

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

The Public Works Committee conducted a regular meeting on Tuesday, August 20, 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  
                            Parks and Assistant Public Works Director Mark Riverblood

**1.     CALL TO ORDER**

Chairperson Musgrove called the regular meeting of the Public Works Committee to order at 6:00 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 July 16, 2024, Meeting Minutes**

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

Regular Meeting Minutes dated July 16, 2024

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

**5.     COMMITTEE BUSINESS**

## **5.01: Trail Maintenance Policy – Status Update**

Parks and Assistant Public Works Director Riverblood reviewed the staff report and stated that staff requests feedback on the content, scope and tone of the Trail Maintenance Policy language.

Councilmember Olson commented that he likes the direction/style of the policy thus far.

Chairperson Musgrove stated that she would have preferred to have the draft policy in the case to review before the meeting. She believed that it is a bit wordy for a policy and suggested that the introduction be reduced with some of that information placed within the policy. She stated that while this would be helpful information for residents, it does not seem similar to other City policies. She asked that the full policy be drafted for the September meeting, noting that there has already been delay in this process.

Parks and Assistant Public Works Director Riverblood stated that he spoke with administration staff to find out if there was a standard format for policies and was told that there was none. He stated that if that is the desire, perhaps that policy format should be developed.

Councilmember Howell commented that she felt that this would be helpful if it was instructional, which lets the public know what is going on but is not something necessarily just for the public. She also agreed that it would have been helpful to have the draft prior to the meeting. She agreed that the full policy should be prepared for the September meeting.

Parks and Assistant Public Works Director Riverblood agreed that if the intent is to be instructional, the policy can then be more concise.

Councilmember Howell asked if there was a table discussed at the last meeting showing the trail maintenance schedule.

Chairperson Musgrove commented that she did make the statement that she likes that element for tracking, but did not think that would need to be part of the policy itself.

Councilmember Olson stated that he is not exactly clear who the audience is intended to be. He stated that if this is meant to be posted on the website for public consumption, then this style seems to be good as it clearly communicates the information. He stated that if it is intended to be procedures, that would be directed at the staff. He stated that for a policy and narrative for the public, he thinks this is good.

Chairperson Musgrove commented that type of communication may be something that is communicated to residents in a newsletter. She stated that a policy should be more concise as it is an internal document.

Councilmember Howell agreed that a policy is intended for internal use and is meant to communicate the process, although the public may be interested in reading it and could still be informed.

### **5.02: Review Draft Stormwater Management Facilities Maintenance Policy**

City Engineer/Public Works Director Westby reviewed the staff report stating that the Committee is asked to review the draft Stormwater Management Facilities Maintenance Policy and provide feedback to staff on proposed additions, deletions, and/or revisions, including whether a maintenance schedule should be added to the appendix.

Chairperson Musgrove commented that the Mississippi River Critical Corridor Area (MRCCA) is not mentioned and asked if that should also be included.

City Engineer/Public Works Director Westby replied that the city has other plans and policies and therefore he attempted to avoid duplication within policies. He referenced some of the other plans that specifically deal with the MRCCA noting that the MRCCA does not impact the maintenance of the stormwater ponds.

Chairperson Musgrove stated that perhaps there could be reference to the additional regulations within the MRCCA.

City Engineer/Public Works Director Westby commented that if work is being done within the MRCCA, appropriate permits would need to be pulled from the DNR.

Councilmember Howell commented that this policy is straightforward and therefore easy to read.

Chairperson Musgrove commented that she liked the listed agencies, bodies of waters, etc. She asked the estimate of time for staff to review the policy.

City Engineer/Public Works Director Westby replied that he gave staff an additional 1.5 weeks to review the policy and provide comments so he could have the full draft policy prepared for the September PWC meeting.

### **5.03: Approve Quote to Pave Alpine Drive Approaches to BNSF Railway Crossing**

City Engineer/Public Works Director Westby reviewed the staff report and recommendation to approve the quote from North Valley, Inc. in the amount of \$10,473.62 to pave the Alpine Drive approaches to the BNSF Railway Crossings.

Councilmember Olson asked and received confirmation that this would be a one-day job, drivable after completed.

Chairperson Musgrove thanked staff for continuing to pursue this issue and make it more drivable.

Motion by Councilmember Howell, seconded by Councilmember Olson, to approve the quote from North Valley, Inc. in the amount of \$10,473.62 to pave the Alpine Drive approaches to the BNSF Railway Crossings.

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

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

### **6.01: 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.

### **6.02: Review Future Topics Calendar**

City Engineer/Public Works Director Westby provided an overview of the calendar topics, noting updated dates that he would insert. It was confirmed that Wetland 114P could be removed from the list.

Chairperson Musgrove suggested that the Committee perform an annual review of Capital Improvement Program projects as related to public works items.

City Engineer/Public Works Director Westby replied that staff was planning to present updated Pavement Management Program projects and cash flows proposed for the 2025 – 2034 CIP to the September meeting.

Chairperson Musgrove asked for an update on the dog park fence in The COR, along with trees.

Parks and Assistant Public Works Director Riverblood replied that the proposed off leash area would be along Veterans Drive as an extension of the Residence of the COR dog area. He stated that staff is attempting to coordinate with the Residence of the COR on that element. He stated that he has developed plans but has not yet obtained quotes. He asked for clarification on the trees.

Chairperson Musgrove recalled that staff proposed to obtain quotes for carving two dead trees at Sunfish Lake Park and believed that issue was going to go back before the Council.

Parks and Assistant Public Works Director Riverblood stated that came before the Council one or two years ago and the consensus of the Council was that there was no interest in paying for carving the trees, along with safety concerns from dead limbs falling. He stated that the trees have since been removed from the park.

Chairperson Musgrove asked that the dog park be added to the future topics calendar to receive updates. She stated that in the most recent meeting of the Lower Rum River Water Management Organization, there was discussion of projects ongoing in each of the cities, noting that Ramsey continues to be the busiest city in terms of projects. She thanked staff for their continued hard work ensuring that these projects run smoothly, along with all the local road projects.

City Engineer/Public Works Director Westby asked if there was an anticipated timeline for the dog park.

Parks and Assistant Public Works Director Riverblood commented that he is not certain. He believed the Park and Recreation Commission would be the appropriate body to continue to manage that item. He recognized that item was planned for 2024, but with all other activities this year, that item was not the top priority.

## **7. 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 7:00 p.m.

Respectfully submitted,

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Bruce Westby  
City Engineer/Public Works Director

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