

## UTILITIES COMMISSION

February 11, 2015

The regular meeting of the Baxter Utilities Commission was called to order at 5:03 p.m. by Chairman Rock Yliniemi.

MEMBERS PRESENT: Commissioners Shawn Crochet, Chairman Rock Yliniemi, and Council Liaison Mark Cross.

MEMBERS ABSENT: Commissioner Dave Franzen.

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

OTHERS PRESENT: WSN Consulting Engineer Aric Welch.

### **APPROVAL OF MINUTES**

**MOTION** by Commissioner Crochet, seconded by Council Liaison Cross to approve the Utilities Commission minutes of January 7, 2015. Motion carried unanimously.

### **REVIEW OF THE 2015 DRAFT ISLE DRIVE EXTENSION PROJECT PLANS AND SPECIFICATIONS**

City Consulting Engineer Welch reviewed the draft 2015 Isle Drive Extension Project Plans with the commission and an extensive discussion was held on the layout of sanitary sewer and water mains.

Bituminous roadway width and trail segments were discussed and the commission was informed the County would not allow a dedicated bike lane when a multi-modal trail was available on Isle Drive (Mapleton Road).

Council Liaison Mark Cross brought up the issue of current and future screening of the power substation. The power substation will be at the main entrance to the City Center property in the future and the City should starting thinking about that issue.

**MOTION** by Commissioner Crochet, seconded by Council Liaison Cross to hold a special Utilities Commission meeting on Wednesday, February 25<sup>th</sup> at 5:00 p.m. to review the final plans and specifications for the 2015 Isle Drive Extension Project. Motion carried unanimously.

### **WSN AGREEMENT FOR PROFESSIONAL ENGINEERING AND SURVEYING SERVICES FOR THE FOREST DRIVE AREA STORMWATER IMPROVEMENTS**

Public Works Director/City Engineer Walter gave a brief review of the Forest Drive surface flooding situation that occurred in the spring of 2014. City Council had directed staff to budget and schedule the project for 2015.

In 2014, the Forest Drive area between Excelsior Road and Fox Road experienced localized flooding of surface water requiring City intervention in the form of pumping to protect private

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properties from damage. The affected area has no natural storm water outlet, and localized surface water ponding can be expected as a result of heavy or prolonged rainfall events under high ground water conditions.

City Consulting Engineer Welch reviewed the Agreement for Professional Engineering and Surveying Services for the Forest Drive Area Stormwater Improvements.

### Preliminary Survey Services

WSN proposes to complete a preliminary topographic survey of the project area suitable for the design of the proposed improvements. Items included with this proposal are:

- Establish vertical and horizontal control points within the project area
- Field survey existing conditions and topography for vertical and horizontal location information
- Coordinate field location of existing utilities
- Record and document location of mapped or marked utilities if available
- 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
- Prepare base topographic drawing and existing ground surface

### Wetland Delineation Services

WSN proposes to delineate wetlands located within the project limits, prepare a wetland delineation report and submit the report to Crow Wing County for review and approval. Items included in the proposed scope of services are as follows:

- Review existing records/maps/surveys and existing data as required by the 1987 U.S. Army Corps of Engineers Wetland Delineation Manual
- Conduct a site reconnaissance and stake wetland boundaries based on existing hydrology, vegetation and soils
- Survey location of delineated wetland boundaries
- Prepare a delineation report suitable for submittal to all applicable regulatory authorities
- Submit report to Crow Wing County for review and approval

Please note, tasks associated with wetland mitigation, if required, are not included in this proposal. Based on preliminary information, WSN does not believe wetland mitigation will be necessary. Additional topographic, wetland and design information will be needed before a final determination can be made.

### Design Services

WSN will prepare design drawings and contract documents suitable for the City to solicit quotes. Items included in the proposed scope of services include:

- Preparation of project plans, including the following:
  - Title sheet
  - Statement of estimated quantities
  - Typical construction details and sections

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- Traffic Control Plan
- Existing conditions and removal plans
- Temporary and permanent erosion control details and plans
- Storm sewer schedule
- Ditch and storm sewer and plan and profile sheets
- City Staff review submittal
- Final plan preparation
- Preparation of quotation documents and specifications
- Preparation of Engineer's Estimate of Probable Construction Cost
- Final plan review with City staff, Utilities Commission and City Council

### Easement Services

Preparation of three to five easements (depending on storm sewer alignment) will be required to complete the proposed project. WSN will prepare easement sketches and descriptions suitable for the preparation of easement documents. Items included in the proposed scope of services are as follows:

- Prepare a sketch and description of the required easement areas and forward to the City Attorney for easement documentation preparation
- Contract affected property owners and distribute easement documentations
- Collect signed easement documents. WSN assumes City Staff or the City Attorney will record the easements with the County

Please note, detailed or extended easement negotiations are not included in the scope of services. WSN assumes City staff will handle easement details and payment negotiations.

### Quotations Services

WSN assumes City staff will perform the majority of the quotation solicitation duties including distribution of the quotation package, preparation of the bid tabulation, bid review and award recommendation. WSN will assist the City in quoting the project by providing the following services:

- Provide the City with paper and electronic copies of the quotation package
- Reply to contractor questions and inquiries, when necessary
- Prepare and distribute addenda, if necessary

### Construction Staking

WSN proposes to provide construction staking and field survey services associated with the proposed construction. Specific tasks included with this proposal are:

- Re-establish vertical and horizontal control in the project area
- Generate staking files for the design elements shown in the plans
- Provide construction staking for ditch and storm sewer construction
- Document staked point locations and elevations
- Provide Contractor with construction staking information

### Construction Administration and Observation

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WSN assumes City Staff will be responsible for most of the construction administration and a significant portion of observation duties associated with this project. WSN proposed to assist the City by providing the following tasks:

- Review Contractor material submittals for compliance with the specifications
- Provide part-time field observation. WSN has assumed City staff will complete approximately half of the required observations.
- SWPPP monitoring
- Preparation of Contractor payment requests
- Review and preparation of change orders and work directives
- Review project status, pay estimate and change orders with Utilities Commission and City Council
- Assist the City with the final walkthrough and project closeout

### Post-Construction Services

WSN will complete post-construction services in accordance with City requirements. Specific tasks included with this proposal are:

- Complete record drawing survey of new or altered storm sewer, sanitary sewer and water pipes, structures and appurtenances
- Re-establish removed or disturbed property boundary markers
- Preparation of property boundary certificate of survey
- Preparation of “Record Drawing” documents

WSN proposes to perform the services described above for the Not to Exceed amount of \$13,250.00.

Public Works Director/City Engineer Walter explained some of the ditching design and construction was completed with the Section 6 Stormwater Outlet in 2005. Since the proposed development of “Baxter Woods” did not occur the ditch was never fully constructed.

WSN had previously designed the storm water ditch and therefore is able to use some of the previous survey information and design information which resulted in a lower proposal since it was a reduction in engineering design and surveying fees.

Chairman Yliniemi inquired if any further action had been taken on setting a policy on liability requirements for professional services. Public Works Director/City Engineer Walter informed the commission that he not seen any formal policy or determination from the City Administrator. City Administrator and City Council is aware of the issue and that it is a concern of the Utilities Commission. Public Works Director/City Engineer Walter informed the commission that WSN has crossed out the capping of liability on their proposed contract under Article 22 of their general provisions of professional agreement

The City Council has adopted a request for proposals (RFP) policy for any professional services over \$15,000. Public Works Director Walter informed the commission the proposal does not require an RFP since it is below the \$15,000.00 threshold.

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**MOTION** by Commissioner Crochet, seconded by Council Liaison Cross to recommend City Council approve the WSN Agreement for Professional Engineering and Surveying Services for the Forest Drive Area Stormwater Improvements in the not to exceed amount of \$13,250.00. Motion carried unanimously.

### **PAVEMENT STRIPING POLICY REVIEW**

Public Works Director/City Engineer Walter informed the commission the Striping Policy had been placed on hold while consideration was given to a pavement management plan. Since the direction is to continue with chip sealing and mill and overlay projects discussion needs to continue on the City's striping policy. A policy recommendation needs to occur before 2016.

### **BAXTER LIGHTING PROGRAM YEAR-END 2014**

The Crow Wing Power Baxter Lighting Program Year-End 2014 was submitted to the commission as information only.

### **BRAINERD PUBLIC UTILITIES WASTEWATER BOD & TSS RESULTS FOR DECEMBER 2014**

The BOD & TSS results for December 2014 were submitted to the commission as information only.

### **2015 ISLE DRIVE EXTENSION PROJECT**

Public Works Director/City Engineer Walter informed the commission the City of Baxter received a project memorandum from WSB & Associates regarding the Northern Long-Eared Bats that could be located within the Isle Drive Extension Project Area. At this time, all 87 Minnesota counties are currently considered to contain potential habitat for the bat.

During the winter, the bats typically use large caves or mines with large passages and entrances; constant temperatures; and high humidity with no air currents. During summer, the bats roost singly or in colonies underneath bark, in cavities, or in crevices of both live and dead trees.

Loss or Degradation of Summer Habitat from highway and commercial development, surface mining, and wind facility construction permanently remove habitat and are prevalent in many areas of this bat's range. Timber harvest and forest management can remove or alter (improving or degrading) summer roosting and foraging habitat.

In order to minimize any possible negative impacts to the Northern Long-Eared Bats, WSB Project Manager, Chuck Richart is recommending that all clearing for the Isle Drive Extension be completed by the end of March 2015. To accomplish this by the end of March, Mr. Richart recommends quoting the project immediately and returning to the Council meeting on March 3, 2015 for possible Council approval of a contract.

### **ADJOURNMENT**

**MOTION** by Commissioner Crochet, seconded by Council Liaison Cross to adjourn the meeting at 6:30 p.m. Motion carried unanimously.

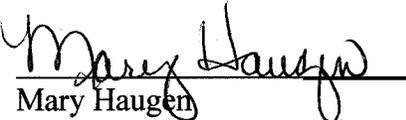
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Approved by:



Rock Yliniemi  
Chairman

Submitted by,



Mary Haugen  
Administrative Assistant