

**City of Ramsey**  
**Agenda**  
**Public Works Committee**  
**Tuesday, April 16, 2019**  
**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 the following meeting minutes.
    1. Public Works Committee meeting dated March 19, 2019.
- 5. Committee Business**
  1. Provide City Council Recommendation to Approve Plans and Specifications and Authorize Advertisements for Bids for COR Infiltration Basin Improvements, Improvement Project #18-09
- 6. Committee/Staff Input**
  1. Wellhead Protection Plan Part 2 Amendment Process Update
  2. Staff Updates on Improvement Projects and Items of Interest
  3. Review Future Topics Calendar
- 7. Adjournment**

**Public Works Committee**

**4. 1.**

**Meeting Date:** 04/16/2019

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

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

**Title:**

Approve the following meeting minutes.

1. Public Works Committee meeting dated March 19, 2019.

**Purpose/Background:**

Purpose: To review and approve meeting minutes.

Background: Attached are the meeting minutes.

**Timeframe:**

5 minutes.

**Observations/Alternatives:**

n/a

**Funding Source:**

n/a

**Recommendation:**

**Action:**

Motion to approve the following meeting minutes.

1. Public Works Committee meeting dated March 19, 2019.

**Attachments**

Minutes

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Bruce Westby	Bruce Westby	04/11/2019 01:31 PM
Grant Riemer	Grant Riemer	04/11/2019 02:42 PM
Kurt Ulrich	MaryJo Warner	04/11/2019 02:50 PM
Form Started By: MaryJo Warner		Started On: 04/09/2019 03:32 PM
Final Approval Date: 04/11/2019		

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

The Public Works Committee conducted a regular meeting on Tuesday, March 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  
                            City Engineer Bruce Westby  
                            City Administrator Kurt Ulrich  
                            Anoka County Environmental Health Specialist Bart Biernat

**1.     CALL TO ORDER**

Chairperson Riley called the regular meeting of the Public Works Committee to order at 5:34 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 February 19, 2019, Meeting Minutes**

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

Regular Meeting Minutes dated February 19, 2019

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

## **5. COMMITTEE BUSINESS**

None.

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

### **6.01: Public Information Meeting on Wellhead Protection Plan Part 1 Amendment**

City Engineer Westby stated that the purpose of this case is to conduct a public information meeting on the Wellhead Protection Plan Part 1 Amendment. He stated that 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.

City Engineer Westby provided details on the elements included in Part 1 and Part 2 of the WHPP. He stated that the MDH determined that a full update of Part 1 was not necessary and identified delineations and vulnerabilities in 2018. He stated that the MDH approved the Part 1 amendment on January 29, 2019. He noted that the amendment material was distributed to local units of government on March 1, 2019 and notification was published for tonight's public meeting.

City Engineer Westby provided information on the eight City wells and displayed a table with the specific information for each well.

Chairperson Riley asked why two of the wells are listed as not vulnerable and what that means.

Mr. Biernat explained that vulnerability is based on the construction of the well and the known information on the construction of the well.

City Engineer Westby continued to provide information on each of the wells including pumping rates and volume of water discharged. He identified the drinking water supply management area (DWSMA), which encumbers the six Ramsey COR wells, and highlighted the changes in the supply areas. He displayed similar information for wells one and two and the DWSMA around those wells.

City Engineer Westby stated that the only cost for this Part 1 amendment was some staff time. He noted that Part 2 would have a higher cost and would be more labor intensive. He did not think that staff would have sufficient time to complete the necessary work prior to the October 6, 2019 deadline and therefore staff would recommend enlisting a consultant to complete that work. He estimated the cost for the consultant to be between \$15,000 and \$30,000. He noted that the first step would be for staff to meet with MDH staff to better define the scope. He noted that once that scope is known, the decision could be made on whether an extension could be requested to allow staff to complete the work or whether it would be better to hire a consultant.

Councilmember Kuzma asked if Barr Engineering would be a willing consultant.

City Engineer Westby confirmed that he did speak with Barr Engineering, who estimated the cost between \$20,000 and \$25,000. He noted that the City of Andover also utilized Barr Engineering for their update.

Councilmember Kuzma asked if the County would participate on cost-sharing.

City Engineer Westby replied not to his knowledge.

Mr. Biernat stated that the cities, with the County, put together information on a website Know the Flow, which makes the information available to the general public through education and outreach. He stated that he is a part of the County health department and not the State health department, therefore the County does not have control over this measure.

Councilmember Kuzma asked if this would qualify for grant funds through the Lower Rum River Water Management Organization (LRRWMO).

City Engineer Westby stated that he did not think that this project would qualify but noted that he could surely ask. He provided additional details on the grant funds available to watersheds through the water-based funding. He explained that the WHPP requires amending every ten years.

## **6.02: Staff Updates on Improvement Projects and Items of Interest**

City Engineer Westby provided an update on the City improvement projects, Anoka County improvement projects, MnDOT improvement projects and the Northwest Metro Surface Water Supply Feasibility Study.

City Administrator Ulrich stated that there was a press conference at the City of Anoka earlier today where the Governor and others advocated for the gas tax to be able to help support road projects, such as the Ferry Street rail crossing. He stated that the probability of flooding in Ramsey is low in regard to the Rum and Mississippi rivers.

Chairperson Riley stated that he continues to receive complaints on the condition of Highway 47 in Anoka and asked if there is scheduled improvement.

Public Works Superintendent Riemer replied that he is not aware of improvements planned, outside of pothole repair. He confirmed that he has called and left messages on the pothole complaint line for MnDot after receiving calls from residents.

City Engineer Westby commented that MnDOT has plans for 2022 to overlay Highway 47 from Highway 10 through a significant portion of Ramsey. He stated that if certain projects in Anoka move forward, that may impact that schedule. He noted that staff can speak with MnDOT and bring information back to the next meeting.

Councilmember Kuzma stated that he received a complaint from a resident on Jarvis, as there were problems with the culvert system. He stated that staff has been to the property and has

been working with the property owner. He stated that there have been discussions about working on the ditch system in that area.

**6.03: Review Future Topics Calendar**

No comments.

**7. ADJOURNMENT**

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

Motion carried.

The regular meeting of the Public Works Committee adjourned at 6:05 p.m.

Respectfully submitted,

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Grant Riemer  
Public Works Superintendent

Drafted by Amanda Staple  
*TimeSaver Off Site Secretarial, Inc.*

## Public Works Committee

5. 1.

**Meeting Date:** 04/16/2019

**By:** Bruce Westby, Engineering/Public Works

### **Title:**

Provide City Council Recommendation to Approve Plans and Specifications and Authorize Advertisements for Bids for COR Infiltration Basin Improvements, Improvement Project #18-09

### **Purpose/Background:**

#### **Purpose:**

The purpose of this case is to provide a City Council recommendation to approve Plans and Specifications and authorize Advertisements for Bids for The COR Infiltration Basin Improvements, Improvement Project #18-09.

#### **Background:**

The City made the decision to place their municipal wells in the western part of the City where development was expected to happen in the mid 1990's. The area around the wells was selected as the site of Ramsey Town Center (RTC) in the early 2000's. The state required development of a wellhead protection plan for the wells in the mid 2000's. The City acquired the foreclosed RTC properties in 2009 and began marketing the properties as The COR.

The City is part of the Lower Rum River Watershed Management Organization (LRRWMO), which is tasked with maintaining water quality through regulating stormwater discharges. The LRRWMO Third Generation Plan was adopted in 2012, and must be updated every 10 years just like the City Comprehensive Plan. The Third Generation plan required infiltration of the first one (1) inch of runoff from all impervious surfaces (roofs and paving) on new projects. The infiltration guidelines discourage or prohibit infiltration in wellhead protection areas. The Third Generation Plan has a provision that projects can pay into an infiltration mitigation fund if they cannot infiltrate on site.

Most of The COR area to be developed is in the area where infiltration is not permitted. All projects developed in the COR since 2015 have paid into the infiltration mitigation fund. LRRWMO permits were approved for these projects with the condition that the City develop an infiltration basin in an area where infiltration is permitted. The City was first required to have the infiltration basin in place by July 1, 2018. The LRRWMO Board later extended this requirement to September 30, 2019.

The City Council approved preparation of plans and specifications for the COR Infiltration Basin Improvements on April 9, 2018. Staff has since completed plans and specifications and wants to request City Council approval of plans and authorization to advertise for bids on May 14, 2019. This date falls before the next Public Works Committee meeting so Staff is requesting the Committee to recommend that the City Council approve plans and specifications and authorize advertisements for bids to allow this project to move forward in a timely manner to meet the completion deadline of September 30, 2019.

Construction of the improvements is estimated to take 60 to 75 days, depending on weather. Construction must therefore start by mid-July to ensure completion by the deadline of September 30, 2019. If the Council approves plans and authorizes ads for bids on May 14, bids could be advertised May 17 and 24, bids could be opened June 7, and awarded on June 11. At that time, the Contractor could order the lift station, which has an anticipated delivery lead-time of 4 months. If necessary, Staff can request a second project completion extension based on when the lift station is expected to be operational.

This project will generate approximately 35,000 cubic yards of soil that will need to be exported. Based on the need for fill within two other areas of The COR, the plans incorporate provisions for the Contractor to place the excess

fill in those areas after installing erosion control measures (silt fence) and stripping the existing topsoil to expose the underlying granular material. This base material will be tested and compacted, and the imported fill will be placed in specified lifts that will be compacted and documented.

The area south of Sunwood Drive and east of Zeolite Street was identified as one of the sites for the excess fill. This site will take approximately 6,000 cubic yards. Bringing this site to grade will accomplish two things. It will address a concern raised by the Minnesota Department of Health about the area around the municipal well being depressed and holding water. It will also make the site more marketable. The remainder of the fill will be placed in the Municipal Plaza recreational area of The COR north of Sunwood Drive and west of Center Street.

Attached are sheets 11 to 14 of the draft plans. Staff will present the plans in more detail during the meeting.

**Timeframe:**

Staff estimates approximately 15 minutes will be required for presentation and discussion of this case.

**Observations/Alternatives:**

**Observations:** Construction of the infiltration basin is necessary to fulfill City obligations incurred with LRRWMO approval of projects in the COR since 2015 and to provide capacity for future development to occur.

**Alternatives:** Alternative #1: Motion to recommend City Council approval of Plans and Specifications and authorization to advertise for Bids for The COR Infiltration Basin Improvements, Improvement Project #18-09.

Alternative #2: Motion of other.

**Funding Source:**

The estimated cost for the improvements is \$970,000. The City has collected infiltration mitigation funds from all developments that have occurred in The COR since 2015. These funds will pay approximately 1/4 of the cost of the project. The City will pay the remainder of the project now using stormwater utility funds. These costs will be reimbursed as future development occurs.

**Recommendation:**

Staff recommends the Committee recommend City Council approval of Plans and Specifications and authorization to Advertise for Bids for The COR Infiltration Basin Improvements, Improvement Project #18-09.

**Action:**

Motion to recommend City Council approval of Plans and Specifications and authorization to advertise for Bids for The COR Infiltration Basin Improvements, Improvement Project #18-09.

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**Attachments**

[IP1809 Plan Sheet 11](#)

[IP1809 Plan Sheet 12](#)

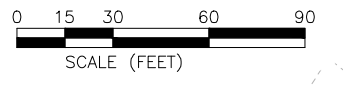
[IP1809 Plan Sheet 13](#)

[IP1809 Plan Sheet 14](#)

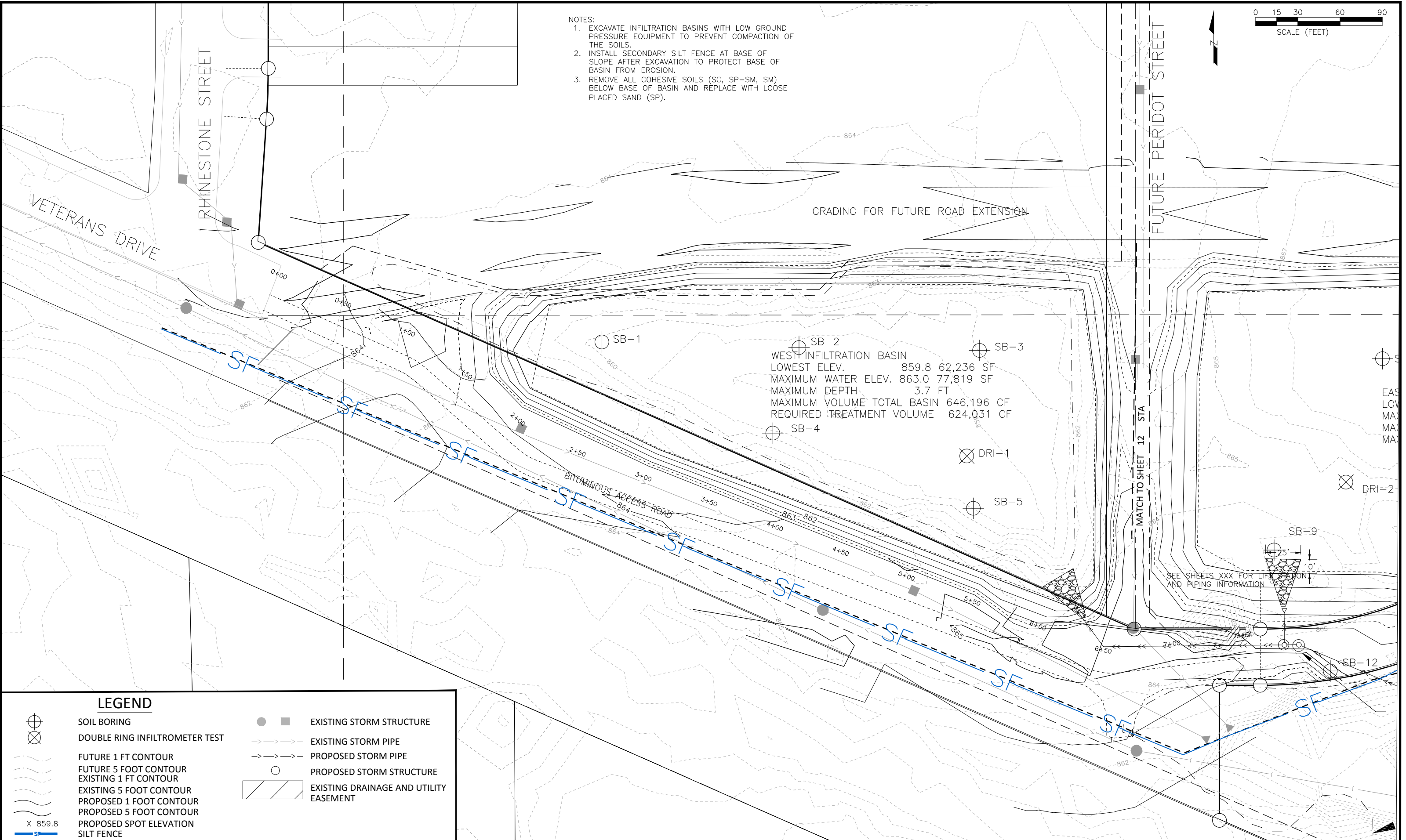
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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Grant Riemer	Grant Riemer	04/11/2019 02:41 PM
Kurt Ulrich	MaryJo Warner	04/11/2019 02:50 PM
Form Started By: Bruce Westby		Started On: 04/09/2019 08:14 AM
Final Approval Date: 04/11/2019		



- NOTES:
- EXCAVATE INFILTRATION BASINS WITH LOW GROUND PRESSURE EQUIPMENT TO PREVENT COMPACTION OF THE SOILS.
  - INSTALL SECONDARY SILT FENCE AT BASE OF SLOPE AFTER EXCAVATION TO PROTECT BASE OF BASIN FROM EROSION.
  - REMOVE ALL COHESIVE SOILS (SC, SP-SM, SM) BELOW BASE OF BASIN AND REPLACE WITH LOOSE PLACED SAND (SP).



WEST INFILTRATION BASIN  
 LOWEST ELEV. 859.8 62,236 SF  
 MAXIMUM WATER ELEV. 863.0 77,819 SF  
 MAXIMUM DEPTH 3.7 FT  
 MAXIMUM VOLUME TOTAL BASIN 646,196 CF  
 REQUIRED TREATMENT VOLUME 624,031 CF

**LEGEND**

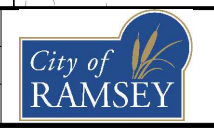
- SOIL BORING
- DOUBLE RING INFILTRMETER TEST
- FUTURE 1 FT CONTOUR
- FUTURE 5 FOOT CONTOUR
- EXISTING 1 FT CONTOUR
- EXISTING 5 FOOT CONTOUR
- PROPOSED 1 FOOT CONTOUR
- PROPOSED 5 FOOT CONTOUR
- PROPOSED SPOT ELEVATION
- SILT FENCE
- EXISTING STORM STRUCTURE
- EXISTING STORM PIPE
- PROPOSED STORM PIPE
- PROPOSED STORM STRUCTURE
- EXISTING DRAINAGE AND UTILITY EASEMENT

DATE	REVISION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota

LEONARD LINTON  
 Date 1/03/19 Lic. No. 21112

DESIGNED BY: LLL  
 DRAWN BY: LLL DATE: 1/03/19  
 CHECKED BY: LLL FILE No. 18-09



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

**GRADING PLAN WEST**

**COR INFILTRATION BASIN IMPROVEMENTS**  
 CITY PROJECT NO. 18-09  
 CITY OF RAMSEY, MINNESOTA



- NOTES:
1. EXCAVATE INFILTRATION BASINS WITH LOW GROUND PRESSURE EQUIPMENT TO PREVENT COMPACTION OF THE SOILS.
  2. INSTALL SECONDARY SILT FENCE AT BASE OF SLOPE AFTER EXCAVATION TO PROTECT BASE OF BASIN FROM EROSION.
  3. REMOVE ALL COHESIVE SOILS (SC, SP-SM, SM) BELOW BASE OF BASIN AND REPLACE WITH LOOSE PLACED SAND (SP).

**EAST INFILTRATION BASIN**  
**LOWEST ELEV. 859.8 88,444 SF**  
**MAXIMUM WATER ELEV. 863.0 114,829 SF**  
**MAXIMUM DEPTH 3.2 FT**  
**MAXIMUM VOLUME**

DRI-2

SB-9

SB-12

SB-6

SB-7

SB-8

SB-11

SB-10

EDGE OF POND

EXISTING STORM WATER RETENTION POND

STORMWATER RETENTION POND  
 SEE SHEETS XXX-XXZ FOR DETAILS

OUTLOT HH

MATCH TO SHEET 11 STA

FUTURE PE

RAMSEY BOULEVARD

143 R

**LEGEND**

- ⊕ PROPOSED SOIL BORING
- FUTURE 1 FT CONTOUR
- FUTURE 5 FOOT CONTOUR
- EXISTING 1 FT CONTOUR
- EXISTING 5 FOOT CONTOUR
- PROPOSED 1 FOOT CONTOUR
- PROPOSED 5 FOOT CONTOUR
- X 859.8 PROPOSED SPOT ELEVATION
- SF SILT FENCE
- > PROPOSED STORM PIPE
- PROPOSED STORM STRUCTURE

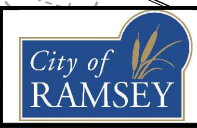
DATE	REVISION
Dec 19, 2018 - 12:13pm	
G:\Engineering\AutoCad Dwg\Projects A-M\COR Infiltration Basin Design\Final Design\18-09 Grading Plan.dwg	

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota

LEONARD LINTON  
 Date 1/03/19 Lic. No. 21112

DESIGNED BY: LLL  
 DRAWN BY: LLL  
 CHECKED BY: BRW

DATE: 1/03/19  
 FILE No: 18-09

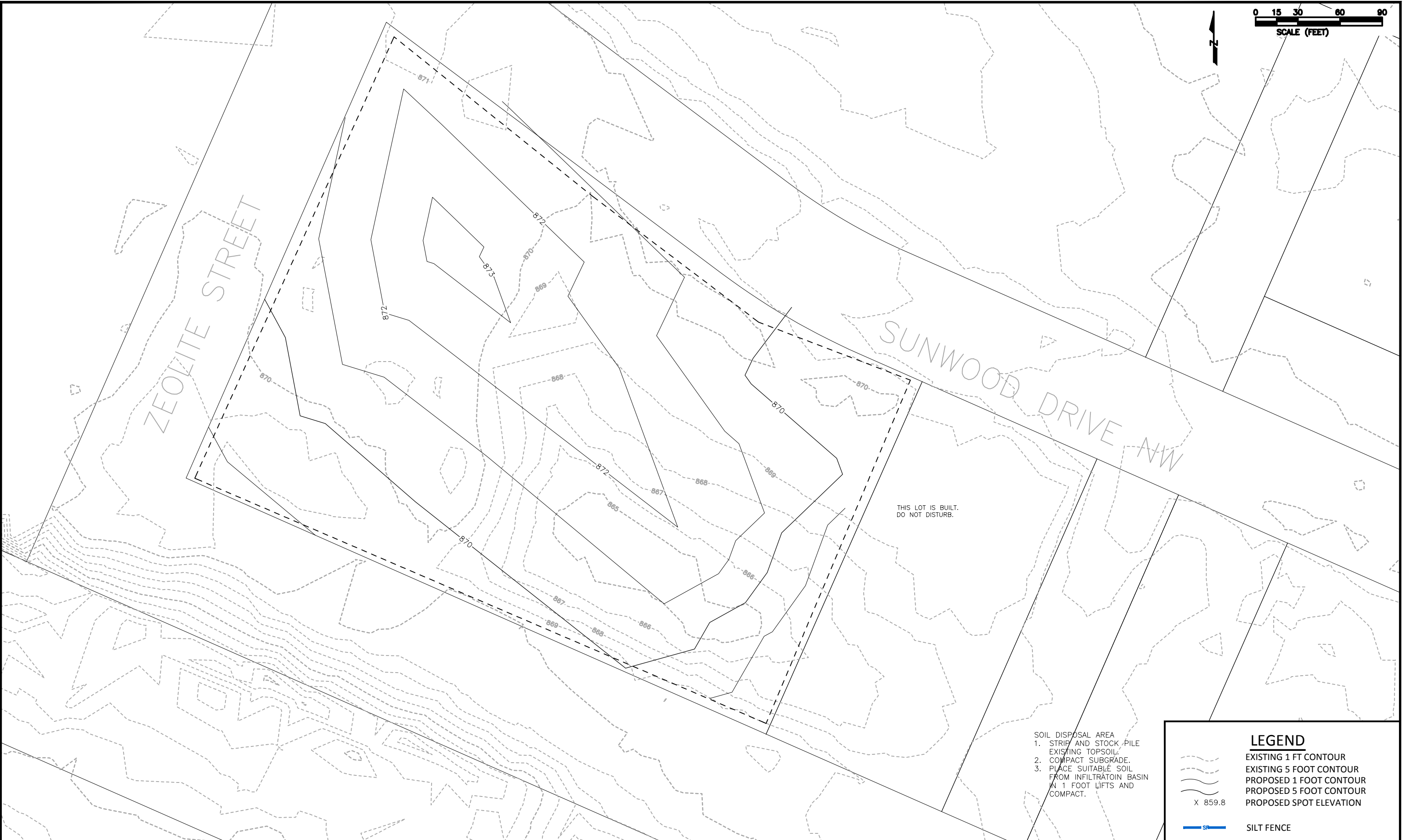
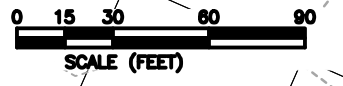


CITY OF RAMSEY  
 7550 SUNWOOD DRIVE  
 RAMSEY, MN 55303  
 (763) 427-1410 FAX (763) 433-9898

GRADING PLAN EAST

COR INFILTRATION BASIN IMPROVEMENTS  
 CITY PROJECT NO. 18-09  
 CITY OF RAMSEY, MINNESOTA

SHEET 12 OF 28 SHEETS



- SOIL DISPOSAL AREA
1. STRIP AND STOCK PILE EXISTING TOPSOIL.
  2. COMPACT SUBGRADE.
  3. PLACE SUITABLE SOIL FROM INFILTRATION BASIN IN 1 FOOT LIFTS AND COMPACT.

**LEGEND**

- EXISTING 1 FT CONTOUR
- EXISTING 5 FOOT CONTOUR
- PROPOSED 1 FOOT CONTOUR
- PROPOSED 5 FOOT CONTOUR
- PROPOSED SPOT ELEVATION
- SILT FENCE

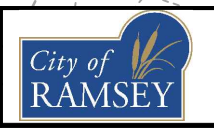
DATE	REVISION

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DESIGNED BY: LLL  
 DRAWN BY: LLL  
 CHECKED BY: BRW

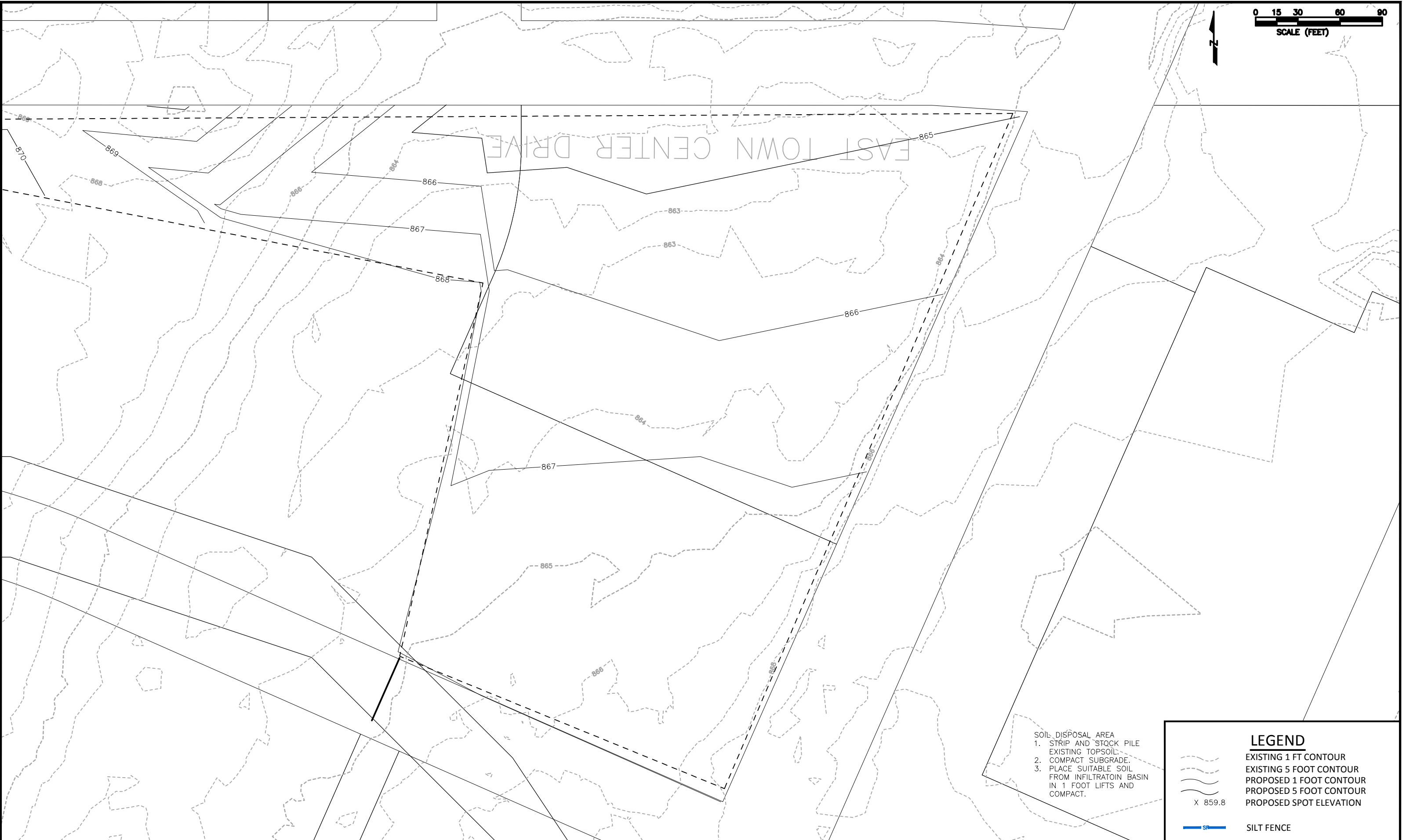
DATE: 1/03/19  
 FILE No. 18-09



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

GRADING ZEOLITE STREET SITE

COR INFILTRATION BASIN IMPROVEMENTS  
 CITY PROJECT NO. 18-09  
 CITY OF RAMSEY, MINNESOTA



- SOIL DISPOSAL AREA
1. STRIP AND STOCK PILE
  - EXISTING TOPSOIL
  2. COMPACT SUBGRADE.
  3. PLACE SUITABLE SOIL FROM INFILTRATION BASIN IN 1 FOOT LIFTS AND COMPACT.

**LEGEND**

- EXISTING 1 FT CONTOUR
- EXISTING 5 FOOT CONTOUR
- PROPOSED 1 FOOT CONTOUR
- PROPOSED 5 FOOT CONTOUR
- PROPOSED SPOT ELEVATION
- SILT FENCE

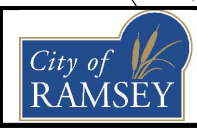
DATE	REVISION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota

LEONARD LINTON  
Date 1/03/19 Lic. No. 21112

DESIGNED BY:  
LLL  
DRAWN BY:  
LLL  
CHECKED BY:  
BRW

DATE:  
1/03/19  
FILE No.  
18-09



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

GRADING CENTER STREET SITE

COR INFILTRATION BASIN IMPROVEMENTS  
CITY PROJECT NO. 18-09  
CITY OF RAMSEY, MINNESOTA

## Public Works Committee

6. 1.

**Meeting Date:** 04/16/2019

**By:** Bruce Westby, Engineering/Public Works

### **Title:**

Wellhead Protection Plan Part 2 Amendment Process Update

### **Purpose/Background:**

#### **Purpose:**

The purpose of this case is to update the Public Works Committee on the process Staff is proposing to amend Part 2 of the Wellhead Protection Plan.

#### **Background:**

The Minnesota Department of Health (MDH) is charged with protecting drinking water sources throughout Minnesota per Minnesota Rules, Chapter 4720, Public Water Supplies, which includes administering the Wellhead Protection Program. The purpose of the program is to prevent contamination of public drinking water supplies by identifying water supply recharge areas and implementing management practices for potential pollution sources found within those areas. Public Water Suppliers, which includes municipalities, are required to maintain a Wellhead Protection Plan, and to amend it every 10 years.

City Staff has been working with MDH since March of 2017 to amend the City of Ramsey's Wellhead Protection Plan (WHPP), which was adopted January 4, 2010, and is effective until January 4, 2020. The City's WHPP must be amended by October 6, 2019 to meet the required 10-year update schedule.

The WHPP 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 WHPP was recently amended and approved by the MDH. A copy of the MDH approval letter, received February 4, 2019, is attached. As required, 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 within 30 days after receiving MDH approval of the Part 1 amendment. A copy of this letter with attachments is attached. The City was also required to conduct a public information meeting by April 4, 2019, to present the Part 1 amendments to the public. The public information meeting was conducted on March 19, 2019, as part of the Public Works Committee meeting.

The City must now amend Part 2 of the WHPP. To kick this process off, City and MDH Staff met on March 28, 2019, to discuss the scope of the required Part 2 amendments. It was discussed that numerous data elements must be compiled and assessed as related to the management of potential contaminants in the drinking water supply management area that was approved with the WHPP Part 1 amendments. Data elements are pieces of information in the form of maps, lists, records, tables and inventories. Where appropriate, the elements should be reviewed and assessed in terms of their present and/or future implications on the 1) use of the wells, 2) quality and quantity of water supplying the public water supply wells, and 3) land and groundwater uses in the DWSMA.

MDH prepared a Scoping 2 Decision Notice after the meeting, which was submitted to the City via email on April 4, 2019. The Notice included a list of required data elements. A hard copy of this Notice, including an attachment noting Potential Contaminant Source Inventory (PCSI) requirements, was received in the mail on April 8, 2019. Copies of the Scoping 2 Decision Notice and PCSI requirements are attached.

Based on Engineering Staff's current and projected workloads, the scope of work required to amend Part 2 of the WHPP, and the minimal amount of time available to complete this work, Staff recommends enlisting an engineering consultant to complete the work.

The cities of Andover and Anoka, who are also members of the Lower Rum River Watershed Management Organization (LRRWMO), enlisted the services of BARR Engineering to complete the Part 2 amendments for their respective WHPP's. It is important to note that BARR Engineering is the LRRWMO's Engineer, and that the LRRWMO reviews and comments on all WHPP Part 2 amendments.

Anoka and Andover used the same project manager from BARR, Mr. John Greer, and both cities highly recommended him. Staff met with Mr. Greer on Monday, April 8, 2019, to discuss his availability to assist the City of Ramsey with our WHPP Part 2 amendments. Mr. Greer indicated he could assist the City with our Part 2 amendments, and noted that while the timelines are tight he felt that if data requests are addressed in a timely manner the City should be able to meet the MDH deadline of October 6, 2019. Staff therefore requested that BARR submit a proposal for assisting the City of Ramsey with its WHPP Part 2 amendments, including a not-to-exceed fee. Staff originally estimated costs for hiring a consultant to assist with the Part 2 amendments to be in the range of \$15,000 to \$30,000, depending on the scope of work identified in the MDH Scoping 2 Decision Notice.

On April 10, 2019, BARR submitted their proposal to amend Part 2 of the City of Ramsey's WHPP, which includes a not-to-exceed fee of \$25,100. A copy of BARR's proposal is attached.

**Timeframe:**

Staff estimates 15 minutes will be sufficient to present this case and respond to questions.

**Observations/Alternatives:**

As noted in the Scoping 2 Decision Notice, increased concentrations of tritium were recently observed in City wells indicating the wells are capturing post-1953 recharge waters. Tritium, which is a naturally occurring radioactive isotope of hydrogen and is also generated in very small amounts by nuclear power plants, is found in trace amounts in groundwater across the world. However, tritium was generated in large concentrations in the early 1950's during nuclear tests. This finding will also need to be explored by BARR Engineering during the Part 2 amendments.

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

**Funding Source:**

All costs for amending Parts 1 and 2 of the City's WHPP will be funded through the City of Ramsey's water enterprise funds, including BARR Engineering's work, which will be paid through the professional services budget.

**Recommendation:**

Staff has reviewed BARR's proposed not-to-exceed fee and feels it is reasonable based on the required scope of work.

**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.

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**Attachments**

MDH WHPP Pt1 Appr Ltr

LUG WHPP Pt1 Amendments Ltr wAtt

MDH Scoping 2 Notice wAtt

**Form Review**

**Inbox**

Grant Riemer  
Kurt Ulrich  
Form Started By: Bruce Westby  
Final Approval Date: 04/11/2019

**Reviewed By**

Grant Riemer  
MaryJo Warner

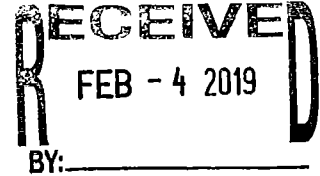
**Date**

04/11/2019 02:38 PM  
04/11/2019 02:50 PM  
Started On: 04/09/2019 08:09 AM

# **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.

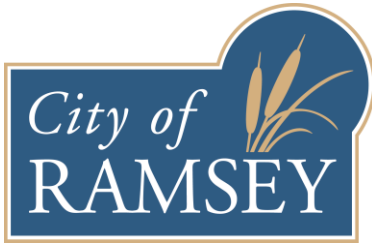
In closing, we commend the city of Ramsey for moving ahead to amend its wellhead protection plan. Mr. Freitag will be contacting you shortly to go over procedural issues in preparing the remainder of your wellhead protection plan amendment. Please contact me at (651) 201-4577 if you have any questions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

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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.

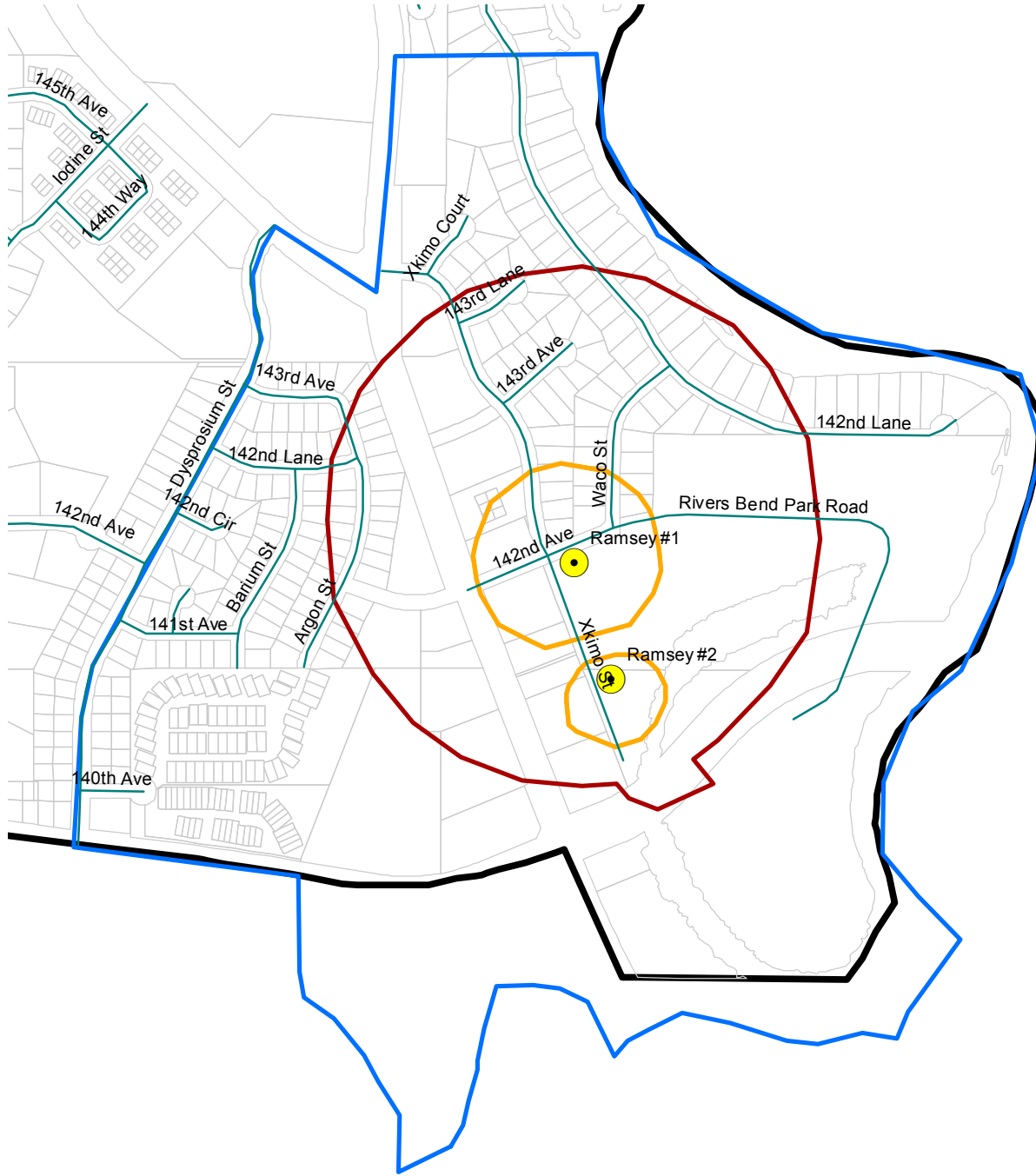
Enclosed please find the items listed above. If you would like a complete copy of the Part 1 plan containing the technical information used to delineate the wellhead protection area, drinking water supply management area, and vulnerability of the wells and aquifer, please contact me at 763-433-9825.







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.

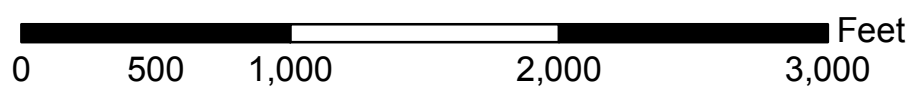
If you have any questions concerning this matter, please contact me at 763-433-9825.

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

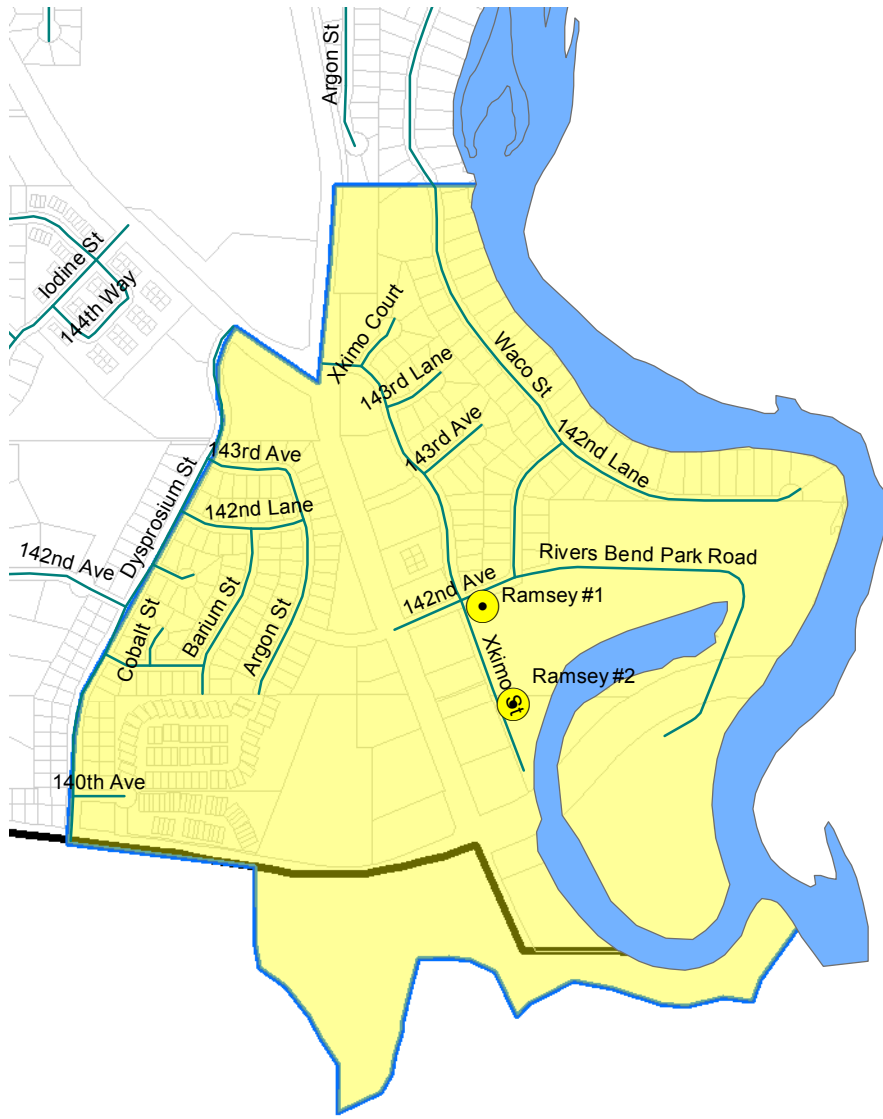








-  Ramsey Municipal Well
-  Inner Wellhead Management Zone
-  WHPA
-  DWSMA
-  Parcels
-  Municipal\_Boundary

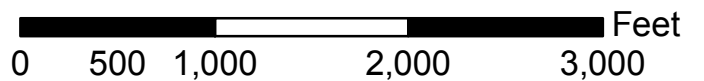




**Figure 3**  
**EAST DWSMA AQUIFER VULNERABILITY**  
**Ramsey WHPP Amendment**  
**City of Ramsey, MN**



-  Ramsey Municipal Well
-  Rivers
- Vulnerability**
-  Moderate
-  DWSMA
-  Parcels
-  Municipal\_Boundary

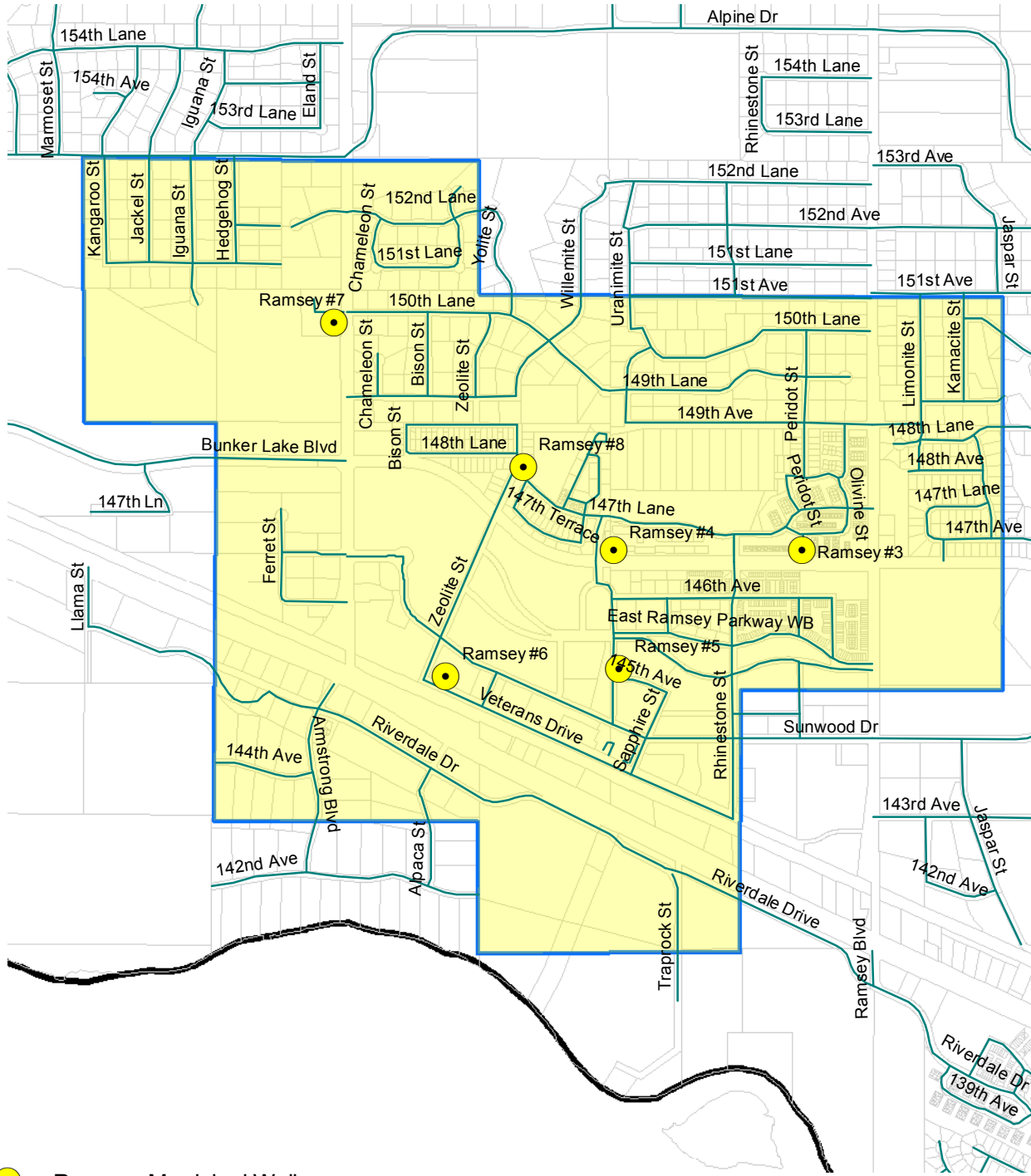


# Figure 4

## WEST DWSMA AQUIFER VULNERABILITY

### Ramsey WHPP Amendment

### City of Ramsey, MN



 Ramsey Municipal Well

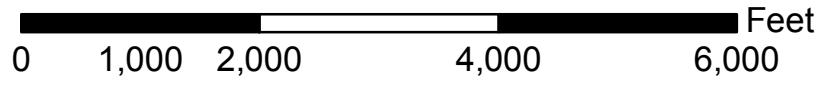
**Vulnerability**

 Moderate

 DWSMA

 Parcels

 Municipal\_Boundary



**m1** DEPARTMENT  
OF HEALTH

April 4, 2019



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

Subject: Scoping 2 Decision Notice and Meeting Summary – City of Ramsey – PWSID 1020035

Dear Mr. Westby,

This letter provides notice of the results of a scoping meeting held with you, Leonard Linton, Grant Riemer and John Nelson (city of Ramsey) and me on March 28, 2019, at Ramsey City Hall regarding wellhead protection (WHP) planning. During the meeting, we discussed the data elements that must be compiled and assessed to prepare the part of the WHP plan related to the management of potential contaminants in the approved drinking water supply management area. The enclosed Scoping 2 Decision Notice lists the data elements discussed at the meeting. We also discussed a summary of planning issues and recommendations that were identified during the Part 1 WHP Plan development process that should be considered for inclusion in your Part 2 WHP Plan.

The city of Ramsey has met the requirements to distribute copies of the first part of the WHP plan to local units of government and hold an informational meeting for the public. The city of Ramsey will have until October 6, 2019, to complete its WHP plan.

MDH understands a consultant has not been determined yet to work with you to develop a draft of the remainder of the WHP plan. I will be contacting you to review the progress of the development of Part 2 of your plan. Technical assistance documents and a glossary is available upon request. If you have any questions regarding the enclosed notice, contact me by email at [john.freitag@state.mn.us](mailto:john.freitag@state.mn.us) or by phone at 651-201-4669.

Sincerely,

A handwritten signature in black ink, appearing to read "John Freitag".

John Freitag, Planner  
Source Water Protection Unit  
Environment Health Division  
P.O. Box 64975  
St. Paul, Minnesota 55164-0975

JF:ds-b

Enclosures

cc: Brian Noma, MDH Engineer, Metro District Office  
Luke Stuewe, Minnesota Department of Agriculture

SCOPING 2 DECISION NOTICE – MODERATE VULNERABILITY DWSMA

Date: April 4, 2019

Name of Public Water Supply: City of Ramsey

PWSID: 1020035

Name of the Wellhead Protection Manager: Mr. Bruce Westby, Engineer

Address: 755 Sunwood Drive Northwest

City: Ramsey

Zip: 55303

Phone: 763-433-9825

Primary Unique Well Numbers: 161441 (Well #1), 416183 (Well #2), 580303 (Well #3)  
580313 (Well #4), 593672 (Well #6), 743832 (Well #7), 743833 (Well #8)

DWSMA Vulnerability:  Low  Moderate

The purpose for the second scoping meeting, as required by Minnesota Rules, part 4720.5340, is to discuss the information necessary for preparing Part 2 of a Wellhead Protection Plan. The Part 1 Plan identifies the area that provides the source of drinking water for the public water supply (PWS) and assesses how vulnerable that area is to contamination. The PWS can utilize that information to develop land use and management practices that protects their groundwater resource from contamination.

The wellhead rule (Minnesota Rules, part 4720.5340) refers to the information required for wellhead planning as data elements. This notice lists the data elements that are stated in Minnesota Rules, part 4750.5400 and are selected for the PWS because of the vulnerability of the drinking water supply management area (DWSMA) as determined in Part 1.

**Scoping 2 Data Elements Needed for the Part 2**

**Data Elements are pieces of information in the form of a map, a list, records, tables and inventories.** Where appropriate, they should be reviewed and assessed in terms of their present and/or future implications on the 1) use of the well(s), 2) quality and quantity of water supplying the public water supply wells(s), and 3) land and groundwater uses in the DWSMA. It is important to discuss the relevance of the data elements to management of the DWSMA. Check the technical assistance comments for guidance on reviewing the data elements and conducting these assessments. Clearly identify in the plan which data elements are associated with which tables/figures. If a data element does not exist, state that in the narrative.

## Submit –

The following information **MUST** be submitted in the Part 2 by including it in the plan narrative and/or appendix. **An asterisk\* with red text** indicates information that **MUST** be contained in the Part 2.

- \*A map that indicates the vulnerability and includes the DWSMA, WHP Area, and Emergency Response Area must be included in the Part 2.** This map with vulnerability is a product of the Part 1 and provides a basis for planning activities in Part 2. SWP Planner can provide the DWSMA figure.

## DATA ELEMENTS ABOUT THE LAND USE –

### Land Use

- \*An existing map of political boundaries.**
- \*An existing map of public land surveys including township, range, and section.**

**Technical Assistance Comments:** A map or maps showing updated political boundaries and township, range, section with labels is required for determining land use authorities for the land within the DWSMA. DWSMA figure map provided by SWP Planner will also contain political boundaries with township, range, and section. Determine and discuss how the various land use authorities may affect the management of the DWSMA.

- A map and an inventory of the current and historical agricultural, residential, commercial, industrial, recreational, and institutional land uses and potential contaminant sources.
  - \*The Potential Contaminant Source Inventory (PCSI) data in both a table and map format must be created and included in the Part 2. Include potential contaminant sources as listed on the PCSI attachment provided for each existing vulnerability within the DWSMA.**
    - If DWSMA contains moderate vulnerability inventory all wells.
    - The inventory should include your community wells but not include any wells that are known to have been sealed according to the Minnesota Well Code (MN Rules 4725).
  - \*A land use/land cover map and table.** SWP Planner can provide a land cover map and data/table from federal sources. This data set should be used unless an alternative electronic data set that is more current and detailed is available. Assess and discuss changes in land use that could impact management of the DWSMA.

- **\*An inventory of the Inner Wellhead Management Zone (IWMZ).** A recent IWMZ inventory (within six years) for each primary well with management recommendations on the MDH form, or a table that summarizes the number and type of contaminant sources with the management recommendations must be included. Incorporate or reference the recommendation(s) from the IWMZ into the Part 2. IWMZ will be completed by the SWP Planner with assistance from the PWS staff. A copy will be provided to the PWS.

**Technical Assistance Comments:** This section encompasses the Potential Contaminant Source Inventory known as the PCSI. See the Scoping 2 Decision Notice Potential Contaminant Source Inventory Requirement Attachment(s) and endorsement procedures/fact sheets for further information. Utilize the PCSI geodatabase attribute template provided by SWP Planner. Management strategies must be developed for potential sources of contamination that pose a risk to the drinking water supply.

- **\*An existing comprehensive land-use map.**
- **\*An existing zoning map.**

**Technical Assistance Comments:** This information can indicate areas in the DWSMA where growth or the addition of potential contaminant sources is likely to occur. Furthermore, the review of local zoning and comprehensive land-use maps facilitates the evaluation of the degree of compatibility current and future land uses have with the PWS goals of protecting the drinking water wells and aquifer.

**Public Utility Services**

- **\*An existing map of transportation routes or corridors.**

**Technical Assistance Comments:** Highway and railroad corridors can be used to move hazardous materials. These corridors should be evaluated to determine the level of risk they pose for spills in the DWSMA, considering their proximity to the wells, the local topography, and geologic conditions.

- **\*An existing map of storm sewers, sanitary sewers, and public water supply systems.**

**Technical Assistance Comments:** Storm sewer systems and sanitary systems can be sources of contamination. Storm sewers are generally considered a public utility element designed to convey storm water runoff and use constructed features such as pipes and ponds. Evaluate the integrity and condition (age, type of material, any investigative work, etc.) of these systems in the DWSMA, noting the location of the water supply system and public water supply wells in relation to these potential contaminant sources. It is not necessary to include a map of your public water supply system in the Part 2 if you believe it would pose a threat to the security of your system.

SCOPING 2 DECISION NOTICE – MODERATE VULNERABILITY DWSMA

- \*An existing map of the gas and oil pipelines used by gas and oil suppliers.

**Technical Assistance Comments:** Petroleum pipelines can be sources of contamination (excluding liquefied natural gas pipelines). If possible, describe what is generally known about the condition of these pipelines in the DWSMA, and the readiness of the PWS to respond to an emergency. It is not necessary to include a map in the Part 2 if you believe it would pose a security threat.

## Required to be discussed in plan-

The following information (if existing) MUST be reviewed and discussed in the development of the Part 2. The Part 2 narrative must contain a description identifying whether/how the information may influence the management of the DWSMA. The data element may be located in the public domain. While the map or document reviewed is not required to be included in the Part 2, the source of the data element must be provided in the plan narrative by indicating a web address or reference to its location.

### DATA ELEMENTS ABOUT THE PHYSICAL ENVIRONMENT –

#### Water Resources

- An existing map of the boundaries and flow directions of major watershed units and minor watershed units.

**Technical Assistance Comments:** Identify/list the major and minor watershed(s) in the Part 2 in order to become aware of local water planning efforts such as One Watershed One Plan (1W1P), Watershed Restoration and Protection Strategies (WRAPS), and/or Groundwater Restoration and Protection Strategies (GRAPS).

- An existing map showing those areas delineated as floodplain by existing local ordinances.

**Technical Assistance Comments:** Assess and describe any issues and management needed due to proximity to floodplain. Public water supply wells located in the floodplain should be evaluated to determine if they are meeting the flood protection requirements of the MN Well Code 4725.5850. Consider utilizing the sanitary survey report to identify potential issues with public water supply wells in floodplains.

### DATA ELEMENTS ABOUT THE LAND USE –

#### Land Use

- An existing map of parcel boundaries.

**Technical Assistance Comments:** Parcel boundaries may have been used for delineation of the DWSMA in Part 1. In Part 2, parcel identification information must be included or linked and must be used for education or targeting activities or practices in addressing potential contaminants. In the narrative indicate if parcel data is available from the public domain (i.e. county GIS or associated website such as Beacon).

## Part 1 -

The following information was reviewed and assessed in Part 1. The Part 1 should be used as a data source for the Part 2. The technical assistance comments provide the requirements for how this information must be discussed and/or included in the Part 2. Include relevant excerpts or summaries from the Part 1 where indicated. Or, if the Part 1 is included in the appendix that can be referenced.

### DATA ELEMENTS ABOUT THE PHYSICAL ENVIRONMENT –

- An existing geologic map and a description of the geology, including aquifers, confining layers, recharge areas, discharge areas, sensitive areas as defined in Minnesota Statutes, section 103H.005, subdivision 13, and groundwater flow characteristics.
- Existing records of the geologic materials penetrated by wells, borings, exploration test holes, or excavations, including those submitted to the department.
- Existing borehole geophysical records from wells, borings, and exploration test holes.
- Existing surface geophysical studies.

**Technical Assistance Comments:** Provide a summary in the plan narrative (few sentences/paragraph) of the Description of the Hydrologic Setting from Part 1. Provide the conclusions regarding the Well and DWSMA Vulnerabilities related to the geologic conditions and how these conditions influence the management of the DWSMA.

### DATA ELEMENTS ABOUT THE LAND USE –

#### Public Utility Services

- An existing record of construction, maintenance, and use of the public water supply well and other wells within the DWSMA.

**Technical Assistance Comments:** Well construction records indicate what is known about the well(s) and can indicate if the well(s) have structural integrity or groundwater protection issues. Briefly summarize in the plan narrative what is discussed about each well from the Assessment of Well Vulnerability in Part 1.

## DATA ELEMENTS ABOUT WATER QUANTITY –

### Groundwater Quantity

- An existing list of wells covered by state appropriation permits, including amounts of water appropriated, type of use, and aquifer source.
- An existing description of known well interference problems and water use conflicts.
- An existing list of state environmental bore holes, including unique well number, aquifer measured, years of record, and average monthly levels.

**Technical Assistance Comments:** This information, if known, was incorporated into the Part 1 and was used to assist in determining hydrologic boundary conditions and area static water levels. In Part 2, information about Department of Natural Resources appropriation permit holders and any known well interference problems or water use conflicts must be discussed, including how this information could affect the management of the DWSMA.

## DATA ELEMENTS ABOUT WATER QUALITY –

### Groundwater Quality

- An existing summary of water quality data, including: 1. bacteriological contamination indicators; 2. inorganic chemicals; and 3. organic chemicals.
- An existing list of water chemistry and isotopic data from wells, springs, or other groundwater sampling points.
- An existing report of groundwater tracer studies.

**Technical Assistance Comments:** This information, if known, was incorporated into the Part 1. Provide a summary of the assessment of well vulnerability and/or any relevant chemistry and isotopic composition data available from PWS wells and other wells/sources.

- An existing site study and well water analysis of known areas of groundwater contamination.
- An existing property audit identifying contamination.
- An existing report to the Minnesota Department of Agriculture and the Minnesota Pollution Control Agency of contaminant spills and releases.

**Technical Assistance Comments:** This information, if known, was incorporated into the Part 1. Discuss whether there are groundwater contamination areas that could pose a risk to the public water supply well(s) now or in the future. Include any relevant data and how this information may affect the management of the DWSMA.

**City of Ramsey Scoping 2 Meeting**  
**Wellhead Protection (WHP) Planning Issues Summary**

**NOTE:** This document is intended to be a summary of issues identified to date and is **not intended to replace the required data elements identified in the Scoping 2 Decision Notice** nor is it intended to be an exhaustive list of all potential drinking water issues.

**Drinking Water Protection Issues Identified to Date:**

- None

**Water Quality Detections and Implications:**

- The detection of tritium indicates city wells capture post-1953 recharge indicating that the aquifer is dominated by young recharge.

**Old Municipal Well Information:**

- The Minnesota Department of Health has compiled historical information for use in the planning process.

**Sanborn Maps:**

- Sanborn Maps are available for this area.
- Sanborn Maps are not available for this area.

**Recommended WHP Measures:**

**Water Quality Monitoring:** Nitrate and nitrite, ammonia, sulfate, chloride, bromide, and tritium be analyzed during year five at Wells 1, 3, 4, 6, and 7. MDH may provide sample bottles and cover analytical costs, contingent upon funding. The city may need to collect the samples and ship them to MDH.

**Other:** None

**Scoping 2 Decision Notice Attachment  
Potential Contaminant Source Inventory Requirements**

**Moderately Vulnerable DWSMA**

The following current and historical potential contaminant sources and related codes, materials and related codes, and activity status and related codes are required to be included in the potential contaminant source inventory. In cases where a materials identification is required, a materials designation and code must be assigned. All potential contaminant sources must be assigned an activity status and related code using state program descriptors or local knowledge.

**Potential Contaminant Sources (PCS)**

**PCS Codes**

<u>Material</u>	<u>Material Codes</u>
Above-Ground Storage Tank - Greater than 1100 gallons	AST
Chemicals	C000
Fertilizers	A050
Fuels, gases, and oils	F000
Hazardous substances	C001
Solvents and coatings	S000
Waste	W000
Agricultural Drainage Well (potential Class V)	ADW
Disposal Well (potential Class V)	DISWLL
Industrial Drainage Well (potential Class V)	INDW
Large Capacity Cesspool (potential Class V)	CVLCC
Large Capacity Waste Water Disposal Site (potential Class V)	CVWWD
Leaking Underground Storage Tank	LUST
Misc. Injection Well (potential Class V)	INJWLL
Motor Vehicle Waste Disposal Well (potential Class V)	CVMVW
Pipeline Facility	PLFAC
Potential Contamination Site <sup>1</sup>	PCS
Recharge Well (potential Class V)	RWLL
Reinjection Well (potential Class V)	RIWLL
Solid Waste Management Site	SWMS
Special Drainage Well (potential Class V)	SPDW
Spills	SPL
Storage or Preparation Area	STOR
Chemicals (include RMP facilities here)	C000
Fertilizers	A050
Fuels, gases, and oils	F000
Hazardous substances (include TRIS facilities here)	C001
Solvents and coatings	S000
Waste	W000

**Potential Contaminant Sources (PCS)**

**PCS Codes**

<u>Material</u>	<u>Material Codes</u>
Stormwater Injection Well (potential Class V)	SWI
Suspected Contaminant of Concern	SCC
Chemical	C000
Food, agricultural, and consumer products	A000
Fuels, gases, and oils	F000
Materials and minerals	M000
Pathogens	P000
Solvents and coatings	S000
Waste	W000
Underground Storage Tank	UST
Chemicals	C000
Fertilizers	A050
Fuels, gases, and oils	F000
Hazardous substances	C001
Solvents and coatings	S000
Waste	W000
Wells	WEL

**Footnotes:**

<sup>1</sup>Potential Contamination Sites (PCS) include the following:

*Brownfields (BMS)*

*Delisted State Superfund Sites (DPLP)*

*Federal Superfund Sites (NPL)*

*Hazardous Waste Investigative/cleanup (HWIC)*

*No Further Remedial Action Planned (NFRAP)*

*State Superfund Sites (PLP)*

*Suspected Hazardous Waste Site (CERCL)*

*Voluntary Investigative Cleanup (VIC)*

**Activity Status; Codes; and Descriptions**

<b>Status</b>	<b>Code</b>	<b>Description</b>
Active	A	PCS is operative or in use. Examples: Animal feedlot is active. Well is in use or has maintenance permit.
Closed	C	PCS is inactive and is not open from a regulatory viewpoint. Example: Leaking storage tank site or landfill is closed.
Inactive	I	PCS is present but not currently active. Examples: Gravel pit is inactive. Well is un-used.
Removed	R	PCS has been removed. Example: Underground storage tank has been removed.
Unknown	U	Activity status of the PCS is not known definitely or has not been evaluated. Examples: Class V site status unknown. Well is thought to be sealed, but no official sealing record has been identified.



April 10, 2019

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

**Re: Part 2 Wellhead Protection Plan Amendment Assistance**

Dear Mr. Westby:

Per your request, this letter presents Barr Engineering's proposed scope of work and cost estimate for preparing the Part 2 Wellhead Protection Plan amendment for the City of Ramsey (City).

Our project understanding, proposed scope of professional consulting services, and the assumptions upon which our cost estimate are based are presented below.

### **Project Understanding**

Wellhead protection planning is ultimately about protecting the City's water supply, thereby protecting the public health. As you know, in the City's Part 1 Wellhead Protection Plan (WHPP) amendment, the area that encompasses the capture zones for the Ramsey water supply wells was delineated. This area is the City's Drinking Water Supply Management Area (DWSMA). Proper wellhead protection planning in the Part 2 WHPP amendment will ensure that the City can manage surface land uses within the DWSMA so as to minimize the potential for those land uses to impact the City's drinking water quality.

Barr Engineering's understanding of the project and the scope of professional consulting services for preparing the amendment of Part 2 of the City's Wellhead Protection Plan (WHPP) are described in the following paragraphs.

The development of Part 2 of a WHPP must be done according to the Wellhead Protection Rules. Per the rules, Part 2 of the WHPP must include 1) an assessment of data elements relevant to the Plan, 2) an inventory and mapping of potential contaminant sources within the DWSMA that was delineated during development of Part 1 of the Plan, 3) a discussion of issues, problems, and opportunities associated with the DWSMA and the source water aquifers, 4) an assessment of the impact on the public water supply wells of potential future changes in the DWSMA, 5) identification of goals for the Wellhead Protection Program, 6) development of management strategies for addressing the identified potential contaminant sources, 7) a wellhead protection program evaluation process, and 8) an emergency water supply contingency plan.

It is our understanding that the Minnesota Department of Health (MDH) held Scoping Meeting No. 2 with City staff on March 28, 2019. The requirements for Part 2 of the WHPP amendment are outlined in the

April 4, 2019 Scoping 2 Decision Notice from the MDH that you provided to John Greer of Barr via email. The Scoping 2 Decision Notice specifies that the Part 2 WHPP amendment must be submitted to MDH by October 6, 2019.

## Scope of Work Tasks and Assumptions

Barr Engineering's proposed scope of work is presented below.

### Task 1: Wellhead Protection Plan Part 2 Preparation

Barr Engineering will prepare, in consultation with the City, an initial draft of the Part 2 WHPP amendment to meet the requirements of the Wellhead Protection Rules. When complete, the draft plan will be sent to you for City review. After addressing any City comments on the initial draft, Barr will provide a copy of the draft Part 2 WHPP amendment via electronic means (i.e., email or ftp site) to the MDH for preliminary review.

The Wellhead Protection Rules require that potential contaminant sources within a DWSMA be inventoried. Types of potential contaminant sources that must be inventoried depend upon the aquifer vulnerability classification(s) within the DWSMA. It is our understanding that the aquifer vulnerability classification in both of the City's newly delineated DWSMAs is "moderate". It is also our understanding that the MDH will require that potential contaminant sources within the DWSMA be inventoried according to Department guidance for DWSMAs with this aquifer vulnerability classification. Identification and verification of these locations is known as a potential contaminant source inventory (PCSI). It is possible that not all potential contaminant source types that MDH guidance identifies to be inventoried are present in the DWSMAs.

After the draft Part 2 WHPP amendment, including PCSI, is completed and reviewed by the City, it will be submitted to the MDH for preliminary review. Barr Engineering will review any MDH comments that come from the Department's preliminary review of the draft Part 2 WHPP amendment. Typically, any comments we receive on a draft Part 2 WHPP can be easily addressed. We will discuss the MDH comments with City staff and make any necessary changes to the draft that result from MDH comments. Per your discussion with John Greer, Barr Engineering will, on behalf of the City, send copies of the draft Part 2 Plan to local governmental units (LGUs) whose jurisdictions overlaps the DWSMAs. Please note that the Wellhead Protection Rules require that the LGUs be given 60 days to review the draft Part 2 Plan.

Barr Engineering will address, in consultation with the City, any comments received from the LGUs and prepare a final Part 2 WHPP amendment. Following the LGU review and prior to submittal of the Part 2 WHPP amendment to the MDH for approval, the City must hold a Public Hearing on the WHPP. We have assumed that John Greer of Barr Engineering will attend the Public Hearing to discuss the Part 2 WHPP amendment.

Per your discussion with John Greer, Barr will submit the Part 2 WHPP amendment to the MDH for approval on behalf of the City. We will provide the City with one electronic copy of the final Part 2 WHPP amendment. Paper copies of the final Part 2 Plan amendment can be provided for City use at an additional cost.

Additional assumptions:

- We have assumed that John Greer of Barr Engineering will provide to you via email a list of data needed from the City to complete the Part 2 WHPP amendment.
- We have assumed one meeting with City staff to discuss potential management actions for inclusion in the Part 2 WHPP amendment.
- We have assumed that a meeting with MDH staff to discuss any comments arising from the preliminary review will not be necessary. If such a meeting is necessary we will attend on a time and expenses basis over and above our budget for this work scope.

## **Task 2: Project Administration**

This task includes completion of necessary project administrative tasks.

## **Project Schedule**

We have assumed that the plan amendment development and submittal tasks identified above will be completed prior to the October 6, 2019 submittal deadline. This schedule assumes the following: 1) all data requested from the City will be provided within one week of the request, 2) all data requested from county, state, and federal agencies for the PCSI will be received within two weeks of when the request is made, 3) City review of the draft Part 2 WHPP amendment will be completed within 14 days of the date the City receives the draft, 4) preliminary MDH review of the draft Part 2 WHPP amendment will be completed within two weeks of the date the draft is provided to the Department, and 5) the required public hearing will be held at the September 24, 2019 City Council meeting.

## **Project Cost**

Barr Engineering will complete the scope of work presented above for a cost not to exceed \$25,100.

## **Contract Terms**

The scope of professional consulting services we will provide for preparing the amendment of Part 2 of the Ramsey WHPP is described above. We propose to complete the work under the terms of the attached agreement and fee schedule.

We understand that you would have the authority to direct us. We would direct communications to the City at the address on this letter. City direction to Barr would be provided to John Greer at the letterhead address, via phone, or via email.

Thank you for the opportunity to provide you this proposal. If you have any questions regarding our proposal, please feel free contact me (952-832-2857 or [bobermeyer@barr.com](mailto:bobermeyer@barr.com)) or John Greer (952-832-2691 or [jgreer@barr.com](mailto:jgreer@barr.com)), the project manager who will work with you on this project.

If the above scope of work and attached terms are satisfactory, please sign this letter in the space provided and return a copy to us. This Agreement will be open for acceptance until April 26, 2019, unless earlier withdrawn by us.

Sincerely yours,

Barr Engineering Co.

By   
Its Vice President

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
City of Ramsey

By \_\_\_\_\_

Its \_\_\_\_\_

Attachments

Standard Terms—Professional Services



## STANDARD TERMS—PROFESSIONAL SERVICES

Our Agreement with you consists of the accompanying letter or other authorization, Work Orders, and these Standard Terms – Professional Services.

### Section 1: Our Responsibilities

- 1.1 We will provide the professional services (“Services”) described in this Agreement. We will use that degree of care and skill ordinarily exercised under similar circumstances by reputable members of our profession practicing in the same locality.
- 1.2 We will select the means, methods, techniques, sequences, or procedures used in providing our Services. If you direct us to deviate from our selections, you agree to hold us harmless from claims, damages, and expenses arising out of your direction.
- 1.3 We will acquire all licenses applicable to our Services and we will comply with applicable law.
- 1.4 Our duties do not include supervising your contractors or commenting on, supervising, or providing the means and methods of their work unless we accept any such duty in writing. We will not be responsible for the failure of your contractors to perform in accordance with their undertakings.
- 1.5 We will provide a health and safety program for our employees, but we will not be responsible for contractor, job, or site health or safety unless we accept that duty in writing.
- 1.6 Estimates of our fees or other project costs will be based on information available to us and on our experience and knowledge. Such estimates are an exercise of our professional judgment and are not guaranteed or warranted. Actual costs may vary. You should add a contingency.
- 1.7 The information you provide to us will be maintained in confidence except as required by law.

### Section 2: Your Responsibilities

- 2.1 You will provide access to property.
- 2.2 You will provide us with prior reports, specifications, plans, changes in plans, and other information about the project that may affect the delivery of our Services. You will hold us harmless from claims, damages, and related expenses, including reasonable attorneys’ fees, involving information not timely called to our attention or not correctly shown on documents you furnish to us.
- 2.3 You agree to provide us with information on contamination and dangerous and hazardous substances and processes we may encounter in performing the Services and related emergency procedure information.
- 2.4 You agree to hold us harmless as to claims that we are an owner, operator, generator, transporter, treater, storer, or a disposal facility within the meaning of any law governing the handling, treatment, storage, or disposal of dangerous or hazardous materials.
- 2.5 Site remediation services may involve risk of contamination

of previously uncontaminated air, soil, or water. If you are requesting that we provide services that include this risk, you agree to hold us harmless from such contamination claims, damages, and expenses, including reasonable attorneys’ fees, unless and to the extent the loss is caused by our negligence.

- 2.6 You agree to make disclosures required by law. If we are required by law or legal process to make such disclosures, you agree to hold us harmless and indemnify us from related claims and costs, including reasonable attorneys’ fees.

### Section 3: Reports and Records

- 3.1 We will retain analytical data relating to the Services for seven years and financial data for three years.
- 3.2 Monitoring wells are your property and you are responsible for their permitting, maintenance and abandonment unless we accept that duty in writing. Samples remaining after tests are conducted and field and laboratory equipment that cannot be adequately cleaned of contaminants are your property. They will be discarded or returned to you, at our discretion, unless within 15 days of the report date you give written direction to store or transfer the materials at your expense.
- 3.3 Our reports, notes, calculations, and other documents, and our computer software, programs, models, and data are instruments of our Services, and they remain our property, subject to a license to you for your use in the related project for the purposes disclosed to us. You may not use or transfer such information and documents to others for a purpose for which they were not prepared without our written approval. You agree to indemnify and hold us harmless from claims, damages, and expenses, including reasonable attorneys’ fees, arising out of any unauthorized transfer or use.
- 3.4 Because electronic documents may be modified intentionally or inadvertently, you agree that we will not be liable for damages resulting from change in an electronic document occurring after we transmit it to you. In case of any difference or ambiguity between an electronic and a paper document, the paper document shall govern. When accepting document transfer in electronic media format, you accept exclusive risk relating to long-term capability, usability, and readability of documents, software application packages, operating systems, and computer hardware.
- 3.5 If you do not pay for the Services in full as agreed, we may retain reports and work not yet delivered to you and you agree to return to us our reports and other work in your possession or under your control. You agree not to use or rely upon our work for any purpose until it is paid for in full.

#### **Section 4: Compensation**

- 4.1** You will pay for the Services as agreed or according to our then current fee schedules if there is no other written agreement as to price. An estimated cost is not a firm figure unless stated as such and you should allow for a contingency in addition to estimated costs.
- 4.2** You agree to notify us of billing disputes within 15 days and to pay undisputed portions of invoices within 30 days of invoice date. For balances not paid under these terms, you agree to pay interest on unpaid balances beginning 10 days after invoice date at the rate of 1.5% per month, but not to exceed the maximum rate allowed by law.
- 4.3** If you direct us to invoice another, we will do so, but you agree to be responsible for our compensation unless you provide us with that person's written acceptance of the terms of our Agreement and we agree to extend credit to that person.
- 4.4** You agree to compensate us in accordance with our fee schedule if we are asked or required to respond to legal process arising out of a proceeding to which we are not a party.
- 4.5** If we are delayed by factors beyond our control, or if the project conditions or the scope of work change, or if the standards change, we will receive an equitable adjustment of our compensation.
- 4.6** In consideration of our providing insurance to cover claims made by you, you hereby waive any right of offset as to payment otherwise due us.

#### **Section 5: Disputes, Damage, and Risk Allocation**

- 5.1** Each of us will exercise good faith efforts to resolve disputes without litigation. Such efforts will include a meeting attended by each party's representative empowered to resolve the dispute. Disputes (except collections) will be submitted to mediation as a condition precedent to litigation.
- 5.2** We will not be liable for special, incidental, consequential, or punitive damages, including but not limited to those arising from delay, loss of use, loss of profits or revenue, loss of financing commitments or fees, or the cost of capital. Each of us waives against the other and its subcontractors, agents, and employees all rights to recover for losses covered by our respective property/casualty or auto insurance policies.
- 5.3** We will not be liable for damages unless you have notified us of your claim within 30 days of the date of your discovery of it and unless you have given us an opportunity to investigate and to recommend ways of mitigating damages, and unless suit is commenced within two years of the earlier of the date of injury or loss and the date of completion of the Services.
- 5.4** For you to obtain the benefit of a fee which includes a reasonable allowance for risks, you agree that our aggregate liability will not exceed the fee paid for our services, but not less than \$50,000, and you agree to indemnify us from all liability to others in excess of that amount. If you are unwilling to accept this allocation of risk, we will increase our aggregate liability to \$100,000 provided

that, within 10 days of the date of our Agreement, you provide payment in an amount that will increase our fees by 10%, but not less than \$500, to compensate us for the greater risk undertaken. This increased fee is not the purchase of insurance.

- 5.5** If you fail to pay us within 60 days following invoice date, we may consider the default a total breach of our Agreement and, at our option, we may terminate all of our duties without liability to you or to others.
- 5.6** If we are involved in legal action to collect our compensation, you agree to pay our collection expenses, including reasonable attorneys' fees.
- 5.7** The law of the state in which the project site is located will govern all disputes. Each of us waives trial by jury. No employee acting within the scope of employment will have any individual liability for his or her acts or omissions and you agree not to make any claim against individual employees.

#### **Section 6: Miscellaneous Provisions**

- 6.1** We will provide a certificate of insurance to you upon request. Any claim as an Additional Insured will be limited to losses caused by our sole negligence.
- 6.2** This Agreement is our entire agreement, and it supersedes prior agreements. Only a writing signed by an authorized representative for each of us making specific reference to the provision modified may modify it.
- 6.3** Neither of us will assign this Agreement without the written approval of the other. No other person has any rights under this Agreement.
- 6.4** Only a writing may terminate this Agreement. We will receive an equitable adjustment of our compensation as well as our earned fees and expenses if our work is terminated prior to completion.
- 6.5** We will not discriminate against any employee or applicant for employment because of race, color, creed, ancestry, national origin, sex, religion, age, marital status, affectional preference, disability, status with regard to public assistance, membership or activity in a local human-rights commission, or status as a specially disabled, Vietnam-era, or other eligible veteran. We will take affirmative action to ensure that applicants are considered, and employees are treated during their employment, without regard to those factors. Our actions will include, but are not limited to notifications, hiring, promotion or employment upgrading, demotion, transfer, recruitment or recruitment advertising, layoffs or terminations, rates of pay and other forms of compensation, and selection for training or apprenticeship.
- 6.6** Neither we nor you, including our officers, employees, and agents, are agents of the other, except as agreed in writing. Except as agreed in writing, nothing in this Agreement creates in either party any right or authority to incur any obligations on behalf of, or to bind in any respect, the other party. Nothing contained herein will prevent either party from procuring or providing the same or similar products or services from or to any third person, provided that there is no breach of any obligations pertaining to confidentiality.

*End of Standard Terms*



# Fee Schedule—2019

Rev. 12/29/18

Description	Rate* (U.S. dollars)
Principal .....	\$145-295
Consultant/Advisor .....	\$155-250
Engineer/Scientist/Specialist III .....	\$125-150
Engineer/Scientist/Specialist II .....	\$95-120
Engineer/Scientist/Specialist I .....	\$65-90
Technician III .....	\$125-150
Technician II .....	\$95-120
Technician I .....	\$50-90
Support Personnel II .....	\$95-150
Support Personnel I .....	\$50-90

Rates for litigation support services will include a 30% surcharge.

A ten percent (10%) markup will be added to subcontracts for professional support and construction services to cover overhead and insurance surcharge expenses.

Invoices are payable within 30 days of the date of the invoice. Any amount not paid within 30 days shall bear interest from the date 10 days after the date of the invoice at a rate equal to the lesser of 18 percent per annum or the highest rate allowed by applicable law.

Meals will be reimbursed on a per diem basis. For travel destinations within the continental U.S. (CONUS) the per diem rate will be as published by the U.S. Internal Revenue Service (IRS) based on the High-Low method. For travel destinations outside the CONUS list, the per diem rate will be as published by the U.S. Department of State for foreign per diem rates. Full day per diem rates will be pro-rated on travel days.

All other reimbursable expenses including, but not limited to, costs of transportation, lodging, parking, postage, shipping and incidental charges will be billed at actual reasonable cost. Mileage will be billed at the IRS-allowable rate.

Materials and supplies charges, printing charges, and equipment rental charges will be billed in accordance with Barr's standard rate schedules.

Principal category includes consultants, advisors, engineers, scientists, and specialists who are officers of the company.

Consultant/Advisor category includes experienced personnel in a variety of fields. These professionals typically have advanced background in their areas of practice and include engineers, engineering specialists, scientists, related technical professionals, and professionals in complementary service areas such as communications and public affairs.

Engineer/Scientist/Specialist categories include registered professionals and professionals in training (e.g. engineers, geologists, and landscape architects), and graduates of engineering and science degree programs.

Technician category includes CADD operators, construction observers, cost estimators, data management technicians, designers, drafters, engineering technicians, interns, safety technicians, surveyors, and water, air, and waste samplers.

Support Personnel category includes information management, project accounting, report production, word processing, and other project support personnel.

\*Rates do not include sales tax on services that may be required in some jurisdictions.

## Public Works Committee

6. 2.

**Meeting Date:** 04/16/2019

**By:** Bruce Westby, Engineering/Public  
Works

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### **Title:**

Staff Updates on Improvement Projects and Items of Interest

### **Purpose/Background:**

#### **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)**
  - Complete punch list items and make final payment in 2019
- **Stanhope Terrace Street Reconstructions (#18-00)**
  - Complete punch list items and make final payment in 2019
- **2018 Street Overlay Improvements (#18-03)**
  - Complete punch list items and make final payment in 2019
- **Bunker Lake Boulevard and Puma Street Improvements (#18-05)**
  - Complete punch list items and make final payment in 2019
- **The COR Regional Infiltration Basin (#18-09)**
  - Plans complete, land exchange in progress
  - LRRWMO Permit requires completion by September 30, 2019
  - Requesting Council recommendation from Public Works Committee
- **Riverdale Drive Trunk Utility Improvements (#18-14)**
  - Substantial completion (utilities operational) April 30, 2019
  - Final completion June 30, 2019
- **2019 Crackseal and Sealcoat Improvements (#19-00)**
  - Plans under development
  - Tour of fog sealed streets in Coon Rapids
  - Final completion fall 2019
- **RTC 9th Addition Pond Lining Improvements (#19-06)**
  - Engineering Staff developing plans (due May 2019)
  - Developer to construct the improvements
- **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
- **Misc. Drainage Improvements**
  - Other drainage improvements are being considered for work in 2019
  - Staff would prepare plans and specifications in-house

## Anoka County Improvement Projects

- **Roundabout at Armstrong Boulevard/CSAH 83 and Alpine Drive**
  - Anoka County received \$1.35M in HSIP funds (est. project cost = \$1.5M)
  - Local cost share (Anoka County, City of Ramsey) = \$150,000
  - City of Ramsey costs set per Anoka County Cost Share Policy
  - Anoka County 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 Rail Crossing**
  - Preliminary design on hold
  - MnDOT is exploring potential realignment of Highway 47 to remove S-curve at Anoka County fair grounds
  - Staff communicated the comment made at the April 3rd Strategic Planning Meeting that Ramsey wants to be involved with traffic studies due to obvious impacts to the City of Ramsey.
  - MnDOT is considering combining this project with planned Highway 10 improvements

## Items of Interest

- **17290 Germanium Street Drainage Concerns**
  - November 13, 2018 - Owner addressed City Council with drainage concerns
  - December 18, 2018 - Owner presented concerns to Public Works Committee
  - Late December 2018 - Staff collected topo on west property edge per Public Works Committee direction
  - March 5, 2019 - Staff emailed updates to owner
  - Late March 2019 - Owner submitted invoice to City for frozen septic system
  - Early April 2019 - Staff collected topo on south property edge
  - April 10, 2019 – Staff emailed updates to owner
  - Late April 2019 - Staff will mail letter to owner summarizing analysis and next steps
  - Spring/summer 2019 - Covenant Meadows developer will install two 8-inch driveway culverts and regrade driveway
- **Northwest Metro Surface Water Supply Feasibility Study**
  - City participants include Corcoran, Dayton, Ramsey and Rogers
  - Short Elliott Hendrickson (SEH) is completing the study
  - Completion of the study should occur in late 2019/early 2020
- **JPA for Signal System at CSAH 5/Nowthen Boulevard and 170th Avenue**
  - Anoka County submitted a draft JPA for the new signal system
  - Ramsey City Attorney is reviewing draft JPA
  - Anoka-Hennepin Independent School District #11 is reviewing draft JPA
  - JPA will be presented to City Council for approval in April/May 2019
  - Signal system construction scheduled for summer 2019

### **Timeframe:**

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

### **Observations/Alternatives:**

NA

### **Funding Source:**

Based on discussions.

### **Recommendation:**

Based on discussions.

**Action:**

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

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**Attachments**

*No file(s) attached.*

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Grant Riemer	Grant Riemer	04/10/2019 03:18 PM
Kurt Ulrich	MaryJo Warner	04/11/2019 01:26 PM
Form Started By: Bruce Westby		Started On: 04/09/2019 08:21 AM
Final Approval Date: 04/11/2019		

**Public Works Committee**

6.3.

**Meeting Date:** 04/16/2019

**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 April 2019

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Grant Riemer	Grant Riemer	04/10/2019 03:18 PM
Kurt Ulrich	MaryJo Warner	04/11/2019 01:26 PM
Form Started By: Bruce Westby		Started On: 04/09/2019 08:21 AM
Final Approval Date: 04/11/2019		

## **Public Works Committee Future Topics Calendar \***

<b>Date</b>	<b>Topics for Discussion – Committee Action</b>
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> )
<b>Date</b>	<b>Topics for Discussion – Regulatory</b>
Future/TBD	Sunfish Lake Boulevard Speed Zone Study Results ( <i>Westby</i> )
Ongoing (2019)	Wellhead Protection Plan Update ( <i>Westby</i> )
<b>Date</b>	<b>Topics for Discussion – Policy</b>
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> )
<b>Date</b>	<b>Topics for Discussion – Planning and Budget</b>
August 2019	Municipal State Aid System (MSAS) Revisions ( <i>Westby</i> )
September 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> )
<b>Date</b>	<b>Topics for Discussion – Staff Updates</b>
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.