

**UTILITIES COMMISSION**  
**December 7, 2016**

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, Shawn Crochet, 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, SEH Traffic Engineer Graham Johnson, WSB Consulting Engineer Chuck Rickart, Bolton & Menk Consulting Engineer Mike Rardin, HJ Development Representative Chris Moe, Sambatek Engineer Mike Bultman Representing HJ, Steve Vitale and Debbie Vitale.

**APPROVAL OF MINUTES**

**MOTION** by Commissioner Franzen, seconded by Commissioner Wolf to approve the Utilities Commission minutes of November 2, 2016. Motion carried unanimously.

**CENTRAL LAKES CROSSING JUNIOR BOX RETAIL DEVELOPERS AGREEMENT**

Public Works Director/City Engineer Walter reviewed the Central Lakes Crossing Junior Box Retail Developers Agreement. This is the standard agreement the City uses for water main, sanitary sewer, and storm water. The turn lane improvements on Elder Drive are also included in the development agreement which are not standard in most agreements.

HJ Development Representative Chris Moe informed the commission HJ Development would like to break ground on the Junior Box Retail Development in February 2017 with opening planned in October 2017. HJ Development is currently working on securing tenants for the multi-tenant development strip building on Glory Road and the improvements on Glory Road will be done with the development of that site which he refers to as second phase.

Commissioner Wolf inquired if the development on Elder Drive would impact traffic on Glory Road. WSB Consulting Engineer Rickart stated that traffic will not be severely impacted until the second phase on Glory Road starts to be developed.

Public Works Director/City Engineer Walter has no concerns with the agreement and recommends approval.

**MOTION** by Commissioner Crochet, seconded by Commissioner Christofferson to recommend City Council approve the Central Lakes Crossing Junior Box Retail Developers Agreement. Motion carried unanimously.

**WSB ELDER DRIVE AND GLORY ROAD FEASIBILITY STUDY FOR THE HJ JUNIOR BOX AND MULTI-TENANT DEVELOPMENTS**

Public Works Director/City Engineer Walter informed the commission they had previously approved the feasibility study for both the Elder Drive and Glory Road sites back in June of 2016. The study was back in front of the commission for reaffirmation being its included as an exhibit in the Development agreement. Public Works Director/City Engineer Walter has no concerns with the feasibility study and recommends approval.

**MOTION** by Commissioner Franzen, seconded by Commissioner Wolf to recommend City Council approve the WSB Elder Drive and Glory Road Feasibility Study for the HJ Junior Box and Multi-Tenant Developments. Motion carried unanimously.

**100% PETITION FOR TURN LANE IMPROVEMENTS**

Public Works Director/City Engineer Walter informed the commission the petition was for the three turn lanes on Elder Drive as required by the Developers Agreement. The City does have a signed petition on file. Public Works Director/City Engineer Walter has no concerns with the petition and recommends approval.

**MOTION** by Commissioner Crochet, seconded by Commissioner Franzen to recommend City Council adopt a Resolution accepting the 100% Petition for turn lane improvements to the Central Lakes Crossing Junior Box Retail Development Project located on Elder Drive. Motion carried unanimously.

**ASSESSMENT AGREEMENT FOR CENTRAL LAKES CROSSING JUNIOR BOX RETAIL**

Public Works Director/City Engineer Walter informed the commission this is the standard assessment agreement used by the City which waives the right to hold a public hearings for a developer driven improvements on Elder Drive. Public Works Director/City Engineer Walter has no concerns with the assessment agreement and recommends approval.

**MOTION** by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council approve the Assessment Agreement for Central Lakes Crossing Junior Box Retail Development Project for Improvements on Elder Drive. Motion carried unanimously.

**WSB PROFESSIONAL ENGINEERING SERVICES CONTRACT FOR THE 2017 ELDER DRIVE IMPROVEMENTS**

Public Works Director/City Engineer Walter informed the commission they had previously approved the engineering services contract for the 2017 Elder Drive Improvements Project. The study was back in front of the commission for reaffirmation. The engineering costs are 100% assessed back to the developer as part of the project. Public Works Director/City Engineer Walter has no concerns with the engineering services contract and recommends approval.

**MOTION** by Commissioner Crochet, seconded by Commissioner Franzen to recommend City Council approve the WSB Professional Engineering Services Contract for the 2017 Elder Drive Improvements Project in the not to exceed amount of \$42,800.00. Motion carried unanimously.

### **NORTHWOODS CROSSING DEVELOPMENT AGREEMENT**

Public Works Director/City Engineer Walter reviewed the Developer Agreements and site plan set. The project is a phased approach with the south building being constructed first although both building permits will be submitted and issued at the same time.

Commissioner Wolf expressed his concern over the traffic flow and access as a phased approach project. WSB Consulting Engineer Rickart will be reviewing the revised plans for Phase I and Phase II to make sure the traffic flow will work with the phasing of the development.

Council Liaison Cross questioned that from a planning perspective if this was a single lot, which it is two separate lots; would they not get one access to the street? Public Works Director/City Engineer Walter stated only one access would be allowed for a single lot development and not two accesses. Council Liaison Cross stated if this development was built as only a single lot it would just get one access therefore it should in theory work as a phased approach project.

Public Works Director/City Engineer Walter explained that to safeguard the City of anything going wrong if both buildings were not completed; cross easements for parking, access and stormwater are required to be in place before the building permits are issued.

**MOTION** by Commissioner Wolf, seconded by Commissioner Crochet to recommend City Council approve the Bradford Northwoods Development LLC Development Agreement contingent on a positive review by the traffic engineer. Motion carried unanimously.

**MOTION** by Commissioner Wolf, seconded by Commissioner Crochet to recommend City Council approve the Bradford Northwoods Holdings LLC Development Agreement contingent on a positive review by the traffic engineer. Motion carried unanimously.

### **WSB PROFESSIONAL ENGINEERING SERVICES CONTRACT FOR THE 2016 EXCELSIOR ROAD AND EDGEWOOD DRIVE IMPROVEMENTS PROJECT**

WSB Consulting Engineer Rickart informed the commission the contract is for preparation of final design plans and construction services. WSB will be partnering with WSN to provide all engineering services to the City for the 2016 Excelsior Road/Fairview Road/Edgewood Drive Improvements Project.

The project consists of the extension of Fairview Road from where it ends today adjacent to TH 210 to Excelsior Road; the re-alignment of Edgewood Drive north of Excelsior Road; construction of a roundabout at the new intersection of Excelsior Road and Fairview Road/Edgewood Drive, reclaiming and reconstruction of Excelsior Road from Forest Drive to Inglewood Drive and area wide pedestrian improvements.

The project timeline has an aggressive schedule with the project being bid in March or April 2017 with construction anticipated starting in early July with substantial completion by the end of October and final completion in November 2017.

Right-of-Way acquisition will be needed on the project and it is assumed 10 parcels will be impacted; which will require appraisals and parcel acquisition. Wetland fill permits will also be

needed for the project and agencies involved may include the DNR, Crow Wing County Soil and Water, Wetland Conservation Act, and Army Corps of Engineers. MPCA will require the development of the SWPPP for the NPDES permit.

WSB Consulting Engineer Rickart informed the commission the project has been reviewed with the City Council in November for their direction and the consensus of the council was to move forward with the entire project rather than a phased approach over two years. Public Works Director/City Engineer Walter stated the current landowner of the old Fruth Beverage site and the proposed developers for the site are in agreement with the full project approach.

Chairman Yliniemi inquired if the project was extended far enough along Excelsior Road to completely solve the flooding problems that occur between Firewood Drive and forest Drive. WSN Consulting Engineer Welch stated it has been extended far enough to alleviate the flooding of the roadway problems; however, there will still be some surface water and ground water issue that cannot be completely drained and fixed.

**MOTION** by Commissioner Crochet, seconded by Commissioner Christofferson to recommend City Council approve the WSB Professional Engineering Services Contract for the 2016 Excelsior Road/Fairview Road/Edgewood Drive Improvements Project and the 2016 Excelsior Road Full Depth Reclamation Project in the not to exceed amount of \$835,269.00. Motion carried unanimously.

### **2018 CYPRESS DRIVE IMPROVEMENTS PROJECT MONTHLY STATUS REPORT**

SEH Consulting Engineer Hedlund gave an update on the status of the various work tasks on the project.

#### **Public Involvement**

A project informational letter was mailed to properties within the project limits in early October 2016.

- Subsequent site meetings and phone conferences with some property owners have occurred.

The plan is to hold a public open house showing the project layout drawings after Utilities Commission and City Council reviews of the layout.

- We are targeting the second week of January 2017 for the open house.

#### **Preliminary Design**

Topographic design survey update work is nearly complete.

- Railroad property survey work remains.

Property ownership and encumbrance reports have been received and a right of way base map has been prepared. The traffic study is complete and planned for approval at the December Utilities Commission and City Council meetings. Geometric design update work is in process.

- A roundabout concept option has been developed at the Cypress Drive/ College Road intersection.
- A preliminary overall project layout was reviewed with the City Council on 11/15/16 with focus on trails and the roundabout concept at Cypress Drive/ College Road.

- An updated layout is planned for approval at the December Utilities Commission and City Council meetings.

Stormwater design update work is in process.

- A stormwater-focused design meeting with City staff was held 11/16/16.
- Attached to this memo is preliminary project drainage exhibit for reference depicting some of the stormwater work completed to date.
  1. More detailed stormwater information is planned to be included with the January/February Utilities Commission and City Council meetings.

Soil borings on the southerly portion of the project were completed in October.

- Site specific infiltration testing south of Industrial Road remains.

Ongoing design discussions/meetings have been held with City staff.

### Railroad Agreements

Working with BNSF on site access – applied for access permit.

- Met with City Staff, City Attorney, WSN, and BMI in October to discuss railroad strategy and timing of contacts on the various current City projects with railroad involvement.
- SEH has been in contact with BNSF seeking their pre-approval of an appraiser for the necessary project easements on BNSF parcels.
- BNSF easement needs are being finalized and associated documents in process.
- The goal is to submit initial documents to BNSF to initiate the Construction and Maintenance Agreement process in January 2017.

### Phase 1 Environmental Site Assessment (ESA)

- The draft report is complete and has been submitted to MnDOT for review.
- The draft report will be included in the December Utilities Commission meeting packet.
- The goal is have the Final Phase 1 ESA report and contract for moving forward with a Phase 2 ESA ready for approval by the Utilities Commission and City Council in January.

### Federal Highway Administration (FHWA) Environmental Review and Documentation (aka Project Memorandum (PM) or Environmental Assessment (EA))

SEH has been in discussions with MnDOT on the level and type of environmental review and documentation needed to satisfy the requirements of the National Environmental Policy Act (NEPA), as it relates to the federal funding the project has received. It is unclear at this time whether a PM or EA document will be required. An assessment of the level of potential project impacts is necessary to help MnDOT/FHWA make the decision.

An SEH contract to start the environmental review and documentation process is planned to approval consideration at the December Utilities Commission and City Council meetings.

- The minimum timeline to complete the PM process is 3 - 4 months.
- The minimum timeline to complete the EA process is typically 2 – 3 times longer than a PM.
- This NEPA environmental work is a critical path item for the overall project schedule.

The following is an update on the status of the project budget:

Total project budget:

The preliminary total project budget based on the 2016 bonding bill request is \$10.8M. An updated budget is being developed with the preliminary design.

Consultant budget:

The following scope changes have occurred to date that impact the consultant budget and will be addressed in future fee amendment requests.

- Additional trail alignment along the northerly side of TH210 between TH 371 and the Paul Bunyan State Trail is being designed.
- The limits of topographic survey have increased for stormwater design south of BNSF property, TH 210 trail, and College Drive/Cypress intersection roundabout purposes.
- Procuring quotes for sanitary sewer and storm sewer televising, future reviewing the televising results, and making recommendations on necessary repairs/next steps – if any.
- Stormwater analysis has stretched beyond project specific needs south of BNSF property in order to assist the City with addressing existing stormwater challenges.

**2018 CYPRESS DRIVE IMPROVEMENTS PROJECT GEOMETRIC LAYOUT**

SEH Consulting Engineer Hedlund and the commission held an extensive round table discussion on the geometric layout for the 2018 Cypress Drive Improvements Project.

The geometric layout was reviewed by the City Council at the November 15<sup>th</sup> Workshop to obtain consensus of the trails, roundabout concept and utilities extension. Mr. Hedlund informed the commission the council was in favor of the concept plan and would like both roundabouts to be four (4) lanes but SEH is not recommending either roundabout to be four lanes in all directions.

SEH Consulting Engineer Hedlund informed the commission that geometric layout approval by the City is needed at this time in order to get final approval with MnDOT and BNSF. Once all parties have approved the geometric layout of the project final design of plans and specifications can take place.

**MOTION** by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council approve the 2018 Cypress Drive Improvements Project Geometric Layout. Motion carried unanimously.

**2018 CYPRESS DRIVE IMPROVEMENTS PROJECT TRAFFIC STUDY**

SEH Traffic Engineer Graham Johnson reviewed the traffic study results which assessed previous traffic work, forecasting and operations. Based on the updated information the previous results are still valid.

**MOTION** by Commissioner Crochet, seconded by Commissioner Franzen to recommend City Council accept the Traffic Study for 2018 Cypress Drive Improvements Project. Motion carried unanimously.

**INTERSECTION CONTROL EVALUATION REPORT FOR CYPRESS DRIVE AT COLLEGE ROAD AND INDUSTRIAL PARK ROAD**

SEH Traffic Engineer Graham Johnson reviewed the Intersection Control Evaluation Report for Cypress Drive at College Road, Industrial Park Road, Trunk Highway 210 and Excelsior Road for the 2018 Cypress Drive Improvements Project.

Based on the information provided in the report, it is recommended the TH 210/Cypress Drive intersection be controlled by a traffic signal and the Cypress Drive/Excelsior Road intersection should be controlled by a roundabout. With the high levels of traffic along T.H. 210, a traffic signal is the most appropriate means for Cypress Drive traffic to access T.H. 210 safely and efficiently without impeding T.H. 210 traffic. Roundabout control at the Cypress Drive/Excelsior Road intersection provides a high level of operation and safety at the intersection and provides better operation than signal control.

It is also recommended the Industrial Park Road/Cypress Drive intersection be controlled by a two way stop only and the Cypress Drive/College Road intersection should be controlled by a roundabout. The Cypress Drive/College Road roundabout warrants four lanes through on College Road but only two through lanes on Cypress Drive.

**MOTION** by Commissioner Wolf, seconded by Commissioner Crochet to recommend City Council approve the Intersection Control Evaluation Report for Cypress Drive at College Road and Industrial Park Road for the 2018 Cypress Drive Improvements Project. Motion carried unanimously.

#### **2018 CYPRESS DRIVE IMPROVEMENTS MODIFIED PHASE I ENVIRONMENTAL SITE ASSESSMENT**

SEH Consulting Engineer Hedlund explained the purpose of this study was to identify sites with potential soil or groundwater contamination, and sites with solid vapor or debris impacted sites that are within the project corridor. Mr. Hedlund explained this is the first phase of the environmental review process and it has been submitted to MnDOT for their review and comments.

There is several risk sites within the project area including the BNSF Superfund Site which had significant soil and groundwater contamination that continues to be treated under the superfund programs.

The majority of the commercial development occurred in the 1980's and 1990's and included automobile repair facilities and petroleum release sites. Other than the BNSF Superfund Site there are no open MPCA investigations or files.

**MOTION** by Commissioner Franzen, seconded by Commissioner Christofferson to recommend City Council approve the 2018 Cypress Drive Improvements Project Modified Phase I Environmental Site Assessment. Motion carried unanimously.

#### **QUOTES FOR TELEVISIONING SANITARY SEWER FOR THE 2018 CYPRESS DRIVE IMPROVEMENTS PROJECT**

SEH Consulting Engineer Hedlund reviewed the televising quotes for the 2018 Cypress Drive Improvements Project. Five quotes were sent out and three quotes were returned and are listed as follows:

- Hydro-Klean, LLC \$16,988.70
- Johnson Jet Line \$17,091.60
- Ritter & Ritter \$37,242.50

Mr. Hedlund explained the televising will look at the storm sewer and sanitary sewer system on the project corridor. This is a benefit to the project since it will identify any maintenance or repair issues that can be addressed as part of the project.

**MOTION** by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council approve the Hydro-Klean, LLC Quote in the estimated amount of \$16,988.70 for televising sanitary and storm sewer pipe on the 2018 Cypress Drive Improvements Project. Motion carried unanimously.

**SEH CONTRACT FOR THE FHWA ENVIRONMENTAL REVIEW AND DOCUMENTATION PROCESS FOR THE 2018 CYPRESS DRIVE IMPROVEMENTS PROJECT**

SEH Consulting Engineer Hedlund reviewed the environmental site assessment contract which looks at impacts from the proposed improvements. One phase of the assessment is the noise analysis that is needed for the corridor.

SEH Traffic Engineer Graham Johnson explained the modeling process used in the noise assessment which must meet state standards. This is a critical path for the project since it shows future impacts for the next 20 years of constructing Cypress Drive.

**MOTION** by Commissioner Wolf, seconded by Commissioner Crochet to recommend City Council approve the SEH Contract to begin FHWA Environmental Review and Documentation Process for the 2018 Cypress Drive Improvements Project in the not to exceed amount of \$22,420.00. Motion carried unanimously.

**BOLTON & MENK AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES FEE AMENDMENT REQUEST FOR THE 2016 GOLF COURSE DRIVE IMPROVEMENTS PROJECT**

Bolton & Menk Consulting Engineer Rardin reviewed the engineering services related to the design and construction of the 2016 Golf Course Drive Improvements Project, Municipal Project Number 4110. After completion of the 2016 construction work by the contractor the City requested Bolton & Menk to perform extra work (Turf Restoration Inspection) beyond the scope of the original contract.

**Requested Additional Work**

During early October the contractor completed work on the Golf Course Drive Project. Shortly thereafter CenterPoint Energy began relocation of a gas main along on the east side of Golf Course Drive near the south end of the recently completed project.



On October 17<sup>th</sup>, the City requested Bolton & Menk to oversee right of way restoration associated with the relocation of this gas main. This utility work was not necessary for completion of the project but due to the location of the gas line both the City and CenterPoint Energy felt relocation was necessary. Oversight of this right of way restoration is considered beyond the scope of the Golf Course Drive Improvement project. This work was minimal and our actual costs amounted to \$1,200.00.

**MOTION** by Commissioner Wolf, seconded by Commissioner Franzen to recommend City Council approve the Bolton & Menk Agreement for Professional Engineering Services – Fee Amendment Request for the 2016 Golf Course Drive Improvements Project in the actual amount of \$1,200.00. Motion carried unanimously.

**2016 GOLF COURSE DRIVE IMPROVEMENTS PROJECT CHANGE ORDER NO. 4**

Bolton & Menk Consulting Engineer Rardin reviewed Change Order No. 4 for the 2016 Golf Course Drive Improvements Project with the commission. The change order request is to revise the final completion date to June 30, 2017. Bolton & Menk Consulting Engineer Rardin had no concerns with Change Order No. 4 and recommends approval.

**MOTION** by Commissioner Franzen, seconded by Commissioner Crochet to recommend City Council approve the Anderson Brothers Change Order No. 4 revising the final completion date to June 30, 2017. Motion carried unanimously.

**2015 DELLWOOD DRIVE AND NOVOTNY ROAD, INGLEWOOD DRIVE AND INDEPENDENCE ROAD IMPROVEMENTS PROJECT MONTHLY UPDATE**

WSN Consulting Engineer Welch reviewed the project update with the commission.

Work Completed Since Last Update

No work was completed since the last update.

Project Schedule

Address warranty items as needed.

Easements

Thor Wicklund has given verbal approval of the one remaining roadway easement and we anticipate he will sign the documents within the next week.

Pearo Land Company will be checking again with the bank to see if the easement for the watermain can be completed.

Jack Antolak (Positive Realty) has agreed to sign the utility easement across the Positive Reality property and WSN anticipates this will be complete within a week.

Changes

No additional information associated with the claim regarding work around underground utilities has been submitted by the Contractor as requested. WSN contacted Greg Phillipi from RL Larson and he said they would like to clean up this claim in the next month.

Pay Estimate

No pay estimate this month.

Potential Law Suit

A resolution to the claim regarding the directionally drilled watermain between Novotny Road and Audubon Way has not been reached between RL Larson and their subcontractor. This issue will likely not be resolved by the end of the year which means IC-134's and lien waivers will not be available to close out the project this year.

**WSN COUNTY STATE AID HIGHWAY 48 SILENT RAILROAD CROSSINGS IMPROVEMENTS FEASIBILITY REPORT**

WSN Consulting Engineer Welch reviewed the feasibility of upgrading the existing Highland Scenic Road BNSF railway crossing to a silent crossing configuration. The mill and overlay project was originally initiated by Crow Wing County and preliminary comments from the City of Baxter were requested.

After discussions by both parties, the county will stop the mill and overlay project at Foley Road and the City will finish the improvements from Foley Road to T.H. 210.

Mr. Welch explained the roadway and railroad crossing will need to meet current silent railroad crossing standards. A bituminous trail is also proposed to be constructed on the east side of CSAH 48. A pedestrian maze consisting of suitable material is proposed at the trail crossing which is designed to slow trail users as they approach the crossing and make them look in both directions.

Estimated total project costs for the improvements is \$334,625.00. Crow Wing County's share is estimated at \$73,115.00 or 22% of the project cost and the City's portion is estimated at \$261,510.00 or 78% of the project cost. Mr. Welch informed the commission that Crow Wing County's Assistant Engineer Rob Hall has reviewed the report and has no concerns.

Mr. Welch explained that since part of the work involved expansion and modification of the BNSF Railway crossing, the City will need to work closely with BNSF to coordinate and schedule the improvements.

**MOTION** by Commissioner Crochet, seconded by Commissioner Christofferson to recommend City Council accept the WSN County State Aid Highway 48 Silent Railroad Crossings Improvements Feasibility Report. Motion carried unanimously.

**LIMITED USE AGREEMENT FOR THE SECOND ADDITION TO JOHNSON CENTER PLAT**

Public Works Director/City Engineer Walter informed the commission the plat was approved earlier in 2016 and one of the requirements was for a limited use agreement to be in place. The

City Attorney, Community Development Director and Public Works Director have reviewed the limited use agreement for signage, parking and landscaping and recommend approval.

**MOTION** by Commissioner Wolf, seconded by Commissioner Franzen to recommend City Council approve the Limited Use Agreement for the Second Addition to Johnson Centre Plat. Motion carried unanimously.

**DAKOTA SUPPLY GROUP FIXED NETWORK WATER METER REPLACEMENT CHANGE ORDER NO. 2**

Public Works Director/City Engineer Walter reviewed the Dakota Supply Group Change Order No. 2 for the 2016 Fixed Network Water Meter Replacement Project. Public Works Director/City Engineer Walter has no concerns with Change Order No. 2 and recommends approval.

**MOTION** by Commissioner Franzen, seconded by Commissioner Wolf to recommend City Council approve the Dakota Supply Group Change Order No. 2 in the increased amount of \$32,857.50 for the 2016 Fixed Network Water Meter Replacement Project. Motion carried unanimously.

**DAKOTA SUPPLY GROUP FIXED NETWORK WATER METER REPLACEMENT PARTIAL PAY ESTIMATE NO. 4**

Public Works Director/City Engineer Walter reviewed the Dakota Supply Group Partial Pay Estimate No. 4 for the 2016 Fixed Network Water Meter Replacement Project. Public Works Director/City Engineer Walter has no concerns with Partial Pay Estimate No. 4 and recommends approval.

**MOTION** by Commissioner Franzen, seconded by Commissioner Crochet to recommend City Council approve the Dakota Supply Group Partial Pay Estimate No. 4 in the amount of \$65,360.47 for the 2016 Fixed Network Water Meter Replacement Project. Motion carried unanimously.

**WASTEWATER TREATMENT PLANT CHARGES FOR OCTOBER**

The Brainerd Public Utilities Wastewater Plant Charges for October 2016 was submitted to the commission as information only.

**WASTEWATER TREATMENT PLANT ANNEXATION PETITION FROM THE CITY OF BRAINERD**

The wastewater treatment plant annexation petition from the City of Brainerd was submitted as information only.

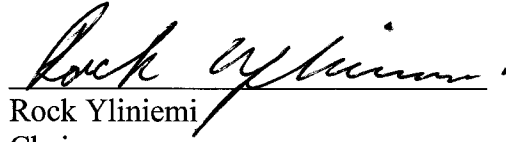
**2017 UTILITIES COMMISSION DEADLINES AND MEETING DATES**

The 2017 Utilities Commission deadline and meeting dates was submitted to the commission as information only.

**ADJOURNMENT**

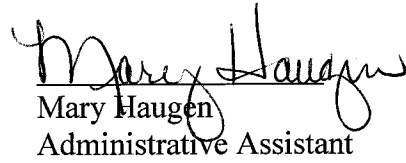
**MOTION** by Commissioner Crochet, seconded by Commissioner Franzen to adjourn the meeting at 8:00 p.m. Motion carried unanimously.

Approved by:



Rock Yliniemi  
Chairman

Submitted by:



Mary Haugen  
Administrative Assistant