

UTILITIES COMMISSION

June 22, 2016

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

MEMBERS PRESENT: Commissioner Shawn Crochet, Doug Wolf and Acting Chairman Dave Franzen.

MEMBERS ABSENT: Commissioner Jack Christofferson, Chairman Rock Yliniemi and 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

MOTION by Commissioner Crochet, seconded by Commissioner Wolf to approve the Utilities Commission minutes of June 8, 2016. Motion carried unanimously.

ELDER DRIVE AND GLORY ROAD IMPROVEMENTS FEASIBILITY STUDY

WSB Consulting Engineer Rickart reviewed the Elder Drive and Glory Road feasibility report with the commission.

Mr. Rickart gave a brief power point presentation of the history of the proposed project, existing conditions, reviewed the site locations and site plans adjustments that were made to accommodate truck traffic and turning lanes.

Estimated project costs were reviewed and the costs will be assessed to the developer once the project has been completed in the fall of 2016.

MOTION by Commissioner Wolf, seconded by Commissioner Crochet to recommend City Council approve the WSB Elder Drive and Glory Road Feasibility Report for the HJ Junior Box and Multi-Tenant Developments. Motion carried unanimously.

2016 ELDER DRIVE AND GLORY ROAD IMPROVEMENTS PROJECT ENGINEERING REQUEST FOR PROPOSALS

Public Works Director/City Engineer Walter reviewed the request for proposals that were submitted for the 2016 Elder Drive and Glory Road Improvements Project.

Staff had requested proposal's from the four local engineering firms. Bolton & Menk submitted a letter stating that based on our evaluation of the project scope in conjunction with their current

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commitments and staffing, they regretfully declined to submit a proposal at this time. Bolton & Menk requested the City continue to consider Bolton & Menk for future projects.

- SEH, Inc. \$58,302.00
- WSB \$42,800.00
- WSN \$58,227.00

Public Works Director/City Engineer Walter recommended approval of the WSB proposal since they were low quoter of engineering services, are very familiar with the development site location, traffic flow and have completed the feasibility report.

MOTION by Commissioner Crochet, seconded by Commissioner Wolf to recommend City Council award the professional engineering and related services contract for the 2016 Elder Drive and Glory Road Improvements Project to WSB in the not to exceed amount of \$42,800.00. Motion carried unanimously.

ADJOURNMENT

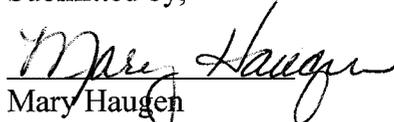
MOTION by Commissioner Wolf, seconded by Commissioner Crochet to adjourn the meeting at 6:00 p.m. Motion carried unanimously.

Approved by:



Dave Franzen
Acting Chairman

Submitted by,



Mary Haugen
Administrative Assistant