

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

The Public Works Committee conducted a regular meeting on Tuesday, January 18, 2011 at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson David Elvig
 Councilmember Jason Tossey
 Councilmember Colin McGlone

Also Present: Public Works Director Brian Olson
 City Engineer Tim Himmer
 Public Works Street Supervisor Grant Reimer
 City Administrator Kurt Ulrich
 Deputy City Administrator Heidi Nelson
 Development Manager Darrin Lazan

CALL TO ORDER

Chairperson Elvig called the regular meeting of the Public Works Committee to order at 5:30 p.m.

CITIZEN INPUT

There was none.

APPROVE AGENDA

Move Staff Input Titled Review Annual Snow Activities up to beginning of agenda and call it Case #1A

Move Case #5.6 to Case #5.3

Motion by Chairperson Elvig, seconded by Councilmember Tossey, to approve the agenda as presented.

Motion carried. Voting Yes: Chairperson Elvig and Councilmember McGlone and Tossey.
Voting No: None. Absent:

APPROVE MINUTES

Motion by Councilmember McGlone, seconded by Councilmember Tossey to approve the minutes from the November 16, 2011 Public Works Meeting.

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

COMMITTEE BUSINESS

Case #5.1 Nominate Chair and Vice-Chair for the Public Works Committee

Motion by Councilmember Tossey, seconded by Councilmember McGlone, to elect Councilmember McGlone as Chairperson of the Public Works Committee for 2011.

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

Motion by Chairperson Elvig, seconded by Councilmember McGlone, to elect Chairperson Elvig as Vice-Chairperson for the Public Works Committee for 2011.

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

Case #5.1A Review Annual Snow Activities

Public Works Director/Principal City Engineer Olson stated that the Public Works staff have received more compliments than complaints this year included are from the Mayor on camera to the Planning Commission Chair, to the Environmental Policy Board.

Street Supervisor Riemer reviewed that normally plowing starts at 2 inches with a start time of 2:00 am. The grader and two other trucks start in the COR area. Cul-de-sac drivers start at the same time as the large trucks do. The sidewalk machine starts two hours after the rest of the crew. Normally, with a 2"-4" snowfall plowing is done in about 8 hours. 1" snowfalls, main routes and high speed intersections are done. Heavier snowfalls are divided up into five routes.

Public Works Director/Principal City Engineer Olson added that it is more of a benefit to start at 2 am. All street, parks and utility staff are working during an event clearing, streets, cul de sacs and everything. The day after the event the regular street crew drops back down to five people and the parks and utilities staff go back to their regular work duties.

Councilmember Tossey asked about the City doing sidewalks versus the resident doing their own sidewalks.

Street Supervisor Reimer responded that five to six years ago it wasn't even a policy for the City to do sidewalks and trails.

Vice Chair Elvig commented that it was reciprocated because of the school and bus drop off routes.

Director of Public Works/Principal City Engineer Olson wanted to differentiate between trails and sidewalks. He stated that trails are more regional, mostly on county roadways that have high speed and higher traffic volume. Sidewalks are mostly concrete and narrower and stated a lot of damage can easily get done to yards and sod directly adjacent to sidewalks and are more difficult to clear.

Chairperson McGlone feels this is a timely item that plays in with looking at the street reconstruction assessment policy.

Councilmember Tossey asked Street Supervisor Riemer how he feels about the City doing sidewalks.

Street Maintenance Supervisor Riemer responded sidewalks are getting to be their highest maintenance part of snow removal.

Chairperson McGlone asked if Townhome Associations can start taking over sidewalks in their developments and agrees with Vice Chair Elvig's comments regarding thinking of some sort of policy whether it is a walkable trail, verses sidewalk, density versus something different.

City Administrator Ulrich suggested that when Himle Horner does the survey as part of the street reconstruction policy to possibly include a question or two within that survey asking people how they feel about sidewalk and trail maintenance.

Committee direction is for staff to draft a sidewalk maintenance policy and bring it back for discussion in April.

Case #5.2 Proposal to Retrofits Lighting at Public Works Campus

Street Supervisor Riemer reviewed the staff report.

Councilmember Tossey asked what the cost was to replace the existing fixtures and the life span of the fixture.

Councilmember Wise provided the name of company for quotes on LED lighting, 90% of this business is efficiency related.

The consensus of the Committee was to get quotes on LED lighting and bring back to Public Works.

Case #5.6 moved to Case #5.3 Consider Request to Purchase a Drainage and Utility Easement at 7319 162nd Lane NW

City Engineer Himmer stated Mr. Belschner is present to request the purchase of a drainage and utility easement on his property located at 7319 162nd Lane NW. As part of the NW sewer and water extension project to serve development proposals at the north end of the City, ditch cleaning was necessary. In addition to acquiring easements for the utility lines it was Council direction to also secure drainage and utility easements over the existing ditch so that we could

adequately maintain it in the future. Even though state ditch laws would allow the City the right to maintain the ditch, it was Council's feeling that those individuals that have a ditch on their property should be compensated for the inconvenience of potential access and other impacts associated with maintenance. Mr. Belschner, along with many other residents along the ditch, were sent letters in 2006 requesting consideration to sell the City drainage and utility easements. Approximately 90% of the impacted property owners consented to the easements, but for those that did not respond state ditch laws were used for the ditch cleaning project. Mr. Belschner is now requesting that the City follow through with the purchase, as there was no sunset date on the correspondence.

Councilmember Tossey asked Mr. Belschner why he waited so long to come forward with this.

Mr. Belschner responded at the time there was lack of communication and distress and in reviewing the letter there is no stipulation on time.

Chairperson McGlone asked staff to clarify the communication staff had with the residents.

Public Works Director/Principal City Engineer Olson responded there was a significant amount of public input, we asked for 60 easements, we acquired 90-95% of those easements.

Vice Chair Elvig reviewed how this project originally developed.

Councilmember Tossey commented that we had the right to do this regardless.

Councilmember McGlone is not in favor of paying Mr. Belschner six years later.

Vice Chair Elvig commented that the letter does not state a statute.

Councilmember McGlone suggested bringing forward to City Attorney and getting a legal opinion and move forward to Council.

Director of Public Works/Principal City Engineer Olson added that he will contact the Tinklenberg Group for a record of correspondence to Mr. Belschner.

There was discussion from the Committee that this project dates back six years and would like to seek the City Attorney's opinion.

Motion by Chairperson McGlone, seconded by Councilmember Tossey to recommend to City Council to deny acquisition of the easement, subject to the City Attorney's opinion.

It was further discussed that this item should be presented on the regular agenda of the February 8, 2011 City Council meeting, and Mr. Belschner should be contacted.

Motion carried. Voting Yes: Chairperson McGlone and Councilmember Tossey. Voting No: Councilmember Elvig.

Case #5.10 Consider Plan for Potential Soil Import to the COR

City Engineer Himmer reviewed that staff has received a letter from Mr. Peterson of Oakwood Land Development requesting the City's interest in purchasing 50,000 to 80,000 cubic yards of soil.

Vice Chair Elvig asked to clarify where Mr. Peterson is digging and asked about the soil report and he believes there was some left over materials at the Legacy Academy and thought there was some opportunity for us also.

Councilmember Tossey asked if it is going to be pad ready for businesses coming in.

Development Manager Lazan's opinion is it's a speculation issue.

Chairperson McGlone can't think of a better place to mitigate than add to an existing wetland. Loose volume and compacted volume has a difference and we need to accommodate for that. Chairperson McGlone would like to propose to the Committee to hire Landform which is part of their duties and contract to come up with a new mass grading plan, at which time we can get an idea what we need for fill. Get our new plan and then see some policies put in place what we will accept for dirt.

Vice Chair Elvig agrees about knowing where to dump the dirt and makes sense to do some planning. He is not ready to say no to his fill, if we have an idea what a good price is then offer him a price.

Chairperson McGlone would like the market to tell us what the dollar value should be.

Development Manager Lazan responding we can do mass grading now, question is to completing a fill plan.

Based on City Administrator Ulrich's comments Motion by Vice Chair Elvig, seconded by Chairperson McGlone to recommend the Committee should make a recommendation to the HRA consultant to develop a mass grading plan; including a plan for distribution of soils so land in the COR could be marketed in sequence where soils would be dropped first. The HRA should also develop a policy or strategy on how to test import soils, what do we do when such potential import sources are discovered, and a process to incorporate into the development and marketing of the COR. At this time it is too premature to act on this specific request from Oakwood, but we should keep it in the back of our mind and advance the grading analysis as quickly as possible in an effort to possibly take advantage of this potential source in the near future.

Chairperson McGlone seconded motion as part of more discussion.

City Administrator Ulrich asked if Mr. Lazan could off his opinion.

Development Manager Lazan responded it is in the scope of our proposal for engineering services on the project that will normally be done by the developer be done by Landform but that

its under separate proposal also submitted for consideration and will prepare a proposal for HRA's consideration that includes cutfill and package that up with a policy.

Motion carried. Voting Yes: Chairperson McGlone and Vice Chair Elvig and Councilmember Tossey. Voting No: none

Case #5.3 Consider Change Order of IP08-34 151st Avenue, 152nd Avenue and Fluorine Street Improvements

City Engineer Himmer explained the quantity of soil removed from the site exceeded the bid quantity and the contractor submitted a request for a change order.

Chairperson McGlone asked who is responsible for this Change Order request.

City Engineer Himmer responded it was an engineering error.

Chairperson McGlone asked if we have a policy for when an error occurs and protect the homeowner for additional assessment and asked for Vice Chair Elvig's comments.

Vice Chair Elvig responded when we have an estimated project we are bond to a new public hearing when that the feasibility study comes back more than 10% or more than what the estimate was we have to start the process all over again.

Staff responded that this does not exceed the 110% of the cost.

Motion by Vice Chair Elvig, seconded by Councilmember Tossey to recommend City Council approve Change Order No. 1 for I.P. 151st Avenue, 152nd Avenue and Fluorine Street in the amount of \$39,063.75.

Motion carried. Voting Yes: Chairperson McGlone, Vice Chair Elvig and Councilmember Tossey. Voting No: None. Absent: None

Case #5.4 Consider Priority Streetlighting along County Road 116 (Bunker Lake Boulevard)

City Engineer Himmer reviewed the staff report and recommend moving forward with proposal for lights at Town Center Drive and Bunker Lave Boulevard and Zeolite Street and Bunker Lake Boulevard at a cost of \$7,600.

Consensus is to wait until the ground thaws for installation. Staff has requested revised proposals from Connexus based upon this direction and is anticipating a spring installation, is ratified by the Council.

Motion by Vice Chair Elvig, seconded by Councilmember Tossey for installation of priority street light at Bunker Lake Boulevard north of the COR and Bunker Lake Boulevard and Zeolite Street.

Motion carried. Voting Yes: Chairperson McGlone, Vice Chair Elvig and Councilmember Tossey. Voting No: None. Absent: None

Consensus is to wait until the ground thaws for installation.

Case #5.5 Review of Potential Pond Cleaning Project Near 155th Lane NW and Armstrong Boulevard

City Engineer Himmer reviewed in the staff report that a resident at 8070 155th Lane contacted City staff to express concern related to the water levels dropping over the years in the stormwater pond located in their backyard

Chairperson McGlone's opinion is the storm water utility fund is to correct water problems.

Public Works Director/Principal City Engineer Olson commented that he does not know if there is a connection with our municipal wells and this wetland.

Vice Chair Elvig would like to recommend Chris Lord of the Anoka Conservation District do a presentation to Council and staff have that presentation done and then take a look at this. He feels this is more of a regional issue.

City Administrator Ulrich commented that there is so many variables that affect the ground level and a good solution is to have them petition this as a public improvement project.

Public Works Director/Principal City Engineer Olson is suggesting doing more research into which the issue and cause is.

Vice Chair Elvig thinks this is an aesthetic issue.

Councilmember Tossey comments there is a lot of different reasons for this and he doesn't think we should take any responsibility for this.

The consensus of the Committee was to have staff instruct the resident on the City's petition process for public improvements, and have them perform the leg work to see if there is consensus in the neighborhood on the need for such a project.

Case #5.7 Consider Minnesota Department of Health (MDH) Grant for Wellhead Protection Implementation

City Engineer reviewed the staff report and is asking are willing to accept funds to implement our wellhead protection under this grant and staff time is not reimbursed.

Elvig asked what the perimeter is.

Himmer responded it is all around our well fields and we are required to do this anyway.

Motion by Vice Chair Elvig, seconded by Councilmember Tossey to recommend approval of the grant funds to be disbursed for the implementation of the Source Water Protection Plan.

Motion carried. Voting Yes: Chairperson McGlone, Vice Chair Elvig and Councilmember Tossey. Voting No: None. Absent: None

Case #5.8 Consider Offer to Purchase a Drainage & Utility Easement for the Chameleon Street NW Paving Project

City Engineer Himmer reviewed the staff report and requested consideration to acquire an easement that would assist in making the necessary drainage improvements associated with City project 10-25; the bituminous paving of Chameleon Street NW. Drainage improvements were outlined in the feasibility study for the project and the impacted resident made an offer to the City in an amount consistent with other similar acquisitions, therefore it was staff's recommendation to accept the offer

There was discussion of the project cost of \$237,000 of which \$40,000 storm water utility fund, \$140,000 of cities 50% cost and \$140,000 assessment cost.

Motion by Chairperson McGlone, seconded by Tossey to recommend to City Council the acquisition of the drainage and utility easement across the property located at 17331 Chameleon Street in the amount of \$1500 and staff conduct the necessary field surveys to prepare the easement legal descriptions.

Motion carried. Voting Yes: Chairperson McGlone, Vice Chair Elvig and Councilmember Tossey. Voting No: None. Absent: None

Case #5.9 Consider Request for the Installation of a 4-Way Stop at the Intersection of Armstrong Boulevard and Alpine Drive

City Engineer Himmer reviewed in the staff report a survey was posted on a local resident's blog site as to whether a 4-way stop should be installed at the intersection of Armstrong Boulevard and Alpine Drive and staff is asking if we want to ask Anoka County to do this.

Accident history data was reviewed and it was discussed whether the intersection would meet any thresholds for modifications.

Vice Chair Elvig commented it's about safety and we should lean on Anoka County for this request.

Councilmember Tossey is fine with this but if it doesn't cost us any money.

Chairperson McGlone commented that this is a County Road and high speed road and we don't have city alternatives to come from that point south and he doesn't want to keep bothering the

County for stop signs on County roads and is there anything else we can consider to enhance the safety such as striping, warning lights that we can build into the project.

Vice Chair Elvig comments are that we are putting a light in at Armstrong and 116 and it will intermittently stop the flow of traffic north and south which would create gapping in the traffic flow which we think will significantly impact the safety and clear traffic at Alpine and Armstrong and we will be happy to entertain this again after the project is complete if this intersection is still a problem.

Councilmember Tossey doesn't want to go to the County if we are putting in a trail along Armstrong Boulevard and a traffic light at Armstrong and 116.

Motion by Chairperson McGlone, seconded by Councilmember Tossey Based upon discussions, and taking into account the planned Armstrong/Bunker improvement project, recommend to the City Council that staff work with Anoka County to consider options to enhance the safety of Armstrong Boulevard and Alpine Drive intersection during the trail construction component to the project.

Motion carried. Voting Yes: Chairperson McGlone, Vice Chair Elvig and Councilmember Tossey. Voting No: None. Absent: None

Case #5.11 Consider Award of a Contract for Engineering Services to Perform the City's Required Annual Bridge Inspections and Reporting.

City Engineer Himmer reviewed in the staff report that we have four bridge inspections due by February 15th and staff currently does not hold the certification necessary so staff is asking in the short term to request approval to consult this service for the 2011 calendar year.

Motion by Vice Chair Elvig, seconded by Chairperson McGlone to award a contract to Erickson Engineering in an amount not to exceed \$2,800.

Motion carried. Voting Yes: Chairperson McGlone, Vice Chair Elvig and Councilmember Tossey. Voting No: None. Absent: None

Committee/Staff Input

None.

COMMITTEE INPUT

None.

ADJOURNMENT

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

Motion carried.

The regular meeting of the Public Works Committee adjourned at 8:20 p.m.

Respectfully submitted,
Brian Olson
Public Works Director

Drafted by Mary Jo Warner
City of Ramsey Public Works Secretary