

UTILITIES COMMISSION
December 4, 2013

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 Dave Franzen, Bruce Klopfleisch, and Council Liaison Rob Moser.

MEMBERS ABSENT: Commissioner Shawn Crochet.

STAFF PRESENT: Public Works Director/City Engineer Trevor Walter and Engineering Technician Doug Schultz.

OTHERS PRESENT: WSN Consulting Engineer Aric Welch.

APPROVAL OF MINUTES

MOTION by Commissioner Franzen, seconded by Commissioner Klopfleisch to approve the Utilities Commission minutes of November 6, 2013. Motion carried unanimously.

CONDITIONAL USE PERMIT AND VARIANCE FOR DOLLAR TREE STORE

Public Works Director/City Engineer Walter reviewed the Conditional Use Permit and Variance for the Dollar Tree Store. Public Works Director/City Engineer Walter has no concerns with the proposed project and recommends approval.

MOTION by Commissioner Klopfleisch, seconded by Commissioner Franzen to recommend advising the Planning and Zoning Commission that the Utilities Commission has no concerns with the project and recommends approval of the Conditional Use Permit and Variance for the Dollar Tree Store since it has no additional impact on existing street access, sanitary sewer and water connections. Motion carried unanimously.

Public Works Director/City Engineer Walter reviewed the stormwater plan for the Dollar Tree Store. Staff is currently reviewing the plan and Public Works Director/City Engineer Walter recommends approval contingent on it meeting the 5-year storm event requirements as per City Ordinance 8-5-4:G.

MOTION by Commissioner Klopfleisch, seconded by Commissioner Franzen to recommend City Council approve the stormwater plan for the Dollar Tree Store contingent on the plan meeting the 5-year storm event requirements as per City Ordinance 8-5-4:G and advise the Planning & Zoning Commission of this action. Motion carried unanimously.

PLANNED UNIT DEVELOPMENT AMENDMENT AND MINOR SUBDIVISION PLAT OF AUTUMN GLEN

Public Works Director/City Engineer Walter reviewed the Planned Unit Development for Autumn Glen. He had no concerns with the street, water, sanitary sewer, and storm sewer layout and recommends approval.

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MOTION by Commissioner Franzen, seconded by Commissioner Klopfleisch to recommend advising the Planning and Zoning Commission that the Utilities Commission has no concerns with and recommends approval of the Planned Unit Development Amendment of Autumn Glen Second Addition. Motion carried unanimously.

Public Works Director/City Engineer Walter reviewed the Minor Subdivision Plat of Autumn Glen which will need a Developer's Agreement.

MOTION by Commissioner Klopfleisch, seconded by Commissioner Franzen to recommend advising the Planning and Zoning Commission that the Utilities Commission has no concerns with and recommends approval of the Minor Subdivision Plat of Autumn Glen Second Addition contingent on a signed development agreement. Motion carried unanimously.

Public Works Director/City Engineer Walter reviewed the vacation of the existing drainage and utility easements on Outlot A and Outlot B. The drainage and utility easements will be rededicated on the new plat.

MOTION by Commissioner Franzen, seconded by Commissioner Klopfleisch to recommend City Council approve the vacation of the existing drainage and utility easements on Outlot A and Outlot B of Autumn Glen Plat and advise the Planning & Zoning Commission of this action. Motion carried unanimously.

LIFT STATION NO. 6 - FINAL PAY ESTIMATE NO. 2

City Consulting Engineer Welch reviewed the Final Pay Estimate No.2 for Lift Station No. 6. The contractor had provided a letter stating they will warranty the growth of the seeding in the spring of 2014.

MOTION by Commissioner Klopfleisch, seconded by Commissioner Franzen to recommend City Council approve Lift Station No. 6 Final Pay Estimate No. 2 to Anderson Brothers Construction in the amount of \$16,000.00. Motion carried unanimously.

ANDERSON BROTHERS HOME DEPOT ENTRANCE PROJECT STRIPING AGREEMENT

Public Works Director/City Engineer Walter reviewed the striping agreement with Anderson Brothers Construction for the new Home Depot Entrance on Elder Drive. Anderson Brothers were only able to put down latex stripes this fall for the new right turn lane on Elder Drive. The City requires epoxy stripes on all City streets.

Being the City has their striping contractor returning in the spring of 2014 to finish the 2013 striping on Elder Drive, Anderson Brothers has asked the City to epoxy stripe the right turn lane in the spring of 2014. Anderson Brothers with this agreement with the City would be able to close out the Home Depot Entrance on Elder Drive in 2013. This is the same agreement that the City had with Costco across the street on Elder Drive in order to have epoxy stripes on Elder Drive.

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

MOTION by Commissioner Klopfleisch, seconded by Commissioner Franzen to recommend City Council approve the Anderson Brothers Home Depot Entrance Striping Agreement for the right turn lane on Elder Drive. Motion carried unanimously.

20-YEAR MAINTENANCE PLAN UPDATE FOR SANITARY SEWER LIFT STATIONS

Public Works Director/City Engineer Walter reviewed the updated 20-Year Maintenance Plan for the Sanitary Sewer Lift Stations. The maintenance plan is a tool for future maintenance planning and budgeting.

The plan and costs are reviewed in detail by the commission every year and adjustments are made appropriately to the plan as needed. The city currently has 22 lift stations in the City that need to be maintained on a regular basis.

MOTION by Commissioner Klopfleisch, seconded by Commissioner Franzen to recommend City Council approve the 20-Year Maintenance Plan Update for the Sanitary Sewer Lift Stations. Motion carried unanimously.

KLM WARRANTY INSPECTION REPORT

The KLM Warranty Inspection Report was provided to the commission as information only.

QUALITY FLOW SYSTEMS 2013 LIFT STATION INSPECTION REPORTS

The Quality Flow Systems 2013 Lift Station Inspection Reports was provided to the commission as information only. Most of the repairs and maintenance at the lift stations was completed by Quality Flow at the time of inspections.

WASTEWATER TREATMENT PLANT CHARGES FOR OCTOBER 2013

The Wastewater Treatment Plant Charges for October was provided to the commission as information only. Should note that the BOD is climbing on a monthly basis and the TSS is over 300 mg/L for the last three months.

MnDOH REDUCTION OF LEAD IN DRINKING WATER ACT REMINDER.

The MnDOH Reduction of Lead in Drinking Water Act Reminder was provided to the commission as information only and available on the city website.

MnDOT RESEARCH SERVICES ARTICLE ON PREVENTING STRIPPING OF ASPHALT PAVEMENT UNDER CHIP SEALS

The MnDOT Research Services article on Preventing Stripping of Asphalt Pavement under Chip Seals was provided to the commission as information only and available on the city website.

ADVANCED ENGINEERING ARTICLE ON CONSERVATION WATER RATE STATICS FROM THE 2013 NORTH CENTRAL UTILITY RATE SURVEY

The Advanced Engineering article on Conservation Water Rate Statistics from the 2013 North Central Utility Rate Survey as provided to the commission as information only and available on the city website.

ADJOURNMENT

MOTION by Commissioner Klopfleisch, seconded by Commissioner Franzen to adjourn the meeting at 5:30 p.m. Motion carried unanimously.

Approved by:

Submitted by,

Rock Yliniemi
Chairman

Mary Haugen
Administrative Assistant