

UTILITIES COMMISSION

April 6, 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, Council Liaison Mark Cross and Chairman Rock Yliniemi.

MEMBERS ABSENT: None.

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

OTHERS PRESENT: WSN Consulting Engineer Aric Welch and SEH Consulting Engineer Scott Hedlund.

APPROVAL OF MINUTES

MOTION by Commissioner Crochet, seconded by Commissioner Wolf to approve the Utilities Commission minutes of March 16, 2016. Motion carried unanimously.

2015 EXCELSIOR ROAD IMPROVEMENTS PROJECT MONTHLY UPDATE

SEH Consulting Engineer Hedlund informed the commission the slope correction has been completed on Excelsior Road and staff is working on closing out the project. The final pay estimate should be at the May Utilities Commission meeting.

2016 FAIRVIEW ROAD IMPROVEMENTS PROJECT MONTHLY UPDATE

SEH Consulting Engineer Hedlund informed the commission that City Council approved the plans and specifications and authorized advertisement for bids at the April 5 City Council meeting. Bid opening is scheduled for Tuesday, May 3, 2016 at 11:00 a.m.

SEH AGREEMENT FOR PROFESSIONAL SERVICES – 2016 FAIRVIEW ROAD IMPROVEMENTS PROJECT FOR BIDDING, FINAL ASSESSMENT CALCULATIONS/HEARING, ADDITIONAL DESIGN AND EASEMENT SUPPORT

SEH Consulting Engineer Hedlund reviewed the Agreement for Professional Services for the Fairview Road Improvements Project. This agreement covers the bidding, assessments, design and easement support of the project. Mr. Hedlund explained that there were more easements than originally estimated and they are working with the school district on easements and pond cleaning agreements which were not in the original contract and scope of services.

Public Works Director/City Engineer Walter informed the commission that he has no concern with this agreement and that Mr. Hedlund has been in contact with him regarding this phase of the project and has kept the City informed of additional services in the monthly reports submitted to the City for this project.

MOTION by Commissioner Wolf, seconded by Commissioner Franzen to recommend City Council approve the Agreement for SEH Professional Services for the 2016 Fairview Road Improvements Project for Bidding, Final Assessment Calculations/Hearing, Additional Design and Easement Support in the Not to Exceed amount of \$25,353.00. Motion carried unanimously.

2016 GOLF COURSE DRIVE IMPROVEMENTS PROJECT MONTHLY UPDATE

Public Works Director/City Engineer Walter gave a brief update on the project. Public Works Supervisor Cassady has walked the project area with Bolton & Menk for the replacement of existing curb and gutter. Survey work has been completed and final design has been started.

Project plans and specifications are anticipated at the Utilities Commission meeting on May 4, 2016.

2016 GOLF COURSE DRIVE IMPROVEMENTS PROJECT STORM SEWER REROUTE AT MILL'S FLEET FARM BUILDING SITE

Public Works Director/City Engineer Walter gave a brief update on the condition of the existing storm sewer system. The inspection showed the sewers to be in very good condition and there does not appear to be any reason, from a condition or capacity perspective, to reroute the storm sewers currently located beneath the Mill's Fleet Farm Building.

Bolton & Menk did recommend inspections of the storm sewers be conducted at least once every six years until deterioration is found at which time the sewers should be inspected more frequently or repaired or replaced.

2016 MILL AND OVERLAY PLANS AND SPECIFICATIONS

WSN Consulting Engineer Welch reviewed the final mill and overlay plans. The residential streets are in fairly good condition; however, the commercial area will need to be milled deeper in order to make a more uniform and thicker base material.

Public Works Director/City Engineer Walter stated that Public Works Supervisor Cassady has requested that hand milling around the gate valves and manholes be required in the specifications.

Mr. Welch reviewed the Maplewood Drive section that has existing water drainage issues and ditching will be installed in a few areas in order to keep the city's water off residential properties.

There is an existing 66-foot right-of-way to the White Sand Lake water edge located next to 13437 Maplewood Drive that will have a small apron to allow access to the lake in the winter. The commission discussed any possible liability concerns to the city by installing the apron and was it a necessity. Chairman Yliniemi stated this is the access point to the lake during the winter for the residents on Maplewood Drive, it is not to encourage use but it is widely used in the winter for getting on off the ice.

Public Works Director/City Engineer Walter stated a wider shoulder could be installed which would be safer from the liability angle of a driveway approach. Mr. Walter explained to the new commissioners there is no area to park any vehicles it is just City street right of way 66 feet wide all the way down to the water's edge of White Sand Lake. Mr. Welch said that something would be shown on the plans that could be defined with council at a later time and have the City Council address the liability issue.

Mr. Welch inquired what the City would like to do with regards to signage at the end of Golf Course Drive and Woida Road. There is a 90° corner at that location that should have some advanced notification. Mr. Walter requested the consulting engineer contact Mills Properties on behalf of the City regarding their response on closing that access point to their property in order to clean up that corner. Install curb and gutter around outside radius and balck dirt and seed behind the curb so there is no access.

Commissioner Christofferson inquired on the timing of both the Mill & Overlay and Lift Station No. 8 Reconstruction. Mr. Walter stated that Lift Station No. 8 Reconstruction will need to be completed before the mill and overlay is done so the road will not be damaged. The City and Project Engineer will work with the Lift Station No. 8 Contractor and try really hard to make this happen in project schedules.

MOTION by Commissioner Franzen, seconded by Commissioner Christofferson to recommend City Council adopt Resolution No. 2016-XX Approving the 2016 Mill and Overlay Plans and Specifications and directing staff to bid the project. Motion carried unanimously.

WSN AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES FOR THE INGLEWOOD DRIVE RAILWAY CROSSING AND FOLEY ROAD IMPROVEMENTS FEASIBILITY REPORT

WSN Consulting Engineer Welch submitted an engineering proposal to the commission for consideration for updating the Inglewood Drive Railway Crossing and Foley Road Improvements Feasibility Report. The new project limits make up three old outdated feasibility reports. WSN will put all three feasibility reports into one report and update total estimated project costs. The following proposal was submitted:

In response to City staff request, we are pleased to submit a proposal to update and prepare a feasibility study for the Foley Road and Inglewood Drive railway crossing improvements. We are familiar with the project area and have assisted the City with the following previously completed work directly related to the proposed project.

Design and construction observation/administration of existing sanitary sewer and water distribution system improvements adjacent to the project area.

- Foley Road Area Improvements Feasibility Report (Five Year Utility and Roadway Improvements Feasibility Report), November 2000
- Foley Road Area Improvements Improvement Hearing, October 4, 2001

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- Preliminary Inglewood Drive Railway Crossing conceptual layouts and preliminary cost estimates
- Inglewood Drive Railway Crossing Surface Transportation Program funding application, December 2015

Based on our previous experience and discussions with City staff, we understand the project is scheduled for construction in 2021 and will consist of the following improvements:

- Inglewood Drive - TH 210 to Foley Road
 - TH 210 Intersection and signal improvements.
 - Urban roadway extension from TH 210 to Foley Road.
 - Separated bituminous trail improvements.
 - Railway crossing meeting silent crossing requirements.
 - Right-of-way acquisition from BNSF.
- Foley Road - CSAH 48 to Forthun Road
 - Sanitary sewer extension along Foley Road from 630' west of Inglewood Drive to Animal Care Center.
 - Water distribution improvements along Foley Road from 630' west of Inglewood Drive to Forthun Road.
 - Inglewood Drive intersection and turn lane improvements.
 - Roadway realignment at Inglewood Drive intersection.
 - Roadway realignment at Knollwood Drive intersection.
 - Urban roadway and bituminous trail reconstruction.
 - Full depth reclamation improvements on remainder of Foley Road from CSAH 48 to Forthun Road (scheduled as part of Pavement Management Plan)
- Knollwood Drive - TH 210 to Foley Road
 - TH 210 intersection closure and signal removal
 - Removal of Knollwood Drive from TH 210 to Foley Road
 - Railway crossing removal

Our proposed scope of services is as follows:

Feasibility Study

WSN proposes to complete a feasibility study meeting the requirements of the Minnesota Chapter 429 assessment process. Specific items included with this proposal are:

- Research of existing documents and studies.
- Preparation of preliminary study exhibits.
- Preparation of preliminary property acquisition exhibit.
- Estimated preliminary quantities.
- Preparation of preliminary cost estimates and assessment calculations.

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- 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 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 \$9,750.00.

Public Works Director/City Engineer Walter stated two reasons for this update were for consideration of the 5-Year Capital Improvements Plan 2017 budgeting and possible expansion of the veterinary clinic on Foley Road. The updated and current estimated dollar amounts are needed for the 2017 budget cycle in order for the council to make good informed decisions.

MOTION by Commissioner Franzen, seconded by Commissioner Christofferson to recommend City Council approve the WSN Agreement for Professional Engineering Services for the Inglewood Drive Railway Crossing and Foley Road Improvements Feasibility Report Update in the Not to Exceed amount of \$9,750.00. Motion carried unanimously.

LIFT STATION NO. 8 RECONSTRUCTION BID RECOMMENDATION

WSN Consulting Engineer Welch reviewed the bids for the Lift Station No. 8 Reconstruction project. A total of five bids were received. All bids conformed to the plan, specification and advertisement requirements.

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|---|--------------|
| 1. DeChantal Excavating, LLC | \$ 76,941.00 |
| 2. Anderson Brothers Construction Company | \$ 89,812.79 |
| 3. Eagle Construction Company Inc. | \$ 89,900.00 |
| 4. Landwehr Construction, Inc. | \$106,574.00 |
| 5. CCS Contracting, Inc. | \$115,000.00 |

The low bid is approximately \$12,960 or 15% lower than the second and third low bids. This raised some concern considering this was DeChantal Excavating's first bid on a Baxter lift station reconstruction project. WSN discussed this concern with Mr. DeChantal and he assured WSN that he had thoroughly reviewed the plans and specifications and felt that his bid was appropriate and confirmed this with an email dated Friday March 25, 2016. Mr. DeChantal also confirmed that all subcontractors on the project have previous experience with Baxter lift station reconstruction projects.

The last three lift station reconstruction projects of similar size and scope had construction costs of \$76,998.08, \$88,000, \$97,500. The apparent low bid of \$76,941.00 appears to be reasonable based on previous bid history. The total project cost including construction (\$76,941), Quality Flow equipment procurement contract for the controls, pumps and hatches (\$49,770) and engineering (\$9,150) is \$135,861. The 2016 budgeted amount for this work in the current 20-Year Lift Station Maintenance Plan was \$140,000.00.

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MOTION by Commissioner Franzen, seconded by Commissioner Christofferson to recommend City Council award the 2016 Lift Station No. 8 Reconstruction Project to DeChantal Excavating in the amount of \$76,941.00. Motion carried unanimously.

NORTH INGLEWOOD AREA UTILITY IMPROVEMENTS FEASIBILITY UPDATE

City Consulting Engineer Welch reviewed the feasibility of extending municipal sanitary sewer collection system and water distribution improvements to properties on either side of Inglewood Drive area from Peace Road and to CSAH 77 (Pine Beach Road) and along CSAH 77 from Inglewood Drive to Edgewood Drive.

Much of the property in the project area was recently annexed into the city and is currently in a transition zoning and not permanently zoned by the City. Only one parcel on the east side of Inglewood Drive, approximately half way between Woida Road and CSAH 77, is currently zoned Medium Density Residential (R-2). The north end of the project area is currently commercially developed on both sides of Inglewood Drive with the remaining areas being comprised of a mixture of single family residential parcels, undeveloped property and low lying undevelopable property.

The Inglewood Drive roadway and surface drainage are in excellent condition. Peace Road is an existing 22' wide gravel surfaced roadway with swales on either side to handle surface runoff.

Proposed improvements include extending municipal sanitary sewer collection and water distribution piping to the project area. With the recent roadway improvements to Inglewood Drive, utility routes were identified that minimized disruption to the new roadway surface. Four options were considered as listed below:

Option 1 – Connection to Edgewood Drive

The first option reviewed was connecting to the existing 10" PVC stub at the north end of Edgewood Drive and extending 10" gravity PVC sanitary sewer main piping westerly approximately 700' along the south side of CSAH 77. The depth of the piping at the westerly termination was approximately 6.6 feet deep and insulation would be required at the west end of the extension. From this point no further extension either westerly or southerly was feasible due to the low lying property and loss of ground cover to provide frost protection. Manholes are proposed at a maximum spacing of 400' with six-inch services proposed to all potentially developable lots to allow for future commercial development. All services are proposed to be stubbed to the right-of-way of easement lines.

Twelve inch watermain is proposed to be extended along the same route and adjacent to the sanitary sewer mains being proposed. Hydrants would be located at approximate 600' intervals. 1 ½" services are proposed to all potentially developable lots in the project area to allow for future commercial development. All proposed services will be extended to the right-of-way line or easement line.

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This option does not provide service to the entire project area, but could be utilized to service property in the southeast quadrant of the Inglewood Drive /CSAH 77 intersection. Service could be provided to this property if considerable fill was placed to provide frost protection or a private pressure system was utilized.

Option 2 – Construct Lift Station

The second option reviewed included the same 10” sanitary sewer and 12” water main extension from Edgewood Drive as discussed in Option 1, but included a lift station to provide service to the remainder of the project area and provide service to future development in the surrounding areas. For purposes of this report a duplex lift station is proposed on the north side of Peace Road approximately 1,300’ west of Inglewood Drive. The lift station would discharge in a northerly and easterly direction to the 10” gravity extension being proposed from Edgewood Drive.

From the lift station, 8” PVC collection piping is proposed in an easterly direction along Peace Road to the west side of Inglewood Drive. From that point, 8” PVC main is extended northerly and easterly along the edges of Inglewood Drive to the north end of the project area. One open cut crossing of Inglewood Drive is proposed to avoid low lying areas along the roadway corridor. An 8” PVC gravity main is also proposed to be extended northerly from the lift station along the west property line to the south side of CSAH 77. From that point 8” PVC would be extended easterly along the south side of CSAH 77 to a point near the Inglewood Drive intersection.

Depths of the proposed piping vary from 23’ deep at the lift station to 10’ below existing surface grade. Manholes are proposed at a maximum spacing of 400’ with four-inch services proposed to each residentially developed and potentially developable lot. Six-inch services are proposed at each commercially developed and potentially developable lot. All services are proposed to be stubbed to the right-of-way of easement lines.

Water mains are proposed to be extended along the same route and adjacent to the sanitary sewer mains being proposed. Twelve-inch main would be extended along the south side of CSAH 77 to the west end of the proposed improvements. All remaining water main is proposed to be 8” PVC located in the same locations and adjacent to the proposed sanitary sewer mains. Hydrants would be located at a maximum of 600’ intervals. One-inch services are proposed to each residential developed and potentially developable lot in the project area with 1 ½” services provided to each commercially developed and potentially developable lot in the project area. All proposed services will be extended to the right-of-way line or easement line.

Peace Road is proposed to be removed to allow for utility construction and replaced to a 26’ wide bituminous surfaced roadway with drainage swales on both side to handle surface runoff.

The majority of the proposed municipal utility mains are proposed to be constructed within utility easements located adjacent to existing roadway corridors or existing lot lines. These easements need to be obtained from the private property owners. Obtaining private easements was proposed to minimize interference with existing roadways and interference with existing private utilities (telephone, fiber-optic, electric) located in ditches along the roadway corridors.

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Option 3 – Connection to Woida Road

The third option considered was connecting to the existing 10" PVC main at the Woida Road intersection and extending mains northerly along Inglewood Drive to the project area. It was noted that this main could only be extended approximately 100' north of Woida Road prior to running out of cover. Due to the significant distance from the project area, and limited amount of cover, this option was abandoned and dropped from further consideration.

Option 4 – Do Nothing

The do nothing options was considered but was dropped from further consideration since it does not provide service to the project area and allow for future development under current City zoning ordinances.

Mr. Welch stated that he was looking for any comments or input on the report. Public Works Director/City Engineer Walter informed the commission that Planning and Zoning is waiting to see if the area can be feasibly served with city utilities before making a final Comp Plan amendment on current zoning and future land use recommendation to City Council. Mr. Walter stated the city would have significant holding costs for this project but it could be done in phases.

Commissioner Christofferson inquired if boring Inglewood drive was being considered. Mr. Welch stated it was not being considered at this time; however, it could be done but it is hard to keep grade on sanitary sewer when boring but it would eliminate tearing up the Inglewood Drive in two spots. This option could be considered during final design of the project.

2015 DELLWOOD DRIVE AND NOVOTNY ROAD, INGLEWOOD DRIVE AND INDEPENDENCE ROAD IMPROVEMENTS PROJECT MONTHLY UPDATE

City Consulting Engineer Welch informed the commission that the Contractor will begin cleanup work on the project starting in early April. A schedule for the remaining paving work on Dellwood Drive and Novotny Road has not been provided at this time.

Completion dates per Change Order No. 2 Agreement, work on Dellwood Drive and Novotny Road will be suspended for the winter as long as the conditions in the agreement have been satisfied. Work will commence in the spring with the revised substantial completion date of May 26, 2016 and final completion date of June 9, 2016.

AUDUBON WAY WATERMAIN PIPE REPAIR

The Contractor was able to locate the leak in the directional drilled watermain between Hill Top Trailer Sales and Holiday Inn & Suites. The leak was caused by a 3" gash in the pipe located in the wetland south of Audubon Way. WSN worked with the Army Corps of Engineers and Crow Wing Count to secure a permit to dig in the wetland and repair the pipe. The repair was completed on Tuesday March 3, 2016 and the pipe has since passed the pressure and bacteria testing and the line is fully charged and being used by the City.

WSN AGREEMENT FOR ENGINEERING SERVICES FOR THE EXCELSIOR ROAD, FAIRVIEW ROAD AND EDGEWOOD DRIVE FEASIBILITY STUDY FEE AMENDMENT

The agreement was provided to the commission as information only. City Council acted on the WSN Agreement for Engineering Services for the Excelsior Road, Fairview Road and Edgewood Drive Feasibility Report Amendment at the April 5, 2016 council meeting due to time constraints on the project.

RIVERWOOD BANK DRAFT DEVELOPERS AGREEMENT

Public Works Director /City Engineer Walter reviewed the Development Agreement for Riverwood Bank, Inc. This is the standard agreement the City uses for watermain and sanitary sewer extensions for private improvement projects. Public Works Director /City Engineer Walter has no concerns with the agreement and recommends approval.

MOTION by Commissioner Crochet, seconded by Commissioner Wolf to recommend City Council approve the Development Agreement for Riverwood Bank, Inc. Motion carried unanimously.

WASTEWATER TREATMENT PLANT CHARGES FOR FEBRUARY 2016

The wastewater treatment plant charges for February 2016 were submitted to the commission as information only.

SAFE ROUTES TO SCHOOL PLANNING GRANT FOR ISD NO. 181

The Safe Routes to School planning grant for ISD No. 181 was submitted to the commission as information only.

SAFE ROUTES TO SCHOOL GRANT FOR FORESTVIEW MIDDLE SCHOOL

The Safe Routes to School grant for Forestview Middle School was submitted to the commission as information only.

POTHOLE ARTICLE

The pothole article was provided to the commission as information only.

CRACKSEALING ARTICLE

The cracksealing article was provided to the commission as information only.

MnDOT NEWS RELEASE

The MnDOT news release article on converting to LED roadway lighting was submitted to the commission as information only.

MnDOT COST PARTICIPATION POLICY

The MnDOT cost participation policy was submitted to the commission as information only.

NORTHERN LONG-EARED BAT UPDATE ARTICLE

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The northern long-eared bat article was submitted to the commission as information only.

MPCA PROPOSAL FOR FLUSHABLE WIPES ARTICLE

The MPCA proposal for flushable wipes article was submitted to the commission as information only. The commission consensus was this information should go in the next city newsletter.

FLINT: COULD IT HAPPEN HERE ARTICLE

The Minnesota Department of Health's article was submitted to the commission as information only.

MnDOT STATE AID FOR LOCAL TRANSPORTATION DISTRIBUTION FUND

The MnDOT State Aid brochure for local transportation distribution fund was submitted to the commission as information only.

NORTHLAND ARBORETUM

The Northland Arboretum letter was submitted to the commission as information only.

ADJOURNMENT

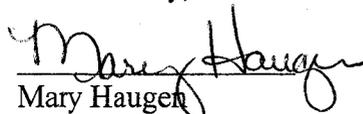
MOTION by Commissioner Crochet, seconded by Commissioner Wolf to adjourn the meeting at 7:00 p.m. Motion carried unanimously.

Approved by:



Rock Yliniemi
Chairman

Submitted by,



Mary Haugen
Administrative Assistant