

**City of Ramsey**  
**Agenda**  
**Public Works Committee**  
**Tuesday April 19, 2011**  
**5:30 pm**  
**Lake Itasca Room, 7550 Sunwood Drive NW**

1. **Call to Order**
2. **Citizen Input**
3. **Approve Agenda**
4. **Approve Minutes**
  1. Approve Regular Meeting Minutes Dated March 15, 2011
5. **Committee Business**
  1. Consider Site Plan for Parking Lot Amendments for Ramsey Office Plaza
  2. Review Sidewalk Plowing Policy
  3. Summary of Snow Removal Activities for 2010-2011 Season
  4. Consider Storm Sewer Outlet Revisions Related to City Project #08-33; Ute Street Improvements
  5. Consider Amendments to the City's Topsoil Ordinance
6. **Committee/Staff Input**
  1. Update on Potential Pond Cleaning Project Near 155th Lane NW and Armstrong Boulevard.
7. **Adjournment**

**Public Works Committee**

**Item #: 4. 1.**

**Date: 04/19/2011**

By: MaryJo Warner  
Engineering/Public Works

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Information

Title:

Approve Regular Meeting Minutes Dated March 15, 2011

Background:

The Public Works Committee held it's regular meeting on March 15, 2011

Notification:

Observations:

Funding Source:

N/A

Staff Recommendation:

Committee Action:

Approve Meeting Minutes dated March 15, 2011

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Attachments

03.15.11 PW

Form Review

**Inbox**

Tim Himmer

Brian Olson

Kurt Ulrich

Form Started By: MaryJo Warner

Final Approval Date: 04/14/2011

**Reviewed By**

Tim Himmer

Brian Olson

Jo Thieling

**Date**

04/14/2011 01:31 PM

04/14/2011 01:49 PM

04/14/2011 02:08 PM

Started On: 04/14/2011 12:41 PM

**PUBLIC WORKS COMMITTEE  
CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

The Public Works Committee conducted a regular meeting on Tuesday, March 15, 2011 at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:                   Chairperson Colin McGlone  
  Councilmember Jason Tossey  
  Councilmember David Elvig  
  Mayor Bob Ramsey

Also Present:                       City Administrator Kurtis G. Ulrich  
  Public Works Director Brian Olson  
  City Engineer Tim Himmer  
  Fire Chief Dean Kapler  
  Parks Supervisor Mark Riverblood  
  Councilmember Jeffrey Wise  
  Councilmember Randy Backous  
  Councilmember David Jeffrey

**CALL TO ORDER**

Chairperson McGlone called the regular meeting of the Public Works Committee to order at 5:32 p.m.

**CITIZEN INPUT**

There was none.

**APPROVE AGENDA**

Motion by Councilmember Elvig, seconded by Mayor Ramsey, to approve the agenda, as presented.

Motion carried. Voting Yes: Chairperson McGlone and Councilmembers Elvig, Mayor Ramsey, and Councilmember Tossey. Voting No: None.

**APPROVE MINUTES**

Motion by Councilmember Elvig, seconded by Chairperson McGlone, to approve the minutes from the February 15, 2011 Public Works Meeting.

Motion carried. Voting Yes: Chairperson McGlone and Councilmembers Elvig and Tossey and Mayor Ramsey. Voting No: None.

## **COMMITTEE BUSINESS**

### **Case #1: Consider Agreement with Minnesota Pollution Control Agency regarding Ambient Groundwater Quality Monitoring Wells**

Public Works Director Olson reviewed the staff report and listed the elements that the Agency will be looking for. He explained the Agency is testing not just because they think the water is contaminated, but will be testing sites that have not yet been tested to establish a base line report.

Ms. Becca Reason, MPCA, explained this is a program to establish a baseline and water quality level across the state. She noted they will be putting wells in across the metro this year.

Public Works Director Olson mentioned there have been issues in groundwater in communities adjacent to Ramsey. It would be good to know if there are trace elements of contaminants. There are trace amounts of arsenic in Ramsey's drinking water wells that are less than the recommended limit. There are no concerns at this point, though any learning that can happen now can help prepare for the future.

Councilmember McGlone questioned whether the MPCA would be responsible for capping the wells when it became necessary. He asked if there is an end date.

Ms. Reason responded there is no established end date. The plan is to put the wells in and leave in for as long as possible. Some of the project depends on funding.

Public Works Director Olson noted the State of Minnesota requires the wells to be capped.

Ms. Reason explained the project is funded through the Cleanwater Land and Legacy Act.

Councilmember Elvig asked what the infrastructure was.

Ms. Reason indicated the wells will go 7 feet below groundwater. There will be a 10 foot screen which is 2 feet in diameter. After the screen, it is PVC. The finished product above grade is 2 feet high, 6 inches in diameter, and will have a cover. She added the MPCA will put a lock on it.

Chairperson McGlone noted since Ramsey has the landfill, there are already 200 wells. The MPCA is already monitoring Ramsey and he questioned whether there is any overlap.

Ms. Reason explained the Agency did look at the landfill and the functions in relation to it. This program is somewhat different since they are concentrating on shallow groundwater. The inspection process is a different. She noted the wells will not be close to the landfill for testing water. Locations were chosen based on land use area.

Chairperson McGlone established that there is no cost to the City.

Public Works Director Olson confirmed there is no cost.

Councilmember Elvig clarified the testing is only for water quality, for the record.

Ms. Reason confirmed that is the case.

Councilmember Elvig mentioned Ramsey's water table is going down and others are using it. He asked if the MPCA can work with the City to solve other issues.

Ms. Reason responded these types of issues would be handled by another department at the MPCA.

Motion by Councilmember Elvig, seconded by Mayor Ramsey, to recommend that the City Council approve of the access agreement subject to the review and approval by the City Attorney.

Motion carried. Voting Yes: Chairperson McGlone and Councilmembers Elvig, Mayor Ramsey, and Councilmember Tossey. Voting No: None.

**Case #2: Consider Policy for the Disposition of Surplus Wood and Tree Waste**

Parks Supervisor Riverblood reviewed the staff report.

Councilmember Elvig raised the issue of the City being responsible for spreading bugs or diseases to others' property.

Parks Supervisor Riverblood explained the policy states the City is not responsible for diseased trees or other issues.

Councilmember Elvig noted he spoke with Police Chief Kapler in regard to Happy Days. There will be a bonfire at the Happy Days festival this year. He suggested the diseased trees be kept separate and used for the bonfire.

Parks Supervisor Riverblood commented the wood does belong to the City until it is declared for sale.

Chairperson McGlone inquired if a previous policy is being ratified.

Parks Supervisor Riverblood responded there is no policy in place. If the wood was in a resident's property, they could have it if they wished. If the property owner did not want it, Staff brought it back, and it was offered as first come, first served.

Chairperson McGlone noted the County owns the compost site, though they do not accept waste from commercial businesses. He proposed that perhaps the City could be exempt from that. He

noted there are certain liability issues if the City keeps the wood and asked if the City would accept wood from the public as well.

Parks Supervisor Riverblood answered the City would not accept wood from the public. This discussion and policy pertains to only waste the City generates. He said he will check with the compost site to ask if they will work with the City.

Public Works Director Olson added if there was a City-wide incident, such as a large storm, the Public Works Committee would be consulted on how to handle the wood. The City would not pick up private waste unless so directed.

Discussion took place on whether it is more feasible to give wood away, sell good quality wood, or pay to bring it to the compost site. It was noted that the security issues related to keeping the wood are huge and there are benefits to selling or giving it away.

Parks Supervisor Riverblood offered to check with the County on their compost site, and bring an update back to the Committee. He added the policy can be updated at any point.

Motion by Councilmember Elvig, seconded by Councilmember Tossey, to recommend that the City Council approve the Policy for the Disposition of Surplus Wood and Tree Waste, with the policy brought back to this Committee for updates annually.

Motion carried. Voting Yes: Chairperson McGlone and Councilmembers Elvig, Tossey and Mayor Ramsey. Voting No: None.

**Case #3: Consider Update on Retro Fitting of Public Works Lighting**

Public Works Director Olson reviewed the staff report.

Motion by Councilmember Tossey, seconded by Councilmember Elvig to recommend that the City Council approve the project and contracting with AID Electric for installation of the fluorescent option and that the AID proposal be further modified to require disposal of all fixtures as described in the vehicle storage building.

Motion carried. Voting Yes: Chairperson McGlone and Councilmembers Tossey and Elvig, and Mayor Ramsey. Voting No: None.

**Case #4: Discuss Trail Construction in Conjunction with an Overlay to Alpine Drive near Alpine Park**

City Engineer Himmer reviewed the staff report.

Councilmember Elvig gave his opinion that trails give a false sense of security and slows down progress. He pointed out the MSA funds are almost depleted with planned projects.

Chairperson McGlone stated he has advocated reducing the number of parks and connecting them. He asked if there was a way to tie those two ideas together and enhance the City's connectivity.

Public Works Director Olson indicated this program will help identify the logical connections and where the City should spend money in the park programs. He added the department has a busy year, and Staff can only do so much.

Councilmember Elvig stated that Staff needs time to study the costs and get this surveyed. The information could then be given to the State and possibly result in funding, or a different plan on how to accomplish it. The connection between the cul-de-sacs could be some benefit to the north.

Public Works Director Olson noted the work has to be done on the west side. He suggested splitting the project into two projects as needed and as funding allows.

Motion by Chairperson McGlone, seconded by Councilmember Elvig, to recommend that the Staff split the project into two projects as needed, with the construction from Alpine to Ramsey Boulevard completed in 2011, and add the possible trail construction to the study for a project next year to connect the two parks with possible new funding.

Motion carried. Voting Yes: Chairperson McGlone and Councilmembers Elvig and Tossey and Mayor Ramsey. Voting No: None.

## **COMMITTEE INPUT**

### **Review CSAH5 – Nowthen Boulevard Reclaim and Overlay**

City Engineer Himmer stated Anoka County would like to complete this overlay this year. The County received federal funds for this project. He explained every public street intersection will have a bypass installed. He noted he has a set of plans and he invited Committee members to look at it as they have time.

Councilmember Elvig raised concerns with the school.

City Engineer Himmer responded he did bring the school to the attention of the County. Though the school has crossing guards, this could end up being a safety issue. He said the City will continue to work with the County. He explained the County policy is they do not work on trails; the City pays for trails.

Councilmember Elvig noted the Met Council has money set aside for trails.

City Engineer Himmer indicated the Met Council works with trails when they are part of a regional system, which this is not.

## **ADJOURNMENT**

Motion by Councilmember Tossey, seconded by Councilmember Elvig to adjourn the Public Works Meeting.

Motion carried.

The regular meeting of the Public Works Committee adjourned at 6:32 p.m.

Respectfully submitted,  
Brian Olson  
Public Works Director

Drafted by Chris Moksnes  
*TimeSaver Off Site Secretarial, Inc.*

**Date: 04/19/2011**

By: Tim Gladhill  
Community Development

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Information

Title:

Consider Site Plan for Parking Lot Amendments for Ramsey Office Plaza

Background:

In 2005, the City approved the site plan for Ramsey Office Plaza, also known as the Ramsey Professional Center. The Applicant is requesting modifications to the parking lot to reconfigure existing parking spaces and add an access onto Sunwood Drive, a municipal state aid (MSA) street. Due to the fact that an additional access is being proposed on an MSA street, City Staff is forwarding the request to the Public Works Committee for review.

Notification:

Notification not required for site plan review.

Observations:

The scope of the Public Works Committee's review is a recommendation as to whether an access onto an MSA roadway is warranted. The site plan submittal is attached for the committee's review to understand internal circulation and access patterns and determine if the access onto Sunwood Drive is necessary and warranted. The full City Council will be considering the site plan review request at a future date to address parking and other site planning related review. The Committee should also use the site plan data to determine if there are other viable locations for the proposed access.

The initial approval for the Ramsey Office Plaza in 2005 was for the first phase of a three phase office complex on the Subject Property. At that time, approval was not given for any access onto Sunwood Drive, as the access was being proposed on Sapphire Street. The access on Sapphire Street and certain parking spaces are actually on the adjacent parcel, with no official access directly on the Subject Property. By approving this location for the proposed access on Sunwood Drive, Staff recommends that any access onto Sunwood Drive be aligned with any future access to the block to the south.

In addition, City Code encourages shared parking and accesses for adjacent uses, and thus, the City should review whether this access shall serve as a shared access to the remainder of the block. The City has required shared access easements for all other access points onto Sunwood Drive. The Development Manager has prepared a traffic circulation exhibit that illustrates potential traffic patterns and shared access for the block. Furthermore, Staff recommends minor modifications to the parking lot configuration to preserve a corridor aligned with the Sunwood Drive access to better address internal traffic circulation patterns for the Subject Property.

Staff does note that the site plan indicates certain on-street parking in an area currently guided as '15 Minute Loading/Unloading Zone'. At this time, that parking restriction is proposed to remain, regardless of approval of this site plan.

Finally, the City will require additional data to ensure that future Floor Area Ratio (FAR) will be able to be met in conjunction with maximum parking requirements for the Subject Property.

Funding Source:

All costs associated with the application are the responsibility of the Applicant.

**Staff Recommendation:**

Staff recommends that any access on Sunwood Drive be aligned with any future access on Sunwood Drive on the block to the south and that no further access from Sunwood be granted on the north side of Sunwood Drive between Rhinestone and Sapphire Street.

In addition, the Economic Development Authority (EDA) reviewed the project at their April 14th meeting and recommended to the City Council that the Wells Catering/PSD access and parking review be fast tracked, to allow the Wells Catering building permit to move forward separately from other issues the City is currently negotiating with PSD.

**Committee Action:**

Motion to recommend that the City Council approve/deny the site plan for parking lot expansion and additional access at 7533 Sunwood Drive NW, contingent upon site plan approval by the City Council.

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**Attachments**

[Site Location Map](#)

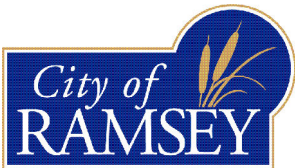
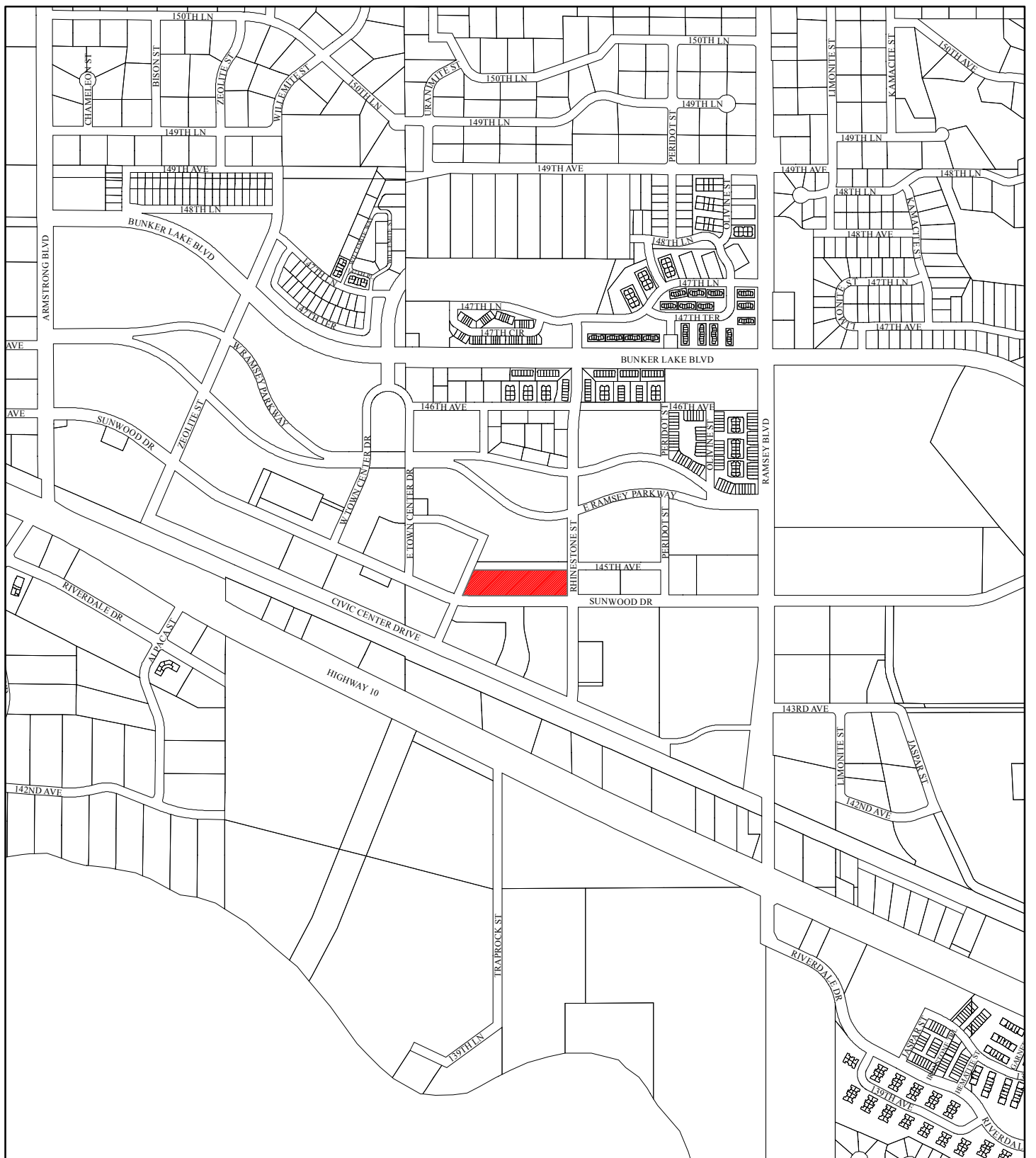
[Site Plan](#)

[Request from Applicant](#)

[Traffic Circulation Example](#)

**Form Review**

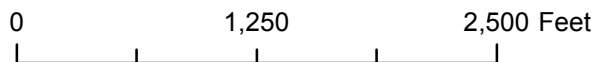
<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Brian Olson	Brian Olson	04/13/2011 03:10 PM
Kurt Ulrich	Jo Thieling	04/14/2011 08:42 AM
Tim Gladhill (Originator)	Tim Gladhill	04/14/2011 01:47 PM
Brian Olson	Brian Olson	04/14/2011 01:51 PM
Kurt Ulrich	Kurt Ulrich	04/14/2011 04:09 PM
Form Started By: Tim Gladhill		Started On: 04/12/2011 04:18 PM
Final Approval Date: 04/14/2011		

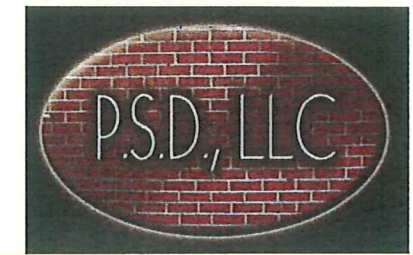


Ramsey Professional Building  
7533 Sunwood Drive

Legend

- Site
- Parcels










**Proposed Improvements (w/o 60' Lot)**

Existing Off-Street - 65 Stalls  
On-Street - 24 Stalls  
Additional Off-Street - 47 Stalls *52 STALLS*  
Total - ~~136 Stalls~~  
*141 STALLS*

**Legend**

-  Proposed Parking Lot
-  Proposed Parking Stripes
-  Proposed Curb Line
-  Existing Patio
-  Parcels

Source: Anoka County



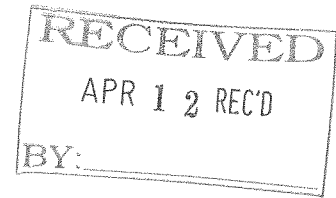
**PSD Building  
Parking Improvement  
Projection**



April, 2011

Map Document: (\\arcserver1\gis\PRV\PRV\10103132\ESRI\Maps\10103132-Parking Improvements - No Building 11x17.mxd) 4/11/2011 5:03:30 PM

**Ramsey Professional Center, LLC**  
**7533 Sunwood Drive**  
**Suite 220**  
**Ramsey, MN 55303**



City of Ramsey  
7553 Sunwood Drive  
Ramsey, MN 55303  
ATTENTION: Building Department

RE: Application for Curb Cut on Sunwood Drive

To Whom It May Concern:

Attached please find our application for a curb cut on Sunwood Drive into the parking lot servicing Ramsey Professional building located at 7533 Sunwood Drive, Ramsey, MN.

Also attached are 2 letters – the first from George Wells of Wells Catering Services, Inc. (“Wells”) and the second from Wells’ consultant, Grand Restaurant. Both letters advocate the need for a visible entrance off Sunwood Drive for the new Falls Café. Both parties feel that an entrance off Sunwood Drive is vital to the success of the restaurant. We would like to get our curb cut application expedited as soon as possible because the City has put a hold on the building permit for the construction of the restaurant until the parking matter is settled.

Please be aware that time is of the essence for Wells because of his present lease arrangements.

Thank you in advance for expediting this curb cut application. If you have any questions or need anything additional from us with regard to this application, please feel free to contact me at 763 427-5955 or [Matt.kuker@psdlanddevelopment.com](mailto:Matt.kuker@psdlanddevelopment.com).

Sincerely,

A handwritten signature in black ink, appearing to read "Matt Kuker".

Matt Kuker  
Assistant Manager

MK:vjk

Enclosures



# WELLS CATERING

6139 Hwy. 10  
Ramsey, MN 55303

□  
763.712.0987  
Fax: 763.712.0988  
[www.wellscatering.com](http://www.wellscatering.com)

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March 10<sup>th</sup>, 2011

PSD

Attn: Matt Kuker  
7533 Sunwood Drive  
Ramsey MN 55303

Matt:

It has been a concern of mine and also been brought to my attention from Grand Restaurant Design on not only the parking but also the signage for the Falls Café. I feel that people driving down Sunwood Drive west bound would be past the restaurants before they would see the signage on the building and figure out that they need to turn in behind the building for parking. My thought was if we could place additional signage on Sunwood Drive east of the Ramsey Office Plaza building along with an entrance into the existing parking lot. This would give our customer's better access which would help make the restaurant more successful. I have attached a letter which I have received from Grand Restaurant Design.

Thank You for your Consideration in this matter!

George Wells  
Wells Catering  
6139 Hwy 10  
Ramsey MN 55303  
Cell #612-990-9991  
Office#763-712-0987  
Web Site [www.wellscatering.com](http://www.wellscatering.com)



March 8<sup>th</sup>, 2011

The Fall's Cafe  
Attn: George Wells  
7533 Sunwood Drive, Suite 100  
Ramsey, MN 55303

SUBJECT: Review of Plans & Site

George:

Thank you again for your business. We at Grand look forward to working with you on this exciting new project. Per our conversation today, once the health department reviews the plans we will update any errors they find, and get those changes to you in a timely manner.

Also, you asked about any possibly issues that in our experience we may see with the project. Generally, as the area develops, we believe this will be a wonderful location. I would only suggest however, parking in time may become an issue. As the facility fills with tenants additional access and parking may become important. Easy of accessibility is very important to people, and so if they have a difficult time found a parking space or getting into a space, they may decide to go elsewhere. So, my only concerns will be once the area develops more – have the ability to access the restaurant easily – especially given long cold winters.

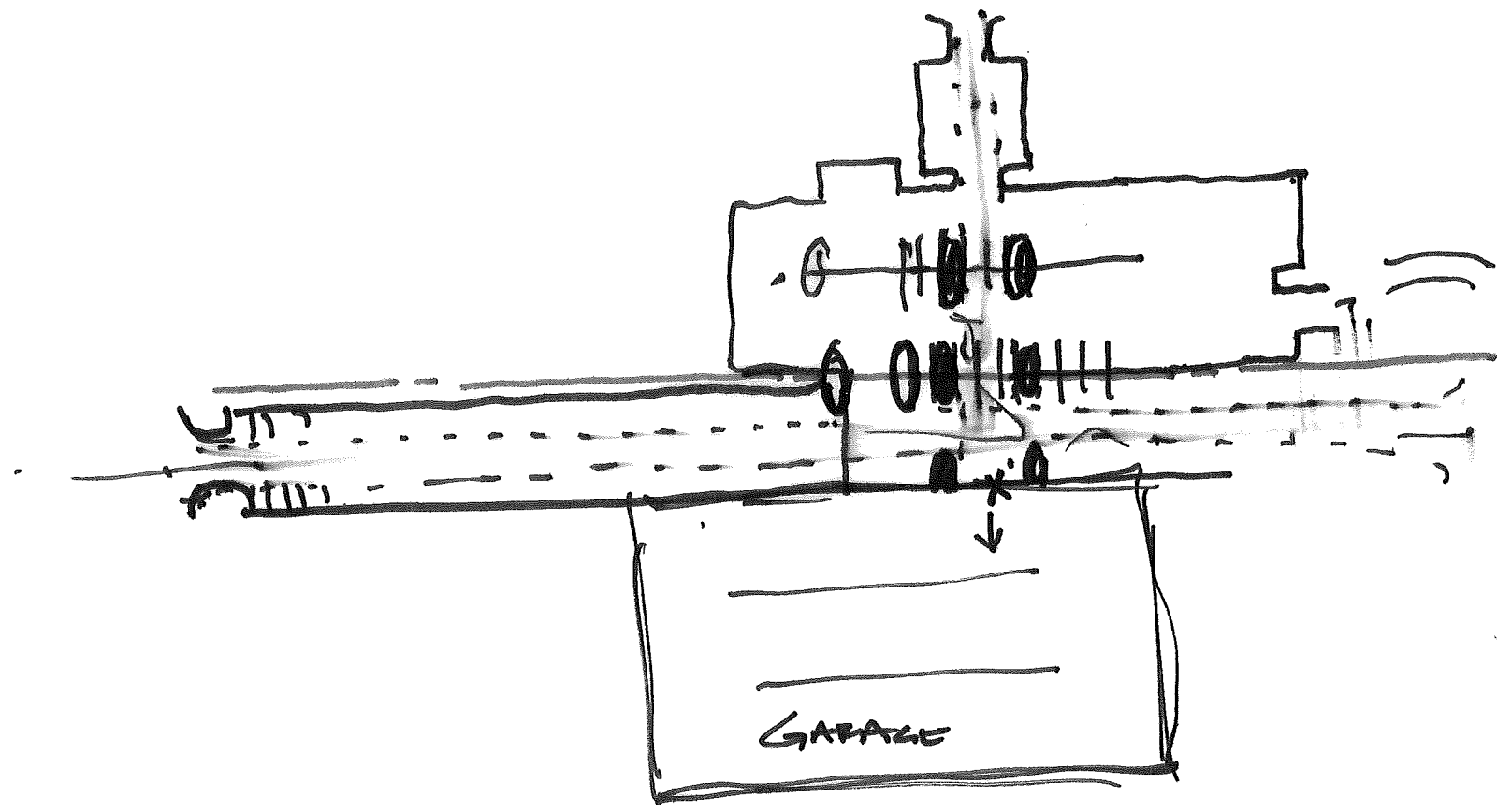
If there are any other questions you would like me to consider, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Michael Engel". The signature is written in a cursive style with a large, stylized "M" and "E".

Michael Engel  
Contract/Design Specialist  
Grand Restaurant Equipment & Design, Inc.  
(ph) 763-746-3410 x 204  
(fx) 763-746-3415  
mike@grandresteq.com

SUNWOOD



**Date: 04/19/2011**

By: Grant Riemer  
Engineering/Public Works

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Information

Title:

Review Sidewalk Plowing Policy

Background:

Part of the 2011 Strategic Action Plans for engineering/public works was to review the sidewalk plowing policy. Areas to be reviewed include:

Critical plowing vs non issue

Establish policy on who will be responsible for maintenance

Define the difference between sidewalks and trails

Enforcement-Level of service

Inventory and map

Review impact to sidewalk policy-do we continue to add sidewalks

**1. Critical plowing vs non issue**

Our current policy requires Public Works to plow all trails and sidewalks. Under that policy our priorities are the school walking areas first, the COR area second and all remaining sidewalks and trails next. Most 8-10' trails are cleared at the end of a full scale plowing event. The remaining trails and sidewalks, not included in the school walking areas or the COR, are completed within 48 hours of the end of the plowing event. We do not use overtime to plow sidewalks or trails.

**2. Establish policy on who will be responsible for maintenance**

There are several options to consider.

**A. Continue to operate under current policy.**

Public Works would continue to be responsible for clearing all sidewalks and trails on public roadways.

**B. Require town home associations to maintain sidewalks/trails within their developments.**

These are the most time consuming areas. With space being limited, contractors pile snow on the sidewalks making it difficult, if not impossible to get through after a couple of snowfalls. Associations are reminded to inform their contractors about plowing snow onto sidewalks, but compliance is sporadic at best.

**C. Require residents to clear all trails and sidewalks adjacent to their property**

While clearing the sidewalk adjacent to residential property is fairly common, we have quite a few undeveloped lots in some areas. Any policy requiring homeowners to clear sidewalks would have to address the vacant property situation as well. Clearing the transportation/recreational trails is not commonly done by residents. This would in

all likelihood require the resident to either own or have access to some type of snow removal equipment.

**D. Continue to have Public Works clear all 8-10' trails and selected sidewalks next to MSA roads**

The majority of these trails and sidewalks are located along arterial roads and receive more snow than residential sidewalks. Trails are normally cleared with pickups early in the season. Later in the year, when snow depths are greater, the trails need to be widened out using a snow blower attachment. Trails along county and state roads are particularly hard to clear.

**E. Contract all snow removal on sidewalk and trail system**

Contractor would need to have commercial grade equipment. Once the snow gets deep a V-plow is no longer able to clear the snow and a high volume blower is needed.

**F. Some combination of the above maintenance options.**

A policy could include parts from all the above options.

**Define the difference between sidewalks and trails**

For our purposes a sidewalk is normally 5' concrete walkway used in residential areas or mixed use areas such as the COR. A trail is an 8'-10' bituminous walkway used in parks or adjacent to major roadways used for recreation or alternative transportation.

**Enforcement-Level of service**

If a policy is adopted where residents are responsible for snow removal, then some type of protocol will need to be established to ensure the job is completed. Minneapolis and St. Paul both require residential sidewalks be cleared within 24 hours from the end of the snow fall. Enforcement seems to start with education of the policy, but does lead to a citation and fine eventually.

**Inventory and map**

We have approximately 39 miles of sidewalks and trails.

**Review impact to sidewalk policy-do we continue to add sidewalks**

Current policy states that all new subdivisions will be constructed with sidewalks. Working towards the goal of making Ramsey a more walkable community, sidewalks may need to be installed in existing neighborhoods, as well to make our system more continuous. Adding maintenance responsibilities to residents may increase resistance to such projects.

Notification:

Observations:

Funding Source:  
General fund - cost center 0312

Staff Recommendation:

Committee Action:  
Based on discussion

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### Attachments

Trail Map

Photo 1

Photo 2

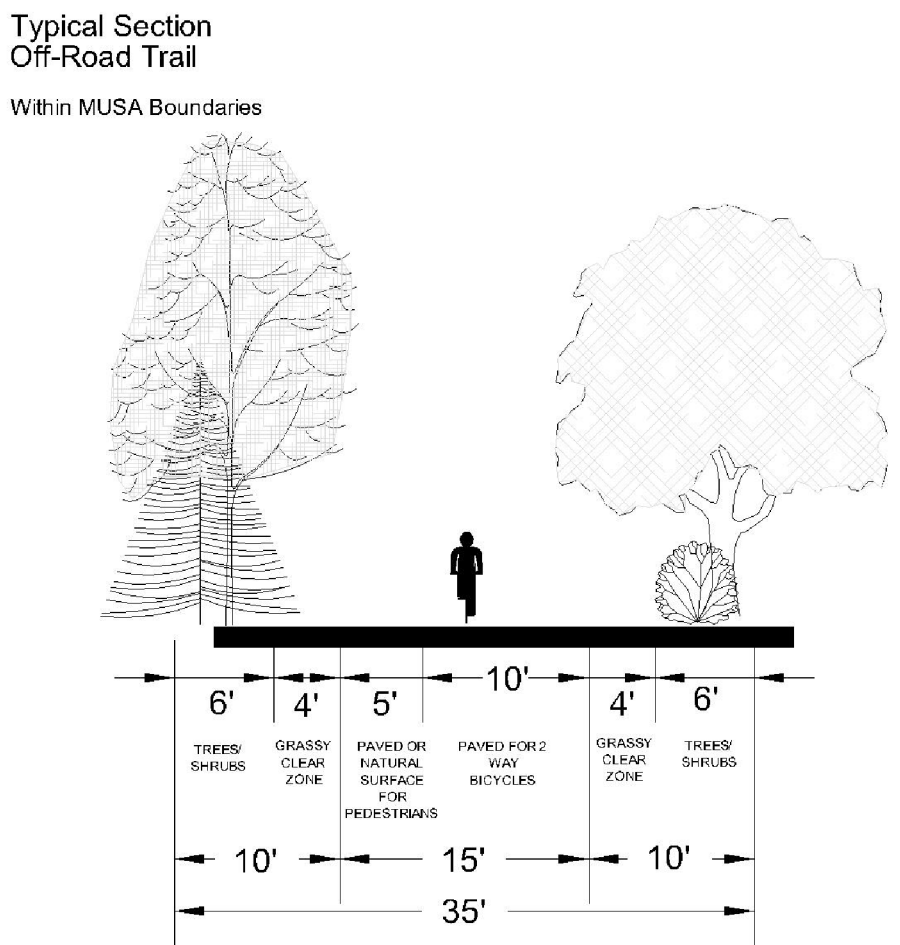
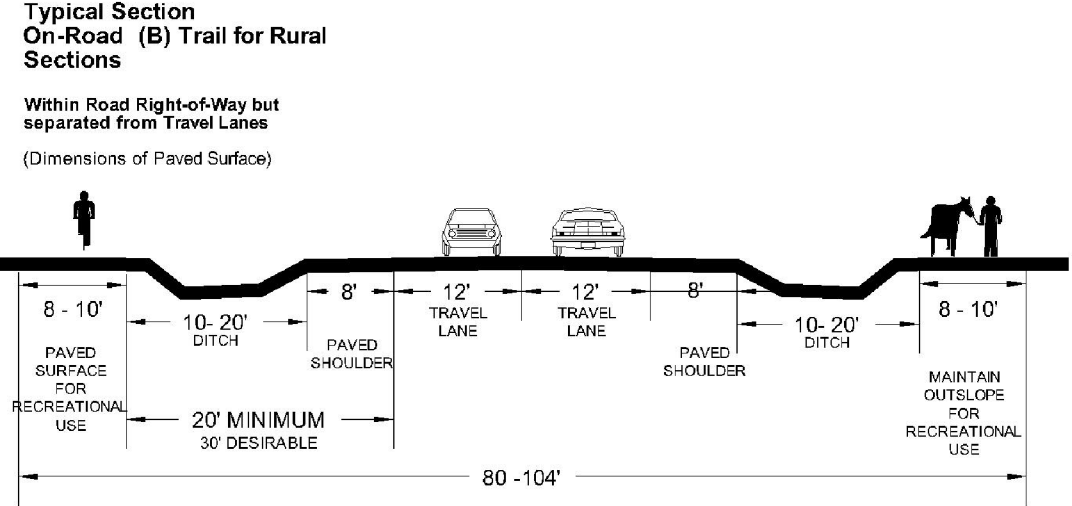
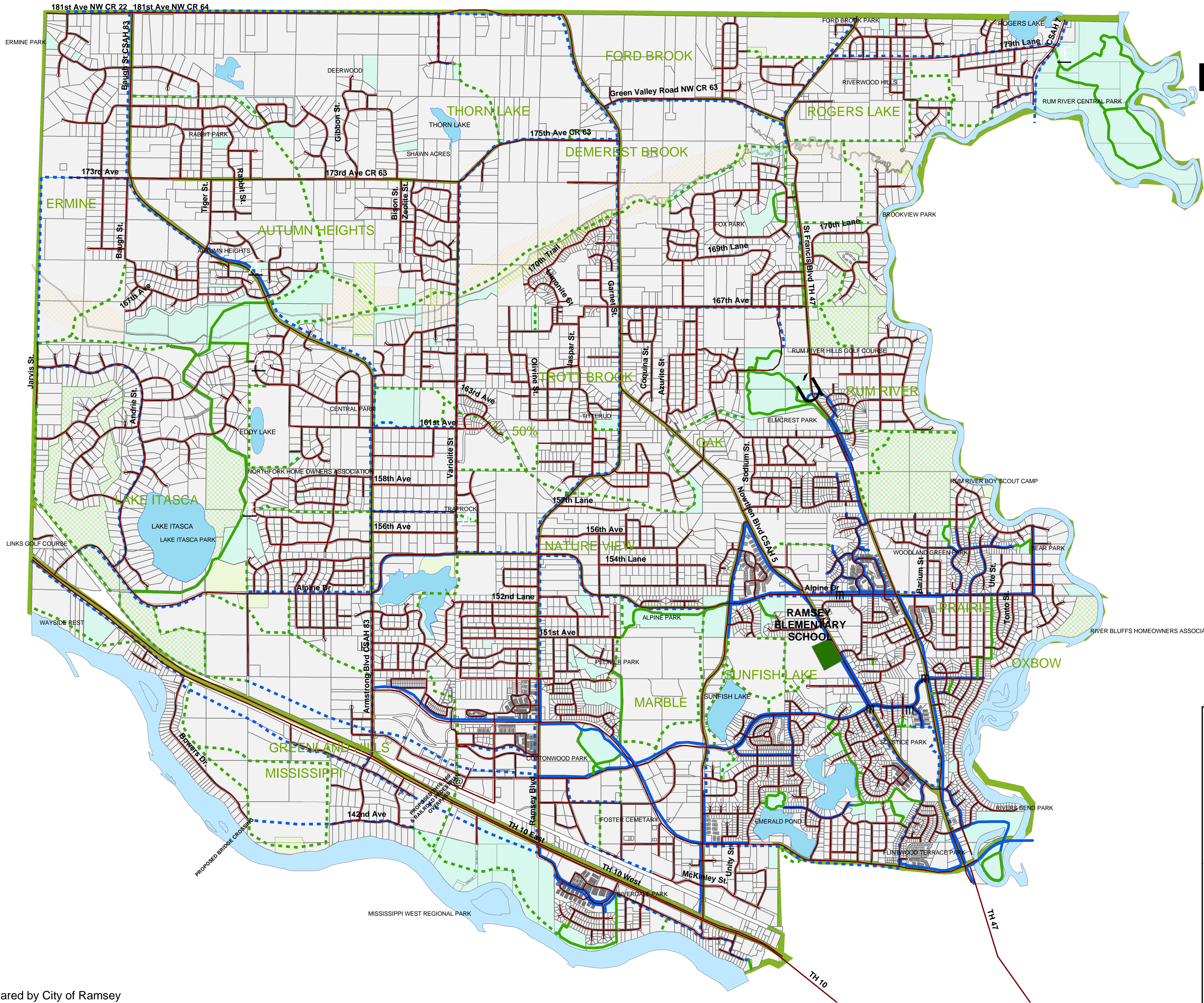
Photo 3

Photo 4

### Form Review

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Mary Jo Warner	MaryJo Warner	04/13/2011 11:22 AM
Tim Himmer	Tim Himmer	04/13/2011 04:19 PM
Brian Olson	Brian Olson	04/14/2011 08:22 AM
Brian Olson	Brian Olson	04/14/2011 08:22 AM
Kurt Ulrich	Kurt Ulrich	04/14/2011 01:26 PM
Form Started By: Grant Riemer		Started On: 03/30/2011 02:42 PM
Final Approval Date: 04/14/2011		

# City of Ramsey Existing/ Proposed Parks and Trails



### Legend

<b>Map Symbols</b>	<b>Existing Trails</b>
Underpass	Off-Road
Proposed Underpass	On-Road (Separated)
Crosswalk	<b>Proposed Trails</b>
Existing Trailhead	Off-Road
Fire Station	On-Roadway (separated)
City Hall	Conservation Easements
Proposed Trailhead	<b>Parks</b>
	Quasi-Public
	Existing Parks
	Proposed Park
	TROTT BROOK SPECIAL PROTECTION CORRIDOR
	Ramsey Recreation Districts



12/16/2010 13:17



12/16/2010 12:10



12/16/2010 12:11



12/16/2010 12:12

**Date: 04/19/2011**

By: Grant Riemer  
Engineering/Public Works

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Information

Title:

Summary of Snow Removal Activities for 2010-2011 Season

Background:

Just to refresh everyones memory on the scope of our snow removal operations the Public Works department is responsible for clearing snow and ice from the following areas:

400 lane miles of road  
253 cul-de-sacs and short dead end roads  
39 miles of trails and sidewalks  
2 fire stations  
City hall parking lots and ramp  
4 hockey rinks and 3 pleasure skating rinks  
3 water tower sites and 3 pumphouse locations  
Miscellaneous parking lots in the park system.

Notification:

Observations:

As everyone is well aware the 2010-2011 snow season has been a long one. As of March 31 we are at 84.7 inches of snow this season with our average being 55.9 inches. Our first full scale plow invent was November 13th and the last was March 23rd. This season we had 16 full scale plowing events and 11 minor events. To use last year for a comparison, we had 8 full scale plowing events and 20 minor events. Minor events are when the street department can handle the snow or ice without calling other departments for help. Salt use was up about 13% over last year as well. We started the year with approximately 500 tons in our shed, but with 7 full scale and 2 minor plowing events in November and December we were out of salt rather quickly. The Council was asked to authorize the purchase of 600 tons of additional salt to get us through to the first of the year. In all we have used 1600 tons of salt, 300 tons of sand/salt mixture and about 30 tons of granite chips this season.

On the financial side of the season, we were over budget for 2010 by 3% or \$8100.00. We were fortunate to get an early spring and did not plow at all in March of 2010. As it stands right know we are at 59% of 2011 budget. The overage in the budget can mainly be contributed to timing of the storms. 9 major events/2 minor events were on weekends or holidays. Plowing complaints were as follows:

Mailbox damage-25

Sod damage-22

Misc-33 (Misc includes such things as cul-de-sac not plowed, recycling bin tipped over, snow at the end of my driveway, snow in front of fire hydrant, snow placement in cul-de-sac, etc....)

The equipment held up well this season with only one major hydraulic hose repair that needed to be farmed out. All other repairs were completed in house. Those repairs included replacing frame bolts on two rear mount wings, some fabrication work on smaller plows, misc electrical and hydraulic repairs, etc....

Funding Source:

0312

Staff Recommendation:

None

Committee Action:

Informational only-no action required

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### Form Review

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Mary Jo Warner	MaryJo Warner	04/13/2011 12:27 PM
Tim Himmer	Tim Himmer	04/13/2011 04:20 PM
Brian Olson	Brian Olson	04/14/2011 08:22 AM
Kurt Ulrich	Kurt Ulrich	04/14/2011 01:10 PM
Form Started By: Grant Riemer		Started On: 03/30/2011 09:57 AM
Final Approval Date: 04/14/2011		

**Date: 04/19/2011**

By: Tim Himmer  
Engineering/Public Works

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Information

Title:

Consider Storm Sewer Outlet Revisions Related to City Project #08-33; Ute Street Improvements

Background:

On May 27, 2007 a petition was received by the City Council for the bituminous paving of Ute Street north of 179th Lane (terminating at the dead end turn around). City Council directed the preparation of a feasibility study, which was conducted in the fall of 2008. Through the process, many issues were identified and resolved, and the project was constructed last fall. A public hearing was held prior to the levying of assessments upon project completion. At this time the only outstanding items are completion of punchlist items and to ensure proper stabilization, since seeding was completed late in the fall.

Notification:

Observations:

Following substantial completion of the project a concern was expressed by a resident requesting revisions to the new storm sewer outlet located on his property. An easement was acquired from the property owner prior to commencing the project, but there were no meaningful conversations as to what the ultimate design and/or appearance would be for this structure. This individual believes that modifications should be made to the outfall to improve aesthetics and reduce his concern for potential liability should someone become injured while accessing the lake through this location. Attached are some photos of the outfall for review.

With the final punchlist clean up for the project, revisions could be done to this outfall but they would come with a cost, as the final design approved by the Council was implemented per the project specifications. The outfall was constructed, in conjunction with an upstream sump manhole to improve water quality prior to discharge to Rogers Lake, which was subsequently reviewed and approved by the Lower Rum River Water Management Organization (LRRWMO). Staff feels that the outfall is functioning as designed, but there may be an opportunity to narrow the basin by relocating some of the rip-rap around the edges to the spillway adjacent to the water. The resident has stated that they would like the stilling basin removed all together and the stormsewer pipes could be extended down to waters edge; they would also like a different type of rock that isn't as jagged to reduce potential liability concerns from injuries.

Staff will be contacting the resident to make them aware of this meeting, and to further discuss what their expectations are for this outfall. We have also met with a contractor that has quoted us a price of \$800 - \$1,000 to perform the stilling basin revisions mentioned above. This work would be performed utilizing hand labor or small equipment to limit damage to the new turf that is being established, and any damage done by this revision would also be restored. Staff is looking for input from the Council on whether or not to consider modifications to this stormsewer outfall.

Funding Source:

If authorized, these improvements would be funded through the Stormwater Utility Enterprise Fund.

Staff Recommendation:

Committee Action:

Based upon discussion.

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## Attachments

[Location Map](#)

[Photos](#)

## Form Review

**Inbox**

Brian Olson

Kurt Ulrich

Form Started By: Tim Himmer

Final Approval Date: 04/14/2011

**Reviewed By**

Brian Olson

Kurt Ulrich

**Date**

04/14/2011 03:38 PM

04/14/2011 04:09 PM

Started On: 04/13/2011 04:37 PM



**Ute Street Outfall Location**

















**Date: 04/19/2011**

By: Tim Himmer  
Engineering/Public Works

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Information

Title:

Consider Amendments to the City's Topsoil Ordinance

Background:

As a means of water conservation the City adopted a new topsoil ordinance on April 28, 2009, which went into effect on June 8, 2009, and included the following:

- The installation of a minimum of four (4) inches of topsoil over all exposed areas not improved with buildings and paving, excluding natural areas that are left undisturbed.
- The topsoil requirement would apply to any lot, in any zoning district, being improved with the construction of a principal structure.
- Topsoil is defined as “black dirt composed of unconsolidated material, largely undecomposed organic matter that is a suitable foundation for vegetative growth. The composition of the topsoil shall include a well balanced medium consisting of the following:
  - A maximum sand/silt content of 20%
  - A minimum organic content of 35%
  - A pH between 6 and 7
  - Removal of all rocks in excess of 3/4”

During adoption of this ordinance staff discussed an approach to pre-certify soil in an attempt to make the change easier for builders and contractors in locating the material, as well as for inspections and enforcement by City staff. Staff contacted several local suppliers and requested a sample of the material they market for potential inclusion on a list distributed to builders and contractors at the time a building permit is issued. Only one sample submitted would have met the newly adopted definition of topsoil; however that sample was submitted in the prior year when the ordinance was being investigated and was no longer available.

Staff was concerned with the lack of suppliers and material that met the then current ordinance so this item was again discussed by the Public Works Committee on July 21, 2009. The direction from that meeting was to amend the topsoil definition within City Code to reduce the minimum organic content to twenty-five percent (25%), and increase the maximum allowable sand content to thirty percent (30%). The Planning Commission held a public hearing related to this proposed amendment on September 3, 2009. There were no persons in attendance to speak to this matter, but one letter in opposition to the amendment was accepted into the record and there was much discussion by the Commissioners. The biggest issues raised at that meeting were:

- Whether the City should be participating in certifying the soil.
- Whether the requirements were too restrictive and therefore caused a hardship for builders and developers (creation of a “Ramsey mix”).
- Whether there were adequate sources of material available that would meet the City’s specification.

After much deliberation the Planning Commission motioned to approve the proposed changes. Following that meeting staff continued working toward implementation and discovered that the testing criteria used to certify the samples was slightly flawed. The problem that existed was that standard sampling and testing protocols for topsoil are conducted by weight, and all the previous discussions on this topic focused on a volumetric basis.

This item was brought before the City Council on September 22, 2009 to introduce an ordinance amendment related to the definition of topsoil. Council did introduce the ordinance amendment that evening but requested that staff continue investigating options for improvement, with the understanding that water conservation was the ultimate goal.

While it was possible to change the definition of topsoil to more accurately reflect the intent of the ordinance (volume basis), it would have been much more difficult to gather accurate reproducible test results. There is no widely accepted volume-based topsoil test, and therefore staff would be required to conduct a “jar test” for every sample submitted to determine compliance. This would be extremely onerous and somewhat subjective; and it was always staff’s intention to present clear direction to builders/developers and eliminate as much subjectivity as possible.

In the end, Council adopted the following definition of topsoil on January 12, 2010.

**Topsoil:** Black dirt composed of unconsolidated material, largely undecomposed organic matter that is a suitable foundation for vegetative growth. The composition of the topsoil shall include a well balanced medium consistent with the requirements of Table 3877-3 in MnDOT Specification 3877C (Premium Topsoil Borrow), and a copy of said table will be on file at the City offices.

Along with the revised specification referenced above related to material composition, Council also directed a revision to the required thickness from 4" to 6".

Notification:

Observations:

There has been much discussion lately related to the overall cost of developing in the City, and a review is currently underway to evaluate where the City of Ramsey stands in relation to surrounding communities with respect to development fees. One of the items identified by some of the builders that have had conversations with the COR development manager is topsoil. While the builders understand why the requirement is important, they have stated that other neighboring communities do not have such requirements and it is therefore difficult to justify the extra costs when they can construct the same product in a different location at a lower cost.

Particularly concerning for them is the fact that some of their existing lot stock is located within subdivisions that have already performed the mass grading of the site (and lots) to the specification of a 4" hold down for topsoil installation. The City's current ordinance calls for 6" of material to be spread across all disturbed areas on the lot, and the builders now have to bring in more equipment to subcut their lots an additional 2", and then have to relocate this material to an alternate location. Doing so causes more equipment, trucks, fuel, etc. to the bottom line, and they estimate that this amounts to an additional \$3,500 per lot.

If the City Council were to consider going to the previous requirement of 4" of topsoil that would save the builders approximately \$2,000 per lot; \$1,600 in material cost and \$400 in equipment/labor for the additional grading and material removal. Staff is looking for input from the Council on whether they are interested in revisiting the topsoil discussion for potential revisions to the ordinance. A few options to consider include:

- Amend the topsoil ordinance in City code to reduce the thickness requirement from 6" to 4"
- Amend the topsoil ordinance language such that the triggering mechanism changes. Currently the topsoil requirement is triggered by the issuance of a building permit for a principle structure, regardless of whether the lot was preexisting at the time the ordinance was adopted. We could consider revising that the triggering mechanism is the construction of a new principle structure on a new lot of record from the time the ordinance is adopted. Doing so would provide some relief for existing lots in recent subdivisions (primarily BROOKFIELD, SWEETBAY RIDGE, and THE ESTATE OF SILVER OAKS).
- Revise the topsoil definition from the current MnDOT specification.
- A combination of the above items.
- Do nothing

Staff will have information available on Tuesday relative to the potential cost savings from a typical single family home with the current standard and without.

Funding Source:

City Code amendments are processed with Staff time.

Staff Recommendation:

Based upon discussion

Committee Action:

Based upon discussion.

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### Form Review

**Inbox**

Brian Olson

Kurt Ulrich

Form Started By: Tim Himmer

Final Approval Date: 04/14/2011

**Reviewed By**

Brian Olson

Kurt Ulrich

**Date**

04/14/2011 01:17 PM

04/14/2011 01:30 PM

Started On: 04/13/2011 04:30 PM

**Date: 04/19/2011**

By: Tim Himmer  
Engineering/Public Works

Information

Title:

Update on Potential Pond Cleaning Project Near 155th Lane NW and Armstrong Boulevard.

Background:

The resident at 8070 155th Lane NW contacted City staff last fall to express concern related to a stormwater pond located in their backyard. They stated that the surface water level of that pond has been dropping over the years and has never rebounded to an acceptable level with a permanent pool. Staff reviewed historic aerial photographs in an effort to determine when the decline began and what might have caused it. It is possible that there may be a connection between the surface water in the area to the aquifers that supply the City's municipal water system.

Staff brought this item to the Public Works Committee on January 18, 2011 for discussion, and requested feedback on whether we should initiate a project to remove excessive vegetation and root mass from this pond in an effort to restore some of the original hydrology, and a permanent pool of water. This water body is shown in the National Wetland Inventory (NWI) as a protected surface water, which may require potential mitigation with any planned modifications. Historically such vegetative removal has been allowed as long as drainage patterns are not impacted and the defined quantity of material proposed to be removed does not exceed certain thresholds, which are determined based upon wetland type and quality.

Direction at that time was to instruct the resident about the City's petitioning process for implementation of a public project. The appropriate information was conveyed to them property owner, but they have responded that this approach is unacceptable and the City should be doing something to assist with corrective actions. There will be residents in attendance to discuss this matter first hand with the Committee.

Notification:

Observations:

Funding Source:

To date, staff time has been used to investigate this concern. A funding source may need to be identified depending on discussion and ultimate Council direction.

Staff Recommendation:

Committee Action:

Based upon discussion.

Attachments

Location Map

Historical Aerial Depiction

Form Review

**Inbox**

Brian Olson  
Kurt Ulrich

**Reviewed By**

Brian Olson  
Kurt Ulrich

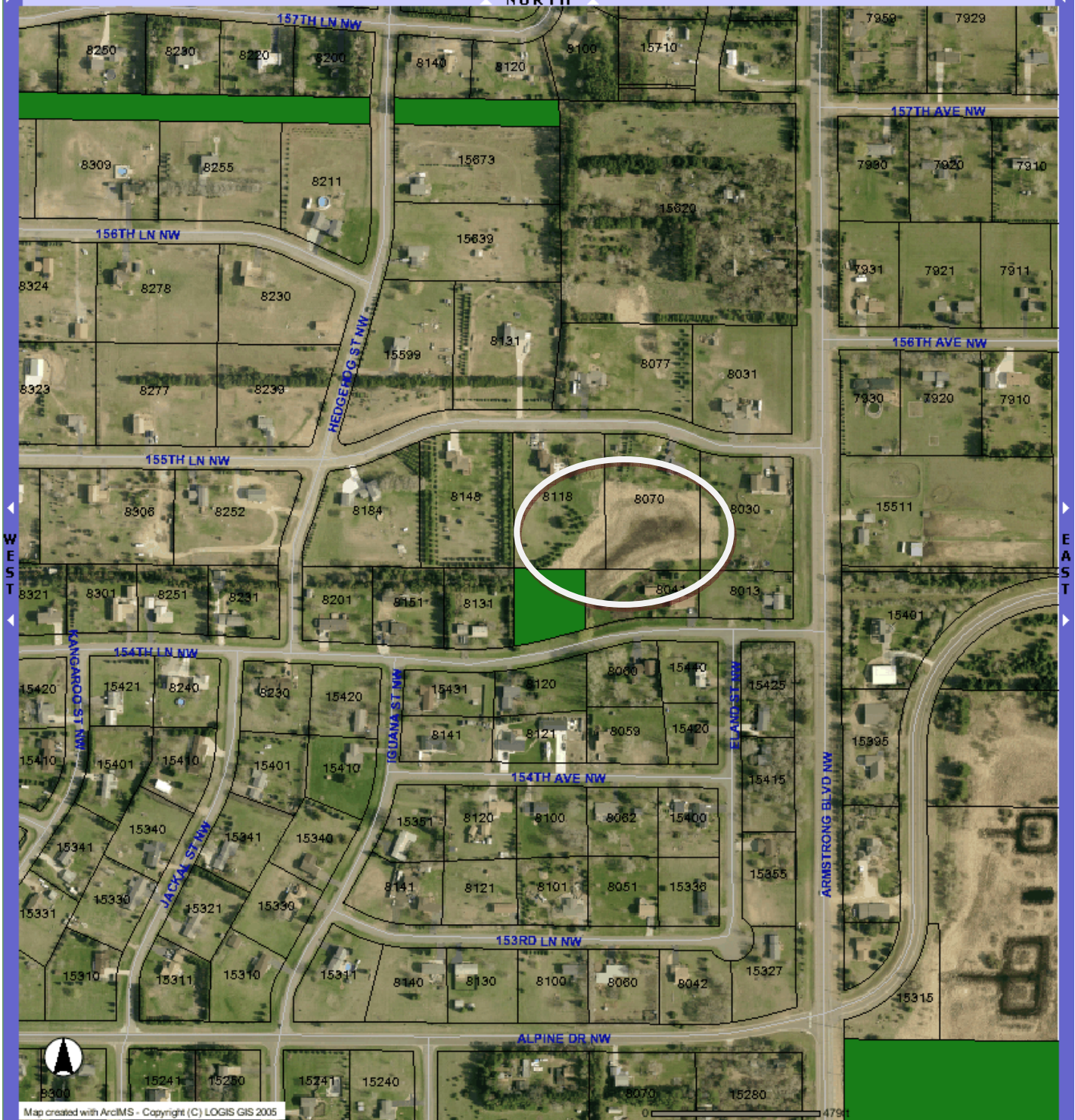
**Date**

04/14/2011 01:17 PM  
04/14/2011 01:30 PM

Form Started By: Tim Himmer  
Final Approval Date: 04/14/2011

Started On: 04/13/2011 04:57 PM

NORTH



Map created with ArcIMS - Copyright (C) LOGIS GIS 2005

SOUTH

**Pond between 154<sup>th</sup> and 155th Lanes**

