

UTILITIES COMMISSION
March 4, 2015

The regular meeting of the Baxter Utilities Commission was called to order at 5:00 p.m. by Chairman Rock Yliniemi.

MEMBERS PRESENT: Commissioners Shawn Crochet, Chairman Rock Yliniemi, and Council Liaison Mark Cross.

MEMBERS ABSENT: Commissioner Dave Franzen.

STAFF PRESENT: Public Works Director/City Engineer Trevor Walter.

OTHERS PRESENT: WSN Consulting Engineer Aric Welch.

APPROVAL OF MINUTES

MOTION by Commissioner Franzen, seconded by Commissioner Crochet to approve the Utilities Commission minutes of February 25, 2015. Motion carried unanimously.

REVIEW OF BIDS FOR THE 2015 EXCELSIOR ROAD IMPROVEMENTS PROJECT

Public Works Director/City Engineer Walter explained that the 2015 Excelsior Road Improvements Project would not be awarded by City Council until May 5, 2015 but it is before the Utilities Commission tonight for their review.

Pursuant to the authority of the City Council and after proper legal advertisement, bids for the above referenced project were obtained at 9:00 A.M., in the Baxter City Hall on Tuesday, February 7, 2015.

The following three bids were received:

Anderson Brothers Construction Co.	\$2,475,909.04
Landwehr Construction	\$2,556,567.66
Tom's Backhoe Services	\$2,396,931.36
Engineer's Estimate	\$2,387,468.15

All bids were conforming to the plans, specifications and advertisement. There were three errors in the Tom's Backhoe bid which changed the amount of his bid to \$2,579,868.36.

City Consulting Engineer Hedlund, who was unable to attend the meeting, is recommending the 2015 Excelsior Road Improvements Project bid be awarded to Anderson Brothers Construction in the amount of \$2,475,909.04.

Public Works Director/City Engineer Walter explained that no motion was needed at this meeting. The formal recommendation of bids will be on the April 8th Utilities Commission Agenda for approval after the public assessment hearing has been held.

PHASE FOUR OF SHANANDOAH OFFICE PARK PLAT

UTILITIES COMMISSION – 03/04/15

Public Works Director/City Engineer Walter explained that the plat does show the dedicated future right-of-way for Isle Drive. Staff had met with the property owners and they had no concerns about the additional 7-feet needed for the 80-foot right-of-way; however, they did express concern about the amount of additional property needed for the future Isle Drive curve in order to connect to Forthun Road to Isle Drive.

The property owner had inquired early on about a land exchange for the additional right of way and the land from the adjoining City storm water pond. The plat does include the Outlot that the storm water pond is located on as a proposed land swap. It is not a significant change to the Outlot and does not affect the volume or function of the storm water ponding system.

Public Works Director/City Engineer Walter submitted the plan review done by Engineering Technician Doug Schultz into the record:

March 4, 2015

Westwood Professional Services
Attn: Robert Olson
370 - 12th Street North, Suite 206
St. Cloud, MN 56303

Re: Civil Review – Exit Lakes Realty
7153 Forthun Road – Baxter, MN

The City of Baxter's Public Works Department has reviewed the Exit Lakes Realty plan sheets you re-submitted to the City of Baxter on February 26, 2015.

At this time we offer the following comments with regard to the proposed layout.

- Sanitary Sewer and Water main Plans
 - Install MH-1 at the existing main sanitary sewer and end the sanitary sewer line with MH-2.
 - Remove clean-outs from sanitary sewer main line.
 - Add clean-outs on all individual sanitary sewer lines just before building.
 - Center 20 foot wide utility easement include on plat over sanitary sewer from north property line to the last manhole.
 - Remove and cap existing 6" sanitary sewer stub line at main sanitary sewer line on Forthun Road.
 - Center 20 foot wide utility easement included on plat over water main line from north property line to west property line and cover the fire protection valve.
 - Separate fire line and domestic water line outside of the building.
 - Remove existing 1½" domestic service line from main line corporation and remove the curb stop.
 - Turn off corporation and plug at water main.

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- Water services for each unit will need separate water meters and be installed in one room that the City of Baxter can have access to from inside and/or outside.
- Detail Sheet
 - Remove Sanitary Manhole precast manhole with adjustable rings detail
 - Remove Gate valve detail
 - Remove Fire Hydrant detail
 - Remove Concrete Cross Gutter detail
 - Add City of Baxter Typical Water Service Abandonment Detail
 - Add City of Baxter Concrete Valley Gutter Detail
 - Add City of Baxter Typical Hydrant & Dead End Hydrant Details
 - Add City of Baxter Typical Fire & Water Service Details
 - Add City of Baxter Typical Pipe Bedding Detail
 - Add City of Baxter Pipe Insulation Detail
 - Add City of Baxter Standard Precast Manhole Detail
- Storm Water
 - At this time the design appears to be short on volume and further discussion is needed with the Westwood project engineer.

If you have any questions, please contact me at (218) 454-5176.

Sincerely,
Doug Schultz
Engineering Technician

MOTION by Commissioner Crochet, seconded by Commissioner Franzen to recommend advising the Planning & Zoning Commission that the Utilities Commission has no concerns with the plat contingent on the following conditions:

1. Proper right-of-way as needed for the future Isle Drive dedicated on the plat.
2. 20-foot utility easement over the Sanitary Sewer Main dedicated on the plat.
3. 20-foot utility easement over the Watermain dedicated on the plat.
4. Require a Development Agreement for the Sanitary Sewer and Water Main before a building permit is issued.

Motion carried unanimously.

EXIT LAKES REALTY OFFICE BUILDING SITE, GRADING UTILITIES AND EROSION CONTROL PLANS

Public Works Director/City Engineer Walter requested the Exit Lakes Realty Office Building Site, Grading and Erosion Control Plans be tabled to the April 8, 2015 Utilities Commission meeting for further information and modifications to the plans.

MOTION by Commissioner Franzen, seconded by Commissioner Crochet to table the Exit Lakes Realty Office Building Site, Grading and Erosion Control Plans until the April 8th, 2015 Utilities Commission Meeting. Motion carried unanimously.

EXIT LAKES REALTY OFFICE BUILDING STORMWATER CALCULATIONS

Public Works Director/City Engineer Walter requested the Exit Lakes Realty Office Building Stormwater Calculations be tabled to the April 8, 2015 Utilities Commission meeting for further information.

MOTION by Commissioner Franzen, seconded by Commissioner Crochet to table the Exit Lakes Realty Office Building Stormwater Calculations until the April 8th, 2015 Utilities Commission Meeting. Motion carried unanimously.

AFFINITY PLUS FEDERAL CREDIT UNION STORMWATER CALCULATIONS

Public Works Director/City Engineer Walter informed the commission that the stormwater calculations for Affinity Plus Bank was previously approved at the November 6, 2013 Utilities Commission. No changes have been made to the plan and Public Works Director/City Engineer Walter has no concerns with the stormwater calculations.

MOTION by Commissioner Crochet, seconded by Commissioner Franzen to recommend advising the Planning and Zoning Commission that the Utilities Commission still concurs with the original November 6, 2013 Utilities Commission approval of the Affinity Plus Bank Stormwater Plan due to no changes in the plans. Motion carried unanimously.

LIFT STATION NO. 3 RE-ROUTE IMPROVEMENTS PROJECT UPDATE

The Lift Station No. 3 re-route improvements project update was submitted to the commission as information only.

CROW WING POWER MANAGEMENT PROJECT

The Cow Wing Power management project information was submitted to the commission as information only.

ADJOURNMENT

MOTION by Commissioner Crochet, seconded by Commissioner Franzen to adjourn the meeting at 5:27 p.m. Motion carried unanimously.

Approved by:

Submitted by,

Rock Yliniemi
Chairman

Mary Haugen
Administrative Assistant