

**UTILITIES COMMISSION**  
**January 9, 2019**

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.

**OTHERS PRESENT:** WSN Consulting Engineer Aric Welch, WSN Consulting Engineer Mark Hallan, SEH Consulting Engineer Scott Hedlund, Bolton & Menk Consulting Engineer Bryan Drown, WSB Consulting Engineer Chuck Rickart and WSB Consulting Engineer Chris Sonmor.

**APPROVAL OF MINUTES**

**MOTION** by Commissioner Franzen, seconded by Commissioner Christofferson to approve the Utilities Commission minutes of December 5, 2018. 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.

**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 explained the project did not proceed at the City Council meeting last night. City Council told the public that a Plan B will need to be formulated. City Staff and Council will be working on formulating what Plan B really is in the next few weeks or months.

**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 Hedlund informed the

commission the signal lights on the east, west and north legs of the TH 210 and Cypress Drive intersection are operational, and the pedestrian lights are not operational and will be installed in the spring of 2019.

**2018 CYPRESS DRIVE IMPROVEMENTS PROJECT PARTIAL PAY ESTIMATE NO. 6**

SEH Consulting Engineer Hedlund reviewed Partial Pay Estimate No. 6 with the commission for the 2018 Cypress Drive Improvements Project. Mr. Hedlund has no concerns with Partial Pay Estimate No. 6 and recommends approval.

**MOTION** by Commissioner Christofferson, seconded by Commissioner Franzen to recommend City Council approve the Landwehr Construction Inc. Partial Pay Estimate No. 6 in the amount of \$341,536.51 for the 2018 Cypress Drive Improvements Project. 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 PARTIAL PAY ESTIMATE NO. 10**

WSB Consulting Engineer Sonmor reviewed Partial Pay Estimate No. 10 with the commission for the 2018 Excelsior Road and Edgewood Drive Commercial Improvements Project. Mr. Sonmor has no concerns with Partial Pay Estimate No. 10 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. 10 in the amount of \$6,644.61 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. 5**

WSB Consulting Engineer Sonmor presented Change Order No. 5 for the 2018 Mill & Overlay and Full Depth Reclamation Improvements Project. The following modification for Change Order No. 5 is listed below:

1. Add loop detectors on Baxter Drive South of TH 210. Request was made by MnDOT at the Pre-Construction meeting (Includes traffic control).

Mr. Sonmor has no concerns with Change Order No. 5 and recommends approval.

**MOTION** by Commissioner Franzen, seconded by Commissioner Christofferson to recommend City

Council approve the Anderson Brothers Construction Change Order No. 5 in the increased amount of \$2,658.70 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. 6**

WSB Consulting Engineer Sonmor reviewed Partial Pay Estimate No. 6 with the commission for the 2018 Mill & Overlay and Full Depth Reclamation Improvements Project. Mr. Sonmor has no concerns with Partial Pay Estimate No. 6 and recommends approval.

**MOTION** by Commissioner Christofferson, seconded by Commissioner Franzen to recommend City Council approve Anderson Brothers Construction Partial Pay Estimate No. 6 in the amount of \$9,753.24 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**

Chairman Yliniemi inquired if there were any questions or concerns with the 2019 – 2020 Baxter Water Quality Project for the Whiskey Creek Tributary to the Mississippi River Monthly Update Memo. Public Works Director/City Engineer Walter informed the commission the purchase agreement has been received from Bethany Good Samaritan with minor editing. A meeting will be held next week with the Soil and Water Conservation District and the Mississippi River Headwaters Board on January 25, 2019.

**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. Public Works Director/City Engineer Walter informed the commission that the project has been going well. The pilot study was being overseen by the Public Works Supervisor but due to the passing of the Public Works Supervisor, City staff felt the need to proceed and finish the study. Public Works Director/City Engineer Walter has asked WSB to assist with the project in order to finish the study. The benefit to the City is that it is currently into week six of an approximate 18-week study, so the City has saved about 1/3 of the consulting costs to date.

**WSB PROPOSAL FOR BIOLOGICAL FILTRATION WATER TREATMENT PLANT STUDY**

WSB Consulting Engineer Sonmor reviewed the WSB Proposal for the Biological Filtration Water Treatment Plant. Commissioner Christofferson requested that travel time be cut back where possible. Public Works Director/City Engineer Walter recommends approval of the proposal in order to finish the pilot study.

**MOTION** by Commissioner Christofferson, seconded by Commissioner Franzen to recommend City Council approve the WSB Proposal for the Biological Filtration Water Treatment Plant Study in the not to exceed amount of \$10,500.00 contingent on cutting back the travel time expense wherever possible. 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, 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.

**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 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**

WSN Consulting Engineer Welch reviewed the Crow Wing County Pay Request for the BNSF Invoice 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 Highway Department invoice from BNSF in the amount of \$21,277.41 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. There was no new information or questions from the commission or the public.

**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. WSN Consulting Engineer Welch informed the commission the generator will be shipped to the site towards the end of February. Public Works Director/City Engineer Walter stated that Allen Dostal from AE2S would like to have a phone conversation with WSN Consulting Engineer Welch and Holden Electric regarding any possible connection to the water and sewer SCADA System and programming. WSN Consulting Engineer Welch stated he will call him directly regarding this matter.

**WATER TREATMENT PLANT FILTER 2 & 4 MEDIA REPLACEMENT MONTHLY PROJECT UPDATE**

Chairman Yliniemi inquired if there were any questions or concerns with the Water Treatment Plant Filter 2 & 4 Media Replacement Project Monthly Update Memo. There was no new information or questions from the commission or the public.

**WATER TREATMENT PLANT FILTER 2 & 4 MEDIA REPLACEMENT SPECIFICATION AND CONTRACT DOCUMENTS**

WSN Consulting Engineer Welch reviewed the Specification and Contract Documents for the Water Treatment Plant Filter 2 & 4 Media Replacement. Public Works Director/City Engineer Walter had no concerns with the project plans and specifications and recommended approval.

**MOTION** by Commissioner Franzen, seconded by Commissioner Christofferson to recommend City Council approve the Water Treatment Plant Filter 2 & 4 Media Replacement Specification and Contract Documents and direct staff to advertise for bids. Motion carried unanimously.

**MEDIA RETENTION PLATE MATERIAL**

WSN Consulting Engineer Mark Hallan gave an overview of the project and presented the Media Retention Plate Material into the record:

The City of Baxter is proposing to replace the media in filters number 2 and 4 as part of the ongoing maintenance at the facility. Based on past filter run time data for filters 2 and 4 as compared to filters 1 and 3, Baxter staff has questioned if possible chemical addition trials during startup may have impacted the media retention plates in filters 2 and 4. Condition of the existing media retention plate material can only be evaluated once existing media has been removed. Since delivery time for new media retention plates is 4 weeks, it is not practical to determine the need for replacement and then order materials with the water plant operating on 2 filters for an additional 4 weeks.

The City of Baxter has received a quote from De Nora Water Technologies, Inc. for replacement media retention cap material for filters 2 and 4, which is attached. The quote is for \$21,300 to supply the 128 - 18" x 36" media retention plate units (64 per filter) along with accessories and one field trip. Since existing media retention cap material condition is not known, the City requested a "restocking"

charge for the products supplied. A credit of \$10,900 is stated if the City returns all products. Shipping back to PA is estimated at \$1,100 so the cost to the City to have the product on hand but not utilized would be (\$21,300 + \$1,100) - \$10,900 credit= \$11,500, plus staff time.

The bid form for the project has the media retention plate replacement being bid as an alternate. This will provide the city with a cost per filter for their information in deciding to award the alternate after review of existing media retention plate condition. Labor and equipment to replace the plates is estimated a \$7,500 per filter. After bids are opened, the City will have award figures to work with.

The water treatment plant has been in operation just over 11 years. The greensand and anthracite media being replaced has a typical operational life of 15 to 20 years, which is determined by the frequency of backwashing and other factors unique to each water plant. If the existing media retention plate materials are found to be in excellent shape, then the City will likely not spend the estimated \$36,300 (\$21,300 + \$15,000) to replace the plates. However, the City will have invested or spent \$11,500 to be ready for media retention plate replacement as part of the project. Should the existing plates even be questionable as to their condition, then our recommendation will be to replace, as the City is not going to install new media, but then have to come back in 5 to 10 years and remove the media to replace the media retention plates.

Public Works Director/City Engineer Walter stated that Mr. Cassady and representatives from Tonka were convinced there was a problem with the cap in Filter No. 4 but there is no way to find out until all the media is removed. The polymer was run through Filters No. 2 & 4 and problems are only with these two filters. WSN Consulting Engineer Hallan stated the proposal does include a site visit to the plant from De Nora when and if the first cap is replaced.

**MOTION** by Commissioner Christofferson, seconded by Commissioner Franzen to recommend City Council approve the De Nora Water Technologies Proposal for the supply of two B Plate Filter Cells for Filters No. 2 & 4 in the lump sum amount of \$21,300.00. Motion carried unanimously.

**SEH, INC. AGREEMENT FOR RIGHT-OF-WAY ORDINANCE AND PERMIT APPLICATION UPDATE SUPPORT**

Public Works Director/City Engineer Walter informed the commission the agreement is for updating the right-of-way ordinance and permit application for the small cell antennas. The city has received three requests for small cell antennas and the City needs to have ordinances amended and procedures in place in order to issue right of way permits for the three requests.

**MOTION** by Commissioner Franzen, seconded by Commissioner Christofferson to recommend City Council approve the SEH, Inc. Agreement for Right-of-Way Ordinance and Permit Application Update Support in the lump sum fee of \$2,500.00. Motion carried unanimously.

**ADVANCED ENGINEERING AGREEMENT FOR PROFESSIONAL SERVICES FOR THE WATER TREATMENT PLANT FILTER CONSOLES REPLACEMENT**

Public Works Director/City Engineer Walter reviewed the agreement for professional services for programmable logic controller and Supervisory Control and Data Acquisition programming. Mr. Walter stated this is a budgeted item for 2019 and he has no concerns and recommends approval.

**MOTION** by Commissioner Franzen, seconded by Commissioner Christofferson to recommend City

Council approve the Advanced Engineering Agreement for Professional Services for the Water Treatment Plant Filter Consoles Replacement in the not to exceed amount of \$24,880.00. Motion carried unanimously.

**CROW WING COUNTY HIGHWAY DEPARTMENT 5-YEAR CAPITAL IMPROVEMENT PLAN FOR 2023 COUNTY ROAD 170 REALIGNMENT**

Chairman Yliniemi inquired if there were any questions or concerns with the Crow Wing County Highway Department 5-Year Improvement Plan for 2023 County Road 170 Realignment. There was no new information or questions from the commission or the public.

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

No new information was available.

**NOVEMBER WATER AUDIT**

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

**WASTEWATER TREATMENT PLANT CHARGES FOR NOVEMBER AND DECEMBER 2018**

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

**ADJOURNMENT**

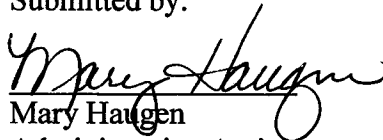
**MOTION** by Commissioner Christofferson, seconded by Commissioner Franzen to adjourn the meeting at 6:50 p.m. Motion carried unanimously.

Approved by:



Rock Yliniemi  
Chairman

Submitted by:



Mary Haugen  
Administrative Assistant