

UTILITIES COMMISSION

January 4, 2017

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, Shawn Crochet, Dave Franzen, Doug Wolf, 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, SEH Engineer Amy Ryan and WSB Consulting Engineer Chuck Rickart.

APPROVAL OF MINUTES

MOTION by Commissioner Crochet, seconded by Commissioner Wolf to approve the Utilities Commission minutes of December 7, 2016. Motion carried unanimously.

RETAIL PARTNERS BAXTER, LLC DEVELOPERS AGREEMENT

Public Works Director/City Engineer Walter reviewed the Retailers Partners Baxter, LLC Developers Agreement. This is the standard agreement the City uses for water main, sanitary sewer, and storm water.

Mr. Walter has no concerns with the agreement and recommends approval.

MOTION by Commissioner Franzen, seconded by Commissioner Christofferson to recommend City Council approve the Retail Partners Baxter, LLC Developer's Agreement. Motion carried unanimously.

2018 CYPRESS DRIVE IMPROVEMENTS PROJECT MONTHLY STATUS MEMO

SEH Consulting Engineer Hedlund gave an update on the status of the various work tasks on the project. City Council recently approved the geometric layout with 5foot bituminous bike lanes between College Road and TH 210 with pedestrian trails on both sides of the road north of TH 210.

2018 CYPRESS DRIVE IMPROVEMENTS PRELIMINARY DRAINAGE DESIGN MEMO

SEH Engineer Ryan reviewed the preliminary drainage design for the 2018 Cypress Drive Improvement project which includes storm water conveyance designed to meet both City and State-Aid requirements and stormwater treatment designed to meet City and MPCA NPDES requirements.

The commission held an extensive discussion on the groundwater table in the area. Mr. Walter stated consideration for stormwater lift stations may need to be considered in the future with no way to get gravity overflow outlets. Staff has currently managed the water problems at College Road and TH 317 by pumping the water to other ponds in the area with a trash pump. The commission felt it was beneficial to consider the addition of another trash pump in order to handle flooding issues in Baxter.

Ms. Ryan stressed the fact the 2018 Cypress Drive project will maximize storage volume and isolate treatment systems as much as possible to help improve existing flooding issues; however, due to site grades and groundwater levels, the stormwater management design for the 2018 Cypress Drive project will not fix existing flooding issues on Industrial Park Road. The City should expect minor street flooding along Industrial Park Road to continue after the 2018 Cypress Drive project is completed.

2018 CYPRESS DRIVE IMPROVEMENTS SANITARY AND STORM SEWER TELEVISIONING AND PHASE II ENVIRONMENTAL SITE ASSESSMENT CONTRACT

SEH Consulting Engineer Hedlund reviewed the professional services contract for televising review of the sanitary and storm sewer, which will include a technical memorandum summarizing the results.

The second half of the contract is for the completion of the Phase II Site Assessment. This will take the environmental work through final design; however, it does not include construction phase environmental services.

Public Works Director/City Engineer Walter informed the commission this is a very complicated project with environmental concerns due to the Superfund Site and additional engineering contracts will be seen as the project moves forward.

MOTION by Commissioner Crochet, seconded by Commissioner Franzen to recommend City Council approve the SEH, Inc. Agreement for Professional Engineering Services for the 2018 Cypress Drive Improvements Sanitary and Storm Sewer Televising Review and Phase II Environmental Site Assessment Contract in the not to exceed amount of \$74,362.00. Motion carried unanimously.

2017 DRAFT SEALCOAT PROJECT SCHEDULE

The 2017 Draft Sealcoat Project schedule was submitted to the commission as information only.

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

WSN Consulting Engineer Welch reviewed the project update with the commission.

Work Completed Since Last Update

No work was completed since the last update.

Project Schedule

Address warranty items as needed.

Easements

Easement documents have been sent to Thor Wicklund.

No new information to report regarding the utility easement across the Pearo and Positive Realty properties.

Changes

No additional information associated with the claim regarding work around underground utilities has been submitted by the Contractor as requested. We will check with the Contractor to see if this information will be submitted after the holidays.

Pay Estimate

No pay estimate this month.

Potential Law Suit

There is no new information to report on the issue between RL Larson and their subcontractor regarding the directionally drilled watermain between Novotny Road and Audubon Way. This issue will not be resolved in 2016 and the project will carry over into 2017.

WSN PROPOSAL FOR ENGINEERING SERVICES FOR LIFT STATION NO. 10 REHABILITATION

WSN Consulting Engineer Welch reviewed the WSN Proposal for Engineering Services for Lift Station No. 10 located on Flintwood Drive.

Improvements scheduled for Lift Station 10 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 piping cleaning and coating repair
- Complete valve vault replacement with addition of bypass piping

The estimated project cost of the proposed improvements is \$140,000.00.

WSN's 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 \$9,600.00.

MOTION by Commissioner Wolf, seconded by Commissioner Franzen to recommend City Council approve the WSN Proposal for Engineering Services for Lift Station No. 10 Rehabilitation in the lump sum amount of \$9,600.00. Motion carried unanimously.

WSN AGREEMENT FOR PROFESSIONAL DESIGN SERVICES FOR THE COUNTY STATE AID HIGHWAY 48 SILENT RAILROAD CROSSINGS IMPROVEMENTS PROJECT

WSN Consulting Engineer Welch reviewed the Agreement for Professional Design Services for reconstruction of CSAH 48 from Foley Road to TH 210.

WSN proposal is based on the following improvements:

- Upgrade existing railway crossing to meet silent crossing standards (curb & gutter, concrete median, signage, etc.)
- 12' wide separated bituminous trail located along the east side of Highland Scenic Road from Foley Road to TH 371
- Storm sewer modifications
- Full Depth Reclamation of existing roadway
- New curb & gutter along east side of roadway
- Design in compliance with current State Aid standards and procedures.

The proposed scope of services includes the following:

Preliminary Survey Services

WSN proposes to conduct preliminary survey services. Items included with this proposal are:

- Establish vertical and horizontal control points within the project area
- Field survey existing topography for vertical and horizontal location information
- Coordinate field location of all existing private utilities (i.e. electric, telephone, gas, cable)
- Record and document location of mapped or marked private utilities
- Record and document existing property corners and right-of-way that are evident

- Import field survey points into base drawing along with property and right-of-way information

Design Services

WSN will prepare design drawings and contract documents suitable for competitive bidding that meet City and County requirements. Items included in our proposed scope of services are as follows:

- Preliminary design meeting
- Private Utility Company coordination
- Preparation of project plans, including the following:
 - Title sheet
 - Statement of estimated quantities
 - Quantity tabulations
 - Typical construction details
 - Typical roadway sections
 - Traffic Control Plan
 - Existing conditions and removals plan
 - Temporary and permanent erosion control details and plan
 - Stormwater calculations and design
 - Bituminous pavement section design
 - Roadway design
 - Trail design
 - Storm sewer schedule
 - Storm sewer and roadway plan and profile sheets
 - Pavement marking and signage plan
 - Roadway cross sections and earthwork calculations
 - WSN quality control review and plan modifications
- City and County review submittals
- Final plan preparation
- Preparation of contract documents and specifications
- Preparation of Engineer's Estimate of Probable Construction Cost
- Project design status reports
- Final plan review with City staff, Utilities Commission and City Council
- Coordination with BNSF Railway. WSN assumed 16 hours to coordinate design and permitting/agreements with BNSF.

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 \$14,800.

Mr. Welch stated the proposal does not include bidding or advertising since the City is hoping to capitalize bidding with the Crow Wing County Highway Department.

MOTION by Commissioner Crochet, seconded by Commissioner Christofferson to recommend City Council approve the WSN Agreement for Professional Design Services for the 2017 County

State Aid Highway 48 Silent Railroad Crossings and Trail Improvements Project in the not to exceed amount of \$14,800.00. Motion carried unanimously.

**2017 EXCELSIOR ROAD RESIDENTIAL ROADWAY IMPROVEMENTS
FEASIBILITY REPORT**

WSN Consulting Engineer Welch reviewed the draft feasibility report for Excelsior Road from Inglewood Drive to Forest Drive as part of the pavement management program. The total Excelsior Road project consists of two separate areas and this feasibility report addresses the residential area.

Excelsior Road is designated as a Municipal State Aid Street and is currently signed for no parking on both sides of the street. Mr. Welch explained the pavement evaluation has dropped over the past three years and full depth reclamation is recommended as per the pavement management plan.

There is a significant drainage issue located between Firewood Drive and Forest Drive where the area experiences seasonal flooding during rain event due to high groundwater table and surface runoff. The drainage issue will be addressed as part of the improvements project.

Mr. Welch informed the commission that City Council had approved two additional street lights along Excelsior Road for more consistent lighting and to upgrade the current light fixtures with LED fixtures.

MOTION by Commissioner Franzen, seconded by Commissioner Wolf to recommend City Council adopt a resolution accepting the 2017 Excelsior Road Residential Roadway Improvements Feasibility Report. Motion carried unanimously.

**DAKOTA SUPPLY GROUP FIXED NETWORK WATER METER REPLACEMENT
CHANGE ORDER NO. 3**

Public Works Director/City Engineer Walter reviewed the Dakota Supply Group Change Order No. 3 for the 2016 Fixed Network Water Meter Replacement Project. Public Works Director/City Engineer Walter has no concerns with Change Order No. 3 and recommends approval.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council approve the Dakota Supply Group Change Order No. 3 in the deduct amount of \$18,477.98 for the 2016 Fixed Network Water Meter Replacement Project. Motion carried unanimously.

**DAKOTA SUPPLY GROUP FIXED NETWORK WATER METER REPLACEMENT
PARTIAL PAY ESTIMATE NO. 5**

Public Works Director/City Engineer Walter reviewed the Dakota Supply Group Final Pay Estimate No. 5 for the 2016 Fixed Network Water Meter Replacement Project. Public Works

Director/City Engineer Walter has no concerns with Final Pay Estimate No. 5 and recommends approval.

MOTION by Commissioner Franzen, seconded by Commissioner Crochet to recommend City Council approve the Dakota Supply Group Final Pay Estimate No. 5 for the 2016 Fixed Network Water Meter Replacement Project in the amount of \$55,417.76. Motion carried unanimously.

**WATER TREATMENT PLANT DECANTER AND POLYMER PILOT STUDY
MONTHLY STATUS MEMO**

The water treatment plant decanter and polymer pilot study monthly status report was submitted to the commission as information only. The decanter has been installed and is working as designed. The polymer pilot study has been delayed until a later date so PCE representatives can assist with the testing phase of the study. The commission asked that PCE bring an engineering contract to the next commission meeting in order to get the polymer testing completed in early 2017. The final testing results are needed in order to for the commission to decide on the future expansion of the Water Treatment Plant production.

MPCA NPDES/SDS PERMIT PROGRAM APPLICATION

The MPCA NPDES/SDS Permit Program Application was submitted to the commission as information only.

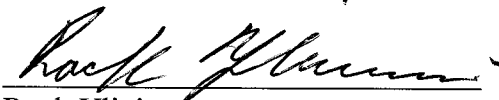
WASTEWATER TREATMENT PLANT CHARGES FOR NOVEMBER

The Brainerd Public Utilities Wastewater Plant Charges for November 2016 was submitted to the commission as information only.

ADJOURNMENT

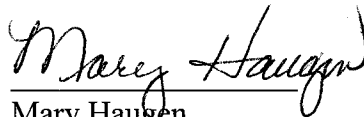
MOTION by Commissioner Franzen, seconded by Commissioner Crochet to adjourn the meeting at 7:30 p.m. Motion carried unanimously.

Approved by:



Rock Yliniemi
Chairman

Submitted by:



Mary Haugen
Administrative Assistant