

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

1. **Call to Order**
2. **Citizen Input**
3. **Approve Agenda**
4. **Approve Minutes**
  1. Approve Public Works Committee meeting minutes dated June 21, 2011.
5. **Committee Business**
  1. Consider Stormwater Solutions for Woodland Green Pond
  2. Sidewalk Snowplowing Policy
  3. RFP for Parking Ramp and Parking Lot Snow Removal at the Municipal Center
  4. Review Dirt Road Elimination Policy
  5. Update of Anoka County Access Spacing guidelines that determine locations for hard channelization
6. **Committee/Staff Input**
  - Progress continues on Sunfish Lake Blvd and Alpine Signalization
  - Update on Bunker Lake Blvd and Armstrong Signalization
  - Update on other current projects
  - 2011 Highway Safety Improvement Program
  - August Public Works Committee meeting

**Future Topics**

Additional parking ramp security measures  
Standard contingency authority for construction project management  
Additional language in specifications requiring action from Contractors
7. **Adjournment**

**Public Works Committee**

**4. 1.**

**Meeting Date:** 07/19/2011

**By:** MaryJo Warner, Engineering/Public Works

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**Title:**

Approve Public Works Committee meeting minutes dated June 21, 2011.

**Background:**

The Public Works Committee held its regular meeting on June 21, 2011

**Notification:**

**Observations:**

**Funding Source:**

n/a

**Staff Recommendation:**

**Committee Action:**

Approve Public Works Committee meeting minutes dated June 21, 2011.

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**Attachments**

Minutes of 06.21.11

**Form Review**

**Inbox**

Brian Olson  
Kurt Ulrich

**Reviewed By**

Brian Olson  
Kurt Ulrich

**Date**

07/11/2011 04:25 PM  
07/14/2011 03:44 PM

Form Started By: MaryJo Warner

Started On: 07/11/2011 03:38 PM

Final Approval Date: 07/14/2011

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

The Public Works Committee conducted a regular meeting on Tuesday, June 21, 2011 at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

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

Also Present:                       City Administrator Kurtis G. Ulrich  
  Public Works Director Brian Olson  
  City Engineer Tim Himmer  
  Councilmember Bob Ramsey  
  Councilmember Randy Backous  
  Street Supervisor Grant Reimer  
  Deputy City Administrator Heidi Nelson  
  Development Manager Darren Lazan

**CALL TO ORDER**

Chairperson McGlone called the regular meeting of the Public Works Committee to order at 6:37 p.m.

**CITIZEN INPUT**

John Ewert, 5414 151<sup>st</sup> Avenue, stated the repair from construction work in his yard is unacceptable. He noted his yard has rocks, clay and hard soil. He mentioned it is a City Ordinance that all contractors have to replace with black dirt and asked why the contractors did not follow the Ordinance.

Bob Hartman, 5475 151<sup>st</sup> Avenue, asked about the code and the specifications. He said this was the worst job he'd ever seen. He showed tree branches and a huge rock found in his yard.

City Engineer Himmer explained the code and the specifications. He addressed Mr. Ewert who spoke previously regarding the seeding issue and explained a hydroseed option was available. He noted Rum River was scheduled to complete the work, and they used a subcontractor for the landscaping. He stated he would find out who the subcontractor was.

Gary Solmanson, 5520 152<sup>nd</sup> Ave. NW, stated the gravel on the boulevard is coarser than that on the street. He was told the topsoil came from the immediate area but he knew it hadn't due to the size of the rocks. There was a clay binder in the mix, and he knows there is no clay in the area.

City Engineer Himmer responded there was very minimal import for the soil, and it was in the order to have the topsoil come from the area.

James Sandness, 15100 St. Francis Boulevard, stated he manicures his lawn and wants black dirt hauled in soon so he can re-landscape his yard. He said the Class 5 that was put in his yard isn't any better than the topsoil that was used. He asked for a timeframe when the black dirt will come and offered to spread the dirt himself, and seed the lawn.

Public Works Director Olson explained there are a wide variety of lawns in the City. He asked what the requests were from the residents and suggested this area be treated a little different than others. Public Works Director Olson stated there seems to be a disconnect from what the residents want, and what the City can provide. He suggested the City staff work with the property owners to bring in black dirt and keep in communication about the issue.

City Engineer Himmer suggested Staff request the contractor be present for a meeting in the next few days. He said there may be a compromise that could be reached.

Councilmember Elvig stated he has the same condition in his yard and the same contractor completed the work in his yard. He noted he is waiting to see what the City can do to correct his yard.

Councilmember Tossey mentioned he lives in an emerging development. He said the builder mentions the MnDOT spec often and he does not believe what has been done to the yards on 151<sup>st</sup> Avenue is up to spec.

Councilmember McGlone noted he visited the yards in question recently and agrees with a lot of what has been said. He confirmed the issues and questions will be addressed by the City. He added that as a contractor, he hears what others say in the industry. It is known that Ramsey is difficult to work in because it has higher specs than other cities in the area.

### **APPROVE AGENDA**

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

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

### **APPROVE MINUTES**

Motion by Councilmember Elvig, seconded by Councilmember Tossey, to approve the minutes from the May 17, 2011 Public Works Meeting.

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

## **COMMITTEE BUSINESS**

### **Case #1: Consider Using Pavement Reinforcement Systems on Overlay Projects**

Street Supervisor Reimer reviewed the staff report. He pointed out the overlay project on Alpine Drive could be well over \$200,000 of additional costs and explained the type of product that could be used by this new company.

Public Works Director Olson suggested Mr. Reimer request a test strip of 200 feet or so, noting it could be tested against the regular overlay on Alpine Drive.

Street Supervisor Reimer stated the first roll is free. He explained the company may be willing to try this on Alpine Drive as a test. He also mentioned a representative would be able to give a presentation to the Committee if there was a desire.

Consensus was reached to have a representative give a presentation to the Public Works Committee.

### **Case #2: Consider Policy on Turf Establishment Related to City Improvement Projects**

City Engineer Himmer reviewed the staff report and suggested a policy be drafted defining topsoil.

Chairperson McGlone stated his understanding was that the City returns yards to the condition they were in when the project began or better. He agreed a standard should be arrived at for topsoil.

Public Works Director Olson reminded that the City did a lot of sodding for a time but if some of it died in a resident's yard, there was a problem. There is no simple solution. He suggested the best the City can do is maintain consistency with the grade of topsoil.

City Engineer Himmer explained this policy was developed in the days of salvaging and using on-site material again but those days are over. He indicated that importing is accounted for on all jobs, and a MnDOT spec that is middle-of-the-road is chosen. He said it sounds like importing is required.

Councilmember Elvig inquired about hydroseeding.

City Engineer Himmer replied it is a little more expensive, but could be an option.

Chairperson McGlone raised the issue of using a different grass seed than what the resident has.

Public Works Director Olson responded the City has to choose one seed mixture because it is not cost efficient to have all seed mixtures on hand.

Chairperson McGlone suggested the residents be informed of the seed mixture and they can opt out of using the City's mixture if they choose.

**Case #3: Consider Policy for Importing Material into the COR**

City Engineer Himmer reviewed the staff report.

Chairperson McGlone suggested a number of placement options for material should be developed. Since the majority of the planning is done, there may be opportunities to place materials. He mentioned since most of the grading is done, the opportunities to obtain fill are numerous.

Discussion took place on the potential depth of the lake that is planned and the amount of fill that may be needed.

Mayor Ramsey noted the lake is moving south.

Development Manager Lazan responded this will not change the amount of fill that is needed.

Public Works Director Olson noted the grading is low in the northwest corner. This cannot be filled until the WMO permit is approved. The school is offering some material, but the City cannot place it where it's needed until it is through the WMO process, which could take a year. He explained the wetland in the northwest corner is widening and a new permit is needed for the mitigation.

City Engineer Himmer indicated there are six to eight weeks of work to prepare the permit to go forward with the WMO process.

Mayor Ramsey pointed out the potential State government shut down could delay the process more.

Chairperson McGlone suggested the school be contacted to learn their intentions of what they plan to do with the stockpiles of materials. If the City could import it, it needs to be placed where it wouldn't need to be moved again.

Councilmember Tossey stated he is not in favor of purchasing fill at this point. He said he agrees with Chairperson McGlone in checking with the school.

Development Manager Lazan gave his opinion that the City should take the material as it becomes available, since the ultimate design is unknown at this point.

Motion by Chairperson McGlone, seconded by Councilmember Tossey, to recommend the HRA check with the school for their plans on material and to move forward with the WMO process.

Further discussion: Councilmember Elvig questioned how many dumptruck loaders there are. Street Supervisor Reimer explained it would take a long time to use the City's equipment for

moving material. Councilmember Elvig asked if more trucks could be rented. Street Supervisor Reimer responded that personnel cannot be taken off their jobs to run more trucks. Chairperson McGlone offered to make some calls to explore other options, noting the math will have to be considered carefully.

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

**Case #4: Review Summary of Proposals for Professional Engineering Services and Development of a Consulting Pool**

City Engineer Himmer reviewed the staff report. He explained there are more qualified individuals than slots. There were some strong candidates that could cover multiple specialties. To choose a candidate that has only one specialty is not beneficial, noting it would reduce the pool by five.

Public Works Director Olson suggested using five qualified consulting firms so there is adequate coverage in all technical categories. He agreed that choosing a candidate that is specialized would not be helpful. He said he considered three to four candidates in each discipline.

Councilmember Elvig suggested Public Works Director Olson and City Engineer Himmer meet to discuss their preferences. He stated interviews will be conducted with several candidates they agree on and a recommendation could then be brought to the Council.

Chairperson McGlone requested that he be informed of the interviews and he will try to attend.

City Engineer Himmer stated the recommendation will be made at the July 12 Council meeting.

**COMMITTEE INPUT**

Chairperson McGlone stated Councilmember Tossey will relinquish his role on the Public Works Committee to Councilmember Backous.

**ADJOURNMENT**

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

Motion carried.

The regular meeting of the Public Works Committee adjourned at 8:19 p.m.

Respectfully submitted,

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Brian Olson  
Public Works Director

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

**Public Works Committee**

**5. 1.**

**Meeting Date:** 07/19/2011

**By:** Len Linton, Engineering/Public Works

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**Title:**

Consider Stormwater Solutions for Woodland Green Pond

**Background:**

Woodland Green Subdivision was platted in 1973. The subdivision is located east of TH 47 south of the Boy Scout Camp. Lot 4, Block 3 was platted with a 75 ft drainage and utility easement across the back of the lot. This lot is 5220 156th Lane NW. The owners of the lot applied for a building permit in 1988. The back of the proposed house was at the easement so they applied to the City for vacation of the North 50 feet of the easement, leaving a 25 ft drainage and utility easement across the back of the lot. The vacation was approved by resolution of the City Council. The conditions of the resolution were:

1. The north 50 feet of the drainage and utility easement was vacated.
2. The south 25 feet of the drainage and utility easement was retained by the City.
3. The applicant reimbursed the City for all expenses involved in the vacation of the drainage easements.

Wildlife Sanctuary subdivisions were platted on the west side of TH 47 in 2002. The storm water discharged into the wetland on the west side of TH47. An equalizer pipe was installed under TH47 and storm sewer pipe was installed in 155th Lane and Barium Street in 2003. This pipe discharges to the wetland adjacent to Woodland Green park and 5220 156th Lane.

Highlands at River Park subdivision was platted in 2001 to the east of Woodland Green. A pipe was installed connecting the Woodland Green pond to an existing pipe west of Juniper Ridge Drive. This existing pipe empties into the Rum River. This is shown on the Area Overview Map.

The residents at 5220 156th Lane, Jason and Ruth Obermaier, contacted the City about water standing in their back yard. They were concerned the standing water would impact their drainfield. City staff visited the site in June 2011 and shot elevations in their back yard. We also shot the water elevation at the pond outlet and at the pipe crossing under 156th Lane west of Juniper Ridge Drive. Based on City Records the drainfield is constructed outside of the 25 ft drainage and utility easement. The water is outside the drainage and utility easement and over one lateral of the drainfield. This is shown on the Lot Detail map.

**Notification:**

**Observations:**

There are several options for addressing the issue of water ponding on the drainfield. They are 1) relocate the drainfield on the lot, 2) enlarge the pond in Highlands at River Park and 3) lower the existing storm sewer north of 156th Lane.

**Option 1**

There is room to install a finger of the drainfield closer to the house; however, current regulations require 3 ft vertical separation between the pipe and saturated soils. It is unlikely this requirement could be met. The well is located on the east side of the house so a relocated drainfield would need to be placed on the west side of the house to maintain proper separation. The lot slopes from front to back and there are mature trees that would need to be removed. A lift pump would be needed to get the water from the septic tank to the drain field. The septic tank standards do allow for construction of a mound system over an existing drainfield. This would provide the needed vertical separation. The estimated cost for this work is \$20,000.

**Option 2**

The existing ponding area (Pond B) between North Yakima Court and 156th Lane could be enlarged to provide

additional storage capacity in the system. The elevation of the outlet pipe under 156th Lane controls the water elevation of this pond and the one adjacent to the subject property. This would require removal of trees and export of soil. The estimated cost for this work is \$60,000.

### Option 3

The elevation of the pipe under 156th Lane is controlled by the elevation of storm sewer installed as part of the Reilly Estates subdivision. The outfall of this pipe is approximately 14 feet below the elevation of the Pond B. Lowering the outlet elevation of Pond B would require removing and replacing all of the pipe. The pipe is covered in most areas by drainage and utility easements; however, additional easements would be required for removal and replacement of the pipe. There would be significant restoration costs associated with this option, the route passes through a park and landscaped yards, in addition to two street crossings. An alternate may be directional drilling a pipe along the right of way for 156th Lane and Juniper Ridge Drive then connecting to the existing pipe before it enters the river. This pipe would provide flow for smaller events, larger events would continue to flow through the existing storm sewer. The estimated cost for replacing the pipe is \$150,000 plus easements. We are working on prices for directional drilling a pipe in the street right of way.

### Discussion

Replacing the drainfield would address the immediate concerns of the resident. This could set a precedent for replacing drainfields adjacent to other ponding areas in the city. Enlarging Pond B would provide additional storage in the storm sewer system. Replacing the existing storm sewer or installing an additional pipe would provide long term relief and lower the water level in Pond B which would lower the water level adjacent to 5220 156th Lane.

### Funding Source:

The funding source for these proposed improvements would be the storm water utility fund.

### Staff Recommendation:

This case was brought forward in response to a request from the residents at 5220 156th Lane NW. Staff recommends further investigation of each of these option before recommending one for construction. Options 2 or 3 if selected should be included in the Capital Improvement Program so they can be included in the budget.

### Committee Action:

Committee action based on discussion.

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## Attachments

[Area Overview](#)

[Lot Detail](#)

## Form Review

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Brian Olson	MaryJo Warner	07/14/2011 03:21 PM
Kurt Ulrich	Kurt Ulrich	07/14/2011 03:44 PM
Form Started By: Len Linton		Started On: 07/14/2011 10:07 AM

Final Approval Date: 07/14/2011

# WOODLAND GREEN - HIGHLANDS AT RIVER PARK





**Public Works Committee**

5. 2.

**Meeting Date:** 07/19/2011

**By:** Grant Riemer, Engineering/Public Works

**Title:**

Sidewalk Snowplowing Policy

**Background:**

At the April 19th Public Works Committee meeting, committee members reviewed several sidewalk plowing options and asked staff to draft a plan. Consensus at the time was that town home associations would be responsible for sidewalks in their developments and that residential sidewalks would be cleared by adjacent property owners. The city would continue to be responsible for the school walking areas, sidewalks adjacent to State Aid roads and all trails. These areas would be maintained by city staff or contracted services. A map of the areas to be maintained by the city is attached.

**Notification:**

Because this is a major change in our winter maintenance policy, public notification would have to be given several times and in all outlets available before the snow season begins. Townhome associations would be notified through certified mail.

**Observations:**

Issues that will need to be addressed with the new policy will be compliance and enforcement. Staff feels that 48 hours seems to be a reasonable time to require sidewalks to be cleared by residents and townhome associations. One challenge that will surface is who will be responsible for vacant lots in developments? Some developments have areas where there are lengthy stretches between occupied homes. It will also have to be determined what department will be responsible for enforcement and what type of fine system will be used. Staff would recommend that the first year be geared more towards education of the new policy and less towards citations and fines.

**Funding Source:**

Funding for the City portion of the policy would come from the general fund - cost center 0312.

**Staff Recommendation:**

Based on discussion

**Committee Action:**

**Attachments**

Trail/sidewalk map

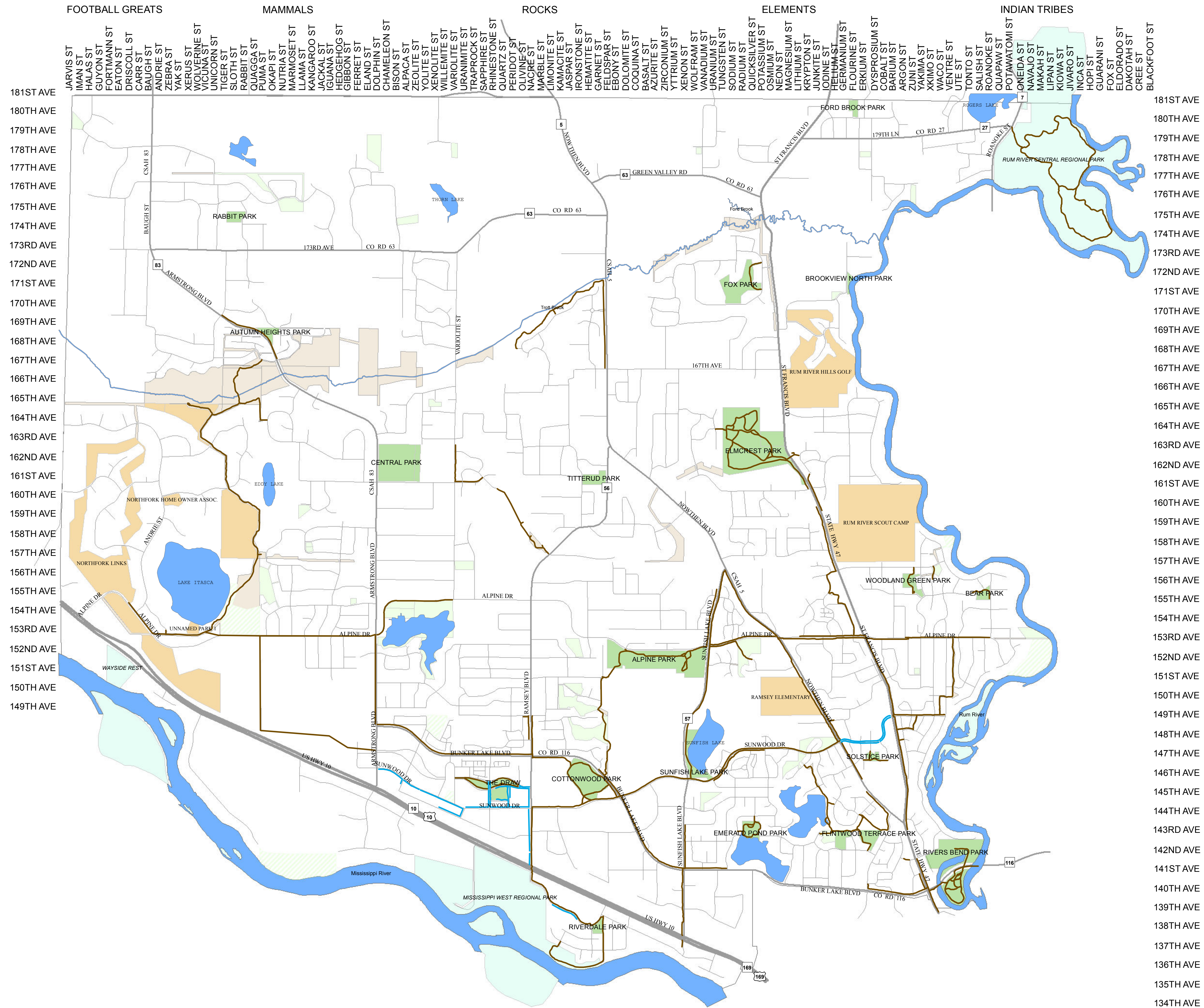
**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Brian Olson	Brian Olson	07/14/2011 09:10 AM
Kurt Ulrich	Kurt Ulrich	07/14/2011 03:44 PM
Form Started By: Grant Riemer		Started On: 07/12/2011 09:04 AM

Final Approval Date: 07/14/2011



# CITY OF RAMSEY PARK AND TRAIL MAP



## Legend

- City Maintained
- trails
- Creeks
- Lakes\_Ponds
- PARK AND OPEN SPACE TYPE**
- PARKS
- OPEN SPACE
- ▨ PROPOSED PARK
- QUASI-PUBLIC
- REGIONAL-STATE
- TRAIL CORRIDOR
- addroute**
- ROAD DESIGNATION**
- STATE MULTI LANE HIGHWAYS
- STATE HIGHWAYS
- COUNTY HIGHWAYS
- CITY STREETS

**Public Works Committee**

**5.3.**

**Meeting Date:** 07/19/2011

**By:** Grant Riemer, Engineering/Public Works

**Title:**

RFP for Parking Ramp and Parking Lot Snow Removal at the Municipal Center

**Background:**

Currently the municipal parking ramp and lots are cleared by splitting staff time between the streets supervisor and the public works mechanic. This arrangement works well, if there are no problems in the plowing operation. If a problem does occur in the overall plowing operation, one or both people are often needed to make repairs and reassign staff and equipment to keep the operation moving, which means pulling off the municipal site. In past seasons, the upper floors of the ramp were not occupied and plowing could be delayed until staff time was available to complete the job. With the reduction of staff at public works and the future need for 24 hour residential parking in the ramp, staff feels they will not be able to provide the level of service needed. The proposed contract length would be 2 years.

**Notification:**

**Observations:**

**Funding Source:**

General Fund contracted services 0312 for plowing the surface lots  
9240 for the Parking Ramp plowing

**Staff Recommendation:**

Direct staff to advertise for RFP

**Committee Action:**

Motion to full council to recommend RFP for contracted snow removal services for municipal parking ramp and parking lots at the municipal center

**Attachments**

RFP

Snow removal agreement

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Brian Olson	MaryJo Warner	07/14/2011 03:46 PM
Kurt Ulrich	Kurt Ulrich	07/14/2011 04:06 PM
Form Started By: Grant Riemer		Started On: 07/12/2011 10:18 AM
Final Approval Date: 07/14/2011		

**CITY OF RAMSEY  
7550 SUNWOOD DRIVE  
RAMSEY, MN 55303**

**INVITATION FOR QUOTATIONS  
PARKING RAMP AND MUNICIPAL CENTER PARKING LOTS SNOW REMOVAL**

The purpose of this agreement provides the City of Ramsey and the successful bidder with a mutually acceptable agreement to provide planned and emergency scheduled snow removal operations of the Municipal Parking Ramp and Surface Parking Lots (3) located at 7550 Sunwood Dr City of Ramsey, Minnesota.

1. **GENERAL:** All quotes must be received at the office of the Director of Public Works before 12:00 p.m. (noon) on XXXXXXXXX and shall be submitted on the enclosed proposal form in a sealed envelope, plainly marked, Municipal Parking Ramp and Parking Lots snow removal

It is also understood that the City reserves the right to reject any and all quotes to waive informalities, and to award the agreement to the best interest of the City. No quotations shall be withdrawn for a period of thirty (30) days after opening by the City.

Proposal forms, specifications, etc., may be obtained upon request at the City of Ramsey, Engineering/Public Works Department, 7550 Sunwood Drive, Ramsey, MN 55303. If you have questions regarding this invitation for quotations, you may contact Grant Riemer, Public Works Street Supervisor at 763-433-9863.

ITEM DESCRIPTION

Skid Steer loader with attachments w/operator  
¾ Ton Pickup Truck, 4-wheel drive w/operator (or similar)  
1-Ton Pickup 4-wheel drive w/operator (or similar)  
Single or Tandem Axle dump truck w/operator for snow hauling

Published Anoka Union: XXXXXX

**CITY OF RAMSEY**

**AGREEMENT FOR MUNICIPAL PARKING RAMP  
AND PARKING LOT SNOW REMOVAL**

**2011-2013 SNOW SEASONS**

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**CITY OF RAMSEY**  
**AGREEMENT FOR PARKING RAMP AND LOT**  
**SNOW REMOVAL**

**1. PURPOSE/INTENT**

a. Ramp Snow Removal

The purpose of this agreement provides the City of Ramsey (hereinafter called CITY) and the successful bidder (hereinafter called CONTRACTOR) with a mutually acceptable agreement to provide planned and emergency scheduled snow removal operations at the Municipal Parking Ramp and Lots at the Ramsey Municipal Center located at 7550/7650 Sunwood Dr, Ramsey, Minnesota.

b. Location

The Municipal Parking Ramp is located at 7650 Sunwood Dr, Ramsey Mn 55303

The parking ramp at this time consists of 4 floors and 590 parking stalls

The surface parking lots are located at The Ramsey Municipal Center located adjacent to the ramp at 7550 Sunwood Dr. The surface parking lots consist of approximately 70 parking stalls spread through 3 lots.

c. Administration

This agreement shall be entered into with the City Council of the City of Ramsey,

administered by the Director of Public Works and under the direct operation supervision of the Public Works Street Supervisor or designated representative.

d. Ramp and Parking Lot Snow Removal

The City's snow removal policy states that the ramp and parking lots will be cleared of all snow by 5:00 am on all levels of the parking ramp, as well as the surface lots. Normal plowing operations for the City of Ramsey begin with the accumulation of two (2) or more inches of snow. It is the intention of the CITY to retain the services of the CONTRACTOR for each snow fall requiring removal under the CITY'S current Snow Removal Policy. Historically, Ramsey averages approximately 44 inches of snow per year requiring 6 - 10 separate snow removal operations. Snow removal operations should be completed in approximately 2-4 hours with equipment similar to that identified herein.

e. Scope of Operations

It is the intent of the CITY that the CONTRACTOR provides minimum of (2) pieces of equipment to perform the snow removal operations. Additional pieces of appropriate type equipment for each area may be used by the CONTRACTOR for any or all snow removal operations with prior written approval of the CITY.

**2. LENGTH OF AGREEMENT**

- a. This agreement shall be a two year agreement limited to the snow removal seasons commencing November 1, 2011 and ending April 15, 2013 inclusive.

This agreement may be renewed by written mutual consent of both the CITY and the CONTRACTOR.

- b. This agreement may be terminated for good cause, including failure to perform in accordance with this agreement, by the CITY during the agreement period subject to written notice being delivered by registered mail sent to the CONTRACTOR at the address referenced on the Proposal form.
- c. The CITY cannot and will not guarantee a minimum number of work hours for any snow removal operation or duration of the agreement.

### **3. EQUIPMENT**

- a. Pickup Trucks

The required pickup truck shall be at least a ¾ ton - 4 wheel drive. The truck will be equipped with a hydraulic/electrically operated, reversible plow. Minimum plow width will be 8'-0"

- d. Accessories & Safety Equipment

All vehicles shall be properly equipped and outfitted to meet all local, county, state or federal laws required for on-the-road emergency snow removal operations. Safety equipment will include emergency lighting that is visible 360 degrees around the vehicle. They shall provide the operator with full visibility in all directions and shall have a back-up warning system. The operator's cab shall be fully enclosed and properly equipped with all equipment necessary to allow the efficient and safe operation of that vehicle. The CITY reserves the right to reject at any time, without notice to the CONTRACTOR, any vehicle that does not appear to comply with all rules or regulations required for over-the-road snow removal operations. Rejection of vehicle

acceptability will also take into consideration the condition and limitations of operation of the vehicle or its accessory equipment.

e. Skidsteer loaders, dump trucks and similar equipment must include emergency lighting and meet all applicable DOT safety standards

e. Vehicle Designation/Replacements

The CONTRACTOR shall provide the CITY with the vehicle identification number and license plate number (where applicable) to the CITY within ten days of execution of this contract. After inspection by the CITY, those vehicles acceptable for performance under this contract will be verified by the CITY. Except for emergencies, any planned substitution or replacement of previously approved equipment shall require prior written approval by the CITY.

**4. OPERATION & MAINTENANCE**

a. Operator

The CONTRACTOR shall ensure that the operator provided with each piece of equipment is fully trained and properly licensed with the State of Minnesota to operate the bid vehicle or any anticipated replacement. The CONTRACTOR shall make every effort possible to ensure that the same operator performs the snow removal operation during the length of the agreement.

b. Parts & Fuel

The rates contained herein shall cover all operation and maintenance expenses including but not limited to fuel, lubricants, supplies and support services. It shall also include depreciation on the vehicle and related equipment including the

repair, maintenance and replacement of all materials and supplies including cutting edges and tire chain cross links. It shall also include all labor, tools and equipment necessary for making any and all repairs or replacements which may be necessary to keep and maintain the machine and all parts thereof in proper and safe working order and serviceable repair.

c. Storage

The CONTRACTOR shall assume all responsibility and costs associated with maintaining proper and necessary protection/shelter/storage for both the vehicle and operator.

**5. PERFORMANCE REQUIREMENTS**

a. Personnel

The CONTRACTOR shall provide the CITY with the name, address and telephone number(s) for at least two designated contact personnel responsible for insuring response to the CITY'S request for services. The CONTRACTOR shall ensure that at least one of the contact persons is available and accessible 24 hours per day, seven days per week.

b. Response Time

The City will give a minimum of a (two) 2 hour advance notice of the projected start time. In the event the contractor misses a part of their assigned plowing areas they are required to respond within 30 minutes after being notified of the situation. The CONTRACTOR shall ensure that the equipment and operator are ready to report to the City garage at that time and able to continuously provide

snow removal services through the completion of the areas. The CONTRACTOR shall not allow any given operator to work more than 16 consecutive hours without an eight hour break. The CONTRACTOR shall be responsible for providing replacement personnel if snow removal operations require more than 16 consecutive hours of operation.

c. Down Time

The CONTRACTOR shall ensure that all equipment provided is maintained in a proper manner to minimize required maintenance or emergency repairs during the performance of snow removal operations. If, once commencing a snow removal operation, a piece of equipment becomes disabled and non-functioning for a period of two (2) consecutive hours, the CONTRACTOR shall provide a satisfactory replacement vehicle and operator if necessary at no additional cost to the CITY.

d. Communications

The CONTRACTOR shall ensure that the operator maintains full availability for communication at all times during the snow removal operations.

e. Authority/Direction

The CONTRACTOR and his designated operators shall respond to all directions given by the CITY in a positive, courteous and timely manner during the snow removal operations. The CITY reserves the right to reject any piece of equipment or operator from continued or further engagement of services due to incompetence or insubordination or inability of the piece of equipment to function

properly for the requested services.

The CONTRACTOR shall begin the snow removal operations at the Public Works garage located at 14100 Jasper St NW. This will allow the City to bring the Contractor up to date on any changes/issues that may need to be addressed.

f. Law Obedience

The CONTRACTOR and his designated operator shall be responsible for their actions and compliance with all regulatory laws and ordinances governing the operation of the machine while performing snow removal operations for the CITY.

g. Non Performance

The CONTRACTOR shall waive any and all objections, rights to objections and claims for additional compensation, damages or loss of revenue resulting from work performed by the CITY either prior to, during or after any scheduled or emergency snow removal operation in lieu of these contractual services as may be necessary due to non performance or excessive delays of the CONTRACTOR.

h. Property Damage

The CONTRACTOR shall be responsible for any and all damage to private as well as public property (including public utilities) due to its own or its employee's negligence in performing snow removal operations. This includes landscaping and plant material surrounding the surface lots.

## **6. COMPENSATION**

a. Payment Schedule

All pay requests must be prepared and submitted by the CONTRACTOR as verified and approved by the PW Streets Supervisor. All payment requests submitted will be per snow event and dated as such. All pay requests so received shall be processed and payment made by the CITY not less than 15 and not more than 30 days after receipt.

**7. INSURANCE/LIABILITY/CLAIMS**

a. Indemnification

The CONTRACTOR indemnifies, saves and holds harmless the CITY and all of its agents and employees of and from any and all claims, demands, actions or causes of action of whatsoever nature or character arising out of or by reason of the CONTRACTOR'S performance under this agreement. It is hereby understood and agreed that any and all employees of the CONTRACTOR and all other persons employed by the CONTRACTOR in the performance of services under this agreement, required or provided for hereunder by the CONTRACTOR shall not be considered employees of the CITY and that any and all claims that may or might arise under the Workers Compensation Act of the State of Minnesota on behalf of said employees while so engaged in any and all claims made by any third parties as a consequence of any act or omission on the part of said CONTRACTOR'S employees while so engaged in the performance of these services, to be rendered herein by the CONTRACTOR shall, in no way, be the obligation or responsibility of the CITY.

b. Insurance

The CONTRACTOR shall, at his sole cost and expense, carry and maintain general and public liability and property damage insurance coverage of \$600,000 for any one accident and \$600,000 aggregate protecting the CONTRACTOR, his employees and the CITY against any and all claims of any kind or character whatsoever arising from damage, injury (including bodily injury or death) caused by or arising from the operation and use of the machine at the request of the CITY. Such insurance shall be in full force and effect during the time that the machine is operated at the request of the CITY. Such insurance policy shall provide for a minimum of 30 days written notice to the City Clerk of cancellation, non-renewal or material change of the required insurance coverage. The requirement and approval of this insurance by the CITY shall not in any way relieve or decrease the liability of the CONTRACTOR. It is expressly understood that the CITY does not in any way represent that the specified limits of liability or coverage or policy forms are sufficient or adequate to protect the interest or liabilities of the CONTRACTOR.

c. Legal Compliance

The CONTRACTOR agrees to comply with all State and Federal laws and local ordinances governing the employment of personnel including, but not limited to, Minnesota Statute Section 181.59 relating to discrimination in employment, and Section 290.07 requiring the certification of income tax withholding.

d. Claims

The CONTRACTOR agrees to process and resolve all claims submitted by affected property owners of the City of Ramsey in a timely manner.

## **8. AGREEMENT APPROVAL CONSIDERATIONS**

### a. Selection

The CITY reserves the right to retain the services of the CONTRACTOR who, in the opinion of the CITY, can best provide the services requested under this agreement. Consideration shall be given to rates, availability and condition of equipment, competency of operators, previous experience, response time and specific pieces of equipment so quoted.

### b. Combination of Quotations

The CITY reserves the right to select any combination of equipment quoted for services requested in entering into this agreement. Only one rate will be considered for each machine, but consideration will be given to any other rate or combination of rates not called for in this proposal if it is in the best interest of the CITY.

## **9. BID PROPOSALS**

A quotation is to be entered in the schedule of prices for each machine the CONTRACTOR proposes to furnish and such quotation shall be per hour of equipment operation. All proposals must be type written or printed in ink and properly signed by an officer of the company. If the submitted proposal is accepted by the CITY and properly countersigned, it shall constitute a formal agreement between the CONTRACTOR and the CITY with no further revisions, addenda or exceptions acknowledged unless previously noted in writing on the bid proposal form. All required performance bonds, insurance certificates and additional requested information shall be submitted in a form acceptable to the City within 15 days of execution of the agreement and request by the CITY.

**DESCRIPTION OF EQUIPMENT**

The following information must be completed as part of this proposal for each piece of equipment proposed to be furnished: (If quoting more than two machines, use additional sheet.)

**3/4 Ton Pickup**

	1	2
UNIT NUMBER		
MAKE		
MODEL		
YEAR		
SERIAL NUMBER		
ENGINE MAKE		
ENGINE MODEL		
TYPE OF ENGINE (GAS OR DIESEL)		
HORSEPOWER		
TIRE SIZE		
FRONT WHEELS		
REAR WHEELS		
LOCATION OF EQUIPMENT		
STORAGE POINT. (Name of Community & Address)		

**1-Ton Pickup**

	1	2
UNIT NUMBER		
MAKE		
MODEL		
YEAR		
SERIAL NUMBER		
ENGINE MAKE		
ENGINE MODEL		
TYPE OF ENGINE (GAS OR DIESEL)		
HORSEPOWER		
TIRE SIZE		
FRONT WHEELS		
REAR WHEELS		
LOCATION OF EQUIPMENT		
STORAGE POINT. (Name of Community & Address)		

**Wheel Loader**

	1	2
UNIT NUMBER		
MAKE		
MODEL		
YEAR		
SERIAL NUMBER		
ENGINE MAKE		
ENGINE MODEL		
TYPE OF ENGINE (GAS OR DIESEL)		
HORSEPOWER		
TIRE SIZE		
FRONT WHEELS		
REAR WHEELS		
LOCATION OF EQUIPMENT		
STORAGE POINT. (Name of Community & Address)		

**Skidsteer**

UNIT NUMBER	1	2
MAKE		
MODEL		
YEAR		
SERIAL NUMBER		
ENGINE MAKE		
ENGINE MODEL		
TYPE OF ENGINE (GAS OR DIESEL)		
HORSEPOWER		
TIRE	FRONT WHEELS	
SIZE	REAR WHEELS	
LOCATION OF EQUIPMENT		
STORAGE POINT. (Name of Community & Address)		

**Dump Truck**

UNIT NUMBER	1	2
MAKE		
MODEL		
YEAR		
SERIAL NUMBER		
ENGINE MAKE		
ENGINE MODEL		
TYPE OF ENGINE (GAS OR DIESEL)		
HORSEPOWER		
TIRE	FRONT WHEELS	
SIZE	REAR WHEELS	
LOCATION OF EQUIPMENT		
STORAGE POINT. (Name of Community & Address)		

**SCHEDULE OF PRICES**

The undersigned agrees to furnish one of the pieces of equipment described on the preceding pages in accordance with the terms of this Proposal and Agreement at the rates entered below at such time as they may be requested by the City.

If a rate is being submitted for the use of plow or wing, the make and model of these items should be inserted in the blank lines.

Contractor may bid on one or more of each type of equipment.

A quotation may be rejected if any alteration or erasure is made in entering the rates. Quotation rates must be entered in ink or typewritten.

UNIT NO. 1 \_\_\_\_\_

UNIT NO. 2 \_\_\_\_\_

UNIT NO. 3 \_\_\_\_\_

UNIT NO. 4 \_\_\_\_\_

**CITY OF RAMSEY**  
**DEPARTMENT OF PUBLIC WORKS**  
**AGREEMENT FOR THE LEASE AND RENTAL OF**  
**FULLY OPERATED EQUIPMENT FOR STREET SNOW REMOVAL**

Proposals will be received at the City of Ramsey Municipal Center 7550 Sunwood Dr Ramsey Minnesota 55303 for the furnishing of Fully Operated Equipment for snow removal operations in the City of Ramsey.

PROPOSAL OF \_\_\_\_\_  
Firm Name (Please Print)

ADDRESS \_\_\_\_\_  
Address

\_\_\_\_\_

City	State	Zip
------	-------	-----

\_\_\_\_\_

Phone

*NOTE: This proposal must be signed on the last page, and all sheets in this proposal must be returned when bidding.*

I

In accordance with the notice of the City of Ramsey, Minnesota soliciting quotations (I) (We), the undersigned, hereinafter called the CONTRACTOR, hereby offer to lease and rent to the City of Ramsey, hereinafter called the CITY, acting by and through its Director of Public Works, the Fully Operated Snow Removal Equipment for which the quotation may be accepted, subject to the terms and conditions herein specified; and the parties further agree that this proposal form shall become the agreement for the lease and rental of such Fully Operated Snow Removal Equipment upon its execution by the City.

(I) (We) hereby certify that (I am) (We are) the only person (s) interested in this proposal as principal (s); that it is made and submitted without fraud or collusion with any other person, firm or corporation; and that (I) (We) have examined this Proposal and Agreement Form, and understand its contents.

(I) (We) hereby certify that (I am) (We are) the Owner(s) or have previously contracted for the purchase of the Fully Operated Snow Removal Equipment for which quotations are submitted herein and can furnish bill of sale or contract for purchase covering said equipment.

II

This Proposal must be signed below in ink by a duly authorized agent of the Contractor providing the equipment and operator.

(YOUR SIGNATURE MUST BE NOTARIZED WHEN SIGNING - SEE FOLLOWING PAGE.)

Date \_\_\_\_\_ 20\_\_\_\_. By: \_\_\_\_\_  
 Signature  
 \_\_\_\_\_  
 Name (Please Print)  
 For: \_\_\_\_\_  
 Company  
 Its: \_\_\_\_\_  
 Title

III

The above quotation for ¾ ton pickup w/plow Units No(s).\_\_\_\_\_ is here-by accepted.

The above quotation for 1-Ton pickup w/plow Units No(s).\_\_\_\_\_ is here-by accepted.

The above quotation for Wheel Loader Units No(s).\_\_\_\_\_ is here-by accepted

The above quotation for Skidsteer Units No(s).\_\_\_\_\_ is here-by accepted

\_The above quotation for Dump truck Units No(s).\_\_\_\_\_ is here-by accepted

**CITY OF RAMSEY**

By: \_\_\_\_\_/\_\_\_\_\_  
 Bob Ramsey Date  
 Mayor





**Public Works Committee**

**5. 4.**

**Meeting Date:** 07/19/2011

**By:** Grant Riemer, Engineering/Public Works

**Title:**

Review Dirt Road Elimination Policy

**Background:**

In 2004, when the program was first talked about, we had 12 miles of road with dirt /gravel surface. The 2010-2011 construction seasons will include the paving 1.52 miles of roadway in our system. Paving/improvement projects completed in 2010 included Ute St., 151st Ave, 152nd Ave, Fluorine St. and will finish up this year with the paving of Puma St and Chameleon St. With the completion of these projects we will have approximately 2.64 miles of dirt/gravel roads left in our system.

**Notification:**

**Observations:**

Of the remaining segments some may never be petitioned for improvement. Traprock St, south of Hwy 10 will be addressed when the Anoka County develops the park. 173rd Ave currently has 3 residents, so assessment costs even at 50% share with the city would be prohibitive. Potassium St, north of County Rd 5 was scheduled to paved with redevelopment in that area. There are two small segments in our industrial parks, Basalt St and Limonite St which will be paved when development in those areas increases. This group of road segments total 1.04 miles.

Of the remaining segments Carolina Acres and Itasca Heights are the most maintenance prone. Improvements to these developments would provide the most payback, if the city were to contribute 50% of the improvement cost. Drainage is poor in both areas and requests for grading are increased because of that factor. Carolina Acres is on the far north end of the city and requires almost 20 minutes travel time just to get to the site. Itasca Heights is south of Hwy 10 near the weigh station and would need considerable drainage work. The Itasca Heights location near the Mississippi river would add challenges and cost for storm water design. Of the remaining roads Garnet St, north of CR 27, would be next in line, because of the travel time involved. Summer grading is not the only cost associated with these dirt roads. Early winter and late spring snowfalls require the motor grader to plow these areas because of soft road conditions. A complete "round" of grading or snowplowing, including travel time, is 3 1/2 hours. The cost associated with grading our dirt roads just, using fuel and labor costs at today's prices, runs about \$170.00 every time we grade. Staff also receives several calls per year for dust control or to add gravel to the road surface.

During the joint City Council meeting with the City of Nowthen there was discussion about the sharing or swapping of services with them. Staff will continue to look for opportunities when they present themselves.

**Funding Source:**

General Fund -Street maintenance contracted services 0311

**Staff Recommendation:**

Continue to eliminate dirt roads when development opportunities present themselves and resources are available to help residents with assesments.

**Committee Action:**

Based on discussion

**Inbox**  
Brian Olson  
Kurt Ulrich

**Reviewed By**  
Brian Olson  
Kurt Ulrich

**Date**  
07/14/2011 09:15 AM  
07/14/2011 03:44 PM  
Started On: 07/13/2011 07:53 AM

Form Started By: Grant Riemer

Final Approval Date: 07/14/2011

**Public Works Committee**

**5. 5.**

**Meeting Date:** 07/19/2011

**By:** Brian Olson, Engineering/Public Works

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**Title:**

Update of Anoka County Access Spacing guidelines that determine locations for hard channelization

**Background:**

This case is presented this evening for informational purposes only. Staff met with the Anoka County Highway Department along with the City of Anoka and Andover to discuss the possible changes to the access spacing guidelines. Anoka County Staff agreed to look into the following two changes. Allowing a 3/4 access as a "conditional" access and reintroducing the land use categories into the access spacing guidelines. Attached to the case is the 2010 Anoka County access spacing guidelines, a comparison on how Anoka County's spacing guidelines compare to other counties throughout Minnesota and a original access management pamphlet prepared by MnDOT.

**Notification:**

**Observations:**

Staff wanted to provide this information to the PW Committee and ultimately the City Council.

**Funding Source:**

No funding for this action.

**Staff Recommendation:**

**Committee Action:**

Based upon discussion

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**Attachments**

- 2010 access spacing guidelines
- comparison with other county spacing guidelines
- land use category definitions

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Brian Olson (Originator)	Brian Olson	07/14/2011 10:20 AM
Kurt Ulrich	Kurt Ulrich	07/14/2011 03:44 PM
Form Started By: Brian Olson		Started On: 07/08/2011 01:41 PM
	Final Approval Date: 07/14/2011	

Anoka County Highway Department  
Access Spacing Guidelines

Roadway Type	Route Speed (MPH)	Intersection Spacing (Nominal <sup>(4)</sup> )		Signal Spacing	Private Access <sup>(1)</sup>
		Full Movement Intersection	Conditional Secondary Intersection <sup>(2)</sup>		
Principal Arterial	50 - 55	1 mi.	1/2 mi.	1 mi.	Subject to conditions for all roadway types and speeds
	40 - 45	1/2 mi.	1/4 mi.	1/2 mi.	
	< 40	1/8 mi.	300 - 660 feet <sup>(3)</sup>	1/4 mi.	
Arterial Expressway	50 - 55	1 mi.	1/2 mi.	1 mi.	
Minor Arterial	50 - 55	1/2 mi.	1/4 mi.	1/2 mi.	
	40 - 45	1/4 mi.	1/8 mi.	1/4 mi.	
	<40	1/8 mi.	300 - 660 feet <sup>(3)</sup>	1/4 mi.	
Collector and Local	50 - 55	1/2 mi.	1/4 mi.	1/2 mi.	
	40 - 45	1/8 mi.	N/A	1/4 mi.	
	<40	1/8 mi.	300 - 660 feet <sup>(3)</sup>	1/8 mi.	
Specific Access Plan		By adopted plan/agreement/covenant on land			

- (1) Private access refers to residential, commercial, industrial and institutional driveways. Reference Anoka County's Development Review Manual for specifics on private access.
- (2) Conditional secondary access is defined as right-in/out.
- (3) Access spacing may be determined by planning documents approved by the county (e.g., Lino Lakes I-35E AUAR)
- (4) Any spacing deviations shall have a detailed traffic study completed by the requesting agency, AND approved by the County Engineer.

# PRINCIPAL ARTERIALS

	Speed, Type, ADT		Intersection Spacing		Signal Spacing	Comments
			Full Movement	Conditional Intersection		
<b>ANOKA COUNTY</b> Principal Arterial	50 - 55		1 mile	1/2 mile	1 mile	MnDOT Recommendation MnDOT Recommendation MnDOT Recommendation
	40 -45		1/2 mile	1/4 mile	1/2 mile	
	< 40		1/8 mile	300 - 660 feet	1/4 mile	
<b>DAKOTA COUNTY</b> Principal Arterial	All		1/2 mile	1/4 mile		Similar to ACHD
<b>CARVER COUNTY</b> Principal Arterial (Rural) Principal Arterial (Urban) Principal Arterial (Urban Core)			1 mile	1/2 mile	1 mile	
			1/2 mile	1/4 mile	1/2 mile	
			300 - 600 feet	300 - 600 feet	1/4 mile	
<b>WRIGHT COUNTY</b> Principal Arterial (Rural) Principal Arterial (Urban) Principal Arterial (Urban Core)			1 mile	1/2 mile	By deviation only	
			1/2 mile	1/4 mile	By deviation only	
			300 - 600 feet	300 - 600 feet	1/4 mile	
<b>WASHINGTON COUNTY</b> Principal Arterial	All		1/2 mile			Similar to ACHD
<b>HENNEPIN COUNTY</b> Arterial (Urban/ Low Volume) Arterial (Urban/ Low Volume) Arterial (Urban/ High Volume) Arterial (Urban/ High Volume) Arterial (Urban Core/ Low Volume) Arterial (Urban Core/ High Volume)	Undivided		1/4 mile	Not Allowed		
	Divided		1/4 mile	1/8 mile		
	Undivided		1/4 mile	Not Allowed		
	Divided		1/4 mile	1/8 mile		
			1/8 mile	1/16 mile		
		1/4 mile	1/8 mile			

Highlighted items are the same, or more restrictive, than ACHD's guidelines.

# MINOR ARTERIALS

	Speed, Type, ADT	Intersection Spacing		Signal Spacing	Comments
		Full Movement	Conditional Intersection		
<b>ANOKA COUNTY</b> Minor Arterial	50 - 55 40 - 45 < 40	1/2 mile 1/4 mile 1/8 mile	1/4 mile 1/8 mile 300 - 660 feet	1/2 mile 1/4 mile 1/4 mile	MnDOT Recommendation MnDOT Recommendation MnDOT Recommendation
<b>SHERBURNE COUNTY</b> Minor Arterial (Rural) Minor Arterial (Urban)		1/2 mile 1/4 mile	1/4 mile 1/8 mile	1/2 mile 1/4 mile	
<b>ISANTI COUNTY</b> Minor Arterial (Rural) Minor Arterial (Urban) Minor Arterial (Urban Core)		1/2 mile 1/4 mile 1/8 mile	1/4 mile 1/8 mile 1/8 mile	1/2 mile 1/4 mile 1/4 mile	
<b>CARVER COUNTY</b> Minor Arterial (Rural) Minor Arterial (Urban) Minor Arterial (Urban Core)		1/2 mile 1/4 mile 300 - 600 feet	1/4 mile 1/8 mile 300 - 600 feet	1/2 mile 1/4 mile 1/4 mile	
<b>WRIGHT COUNTY</b> Minor Arterial (Urban) Minor Arterial (Urban Core)		1/4 mile 300 - 600 feet	1/8 mile 300 - 600 feet	1/4 mile 1/4 mile	
<b>CHISAGO COUNTY</b> Minor Arterial (Rural) Minor Arterial (Urban) Minor Arterial (Urban Core)	(55) (40 +) ( < 40)	1/2 mile 1/2 mile 1/4 mile		1/2 mile 1/2 mile 1/4 mile	
<b>WASHINGTON COUNTY</b> Minor Arterial Minor Arterial	> 7,500 < 7,500	1/4 - 1/2 mile 1/4 - 1/2 mile	1/4 - 1/2 mile 1/8 mile (no median opening)	N/A N/A	
<b>HENNEPIN COUNTY</b> Arterial (Rural) Arterial (Rural) Arterial (Urban)	> 7,500 < 7,500 All	1/2 to 1/4 mile 1/4 mile 1/4 mile	N/A N/A 1/8 mile		Similar to ACHD Similar to ACHD. Existing medians will not be broken.
<b>DAKOTA COUNTY</b> Divided Highways Divided Highways Undivided Highways	> 35,000 < 35,000 > 45 mph and > 1,500 ADT	1/2 mile 1/4 mile 1/4 mile	1/4 mile 1/8 mile N/A		Similar to ACHD Similar to ACHD

Highlighted items are the same, or more restrictive, than ACHD's guidelines.

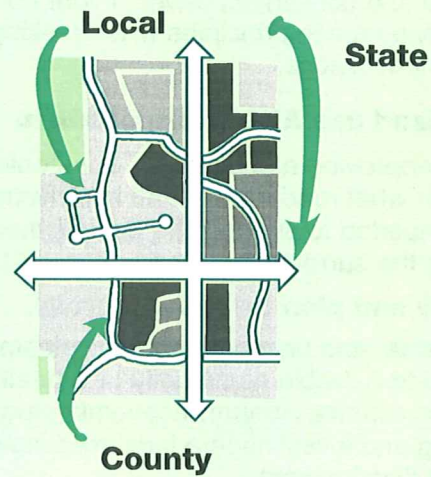
# COLLECTOR AND LOCAL

	Speed, Type, ADT	Intersection Spacing		Signal Spacing	Comments
		Full Movement	Conditional Intersection		
<b>ANOKA COUNTY</b> Collector and Local	50 - 55 40 - 45 < 40	1/2 mile 1/8 mile 1/8 mile	1/4 mile N/A 300 - 660 feet	1/2 mile 1/4 mile 1/8 mile	MnDOT Recommendation MnDOT Recommendation MnDOT Recommendation
<b>SHERBURNE COUNTY</b> Collector (Rural) Collector (Urban)	All All	1/2 mile 1/4 mile	1/4 mile N/A	1/2 mile 1/4 mile	
Local (Rural) Local (Urban)	All All	1/4 mile 300 - 660 feet	1/4 mile 300 - 660 feet	N/A As warranted	
<b>ISANTI COUNTY</b> Collector/Local (Rural) Collector/Local (Urban)		1/2 mile 1/8 mile	1/4 mile 1/8 mile	1/2 mile 1/4 mile	
<b>CARVER COUNTY</b> Collector (Rural) Collector (Urban) Collector (Urban Core)		1/2 mile 1/4 mile 300 - 600 feet	1/4 mile 1/8 mile 300 - 600 feet	1/2 mile 1/4 mile 1/8 mile	
<b>WRIGHT COUNTY</b> Collector (Rural) Collector (Local) Collector (Urban Core)		1/2 mile 1/8 mile 300 - 600 feet	1/4 mile N/A 300 - 600 feet	1/2 mile 1/4 mile 1/8 mile	
<b>CHISAGO COUNTY</b> Collector (Urban) Collector (Urban Core)	Divided (40 +) Divided (< 40)	1/4 mile 1/8 mile		1/4 mile 1/8 mile	
Collector (Rural) Collector (Urban) Collector (Urban Core)	Undivided (55) Undivided (40 +) Undivided (< 40)	N/A N/A N/A		1/2 mile 1/4 mile 1/8 mile	
<b>WASHINGTON COUNTY</b> Collector Local		1/8 - 1/2 mile 1/8 - 1/2 mile		N/A N/A	
<b>HENNEPIN COUNTY</b> Collector		1/8 to 1/4 mile	1/8 mile		Based on side street volumes.
<b>DAKOTA COUNTY</b> Undivided Highways	< 40	1/8 mile	N/A		

Highlighted items are the same, or more restrictive, than ACHD's guidelines.

## Access Management Requires A Partnership Approach

By using the Highway Access Category System and Spacing Guidelines as a common framework, Mn/DOT and local communities can work as partners to manage access. Mn/DOT follows these guidelines when planning highway improvements, reviewing development proposals, and issuing access permits. Cities and counties should also consider these guidelines when reviewing the proposed access and street layout for new subdivisions and redevelopment of existing parcels. Working together, Mn/DOT and local governments can maintain safety and mobility on the highway AND meet the access needs of development.



## Mn/DOT and YOU: Partners in Access Management



### What is Access Management?

Access management is the planning, design, and implementation of land use and transportation strategies that maintain a safe flow of traffic while accommodating the access needs of adjacent development.

### Why Manage Access?

Too many driveways, intersections, and closely-spaced traffic signals along major roads cause problems:

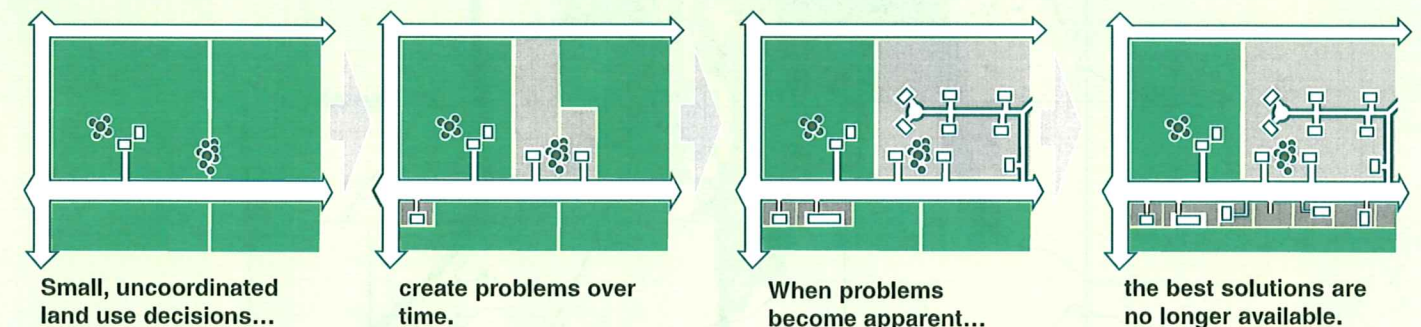
- Crashes increase as vehicles cross and turn along the road in an uncoordinated manner.
- Stop and go conditions frustrate commuters and local residents.
- Adjacent businesses suffer when customers have trouble turning into their sites.
- Freight and delivery trucks lose time and money stuck in traffic.
- Pedestrians can't find a safe spot to cross the road.
- Overall community livability suffers.

### What are the Benefits?

Effective access management will:

- Reduce congestion and crashes.
- Preserve road capacity and postpone the need for roadway widening.
- Improve travel times for the delivery of goods and services.
- Ease movement between destinations.
- Support local economic development.

### Why Act Now?



## Mn/DOT's Access Management Guidelines

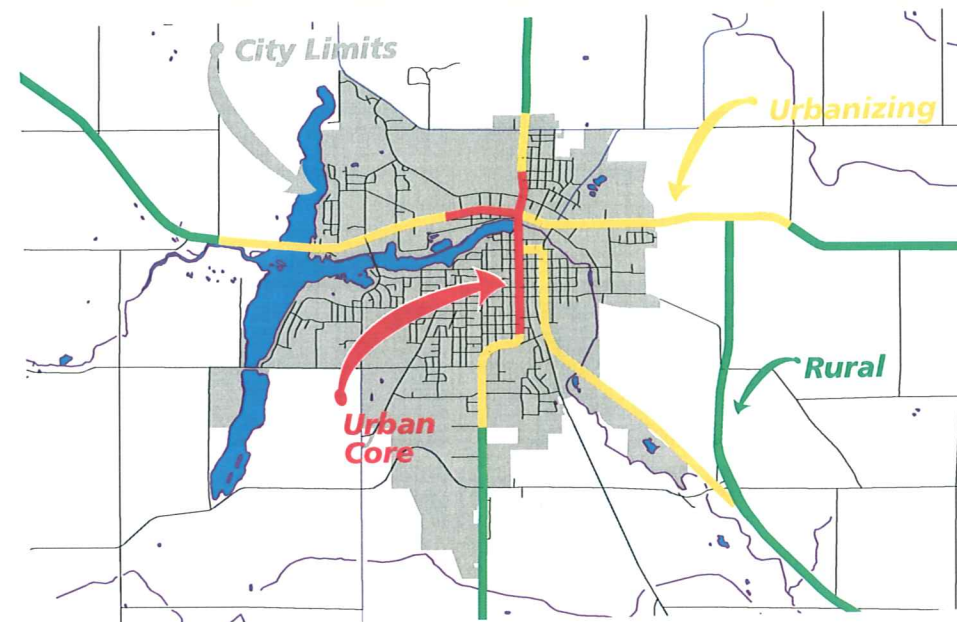
Working jointly with city and county representatives, Mn/DOT has developed guidelines for managing access to the state highway system. Every highway segment has been assigned to a primary access category, depending on its function and strategic importance within the statewide network. These categories are:

- High Priority Interregional Corridor
- Medium Priority Interregional Corridor
- High Priority Regional Corridor
- Principal Arterial (Metro Area and Primary Trade Centers)
- Minor Arterial
- Collector

Within each primary access category are Urban Core, Urbanizing, and Rural subcategories, which are based on the existing and planned land use of the surrounding area. The recommended spacing and allowance for public street intersections and private access varies with the highway's primary category and subcategory.

- **Urban Core** areas are fully developed with a tightly woven network of public streets. Public street spacing is based on block length, usually between 300-660 feet. The spacing for direct property access typically should be at least 200 feet to provide adequate stopping sight distance.

- **Urbanizing** areas are developing areas beyond the urban core. Local governments should develop a complete network of supporting local streets to serve these areas. Public intersections should be spaced at 1/8, 1/4, or 1/2 mile increments, depending on the highway's primary category assignment. Access to homes and businesses should be provided from the local supporting street network, and not from the state highway.
- **In Rural** areas where agriculture, forestry, or very low density residential uses predominate, the local network of supporting roads is usually quite limited. In these areas, public street intersections should be spaced at 1/4, 1/2, or 1 mile increments, depending on the highway's primary category assignment. Direct access to homes and farms should be provided by local roads when possible. When that is not possible, limited direct property access may be permitted.



## Ten Ways Local Governments Can Manage Access

Ensure safe and convenient travel in your community by applying these principles when making development decisions.

### 1. Think land use AND transportation.

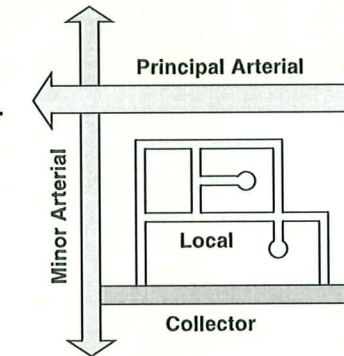
Before approving a subdivision or rezoning, consider what road design and improvements will be needed to support the development and link it to the surrounding area.

### 2. Identify and plan for growth areas.

Incremental and uncoordinated development will not lead to a livable community or a healthy business climate. Support economic growth by planning and investing in a local road network to support development.

### 3. Develop a complete hierarchy of roads.

A viable community requires a variety of roadways organized as an integrated system. Highways and arterials are needed for longer, higher speed trips. Local streets and collectors provide access to homes and businesses. Recognize that different roads serve different purposes.



### 4. Link access regulations to roadway function.

Access requirements in your zoning and subdivision regulations should fit each roadway's functional classification. Recognize that the greatest access control is needed for those roads intended to serve longer, higher speed trips.

### 5. Avoid strip development. Promote commercial nodes.

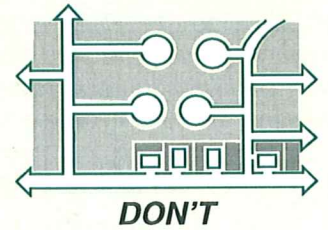
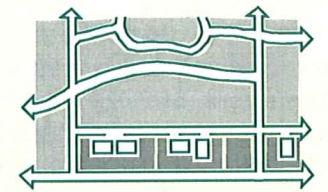
Commercial development can be located adjacent to and visible from the highway, but should be accessed via a system of parallel local roads and side streets that complement the state highway system.

### 6. Connect local streets between subdivisions.

Give your residents convenient options for travel from one neighborhood to another by connecting local streets from one subdivision to the next.

### 7. Design subdivisions with access onto local streets.

Avoid lot designs with driveways that enter onto major state or county highways. Orient business and residential driveways to local streets that feed onto the highway at a few carefully designed and spaced intersections.

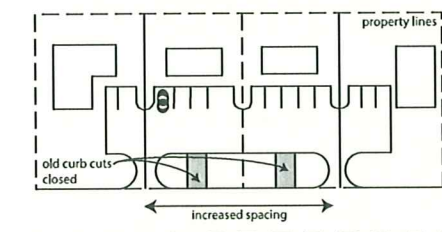


### 8. Practice good site planning principles.

Locate entrances away from intersection corners and turn lanes. Provide adequate space on the site for trucks to maneuver and for vehicles to queue at drive-through windows without backing or stacking on the roadway. Adjacent businesses should provide shared driveways and cross access so customers can make multiple stops without entering the arterial.

### 9. Correct existing problems as opportunities arise.

Adopt a long range vision for improving access along older, developed corridors. Correct unsafe accesses as individual parcels expand or redevelop. Work with affected property owners to consolidate driveways and provide internal access between parcels. Fill in the supporting roadway network with local access roads as part of the redevelopment process.



### 10. Coordinate local development plans with Mn/DOT and county road agencies.

Share plans for subdivisions, rezonings, and site plans with affected road authorities early in the development process. You don't even need to wait until development is proposed. Contact Mn/DOT and your county highway department to talk about your long range plans and development needs.