

UTILITIES COMMISSION

August 8, 2018

The regular meeting of the Baxter Utilities Commission was called to order at 5:32 p.m. by Chairman Rock Yliniemi.

MEMBERS PRESENT: Commissioners Jack Christofferson, Dave Franzen, Doug Wolf, Chairman Rock Yliniemi and Council Liaison Mark Cross.

MEMBERS ABSENT: None.

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, WSB Consulting Engineers Chris Sonmor and Chuck Rickart.

APPROVAL OF MINUTES

MOTION by Commissioner Wolf, seconded by Commissioner Franzen to approve the Utilities Commission minutes of July 5, 2018. Motion carried unanimously.

PHASE 4 OF PINE GROVE ESTATES PHASE TWO OF BAXTER LLLP DEVELOPMENT AGREEMENT

Public Works Director/City Engineer Walter reviewed the Phase 4 of Pine Grove Estates Phase Two of Baxter LLP Developers Agreement. This is the standard development agreement the City uses for water main, sanitary sewer, and storm water. Mr. Walter had no concerns with the agreement and recommended approval.

MOTION by Commissioner Franzen, seconded by Commissioner Wolf to recommend City Council approve Phase 4 of Pine Grove Estates Phase Two of Baxter LLLP Development Agreement. Motion carried unanimously.

SMAART EXPANSION BAXTER 100-YEAR STORMWATER PLAN REVIEW

WSN Consulting Engineer Welch gave a brief review of the 100-year stormwater plan which includes three (3) drainage areas. The plans did not indicate a weir and orifice in the overflow structure which is required for discharge rate control.

The proposed stormwater plan captures and retains most of the 100-year stormwater runoff from the proposed site except for the west side of the site that drains to T.H. 371 right-of-way and the discharge from the wet sedimentation basin that begins after the stormwater has reached elevation 1210. It appears the proposed stormwater plan meets Baxter's stormwater requirements assuming MnDOT and the City are comfortable with proposed discharges from the site.

MOTION by Commissioner Franzen, seconded by Commissioner Wolf to recommend City Council approve the SMAART Expansion Baxter 100-Year Stormwater Plan Review contingent on the following items:

1. The plans need to be revised to show the overflow weir and orifice in the detail on Sheet 3.
2. The groundwater elevation should be verified prior to final design as this may affect the final elevation of the infiltration basin and building.

Motion carried unanimously.

PRELIMINARY/FINAL PLAT FOR SMAART EXPANSION BAXTER.

Public Works Director/City Engineer Walter reviewed the preliminary and final plat for SMAART Expansion Baxter. Mr. Walter informed the commission an additional 7-feet of right-of-way will be needed on Dellwood Drive for the required 80-foot right-of-way as per City ordinance. Commissioner Christofferson noted the preliminary plat had a spelling error on Maureen Mau's name.

MOTION by Commissioner Wolf, seconded by Commissioner Franzen to advise the Planning & Zoning Commission they have no concerns with the SMAART Expansion Baxter Preliminary & Final Plat contingent on 7-feet of additional right-of-way on Dellwood Drive. Motion carried unanimously.

CONDITIONAL USE PERMIT FOR BRAINERD GENERAL RENTAL

Public Works Director/City Engineer Walter informed the commission that upon review with CDD Doty it was noted there are two (2) existing 100-year storm elevations on the property site.

WSN Consulting Engineer Welch explained the northwest pond is at 1213.5 and the lowest floor is at 1215.5 and the second pond which is a wet pond has a 100-year elevation of 1212.5. The commission discussed what elevation to use when you have two (2) 100-year storm elevations. Over half of the site is dictated by the lower elevation of 1212.5.

Consensus of the commission was to set the lowest elevation at 1212.5 which meets the required 3-foot separation since it is the emergency overflow on the wet sediment pond.

MOTION by Commissioner Franzen, seconded by Commissioner Christofferson to advise the Planning & Zoning Commission they have no concerns with the Brainerd General Rental's Conditional Use Permit contingent on a Stormwater Maintenance Agreement as per city ordinance. Motion carried unanimously.

SMAART ENTERPRISES STORMWATER FACILITIES MAINTENANCE AGREEMENT

Public Works Director/City Engineer Walter informed the commission the stormwater maintenance agreement is 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 SMAART Enterprises Stormwater Facilities Maintenance Agreement. Motion carried unanimously.

7348 EXCELSIOR ROAD VARIANCES

WSB Consulting Engineer Rickart informed the commission the variance requests for the Brenny Funeral Home site were for a drive isle setback for the right-of-way line on the east side of the site and a building setback for the right-of-way on the eastside for the proposed future new garage addition.

Public Works Director/City Engineer Walter explained the proposed building will be used to store their vehicles which are currently being stored offsite and it will be an access point for the funeral home.

MOTION by Commissioner Christofferson, seconded by Commissioner Wolf to advise the Planning & Zoning Commission they have no concerns with the two variances for 7348 Excelsior Road. Motion carried unanimously.

14039 EDGEWOOD DRIVE CONDITIONAL USE PERMIT AND VARIANCES

WSB Consulting Engineer Rickart explained the variance request for the Boomer Pizza strip mall site was for the drive isle/parking setback from the right-of-way line on the southeast side of the site and a parking setback from the right-of-way on the northside of the site.

The conditional use permit is to allow 15 shared parking stalls and an offside easement from Cub Foods property.

MOTION by Commissioner Christofferson, seconded by Commissioner Wolf to advise the Planning & Zoning Commission they have no concerns with the conditional use permit and two variances for 14039 Edgewood Drive. Motion carried unanimously.

14133 EDGEWOOD DRIVE CONDITIONAL USE PERMIT AND VARIANCES

WSB Consulting Engineer Rickart explained the variance requests were for the building setback from the right-of-way line on the southside of the building and parking setback from the right-of-way line on the southside of the property.

The conditional use permit is to allow 15 shared parking stalls and an offside easement for the strip mall property.

Commissioner Wolf inquired on the crosswalk connection and Public Works Director/City Engineer Walter stated it will be connected to Boomer Pizza in the strip mall.

MOTION by Commissioner Wolf, seconded by Commissioner Franzen to advise the Planning & Zoning Commission they have no concerns with the conditional use permit and two variances for 14133 Edgewood Drive. Motion carried unanimously.

14039 EDGEWOOD DRIVE, 14092 EDGEWOOD DRIVE AND 7472 EXCELSIOR ROAD VACATION AND CONDITIONAL USE PERMIT

WSB Consulting Engineer Rickart explained the vacation was for the existing Edgewood Drive right-of-way from Excelsior Road to the new Edgewood Drive between Holiday Gas Station/Cash Wise Liquor property and the strip mall property.

The conditional use permit is for a shared access and maintenance easement between all three properties as per City ordinance.

MOTION by Commissioner Christofferson, seconded by Council Liaison Cross to advise the Planning & Zoning Commission they have no concerns with the conditional use permit and vacation for 14039 Edgewood Drive, 14092 Edgewood Drive and 7472 Excelsior Road contingent on retaining the utility and drainage easements over the old right-of-way of Edgewood Drive. 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 the contractor's goal is to be done before the end of September.

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. There was no new information or questions from the commission or the public.

2018 LIFT STATION NO. 3 REROUTE IMPROVEMENTS PROJECT PARTIAL PAY ESTIMATE NO. 2

Public Works Director/City Engineer Walter reviewed Partial Pay Estimate No. 2 with the commission for the 2018 Lift Station No. 3 Re-route Improvements Project. Mr. Walter has no concerns with Partial Pay Estimate No. 2 and recommends approval.

MOTION by Commissioner Franzen, seconded by Commissioner Christofferson to recommend City Council approve the GM Contracting Inc. Partial Pay Estimate No. 2 in the amount of \$260,614.60 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 CYPRESS DRIVE IMPROVEMENTS PROJECT PARTIAL PAY ESTIMATE NO. 1

SEH Consulting Engineer Hedlund reviewed Partial Pay Estimate No. 1 with the commission for the 2018 Cypress Drive Improvements Project. Mr. Hedlund 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 Landwehr Construction Inc. Partial Pay Estimate No. 1 in the amount of \$75,122.71 for the 2018 Cypress Drive Improvements Project. Motion carried unanimously.

BNSF RAILWAY COMPANY LICENSE FOR BICYCLE PATH/PEDESTRIAN WALKWAY

Public Works Director/City Engineer Walter reviewed the BNSF bicycle path and pedestrian walkway license for the 2018 Cypress Drive Improvements Project. The license is very similar to the one for County Road 48 last year and it is a one-time license agreement for a 25-year period. Mr. Walter had no concerns with the license and recommended approval.

MOTION by Commissioner Christofferson, seconded by Commissioner Wolf to recommend City Council approve the BNSF Railway Company License for Bicycle Path/Pedestrian Walkway in the amount of \$9,660.00 which includes the BNSF Protective Liability Insurance for the 2018 Cypress Drive Improvements Project. Motion carried unanimously.

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. WSB Consulting Engineer Rickart informed the commission that paving is ahead of schedule and striping will be taking place on Thursday.

**2018 EXCELSIOR ROAD AND EDGEWOOD DRIVE COMMERCIAL IMPROVEMENTS
PROJECT CHANGE ORDER NO. 3**

WSB Consulting Engineer Rickart presented Change Order No. 3 for the 2018 Excelsior Road and Edgewood Drive Commercial Improvements Project. The following modification for Change Order No. 3 is listed below:

- Split rail fence adjacent to pavement at school.
- Replacement of recycled bituminous on Excelsior Road from Edgewood Drive to T.H. 371 to open prior to 4th of July.
- Sleeve to abandon extra sanitary sewer service near Holiday Station Store.
- Replace grease trap for Boomers Pizza. An H-20 tank was installed since the tank will be under the proposed drive isle for delivery trucks.
- School water service and hydrant.
- Additional traffic control.

MOTION by Commissioner Franzen, seconded by Commissioner Christofferson to recommend City Council approve the Pratt's Affordable Excavating, Inc. Change Order No. 3 in the increased amount of \$63,023.81 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. 5**

WSB Consulting Engineer Rickart reviewed Partial Pay Estimate No. 5 with the commission for the 2018 Excelsior Road and Edgewood Drive Commercial Improvements Project. Mr. Rickart has no concerns with Partial Pay Estimate No. 5 and recommends approval.

MOTION by Council Liaison Cross, seconded by Commissioner Christofferson to recommend City Council approve Pratt's Affordable Excavating, Inc. Partial Pay Estimate No. 5 in the amount of \$318,794.46 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. WSB Consulting Engineer Sonmor informed the commission that College Road would be open to traffic by Monday night.

**2018 MILL & OVERLAY AND FULL DEPTH RECLAMATION IMPROVEMENTS
PROJECT CHANGE ORDER NO. 1**

WSB Consulting Engineer Sonmor presented Change Order No. 1 for the 2018 Mill & Overlay and Full Depth Reclamation Improvements Project. The following modification for Change Order No. 1 is listed below:

- Excess 24” RCP pipe to city. City is purchasing the extra pipe to have on hand.
- Additional traffic control per MnDOT.
- Replace castings on all catch basins on College Road rather than salvage and reuse the existing.
- Replace two catch basins on College Road.
- Additional muck excavation on Cedar Scenic Road.

MOTION by Commissioner Franzen, seconded by Commissioner Wolf to recommend City Council approve the Anderson Brothers Construction Change Order No. 1 in the increased amount of \$105,821.48 for the 2018 Mill & Overlay and Full Depth Reclamation Improvements Project. Motion carried unanimously.

2018 MILL & OVERLAY AND FULL DEPTH RECLAMATION IMPROVEMENTS PROJECT PARTIAL PAY ESTIMATE NO. 1

WSB Consulting Engineer Sonmor reviewed Partial Pay Estimate No. 1 with the commission for the 2018 Mill & Overlay and Full Depth Reclamation Improvements Project. Mr. Sonmor has no concerns with Partial Pay Estimate No. 1 and recommends approval.

MOTION by Commissioner Franzen, seconded by Commissioner Christofferson to recommend City Council approve Anderson Brothers Construction Partial Pay Estimate No. 1 in the amount of \$317,753.75 for the 2018 Mill & Overlay and Full Depth Reclamation Improvements Project. Motion carried unanimously.

BIOLOGICAL FILTRATION WATER TREATMENT PLANT PILOT STUDY MONTHLY UPDATE

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

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 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.

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.

2018 SANITARY SEWER SMOKE TESTING RFP RESULTS & UPDATE

City Council awarded the professional engineering and related services contract for the 2018 Sanitary Sewer Smoke Testing to WSN in the not to exceed amount of \$83,831.50 at the August 7, 2018 meeting.

2019 MILL & OVERLAY AND FULL DEPTH RECLAMATION IMPROVEMENTS PROJECT RFP & UPDATE

City Council awarded the professional engineering and related services contract for the 2019 Mill & Overlay and Full Depth Reclamation Improvements Project to WSN in the not to exceed amount of \$206,341.00 at the August 7, 2018 meeting.

2019 SOUTH INTERCEPTOR/NORTH FORESTVIEW AND FORESTVIEW STORMWATER OUTLET IMPROVEMENTS PROJECT RFP RESULTS & UPDATE

City Council awarded the professional engineering and related services contract for the 2019 South Interceptor/North Forestview and Forestview Stormwater Outlet Improvements Project to Bolton & Menk in the not to exceed amount of \$758,306.00 at the August 7, 2018 meeting.

WASTEWATER TREATMENT CHARGES FOR JUNE & JULY

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


JUNE WATER AUDIT

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

ADJOURNMENT

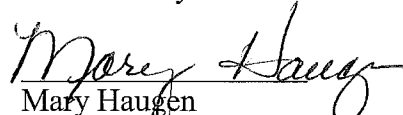
MOTION by Council Liaison Cross, seconded by Commissioner Christofferson to adjourn the meeting at 6:50 p.m. Motion carried unanimously.

Approved by:



Rock Yliniemi
Chairman

Submitted by:



Mary Haugen
Administrative Assistant