

City of Ramsey
Agenda
Public Works Committee
Tuesday, March 19, 2019
5:30 pm - 6:00 pm
Lake Itasca Room, 7550 Sunwood Drive NW

1. **Call to Order**
2. **Citizen Input**
3. **Approve Agenda**
4. **Approve Minutes**
 1. Approve Public Works Committee Meeting Minutes.
5. **Committee Business**
6. **Committee/Staff Input**
 1. Public Information Meeting on Wellhead Protection Plan Part 1 Amendment
 2. Staff Updates on Improvement Projects and Items of Interest
 3. Review Future Topics Calendar
7. **Adjournment**

Public Works Committee

4. 1.

Meeting Date: 03/19/2019

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 attached Public Works Committee meeting minutes dated February 19, 2019.

Timeframe:

n/a

Observations/Alternatives:

Meeting minutes attached.

Funding Source:

n/a

Recommendation:

Motion to approved meeting minutes.

Action:

Motion to approve meeting minutes dated February 19, 2019.

Attachments

Minutes

Form Review

Inbox	Reviewed By	Date
Grant Riemer	Grant Riemer	03/12/2019 04:31 PM
Kurt Ulrich	Kurt Ulrich	03/14/2019 03:38 PM
Form Started By: MaryJo Warner		Started On: 03/12/2019 04:11 PM
Final Approval Date: 03/14/2019		

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

The Public Works Committee conducted a regular meeting on Wednesday, February 19, 2019, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Chris Riley
 Councilmember Mark Kuzma
 Councilmember Melody Shryock

Also Present: Public Works Superintendent Grant Riemer
 Parks & Assistant Public Works Superintendent Mark Riverblood
 City Engineer Bruce Westby
 Civil Engineer IV Leonard Linton
 City Administrator Kurt Ulrich

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 Councilmember Shryock, to approve the agenda, as presented.

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

4. APPROVE MINUTES

4.01: Approve December 18, 2018, Meeting Minutes

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

Regular Meeting Minutes dated December 18, 2018

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

5. COMMITTEE BUSINESS

5.01: Appoint Chair and Vice-Chair of the Public Works Committee

Chairperson Riley stated that a Chair and Vice-Chair are needed for the Committee.

Motion by Chairperson Riley, seconded by Councilmember Shryock, to nominate Councilmember Kuzma as Chairperson for 2019.

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

Motion by Councilmember Kuzma, seconded by Chairperson Riley, to appoint Councilmember Shryock as Vice-Chairperson for 2019.

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

6. COMMITTEE / STAFF INPUT

6.01: Staff Updates on Wellhead Protection Plan Amendment Process

City Engineer Westby stated that City staff has been working with the Minnesota Department of Health (MDH) to amend the City's Wellhead Protection Plan since March of 2017. The City's Wellhead Protection Plan is in effect until January 4, 2020 but must be amended by October 6, 2019. The Wellhead Protection Plan consists of two parts. Part 1 delineates the City's wellhead protection zone and drinking water supply management area (DWSMA) and assesses the vulnerability of the DWSMA and municipal water supply wells. Part 2 includes a potential contaminant source inventory, a potential contaminant source management strategy, an emergency/alternative water supply contingency plan, and wellhead protection program evaluation plan.

City Engineer Westby stated that Part 1 of the plan has been amended and was recently approved by the MDH. City staff is in the process of issuing copies of the amended delineated wellhead protection areas, drinking water supply management areas, and assessments of well and aquifer vulnerabilities to local units of government that are wholly or partially within these areas by March 4th, as required. The next step in the process is to conduct a public information meeting by April 4, 2019 to present the Part 1 amendments to the public. Staff is working to schedule this meeting and to publish the required notifications. Staff is interested to know if the Public Works Committee would like to host this meeting at their next regular meeting on March 29, 2019, or if the Committee thinks it might be better to conduct the meeting during the regular City Council meeting on March 26, 2019.

City Engineer Westby stated that based on the remaining tasks that need to be completed to amend Part 2 of the plan, the services of an engineering consultant will be required. Staff is

currently assessing the scope of the remaining work and will be prepared to discuss this in more detail at the March meeting, along with the Part 1 amendments. An overall update on the remaining process, timelines, and estimated costs required to complete the Part 2 amendments will be provided in order to meet the October 6, 2019 deadline.

Councilmember Kuzma asked for details on the budget for the consultant.

City Engineer Westby replied that the consultant would be funded using the Water Enterprise Fund. He also explained why the plan needs to be updated.

6.02: Staff Updates on Improvement Projects and Items of Interest

City Engineer Westby provided an update on City improvement projects focusing on the Anoka County roundabout planned for Armstrong Boulevard/CSAH 83 and Alpine Drive, including details on the funding and proposed timeline. He stated that staff will continue to monitor and provide updates on the MnDOT Ferry Street/Trunk Highway 47 grade separation. He also noted that the City Council is scheduled to consider a topsoil ordinance amendment on February 26 and provided a summary of the proposed changes. He noted that both the Environmental Policy Board and Planning Commission have reviewed the topic and support amending the ordinance.

Councilmember Kuzma asked if there will be flexibility within the ordinance that would allow staff to recommend a better topsoil in certain areas upon staff inspection, if needed.

City Engineer Westby stated that the ordinance includes a singular topsoil definition. He noted that under that scenario more than one definition would be required.

Parks & Assistant Public Works Superintendent Riverblood explained that alternative landscapes are allowed.

Councilmember Shryock stated that certain areas of the City have soils that are more sand or clay and asked if the new topsoil standard would be appropriate in both areas.

City Engineer Westby explained that it would be difficult to define specific geographic areas where different topsoil would be required. He stated that the new topsoil definition should be adequate for establishing and maintaining vegetation in all areas of the City.

Councilmember Shryock stated that during the education campaign, it should be remembered that not all residents have smart irrigation technologies, and that lawns may not be maintained the same way in rural areas as they are in urban areas, and therefore multiple approaches and messages will be needed.

7. ADJOURNMENT

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

Motion carried.

The regular meeting of the Public Works Committee adjourned at 5:58 p.m.

Respectfully submitted,

Grant Riemer
Public Works Superintendent

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

Public Works Committee

6. 1.

Meeting Date: 03/19/2019

By: Bruce Westby, Engineering/Public Works

Title:

Public Information Meeting on Wellhead Protection Plan Part 1 Amendment

Purpose/Background:

Purpose:

The purpose of this case is to conduct a Public Information Meeting on the Wellhead Protection Plan Part 1 Amendment.

Background:

City Staff has been working with the Minnesota Department of Health (MDH) to amend the City's Wellhead Protection Plan since March 2017. The City's current Wellhead Protection Plan is effective until January 4, 2020, but must be amended by October 6, 2019.

The City of Ramsey's Wellhead Protection Plan consists of two parts. Part 1 delineates the City's wellhead protection zone and drinking water supply management area (DWSMA), and assesses the vulnerability of our DWSMA and municipal water supply wells. Part 2 includes a potential contaminant source inventory, a potential contaminant source management strategy, an emergency/alternative water supply contingency plan, and wellhead protection program evaluation plan.

Part 1 of the plan has been amended and approved by the MDH. Attached is a copy of their approval letter received on February 4, 2019.

As required, within 30 days after receiving MDH approval of the City's WHPP Part 1 amendment, copies of the amended delineated wellhead protection areas, drinking water supply management areas, and assessments of well and aquifer vulnerabilities were issued to local units of governments wholly or partially within these areas. Attached is a copy of the MDH submittal package for reference.

The City is now required to conduct a public information meeting by April 4, 2019, to present the Part 1 amendments to the public. Staff will conduct the public information meeting as part of the regular Public Works Committee meeting on March 19, 2019.

The next step required of the City is to amend Part 2 of the WHPP. Given the current workload of City Staff and the anticipated scope of work required to amend Part 2, the services of an engineering consultant are required. Staff estimates these costs will range from \$15,000 to \$30,000, depending on the final scope of work.

At the time this case was prepared, Staff was working to refine the scope of work and cost estimate for an engineering consultant to complete the Part 2 amendment. Staff will be prepared to present updates on the remaining processes, schedule, and estimated costs to complete the WHPP Part 2 amendments by October 6, 2019 during the meeting.

Timeframe:

Staff estimates 20 minutes will be needed to conduct the Public Information Meeting and respond to questions.

Observations/Alternatives:

Notices for tonight's Public Information Meeting were posted on the bulletin board in the lobby of the Ramsey Municipal Center, and were published in the Weekly Update and in the Anoka County Union Herald.

The current Wellhead Protection Plan is not attached to this case due to the large file size (over 50 MB).

Funding Source:

All costs required to amend the WHPP will be covered through the City of Ramsey's water enterprise funds.

Recommendation:

NA

Action:

No action is required at this time. Staff will provide regular updates to the Public Works Committee moving forward, and will request a Committee recommendation for the City Council to approve the amended WHPP upon completion.

Attachments

[MDH Approval Ltr](#)

[WHPP Part 1 Ltr](#)

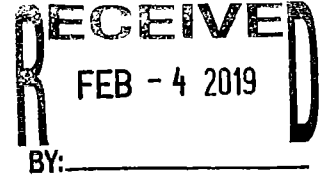
Form Review

Inbox	Reviewed By	Date
Grant Riemer	Grant Riemer	03/14/2019 12:55 PM
Kurt Ulrich	Kurt Ulrich	03/14/2019 03:38 PM
Form Started By: Bruce Westby		Started On: 03/07/2019 04:24 PM
Final Approval Date: 03/14/2019		

m DEPARTMENT OF HEALTH

PROTECTING, MAINTAINING & IMPROVING THE HEALTH OF ALL MINNESOTANS

January 29, 2019



Mr. Bruce Westby, Engineer
City of Ramsey
7550 Sunwood Drive Northwest
Ramsey, Minnesota 55303

Dear Mr. Westby:

We are writing to notify you that the Minnesota Department of Health has approved the amended 1) delineation of the wellhead protection areas, 2) delineation of the drinking water supply management areas, and 3) assessments of well and aquifer vulnerability for your public water supply wells, as submitted. The approval pertains to the following public wells:

Well No. 1	Unique Well No. 161441
Well No. 2	Unique Well No. 416183
Well No. 3	Unique Well No. 580303
Well No. 4	Unique Well No. 580313
Well No. 5	Unique Well No. 593672
Well No. 6	Unique Well No. 706840
Well No. 7	Unique Well No. 743832
Well No. 8	Unique Well No. 743833

Procedurally, you must submit a copy of the amended delineated wellhead protection areas, drinking water supply management areas, and assessments of well and aquifer vulnerability to local units of government that are wholly or partially within these areas. Notification must occur within 30 days after receiving this letter. If you need assistance getting this information out, please contact Mr. John Freitag of the Minnesota Department of Health at (651) 201-4669.

The wellhead protection rule also requires the city of Ramsey to hold a public information meeting regarding the amended delineations and vulnerability assessments within 60 days of receiving approval by the health department. This meeting can be held solely for this purpose or it can be incorporated into another public meeting, such as a meeting of the city council. If you would like a representative of the state's wellhead protection program to be present at the public information meeting, please contact Mr. Freitag.

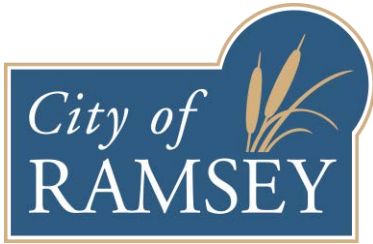
In closing, we commend the city of Ramsey for moving ahead to amend its wellhead protection plan. Mr. Freitag will be contacting you shortly to go over procedural issues in preparing the remainder of your wellhead protection plan amendment. Please contact me at (651) 201-4577 if you have any questions regarding this letter.

Sincerely,

Amal M. Djerrari, Hydrologist
Source Water Protection Unit
Environmental Health Division
P.O. Box 64975
St. Paul, Minnesota 55164-0975

AMD:TVW

cc: Mr. Leonard Linton, Civil Engineer, City of Ramsey
Mr. John Freitag, Planner, Source Water Protection Unit, Metro Office
Farm Service Agency



7550 Sunwood Drive NW • Ramsey, MN 55303

City Hall: 763.427.1410 • Fax: 763.427.5543

www.cityoframsey.com

DATE: March 1, 2019

TO: Rhonda Sivarajah, Chairperson, Anoka County Board of Commissioners
John LeTourneau, Mayor, City of Ramsey
Chris Lord, District Manager, Anoka Conservation District
Todd Haas, Chairperson, Lower Rum River Watershed Management Organization
Bart Biernat, Anoka County Community Health & Environmental Services, Anoka County
John Freitag, Principal Planner, Source Water Protection Unit, Minnesota Department of Health

FROM: Bruce Westby, City Engineer, City of Ramsey

RE: **Wellhead Protection Plan, Part 1 Amendment, for the City of Ramsey**

The City of Ramsey is in the process of amending its Wellhead Protection Plan for its drinking water supply wells. As required by the Minnesota Wellhead Protection Rule (part 4720.5330, subpart 6), the Minnesota Department of Health approved the Part 1 amendment of the Wellhead Protection Plan for our system. This portion of the plan includes information pertaining to:

1. The delineation of the wellhead protection area;
2. The drinking water supply management area boundary, and;
3. The well and drinking water supply management area vulnerability assessment.

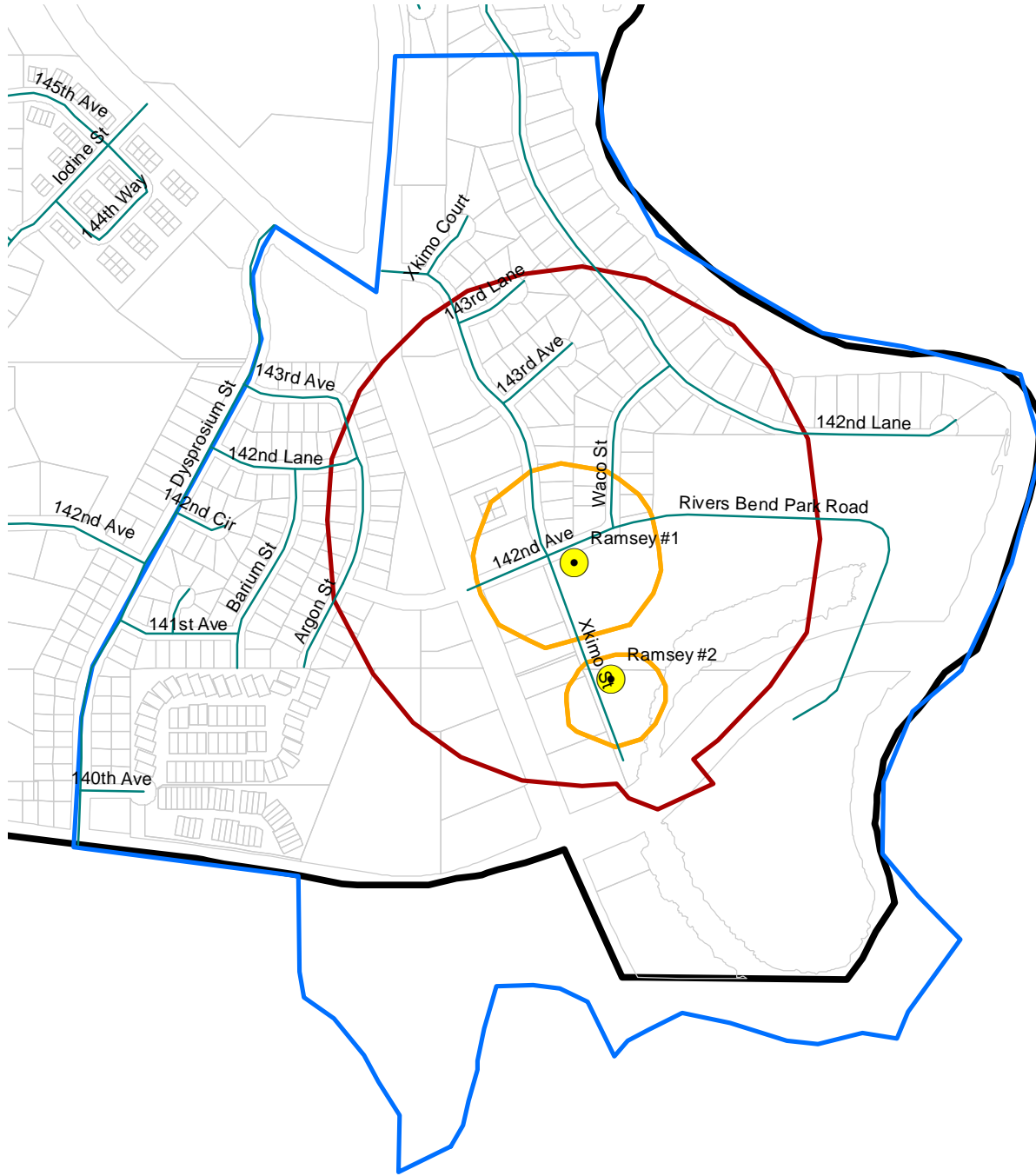
Enclosed please find the items listed above. If you would like a complete copy of the Part 1 plan containing the technical information used to delineate the wellhead protection area, drinking water supply management area, and vulnerability of the wells and aquifer, please contact me at 763-433-9825.







Consistent with the Wellhead Protection Rule (part 4720.5330, subpart 7), a public information meeting will be held during the Ramsey Public Works Committee meeting starting at 5:30 p.m. on Tuesday, March 19, 2019, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, to discuss issues and concerns with this portion of the Plan amendment. We welcome your participation at this meeting.

If you have any questions concerning this matter, please contact me at 763-433-9825.

Cc: John Nelson, Utilities Superintendent, City of Ramsey
Mark Anderson, Director of Public Services, City of Anoka
Brian Kraabel, Andover Utilities Manager, City of Andover
Trudi Witkowski, Minnesota Department of Health

Figure 1 EAST WHPA & DWSMA Ramsey WHPP Amendment City of Ramsey, MN



-  Ramsey Municipal Well
-  Inner Wellhead Management Zone
-  WHPA
-  DWSMA
-  Parcels
-  Municipal_Boundary

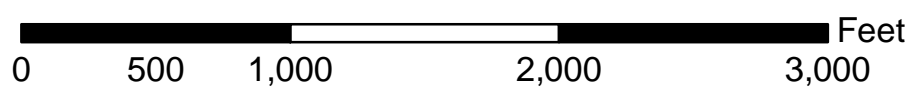
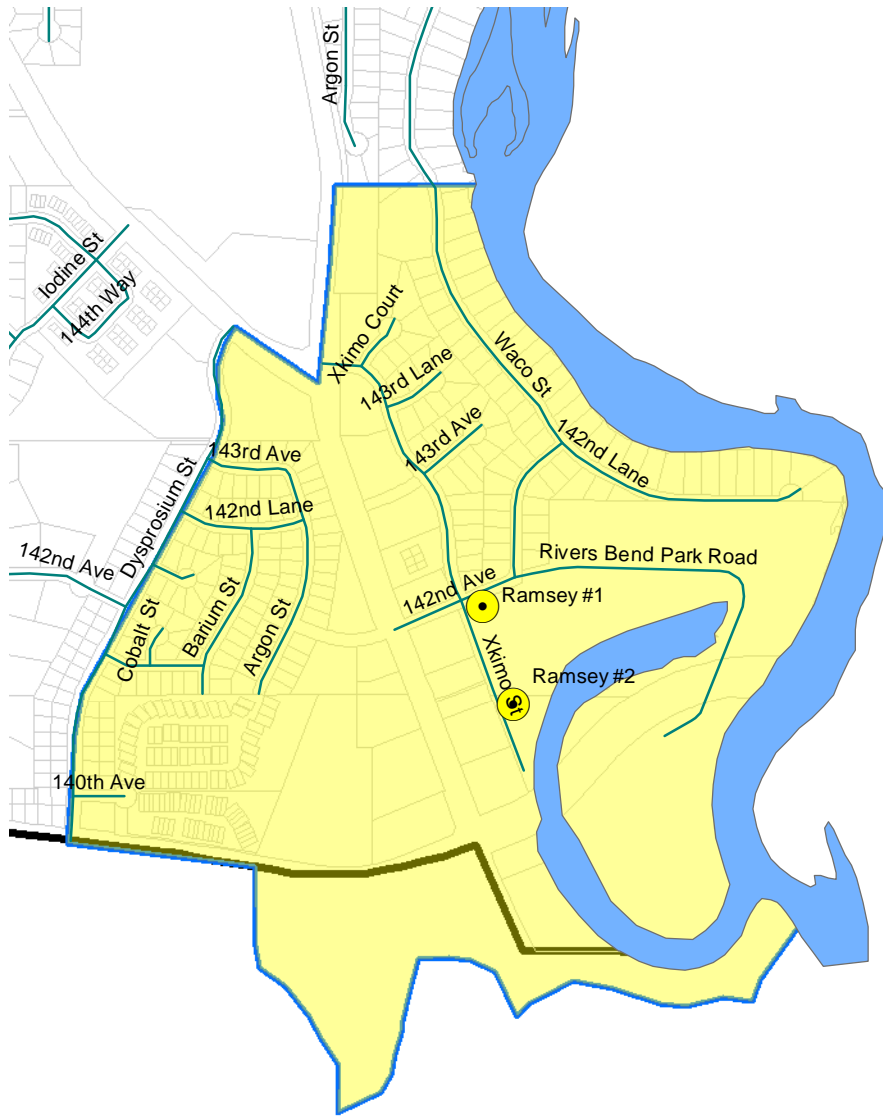


Figure 3 EAST DWSMA AQUIFER VULNERABILITY Ramsey WHPP Amendment City of Ramsey, MN



- Ramsey Municipal Well
- Rivers
- Vulnerability**
- Moderate
- DWSMA
- Parcels
- Municipal_Boundary

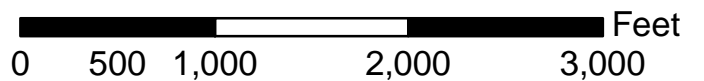
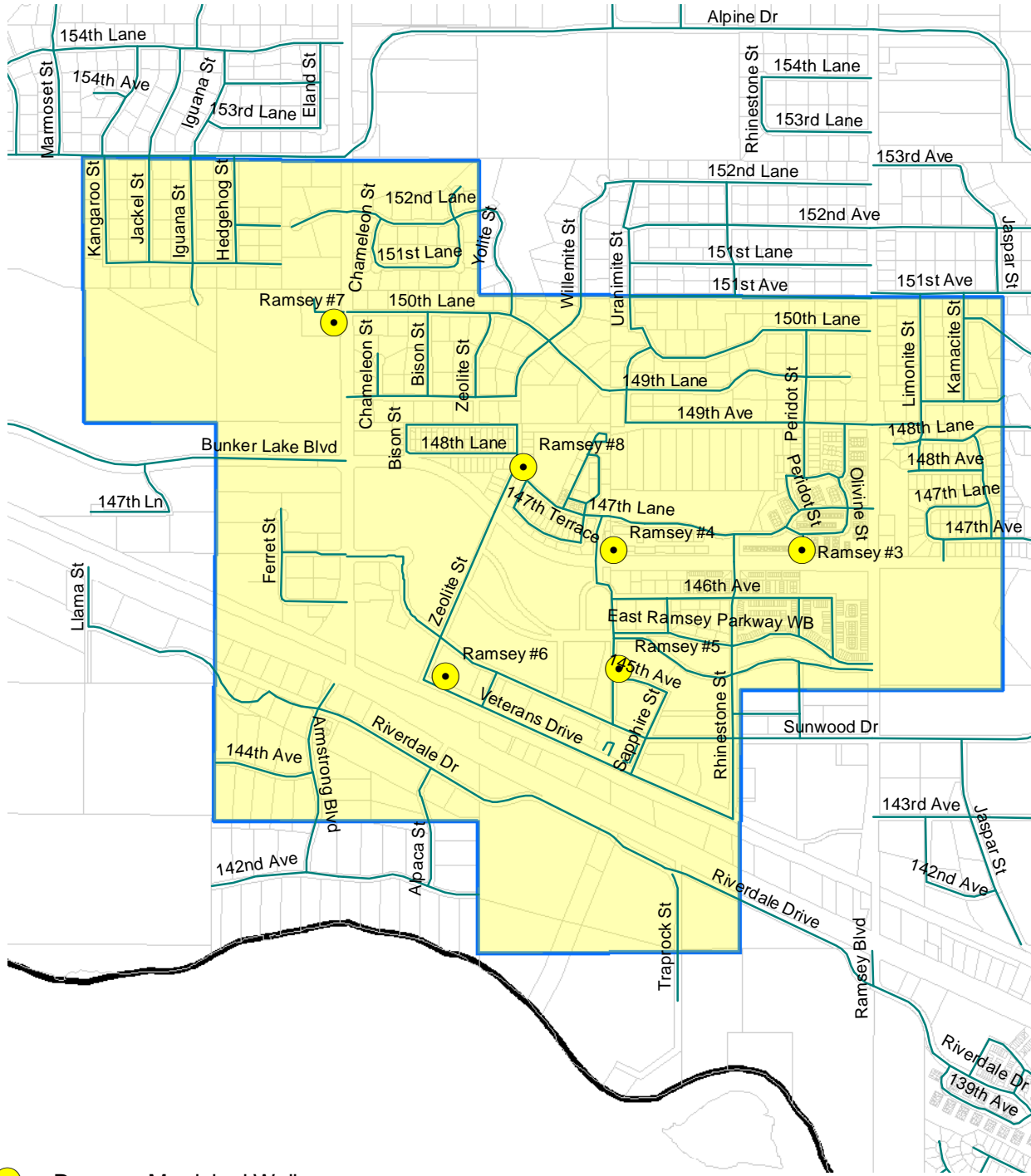


Figure 4

WEST DWSMA AQUIFER VULNERABILITY

Ramsey WHPP Amendment

City of Ramsey, MN



● Ramsey Municipal Well

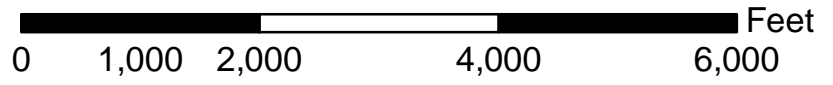
Vulnerability

Moderate

DWSMA

Parcels

Municipal_Boundary



Public Works Committee

6. 2.

Meeting Date: 03/19/2019

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 to the Committee.

City Improvement Projects

- **River's Bend Street Reconstructions (#17-02)**
 - Construction complete
 - Only punch list items remain
 - Final payment in 2019
- **Stanhope Terrace Street Reconstructions (#18-00)**
 - Construction complete
 - Only punch list items remain
 - Final payment in 2019
- **2018 Street Overlay Improvements (#18-03)**
 - Construction complete
 - Only punch list items remain
 - Final payment 2019
- **Bunker Lake Boulevard and Puma Street Improvements (#18-05)**
 - Construction complete
 - Only punch list items remain
 - Final completion 2019
- **The COR Regional Infiltration Basin (#18-09)**
 - Council to consider authorizing bids late March/early April
 - Excess fill to be placed within The COR
 - LRRWMO Board approved permit extension to September 30, 2019
 - Construction proposed for spring/summer 2019
- **Riverdale Drive Trunk Utility Improvements (#18-14)**
 - Contract awarded on February 12, 2019
 - Construction underway
 - Substantial completion (utilities operational) due April 30, 2019
 - Final completion due June 30, 2019
- **Wetland 114P Outlet Control Improvements (#19-07)**
 - Engineering Staff developing plans
 - Final completion fall 2019
- **Ferret Street and 147th Avenue Intersection Improvements (#19-08)**
 - Engineering Staff developing plans
 - Public Works Staff completing work in 2019
 - Final completion fall 2019
- **Germanium Street Drainage Improvements (#19-09)**
 - Engineering Staff developing plans
 - Final completion summer 2019

Anoka County Improvement Projects

- **Foley Boulevard/CSAH 11 Grade Separation @ BNSF Railway Crossing**
 - Project is currently unfunded
- **Roundabout at Armstrong Boulevard/CSAH 83 and Alpine Drive**
 - Anoka County was awarded \$1.35M in Highway Safety Improvement Program funding (estimated project cost = \$1.5M)
 - Local cost share (Anoka County and City of Ramsey) = \$150,000
 - City of Ramsey costs set per Anoka County Cost Share Policy
 - Anoka County plans to begin project design efforts in 2019/2020
 - Construction planned for 2022/2023, pending City and County approvals

MnDOT Improvement Projects

- **Ferry Street / Trunk Highway 47 Grade Separation @ BNSF Railway Crossing (2017)**
 - Preliminary design still on hold
 - MnDOT is exploring the potential realignment of Highway 47 to remove the S-curve at the Anoka County fair grounds
 - Ramsey Staff is continuing to track this project
 - MnDOT is considering combining with planned Highway 10 improvements

Items of Interest

- **Northwest Metro Surface Water Supply Feasibility Study**
 - City participants include Corcoran, Dayton, Ramsey and Rogers
 - Short Elliott Hendrickson (SEH) was selected to complete the study
 - Meet with SEH next week to discuss desired study content and outcomes

Timeframe:

Staff estimates 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	Reviewed By	Date
Grant Riemer	Grant Riemer	03/12/2019 11:44 AM
Kurt Ulrich	Kurt Ulrich	03/12/2019 12:40 PM
Form Started By: Bruce Westby		Started On: 03/12/2019 10:18 AM
Final Approval Date: 03/12/2019		

Public Works Committee

6.3.

Meeting Date: 03/19/2019

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 calendar includes topics drawn from Committee requests received during meetings and/or unresolved topics previously discussed by the Committee. Calendar dates are estimated based on availability of information, staff workload and competing interests and objectives. Dates are therefore subject to change.

Timeframe:

Staff estimates 2 minutes will be necessary to review the future topics calendar and address questions.

Observations/Alternatives:

NA

Funding Source:

NA

Recommendation:

NA

Action:

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

Attachments

PWC Calendar Mar2019

Form Review

Inbox	Reviewed By	Date
Grant Riemer	Grant Riemer	03/12/2019 11:44 AM
Kurt Ulrich	Kurt Ulrich	03/12/2019 12:41 PM
Form Started By: Bruce Westby		Started On: 03/12/2019 10:20 AM
Final Approval Date: 03/12/2019		

Public Works Committee Future Topics Calendar *

Date	Topics for Discussion – Committee Action
May 2019	Sunfish Lake Sedimentation Basin Improvements (<i>Westby</i>)
June 2019	Gibbon Street Basement Flooding Funding Options (<i>Westby</i>)
Future/TBD	Well Siting Study - Well #9 (<i>Westby</i>)
Future/TBD	Sunwood Drive Roundabout Landscaping (<i>Riemer</i>)
Future/TBD	County Ditch Maintenance / Buffer Law (<i>Westby</i>)
Date	Topics for Discussion – Regulatory
Future/TBD	Sunfish Lake Boulevard Speed Zone Study Results (<i>Westby</i>)
Ongoing (2019)	Wellhead Protection Plan Update (<i>Westby</i>)
Date	Topics for Discussion – Policy
Future/TBD	Landscaped Median Maintenance Policy (<i>Riemer</i>)
June 2019	Draft Trail Maintenance Policy (<i>Westby</i>)
July 2019	Draft Stormwater Pond Maintenance Policy (<i>Westby</i>)
Date	Topics for Discussion – Planning and Budget
August 2019	Municipal State Aid System (MSAS) Revisions (<i>Westby</i>)
April 2019	Review 1996 and 2007 (unadopted) TH 47 Corridor Studies (<i>Westby</i>)
Future/TBD	Public Works Facility Review/Update (<i>Riemer</i>)
Future/TBD	Long-Term Water Supply Plan (<i>Westby</i>)
Date	Topics for Discussion – Staff Updates
Future/TBD	Water Conservation Opportunities / Incentives (<i>Westby</i>)
Future/TBD	Asset Management Program (<i>Westby</i>)
April 2019	17290 Germanium St Drainage Concerns (<i>Westby</i>)
Ongoing (2019)	NW Metro Surface Water Supply Feasibility Study

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