

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

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

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

Also Present: City Administrator Kurtis G. Ulrich
 Public Works Director Brian Olson
 City Engineer Tim Himmer
 City Attorney William Goodrich
 Street Supervisor Grant Reimer

CALL TO ORDER

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

CITIZEN INPUT

There was none.

APPROVE AGENDA

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

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

APPROVE MINUTES

Motion by Chairperson McGlone, seconded by Councilmember Elvig, to approve the minutes from the July 19, 2011, Public Works Meeting.

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

COMMITTEE BUSINESS

Case #1: Review Standard Contract Language Related to Construction Projects

City Engineer Himmer reviewed the staff report. He highlighted contract language related to construction projects and explained how these conditions would assist the City in ensuring projects would be executed and completed in a timely and quality manner.

Public Works Director Olson further discussed the time periods for contracts and explained how defective issues could be dealt with.

The Committee discussed examples of construction projects completed in the City and the best language/standards that could assist with quality, ensuring projects are completed within the allotted time, and enforcement of the contract.

Mayor Ramsey stated that it would not be possible to draft standards which would address every situation and noted these standards should ensure that defective or neglected projects are addressed, or corrected, as soon as possible.

Public Works Director Olson explained how weather delays are taken into account for construction projects.

City Engineer Himmer stated he believed the language was sufficient and noted the issue would be more with enforcement. He advised that input has been received from contractors regarding the policy of the City to not close out projects until every item is completed and explained that is affecting the ability of contractors to bond for additional projects. He questioned the appropriate time to finalize a project.

Chairperson McGlone stated that in his contracts, it states final payment is due upon substantial completion of the project.

Public Works Director Olson noted that only 5% of the final payment is being held, but explained that a performance bond is required equal to the total project amount.

City Engineer Himmer explained the bonds that are held and used for construction projects, performance bonds and warranty bonds. He advised of three upcoming projects which are proposed to final out at the next Council meeting. He noted that if staff believes the work is substantially complete, staff would not be opposed to releasing the performance bond in return for a warranty bond. He asked if the Committee would agree to add a 3% contingency into contracts, which would provide staff with flexibility when something unexpected arises during a project.

The Committee further discussed project management and the understanding that while this would assist staff, staff should still attempt to resolve issues prior to using the contingency funds.

It was the consensus of the Committee to agree with the recommendations from staff regarding the close out of construction projects with minor outstanding items, and the Council can determine whether it is acceptable for outstanding items to be covered by the warranty bond for the project.

Motion by Mayor Ramsey, seconded by Councilmember Elvig, to recommend that the City Council include a 3% construction contingency, up to \$15,000, on all projects with City Administrator approval. This would give staff the ability to effectively manage projects to account for unforeseen conditions and necessary project revisions.

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

Case #2: Update on Recent Storm and Flooding Complaints

City Engineer Himmer reviewed the staff report. He briefly reviewed the properties that have submitted storm and flood complaints. He stated that staff is proposing to prepare plans and specifications, receive quotes, and address the immediate actions identified in the report, such as repairing or replacing a culvert.

The Committee discussed the high levels of rain and the number of 100-year events that have taken place this year; noting the system within the City has performed well under the conditions.

Motion by Mayor Ramsey, seconded by Councilmember Elvig, to recommend that the City Council authorize staff to prepare the necessary plans and specifications, and receive quotes, to address the immediate corrective actions identified in staff's summary.

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

Case #3: Discuss Grading Permit Requirements

City Engineer Himmer reviewed the staff report. He noted that the City currently does not have a grading permit and advised that staff has been drafting requirements which could be used.

The Committee discussed the adoption of the State Building Code and whether all sections of that Code were adopted; staff believed that the section regarding grading permits had not been adopted with the Code.

City Engineer Himmer suggested that a grading permit be treated similar to an interim permit, in regard to the fee schedule. He confirmed that an erosion control plan would be required with a grading plan.

Councilmember Elvig agreed that a grading permit should be developed and noted that education would become a factor as well.

Public Works Director Olson stated that staff does not want to cause undue hardship, or charge additional fees, but wanted to ensure there are requirements which a grading permit can be gauged against.

City Engineer Himmer further explained the proposed administrative grading permit process and provided comparison information currently used by other neighboring cities.

The Committee discussed the threshold levels at which a grading permit would be required, as well as the associated cost.

It was the consensus of the Committee to verify if the grading portion of the State Building Code had already been adopted and recommend that an administrative grading permit process be developed.

COMMITTEE / STAFF INPUT

Public Works Director Olson reviewed a response received from Anoka County regarding the issue of access on Sunfish Lake Boulevard; noting that the County would not participate in the study.

City Engineer Himmer provided an update regarding the County Road 5 overlay and the request for night work, noting that the Council would review the request the following week. He also provided an update regarding WMO regulations which would also be reviewed the following week by the Council.

ADJOURNMENT

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

Motion carried.

The regular meeting of the Public Works Committee adjourned at 6:58 p.m.

Respectfully submitted,

Brian Olson
Public Works Director /Principal City Engineer

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.