

UTILITIES COMMISSION
June 8, 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, and Chairman Rock Yliniemi.

MEMBERS ABSENT: Council Liaison Mark Cross.

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

OTHERS PRESENT: WSN Consulting Engineer Aric Welch, SEH Consulting Engineer Scott Hedlund, and Bolton & Menk Consulting Engineers Mike Rardin and Bryan Drown.

APPROVAL OF MINUTES OF May 4, 2016

MOTION by Commissioner Crochet, seconded by Commissioner Christofferson to approve the Utilities Commission minutes of May 4, 2016. Motion carried unanimously.

WSB FEASIBILITY STUDY PROPOSAL FOR ELDER DRIVE AND GLORY ROAD IMPROVEMENTS

Public Works Director/City Engineer Walter reviewed the WSB proposal to prepare the Feasibility Study for the proposed improvements on Elder Drive from Forthun Road to Garrison Road and Glory Road at the intersection of T.H. 371.

As part of the Traffic Engineering Review for the HJ Development project, proposed improvements were recommended for Elder Drive and Glory Road to accommodate existing and future traffic conditions. The proposed recommended improvements include:

1. Restripe the Elder Drive from Forthun Road to Garrison Road with a continuous center left turn lane.
2. Construction of right turn lanes at Forthun Road, Garrison Road and the proposed development site entrance.
3. Short term improvement for restriping the eastbound Glory Road approach to TH 371 and converting the traffic signal to split phasing.

WSB proposes to complete the Feasibility Study Proposal for Elder Drive & Glory Road Improvements in the not to exceed amount of \$7,500.00.

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MOTION by Commissioner Crochet, seconded by Commissioner Christofferson to recommend City Council approve the WSB Feasibility Study Proposal for the 2016 Elder Drive & Glory Road Improvements in the not to exceed amount of \$7,500.00. Motion carried unanimously.

WHIPPLE BEACH RECREATIONAL AREA PEDESTRIAN CROSSING REVIEW

Public Works Director/City Engineer Walter reviewed the WSB pedestrian crossing for the Whipple Beach Recreational Area located on Oakwood Drive. The primary purpose was to review the area and determine an appropriate location of a connection and trail to Whipple Beach including a crossing of Clearwater Road and Oakwood Drive connecting the Clearwater Road trail to Cedar Scenic Road.

WSB Consulting Engineer Rickart recommended the following short term and future improvements listed below:

Short Term Improvements:

- Provide a connection to the Whipple Beach Park at the boat landing driveway across from the existing sidewalk on the west end of the parking lot.
- Provide a trail segment on the west side of Oakwood Drive from Whipple Beach Park to a location north of Camp Vanasek.
- Provide a marked crosswalk with a flasher system across Oakwood Drive on the north side of the Camp Vanasek baseball/softball field. This will avoid impacts to the Camp Vanasek building area and septic drain field.

Future Improvements:

- Provide an off road trail to the east side/south side of Oakwood Drive/Clearwater Road from Cedar Scenic Road to Welton Road.
- Provide a marked crosswalk with a flasher system across Clearwater Road east of Welton Road, connecting to the existing trail along the eastside of Clearwater Road and future trail around Whipple Beach Park.

Additional information was submitted clarifying the location of the proposed Oakwood Drive Pedestrian Crossing. The location of the pedestrian crossing was determined based on the following factors:

- Location of the Camp Vanasek baseball/softball field
- Location of the Camp Vanasek septic system drain field
- Sight distance to and from the curve on Oakwood Drive at Whipple Beach

Based on these items the location was identified as far south as possible without impacting Camp Vanasek facilities. This provides additional sight lines to and from the crosswalk. However, based on the sight distance guidelines the crossing could be moved an additional 75 feet north if necessary and still meet all the location criteria.

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MOTION by Commissioner Wolf, seconded by Commissioner Franzen to recommend City Council approve the Oakwood Drive bike and pedestrian trail crossing location. Motion carried unanimously.

2015 MILL & OVERLAY IMPROVEMENTS PROJECT MONTHLY PROJECT UPDATE

The following is an update on the status of the current work tasks on the project:

Construction:

- Reclaiming and paving operations that were held over until 2016 for Edgewood Drive north of Clearwater Road and at the Glory Road/Isle Drive intersection are complete.
 - This work was constructed under traffic.
- Construction on the remainder of the project is also complete.
- Final paperwork, turf restoration maintenance period, and post construction services remain.
- Application for Payment No. 5 to Anderson Brothers is planned for approval by the Utilities Commission and City Council in June.
- Application for Payment No. 6 - Final is planned for approval by the Utilities Commission and City Council in July.

The following is an update on the status of the project budget:

Total project budget:

- Final costs are anticipated to come in under the total project budget of \$2.5M certified at the assessment hearing.

Consultant budget:

- There are no unapproved scope changes at this time.

2015 MILL & OVERLAY IMPROVEMENTS PROJECT PARTIAL PAY ESTIMATE NO. 5

SEH Consulting Engineer Hedlund reviewed Partial Pay Estimate No. 5 for the 2015 Mill & Overlay Improvements Project with the commission. Mr. Hedlund had no concerns with Partial Pay Estimate No. 5 and recommends approval.

Public Works Director/City Engineer Walter requested an analysis of the engineering fees for the project.

MOTION by Commissioner Crochet, seconded by Commissioner Christofferson to recommend City Council approve the Anderson Brothers Partial Pay Estimate No. 5 in the amount of \$311,216.19 for the 2015 Mill and Overlay Improvements Project. Motion carried unanimously.

Discussion: Public Works Director/City Engineer Walter informed the commission there are five (5) driveways that have warranty work that needs to be completed. Anderson Brothers Construction is aware of this matter and will complete the work as soon as possible.

2016 FAIRVIEW ROAD IMPROVEMENTS PROJECT MONTHLY UPDATE

The following is an update on the status of the various work tasks on the project:

Permits

- The necessary wetland permits have been secured.
- The necessary MnDOT right of way (ROW) permit has been secured.
- The necessary MPCA NPDES Construction Stormwater Permit will be secured by the contractor prior to start of construction.

Easements

- Easement agreements from all but 2 parcels have been secured to date.
 - The remaining 2 are temporary easements for driveway resloping. One of the two has given verbal approval.
- 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 improvement with the 2016 Mill & Overlay Project and the southeast pond is planned for improvement with this project.

Bidding

- Bids were opened on May 3, 2016.
 - Two bids were received.
 - Both bids were below the engineer's estimate.
 - Anderson Brothers Construction of Brainerd is the low bidder.
- City Council award consideration is planned for June 7, 2016.

Assessment Hearing

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

Construction

- The preconstruction conference (for the Contractor, Private Utility Companies, City Staff, and SEH) is tentatively planned for June 9th at 9am at City Hall.
- The preconstruction neighborhood meeting is tentatively planned for June 9th at 6pm at City Hall.
- Anderson Brothers has advised construction is tentatively planned to start as early as June 13th (depending on when the City awards the project) with completion by September 1, 2016.

Utility Relocation Work

- Centerpoint Energy gas main and service relocation/upgrade work started in May and is planned to be complete prior to the City's construction project starting.

The following is an update on the status of the project budget:

Total project budget:

- The total project budget based on the as-bid construction costs and figures to be presented at the Assessment Hearing is \$1.3M which compares favorably to preliminary budget of \$2.05M from the Feasibility Report.

Consultant budget:

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- SEH construction services proposal is planned for approval by the Utilities Commission and City Council in June.

2016 FAIRVIEW ROAD IMPROVEMENTS PROJECT CONTRACT AWARD LETTER

The project was awarded by City Council at the June 7th meeting due to project scheduling.

AGREEMENT FOR PROFESSIONAL SERVICES FOR THE 2016 FAIRVIEW ROAD IMPROVEMENTS CONSTRUCTION SERVICES

SEH Consulting Engineer Hedlund reviewed the Agreement for Professional Services for the 2016 Fairview Road Improvements Project.

Mr. Hedlund updated the commission on the two (2) reported petroleum releases by the Elementary school and Super America gas station. Public Works Direct/City Engineer Walter explained this might change the assessments for both properties if no contamination is found with the installation of the storm sewer.

MOTION by Commissioner Crochet, seconded by Commissioner Wolf to recommend City Council approve the SEH, Inc. Agreement for Professional Services for the 2016 Fairview Road Improvements Project for Construction Services in the estimated amount of \$97,106.00. Motion carried unanimously.

2016 CHIP SEAL PROJECT MONTHLY UPDATE

Work completed since last update is as follows:

A pre-construction conference was held Wednesday, May 4, 2016. The contractor requested an early June start date. City staff reviewed and denied the request since required city maintenance work (manhole rehabilitation) could not be completed soon enough to accommodate the early start request.

The city requested costs to sealcoat the public works facility parking lot. Contract prices suggested that could be done for about \$20,000. The contractor stated this work would be more costly than street sealcoating and on May 25, 2016 provided a quote of \$62,984 to perform this work. City staff withdrew their request to do this work in 2016 and is considering including it in the 2017 sealcoat project.

Project schedule and completion is as follows:

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

1. Construction operations are not to be started prior to Tuesday, July 5, 2016, except stockpiling of aggregate materials.
2. The contractor is to notify the City of their proposed work schedule at least five (5) working days in advance of beginning work.
3. All seal coat, fog, and interim pavement marking work required under this

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Contract is to be completed no later than August 15, 2016 and within ten (10) working days from project initiation.

4. All construction operations are to be completed no later than August 26, 2016.

Engineering costs are as follows:

The City contracted with BMI for design services for this project in early March. Because the City was uncertain over Franchise Fee creation and street maintenance funding during late February and early March, construction services were not contracted for by the City. Design services were completed by BMI with the submittal of project plans and specifications to the County on March 7, 2016.

On April 12, 2016, a proposal for construction Observation Services was submitted to the City in the amount of \$11,000. The cost proposed is higher than what would normally be expected on this type of project. This is based on past experience associated with this Contractor. If the Contractor performs in an expedient manner, we would expect costs to be much less than the \$11,000 proposed. Last year construction observation costs for this work with this same Contractor totaled \$11,077. The contract contains provisions to assess the Contractor charges for failure to complete this work in a timely manner (time limits described above). The County was informed prior to the bidding process the City will be expecting the contractor to satisfactorily complete the project within the contract time provided or damages will be assessed the contractor.

2016 GOLF COURSE DRIVE IMPROVEMENTS PROJECT MONTHLY UPDATE

Work completed since last update is as follows:

The improvement hearing for this project was held on May 5, 2016 and approximately 10 people attended. Questions were answered and there was general support for the project as proposed. Access and visitor parking during construction were expressed as concerns by residents of the Country Club Estates Homeowners Association. Council was provided a project update at their May 17, 2016 meeting at which time they ordered the project and preparation of final plans and specifications for the project. Final plans and specifications are complete and suitable for bidding purposes pending city review and approval.

Project schedule is as follows:

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. It should be noted that due to limited time available to develop this project, timeframes for some tasks has been compressed. In particular:

1. Council is being asked to approve final plans just prior to Commission review.
It is understood that any plan or specification revisions the Commission feels

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are necessary, will be incorporated into the final plan set and specifications for this project.

2. Normal city practice has been to declare costs to be assessed, approve the preparation of assessments, and conduct an assessment hearing after bids have been received. This provides a comfort level where the city can stop the project should bid costs come in higher than anticipated. Once actual costs are known, the assessment process is undertaken. In this case, doing that extends the project time at least six weeks making 2016 difficult, if not impossible, to achieve.

To compress project development time, it is proposed to begin the assessment process using estimated project costs based on the recently updated Feasibility Report. Based on this proposed timeline, bids would be received on July 5, 2017, bid review by the Utility Commission on July 6, 2017, and bid amounts utilized for the assessment hearing proposed for July 7, 2016. Should bid and assessment costs be higher than anticipated or desired, the project can be delayed or cancelled. This allows for financial control desired by the city and residents, yet expedites the project process so 2016 construction may be maintained.

Assuming bids are reasonable (at or below the Engineer's estimate) and assessment hearing results are acceptable; Council will be in a position to consider adopting assessments and awarding a contract for this project on July 19, 2016. Construction of this proposed project is estimated to take approximately six to eight weeks.

Completion dates are as follows:

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 to eight weeks to construct this project.

Easements are as follows:

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

Costs are as follows:

The City should be aware that the work associated with the possible storm sewer relocations has resulted in extra work and costs. The City Council was appraised of the estimated costs for this extra work, the sewer inspection costs, and the sewer capacity analysis costs at their meeting on March 3, 2016. An amendment to the agreement based on those discussions will be provided for approval in the near future.

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Other work on the project has been continuing as agreed to according to the existing “Not to Exceed” contract.

2016 GOLF COURSE DRIVE POWER POINT PRESENTATION ON THE PLANS AND SPECIFICATIONS

Bolton & Menk Consulting Engineer Mike Rardin reviewed the power point presentation on the 2016 Golf Course Drive plans and specifications. The project schedule has a very tight timeframe with bid opening on July 5th, council review on July 6th, assessment hearing on July 7th and adoption of the assessments and awarding of the project on July 19th.

Bolton & Menk Consulting Engineer Bryan Drown reviewed the plans with the commission. Public Works Director/City Engineer Walter explained the plans in the packet were not the most current as revisions have been made since the packet went out last week.

Utilities Commissioner Christofferson stated the following concerns on the plans:

- 3.3 - the arrows showing locations – the leads have no information
- 3.4 - the oval shown at the top of the lift station does not allow you to read the information
- 4.8 - the oval shown at the top of the lift station does not allow you to read the information
- 5.1 – demarcation should have legend for work being done
- 6.1 – sign designation not shown

Public Works Director/City Engineer Walter thanked the commission for their review time and comments.

Public Works Director/City Engineer Walter stated the compressed schedule does allow a small leeway if needed; substantial completion is scheduled for September 30th and final completion date of October 14, 2016.

2016 GOLF COURSE DRIVE IMPROVEMENTS PROJECT PLANS AND SPECIFICATIONS

Public Works Director/City Engineer Walter informed the commission the project plans and specifications were approved by City Council at the June 7th meeting due to project scheduling.

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

Work Completed Since Last Update

Bids were opened on Tuesday, May 17, 2016. Two bids were received with Tri-City being the apparent low bidder. Results of the bids and corresponding project costs and assessments are shown in the attached letter dated May, 18, 2016.

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The City Council reviewed the bids at a special Council meeting on May 24, 2016 and made a motion to prepare the assessment rolls and hold the Assessment Hearing on Monday, June 13, 2016.

Project Schedule:

Assessment Hearing:	June 13, 2016
Anticipated Construction Start:	July 2016
Substantial Completion:	August 12, 2016
Final Completion:	August 26, 2016

Changes:

John Street:

A discussion with a property owner resulted in the discovery of a buried culvert pipe under the driveway. Discussions with City staff indicate the pipe was likely installed by the City to carry drainage from the south side of John Street to the low area along Inglewood Drive. The pipe has since been silted in and drainage from the right-of-way is running over the driveway and across private property. It is recommended the culvert be replaced with the project.

2016 MILL & OVERLAY, FULL DEPTH RECLAMATION AND RIGHT TURN LANE CONSTRUCTION PROJECT CONTRACT AWARD RECOMMENDATION

City Consulting Engineer Welch reviewed the bids for the 2016 Mill & Overlay, Full Depth Reclamation and Right Turn Lane Construction Project. The bids were opened on Tuesday, May 17, 2016.

The following two bids were received:

Tri-City Paving, Inc.	\$806,167.45
Anderson Brothers Construction Company	\$912,603.17
Engineer's Estimate	\$1,061,125.75

Tri-City Paving, Inc.'s bid was significantly lower than the Engineer's Estimate and the second low bid. Mr. Welch stated this raised some concerns that something was possibly missed or the bid contained an error. Tri-City Representative Dan Surma assured WSN their bid was correct and they intend to honor the unit bid prices. Mr. Welch has placed a copy of the email confirming this conversation in the project file.

Mr. Welch recommended the contract be awarded to Tri-City Paving, Inc., the lowest responsive and responsible bidder, on the basis of the unit prices as listed in the Bid Form and Bid Tabulation.

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MOTION by Commissioner Wolf, seconded by Commissioner Crochet to recommend City Council award the 2016 Mill and Overlay, Full Depth Reclamation and Right Turn Lane Construction Project to Tri-City Paving in the amount of \$806,167.45. Motion carried unanimously.

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

Work completed since last update is as follows:

A final walk through of the project was completed on Thursday, May 26, 2016. Representatives from the City, WSN, RL Larson and Crow Wing County Highway Department were present. Based on the walkthrough, the project was determined to be substantially complete.

Project schedule is as follows:

The Contractor will continue to work on punch list items and miscellaneous cleanup. Tri City will be completing warranty repair work on Inglewood Drive.

Completion dates are as follows:

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 are as follows:

Two roadway easements remain to be signed (Tanner and Wicklund). John Tanner has indicated he intends to sign the easement document and vacation agreement when he returns in mid-June. WSN is working with Wicklund by supplying additional requested information on resultant lot areas.

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

A vacation hearing for the Positive Realty, General Rental and Tanner properties will likely be held in July.

2015 DELLWOOD DRIVE & NOVOTNY ROAD, INGLEWOOD DRIVE AND INDEPENDENCE ROAD IMPROVEMENTS PROJECT PARTIAL PAY ESTIMATE NO. 6

WSN Consulting Engineer Welch reviewed Partial Pay Estimate No. 6 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. 6 and recommends approval.

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Public Works Director/City Engineer Walter stated the IC134's would need to be submitted to the City by the contractor before the City would make final payment. Currently there is an issue between the prime contractor and sub-contractor which will need to be resolved before the IC134's can be submitted to the City.

MOTION by Commissioner Crochet, seconded by Commissioner Christofferson to recommend City Council approve the R. L. Larson Excavating Partial Pay Estimate No. 6 in the amount of \$118,619.48 for the 2015 Dellwood Drive & Novotny Road, Inglewood Drive and Independence Road Improvements Project. Motion carried unanimously.

LIFT STATION NO. 8 RECONSTRUCTION PROJECT MONTHLY UPDATE

Summary of work completed since last update is as follows:

The insurance, bonds and contract documents have been reviewed and approved by the City Attorney. The Agreement has been signed and the Notice to Proceed was issued on May 18, 2016. Shop drawing review is currently underway.

Project schedule is as follows:

WSN has requested a detailed schedule from the Contractor. The intent is to complete the project before the start of 2016 Mill and Overlay project to avoid construction conflicts and marring of the new roadway surface. Substantial Completion, in accordance with the contract documents, is August 12, 2016.

WATER TREATMENT PLANT POLYMER PILOT TESTING MONTHLY REPORT

The polymer feed system was started on April 20, 2016 with the feed rate of 0.25 mg/L at the influent of the detention basin. The results showed that the filter run length increased to 20.5 hours from about 14 hours. The filter run was terminated at 20.5 hours because of high iron in filters 2 and 4.

The feed rate was then increased to 0.50 mg/L on May 6, 2016. The results showed that the filter run increased to 24.1 hours. The filter run was terminated at 24.1 hours because of high iron in filter 2 and 4. One additional run was completed on May 8, 2016 with the polymer feed rate of 0.5 mg/L. The run was terminated after a 24 hour filter run. The unit filter run volume increased from 1200 gallons to 1821 gallons, a substantial increase.

The polymer feed rate was increased to 0.75 mg/L on May 9, 2016 and the filter run was terminated after 21.5 hours as the iron levels in the filter 2 effluent increased to 4 mg/L. Bench scale testing during the plant evaluation study had shown that optimum feed rate was 0.75 mg/L.

The feed rate was decreased to 0.5 mg/L on May 11, 2016. The sludge levels in the detention basin increased to 9" and the filter run was 24.1 hours with VFRV of 1,821 gallons. The iron in

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the detention basin influent was measured as 3.85 mg/L and the detention basin effluent was 3.42 mg/L showing some removal of iron in the detention basin.

The polymer feed was stopped on May 14, 2016 as it was noticed that the polymer was being carried over to the filters and the backwash was not very effective in removing the polymer. Public Works Supervisor Cassady will make adjustments to lower the level in the filter before starting the air/water simultaneous backwash while slightly decreasing the high rate backwash.

The decanter system, when installed, will allow the recycle of the backwash water in the backwash recovery basin to start after only one hour compared to three hours at present.

WATER TREATMENT PLANT 2017 TROUGH REPLACEMENT PROJECT INSTALLATION SCHEDULE

Public Works Director/City Engineer Walter reviewed the trough installation schedule submitted by Progressive Consulting Engineers. The concern of the commission was the timeframe of the schedule and felt it was beneficial to move the trough replacement to 2018. The commission felt it was in the best interest of the City to slow down and make sure the trough design is done correctly and start the project design in early 2017, bid the project in midsummer of 2017 and install the new troughs in January and February of 2018.

Currently, the City is producing enough water to cover our needs and in the worst case scenario the City could set a watering ban or purchase water from the City of Brainerd.

MOTION by Commissioner Wolf, seconded by Commissioner Crochet to recommend City Council move the construction of the troughs for the Water Treatment Plant filters to 2018 and start budgeting for the design and bidding of the troughs in 2017. Motion carried unanimously.

Discussion: the Utilities Commission and staff recognize the city's Requests for Proposals Policy; however, staff believes it to be in the best interest of the City to deviate from the schedule and threshold established within this policy due to the complex nature of the Water Treatment Plant. Progressive Consulting Engineers is a specialized firm that deals with water quality issues and was the firm that identified the existing issues at the facility.

WATER TREATMENT PLANT EMERGENCY GENERATOR FOR 2017 BUDGETING PURPOSES

Public Works Director/City Engineer Walter requested this matter be tabled until the next meeting for additional generator information from WSN Structural Engineer Mark Hallan.

MOTION by Commissioner Wolf, seconded by Commissioner Crochet to table the Water Treatment Plant Emergency Generator Budgeting until the special meeting on June 22, 2016 for further information. Motion carried unanimously.

14639 GRAND OAKS DRIVE LIMITED USE AGREEMENT

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Public Works Director/City Engineer Walter stated the homeowner would like to install a 1-foot high retaining wall outside of the right of way and place river rock in the entire ditch area in the street right of way. The ditch will not be filled in just a liner and river rock, which will help eliminate any weeds and erosion in their front lawn.

MOTION by Commissioner Crochet, seconded by Commissioner Christofferson to recommend City Council approve the 14639 Grand Oaks Drive Street Right of Way Limited Use Agreement. Motion carried unanimously.

13760 BLUESTEM COURT LIMITED USE AGREEMENT

Public Works Director/City Engineer Walter informed the commission this is an amendment to the existing street right of way Limited Use Agreement already in place for Fairview Office Park. The property owners are doing an addition of limestone blocks to the office park since the native grasses have been hard to establish.

MOTION by Commissioner Wolf, seconded by Commissioner Crochet to recommend City Council approve the 13760 Bluestem Court Street Right of Way Limited Use Agreement Amendment. Motion carried unanimously.

EXIT LAKES REALTY IMPROVEMENT PROJECT

Public Works Director/City Engineer Walter informed the commission the Exit Lakes Realty project has been completed and as-built drawings have been received.

MOTION by Commissioner Crochet, seconded by Commissioner Christofferson to recommend City Council accept the Exit Lakes Realty Improvements Project and release the Anderson Brothers Performance Bid Bond No. 41BCSGP3049. Motion carried unanimously.

ALDI'S IMPROVEMENT PROJECT

Public Works Director/City Engineer Walter informed the commission the Aldi's project has been completed and as-built drawings have been received.

MOTION by Commissioner Crochet, seconded by Commissioner Wolf to recommend City Council accept the Aldi's Improvement Project and release the Irrevocable Letter of Credit No. SLC304103. Motion carried unanimously.

BAXTER WATER LINE SERVICE RESPONSIBILITY MAILING NOTICE

The water line service responsibility letter was submitted to the commission as information only. Staff has been receiving phone calls from residents receiving this mailing notice.

Public Works Director/City Engineer Walter stated the three most common signs of a water leak are:

1. Low water pressure
2. Sand in the kitchen sink or bathroom tub
3. Standing water in yard

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MS4 STORMWATER FACTS – SEH, INC. ARTICLE

The MS4 stormwater facts article was submitted to the commission as information only.

WATERWATER TREATMENT PLANT CHARGES FOR APRIL AND MAY

The Brainerd Public Utilities Wastewater Plant Charges for April & May 2016 was submitted to the commission as information only.

SET SPECIAL UTILITIES MEETING FOR JUNE 22, 2016 FOR THE HJ DEVELOPMENT PROJECTS AT 5:30 P.M.

MOTION by Commissioner Crochet, seconded by Commissioner Christofferson to set a Special Utilities Meeting for June 22, 2016 for the HJ Development Projects at 5:30 p.m. Motion carried unanimously.

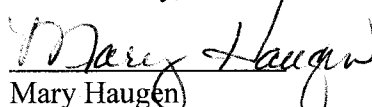
ADJOURNMENT

MOTION by Commissioner Crochet, seconded by Commissioner Wolf to adjourn the meeting at 7:50 p.m. Motion carried unanimously.

Approved by:


Rock Yliniemi
Chairman

Submitted by,


Mary Haugen
Administrative Assistant