

UTILITIES COMMISSION
January 8, 2014

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

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

MEMBERS ABSENT: None.

STAFF PRESENT: Public Works Director/City Engineer Trevor Walter, Community Development Director Josh Doty and Administrative Assistant Mary Haugen.

OTHERS PRESENT: WSN Consulting Engineer Aric Welch.

APPROVAL OF MINUTES

MOTION by Commissioner Klopfleisch, seconded by Commissioner Crochet to approve the Utilities Commission minutes of December 4, 2013. Motion carried unanimously.

THE VIEW AT RUSH LAKE ASSOCIATION REQUEST

Public Works Director/City Engineer Walter informed the commission that he had received an inquiry if the City would be willing to assume responsibility and maintenance for Rush Lake Court. Currently Rush Lake Court is a private street.

CD Director Doty explained the concept of the Planned Unit Development which is a project or subdivision with individually owned units plus common property that is owned and maintained by an association of property owners. Planned unit developments have a comprehensive development plan, and buildings are often on smaller lots with private driveways and streets in order to free more common space.

Occasionally, associations do request that ownership of the private road revert to the city. This may be because the ownership of the property has changed or no master association to plan for maintenance and reconstruction of the road system.

CD Director Doty stated that the City of Plymouth did accept private streets; however, the street had to meet all of the current city standards.

Chairman Yliniemi stated the City had previously accepted Brandon Road, which had outlots that were replatted to meet the required 80-foot of road right-of-way. Public Works Director/City Engineer Walter explained the development on Brandon Road had a 100-year storm water design, water, sanitary sewer, curb & gutter which met all meet current City specifications and ordinances.

UTILITIES COMMISSION – 01/08/14

The commission held an extensive discussion on private road turn backs with regards to construction of the roadway, setback implications, stormwater concerns, annual maintenance and current conditions of an existing private street.

The Commission felt that the City should be concerned in the future whether these planned unit developments are sustainable or are they going to fail and what will the City be left with? No formal recommendation was made on the subject of private road turn backs since this matter was discussion only.

INDUSTRIAL PARK ROAD STORMWATER BASIN CLEANING AND EXPANSION FINAL PAY ESTIMATE NO. 2

Public Works Director/City Engineer Walter gave a brief overview of the project. The project has been completed and Public Works Director/City Engineer Walter recommends approval of the final pay estimate.

MOTION by Commissioner Crochet, seconded by Commission Klopfleisch to recommend City Council approve the Industrial Park Road Stormwater Basin Cleaning and Expansion Project, Final Pay Estimate No. 2 to Anderson Brothers Construction in the amount of \$4,703.58. Motion carried unanimously.

WILDFLOWER DRIVE, FRANKLIN DRIVE AND WOIDA ROAD IMPROVEMENTS PROJECT UPDATE

City Consulting Engineer Welch gave a brief review of the Wildflower Drive, Franklin Drive and Woida Road Improvement Project.

Survey crews have been working in the project area on Woida Road. The topographic survey of Woida Road is complete and WSN crews are now concentrating efforts on Wildflower Drive and Franklin Road. Progress has been slow due to snow cover and below average temperatures.

WSN and City Attorney Person have prepared 19 easement documents. Three easements for property along Woida Road have been signed and are currently being recorded. Sanitary sewer, water and roadway plan layouts are complete.

City Consulting Engineer Welch gave a brief history on the design of the Section 6 Stormwater Plan and the stormwater distribution system. Stormwater design is proving to be a challenge. Ground water in the project area is high and potential outlet locations are difficult to identify. Woida Road will require three separate stormwater discharge locations and WSN has met with city staff to review possible outlets.

WSN plan is to complete Woida Road as a separate plan set and submit it for State Aid review by the end of the month. There has been some difficulty getting utility field locates in the project area. WSN has received mapping from several utility companies but the mapping does not show the level of detail needed for the plans. WSN has notified utility companies of the

UTILITIES COMMISSION – 01/08/14

project and sent preliminary plans for Woida Road. A utility meeting has been scheduled on Thursday, January 9th to discuss locating issues and utility relocation.

BRAINERD PUBLIC UTILITIES WASTEWATER TREATMENT PLANT CHARGES FOR NOVEMBER 2013

The Wastewater Treatment Plant Charges for November was provided to the commission as information only.

CROW WING POWER 2013 BILLING CREDIT

The Crow Wing Power 2013 billing credit was provided to the commission as information only.

INTERNSHIP REPORT

The internship report was provided to the commission as information only.

ADJOURNMENT

MOTION by Commissioner Crochet, seconded by Commissioner Klopfleisch to adjourn the meeting at 5:15 p.m. Motion carried unanimously.

Approved by:

Submitted by,

Rock Yliniemi
Chairman

Mary Haugen
Administrative Assistant