

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

The Public Works Committee conducted a regular meeting on Tuesday, October 15, 2024, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:     Chairperson Debra Musgrove  
                            Councilmember Chelsee Howell  
                            Councilmember Michael Olson

Also Present:           City Engineer/Public Works Director Bruce Westby

**1.     CALL TO ORDER**

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

**2.     CITIZEN INPUT**

There was none.

**3.     APPROVE AGENDA**

Motion by Councilmember Howell, seconded by Councilmember Olson, to approve the agenda, as presented.

Motion carried. Voting Yes: Chairperson Musgrove, Councilmembers Howell and Olson. Voting No: None.

**4.     APPROVE MINUTES**

**4.01:   Approve August 20, 2024, Meeting Minutes**

Motion by Councilmember Olson, seconded by Councilmember Howell, to approve the following minutes:

Regular Meeting Minutes dated August 20, 2024

Motion carried. Voting Yes: Chairperson Musgrove, Councilmembers Olson and Howell. Voting No: None.

**4.02:   Approve September 17, 2024, Meeting Minutes**

Motion by Councilmember Olson, seconded by Councilmember Howell, to approve the following minutes:

Regular Meeting Minutes dated September 17, 2024

Motion carried. Voting Yes: Chairperson Musgrove, Councilmembers Olson and Howell. Voting No: None.

## **5. COMMITTEE BUSINESS**

### **5.01: Consider Recommending City Council Approval of Plans and Specifications and Authorizing Advertisement for Bids for Fox Ridge Estates 1<sup>st</sup> and 2<sup>nd</sup> Street Reconstructions**

City Engineer/Public Works Director Westby reviewed the staff report and staff recommendation to recommend City Council approval of plans and specifications and authorizing advertisement for bids for Fox Ridge Estates 1<sup>st</sup> and 2<sup>nd</sup> Street Reconstructions, Improvement Project #24-13.

Councilmember Olson asked for additional details on parking in the northeast corner.

City Engineer/Public Works Director Westby commented that there is a cemetery in that location and the plan is to provide a few paved stalls for parking.

Councilmember Howell asked if there is an estimated cost for those parking stalls.

City Engineer/Public Works Director Westby estimated about \$12,000 to \$15,000.

Motion by Councilmember Olson, seconded by Councilmember Howell, to recommend City Council approval of plans and specifications and authorizing advertisement for bids for Fox Ridge Estates 1<sup>st</sup> and 2<sup>nd</sup> Street Reconstructions, Improvement Project #24-13.

Further discussion: Chairperson Musgrove asked if bonding dollars would be used for this project or whether the bonding dollars have been used. City Engineer/Public Works Director Westby replied that he believed those dollars were already spent but could verify with the Finance Director. Chairperson Musgrove noted that this project cost would be a little over \$1,000,000 per mile of the project and asked if that general estimate should be adjusted for budget purposes in the future to ensure proper funding amounts are being considered. City Engineer/Public Works Director Westby replied that there are many different types of reconstruction projects, and each year staff reviews the CIP to adjust project cost estimates based on the most recent actual project costs.

Motion carried. Voting Yes: Chairperson Musgrove, Councilmembers Olson and Howell. Voting No: None.

### **5.02: Trail Maintenance Policy**

City Engineer/Public Works Director Westby reviewed the staff report and staff recommendation that the Committee forward the final draft of the policy to the City Council for consideration.

Chairperson Musgrove commented that the policy does look better but there are still some things she would like to see done to make this look more like a policy. She referenced Local Road Research Board report 2011RIC05, "Maintenance of Recreational Trails," that she found online and suggested staff should more closely follow the structure of this report and its Trail Maintenance Schedule. She also suggested adding a section to the policy stating an annual report on maintenance activities undertaken would be provided to the Public Works Committee and/or City Council.

Councilmember Howell asked if there was a funding section in the stormwater facilities maintenance policy.

City Engineer/Public Works Director Westby confirmed that the stormwater facilities maintenance policy included a section addressing funding, and clarified that Chairperson Musgrove would like to see more bulleted lists in terms of a policy format as compared to long paragraphs of text.

Chairperson Musgrove stated that she would also like information on the frequency of inspections for certain park amenities.

Councilmember Howell asked and received confirmation that bulleted lists were used in the stormwater policy and agreed that would make sense for the trail maintenance policy as well.

Chairperson Musgrove asked if this should come back before the Committee or proceed to the City Council.

City Engineer/Public Works Director Westby stated that he would prefer to bring this back to the Committee to ensure they are meeting the desired vision before bringing this to the full Council.

### **5.03: Receive Updates on Improvement Projects, Studies and Items of Interest**

City Engineer/Public Works Director 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.

### **5.04: Review Future Topics Calendar**

City Engineer/Public Works Director Westby reviewed the future topics calendar and anticipated completing several topics over the next few meetings.

## **6. ADJOURNMENT**

Motion by Councilmember Howell, seconded by Councilmember Olson, to adjourn the Public Works Committee meeting.

Motion carried.

The regular meeting of the Public Works Committee adjourned at 6:23 p.m.

Respectfully submitted,

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Bruce Westby  
City Engineer/Public Works Director

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