

UTILITIES COMMISSION

March 8, 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 Doug Wolf, Dave Franzen, Chairman Rock Yliniemi and Mayor Darrel Olson.

MEMBERS ABSENT: Commissioner Jack Christofferson and Council Liaison Mark Cross.

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

OTHERS PRESENT: WSN Consulting Engineers Aric Welch & Laura Hagstrom, SEH Consulting Engineer Scott Hedlund, WSB Consulting Engineer Chuck Rickart, Anderson Brothers Representatives Mike Niemi & Scott Hendrickson, Steve & Debbie Vitale, Teresa Tamiko and Dave Schonrock.

APPROVAL OF MINUTES

MOTION by Commissioner Franzen, seconded by Commissioner Wolf to approve the Utilities Commission minutes of February 8, 2017. Motion carried unanimously.

2016 FAIRVIEW ROAD IMPROVEMENTS TRANSVERSE CRACKING

Public Works Director/City Engineer Walter informed the commission that a concerned citizen had brought up the traverse street cracking on Fairview Road at the February 21st council meeting. Mr. Walter stated SEH Engineer Scott Hedlund and representatives from Anderson Brothers are in attendance to address this concern.

SEH Engineer Hedlund informed the commission he had driven the 1.5 miles of streets from last year's project and there are 22 transverse cracks of various lengths along Fairview Road. The cracking in question is transverse cracks which is a result of the low temperatures, our freeze/thaw climate and extreme differential temperature changes. This winter had extreme temperature swings, from extremely cold to unseasonably warm along with three rain events in December and January. With the ground being frozen and the blacktop heating up with the sun, this caused expansion and contraction of the bituminous which leads to thermal cracking. Mr. Hedlund stated the cracking is not excessive nor does it indicate any total failure of the pavement or subgrade surfaces.

Commissioner Wolf inquired on the size of the cracking that occurred and is there any future concern with the pavement. Mr. Hedlund explained the cracks are very narrow and will tighten up with warmer weather. The city does do regular maintenance on the roadways which includes crack sealing, router & seal, blow & go and full depth reclamation to extend the life of the bituminous.

Anderson Brothers Senior Vice President of Operations Michael Niemi informed the commission that after looking at the pavement on Fairview Road as requested, and looking at other projects in the area, Anderson Brothers did not see any abnormalities along Fairview Road other than normal thermal cracking. Anderson Brothers Construction uses the Minnesota Department of Transportation certified mix designs and the City bituminous contains a "C" based polymer oil to allow for pliability.

The commission inquired on the most effective way to repair transverse cracking. Mr. Niemi explained the following asphalt repair processes:

- Rout and Seal Process - the crack is enlarged with a power router along the exposed face to form a V-shaped groove. The groove is filled and sealed with sealant.
- Blow & Go Process – cracks are clean and dry before the sealant is placed. Maintenance is normally done in the spring and fall when the cracks are visible.
- Chip Sealing - a bituminous binder covered with clean graded aggregate, applied to an existing asphalt surface.
- Mill and Overlay – removal of part of the bituminous surface of a roadway. Milling removes anywhere from just enough thickness to level and smooth the surface to a full depth removal.
- Full depth reclamation - rebuilds worn out asphalt pavements by recycling the existing roadway. Old asphalt and base materials are pulverized using a specialized machine called a reclaimer. On top of the pulverized material, water is added to reach the moisture content for compaction and then a variety of materials are incorporated for stabilization. A reclaimer is used again to mix all the materials. After shaping and grading, the new base is compacted to produce a strong, durable base for either an asphalt or concrete surface

Mr. Niemi stated that in the options he just mentioned he would recommend rout and seal on all new cracks and blow and go on all cracks that have been routed in the past. It is more abrasive to the new street but you need a big enough void to hold the material in place and keep the crack sealed year around.

Dave Schonrock, 6056 Fairview Road stated he was the concerned citizen that had attended the February 8th council meeting. Mr. Schonrock feels that since road was reconstructed last year and with the cracking that is occurring something is structurally wrong. Every contractor he has talked to state wide says no cracking should occur during the first three years if the road was constructed properly and he would like to know why this is occurring.

Anderson Brothers Representative Scott Hendrickson asked him what he felt was wrong with the roadway. Mr. Schonrock stated there was not a structurally sound base to hold the material in place.

Mr. Niemi explained that if the construction or bituminous mix was faulty, alligator cracking and raveling (crumbling) would occur. Alligator cracking is caused because of a poor sub base (Class

5) and poor subgrade material (sand). Raveling is loss of pavement material from the surface downward and is caused by the loss of asphalt binder, traffic frequency, weather conditions, asphalt mix design, and compaction of the asphalt during construction. The street is showing no signs of either at this time and therefore in Mr. Niemi opinion there are no issues with the structure on the street.

Mr. Schonrock asked why Inglewood Drive north of Woida Road was chip sealed last year when it was recently reconstructed and what was the City trying to hide. Mr. Walter explained that chip sealing is done on new roads to assist with pavement longevity since the goal is to make the roads last 30 plus years. The chip sealing was also done in order to make the ride a little smooth because the warm mix asphalt required a different means of compaction which left a rougher ride to the general public.

The commission thanked Mr. Schonrock for attending and expressing his concerns.

NORTHLAND ARBORETUM PRELIMINARY & FINAL PLAT

Public Works Director/City Engineer Walter reviewed the Northland Arboretum Plat. The commission had discussed the Arboretum's request for signage at previous meetings and had no concerns with the plat and recommended approval.

MOTION by Commissioner Wolf, seconded by Commissioner Franzen to recommend advising the Planning & Zoning Commission they have no concerns with the Northland Arboretum Preliminary & Final Plat. Motion carried unanimously.

NORTHLAND ARBORETUM RIGHT-OF-WAY VACATION OF EXCELSIOR ROAD

Public Works Director/City Engineer Walter reviewed the Northland Arboretum Right-of-Way Vacation of a portion of Excelsior Road where there is an existing storm water pond. Mr. Walter had no concerns with the vacation and recommended approval.

MOTION by Commissioner Wolf, seconded by Commissioner Franzen to recommend advising the Planning & Zoning Commission they have no concerns with the Northland Arboretum Right-of-Way Vacation of a portion of Excelsior Road. Motion carried unanimously.

PINE GROVE ESTATES PHASE I DEVELOPERS AGREEMENT

Public Works Director/City Engineer Walter reviewed the Pine Grove Estates Phase I Developers Agreement. This is the standard agreement the City uses for water main, sanitary sewer, and storm water; however, this agreement has a new paragraph the Commission has not seen in the past addressing the phasing of the project. Mr. Walter had no concerns with the agreement and recommended approval.

MOTION by Commissioner Franzen, seconded by Commissioner Wolf to recommend City Council approve the Pine Grove Estates Phase I Developers Agreement. Motion carried unanimously.

COUNTY STATE AID HIGHWAY 48 SILENT RAILROAD CROSSING AND TRAIL IMPROVMENTS PROJECT PLANS

WSN Consulting Engineer Welch reviewed the County State Aid Highway 48 Silent Railroad Crossing and Trail Improvements Project plans and specifications. Mr. Welch reviewed the detour route since both lanes of traffic will need to be shut down for a short period of time in order to construct.

Mr. Welch explained the plans will be added to the County's construction plan set for bidding purposes. Public Works Director/City Engineer Walter had no concerns and recommended approval of the plans.

MOTION by Commissioner Wolf, seconded by Commissioner Franzen to recommend City Council adopt a resolution approving plans and specifications for the County State Aid Highway 48 Silent Railroad Crossing and Trail Improvements Project plans and specifications and authorize advertisement for bids. Motion carried unanimously.

CROW WING COUNTY CONSTRUCTION PLANS & SPECIFICATION FOR THE MILLING & BITUMINOUS SURFACING FOR COUNTY STATE AID HIGHWAY 48

Public Works Director/City Engineer Walter reviewed the Crow Wing County construction plans and specifications for the milling and bituminous surfacing for County State Aid Highway 48.

Mr. Walter stated Crow Wing County will build the storm water ponds and pay for the construction; however, the City would have to pay for property acquisition in the estimated amount of \$1,200.00 and have the ongoing maintenance responsibility. Mr. Walter had no concerns and recommended approval of the plans.

MOTION by Commissioner Franzen, seconded by Commissioner Wolf to recommend City Council adopt a resolution approving the county project within municipal corporate limits of Baxter for milling and bituminous surfacing of County State Aid Highway 48. Motion carried unanimously.

2017 CROW WING COUNTY COST SHARE AGREEMENT FOR THE 2017 CITY OF BAXTER STRIPING PROJECT

Public Works Director/City Engineer Walter reviewed the 2017 Crow Wing County Cost Share Agreement for the 2017 City of Baxter Striping Project. The 2017 Street Budget has \$31,000.00 allocated for city-wide striping. Public Works Director/City Engineer Walter has no concerns with the agreement and recommends approval.

MOTION by Commissioner Wolf, seconded by Commissioner Franzen to recommend City Council approve the 2017 Crow Wing County Cost Share Agreement for the 2017 City of Baxter Striping Project in the estimated amount of \$29,893.27. Motion carried unanimously.

2017 CHIP SEALING IMPROVEMENTS PROJECT UPDATE

Bolton & Menk Consulting Engineer Drown had submitted a brief update on the project.

Work Completed

The City Council granted approval of plans and specifications and authorized advertising for bids on February 21, 2017. The project includes approximately 10.5 miles of city streets and 1.5 miles of city trails. Sealcoating the Public Works Facility at the intersection of Knollwood Drive and Mapleton Road is included as a bid alternate.

Project Schedule and Completion

The project will be advertised March 10th, 17th, and 24th and a bid opening is scheduled for 11:00 a.m. on Thursday, April 6, 2017. The proposed schedule includes Utility Commission review of bids received on Wednesday, May 3, 2017 and City Council award on Tuesday, May 15, 2017.

The following schedule and completion requirements are incorporated into the project:

1. Construction operations are not to be started prior to Wednesday, July 5, 2017, except stockpiling of aggregate materials.
2. The contractor is to notify the City of their proposed work schedule at least five (5) working days in advance of beginning work.
3. All seal coat, fog, and interim pavement marking work required under this Contract is to be completed no later than August 15, 2017 and within fifteen (15) working days from project initiation.
4. All construction operations are to be completed no later than August 29, 2017.

Preliminary Cost Estimate

The preliminary construction cost estimate for the project is \$497,800.00 with a breakdown of streets, trails, and the Public Works Facility as follows:

- Street - \$425,310.74
- Trails - \$13,938.33
- Public Works Facility - \$58,550.92

Engineering Costs

The City contracted with BMI for design and construction services for this project in November 2016 in the amount of \$43,000. No revision to the original contract is noted.

Cedar Scenic Road and Knollwood Drive

The following is an update to the stripping / raveling seen on Cedar Scenic Road and Knollwood Drive street segments chip sealed in 2014:

- A 2013 Minnesota Local Road Research Board (LRRB) research project mentions a lack of proper compaction of underlying pavements as a possible precursor to raveling / stripping if chip sealed.
- A 2014 LRRB research project concluded preventative maintenance should occur within the first two years of the pavement's life to mitigate damage from environmental aging.

- The LRRB has an additional research project “Prevention of Stripping under Chipseals” being prepared by Dave Rettner of American Engineering & Testing (AET) that will be finalized and released in 2017.
- Stripping has predominately been seen in the late 1990’s with underlying pavements utilizing the MnDOT 2340 bituminous specification. The 2002 and 2003 Baxter projects utilized the MnDOT 2350 bituminous specification.
- The bituminous mix designs from 2002 and 2003 do not indicate a high probability of stripping. The asphalt content was 6%. One indicator of raveling / stripping found in research is lower asphalt content.
- The City of Brainerd has not experienced stripping / raveling in their chip seal program. They have utilized chip seals since the early 2000’s and typically chip seal streets 5-10 years after paving.
- It appears freeze / thaw action in the underlying wear course is contributing to the deterioration.

2018 CYPRESS DRIVE IMPROVEMENTS PROJECT MONTHLY UPDATE

SEH Consulting Engineer Hedlund gave brief update on the project.

A. Public Involvement

- A project information letter was mailed to properties within the project limits in October 2016.
- A project open house showing the project layout drawings was held on January 12, 2017.
- Various individual meetings and phone conferences with property owners have occurred.
- Another open house as well as additional individual property owner meetings are planned during the final design phase.

B. Preliminary Design

- The 30% preliminary plans, engineer’s estimate, and row map were submitted to the City and included the February Utilities Commission and City Council meeting packets.

C. Railroad Agreements

- The independent appraisal by CBRE of BNSF parcels was completed February 14, 2017.
 - Appraisal review is scheduled for early March.
 - Next acquisition step is making an offer to purchase the easements based on the appraised value.
- Preliminary plan and easement legal description documents were sent to BNSF in February 8, 2017 with a request to initiate the Construction and Maintenance Agreement process.

D. Phase 1 & 2 Environmental Site Assessments (ESA)

- The Utilities Commission and City Council approved the Phase 1 ESA report at their December 2016 meetings.

- The Phase 2 ESA drilling plan has been developed and reviewed with MnDOT Office of Environmental Stewardship (OES).
 - Drilling on non-BNSF property is planned for March 20 – 22, 2017.
 - Drilling on BNSF property is planned at a later date pending BNSF approval.
- E. Federal Highway Administration (FHWA) Environmental Review and Documentation (aka Project Memorandum (PM) or Environmental Assessment (EA))
 - SEH has been working on developing the environmental review and documentation process per the contract approved by the Utilities Commission and City Council in December.
 - In 2016 SEH had been in discussions with MnDOT on the level and type of environmental review and documentation needed to satisfy the requirements of the National Environmental Policy Act (NEPA), as it relates to the federal funding the project has received.
 - It was unclear at that time whether a PM or EA document will be required.
 - The minimum timeline to complete the PM process is 3 - 4 months.
 - The minimum timeline to complete the EA process is typically 2 – 3 times longer than a PM.
 - This NEPA environmental work is a critical path item for the overall project schedule.
 - On 2/9/17 SEH submitted a 43-page partial NEPA document to MnDOT requesting MnDOT/FHWA permission to proceed following the PM process.
 - On 2/28/17 MnDOT responded that they haven't been able to review the document yet.
- F. Sanitary and Storm Sewer Televising and Review
 - The last of Hydro-Klean's field work was completed the nights of February 20, 21, and 22.
 - Hydro-Klean intends to get their report to SEH by March 3.
 - SEH will then review the report and make recommendations on repairs needed/next steps – if any.
- G. Feasibility Report
 - The report is being developed.
 - The televising results are planned to be incorporated into the report.
- H. Final Design
 - SEH is in the process of developing construction plans.
 - A preliminary utility design meeting was held on 2/24/17.
 - Topographic design survey update work is nearly complete.
 - Additional topo survey along Fairview Road is needed and will be picked up in March.
 - A second round of utility locates is being called in and will need to be picked up.
 - Ongoing weekly design discussions/meetings have been held with City staff.
- I. Right of Way Acquisition and Relocation (non-BNSF parcels)
 - At the request of one property owner, SEH facilitated an early acquisition/relocation process resulting in the City Council approving a purchase agreement at the February 21st meeting.

- SEH has been responding to various property owner questions.

The following is an update on the status of the project budget:

J. Total project budget:

- The February 30% plan submittal total project opinion of probable cost is \$12.9 million.
 - The following unresolved project elements could increase the project cost:
 1. Results of the sanitary sewer and storm sewer televising.
 2. Trail alignment along the north side of TH 210.
 3. Possible reconstruction of Fairview Road.
 4. Right of way acquisition and relocation costs.

K. Consultant budget:

- The following scope changes have occurred to date that impact the consultant budget and will be addressed in future fee amendment request.
 - More than the planned number of Phase 2 ESA borings along TH 210 are being required by MnDOT OES.
 - Additional topo survey for locating private utilities (only partially marked the first time).

**2017 EXCELSIOR ROAD, FAIRVIEW ROAD AND EDGEWOOD DRIVE
IMPROVEMENTS PROJECT MONTHLY UPDATE**

WSB Consulting Engineer Rickart gave a brief update on the project.

The City of Baxter is preceding with the design and construction of 2017 Excelsior Road Area Improvements including:

- Excelsior Road between Inglewood Drive and Forest Drive (residential area) – Full depth reclamation, driveway reconstruction, storm sewer and ditch improvements; street lighting, and right turn removal and bituminous trail on west side of Grand Oaks Drive. – CP 4120
- Excelsior Road between TH 371 and Forest Drive (commercial area) - A roundabout at the new realigned intersection of Excelsior Road and Edgewood Drive; the extension of Edgewood Drive south to the existing Fairview Road through the Fruth property; street and utility construction; new street lighting; new pedestrian facilities, and; adjacent site improvements. – CP 4123

The WSB / WSN team was authorized to begin work on the project by City Council at their December 20, 2016 council meeting.

Through the month of February the following key tasks have been accomplished:

1. Residential Area Improvement Hearing:

- a. The Excelsior Road Residential Area Improvement Hearing was held on February 2, 2017. The project was accepted and authorized for design and bidding.
2. Commercial Area Feasibility Study:
 - a. The Excelsior Road Commercial Area Improvements Feasibility Study was presented at the City Council meeting on February 21, 2017. The Council accepted the Study and set the Improvement Hearing for March 9, 2017.
 - b. Property owner meetings are continuing to be held to discuss the site improvements; review the cost, funding and assessments, and address any property owner questions.
3. Right of Way Acquisition:
 - a. The Title Opinions for the project have been received and the appraisal process will begin in the next few weeks after the construction limits are finalized and staked in the field.
4. Detail Design:
 - a. The soils investigation was completed for the project on February 15, 2017.
 - b. For the Residential Area Improvements a request has been made to move the existing street light from the southeast corner of the Excelsior Road and Grand Oaks Drive intersection to the northwest corner of the intersection in the vicinity of the proposed trail connection. We will review this request with Crow Wing Power as part of the final design.
 - c. For the Residential Area Improvements residents of Firewood Drive have expressed concern with the visibility of the street sign located in the northeast corner of the Excelsior Road and Firewood Drive intersection. The widened shoulder on Excelsior Road, just east of Firewood Drive, is proposed to be removed with the project. This will allow the relocation of street sign closer to Excelsior Road making it more visible.
 - d. For the Commercial Area Improvements the detail design including the construction limits and final alignments is proceeding.
 - e. Utility coordination meetings have been held to identify issues and receive input on the preliminary plans. The meetings helped identify possible alignment modifications to prevent significant impacts and provide locations for relocation of the utilities. Based on these meeting, in order to accommodate the utilities the location of the pedestrian path on the north side of Excelsior Road may be modified during the detail design. Communication with the utility companies through the detail design will continue to insure that any relocations or additions do not impact the project construction schedule.

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

- Positive Realty property easements have been recorded.
- Jeff Pearo from Hilltop Camper & RV is checking again with the bank financing the property.
- Wicklund easement has been sent out but not returned.

Changes

No additional information associated with the claim regarding work around underground utilities has been submitted by the Contractor as requested.

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.

2017 LIFT STATION NO. 10 RECONSTRUCTION PROJECT MONTHLY UPDATE

WSN Consulting Engineer Welch gave a brief update on the project. WSN was authorized to begin design work on January 17, 2017.

Summary of Work Completed to Date

1. Topographic Survey and Property Base Mapping
 - Property base mapping is complete.
 - Topographic survey of the existing conditions is complete.
 - An onsite meeting is scheduled on Friday, March 3rd with City staff review the project and verify existing equipment, dimensions and measurements.
2. Design
 - Preliminary design work is underway.
3. Changes

- City staff has requested a hydrant to be placed next to the lift station for maintenance purposes. Hydrant installation will require excavation under the existing roadway surface to access the watermain located in the west ditch. Our recommendation is to add the hydrant as an alternate bid item. If the City determines the cost is too high, the hydrant can easily be dropped from the project. Engineering cost to add the hydrant is minimal but we will track our costs and request additional fees if necessary.

UTILITY INFRASTRUCTURE ARC FLASH EVALUATION PROJECT MONTHLY UPDATE

WSN Consulting Engineer Welch gave a brief update on the project.

Summary of Work Completed to Date

1. Arc Flash Evaluation Locations
 - Water Treatment Plant.
 - Public Works Facility.
 - Baxter/Brainerd Water Interconnect.
 - 3 Water Towers.
 - 23 Sanitary Sewer Lift Stations.

2. Site survey has been completed by Holden Electric

3. Arc Flash Evaluation
 - Modeling and one line diagrams for most locations are complete.
 - We are working with our software provider to model the unique single phase to three phase configuration of the Lift Station 8.

4. Deliverables
 - Labels have been printed.
 - Report including short circuit analysis, arc fault analysis and one line diagrams is nearly complete.
 - We anticipate delivering the final report and installing labels in March.

MS4 COMPLIANCE PRESENTATION AND WSN PROPOSAL FOR ENGINEERING SERVICES FOR THE MS4 COMPLIANCE UPDATE

WSN Consulting Engineer Welch introduced WSN Engineer Laura Hagstrom to the commission. Ms. Hagstrom reviewed the proposal to assist the City of Baxter with an update of your current Stormwater Pollution Prevention Plan (SWPPP). The update will assist with bringing the City of Baxter's SWPPP into compliance with the Minnesota Pollution Control Agency (MPCA) General Permit (GP) No. MNR040000 for Municipal Separate Storm Sewer Systems (MS4) dated August 1, 2013. The City of Baxter is an MS4 city that was required to be in compliance with the GP as of December 1, 2013.

Key areas to update include:

- Written procedures for Enforcement Response Procedures including inspection forms and notices.
- Update storm sewer map to include outfalls with corresponding required information.
- Ponds, wetlands and lakes inventory and submission to MPCA.
- Best Management Practices update.
- Filing system for educational materials.
- Update City website with SWPPP documents.
- Documentation system of public input.
- Create an Illicit Discharge Detection and Elimination (IDDE, MCM 3) document including required maps, inspection forms and spill response plan.
- Create a Construction Site Stormwater Runoff Control (MCM 4) document including plan review checklist and erosion control guidance.
- Create a Post-Construction Stormwater Management (MCM 5) document including maintenance agreement.
- Create a Pollution Prevention / Good Housekeeping for Municipal Operations (MCM 6) document including a facilities inventory and inspection forms.

WSN's approach to update the City of Baxter's SWPPP is to modify the existing stormwater ordinances, SWPPP, and BMP summary sheets as well as compose additional guidance documents to cover all requirements of the General Permit. WSN will provide guidance on filing and documentation as well as website modifications.

WSN proposes to perform the services described above for a Lump Sum fee of \$14,851.00.

Public Works Director/City Engineer Walter stated staff has maintained the program but due to staff reduction no ground has been gained on the program. Commissioner Wolf stated he did not see any glaring concerns in the program just updating, maintenance and more procedures that need to be put in place in order to be in compliance with the permit.

Ms. Hagstrom stated the City of Alexandria contracts with WSN to do the inspections as they do not have enough staff or trained staff to do inspections. Alexandria is a population of approximately 13,000 people and averages annually approximately 20 construction sites that are over one acre in size requiring inspections. Chairman Yliniemi stated it does make sense to contract and not hire additional staff for the inspections although needs may vary year to year and the City should evaluate on a yearly basis.

MOTION by Commissioner Franzen, seconded by Commissioner Wolf to recommend City Council to approve the WSN Proposal for Engineering Services for the MS4 Compliance Update in the Lump Sum fee of \$14,851.00. Motion carried unanimously.

**WSN PROPOSAL FOR ENGINEERING SERVICES FOR THE FORESTVIEW AREA
STORMWATER OUTLET FEASIBILITY REPORT UPDATE**

WSN Consulting Engineer Welch reviewed the proposal to update the Forestview Area Stormwater Feasibility Report investigating the potential outlet/overflow for the isolated wetlands located near the intersection of Highland Scenic Road (CSAH 48) and Evergreen Drive.

At the conclusion of the previous study, WSN recommended the City proceed as follows:

- Delineate the extent and elevation of the wetlands in the project area to determine the appropriate stormwater outlet elevations.
- Consult with the Technical Evaluation Panel (TEP) to verify and concur the wetland delineation and outlet elevations.
- Complete preliminary hydraulic and water quality modeling of the drainage system and contributing watershed areas.
- Update proposed improvements and costs based on wetland delineation and modeling results.
- Review funding sources and potential assessments to properties that will receive benefit from the proposed stormwater outlet.
- Update the feasibility report.

Based on WSN's previous recommendations, WSN's proposed scope of services is as follows:

- Meet with City staff to review study area and parameters.
- Delineate the wetland located south of Highland Scenic Road (CSAH 48) and east of Scenic River Drive and the wetlands located on the Hengel property along the proposed ditching outlet option.
- Meet with the TEP representatives on site to approve the delineation findings.
- Delineate the existing and proposed contributing watershed areas.
- Complete preliminary hydraulic and water quality modeling of the proposed storm water outlet.
- Review project funding sources and potential assessments to benefitting properties.
- Update project cost estimates and prepare draft report.
- Review draft report with City staff.
- Finalize the feasibility report.
- Present the report to the Utilities Commission and City Council.

WSN proposes to perform the services described above on an hourly basis for the Not to Exceed Amount of \$12,950.00. WSN proposes to have the report completed June 28, 2017.

The commission held an extensive discussion on drainage flows through the existing Industrial Park area, future development of the Industrial Park (Deans Auto Salvage) and the future commercial property in the northeast corner of TH 371 and CSAH 48. The Commission felt that the City needs to be proactive and be ready with a plan in order to avoid residential property damage in the Forestview Area south of CSAH 48.

MOTION by Commissioner Franzen, seconded by Commissioner Wolf to recommend City Council approve the WSN Proposal for Engineering Services for the Forestview Area

Stormwater Outlet Feasibility Report Update in the Not to Exceed Amount of \$12,950.00.
Motion carried unanimously.

WASTEWATER TREATMENT PLANT CHARGES FOR FEBRUARY 2017

The Brainerd Public Utilities Wastewater Plant Charges for February 2017 was submitted to the commission as information only.

OTHER BUSINESS

Construction Plan Request:

Commissioner Franzen informed the commission he has received requests regarding project plans for budgetary reasons, manpower, etc. and the availability to review plans as soon as possible. Some of the past and proposed city projects have/will have extensive planning requirements in order to move underground utilities.

Public Works Director/City Engineer Walter inquired the timeframe of the notice. WSN Consulting Engineer stated the City could share the 5-Year Comprehensive Improvements Plan Map once it has been completed to put the companies on notice. WSB Consulting Engineer Rickart stated the firms have been trying to do this with large projects since it assists with keeping the project on schedule and minimizes any delays. Commissioner Franzen stated he had asked the parties upper management to attend the April 5th meeting to discuss their requests.

KLM Engineering:

Public Works Director/City Engineer Walter informed the commission the requested information will be at the April 5th meeting. Commission Christofferson will be at the next meeting and he had requested the proposals be submitted two different ways.

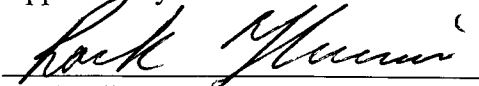
Commissioner Vacancy:

Commissioner Yliniemi informed the commission that Shawn Crochet had to resign his commission due to a residency change from Baxter to Brainerd. The Commission needs to start looking for a new member and he will be discussing with the Mayor.

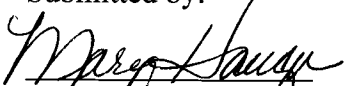
ADJOURNMENT

MOTION by Commissioner Wolf, seconded by Commissioner Franzen to adjourn the meeting at 8:00 p.m. Motion carried unanimously.

Approved by:


Rock Yliniemi
Chairman

Submitted by:


Mary Haugen
Administrative Assistant