

UTILITIES COMMISSION

July 6, 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, Doug Wolf, Chairman Rock Yliniemi and Council Liaison Mark Cross.

MEMBERS ABSENT: Commissioner Dave Franzen.

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

OTHERS PRESENT: WSN Consulting Engineer Aric Welch, WSN Electrical Engineer Jim Szustek, SEH Consulting Engineer Scott Hedlund, WSB Consulting Engineer Chuck Rickart and Bolton & Menk Consulting Engineers Mike Rardin and Bryan Drown.

APPROVAL OF MINUTES

MOTION by Commissioner Wolf, seconded by Commissioner Crochet to approve the Utilities Commission minutes of June 22, 2016. Motion carried unanimously.

VARIANCE FOR NEW HOME ON FAIRFAX COURT

Public Works Director/City Engineer Walter reviewed the variance request for a new home on Fairfax Court. The commission had no concerns with this request since it does not impact sanitary sewer system, storm sewer system, water system, roadway or right-of-way and does not infringe on the 10 foot and five foot utility and drainage easements that are dedicated on the plat.

MOTION by Commissioner Crochet, seconded by Commissioner Wolf to advise the Planning and Zoning Commission that the Utilities Commission has no concerns with the Fairfax Court Variance request since it does not impact sanitary sewer system, storm sewer system, water system, roadway or right-of-way and does not infringe on the 10 foot and five foot utility and drainage easements that are dedicated on the plat. Motion carried unanimously.

PRELIMINARY & FINAL PLAT FOR VAUGHANS LOTS

Public Works Director/City Engineer Walter reviewed the preliminary and final plat for Vaughans Lots. He had no concerns with the plat since all sanitary sewer and water easements were shown on the plat and the 10 foot and five foot utility and drainage easements are dedicated on the plat as per City ordinance.

MOTION by Commissioner Christofferson, seconded by Commissioner Crochet to advise the Planning and Zoning Commission that the Utilities Commission has no concerns with the Vaughans Lots Preliminary & Final Plat contingent on a development agreement be in place before a building permit is issued. Motion carried unanimously.

VAUGHANS TOWNHOMES 100-YEAR STORMWATER PLAN

Public Works Director/City Engineer Walter reviewed the 100-year stormwater plan for the proposed townhomes. All stormwater will be retained on site with a 100-year stormwater pond.

MOTION by Commissioner Crochet, seconded by Commissioner Wolf to recommend City Council approve the Chosen Valley Testing and Schultz Engineering 100-Year Stormwater Management Plan for the Vaughans Townhomes Development. Motion carried unanimously.

FOREST LAND CONVERSION CONDITIONAL USE PERMIT AND GRADING PERMIT FOR PROPERTY LOCATED ON ISLE DRIVE

Public Works Director/City Engineer Walter reviewed the forest land conversion conditional use permit and grading permit for property owned by Michael O'Donnell on Isle Drive. The property, which has no structures on it, is currently up for sale with several interested parties.

Mr. O'Donnell would like to raise the level of the lot to remove it from the flood plain. A buffer of trees will be maintained and a stormwater pollution prevention plan will be in place. The property has already been reviewed by the U.S. Army Corps of Engineers with regards to the Northern Long-Eared Bats. The U.S Army Corps of Engineers and Board of Water and Soil Resources (BWSR) have reviewed all wetland delineations on the property.

MOTION by Commissioner Wolf, seconded by Commissioner Crochet to advise the Planning & Zoning Commission that the Utilities Commission has no concerns with the Forest Land Conversion Conditional Use Permit and Grading Permit for property on Isle Drive contingent on the following:

1. A formal Stormwater Pollution Prevention Plan is submitted to the City of Baxter.
2. A formal grading permit be submitted to the City of Baxter and pay all associated fees.

Motion carried unanimously.

2015 MILL & OVERLAY PROJECT UPDATE

Summary of Work Completed Since Last Update

Construction:

- Other than miscellaneous punch list/warranty work, construction on the project is complete.
- Final paperwork and post construction services remain.
- Application for Payment No. 6 is planned for approval by the Utilities Commission/City Council in August/September.

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.

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 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 two easements 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 have been submitted to the school district for approval 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 awarded the project to Anderson Brothers Construction on June 7, 2016.

Assessment Hearing

- The assessment hearing occurred on Thursday, June 2, 2016 and was adopted by the City Council on June 7, 2016.

Construction

- The preconstruction conference (for the Contractor, Private Utility Companies, City Staff, and SEH) was held June 9th at 9am at City Hall.
- The preconstruction neighborhood meeting was held on June 15th at 6pm at City Hall.
- Construction started June 13th.
- The following work has been completed:
 - Reclaimed the Fairview Road pavement west from Art Ward Drive (Phase 1).
 - Storm sewer and pond has been installed at the gas station site.

UTILITIES COMMISSION – 07/06/16

- Part of the gas station island and the east entrance concrete has been poured.
- Much of the road widening grading/fill on the north side of Fairview Road along the wetland west of Inglewood Drive has been completed.
- Completed water main insulating.
- Started road widening and grading on Phase 1.
- Planned work:
 - Ongoing road widening and grading.
 - Paving the first lift on Phase 1 could occur as soon as the week of July 11th.
 - In order to facilitate Centerpoint Energy's removal of the existing gas main, reclaiming of Fairview Drive east of Art Ward Drive (Phase 2) will likely need to occur prior to Phase 1 being paved.
 1. Reclaiming Phase 2 is tentatively planned for the end of the week of July 4th.

Utility Relocation Work

- Centerpoint Energy gas main and service relocation/upgrade work has been ongoing and is planned to be completed by mid-July.
- The new facility work is complete.
 - Planning to start removal of the old gas main on 6/30/16.
 1. Gas main removal will be accomplished by open cut methods and will temporarily disturb the north side of Fairview Road throughout the project including across Memorywood Drive.

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.

Consultant budget:

- There are no unapproved scope changes at this time.

2016 FAIRVIEW ROAD IMPROVEMENTS PROJECT PARTIAL PAY ESTIMATE NO.

1

SEH Consulting Engineer Scott Hedlund reviewed Partial Pay Estimate No. 1 for the 2016 Fairview Road Improvements Project with the commission. SEH Consulting Engineer had no concerns with Partial Pay Estimate No. 1 and recommends approval.

MOTION by Commissioner Crochet, seconded by Commissioner Wolf to recommend City Council approve the Anderson Brothers Partial Pay Estimate No. 1 in the amount of \$106,179.65 for the 2016 Fairview Road Improvements Project. Motion carried unanimously.

2016 CITY OF BAXTER CHIP SEALING PROJECT MONTHLY UPDATE

Summary of Work Completed Since Last Update

During mid-June the Contractor hauled street and trail sealcoat aggregates to the City's north water tower site. Subsequent gradations show neither material meets specification requirements and is unacceptable for use. This was communicated to the Contractor on June 24th and the City is waiting to hear how the Contractor intends to proceed.

On June 22nd, the contractor requested an early construction start which was denied due to lack of notice. A contract start date (after July 4th) was requested by the City on June 23rd. No response has been provided by the Contractor as of this time; five working days' advance notice to start work is required by the City so property owners can be notified of the pending work.

Project Schedule and Completion

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 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

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.

2016 CITY OF BAXTER GOLF COURSE DRIVE PROJECT MONTHLY UPDATE

Summary of Work Completed Since Last Update

Final plans and specifications were completed on June 9, 2016. Advertisement for bids was placed in the Brainerd Daily Dispatch, Finance & Commerce, and on the QuestCDN

website during June. Bids are to be received at 9:00 am on Wednesday, July 6, 2016. No project or plan concerns have been noted to date.

Assessment Hearing notices were mailed on Thursday, June 16, 2016 and notices were published Friday, June 17, 2016.

A bid tabulation, assessment review, and contract award recommendation are planned to be presented to the Utility Commission at the July 6th meeting.

Project Schedule

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. Assuming bids are reasonable 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

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

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

Costs

The City should be aware that the work associated with the possible 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 3rd. An amendment to the agreement based on those discussions will be provided for approval in the near future.

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

2016 GOLF COURSE DRIVE BID REVIEW

Bolton & Menk Consulting Engineer Michael Rardin reviewed the bids for the 2016 Golf Course Drive Improvements Project. A total of five bids were received. All bids conformed to the plan, specifications and advertisement requirements.

UTILITIES COMMISSION – 07/06/16

1. Anderson Brothers Construction	\$1,090,108.01
2. J. R. Ferche, Inc.	\$1,131,196.05
3. Northdale Construction Co.	\$1,196,176.26
4. RL Larson Excavating	\$1,215,568.38
5. Larson Excavating Contractors	\$1,302,451.48
Engineer's Estimate	\$1,041,037.75

Total project costs are slightly higher (0.03%) than estimated and presented at the Improvement Hearing. Total city costs are estimated to be 23.0% higher than estimated due to increase storm sewer costs.

MOTION by Commissioner Wolf, seconded by Commissioner Crochet to recommend City Council award the contract to Anderson Brothers Construction in the amount of \$1,090,108.01 for the 2016 Golf Course Drive Improvements Project. Motion carried unanimously.

EXCELSIOR ROAD, FAIRVIEW ROAD AND EDGEWOOD DRIVE IMPROVEMENTS FEASIBILITY REPORT

WSN Consulting Engineer Welch and WSB Consulting Engineer Rickart presented the final review of the feasibility report and traffic analysis.

MOTION by Commissioner Wolf, seconded by Commissioner Crochet to recommend City Council approve the Excelsior Road, Fairview Road and Edgewood Drive Improvements Feasibility Report. Motion carried unanimously.

WATER TREATMENT PLANT EMERGENCY GENERATOR FOR 2017 BUDGETING PURPOSES

WSN Electrical Engineer Jim Szustek reviewed the emergency generator memo with the commission.

On Friday June 24th a measure of the amp draw from the existing 480 volt, 3 phase service from the Crow Wing Power 750 kVA electrical transformer was completed. The measurement was taken when the water plant was backwashing one of the four filters with two well pumps in operation supplying 1,400 gpm to the other three filters. In addition, two of the high service pumps were placed in operation sending water into the distribution system and filling of the water towers. This scenario was run to simulate the electrical demand an electrical generator would need to meet during a prolonged power outage that required backwashing of the filters while supplying water to the system.

The average amp draw measured by Holden Electric during this operational scenario was 332 amps. Typical maintenance facility and water plant ancillary power demand (lighting, controls, HVAC, etc.) is included in the 332-amp measurement. Allowing for a possible peak operational

demand (aeration blower, compressor, third high service pump (or well pump), and winter operation of heating systems, the total draw is estimated at 500 amps.

Option A – 1,000 kW Diesel Generator: \$456,000

This option is for a 1,000 kW diesel generator per the original specification, except as noted above. The out of a 1,000 kW generator is estimated at 1,500 amps. The equipment cost estimate of \$223,000 is the weighted average between the budget figures provided by Cat and Generac. This option is being presented for comparison purposes only and is not recommended based on the required future electrical demands outlined above.

Option B – 750 kW Diesel Generator: \$378,000

A 750 kW diesel generator has an output of 1,130 amps. This option will meet current and anticipated future demands. The electrical generator estimated cost is \$170,000.

Option C – 500 kW Diesel Generator: \$285,000

A 500 kW electrical generator has an estimated output of 752 amps, which would meet the estimated current 500-amp maximum operational demand for both facilities. This option will not meet the future anticipated demand of 760 amps as outlined above. The electrical generator cost is \$85,000. An MPS system can be added for an additional \$13,000 which is included in the \$285,000 estimated cost. This would allow the City to add parallel generator in the future as demand requires. For example, a 250 kW generator could be added to bring the total output up to 1,125 amps, which would meet anticipated future demands. The estimated cost to add a 250 kw diesel generator is \$130,000 bringing the total future cost of this option to \$415,000.

Public Works Director/City Engineer Walter stated part of the concern is that the State of Minnesota's Department of Health annual inspection has red tagged the City for not having an emergency generator for essential services that last two years in their report. He explained the generator was part of the original plan which was scaled back in order to make budget. The generator should be sized large enough to run the entire facility in case of an emergency so that all City Departments could function out of the Public Works Facility including the Police Department.

Commissioner Crochet stated the generator is a crucial part of an essential service the City provides and we should do the right thing for the City and plan for the future. The generator should be large enough to handle some expansion of the facility in the next 20-30 years.

MOTION by Commissioner Christofferson, seconded by Commissioner Crochet to recommend City Council look at incorporating Option B - 750 kW Diesel Generator into the 2017 Budget and 5 year Capital Improvements Plan for the Water Department. Motion carried unanimously.

**2016 MILL AND OVERLAY, FULL DEPTH RECLAMATION AND RIGHT TURN
LAND CONSTRUCTION MONTHLY UPDATE**

UTILITIES COMMISSION – 07/06/16

Summary of Work Completed Since Last Update

The Assessment Hearing was held on Monday, June 13, 2016. Approximately 30-40 residents were in attendance.

A preliminary utility meeting was held for the College Road and Cypress Drive turn lane project on Thursday, June 16th. The location of the proposed improvements and city supplied utility easement was discussed with each facility owner along with relocation requirements. The tentative plan agreed to by all present was to relocate facilities running parallel to College Road in a joint trench located along the south edge of the utility easement.

The Council passed motions to award the construction contract to Try-City Paving, Inc. and to adopt the assessment rolls on Tuesday, June 21, 2016.

On Friday, June 24, 2016 a pre-construction meeting was held. The meeting began at the College Road and Cypress Drive turn lane project to review the utility relocation plan. Attendees included representatives from the City, Try-City Paving, sub-contractors, WSN, Crow Wing Power, Charter Communications, Xcel Energy, CTC and CenturyLink.

Contractor documents have been reviewed by the City Attorney and WSN anticipate the City will sign the agreement and issue the Notice to Proceed on Wednesday, June 29, 2016.

Project Schedule

Week of June 27th: Removals along College Road necessary for utility relocation work, sanitary sewer and water service work on College Road.

Week of July 4th: Curb along west side of School and Private site work along south side of College Road.

Week of July 11th: Utility relocation work along College Road. Project open house at City Hall.

A detailed schedule was requested from the Contractor at the pre-construction meeting but was unavailable to be included with the memo.

Changes

John Street

- A culvert will be added to the project under the driveway along the south side of John Street.

Maplewood Drive

- The City has requested possible curb and gutter and storm sewer to address drainage and traffic issues on the corner of Maplewood Drive. An exhibit and cost estimate will be prepared and discussed with the Council at next weeks' Council workshop.

Contract Time Extension Request

- The Contractor has submitted a contract time extension request to move the substantial completion date back two weeks to August 26, 2016 and the final completion date back one week to September 2, 2106. See Change Order No. 2 documentation for additional information.

Utility Relocation Issues

Xcel Energy submitted an email on June 27th stating they do not plan on relocating the existing gas main in contrary to what was agreed to at the preliminary utility meeting and preconstruction meeting. WSN issued a response to the email on June 27th requesting the gas main be relocated based on health/safety concerns, city ordinance 7-4-22 and State Statute 7819.31000. A copy of the WSN letter and supporting documentation was attached for the commission.

2016 MILL AND OVERLAY, FULL DEPTH RECLAMATION AND RIGHT TURN LAND CONSTRUCTION PROJECT – MAPLEWOOD DRIVE CORNER OPTIONS

WSN Consulting Engineer Welch reviewed the potential options for the corner on Maplewood Drive. The existing pavement located at the corner is broken up as a result of poor drainage and vehicle traffic cutting the corner and damaging the bituminous edge.

The project plans called for full depth bituminous repair and ditch excavation (swale) but did not include any provisions to keep traffic from cutting the corner. Mr. Welch reviewed the options and estimated costs that are listed below:

Option A – Curb & Gutter with Storm Sewer and Pond \$27,110

This option includes construction of curb and gutter along the east and south sides of the road. The curb would begin approximately 25' before the curve and end approximately 25' past the curve. A shallow storm sewer structure would be placed in the radius to collect stormwater from the curb & gutter. 12" RC pipe would extend north across Maplewood Drive to a stormwater infiltration basin located on the existing 66' right-of-way between the roadway and White Sand Lake. The infiltration basin would be approximately 3' deep and occupy an area 24' x 60'. The basin would be located along the east side of the existing right-of-way to leave room for lake access along the west side of the right-of-way. Construction would require the removal of existing trees between the roadway and lake. WSN may be able to negotiate a better price for the 12" storm sewer pipe to help lower the cost.

Option B – Curb & Gutter with Spillway and Swale \$7,670

This option includes construction of curb and gutter along the east and south sides of the road. The curb would begin approximately 25' before the curve and end approximately 25' past the curve. A shallow swale/ditch would be constructed behind the curb and water would be directed to the swale through a spillway in the curb & gutter. This option would likely require some property acquisition and tree removal to complete the required ditching behind the curb. Costs for property acquisition have been estimated and are included in the cost estimate.

Option C – Swale with Delineators \$2,460

This option includes the construction of swale /ditch and installation of delineators to keep traffic on the roadway surface.

The consensus of the council was to complete Option B and approach property owner to discuss the option.

2016 MILL AND OVERLAY, FULL DEPTH RECLAMATION AND RIGHT TURN LAND CONSTRUCTION PROJECT CHANGE ORDER NO. 1

WSN Consulting Engineer Aric Welch reviewed Change Order No. 1 for the 2016 Mill and Overlay, Full Depth Reclamation and Right Turn Lane Construction Project. Tri-City Paving has requested the substantial completion date be changed from August 12th to August 26th with final completion from August 26 to September 2nd.

Mr. Welch has no concerns with this request and recommends approval based on the following:

1. Additional time will be necessary to allow utility companies to relocate their facilities on College Road and Cypress Drive. The existing facilities will be located under the proposed right-turn lane and trail and need to be relocated into the utility easement provided by the City.
2. The extension will allow more time for DeChantal Excavating, Inc. to complete the reconstruction of Lift Station No. 8. This will avoid conflicts during construction and possible marring of the new bituminous pavement surface as a result of lift station construction work.
3. The Golf Course Drive project has been delayed and conflicts with this project are not anticipated with the time extension.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council approve the Tri-City Paving Change Order No. 1 for a two week extension request

for the 2016 Mill and Overlay, Full Depth Reclamation and Right Turn Lane Construction Project. Motion carried unanimously.

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

Work Completed Since Last Update

The contractor has completed work on all major punch list items. There are still some outstanding warranty issues that need to be addressed including turf establishment along Inglewood Drive. One resident has complained of weeds and poor growth. WSN has notified the Contractor and will continue to monitor the project to determine if additional action is required.

Project Schedule

Address warrant items as needed.

Completion Dates

The Contractor reached substantial completion on May 26, 2016 and the Certificate of Substantial Completion was issued initiating the start of the one-year warranty period. In accordance with the Contract documents, the project was to be complete and ready for final payment on June 9, 2016. To date all items necessary to reach final completion have not been satisfied including the submittal of IC-134's.

Easements

Two roadway easements remain to be signed. John Tanner has indicated he intends to sign the easement document when his wife returns from out of town. Additional informational has been supplied to Wicklund as requested and WSN is waiting for a response. WSN has been reaching out to both parties on a weekly basis.

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

When the Tanner's have signed off on the easement and agreement documents, WSN will work with the City to schedule a vacation hearing for the Positive Realty, General Rental and Tanner properties.

Changes

The Contractor has submitted a substantial change order request. The request was submitted too late for WSN to provide a complete response and recommendation prior to the June Utilities Commission meeting. WSN is in the process of scheduling a meeting to review the change request with the Contractor and will issue our formal action as soon as possible.

Potential Law Suit

WSN is aware of a potential law suit between the Contractor and sub-contractor regarding the directional drilled pipe between Novotny Road and Audubon Way. The sub-contractor has been in contact with WSN and has requested a copy of the Contractors bonding information. This will likely hold up final completion of the project because final payment cannot be made until all sub- contractors have been paid and IC-134's have been supplied by the Contractor.

LIFT STATION NO. 8 RECONSTRUCTION PROJECT MONTHLY UPDATE

Summary of work completed since last update.

Shop drawing reviews are complete and the concrete structures are in production. The contractor has scheduled a utility meet for Thursday, June 30th.

Project schedule

A utility meeting and pre-construction conference is scheduled for Thursday, June 30, 2016. The contractor will be delivering supplies to the site the week of July 4th and work will likely begin the week of July 11th. Work should be complete by the end of July prior to the planned mill and overlay work.

TKDA ENGINEERING PROPOSAL FOR ADDITIONAL ENGINEERING SERVICES FOR THE WATER METER REPLACEMENT PROJECT

Public Works Director/City Engineer Walter reviewed the TKDA Engineering Proposal. The commission held an extensive discussion on the water replacement project which has been delayed by approximately 30 days. The financial software the City currently uses has been sold to another company which has caused a delay in the software integration for the water meters.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council approve the TDKA Engineering Proposal for Additional Engineering Services for the Water Meter Replacement Project Construction Administration in the estimated amount of \$9,960.00. Motion carried unanimously.

CERTIFICATE OF SURVEY FOR GOLF COURSE DRIVE

WSB Consulting Engineer Chuck Rickart gave a brief review of the certificate of survey for Golf Course Drive. The survey contains the data necessary to start the appraisal process and then the negotiations with the property owner.

PROPOSAL FOR APPRAISAL SERVICES FOR LAND ACQUISITION FOR THE BAXTER WATER QUALITY PROJECT FOR THE WHISKEY CREEK TRIBUTARY

Public Works Director/City Engineer Walter informed the commission that Ludenia Appraisals submitted a proposal to complete a before and after narrative appraisal report for the property required for the Baxter Water Quality Project for the Whiskey Creek Tributary to the Mississippi River in the lump sum amount of \$3,500.00.

MOTION by Commissioner Crochet, seconded by Commissioner Christofferson to recommend City Council approve the Ludenia Proposal for Appraisal Services for Land Acquisition for the Baxter Water Quality Project for the Whiskey Creek Tributary to the Mississippi River in the lump sum amount of \$3,500.00. Motion carried unanimously.

ADJOURNMENT

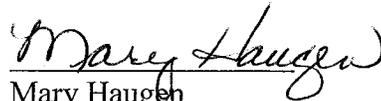
MOTION by Commissioner Wolf, seconded by Commissioner Crochet to adjourn the meeting at 8:15 p.m. Motion carried unanimously.

Approved by:



Rock Yliniemi
Chairman

Submitted by,



Mary Haugen
Administrative Assistant