

UTILITIES COMMISSION

September 5, 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 and WSB Consulting Engineer Chuck Rickart.

APPROVAL OF MINUTES

MOTION by Council Liaison Cross, seconded by Commissioner Wolf to approve the Utilities Commission minutes of August 8, 2018. Motion carried unanimously.

CONDITIONAL USE PERMIT AND VARIANCE FOR 13209 HOMESTEAD DRIVE

Public Works Director/City Engineer Walter reviewed the conditional use permit and variance request for an additional garage on property located at 13209 Homestead Drive. There is a road easement that runs through the property with sanitary sewer and water stubbed on both sides of the roadway.

The commission held an extensive discussion on the impacts of conditional use permits and variances, setbacks, right-of-way concerns, stormwater management and the existing easterly sanitary sewer and water stubs. Public Works Director/City Engineer Walter reminded the commission their concerns are streets, stormwater, sanitary sewer and water and what is in the best interest of the City of Baxter and its citizens.

MOTION by Commissioner Franzen, seconded by Commissioner Wolf to advise Planning & Zoning Commission they have no concerns with the Conditional Use Permit and Variance for 13209 Homestead Drive contingent on submittal of a 100-year stormwater design. Motion carried unanimously.

MOTION by Commissioner Franzen, seconded by Commissioner Wolf to advise City Council that the City should clean up the right-of-way issue on Homestead Drive with regards to a future buildable site on this parcel. Motion carried unanimously.

2018 NORTH WATER TOWER REHABILITATION IMPROVEMENTS PROJECT

MONTHLY UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the 2018 North Water Tower Rehabilitation Project Monthly Update Memo. There was no new information or questions from the commission or the public.

2018 NORTH WATER TOWER REHABILITATION IMPROVEMENTS PROJECT

CHANGE ORDER NO. 1

Public Works Director/City Engineer Walter reviewed the KLM Engineering, Inc, Change Order No. 1 in the increased amount of \$23,256.00 for the 2018 North Water Tower Rehabilitation Improvements Project. Mr. Walter has no concerns with Change Order No. 1 and recommends approval.

MOTION by Commissioner Franzen, seconded by Commissioner Christofferson to approve the KLM Engineering, Inc, Change Order No. 1 in the increased amount of \$23,256.00 for the 2018 North Water Tower Rehabilitation Improvements Project. Motion carried unanimously.

2018 NORTH WATER TOWER REHABILITATION IMPROVEMENTS PROJECT PAY

ESTIMATE NO. 1

Public Works Director/City Engineer Walter reviewed the KLM Engineering, Inc, Partial Pay Estimate No. 1 in the amount of \$636,350.00 for the 2018 North Water Tower Rehabilitation Improvements Project. Mr. Walter has no concerns with Partial Pay Estimate No. 1 and recommends approval.

MOTION by Council Liaison Cross, seconded by Commissioner Christofferson to approve the KLM Engineering, Inc, Partial Pay Estimate No. 1 in the amount of \$636,350.00 for the 2018 North Water Tower Rehabilitation Improvements Project. Motion carried unanimously.

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 CHIP SEAL IMPROVEMENTS PROJECT MONTHLY UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the 2018 Chip Seal Improvements Project monthly update. Staff is requesting quotes to do spray patching before winter and wait until next year to mill and fill all striping spots.

**2019 SOUTH INTERCEPTOR, NORTH FORESTVIEW AND FORESTVIEW
STORMWATER OUTLET IMPROVEMENTS PROJECT**

Chairman Yliniemi inquired if there were any questions or concerns with the 2019 South Interceptor, North Forestview and Forestview Stormwater Outlet Improvements Project monthly update. There was no new information or questions from the commission or the public.

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 CHANGE ORDER NO. 1

SEH Consulting Engineer Hedlund reviewed the Landwehr Construction Inc. Change Order No. 1 in the increased amount of \$61,736.00 for the 2018 Cypress Drive Improvements Project. Mr. Hedlund has no concerns with Change Order No. 1 and recommends approval.

MOTION by Council Liaison Cross, seconded by Commissioner Christofferson to recommend City

\$61,736.00 for the 2018 Cypress Drive Improvements Project. Motion carried unanimously.

2018 CYPRESS DRIVE IMPROVEMENTS PROJECT PARTIAL PAY ESTIMATE NO. 2

SEH Consulting Engineer Hedlund reviewed Partial Pay Estimate No. 2 with the commission for the 2018 Cypress Drive Improvements Project. Mr. Hedlund has no concerns with Partial Pay Estimate No. 2 and recommends approval.

MOTION by Council Liaison Cross, seconded by Commissioner Wolf to recommend City Council approve the Landwehr Construction Inc. Partial Pay Estimate No. 2 in the amount of \$1,225,706.69 for the 2018 Cypress Drive Improvements Project. Motion carried unanimously.

2018 SITE DEMOLITION AND RESOTRATION AT 4445 STATE HIGHWAY 210 IMPROVEMENTS PROJECT QUOTE FOR THE 2018 CYPRESS DRIVE IMPROVEMENTS PROJECT

SEH Consulting Engineer Hedlund informed the commission that the demolition for 4445 State Highway 210 was approved by City Council at the September 4, 2018 meeting.

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 will start on Saturday and striping will be taking place next Thursday.

2018 EXCELSIOR ROAD AND EDGEWOOD DRIVE COMMERCIAL IMPROVEMENTS PROJECT CHANGE ORDER NO. 4

WSB Consulting Engineer Rickart presented Change Order No. 4 for the 2018 Excelsior Road and Edgewood Drive Commercial Improvements Project. The following modification for Change Order No. 4 is listed below:

- Concrete pad for mailbox relocation.
- Storm sewer castings.
- Catch basin at Excelsior Court Apartments.
- Light pole at lift station.
- Relocate handhole.
- Crow Wing Power line extension.
- Poly patch on Excelsior Road at T.H. 371.
- Addition of pavement markings (Turn arrows).

MOTION by Council Liaison Cross, seconded by Commissioner Franzen to recommend City Council approve the Pratt's Affordable Excavating, Inc. Change Order No. 4 in the increased amount of \$18,134.76 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. 6

WSB Consulting Engineer Rickart reviewed Partial Pay Estimate No. 6 with the commission for the 2018 Excelsior Road and Edgewood Drive Commercial Improvements Project. Mr. Rickart has no concerns with Partial Pay Estimate No. 6 and recommends approval.

MOTION by Council Liaison Cross, seconded by Commissioner Franzen to recommend City Council approve Pratt's Affordable Excavating, Inc. Partial Pay Estimate No. 6 in the amount of \$402,493.79 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.

2018 MILL & OVERLAY AND FULL DEPTH RECLAMATION IMPROVEMENTS
PROJECT CHANGE ORDER NO. 2

WSB Consulting Engineer Rickart presented Change Order No. 2 for the 2018 Mill & Overlay and Full Depth Reclamation Improvements Project. The following modification for Change Order No. 2 is listed below:

- Relocate flag pole, pylon sign and mailbox.
- Poly patch.
- Mobilization (Additional for milling).
- Wood chips.
- Concrete frames for Parkwood Drive storm sewer.
- Stool grates for Parkwood Drive storm sewer.
- Manhole riser inserts.
- Trees.

MOTION by Commissioner Franzen, seconded by Commissioner Wolf to recommend City Council approve the Anderson Brothers Construction Change Order No. 2 in the increased amount of \$27,154.55 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. 2

WSB Consulting Engineer Sonmor reviewed Partial Pay Estimate No. 2 with the commission for the 2018 Mill & Overlay and Full Depth Reclamation Improvements Project. Mr. Sonmor 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 Anderson Brothers Construction Partial Pay Estimate No. 2 in the amount of \$773,850.27 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 MILL & OVERLAY AND FULL DEPTH RECLAMATION IMPROVEMENTS PROJECT AND 2017 EXCELSIOR ROAD RESIDENTIAL FULL DEPTH RECLAMATION IMPROVEMENTS PROJECT PARTIAL PAY ESTIMATE NO. 5

WSN Consulting Engineer Welch reviewed Partial Pay Estimate No. 5 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. Welch has no concerns with Partial Pay Estimate No. 5 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. 5 in the amount of \$174,164.66 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 MILL & OVERLAY AND FULL DEPTH RECLAMATION IMPROVEMENTS PROJECT RFP & UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the 2019 Mill & Overlay and Full Depth Reclamation Improvements Project Monthly Update. WSN Consulting Engineer Welch and

Public Works Supervisor Cassady has walked the project and will be recommending that 100% of the curb and gutter be replaced.

The 2019 Memorywood Drive informal meeting has been scheduled for Wednesday, September 19th at 6:00 p.m.

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 BID RECOMMENDATION

WSN Consulting Engineer Welch reviewed the only bid received for the Water Treatment Plant Generator from Holden Electric. Holden Electric has informed the City they had received new pricing from the supplier of the 750 kW alternate generator. The new price reduced the cost of Alternate A from \$116,000.00 to \$93,500.00.

The 2018 emergency generator budget was \$300,000.00 based on the estimated cost of \$285,000.00 for a 500 KW generator and \$15,000.00 for engineering. WSN Consulting Engineer Welch had reviewed three generator options 500 kW, 750 kW and 1,000 kW. The peak draw of the current plant is estimated at 500 kW; however, with planned future expansion including an additional 125 HP higher service pump and two 40 HP well pumps the 750 kW generator will service the plants needs for approximately 20 – 25 years.

Based on the information available, the pricing information provided by Holden Electric and planned future expansion of the plant. Mr. Welch is recommending proceeding with the 750 kW generator at this time based on the following items:

- The cost savings of the 750 kW generator vs a 500 kW generator and the addition of a future 250 kW generator is estimated to be \$63,500.00 and will increase by approximately 6% per year after 2020.

- Yearly operation and maintenance costs will be lower for one 750 kW generator vs. two smaller units.
- The 750 kW generator will be a Caterpillar unit vs a Kohler 500 kW generator. The Caterpillar unit can be serviced by Ziegler Cat locally. The nearest Kohler generator service location is in Eden Prairie.

MOTION by Council Liaison Cross, seconded by Commissioner Christofferson to recommend City Council award the bid to Holden Electric for the 2018 Water Treatment Plant 750 kW Emergency Generator in the total amount of \$312,600.00. Motion carried unanimously.

MOTION by Commissioner Wolf, seconded by Commissioner Franzen to recommend City Council to amend the 2018 WAC budget from \$300,000.00 to \$327,600.00 for 2018 Water Treatment Plant 750 kW Emergency Generator. Motion carried unanimously.

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.

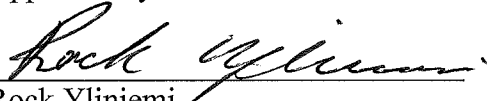
JULY WATER AUDIT

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

ADJOURNMENT

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to adjourn the meeting at 7:45 p.m. Motion carried unanimously.

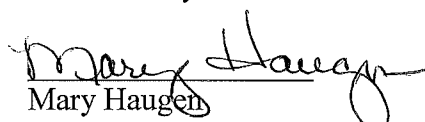
Approved by:



Rock Yliniemi

Chairman

Submitted by:



Mary Haugen
Administrative Assistant