

UTILITIES COMMISSION

April 4, 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: Justin Barrick, WSN Consulting Engineer Aric Welch, WSB Consulting Engineer 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 Council Liaison Cross, seconded by Commissioner Christofferson to approve the Utilities Commission minutes of March 21, 2018. Motion carried unanimously.

PRELIMINARY & FINAL PLAT FOR CHRIST EVANGELICAL LUTHERAN CHURCH LITTLE LAMBS PRESCHOOL

Public Works Director/City Engineer Walter informed the commission the plat cleans up the property lines that ran through the middle of the church. The current building codes do not allow for property lines to run through the middle of buildings.

There was no utility and drainage easements on the original plat therefore no vacation is required. New utility and drainage easements will be dedicated on the new plat. However, the additional right-of-way on Inglewood Drive is now shown and dedicated on the new plat.

Council Liaison Cross stated that at one time when a building was built across a property line it was an automatic consolidation.

MOTION by Commissioner Franzen, seconded by Council Liaison Cross to advise the Planning & Zoning Commission they have no concerns with the Preliminary and Final Plat for Christ Evangelical Lutheran Church Little Lambs Preschool. Motion carried unanimously.

CONDITIONAL USE PERMIT FOR CHRIST EVANGELICAL LUTHERAN CHURCH LITTLE LAMBS PRESCHOOL

Public Works Director/City Engineer Walter stated the Conditional Use Permit was a requirement for the preschool in an R-1 District.

MOTION by Council Liaison Cross, seconded by Commissioner Christofferson to advise the Planning & Zoning Commission they have no concerns with the Conditional Use Permit for Christ Evangelical Lutheran Church Little Lambs Preschool contingent that SAC and WAC fees are paid before the building permit is issued. Motion carried unanimously.

RIVERWOOD BANK FINAL ACCEPTANCE

Public Works Director/City Engineer Walter informed the commission the Riverwood Bank project is near completion. The bond is coming up for renewal and the only remaining item is turf establishment on the Stormwater Pond. The bank would like to offer a letter of credit for the turf establishment on the storm water pond and release the performance bond.

Mr. Walter has no concerns with exchange the bond for a cash escrow or letter of credit and recommends final acceptance of the project and to approve releasing Performance Bond No. 40223.

MOTION by Commission Franzen, seconded by Commissioner Christofferson to recommend City Council approve the final acceptance of Riverwood Bank Project, release Performance Bond No. 40223 in the amount of \$35,000.00 and accept the Letter of Credit or cash escrow in the amount of \$1,625.00 for the turf establishment on the stormwater pond. Motion carried unanimously.

CROW WING COUNTY CONSTRUCTION COST SHARE AGREEMENT FOR THE 2018 CITY OF BAXTER STRIPING PROJECT

Public Works Director/City Engineer Walter reviewed the 2018 Crow Wing County Cost Share Agreement for the 2018 City of Baxter Striping Project. This is the standard agreement that has been used by the county the past several years.

The 2018 Street Budget has \$31,000.00 allocated for city-wide striping. Mr. Walter noted the project is overbudget and staff will review where cutbacks can be made to meet the 2018 budget. Public Works Director/City Engineer Walter has no concerns with the agreement and recommends approval.

MOTION by Council Liaison Cross, seconded by Commissioner Christofferson to recommend City Council approve the Crow Wing County Cost Share Agreement for 2018 City of Baxter Striping Project in the estimated amount of \$39,115.78. Motion carried unanimously.

OAKWOOD DRIVE LOT COMBINATION

Public Works Director/City Engineer Walter informed the commission this is an administrative subdivision for a lot consolidation and as part of the approval process an assessment agreement would be required.

The commission discussed the change in density since the plat was approved with 45 lots and 45 assessments. The commission felt the agreement to assess the property owner two (2) assessments in the future if any city improvements are done was appropriate for allowing the lots to be combined and not put the financial burden on the rest of the neighborhood.

MOTION by Council Liaison Cross, seconded by Commissioner Franzen to advise the Planning & Zoning Commission they have no concerns with the Oakwood Drive lot combination contingent on a signed future assessment agreement and vacation of the utility and drainage easement between the two lots. Motion carried unanimously.

PRELIMINARY & FINAL PLAT AND CONDITIONAL USE PERMIT FOR FIFTH ADDITION TO BAXTER GREENWOOD ACRES

The commission reviewed the preliminary and final plat for the Fifth Addition to Baxter Greenwood Acres. The conditional use permit would allow relocation of two (2) of the Habitat for Humanity homes for the 2018 Cypress Drive Improvements Project to be placed on the lots.

Public Works Director/City Engineer Walter had no concerns with the plat and recommended approval.

MOTION by Council Liaison Cross, seconded by Commissioner Christofferson to advise the Planning & Zoning Commission they have no concerns with the Preliminary and Final Plat for Fifth Addition to Baxter Greenwood Acres. 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.

STATE AID ROUTE MODIFICATIONS

Public Works Director/City Engineer Walter informed the commission that staff was proposing adjustments to the MSAS Routes and submitted City Consulting Engineer Wernberg's letter regarding suggested state-aid route modifications into the record:

The City of Baxter is requesting modifications to their State-Aid (MSAS) routes. The requested changes are as follows:

Remove from system: We request the following be removed from the MSAS system:

101-Knollwood Drive	All: CSAH 48 to TH 210	1.11 miles
102-Evergreen Drive	All: CSAH 48 to College Road	0.84 miles
105-Clearwater Road	Segments 020 to 050: Inglewood Drive to TH 371	1.11 miles
108-Woida Road	Segment 030: East of Golf Course Drive (non-exist)	0.19 miles
113-Cypress Drive	Segments 010: CSAH 48 to Hinckley Road (non-exist)	0.19 miles
113-Cypress Drive	Segments 020: Hinkley Road to College Road	0.31 miles
113-Cypress Drive	Segments 060: Clearwater Road to north termini	0.22 miles
113-Cypress Drive	Segment 070: N of existing roadway (non-exist)	0.21 miles
117-Universal Road	All: Dellwood Drive to Golf Course Drive	0.22 miles
Total Removals:		4.40 miles

Add to the system: We are requesting the following routes be asses to the MSAS system:

Edgewood Drive	Clearwater Road to Woida Road	0.54 miles
Edgewood Drive	Woida Road to Novotny Road	0.59 miles
Novotny Road	Edgewood Drive to TH 371	0.05 miles
Clearwater Road	Golf Course Drive to Cypress Drive	0.22 miles
Dellwood Drive	Excelsior Road to Universal Drive	0.29 miles
Dellwood Drive	Clearwater Road to Woida Road	0.54 miles
Glory Road	Elder Drive to TH 371	0.20 miles
Elder Drive	Glory Road to TH 210	0.48 miles
Foley Road	Inglewood Drive to Elder Drive	0.76 miles

Inglewood Drive	Foley Road to TH 210	0.05 miles
Inglewood Drive	Woida Road to CSAH 77	0.99 miles
Total Additions:		4.71 miles

Please note, the requested modification do not add to delete any roadways from the system, they only re-designate various routes between the State-Aid system and the Local Roadway System. In total 0.86 miles of local roadway are transferred to the MSAS system. Following incorporation of the above listed changes, plus a couple other minor length changes being planned for 2018 construction, the maximum allowable MSAS mileage remains unchanged at 88.27 miles and the City is still eligible to claim 17.65 miles of MSAS routes. The following summarizes the MSAS system following the anticipated changes:

Total improved Basic Mileage:	88.27 miles
Maximum Allowable MSAS Mileage (88.24 x 0.20):	17.65 miles
Maximum Mileage Designated Following Modifications:	17.51 miles
Remaining Unclaimed Mileage	0.14 miles

The requested route changes meet the requirements of 8820.070 for Municipal State-Aid Streets be carrying heavier traffic loads than other local roadways, connecting points of major traffic interest, and providing an integrated roadway network.

MOTION by Council Liaison Cross, seconded by Commissioner Franzen to recommend City Council adopt Resolution No. 2018-XX Revoking Municipal State Aid Streets. Motion carried unanimously.

MOTION by Commissioner Franzen, seconded by Commissioner Christofferson to recommend City Council adopt Resolution No. 2018-XX Establishing Municipal State Aid Streets. Motion carried unanimously.

MNDOT MUNICIPAL STATE AID DESIGNATIONS AND REVOCATIONS RESPONSE LETTER

The MnDOT Municipal State Aid Designations and Revocations letter of approval was provided to the commission as information only.

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 a few more spots are occurring in the areas that were chip sealed in 2017.

Public Works Supervisor Cassady noticed that no stripping has occurred on Inglewood Drive north of Woida Road. This area was done in 2014 by Crow Wing County and a warm mix bituminous was used on the roadway.

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. A pre-construction meeting was held, and the contractor would like to start the project around April 23rd depending on weather conditions.

BNSF RAILWAY COMPANY PIPELINE LICENSE FOR THE LIFT STATION NO. 3 REROUTE IMPROVEMENTS PROJECT

Public Works Director/City Engineer Walter informed the commission this is the standard pipeline license that is used by JLL/BNSF. Mr. Walter has no concerns and recommends approval of the license.

MOTION by Council Liaison Cross, seconded by Commissioner Christofferson to recommend City Council approve the BNSF Railway Company Pipeline License for the Lift Station No. 3 Reroute Improvements Project in the amount of \$2,131.25. 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.

BNSF RAILWAY COMPANY PIPELINE LICENSE FOR THE 2018 CYPRESS DRIVE IMPROVEMENTS PROJECT

Public Works Director/City Engineer Walter informed the commission this is the standard pipeline license that is used by JLL/BNSF. Mr. Walter explained the only difference with this license is the City will be using the blanket railroad protective liability insurance policy for the project.

MOTION by Commissioner Franzen, seconded by Council Liaison Cross to recommend City Council approve the BNSF Railway Company Pipeline License for the 2018 Cypress Drive Improvements Project in the amount of \$2,597.25. 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.

2018 EXCELSIOR ROAD AND EDGEWOOD DRIVE COMMERCIAL IMPROVEMENTS PROJECT CHANGE ORDER NO. 1

WSB Consulting Engineer Sonmor reviewed Change Order No. 1 with the commission for the 2018 Excelsior Road and Edgewood Drive Commercial Improvements Project. WSB Consulting Engineer Rickart has no concerns with Change Order No. 1 and recommends approval. The change order included the following items:

1. Revised locations and depth of lift station. Assumes Crow Wing Power charges to be paid by the City.
2. Storm sewer revisions resulting from new lift station location.
3. 18-inch sub cut for placement of select granular material.
4. Temporary fence.
5. Installation of cameras for traffic signal for construction. Assumes that MnDOT supplies the cameras.

6. Striping revisions. Replace epoxy paint with latex.

MOTION by Commissioner Christofferson, seconded by Council Liaison Cross to recommend City Council approve the Pratt's Affordable Excavating, Inc. Change Order No. 1 in the increased amount of \$162,590.50 for the 2018 Excelsior Road and Edgewood Drive Commercial Improvements Project. Motion carried unanimously.

2018 EXCELSIOR ROAD AND EDGEWOOD DRIVE COMMERCIAL IMPROVEMENTS PROJECT PARTIAL PAY ESTIMATE NO. 1

WSB Consulting Engineer Sonmor reviewed Partial Pay Estimate No. 1 with the commission for the 2018 Excelsior Road and Edgewood Drive Commercial Improvements Project. WSB Consulting Engineer Sonmor has no concerns with Partial Pay Estimate No. 1 and recommends approval.

MOTION by Council Liaison Cross, seconded by Commissioner Christofferson to recommend City Council approve the Pratt's Affordable Excavating, Inc. Partial Pay Estimate No. 1 in the amount of \$64,914.45 for the 2018 Excelsior Road and Edgewood Drive Commercial Improvements Project. 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.

PROPOSED SCHEDULE FOR WHISKEY CREEK WATER QUALITY IMPROVEMENTS

Public Works Director/City Engineer Walter stated the project could be a 2019 – 2020 project. This letter is a reminder for funding options for consideration, land acquisition and scheduling and should be incorporated into the 5-Year CIP.

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.

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

2021 INGLEWOOD DRIVE RAILWAY CROSSING & FOLEY ROAD IMPROVEMENTS PROJECT FEASIBILITY REPORT

WSN Consulting Engineer Welch reviewed the draft feasibility report for the 2021 Inglewood Drive Railway Crossing and Foley Road Improvements. The commission reviewed and discussed the project location, project history, improvement process, existing conditions, proposed improvements, trail improvements and probable project costs.

The goal of the proposed project is to relocate the existing signalized intersection at Knollwood Drive and TH 210 to the intersection of Inglewood Drive and TH 210. Relocation of the signalized intersection to Inglewood Drive improves the signal spacing on TH 210 and shortens the westbound exit traffic distance to 0.8 miles on Foley Road. This relocation has been recommended in previously conducted long-range transportation studies, and has been in the planning stages for several years. Public Works Director/City Engineer Walter informed the commission change would allow for better functionality of traffic movements in the area and North/South between CSAH 48 and CSAH 77.

The commission noted several items that would need to be changed in the PowerPoint presentation and Mr. Welch will make the noted changes before for the City Council presentation.

MOTION by Council Liaison Cross, seconded by Commissioner Christofferson to recommend City Council adopt Resolution 2018-XXX accepting the 2021 Inglewood Drive Railway Crossing & Foley Road Improvements Project Feasibility Report. Motion carried unanimously.

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 FINAL PAY ESTIMATE NO. 4

Public Works Director/City Engineer Walter reviewed Final Pay Estimate No. 4 for the 2018 Water Treatment Plant Flume Replacement Project. Mr. Walter had no concerns with the pay estimate and recommended approval.

Mr. Walter stated the results for the flume replacement should be at the May or June meeting and the results look very promising at this time.

MOTION by Council Liaison Cross, seconded by Commissioner Franzen to recommend City Council approve the Eagle Construction Company, Inc. Final Pay Estimate No. 4 in the amount of \$22,376.25 for the 2018 Water Treatment Plant Flume Replacement Project. Motion carried unanimously.

SAMBATEK PROPOSAL FOR THE BAXTER WATER TREATMENT PLANT IRON OXIDATION TESTING

Public Works Director/City Engineer Walter reviewed the proposal for the jar testing to determine if moving the chlorine feed point to the middle of the detention basin would enhance the iron oxidation process and improve plant performance.

Sambatek Engineer Qureshi will perform the testing in the not to exceed amount of \$1,530.00.

MOTION by Council Liaison Cross, seconded by Commissioner Christofferson to recommend City Council approve the Sambatek Proposal for the Baxter Water Treatment Plant Iron Oxidation Testing in the not to exceed amount of \$1,530.00. Motion carried unanimously.

WASTEWATER TREATMENT PHOSPHORUS CHARGES

The wastewater treatment plant phosphorus charges was submitted to the commission as information only.

RED SAND LAKE OUTLET PROJECT POPOSAL FROM THE MN DEPARTMENT OF NATURAL RESOURCES

The commission reviewed the MN DNR's Red Sand Lake Project proposal to replace the existing CMP culvert pipe with a corrugated arch pipe and place fill over the pipe to provide 18-inches of fill material. There are also three rock weir structures proposed, one upstream and two downstream of the outlet.

The goal for the project is to restore the overflow/flood connection between Red Sand and White Sand Lake. The connection will maintain a fish spawning area and allowing fish to migrate from Red Sand Lake to White Sand Lake.

MOTION by Council Liaison Cross, seconded by Commissioner Franzen to recommend City Council acknowledge the replacement of the existing structure with the new proposed structure for the MN DNR's Red Sand Lake Project. Motion carried unanimously.

**MN DEPARTMENT OF HEALTH SOURCE WATER PROTECTION PLAN
IMPLEMENTATION GRANT SUBMITTAL**

The MN Department of Health Source Water Protection Plan Implementation Grant submittal was presented to the commission as information only.


FEBRUARY WATER AUDIT

The February Water Audit was submitted to the commission as information only. Public Works Director/City Engineer Walter informed the commission of a water leak in a sprinkler line that was discovered at the old Fruth building. The water ran for approximately three days and over 1,000,000 gallons of water was released either to the ground outside or the sanitary sewer. Most of the water went outside onto the ground.

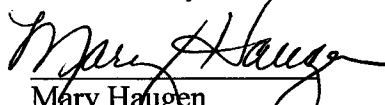
ADJOURNMENT

MOTION by Council Liaison Cross, seconded by Commissioner Christofferson to adjourn the meeting at 7:00 p.m. Motion carried unanimously.

Approved by:


Rock Yliniemä
Chairman

Submitted by:


Mary Haugen
Administrative Assistant