that accommodated the trail. The proposed alignment generally follows that past concept trail alignment. With the recession, these properties were never developed. Further discussion with the current property owners is necessary when developing the final design.

Easements are needed from approximately 9 parcels to implement the proposed trail alignment. The permanent easements are anticipated to be 20 to 30 feet in width. Temporary easements are also anticipated from each parcel. City staff has been in contact with the affected parcel owners off and on for the past approximately 10 years, including with some again in the last few weeks of the writing of this report.

4.0 Opinion of Probable Costs

Itemized breakdowns of probable cost are presented in Appendix A. The breakdowns are presented to provide insight into the costs of various items of the total project. Total project costs are summarized in the following tables. Note, the Fairview Trail costs are broken down into 3 segments in Table 4.

Table 3
Opinion of Probably Cost Summary – Fairview Road Widening

	Construction	Contingency	Engineering, Administrative, Legal, Miscellaneous, Easements	Total
Fairview Road	\$1,386,062.50	\$138,606.25	\$527,212.50	\$2,051,881.25
Trail	\$561,267.25	\$56,126.73	\$247,253.45	\$864,647.43
Total	\$1,947,329.75	\$194,732.98	\$774,465.95	\$2,916,528.68

Table 4
Opinion of Probably Cost Summary – Fairview Road Existing Width

	Construction	Contingency	Engineering, Administrative, Legal, Miscellaneous, Easements	Total
Fairview Road	\$859,955.25	\$85,995.53	\$191,991.05	\$1,137,941.83
Trail	\$561,267.25	\$56,126.73	\$247,253.45	\$864,647.43
Total	\$1,421,222.50	\$142,122.26	\$439,244.50	\$2,002,589.26

Table 5
Opinion of Probably Cost Summary – Trail Segments

Segment	Construction	Contingency	Engineering, Administrative, Legal, Miscellaneous, Easements	Total
Inglewood Drive to Knollwood Drive (including Knollwood Drive spur south to Fairview Road)	\$237,449.00	\$23,744.90	\$127,489.80	\$388,683.70
Knollwood Drive to Kenwood Drive	\$74,218.50	\$7,421.85	\$29,843.70	\$111,484.05
Kenwood Drive	\$85,227.25	\$8,522.73	\$22,045.45	\$115,795.43
Kenwood Drive to OK Park	\$164,372.50	\$16,437.25	\$67,874.50	\$248,684.25
Total	\$561,267.25	\$56,126.73	\$247,253.45	\$864,647.43

5.0 Financial Considerations

The proposed project presented is a combination Full Depth Reclamation (FDR) road improvement project and trail improvement project. Generally, road improvements are financed through special assessments to benefiting properties in the project area. Generally, trail projects are not assessed. The City must ultimately decide the method of financing.

Based on discussions with City staff, it is understood that project financing strategies could include any combination of City Funds (sales tax, storm water utility, park dedication fees, property tax levy) and special assessments.

The following breakdowns are provided to assist the City in determining what portion of the total project cost the City may be responsible for. These figures are estimates and final figures would be determined at the completion of the project. Figure 5 is a map of the proposed project assessment area. A detailed breakdown of the assessments is included in the Appendix B.

5.1 Full Depth Reclamation (FDR)

It is the City's policy to assess benefiting properties for street full depth reclamation (FDR), and mill and overlay (M&O) improvements. The assessment for Fairview Road for the widening option will be based on a 26 foot wide road per City assessment policy in residential areas. It is assumed pedestrian barrier improvements at the school would be assessed and are included in the FDR totals below. It is also assumed that the south half of Fairview Road (that abuts TH 210 right of way) would be a City cost per City assessment policy for frontage roads. The City would also pay the remaining overall street costs. Casting adjustments, hydrant relocations, concrete curb and gutter and median, pedestrian facilities, and traffic signal loop detector costs in the Fairview Road corridor are included in the FDR assessments. A detailed breakdown of the assessments is included in Appendix B.

Fairview Road – Widening Option

Assessment Rate per Foot	\$70.25
Estimated Cost	\$1,994,301.25
Estimated Assessment	\$568,217.35
Estimated City Cost	\$1,374,083.90

Fairview Road - Existing Width Option

Assessment Rate per Foot	\$67.73
Estimated Cost	\$1,080,361.83
Estimated Assessment	\$549,717.65
Estimated City Cost	\$530,644.17

5.2 Storm Water

The costs for infiltration ditches/depressions are included in the street assessments. It is assumed the storm sewer at the low point in Fairview Road south of the large wetland west of Inglewood Drive is maintenance type improvement and would be a City cost. It is assumed the new storm sewer system and pond proposed at the gas station would be 100% assessed to the benefitting properties.

Assessment Rate per Percent	\$4,848.00
Estimated Cost	\$57,580.00
Estimated Assessment	\$48,480.00
Estimated City Cost	\$9,100.00

5.3 Trail

It is assumed the City would be responsible for all Fairview Trail costs.

Estimated Cost	\$864,647.43
Estimated Assessment	\$0
Estimated City Cost	\$864,647.43

5.4 Financial Summary

In summary, the totals are as follows:

**Table 6
Financial Summary – Fairview Road Widening Option**

	Estimated Costs	Estimated Assessments	Estimated City Cost
Fairview Road	\$2,051,881.25	\$616,697.35	\$1,435,183.90
Fairview Trail	\$864,647.43	\$0	\$864,647.43
Total	\$2,916,528.68	\$616,697.35	\$2,299,831.33

**Table 7
Financial Summary – Fairview Road Existing Width Option**

	Estimated Costs	Estimated Assessments	Estimated City Cost
Fairview Road	\$1,137,941.83	\$598,197.65	\$539,744.17
Fairview Trail	\$864,647.43	\$0	\$864,647.43
Total	\$2,002,589.26	\$598,197.65	\$1,404,391.60

6.0 Feasibility and Recommendations

The project, as presented in this report, is both cost effective and feasible from an engineering standpoint. The estimated project costs are presented to assist the City in deciding the feasibility of the project from a monetary standpoint. The improvements are necessary to replace and rehabilitate deteriorating streets in the area, increase traffic safety, and improve drainage.

Based on information presented in this report, we make the following recommendations:

1. Construct street, storm water, and trail improvements as recommended herein.
2. Right-of-way and easements should be dedicated or retained as determined by the final project design.
3. Review estimated costs for financial planning.
4. Schedule the proposed improvements in 2016 with the funding schedules, as required.
5. Update estimated costs, if necessary.
6. Schedule and hold public hearings and begin the formal process required for an assessment project.

Figures

Figure 1 – Project Location Map

Figure 2 – Existing Conditions / FDR Improvements

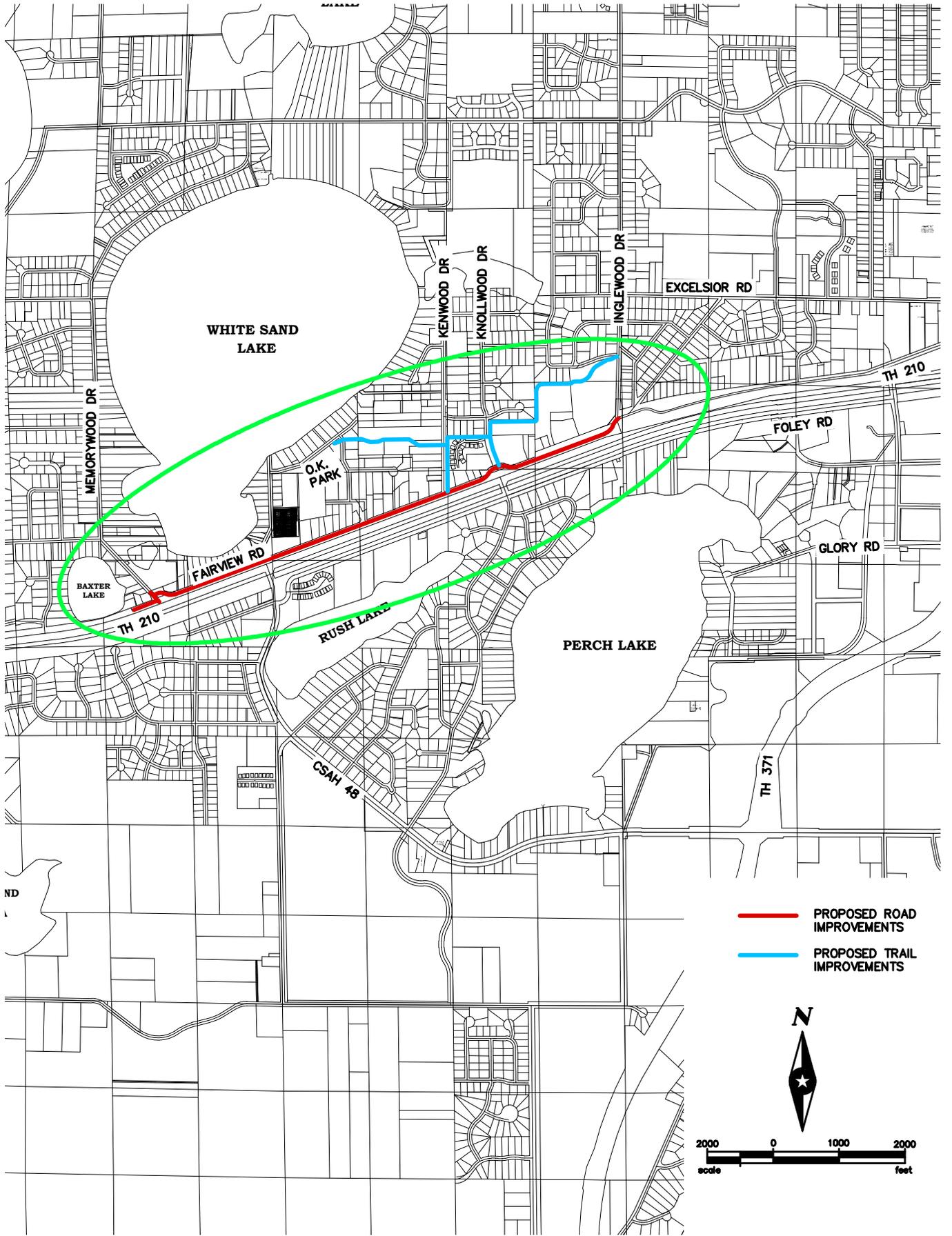
Figure 3 – Proposed Typical Sections

Figure 4 – Proposed Stormwater Improvements

Figure 5 – Preliminary Assessment Parcel Map

Figure 6 – Trail Improvements

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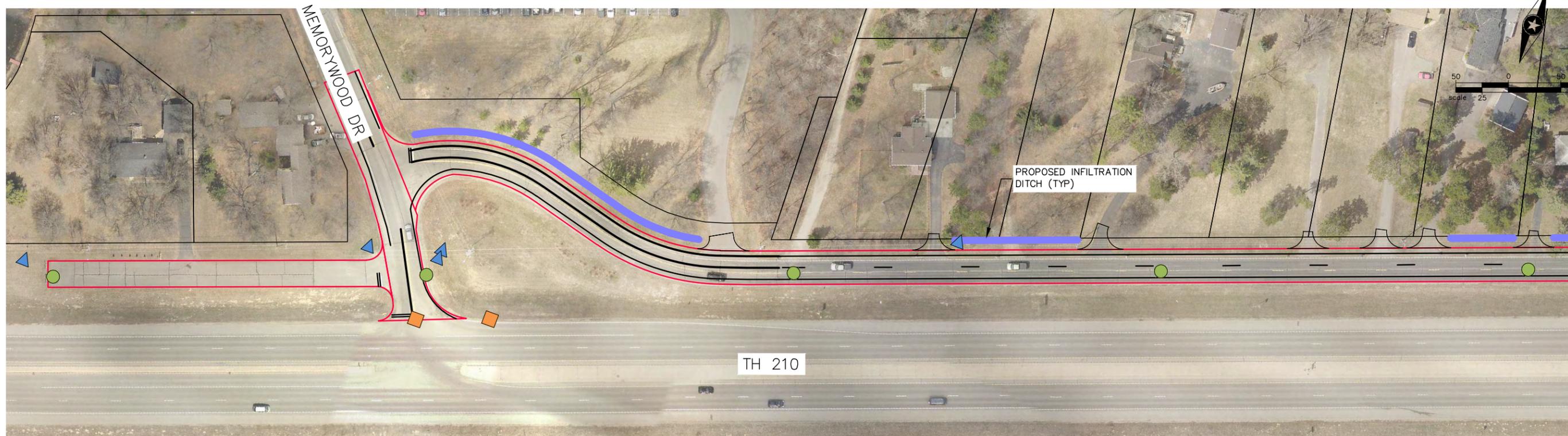
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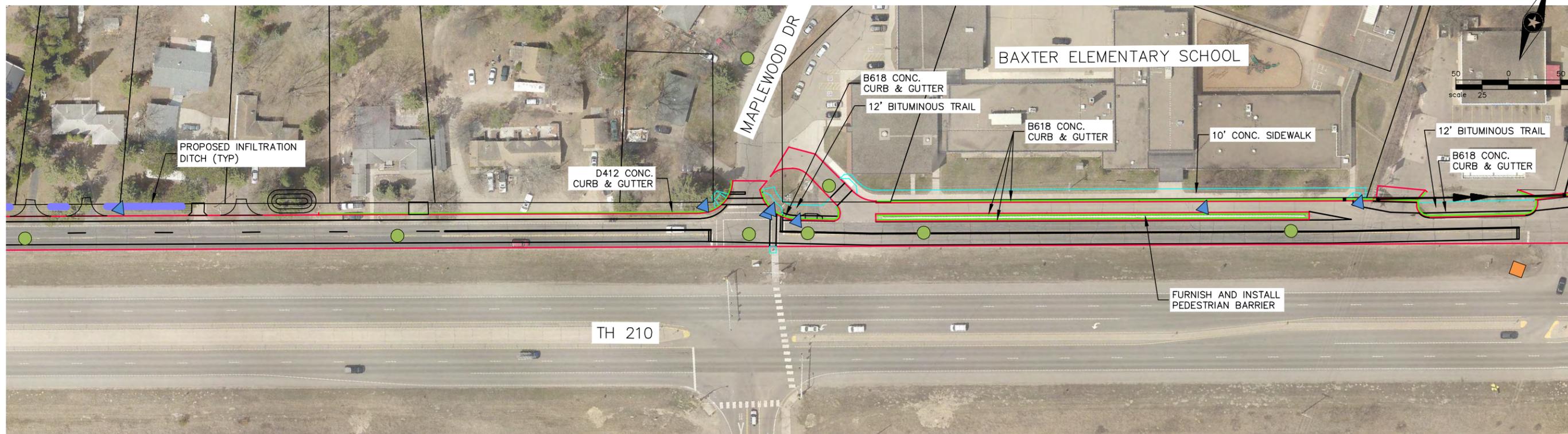
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**2016 FAIRVIEW ROAD
 AND TRAIL IMPROVEMENTS PROJECT
 LOCATION MAP
 BAXTER, MINNESOTA**

**FIGURE
 NO. 1**



FAIRVIEW ROAD



FAIRVIEW ROAD

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- STREET IMPROVEMENTS
- EXISTING SANITARY MH
- EXISTING STORM SEWER CB
- ▶ EXISTING WATER VALVE

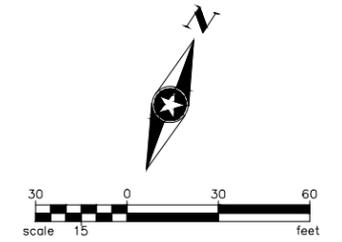
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2016 FAIRVIEW ROAD
AND TRAIL
IMPROVEMENTS
BAXTER, MINNESOTA

EXISTING CONDITIONS /
PROPOSED STREET IMPROVEMENTS

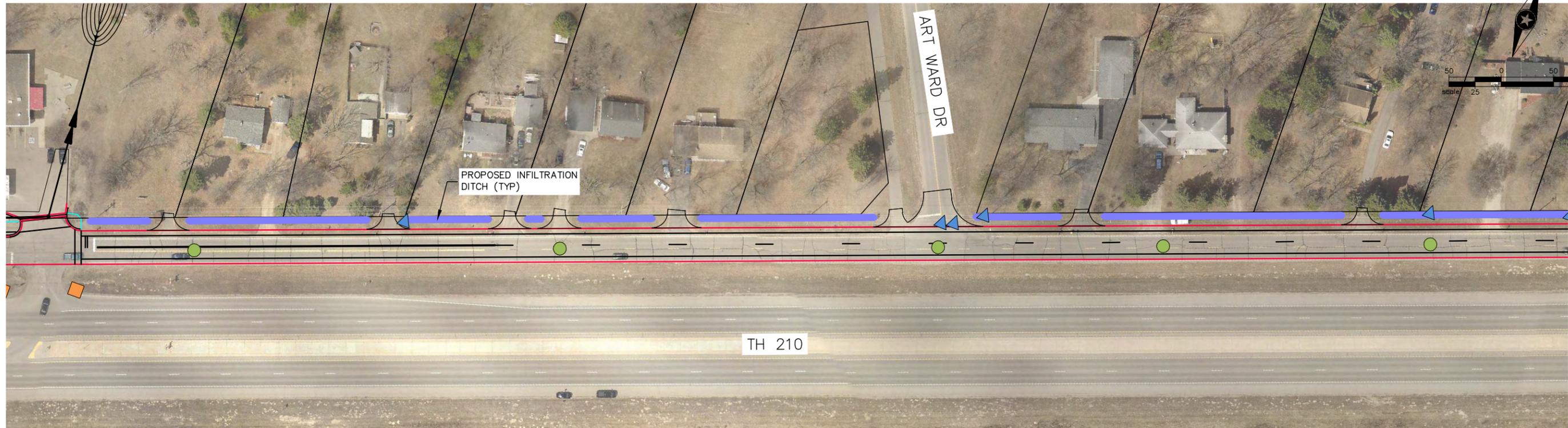
**FIGURE
NO. 2**
SHEET 1 OF 3



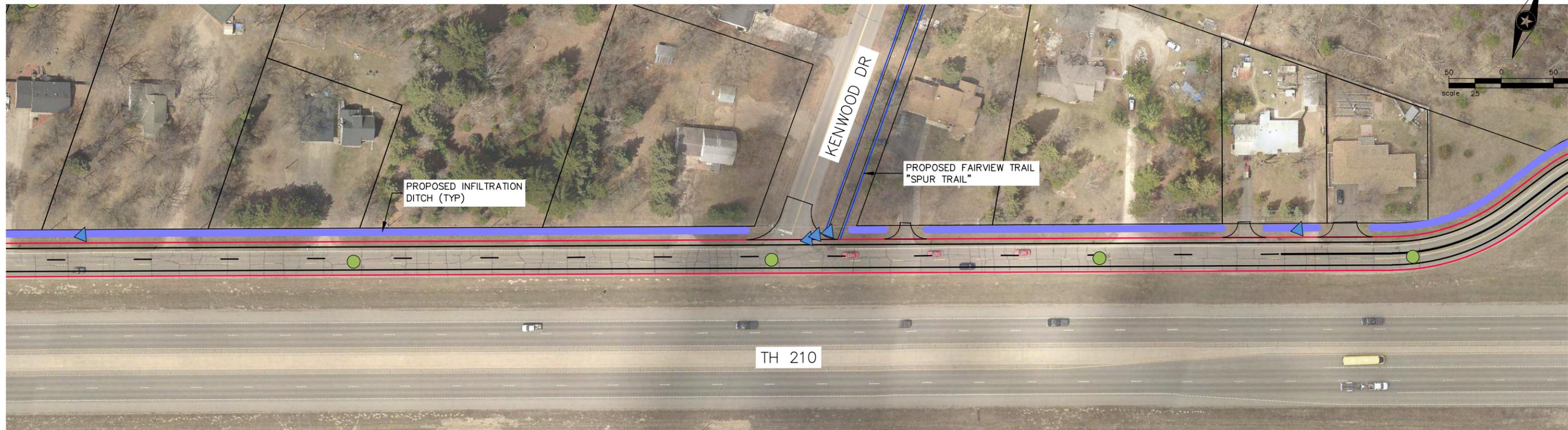
FAIRVIEW ROAD

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STREET IMPROVEMENTS EXISTING SANITARY MH EXISTING STORM SEWER CB	EXISTING WATER VALVE	FILE NO. BAXTE 133676 DATE: 11/24/2015	PHONE: 218.855.1700 416 S 6TH ST, STE 200 BRAINERD, MN 56401-3540 www.sehinc.com	2016 FAIRVIEW ROAD AND TRAIL IMPROVEMENTS BAXTER, MINNESOTA	EXISTING CONDITIONS / PROPOSED STREET IMPROVEMENTS	FIGURE NO. 2 SHEET 1A OF 3
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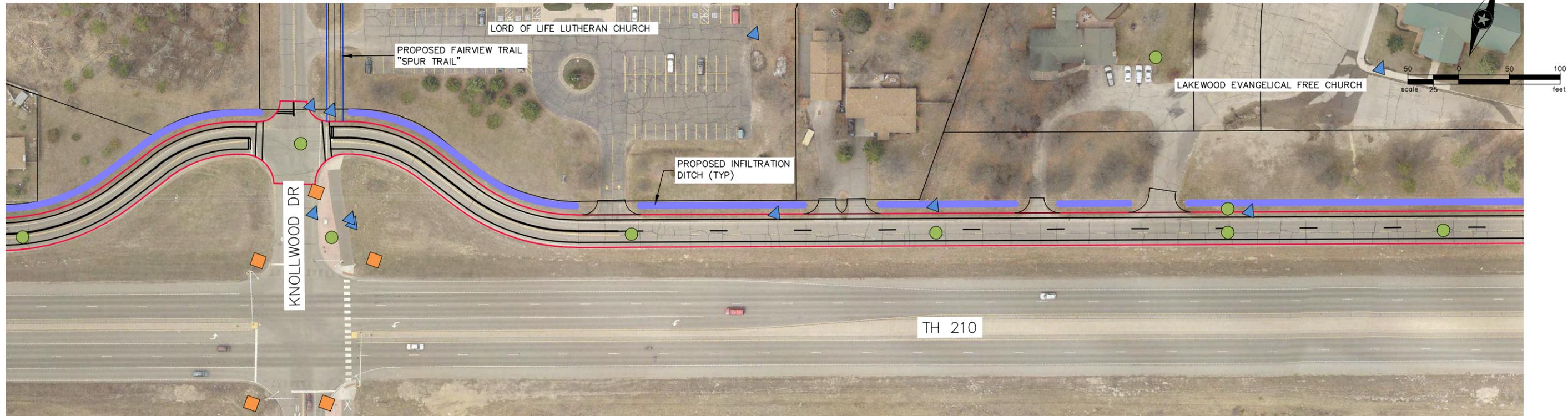
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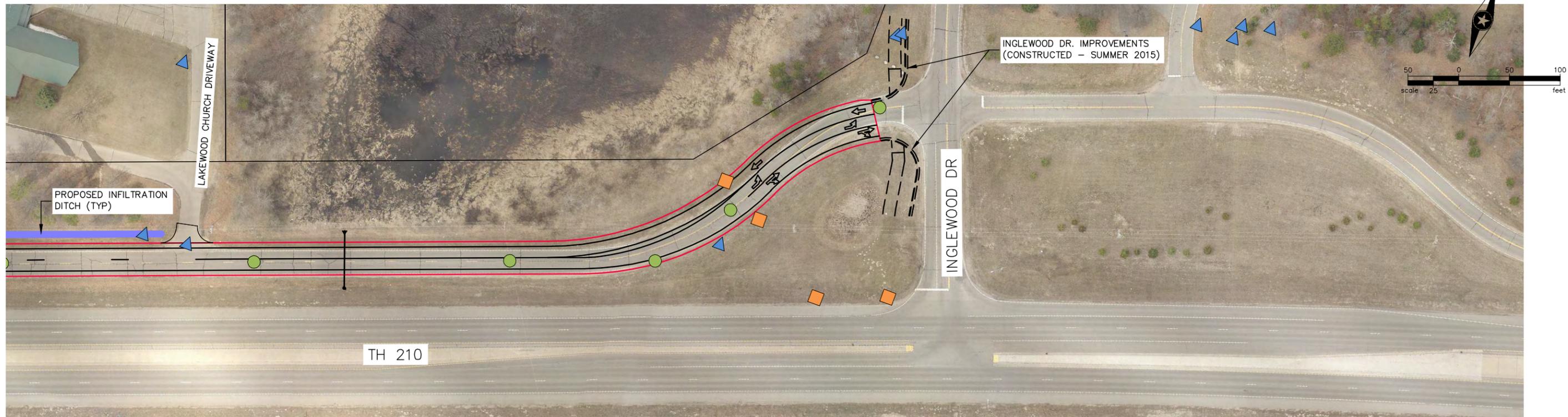
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FAIRVIEW RD



FAIRVIEW RD

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- STREET IMPROVEMENTS
- EXISTING SANITARY MH
- EXISTING STORM SEWER CB
- ▶ EXISTING WATER VALVE

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11/24/2015



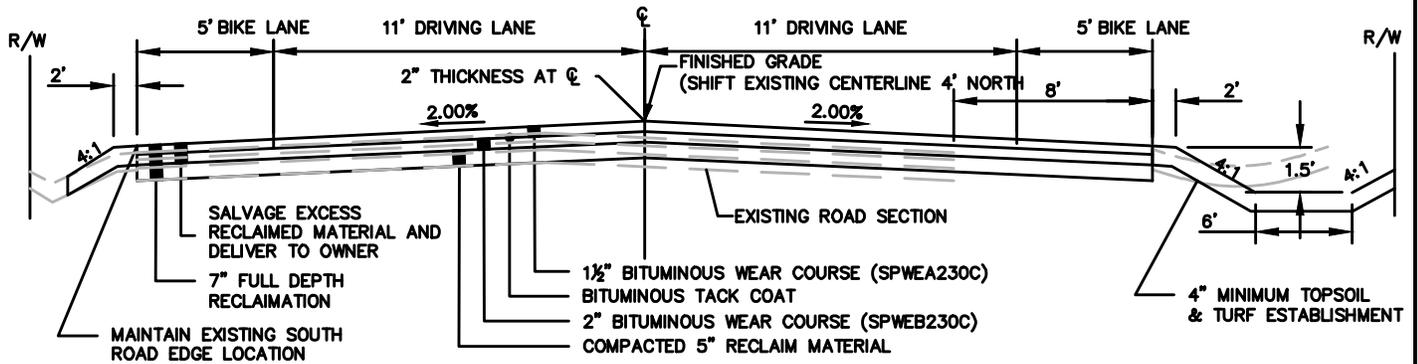
2016 FAIRVIEW ROAD
AND TRAIL
IMPROVEMENTS
BAXTER, MINNESOTA

EXISTING CONDITIONS /
PROPOSED STREET IMPROVEMENTS

FIGURE
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SHEET 3 OF 3

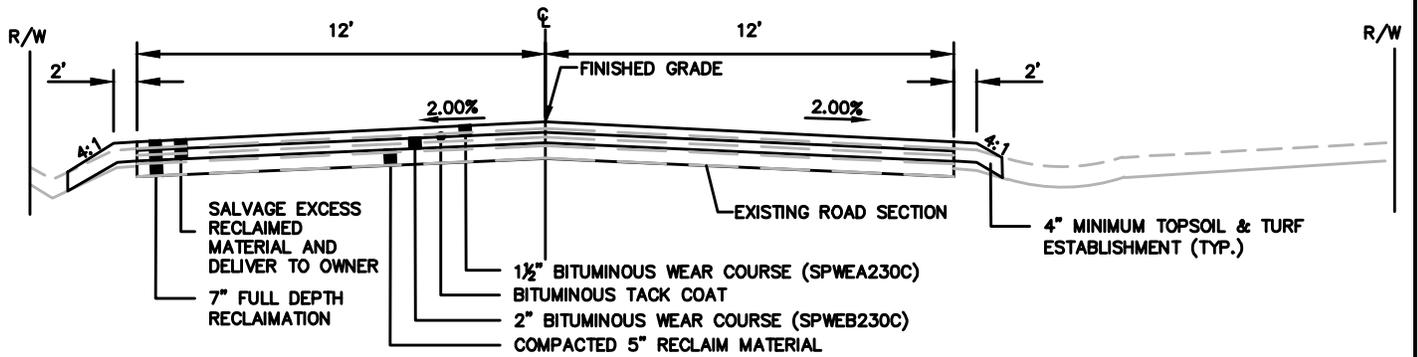
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FULL DEPTH RECLAMATION (FDR) - WIDENING TO 5' SHOULDERS EACH SIDE**

FAIRVIEW RD - MEMORYWOOD DR TO INGLEWOOD DR



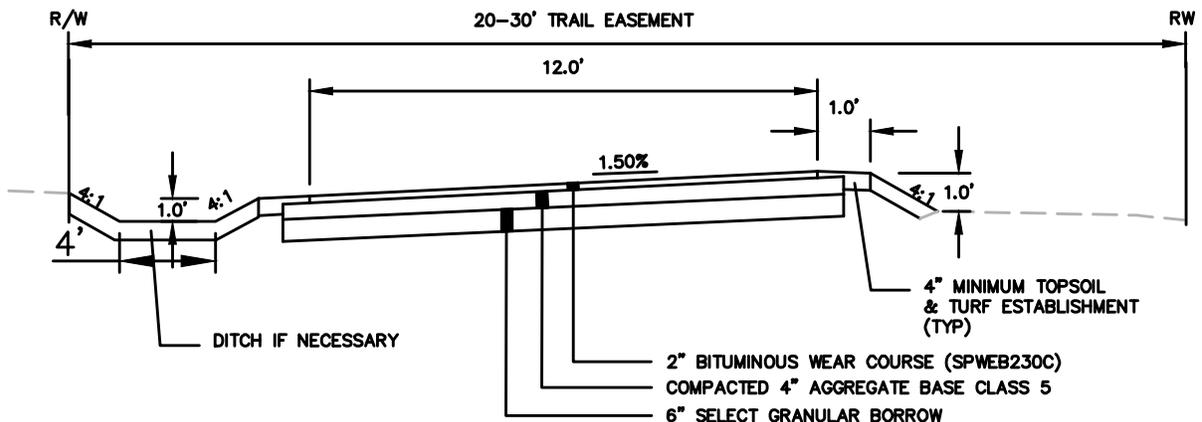
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FULL DEPTH RECLAMATION (FDR) - EXISTING WIDTH**

FAIRVIEW RD - MEMORYWOOD DR TO INGLEWOOD DR



**TYPICAL SECTION
FAIRVIEW TRAIL**

OSCAR KRISTOFFERSON PARK TO INGLEWOOD DR



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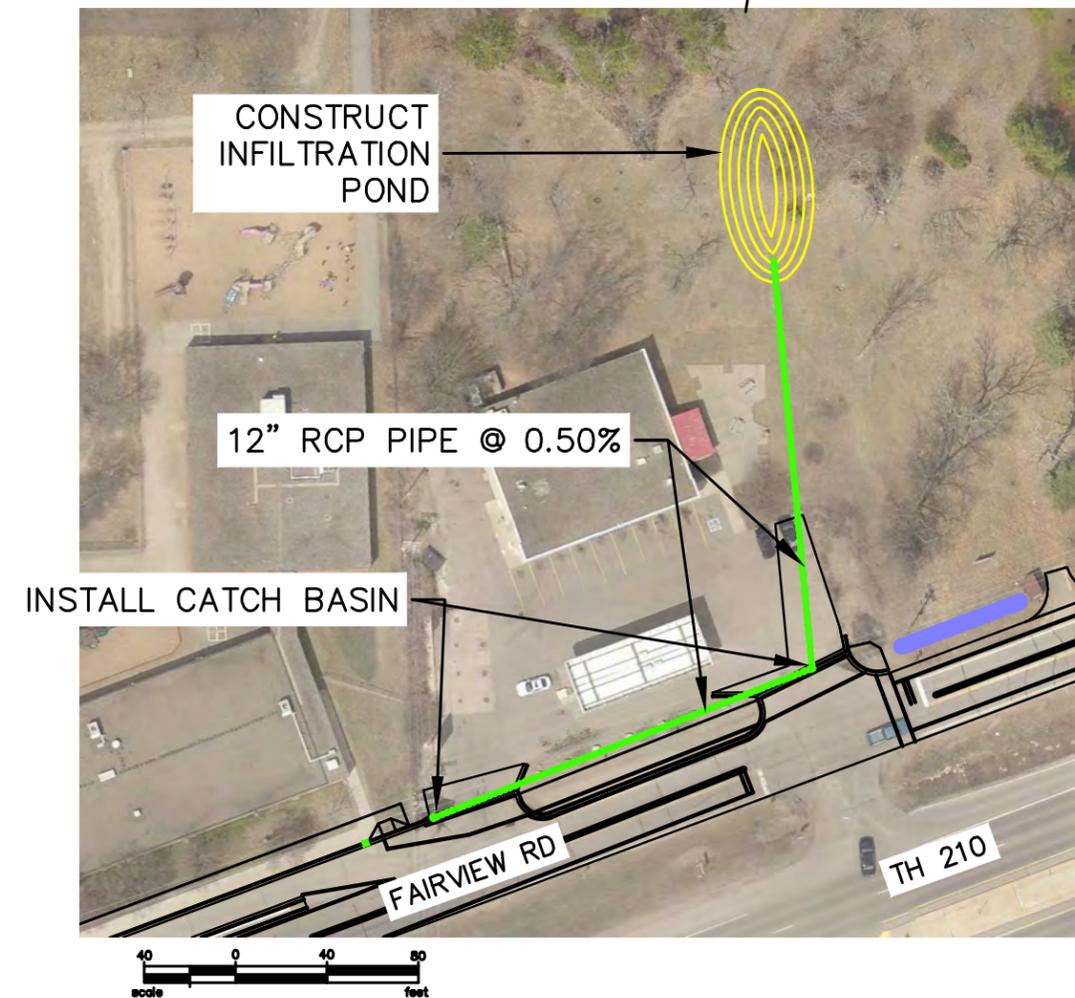
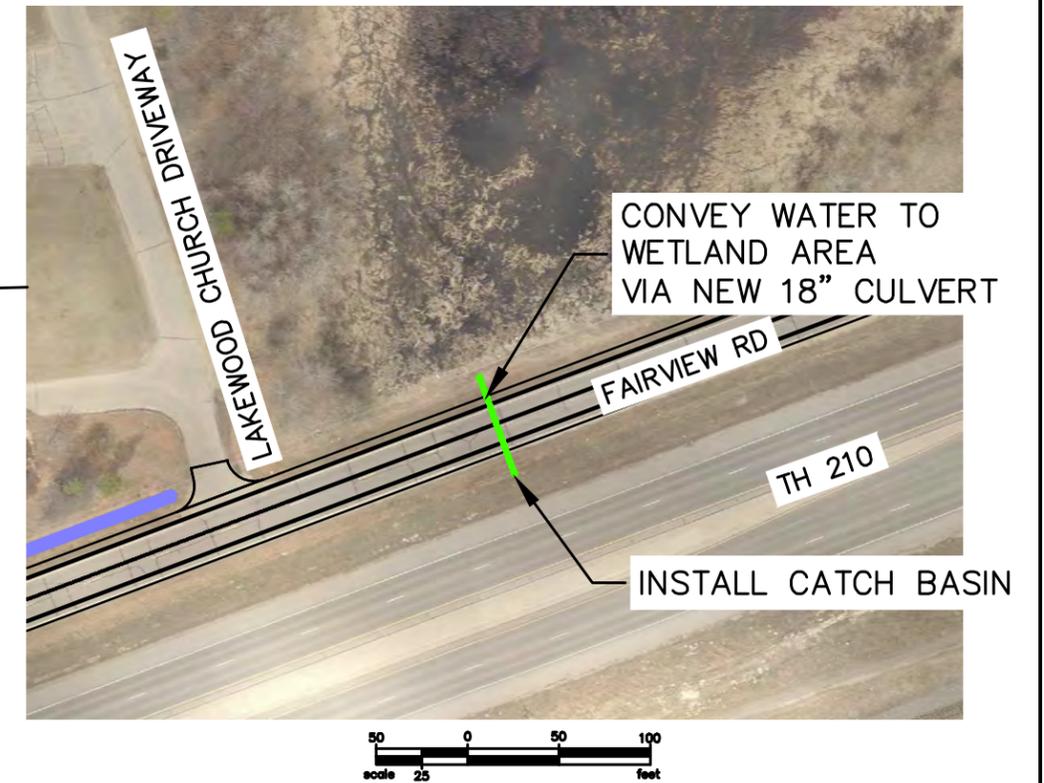
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TYPICAL SECTION
2016 FAIRVIEW ROAD AND
TRAIL IMPROVEMENTS
BAXTER, MINNESOTA

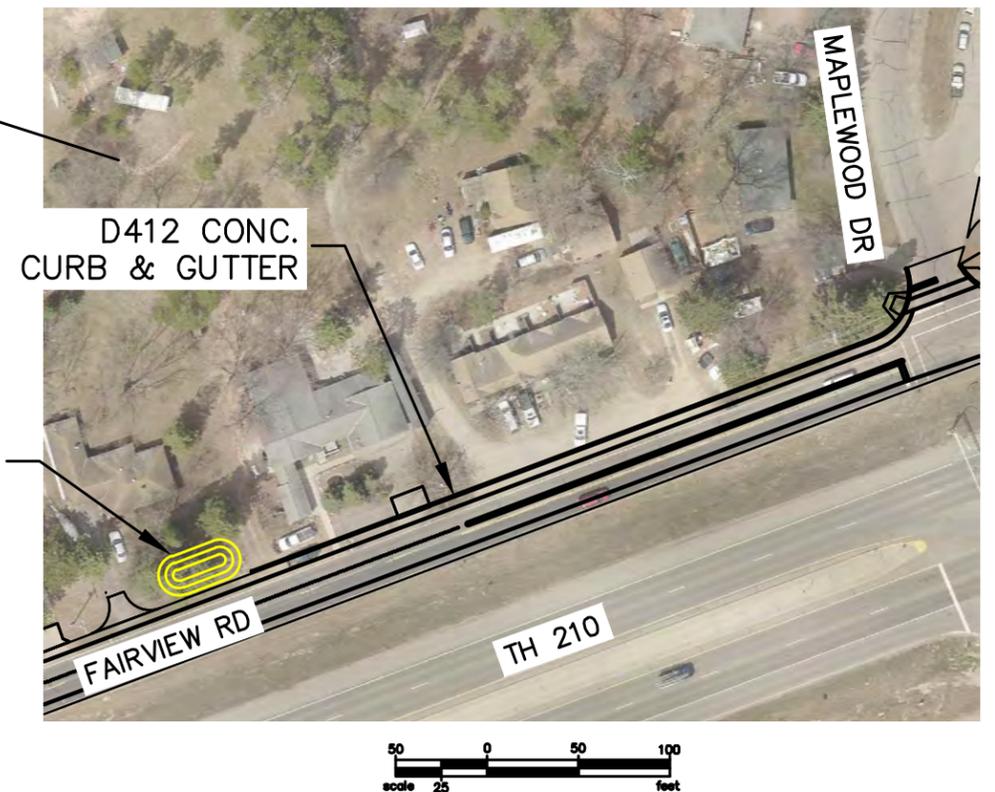
FIGURE
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LEGEND

 PROPOSED INFILTRATION DITCH (TYP.)



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**2016 FAIRVIEW ROAD AND TRAIL IMPROVEMENTS
 STORMWATER IMPROVEMENTS
 BAXTER, MINNESOTA**

FIGURE NO. 4



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Project: BAXTE 133676
 Print Date: 11/24/2015
 Map by: msteuernagel
 Projection: Crow Wing County Coordinates
 Source: Crow Wing County, MnDOT

Preliminary Assessment Parcel Map

2016 Fairview Road and Trail Improvements Baxter, Minnesota

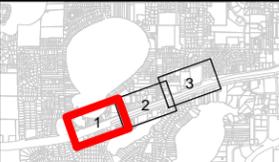


Figure 5
 Page 1 of 3

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Project: BAXTE 133676
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Map by: msteuernagel
Projection: Crow Wing County Coordinates
Source: Crow Wing County, MnDOT

Preliminary Assessment Parcel Map

2016 Fairview Road and Trail Improvements Baxter, Minnesota

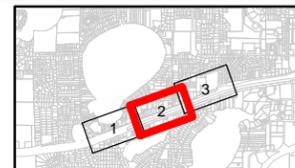
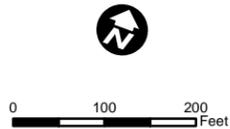


Figure 5
Page 2 of 3

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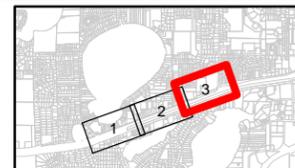


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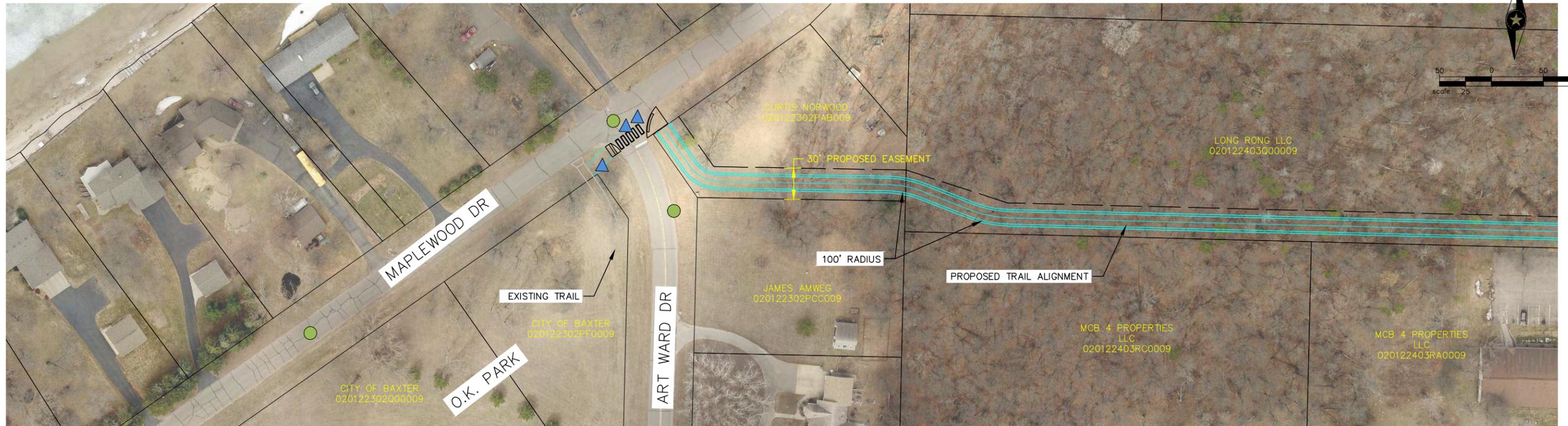
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Preliminary Assessment Parcel Map

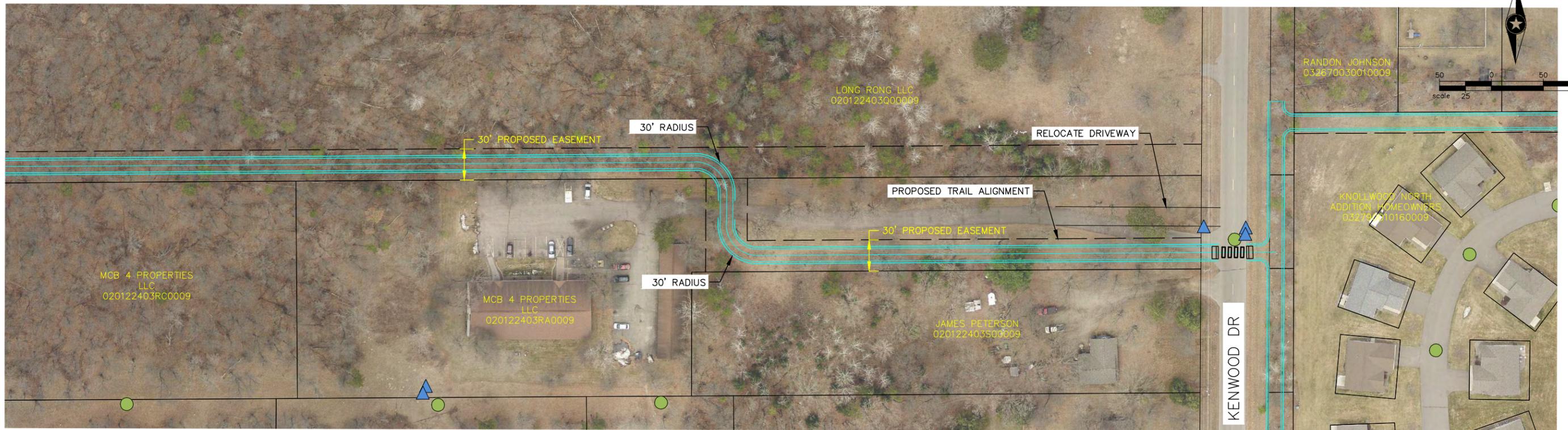
2016 Fairview Road and Trail Improvements Baxter, Minnesota



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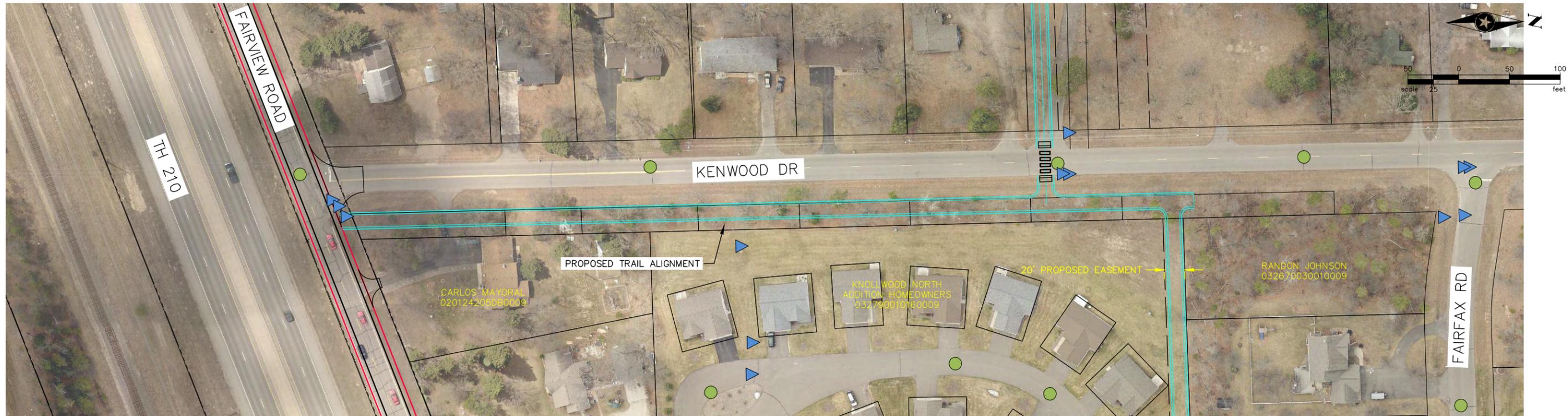
KENWOOD DRIVE TO O.K. PARK SEGMENT



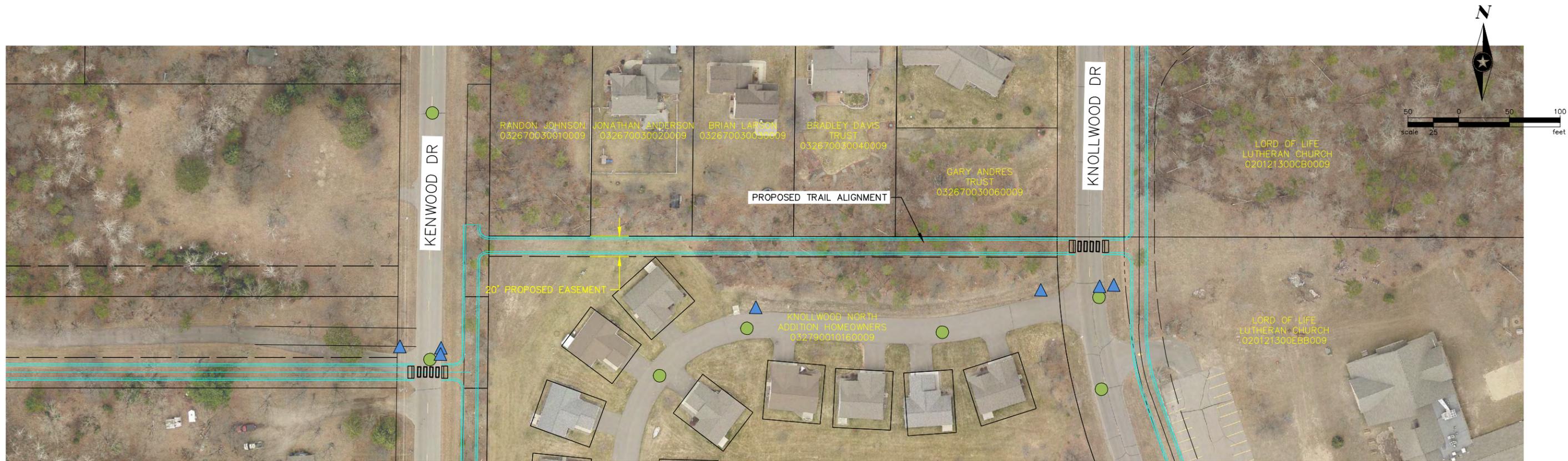
KENWOOD DRIVE TO O.K. PARK SEGMENT

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	<p>TRAIL IMPROVEMENTS (12' WIDTH) EXISTING SANITARY MH EXISTING STORM SEWER CB EXISTING WATER VALVE</p>	<p>FILE NO. BAXTE 133676 DATE: 11/24/2015</p>	<p>PHONE: 218.855.1700 416 S 6TH ST, STE 200 BRAINERD, MN 56401-3540 www.sehinc.com</p>	<p>2016 FAIRVIEW ROAD AND TRAIL IMPROVEMENTS BAXTER, MINNESOTA</p>	<p>EXISTING CONDITIONS / PROPOSED TRAIL IMPROVEMENTS</p>	<p>FIGURE NO. 6 SHEET 1 OF 4</p>
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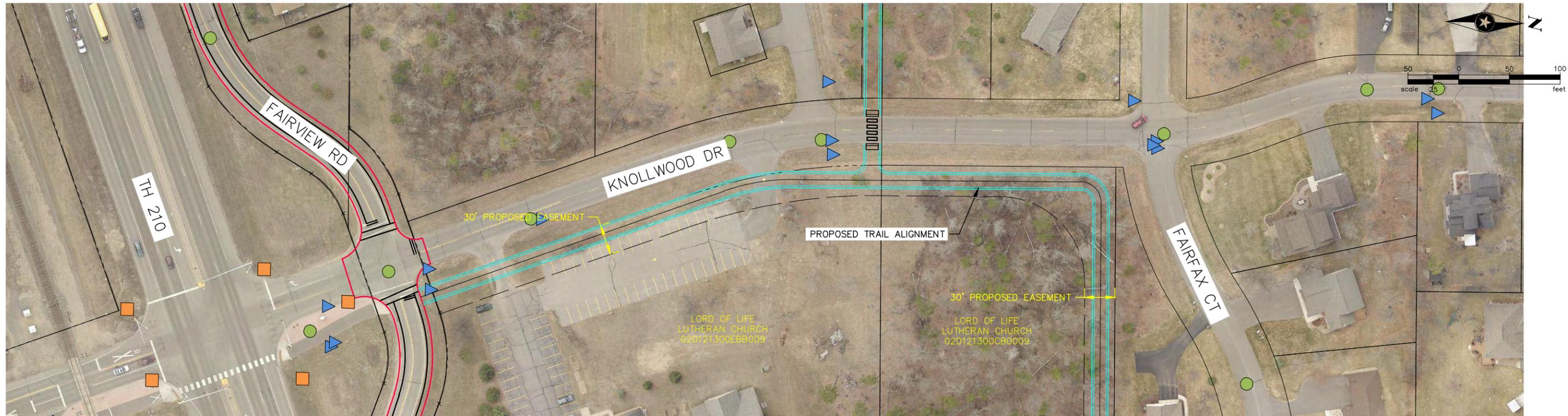
KENWOOD DRIVE SEGMENT



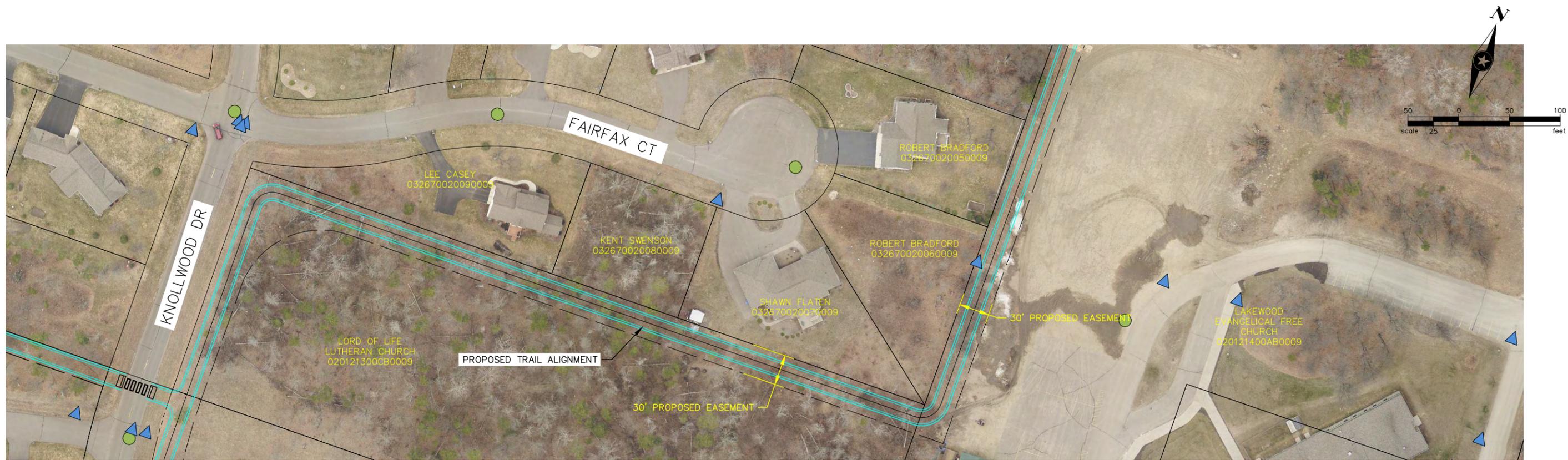
KENWOOD DRIVE TO INGLEWOOD SEGMENT

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	<p>TRAIL IMPROVEMENTS (12' WIDTH) EXISTING SANITARY MH EXISTING STORM SEWER CB EXISTING WATER VALVE</p>	<p>FILE NO. BAXTE 133676 DATE: 11/24/2015</p>	<p>PHONE: 218.855.1700 416 S 6TH ST, STE 200 BRAINERD, MN 56401-3540 www.sehinc.com</p>	<p>2016 FAIRVIEW ROAD AND TRAIL IMPROVEMENTS BAXTER, MINNESOTA</p>	<p>EXISTING CONDITIONS / PROPOSED TRAIL IMPROVEMENTS</p>	<p>FIGURE NO. 6 SHEET 2 OF 4</p>
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KENWOOD DRIVE TO INGLEWOOD SEGMENT



KENWOOD DRIVE TO INGLEWOOD SEGMENT

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- TRAIL IMPROVEMENTS (12' WIDTH)
- EXISTING SANITARY MH
- EXISTING STORM SEWER CB
- EXISTING WATER VALVE

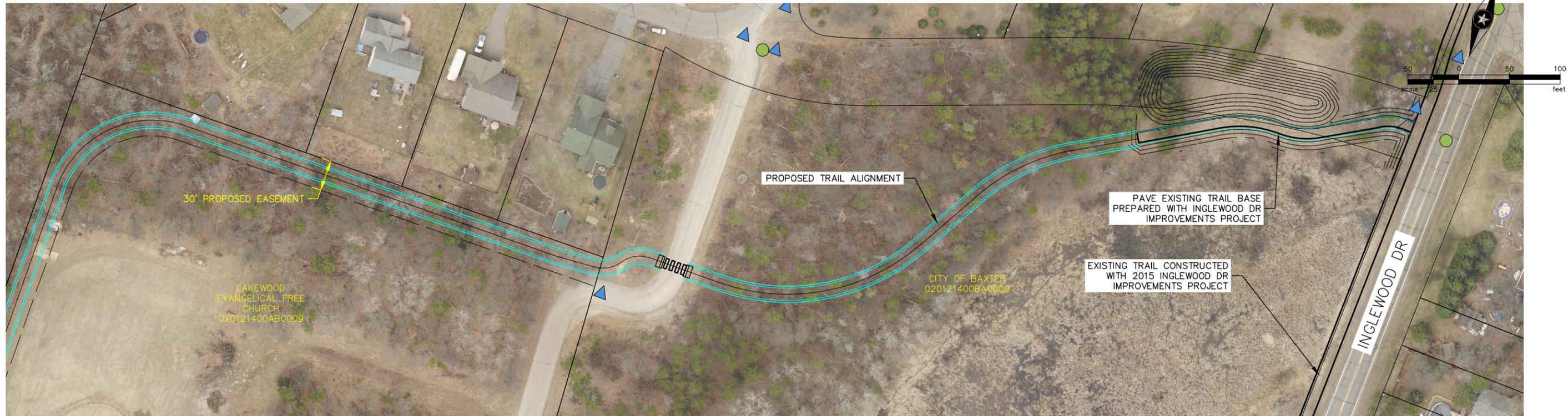
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BAXTER, MINNESOTA

EXISTING CONDITIONS /
PROPOSED TRAIL IMPROVEMENTS

**FIGURE
NO. 6**
SHEET 3 OF 4



KENWOOD DRIVE TO INGLEWOOD SEGMENT

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	TRAIL IMPROVEMENTS (12' WIDTH)			EXISTING SANITARY MH
	EXISTING STORM SEWER CB		EXISTING WATER VALVE	

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DATE: 11/24/2015					

Appendix A

Opinion of Probable Costs



**FAIRVIEW ROAD - ADD BIKE/PEDESTRIAN LANES
 OPINION OF PROBABLE COST**

ITEM NO.	ITEM DESCRIPTION	UNIT OF MEASUREMENT	APPROXIMATE QUANTITY	UNIT PRICE	COST	TOTAL
FULL DEPTH RECLAMATION						
2021.501	MOBILIZATION	LUMP SUM	1	\$40,000.00	\$40,000.00	
2012.602	TRAFFIC CONTROL	LUMP SUM	1	\$10,000.00	\$10,000.00	
	TEMPORARY MAIL BOX BANK SYSTEM	EACH	5	\$1,000.00	\$5,000.00	
	SALVAGE & INSTALL MAIL BOX	EACH	36	\$150.00	\$5,400.00	
2104.501	REMOVE CURB AND GUTTER	LIN FT	1,300	\$5.00	\$6,500.00	
2104.503	REMOVE CONCRETE MEDIAN	SQ FT	1,300	\$1.50	\$1,950.00	
2104.503	REMOVE CONCRETE WALK	SQ FT	2,700	\$1.50	\$4,050.00	
2104.503	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ YD	110	\$7.00	\$770.00	
2104.505	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	1,900	\$3.00	\$5,700.00	
2104.513	SAWING BITUMINOUS PAVEMENT	LIN FT	1,000	\$4.00	\$4,000.00	
2104.511	SAWING CONCRETE PAVEMENT	LIN FT	100	\$6.50	\$650.00	
2104.521	SALVAGE CONCRETE MEDIAN BARRIER	LIN FT		\$20.00	\$0.00	
	SALVAGE 911 SIGN	EACH	38	\$50.00	\$1,900.00	
2104.523	SALVAGE SIGN PANEL TYPE C	EACH	81	\$50.00	\$4,050.00	
2105.501	COMMON EXCAVATION	CU YD	7,000	\$16.00	\$112,000.00	
2112.603	RECLAIMED AGGREGATE BASE PREPARATION	ROAD STA	83	\$250.00	\$20,750.00	
2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	15	\$125.00	\$1,875.00	
2130.501	WATER	MGAL	150	\$20.00	\$3,000.00	
2211.604	AGGREGATE BASE, CL 5 (CV)	CU YD	1,200	\$22.00	\$26,400.00	
2215.501	BITUMINOUS PAVEMENT RECLAMATION	SQ YD	32,000	\$1.75	\$56,000.00	
2360.601	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C)	TON	3,000	\$67.00	\$201,000.00	
2360.601	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,C)	TON	4,000	\$63.00	\$252,000.00	
	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C) - TRAIL	TON	40	\$100.00	\$4,000.00	
2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GAL	1,700	\$2.75	\$4,675.00	
2360.601	BITUMINOUS DRIVEWAY PAVEMENT RESTORATION	SQ YD	1,900	\$35.00	\$66,500.00	
2503.602	ADJUST SANITARY SEWER CLEAN-OUT (NEW CASTING)	EACH	2	\$300.00	\$600.00	
2504.602	RELOCATE HYDRANT AND GATE VALVE	EACH	12	\$4,000.00	\$48,000.00	
2504.602	ADJUST CURB STOP & BOX	EACH	29	\$300.00	\$8,700.00	
2504.602	ADJUST VALVE BOX	EACH	10	\$300.00	\$3,000.00	
2504.604	3" INSULATION	SQ YD	40	\$32.00	\$1,280.00	
2521.501	CONCRETE WALK, 4"	SQ FT	6,340	\$7.50	\$47,550.00	
2521.501	CONCRETE WALK, 6"	SQ FT	450	\$10.00	\$4,500.00	
2531.501	CONCRETE CURB & GUTTER, DESIGN B618	LIN FT	1,700	\$35.00	\$59,500.00	
2531.501	CONCRETE CURB & GUTTER, DESIGN D412 MOD.	LIN FT	450	\$38.00	\$17,100.00	
	CONCRETE VALLEY GUTTER	LIN FT	100	\$45.00	\$4,500.00	



2016 FAIRVIEW ROAD IMPROVEMENTS - WIDENING OPTION
 BAXTER, MN
 SEH NO. BAXTE 133676

11/24/2015

**FAIRVIEW ROAD - ADD BIKE/PEDESTRIAN LANES
 OPINION OF PROBABLE COST**

ITEM NO.	ITEM DESCRIPTION	UNIT OF MEASUREMENT	APPROXIMATE QUANTITY	UNIT PRICE	COST	TOTAL
2531.507	6" CONCRETE DRIVEWAY PAVEMENT RESTORATION	SQ YD	85	\$65.00	\$5,525.00	
2531.602	PEDESTRIAN RAMP W/ TRUNCATED DOMES	EACH	9	\$3,000.00	\$27,000.00	
2506.602	ADJUST FRAME & RING CASTING	EACH	30	\$1,000.00	\$30,000.00	
2554.603	DECORATIVE PEDESTRIAN MEDIAN BARRIER	LIN FT	400	\$100.00	\$40,000.00	
2564.531	SIGN PANELS TYPE C	SQ FT	360	\$40.00	\$14,400.00	
	INSTALL 911 SIGN	EACH	38	\$50.00	\$1,900.00	
2564.536	INSTALL SIGN PANEL TYPE C	EACH	8	\$100.00	\$800.00	
2565.602	RIGID PVC LOOP DETECTOR, 6' X 6'	EACH	5	\$1,200.00	\$6,000.00	
2573.502	SILT FENCE, TYPE HI	LIN FT	4,000	\$1.50	\$6,000.00	
2573.502	SILT FENCE, TYPE MS	LIN FT	700	\$4.00	\$2,800.00	
2573.530	INLET PROTECTION	EACH	10	\$150.00	\$1,500.00	
2573.533	SEDIMENT CONTROL LOG TYPE STRAW	LIN FT	7,500	\$2.50	\$18,750.00	
2573.602	ROCK CONSTRUCTION EXIT	EACH	6	\$650.00	\$3,900.00	
2574.525	TOPSOIL BORROW	CU YD	1,600	\$40.00	\$64,000.00	
2575.555	TURF ESTABLISHMENT (INCLUDES SEEDING, SEED MIX, FERTILIZER, AND HYDRO MULCH)	SQ YD	18,500	\$4.00	\$74,000.00	
2582.502	4" SOLID WHITE LINE, PAINT	LIN FT	16,000	\$0.65	\$10,400.00	
2582.502	4" SOLID YELLOW LINE, PAINT	LIN FT	350	\$0.65	\$227.50	
2582.502	8" SOLID WHITE LINE, PAINT	LIN FT	600	\$4.00	\$2,400.00	
2582.502	24" SOLID YELLOW LINE, PAINT	LIN FT	70	\$18.00	\$1,260.00	
2582.502	STOP BAR, 24" WHITE PAINT	LIN FT	150	\$15.00	\$2,250.00	
2582.502	4" BROKEN YELLOW LINE, PAINT	LIN FT	1,000	\$0.65	\$650.00	
2582.502	4" DOUBLE SOLID YELLOW LINE, PAINT	LIN FT	3,500	\$0.80	\$2,800.00	\$1,349,462.50
STORM SEWER						
2105.501	POND EXCAVATION	CU YD	500	\$20.00	\$10,000.00	
2506.501	CONSTRUCT DRAINAGE STRUCTURE DESIGN H	EACH	2	\$2,000.00	\$4,000.00	
2506.502	CONSTRUCT DRAINAGE STRUCTURE DES 48-4020	EACH	1	\$3,500.00	\$3,500.00	
2501.561	12" RCP PIPE SEWER DESIGN 3006, CL V	LIN FT	360	\$35.00	\$12,600.00	
2501.561	18" RC PIPE CULVERT DES 3006, CL V	LIN FT	60	\$50.00	\$3,000.00	
2501.569	12" RCP APRON W/TRASH GUARD	EACH	1	\$1,500.00	\$1,500.00	
2501.569	18" RCP APRON W/TRASH GUARD	EACH	1	\$2,000.00	\$2,000.00	\$36,600.00
				TOTAL CONSTRUCTION		\$1,386,062.50
				CONTINGENCY		\$138,606.25
				ENGINEERING, LEGAL, ADMINISTRATIVE, MISC		\$277,212.50
				UTILITY RELOCATIONS		\$200,000.00
				EASEMENTS		\$50,000.00
				GRAND TOTAL		\$2,051,881.25



**FAIRVIEW ROAD - EXISTING WIDTH
 OPINION OF PROBABLE COST**

ITEM NO.	ITEM DESCRIPTION	UNIT OF MEASUREMENT	APPROXIMATE QUANTITY	UNIT PRICE	COST	TOTAL
FULL DEPTH RECLAMATION						
2021.501	MOBILIZATION	LUMP SUM	1	\$25,000.00	\$25,000.00	
2012.602	TRAFFIC CONTROL	LUMP SUM	1	\$10,000.00	\$10,000.00	
	TEMPORARY MAIL BOX BANK SYSTEM	EACH		\$1,000.00	\$0.00	
	SALVAGE & INSTALL MAIL BOX	EACH		\$150.00	\$0.00	
2104.501	REMOVE CURB AND GUTTER	LIN FT	100	\$5.00	\$500.00	
2104.503	REMOVE CONCRETE MEDIAN	SQ FT	40	\$1.50	\$60.00	
2104.503	REMOVE CONCRETE WALK	SQ FT	40	\$1.50	\$60.00	
2104.503	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ YD	110	\$7.00	\$770.00	
2104.505	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	1,900	\$3.00	\$5,700.00	
2104.513	SAWING BITUMINOUS PAVEMENT	LIN FT	1,400	\$4.00	\$5,600.00	
2104.511	SAWING CONCRETE PAVEMENT	LIN FT	36	\$6.50	\$234.00	
2104.521	SALVAGE CONCRETE MEDIAN BARRIER	LIN FT		\$20.00	\$0.00	
	SALVAGE 911 SIGN	EACH	38	\$50.00	\$1,900.00	
2104.523	SALVAGE SIGN PANEL TYPE C	EACH	81	\$50.00	\$4,050.00	
2105.501	COMMON EXCAVATION (2")	CU YD	1,380	\$16.00	\$22,080.00	
2112.603	RECLAIMED AGGREGATE BASE PREPARATION	ROAD STA	83	\$250.00	\$20,750.00	
2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	15	\$125.00	\$1,875.00	
2130.501	WATER	MGAL	150	\$20.00	\$3,000.00	
2211.604	AGGREGATE BASE, CL 5 (CV) - SHOULDERING	CU YD	410	\$22.00	\$9,020.00	
2215.501	BITUMINOUS PAVEMENT RECLAMATION	SQ YD	24,325	\$1.75	\$42,568.75	
2360.601	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C)	TON	2,400	\$67.00	\$160,800.00	
2360.601	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,C)	TON	3,100	\$63.00	\$195,300.00	
	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C) - TRAIL	TON		\$100.00	\$0.00	
2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GAL	1,220	\$2.75	\$3,355.00	
2360.601	BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	1,900	\$35.00	\$66,500.00	
2503.602	ADJUST SANITARY SEWER CLEAN-OUT (NEW CASTING)	EACH		\$300.00	\$0.00	
2504.602	RELOCATE HYDRANT AND GATE VALVE	EACH		\$4,000.00	\$0.00	
2504.602	ADJUST CURB STOP & BOX	EACH		\$300.00	\$0.00	
2504.602	ADJUST VALVE BOX	EACH	10	\$300.00	\$3,000.00	
2504.604	3" INSULATION	SQ YD		\$32.00	\$0.00	
2521.501	CONCRETE WALK, 4"	SQ FT	40	\$7.50	\$300.00	
2521.501	CONCRETE WALK, 6"	SQ FT		\$10.00	\$0.00	
2531.501	CONCRETE CURB & GUTTER, DESIGN B618	LIN FT	100	\$35.00	\$3,500.00	
2531.501	CONCRETE CURB & GUTTER, DESIGN D412 MOD.	LIN FT		\$38.00	\$0.00	
	CONCRETE VALLEY GUTTER	LIN FT	100	\$45.00	\$4,500.00	



**FAIRVIEW ROAD - EXISTING WIDTH
 OPINION OF PROBABLE COST**

ITEM NO.	ITEM DESCRIPTION	UNIT OF MEASUREMENT	APPROXIMATE QUANTITY	UNIT PRICE	COST	TOTAL
2531.507	6" CONCRETE DRIVEWAY PAVEMENT	SQ YD	93	\$65.00	\$6,045.00	
2531.602	PEDESTRIAN RAMP W/ TRUNCATED DOMES	EACH	4	\$3,000.00	\$12,000.00	
2506.602	ADJUST FRAME & RING CASTING	EACH	27	\$1,000.00	\$27,000.00	
2554.603	DECORATIVE PEDESTRIAN MEDIAN BARRIER	LIN FT	400	\$100.00	\$40,000.00	
2564.531	SIGN PANELS TYPE C	SQ FT	360	\$40.00	\$14,400.00	
	INSTALL 911 SIGN	EACH		\$50.00	\$0.00	
2564.536	INSTALL SIGN PANEL TYPE C	EACH	8	\$100.00	\$800.00	
2565.602	RIGID PVC LOOP DETECTOR, 6' X 6'	EACH	5	\$1,200.00	\$6,000.00	
2573.502	SILT FENCE, TYPE HI	LIN FT	4,000	\$1.50	\$6,000.00	
2573.502	SILT FENCE, TYPE MS	LIN FT	700	\$4.00	\$2,800.00	
2573.530	INLET PROTECTION	EACH	3	\$150.00	\$450.00	
2573.533	SEDIMENT CONTROL LOG TYPE STRAW	LIN FT	7,500	\$2.50	\$18,750.00	
2573.602	ROCK CONSTRUCTION EXIT	EACH	6	\$650.00	\$3,900.00	
2574.525	TOPSOIL BORROW	CU YD	900	\$40.00	\$36,000.00	
2575.555	TURF ESTABLISHMENT (INCLUDES SEEDING, SEED MIX, FERTILIZER, AND HYDRO MULCH)	SQ YD	10,000	\$4.00	\$40,000.00	
2582.502	4" SOLID WHITE LINE, PAINT	LIN FT	16,000	\$0.65	\$10,400.00	
2582.502	4" SOLID YELLOW LINE, PAINT	LIN FT	350	\$0.65	\$227.50	
2582.502	8" SOLID WHITE LINE, PAINT	LIN FT	300	\$4.00	\$1,200.00	
2582.502	24" SOLID YELLOW LINE, PAINT	LIN FT	70	\$18.00	\$1,260.00	
2582.502	STOP BAR, 24" WHITE PAINT	LIN FT	150	\$15.00	\$2,250.00	
2582.502	4" BROKEN YELLOW LINE, PAINT	LIN FT	1,000	\$0.65	\$650.00	
2582.502	4" DOUBLE SOLID YELLOW LINE, PAINT	LIN FT	3,500	\$0.80	\$2,800.00	\$823,355.25
STORM SEWER						
2105.501	POND EXCAVATION	CU YD	500	\$20.00	\$10,000.00	
2506.501	CONSTRUCT DRAINAGE STRUCTURE DESIGN H	EACH	2	\$2,000.00	\$4,000.00	
2506.502	CONSTRUCT DRAINAGE STRUCTURE DES 48-4020	EACH	1	\$3,500.00	\$3,500.00	
2501.561	12" RCP PIPE SEWER DESIGN 3006, CL V	LIN FT	360	\$35.00	\$12,600.00	
2501.561	18" RC PIPE CULVERT DES 3006, CL V	LIN FT	60	\$50.00	\$3,000.00	
2501.569	12" RCP APRON W/TRASH GUARD	EACH	1	\$1,500.00	\$1,500.00	
2501.569	18" RCP APRON W/TRASH GUARD	EACH	1	\$2,000.00	\$2,000.00	\$36,600.00
				TOTAL CONSTRUCTION		\$859,955.25
				CONTINGENCY		\$85,995.53
				ENGINEERING, LEGAL, ADMINISTRATIVE, MISC		\$171,991.05
				UTILITY RELOCATIONS		\$10,000.00
				EASEMENTS		\$10,000.00
				GRAND TOTAL		\$1,137,941.83



2016 FAIRVIEW TRAIL IMPROVEMENTS
 BAXTER, MN
 SEH NO. BAXTE 133676

12/28/2015

OPINION OF PROBABLE COST - INGLEWOOD TO KNOLLWOOD SEGMENT

ITEM NO.	ITEM DESCRIPTION	UNIT OF MEASUREMENT	APPROXIMATE QUANTITY	UNIT PRICE	TOTAL
BASE BID					
GENERAL					
1	MOBILIZATION	LUMP SUM	1.00	\$7,000.00	\$7,000.00
2	TRAFFIC CONTROL	LUMP SUM	1.00	\$4,000.00	\$4,000.00
3	ROCK CONSTRUCTION ENTRANCE	EACH	2.00	\$600.00	\$1,200.00
4	CLEARING	ACRE	1.25	\$9,000.00	\$11,250.00
5	GRUBBING	ACRE	1.25	\$9,000.00	\$11,250.00
					\$34,700.00
STREET					
6	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	60.00	\$2.00	\$120.00
7	SAWING BITUMINOUS PAVEMENT	LIN FT	120.00	\$2.75	\$330.00
8	COMMON EXCAVATION	CU YD	780.00	\$15.00	\$11,700.00
9	COMMON BORROW	CU YD	1,560.00	\$12.00	\$18,720.00
10	SUBGRADE PREPARATION (SCARIFICATION 12")	STA	31.00	\$150.00	\$4,650.00
11	SUBGRADE EXCAVATION	CU YD	300.00	\$15.00	\$4,500.00
12	SELECT GRANULAR BORROW	CU YD	300.00	\$15.00	\$4,500.00
13	AGGREGATE BASE CLASS 5, (CV) (P)	CU YD	480.00	\$30.00	\$14,400.00
14	TYPE SP 9.5 WEARING COURSE MIXTURE (2, C)	TON	550.00	\$100.00	\$55,000.00
15	6" CONCRETE WALK / PEDESTRIAN RAMPS	SQ FT	450.00	\$8.00	\$3,600.00
16	TRUNCATED DOMES	SQ FT	108.00	\$50.00	\$5,400.00
17	BITUMINOUS DRIVEWAY PAVEMENT W/ CLASS 5	SQ YD	60.00	\$35.00	\$2,100.00
18	F&I SIGN PANELS TYPE C	SQ FT	110.00	\$40.00	\$4,400.00
19	18" SOLID LINE WHITE - PAINT	LIN FT	28.00	\$50.00	\$1,400.00
					\$130,820.00
TURF RESTORATION					
20	5-6' CONIFERUS TREE	EACH	50.00	\$500.00	\$25,000.00
21	6' PRIVACY FENCE	LIN FT	380.00	\$50.00	\$19,000.00
22	1.0" CAL, B&B ORNAMENTAL TREE	EACH	10.00	\$385.00	\$3,850.00
23	SCREENED TOPSOIL BORROW (LV)	CU YD	150.00	\$40.00	\$6,000.00
24	SEEDING	ACRE	1.10	\$3,000.00	\$3,300.00
25	SEEDING (TEMPORARY)	ACRE	1.10	\$500.00	\$550.00
26	SEED MIXTURE 22-111	POUND	55.00	\$2.00	\$110.00
27	SEED MIXTURE 25-151	POUND	99.00	\$3.50	\$346.50
28	FERTILIZER	POUND	385.00	\$1.00	\$385.00
29	HYDRAULIC MATRIX TYPE, BONDED FIBER MATRIX	POUND	2,750.00	\$2.25	\$6,187.50
30	HYDRAULIC MATRIX, TYPE HYDRAULIC MULCH	POUND	2,200.00	\$1.00	\$2,200.00
31	SILT FENCE, PRE-ASSEMBLED	LIN FT	2,000.00	\$2.50	\$5,000.00
					\$71,929.00
SUBTOTAL - CONSTRUCTION					\$237,449.00
CONSTRUCTION CONTINGENCY					\$23,744.90
ENGINEERING, LEGAL, ADMIN, MISC					\$47,489.80
UTILITY RELOCATIONS					\$0.00
EASEMENTS					\$80,000.00
GRAND TOTAL					\$388,683.70



2016 FAIRVIEW TRAIL IMPROVEMENTS
 BAXTER, MN
 SEH NO. BAXTE 133676

12/28/2015

OPINION OF PROBABLE COST - KNOLLWOOD TO KENWOOD SEGMENT

ITEM NO.	ITEM DESCRIPTION	UNIT OF MEASUREMENT	APPROXIMATE QUANTITY	UNIT PRICE	TOTAL
BASE BID					
GENERAL					
1	MOBILIZATION	LUMP SUM	1.00	\$3,000.00	\$3,000.00
2	TRAFFIC CONTROL	LUMP SUM	1.00	\$1,000.00	\$1,000.00
3	ROCK CONSTRUCTION ENTRANCE	EACH	2.00	\$600.00	\$1,200.00
4	CLEARING	ACRE	0.75	\$9,000.00	\$6,750.00
5	GRUBBING	ACRE	0.75	\$9,000.00	\$6,750.00
					\$18,700.00
STREET					
6	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	0.00	\$2.00	\$0.00
7	SAWING BITUMINOUS PAVEMENT	LIN FT	30.00	\$2.75	\$82.50
8	COMMON EXCAVATION	CU YD	220.00	\$15.00	\$3,300.00
9	COMMON BORROW	CU YD	440.00	\$12.00	\$5,280.00
10	SUBGRADE PREPARATION (SCARIFICATION 12")	STA	6.00	\$150.00	\$900.00
11	SUBGRADE EXCAVATION	CU YD	100.00	\$15.00	\$1,500.00
12	SELECT GRANULAR BORROW	CU YD	100.00	\$15.00	\$1,500.00
13	AGGREGATE BASE CLASS 5, (CV) (P)	CU YD	170.00	\$30.00	\$5,100.00
14	TYPE SP 9.5 WEARING COURSE MIXTURE (2, C)	TON	150.00	\$100.00	\$15,000.00
15	6" CONCRETE WALK / PEDESTRIAN RAMPS	SQ FT	50.00	\$8.00	\$400.00
16	TRUNCATED DOMES	SQ FT	48.00	\$50.00	\$2,400.00
17	BITUMINOUS DRIVEWAY PAVEMENT W/ CLASS 5	SQ YD	0.00	\$35.00	\$0.00
18	F&I SIGN PANELS TYPE C	SQ FT	30.00	\$40.00	\$1,200.00
19	18" SOLID LINE WHITE - PAINT	LIN FT	12.00	\$50.00	\$600.00
					\$37,262.50
TURF RESTORATION					
20	5-6' CONIFERUS TREE	EACH	20.00	\$500.00	\$10,000.00
21	SCREENED TOPSOIL BORROW (LV)	CU YD	50.00	\$40.00	\$2,000.00
22	SEEDING	ACRE	0.40	\$3,000.00	\$1,200.00
23	SEEDING (TEMPORARY)	ACRE	0.40	\$500.00	\$200.00
24	SEED MIXTURE 22-111	POUND	20.00	\$2.00	\$40.00
25	SEED MIXTURE 25-151	POUND	36.00	\$3.50	\$126.00
26	FERTILIZER	POUND	140.00	\$1.00	\$140.00
27	HYDRAULIC MATRIX TYPE, BONDED FIBER MATRIX	POUND	1,000.00	\$2.25	\$2,250.00
28	HYDRAULIC MATRIX, TYPE HYDRAULIC MULCH	POUND	800.00	\$1.00	\$800.00
29	SILT FENCE, PRE-ASSEMBLED	LIN FT	600.00	\$2.50	\$1,500.00
					\$18,256.00
SUBTOTAL - CONSTRUCTION					\$74,218.50
CONSTRUCTION CONTINGENCY					\$7,421.85
ENGINEERING, LEGAL, ADMIN, MISC					\$14,843.70
UTILITY RELOCATIONS					\$0.00
EASEMENTS					\$15,000.00
GRAND TOTAL					\$111,484.05



2016 FAIRVIEW TRAIL IMPROVEMENTS
 BAXTER, MN
 SEH NO. BAXTE 133676

12/28/2015

OPINION OF PROBABLE COST - KENWOOD DRIVE SEGMENT

ITEM NO.	ITEM DESCRIPTION	UNIT OF MEASUREMENT	APPROXIMATE QUANTITY	UNIT PRICE	TOTAL
BASE BID					
GENERAL					
1	MOBILIZATION	LUMP SUM	1.00	\$10,000.00	\$10,000.00
2	TRAFFIC CONTROL	LUMP SUM	1.00	\$5,000.00	\$5,000.00
3	ROCK CONSTRUCTION ENTRANCE	EACH	1.00	\$600.00	\$600.00
4	CLEARING	ACRE	0.50	\$9,000.00	\$4,500.00
5	GRUBBING	ACRE	0.50	\$9,000.00	\$4,500.00
					\$24,600.00
STREET					
6	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	25.00	\$2.00	\$50.00
7	SAWING BITUMINOUS PAVEMENT	LIN FT	35.00	\$2.75	\$96.25
8	COMMON EXCAVATION	CU YD	250.00	\$15.00	\$3,750.00
9	COMMON BORROW	CU YD	450.00	\$12.00	\$5,400.00
10	SUBGRADE PREPARATION (SCARIFICATION 12")	STA	8.00	\$150.00	\$1,200.00
11	SUBGRADE EXCAVATION	CU YD	100.00	\$15.00	\$1,500.00
12	SELECT GRANULAR BORROW	CU YD	100.00	\$15.00	\$1,500.00
13	AGGREGATE BASE CLASS 5, (CV) (P)	CU YD	160.00	\$30.00	\$4,800.00
14	TYPE SP 9.5 WEARING COURSE MIXTURE (2, C)	TON	150.00	\$100.00	\$15,000.00
15	BITUMINOUS DRIVEWAY PAVEMENT W/ CLASS 5	SQ YD	25.00	\$35.00	\$875.00
16	F&I SIGN PANELS TYPE C	SQ FT	10.00	\$40.00	\$400.00
					\$34,571.25
TURF RESTORATION					
17	5-6' CONIFERUS TREE	EACH	35.00	\$500.00	\$17,500.00
18	SCREENED TOPSOIL BORROW (LV)	CU YD	50.00	\$40.00	\$2,000.00
19	SEEDING	ACRE	0.40	\$5,000.00	\$2,000.00
20	SEEDING (TEMPORARY)	ACRE	0.40	\$500.00	\$200.00
21	SEED MIXTURE 22-111	POUND	20.00	\$2.00	\$40.00
22	SEED MIXTURE 25-151	POUND	36.00	\$3.50	\$126.00
23	FERTILIZER	POUND	140.00	\$1.00	\$140.00
24	HYDRAULIC MATRIX TYPE, BONDED FIBER MATRIX	POUND	1,000.00	\$2.25	\$2,250.00
25	HYDRAULIC MATRIX, TYPE HYDRAULIC MULCH	POUND	800.00	\$1.00	\$800.00
26	SILT FENCE, PRE-ASSEMBLED	LIN FT	400.00	\$2.50	\$1,000.00
					\$26,056.00
SUBTOTAL - CONSTRUCTION					\$85,227.25
CONSTRUCTION CONTINGENCY					\$8,522.73
ENGINEERING, LEGAL, ADMIN, MISC					\$17,045.45
UTILITY RELOCATIONS					\$0.00
EASEMENTS					\$5,000.00
GRAND TOTAL					\$115,795.43



2016 FAIRVIEW TRAIL IMPROVEMENTS
 BAXTER, MN
 SEH NO. BAXTE 133676

12/28/2015

OPINION OF PROBABLE COST - O.K. PARK TO KENWOOD SEGMENT

ITEM NO.	ITEM DESCRIPTION	UNIT OF MEASUREMENT	APPROXIMATE QUANTITY	UNIT PRICE	TOTAL
BASE BID					
GENERAL					
1	MOBILIZATION	LUMP SUM	1.00	\$10,000.00	\$10,000.00
2	TRAFFIC CONTROL	LUMP SUM	1.00	\$5,000.00	\$5,000.00
3	ROCK CONSTRUCTION ENTRANCE	EACH	2.00	\$600.00	\$1,200.00
4	CLEARING	ACRE	1.50	\$9,000.00	\$13,500.00
5	GRUBBING	ACRE	1.50	\$9,000.00	\$13,500.00
					\$43,200.00
TRAIL					
6	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	360.00	\$2.00	\$720.00
7	SAWING BITUMINOUS PAVEMENT	LIN FT	150.00	\$2.75	\$412.50
8	COMMON EXCAVATION	CU YD	500.00	\$15.00	\$7,500.00
9	COMMON BORROW	CU YD	1,000.00	\$12.00	\$12,000.00
10	SUBGRADE PREPARATION (SCARIFICATION 12")	STA	17.00	\$150.00	\$2,550.00
11	SUBGRADE EXCAVATION	CU YD	200.00	\$15.00	\$3,000.00
12	SELECT GRANULAR BORROW	CU YD	200.00	\$15.00	\$3,000.00
13	AGGREGATE BASE CLASS 5, (CV) (P)	CU YD	300.00	\$30.00	\$9,000.00
14	TYPE SP 9.5 WEARING COURSE MIXTURE (2, C)	TON	280.00	\$100.00	\$28,000.00
15	6" CONCRETE WALK / PEDESTRIAN RAMPS	SQ FT	600.00	\$10.00	\$6,000.00
16	TRUNCATED DOMES	SQ FT	100.00	\$50.00	\$5,000.00
17	BITUMINOUS DRIVEWAY PAVEMENT W/ CLASS 5	SQ YD	380.00	\$35.00	\$13,300.00
18	F&I SIGN PANELS TYPE C	SQ FT	120.00	\$40.00	\$4,800.00
19	18" SOLID LINE WHITE - PAINT	LIN FT	10.00	\$50.00	\$500.00
					\$95,782.50
TURF RESTORATION					
20	5-6' CONIFERUS TREE	EACH	10.00	\$500.00	\$5,000.00
21	SCREENED TOPSOIL BORROW (LV)	CU YD	100.00	\$40.00	\$4,000.00
22	SEEDING	ACRE	1.00	\$5,000.00	\$5,000.00
23	SEEDING (TEMPORARY)	ACRE	1.00	\$500.00	\$500.00
24	SEED MIXTURE 22-111	POUND	50.00	\$2.00	\$100.00
25	SEED MIXTURE 25-151	POUND	90.00	\$3.50	\$315.00
26	FERTILIZER	POUND	350.00	\$1.00	\$350.00
27	HYDRAULIC MATRIX TYPE, BONDED FIBER MATRIX	POUND	2,500.00	\$2.25	\$5,625.00
28	HYDRAULIC MATRIX, TYPE HYDRAULIC MULCH	POUND	2,000.00	\$1.00	\$2,000.00
29	SILT FENCE, PRE-ASSEMBLED	LIN FT	1,000.00	\$2.50	\$2,500.00
					\$25,390.00
SUBTOTAL - CONSTRUCTION					\$164,372.50
CONSTRUCTION CONTINGENCY					\$16,437.25
ENGINEERING, FISCAL, LEGAL, MISC					\$32,874.50
UTILITY RELOCATIONS					\$0.00
EASEMENTS					\$35,000.00
GRAND TOTAL					\$248,684.25



2016 FAIRVIEW TRAIL IMPROVEMENTS
BAXTER, MN
SEH NO. BAXTE 133676

12/28/2015

OPINION OF PROBABLE COST - ALL FOUR SEGMENTS

ITEM NO.	ITEM DESCRIPTION	UNIT OF MEASUREMENT	APPROXIMATE QUANTITY	UNIT PRICE	TOTAL
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SUMMARY

	SUBTOTAL - CONSTRUCTION	\$561,267.25
	CONSTRUCTION CONTINGENCY	\$56,126.73
	ENGINEERING, FISCAL, LEGAL, MISC	\$112,253.45
	UTILITY RELOCATIONS	\$0.00
	EASEMENTS	\$135,000.00
	GRAND TOTAL	\$864,647.43

P:\AE\B\BAXTE\133676\2-proj-mgmt\25-cost-est\Fairview Trail Estimate_122815.xlsx\summary

Appendix B

Preliminary Assessment Worksheets



2016 FAIRVIEW ROAD IMPROVEMENTS - WIDENING OPTION

11/24/2015

Baxter, Minnesota
SEH No. BAXTE 133676

MAP NO.	PARCEL ID NO.	PROPERTY OWNER	OWNER ADDRESS	TAXPAYER NAME	TAXPAYER ADDRESS	PROPERTY ADDRESS	PROPERTY DESCRIPTION	ABUTTING FOOTAGE		ASSESSMENT RATES			
								SIDE 1	SIDE 2	ASSESSED FOOTAGE	SPECIAL ASSESSMENT PEDESTRIAN BARRIER	ASSESSED STORM SEWER	SUBTTOTAL SPECIAL ASSESSMENT STORM SEWER
										PEDESTRIAN BARRIER	STORM SEWER	STREET PER LF	
										\$52,000.00	\$48,480.00	\$70.25	
82	020123106GB0009	FINKEN, LISA K	5782 FAIRVIEW RD N BAXTER, MN 56425	FINKEN, LISA K	5782 FAIRVIEW RD N BAXTER, MN 56425	5782 FAIRVIEW RD	PT OF GOV LOT 6 DESC AS FOL, TO-WIT: THE E 100 FT OF THE FOL DESC TRACT OF LAND; BEG AT THE NW COR OF SAID GOV LOT 6 THEN E ALG THE N LINE FOR A DIST OF 209 FT THEN S PARALLEL WITH THE W LINE OF SAID LOT 6 TO THE N LINE OF THE NORTHERN PACIFIC RAILROAD R	106.34	106.34		\$0.00	\$7,469.87	\$7,469.87
83	020123106L00009	COOK, COLLEEN M	5794 FAIRVIEW RD BAXTER, MN 56425	COOK, COLLEEN M	5794 FAIRVIEW RD BAXTER, MN 56425	5794 FAIRVIEW RD	PT OF GOV LOT 6 DESC AS FOL: BEG AT A POINT ON THE N LINE OF SD LOT 6 WHICH IS 209FT E OF THE NW COR OF SD LOT THEN S'LY PARALLEL WITH THE W LINE OF SD LOT A DIST OF 417FT TO A POINT WHICH IS THE POB THEN E PARALLEL WITH THE N LINE OF SD LOT A DIST OF 15 PART OF GOV LOT 6 DESC: COMM AT THE POINT ON THE N LINE THEREOF WHICH IS 209 FT E OF THE NW COR THEREOF THEN S PARALLEL TO THE W LINE THEREOF FOR 417 FT THEN E PARALLEL TO THE NLINE THEREOF FOR A DIST OF 150 FT TO THE POINT OF BEG OF THE TRACTHEREBY CONV PT OF GL 6 DESC: COMM AT NW COR OF SD GL 6 THEN N 89D 11' E ASSM BEAR A DIST OF 509 FT THEN S 1D 1'58" E A DIST OF 311.32 FT TO POB THEN N 48D 6'23" E A DIST OF 132.22 FT THEN S 1D 1'58" E A DIST OF 321.4 FT TO A POINT ON N'LY ROW LINE OF US HWY 210 THEN	158.97	158.97		\$0.00	\$11,166.87	\$11,166.87
18	020123106J00009	REETZ, RANDY A & KATHY	5828 FAIRVIEW RD BAXTER, MN 56425	REETZ, RANDY A & KATHY	5828 FAIRVIEW RD BAXTER, MN 56425	5828 FAIRVIEW RD	E. 250 FT OF W. 759 FT OF LOT 6 LYING N. OF NORTHERN PACIFIC RAILROAD ROW, EXCEPT PART TO JOHN STRAKA, AND EXCEPT PART PLATTED NOVAK ACRES. SUBJ TO QUIET TITLE ACTION PER DOC # 779763.	158.98	158.98		\$0.00	\$11,167.57	\$11,167.57
77	020123106EB0009	GRECULA, KIMBERLY N	5850 FAIRVIEW RD N BAXTER, MN 56425	GRECULA, KIMBERLY N	5850 FAIRVIEW RD N BAXTER, MN 56425	5850 FAIRVIEW RD	THAT PART OF GOV LOT 6 DESC: COMM AT A POINT ON THE N. LINE OF SAID LOT 6 759 FT E. OF THE NW COR THEREOF, THEN S PARALLEL TO THE W LINE OF SAID LOT 6 FOR A DIST OF 320 FT TO THE POINT OF BEG OF THE TRACT HEREBY CONVEYED THEN E PARALLEL WITH THEN LINE OF	105.98	105.98		\$0.00	\$7,444.58	\$7,444.58
78	020123106EC0009	NOVAK, JOAN E	5878 FAIRVIEW RD BAXTER, MN 56425	NOVAK, JOAN E	5878 FAIRVIEW RD BAXTER, MN 56425	5878 FAIRVIEW RD	PART OF GOV. LOT 6 SEC. 12 DESCRIBED AS FOLLOWS: COMM. AT THE NW CORNER OF SAID LOT 6, THEN N. 89 DEG 51 MIN 40 SEC E. 759 FT ALG THE N. LINE OF SAID LOT 6 TO THE POINT OF BEG OF THE TRACT TO BE DESCRIBED, THEN S. 00 DEG 20 MIN 38 SEC. E, PARALLEL WITH T THAT PART OF GOV. LOT 6 DESCRIBED AS FOLLOWS: COMM. AT THE NE CORNER OF SAID LOT 6, THEN S. 1 DEG 23 MIN W. 141.7 FT ALONG THE E. LINE OF SAID LOT 6 TO THE PLACE OF BEG, THEN S. 89 DEG 51 MIN W. 288.2 FT TO AN IRON PIPE MONUMENT, THEN S. 0 DEG 02 MIN W. THAT PART OF GOV. LOT 5 SEC. 12 DESCRIBED AS FOLLOWS; BEG. AT THE NW CORNER OF SAID GOV. LOT 5, THEN N. 89 DEG 11 MIN 00 SEC E. ALONG THE N. LINE OF SAID GOV. LOT 5 A DIST. OF 80.0 FT, THEN S. 10 DEG 10 MIN 54 SEC E. A DISTANCE OF 244.44 FT TO A POINT ON THAT PT OF GOV LOT 5 LYING N OF THE	159.12	159.12		\$0.00	\$11,177.40	\$11,177.40
17	020123106I00009	DYBVIK, KIRK W & TAWNI DEANN	C/O WILLIAM & EVELYN DYBVIK 5902 FAIRVIEW RD BAXTER, MN 56425	DYBVIK, WILLIAM G & EVELYN(LIFE ES	5902 FAIRVIEW RD BAXTER, MN 56425	5902 FAIRVIEW RD	NORTHERN PACIFIC RAILWAY COMPANY'S ROW AS NOW LAID OUT OVER AND ACROSS THE SAME, EXCEPT THAT PT OF GOV LOT 5 DESC AS FOLLOWS; BEG AT THE POINT WHERE THE N LINE OF SAID LOT 5 INTERSECTS THE N ROW OF STATE HWY 210, SAID	145.19	145.19		\$0.00	\$10,198.89	\$10,198.89
81	020123106DA0009	DYBVIK, KIRK W & TAWNI DEANN	C/O WILLIAM & EVELYN DYBVIK 5902 FAIRVIEW RD BAXTER, MN 56425	DYBVIK, WILLIAM G & EVELYN(LIFE ES	5902 FAIRVIEW RD BAXTER, MN 56425	5902 FAIRVIEW RD	PART OF GOV LOT 5 DESC: COMM AT THE POINT WHERE THE N LINE OF SAID LOT 5 INTERSECTS THE N'LY RIGHT OF WAY LINE OF HWY #210 SAID POINT BEING 1966.5 FT N 89 DEG 09 MIN W OF THE E1/4 COR OF SAID SEC 12 (CONSIDERING W LINE AS SAID SEC THE MERIDIAN) THEN S 71 THAT PART OF GOV. LOT 5 SEC. 12 DESCRIBED AS FOLLOWS: COMM. AT THE POINT WHERE THE N. LINE OF SAID LOT 5 INTERSECTS THE N'LY ROW OF STATE HWY #210, SAID POINT BEING 1966.5 FT N. 89 DEG 09 MIN W. OF THE E. QUARTER CORNER OF SAID SECTION 12	174.52	174.52		\$0.00	\$12,259.18	\$12,259.18
76	020123106CB0009	TERVEER, LORI	5962 FAIRVIEW RD BAXTER, MN 56425	TERVEER, LORI	5962 FAIRVIEW RD BAXTER, MN 56425	5962 FAIRVIEW RD		204.38	204.38		\$0.00	\$14,356.70	\$14,356.70
72	020124205DB0009	MAYORAL, CARLOS E	P O BOX 133 BRAINERD, MN 56401	MAYORAL, CARLOS E	P O BOX 133 BRAINERD, MN 56401	6000 FAIRVIEW RD		122.45	122.45		\$0.00	\$8,601.52	\$8,601.52
101	020124205DA0009	SCHINDLER, TORI LEA	6036 FAIRVIEW RD BAXTER, MN 56425	SCHINDLER, TORI LEA	6036 FAIRVIEW RD BAXTER, MN 56425	6036 FAIRVIEW RD		213.24	213.24		\$0.00	\$14,979.07	\$14,979.07
71	020124205C00009	SCHONROCK, DAVID M	6056 FAIRVIEW RD BAXTER, MN 56425	SCHONROCK, DAVID M	6056 FAIRVIEW RD BAXTER, MN 56425	6056 FAIRVIEW RD		100	100.00		\$0.00	\$7,024.51	\$7,024.51
70	020124205BA0009	MILLER, NICHOLAS P & LISA	6072 FAIRVIEW RD BAXTER, MN 56425	MILLER, NICHOLAS P & LISA	6072 FAIRVIEW RD BAXTER, MN 56425	6072 FAIRVIEW RD		97.11	97.11		\$0.00	\$6,821.50	\$6,821.50



2016 FAIRVIEW ROAD IMPROVEMENTS - WIDENING OPTION

11/24/2015

Baxter, Minnesota
SEH No. BAXTE 133676

								ASSESSMENT RATES		PEDESTRIAN BARRIER	STORM SEWER	STREET PER LF			
										\$52,000.00	\$48,480.00	\$70.25			
MAP NO.	PARCEL ID NO.	PROPERTY OWNER	OWNER ADDRESS	TAXPAYER NAME	TAXPAYER ADDRESS	PROPERTY ADDRESS	PROPERTY DESCRIPTION	ABUTTING FOOTAGE		ASSESSED FOOTAGE	SPECIAL ASSESSMENT PEDESTRIAN BARRIER	ASSESSED STORM SEWER	SUBTTOTAL SPECIAL ASSESSMENT STORM SEWER	SUBTOTAL SPECIAL ASSESSMENT FDR	TOTAL SPECIAL ASSESSMENT
								SIDE 1	SIDE 2						
74	020121300G00009	DORAN, MICHAEL NELSON-DORAN	202 8TH AVE NE PO BOX 362 BRAINERD MN 56401	DORAN, MICHAEL NELSON-DORAN	202 8TH AVE NE PO BOX 362 BRAINERD MN 56401		THAT PART OF SW1/4 OF NE1/4 SECTION 12 DESCRIBED AS FOLLOWS; COMMENCING AT THE SW CORNER OF SAID SW1/4 OF NE1/4, THEN N. 89 DEG 02 MIN 00 SEC E. BEARING BASED ON CITY OF BAXTER COORDINATE DATABASE NAD 83/88, 290.01 FT ALONG THE S. LINE OF SAID SWNE TO TH	162.54		0.00			\$0.00	\$0.00	\$0.00
75	020121300EBB009	LORD OF LIFE, LUTHERAN CHURCH	6190 FAIRVIEW RD BAXTER, MN 56425	LORD OF LIFE, LUTHERAN CHURCH	P O BOX 2749 BAXTER, MN 56425	6190 FAIRVIEW RD	SW1/4 OF NE1/4 EX N 792 FT & EX E 100 FT LYING S OF THE N 792 FT EX RAILROAD RIGHT OF WAY & EX HWY, & EXCEPT THAT PART OF SW1/4 OF NE1/4 SECTION 12 DESCRIBED AS FOLLOWS; COMM AT THE NE CORNER OF SAID SWNE, THEN S. 0 DEG 39 MIN 56 SEC E, ASSUMED BEARING, THAT PT OF THE SWNE DESC AS FOLLOWS; COMM AT THE NE CORNER OF SAID SWNE, THENCE S 0 DEG 39 MIN 56 SEC E, ASSUMED BEARING, ALG THE E LINE OF SAID SWNE A DIST OF 792.01 FT TO THE S LINE OF THE N 792 FT OF SAID SWNE, THE POB, THENCE S 89 DEG 05 MIN 11 SEC W.	486.62		486.62			\$0.00	\$34,182.68	\$34,182.68
21	020121300DA0009	SEYMOUR, ROBIN J & JOYCE L SEYMC	6232 FAIRVIEW RD BAXTER, MN 56425	SEYMOUR, ROBIN J & JOYCE L SEYMC	6232 FAIRVIEW RD BAXTER, MN 56425	6232 FAIRVIEW RD	THAT PART OF THE SE1/4 OF NE1/4 DESC: COMM AT THEPOINT OF THE N'LY RIGHT OF WAY LINE OF HWY #210 WHICH IS THE SW COR OF THE TRACT DEEDED TO THE CHURCH IN BK 177 PG 403 IN REGISTEROF DEEDS OFFICE THEN S 71 DEG 45 MIN W 166 FT ALG SAID HWY RIGHT OF WAY LIN SE1/4 OF NE1/4 SEC. 12 LYING N. OF HWY ROW, EXCEPT PART PLATTED 'WINKLERS PINE WOODS ADD TO VILLAGE OF BAXTER', EXCEPT PART TO CHURCH, AND EXCEPT 2 PARTS TO BISEK, AND EXCEPT PART TO CITY OF BAXTER FOR A PARK. & EXCEPT ANOTHER PART TO LAKEWOOD EVANGELICA	135.87		135.87			\$0.00	\$9,544.20	\$9,544.20
80	020121400H00009	LAKEWOOD EVANGELICAL FREE CHU	6284 FAIRVIEW RD BAXTER, MN 56425	LAKEWOOD EVANGELICAL FREE CHU	6284 FAIRVIEW RD BAXTER, MN 56425	6262 FAIRVIEW RD	THAT PART OF THE SE1/4 OF NE1/4 DESC: COMM AT THE COR OF SAID SEC 12 THEN S 1 DEG 22 MIN W 1900.4 FT ALG THE E LINE OF SEC 12 TO THE N'LY RIGHT OF WAY LINE OF STATE HWY #210, THEN S 71 DEG 45 MIN W 697.6 FT ALG SAID RIGHT OF WAY LINE TO THE POINT OF BE PART OF E, 1/2 OF NE1/4 SEC. 12 DESCRIBED AS FOLLOWS; BEG AT THE IRON MONUMENT WHICH IS 33.02 FT S 89 DEG 55 MIN 44 SEC W AND 965.34 FT S 2 DEG 01 MIN 55 SEC W FROM THE NE COR OF SAID SEC 12 (THE BEARING OF INGLEWOOD DRIVE ASSUMED TO RUN S 2 DEG 01 MIN 5	232.37		232.37			\$0.00	\$16,322.86	\$16,322.86
22	020121400AB0009	LAKEWOOD EVANGELICAL FREE CHU	6284 FAIRVIEW RD BAXTER, MN 56425	LAKEWOOD EVANGELICAL FREE CHU	6284 FAIRVIEW RD BAXTER, MN 56425			66		66.00			\$0.00	\$4,636.18	\$4,636.18
79	020121400F00009	LAKEWOOD EVANGELICAL FREE CHU	6284 FAIRVIEW RD BAXTER, MN 56425	LAKEWOOD EVANGELICAL FREE CHU	6284 FAIRVIEW RD BAXTER, MN 56425	6284 FAIRVIEW RD		399.99		399.99			\$0.00	\$28,097.35	\$28,097.35
23	020121400BA0009	CITY OF BAXTER	JEREMY VACINEK FINANCE DIR CITY HALL P O BOX 2626 BAXTER, MN 56425	CITY OF BAXTER	JEREMY VACINEK FINANCE DIR CITY HALL P O BOX 2626 BAXTER, MN 56425			690.15		690.15			\$0.00	\$48,479.67	\$48,479.67
		CITY COST - TH 210 FOOTAGE						7834.96		7834.96			\$0.00	\$550,367.72	\$550,367.72
		TOTAL		TOTAL				15580.10		15183.76	\$52,000.00	100.00%	\$48,480.00	\$1,066,585.08	\$1,167,065.08



2016 FAIRVIEW ROAD IMPROVEMENTS - EXISTING WIDTH OPTION

11/24/2015

Baxter, Minnesota
SEH No. BAXTE 133676

MAP NO.	PARCEL ID NO.	PROPERTY OWNER	OWNER ADDRESS	TAXPAYER NAME	TAXPAYER ADDRESS	PROPERTY ADDRESS	PROPERTY DESCRIPTION	ABUTTING FOOTAGE		ASSESSMENT RATES				
								SIDE 1	SIDE 2	ASSESSMENT RATES	PEDESTRIAN BARRIER	STORM SEWER	STREET PER LF	
								ASSESSED FOOTAGE	SPECIAL ASSESSMENT PEDESTRIAN BARRIER	ASSESSED STORM SEWER	SUBTTOTAL SPECIAL ASSESSMENT STORM SEWER	SUBTOTAL SPECIAL ASSESSMENT FDR	TOTAL SPECIAL ASSESSMENT FDR & STORM SEWER	
74	020121300G00009	DORAN, MICHAEL NELSON-DORAN	202 8TH AVE NE PO BOX 362 BRAINERD MN 56401	DORAN, MICHAEL NELSON-DORAN	202 8TH AVE NE PO BOX 362 BRAINERD MN 56401		THAT PART OF SW1/4 OF NE1/4 SECTION 12 DESCRIBED AS FOLLOWS; COMMENCING AT THE SW CORNER OF SAID SW1/4 OF NE1/4, THEN N. 89 DEG 02 MIN 00 SEC E. BEARING BASED ON CITY OF BAXTER COORDINATE DATABASE NAD 83/88, 290.01 FT ALONG THE S. LINE OF SAID SWNE TO TH	162.54		0.00		\$0.00	\$0.00	\$0.00
75	020121300EBB009	LORD OF LIFE, LUTHERAN CHURCH	6190 FAIRVIEW RD BAXTER, MN 56425	LORD OF LIFE, LUTHERAN CHURCH	P O BOX 2749 BAXTER, MN 56425	6190 FAIRVIEW RD	SW1/4 OF NE1/4 EX N 792 FT & EX E 100 FT LYING S OF THE N 792 FT EX RAILROAD RIGHT OF WAY & EX HWY, & EXCEPT THAT PART OF SW1/4 OF NE1/4 SECTION 12 DESCRIBED AS FOLLOWS; COMM AT THE NE CORNER OF SAID SWNE, THEN S. 0 DEG 39 MIN 56 SEC E, ASSUMED BEARING, THAT PT OF THE SWNE DESC AS FOLLOWS; COMM AT THE NE CORNER OF SAID SWNE, THENCE S 0 DEG 39 MIN 56 SEC E, ASSUMED BEARING, ALG THE E LINE OF SAID SWNE A DIST OF 792.01 FT TO THE S LINE OF THE N 792 FT OF SAID SWNE, THE POB, THENCE S 89 DEG 05 MIN 11 SEC W.	486.62	486.62			\$0.00	\$32,957.68	\$32,957.68
21	020121300DA0009	SEYMOUR, ROBIN J & JOYCE L SEYMC	6232 FAIRVIEW RD BAXTER, MN 56425	SEYMOUR, ROBIN J & JOYCE L SEYMC	6232 FAIRVIEW RD BAXTER, MN 56425	6232 FAIRVIEW RD	THAT PART OF THE SE1/4 OF NE1/4 DESC: COMM AT THEPOINT OF THE N'LY RIGHT OF WAY LINE OF HWY #210 WHICH IS THE SW COR OF THE TRACT DEEDED TO THE CHURCH IN BK 177 PG 403 IN REGISTEROF DEEDS OFFICE THEN S 71 DEG 45 MIN W 166 FT ALG SAID HWY RIGHT OF WAY LIN SE1/4 OF NE1/4 SEC. 12 LYING N. OF HWY ROW, EXCEPT PART PLATTED 'WINKLERS PINE WOODS ADD TO VILLAGE OF BAXTER', EXCEPT PART TO CHURCH, AND EXCEPT 2 PARTS TO BISEK, AND EXCEPT PART TO CITY OF BAXTER FOR A PARK. & EXCEPT ANOTHER PART TO LAKEWOOD EVANGELICA	135.87	135.87			\$0.00	\$9,202.17	\$9,202.17
80	020121400H00009	LAKEWOOD EVANGELICAL FREE CHU	6284 FAIRVIEW RD BAXTER, MN 56425	LAKEWOOD EVANGELICAL FREE CHU	6284 FAIRVIEW RD BAXTER, MN 56425	6262 FAIRVIEW RD	THAT PART OF THE SE1/4 OF NE1/4 DESC: COMM AT THE NE COR OF SAID SEC 12 THEN S 1 DEG 22 MIN W 1900.4 FT ALG THE E LINE OF SEC 12 TO THE N'LY RIGHT OF WAY LINE OF STATE HWY #210, THEN S 71 DEG 45 MIN W 697.6 FT ALG SAID RIGHT OF WAY LINE TO THE POINT OF BE PART OF E, 1/2 OF NE1/4 SEC. 12 DESCRIBED AS FOLLOWS; BEG AT THE IRON MONUMENT WHICH IS 33.02 FT S 89 DEG 55 MIN 44 SEC W AND 965.34 FT S 2 DEG 01 MIN 55 SEC W FROM THE NE COR OF SAID SEC 12 (THE BEARING OF INGLEWOOD DRIVE ASSUMED TO RUN S 2 DEG 01 MIN 5	232.37	232.37			\$0.00	\$15,737.90	\$15,737.90
22	020121400AB0009	LAKEWOOD EVANGELICAL FREE CHU	6284 FAIRVIEW RD BAXTER, MN 56425	LAKEWOOD EVANGELICAL FREE CHU	6284 FAIRVIEW RD BAXTER, MN 56425			66	66.00			\$0.00	\$4,470.03	\$4,470.03
79	020121400F00009	LAKEWOOD EVANGELICAL FREE CHU	6284 FAIRVIEW RD BAXTER, MN 56425	LAKEWOOD EVANGELICAL FREE CHU	6284 FAIRVIEW RD BAXTER, MN 56425	6284 FAIRVIEW RD		399.99	399.99			\$0.00	\$27,090.42	\$27,090.42
23	020121400BA0009	CITY OF BAXTER	JEREMY VACINEK FINANCE DIR CITY HALL P O BOX 2626 BAXTER, MN 56425	CITY OF BAXTER	JEREMY VACINEK FINANCE DIR CITY HALL P O BOX 2626 BAXTER, MN 56425			690.15	690.15			\$0.00	\$46,742.30	\$46,742.30
CITY COST - TH 210 FOOTAGE								7834.96	7834.96			\$0.00	\$530,644.17	\$530,644.17
TOTAL								15580.10	15183.76	\$52,000.00	100.00%	\$48,480.00	\$1,028,361.83	\$1,128,841.83

MEMO

Date: December 30, 2015
To: **Baxter Utilities Commission**
From: Aric Welch
Cc: Trevor Walter
Gordon Heitke
Project Name: Excelsior Road, Fairview Road and Edgewood Drive Improvements
Project No.: 0102B0373.000
Subject: **Draft Feasibility Report**



Brainerd/Baxter
7804 Industrial Park Road
PO Box 2720
Baxter, MN 56425-2720

218.829.5117 
218.829.2517 

Brainerd@wsn.us.com 
WidsethSmithNolting.com

Attached is the draft feasibility report for the Excelsior Road, Fairview Road and Edgewood Drive Improvement project. The City Council authorized WSN to prepare the report on December 15, 2015 with a completion date 30-days after the notice to proceed.

Per staff request, we have expedited our efforts to have a draft report available for the January Utilities Commission meeting and final report prepared for the January 19, 2015 Council meeting. Because of the complexity of the project and the shortened time frames, we were unable to complete the assessment calculations and finalize the conclusions and recommendations in the attached draft report. We will continue to work on the report and will present a complete version for review at the January 6, 2015 Utilities Commission meeting. **Please note the proposed improvements, costs and recommendations presented in the attached draft report may change as we work through the assessment calculations and finalize the report.**



Brainerd/Baxter
7804 Industrial Park Road
PO Box 2720
Baxter, MN 56425-2720

218.829.5117 
218.829.2517 

Brainerd@wsn.us.com 

WidethSmithNotling.com

EXCELSIOR ROAD, FAIRVIEW ROAD AND EDGEWOOD DRIVE IMPROVEMENTS

MUNICIPAL PROJECT NO. 4097

FEASIBILITY REPORT

Council Approval Date:

Prepared for
City of Baxter

WSN No. 0102B0373.000

**EXCELSIOR ROAD, FAIRVIEW ROAD AND EDGEWOOD DRIVE
IMPROVEMENTS**

MUNICIPAL PROJECT NO. 4097

FEASIBILITY REPORT

Prepared for
City of Baxter

WSN No. 0102B0373.000

DRAFT

I hereby certify that this report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Aric Welch
Professional Engineer

41983
License Number

Date

EXCELSIOR ROAD, FAIRVIEW ROAD AND EDGEWOOD DRIVE IMPROVEMENTS

FEASIBILITY STUDY

TABLE OF CONTENTS

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LIST OF EXHIBITS

- “A” Project Area
- “B” Existing Conditions
- “C” Proposed Improvements – Utilities
- “D” Proposed Improvements - Roadway
- “E” Assessment Exhibit

APPENDIX

- Preliminary Cost Estimate
- Estimated Project Schedule

STATEMENT OF PURPOSE

The purpose of this report is to study the feasibility of reconfiguring an existing transportation corridor configuration located northwest of the T.H. 210 / T.H. 371 intersection. The project area is shown in Exhibit A.

The City has been considering these improvements for many years and the concept has been included as part of the Long Range Transportation and Functional Classification Street Map presented as part of the City's Comprehensive Plan. Considerable development has occurred since roadways in the project area were constructed, resulting in increased vehicular traffic flows and additional potential conflict points. In addition, the need for non-motorized (pedestrian and bicycle) access has also increased and the project area currently does not provide defined non-motorized access routes. Recently two private developments (one north of Excelsior and one south of Excelsior) in the project area have been under consideration, expediting the need for consideration of the proposed improvements.

On August 4, 2015, the Baxter City Council approved the "Excelsior Area Transportation Study" as prepared by WSB and Associates, Inc. Following that meeting, two alternatives were prepared and presented by WSB to address concerns related to the potential for development occurring at different times on the north and/or south of Excelsior Road. In addition to the study an Intersection Control Evaluation (ICE) was prepared by WSB. The recommendation is to construct a single lane roundabout at the intersection of Excelsior Road with Fairview Drive from the south and Edgewood Drive from the north. Geometrics of the intersection should include the option for a free right turn for southbound traffic on Edgewood Drive.

On December 15, 2015, the City Council authorized WSN to complete a Feasibility Study of the project area.

This report will review existing conditions, propose feasible improvements, estimate project costs, discuss project implementation and present conclusions and recommendations for the project area.



© 2020 City of Baxter/01020373-Excelsior, Fairview & Edgewood Improvements/01020373-00-Excelsior, Fairview & Edgewood Improvements/CADD/CAD/DC/DC/01020373/00.dwg. Plotted by: A.L.W. 12/30/2015 8:30:00 AM. Report: 01020373-00-Excelsior, Fairview & Edgewood Improvements



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE	REV	REVISIONS DESCRIPTION	BY

DATE:	DEC 2015	EXCELSIOR, FAIRVIEW & EDGEWOOD IMPROVEMENTS CITY OF BAXTER BAXTER, MINNESOTA EXHIBIT A - PROJECT AREA	SHEET NO.
SCALE:	AS SHOWN		
DRAWN BY:	A.L.W.		
CHECKED BY:	A.L.W.		
JOB NUMBER:	01020373.000		

EXISTING CONDITIONS

The project area is located northwest of the T.H. 210 and T.H. 371 intersection.

Zoning and Development

Zoning is currently Regional Commercial (C2) for the first ¼ mile west lying of T.H. 371, encompassing the project area. West of there, the zoning changes to Low Density Residential (R-1) and Medium Density Residential (R-2) north of Excelsior Road, and Low Density Residential (R-1) and Neighborhood Commercial (C1) south of Excelsior Road. Based on the 2015 Comprehensive Plan Update, future land use in the project area will be Commercial for areas currently zoned C-2 and OS. The only exception would be the Excelsior Court parcel that would be zoned High Density Residential in the future.

Commercial development located immediately adjacent to the project area and north of Excelsior Road consists of a grocery store, strip mall, liquor store and fuel / convenience facility and a low income apartment complex. Additional development north of Excelsior, but not immediately adjacent to the project area includes a sporting goods retailer, fast food restaurant and sit down restaurant. Development south of Excelsior Road consists of a bank, a church and a development previously utilized as a beverage distribution facility.

Existing Roadways

Excelsior Road is currently a combination of urban and rural segments. West of the Edgewood Drive intersection, the roadway is rural (no curb/gutter) approximately 34' in width. This section of roadway was constructed in 1989 when sanitary sewer and water improvements were installed. Between East of Edgewood Drive, the roadway is a divided section with a combination of urban construction (curb/gutter) on the north side and rural on the south side with varying width. This segment of roadway was constructed in 2000 by MnDOT as part of the T.H. 371 Bypass project. Excelsior Road is on the Baxter State-Aid System (MSAS) as Route number 106.

Edgewood Drive is currently an urban roadway approximately 36' in width from face of curb to face of curb. This roadway was originally constructed in 1990 as part of the County Market (Cub) development. In 2015 the south 575' of Edgewood Drive was updated with a mill and overlay process. North of there the roadway was completely reconstructed using full-depth reclamation.

Edgewood Drive is also on the Baxter State-Aid System (MSAS) as Route number 115.

Fairview Road is currently a rural roadway approximately 24' in width and was constructed in 1998 by MnDOT as part of the "T.H. 210 improvements". Fairview Road currently terminates in a cul-de-sac approximately 100' in diameter. Storm water is handled via swales on either side of the roadway edges.

The City of Baxter "Comprehensive Pavement Management System" indicates existing bituminous surface conditions in 2013 varied from fair to good. Recommended roadway improvements include a combination of sealcoating and mill / overlay. Detailed PASER ratings by roadway segment are as follows:

<u>Roadway Segment</u>	<u>PASER Rating</u>	<u>Description</u>
Excelsior – East of Edgewood	5	Fair
Excelsior – West of Edgewood	4	Fair
Edgewood Drive	NA	Improved 2015
Fairview	6	Good

Existing Drainage and Storm Sewer Systems

Surface drainage on Excelsior Road, from a point approximately 150' west of Edgewood Drive, currently is collected in drainage structures and conveyed easterly through a storm sewer network across TH 371. Pipes in this network vary from 12" Reinforced Concrete Pipe (RCP) to 36" RCP.

Surface drainage on Edgewood Drive currently is collected in drainage structures and conveyed northerly and westerly through a storm sewer network discharging into a drainage basin between the Cub Foods store Gander Mountain. Pipes in this network vary from 12" RCP to 36" RCP. This storm water network is part of the larger "Section 6" storm water handling and conveyance system.

Excelsior Road, west of Edgewood Drive, and Fairview Road are currently rural roadways and drainage is handled via shallow drainage swales located on either side of the roadway.

There are no known stormwater issues in the immediate project area. We are aware of a

stormwater ponding concern west of the project area on Excelsior Road.

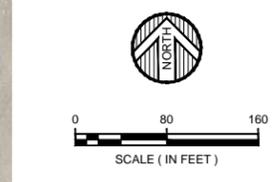
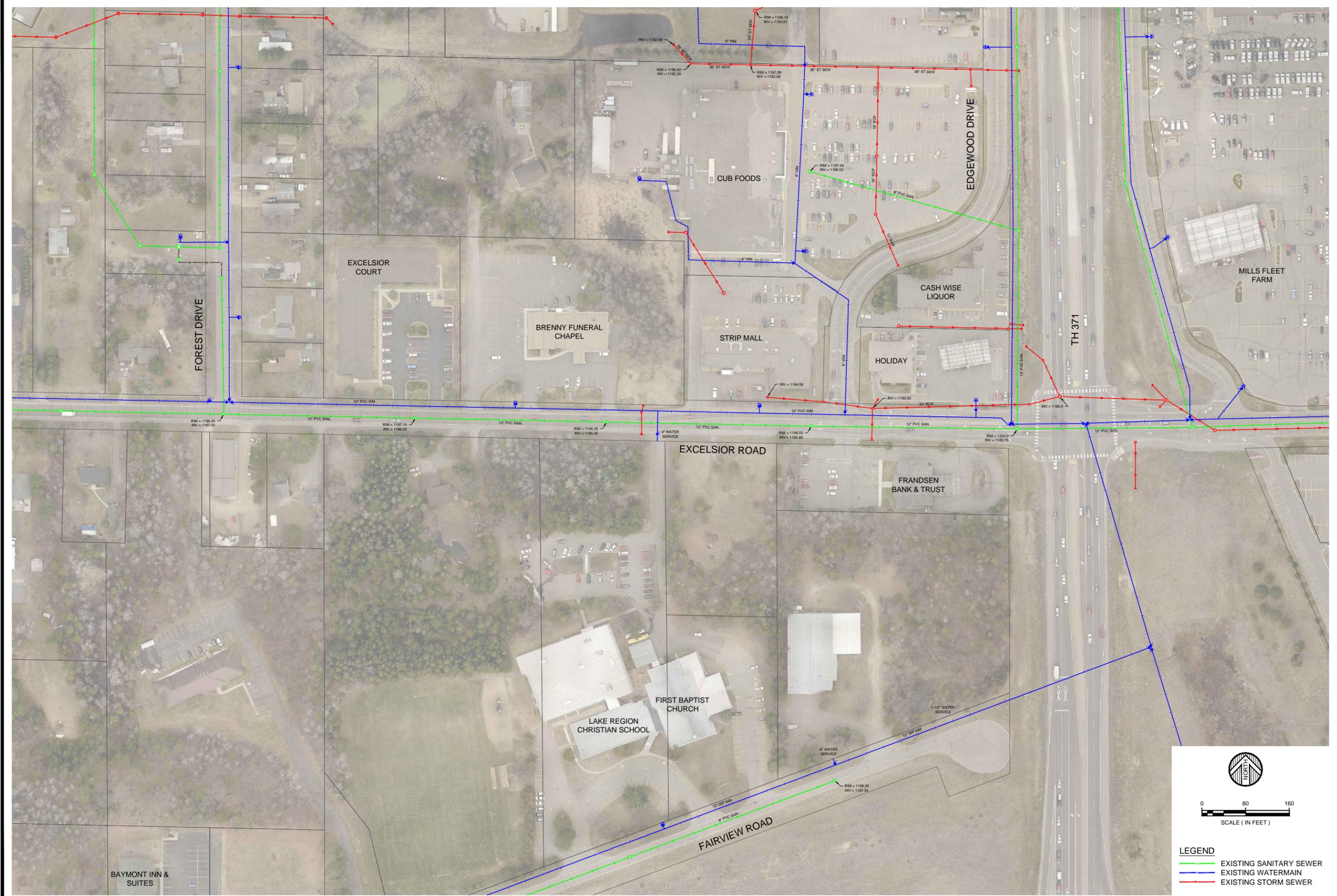
Existing Sanitary Sewer Collection System

Sanitary sewer service was originally extended to the project area as part of the “1977 Municipal Sanitary Sewer and Water Improvements” when twelve inch sanitary sewer collection piping was extended from the east, along Excelsior Road, crossing TH 371 to the west back slope. From there 10” sanitary sewer was extended northerly along the west back slope of TH 371. A twelve-inch PVC sanitary sewer main was continued westerly along Excelsior as part of the “1989 Sewer and Water Improvements, Municipal Project No. 87-2”. An eight inch PVC sanitary sewer main was then extended from the west back slope of TH 371, across Edgewood Drive, to the grocery store as part of the County Market development in 1990. The sanitary sewer collection system, north of Excelsior Road, conveys sanitary waste in a southerly and easterly direction. An eight-inch PVC sanitary sewer main was constructed along the centerline of Fairview Drive project area in 1998 by MnDOT as part of the “T.H. 210 improvements”. Sanitary waste is conveyed in a westerly direction along Fairview Road. Manholes are located along all sanitary sewer collection mains allowing maintenance of the system. Adjoining properties are serviced with four or six inch sanitary sewer services. No problems with the existing sanitary sewer system in the project area are known.

Existing Water Distribution System

Municipal water service was originally extended to the project area as part of the 1977 Municipal Sanitary Sewer and Water Improvements. Ten inch Ductile Iron Pipe (DIP) water main was extended from the east along Excelsior Road, across TH 371 and through the project area. An eight inch water main was then extended northerly and westerly along Edgewood Drive and through the grocery store parking area as part of the “County Market” development in 1990. Municipal water service was extended to the Fairview Drive project area as part of the 1977 Municipal Sanitary Sewer and Water Improvements. Twelve inch Ductile Iron Pipe (DIP) water main was extended between TH 371 and Flintwood Drive. Hydrants and valves are located along all water distribution mains allowing operation and maintenance of the system and adjoining properties are connected to the mains. No problems with the existing water distribution system in the project area are known.

Exhibit “B” shows the existing conditions in the project area.



- LEGEND**
- EXISTING SANITARY SEWER
 - EXISTING WATERMAIN
 - EXISTING STORM SEWER

WIDSETH SMITH NOLTING
 Engineering | Architecture | Surveying | Environmental



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A FULLY LICENSED ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE	REVISION DESCRIPTION	BY

DATE: DEC 2015
 SCALE: AS SHOWN
 DRAWN BY: A.L.W.
 CHECKED BY: A.L.W.
 JOB NUMBER: 0102B0373.000

EXCELSIOR, FAIRVIEW & EDGEWOOD DRIVE IMPROVEMENTS
 CITY OF BAXTER
 BAXTER, MINNESOTA

EXHIBIT B - EXISTING CONDITIONS

SHEET NO. **####**

PROPOSED IMPROVEMENTS

Proposed improvements include:

- North of Excelsior Road, realignment of Edgewood Drive
- South of Excelsior Road, extension of Fairview Road to Excelsior Road
- Relocation and replacement of the Edgewood Drive / Excelsior Road intersection.

The geometric layouts presented in this report are the same as those presented in the “Excelsior Area Transportation Study” and Intersection Control Evaluation (ICE) reports prepared by WSB and Associated, Inc., and approved by the City of Baxter. Please note, these layouts are conceptual only at this time.

Proposed Roadways

Proposed roadway improvements include relocation of the existing Excelsior Road / Edgewood Drive intersection to approximately 320' west of its current location. North of Excelsior Road, Edgewood Drive would be realigned from its current location on the east side of the strip mall, to extend along the north and west side of the strip mall. South of Excelsior Road, Fairview Road would be extended northerly through Fruth Beverage parcel to connect with the relocated Edgewood Drive location. The easterly end of Fairview Road and the cul-de-sac would be removed. The intersection is proposed to be a single lane roundabout with provisions to construct a free right lane in the future, for southbound Edgewood Drive traffic wishing to continue in a westerly direction.

East of Edgewood Drive, Excelsior Road is proposed to be a single-lane divided urban (curb/gutter) roadway approximately 44' in width. West of Edgewood Drive, Excelsior Road is proposed to be a single-lane urban (curb/gutter) undivided section approximately 36' in width from Edgewood Drive through the Forest Drive intersection. North of Excelsior Road, Edgewood Drive is proposed to be a single-lane undivided urban (curb/gutter) roadway with a minimum width of 36'. West of Edgewood Drive, Excelsior Road is proposed to be a single-lane urban (curb/gutter) undivided section approximately 36' in width from Edgewood Drive through the Forest Drive intersection.

The roadway is proposed to meet a 10-ton design strength with pavement markings meeting

State-Aid design requirements.

Proposed Trail and Pedestrian Facilities

Currently the project area does not provide a defined off road network of non-motorized trails.

The proposed project provides the framework for trail improvements throughout the area.

Proposed trail improvements include a 10' wide bituminous surfaced trail on the south side of Excelsior Road from the TH 371 crosswalk to the west side of the Fairview Road connection.

This trail continues southerly along the west side of Fairview Road and westerly along the south side of Excelsior Road. West of Edgewood Drive, a 10' wide bituminous surfaced trail is also proposed on the north side of Excelsior Road. This trail continues northerly along the west side of Edgewood Drive. It should be noted that 10' trails are proposed, in lieu of typical trail width of 12', to minimize the amount of property acquisition necessary.

Proposed Storm Sewer System

The proposed urban roadway sections will require the installation of storm sewer networks.

Surface drainage on Excelsior Road is proposed to be collected in drainage basins and pipes connecting to the existing storm water network that crosses TH 371, conveying surface runoff in an easterly direction. This network also handles drainage from the southerly 100' of Edgewood Drive and the northerly 400' of Fairview Road. The southerly portion of Fairview Road will also contain a storm sewer network that collects surface run off in drainage basins and conveys it southerly to a new storm water basin proposed east of Fairview Road in the area currently occupied by the roadway, but being abandoned. The northerly end of Edgewood Drive will also contain minimal new drainage structures and piping connecting to the existing Section 6 storm water network in the Cub Foods parking lot. All storm sewer piping is proposed to be Reinforced Concrete Pipe (RCP) varying between 12' and 24" in diameter.

Based on the conceptual review of the existing storm water system on Excelsior Road, it does not appear that significant additional drainage area will be added to the system as a result of the proposed improvements. During detailed design the existing and proposed drainage areas should be reviewed to determine if additional ponding will be required downstream of the proposed improvements to handle the additional storm water runoff. We have not included any downstream ponding modification to the existing drainage system in this report.

Wetlands

Constructing the roadway and trails as proposed will result in impacts to existing wetland areas lying north of Excelsior Road and west of Cub Foods. Based on our conceptual layouts, we estimate approximately 14,000 square feet of wetland will be impacted. The estimated wetland impact area by improvement type is as follows:

<u>Improvement</u>	<u>Estimated Wetland Impact</u>
Roadway	11,600 sf
<u>Separated 10' Trail</u>	<u>2,400 sf</u>
Total	14,000 sf

Please note, the areas listed above are estimated based on our knowledge of the area. We are not aware of any official wetland delineations conducted by the City. It is likely the property owner may have more specific information on the actual delineated wetland edges that should be requested if additional detail is necessary.

Previous discussions with Crow Wing County and the Technical Evaluation Panel (TEP) have indicated the roadway portion of the project may qualify for the Minnesota Local Government Road Wetland Replacement Program (LGRWRP) but the trail improvements may not. To be eligible for this program, the City must demonstrate the improvements are necessary for the health and safety of the traveling public.

It can be argued that widening the roadway with designated bike/pedestrian lanes with the additional separated trail will increase the overall safety of the roadway by minimizing conflicts between vehicles and pedestrians. We recommend the City move forward with the LGRWRP application with the trail included. If the TEP does not approve the trail portion of the application, the City could look at the following options:

- Find an alternate separated trail alignment that does not impact existing wetlands.
- Move the roadway and trail section as far east as possible to minimize impacts to the wetland.
- Move the trail to the east side of the roadway.

Sanitary Sewer Improvements

No significant improvements to the sanitary sewer are being proposed with this project. The only change proposed is on the south end of Fairview Road where the existing roadway and sanitary sewer will be removed and 8" PVC gravity flow sanitary sewer pipes extended northerly along the newly realigned Fairview Road. Sanitary sewer manholes will be installed at approximately 400' intervals and 6" PVC services will be installed to each existing and potential developable parcels. During design, all manholes, mainline sewers, and service lines should be inspected to determine if any repairs or modifications are required.

Water Improvements

The only proposed improvement to the water distribution system is the construction of a new 8" PVC watermain along the realigned segment of Fairview Road. This line will connect the existing watermain along Fairview Road to the existing main along Excelsior Road. Construction of this main not only provides service to the area, but also loops the system improving maintenance and flow characteristics. Hydrants and valves will be installed along the new watermain to facilitate fire protection and maintenance operations. 1 ½" water services will be installed to each existing and potential developable parcels. During design, all existing mainline pipes, hydrants, valves and services should be inspected to determine if any repairs or modifications are required.

Property Acquisition

A considerable amount of property acquisition will be necessary as part of this project. For purposes of this report we have assumed the following property costs:

Commercial Zoned Property (including church):	\$12 per square foot
Marginal (Low Lying) Commercial Property:	\$2 per square foot
Residential Zoned Property:	\$1 per square foot

For purposes of this report, it was assumed that the developments currently being considered both north (Cub) and South (Fruth) of Excelsior Road, would donate property for the new roadway corridors as part of the development process. This would be typical of any development being considered in the City. In exchange, the City would dedicate any vacated property back to the proposed developers. For the proposed development on Cub and Fruth parcels we have assumed no payment for property acquisition would be required.

Dewatering

Based on a previous soil investigation reports and visual observation, dewatering will likely be required to install the municipal utility (sewer and water) lines as proposed. Ground water elevations vary significantly over time, and the extent of dewatering required will depend on ground water elevations at the time of construction.

Restoration

Turf restoration is proposed utilizing 4-inches of topsoil and a combination of seed and sod. Seed is proposed in disturbed areas that are currently undeveloped and no maintained yards currently exist. Sod and erosion protection blankets will be incorporated during construction where developments have existing mowed and maintained areas or in locations where steeper grades have the potential to create erosion problems. Proposed restoration improvements include placemen of a tree screen along the east side of the Brenny property.

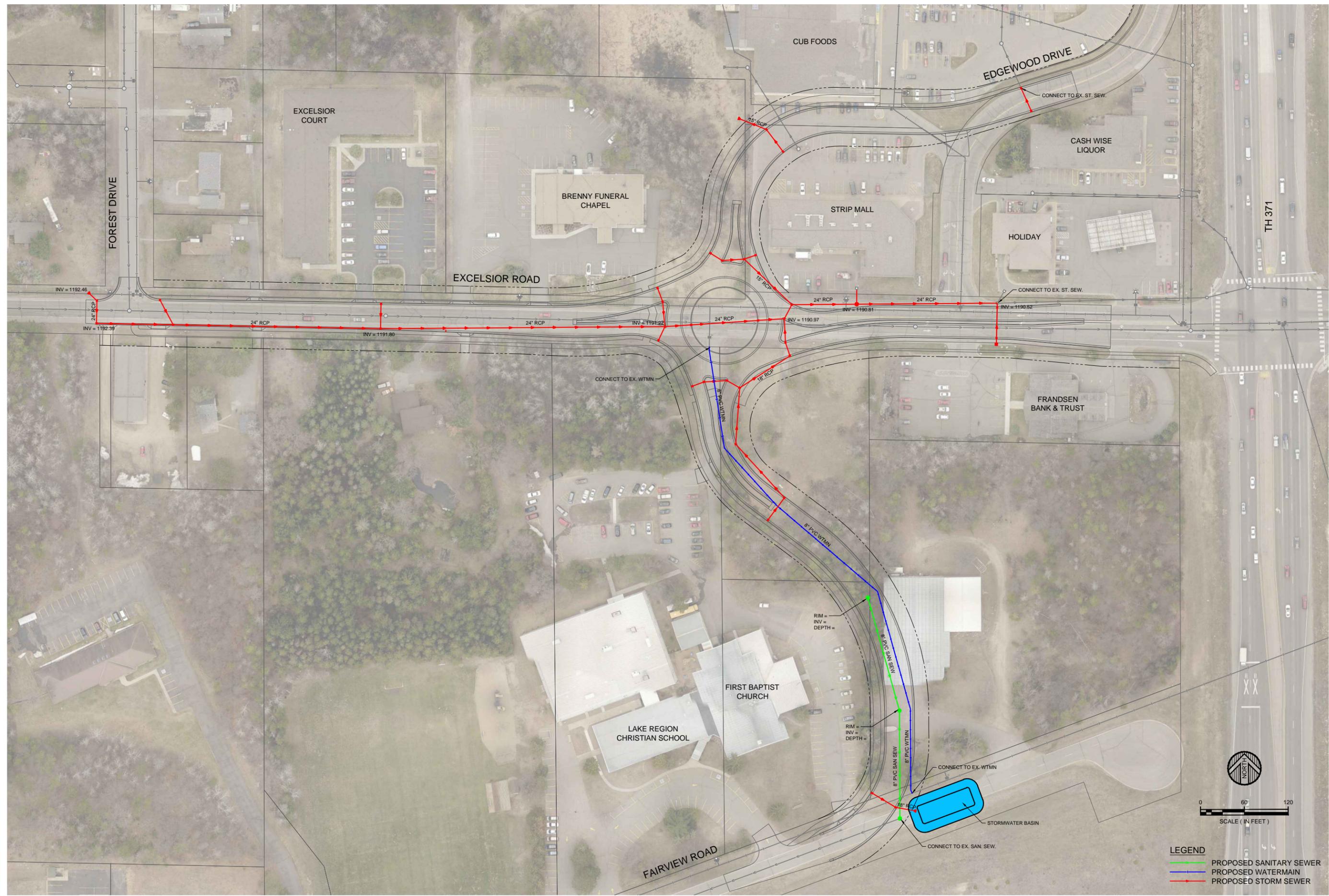
Existing Private Developments

Reconfiguration of the roadways and utility systems as proposed in this report will have significant impacts to existing private developments in the project area. Potential impacts include ingress / egress changes, grading modifications, parking reconfiguration, lighting modifications, private utility (gas, telephone, fiber-optics, power) changes and storm sewer modifications. Review and analysis of these private development impacts is beyond the scope of this study, but will likely be required once the City has presented this report to business owners in the project area.

Alternatives

The only other option considered as part of this report was the “Do Nothing” approach. This option was eliminated since it does not accomplish any of the utility or transportation goals for the area or provide any benefit to property owners in the project area.

Exhibit “C” shows the proposed improvements.



LEGEND
 — PROPOSED SANITARY SEWER
 — PROPOSED WATERMAIN
 — PROPOSED STORM SEWER



0 60 120
 SCALE (IN FEET)



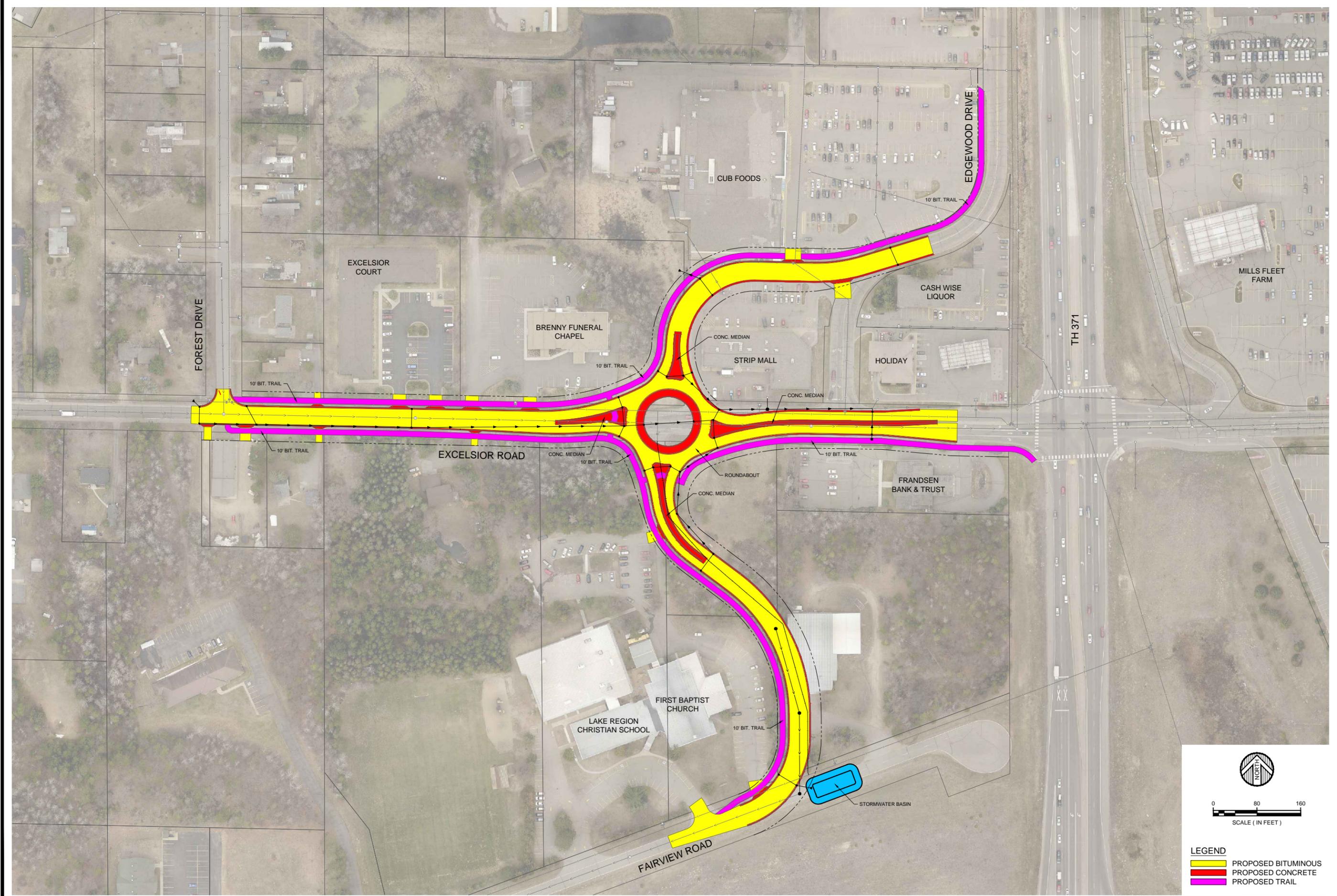
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
 DATE: ###/###/###
 LIC. NO.: #1883
 PRC/WELCH

DATE	REVISIONS DESCRIPTION	BY

DATE: DEC 2015
 SCALE: AS SHOWN
 DRAWN BY: A.L.W.
 CHECKED BY: A.L.W.
 JOB NUMBER: 0102B0373.000

EXCELSIOR, FAIRVIEW AND EDGEWOOD IMPROVEMENTS
 CITY OF BAXTER
 BAXTER, MINNESOTA
EXHIBIT C - PROPOSED IMPROVEMENTS

SHEET NO.
####



LEGEND

- PROPOSED BITUMINOUS
- PROPOSED CONCRETE
- PROPOSED TRAIL

EXCELSIOR, FAIRVIEW AND EDGEWOOD IMPROVEMENTS
CITY OF BAXTER
BAXTER, MINNESOTA

EXHIBIT D - PROPOSED ROADWAY IMPROVEMENTS

SHEET NO. **####**

WIDSETH SMITH NOLTING
Engineering | Architecture | Surveying | Environmental

DATE: DEC 2015
SCALE: AS SHOWN
DRAWN BY: A.L.W.
CHECKED BY: A.L.W.
JOB NUMBER: 0102B0373.000

DATE	REV	DESCRIPTION	BY

DATE: ##/##/##
LIC. NO.: #1883
PRC: WELCH

ESTIMATED PROJECT COSTS

Estimated costs for the proposed improvements to Excelsior Road, Fairview Road and Edgewood Drive are as follows:

Roadway Improvements:	\$1,626,390
Storm Sewer Improvements:	\$386,460
Sanitary Sewer Collection Improvements:	\$65,330
Water Distribution Improvements:	\$104,180
Roundabout Roadway Improvements:	\$714,020
Roundabout Storm Sewer Improvements:	\$273,170
ESTIMATED TOTAL PROJECT COST:	\$3,169,550

The costs estimated herein are intended to convey a general and approximate picture of the costs that would probably be incurred today in carrying out the proposed work. Costs can vary widely depending upon many factors such as weather, economic conditions, size of project, and the workload of available contractors. Actual costs can only be determined by bidding the project. Detailed breakdowns of the estimates are provided in the Appendix. Costs estimated above include estimated construction costs, 10% contingencies, and soft costs including engineering, administration, financing, and legal fees.

Please note the following relative to the cost estimates listed above:

- \$492,820 in estimated property acquisition costs were included in the roadway costs
- \$200,000 in estimated private site improvements were included
- \$25,000 in estimated private utility (gas, phone, power) relocation were include

The costs are calculated in 2015 dollars and need to be updated in the future based on the current economic conditions at the time the project is being considered.

PROJECT IMPLEMENTATION

Funding for improvements in the study areas will be obtained from the City of Baxter and assessments to benefitted property owners. Due to the size and complexity of this project, two assessment methods were required to allocate need and benefit for the proposed improvements. The estimated assessments included in this report were calculated in accordance with City policy, and utilized one of the following three methods: (1) Area Assessment Method or (2) Front Footage Assessment Method. A detailed description of the assessment methods utilized by the City of Baxter can be found in the most recent version of the “City of Baxter – Assessment Policy For Public Initiated Improvements”.

Based on the previously described methodology, the following assessments were determined for all roadways, storm sewer, sanitary sewer collection and water distribution improvements not associated with the roundabout:

Roadway Improvements

Total Estimated Project Costs:	\$1,626,390
Less City Costs:	\$0
Remaining Assessable Costs:	\$1,626,390
Total Assessable Front Footage:	?
Cost per Assessable Front Foot:	\$?

Storm Sewer Improvements

Total Estimated Project Costs:	\$386,460
Less City Costs:	\$0
Remaining Assessable Costs:	\$386,460
Total Assessable Front Footage:	?
Cost per Assessable Front Foot:	\$?

Sanitary Sewer Collection Improvements

Total Estimated Project Costs:	\$65,330
Less City Costs:	\$0
Remaining Assessable Costs:	\$65,330
Total Assessable Front Footage:	?
Cost per Assessable Front Foot:	\$?

Water Distribution Improvements

Total Estimated Project Costs:	\$104,180
Less City Costs:	\$0
Remaining Assessable Costs:	\$104,180
Total Assessable Front Footage:	?
Cost per Assessable Front Foot:	\$?

Roundabout

The roundabout was determined to benefit existing all properties in the project area with the exception of Low-Density Residential. The benefitted area was assumed to be all properties located ?????. Benefit for the roundabout improvements was allocated using the Area Assessment Method with the following noted:

- ✓ Costs assessed on an area wide basis to benefitting properties.
- ✓ Benefitted area determined to be ?????.
- ✓ Parcel areas were based on information obtained from the County GIS system.
- ✓ Area calculations were based on the estimated developable area with large wetland areas or other un-developable areas being removed from the calculation.

Based on the above, the following were determined:

Total Estimated Project Costs:	\$987,190
Less City Costs:	\$0
Remaining Assessable Costs:	\$987,190
Estimated Service Area (acres):	?
Assessable Cost Per Acre:	\$?

Project Cost Summary

Estimated City Costs:	\$?	?%
Assessable Costs:	<u>\$?</u>	?%
Total Project Cost:	\$3,169,550	

Estimated Assessment and Cost Summary

Assessments

Parcel 1:		\$?
Parcel 2:		\$?
Parcel 3:		\$?
Parcel 4:		\$?
Parcel 5:		\$?
Parcel 6:		\$?
Parcel 7:		\$?
Parcel 8:		\$?
Parcel 9:		\$?
Parcel 10:		\$?
Total Assessed Costs:	(?%)	\$?
Estimated City Cost:	(?%)	\$?
Total Estimated Project Costs:		\$3,169,550

Exhibit "D" shows the estimated assessment distances used for assessment calculation purposes. Detailed City cost and assessment calculations are shown in the preliminary cost estimate included in the Appendix.

EXHIBIT D – ASSESSMENT EXHIBIT

DRAFT

CONCLUSIONS AND RECOMMENDATIONS

This report has studied the feasibility of re-aligning Edgewood Drive and Fairview Road and construction of a new roundabout intersection with Excelsior Road. The proposed improvements are consistent with the City's comprehensive plan and necessary to meet the City's long range transportation needs.

The estimated project cost is \$3,169,550 and the project is proposed to be funded via a combination of City contributions and assessments to benefitted properties. Assessable project costs were estimated in accordance with the "City of Baxter – Assessment Policy For Public Initiated Improvements". Assessable costs were calculated using the per foot and area assessment methods and were estimated to be \$? Or ?% of the total project cost. The City cost was estimated to be \$? or ?% of the total project cost.

The project as proposed creates significant impacts to wetland areas on the north side of Excelsior Road. The City may need to consider alternate designs depending on the outcome of the LGRWRP application. For the purposes of this report, project costs have been calculated assuming the roadway and trail can be constructed as proposed. It should be noted that any future modifications required by permitting agencies or requested by the City will not affect the assessment methodology but the estimated assessment calculations presented in this report would likely change.

The project as proposed also creates significant impacts to existing private developments located in the project area. The impacts to each of these existing developments will need to be studied in further detail as the project unfolds and individual businesses become aware of the proposed improvements. Specific items noted that need to be addressed include:

- Loss of westbound egress from bank
- Loss of parking to funeral home
- Parking modifications to the existing strip mall

It should also be noted that the developments currently being considered on either side of Excelsior Road are not likely to occur at the same time. If the development south of Excelsior Road occurs first, the roundabout would be constructed as planned with a ¾ intersection remaining at the Edgewood Drive connection. If the development north of Excelsior Road occurs

first, the roundabout would be constructed as planned with no connection to Fairview Road. The timing of these developments will have an effect on completion of the improvements as proposed and will tend to increase costs slightly due to duplication of mobilization and other costs associated with construction. The WSB traffic study addresses these concerns in further detail.

As with all street projects, minor inconveniences such as construction noise, dust, detours, and traffic disturbance can be expected. These situations would be temporary in nature and we would anticipate the project to take approximately six months to complete.

In conclusion, the improvements as proposed are feasible and no major construction obstacles were noted. We do not foresee any major problems with construction of roadways, stormwater systems, sanitary sewer collection, water distribution or trail construction with the exception of dewatering, underground utilities (gas, electric, telephone, cable TV, etc.) and wetland permitting. Dewatering may be a concern depending on the condition of the existing soils and elevation of the groundwater table at the time of construction. Conflicts with underground utilities in developed areas such as this can become a real problem and we strongly recommend utility companies be informed of the project as soon as possible so any potential conflicts and relocations can be dealt with during the design phase and prior to construction. Wetland permitting should be reviewed with permitting agency early in the design process to determine if the proposed trail improvements are feasible.

We recommend the City proceed as follows:

1. Review report and provide concerns or comments, as desired.
2. Review estimated assessments and adjustment for conformance assessment policy.
3. Review the estimated project schedule.
4. Modify the report, if necessary.
5. Determine if the proposed improvements are justified.
6. Conduct a financial review of the project to determine impacts to City finances.
7. Update proposed new development owners on the planned improvements.
8. Conduct meetings or hearings with affected parties to obtain public input.
9. Begin reviewing detailed existing business needs when owners are aware of the project
10. Begin the property acquisition process as soon as possible

11. Revise long-range capital improvement plans, if necessary.
12. Update estimated costs as necessary.
13. Proceed with other requirements associated with an assessment project, if desired.

DRAFT

APPENDICES

Preliminary Cost Estimate
Estimated Project Schedule

DRAFT

EXCELSIOR ROAD, FAIRVIEW ROAD AND EDGEWOOD DRIVE IMPROVEMENTS
ENGINEER'S ESTIMATE
BAXTER, MN
Tuesday, December 29, 2015

					EXCELSIOR ROAD, FAIRVIEW ROAD AND EDGEWOOD DRIVE								ROUNDBOUT				PROJECT TOTAL	
ITEM NO.	SPEC. NO.	ITEM DESCRIPTION	UNIT	UNIT PRICE	SANITARY SEWER		WATER		STORM SEWER		ROADWAY		STORM SEWER		ROADWAY		ESTIMATED QUANTITY	TOTAL COST
					ESTIMATED QUANTITY	TOTAL COST	ESTIMATED QUANTITY	TOTAL COST	ESTIMATED QUANTITY	TOTAL COST	ESTIMATED QUANTITY	TOTAL COST	ESTIMATED QUANTITY	TOTAL COST	ESTIMATED QUANTITY	TOTAL COST		
1	2021.501	MOBILIZATION	LUMP SUM	\$50,000.00													1	\$50,000.00
2	2101.501	CLEARING	ACRE	\$5,000.00													1.25	\$6,250.00
3	2101.506	GRUBBING	ACRE	\$5,000.00													1.25	\$6,250.00
4	2103.501	BUILDING REMOVAL	LUMP SUM	\$20,000.00													1	\$20,000.00
5	2104.501	REMOVE PIPE CULVERTS	LIN FT	\$10.00					200	\$2,000.00							200	\$2,000.00
6	2104.501	REMOVE SEWER PIPE (STORM)	LIN FT	\$10.00					240	\$2,400.00					55	\$550.00	295	\$2,950.00
7	2104.501	REMOVE CURB AND GUTTER	LIN FT	\$5.00							1845	\$9,225.00					2275	\$11,375.00
8	2104.501	REMOVE SANITARY SEWER SERVICE PIPE	LIN FT	\$7.00													40	\$280.00
9	2104.501	REMOVE WATER SERVICE PIPE	LIN FT	\$7.00													30	\$210.00
10	2104.503	REMOVE CONCRTE SIDEWALK	SQ FT	\$1.50							1800	\$2,700.00					1800	\$2,700.00
11	2104.503	REMOVE CONCRTE MEDIAN	SQ FT	\$2.00							200	\$400.00					200	\$400.00
12	2104.505	REMOVE BITUMINOUS PAVEMENT	SQ YD	\$1.80							15320	\$27,576.00					17120	\$30,816.00
13	2104.505	REMOVE CONCRETE PAVEMENT	SQ YD	\$8.00													0	\$0.00
14	2104.509	REMOVE CONCRETE APRON (STORM)	EACH	\$100.00													2	\$200.00
15	2104.509	REMOVE CATCH BASIN	EACH	\$150.00													6	\$900.00
16	2104.509	REMOVE CASTING	EACH	\$125.00					4	\$600.00							6	\$750.00
17	2104.509	REMOVE GATE VALVE AND BOX	EACH	\$125.00					4	\$500.00							1	\$125.00
18	2104.509	REMOVE SIGN	EACH	\$25.00													8	\$200.00
19	2104.509	REMOVE LIGHT FOUNDATION	EACH	\$250.00													2	\$500.00
20	2104.513	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	\$3.00							200	\$600.00					200	\$600.00
21	2104.513	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	\$3.50							600	\$2,100.00					600	\$2,100.00
22	2104.523	SALVAGE SPRINKLER SYSTEM	LIN FT	\$4.00							1650	\$6,600.00					1650	\$6,600.00
23	2104.523	SALVAGE HYDRANT AND VALVE	EACH	\$650.00													1	\$650.00
24	2104.523	SALVAGE LIGHTING UNIT	EACH	\$350.00													2	\$700.00
25	2104.523	SALVAGE SIGN	EACH	\$50.00													0	\$0.00
26	2104.523	SALVAGE CASTING	EACH	\$250.00													0	\$0.00
27	2104.523	SALVAGE PIPE APRON	EACH	\$200.00													0	\$0.00
28	2104.523	SALVAGE MAILBOX	EACH	\$30.00													15	\$450.00
29	2104.602	RELOCATE FLAG POLE	EACH	\$2,500.00							8	\$240.00					1	\$2,500.00
30	2105.501	COMMON EXCAVATION (P)	CU YD	\$10.00							12330	\$123,300.00					16200	\$162,000.00
31	2105.522	COMMON BORROW (CV)	CU YD	\$12.00													950	\$11,400.00
32	2105.607	EXCAVATION SPECIAL	CU YD	\$10.00													3950	\$39,500.00
33	2105.601	DEWATERING	LUMP SUM	\$30,000.00					3000	\$30,000.00							1	\$30,000.00
34	2118.501	AGGREGATE SURFACING CLASS 5	TON	\$25.00							80	\$2,000.00					80	\$2,000.00
35	2123.501	COMMON LABORERS	TON	\$85.00							20	\$1,700.00					120	\$10,200.00
36	2123.503	MOTOR GRADER	TON	\$170.00							20	\$3,400.00					80	\$13,600.00
37	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	\$110.00							10	\$1,100.00					40	\$4,400.00
38	2211.501	AGGREGATE BASE CLASS 5	TON	\$22.00													0	\$0.00
39	2211.503	AGGREGATE BASE (CV) CLASS 6 (P)	CU YD	\$20.00													2650	\$53,000.00
40	2301.504	CONCRETE PAVEMENT 7.0"	SQ YD	\$60.00													435	\$26,100.00
41	2360.501	TYPE SP 9.5 WEARING COURSE MIXTURE (2.C)	TON	\$60.00													4220	\$253,200.00
42	2501.515	15" RC PIPE APRON	EACH	\$550.00													1	\$550.00
43	2501.515	18" RC PIPE APRON	EACH	\$650.00													1	\$650.00
44	2501.567	24" RC SAFETY APRON AND GRATE DESIGN 3128	EACH	\$850.00													1	\$850.00
45	2501.573	INSTALL PIPE APRON	EACH	\$250.00													0	\$0.00
46	2503.541	12" RC PIPE SEWER DES 3006 CL V	LIN FT	\$28.00													485	\$13,580.00
47	2503.541	15" RC PIPE SEWER DES 3006 CL V	LIN FT	\$30.00													270	\$8,100.00
48	2503.541	18" RC PIPE SEWER DES 3006 CL V	LIN FT	\$33.00													110	\$3,630.00
49	2503.541	24" RC PIPE SEWER DES 3006 CL III	LIN FT	\$37.00													1445	\$53,465.00
50	2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	\$1,000.00													1	\$1,000.00
51	2503.603	CLEAN AND VIDEO TAPE PIPE SEWER	LIN FT	\$2.00													650	\$1,300.00
52	2504.601	TRACER WIRE SYSTEM	LUMP SUM	\$3,000.00													1	\$3,000.00
53	2504.602	CONNECT TO EXISTING WATERMAIN	EACH	\$1,000.00													2	\$2,000.00
54	2504.603	INSTALL SPRINKLER SYSTEM	LIN FT	\$7.00													1652	\$11,564.00
55	2506.501	CONST DRAINAGE STRUCTURE DESIGN SD-48	LIN FT	\$425.00													700	\$297,500.00
56	2506.516	CASTING ASSEMBLY	EACH	\$750.00													36	\$27,000.00
57	2506.602	CONNECT TO EXISTING STORM SEWER	EACH	\$1,000.00													4	\$4,000.00
58	2506.522	ADJUST FRAME AND RING CASTING	EACH	\$300.00													4	\$1,200.00
59	2511.501	RANDOM RIPRAP CLASS III	CU YD	\$75.00													7	\$525.00
60	2511.515	GEOTEXTILE FILTER FABRIC	SQ YD	\$3.50													25	\$87.50
61	2521.501	4" CONCRETE WALK	SQ FT	\$5.00													7320	\$36,600.00
62	2521.501	6" CONCRETE WALK	SQ FT	\$6.25													1850	\$11,562.50
63	2521.511	2" BITUMINOUS WALK	SQ FT	\$2.00													41252	\$82,504.00
64	2531.501	CONCRETE CURB AND GUTTER DESIGN B612	LIN FT	\$14.00													290	\$4,060.00
65	2531.501	CONCRETE CURB AND GUTTER DESIGN B624	LIN FT	\$18.00													850	\$13,600.00
66	2531.501	CONCRETE CURB AND GUTTER DESIGN S524	LIN FT	\$18.00													370	\$6,660.00
67	2531.503	CONCRTE MEDIAN	SQ YD	\$75.00													0	\$0.00
68	2531.507	8" CONCRETE DRIVEWAY PAVEMENT	SQ YD	\$65.00													300	\$19,500.00
69	2531.604	8" CONCRETE VALLEY GUTTER	SQ YD	\$65.00													105	\$6,825.00
70	2531.618	TRUNCATED DOMES	SQ FT	\$45.00													210	\$9,450.00
71	2540.602	MAIL BOX SUPPORT	EACH	\$150.00													14	\$2,100.00
72	2540.602	TEMPORARY POSTAL SERVICE	EACH	\$100.00													14	\$1,400.00
73	2545.511	LIGHTING UNIT TYPE 9-40	EACH	\$1,900.00													6	\$11,400.00
74	2545.513	LUMINAIRE (LED)	EACH	\$600.00													6	\$3,600.00
75	2545.515	LIGHT FOUNDATION DESIGN E	EACH	\$700.00													6	\$4,200.00
76	2545.523	2" NON-METALLIC CONDUIT	LF	\$5.00													1150	\$5,750.00
77	2545.523	3" NON-METALLIC CONDUIT	LF	\$7.00													200	\$1,400.00
78	2545.531	UNDERGROUND WIRE 1 COND NO 6	LF	\$1.25													5600	\$7,000.00
79	2545.541	SERVICE CABINET - TYPE L1 (MOD)	EACH	\$4,500.00													0.5	\$2,250.00
80	2545.544	SERVICE EQUIPMENT	EACH	\$2,000.00													0.5	\$1,000.00
81	2545.545	EQUIPMENT PAD B	EACH	\$900.00													0.5	\$450.00
82	2545.602	INSTALL HANDHOLE	EACH	\$1,000.00													3	\$3,000.00
83	2550.601	ELECTRICAL SERVICE	LUMP SUM	\$5,000.00													0.5	\$2,500.00
84	2563.601	TRAFFIC CONTROL	LUMP SUM	\$10,000.00													0.11	\$1,100.00
85	2564.602	INSTALL SIGN	EACH	\$80.00													0	\$0.00

ITEM NO.	SPEC. NO.	ITEM DESCRIPTION	UNIT	UNIT PRICE	SANITARY SEWER		WATER		STORM SEWER		ROADWAY		STORM SEWER		ROADWAY		ESTIMATED QUANTITY	TOTAL COST
					ESTIMATED QUANTITY	TOTAL COST	ESTIMATED QUANTITY	TOTAL COST	ESTIMATED QUANTITY	TOTAL COST	ESTIMATED QUANTITY	TOTAL COST	ESTIMATED QUANTITY	TOTAL COST	ESTIMATED QUANTITY	TOTAL COST		
86	2564.531	SIGN PANELS - TYPE C	SQ FT	\$40.00							150	\$6,000.00			80	\$3,200.00	230	\$9,200.00
87	2564.531	SIGN PANELS - TYPE D	SQ FT	\$50.00											50	\$2,500.00	50	\$2,500.00
88	2564.552	HAZARD MARKER X4-2	EACH	\$80.00							2	\$160.00			4	\$320.00	6	\$480.00
89	2571.502	CONIFEROUS TREE 6' HT B&B	EACH	\$450.00							40	\$18,000.00					40	\$18,000.00
90	2571.502	DECIDUOUS TREE 2.5' CAL B&B	EACH	\$450.00							40	\$18,000.00					40	\$18,000.00
91	2573.502	SILT FENCE, TYPE MS	LIN FT	\$2.75													2300	\$6,325.00
92	2573.530	STORM DRAIN INLET PROTECTION	EACH	\$200.00					20	\$4,000.00							38	\$7,600.00
93	2573.535	STABILIZED CONSTRUCTION EXIT	EACH	\$800.00							2	\$1,600.00					4	\$3,200.00
94	2573.550	EROSION CONTROL SUPERVISOR	LUMP SUM	\$2,000.00	0.03	\$60.00	0.04	\$80.00	0.16	\$320.00	0.48	\$960.00			0.11	\$220.00	0.18	\$360.00
95	2573.602	CULVERT END CONTROLS	EACH	\$250.00					3	\$750.00							3	\$750.00
96	2574.508	FERTILIZER TYPE 1	POUND	\$1.25							900	\$1,125.00					1050	\$1,312.50
97	2574.525	COMMON TOPSOIL BORROW	CU YD	\$15.00							1250	\$18,750.00					1450	\$21,750.00
98	2575.501	SEEDING	ACRE	\$800.00							6	\$4,800.00					7	\$5,600.00
99	2575.502	SEED MIXTURE 22-111	POUND	\$4.00							120	\$480.00					140	\$560.00
100	2575.502	SEED MIXTURE 25-131	POUND	\$3.00							1200	\$3,600.00					1400	\$4,200.00
101	2575.511	MULCH MATERIAL TYPE 3	TON	\$425.00							6	\$2,550.00					7	\$2,975.00
102	2575.519	DISK ANCHORING	ACRE	\$200.00							3	\$600.00					3.5	\$700.00
103	2575.505	SODDING TYPE LAWN	SQ YD	\$4.50							7300	\$32,850.00					8000	\$36,000.00
104	2575.523	EROSION CONTROL BLANKETS CATEGORY 3	SQ YD	\$2.00							6400	\$12,800.00					6600	\$13,200.00
105	2575.533	SEDIMENT CONTROL LOG TYPE COMPOST	LIN FT	\$4.00							400	\$1,600.00					600	\$2,400.00
106	2575.562	HYDRAULIC MATRIX TYPE MULCH	POUND	\$1.50							2100	\$3,150.00					2100	\$3,150.00
107	2582.501	PAVEMENT MESSAGE-PAINT	EACH	\$60.00							24	\$1,440.00					32	\$1,920.00
108	2582.502	4" SOLID LINE PAINT	LIN FT	\$0.35							5200	\$1,820.00					6040	\$2,114.00
109	2582.502	24" SOLID LINE PAINT	LIN FT	\$4.00							100	\$400.00					100	\$400.00
110	2582.502	8" DOTTED LINE PAINT	LIN FT	\$0.35													120	\$42.00
111	2582.503	CROSSWALK PAINT	SQ FT	\$4.00													510	\$2,040.00
112	2600.4D	INSULATION (4' x 8' x 2" THICK)	SQ YD	\$20.00	35	\$700.00	35	\$700.00									70	\$1,400.00
113	2611.4A	6" PVC WATERMAIN PIPE	LIN FT	\$23.00			20	\$460.00									20	\$460.00
114	2611.4A	8" PVC WATERMAIN PIPE	LIN FT	\$26.00			820	\$21,320.00									820	\$21,320.00
115	2611.4A	1 1/2" POLYETHYLENE SERVICE PIPE	LIN FT	\$15.00			100	\$1,500.00									100	\$1,500.00
116	2611.4B	6" GATE VALVE & BOX w/ ADAPTOR	EACH	\$1,250.00			2	\$2,500.00									2	\$2,500.00
117	2611.4B	8" GATE VALVE & BOX w/ ADAPTOR	EACH	\$1,850.00			3	\$5,550.00									3	\$5,550.00
118	2611.4C	1 1/2" CORPORATION STOP & SADDLE	EACH	\$550.00			3	\$1,650.00									3	\$1,650.00
119	2611.4D	1 1/2" CURB STOP & BOX	EACH	\$750.00			3	\$2,250.00									3	\$2,250.00
120	2611.4E	HYDRANT	EACH	\$4,150.00			2	\$8,300.00									2	\$8,300.00
121	2611.4I	DUCTILE IRON WATERMAIN FITTINGS	POUND	\$2.75			2000	\$5,500.00									2000	\$5,500.00
122	2621.4A	8" PVC SEWER PIPE (SDR 26)	LIN FT	\$26.00	320	\$8,320.00											320	\$8,320.00
123	2621.4B	SANITARY SEWER MANHOLE, MnDOT DESIGN 4007C	EACH	\$2,600.00	3	\$7,800.00											3	\$7,800.00
124	2621.4B1	MANHOLE EXCESS DEPTH	LIN FT	\$135.00	6	\$810.00											6	\$810.00
125	2621.4F	6" PVC SERVICE PIPE (SCH 40)	LIN FT	\$16.00	120	\$1,920.00											120	\$1,920.00
126	2621.4G	8" X 6" PVC WYE	EACH	\$550.00	3	\$1,650.00											3	\$1,650.00
ESTIMATED CONSTRUCTION COST:				\$1,782,740.00	2.65%	\$47,290.00	4.24%	\$75,659.00	15.77%	\$281,062.50	48.21%	\$859,500.00	11.14%	\$198,665.00	17.98%	\$320,563.50	100.00%	\$1,782,740.00
CONTINGENCIES (10%):				\$178,274.00		\$4,729.00		\$7,565.90		\$28,106.25		\$85,950.00		\$19,866.50		\$32,056.35		\$178,274.00
SUBTOTAL:				\$1,961,014.00		\$52,019.00		\$83,224.90		\$309,168.75		\$945,450.00		\$218,531.50		\$352,619.85		\$1,961,014.00
ENGINEERING, ADMINISTRATION, LEGAL, ETC. (25%):				\$490,253.50		\$13,004.75		\$20,806.23		\$77,292.19		\$236,362.50		\$54,632.88		\$88,154.96		\$490,253.50
PROPERTY ACQUISITION				\$0.00													\$0.00	
ROADWAY:				\$334,574.00								\$334,574.00					\$334,574.00	
ROUNDBABOUT:				\$158,246.00												\$158,246.00	\$158,246.00	
PRIVATE SITE IMPROVEMENTS				\$200,000.00								\$100,000.00				\$100,000.00	\$200,000.00	
PRIVATE UTILITY RELOCATIONS:				\$25,000.00								\$10,000.00				\$15,000.00	\$25,000.00	
PERMITS				\$0.00													\$0.00	
MPCA SANITARY SEWER EXTENSION PERMIT:				\$310.00		\$310.00											\$310.00	
MNDOH PLAN REVIEW FEE:				\$150.00				\$150.00									\$150.00	
TOTAL PROJECT COST:				\$3,169,547.50		\$65,333.75		\$104,181.13		\$386,460.94		\$1,626,386.50		\$273,164.38		\$714,020.81		\$3,169,547.50

PROJECT SCHEDULE
EXCELSIOR ROAD, FAIRVIEW ROAD AND EDGEWOOD DRIVE IMPROVEMENTS
BAXTER, MN
12/16/2015

DESIGN TASKS	RIGHT-OF-WAY TASKS	DATES	NOTES
Approve Revised Traffic Study			
ICE and Intersection Type Approval		Tuesday, December 15, 2015	City Council Meeting
Approve Feasibility Report Engineering Agreement			
Private Utility Meeting		Week of December 28, 2015	
ICE and Intersection Type Approval		December 2015 - January 2016	MnDOT
Review Feasibility Report		Wednesday, January 06, 2016	Utilities Commission Meeting
Resolution Accepting Feasibility Report		Tuesday, January 19, 2016	City Council Meeting
Issue RFP for Design Services		February	
Approve Engineering Design Contract		Tuesday, March 01, 2016	City Council Meeting
Design		March - July 2016	
Public Information Meeting		Week of March 14, 2016	
	Draft Preliminary Right-of-Way Plat	Week of March 14, 2017	
	Stake Acquisition Areas	Week of March 21, 2016	
	Early Notification Letters	Week of March 21, 2017	
Private Site Improvement Property Owner Meetings	Property Owner Meetings	March/April 2016	
	Update Preliminary Plat and Prepare Property Sketches	April 2016	
	Restake Acquisition Areas	April 2016	
	Appraisals	April 2016	
	Review Preliminary Plat	Tuesday, May 10, 2016	Planning & Zoning Meeting
	Approve Plat	Tuesday, May 17, 2016	City Council Meeting
	Record Plat		Plat must be recorded prior to Offer Letters
Update Feasibility Report		May 2016	
	Appraisal Reviews	May 23 - June 3, 2016	
	Authorize Offers and Condemnation	Tuesday, June 07, 2016	City Council Meeting
Review Updated Feasibility Report		Wednesday, June 08, 2016	Utilities Commission Meeting
Resolution Accepting Updated Feasibility Report and Ordering Improvement Hearing	Notice of Hearing	Tuesday, June 21, 2016	City Council Meeting, Start of 90-day Quick Take
Mailed Notice for Improvement Hearing		Thursday, June 23, 2016	One notice at least 10 days prior to hearing
First Published Notice for Improvement Hearing		Friday, June 24, 2016	Twice in local newspaper, one week apart, last notice must be at least three days prior to hearing.
Second Published Notice for Improvement Hearing		Friday, July 01, 2016	
Improvement Hearing		Thursday, July 07, 2016	
	Hearing on Petition	Week of July 11, 2016	Minimum 20 Days from Last Notice
Resolution Ordering Project and Preparation of Final Plans and Specifications		Tuesday, July 19, 2016	City Council Meeting
Wetland Permit Applications		August 2016	Allow 90-days to Receive Permits
State Aid Review and Approval		August 2016	
Review Plans and Specifications		Wednesday, September 07, 2016	Utilities Commission Meeting
	Title and Possession	Monday, September 19, 2016	Minimum 90 Days from Notice
Resolution Approving Plans and Authorizing Advertisement for Bid		Tuesday, September 20, 2016	City Council Meeting
Bidding Publication		Friday, September 23, 2016	Publication must be made at least three weeks before last day to submit bids, at least once in official newspaper and once in trade paper or First Class city newspaper.
Bid Opening		Tuesday, October 18, 2016	By default bid remains subject to acceptance for 60 days after the Bid opening.
Resolution Ordering Assessment Hearing		Tuesday, November 01, 2016	City Council Meeting
Bid review with Utilities Commission		Wednesday, November 02, 2016	Utilities Commission Meeting
Mailed Notice for Assessment Hearing		Thursday, November 03, 2016	One notice at least two weeks prior to hearing
Published Notice for Assessment Hearing		Friday, November 04, 2016	Once in local newspaper at least two weeks prior to hearing.
Assessment Hearing		Thursday, November 17, 2016	
Resolution Adopting Assessment Rolls		Tuesday, December 06, 2016	
End of Assessment Appeal Period		Thursday, January 05, 2017	Appeals to district court must be made within 30 days after adoption of the assessment roll.
Notice of Award		Tuesday, January 17, 2017	City Council Meeting. Contractor has 15 days to deliver signed agreement, bonds and insurance certificates.
Begin Construction		March 2016	Clearing and grubbing complete by April 2016 to avoid long eared bat issue
Construction Complete		July/August 2017	

NOTES

City Council Meetings held on 1st and 3rd Tuesday @ 7:00 p.m.
Utilities Commission Meetings held on 1st Wednesday @ 5:30 p.m.
All dates are subject to change, this is a living document.