

UTILITIES COMMISSION

November 6, 2013

The regular meeting of the Baxter Utilities Commission was called to order at 4:05 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: City Administrator Gordon Heitke, Public Works Director/City Engineer Trevor Walter and Administrative Assistant Mary Haugen.

OTHERS PRESENT: WSN Consulting Engineer Aric Welch.

APPROVAL OF MINUTES

MOTION by Commissioner Klopfleisch, seconded by Commissioner Franzen to approve the Utilities Commission minutes of October 2, 2013. Motion carried unanimously.

MARTINS ADDITION OUTLOT A CONCEPT SKETCH

Public Works Director/City Engineer Walter informed the commission the concept sketch for the proposed Martin's Addition Outlot A is being presented in order to meet the adequate facilities ordinance deadline of December 1, 2013.

MOTION by Commissioner Franzen, seconded by Commissioner Klopfleisch to recommend City Council acknowledge receipt of the Martin's Addition Outlot A Concept Layout in order to meet the adequate facilities ordinance deadline of December 1, 2013. Motion carried unanimously.

AFFINITY BANK STORMWATER REVIEW

Public Works Director/City Engineer Walter reviewed the Affinity Bank Stormwater review. There will be no change to ingress/egress or city utilities (water and sanitary sewer). The stormwater plan meets City Ordinance requirements for storm water onsite.

MOTION by Commissioner Crochet, seconded by Commissioner Franzen to recommend advising the Planning and Zoning Commission that the Utilities Commission recommends approval of the Affinity Bank Stormwater Plan.

JOLER ROAD OFFICIAL MAPPING

Public Works Director/City Engineer Walter reviewed the past history of the approximately 200 feet of City Class 5 Gravel Street on Joler Road that does not have a dedicated 80 feet of right-of-way.

At the July 2, 2013 Utilities Commission meeting, the Utilities Commission recommended consideration of hiring a land appraiser to determine the value of the R-1 property needed for right-of-way. The City Council felt it would be best to officially map the entire future street corridor and a public hearing is scheduled to be held on November 19th, 2013.

MOTION by Commissioner Klopfleisch, seconded by Commissioner Crochet to recommend advising the Planning & Zoning Commission that the Utilities Commission has no concerns with the Joler Road Official Map and recommends adoption of the Ordinance.

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LIFT STATION NO. 6 PARTIAL PAY ESTIMATE NO. 1

WSN Consulting Engineer Welch reviewed the Anderson Brothers Construction Partial Pay Estimate No. 1 for the Lift Station No. 6 Reconstruction Project. A final walk through of the project area was done the end of last week and a punch list needs to be completed. The punch list is short with just minor items of clean up remaining.

The standard ten percent retainage in the amount of \$8,000.00 will be held until the project is complete. Consulting Engineer Welch has no concerns with this pay estimate and recommends approval.

MOTION by Commissioner Klopfleisch, seconded by Commissioner Crochet to recommend City Council approve the Lift Station No. 6 Partial Pay Estimate No. 1 to Anderson Brothers Construction in the amount of \$72,000.00. Motion carried unanimously.

2013 REHABILITATION OF WELL NO. 3

WSN Consulting Engineer Welch gave a brief review of the rehabilitation project and presented the change order and invoice.

Thein Well Change Order No. 1 for the 2013 Rehabilitation of Well No. 3

WSN Consulting Engineer Welch presented Thein Well Change Order No. 1 for the 2013 Rehabilitation of Well No. 3. The following modifications for Change Order No. 1 is as listed below:

1. The City elected to have Thein Well Company trim the impellers on the newly installed well pump in Well No. 3. Total Addition = \$3,750.00
2. The City requested Thein Well Company provided three (3) new pumps for the other municipal wells. Total Addition = \$10,420.00

MOTION by Commissioner Franzen, seconded by Commissioner Crochet to recommend City Council approve the Thein Well Change Order No. 1 in the amount of \$14,170.00 for the 2013 Rehabilitation of Well No. 3. Motion carried unanimously.

Thein Well Invoice No. 4518 for the 2013 Rehabilitation of Well No. 3

WSN Consulting Engineer Welch presented the Thein Well invoice in the amount of \$10,420.00 for the three new pumps for the other municipal wells.

MOTION by Commissioner Franzen, seconded by Commissioner Crochet to recommend City Council approve the Thein Well Invoice No. 4518 in the amount of \$10,420.00 for the rehabilitation of Well No. 3. Motion carried unanimously.

Chairman Yliniemi inquired if the wells had gained any capacity since the rehabilitation. Public Works Director/City Engineer Walter stated that with the rehabilitation and pump change out the wells had regained significant specific capacity.

WARRANTY INSPECTION REPORT ON THE EAST WATER TOWER

WSN Consulting Engineer Welch presented the one year warranty inspection report that was conducted on September 23, 2013. Based on the inspection data, it appears that some miscellaneous structural modifications and repairs will be required and the items are listed below:

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3.1 Interior Structural

Although the tower was not specifically inspected for structural integrity, any deficiencies observed would be reported. Structurally, the tower is in excellent condition; however, the following were observed:

3.1.1 The inspection platform on the drywell tube in the wet area of the tower has a solid floor. As a result the platform can collect water from condensation dripping or running down onto it. This can be corrected with the installation of a flush drain with a line discharging into the overflow weir box.

3.1.2 The length of the electrical cable for the Solar Bee GS-12 submersible mixer does not appear to be adjusted properly; it appears there is at least ten to fifteen feet of excess cable hanging loosely. Left unaltered, one of the following may occur: a) the cord inhibits intake into the mixer, reducing its effectiveness, or b) the cord may be pulled into the intake, causing damage to the unit and potentially the electrical system or tower itself. The Owner should adjust the length of cable in the water by coiling the excess cord and securing it to the inspection platform handrail.

3.1.3 There is a small amount of sediment in the tower bowl, which is minimal at this time but should be monitored with periodic inspections. Additionally, there appears to be some biofilm forming in the bowl. While not an immediate concern, biofilm can provide shelter to microbes, pathogenic bacteria and protozoa, and may pose a risk if left unattended. Pending the results of the next periodic inspection, a chemical cleaning may be warranted, but is not required at this time.

3.1.4 The fabric condensate ceiling appears to have some construction debris on it which could potentially make it ineffective and potentially a safety hazard. The debris needs to be cleaned out and the drain tested to ensure proper function and ensure clogging has not occurred.

3.2 Interior Wet Coating

3.2.1 The tower was built and the interior wet area was completely abrasive blasted and painted in 2012. The interior wet coating is in excellent condition. There were a total of six (6) pinhole failures observed on the interior wet areas, primarily on the shell. As attempting to repair these can cause additional failures, repairs are not recommended.

3.3 Cathodic Protection System (C.P.)

3.3.1 The reservoir does not have a Cathodic Protection system. Although it is considered an inexpensive form of interior corrosion protection, it should not be required if the coating is maintained properly. Therefore the cost of a Cathodic Protection system is not included in the tank repair and reconditioning cost estimate.

3.4 Interior Dry Coating

3.4.1 The tower was built and the interior dry area was completely abrasive blasted and painted in 2012. The interior dry coating is in excellent condition, with no visible coating failures. No warranty or other coating repairs are required. The tower should be reinspected and reevaluated in three to five years.

3.5 Exterior Structural

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Although the tower was not specifically inspected for structural integrity, any deficiencies observed would be reported. Structurally, the tower is in excellent condition; however, the following were observed.

3.5.1 The roof access and ventilation manways are secured using a carabineer, rather than a padlock. If the Owner is concerned about security in the tank, each of the hinged roof manways should be secured with a padlock.

3.5.2 Due to the presence of insects in the reservoir, the manways may require some adjustment to close and seat properly, in accordance with Minnesota Health Department regulations. This item should be performed by the Contractor under the terms of the warranty.

WSN Consulting Engineer Welch stated that 3.1.1 regarding the platform should be completed as budget allows since standing water can become stagnant this could become a contamination issue in the drinking water. Public Works Director/City Engineer Walter stated that some items are a warranty issue and will be completed by CB&I and two of the issues are the responsibility of the City and will be completed by the City as budget allows in 2014 and 2015. City responsibilities are less than \$1,300.00.

MOTION by Commissioner Franzen, seconded by Commissioner Klopfleisch to recommend City Council accept the KLM Elevated Water Tank Warranty Inspection Report for the new East water Tower located at 7410 Hastings Road. Motion carried unanimously.

MUNICIPAL SEPARATE STORM SEWER SYSTEM DRAFT PERMIT AND WORK PLAN WITH ESTIMATED HOURS ALLOCATED TO THE MCM'S

WSN Consulting Engineer Welch reviewed the draft permit and estimated hours allocated to the MS4 requirements.

The commission held an extensive discussion on the requirements of the new permit. Public Works Director/City Engineer Walter stated the entire public works staff, building official and consulting firm met to discuss the permit requirements and hours of work need to be allocated.

The first year of the permit will be the most challenging to meet both permit requirements and allocated staff hours.

STORM SEWER DESIGN – UPDATED ATLAS 14 RAINFALL DATA

Public Works Director/City Engineer Walter reviewed the new study which updated the rainfall amount from 5.53 inches to 6.27 inches for the 100-year storm event. The City will need to do an ordinance amendment.

WSN Consulting Engineer Welch stated this study is not reviewed very often and the last time this study was conducted was in 1961.

MOTION by Commissioner Franzen, seconded by Commissioner Klopfleisch to recommend City Council follow the most current study of the Atlas 14 Rainfall Amount for all storm events and direct staff to make appropriate ordinance amendments. Motion carried unanimously.

THEIN WELLS INSPECTION OF CITY WELLS

The Thein Wells annual inspection report was provided to the commission as information only. There were no issues with the City Wells.

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WASTEWATER TREATMENT PLANT CHARGES FOR SEPTEMBER 2013

The Wastewater Treatment Plant Charges for September was provided to the commission as information only. Public Works Director/City Engineer Walter noted the increase in TSS with the October bill and staff will review the FOG submittals, make sure everyone is current and look for any change in volumes.

WATER AND WASTEWATER RATES ON THE RISE ARTICLE

The Water and Wastewater Rates on the Rise article was provided to the commission as information only in order to better understanding what is happening nationwide with utility rates.

MCSC COALITION MEMBERSHIP INFORMATION

The MCSC coalition membership information was provided to the commission as information only.

JOINT CITY COUNCIL /UTILITIES COMMISSION MEETING SCHEDULED FOR TUESDAY, NOVEMBER 26TH, 2013 AT 6:00 P.M. FOR WOIDA ROAD IMPROVEMENT PROJECT

Public Works Director/City Engineer Walter informed the commission of the joint meeting to discuss the Woida Road Improvement Project and Franchise fees and ordinance.

ADJOURNMENT

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

Approved by:

Submitted by,

Rock Yliniemi
Chairman

Mary Haugen
Administrative Assistant

