

UTILITIES COMMISSION

July 5, 2018

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, Doug Wolf, and Chairman Rock Yliniemi.

MEMBERS ABSENT: Commissioner Dave Franzen and Council Liaison Mark Cross.

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

OTHERS PRESENT: WSN Consulting Engineer Kevin Wernberg and WSB Consulting Engineer Chris Sonmor.

APPROVAL OF MINUTES

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

SAZAMA STORMWATER FACILITIES MAINTENANCE AGREEMENT

Public Works Director/City Engineer Walter informed the commission this is the standard stormwater maintenance agreement the city uses. The stormwater agreement is a requirement of the Municipal Separate Storm Sewer System (MS4) Program.

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

FOUR SEASONS CAR WASH STORMWATER FACILITIES MAINTENANCE AGREEMENT

Public Works Director/City Engineer Walter informed the commission this is the standard stormwater maintenance agreement the city uses. 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 Four Seasons Car Wash Stormwater Facilities Maintenance Agreement. Motion carried unanimously.

2018 NORTH WATER TOWER REHABILITATION PROJECT MONTHLY UPDATE

Chairman Yliniemi 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 City Staff has approved allowing the Foreman's camper to be onsite for safety and security reasons during the rehabilitation project.

Commissioner Wolf inquired if there is insurance on the camper and is it provided and covered by the

contractor. Staff will investigate this issue and report back to the commission.

2018 LIFT STATION NO. 3 REROUTE IMPROVEMENTS PROJECT MONTHLY UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the 2018 Lift Station No. 3 Reroute Improvements Project Monthly Update Memo. Public Works Director/City Engineer Walter informed the commission the pumps are being installed tomorrow morning and the system should be live in the afternoon.

2018 LIFT STATION NO. 3 REROUTE IMPROVEMENTS PROJECT PARTIAL PAY ESTIMATE NO. 1

Public Works Director/City Engineer Walter reviewed Partial Pay Estimate No. 1 with the commission for the 2018 Lift Station No. 3 Re-route Improvements Project. Public Works Director/City Engineer Walter has no concerns with Partial Pay Estimate No. 1 and recommends approval.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council approve the GM Contracting Inc. Partial Pay Estimate No. 1 in the amount of \$321,560.71 for the 2018 Lift Station No. 3 Re-route Improvements Project. Motion carried unanimously.

2018 CYPRESS DRIVE IMPROVEMENTS PROJECT MONTHLY UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the 2018 Cypress 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 MONTHLY UPDATE

Chairman Yliniemi 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 CHANGE ORDER NO. 2

WSB Consulting Engineer Sonmor presented Change Order No. 2 for the 2018 Excelsior Road and Edgewood Drive Commercial Improvements Project. The following modification for Change Order No. 2 is listed below:

1. Dewatering (contaminated groundwater)
2. Subgrade Excavating (contaminated soils)
3. Common Barrow
4. Trucking Cost to Vonco Landfill
5. Traffic Control
6. Watermain Break at School (Invoice 3620)
7. Construct Storm Manhole Over Existing Pipe at TH 371 (Invoice 3621)
8. Replace Gate Valve & Adjust Watermain at Edgewood Drive (Invoice 3624)
9. Watermain Adjustment at TH 371 (Invoice 3625)

Mr. Sonmor informed the commission the contamination costs will be reimbursed to the City through Petro Funds and Holiday Station Store. Public Works Director/City Engineer Walter has no concerns with Change Order No. 2 and recommended approval.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council approve the Pratt's Affordable Excavating, Inc. Change Order No. 2 in the increased amount of \$283,110.04 for the 2018 Excelsior Road and Edgewood Drive Commercial Improvements Project. Motion carried unanimously.

2018 EXCELSIOR ROAD AND EDGEWOOD DRIVE COMMERCIAL IMPROVEMENTS PROJECT PARTIAL PAY ESTIMATE NO. 4

WSB Consulting Engineer Sonmor reviewed Partial Pay Estimate No. 4 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. 4 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. 4 in the amount of \$176,688.60 for the 2018 Excelsior Road and Edgewood Drive Commercial Improvements Project. Motion carried unanimously.

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

Chairman Yliniemi 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.

WSN PROPOSAL FOR ENVIRONMENTAL SERVICES FOR THE WELLHEAD PROTECTION PLAN IMPLEMENTATION

WSN Consulting Engineer Wernberg reviewed the WSN Environmental Services Contract for the Wellhead Protection Plan Implementation. This proposal will support the City's Wellhead Protection Plan and includes education, surveys, lake testing and a summary report and GIS files.

MOTION by Commissioner Christofferson, seconded by Commissioner Wolf to recommend City Council approve the WSN Proposal for Environmental Services for the Wellhead Protection Plan Implementation in the not to exceed amount of \$9,685.00. Motion carried unanimously.

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

Chairman Yliniemi 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

Chairman Yliniemi 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

Chairman Yliniemi 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 MILL & OVERLAY AND FULL DEPTH RECLAMATION IMPROVEMENTS PROJECT AND 2017 EXCELSIOR ROAD RESIDENTIAL FULL DEPTH RECLAMATION IMPROVEMENTS PROJECT CHANGE ORDER NO. 3

WSN Consulting Engineer Wernberg presented Change Order No. 3 for the 2017 Mill & Overlay and Full Depth Reclamation Improvements Project and 2017 Excelsior Road Residential Full Depth Reclamation Improvements Project. The following modification for Change Order No. 3 is listed below:

1. Borrow material for Grand Oaks Drive Trail.

Public Works Director/City Engineer Walter has no concerns with Change Order No. 3 and recommended approval.

MOTION by Commissioner Christofferson, seconded by Commissioner Wolf to recommend City Council approve the Tri-City Paving, Inc. Change Order No. 3 in the increased amount of \$8,588.95 for the 2017 Mill & Overlay and Full Depth Reclamation Improvements Project and 2017 Excelsior Road Residential Full Depth Reclamation Improvements Project. Motion carried unanimously.

2017 MILL & OVERLAY AND FULL DEPTH RECLAMATION IMPROVEMENTS PROJECT AND 2017 EXCELSIOR ROAD RESIDENTIAL FULL DEPTH RECLAMATION IMPROVEMENTS PROJECT PARTIAL PAY ESTIMATE NO. 4

WSN Consulting Engineer Wernberg reviewed Partial Pay Estimate No. 4 with the commission for the 2017 Mill & Overlay and Full Depth Reclamation Improvements Project and 2017 Excelsior Road Residential Full Depth Reclamation Improvements Project. Mr. Wernberg has no concerns with Partial Pay Estimate No. 4 and recommends approval.

MOTION by Commissioner Christofferson, seconded by Commissioner Wolf to recommend City Council approve the Tri-City Paving, Inc. Partial Pay Estimate No. 4 in the amount of \$53,892.63 for the 2017 Mill & Overlay and Full Depth Reclamation Improvements Project and 2017 Excelsior Road Residential Full Depth Reclamation Improvements Project. Motion carried unanimously.

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

Chairman Yliniemi 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.

2019 MEMORYWOOD DRIVE FULL DEPTH RECLAMATION IMPROVEMENTS PROJECT FEASIBILITY REPORT AMENDMENT

WSN Consulting Engineer Wernberg reviewed the 2019 Memorywood Drive Feasibility Report Amendment. The amendment addresses the plastic watermain fittings that have caused several watermain leaks this past spring. The cost of the fitting repairs will be the responsibility of the City and the assessment rolls in the feasibility study did not change.

Public Works Director/City Engineer Walter had requested researching other cities to see if any have had this problem occur with plastic watermain fittings from the 1980's.

MOTION by Commissioner Christofferson, seconded by Commissioner Wolf to recommend City Council approve the 2019 Memorywood Drive Full Depth Reclamation Improvements Project Feasibility Report Amendment. Motion carried unanimously.

EAGLE DRIVE AREA IMPROVEMENTS PROJECT MONTHLY UPDATE

Chairman Yliniemi 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.

Chairman Yliniemi 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

Chairman Yliniemi 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.

WATER TREATMENT PLANT GENERATOR MONTHLY PROJECT UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the Water Treatment Plant Generator Monthly Project Update. There was no new information or questions from the commission or the public.

WATER TREATMENT PLANT GENERATOR PLANS

WSN Consulting Engineer Wernberg reviewed the project plans for the Water Treatment Plant generator. Public Works Director/City Engineer Walter requested that a netting or screening be placed above the generator site to help absorb sound and prevent birds from nesting in the area above the generator.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council approve the Water Treatment Plant Generator Plans and authorize staff to bid the project. Motion carried unanimously.

SAMBATEK IRON OXIDATION TESTING AMENDMENT

Public Works Director/City Engineer Walter reviewed the Sambatek Iron Oxidation Testing Amendment contract. The commission reviewed the information at the June meeting, but staff did not have the actual contract from Sambatek at that meeting.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council approve the Sambatek Iron Oxidation Testing Amendment contract in the not to exceed amount of \$3,500.00. Motion carried unanimously.

BIOLOGICAL FILTRATION WATER TREATMENT PLANT PILOT STUDY MONTHLY PROJECT UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the Biological Filtration Water Treatment Plant Study Monthly Project Update. There was no new information or questions from the commission or the public.

PROPOSED 2019 BUDGET FOR THE WATER TREATMENT PLANT BACKWASH BASIN SLUDGE POND

The proposed 2019 budget for the Water Treatment Plant Backwash Basin Sludge Pond was submitted to the commission as information only.

WASTEWATER TREATMENT CHARGES FOR MAY

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

MAY WATER AUDIT

The May water audit was submitted to the commission as information only.

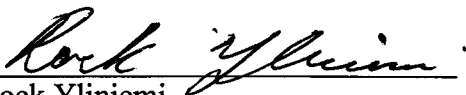
OTHER BUSINESS

Commissioner Wolf informed the commission that he has accepted a new position and his last commission meeting will be September 5, 2018. He will be submitting his formal written notice as soon as possible.

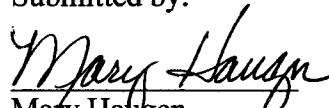
ADJOURNMENT

MOTION by Commissioner Christofferson, seconded by Commissioner Wolf to adjourn the meeting at 6:45 p.m. Motion carried unanimously.

Approved by:


Rock Yliniemi
Chairman

Submitted by:


Mary Haugen
Administrative Assistant