

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

The Public Works Committee conducted a regular meeting on Tuesday, April 20, 2021, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Chris Riley
 Councilmember Debra Musgrove
 Councilmember Matt Woestehoff

Also Present: Public Works Superintendent Grant Riemer
 City Engineer Bruce Westby
 Deputy City Administrator Tim Gladhill
 City Administrator Kurt Ulrich

1. CALL TO ORDER

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

2. CITIZEN INPUT

Bill ?? commented that roads need maintenance and the roads in Ramsey have not been maintained. He was glad that sealcoating is no longer being done as that holds moisture in the roads. He recognized that garbage trucks are needed but did not believe multiple trucks need to go through neighborhoods for collection as that puts additional stress on the roads. He stated that there are areas of the curb that were repaired last fall and damaged again by the garbage trucks. He commented that garbage haulers also have to travel at slower speeds in the neighborhoods. He commented that tree trimming was done in his neighborhood which was helpful. He stated that his comments also represent some of his neighbors.

Chairperson Riley commented that the City is still attempting to find a better method of maintenance after stopping sealcoating.

City Engineer Westby commented that he spoke with the resident about one month ago and mailed him a letter about 1.5 weeks ago. He stated that he intended to bring this issue forward to the Committee at the May meeting for further discussion.

Chairperson Riley commented that the City has a dedicated funding source for roads and is attempting to follow a schedule to repair and maintain the roads.

City Engineer Westby stated that he can also follow up with the resident in order to inform him of where his road falls on the CIP and whether additional rating is needed.

Chairperson Riley commented that he does not believe that members of the Council have the appetite to consolidate hauling for trash service at this time.

Councilmember Musgrove asked if the City website includes a listing of the roads and their placement in the CIP.

City Engineer Westby confirmed that information is available on the City website.

3. APPROVE AGENDA

Motion by Councilmember Woestehoff, seconded by Councilmember Musgrove, to approve the agenda, as presented.

Motion carried. Voting Yes: Chairperson Riley, Councilmembers Woestehoff and Musgrove. Voting No: None.

4. APPROVE MINUTES

4.01: Approve March 16, 2021, Meeting Minutes

Motion by Councilmember Woestehoff, seconded by Councilmember Musgrove, to approve the following minutes:

Regular Meeting Minutes dated March 16, 2021

Motion carried. Voting Yes: Chairperson Riley, Councilmembers Woestehoff and Musgrove. Voting No: None.

5. COMMITTEE BUSINESS

5.01: Consider Request to Vacate Drainage and Utility Easement at 15730 Armstrong Boulevard

Deputy City Administrator Gladhill reviewed the staff report and stated that both Engineering and Public Works staff have stated a preference that the full right-of-way radius of 65 feet be provided if the existing north-south drainage and utility easement is to be vacated. If the applicant does not want to impact the subject property to that extent, then they would need to have the written consent of the two adjacent property owners to impact their parcels with right-of-way. He stated that this is a reaction to the request to release an asset the City currently has. Staff seems it reasonable to ask for something in return and to ask for a full-size ROW in return.

Chairperson Riley commented that he would not be interested in having the properties to the north provide land for the benefit of this property. He asked if this would only be constructed under a reconstruction.

Deputy City Administrator Gladhill confirmed that only right-of-way would be taken at this time rather than requiring the cul-de-sac improvement to be constructed.

Councilmember Woestehoff stated that it appears the easement carries onto the southern property and received confirmation that property has access from Armstrong. He asked if that access would remain no matter what is done in this case. He stated that his overall concern would be if something is taken from the southern property if a road does not go through, but that does not seem to be an issue.

Deputy City Administrator Gladhill confirmed that at this time in the conversations staff has had, there are no plans for two homes on that property.

Councilmember Musgrove asked if originally this parcel was intended to access from Armstrong but would instead access from the cul-de-sac.

Deputy City Administrator Gladhill commented that the property is currently vacant and has a curb cut access to Armstrong that the property would agree to remove.

Councilmember Musgrove stated that she would assume the properties to the north are not interested in providing their land. She asked the hesitancy of the subject property not to provide the right-of-way.

Deputy City Administrator Gladhill commented that there is negotiation that can be had between staff and the property owner. He agreed that the property owner would rather not provide more right-of-way easement. He explained that if the City vacates the easement, it would be an exchange in terms of right-of-way.

Chairperson Riley commented that perhaps it would be helpful to show square footage of the easement vacation and right-of-way to show the comparison.

Councilmember Woestehoff stated that he would agree to have the cul-de-sac more on this property.

Councilmember Musgrove referenced a recently completed cul-de-sac in a rural area and asked the size.

Deputy City Administrator Gladhill replied that there are specific standards within City Code that specify the minimum size for a cul-de-sac.

Motion by Councilmember Musgrove, seconded by Councilmember Woestehoff, to recommend to the City Council to vacate the 66-foot-wide drainage and utility easement upon confirmation that right-of-way be provided to support a standard cul-de-sac on the subject property.

Motion carried. Voting Yes: Chairperson Riley, Councilmembers Musgrove and Woestehoff. Voting No: None.

5.02: Consider Request to Vacate Road Easement Between 5805 and 5860 148th Lane NW

Deputy City Administrator Gladhill reviewed the staff report and stated that staff supports vacating the western segment of this roadway easement contingent upon construction of a cul-de-sac bulb that provides some room for vehicle maneuverability, either within the existing easement boundaries or approaching the owners of the subject properties to widen the easement area for the cul-de-sac bulb.

Chairperson Riley asked what would be in this for the City.

Deputy City Administrator Gladhill commented that there would be some type of improved turnaround at the end of the gravel road. He stated that if this is not done it could create more potential for the property owner to request it be fully vacated in the future.

Chairperson Riley asked if this road would be improved to blacktop at some time in the future and whether it would then make sense to vacate this.

Deputy City Administrator Gladhill commented that he did not believe this full area would be paved. He noted that if that were the intention, the City most likely would not have allowed the garage to be built so close to the gravel road.

Councilmember Musgrove commented that it appears there is a building that exceeds the property line. She asked if the neighboring property owner would be willing to give up a small portion of land for the cul-de-sac in return for the privacy being maintained.

Deputy City Administrator Gladhill commented that platting staff has had some conversations with the property owners, and they were concerned with loss of trees. He agreed that there is a bargaining chip and noted that additional conversations can be had.

Councilmember Musgrove commented that she has been to this area and the property owners like the privacy and dirt road, and she would think if the easement were given up, privacy could be maintained in return for the cul-de-sac that the City would like.

Deputy City Administrator Gladhill commented that it seems the group is not comfortable vacating the easement until the option for a full-sized cul-de-sac is discussed further with the property owners. He stated that the City accepted a pretty terrible site plan in the past which showed the 20-foot setback when in reality the building is over the property line.

Chairperson Riley stated until there is a good plan, he would not want to give up the easement.

5.03: Consider Collector Roads and Trunk Utility Infrastructure for Trott Brook North Planning Area

Deputy City Administrator Gladhill reviewed the staff report and recommendation to authorize the Infrastructure Study by Bolton and Menk for the Trott Book North Planning Area.

Councilmember Musgrove asked if this is the usual process, to complete this work on the front end.

Deputy City Administrator Gladhill confirmed that it is typical when there are multiple properties for development off of collector infrastructure.

Councilmember Musgrove referenced the use of the PIR fund and asked if this would be a loan from the PIR fund and/or appropriate use.

Deputy City Administrator Gladhill replied that staff is showing this as a funding source as this is an existing gravel road that would be improved. He noted that there are existing homes that would utilize the road in addition to potential development projects.

Councilmember Musgrove asked if the HRA fund would be a more appropriate funding source.

Deputy City Administrator Gladhill replied that this would be an eligible funding source but noted that staff would be hesitant to use that fund as it is slated for use with the Riverdale Drive project and Riverstone South.

Councilmember Musgrove asked if this study would be delegated as part of the administrative costs when development projects come forward.

Deputy City Administrator Gladhill replied that it would be a contribution towards infrastructure. He stated that there is benefit to the City completing this work rather than having a project engineer submit plans that need revisions and supervision. He stated that if the group wants the costs recouped, it should be noted so that could be built into the development costs. He commented that it could be part of the negotiation with the developers.

Councilmember Musgrove commented that she believes it important that the costs are recouped through development. She asked if there is a process that helps the City related to lift stations and how many homes could be served. She asked what the study would tell the City that it would not already know.

City Engineer Westby replied that the capacity of a lift station is impacted by a number of factors and provided additional details on the factors specific to this lift station that could have impacted its capacity. He stated that those elements would be reevaluated.

Deputy City Administrator Gladhill commented that if the entire system were built it would have been at capacity but because there is a gap in the system, they need to better understand the available capacity.

Councilmember Woestehoff asked for clarification on what results the study will provide.

Deputy City Administrator Gladhill commented that the City needs to assess the area costs in some manner, and it is critical that the costs be allocated appropriately, as well as how to serve different areas in isolation as development will be phased on different properties. He stated that once the

study is completed it typically provides a slightly different design than was included in the Comprehensive Plan which has resulted in cost savings in previous instances.

Chairperson Riley recognized the importance of the City completing the study to ensure proper planning but agreed with Councilmember Musgrove that there is a but for related to these projects and therefore would agree it would be appropriate that the parcels share in the cost. He agreed that the City has an interest, but the developing properties are driving this need.

Motion by Councilmember Musgrove, seconded by Councilmember Woestehoff, to recommend that the City Council authorize the Infrastructure Study by Bolton and Menk for the Trott Brook North Planning Area, contingent upon a cost-share.

Motion carried. Voting Yes: Chairperson Riley, Councilmembers Musgrove and Woestehoff. Voting No: None.

5.04: Consider Year-Round Cardboard Recycling at Public Works

Public Works Superintendent Riemer reviewed the staff report and recommendation to work with ACE Solid Waste to provide cardboard recycling at the Public Works Campus, on a trial basis, to judge resident response. If staff is directed to move forward, this opportunity would be promoted via the Ramsey Resident newsletter, the Ramsey Recycler newsletter, and the website.

Chairperson Riley commented that he was surprised to learn that ACE has a cardboard recycling bin available on its site. He stated that perhaps that could be better advertised as well.

Councilmember Woestehoff stated that he was also unaware of the available service on the ACE property and was unsure the City needed to take on the additional expense/responsibility.

Councilmember Musgrove agreed. She stated that the City location for the winter would be sufficient and the City could simply advertise the ACE location for the remainder of the year.

Chairperson Riley agreed that the City could take advantage of what is already available through ACE Solid Waste.

Councilmember Specht stated that he has called the main number for ACE multiple times and has been told that the cardboard recycling bin does not exist at that location. He stated that if the City is going to promote it, ACE should also be promoting or confirming that it does exist.

5.05: Consider Recommending City Council Approval of Plans and Specifications and Award of Contract for Improvement Project #21-11, 2021 Pavement Rejuvenation Improvements

City Engineer Westby reviewed the staff report and recommendation to approve plans and specifications and award of contract for Improvement Project #21-11, 2021 Pavement Rejuvenation Improvements and approval to purchase a new patching trailer. He noted that the patching trailer would be added to the case when it moves forward to the City Council.

Chairperson Riley asked and received confirmation that the trailer would be a replacement and not an addition.

Public Works Superintendent Riemer confirmed the existing trailer would be brought to auction.

Councilmember Musgrove asked for details on funding.

City Engineer Westby replied that these funds were included in the budget.

Councilmember Musgrove commented that she would want to see the \$33,000 spent on pavement rejuvenation and use the Capital Fund for the trailer purchase.

City Engineer Westby explained that pavement rejuvenation is used on streets between three to five years old.

Councilmember Musgrove asked if the funds could be carried over to the next year.

Chairperson Riley replied at the end of the year excess funds that have been budgeted are allocated to the funds within the policy set by the Council, as was done this past year. He stated that when funds are budgeted for fixing roads, they should be spent on that purpose.

Councilmember Musgrove stated that she does want the funds spent on roads and explained that her question was whether the trailer purchase could be done with capital funds. She asked if the budgeted funds could be used on equipment rather than road repairs.

City Engineer Westby replied that the patching trailer is 100 percent used for road maintenance purposes.

Public Works Superintendent Riemer replied that the last trailer was purchased in this same manner.

Chairperson Riley replied that he is glad there was an appropriate use found for these budgeted funds.

City Engineer Westby explained that the scope of work this year is generally a little larger than staff would typically bring forward.

Motion by Councilmember Musgrove, seconded by Councilmember Woestehoff, to recommend City Council approval of plans and specifications and award of contract for Improvement Project #21-11, 2021 Pavement Rejuvenation Improvements and purchase of pavement patching trailer.

Motion carried. Voting Yes: Chairperson Riley, Councilmembers Musgrove and Woestehoff.
Voting No: None.

6. COMMITTEE / STAFF INPUT

6.01: Review Requested Access Changes to Casey's/Java Properties Site

Chairperson Riley commented it has been mentioned that this case be skipped for lack of time. He noted that it does not seem much discussion would be needed on this item as it already seems figured out.

6.02: Staff Updates on Improvement Projects and Items of Interest

City Engineer Westby provided an update on current and proposed City, County and MnDOT improvement projects and studies, and on other items of interest to the Committee.

6.03: Review Future Topics Calendar

Councilmember Musgrove asked for an update on the Northwest Regional Surface Water Supply Study.

City Engineer Westby stated that the study is complete, and all of the cities agreed that the cost to go to surface water, based on the four cities involved in the study, was astronomical and therefore did not make sense. He stated that staff could provide a presentation or someone from the Metropolitan Council could make the presentation.

Councilmember Musgrove commented that if the City is not going to pursue the idea, she would prefer to spend the least amount of time on it.

Chairperson Riley agreed that a short presentation would seem appropriate.

7. ADJOURNMENT

Motion by Councilmember Musgrove, seconded by Councilmember Woestehoff, to adjourn the Public Works Committee meeting.

Motion carried.

The regular meeting of the Public Works Committee adjourned at 6:39 p.m.

Respectfully submitted,

Grant Riemer
Public Works Superintendent

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.