

UTILITIES COMMISSION
November 8, 2018

The regular meeting of the Baxter Utilities Commission was called to order at 5:30 p.m. by Chairman Rock Yliniemi.

MEMBERS PRESENT: Commissioners Jack Christofferson, Dave Franzen, Chairman Rock Yliniemi and Council Liaison Mark Cross.

MEMBERS ABSENT: None.

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

OTHERS PRESENT: WSN Consulting Engineer Kevin Wernberg, SEH Consulting Engineer Scott Hedlund, and WSB Consulting Engineer Chris Sonmor.

APPROVAL OF MINUTES

MOTION by Commissioner Franzen, seconded by Commissioner Christofferson to approve the Utilities Commission minutes of October 8, 2018. Motion carried unanimously.

PAMPERED PETS PET RANCH CONDITIONAL USE PERMIT

Public Works Director/City Engineer Walter reviewed the Conditional Use Permit for the proposed Pampered Pets Pet Ranch at 8301 Industrial Park Road. The facility would allow for an overnight pet boarding facility and daycare for both dogs and cats.

The 2.2-acre site has existing sanitary sewer, water, roadway access and three (3) stormwater detention ponds located in the front, rear and east side of the building. Mr. Walter had no concerns with the Conditional Use Permit contingent on a signed stormwater facilities maintenance agreement as per City ordinance and a 100-year stormwater plan for the site.

MOTION by Commissioner Franzen, seconded by Commissioner Christofferson to advise the Planning & Zoning Commission they have no concerns with the Conditional Use Permit for Pampered Pets Pet Ranch contingent on the following:

- 100-Year Stormwater Plan for the site.
- Stormwater Facilities Maintenance Agreement as per city ordinance.

Motion carried unanimously.

2018 NORTH WATER TOWER REHABILITATION IMPROVEMENTS PROJECT
MONTHLY UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the 2018 North Water Tower Rehabilitation Project Monthly Update Memo. There was no new information or questions from the commission or the public.

2018 NORTH WATER TOWER REHABILITATION IMPROVEMENTS PROJECT
PARTIAL PAY ESTIMATE NO. 2

Public Works Director/City Engineer Walter reviewed Partial Pay Estimate No. 2 with the commission for the 2018 North Water Tower Rehabilitation Improvements Project. Mr. Walter has no concerns with Partial Pay Estimate No. 2 and recommends approval.

MOTION by Commissioner Christofferson, seconded by Commissioner Franzen to recommend City Council approve the KLM Engineering, Inc. Partial Pay Estimate No. 2 in the amount of \$285,000.00 for the 2018 North Water Tower Rehabilitation Improvements Project. Motion carried unanimously.

2018 LIFT STATION NO. 3 REROUTE IMPROVEMENTS PROJECT MONTHLY UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the 2018 Lift Station No. 3 Reroute Improvements Project Monthly Update Memo. There was no new information or questions from the commission or the public.

BOLTON & MENK PROPOSAL FOR FEE AMENDMENT NO. 3 CONSTRUCTION ENGINEERING FOR THE 2018 LIFT STATION NO. 3 REROUTE IMPROVEMENTS PROJECT

Public Works Director/City Engineer Walter reviewed the request for a fee amendment for additional construction engineering services for the 2018 Lift Station No. 3 Reroute Improvements Project.

Mr. Walter stated that Bolton & Menk was onsite most of the time to deal with the Costco pond/MS4 issues, improper pipe boring elevation issues, BNSF railway/MN Hwy 210 casing jack & bore issues and improper construction of manhole structure elements that required rework. This fee amendment will also cover the final walk through scheduled for spring of 2019 and asbuilt drawings.

MOTION by Commissioner Franzen, seconded by Commissioner Christofferson to recommend City Council approve the Bolton & Menk Proposal for Fee Amendment No. 3 for Construction Engineering Services in the amount of \$24,691.00 for the 2018 Lift Station No. 3 Re-route Improvements Project. Motion carried unanimously.

2018 LIFT STATION NO. 3 REROUTE IMPROVEMENTS PROJECT CHANGE ORDER NO. 1

Public Works Director/City Engineer Walter presented Change Order No. 1 for the 2018 Lift Station No. 3 Reroute Improvements Project. The following modification for Change Order No. 1 is listed below:

- Furnish & install lock box to manhole hatches as per City staff request.

Public Works Director/City Engineer Walter has no concerns with Change Order No. 1 and recommends approval.

MOTION by Commissioner Christofferson, seconded by Commissioner Franzen to recommend City Council approve the GM Contracting, Inc. Change Order No. 1 in the increased amount of \$776.00 for the 2018 Lift Station No. 3 Re-route Improvements Project. Motion carried unanimously.

2018 LIFT STATION NO. 3 REROUTE IMPROVEMENTS PROJECT CHANGE ORDER NO. 2

Public Works Director/City Engineer Walter presented Change Order No. 2 for the 2018 Lift Station No. 3 Reroute Improvements Project. The following modification for Change Order No. 2 is listed below:

- Two-week time extension request.

Public Works Director/City Engineer Walter has no concerns with Change Order No. 2 and recommends approval.

MOTION by Commissioner Christofferson, seconded by Commissioner Franzen to recommend City Council approve the GM Contracting, Inc. Change Order No. 2 for a two-week time extension for the 2018 Lift Station No. 3 Re-route Improvements Project. Motion carried unanimously.

2018 LIFT STATION NO. 3 REROUTE IMPROVEMENTS PROJECT CHANGE ORDER NO. 3

Public Works Director/City Engineer Walter presented Change Order No. 3 for the 2018 Lift Station No. 3 Reroute Improvements Project. The following modification for Change Order No. 3 is listed below:

- Raise air release valve and clean out piping in two air release manhole locations.

Public Works Director/City Engineer Walter has no concerns with Change Order No. 3 and recommends approval.

MOTION by Commissioner Christofferson, seconded by Commissioner Franzen to recommend City Council approve the GM Contracting, Inc. Change Order No. 3 in the increased amount of \$4,800.00 for the 2018 Lift Station No. 3 Re-route Improvements Project. Motion carried unanimously.

2018 LIFT STATION NO. 3 REROUTE IMPROVEMENTS PROJECT CHANGE ORDER NO. 4

Public Works Director/City Engineer Walter presented Change Order No. 4 for the 2018 Lift Station No. 3 Reroute Improvements Project. The following modification for Change Order No. 4 is listed below:

- Install manhole markers provided by the City for eight (8) manhole locations.

Public Works Director/City Engineer Walter has no concerns with Change Order No. 4 and recommends approval.

MOTION by Commissioner Christofferson, seconded by Commissioner Franzen to recommend City Council approve the GM Contracting, Inc. Change Order No. 4 in the increased amount of \$800.00 for the 2018 Lift Station No. 3 Re-route Improvements Project. Motion carried unanimously.

2018 CHIP SEAL IMPROVEMENTS PROJECT MONTHLY UPDATE

The project is on hold and no new information is available.

2019 SOUTH INTERCEPTOR, NORTH FORESTVIEW AND FORESTVIEW STORMWATER OUTLET IMPROVEMENTS PROJECT MONTHLY UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the 2019 South Interceptor, North Forestview and Forestview Stormwater Outlet Improvements Project monthly update. There was no new information or questions from the commission or the public.

2018 CYPRESS DRIVE IMPROVEMENTS PROJECT MONTHLY UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the 2018 Cypress Drive Improvements Project monthly update. There was no new information or questions from the commission or the public.

2018 CYPRESS DRIVE IMPROVEMENTS PROJECT PARTIAL PAY ESTIMATE NO. 4

SEH Consulting Engineer Hedlund reviewed Partial Pay Estimate No. 4 with the commission for the 2018 Cypress Drive Improvements Project. Mr. Hedlund has no concerns with Partial Pay Estimate No. 4 and recommends approval.

MOTION by Commissioner Christofferson, seconded by Commissioner Franzen to recommend City Council approve the Landwehr Construction Inc. Partial Pay Estimate No. 4 in the amount of \$1,242,221.51 for the 2018 Cypress Drive Improvements Project. Motion carried unanimously.

2018 EXCELSIOR ROAD AND EDGEWOOD DRIVE COMMERCIAL IMPROVEMENTS PROJECT MONTHLY UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the 2018 Excelsior Road and Edgewood Drive Improvements Project monthly update. There was no new information or questions from the commission or the public.

2018 EXCELSIOR ROAD AND EDGEWOOD DRIVE COMMERCIAL IMPROVEMENTS PROJECT CHANGE ORDER NO. 6

WSB Consulting Engineer Sonmor presented Change Order No. 6 for the 2018 Excelsior Road and Edgewood Drive Commercial Improvements Project. The following modification for Change Order No. 6 is listed below:

- Roundabout irrigation system.
- Lighting system electrical service fee from Crow Wing Power.
- Upsize water meter in strip mall to accommodate new irrigation system.
- Miscellaneous electrical work.
- Install wall packs & flag pole light on Cub Foods store.
- Excelsior Court irrigation system.
- Calcium chloride application on gravel surfaces prior to Labor Day weekend.
- Fire hydrant extensions (seven total).
- Add Fire hydrant at Cashwise Liquors.
- Concrete removal at AT&T.
- Lower fire hydrant at Cub Foods plaza area.
- Sign foundations for Cub Foods & Brenny Funeral Home.
- Shrubs at Cub Foods.
- Add chase to roundabout for future irrigation & electrical lines.
- Traffic control for stop sign of Woida Road.
- Grade adjustments on trail south of Cub Foods.
- Holiday driveway widening.

- Clean breakout mounts for added delineators.
- Roundabout landscaping.
- Telewise storm sewer near Cub Foods.
- Catch basin repair on the north side of Cub Foods.

Public Works Director/City Engineer Walter informed the commission that all items were included in the final assessment rolls and is fully covered from a budget standpoint.

MOTION by Commissioner Franzen, seconded by Commissioner Christofferson to recommend City Council approve the Pratt's Affordable Excavating, Inc. Change Order No. 6 in the increased amount of \$50,831.23 for the 2018 Excelsior Road and Edgewood Drive Commercial Improvements Project. Motion carried unanimously.

2018 EXCELSIOR ROAD AND EDGEWOOD DRIVE COMMERCIAL IMPROVEMENTS PROJECT PARTIAL PAY ESTIMATE NO. 8

WSB Consulting Engineer Sonmor reviewed Partial Pay Estimate No. 8 with the commission for the 2018 Excelsior Road and Edgewood Drive Commercial Improvements Project. Mr. Sonmor has no concerns with Partial Pay Estimate No. 8 and recommends approval.

MOTION by Commissioner Christofferson, seconded by Commissioner Franzen to recommend City Council approve Pratt's Affordable Excavating, Inc. Partial Pay Estimate No. 8 in the amount of \$507,427.23 for the 2018 Excelsior Road and Edgewood Drive Commercial Improvements Project. Motion carried unanimously.

2018 MILL & OVERLAY AND FULL DEPTH RECLAMATION IMPROVEMENTS PROJECT MONTHLY UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the 2018 Mill & Overlay and Full Depth Reclamation Improvements Project monthly update. Mr. Sonmor informed the commission there was a soft spot that developed in the road on the east end of Cedar Scenic Road which will need to be repaired in the spring and then the final lift of bituminous be placed on the road.

WSB PROPOSAL FOR ADDITIONAL ENGINEERING SERVICES FOR THE 2018 MILL & OVERLAY AND FULL DEPTH RECLAMATION IMPROVEMENTS PROJECT

WSB Consulting Engineer Sonmor reviewed the additional engineering services that were required for the 2018 Mill & Overlay and Full Depth Improvements Project. The additional services included the following items:

- Project website maintenance.
- Additional meetings.
- Navillus Land Company site compliance.
- Additional storm sewer on Parkwood Drive.
- Evergreen Drive.
- Fairview Road Driveway.
- Additional soil borings on Cedar Scenic Road.
- Cedar Scenic Road redesign.
- Field survey and staking on College Road.

MOTION by Commissioner Franzen, seconded by Commissioner Christofferson to recommend City Council approve the WSB Proposal for Additional Engineering Services in the amount of \$19,770.00 for the 2018 Mill & Overlay and Full Depth Reclamation Improvements Project. Motion carried unanimously.

2018 MILL & OVERLAY AND FULL DEPTH RECLAMATION IMPROVEMENTS PROJECT PARTIAL PAY ESTIMATE NO. 4

WSB Consulting Engineer Sonmor reviewed Partial Pay Estimate No. 4 with the commission for the 2018 Mill & Overlay and Full Depth Reclamation Improvements Project. Mr. Sonmor has no concerns with Partial Pay Estimate No. 4 and recommends approval.

MOTION by Commissioner Christofferson, seconded by Commissioner Franzen to recommend City Council approve Anderson Brothers Construction Partial Pay Estimate No. 4 in the amount of \$613,889.94 for the 2018 Mill & Overlay and Full Depth Reclamation Improvements Project. Motion carried unanimously.

WSB GRANT WRITING PROPOSAL FOR THE 2019 – 2020 BAXTER WATER QUALITY PROJECT FOR THE WHISKEY CREEK TRIBUTARY TO THE MISSISSIPPI RIVER

Public Works Director/City Engineer Walter reviewed the Grant Writing Proposal for the 2019 – 2020 Baxter Water Quality Project for the Whiskey Creek Tributary to the Mississippi River. The proposal includes obtaining letters of support, grant writing assistance and updated grant schedule for the 2019 – 2020 funding cycles.

MOTION by Commissioner Franzen, seconded by Commissioner Christofferson to recommend City Council approve the WSB Whiskey Creek Grant Writing Proposal in the amount of \$10,100.00 for the 2019 – 2020 Baxter Water Quality Project for the Whiskey Creek Tributary to the Mississippi River. Motion carried unanimously.

BIOLOGICAL FILTRATION WATER TREATMENT PLANT PILOT STUDY MONTHLY UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the Biological Filtration Water Treatment Plant Pilot Study Monthly Update Memo. There was no new information or questions from the commission or the public.

WSN AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES WATER TREATMENT PLANT FILTER 2 AND 4 MEDIA REPLACEMENT

WSN Consulting Engineer Wernberg reviewed the proposal to assist the City with the Water Treatment Plant filter media replacement project. The project includes media replacement in existing filters 2 and 4, underdrain cap replacement as an alternative (underdrain cap replacement will be reviewed and determined once the existing media is removed) and concrete/metal surface coating replacement in upper areas of filters

Our proposed scope of services is as follows:

Contract Document Preparation (\$7,500)

- Meet with City staff to confirm specific project requirements, a schedule for proposed work and any specific water treatment plant operations that must be worked around or specifically listed in the contract.

- Review media gradations and material specifics with manufactures/suppliers and City staff.
- Contact original underdrain cap manufacturer and develop performance specification for alterative bid.
- Preparation of contact documents with specifications and plans.
- Review project contract documents with City staff and confirm final bidding/construction schedule along with format for alternative selection.

Public Bidding and Contract Award (\$2,800)

- Receive authorization from City for public bidding.
- Advertise project on QuestCDN and in the Brainerd Dispatch (we assume the City will be responsible for any advertisement fees).
- Schedule and attend mandatory pre-bid meeting and address bidder questions with addenda.
- Address bidder questions and prepare necessary addenda.
- Assist City with evaluation of bids and prepare recommendation of award letter for City consideration.

Construction Phase (\$3,300)

- Review of shop drawings for new filter media, underdrain caps, coating systems and schedules.
- Coordinate, schedule and conduct pre-construction conference at the water treatment plant.
- Review existing underdrain cap material condition with City staff and assist with determining alternative section of one or both filters.
- Assist City with project closeout documentation and any record drawing documentation.

WSN proposes to perform the services described above on an hourly basis, in accordance with the attached fee schedule, for the Lump Sum amount of \$13,600. Mr. Walter had no concerns with the proposal and recommended approval.

MOTION by Council Liaison Cross, seconded by Commissioner Franzen to recommend City Council approve the WSN Agreement for Professional Engineering Services in the lump sum amount of \$13,600.00 for the Water Treatment Plant Filter 2 and 4 Media Replacement. Motion carried unanimously.

2015 DELLWOOD DRIVE, NOVOTNY ROAD, INGLEWOOD DRIVE AND INDEPENDENCE ROAD IMPROVEMENTS PROJECT MONTHLY UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the 2015 Dellwood Drive, Novotny Road, Inglewood Drive and Independence Road Improvements Project Monthly Update Memo. There was no new information or questions from the commission or the public.

2016 MILL & OVERLAY, FULL DEPTH RECLAMATION AND RIGHT TURN LANE IMPROVEMENTS PROJECT MONTHLY UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the 2016 Mill & Overlay, Full Depth Reclamation and Right Turn Lane Improvements Project Monthly Update Memo. There was no new information or questions from the commission or the public.

2017 MILL & OVERLAY AND FULL DEPTH RECLAMATION IMPROVEMENTS PROJECT AND 2017 EXCELSIOR ROAD RESIDENTIAL FULL DEPTH RECLAMATION IMPROVEMENTS PROJECT MONTHLY UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the 2017 Mill & Overlay and Full Depth Reclamation Improvements Project Monthly Update Memo. There was no new information or questions from the commission or the public.

2017 COUNTY STATE AID HIGHWAY 48 RAILROAD CROSSING & TRAIL IMPROVEMENTS PROJECT MONTHLY UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the 2017 County State Aid Highway 48 Railroad Crossing and Trail Improvements Project Monthly Update. There was no new information or questions from the commission or the public.

2019 MILL & OVERLAY AND FULL DEPTH RECLAMATION IMPROVEMENTS PROJECT

Chairman Yliniemi inquired if there were any questions or concerns with the 2019 Mill & Overlay and Full Depth Reclamation Improvements Project Monthly Update. Public Works Director/City Engineer Walter informed the commission that City Council has narrowed the project down to two (2) options.

2019 MILL & OVERLAY AND FULL DEPTH RECLAMATION IMPROVEMENTS PROJECT FEASIBILITY REPORT

WSN Consulting Engineer Wernberg reviewed the 2019 Mill & Overlay and Full Depth Reclamation Feasibility Report which includes both residential and commercial areas. Mr. Wernberg informed the commission that the 2019 Memorywood Drive Improvements is part of this project and the feasibility report was approved by City Council in July.

The report covered existing conditions, proposed improvements, estimated project costs, project implementation and recommendations. Mr. Wernberg noted the estimated project costs are calculated in 2018 dollars and will need to be updated in the future based on current economic conditions at the time the project is being considered.

Total Project Area Cost Summary

Total Estimated City Cost:	\$ 556,675.00
Total Estimate Assessable Project Costs:	<u>\$1,694,125.00</u>
Total Estimated Project Costs:	\$2,250,800.00

Mr. Wernberg said the project is feasible from an engineering and construction standpoint and does not foresee any major problems other than normal inconveniences associated with construction such as noise and traffic disturbance. These situations are temporary in nature and the construction would last approximately 3 months depending on the contractor, weather and other factors.

Public Works Director/City Engineer Walter requested a change to the report since Fruth property are not included in the project. This removal will change the project costs and a revised report will be submitted for council approval.

MOTION by Council Liaison Cross, seconded by Commissioner Christofferson to recommend City Council adopt Resolution No. 2018-XX receiving the Feasibility Report for the 2019 Mill & Overlay and Full Depth Reclamation Improvements Project and set the public hearing. Motion carried unanimously.

2019 MEMORYWOOD DRIVE IMPROVEMENTS PROJECT FEASIBILITY REPORT

Public Works Director/City Engineer Walter informed the commission that due to time constraints and the financial complexity of the project that City Council will address the Feasibility Report directly at the next City Council meeting. City Council has already held two previous workshops in order to discuss the project and one informational public meeting with the neighborhood.

EAGLE DRIVE AREA IMPROVEMENTS PROJECT MONTHLY UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the Eagle Drive Area Improvements Project Monthly Update. There was no new information or questions from the commission or the public.

HOLIDAY STATION STORE CONTAMINATION PROJECT MONTHLY UPDATE.

Chairman Yliniemi inquired if there were any questions or concerns with the Holiday Station Store Contamination Project Monthly Update Memo. There was no new information or questions from the commission or the public.

SECTION 6 AREA A1 STORMWATER OUTLET DESIGN FROM CLEARWATER ROAD TO WOIDA ROAD MONTHLY PROJECT UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the Section 6 Area A1 Stormwater Outlet from Clearwater Road to Woida Road Improvements Project Monthly Update Memo. There was no new information or questions from the commission or the public.

WATER TREATMENT PLANT GENERATOR MONTHLY PROJECT UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the Water Treatment Plant Generator Monthly Project Update. There was no new information or questions from the commission or the public.

WATER TREATMENT PLANT GENERATOR PROJECT PARTIAL PAY ESTIMATE NO.

1

WSN Consulting Engineer Wernberg reviewed Partial Pay Estimate No. 1 with the commission for the Water Treatment Plant Generator Project. Mr. Wernberg has no concerns with Partial Pay Estimate No. 1 and recommends approval.

MOTION by Council Liaison Cross, seconded by Commissioner Christofferson to recommend City Council approve the Holden Electric Partial Pay Estimate No. 1 on the amount of \$3,890.00 for the Water Treatment Plant Generator Improvements Project. Motion carried unanimously.

2018 SANITARY SEWER SMOKE TESTING MONTHLY UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the 2018 Sanitary Sewer Smoke Testing. The project has been completed and the final report will be at the December Utilities Commission meeting.

BAXTER WATER PLANT IRON OXIDATION MONTHLY PROJECT UPDATE.

No new information was available.

2019 BAXTER ELEMENTARY SCHOOL IMPROVEMENTS PROJECT MONTHLY UPDATE

Chairman Yliniemi inquired if there were any questions or concerns with the 2019 Baxter Elementary School Improvements Project Monthly Update. Public Works Director/City Engineer Walter informed the commission more information will be forthcoming.

2019 BAXTER ELEMENTARY SCHOOL IMPROVEMENTS PROJECT TRAFFIC IMPACT STUDY

Chairman Yliniemi inquired if there were any questions or concerns with the 2019 Baxter Elementary School Improvements Project Traffic Impact Study. There was no new information or questions from the commission or the public.

SEPTEMBER WATER AUDIT

Chairman Yliniemi inquired if there were any questions or concerns with the September Water Audit. There was no new information or questions from the commission or the public.

WASTEWATER TREATMENT PLANT CHARGES FOR SEPTEMBER 2018

Chairman Yliniemi inquired if there were any questions or concerns with the Wastewater Treatment Plant Charges for September 2018. There was no new information or questions from the commission or the public.

ADJOURNMENT

MOTION by Commissioner Christofferson, seconded by Commissioner Franzen to adjourn the meeting at 7:15 p.m. Motion carried unanimously.

Approved by:

Submitted by:

Rock Yliniemi
Chairman

Mary Haugen
Administrative Assistant