

UTILITIES COMMISSION
November 5, 2014

The regular meeting of the Baxter Utilities Commission was called to order at 4:30 p.m. by Chairman Rock Yliniemi.

MEMBERS PRESENT: Commissioner Shawn Crochet, Council Liaison Rob Moser and Chairman Rock Yliniemi.

MEMBERS ABSENT: Commissioner Dave Franzen.

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

OTHERS PRESENT: Gary Peterson, Gayle Momchilovich, WSN Consulting Engineer Aric Welch and SEH Consulting Engineer Scott Hedlund.

APPROVAL OF MINUTES

MOTION by Commissioner Crochet, seconded by Council Liaison Moser to approve the Utilities Commission minutes of October 13, 2014. Motion carried unanimously.

EXCELSIOR PLACE TOWNHOME ASSOCIATION LIMITED USE AGREEMENT FOR LIBRARY

Public Works Director/City Engineer Walter reviewed the Right-of-Way Permit submittal for installation of a “free library” within city right-of-way on Firewood Drive for the Excelsior Place Townhome Association. The free library box would be placed on a 4 x 4 treated wood post next to the commercial cluster mailboxes that already exist within the landscaped area on Firewood Drive.

The commission entered into a brief discussion on right-of-way concerns, setting a precedence city-wide and liability to the City. Chairman Yliniemi had no major concerns with this request since it would not be located on a collector street as long as development standards are required and the box be removed when it is no longer being used.

The following conditions were discussed for the Excelsior Place Townhome Association Limited Use Agreement:

1. Located only on Non-collector streets.
2. Installed only on an approved post by the City Engineer.
3. Can only be located within Townhome Association settings.
4. Library Box can be no larger than 8 cubic feet (2' x 2' x 2').
5. Must be placed adjacent to a current commercial cluster mailbox system.
6. Must be installed flush with the existing commercial cluster mailbox system.
7. Association to sign Limited Use Agreement and carry limited liability insurance.

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The Excelsior Place Townhome Association representative, Gary Peterson, Association President, had no concerns with the conditions discussed.

MOTION by Commissioner Crochet, seconded by Council Liaison Moser to recommend City Council approve the right of way permit with a limited use agreement for the Excelsior Place Townhome Association Free Library subject to the following conditions:

1. Located only on Non-collector streets.
2. Installed only on an approved post by the City Engineer.
3. Can only be located within Townhome Association settings.
4. Library Box can be no larger than 8 cubic feet (2' x 2' x 2').
5. Must be placed adjacent to a current commercial cluster mailbox system.
6. Must be installed flush with the existing commercial cluster mailbox system.
7. Association to sign Limited Use Agreement and carry limited liability insurance.

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 9-5 deadline of December 1, 2014.

MOTION by Council Liaison Moser, seconded by Commissioner Crochet to recommend City Council acknowledge receipt of the Martin's Addition Outlot A Concept Layout in order to meet the adequate facilities ordinance 9-5 deadline of December 1, 2014. Motion carried unanimously.

BOLTON & MENK PROPOSAL FOR ENGINEERING SERVICES FOR THE 2015 CHIP SEALCOAT IMPROVEMENTS

Public Works Director/City Engineer Walter reviewed the Bolton & Menk Proposal for Engineering Services for the 2015 City of Baxter Chip Sealcoat Improvements. The City will again participate in a joint partnership with Crow Wing County for bidding and contract administration. Crow Wing County Highway Department will charge the City a flat fee of 3% of the final construction cost for the services.

Public Works Director/City Engineer Walter informed the Commission that this year the City contracted with the County at 8% which was 3% for bidding and contract administration and 5% for construction observation services. Public Works Director/City Engineer Walter after meeting with Assistant County Engineer, Rob Hall and discussing the 2014 operation, that both parties felt it would be easier and smoother if the County did not conduct the construction observation services and the City contracted that service out with some other party.

Public Works Director/City Engineer Walter presented the Bolton & Menk Proposal for Engineering Services for the 2015 City of Baxter Chip Sealcoat Improvements. The total anticipated budget including at engineering, bidding and contract administration is \$200,000.00. The proposed 2015 budget is as follows:

Engineering Design Services	\$ 7,950.00
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Bidding and contract administration (3%)	\$ 5,400.00
Construction Services	\$ 6,400.00
Chip Sealing Construction	<u>\$ 180,250.00</u>
GRAND TOTAL	\$ 200,000.00

The Bolton & Menk scope of services includes the following services:

1. Engineering Design Services: Hourly estimate of \$7,950.00
 - a. Identification and development of target chip sealcoat improvement segments.
 - b. Meeting with City Staff.
 - c. Development of construction documents and coordination with City and County Staff.

2. Construction Services: Hourly estimate of \$6,400.00
 - a. Assistance with construction notifications.
 - b. Construction observation for City chip sealcoat segments.

Bolton & Menk proposes to perform the services described above on an hourly basis in the Not to Exceed amount of \$14,350.00.

Chairman Yliniemi inquired if there were any changes that would be made to the specifications and Public Works Director/City Engineer Walter stated a few minor modifications would be made. One of the changes proposed would be to modify the FA1 trail material which would allow for a finer mix on the trails and not allow the FA 1 and FA 2 material to be the same material like this year.

MOTION by Council Liaison Moser, seconded by Commissioner Crochet to recommend City Council approve the Bolton & Menk Proposal for Engineering Services for the 2015 City of Baxter Chip Sealcoat Improvements in the not to exceed amount of \$14,350.00. Motion carried unanimously.

WOIDA ROAD, WILDFLOWER DRIVE AND FRANKLIN ROAD IMPORVEMENTS PARTIAL PAY ESTIMATE NO. 5

WSN Consulting Engineer Welch reviewed the Pratt’s Affordable Excavating Partial Pay Estimate No. 5 for the Wildflower Drive, Franklin Drive and Woida Road Street and Utility Improvements Project.

WSN Consulting Engineer Welch had no concerns with the partial pay estimate and recommends approval. The project is approximately 78.8% completed and contingencies are being held at 10%.

MOTION by Council Liaison Moser, seconded by Commissioner Crochet to recommend City Council approve the Pratt’s Affordable Excavating and Borden Excavating Partial Pay Estimate

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No. 5 in the amount of \$778,149.31 for the Woida Road, Wildflower Drive and Franklin Drive Street and Utility Improvements Project. Motion carried unanimously.

FALCON DRIVE PARTIAL PAY ESTIMATE NO. 2

WSN Consulting Engineer Welch reviewed the DeChantel Excavating, Inc. Partial Pay Estimate No. 2 for the Falcon Drive Improvements Project.

WSN Consulting Engineer Welch had no concerns with the partial pay estimate and recommends approval. The project is approximately 102.3% completed and contingencies are being held at 10%.

MOTION by Commissioner Crochet, seconded by Council Liaison Moser to recommend City Council approve the DeChantel Excavating, Inc. Partial Pay Estimate No. 2 in the amount of \$28,958.99 for the Falcon Drive Improvements Project. Motion carried unanimously.

LIFT STATION NO. 9 REHABILITATION PROJECT

WSN Consulting Engineer Welch reviewed the CCS Contracting, Inc. Final Pay Estimate No. 1 for the Lift Station No. 9 Rehabilitation Project.

WSN Consulting Engineer Welch had no concerns with the final pay estimate and recommends approval.

MOTION by Commissioner Crochet, seconded by Council Liaison Moser to recommend City Council approve the CCS Contracting, Inc. Final Pay Estimate No. 1 in the amount of \$95,700.00 for the Lift Station No. 9 Rehabilitation Project. Motion carried unanimously.

2015 EXCELSIOR ROAD IMPROVEMENTS PROJECT 95% PLAN SUBMITTAL

SEH Consulting Engineer Hedlund reviewed the 95% plan submittal for the 2015 Excelsior Road Improvement Project. Mr. Hedlund stated the draft right-of-way plat has been completed and the wetland permitting process is moving forward with plans to be at the January Crow Wing County TEP meeting.

Mr. Hedlund is anticipating the need for an amendment to the current wetland permit that was started a few years ago due to incorporating the City and HDR requested modifications to the existing 12-inch HDPE storm drain system running along the south side of Excelsior.

Chairman Yliniemi requested the engineer review page 77 of the plan and profile sheets at station 131+70 and 132+00 as it appeared the slope was too steep next to the trail and may need some modifications.

MOTION by Council Liaison Moser, seconded by Commissioner Crochet to recommend City Council approve the SEH 95% Plan Submittal of the 2015 Excelsior Road Improvements Project and submit plans to the Minnesota Department of Transportation for formal review. Motion carried unanimously.

CEMENT SHORTAGE INFORMATION

The cement shortage information was presented to the commission as information only.

CROW WING POWER BOARD OF DIRECTOR’S LETTER

The Crow Wing Power Board of Director’s Letter was submitted to the commission as information only.

WSB MUNICIPAL ENGINEERING RESOURCE GUIDE

The WSB Municipal Engineering Resource Guide was presented to the commission as information only. The guide explains issues that are commonly addressed at commission and city council levels.

STATE OF MINNESOTA LOCAL ROAD AND BRIDGES HIGHWAY USERS TAX DISTRIBUTION FUND

The State of Minnesota Local Road and Bridges Highway Users Tax Distribution Fund brochure was distributed to the commission as information only. The brochure explained how the funds for highway maintenance and construction are distributed to counties, cities and townships.

ADJOURNMENT

MOTION by Council Liaison Moser, seconded by Commissioner Crochet to adjourn the meeting at 5:48 p.m. Motion carried unanimously.

Approved by:

Submitted by,

Rock Yliniemi
Chairman

Mary Haugen
Administrative Assistant