

UTILITIES COMMISSION
October 8, 2014

The regular meeting of the Baxter Utilities Commission was called to order at 4:00 p.m. by Chairman Rock Yliniemi.

MEMBERS PRESENT: Commissioners Shawn Crochet, Dave Franzen, Chairman Rock Yliniemi and Council Liaison Rob Moser.

MEMBERS ABSENT: None.

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

OTHERS PRESENT: Matt Borden, Shawn Pratt and WSN Consulting Engineer Aric Welch.

APPROVAL OF MINUTES

MOTION by Commissioner Crochet, seconded by Commissioner Franzen to approve the Utilities Commission minutes of September 3, 2014. Motion carried unanimously.

WOIDA ROAD, WILDFLOWER DRIVE AND FRANKLIN DRIVE IMPROVEMENTS
CHANGE ORDER NO. 2 AND MEMO

WSN Consulting Engineer Welch reviewed the Change Order No. 2 request with the contractors and commission.

- The Contractor requested an additional \$2,250.00 for the four planned mainline sanitary sewer and water studs along Woida Road for future development. To date only one set of mainline stubs have been installed at Wildflower Drive. The Contractors request of \$2,250 for the excavator and six laborers is consistent with the additional time and hourly rates supplied. Consensus of the commission is to approve the additional \$2,250 for the one completed set of mainline sanitary sewer and water stubs only. A determination on the remaining three relocations will be made after the work has been completed.
- The Contractor requested an additional \$1,500.00 per hydrant relocation on Woida Road. To date six of the eight hydrant relocations have been completed. Consensus of the commission is to approve the additional \$1,500.00 each for the six completed relocations. A determination on the remaining two relocations will be made after the work has been completed.
- The Contractor has requested an additional \$1,200 per sanitary sewer and water service along Woida Road. The amount is based on the Contractor's claim that service work was bid at four to five services per day and current production on Woida Road has been slowed to two services per day because of underground utilities. In analyzing this claim we reviewed the service installation history on the project. Our records indicate the Contractor averaged three sanitary sewer and water services per day on Wildflower Drive and Franklin Drive during the time period from Monday, August 4, 2014 to Wednesday, September 3, 2014. The Contractor has not made a claim of slowed production in this project area. On Woida Road the Contractor has been averaging three services per day from Monday, September 8, 2014 to Tuesday, October 7, 2014. Our records indicate no loss of production between project areas. We acknowledge the presences of additional utility lines on Woida Road but the loss of production does not appear to be as significant as claimed by the Contractor.

Mr. Pratt explained that on Wildflower Drive and Franklin Drive one crew was installing main line and the second crew was following and installing service lines. Woida Road; however, presented a different situation since one (1) crew was installing mainline and two (2) crews were installing service lines at 1.5 lines per day due to extensive underground utilities that were not shown on the plan set.

Mr. Borden confirmed that there are more wires than listed on the plan set and they are trying to keep costs down on the project.

Commissioner Franzen and Commissioner Crochet stated that they felt some compensation was necessary but did not know a dollar amount. Public Works Director/City Engineer Walter requested the comparison be recalculated based on production rates.

All items on the change order were discussed in detail with the contractor and the commission requested the items be reevaluated and returned for approval. The commission discussed holding a special meeting on Monday, October 13th, 2014 at 6:00 p.m.

MOTION by Commissioner Franzen, seconded by Commissioner Crochet to table the Woida Road, Wildflower Drive and Franklin Drive Change Order No. 2 to the Special Utilities Meeting on Monday, October 13th, 2014 at 6:00 p.m. Motion carried unanimously.

WOIDA ROAD, WILDFLOWER DRIVE AND FRANKLIN DRIVE IMPROVEMENTS PARTIAL PAY ESTIMATE NO. 3

Public Works Director/City Engineer Walter requested the partial pay estimate be tabled until Monday, October 13th, 2014 at 6:00 p.m.

MOTION by Commissioner Franzen, seconded by Commissioner Crochet to table the Woida Road, Wildflower Drive and Franklin Drive Partial Pay Estimate No. 3 to the Special Utilities Meeting on Monday, October 13th at 6:00 p.m. Motion carried unanimously.

FALCON DRIVE IMPROVEMENTS PROJECT CHANGE ORDER NO. 2

WSN Consulting Engineer Welch reviewed the DeChantal Excavating Change Order No. 2 for the Falcon Drive Improvement Project for various modifications to the project as listed below:

1. Contractor removed and replaced class 5 aggregate base to allow Excel Energy to relocate their gas main from under the turn lane and Falcon Drive roadway crossing.
2. The hydrant was moved from the planned location and the watermain ended up under the ditch/stormwater holding area for the McDermott site. Insulation was installed over the pipe because there was less than 8.5'.
3. The Brainerd Lakes Surgery Center mailbox had to be relocated to accommodate the pedestrian curb ramp for Isle Drive pedestrian crossing.
4. Mail box supports were requested by the City for the Nystrom and McDermott facilities.
5. Additional grading and sod was necessary to accommodate the pedestrian curb ramp on the south side of Isle Drive.

MOTION by Commissioner Franzen, seconded by Commissioner Crochet to recommend City Council approve the DeChantal Excavating Change Order No. 2 in the amount of \$1,705.25 for the Falcon Drive Improvements Project. Motion carried unanimously.

FALCON DRIVE IMPROVEMENT PROJECT PARTIAL PAY ESTIMATE NO. 1

WSN Consulting Engineer Welch reviewed the DeChantal Excavating Partial Pay Estimate No. 1 for the Falcon Drive Improvements Project. Retainage is being held at 10% and the project has reached substantial completion by the required date in the contract.

WSN Consulting Engineer Welch had no concerns with the partial pay estimate and recommends approval.

MOTION by Commissioner Crochet, seconded by Commissioner Franzen to recommend City Council approve the DeChantal Excavating Partial Pay Estimate No. 1 in the amount of \$146,822.85 for the Falcon Drive Improvements Project. Motion carried unanimously.

WSN AGREEMENT FOR PROFESSIONAL ENGINEERING AND LAND SURVEYING SERVICES FOR INGLEWOOD DRIVE - T.H. 210 TO EXCELSIOR ROAD

City Consulting Engineer Welch presented the proposal to provide preliminary survey and wetland delineation services for the section of Inglewood Drive between T.H. 210 and Excelsior Road including the section of Fairview Road from Inglewood Drive west to the Lakewood Church east entrance.

Mr. Welch stated he is aware the City is seeking to complete this work before the end of the wetland delineation season and before winter conditions set in and there isn't much time left to complete the work.

The proposed scope of services is as follows:

Preliminary Survey Services

WSN proposes to complete a preliminary topographic survey of the project area suitable for design of the proposed improvements. Items included with this proposal are:

- Establish vertical and horizontal control points within the project area
- Field survey existing conditions and topography for vertical and horizontal location information
- Coordinate field location of existing utilities (i.e. electric, telephone, gas, cable)
- Record and document location of mapped or marked utilities (i.e. electric, telephone) if available
- Record and document existing property corners and right-of-way that are evident
- Import field survey points into base drawing along with property and right-of-way information
- Prepare base topographic drawing and existing ground surface

Wetland Delineation Services

WSN proposes to delineate wetlands located within the project limits, prepare a wetland delineation report and submit the report to the Technical Evaluation Panel (TEP). Items included in our proposed scope of services are as follows:

- Review existing records/maps/surveys and existing data as required by the 1987 U.S. Army Corps of Engineers Wetlands Delineation Manual
- Conduct a site reconnaissance and stake wetland boundaries based on existing hydrology, vegetation and soils
- Survey location of wetland boundaries
- Prepare a delineation report suitable for submittal to all applicable regulatory authorities

- Submit and present the findings of the report to the TEP

WSN proposes to perform the services described above on an hourly basis in the Not To Exceed amount of \$11,000. The topographic survey would be completed as soon as possible and the wetland delineation report would be complete and ready for submittal at the first Crow Wing County TEP meeting in November.

Public Works Director/City Engineer Walter stated for the record that the second phase of the project will be over the dollar threshold of the City RFP Policy. The Engineering design and Construction Observation services will be bid according to the City of Baxter's RFP policy, putting both WSN and The Utility Commission on notice of the policy requirements.

MOTION by Commissioner Crochet, seconded by Commissioner Franzen to recommend City Council approve the WSN Agreement for Professional Engineering and Land Surveying Services for Inglewood Drive from T.H. 210 to Excelsior Road in the not to exceed amount of \$11,000.00. Motion carried unanimously.

WSN AGREEMENT FOR PROFESSIONAL ENGINEERING AND LAND SURVEYING SERVICES FOR BRIARWOOD DRIVE

City Consulting Engineer Welch presented the proposal to provide engineering and survey services related to improvements on Briarwood Lane.

The proposal includes the following:

Preparation of a Feasibility Study that:

- Identifies existing conditions
- Recommends proposed improvements
- Estimates project costs
- Discusses project implementation
- Estimates assessments
- Recommends improvements

Plan Preparation and Quoting Assistance including:

- Preparation of basic plan sheets suitable for obtaining quotes
- Preparation of specifications and quotation documents
- Assistance with soliciting quotes and answering questions

Assessment Assistance including:

- Modification of the existing informational meeting presentation for use with the Improvement and Assessment Hearings
- Attendance and presentation at the Improvement and Assessment Hearings
- Preparation of assessment calculations and assessment roles
- Construction Staking
- Preparation of staking computations requested by the Contractor
- Placement of construction stakes as requested by the Contractor

WSN proposes to complete the work described above in the Not To Exceed amount of \$4,250 and have the feasibility study completed within 30 days of acceptance.

MOTION by Commissioner Crochet, seconded by Commissioner Franzen to recommend City Council approve the WSN Agreement for Professional Engineering and Land Surveying Services for Briarwood Drive in the not to exceed amount of \$4,250.00. Motion carried unanimously.

SOUTH ISLE DRIVE FEASIBILITY STUDY

Public Works Director/City Engineer Walter informed the commission that the feasibility study was reviewed at the October 7th council workshop and the council is seeking any comments or concerns from the commission.

The City Council is handling the feasibility study directly due to the complexities of the project and multiple funding sources.

EAGLE RIDGE FEASIBILITY STUDY

Public Works Director/City Engineer Walter reviewed the updated feasibility study which reflects the following items:

- Construction costs have changed since 2007
- The Baxter Assessment Policy has been updated and has many changes
- Baxter has investigated the potential of connecting to Brainerd utility services
- A portion of Eagle Drive is being considered for abandonment as a way to cut project costs

MOTION by Commissioner Franzen, seconded by Commissioner Crochet to recommend City Council accept the Eagle Ridge Feasibility Study. Motion carried unanimously.

HDR WHISKEY CREEK TRIBUTARY TO THE MISSISSIPPI RIVER FEASIBILITY STUDY

Public Works Director/City Engineer Walter informed the commission that HDR presented the study directly to City Council at the October 7th council workshop. The council requested additional information and correction of an error within the study. HDR plans to have the study back on the next Council agenda for approval.

SEH, INC. EXCELSIOR ROAD IMPROVEMENTS MONTHLY PROJECT STATUS UPDATE

The SEH, Inc. Excelsior Road Improvements Monthly Project Status Update was submitted to the commission as information only.

BRAINERD PUBLIC UTILITIES WASTEWATER PLANT CHARGES FOR AUGUST 2014

The Brainerd Public Utilities Wastewater Plant Charges for August and September 2014 was submitted to the commission as information only.

ADJOURNMENT

MOTION by Commissioner Crochet, seconded by Commissioner Franzen to adjourn the meeting at 6:00 p.m. Motion carried unanimously.

Approved by:

Submitted by,

Rock Yliniemi
Chairman

Mary Haugen
Administrative Assistant

