

UTILITIES COMMISSION

February 3, 2016

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, Public Works Supervisor Kevin Cassady, and Administrative Assistant Mary Haugen.

OTHERS PRESENT: Progressive Consulting Engineer Naeem Qureshi, WSN Consulting Engineer Aric Welch, SEH Consulting Engineer Scott Hedlund, and Bolton & Menk Consulting Engineer Mike Rardin.

APPROVAL OF MINUTES

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to approve the Utilities Commission minutes of January 6, 2016. Motion carried unanimously.

PROGRESSIVE CONSULTING ENGINEER'S WATER TREATMENT PLANT STUDY

Progressive Consulting Engineer Naeem Qureshi gave a brief introduction of Progressive Consulting Engineers and thanked the commission for their time. Mr. Qureshi thanked Public Works Supervisor Kevin Cassady and his staff for their excellent assistance with the Water Treatment Plant Study and stated it was very enjoyable to work with City staff and they were always willing to assist and very knowledgeable.

The plant was originally designed to produce 5 million gallons per day; however, the actual plant capacity is 3.2 million gallons per day. Mr. Qureshi stated that staff is producing excellent water quality despite the water treatment plant capacity and treatment issues.

The water treatment process consists of forced draft aeration, addition of chlorine followed by potassium permanganate, detention and filtration. Potassium permanganate was added as a regeneration chemical to remove iron and hydrogen sulfide.

A polymer was initially tested and added. The polymer did increase the filter run volume to 2403 gallons per minute with filter runs increasing to 28.5 hours. However, the polymer feeding system continued to plug and required constant attention by staff. The polymer was being carried through with the backwash effluent into the backwash recovery basin and preventing the settling of the particulate matter and as a result the sludge was coming back to the filter influent. The feeding of the polymer was ultimately abandoned.

Potassium permanganate also contains manganese which reduced the filter run time due to increased manganese from both the wells and the potassium permanganate. The treatment plant

now adds only chlorine to remove manganese through manganese greensand filters. The manganese greensand is charged every six months by potassium permanganate and is operating very efficiently.

The backwash flumes were designed for simultaneous air/water backwash to clean the filters. However the 3-foot wide concrete flume in the middle of the filter impedes the even distribution of air resulting in media loss and not effectively cleaning the media. City staff now uses air/water backwash until the water reaches the lip of the flumes followed by water wash only. This backwash procedure is less effective in cleaning the filters than simultaneous air/water backwash. The filters are experiencing early breakthrough after only 14-16 hours of filter run resulting in reduced plant capacity of about 3.2 million gallons a day.

The evaluation of the plant by Progressive Consulting Engineers included the following steps:

- Sampling of water quality throughout the treatment process
- Visual inspection of air scour and backwash
- Freeboard measurements
- Backwash rate
- Bed expansion
- Floc analysis
- Backwash turbidity analysis
- Bed fluidization
- Box excavation
- Polymer testing

Based on the evaluation the findings of fact are listed below:

- Well water quality is very difficult to treat
- Total Organic Compound complexes the iron and manganese
- Simultaneous air/water media is not getting clean – existing flume impedes backwash
- Solids removal is minimal in detention basin
- Recycle pump sends solids to the detention basin
- Removing solids from the detention basin is very difficult with current design
- Reduce loading on the filter to improve filter output
- Feeding polymer will help aggregate solids

The floc analysis of the filter media shows that the backwash is ineffective in removing the particulate matter lodged in the interstitial pore spaces of the media. The original design of simultaneous air/water backwash, which is effective in removing the particulate matter, cannot

be used, because of media loss due to the non-uniform distribution of air. The non-uniform distribution of air is caused by the 3-foot wide flume in the middle of the filter, which occupies about 25% of the filter area.

The recycle basin currently recycles the filter backwash flow after the solids have a chance to settle. One way to ensure that the recycle water has the least solids is to install a floating decanter, which always draws water from the top of the basin. This would reduce the loading on the filter to some extent and help reuse more water.

Public Works Supervisor Cassady stated the floating decanter is a very economical solution and will work great.

Mr. Qureshi stated that one option to improve the filter run is to add garnet to the filters. The effective size of the garnet is 0.2-0.25 mm and it will provide a much denser filter media with the enhanced ability of preventing early breakthrough.

The option for improving the filter backwash would require the removal of the existing concrete flumes and installing a 24' long by 6' wide stainless steel flume in each filter. The flumes will be designed for simultaneous air/water backwash. Public Works Supervisor Cassady stated this would be major construction for the filters. They can construct one filter at a time and the plant can run on three filters during construction. This would not just be associated costs since water production would also be impacted during construction. The construction would need to be during the winter preferably January through March.

Progressive Consulting Engineers came up with the following options to Improving Plant Output:

1. Install a floating decanter in the recycle basin
2. Pilot Test adding a polymer to improve settling in the detention basin
3. Replace existing concrete flumes with new stainless steel troughs
4. Conduct a pilot study to evaluate additional options such as:
 - a) Install plate settlers
 - b) Install garnet in the filters
 - c) Install a Densa Deg Clarifier

Public Works Director/City Engineer Walter stated the decanter and the pilot study of the polymer system can be amended into the 2016 budget and all other options would need to be part of the 2017 budget discussions with City Council.

2016 Improvements

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1. Install a Floating Decanter in the Recycle Basin

| | |
|--------------|--------------------|
| Capital | \$20,000.00 |
| Engineering | \$ 5,000.00 |
| Total | \$25,000.00 |

2. Pilot Study Enhanced Settling in Detention Tank by Adding a Polymer

| | |
|--------------|--------------------|
| Capital | \$30,000.00 |
| Engineering | \$12,000.00 |
| Total | \$42,000.00 |

2017 Improvements

1. Replace Existing Concrete Flumes

| | |
|--------------|---------------------|
| Capital | \$200,000.00 |
| Engineering | \$ 50,000.00 |
| Total | \$250,000.00 |

2. Plant Pilot Study

| | |
|------------------|--------------------|
| Equipment Rental | \$18,000.00 |
| Engineering | \$15,000.00 |
| Densa Deg Study | \$ 3,500.00 |
| Total | \$36,500.00 |

2017 and Beyond Improvements after recommendation from 2017 Pilot Study

1. Install Plate Settlers and Sludge Removal System

| | |
|--------------|---------------------|
| Capital | \$550,000.00 |
| Engineering | \$100,000.00 |
| Total | \$650,000.00 |

2. Densa Deg Clarifier

| | |
|--------------|----------------------------|
| Capital | \$1.2 – 1.8 million |
| Engineering | \$200,000.00 |
| Total | \$1.4 – 2.0 Million |

Commissioner Crochet inquired on the use of the polymer since the City had problems with this system in the past. Mr. Qureshi stated the polymer that was used before was the wrong kind. Public Works Supervisor Cassady informed the commission that he still has the equipment and it

can be reinstalled which will help to keep costs down so the \$30,000 in capital costs in 2016 will be much lower for the pilot study.

Consensus of commission was to move forward with the Water Treatment Plant Project with Public Works Supervisor Cassady and staff to assist with keeping down capital costs as much as possible.

PROGRESSIVE CONSULTING ENGINEER'S AGREEMENT FOR PROFESSIONAL SERVICES FOR THE DESIGN OF A FLOATING DECANTER, REVIEW SHOP DRAWING AND CONSTRUCTION OBSERVATION

Progressive Consulting Engineer Naeem Qureshi reviewed the Agreement for Professional Services for the Design of a Floating Decanter, Review Shop Drawings and Construction Observation.

MOTION by Commissioner Wolf, seconded by Commissioner Crochet to recommend City Council approve the Progressive Consulting Engineer's Agreement for Professional Services for the Design of a Floating Decanter, Review Shop Drawings and Construction Observation in the Not to Exceed amount of \$5,000.00. Motion carried unanimously.

PROGRESSIVE CONSULTING ENGINEER'S AGREEMENT FOR PROFESSIONAL SERVICES FOR A PILOT STUDY OF A POLYMER FEED SYSTEM

Progressive Consulting Engineer Naeem Qureshi reviewed the Agreement for Professional Services for a Pilot Study of a Polymer Feed System.

MOTION by Commissioner Franzen, seconded by Commissioner Christofferson to recommend City Council approve the Progressive Consulting Engineer's Agreement for Professional Services for a Pilot Study of a Polymer Feed System in the Not to Exceed amount of \$12,000.00. Motion carried unanimously.

LIFT STATION NO. 8 RECONSTRUCTION PLANS AND SPECIFICATIONS

WSN Consulting Engineer Welch reviewed the Lift Station No. 8 Construction Plans and Specifications. Public Works Director/City Engineer Walter had no concerns with the plans and specifications and recommended approval and advertise for bids.

MOTION by Commissioner Franzen, seconded by Commissioner Crochet to recommend City Council approve the Lift Station No. 8 Reconstruction Plans and Specifications and direct staff to advertise for bids. Motion carried unanimously.

LIFT STATION NO. 8 RECONSTRUCTION QUALITY FLOW SYSTEMS PUMP AND CONTROL PANEL PROPOSAL

WSN Consulting Engineer Welch reviewed the Quality Flow Systems quote for the pumps and control panel for Lift Station No. 8 Reconstruction. Mr. Welch informed the commission that this is a proprietary system that is used on all lift stations which is why only one quote is being submitted to the commission for approval.

MOTION by Commissioner Franzen, seconded by Commissioner Crochet to recommend City Council approve the Quality Flow Systems, Inc. Proposal for pumps, control panels and accessories in the total amount of \$49,770.00 for the Lift Station No. 8 Reconstruction Project. Motion carried unanimously.

BOLTON & MENK PAVEMENT MANAGEMENT PROGRAM PRESENTATION

Bolton & Menk Consulting Engineer Michael Rardin informed the commission that the pavement management program is to provide information regarding a street pavement management program consisting of seven areas in the City based on a seven year chip seal and sealcoat cycle.

During 2013 an engineering inspection and evaluation of each street, based on the PASER methodology, was completed by Bolton & Menk, Inc. Based on that study, BMI produced the “Comprehensive Pavement Management System” report, dated July 16, 2013, which identified a maintenance and rehabilitation strategy with associated costs for every City owned paved street. Street segments were prioritized based on their condition ratings providing the City a “guide” to future road maintenance / rehabilitation needs and costs.

During the development of the 2015 Chip Seal and Seal Coating Project, the following questions, not all inclusive, were raised:

1. Why are streets being repaired “randomly” across the community? What is the rationale for that?
2. Can this work be consolidated into more well defined areas for easy explanation and understanding?
3. Will consolidation of this work be more economical? Of less impact to property owners?
4. Can a program be developed that would allow for flexible routine repairs with relatively uniform funding needs? Can annual costs vary to allow for doing the right thing at the right time while at the same time keeping funding and costs relatively uniform or stable over the long term with less inflationary impacts?

Bolton & Menk was contracted with in 2015 to develop a more consistent Pavement Management Program. In 2015 BMI updated ratings in the City’s pavement database reflecting actual 2014 construction and 2015 street projects; however, citywide street pavement

evaluations (ratings) were not performed. Based on this update, a Pavement Management Program has been developed for the City. The proposed pavement management program, including the updated street pavement database, was attached as “Exhibit A in the Street Pavement Management Program”.

The following major concepts are included in the proposed pavement management program:

1. Appropriate pavement maintenance and rehabilitation done at the proper time reduces City pavement costs over the long term
2. The PMS methodology used is the PASER system
3. Preventive maintenance strategies consist of patching, crack sealing, and seal coating
4. Rehabilitation strategies consists of overlays, reclamation, and reconstruction
5. Preventive maintenance strategies are employed on streets with PASER ratings of 6 or higher
6. Rehabilitation strategies are employed on streets with PASER ratings of 5 and lower
7. The City is divided into seven (7) pavement management areas, of roughly comparable size, to the extent practicable
8. Street inspections and PASER ratings are scheduled for 2016 and every 3 years thereafter
9. Rehabilitation projects are prioritized with worst being considered first
10. Future utility coordination and development efforts are factored into project identification and prioritization
11. Paved streets that are expected to be reconstructed in conjunction with future utility installations (water / sewer) will not be programmed for preventive maintenance or rehabilitation activities under this program
12. This program is aimed at addressing existing City (local and MSA) street pavement preservation and perpetuation needs only
13. Construction of new (additional) streets and enhancement or reconstruction of existing streets due to utility or redevelopment needs are acknowledged in the street database but are not funded under this program

Based on the proposed program and City staff input, BMI has developed a long term pavement management plan beginning in 2016 with rehabilitation projects in Area 6 and maintenance projects in Area 3. The CIP provides for planned pavement management activities as well as other previously planned street projects being considered by the City.

The following should be noted regarding the CIP provided in the proposed plan:

1. Projects in the City’s current 5-year CIP are highlighted in blue

2. In order to meet the current 2016 sealcoat budget of \$200,000 and \$500,000 annually thereafter, along with aligning with past sealcoat and rehabilitation projects, some sealcoat projects had to be deferred from their initial “plan” year to a future year; those projects are highlighted in tan
3. There are approximately thirty (30) rehabilitation projects in the plan that are not currently in the adopted City CIP; those proposed projects should be placed in the City’s official 5 year CIP or deferred to a future year to be determined
4. New construction projects funded outside this program have been highlighted in green
5. Streets identified for future utility installations are highlighted in pink; reconstruction costs (current dollars) are estimated and shown for informational purposes; and, no maintenance activities are programmed for these streets
6. Three (3) streets contained in the current CIP scheduled as 2018 mill/overlay projects were seal coated during 2015 and could be dropped from the CIP as mill/overlay projects

Based on the proposed Pavement Management Plan and long term management activities, the pavement management program cost is currently estimated at \$2,010,000.00 per year. This cost is comprised of two categories - maintenance (chip sealing/sealcoating) currently estimated to cost \$370,000.00 per year and rehabilitation (mill & overlays, full depth reclamation, and reconstruction) currently estimated to cost \$1,640,000.00 per year.

The program is intended to establish a formal practice and funding to preserve existing City (local and MSA) street pavements. Funding for new street projects due to utility and development needs are not provided for in this program and should be addressed separately outside this program when being proposed.

Bolton & Menk recommends the street pavements be inspected and PASER rated in 2016 to monitor overall network condition and allow for future programming of preventative maintenance rehabilitation activities per the management program.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council adopt Resolution No. 2016-XX approving the 2016 Pavement Management Program. Motion carried unanimously.

BOLTON & MENK 2016 PAVEMENT MANAGEMENT ENGINEERING CONTRACT

Bolton & Menk Consulting Engineer Rardin reviewed the 2016 Pavement Management Engineering Contract. In order to finish the pavement management program and refine the City 5-Year CIP a second contract is needed in 2016. Public Works Director/City Engineer Walter had no concerns with the contract and recommended approval.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council approve the Bolton & Menk Proposal for Engineering Services for the 2016 Pavement Management Program Implementation in the estimated cost of \$14,700.00 depending on the number of meetings and number of maps required at the end of the implementation process. Motion carried unanimously.

BOLTON & MENK 206 CHIP SEALING PLANS, QUANTITIES & SPECIFICATIONS

Bolton & Menk Consulting Engineer Rardin reviewed the 2016 Chip Sealing Plans, Quantities and Specifications contract with the commission. Public Works Director/City Engineer Walter had no concerns with the 2016 Chip Sealing Plans, Quantities and Specifications contract and recommended approval.

MOTION by Commissioner Franzen, seconded by Commissioner Crochet to recommend City Council approve the Bolton & Menk Proposal for Engineering Services for the 2016 Chip Sealcoat Improvements Project in the not to exceed amount of \$4,500.00. Motion carried unanimously.

BOLTON & MENK PROPOSAL FOR AMENDED ENGINEERING SERVICES FOR LIFT STATION NO. 3 FORCEMAIN REROUTE PROJECT

Bolton & Menk Consulting Engineer Rardin reviewed the amended engineering contract for the Lift Station No. 3 Forcemain Reroute Project.

The total estimated cost for services included survey, geotechnical investigation, preliminary engineering, and final engineering. Construction plans were developed and reviewed by City staff but public bidding was delayed due to the railroad permit and Foley Road right of way issue.

Bolton & Menk has requested a fee amendment due to the following circumstances:

- During design, Bolton & Menk survey staff identified areas where no easement was dedicated with the COSTCO Plat as indicated in the original project RFP and as understood by City staff. As a result, the City Attorney has initiated a process to obtain the originally intended easement area in the COSTCO Plat. To date, the City has received and recorded an easement for parcels held by the Costco Wholesale Corporation but has not received a response from the other property owner, Michael Holdings of Baxter, LLC.
- It was identified during railroad utility permitting that the Burlington Northern Railroad still retained ownership of the Foley Road right-of-way (MnDOT R/W parcels 200 and 200B) and that the City would pay significant initial and annual utility permit fees as a

result. We understand that the City Attorney is attempting to acquire the easement areas and that the City would like us to identify and design a new forcemain route that will remove forcemain length from Railroad utility permit fee responsibility.

- During 2015 construction of Inglewood Road improvements were completed in the Fairview Road/Madeline Avenue area, which included completing a portion of the planned Lift Station #3 forcemain re-routing. Those changes will need to be updated and integrated into the Lift Station #3 Forcemain Re-route plans.

The following scope of services and costs are listed below:

1. Survey Services to obtain field topographic data and utility locates along T.H. 371 south of the railroad tracks and integrate changes into the design field.
Estimated cost = \$1,790.00
2. Revise plans to include Inglewood Road/Fairview Road/Madeline Avenue 2015 construction information and prepare new forcemain alignment south of the railroad tracks along T.H. 371 to reduce or limit annual railroad permit fee.
Estimated cost = \$7,660.00
3. Additional work, as requested, to assist City Staff and the City Attorney acquire easements and railroad utility permit will be billed per the agreed to staff billing rates.

MOTION by Commissioner Crochet, seconded by Commissioner Franzen to recommend City Council approve the Bolton & Menk Proposal for Amended Engineering Services for the Baxter Lift Station No. 3 Forcemain Reroute Project in the estimated amount of \$9,450.00 plus additional work as requested will be billed per hour at the agreed upon staff billing rates in the agreement. Motion carried unanimously.

EXCELSIOR ROAD IMPROVEMENT PROJECT PARTIAL PAY ESTIMATE NO. 7

SEH Consulting Engineer Hedlund request the commission rescind Anderson Brothers Construction Final Pay Estimate No. 7 in the amount of \$107,075.84 at the January 5, 2016 Utilities Commission meeting.

Mr. Hedlund explained that during record drawing preparation and closeout paperwork, an estimated 300 foot segment of Excelsior Road on the first curve west of Broadmoor Drive where the inslope was graded steeper than planned. The 300 foot segment is where the guardrail used to be and will need to be addressed prior to closing out the project.

Mr. Hedlund has contacted Anderson Brothers Construction regarding this matter and they have stated this work could be completed in 1 – 2 days in the spring after the frost in the ground was gone. This work will not require any detour or closing of the roadway.

Commissioner Franzen inquired on how this occurred when there is an inspector for the project. Mr. Hedlund stated that unfortunately it was not caught during construction of the project. Commissioner Franzen inquired if there would be any additional cost for the repair since he felt the City should not be the responsible party. Mr. Hedlund stated that at this time it will be treated as a warranty issue.

Public Works Director/City Engineer Walter inquired if enough retainage was being held to cover the work? Mr. Hedlund stated that \$12,000.00 is what the estimated value of the work is and that retainage is still approximately \$20,000 which will cover the cost of work that needs to be completed.

Commissioner Franzen reiterated that the City should have no cost on this repair since there was a project manager to oversee the project. Chairman Yliniemi stated that this problem shouldn't have occurred since it was clearly shown on the project plans.

Commissioner Franzen inquired if the repair will damage any of the existing area and Chairman Yliniemi stated that the City of Baxter should not have to pay for any reseeding. Mr. Hedlund stated that approximately 600 yards of material will be needed for the repairs and then reseed the entire area up to the bituminous shoulder of the road.

MOTION by Commissioner Wolf, seconded by Commissioner Crochet to recommend City Council rescind the January 6, 2016 motion 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. Motion carried unanimously.

MOTION by Commissioner Wolf, seconded by Commissioner Crochet to recommend City Council approve the Anderson Brothers Construction Partial Pay Estimate No. 7 in the amount of \$85,181.81 for the 2015 Excelsior Road Improvement Project. Motion carried unanimously.

2015 DELLWOOD DRIVE & NOVOTNY ROAD, INGLEWOOD DRIVE AND INDEPENDENCE ROAD PARTIAL PAY ESTIMATE NO. 4

WSN Consulting Engineer Welch reviewed the 2015 Dellwood Drive & Novotny Road, Inglewood Drive and Independence Road Improvements Project Partial Pay Estimate No. 4. Public Works Director/City Engineer Walter requested the pay estimate be tabled until the March 2nd meeting since there are several matters to be addressed, specifically the watermain that was directional bored and has not passed inspection testing.

MOTION by Commissioner Wolf, seconded by Commissioner Franzen to table the R. L. Larson Excavating Partial Pay Estimate No. 4 in the amount of \$44,874.79 for the 2015 Dellwood Drive & Novotny Road, Inglewood Drive and Independence Road Improvements Project until the March 2, 2016 meeting. Motion carried unanimously.

WSN 20-YEAR MAINTENANCE PLAN UPDATE FOR SANITARY SEWER LIFT STATIONS

WSN Consulting Engineer Welch reviewed the 20-Year Maintenance Plan for Sanitary Sewer Lift Stations with the commission. The study addresses updating the unit costs associated with improvements on all lift stations but more specifically the five lift station reconstruction projects and maintenance budgeting for the next five years for the City 5-Year CIP.

MOTION by Commissioner Wolf, seconded by Commissioner Crochet to recommend City Council adopt Resolution No. 2016-XX approving the 20-Year Maintenance Plan Update (2016-2036) for the Sanitary Sewer Lift Stations. Motion carried unanimously.

CROW WING COUNTY 2017 CSAH 48 PROJECT UPDATE

The Crow Wing County 2017 CSAH 48 Project Update was submitted to the commission as information only.

WSN ENGINEERING PROPOSAL FOR THE 2017 CSAH 48 MILL & OVERLAY FROM FOLEY ROAD TO T.H. 210 FEASIBILITY REPORT

WSN Consulting Engineer Welch reviewed the Engineering Proposal for the 2017 CSAH 48 Mill and Overlay from Foley Road to Trunk Highway 210 Feasibility Report.

Crow Wing County had initiated the project by proposing a mill and overlay in 2017. The City responded with requests for additional improvements that were not included in the original scope of the project. The County reviewed the City's response and it was determined the County would stop the mill and overlay project at Foley Road and allow the City to develop a project (with the additional City requested improvements) from Foley Road to Trunk Highway 210.

WSN understands the project will consist of the following improvements:

- Silent railroad crossing improvements
- Coordination with BNSF Railway
- Coordination with MnDOT Rail Office
- Separated trail improvements from TH 210 to Foley Road on the east side of CSAH 48
- Urban roadway improvements with storm sewer

The proposed scope of services for the Feasibility Study includes the following:

WSN proposes to complete a feasibility study to lay out the proposed improvements, calculate associated costs and lay out project implementation/cost share. Specific items included in the proposal include:

- Research of existing documents and record drawings
- Preparation of preliminary study exhibits and geometric layout
- Coordination with BNSF Railway and MnDOT Rail Office
- Estimated preliminary quantities.
- Preparation of preliminary cost estimates and cost share.
- 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, Utilities Commission and Council.
- Prepare final study based on City review comments.

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 \$6,300.00.

MOTION by Commissioner Crochet, seconded by Commissioner Christofferson to recommend City Council approve the WSN Engineering Proposal for the 2017 CSAH 48 Mill & Overlay Project from Foley Road to T.H. 210 Feasibility Report in the Not to Exceed amount of \$6,300.00. Motion carried unanimously.

WSN ENGINEERING PROPOSAL FOR LONG RANGE & SANITARY SEWER MAPPING UPDATE

WSN Consulting Engineer Welch reviewed the Long Range and Sanitary Sewer Mapping Update.

The proposal includes the following anticipated tasks:

- Incorporate existing sanitary sewer and water mains that have been installed since the 2007 update. A partial list of completed projects would include: Isle Drive Extension, North Inglewood Drive Improvements, Dellwood Drive & Novotny Road Improvements, Independence Road, Falcon Drive, Woida/ Wildflower/ Franklin, Baxter Town Center Improvements, and the South Perch Lake Improvements.
- Incorporate information from new or updated feasibility studies or reviews that have been completed since the 2007 update. A partial list of these studies include: Eagle Drive Area, North Forestview Drive, North Perch Lake, Northeast Baxter Area, Excelsior/Fairview/ Dellwood Intersection and the long range water study.

- Incorporate private development project information that have been completed since the 2007 update. Examples of these would include Costco and JC Penney. We would need to work with City staff to obtain a list of these types of projects and obtain the data relative to utility work.
- Revise the existing sanitary sewer and water distribution service boundaries based on the completed projects.
- Review and update (as needed) all future water and sewer extensions shown on the map. This would involve checking all proposed pipe sizes, elevations, and bury depths based on currently available elevations from aerial topography.
- Preparation of a new water distribution and sanitary sewer long-range utility extension maps for use by the City.

WSN proposes to perform the services described on an hourly basis for the Not to Exceed amount of \$9,500.00.

MOTION by Commissioner Crochet, seconded by Commissioner Franzen to recommend City Council approve the WSN Engineering Proposal for Long Range Water & Sanitary Sewer Mapping Update in the Not to Exceed amount of \$9,500.00. Motion carried unanimously.

WSN MEMO YEAREND 2015 ROAD STATUS UPDATE AND MSAS MILEAGE CERTIFICATION

The WSN memo for the Year-End 2015 Road Status Update and MSAS Mileage Certification was submitted to the commission as information only.

WSN MEMO – HOLIDAY STATION STORE GROUND WATER CONTAMINATION

The WSN Memo on the Holiday Station Store Ground Water Contamination was provided to the commission as information only.

The Holiday Station Store petroleum release site, MPCA Leak No. 18101, at Excelsior Road and State Highway 371 was discovered on July 27, 2010. The release was apparently of gasoline from piping near the tanks. The release was called into the MPCA shortly after discovery and MPCA has been requiring investigation and cleanup following their guidance documents for petroleum releases.

In summary, the release is now over five years old and has been investigated and monitored by Holiday and their consultant. Product removal from the monitoring wells has been completed

and free product does not remain in significant amounts. The MPCA has monitored the results of the investigation and is requiring a plan to address the long term concerns with the dissolved phase contamination and the PVC water supply line to the Holiday Store. The risks to the City of Baxter infrastructure have been addressed during the investigation process and we believe the risks are currently low for the impacts to the City's infrastructure.

2015 PAUL BUNYAN TRAIL BRIDGE INSPECTION

The 2015 Paul Bunyan Trail Bridge Inspection was provided to the commission as information only. The Minnesota Department of Natural Resources assisted the City with completion of the inspection this year which will allow the City time to budget for the inspection in 2017.

The City of Baxter will be the program administrator of this bridge and inspections will need to be completed on a 2 year inspection cycle.

5-YEAR CAPITAL IMPROVEMENTS PLAN AND MAP

The capital improvements plan and map was submitted to the commission as information only.

TKDA FIXED NETWORK WATER METER REPLACEMENT PROJECT PLANS AND SPECIFICATIONS

The TKDA water meter replacement plans and specifications will be enclosed with the March 2 packet as information only. The council took action on the plans and specifications at the February 2, 2016 council meeting.

WHISKEY CREEK SUBWATERSHED REPORTS

The Whiskey Creek Subwatershed Reports was submitted to the commission as information only.

FRANCHISE FEES UPDATE

The franchise fees update was submitted to the commission as information only.

WASTEWATER TREATMENT PLANT CHARGES FOR DECEMBER 2015

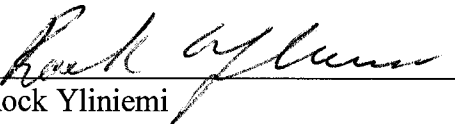
The Brainerd Public Utilities Wastewater Plant Charges for December 2015 was submitted to the commission as information only.

ADJOURNMENT

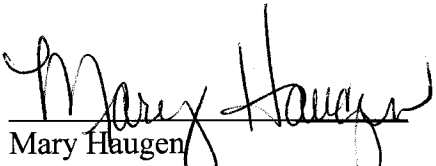
MOTION by Commissioner Crochet, seconded by Commissioner Christofferson to adjourn the meeting at 9:00 p.m. Motion carried unanimously.

Approved by:

Submitted by,



Rock Yliniemi
Chairman



Mary Haugen
Administrative Assistant