

**UTILITIES COMMISSION**  
**January 7, 2015**

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

MEMBERS PRESENT: Commissioner Shawn Crochet, Dave Franzen, Council Liaison Mark Cross and Chairman Rock Yliniemi.

MEMBERS ABSENT: None.

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

OTHERS PRESENT: WSN Consulting Engineer Aric Welch and SEH Consulting Engineer Scott Hedlund.

**APPROVAL OF MINUTES**

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

**2015 SEALCOAT PROJECT**

Public Works Director/City Engineer Walter reviewed the 2015 Sealcoat Project with the commission. One of the changes to sealcoating this year will be to the trail segments which will be done with a modified FA-1 coating that is a finer sand product and a FA 2.5 that will be used on the roadway segments which is a little courser than what was used in 2014.

The commission discussed future project areas and road priorities. Lynndale Drive was removed from the project and Cedar Scenic Road was added, because Lynndale Drive needs water and sanitary sewer in the next 10 years. Joler Road was moved to secondary and Cypress Drive was removed since the project has been scheduled for 2018.

The Commission had concerns over the construction observation services on the project. The construction project in 2014 had some issues and the commission was hoping to not repeat the mistakes. Public Works Director/City Engineer Walter informed the commission that Bolton & Menk Consulting Engineer Mike Reardon will be in charge of the construction observation for the project in 2015.

**MOTION** by Commissioner Crochet, seconded by Commissioner Franzen to recommend City Council approve the 2015 Sealcoat Project with the proposed changes and direct staff to bid the project with Crow Wing County Highway Department. Motion carried unanimously.

A discussion was held on concentrating the project areas in City quadrants in order to get better pricing. Public Works Director/City Engineer Walter stated that City Council had discussed this matter and felt quadrants should be considered in the future if it would help the cost and efficiency of the future projects.

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The commission asked if Bolton & Menk could assist the City on setting up a more efficient plan for the future. Public Works Director/City Engineer Walter informed the commission that Mike Rardin could assist the City and has the appropriate experience from working in St Louis Park for so many years. Mike was successful at setting up a complete maintenance and pavement rehabilitation program for the City of St Louis Park as the former Public Works Director for the City. Commission felt that Bolton & Menk should come forward with an engineering proposal that would help the city set up a more in depth and complete program for their consideration.

The other concern of the Commission is a constant revenue source will need to be considered since almost \$400,000 per year is needed to provide consistent maintenance to the roadway system over a 7-8 year rotation of the streets. Council Liaison Cross stated the City Council is aware of the needs and is very committed to the project.

### **2015 EXCELSIOR ROAD IMPROVEMENTS PLANS AND SPECIFICATIONS**

SEH Consulting Engineer Hedlund reviewed the 2015 Excelsior Road Improvements Plans and Specifications with the commission. SEH Consulting Engineer Hedlund also updated the commission on the Right-of-Way acquisition and the status of the affected eight (8) parcels.

The public hearing for the project is being held on Thursday, January 15<sup>th</sup> at 6:30 p.m. and the City Council could order the improvements as early as the January 20<sup>th</sup> Council meeting.

**MOTION** by Commissioner Franzen, seconded by Commissioner Crochet to recommend City Council adopt the Resolution approving the Plans and Specifications for the 2015 Excelsior Road Improvements and direct staff to bid the project. Motion carried unanimously.

### **2015 EXCELSIOR ROAD FEASIBILITY REPORT**

Public Works Director/City Engineer Walter asked the commission if they had any questions or concerns with the feasibility report and the Commission felt that the report was complete and ready for public hearing.

Public Works Director/City Engineer Walter informed the commission that City Council adopted the report and the public hearing for the project is being held on Thursday, January 15<sup>th</sup> at 6:30 p.m.

### **WSN PROPOSAL AMENDMENT FOR GOLF COURSE DRIVE FROM EXCELSIOR ROAD TO WOIDA ROAD**

WSN Consulting Engineer Welch reviewed the proposed engineering amendment for the Golf Course Drive Project. WSN is currently under contract with the City of Baxter to prepare a feasibility study relative to upgrading Golf Course Drive between Excelsior Road and Woida Road.

The original proposal was approved by the City on July 15, 2014, in the amount of \$4,900.00.

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In December, WSN submitted a memorandum to the City addressing concerns noted during preparation of the study due to a lack of information related to the existing soils conditions. Without existing soils information it is difficult to make recommendations on acceptable roadway sections required for a State-Aid route.

Please consider this engineering proposal as an amendment to our original engineering contract, adding the following tasks:

### Geotechnical Soils Evaluation

Estimated \$5,930.00

WSN has coordinated with Braun Intertec to conduct 10 field borings to a depth of 10' at various locations along Golf Course Drive. A report will be prepared and submitted that details their findings regarding existing soils conditions in the project area and includes estimated A-values that can be utilized for pavement section design and completion of the study. This report can then be used at a later date for reference during detailed design of the roadway and associated storm sewer construction.

### Increased Study Scope

Not To Exceed Amount \$3,500.00

The original study was based on the understanding that recommendations made as part of the "Compressive Pavement Management System" could be utilized and WSN did not include time for detailed roadway pavement section design calculations and recommendations. WSN's amended scope of services now includes coordinating the soils investigation work with Braun Intertec and utilizing the soils investigation information to prepare and recommend preliminary roadway pavement section designs.

WSN proposes to perform the services described above on an hourly basis in accordance with the attached fee schedule for the amount of \$9,430.00. The total agreement will then be increased to \$14,330.00. Please note WSN's efforts cannot be completed until Braun Intertec has completed the drilling and report preparation that may take up to 6 weeks following approval of this proposal.

Commission discussed the City RFP Policy and felt that the engineering services do not require an RFP, because it is under the \$15,000 threshold.

**MOTION** by Commissioner Franzen, seconded by Commissioner Crochet to recommend City Council approve the WSN Proposal Amendment for Golf Course Drive Feasibility Study from Excelsior Road to Wolda Road in the amount of \$9,430.00. Motion carried unanimously.

### **WSN AGREEMENT FOR PROFESSIONAL ENGINEERING, SURVEYING AND CONSTRUCTION TESTING SERVICES FOR INGLEWOOD DRIVE FROM TRUNK HIGHWAY 210 TO EXCELSIOR ROAD**

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WSN Consulting Engineer Welch reviewed the WSN Proposal for Professional Engineering, Surveying and Construction Testing Services for Inglewood Drive from Trunk Highway 210 to Excelsior Road.

In preparing this proposal, we made the following assumptions:

- 40' wide urban roadway with two 12' drive lanes and two 8' bicycle lanes.
- 12' separated bituminous trail located along the west side of Inglewood Drive from Fairview Road to Cherrywood Road.
- New storm sewer and stormwater treatment improvements.
- Design and construction will be completed in accordance with current Municipal State Aid System (MSAS) standards and procedures.
- A portion of the project will be assessed in accordance with Minnesota Chapter 429 assessment procedures.

Our proposed scope of services is as follows:

### Feasibility Study

WSN proposes to complete a feasibility study meeting the requirements of the Minnesota Chapter 429 assessment process. Items included with this proposal are:

- Research existing documents, plans and previous assessment projects.
- Prepare preliminary study exhibits.
- Estimate preliminary quantities.
- Prepare preliminary cost estimate and assessment calculations.
- Prepare draft feasibility study that includes a review of existing conditions, proposed improvements, estimated project costs, project implementation and conclusions/recommendations.
- Review preliminary study with City staff and Council.
- Prepare final study based on City review comments.

### Improvement Hearing

WSN proposes to assist the City with the Minnesota Chapter 429 Improvement hearing. Items included with this proposal are:

- Assist the City with the preparation of the Improvement Hearing resolution and notice. WSN assumes the City will assume responsibility for publishing and mailing all required notices.
- Prepare and present Improvement Hearing project information.

### Soils Investigation

WSN proposes to sub-contract with Braun Intertec Corporation to complete a preliminary soils investigation and prepare a geotechnical evaluation report addressing the proposed improvements. Items included with this proposal include:

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- Coordination with Braun Intertec Corporation.
- Preliminary soils investigation (soil borings).
- Existing soils sampling and soils determination including estimated A-values for pavement design.
- Preparation of the Geotechnical Report suitable for design of the proposed improvements.

### Design Services

WSN will prepare design drawings and contract documents suitable for competitive bidding that meet City and MSAS requirements. Items included in our proposed scope of services are as follows:

- State Aid project setup
- Preliminary design meeting
- Private Utility Company coordination
- Preparation of project plans, including the following:
  - Title sheet
  - Statement of estimated quantities
  - Quantity tabulations
  - Typical construction details
  - Typical roadway sections
  - Alignment plan
  - Traffic Control Plan
  - Existing conditions and removals plan
  - Temporary and permanent erosion control details and plan
  - Stormwater Pollution Prevention Plan
  - Stormwater calculations and design
  - Bituminous pavement section design
  - Roadway design
  - Trail design
  - Storm sewer Schedule
  - Storm sewer and roadway plan and profile sheets
  - Stormwater treatment and disposal plan
  - Pavement marking and signage plan
  - Roadway cross sections and earthwork calculations
- State Hydraulics Engineer review submittal
- WSN quality control review and plan modifications
- State Aid and City staff review submittals
- Final plan preparation
- Preparation of contract documents and specifications
- Preparation of Engineer's Estimate of Probable Construction Cost
- Wetland fill permit application (does not include mitigation, if required)
- Project design status reports
- Final plan review with City staff, Utilities Commission and City Council

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### Advertising/Bidding/Award Services

WSN will assist the City in advertising, bidding and awarding the project. Items included in our proposed scope of services are as follows:

- Assist City with advertising the construction documents for public bidding.
- Coordination of contract document distribution to prospective bidders
- Reply to bidder questions and inquiries
- Prepare and distribute necessary addenda
- Attend and assist with bid opening procedures
- Prepare a tabulation of bids received
- Review apparent low bid for compliance with contract documents
- Make recommendation to the City for award of the contract

### Final Assessment Calculations and Hearing

WSN will assist the City with assessment calculations, hearings and documentation in accordance with the Minnesota Chapter 429 assessment process. Items included in our proposed scope of services are as follows:

- Prepare final cost split worksheet and assessment calculations
- Prepare individual records of assessment
- Assist the City with Assessment Hearing resolutions and notices. We assume the City will assume responsibility for publishing and mailing all required notices.
- Prepare and present Assessment Hearing project information.

### Construction Staking

WSN proposes to provide construction staking and field survey services associated with the proposed construction. Specific tasks included with this proposal are:

- Establish vertical and horizontal control in the project area
- Generate staking files for the design elements shown in the plans
- Provide construction staking for clearing & grubbing, removals, storm sewer, roadway/trail subgrade and curb & gutter
- Document staked point locations and elevations
- Provide Contractor with construction staking information

### Construction Administration

WSN proposes to provide construction administration services associated with construction of the proposed improvements and coordination with the Contract Documents. Specific tasks included with this proposal are:

- Coordinate execution of the Contract Documents
- Coordinate and attend a pre-construction conference
- Prepare project website updates

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- Review Contractor material submittals for compliance with the specifications
- Coordinate and conduct weekly construction meetings
- Wage rate compliance review and reporting
- Project status reports
- SWPPP monitoring
- Preparation of Contractor payment requests
- Review and preparation of change orders and work directives
- Serve as the liaison between City, Contractor and the Public
- Review project status, pay estimates and change orders with Utilities Commission and City Council

### Construction Observation

WSN proposes to provide construction observation services to document conformance to the Contract Documents. Specific tasks included with this proposal are:

- Provide part-time field observation of the following items:
  - Traffic control
  - Removals
  - Clearing and grubbing
  - Roadway and trail subgrade
  - Aggregate base
  - Pavement markings and signage
  - Restoration and project clean up
- Provide full-time field observation of the following items
  - Storm sewer
  - Concrete curb & gutter and flatwork
  - Bituminous roadway, trail and driveways
- Observe and document testing procedures and results
- Document daily work activities for conformance to the plans and specifications
- Measure and document bid items for payment
- Assist the City with the final walkthrough and project closeout

### Construction Testing

WSN proposes to sub-contract with Braun Intertec Corporation to complete all required City construction testing in accordance with MSAS requirements and the MnDOT Schedule of Materials Control. Items included with this proposal include:

- Coordination and scheduling of Braun Intertec construction testing
- Completion of all required soils, concrete and bituminous testing.
- Preparation of construction testing compliance documentation.

### Post-Construction Services

WSN will complete post--construction services in accordance with City requirements. Specific tasks included with this proposal are:

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- Complete record drawing survey of new or altered storm sewer, sanitary sewer and water pipes, structures and appurtenances
- Re-establish removed or disturbed property boundary markers
- Preparation of property boundary certificate of survey
- Preparation of "Record Drawing" document

WSN proposes to perform the services described above on an hourly basis, in accordance with the attached fee schedule, for the Not to Exceed amount of \$105,350.00.

Chairman Yliniemi inquired if a Request for Proposals (RFP) was needed since it was over the \$15,000.00 threshold of the City Policy. Public Works Director/City Engineer Walter informed the Commission that the RFP Policy allows flexibility if it is in the City's best interest. This project needs to be combined with the 2015 Dellwood Drive/Novonty Road Improvements Project. The projects need to be combined for City Financial reasons in order to fund both projects. Making both projects into one bigger project makes it in the best interests of the City to have one engineering firm in charge of the entire project.

**MOTION** by Commissioner Crochet, seconded by Commissioner Franzen to recommend City Council approve the WSN Agreement for Professional Engineering, Surveying and Construction Testing Services for Inglewood Drive from Trunk Highway 210 to Excelsior Road in the not to exceed amount of \$105,350.00. Motion carried unanimously.

### **WSN PROPOSAL FOR ENGINEERING SERVICES FOR THE LIFT STATION NO. 7 REHABILITATION**

WSN Consulting Engineer Welch reviewed the WSN Proposal for Engineering Services for Lift Station No. 7 located at the north end of Cedar Scenic Road.

Improvements scheduled for Lift Station 7 include the following:

- Salvage existing control panel to the City
- Install a new stainless steel control panel
- Replace transducer
- Replace floats
- Replace base elbows
- Replace pump guide rails
- Wet well cleaning and concrete spot repair
- Replace concrete cover and aluminum hatch
- Discharge piping cleaning and coating repair
- Complete valve vault replacement with addition of bypass piping

The estimated project cost of the proposed improvements is \$136,000.

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WSN's recommended scope of services to complete the work described above is as follows:

- Meet with City staff to review existing conditions and proposed improvements.
- Obtain underground facility (gas, telephone, fiber, electric, etc.) location information
- Field survey project area for horizontal and vertical location information
- Obtain field inventory and measurements of existing lift station components and piping
- Base drawing of existing site conditions
- Plan and elevation drawing of existing and proposed lift station improvements
- Detail and section sheets
- Bid package and specification
- Bid solicitation and contractor selection assistance
- Pre-construction conference/meeting
- Part time field observation
- Post construction survey
- Record drawing preparation

WSN proposes to perform the services described for the lump sum amount of \$9,150.00.

Public Works Director/City Engineer Walter requested a taller antenna pole needs to be installed because there has been communication problems in the past. Also, requested an outside light on a switch be installed on the pole for nighttime emergency service to the lift station. WSN Consulting Engineer Welch confirmed that he will add these two items to the engineering contract and there would be no additional engineering fees required for the two items.

**MOTION** by Commissioner Franzen, seconded by Commissioner Crochet to recommend City Council approve the WSN Proposal for Engineering Services for Lift Station No. 7 Rehabilitation in the lump sum amount of \$9,150.00. Motion carried unanimously.

### **2015 CITY OF BAXTER STRIPING PROJECT**

Public Works Director/City Engineer Walter stated the City of Baxter can partner with Crow Wing County Highway Department to bid the 2015 City-Wide Striping Project.

Council Liaison Cross inquired if the City has a striping policy in place and does the City really need to have one. Public Works Director/City Engineer Walter stated the City does not have one in place but the Commission has a draft that was started in 2013. The Commission put the draft on hold when the City Council decided to go forward with the chip sealing and seal coating maintenance. The policy needs to be finished and updated to reflect the recent changes regarding latex paint and unnecessary pavement markings.

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Currently, staff is not proposing to stripe anything that is not already striped and eliminating all unnecessary pavement markings such as stop bars at intersections and zebra cross walk striping.

**QUALITY FLOW ANNUAL LIFT STATION INSPECTIONS**

The commission reviewed the annual lift station inspection report for 2014. A brief discussion was held with regards to when repairs were completed. Public Works Director/City Engineer Walter explained that staff works with Quality Flow and most of the repairs are made right at the time of inspection. Some repairs have to be done at a later date because of ordering parts or other reasons. Staff normally completes all repairs within 30 days of the annual inspection by Quality Flow.

**WASTEWATER TREATMENT PLANT CHARGES FOR NOVEMBER 2014**

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

**OTHER BUSINESS**

Council Liaison Cross inquired if the meeting time for the commission was being considered to adjust to 5:00 p.m.? The commission members discussed and would like to change from 4:00 to 5:00 p.m. because of changes in their personal work schedules in the last year.

**MOTION** by Commissioner Crochet, seconded by Commissioner Franzen to move the Utilities Commission Meeting to 5:00 p.m. starting on February 4, 2015. Motion carried unanimously.

The change in Utility Commission meeting time needs to be updated on the City web page and the City annual calendar of events.

**ADJOURNMENT**

**MOTION** by Commissioner Crochet, seconded by Commissioner Franzen to adjourn the meeting at 5:20 p.m. Motion carried unanimously.

Approved by:

Submitted by,

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Rock Yliniemi  
Chairman

\_\_\_\_\_  
Mary Haugen  
Administrative Assistant