

UTILITIES COMMISSION

September 6, 2017

The regular meeting of the Baxter Utilities Commission was called to order at 5:30 p.m. by Chairman Rock Yliniemi.

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

MEMBERS ABSENT: Council Liaison Mark Cross.

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

OTHERS PRESENT: WSN Consulting Engineers Aric Welch & Mike Rude, SEH Consulting Engineer Scott Hedlund, WSB Consulting Engineers Chuck Rickart & Chris Sonmor, and Steve & Debbie Vitale.

Chairman Yliniemi informed the audience that all monthly project updates would not be reviewed in detail 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 August 2, 2017. Motion carried unanimously.

FOUR SEASONS CARWASH CONDITIONAL USE PERMIT & VARIANCE

Public Works Director/City Engineer Walter reviewed the Conditional Use Permit and Variance for the proposed carwash on Dellwood Drive. Mr. Walter has no concerns with the drive through as it is an exit only on to Dellwood Drive. The full access in and out is on Universal Road.

Water and sanitary sewer are stubbed into the property; however a stormwater facilities maintenance agreement will be needed for the new development. Public Works Director/City Engineer Walter explained the stormwater facilities maintenance agreement is a new requirement for the MS4 Permit by the MPCA. The agreement addresses inspections and ensures ongoing maintenance and repair of all private stormwater facilities in the future after construction is completed.

Commissioner Wolf inquired if there was any water recycling requirement of the car wash. ; Public Works Director/City Engineer Walter explained that the City Ordinances have no requirements but the owner would get a break on SAC and WAC fees if they went with a water recycling system.

Commissioner Franzen requested a consideration of phosphorus free soap be addressed in order to assist with Wastewater Treatment Plant requirements.

Commissioner Christofferson noted the standard ADA plates used in the plans were not the most current and requested these plates be replaced with the current MnDOT ADA plates from February 2017.

MOTION by Commissioner Franzen, seconded by Commissioner Christofferson to advise Planning

& Zoning that they have no concerns with the Four Season Carwash Conditional Use Permit contingent on a signed and executed Stormwater Facilities Maintenance Agreement for the 100-Year Stormwater Design, most current MnDOT ADA Design Plates and recommend the use of phosphorus free soap. Motion carried unanimously.

MOTION by Commissioner Franzen, seconded by Commissioner Christofferson to recommend City Council approve the Four Seasons Carwash Stormwater Facilities Maintenance Agreement. Motion carried unanimously.

BAXTER REDEVELOPMENT PRELIMINARY AND FINAL PLAT

Public Works Director/City Engineer Walter reviewed the preliminary and final plat for the former Gander Mountain site. Mr. Walter had no concerns and recommended approval of the plat.

MOTION by Commissioner Christofferson, seconded by Commissioner Wolf to advise Planning & Zoning that they have no concerns with the Fourth Addition to Baxter Wal-Mart Subdivision Plat contingent on the following:

- A. Vacate utility and drainage easement on the previous west lot line of Lot 2 of the Third addition to Baxter Wal-Mart Subdivision Plat.

Motion carried unanimously.

BAXTER REDEVELOPMENT PLANNED UNIT DEVELOPMENT AMENDMENT

The commission reviewed the Baxter Redevelopment Planned Unit Development Amendment. Commissioner Christofferson noted the standard ADA plates used in the plans were not the most current and requested these plates be replaced with the current MnDOT ADA plates from February 2017.

Commissioner Wolf inquired if the parking and drive through for Caribou Coffee would cause any concern during construction. Mr. Walter stated the north entrance and the drive through will have some issues during construction but it is up to the two property owners to work it out during construction.

MOTION by Commissioner Christofferson, seconded by Commissioner Franzen to advise the Planning & Zoning Commission that they have no concerns with the Baster Redevelopment Planned Unit Development contingent on the following:

- A. 100-Year stormwater design on any new impervious surfaces and a 5-Year stormwater design on any existing impervious surfaces.
- B. That a signed and executed Stormwater Facilities Maintenance Agreement is in place before a building permit is issued by the City.
- C. Catch basins on the north and south side of the private drive entrance at the intersection of Design Road and Edgewood Drive must be rehabilitated to City standards.
- D. Pave the fire lane 20-feet wide on the west side of the building to meet the City of Baxter's MS4 Standards.
- E. That a signed Developer's Agreement be in place due to the driveway being moved to the north on Edgewood Drive before a building permit is issued by the City.
- F. Most current MnDOT ADA Design Plates is used in the plans.

Motion carried unanimously.

MOTION by Commissioner Christofferson, seconded by Commissioner Franzen to recommend City

Council approve the Baxter Redevelopment Stormwater Facilities Maintenance Agreement. Motion carried unanimously.

VAUGHAN TOWNHOMES FINAL ACCEPTANCE

Public Works Director/City Engineer Walter informed the commission the Vaughan Townhomes Project has been completed and as-built drawings have been received. Mr. Walter recommended acceptance of the project and release of the Letter of Credit.

MOTION by Commissioner Franzen, seconded by Commissioner Wolf to recommend City Council accept Vaughan Townhomes Project and release DK Investments Standby Letter of Credit No. 90 from Neighborhood National Bank in the amount of \$63,452.50. Motion carried unanimously.

14545 GRAND OAKS DRIVE VACATION OF DRAINAGE AND UTILITY EASEMENT

Public Works Director/City Engineer Walter informed the commission this is an administrative subdivision which will combine two lots of record into one lot. Vacation of the utility and drainage easements on the joint property line is required to combine the two lots. A standard assessment agreement will be required as per City Policy to address the two lots. Assessment agreement has been reviewed by the property owners.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council approve the vacation of the 10' wide Drainage and Utility Easement over the lot line between Lot 5 and Lot 6, Block 7, JMS Baxter Estates contingent on a signed assessment agreement for the two parcels being combined as one. Motion carried unanimously.

PINE GROVE ESTATES PHASE TWO OF PHASE TWO OF BAXTER, LLP DEVELOPMENT AGREEMENT

Public Works Director/City Engineer Walter informed the commission this is the standard agreement the City uses for water main, sanitary sewer and storm sewer. Public Works Director/City Engineer Walter has no issues with the agreement and recommends approval.

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

PINE GROVE ESTATES PHASE TWO OF PHASE TWO OF BAXTER, LLP STORMWATER FACILITIES MAINTENANCE AGREEMENT

Public Works Director/City Engineer Walter reviewed the Stormwater Facilities Maintenance Agreement. This is a requirement of the City of Baxter's MS4 Permit by the MPCA and the agreement addresses inspections and ensures ongoing maintenance and repair of all private stormwater facilities in the future after construction is completed.

MOTION by Commissioner Christofferson, seconded by Commissioner Franzen to recommend City Council approve the Pine Grove Estates Phase Two of Baxter, LLP Stormwater Facilities Maintenance Agreement. Motion carried unanimously.

CENTRACARE HEALTH SYSTEM PLANS AND SPECIFICATIONS

The commission reviewed the CentraCare Health Systems plans and specifications. No representative attended the meeting.

Public Works Director/City Engineer Walter stated no plat was required. There is an extension of the watermain line for fire protection required. Commissioner Wolf inquired if there is any concern of stagnant water in the line. Mr. Walter stated the hydrants are flushed twice a year and doesn't see any major concern.

Commissioner Christofferson noted the standard ADA plates used in the plans were not the most current and requested these plates be replaced with the current MnDOT ADA plates from February 2017.

MOTION by Commissioner Christofferson, seconded by Commissioner Wolf to recommend City Council approve the CentraCare Health System Plans and Specifications contingent on the most current MnDOT ADA Design Plates being added to the plans and specifications. Motion carried unanimously.

CENTRACARE HEALTH SYSTEM DEVELOPMENT AGREEMENT

Public Works Director/City Engineer Walter informed the commission this is the standard development agreement the City uses for water main, sanitary sewer and storm sewer. Public Works Director/City Engineer Walter has no issues with the Development Agreement and recommends approval.

MOTION by Commissioner Franzen, seconded by Commissioner Wolf to recommend City Council approve the CentraCare Health System Development Agreement. Motion carried unanimously.

CENTRACARE HEALTH SYSTEM STORMWATER FACILITIES MAINTENANCE AGREEMENT

Public Works Director/City Engineer Walter reviewed the Stormwater Facilities Maintenance Agreement. This is a requirement of City of Baxter's MS4 Permit by the MPCA and the agreement addresses inspections and ensures ongoing maintenance and repair of all private stormwater facilities in the future after construction is completed.

MOTION by Commissioner Christofferson, seconded by Commissioner Franzen to recommend City Council approve the CentraCare Health System Stormwater Facilities Maintenance Agreement. Motion carried unanimously.

CENTRACARE HEALTH SYSTEM UTILITY ACCESS EASEMENT AGREEMENT

Public Works Director/City Engineer Walter reviewed the utility access easement agreement that was drafted by the attorney for CentraCare Health System. Mr. Walter had no concerns with the agreement and recommends approval.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council approve the CentraCare Health System Utility Access Easement Agreement. Motion carried unanimously.

CASEY'S GENERAL STORE STORMWATER FACILITIES MAINTENANCE AGREEMENT

Public Works Director/City Engineer Walter reviewed the Stormwater Facilities Maintenance Agreement. This is a requirement of City of Baxter's MS4 Permit by the MPCA and the agreement addresses inspections and ensures ongoing maintenance and repair of all private stormwater facilities in the future after construction is completed.

MOTION by Commissioner Franzen, seconded by Commissioner Wolf to recommend City Council approve the Casey's General Store Stormwater Facilities Maintenance Agreement. Motion carried unanimously.

LINDAR CORPORATION STORMWATER FACILITIES MAINTENANCE AGREEMENT

Public Works Director/City Engineer Walter reviewed the Stormwater Facilities Maintenance Agreement for Lindar Corporation. This is a requirement of City of Baxter's MS4 Permit by the MPCA and the agreement addresses inspections and ensures ongoing maintenance and repair of all private stormwater facilities in the future after construction is completed.

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

2017 NORTH WATER TOWER REHABILITATION PROJECT MONTHLY UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the 2017 North Water Tower Rehabilitation Project Monthly Update Memo. There was no new information or questions from the commission or the public.

2017 NORTH WATER TOWER PLANS AND SPECIFICATIONS

Public Works Director/City Engineer Walter requested the plans and specifications be tabled until the October meeting due to concerns on the overflow design.

Chairman Yliniemi inquired on the procedures if oxidation should occur again on the tower during recoating. Mr. Walter will inquire on the procedure and have the information at the next October meeting.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to table the 2017 North Water Tower Plans and Specifications until the October 4, 2017 meeting. Motion carried unanimously.

2017 CHIP SEAL IMPROVEMENTS PROJECT MONTHLY UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the 2017 Chip Seal Improvements Project Monthly Update Memo. There was no new information or questions from the commission or the public.

2017 CHIP SEAL IMPROVEMENTS PROJECT PARTIAL PAY ESTIMATE NO. 1

Bolton & Menk Consulting Engineer Drown reviewed Partial Pay Estimate No. 1 for work completed to date. Items that need to be completed include pavement markings and chip sealing the trails. Mr. Drown explained the project is now past the completion date and he is currently trying to get confirmation on when the contractor will return to finish the project.

Mr. Drown stated the project is currently running \$40,000.00 less than the bid amount due to application rate of the oil due to the size of the rock and newer streets.

Chairman Yliniemi inquired on the quality of the work. Mr. Drown stated there is currently a four page punch list and the largest concern of the project has been traffic control and final cleanup. At this time only one item has been completed on the punch list.

Mr. Walter inquired if the trails should be reconsidered since the chip sealing window time is limited. Mr. Drown felt confident that if the weather holds over 60 degrees or above there shouldn't be a concern.

The commission held an extensive discussion on if additional funds should be withheld from the pay estimate since there is considerable amount of cleanup work to complete to date as per the punch list. Also the temperature is a major concern for the commission since the trails remain undone. Consensus of the commission was to cancel the trail sealcoating should the weather not hold due to quality concerns and leave it to the Project Engineer to make the decision.

The commission felt that an additional 5 percent should be withheld from Pay Estimate No. 1 which includes 5% retainage as per the agreement and an additional 5% for the cleanup of the punch list items.

MOTION by Commissioner Christofferson, seconded by Commissioner Wolf to recommend City Council approve the Astech Corporation Partial Pay Estimate No. 1 in the amount of \$283,632.29 for the 2017 Chip Seal 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.

2016 FAIRVIEW ROAD IMPROVEMENTS PROJECT FINAL PAY ESTIMATE NO. 7

Chairman Yliniemi inquired if there were any questions or concerns with the 2016 Fairview Road Improvements Final Pay Estimate No. 7. SEH Consulting Engineer Hedlund has no concerns and recommends approval of the final pay estimate No. 7.

MOTION by Commissioner Christofferson, seconded by Commissioner Wolf to recommend City Council approve the Anderson Brothers Final Pay Estimate No. 7 in the amount of \$9,692.20 for the 2016 Fairview Road 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 Memo. There was no new information or questions from the commission or the public.

SEH AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES FOR THE 2017 SUPER ONE PARKING LOT AND FAIRVIEW ROAD IMPROVEMENTS PROJECT CONSTRUCTION SERVICES

SEH Consulting Engineer Hedlund reviewed the Agreement for Professional Services for the 2017 Super One Parking Lot and Fairview Road Improvements Project for engineering construction services. Public Works Director/City Engineer Walter had no concerns with the Professional Services Agreement and recommended approval.

MOTION by Commissioner Christofferson, seconded by Commissioner Wolf to recommend City Council approve the SEH Agreement for Professional Engineering Services for the 2017 Super One

Foods Parking Lot and Fairview Road Improvements Project for the Engineering Construction Services in the not to exceed amount of \$56,115.00. Motion carried unanimously.

2022 CYPRESS DRIVE CONNECTION TO WOIDA ROAD IMPROVEMENTS PROJECT FEASIBILITY REPORT

SEH Consulting Engineer Hedlund discussed the overall project in relation to the surrounding area. The project includes corridor trail connections, bike trails, street lighting and two types of street lane configurations. One layout option showed a low speed curve intersection control option at Cypress Drive and Woida Road intersection.

One of the concerns on the layout was the trail intersection crossing and connections to the Paul Bunyan Trail. The commission had no concern with the slow curve but felt consideration needed to be given to the trail connection since the sight line may be compromised.

The second layout should a round-about at the Cypress Drive and Woida Road intersection. This layout had a better location for the trail intersection; however, does the City want to overbuild when the leg to the north might not be completed for many years.

Revised layouts for the feasibility report will be at the October meeting.

2020 FAIRVIEW ROAD, GOLF COURSE DRIVE, EXCELSIOR ROAD AND TRAIL CONNECTION IMPROVEMENTS PROJECT FEASIBILITY REPORT

SEH Consulting Engineer Hedlund reviewed the layout options for the 2020 Fairview Road, Golf Course Drive, Excelsior Road and Trail Connection Improvements Project. Fairview Road will need total reconstruction since the existing storm sewer needs to be replaced.

Mr. Hedlund is recommending that Golf Course Drive and Excelsior Road be switched to total reconstruction due to the deteriorated condition of the existing curb and gutter. He is also recommending televising the sanitary sewer and any storm sewer that was not televised with the Cypress Drive Project.

Consensus of the commission was for total reconstruction on Golf Course Drive and Excelsior Road therefore; add street lighting and review of bike lane and/or bike trail. Consensus of the commission was to have SEH obtain quotes for televising sanitary sewer and storm sewer and bring back to the next Commission 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 Commercial Improvements Project Monthly Update Memo. There was no new information or questions from the commission or the public.

2018 EXCELSIOR ROAD AND EDGEWOOD DRIVE COMMERCIAL IMPROVEMENTS PROJECT PLANS

WSB Consulting Engineer Rickart reviewed the revised plan of the south approach of the three legged roundabout.

MOTION by Commissioner Christofferson, seconded by Commissioner Franzen to recommend City Council adopt Resolution No. 2017-XXX Approving Plans and Specifications and Ordering

Advertisement for Bids for the 2018 Excelsior Road and Edgewood Drive Commercial Improvements Project. Motion carried unanimously.

2017 ELDER DRIVE IMPROVEMENTS PROJECT MONTHLY UPDATE

Chairman Yliniemi 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 PARTIAL PAY ESTIMATE NO. 2

Chairman Yliniemi inquired if there were any questions or concerns with the 2017 Elder Drive Improvements Partial Pay Estimate No. 2. WSB Consulting Engineer Rickart has no concerns and recommends approval of the pay estimate.

MOTION by Commissioner Franzen, seconded by Commissioner Wolf to recommend City Council approve the DeChantal Excavating, LLC Partial Pay Estimate No. 2 in the amount of \$58,232.87 for the 2017 Elder Drive Improvements Project. 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 2017 Dellwood Drive and 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 TURN LANE IMPROVEMENTS PROJECT MONTHLY UPDATE – TURF ESTABLISHMENT

Chairman Yliniemi inquired if there were any questions or concerns with the 2016 Mill & Overlay, Full Depth Reclamation and 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. 1

Chairman Yliniemi inquired if there were any questions or concerns with the 2017 Mill & Overlay and Full Depth Reclamation Improvements Project and 2017 Excelsior Road Residential Full Depth Reclamation Improvements Project Change Order No. 1. WSN Consulting Engineer Welch has no concerns and recommends approval of the change order.

MOTION by Commissioner Franzen, seconded by Commissioner Christofferson to recommend City Council approve the Tri-City Paving Inc. Change Order No. 1 for a two week extension request 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 SILENT RAILROAD CROSSING AND TRAIL IMPROVEMENTS PROJECT MONTHLY UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the 2017 Crow Wing County CSAH 48 Mill & Overlay Improvements Project Monthly Update Memo. There was no new information or questions from the commission or the public.

INGLEWOOD DRIVE RAILWAY CROSSING & FOLEY ROAD IMPROVEMENTS PROJECT MONTHLY UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the Inglewood Drive & Foley Road Improvements Project. There was no new information or questions from the commission or the public.

MS4 PERMIT REVIEW COMPLIANCE MONTHLY PROJECT UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the MS4 Permit Review Compliance Project Monthly Update Memo. There was no new information or questions from the commission or the public.

ORDINANCE NO. 2017-XX – AN ORDINANCE AMENDING TITLE 8 OF THE BAXTER CITY CODE TO EDIT STORMWATER CONTROL AND REGULATIONS

WSN Consulting Engineer Laura Hagstrom explained WSN was hired to assist with the City of Baxter's MS4 compliance. There were existing regulatory mechanisms in place; however, inspections were being done with no supporting documentation.

Ms. Hagstrom gave an overview of the recent MPCA audit of the city's MS4 permit. Minimum Control Measures (MCM's) 4 through 6 were reviewed and documentation was one of the biggest concerns that were noted by the MPCA.

Ms. Hagstrom then reviewed the revised ordinance that contained updated definitions and information that was missing in the existing ordinance. Stormwater design standards were added to assist contractors on the requirements of the MS4 Permit.

WSN Consulting Engineer Welch stated the revised ordinance cleans up some issues and makes it less ambiguous.

Commissioner Wolf inquired if all cities had similar ordinances. Public Works Director/City Engineer Walter explained that only cities of 10,000 or greater are required to have an MS4 Permit ordinances similar to the one presented. The City of Baxter was placed in the program due to its sister city being located on an impaired waterway to the east of Baxter. Mercury is the major impairment of the Mississippi River in the Baxter area. The City of Baxter was also pulled in because of impaired Buffalo Creek in Brainerd.

MOTION by Commissioner Wolf, seconded by Commissioner Franzen to recommend City Council adopt Ordinance No. 2017-XX - An Ordinance Amending Title 8 of the Baxter City Code to Edit Stormwater Control and Regulations. Motion carried unanimously.

ANNUAL WATER AUDIT IMPLEMENTATION MONTHLY PROJECT UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the Annual Water Audit Implementation Project Monthly Update Memo. There was no new information or

questions from the commission or the public.

SOUTHEAST BAXTER STORMWATER OUTLET FEASIBILITY REPORT MONTHLY UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the Southeast Baxter Stormwater Outlet Improvements Project Monthly Update Memo. There was no new information or questions from the commission or the public.

2017 LIFT STATION NO. 10 RECONSTRUCTION PROJECT MONTHLY UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the 2017 Lift Station No. 10 Reconstruction Project Monthly Update Memo. There was no new information or questions from the commission or the public.

2017 LIFT STATION NO. 10 RECONSTRUCTION PROJECT CHANGE ORDER NO. 1

Chairman Yliniemi inquired if there were any questions or concerns with the 2017 Lift Station No. 10 Reconstruction Change Order No. 1. WSN Consulting Engineer Welch had no concerns and recommended approval of the change order.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council approve the Anderson Brothers construction Change Order No. 1 in the amount of \$1,500.00 for the 2017 Lift Station No. 10 Reconstruction Project. Motion carried unanimously.

2017 LIFT STATION NO. 10 RECONSTRUCTION PROJECT FINAL PAY ESTIMATE NO. 1

Chairman Yliniemi inquired if there were any questions or concerns with the 2017 Lift Station No. 10 Reconstruction Final Pay Estimate No. 1. WSN Consulting Engineer Welch has no concerns and recommends approval of the pay estimate.

MOTION by Commissioner Franzen, seconded by Commissioner Wolf to recommend City Council approve the Anderson Brothers Construction Final Pay Estimate No. 1 in the amount of \$106,873.71 for the 2017 Lift Station No. 10 Reconstruction Project. Motion carried unanimously.

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 Stormwater from Clearwater Road to Woida Road Improvements 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 IMPROVEMENTS PROJECT PLANS AND SPECIFICATIONS

WSN Consulting Engineer Welch reviewed the Section 6 Area A1 stormwater outlet project plans. Mr. Welch has been meeting with the property owners and plans have been revised to show the changes.

Several property owners had concerns over the depth of the ditching and revisions were made to minimize the impact. A new culvert will be needed under one driveway and two gates will be installed to keep traffic out of the maintenance road accesses.

MOTION by Commissioner Wolf seconded by Commissioner Christofferson to recommend City Council approve the Section 6 Area A1 Stormwater Outlet Design from Clearwater Road to Woida

Road Improvements Project Plans and Specifications. Motion carried unanimously.

ADA TRANSITION PLAN PROJECT MONTHLY UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the ADA Transition Plan Project Monthly Update Memo. There was no new information or questions from the commission or the public.

ADA TRANSITION PLAN

WSN Consulting Engineer Welch reviewed the draft ADA Transition Plan. The plan includes sidewalks, curb ramps, bicycle/pedestrian trails, traffic control signals and transit facilities that are located in the City right-of-way.

An inventory was conducted and the City of Baxter has the following items located in public right-of-way:

- 325 curb ramps
- 24.4 mile of trails
- 13 traffic control signals
- 1 bus stop

Mr. Welch stated that 184 of the curb ramps are non-complaint for federal ADA requirements. MnDOT has a 6 page design standard for ADA compliance which he recommended following for consistency. These standards could be placed in the pavement management plan.

Mr. Welch stated a public open house will need to be held for informational purposes and allow public input into the plan before the City Council can adopt the plan.

Consensus of the commission was that the draft plan looked good and was ready for Public input.

MOTION by Commissioner Wolf seconded by Commissioner Christofferson to recommend City Council approve holding the Public Informational Input Open House Meeting for the ADA Transition Plan on Thursday, October 5, 2017 at 6:00 p.m. at Baxter City Hall in the Council Chambers. Motion carried unanimously.

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.

CITY SPECIFICATIONS AND CONSTRUCTION DETAILS PROJECT MONTHLY UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the City Standard Specifications and Construction Details Project Monthly Update Memo. 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 Feasibility Report Monthly Update Memo. There was no new information or questions from the commission or the public.

SOUTH INTERCEPTOR AND NORTH FORESTVIEW IMPROVEMENTS PROJECT
MONTHLY UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the South Interceptor and North Forestview Area Improvements Project Feasibility Report Monthly Update Memo. There was no new information or questions from the commission or the public.

2017 WATER TREATMENT PLANT POLYMER PILOT STUDY

Public Works Director/City Engineer Walter informed the commission the testing of the polymer has been completed. Staff has been in discussion with the study results with Tonka Equipment Company representative T.J. Strobel.

Mr. Walter stated the factor is when plant was started up in 2007 several types of polymer where used on Filter 2 and 4. Filters 2 and 4 dictate the backwashing time due to the higher iron concentration in advance of Filters 1 and 3. During the different types of polymer tested it is not known if there is any possible damage to the filters.

Progressive Consulting Engineer Qureshi has dug down in the filter media to check the caps. The caps are near mint condition, the backwash system has not changed and the flow rates are the same so it appears to be the media.

Mr. Strobel suggested a pilot test on the existing media and brand new media. A sieve analysis or gradation test could be done to assess the gradation of the material. The size distribution is often of critical importance to the way the material performs in use. When the last test was conducted the green sand appeared to have some coating on it which had increased the size by 2,000 of an inch. It is unknown of the 2007 polymer testing changed the structure and shape of the green sand.

Mr. Qureshi noted that the trough replacement will increase capacity of the plant and allow for a true simulwash system and should make the media cleaner and allow for longer run times.

Mr. Walter stated the commission could accept the report but take no action on the study until further testing on the green sand has been completed and additional information is gathered. Public Works Supervisor Cassady believes the problem lies with the filters.

MOTION by Commissioner Franzen, seconded by Commissioner Christofferson to recommend City Council accept the 2017 Water Treatment Polymer Pilot Study but take no action on the recommended next steps as per the study at this time. Motion carried unanimously.

OTHER BUSINESS

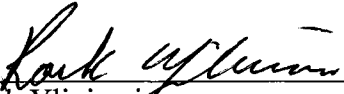
Public Works Director/City Engineer Walter informed the commission that City Administrator Brad Chapulis would like the commissions' thoughts on how to stream line the packets to make the system more efficient. The commission held a discussion on the available options but consensus of the commission was to remain with paper at this time.

ADJOURNMENT

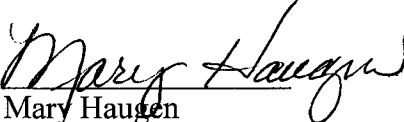
MOTION by Commissioner Christofferson, seconded by Commissioner Wolf to adjourn the meeting at 9:15 p.m. Motion carried unanimously.

Approved by:

Submitted by:



Rock Yliniemi
Chairman



Mary Haugen
Administrative Assistant