

UTILITIES COMMISSION

May 2, 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 Engineer Chris Sonmor, and SEH Consulting Engineer Scott Hedlund.

APPROVAL OF MINUTES

MOTION by Commissioner Franzen, seconded by Commissioner Christofferson to approve the Utilities Commission minutes of April 4, 2018. Motion carried unanimously.

RETAIL PARTNERS BAXTER, LLC FINAL ACCEPTANCE

Public Works Director/City Engineer Walter informed the commission the Retail Partners Baxter, LLC Project has been completed. The development included Aspen Dental, Caribou Coffee and Einstein Bagel.

Mr. Walter recommends final acceptance of the project and to approve releasing Letter of Credit No. 3706.

MOTION by Commissioner Wolf, seconded by Council Liaison Cross to recommend City Council approve the final acceptance of Retail Partners Baxter, LLC Developers Agreement and release Letter of Credit No. 3706 in the amount of \$105,606.88. 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.

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. There was no new information or questions from the commission or the public.

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. City Council approved the permanent sanitary sewer easement on Outlot D, Costco Addition with Costco Wholesale Co. at the May 1st

meeting.

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.

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. Pratt's Affordable Excavating will begin work on the project on Tuesday, May 8th, 2018.

2018 EXCELSIOR ROAD AND EDGEWOOD DRIVE COMMERCIAL IMPROVEMENTS PROJECT PARTIAL PAY ESTIMATE NO. 2

WSB Consulting Engineer Sonmor reviewed Partial Pay Estimate No. 2 for materials on hand 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. 2 and recommends approval.

MOTION by Commissioner Franzen, seconded by Commissioner Christofferson to recommend City Council approve Pratt's Affordable Excavating, Inc. Partial Pay Estimate No. 2 in the amount of \$113,683.65 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. WSB Consulting Engineer Sonmor informed the commission that bids were opened today and both bids were under the Engineer's estimate.

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. WSN Consulting Engineer Welch recommended the seeding areas be reviewed and if necessary hire someone to redo the seeding so the project can be closed out.

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. WSN Consulting Engineer Welch is meeting with the contractor tomorrow to put together a spring start up schedule in order to schedule the project completion.

2017 COUNTY STATE AID HIGHWAY 48 RAILROAD CROSSING & TRAIL IMPROVEMENTS PROJECT MONTHLY UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the 2017 County State Aid Highway 48 Railroad Crossing and Trail Improvements Project Monthly Update. WSN Consulting Engineer Welch informed the commission the pedestrian crossing is being installed sometime in the month of May.

2021 INGLEWOOD DRIVE RAILWAY CROSSING & FOLEY ROAD IMPROVEMENTS PROJECT MONTHLY UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the 2021 Inglewood Drive Railway Crossing & Foley Road Improvements Project Monthly Update. WSN Consulting Engineer Welch informed the commission that the feasibility report has been approved by City Council. This item will be removed from further agendas.

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. HydroKlean televised and cleaned the sanitary sewer line on Monday, April 30th.

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 South Interceptor and North Forestview Improvements Project Monthly Update Memo. There was no new information or

questions from the commission or the public.

2018 MSAS ROUTE CHANGES AND NEEDS UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the 2018 MSAS route changes and needs update. There was no new information or questions from the commission or the public.

2018 FLUME REPLACEMENT PROJECT MONTHLY UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the 2018 Flume Replacement Project, Public Works Director/City Engineer Walter informed the commission the project has been completed and the results should be before the commission in June.

2018 BAXTER WATER TREATMENT PLANT IRON OXIDATION TESTING MONTHLY UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the 2018 Baxter Water Treatment Plant Iron Oxidation Testing monthly update report. Public Works Director, Walter informed the Commission that the iron oxidation testing is scheduled for next week, May 8th or 9th, 2018.

2017 MS4 ANNUAL PROGRESS REPORT FOR THE CITY OF BAXTER

Chairman Yliniemi inquired if there were any questions or concerns with the 2017 MS4 Annual Progress Report for the City of Baxter. There was no new information or questions from the commission or the public.

MS4 EDUCATION ARTICLE

Chairman Yliniemi inquired if there were any questions or concerns with the MPCA MS4 Education Article. There was no new information or questions from the commission or the public.

MPCA MS4 NOTICE OF COMPLETION OF CORRECTIVE ACTIONS

Chairman Yliniemi inquired if there were any questions or concerns with the MPCA MS4 Notice of Completion of Corrective Actions. There was no new information or questions from the commission or the public.

2018 BAXTER ELEMENTARY SCHOOL TRAFFIC STUDY

Chairman Yliniemi inquired if there were any questions or concerns with the 2018 Baxter Elementary School Traffic Study. Chairman Yliniemi stated the traffic study should include the Art Ward Road and Fairview Road intersection.

CROW WING COUNTY FUTURE COUNTY HIGHWAY PROJECTS

Chairman Yliniemi inquired if there were any questions or concerns with the Crow Wing County Future County Highway Projects. There was no new information or questions from the commission or the public.

MNDOT LOCAL ROAD AND BRIDGES HIGHWAY USER TAX DISTRIBUTION FUND

Chairman Yliniemi inquired if there were any questions or concerns with the MnDOT Local Road and Bridges Highway User Tax Distribution Fund. There was no new information or questions from the commission or the public.

WASTEWATER TREATMENT CHARGES FOR MARCH

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

ADJOURNMENT

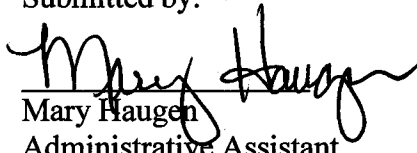
MOTION by Council Liaison Cross, seconded by Commissioner Christofferson to adjourn the meeting at 5:48 p.m. Motion carried unanimously.

Approved by:



Rock Yliniemi
Chairman

Submitted by:



Mary Haugen
Administrative Assistant