

**UTILITIES COMMISSION**  
**October 7, 2015**

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

**MEMBERS PRESENT:** Commissioners Jack Christofferson, Shawn Crochet, Dave Franzen, Doug Wolf, and Council Liaison Mark Cross.

**MEMBERS ABSENT:** Chairman Rock Yliniemi.

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

**OTHERS PRESENT:** WSN Consulting Engineer Aric Welch, SEH Consulting Engineer Scott Hedlund and WSB Consulting Engineer Chuck Rickart.

**APPROVAL OF MINUTES**

**MOTION** by Commissioner Crochet, seconded by Commissioner Wolf to approve the Utilities Commission minutes of September 2, 2015. 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, 2015.

Public Works Director/City Engineer Walter explained the ordinance was put in place in 2003 due to the growth impact and the city's ability to provide economical, efficient and quality water and sanitary sewer services to all residents, including infrastructure, inspections, transportation and code enforcement.

**MOTION** by Commissioner Crochet, seconded by Commissioner Wolf to recommend City Council acknowledge the receipt of the Martin's Addition Outlot A Concept Layout in order to meet the adequate facilities ordinance 9-5-1 deadline of December 1, 2015. Motion carried unanimously.

**2015 CITY OF BAXTER CHIP SEAL PROJECT**

Public Works Director/City Engineer Walter reviewed the final quantities for the 2015 City of Baxter Chip Seal Project.

The commission discussed one area of concern staff had with the chip seal process this year. Public Works Supervisor Cassady has experienced difficulties in accessing manholes and gate valve boxes once the fog sealing has been completed. Commissioner Christofferson suggested that a soft caulk could be placed around the ring before construction that might prevent this from occurring. Public Works Director/City Engineer Walter will review options before the 2016 specifications and plans are bid to see if this issue can be avoided in the future.

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**MOTION** by Commissioner Crochet, seconded by Commissioner Christofferson to recommend City Council approve the project quantities and construction costs for the 2015 City of Baxter Chip Seal Project in the amount of \$185,534.48. Motion carried unanimously.

### **2015 ISLE DRIVE EXTENSION PROJECT UPDATE**

WSB Consulting Engineer Rickart gave an update on the project. Final signing and striping of Isle Drive was completed by Friday, October 2<sup>nd</sup> and the roadway opened to traffic

The remaining items that will be completed in early October include: completion of the flasher systems, planting the remaining trees, final turf establishment, final clean-up and punch list items. The only remaining item that will be left to be completed is the disposal of the tree and brush debris pile located in the area just west of the new lift station.

### **2015 ISLE DRIVE EXTENSION PROJECT COMPLETION DATE EXTENSION REQUEST**

WSB Consulting Engineer Rickart submitted an extension request from R.L. Larson Excavating Superintendent Jeff Wipper into the record:

R.L. Larson Excavating would like to request for a completion date extension to November 30th for the final clean-up on the Baxter Isle Drive Project. This request is to wait for potential snow fall to safely burn the wood pile placed on the city's property behind L.S. 23 in the easement area. We would like to have the option available to go into December if there's not enough snowfall to safely burn or obtain a burning permit at the time requested.

All the remaining punch list items will be completed per original contract dates on the rest of the project. The pile consists mostly of stumps and brush and roots from the first clean-up of the project area, and then added all the trees that were cleaned up from storm damage. After we complete the burning process the remaining area will be cleaned up and leveled and will get dormant seeding and mulch for winter cover.

There were also additional trees added to the pile from the easement area expansion along 48 and from the Baxter Inglewood Drive project. Please review and let us know your decision on this request at your earliest convenience.

The commission discussed extending the timeframe and felt the request was reasonable. This would allow for possible snow cover as added protection while the debris pile is being burned; however, the City does have a live fire hydrant nearby if it is needed.

**MOTION** by Commissioner Crochet, seconded by Commissioner Christofferson to recommend City Council approve the completion date extension request to November 30, 2015 for debris pile cleanup only from R. L. Larson Excavating for the 2015 Isle Drive Extension Improvements Project. Motion carried unanimously.

**2015 ISLE DRIVE EXTENSION IMPROVEMENTS CHANGE ORDER NO. 1**

WSB Consulting Engineer Rickart reviewed the Change Order No. 1 request for the 2015 Isle Drive Extension Improvements Project. WSB Consulting Engineer Rickart has no concerns with Change Order No. 1 and recommends approval. The items relating to Change Order No. 1 are listed below:

- Crow Wing Power Switches - To insure safety and to accommodate construction of the deep sanitary sewer from Mapleton Road to the Lift Station Crow Wing Power needed to install 3 switches to divert power from the overhead power lines to alternative circuits. The cost of the switches was paid by the contractor. Installation was completed by Crow Wing Power at no additional cost to the project.
- Essentia Driveway - In order to match the new location and grade of the bituminous bike and pedestrian trail on the east side of the new Isle Drive alignment, the south Essentia Driveway needed to be removed and replaced. This also impacted the existing sprinkler system behind the curb which also required adjustment.
- Traffic Control Boulders – After the paving of the new Isle Court, several instances occurred with vehicles driving off the cul-de-sac and onto CSAH 48. In order to prevent this from continuing, 3' diameter boulders were placed between the end of the Isle Court cul-de-sac and CSAH 48

Change Order No. 1 in the amount of \$10,854.81 would increase the original construction contract from \$4,395,409.26 to \$4,406,264.07. WSB Consulting Engineer Rickart informed the commission the project is still within budget including this change order.

**MOTION** by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council approve the R. L. Larson Excavating Change Order No. 1 in the increased amount of \$10,854.81 for the 2015 Isle Drive Extension Improvements Project. Motion carried unanimously.

**2015 ISLE DRIVE EXTENSION IMPROVEMENTS PROJECT PAY ESTIMATE NO. 5**

WSB Consulting Engineer Rickart reviewed the Partial Pay Estimate No. 5 for the 2015 Isle Drive Extension Improvements Project. WSB Consulting Engineer Rickart had no concerns with the Partial Pay Estimate No. 5 and recommends approval.

**MOTION** by Commissioner Crochet, seconded by Commissioner Christofferson to recommend City Council approve the R. L. Larson Excavating Partial Pay Estimate No. 5 in the amount of \$887,768.40 for the 2015 Isle Drive Extension Improvements Project. Motion carried unanimously.

**2015 EXCELSIOR ROAD IMPROVEMENTS PROJECT UPDATE**

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SEH Consulting Engineer Hedlund gave a brief update on the project. Excelsior Road was re-opened to through traffic on Friday, September 25<sup>th</sup>. Street lighting, pedestrian signal work, and miscellaneous punch list items still need to be completed.

### **2015 EXCELSIOR ROAD IMPROVEMENTS CHANGE ORDER NO. 4**

SEH Consulting Engineer Hedlund reviewed Change Order No. 4 for the 2015 Excelsior Road Improvements Project. SEH Consulting Engineer Hedlund has no concerns with Change Order No. 4 and recommends approval. The items relating to Change Order No. 4 are listed below:

- The Engineer ordered the contractor to repair existing irrigation systems at the Trails Head Business Center and Mann Lakes 12 Theatre, which were damaged by project construction.
- The Engineer updated the pavement marking plan on Excelsior Road east of Conservation Drive to facilitate future conversion of Jackson Street in/by the City of Brainerd to 3-lane striping. The transition terminus is on existing pavement. The Engineer ordered the contractor to remove conflicting pavement markings.
- The plans called for not disturbing the existing pedestrian flasher bases by Fleet Farm. During reconstruction of the adjacent pedestrian curb ramps, the Engineer determined, in consultation with the City and Fleet Farm representatives, that the bases needed to be relocated. The Engineer ordered the contractor to relocate the bases and all associated work to complete.

**MOTION** by Commissioner Crochet, seconded by Commissioner Wolf to recommend City Council approve the Anderson Brothers Change Order No. 4 in the increased amount of \$8,462.73 for the 2015 Excelsior Road Improvements Project. Motion carried unanimously.

### **2015 EXCELSIOR ROAD IMPROVEMENTS PROJECT PARTIAL PAY ESTIMATE NO. 4**

SEH Consulting Engineer Hedlund submitted Partial Pay Estimate No. 4 for the 2015 Excelsior Road Improvements Project to the commission. The pay estimate that was previously submitted in the packet contained an incorrect formula and the change order amount was not added into Pay Estimate No. 4.

SEH Consulting Engineer Hedlund has no concerns with revised Partial Pay Estimate No. 4 and recommends approval. SEH Consulting Engineer Hedlund informed the commission the project is still within budget.

Repairs to the bridge have not been completed at this time and SEH Consulting Engineer Hedlund is withholding retainage to cover the damage in the additional amount of \$25,000.

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**MOTION** by Commissioner Crochet, seconded by Commissioner Christofferson to recommend City Council approve the Anderson Brothers Partial Pay Estimate No. 4 in the amount of \$849,932.26 for the 2015 Excelsior Road Improvements Project. Motion carried unanimously.

### **2015 MILL AND OVERLAY IMPROVEMENT PROJECT UPDATE**

SEH Consulting Engineer Hedlund gave a brief update on the project as follows:

Glory Road, Elder Drive and Foley Road:

- Elder Drive final paving is planned for the week of 10.5.15 with striping to follow (paving in this area likely will require a temporarily closing Elder Drive).
- All concrete work in this area is complete.
- Signal modifications at the Glory Road/ Elder Drive intersection are not complete yet

Edgewood Drive, Dellwood Drive and Fairview Road

- This area of the project is planned to be constructed under traffic with flaggers.
- Concrete on Dellwood Drive north of Clearwater Road is planned to be complete by 10.8.15
- Reclaiming work on Dellwood Drive north of Clearwater Road is planned for 10.12.15 with paving in this area planned to start late the week of 10.12.15.
- Reclaiming work on Fairview Road planned for 10.13.15 with paving in this area planned to start late the week of 10.12.15.
- Reclaiming and paving schedule on Edgewood Drive is dependent on the weather at this point.

The above planned construction dates are subject to change.

Contract construction substantial completion date is October 16, 2015 however Anderson Brothers sent a letter on 8.28.15 advising they likely will be requesting a contract time extension due to the amount of concrete repairs and availability of work crews.

Construction is planned to proceed as planned, but we will continue to monitor progress and the weather and discuss any possible schedule change proposals at the appropriate time.

The following is an update on the status of the project budget:

- Based on the final assessments and low bid results, the total project budget is \$2.5M.
- The effect of the additional concrete repair work on the overall budget will be monitored and may result in a possible future change order request.

### **2015 MILL AND OVERLAY IMPROVEMENT PROJECT PARTIAL PAY ESTIMATE NO. 2**

SEH Consulting Engineer Hedlund reviewed Partial Pay Estimate No. 2 for the 2015 Mill and Overlay Improvements Project with the commission. SEH Consulting Engineer Hedlund has no concerns with Partial Pay Estimate No. 2 and recommends approval.

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Commissioner Wolf inquired if the potholes next to the curb on Glory Road near Isle Drive could have some Class 5 placed on the radius until that section of roadway has been completed. SEH Consulting Engineer Hedlund was requested by the Commission to contact the contractor and have the Class 5 placed on the radius.

**MOTION** by Commissioner Wolf, seconded by Commissioner Crochet to recommend City Council approve the Anderson Brothers Partial Pay Estimate No. 2 in the amount of \$807,329.20 for the 2015 Mill and Overlay Improvements Project. Motion carried unanimously.

### **2016 FAIRVIEW ROAD IMPROVEMENT PROJECT UPDATE**

SEH Consulting Engineer Hedlund gave an update on the 2016 Fairview Road Improvements Project. The feasibility report is being developed but is on hold until after the Fairview Trail property owner meetings have taken place.

The report is being developed in conjunction with the design plans and meetings with the private utility companies and the gas station owners. A public informational meeting is planned for either late October or November depending on the addition of the Fairview Trail.

### **2015 DELLWOOD DRIVE & NOVOTNY ROAD, INGLEWOOD DRIVE AND INDEPENDENCE ROAD IMPROVEMENTS PROJECT**

WSN Consulting Engineer Welch gave an update on the project schedule.

#### **Work Completed to Date:**

Independence Road: Underground work is complete and contractor has started grading the roadway.

Inglewood Drive: Storm sewer is nearly complete. Hydrant relocations are complete. Sanitary sewer and water service work is complete. Grading is about 70% complete.

Dellwood Drive and Novotny Road: Removals are near completion and dewatering is set up.

#### **Project Schedule:**

Week of October 5<sup>th</sup> : Finish grading Inglewood Drive and Independence Road. Crush Class 5 aggregate base material. Begin underground construction on Dellwood Drive and Novotny Road.

Week of October 12<sup>th</sup> : Continue underground work on Dellwood Drive and Novotny Road.

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Grade Dellwood Drive and Novotny Road. Place Class 5 on Independence Road and Inglewood Drive. Possible begin concrete work on Inglewood Drive.

### Private Utility Companies:

Inglewood Drive: Crow Wing Power replaced existing overhead with 3 phase underground along east side of roadway. CTC has completed relocation work. CenturyLink will be relocating existing underground lines after the project is complete. Center Point Energy is scheduled to begin relocation on October 6th. Charter has not indicated a relocation schedule. The Council should be aware the existing poles along the east side of the roadway are not planned to be removed because Charter and CenturyLink are still using them.

Dellwood Drive and Novotny Road: Xcel has completed relocation work along Novotny Road.

### Permits and Approvals

All permits and approvals have been obtained.

### Easements

Inglewood Drive: Easement acquisition is complete.

Dellwood Drive and Novotny Road right-of-way: We have come to an agreement with Brainerd General Rental and Positive Realty. The agreements will be presented at the Council meeting. We are still working with Hilltop Trailer Sales and Cragun's on the Audubon Way watermain extension.

### Changes

Independence Road: At the direction of City staff the profile in the cul-de-sac was adjusted. The adjustment will result in a flatter roadway and increased common excavation quantity.

Inglewood Drive: The Contractor encountered buried concrete in the vicinity of the north pond. Contractor was directed to remove and dispose of existing concrete and keep track of quantities for a future change order.

The existing watermain crossing at the south end of Inglewood Drive was found to be shallow and in conflict with the proposed storm sewer. MnDOH requires a 18" vertical separation between the storm sewer and watermain. To achieve the required separation it will be necessary to lower the watermain. In discussing the issue with City staff it was

determined that the entire length of watermain under the roadway surface should be lowered/replaced because the existing pipe is CL 200 thin walled pipe.

The lift station forcemain realignment work was originally scheduled to be completed prior to this project. A portion of the work included installing a new forcemain across Fairview Road and Madeline Drive. Since the forcemain re-route project has been delayed, City staff requested that the forcemain be installed with this project. Additional work will include cutting in a wye and gate valve into the existing line and installing a gate valve and extending the forcemain approximately 20' south of Fairview Road. The City has requested a trail along the south side of the north pond and a pedestrian curb ramp at Inglewood Drive.

Dellwood Drive and Novotny Road: No changes to date.

The City should be aware the changes described above will require **additional engineering design and construction observation**. We will track and document our time separately for these items and if necessary, adjust our engineering budgets and agreements accordingly.

**2015 DELLWOOD DRIVE & NOVOTNY ROAD, INGLEWOOD DRIVE AND INDEPENDENCE ROAD IMPROVEMENTS PROJECT PARTIAL PAY ESTIMATE NO. 1**

WSN Consulting Engineer Welch reviewed Partial Pay Estimate No. 1 for the 2015 Dellwood Drive, Novotny Road, Inglewood Drive and Independence Road Improvements Project with the commission. WSN Consulting Engineer Welch has no concerns with Partial Pay Estimate No. 1 and recommends approval.

WSN Consulting Engineer Welch stated the project is in the early stages; however, the project is still within the budget. The commission discussed the timeline for the projects and WSN Consulting Engineer Welch felt comfortable that Inglewood Drive and Independence Road would be completed. Dellwood Drive and Novotny Road may be questionable for completion since this section of the project is going to be weather dependent.

**MOTION** by Commissioner Crochet, seconded by Commissioner Christofferson to recommend City Council approve the R. L. Larson Excavating Partial Pay Estimate No. 1 in the amount of \$174,026.02 for the 2015 Dellwood Drive, Novotny Road, Inglewood Drive and Independence Road Improvements Project. Motion carried unanimously.

**LIFT STATION NO. 7 RECONSTRUCTION PROJECT**

WSN Consulting Engineer Welch informed the commission the reconstruction has been completed and site work paving and turf reestablishment is still remaining but should be completed by the end of next week.

**CONDITIONAL USE PERMIT FOR 14230 DELLWOOD DRIVE**

## **UTILITIES COMMISSION – 10/07/15**

Public Works Director/City Engineer Walter reviewed the Conditional Use Permit for 14230 Dellwood Drive. The conditional use permit is for reciprocal access and parking for 14230 and 14242 Dellwood Drive. Both properties are currently owned by KW Properties and there is an existing undocumented shared access and parking between the two lots.

The property owner intends to sell Lot 2 and the new owner intends to develop a 6,000 square foot retail building with supporting infrastructure. Lot 2 currently has two existing access points on Dellwood Drive and the southernmost access will be closed off as part of the redevelopment.

Both parties intend to enter into a reciprocal access and parking agreement to allow the existing access point on Dellwood Drive to remain and serve both lots as it currently operates.

Public Works Director/City Engineer Walter had no concerns with the Conditional Use Permit since it meets or exceeds the requirements for streets, water, sanitary sewer and stormwater requirements per City ordinances.

**MOTION** by Commissioner Crochet, seconded by Commissioner Wolf to recommend advising the Planning and Zoning Commission that the Utilities Commission has no concerns with the Conditional Use Permit for reciprocal access and parking for 14230 and 14242 Dellwood Drive. Motion carried unanimously.

### **CONDITIONAL USE PERMIT AND VARIANCE FOR 13472 ELMWOOD DRIVE**

Public Works Director/City Engineer Walter reviewed the Conditional Use Permits and Variance for the proposed Jiffy Lube on Elmwood Drive. The Conditional Use Permit is to allow a drive through vehicle repair and multiple frontage signs and the variance to allow drive through lanes facing public streets.

Public Works Director/City Engineer Walter had no concerns with the Conditional Use Permit and Variance since it meets or exceeds the requirements for streets, water, sanitary sewer and stormwater requirements per City ordinances.

**MOTION** by Commissioner Crochet, seconded by Commissioner Christofferson to recommend advising the Planning and Zoning Commission that the Utilities Commission has no concerns with streets, water, sanitary sewer and stormwater for the Conditional Use Permit and Variance for 13472 Elmwood Drive. Motion carried unanimously.

### **PSI ON-SITE DISINFECTION PROJECT PROFILE**

The PSI On-Site Disinfection article was submitted to the commission as information only. The article was related to the new MicroClor system the city recently installed and the article featured the City of Baxter and Public Works Supervisor Kevin Cassady.

### **PROGRESSIVE CONSULTING ENGINEERS BULLETIN**

**UTILITIES COMMISSION – 10/07/15**

The Progressive Consulting Engineers bulletin was submitted to the commission as information only. The bulletin had a brief article on the Water Treatment Plant and the work the firm is currently conducting for the City.

**WASTEWATER TREATMENT CHARGES FOR AUGUST 2015**

The Brainerd Public Utilities Wastewater Plant Charges for August 2015 was submitted to the commission as information only.

**ADJOURNMENT**

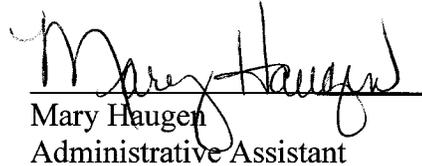
**MOTION** by Commissioner Crochet, seconded by Commissioner Christofferson to adjourn the meeting at 6:30 p.m. Motion carried unanimously.

Approved by:

Submitted by,



Dave Franzen  
Vice Chairman



Mary Haugen  
Administrative Assistant