

**City of Ramsey**  
**Agenda**  
**Public Works Committee**  
**Tuesday November 17, 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 Meeting Minutes.
- 5. Committee Business**
  1. Public Works Campus Space Needs Analysis
- 6. Committee/Staff Input**
- 7. Adjournment**

**Public Works Committee**

**4. 1.**

**Meeting Date:** 11/17/2015

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

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

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**Title:**

Approve Meeting Minutes.

**Purpose/Background:**

To review and approve the meeting minutes of October 20, 2015.

**Timeframe:**

n/a

**Observations/Alternatives:**

n/a

**Funding Source:**

n/a

**Recommendation:**

**Action:**

Motion to approve meeting minutes dated October 20, 2015.

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**Attachments**

Minutes

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Grant Riemer	MaryJo Warner	11/12/2015 10:45 AM
Kurt Ulrich	Kurt Ulrich	11/13/2015 09:59 AM
Form Started By: MaryJo Warner		Started On: 11/12/2015 10:36 AM
Final Approval Date: 11/13/2015		

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

The Public Works Committee conducted a regular meeting on Tuesday, October 20, 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  
                            Community Development Director Timothy Gladhill  
                            Economic Development Manager/Assistant City Administrator Patrick  
                            Brama  
                            City Engineer Bruce Westby

**1.     CALL TO ORDER**

Chairperson Riley called the regular meeting of the Public Works Committee to order at 6:05 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 September 15, 2015, Meeting Minutes**

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

Regular Meeting Minutes dated September 15, 2015

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

## **5. COMMITTEE BUSINESS**

### **5.01: Consider Initial Direction on Development of Policy for Private Improvements within Public Rights of Way**

Community Development Director Gladhill reviewed the staff report and explained many rights of way are being cared for in creative ways. He said a homeowners association is great for this, but not always available. Having a policy in place and a clear maintenance agreement will help in getting a HOA or property management company to execute it. Design standards must be drawn up as well. Staff is looking for ideas and thoughts to help develop a more formal policy and standards. He reviewed the Draft Policy Statement for Landscaped Medians. He noted the City Attorney will review these documents as well. He said any HOA contracts for new developments will be reviewed prior to development.

Councilmember Johns commented she prefers brick for landscaped areas, much like what Anoka has done. She noted mulch tends to get weedy.

Community Development Director Gladhill explained a brick median would be more of an enhanced design. It could cause problems with irrigation systems. The cost of brick is much higher as well.

Councilmember Johns inquired if irrigation is required, unless it is native plants.

Community Development Director Gladhill responded it is required. This is considered improvement to property the city owns. The city wants to ensure the plantings survive.

Public Works Superintendent Riemer noted they have to be cautious of the brick because of the salt. The brick will look good at first, but if not sealed properly, it will worsen quickly. He stated he prefers using shredded mulch since it handles the elements better.

Councilmember Johns commented she thought irrigation may not be needed if native plants were used, and there was no HOA.

Community Development Director Gladhill said there have been past due balances on water bills when an HOA dissolves and fails to exist. He suggested the goal should be if there is going to be landscape, then there should be a landscaper.

Councilmember Shryock commented it would seem like the soil concept would be good to check into. The maintenance and cost seem easier to handle. She questioned why the City has not gone back to the groups that have come in with an HOA, and then fall off and don't maintain the medians.

Community Development Director Gladhill answered there is no way to go back to those groups, since they do not exist. There are issues in collecting and overdue balances are left.

Councilmember Shryock asked if the City could go back to the HOA if they did not hold up their part of the agreement once a new policy is in place.

Community Development Director Gladhill replied this type of situation would be handled by Legal. The city has had the verbal policy that as long as a landscaped median doesn't become a nuisance, it will be left as is. If it continues to not be cared for and becomes an issue, it may be converted to concrete.

Chairperson Riley asked if the situation at Brookfield has been addressed properly, since they have now added on.

Community Development Director Gladhill explained many of those lots are due to foreclosure. He said despite the efforts of several residents, they could not reach the threshold needed to maintain an HOA. There is no active HOA for this development. He noted the maintenance that is happening is from homeowners. There is no irrigation system there to work around.

Councilmember Johns asked how many situations of this type exist.

Community Development Director Gladhill replied there are a few. He pointed out one at Alpine and Ute, and noted there are a few others.

Councilmember Shryock stated there is one at Sunwood Village. She noted it came before the Parks Commission at one point.

Community Development Director Gladhill stated there is an active HOA at Sunfish Lake. There is a sufficient amount of homeowners paying dues, which keeps the HOA active.

Chairperson Riley expressed concern whether the turf that is proposed would be creating the need for ongoing maintenance. He stated he preferred to keep medians maintenance-free when possible and avoid creating areas that would need ongoing maintenance. He stated he would support Staff in the decisions they make in this policy development.

Motion by Councilmember Shryock, seconded by Councilmember Johns, 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.

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

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

Community Development Director Gladhill reviewed the staff report.

Councilmember Shryock questioned why the City builds landscaped center medians if it cannot maintain them.

Community Development Director Gladhill answered the medians mostly are at the request of the developer and sometimes by request of the neighborhood. The purpose is to improve the quality of the neighborhood. The City does not have the manpower to maintain them. If the City takes on a few to maintain, then the City will receive requests to maintain more. As noted in the previous agenda item, a policy is needed to determine responsibilities of maintenance.

Councilmember Shryock suggested while designing these medians keep in mind the daylilies will spread. The medians could become a self-maintained area once the daylilies mature. Adding rock or other landscape material may inhibit weed growth. She pointed out having low maintenance plantings in the middle of the median should be considered.

Chairperson Riley clarified the question related to this item is whether river rock should be used or another substance that will be discussed and approved with Public Works.

Community Development Director Gladhill confirmed this is the question before the Committee.

Councilmember Johns asked if the City owns this median, and sought confirmation that the homeowner wanted to work with a landscaper working pro bono.

Public Works Superintendent Riemer responded the City does own the median and confirmed the use of a pro bono landscaper. He acknowledged the City will still own the median.

Councilmember Shryock reasoned if there is a sidewalk, part of the maintenance responsibility lies with the homeowners. Why not use this policy with medians.

Community Development Director Gladhill replied part of the reason is assessments. Being the medians are in the middle, they become more of a public entity.

Motion by Councilmember Shryock, seconded by Councilmember Johns, 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.

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

**5.03: 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](#)**

Community Development Director Gladhill reviewed the staff report and noted the adjacent property owner is willing to assume responsibility for this easement. He commented the sign for Ramsey Market lies in the right of way. Election signs are frequently put in this easement. He said some residents are aware this is a public right of way and call to express their concerns. There are a lot of unnecessary disagreements with this parcel. If this request is approved, it will

simply become a driveway for Ramsey Market. This will require an access agreement for the portion to the north.

Chairperson Riley questioned if the City would need to pay for the easement if it wanted to own it.

Community Development Director Gladhill replied there would be an acquisition cost.

Councilmember Johns clarified the easement impacts two properties, so it will become a part of each property.

Community Development Director Gladhill answered it will. The entire piece is under public domain.

Chairperson Riley inquired if this parcel is typically purchased for a price, and the City simply vacates it, if it would be considered unjustly enriching a landowner.

Community Development Director Gladhill replied the landowner has not requested this action. The City initiated this request, and prefers to vacate the land. This is not typical and does not set a precedent. The City spends a lot of time with concerns on this parcel, and a lot of time in maintaining it and sending staff out for various reasons.

Motion by Councilmember Johns, seconded by Councilmember Shryock, to recommend that the 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](#).

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

#### **5.04: Approve Installation of Priority Street Light**

Public Works Superintendent Riemer reviewed the staff report.

Councilmember Johns asked if the residents are requesting this light, or if this is being done for safety.

Public Works Superintendent Riemer responded this is a City request in an effort to keep up with requirements. This is the most logical place to put a new light.

Community Development Director Gladhill added this intersection needs to be illuminated better, so that is another reason for the light.

Councilmember Johns questioned where the next light is.

Public Works Superintendent Riemer replied the next one to the south is at County Road 63/Green Valley Road, and to the north it is at County Road 64.

Chairperson Riley clarified the light will be mounted on an existing pole.

Public Works Superintendent Riemer confirmed. He stated that arrangement is in several areas of the city. If the pole wasn't used, the cost could be up to \$4,500.00

Motion by Councilmember Johns, seconded by Councilmember Shryock, to approve installation of priority street light at the intersection of 180th Ave and County Road 5.

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

#### **5.05: Receive Update on Public Works Campus Space Needs Analysis**

Economic Development Manager/Assistant City Administrator Brama reviewed the staff report. He explained there are five steps in the process, and this is the first step. Staff has drawn up preliminary site plans and concepts with costs. He noted this item will come back to this Committee in November. He said the City is considering four options. He referred to the Space Needs Analysis document in the meeting packet. The document includes a summary along with costs on each option. The layout options were created in consideration of the flow of operations and ease of use. He said staff does not recommend options C or D.

Public Works Superintendent Riemer explained option D is basically the size of the current campus. It is starting to get cramped. There is no room for further expansion at the current site, nor is there at the proposed site. While this is the most economical option, it is the smallest.

Economic Development Manager/Assistant City Administrator Brama stated the layout of Option C is very challenging. Marketability is challenging as well. He said this area should be zoned E-1.

Councilmember Shryock asked what the size of an average industrial lot is.

Economic Development Manager/Assistant City Administrator Brama replied it can be anywhere between 3 and 13 acres. He pointed out having an area more north is helpful because it is farther from the train tracks. He explained Options A and B work well in terms of operations for the Public Works team. Option A was identified as the preferred option, after weighing all the pros and cons. This site is predicated on the City not needing access to McKinley Street. A discussion regarding the possibility of bisecting this street will take place in the near future.

Chairperson Riley pointed out McKinley Street is along the tracks in the southeast corner. He asked if McKinley Street would be parallel to the railroad tracks the entire way.

Economic Development Manager/Assistant City Administrator Brama replied it would be going up Jasper. He stated it would be better for the long term to steer away from bisecting the street.

Community Development Director Gladhill commented a lot of this planning is dependent on the relationship with the City of Anoka. He said it is best to develop the site without any dependency with the City of Anoka just to be sure a situation doesn't arise in the future that could be undesirable. Another large consideration is the use of commercial asphalt. The City would need to acquire a right of way for this. He said there are a number of other factors as well.

Economic Development Manager/Assistant City Administrator Brama stated this is an entire City-scope decision. The decisions made are based on facts that can be referred back to in the future if needed. The design is based on the ability to be built out. He noted there would be two outbuildings. One would be used for cold storage and one would be the Police Department impound garage. He explained the dotted lines on the maps in the meeting packet show potential build out areas in the future. Currently, that is not expected to be needed.

Councilmember Shryock inquired whether all Public Works staff will be moved to the new location.

Public Works Superintendent Riemer responded not all the staff will be moved. Engineering will stay where it is. At some point, a receptionist position may be added, but that is the only new position he would anticipate.

Chairperson Riley asked about the storm ponds that separate the buildings in Option A.

Public Works Superintendent Riemer stated that would be the green area. He said he didn't think the pond areas have been calculated yet.

Councilmember Johns asked what a covered drying bed is.

Public Works Superintendent Riemer explained it refers to caring for the material collected from jetting sanitary sewers.

Councilmember Johns questioned the acreage of the existing buildings by Highway 10.

Public Works Superintendent Riemer replied he believes it is 100 ft by 110 ft.

Economic Development Manager/Assistant City Administrator Brama stated the difference between Options A and B is that Option B is it is just under 12 acres. Some area for operations will be lost. There would still be access from the north. He noted there are 21 acres of developable land.

Public Works Superintendent Riemer stated the preferred option is Option A because the City could retain the existing buildings for future use and the PW campus would be contained on one continuous site. If McKinley Street is going to go through, it will split the site on Option B and that is not desirable. Employees will have to cross that road continually, and that is not efficient.

Councilmember Johns brought up the issue of demolition of buildings the City owns. She asked if there will be a cost.

Economic Development Manager/Assistant City Administrator Brama replied there will be a cost, and he estimated the budget should include \$100,000 for this.

Community Development Director Gladhill advised the buildings would not necessarily have to be demolished. They can be, but if the cost is prohibitive, they wouldn't need to be.

Councilmember Shryock commented she likes the layout of Option A. It appears to be a good work flow. She said she didn't think she would be in favor of a McKinley Street extension. She related it to the situation on Sunfish Lake Road and the railroad which causes a lot of issues.

Community Development Director Gladhill agreed this situation does need more conversation and consideration.

Councilmember Johns stated Option A is more appealing to her.

Chairperson Riley commented it shows Staff has put a lot of thought into all of this. He questioned the process timeline as it seems we are a year ahead of this timeline.

Economic Development Manager/Assistant City Administrator Brama explained he and the staff put this together quite a while ago. The timeline is off. He said the architect group managing this, BKV Group, said the soonest they could get this done even if the City was in a position to have them start now, is 2017.

Chairperson Riley questioned if developable land could be sold in the future to help pay for the future public works campus.

Economic Development Manager/Assistant City Administrator Brama replied this would need more research. There are different funding sources. This could become complicated very quickly, so there will be more discussion. He advised the BKV Group will make a more detailed presentation in November.

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

City Engineer Westby noted the Committee had asked for an update on the flashing arrow on lights. He said the City's systems are owned by Anoka County and the state. However there is one light that is owned solely by the state, which is at Sunwood and County Road 83. While it is on a County road, the County has said it is 100% City maintenance. Many times the County pays a portion of the costs, but they do not with this one. He noted converting all the other lights to flashing arrows would normally cost \$50,000 to \$75,000. The cost is \$25,000 per cabinet. The lights would need to be reprogrammed. It is expensive to convert an old system. MnDOT currently does not have any plans to convert any of these lights. There are four lights in the City that are being considered for conversion from other systems. SEH has been hired to conduct a

feasibility report on converting these four lights. He stated they will announce their plans in about four months.

Councilmember Shryock stated she receives a lot of questions on the light at Alpine and Sunfish Lake Boulevard. Since the volume is not as high at this light, she suggested, it may be a good place to start this conversion process.

City Engineer Westby responded this light is not in the list to consider converting. He offered to ask about this light.

City Engineer Westby noted the Gibbons Street drainage issue involving the Miskes is on the consent agenda for the next Council meeting to move forward with the feasibility report.

City Engineer Westby stated Rivlyn Avenue is being restored by a contractor. There will be a trail, a road and a few less trees. This will be completed in a couple of weeks.

Chairperson Riley inquired about an update on the crossing at CSAH 5 and Highway 47.

City Engineer Westby replied the Council approved the Master Partnership Contract. He explained the crosswalk will not be constructed this fall. Staff was not able to coordinate all the factors quick enough to complete the construction this fall. It will be started in the spring.

Chairperson Riley asked for an update on Armstrong Boulevard.

City Engineer Westby noted the plan was to open it up for traffic on November 20, according to a letter from the County. Beams will be installed over night. The plan is to get 5 beams in per night rather than the typical 3. The crews will be working extra hours to get this done.

## **7. ADJOURNMENT**

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

Motion carried.

The regular meeting of the Public Works Committee adjourned at 7:51 p.m.

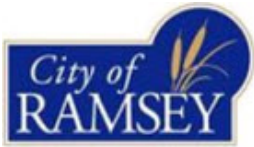
Respectfully submitted,

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Grant Riemer  
Public Works Superintendent

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





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

**Public Works Committee**

**5. 1.**

**Meeting Date:** 11/17/2015

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

**By:** Patrick Brama, Administrative Services

**Title:**

Public Works Campus Space Needs Analysis

**Purpose/Background:**

**PURPOSE**

BKV Group will be at this meeting to provide a detailed presentation of the Public Works Campus Space Needs Analysis. The Public Works Committee is being asked to forward this analysis to the City Council for review and adoption.

NOTE: this case was reviewed by the Public Works Committee in October--at which time, Staff provided a brief overview and introduction to this analysis.

**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.

**Notification:**

NA

**Observations/Alternatives:**

Attached to this case is the draft Space Needs Analysis. After this Public Works Committee meeting, and the November 12 Planning Commission meeting, this document will be updated for Council review.

**Funding Source:**

NA

**Recommendation:**

NA

**Action:**

**PURPOSE**

Provide feedback, ask questions, and forward this document onto the City Council.

**Attachments**

Space Needs Analysis 11 12 2015

**Form Review**

**Inbox**

Kurt Ulrich

Form Started By: Patrick Brama

Final Approval Date: 11/13/2015

**Reviewed By**

Kurt Ulrich

**Date**

11/13/2015 09:59 AM

Started On: 11/12/2015 11:17 AM

## PUBLIC WORKS STUDY CITY OF RAMSEY, MN

Draft Report

November 12, 2015



# Table of Contents

**NOT INCLUDED**

- I. EXECUTIVE SUMMARY ..... #
- II. FACILITY ASSESSMENT ..... #
- III. OBSERVATIONAL AND FUNCTIONAL ..... #
- IV. SPACE PROGRAMMING ..... #
- V. FACILITY COMPARISONS ..... #
- VI. MASTER PLANNING CONCEPT OPTIONS ..... #
- VII. PROJECT COST ESTIMATES ..... #
- VIII. PROPOSED PROJECT SCHEDULE ..... #
- IX. APPENDIX  
**NOT INCLUDED**
  - A. SPACE STANDARDS
  - B. ACKNOWLEDGMENTS
  - C. EXISTING CITY PROVIDED FACILITY DRAWINGS (ELECTRONIC FORMAT ONLY)

## II. Facility Assessment

### A. INTRODUCTION

The purpose of this section of the study is to assess the condition of the existing Ramsey Public Works facilities. This information provides the necessary data to assist the City Leadership to make informed decisions regarding how to best address the existing city infrastructures for long range planning. With this information the report identifies possible repairs, upgrades and/or replacement of these facilities based on conditions as well as operational requirements.

The process starts with the BKV Group team becoming familiar with previous data, studies, documents and drawings for the buildings to be studied. The next step is an on-site meeting and tour of each facility with BKV Group's team of architects and engineers to tour the buildings and site. Following these visits, BKV Group documents the conditions.

The Facility Assessments were conducted on July 30, 2015.

The individuals present for the tour were:

- Grant Riemer  
*Public Works Superintendent*
- Bruce Schwartzman, AIA  
*Partner & Managing Architect with BKV Group*
- Ron Hilton  
*Senior Vice President with Maintenance Facility Consultants, a division of Whitman, Requardt & Associates, LLP*
- Craig Carter, AIA  
*Senior Project Architect with BKV Group*

The assessments included on-site observations of the existing facilities and review with key staff regarding the functional operation of the buildings. This portion of the process identified assets and deficiencies. The physical conditions of the buildings were assessed, as well as the way in which the building's design affects staff operations. A physical condition review of the buildings is performed to determine maintenance issues, safety and code concerns, and review how conditions affect building system operations and energy costs.

The assessments are intended to provide an indication of capital maintenance requirements, potential code and regulatory required upgrades, and other building conditions which should be considered as part of the facility's general upkeep as well as part of any building project. The study does not address potential environmental issues such as asbestos or deconstructive testing for unseen conditions. The facility assessments are not intended to be exhaustive, but rather to assess and highlight the major building deficiencies in four major categories:

1. Functional accommodations
2. Safety / security of staff and visitors
3. Code related deficiencies
4. Capital maintenance / building envelope

## II. Facility Assessment

### B. FACILITY ASSESSMENT REPORT

A brief summary of the existing conditions and deficiencies identified within each facility follows.

- B.1. Utility and Sign Shop
- B.2. Vehicle Storage
- B.3. Fleet Maintenance and Shops
- B.4. Salt Storage Building
- B.5. Administration Trailer
- B.6. Site
- B.7. Fuel Island
- B.8. Police Impound



Existing Site Conditions

## II. Facility Assessment

### B.1. UTILITY AND SIGN SHOP

The utility and sign shop building was built in the early to mid 1970's and is approximately 5,000 sf. It consists of a pre-engineered metal building with metal wall panels and roof. The exterior wall has approximately a 8 ft high concrete masonry unit base course.

The following photographs and captions summarize our findings:



Figure B.1.2: No code-required exit door



Figure B.1.3: Overhead door opening infilled with metal panel and wood studs



Figure B.1.1: Overall view of Utility and Sign Shop Building



Figure B.1.4: Overhead door jamb damaged and rusting

## II. Facility Assessment



Figure B.I.5: Damaged / torn insulation and vapor barrier



Figure B.I.8: Soil erosion at perimeter of building suggests evidence of gutters overflowing



Figure B.I.6: Damaged metal gutter at overhead door



Figure B.I.9: Hollow metal door and frame rusting and signs of moisture damage at masonry wall along grade



Figure B.I.7: Depressed asphalt at door threshold causing ponding and drainage issues



Figure B.I.10: Hollow metal door and frame rusting

## II. Facility Assessment



Figure B.1.11: Storage shelving placed too close together for safe access



Figure B.1.14: Evidence of roof leaks in sign shop area



Figure B.1.12: Exit door has deadbolt with thumb-turn which is not allowed by code



Figure B.1.15: Restroom is not handicap accessible



Figure B.1.13: Sign shop is not handicap accessible

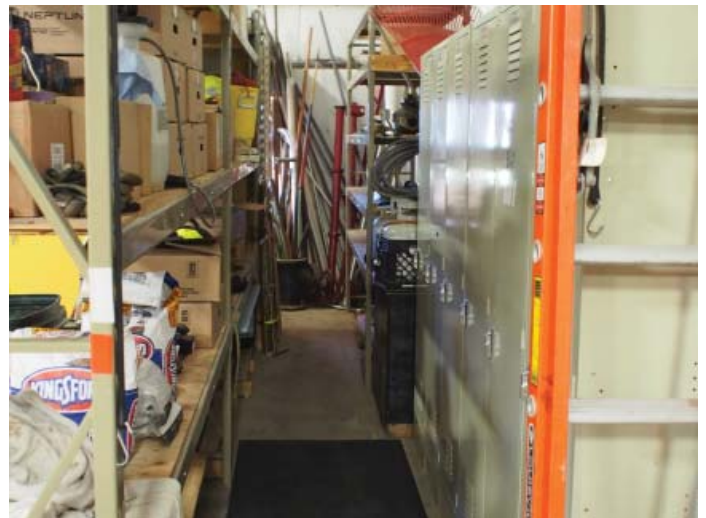


Figure B.1.16: Staff lockers are not handicap accessible

## II. Facility Assessment

### B.2 VEHICLE STORAGE

The Vehicle Storage building consists of a pre-engineered metal structure with insulated metal wall panels. The building is 13,228 sf and was built in the mid 1970's to early 1980's. An addition to the West end of the building was constructed similarly, the year of the addition is unknown.

The following photographs and captions summarize our findings:



Figure B.2.2: Hollow metal door and frame on South facade is rusting



Figure B.2.3: Northwest exit door is stuck in closed position, does not meet code



Figure B.2.1: Overall view of Cold Storage Building



Figure B.2.4: Building lacks floor drains in main storage area creating slip hazards from wet vehicles

## II. Facility Assessment



Figure B.2.5: Condensate drain is located high on the wall causing rust stains on South facade



Figure B.2.8: Steel structure is showing evidence a failing finish and rusting



Figure B.2.6: Insulation and vapor barrier is damaged



Figure B.2.9: Settling of concrete apron at North overhead door has necessitated asphalt patching



Figure B.2.7: Exit door is locked with deadbolt, does not meet code



Figure B.2.10: Exterior metal panel cladding is damaged at North facade

## II. Facility Assessment

### B.3 FLEET MAINTENANCE AND SHOPS

The Fleet Storage and Maintenance Building is a concrete masonry block building with precast double T's for the roof structure. The building is 12,258 sf and was built in the mid 1970's to early 1980's.

The following photographs and captions summarize our findings:

- Existing restroom is not handicap accessible
- Exit doors are being locked using thumb-turn style deadbolt which does not meet code



Figure B.3.2: Exterior masonry jambs have been repaired at overhead door but lack proper sealing/finishing



Figure B.3.3: Exterior hollow metal doors and frames are rusting



Figure B.3.1: Overall view of Fleet Storage Building



Figure B.3.4: Concrete apron at overhead doors is cracking and spalled

## II. Facility Assessment



Figure B.3.5: Cracks are visible in exterior masonry walls on North and South facades



Figure B.3.8: Moisture damage is visible at base of masonry wall, exterior finish is failing and chipping off



Figure B.3.6: Vertical cracks are visible in masonry pilaster at West facade

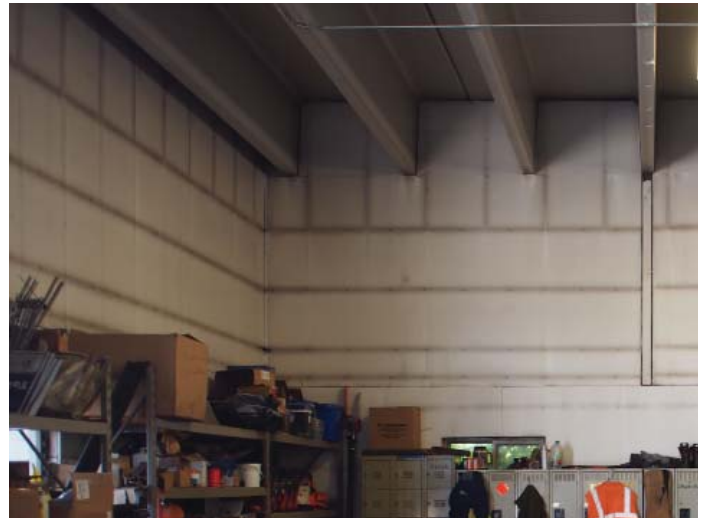


Figure B.3.9: Evidence of thermal bridging throughout the building as dirt has accumulated at areas of condensation aligning with the studs



Figure B.3.7: Downspouts have eroded soil at base of wall/foundation causing potential drainage issues



Figure B.3.10: Staff lockers are not handicap accessible and are located in main storage area

## II. Facility Assessment



Figure B.3.11: Concrete slab on grade is heavily worn, spalling and cracking

## II. Facility Assessment

### B.4 SALT STORAGE BUILDING

The salt storage building consists of a fabric roof structure supported by aluminum space frame set on round concrete foundation posts. The salt is kept from spilling out by precast concrete walls cantilevered up from the ground. The salt storage building covers 6,000 sf and was built in 2006. The building is in good shape and could be relocated if necessary.

The following photographs and captions summarize our findings:



Figure B.4.2: Precast wall panels and concrete foundation piers along exterior wall are in good condition



Figure B.4.3: Aluminum space frame structure appears in good condition



Figure B.4.1: Overall view of Salt Storage Building



Figure B.4.4: Overall fabric roof structure is in good condition

## II. Facility Assessment

### B.5 ADMINISTRATION TRAILER

The Administration Trailer is a 10 year old double-wide temporary trailer of approximately 1,600 sf.

The following photographs and captions summarize our findings:



Figure B.5.2: Main entrance lacks signage directing to accessible entrance



Figure B.5.3: Ceiling is starting to sag and separate at seam of trailer



Figure B.5.1: Overall view of Administration Trailer



Figure B.5.4: Exterior cladding is showing age and needs to be painted

## II. Facility Assessment



Figure B.5.5: Hole in floor is covered with sheet metal



Figure B.5.8: Office space is insufficient for staff needs



Figure B.5.6: Areas of missing VCT floor finish



Figure B.5.9: Staff lockers are not handicap accessible



Figure B.5.7: VCT floor finish shows extensive wear



Figure B.5.10: Supply and waste pipes at lavatory are not insulated

## II. Facility Assessment



Figure B.5.11: Mechanical systems are in good condition



Figure B.5.12: Electrical systems are adequate and in good condition

## II. Facility Assessment

### B.6 SITE

The current site encompasses two parcels separated by 142nd Avenue Northwest. The Northern parcel is 2.07 acres and is used for granular material storage along with the Utility and Sign Shops building located at the far North end. The southern parcel is 3.17 acres and contains the Administration Trailer, Fleet Storage Buildings and Salt Storage.

The following photographs and captions summarize our findings:



Figure B.6.3: On-site pavement has multiple cracks and has less than 10 years of useful service life remaining



Figure B.6.1: Aerial view of Public Works site



Figure B.6.4: Unpaved areas of site are in good condition with no signs of deep rutting



Figure B.6.2: Major streets around the site are in good condition



Figure B.6.5: Granular storage areas do not meet current EPA standards for cover

## II. Facility Assessment



Figure B.6.6: Granular material storage bins are in good condition



Figure B.6.7: Yard storage is located throughout the grounds

## II. Facility Assessment

### B.7 FUEL ISLAND

The fuel island consists of two above-ground storage tanks for on-road and off-road diesel fuel. The tanks appear to be in good condition but the metering technology is dated.

The following photographs and captions summarize our findings:



Figure B.7.1: Above ground fuel storage tank

### B.8 POLICE IMPOUND LOT

The police impound lot adjacent to Fleet Storage had no security cameras and insufficiently tall fences to prevent people from breaking into the vehicles, thus it has been temporarily moved to another location.



Figure B.8.1: Police Impound Lot

END OF SECTION

# III. Operational and Functional Observations

## A. INTRODUCTION

The space needs analysis and the site walk through provided an opportunity for the study team to assess the functionality and operational efficiency of the complex. The following represent observations from the site visit and pursuant space needs evaluation. The following is divided by building/site area and includes observed positive features and operational/functional deficiencies.

## B. OBSERVATIONS

### I. Administration/Personnel Areas

The entirety of the administrative and personnel areas is located in a trailer near the entrance to the site. The building houses offices, break room and crew areas.

#### Positive Features

- None

#### Operational Deficiencies

- Space inadequate for functions required on site.
- Building does not house all personnel.

### 2. Fleet Maintenance and Shops Building

The Fleet Maintenance and Shops building houses the Streets, Parks and Fleet Maintenance operations. It is configured as a drive through building with a large overhead door on each end and a central circulation aisle. Shop spaces are located on both sides of the aisle with Streets and Park shops, materials storage and vehicle storage located at the entry end of the building and Fleet Maintenance located on one side of the aisle at the exit end of the building.

#### Positive Features

- None

#### Operational/Functional Deficiencies

- Shops and storage areas are poorly defined and are not segregated from areas that generate vehicle exhaust fumes.
- The Fleet Maintenance area is insufficient for the fleet size.
- The current wash location is behind the vehicle repair bays which causes the bays to be blocked and water to flow into the bays.
- There is no efficient drainage system in the building
- The building clear height is not sufficient for lifting large vehicles.
- There are no personnel support areas in the building.

### 3. Utilities Shops Building

The Utilities Operation and Sign Operation are located in a separate building located remotely on the site. The building houses the offices and personnel areas for the Utilities Crew, Utilities shops and storage, Utilities vehicle storage, Utilities material storage and the Sign Shop operation.

#### Positive Features

- None

#### Operational/Functional Deficiencies

- The remoteness of the building reduces the ability for good communication between Utilities staff and other Public Works groups.
- The work spaces are inadequate to support the department's needs. Currently, six staff are working out of an space designed for roughly two individuals.
- The Sign production area is located on the second floor of the space with limited access.
- Storage of vehicles in shops creates exhaust/ventilation issues.
- Limited room for efficient storage of vehicles and equipment; vehicles require stacking causing operational inefficiency. and building does not fit all required equipment.

### 4. Vehicle Storage Building

The Vehicle Storage building consists of a two bay structure with overhead doors on each end of two circulation aisles. The building is used for vehicle and material storage.

#### Positive Features

- The building has sufficient clear heights for most activities.
- The building includes substantial square footage that has capability for use as storage or possibly use for another function.
- The building is heated.

#### Operational/Functional Deficiencies

- The structural configuration of building does not lend itself to efficient use as vehicle storage.
- The space is lacks a drainage system for vehicle run-off.

### III. Operational and Functional Observations

#### 5. Salt Storage Building

The Salt Storage building is a fabric covered aluminum structure.

##### Positive Features

- The structure is sufficient for the amount of material stored.
- Circulation to and from the structure appears efficient, with ample maneuvering space for equipment.

##### Operational/Functional Deficiencies

- The structure is located adjacent to a wetlands area and runoff must be carefully controlled.

#### 6. Exterior Material Storage

The site contains storage areas for a variety of materials and vehicles/equipment. These include stockpiles of granular materials, waste construction materials, construction materials, police impound and public works equipment and equipment implements.

##### Positive Features

- Sufficient space for storage of all assessed needs.

##### Operational/Functional Deficiencies

- Lack of site constraint results in materials stored in non-uniform manner and location.
- Lack of site constraint results in continued storage of items no longer required.

#### 7. General Site Observations

The current site size and configuration limits the department's operational efficiency and opportunity for growth. The inefficient layout and shape of the site has facilitated the need to spread operational functions throughout the site creating increased site circulation and separation of functions. Site operational/functional deficiencies noted include the following.

- The road that bi-sects the site is virtually a public road with no separation from the Public Works yard and facility components.
- Site security is at a minimum/non-existent
- Employee and visitor parking is located in a manner forcing integration of private vehicle traffic with department vehicle traffic.
- Movement between buildings does not flow efficiently due to the location of the drive areas and entrances to the buildings.
- Building locations and elevations create inefficiencies in movement of materials and vehicles.
- There is no "front door" to the site.

- Public related activities (recycling, water sales) are located in areas of the site that force public vehicles deep into Public Works activities.
- Site size limits the ability to store large equipment. Equipment is typically stored off-site because of site constraints affecting operational efficiency.

END OF SECTION

## IV. Space Programming

### A. INTRODUCTION

The Space Program documentation is presented in two forms; Space Program Spreadsheets and Space Standards. The spreadsheets are summaries which identify personnel by position as well as support spaces necessary to accommodate **efficient operations of the department. The Space Standards are diagrammatic drawings of each space which include the equipment that can be accommodated within the space to meet function, building code and accessibility guidelines. The Space Standards are included in the appendix at the end of this report. Both parts together form “The Program”, a term used within the architectural industry to describe the inventory of all spaces to be accommodated in the future planning, budget definition and physical building design.**

#### Assumptions made in developing the program:

The development of the program is based on planning for a 15-20 year projected need. The projection of the program for a 15-20 year time-frame is within a reasonable range to accurately project future needs. It is important to note, however, that as time passes, particularly if funding for a project is not immediately available or a capital campaign will be in process over the next few years, the original program should be reviewed, refined and re-assessed to keep up with changing growth patterns and refined time frame. These considerations will affect the size and costs of future facility projects.

#### How to read the Program Summaries:

Each space required for the department is listed along with the area required for those spaces. The usable Square footage of a facility includes all areas that are within the interior walls of each individual function. If a facility was planned according to only the net number, the building would be too small to accommodate all functions listed. The reason for this is that space is consumed by components of the building including columns, structure, thickness of walls, plumbing and mechanical shafts, efficiency of the circulation or corridor system and other areas that cannot be easily projected at this phase of the project. To accommodate space for those functions, we have provided a CIRCULATION FACTOR of an additional 20 to 35% of the Net area to be dedicated toward these uses. Generally speaking, buildings that require greater circulation, wide public waiting areas, or large public interface functions require larger efficiency factors. A factor of 35% is reasonable for this project type but could be considered conservative, depending upon the amount of open circulation space desired. The final row, TOTAL PROPOSED / USABLE SF

is the number that should be used in the planning and space allocation for each department.

#### Summary of the Program Requirements:

Each summary spread sheet gives a snapshot of each of the current areas, the space they currently reside within and the projected space needed for future operations. The PERCENTAGE OF CHANGE columns calculate the amount of growth necessary to meet the future needs of the department, in comparison to the current space allocation, at each point in time. The calculation clearly indicates that the lack of required public works space.

#### Summary of Existing Space Deficiency

Department	2015 Current Space	2030 Projected Need	Space Deficiency	% of Change
Public Works	32,000 sf	66,205 sf	34,205 sf	106.9%

#### Analysis / Summary of Findings:

Public Works Findings:

The existing Public Works facility is currently located just east of the Municipal Complex on the south edge of the City limits.

- Current operational offices are in a temporary trailer that lacks required operational areas
- Lack of adequate storage area
- Lack of fleet space (equipment stored outside)
- Lack of adequate and appropriate fleet maintenance area
- Lacks meeting and break areas
- No staff locker area
- Lacking required office areas
- Lacks Maintenance bay areas
- Operational/functional relationships of areas is disjointed

\*\*\* See Appendix A for Space Standards \*\*\*

END OF SECTION

**City of Ramsey Department of Public Works**

Program of Space Needs

Space Description	Area	Dimension	Qty	Area	Remarks	Building Type		
						enclosed	covered	exterior
<b>ADMINISTRATION/PERSONNEL AREAS</b>								
Reception/Waiting	100		1	100		100	-	-
Public Works Superintendent	225		1	225		225	-	-
Parks and Asst PW Superintendent	168		1	168		168	-	-
Utilities Department Supervisor	168		1	168	includes SCADA workstation	168	-	-
Parks Lead Person	120		1	144		144	-	-
Streets Lead Person	120		1	144		144	-	-
Spare Office	120		1	144		144	-	-
Copy/Work Room	100		1	100		100	-	-
Streets Assembly Room	198		1	198	includes lockers	198	-	-
Parks Assembly Room	254		1	254	includes lockers	254	-	-
Utilities Assembly Room	152		1	152	includes lockers	152	-	-
Break Room/Training	525		1	525	includes kitchenette	525	-	-
Male Restroom/Shower	300		1	300		300	-	-
Female Restroom/Shower	120		1	120		120	-	-
Mud Room/Alcove	80		1	80	at employee entry	80	-	-
Mechanical Rooms	400		1	400		400	-	-
Electrical Rooms	350		1	350		350	-	-
LAN/IT Room	100		1	100		100	-	-
Fitness / Storage Room	750		1	750	current size of fire station	750	-	-
<i>Administration/Personnel Areas subtotal</i>						4,422	-	-
<i>circulation</i>						1,548	-	-
<b>ADMINISTRATION/PERSONNEL AREAS TOTAL</b>						<b>5,970</b>	-	-

**City of Ramsey Department of Public Works**  
Program of Space Needs

Space Description	Area	Dimension	Qty	Area	Remarks	Building Type		
						enclosed	covered	exterior
<b>VEHICLE MAINTENANCE FACILITY</b>								
<i>Administration/Personnel</i>								
Mechanic Office/Library	120		1	120		120	-	-
Male Restroom	80		1	80		80	-	-
Female Restroom	80		1	80		80	-	-
<i>Administration/Personnel Areas subtotal</i>				280		280	-	-
<i>circulation</i>	35%			98		98	-	-
<b>Administration/Personnel Total</b>				<b>378</b>		<b>378</b>	-	-
<i>Repair Bays</i>								
Truck Repair Bay		20 x 55	2	2,200		2,200	-	-
Auto Repair Bay		16 x 35	2	1,120		1,120	-	-
<i>Repair Bays subtotal</i>				3,320		3,320	-	-
<i>circulation</i>	20%			664		664	-	-
<b>Repair Bays Total</b>				<b>3,984</b>		<b>3,984</b>	-	-
<i>Shops/Support/Parts</i>								
Common Work Area	300		1	300	includes tire equip.	300	-	-
Lube/Compressor Room	500		1	500		500	-	-
Equipment Storage	300		1	300		300	-	-
Tool Crib	100		1	100		100	-	-
Tire Storage	300		1	300		300	-	-
Parts Storeroom	464		1	464		464	-	-
<i>Shops/Support/Parts subtotal</i>				1,964		1,964	-	-
<i>circulation</i>	20%			393		393	-	-
<b>Shops/Support/Parts Total</b>				<b>2,357</b>		<b>2,357</b>	-	-
<b>VEHICLE MAINTENANCE FACILITY TOTAL</b>						<b>6,719</b>	-	-

**City of Ramsey Department of Public Works**

Program of Space Needs

Space Description	Area	Dimension	Qty	Area	Remarks	Building Type		
						enclosed	covered	exterior
<b>PARKS SHOPS/STORAGE</b>								
General Shop	1,000		1	1,000		1,000	-	-
Tool Storage	200		1	200		200	-	-
Small Equipment Storage	200		1	200		200	-	-
Consumables Storage	200		1	200		200	-	-
Material Storage	-		1	-	See Cold Storage	-	-	-
<i>Parks Shops/Storage subtotal</i>				1,000		1,000	-	-
<i>circulation</i>	20%			200		200	-	-
<b>PARKS SHOPS/STORAGE TOTAL</b>				<b>1,200</b>		<b>1,200</b>	-	-
<b>STREETS SHOPS/STORAGE</b>								
Sign Design	400		1	400	conditioned	400	-	-
Sign Fabrication	500		1	500		500	-	-
Sign Storage	500		1	500		500	-	-
Carpentry Shop	1,000		1	1,000		1,000	-	-
Welding Shop		30 x 50	1	1,500	could be in VMF	1,500	-	-
General Shop	1,000		1	1,000		1,000	-	-
Tool Storage	200		1	200		200	-	-
Consumables Storage	200		1	200		200	-	-
Material Storage	-		1	-	see cold storage	-	-	-
<i>Streets Shops/Storage subtotal</i>				5,300		5,300	-	-
<i>circulation</i>	35%			1,855		1,855	-	-
<b>STREETS SHOPS/STORAGE TOTAL</b>				<b>7,155</b>		<b>7,155</b>	-	-
<b>UTILITIES SHOPS/STORAGE</b>								
General Shop	1,000		1	1,000		1,000	-	-
Parts Storage	300		1	300		300	-	-
Tool/Equipment Storage	200		1	200		200	-	-
Material Storage	-		1	-	See Cold Storage	-	-	-
<i>Utilities Shops/Storage subtotal</i>				1,500		1,500	-	-
<i>circulation</i>	35%			525		525	-	-
<b>UTILITIES SHOPS/STORAGE TOTAL</b>				<b>2,025</b>		<b>2,025</b>	-	-

**City of Ramsey Department of Public Works**

Program of Space Needs

Space Description	Area	Dimension	Qty	Area	Remarks	Building Type		
						enclosed	covered	exterior
<b>COLD STORAGE</b>								
Streets Materials	1,000		1	1,000		1,000	-	-
Utilities Materials	1,000		1	1,000		1,000	-	-
Parks Materials	1,000		1	1,000		1,000	-	-
Implements/Blades/etc	2,500		1	2,500	includes circulation	2,500	-	-
Shared Materials	2,000		1	2,000	barricades/cones/etc	2,000	-	-
Lumber Storage	400		1	400		400	-	-
Paving Materials - palletized	400		1	400		400	-	-
<i>Cold Storage subtotal</i>				8,300		8,300	-	-
<i>circulation</i>	20%			1,660		1,660	-	-
<b>COLD STORAGE TOTAL</b>				<b>9,960</b>		<b>9,960</b>	<b>-</b>	<b>-</b>
<b>YARD STORAGE</b>								
Truck Wash		20 x 50	2	2,000		2,000	-	-
Mower Blow Down		10 x 20	1	200		-	-	200
Antenna	40		1	40		-	-	40
Scrap Bins	200		4	800		-	-	800
Used Tire Storage	100		1	100		-	100	-
Salt Storage		70 x 100	1	7,000		-	7,000	-
Granular Material Storage		15 x 20	6	1,800		-	1,800	-
Granular Material Stockpiles		100 x 100	3	30,000		-	-	30,000
Material Storage	800		1	800	pipe, structures, etc	-	-	800
Generator		10 x 15	1	150		-	-	150
Fuel Island		14 x 30	2	840		-	840	-
Above Ground Fuel Storage	400		1	400		-	-	400
Recycling Center	43,560		1	43,560	containers near site entrance	-	-	43,560
Recycling Center Office/RR	140		1	140		140	-	-
Drying Bed		20 x 50	1	1,000		-	1,000	-
Impound Lot		10 x 20	20	4,000		-	4,000	-
<i>Yard Storage subtotal</i>				92,830		2,140	14,740	75,950
<i>circulation</i>	100%			92,830		2,140	14,740	75,950
<b>YARD STORAGE TOTAL</b>				<b>185,660</b>		<b>4,280</b>	<b>29,480</b>	<b>151,900</b>

**City of Ramsey Department of Public Works**

Program of Space Needs

Space Description	Area	Dimension	Qty	Area	Remarks	Building Type		
						enclosed	covered	exterior
<b>PARKING</b>								
Employee		10 x 20	50	10,000		-	-	10,000
Visitor		10 x 20	2	400		-	-	400
Accessible		15 x 20	2	600		-	-	600
Agency Vehicles								
Interior Conditioned								
X-Small Equipment		8 x 8	18	1,152		1,152	-	-
Small Equipment		10 x 20	33	6,600		6,600	-	-
Medium Equipment		12 x 30	15	5,400		5,400	-	-
Large Equipment		15 x 40	7	4,200		4,200	-	-
Covered								
X-Small Equipment		8 x 8	0	-		-	-	-
Small Equipment		10 x 20	0	-		-	-	-
Medium Equipment		12 x 30	0	-		-	-	-
Large Equipment		12 x 40	0	-		-	-	-
Exterior								
X-Small Equipment		8 x 8	0	-		-	-	-
Small Equipment		10 x 20	3	600		-	-	600
Medium Equipment		12 x 30	5	1,800		-	-	1,800
Large Equipment		12 x 40	0	-		-	-	-
Down/Ready Line								
Auto/Light Truck		10 x 20	4	800		-	-	800
Truck		12 x 40	1	480		-	-	480
		<i>Parking subtotal</i>		32,032		17,352	-	14,680
		<i>circulation - interior/heated storage</i>	75%	13,014		13,014	-	-
		<i>circulation - exterior storage</i>	100%	1,280		-	-	1,280
		<b>PARKING TOTAL</b>		<b>46,326</b>		<b>30,366</b>	<b>-</b>	<b>15,960</b>
<b>Site Subtotal</b>				<b>265,015</b>		<b>67,675</b>	<b>29,480</b>	<b>167,860</b>
Site Circulation, Setbacks				198,761				
Stormwater Management				43,560				
<b>SITE TOTAL</b>				<b>507,336</b>				
				11.65 acres				

Department	Job Title	Duties	No.	
			Full Time	Seasonal
<b>Administration</b>				
PW/Streets	PW Superintendent	Department Head	1	
Parks	Parks and Asst PW Superintendent	Park Dept Supervisor/Asst. PW Superintendent	1	
<b>Parks</b>				
Parks	Parks Lead Person	Parks Maintenance/Manage seasonal staff	1	
Parks	Parks Maintenance Worker	Park Maintenance	1	
Parks	Parks Maintenance Worker	Park Maintenance	1	
Parks	Parks Maintenance Worker	Park Maintenance	1	
Parks	Parks Maintenance Worker	Park Maintenance/Irrigation Maintenance	1	
Parks	Future		2	
Parks	Seasonal Staff	Park Maintenance		1
Parks	Seasonal Staff	Park Maintenance		1
Parks	Seasonal Staff	Park Maintenance		1
Parks	Seasonal Staff	Park Maintenance		1
Parks	Seasonal Staff	Park Maintenance		1
Parks	Seasonal Staff	Park Maintenance		1
Parks	Seasonal Staff	Park Maintenance		1
Parks	Seasonal Staff	Park Maintenance		1
Parks	Seasonal Staff	Park Maintenance		1
Parks	Seasonal Staff	Park Maintenance		1
Parks	Intern	Park Administration/Event Coordination	1	
<b>Streets</b>				
Streets	Streets Lead Person	Supervise streets projects/staff	1	
Streets	PW Maintenance Worker	Street Maintenance/Traffic Signs	1	
Streets	PW Maintenance Worker	Street Maintenance	1	
Streets	PW Maintenance Worker	Street Maintenance/Fleet Maintenance	1	
Streets	PW Mechanic	Fleet Maintenance	1	
Streets	PW Maintenance Worker	Street Maintenance	1	
Streets	PW Maintenance Worker	Street Maintenance	1	
Streets	Future		2	
Streets	Seasonal Staff	Street Maintenance		1
Streets	Seasonal Staff	Street Maintenance		1
Streets	Seasonal Staff	Street Maintenance		1
Snow/Ice	Seasonal Staff	Snow Removal		1
Snow/Ice	Seasonal Staff	Snow Removal		1
Snow/Ice	Seasonal Staff	Snow Removal		1
Snow/Ice	Seasonal Staff	Snow Removal		1
<b>Utilities</b>				
Utilities	Utilities Supervisor	Utilities Dept Supervisor	1	
Utilities	Utilities Maintenance Worker	Utility Maintenance	1	
Utilities	Utilities Maintenance Worker	Utility Maintenance	1	
Utilities	Utilities Maintenance Worker	Utility Maintenance	1	
Utilities	Future		2	
Utilities	Seasonal Staff	Utility Maintenance		1
Utilities	Seasonal Staff	Utility Maintenance		1
Totals			25	19

#	Year	Make	Description	Department	Location	EQUIVALENT	SIZE	LARGE	SMALL	Enclosed/Tempered				Covered				Exterior				Down/Ready			
										12X40	12X30	10X20	8X8	12X40	12X30	10X20	8X8	12X40	12X30	10X20	8X8	12X30	10X20		
301	2010	Ford	Crown Vic	Public Works	Public Works Shop	2.0	s	0	2				1												
303	2010	Ford	Crown Vic	Public Works	Public Works Shop	2.0	s	0	2				1												
316	2011	Ford	Crown Vic	Public Works	Public Works Shop	2.0	s	0	2				1												
317	2011	Ford	Crown Vic	Public Works	Public Works Shop	2.0	s	0	2				1												
318	2011	Ford	Crown Vic	Public Works	Public Works Shop	2.0	s	0	2				1												
321	2012	Chevy	Tahoe	Police	Police Department	1.5	s	0	1.5															1	
322	2012	Chevy	Caprice-Black	Police	Police Department	2.0	s	0	2																1
323	2012	Chevy	Caprice	Police	Police Department	2.0	s	0	2																1
328	2003	Haulin	Safety Trailer	Police	Police Department	0.5	s	0	0.5																1
331	2014	Chevy	Caprice	Police	Police Department	2.0	s	0	2																1
332	2013	Chevy	Tahoe 2WD	Police	Police Department	2.0	s	0	2																1
333	2013	Chevy	Tahoe 4WD	Police	Police Department	2.0	s	0	2																1
334	2013	Chevy	Malibu	Police	Police Department	2.0	s	0	2																1
339	2013	RC	Trailer	Police	Police Department	0.5	s	0	0.5																1
341	2014	Chevy	Caprice	Police	Police Department	2.0	s	0	2																1
342	2014	Chevy	Caprice	Police	Police Department	2.0	s	0	2																1
343	2015	Chevy	Tahoe	Police	Police Department	2.0	s	0	2																1
348	2004	Sled Bed	Trailer	Police	Police Department	0.5	s	0	0.5																1
351	2015	Ford	Explorer	Police	Police Department	2.0	s	0	2																1
352	2005	Ford	Taurus	Police	Municipal Center	2.0	s	0	2																1
353	2005	Ford	F150 Crew Cab	Police	Public Works Shop	1.5	s	0	1.5																1
362	2006	Ford	Crown Vic	Police	Public Works Shop	2.0	s	0	2																1
364	2006	Chevy	Impala	Police	Police Department	2.0	s	0	2																1
365	2006	Chevy	Impala	Police	Police Department	2.0	s	0	2																1
375	2007	Chevy	Impala	Police	Police Department	2.0	s	0	2																1
376	2007	Lincoln	MKZ	Police	Police Department	1.0	s	0	1																1
386	2008	Ford	Expedition	Police	Police Department	1.5	s	0	1.5																1
391	2009	Ford	Crown Vic	Police	Police Department	2.0	s	0	2																1
393	2009	Ford	Crown Vic	Police	Police Department	2.0	s	0	2																1
399	1999	Radar	Trailer	Police	Police Department	0.5	s	0	0.5																1
401	2005	Chevy	Colorado PU	Building Inspections	Municipal Center	1.5	s	0	1.5																1
402	2006	Chevy	1500 Ext Cab 4x4	Engineering	Public Works Shop	1.5	s	0	1.5																1
403	2005	Ford	Taurus	Admin	Municipal Center	0.5	s	0	0.5																1
404	2005	Ford	Taurus	Admin	Municipal Center	0.5	s	0	0.5																1
405	2006	Ford	Staff Car	General PW	Public Works Shop	1.0	s	0	1																1
409		Holder	Utility Tractor	Building Maintenance	Municipal Center	1.0	s	0	1																1
410	2012	Ford	Pick-up	Building Maintenance	Municipal Center	1.5	s	0	1.5																1
411	2015	GMC	Pick-up	Engineering	Public Works Shop	1.5	s	0	1.5																1
501	1994	Ford	LNT-8000 Tanker 2	Fire	Fire Station #2	3.0	l	3	0															1	
504	1989	Ford	F250 Grass 1	Fire	Fire Station #1	2.5	l	2.5	0																1
556	1999	HME	Engne 2	Fire	Fire Station #2	3.0	l	3	0																1
557	2000	Ford	F450 Rescue 1	Fire	Fire Station #1	2.5	l	2.5	0																1
558	2002	Ford	F150	Fire	Off Site	1.5	s	0	1.5																1
559	2004	Ford	F550 Crew Rescue 2	Fire	Fire Station #2	2.5	l	2.5	0																1
560	2003	Spartan	General Aerial	Fire	Fire Station #2	2.5	l	2.5	0																1
561			SCBA Trailer	Fire	Fire Station #1	1.0	s	0	1																1
562	2003	Ford	F350 Grass 2	Fire	Fire Station #2	2.5	l	2.5	0																1
563	2005	Ford	F150 4x4 PU	Fire	Off Site	1.5	s	0	1.5																1
564	2008	Ford	Expedition Chief	Fire	Off site	1.5	s	0	1.5																1
565	2008	Spartan	Fire Engine 21	Fire	Fire Station #2	3.0	l	3	0																1
566	2011	Ford	F150	Fire	Off Site	1.5	s	0	1.5																1
567	2014	Rosenbauer	Tanker	Fire	Fire Station #2	3.0	l	3	0																1
603	1999	John Deere	Motor Grader	Streets	Public Works Shop	3.0	l	3	0																1
607	1998	Felling	Trailer	Streets	Public Works Shop	0.5	s	0	0.5																1
612	1984	Elgin	3 Wheel Sweeper	Storm Water	Public Works Shop	0.5	l	0.5	0																1
613		Spaulding	Asphalt Trailer	Streets	Public Works Shop	0.5	s	0	0.5																1
619	1991	Brush Bandit	Brush Chipper	Parks	Public Works Shop	0.5	s	0	0.5																1
621		Roll-Pac	Steel Drum Compactor	Streets	Public Works Shop	0.5	s	0	0.5																1
622	1998	Kawasaki	Utility Vehicle	Parks	Public Works Shop	0.5	s	0	0.5																1
628	1998	John Deere	Mower	General PW	Public Works Shop	0.5	s	0	0.5																1
632	1999	Sterling	Single Axle Plow Truck	Streets	Public Works Shop	2.5	l	2.5	0																1
634	2001	Case	Tractor Backhoe	Storm Water	Public Works Shop	2.0	l	2	0																1
635	2001	John Deere	Mower	General PW	Public Works Shop	0.5	s	0	0.5																1
636	2002	Sterling	Single Axle Plow Truck	Streets	Public Works Shop	2.5	l	2.5	0																1
637	2002	Chevrolet	Pick-up	Streets	Public Works Shop	1.5	s	0	1.5																1
638	2003	Chevrolet	Pick-up	Parks	Public Works Shop	1.5	s	0	1.5																1
639	2003	Kawasaki	Utility Vehicle	Parks	Public Works Shop	1.5	l	1.5	0																1
640	2003	Ford	Pick-up	Streets	Public Works Shop	1.5	l	1.5	0																1
641	1995	Chevrolet	Pick-up	Parks	Public Works Shop	1.5	s	0	1.5																1
642	2004	Elgin	3 Wheel Sweeper	Storm Water	Public Works Shop	2.5	l	2.5	0																1
644	2004	International	Single Axle Plow Truck	Streets	Public Works Shop	2.5	l	2.5	0																1
645	2004	Bobcat	Tool cat	Parks	Public Works Shop	1.5	s	0	1.5																1
648	2006	Bison	Trailer	Parks	Public Works Shop	0.5	s	0	0.5																1
650	1989		Trailer	Parks	Public Works Shop	0.5	s	0	0.5																1
651	2005	Chevrolet	Pick-up	Utility	Public Works Shop	1.5	s	0	1.5																1
652	2005	Chevrolet	1-Ton	Utility	Public Works Shop	2.0	l	2	0																1
653	2006	Ford	Pick-up	Parks	Public Works Shop	1.5	s	0	1.5																1
654	2006	Ford	Pick-up	Parks	Public Works Shop	1.5	s	0	1.5																1
655	2006	Trackless	Utility Tractor	Snow	Public Works Shop	0.5	s	0	0.5																1
659	2006	Exmark	Mower	Parks	Public Works Shop	0.5	s	0	0.5																1
660	2003	Gilcrest	Self Propelled Paver	Streets	Public Works Shop	1.5	s	0	1.5																1
661	2007	Stone	Steel Drum Compactor	Streets	Public Works Shop	0.5	s	0	0.5																1
662	2006	Sterling	Tandem Axle Plow Truck	Streets	Public Works Shop	3.0	l	3	0																1



## V. Facility Comparisons

### A. INTRODUCTION

This section of the report provides a comparative analysis between the characteristics of the Ramsey Public Works facilities and the characteristics of the same departments in other comparable Minnesota municipalities. A comparative analysis of other municipalities, if used as a checks-and-balances comparison to the developed space program, can provide a quick snap-shot of the overall range of facilities that meet relatively similar requirements. The selection of comparable cities is primarily established based on population. Therefore it should be noted that variables in staffing, area of the city and age of existing facilities can create a range in the facilities. We do not utilize a facility comparison as the only means of projected space needs and a direct comparison is never truly possible, as no two cities are identical, the process can identify irregularities and areas to consider or reconsider or can confirm the projected program numbers, providing validity to the developed program.

One item to be particularly aware of when comparing similar city's facilities is to recognize that these figures may not represent current planning that is underway to expand those facilities. The asterisks and key notes, noted at the bottom of each analysis, provide further information to qualify the information provided in the spreadsheet. Projected or in-process expansion is an indicator of current space deficiencies, particularly important in weighing the relevance of their current facilities sizes to those projected for the City of Ramsey. The total of the comparative studies are averaged for ease of quick review, however each municipality's characteristics should be reviewed individually to best understand how their facility size (with projected expansion, if indicated) supports the population, and then compared with the projected numbers for the Ramsey's facilities.

### B. COMPARATIVE ANALYSIS METHODOLOGY

The methodology for identifying the municipalities to be considered for the analysis consists of collecting a variety of information. BKV Group researched and identified a few municipalities, or "sister-cities", that seem to be similar in nature, size or community demographics from which to base the comparisons. In our analysis, a range of near-metro and out-state municipalities was used to provide a broad cross-section of comparative information. Other criteria used to select comparison information included geographic location along a major highway system or major transportation corridor.

The cities in this comparison were identified and ranked by municipality with a population range of 16,000 to 40,000. The

population differentiation is an important designation, as it often correlates with the facility size, number of employees it is supporting, and square footage per capita of residents served. However, the size of a municipal public works facility can vary greatly from one to another depending on the types of services provided and the geographic size of the area serviced.

### C. ANALYSIS / SUMMARY OF FINDINGS

Comparison of Existing Facility:

The comparative analysis for the public works facility indicates that the City of Ramsey's Public Work's facility is similar to the comparable municipalities' facilities. A major factor in considering the usefulness of a public works facility is the efficiency of the layout and movement of vehicles and materials. The layout of the existing facility creates inefficiency in operation flow, segregating personnel and provides marginal fleet maintenance and storage. Overall, the facility is greatly undersized when compared to similar municipalities.

Projections:

When comparing Ramsey's projections for the 2030 timeframe, the projected facility size is within the range of other municipalities in the area. The projected requirements for the Ramsey Public Works facility is primarily based on providing adequate vehicle storage, service bays and proper staff support space.

In the comparison below 15 Minnesota cities are listed ranging in population from 16,500 to 39,000. With public works facilities that range in size from 44,900 square feet to 111,679 square feet, with the average facility being more in the 66,000 square feet range. As a snap shot Ramsey's existing public works facilities totals at approximately 32,000 square feet which is well below the current public works standards. The programmed area based on the size and operations of the City of Ramsey is 66,205 square feet, which is in line with current area requirements for public works operations.

## V. Facility Comparisons

### Public Works - Space Comparison

Municipality	Population (2013)	Municipality Area (sq m.)	Site Size (acres)	Facility Size (gsf) <sup>1</sup>	Notes
Red Wing	16,513	41.19	8.03	57,310	
Willmar	19,680	15.95	16.96	68,600	
Northfield	20,581	8.61	10.82	52,400	
Golden Valley	20,845	10.55	1.68	54,400	
Farmington	22,167	14.94	6.76	44,970	
Crystal	22,588	5.88	5.30	63,000	Built in 2015, \$12.8M
Elk River	23,447	43.82	17.47	83,244	Fleet 44,144 sf, Mechanics 13,300 sf, Shops 18,400 sf, Office 7,400 sf
Prior Lake	24,408	18.33	11.40	48,453	
Chanhassen	24,432	22.88	7.52	85,250	
White Bear Lake	24,555	8.66	4.23	55,259	
Austin	24,763	10.84	14.04	68,960	
Savage	28,639	16.45	14.51	66,600	29,000 sf addition in 2012
Andover	31,709	34.83	14.99	111,679	Size reflects 2015 needs assessment, current size is 68,680 sf
Cottage Grove	35,339	37.48	11.27	63,922	
Shakopee	39,167	29.32	12.52	69,000	
<b>Average</b>	<b>25,256</b>	<b>21.32</b>	<b>10.50</b>	<b>66,203</b>	

Ramsey (Existing)	24,935	29.79	7.74	32,000	
(Proposed GSF)			11.59	66,205	

General Notes:

1. Facility size does not include area for granular storage buildings.

END OF SECTION

## VI. Master Planning Concept Options

### A. INTRODUCTION

This portion of the study is the next step after the completion of the assessment of the existing facilities, operational analysis and space programming. This process involves the planning team and the City discussing all possible options to address operational space, as detailed in the program analysis, that will address the long term requirements of the City's Public Works department. Site options consider a variety of selection criteria such as: existing infrastructure locations, expansion capabilities, staff access, parking, zoning, easements, public access to a recycling center, existing and anticipated roadway improvements, etc. And while not a driver for study, the team did assess each plan and pros and cons associated with possible overall area development. The potential options were reviewed with the City planning team to assure that all viable options are being considered.

### Concept Plan Development

The concept plans and the site master plan options were developed based upon achieving the identified priorities, goals and common vision of the city and public works department. The four concept planning options identified some core planning principals:

1. Provide adequate and appropriate building / operational area required for the Public Works Department
2. Provide adequate and appropriate site area and circulation needed for public works equipment & operations
3. Allow for future expansion
4. Create site layouts that promote operational efficiency
5. Separate public and public works traffic flow and access

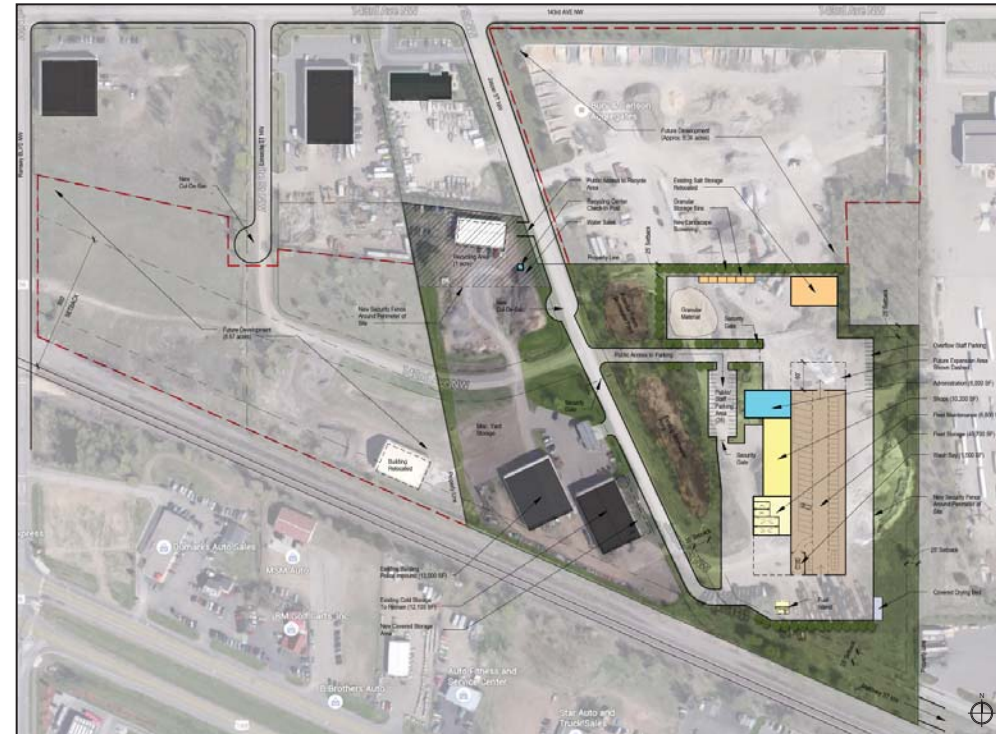
The following is a summary of the four options developed:

- **Option A** – construct a new public works operations east of Jasper and utilize some existing structures for storage.
- **Option B** - construct an entirely new public works facility east of Jasper.
- **Option C** – construct a new public works operations east of Jasper and utilize some existing structures for storage.
- **Option D** - construct a new public works operations on the west side of Jasper and utilize some existing structures for storage.

END OF SECTION

### Option A

Preferred Options



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

### Option B



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

### Option C

Additional Options Studied



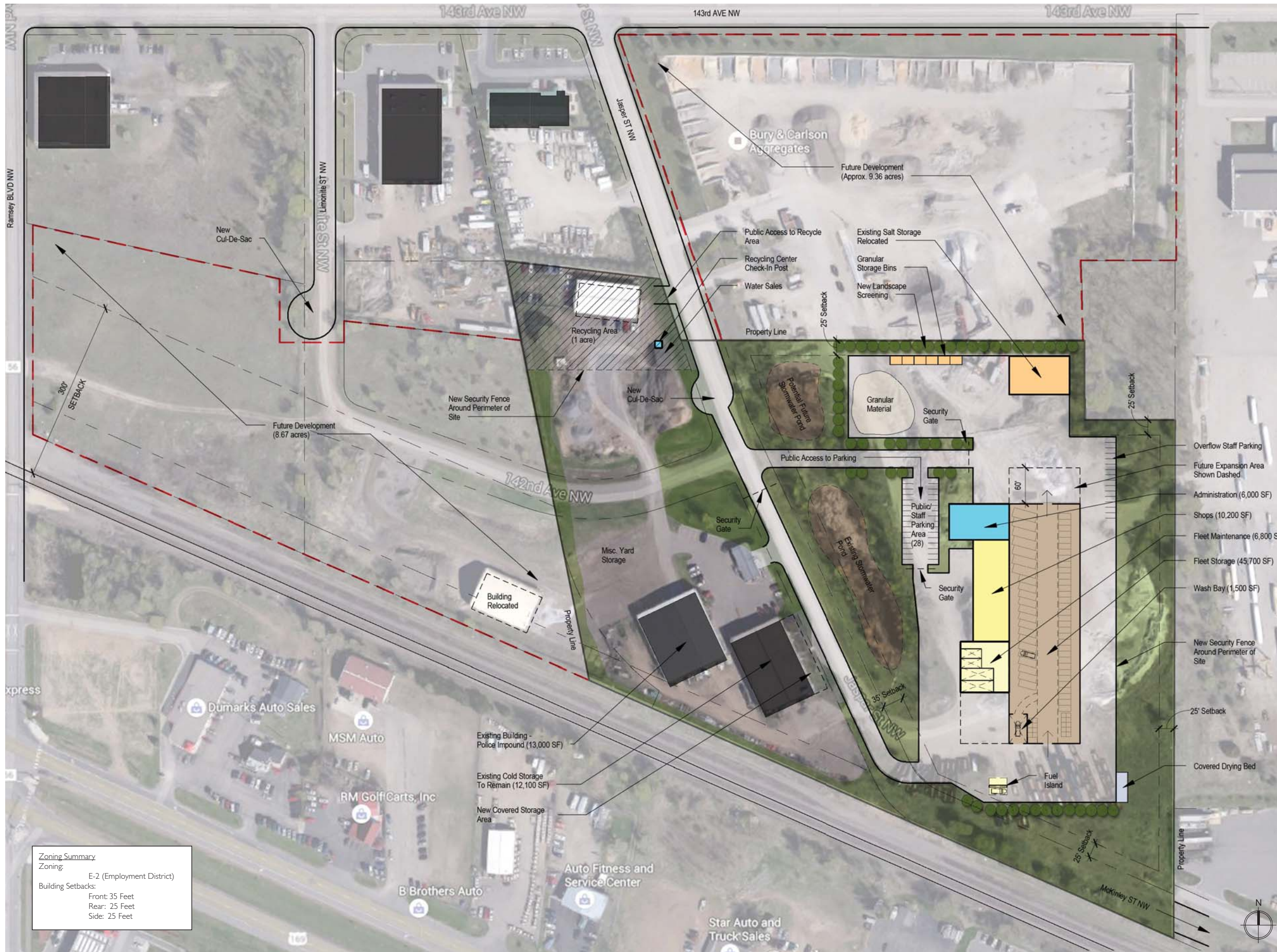
Total Site Area: 13.62 acres  
Total Developable Area: 19.80 acres

### Option D



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

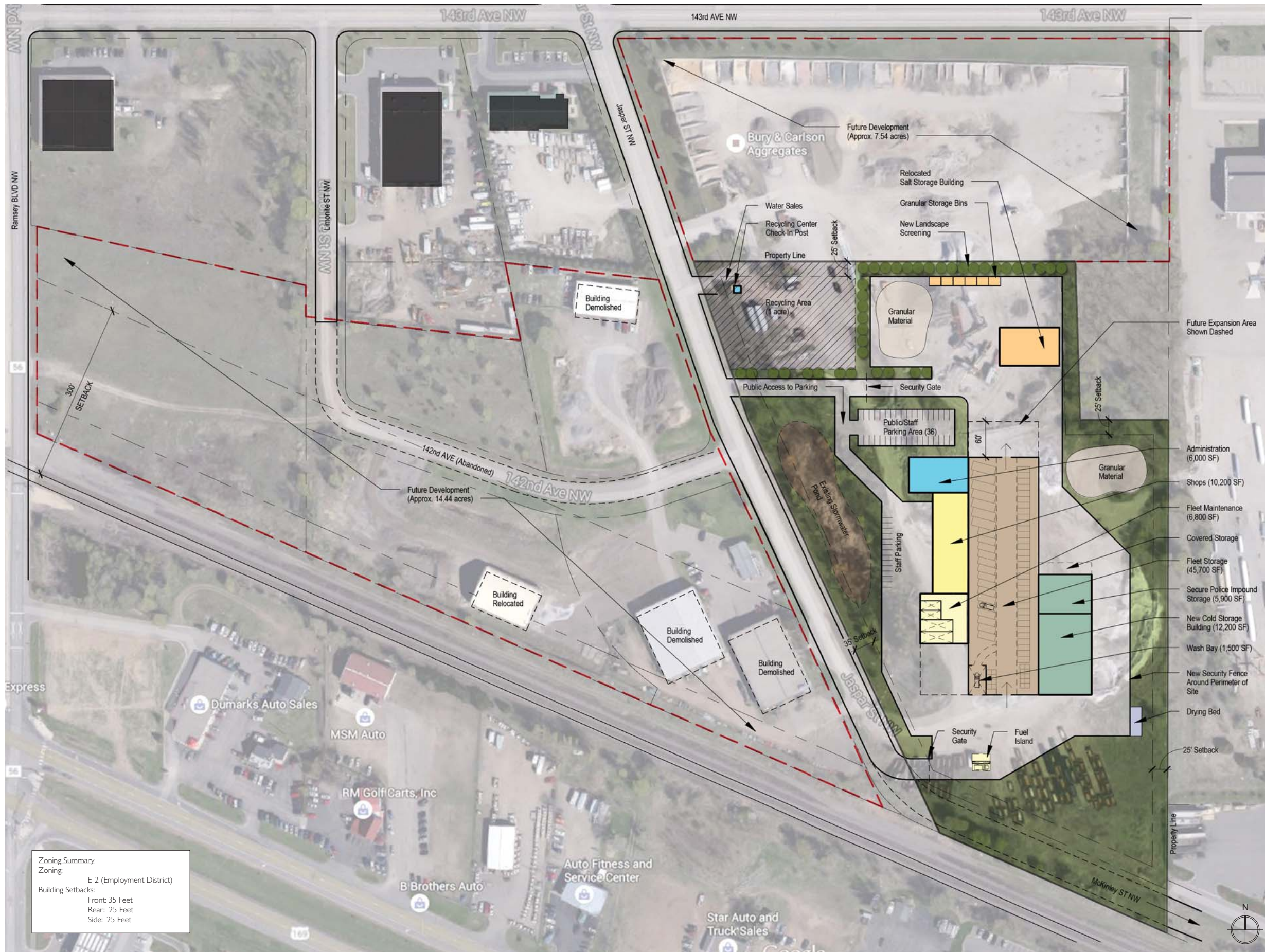
**DRAFT**



- 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

Option A  
15.50 acres

**DRAFT**



**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

Option B  
 11.40 acres

**DRAFT**

## VII. Project Cost Estimates

### A. INTRODUCTION

This section of the report looks at the cost associated with each of the master plan options. These estimates are general in nature at this early stage of planning. However the estimated cost are based on historic cost for public works construction in our region.

There are a number of possible project aspects that can affect the cost of a project, such as:

- Poor soil conditions
- Contaminated soil conditions from previous uses
- Level of ground water is high
- Restrictive development standards
- Higher requirement for sustainability such as LEED

In general the square foot cost shown in the following estimates represent the mean range that we would anticipate for construction to occur in 2016. The construction industry is currently indicating anticipated inflation higher than what has occurred over the past 5 years. While there are many factors that can effect bidding climates , it is anticipated that yearly escalation cost will be in the 4% to 6% range. In the last year we have seen a dramatic spike in construction cost as we came out of the recession. For this reason we would suggest that the City move ahead with project planning this upcoming year with the goal to start construction in spring of 2017.

The estimated cost for each of the 4 options with inflation added are as follows:

#### Option A

- Construction \$12,467,621
- Soft Cost Estimate \$1,500,000
- **Estimated 2017 Total Project Cost \$13,967,621**

#### Option B

- Construction \$13,278,825
- Soft Cost Estimate = \$1,500,000
- **Estimated 2017 Total Project Cost \$14,778,825**

#### Option C

- Construction \$12,412,496
- Soft Cost Estimate = \$1,500,000
- **Estimated 2017 Total Project Cost \$13,912,496**

#### Option D

- Construction \$12,247,121
- Soft Cost Estimate = \$1,500,000
- **Estimated 2017 Total Project Cost \$13,747,121**

The difference between the high and low estimated is \$1,031,704. Since all concept plans are based on providing the same amount of building area the primary differences in the cost are based on:

1. Reuse or new of existing cold storage buildings
2. Relocation of the existing salt storage shed
3. Amount of site development required

# VII. Project Cost Estimates

## Site Option A:

### A. Construction Estimate:

- 1. 6,000 SF Office Building at \$250 / SF = \$1,500,000
- 2. 10,200 SF Shop Space at \$180 / SF = \$1,836,000
- 3. 6,800 SF Fleet Maintenance at \$200 / SF = \$1,360,000
- 4. 45,700 SF Fleet Storage at \$125 / SF = \$5,712,500
- 5. Remodel Cold Storage Buildings = \$250,000
- 6. New Fueling Island with above ground tanks = \$200,000
- 7. Move Salt Storage = \$50,000
- 8. Demolition, Fence and Site Development = \$400,000
- 9. Design & Construction contingency at 5% = \$565,425

---

**Construction Estimate = \$11,873,925**

### B. Soft Cost Estimate (Typically Include):

- 1. A/E Fees
- 2. Legal Counsel Review
- 3. Reimbursable Expenses
- 4. Geotechnical Report
- 5. Data / Telecom Wiring
- 6. A/V Systems for Training Room
- 7. Survey
- 8. CM / Project Management Fees
- 9. FF&E (Furniture, Fixtures and equipment)
- 10. SAC (sewer connection fees through Met Council)
- 11. WAC (water connection fees)
- 12. Bond costs
- 13. Plan review fee
- 14. Bid Advertising
- 15. Special Testing (construction)
- 16. Bid document printing
- 17. Builders Risk Insurance
- 18. General Project Contingency

---

**Soft Cost Estimate = \$1,400,000**

**Estimated Total Project Cost for 2016 = \$13,273,925**

This estimate is based on 2016 construction values.

Based on construction occurring in 2017 cost should be adjusted by 5% to allow for anticipated inflation.

**Inflated Construction Estimate for 2017 = \$11,873,925 x 5% = \$12,467,621**  
**Soft Cost Estimate = \$1,500,000**

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**Estimated 2017 Total Project Cost \$13,967,621**

# VII. Project Cost Estimates

## Site Option B:

### A. Construction Estimate:

- 1. 6,000 SF Office Building at \$250 / SF = \$1,500,000
- 2. 10,200 SF Shop Space at \$180 / SF = \$1,836,000
- 3. 6,800 SF Fleet Maintenance at \$200 / SF = \$1,360,000
- 4. 45,700 SF Fleet Storage at \$125 / SF = \$5,712,500
- 5. 18,100 SF Cold Storage Building at \$60 / SF = \$1,086,000
- 6. New Fueling Island with above ground tanks = \$200,000
- 7. Move Salt Storage = \$50,000
- 8. Demolition, Fence and Site Development = \$300,000
- 9. Design & Construction contingency at 5% = \$602,000

---

**Construction Estimate = \$12,646,500**

### B. Soft Cost Estimate (Typically Include):

- 1. A/E Fees
- 2. Legal Counsel Review
- 3. Reimbursable Expenses
- 4. Geotechnical Report
- 5. Data / Telecom Wiring
- 6. A/V Systems for Training Room
- 7. Survey
- 8. CM / Project Management Fees
- 9. FF&E (Furniture, Fixtures and equipment)
- 10. SAC (sewer connection fees through Met Council)
- 11. WAC (water connection fees)
- 12. Bond costs
- 13. Plan review fee
- 14. Bid Advertising
- 15. Special Testing (construction)
- 16. Bid document printing
- 17. Builders Risk Insurance
- 18. General Project Contingency

---

**Soft Cost Estimate = \$1,400,000**

**Estimated Total Project Cost for 2016 = \$14,046,500**

This estimate is based on 2016 construction values.

Based on construction occurring in 2017 cost should be adjusted by 5% to allow for anticipated inflation.

**Inflated Construction Estimate for 2017 = \$12,646,500 x 5% = \$13,278,825**  
**Soft Cost Estimate = \$1,500,000**

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**Estimated 2017 Total Project Cost \$14,778,825**

## VII. Project Cost Estimates

### Site Option C:

#### A. Construction Estimate:

1. 6,000 SF Office Building at \$250 / SF = \$1,500,000
2. 10,200 SF Shop Space at \$180 / SF = \$1,836,000
3. 6,800 SF Fleet Maintenance at \$200 / SF = \$1,360,000
4. 45,700 SF Fleet Storage at \$125 / SF = \$5,712,500
5. Remodel Cold Storage Buildings = \$250,000
6. New Fueling Island with above ground tanks = \$200,000
7. Move Salt Storage = \$50,000
8. Demolition, Fence and Site Development = \$350,000
9. Design & Construction contingency at 5% = \$562,925

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**Construction Estimate = \$11,821,425**

#### B. Soft Cost Estimate (Typically Include):

1. A/E Fees
2. Legal Counsel Review
3. Reimbursable Expenses
4. Geotechnical Report
5. Data / Telecom Wiring
6. A/V Systems for Training Room
7. Survey
8. CM / Project Management Fees
9. FF&E (Furniture, Fixtures and equipment)
10. SAC (sewer connection fees through Met Council)
11. WAC (water connection fees)
12. Bond costs
13. Plan review fee
14. Bid Advertising
15. Special Testing (construction)
16. Bid document printing
17. Builders Risk Insurance
18. General Project Contingency

---

**Soft Cost Estimate = \$1,400,000**

**Estimated Total Project Cost for 2016 = \$13,221,425**

This estimate is based on 2016 construction values.

Based on construction occurring in 2017 cost should be adjusted by 5% to allow for anticipated inflation.

**Inflated Construction Estimate for 2017 = \$11,821,425 x 5% = \$12,412,496**

**Soft Cost Estimate = \$1,500,000**

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**Estimated 2017 Total Project Cost \$13,912,496**

## VII. Project Cost Estimates

### Site Option D:

#### A. Construction Estimate:

1. 6,000 SF Office Building at \$250 / SF = \$1,500,000
2. 10,200 SF Shop Space at \$180 / SF = \$1,836,000
3. 6,800 SF Fleet Maintenance at \$200 / SF = \$1,360,000
4. 45,700 SF Fleet Storage at \$125 / SF = \$5,712,500
5. Remodel Cold Storage Buildings = \$250,000
6. New Fueling Island with above ground tanks = \$200,000
7. Demolition, Fence and Site Development = \$250,000
8. Design & Construction contingency at 5% = \$555,425

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**Construction Estimate = \$11,663,925**

#### B. Soft Cost Estimate (Typically Include):

1. A/E Fees
2. Legal Counsel Review
3. Reimbursable Expenses
4. Geotechnical Report
5. Data / Telecom Wiring
6. A/V Systems for Training Room
7. Survey
8. CM / Project Management Fees
9. FF&E (Furniture, Fixtures and equipment)
10. SAC (sewer connection fees through Met Council)
11. WAC (water connection fees)
12. Bond costs
13. Plan review fee
14. Bid Advertising
15. Special Testing (construction)
16. Bid document printing
17. Builders Risk Insurance
18. General Project Contingency

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**Soft Cost Estimate = \$1,400,000**

**Estimated Total Project Cost for 2016 = \$13,063,925**

This estimate is based on 2016 construction values.

Based on construction occurring in 2017 cost should be adjusted by 5% to allow for anticipated inflation.

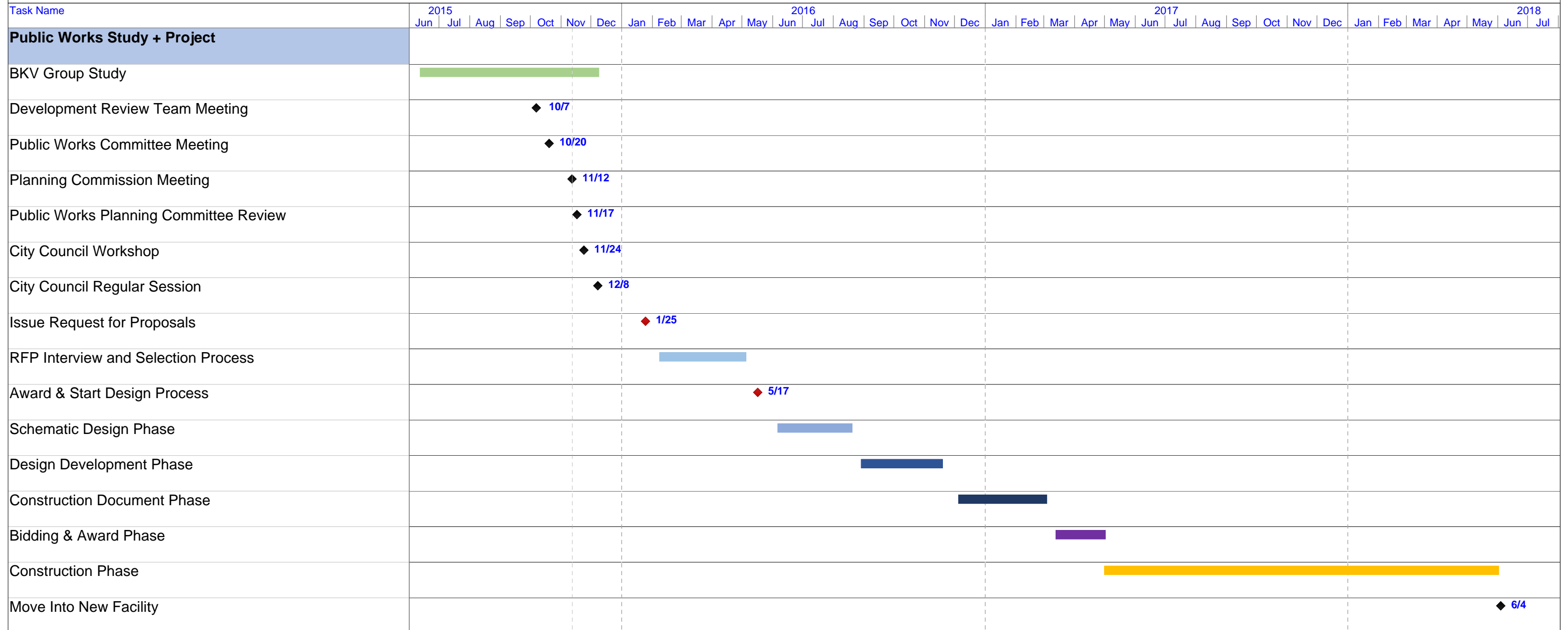
**Inflated Construction Estimate for 2017 = \$11,663,925 x 5% = \$12,247,121**  
**Soft Cost Estimate = \$1,500,000**

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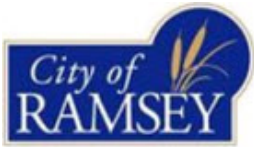
**Estimated 2017 Total Project Cost \$13,747,121**

END OF SECTION

**City of Ramsey  
Public Works Study  
Proposed Project Implementation Schedule**  
November 12, 2015



Task	[Solid Grey Bar]	Project Summary	[Dashed Grey Bar]	Inactive Summary	[Dotted Grey Bar]	Manual Summary	◆	External Milestone	[Solid Teal Bar]
Split	[Dotted Blue Bar]	External Tasks	[Solid Grey Bar]	Manual Task	◇	Start-only	[Solid Red Bar]	Progress	[Solid Black Bar]
Milestone	◆	External Milestone	◆	Duration-only	[Dotted Teal Bar]	Finish-only	[Solid Black Bar]	Deadline	↓
Summary	[Solid Black Bar]	Inactive Milestone	[Solid White Bar]	Manual Summary Rollup	◆	External Tasks	◇		



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

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**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

06/04/2015 10:56 AM

06/04/2015 03:24 PM

Started On: 06/03/2015 04:57 PM

# Ramsey Public Works Campus

## PROCESS/PROJECT OUTLINE

Estimated Cost: \$13M-\$15M (11/12/2015)

### **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**

***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**

***2017/2018***

***\$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**

***2018/2019***

***\$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

### **5. 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.