

**City of Ramsey**  
**Agenda**  
**Public Works Committee**  
**Tuesday October 20, 2015**  
**6:00 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 September 15, 2015.
5. **Committee Business**
  1. Consider Initial Direction on Development of Policy for Private Improvements within Public Rights of Way
  2. Consider Request for Amendment to Private Improvement in 161st Avenue Within Sweetbay Ridge
  3. Consider Vacating Permanent Road Easement over a portion of 14911 Ramsey Blvd and the Parcel to the North with a Property Identification Number (PIN) of [22-32-25-33-0017](#)
  4. Approve Installation of Priority Street Light
  5. Receive Update on Public Works Campus Space Needs Analysis
6. **Committee/Staff Input**
7. **Adjournment**

**Public Works Committee**

**4. 1.**

**Meeting Date:** 10/20/2015

**Submitted For:** Grant Riemer, Engineering/Public Works

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

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**Title:**

Approve Public Works Committee meeting minutes dated September 15, 2015.

**Purpose/Background:**

To review and approve meeting minutes.

**Timeframe:**

5 minutes.

**Observations/Alternatives:**

n/a

**Funding Source:**

n/a

**Recommendation:**

Approve minutes.

**Action:**

Motion to approve meeting minutes.

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**Attachments**

Minutes

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Grant Riemer	Grant Riemer	10/15/2015 08:02 AM
Kurt Ulrich	Kurt Ulrich	10/15/2015 04:47 PM
Form Started By: MaryJo Warner		Started On: 10/12/2015 02:48 PM
Final Approval Date: 10/15/2015		

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

The Public Works Committee conducted a regular meeting on Tuesday, September 15, 2015, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:     Chairperson Chris Riley  
                            Councilmember Jill Johns  
                            Councilmember Melody Shryock

Also Present:         Public Works Superintendent Grant Riemer  
                            City Engineer Bruce Westby

**1.     CALL TO ORDER**

Chairperson Riley called the regular meeting of the Public Works Committee to order at 6:00 p.m.

**2.     CITIZEN INPUT**

There was none.

**3.     APPROVE AGENDA**

Motion by Councilmember Johns, seconded by Councilmember Shryock, to approve the agenda, as presented.

Motion carried. Voting Yes: Chairperson Riley, Councilmembers Johns and Shryock. Voting No: None.

**4.     APPROVE MINUTES**

**4.01: Approve June 16, 2015, Meeting Minutes**

Motion by Councilmember Shryock, seconded by Councilmember Johns, to approve the following minutes:

Regular Meeting Minutes dated June 15, 2015

Motion carried. Voting Yes: Chairperson Riley, Councilmembers Shryock and Johns. Voting No: None.

**5.     COMMITTEE BUSINESS**

### **5.01: Consider Request to Reconstruct Stormwater Treatment Improvements at Sunfish Lake**

City Engineer Westby reviewed the staff report and noted the property owners are present at the meeting. He explained the original purpose of the swale was to keep the solid waste from entering the wetland. The intent of the easement was to allow the City to maintain the swale as needed over time. He noted the swale has not needed maintenance by the City since it was put in. He explained one of the more cost effective resolutions is to construct a settling basin with overflow that would allow the sediment to settle over time. He said he is not sure that this will be a permanent solution but it would reduce some of the water in the swale for the long term. The cost will be between \$15,000 and \$45,000. The price difference is dependent on the size of the basin, wetland mitigation credits, and on the turf restoration method. He pointed out this is a system that was constructed and is operating as intended. The property owners have requested the City complete the work of constructing a settling basin, and pay for the construction, since the swale cannot be maintained by the property owner and their property is compromised. He mentioned that the basin may need occasional cleaning over the next 50 years; however, it likely wouldn't need it more than a few times.

Chairperson Riley introduced property owners, Jay and Suzanne Bergevin, 14520 Sunfish Lake Drive.

Mr. Bergevin explained when they purchased the home, it was described as having a drainage ditch. It worked to drain water and functioned as a ditch for many years. He said their biggest concern is that there is a change. The drainage worked well for 9 or 10 years. In the last 5 years or so, they have seen it change from a drainage ditch to a pond that is 2 to 3 feet deep. He explained he cannot get to the other side of it to maintain the area around it. He cannot take care of the area that is under water, as wetland vegetation is now growing. He stated the water has not receded over the last 2 years. It has gotten high enough to reach the berm. He said he could not understand how the stormwater could have been vented through his property, and still reach the top of the berm. He noted it doesn't sound like much sediment has been caught at all. He concluded that he thought they have been patient, asking about this for 3 years, and watching it grow to where about 40% of their yard is now unusable.

Mrs. Bergevin stated the definition of drainage is that it is not supposed to settle. She noted this was called a drainage easement on the papers, originally, and not a swale as it is called now. The ponding water is muddy, allowing mosquitoes to breed, and now there are fish in the pond. She said it is not a healthy environment.

Mr. Bergevin stated this has reduced the quality of life for them. He said they are unable to enjoy backyard events with friends and neighbors. He explained the high water level of the lake in 1983 to 1988 was 858 or 859. He stated it is 864 now. This is impacting beyond the drainage easement. The design of the easement and drainage pond was implemented in the early 1990s. He said they are requesting the City to restore it to what it was.

Mrs. Bergevin stated the drainage ditch is clearly not working as it was intended. She said there was a large black pipe pouring water into the lake at one point, but there is no official record of

what that was. She stated she remembered seeing it and wished she would have taken pictures. She asked if that could have affected all of this.

Chairperson Riley stated he went to observe the situation on the premises. He said it is obvious that the lawn has turned into wetland vegetation. Just the nature of wetland vegetation with large stems makes it difficult to remove. He asked how long the drainage ditch holds water.

Mr. Bergevin responded it holds a few feet of water all summer now.

Councilmember Johns raised the issue of all the other water issues residents have brought up recently. Those issues are mostly with flooding into the homes. This flooding is related to the water table being higher. She said the City cannot control the water table.

Mrs. Bergevin noted her neighbors that are right on the lake are not having issues due to a rising water level. She asked if the issue was the water level, why hasn't it affected others.

City Engineer Westby stated he also saw standing water in the swale when he visited the property. He explained if the weather stays wet, then the swale will continue to have standing water. The levels of that lake are completely dependent on the weather, and it will rise and fall according to the weather. He stated a drainage easement does not necessarily mean there is moving water, and that drainage easements are designed to accommodate runoff from the hundred year storm event.

Mr. Bergevin said the definition of a drainage easement is from the State of Minnesota. The drainage easements are supposed to be for flowing water.

City Engineer Westby responded the City uses drainage easements for static water.

Chairperson Riley asked if permanent standing water is allowed in the drainage easement.

City Engineer Westby replied it is allowed, to the best of his knowledge.

Chairperson Riley clarified that the simple fact that there is an easement would allow permanent standing water in the easement.

City Engineer Westby confirmed.

Councilmember Johns questioned if this is a rainy year, or if there is a lot of snow, whether there will be issues with the house flooding since this drainage easement could be full.

City Engineer Westby explained there was less attention paid to drainage in the 1980s , but then in the 1990s more attention was focused on drainage designs to make sure the drainage design could accommodate runoff from larger storm and snow melt events. However, the drainage easement on this property appears to be performing as it was intended to since it was built so flooding is not anticipated to be an issue.

Chairperson Riley inquired if the purpose of the drainage swale is to make sure the stormwater doesn't drain directly into the wetland.

City Engineer Westby responded that is the purpose. The swale fills up then the water is allowed to flow out to the wetland.

Chairperson Riley stated this has worked the way it should for a long time. What changed seems to be the water level, and whatever the culprit was is affecting their yard. This potential repair as described seems to be a rather easy answer. The difference between this situation and the basements of residents flooding is that this is water that is designed to flow through the residents' yard.

Councilmember Shryock questioned how staff can be ensured that a holding pond would be large enough to be effective. There are other residents living at or below the water level and their basements are leaking. She asked what the possibility is of this house being affected to the point it will deteriorate.

Councilmember Shryock stated if the water level in the area is 860, the hole will fill to 860 and just sit there.

Councilmember Johns commented if the issue is the water table, then we cannot dig it deep enough. It gets back to cause and effect.

Councilmember Johns questioned the wetland credits.

City Engineer Westby explained there is are "wetland banks" where credits can be purchased and sold.

Chairperson Riley asked if the swale outlet pipe has been checked for blockage.

City Engineer Westby responded it has been checked and there is no blockage. He explained there are outlet controls that should help keep the water from flooding nearby homes.

Mrs. Bergevin questioned how drainage easement is defined. She said she sees it defined as not sitting water.

Councilmember Shryock stated when sites were developed in that area, they had to go on existing records of flood plains, water levels, etc. The drainage area was based on the records at the time. She said the fish that are in the swale are likely from the lake, since the lake is high. She pointed out there would naturally be more water being close to the wetland. She said in order to prevent the water from going around the berm, the berm would have to be all inclusive to this property. She commented it seems this is a high water period and it has been going on a while. The lake just hasn't let go of the extra water yet. She suggested the property owners could put some preventive measures into their home to prevent the water from coming up further. She said the City doesn't regulate the water level. Therefore, she said she is having difficulty trying to assign responsibility to the City.

City Engineer Westby explained in this case, the swale would need to be filled in so the bottom is higher than what the lake level could ever reach to prevent wetland type vegetation from growing. The City does not have a vegetative maintenance program where staff would go clear vegetation. He said the City will maintain vegetation as needed when it interferes with operations, such as removing downed trees from drainage ditches. The City does not do work for aesthetic reasons, such as cleaning algae from ponds.

Mr. Bergevin noted there has been a fairly dry period recently, and there is not quite as much water in the drainage ditch as there was in the last 24 months.

Public Works Superintendent Riemer mentioned another resident has issues with standing water in the drainage easement on their property. This water has been in the yard for about two years. Since it was dryer this year, it has finally drained.

Councilmember Johns noted the drainage easement is working as it should. She empathized with the property owners, but stated she was unsure how to share the cost when it is not part of the City's responsibility.

Public Works Superintendent Riemer explained whatever is done to one side of the swale will affect the other side of it.

Chairperson Riley inquired if it is staff's recommendation to look at the feasibility of putting in settling pond before conducting work.

City Engineer Westby responded some calculations would need to be done to estimate costs, but in his opinion the benefit is solely for the property owners; it does not benefit the City. He said staff could go further with this and bring back estimated costs and the definition of a drainage easement if the Committee prefers.

Mr. Bergevin commented it does not necessarily benefit them. It just gives them their property back.

Councilmember Johns asked if the property owner is interested in sharing the cost.

Mr. Bergevin replied he is not interested in sharing the cost. He noted there have been wetter years, such as 2005 and 2006, and there were no problems. He said his point was that something was working and it is no longer. He said the intention of the City was to have water flowing through that area, filtered and then drained into the wetland. The water table levels from 2006 and 2007 to now have changed only minimally.

Councilmember Shryock stated she wanted to be cautious going down this route. She warned against setting a precedent. Some residents have had flooding of their homes, and some people on the river are seeing their property eroding. These are issues the homeowners must deal with because that's the nature of the property. In this case, if everything is still operable, and the water is staying within the 20-foot easement, then there is something causing this to happen that

would be a more natural occurrence. She stated the builder and the City should know what the probability of this happening is when they develop the property.

Mr. Bergevin pointed out if the stormwater is going directly into the wetland without being filtered, and if the lake levels continue to be as high as they are, this is detrimental for the City, and for them.

Councilmember Shryock noted the DNR signed off on the drainage easement when it was built, so this is within their parameters. She said the wetlands overflow all the time. She questioned if the City has the capability to change these parameters, or if the DNR should change them. She stated the rules are not designed to retrofit. The rules were the way they were at the time of building and the drainage easement is still technically performing according to the rules. She said there are too many questions at this point to commit to changing or constructing anything.

City Engineer Westby agreed and added he did not know what storm event the swale was designed to handle but that drainage systems are designed to accommodate specific events such as the 100-year event, not the largest events possible. He equated it to shopping at the holidays when the shopping center parking lot is full because it was not designed to handle that amount of parking for only a short time.

Chairperson Riley stated the City takes this seriously and it is concerned. Though this has a somewhat easy answer, there are still issues. He noted it is a discussion that needed to happen. He suggested moving the item forward for more discussion and details. He asked what would make the projected cost go from \$15,000 to \$40,000.

City Engineer Westby replied the size of the settling pond would make a difference. The required wetland credits would also play a role in determining the cost, as would other costs due to grading, turf restoration, and storm sewer adjustments.

Consensus was reached to direct staff to calculate the size of pond needed, and the cost of wetland mitigation and bring this item back to this Committee for discussion.

Councilmember Johns asked if this could be brought back this year.

City Engineer Westby responded it will likely not be this year.

#### **5.02: Consider Recommending City Council Approval of Master Partnership Contract with Minnesota Department of Transportation for TH47 Pedestrian Crossing Improvements**

City Engineer Westby reviewed the staff report. He noted the City Attorney had no major issues with the Master Partnership Contract. There are some grammatical issues and small issues but the changes would not affect the meaning at all.

Councilmember Shryock asked whether this type of agreement is used in other cities.

City Engineer Westby responded other cities have used it. This is the first time it is used with Ramsey. He said staff is meeting Mn/DOT on Thursday to clarify the costs. Public Works has already indicated there will be enough manpower to complete this project this fall. He said he was looking for this Committee's recommendation to bring this item to the Council.

Councilmember Johns said she noticed the contract went out three years. She asked what that covered.

City Engineer Westby responded the contract applies to work on any trunk highway. Three years is their preferred contract length, though it could likely be modified.

Councilmember Shryock confirmed the City will pay for all the improvements, but is saving money in the preparation and planning stages.

City Engineer Westby answered in the affirmative.

Chairperson Riley asked if there will be anything done to the crossing on the south side.

City Engineer Westby replied not at this time. He said there have been missing trail segments which the City has been piecing together as things develop. Mn/DOT wants to work with the City to come up with solutions for that in the future.

Motion by Councilmember Johns, seconded by Councilmember Shryock, to recommend that the City Council approve the Mn/DOT Master Partnership Contract as proposed.

Motion carried. Voting Yes: Chairperson Riley, Councilmembers Johns and Shryock. Voting No: None.

## **6. COMMITTEE / STAFF INPUT**

City Engineer Westby gave an update of the Trail Maintenance Policy. He said staff is in the process of developing the policy. Two Engineering interns and other staff drove all the trails this summer and GPS'd the trail segments including horizontal and vertical controls. All the pedestrian curb ramps were also documented and noted whether they are or are not ADA compliant. Staff is working on processing all this information as time allows. The goal is to have a draft by mid winter.

Public Works Superintendent Riemer noted the trail rating system will have 3 levels. Level 1 requires no work. Level 2 requires filling in cracks. Level 3 is a complete overlay. He said they will start with the best trails and keep them preserved. The trails in the worst shape will be considered last, as they will need more work. This will allow the City to most cost-effectively maintain the trails. He added that all the trucks now have a GPS, and that will aid in ensuring all trails and sidewalks are plowed, and to answer questions from the public during snow plow events.

Councilmember Shryock inquired whether there is a master trail map and if the GPS can help create that.

City Engineer Westby confirmed there is a master trail map, and the GPS will help staff to update it.

City Engineer Westby gave an update on the following items:

Properties flooded in the spring: These cases will be brought to Council, possibly in November. He noted staff has a heavy workload with the assessment hearings coming up. However, the feasibility reports and costs for a possible solution are still being considered. The property owners have been updated with the progress of these cases.

Garnet Street: The project is waiting for the curb contractor to place the curb. The road is passable, even after rain. The hardest part of this project has been completed. This is anticipated to be complete in October.

Jarvis Street: The curb was finished earlier in the day. There have not been any calls on this project, other than irrigation system damages. Staff will work with residents to repair irrigation systems at the end of this project.

Ridgepoint: Old construction materials such as wood, tires and concrete have been found at the site. The project has been shut down, and the contractor is estimating costs to haul and dispose of these materials. The contractor hired a testing firm to test the materials. There is no known hazardous waste; it is only construction material. Staff plans to meet with Village Bank in the morning to learn more about the project status.

Armstrong Interchange: This should be substantially complete at the end of October or possibly the beginning of November.

Chairperson Riley asked about the cataloging of trails that are ADA. He said he understood unless something is changed or reconstructed, the trails can stay as they are.

City Engineer Westby responded this is unclear with Mn/DOT. He said he has conflicting documentation from Mn/DOT on this. He stated this will have to be clarified before the Trail Maintenance Policy is completed.

Chairperson Riley noted he has had many residents ask for the installation of flashing yellow arrows.

City Engineer Westby explained Anoka County owns most of the signal lights in Ramsey. They are developing a priority plan to determine which intersections need flashing yellow arrows. He said Anoka County is installing all new systems to be ready for installation of FYAs, but older systems will need to be retrofitted. He said it is a funding issue for them. He acknowledged there have been a lot of calls and requests for them.

Public Works Superintendent Riemer distributed copies of the policies and procedures manual for staff working on call. The book helps staff know how to work the equipment at different locations in the City, and gives information such as which switches to turn off at a certain park, and how to work lift stations, etc.

## **7. ADJOURNMENT**

Motion by Councilmember Shryock, seconded by Councilmember Johns to adjourn the Public Works Committee meeting.

Motion carried.

The regular meeting of the Public Works Committee adjourned at 8:27 p.m.

Respectfully submitted,

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Grant Riemer  
Public Works Superintendent

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

**Public Works Committee**

5. 1.

**Meeting Date:** 10/20/2015

**By:** Tim Gladhill, Community Development

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**Title:**

Consider Initial Direction on Development of Policy for Private Improvements within Public Rights of Way

**Purpose/Background:**

The purpose of this case is to consider a policy for private improvements as a result of new private development within public rights of way. The impetus behind the request is most recently due to a request to amend an existing center median within Sweetbay Ridge. This topic has also been discussed as part of the approval process for current phases of the Brookfield residential development.

The intent is to provide broad, initial direction for the formulation of a future policy. Primarily, Staff is seeking direction on process and standards. Preliminary talking points are included in the attached framework. This discussion topic is intentionally abstract to ensure that Staff has sufficient policy direction prior to developed a more formalized and detailed policy. Additionally, a request from Sweetbay Ridge to complete a project this fall also advances the urgency of commencing this discussion topic.

**Timeframe:**

15 minutes.

**Observations/Alternatives:**

Alternatives

Alternative 1. Make no changes to existing policy. The City has no current policy for the long term maintenance of these improvements, including design standards. The City approaches these requests on a case by case basis.

Alternative 2. Create a policy for these improvements. A policy would provide clarity to Staff, which would in turn expedite the review process and better respond to resident requests.

Alternative 3. Do not allow private improvements within public rights of way. Although the City has experienced issues with long- term maintenance of these improvements, said improvements do add value to residential neighborhoods and business districts. Part of the future policy, if directed, would be a better process on the front end to ensure a viable and sustainable entity is in place on the front end to carry through development, from the construction of homes, to the completion of the development. A significant issue of the success of the HOAs that have not sustained this transition has been lack of quality enabling documents and establishment of a management company on the front end.

**Funding Source:**

This case is being handled as part of normal Staff duties.

**Recommendation:**

Staff recommends that the City Council adopt a formal policy to address private improvements in public rights of way, to be developed and approved at a subsequent meeting.

**Action:**

Motion to recommend that the City Council adopt a formal policy to address private improvements in public rights of way, to be developed and approved at a subsequent meeting.

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**Attachments**

DRAFT Policy Statement for Landscaped Medians

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Grant Riemer	Grant Riemer	10/15/2015 01:36 PM
Kurt Ulrich	Kurt Ulrich	10/15/2015 04:47 PM
Form Started By: Tim Gladhill		Started On: 10/02/2015 10:15 AM
Final Approval Date: 10/15/2015		

# Landscaped Medians

## Background

Landscaped medians, when installed correctly and properly maintained, add aesthetic appeal and value to a neighborhood and community. Presently, the City has no specific standards regarding this potential element of a development and thus, review on a case by case basis with no baseline to check against. Thus, if the City Council is open to seeing this type of improvement in a public road right-of-way, Staff would suggest compiling a standard detail or specification or similar document to provide guidance to developers (and a baseline of expectations for a landscaped median) and assist Staff with review of such an element should it be included as part of a proposed development.

## General considerations

- **Groundcover.**
  - The use of woodchip mulch or other forms of mulch should be required. While this material does breakdown over time and will need to be periodically replenished, it provides multiple benefits to plants. Mulch helps to moderate soil temperatures, helps to retain soil moisture, and as it breaks down, acts as a slow release fertilizer adding nutrients back into the soil. A proper amount of mulch will also help limit weed growth.
  - A median is a harsh growing environment for many plants, including trees, with compacted soils, limited rooting space, and higher soil temperatures. Allowing landscape rock as ground cover would only exacerbate these harsh growing conditions. Due to these concerns, landscape rock is not permitted in parking lot islands, which function much like a center median would function.
- **Vegetation.**
  - If the median is to be irrigated, than turf grass would be acceptable. If the median is non-irrigated, than a xeriscape landscape would be more appropriate. This could consist of native grasses and wildflowers, potentially interspersed with larger rocks (e.g. boulders). These plantings would need to comply with the vision clearance requirements to ensure there are unobstructed views of oncoming traffic, pedestrians, cyclists, etc.
  - If native grasses and wildflowers are utilized, there should be a maintained border of woodchip mulch (or other form or organic mulch) around the perimeter of the median to demonstrate that the plantings/landscape were designed and are being maintained.
- **Depressed Swales.**
  - The City should encourage a depressed swale as opposed to a raised median. This would help with stormwater management by providing an opportunity for infiltration of runoff of rain water and snowmelt.
- **Maintenance Agreement.**
  - Generally speaking, these type of element or improvement is only proposed when there will be a Home Owners Association (HOA) for the neighborhood. As this would be a private improvement in a public right-of-way, there needs to be a documented understanding that ongoing and future maintenance of a landscaped median would be responsibility of the HOA, not the City. A Maintenance Agreement or similar document should be required and recorded against each of the lots within a proposed subdivision that clearly outlines the maintenance responsibilities of the HOA.

**Public Works Committee**

5. 2.

**Meeting Date:** 10/20/2015

**By:** Tim Gladhill, Community Development

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**Title:**

Consider Request for Amendment to Private Improvement in 161st Avenue Within Sweetbay Ridge

**Purpose/Background:**

The City has received a request from Clint Seul, a resident in Sweetbay Ridge, to consider allowing the placement of landscape rock in the landscaped center median of 161st Avenue. The City has acknowledged value for these enhancements to residential neighborhoods, but placed the maintenance responsibility on individual developments. The condition of these improvements in this neighborhood has begun to deteriorate due to lack of maintenance activities.

The Applicant has secured the services of a landscape contractor to work pro-bono on this project, of which time is of the essence to retain these services. Given the requested timeline, Staff wanted to get this request in front of the Committee for broad policy discussion rather than waiting for the overarching policy discussion to be completed.

**Timeframe:**

15 Minutes

**Observations/Alternatives:**

As part of the approval for Sweetbay Ridge, the City allowed the Developer of Sweetbay Ridge to construct private improvements within the public right of way. The improvement provided an amenity for the development in an attempt to create a quality residential neighborhood. The intent was to be managed by a Home Owners Association. Unfortunately, there is not an active HOA in place for this development at this time that is actively managing this improvement.

An irrigation system exists within the median. However, it is uncertain if the system is functioning or damaged due to lack of maintenance. The City no longer installs the water meter for the system, as past bills have failed to be paid.

The previous Public Works Committee Case outlines a framework to develop a policy that will provide clearer direction to Staff when responding to these types of requests in the future. Unfortunately, since said policy will not yet be in place, the City must review this as a case-by-case basis.

Staff is in agreement that a longer term, more sustainable maintenance plan should be in place for this existing improvement. The following are talking points discussed with Staff when reviewing the current request:

1. The proposed river rock may accelerate the degradation of existing vegetation within the center median.
2. The proposed river rock may spill over the curb line into the paved section of the roadway.
3. Mulch requires a more frequent maintenance and replacement schedule.

**Alternatives**

Alternative 1. Allow the replacement of the existing mulch with a material to be approved by the Public Works Superintendent. Given the lack of an existing policy and design standards, this appears to be the most appropriate course of action at this time.

Alternative 2. Allow the placement of river rock on top of existing mulch as currently proposed. An analysis of this

alternative is included above.

Alternative 3. Direct Staff to accept maintenance responsibilities for this improvement. From a fairness and equitability standpoint, the City has consistently noted opposition to this approach. Most recently, this was discussed as part of the current phases of Brookfield.

**Funding Source:**

The proposed improvements and labor will be provided by the individual homeowner.

**Recommendation:**

Staff is generally in support for providing for a longer term base material for the center median. However, Staff is generally not supportive of the proposed river rock, as maintenance staff is concerned about spill over of said rock within the paved section of 161st Avenue. The Public Works Superintendent can provide additional detail regarding this concern.

**Action:**

Motion to recommend that the City Council direct Sweetbay Ridge to propose an alternative base material acceptable to the Public Works Superintendent and subsequently allow said private improvement within the right of way for 161st Avenue.

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**Attachments**

Site Location Map

Proposal

Existing Condition Photos

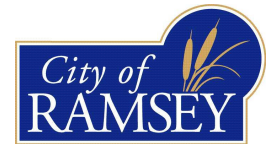
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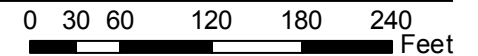
**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Grant Riemer	Grant Riemer	10/15/2015 01:41 PM
Kurt Ulrich	Kurt Ulrich	10/15/2015 04:43 PM
Form Started By: Tim Gladhill		Started On: 10/15/2015 11:53 AM
Final Approval Date: 10/15/2015		

# Sweetbay Ridge Median



Print Date: October 15, 2015



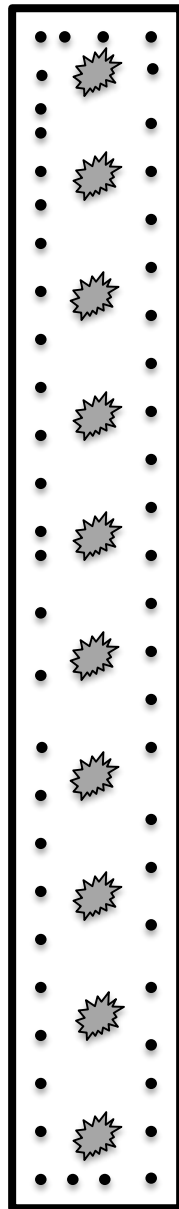
# Sweetbay Ridge Median

1 3/4" crushed river rock will be added on top of existing wood mulch.

A weed barrier will be placed below the rock.

\*\*We will remove some of the current plants that are currently in the median. Day Lilies will outline the median and all interior plants will be removed.

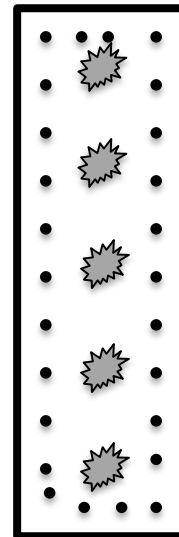
Back Median



14ft.

300 ft.

Front Median



140 ft.

14ft.

• = Day Lilies

☼ = Trees















**Public Works Committee**

5. 3.

**Meeting Date:** 10/20/2015

**By:** Chris Anderson, Community  
Development

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**Title:**

Consider Vacating Permanent Road Easement over a portion of 14911 Ramsey Blvd and the Parcel to the North with a Property Identification Number (PIN) of [22-32-25-33-0017](#)

**Purpose/Background:**

In 1978, the City was deeded a fifty (50) foot wide Permanent Road Easement (the "Easement") that partially encumbered 14911 Ramsey Blvd and the property directly to the north (together, the "Subject Property"). The purpose of the Easement appears to have been for a future service road to parallel Ramsey Blvd. However, this service road is no longer necessary for public purposes.

**Timeframe:**

15 minutes

**Observations/Alternatives:**

The general public likely assumes that this is simply the driveway providing access to the Ramsey Market business that operates on the Subject Property. However, due to the Easement, the City is responsible for maintenance for this stretch of pavement, including plowing, repairs and resurfacing. With no apparent need for this Easement any longer, the City could realize some slight cost savings by vacating the Easement, which would eliminate the City's maintenance obligations.

The attached Ordinance #15-16 is in DRAFT form as Staff is still working on completing the specific legal description for the vacation. The Subject Property is unplatted, thus, the southerly portion of the Easement will need to be retained for public purposes for traversing 149th Ave. Staff will have the correct legal description inserted into Ordinance #15-16 prior to introduction with City Council.

Alternatives:

Option 1: Recommend that the City Council adopt Ordinance #15-16, vacating the Easement on the Subject Property. The purpose of the Easement appears to have been to accommodate a service road parallel to Ramsey Blvd. However, based on the development of the land to the north of the Subject Property, a service road is no longer feasible. This option eliminates the City's maintenance obligations and should result in a slight cost savings to the City over time. Staff supports this option.

Option 2: Recommend that the City Council not vacate the Easement on the Subject Property. There does not appear to be a need for this Easement any longer. Vacating the Easement would not impede or impact access to the existing business on the Subject Property. If the Easement were vacated, the access would continue as is with the only difference being that the owner of the Subject Property would now be responsible for its maintenance. If the Easement were to be retained, the City would continue with general maintenance activities such as snow plowing, pot hole repairs, and potentially resurfacing/reconstruction in the future. Staff does not support this option.

**Funding Source:**

The processing of this Ordinance is being handled as part of Staff's regular duties.

**Recommendation:**

Staff recommends adopting Ordinance #15-16 vacating the Permanent Road Easement on the Subject Property.

**Action:**

Motion to recommend that City Council adopt Ordinance #15-16 vacating the fifty (50) foot Permanent Road Easement on 14911 Ramsey Blvd and on the parcel with a Property Identification Number (PIN) of [22-32-25-33-0017](#).

---

**Attachments**

Site Location Map

Exhibit Highlighting Easement Area

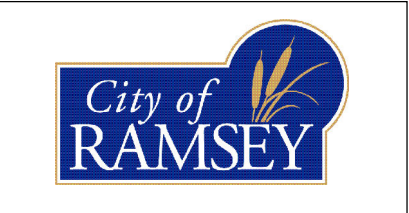
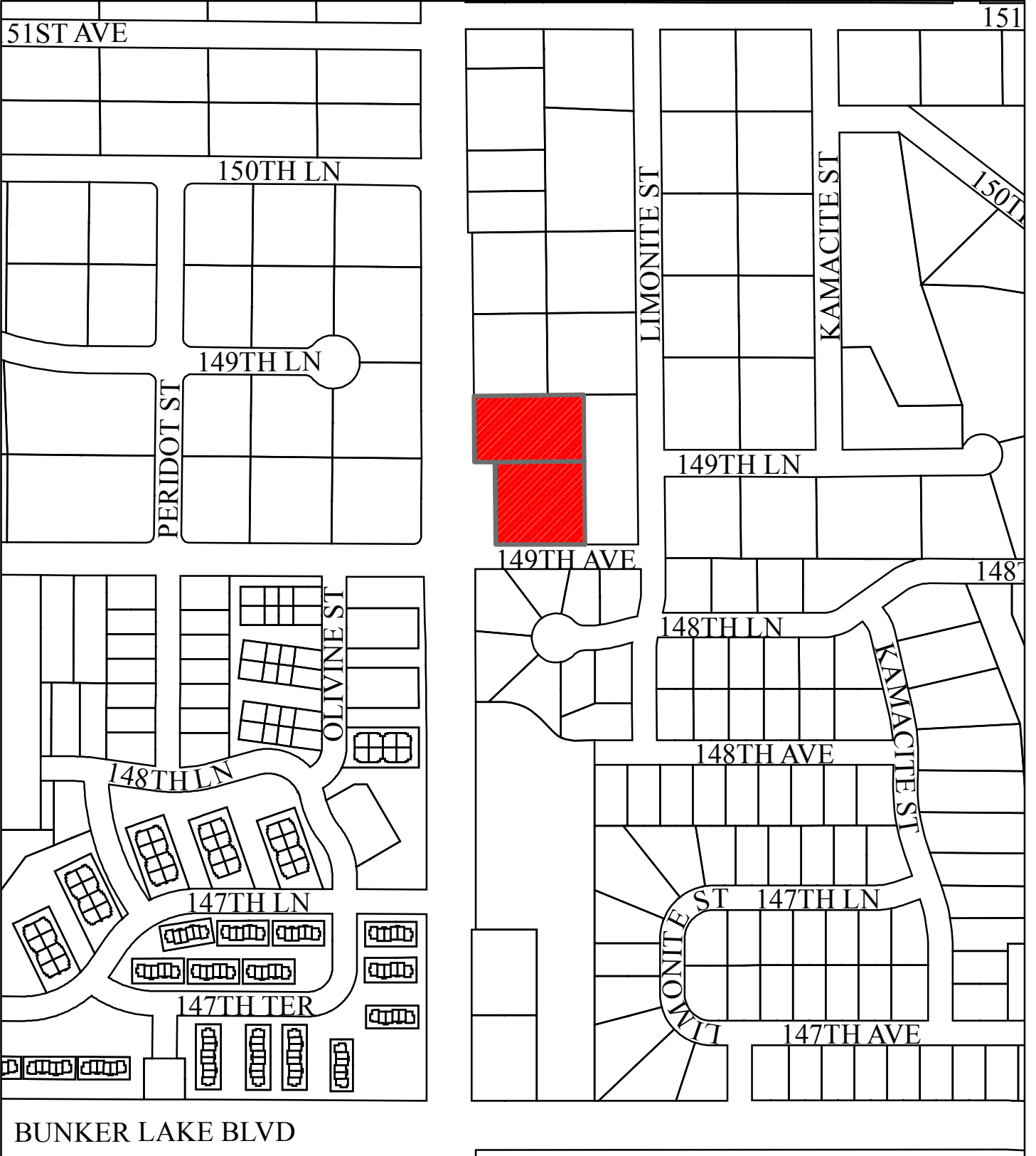
Deeds to the City of Ramsey Granting Permanent Road Easement

DRAFT Ordinance #15-16

---

**Form Review**

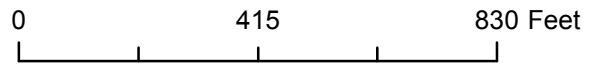
<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Tim Gladhill	Tim Gladhill	10/15/2015 03:47 PM
Grant Riemer	Grant Riemer	10/15/2015 04:41 PM
Kurt Ulrich	Kurt Ulrich	10/15/2015 04:48 PM
Form Started By: Chris Anderson		Started On: 10/14/2015 10:01 AM
Final Approval Date: 10/15/2015		



Subject Property

**Legend**

- Site
- Parcels

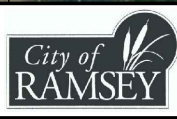





DATE	REVISION

Oct 14, 2015 - 9:13am  
 C:\Users\Jferiancek\Documents\Drawing2.dwg

DATE:  
 6/15/15



**CITY OF RAMSEY**  
 7550 SUNWOOD DRIVE  
 RAMSEY, MN 55303  
 (763) 427-1410 FAX (763) 433-9898

14911 Ramsey Blvd

1 OF 1

This Indenture, Made this 2ND day of June, 1978  
 between POLKA DOT DAIRY, INC., a Minnesota corporation,  
 a corporation under the laws of the State of Minnesota  
 CITY OF RANNEY, a Municipal Corporation, party of the first part, and  
~~MINNESOTA~~ under the laws of the State of Minnesota  
 party of the second part,

Witnesseth, That the said party of the first part, in consideration of the sum of  
 One Dollar (\$1.00) and other good and valuable consideration DOLLARS  
 to it in hand paid by the said party of the second part, the receipt whereof is hereby acknowledged,  
 does hereby Grant, Bargain, Quitclaim, and Convey unto the said party of the second part, its successors  
 and assigns, Forever, all the tract or parcel of land lying and being in the County of  
 ANOKA and State of Minnesota, described as follows, to-wit:

A permanent easement for road purposes over and across the following described  
 property:

The East 50 feet of the West 110 feet of the South 233 feet of the Southwest  
 Quarter of the Southwest Quarter of Section 22, Township 32, Range 25 in Anoka  
 County, Minnesota, as measured along the West and South lines of said Southwest  
 Quarter of Southwest Quarter.

STATE DEED TAX DUE HEREON: None

Together with all the hereditaments and appurtenances there-  
 unto in anywise connected or pertaining, to the said party of the second part, its successors and assigns,  
 forever.

No Corporate Seal

In Testimony Whereof, The said first party has caused these  
 presents to be executed in its corporate name by its  
 President and its Sec. - TREAS. LAURENCE P. PELLET  
 this 2ND day of JUNE 1978 and year first above written.

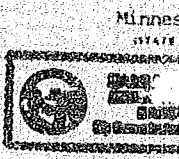
POLKA DOT DAIRY, INC.

By Laurence P. Pellet  
LP President  
 its Sec. - TREAS.

State of IA  
 County of DA

The foregoing is  
 this 2ND day of

by WALSH  
 and by HERE  
 of POLKA DOT DAIRY



THIS INSTRUMENT WAS  
 WEAVER, TALLE & HO  
 316 East Main Street  
 Anoka, Minnesota 55410  
 GRANTER: City of  
 14100 St.  
 ANOKA, MN

Quit Claim Deed  
 Form No. 499175  
 Corporations to Corporations  
 Recorder  
 Grantor  
 Grantee  
 Consideration  
 Date  
 State of Minnesota

4th Div. of Minn. State  
Notary Public (Revised 1974)  
499175  
1978

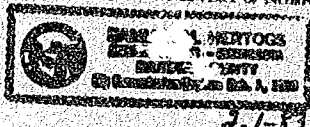
of the first part, and  
of the sum of  
DOLLARS,  
herby acknowledged  
id part, its successors  
County of

ly described  
Southwest  
25 in Anoka  
and Southwest

variousness there-  
books and copies,  
has caused these  
to  
written.

President  
Treasurer

State of Minnesota,  
County of DAKOTA  
The foregoing instrument was acknowledged before me  
this 2<sup>ND</sup> day of JUNE 1978  
by WALLACE R. PETTIT, PRESIDENT  
and by HERBERT P. KOCH, SECRETARY-TREASURER  
of FOLKA DUT DAIRY, INC.,



corporation, on behalf of the corporation.  
*Samuel H. Heston*  
SIGNATURE OF PERSON TAKING ACKNOWLEDGMENT  
(TITLE OR RANK)

THIS INSTRUMENT WAS DRAFTED BY  
WEAVER, TALLE & JERRICK  
316 East Main Street  
Anoka, Minnesota 55303  
WGT/p

GRANTEES: City of Ramsey  
14100 St. Francis Blvd.  
Anoka, Mn

ENTERED  
*William K. Goodrick*  
*Herbert P. Koch*  
*Wallace R. Pettit*

MINNESOTA FORM 8A, 1L  
Form No. 499175  
QUIT CLAIM DEED  
Conveyance to Corporation  
TO  
City of Ramsey  
State of Minnesota  
County of ANOKA  
I hereby certify that the within Deed  
was filed in this office for record on the  
day of JUNE 13 1978  
at 5 o'clock P. M.  
and was duly recorded in Book  
of Deeds page or  
Traced. Unrecorded  
and was duly recorded as instrument  
in  
By *Herbert P. Koch* Deputy  
*Wallace R. Pettit* Deeds.  
To William K. Goodrick and Transfer  
entered this day of  
15  
By  
County Auditor  
Deputy  
Name  
William K. Goodrick - Attorney  
316 East Main Street  
Anoka, Mn. 55303  
Address  
*William K. Goodrick*







**COURT OF MINNESOTA**

County of ANNEA

The foregoing instrument, recorded before me this Raymond J. [Signature]  
day of June 13 1919, by JAMES E. RUNKLE and MARGARET A. RUNKLE, husband  
and wife.

THIS INSTRUMENT WAS FILED BY  
NEWBER, TALLE & HENRICK  
616 First Main Street  
MINNAPOLIS, Minnesota 55403

[Signature]  
Margaret A. Runkle

ENTERED

Aug 7 1919  
[Signature]  
[Signature]

STATE OF MINNESOTA  
 COUNTY OF ANNEA  
 CITY OF MINNAPOLIS

**QUIT CLAIM DEED**  
 Subscribed to by James E. Runkle  
 and Margaret A. Runkle

Witnessed by [Signature]  
[Signature]

Subscribed to by James E. Runkle  
 and Margaret A. Runkle

Witnessed by [Signature]  
[Signature]

Recorded for \$100  
 515 E. Hennepin

**ORDINANCE NO. 15-16**

**CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

**AN ORDINANCE VACATING A PERMANENT ROAD EASEMENT IN THE CITY OF RAMSEY, ANOKA COUNTY, MINNESOTA**

The City of Ramsey Ordains:

**SECTION 1. AUTHORITY**

This ordinance is adopted pursuant to and under the authority of the Home Rule Charter of the City of Ramsey, Section 12.06 and Minnesota Statutes 412.851

**SECTION 2. VACATION**

The following described permanent road easement is hereby vacated, to-wit:

The East 50 feet of the West 110 feet of the..... of the Southwest ¼ of the Southwest ¼ of Section 22, Township 32, Range 25, in Anoka County, Minnesota, as measured along the West and South lines of said Southwest ¼ of the Southwest ¼.

**SECTION 3. EFFECTIVE DATE**

This Ordinance becomes effective thirty (30) days after its publication subject to the City Charter Section 5.07.

**PASSED** by the City Council of the City of Ramsey this the \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Mayor

**ATTEST:**

\_\_\_\_\_  
City Administrator

- Introduction Date:
- Posting Dates:
- Adoption Date:
- Publication Date:
- Effective Date:

**Public Works Committee**

5. 4.

**Meeting Date:** 10/20/2015

**Submitted For:** Grant Riemer, Engineering/Public Works

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

**Title:**

Approve Installation of Priority Street Light

**Purpose/Background:**

The purpose of this case is to seek approval for the installation of a priority street light at the intersection of 180th Ave and County Road 5. Since the early 1990's, the City has pursued a program for installing street lights along higher speed arterial roadways.

**Timeframe:**

10 Minutes

**Observations/Alternatives:**

Priority street lights serve the public by giving advance warning to motorists that an intersection is approaching. The light reduces the need for the motorist to slow down and search for the intersection during night time or low light conditions and also gives some warning of the possibility of cross traffic entering the road. The light will be installed on the power pole on the west side of CR 5 approximately 65 feet south of the intersection. Connexus's policy is to use LED lighting on all new installations. Cost of installation would be \$2011.00

**Funding Source:**

9603-1730

**Recommendation:**

Staff recommendation is to approve installation of priority street light at the intersection of 180th ave/ County Road 5

**Action:**

Motion to approve installation of priority street light at the intersection of 180th Ave and County Road 5 or reject staff recommendation and approve alternative motion based on committee discussion.

**Attachments**

Quote

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Kurt Ulrich	Kurt Ulrich	10/15/2015 04:44 PM
Form Started By: Grant Riemer		Started On: 10/15/2015 08:03 AM
Final Approval Date: 10/15/2015		

## Outdoor Lighting New Construction

**Bill To:** RAMSEY CITY OF \*  
7550 SUNWOOD DR  
  
ANOKA MN 55303

<b>Quote Number</b>	LGT0000158
<b>Date</b>	10/14/2015
<b>Customer ID</b>	444931
<b>Service Order</b>	SORD000W1533361
<b>Representative</b>	beckberg
<b>Page</b>	1

Re: Outdoor Lighting System at: STREET LIGHTS

This invoice/quote includes the costs of all materials and labor for your outdoor lighting system. If you accept the quote and elect to move forward with this project, full payment is required prior to the installation.

Installation of your outdoor lighting system is subject to the enclosed Conditions of Service. Please review these documents and return your payment, the payment voucher below, and a signed copy of the Conditions of Service.

**\*\*Do not combine payment for this invoice with electric service payments or application may be delayed.\*\***

Quantity	U of M	Unit Price	Description	Ext. Price
1	EA	\$916.00	COMPLETE LIGHT FIXTURE(S)	\$916.00
1	EA	\$920.00	TRANSFORMER	\$920.00
1	EA	\$150.00	PERMIT	\$150.00
1	EA	\$25.00	PERMIT ADMINISTRATION FEE	\$25.00
<b>Subtotal:</b>				\$2,011.00
<b>Tax:</b>				\$0.00
<b>Total:</b>				\$2,011.00

beckberg 10/14/2015 3:22:53 PM  
180th Ave & County Rd 5

Detach Along Line

**Please Remit with Payment!**

**Customer Number:** 444931  
**Amount Due:** \$2,011.00

**Quote:** LGT0000158  
**Service Order:** SORD000W1533361  
**Due Date:** 10/14/2015

RAMSEY CITY OF \*  
7550 SUNWOOD DR

**Remit To:** Connexus Energy  
Attn: AR Accounting  
14601 Ramsey Blvd  
Ramsey, MN 55303

ANOKA MN 55303



14601 Ramsey Boulevard  
Ramsey, Minnesota 55303  
763.323.2600  
Fax: 763.323.2603  
www.connexusenergy.com  
info@connexusenergy.com

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**OUTDOOR LIGHTING SYSTEM CONDITIONS OF SERVICE**

---

City of Ramsey  
7550 Sunwood Dr.  
Ramsey, MN 55303

SORD000W1533361

RE: OUTDOOR LIGHTING SYSTEM AT: 180<sup>th</sup> Ave & County Rd 5

The enclosed outdoor lighting quote is valid for 120 days. If you accept the quote and elect to move forward with the project, full payment is required prior to the installation. There could be additional winter construction charges if your outdoor lighting system is installed between November 1st and April 1st. Connexus Energy reserves the right to revise charges due to circumstances beyond our control.

Your outdoor lighting system will be connected before your electric meter and qualifies for Connexus Energy's Outdoor Lighting Energy & Maintenance rate. This rate adheres to Connexus Energy's published rate schedule, and is subject to change without notice.

Connexus Energy will provide full maintenance on your outdoor lighting system for a period of 25 years, (subject to the terms and conditions of Connexus Energy's outdoor lighting policies.

Connexus Energy is not responsible for restoring, to its original condition, the lawn, yard, land, etc., which might be disturbed during installation. We will, however, make all reasonable attempts to minimize site damage during installation.

Consumer is responsible for marking all privately owned utilities (i.e. well, septic system, invisible fencing, etc.)

Enclosed is a copy of the outdoor lighting design for your review. Please indicate your acceptance of this quote and design by signing on the line below and returning this document, along with your payment and payment voucher, in the envelope provided.

Due to the long lead time required to obtain materials, please return this document at your earliest convenience.

Sincerely,

Becky Bergherr  
Engineering Services Specialist

---

SIGNATURE

---

DATE

---

PRINT NAME HERE



14601 Ramsey Boulevard  
Ramsey, Minnesota 55303  
763.323.2600  
Fax: 763.323.2603  
www.connexusenergy.com  
info@connexusenergy.com

## Outdoor Lighting

### Energy and Maintenance Agreement

City of Ramsey  
7550 Sunwood Drive  
Ramsey, MN 55303

Account #444931-173704

Location: 180<sup>th</sup> Ave & County Rd 5 (Service order: SORD000W1533361)

Connexus Energy shall provide the energy and maintenance for the outdoor lighting system as detailed below:

- (1) LED Cobra fixture installed on existing wood pole

The current energy and maintenance rate for these fixtures is \$6.76 per month, per fixture. This rate adheres to Connexus Energy's published rate schedule, and is subject to change.

Maintenance of the fixtures, including lamp replacement, will be provided by Connexus Energy for a period of 25 years (According to Connexus Energy's Outdoor Lighting Guidelines). If, in Connexus Energy's opinion, after 25 years, the condition of the outdoor lighting system is such that replacement or significant renovation is necessary (due to deterioration from age), the customer will be responsible for the replacement cost.

Please indicate your acceptance of this monthly Energy and Maintenance Agreement by signing on the line below and returning one copy in the envelope provided.

Sincerely,

Becky Bergherr  
Engineering Services Specialist

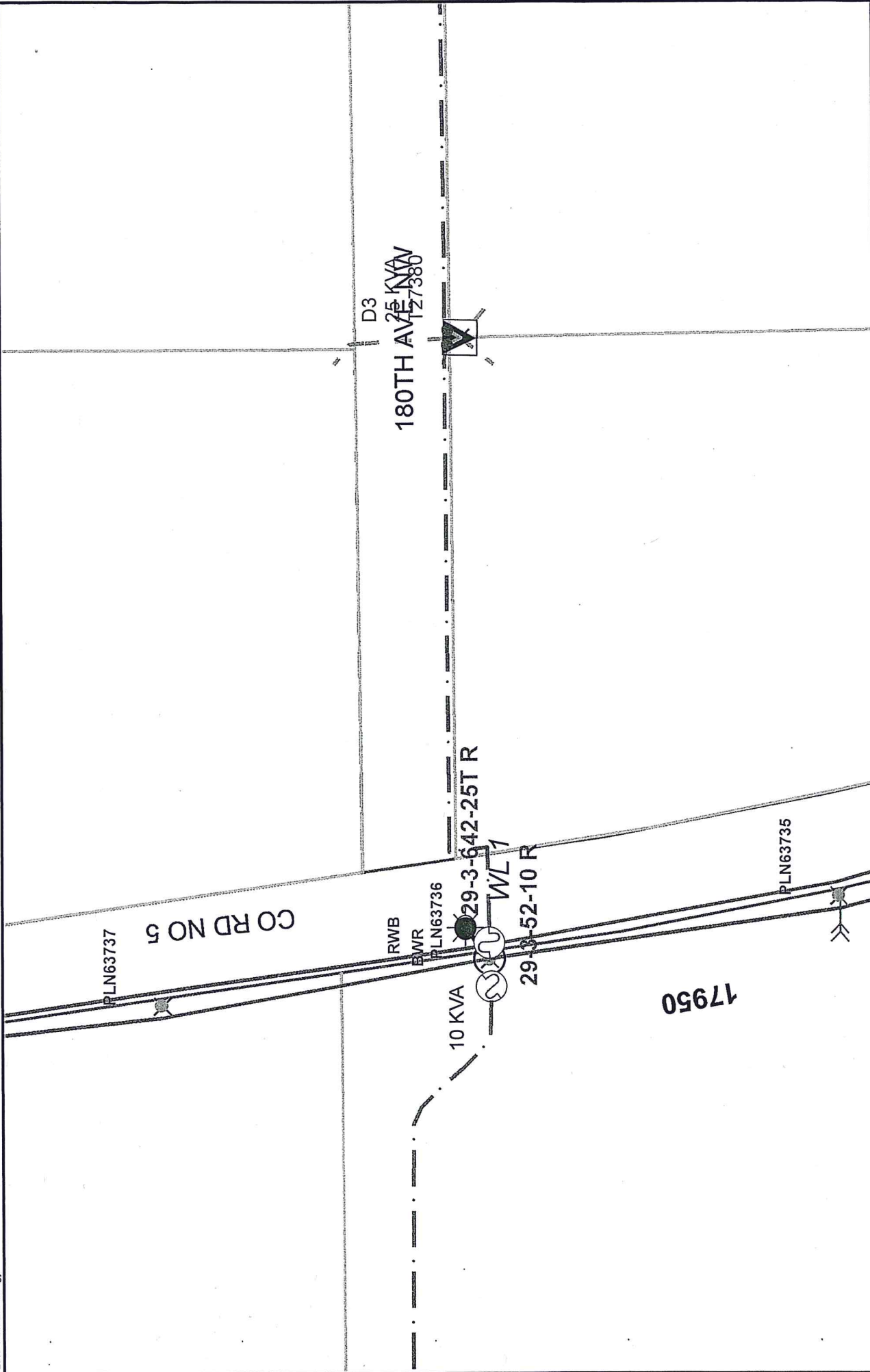
October 14, 2015

\_\_\_\_\_  
(Accepted By)

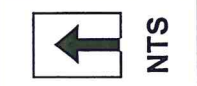
\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)



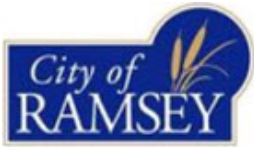
WO#: W1533361  
 Date: 10/14/15  
 Designer: DAN JOHNSON  
 763.323.4265



**CITY OF RAMSEY LIGHT AT 180TH AND NOWTHEN BLVD**  
 Addr: 180TH AVE AND NOWTHEN BLVD (COUNTY 5)  
 City: RAMSEY  
 T/R/S: 32-25-3  
 Job: QS2903NW

**CONNEXUS ENERGY**  
 14601 Ramsey Blvd.  
 Ramsey, MN 55303

THIS PRINT REPRESENTS THE LOCATION OF ELECTRICAL FACILITIES AS OF THE PRINTED DATE TO THE BEST OF OUR KNOWLEDGE. THIS INFORMATION IS INTENDED FOR GENERAL USE ONLY AND IS NOT TO BE USED FOR EXCAVATION PURPOSES. STATE LAW REQUIRES ANYONE DIGGING, GRADING OR EXCAVATING TO OBTAIN A FIELD LOCATION OF ALL UTILITIES. CALL GOPHER STATE ONE CALL FOR A FIELD LOCATION AT 1-800-252-1186.



Our Mission: To work together to responsibly grow our community, and to provide quality, cost-effective, and efficient government services.

**Public Works Committee**

**5.5.**

**Meeting Date:** 10/20/2015

**Submitted For:** Patrick Brama, Administrative Services

**By:** Patrick Brama, Administrative Services

**Title:**

Receive Update on Public Works Campus Space Needs Analysis

**Purpose/Background:**

**PURPOSE**

Receive update on Public Works Campus *Space Needs Analysis* (specifically, concept site maps and preliminary costs). Preliminary feedback is welcome. No specific direction is requested. This case will come back to the Public Works Committee in November for further (and more detailed) review. In November, the architect managing this analysis, BKV Group, will make a detailed presentation.

**BACKGROUND**

On June 09, 2015, the City Council authorized Staff to complete a space needs analysis for a potential future public works campus. Detailed background information on this case (public works campus, space needs analysis, process, funding, etc.) can be found by referencing the attached case. A more detailed case write-up will be provided in the November Public Works Committee meeting.

**Notification:**

NA

**Observations/Alternatives:**

NA

**Funding Source:**

NA

**Recommendation:**

NA

**Action:**

**PURPOSE**

Receive update on Public Works Campus *Space Needs Analysis* (specifically, concept site maps and preliminary costs). Preliminary feedback is welcome. No specific direction is requested. This case will come back to the Public Works Committee in November for further (and more detailed) review. In November, the architect managing this analysis, BKV Group, will make a detailed presentation.

Space Needs Analysis (partial and preliminary)

Process Outline

BKV Group Proposal (Step 1 Space Needs)

06 09 2015 (Original Ref Maps)

06 09 2015 Council Case

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### **Form Review**

**Inbox**

Kurt Ulrich

Form Started By: Patrick Brama

Final Approval Date: 10/15/2015

**Reviewed By**

Kurt Ulrich

**Date**

10/15/2015 04:55 PM

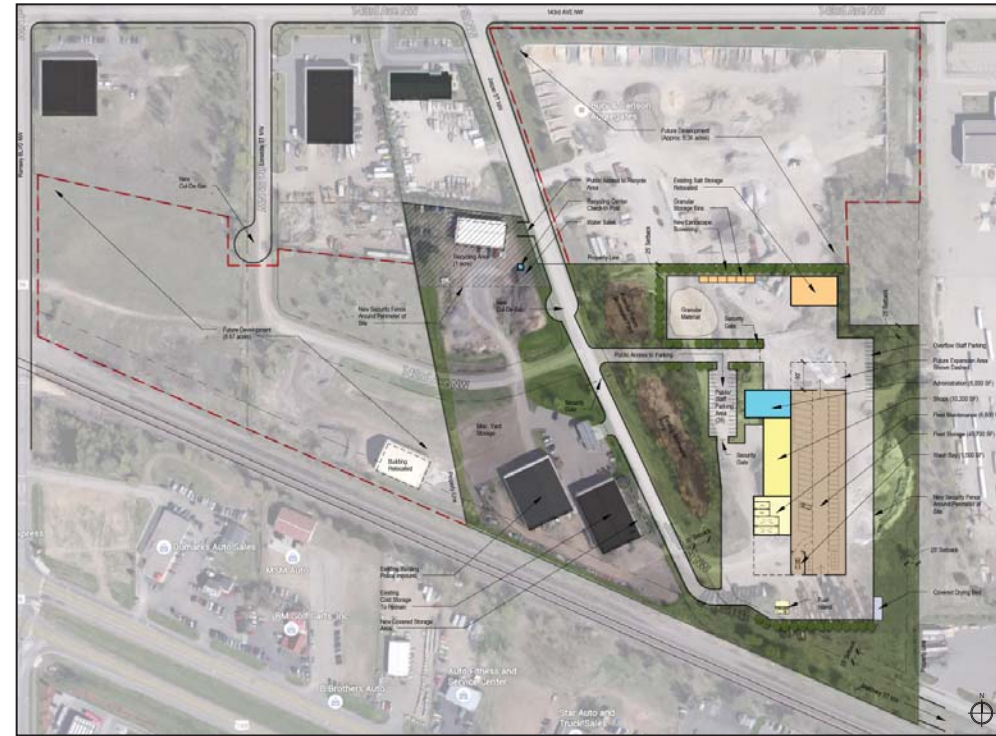
Started On: 10/15/2015 12:57 PM

An aerial satellite-style map of an industrial area in Ramsey, MN. The map shows several large industrial buildings, parking lots, and roads. A semi-transparent white box is overlaid on the top-left portion of the map, containing text. The text includes the title 'City of Ramsey, MN Public Works Study', the meeting name 'Public Works Committee Review Meeting', and the date '10/20/2015'. Various street names and business names are visible on the map, such as '14th Ave NW', 'Bury & Carlson Aggregates', 'Dumarks Auto Sales', 'MSM Auto', 'RM Golf Carts, Inc', 'B Brothers Auto', 'Auto Fitness and Service Center', and 'Star Auto and'.

# City of Ramsey, MN Public Works Study

Public Works Committee Review Meeting  
10/20/2015

### Option A



Total Site Area: 15.50 acres  
Total Developable Area: 18.03 acres

Total Estimated Project Cost:  
\$14 Million (Based on 2017 values)

### Option B



Total Site Area: 11.40 acres  
Total Developable Area: 21.98 acres

Total Estimated Project Cost:  
\$14.8 Million (Based on 2017 values)

### Option C



Total Site Area: 13.62 acres  
Total Developable Area: 19.80 acres

Total Estimated Project Cost:  
\$13.9 Million (Based on 2017 values)

### Option D

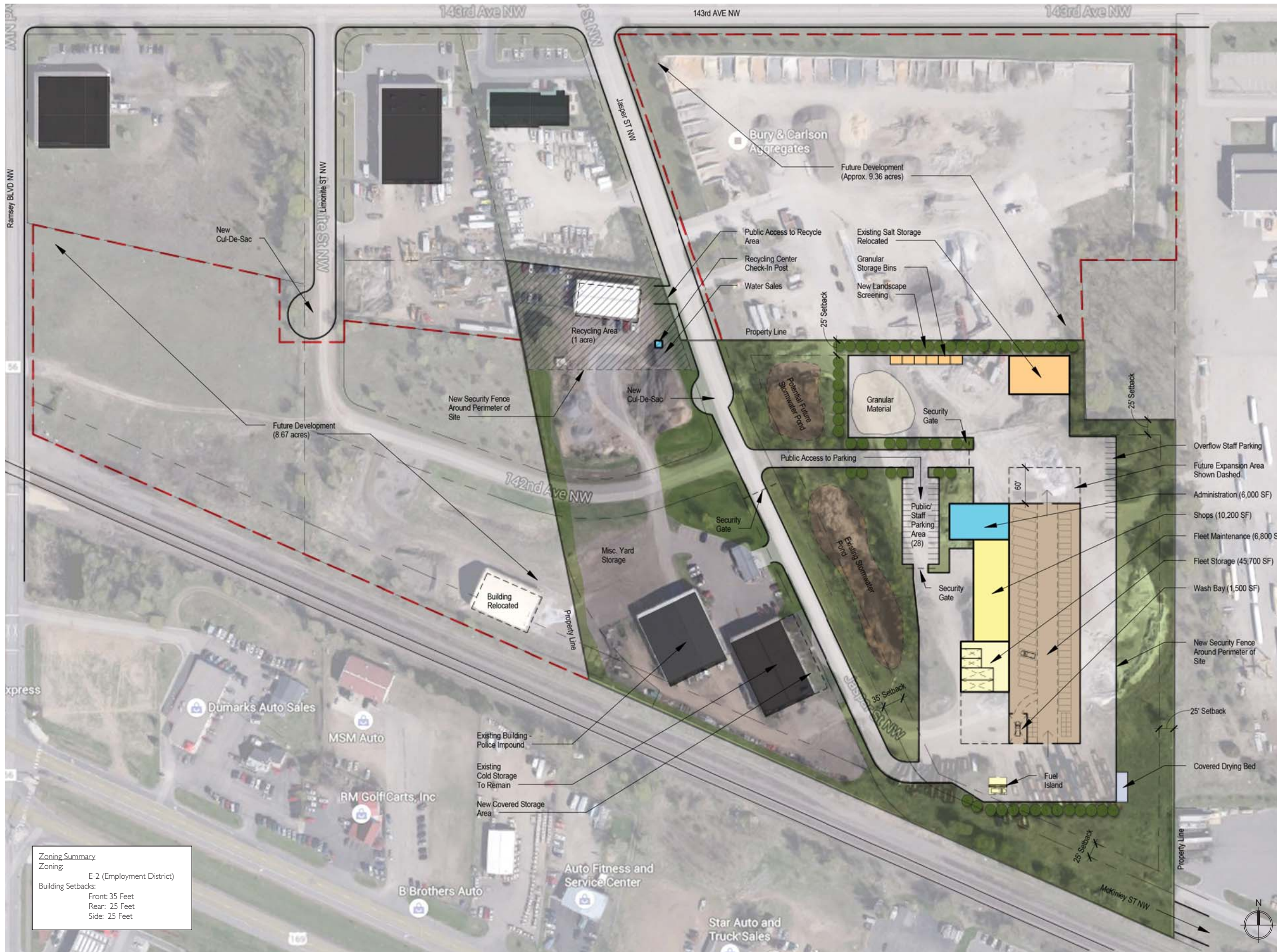


Total Site Area: 9.68 acres  
Total Developable Area: 23.91 acres

Total Estimated Project Cost:  
\$13.7 Million (Based on 2017 values)

Preferred Options

Additional Options Studied



Zoning Summary  
 Zoning: E-2 (Employment District)  
 Building Setbacks:  
 Front: 35 Feet  
 Rear: 25 Feet  
 Side: 25 Feet

**Pros:**

- Utilizes existing cold storage buildings
- Efficient centralized operation / circulation
- Room for future growth / expansion
- Existing stormwater pond can remain in-place

**Cons:**

- Salt storage building needs to be relocated

**Estimated Project Cost:**

Building Cost = \$10,908,500  
 Site Work = \$400,000  
 Sub Total = \$11,308,500

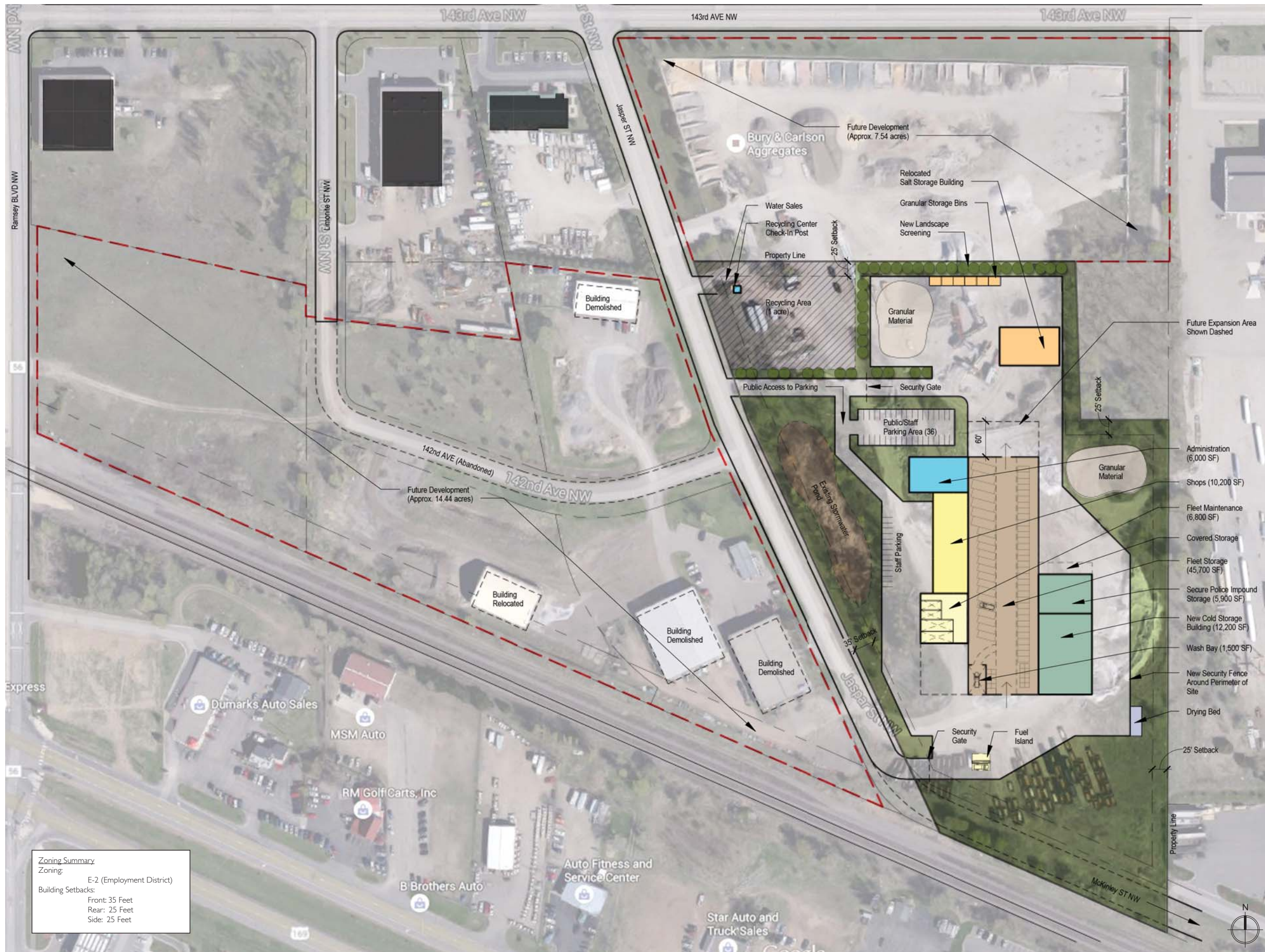
Construction & Design  
 Contingency = \$565,425

Soft Costs  
 (A&E, FF&E, Etc.) = \$1,400,000

Total Estimated Project Cost =  
 \$13,273,925 (Based on 2016 values)

**Total Estimated Project Cost =  
 \$13,967,621 (Based on 2017 values)**

Option A  
 15.50 acres



Zoning Summary  
 Zoning: E-2 (Employment District)  
 Building Setbacks:  
 Front: 35 Feet  
 Rear: 25 Feet  
 Side: 25 Feet

**Pros:**

- Operations are centralized with efficient circulation
- Room for future expansion
- Existing stormwater pond can remain in-place

**Cons:**

- New cold storage/police impound building required
- Salt storage building needs to be relocated

**Estimated Project Cost:**

Building Cost = \$11,744,500  
 Site Work = \$300,000  
 Sub Total = \$12,044,500

Construction & Design  
 Contingency = \$602,000

Soft Costs  
 (A&E, FF&E, Etc.) = \$1,400,000

Total Estimated Project Cost =  
 \$14,046,500 (Based on 2016 values)

**Total Estimated Project Cost =  
 \$14,778,825 (Based on 2017 values)**

Option B  
 11.40 acres

# Ramsey Public Works Campus

## PROCESS/PROJECT OUTLINE

Estimated Cost: \$6M-\$12M

### **1. Space Needs Analysis**

*Summer/Fall 2016*

***\$20,000***

The purpose of this step is to answer a number of questions regarding the existing Public Works site. For example, how are we operating today; and what resources do we have today? What resources/ facilities do we need now and in the future? Can we renovate the existing Public Works campus/ buildings? Should we demolish and rebuild? What alternatives for location and design of a new campus exist; and how much do they cost? Construction of a new Public Works campus will result in available land for redevelopment—what is the highest and best use for redevelopment?

**DELIVERABLES:**

- Feasibility Report
- Space Needs Analysis
- Master Planning

### **2. Preliminary Design**

*Summer 2017*

***\$65,000***

The purpose of this stage is to develop schematic designs of the new Public Works Campus; and to select a design. The outcome of this stage is preliminary architectural designs, preliminary site plan documents, preliminary project budget, and overall project design selected.

**DELIVERABLES:**

- General Building Design and Layout Selected
- Preliminary Detailed Budget, Architectural Plans, and Site Plans

### **3. Final Design, Specs, Bid Docs**

*Summer 2018*

***\$190,000***

The purpose of this stage is to develop final detailed site plans, architectural plans, civil plans, landscaping plans, electric/ mechanical plans, construction specifications, bid documents, and project budget. This work does have a shelf life of five years. This is work will need to be completed in order to construct a new Public Works Campus. Essentially, the project would be ready-to-bid after this step.

**DELIVERABLES:**

- Final detailed plans, specifications, bid documents, and budget
- Project would be ready to bid

### **4. Bidding & Bid Award**

*Winter 2018/19*

***\$15,000***

The purpose of this stage is to bid and potentially award the proposed construction project to a general contractor. Staff would recommend the City Council have a detailed/formal policy discussion regarding this project before this step is completed. This would entail a detailed review of the project budget and the proposed funding source (bonding). The outcome of said discussion would be consensus support from policy makers for construction of a new Public Works Campus, or not.

**DELIVERABLES:**

- Bid Tabulation and Potential Bid Award

### **6. Construction Administration**

*2019/2020*

***\$20,000***

The purpose of this stage is to physically construct a new Public Works and provide construction administration services. This step would be authorized when a bid is awarded. The number above only outlines the cost for the architect to provide construction administration services (project management).

**DISCLAIMER:** other than step 1, all numbers included this document are very preliminary, in draft form, unofficial, and not developed by licensed professionals. As this process unfolds, accurate numbers will be provided. These numbers should be utilized for reference purposes only.



Architecture  
Interior Design  
Landscape Architecture  
Engineering

Boarman  
Kroos  
Vogel  
Group  
Inc.

222 North Second Street  
Minneapolis, MN 55401  
Telephone: 612.339.3752  
Facsimile: 612.339.6212  
www.bkvgroup.com  
EOE

May 14, 2015

Ramsey Fire Department  
7550 Sunwood Drive NW  
Ramsey, MN 55303

**Attention: Pat Brama, Assistant City Administrator**  
EMAIL: [pbrama@cityoframsey.com](mailto:pbrama@cityoframsey.com)

**RE: Professional Service Proposal for Public Works Study**

Pat:

We are pleased to submit this proposal to provide professional services to assist the City in assessing and studying the City's public works facility.

In addition to our long relationship in working with the City of Ramsey BKV Group is a 37 year old Minnesota firm that has provided over 140 government studies. Of that total over 30 have been studies and construction projects of public works facilities. In addition to our experience Ron Hilton with Facility Maintenance Consultants, who is a national expert is part of our team in public works planning. I have attached his firm's information with this proposal.

The information in the proposal shows the steps we would typically propose for these types of studies. However our goal is to tailor our approach to fit the City's and department's objectives, to achieve that we welcome the opportunity to review this in detail and refine as appropriate.

Our studies are structured to develop thorough and accurate data to help the City and Council in making informed decisions on how best to approach possible options and cost associated with long range planning.

The planning steps we would propose to assist the City in looking at existing conditions, operational planning and long range master planning are as follows:

**A. DISCOVERY PHASE**

At the start of the study we will request copies of the following information to start to get familiar with your facility and operations prior to our kick off meeting.

1. Public Works organizational chart and staffing
2. All operations performed by Public Works
3. List of all current and planned public works equipment
4. List and size of any remote storage areas not associated with a facility.
5. List of all city vehicles and equipment sorted by department and location.
6. List of items currently in cold storage.
7. Infrastructure statistics. e.g. lane miles, miles of storm piping, miles of water distribution, number of signalized intersections
8. Past 2 years of utility cost
9. Existing site and building plans

**B. FACILITY ASSESSMENT**

This step involves an architectural and engineering assessment of the buildings, their conditions, code compliance and energy usage.

Prior to the tour we will have a kick off meeting to review City concerns, operational needs, etc. Our approach for the assessment will involve architects and engineers from our firm touring and inspecting the existing buildings and site. This walk-thru will review the building and focus on identifying general conditions, maintenance, life-cycle replacements and code issues. Following the on-site inspection, a building audit report will be developed.

This assessment report will document the following:

1. Site conditions, drainage, paving, utilities
2. Building shell condition, age of roof, windows, weather seals, insulation values
3. General mechanical system conditions, capacities and deficiencies
4. General electrical system conditions, capacities and deficiencies
5. Review of structures and systems, identification of maintenance/replacement needs
6. Code required up-grades related to expansion or renovation
7. ADA accessibility required up-grades related to expansion or renovation
8. Identification of any suggested further investigations such as structural or soils testing
9. Energy usage and efficiency of the buildings
10. Operational shortfalls
11. Estimate maintenance / repair cost associated with existing conditions

The findings of the facility assessment will be documented in a Building Audit Report which will outline any findings and recommendations that may affect long-range master planning options. Included in the audit will be plans and photos to documents conditions.

Based on the information in the audit initial reuse and or replacement strategies will be reviewed with the City team.

#### **C. FACILITY SPACE PROGRAMMING**

To fully understand and help develop long range planning needs current and potential future operations for the department need to be explored. Historic and projected staffing needs to be reviewed as well as technology systems and any service or equipment changes.

##### **1. Plan Development**

The team will take the existing city plans and prepare plans that indicate how each area is currently being utilized. These plans will help to identify current use as well as be a basis for showing potential use and remodeling. The plans will be utilized to verify existing department areas and ways to achieve maximum utilizations of existing areas.

##### **2. Space Needs Assessment**

We conduct Space Needs Assessments to review and identify operational space needs for public works which deals with staff, services, equipment and repairs. The assessment incorporates information gained through the following; department interviews, space standard diagrams, services provided, staffing changes, facility comparisons and program documentation.

###### **a. Space Standards**

Space diagrams are developed for each space identified in the program to help show required areas, arrangement of equipment, clearances, etc. These form the initial standards used in developing conceptual plans.

The information gathered through this process will result in a program document which clearly identifies long range facility space needs. This document will include a spreadsheet listing of spaces required, projected over 5, 10 and 15 year periods. The total building area required will be identifiable based on operational requirements, the Space Program and backed up by the detailed Space Needs information in the Space Standard Diagrams.

#### **D. FACILITY MASTER PLAN OPTION DEVELOPMENT**

With the staff and spatial information developed in the Facility Space Programing plan options can be developed that address current and projected spatial planning options.

1. Planning Option Development and Analysis

The goal of this effort is to clearly determine the range of solutions capable of meeting the City's long range facility needs. Planning options will be focused on developing the most efficient and appropriate department facility planning concepts. We work with the City to identify planning options. These planning options will be developed as long-range Master Plans clearly showing current needs, anticipated expansions over the next 15 years.

The planning options will be developed through concept plans and be analyzed for efficiency, future expansion, and needs met. We will review the development of the planning options with Public Works and the City leadership. The analysis of each option will include a study of advantages, operational constraints, staffing efficiency, safety and security, and long-term serviceability.

**E. Mater Plan Implementation Schedule**

With each study we work with our client's project goals, fiscal requirements, and timeframe to develop a project implementation schedule that represents the task and time associated with reviews, approvals, design and construction of potential projects. The initial steps may involve finalizing approvals to proceed, once the project is authorized, there are a series of design and review meetings with the client and the user groups to explore every item—from wall systems to mechanical systems, to hoist options to flag location. The design documents evolve into construction documents that are then used for bidding, permits and construction.

These steps and associated timeframes based on size and complexity of the project are graphically shown in a Gantt chart. This preliminary schedule provides a clear understanding of the steps and timeframe involved in your proposed project.

**F. Cost Assessment**

All projects must balance needs with cost efficiency in their ultimate solution. The cost-to benefit analysis for the value of options is crucial in a government planning. Feasible planning options will be evaluated based on costs associated with each. Capital (construction) costs, project costs (fees, etc.) and any unique operation costs will be evaluated to identify comparative values for each of the solution options.

Based on the possible building materials, size and types of systems a preliminary construction budget will be determined. In addition to construction cost, project soft cost can be estimated. Some of the typical types of soft costs associated with a project are:

1. Architectural / Engineering Fees
2. Survey / Topography
3. CM / Project Management / Owner's Representative Fees
4. FF&E (Furniture, Fixtures, and Equipment)
5. SAC / WAC (Sewer and Water Connection Fees)
6. Plan Review & Permit Fee
7. Bid Advertising Cost
8. Testing (Geo Technical, Construction)
9. Document Printing
10. Utility Re-Routing
11. Soil Remediation (if required)
12. Mechanical Systems Commissioning / Monitoring
13. Builders Risk Insurance
14. Data / Telecom Wiring
15. Best Value Process Fees

If bonding is determined to be a viable option for a project we will assist the City's bond company in developing data to explore financing and possible tax strategies.

### **Interim and Final Report**

Communication throughout a study of this nature is critical to assuring all team members are all kept up-to date with the study process and information. To this end, the BKV Group team will lead review workshops at the end of each phase. The workshop will review and assess information developed, possible options, modifications and its ability to address the questions of that phase. The objective is again to assure full and thorough City review and involvement. The final results of the study will be compiled into a final report and will first be reviewed with Public Works and the City team and ultimately presented to the City Council. Based on findings through the needs assessment, the final report will communicate the facility planning options with potential implementation dates. Implementation dates will be based on City requirements and financial planning strategies, all used as a guide to determine appropriate timeframes to proceed.

### **Presentations**

Our team will develop appropriate presentation materials and will assist the City in presentations of study findings. Presentations will be provided as directed by the City and will include the City Council and public as appropriate.

The steps identified above will be compiled into a final report along with an executive summary. We will review each section of the study with the City as well as the final draft and incorporate comments and suggestions into the final version. The deliverables will be the sections of the study as mentioned during the course of the study and final bound books of all of the sections at the completion.

We would anticipate 3 to 4 months to complete a study of this type. However, at the start of the study one of our first tasks will be to meet with the City to discuss timing, meetings and overall schedule.

Our objective is to provide the City with a comprehensive study that will serve as a well-defined road map for the long range Public Works planning. I will lead the study and will be the main point of contact for the City. Our fee goal is to establish fees that are appropriate and fair for the services provided and within the City's budget. In addition we tailor each proposal to fit the needs, goals and objectives of each client.

Based on the scope of services stated above our proposed fee, for the study by phase, is as follows:

- A. Facility Assessments: \$4,000
- B. Space Programming: \$3,500
- C. Space Standards: \$2,500
- D. Planning Option Development: \$3,500
- E. Schedule Planning: \$1,000
- F. Cost Estimates: \$2,000

Sub-Total = \$16,500

Reimbursable expenses include printing, travel and shipping. While we estimate \$3,000 for a study of this type, this is a maximum not to exceed amount and we will invoice for only the amount spent with no overhead or profit applied.

Our total proposed not to exceed fee is \$19,500.

Thank you for the opportunity and we look forward to continuing our longstanding relationship with the City.

If the proposal is acceptable please sign below as your approval and acknowledgment to proceed with the work described above. Upon receiving an approved copy we will make arrangements with you to immediately begin the process.

Please feel free to contact me at your convenience should you have any questions.

Sincerely,  
BKV Group, Inc.

A handwritten signature in blue ink, appearing to read 'Bruce Schwartzman', written in a cursive style.

Bruce Schwartzman, AIA  
Partner - Managing Architect

Attachment: Maintenance Facility Consultants brochure

\_\_\_\_\_  
City Approval

\_\_\_\_\_  
Date

Q:\City of Ramsey\_Public Works Study - A/E proposal \_2015-5-14.doc

**MAINTENANCE FACILITY CONSULTANTS**  
A DIVISION OF WHITMAN, REQUARDT & ASSOCIATES, LLP



## FIRM PROFILE

Maintenance Facility Consultants (MFC) is a team of professionals assembled to help maintenance operations personnel solve a variety of immediate and long term problems. The staff is comprised of individuals with unique expertise and skills developed through years of service in the maintenance operations industry. This expertise is available to aid cities, counties, transit agencies, school districts and all other maintenance operators, both public and private, in achieving their objectives for their maintenance operations. The staff is comprised of individuals recognized throughout the industry for the level of expertise and quality brought to each project.

The entire staff of MFC is dedicated to bringing its expertise and knowledge to every project. That however, is not enough. Each individual within the firm is committed to expanding this knowledge through working with a variety of clients, participation in Industry professional organizations, and academic studies. Our philosophy is rooted in the belief that we all work in an ever-evolving industry. We can only be effective if we stay informed of industry trends and technology advancements.



## SERVICES



### Site Evaluation and Selection

The success of a design project begins with the selection of the correct site. A multitude of criteria must be evaluated when selecting a site. Examples include distances to and from service areas, proximity to major arterials, size, topography, shape, and type of surrounding neighborhoods.

Our hands on experience in the design of over 200 maintenance facilities allows MFC to quickly establish the physical criteria required for the site.

Establishing a weighted criteria matrix ensures that the evaluation results in a ranking of sites which meet all of the desired requirements of the Owner.

### Maintenance Facility Functional Design

The firm has been involved in the functional design of over two hundred maintenance facilities for facility and fleet operators throughout the US. Fleet facilities have included operations from as few as seven

up to 5,000 vehicles. Our understanding of the maintenance process enables us to quickly comprehend the working philosophy established by your agency and translate that philosophy into the criteria required for a functional facility. Our depth of knowledge of maintenance equipment provides a useful tool for Owners when establishing the workflow and relationships of the areas within the facility and on the site.

Typical MFC involvement in facility design includes detailed space programming; development of functional criteria; establishing functional relationships; selection, specification, and layout of maintenance equipment; conceptual design; and coordination of functional criteria and maintenance equipment requirements with the other design disciplines.

The firm has performed these services for new facility designs, facility renovations, and facility expansions.



## PAST MUNICIPAL CLIENTS

### California

- City of San Gabriel
- Imperial Irrigation District
- City of San Pablo
- City of Elk Grove
- City of Santee
- City of Lomita
- Temecula Border Patrol (GSA)
- City of Corona
- City of San Diego (2 projects)
- City of Oakland
- City of Napa
- City of Montebello
- Culver City
- City of Chula Vista
- City of Escondido
- Rancho Cucamonga
- Carlsbad (3 projects)
- City of Modesto
- City of Burlingame
- City of Fremont
- City of Long Beach
- Vallecitos Water District, San Marcos
- Vista Irrigation District, Vista
- Olivenhain Water District
- Contra Costa Water District, Concord
- East Bay Municipal Utility District, Oakland
- Orange County Fire Authority, Irvine
- City of Beverly Hills (2 projects)
- Valley Center Water District, Valley Center
- Orange County Water District, Fountain Valley
- CALTRANS, Los Angeles
- Mission Springs Water District, Desert Hot Springs
- City of Moreno Valley
- South Coast Water District

### Colorado

- City of Fort Collins
- City of Boulder
- Colorado Department of Highways, Durango
- City of Loveland
- City of Snowmass Village
- Pitkin County

### Connecticut

- Town of Groton

### Florida

- Hillsborough County, Tampa
- Sarasota County, Sarasota

### Illinois

- Village of Carpentersville
- Lake County Forest Preserve
- Illinois Department of Transportation
- Village of Plainfield
- Village of Oak Park
- Village of Lake Bluff
- Village of Schaumburg
- Village of Lombard ( 2 projects)
- Village of Niles
- Village of Glencoe
- Village of Downers Grove
- City of Naperville (2 projects)
- Village of Parkridge
- City of Champaign
- City of Decatur
- Village of Bolingbrook
- Village of West Dundee
- Village of Orland Park
- Village of Melrose Park
- Village of Skokie
- City of DeKalb
- Village of Barrington
- Naperville Park District
- City of Darien
- Village of Shorewood
- City of Chicago
- Village of Sugar Grove



## Maryland

- City of Baltimore
- Maryland Transportation Administration
- Maryland State Highway Administration

## Massachusetts

- Massachusetts Turnpike Authority, Boston

## Minnesota

- Minnesota DOT – Rochester Truck Shop
- Ramsey County Public Works, Arden Hills
- Sherburne County

## New Hampshire

- City of Keene

## New Jersey

- Atlantic County Utility District, Absecon (2 projects)

## New York

- City of New York Mayors Office
- Department of Sanitation, New York
- Triborough Bridge Toll Authority, New York (2 projects)
- Department of Parks, New York

## Oregon

- Washington County, Hillsboro

## Pennsylvania

- Atlantic County (2 projects)
- City of Philadelphia Street Department, Philadelphia
- Lower Merion Township

## Texas

- Department of Solid Waste Management, Houston (3 projects)
- City of Houston

- Bexar County Commissioners Court, San Antonio
- Austin Electric Utility, Austin
- City of El Paso

## Virginia

- City of Suffolk
- King George County

## Washington

- City of Richland (3 projects)
- Okanogan County
- Inland Power and Light, Spokane





## OPERATIONS AND MAINTENANCE FACILITY

Sherburne County Public Works | Minnesota

### Work Scope

The project work effort included planning and design of a new operations and maintenance facility for Sherburne County, Minnesota.

### Project Elements

The facility design integrated all of the Public Works operations into a single structure. The facility housed administration, crew areas, road maintenance, sign shop, general repair shops, storage, vehicle and equipment maintenance, and heated vehicle storage.

The design incorporated extensive use of day-lighting to create shops and storage spaces with substantial natural light. The heated vehicle storage area in the facility was designed central to all shops and administrative areas to facilitate easy movement of personnel and materials to and from the vehicles.

**Construction Budget:** \$10,700,000

**Project Completion Date:** October 2008.





## VILLAGE OF CARPENTERSVILLE PUBLIC WORKS FACILITY

Carpentersville | Illinois

The Village of Carpentersville engaged Williams Architects, Williams Construction Management and Maintenance Facility Consultants to provide design and construction management services for the construction of their new Public Works facility. The initial needs study began in 2005 when Williams and MFC worked with the Public Works staff to determine their current and future space needs. Additional growth has occurred over the last few years that has mandated the Village move forward with the planned facility now. The planned facility is to include fleet maintenance, garages, shops, crew areas, administration, salt storage, yard access and a fueling station.

**Construction Budget:** \$10,000,000

**Project Size:** 80,000 s.f.

**Project Completion Date:** December 2011.





## CENTRAL FLEET MAINTENANCE FACILITY

City of Baltimore | Maryland

The City of Baltimore sold the property which housed its central fleet maintenance operation to the National Aquarium. Heery International and Maintenance Facility Consultants were retained to design a new facility on a new parcel of land. The new facility houses fleet maintenance operations for the entire fleet of the City of Baltimore ranging from electric shuttles to solid waste packers. The facility services a fleet of around 5,400 vehicles and equipment.

The new facility houses all operations required to maintain a fleet of this mix including the following.

- Administration offices
- Personnel/crew areas
- General repair bays
- Inspection bays
- Rebuild shops
- Parts storage
- Body and paint bays and shops
- Welding/fabrication bays and shops
- Vehicle make-ready bays
- Gasoline, diesel, and CNG fueling

**Construction Budget:** \$14,000,000

**Project Size:** 240,000 s.f.

**Project Completion Date:** January 2009





## NORTH COUNTY DEPOT

Montgomery County | Maryland

WR&A and MFC are designing a 45 acre campus to provide consolidated support for the Montgomery County Ride-On Bus program's Transit and Fleet Services. Also included on the site are facilities for the Highway Operations division. Each of these activities will operate separately within the shared facility with their own access and circulation systems. This LEED Silver facility includes a 165,000 SF primary maintenance and operations building, covered bus storage structure with employee parking above, covered storage for highway vehicles and equipment, salt barn structure, County fueling facility and open material storage areas.

Transit Services includes parking for 250 busses, administration office space, bus driver support space, and fare collection. Fleet Maintenance includes administration office space, 25 maintenance bays for busses and heavy equipment, body shop, paint shop, bus inspection, bus fuel and wash, and vendor parking. Highway Operations includes storage for 90 road maintenance vehicles, administrative offices, road crew and mechanic support space, four garage bays, enclosed truck wash bay, covered parking and equipment storage, salt storage, covered and exterior material bins and a County fueling station.





## RAMSEY COUNTY PUBLIC WORKS

Arden Hills | Minnesota

MFC designed this new complex for all Public Works operations including road maintenance, signs, signals, construction, environmental services, soils, equipment maintenance, central stores and facilities maintenance.

The project included the planning and design of a new County Public Works Complex for Ramsey County. The facility is 230,000 SF under roof and is located on a 13 acre site. The facility elements include administration, shops, personnel spaces, equipment maintenance, central stores, and heated vehicle storage. The yard areas include a fueling station, an automated vehicle washer, granular material storage, green waste storage, stock pile areas for sweepings and millings, pipe storage, and a salt/sand enclosure for 20,000 tons of material.



## RON HILTON, LEED AP BD+C

### Maintenance Facility Specialist

Mr. Hilton leads the maintenance facility practice for the firm. In this capacity, he oversees and directs various design and study efforts related to maintenance operations. He has also served as project manager for projects encompassing maintenance management studies, maintenance productivity studies, maintenance audits and information reporting systems, facility master planning, site selection, and equipment analysis. His extensive experience covers the design and planning of facilities for municipalities, transit systems, school districts, utilities, and private concerns. Ron has been responsible for the master planning, design, and construction of more than 150 Transit operations and maintenance facilities throughout the U.S.

His in-depth knowledge of maintenance shop equipment has been utilized in each of the above projects to address the functional requirements of the operation but also the LEED aspects of the projects.

#### Experience

Years with MFC: 23

Years with other firms: 12

#### Education

M.Ed/Texas A&M University/1977

BED/Texas A&M University/1976

#### Registration

LEED Accredited Professional

#### Municipal Projects Recently Completed or in Progress

##### CALIFORNIA

- Imperial Irrigation District: Master Plan for a 600 acre administration and operations complex.

##### ILLINOIS

- Village of Carpentersville: Planning and design of new Public Works facility.
- City of Urbana Parks District: Planning and design of new Parks Operations complex.
- Crawford County: Master plan for Public Works complex expansion.

##### MARYLAND

- City of Baltimore: Planning and design for new Central Fleet Maintenance Facility.
- Montgomery County: Planning and design for new LEED Gold maintenance and operations facility for Road and Bridge (100 vehicles), Transit (250 vehicles) and Schools (400 vehicles).

##### MINNESOTA

- Minnesota DOT, Rochester: Planning and design for new District 6 Truck Shop and Road and Bridge Shop.
- Sherburne County Public Works: Planning and design for new County Public Works Facility.

##### VIRGINIA

- City of Suffolk: Master planning and design of new Public Works and Public Utilities Complex.



## CHARLES HENCK, PE, LEED

### Mechanical Engineer

Mr. Henck's areas of expertise include HVAC, plumbing, environmental controls, fire protection, energy management systems, environmental assessment and construction phasing. His experience includes numerous research projects including existing condition evaluation and programming. Much of this experience includes prominent institutional and research facilities in the Mid-Atlantic region. Mr. Henck is knowledgeable of design and construction criteria related to utility upgrades, including critical construction phasing and scheduling for uninterrupted utility services as well as accurate cost estimating.

#### Experience

Years with WR&A: 3

Years with other firms: 33

#### Education

BS/1972/Mechanical Engineering/University of Maryland

MBA/1981/Business

Administration/Morgan State University

#### Registration

1976/Mechanical/Maryland #10243

Registered Professional Engineer in DC, PA, VA and DE

Certified Energy Manager 3967

LEED Accredited Professional

#### Select Project Experience

**North County Depot, Montgomery County, MD** – Mechanical Engineer for 165,000 SF fleet maintenance facility. Engineering elements included HVAC, compressed air systems, lubrication distribution systems, vehicle exhaust systems, and fueling systems.

**Operations Building, King George County, VA** – Mechanical Engineer for design of this facility which consists of high bay spaces for repair of county owned vehicles, including busses, trucks and sedans, as well as bays for storage and repair of county public works property. The mechanical design included under floor hydronic radiant heating, dedicated ventilation systems and energy recovery, and energy efficient CS air conditioning systems. Dedicated vehicle tailpipe exhaust was provided for the maintenance bays.

**Field Maintenance Shop, Winchester Readiness Center, Winchester, VA** – Mechanical Engineer for a 13,300 SF maintenance facility that provides for enlarged and higher work bays. Engineering included compressed air and central lubrication distribution.



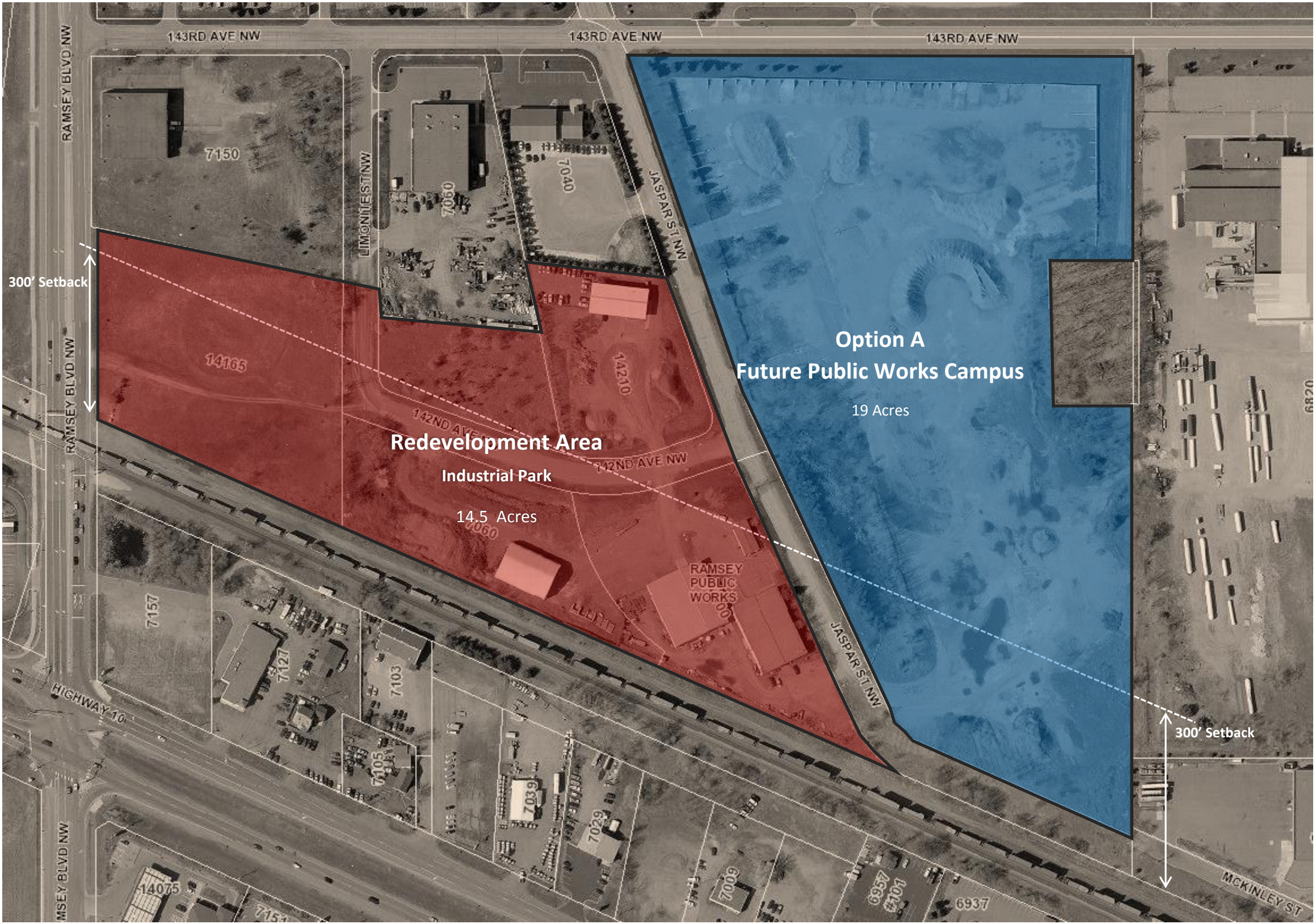
## CONTACT

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Waller, TX 77484  
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Fax | 936-372-1803  
[rhilton@wrallp.com](mailto:rhilton@wrallp.com)

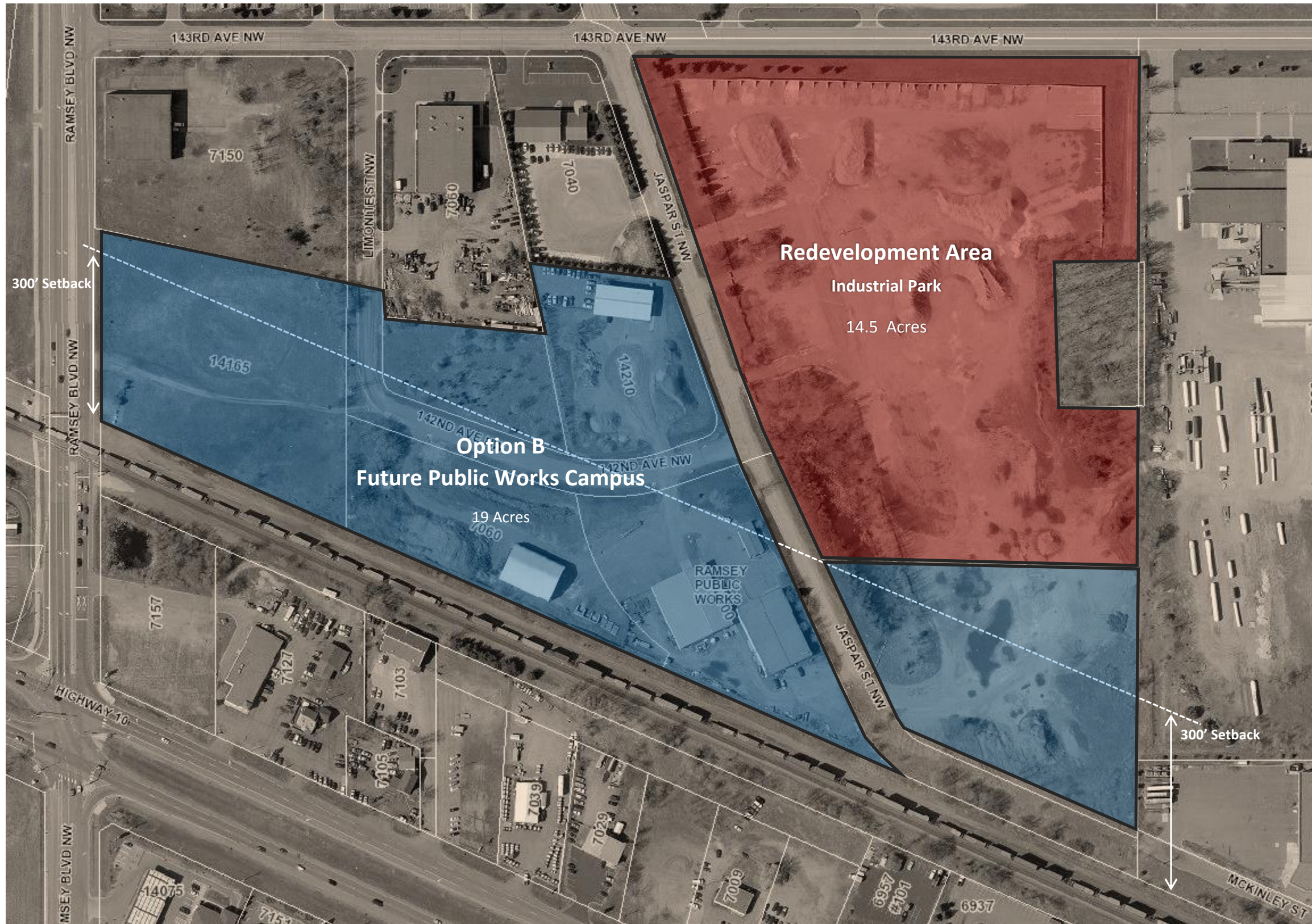
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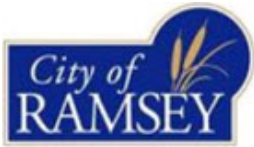


# Future Public Works Campus (Option A)



# Future Public Works Campus (Option B)





Our Mission: To work together to responsibly grow our community, and to provide quality, cost-effective, and efficient government services.

## CC Regular Session

7. 4.

**Meeting Date:** 06/09/2015

**Submitted For:** Patrick Brama, Administrative Services

**By:** Patrick Brama, Administrative Services

---

### Information

**Title:**

Consider Strategy for Future Public Works Campus Planning Process

**Purpose/Background:**

**PURPOSE**

Provide direction to Staff on how to move forward with planning for a replacement Public Works Campus.

1. Consider Staff recommendation on how to proceed with the space needs analysis (Step 1 of process).
2. Consider Staff recommendation to budget \$65,000 for preliminary design in 2016 (Step 2 of process).

**BACKGROUND** (Public Works Campus)

1. The Public Works department moved from its original location on Hwy 47 and 142nd Ave to its current location at 14100 Jasper St in 1995. The buildings were originally constructed for a company called Minnesota Sawdust in 1984. At the time of the move, we employed 7 full-time maintenance workers and 2 seasonal workers. Today, we employ 17 full-time maintenance workers and 8-12 seasonal workers.
2. In 2002 the City of Ramsey purchased the property at 14210 Jasper St and converted that building to what is now our utility department and sign shop.
3. In 2005 the Public Works department was granted an interim use permit for a temporary construction trail to house our administrative offices and lunch room.
5. In 2006 we constructed covered storage to protect our winter road salt supply.
6. Since approximately 2007, we have been using off-site storage buildings to house seasonal or less frequently used equipment, due to the lack of secure storage space at our campus.

**BACKGROUND** (Process)

Please see the attached process outline. At this point, the City is at Step 1 (of 5) in the process to plan for, and construct, a replacement Public Works Campus (Space Needs Analysis Stage). The City budgeted \$20,000 for this work in 2015 (to be completed in 2015).

**Notification:**

NA

**Observations/Alternatives:**

Please review staff recommendation first. If the Council is concerned with the Staff recommendation, below are alternatives to consider:

1. Competitively Bid Step 1 of the attached process (rather than select BKV Group now).
2. Don't budget for Step 2 in 2016 at this time (wait until 2017 or later).
3. Oppose planning for the reconstruction of a replacement Public Works Campus altogether in 2015 (or later).

**Funding Source:**

General Fund and Enterprise Funds

**Recommendation:**

**1. Consider Staff recommendation on how to proceed with the space needs analysis (Step 1 of process).**

Typically, Staff would recommend completing a RFQ (Request for Quotes) for this type of work. However, a RFQ on a space needs analysis can easily turn into a bidding war between engineering firms; which motivates firms to "undercut" their bid on the space needs analysis in an effort to "buy" later steps of engineering/ architectural services (steps 2-5 outlined in the attachment). Unless a solid reason exists, Cities select the lowest quote on any given project. This situation can result in a lack of service/ quality in work delivered. Additionally, it should be noted, a space needs analysis can be a fairly ambiguous in terms of several items (not easy to compare apples to apples--and challenging to draft a very clear RFQ).

As a result of the information outlined above, Staff would feel more comfortable allowing an architectural/ engineering firm that has a good track record with City to complete Step 1 of this process. Then, when it comes to Steps 2-5, staff would recommend architectural/ engineering services for this project be competitively bid (i.e. a standard RFQ process). NOTE: in order for the City to receive quality competitive bids for steps 2-5, the space needs analysis needs to be thorough and of high quality (will make the RFQ very clear). This work is not required to be competitively bid via State Statute.

Attached to this case is a proposal from BKV Group for a space needs analysis (not to exceed \$19,500). Staff would recommend awarding BKV Group this work. BKV Group has a solid track record with the City (Fire Station #2 and the Ramsey Municipal Center).

**2. Consider Staff recommendation to budget \$65,000 for preliminary design in 2016 (Step 2 of process).**

As the Council knows, in order to complete a project in 2016, we need to budget for that project in 2015. If the Council is interested in moving this project along in 2016, Staff would recommend budgeting for Step 2 (Preliminary Design) now. Staff was provided a "preliminary/ budgeting" estimation of \$55,000 for this work by BKV Group. Staff would recommend the City Council budget \$65,000 for Step 2 in 2016.

**Action:**

Motion to:

Accept the attached proposal for professional services from BKV Group, not to exceed \$19,500.

-and-

Direct Staff to budget \$65,000 in 2016 for preliminary design of a replacement Public Works Campus.

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**Attachments**

Campus REF MAP (Two Options)

Process Outline

BKV Group Proposal (Step 1 Space Needs)

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**Form Review**

**Inbox**

Grant Riemer

Diana Lund

Kurt Ulrich

Form Started By: Patrick Brama

Final Approval Date: 06/04/2015

**Reviewed By**

Grant Riemer

Diana Lund

Kurt Ulrich

**Date**

06/04/2015 10:41 AM

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