

UTILITIES COMMISSION
May 6, 2015

The regular meeting of the Baxter Utilities Commission was called to order at 5:00 p.m. by Chairman Rock Yliniemi.

MEMBERS PRESENT: Commissioners Shawn Crochet, Dave Franzen, 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 and WSN Engineer in Training Tony Pohl.

APPROVAL OF MINUTES

MOTION by Commissioner Franzen, seconded by Commissioner Crochet to approve the Utilities Commission minutes of April 8, 2015. Motion carried unanimously.

FALCON DRIVE FINAL PAY ESTIMATE NO. 3

WSN Consulting Engineer Welch reviewed the DeChantel Excavating, Inc. Final Pay Estimate No. 3 for the 2014 Falcon Drive Improvements Project. WSN Consulting Engineer Welch had no concerns with the final pay estimate and recommends approval.

MOTION by Commissioner Franzen, seconded by Commissioner Crochet to recommend City Council approve the DeChantel Excavating, Inc. Final Pay Estimate No. 3 in the amount of \$2,500.00 for the Falcon Drive Improvements Project contingent on the IC134's being submitted to the City. Motion carried unanimously.

FOREST DRIVE STORMWATER IMPROVEMENTS PLANS

WSN Consulting Engineer Welch reviewed the Forest Drive Stormwater Improvement Plan with the commission. The plan is very simple with the stormwater being channeled north into the existing Section 6 Storm Water Outlet. This project will allow for water to drain from the yards and ditches on Forest Drive during big rain events and high groundwater years. The wetland fill and alterations will be reviewed at the Crow Wing County Technical Evaluation Panel meeting next month due to wetland impact of installing the ditch.

Council Liaison Cross stated the council is in full support of this project and wants to see it completed this year. WSN Consulting Engineer Welch stated that the maintenance road along the ditch will be moved to the east side of the ditch so that will be the only change to the plan set before bidding.

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MOTION by Commissioner Crochet, seconded by Commissioner Franzen to recommend City Council approve the 2015 Forest Drive Storm Water Improvements Plan & Specifications and direct staff to advertise for bids. Motion carried unanimously.

WSN PROPOSAL FOR PROFESSIONAL ENGINEERING SERVICES FOR THE 2015 INGLEWOOD DRIVE IMPROVEMENTS FROM WOIDA ROAD TO CSAH 77 (PINE BEACH ROAD)

WSN Consulting Engineer Welch reviewed the Proposal for Professional Engineering Services for the 2015 Inglewood Drive Improvement Project from Woida Road to CSAH 77 (Pine Beach Road) and the contract was entered into the record. This is a joint project between the City of Baxter and Crow Wing County Highway Department. WSN has been requested to submit a proposal for engineering services to assist with public hearing, chapter 429 processes, assessments and assessment rolls.

Dear Mayor and City Council:

In response to staff request, we are pleased to submit a proposal to provide preliminary engineering and assessment services associated with the Inglewood Drive project between Woida Road and CSAH 77 Road.

It is our understanding the roadway in the project area is currently under the jurisdictions of Crow Wing County and the City of Baxter based on abutting property ownership. Three parcels abutting the roadway are currently within the Baxter municipal limits and the remaining parcels are located in the First Assessment District (Unorganized Territory) of Crow Wing County. Recently Crow Wing County applied for and secured a grant through the Local Road Improvement Program (LRIP) for upgrading the roadway. Planned improvements include widening the roadway, increasing the design strength of the roadway and securing a defined right-of-way corridor. As a result of the varying jurisdiction in the project, the City of Baxter would have a share of the proposed cost.

In accordance with the City Assessment Policy, roadway reconstruction costs would be assessed to the benefitting property owners. Our proposal includes preliminary engineering tasks services required to assist the City with the Chapter 429 assessment process.

Our proposed scope of service is as follows:

Feasibility Study

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

- Research of existing documents.
- Preparation of preliminary study exhibits.
- 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.

Improvement Hearing

WSN proposes to assist the City with the Minnesota Chapter 429 Improvement hearing. Items included with this proposal are:

- Assist the City with the preparation of the Improvement Hearing resolution and notice. We assume the City will assume responsibility for publishing and mailing all required notices.

Final Assessment Calculations and Hearing

WSN will assist the City with assessment calculations, hearings and documentation in accordance with the Minnesota Chapter 429 assessment process. Items included in our proposed scope of services are as follows:

- Prepare final cost split worksheet and assessment calculations
- Prepare individual records of assessment
- Assist the City with Assessment Hearing resolutions and notices. We assume the City will assume responsibility for publishing and mailing all required notices.
- Prepare and present Assessment Hearing project information.

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 \$3,500. If you are in agreement with our proposed scope of services, please sign and return one copy of this letter to us as our authorization to proceed.

We realize this is an important project to the City and for that reason, we welcome the opportunity to sit down with you and your staff to go over this proposal and review the approach and work tasks we have listed. If necessary, we will revise the proposal to better conform to the needs of the City for this project.

We thank you for giving us the opportunity to submit this proposal and look forward to working with City staff to make this proposed project a reality.

Sincerely,
Aric Welch

MOTION by Commissioner Crochet, seconded by Commissioner Franzen to recommend City Council approve the WSN Proposal for Professional Engineering Services for the 2015 Inglewood Drive Improvement Project from Woida Road to CSAH 77 in the not to exceed amount of \$3,500.00. Motion carried unanimously.

2015 INGLEWOOD DRIVE IMPROVEMENTS FROM WOIDA ROAD TO CSAH 77 (PINE BEACH ROAD) FEASIBILITY REPORT

WSN Consulting Engineer Welch reviewed the draft feasibility report with the commission. The roadway is currently under the jurisdictions of First Assessment District (Crow Wing County) and the City of Baxter based on abutting property ownership. Three parcels abutting the roadway are currently within the Baxter municipal limits and the remaining parcels are located in the First Assessment District (Unorganized Territory) of Crow Wing County.

Crow Wing County applied for and secured a grant through the Local Road Improvement Program (LRIP) for upgrading the roadway. Planned improvements include widening the roadway, increasing the design strength of the roadway and securing a defined right-of-way corridor. As a result of the varying jurisdiction in the project, the City of Baxter would have a share of the proposed costs. The LRIP grant does not cover any right-of-way costs or engineering costs.

The existing condition of Inglewood Drive, as per the Bolton & Menk Comprehensive Pavement Management System, has been identified as full depth reclamation.

At the work session on May 6th, Council Member Holman stated that he would prefer to have a bike lane and no parking signs on that section of Inglewood Drive. Since this is not a city driven project as request would need to be made to Crow Wing County for consideration. The county is anticipating the project would be completed before freeze up.

MOTION by Commissioner Crochet, seconded by Commissioner Franzen to recommend City Council approve the 2015 Inglewood Drive Improvements from Woida Road to CSAH 77 Feasibility Report. Motion carried unanimously.

BOLTON & MENK LIFT STATION NO. 3 RE-ROUTE IMPROVEMENT PROJECT UPDATE

The Bolton & Menk lift station update included two (2) options:

- Option 1 provided a Steel Casing spanning Hwy 210 and BSNF
- Option 2 considered installing a combination HDPE Casing crossing Hwy 210

Staff is recommending all steel casing under the Railroad and TH 210 and HDPE casing under TH 371. Commission had no concerns with staff recommendation.

A BNSF Application for Utility Crossing Permit was prepared based on Option 1 and submitted for BNSF approval. Due to higher than anticipated costs this project may need to be delayed until 2016. Final plans will be in front of the Commission at the next Utilities meeting.

QUALITY FLOW SYSTEMS LIFT STATION NO. 3 EQUIPMENT QUOTE

Public Works Director/City Engineer Walter reviewed the Quality Flow System quote for the pumps, panels and necessary components for the Lift Station No. 3 Re-Route Project. He

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informed the commission this is a proprietary system used on all current 22 lift stations and that is why only one quote is being submitted to the commission for consideration.

MOTION by Commissioner Franzen, seconded by Commissioner Crochet to recommend City Council approve the Quality Flow Systems Lift Station No. 3 Equipment Quote in the amount of \$18,820.00. Motion carried unanimously.

CROW WING POWER NEW MEMBERSHIP AGREEMENT FOR STREET LIGHTING CABINET A ON CSAH 48 AND ISLE DRIVE

Public Works Director/City Engineer Walter reviewed Crow Wing Power New Membership Agreement the street lighting cabinet A to be located at the intersection of CSAH 48 and Isle Drive. This is the standard agreement used for new electrical connections.

MOTION by Council Liaison Cross, seconded by Commissioner Crochet to recommend City Council approve the Crow Wing Power Lighting New Membership Agreement for Street Lighting Cabinet A at the intersection of CSAH 48 and Isle Drive in the amount of \$100.00. Motion carried with Commissioner Franzen abstaining.

CROW WING POWER NEW MEMBERSHIP AGREEMENT FOR STREET LIGHTING CABINET B ON ISLE DRIVE

Public Works Director/City Engineer Walter reviewed Crow Wing Power New Membership Agreement the street lighting cabinet B to be located on Isle Drive. This is the standard agreement used for new electrical connections.

MOTION by Council Liaison Cross, seconded by Commissioner Crochet to recommend City Council approve the Crow Wing Power Lighting New Membership Agreement for Street Lighting Cabinet B on Isle Drive in the amount of \$100.00. Motion carried with Commissioner Franzen abstaining.

CROW WING POWER NEW MEMBERSHIP AGREEMENT FOR LIFT STATION NO. 23

Public Works Director/City Engineer Walter reviewed Crow Wing Power New Membership Agreement for Lift Station No. 23. This is the standard agreement used for new electrical connections.

MOTION by Council Liaison Cross, seconded by Commissioner Crochet to recommend City Council approve the Crow Wing Power Lighting New Membership Agreement for Lift Station No. 23 in the amount of \$100.00. Motion carried with Commissioner Franzen abstaining.

ISLE DRIVE EXTENSION CLEARING FINAL PAY ESTIMATE NO. 1

The Isle Drive Extension Clearing Final Pay Estimate No. 1 was submitted to the commission as information only. City Council had previously approved the pay estimate at the April 21, 2015 City Council meeting.

WATER TREATMENT PLANT COST BENEFIT ANALYSIS UPDATE.

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Progressive Consulting Engineers submitted the analytical results of the recent water samples for the Commission to review.

2015 EXCELSIOR ROAD IMPROVEMENTS PROJECT UPDATE

Public Works Director/City Engineer Walter informed the commission the Corp of Engineers permit has still not been received and the project cannot start until the permit has been obtained.

2015 EXCELSIOR ROAD MONTHLY STATUS UPDATE.

The 2015 Excelsior Road monthly status update was submitted to the commission as information only.

2015 MILL AND OVERLAY PROJECT UPDATE

Public Works Director/City Engineer Walter informed the commission the draft feasibility report for the 2015 Mill and Overlay should be submitted to the City for the May 19th council workshop and all Commissioners are welcomed to attend.

2014 WOIDA ROAD, WILDFLOWER DRIVE AND FRANKLIN DRIVE CHANGE ORDER NO. 3

The 2014 Woida Road, Wildflower Drive and Franklin Drive Change Order No. 3 was submitted to the commission as information only. City Council had previously approved the change order at the April 21, 2015 meeting.

2014 WOIDA ROAD, WILDFLOWER DRIVE AND FRANKLIN DRIVE PARTIAL PAY ESTIMATE NO. 7

The 2014 Woida Road, Wildflower Drive and Franklin Drive Partial Pay Estimate No. 7 was submitted to the commission as information only. City Council had previously approved the pay estimate at the April 21, 2015 meeting.

UNIVERSITY OF MINNESOTA EXTENSION ARTICLE ON EFFORTS TO PROTECT THE MISSISSIPPI RIVER

The University of Minnesota Extension Article on efforts to protect the Mississippi River was submitted to the commission as information only.

STAR TRIBUNE CLOGGED PIPES ARTICLE

The Star Tribune article on clogged pipes due to “flushable wipes” was submitted to the commission as information only.

ADJOURNMENT

MOTION by Council Liaison Cross, seconded by Commissioner Crochet to adjourn the meeting at 6:00 p.m. Motion carried unanimously.

Approved by:

Submitted by,

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Rock Yliniemi
Chairman

Mary Haugen
Administrative Assistant