

**City of Ramsey**  
**Agenda**  
**Public Works Committee**  
**Tuesday February 15, 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 of January 18, 2011
5. **Committee Business**
  1. Overview of the Utility Department SCADA System
  2. Overview of the 2011 Street Maintenance Program
  3. Consider Change Order for City Improvement Project #10-32; 176th Avenue Culvert Replacement
  4. Consider Engineering Services Request for Proposals
  5. Consider Roadway Modifications at TH 10 & Feldspar Street NW
  6. Update on Retro Fitting of Public Works Lighting
6. **Committee/Staff Input**
7. **Adjournment**

**Public Works Committee**

**Item #: 4. 1.**

**Date: 02/15/2011**

By: MaryJo Warner  
Engineering/Public Works

---

Information

Title:

Approve Regular Meeting Minutes of January 18, 2011

Background:

Approve Regular Meeting Minutes of January 18, 2011

Notification:

Observations:

Funding Source:

N/A

Staff Recommendation:

Committee Action:

Approve Regular Meeting Minutes of January 18, 2011

---

Attachments

PW Minutes

Form Review

**Inbox**

Brian Olson

Kurt Ulrich

Form Started By: MaryJo Warner

Final Approval Date: 02/10/2011

**Reviewed By**

Brian Olson

Jo Thieling

**Date**

02/07/2011 03:48 PM

02/10/2011 10:12 AM

Started On: 02/07/2011 01:44 PM

**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 IP08-34 151<sup>st</sup> Avenue, 152<sup>nd</sup> 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. 151<sup>st</sup> Avenue, 152<sup>nd</sup> 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 155<sup>th</sup> 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 15<sup>th</sup> 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*

**Date: 02/15/2011**

By: MaryJo Warner  
Engineering/Public Works

---

Information

Title:

Overview of the Utility Department SCADA System

Background:

The purpose of this case is to provide information on our SCADA system and to provide the Public Works Committee an opportunity to ask questions about our operations.

*What is SCADA?*

The acronym SCADA stands for Supervisory Control and Data Acquisition, this is a computerized system that includes radio telemetry, and programmable logic controllers that monitor and control all aspects of the City of Ramsey's utility system. The sites included on the SCADA system are 7 sanitary sewer lift stations, 8 city wells, 4 city well pump houses, 3 water towers, 1 well vault, 1 emergency backup generator and 1 main master PLC/Computer. We currently have around 600 different alarms that will call our on call person whenever a problem arises. An example of some of the alarms are:

- intrusion alarms when unauthorized personal enter our water site
- cold temperature
- flood alarms
- pump failures
- power outages
- high levels
- low levels

*What is a lift station?*

A sanitary sewer lift station is constructed when the elevation of a subdivision will not flow into the gravity sanitary sewer system. All the sewer mains are constructed within the subdivision to flow into a large cement holding tank. When flow enters and fills this structure, there are a series of floats that start one or two submersible pumps that push the sewer through a force main uphill sometimes several miles into our gravity system.

*How and what does the SCADA system do?*

The SCADA system monitors and controls the city's 25 different sites. Our 8 city wells are controlled by this system by water pressure at the bases of our water towers. It tells the wells when to turn on, how fast to run, how much chemical feed must be injected and when to shut down so the water towers do not overflow. Also our 7 lift stations are monitored and alarm out for issues that typically arise at these sites. They include:

- pump failures
- high and low levels in the wet well.

Most alarms and pump start and stops are controlled by a series of floats that hang in each lift station.

Staff will give a live demonstration of the SCADA system and will be available to answer questions.

Notification:

Observations:

Funding Source:

n/a

Staff Recommendation:

Committee Action:

For informational purpose only.

---

### Attachments

Attach 02.15.11

Attach Pumphouse #3 02.15.11

Attach Water Tower #2 02.15.11

Attach Well #6 02.15.11

### Form Review

**Inbox**

Brian Olson

Kurt Ulrich

Diana Lund

Form Started By: MaryJo Warner

Final Approval Date: 02/10/2011

**Reviewed By**

Brian Olson

Jo Thieling

Diana Lund

**Date**

02/08/2011 09:58 AM

02/10/2011 10:13 AM

02/10/2011 10:23 AM

Started On: 02/07/2011 02:04 PM

Lift  
Station  
#5

11/26/2007 14:21



11/20/2007 15:49



The City of Ramsey



**Date: 02/15/2011**

By: Tim Himmer  
Engineering/Public Works

---

Information

Title:

Overview of the 2011 Street Maintenance Program

Background:

The Street Maintenance Program (SMP) is an annual program which has been implemented, beginning in 1981, to address the preventative maintenance needs of the City's streets. An idealized maintenance schedule that the City has initiated is as follows:

- Apply a first sealcoat 5 years following the construction of a bituminous pavement. Developer escrows are collected to cover this cost.
- Apply a second seal coat in Year 12 of the pavement (seven years after the first seal coat).
- Apply a one and one-half inch bituminous overlay in Year 19 (seven years following the second sealcoat). The pavement generally requires additional strength by this time and sealcoating is no longer effective in keeping water from penetrating the pavement due to extensive cracking.
- Apply a seal onto the overlay in Year 24 (five years following the bituminous overlay). Cracks will have reflected from the underlying pavement by this time and the seal will restore the imperviousness of the overlay in addition to improving the skid resistance of the pavement.

Each year the street pavements are reviewed and rated on a scale from 1 to 10 using a Phaser rating system. The streets programmed for maintenance are selected based on a combination of the idealized schedule above and the rated conditions. It is also necessary to modify the program based upon the budget available. For these reasons the actual program will vary from the idealized schedule described above. In recent years the City completed overlaying a number of streets which were initially constructed between 1979 and 1983 when Ramsey experienced a "paving boom". Because funds were needed to address streets which badly needed overlays, some of the sealcoating projects were delayed. This year the sealcoating portion of the SMP will focus on streets that were overlaid in 2006.

The 2011 program consists of sealcoating approximately 13.5 miles of City streets. The streets proposed to be sealcoated will have all cracks wider than one-quarter inch sealed prior to the sealcoat application. The program also consists of overlay projects on approximately 1.5 miles of City streets. Streets proposed for overlay will receive a one and one-half inch layer of bituminous wear course applied to the existing surface. The Public Works department will also repair failed areas prior to any maintenance activities. An exhibit illustrating the proposed SMP projects is attached for your review.

Notification:

Observations:

This year is the fourth year of a seven year program to phase out the previous policy of assessing property owners 50% for sealcoating projects. The 2011 assessment for sealcoating projects will be 22% of the total costs. This will continue to decrease by 7% per year until the entire assessment on sealcoating is eliminated in 2014. The current street maintenance assessment policy has evolved into the attached list of assessment procedures. This policy has been modified and expanded over the years as needed, and the Committee may wish to review these policies.

As usual, an informational open house will be held with property owners that reside along the proposed streets contained within the SMP to answer questions regarding the program and its process. It is also a good format to identify if any additional improvements should be considered in advance of the standard street maintenance work. Staff will use this open house as an opportunity to listen to resident issues and/or concerns that may be able to be

remedied prior to the street work taking place.

**Funding Source:**

The 2011 program is proposed to be financed through a number of funding sources; including Minnesota State Aid(MSA), special assessments, and the City general fund. A summary of the revenues, expenses, and the anticipated funding is attached.

**Staff Recommendation:**

Staff recommends that the Public Works Committee provide direction on the 2011 Street Maintenance Program, and direct staff to prepare a feasibility study and schedule to public open house.

**Committee Action:**

Motion to recommend that the City Council direct staff to prepare a feasibility study for the 2011 Street Maintenance Program and schedule a public open house.

---

**Attachments**

[Project location map](#)

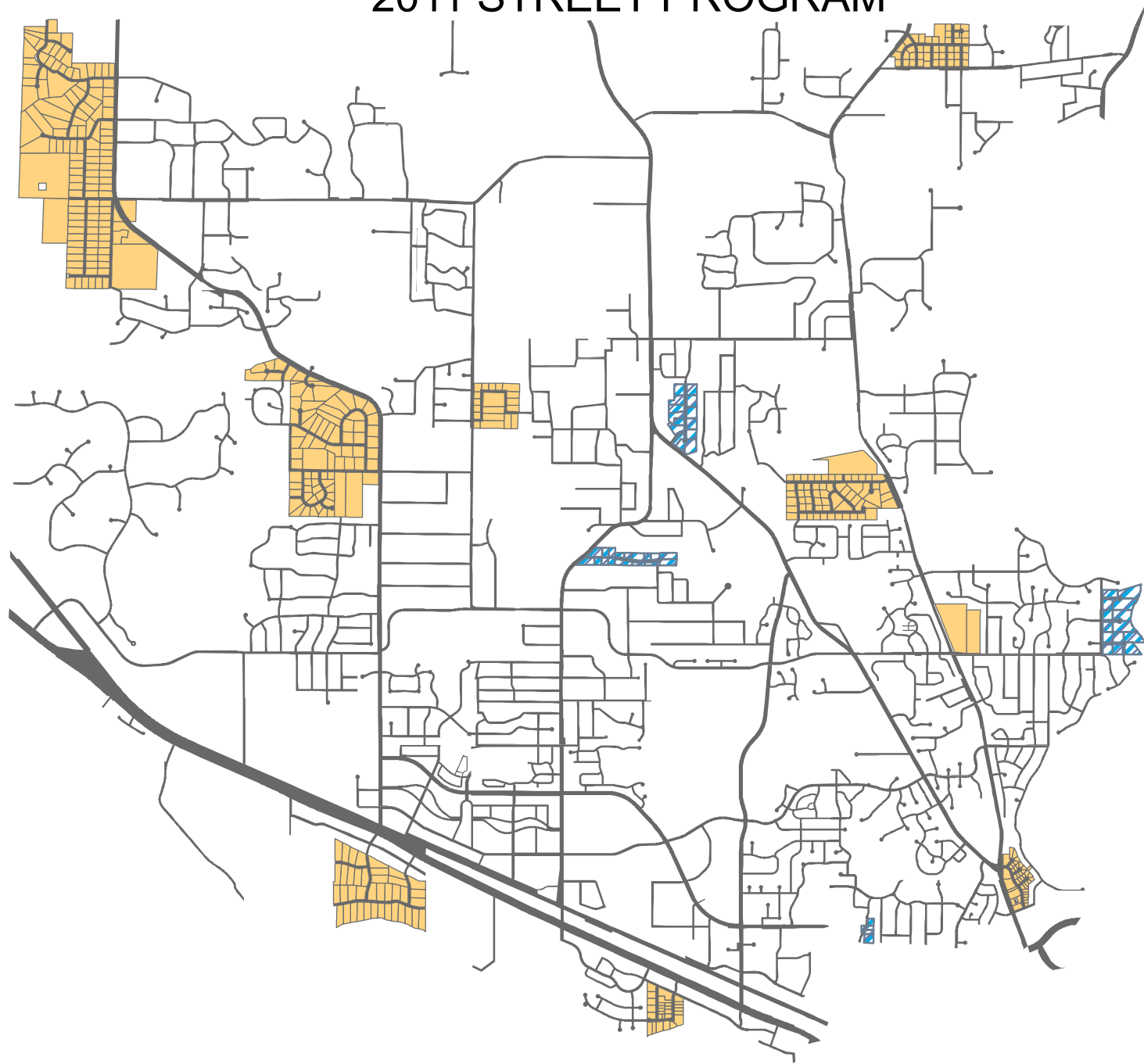
[Current assessment policy](#)

[Project financing](#)

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Brian Olson	Brian Olson	02/10/2011 04:19 PM
Kurt Ulrich	Jo Thieling	02/10/2011 04:25 PM
Form Started By: Tim Himmer		Started On: 02/07/2011 04:27 PM
Final Approval Date: 02/10/2011		

# 2011 STREET PROGRAM



## Legend

-  2011 OVERLAY
-  2011 SEAL COAT
-  STREETS

## **APPENDIX B**

### **Street Maintenance Program Assessment Practices**

1. Projects are identified by individual subdivision, or by grouping of subdivision and lots having similar pavement histories and conditions and similar pavement areas per benefited unit.
2. An assessment share will be calculated by determining the total assessable cost of the project and dividing by the number of benefited units.
3. Where an individual lot has more than one frontage and not all frontages are scheduled to receive an improvement or the same type of improvements, the lot will be considered benefited and be assessed a full share for the improvement which is conducted along the frontage of the lot that contains the main driveway opening.
4. For overlays the amount assessed to benefited property owner is 50% of the total project cost including overhead costs. (1991).
5. For sealcoats the assessment to benefited property owner shall be 43% of the total project cost including overhead costs in program year 2008, and shall be reduced by 7% in each successive year until reduced to an 8% assessment in program year 2013. After the 2013 program there shall be no assessment for sealcoats. (2007).
6. Projects involving streets which have had previous proposed maintenance projects defeated by petition shall be ineligible to receive the City's 50% contribution, if the project requires a more expensive maintenance. (i.e. streets proposed for sealcoating project which was defeated by citizen petition now are proposed for a bituminous overlay) (1993)
7. Where the rule of dividing the assessable project cost by the number of benefited units (no. 2 above) would result in an assessable share which is grossly out of proportions to the assessable share being charged to similar lots receiving similar improvements, the City Council may elect to assess such lots the average assessable share being made to lots receiving similar improvements for that project year. (1996)
8. Where a benefited area contains commercial lots having widely varying sizes, the assessment shall be made based on area of the lot. (2003)
9. Where an individual lot has more than one frontage including a driveway frontage on a state or county road, and a non-driveway frontage on a MSA or city street, one-half assessment share will be made for an improvement to the MSA or City street (1995)

10. Where an individual lot has a single frontage on an MSA street, such lots will be assessed the average assessable share for the type of improvement made to non MSA streets receiving that improvement. (1992)
  
11. Whenever possible townhouse units shall be aggregated into individual projects having a single land use. In instances where townhouse units must be combined in the same project with single family units, it shall be the policy to assess the townhouse units a number of assessment units equal to the frontage of the townhouse units along the improved street(s) divided by the average frontage of the single family units. (2004)

Table 1

2011 Street Maintenance Program  
Crackfill / Sealcoat Quantities

Project	Description	Length Miles	Area Sq Yds	Crkfil Rate lbs/sq yd	Crkfil Mtrl Lbs	CRS-2		CRS-2p		FA-2 Sy Yds	FA 2.5 Sy Yds	Stripping Cl Ft
						Mtrl Gallons	Gallons	Mtrl Gallons	Gallons			
11-01	River's Bend 3rd & 4th	0.16	4,756	0.15	713	683	506	4,756	-	-	-	-
11-02	Riverside West	0.48	9,286	0.15	1,393	2,322	-	9,286	-	-	-	-
11-02	Ford Brook Estates	1.25	18,925	0.15	2,839	4,394	338	18,925	-	-	-	-
11-02	Section 06 & 07 (Unplatted)	3.45	51,309	0.15	7,696	12,152	675	51,309	-	-	-	-
11-02	Section 16 (Welcomes Road)	0.51	8,297	0.15	1,245	2,074	-	8,297	-	-	-	-
11-02	Half-Anderson Acres	1.89	29,010	0.15	4,352	6,746	506	29,010	-	-	-	-
11-02	Forest Hideaway	0.6	11,664	0.15	1,750	2,747	189	11,664	-	-	-	-
11-02	Total	8.18	128,491		19,274	30,435	1,688	128,491	-	-	-	-
11-03	Oakridge Estates	2.36	45,575	0.15	6,836	10,719	675	45,575	-	-	-	-
11-03	Alpaca Estates 2nd & 3rd	1.67	30,371	0.15	4,556	7,087	506	30,371	-	-	-	-
11-03	Total	4.03	75,946		11,392	17,805	1,181	75,946	-	-	-	-
11-04	Alpine Dr. / Xkimo St	1.01	13,897	0.20	2,779	-	6,115	-	-	13,897	5,333	5,333
	Totals	13.38	223,090		34,158	48,923	9,490	209,193	13,897	13,897	5,333	5,333

Table 2

2011 Street Maintenance Program  
Estimated Crackfill / Sealcoat Costs

Crackseal	Cost	CRS-2 Cost	CRS-2p Cost	FA-2 Cost	FA-2.5 Cost	Stripping Cost	Misc Cnstr Cost	Constr Cost	Total
11-01	\$ 1,034	\$ 1,639	\$ 1,367	\$ 2,140	\$ -	\$ -	\$ 247	\$ 6,427	
11-02	\$ 27,947	\$ 73,045	\$ 4,556	\$ 57,821	\$ -	\$ -	\$ 6,535	\$ 169,903	
11-03	\$ 16,518	\$ 42,733	\$ 3,189	\$ 34,176	\$ -	\$ -	\$ 3,865	\$ 100,481	
11-04	\$ 4,030	\$ -	\$ 16,510	\$ -	\$ 6,949	\$ 5,333	\$ 1,313	\$ 34,134	
	<b>Totals</b>	<b>\$ 49,530</b>	<b>\$ 117,416</b>	<b>\$ 94,137</b>	<b>\$ 6,949</b>	<b>\$ 5,333</b>	<b>\$ 11,959</b>	<b>\$ 310,945</b>	

**Table 3**  
**2011 Street Maintenance Program**  
**Bituminous Overlay Quantities**

Project	Description	Length Mi	Area Sq Yds	Bitum. Tons	Tack Coat Gals	Milling Sq Yds	Shoulder CL Ft	Patching Tons
11-05	157th Lane	0.41	6,518	587	391	85		3.3
11-06	Oak Run	0.43	8,329	750	500	80		3.4
11-07	Magnesium St.	0.15	2,150	193	129	25	792	1.2
11-08	Stanhope River Hills	0.49	11,291	1,016	677	85		3.9
<b>Totals</b>		<b>1.48</b>	<b>28,287</b>	<b>2,546</b>	<b>1,697</b>	<b>275</b>	<b>792</b>	<b>11.8</b>

**Table 4**  
**2011 Street Maintenance Program**  
**Bituminous Overlay Costs**

Project	Description	Bitum. Cost	Tack Coat Cost	Milling Cost	Curb or Shoulder Cost	Striping Costs	Misc Const Cost	Contracted Construct Cost	City Patching Cost	Total Construction Cost
11-05	157th Lane	\$ 32,262	\$ 782	\$ 850	\$ -	\$ -	\$ 678	\$ 34,572	\$ 656	\$ 35,228
11-06	Oak Run	\$ 41,227	\$ 999	\$ 800	\$ -	\$ -	\$ 861	\$ 43,887	\$ 688	\$ 44,575
11-07	Magnesium St.	\$ 10,640	\$ 258	\$ 250	\$ -	\$ -	\$ 223	\$ 11,371	\$ 240	\$ 11,611
11-08	Stanhope River Hills	\$ 55,892	\$ 1,355	\$ 850	\$ -	\$ -	\$ 1,162	\$ 59,258	\$ 784	\$ 60,042
<b>Totals</b>		<b>\$ 140,021</b>	<b>\$ 3,394</b>	<b>\$ 2,750</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,923</b>	<b>\$ 149,088</b>	<b>\$ 2,368</b>	<b>\$ 151,456</b>

**Table 5**  
**2011 Street Maintenance Program**  
**Financing of Project Costs**

Project Description	Total		Overhead Cost	Total Project Cost	City Cost	Assessed Cost	MSA or Developer Escrow	Units Assessed	Unit Assmnt
	Construction Cost	Project Cost							
<b>Sealcoats /Crackseal</b>									
11-01 River's Bend 3rd & 4th	\$ 6,427	\$ 8,034	\$ 1,607	\$ 8,034	\$ 6,266	\$ 1,767		27	\$ 65
11-02 See Table 1 for list	\$ 169,903	\$ 212,379	\$ 42,476	\$ 212,379	\$ 165,655	\$ 46,723		258	\$ 181
11-03 Oakridge Estates / Alpaca Estates	\$ 100,481	\$ 125,601	\$ 25,120	\$ 125,601	\$ 76,617	\$ 27,632	\$ 21,352	96	\$ 288
11-04 Alpine Dr. / Xkimo St	\$ 34,134	\$ 42,668	\$ 8,534	\$ 42,668	\$ (2,416)	\$ 2,416	\$ 42,668	11.5	\$ 210
<b>Subtotal</b>	<b>\$ 310,945</b>	<b>\$ 388,681</b>	<b>\$ 77,736</b>	<b>\$ 388,681</b>	<b>\$ 246,123</b>	<b>\$ 78,539</b>	<b>\$ 64,020</b>	<b>392.5</b>	<b>\$ 200</b>
<b>Bituminous Overlays</b>									
11-05 157th Lane	\$ 35,228	\$ 44,035	\$ 8,807	\$ 44,035	\$ 22,017	\$ 22,017		17	\$ 1,295
11-06 Oak Run	\$ 44,575	\$ 55,719	\$ 11,144	\$ 55,719	\$ 27,859	\$ 27,859		15	\$ 1,857
11-07 Magnesium St.	\$ 11,611	\$ 14,514	\$ 2,903	\$ 14,514	\$ 7,257	\$ 7,257		4	\$ 1,814
11-08 Stanhope River Hills	\$ 60,042	\$ 75,053	\$ 15,011	\$ 75,053	\$ 37,527	\$ 37,527		13	\$ 2,887
<b>Subtotal</b>	<b>\$ 151,456</b>	<b>\$ 189,320</b>	<b>\$ 37,864</b>	<b>\$ 189,320</b>	<b>\$ 94,660</b>	<b>\$ 94,660</b>		<b>49</b>	<b>\$ 1,932</b>
<b>Grand Total</b>	<b>\$ 462,401</b>	<b>\$ 578,002</b>	<b>\$ 115,600</b>	<b>\$ 578,002</b>	<b>\$ 340,783</b>	<b>\$ 173,199</b>	<b>\$ 64,020</b>		

**Date: 02/15/2011**

By: Tim Himmer  
Engineering/Public Works

---

Information

Title:

Consider Change Order for City Improvement Project #10-32; 176th Avenue Culvert Replacement

Background:

In the summer of 2010, staff noticed that a section of the roadway along 176th Avenue NW, between Okapi and Marmoset Streets, had been settling and eroding over time. Upon further investigation it was discovered that the culvert under that roadway, which serves as the drainage way for County Ditch #51, had deteriorated and was showing signs of failure. The roadway subgrade from above was falling through holes in the culvert causing roadway failures and it appeared as if the pipe had been settling. It was decided to address the problem prior to the end of the year to avoid further damage.

Staff solicited quotes from 3 contractors to perform a culvert replacement project, which work entailed:

- Mobilization, traffic control, and erosion control
- Ditch by-pass construction and dewatering
- Removal and replacement of a 42" culvert
- Muck excavation
- Installation of flared end sections and rip-rap placement for armoring
- Removal and reinstallation of the bituminous roadway

Council authorized award of contract to Dryden Excavating, Inc. on November 9, 2010, and work commenced immediately thereafter as it was late in the season and we were hopeful that it would be possible to complete the roadway paving before the end of the construction season.

Notification:

Observations:

Staff conducted soil borings at each end of the culvert and, based upon the results, it was assumed that there would need to be a 6' subgrade correction under the length of the pipe, resulting in approximately 100 cubic yards (CY) of muck excavation and granular soil import. When the work was being conducted it was discovered that additional removal and import would be required, as the muck under the roadway extended to an average depth of 15' (see attached photos). It was the recommendation of our geotechnical consultant to remove all substandard material from underneath the culvert and roadway to avoid a similar settling issue in the future. This additional excavation and import resulted in the need for approximately 800 CY of removal and import, causing a contract overage in the amount of \$20,395.56. Staff investigated the option of reusing some of the soils within the excavation backfill but the material was too wet and it wasn't worth the effort to attempt to dry the soils during that time of year, or risk the integrity of the road. Staff was able to, however, reuse some of the non-structural soils outside of the right-of-way for restoration activities in an effort to lessen the financial impact of additional muck export.

In analyzing this project staff could have performed additional borings along the length of the culvert, but that would have included more cost on the front end (approximately \$750 per boring) and may not have shown the entire soil impacts as the borings would have had to take place on either side of the pipe and not capture what was actually under it. It was decided to forego additional borings, with the idea that if additional poor soils were discovered that money would be spent on addressing the issue rather than the front end cost of the investigation.

Funding Source:

The entire project; including the original contract amount of \$44,365 and this change order of \$20,395.56 for a total of \$64,760.56, are being funded by the Storm Water Utility.

**Staff Recommendation:**

Staff recommends that the Public Works Committee recommend to the City Council approval of the change order for City improvement project #10-24; 176th Avenue culvert replacement, in the amount of \$20,395.56.

**Committee Action:**

Motion to recommend that the City Council approve the change order for City improvement project #10-24; 176th Avenue culvert replacement, in the amount of \$20,395.56.

---

**Attachments**

[Location Map](#)

[Project photos](#)

**Form Review**

**Inbox**

Brian Olson

Kurt Ulrich

Diana Lund

Form Started By: Tim Himmer

Final Approval Date: 02/10/2011

**Reviewed By**

Brian Olson

Jo Thieling

Diana Lund

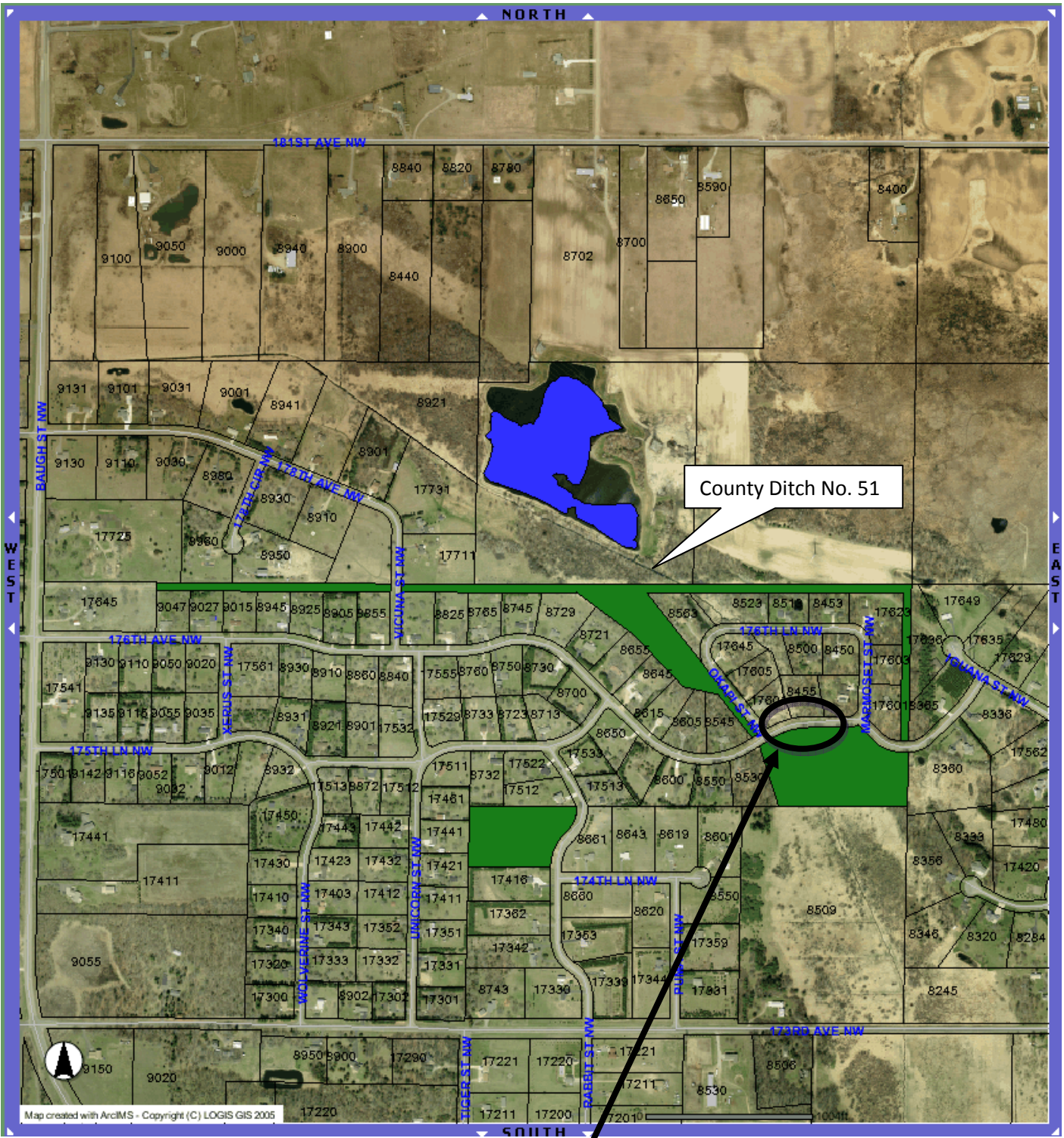
**Date**

02/09/2011 12:40 PM

02/10/2011 10:15 AM

02/10/2011 10:29 AM

Started On: 02/07/2011 04:29 PM



176<sup>th</sup> Avenue NW Culvert Cleaning Location









**Date: 02/15/2011**

By: Tim Himmer  
Engineering/Public Works

---

Information

Title:

Consider Engineering Services Request for Proposals

Background:

In the recent past Council has directed staff to prepare request for proposals (RFP's) for various improvement projects; ranging from water studies, park planning, transportation, and design, as a means of "testing the market" to ensure we are always receiving the best value. These RFP's usually entail specialized work that is outside the expertise of City staff, but other times it is necessary to seek assistance in an effort to meet project deadlines. The purpose of the case tonight is to work within the confines of the attached purchasing policy and allow the engineering department to streamline its operations by selecting qualified firms for overflow municipal engineering work similar to how we currently handle geotechnical engineering.

During the engineering department reorganization in the fall of 2010 one engineering position was eliminated and additional dollars (total of \$31,500) were budgeted for miscellaneous professional services to cover the historic specialty needs, and any overflow work such as drafting to assist the department in project delivery.

Just looking at this year there are many high priority projects are on the horizon:

- Road reconstruction initiative, and road projects - Dysprosium and Chameleon Street
- COR development and infrastructure projects - Rhinestone Commons parking lot, parking ramp expansion, etc
- parking lot and trail initiatives - Central Park access improvements, Alpine Drive trail and the Mississippi River trail,
- County road improvements - 57/Alpine, 116 east of 57, 83/116, etc.
- Council directives - Developer fee analysis which requires updates to Comp Water and Sewer plans

Accomplishing these goals and objectives will not come without a streamlined process.

Notification:

Observations:

Handling consulting services by issuing a single RFP gives staff some discretion to manage our workload in an efficient manner without the time consuming RFP process for each occurrence. We would specifically be looking for general municipal engineering assistance (traffic, street and utility design, feasibility studies, etc.), AutoCAD drafting for plan preparation and exhibit creation, acquisition and finance assistance, structural analysis, and registered land surveying services.

Our intent of creating a pool allows for a more streamlined process for project delivery, establishes flexibility for staff to call on the specific expertise they need in an efficient manner, and allows relationships to be built with consulting firms for project continuity within the City over time.

Staff is requesting to prepare an RFP for overflow engineering services to build a consultant pool (up to 3) for a 3-year term as outlined in the attached purchasing policy. Staff feels the 3-year period allows for relationship building and continuity without having to educate a new consultant every time a new project comes forward. This type of term also would allow the consultant to feel invested in the community and want to work to strengthen the relationship by delivering top notch services at a reasonable cost and in a reasonable amount of time.

This extended term also locks the consultant into a fee structure throughout the life of the contract, but gives them some assurance that they will be able to revise the fee terms in the future (if they desire) as the economy begins to recover.

**Funding Source:**

Preparation and review of the RFP will be handled with staff time. Ultimate funding for the consultant dollar expenditures, if approved, would be from the budgeted general fund or the specified project budget.

**Staff Recommendation:**

Staff recommends authorization to distribute an RFP for engineering services in an effort to build a specialized consultant pool to utilize, as necessary, for overflow work.

**Committee Action:**

Motion that the City Council authorize staff to distribute an RFP for engineering services in an effort to build a specialized consultant pool to utilize, as necessary, for overflow work.

---

**Attachments**

**purchasing policy**

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Brian Olson	Brian Olson	02/09/2011 12:38 PM
Tim Himmer (Originator)	Tim Himmer	02/09/2011 01:19 PM
Brian Olson	Brian Olson	02/09/2011 04:31 PM
Kurt Ulrich	Jo Thieling	02/10/2011 10:16 AM
Diana Lund	Diana Lund	02/10/2011 10:34 AM
Form Started By: Tim Himmer		Started On: 02/07/2011 04:32 PM
Final Approval Date: 02/10/2011		

CITY OF RAMSEY

Section 3.30

PURCHASING POLICY

**Section 1. Purchasing Guidelines**

**1.1 Policy Statement**

The purpose of this policy is to provide a legal process for the purchase of materials and services that will be the right product, with the right quality, in the right quantity, delivered to the right place, at the right time, for the right price, to allow for the efficient and effective delivery of public services to the citizens of the City of Ramsey.

**1.2 Authorization**

The purchasing policies of the City of Ramsey are established by the City Council under the City Charter (Section 6.4), the City Code and state statute. City funds may only be spent for purposes that are expressly or implicitly authorized by statutes or the City’s charter and must be for a public purpose.

**1.3 Budget**

Under state statute and City Charter, the annual adoption of the General Fund Budget shall constitute City Council appropriations for the year. Budgetary control shall be exercised at department and fund levels. The City Administrator shall identify Department Heads or other staff who shall be responsible for each fund or department in the annual budget. These individuals shall be responsible for compliance with the annual budget and for all expenditures related to their respective departments.

**1.4 Quick Reference Guide**

VALUE OF PURCHASE	QUOTATIONS NEEDED	APPROVAL BY	APPROVALS REQUIRED
Less than \$100	None	Department Head City Administrator City Council	Yes No Yes-Annual Budget Adoption
\$101-\$5,000	Departmental Discretion	Department Head City Administrator City Council	Yes No Yes-Annual Budget Adoption
\$5,001-15,000	Three Written Quotes City Administrator Discretion	Department Head City Administrator City Council	Yes Yes Yes-Annual Budget Adoption
\$15,001-\$100,000	Three Written Quotes or RFP’s or Sealed Bids	Department Head City Administrator City Council	Yes Yes Yes
Greater than \$100,000	Sealed Bids	Department Head City Administrator City Council	Yes Yes Yes

NOTE: If a Cooperative Purchasing Agreement is in place, quotations are not needed.

## **Section 2: Purchasing Practices**

### **2.1 Ethics/Relations with Vendors**

The City of Ramsey holds its employees to the highest ethical standards. Purchases shall be conducted so they foster public confidence in the integrity of the city's procurement system, and open and free competition among prospective suppliers. In keeping with this value, employees should avoid the following practices when making purchases on behalf of the City:

*Circumventing competitive bidding requirements.*

Examples of this include:

- Splitting purchases so that they can be made through several small purchases.
- Using the emergency procedure process when no true emergency exists.
- Using a 'sole source' exemption when competition is available.

*Denying one or more vendors the opportunity to bid on a contract when they have no history of default or failure in performance.*

Examples of this include:

- Using unreasonably restrictive specifications.
- Pre-qualifying bidders on a discriminatory basis.
- Removing companies from a bidders list without just cause.
- Requiring unnecessary high bonding.

*Giving favored vendors an unfair advantage.*

Examples of this include:

- Providing vendors with non-public information regarding their competition's offer in advance of a bid opening.
- Making information available to favored vendors and not to others.
- Giving un-favored vendors inaccurate or misleading information.

*Accepting gifts from vendors.*

- Minnesota Statutes 471.895 prohibits government employees from receiving gifts except where they are included as part of the cost of a product, good or service provided (such as a meal provided as part of a conference).

## **Section 3: Decentralized Purchasing**

The City of Ramsey has a decentralized purchasing program, meaning that each department is responsible for making its own purchases of materials and services for their operation. Such items as office supplies, paper products and other general supplies that are used throughout the City will be centrally assigned to one department for purchase. The responsibility lies within each department to obtain bid or quotes, maintain records of bids or quotes, prepare purchase orders, receive deliveries and approve invoices for payment.

## **Section 4: Purchasing Alternatives**

### **4.1 Uniform Municipal Contracting Law, Chapter 471.345**

It shall be the policy of the City of Ramsey that the Uniform Municipal Contracting Law, Minnesota Statutes Chapter 471.345 shall be the policy of the city. Changes in this law will automatically become the policy of the city. City policy may be more restrictive than State Law, but may not be less restrictive. Records of quotes and

bids shall be retained for at least one year after the completion of the contract or purchase or until the annual audit for the year of purchase is completed, whichever is longer.

#### **4.2 Sealed Bids/Major Purchases**

- A formal sealed bid procedure is required for all purchases in excess of \$100,000 except professional services.
- City Council approves all bids and specifications.
- A published notice is required in the official city newspaper at least ten days in advance of the bid opening. The notice may also be published on the city's official website.
- All bid openings are to be administered by the City Administrator and/or the originating department.
- The preparation of all specifications are to be the responsibility of the City Administrator and/or the originating department.
- Required authorization for plans and specifications is the responsibility of the City Administrator and/or the originating department.
- The City Council must formally approve the bid contract.

#### **4.3 Quotes/Intermediate Purchases**

If a purchase is estimated to exceed \$15,000 but not to exceed \$100,000, the purchase may be made either by sealed bids or by direct negotiation based upon quotations. If a purchase is made in this range, staff members are required to obtain at least three written quotes and the quotations must be kept on file for at least one year. All such quotes must be forwarded to the Finance Department with the purchasing documents.

#### **4.4 Professional Service Contracts:**

The city retains outside professional services in the area of:

- Legal
- Planning
- Auditing
- Assessing
- Engineering
- Banking
- Towing

Those contracts for professional services which are included in the City's General Fund Budget will be approved annually with formal adoption of the City's Budget.

#### **4.5 Request for Proposals (RFP)**

- RFP's will generally be used to solicit proposals for professional services.
- An RFP will automatically be solicited for those services that exceed a City cost of \$15,000 or have a value to the solicitor in excess of \$15,000 (ex: towing contract).
- An RFP will be solicited every three years (unless specifically extended by City Council) for standard city services related to such services as banking, auditing, legal and towing services
- Authorization by City Council will be given to staff to issue a RFP.
- All RFP's will be advertised in the city's official newspaper and on the city's official website.
- City Council must formally approve the proposal.

- Typical information to address in RFP's includes:
  - Background and scope of the project.
  - The project's budget to ensure that the proposals stay within that range.
  - Proposal requirements should include adequate information to allow for proper review and evaluation including:
    - Description of firm and qualifications, including any specialized experience related to the project.
    - A list of similar projects the firm has completed.
    - Project timetables including: estimate of hours, breakdown of hours by phase, and the city's expectation for a completion date.
    - Designation of a firm principal who will be in charge of the project.
    - Statement that either no subcontractors are allowed or that all subcontractors will be identified and are subject to the city's approval.
    - Estimate of cost to provide the service, outline of fee schedule and payment schedule.
    - Description of city's selection process.
    - City's evaluation criteria which typically may include:
      - Quality and thoroughness of the proposal.
      - Similar past experience and/or expertise.
      - References.
      - Cost estimate
    - The following statement must be included: The city reserves the right to reject any and all proposals, waive all technicalities and accept any proposal deemed to be in the city's best interest.
    - Submit deadline: date, time, project name, and addressee.
    - Statement: "Proposers are solely responsible for delivery of their proposals to the city before the deadline. Any proposal received after the deadline will not be considered and will be returned."
    - Information about where questions should be directed.

**NOTE: Staff should make sure that all proposers are given the same information.**

Attach a copy of the agreement proposed to be used for the project, including the city's insurance certificate. The agreement includes provisions to which the firm must agree, so it is important that they see the agreement up front. It is suggested that the RFP be submitted to the city attorney for review prior to distribution.

#### **4.6 Emergency Purchases**

Emergency situations may arise where the normal purchasing process cannot be followed for the procurement of goods and services. An emergency must be a situation that arises suddenly and unexpectedly which requires speedy action essential to health, safety, and welfare of the community, and not just an inconvenience.

#### **4.7 Cooperative Purchasing Agreements**

Where a purchase contract has been awarded by the State of Minnesota, another local government, a cooperative of local governments, or a federal agency in compliance with applicable State Statutes, and where it is legally permissible for the City of Ramsey to participate, a purchase may be though the vendor named in that contract without advertising for bids or obtaining quotes.

## **Section 5: Payment**

The City of Ramsey uses various processes in making payments for goods and services.

### **5.1 Standard Purchase Orders**

Purchase orders are used when required by the vendor to acknowledge the City's request for goods and services. A copy of the purchase order will be sent to the vendor when requested.

- Obtain purchase order numbers from Finance Department.
- The completed purchase order will be attached when invoice is received and submitted to respective department to authorize payment.

### **5.2 Check Requests/Immediate Pay**

The Finance Department policy is for bills to be paid from the accounts payable bills list submitted bi-weekly to City Council for approval. For certain exceptions, check requests/immediate pay may be used under the following guidelines:

- Immediate pay is for payments that need to be made prior to Council meeting approval date. Such items include taking advantage of discounts, avoiding late charges, purchases requiring payment with order, etc.
- Immediate pay checks will be issued upon one day notice. Exceptions to the one day notice is for investments and emergency purchases.
- Checks will be issued, mailed, or returned to appropriate department.

### **5.3 Blanket Purchase Orders and Charge Accounts**

The city uses blanket purchase orders and charge accounts for frequently used vendors. This process requires submission of receipt with an account code and department approval. All new open accounts must be authorized by the requesting Department Head and Finance Department.

### **5.4 Invoices**

- Invoices, purchase order, or expense reimbursement forms must be returned to the Finance Department with proper authorization and account coding to be processed on the bills list for City Council approval.

### **5.5 Account Coding**

All requests for payment including invoices, check request, purchase order, or expense reimbursement forms must have an eight digit code to process payment. Responsible Department Head will indicate the fund/department and object number from which payment will be expensed. Reference should be made to departmental budget(s) for department and object numbers.

### **5.6 Petty Cash**

- Receptionist shall be the custodian of the petty cash.
- Petty Cash shall not exceed \$100.00.

- Used for reimbursement to employees for items \$20.00 or less for expenditures made on behalf of the City.
- Receipt and/or expense reimbursement form must be submitted with proper departmental authorization obtained prior to reimbursement.

### **5.7 Payment Processing**

- Invoices, check request, purchase orders or employee expense reimbursement forms must be submitted to the Finance Department.
- Detailed receipts, stating reason for public purpose expenditure, must be submitted with employee expense reimbursement forms.
- Immediate pays are due to the Finance Department at least one day in advance of the payment day.
- Department Heads must have fund/department and object codes to process payment. Refer to departmental line item budget for proper coding.
- Checks may not be made out to cash or bearer.

### **5.8 Electronic Funds Transfer**

Electronic Funds Transfer may be required in some cases to complete a business transaction. The funds are transferred electronically between the city’s bank account and the respective business party’s bank account. These transactions need to follow the same guidelines for payment processing in Section 5.7.

### **5.9 Employee Expense Reimbursement**

Employee expense forms are required for reimbursement to employees of city-related expenses on a bi-monthly basis. All employee expense forms must contain proper account codes, department approval, and detailed receipts must be attached where applicable.

## **Section 6: Capital Outlay and Fixed Assets**

### **6.1 Capitalization Threshold**

Capital outlay purchases are for items costing more than \$5,000, are a tangible asset, and have a life expectancy of more than one year. These items must be included in each department budget. It should be noted that sales tax must be included as a cost of the item purchased when determining if the purchase is a capital outlay item.

If the individual purchase is greater than \$5,000 the item is a capital outlay purchase and now should become a recorded fixed asset. The amount to record for that fixed asset would be any charge “to place the asset in its intended location and condition for use.” For example: if the city were to purchase a street vehicle, all of the following would be considered part of the cost of that asset: the vehicle, warning lights, decals, sales tax, licensing and any other costs to put the asset into its usable condition.

Capital outlay purchases less than \$5,000 are inventory assets. It should be noted that sales tax must be included as a cost of the item purchased. Example of inventory assets: Computers, printers, furniture, cameras.

**Adopted 11-24-09 per ord #**



**Date: 02/15/2011**

By: Tim Himmer  
Engineering/Public Works

---

Information

Title:

Consider Roadway Modifications at TH 10 & Feldspar Street NW

Background:

Staff receives several complaints each year regarding safety concerns at the TH 10 and Feldspar Street intersection. This information is relayed to MnDOT so they can investigate the situation to review whether modifications should be incorporated to mitigate the concerns. MnDOT recently completed their scoping documents, which include a proposed safety improvement at this intersection in 2015. The proposed fix includes the extension of turn lanes to 500' in each direction along TH 10, lighting, signing and striping improvements, widening of the overall median width, culvert extensions, and the installation of a concrete median to better channelize the turning movements (see attached). The estimated construction costs for this project are approximately \$300,000.

Notification:

Observations:

The proposed improvements do not appear to modify any access to/from local streets or businesses, as it is currently a 3/4 intersection with no left turns allowed from the north and south (see attached photos). The project will provide better assignment of access and decrease the median openings for each direction of traffic. Original construction of the median to eliminate certain movements did not prohibit the desired restriction of movements. Reconstructing the current geometry will better define the movements allowed and eliminate confusion of the drivers.

Staff is looking for feedback from the Council on the proposed improvement, and whether there is any interest in advancing this project sooner than what is currently outlined in MnDOT's funding schedule (2015). A few options to consider include:

- Wait for MnDOT to perform the work as proposed
- Request/prepare another design option for MnDOT consideration
- Request that MnDOT advance the project sooner with the City front-ending the costs. A reimbursement agreement would need to be executed with MnDOT under this scenario.

In conversations with MnDOT there may also be an opportunity to advance the project sooner if funds are freed up from other scoped projects; whether they are eliminated all together, constructed using other funding sources, or completed under budget in an amount sufficient to cover additional work.

Funding Source:

Staff is currently reviewing potential internal funding sources that could support this expenditure, and will provide additional information at the meeting.

Staff Recommendation:

Committee Action:

Based upon discussion.

---

## Attachments

### Proposed intersection modifications

### Intersection photos

**Inbox**

Brian Olson

Kurt Ulrich

Diana Lund

Form Started By: Tim Himmer

Final Approval Date: 02/10/2011

**Reviewed By**

Brian Olson

Jo Thieling

Diana Lund

### Form Review

**Date**

02/09/2011 01:19 PM

02/10/2011 10:14 AM

02/10/2011 10:25 AM

Started On: 02/07/2011 04:21 PM

Lower Rum River  
Watershed Management  
Organization

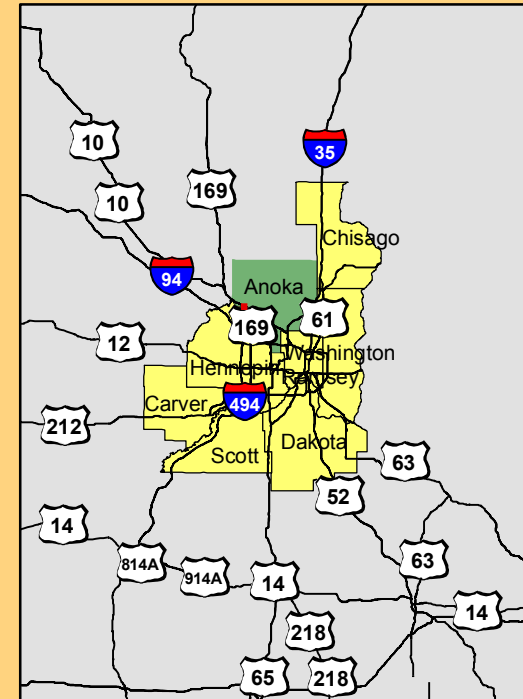
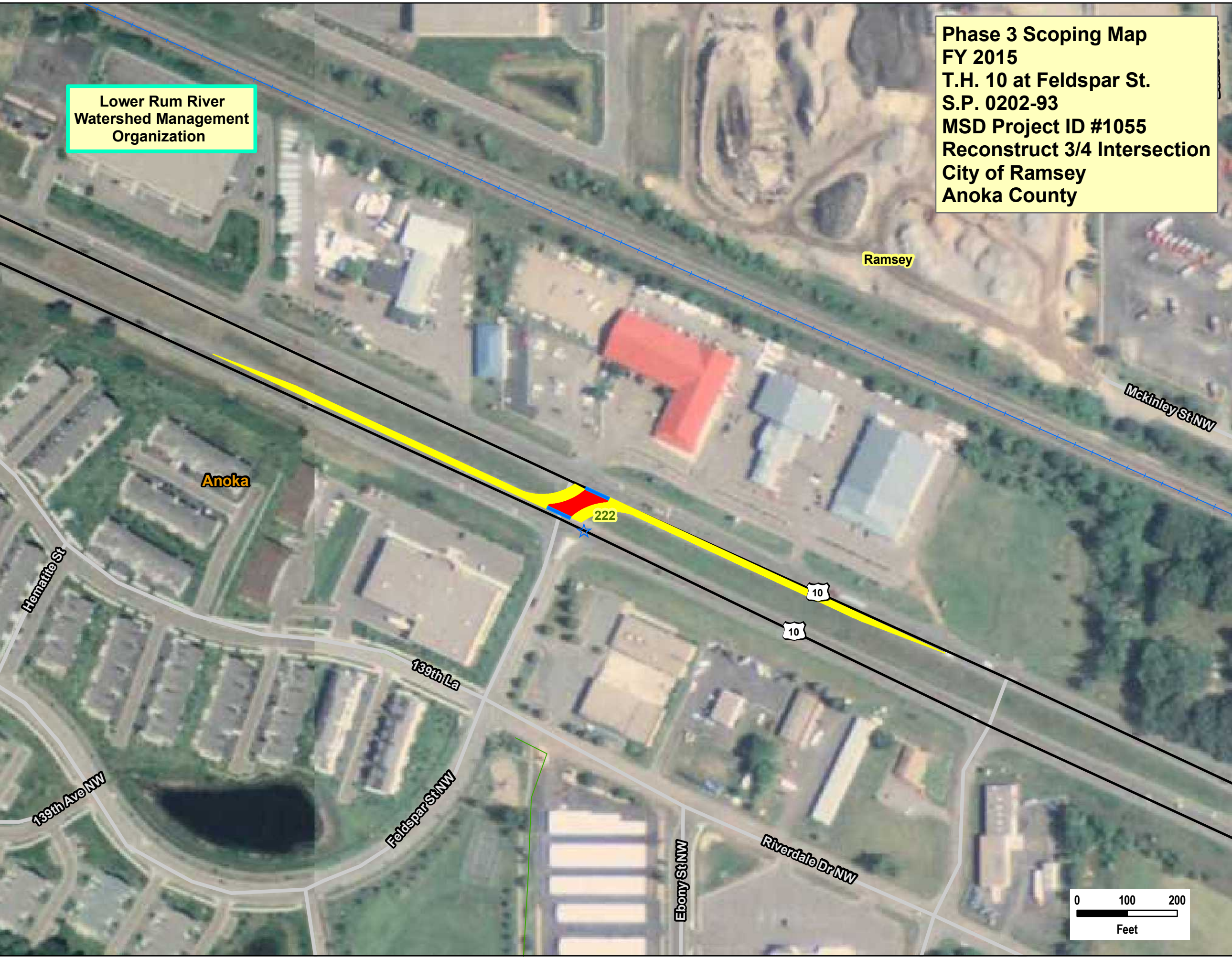
Phase 3 Scoping Map  
FY 2015  
T.H. 10 at Feldspar St.  
S.P. 0202-93  
MSD Project ID #1055  
Reconstruct 3/4 Intersection  
City of Ramsey  
Anoka County



8/13/2010

**T.H. 10 at Feldspar St.**

Reconstruct the in-place 3/4 intersection to provide better assignment of access and decrease the median openings. Original construction of the median to eliminate certain movements did not prohibit the desired restriction of movements. Reconstructing the current geometry will better define the movements allowed and eliminate confusion of the drivers. New signing and striping will also be added for differentiating movements.



Created by Pam O'Brien Scoping Project Documentation

Legend	
d020293_cl2.dgn Polygon	SDW_TRANS.ROUTES_US
<all other values>	SDW_TRANS.STREETS
Concrete Island	<b>Bikeways</b>
Turn Lanes	Bikeway on Road
Shoulder	Non-paved Trail
SDW_INFRA.REFERENCE_POSTS	Paved Trail
Railroads	

EDMS doc. #892093



**LOOKING NORTHBOUND FROM FELDSPAR STREET**



**LOOKING SOUTHBOUND FROM BUSINESS ACCESS**



**LOOKING SOUTHBOUND FROM BUSINESS ACCESS**

**Date: 02/15/2011**

By: Grant Riemer  
Engineering/Public Works

---

Information

Title:

Update on Retro Fitting of Public Works Lighting

Background:

At the January 18th Public Works Committee meeting, staff presented a proposal from AID Electric to retro fit the lighting at the Public Works campus. At present time, the buildings at the Public Works campus are lit with a combination of metal halide and T-12 fluorescent fixtures. The proposal from AID Electric calls for replacing the current fixtures with T-8 fluorescent bulbs and ballasts, with motion sensors attached to some of the fixtures. The cost for this work would be \$16,314.00. The rebate from Connexus would be \$4,871.00 bringing the final cost of the retro fit to \$11,443.00. The estimated pay back rate for the project would be 2.6-8.7 years depending on the building. After discussion staff was directed to explore the cost to retro fit using LED bulbs.

Staff contacted Rob Schiller of Ready Watt Electric for a quote on LED lighting. Rob and Jonathan Rice of Titan LED came out and inspected the buildings and gathered information for the quote. The initial quote to retro fit with LED lighting is \$47,316.32. Connexus energy would offer an estimated rebate of \$4,768.40, bringing the total cost of the project to \$42,547.92. Estimated payback time would be 90.8 months or 7.56 years. Mr. Schiller also included a bid to retro fit using fluorescent bulbs. Initial cost would be \$19,747.00 minus Connexus rebate of \$4,214.00. Final cost would be \$15,533.00.

Maintenance costs T-8 fluorescents: a quick search on the Internet puts the cost of a replacement T-8 bulb at an estimated \$2-\$4.00 with an advertised life of 20,000 hours. Replacement ballasts run about \$13.00-\$20.00

Maintenance costs on an LED system: Initial cost of 4' LED light/fixture, plus installation \$120.62 (Ready Watt Bid Proposal). Estimated life span of an LED light is 25-30 years, so maintenance on the system after install would be minimal.

These facts and figures are very general, but do give some insight into the differences between the two types of lighting systems.

Notification:

Observations:

Funding Source:

Public Facilities Fund (the projected balance at the end of 2011 is approximately \$128,000.00)

Staff Recommendation:

Staff recommends that the Public Works Committee recommend to City Council approval of the project and approve contracting with AID Electric for the installation.

Committee Action:

Motion to recommend to the City Council approval of the project and approve contracting with AID Electric for installation.

---

## Attachments

LED Bid

Ready Watt bid

AID Electric bid

AID Electric page 2

## Form Review

### Inbox

Mary Jo Warner

Brian Olson

Brian Olson

Kurt Ulrich

Diana Lund

Form Started By: Grant Riemer

Final Approval Date: 02/10/2011

### Reviewed By

MaryJo Warner

Brian Olson

Brian Olson

Jo Thieling

Diana Lund

### Date

02/09/2011 03:56 PM

02/09/2011 04:39 PM

02/09/2011 04:39 PM

02/10/2011 10:17 AM

02/10/2011 10:39 AM

Started On: 02/09/2011 08:45 AM



# Ready Watt ELECTRIC

## Estimate

Date	Estimate #
2/3/2011	211080

8700 171st Avenue NW  
Ramsey MN 55303

Phone 763-241-4944

Fax 763-241-5245

Name / Address	
City of Ramsey 7550 Sunwood Drive NW Ramsey, MN 55303 Attention: Grant Riemer	
Project	
211080 Retro Public Works Lights	
Description	
<p>Price to include removing and recycling of all old lights being replaced.</p> <p>North East Storage Building- Replace (18) 400mh high bay lights with (18) new 6-lamp t-8 florescent high bay lights, retro (8) 2-lamp 8' t-12 lights with (4) 4' t-8 lamps-ballast, replace (3) exit emergency lights with new LED exit emergency and change lights in rest rooms to CFL lamps also.</p> <p>South East Building- Replace (18) 400mh high bay lights with new 6-lamp t-8 high bay lights, retro (26) 8' t-12 lights with 4-lamp t-8 lamps-ballast change (4) old exit emergency lights with new LED exit emergency lights.</p> <p>West Building- Replace (6) 400mh high bay lights with new 6-lamp t-8 high bay lights. Retro (5) 2-lamp t-12 wrap lights to 2-lamp t-8, replace (2) exit emergency lights with new LED exit emergency lights.</p> <p>All light to be in same location, circuit and switching as existing includes removing of all old equipment.</p> <p>The Power Company will give you a total of \$4214.00 that will be directly sent to the customer. The total cost to City after rebate is \$15533.00 Job must be completed by October to allow rebate to be in by deadline. Your estimate payback on electric cost at \$0.10 a KH and on for 8 hours a day is around 3.8 years plus maintenance cost. Adding a OCC Sensor on individual lights would be a cost of \$85.00 each and a Power Company rebate of \$5.00</p>	
We look forward to doing business with you. Rob Schiller 612-221-4983	<b>Total</b> \$19,747.00

### ACCEPTANCE OF PROPSAL

(must be signed and returned for work to begin)

NOTE: This proposal may be withdrawn by Ready Watt Electric if not accepted with in 15 days.

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the



1622 93<sup>rd</sup> Lane NE Blaine, MN 55449

---

**To: Grant Riemer – City of Ramsey**

**Pages: 2**

---

**Fax: 763-571-4735**

**Date: January 8, 2011**

---

**Phone: 763-571-7267**

**From: Brian Kovar**

---

**Re: Ramsey Public Works buildings**

***brian@aidelectriccorp.com***

---

Grant,

Please review the below scope of work per building

**Vehicle Storage Building: (same as competitive bid Alternate #1)**

- Replace 26 – 8', 2L T12 with 4 – T8 lamps and new ballast: (\$20.00 rebate each)
- Replace 14 - 400-watt MH to 6-lamp fluorescent high bay (\$80.00 rebate each)
- Recycle of lamps and ballasts included
- Provide and install 9 – fixture mounted Motion sensors (\$40.00 rebate per)
- Replace 4 – exit lights with new LED model (\$10.00 rebate each)
- Lift rental and permit cost

Not to exceed cost \$5,953.00

Connexus rebate = \$2,040.00

Net cost \$3,919 (payback based 10 hrs day – 5 days / week \$1,506.00 = 2.6 years plus the savings created by the ceiling motion sensors on the 9 fixtures)

Note: I would not add 6-lamp fixtures as this would add cost and wattage to the system even though we are installing motion sensors

**Sign – Utility Building: (same as competitive bid Alternate #2)**

- Replace 6 - 400-watt MH to 6-lamp fluorescent high bay (\$120.00 rebate each) – motion control on each
- Retrofit 4 – 8', 2L T12 with 4 – T8 lamps and new ballast: (\$20.00 rebate each)
- Retrofit 1 – 2L T12 with T8 in bathroom (\$10.00 rebate each)
- Replace 2 – exit signs with battery backup LED fixtures
- 2 – LED kits for ceiling lights (custom rebate)
- Replace 4 – 4 foot wrap fixtures in storage room

- Lift and permit cost included

Not to exceed cost \$2,902.00

Connexus Rebate: \$830.00

Net cost \$2,072.00 (payback based 10 hrs day – 5 days / week \$240.00 yr = 8.7 years)

**Main Public works garage - Base: (similar to Building #1 Alternate #1)**

- Replace 18 - 400-watt MH to 6-lamp fluorescent high bay (\$80.00 rebate each)
- Retrofit 10 – 8', 2L T12 with 4 – T8 lamps and new ballast: (\$20.00 rebate each)
- 8 fixture mounted motion sensors for the 6 Lamp high bay fixtures (\$40.00 rebate each)
- Replace 3 exit lights with L.E.D style
- Replace 4 - 60-watt incandescent with CFL (did not include rebate for this work)
- 2 – new T8 fixtures for bath vanity
- 1 - LED kit
- Lift and permit cost included

Not to exceed cost \$7,459.00

Connexus Rebate: \$2,001.00

**Notes:**

- The new lighting in the shop will be good enough to eliminate the other strip fixtures so I would not recommend retrofitting them.
- I would not recommend LED wall packs as the light quality is not good compared to HID.
- I would not place motion sensors on all shop fixtures as the on and off switching will lessen lamp life. My design includes motions for the fixtures over the parked Vehicles (8). Main isle way fixtures to be on during working hours

Net cost \$5,458.00 (payback based 10 hrs day – 5 days / week \$1,131.00 yr = 4.82 years plus the savings created by the ceiling motion sensors on the 8 fixtures)

Please call with questions

Thank you,

Brian Kovar, President