

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

The Public Works Committee conducted a regular meeting on Tuesday, April 16, 2019, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

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

Also Present:         Public Works Superintendent Grant Riemer  
                            City Engineer Bruce Westby  
                            Civil Engineer IV Leonard Linton

**1.     CALL TO ORDER**

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

**2.     CITIZEN INPUT**

There was none.

**3.     APPROVE AGENDA**

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

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

**4.     APPROVE MINUTES**

**4.01: Approve March 19, 2019, Meeting Minutes**

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

Regular Meeting Minutes dated March 19, 2019

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

## **5. COMMITTEE BUSINESS**

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

Civil Engineer IV Linton stated that 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.

Civil Engineer IV Linton reported that 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.

Civil Engineer IV Linton stated that 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.

Civil Engineer IV Linton noted that 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.

Civil Engineer IV Linton stated that construction of the infiltration basin is necessary to fulfill City obligations incurred with the LRRWMO approval of projects in The COR since 2015 and to provide capacity for future development to occur. He noted that the estimated cost for the improvement is \$970,000 and advised that the City has collected infiltration mitigation funds from all developments that have occurred in The COR since 2015. These funds will pay approximately one-fourth 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.

City Engineer Westby stated that the Council previously reviewed the PSD, LLC proposal for exchanging City-owned land west of Armstrong Boulevard for land owned by PSD south and east of the Medical Examiner building that is needed to construct the infiltration basin and staff is working with PSD to finalize the details of this transaction. He believed that agreement would be ready for the May 14<sup>th</sup> Council meeting as well.

Chairperson Kuzma asked for details on the fill that would be moved from the site.

City Engineer Westby stated that 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. He noted that the area south of Sunwood Drive and east of Zeolite Street was identified as one of the sites for the excess fill. 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 north of Sunwood Drive and west of Center Street.

Councilmember Riley asked why there are so many wells so close together.

City Engineer Westby stated he is unsure what drove this decision.

Civil Engineer IV Linton explained that for some wells there is one treatment center serving two wells.

Public Works Superintendent Riemer stated that the original thought was to have a water treatment plant near the fire station and therefore the wells were setup to support that.

Motion by Councilmember Riley, seconded by Councilmember Shryock, 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.

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

Councilmember Riley asked if the infiltration basin would be constructed this year.

City Engineer Westby replied that construction 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.

Councilmember Riley asked why a lift station would be necessary.

Civil Engineer IV Linton provided additional details on the necessity of a stormwater lift station in order to make the infiltration basin successful.

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

### **6.01: Wellhead Protection Plan Part 2 Amendment Process Update**

City Engineer Westby stated that 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.

City Engineer Westby stated that 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 included in the packet. 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.

City Engineer Westby stated that 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.

City Engineer Westby stated that 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 were included in the packet.

City Engineer Westby stated that 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.

City Engineer Westby stated that Anoka and Andover used the same project manager from Barr Engineering, 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 Engineering 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.

City Engineer Westby stated that on April 10, 2019, Barr Engineering submitted their proposal to amend Part 2 of the City of Ramsey's WHPP, which includes a not-to-exceed fee of \$25,100. He stated that staff has reviewed Barr Engineering's proposed not-to-exceed fee and feels it is reasonable based on the required scope of work.

Civil Engineer IV Linton provided an update on the watershed-based funding meetings that he has attended. He noted that if a project was not included in the City/LRRWMO plan prior to the availability of the watershed-based funding, the project would not be eligible. He noted that the primary focus of watershed-based funding is for stormwater projects, rather than drinking water projects.

City Engineer Westby stated that staff would like to enter into the contract with Barr Engineering and noted that funds are available in the professional services water fund.

Councilmember Riley stated that the comment was made that the timing was tight, but Barr Engineering could meet that deadline and asked if the timeline impacts the cost.

City Engineer Westby noted that the time does not have an impact on the cost. He stated that timing is dependent on data requests that may have to be made from other agencies. He noted that if the deadline is not met, the City could request an extension.

Chairperson Kuzma confirmed the consensus of the Committee to proceed with entering into the agreement with Barr Engineering.

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

City Engineer Westby provided an update on City improvement projects, Anoka County improvement projects, MnDOT improvement projects, and other items of interest. He provided additional details on the process of chip sealing versus fog sealing.

**6.03: Review Future Topics Calendar**

City Engineer Westby stated that staff is attempting to keep the calendar updated with the dates the items will be brought back to the City Council.

Councilmember Riley stated that a resident approached him about the rusty black metal fence along Alpine.

Public Works Superintendent Riemer stated that he obtained two bids on the fence the previous year, one to sandblast and repaint and the other to replace. He provided the estimated cost and noted that the item is included on the CIP for this year. He noted that the current fence is almost 20 years old.

**7. ADJOURNMENT**

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

Motion carried.

The regular meeting of the Public Works Committee adjourned at 6:15 p.m.

Respectfully submitted,

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Grant Riemer  
Public Works Superintendent

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