

City of Ramsey
Agenda
Public Works Committee
Tuesday, January 16, 2018
5:30 pm
Lake Itasca Room, 7550 Sunwood Drive NW

- 1. Call to Order**
- 2. Citizen Input**
- 3. Approve Agenda**
- 4. Approve Minutes**
 1. Approve Public Works Committee Meeting Minutes.
- 5. Committee Business**
 1. North Commons Neighborhood Trail or Street Link at Zeolite Street
 2. Recommend Authorization for Civil Engineering Planning Services for Highway 10 Planning Effort
 3. Provide City Council Recommendation for 2018 Crackseal and Sealcoat Improvements, Improvement Project #18-04
 4. Provide City Council Recommendation for Metropolitan Council Water Efficiency Potential Project
 5. Provide City Council Recommendation for MnDOT Delegated Contracting Process Agreement #1029992
- 6. Committee/Staff Input**
 1. Staff Updates on Improvement Projects and Items of Interest
 2. Review Future Topics Calendar
- 7. Adjournment**

Public Works Committee

4. 1.

Meeting Date: 01/16/2018

Submitted For: Grant Riemer, Engineering/Public Works

By: MaryJo Warner, Engineering/Public Works

Title:

Approve Public Works Committee Meeting Minutes.

Purpose/Background:

To review and approve the Public Works Committee meeting minutes dated November 21, 2017.

Timeframe:

5 minutes.

Observations/Alternatives:

n/a

Funding Source:

n/a

Recommendation:

Action:

Motion to approve Public Works Committee meeting minutes dated November 21, 2017.

Attachments

Minutes

Form Review

Inbox	Reviewed By	Date
Grant Riemer	Grant Riemer	01/11/2018 02:54 PM
Kurt Ulrich	Kurt Ulrich	01/11/2018 03:45 PM
Form Started By: MaryJo Warner		Started On: 01/11/2018 02:41 PM
Final Approval Date: 01/11/2018		

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

The Public Works Committee conducted a regular meeting on Tuesday, November 21, 2017, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Chris Riley
 Councilmember Jill Johns
 Councilmember Melody Shryock (arrived at 6:00 p.m.)

Also Present: Public Works Superintendent Grant Riemer
 City Engineer Bruce Westby
 Parks and Assistant Public Works Superintendent Mark Riverblood
 Assistant to the City Administrator Patrick Brama

1. CALL TO ORDER

Chairperson Riley called the regular meeting of the Public Works Committee to order at 5:35 p.m.

2. CITIZEN INPUT

There was none.

3. APPROVE AGENDA

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

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

4. APPROVE MINUTES

4.01: Approve September 19, 2017, Meeting Minutes

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

Regular Meeting Minutes dated September 19, 2017

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

5. COMMITTEE BUSINESS

5.01: Consider Recommending City Council Approval of Pedestrian Trail Easement Vacation on Lot 6, Block 3, Wildlife Sanctuary Third Addition

City Engineer Westby referenced the staff report and explained the purpose of this case is to consider recommending City Council approval to vacate the pedestrian trail easement on Lot 6, Block 3, Wildlife Sanctuary Third Addition. City Engineer Westby reviewed the background and past actions involving this case, noting it is the intent of the City to maintain this pedestrian trail easement with the hope of extending the trail through the easement to connect to existing and future neighborhoods north and west of the subject property. He displayed a map of the dedicated pedestrian trail easement, noting the original alignment, and stated it was thought it would serve the area to the south and west.

City Engineer Westby explained that since the pedestrian trail easement agreement was executed, a private party purchased the large property to the north, which was owned by the State of Minnesota and is largely undevelopable due to numerous wetlands and low-lying areas. Staff projects that a trail connection is now much less likely to make a regional trail connection at this point.

City Engineer Westby stated the property owners are requesting the City vacate this pedestrian trail easement as they were concerned with one pedestrian wanting to use it for hunting purposes, which made them uncomfortable. He stated staff looked at an alternate trail route and developed a trail map.

Parks and Assistant Public Works Superintendent Riverblood stated this situation is an example of everyone intending to do the right thing but then a series of errors and omissions occurred. He explained when the trail was paved through the side yard, it was coming in phases and another area had just received preliminary plat approval. The Master Park and Trail Plan identified this as potentially being a regional trail connection so the City asked for the easement for trail purposes as well as sanitary sewer trunk line. The developer paved the trail but only put an easement on one lot. If not vacated, the resident without the trail easement may ask the City to remove the trail from his private property. Parks and Assistant Public Works Superintendent Riverblood noted the Park and Recreation Commission unanimously recommended the Public Works Committee recommend vacation of the trail easement to the City Council. He pointed out the location of the lift station and sanitary sewer easement associated with the adjacent lot, which is already encumbered so the property owner could grant an additional layer of use as another alternate. However, staff does not recommend pursuing that option as it would be premature.

City Engineer Westby stated staff supports this vacation request and has identified an alternative pedestrian trail connection route should future conditions align to warrant exploring a trail connection from the Wildlife Sanctuary subdivision to the north and/or west. He pointed out that if the easement is vacated, the underlying platted drainage and utility easement would still exist. The City Council will consider this on November 28, 2017 and if approved for vacation, the cost to do so would be with the City.

Chairperson Riley asked if part of the trail is paved so that is why it appears to be a trail.

City Engineer Westby stated that is correct and displayed a picture of the current condition.

Chairperson Riley asked if the City having a trail easement gives the public the right to use it.

City Engineer Westby stated that is correct and the trail currently extends about 20 feet from the sidewalk. He explained the resident has said they don't want the trail pavement removed as it can be used to access the sanitary sewer.

Councilmember Johns asked about the other access three doors to the east and if that would be used instead if this one is vacated.

City Engineer Westby used a site map to again point out the location of the trail under discussion and the alternate route/second access to the lift station that could be used for access.

Chairperson Riley stated he is always concerned with giving up something the City already has, because in the future there may be a question as to why this would be given up.

City Engineer Westby stated in this case, the trail is partly on private property and the other property owner said they would never allow a paved easement on their property.

Parks and Assistant Public Works Superintendent Riverblood stated he appreciates advocacy for trails but to that point, the City would be giving up half of a trail easement.

Councilmember Johns stated she also hates for the City to give up something, even if it is only 20 feet paved, noting the easement goes to the end of the property line even if only half is paved.

City Engineer Westby stated that is correct and it is open to all pedestrians but not motorized vehicles.

Chairperson Riley noted that is different in being a pedestrian easement instead of a drainage easement.

City Engineer Westby concurred.

Councilmember Johns stated this is park dedication so the City is actually giving something up with noting in return, which makes her reluctant to vacate.

City Engineer Westby stated another route would be to place further restrictions on use of the easement until a connection is made.

Chairperson Riley stated if the path is removed, then it is no longer inviting but the City could maintain the easement for potential use in the future. Then people would not presume they could walk between the two houses. He stated if the City wanted this, they would pay for it. He

suggested if the resident wants it vacated, then maybe the City should ask what they would be willing to pay for it.

Public Works Superintendent Riemer noted the location of a potential future utility connection.

Parks and Assistant Public Works Superintendent Riverblood stated he does not know that the City gave park dedication for this easement but typically when getting this kind of easement, the City knew it would have value for the sanitary sewer so it may be the City called attention to the need for the trail easement. He noted there would be a cost to remove the trail, if that was desired.

Councilmember Johns asked if the resident wants to keep the bituminous.

City Engineer Westby stated the resident is not asking to remove the bituminous but the reason to remove it is to keep pedestrians from accessing the private property behind them. He stated since there were issues and the Police Department was called, it has not again been a problem.

Councilmember Johns asked if the Park and Recreation Commission prefers the other alternative. She noted it would result in getting low ground for high ground, which is not a good exchange.

Parks and Assistant Public Works Superintendent Riverblood stated the Park and Recreation Commission did not have the background and did not get into that level of detail but did understand it was half an easement so they supported vacating it. He asked if removal of the blacktop back to the sidewalk would be just as good to them. Or, the easement could be vacated and when a new person buys the home, they may want the blacktop removed so one alternative may be whether removing the blacktop but not vacating would be acceptable.

Motion by Chairperson Riley, seconded by Councilmember Johns, to recommend that the City Council not vacate the pedestrian trail easement on Lot 6, Block 3, Wildlife Sanctuary Third Addition, but talk with the resident about removing the blacktop with the resident responsible for restoration.

Motion carried. Voting Yes: Chairperson Riley and Councilmember Johns. Voting No: None. Absent: Councilmember Shryock.

Councilmember Shryock arrived at 6:00 p.m.

5.02: Consider Request for Additional Stop Signs at the Intersection of 163rd Avenue / Marble Street

Public Works Superintendent Riemer reviewed the staff report and explained staff has received a petition signed by 17 residents requesting additional stop signs at the intersection of 163rd Avenue and Marble Street. Currently, there are stop signs on the Marble Street portions of the intersection. The requested action would change this intersection to an all stop condition. He

explained the reasons given for the additional stop signs are excessive speed and poor visibility at the intersection when traveling westbound on 163rd Avenue.

Public Works Superintendent Riemer reviewed the traffic counts for the area, noting the traffic counts and accident history do not meet warrants to change this to a 4-way stop condition. With regard to the issue of poor visibility, staff would recommend cutting back vegetation in the northwest corner of the intersection. Public Works Superintendent Riemer stated the Police Department collected speed data on 163rd Avenue on two separate days that showed a range from 8-50 mph with the 85-percentile being 40.84 mph.

Public Works Superintendent Riemer stated staff recommends not installing additional stop signs at this intersection based on the low traffic counts and accident history not relating to the intersection.

Katie Savior, 7165 163rd Avenue NW, stated she has two small children and there are other children in the neighborhood. She understands there may not be a vehicle accident at the intersection but there are no sidewalks in this neighborhood so children use the street. Ms. Savior stated she has to be extra careful when backing out of the driveway because people are speeding in this neighborhood at 40 mph. She asked the Public Works Committee to reconsider staff's recommendation, citing the City's neighborhoods are becoming younger and she is more concerned with the people than a vehicle accident. She stated in the past, stop signs were installed on Marble Street instead of the 163rd Avenue, which she believed was an error. She felt it was a blind intersection when coming over the hill so drivers don't see people in the streets or bicycles.

Laura Hedlund, 16159 Marble Street NW, stated her agreement with Ms. Savior's comments.

Chairperson Riley stated the City does periodically get stop sign requests and every single time, criteria show it is not warranted.

Ms. Savior said she understands that and asked what else can be done, noting there is not one single stop sign in this entire neighborhood. She stated by the time people are by her house, they are traveling at 40 mph and there are no speed limit or yield signs along that route. She felt a stop sign was the most logical and asked what can be done to help this neighborhood.

Chairperson Riley asked, since the stop sign criteria is not met, what else can be done beyond the Police Department enforcing the speed limit.

Public Works Superintendent Riemer stated that is usually what is tried first.

Ms. Savior felt that would only help for several days and asked how someone would feel about their kid on a bicycle being hit at 50 mph.

Councilmember Johns confirmed the traffic count is higher on 163rd Avenue.

Ms. Hedlund stated another resident petitioned for the stop signs 30 years ago when her kids were young but the stop signs were put on Marble Street, the wrong street.

Ms. Savior stated 163rd Avenue is the through street so it carries more traffic.

Public Works Superintendent Riemer stated the City has found 'Watch for Children' signs are not effective because it should be assumed that drivers are aware they are in a neighborhood.

Parks and Assistant Public Works Superintendent Riverblood asked how many residential intersections are in the City.

Public Works Superintendent Riemer answered 867 residential intersections.

Councilmember Johns asked whether the stop signs can be moved to 163rd Avenue if they are in the wrong location.

Public Works Superintendent Riemer stated those stop signs should not be relocated as there are very few cars per day. He explained the behavior that develops when stop signs are placed in areas they are not needed.

Ms. Savior asked how many cars a day there are.

Chairperson Riley answered 200 and 173, which is why most stop signs in residential areas do not meet warrants and should not have been installed in the first place.

Public Works Superintendent Riemer stated the warrants require thousands of cars per day, so that is mostly on County roadways.

Ms. Savior asked about a speed limit sign or something to remind drivers since speed is an issue.

Public Works Superintendent Riemer stated there would be no harm to install that type of sign, which cost about \$200 per sign.

Councilmember Johns supported that option.

Chairperson Riley suggested speed limit signs in both directions as well as Police Department patrolling.

Motion by Councilmember Johns, seconded by Councilmember Shryock, to recommend that the City Council not install additional stop signs at this intersection based on the traffic counts and accident history, that speed limit signs be posted in both directions, and the Police Department continue to enforce the 30-mph speed limit in the area in an effort to reduce speeds on 163rd Avenue.

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

Public Works Superintendent Riemer stated staff will also cut back vegetation in the northwest corner of the intersection to increase visibility.

5.03: Consider Public Infrastructure Feasibility Study for The COR

Assistant to the City Administrator Brama reviewed the staff report and Bolton & Menk work order to provide concept level plans and a feasibility report for all remaining needed public infrastructure in The COR. This work order is consistent with the City of Ramsey EDA Work Plan, Tactic/Strategy #2, and approved by the EDA/City Council for the Inland Group/Affinity apartment project.

Assistant to the City Administrator Brama explained that Bolton & Menk has provide the City of Ramsey with similar services in the past for the new Ramsey Business Park and was selected at that time, through a competitive RFP process based on quality of services and competitive pricing. Staff is comfortable recommending Bolton & Menk for this work order based on their track record of helping staff successfully with similar projects, they are familiar with and have completed several recent projects in The COR, and are a Ramsey business.

Assistant to the City Administrator Brama stated the EDA supported moving this forward to the Public Works Committee. He noted this effort works in conjunction with the COR system plans parking ramp analysis, to assure it is ready to go from a redevelopment perspective. This would be one component as well as a concept plan for the Lake Ramsey area so the Park and Recreation Commission will be considering a separate work order from a landscape architect to complete concept level planning for the Lake Ramsey area and moving this work order forward will allow both studies (infrastructure and parks) to be completed at the same time, making them more cohesive and effective. He stated in December, the Council will see that Parks work order come forward along with this work order.

Councilmember Johns agreed it makes sense to do this.

Chairperson Riley stated at EDA, high-level planning was done before and this would fill in that plan with more detail.

Motion by Councilmember Johns, seconded by Councilmember Shryock, to recommend that the City Council authorize the Bolton & Menk work order, not to exceed \$25,384, to complete concept designs and feasibility reports for all remaining public infrastructure needed in The COR.

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

5.04: Consider Recommending City Council Approval of September 2017 Comprehensive Sanitary Sewer Study Update

City Engineer Westby reviewed the staff report and explained the purpose of this case is to consider recommending City Council approval of the September 2017 Comprehensive Sanitary Sewer Study Update. It was noted the 2012 Comprehensive Sanitary Sewer Study was prepared with the goal of meeting the City's infrastructure needs based on development projected within the City's 2030 Comprehensive plan. The 2017 Comprehensive Sanitary Sewer Study Update incorporates current population and land use projection, addresses impact on the City's sanitary sewer infrastructure due to development that has occurred in the last five years as well as currently proposed and projected development out to the year 2040 to be consistent with the 2040 Comprehensive Plan updates that are underway. City Engineer Westby referenced documents attached to the staff report, noting the cost difference to include the utilities infrastructure estimates and it will also address rate adjustments and a system to serve the entire City. He presented development rates as detailed in the staff report as well as key considerations.

Chairperson Riley noted that is a big change in project developments rates.

City Engineer Westby explained they considered the last four years of development and actual connections during that time, determining the average is 196 since the 2012 Study was completed. Also, high density was increased from 25% to 50%. He stated it is felt to be the most accurate at this time going forward.

Chairperson Riley stated he is not in a position to say it is wrong but it feels low to him considering all of the projects that are under discussion.

City Engineer Westby stated staff has been looking at areas left to be developed and a realistic projection. He agreed a lot of developments are under discussion, but noted that is not sustainable in the long term.

Councilmember Johns asked if the 167th node is the only separate area.

City Engineer Westby stated it is a high interest area and the City Council has discussed their desire to rejuvenate that area for development. In addition, staff fields a lot of calls from perspective developers about that area. City Engineer Westby completed presentation of the staff report, reviewing key considerations to serve the entire City with a sewer system, which brings in the issue of the 167th node. He explained staff is also requesting a recommendation on whether sanitary sewer infrastructure needed to serve the 167th node, and areas to the north and east, should be incorporated into the update, which will ensure that a properly designed and coordinated sanitary sewer system will be available for future development of the 167th node and areas to the north and east.

Chairperson Riley asked if it is a worthy goal to provide the ability for every property to connect.

City Engineer Westby stated that is the most fiscally responsible, noting septic system requirements are becoming more restrictive over time and looking ahead, there will be more pushback from the Department of Health and PCA to get people off well and septic. At this time, however, the Charter does not allow the City to compel connection. He stated it still makes

sense and is the most prudent to have plans in place to be able to serve all of the properties. City Engineer Westby presented cost projection assumptions as detailed in the staff report, CIP trunk improvement cost breakdown, and displayed a City map depicting sewer districts. City Engineer Westby stated it would be an extra charge to have the consultant attend, as that was beyond their scope of work. But, if desired, the consultant could be asked to attend the City Council meeting.

Chairperson Riley noted an area that is not included in this plan for sewer service and asked whether there are areas zoned MUSA even though it does not contain sewer and water.

City Engineer Westby explained that is the general intent, that at some point those areas would be served. He stated the difficulty is the City's Charter does not compel residents to use City sewer and water but a plan should be in place.

City Engineer Westby presented the 167th area node evaluation findings and explained how serving that area would impact service and fees as detailed in the staff report. He stated if not included, the cost would be \$8.3 million so it would increase connection fees by about 5%. City Engineer Westby stated it is included in the update now and staff supports recommending approval of the September 2017 Comprehensive Sanitary Sewer Study Update including the sanitary sewer infrastructure needed to serve the 167th node area.

Councilmember Johns asked why the City would create a plan that excludes one area, noting water is already installed and it impinges development to not have sewer.

Councilmember Shryock agreed noting the 167th node is a key area and including it will help fill out the area.

Chairperson Riley asked if not included, would it exclude that part of the City.

City Engineer Westby stated if excluded, developers would be required to fund and serve their own sites as development occurs.

Chairperson Riley stated the City would bring in a larger sized line but developers would just bring in a small line that serves only their site so there may not be capacity to extend it to the next development.

Assistant to the City Administrator Brama described how that had occurred with the Centex project.

Motion by Councilmember Johns, seconded by Councilmember Shryock, to recommend that the City Council approval of the September 2017 Comprehensive Sanitary Sewer Study Update including the sanitary sewer infrastructure needed to serve the 167th node area.

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

Assistant to the City Administrator Brama reported that Rum River Hills has come back to the table so cases will be presented on their development over the next several months. He explained if this node is not included, that project will not occur.

5.05: Consider Recommending City Council Approval of September 2017 Comprehensive Water System Study Update

City Engineer Westby referenced the staff report and explained the purpose of this case is to consider recommending City Council approval of the September 2017 Comprehensive Water System Study Update. He noted it is the same consideration as the previous case with updating projections. The 2012 Comprehensive Water System Study was prepared with the goal of meeting the City's infrastructure needs based on development projected within the City's 2030 Comprehensive Plan. The 2017 Comprehensive Water System Study Update incorporates current population and land use projects and addresses impacts on the City's water system infrastructure due to development that has occurred since 2012 as well as currently proposed and projected development out to the year 2040 to be consistent with the 2040 Comprehensive Plan Updates that are underway. He reviewed the Study revisions as detailed in the staff report and stated the City will probably receive requests for better water quality so a new treatment facility is included in the update at \$24 million. Also added are two new municipal wells of \$3 million and water tower #3 rehabilitation at \$2 million. City Engineer Westby displayed a table depicting population and water demand projections, CIP and trunk improvements in each of the six watermain loops, cost accounting, and map showing the trunk watermain loop system. City Engineer Westby stated staff recommends City Council approval of the September 2017 Comprehensive Water System Study Update.

Chairperson Riley asked whether the map shows the proposed buildouts in green and the dash lines already exist.

City Engineer Westby stated that is correct.

Councilmember Shryock asked if the extensions will fully service areas beyond them and into the northeast corner.

City Engineer Westby answered in the affirmative.

Councilmember Johns asked if the treatment facility would be a regionally shared system.

City Engineer Westby stated it would not and would only serve the City's ground water supply.

Chairperson Riley asked whether neighboring cities already have treatment facilities.

Public Works Superintendent Riemer stated Anoka has iron filters in their system but not a full treatment plant, Andover has a treatment plant, and a private company takes care of Elk River's water supply.

Chairperson Riley stated he gets the northern and western loops but loop #5 by the Boy Scout camp goes into an existing neighborhood.

City Engineer Westby stated that is a good question, noting it comes off the 12-inch line down Highway 47. He stated the intent is to make loop connections where they do not exist in the MUSA. He stated he will get clarification.

Chairperson Riley stated loop #3 that goes down Sunfish Lake Boulevard is already a loop.

City Engineer Westby stated it has been in the CIP for several decades but he is not sure what is driving it.

Councilmember Johns asked if relates to different watershed districts.

City Engineer Westby stated it may be a service area consideration but he is not sure why it is proposed so he will ask and get a response.

Public Works Superintendent Riemer stated it may be to close the loop and equalize the water pressure.

Councilmember Shryock stated with Brookfield and other areas, the City did not want a long dead-end loop but loops #4 and #5 are not connecting to anything right now. She asked why the City would create more stubs instead of creating loops and asked staff to assure more dead ends stubs are not created.

Chairperson Riley stated he finds this plan to be much better than the 2012 Plan that was already 'stale' when it was considered.

Motion by Councilmember Johns, seconded by Councilmember Shryock, to recommend that the City Council approve of the September 2017 Comprehensive Water System Study Update and ask staff to address the questions raised relating to dead end stubs.

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

5.06: Consider Recommending City Council Approval of Municipal State Aid Maintenance Allocation Reduction

City Engineer Westby reviewed the staff report and explained the purpose of this case is to consider recommending approval of reducing the City's Municipal State Aid (MSA) Maintenance allocation from 35% to 25%. He noted in 2017, the City's total MSA allocations were \$1.2 million, of which \$717,811 was allocated for construction and \$481,345 was allocated for maintenance activities. City Engineer Westby explained the City can request different maintenance allocations based on one of four options: \$1,500 per improved mile; 25% of the total allocation; 35% of the total allocation; or, a lump sum dollar amount which is greater than \$1,500 per improved mile but not more than 35%.

City Engineer Westby explained a Maintenance Expenditure Report must be completed by a MSA city if the city's maintenance request is greater than 25% of its total allocation, or the city's lump sum request is greater than 25% of its total allocation. If a city requests more than 25% as maintenance allocation, a Maintenance Expenditure Report must be completed and filed each year. He stated this report takes about 30 hours of staff time to create and in the end, it provides no benefit.

City Engineer Westby stated in 2007, Ramsey requested its maintenance allocation be increased to 35% and to avoid the need to complete expenditure reports each year, staff would like to reduce the City's maintenance allocation to 25% again. If approved, it would reduce the City's maintenance allocation for 2018 to roughly \$300,000, which would not have a negative impact on its street maintenance program. It was noted that each year, \$140,000 of the total allocation is transferred from the State Aid account to the General Fund to cover street maintenance activities, which is well below \$300,000. If approved, he would have to submit a request to reduce the allocation to 25% along with a City Council resolution.

Chairperson Riley asked why the percentage had been changed in the past.

City Engineer Westby stated in the past there were some funding issues and the City was not receiving enough funds for street maintenance so it was bumped to 35% to allocate more funds to maintenance.

Chairperson Riley asked staff to assure, when presenting to City Council, it is clearly explained so it does not appear to reduce funding towards maintenance.

Councilmember Johns stated it does not prohibit the City from having 26% or 27% in maintenance costs.

City Engineer Westby stated that is correct, noting the same allocation will be received.

Motion by Councilmember Shryock, seconded by Councilmember Johns, to recommend that the City Council approve reducing the City of Ramsey's MSA maintenance allocation from 35% to 25%.

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

5.07: Consider the Addition of Street Lights in our Industrial Area

Public Works Superintendent Riemer presented the staff report and explained the purpose of this case is to investigate the installation of additional street lights in the City's industrial areas. He explained staff received a complaint from a local business owner about vandalism who felt part of the cause was lack of adequate street lighting near his business. Staff inventoried street lighting in the industrial area and found it could be improved at several key intersections.

Public Works Superintendent Riemer displayed a map of the industrial area and pointed out areas of requested lights at the following intersections in the Spring of 2018: Ramsey Boulevard / 143rd Avenue; Jaspas Street / 143rd Avenue; Ebony Street / 143rd Avenue; Ebony Street / 141st Avenue; and, Azurite Street / 144th Avenue. If approved the \$29,000 will be from the Street Light Fund.

Chairperson Riley asked why the Jaspas Street installation is so much higher.

Public Works Superintendent Riemer stated it requires a longer bore from the transformer to the site and additional length of the service line.

Chairperson Riley asked why these lights have not been installed before.

Public Works Superintendent Riemer stated no one has asked for them and he was surprised the intersection with the County road had no street light. He stated these street lights are needed.

Motion by Councilmember Shryock, seconded by Councilmember Johns, to recommend that the City Council approve installation of priority street lights at the following intersections: Ramsey Boulevard / 143rd Avenue; Jaspas Street / 143rd Avenue; Ebony Street / 143rd Avenue; Ebony Street / 141st Avenue; and, Azurite Street / 144th Avenue.

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

6. COMMITTEE / STAFF INPUT

6.01: Staff Updates on Improvement Projects and Items of Interest

City Engineer Westby provided updates on the following City projects:

- Riverdale Drive extension/Traprock Street to Ramsey Boulevard
- Puma Street utilities extensions
- Potassium Street temporary cul-de-sac improvement
- The COR regional infiltration basin
- Bunker Lake Boulevard and Puma Street Improvements

Chairperson Riley asked for an update on the yellow flashers.

City Engineer Westby stated Bolton & Menk did the design and are working with the County on timing to bid those improvements. Once determined, the City Council will be asked for authorization to go out for bids.

Informational; no action required.

6.02: Review Future Topics Calendar

Councilmember Shryock stated residents have requested additional lighting in the Rivlyn Avenue area by Kings Island. In addition, parks are closed at 10:00 p.m. but some residents have to walk their pets and would like additional lighting in some park areas so they feel more comfortable.

City Engineer Westby asked if comments were received that people were against lighting.

Councilmember Shryock stated those comments were not made and lighting has been spotted downward but it may be an issue of frequency of lights or using different types of bulbs.

Chairperson Riley stated he has not heard a complaint but it is very bright at the Alpine and CR5 intersection.

Councilmember Johns asked if the non-lit street signs giving directions have to be so large.

Public Works Superintendent Riemer stated that size is required by the State.

City Engineer Westby explained the size of the signs are dictated by the speed of traffic.

Councilmember Shryock asked about the plans for Alpine and Sunfish.

City Engineer Westby stated they are on Anoka County's plan and they budget so much every year.

Chairperson Riley referenced a reconstruction project that was stopped and asked whether an additional project will be added next year. He also asked if it makes sense to start getting the news out earlier so the neighborhood has more time to react and get information. Then if a neighborhood objects to a project, an explanation can be offered.

Councilmember Shryock stated now residents are thinking only their street is being done and asked whether it could be addressed by neighborhood instead of individual street.

Public Works Superintendent Riemer explained that roads within a neighborhood sometimes are not constructed at the same time but, instead, block by block. In addition, not all the streets need to be done at the same time.

Councilmember Johns stated staff did a good job of explaining the situation and residents were told they can't come back for one year.

Public Works Superintendent Riemer stated the Charter says the residents can't bring the project back for one year.

City Engineer Westby stated he will get clarification on that Charter restriction. He stated right now, the City has Hakanson Anderson gathering survey information for the two projects approved so plans and specifications can be completed. Plus, there is a five-year Street and Overlay Program that is down to just a few streets. City Engineer Westby stated staff has looked

at options but need plans for the industrial development to the west to determine how streets can tie in. He noted it is difficult to get topographic information once it snows so it will probably be scheduled for later. He agreed with the benefit of presenting the information earlier so the City can get ahead of resident questions.

Councilmember Johns stated the City usually projects the cost a little higher than what it will be so maybe a history of actual charges could be presented.

City Engineer Westby stated he did present the Andre Street assessment figures to this neighborhood group and also explained how costs are estimated but this year, there has also been discussion about the impact on bituminous and concrete prices because of the demand resulting from the storms to the south.

Councilmember Shryock stated another issue raised was the need to address dirt roads and how to justify not paving those roads.

Public Works Superintendent Riemer stated in three to five years the City will need another road grader, at \$250,000 to \$300,000, to maintain 2.5 miles of gravel roads, so that issue will be raised then.

City Engineer Westby stated at public informational meetings, he wrestles with how much detail to go into relating to resident's rights to object. He stated he responds when asked but it is not part of the presentation.

Chairperson Riley stated that is the right approach. He referenced an article about Andover's reconstruction of large lots with assessments of \$6,900 so he felt Ramsey's costs were not out of line.

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 7:42 p.m.

Respectfully submitted,

Grant Riemer
Public Works Superintendent

Drafted by Carla Wirth
TimeSaver Off Site Secretarial, Inc.

Public Works Committee

5. 1.

Meeting Date: 01/16/2018

By: Mark Riverblood, Engineering/Public Works

Title:

North Commons Neighborhood Trail or Street Link at Zeolite Street

Purpose/Background:

The purpose of this case is to assess the Public Works Committee's opinion on the development of a short trail segment, linking an existing neighborhood to The COR west of North Commons. A location map is attached.

The Park And Recreation Commission did recommend that the trail concept be pursued.

The short trail link project, connecting the two neighborhoods near North Commons could advance for Council consideration in terms of a mailer for public notification. The project scope is not fully developed at this time. However, it is estimated that the cost may be less than \$30,000 for the bituminous trail, ADA pedestrian ramps, and trees with a naturalized pollinator landscape. The trail would connect neighborhoods, expand access to the playground and community gardens in North Commons, and allow more residents more access to The COR on foot or by bicycle.

Timeframe:

Less than 10 minutes are expected to be needed for staff to outline this proposal and its merits.

Observations/Alternatives:

Alternatives include doing nothing further at this time, or consider a street connection—staff is not recommending the latter.

Funding Source:

No funding is required at this time.

Recommendation:

Action:

Based upon discussion.

Attachments

proposed connection

Form Review

Inbox

Grant Riemer

Kurt Ulrich

Form Started By: Mark Riverblood

Final Approval Date: 01/11/2018

Reviewed By

Grant Riemer

Kurt Ulrich

Date

01/11/2018 04:42 PM

01/11/2018 04:49 PM

Started On: 01/05/2018 10:18 AM



Proposed Trail Between 149th Lane and 149th Avenue Within Zeolite Street Right-of-Way

Public Works Committee

5. 2.

Meeting Date: 01/16/2018

By: Tim Gladhill, Community Development

Title:

Recommend Authorization for Civil Engineering Planning Services for Highway 10 Planning Effort

Purpose/Background:

The purpose of this case is to consider recommending that the City Council authorize a Work Order with Bolton and Menk to perform planning and engineering services related to future Highway 10 design.

Staff is only seeking approval for Phase I (Project Justification, Concepts, Evaluation). Staff is not seeking approval for Phase II (Vision Refinement, Preliminary Design, Funding) at this time.

Staff has already completed three rounds of refining the scope. Staff has already scaled back on renderings/visualizations, public meetings, and communication assistance.

Timeframe:

30 - 45 minutes

Observations/Alternatives:

Scale and Magnitude

The project is a significant investment. The project covers a large geographic area consisting of multiple projects. The primary nodes are Sunfish Lake Boulevard, Ramsey Boulevard, and Alpine Drive with inter-connectivity through a series of frontage roads. The total capital costs of the improvements themselves are over \$70 million dollars. Although this is a significant investment, by not completing this step and attempting to proceed to Preliminary Design without this step would result in a cost to the City much higher than the current request.

Building on the Highway 10 Access Planning Study and Cost Savings

This planning and design effort builds upon the Highway 10 Access Planning Study performed by Bolton and Menk (same firm) on behalf of the Minnesota Department of Transportation (MnDOT) and Anoka County. That study helped frame the problem, identify issues, and chart out several alternatives. The City is not paying for costs already completed, so the previous study is seen as a costs-savings for this step.

Clear Vision

This planning effort, a precursor to Preliminary Design and Final Design, is important to establish a clear vision for the corridor. The previous Highway 10 Access Planning Study helped establish a broad vision and approach for the corridor with several options at each node. This step will now select preferred alternatives for frontage roads and interchanges. The Highway 10 Access Planning Study is a compilation of nearly twenty separate projects in Ramsey. This planning effort will take the vision from a series of disconnected alternatives into a single concise vision.

Accuracy

This planning step is more than simply drawing lines on a map. In order to add value to the process and begin implementing the Highway 10 Access Planning Study, additional accuracy is needed. The difference in accuracy could mean the difference between partial acquisition and full acquisition of property. Based on previous corridor

planning studies, the difference between partial acquisitions and full acquisitions is several million dollars. The City still does not have sufficient information to communicate accurate right-of-way needs without this step.

Stakeholder Impacts

There has been a high level of real and perceived uncertainty surrounding the vision for the corridor that has created increasingly high levels of frustration within the corridor. Due to previous planning efforts, certain land use controls were established (Official Map) that indicated need for full acquisition of parcels. The need for additional right-of-way for the new plan is greatly reduced. However, in order to remove areas from the Official Map that are no longer needed (without removing areas that are still needed), this planning step is required. This step should ease the ability for improvements and real estate transactions for those parcels not directly impacted by future Highway 10 improvements.

This provides an overlap to the City Council's Strategic Initiative to Clean Up the Image of Highway 10. It is hypothesized by observation and stakeholder feedback that many Property Owners are hesitant to significantly reinvest in properties without certainty on the future of Highway 10.

Right of Way Acquisition

The City has long utilized the Right-of-Way Acquisition Loan Fund (RALF) program to secure property for future Highway 10 improvements. Most recently, this program was utilized to purchase 6401 Highway 10 NW, the former Sunfish Lake Express Gas Station. However, the City will no longer be able to access these funds until this planning step is completed.

The City also cannot receive MnDOT Approved Layout without this step.

Funding

Without the deliverables above, especially clarity to the vision, the City will likely be unsuccessful in several funding requests, especially regarding grade-separated interchanges.

Public Engagement and Communication

The Work Order includes several opportunities to supplement City Staff in the area of engagement and communication. The Work Order contemplates a series of workshops at various scales. Please see the attached proposal for a more detailed listing. Additionally, the Work Order includes assistance in website and newsletter content to better communicate with the community.

Approximately \$50,000 could be removed from the Work Order by reducing the amount of public meetings and communication. However, Staff does not recommend this approach due to the complex nature and a perceived need to better communicate the vision of Highway 10 to the community. Staff still encounters a large cross-section of the community that is unaware of the existence of the Highway 10 Access Planning Study. Additionally, this is a significant theme of the Comprehensive Plan Update.

Proven Success

The general approach has a proven track record for success for the corridor. The City of Anoka completed a similar process over the past several years with Bolton and Menk. As a result, the City of Anoka has secured over \$30 Million for Highway 10 projects in Anoka.

Highway 10 Steering Committee

Staff recommends establishment of a Highway 10 Steering Committee, similar to that created for the Comprehensive Plan Update. This has been a successful tactic in creating a collaborative approach. The proposed structure would be a mix of Highway 10 Business Owners and Property Owners, members of the community at

large, and representatives from Ramsey Boards and Commissions. Staff believes this will improve the effectiveness of involvement and collaboration, where previous efforts have been less successful on this topic.

Resilient Communities Project (RCP) Implementation Strategies

The City has partnered with the University of Minnesota through its Resilient Communities Project (RCP). One of the projects RCP worked on was Highway 10 planning and outreach. Staff will share multiple ideas that could be good supplements to this effort.

Strategic Plan Initiative - Improve the Image of Highway 10

Staff will also use this structure to supplement a parallel planning effort focused on future land use and improvements to private properties. Staff has been directed by City Council to create a plan to improve the image of Highway 10. The two topics are interrelated and can occur parallel to each other to avoid duplication.

Alternatives

Alternative 1: Recommend that the City Council authorize the Work Order as presented.

Alternative 2: Recommend that the City Council authorize the Work Order with changes.

Alternative 3: Recommend that the City Council authorize a competitive Request for Proposals process to allow additional firms to propose a Work Order.

Alternative 4: Recommend that the City Council not proceed with the planning efforts for Highway 10.

Funding Source:

The funding source is the Public Improvements Revolving (PIR) Fund. The scope of work is \$499,955.

Recommendation:

Staff recommends proceeding forward with the Work Order. Bolton and Menk was the engineer for the Highway 10 Access Planning Study (study area = City of Anoka and City of Ramsey). There are a number of efficiencies of this firm proceeding forward with the work as opposed to bringing in a new firm.

Action:

Motion to recommend that the City Council authorize the Work Order with Bolton and Menk for Highway 10 Planning and Design Services in the amount of \$499,855.

Attachments

Proposal

Form Review

Inbox	Reviewed By	Date
Patrick Brama	Patrick Brama	01/11/2018 02:45 PM
Grant Riemer	Grant Riemer	01/11/2018 03:01 PM
Kurt Ulrich	Kurt Ulrich	01/11/2018 03:45 PM
Form Started By: Tim Gladhill		Started On: 01/11/2018 12:43 PM
Final Approval Date: 01/11/2018		



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December 15, 2017

Mr. Bruce Westby, P.E.
City Engineer
City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303

RE: Proposal for Highway 10 Corridor Improvements

Dear Mr. Westby:

The Highway 10 Corridor Improvements will develop a corridor vision fully supported by the City of Ramsey, Anoka County, and the Minnesota Department of Transportation. Bolton & Menk, Inc. will lead all agencies to a unified vision and a corresponding implementation plan that allows study partners to seek funding and construct improvements in a reasonable and responsible manner. We propose this work to be completed in two phases. We believe you will find outstanding value in our approach to this study for the following reasons:

Proven and Experienced Team - We have assembled a team of professionals who specialize in transportation planning. Angie Bersaw and I will lead the consultant team. We have developed dozens of right-sized corridor visions and have had tremendous success in funding those visions. Our work will build off the 2014 Highway 10 Access Planning Study which our team led. These past efforts will greatly benefit this study as there are many lessons learned and evaluation completed that we will bring to this effort.

Clear Understanding of Objectives - Our team will lead partners through problem identification, and development of goals, objectives, and a vision that enhances the Highway 10 corridor, while accommodating the regional function of the roadways. The final product will be a fully supported vision with an accompanying implementation plan providing the framework to achieve the vision in reasonable and responsible smaller projects that have independent utility.

Engaging Stakeholder Involvement - Systematic Development of Informed Consent (SDIC) is embraced by our team as it is crucial for a successful study. Many individuals on our team have received formal training in SDIC. You can expect a well-organized and engaging stakeholder involvement program that starts with active listening, informs stakeholders, gathers meaningful input, and shares why the corridor vision is reasonable and responsible.

Our team will study the entire alignment of Highway 10 through Ramsey including the supporting roadway network needs and railroad grade separations at Ramsey and Sunfish Lake Boulevard. In continued service to the City of Ramsey, we are excited for this opportunity to deliver a great corridor study for you. Please contact me at 612-751-9425 or ericjo@bolton-menk.com if you have any questions regarding our proposal.

Sincerely,

Bolton & Menk, Inc.

Eric A. Johnson, P.E.
Principal Transportation Engineer

Highway 10 Corridor Improvements

City of Ramsey, Minnesota

Proposed Scope of Services

The next step for Ramsey in the realization of the long-term Highway 10 improvements is to develop a singular vision that can be embraced by all agencies. We must develop a vision that can be built in components, has a clear and strong need, and is reasonable and responsible. With completion of this work, property impacts, highway access, railroad treatments, supporting roadway network, and construction costs will be known. Below is a summary of the tasks we feel are necessary to leap from where the Highway 10 Access Planning Study left off to where a strong and clear vision is established that allows the project partners to successfully pursue funding and ultimately construct.

The scope of work that follows is divided into two phases. Phase I includes work to justify the project including definition of the purpose and need, traffic analysis and the identification and evaluation of improvement concepts. Phase I will end with the identification a concept level vision for Highway 10 in Ramsey.

Phase II will refine the recommended vision by completing preliminary design and a corridor beautification plan so that the footprint of the recommended vision can be preserved through an official map. Phase II will also define implementation strategies and identify and pursue funding opportunities.

PHASE I – Project Justification, Concepts, Evaluation

Task 1: Project Management, Coordination, and Engagement

Our proactive and effective project management is critical for successful completion of the study resulting in full stakeholder support. Our approach is to lead this study process through consistent communication, firm schedules, and established milestones while building consensus along the way. We will implement our Systematic Development of Informed Consent (SDIC) process to engage roadway users and stakeholders early in the planning process and keep them engaged. This proactive approach goes beyond keeping stakeholders informed by utilizing their local knowledge to help identify issues and opportunities as well as confirm the problem being addressed. We will schedule all meetings, complete all agendas, maintain meeting records, and offer regular updates on next steps and upcoming requirements.

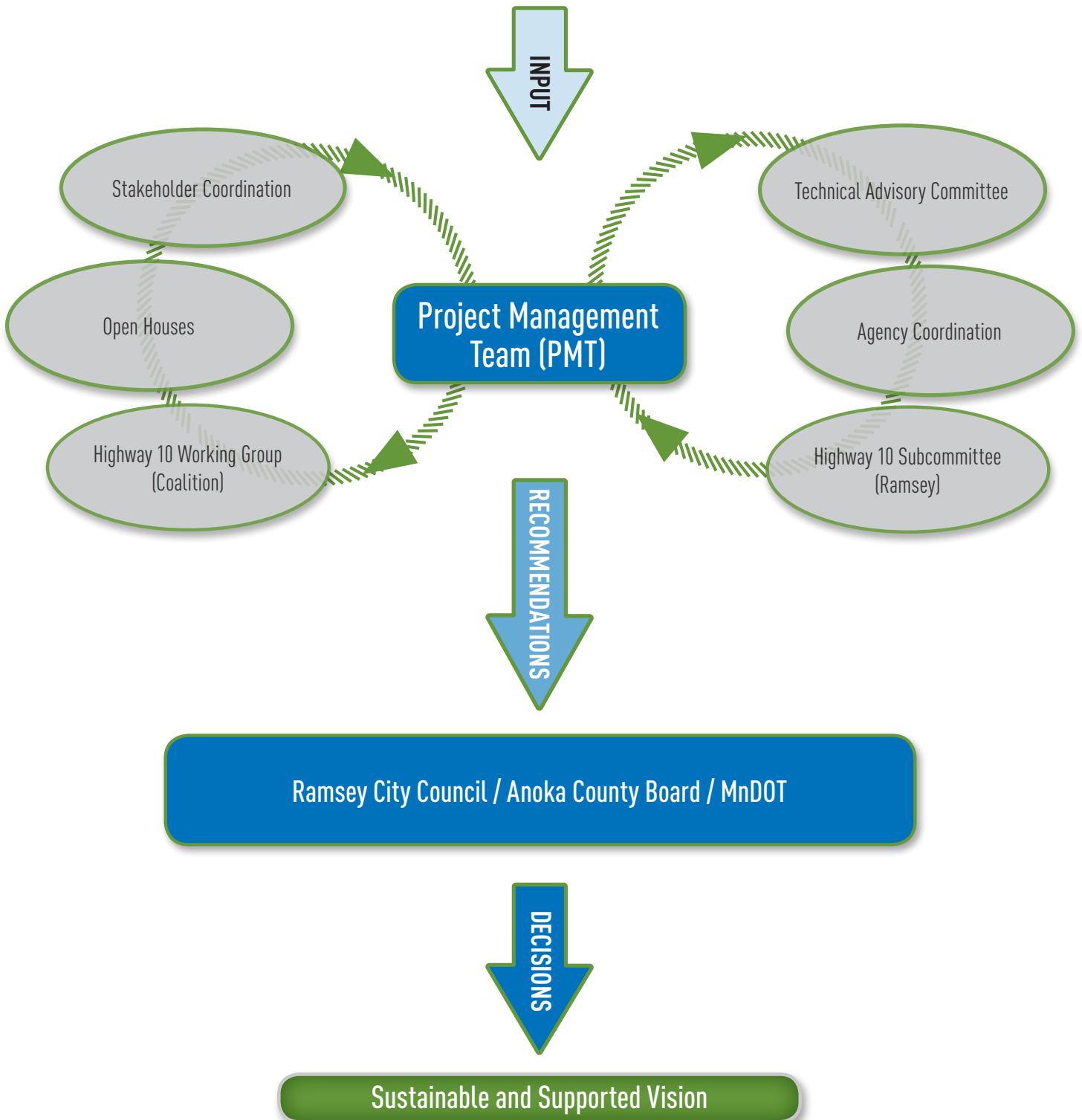
The graphic on the next page outlines the different groups, planned activities, and their role in the overall decision-making process of the entire study, working towards achieving informed consent. Input will come from the community, agencies, and property/business owners.

COORDINATION

- MnDOT
- Anoka County
- Environmental Review and Permitting Agencies

COMMUNITY INPUT

- Open Houses and Stakeholder Meetings
- Newsletters
- Website and Project Videos
- Online Public Input Tool



1.1 Project Management / PMT Meetings

Our team will perform all work necessary to effectively coordinate the project development, maintain the project schedule and budget as well as manage the Project Management Team (PMT). This task includes a standing monthly meeting with City staff (up to 9 meetings).

1.2 Project Management Plan

We will develop a Project Management Plan (PMP) to lead this study which will detail:

- Project management approach
- Key project milestones
- Schedule and cost management plan
- Scope management plan and change process
- Communications management plan
- Risk and staff management plan

1.3 Quality Assurance/Quality Control (QA/QC)

We will develop and implement a Quality Management Plan specifically tailored for the Highway 10 Project. This plan will incorporate Bolton & Menk's comprehensive Quality Assurance and Quality Control Program which has been designed to meet the particular needs of our firm and our clients. Our program systematically and dramatically reduces the potential for issues. Routine product reviews are an integral part of the quality control process, which effectively target conceptual, constructability, environmental impact, public impact, and economic engineering issues. This task establishes the procedures for this project. Actual QA/QC review time is incorporated within each task.

1.4 Public and Agency Involvement Plan

Our team will refine the public and agency involvement plan that is outlined in the table on the next page. This plan will outline opportunities and strategies for input and encouragement of stakeholder participation. A communications plan (see Task 5) will determine the tools used and the best times to engage the public.

1.5 Technical Advisory Committee (TAC) Meetings

The TAC will be comprised of a core group of planning and engineering staff from City of Ramsey, Anoka County, and MnDOT. The purpose will be to understand individual agency perspectives to gain insight relative to key issues or perceived impacts, discuss potential mitigation strategies to minimize negative impacts, and identify considerations that could influence the project's conclusion. It is expected this group would meet up to 5 times as needed. These meetings may include other agencies as needed.

1.6 Highway 10 Subcommittee Meetings

Our team will coordinate with the Highway 10 Subcommittee at key points during the study. This task assumes up to 2 meetings.

1.7 City Council Meetings

Our team will update the Council at key points during the study. This task assumes up to 2 city council meetings.

Highway 10 Corridor Improvements

City of Ramsey

Public and Agency Involvement Plan

Meeting Groups / Activities	Attended By	Roles & Goals	Project Phase
Project Management Team (PMT)	City of Ramsey Consultant Staff	<ul style="list-style-type: none"> • Project coordination and direction • Discuss status and deliverables • Manage scope, budget, and schedule 	Monthly (Up to 18)
Technical Advisory Committee (TAC)	City of Ramsey Anoka County MnDOT Consultant Staff Other agencies as needed	<ul style="list-style-type: none"> • Review key issues or perceived impacts • Discuss potential mitigation strategies to minimize negative impacts • Identify considerations that could influence the project's conclusion 	Periodically (Up to 10)
Highway 10 Subcommittee Meetings	Ramsey City Staff Ramsey Hwy 10 Subcommittee Members The Tinklenberg Group Consultant Staff	<ul style="list-style-type: none"> • Educate with information and insight • Build respect and understanding • Identify issues and concerns • Provide feedback to PMT 	Prior to Ramsey City Council Updates (Up to 4)
Highway 10 Working Group Meetings	Greater Minnesota Gateway Group Ramsey City Staff Consultant Staff	<ul style="list-style-type: none"> • Educate with information and insight • Build respect and understanding • Identify issues and concerns • Provide feedback to PMT 	Periodically (Up to 2)
Agency Coordination Meetings	Agencies (Local, State, and Federal) Environmental Review/Permit Agencies PMT/TAC Representation Consultant Staff	<ul style="list-style-type: none"> • Review key issues • Provide feedback to PMT 	Periodically (Up to 10 meetings)
Stakeholder Meetings	Businesses Property Owners Neighborhood Groups Business Advocacy Groups PMT/TAC Representation Consultant Staff	<ul style="list-style-type: none"> • Educate with information and insight • Build respect and understanding • Provide input • Identify issues and concerns • Understand upcoming projects / visions / opportunities • Work with the project team to resolve issues • Provide feedback to PMT 	Ongoing / 25 meetings
Public Open House Meetings	PMT/TAC Representation Stakeholders Public	<ul style="list-style-type: none"> • Share the purpose of the project with the public and stakeholders • Gather input on issues, needs and opportunities • Solicit input on alternatives and address trade-offs • Review final alternatives 	Periodically (2 Total)
Ramsey City Council	Council City Staff Consultant Staff	<ul style="list-style-type: none"> • Review deliverables and recommendations • Make decisions to implement improvements • Provide feedback to PMT/TAC 	Prior to Open House Events (Up to 4)
Other Project Communications	City of Ramsey Anoka County Consultant Staff	<ul style="list-style-type: none"> • Website that informs and provides access to plan products • Online engagement tool to solicit public input through website • Project newsletters to stakeholders (prior to open houses) • Project updates for Ramsey Resident (bi-monthly) • Advertisements in local newspaper 	Ongoing / Prior to Open House events

1.8 Highway 10 Working Group Meetings

Our team will support and attend Highway 10 Working Group meetings as requested. We anticipate up to 1 meeting.

1.9 Agency Coordination Meetings

Bolton & Menk will have ongoing communications with agencies as needed to move the project forward. Meetings will likely be needed as issues (forecasting, concept development, environmental resources, railroad coordination, etc.) are identified and worked through. We assume up to 5 meetings.

1.10 Stakeholder Group Meetings

Bolton & Menk will meet with stakeholders, including neighbors, businesses, property owners, and community groups, as needed to:

- Hear individual perspectives on issues and opportunities
- Understand what is being proposed
- Understand that it is reasonable and responsible to plan for changes
- Listen to their concerns
- Explore and evaluate ways to reduce the impacts.

We intend on breaking the corridor business owners into small groups as they will share common impacts. We assume up to 15 meetings in this first phase.

Area	Location	# Properties	Meeting Type	# Meetings	Total
Western	Edison/Jarvis St	12 businesses	1 Small Group	1	1
Ramsey / Elk River	Beatty/Bowers Dr	80 residential	Invite to Open House		
	Alpine Drive	10 businesses	1 Small Group	1	1
Armstrong Blvd			Invite to Open House		
Ramsey Blvd	EZ Auto to Dolomite St	38 businesses	5 Small Groups	1	5
Sunfish Lake Blvd	Dolomite to Anoka limits	35 businesses	5 Small Groups	1	5
TOTAL					~15

1.11 Public Open House Meeting

The first public open house will be held in summer 2018 to share the study purpose and gather input on issues, needs, and opportunities within the corridor. This open house will also share the range of study alternatives under consideration and the evaluation comparing the benefits and impacts of each. The message at this open house will focus on how the alternatives address the problem that needs to be solved and the trade-offs between them. Our goal is to learn what stakeholders like and do not like about the alternatives and why, what other variations or tweaks should be considered, and if any alternatives could be dismissed from further consideration.

Task 2: Traffic Analysis

A study of current and future issues will be completed for roadway safety and capacity, supporting roadway network, access management, and community connectivity.

2.1 Data Collection

We will collect existing information related to access, roadway geometrics, traffic control, signal timings, crash history (5 year), traffic speeds, daily traffic volumes, vehicle classification, travel times, queuing and 13-hour turning movement counts.

13-hour turning movement counts will be collected at the following intersections:

- Armstrong Blvd (CSAH 83) at TH 10 EB Ramps
- Sunfish Lake Blvd (CSAH 57) at Bunker Lake Blvd (CSAH 116)
- Sunfish Lake Blvd (CSAH 57) at McKinley St
- Sunfish Lake Blvd (CSAH 57) at Riverdale Dr
- TH 10 at Alpine Dr
- TH 10 at Jarvis St

13-hour turning movement counts collected as part of the annual counting for the COR project will be utilized for this analysis as well from the following locations:

- Armstrong Blvd (CSAH 83) at TH 10 WB Ramps
- Armstrong Blvd (CSAH 83) at 147th Street
- Armstrong Blvd (CSAH 83) at Bunker Lake Blvd (CSAH 116)
- Ramsey Blvd (CSAH 56) at Sunwood Dr
- Ramsey Blvd (CSAH 56) at Bunker Lake Blvd (CSAH 116)

Counts collected as part of the previous traffic impact study work for the development west of Armstrong Blvd will be utilized for this analysis as well at the following location:

- Armstrong Blvd (CSAH 83) at Alpine Dr (13-hour)
- Various tube counts as needed for data verification

Driveway counts and counts at minor intersections along TH 10 in this study area will be reused from the 2013 Access Planning Study. These will be adjusted as necessary given changes in land use, but are expected to play a minor role in the traffic operations analysis along the corridor.

Travel times throughout the study corridor will be collected during the AM and PM peak periods for model calibration. During the travel time runs, we will visually collect queuing information at various times during the peak periods to ensure the traffic model is accurately representing existing conditions.

2.2 Traffic Forecasting

Our team will utilize data and regional modeling projections to assess current and projected traffic operations along the study corridor in addition to previous trip generation and land use planning work completed in and around the COR area not included in the new TAZs. With the 2040 Activity Based Regional Model now available through Met Council, we will create a subarea within this model with more detailed TAZs to develop forecasts. Additional developments not accounted for in the regional model will be included in the more detailed subarea. Forecasts on TH 10 will be compared to those generated for the TH 10 work in Anoka to validate assumptions and ensure this project is planning for

the proper traffic levels. Conversion of TH 10 to a freeway is likely not considered in the base model, therefore we plan to run the 2040 model with a freeway in place to ensure forecasts for this project account for any potential shifts in travel patterns with an improved TH 10. Traffic forecasts for the assumed build year (2025) and subsequent 20-year forecast (2045) will be provided. The forecasting effort will be summarized in the Existing Conditions and Traffic Forecasting Technical Memorandum.

2.3 No Build Analysis

Traffic operations along the corridor will be analyzed using VISSIM models for existing conditions. We will expand the Highway 10 model we have completed in our Anoka planning work which provides a significant savings for Ramsey. Base models will be developed for AM and PM peak hours using existing geometry and traffic control for years 2018 (existing), 2025 (assumed build year), and 2045 (20-year forecast). Measures of effectiveness from the modeling will include LOS, delay, and queuing and will be used as a basis for comparing alternatives.

An existing safety analysis will be conducted along TH 10 at the main study intersections and as segments to identify any existing safety issues. We will determine critical rates and indices for the intersections and segments as a measure to determine the scale of issues. The existing analysis will be summarized in the Existing Conditions and Traffic Forecasting Technical Memorandum.

2.4 Alternative/Build Analysis

Alternatives will be analyzed using Synchro/SimTraffic and VISSIM in the AM and PM peak periods. Alternatives will include changes to intersection design along TH 10, mainly focusing on the intersections with Ramsey Blvd and Sunfish Lake Blvd, but will also include any intersection modifications west of Armstrong Blvd at Alpine Drive or other minor roadway connections. Changes to access will also be taken into consideration as frontage roads are proposed. An initial screening of interchange types and other intersection alternatives will occur in Synchro/SimTraffic or CAP-X to ensure the alternatives meet project goals and objectives prior to time-intensive modeling using VISSIM. Measures of effectiveness from the modeling will be used to understand how each alternative positively or negatively affects operations, including delay, LOS, travel times and queuing. For this project, we anticipate modeling up to three interchange types at both Ramsey Blvd and Sunfish Lake Blvd in VISSIM along with future no-build. Initial screening using Synchro/SimTraffic is assumed to be up to five alternatives at both Ramsey Blvd and Sunfish Lake Blvd. Frontage road alterations and changes to intersection type and access west of Armstrong Blvd including Alpine Dr and Jarvis St will be incorporated into the overall models.

Each alternative will also be analyzed using methodologies in the Highway Safety Manual to implement crash reduction factors based on various improvements. This analysis will provide a predictive measure of anticipated safety for use in comparing alternatives. The Future Conditions Technical Memorandum will be submitted summarizing the forecasting efforts and analysis of alternatives.

2.5 Benefit-Cost Analysis

Historically available funding opportunities such as TIGER and the newer INFRA program at the federal level require a benefit-cost analysis as part of the application, leading to one of the measures project scoring is based on. The traffic modeling and cost estimating work proposed for this project will provide a majority of the base information needed as inputs for a benefit-cost analysis. Other information such as emissions totals, maintenance costs, etc. will be computed to supplement the overall reported benefits and costs. We will pull together all of this information into a benefit-cost template to generate

the standard analysis needed for these funding applications, based on the overall recommended vision for the corridor. The analysis will be summarized in a BCA memorandum.

Task 3: Existing Conditions / Documentation

Understanding the root cause of issues in the study area will allow our team to provide recommendations for corridor improvements. A study of current and future issues will be completed for social impacts, land uses and trends, pedestrian network and needs, roadway safety and capacity, supporting roadway network, access management, community connectivity, and environmental resources. We will review design guidance, previous studies, existing conditions, and collected data to identify and confirm existing and future corridor issues.

3.1 Purpose and Need

A full understanding of the corridor deficiencies, safety, performance and needs will inform the development of the message. Below are the potential elements of study needed to fully understand the needs:

- Traffic Volumes / Travel Times
- Photo and Video Footage (Ground / Drone)
- Crash History / Severe and Fatal Focus
- Cabin Commuting / Weekday Peak Periods
- Unmet Regional Demands (Being Served on Local Roadways)
- Need Based on Trends (Where People Live and Work)
- Oil Trains / Northstar / Amtrak
- Corridor Needs (Safety / Congestion / Access)
- Current and Future Traffic Conditions (Build and No Build)
- Non-motorized / Transit Accommodations
- Quantify the Cost of Inaction
- Expand the TH 10 Access Planning Study Problem Statement
- Concept Development
- Expand Corridor Vision and Cost Estimate / Update Cost Estimates

The project seeks to broadly understand the needs and opportunities, establish goals and objectives, develop and evaluate alternatives, reach a consensus on a recommended concept, and develop an implementation plan allowing the plan to be achieved in increments. As such, a higher level of understanding is required to include measurements of land use, pedestrian and bicycle usage, environmental and cultural resources, and traffic and safety operations. The analysis will uncover several key findings that will be documented. This Purpose and Need will serve as the basis for guiding the development of goals and objectives as well as the development and evaluation of alternatives. A portion of this task will be updating work completed in the Highway 10 Access Planning Study.

3.2 Goals and Objectives

The purpose of this document is to outline the goals and objectives for the project which will guide the development and evaluation of improvement alternatives. The goals and objectives are intended to align with state and local transportation plans as much as possible. They build off the existing conditions, issues, needs and concerns outlined in the Purpose and Need and define desired results or outcomes. Multiple objectives will be identified supporting each goal. These objectives provide additional details on how the goal can be achieved. The performance measures are tied to the objectives and will be used during the alternatives evaluation process to assess and compare improvement alternatives. The goals, objectives and performance measures will be transferred into an evaluation matrix to facilitate the evaluation of alternatives.

3.3 Environmental Screening

Our team will complete an environmental screening for the project area to identify and document potential environmental concerns and to facilitate selection of a preferred alternative. Environmental categories included in the EAW form will serve as the basis for developing criteria for the environmental screening effort. We will consult with the appropriate environmental review agencies to obtain background information and identify potential concerns. This work will be documented in an Environmental Screening Technical Memorandum.

Task 4: Concepts / Evaluation

The Bolton & Menk team will lead a concept development and evaluation process that will include the following considerations:

- Alternative Roadway Designs (including supporting roadway network and intersection treatments)
- Preliminary Right-of-Way
- Trail and Sidewalk Concepts
- Railroad Crossing Concepts
- Bridges, Retaining Walls, Noise Walls, etc.

4.1 Concept Development

Transportation system improvements will be developed that minimize impacts while recognizing cost, arterial performance, and connectivity goals for the region. Each concept will illustrate recommended access modifications, lane configurations, intersection control type, and typical sections.

A wide range of concepts will be considered through the study corridor. Careful planning will detail improvements to the at-grade intersections providing a balance of safety, mobility, and capacity. Typical sections will be prepared that correspond with the conceptual layouts. Some of the concepts will be further developed in planning level layouts demonstrating a general footprint, operations, and capacity. The concepts will also highlight proposed pedestrian, bicycle, and recreational improvements.

Sketch level concept development will be used to brainstorm the range of options. The team will narrow down ideas to those that seem feasible and supported for further development into concepts. This task assumes the following number of conceptual layouts by primary intersection or roadway section:

- Sunfish Lake Blvd area (including RR) – 4 conceptual layouts
- Ramsey Blvd area (including RR) – 4 conceptual layouts

- Supporting roadway network – 2 conceptual layouts
- Develop up to 2 Highway 10 area conceptual layouts west of Armstrong Blvd including supporting roadway needs

For evaluating the concepts, we will need to design profiles and alignments for each concept. To do this, we will utilize LiDAR data that is already collected for our concept layouts. With the LiDAR data having a tolerance of +/- 6 inches horizontally and +/- 1 foot vertically, we feel strongly that this data will allow us to evaluate concepts thorough enough to create a firm recommendation and allow us to get a solid indication of the impacts for each concept.

4.2 Concept Renderings

Our team will prepare simple and aesthetic visual renderings of select concepts being evaluated to aid in communicating the concepts to agencies and the public. We anticipate choosing up to 4 locations for renderings and develop sketches for each of the build options at each location. We assume up to 12 simple visual renderings.

4.3 Concept Evaluation

The evaluation of alternatives will utilize a matrix format to pull together information documented through the study based on selected criteria developed in the Goals and Objectives. The evaluation matrix will also be prepared with the intent that it can be utilized in future NEPA documentation. The alternatives will be narrowed to one build alternative with the aid of this evaluation matrix.

4.4 Cost Estimates

Bolton & Menk will develop preliminary cost estimates with cost splits based on cost participation policies for each concept identified with this study.

Task 5: Communications

The Bolton & Menk team will develop a strategic communications plan that lays out the timeline and tactical methods to cultivate project understanding and consensus that supports the vision for the Ramsey Highway 10 corridor.

We will work with the project partners to craft a dynamic campaign that effectively informs, motivates, and moves to action many different groups. This type of effort requires an investment in tactical-level tools and methods. We suggest the following elements for successful communication for this project:

- Project Branding (logo and consistent communications template)
- Video Creation (both full and “bite-size” for media use)
- Infographics/Visual Renderings
- Print Communications (Newsletters/Press Releases)
- Project Website (information hub) / Public Input Tool
- Social Media

5.1 Project Branding

A project logo establishes a project identity that can be used on all deliverables and public outreach content. The Bolton & Menk team will develop project logo concepts for the city's consideration that captures the vision for the Ramsey Highway 10 corridor. Once a project logo is finalized, the same colors and theme will be used to develop a consistent communications template for all messaging and outreach content.

5.2 Project Videos

We have found project videos to be a tactical tool in quickly communicating study details, consistent messaging, and maintaining momentum and enthusiasm for a project. Project videos used at public meetings allow detailed communication in a short amount of time and maintain focus of the group. Releasing project videos online allow clear and consistent messaging to a large audience that can be revisited throughout the life of the project. We will create 2 project videos in Phase I capturing key milestones in the study's progression that align with the planned open house as follows:

Video 1 – Project Purpose and Need

This video will include footage of the existing conditions along the corridor, visuals highlighting the issues to be addressed, voiceover providing description of all footage and visuals, and interviews promoting project need. Estimated Length: 5 minutes

Video 2 – Proposed Improvement Alternatives

This video will include mostly motion graphics and voiceover highlighting the features and issues related to each of the alternatives being presented to the public. Estimated Length: 6-8 minutes

5.3 Infographics / Visual Renderings

The state of communications is increasingly visual. Infographics are a powerful way to simplify complex data, processes, or ideas into visuals that enable grasping information at a glance. The Bolton & Menk team will use infographics whenever data heavy information needs to be clearly communicated to the public or stakeholders. The style of infographics will encompass the established project branding. We will create Infographics to communicate the project's purpose and need, report public open house input received, and to share any additional technical details as concepts are developed and evaluated.

Task 4.2 outlines how we plan to use visual renderings throughout the project's development. Before and after type visuals and examples of what proposed improvements may look like are very powerful tools in gathering feedback and growing support for the project from those most invested, such as businesses and property owners.

5.4 Print Communications

Newsletters will be sent out to Ramsey residents, property owners, and business owners prior to each public open house. In addition, we will provide project updates every other month (5 anticipated in Phase I) for inclusion in the Ramsey Resident as one tactic to keep the momentum and energy required for a lively campaign.

5.5 Project Website and Online Engagement

Our team will develop and maintain a project website. The goal of the website is to be an information hub for all project content that allows the public to track the project progress. We will include our online public input application with customizable interface and tools. This is an application we developed that allows the public to add comments linked to locations on a map, tying the comment to a specific location or travel route. We can customize the application to solicit comments, foster discussions, and allow reaction (Like/Dislike buttons) to track trends. We will utilize the online public input tool to supplement public engagement at major project milestones and in coordination with other communications tool such as the project website, social media and Ramsey Resident newsletter updates.

5.6 Social Media

We will use social media outlets such as Facebook and Twitter to blast updates and notifications to an established or existing following or targeted audience. Messages will be concise and short and then direct the audience to the project website for more detailed information. Social media formats can both be developed and maintained by the Bolton & Menk team or we can provide crafted messages to for your existing social media accounts. Messaging should occur at a minimum around major project milestones and public meetings. However, posting on a more regular basis will support the efforts of a lively project campaign.

PHASE II - Vision Refinement, Preliminary Design, Funding

Task 1: Project Management, Coordination, and Engagement

Our proactive and effective project management is critical for successful completion of the study resulting in full stakeholder support. Our approach is to lead this study process through consistent communication, firm schedules, and established milestones while building consensus along the way. We will implement our Systematic Development of Informed Consent (SDIC) process to engage roadway users and stakeholders in the planning process and keep them engaged. This proactive approach goes beyond keeping stakeholders informed by utilizing their local knowledge to help identify issues and opportunities as well as confirm the problem being addressed. We will schedule all meetings, complete all agendas, maintain meeting records, and offer regular updates on next steps and upcoming requirements.

The graphic on page 2 outlines the different groups, planned activities, and their role in the overall decision-making process of the entire study, working towards achieving informed consent. Input will come from the community, agencies, and property/business owners.

1.1 Project Management / PMT Meetings

Our team will perform all work necessary to effectively coordinate the project development, maintain the project schedule and budget as well as manage the Project Management Team (PMT). This task includes a standing monthly meeting with City staff (up to 9 meetings).

1.2 Project Management Plan

We will revisit the Project Management Plan (PMP) created for Phase I of the study and make any necessary edits to lead Phase II effectively. The PMP will detail:

- Project management approach
- Key project milestones
- Schedule and cost management plan
- Scope management plan and change process
- Communications management plan
- Risk and staff management plan

1.3 Quality Assurance/Quality Control (QA/QC)

We will develop and implement a Quality Management Plan specifically tailored for the Highway 10 Project. This plan will incorporate Bolton & Menk's comprehensive Quality Assurance and Quality Control Program which has been designed to meet the particular needs of our firm and our clients. Our program systematically and dramatically reduces the potential for issues. Routine product reviews are an integral part of the quality control process, which effectively target conceptual, constructability, environmental impact, public impact, and economic engineering issues. This task establishes the procedures for this project. Actual QA/QC review time is incorporated within each task.

1.4 Public and Agency Involvement Plan

Our team will refine the public and agency involvement plan that was created in Phase I to confirm the overall approach and/or make any necessary changes. This plan will outline opportunities and strategies for input and encouragement of stakeholder participation. A communications plan (see Task 3) will determine the tools used and the best times to engage the public.

1.5 Technical Advisory Committee (TAC) Meetings

The TAC will be comprised of a core group of planning and engineering staff from City of Ramsey, Anoka County, and MnDOT. The purpose will be to understand individual agency perspectives to gain insight relative to key issues or perceived impacts, discuss potential mitigation strategies to minimize negative impacts, and identify considerations that could influence the project's conclusion. It is expected this group would meet up to 5 times as needed. These meetings may include other agencies as needed.

1.6 Highway 10 Subcommittee Meetings

Our team will coordinate with the Highway 10 Subcommittee at key points during the study. This task assumes up to 2 meetings.

1.7 City Council Meetings

Our team will update the Council at key points during the study. This task assumes up to 2 city council meetings.

1.8 Highway 10 Working Group Meetings

Our team will support and attend Highway 10 Working Group meetings as requested. We anticipate up to 1 meeting.

1.9 Agency Coordination Meetings

Bolton & Menk will have ongoing communications with agencies as needed to move the project forward. Meetings will likely be needed as issues (forecasting, concept development, environmental resources, railroad coordination, etc.) are identified and worked through. We assume up to 5 meetings.

1.10 Stakeholder Group Meetings

Bolton & Menk will meet with stakeholders, including neighbors, businesses, property owners, and community groups, as needed to:

- Hear individual perspectives on issues and opportunities
- Understand what is being proposed
- Understand that it is reasonable and responsible to plan for changes
- Listen to their concerns
- Explore and evaluate ways to reduce the impacts.

We intend on breaking the corridor business owners into small groups as they will share common impacts. We assume up to 10 meetings in this second phase of the project.

Area	Location	# Properties	Meeting Type	# Meetings	Total
Western Ramsey / Elk River	Edison/Jarvis St	12 businesses	Invite to Open House		
	Beatty/Bowers Dr	80 residential			
	Alpine Drive	10 businesses			
Armstrong Blvd					
Ramsey Blvd	EZ Auto to Dolomite St	38 businesses	5 Small Groups	1	5
Sunfish Lake Blvd	Dolomite to Anoka limits	35 businesses	5 Small Groups	1	5
TOTAL					10

1.11 Public Open House Meeting

The spring 2019 open house will review the recommended alternative to be carried forward into future project development. Our team will share refinements developed as a result of input at Open House #1, resulting evaluation changes, and alternatives found to not be technically feasible or not meet the purpose and need which will be dropped from further consideration.

Our team will prepare and submit advertisements for the open houses in local newspapers, as agreed upon with City of Ramsey. We will prepare and distribute up to one project newsletters prior to the public involvement activities, to keep adjacent stakeholders informed. The newsletter will be posted on the website and mailed to property owners/businesses directly adjacent to the corridor and other stakeholders two weeks prior to the open house event.

Task 2: Vision Refinement

The Bolton & Menk team will lead a preliminary design effort that will include the following deliverables:

- Conceptual geometric layout and typical sections
- Preliminary corridor beautification plan
- Conceptual right-of-way needs
- Refined project cost estimate

2.1 Stormwater Management Plan

Stormwater management can be particularly challenging along tight, linear corridors and further complicated when unique and protected water resources are involved. We will draw upon our experience gained from preparing the City-wide modeling created as part of the last Storm Water Master Plan (SWMP) for the City of Ramsey. The SWMP included comprehensive mapping and modeling of every watershed, storm sewer pipe and pond within city limits. In addition, our storm water experience includes coordinating design recommendations between MnDOT and the City of Ramsey to propose corridor planning that meets their requirements and the City's SWMP recommendations as well as MnDOT design standards. Ramsey can rely on our team's unparalleled local experience and knowledge of MnDOT's design requirements while working within the confines of a

narrow corridor; our expertise in delineating, protecting, and restoring valuable wetlands; and providing innovative solutions to water quality and flood mitigation. Best Management Practices (BMPs) will be preliminarily designed and analyzed that will:

- Incorporate public comments where feasible
- Conform to the overall vision of the corridor improvements
- Address current drainage issues as documented in the city-wide SWMP
- Reduce wetland impacts
- Seamlessly integrate with landscape features

Our team will prepare a preliminary drainage report that addresses the stormwater management requirements and identifies the likely features needed for compliance as well as the drainage issues or obstacles affecting roadway design.

2.2 Preliminary Noise Assessment

Bolton & Menk has partnered with SBP Associates, Inc. (SBP) to complete the noise impact and mitigations assessment that will be required by MnDOT and FHWA as part of the environmental documentation process. We have teamed with SBP on numerous corridor projects to determine the impacts of expansion and develop mitigation strategies that meet the federal requirements. Our team's approach includes:

- Monitoring - conduct monitoring at four locations along the project corridor in the morning and afternoon periods. Monitoring periods will be at least 30 minutes in length, and will be conducted consistent with MnDOT and MPCA requirements.
- Impact Modeling - modeling the noise impacts of the proposed roadway along the corridor using peak-hour existing and design year traffic conditions. Modeling will be conducted and receptors will be chosen according to MnDOT and FHWA policy.
- Mitigation Modeling - for areas exceeding State and/or Federal noise thresholds, SBP will provide an analysis of the cost reasonableness of noise barrier mitigation along the corridor. The analysis will determine whether noise barrier(s) will meet the cost reasonableness requirements and will determine the total estimated cost of the barriers. Barriers meeting the cost-reasonableness requirements must be voted on by the benefitted residents/property owners per MnDOT/FHWA policy.
- Noise Assessment Report - a draft and final report will be prepared containing monitoring and modeling results and all analysis consistent with MnDOT/FHWA policy.

2.3 Corridor Beautification

Our team will develop a preliminary corridor beautification plan, which will include landscaping and hardscaping for the preferred roadway geometrics incorporating the enhanced treatments chosen by the project partners. Our team will develop construction cost estimates for streetscaping elements.

2.4 Preliminary Design

The preliminary design will be a significant task critical to the schedule and final deliverable. The Bolton & Menk team will lead a highly detailed preliminary design effort that will include detailed typical sections, cross sections, construction limits, horizontal and vertical alignments, refined geometric improvements, structure concept design and layout, and drainage improvements. The preliminary design process will result in the layout for the project fully defining the vision. The Trunk Highway portion of the layout will be prepared and undergo the MnDOT staff approval process.

2.5 Preliminary Cost Estimate

Our team will develop a preliminary construction cost estimate that corresponds with the final geometric layout, including a detailed breakdown of the main dollar project quantity items and the required cost sharing for the proposed improvements. Our team has significant experience delivering Cooperative Agreement and Joint Powers projects with MnDOT, counties, and local agencies.

2.6 Preliminary Staging Plan

Our team will develop various concept level staging alternatives that manage effective movement of roadway traffic while maintaining efficient progress throughout construction. Staging concepts will address traffic control needs for each stage of construction and include quantities and bid items for temporary staging estimates for concepts. We will also provide a conceptual construction staging schedule based on each of the concepts that are developed.

2.7 Official Map

Our team will prepare an Official Map for the recommended corridor plan for purposes of preserving the right-of-way footprint for proposed improvements. A draft Official Map, in both paper and electronic form, will be presented to the city project manager and county surveyor for review and approval. We will incorporate requested changes from city staff and the county surveyor and prepare the final Official Map for approval. Following Official Map adoption, we will provide the necessary electronic and Mylar copies of the map to the county for recording purposes.

Task 3: Communications

The Bolton & Menk team will develop a strategic communications plan that lays out the timeline and tactical methods to cultivate project understanding and consensus that supports the vision for the Ramsey Highway 10 corridor.

We will work with the project partners to craft a dynamic campaign that effectively informs, motivates, and moves to action many different groups. This type of effort requires an investment in tactical-level tools and methods. We suggest the following elements for successful communication for this project:

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- Video Creation (both full and “bite-size” for media use)
- Infographics/Visual Renderings
- Print Communications (Newsletters/Press Releases)
- Project Website (information hub) / Public Input Tool
- Social Media

3.1 Project Videos

We have found project videos to be a tactical tool in quickly communicating study details, consistent messaging, and maintaining momentum and enthusiasm for a project. Project videos used at public meetings allow detailed communication in a short amount of time and maintain focus of the group. Releasing project videos online allow clear and consistent messaging to a large audience that can be revisited throughout the life of the project. We will create 1 project video during Phase II capturing key milestones in the study’s progression that align with the planned open houses as follows:

Final Video – Recommended Corridor Vision

This video will be a presentation of the recommended improvement alternative moving forward. This will include motion graphics, voiceover and interviews explaining why this alternative was selected over others and how it fits the vision for the corridor and community. This video will also discuss the steps and schedule of project implementation. Estimated Length: 5 minutes

3.2 Infographics

The state of communications is increasingly visual. Infographics are a powerful way to simplify complex data, processes, or ideas into visuals that enable grasping information at a glance. The Bolton & Menk team will use infographics whenever data heavy information needs to be clearly communicated to the public or stakeholders. The style of infographics will encompass the established project branding. We will create Infographics to communicate technical details during the vision refinement phase.

3.3 Print Communications

Newsletters will be sent out to Ramsey residents, property owners, and business owners prior to each public open house. In addition, we will provide project updates every other month (3 anticipated during this phase) for inclusion in the Ramsey Resident as one tactic to keep the momentum and energy required for a lively campaign.

3.4 Project Website and Online Engagement

Our team will develop and maintain a project website. The goal of the website is to be an information hub for all project content that allows the public to track the project progress. We will include our online public input application with customizable interface and tools. This is an application we developed that allows the public to add comments linked to locations on a map, tying the comment to a specific location or travel route. We can customize the application to solicit comments, foster discussions, and allow reaction (Like/Dislike buttons) to track trends. We will utilize the online public input tool to supplement public engagement at major project milestones and in coordination with other communications tool such as the project website, social media and Ramsey Resident newsletter updates.

3.5 Social Media

We will use social media outlets such as Facebook and Twitter to blast updates and notifications to an established or existing following or targeted audience. Messages will be concise and short and then direct the audience to the project website for more detailed information. Social media formats can both be developed and maintained by the Bolton & Menk team or we can provide crafted messages to for your existing social media accounts. Messaging should occur at a minimum around major project milestones and public meetings. However, posting on a more regular basis will support the efforts of a lively project campaign.

Task 4: Funding

The Bolton & Menk team will develop a funding plan that will serve as a guide to securing funding commitments from project partners as well as identify key competitive sources that should be pursued.

4.1 Implementation and Funding Plan

Bolton & Menk will provide recommendations for implementation strategies and project prioritization that are aligned with the long-term corridor vision. We will separate the overall corridor vision into a prioritized list of smaller, economically feasible, and more easily fundable projects with independent utility. The information will be contained in a table and accompanying graphic.

4.2 Corridor Study Report

Our team will deliver a study report to project partners that will not only serve as documentation of the entire study, but as a valuable resource to be referenced as identified improvements are selected, designed, and implemented. The study report will contain the research, findings, technical memorandums, and recommendations that were completed. It will also include planning-level costs of sufficient detail to aid in identifying projects for advancing into preliminary design.

4.2 Funding Assistance

Throughout the project, our team will consider future funding opportunities to leverage project resources. This task allows our team to provide assistance or leadership to the city in identifying and pursuing funding opportunities as requested. We will develop and maintain a funding plan that will aid in the development of commitments and identification of the possibilities to close the funding gaps. We have estimated some time to pursue some of the common funding opportunities in our fee estimate. Below are some of the key funding programs and very rough estimates on level of efforts to complete a quality application.

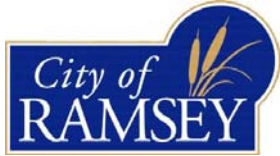
- MnDOT | Minnesota Highway Freight Investment Plan (MHFP) - \$6k to \$12k
- MnDOT | Municipal Agreement Funds (MA) - \$4k to \$8k
- MnDOT | Corridors of Commerce – Unknown level of effort at this time
- MnDOT | Transportation and Economic Development (TED) - \$6k to \$12k
- MnDOT | Local Road Improvement Program (LRIP) - \$4k to \$8k
- Met Council | Regional Solicitation (STP) - \$6k to \$12k
- FHWA | TIGER - \$6k to \$15k (assuming the work noted above is completed)
- FHWA | INFRA - \$6k to \$15k (assuming the work noted above is completed)

Optional / Future Tasks

The goal of the work above is to confidently develop a vision that is supported by all agencies and to understand the physical footprint. The immediate next step to the scope listed above is final design. Below are some key next step items for consideration that are not included in our team's scope and fee estimates.

- **Survey** – we feel with available LIDAR information we can set reasonable construction limits. A full topographic survey will be needed prior to final design.
- **Wetland Delineation** – Wetland delineation should be completed in the same season the survey is completed. Not having the delineation completed at this point will introduce some risk in recommendations needing to be revisited or recommendations may need to be altered to avoid impacts.
- **Geotechnical** – we feel we can make assumptions based on known conditions, available borings from surrounding projects, etc. Not having current borings within the project footprint in preliminary design does introduce some risk into the project. Project recommendations may need modifications in final design or perhaps may need more costly construction methods to remediate soil conditions.

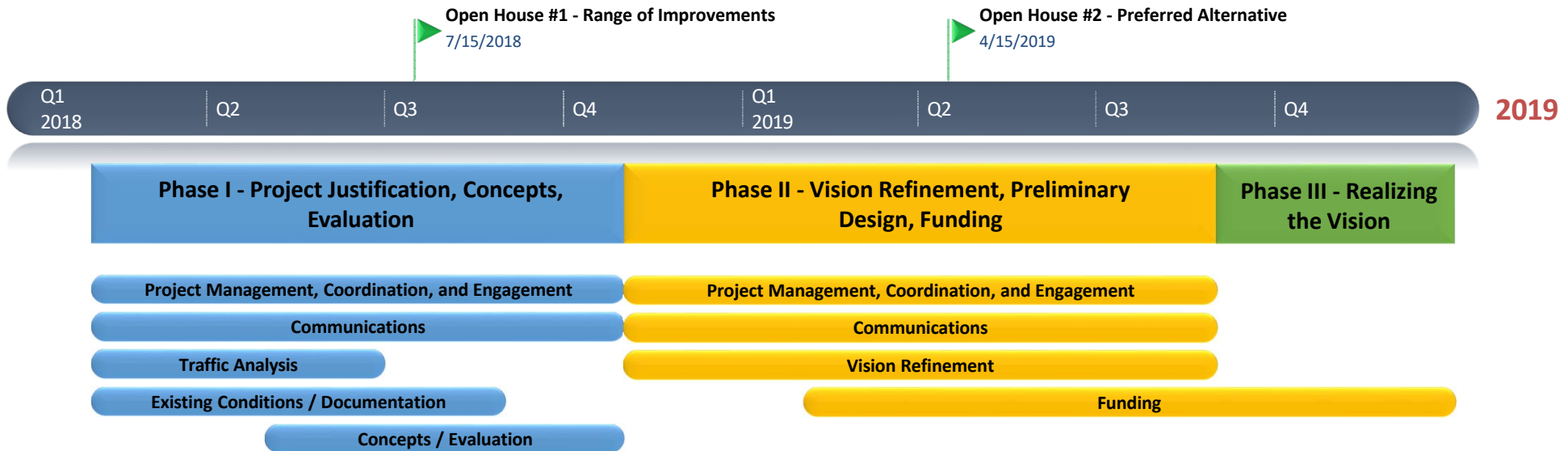
- **Environmental Documentation** – Once the project is significantly funded the environmental documentation should begin. We will perform the study so it can be incorporated into the future EA/EAW.
- **Final Design and ROW Acquisition** – Upon completion of the above tasks, right-of-way acquisition and final design can begin.
- **Utility Coordination** – Utility coordination should be completed in conjunction with the tasks noted above.



Highway 10 Corridor Improvements

City of Ramsey, Minnesota

Proposed Schedule
December 2017





Highway 10 Corridor Improvements

City of Ramsey, Minnesota
Proposed Fee for Services



Phase I - Project Justification, Concepts, Evaluation

TASK	Project Management			Engineering							Planning / Graphics						TOTAL	COST
	Project Manager / Principal-in-Charge	Deputy Project Manager	QA/QC Manager	Transportation Design Engineer	Traffic Engineer	Graduate Engineer / Technician	Noise Specialist	Surveyor	Sr. Bridge Engineer	Water Resources Engineer	Transportation Planner	Landscaping Architect	Landscape Design	Graphic Designer	Communication Specialist	GIS Technician		
Task 1 - Project Management, Coordination, and Engagement	132	175	9	67	40	12	0	0	0	0	131	8	0	0	10	4	588	\$81,055
Task 2 - Traffic Analysis	6	3	12	4	124	690	0	0	0	0	0	0	0	0	68	907	\$100,585	
Task 3 - Existing Conditions / Documentation	10	50	6	24	48	40	0	0	0	0	174	0	0	40	8	40	440	\$51,220
Task 4 - Concepts / Evaluation	52	29	16	362	110	810	0	0	18	34	58	64	208	0	0	10	1771	\$208,535
Task 5 - Communications	2	20	3	0	0	0	0	0	0	0	68	0	0	244	132	12	481	\$48,460
TOTAL HOURS	202	277	46	457	322	1552	0	0	18	34	431	72	208	284	150	134	4187	
AVERAGE HOURLY RATE	\$170	\$145	\$160	\$135	\$135	\$105	\$105	\$140	\$160	\$125	\$105	\$125	\$105	\$100	\$90	\$110		
SUBTOTAL	\$34,340	\$40,165	\$7,360	\$61,695	\$43,470	\$162,960	\$0	\$0	\$2,880	\$4,250	\$45,255	\$9,000	\$21,840	\$28,400	\$13,500	\$14,740		

HaiFeng Transportation Engineering Inc (Traffic Forecasting Task 2.2): \$7,500
Mailings / Publications: \$2,500
Phase I Total: \$499,855

Phase II - Vision Refinement, Preliminary Design, Funding

TASK	Project Management			Engineering							Planning / Graphics						TOTAL	COST
	Project Manager / Principal-in-Charge	Deputy Project Manager	QA/QC Manager	Transportation Design Engineer	Traffic Engineer	Graduate Engineer / Technician	Noise Specialist	Surveyor	Sr. Bridge Engineer	Water Resources Engineer	Transportation Planner	Landscaping Architect	Landscape Design	Graphic Designer	Communication Specialist	GIS Technician		
Task 1 - Project Management, Coordination, and Engagement	114	147	10	68	10	8	0	0	8	12	100	0	0	0	10	4	491	\$68,285
Task 2 - Vision Refinement	89	100	146	768	64	1980	100	320	200	226	20	68	150	40	0	50	4321	\$524,610
Task 3 - Communications	4	14	5	0	0	0	0	0	0	0	58	0	0	238	116	8	443	\$44,720
Task 4 - Funding	72	76	10	44	66	100	0	0	4	0	220	0	0	12	4	40	648	\$79,910
TOTAL HOURS	279	337	171	880	140	2088	100	320	212	238	398	68	150	290	130	102	5903	
AVERAGE HOURLY RATE	\$170	\$145	\$160	\$135	\$135	\$105	\$105	\$140	\$160	\$125	\$105	\$125	\$105	\$100	\$90	\$110		
SUBTOTAL	\$47,430	\$48,865	\$27,360	\$118,800	\$18,900	\$219,240	\$10,500	\$44,800	\$33,920	\$29,750	\$41,790	\$8,500	\$15,750	\$29,000	\$11,700	\$11,220		

SBP and Associates (Noise Analysis Task 5.2): \$8,000
Mailings / Publications: \$2,500
Phase II Total: \$728,025
Phase I & II Total: \$1,227,880



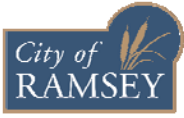
Highway 10 Corridor Improvements

City of Ramsey, Minnesota
Proposed Fee for Services



Phase I - Project Justification, Concepts, Evaluation

TASK	Project Management			Engineering							Planning					TOTAL	
	Project Manager / Principal-in-Charge	Deputy Project Manager	QA/QC Manager	Transportation Design Engineer	Traffic Engineer	Graduate Engineer / Technician	Noise Specialist	Surveyor	Sr. Bridge Engineer	Water Resources Engineer	Transportation Planner	Landscaping Architect	Landscape Design	Graphic Designer	Communication Specialist		GIS Technician
Task 1 - Project Management, Coordination, and Engagement																	
1.1 Project Management / PMT Meetings (9 mtgs)	36	36		18	18						18	8					134
1.2 Project Management Plan	16	8	1	1							1						27
1.3 Quality Assurance/Quality Control (QA/QC)	2	1	8	2							2						15
1.4 Public and Agency Involvement Plan	2	6									12						20
1.5 TAC Meetings (5 mtgs)	20	20		20	8						20						88
1.6 TH 10 Subcommittee Meetings (up to 2 mtgs)	8	8															16
1.7 City Council Meetings (up to 2 mtgs)	8	8															16
1.8 TH 10 Working Group Meeting (up to 1 mtg)	4	4															8
1.9 Agency Coordination Meetings (up to 5 mtgs)	20	20		18	10	10					10						88
1.10 Stakeholder Group Meetings (up to 15 mtgs)	12	60		4							60						136
1.11 Public Open House Meeting (1 mtg)	4	4		4	4	2					8			10	4		40
Task 1 Subtotal	132	175	9	67	40	12					131	8		10	4		588
Task 2 - Traffic Analysis																	
2.1 Data Collection					2	40											42
2.2 Traffic Forecasting	1		2		20	90										20	133
2.3 No Build Analysis	1	1	2		32	200										8	244
2.4 Alternative/Build Analysis	2	1	6		60	300										40	409
2.5 Benefit Cost Analysis	2	1	2	4	10	60											79
Task 2 Subtotal	6	3	12	4	124	690										68	907
Task 3 - Existing Conditions / Documentation																	
3.1 Purpose and Need	6	28	2	16	40	40					50			40	4	40	266
3.2 Goals and Objectives	4	16	2	8	8						24				4		66
3.3 Environmental Screening		6	2								100						108
Task 3 Subtotal	10	50	6	24	48	40					174			40	8	40	440
Task 4 - Concepts / Evaluation																	
4.1 Concept Development	40	12	8	310	80	750			6	30	20					10	1266
4.2 Concept Renderings (up to 12 renderings)	2	4	1	4					2		8	60	200				281
4.3 Concept Evaluation	6	12	1	24	20						30						93
4.4 Cost Estimates	4	1	6	24	10	60			10	4		4	8				131
Task 4 Subtotal	52	29	16	362	110	810			18	34	58	64	208			10	1771
Task 5 - Communications																	
5.1 Project Branding	1	4									12				24	4	45
5.2 Project Videos	1	8	2								16			200	20		247
5.3 Infographics		2	1								8			16	32		59
5.4 Print Communications		2									8			8	8	4	30
5.5 Project Website and Online Engagement		2									16			20	20	4	62
5.6 Social Media		2									8				28		38
Task 5 Subtotal	2	20	3								68			244	132	12	481



Highway 10 Corridor Improvements

City of Ramsey, Minnesota
Proposed Fee for Services



Phase II - Vision Refinement, Preliminary Design, Funding

TASK	Project Management			Engineering							Planning					TOTAL	
	Project Manager / Principal-in-Charge	Deputy Project Manager	QA/QC Manager	Transportation Design Engineer	Traffic Engineer	Graduate Engineer / Technician	Noise Specialist	Surveyor	Sr. Bridge Engineer	Water Resources Engineer	Transportation Planner	Landscaping Architect	Landscape Design	Graphic Designer	Communication Specialist		GIS Technician
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1.3 Quality Assurance/Quality Control (QA/QC)	2	2	8	4							4						20
1.4 Public and Agency Involvement Plan	1	2									4						7
1.5 TAC Meetings (5 mtgs)	20	20		20							20						80
1.6 TH 10 Subcommittee Meetings (up to 2 mtgs)	8	8															16
1.7 City Council Meetings (up to 2 mtgs)	10	10															20
1.8 TH 10 Working Group Meeting (up to 1 mtg)	5	5															10
1.9 Agency Coordination Meetings (up to 5 mtgs)	16	16		12	6	6			4	4	6						70
1.10 Stakeholder Group Meetings (up to 15 mtgs)	8	40		4							40						92
1.11 Public Open House Meeting (1 mtg)	4	6		4	4	2					8				10	4	42
Task 1 Subtotal	114	147	10	68	10	8			8	12	100				10	4	491
Task 2 - Vision Refinement																	
2.1 Stormwater Management Plan	1	1	40	20		320				150						20	552
2.2 Preliminary Noise Analysis	2	6	2	8		20	100									20	158
2.3 Corridor Beautification	2	10	2								20	60	130	40		10	274
2.4 Preliminary Design	60	10	60	600	50	1200			120	60							2160
2.5 Preliminary Cost Estimate	8	1	10	40	4	80			30	8		8	20				209
2.6 Preliminary Staging Plan	10	2	16	80	10	320			50	8							496
2.7 Official Map	6	70	16	20		40		320									472
Task 2 Subtotal	89	100	146	768	64	1980	100	320	200	226	20	68	150	40		50	4321
Task 3 - Communications																	
3.1 Project Videos	2	4	2								20			190	20		238
3.2 Infographics	2	4	1								8			20	40		75
3.3 Print Communications		2	2								6			8	8	4	30
3.4 Project Website and Online Engagement		2									16			20	20	4	62
3.5 Social Media		2									8				28		38
Task 3 Subtotal	4	14	5								58			238	116	8	443
Task 4 - Funding																	
4.1 Implementation and Funding Plan	20	16	2	8										4		8	58
4.2 Corridor Study Report	2	20	2	16	16				4		100			8	4	16	188
4.3 Funding Assistance	50	40	6	20	50	100					120					16	402
Task 4 Subtotal	72	76	10	44	66	100			4		220			12	4	40	648

Public Works Committee

5.3.

Meeting Date: 01/16/2018

By: Bruce Westby, Engineering/Public Works

Title:

Provide City Council Recommendation for 2018 Crackseal and Sealcoat Improvements, Improvement Project #18-04

Purpose/Background:

Purpose:

The purpose of this case is to consider recommending City Council approval for 2018 Crackseal and Sealcoat Improvements, Improvement Project #18-04.

Background:

Attached to this case are maps of the proposed 2018 crackseal and sealcoat improvements, including an overall map of the locations of all streets proposed to receive improvements, as well as maps of each individual project area, designated as Areas A - F.

A total of 22.71 miles of public streets are proposed to receive crackseal and sealcoat improvements in 2018. Due to the large amount of loose rock observed in cul-de-sacs after previous sealcoating projects that results from the significant turning maneuvers, Staff proposes to fogseal all cul-de-sacs.

Also attached is a project cost summary sheet, as well as a street segments summary sheet which includes historical information on each of the street segments proposed to receive crackseal and sealcoat improvements in 2018.

The current engineer's estimate for all proposed improvements is \$623,169.69. In order to ensure that as much of the \$500,000 that is budgeted for this work will be spent, Staff proposes to split the project up into a base bid including several project areas with a resultant estimated project cost of just under \$500,000, with the remaining areas being bid as alternate bids.

Staff will provide a formal presentation on the project during the meeting.

Timeframe:

Staff estimates this case will take 10 minutes to present and respond to questions.

Observations/Alternatives:

Observations: Staff is currently working with the City of Elk River to assign maintenance responsibilities for Jarvis Street, which is proposed to be cracksealed in 2018 as highlighted in green on the attached street data summary sheet. **Alternatives:** Alternative #1 – Motion recommending City Council approval for 2018 Crackseal and Sealcoat Improvements, Improvement Project #18-04. Alternative #2 – Motion of other.

Funding Source:

Project costs are proposed to be funded from the general fund using the \$500,000 that is budgeted annually for crackseal and sealcoat improvements.

Recommendation:

Staff recommends alternative #1.

Action:

Motion recommending City Council approval for 2018 Crackseal and Sealcoat Improvements, Improvement Project #18-04.

Attachments

[IP1804 Overall Project Map](#)

[IP1804 Area A Map](#)

[IP1804 Area B Map](#)

[IP1804 Area C Map](#)

[IP1804 Area D Map](#)

[IP1804 Area E Map](#)

[IP1804 Area F Map](#)

[IP1804 Project Costs](#)

[IP1804 Street Segments Summary](#)

Form Review

Inbox

Grant Riemer

Kurt Ulrich

Form Started By: Bruce Westby

Final Approval Date: 01/11/2018

Reviewed By

Grant Riemer

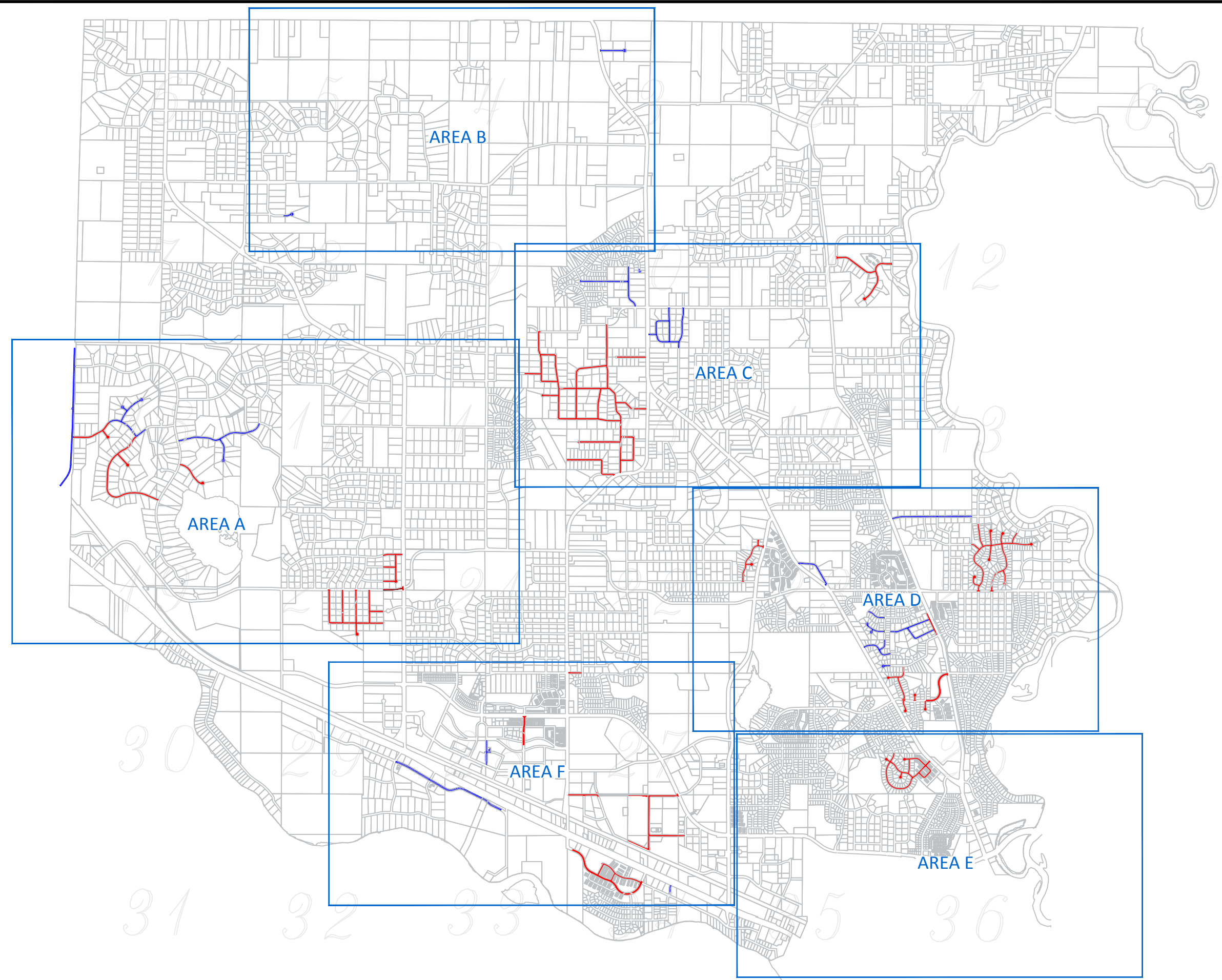
Kurt Ulrich



Date

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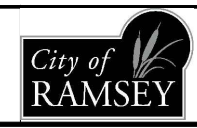
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 CRACK SEAL AND SEAL COAT - 2018 PROPOSED STREETS
 CRACK SEAL

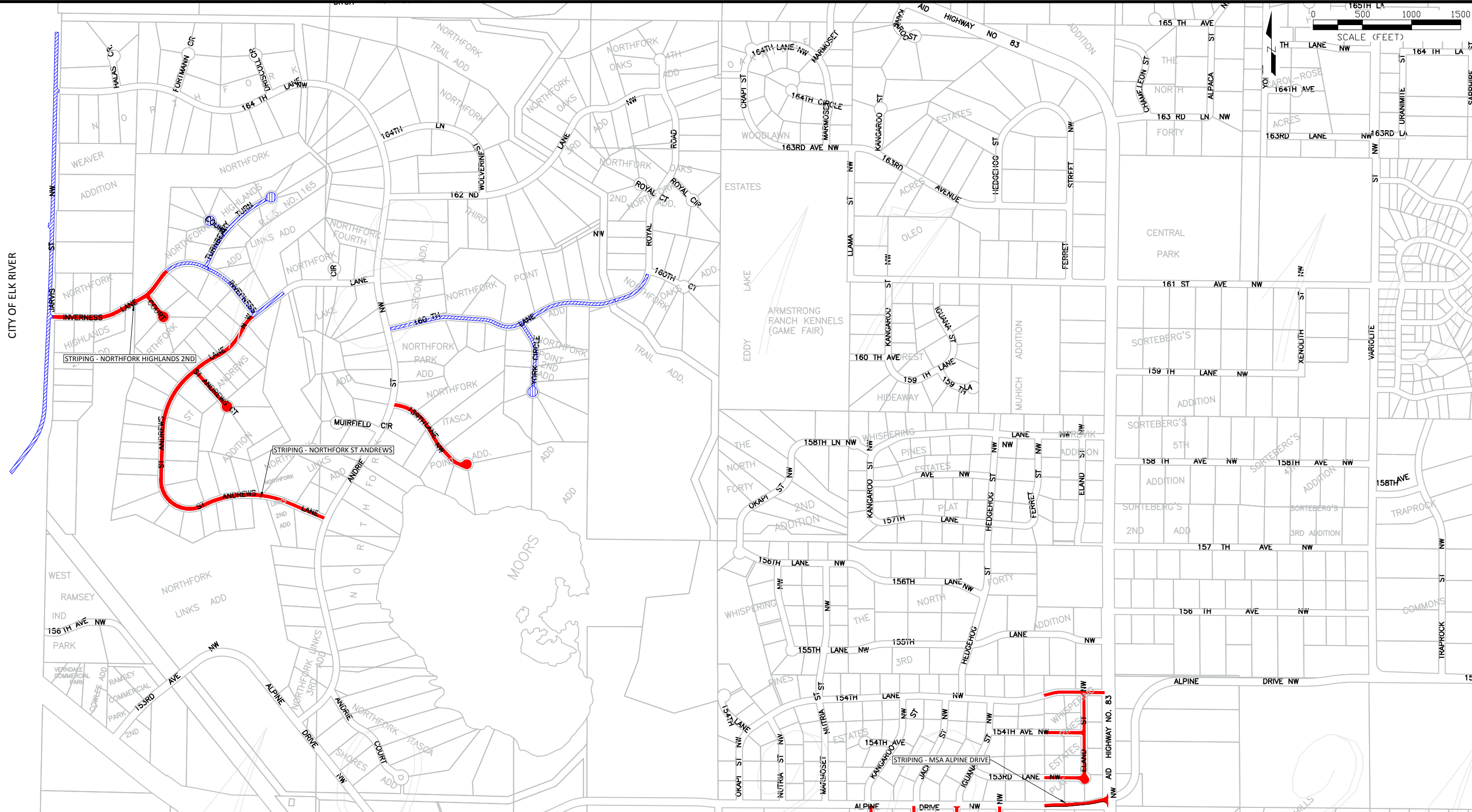
NOTE: SEAL COAT - USE CRS-2 BIT MATERIAL
CUL-DE-SACS - USE CRS-2P BIT MATERIAL AND FOG SEAL



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OVERALL MAP

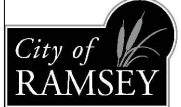
2018 CRACK SEAL AND SEAL COAT PROJECT
CITY PROJECT NO. 18-04
CITY OF RAMSEY, MINNESOTA



AREA A STRIPING SUMMARY

SUBDIVISION	SEGMENT DESCRIPTION	ITEM DESCRIPTION	UNIT	QUANTITY
NORTHFORK HIGHLANDS 2ND	INVERNESS LANE	CROSSWALK MARKINGS	SF	120
NORTHFORK ST ANDREWS	ST ANDREWS LANE	CROSSWALK MARKINGS	SF	150
MSA	ALPINE DRIVE - 400' W OF CR 83 / CR 83	4" SOLID LINE WHITE	LF	1230
		4" DOUBLE SOLID LINE YELLOW	LF	615
		CROSSWALK MARKINGS	SF	144

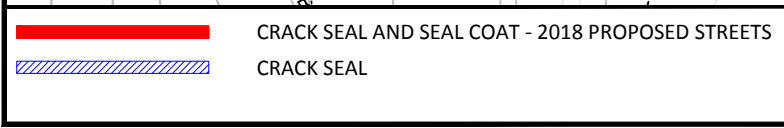
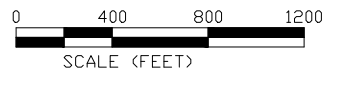
█ CRACK SEAL AND SEAL COAT - 2018 PROPOSED STREETS NOTE: SEAL COAT - USE CRS-2 BIT MATERIAL
 CRACK SEAL CUL-DE-SACS - USE CRS-2P BIT MATERIAL AND FOG SEAL



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**DETAIL MAP
AREA A**

2018 CRACK SEAL AND SEAL COAT PROJECT
CITY PROJECT NO. 18-04
 CITY OF RAMSEY, MINNESOTA

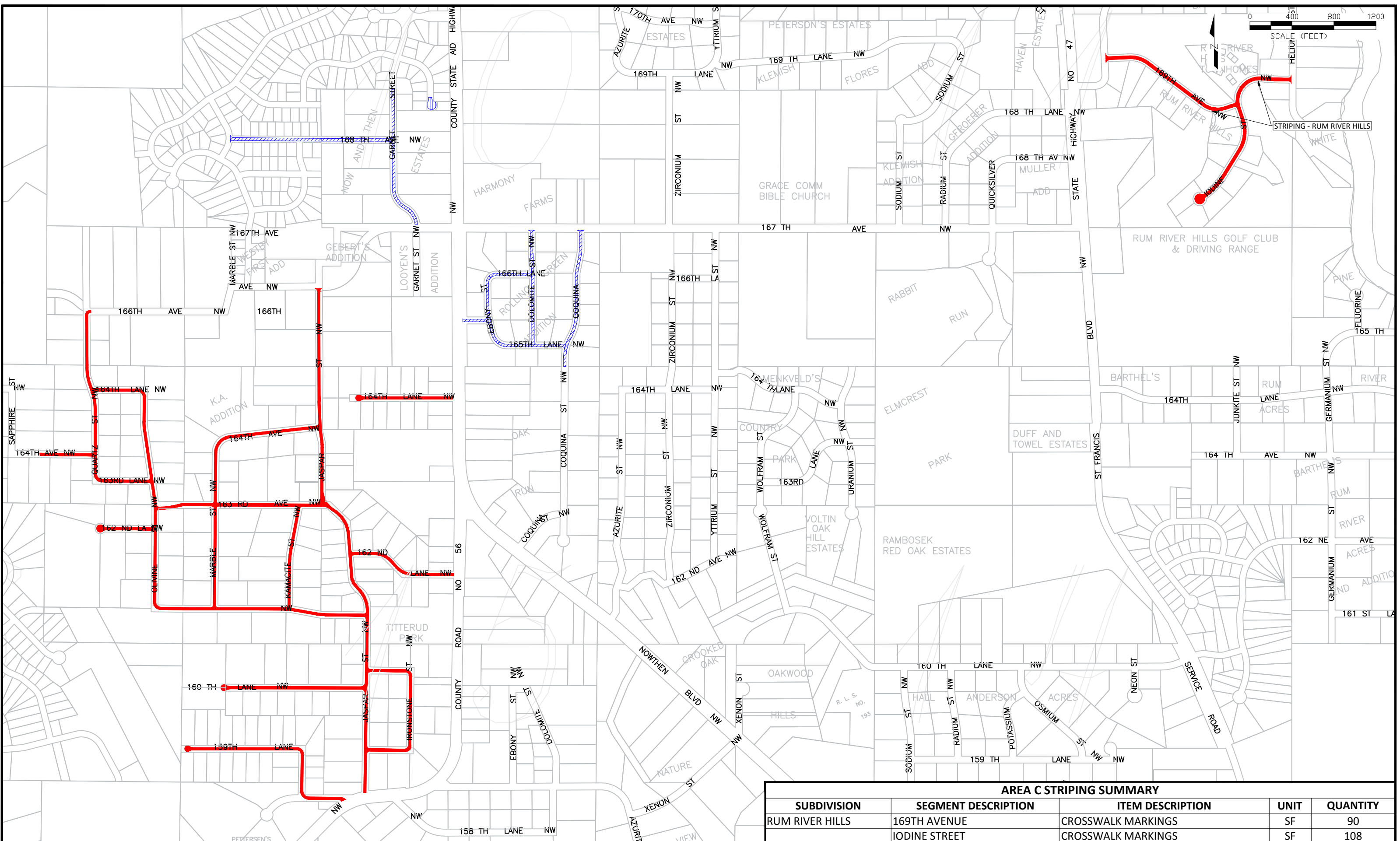
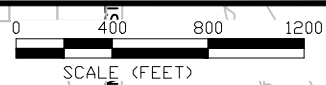


NOTE: SEAL COAT - USE CRS-2 BIT MATERIAL
 CUL-DE-SACS - USE CRS-2P BIT MATERIAL AND FOG SEAL

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**DETAIL MAP
 AREA B**

2018 CRACK SEAL AND SEAL COAT PROJECT
CITY PROJECT NO. 18-04
 CITY OF RAMSEY, MINNESOTA

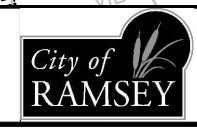


AREA C STRIPING SUMMARY

SUBDIVISION	SEGMENT DESCRIPTION	ITEM DESCRIPTION	UNIT	QUANTITY
RUM RIVER HILLS	169TH AVENUE	CROSSWALK MARKINGS	SF	90
	IODINE STREET	CROSSWALK MARKINGS	SF	108

 CRACK SEAL AND SEAL COAT - 2018 PROPOSED STREETS
 CRACK SEAL

NOTE: SEAL COAT - USE CRS-2 BIT MATERIAL
 CUL-DE-SACS - USE CRS-2P BIT MATERIAL AND FOG SEAL

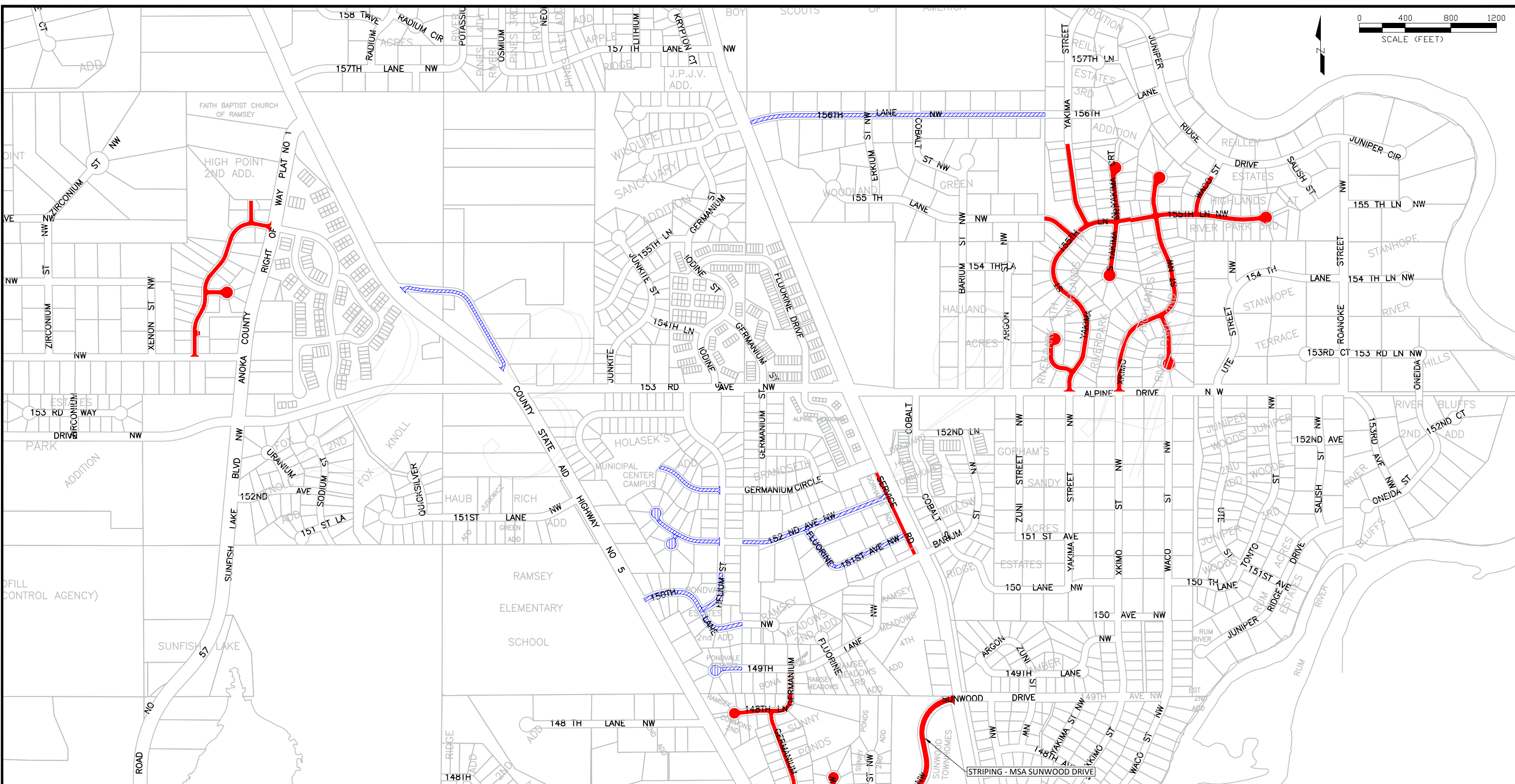
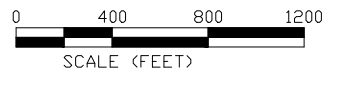


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DETAIL MAP
 AREA C


2018 CRACK SEAL AND SEAL COAT PROJECT
 CITY PROJECT NO. 18-04
 CITY OF RAMSEY, MINNESOTA

SHEET
 4
 OF
 7
 SHEETS



AREA D STRIPING SUMMARY

SUBDIVISION	SEGMENT DESCRIPTION	ITEM DESCRIPTION	UNIT	QUANTITY
MSA	SUNWOOD DRIVE - ERKIUUM ST / TH 47	4" SOLID LINE WHITE	LF	2,695
		4" DOUBLE SOLID LINE YELLOW	LF	1,485
		24" SOLID LINE YELLOW	LF	30
		PVT MSSG (LT TURN ARROW)	EA	2
		CROSSWALK MARKINGS	SF	198

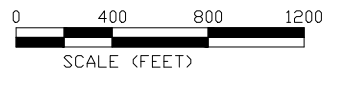
 CRACK SEAL AND SEAL COAT - 2018 PROPOSED STREETS
 CRACK SEAL


NOTE: SEAL COAT - USE CRS-2 BIT MATERIAL
 CUL-DE-SACS - USE CRS-2P BIT MATERIAL AND FOG SEAL


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**DETAIL MAP
 AREA D**

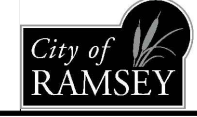
**2018 CRACK SEAL AND SEAL COAT PROJECT
 CITY PROJECT NO. 18-04
 CITY OF RAMSEY, MINNESOTA**



 CRACK SEAL AND SEAL COAT - 2018 PROPOSED STREETS

 CRACK SEAL

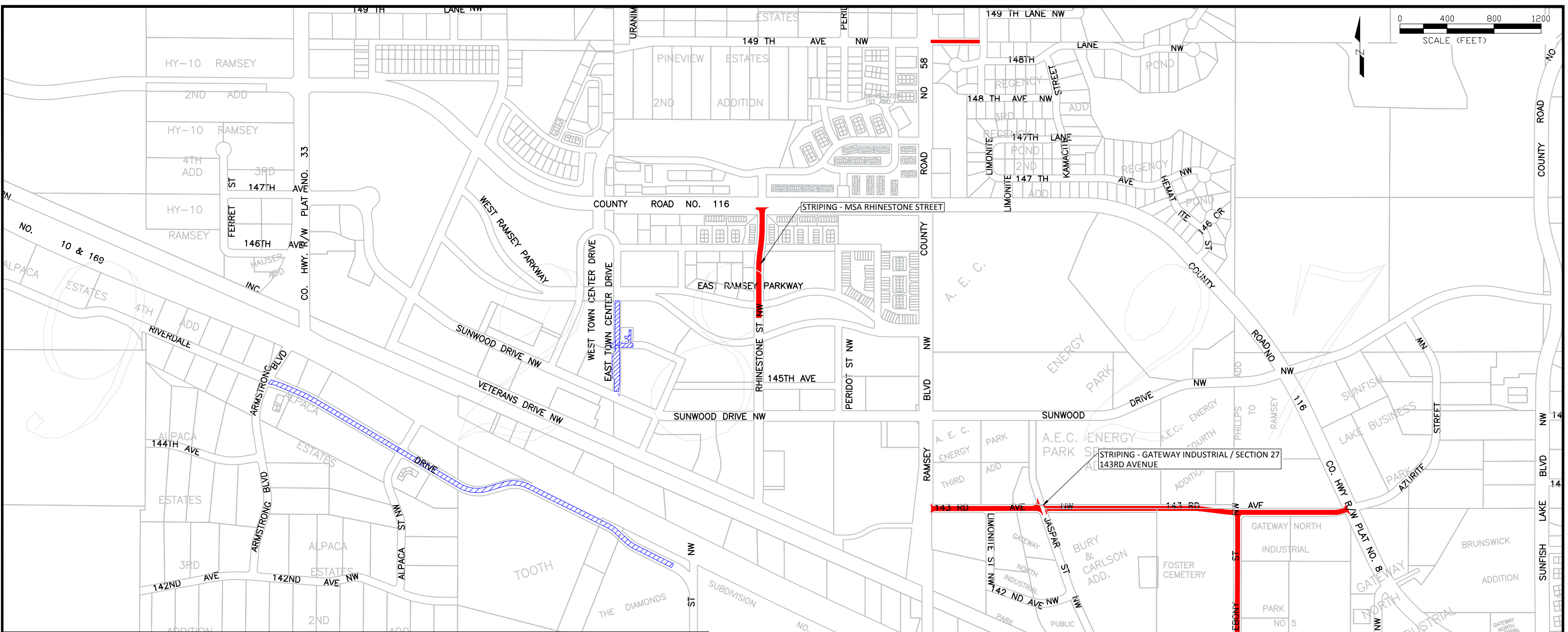
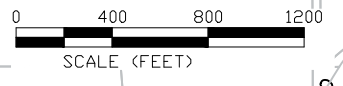
NOTE: SEAL COAT - USE CRS-2 BIT MATERIAL
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DETAIL MAP
 AREA E

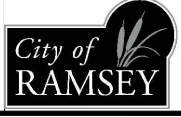
2018 CRACK SEAL AND SEAL COAT PROJECT
 CITY PROJECT NO. 18-04
 CITY OF RAMSEY, MINNESOTA



AREA F STRIPING SUMMARY

SUBDIVISION	SEGMENT DESCRIPTION	ITEM DESCRIPTION	UNIT	QUANTITY
MSA	RHINESTONE STREET - EAST RAMSEY PKWY WB / CR 116	4" SOLID LINE WHITE	LF	85
		4" DOUBLE SOLID LINE YELLOW	LF	275
		4" BROKEN LINE YELLOW	LF	120
		24" SOLID LINE WHITE	LF	27
		24" SOLID LINE YELLOW	LF	25
		PVT MSSG (LT TURN ARROW)	EA	1
		CROSSWALK MARKINGS	SF	216
MSA	RIVERDALE DRIVE - RAMSEY BLVD / GARNET ST	4" SOLID LINE WHITE	LF	5646
		4" DOUBLE SOLID LINE YELLOW	LF	2745
		CROSSWALK MARKINGS	SF	150
GATEWAY NORTH INDUSTRIAL PARK	143RD AVENUE	4" SOLID LINE WHITE	LF	1595
		4" DOUBLE SOLID LINE YELLOW	LF	795
SECTION 27 UNPLATTED	143RD AVENUE	4" SOLID LINE WHITE	LF	4895
		4" DOUBLE SOLID LINE YELLOW	LF	2465

 CRACK SEAL AND SEAL COAT - 2018 PROPOSED STREETS NOTE: SEAL COAT - USE CRS-2 BIT MATERIAL
 CRACK SEAL CUL-DE-SACS - USE CRS-2P BIT MATERIAL AND FOG SEAL



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DETAIL MAP
 AREA F

2018 CRACK SEAL AND SEAL COAT PROJECT
 CITY PROJECT NO. 18-04
 CITY OF RAMSEY, MINNESOTA

**2018 Seal Coat and Crack Seal Improvements
Project Costs Summary**

Area Map	Total Miles		Total Cost
A	5.25	\$	127,784.06
B	0.22	\$	1,146.45
C	6.54	\$	158,182.36
D	5.99	\$	154,506.09
E	1.16	\$	46,585.57
F	3.55	\$	134,965.15
<i>Project Total</i>	22.71	\$	623,169.69

**18-04 SEAL COAT AND CRACK SEAL IMPROVEMENTS
STREET SEGMENT SUMMARIES**

MAP AREA A											
Subdivision	Street	Curb	Length (feet)	Length (miles)	2017 Rating	Program	Year Built	Maintenance 1	Maintenance 2	Maintenance 3	Maintenance 4
Menkveld's Pine Hills North	Iguana Street - Menkveld Pine Hills North CDS	Bit	164	0.03	6	SC	1982	SC 1 - 1987	SC 2 - 2008		
MSA - ALPINE DRIVE	Alpine Drive - Pt 400 ft w/CR 83 / CR 83	Concrete	645	0.12	6	SC	2001	SC 1 - 2007			
MSA JARVIS STREET	Jarvis Street - N Section Line / N Line Parcel 18-32-0002	Concrete	4578	0.87	10	CS	2015				
Northfork Highlands	Inverness Lane - Turnberry Turn / E EOP	Bit	638	0.12	10	CS	1994	SC 1 - 1999	OL - 2015		
	Inverness Lane - Turnberry Turn / W EOP	Bit	457	0.09	10	CS	1994	SC 1 - 1999	OL - 2015		
	Turnberry Court - Turnberry Turn / CDS	Bit	236	0.04	10	CS	1994	SC 1 - 1999	OL - 2015		
	Turnberry Turn - Inverness Ln / Turnberry Court	Bit	362	0.07	10	CS	1994	SC 1 - 1999	OL - 2015		
	Turnberry Turn - Turnberry Crt / CDS	Bit	682	0.13	10	CS	1994	SC 1 - 1999	OL - 2015		
Northfork Highlands 2nd	Inverness Lane - Jarvis St / E EOP	Bit	1326	0.25	5	SC	2000	SC 1 - 2008			
Northfork Itasca Point	159th Lane - Andrie St / CDS	Bit	1051	0.20	7	SC	1999	SC 1 - 2008			
Northfork Links 2nd	St Andrews Lane - Andrie St / W EOP	Bit	655	0.12	6	SC	1993	SC 1 - 1999			
Northfork Oaks	160th Lane - 160th Court / W EOP	Bit	445	0.08	10	CS	1994	SC 1 - 1999	OL - 2015		
Northfork Point	160th Lane - York Cir / E EOP	Bit	1008	0.19	10	CS	1991	SC 1 - 1999	OL - 2015		
	160th Lane - Andrie St / York Cir	Bit	1367	0.26	10	CS	1991	SC 1 - 1999	OL - 2015		
	York Circle - 160th Ln / CDS	Bit	772	0.15	10	CS	1991	SC 1 - 1999	OL - 2015		
Northfork St Andrews	St Andrews Lane - Inverness Lane / SE EOP	Bit	400	0.08	10	CS	2001	SC 1 - 2008	OL - 2015		
	Inverness Court - Inverness Ln / CDS	Bit	313	0.06	4	SC	2001	SC 1 - 2008			
	St Andrews Court - St Andrews Ln / CDS	Bit	474	0.09	7	SC	2001	SC 1 - 2008			
	St Andrews Lane - Inverness Ln / St Andrews Crt	Bit	816	0.15	6	SC	2001	SC 1 - 2008			
	St Andrews Lane - St Andrews Crt / SE EOP	Bit	2454	0.46	7	SC	2001	SC 1 - 2008			
Whispering Pine Estates Plat 2	151st Lane - Kangaroo St / E EOP	N/A	1752	0.33	5	SC	1980	SC 1 - 1987	SC 2 - 2008		
	152nd Avenue - Hedgehog St / E EOP	N/A	422	0.08	5	SC	1994	SC 1 - 2001	SC 2 - 2008		
	Hedgehog Street - 151st Ln / 153rd Ave	N/A	1055	0.20	5	SC	1994	SC 1 - 2001	SC 2 - 2008		
	Iguana Street - 151st Ln / 153rd Ave	N/A	1055	0.20	6	SC	1998	SC 1 - 2007	SC 2 - 2007		
	Iguana Street - S EOP / 151st Ln	N/A	238	0.05	6	SC	1980	SC 1 - 1987	SC 2 - 2008		
	Jackel Street - 151st Ln / 153rd Ave	N/A	1055	0.20	7	SC	1998	SC 1 - 2007	SC 2 - 2007		
	Kangaroo Street - 151st Ln / 153rd Ave	N/A	1054	0.20	6	SC	1980	SC 1 - 1987	SC 2 - 2008		
Whispering Pines Estates Plat 4	153rd Lane - W EOP / Eland St	Bit	440	0.08	4	SC	1978	SC 1 - 1984	SC 2 - 1992	OL - 2003	SC 3 - 2008
	154th Avenue - W EOP / Eland St	Bit	392	0.07	4	SC	1978	SC 1 - 1984	SC 2 - 1992	OL - 2003	SC 3 - 2008
	154th Lane - Eland St / CR 83	Bit	208	0.04	4	SC	1978	SC 1 - 1984	SC 2 - 1992	OL - 2003	SC 3 - 2008
	154th Lane - W EOP / Eland St	Bit	405	0.08	4	SC	1978	SC 1 - 1984	SC 2 - 1992	OL - 2003	SC 3 - 2008
	Eland Street - 154th Ave / 154th Ln	Bit	400	0.08	6	SC	1978	SC 1 - 1984	SC 2 - 1992	OL - 2003	SC 3 - 2008
	Eland Street - 153rd Ln / 154th Ave	Bit	402	0.08	6	SC	1978	SC 1 - 1984	SC 2 - 1992	OL - 2003	SC 3 - 2008

MAP AREA B											
Subdivision	Street	Curb	Length (feet)	Length (miles)	2017 Rating	Program	Year Built	Maintenance 1	Maintenance 2	Maintenance 3	Maintenance 4
Rabbit Meadow	171st Ave - W EOP / E EOP	N/A	316	0.06	10	CS	2015				
Tall Pine Ridge	180th Avenue - CSAH 5 / E EOP	N/A	831	0.16	10	CS	2015				

MAP AREA C												
Subdivision	Street	Curb	Length (feet)	Length (miles)	2017 Rating	Program	Year Built	Maintenance 1	Maintenance 2	Maintenance 3	Maintenance 4	
Rum River Hills	169th Avenue - 170th Ln / Iodine St	Bit	1403	0.27	7	SC	1986	SC 1 - 1992	OL - 2004	SC 2 - 2009		
	Iodine Street - Helium St / CDS	Bit	1728	0.33	8	SC	1986	SC 1 - 1992	OL - 2004	SC 2 - 2009		
Section 15 Unplatted	159th Lane - Jaspar St / Ironstone St	Bit	396	0.08	6	SC	1985	SC 1 - 1987	SC 2 - 1993	OL - 2000	SC 3 - 2007	
	159th Lane - W Sec Line / Ramsey Blvd	Bit	1919	0.36	8	SC	1985	SC 1 - 1987	SC 2 - 1993	OL - 2000	SC 3 - 2007	
	160th Lane - Jaspar St / Ironstone St	Bit	396	0.08	6	SC	1985	SC 1 - 1987	SC 2 - 1993	OL - 2000	SC 3 - 2007	
	161st Lane - W Section Line / Jaspar St	Bit	1748	0.33	5	SC	1985	SC 1 - 1987	SC 2 - 1993	OL - 2000	SC 3 - 2007	
	162nd Lane - Jaspar St / Ramsey Blvd	Bit	1042	0.20	6	SC	1985	SC 1 - 1987	SC 2 - 1993	OL - 2000	SC 3 - 2007	
	163rd Avenue - W Section Line / Jaspar St	Bit	1352	0.26	7	SC	1985	SC 1 - 1987	SC 2 - 1993	OL - 2000	SC 3 - 2007	
	164th Avenue - NE PC Marble St / Jaspar St	Bit	963	0.18	7	SC	1985	SC 1 - 1987	SC 2 - 1993	OL - 2000	SC 3 - 2007	
	164th Lane - Termini / Nowthen Blvd	Bit	891	0.17	4	SC	1994	SC 1 - 2001				
	Ironstone Street - 159th Ln / 160th Ln	Bit	735	0.14	6	SC	1985	SC 1 - 1987	SC 2 - 1993	OL - 2000	SC 3 - 2007	
	Jaspar Street - 160th Ln / 161st Ln	Bit	691	0.13	6	SC	1985	SC 1 - 1987	SC 2 - 1993	OL - 2000	SC 3 - 2007	
	Jaspar Street - 161st Ln / 166th Ave	Bit	3206	0.61	6	SC	1985	SC 1 - 1987	SC 2 - 1993	OL - 2000	SC 3 - 2007	
	Kamacite Street - 163rd Ave / 161st Ln	Bit	975	0.18	5	SC	1985	SC 1 - 1987	SC 2 - 1993	OL - 2000	SC 3 - 2007	
	Marble Street - 161st Ln / NE PC 164th Ave	Bit	1586	0.30	6	SC	1985	SC 1 - 1987	SC 2 - 1993	OL - 2000	SC 3 - 2007	
	Section 16 Unplatted	161st Lane - Olivine St / E Section Line	Bit	258	0.05	6	SC	1985	SC 1 - 1987	SC 2 - 1993	OL - 2000	SC 3 - 2007
162nd Lane - CDS / Olivine St		Bit	545	0.10	6	SC	1985	SC 1 - 1987	SC 2 - 1993	OL - 2000	SC 3 - 2007	
163rd Avenue - Olivine St / E Section Line		Bit	263	0.05	7	SC	1985	SC 1 - 1987	SC 2 - 1993	OL - 2000	SC 3 - 2007	
163rd Lane - Quartz St / Olivine St		Bit	512	0.10	5	SC	1985	SC 1 - 1987	SC 2 - 1993	OL - 2000	SC 3 - 2007	
164th Avenue - Quartz / Pt 285 ft E of Sapphire St		Bit	517	0.10	6	SC	1985	SC 1 - 1987	SC 2 - 1993	OL - 2000	SC 3 - 2007	
164th Lane - Quartz St / Olivine St		Bit	477	0.09	7	SC	1985	SC 1 - 1987	SC 2 - 1993	OL - 2000	SC 3 - 2007	
Olivine Street - 164th Ln / 161st Ln		Bit	2058	0.39	6	SC	1985	SC 1 - 1987	SC 2 - 1993	OL - 2000	SC 3 - 2007	
Quartz Street - N Section Line / 163rd Ln		Bit	1098	0.21	6	SC	1985	SC 1 - 1987	SC 2 - 1993	OL - 2000	SC 3 - 2007	
Brookfield	Feldspar Street - CDS	Concrete	115	0.02	9	CS	2015					
Brookfield 6th	168th Avenue - Marble St / E EOP	Concrete	860	0.16	10	CS	2015					
Now and Then Estates	168th Avenue - W EOP / Garnet St	Concrete	675	0.13	10	CS	2015					
	Garnet Street - 167th Ave / N EOP	Concrete	1368	0.26	10	CS	2015					
Rolling Green	165th Lane - NW PC Ebony & 165th Ln / Conquina St	Bit	643	0.12	11	CS	1984	SC 1 - 1990	OL - 1998	SC 2 - 2004	OL 2 - 2015	
	165th Lane - Nowthen Blvd / Ebony St	Bit	241	0.05	12	CS	1984	SC 1 - 1990	OL - 1998	SC 2 - 2004	OL 2 - 2015	
	166th Lane - SW PC Ebony & 166th Ln / Dolomite St	Bit	402	0.08	13	CS	1984	SC 1 - 1990	OL - 1998	SC 2 - 2004	OL 2 - 2015	
	Conquina Street - S EOP / 167th Ave	Bit	1320	0.25	14	CS	1984	SC 1 - 1990	OL - 1998	SC 2 - 2004	OL 2 - 2015	
	Dolomite Street - 165th Ln / 167th Ave	Bit	1086	0.21	15	CS	1984	SC 1 - 1990	OL - 1998	SC 2 - 2004	OL 2 - 2015	
	Ebony Street - NW PC @ 165th / SW PC @ 166th	Bit	653	0.12	16	CS	1984	SC 1 - 1990	OL - 1998	SC 2 - 2004	OL 2 - 2015	
MSA - 160TH LANE	160th Lane - W Section Line / Jaspar St	Bit	1372	0.26	6	SC	1985	SC 1 - 1987	SC 2 - 1993	OL - 2000	SC 3 - 2007	
MSA - JASPAR STREET	Jaspar Street - Ramsey Blvd / 160th Ln	Bit	1038	0.20	7	SC	1985	SC 1 - 1987	SC 2 - 1993	OL - 2000	SC 3 - 2007	

MAP AREA D											
Subdivision	Street	Curb	Length (feet)	Length (miles)	2017 Rating	Program	Year Built	Maintenance 1	Maintenance 2	Maintenance 3	Maintenance 4
Highlands at River Park	155th Lane - Yakima Cr/ EOP	Concrete	164	0.03	8	SC	2002	SC 1 - 2008			
	Yakima Street - 155th Ln / N EOP	Concrete	726	0.14	8	SC	2002	SC 1 - 2008			
	Yakima Street - Alpine Dr / 155th Ln	Concrete	1514	0.29	8	SC	2002	SC 1 - 2008			
	155th Lane - W EOP / Yakima Cr	Concrete	710	0.13	8	SC	2002	SC 1 - 2008			
	South Yakima Court - 155th Ln / CDS	Concrete	459	0.09	8	SC	2002	SC 1 - 2008			
Highlands at River Park 2nd	Yakima Court - 155th Ln / N EOP	Concrete	458	0.09	8	SC	2003	SC 1 - 2008			
	Waco Court - Xkimo St / CDS	Concrete	427	0.08	8	SC	2003	SC 1 - 2008			
	Xkimo Street - Waco Cr / 155th Ln	Concrete	924	0.18	8	SC	2003	SC 1 - 2008			
	Xkimo Street - Alpine Dr / Waco Cr	Concrete	845	0.16	8	SC	2003	SC 1 - 2008			
	155th Lane - E EOP / W EOP	Concrete	407	0.08	8	SC	2003	SC 1 - 2008			
Highlands at River Park 3rd	Waco Street - 155th Ln / N EOP	Concrete	350	0.07	8	SC	2003	SC 1 - 2008			
	Xkimo Street - 155th Ln / CDS	Concrete	332	0.06	8	SC	2003	SC 1 - 2008			
	155th Lane - Waco St / CDS	Concrete	613	0.12	8	SC	2003	SC 1 - 2008			
	155th Lane - Waco St / E EOP	Concrete	172	0.03	8	SC	2003	SC 1 - 2008			
Highlands at River Park 4th	Zuni Court - Yakima St / CDS	Concrete	413	0.08	8	SC	2004	SC 1 - 2008			
MSA Sunwood Drive	Sunwood Drive - Erkium St / TH 47	Concrete	1333	0.25	8	SC	2000	SC 1 - 2006			
Harvest Estates	152nd Court - Helium St / CDS	Concrete	701	0.13	10	CS	2015				
	152nd Lane - Helium St / W EOP	Concrete	585	0.11	10	CS	2015				
	152nd Terrace - 152nd Ct / CDS	Concrete	134	0.03	10	CS	2015				
MSA 156TH LANE	156th Lane - E EOP / TH 47	Bit	2583	0.49	10	CS	1974	SC 1 - 1981	OL - 1990	SC 2 - 1996	OL 2 - 2015
Pondvale Estates	149th Lane - E EOP / CDS	Concrete	278	0.05	10	CS	1993	SC 1 - 1998	SC 2 - 2005	OL - 2015	
	150th Lane - CSAH 5 / E EOP	Bit	300	0.06	10	CS	1984	SC 1 - 1992	SC 2 - 2005	OL - 2015	
Pondvale Estates 2nd	150th Lane - W EOP / Helium St	Bit	7587	1.44	10	CS	1984	SC 1 - 1992	SC 2 - 2005	OL - 2015	
	150th Lane - Helium St / E EOP	Bit	441	0.08	10	CS	1984	SC 1 - 1992	SC 2 - 2005	OL - 2015	
	Helium Street - 150th Ln / N EOP	Bit	401	0.08	10	CS	1984	SC 1 - 1992	SC 2 - 2005	OL - 2015	
Section 23 Unplatted - Crack Fill Only	Old Hwy 5 - Hwy 5 / Hwy 5	Bit	1295	0.25	9	CS	1974	SC 1 - 1984	SC 2 - 1992	OL - 2010	
Alpine Woods	154th Court - Vanadium St / CDS	Concrete	229	0.04	8	SC	2004	SC 1 - 2010			
	155th Avenue - CR 57 / Uranium St	Concrete	140	0.03	8	SC	2004	SC 1 - 2010			
	Uranium Street - 155th Ave / N EOP	Concrete	183	0.03	8	SC	2004	SC 1 - 2010			
	Vanadium Street - 153rd Ln / 155th Ave	Concrete	1377	0.26	8	SC	2004	SC 1 - 2010			
Ramsey Commons 2nd	148th Lane - E EOP / CDS	Concrete	402	0.08	7	SC	1993	SC 1 - 1998	SC 2 - 2005		
Section 24 Unplatted	151st Avenue - NW PC Fluorine St / Service Rd	Bit	670	0.13	10	SC	2010	CS 1 - 2014			
	152nd Avenue - Service Rd / Termini	Bit	1330	0.25	10	SC	2010	CS 1 - 2014			
	Fluorine Street - 152nd Ave / 151st Ave	Bit	413	0.08	10	SC	2010	CS 1 - 2014			
	Service Road - NW EOP Gorhams / SE EOP	Bit	792	0.15	6	SC	1996	SC 1 - 2006			
Sunny Ponds	148th Lane - Germanium St / W EOP	Concrete	111	0.02	7	SC	1993	SC 1 - 1998	SC 2 - 2005		
	Erkium Street - Sunfish Lake Dr / S End CDS	Concrete	307	0.06	7	SC	1993	SC 1 - 1998	SC 2 - 2005		
	Fluorine Street - Sunfish Lake Dr / N End CDS	Concrete	223	0.04	7	SC	1993	SC 1 - 1998	SC 2 - 2005		
	Germanium Street - Sunfish Lake Dr / 148th Ln	Concrete	747	0.14	7	SC	1993	SC 1 - 1998	SC 2 - 2005		
	Germanium Street - Sunfish Lake Dr / S End CDS	Concrete	402	0.08	7	SC	1993	SC 1 - 1998	SC 2 - 2005		
	Germanium Street - 148th Ln / N EOP	Concrete	127	0.02	7	SC	1993	SC 1 - 1998	SC 2 - 2005		

MAP AREA E											
Subdivision	Street	Curb	Length (feet)	Length (miles)	2017 Rating	Program	Year Built	Maintenance 1	Maintenance 2	Maintenance 3	Maintenance 4
The Ponds of Ramsey	144th Avenue - Iodine St / CDS	Concrete	182	0.03	8	SC	2002	SC 1 - 2007			
	144th Avenue - Iodine St / Fluorine St	Concrete	713	0.14	8	SC	2002	SC 1 - 2007			
	144th Avenue - Iodine St E / Fluorine St	Concrete	192	0.04	8	SC	2002	SC 1 - 2007			
	144th Court - 144th Ave / CDS	Concrete	200	0.04	8	SC	2002	SC 1 - 2007			
	144th Way - Iodine St N / Iodine St S	Concrete	744	0.14	8	SC	2002	SC 1 - 2007			
	145th Avenue - Fluorine St / CDS	Concrete	204	0.04	8	SC	2002	SC 1 - 2007			
	145th Avenue - Iodine St / Fluorine St	Concrete	603	0.11	8	SC	2002	SC 1 - 2007			
	Fluorine Street - 145th Ave / 144th Ave	Concrete	457	0.09	8	SC	2002	SC 1 - 2007			
	Iodine Street - 144th Ave W / W EOP	Concrete	304	0.06	8	SC	2002	SC 1 - 2007			
	Iodine Street - 144th Ave E / 144th Ave W	Concrete	1768	0.33	8	SC	2002	SC 1 - 2007			
	Iodine Street - 145th Ave / 144th Way	Concrete	254	0.05	8	SC	2002	SC 1 - 2007			
	Iodine Street - CSAH 5 / 145th Ave	Concrete	200	0.04	8	SC	2002	SC 1 - 2007			
	Iodine Street - 144th Way S / 144th Way E	Concrete	319	0.06	8	SC	2002	SC 1 - 2007			

MAP AREA F											
Subdivision	Street	Curb	Length (feet)	Length (miles)	2017 Rating	Program	Year Built	Maintenance 1	Maintenance 2	Maintenance 3	Maintenance 4
MSA Rhinestone Street	Rhinestone Street - East Ramsey Pkwy WB / CR 116	Concrete	936	0.18	9	SC	2007				
MSA Riverdale Drive (East of Ramsey)	Riverdale Drive - Ramsey Blvd - 183' East of CL / Garnet St	Concrete	2493	0.47	7	SC	2003	SC 1 - 2003			
	Riverdale Drive - Feldspar St / Garnet St	Concrete	566	0.11	7	SC	1992	SC 1 - 1999			
Rivenwick Village	139th Avenue - Hematite St / Jasper St	Concrete	531	0.10	8	SC	2004	SC 1 - 2009			
	139th Avenue - Riverdale Dr / Hematite St	Concrete	890	0.17	8	SC	2004	SC 1 - 2009			
	Hematite Street - Riverdale Dr / 139th Ave	Concrete	256	0.05	8	SC	2004	SC 1 - 2009			
	Jasper Street - Riverdale Dr / 19th Ave	Concrete	386	0.07	8	SC	2004	SC 1 - 2009			
MSA - Riverdale Drive (West of Traprock)	Riverdale Drive - Alpaca St / E EOP	Concrete	2582	0.49	10	CS	2015				
	Riverdale Drive - Armstrong Blvd / Alpaca St	Concrete	1234	0.23	10	CS	2015				
Ramsey Town Center	Center Street - Sunwood Drive / 145th Ave	Concrete	393	0.07	10	CS	2015				
	Center Street - 145th Ave / E Ramsey Parkway	Concrete	377	0.07	10	CS	2015				
	Center Street Pump House Parking / Road	Concrete	295	0.06	10	CS	2015				
Riverside West	Dolomite Street - S ROW TH 10 / Riverdale Dr	Concrete	294	0.06	10	CS	2015				
Ebony	Ebony Street - 141st St / Mckinley St	Concrete	392	0.07	9	SC	2007	SC 1 - 2012			
Gateway Industrial Park	143rd Avenue - Jasper St / CR 56	Concrete	928	0.18	6	SC	2000	SC 1 - 2006			
MSA - MCKINLEY STREET	McKinley Street - Ebony St / W EOP	Concrete	763	0.14	8	SC	2007	SC 1 - 2012			
Section 22 Unplatted	149th Avenue - Ramsey Blvd / Limonite St	Bit	412	0.08	7	SC	1981	SC 1 - 1987	SC 2 - 1996	OL - 2005	SC 3 - 2010
Section 27 Unplatted	141st Avenue - Basalt St / Ebony St	Concrete	1144	0.22	8	SC	2001	SC 1 - 2006			
	143rd Avenue - Ebony St / CR 116	Concrete	938	0.18	8	SC	2001	SC 1 - 2006			
	143rd Avenue - Jasper St / Ebony St	Concrete	1639	0.31	8	SC	2001	SC 1 - 2006			
	Ebony Street - 141st Ave / 143rd Ave	Concrete	1312	0.25	8	SC	2001	SC 1 - 2006			

Public Works Committee

5. 4.

Meeting Date: 01/16/2018

By: Bruce Westby, Engineering/Public Works

Title:

Provide City Council Recommendation for Metropolitan Council Water Efficiency Potential Project

Purpose/Background:

Purpose:

The purpose of this case is to consider recommending City Council approval to participate in a Metropolitan Council Water Efficiency Potential Project.

Background:

Per the attached email from the Metropolitan Council received on November 27, 2017, a Water Efficiency Potential Project was commissioned to assess the economic potential of whether an aggressive water conservation program could reduce a community's expansion of water supply to meet future residential needs.

Based on current water use data and projected population growth, Ramsey ranks #19 out of all Twin Cities metro cities as a potential candidate community for economic analysis of potential peak water demand reduction. The Metropolitan Council believes the City of Ramsey can potentially benefit from such an analysis, and would like to know if the City is willing to be included in the study.

The study generally seeks to answer these questions regarding residential water use:

1. What overall peak reduction would a community need to achieve to avoid (or delay) installation of a new well?
2. What amount of total water savings could be realized, and how many years of delay for a new well (or wells) can be achieved?
3. What is the total cost to reduce peak demand through residential efficiency, and how does this cost compare with the cost of a new well (or wells)?

The first step in the analysis was an exercise to determine which of the 94 metropolitan communities with groundwater supplies and a large residential sector have the most potential to benefit from this analysis. The Metropolitan Council considered total population growth through 2040, residential water demand, peak summer to winter ratio, and estimated number of new wells through 2040. Based on these factors, Ramsey ranks #19 (breaking the top 20) of the 94 communities they reviewed.

Also attached to this case is a memo detailing the analysis used to identify the communities with the greatest potential for residential water efficiency.

There is no cost to participate in the study, but if a City agrees to participate the City must provide the following specific information for the next part of the analysis:

- Well yield data for each well
- Annual operational costs for treatment and for well operation
- Description, program costs, and number of staff for current water conservation programs
- Unit cost per 1,000 gallons of raw water (before treatment, if any)

The Metropolitan Council originally requested a response by December 8, 2017 as to whether the City of Ramsey was willing to participate. City Staff asked for an extension to allow Staff to present this information to advisory

boards and committees before requesting Council authorization to participate in the project on January 23, 2018. The Met Council approved this extension request.

Staff provided an update on this project to the Environmental Policy Board (EPB) during their December 18th meeting. The EPB provided some very generalized feedback on this potential opportunity. There was general consensus supporting the ‘survey’ portion of the project, but a concern was raised regarding the results of the survey. More specifically, the EPB raised the issue of equitable application of results. They would not want to see the results only applied to Ramsey or the other communities that participated as this could create an unfair burden on residential water users in Ramsey, such as increased water costs.

Timeframe:

Staff estimates this case will take 10 minutes to present and respond to questions.

Observations/Alternatives:

Observations:

Staff has reached out to the Metropolitan Council to seek clarification on the EPB concern regarding their plan for applying the survey results. At the time this case was published, a response had not yet been received. Staff will update the Public Works Committee during the meeting as to whether a response has been received from Met Council and, if so, what the response was.

Alternatives:

Alternative #1 – Motion recommending City Council approval to participate in a Metropolitan Council Water Efficiency Potential Project.

Alternative #2 – Motion of other.

Funding Source:

No costs are associated with this request, other than the time it will take Staff to gather and provide the requested water supply system data.

Recommendation:

Staff recommends alternative #1 contingent on verification from the Metropolitan Council that the study results will be applied equitably across the Twin Cities metropolitan region.

Action:

Motion recommending City Council approval to participate in a Metropolitan Council Water Efficiency Potential Project.

Attachments

Met Council email

TC Metro Water Users Screening Memo

Form Review

Inbox	Reviewed By	Date
Grant Riemer	Grant Riemer	01/11/2018 07:17 AM
Kurt Ulrich	Kurt Ulrich	01/11/2018 03:37 PM
Form Started By: Bruce Westby		Started On: 01/10/2018 12:22 PM
Final Approval Date: 01/11/2018		

Bruce Westby

From: Davis, Brian <Brian.Davis@metc.state.mn.us>
Sent: Monday, November 27, 2017 12:01 PM
To: Bruce Westby
Subject: Water Efficiency Potential Project Request
Attachments: MC_Efficiency_PrelimScreeningResults_Final.pdf

The Metropolitan Council has commissioned a project to assess the economic potential of whether an aggressive water conservation program could reduce the community's expansion of water supply to meet future residential needs. Your community has been identified as having the potential to benefit from this analysis. We are now asking if you are willing to include your community in this study.

Essentially, the study seeks to answer these questions:

1. What overall peak reduction would a community need to achieve to avoid (or delay) installation of a new well?
2. What amount of total water savings could be realized, and how many years of delay for a new well (or wells) can be achieved?
3. What is the total cost to reduce peak demand through residential efficiency, and how does this cost compare with the cost of a new well (or wells)?

This analysis focuses on residential water use. The first step in our analysis was an exercise to determine which of the 94 metropolitan communities with groundwater supplies and a large residential sector have the most potential to benefit from this analysis. We considered total population growth through 2040, residential water demand, peak summer to winter ratio, and estimated number of new wells through 2040. Your community ranks within the top 20 of the 94 communities that we reviewed. Attached is a memo that details the analysis used to screen for the communities with the greatest potential for residential water efficiency. You can review this memo to determine how your community was selected for this study.

There is no cost to your community to participate. However, if you do agree to participate, then we will request the following information specific to your community for the next part of our analysis:

- Well yield data for each well
- Annual operational costs for treatment and for well operation
- Description, program costs, and number of staff for current water conservation programs
- Unit cost per 1,000 gallons of raw water (before treatment, if any)

Please let me know by Friday, December 8th if you are willing to participate.



Brian M. Davis, Ph.D., P.G., P.E.

Senior Engineer | Water Supply Planning

brian.davis@metc.state.mn.us

P. 651.602.1519

390 North Robert Street | St. Paul, MN | 55101 | metro council.org



Memorandum

To: Brian Davis, Metropolitan Council

From: Bill Davis, Jodi Polzin, CDM Smith

Date: November 10, 2017

Subject: Water Efficiency Project - Preliminary Community Screening

This memo outlines the data processing steps used to screen municipal water systems ("communities") to identify potential candidate communities for economic analysis of potential peak demand reduction.

The objective of the community screening process is to identify municipal water systems with the following characteristics:

- A high percentage of residential water use
- A high residential gallon per capita per day (gpcd) rate of use
- A high summer peak month to winter average water use ratio
- A high projected population growth from 2017 to 2040
- A high number of estimated new wells needed by 2040

This memorandum describes the data and process to screen communities for these five characteristics.

Data Sources

Four data files were provided by Metropolitan Council for use in this screening process:

1. **MPARS_Inventory_20170607.xlsx** – This file contains 584 records in which each record represents an annual report for a water system. The data fields include:
 - Permit Number
 - Landowner Name
 - County
 - Year
 - Population Served

- Maximum Day Volume
 - Maximum Day Date
 - Reported Water Use (total volume)
 - Total Gallons Delivered
 - Residential Gallons Delivered
 - Residential Connections:
 - *Residential Metered Connections*
 - *Resource Type (groundwater, lake, stream/river)*
 - *Use Type (municipal/public water supply, private water supply, commercial/institutional water supply)*
2. MPARS_**Monthly**_20170607.xlsx – This file contains 130,690 records in which each record represents an annual report for a water withdrawal point. The data fields include:
- Permit Number
 - Year
 - January Gallons through December Gallons
 - Installation Total (annual total in million gallons)
 - Major Use Category (industrial, irrigation power generation, water supply)
 - Resource Type (groundwater, lake, stream/river)
 - County
 - Latitude & Longitude of withdrawal point
3. Thrive-MSP-2040-Forecasts-(January-2017).xlsx - This file contains **population**, housing and employment projections for municipalities and counties within the Metropolitan Region. The data are for the years 2010, 2020, 2030 and 2040.
4. MDH **Well** database – This database consists of multiple Excel files downloaded from the MDH database. The two files, and the related data, used for this analysis are:
- PWS.xls – contains Name of Community and PWS ID number
 - FACILITY.xls – contains the PWS ID number, Facility Code (WL for well), Availability Code (PRIM for primary, EMER for emergency) for each well.

From this data, the PWS number can be identified in the PWS file for each community of interest and used to identify wells listed in the Facility file for the communities of interest. Well data from the Facility file is selected for primary wells only, excluding emergency wells, and a count of the number of wells per community is determined.

Screening Criteria

The screening process began with data from the **Inventory** file. CDM Smith added four new fields to the database:

- Municipal System (yes or blank)
- Groundwater (yes or blank)
- Percent Residential by Volume (residential delivered/total delivered)
- Residential GPCD (residential delivered/population served)

Only records for systems that are municipal systems were selected for further screening. The screening also excluded systems that relied on purchased water. Note that the City of Medina has three permit numbers and White Bear Township has two permit numbers. The data, by permit number, were merged for each of these communities. Each municipal system has from 1 to 4 records for the years 2013 to 2016. The values for population served, total delivery volume, and residential delivery volume were averaged across all available years for each municipal system. The percent residential volume and the residential GPCD were calculated from the averages for each system. There are 100 municipal systems that meet the criteria of municipal systems on groundwater. Those that provide wholesale water to other systems were excluded leaving 94 systems as potential communities. (A list of known interconnections among systems is included at the end of this memo.)

The data for these 94 systems were sorted by percent residential and residential GPCD to identify communities that best meet the first two selection criteria. The percent residential by volume ranges from 99 percent to 23 percent. The residential GPCD ranges from 124 to 27 GPCD.

The second step was to analyze the Monthly water use data. A table was created from the Inventory data that included the permit number and name of the 94 selected systems. This table was used as a lookup table to pull out the monthly water use records for these systems.

In the prior analysis using this database with respect to water billing rates, only the data since the year 2000 was used. This same assumption was applied to the current analysis, which reduced the number of records representing water withdrawals by withdrawal point (well) for the 94 systems. The monthly water withdrawal volumes by withdrawal point (well) were summed for each system for each year. This resulted in 17 annual records for most of the systems. For the two systems with less than 17 years of data, both had at least eight years (2009-2016) of data available.

The water withdrawals by month were averaged by month across all available years for each system. From these monthly averages, the following data were calculated:

- The maximum month volume
- The winter average volume (average of October – April)
- The ratio of maximum month volume to the winter average volume

Note that these calculations of the peak month ratio are based on a longer time period (2000-2016) than the time period (2013-2016) used in the computation of the percent residential volume and residential GPCD. A comparison calculation of the peak month ratios was conducted using only the 2013-2016 period and found that in general the ratios were lower. Further investigation revealed that many of the system peak month volumes occurred during a period from about 2003 to 2008. Therefore, the peak month ratios from the 17-year data were used in the analysis.

The peak month to winter ratio of each system was matched to the summary data from the **Inventory** file by permit number. This information allows the 94 communities to be sorted by the peak month to winter ratio with respect to the third selection criteria.

One system (the City of Lexington in Anoka County with an average population served of 2,062) has a peak ratio of 68. Review of the **monthly** withdrawal data for this system indicates that Lexington purchases water from Blaine and only uses its well to supplement water for higher summer demand. Thus, the winter average used to calculate the ratio was extremely low. With the exception of this one system, the peak ratios of the systems range from 4.1 to 1.3.

The third step in the process was to identify the future population growth percentage for the 94 systems. The **population** data is by municipality rather than by water system. The data are organized by county and then municipality. Some municipalities are partially listed in two counties. For these municipalities, the two populations were combined to represent the entire municipality.

The municipality names in the population data were matched with the municipal water system names from the MPARS data. The population values for 2010 and 2040 were used to calculate the population growth for each of the communities. The growth ranged from 59,032 (St. Paul Regional Services) to -126 (City of Lakeland).

The fourth step in the process was to approximate the number of new wells each community would need by 2040. The MDH **well** data was used to derive the current number of active wells (excluding emergency wells). The population served by each community was divided by the number of wells to estimate the ratio of population served per well. The change in population from 2010 to 2040 was divided by this ratio to estimate the number of future new wells needed for each community. This assumes that the ratio of population per well remains the same, and that all new water supply will be provided from new wells. The resulting estimate of new wells needed was rounded to the nearest integer. Almost a third (30) of the communities do not appear to need new wells in the future. Two communities (Lake Elmo and Dayton) may need as many as 9 new wells by 2040 given their current ratio of population per well and projected population growth.

Ranking, Scoring, and Recommendation

Two further steps were used to rank and score the communities with respect to the five criteria. The list of communities was sorted for each of the criteria: percent residential use, residential GPCD, peak ratio, total population growth, and number of new wells. Each time the list was ranked, a rank order was assigned to the communities, ranging from 1 to 94. Each time the list was sorted the values of the top 20 communities of that criteria was highlighted.

Note that for most criteria, the communities were ranked in order from 1 to 94. However, for the number of new wells criterion, which was an integer from 0 to 9, there were multiple “ties” for each level. For example, the two communities with 9 new wells were both ranked “1”, then the three communities with 8 new wells were all ranked “3”, the communities with 7 new wells were all ranked “6”, etc.

The overall ranking value (score) of each community was calculated as a sum of the five ranking numbers. Thus, the score values have a potential range from 5 (5 x 1) to 470 (5 x 94). A low score corresponds to a higher preference for assessment of water efficiency potential. The actual scores of the communities ranged from 67 up to 399. As currently calculated, each criterion carries the same weight in determining the overall score. Thought was given to the possibility of weighting the individual criteria in the calculation of the score. However, it was decided that any weighting scheme would impose some level of subjectivity into the selection process. Interestingly, a few tests of alternate weighting schemes resulted in only relatively minor changes in the final ranking. Depending upon which criterion had the most weight, one or two communities would be shifted in or out of the top 20 communities. The final (non-weighted) listing of communities by overall score is shown in Table 1.

Based on this analysis, the top 20 communities in Table 1 are recommended as candidates for analysis of potential benefits of implementation of a water efficiency program as compared to expansion of water supply to meet future growth needs. It is anticipated that up to 5 communities will be decline the opportunity to participate in the next phase of this study. Therefore, the final analysis will be conducted on 15 of the potential 20 communities.

Table 1. Summary of Community Rankings by Criteria and Overall Ranking by Score

RANK	MPARS Name	Avg. Pop. Served	Weight	Avg. %RES by Vol	1	1	Growth Rate	Change 2010-2040	1	Peak Ratio	1	# New Wells	1	Weighted Score
					Rank %RES	Avg. RES GPCD			Rank RES-GPCD		Rank Pop Change		Rank by Peak	
1	Andover	19,572	88%	14	107.6	3	37%	11,302	24	4.11	1	3	25	67
2	Minnetrista	3,318	84%	23	99.2	5	88%	5,616	41	3.75	2	8	3	74
3	Prior Lake	24,438	93%	4	76.8	20	69%	15,394	11	2.71	22	4	17	74
4	Woodbury	66,451	82%	30	83.6	10	42%	25,839	5	3.07	13	4	17	75
5	Rosemount	23,143	80%	32	78.6	14	74%	16,126	9	3.06	14	6	11	80
6	Carver	4,219	90%	11	68.1	38	316%	11,776	20	3.01	16	8	3	88
7	Victoria	8,009	89%	12	77.3	19	110%	8,055	33	3.38	5	3	25	94
8	Eden Prairie	62,628	74%	45	80.5	12	36%	21,603	7	2.79	21	5	12	97
9	Hugo	11,380	79%	34	63.5	51	118%	15,668	10	3.24	6	7	6	107
10	Lake Elmo	3,465	77%	41	72.2	29	126%	10,139	30	3.2	8	9	1	109
11	Chanhassen	24,639	77%	40	78.4	15	62%	14,148	14	2.67	28	5	12	109
12	Maple Grove	68,279	72%	54	79.6	13	46%	28,133	3	2.69	25	4	17	112
13	Cottage Grove	34,056	83%	25	72.8	27	36%	12,411	19	2.7	24	4	17	112
14	Farmington	22,421	91%	7	69	35	54%	11,414	23	2.58	31	4	17	113
15	Rogers	9,330	65%	76	90.9	6	104%	11,603	22	3.48	4	7	6	114
16	Lakeville	59,027	85%	21	56.2	69	49%	27,546	4	2.95	19	7	6	119
17	Lino Lakes	15,517	82%	28	68.1	37	54%	10,884	26	3.13	11	4	17	119
18	Brooklyn Park	78,312	77%	37	76.1	21	29%	22,119	6	2.37	42	3	25	131
19	Ramsey	12,682	60%	85	78.2	16	47%	11,032	25	3.71	3	7	6	135
20	Apple Valley	50,450	71%	56	72.2	28	30%	14,516	12	2.66	29	5	12	137
21	Empire Twp.	2,284	87%	16	73	25	98%	2,386	56	3.23	7	2	38	142
22	St Francis	5,161	86%	19	75.5	24	75%	5,382	42	2.54	35	3	25	145
23	Plymouth	73,748	75%	43	75.8	23	18%	13,024	16	2.38	41	3	25	148
24	Shakopee	39,392	60%	84	67.8	41	44%	16,154	8	3.05	15	8	3	151
25	Blaine	62,266	67%	69	68.1	39	53%	30,114	2	2.67	27	3	25	162
26	Dayton	1,274	90%	10	64.7	48	125%	5,783	39	1.95	65	9	1	163
27	Savage	28,867	71%	55	57.8	67	53%	14,189	13	3.08	12	3	25	172
28	Shorewood	3,788	89%	13	89.4	8	4%	293	80	3.16	10	-	64	175
29	Eagan	66,398	68%	66	78	17	13%	8,094	32	2.49	36	3	25	176
30	Vadnais Hts.	12,013	93%	5	90.3	7	15%	1,798	59	2.34	43	-	64	178
31	Champlin	23,207	88%	15	82.3	11	4%	911	69	2.81	20	-	64	179
32	Coon Rapids	62,476	99%	2	43.4	88	17%	10,624	27	2.67	26	2	38	181
33	Minnnetonka	51,095	67%	67	75.9	22	24%	11,766	21	2.13	56	4	17	183
34	Waconia	11,421	74%	46	61.9	56	124%	13,303	15	1.98	62	5	12	191
35	Stillwater	18,663	75%	44	77.6	18	25%	4,573	45	2.23	53	2	38	198
36	Hastings	22,509	78%	36	70	33	30%	6,628	35	2.27	51	1	48	203
37	Edina	47,941	67%	70	87	9	13%	6,459	36	2.31	45	1	48	208
38	Mntka. Beach	566	79%	33	120.6	2	-5%	-29	92	3	17	-	64	208
39	Elko New Market	4,408	74%	49	46	86	190%	7,790	34	2.54	34	5	12	215
40	Medina	3,869	51%	90	55.2	71	72%	3,508	48	3.18	9	7	6	224
41	Marine St. Croix	105	99%	1	71	32	36%	251	83	1.84	71	2	38	225
42	Inver Grove Hts.	35,125	74%	47	50.1	82	38%	12,820	18	2.11	57	3	25	229
43	Forest Lake	10,513	66%	71	68.8	36	57%	10,523	28	1.78	75	3	25	235
44	Cologne	1,519	78%	35	58.1	66	157%	2,391	55	2.18	54	3	25	235
45	Fridley	27,675	74%	48	45.5	87	19%	5,292	44	3	18	2	38	235
46	Oakdale	27,976	77%	39	65.7	46	10%	2,799	51	2.24	52	1	48	236
47	Mayer	1,840	94%	3	59.1	61	69%	1,201	63	1.99	61	1	48	236
48	Tonka Bay	1,475	86%	18	72.9	26	6%	85	87	2.27	48	-	64	243
49	Mahtomedi	7,600	85%	20	72.1	30	0%	24	89	2.38	40	-	64	243
50	Randolph	322	71%	57	124.3	1	-4%	-16	91	2.61	30	-	64	243
51	Wayzata	3,907	64%	78	107.1	4	26%	962	68	2.31	46	1	48	244
52	Chaska	24,100	46%	91	53.9	74	54%	12,830	17	2.39	39	3	25	246
53	Centerville	3,845	91%	8	59.1	62	7%	268	82	2.57	32	-	64	248

54	Brooklyn Center	30,104	73%	52	64.3	50	18%	5,296	43	1.93	66	2	38	249
55	Bloomington	86,342	61%	81	69.6	34	13%	10,407	29	2.07	59	1	48	251
56	Norwood YA.	3,637	83%	26	51.2	79	159%	5,651	40	1.52	86	3	25	256
57	Circle Pines	4,974	87%	17	63.3	52	8%	382	76	2.3	47	-	64	256
58	Orono	2,970	65%	75	61.1	57	28%	2,063	57	2.56	33	2	38	260
59	Burnsville	61,027	55%	88	63.3	53	14%	8,194	31	2.18	55	2	38	265
60	Spring Lake Pk.	6,453	70%	61	67.8	40	15%	988	67	2.27	49	1	48	265
61	Anoka	17,673	62%	80	65.9	44	24%	4,058	47	2.27	50	1	48	269
62	Shoreview	27,550	73%	50	63	54	2%	557	72	2.48	37	-	64	277
63	Watertown	4,239	81%	31	54.4	72	71%	2,995	49	1.59	81	1	48	281
64	Robbinsdale	14,018	90%	9	60.4	59	10%	1,347	61	1.49	89	-	64	282
65	White Bear Lake	24,163	75%	42	63	55	8%	2,003	58	1.95	64	-	64	283
66	Mounds View	12,155	77%	38	66	43	2%	245	84	1.98	63	-	64	292
67	Greenfield	259	23%	94	26.5	94	40%	1,103	65	2.71	23	4	17	293
68	Lakeland	2,804	84%	24	55.3	70	-7%	-126	94	2.33	44	-	64	296
69	Jordan	6,238	71%	58	46.3	84	81%	4,430	46	1.81	73	2	38	299
70	White Bear Twp.	13,685	70%	60	58.8	63	5%	551	74	2.41	38	-	64	299
71	St Louis Park	47,386	64%	79	60.5	58	13%	6,050	37	1.6	80	1	48	302
72	St Anthony	8,226	73%	51	65.7	45	7%	574	71	1.83	72	-	64	303
73	St Bonifacius	2,324	82%	29	64.5	49	-5%	-113	93	1.89	68	-	64	303
74	Belle Plaine	6,707	65%	74	51.2	80	89%	5,939	38	1.75	76	2	38	306
75	Hopkins	18,345	70%	63	65.4	47	14%	2,509	54	1.57	82	-	64	310
76	Vermillion	923	92%	6	33.1	92	0%	1	90	2.07	58	-	64	310
77	St Paul Park	5,338	68%	65	54.2	73	50%	2,627	53	1.81	74	1	48	313
78	St Paul RWS	435,000	42%	93	32.8	93	21%	59,032	1	1.51	87	1	48	322
79	Mound	9,255	84%	22	51.9	76	4%	348	78	1.54	85	-	64	325
80	Lexington	2,062	83%	27	60.1	60	19%	381	77	68.36	99	-	64	327
81	Oak Park Hts.	4,707	54%	89	58.6	64	28%	1,255	62	1.88	69	1	48	332
82	Excelsior	2,210	67%	68	71.8	31	11%	232	85	1.54	84	-	64	332
83	New Brighton	22,093	56%	87	67.7	42	12%	2,644	52	1.31	93	-	64	338
84	North St Paul	13,266	73%	53	51.3	78	5%	540	75	1.88	70	-	64	340
85	Richfield	36,098	69%	64	51.5	77	2%	672	70	1.73	78	-	64	353
86	Loretto	650	71%	59	53.1	75	8%	50	88	1.9	67	-	64	353
87	Bayport	3,686	65%	77	43	89	34%	1,169	64	1.75	77	1	48	355
88	New Prague	7,410	66%	72	50.5	81	68%	2,920	50	2	60	-	94	357
89	Spring Park	1,762	66%	73	58.3	65	17%	281	81	1.57	83	-	64	366
90	Newport	3,435	61%	82	46.1	85	30%	1,015	66	1.46	90	1	48	371
91	New Germany	393	70%	62	41.1	90	88%	328	79	1.35	92	1	48	371
92	Long Lake	1,760	59%	86	56.9	68	13%	222	86	1.65	79	-	64	383
93	South St Paul	20,280	42%	92	49.3	83	8%	1,640	60	1.39	91	-	64	390
94	Maple Plain	1,984	61%	83	34.9	91	31%	552	73	1.5	88	-	64	399

XXX denotes communities with combination of groundwater and surface water supplies.

YYY denotes communities within top 20 of identified criterion

ZZZ denotes potential error in data

Table 2 – Communities that Purchase Water

Community	Purchases from
Arden Hills	St. Paul
Birchwood Village	White Bear Lake
Columbia Heights	Minneapolis
Crystal	Minneapolis
Deephaven	Minnetonka and Shorewood
Falcon Heights	St. Paul
Fort Snelling	Minneapolis
Golden Valley	Minneapolis
Greenwood	Excelsior
Hilltop	Minneapolis
Lake St. Croix Beach	Lakeland
Lakeland Shores	Lakeland
Landfall	Oakdale
Lauderdale	St. Paul
Lilydale	St. Paul
Little Canada	St. Paul
Maplewood	North St. Paul and St. Paul
Mendota	St. Paul
Mendota Heights	St. Paul
New Hope	Minneapolis
North Oaks	White Bear Township
Osseo	Maple Grove
Roseville	St. Paul
Sunfish Lake	St. Paul
West St. Paul	St. Paul
Willernie	Mahtomedi
Woodland	Minnetonka

Public Works Committee

5. 5.

Meeting Date: 01/16/2018

By: Bruce Westby, Engineering/Public Works

Title:

Provide City Council Recommendation for MnDOT Delegated Contracting Process Agreement #1029992

Purpose/Background:

Purpose:

The purpose of this case is to consider recommending City Council approval of MnDOT Delegated Contracting Process Agreement #1029992.

Background:

Pursuant to Minnesota Statute Section 161.36, the Commissioner of Transportation must be appointed an agent of the City of Ramsey to accept Federal Aid funds that are awarded to the City of Ramsey for eligible transportation related projects. The City cannot directly accept awarded Federal Aid funds for such projects. All Federal Aid funds designated for use by the City must be processed through the Minnesota Department of Transportation (MnDOT).

Attached to this case is a copy of the City of Ramsey's current Delegated Contracting Process Agreement #99948, which was executed in the fall of 2011. Also attached to this case are copies of proposed Delegated Contracting Process Agreement #1029992, which would replace the existing agreement, as well as the accompanying cover letter. As stated in the cover letter, the language in section 18.4 is required by federal law and must be included in all federally funded project agreements as of October 1, 2010.

Staff has reviewed proposed Delegated Contracting Process Agreement #1029992 and supports executing the agreement. The City Attorney is also reviewing the proposed agreement and Staff will provide an update to the Committee during the meeting as to any comments the City Attorney has.

Timeframe:

Staff estimates this case will take 5 minutes to present and respond to questions.

Observations/Alternatives:

Alternatives: Alternative #1 – Motion recommending City Council approval of MnDOT Delegated Contracting Process Agreement #1029992. Alternative #2 – Motion of other.

Funding Source:

There are no costs associated with this request.

Recommendation:

Staff recommends Alternative #1, contingent on concurrence by the City Attorney.

Action:

Motion recommending City Council approval of MnDOT Delegated Contracting Process Agreement #1029992.

Attachments

DCP Agrmnt 99948

DCP Agrmnt 1029992 Cvr Ltr

DCP Agrmnt 1029992

Form Review

Inbox

Grant Riemer

Kurt Ulrich

Form Started By: Bruce Westby

Final Approval Date: 01/11/2018

Reviewed By

Grant Riemer

Kurt Ulrich

Date

01/11/2018 07:19 AM

01/11/2018 03:34 PM

Started On: 01/10/2018 12:21 PM

STATE OF MINNESOTA AGENCY AGREEMENT
BETWEEN
DEPARTMENT OF TRANSPORTATION
AND
THE CITY OF RAMSEY
FOR FEDERAL PARTICIPATION IN CONSTRUCTION

This agreement is entered into by and between the City of Ramsey and the State of Minnesota acting through its Commissioner of Transportation ("MnDOT"),

Pursuant to Minnesota Statutes Section 161.36, the City desires MnDOT to act as the City agent in accepting federal funds on the City behalf for the construction, improvement, or enhancement of transportation financed either in whole or in part by federal funds, hereinafter referred to as the "Project(s)"; and

This agreement is intended to cover all federal aid projects initiated by the City and therefore has not specific State Project number tied to it, and

The Catalog of Federal Domestic Assistance number or CFDA number is 20.205, and

This agreement supersedes agreement number 84229 and;

MnDOT requires that the terms and conditions of this agency be set forth in an agreement.

THE PARTIES AGREE AS FOLLOWS:

I. DUTIES OF THE CITY

A. DESIGNATION. The City designates MnDOT to act as its agent in accepting federal funds in its behalf made available for the Project(s). Details on the required processes and procedures are available on the State Aid Website

B. STAFFING.

1. The City will furnish and assign a publicly employed licensed engineer, ("Project Engineer"), to be in responsible charge of the Project(s) and to supervise and direct the work to be performed under any construction contract let for the Project(s). In the alternative where the City elects to use a private consultant for construction engineering services, the City will provide a qualified, full-time public employee of the City, to be in responsible charge of the Project(s). The services of the City to be performed hereunder may not be assigned, sublet, or transferred unless the City is notified in writing by MnDOT that such action is permitted under 23 CFR 1.33 and 23 CFR 635.105 and state law. This written consent will in no way relieve the City

from its primary responsibility for performance of the work.

2. During the progress of the work on the Project(s), the City authorizes its Project Engineer to request in writing specific engineering and/or technical services from MnDOT, pursuant to Minnesota Statutes Section 161.39. Such services may be covered by other technical service agreements. If MnDOT furnishes the services requested, and if MnDOT requests reimbursement, then the City will promptly pay MnDOT to reimburse the state trunk highway fund for the full cost and expense of furnishing such services. The costs and expenses will include the current MnDOT labor additives and overhead rates, subject to adjustment based on actual direct costs that have been verified by audit. Provision of such services will not be deemed to make MnDOT a principal or co-principal with respect to the Project(s).

C. LETTING. The City will prepare construction contracts in accordance with Minnesota law and applicable Federal laws and regulations.

1. The City will solicit bids after obtaining written notification from MnDOT that the Federal Highway Administration ("FHWA") has authorized the Project(s). Any Project(s) advertised prior to authorization will not be eligible for federal reimbursement.
2. The City will prepare the Proposal for Highway Construction for the construction contract, which will include all of the federal-aid provisions supplied by MnDOT.
3. The City will prepare and publish the bid solicitation for the Project(s) as required by state and federal laws. The City will include in the solicitation the required language for federal-aid construction contracts as supplied by MnDOT. The solicitation will state where the proposals, plans, and specifications are available for the inspection of prospective bidders, and where the City will receive the sealed bids.
4. The City may not include other work in the construction contract for the authorized Project(s) without obtaining prior notification from MnDOT that such work is allowed by FHWA. Failure to obtain such notification may result in the loss of some or all of the federal funds for the Project(s).
5. The City will prepare and sell the plan and proposal packages and prepare and distribute any addendums, if needed.
6. The City will receive and open bids.
7. After the bids are opened, the City Council will consider the bids and will award the bid to the lowest responsible bidder, or reject all bids. If the construction contract contains a goal for Disadvantaged Business Enterprises, the City will not award the bid until it has received certification of the Disadvantaged Business Enterprise participation from the MnDOT Equal Employment Opportunity Office.

D. CONTRACT ADMINISTRATION.

1. The City will prepare and execute a construction contract with the lowest responsible bidder, hereinafter referred to as the "Contractor," in accordance with the special provisions and the latest edition of MnDOT's Standard Specifications for Construction and all amendments thereto.
2. The Project(s) will be constructed in accordance with plans, special provisions, and standard specifications of each Project. The standard specifications will be the latest edition of MnDOT Standard Specifications for Highway Construction, and all amendments thereto. The plans, special provisions, and standard specifications will be on file at the City Engineer's Office. The plans, special provisions, and specifications are incorporated into this agreement by reference as though fully set forth herein.
3. The City will furnish the personnel, services, supplies, and equipment necessary to properly supervise, inspect, and document the work for the Project(s). The services of the City to be performed hereunder may not be assigned, sublet, or transferred unless the City is notified in writing by MnDOT that such action is permitted under 23 CFR 1.33 and 23 CFR 635.105 and state law. This written consent will in no way relieve the City from its primary responsibility for performance of the work.
4. The City will document quantities in accordance with the guidelines set forth in the Construction Section of the Electronic State Aid Manual that were in effect at the time the work was performed.
5. The City will test materials in accordance with the Schedule of Materials Control in effect at the time each Project was let. The City will notify MnDOT when work is in progress on the Project(s) that requires observation by the Independent Assurance Inspector as required by the Independent Assurance Schedule.
6. The City may make changes in the plans or the character of the work, as may be necessary to complete the Project(s), and may enter into supplemental agreement(s) with the Contractor. The City will not be reimbursed for any costs of any work performed under a supplemental agreement unless MnDOT has notified the City that the subject work is eligible for federal funds and sufficient federal funds are available.
7. The City will request approval from MnDOT for all costs in excess of the amount of federal funds previously approved for the Project(s) prior to incurring such costs. Failure to obtain such approval may result in such costs being disallowed for reimbursement.
8. The City will prepare reports, keep records, and perform work so as to enable MnDOT to collect the federal aid sought by the City. Required reports are listed in the MnDOT State Aid Manual, Delegated Contract Process Checklist, available from MnDOT's authorized representative. The City will retain all records and reports in accordance with MnDOT's record retention schedule for federal aid projects.
9. Upon completion of the Project(s), the Project Engineer will determine whether the work will be accepted.

E. PAYMENTS.

1. The entire cost of the Project(s) is to be paid from federal funds made available by the FHWA and by other funds provided by the City. The City will pay any part of the cost or expense of the Project(s) that is not paid by federal funds.
2. The City will prepare partial estimates in accordance with the terms of the construction contract for the Project(s). The Project Engineer will certify each partial estimate. Following certification of the partial estimate, the City will make partial payments to the Contractor in accordance with the terms of the construction contract for the Project(s).
3. Following certification of the partial estimate, the City may request reimbursement for costs eligible for federal funds. The City's request will be made to MnDOT and will include a copy of the certified partial estimate.
4. Upon completion of the Project(s), the City will prepare a final estimate in accordance with the terms of the construction contract for the Project(s). The Project Engineer will certify the final estimate. Following certification of the final estimate, the City will make the final payment to the Contractor in accordance with the terms of the construction contract for the Project(s).
5. Following certification of the final estimate, the City may request reimbursement for costs eligible for federal funds. The City's request will be made to MnDOT and will include a copy of the certified final estimate along with the required records.

F. LIMITATIONS.

1. The City will comply with all applicable Federal, State, and local laws, ordinances, and regulations.
2. Nondiscrimination. It is the policy of the Federal Highway Administration and the State of Minnesota that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance (42 U.S.C. 2000d). Through expansion of the mandate for nondiscrimination in Title VI and through parallel legislation, the proscribed bases of discrimination include race, color, sex, national origin, age, and disability. In addition, the Title VI program has been extended to cover all programs, activities and services of an entity receiving Federal financial assistance, whether such programs and activities are Federally assisted or not. Even in the absence of prior discriminatory practice or usage, a recipient in administering a program or activity to which this part applies, is expected to take affirmative action to assure that no person is excluded from participation in, or is denied the benefits of, the program or activity on the grounds of race, color, national origin, sex, age, or disability. It is the responsibility of the City to carry out the above requirements.

3. **Workers' Compensation.** Any and all employees of the City or other persons while engaged in the performance of any work or services required or permitted by the City under this agreement will not be considered employees of MnDOT, and any and all claims that may arise under the Workers' Compensation Act of Minnesota on behalf of said employees, or other persons while so engaged, will in no way be the obligation or responsibility of MnDOT. The City will require proof of Workers' Compensation Insurance from any contractor and sub-contractor.
4. **Utilities.** The City will treat all public, private or cooperatively owned utility facilities which directly or indirectly serve the public and which occupy highway rights of way in conformance with 23 CFR 645 "Utilities" which is incorporated herein by reference.

G. AUDIT.

1. The City will comply with the Single Audit Act of 1984 and Office of Management and Budget (OMB) circular A-133, which are incorporated herein by reference.
2. As provided under Minnesota Statutes Section 16C.05, subdivision 5, all books, records, documents, and accounting procedures and practices of the City are subject to examination by the United States Government, MnDOT, and either the Legislative Auditor or the State Auditor as appropriate, for a minimum of seven years. The City will be responsible for any costs associated with the performance of the audit.

H. MAINTENANCE. The City assumes full responsibility for the operation and maintenance of any facility constructed or improved under this Agreement.

I. CLAIMS. The City acknowledges that MnDOT is acting only as the City's agent for acceptance and disbursement of federal funds, and not as a principal or co-principal with respect to the Project. The City will pay any and all lawful claims arising out of or incidental to the Project including, without limitation, claims related to contractor selection (including the solicitation, evaluation, and acceptance or rejection of bids or proposals), acts or omissions in performing the Project work, and any ultra vires acts. The City will indemnify, defend (to the extent permitted by the Minnesota Attorney General), and hold MnDOT harmless from any claims or costs arising out of or incidental to the Project(s), including reasonable attorney fees incurred by MnDOT. The City's indemnification obligation extends to any actions related to the certification of DBE participation, even if such actions are recommended by MnDOT.

J. Federal Funding Accountability and Transparency Act (FFATA). This Agreement requires the City to provide supplies and/or services that are funded in whole or in part by federal funds that are subject to FFATA. The City is responsible for ensuring that all applicable requirements, including but not limited to those set forth herein, of FFATA are met and that the City provides information to the MnDOT as required.

1. **Reporting of Total Compensation of the City's Executives.**

- a. The City shall report the names and total compensation of each of its five most highly compensated executives for the City's preceding completed fiscal year, if in the City's preceding fiscal year it received:
- i. 80 percent or more of the City's annual gross revenues from Federal procurement contracts and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - ii. \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and
 - iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>).

Executive means officers, managing partners, or any other employees in management positions.

- b. Total compensation means the cash and noncash dollar value earned by the executive during the City's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
- i. Salary and bonus.
 - ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
 - iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
 - iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
 - v. Above-market earnings on deferred compensation which is not tax qualified.
 - vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

2. The City must report executive total compensation described above to the MnDOT by the end of the month during which this agreement is awarded.
3. The City will obtain a Data Universal Numbering System (DUNS) number and maintain its DUNS number for the term of this agreement. This number shall be provided to MnDOT on the plan review checklist submitted with the plans for each project. More information about obtaining a DUNS Number can be found at: <http://fedgov.dnb.com/webform/>
4. The City's failure to comply with the above requirements is a material breach of this agreement for which the MnDOT may terminate this agreement for cause. The MnDOT will not be obligated to pay any outstanding invoice received from the City unless and until the City is in full compliance with the above requirements.

II. DUTIES OF MnDOT.

A. ACCEPTANCE. MnDOT accepts designation as Agent of the City for the receipt and disbursement of federal funds and will act in accordance herewith.

B. PROJECT ACTIVITIES.

1. MnDOT will make the necessary requests to the FHWA for authorization to use federal funds for the Project(s), and for reimbursement of eligible costs pursuant to the terms of this agreement.
2. MnDOT will provide to the City copies of the required Federal-aid clauses to be included in the bid solicitation and will provide the required Federal-aid provisions to be included in the Proposal for Highway Construction.
3. MnDOT will review and certify the DBE participation and notify the City when certification is complete. If certification of DBE participation (or good faith efforts to achieve such participation) cannot be obtained, then City must decide whether to proceed with awarding the contract. Failure to obtain such certification will result in the project becoming ineligible for federal assistance, and the City must make up any shortfall.
4. MnDOT will provide the required labor postings.

C. PAYMENTS.

1. MnDOT will receive the federal funds to be paid by the FHWA for the Project(s), pursuant to Minnesota Statutes § 161.36, Subdivision 2.
2. MnDOT will reimburse the City, from said federal funds made available to each Project, for each partial payment request, subject to the availability and limits of those funds.
3. Upon completion of the Project(s), MnDOT will perform a final inspection and verify the federal and state eligibility of all the payment requests. If the Project is found to have been completed in accordance with the plans and

specifications, MnDOT will promptly release any remaining federal funds due the City for the Project(s).

4. In the event MnDOT does not obtain funding from the Minnesota Legislature or other funding source, or funding cannot be continued at a sufficient level to allow for the processing of the federal aid reimbursement requests, the City may continue the work with local funds only, until such time as MnDOT is able to process the federal aid reimbursement requests.
- D. **AUTHORITY.** MnDOT may withhold federal funds, where MnDOT or the FHWA determines that the Project(s) was not completed in compliance with federal requirements.
- E. **INSPECTION.** MnDOT, the FHWA, or duly authorized representatives of the state and federal government will have the right to audit, evaluate and monitor the work performed under this agreement. The City will make available all books, records, and documents pertaining to the work hereunder, for a minimum of seven years following the closing of the construction contract.
- III. **TORT LIABILITY.** Each party is responsible for its own acts and omissions and the results thereof to the extent authorized by law and will not be responsible for the acts and omissions of any others and the results thereof. The Minnesota Tort Claims Act, Minnesota Statutes Section 3.736, governs MnDOT liability.
- IV. **ASSIGNMENT.** Neither party will assign or transfer any rights or obligations under this agreement without prior written approval of the other party.
- V. **AMENDMENTS.** Any amendments/supplements to this Agreement will be in writing and executed by the same parties who executed the original agreement, or their successors in office.
- VI. **AGREEMENT EFFECTIVE DATE.** This agreement is effective upon execution by the appropriate State officials pursuant to Minnesota Statutes Section 16C.05.
- VII. **CANCELLATION.** This agreement may be canceled by the City or MnDOT at any time, with or without cause, upon ninety (90) days written notice to the other party. Such termination will not remove any unfulfilled financial obligations of the City as set forth in this Agreement. In the event of such a cancellation the City will be entitled to reimbursement for MnDOT-approved federally eligible expenses incurred for work satisfactorily performed on the Project to the date of cancellation subject to the terms of this agreement.
- VIII. **DATA PRACTICES ACT.** The parties will comply with the provisions of the Minnesota Government Data Practices Act (Minnesota Statutes chapter 13) as it applies to all data gathered, collected, created, or disseminated related to this Agreement.

Remainder of this page left intentionally blank

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

CITY OF RAMSEY

City certifies that the appropriate person(s) have executed the contract on behalf of the City as required by applicable articles, bylaws, resolutions or ordinances

By: [Signature]

Title: CITY ADMINISTRATOR

Date: 11-9-11

By: [Signature]

Title: Mayor

Date: 11-9-11

2. DEPARTMENT OF TRANSPORTATION

By: [Signature]

Title: Director
State Aid for Local Transportation

Date: 12/11/11

3. COMMISSIONER OF ADMINISTRATION

By: [Signature]

Date: 12/14/11

Councilmember Elvig introduced the following resolution and moved for its adoption:

RESOLUTION #11-11-215

RESOLUTION ACCEPTING THE STATE OF MINNESOTA AGENCY AGREEMENT NO. 99948 WITH THE DEPARTMENT OF TRANSPORTATION FOR PROJECTS INVOLVING THE DELEGATED CONTRACT PROCESS FOR RECEIVING FEDERAL TRANSPORTATION FUNDING

WHEREAS, the City anticipates partnering with the Minnesota Department of Transportation and the Federal Highway Administration on transportation improvements within the City of Ramsey.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:

- 1) That pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of the City of Ramsey to accept as its agent, federal funds which may be made available for eligible transportation related projects.
- 2) That the Mayor and City Administrator are hereby authorized and directed for and on behalf of the City to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation Agency Agreement No. 99948", a copy of which said agreement was before the City Council and which is made a part hereof by reference.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember McGlone and upon vote being taken thereon, the following voted in favor thereof:

Mayor Ramsey
Councilmember Elvig
Councilmember McGlone
Councilmember Backous
Councilmember Strommen
Councilmember Tossey

and the following voted against the same:

none

and the following abstained:

none

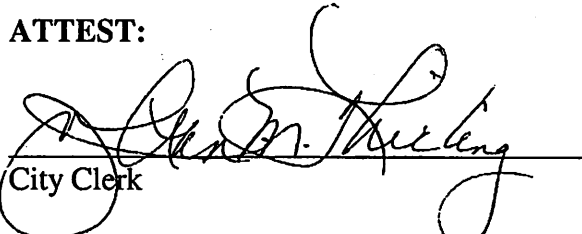
and the following were absent:
Councilmember Wise

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council
this the 7th day of November 2011.



Mayor

ATTEST:



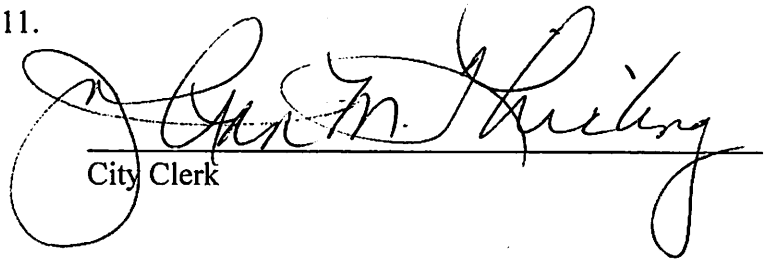
City Clerk

CERTIFICATION

State of Minnesota)
)
County of Anoka)
)
City of Ramsey)

I hereby certify that the foregoing Ramsey City Council Resolution #11-11-215 is a true and correct copy of the Resolution adopted by the City Council of the City of Ramsey at a meeting thereof held in the City of Ramsey, Minnesota, on the 13th day of September 2011, as disclosed by the records of said City in my possession.

Dated this the 7th day of November 2011.



City Clerk

(CITY SEAL)



Minnesota Department of Transportation

State Aid for Local Transportation

395 John Ireland Boulevard, MS 500

Saint Paul, MN 55155

December 1, 2017

Bruce Westby
7550 Sunwood Drive
Ramsey, MN, 55303

**SUBJECT: Agency Delegated Contracting Process Agreement
Agency Agreement No. 1029992**

Dear Mr. Westby:

Attached are two copies of the agency agreement between the City of Ramsey and MnDOT, which allows for MnDOT to act as the City's agent in accepting federal aid. This agreement is intended to cover all federally funded projects that the City is awarded funds for until revisions are needed to the agreement. It supersedes the agreement executed in or about 2003, which is referenced in this agreement.

While I do not anticipate that the requirements in Section 18.4 will apply to you, the language required by federal law and must be included in all federally funded project agreements as of October 1, 2010. Please review the agreement and if approved, have all two copies signed. A resolution similar to the attached example, must be passed. The certified resolution should then be placed as the last page in each of the two copies of the agreement. Please verify that the person/title authorized to sign as stated in the resolution, corresponds to the signature (person/title) on the signature page. Please return all two copies of the agreement to me for MnDOT signatures. A fully executed copy will be returned to you.

If you have any questions or need any revisions, please feel free to contact me at 651.366.3822.

Sincerely,

A handwritten signature in black ink that reads 'Lynnette Roshell'.

Lynnette Roshell, PE

Project Development Engineer

Enclosures

Cc: Dan Erickson – DSAE File

SAMPLE RESOLUTION FOR AGENCY AGREEMENT

BE IT RESOLVED, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of the City of Ramsey to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, the * (Mayor/Chairman) and the * (Clerk/Auditor) are hereby authorized and directed for and on behalf of the City of Ramsey to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation Agency Agreement No. 1029992", a copy of which said agreement was before the City Council/County Board and which is made a part hereof by reference.

Titles of persons authorized to sign on behalf of the Local government

SAMPLE CERTIFICATION

STATE OF MINNESOTA

CITY OF _____

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by local agency name at a duly authorized meeting thereof held on the _____ day of _____, 20____, as shown by the minutes of said meeting in my possession.

Clerk/Auditor

Notary Public

My Commission expires _____

(SEAL)



**STATE OF MINNESOTA
AGENCY AGREEMENT**

for

FEDERAL PARTICIPATION IN CONSTRUCTION

This agreement is entered into by and between the City of Ramsey ("Local Government") and the State of Minnesota acting through its Commissioner of Transportation ("MnDOT").

RECITALS

1. Pursuant to Minnesota Statutes Section 161.36, the Local Government desires MnDOT to act as the Local Government's agent in accepting federal funds on the Local Government's behalf for the construction, improvement, or enhancement of transportation financed either in whole or in part by Federal Highway Administration ("FHWA") federal funds, hereinafter referred to as the "Project(s)"; and
2. This agreement is intended to cover all federal aid projects initiated by the Local Government and therefore has no specific State Project number associated with it, and
 - 2.1. The Catalog of Federal Domestic Assistance number or CFDA number is 20.205, and
 - 2.2. This agreement supersedes agreement number old (99948)
 - 2.3. This project is for construction not research and development.
 - 2.4. MnDOT requires that the terms and conditions of this agency be set forth in an agreement.

AGREEMENT TERMS

1. Term of Agreement

- 1.1. **Effective Date.** This agreement will be effective on the date the MnDOT obtains all required signatures under Minn. Stat. §16C.05, Subd. 2. Upon the effective date, this agreement will supersede agreement 99948.

2. Local Government's Duties

- 2.1. **Designation.** The Local Government designates MnDOT to act as its agent in accepting federal funds in its behalf made available for the Project(s). Details on the required processes and procedures are available on the State Aid Website
- 2.2. **Staffing.**
 - 2.2.1. The Local Government will furnish and assign a publicly employed licensed engineer, ("Project Engineer"), to be in responsible charge of the Project(s) and to supervise and direct the work to be performed under any construction contract let for the Project(s). In the alternative where the Local Government elects to use a private consultant for construction engineering services, the Local Government will provide a qualified, full-time public employee of the Local Government, to be in responsible charge of the Project(s). The services of the Local Government to be performed hereunder may not be assigned, sublet, or transferred unless the Local Government is notified in writing by MnDOT that such action is permitted under 23 CFR 1.33 and 23 CFR 635.105 and state law. This written consent will in no way relieve the Local Government from its primary responsibility for performance of the work.

- 2.2.2. During the progress of the work on the Project(s), the Local Government authorizes its Project Engineer to request in writing specific engineering and/or technical services from MnDOT, pursuant to Minnesota Statutes Section 161.39. Such services may be covered by other technical service agreements. If MnDOT furnishes the services requested, and if MnDOT requests reimbursement, then the Local Government will promptly pay MnDOT to reimburse the state trunk highway fund for the full cost and expense of furnishing such services. The costs and expenses will include the current MnDOT labor additives and overhead rates, subject to adjustment based on actual direct costs that have been verified by audit. Provision of such services will not be deemed to make MnDOT a principal or co-principal with respect to the Project(s).
- 2.3. **Pre-letting.** The Local Government will prepare construction contracts in accordance with Minnesota law and applicable Federal laws and regulations.
- 2.3.1. The Local Government will solicit bids after obtaining written notification from MnDOT that the FHWA has authorized the Project(s). Any Project(s) advertised prior to authorization **without permission** will not be eligible for federal reimbursement.
- 2.3.2. The Local Government will prepare the Proposal for Highway Construction for the construction contract, which will include all of the federal-aid provisions supplied by MnDOT.
- 2.3.3. The Local Government will prepare and publish the bid solicitation for the Project(s) as required by state and federal laws. The Local Government will include in the solicitation the required language for federal-aid construction contracts as supplied by MnDOT. The solicitation will state where the proposals, plans, and specifications are available for the inspection of prospective bidders, and where the Local Government will receive the sealed bids.
- 2.3.4. The Local Government may not include other work in the construction contract for the authorized Project(s) without obtaining prior notification from MnDOT that such work is allowed by FHWA. Failure to obtain such notification may result in the loss of some or all of the federal funds for the Project(s). All work included in a federal contract is subject to the same federal requirements as the federal project.
- 2.3.5. The Local Government will prepare and sell the plan and proposal packages and prepare and distribute any addenda, if needed.
- 2.3.6. The Local Government will receive and open bids.
- 2.3.7. After the bids are opened, the Local Government will consider the bids and will award the bid to the lowest responsible bidder, or reject all bids. If the construction contract contains a goal for Disadvantaged Business Enterprises, the Local Government will not award the bid until it has received certification of the Disadvantaged Business Enterprise participation from the MnDOT Office of Civil Rights.
- 2.3.8. The Local Government entity must disclose in writing any potential conflict of interest to the Federal awarding agency or pass through entity in accordance with applicable Federal awarding agency policy.
- 2.4. **Contract Administration.**
- 2.4.1. The Local Government will prepare and execute a construction contract with the lowest responsible bidder, hereinafter referred to as the "Contractor," in accordance with the special provisions and the latest edition of MnDOT's Standard Specifications for Construction and all amendments thereto. All contracts between the Local Government and third parties or subcontractors must contain all applicable provisions of this Agreement, including the applicable federal contract clauses, which are identified in Appendix II of 2 CFR 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, and as provided in Section 18 of this agreement.

- 2.4.2. The Project(s) will be constructed in accordance with plans, special provisions, and standard specifications of each Project. The standard specifications will be the latest edition of MnDOT Standard Specifications for Highway Construction, and all amendments thereto. The plans, special provisions, and standard specifications will be on file at the Local Government Engineer's Office. The plans, special provisions, and specifications are incorporated into this agreement by reference as though fully set forth herein.
- 2.4.3. The Local Government will furnish the personnel, services, supplies, and equipment necessary to properly supervise, inspect, and document the work for the Project(s). The services of the Local Government to be performed hereunder may not be assigned, sublet, or transferred unless the Local Government is notified in writing by MnDOT that such action is permitted under 23 CFR 1.33 and 23 CFR 635.105 and state law. This written consent will in no way relieve the Local Government from its primary responsibility for performance of the work.
- 2.4.4. The Local Government will document quantities in accordance with the guidelines set forth in the Construction Section of the Electronic State Aid Manual that were in effect at the time the work was performed.
- 2.4.5. The Local Government will test materials in accordance with the Schedule of Materials Control in effect at the time each Project was let. The Local Government will notify MnDOT when work is in progress on the Project(s) that requires observation by the Independent Assurance Inspector as required by the Independent Assurance Schedule.
- 2.4.6. The Local Government may make changes in the plans or the character of the work, as may be necessary to complete the Project(s), and may enter into Change Order(s) with the Contractor. The Local Government will not be reimbursed for any costs of any work performed under a change order unless MnDOT has notified the Local Government that the subject work is eligible for federal funds and sufficient federal funds are available.
- 2.4.7. The Local Government will request approval from MnDOT for all costs in excess of the amount of federal funds previously approved for the Project(s) prior to incurring such costs. Failure to obtain such approval may result in such costs being disallowed for reimbursement.
- 2.4.8. The Local Government will prepare reports, keep records, and perform work so as to meet federal requirements and to enable MnDOT to collect the federal aid sought by the Local Government. Required reports are listed in the MnDOT State Aid Manual, Delegated Contract Process Checklist, available from MnDOT's authorized representative. The Local Government will retain all records and reports and allow MnDOT or the FHWA access to such records and reports for six years.
- 2.4.9. Upon completion of the Project(s), the Project Engineer will determine whether the work will be accepted.
- 2.5. Limitations.**
- 2.5.1. The Local Government will comply with all applicable Federal, State, and local laws, ordinances, and regulations.
- 2.5.2. Nondiscrimination. It is the policy of the Federal Highway Administration and the State of Minnesota that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance (42 U.S.C. 2000d). Through expansion of the mandate for nondiscrimination in Title VI and through parallel legislation, the proscribed bases of discrimination include race, color, sex, national origin, age, and disability. In addition, the Title VI program has been extended to cover all programs, activities and services of an entity receiving Federal financial

assistance, whether such programs and activities are Federally assisted or not. Even in the absence of prior discriminatory practice or usage, a recipient in administering a program or activity to which this part applies, is expected to take affirmative action to assure that no person is excluded from participation in, or is denied the benefits of, the program or activity on the grounds of race, color, national origin, sex, age, or disability. It is the responsibility of the Local Government to carry out the above requirements.

2.5.3. Utilities. The Local Government will treat all public, private or cooperatively owned utility facilities which directly or indirectly serve the public and which occupy highway rights of way in conformance with 23 CFR 645 "Utilities" which is incorporated herein by reference.

2.6. **Maintenance.** The Local Government assumes full responsibility for the operation and maintenance of any facility constructed or improved under this Agreement.

3. MnDOT's Duties

3.1. **Acceptance.** MnDOT accepts designation as Agent of the Local Government for the receipt and disbursement of federal funds and will act in accordance herewith.

3.2. Project Activities.

3.2.1. MnDOT will make the necessary requests to the FHWA for authorization to use federal funds for the Project(s), and for reimbursement of eligible costs pursuant to the terms of this agreement.

3.2.2. MnDOT will provide to the Local Government copies of the required Federal-aid clauses to be included in the bid solicitation and will provide the required Federal-aid provisions to be included in the Proposal for Highway Construction.

3.2.3. MnDOT will review and certify the DBE participation and notify the Local Government when certification is complete. If certification of DBE participation (or good faith efforts to achieve such participation) cannot be obtained, then Local Government must decide whether to proceed with awarding the contract. Failure to obtain such certification will result in the project becoming ineligible for federal assistance, and the Local Government must make up any shortfall.

3.2.4. MnDOT will provide the required labor postings.

3.3. **Authority.** MnDOT may withhold federal funds, where MnDOT or the FHWA determines that the Project(s) was not completed in compliance with federal requirements.

3.4. **Inspection.** MnDOT, the FHWA, or duly authorized representatives of the state and federal government will have the right to audit, evaluate and monitor the work performed under this agreement. The Local Government will make available all books, records, and documents pertaining to the work hereunder, for a minimum of six years following the closing of the construction contract.

4. Time

4.1. The Local Government must comply with all the time requirements described in this agreement. In the performance of this agreement, time is of the essence

4.2. The period of performance is defined as beginning on the date of federal authorization and ending on the date defined in the federal financial system or federal agreement ("end date"). **No work completed** after the **end date** will be eligible for federal funding. Local Government must submit all contract close out paperwork to MnDOT, twenty four months prior to the **end date**.

5. Payment

5.1. **Cost.** The entire cost of the Project(s) is to be paid from federal funds made available by the FHWA and by other funds provided by the Local Government. The Local Government will pay any part of the cost or

expense of the Project(s) that is not paid by federal funds. MnDOT will receive the federal funds to be paid by the FHWA for the Project(s), pursuant to Minnesota Statutes § 161.36, Subdivision 2. MnDOT will reimburse the Local Government, from said federal funds made available to each Project, for each partial payment request, subject to the availability and limits of those funds.

- 5.2. **Indirect Cost Rate Proposal/Cost Allocation Plan.** If the Local Government seeks reimbursement for indirect costs and has submitted to MnDOT an indirect cost rate proposal or a cost allocation plan, the rate proposed will be used on a provisional basis. At any time during the period of performance or the final audit of a project, MnDOT may audit and adjust the indirect cost rate according to the cost principles in 2 CFR Part 200. MnDOT may adjust associated reimbursements accordingly.
- 5.3. **Reimbursement.** The Local Government will prepare partial estimates in accordance with the terms of the construction contract for the Project(s). The Project Engineer will certify each partial estimate. Following certification of the partial estimate, the Local Government will make partial payments to the Contractor in accordance with the terms of the construction contract for the Project(s).
 - 5.3.1. Following certification of the partial estimate, the Local Government may request reimbursement for costs eligible for federal funds. The Local Government's request will be made to MnDOT and will include a copy of the certified partial estimate.
 - 5.3.2. Upon completion of the Project(s), the Local Government will prepare a final estimate in accordance with the terms of the construction contract for the Project(s). The Project Engineer will certify the final estimate. Following certification of the final estimate, the Local Government will make the final payment to the Contractor in accordance with the terms of the construction contract for the Project(s).
 - 5.3.3. Following certification of the final estimate, the Local Government may request reimbursement for costs eligible for federal funds. The Local Government's request will be made to MnDOT and will include a copy of the certified final estimate along with the required records.
 - 5.3.4. Upon completion of the Project(s), MnDOT will perform a final inspection and verify the federal and state eligibility of all the payment requests. If the Project is found to have been completed in accordance with the plans and specifications, MnDOT will promptly release any remaining federal funds due the Local Government for the Project(s). If MnDOT finds that the Local Government has been overpaid, the Local Government must promptly return any excess funds
 - 5.3.5. In the event MnDOT does not obtain funding from the Minnesota Legislature or other funding source, or funding cannot be continued at a sufficient level to allow for the processing of the federal aid reimbursement requests, the Local Government may continue the work with local funds only, until such time as MnDOT is able to process the federal aid reimbursement requests.
- 5.4. **Matching Funds.** Any cost sharing or matching funds required of the Local Government in this agreement must comply with 2 CFR 200.306.
- 5.5. **Federal Funds.** Payments under this Agreement will be made from federal funds. The Local Government is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements including, but not limited to, 2 CFR Part 200 imposed by the Local Government's failure to comply with federal requirements. If, for any reason, the federal government fails to pay part of the cost or expense incurred by the Local Government, or in the event the total amount of federal funds is not available, the Local Government will be responsible for any and all costs or expenses incurred under this Agreement. The Local Government further agrees to pay any and all lawful claims arising out of or incidental to the performance of the work covered by this Agreement in the event the federal government does not pay the same.

- 5.6. **Closeout.** The Local Government must liquidate all obligations incurred under this Agreement for each project and submit all financial, performance, and other reports as required by the terms of this Agreement and the Federal award, twenty four months prior to the **end date** of the period of performance for each project. MnDOT will determine, at its sole discretion, whether a closeout audit is required prior to final payment approval. If a closeout audit is required, final payment will be held until the audit has been completed. Monitoring of any capital assets acquired with funds will continue following project closeout.
6. **Conditions of Payment.** All services provided by Local Government under this agreement must be performed to MnDOT's satisfaction, as determined at the sole discretion of MnDOT's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Local Government will not receive payment for work found by MnDOT to be unsatisfactory or performed in violation of federal, state, or local law.
7. **Authorized Representatives**
- 7.1. MnDOT's Authorized Representative is:
- Name: Mitchell Rasmussen, or his successor.
- Title: State Aid Engineer
- Phone: 651-366-4831
- Email: Mitch.rasmussen@state.mn.us
- MnDOT's Authorized Representative has the responsibility to monitor Local Government's performance and the authority to accept the services provided under this agreement. If the services are satisfactory, MnDOT's Authorized Representative will certify acceptance on each invoice submitted for payment.
- 7.2. The Local Government's Authorized Representative is:
- Name: Bruce Westby or his/her successor.
- Title: Ramsey City Engineer
- Phone: 763-427-1410
- Email: bwestby@cityoframsey.com
- If the Local Government's Authorized Representative changes at any time during this agreement, the Local Government will immediately notify MnDOT.
8. **Assignment Amendments, Waiver, and Agreement Complete**
- 8.1. **Assignment.** The Local Government may neither assign nor transfer any rights or obligations under this agreement without the prior written consent of MnDOT and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this agreement, or their successors in office.
- 8.2. **Amendments.** Any amendments to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.
- 8.3. **Waiver.** If MnDOT fails to enforce any provision of this agreement, that failure does not waive the provision or MnDOT's right to subsequently enforce it.
- 8.4. **Agreement Complete.** This agreement contains all negotiations and agreements between MnDOT and the Local Government. No other understanding regarding this agreement, whether written or oral, may be used to bind either party.

8.5. **Severability.** If any provision of this Agreement or the application thereof is found invalid or unenforceable to any extent, the remainder of the Agreement, including all material provisions and the application of such provisions, will not be affected and will be enforceable to the greatest extent permitted by the law.

9. Liability and Claims

9.1. **Tort Liability.** Each party is responsible for its own acts and omissions and the results thereof to the extent authorized by law and will not be responsible for the acts and omissions of any others and the results thereof. The Minnesota Tort Claims Act, Minnesota Statutes Section 3.736, governs MnDOT liability.

9.2. **Claims.** The Local Government acknowledges that MnDOT is acting only as the Local Government's agent for acceptance and disbursement of federal funds, and not as a principal or co-principal with respect to the Project. The Local Government will pay any and all lawful claims arising out of or incidental to the Project including, without limitation, claims related to contractor selection (including the solicitation, evaluation, and acceptance or rejection of bids or proposals), acts or omissions in performing the Project work, and any *ultra vires* acts. The Local Government will indemnify, defend (to the extent permitted by the Minnesota Attorney General), and hold MnDOT harmless from any claims or costs arising out of or incidental to the Project(s), including reasonable attorney fees incurred by MnDOT. The Local Government's indemnification obligation extends to any actions related to the certification of DBE participation, even if such actions are recommended by MnDOT.

10. Audits

10.1. Under Minn. Stat. § 16C.05, Subd.5, the Local Government's books, records, documents, and accounting procedures and practices of the Local Government, or other party relevant to this agreement or transaction, are subject to examination by MnDOT and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later. The Local Government will take timely and appropriate action on all deficiencies identified by an audit.

10.2. All requests for reimbursement are subject to audit, at MnDOT's discretion. The cost principles outlined in 2 CFR 200.400-.475 will be used to determine whether costs are eligible for reimbursement under this agreement.

10.3. If Local Government expends \$750,000 or more in Federal Funds during the Local Government's fiscal year, the Local Government must have a single audit or program specific audit conducted in accordance with 2 CFR Part 200.

11. **Government Data Practices.** The Local Government and MnDOT must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by MnDOT under this agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Local Government under this agreement. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either the Local Government or MnDOT.

12. **Workers Compensation.** The Local Government certifies that it is in compliance with Minn. Stat. §176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Local Government's employees and agents will not be considered MnDOT employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way MnDOT's obligation or responsibility.

13. **Governing Law, Jurisdiction, and Venue.** Minnesota law, without regard to its choice-of-law provisions, governs this agreement. Venue for all legal proceedings out of this agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14. Termination; Suspension

- 14.1. **Termination by MnDOT.** MnDOT may terminate this agreement with or without cause, upon 30 days written notice to the Local Government. Upon termination, the Local Government will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- 14.2. **Termination for Cause.** MnDOT may immediately terminate this agreement if MnDOT finds that there has been a failure to comply with the provisions of this agreement, that reasonable progress has not been made, that fraudulent or wasteful activity has occurred, that the Local Government has been convicted of a criminal offense relating to a state agreement, or that the purposes for which the funds were granted have not been or will not be fulfilled. MnDOT may take action to protect the interests of MnDOT of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.
- 14.3. **Termination for Insufficient Funding.** MnDOT may immediately terminate this agreement if:
- 14.3.1. It does not obtain funding from the Minnesota Legislature; or
- 14.3.2. If funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Local Government. MnDOT is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Local Government will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. MnDOT will not be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. MnDOT will provide the Local Government notice of the lack of funding within a reasonable time of MnDOT's receiving that notice.
- 14.4. **Suspension.** MnDOT may immediately suspend this agreement in the event of a total or partial government shutdown due to the failure to have an approved budget by the legal deadline. Work performed by the Local Government during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment.
15. **Data Disclosure.** Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Local Government consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to MnDOT, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Local Government to file state tax returns and pay delinquent state tax liabilities, if any.
16. **Fund Use Prohibited.** The Local Government will not utilize any funds received pursuant to this Agreement to compensate, either directly or indirectly, any contractor, corporation, partnership, or business, however organized, which is disqualified or debarred from entering into or receiving a State contract. This restriction applies regardless of whether the disqualified or debarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier. This restriction does not prevent the Local Government from utilizing these funds to pay any party who might be disqualified or debarred after the Local Government's contract award on this Project.
17. **Discrimination Prohibited by Minnesota Statutes §181.59.** The Local Government will comply with the provisions of Minnesota Statutes §181.59 which requires that every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district or any other district in the state, for materials, supplies or construction will contain provisions by which Contractor agrees: 1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Contractor, material supplier or vendor, will, by reason of race, creed or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; 2) That no Contractor, material supplier, or vendor, will, in any manner, discriminate against, or

intimidate, or prevent the employment of any person or persons identified in clause 1 of this section, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color; 3) That a violation of this section is a misdemeanor; and 4) That this contract may be canceled or terminated by the state of Minnesota, or any county, city, town, township, school, school district or any other person authorized to contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this Agreement.

- 18. Appendix II 2 CFR Part 200 Federal Contract Clauses.** The Local Government agrees to comply with the following federal requirements as identified in 2 CFR 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, and agrees to pass through these requirements to its subcontractors and third party contractors, as applicable. In addition, the Local Government shall have the same meaning as "Contractor" in the federal requirements listed below.
- 18.1. Remedies.** Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- 18.2. Termination.** All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.
- 18.3. Equal Employment Opportunity.** Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
- 18.4. Davis-Bacon Act, as amended.** (40 U.S.C. 3141-3148) When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.
- 18.5. Contract Work Hours and Safety Standards Act.** (40 U.S.C. 3701-3708) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for

compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

- 18.6. **Rights to Inventions Made Under a Contract or Agreement.** If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.
- 18.7. **Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended.** Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued under the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- 18.8. **Debarment and Suspension.** (Executive Orders 12549 and 12689) A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- 18.9. **Byrd Anti-Lobbying Amendment.** (31 U.S.C. 1352) Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.
- 18.10. **Procurement of Recovered Materials.** See 2 CFR 200.322 Procurement of Recovered Materials.
- 18.11. **Drug-Free Workplace.** In accordance with 2 C.F.R. § 32.400, the Local Government will comply with the Drug-Free Workplace requirements under subpart B of 49 C.F.R. Part 32.
- 18.12. **Nondiscrimination.** The Local Government hereby agrees that, as a condition of receiving any Federal financial assistance under this agreement, it will comply with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. § 2000d), related nondiscrimination statutes (i.e., 23 U.S.C. § 324, Section 504 of the Rehabilitation Act of 1973 as amended, and the Age Discrimination Act of 1975), and applicable regulatory requirements to the end that no person in the United States shall, on the grounds of race, color, national origin, sex, handicap, or age be excluded from participation in, be denied the benefits of, or otherwise be

subjected to discrimination under any program or activity for which the Local Government receives Federal financial assistance. The specific requirements of the Department of Transportation Civil Rights assurances (required by 49 C.F.R. §§ 21.7 and 27.9) are incorporated in the agreement.

18.13. Federal Funding Accountability and Transparency Act (FFATA).

18.13.1. This Agreement requires the Local Government to provide supplies and/or services that are funded in whole or in part by federal funds that are subject to FFATA. The Local Government is responsible for ensuring that all applicable requirements, including but not limited to those set forth herein, of FFATA are met and that the Local Government provides information to the MnDOT as required.

- a. Reporting of Total Compensation of the Local Government's Executives.
- b. The Local Government shall report the names and total compensation of each of its five most highly compensated executives for the Local Government's preceding completed fiscal year, if in the Local Government's preceding fiscal year it received:
 - i. 80 percent or more of the Local Government's annual gross revenues from Federal procurement contracts and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - ii. \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and
 - iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/excomp.htm>.)

Executive means officers, managing partners, or any other employees in management positions.

- c. Total compensation means the cash and noncash dollar value earned by the executive during the Local Government's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
 - i. Salary and bonus.
 - ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
 - iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
 - iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
 - v. Above-market earnings on deferred compensation which is not tax qualified.

- 18.13.2. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.
- 18.13.3. The Local Government must report executive total compensation described above to the MnDOT by the end of the month during which this agreement is awarded.
- 18.13.4. The Local Government will obtain a Data Universal Numbering System (DUNS) number and maintain its DUNS number for the term of this agreement. This number shall be provided to MnDOT on the plan review checklist submitted with the plans for each project. More information about obtaining a DUNS Number can be found at: <http://fedgov.dnb.com/webform/>
- 18.13.5. The Local Government's failure to comply with the above requirements is a material breach of this agreement for which the MnDOT may terminate this agreement for cause. The MnDOT will not be obligated to pay any outstanding invoice received from the Local Government unless and until the Local Government is in full compliance with the above requirements.

[THE REMAINDER OF THIS PAGE HAS INTENTIONALLY BEEN LEFT BLANK.]

City of Ramsey

Local Government certifies that the appropriate person(s) have executed the contract on behalf of the Local Government as required by applicable articles, bylaws, resolutions or ordinances

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

DEPARTMENT OF TRANSPORTATION

By: _____

Title: _____

Date: _____

COMMISSIONER OF ADMINISTRATION

By: _____

Date: _____

Public Works Committee

6. 1.

Meeting Date: 01/16/2018

By: Bruce Westby, Engineering/Public Works

Title:

Staff Updates on Improvement Projects and Items of Interest

Purpose/Background:

The purpose of this case is to update the Public Works Committee on current and proposed improvement projects within the City, and on other items of interest.

City Improvement Projects

- **Riverdale Drive Extension - Traprock St. to Ramsey Blvd. (#16-20)**
 - Construction is substantially complete
 - Final completion will occur in 2018
- **Puma Street Utilities Extensions (#17-10)**
 - Construction is substantially complete
 - Final completion will occur in 2018
- **The COR Regional Infiltration Basin**
 - Will request authorization to prepare Plans & Specifications soon
 - Construction will occur in 2018
- **Bunker Lake Boulevard and Puma Street Improvements**
 - Bolton & Menk is developing final Plans & Specifications
 - Bids are anticipated to be received in March 2018
 - Construction anticipated to begin in May 2018
 - Final completion anticipated in September 2018

Anoka County Improvement Projects

- **Hanson Boulevard/CSAH 78 Grade Separation @ BNSF Railway Crossing (2017)**
 - Reconstruct County State Aid Highway 78 (CSAH 78) / Hanson Boulevard to a 4-lane divided section
 - Construct a grade-separated overpass for Burlington Northern Sante Fe (BNSF) railway crossing
- **Hanson Boulevard/CSAH 78 Reconstruction (2018)**
 - Expand CSAH 78 / Hanson Blvd between 139th Ave and CSAH 18 / Crosstown Blvd to 4-lane divided section
- **Foley Boulevard/CSAH 11 Grade Separation @ BNSF Railway Crossing**
 - Project is currently unscheduled / unfunded

MnDOT Improvement Projects

- **Trunk Highway 10 Cable Median Barrier Installation (2018)**
 - Install cable median barrier along Highway 10 between Thurston Avenue and Highway 101
- **Ferry Street / Trunk Highway 47 Grade Separation @ BNSF Railway Crossing (2017)**
 - Preliminary design in progress

Items of Interest

Timeframe:

Staff estimates that 5 minutes will be needed for updates and discussion.

Observations/Alternatives:

NA

Funding Source:

NA

Recommendation:

NA

Action:

No formal action required. For Committee review and discussion purposes only.

Attachments

No file(s) attached.

Form Review

Inbox

Grant Riemer

Kurt Ulrich

Form Started By: Bruce Westby

Final Approval Date: 01/11/2018

Reviewed By

Grant Riemer

Kurt Ulrich

Date

01/11/2018 07:13 AM

01/11/2018 03:38 PM

Started On: 01/10/2018 12:26 PM

Public Works Committee

6. 2.

Meeting Date: 01/16/2018

By: Bruce Westby, Engineering/Public Works

Title:

Review Future Topics Calendar

Purpose/Background:

Attached is a calendar of future topics for review and discussion by the Public Works Committee. The list includes topics drawn from Committee requests received during meetings and/or topics previously discussed by the Committee that are not yet resolved. All dates shown are estimated based on availability of information, staff workload, and competing objectives and are therefore subject to change.

Timeframe:

Staff estimates 5 minutes will be necessary to review the future topics calendar and address Committee questions.

Observations/Alternatives:

NA

Funding Source:

NA

Recommendation:

NA

Action:

No formal action required. For Committee review and discussion purposes only.

Attachments

Jan2018 PWC Calendar

Form Review

Inbox	Reviewed By	Date
Grant Riemer	Grant Riemer	01/10/2018 01:34 PM
Kurt Ulrich	Kurt Ulrich	01/11/2018 03:39 PM
Form Started By: Bruce Westby		Started On: 01/10/2018 12:26 PM
Final Approval Date: 01/11/2018		

Public Works Committee Future Topics Calendar *

Date	Topics for Discussion – Committee Action
February 2018	Sunfish Lake Sedimentation Basin Improvements (<i>Westby</i>)
February 2018	Gibbon Street & 173 rd Avenue Drainage Improvements (<i>Westby</i>)
September 2018	Well Siting Study - Well #9 (<i>Westby</i>)
April 2018	Sunwood Drive Roundabout Landscaping (<i>Riemer</i>)
Future	County Ditch Maintenance / Buffer Law (<i>Westby</i>)
Date	Topics for Discussion – Regulatory
Future	Sunfish Lake Boulevard Speed Zone Study Results (<i>Westby</i>)
Future	Wellhead Protection Plan Update (<i>Westby</i>)
Date	Topics for Discussion – Policy
Future	Landscaped Median Maintenance Policy (<i>Riemer</i>)
June 2018	Draft Trail Maintenance Policy (<i>Westby</i>)
July 2018	Draft Stormwater Pond Maintenance Policy (<i>Westby</i>)
Date	Topics for Discussion – Planning and Budget
February 2018	Municipal State Aid System (MSAS) Revisions (<i>Westby</i>)
Future	Review 1996 and 2007 (unadopted) TH 47 Corridor Studies (<i>Westby</i>)
Future	Public Works Facility Review/Update (<i>Riemer/Brama</i>)
Future	Comprehensive Plan for Long-Term Water Supply (<i>Westby</i>)
Date	Topics for Discussion – Staff Updates
Future	Water Conservation Opportunities / Incentives (<i>Westby</i>)

* Dates are estimated and are subject to change based on availability of information, staff workload, and competing objectives.