

UTILITIES COMMISSION

June 3, 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.

APPROVAL OF MINUTES

MOTION by Commissioner Crochet, seconded by Commissioner Franzen to approve the Utilities Commission minutes of May 6, 2015. Motion carried unanimously.

2015 ISLE DRIVE EXTENSION IMPROVEMENT PROJECT UPDATE

WSB Consulting Engineer Rickart gave a brief update on the project. The contractors are proceeding with the dewatering and underground utility work as the first stage of construction has begun. This work is beginning at the first manhole (manhole 5) north of CSAH 48 and proceeding along the new Isle Drive and Isle Court alignments.

There are a significant number of private utilities in the corridor, especially along CSAH 48. In order to accommodate the utility conflicts the contractor will be constructing a short segment of the sanitary sewer and water north of the first manhole (Manhole 5) so that relocation of the private utilities can occur prior to future stages that connect to the manhole from south of CSAH 48.

Public Works Director/City Engineer Walter stated the contractor may have a second crew arriving next week to install underground water and sanitary sewer.

2015 ISLE DRIVE EXTENSION IMPROVEMENT PROJECT PAY ESTIMATE NO. 1

WSB Consulting Engineer Rickart reviewed the Partial Pay Estimate No. 1 for the 2015 Isle Drive Extension Improvement Project. WSB Consulting Engineer Rickart had no concerns with the Partial Pay Estimate No. 1 and recommends approval.

MOTION by Council Liaison Cross, seconded by Commissioner Franzen to recommend City Council approve the R. L. Larson Excavating Partial Pay Estimate No. 1 in the amount of

\$167,499.25 for the 2015 Isle Drive Extension Improvement Project. Motion carried unanimously.

WSN PROPOSAL FOR ENGINEERING SERVICES FEASIBILITY STUDY UPDATES FOR THE SOUTH INTERCEPTOR AND NORTH FORESTVIEW DRIVE AREAS

WSN Consulting Engineer Welch reviewed the WSN Proposal for Engineering Services to update the Feasibility Study for the 2016 South Interceptor & North Forestview Drive Area Improvement Project.

Per your request, we are pleased to submit our proposal to update and combine two previously approved feasibility studies together with subsequently prepared cost estimates and drawings into one document. The first study being updated is entitled "South Sanitary Sewer Interceptor & Camwood Trail / Chestnut Drive Area Improvements Feasibility Report" and was approved by the City Council on June 19, 2007. The second study being updated is entitled "North Forestview Drive Area Improvements Feasibility Report" and was approved by the City Council on October 2, 2007. In addition to these reports, cost estimates and drawing updates were prepared for these areas as part of capital improvements planning in 2013.

Updates are necessary as a result of the following significant changes that have occurred since previous acceptance:

- The location of the lift station west of TH 371 has been set with the Isle Drive project. The new lift station will initially pump to lift station 12 but is designed to ultimately pump wastewater to the treatment plant when the interceptor route is complete.
- The City has completed a preliminary PUD sketch plan review of a potential development in the northeast corner of TH 371 and CSAH 48 which will require extension of municipal sanitary sewer and water services.
- City has adopted a Pavement Management Plan.
- City has revised the Assessment Policy for Public Initiated Improvements.
- Construction costs have changed since previous cost estimates were completed.

The updated feasibility report will address sanitary sewer collection, water distribution, roadway reconstruction and trail construction and will include the following sections:

- Statement of Purpose
- Existing Conditions
- Proposed Improvements -sanitary sewer collection, water distribution, roadways and trails
- Estimated Project Costs
- Project Implementation-based on current assessment policy
- Conclusions and Recommendations
- Exhibits and Figures

Our proposed scope of work includes the following tasks:

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- Review the existing "Long-Range Sanitary Sewer and Water Layout" conceptual map for general conformance to the current conditions.
- Consider options for the location and number of lift stations necessary to service the project area.
- Review lift station locations and sewer collection piping options with City Staff to solicit input of the conceptual layouts.
- Expand the study area to include providing municipal utilities to the property located in the northeast quadrant of the TH 371 and CSAH 48 intersection.
- Update and combine the two previous prepared reports, exhibits and appendices into one document.
- Update the "Long-Range Sanitary Sewer and Water Layout" conceptual map based on recommendations in the feasibility report. Please note, we have included efforts to update the entire layout map that extends beyond the project area into surrounding areas including South Forestview.

WSN proposes to perform the feasibility study updates described above, in accordance with the attached General Conditions and Fee Schedule, for the Not to Exceed amount of \$12,500. We propose to have the study update completed and available for review within 30 days of acceptance. 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 above. 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.

The commission discussed the City RFP (Request for Proposals) Policy and felt that the engineering services do not require an RFP because it is under the \$15,000 threshold. Public Works Director/City Engineer Walter stated that this future Capital Improvement Project has been designated as a 2016 project. Professional engineering services for the design and construction observation will require an RFP to be sent out.

MOTION by Commissioner Crochet, seconded by Commissioner Franzen to recommend City Council approve the WSN Proposal for Engineering Services to update the Feasibility Study for the 2016 South Interceptor & North Forestview Drive Area Improvement Project in the not to exceed amount of \$12,500.00. Motion carried unanimously.

WILDFLOWER DRIVE, FRANKLIN DRIVE AND WOIDA ROAD IMPROVEMENTS PROJECT UPDATE

WSN Consulting Engineer Welch gave a brief update on the project and informed the commission the final walk through will be conducted on Tuesday, June 9, 2015. WSN

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Consulting Engineer Welch informed the Commission that he would like to close the project out at next month's meeting.

WILDFLOWER DRIVE, FRANKLIN DRIVE AND WOIDA ROAD IMPROVEMENTS CHANGE ORDER NO. 4

WSN Consulting Engineer Welch reviewed the Change Order No. 4 request for the 2014 Wildflower Drive, Franklin Drive and Woida Road Improvements Project.

- 10 trees to be planted along the stormwater basin next to the property located at 6971 Woida Road and the storm water pond next to 6611 Woida Road. This has been downsized from the original proposal of 16 trees that was presented to City Council.

MOTION by Commissioner Franzen, seconded by Commissioner Crochet to recommend City Council approve the Pratt's Affordable Excavating Change Order No. 4 in the amount of \$4,500.00 for trees planted along the stormwater basin next to property located at 6971 Woida Road and 6611 Woida Road. Motion carried unanimously.

WILDFLOWER DRIVE, FRANKLIN DRIVE AND WOIDA ROAD IMPROVEMENTS PARTIAL PAY ESTIMATE NO. 8

WSN Consulting Engineer Welch reviewed the Partial Pay Estimate No. 8 for the 2014 Wildflower Drive, Franklin Drive and Woida Road Improvements Project. WSN Consulting Engineer Welch had no concerns with the partial pay estimate and recommends approval.

MOTION by Commissioner Franzen, seconded by Commissioner Crochet to recommend City Council approve the Pratt's Affordable Excavating Partial Pay Estimate No. 8 in the amount of \$157,591.63 for the 2014 Wildflower Drive, Franklin Drive and Woida Road Improvements Project. Motion carried unanimously.

LIFT STATION NO. 7 REHABILITATION PLANS

WSN Consulting Engineer Welch reviewed the Lift Station No. 7 Rehabilitation Plans. Comments from Public Works Supervisor Cassady are being incorporated into the plan sets and WSN Consulting Engineer Welch has no concerns with the plans and recommends approval.

MOTION by Commissioner Crochet, seconded by Commissioner Franzen to recommend City Council approve the Lift Station No. 7 Rehabilitation Plans & Specifications and direct staff to advertise for bids. Motion carried unanimously.

SEH, INC AGREEMENT FOR PROFESSIONAL SERVICES FOR THE 2018 CYPRESS DRIVE ROUNDABOUT

Public Works Director/City Engineer Walter reviewed the SEH, Inc. Agreement for Professional Services for the 2018 Cypress Drive Roundabout Improvement Project.

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The proposed scope of services includes:

- Develop layout for Super One Foods parking lot modifications and Fairview Road (adjacent to Super One) abandonment to facilitate Super One 2015 parking lot improvement plans in anticipation of 2018 improvements to Cypress Drive – up to 3 iterations.
- Topo survey to tie in building and south parking lot.
- Joint City and Super One Foods layout review meetings – up to 2 meetings at City Hall.

SEH, Inc. will begin immediately upon written notice to proceed and estimate completion within 1 month in the not-to-exceed amount of \$5,900.00 including expenses and equipment.

Public Works Director/City Engineer Walter informed the commission this proposal was a result of a recent meeting with Miners Inc. representatives and owners of Super One. Anderson Brothers Construction was hired by Miners Inc. to mill and overlay the parking lot; however, Miners Inc. has decided to temporarily patch the existing parking lot in order to work with the City of Baxter on the right-of-way needed for the 2018 Cypress Drive Roundabout Improvement Project.

MOTION by Commissioner Crochet, seconded by Commissioner Franzen to recommend City Council approve the SEH, Inc. Agreement for Professional Services for Super One Foods parking lot layout in order to prepare for the 2018 Cypress Drive Roundabout Project in the not to exceed amount of \$5,900.00. Motion carried unanimously.

SEH, INC. MONTHLY STATUS UPDATE – 2015 EXCELSIOR ROAD IMPROVEMENTS

Public Works Director/City Engineer Walter gave a brief update on the 2015 Excelsior Road Improvement Project. Anderson Brothers Construction started road work this past week and Excelsior Road will be closed to through traffic between Cypress Drive and Baxter Drive starting on Friday, June 5th, 2015 through the end of September.

SEH, INC. MONTHLY STATUS UPDATE – 2015 MILL AND OVERLAY PROJECT

Public Works Director/City Engineer Walter informed the commission the public hearing for the 2015 Mill and Overlay Project was being held at 7:00 p.m. on Wednesday June 3rd, 2015. Council Liaison Cross invited the commission to stay for the public hearing if they would like.

ALDI INC. DEVELOPMENT AGREEMENT

The commission reviewed the Aldi, Inc. Agreement for Development. Public Works Director/City Engineer Walter stated this is the standard development agreement used for all development projects. There is only water and sanitary sewer being extended to the building and no out of the ordinary conditions.

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MOTION by Commissioner Franzen, seconded by Commissioner Crochet to recommend City Council approve the Aldi's Development Agreement. Motion carried unanimously.

ADJOURNMENT

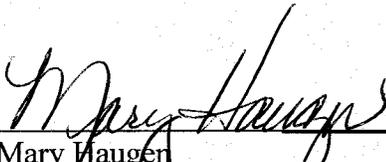
MOTION by Council Liaison Cross, seconded by Commissioner Franzen to adjourn the meeting at 5:35 p.m. Motion carried unanimously.

Approved by:

Submitted by,



Rock Yliniemi
Chairman



Mary Haugen
Administrative Assistant