

## UTILITIES COMMISSION

March 7, 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, Doug Wolf, Chairman Rock Yliniemi and Council Liaison Mark Cross.

MEMBERS ABSENT: None.

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

OTHERS PRESENT: WSN Consulting Engineer Aric Welch, WSB Consulting Engineers Chuck Rickart & Chris Sonmor, and SEH Consulting Engineer Scott Hedlund.

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 Franzen, seconded by Commissioner Christofferson to approve the Utilities Commission minutes of February 8, 2018. Motion carried unanimously.

### **CONDITIONAL USE PERMIT AND VARIANCE FOR FOUR SEASONS CAR WASH**

Public Works Director/City Engineer Walter informed the commission this is the second review for the car wash. The developer has changed the building layout and access to the car wash has been relocated to the north

Public Works Director/City Engineer Walter informed the commission that a stormwater maintenance agreement will be required for the development. The stormwater maintenance agreement is a requirement of the Municipal Separate Storm Sewer System (MS4) Program and City Ordinance.

**MOTION** by Commissioner Wolf, seconded by Commissioner Franzen to advise the Planning & Zoning Commission they have no concerns with the Four Seasons Car Wash Conditional Use Permit and Variance with the condition that Developer enter into a storm water maintenance agreement as per city Ordinance. Motion carried unanimously.

### **BRADFORD NORTHWOODS DEVELOPMENT, LLC AGREEMENT FOR DEVELOPMENT**

Public Works Director/City Engineer Walter informed the commission the agreement had been previously approved in 2016. The developer now has a party interested in the first phase of the development.

Commissioner Christofferson inquired on the stormwater tank that was shown on the phase 1 drawing. Mr. Walter stated it is a chamber system and he would provide that information.

**MOTION** by Commissioner Franzen, seconded by Commissioner Christofferson to recommend City Council approve the Bradford Northwoods Development, LLC Agreement for Development. Motion carried unanimously.

**BRADFORD NORTHWOODS DEVELOPMENT, LLC STORMWATER MAINTENANCE AGREEMENT**

Public Works Director/City Engineer Walter informed the commission the stormwater maintenance agreement is the standard form the city uses and is a requirement of the Municipal Separate Storm Sewer System (MS4) Program.

**MOTION** by Commissioner Franzen, seconded by Commissioner Wolf to recommend City Council approve the Bradford Northwoods Development, LLC Stormwater Maintenance Agreement. Motion carried unanimously.

**KTJ 243, LLC (CAMPING WORLD) AGREEMENT FOR DEVELOPMENT**

Public Works Director/City Engineer Walter informed the commission this agreement is for the stormwater system, fire hydrant relocation and rehabilitation of the two catch basins on Design Road. The agreement will also cover the stormwater pond on the west side of the building.

**MOTION** by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council approve the KTJ 243, LLC (Camping World) Agreement for Development. Motion carried unanimously.

**KTJ 243, LLC (CAMPING WORLD) STORMWATER MAINTENANCE AGREEMENT**

Public Works Director/City Engineer Walter informed the commission the stormwater maintenance agreement is the standard form the city uses and is a requirement of the Municipal Separate Storm Sewer System (MS4) Program.

**MOTION** by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council approve the KTJ 243, LLC (Camping World) Stormwater Maintenance Agreement. 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. Public Works Director/City Engineer Walter informed the commission that AT&T has submitted a plan for two temporary mobile antennas during the rehabilitation project to be located in the open area where the brush pile was formerly located.

**2018 CHIP SEAL IMPROVEMENTS PROJECT MONTHLY UPDATE**

Chairman Yliniemi inquired if there were any questions or concerns with the 2018 Chip Seal Improvements Project Monthly Update Memo. Public Works Director/City Engineer Walter stated staff is waiting until the snow is melted to see how much striping is occurring on the new roads.

**2018 LIFT STATION NO. 3 REROUTE IMPROVEMENTS PROJECT MONTHLY UPDATE**

Chairman Yliniemi inquired if there were any questions or concerns with the 2018 Lift Station No. 3 Reroute Improvements Project Monthly Update Memo. There was no new information or questions from the commission or the public.

## **2018 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.

### **VARIANCE FOR BERRYWOOD APARTMENTS PHASE TWO OF BAXTER**

SEH Consulting Engineer Hedlund stated the variance request for 13254 Cypress Drive is for the setback of an accessory structure (garage) from the property line to maintain compliance with city code. The variance request is a direct result of the right-of-way acquired by the City for the 2018 Cypress Drive Improvements Project.

**MOTION** by Commissioner Wolf, seconded by Commissioner Franzen to advise the Planning & Zoning Commission they have no concerns with the garage setback variance for Berrywood Apartments Phase Two of Baxter located at 13254 Cypress Drive. Motion carried unanimously.

### **VARIANCE FOR ASHABEE, LLC**

SEH Consulting Engineer Hedlund stated there are three separate variance requests for setbacks for 13341 Cypress Drive.

1. Northeast corner drive aisle has 1.1-foot offset (10 feet required)
2. East side of the parking lot has 3.3-foot offset (10 feet required)
3. Southeast corner principal structure has 23.5-foot offset (35 feet required)

The variance requests are a direct result of the right-of-way acquired for the 2018 Cypress Drive Improvements Project. Council Liaison Cross noted it looked like the structure on the north side is outside of the building envelope. Mr. Hedlund will be in contact with the Community Development Department tomorrow regarding this matter.

**MOTION** by Commissioner Franzen, seconded by Commissioner Wolf to advise the Planning & Zoning Commission they have no concerns with the driveway, parking lot and building setback variances for Ashbee, LLC located at 13341 Cypress Drive. 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.

## **2022 CYPRESS DRIVE CONNECTION TO WOIDA ROAD IMPROVEMENTS PROJECT FEASIBILITY REPORT**

SEH Consulting Engineer Hedlund reviewed the project location, existing conditions and proposed improvements for the project. The improvements are necessary to provide a parallel supporting roadway to Trunk Highway 371 to better serve local destinations and improve connectivity to the local and regional street system.

Total project costs and proposed assessments were reviewed, and the project is feasible from an engineering standpoint. Public Works Director/City Engineer Walter stated this is a tough project to try to finance and the project year may be moved, if necessary.

**MOTION** by Commissioner Christofferson, seconded by Commissioner Franzen to recommend City Council adopt Resolution 2018-XXX accepting the 2022 Cypress Drive Connection to Wolda Road Improvements Project Feasibility Report contingent on final review by the Finance Director. Motion carried unanimously.

**2018 EXCELSIOR ROAD AND EDGEWOOD DRIVE COMMERCIAL IMPROVEMENTS PROJECT MONTHLY UPDATE**

Chairman Yliniemi inquired if there were any questions or concerns with the 2018 Excelsior Road and Edgewood Drive Improvements Project monthly update. There was no new information or questions from the commission or the public.

**WSB SCOPE OF WORK & COST ESTIMATE FOR ENVIRONMENTAL SERVICES FOR THE 2018 EXCELSIOR ROAD IMPROVEMENTS AT THE HOLIDAY STATION STORE**

WSB Consulting Engineer Sonmor reviewed the proposed scope of work which provides environmental support and Petrofund reimbursement services for the management of petroleum impacts on the northwestern corner of Excelsior Road and Trunk Highway 371, which is part of the 2018 Excelsior Road Improvements Project.

Public Works Director/City Engineer Walter informed the commission that City Attorney Person is drafting an Escrow Agreement and the commission will see the agreement at the April meeting.

**MOTION** by Commissioner Wolf, seconded by Council Liaison Cross to recommend City Council require Holiday Station Store to escrow \$21,877.00 with the City of Baxter for the 2018 Excelsior Road Improvements Project to cover the WSB Environmental Services Contract. Motion carried unanimously.

**MOTION** by Council Liaison Cross, seconded by Commissioner Christofferson to recommend City Council approve the WSB Environmental Services Contract for the 2018 Excelsior Road Improvements Project at the Holiday Station Store in the amount of \$21,877.00. Motion carried unanimously.

**2018 MILL & OVERLAY AND FULL DEPTH RECLAMATION IMPROVEMENTS PROJECT MONTHLY UPDATE**

Chairman Yliniemi inquired if there were any questions or concerns with the 2018 Mill & Overlay and Full Depth Reclamation Improvements Project monthly update. There was no new information or questions from the commission or the public.

**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 RAILROAD CROSSING AND TRAIL IMPROVEMENTS PROJECT MONTHLY UPDATE & CROW WING COUNTY PAYMENT REQUEST.**

WSN Consulting Engineer Welch reviewed the Crow Wing County Pay Request with the commission. Mr. Welch had no concerns with the payment request and recommended approval.

**MOTION** by Commissioner Franzen, seconded by Council Liaison Cross to recommend City Council approve the Crow Wing County Pay Request in the amount of \$185,880.76 for the City's portion of the construction and BNSF costs of the 2017 County State Aid Highway 48 Railway Crossing and Trail Improvements Project. Motion carried unanimously.

**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.

**2019 MEMORYWOOD DRIVE FULL DEPTH RECLAMATION IMPROVEMENTS PROJECT FEASIBILITY REPORT**

WSN Consulting Engineer Welch informed the commission the improvements are part of the City's ongoing pavement management program and includes all of Memorywood Drive. The report reviews existing conditions, proposed improvements, project costs and proposed assessments.

Mr. Welch reviewed the two options for the project. Option A is full-depth reclamation of the roadway in its current location and width. Option B is reconstruction of the roadway to a full urban section with curb and gutter, storm sewer, bike lane and separated pedestrian trail.

The commission held an extensive discussion on both options and the significant cost difference with Option B since the additional costs are assumed to be unassessable and would be true City costs.

**MOTION** by Council Liaison Cross, seconded by Commissioner Christofferson to recommend City Council adopt Resolution 2018-XXX accepting the 2019 Memorywood Drive Improvements Project Feasibility Report contingent on the addition of the storm septon at the intersection of Memorywood Drive and Clearwater Road and language from the Finance Director on the bonding feasibility of Option B. Motion carried unanimously.

**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.

### **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.

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

### **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 PARTIAL PAY ESTIMATE NO. 3**

Public Works Director/City Engineer Walter reviewed Partial Pay Estimate No. 3 for the Water Treatment Plant Flume Replacement Project. Mr. Walter had no concerns with the pay estimate and recommended approval.

**MOTION** by Council Liaison Cross, seconded by Commissioner Wolf to recommend City Council approve the Eagle Construction Company, Inc. Partial Pay Estimate No. 3 in the amount of \$60,543.50 for the 2018 Water Treatment Plant Flume Replacement Project. Motion carried unanimously.

### **THEIN WELL INSPECTION REPORTS**

The Thein Wells annual inspection report for the wells and pumps was submitted to the Utilities Commission as information only.

**2018 MINNESOTA DEPARTMENT OF TRANSPORTATION CORRIDORS OF COMMERCE PROGRAM**

Public Works Director/City Engineer Walter explained the 2018 Corridors of Commerce program and local impact. The three local roadway projects are expansion from two lane to four lane road section west of Baxter to T.H. 64 in Motley, expansion from two lane to four lane road section from County Road 11 in Pillager to County Road 12 near Ironton and expansion from two lane to four lanes interchange at the intersection of T.H. 210 and T.H. 371. Mr. Walter stated the Department of Transportation will be looking for a resolution of support for the expansion from two lane to four lane road section from County Road 11 in Pillager to County Road 12 near Ironton and expansion from two lane to four lanes interchange at the intersection of T.H. 210 and T.H. 371.

**MOTION** by Commissioner Wolf, seconded by Council Liaison Cross to recommend City Council sign a resolution of support for the 2018 Minnesota Department of Transportation Corridors of Commerce local program for scoping the options and feasibility of extending the four-lane highway on TH 210 from Baxter to Motley. Motion carried unanimously.

**MOTION** by Commissioner Wolf, seconded by Council Liaison Cross to recommend City Council sign a resolution of support for the 2018 Minnesota Department of Transportation Corridors of Commerce local program for scoping the options and feasibility of constructing an interchange at the intersection of TH 210 and TH 371 in Baxter. Motion carried unanimously.

**WASTEWATER TREATMENT PLANT CHARGES FOR JANUARY 2018**

The wastewater treatment plant charges for January 2018 was submitted to the commission as information only.

**JANUARY WATER AUDIT**

The January Water Audit was submitted to the commission as information only.

**SPECIAL UTILITIES COMMISSION MEETING**

WSB Consulting Engineer Sonmor requested consideration of a special meeting for review of the 2018 Mill & Overlay and Full Depth Reclamation Improvements Project plans and specifications. This meeting would allow the project to stay on schedule with approval of the plans and specifications at the first Council meeting in April.

**MOTION** by Commissioner Franzen, seconded by Commissioner Christofferson to approve the Special Utilities Commission meeting on March 21 at 5:30 p.m. for approving the 2018 Mill & Overlay Plans and Specifications. Motion carried unanimously.

**OTHER BUSINESS**

Several commissioners inquired on the possibility of tablets to receive their packets. Public Works Director/City Engineer Walter said he would discuss with City Administrator and IT Director.

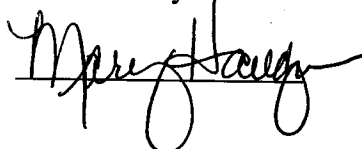
**ADJOURNMENT**

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

Approved by:



Submitted by:



Rock Yliniemi  
Chairman

Mary Haugen  
Administrative Assistant