

UTILITIES COMMISSION

June 6, 2018

The regular meeting of the Baxter Utilities Commission was called to order at 5:30 p.m. by Vice Chairman Dave Franzen.

MEMBERS PRESENT: Commissioners Dave Franzen, Jack Christofferson, and Doug Wolf,

MEMBERS ABSENT: Chairman Rock Yliniemi and Council Liaison Mark Cross

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

OTHERS PRESENT: WSN Consulting Engineer Aric Welch, WSB Consulting Engineers Chuck Rickart & Chris Sonmor, Sambatek Engineer Naeem Qureshi and SEH Consulting Engineer Scott Hedlund.

APPROVAL OF MINUTES

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to approve the Utilities Commission minutes of May 2, 2018. Motion carried unanimously.

CONDITIONAL USE PERMIT AND VARIANCE FOR MID-MINNESOTA FEDERAL CREDIT UNION

Commissioner Wolf explained he is an employee of Mid-Minnesota Federal Credit Union and he reviewed the request from Mid-Minnesota Federal Credit Union to allow the demolition of the existing building and redevelop the existing site and construct a new building. The proposed building would have a smaller footprint and four drive-through lanes. The redeveloped site will be aesthetically pleasing and the stormwater will be held on-site.

Commissioner Wolf stated that he has no personal gains from Mid-Minnesota Federal Credit Union and Public Works Director/City Engineer Walter explained that normally Commissioner Wolf would recuse himself from the discussion; however, since the commission just had a quorum it was not possible.

MOTION by Vice Chairman Franzen, seconded by Commissioner Christofferson to advise the Planning & Zoning Commission they have no concerns with the Mid-Minnesota Federal Credit Union's Conditional Use Permit and Variances contingent on a Stormwater Maintenance Agreement as per city ordinance. Motion carried unanimously.

WATER TREATMENT PLANT UPGRADE STATUS PRESENTATION

Sambatek Consulting Engineer Qureshi reviewed the past history of the Water Treatment Plant and thanked staff for their assistance.

Mr. Qureshi stated the installation of the floating decanter has reduced the delay in recycling water from three hours to one hour. The flume replacement is getting the media cleaner and has increased the filter run times by approximately 14%.

Mr. Qureshi reviewed the iron oxidation process and recommended changing an existing chemical feed point that is not being used about midway of the detention basin and be modified to feed chlorine. This feed point will provide about 25-30 minutes for aeration to oxidize the iron before adding chlorine and will still allow the chlorine dosage to have adequate time to oxidize the remaining iron and ammonia before the water goes to the filter.

Public Workers Supervisor Cassady added that the chlorine would be added about halfway into the detention basin which would lower the amount of the chlorine dosage and would be an annual cost savings to the City.

Mr. Qureshi recommended the following items:

1. Use all four existing wells.
2. Add one new well in the next 2-4 years to increase well capacity and have additional backup to meet plant design of 5 MGD.
3. Replace media in filter 2 and 4 in 2019.
4. Conduct a pilot study to evaluate pretreatment options (\$40,000.00)
5. Install plate settlers (\$650,000.00) or Add a clarifier upstream of the filters (\$1.4 - \$2.0 million).

Commissioner Christofferson inquired on the cost of replacing the media in filters 2 & 4. Mr. Cassady stated the cost is around \$200,000 for both filters and the filters are near the end of their life cycle of 15 years. Filter media in 2019 will be 12 years old.

Public Works Supervisor/City Engineer Walter stated that filters 1 & 3 will need to be replaced at the 15-year mark (2022) and the City will need to consider the addition of 1-2 more new wells within the next 5 – 10 years. Mr. Qureshi stated the water has high organics and ammonia which can be hard to treat, and a clarifier is needed before the filters which will be the best long-term solution to reach 5 MGD and beyond. Mr. Walter stated the estimated cost for the improvements is at 2 – 3 million without the cost of new well construction.

The plant is 11 years old (2018) and other maintenance items are occurring. All projects to this point have shown improvements in the plant and will save the City operating costs. There is currently enough capacity at this time; however, adding more facilities will help with the future demands of the City.

WATER TREATMENT PLANT IRON OXIDATION FIELD REPORT

The Water Treatment Plant Iron Oxidation field report was submitted to the commission as information only.

MOTION by Commissioner Wolf, seconded by Commission Christofferson to recommend City Council accept the Sambatek Water Treatment Plant Iron Oxidation Report. Motion carried unanimously.

2018 NORTH WATER TOWER REHABILITATION PROJECT MONTHLY UPDATE

Vice Chairman Franzen inquired if there were any questions or concerns with the 2018 North Water Tower Rehabilitation Project Monthly Update Memo. Public Works Director/City Engineer Walter informed the commission that KLM has done a full inspection of the tower after the cell antennas

have been removed. Mobilization is scheduled to start around June 18th.

The contractor is requesting to work on Sundays if there is any rain or wind delays.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council approve the KLM Engineering request to grant an exception allowing the contractor to work on Sundays from 9:00 a.m. to 7:00 p.m. due to any rain or wind delays. Motion carried unanimously.

MENARDS AGREEMENT FOR DEVELOPMENT

Public Works Director/City Engineer Walter reviewed the Menards Incorporated Developers Agreement. This is the standard agreement the City uses for water main, sanitary sewer, and storm water. Mr. Walter has no concerns with the agreement and recommends approval.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council approve the Menards Incorporated Agreement for Development. Motion carried unanimously.

MENARDS STORMWATER MAINTENANCE AGREEMENT

Public Works Director/City Engineer Walter informed the commission the stormwater maintenance agreement has a slight variation from the standard agreement the city uses. The stormwater pond is a joint pond with 67% ownership/responsibility to Menards and 37% to the City of Baxter. The stormwater agreement is a requirement of the Municipal Separate Storm Sewer System (MS4) Program.

MOTION by Commissioner Christofferson, seconded by Commissioner Wolf to recommend City Council approve the Menards Incorporated Stormwater Facilities Maintenance Agreement. Motion carried unanimously.

2018 CHIP SEAL IMPROVEMENTS PROJECT MONTHLY UPDATE

Vice Chairman Franzen inquired if there were any questions or concerns with the 2018 Chip Seal Improvements Project Monthly Update Memo. Public Works Director/City Engineer Walter informed the commission there was a full inspection done on the stripping and due to the time of year staff is recommending taking a year off and re-evaluating the chip seal program.

2018 LIFT STATION NO. 3 REROUTE IMPROVEMENTS PROJECT MONTHLY UPDATE

Vice Chairman Franzen inquired if there were any questions or concerns with the 2018 Lift Station No. 3 Reroute Improvements Project Monthly Update Memo. There was no new information or questions from the commission or the public.

BOLTON & MENK PROPOSAL FOR FEE AMENDMENT NO. 2 FOR FINAL DESIGN, RR PERMIT ASSISTANCE AND CONSTRUCTION SERVICES FOR THE 2018 LIFT STATION NO. 3 REROUTE IMPROVEMENTS PROJECT

Public Works Director/City Engineer Walter reviewed the fee amendment request for Lift Station No. 3. The contract was originally signed in 2015 and assistance has been provided for MnDOT permit revisions, BNSF utility permit applications and easements to facilitate a reduced BNSF permit cost. The fee amendment will also allow an adjustment in the current hourly staff rates for services provided in 2018 because the original contract dates back to 2015 rates.

MOTION by Commissioner Christofferson, seconded by Commissioner Wolf to recommend City Council approve the Bolton & Menk Proposal for Fee Amendment No. 2 for Final Design, RR Permit Assistance and Construction Services for the 2018 Lift Station No. 3 Re-route Improvements Project in the amount of \$16,963.00. Motion carried unanimously.

2018 CYPRESS DRIVE IMPROVEMENTS PROJECT MONTHLY UPDATE & PROJECT SCHEDULE

Vice Chairman Franzen inquired if there were any questions or concerns with the 2018 Cypress Drive Improvements Project Monthly Update. SEH Consulting Engineer Hedlund informed the commission that 3 bids were received for the Cypress Drive Improvements Project.

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| 1. Landwehr Construction | \$ 9,287,488.75 |
| 2. RL Larson Excavating, Inc. | \$10,333,762.44 |
| 3. J.R. Ferche, Inc. | \$10,585,079.19 |

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| Engineers Estimate | \$ 9,108,038.63 |
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SEH PROFESSIONAL SERVICES CONTRACT FOR CONSTRUCTION PHASE SERVICES FOR THE 2018 CYPRESS DRIVE IMPROVEMENTS PROJECT

SEH Consulting Engineer Hedlund reviewed the Professional Services Contract for Construction Phase Services for the 2018 Cypress Drive Improvements Project. Mr. Hedlund explained that due to the size and geography of the project, staff has requested a second full time construction observer for the 2018 and part of the 2019 Project.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council approve the SEH Professional Services Contract for Construction Phase Services for the 2018 Cypress Drive Improvements Project in the not to exceed amount of \$1,195,138.00. Motion carried unanimously.

2018 EXCELSIOR ROAD AND EDGEWOOD DRIVE COMMERCIAL IMPROVEMENTS PROJECT MONTHLY UPDATE

Vice Chairman Franzen inquired if there were any questions or concerns with the 2018 Excelsior Road and Edgewood 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 PARTIAL PAY ESTIMATE NO. 3

WSB Consulting Engineer Sonmor reviewed Partial Pay Estimate No. 3 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. 3 and recommends approval.

MOTION by Commissioner Christofferson, seconded by Commissioner Wolf to recommend City Council approve Pratt's Affordable Excavating, Inc. Partial Pay Estimate No. 3 in the amount of \$176,688.60 for the 2018 Excelsior Road and Edgewood Drive Commercial Improvements Project. Motion carried unanimously.

CROW WING POWER NEW ELECTRIC SERVICE NO. 35393201 FOR THE 2018 EXCELSIOR ROAD AND EDGEWOOD DRIVE COMMERCIAL IMPROVEMENTS PROJECT

WSB Consulting Engineer Rickart reviewed the Crow Wing Power application new electric service application for the Stormwater Lift Station No. 1.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council approve the Crow Wing Power New Electric Service No. 35393201 for the 2018 Excelsior Road and Edgewood Drive Stormwater Lift Station No. 1 in the amount of \$100.00. Motion carried unanimously.

CROW WING POWER NEW ELECTRIC SERVICE NO. 35393501 FOR THE 2018 EXCELSIOR ROAD AND EDGEWOOD DRIVE COMMERCIAL IMPROVEMENTS PROJECT

WSB Consulting Engineer Rickart reviewed the Crow Wing Power application new electric service application for the roundabout lighting cabinet.

MOTION by Commissioner Christofferson, seconded by Commissioner Wolf to recommend City Council approve the Crow Wing Power New Electric Service No. 35393501 for the 2018 Excelsior Road and Edgewood Drive Roundabout Lighting Cabinet in the amount of \$100.00. Motion carried unanimously.

2018 MILL & OVERLAY AND FULL DEPTH RECLAMATION IMPROVEMENTS PROJECT MONTHLY UPDATE

Vice Chairman Franzen inquired if there were any questions or concerns with the 2018 Mill & Overlay and Full Depth Reclamation Improvements Project monthly update. There was no new information or questions from the commission or the public.

2018 MILL & OVERLAY AND FULL DEPTH RECLAMATION IMPROVEMENTS ADDITIONAL SOIL BORINGS

WSB Consulting Engineer Sonmor explained additional soil borings along Cedar Scenic Road have been completed. The soil borings were done to identify the thickness and limits of the existing peat layer. The additional borings showed the peat layer is about 2 – 5 feet thick and is thicker than the previous borings showed.

Mr. Sonmor reviewed the following options:

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| 1. Remove the peat layer completely | \$280,000.00 |
| 2. Use lightweight fill in all fill sections | \$400,000.00 |
| 3. Leave road as a gravel surface to allow settlement in peat | \$ 0.00 |

The commission held an extensive discussion on the options and the overall project costs. The commission felt that in the best interest of the city the peat layer needs to be removed but a reasonable budget should be considered. WSB Consulting Engineer Rickart stated that narrowing the roadway and raising the profile will allow for additional cover for road stabilization and would keep the budget more in line.

MOTION by Commissioner Christofferson, seconded by Commissioner Wolf to recommend City Council approve Option No. 1 to remove the peat layer but reduce the roadway from 40 feet to a 26-

foot wide finished roadway in an effort to keep the 2018 Mill & Overlay and Full Depth Reclamation Improvements Project on budget. Motion carried unanimously.

WSN AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES FOR THE 2020 CYPRESS DRIVE FROM COLLEGE ROAD TO HIGHLAND SCENIC DRIVE IMPROVEMENTS PROJECT

WSN Consulting Engineer Welch reviewed the proposal to prepare a feasibility report for improvements to Cypress Drive from College Road to Highland Scenic Drive. The proposed project includes roadway, multi-modal transportation, storm sewer/stormwater improvements and utility modifications.

Public Works Director/City Engineer Walter informed the commission feasibility reports are done 2 – 3 years before a project starts in order for the City to properly budget for the 5-year CIP.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council approve the WSN Agreement for Professional Engineering Services for 2020 Cypress Drive from College Road to Highland Scenic Drive Improvements Project in the not to exceed amount of \$14,750.00. Motion carried unanimously.

WSN AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES FOR THE 2019 MEMORYWOOD DRIVE IMPROVEMENTS PROJECT

WSN Consulting Engineer Welch informed the commission that City staff requested an update to the feasibility report to include the replacement of certain watermain components located in the roadway corridor. Public Works Director/City Engineer Walter stated the recent watermain breaks were from fittings that failed, and staff believes there will be more fittings that will fail in the coming years.

Mr. Welch recommended that all the plastic watermain fittings be replaced with ductile iron fittings while the road is torn up. Record drawings will be reviewed to determine the fitting locations and then estimate a cost to replace each one.

MOTION by Commissioner Christofferson, seconded by Commissioner Wolf to recommend City Council approve the WSN Agreement for Professional Engineering Services for the modifications to the 2019 Memorywood Drive Improvements Project Feasibility Report in the lump sum amount of \$2,700.00. Motion carried unanimously.

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

Vice Chairman Franzen 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

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

2017 MILL & OVERLAY AND FULL DEPTH RECLAMATION IMPROVEMENTS PROJECT AND 2017 EXCELSIOR ROAD RESIDENTIAL FULL DEPTH RECLAMATION IMPROVEMENTS PROJECT MONTHLY UPDATE

Vice Chairman Franzen inquired if there were any questions or concerns with the 2017 Mill & Overlay and Full Depth Reclamation Improvements Project Monthly Update Memo. There was no new information or questions from the commission or the public.

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

Vice Chairman Franzen inquired if there were any questions or concerns with the 2017 County State Aid Highway 48 Railroad Crossing and Trail Improvements Project Monthly Update. There was no new information or questions from the commission or the public.

EAGLE DRIVE AREA IMPROVEMENTS PROJECT MONTHLY UPDATE

Vice Chairman Franzen 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.

Vice Chairman Franzen inquired if there were any questions or concerns with the Holiday Station Store Contamination Project Monthly Update Memo. There was no new information or questions from the commission or the public.

SECTION 6 AREA A1 STORMWATER OUTLET DESIGN FROM CLEARWATER ROAD TO WOIDA ROAD MONTHLY PROJECT UPDATE

Vice Chairman Franzen 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

Vice Chairman Franzen inquired if there were any questions or concerns with the Southeast Baxter Stormwater Outlet Monthly Update Memo. There was no new information or questions from the commission or the public.

SOUTHEAST BAXTER STORMWATER OUTLET FEASIBILITY REPORT

WSN Consulting Engineer Welch reviewed the amended Southeast Baxter Stormwater Outlet Feasibility Report for constructing a stormwater overflow southerly from the wetland complex located at the intersection of Highland Scenic Road and Scenic River Drive.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council accept the Southeast Baxter Stormwater Outlet Feasibility Report. Motion carried unanimously.

WASTEWATER TREATMENT CHARGES FOR MARCH

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

MARCH AND APRIL WATER AUDIT

The March & April water audit was submitted to the commission as information only.

SOURCE WATER PROTECTION IMPLEMENTATION GRANT

The Source Water Protection Implementation Grant was submitted to the commission as information only.


MnDOT TEMPORARY TRUNK HIGHWAY 371 MILL & OVERLAY – HAUL ROAD DESIGNATION

The MnDOT temporary Trunk Highway 371 Mill & Overlay – haul road designation was submitted to the commission as information only.

ADJOURNMENT

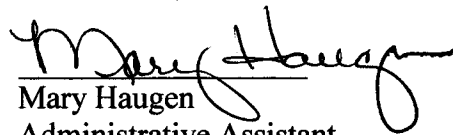
MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to adjourn the meeting at 7:30p.m. Motion carried unanimously.

Approved by:



Dave Franzen
Vice Chairman

Submitted by:



Mary Haugen
Administrative Assistant