



UTILITIES COMMISSION MEETING MINUTES

Wednesday, June 08, 2022 at 5:30 PM

Baxter City Hall, 13190 Memorywood Drive, Baxter, MN

"A Growing Community"

CALL TO ORDER

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

ROLL CALL

MEMBERS PRESENT: Commissioner Jack Christofferson, John Brenny, Chairman Rock Yliniemi, and Council Liaison Mark Cross.

MEMBERS ABSENT: Commissioner Douglas Stenberg.

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

OTHERS PRESENT: Essentia Health Vice President of Operations Sandy Zutz-Wiczek, Bolton & Menk Consulting Engineer Derek Arens, SEH Consulting Engineer Scott Hedlund, and WIDSETH Consulting Engineers Tim Ramerth, Alex Bitter, Mike Angland, and Engineer in Training Thomas Rients.

CONSENT AGENDA

1. **Approve the Utilities Commission Meeting Minutes of May 4, 2022.**

MOTION by Commissioner Christofferson, seconded by Commissioner Brenny to approve the Utilities Commission Minutes of May 4, 2022. Motion carried unanimously.

BUSINESS ITEMS

2. **Recommend Planning & Zoning approve the Conditional Use Permit for Stare Academy with Conditions.**

Assistant City Engineer Thompson informed the commission Heritage Assembly of God Church representatives have submitted a Conditional Use Permit Application to use the building for Stare Academy.

Commissioner Christofferson asked why SAC & WAC would need to be charged and what the cost would be. Mr. Thompson stated that SAC & WAC is charged when a building first connects to the City's system and if the property changes use in a way that creates more demand on the system. Council Liaison Cross stated that calculations are based on the usage and the numbers will have to be calculated after the audit is performed.

Public Works Director/City Engineer Walter stated the revenues generated are used to support infrastructure replacement and improvements. The methodology of establishing charges support the philosophy that the heaviest users should contribute to the cost of the system relative to their use of it.

Chairman Yliniemi inquired if the SAC & WAC would be phased or levied up front. Mr. Walter stated the SAC & WAC charges would be calculated on the max build out and charged upfront.

Mr. Thompson stated that staff does not have any concerns with the proposed impacts to the adjacent streets and recommends approval with the condition that Sewer and Water Availability Charges are paid at the time of a building permit and/or change of use of the facility.

MOTION by Commissioner Brenny, seconded by Commissioner Christofferson to recommend Planning & Zoning Commission approve the Conditional Use Permit for Stare Academy with the condition that Sewer and Water Availability Charges are paid at the time of a building permit and/or change of use of the facility. Motion carried unanimously.

3. Approve the Vacation of Utility Easements, PUD, and Preliminary & Final Plat of Baxter Medical Park Third Addition

Essentia Health Vice President of Operations Sandy Zutz-Wiczek and WiDSETH President Tim Ramerth gave a brief update on the future expansion of the Baxter Clinic to provide for specialty care.

Assistant City Engineer Thompson reviewed the Preliminary & Final Plat of Baxter Medical Park Third Addition was triggered by the proposed Essentia Health Musculoskeletal Center Addition to the Baxter Clinic. The proposed development will require a Development Agreement and Stormwater Facilities Maintenance Agreement.

Public Works Director/City Engineer Walter requested that all old easements are vacated and rededicated on the new plat. Mr. Ramerth stated that all previous preliminary comments had been addressed and he would follow up on the easements.

A discussion was held on how the sanitary sewer lines are proposed to be extended on the east side of the building where Essentia planted screening trees for the gas meters and other private utilities. In order to extend the sewer main along the east side of the building, the 20' high trees would need to be removed and the meters would no longer be screened. Mr. Walter stated a meeting needs to be held either on Thursday or Friday of this week to review the design and to discuss this with Community Development Director Doty. Mr. Ramerth said he would send a meeting invite for Friday.

Mr. Walter requested the Utilities Commission make the motion contingent on the City Engineer's approval so staff can provide input on the municipal utilities and pass along zoning concerns that may result in the installation of the sewer main along the East side of the current Essentia Health facility.

Staff recommends Planning & Zoning approve the Vacation of Utility Easements, PUD, and Preliminary & Final Plan of Baxter Medical Park Third Addition contingent on the following conditions:

1. Dedicate the standard drainage and utility easement on the final plat lot lines.
2. Enter into a Development Agreement with the City for the proposed municipal improvements and record against the plat prior to issuing a building permit.
3. Enter into a Stormwater Facilities Maintenance Agreement and record against the plat prior to issuing a building permit.
4. 20' Easement on the plat over all watermains, fire hydrants and valves.
5. 30' Easement on the plat over all 8" Sanitary Sewer mains and manholes.

MOTION by Commissioner Brenny, seconded by Commissioner Christofferson to recommend Planning & Zoning approve the Vacation of Utility Easements, PUD, and Preliminary & Final Plan of Baxter Medical Park Third Addition with the conditions listed in the staff recommendations and the City Engineer's final approval. Motion carried unanimously.

4. Approve the Brainerd Lakes Integrated Health System Development Agreement

Assistant City Engineer Thompson stated that Essentia Health is proposing a 44,000 square foot 2-story musculoskeletal center addition to their existing health care facility on Isle Drive. The expansion will require additional watermain improvements for fire protection and domestic use along with sanitary sewer main improvements which require a Development Agreement.

Mr. Thompson stated the agreement would be sent to Mr. Ramerth for review with Essentia Health representatives for the current business name and signatory.

MOTION by Commissioner Christofferson, seconded by Commissioner Brenny to approve the Brainerd Lakes Integrated Health System Development Agreement contingent on the City Engineer's approval of the revised plans. Motion carried unanimously.

5. Approve the Brainerd Lakes Integrated Health System Stormwater Facilities Maintenance Agreement

Assistant City Engineer Thompson stated the Stormwater Facilities Maintenance Agreement covers the Essentia Health Baxter Campus. This is the standard stormwater facilities maintenance agreement the City uses. The stormwater agreement is a requirement of MCM 5 under section 20.3 of the 2020 Municipal Separate Storm Sewer System (MS4) Permit.

Mr. Thompson stated the agreement would be sent to Mr. Ramerth for review with Essentia Health representatives for the current business name and signatory.

MOTION by Commissioner Brenny, seconded by Commissioner Christofferson to approve the Brainerd Lakes Integrated Health System Stormwater Facilities Maintenance Agreement. Motion carried unanimously.

6. Accept the Brainerd Lakes Storage, LLC. (KO Storage) Municipal Improvements as Outlined in the Development Agreement

Assistant City Engineer Thompson informed the commission that Brainerd Lakes Storage, LLC. Development Project (KO Storage) has been completed in accordance with the Development Agreement with the exception of approved as-built plans and installation of tracer wire termination boxes at the hydrants and other termination locations.

Widseth was going to submit as-builts but inquired on the need to locate the forcemain to include on the as-builts. Staff is working with the developer to locate the private forcemain and the municipal watermain to ensure the Minnesota Department of Health watermain separation requirements were met.

Assistant City Engineer Thompson stated this item will not go to City Council until all conditions have been fulfilled. The one-year warranty period starts when City Council accepts the Municipal

Improvements, the developer has submitted an extension to the Irrevocable Letter of Credit to cover the warranty period.

Staff recommends approval of the Brainerd Lakes Storage, LLC. Development Agreement with the following conditions:

1. Submit as-builts meeting the requirements outlined in the Development Agreement.
2. Install tracer wire termination boxes at all hydrants and terminate locations.

MOTION by Commissioner Brenny, seconded by Commissioner Christofferson to accept the Brainerd Lakes Storage, LLC. Municipal Improvements as outlined in the Development Agreement with the conditions outlined in the staff recommendation. Motion carried unanimously.

7. Accept the Menards, Inc. Municipal Improvements

Assistant City Engineer Thompson informed the commission that Menards, Inc. has completed the Municipal Improvements in accordance with the Development Agreement from their 2018 project.

Staff recommends approval of the Menards, Inc. Development Agreement with the following condition:

- Submit as-builts meeting the requirements outlined in the Development Agreement.

The one-year warranty period starts when City Council accepts the Municipal Improvements, the developer currently has a cash escrow in place for surety to cover and warranty work if needed.

MOTION by Commissioner Christofferson, seconded by Commissioner Brenny to accept the Menards, inc. Municipal Improvements as outlined in the Development Agreement with the conditions outlined in the staff recommendation. Motion carried unanimously.

8. Approve the Bolton & Menk Fee Amendment for the 2022 Inglewood Drive Railway Crossing & Associated Roadway Improvements Project in the Not to Exceed Amount of \$170,490.00 for a Total Revised Contract Amount of \$946,850.00

Bolton & Menk Consulting Engineer Arens explained that in February 2020, the City of Baxter entered into an agreement with Bolton & Menk to develop plans and complete construction administration the following year in 2021 for the Inglewood Drive Railway Crossing and Associated Roadway Improvements (Inglewood Drive) project. The original project extents were the relocation of the Knollwood Drive traffic signal and railroad crossing to Inglewood Drive, pavement rehabilitation on Foley Road, public utility improvements, and an improved configuration for the Forthun Road and Isle Drive intersection.

During the design process, the project scope was expanded to include a Restricted Crossing Intersection (RCI) at T.H. 210/Knollwood, Mini-roundabout at Forthun-Isle, an extension of trail reconstruction east along Foley Road between Forthun and Elder Drive, an access road incorporation, pond expansion, a BNSF staging area, and elongation of left turn lanes at the intersection of TH 210/Inglewood Drive. In combination of these changes, the project schedule has stretch from early 2020 to June 2023, doubling the length of the schedule.

The original project has since been split into two separate projects; however, all fee amendments reference back to the original contract and the fee amendments have been included in one proposal. The projects are now referred to as the 2022 Foley Road, Isle Drive, & Forthun Road Improvements Project and the 2022 T.H. 210/Inglewood Drive Railroad Crossing Improvements Project.

Below are the tasks from each project along with staff's recommendation:

2022 Foley Road Improvement Project

Staff recommends approval of the following Tasks:

- Task 20.0 - \$28,775.00
- Task 21.0 - \$15,740.00
- Task 27.0 - \$56,000.00

Total of \$100,515.00

Tasks 22.0, 23.0, 24.0, 25.0, and 26.0 need additional discussion, information, and negotiations between the City of Baxter and Bolton & Menk.

2022 TH 210/Inglewood Drive Railroad Crossing Improvements Project

Staff recommends approval of the following Tasks:

- Task 32.0 - \$25,000.00
- Task 33.0 - \$9,600.00
- Task 34.0 - \$35,375.00

Total of \$69,975.00

Tasks 30.0, & 31.0 need additional discussion, information, and negotiations between the City of Baxter and Bolton & Menk.

Mr. Arens noted that there was a delay in the project due to the pandemic, additional surveying was required, corridor study was required, and construction testing was need for the Inglewood Drive portion of the project. Construction testing was noted in the Request for Proposal (RFP) that this would need to be negotiated at a future date once the final scope of the project was determined.

Public Works Director/City Engineer Walter requested the fee amendment be divided into two amendment and stated he had no concerns with the \$170,490.00; however, there are other items that are still in discussion. Mr. Walter requested a revised project update summarizing the project with background information on the original contract and all amendments.

MOTION by Commissioner Christofferson, seconded by Commissioner Brenny to approve the Bolton & Menk Fee Amendment in the not to exceed amount of \$170,490.00 for a total revised contract amount of \$946,850.00 as outlined in the staff recommendation. Motion carried unanimously.

9. Award the Base Bid to ASTECH Corporation of St. Cloud, Minnesota in the amount of \$306,774.40 for the 2022 Micro Surfacing Improvements Project

Bolton & Menk Consulting Engineer Drown reviewed the one bid from ASTECH Corp. of St. Cloud, Minnesota for the base bid in the amount of \$306,774.40 and bid alternate #1 in the amount of \$142,007.50 for a Total Bid amount of \$448,781.90. The Base Bid includes micro surfacing Fairview Road, Norway Drive, Meredith Drive, Lancer Drive, Lancer Place, Shadowwood Drive, Honeysuckle

Way, and Michelle Circle. Bid Alternate No. 1 included micro surfacing Travine Drive, Paper Birch Drive, and Deerwood Road.

Due to the increase in bid unit costs 18,500 square yards of micro surfacing planned for 2022 will not be completed. The City Pavement Management Plan cost estimates are based on a unit cost of \$5.00 per square yard of bituminous surface to be micro surfaced. The 2022 Project Bid resulted in a unit cost of \$7.69 per square yard. Bolton & Menk does not anticipate the price of Micro Surfacing to return to 2021 levels which will affect the city's ability to complete planned pavement management projects in subsequent years.

Council Liaison Cross stated that inflation is impacting all services. He expressed concern on 30 – 50% increased budget costs on projects. Mr. Drown stated that increases are in the cost of labor, oil, and bituminous products.

MOTION by Commissioner Brenny, seconded by Commissioner Christofferson to award the Base Bid to ASTECH Corporation of St. Cloud, Minnesota in the amount of \$306,774.40 for the 2022 Micro Surfacing Improvements Project. Motion carried unanimously.

10. Quiet Zone Assessment Project Monthly Update

Chairman Yliniemi inquired if there were any questions or concerns with the Quiet Zone Assessment Project Monthly Update. There was no new information or questions from the commission or the public.

11. Water Treatment Plant Improvements Project Monthly Update

Chairman Yliniemi inquired if there were any questions or concerns with the Water Treatment Plant Improvements Project Monthly Update. Public Works Director/City Engineer Walter stated the project is near completion and close out paperwork for the project has begun.

12. Approve the Northern Plains Contracting Inc. Change Order No. 4 in the deduct amount of \$18,270.57 for the Water Treatment Plant Improvements Project

SEH Consulting Engineer Hedlund reviewed Change Order No. 4 in the deduct amount of \$18,270.57 for the Water Treatment Plant Improvements Project.

Change Order No. 4 includes the following items:

- Change Order Request #11 Revision – Crack Injection Adjustment
 - Injection of urethane crack sealing material into multiple locations on the south wall of Filter 1 to repair leaks in the filter wall where water seeps into the hallway. This Change Order Request is an adjusted time and materials cost for the final work, as noted in the previous Change Order #3. Change Order 4 includes a cost increase of \$483.28, which is the difference between the final cost of \$7,569.99 and \$7,086.71 which was approved in Change Order 3.
- Change Order Request #15 – Detention Basin Coatings Removal
 - Removal of loose coatings along the walls and floors within the detention basin until the coatings that remained adhered to the walls and floor.
- Proposal Request #9 / Change Order Request #16 – Backwash Supply Orifice Plate Relocation

- Removal of the existing orifice plate in the backwash supply piping in the high service pump room and installing a single, thickened gasket, to replace the orifice plate to allow the high- rate backwash flow rate to be increased.
 - Reinstallation of the orifice plate between the existing tee and reducer on the distribution system connection piping.
 - Touch up painting of pipe/fitting coatings.
- Change Order Request #17 – Filter Face Piping Room Coatings
 - Coating of the filter face room walls, stairwell walls, stairwell ceiling, pipe room ceiling, and pipe room floor.
- Owner's Allowance Adjustment
 - Reducing the contract value for the Owner's allowance to match the actual cost of the work performed under the allowance. The Owner's allowance will be reduced from \$50,000 to \$2,550.36. To document this, Pay Application 9 pays the initial Owner's Allowance pay item in full and includes a new line item with Change Order 4 in the amount of -\$47,449.64.

Change Order No. 4 will not modify the completion dates of the project beyond the modifications made in Change Order No. 3.

Mr. Hedlund has no concerns with Change Order No. 4 and recommended approval.

MOTION by Commissioner Brenny, seconded by Commissioner Christofferson to approve the Northern Plains Contracting, Inc. Change Order No. 4 in the deduct amount of \$18,270.57 for the Water Treatment Plant Improvements Project. Motion carried unanimously.

13. Approve the Northern Plains Contracting Inc. Partial Pay Estimate No. 9 in the amount of \$132,134.10 for the Water Treatment Plant Improvements Project.

SEH Consulting Engineer Hedlund reviewed Partial Pay Estimate No. 9 in the amount of \$132,134.10 for the Water Treatment Plant Improvements Project.

The Contractor has earned \$1,864,363.56 to date which represents 100% of the contract value. In accordance with the Agreement, 1.25% of the amount earned is being retained which results in \$1,841,059.02 being eligible for payment to date. The City previously paid \$1,708,924.92 requested by Partial Pay Estimate Numbers 1 through 8, leaving \$132,134.10 requested in Pay Application 9.

Mr. Hedlund has no concerns with Partial Pay Estimate No. 9 and recommends approval.

MOTION by Commissioner Christofferson, seconded by Commissioner Brenny to approve the Northern Plains Contracting Inc. Partial Pay Estimate No. 9 in the amount of \$132,134.10 for the Water Treatment Plant Improvements Project. Motion carried unanimously.

14. Install a New Chlorine Feed Booster Pump and VFD in the amount of \$12,850 at the Chlorination and Metering Station and Increase the Project Budget from \$150,100 to \$162,950.

Public Works Director/City Engineer Walter informed the commission a new upsized chlorine feed pump and VFD will need to be installed in order to work properly at the target flow and chlorine feed rate.

Mr. Walter stated the Chlorination and Metering Station (interconnect building) is part of the insurance claim with the Water Treatment Plant and needs to be completed.

MOTION by Commissioner Christofferson, seconded by Commissioner Brenny to approve the installation of a new chlorine feed booster pump and VFD in the amount of \$12,850 at the Chlorination and Metering Station and increase the project budget from \$150,100 to \$162,950. Motion carried unanimously.

15. Approve SEH Contract Amendment No. 3 for Water Treatment Plant Filter Reconstruction and Needs Assessment in the not-to-exceed amount of \$25,020.00 for a total revised contract of \$240,703.64

SEH Consulting Engineer Hedlund reviewed Contract Amendment No. 3 for several additions to the project which were not anticipated when the original contract or Amendment Nos. 1 and 2 were prepared. Contract Amendment No. 3 is in the amount of \$25,020 and includes:

- Additional Construction Administration Services including lighting design, backwash supply system and procedure optimization, filter inlet flow optimization, and coatings replacement efforts (not included in previous filter coatings). This also includes continued assistance with WTP optimization after construction close out.
- Additional Construction Field Services including reviewing lighting replacements installed by the electrical subcontractor, observing backwashes of the filters after start-up to make recommendations on optimizing the backwash process, observing crack injection efforts to confirm leaks were stopped when injection was complete, observing coatings replacement throughout the WTP beyond the inspection services previously added as Task 9, observing and recording filter inlet weir measurements to assist with supplying even flow to filters, and observing repairs made to the existing WTP backwash troughs that were determined to have damaged seals between the trough and the concrete wall.

With the approval of Contract Amendment No. 3, SEH's total engineering fee on the project would increase to \$240,703.64, representing 11.0% of the total project budget. Mr. Walter had no concerns with the amendment and recommended approval.

MOTION by Commissioner Christofferson, seconded by Commissioner Brenny to approve SEH Contract Amendment No. 3 for Water Treatment Plant Filter Reconstruction and Needs Assessment in the not-to-exceed amount of \$25,020.00 for a total revised contract of \$240,703.64. Motion carried unanimously.

16. Accept the KLM Inspection Report for the 400,000 Gallon South Water Tower and budget \$65,000 in the Water Enterprise Fund for Repairs/Maintenance to Structures for the 2023 budget

Public Works Director/City Engineer Walter stated the water towers are inspected on a five-year basis and a dry tank clean evaluation and disinfection of the tower was completed. The south water tower will be placed into service so the warranty work on the North Tower and the scheduled repairs on the East Tower can be completed. The South Tower will be decommissioned after the work on the other towers have been completed.

Mr. Walter noted the report identifies the need to complete spot repairs on the interior wet coating and power washing on the exterior of the water tower within the next year or two.

MOTION by Commissioner Brenny, seconded by Commissioner Christofferson to accept the KLM Inspection Report for the 400,000 Gallon South Water Tower and budget \$65,000 in the Water Enterprise Fund for Repairs/Maintenance to Structures for the 2023 budget. Motion carried unanimously.

17. 2021 Mill & Inlay and Full Depth Reclamation Improvements Project Update.

Chairman Yliniemi inquired if there were any questions or concerns with the 2021 Mill & Inlay and Full Depth Reclamation Improvements Project. There was no new information or questions from the commission or the public.

18. Approve the Knife River Corporation – North Central Change Order No. 4 in the increased amount of \$20,128.00 and amending the contract completion dates for the 2021 Mill & Inlay and Full Depth Reclamation Improvements Project

WIDSETH Consulting Engineer Bitter reviewed Change Order No. 4 in the increased amount of \$20,128.00 and amending the contract completion dates for the 2021 Mill & Inlay and Full Depth Reclamation Improvements Project.

The following modification for Change Order No. 4 includes the following items:

- Last fall there was a high percentage of grass coverage established in all disturbed areas. This spring, much of the grass did not re-establish. The change order includes lime application to address road salt, re-seeding, fertilizer, and hydraulic soil stabilizer in area with poor or no grass growth.

Mr. Bitter has no concerns with Change Order No. 4 and recommended approval.

MOTION by Commissioner Christofferson, seconded by Commissioner Brenny to approve the Knife River Corporation – North Central Change Order No. 4 in the increased amount of \$20,128.00 and amending the contract completion dates for the 2021 Mill & Inlay and Full Depth Reclamation Improvements Project. Motion carried unanimously.

19. 2022 Full Depth Reclamation & Reconstruction Improvements Project Monthly Update

Chairman Yliniemi inquired if there were any questions or concerns with the 2022 Mill & Inlay and Full Depth Reclamation Improvements Project. There was no new information or questions from the commission or the public.

20. Approve the Anderson Brother Construction Company of Brainerd, LLC Change Order No. 1 in the increased amount of \$27,838.16 for the 2022 Full Depth Reclamation & Reconstruction Improvements Project.

WIDSETH Consulting Engineer Bitter reviewed Change Order No. 1 in the increased amount of \$27,838.16 for the 2022 Full Depth Reclamation & Reconstruction Improvements Project.

Change Order No. 1 includes the following items:

- Five storm sewer structures needed to be up sized to accommodate the additional proposed additional pipe penetrations. The cost to increase these structure sizes is \$13,525.
- City staff added replacement of the concrete median on Woida Road just prior to bidding. The plans were modified to show the replacement, but the required bid item and quantity

did not get included in the bidding documents. The change order adds the bid item to the contract in the amount of \$13,147.16.

- A damaged/deteriorated drainage structure concrete cover needed to be replaced on Woida Road. The total cost of the replacement concrete cover and installation is \$725.00.
- Additional traffic control/business signage was added to direct business traffic during the Woida Road closure. The signage was added at the request of area businesses. The total cost for the additional signage for is \$367.50.
- In an effort to open traffic on Woida Road ahead of schedule, the contractor placed high-early concrete to allow the concrete to reach load bearing strength as fast as possible. The total additional cost for high early concrete on Woida Road is \$73.50.

Mr. Bitter has no concerns with Change Order No. 1 and recommended approval.

MOTION by Commissioner Christofferson, seconded by Commissioner Brenny to approve the Anderson Brother Construction Company of Brainerd, LLC Change Order No. 1 in the increased amount of \$27,838.16 for the 2022 Full Depth Reclamation & Reconstruction Improvements Project. Motion carried unanimously.

21. Approve the Anderson Brother Construction Company of Brainerd, LLC Partial Pay Estimate No. 1 in the amount of \$175,097.34 for the 2022 Full Depth Reclamation & Reconstruction Improvements Project, Municipal Project Number 4422.

WiDSETH Consulting Engineer Bitter reviewed Partial Pay Estimate No. 1 in the amount of \$175,097.34 for the 2022 Full Depth Reclamation & Reconstruction Improvements Project.

The Contractor has earned \$194,689.20 to date which represents 19.5% of the contract value. In accordance with the agreement, 10% of the amount earned is being retained which results in a payment of \$175,097.34.

Mr. Bitter has no concerns with Partial Pay Estimate No. 1 and recommended approval.

MOTION by Commissioner Christofferson, seconded by Commissioner Brenny to approve the Anderson Brother Construction Company of Brainerd, LLC Partial Pay Estimate No. 1 in the amount of \$175,097.34 for the 2022 Full Depth Reclamation & Reconstruction Improvements Project, Municipal Project Number 4422). Motion carried unanimously.

22. Approve the Tom's Backhoe Service, Inc. Partial Pay Estimate No. 3 (Final) in the amount of \$2,579.51 for the Lift Station No. 14 Reconstruction Project.

WiDSETH Consulting Engineer Bitter reviewed Partial Pay Estimate No. 3 (Final) in the amount of \$2,579.51 for the Lift Station No. 14 Reconstruction Project.

The contractor has earned \$85,983.65 to date which represents 100% of the revised contract value after the approval of Change Order No. 2. The work is complete and has been accepted by the Engineer and City staff. Final payment in the amount of \$2,579.51 represents release of the remaining retainage on the project.

MOTION by Commissioner Brenny, seconded by Commissioner Christofferson to approve the Tom's Backhoe Service, Inc. Pay Estimate 3 (Final) in the amount of \$2,579.51 for the Lift Station No. 14 Reconstruction Project contingent on submittal of the IC134's. Motion carried unanimously.

23. Lift Station 16 Reconstruction Project Monthly Update

Chairman Yliniemi inquired if there were any questions or concerns with the Lift Station 16 Reconstruction Project Monthly Update. There was no new information or questions from the commission or the public.

24. Approve Plans and Specifications and Authorize Advertisement for Bids for the Lift Station No. 16 Reconstruction Project

WiDSETH Consulting Engineer Bitter reviewed the plans and specifications for the Lift Station No. 16 Reconstruction Project. Chairman Yliniemi noted the bypass suction pipe is not called out on the lid design. Mr. Bitter noted his comment and will correct the plans.

Public Works Administration is currently reviewing the plans and any comments will be incorporated into the plan set.

MOTION by Commissioner Brenny, seconded by Commissioner Christofferson to approve Plans and Specifications and authorize Advertisement for Bids for the Lift Station No. 16 Reconstruction Project contingent on the City Engineer's approval. Motion carried unanimously.

25. Adopt Resolution No. 2022-XXX to enter into the Master Partnership Contract with the Minnesota Department of Transportation

Public Works Director/City Engineer Walter informed the commission The Master Partnership Contract establishes the working relationship between the MnDOT and the City of Baxter to undertake collaborative efforts for the design, construction, maintenance, and operation of state and local roads.

The city and MnDOT have had a Master Partnership Agreement in place for the past ten (10) years with the current 2018-2022 MPCs expiring on June 30, 2022. Mr. Walter has no concerns with the Agreement and recommends entering into the contract.

MOTION by Commissioner Christofferson, seconded by Commissioner Brenny to adopt Resolution No. 2022-XXX to enter into the Master Partnership Contract with the Minnesota Department of Transportation. Motion carried unanimously.

26. Approve the SEH Agreement for Design and Construction Engineering Professional Services for the Cypress Drive and Douglas Fir Drive Improvements project, in the Not to Exceed Amount of \$614,000

SEH Consulting Engineer Hedlund reviewed the Agreement for Design and Construction Engineering Professional Services for the 2023 Cypress Drive and Douglas Fir Drive Improvements Project.

The proposed project is a cooperative venture between the City of Baxter and Crow Wing County. The City is the lead agency and staff has requested a proposal and scope of work from the SEH/WiDSETH team for the remaining phases of the project. SEH and WiDSETH have been working on various stages of planning for this project including teaming on the feasibility study that was approved by the City Council on May 17, 2022.

SEH will hold the engineering contract with the City and perform management of the entire project, design the street, trail, storm water, and lighting elements, administer the public construction bidding process, and lead construction administration efforts. WiDSETH will subcontract with SEH and be responsible for overall project preliminary surveying, design of the sanitary sewer and water main

improvements, final assessment calculations and hearing, overall construction observation and staking, and post construction record drawing surveying and re-monumentation work. WiDSETH plan sheets and specification sections would get incorporated into the overall SEH project plans and specifications.

Mr. Hedlund stated this agreement does not include property acquisition services; preliminary sewer cleaning, televising, and review; special geotechnical testing (ex. pond infiltration tests); or construction material testing. These services were not included with the proposal because the extent of the work cannot be determined until the design has begun. These services will require a future fee amendment when the scope has been determined.

Mr. Walter reviewed the history both engineering firms have on the proposed project area and recommended the direct selection of the engineering firms. The City's Request for Proposal Policy may be deviated from when it is in the best interest of the City.

MOTION by Commissioner Christofferson, seconded by Commissioner Brenny to approve the SEH Agreement for Design and Construction Engineering Professional Services for the Cypress Drive and Douglas Fir Drive Improvements Project, in the Not to Exceed Amount of \$614,000.00. Motion carried unanimously.

27. Bolton & Menk Proposal for Engineering Services - City Street Micro Surfacing Pavement Management Program Update

Bolton & Menk Consulting Engineer Drown stated that City staff had requested Bolton & Menk prepare a proposal to update the street segments to be Micro Surfaced each year, update the annual budget of the micro surfacing portion of pavement management plan and analyze if an increase in franchise fee rates is warranted to fund the program. Currently franchise fees generate approximately \$320,000 annually for street pavement management.

MOTION by Commissioner Christofferson, seconded by Commissioner Brenny to approve the Bolton & Menk Proposal for Engineering Services - City Street Micro Surfacing Pavement Management Program Update in the Not to Exceed Amount of \$8,200.00. Motion carried unanimously.

INFORMATIONAL ITEMS

28. 2022 Foley Road, Isle Drive, and Forthun Road Improvements Project Update, City Improvement No. 4114

Chairman Yliniemi inquired if there were any questions or concerns with the 2022 Foley Road, Isle Drive and Forthun Road Improvements Project Monthly Update. Assistant City Engineer Thompson informed the commission that only one easement from Home Depot is needed and all residential easements have been obtained for the project.

29. 2022 Trunk Highway 210 & Inglewood Drive Railway Crossing Improvements Project Monthly Update

Chairman Yliniemi inquired if there were any questions or concerns with the 2022 Trunk Highway 210 & Inglewood Drive Railway Crossing Improvements Project Update. There was no new information or questions from the commission or the public.

30. 2023 Knollwood Drive Improvements Project Monthly Update

Chairman Yliniemi inquired if there were any questions or concerns with the 2023 Knollwood Drive Improvements Project Monthly Update. There was no new information or questions from the commission or the public.

31. CSAH 48 Corridor Traffic Study Monthly Update

Chairman Yliniemi inquired if there were any questions or concerns with the CSAH 48 Corridor Traffic Study Monthly Update. There was no new information or questions from the commission or the public.

32. 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. Council Liaison Cross inquired on a possible skim coat on the roadway. Public Works Director/City Engineer Walter stated the City had requested and received a quote for the skim coat to try to extend the life of the roadway, which is \$10,000.00 more than was budgeted.

33. Holiday Station Store Contamination Project Monthly Update

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

34. Inglewood Drive Drainage Improvements Project Monthly Update

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

35. HR Green MS4 Contract Project Monthly Update

Chairman Yliniemi inquired if there were any questions or concerns with the HR Green MS4 Contract Project Monthly Update. There was no new information or questions from the commission or the public.

36. Section 6 Area A1 Outlet Design Project Monthly Update

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

37. Section 6 Area A1 Outlet Right of Way Acquisition Support Project Monthly Update

Chairman Yliniemi inquired if there were any questions or concerns with the Section 6 Area A1 Stormwater Outlet Improvements Project and Right-of-Way Acquisition Monthly Update. Assistant City Engineer Thompson informed the commission that all easements have been obtained for the project.

38. Stormwater Basin Cleaning (SWPOND-105) Project Monthly Update

Chairman Yliniemi inquired if there were any questions or concerns with the Stormwater Basin Cleaning (SWPOND-105) Project Monthly Update. There was no new information or questions from the commission or the public.

39. TH 210 Street Lighting Improvements Project Monthly Update

Chairman Yliniemi inquired if there were any questions or concerns with the T.H. 210 Street Lighting Improvements Project Monthly Update. There was no new information or questions from the commission or the public.

40. Support with the Update and Revision of Title 8, Chapter 2 – Sewer Use and Service, of the Baxter City Code Project Monthly Update

Chairman Yliniemi inquired if there were any questions or concerns with the Title 8, Chapter 2 - Sewer Use and Service, of the Baxter City Code Monthly Update. There was no new information or questions from the commission or the public.

41. Wastewater Treatment Plant Charges for April 2022

Chairman Yliniemi inquired if there were any questions or concerns with the Wastewater Treatment Plant Charges for April 2022. There was no new information or questions from the commission or the public.

42. Whiskey Creek Project Update

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

ADJOURN

MOTION by Commissioner Brenny, seconded by Commissioner Christofferson to adjourn the meeting at 7:35 p.m. Motion Unanimously approved.

Approved by:

Respectfully submitted:

Rock Yliniemi
Chair

Mary Haugen
Public Works Administrative Assistant