

**UTILITIES COMMISSION  
December 5, 2018**

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

**MEMBERS PRESENT:** Commissioners Jack Christofferson, Dave Franzen, and Chairman Rock Yliniemi.

**MEMBERS ABSENT:** Council Liaison Mark Cross.

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

**OTHERS PRESENT:** WSN Consulting Engineer Aric Welch, SEH Consulting Engineer Scott Hedlund, and WSB Consulting Engineer Chris Sonmor.

**APPROVAL OF MINUTES**

**MOTION** by Commissioner Franzen, seconded by Commissioner Christofferson to approve the Utilities Commission minutes of November 8, 2018. Motion carried unanimously.

**CONSTRUCTION COST SHARE AGREEMENT WITH CROW WING COUNTY  
HIGHWAY DEPARTMENT FOR THE 2018 CITY WIDE STRIPING INVOICE**

Public Works Director/City Engineer Walter reviewed the final construction cost for the 2018 City Wide Striping Program.

Contractor Costs:	\$29,605.57
3% Contract Administration Fee	\$ 888.17
Total 2018 Striping Costs	\$30,493.74

Mr. Walter has no concerns with the invoice from Crow Wing county Highway Department and recommends approval of the invoice.

**MOTION** by Commissioner Christofferson, seconded by Commissioner Franzen to recommend City Council approve the Crow Wing County Highway Department invoice for the 2018 City Wide Striping in the amount of \$30,493.74. Motion carried unanimously.

**2018 NORTH WATER TOWER REHABILITATION IMPROVEMENTS PROJECT  
MONTHLY UPDATE**

Chairman Yliniemi inquired if there were any questions or concerns with the 2018 North Water Tower Rehabilitation Project Monthly Update Memo. There was no new information or questions from the commission or the public.

**ANDERSON BROTHERS CONSTRUCTION INVOICE NO. 6703 FOR THE NORTH  
WATER TOWER PROJECT DRIVEWAY WIDENING**

Public Works Director/City Engineer Walter informed the commission that Anderson Brothers was hired to widen the existing single drive lane for two-way traffic. The tower location is used as an emergency site for storm events and the existing drive lane did not allow for easy ingress and egress.

KLM Engineering already had Anderson Brothers working as a subcontractor on the project and in order to not pay contractor mark ups for their subcontractors the City is contracting directly to Anderson Brothers in order to get the work completed. There will also be an additional cost for the additional asphalt pavement in the spring of 2019.

**MOTION** by Commissioner Christofferson, seconded by Commissioner Franzen to recommend City Council approve the Anderson Brothers Construction Invoice No. 6703 for the 2018 North Water Tower Rehabilitation Improvements Project for widening the driveway in the amount of \$3,636.00. Motion carried unanimously.

**2018 LIFT STATION NO. 3 REROUTE IMPROVEMENTS PROJECT MONTHLY UPDATE**

Chairman Yliniemi inquired if there were any questions or concerns with the 2018 Lift Station No. 3 Reroute Improvements Project Monthly Update Memo. There was no new information or questions from the commission or the public.

**2018 CHIP SEAL IMPROVEMENTS PROJECT MONTHLY UPDATE**

The project is on hold and no new information is available.

**2019 SOUTH INTERCEPTOR, NORTH FORESTVIEW AND FORESTVIEW STORMWATER OUTLET IMPROVEMENTS PROJECT MONTHLY UPDATE**

Chairman Yliniemi inquired if there were any questions or concerns with the 2019 South Interceptor, North Forestview and Forestview Stormwater Outlet Improvements Project Monthly Update Memo. Public Works Director/City Engineer Walter informed the commission a Public Hearing on the project will be held on Thursday, December 20<sup>th</sup>, 2018.

**2018 CYPRESS DRIVE IMPROVEMENTS PROJECT MONTHLY UPDATE**

Chairman Yliniemi inquired if there were any questions or concerns with the 2018 Cypress Drive Improvements Project Monthly Update Memo. SEH Consulting Engineer informed the commission that the generator for Sanitary Sewer Lift Station No. 2 has been installed along with the street lights on the north side of trunk highway 210.

**2018 CYPRESS DRIVE IMPROVEMENTS PROJECT CHANGE ORDER NO. 2**

SEH Consulting Engineer Hedlund reviewed the Landwehr Construction Inc. Change Order No. 2 in the increased amount of \$15,924.77 for the 2018 Cypress Drive Improvements Project. Mr. Hedlund has no concerns with Change Order No. 2 and recommends approval.

**MOTION** by Commissioner Franzen, seconded by Commissioner Christofferson to recommend City Council approve the Landwehr Construction Inc. Change Order No. 2 in the increased amount of \$15,924.77 for the 2018 Cypress Drive Improvements Project. Motion carried unanimously.

**2018 CYPRESS DRIVE IMPROVEMENTS PROJECT PARTIAL PAY ESTIMATE NO. 5**

SEH Consulting Engineer Hedlund reviewed Partial Pay Estimate No. 5 with the commission for the 2018 Cypress Drive Improvements Project. Mr. Hedlund has no concerns with Partial Pay Estimate No. 5 and recommends approval.

Public Works Director/City Engineer Walter informed the commission the City does not have possession of the extra 4-inch materials that were left over from the sanitary sewer liftstation upgrades at this time. Mr. Hedlund stated he would contact Landwehr on behalf of the City regarding the materials. The commission felt the pay estimate should be held until the materials are received.

**MOTION** by Commissioner Christofferson, seconded by Commissioner Franzen to recommend City Council approve the Landwehr Construction Inc. Partial Pay Estimate No. 5 in the amount of \$322,032.85 for the 2018 Cypress Drive Improvements Project contingent on delivery of the extra 4-inch materials before the check is released. Motion carried unanimously.

**2018 EXCELSIOR ROAD AND EDGEWOOD DRIVE COMMERCIAL IMPROVEMENTS PROJECT MONTHLY UPDATE**

Chairman Yliniemi inquired if there were any questions or concerns with the 2018 Excelsior Road and Edgewood Drive Improvements Project Monthly Update Memo. There was no new information or questions from the commission or the public.

**2018 EXCELSIOR ROAD AND EDGEWOOD DRIVE COMMERCIAL IMPROVEMENTS PROJECT CHANGE ORDER NO. 7**

WSB Consulting Engineer Sonmor presented Change Order No. 7 for the 2018 Excelsior Road and Edgewood Drive Commercial Improvements Project. The following modifications for Change Order No. 7 are listed below:

1. Mobilization charge for striping as a result of the change in project phasing.
2. Traffic control – additional directional signage at the strip mall.
3. Restocking fees for materials not used as a result of changes made on the project.
4. Additional bond charges as a result of the increase in the contract price.

**MOTION** by Commissioner Christofferson, seconded by Commissioner Franzen to recommend City Council approve the Pratt's Affordable Excavating, Inc. Change Order No. 7 in the increased amount of \$16,157.76 for the 2018 Excelsior Road and Edgewood Drive Commercial Improvements Project. Motion carried unanimously.

**2018 EXCELSIOR ROAD AND EDGEWOOD DRIVE COMMERCIAL IMPROVEMENTS PROJECT PARTIAL PAY ESTIMATE NO. 9**

WSB Consulting Engineer Sonmor reviewed Partial Pay Estimate No. 9 with the commission for the 2018 Excelsior Road and Edgewood Drive Commercial Improvements Project. Mr. Sonmor has no concerns with Partial Pay Estimate No. 9 and recommends approval.

**MOTION** by Commissioner Franzen, seconded by Commissioner Christofferson to recommend City Council approve Pratt's Affordable Excavating, Inc. Partial Pay Estimate No. 9 in the amount of \$59,404.61 for the 2018 Excelsior Road and Edgewood Drive Commercial Improvements Project. Motion carried unanimously.

**2018 MILL & OVERLAY AND FULL DEPTH RECLAMATION IMPROVEMENTS PROJECT MONTHLY UPDATE**

Chairman Yliniemi inquired if there were any questions or concerns with the 2018 Mill & Overlay and Full Depth Reclamation Improvements Project Monthly Update Memo. There was no new information

or questions from the commission or the public.

**2018 MILL & OVERLAY AND FULL DEPTH RECLAMATION IMPROVEMENTS  
PROJECT CHANGE ORDER NO. 4**

WSB Consulting Engineer Sonmor presented Change Order No. 4 for the 2018 Mill & Overlay and Full Depth Reclamation Improvements Project. The following modification for Change Order No. 4 is listed below:

1. A decision was made to pave the wear course on Cedar Scenic Road in the spring of 2019. Change Order No. 4 is the time extension to accommodate the paving in 2019.

**MOTION** by Commissioner Franzen, seconded by Commissioner Christofferson to recommend City Council approve the Anderson Brothers Construction Change Order No. 4 to pave the wear course on Cedar Scenic Road in the spring of 2019 on or before the project deadline of Friday, June 14, 2019 for the 2018 Mill & Overlay and Full Depth Reclamation Improvements Project. Motion carried unanimously.

**2018 MILL & OVERLAY AND FULL DEPTH RECLAMATION IMPROVEMENTS  
PROJECT PARTIAL PAY ESTIMATE NO. 5**

WSB Consulting Engineer Sonmor reviewed Partial Pay Estimate No. 5 with the commission for the 2018 Mill & Overlay and Full Depth Reclamation Improvements Project. Mr. Sonmor has no concerns with Partial Pay Estimate No. 5 and recommends approval.

**MOTION** by Commissioner Franzen, seconded by Commissioner Christofferson to recommend City Council approve Anderson Brothers Construction Partial Pay Estimate No. 5 in the amount of \$99,380.20 for the 2018 Mill & Overlay and Full Depth Reclamation Improvements Project. Motion carried unanimously.

**2019 – 2020 BAXTER WATER QUALITY PROJECT FOR THE WHISKEY CREEK  
TRIBUTARY TO THE MISSISSIPPI RIVER MONTHLY PROJECT UPDATE**

Public Works Director/City Engineer Walter informed the commission a meeting has been scheduled with the Mississippi Headwaters Board and the Crow Wing County SWCD to discuss the project.

**BIOLOGICAL FILTRATION WATER TREATMENT PLANT PILOT STUDY MONTHLY  
UPDATE**

Chairman Yliniemi inquired if there were any questions or concerns with the Biological Filtration Water Treatment Plant Pilot Study Monthly Update Memo. WSB Consulting Engineer Sonmor stated the filtration unit has been installed and results will be available at the February meeting.

**2015 DELLWOOD DRIVE, NOVOTNY ROAD, INGLEWOOD DRIVE AND  
INDEPENDENCE ROAD IMPROVEMENTS PROJECT MONTHLY UPDATE**

Chairman Yliniemi inquired if there were any questions or concerns with the 2015 Dellwood Drive, Novotny Road, Inglewood Drive and Independence Road Improvements Project Monthly Update Memo. WSN Consulting Engineer Welch informed the commission that he as obtained one easement and only one remaining easement is needed.

**2017 MILL & OVERLAY AND FULL DEPTH RECLAMATION IMPROVEMENTS PROJECT AND 2017 EXCELSIOR ROAD RESIDENTIAL FULL DEPTH RECLAMATION IMPROVEMENTS PROJECT MONTHLY UPDATE**

Chairman Yliniemi inquired if there were any questions or concerns with the 2017 Mill & Overlay and Full Depth Reclamation Improvements Project Monthly Update Memo. There was no new information or questions from the commission or the public.

**2017 MILL & OVERLAY AND FULL DEPTH RECLAMATION IMPROVEMENTS PROJECT AND 2017 EXCELSIOR ROAD RESIDENTIAL FULL DEPTH RECLAMATION IMPROVEMENTS PROJECT FINAL PAY ESTIMATE NO. 6**

WSN Consulting Engineer Welch reviewed Final Pay Estimate No. 6 with the commission for the 2017 Mill & Overlay and Full Depth Reclamation Improvements Project and 2017 Excelsior Road Residential Full Depth Reclamation Improvements Project. Mr. Welch has no concerns with Final Pay Estimate No. 6 and recommends approval.

**MOTION** by Commissioner Christofferson, seconded by Commissioner Franzen to recommend City Council approve the Tri-City Paving, Inc. Final Pay Estimate No. 6 in the amount of \$32,230.83 for the 2017 Mill & Overlay and Full Depth Reclamation Improvements Project and 2017 Excelsior Road Residential Full Depth Reclamation Improvements Project. Motion carried unanimously.

**2017 COUNTY STATE AID HIGHWAY 48 RAILROAD CROSSING & TRAIL IMPROVEMENTS PROJECT MONTHLY UPDATE**

Chairman Yliniemi inquired if there were any questions or concerns with the 2017 County State Aid Highway 48 Railroad Crossing and Trail Improvements Project Monthly Update Memo. There was no new information or questions from the commission or the public.

**2017 COUNTY STATE AID HIGHWAY 48 RAILROAD CROSSING AND TRAIL IMPROVEMENTS PROJECT MONTHLY UPDATE AND PARTIAL PAY REQUEST NO. 2**

WSN Consulting Engineer Welch reviewed the Crow Wing County Partial Pay Request No. 2 with the commission. Mr. Welch had no concerns with the payment request and recommended approval.

**MOTION** by Commissioner Franzen, seconded by Commissioner Christofferson to recommend City Council approve the Crow Wing County Partial Pay Request No. 2 in the amount of \$115,260.51 for the 2017 County State Aid Highway 48 Railroad Crossing and Trail Improvements Project. Motion carried unanimously.

**2018 SANITARY SEWER SMOKE TESTING MONTHLY PROJECT UPDATE**

Chairman Yliniemi inquired if there were any questions or concerns with the 2018 Sanitary Sewer Smoke Testing Project Monthly Update Memo. There was no new information or questions from the commission or the public.

**2019 MILL & OVERLAY AND FULL DEPTH RECLAMATION IMPROVEMENTS PROJECT MONTHLY UPDATE**

Chairman Yliniemi inquired if there were any questions or concerns with the 2019 Mill & Overlay and Full Depth Reclamation Improvements Project Monthly Update Memo. Public Works Director/City Engineer Walter informed the commission that City Council has narrowed the project down to two (2) options.

**EAGLE DRIVE AREA IMPROVEMENTS PROJECT MONTHLY UPDATE**

Chairman Yliniemi inquired if there were any questions or concerns with the Eagle Drive Area Improvements Project Monthly Update. There was no new information or questions from the commission or the public.

**HOLIDAY STATION STORE CONTAMINATION PROJECT MONTHLY UPDATE.**

Chairman Yliniemi inquired if there were any questions or concerns with the Holiday Station Store Contamination Project Monthly Update Memo. There was no new information or questions from the commission or the public.

**SECTION 6 AREA A1 STORMWATER OUTLET DESIGN FROM CLEARWATER ROAD TO WOIDA ROAD MONTHLY PROJECT UPDATE**

Chairman Yliniemi inquired if there were any questions or concerns with the Section 6 Area A1 Stormwater Outlet from Clearwater Road to Woida Road Improvements Project Monthly Update Memo. There was no new information or questions from the commission or the public.

**WATER TREATMENT PLANT GENERATOR MONTHLY PROJECT UPDATE**

Chairman Yliniemi inquired if there were any questions or concerns with the Water Treatment Plant Generator Project Monthly Update Memo. There was no new information or questions from the commission or the public.

**WATER TREATMENT PLANT GENERATOR PROJECT PARTIAL PAY ESTIMATE NO.**

2

WSN Consulting Engineer Welch reviewed Partial Pay Estimate No. 2 with the commission for the Water Treatment Plant Generator Project. Mr. Welch has no concerns with Partial Pay Estimate No. 2 and recommends approval.

**MOTION** by Commissioner Franzen, seconded by Commissioner Christofferson to recommend City Council approve the Holden Electric Partial Pay Estimate No. 2 on the amount of \$22,500.00 for the Water Treatment Plant Generator Improvements Project. Motion carried unanimously.

**1,250,000 GALLON CAPACITY EAST WATER TOWER INSPECTION REPORT**

Public Works Director/City Engineer Walter reviewed the KLM East Water Tower Inspection Report. The commission held an extensive discussion on the miscellaneous structural modifications and repairs that will be needed during the next scheduled maintenance period.

KLM is recommending for budgeting purposes that the repair to the interior and exterior coatings will cost between \$57,000.00 - \$60,000.00 based on current pricing and does not include any engineering or inspection costs.

**MOTION** by Commissioner Franzen, seconded by Commissioner Christofferson to recommend City Council accept the 1,250,000 Gallon Capacity East Water Tower Inspection Report and budget for the repairs in the 2022 budget cycle. Motion carried unanimously.

**BAXTER WATER PLANT IRON OXIDATION MONTHLY PROJECT UPDATE.**

No new information was available.

**OCTOBER WATER AUDIT**

Chairman Yliniemi inquired if there were any questions or concerns with the October Water Audit. There was no new information or questions from the commission or the public.

**WASTEWATER TREATMENT PLANT CHARGES FOR OCTOBER 2018**

Chairman Yliniemi inquired if there were any questions or concerns with the Wastewater Treatment Plant Charges for October 2018. There was no new information or questions from the commission or the public.

**AE2S PROFESSIONAL SERVICES AGREEMENT FOR THE CYPRESS DRIVE STORM SEWER STATION NO. 2 SCADA MONITORING PROGRAMMING**


Public Works Director/City Engineer Walter reviewed the Advanced Engineering Agreement for the Scada Monitoring Programming for storm water liftstation no. 2 on Cypress Drive. Advanced Engineering is the firm that assists staff on a regular basis with the computer programming and communications of the city's SCADA System for water, sanitary sewer and now storm water.

**MOTION** by Commissioner Christofferson, seconded by Commissioner Franzen to recommend City Council approve the AE2S Professional Services Agreement for the Cypress Drive Storm Sewer Station No. 2 SCADA Monitoring Programming in the amount of \$8,650.00. Motion carried unanimously.

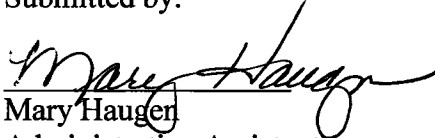
**ADJOURNMENT**

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

Approved by:

  
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Rock Yliniemi  
Chairman

Submitted by:

  
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Mary Haugen  
Administrative Assistant