

UTILITIES COMMISSION

December 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, 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: KLM Consulting Engineer Shawn Mulhern, WSN Consulting Engineer Aric Welch, WSB Consulting Engineers Chuck Rickart & Chris Sonmor, SEH Consulting Engineer Scott Hedlund and Bolton & Menk Consulting Engineer Phil Martin.

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 utility commission packets.

APPROVAL OF MINUTES

MOTION by Commissioner Wolf, seconded by Commissioner Franzen to approve the Utilities Commission minutes of November 1, 2017. Motion carried unanimously.

ADMINISTRATIVE SUBDIVISION FOR 8425 RED PINE CIRCLE

The commission reviewed the Administrative Subdivision which would allow joining a half lot to an existing lot of record (Lot 11) to allow construction of a garage at 8425 Red Pine Circle.

Public Works Director/City Engineer Walter informed the commission that the additional 7 feet of right-of-way could be waived and recommends waiving as per City ordinance.

MOTION by Commissioner Wolf, seconded by Commissioner Franzen to advise the Planning & Zoning Commission that the Utilities Commission has no concerns with the Administrative Subdivision for 8425 Red Pine Circle contingent on the following conditions:

- Waive the additional 7 feet of right-of-way as per City Ordinance No. 11.4.2.
- Check for any deferred assessments on the half lot that is being attached.

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 AMENDMENT TO KLM CONTRACT

KLM Consulting Engineer Mulhern reviewed the amendment to the KLM Contract. The additional work was requested by City Staff and included changes to the following items:

1. WSN Engineering design for the development of drawings for the tower overflow connection to the City's storm sewer system;
2. Mechanical Room – add new recirculation pump and attach new lines to the inlet pipe;
3. Driveway and Concrete Apron which includes the removal of rip rap, concrete and pipe. Construction of new storm catch basin and connection to City storm sewer. Fence in new catch basin, restoration of turf including seeding.

Public Works Director/City Engineer Walter stated these details were modified to match the east water tower. Mr. Walter has no concerns with the modifications and recommends approval of the amendment.

MOTION by Commissioner Franzen, seconded by Commissioner Christofferson to recommend City Council approve the KLM Contract Amendment in the amount of \$36,168.00 for the 2018 North Water Tower Rehabilitation Improvements Project. 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 FINAL PAY ESTIMATE NO. 2

Chairman Yliniemi inquired if there were any questions or concerns with the 2017 Chip Seal Improvements Project Final Pay Estimate No. 3. Bolton & Menk Consulting Engineer Martin has no concerns with the pay estimate and recommends approval of the pay estimate. Bolton & Menk Consulting Engineer Martin noted that the Contractor accepted the full penalty amount of \$27,000 and that amount has been deducted from the final pay estimate.

MOTION by Council Liaison, seconded by Commissioner Wolf to recommend City Council approve the Astech Corporation Final Pay Estimate No. 2 in the amount of \$43,283.94 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.

2018 LIFT STATION NO. 3 REROUTE IMPROVEMENTS PROJECT - AWARD BID TO GM CONTRACTING

Bolton & Menk Consulting Engineer Martin reviewed the nine bids that were received for the 2018 Lift Station No. 3 Reroute Improvements.

The low bid was approximately 11% lower than the Engineer's estimate. GM Contracting is a well known directional drilling and underground contractor and this type of work is their specialty. Their most recent project that Bolton & Menk worked with the contractor on was Highway 10 in Motley.

MOTION by Commissioner Franzen, seconded by Commissioner Wolf to recommend City Council award the 2018 Lift Station No. 3 Re-route Improvements Project Bid to GM Contracting in the amount of \$616,571.20. 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.

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

SEH Consulting Engineer Hedlund reviewed the feasibility report with the commission. The improvements include installation of reconstructed streets, new curb and gutter, pedestrian facilities and stormwater facilities.

There are planned bike lanes on Excelsior Road from TH 371 intersection to Cypress Drive intersection. There is also a bike and pedestrian trail planned adjacent to Kohl's on the south and west sides from Excelsior Road and TH 371 intersection over across Golf Course Drive on the south side of Fairview Road over to Cypress Drive. The construction of trails along the north side of TH 210 from the southwest corner of Super One east to the Paul Bunyan State Trail and along both side of Cypress Drive is planned with the 2018 Cypress Drive Improvements Project.

Chairman Yliniemi inquired on the bike lanes proposed along Fairview Road since this area is so tight and if it was really needed when a trail is also planned on the south side of the street. Public Works Director/City Engineer Walter stated a connection to the Paul Bunyan Trail is needed and therefore the City only needs one or the other but probably not both in this high constrained area.

Mr. Hedlund explained that due to the constrained area the trail could be narrowed down to 10-feet and shift the gutter lane 2-feet to the north and eliminate the bike lanes on Fairview Road. Mr. Walter stated this change would also address the plow truck concerns on the trail and a 10-foot wide trail is a better design and both bike lanes and trail are probably not needed on this short segment of street.

MOTION by Council Liaison Cross, seconded by Commissioner Christofferson to recommend City Council accept the 2020 Fairview Road, Golf Course Drive, Excelsior Road and Trail Connection Improvements Feasibility Report with a change to Fairview Road to 28-feet wide, 10-foot trail and move the south curb line north 5-feet north. Motion carried unanimously.

2020 FAIRVIEW ROAD, GOLF COURSE DRIVE, EXCELSIOR ROAD AND TRAIL CONNECTION IMPROVEMENTS PROJECT AND 2018 BAXTER DRIVE IMPROVEMENTS PROJECT QUOTE FOR TELEVISIONING SANITARY SEWER LINES

SEH Consulting Engineer Hedlund gave a brief review of the televising quote package. Two quotes were received with each contractor bidding a different completion date option. The preference of staff is to have both the sanitary sewer and storm sewer cleaned and televised.

Public Works Director/City Engineer Walter informed the commission this quote also includes the 2018 Baxter Drive Improvements.

MOTION by Council Liaison Cross, seconded by Commissioner Wolf to recommend City Council approve the Johnson Jet-Line Inc. Quote in the amount of \$15,437.50 for the televising and cleaning of the sanitary sewer lines on the 2020 Fairview Road, Golf Course Drive, Excelsior Road and Trail Connection Improvements Project and 2018 Baxter 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. There was no new information or questions from the commission or the public.

2018 EXCELSIOR ROAD AND EDGEWOOD DRIVE COMMERCIAL IMPROVEMENTS PROJECT QUALITY FLOW SYSTEMS, INC. QUOTE FOR EXCELSIOR ROAD STORMWATER LIFTSTATION

WSN Consulting Engineer Welch reviewed the Quality Flow Systems quote for the Excelsior Road stormwater lift station. Only one quote was submitted for approval as this a proprietary system that is used on all sanitary and storm sewer lift stations.

MOTION by Council Liaison Cross, seconded by Commissioner Christofferson to recommend City Council approve the Quality Flow Systems, Inc. quote in the amount of \$54,480.00 for the Stormwater Lift Station for the 2018 Excelsior Road and Edgewood Drive Commercial Improvements Project. Motion carried unanimously.

2018 EXCELSIOR ROAD AND EDGEWOOD DRIVE COMMERCIAL IMPROVEMENTS PROJECT AWARD CONTRACT TO PRATT'S AFFORDABLE EXCAVATING

WSB Consulting Engineer Rickart reviewed the five bids that were received for the 2018 Excelsior Road and Edgewood Drive Commercial Improvements Project. The low bidder came in under the Engineers estimate. WSB Consulting Engineer Rickart recommendation memo is as follows:

Bids were received for the above-referenced project on Monday November 13, 2017 at 1:00 pm and were opened and read aloud. 5 bids were received. The following bids were received and verified:

Pratt's Affordable Excavating Inc -\$1,694,767.45
Tom's Backhoe Service, Inc - \$1,888,341.35
Landwehr Construction, Inc – \$1,969,883.81
Anderson Brothers Construction Company -\$2,066,832.89
RL Larson Excavating Inc. - \$2,360,151.75

Engineer's Estimate \$1,730,232.50

All bids conformed to the plans, specifications and advertisement. A bid tabulation showing a summary of the bids by item is attached. The estimated construction cost from the approved Feasibility Study was \$2,630,473.00 (without contingency). The estimated project cost presented

at the Improvement Hearing was \$4,575,300.04 (includes construction, engineering and other project costs).

With the apparent low bid of \$1,694,767.45 and including the increase in property acquisition cost the assessable project cost are estimated at \$913,933.93 compared to \$1,724,666.00 in the Feasibility Study.

Mr. Rickart informed the commission the assessment hearing will not be held until all right-of-way costs are known. Public Works Director/City Engineer Walter has no concerns and recommends awarding the bid.

MOTION by Commissioner Franzen, seconded by Commissioner Wolf to recommend City Council award the 2018 Excelsior Road and Edgewood Drive Commercial Improvements Project Bid to Pratt's Affordable Excavating in the amount of \$1,694,767.45. 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 ADDITIONAL FEES

WSB Consulting Engineer Sonmor reviewed the additional engineering fees associated with the 2017 Elder Drive Improvements Project. The primary reasons for the fees were extra time spent on utility coordination, a survey error by the developer and pedestrian ramp modifications to the sidewalk connection on Garrison Road.

Public Works Director/City Engineer Walter has no concerns with the additional fees as they were necessary. The additional costs will be charged back to the developer.

MOTION by Council Liaison Cross, seconded by Commissioner Christofferson to recommend City Council approve the WSB 2017 Elder Drive Improvements Project Additional Engineering Fees in the amount of \$9,035.00. Motion carried unanimously

2017 ELDER DRIVE IMPROVEMENTS PROJECT FINAL PAY ESTIMATE NO. 3

WSB Consulting Engineer Sonmor reviewed the pay estimate with the commission. Mr. Sonmor had no concerns with the final pay estimate and recommended approval.

MOTION by Commissioner Wolf, seconded by Commissioner Franzen to recommend City Council approve the DeChantal Excavating, LLC Final Pay Estimate No. 3 in the amount of \$11,443.06 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 2015 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.

2015 DELLWOOD DRIVE, NOVOTNY ROAD, INGLEWOOD DRIVE AND

INDEPENDENCE ROAD FINAL PAY ESTIMATE NO. 8

Chairman Yliniemi inquired if there were any questions or concerns with the 2015 Dellwood Drive, Novotny Road, Inglewood Drive and Independence Road Improvements Project Final Pay Estimate No. 8.

WSN Consulting Engineer Welch stated the contractor had settled the lawsuit with the sub-contractor on the 8” direct drilled watermain pipe and therefore the project can finally be closed out.

MOTION by Commissioner Franzen, seconded by Commissioner Christofferson to recommend City Council approve the R. L. Larson Excavating Inc. Final Pay Estimate No. 8 in the amount of \$46,160.93 for the 2015 Dellwood Drive, Novotny Road, Inglewood Drive and Independence Road Improvements Project. Motion carried unanimously.

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. 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. 3

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. 3.

WSN Consulting Engineer Welch noted that as per the agreement, retainage is being held at 10% along with an additional \$42,390.70 to cover corrective work that needs to be completed in the spring. Mr. 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. 3 in the amount of \$210,123.48 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. There was no new information or questions from the commission or the public.

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.

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.

2022 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.

SOUTHEAST BAXTER STORMWATER OUTLET FEASIBILITY REPORT

WSN Consulting Engineer Welch reviewed the feasibility report with the commission. This is an amendment for a previous study to review the potential for extending the stormwater overflow network northerly from Highland Scenic Road to the existing stormwater basin located at the northeast corner of College Road and TH 371 intersection.

As currently constructed, the regional basin located in the project area have reached capacity on several occasions which leads to various loading docks in the Baxter Industrial Park being under water and causing damage when the ground and water freeze.

Mr. Welch stated the project is feasible; however, the cost of the project includes improvements from the College Road/TH 371 regional stormwater basin to the Mississippi River. The City's assessment policy does not specifically address standalone stormwater projects and several assumptions were made to determine associated costs.

The commission held an extensive discussion on design of the stormwater outlet system. Public Works Director/City Engineer Walter reminded the commission they do not deal directly with the assessment policy but could recommend policy changes to City Council. The City Council does rely on the Commission to come up with possible solutions to the existing problem and make recommendations to the Council.

MOTION by Commissioner Wolf, seconded by Council Liaison Cross to recommend City Council accept the Southeast Baxter Stormwater Outlet Project Feasibility Report. Motion carried unanimously.

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.

2019 MEMORYWOOD DRIVE FULL DEPTH RECLAMATION IMPROVEMENTS PROJECT MONTHLY UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the 2019 Memorywood Drive Full Depth Reclamation Improvements Project Monthly Update. There was no new information or questions from the commission or the public.

2019 MEMORYWOOD DRIVE FULL DEPTH RECLAMATION PROJECT FEASIBILITY REPORT MEMO AND OPTIONS TO CITY COUNCIL

Chairman Yliniemi inquired if there were any questions or concerns with the 2019 Memorywood Drive Full Depth Reclamation Improvements Feasibility Report Memo and Option.

The commission held a brief discussion on the two options that the City Council would like addressed in the feasibility report. Public Works Director/City Engineer Walter recommended the commissioners who live on Memorywood Drive and have concerns, to submit a letter to City Council addressing their concerns. Several letters and emails have already been received from residents on Memorywood Drive.

2017 – 2018 WATER TREATMENT PLANT FLUME REPLACEMENT PROJECT

No report was received from the Project Engineer.

2018 UTILITIES COMMISSION MEETING DATES

The commission reviewed the proposed meeting dates for 2018 and had no concerns.

MOTION by Council Liaison Cross seconded by Commissioner Franzen to approve the 2018 Utilities Commission submission schedule and meeting dates. Motion carried unanimously.

WASTEWATER TREATMENT PLANT CHARGES FOR OCTOBER & NOVEMBER 2017

The wastewater treatment plant charges for the months of October & November was submitted to the commission as information only.

HJ DEVELOPMENT

Public Works Director/City Engineer Walter informed the commission the project has been completed to city specifications and recommends release of the Baxter PS 2016, LLC Letter of Credit.

MOTION by Commissioner Wolf, seconded by Council Liaison Cross to recommend City Council approve the final acceptance of the HJ Development and release the Baxter PS 2016, LLC Letter of Credit No. S120011073 contingent on closing out the 2017 Elder Drive Improvements Project. Motion carried unanimously.


AWARD THE PROFESSIONAL ENGINEERING AND RELATED SERVICES FOR THE 2018 MILL & OVERLAY AND FULL DEPTH RECLAMATION IMPROVEMENTS PROJECT TO WSB

The RCA for awarding the professional engineering and related services for the 2018 Mill & Overlay and Full Depth Reclamation Improvements Project to WSB & Associates engineering was submitted to the commission as information only. City Council did award the contract to WSB at their December 5, 2017 council meeting as per the RCA.

ADJOURNMENT

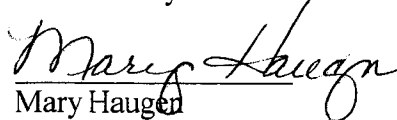
MOTION by Council Liaison Cross, seconded by Commissioner Wolf to adjourn the meeting at 7:20 p.m. Motion carried unanimously.

Approved by:



Rock Yliniemi
Chairman

Submitted by:



Mary Haugen
Administrative Assistant