

UTILITIES COMMISSION

November 1, 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, Chairman Rock Yliniemi and Council Liaison Mark Cross.

MEMBERS ABSENT: None.

STAFF PRESENT: Public Works Director/City Engineer Trevor Walter and Engineering Technician Doug Schultz.

OTHERS PRESENT: WSN Consulting Engineer Aric Welch, WSB Consulting Engineer Chris Sonmor and Bolton & Menk Consulting Engineer Bryan Drown.

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 October 4, 2017. 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 REHABILITATION PROJECT PLANS AND SPECIFICATIONS

Public Work Director/City Engineer Walter reviewed the plans which included the overflow piping and the recirculating pump.

Commissioner Christofferson noted that the scope of work included a 4' concrete pad around the base of the tower. WSN Consulting Engineer Welch stated the plan was done to match the East Water Tower which only had a 2' foot wide concrete base with the addition of a 6' by 14' concrete apron with #4 rebar. Staff will have Mr. Mulhern change the item in the scope of work.

Commissioner Christofferson noted that 7.1 and 7.3 addressing coatings should be changed to match 7.2. all should be two shades difference. Commissioner Christofferson also noted that the KLM overflow drawing did not match the WSN drawing and the KLM 56B drawing should be removed.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council approve the 2017 North Water Tower Plans & Specifications with two changes to the scope of work, changes to coatings 7.1 and 7.3 to match 7.2, remove KLM drawing 56B in the details sheet and relabel WSN Detailed Drawing No. 3. 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.

Bolton & Menk Consulting Engineer Drown stated that City Attorney Person had reviewed the contract and recommended the full liquidated damages in the amount of \$27,000.00. The contractor has been notified and no response has been received to date.

2017 CHIP SEAL IMPROVEMENTS PROJECT FEE AMENDMENT – BOLTON & MENK ENGINEERING SERVICES CONTRACT

Bolton & Menk Consulting Engineer Drown reviewed the 2017 Chip Seal Improvements Engineering Fee Amendment request. Public Work Director/City Engineer Walter noted that the liquidated damages charged to the contractor will cover the additional engineering costs.

MOTION by Commissioner Franzen, seconded by Commissioner Wolf to recommend City Council approve the Bolton and Menk Engineering Services Fee Amendment for the 2017 Chip Seal Improvements Project in the increased amount of \$14,000.00. 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 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.

2022 CYPRESS DRIVE CONNECTION TO WOIDA ROAD IMPROVEMENTS PROJECT FEASIBILITY REPORT MONTHLY UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the 2022 Cypress Drive Connection to Woida Road Improvements Project Feasibility Report Monthly Update. There was no new information or questions from the commission or the public.

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

Chairman Yliniemi inquired if there were any questions or concerns with the 2020 Fairview Road, Golf Course Drive, Excelsior Road and Trail Connection Improvements Project Feasibility Report Monthly Update. There was no new information or questions from the commission or the public.

2019 GREENWOOD ROAD IMPROVEMENTS FEASIBILITY REPORT

Public Works Director/City Engineer Walter reviewed the 2019 Greenwood Road Improvements Feasibility Report with the commission.

MOTION by Council Liaison Cross, seconded by Commissioner Wolf to recommend City Council accept the 2019 Greenwood Road Improvements Feasibility Report. Motion carried unanimously.

SEH MASTER AGREEMENT AND SUPPLEMENTAL LETTER FOR GENERAL ENGINEERING SERVICES

The commission reviewed the SEH Master Agreement for General Engineering Services. The commission asked staff to have City Attorney review the contract before next Tuesday 's City Council Meeting.

MOTION by Council Liaison Cross, seconded by Commissioner Wolf to recommend City Council approve the SEH Master Agreement and Supplemental Letter Agreement for General Engineering Services. 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. There was no new information or questions from the commission or the public.

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.

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 RIGHT 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 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. WSN Consulting Engineer Welch informed the commission that all paving is completed but there are several issues. Excelsior Road has three spots that will need to be repaired in the spring of 2018 and Mountain ash has three spots that will need to be repaired in spring of 2018. Consulting Engineer Welch also informed the commission that the trail on Grand Oaks Drive will more than likely not get finished this year as well unless the weather changes and will need to be completed in the spring of 2018.

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. 2. 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. 2 in the amount of \$12,705.52 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 MILL & OVERLAY AND FULL DEPTH RECLAMATION IMPROVEMENTS PROJECT AND 2017 EXCELSIOR ROAD RESIDENTIAL FULL DEPTH RECLAMATION IMPROVEMENTS PROJECT PARTIAL PAY ESTIMATE NO. 2

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 Partial Pay Estimate No. 2. WSN Consulting Engineer Welch has no concerns with the pay estimate and recommends approval of the pay estimate.

MOTION by Commissioner Franzen, seconded by Commissioner Wolf to recommend City Council approve the Tri-City Paving Inc. Partial Pay Estimate No. 2 in the amount of \$371,870.32 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.

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. Public Works Director/City Engineer Walter informed the commission that the Public Informational Input meeting has been set for Thursday, November 21st at 6:00 p.m.

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.

ANNUAL WATER AUDIT IMPLEMENTATION REPORT

The commission reviewed the annual water audit implementation report. The report was a requirement in the 10 Year DNR Water Conservation Plan. The next steps after City Council accepts the report will be for WSN to train the City Staff on how to keep up the ongoing annual/monthly report of water losses in the system.

MOTION by Council Liaison Cross, seconded by Commissioner Franzen to recommend City Council accept the Annual Water Audit Implementation Report. Motion carried unanimously.

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.

CITY SPECIFICATION AND CONSTRUCTION DETAILS

The commission reviewed the specification and construction details. The commission noted an old detail sheet on a wood marker needs to be removed. WSN Consulting Engineer Welch will make this change before they are submitted to the City Council for approval.

MOTION by Council Liaison Cross, seconded by Commissioner Christofferson to recommend City Council accept the City Specifications and Construction Details contingent on the removal of the old detail sheet. Motion carried unanimously.

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.

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.

INGLEWOOD DRIVE RAILWAY CROSSING & FOLEY ROAD IMPROVEMENTS PROJECT MONTHLY UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the Inglewood Drive Railway Crossing and 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.

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 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.

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.

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

2017 – 2018 WATER TREATMENT PLANT FLUME REPLACEMENT PROJECT

Chairman Yliniemi inquired if there were any questions or concerns with the 2017 – 2018 Water Treatment Plant Flume Replacement Project Monthly Update. There was no new information or questions from the commission or the public.

CROSS-JURISDICTIONAL MAINTENANCE AGREEMENT BETWEEN CROW WING COUNTY AND CITY OF BAXTER

Public Works Director/City Engineer Walter stated this is the standard maintenance agreement used by the Crow Wing County Highway Department. The maintenance agreement covers snow plowing on parts of Wolda Road and Welton Road between Crow Wing County Highway Department and the City of Baxter.

MOTION by Council Liaison Cross, seconded by Commissioner Christofferson to enter into the Cross-Jurisdictional Maintenance Agreement Between Crow Wing County and City of Baxter. Motion carried unanimously.

WHITE SAND LAKE ASSOCIATION LETTER

The commission reviewed the White Sand Association letter and felt that a meeting between Crow Wing County Highway Department, U.S. Army Corps of Engineers, DNR, City and White Sand Lake Association should be arranged by City Staff.

2018 UTILITIES COMMISSION MEETING DATES

The 2018 Utilities Commission meeting dates was tabled to the December 6, 2017 meeting.

WASTEWATER TREATMENT PLANT CHARGES FOR SEPTEMBER 2017

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

CROW WING POWER MUNICIPAL METER RELIEF PROGRAM

The Crow Wing Power Municipal Meter Relief Program was submitted to the commission as information only.

LAKWOOD CHURCH RIGHT-OF-WAY LIMITED USE AGREEMENT

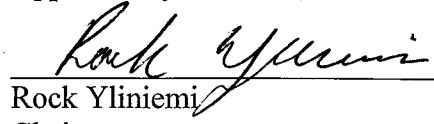
The commission reviewed the Lakewood Church Right-of-Way Limited Use Agreement to replace the existing sign and add a drive isle located in City right-of-way.

MOTION by Commissioner Wolf, seconded by Council Liaison Cross to approve the Right-of-Way Limited Use Agreement to maintain an existing drive isle and replace an existing sign for Lakewood Church at 6284 Fairview Road. Motion carried unanimously.

ADJOURNMENT

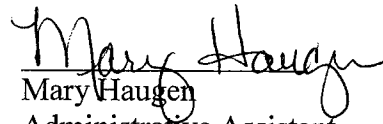
MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to adjourn the meeting at 6:48 p.m. Motion carried unanimously.

Approved by:



Rock Yliniemi
Chairman

Submitted by:



Mary Haugen
Administrative Assistant