

UTILITIES COMMISSION

May 4, 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: Engineering Technician Doug Schultz and Administrative Assistant Mary Haugen.

OTHERS PRESENT: WSN Consulting Engineer Aric Welch, SEH Consulting Engineer Scott Hedlund, WSB Consulting Engineer Chuck Rickart, Bolton & Menk Consulting Engineer Mike Rardin, HJ Development Representative Chris Moe and Sambatek Project Manager Mike Bultman.

APPROVAL OF MINUTES

MOTION by Commissioner Wolf, seconded by Commissioner Franzen to approve the Utilities Commission minutes of April 6, 2016. Motion carried unanimously.

2016 CHIP SEAL PROJECT MONTHLY UPDATE

Work Completed – First Update

Plans and bid documents were provided to Crow Wing County on March 7, 2016. Crow Wing County advertised the project for bids during March and opened bids on April 6, 2016. The bid abstract was reviewed by Bolton & Menk, Inc. (BMI) and no concerns were noted. The low bidder is the same as last year - Morris Sealcoat & Trucking, Inc. The low bid was within the budget provided by the City for this project.

A pre-construction conference is currently scheduled for Wednesday, May 4, 2016.

Project Schedule and Completion

The project is currently on schedule with no delays anticipated. The following schedule and completion requirements were incorporated into this project:

- Construction operations are not to be started prior to Tuesday, July 5, 2016, except stockpiling of aggregate materials.
- The contractor is to notify the City of their proposed work schedule at least five (5) working days in advance of beginning work.
- All seal coat, fog, and interim pavement marking work required under this Contract is to be completed no later than August 15, 2016 and within ten (10) working days from project initiation.
- All construction operations are to be completed no later than August 26, 2016.

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Bolton & Menk Consulting Engineer Rardin informed the commission the pre-construction meeting was held and Morris Sealcoat, who is the same contractor as last year, was informed of the critical timing of the schedule.

2016 CROW WING COUNTY COST SHARE AGREEMENT FOR THE 2016 CITY OF BAXTER CHIP SEAL PROJECT

The commission reviewed the Crow Wing County Cost Share Agreement for the chip seal project. This is the standard agreement used by the County for joint projects it administers.

MOTION by Commissioner Wolf, seconded by Commissioner Franzen to recommend City Council approve the 2016 Crow Wing County Cost Share Agreement for the 2016 City of Baxter Chip Sealing Project in the estimated amount of \$162,650.60. Motion carried unanimously.

CROW WING COUNTY STORMWATER PONDING REQUEST FOR THE CSAH 48 IMPROVEMENT PROJECT

The commission reviewed the stormwater ponding request from Crow Wing County Highway Department for the 2017 CSAH 48 Improvements Project. A rough sketch of where the ponds would be located was provided; the ponds are 4' deep ponds and would discharge into the existing vegetated woods.

The pond on the south side would be constructed on city property; however, the city would need to contact the homeowners association on Rush Lake to see if they would allow a pond to be constructed on the north side. There is an existing conservation easement and that would need to be reviewed to see what it entails and if a pond could be construction on the north side.

The highway department would construct the ponds with their 2017 Mill and Overlay project but the maintenance of the ponds would be the responsibility of the City.

Consensus of the commission was to have staff contact the homeowners association to see if they would consider an easement and construction of a stormwater pond.

MOTION by Commissioner Crochet, seconded by Commissioner Christofferson to recommend City Council approve allowing Crow Wing County to construct a stormwater pond on the south side of Rush Lake on city property. Motion carried unanimously.

WSB TRAFFIC ENGINEERING REVIEW AND ANALYSIS FOR HJ DEVELOPMENT CENTRAL LAKES CROSSING

WSB Consulting Engineer Rickart reviewed the traffic engineering review and analysis for the proposed Central Lakes Crossing Development. One site is located south of TH 210 and west of TH 371 on Elder Drive, just south of Costco. The second site is located south of Glory road and west of TH 371 in the Walmart parking lot.

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The proposed sites will be developed with retail and restaurant uses. Site 1 on Elder Drive will include four separate retail uses and Site 2 on Glory Road will include three restaurant sites and one retail site.

Existing traffic characteristics, traffic growth, area trip generation and distribution, traffic volume, and pedestrian system review. The commission had an in-depth discussion on truck traffic in the area and how to minimize any impact to the traffic flow.

Council Liaison Cross inquired if any signage would be required for pedestrian traffic? Mr. Rickart stated that signage could be placed in the City requested but it is not required.

Mr. Rickart reviewed his recommendations and they are listed below:

1. The proposed site access driveway on Elder Drive from development Site 1 should be moved north to approximately half way between Garrison Road and Forthun Road.
2. Provide a continuous center left turn lane on Elder Drive from Forthun Rd to Garrison Rd including a left turn into the proposed Site access driveway.
3. Provide northbound right turn lanes on Elder Drive at Forthun Rd, Garrison Rd and the proposed Site access driveway.
4. Provide an additional 10 feet of right-of-way on Elder Drive adjacent to development Site 1, and; provide a 30 foot by 30 foot site corner in the southeast corner of Elder Drive at Forthun Road and the southwest corner of Forthun Road at Elmwood Drive.
5. Include existing right-of-way and/or easements on development Site 2 plan adjacent to Glory Road and the existing Paul Bunyan Regional Trail.
6. Work with MnDOT to provide improvements at the intersection of TH 371 at Glory Road:
 - a. Short term - Update the traffic signal, including restriping the eastbound Glory Road approach and providing split phasing for the Glory Road approaches. By 2018 or with additional development in the Central Lakes Crossing development area.
 - b. Long term – Widen the eastbound Glory Road approach to provide dual left turn lanes. By 2030 or with future development analysis indicating need for the improvements.
 - c. Long term - Plan for a future dual left turn lane northbound on TH 371 to eastbound Glory Road similar to southbound TH 371. By 2030 or with future development analysis indicating need for the improvements.

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7. Provided pedestrian connection improvements:
 - a. A stripped pedestrian crossing with ADA compliant pedestrian ramps across Elder Drive to the existing path on the west side of the road.
 - b. ADA pedestrian ramps should be provided for crossing both Forthun Road and Garrison Road at the Site access driveways.
 - c. A connection to the existing path adjacent to Glory Road from the sidewalk adjacent to the proposed buildings.
 - d. A connection from the sidewalk adjacent to the proposed buildings to the parking lot south of the buildings.

MOTION by Commissioner Crochet, seconded by Commissioner Franzen to recommend City Council approve the WSB Traffic Engineering Review and Analysis for HJ Development for Central Lakes Crossing and conclusions/recommendations 1 – 7 as written in the study. Motion carried unanimously.

ELMWOOD ADDITION PRELIMINARY AND FINAL PLAT

The commission reviewed the preliminary and final plat for Elmwood Addition. Engineering Technician Schultz informed the commission several stubs were located by Penny's on the south side of the road and several road cuts were eliminated with the exception of one. This would change the easement layout.

Mr. Schultz inquired if the pedestrian ramp on the north side of Forthun Road to cross to Costco should the north side of the road have a curb cut to connect to the trail. There is currently no connection to this segment as you have to enter the driveway to access the trail. Mr. Rickart stated there should be a curb cut at that location.

A discussion was held regarding truck traffic and the turn radius that will be necessary. There is currently a 60-foot request which is larger than the city requires. HJ Development Representative Chris Moe informed the commission that preliminary studies have been conducted with a 67-foot truck; which is the size most of the retailers use, and there has been no issues with this design at this time.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to advise the Planning and Zoning Commission that the Utilities Commission has no concerns with the Elmwood Addition Preliminary & Final Plat contingent on the following:

1. Additional 10-feet of right-of-way on Elder Drive
2. Developers Agreement must be in place before the building permit is issued.
3. Dedicated 30' x 30' site triangle at the intersection of Elder Drive and Forthun Road.
4. Dedicated 30' x 30' site triangle at the intersection of Forthun Road and Elmwood Drive.
5. Dedicated 30' x 30' site triangle at the intersection of Elder Drive and Garrison Road.

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6. All water and sanitary sewer easements be dedicated on the plat.

7. Pedestrian ramp connection to the north side of the trail.

Motion carried unanimously.

CENTRAL LAKES CROSSING JUNIOR BOX RETAIL 100-YEAR STORMWATER MANAGEMENT PLAN AND WSN STORMWATER REVIEW LETTER

WSN Consulting Engineer Welch comments for the 100-year stormwater pond were submitted into the record:

We have completed our review of the Preliminary Stormwater Management Plan for Central Lakes Crossing, Junior Box Retail, Baxter, MN dated April 19, 2016. The plan was professionally prepared by Sambatek and we offer the following comments:

The plan was reviewed for compliance with the City of Baxter's stormwater requirements. Stormwater retention on-site is proposed to consist of two smaller above ground infiltration basins and a larger underground infiltration system/basin. The site has a credit of 0.28 acre-ft in the regional stormwater basin located west of Isle Drive. The owner is proposing to retain 2.85 acre-feet of storage of the 3.62 acre-feet of runoff on-site from the 100-year event. The remaining 0.49 (3.62-2.85-0.28) acre-feet of runoff will be collected by the regional pond located west of Isle Drive, which the owner proposes to expand by that amount.

The following items should be clarified and/or addressed:

- Plans for the expansion of the regional pond should be reviewed. A minimum of 0.49 acre- feet of additional storage should be provided.
- The stormwater calculations indicated a curve number of 39 for the above ground infiltration basins which represents a grass cover condition. Infiltration basins should be modeled as a water surface with a curve number of 98, especially when considering a 100-year storm event. However the proposed infiltration basins on this project are relatively small and the difference in curve numbers would have a relatively small impact on the stormwater runoff and retention requirements for the entire site.
- The stormwater calculations indicate runoff discharge from the basins through exfiltration (infiltration during the storm event). The City of Baxter typically does not allow the use of exfiltration and the entire 100-year storm event must be held in the basin prior to infiltration (i.e. frozen ground conditions). The developer would have to provide an additional 1.15 acre-feet of storage on-site or in the expansion of the regional pond.

Sambatek Project Manager Mike Bultman acknowledged receipt of the WSN memo and stormwater management plan will be revised to reflect the three items. Mr. Schultz inquired if the turn lane addition on Elder Drive and Forthun Road would affect the holding capacity of the pond. The regional pond could absorb the extra flow whereas the south pond could not take the additional stormwater volume. Mr. Bultman stated he did not think the north pond would see any

reduction in size; the pond south of Ulta cannot handle the 100-year storm event so they will be expanding the pond west of Isle Drive to compensate.

MOTION by Commissioner Franzen, seconded by Commissioner Crochet to recommend City Council approve the Sambatek Engineering 100-Year Stormwater Management Plan for the Central Lakes Crossing Junior Box Retail Development. Motion carried unanimously.

CENTRAL LAKES CROSSING JUNIOR BOX RETAIL CIVIL PLANS

Engineering Technician Schultz informed the commission a Developers Agreement for the Central Lakes Crossing Junior Box Retail Center will be at the June Utilities Commission Meeting.

CENTRAL LAKES CROSSING 3RD ADDITION PRELIMINARY AND FINAL PLAT

The commission reviewed the preliminary and final plat for Central Lakes Crossing 3rd Addition.

MOTION by Commissioner Franzen, seconded by Commissioner Christofferson to advise the Planning and Zoning Commission that the Utilities Commission has no concerns with the Preliminary & Final Plat contingent on the following:

1. All water and sanitary sewer easements be dedicated on the plat.
2. Developers Agreement must be in place before the building permit is issued.
3. Show all existing trail easements on the plat.

Motion carried unanimously.

CENTRAL LAKES CROSSING MULTI-TENANT 100-YEAR STORMWATER MANAGEMENT PLAN AND WSN STORMWATER REVIEW LETTER

WSN Consulting Engineer Welch comments for the 100-year stormwater pond were submitted into the record:

We have completed our review of the Preliminary Stormwater Management Plan for Central Lakes Crossing, Multi-Tenant Retail, Baxter, MN dated April 19, 2016. The plan was professionally prepared by Sambatek and we offer the following comments:

The Stormwater Management Plan (SWMP) has been reviewed for compliance with the City of Baxter's stormwater ordinance. Stormwater retention on-site is proposed to consist of a wet basin with an infiltration shelf. The wet portion of the pond will lined due to lack of separation from groundwater and to maintain water for aesthetic purposes. The main stormwater retention will be from the infiltration shelf, which is more than adequately sized for the proposed improvements. Due to infiltration basin capacity, the owner is allocating the additional capacity for future development to the south of the proposed lot.

Although the proposed infiltration basin is more than adequately sized and the SWMP meets the City stormwater ordinance, it is recommended that the following be addressed so that the City will have a more accurate stormwater retention volume that the site can allocate for future development to the south of the proposed development.

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The following items shall be clarified and/or addressed:

1. Runoff from catchment area 4s should be included in the drainage for the infiltration basin. Area 4s is a part of the parcel and the runoff is collected on site and conveyed through the storm sewer into the proposed infiltration basin.
2. A portion of the proposed improvements (southern half of the south east-west drive isle) is not included in the stormwater calculations for the proposed improvements. This area drains off-site onto the adjacent south parcel. It shall be noted in the SWMP that this area shall be included in the calculations for the development of that site.
3. The stormwater calculations indicate the infiltration basin and wet pond have a curve number of 39 which represents a grass cover condition, infiltration basins and wet ponds should be modeled as a water surface with a curve number of 98, especially when considering a 100-year storm event. The proposed infiltration basin on this project is relatively large and the difference in curve numbers would have relatively large impact on the stormwater runoff for the entire site.
4. The stormwater calculations indicate runoff discharge in the basins through exfiltration (i.e. infiltration during the storm event). It is our understanding that the City of Baxter does not allow this method to be used for above ground infiltration areas.

Mr. Bultman had no concerns with the four items and they would be incorporated into the stormwater plans.

MOTION by Commissioner Wolf, seconded by Commissioner Crochet to recommend City Council approve the Sambatek Engineering 100-Year Stormwater Management Plan for the Central Lakes Crossing Multi-Tenant Retail Development. Motion carried unanimously.

CENTRAL LAKES CROSSING 3RD ADDITION CIVIL PLANS

Engineering Technician Schultz informed the commission that the this site has three restaurants on the site and grease traps will be required for each unit and the sewer line will probably have to be extended to the property line.

Mr. Schultz informed the commission a Developers Agreement for the Central Lakes Crossing 3rd Addition will be at the June Utilities Commission Meeting.

2015 MILL & OVERLAY MONTHLY PROJECT UPDATE

The Contractor has given the following detailed schedule, subject to change:

Week of 05/02/16:

- Monday:
 - Remove pavement and rehabilitate the sanitary sewer manhole at the Glory Road/ Isle Drive intersection.
- Tuesday:

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- Paving in the Glory Road/ Isle Drive intersection.
- Reclaiming (i.e. turn to gravel) Edgewood Drive from Clearwater Rd to 550 feet north of Woida Road.
- Wednesday:
 - Paving in the Glory Road/ Isle Drive intersection.
 - Mill off (remove) excess reclaim material, grading, compaction on Edgewood Drive from Clearwater Road to 550 feet north of Woida Road.
- Thursday and Friday:
 - Paving and manhole casting adjustments on Edgewood Drive from Clearwater Road to 550 feet north of Woida Road.
- Week of 05/09/16 and after:
 - Pavement Markings, driveway paving, cleanup, and punch list.

2015 EXCELSIOR ROAD IMPROVEMENTS PROJECT MONTHLY UPDATE

Summary of Work Completed Since Last Update

Construction Start:

- Preconstruction Conference was held on April 23, 2015.
- Notice to Proceed was executed May 29, 2015 - the same day the USACE wetland permit was approved.
- Construction started June 1, 2015.

Construction Progress:

- The project was re-opened to through traffic on Friday, September 25th
- The final remaining punch list item of correcting the steep slope on the north side of the Excelsior Road on the first curve west of Broadmoor Drive was completed March 31, 2016.

Construction Progress Payments to the Contractor:

- Application for Payment No. 8 – Final is planned to be on the May 2016 Utilities Commission and City Council agendas for approval.
- Construction Completion:
- The contract final completion date is November 27, 2015.
- The plan is to close out the Anderson Brothers Construction contract in May 2016.

Project scope changes:

- There are no unapproved scope changes at this time.

Mr. Schultz requested the Cypress Trail be repaired by Anderson Brothers under the warranty period. Mr. Hedlund stated that Anderson Brothers Construction had previously agreed to the repair of the trail.

2015 EXCELSIOR ROAD IMPROVEMENTS PROJECT FINAL PAY ESTIMATE NO. 8

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SEH Consulting Engineer Hedlund reviewed Final Pay Estimate No. 8 for the 2015 Excelsior Road Improvements Project with the commission. SEH Consulting Engineer had no concerns with Final Pay Estimate No. 8 and recommends approval.

MOTION by Commissioner Crochet, seconded by Commissioner Christofferson to recommend City Council approve the Anderson Brothers Final Pay Estimate No.8 in the amount of \$23,617.53 for the 2015 Excelsior Road Improvements Project. Motion carried unanimously.

2016 FAIRVIEW ROAD IMPROVEMENTS PROJECT MONTHLY UPDATE AND PROJECT SCHEDULE

Feasibility Report

- A draft feasibility report was prepared and presented to the Utilities Commission on November 4, 2015.
- The draft feasibility report was updated after the Utilities Commission meeting and then presented to the City Council on November 17, 2015.
- A public information meeting was held December 2, 2015, 7:00 PM.
- The final feasibility report was approved by the City Council on January 5, 2016.
- The Improvement Hearing was held February 1, 2016.
- The City Council Ordered the Improvement (road only) on February 2, 2016.

Final Design

The topographic design survey and wetland delineation field work are complete.

- Additional survey was completed to assist with the drainage design.
- Additional survey and coordination was completed to assist the City complete necessary tree clearing adjacent to the Inglewood Drive wetland related to long eared bat avoidance and the pending wetland permit application.

A drainage analysis of the Fairview Road corridor has been completed.

- Infiltration testing is planned to be completed by Braun Intertec on March 28, 2016 to verify in place soils infiltration rates to finalize the gas station pond design.
 1. Multiple sizing options have been evaluated.
 2. The test results could affect easement acquisition needs.

Preliminary private utility design coordination meetings were held September 10 and December 22, 2015.

- A follow-up meeting with Crow Wing Power was held on January 15, 2016.

Design meetings with the gas station owners to discuss stormwater improvements occurred October 30, 2015 and January 11, 2016, with follow-up correspondence in March.

- The property owners are comfortable with the design.

It has been discovered that there have been past petroleum and fuel oil releases reported to the MPCA on the gas station and school properties respectively.

- The releases are being investigated further and construction contingencies planned.

Final construction plans are complete.

The Utilities Commission approved the plans at their March 16, 2016 meeting.

The City Council approved the plans at their April 5, 2016 meeting.

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Permits

A wetland permit application for impacts on the north side of Fairview Road just west of Inglewood Drive was submitted to the US Army Corps of Engineers (USACE) on March 4, 2016 and will be on the Crow Wing County TEP agenda on April 5, 2016.

- The TEP approved the permit.
- Approval of the USACE permit is anticipated in June.

The necessary Mn/DOT right of way (ROW) permit has been secured.

Easements

Appraisals and Minimum Damage Acquisition (MDA) documents have been completed to determine the value of permanent and temporary easements needed from 25 parcels for the project.

- An offer letter for the gas station and adjacent commercial property were approved by the City Council on February 16, 2016 and mailed by SEH the next day.
- Offer letters for the remaining 23 parcels were approved by the City Council on March 3, 2016 and mailed by SEH the next day.

Easement agreements from 19 parcels have been secured to date.

Phone or in-person contact has been made with all but 2 parcels.

- A meeting was held with the property owner that spoke during the City Council open forum on March 15, 2016 and the easement has been secured.

Beyond the easements above, 2 additional easements combined with maintenance agreements are being negotiated with the school district to cover the existing storm ponds on the west and southeast sides of Baxter Elementary School property.

- The west pond is planned for cleaning with the 2016 Mill & Overlay Project and the southeast pond is planned to be cleaned with this project.

Bidding

Authorization by the City Council to advertise for bids is planned for April 5, 2016.

Bids are planned to be opened on May 3, 2016.

Assessment Hearing

The assessment hearing is planned for Thursday, June 2, 2016.

Construction

Construction is planned to start somewhere between mid-June and early July with completion by September 1, 2016.

Utility Relocation Work

Centerpoint Energy (gas) relocation/upgrade is planned to start the week of 4/25/16 with sewer service investigations (televising mains), with new pipe installation work starting in May.

2016 GOLF COURSE DRIVE IMPROVEMENTS PROJECT MONTHLY UPDATE

Work Progress – Second Update

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At the April 5th City Council meeting, sewer condition and capacity evaluations completed for the City by Bolton & Menk, Inc. (BMI) were reviewed. These evaluations indicated the sewers to be acceptable for their intended purposes. As a result, the Council determined the rerouting of City storm sewers on the Mills Fleet Farm site was not necessary. Council directed staff to inform Mills of the proposed project and their determination regarding this matter. Council felt it necessary to provide Mills the opportunity to consider relocating these sewers at their cost should they wish to do so. Staff provided notice of this to Mills on April 7th and requested a response with two weeks. In addition, Council directed BMI to continue project and plan development without storm sewer rerouting as a part of the City project.

Widseth Smith Nolting & Associates, Inc. (WSN), Mills engineering consultant, and Mills representatives met with City and BMI staff on Friday, April 15th, to discuss storm sewer rerouting. Sewer inspection and sewer capacity study documents were provided to WSN after the meeting. At that meeting, Mills was given until April 29th to inform the City if they wished to relocate the City storm sewers from their site.

At the April 19th Council meeting BMI presented a Supplement to the 2015 WSN Feasibility Report for this proposed project. The Council accepted the Supplement and ordered an Improvement Hearing to be held on May 5th. The Public Information Meeting, normally provided for proposed projects, was determined to be unnecessary by Council due to compression of the project schedule. The following are highlights from the BMI Supplement:

1. The south project termini was moved to the south side of Excelsior Road.
2. The north project termini was moved to the south side of Woida Road.
3. Storm sewer replacement as originally proposed has been verified.
4. Curb and gutter replacement has been determined and it increased from 770 feet to 2,681 feet at an estimated cost increase of \$9,555.
5. Pedestrian crossings at the north end of the project have been evaluated with removal of the south crossing being recommended.
6. Total project costs increased from an estimated \$1,305, 535 to \$1,369,084
7. City costs increased from an estimated \$391,161 to \$415,044
8. Total assessments increased from an estimated \$914,193 to \$954,040

Publication of the hearing along with the mailing of notices was completed on Thursday, April 21st.

Project Schedule

The project has been delayed approximately four (4) weeks due to considering the possible relocation of the storm sewers on the Mill's site. However, the project is still on schedule for 2016 construction. A complete detailed schedule was included as a part of the Supplement to the Feasibility Report. The following is a summary of major activities proposed to move this project forward:

Improvement Hearing	Thursday, May 5
Order Project and Preparation of Final Plans and Specifications	Tuesday, May 17
Approve Plans and Authorize Advertisement for Bid	Tuesday, June 7

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Order Assessment Hearing	Tuesday, June 7
Advertise for Bids	Friday, June 10
Bid Opening	Tuesday, July 5
Assessment Hearing	Thursday, July 7
Adopt Assessment Rolls	Tuesday, July 19
Award Contract (contingent on no objections to sp assessments)	Tuesday, July 19

Completion Dates

The revised schedule attached allows for project completion during the first half of October. Further delays to the project will likely cause construction to be delayed to 2017. It is estimated that it will take approximately six (6) weeks time to construct this project.

Easements

No easements or right of way acquisition are anticipated for this project as it is currently proposed.

Costs

The City should be aware that the work associated with the possible sewer relocations has resulted in extra work and costs. The City Council was apprised of the estimated costs for this extra work, the sewer inspection costs, and the sewer capacity analysis costs at their meeting on March 3rd. An amendment to the agreement based on those discussions will be provided for approval in the near future.

Other work on the project will continue as agreed to according to the existing “Not to Exceed” contract.

2016 MILL & OVERLAY, FULL DEPTH RECLAMATION AND RIGHT TURN LANE CONSTRUCTION PROJECT MONTHLY UPDATE, PROJECT SCHEDULE AND MEMO

Summary of Work Completed Since Last Update

Braun completed the pavement coring study and submitted the final Pavement Evaluation Report on March 29, 2016.

The Feasibility Report was completed and accepted by the City Council on Tuesday, April 5, 2016.

The Improvement Hearing was held on Monday, April 18, 2016.

The City Council passed resolutions ordering the improvement and approving the plans and specifications on Tuesday, April 19, 2016.

The project is currently being advertised in the Brainerd Dispatch and QuestCDN.

Project Schedule

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The project is on schedule. The bid opening will be held on Tuesday, May 17, 2016. The Council could award the project as soon as Tuesday, June 7, 2016.

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

Work Completed Since Last Update

A project kick off meeting and walkthrough of Dellwood Drive and Novotny Road was completed on Wednesday, April 12, 2016. Representatives from the City, WSN, RL Larson and Crow Wing County Highway Department were present. Items discussed included coordination with the County project and punch list review. A copy of the updated punch list is attached for your review.

The Contractor has been working on punch list items as weather allows. A meeting between the City, WSN, RL Larson and Tri City Paving was held on Tuesday, April 19, 2016 to discuss miscellaneous paving and warranty issues on Inglewood Drive.

Project Schedule

The Contractor will continue to work on punch list items and miscellaneous cleanup. Tri City will likely pave Dellwood Drive and complete warranty repair work after the miscellaneous concrete repairs are complete in mid-May.

Completion Dates

Per Change Order No. 2 Agreement, the revised substantial completion date is May 26, 2016 with a final completion date of June 9, 2016.

Easements

Two roadway easements remain to be signed (Tanner and Wicklund). A sketch and description to vacate a portion of the unused Dellwood Drive right-of-way adjacent to the Tanner property has been prepared and was forwarded to the City Attorney for review and preparation of the final documents.

Hilltop Trailer Sales easement is still being held up by the bank financing the property.

Engineering

A letter requesting additional engineering fees has been submitted to address changes in project scope. As we move forward with the project, we will continue to monitor the engineering budget and track costs associated with warranty items or other work that was not addressed in prior contracts.

WSN AGREEMENT FOR PROFESSIONAL SERVICES FOR THE 2015 DELLWOOD DRIVE & NOVOTNY ROAD, INGLEWOOD DRIVE AND INDEPENDENCE ROAD IMPROVEMENTS PROJECT MEMO AND FEE AMENDMENT REQUEST

2015 Independence Road Improvements

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WSN Consulting Engineer Welch reviewed the 2015 Independence Road Improvements Project fee amendment request for roadway re-design. Additional work was required to address roadway profile revisions requested by City staff. The requested change required re-design of the cul-de-sac and additional calculations for quantity determination and construction staking purposes. The revision required 12 hours of additional work.

MOTION by Commissioner Wolf, seconded by Commissioner Franzen to recommend City Council approve the WSN Agreement for Professional Services Fee Amendment for 2015 Independence Road Improvements Project in the amount of \$994.00. Motion carried unanimously.

2015 Inglewood Drive Improvements

WSN Consulting Engineer Welch reviewed the 2015 Inglewood Drive Improvements Project fee amendment request for the following items:

Watermain Lowering

Requested Fee Amendment: \$880.00

The existing watermain crossing at the south end of Inglewood Drive was found to be shallow and in conflict with the proposed storm sewer. MnDOH requires an 18” vertical separation between the storm sewer and watermain. To achieve the required separation it was necessary to lower the watermain. In discussing the issue with City staff, it was determined the entire length of watermain under the roadway surface should be lowered/replaced because the existing pipe was CL 200 thin walled pipe. WSN provided additional construction observation services and updated the record drawings to reflect the change. This resulted in 9.5 hours of additional work.

Forcemain Extension

Requested Fee Amendment: \$1,063.00

The Lift Station 3 forcemain realignment was originally scheduled to be completed as part of the Lift Station 3 Re-Route project. A portion of the work included installation of a new forcemain across Fairview Road and Madeline Drive. Since the forcemain re-route project was delayed, City staff requested the forcemain be installed with this project. Additional work included design coordination with Bolton Menk, construction observation and record drawing preparation. The forcemain extension resulted in 10.5 hours of additional work.

Temporary Construction Easement

Requested Fee Amendment: \$278.00

An additional temporary construction easement was required to work on private property. The original plan included the removal of a concrete basketball court that was originally going to be sawed off and removed to the right-of-way line. After meeting with the property owner, it was determined the City would remove the entire court as part of the project. Additional work included preparing the easement sketch and description and obtaining the necessary signatures. The easement required 2.5 hours of additional work.

North Stormwater Pond Revision

Requested Fee Amendment: \$2,078.00

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The north stormwater basin was revised during construction to include a 10' wide trail/access road along the south side of the basin per City staff request. Additional work included revising the pond grading, adding the 10' wide bituminous trail, revising the stormwater pond outlet and adding a pedestrian curb ramp at Inglewood Drive. The revisions required 21 hours of additional work as documented on the attached spreadsheet.

Roadway Profile Revision

Requested Fee Amendment: \$573.00

During construction, the Inglewood Drive roadway profile was adjusted through the vertical curve located just south of Cherrywood Drive at the request of City staff. The revision required 6 hours of additional work.

Culvert Extension and Easement

Requested Fee Amendment: \$673.00

The centerline culvert under Inglewood Drive was extended farther to the east to better fit the flattened inslope as requested by the property owner and City staff. Additional work included construction observation and easement preparation. The culvert extension required 6.5 hours of additional work.

MOTION by Commissioner Wolf, seconded by Commissioner Franzen to recommend City Council approve the WSN Agreement for Professional Services Fee Amendment for 2015 Inglewood Drive Improvements Project in the amount of \$5,545.00. Motion carried unanimously.

2015 Dellwood Drive and Novotny Road Improvements

WSN Consulting Engineer Welch reviewed the 2015 Dellwood Drive and Novotny Road Improvements Project fee amendment request for the following items:

Additional Sanitary Sewer and Water Services Requested Fee Amendment: \$1,058.00

During construction, six sanitary sewer and water services were added to the project at the request of property owners. The work required additional construction observation and record drawing efforts. The additional services resulted in 12 hours of additional work.

Fire Protection Line to Hilltop Trailer Sales

Requested Fee Amendment: \$400.00

During construction, a fire protection water line was added at the request of Hilltop Trailer Sales. The work required additional construction observation and record drawing efforts. The fire protection line required 4.5 hours of additional work.

Dellwood Drive Bypass Lane

Requested Fee Amendment: \$2,144.00

The addition of the bypass lane required re-design of the Dellwood Drive roadway profile and storm sewer system. At the request of the County, the entire centerline roadway profile was adjusted to direct as much stormwater as possible to the south, limiting the amount of stormwater

runoff to the north through the bypass lane. Additional work included revision of the centerline roadway profile from Whispering Woods Lane to Novotny Road, storm sewer adjustments and pipe resizing. The revisions required 22 hours of additional work to complete.

Audubon Way Watermain Extension **Requested Fee Amendment: \$8,667.00**

The Contractor experienced problems with trying to pressure test the directional drilled watermain between Novotny Road and Audubon Way. The pipe failed initial pressure tests which resulted in the Contractor attempting to isolate and locate a leak in the system. The Contractor spent considerable time digging up connections in hope of finding a leak in one of the watermain fittings. After no leak was found the Contractor installed a valve half way along the pipe and tested both ends. The leak was determined to be located between Hilltop Trailer Sales and Audubon Way. The Contractor hired a leak detection service to locate the leak but they were unsuccessful. The Contractor then hired a company to televise the pipe. Televising was also unsuccessful in locating the leak and the Contractor suspended efforts for the winter.

Early this spring the Contractor made a second attempt at televising the pipe. The second televising was successful and the leak was found under the wetland. After the leak was detected, WSN began the process of permitting the necessary repair efforts. A no net loss permit application was prepared and secured for the repair. The Contractor repaired the service and completed the necessary pressure and bacteria testing.

During this process, WSN expended considerable effort monitoring the Contractor's testing and exploratory efforts. WSN also completed additional work associated with wetland permitting and record drawing preparation. The total amount of additional time was 90 hours. Please note this does not include construction observation of the original installation of the directional drilled pipe which was included in the original not to exceed contract.

The commission held an extensive discussion on the Audubon Way water main leak. Consensus of the commission was to have staff consult City Attorney Person regarding the \$8,867.00 to see if any of this cost can be recovered.

MOTION by Commissioner Wolf, seconded by Commissioner Crochet to recommend City Council approve the WSN Agreement for Professional Services Fee Amendment for the 2015 Dellwood Drive and Novotny Road Improvements Project in the amount of \$12,269.00 and direct City Attorney to review the contract between the City and Contractor for possible collection of some or all of the \$8,557.00 engineering fees associated with the Audubon Way water main repairs. Motion carried unanimously.

2015 DELLWOOD DRIVE & NOVOTNY ROAD, INGLEWOOD DRIVE AND INDEPENDENCE ROAD IMPROVEMENTS PROJECT CHANGE ORDER NO. 3

WSN Consulting Engineer Welch reviewed Change Order No. 3 for the 2015 Dellwood Drive & Novotny Road, Inglewood Drive and Independence Road Improvements Project. The items relating to Change Order No. 3 are listed below:

Independence Rd Additional Grading **Requested Change in Contract Price:**
\$12,790.00

The Contractor is requesting a total of \$12,790.00 based on equipment time for the additional grading work on Independence Road. The additional grading work was directed by the Engineer following a request from City staff to change the roadway profile after the initial roadway grading work had been completed in accordance with the original plan.

The extra grading resulted in 1,135 CY of additional common excavation. The Contractor was paid for the additional common excavation on Pay Estimate 2 and 3 based at the unit bid price of \$10.00/CY or \$11,350.00. The difference between the contractor requested amount and the amount paid to date is \$1,440.00. Our notes indicate the Contractor was nearly complete with the roadway grading work then the change was requested. It is our determinate the Contractor did complete additional grading work because they had to prepare the site for final grading twice.

Engineer’s Recommendation **Change in Contract Price:** **\$1,440.00**

Inglewood Drive Additional Grading **Requested Change in Contract Price:**
\$8,280.00

The Contractor is requesting a total of \$8,280.00 based on equipment time for additional grading work on Inglewood Drive. The additional grading work was directed by the Engineer and City staff to create flatter slopes into the residential yards along the east side of Inglewood Drive. The plan called for a 3:1 slope in this area which is the minimum slope meeting State Aid standards. Residents and City staff were concerned with the ability to maintain/mow the 3:1 slope and requested a flatter 4:1 slope which is more typical of a residential ditch area.

The extra grading resulted in an estimated 320 CY of additional common borrow which has been added to the IRA and will be paid on the next pay estimate at the unit bid price of \$9.40/CY. This will result in a payment to the Contractor of \$3,008.00. The difference between the contractor requested amount and the amount paid with unit bid pricing is \$5,272.00. Our notes indicate the work was completed after the curb & gutter was in place. This resulted in the Contractor completing the work behind the curb with a skid steer and three laborers which resulted in increased costs.

Engineer’s Recommendation **Change in Contract Price:** **\$5,272.00**

Work Around 6” Gas Main **Requested Change in Contract Price:**
\$1,350.00

The Contractor is requesting a total of \$1,350.00 based on crew time for additional work required to lower a 6” gas main crossing at Fairview Road which was necessary to install the storm sewer along Inglewood Drive.

Weekly meeting minutes indicate CenterPoint Energy could not schedule relocation of the gas main prior to October due to work load issues. This forced RL Larson to lower the existing gas

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line in order to continue working on the storm sewer installation. It is our recommendation the work was necessary to keep the project moving forward on schedule.

Engineer's Recommendation **Change in Contract Price: \$1,350.00**

Inglewood Watermain Lowering **Requested Change in Contract Price: \$12,958.38**

The Contractor is requesting a total of \$12,958.38 for the watermain lowering on Inglewood Drive. The existing watermain crossing at the south end of Inglewood Drive was found to be shallow and in conflict with the proposed storm sewer. MnDOH requires an 18" vertical separation between the storm sewer and watermain. To achieve the required separation it was necessary to lower the watermain. In discussing the issue with City staff it was determined the entire length of watermain under the roadway surface should be lowered/replaced because the existing pipe is CL 200 thin walled pipe.

Our records confirm the amount of time claimed by the Contractor to complete the work. Costs include labor, equipment, materials and dewatering. A substantial portion of the cost was dewatering at \$5,000. It is our determination the Contractors itemized costs are appropriate for the amount of work complete.

Engineer's Recommendation **Change in Contract Price: \$12,958.38**

Fairview Road Forcemain **Requested Change in Contract Price: \$9,753.87**

The Contractor is requesting a total of \$9,753.87 for the forcemain extension across Fairview Road. The lift station forcemain realignment work was originally scheduled to be completed prior to this project. A portion of the work included installing a new forcemain across Fairview Road and Madeline Drive. Since the forcemain re-route project was been delayed, City staff requested the forcemain be installed with this project. Additional work was undertaken including cutting in a wye and gate valve into the existing line and installing a gate valve and extending the forcemain approximately 20' south of Fairview Road.

Our records confirm the amount of time claimed by the Contractor to complete the work. Costs include labor, equipment and materials. It is our determination the Contractor's itemized costs are appropriate for the amount of work complete.

Engineer's Recommendation **Change in Contract Price: \$9,753.87**

Based on our review of the Contractor submittals and available construction records and documentation, we have determined the Contractor is eligible to receive a change in contract price of \$30,774.25.

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MOTION by Commissioner Franzen, seconded by Commissioner Christofferson to recommend City Council approve the R. L. Larson Excavating Change Order No. 3 in the increased amount of \$30,774.25 for the 2015 Dellwood Drive & Novotny Road, Inglewood Drive and Independence Road Improvements Project. Motion carried unanimously.

2015 DELLWOOD DRIVE & NOVOTNY ROAD, INGLEWOOD DRIVE AND INDEPENDENCE ROAD IMPROVEMENTS PROJECT PARTIAL PAY ESTIMATE NO. 5

WSN Consulting Engineer Welch reviewed Partial Pay Estimate No. 5 for the 2015 Dellwood Drive, Novotny Road, Inglewood Drive and Independence Road Improvements Project with the commission. WSN Consulting Engineer Welch had no concerns with Partial Pay Estimate No. 5 and recommends approval.

MOTION by Commissioner Franzen, seconded by Commissioner Christofferson to recommend City Council approve the R. L. Larson Excavating Partial Pay Estimate No. 5 in the amount of \$63,480.63 for the 2015 Dellwood Drive & Novotny Road, Inglewood Drive and Independence Road Improvements Project. Motion carried unanimously.

ISLE DRIVE OFFICE PARK 100-YEAR STORMWATER MANAGEMENT PLAN

WSN Consulting Engineer Welch reviewed the revised Isle Drive Office Park stormwater management plan.

MOTION by Commissioner Crochet, seconded by Commissioner Wolf to recommend City Council approve the updated Isle Drive Office Park 100-Year Stormwater Management Plan. Motion carried unanimously.

LIFT STATION NO. 8 RECONSTRUCTION PROJECT MONTHLY UPDATE

Summary of Work Completed Since Last Update

The Council awarded the project to DeChantal Excavating, Inc. on Tuesday, April 19, 2016. The Notice of Award was issued on Wednesday, April 20, 2016 and contract documents were sent to DeChantal Excavating, Inc. for review and signature.

Project Schedule

The Contractor has 15 days to return the signed contract documents and provide the necessary bonds and insurance certificate. WSN anticipates the contract documents will be signed and the Notice to Proceed will be issued the Week of May 2, 2016.

WSN will be discussing project schedule with Al DeChantal after the Notice to Proceed is issued. The Substantial Completion date for this project is August 12, 2016. WSN will request the work on Lift Station No. 8 be completed prior to the start of the 2016 Mill and Overlay Project to avoid marring the new roadway surface and anticipate the work will be completed in June or July.

WATER TREATMENT PLANT POLYMER PILOT TESTING MONTHLY REPORT

Polymer Study Progress Report

Polymer feed starting date

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- Wednesday, April 20, 2016.

Polymer Feed Rate

- 0.25 ppm at about 1,500 gpm flow
- About 1.5 mL/min

Observations

- In the detention tank, small particles were present throughout water when looking down the tank with a flash light.
- At the filter inlet trough, the operators could see an improved clarity.

Filter Run

- Filter run time was extended by 3 hours with 0.25 ppm of polymer application

Next Step

On Monday, May 2, 2016, the polymer dosage will be increased to 0.5 ppm and the following data will be collected:

- Filter run time & headloss
- Turbidity of the detention basin effluent
- Sludge level in the detention basin
- The feed rate will be increased to 0.75 ppm if necessary after testing the 0.5 ppm feed rate. Bench scale tests showed that 0.75 ppm produced the best results.

MINNESOTA AVERAGE WATER COST PER GALLON

The average cost of water per gallon in Minnesota was submitted to the commission as information only.

FUTURE COUNTY HIGHWAY PROJECTS

The Crow Wing County future highway projects was submitted to the commission as information only.

LOCAL OPTION TRANSPORTATION FUNDING SOURCES FOR MINNESOTA COUNTIES

The local option transportation funding sources for Minnesota counties was submitted to the commission as information only.

2015 CONSUMER CONFIDENCE REPORT

The 2015 Consumer Confidence Report was submitted to the Commission as information only. The report is available to the public on the City's website and a copy has been sent to the Minnesota Department of Health.

ADJOURNMENT

MOTION by Commissioner Crochet, seconded by Commissioner Christofferson to adjourn the meeting at 7:30 p.m. Motion carried unanimously.

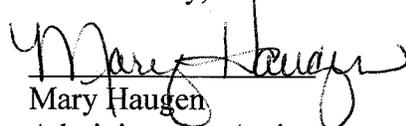
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Approved by:



Rock Yliniemi
Chairman

Submitted by,



Mary Haugen
Administrative Assistant