

**UTILITIES COMMISSION**  
**June 4, 2014**

The regular meeting of the Baxter Utilities Commission was called to order at 4:00 p.m. by Chairman Rock Yliniemi.

MEMBERS PRESENT: Commissioners Shawn Crochet, Dave Franzen, Bruce Klopfleisch, Council Liaison Rob Moser, and Chairman Rock Yliniemi.

MEMBERS ABSENT: None.

STAFF PRESENT: Public Works Director/City Engineer Trevor Walter and Administrative Assistant Mary Haugen.

OTHERS PRESENT: Randy Johnson, SEH, Inc. Consulting Engineer Scott Hedlund and WSN Consulting Engineer Aric Welch.

**APPROVAL OF MINUTES**

**MOTION** by Commissioner Crochet, seconded by Commissioner Klopfleisch to approve the Utilities Commission minutes of May 7, 2014. Motion carried unanimously.

**MOTION** by Commissioner Crochet, seconded by Commissioner Klopfleisch to approve the Utilities Commission minutes of May 14, 2014. Motion carried unanimously.

**MINOR SUBDIVISION PLAT OF NYSTROM ADDITION**

The commission reviewed the minor subdivision plat of Nystrom Addition which adjusts a common lot line between the two parcels.

**MOTION** by Commissioner Franzen, seconded by Commissioner Crochet to recommend advising the Planning and Zoning Commission that the Utilities Commission has no concerns with the Minor Subdivision Plat for Nystrom Addition contingent on a signed Development Agreement and Assessment Agreement being in place before the plat is recorded. Motion carried unanimously.

**CONDITIONAL USE PERMIT FOR LAKES STATE BANK**

The commission reviewed the conditional use permit for Lakes State Bank to be located at the corner of Edgewood Drive and Clearwater Road at the former Integra building. The existing bank is currently located in Jenkins and the building will be relocated to this site.

The commission reviewed the Clearwater Road traffic study and felt the entrance on Edgewood Drive should be constructed as far to the North on Edgewood Drive that is allowed by City Ordinances for setback requirements to allow maximum distance between Edgewood Drive and Clearwater Road intersection.

**MOTION** by Commissioner Klopfleisch, seconded by Commissioner Franzen to recommend advising the Planning and Zoning Commission that the Utilities Commission has no concerns

with the Conditional Use Permit for Lakes State Bank contingent on the entrance on Edgewood Drive being constructed as far to the North on Edgewood Drive that is allowed by City Ordinances for setback requirements to allow maximum distance between Edgewood Drive and Clearwater Road intersection. Motion carried unanimously.

### **EDGEWOOD DRIVE STORMWATER FEASIBILITY STUDY**

WSN Consulting Engineer Aric Welch reviewed the progress on the feasibility study. The study is not complete at this time due to high ground water conditions in the study area. The culverts located under T.H. 371 needs to be investigated since this appears to be the natural drainage pattern for this area.

WSN Consulting Engineer Welch stated the draft copy of the report will be at the Utilities Commission meeting on July 4, 2014.

Mr. Johnson stated there is not an immediate threat to his building at this time; however, some units have had moisture wicking through the concrete.

The commission held a discussion on what to do in case the water levels breach the building. Public Works Director/City Engineer Walter stated the water would be pumped to the catch basin on the west side of Edgewood Drive just south of China Garden.

### **SEH, INC. AGREEMENT FOR PROFESSIONAL SERVICES FOR EXCELSIOR ROAD IMPROVEMENTS**

SEH, Inc. Consulting Engineer Scott Hedlund reviewed the proposal to assist with the first phase of the overall Cypress Drive/Excelsior Road Project. The project includes a pedestrian signal at Conservation Drive, street lighting east of Cypress Drive, mill and overlay of Conservation Drive south of Excelsior Road and a bituminous trail along the west side of Conservation Drive from the movie theater entrance to the Northland Arboretum parking lot.

#### Schedule:

- Notice To Proceed: June 17, 2014
- Final Design-95% Plan Submittals to City& MNDOT: October 2014 (approx.. 3 months duration)
- Right of Way Acquisition: August—December 2014
- Wetland Permitting: August—November 2014
- 100% Plans to City and MNDOT: November 2014
- Bidding: November/December 2014
- Construction: mid-May to mid-August 2015 (approximately 75 working days)

Please be aware the schedule could be altered by forces beyond SEH's control like agency review turnaround times, wetland permitting, and right of way acquisition.

An extensive discussion was held on the City's Request for Proposal's Policy; however, the commission felt it was not necessary since it is a continuation of the existing project. SEH, Inc. has been the project engineer since 2006.

Chairman Yliniemi stated that all consulting engineering firms' liability limitations in their contracts should be consistent. He requested that City Council look at coming up with a policy so that all firms offering the City services are treated equally.

**MOTION** by Commissioner Franzen, seconded by Commissioner Crochet to request City Council come up with a City Policy on liability limitations for all service contracts for commissions and staff to follow. Motion carried unanimously.

**MOTION** by Commissioner Franzen, seconded by Commissioner Crochet to recommend City Council approve the SEH, Inc. Agreement for Professional Services for Excelsior Road Improvements in the not to exceed amount of \$284,306.00. Motion carried unanimously.

**INDUTRIAL PARK STORMWATER BASIN CLEANING AND EXPANSION -  
ANDERSON BROTHERS FINAL PAY ESTIMATE NO. 3**

WSN Consulting Engineer Welch reviewed the Anderson Brothers Construction Final Pay Estimate No. 3 for the Industrial Park Stormwater Basin Cleaning and Expansion Project.

WSN Consulting Engineer Welch had no concerns with the final pay estimate which releases final retainage and recommends approval of the final pay estimate.

**MOTION** by Commissioner Klopfleisch, seconded by Commissioner Crochet to recommend City Council approve the Anderson Brothers Final Pay Estimate No. 3 for the Industrial Park Stormwater Basin Cleaning and Expansion of 2013 in the amount of \$2,921.17. Motion carried unanimously.

**WATER TREATMENT PLANT CHEMICAL GENERATION EQUIPMENT PROJECT**

The commission discussed the proposed Chlorine Generation Equipment which would replace the existing MIOX system. The existing system was installed in conjunction with the water treatment plant and is obsolete due to changes in design by the original manufacturer.

City staff has determined that chlorine generation is a key component in the water treatment facility and it currently generates the most alarms and calls to the facility. City staff has budgeted replacement and anticipates significantly fewer alarms with modernization of the equipment.

Onsite chlorine generation converts brine (saltwater) into hypochlorite (bleach) by running electric current through the saltwater. City staff and Bolton & Menk Consulting Engineers are proposing an evaluated bid process to select the equipment that is the best value and fit for the community.

The equipment will be limited to the chlorine generation system and the unique equipment of each generation system. The City will reuse the existing softener, salt storage, brine equipment, hypochlorite storage and chemical feed pumps. It is anticipated the new equipment will fit in essentially the same footprint as the existing. All requirements will be part of the evaluation process.

**MOTION** by Commissioner Crochet, seconded by Commissioner Klopfleisch to recommend City Council approve the specifications for the procurement of the Chlorine Generation Equipment for the Water Treatment Plant and authorize staff to bid the project through the Evaluated Bid Process. Motion carried unanimously.

**LIFT STATION NO. 9 REHABILITATION**

Public Works Director/City Engineer Walter entered the Quality Flow System quote into the record. He informed the commission this is a proprietary system used on all 22 Liftstation and that is why only one quote is being submitted to the commission for consideration.

The Lift Station No. 9 Rehabilitation Project is being funded with SAC Funds and has a 2014 total budget amount of \$156,000.00.

Please find attached our proposal for the lift station equipment package. We include on-site installation assistance during the switchover.

**Lift Station #9:**

Two (2) KSB KRT F80-200/34X(190mm), hp, 1750 rpm, 230/3, heavy duty submersible capable of pumping 150 gpm @ 37.8'TD<sub>H</sub> . Pumps to be furnished with the following:

- a) 5HP, 1750 RPM, Explosion Proof Motor, 230/3/60
- b) 4"Discharge base elbow with guide claws
- c) Upper guide pipe bracket
- d) 80'of 2"stainless steel guide pipe(160'total)
- e) Intermediate guide rail brackets
- f) 50' of submersible power cable
- g) Stainless steel lifting chain
- h) Handle for pump

One (1) **Lift Station-Duplex Control Panel**; Duplex pump control panel for operation on 240 Volt, 3-Phase, 4-Wire, 60-Hz incoming service. The enclosure is 1-door; pad-mounted, NEMA 3R, 304 Stainless Steel, measuring approximately 48"H x 36"W x 12"D with 18"H leg-stand system. 3-point pad-lockable handle and steel (painted white) component chassis will be provided. The system will provide control for two (2) 5HP KSB submersible pumps in response to wetwell level as sensed by submersible level transducer(primary)and float switches(back-up).

To include:

<u>Qty</u>	<u>Description</u>
1	CB; Main Disconnect; 240VAC; 100A; Service Entrance Rated
1	CB; Emergency Disconnect; 240VAC; 100A; Interlocked with Main
1	Generator Receptacle with angle adapter
1	Control Power Breaker; 1 P; 10A
1	Convenience Receptacle; GFI; with breaker; 1 P; 15A
1	Switch for yard light
1	Phase monitor
1	Surge Arrestor; 3-Phase
1	Heater; Fan-forced; thermostatically controlled
2	Light-Pilot; P-T-T; 120VAC FV; Green Fresnel Cap (equipment running)

- A/R Light-Pilot; P-T-T; 120VAC FV; Red Fresnel Cap (Various pump fails, hi level)
  - 2 Push Button; (pump reset)
  - A/R Control Relay; 3PDT; 120VAC; w/Indicating Light (includes socket)
  - 1 Ground Lug; 3-Conductor
  - 1 PLC; QCI Model 1500ct; color touchscreen (Primary)
  - 1 Symcom Model ISS-105 float controller (Back-up)
  - 2 Motor Starter; NEMA size 1; for 5 HP pumps
  - 1 Strobe Light; Red
  - 1 Window kit over RTMs
  - A/R Re-use existing radio, coax, & antenna
  - A/R Terminal Block; Single; 18-10AWG
- Lift Station—Loose Equipment & Instrumentation;  
To include:

<u>Qty</u>	<u>Description</u>
1	Submersible Transducer; 4-20mA Loop powered; 60 ft cable
2	Float Switch; Suspended; Non-mercury; 60 ft cable
A/R	Wring diagrams, bills of material, equipment data sheets, etc.
A/R	Onsite start-up of pumps, pump control panel and instrumentation
One (1)	"Halliday"30"X 54"S1 R3054 3001b rated access cover per the cities standard.
One (1)	"Halliday"30"x 48"S1R3048 3001b rated access cover per the cities standard.
One (1)	J-Hook
Two (2)	Cable Rack
One (1)	Engineered drawings for submittal and O&M's
One (1)	Freight allowed to job site
One (1)	Lot start-up and training

**TOTAL DELIVERED SELLING PRICE - \$53,506.00**

**(Frt Allowed to Jobsite)**

Should there be any questions on the above described equipment, please feel free to contact us at (952) 758-9445.

Sincerely,  
Pat Malay

**MOTION** by Commissioner Franzen, seconded by Commissioner Crochet to recommend City Council approve the Quality Flow Systems, Inc Quote for the Lift Station No. 9 Rehabilitation Project in the amount of \$53,506.00. Motion carried unanimously.

**INDEPENDENCE ROAD FEASIBILITY STUDY, ENGINEERING CONTRACT AND PROJECT SCHEDULE**

WSN Consulting Engineer Welch reviewed the WSN Agreement for Professional Services for the Independence Road Improvements. The proposal will provide design and construction related services for the extension of Independence Road in the recently platted Potlatch Addition to Baxter located along the north side of Simonson Lumber and Brock White.

Cost detail by project phase is as follows:

• Feasibility Study	\$ 750.00
• Preliminary Survey Services	\$ 1,100.00
• Design Services	\$ 3,200.00
• Advertising, Bidding and Award Services	\$ 500.00
• Construction Staking	\$ 800.00
• Construction Administration Services	\$ 800.00
• Construction Observation Services	\$ 4,500.00
• Post Construction Services	\$ 800.00
• Assessment Services	\$ 500.00
<b>Not to Exceed</b>	<b>\$12,950.00</b>

A discussion was held on the City's Request for Proposal's Policy. The contract falls under the policy threshold of \$15,000.00.

**MOTION** by Commissioner Franzen, seconded by Commissioner Klopfleisch to recommend City Council approve the WSN Agreement for Professional Services for the Independence Road Improvements in the not to exceed amount of \$12,950.00. Motion carried unanimously.

WSN Consulting Engineer Welch reviewed the Feasibility Study for the Independence Road Improvements. The study includes the layout and costs for streets, water, and sanitary sewer. No storm sewer is being proposed at this time because Independence Road is being extended only as a rural road design. 100-year storm design will be taken care of with 2 feet deep rural ditches.

**MOTION** by Commissioner Klopfleisch, seconded by Commissioner Crochet to recommend City Council approve a Resolution Receiving the Independence Road Feasibility Study and recommend approving a Resolution Ordering Improvements and Preparation of Plans and Specifications. Motion carried unanimously.

**4787 CEDAR SCENIC ROAD**

Public Works Director/City Engineer Walter informed the commission the repair to the sanitary sewer service at 4787 Cedar Scenic Road has been completed. The following letter was submitted into the record by the homeowner:

Dear Mayor Olson:

I have resided in Baxter for just over 20 years and lived with my father-in-law, Fred Dehetre, who was counted as one from the older generation of residents of Baxter. He was one of the first to live on Cedar Scenic Rd and knew well of the former City Hall building (old school house).

Having said this, our family would like to extend our thanks for the continued professionalism and dedication of the folks who work for the city. Over the years, we have worked on many occasions directly with various staff personnel in dealing with issues concerning our home and property. We are pleased to say, our experiences resulted in a satisfied customer with work accomplished.

I would like to point out a recent accomplishment deserving a job well done for getting it done the right way. Recently, our home's sewer system required a major repair of the exit pipe at the roadside. The public works section reviewed several options and concluded the most cost effective and long term fix would involve extensive excavation of the site. I was informed and invited to attend a city council meeting to address the proposal and upon the city approval of the project, I was confident in the solution. The project was scheduled this spring 2014 and was recently completed in a timely manner.

I would like to specifically thank both Trevor Walter and Kevin Cassidy for their professionalism and courtesy provided during the preparation and work phase of the project. We realized this was one of many projects these gentlemen were busy at and yet they gave us front row attention. With a workforce as such, the residents of the city of Baxter are in the good hands of care for making our neighborhood a safe and quality place to be and live.

Sincerely,  
David Breerwood Jr

Public Works Director/City Engineer Walter informed the commission that Anderson Brothers Construction needed additional traffic control during the sanitary sewer repair. The additional traffic control was an added expense to the Anderson Brothers repair bid from 2013 and Public Works Director/City Engineer Walter requested the commission make a motion to approve the additional \$1,640.00 for traffic control as part of the final payment to Anderson Brothers Construction.

**MOTION** by Commissioner Klopfleisch, seconded by Commissioner Crochet to recommend City Council approve the Anderson Brothers Construction additional traffic control in the amount of \$1,640.00 for the 4787 Cedar Scenic Road sanitary sewer repair. Motion carried unanimously.

**BRAINERD WASTEWATER TREATMENT PLANT CHARGES FOR JUNE 2014**

The Brainerd Wastewater Treatment Plant Charge for June was submitted to the commission as information only.

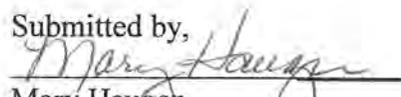
**ADJOURNMENT**

**MOTION** by Commissioner Crochet, seconded by Commissioner Klopfleisch to adjourn the meeting at 5:30 p.m. Motion carried unanimously.

Approved by:

  
Rock Yliniemi  
Chairman

Submitted by,

  
Mary Haugen  
Administrative Assistant