

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

The Public Works Committee conducted a regular meeting on Tuesday, November 20, 2018, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Chris Riley
 Councilmember Mark Kuzma

Members Absent: Councilmember Jill Johns

Also Present: Public Works Superintendent Grant Riemer
 Parks and Assistant Public Works Superintendent Mark Riverblood
 City Engineer Bruce Westby
 Debra Musgrove
 Planning Commissioner Bruce Anderson

1. CALL TO ORDER

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

2. CITIZEN INPUT

There was none.

3. APPROVE AGENDA

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

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

4. APPROVE MINUTES

4.01: Approve October 16, 2018, Meeting Minutes

Councilmember Kuzma noted that he was not present at the previous meeting and suggested tabling the minutes for consideration to the next meeting.

Motion by Councilmember Kuzma, seconded by Chairperson Riley, to table the following minutes:

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

5. COMMITTEE BUSINESS

5.01: Authorize Architectural Design Services for Municipal Pumphouse #3

Parks and Assistant Public Works Superintendent Riverblood stated that the City of Ramsey, is presently in process of the design for the remaining major public realm elements in The COR, specifically the two connected park spaces—Municipal Plaza and The Waterfront. Both of these parks are along or near, Center Street and in proximity to Pumphouse #3, with the Ramsey Municipal Center at the southern terminus of this same street. Center Street, as the name implies, is at the very center of Ramsey's pedestrian and transit orientated downtown. The existing and future municipal buildings represent an archipelago of visually and physically interconnected places within the community along this armature and axis of streets, trails, sidewalks and parks—and as such, care should be taken to define and embrace this sense of place through appropriate architecture.

Parks and Asst. Public Works Superintendent Riverblood stated that together with the Municipal Center, the Pumphouse was one of the very first buildings in The COR, however, unlike the Municipal Center, the decision was purposeful to not finish the exterior, preferring to do so at the time that all the public realm elements could be understood and contextualized—which is concurrent with the aforementioned park design, and today.

Parks and Asst. Public Works Superintendent Riverblood noted that since approximately 2005, the city has had this project (finishing the facade of the pumphouse) within the Capital Improvement Program (CIP). The CIP worksheet is shown as the second attachment, and identified as a 2018 project; anticipating the above-described concurrent planning and design activity for, and within the public realm.

Parks and Asst. Public Works Superintendent Riverblood stated that to advance this project, Staff has worked with LHB, one of the City's Consultants to outline a work plan that addresses the primary tasks, and takes into consideration the various aspects of this highly visible project—to ensure the architecture of this building meets aesthetic expectations, is cost effective and sustainable, and contributes appropriately to the functional 'sense of place' in Ramsey's downtown. The third attachment is the Architectural Design Services proposal from LHB.

Parks and Asst. Public Works Superintendent Riverblood recommended moving forward with this project as outlined in the proposal. Proceeding at this time, should provide for design completion by the spring of 2019, allowing for the Public Works Committee and City Council to consider completion (physical construction) of the exterior of Pumphouse #3 later in 2019.

Councilmember Kuzma asked the balance of the Municipal Water Utility Fund and whether there are sufficient funds for this.

Parks and Asst. Public Works Superintendent Riverblood stated that he is not aware of the specific fund balance but noted that it is in the millions, and revenue is on-going by water utility purchases of water.

Councilmember Kuzma asked and received confirmation that the Municipal Water Utility Fund can only be used for project related to utilities.

Chairperson Riley asked why the City would not instead ask for proposals where the builder would come to the City with their proposals rather than preparing this work and then going out to builders.

Parks and Asst. Public Works Superintendent Riverblood commented that the City could try that and perhaps one or two responses would come back but he did not think the contractor would be very thoughtful of the overall scope of planning and architectural themes throughout The COR that will come in the future. He believed that the scope of work is an opportunity to think about the entire sense of place and would inform specific architectural detail for the pump house and other municipal infrastructure.

Chairperson Riley stated that Parks and Assistant Public Works Superintendent Riverblood's passion is expressed in his presentation, and believed that could be shared with the contractor. He stated that perhaps a few contractors are brought in and that passion is shared, and this information is shared, and the contractors are directed to provide different options. He believed that staff already did a large amount of the work.

Debra Musgrove, future Councilmember, asked and received confirmation that the purpose of the project is not to change the function or inside of the building but to change the outside aesthetic.

Parks and Asst. Public Works Superintendent Riverblood replied that the big takeaway would be the various studies, sketches, concepts, and options that would lead up to a final color rendering in detail. He stated that contractors may be willing to do the rendering but noted that it is a costly endeavor that most contractors are not going to want to do this without being reimbursed for the cost. He stated that the same design/build process was done with the monuments for The Draw, which asked contractors for three options. He stated that he can attempt to get contractors to respond to a request for proposals but is not confident that the City will obtain quality responses. He stated that the process he is proposing would load the work on the front end in attempt to minimize the work needed by the contractor in the end.

Bruce Anderson, Planning Commissioner, stated that the Planning Commission has spent a lot of time talking about buildings' appearance in The COR. He believed that it would be beneficial for the Parks Commission and Public Works Committee to work together on things of this nature. He believed that The COR should have a consistent architectural theme that carries throughout. He stated that perhaps the Planning Commission should also provide input on the topic and what The COR is going to look like.

Parks and Asst. Public Works Superintendent Riverblood agreed that the approach should be thoughtful. He explained that he would not necessarily want the pump house to match an apartment building within The COR but to be consistent and complementary with respect to the civic architecture throughout The COR. He stated that the architecture should define the look and 'feel' of public spaces so that the members of the public are aware of the spaces that are available for the public to rest or enjoy.

Councilmember Kuzma stated that he recently visited US Bank Stadium and was amazed at the thoughtful planning that was used in terms of architecture. He noted that if you simply put a request to a contractor they are not thinking in terms of great architecture, they will most likely return a low-cost option. He stated that if this is going to be a main piece of The COR, the main elements should be considered, and the architectural input should be gained at this point. He asked and confirmed that the schematic design of the park would also be used in conjunction with this project.

Chairperson Riley stated that if he were going to side his home, he does not design that and then ask a builder to come. He would instead as contractors to come to the site and give them his ideas and then choose the best option. He stated that the criteria can be explained, and the City would have the option to choose from different concepts.

Parks and Asst. Public Works Superintendent Riverblood stated that a residential home already has a drawing completed, and therefore residing is simply using that same architectural design, with the material as the only unknown. He stated that it would take staff time to issue an RFP as well. He explained that an RFP would have to be defined to include the bullet points that were just discussed.

Chairperson Riley stated that he would support the RFP process.

Ms. Musgrove commented that the pumphouse still needs to remain functional for the City workers and asked if access and those elements are also being considered in addition to the aesthetics.

Chairperson Riley stated that functionality is already built into the site as it is used daily.

Parks and Assistant Public Works Superintendent Riverblood confirmed that the tasks listed would identify those elements. He stated that staff is aware of the constraints of the site and the functionality that would need to remain for maintenance activities. He stated that in the process as proposed, staff would work with the consultant. He stated that through the RFP process the consultants may not fully consider all of the elements and staff will need to field a number of questions.

Councilmember Kuzma asked for information on the timeline. He noted that perhaps the City first go through RFP and then if that does not work the other process could be followed.

Parks and Assistant Public Works Superintendent Riverblood stated that it would take a few weeks to develop an RFP and send that out to contractors. He stated that there is also a risk that

contractors spend a large amount of time developing costly plans and if the City changes things, that could turn the contractor off from the project.

Chairperson Riley stated that he is interested in the RFP process. He stated that staff can include the main points within the RFP and the City can then review the concepts that are brought back.

Parks and Asst. Public Works Superintendent Riverblood asked for the opinion of the Committee for an RFP letter of interest, to determine if contractors would be interested in bidding without fully developing an RFP.

Chairperson Riley asked if the City has experience in that and whether that would hurt the cause or help it.

Parks and Assistant Public Works Superintendent Riverblood stated that it is unknown, but he would be interested to know if contractors would even be interested.

Councilmember Kuzma stated that perhaps a premeeting be held with contractors.

Parks and Asst. Public Works Superintendent Riverblood stated that the contractors will not ask mindful questions with other contractors in the room. He stated that could be attempted but would take additional staff time as well.

Chairperson Riley stated that he would support the RFP process in whatever is the smartest way of completing that.

City Engineer Westby stated that engineering issues RFPs all the time but does not have experience in an RFP letter of interest.

Chairperson Riley suggested that staff go through the RFP process which would include a letter of interest and premeeting which would allow questions.

Councilmember Kuzma stated that the only problem is that if a contractor asks questions, staff would not necessarily have the answers at this time. He stated that the City did complete the design build for the fire stations and that has been the City process. He stated that in terms of having available funding set aside, he would support completing the design build process rather than throwing out an RFP and seeing what is returned.

Chairperson Riley stated that having funds is not a reason to spend funds.

Councilmember Kuzma stated that change orders also cost money.

Chairperson Riley stated that he does not see the reasoning in spending \$23,000 in designing a building that will have a cost of \$60,000.

Councilmember Kuzma stated that he could agree with the RFP process to see what happens, as long as that would not stress the timeframe.

It was the consensus of the Committee was to direct staff to initiate an RFP process.

Parks and Assistant Public Works Superintendent Riverblood cautioned the Committee that he will attempt to roll this into staff's workload but there will be additional staff time needed, and the timeframe will be slowed.

Motion by Councilmember Kuzma, seconded by Chairperson Riley, to direct staff to prepare an RFP for Architectural Design Services for Pumphouse #3.

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

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

Public Works Superintendent Riemer stated that the purpose of this case is to consider a policy for private improvements within public rights of way. The impetus behind the request is most recently due to a request to amend an existing center median within the Village of Sunfish Lake development. This topic has also been discussed as part of the approval process for current phases of the Brookfield residential development.

Public Works Superintendent Riemer noted that the intent is to provide broad, initial direction for the formulation of a future policy. Primarily, Staff is seeking direction on process and standards. Preliminary talking points are included in the attached framework. This discussion topic is intentionally abstract to ensure that Staff has sufficient policy direction prior to developed a more formalized and detailed policy. Additionally, a request from Sweetbay Ridge to complete a project was approved by the Public Works Committee at the January 17, 2017 meeting and approved by City Council at the February 14th, 2017 meeting.

Public Works Superintendent Riemer recommended that the Public Works Committee adopt a formal policy to address private improvements in public rights of way, to be developed and approved at a subsequent meeting.

Councilmember Kuzma stated that assessments are used for road improvements and asked if that would be similar for median work.

City Engineer Westby was unsure if landscaping maintenance would qualify.

Councilmember Kuzma stated that he is tired of this being pushed back onto the City when the developer and homeowners' association want this landscaping.

Chairperson Riley stated that staff made the comment that the language is now being built in that addresses ongoing maintenance in clear terms. He suggested that perhaps the City contact the HOA for a specific property to ensure that they address the median as they are maintaining other

public space within the property. He used the referenced of Brookfield where the original HOA failed and there has been pushback on creating a new HOA.

Public Works Superintendent Riemer provided additional background information on Brookfield. He reviewed the three alternatives before the Committee to consider tonight. He provided additional cost information on the medians within Sweetbay Ridge that were repaired.

Chairperson Riley stated that there is a streetlight fee and asked if there could be a similar fee developed for median maintenance or whether that would not be worth the effort.

Public Works Superintendent Riemer stated that would need to be done with the approval of the development.

Chairperson Riley stated that he does not like the idea of the City taking over the maintenance and also does not like the idea of letting things go as they have been unmaintained. He noted that removal of medians has also been considered but there is a high cost to do so and the medians provide benefit.

Parks and Assistant Public Works Superintendent Riverblood replied that prudently maintained entrances to neighborhoods and medians do add value to aesthetics and increase property values, as well as have a calming effect on traffic. He believed that HOAs should continue to maintain those elements.

Councilmember Kuzma stated that perhaps a policy be developed that would require maintenance by the HOA and if that maintenance stops, the median would be torn out and the cost would be assessed.

Chairperson Riley suggested that staff continue to enforce this element as it has been and any functioning HOAs need to maintain their medians.

Ms. Musgrove stated that perhaps the City could propose to a nursery to take over the median which would provide that business with the opportunity for additional marketing.

Chairperson Riley agreed that could be an option which would allow a sign stating that care and plantings provided by the business.

Motion by Councilmember Kuzma, seconded by Chairperson Riley, to make no changes to the existing policy and continue to approach requests on a case by case basis.

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

6. COMMITTEE / STAFF INPUT

6.01: Staff Updates on Improvement Projects and Items of Interest

City Engineer Westby provided an update on the status of improvement projects and items of interest.

Chairperson Riley stated that he would like Ramsey to continue to be at the table with the Highway 47 and rail crossing discussions as there is a great impact to Ramsey.

City Engineer Westby provided information on the comparison of using borings on road projects and the ground penetrating radar.

Chairperson Riley agreed that the GPR is a great tool because it ensures that the City is getting what it paid for in terms of road construction.

City Engineer Westby noted that mobilization is a large portion of the cost and therefore the more miles you can include in one trip provides a cost savings rather than asking for multiple mobilization. He provided additional details on the GPR process.

It was the consensus of the Committee to continue to use GPR on the spring road projects and to add a requirement of new development to include the use of GPR and provide that data to the City prior to turning the roadway over to the City.

City Engineer Westby noted that the other cities involved in the Metropolitan Surface Water Supply Study all passed resolutions in support of the study and that information has been provided to the Metropolitan Council. He stated that additional details will be provided to the City with the length and cost of the study, confirming that the Metropolitan Council is funding 100 percent of that study. He provided an update on the Metropolitan Council's Water Efficient Potential Project, noting that a preliminary study was provided to the City. He stated that the preliminary finding identified that if the City can work with residents to reduce lawn irrigation, the two wells currently planned within the next ten years could be delayed. He noted that the numbers used were conservative and the cities involved provided updated data, advising that a final report will be available in February.

6.02: Review Future Topics Calendar

Chairperson Riley stated that he had asked to discuss the water aquifer and geology but believed that to be a better discussion for the full City Council rather than the Committee.

City Engineer Westby noted that has been added to the City Council worksession calendar in February.

7. ADJOURNMENT

Motion by Councilmember Kuzma, seconded by Chairperson Riley, to adjourn the Public Works Committee meeting.

Motion carried.

The regular meeting of the Public Works Committee adjourned at 7:05 p.m.

Respectfully submitted,

Grant Riemer
Public Works Superintendent

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.