

## UTILITIES COMMISSION

February 8, 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 Dave Franzen, Jack Christofferson, Chairman Rock Yliniemi and Council Liaison Mark Cross.

MEMBERS ABSENT: Commissioner Doug Wolf.

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

OTHERS PRESENT: WSN Consulting Engineer Aric Welch & Tim Ramerth, WSB Consulting Engineers Chuck Rickart, Chris Sonmor & Dave Schultz, SEH Consulting Engineer Scott Hedlund, and Bolton & Menk Consulting Engineer Bryan Drown.

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 Christofferson, seconded by Commissioner Franzen to approve the Utilities Commission minutes of January 3, 2018. Motion carried unanimously.

### **CAMPING WORLD STORMWATER MANAGEMENT PLAN**

Public Works Director/City Engineer Walter reviewed the Camping World Stormwater Management Plan and had no concerns with the water, sanitary sewer or stormwater layout. The developer is moving and relocating one fire hydrant. Storm water ponds were designed to meet the 5-year stormwater requirements for all existing impervious surfaces and 100-year stormwater requirements on all new impervious surfaces.

**MOTION** by Commissioner Franzen, seconded by Commissioner Christofferson to recommend City Council approve the Camping World stormwater management plan for 100-year design on all new impervious surfaces and 5-year design on all existing impervious surfaces. Motion carried unanimously.

### **CAMPING WORLD PLANNED UNIT DEVELOPMENT**

Public Works Director/City Engineer Walter reviewed the Planned Unit Development for Camping World. This is in front of the commission for the second time and comments from Community Development Director Doty have been incorporated into the plans.

**MOTION** by Commissioner Franzen, seconded by Commissioner Christofferson to advise Planning & Zoning that the Utilities Commission has no concerns with the Camping World Planned Unit Development contingent on the following:

1. Stormwater Management Plan as per city ordinance.
2. Stormwater Maintenance Agreement as per city ordinance.

3. Signed Developers Agreement before a building permit is issued.  
Motion carried unanimously.

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

WSB Senior Project Manager Dave Schultz gave a brief introduction of himself and his past work history. Mr. Schultz formerly worked for the MN Department of Health as a regional supervisor for 35 years and started with WSB back in September of 2017. Mr. Schultz is very familiar with the City of Baxter's water system as he was the MN Department of Health as a Regional Supervisor overseeing the Baxter Plant since the plant was built in 2007.

The MN Department of Health considers biological filtration to be an efficient and effective treatment method for treating ammonia and other contaminants in public drinking water supplies. Ammonia is known to cause nitrification, taste and other issues and may be a root cause of lead and copper corrosion. Biological filtration creates the right robust environment to grow "good bugs" to destroy unwanted contaminants, such as ammonia, iron and manganese. Goals for this pilot study includes:

- Removal of ammonia, iron and manganese below secondary standards. Saving the city money in chemical and power costs. Estimated savings in chlorine reduction of 75% alone.
- Increased plant capacity through longer filter run times and increased flow. Using existing treatment plant infrastructure with minor engineered modifications.
- Increased water quality in distribution. With consistent removal rates and lowering the DBP formation potential with lower chlorine feed rates.
- Baxter's treatment plant is setup well to be converted to a biological plant with minimal changes.

Mr. Schultz explained that WSB will assist the City and complete the study at no cost to the City except for City staff time to run the pilot plant, lab supplies and conduct daily testing. WSB owns a skid mounted biological filtration water treatment pilot plant that will be set up and installed inside the water treatment plant by WSB staff. WSB will train City staff to operate the pilot plant for the duration of the study.

Public Works Director/City Engineer Walter stated city costs will be the lab supply costs and 40 – 60 hours of staff time for the 6 – 8 week study if the study goes longer the City staff hours will increase accordingly.

**MOTION** by Commissioner Franzen, seconded by Commissioner Christofferson to recommend City Council approve the WSB Proposal for Biological Filtration Water Treatment Plant Pilot Study and dedicate 40 – 60 staff hours and lab supplies towards the pilot study. 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.

**BOLTON & MENK PROPOSAL FOR ENGINEERING SERVICES FOR THE 2018 SEALCOAT IMPROVEMENTS PROJECT**

Public Works Director/City Engineer Walter stated the Bolton & Menk proposal was for design and bidding of the 2018 sealcoat/chip sealing Improvements Project. Mr. Walter had no concerns and recommended approval.

**MOTION** by Commissioner Christofferson, seconded by Commissioner Franzen to recommend City Council approve the Bolton & Menk Proposal for Engineering Services for the 2018 Sealcoat Improvements Project in the estimated amount of \$24,500.00. Motion carried unanimously.

**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 QUALITY FLOW QUOTE FOR SANITARY SEWER LIFT STATION NO. 2**

SEH Consulting Engineer Hedlund reviewed the Quality Flow Systems quote for the pumps and control panel for Sanitary Sewer Lift Station No. 2 for the 2018 Cypress Drive Improvements Project. Mr. Hedlund 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 Christofferson, seconded by Commissioner Franzen to recommend City Council approve the Quality Flow Quote for Sanitary Sewer Lift Station No. 2 in the amount of \$64,890.00 for the 2018 Cypress Drive Improvements Project. Motion carried unanimously.

**2018 CYPRESS DRIVE IMPROVEMENTS PROJECT QUALITY FLOW QUOTE FOR STORM WATER LIFT STATION NO. 2**

SEH Consulting Engineer Hedlund reviewed the Quality Flow Systems quote for the pumps and control panel for Storm Water Lift Station No. 2 for the 2018 Cypress Drive Improvements Project. Mr. Hedlund 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 Christofferson, seconded by Commissioner Franzen to recommend City Council approve the Quality Flow Quote for the Storm Water Lift Station No. 2 in the amount of \$69,780.00 for the 2018 Cypress Drive Improvements Project. 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.

**2019 GREENWOOD ROAD IMPROVEMENTS MEMORANDUM**

SEH Consulting Engineer Hedlund explained City Council had directed SEH to investigate options to address the existing flooding issues on Greenwood Road because Greenwood Road is scheduled for

2019 under the annual citywide street rehabilitation program therefore 2019 would be a good opportunity to address the water concerns.

- Alternative No. 1: Maximize available storage in the existing low area. Enlarge roadway ditches and raise north driveway approaches.
- Alternative No. 2: Pump the private pond and existing low area down after storm events. Enlarge road ditches.
- Alternative No. 3 (A and B): Foundation and lot grade modifications to 7980 and 8006 Greenwood Road.
- Alternative No. 4: City purchase and raze 7980 and 8006 Greenwood Road.

There are significant cost factors to each of these options and staff has been directed by City Council to talk with the affected property owners on available options and report back to City Council.

**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 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. 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 feasibility report which included council comments. The commission requested the report be tabled for further review on the bituminous cores of the Parkwood area and Flintwood Drive if there are any other options.

**MOTION** by Commissioner Franzen, seconded by Commissioner Christofferson to table the 2018 Mill & Overlay and Full Depth Reclamation Improvements Project Feasibility Report until the March 7, 2018 meeting. Motion carried unanimously.

**WSB PROPOSAL FOR RIGHT-OF-WAY PLATTING OF CEDAR SCENIC ROAD FOR THE 2018 MILL & OVERLAY AND FULL DEPTH RECLAMATION IMPROVEMENTS PROJECT**

Public Works Director/City Engineer Walter informed the commission this proposal will clean up existing right-of-way issues on Cedar Scenic Road.

**MOTION** by Council Liaison Cross, seconded by Commissioner Christofferson to recommend City Council approve the WSB Proposal for Right-of-Way Platting of Cedar Scenic Road in the not to exceed amount of \$4,500.00 and have City Attorney Person proceed with quiet title action. 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.

**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.

**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.

**2021 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.

**ANNUAL WATER AUDIT IMPLEMENTATION PROJECT MONTHLY UPDATE**

Chairman Yliniemi inquired if there were any questions or concerns with the Annual Water Audit Implementation Project Monthly Update. Mr. Walter stated the project has been finalized and will be removed from any further agendas.

**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.

**SECTION 6 AREA A1 STORMWATER OUTLET DESIGN FROM CLEARWATER ROAD TO WOIDA ROAD IMPROVEMENTS APPRAISAL QUOTE**

WSN Consulting Engineer Welch explained the proposal is for the five areas necessary to complete the project. The total cost of the appraisals is \$7,500.00 and Mr. Welch has no concerns with the appraisals and recommends approval.

**MOTION** by Council Liaison Cross, seconded by Commissioner Franzen to recommend City Council approve the Bill Ludenia Quote to complete appraisals on five parcels at \$1,500.00 per parcel (\$7,500.00) for the Section 6 Area A1 Stormwater Outlet from Clearwater Road to Woida Road Improvements Project. Motion carried unanimously.

**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.

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

**SOUTH INTERCEPTOR AND NORTH FORESTVIEW IMPROVEMENTS PROJECT FEASIBILITY REPORT**

WSN Consulting Engineer Welch reviewed the feasibility report extending sanitary sewer, water, and bituminous roadway and trail surface improvements.

The report addresses Lift Station No. 9, 12, 15, 22 and 23 flows being rerouted to a more direct discharge route to the wastewater treatment facility. The city has been preparing for this rerouting for many years and segments of dry forcemain have already been constructed.

Mr. Welch reviewed project costs and construction timelines as there is a potential to extend into a second year depending on weather conditions. The City could consider breaking the project into multiple construction projects and seasons.

**MOTION** by Council Liaison Cross, seconded by Commissioner Christofferson to recommend City Council adopt Resolution No. 2018-XX accepting the South Interceptor and North Forestview Improvements Project Feasibility Report. Motion carried unanimously.

**WSN AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES FOR THE WATER TREATMENT PLANT GENERATOR**

Public Works Director/City Engineer Walter reviewed the proposal for design and bidding of a backup generator at the Water Treatment Plant. The MN Department of Health recommended the City have an emergency backup generator, so the City can supply water in case of a natural disaster or other emergencies.

**MOTION** by Commissioner Christofferson, seconded by Council Liaison Cross to recommend City Council approve the WSN Agreement for Professional Services for the Water Treatment Plant Generator in the not to exceed amount of \$13,750.00. Motion carried unanimously.

**2018 WATER TREATMENT PLANT FLUME REPLACEMENT PROJECT MONTHLY UPDATE**

Chairman Yliniemi inquired if there were any questions or concerns with the 2018 Water Treatment Plant Flume Replacement Project Monthly Update. There was no new information or questions from the commission or the public.

**2018 WATER TREATMENT PLANT FLUME REPLACEMENT PROJECT CHANGE ORDER NO. 1**

Public Works Director/City Engineer Walter reviewed Change Order No.1 for the Water Treatment Plant Flume Replacement Project. Mr. Walter had no concerns with the change order and recommended approval.

**MOTION** by Council Liaison Cross, seconded by Commissioner Franzen to approve the Eagle Construction Company Change Order No. 1 in the increased amount of \$13,550.00 for the 2018 Water Treatment Plant Flume Replacement Project and change the substantial completion date from March 30, 2018 to April 13, 2018 and final completion date from April 13, 2018 to April 27, 2018. Motion carried unanimously.

**2017 – 2018 WATER TREATMENT PLANT FLUME REPLACEMENT PROJECT PARTIAL PAY ESTIMATE NO. 2**

Public Works Director/City Engineer Walter reviewed Partial Pay Estimate No. 2 for the Water Treatment Plant Flume Replacement Project. Mr. Walter had no concerns with the pay estimate and recommended approval.

**MOTION** by Commissioner Franzen, seconded by Commissioner Christofferson to recommend City Council approve the Eagle Construction Company, Inc. Partial Pay Estimate No. 2 in the amount of \$86,255.25 for the 2018 Water Treatment Plant Flume Replacement Project. Motion carried unanimously.

**MPCA MS4 INFORMATION**

The MPCA MS4 information was submitted to the commission as information only.

**WASTEWATER TREATMENT PLANT CHARGES FOR DECEMBER 2017**

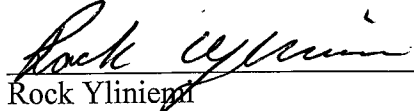
The wastewater treatment plant charges for December 2017 was submitted to the commission as information only.

**ADJOURNMENT**

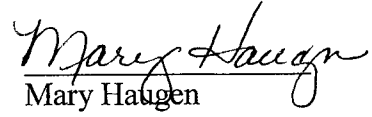
**MOTION** by Council Liaison Cross, seconded by Commissioner Christofferson to adjourn the

meeting at 7:45 p.m. Motion carried unanimously.

Approved by:

  
\_\_\_\_\_  
Rock Yliniemi  
Chairman

Submitted by:

  
\_\_\_\_\_  
Mary Haugen  
Administrative Assistant