

UTILITIES COMMISSION

August 2, 2017

The regular meeting of the Baxter Utilities Commission was called to order at 5:30 p.m. by Council Liaison Mark Cross.

MEMBERS PRESENT: Commissioners Doug Wolf, Jack Christofferson, and Council Liaison Mark Cross.

MEMBERS ABSENT: Commissioner Dave Franzen and Chairman Rock Yliniemi.

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

OTHERS PRESENT: WSN Consulting Engineer Aric Welch, SEH Consulting Engineer Casey Zins, WSB Consulting Engineers Chuck Rickart & Chris Sonmor and Steve & Debbie Vitale.

Council Liaison Cross informed the audience that all monthly project updates would not be reviewed unless there was new information available or there were questions from the audience or commission on what was submitted in the packets.

APPROVAL OF MINUTES

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to approve the Utilities Commission minutes of July 6, 2017. Motion carried unanimously.

CITY OF BAXTER STRIPING PROJECT – TRAFFIC MARKING SERVICES INC. 7-DAY CONTRACT EXTENSION REQUEST

Public Works Director/City Engineer Walter informed the commission the striping contractor has requested a 7-day extension due to weather conditions around the state this summer. Mr. Walter has no concerns with this request and recommends approval.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council approve Traffic Marking Services Inc. 7-Day Contract Extension Request for the 2017 City of Baxter Striping Project. Motion carried unanimously.

2017 NORTH WATER TOWER REHABILITATION MONTHLY PROJECT UPDATE

Council Liaison Cross inquired if there were any questions or concerns with the 2017 North Water Tower Rehabilitation Project. There was no new information or questions from the commission or the public.

2017 CHIP SEAL IMPROVEMENTS PROJECT MONTHLY UPDATE

Council Liaison Cross inquired if there were any questions or concerns with the 2017 Chip Seal Improvements Project. There was no new information or questions from the commission or the public.

2017 LIFT STATION NO. 3 RE-ROUTE IMPROVEMENTS PROJECT MONTHLY UPDATE

Public Works Director/City Engineer Walter reviewed the Bolton & Menk recommendation to move the project from 2017 to 2018 to allow additional time for permits, optimized construction bids and to

have an early construction start in 2018. Mr. Walter had no concerns with this recommendation and recommended approval.

MOTION by Commissioner Christofferson, seconded by Commissioner Wolf to recommend City Council move the 2017 Lift Station No. 3 Re-route Improvements Project to 2018 to allow additional time for permits, optimized construction bids and to have an early construction start in 2018. Motion carried unanimously.

2017 PAVEMENT MANAGEMENT PROGRAM ASSISTANCE CONTRACT AMENDMENT

Public Works Director/City Engineer Walter reviewed the 2017 Pavement Management Program Assistance Contract Amendment. The pavement management portion of the GIS and 7 year plan rotation is 100 percent completed and no further contract amendments will be needed. Mr. Walter has no concerns and recommends approval of the contract amendment.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council approve the Bolton & Menk 2017 Pavement Management Program Assistance Contract Amendment in the Not to Exceed amount of \$2,000.00. Motion carried unanimously.

BOLTON & MENK PROPOSAL FOR ENGINEERING SERVICES – 2017 CIP AND GIS ASSISTANCE

Public Works Director/City Engineer Walter reviewed the 2017 Capital Improvements Plan and GIS Assistant Contract. The contract will assist the IT Director with incorporating all streets, water, sanitary sewer and storm water projects for the next 5 years (2018 – 2022) into a GIS format that will be available to the public on the City website. The IT Director's goal is to have the system up and running by December 31, 2017. Mr. Walter has no concerns and recommends approval of the contract.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council approve the Bolton & Menk Proposal for Engineering Services – 2017 Capital Improvements Plan and GIS Assistance Contract in the Not to Exceed amount of \$14,500.00. Motion carried unanimously.

2016 FAIRVIEW ROAD IMPROVEMENTS PROJECT MONTHLY UPDATE

Council Liaison Cross inquired if there were any questions or concerns with the 2017 Fairview Road Improvements Project. There was no new information or questions from the commission or the public.

2018 CYPRESS DRIVE IMPROVEMENTS PROJECT MONTHLY UPDATE

Council Liaison Cross inquired if there were any questions or concerns with the 2018 Cypress Drive Improvements Project. There was no new information or questions from the commission or the public.

CITY OF BAXTER RIGHT-OF-WAY PLAT NO. 11

The commission reviewed the City of Baxter Right-of-Way No. 11 for the 2018 Cypress Drive Improvements Project. Public Works Director/City Engineer Walter had no concerns and recommended approval.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council approve the City of Baxter Right-of-Way Plat No. 11 for the Cypress Drive Improvements

Project. Motion carried unanimously.

BILL LUDENIA APPRAISALS QUOTE ON PARCELS 2, 3, 6, 9, 11, 12, 14, 17, 18, 19, 21, 25, 27, 28, 29 AND 30 FOR THE 2018 CYPRESS DRIVE IMPROVEMENTS PROJECT

Council Liaison Cross inquired if there were any questions or concerns with the Bill Ludenia Appraisal Quote. Mr. Walter has no concerns and recommends approval of the contract.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council approve the Bill Ludenia Appraisals Quote on Parcels 2, 3, 6, 9, 11, 12, 14, 17, 18, 19, 21, 25, 27, 28, 29 and 30 for the 2018 Cypress Drive Improvements Project in the Not to Exceed amount of \$21,000.00. Motion carried unanimously.

KELLY LINDSTROM APPRAISAL REVIEW QUOTE ON PARCELS 2, 3, 6, 9, 11, 12, 14, 17, 18, 19, 21, 25, 27, 28, 29 AND 30 FOR THE 2018 CYPRESS DRIVE IMPROVEMENTS PROJECT

Council Liaison Cross inquired if there were any questions or concerns with the Kelly Lindstrom Appraisal Review Quote. Commissioner Wolf inquired on the difference between the two quotes. Public Works Director/City Engineer Walter explained this is a third party review required by MnDOT. Mr. Walter has no concerns and recommends approval of the contract.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council approve the Kelly Lindstrom Appraisal Review Quote on Parcels 2, 3, 6, 9, 11, 12, 14, 17, 18, 19, 21, 25, 27, 28, 29 and 30 for the 2018 Cypress Drive Improvements Project in the Not to Exceed amount of \$12,000.00. Motion carried unanimously.

SUPER ONE/FAIRVIEW ROAD IMPROVEMENTS PROJECT PLANS AND SPECIFICATIONS

Public Works Director/City Engineer Walter reviewed the Super One/Fairview Road Improvements Plans. Mr. Walter explained this has been a three year process with Super One to get to the final plans and the goal is to complete the project October 31, 2017.

Commissioner Christofferson inquired on why concrete storm sewer piping was used in all but one section located at Stations 7700 -7900 where HDPE pipe was used. Mr. Walter explained it was due to the overflow structure and there was no driveway over the top of the pipe.

The commission held a discussion on the merits of concrete pipe versus HDPE pipe and Commission Christofferson stated the preference of the concrete pipe.

MOTION by Commissioner Christofferson, seconded by Commissioner Wolf to recommend City Council approve the Super One/Fairview Road Improvements Project Plans and Specifications contingent on changing the HDPE Storm Sewer Pipe to concrete at Stations 7700-7900. Motion carried unanimously.

2018 EXCELSIOR ROAD AND EDGEWOOD DRIVE COMMERCIAL IMPROVEMENTS PROJECT MONTHLY UPDATE

Council Liaison Cross inquired if there were any questions or concerns with the 2018 Excelsior Road and Edgewood Drive Commercial Improvements Project. There was no new information or questions from the commission or the public.

CITY OF BAXTER RIGHT-OF-WAY PLAT NO. 12

Council Liaison Cross inquired if there were any questions or concerns with the City of Baxter Right-of-Way Plat No. 12 for the 2018 Excelsior Road/Edgewood Drive Improvements Project.

WSB Consulting Engineer Rickart explained that Right-of-Way Plat No. 10 and Right-of-Way Plat No. 12 needed to be split for recording purposes for the change in splitting the Excelsior Road into two projects one in 2017 and one in 2018.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council approve the City of Baxter Right-of-Way Plat No. 12 for the 2018 Excelsior Road/Edgewood Drive Improvements Project. Motion carried unanimously.

2017 ELDER DRIVE IMPROVEMENTS PROJECT MONTHLY UPDATE

Council Liaison Cross inquired if there were any questions or concerns with the 2017 Elder Drive Improvements Project. There was no new information or questions from the commission or the public.

2017 ELDER DRIVE IMPROVEMENTS PROJECT CHANGE ORDER NO. 1

Council Liaison Cross inquired if there were any questions or concerns with the 2017 Elder Drive Improvements Project Change Order No. 1. WSB Consulting Engineer Rickart has no concerns and recommends approval of the change order.

MOTION by Commissioner Christofferson, seconded by Commissioner Wolf to recommend City Council approve the DeChantal Excavating Change Order No. 1 in the increased amount of \$6,166.90 for the 2017 Elder Drive Improvements Project. Motion carried unanimously.

2017 ELDER DRIVE IMPROVEMENTS PROJECT HDPE PIPE REPLACEMENT MEMO

The commission reviewed the section of the storm sewer HDPE pipe that was replaced at the intersection of Garrison Road and Elder Drive. This section of storm sewer pipe was originally installed with the 1998 MN Department of Transportation project.

WSB Consulting Engineer Sonmor gave a brief explanation of what occurs when the HDPE pipe starts to fail. The pipe will need to be replaced at some point in the future as the pipe fails. This is very similar to the Golf Course Drive storm sewer pipe that did fail and was totally replaced in 2016.

AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES – MEMORYWOOD DRIVE FEASIBILITY REPORT

Council Liaison Cross inquired if there were any questions or concerns with the WSN Agreement for Professional Engineering Services for the 2019 Memorywood Drive Improvements Feasibility Report.

Commissioner Wolf noted the agreement listed the project in 2018 but thought City Council moved the project to 2019. WSN Consulting Engineer Welch will make a correction to the agreement by changing it to a 2019 project. The commission held a discussion on the members of the commission that live on Memorywood Drive. Public Works Director/City Engineer Walter will address this matter with City Administrator Chapulis and report back to the commission.

MOTION by Commissioner Christofferson, seconded by Commissioner Wolf to recommend City Council approve the WSN Agreement for Professional Engineering Services for the 2019

Memorywood Drive Improvements Feasibility Report in the Not to Exceed amount of \$13,500.00 contingent on a change to the project year from 2018 to 2019. Motion carried unanimously.

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

Council Liaison Cross inquired if there were any questions or concerns with the 2017 Dellwood Drive and Novotny Road, Inglewood Drive and Independence Road Improvements Project.

Commissioner Wolf inquired on how the City could move the project along with regards to the needed easements. WSN Consulting Engineer Welch will contact the remaining easement parties on a weekly basis in order to complete the easements.

2016 MILL & OVERLAY, FULL DEPTH RECLAMATION AND TURN LANE IMPROVEMENTS PROJECT MONTHLY UPDATE – RESEEDING ISSUE

Council Liaison Cross inquired if there were any questions or concerns with the 2016 Mill & Overlay, Full Depth Reclamation and Turn Lane Improvements Project. Public Works Director/City Engineer Walter gave a brief update on a verbal quote for the reseeding work.

2017 MILL & OVERLAY AND FULL DEPTH RECLAMATION PROJECT MONTHLY UPDATE

Council Liaison Cross inquired if there were any questions or concerns with the 2017 Mill & Overlay and Full Depth Reclamation Improvements Project. There was no new information or questions from the commission or the public.

2017 EXCELSIOR ROAD RESIDENTIAL FULL DEPTH RECLAMATION PROJECT MONTHLY UPDATE

Council Liaison Cross inquired if there were any questions or concerns with the 2017 Excelsior Road Residential Full Depth Reclamation Improvements Project. There was no new information or questions from the commission or the public.

2017 MILL & OVERLAY IMPROVEMENTS PROJECT AND 2017 EXCELSIOR ROAD RESIDENTIAL FULL DEPTH RECLAMATION IMPROVEMENTS PROJECT AWARD CONTRACT RECOMMENDATION

Council Liaison Cross inquired if there were any questions or concerns with the 2017 Mill & Overlay Improvements Project and 2017 Excelsior Road Residential Full Depth Reclamation Improvements Project awarding the contract to Tri-City Paving.

WSN Consulting Engineer Welch informed the commission that after proper legal advertisement, bids for the above referenced project were obtained at 11:00 A.M., in the Baxter City Hall on Wednesday, July 12, 2017.

The following two bids were received:

- Tri-City Paving, Inc. \$880,678.80
- Anderson Brothers Construction Co. \$921,740.80

All bids were conforming to the plans, specifications and advertisement and no errors were found. A discussion of the project costs and associated assessments for each project is provided in attached letters dated July 17, 2017.

If the Council decides to move forward with the project after the assessment hearing, we recommend 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.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council approve the Tri-City Paving Contract for the 2017 Mill & Overlay Improvements Project and the 2017 Excelsior Road Residential Full Depth Reclamation Improvements Project in the amount of \$880,678.80. Motion carried unanimously.

2017 CROW WING COUNTY CSAH 48 MILL & OVERLAY IMPROVEMENTS PROJECT MONTHLY UPDATE

Council Liaison Cross inquired if there were any questions or concerns with the 2017 Crow Wing County CSAH 48 Mill & Overlay Improvements Project. There was no new information or questions from the commission or the public.

Public Works Director/City Engineer Walter did note that two stormwater ponds were installed and the fill was used for the trail inslope along CSAH 48.

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

Council Liaison Cross inquired if there were any questions or concerns with the 2017 County State Aid 48 Silent Railroad Crossing Improvements Project. There was no new information or questions from the commission or the public.

MS4 PERMIT REVIEW COMPLIANCE PROJECT MONTHLY UPDATE

Council Liaison Cross inquired if there were any questions or concerns with the MS4 Permit Review Compliance Project. There was no new information or questions from the commission or the public.

ANNUAL WATER AUDIT IMPLEMENTATION PROJECT MONTHLY UPDATE

Council Liaison Cross inquired if there were any questions or concerns with the Annual Water Audit Implementation Project. There was no new information or questions from the commission or the public.

SOUTHEAST BAXTER STORMWATER OUTLET IMPROVEMENTS PROJECT MONTHLY UPDATE

Council Liaison Cross inquired if there were any questions or concerns with the Southeast Baxter Stormwater Outlet Improvements Project. There was no new information or questions from the commission or the public.

2017 LIFT STATION NO. 10 RECONSTRUCTION PROJECT MONTHLY UPDATE

Council Liaison Cross inquired if there were any questions or concerns with the 2017 Lift Station No. 10 Reconstruction Project. There was no new information or questions from the commission or the public.

SECTION 6 STORMWATER FROM CLEARWATER ROAD TO WOIDA ROAD MONTHLY PROJECT UPDATE

Council Liaison Cross inquired if there were any questions or concerns with the Section 6 Stormwater from Clearwater Road to Woida Road Improvements Project. There was no new

information or questions from the commission or the public.

ADA TRANSITION PLAN MONTHLY UPDATE

Council Liaison Cross inquired if there were any questions or concerns with the ADA Transition Plan.

Public Works Director/City Engineer Walter noted the new pedestrian ramps do not meet ADA requirements. The construction requirements are provided to the contractor; however, the requirements may need to be written into the specifications and a more formal inspection procedure adopted by the City in order to assure compliance after immediate construction.

HOLIDAY STATION STORE CONTAMINATION PROJECT MONTHLY UPDATE

Council Liaison Cross inquired if there were any questions or concerns with the Holiday Station Store Contamination Project. There was no new information or questions from the commission or the public.

CITY STANDARD SPECIFICATIONS AND CONSTRUCTION DETAILS PROJECT MONTHLY UPDATE

Council Liaison Cross inquired if there were any questions or concerns with the City Standard Specifications and Construction Details Project. There was no new information or questions from the commission or the public.

INGLEWOOD DRIVE & FOLEY ROAD IMPROVEMENTS PROJECT FEASIBILITY REPORT MONTHLY UPDATE

Council Liaison Cross inquired if there were any questions or concerns with the Inglewood Drive and Foley Road Improvements Project Feasibility Report. There was no new information or questions from the commission or the public.

EAGLE DRIVE AREA IMPROVEMENTS PROJECT FEASIBILITY REPORT MONTHLY UPDATE

Council Liaison Cross inquired if there were any questions or concerns with the Eagle Drive Area Improvements Project Feasibility Report. There was no new information or questions from the commission or the public.

SOUTH INTERCEPTOR AND NORTH FORESTVIEW AREA IMPROVEMENTS PROJECT FEASIBILITY REPORT MONTHLY UPDATE

Council Liaison Cross inquired if there were any questions or concerns with the South Interceptor and North Forestview Area Improvements Project Feasibility Report. There was no new information or questions from the commission or the public.

2017 WATER TREATMENT PLANT POLYMER PILOT TESTING PROJECT MONTHLY UPDATE

Council Liaison Cross inquired if there were any questions or concerns with the 2017 Water Treatment Plant Polymer Pilot Testing Project.

2017 - 2018 FLUME REPLACEMENT PROJECT MONTHLY UPDATE

Council Liaison Cross inquired if there were any questions or concerns with the 2017 – 2018 Flume Replacement Project at the Water Treatment Plant. There was no new information or questions from the commission or the public.

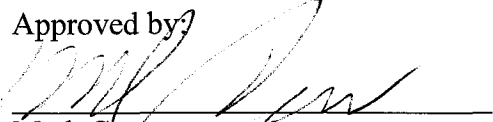
WASTEWATER TREATMENT PLANT CHARGES FOR JUNE 2017

The wastewater treatment plant charges for the month of June was submitted to the commission as information only.

ADJOURNMENT

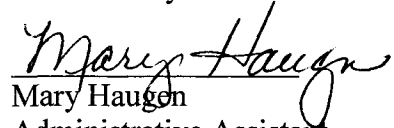
MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to adjourn the meeting at 6:30 p.m. Motion carried unanimously.

Approved by:



Mark Cross
Council Liaison

Submitted by:



Mary Haugen
Administrative Assistant