

UTILITIES COMMISSION
January 3, 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 Doug Wolf, Dave Franzen, Jack Christofferson, 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: WSN Consulting Engineer Aric Welch, WSB Consulting Engineers Chuck Rickart & Chris Sonmor, and SEH Consulting Engineer Scott Hedlund.

Chairman Yliniemi informed the audience that all monthly project updates would not be reviewed in detail unless there was new information available or there were questions from the audience or commission on what was submitted in the utility commission packets.

APPROVAL OF MINUTES

MOTION by Commissioner Wolf, seconded by Council Liaison Cross to approve the Utilities Commission minutes of December 6, 2017. Motion carried unanimously.

CONDITIONAL USE PERMIT AND VARIANCE FOR MINNESOTA INBOARD WATERSPORTS LOCATED AT 15808 EDGEWOOD DRIVE

Public Works Director/City Engineer Walter reviewed the history of the property. Minnesota Inboard Watersports is currently looking at leasing the C2 commercial property and using the green space area for boat and pontoon display purposes.

The display area will not have a paved surface since the property is being leased. Instead the area will be wood chipped with an impervious surface underneath. The City ordinance does not allow for non-paved surfaces therefore a variance request was submitted.

The commission held an extensive discussion on the request since a variance is tied to the property. Council Liaison Cross inquired if an interim use permit would be a better alternative as opposed to a variance. This type of permit was done with Brainerd General Rental until a new facility is built on the property.

Commissioner Wolf inquired if an adjustment would need to be made to the stormwater plan. Any new impervious surfaces require a 100-year stormwater plan.

MOTION by Council Liaison Cross, seconded by Commissioner Christofferson advising Planning and Zoning to deny the variance for nonpaved surfaces and that the City consider an interim use permit for the nonpaved surface and require a 100-year stormwater plan for the new impervious surface. Motion carried unanimously.

2018 NORTH WATER TOWER REHABILITATION 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.

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 CYPRESS DRIVE IMPROVEMENTS PROJECT MONTHLY UPDATE & PROJECT SCHEDULE

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

2018 CYPRESS DRIVE IMPROVEMENTS PROJECT PROFESSIONAL SERVICES CONTRACT AMENDMENT

SEH Consulting Engineer Hedlund reviewed the overall engineering budget for the 2018 Cypress Drive Improvements Project in association with the proposed contract amendment. Currently, the engineering costs are still in line with the total engineering budget and the percentages for design versus construction engineering are reasonable.

Public Works Director/City Engineer Walter informed the commission that Burlington Northern Railroad has added additional engineering costs to the project. Commissioner Wolf stated the project is very complicated with many moving parts and the fee's associated to the project do not seem to be out of line with normal engineering fees for a project this size.

MOTION by Commissioner Wolf, seconded by Commissioner Franzen to recommend City Council approve the SEH Professional Services Contract Amendment in the not to exceed amount of \$143,876.00 for the 2018 Cypress Drive Improvements Project. Motion carried unanimously.

2018 CYPRESS DRIVE IMPROVEMENTS PROJECT FINAL PLANS AND SPECIFICATIONS

SEH Consulting Engineer Hedlund reviewed the plans with the commission. Mr. Hedlund is still waiting for comments from MnDOT. Any comments received will be incorporated into the final plan set. The plans meet all requirements for State Aid and Federal Aid Design and meets the most current MnDOT ADA standards.

The commission inquired if a detour route will be used during construction. Mr. Hedlund stated this is a discussion to be held with City Council. Council Liaison Cross stated the council may consider this option if it will save money on the overall project, speed up the project, and minimize travel disruption.

WSB Consulting Engineer Rickart stated Isle Drive was done in one month by closing the roadway and using a detour route.

MOTION by Commissioner Franzen, seconded by Commissioner Christofferson to recommend City Council consider shutting down Excelsior Road and College Road and using a detour route for the

construction of the College Road and Excelsior Road roundabouts. Motion carried unanimously.

MOTION by Commissioner Franzen, seconded by Commissioner Christofferson to recommend City Council adopt Resolution 2018-XXX approving the 2018 Cypress Drive Improvements Project Final Plans and Specifications. Motion carried unanimously.

2022 CYPRESS DRIVE CONNECTION TO WOIDA ROAD IMPROVEMENTS PROJECT FEASIBILITY REPORT MONTHLY UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the 2022 Cypress Drive Connection to Woida Road Improvements Project Feasibility Report Monthly Update. There was no new information or questions from the commission or the public.

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

2018 MILL & OVERLAY AND FULL DEPTH RECLAMATION IMPROVEMENTS PROJECT FEASIBILITY REPORT

WSB Consulting Engineer Sonmor reviewed the project areas, existing conditions, proposed improvements, project costs and schedule with the commission. Public Works Director/City Engineer Walter stated that since the Feasibility Report schedule shows acceptance of the report in February; this would allow for comments by the Commission, City Council and a final review to come aback through both bodies in February.

The commission discussed the possible need to do full depth reclamation on Flintwood Drive due to the existing conditions of the roadway. The roadway is showing very significant alligator cracking which was observed by City Staff during the rehabilitation of Liftstation No. 10 last summer on Flintwood Drive.

WSB Consulting Engineer Sonmor informed the commission that curb and gutter review on College Road still needs to be completed with staff. Mr. Sonmor is assuming 75% of the curb and gutter will need to be replaced. The commission inquired where the break-even point is and require 100% replacement or curb and gutter.

The commission reviewed the two options for Cedar Scenic Road. Option No. 1 is a 26-foot road section with minimal wetland impacts and Option No. 2 is a 40-foot road section with greater wetland impacts. Public Works Director/City Engineer Walter informed the Commission that the wetland areas on Cedar Scenic Road may have additional city costs depending on the assessment policy.

The City of Baxter's long-range trails map in the City Comprehensive Plan shows a multi-modal trail to East Gull Lake which is why it is shown in the Feasibility Report. The council can decide to build for the wider shoulders for a future bike and pedestrian trail or wait until a later date to build the trail extension.

Mr. Sonmor stated all comments will be reviewed and answered in the Feasibility Report which will be submitted to the commission at the February meeting.

2018 MILL & OVERLAY AND FULL DEPTH RECLAMATION IMPROVEMENTS PROJECT PROPOSAL FOR GEOTECHNICAL EVALUATION

WSB Consulting Engineer Sonmor reviewed the proposal for geotechnical evaluation for the 2018 Mill & Overlay and Full Depth Reclamation Project. Public Works Director/City Engineer Walter stated the deeper drill holes were only done on Baxter Drive to test the subgrade stabilization for possible replacement of the storm sewer pipe.

MOTION by Council Liaison Cross, seconded by Commissioner Christofferson to recommend City Council approve the WSB Proposal for Geotechnical Evaluation in the Lump Sum amount of \$4,550.00 for the 2018 Mill & Overlay and Full Depth Reclamation Improvements Project. Motion carried unanimously.

2018 MILL & OVERLAY AND FULL DEPTH RECLAMATION IMPROVEMENTS PROJECT PROPOSAL FOR PROFESSIONAL SERVICES FOR RIGHT-OF-WAY ACQUISITION

WSB Consulting Engineer Sonmor reviewed the proposal for right-of-way acquisition for two parcels on the project located on Baxter Drive.

MOTION by Council Liaison Cross seconded by Commissioner Wolf to recommend City Council approve the WSB Proposal for Professional Services for Right-of-Way Acquisition in the amount of \$11,378.00 for the 2018 Mill & Overlay and Full Depth Reclamation Improvements Project. Motion carried unanimously.

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 and Novotny Road, Inglewood Drive and Independence Road Improvements Project Monthly Update Memo. There was no new information or questions from the commission or the public.

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

2016 MILL & OVERLAY, FULL DEPTH RECLAMATION AND RIGHT TURN LANE IMPROVEMENTS PROJECT MONTHLY UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the 2016 Mill & Overlay, Full Depth Reclamation and Right Turn Lane 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 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 COUNTY STATE AID HIGHWAY 48 SILENT RAILROAD CROSSING AND TRAIL IMPROVEMENTS PROJECT MONTHLY UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the 2017 Crow Wing County CSAH 48 Mill & Overlay Improvements Project Monthly Update Memo. There was no new information or questions from the commission or the public.

ANNUAL WATER AUDIT IMPLEMENTATION MONTHLY PROJECT UPDATE

Public Works Director/City Engineer Walter informed the commission that City staff met with WSN Consulting Engineer Welch to review the spreadsheet that will be used for the annual water audit.

Staff will be entering the readings monthly which will allow staff to notice any unusual readings that could possibly be a leak in the drinking water system.

EAGLE DRIVE AREA IMPROVEMENTS PROJECT MONTHLY UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the Eagle Drive Area Improvements Project Feasibility Report Monthly Update Memo. 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.

2022 INGLEWOOD DRIVE RAILWAY CROSSING & FOLEY ROAD IMPROVEMENTS PROJECT MONTHLY UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the Inglewood Drive Railway Crossing and Foley Road Improvements Project. There was no new information or questions from the commission or the public.

MS4 PERMIT REVIEW COMPLIANCE MONTHLY PROJECT UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the MS4 Permit Review Compliance 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

SOUTHEAST BAXTER STORMWATER OUTLET FEASIBILITY REPORT MONTHLY UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the Southeast Baxter Stormwater Outlet Improvements Project Monthly Update Memo. There was no new information or questions from the commission or the public.

2019 SOUTH INTERCEPTOR AND NORTH FORESTVIEW IMPROVEMENTS PROJECT MONTHLY UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the 2019 South

Interceptor and North Forestview Area Improvements Project Feasibility Report Monthly Update. There was no new information or questions from the commission or the public.

2019 MEMORYWOOD DRIVE FULL DEPTH RECLAMATION IMPROVEMENTS PROJECT MONTHLY UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the 2019 Memorywood Drive Full Depth Reclamation Improvements Project Monthly Update. There was no new information or questions from the commission or the public.

2017 – 2018 WATER TREATMENT PLANT FLUME REPLACEMENT PROJECT

Public Works Director/City Engineer Walter informed the commission that Eagle Construction has started to dismantle Filter No. 1 trough.

2017 – 2018 WATER TREATMENT PLANT FLUME REPLACEMENT PROJECT PARTIAL PAY ESTIMATE NO. 1

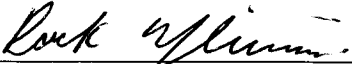
Public Works Director/City Engineer Walter reviewed Partial Pay Estimate No. 1 for the Water Treatment Plant Flume Replacement Project. Mr. Walter had no concerns with the pay estimate and recommended approval.

MOTION by Council Liaison Cross, seconded by Commissioner Wolf to recommend City Council approve the Eagle Construction Company, Inc. Partial Pay Estimate No. 1 in the amount of \$4,275.00 for the 2017 – 2018 Water Treatment Plant Flume Replacement Project. Motion carried unanimously.

ADJOURNMENT

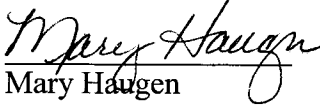
MOTION by Commissioner Wolf, seconded by Council Liaison Cross to adjourn the meeting at 7:15 p.m. Motion carried unanimously.

Approved by:



Rock Yliniemi
Chairman

Submitted by:



Mary Haugen
Administrative Assistant