City of Ramsey
Agenda
Public Works Committee
Tuesday, November 19, 2024
5:30 pm
Lake Itasca Room, 7550 Sunwood Drive NW

Remote Attendance available at www.cityoframsey.com/meetings.
Those joining remotely and requesting to speak are asked to use a webcam when speaking.

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 October 15, 2024.

5. Committee Business

1. Consider Recommendation to City Council to Adopt Stormwater Management Facilities Maintenance Policy

2. Trail Maintenance Policy

3. Consider Recommending City Council Authorization to Prepare Plans and Specifications for 2025 Pavement Maintenance Improvement Projects

4. Consider Recommending City Council Authorization to Prepare Plans and Specifications for 2025 Pavement Management Program Projects

6. Committee/Staff Input

1. Discuss Use of Recycled Asphalt Shingles for Paving Operations

2. Receive Updates on Improvement Projects, Studies and Items of Interest

3. Review Future Topics Calendar

7. Adjournment

Public Works Committee

Meeting Date: 11/19/2024

Primary Strategic Plan Initiative: Address infrastructure needs.

Title:

Approve the following meeting minutes.

1. Public Works Committee Meeting dated October 15, 2024.

Purpose/Background:

To review and approve attached meeting minutes.

Notification:

N./A

Time Frame/Observations/Alternatives:

Staff anticipates this case will take less than 5 minutes.

Funding Source:

N/A

Recommendation:

To review and approve meeting minutes dated October 15, 2024.

Outcome/Action:

Motion to approve meeting minutes dated October 15, 2024.

Attachments

PWC October Minutes

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	11/14/2024 03:13 PM
Form Started By: Marsha Weidner		Started On: 11/13/2024 09:53 AM
Final Approval Date: 11/14/2024		

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 1st and 2nd 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 1st and 2nd 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 1st and 2nd 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,

_____
Bruce Westby
City Engineer/Public Works Director

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

Public Works Committee

Meeting Date: 11/19/2024

Primary Strategic Plan Initiative: Not Applicable

Title:

Consider Recommendation to City Council to Adopt Stormwater Management Facilities Maintenance Policy

Purpose/Background:

Purpose:

To consider a recommendation to City Council to adopt the Stormwater Management Facilities Maintenance Policy.

Background:

The purpose of this case is to review the final draft of the Stormwater Management Facilities Maintenance Policy and provide feedback to staff on proposed additions, deletions and/or revisions.

A final draft of the Stormwater Management Facilities Maintenance Policy is attached. This final draft was developed with input from staff that will be involved with the noted inspections and maintenance work. The final draft incorporates feedback received from the Public Works Committee on September 17th and October 15th, and reflects requested formatting revisions aligned with the attached Saint Francis Sidewalk and Trail Maintenance Policy, which was submitted to Staff by Chair Musgrove on October 27th and is attached for reference. The attached policy is still missing two items from the appendix including the inspection and maintenance schedules and the stormwater facilities map. These items are still being developed and will not be ready for publishing until early next year due to the vast number of stormwater management facilities that must be inventoried and described in the schedules and map. The inspection and maintenance schedules are being developed similarly to the schedule in the Trail Maintenance Policy. Staff will display rough drafts of these documents during the presentation at the meeting.

If the Committee recommends City Council approval to adopt this policy, Staff will request a review by the City Attorney prior to presenting the policy to Council for approval.

Notification:

Not required.

Time Frame/Observations/Alternatives:

Staff estimates 20 minutes will be needed to present this case and respond to questions.

Alternatives:

Alternative #1 – Motion recommending City Council adoption of Stormwater Management Facilities Maintenance Policy.

Alternative #2 – Motion of other.

Funding Source:

For transparency, costs for work required to maintain the City's stormwater management facilities will be included within the City of Ramsey's Capital Improvement Program to the maximum extent practicable.

All costs for the administration and operation of this Policy will be funded through the City's Stormwater Funds. The main source of revenues for this fund is the Stormwater Utility Fee. In order to fully fund this program, annual increases in the stormwater utility fee rate will be necessary for the foreseeable future. The City Council will make the decision on whether or not to fund the program, and at what level, each year as part of its budget process.

Decisions on which projects to undertake will also be made as part of the budget process and the concurrent annual review of the City's Capital Improvement Program (CIP). The budget will include funds for specific projects and routine maintenance, as well as contingencies for emergencies.

A CIP sheet is being added to the 2025 - 2034 CIP with identified annual costs of $40,000 for surveying existing stormwater ponds.

Recommendation:

Staff recommends providing a recommendation to the City Council to adopt the Stormwater Management Facilities Maintenance Policy.

Outcome/Action:

Consider recommendation to City Council to adopt Stormwater Management Facilities Maintenance Policy.

Attachments

Stormwater Facilites Maint. Policy

St Francis Trail Maint Policy

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	11/14/2024 03:13 PM
Form Started By: Bruce Westby		Started On: 11/13/2024 02:07 PM
Final Approval Date: 11/14/2024		

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Stormwater Management Facilities Maintenance Policy

Adopted XXXXX XX, 2025

Table of Contents

1) Introduction

The purpose of this policy is to provide clear direction to staff for inspection and maintenance activities the City is responsible for providing as related to stormwater management facilities.

This policy complies with and supports the City's Municipal Separate Storm Sewer System (MS4) Permit, Stormwater Pollution Prevention Plan (SWPPP), and Surface Water Management Plan (SWMP).

All activities undertaken as part of this policy will be performed in compliance with applicable local, state and federal codes, rules, statutes, and other legal requirements.

2) Goals

The primary goals of this Policy are as follows;

a) Prevent flooding of private properties and public lands.
b) Reduce pollutant loads entering receiving waters.
c) Ensure compliance with regulatory agency requirements.
d) Improve water quality in brooks, lakes, ponds, and wetlands.
e) Cost-effectively maintain stormwater management facilities.

3) Priorities

The primary priorities of this Policy are as follows;

a) Start inspections and maintenance of stormwater management facilities along the Mississippi and Rum Rivers, then move inland. Facilities along rivers are anticipated to have the greatest maintenance needs and costs since they are located at the downstream end of the storm sewer system where drainage pipe and structure sizes are the largest, and erosion issues are more common. Inspecting and maintaining these facilities first will result in the greatest benefit to the receiving waters.
b) Continue moving inland incrementally with inspections and maintenance of stormwater management facilities for reasons noted above.
c) Continue updating this Policy to refine inspection and maintenance schedules and incorporate additional maintenance activities based on observed results.
d) Coordinate all inspections and maintenance work with current City MS4, SWPPP and SWMP requirements.
e) Continue to improve cost-effectiveness of programmed maintenance activities.

4) Responsible Agencies\Parties

a) State

The Minnesota Department of Transportation (MnDOT) is responsible for inspecting and maintaining all stormwater management facilities within the right-of-way of State highways or on State-owned properties within the City of Ramsey, unless a maintenance agreement exists between the State and the City or County designating the City or

County as the responsible party for maintaining all or a portion of the State's stormwater management facilities.

All maintenance work undertaken by the City within the right-of-way of State highways or on State-owned properties shall conform to all applicable requirements of the Minnesota Pollution Control Agency (MPCA), Minnesota Department of Natural Resources (MDNR), and MnDOT.

The City shall obtain required permits from applicable state agencies before conducting maintenance activities within the right-of-way of State highways or on State-owned properties, if necessary.

b) Anoka County

The Anoka County Highway Department is responsible for inspecting and maintaining all stormwater management facilities within the right-of-way of County highways or on County-owned properties within the City of Ramsey, unless a maintenance agreement exists between the County and the City or State designating the City or State as the responsible party for maintaining all or a portion of Anoka County's stormwater management facilities.

All maintenance work undertaken by the City within the right-of-way of County highways or on County-owned properties shall conform to all applicable requirements of the Anoka County Highway Department.

The City shall obtain required permits from Anoka County before conducting any maintenance activities within the right-of-way of County highways or on County-owned properties, if necessary.

c) Lower Rum River Watershed Management Organization

The City shall obtain required permits from the Lower Rum River Watershed Management Organization before conducting maintenance work, if necessary.

d) City of Ramsey

The City is responsible for inspecting and maintaining all stormwater management facilities within any right-of-way of City streets, within public drainage easements, or on City-owned properties, unless a maintenance agreement exists between the City and the County or State designating the County or State as the responsible party for maintaining all or a portion of the City's stormwater management facilities.

All maintenance work undertaken by the City within the right-of-way of City streets, within public drainage easements, or on City-owned properties, shall conform to all applicable requirements of the City of Ramsey.

The extent of inspection and maintenance activities required for various stormwater management facilities may vary significantly based on design features and functions. Inspection and maintenance schedules for City maintained stormwater management facilities are included in the Appendix of this policy.

Maintenance activities will not be undertaken solely for aesthetic purposes or to control odors, such as removal of trash, debris, or vegetation, or the restoration of open water areas. Such work will only be completed if required to maintain drainage functions.

Maintenance activities for stormwater ponds will generally focus on maintaining the flood prevention and water quality functions of the pond as necessary to restore the pond to original design standards, in addition to maintaining connecting drainage pipes, drainage structures, and drainageways to prevent flooding.

Maintenance of some ponds are subject to maintenance agreements between the City and private property owners. The City will not perform any maintenance work on such ponds unless the work is expressly required by the agreement.

In order to perform maintenance activities on stormwater management facilities that are connected to the City's drainage system, the City must have the legal right to enter upon the property where the facilities are located. If easements are not in place, the property owner must grant the necessary easements or right-of-entry before the City will complete any work on the property.

The City of Ramsey is responsible for maintaining all drainageways collecting runoff from City streets and City-owned properties, as well as County Ditches 43 and 66.

Inspection and maintenance activities will generally not be performed to address standing water in drainageways. It is normal to observe standing water in drainageways for a week or more following heavy and/or frequent rain events. Drainageways may also hold water during the Spring thaw.

Nothing in this policy shall be interpreted to require that the City be responsible for any costs incurred or work completed in the past on any stormwater management facilities. Nothing in this policy shall be interpreted to require that the City be responsible for any new stormwater management facilities until and unless the City has accepted the facilities as provided by the development agreement.

All requirements of the City of Ramsey Municipal Separate Storm Sewer System (MS4) permit, Stormwater Pollution Prevention Program (SWPPP), and Surface Water Management Plan (SWMP) will be adhered to during inspection and maintenance activities of stormwater management facilities.

e) Private Parties

Private stormwater ponds are managed by private property owners, unless a stormwater maintenance agreement exists between the property owner and the City designating the City as the responsible party for maintaining all or a portion of the private Stormwater Ponds, in which case the City will be responsible for maintaining any items identified within the agreement as a City responsibility.

5) Inspection and Maintenance Program

a) Drainage Pipes

All inspection and maintenance activities specified herein will be completed to ensure adequate capacity exists for any stormwater runoff routed through drainage pipes that are part of a City-maintained storm sewer system. Drainage pipes are only inspected during the evaluation of flooded streets or during the development of pavement management program projects. Following adoption of this policy, drainage pipes will be routinely inspected every ten (10) years.

When problems are identified during inspections, a Work Order will be prepared in accordance with the following guidelines;

(1) Sediment, vegetation, debris and trash will be cleaned from obstructed pipes.
(2) Damaged pipes will be repaired or removed and replaced.

b) Drainage Structures

All inspection and maintenance activities specified herein will be completed to ensure adequate capacity remains for any stormwater runoff routed through drainage structures that are part of a City-maintained storm sewer system, and to ensure adequate sediment removal will continue to be provided in structures with sumps. Drainage structures are only inspected during the evaluation of flooded streets or during the development of pavement management program projects. Following adoption of this policy, drainage structures will be routinely inspected every ten (10) years.

The City maintains one (1) storm sewer lift station. This structure and all internal components are inspected and maintained annually.

The City also maintains over a dozen Structural Pollution Control Devices (aka hydrodynamic separators or Stormceptors). These devices capture pollutants from stormwater runoff near the point of discharge to receiving water bodies to reduce pollutant loading in receiving water bodies. The City removes pollutants from all of these devices annually, or more often if needed, using a vacuum truck. These structures and all internal components are inspected and maintained annually.

When problems are identified during inspections, a Work Order will be prepared in accordance with the following guidelines;

(1) Sediment, vegetation, debris and trash will be cleaned from structure sumps, obstructed structures and trash grates.
(2) Damaged structures will be repaired or removed and replaced.
(3) Leaking doghouses will be regrouted.
(4) Loose or leaking castings will be reset.

c) Drainageways

All inspection and maintenance activities specified herein will be completed to ensure adequate capacity remains for any stormwater runoff routed through drainageways connected to a City-maintained storm sewer system. Drainageways are generally inspected numerous times each year.

When problems are identified during inspections, a Work Order will be prepared in accordance with the following guidelines;

(1) Remove sediment when it blocks the flow of stormwater.
(2) Stabilize and re-seed when erosion gullies exceed one foot in depth.
(3) Mow to remove vegetation that obstructs flow and to maintain desirable vegetation.

d) Receiving Waters

i) Brooks

Two (2) Brooks exist within the City of Ramsey. Ford Brook, which receives a very small volume of stormwater runoff from the City of Ramsey, flows across the northeast corner of the City from Trott Brook to the City of Nowthen. Trott Brook, which receives a significant amount of stormwater runoff from the City of Ramsey, generally flows across the center of the City and has numerous stormwater inlets that are not currently inspected on a routine basis.

ii) Lakes

Six (6) lakes are wholly or partially located within the City of Ramsey. Three (3) are natural environment lakes (Lake Eddy, Lake Itasca, and Rogers Lake), and three (3) are recreational development lakes (Jeglens Marsh, Peltzer Pond, and Grass (Sunfish) Lake) as identified within the SWMP.

Drainage structures in Lakes are not currently routinely inspected but will be routinely inspected every five (5) years following adoption of this policy. Minor repairs will be performed as needed. Major repairs will be programmed through the Capital Improvement Program.

iii) Rivers

(1) Mississippi

The Mississippi River borders the south edge of the City and receives stormwater runoff from the City through outfalls along the river banks. All Mississippi River outfalls are inspected annually. Minor repairs are performed as needed. Major repairs are programmed through the Capital Improvement Program.

(2) Rum

The Rum River borders the east edge of the City and receives stormwater runoff from the City through outfalls along the river banks. All Rum River outfalls are inspected annually. Minor repairs are performed as needed. Major repairs are programmed through the Capital Improvement Program.

iv) Wetlands

Approximately 20-percent of the surface area of the City of Ramsey is covered by wetlands as outlined within the Surface Water Management Plan. Wetlands are not currently routinely inspected but will be routinely inspected every ten (10) years following adoption of this policy.

When problems are identified during inspections, a Work Order will be prepared in accordance with the following guidelines;

(1) Sediment, vegetation, debris and trash will be cleared away from flared ends and trash guards when flows are obstructed.

e) Stormwater Ponds

All inspection and maintenance activities specified herein will be completed to ensure adequate storage and treatment exists for any stormwater runoff routed to City-maintained ponds, reduce peak stormwater flowrates, promote settling of suspended pollutants and removal of Phosphorus, and reduce downstream flow velocities. Vegetated ponds may also promote biological uptake of pollutants. Ponds are not routinely inspected but will be following adoption of this Policy at an initial rate of 5-percent of all ponds per year.

When problems are identified during inspections, a Work Order will be prepared in accordance with the following guidelines;

(1) Trees and other vegetation on side slopes will be maintained to provide safe sight distances for traffic and pedestrians
(2) Sediment, vegetation, debris and trash will be cleared away from flared ends and trash guards when flows are obstructed.
(3) Bank erosion will be corrected when sediment within the pond bottom is greater than one foot deep.
(4) Sediment will be removed from pond bottoms once the storage capacity has been reduced by 33-percent or more.

(5) Replace surface soil or vegetation to maintain a layer of permeable soil or a dense cover of non-woody vegetation in the base of the infiltration area.
(6) Correct any structural deficiencies that interfere with the function of the basin.
(7) Remove undesirable vegetation, such as woody vegetation.

6) Inspection and Maintenance Activities

Stormwater management facilities will be inspected on a routine basis to ensure they continue to function as designed. All inspection and maintenance requirements set forth herein and in the Stormwater Management Facilities Maintenance Schedule included in the Appendix of this Policy were developed to provide City staff with practical tools to inspect and maintain all stormwater management facilities on a proactive and routine basis.

a) **Drainage Pipes -** Video inspections shall be conducted during development of pavement management projects or when public complaints or concerns are received.
b) **Drainage Structures –** Drainage structures, castings and trash guards will be inspected for debris and repair needs during development of pavement management projects, during flood events, or at a minimum once every 5 years. Structure sumps shall be inspected a minimum of every 4 years to determine if the sump needs to be repaired or pumped. Sumps in new developments are checked within one year after completion of the development to determine if cleaning is required.
c) **Drainageways –** Drainageways will be inspected for debris and repair needs during development of pavement management projects, during flood events, or at a minimum once every 5 years. Structure sumps shall be inspected a minimum of every 4 years to determine if the sump needs to be repaired or pumped. Sumps in new developments are checked within one year after completion of the development to determine if cleaning is required.
d) **Stormwater Ponds –** Initially, 5% of all stormwater ponds that the City is responsible to maintain will be inspected annually, starting at the Mississippi and Rum Rivers and working inland to the north and west. Initial inspections will consist of enlisting consultants to survey ponds to determine how much stormwater storage capacity remains and to schedule pond dredging projects to remove sediment and restore storage capacities. Ongoing inspection requirements include observations for blockage of outlets due to trash, debris, vegetation, or downed trees. Blockages shall be cleared from obstructed outlets as soon as practical. Damaged or deteriorated inlets, outlets and pipes, and malfunctioning valves, gates, locks or access hatches, shall be scheduled for repair or replacement as soon as is economically feasible to do so.

7) Funding Considerations

For transparency, costs for work required to maintain the City's stormwater management facilities will be included within the City of Ramsey's Capital Improvement Program to the maximum extent practicable.

All costs for the administration and operation of this Policy shall be funded through the City's Stormwater Funds. The main source of revenues for this fund is the Stormwater Utility Fee. To

fully fund this program, annual increases in the stormwater utility fee rate will be necessary for the foreseeable future. The City Council will make the decision on whether or not to fund the program, and at what level, each year as part of its budget process.

Decisions on which projects to undertake will also be made as part of the budget process and the concurrent annual review of the City's Capital Improvement Program (CIP). The budget will include funds for specific projects and routine maintenance, as well as contingencies for emergencies.

8) Documentation, Evaluation and Reporting

Inventoried stormwater management facilities data will continue to be integrated into the City's Geographic Information System (GIS) to allow the City to more effectively and efficiently manage its stormwater management facilities.

City staff will continue updating all as-built record plans and stormwater management facilities inventories, and will continue updating applicable inventories within the appendix of this Policy.

City staff will continually evaluate the effectiveness of this Policy and will maintain records of ongoing maintenance activities for future CIP project estimating purposes.

City staff will work to calculate load-based removal efficiencies to analyze the treatment effectiveness of stormwater ponds to determine if opportunities exist to upgrade the functionality of any ponds in areas where additional treatment may benefit receiving waters.

All documentation generated as a result of this Policy will be submitted to the Public Works Administrative Assistant to prepare and process Work Orders and for inspection and maintenance activity scheduling and reporting purposes. Results of the inspection program will be used to update the 10-year Capital Improvement Program for budget planning purposes.

Minor routine maintenance activities will be performed as needed. Major maintenance activities, such as pond dredging, will be incorporated into and scheduled through the 10-year CIP, when possible.

Emergency repairs include items such as imminent structure failure or suspicious discharges that require the responsible party to be notified to take immediate action to remedy the issue.

This Policy will be evaluated annually to determine if changes to the frequency or scope of any inspection or maintenance activities are required.

A report of all work completed as a result of this Policy will be presented to the Public Works Committee and/or the City Council on an annual basis, along with any staff recommendations for proposed Policy amendments.

APPENDIX

DEFINITIONS

Drainage pipe – Storm sewer or culvert pipe, typically composed of corrugated metal pipe (CMP), polyethylene (PE) pipe, or reinforced concrete pipe (RCP).

Drainage structure – Catch basin (CB), flared end (FE), manhole (MH), outlet control structure (OCS), or structural pollution control device (SPCD). Catch basins and manholes include castings and may include a sump in the bottom to help remove sediment and debris from runoff before being discharged from the storm sewer system. Flared ends and outlet control structures may include trash grates to prevent animals, humans, and natural or manmade debris from entering the structure.

Drainageway – Channel, ditch, filter strip, swale or other surface stormwater conveyance constructed to direct or convey stormwater runoff. Most drainageways are vegetated to maintain the structure, resist erosion, assist in decreasing runoff velocity, and promote infiltration and physical filtration. Some drainageways incorporate rock checks to further reduce erosion, sediment transport and runoff velocities.

Dry retention basin – A shallow, dry basin with an outlet at the invert of the basin. Dry retention basins are constructed to attenuate peak discharges and temporarily detain runoff to promote sedimentation.

Wet detention basin – A wet basin that maintains a permanent pool of water by using an elevated outlet control structure. Stormwater is treated through sedimentation and biological uptake of pollutants.

Filtration basin – A shallow basin or sand filter with engineered or amended soil and an under-drain system. The basin detains stormwater and allows it to infiltrate through the soil, sand or engineered media. Treated stormwater is directed to the receiving water via the under-drain system.

Infiltration basin – A shallow basin in permeable soils that detain and infiltrate stormwater. There is rarely an under-drain system unless needed to provide maintenance access. Infiltration basins use the natural filtering ability of the soil to remove pollutants from stormwater runoff.

Brook – A small natural stream of water flowing in a channel to another brook, lake, river or stream. Two Brooks exist within the City of Ramsey; the Ford Brook and the Trott Brook.

Lake – A large body of water defined as a lake by the City of Ramsey and/or the Minnesota Department of Natural Resources. Two lakes exist within the City of Ramsey; Lake Itasca and Grass/Sunfish Lake.

River – A large natural stream of water flowing in a channel to the sea, a lake, or another river. Two rivers border the City of Ramsey; the Mississippi River on the south and the Rum River on the east.

Wetlands –

- **Mitigation wetlands –** A wetland constructed for replacement of wetlands lost due to construction or alteration of the landscape. These wetlands typically have stormwater discharges routed to the basin to maintain hydrology.
- **Stormwater wetlands –** A natural wetland or creek segment that has been modified to receive and treat stormwater discharges. Stormwater is treated primarily through biological uptake.

Inspection and Maintenance Schedules

Stormwater Facilities Mapping

ST. FRANCIS – POLICY 3.02
SIDEWALK AND TRAIL MAINTENANCE POLICY
Adopted December 7, 2009

1.00 INTRODUCTION

1.01 Purpose: The purpose of this policy is to outline an orderly, consistent and fiscally responsible process to be used by the City officials and City staff in determining which public sidewalks and trails are to be maintained by the City and the standards under which these sidewalks and trails will be maintained.

1.02 The City of St. Francis, Minnesota finds that it is in the best interest of the residents for the city to assume basic responsibility of maintaining sidewalks and trails.

1.03 The City has public sidewalks and trails that vary in age and condition. The City has limited employee and financial resources and cannot reasonably repair and/or replace all sidewalks and trails identified as needing replacement and repair in a given year. As such, the City officials and staff must exercise discretion and professional judgment in determining whether and when such sidewalks and trails need to be repaired or replaced.

2.00 SIDEWALK AND TRAIL INSPECTION

2.01 The Director of Public Works or designee shall establish procedures for regular sidewalk and trail inspection. These procedures shall include:

a. An initial City-wide sidewalk and trail survey.
b. A schedule for routine sidewalk and trail inspections on a regular basis
c. Criteria for determining whether a particular sidewalk or trail condition is in need of replacement or repair. Those criteria shall include, but are not limited to, a deviation or difference in elevation greater than two inches, as determined at the time of inspection.

3.00 SIDEWALK AND TRAIL REPLACEMENT AND REPAIR POLICY

3.01 Upon completion of the initial sidewalk and trail survey, the Director of Public Works or designee shall establish a replacement and repair schedule. This schedule is subject to modification based both on sidewalk and trail conditions and the availability of resources for sidewalk and trail replacement and repair. The sidewalk and trail replacement and repair schedule will:

a. Prioritize replacement of the sidewalks and trails identified as needing replacement or repair so all sidewalks and trails identified in the initial sidewalk and trail survey as needing replacement or repair are replaced or repaired in a timely fashion.
b. Take into consideration and weigh the following factors:
    1. Sidewalk and trail location and amount of pedestrian traffic.

2. Proximity sidewalk/trail identified as needing replacement or repair to other sidewalks/trails also needing replacement or repair.
3. The nature and severity of the condition needing replacement or repair.
4. The City's budget for replacement or repair of sidewalks and trails
5. Whether, or to what extent, the cost of repair can be recovered from adjacent property owners.
6. Availability of employees, equipment, independent contractors and other resources needed for replacement or repair.
7. Public safety.
8. History of prior accidents or complaints.

4.00 SIDEWALK SNOW / ICE REMOVAL

4.01 City employees will be responsible for removing snow from sidewalks that abut City-owned property. Adjacent property owners, including other public entities, are responsible for removing snow and ice from sidewalks that abut their property. This includes any snow plowed from public streets onto the sidewalk.

4.02 The City may, as a public service or for public safety, remove snow and ice from sidewalks that abut private property when identified on the official City's Plowed Trails and Sidewalks map attached to this policy.

4.03 As there are a limited number of personnel and financial resources available, the City will only maintain snow removal from sidewalks after the streets have been plowed. The Director of Public Works or designee will decide when to begin snow and ice removal operations. The criteria for that decision are:

a. Snow accumulation of two inches or more.
b. Drifting snow that impairs pedestrian travel.
c. Time of snowfall in relation to pedestrian travel
c. Icy conditions which seriously affect pedestrian travel.

4.04 Snow and ice removal operations are expensive and involve the use of limited personnel and equipment. Consequently snow removal from sidewalks will not generally be conducted for snowfall of less than two inches.

4.05 The level of service will be limited to what can be provided by mechanical equipment. Due to these limitations, sidewalks may not be cleared or maintained to a dry pavement standard. No hand work will be performed by the City or its contractor. Surface irregularities or slippery conditions may result. No ice control (sanding or salting) will be performed by the City or its contractor.

4.06 Reasonable attempts will be made not to deposit excessive snow on driveways or private sidewalks if it is operationally or mechanically controllable. The removal of any snow deposits on private driveways or sidewalks will be the responsibility of the private property owner and/or occupant.

4.07 The City will not be responsible for plow damage to turf, driveways, irrigation systems or landscaping located within public right-of-ways or easements. Any related repair will be the responsibility of the private property owner and/or occupant.

4.08 In cases where a nuisance is declared via the City's Code Enforcement Policy, the City may remove snow from walks other than those identified in 4.02 and seek reimbursement as identified in Chapter 7 of the City Code.

5.00 TRAIL SNOW / ICE REMOVAL

5.01 City employees will be responsible for removing snow and ice from trails identified on the official City's Plowed Trails and Sidewalks map attached to this policy after a snow accumulation of two inches or more. As there are a limited number of personnel and financial resources available, the City will only maintain snow removal from trails after the streets have been plowed and as time allows. Trails providing access to major sections of the City will be plowed first.

5.02 The level of service will be limited to what can be provided by mechanical equipment. Due to these limitations, sidewalks may not be cleared or maintained to a dry pavement standard. No hand work will be performed by the City or its contractor. Surface irregularities or slippery conditions may result. No ice control (sanding or salting) will be performed by the City or its contractor.

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5.04 The City will not be responsible for plow damage to turf, driveways, irrigation systems or landscaping located within public right-of-ways or easements. Any related repair will be the responsibility of the private property owner and/or occupant.

6.00 WEATHER CONDITIONS

6.01 Sidewalk and trail maintenance will be conducted when weather conditions permit and do not limit the ability to perform the work.

6.02 Sidewalk and trail maintenance will be conducted when such work would not endanger the safety of city employees and equipment.

6.03 Factors that may delay sidewalk and trail maintenance operations include, but are not limited to: temperatures below 32°F, wind, rain, and snow.

7.00 SAFETY

7.01 Employees will follow all work rules, OSHA regulations, and Federal and State laws to ensure a safe sweeping operation.

8.00 TRAINING AND EDUCATION

8.01 The City will provide training to employees responsible for sidewalk and trail maintenance and emergency response to issues with sidewalk and trail maintenance.

8.02 Training of employees will include education necessary to earn and maintain appropriate operator certifications (if applicable).

8.03 Training will also address standard operating procedures, proper use of equipment, emergency response, and other topics required by state and federal regulatory agencies.

8.04 It is expected that City employees, in accordance with their job duties and responsibilities, will exercise their professional judgment in the implementation of this policy.

8.05 It is expected that in emergency situations, City employees will be required to exercise their discretion and weigh political, social, and economic considerations, including, but not limited to, public and employee safety, the potential for damage to private property and the City street system, and environmental concerns.

9.00 DOCUMENTATION; REVIEW AND MODIFICATION OF POLICY

9.01 The Director of Public Works or designee will document sidewalk and trail maintenance activities, any emergency responses, and keep on file all citizen comments and complaints regarding this policy and/or sidewalk and trail maintenance in general.

9.02 The City Council shall review this policy periodically, including the documented maintenance activities, any emergency responses, and citizen comments and complaints. It shall also review any factors/circumstances affecting this policy or its implementation and determine goals for the future.

9.03 The City Council may modify or clarify this policy at any time. Where the City Council has delegated responsibility or authority to any city employee or official for development or implementation of any portion of this policy, that employee or official shall have full authority to modify that portion of the policy at any time.

Public Works Committee

Meeting Date: 11/19/2024

Primary Strategic Plan Initiative: Address infrastructure needs.

Title:

Trail Maintenance Policy

Purpose/Background:

The purpose of this case is for a final check-in with the Public Works Committee on the Trail Maintenance Policy before it is presented to City Council for adoption. As part of recent regular meetings, the Committee provided detailed direction on the draft policy—staff believes those recommendations were substantially incorporated into the attached, final draft Trail Maintenance Policy.

On Sunday, November 17th, Councilmember Musgrove submitted a draft Trail Maintenance Policy that closely mirrors the Saint Francis Trail Maintenance Policy. Staff attached this draft to the case on Monday, November 18th, and is requesting that the Committee provide clear input to staff on how closely the stormwater facilities and trail maintenance policies should mirror the Saint Francis trail policy. Staff can then modify the policies accordingly and present them again for Public Works Committee review in December (if the Committee wants to meet in December) or January. Alternatively, the final draft policies could be presented to Council at their December 10th Work Session for review and additional feedback or approval. Again, staff is seeking clear final direction from the Committee on how to proceed.

Time Frame/Observations/Alternatives:

Staff estimates 5 minutes or less may be needed to respond to any last observations on the final draft Trail Maintenance Policy.

Funding Source:

No funding is required at this time.

Recommendation:

Staff recommends the Committee forward the final draft Trail Maintenance Policy for City Council consideration.

Outcome/Action:

Motion to recommend City Council adoption of the final draft Trail Maintenance Policy.

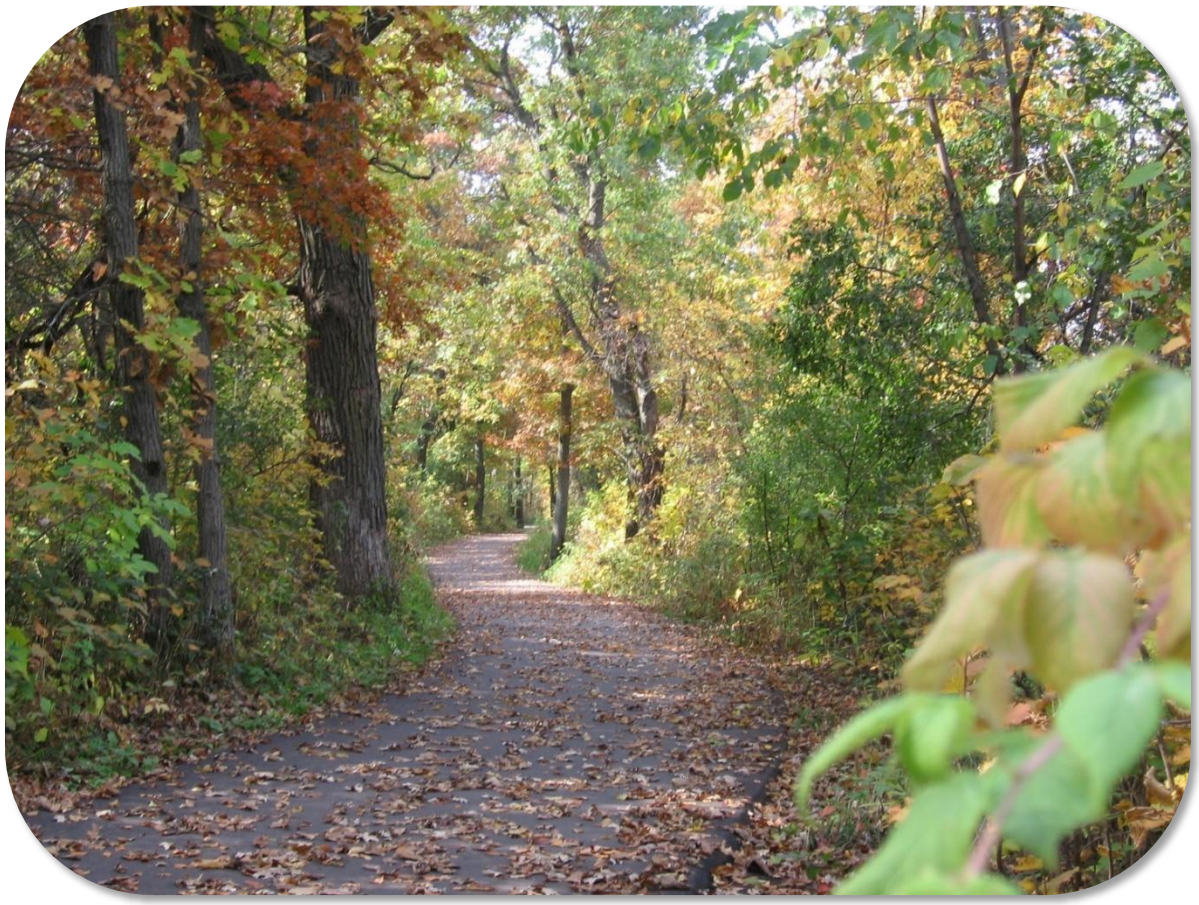
Attachments

Final draft policy

City Of Ramsey Trail Maint Draft DM 2024

Form Review

Inbox	Reviewed By	Date
Bruce Westby	Bruce Westby	11/14/2024 02:47 PM
Brian Hagen	Brian Hagen	11/14/2024 03:15 PM
Form Started By: Mark Riverblood		Started On: 11/12/2024 11:09 AM
Final Approval Date: 11/14/2024		



TRAIL MAINTENANCE POLICY

City of Ramsey, Minnesota

Adopted: x/x/2025

Final DRAFT

TABLE OF CONTENTS

SECTION 1. INTRODUCTION.

This policy is written and prepared primarily for internal city use, and is not intended to replace plans and specifications, be a technical resource, nor be a primary communication piece for the public.

This Trail Maintenance Policy sets forth the means and methods to maintain safe trail conditions, produce quality of trail user experiences, and protect the community's investment in the infrastructure over time.

SECTION 2. GENERAL POLICY STATEMENT.

The goal of this policy is to develop and sustain maintenance practices that keep trail conditions in a good to average pavement rating status or better. Safety shall be the primary focus and the city should continue to budget a consistent amount each year, such that staff can build a trail maintenance program around this amount that can be planned for on an annual basis.

SECTION 3. GENERAL MAINTENANCE GOALS AND INTENT.

Now that the city is wholly within the second decade of an informal maintenance plan, this new Trail Maintenance Policy should lead the city to evaluating past practices and funding, to align more so to with on-the-ground bituminous maintenance that addresses 5% to 8% of the system each year, versus the historical average of about 1.5% or less—this, because it does not appear existing funding levels are keeping pace with the aging pavement conditions and demand for resurfacing trails.

SECTION 4. BITUMINOUS TRAIL MAINTENANCE PRACTICES

There are several different categories of bituminous trail maintenance techniques, summarized as:

~ Crack filling
~ Seal-coating or Slurry-sealing
~ Chip sealing
~ **Patching**
~ **Overlay**
~ Reconstruction

Each of these pavement maintenance practices have been employed for Ramsey's trails—with 1.5" overlay's determined to be the most cost effective and frequent annual maintenance activity, with patching occurring in isolated locations as needed each year. The table below from ACI Asphalt & Concrete of Maple Grove, MN provides a typical life cycle for bituminous trail maintenance (aciasphalt.com).

'Asphalt trail pavements, like most infrastructure, has a life cycle. They start out new, they age, and eventually they decline to the point where they need to be replaced. How long pavement lasts depends on a variety of factors, including how well they are constructed initially, the weather, shade and standing water, the amount of use and—most importantly—how well they are maintained. A well-constructed trail can last 20 years or more'.

A trail overlay at Ramsey's Trail Maintenance Policy goal of generally around the 15-20 year interval may extend the useful life of the trail to 40 years or more before needing a complete reconstruct.

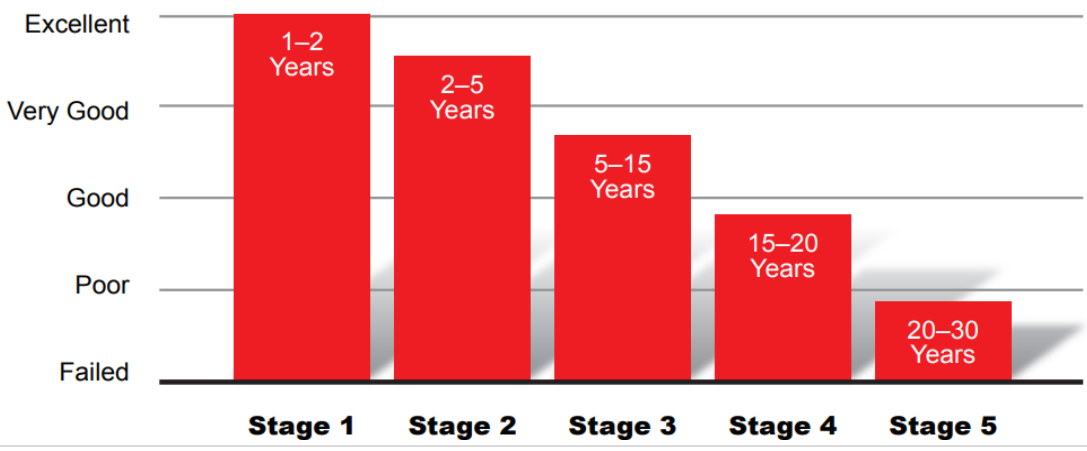
Stage 1: New Pavement (0–1 Years)
- Little or no maintenance required, sealcoating, crack sealing

Stage 2: Initial Preventive Maintenance Phase (2–5 Years)
Typical maintenance procedures:
- Sealcoating, crack sealing, patching

Stage 3: Minor Repairs and Continued Preventive Maintenance (5–15 Years)
Typical maintenance procedures:
- Patch repairs, crack sealing, sealcoating

Stage 4: Major Repairs (15–20 Years)
Typical maintenance procedures:
- Extensive patching repairs, asphalt overlay

Stage 5: Extensive Repairs or Complete Reconstruction (20-30 Years)
Typical maintenance procedures:
- Major repairs throughout the property or complete removal and replacement of the asphalt



The annual asphalt trail surface work described occurs by contractors, with routine patching performed by Public Works staff. As part of the course of travel around the park and trail system and providing work direction and inspections, supervisory staff are in and around trail corridors on a regular basis. This builds an awareness of the need and locations for patching, as well as more intensive annualized maintenance by contractors. This same familiarity with conditions guides other trail maintenance activity—for instance, after windstorms, staff are dispatched to areas known to have high probability for downed limbs or trees in wooded trail corridors. Other reoccurring work includes sweeping, mowing and brush management, as well as litter and refuse control, which are highlighted as follows:

Sweeping

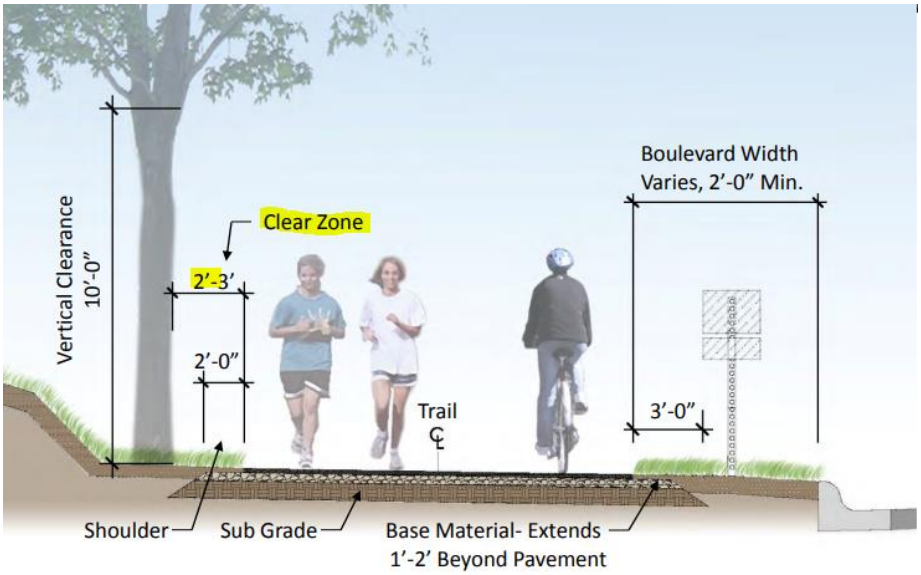
Trails are swept as needed, which is most often associated with aforementioned storm and wind events. Fall sweeping is performed if leaves and acorns accumulate on trail surfaces—however, in some years, and early snowfall can be beneficial in that trails can be plowed, and the wet snow 'lifts' leaves from the trail as part of the snow plowing process. In addition to a PTO driven rotary broom, the city can use a turbine debris blower, also operated by PTO as an attachment to a multi-use maintenance machine. The debris blower can also be employed for light, dry snowfalls which would be useful for situations where there are mostly dry leaves on the trail at the same time.

Mowing

Trailside mowing is performed as needed, which is often every few weeks during the Spring and early Summer, for a total of 7 to 10 times per year. Generally, a three-foot or more swath is cut alongside the trail to minimize long grass and brush hanging over the trail. This practice also provides for improved airflow over a bituminous trail, which reduces periods of standing water, which can lead to premature payment deterioration. Sweeping after mowing is not necessary, as mowers are dispatched to mow one side, then the other—then usually run down the center of the path with mower deck engaged to blow clippings off the trail surface.

Brushing and tree trimming

'Brushing' refers to the practice of cutting weeds, woody plants and small trees that encroach into the 2'+ foot clear zone referenced above. Some work is done by hand, but most is performed with specialized brush mowers, mounted to light equipment. Due to the size and velocity of debris thrown from the machine, 'Trail Closed' and other signage is deployed to separate trail users from this maintenance activity.



Another related activity that occurs at least twice per year, is pruning and trimming trees along and over trailways. Branches are cleared to a minimum of 9' feet overhead and limbs projecting out into the trailside 'clear zone' are also removed. Trees that are demonstrably in jeopardy of falling onto the trail may be identified and removed at this same time. Dead and downed trees that are away from the trail are considered valuable wildlife habitat and are not removed.

As for clear zone maintenance activity along sidewalks, most of the adjacent areas are maintained by homeowners. Pruning of these boulevard trees is nonetheless critical to maintain clear passage as well as sight-lines for both pedestrians and motorists. Pruning should be done during the tree's dormant period of late Fall, Winter and sometimes early Spring. Homeowners are asked to prune their trees for the above reasons, but Public Works staff trained in proper tree care, do travel throughout the sidewalk system before and during the snow removal season to provide these safety pruning services. This pruning includes properly pruning low limbs back to the tree's trunk, so as to not create hazardous 'stub–cuts' or branches that are cut off and jut out towards the clear zone.

Litter and refuse management
Litter and general garbage and debris is picked up as needed and also as part of the reoccurring mowing. After the snowmelt each Winter, staff are sent out onto all trails for a concerted litter recovery—before the Spring 'green-up' begins to conceal trash in wooded trail corridors.

Some longer off-roadway trails have trash receptacles placed periodically along trails near intersections with maintenance accesses or trail heads—these are emptied as part of the weekly park system trash disposal system.

SECTION 5. BOARDWALK AND OTHER TRAIL MAINTENANCE

Trails other than bituminous
Most of the city's trail system consists of 8' and 10' foot bituminous trails, with only short segments of crushed and compacted aggregate—with the latter not needing formal, planned-for maintenance.

Boardwalks
Wood boardwalks however, require regular inspection for maintenance activity, usually consisting of a single plank needing replacement due to breaking or warping. Often these conditions are reported by trail users, with staff dispatched to address the deck board replacement right away—or to place a traffic cone at the broken board to alert trail users of the condition if the repair cannot be made immediately.

Some of the inherent appeal of boardwalks is their location in natural environments, and their rustic 'feel'—which means they are not assured to be pristine in all dimensions—as long as they are safe to use.

The city has found that the life cycle of boardwalks to be about 20-30 years before replacing individual boards becomes impracticable. At this time, the most feasible approach has been to 'over-deck' the boardwalk, with new decking fastened to the existing surface after re-leveling.

Trail Bridges
The city presently has three, Cor-10 steel arched bridges withing the bituminous trail system that are load-rated and designed for maintenance vehicles. These bridges have not required any maintenance except for the occasional replacement of a steel band placed on the wooden deck to provide for a surface for the snow plow cutting edge to slide upon.

A fourth bridge spans Trott Brook as part of the 1,200' foot Lake Itasca Boardwalk. The construction consists of deck boards bolted onto galvanized steel trusses, and has not needed any maintenance since its construction by city staff in 2014.

Signage

The city has maintained a policy of not signing trails, except for unique and temporary conditions that require them, such as 'Trail Closed' or 'Work Ahead'. The city does not sign for conditions that a trail user should expect, and ride safely for if on a bicycle, like a curve, slope or driveway ahead.

SECTION 6. SIDEWALKS

Concrete sidewalks function much the same as trails, though primarily are within the ROW of roadways in the areas served my municipal sewer and water. Of the 40 miles of sidewalk, most are 60" in width, though in the city's downtown are wider. Maintenance of sidewalks is infrequent and is generally limited to replacing cracked panels due to construction impacts, or replacement of 'lifted' sections due to tree root expansion. In instances where only one edge of a concrete panel is higher than the adjoining panel, the high side can be beveled with a concrete grinder.

SECTION 7. WINTER TRAIL MAINTENANCE

Snow removal occurs on trails and sidewalks whenever a snowfall triggers a 'full plow' for the city. Generally, sidewalks and trail plowing commences two hours after street plowing begins, and starts in the city's downtown and moves outward with an emphasis on snow removal along arterial streets and trail and sidewalk routes to schools.

Unlike streets, no ice control is performed on any trails or sidewalks—although private retailers may perform ice control on sidewalks adjoining their business, at their discretion and expense.

SECTION 8. FUNDING

Trail maintenance is performed by Public Works staff and also by contracted work as described in Section 4., with the funding of both accounted for within the annual General Fund parks operations budget. For 2024, the trail maintenance allocation is $120,000. This line item within the General Fund has increased $5,000 to $15,000+ each year as part of an informal yet active trail maintenance plan—yielding one to three miles of trail overlaid or the subject of a reconstruct in a few instances. While the annual increases have risen 5-10% in many years, the miles of trail receiving maintenance treatments have not increased due to ordinary annual inflation associated with contracted services. As indicated, the 2024 funding for contracted bituminous maintenance is $120,000—this amount should be increased each year by at least $10,000, until annual bituminous resurfacing reaches about 5% to 8% of the city's trail system.

Additionally, for some trail maintenance and especially if in the same vicinity of planned street maintenance, consideration should be given to bid the work as an Add Alternate as part of the Street Maintenance program for best value, and to consolidate administration and staff bidding time.

Section 9 Appendix

TRAIL MAINTENANCE POLICY								
	Optimal Frequency							
Maintenance Activity	Bi-Weekly	Monthly	Quarterly	Annually	Spring/Fall	After Storm	Other	Notes
General								
1 Safety Inspection	X							
2 General debris and litter pickup	X							
3 Vandalism inspection	X							
4 Encroachments				X				
Pavements								
1 Pavement survey (Phaser rating)							X	
2 Crack sealing								
3 Patching								
4 Fog seal								
5 Sealcoat								
6 Micro surfacing/slurry seal								
7 Overlay								
8 Reconstruct								
9 Inspect boardwalk interface		X						
10 Inspect utility infrasturcture for snow removal (high iron)				Fall				
Vegetation								
1 Mowing - clear zones, trailhead areas		X						
2 Brush trimming/overhead trimming								
3 Clear zone weed control (Sandbar Willow)								
4 Sight line trimming at intersections								
5 Tree removal						X		
6 Rain garden maintenance								
7 Trail sweeping/blowing					X			
8 Seeding								
9 Root cutting								
Drainage								
1 Erosion repair								
2 Culvert/catch basin clearing								
3 Ditch maintenance (clear debris, trash, branches)								
4 Standing water repair								
5 Rodent damage repair				X				

Key
Green text is from Ramsey policy
Red letters is for PW to consider
Black text is from SF policy

City of Ramsey – POLICY add number

TRAIL MAINTENANCE POLICY

Adopted Date

1.0 INTRODUCTION

1.01 Purpose:

The purpose of this policy is to outline an orderly, consistent and fiscally responsible process to be used by the City officials and City staff in determining which public sidewalks and trails are to be maintained by the City and the standards under which these sidewalks and trails will be maintained.

1.02 The City of Ramsey, Minnesota finds that it is in the best interest of the residents for the city to assume basic responsibility of maintaining sidewalks and trails. This Trail Maintenance Policy sets forth the means and methods to maintain safe trail conditions, produce quality of trail user experiences, and protect the community's investment in the infrastructure over time.

1.03 The City has public sidewalks and trails that vary in age and condition. The City has limited employee and financial resources and cannot reasonably repair and/or replace all sidewalks and trails identified as needing replacement and repair in a given year. As such, the City officials and staff must exercise discretion and professional judgment in determining whether and when such sidewalks and trails need to be repaired or replaced.

1.04 This policy is written and prepared primarily for internal city use, and is not intended to replace plans and specifications, be a technical resource, nor be a primary communication piece for the public.

1.05 The goal of this policy is to develop and sustain maintenance practices that keep trail conditions in a good to average pavement rating status or better. Safety shall be the primary focus.

1.06 and the city should continue to budget a consistent amount each year, such that staff can build a trail maintenance program around this amount that can be planned for on an annual basis.

2.0 SIDEWALK AND TRAIL INSPECTION

2.01 The Director of Public Works or designee shall establish procedures for regular sidewalk and trail inspection. These procedures shall include:

a. An initial City-wide sidewalk and trail survey.
b. A schedule for routine sidewalk and trail inspections on a regular basis

c. Criteria for determining whether a particular sidewalk or trail condition is in need of replacement or repair.
    1. Those criteria shall include, but are not limited to, a deviation or difference in elevation greater than two inches, as determined at the time of inspection.

3.0 SIDEWALK AND TRAIL REPLACEMENT AND REPAIR POLICY

3.01 Upon completion of the initial sidewalk and trail survey, the Director of Public Works or designee shall establish a replacement and repair schedule. This schedule is subject to modification based both on sidewalk and trail conditions and the availability of resources for sidewalk and trail replacement and repair. The sidewalk and trail replacement and repair schedule will:

a. Prioritize replacement of the sidewalks and trails identified as needing replacement or repair so all sidewalks and trails identified in the initial sidewalk and trail survey as needing replacement or repair are replaced or repaired in a timely fashion.

b. Take into consideration and weigh the following factors:

    1. Sidewalk and trail location and amount of pedestrian traffic.
    2. Proximity sidewalk/trail identified as needing replacement or repair to other sidewalks/trails also needing replacement or repair.

c. The nature and severity of the condition needing replacement or repair.
d. The City's budget for replacement or repair of sidewalks and trails
e. Whether, or to what extent, the cost of repair can be recovered from adjacent property owners.
f. Availability of employees, equipment, independent contractors and other resources needed for replacement or repair.
g. Public safety.
h. History of prior accidents or complaints.

Insert page 4 Bituminous Trail Maintenances Practices if applicable to a policy or if more appropriate for staff use and or public education and not in a policy.

4.0 SIDEWALK SNOW / ICE REMOVAL

4.01 City employees will be responsible for removing snow from sidewalks that abut City-owned property. Adjacent property owners, including other public entities, are responsible for removing snow and ice from sidewalks that abut their property. This includes any snow plowed from public streets onto the sidewalk.

4.02 The City may, as a public service or for public safety, remove snow and ice from sidewalks that abut private property when identified on the official City's Plowed Trails and Sidewalks map attached to this policy.

4.03 As there are a limited number of personnel and financial resources available, the City will only maintain snow removal from sidewalks after the streets have been plowed. The Director of Public Works or designee will decide when to begin snow and ice removal operations. The criteria for that decision are:

a. Snow accumulation of two inches or more.
b. Drifting snow that impairs pedestrian travel.
c. Time of snowfall in relation to pedestrian travel.
d. Icy conditions which seriously affect pedestrian travel.

4.04 Snow and ice removal operations are expensive and involve the use of limited personnel and equipment. Consequently snow removal from sidewalks will not generally be conducted for snowfall of less than two inches.

4.05 The level of service will be limited to what can be provided by mechanical equipment.
a. Due to these limitations, sidewalks may not be cleared or maintained to a dry pavement standard.
b. No hand work will be performed by the City or its contractor.
c. Surface irregularities or slippery conditions may result.
d. No ice control (sanding or salting) will be performed by the City or its contractor.

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4.07 The City will not be responsible for plow damage to turf, driveways, irrigation systems or landscaping located within public right-of-ways or easements. Any related repair will be the responsibility of the private property owner and/or occupant.

4.08 In cases where a nuisance is declared via the City's Code Enforcement Policy, the City may remove snow from walks other than those identified in 4.02 and seek reimbursement as identified in Chapter 7 of the City Code.

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6.0 TRAIL SWEEPING, MOWING AND TRIMMING MAINTENANCE

6.01 Trails are swept as needed, which is most often associated with aforementioned storm and wind events.

a. Fall sweeping is performed if leaves and acorns accumulate on trail surfaces—however, in some years, and early snowfall can be beneficial in that trails can be plowed, and the wet snow 'lifts' leaves from the trail as part of the snow plowing process.

b. In addition to a PTO driven rotary broom, the city can use a turbine debris blower, also operated by PTO as an attachment to a multi-use maintenance machine. The debris blower can also be employed for light, dry snowfalls which would be useful for situations where there are mostly dry leaves on the trail at the same time.

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a. Generally, a three-foot or more swath is cut alongside the trail to minimize long grass and brush hanging over the trail. This practice also provides for improved airflow over a bituminous trail, which reduces periods of standing water, which can lead to premature payment deterioration.

b. Sweeping after mowing is not necessary, as mowers are dispatched to mow one side, then the other—then usually run down the center of the path with mower deck engaged to blow clippings off the trail surface.

6.03 'Brushing' refers to the practice of cutting weeds, woody plants and small trees that encroach into the 2'+ foot clear zone referenced above.

a. Some work is done by hand, but most is performed with specialized brush mowers, mounted to light equipment.

b. Due to the size and velocity of debris thrown from the machine, 'Trail Closed' and other signage is deployed to separate trail users from this maintenance activity.

6.04 Pruning and Trimming trees along and over trailways is done at least two times a year.

a. Branches are cleared to a minimum of 9' feet overhead and limbs projecting out into the trailside 'clear zone' are also removed.

b. Trees that are demonstrably in jeopardy of falling onto the trail may be identified and removed at this same time.

c. Dead and downed trees that are away from the trail are considered valuable wildlife habitat and are not removed.

d. As for clear zone maintenance activity along sidewalks, most of the adjacent areas are maintained by homeowners.

e. Pruning of these boulevard trees is nonetheless critical to maintain clear passage as well as sight-lines for both pedestrians and motorists.

f. Pruning should be done during the tree's dormant period of late Fall, Winter and sometimes early Spring.

g. Homeowners are asked to prune their trees for the above reasons, but Public Works staff trained in proper tree care, do travel throughout the sidewalk system before and during the snow removal season to provide these safety pruning services.

h. This pruning includes properly pruning low limbs back to the tree's trunk, so as to not create hazardous 'stub–cuts' or branches that are cut off and jut out towards the clear zone.

7.0 LITTER AND REFUSE MANAGEMENT

7.01 Litter and general garbage and debris is picked up as needed and also as part of the reoccurring mowing.

7.02 After the snowmelt each Winter, staff are sent out onto all trails for a concerted litter recovery—before the Spring 'green-up' begins to conceal trash in wooded trail corridors.

7.03 Some longer off-roadway trails have trash receptacles placed periodically along trails near intersections with maintenance accesses or trail heads—

a. these are emptied as part of the weekly park system trash disposal system.

8.0 BOARDWALK AND OTHER TRAIL MAINTENANCE

8.01 Trails other than bituminous

a. Most of the city's trail system consists of 8' and 10' foot bituminous trails, with only short segments of crushed and compacted aggregate—with the latter not needing formal, planned-for maintenance.

8.02 Boardwalks

a. Wood boardwalks ~~however~~, require regular inspection for maintenance activity, usually consisting of a single plank needing replacement due to breaking or warping.

b. Often these conditions are reported by trail users, with staff dispatched to address the deck board replacement right away—or to place a traffic cone at the broken board to alert trail users of the condition if the repair cannot be made immediately.

c. Some of the inherent appeal of boardwalks is their location in natural environments, and their rustic 'feel'—which means they are not assured to be pristine in all dimensions—as long as they are safe to use.

d. The city has found that the life cycle of boardwalks to be about 20-30 years before replacing individual boards becomes impracticable. At this time, the most feasible approach has been to 'over-deck' the boardwalk, with new decking fastened to the existing surface after re-leveling.

8.03 Trail Bridges

a. The city presently has three, Cor-10 steel arched bridges withing the bituminous trail system that are load-rated and designed for maintenance vehicles.

b. These bridges have not required any maintenance except for the occasional replacement of a steel band placed on the wooden deck to provide for a surface for the snow plow cutting edge to slide upon.

c. A fourth bridge spans Trott Brook as part of the 1,200' foot Lake Itasca Boardwalk. The construction consists of deck boards bolted onto galvanized steel trusses, and has not needed any maintenance since its construction by city staff in 2014.

9.00 Signage

9.01 The city has maintained a policy of not signing trails, except for unique and temporary conditions that require them, such as 'Trail Closed' or 'Work Ahead'.

9.02. The city does not sign for conditions that a trail user should expect, and ride safely for if on a bicycle, like a curve, slope or driveway ahead.

10.0 WEATHER CONDITIONS

10.01 Sidewalk and trail maintenance will be conducted when weather conditions permit and do not limit the ability to perform the work.

10.02 Sidewalk and trail maintenance will be conducted when such work would not endanger the safety of city employees and equipment.

10.03 Factors that may delay sidewalk and trail maintenance operations include, but are not limited to: temperatures below 32°F, wind, rain, and snow.

11.0 SAFETY

11.01 Employees will follow all work rules, OSHA regulations, and Federal and State laws to ensure a safe sweeping operation.

12.0 TRAINING AND EDUCATION

12.01 The City will provide training to employees responsible for sidewalk and trail maintenance and emergency response to issues with sidewalk and trail maintenance.

12.02 Training of employees will include education necessary to earn and maintain appropriate operator certifications (if applicable).

12.03 Training will also address standard operating procedures, proper use of equipment, emergency response, and other topics required by state and federal regulatory agencies.

12.04 It is expected that City employees, in accordance with their job duties and responsibilities, will exercise their professional judgment in the implementation of this policy.

12.05 It is expected that in emergency situations, City employees will be required to exercise their discretion and weigh political, social, and economic considerations, including, but not limited to,

a. public and employee safety,
b. the potential for damage to private property and the City street system,
c. and environmental concerns.

13.0 FUNDING

13.01 ~~this new~~ The Trail Maintenance Policy should lead the city

a. to evaluating past practices and funding, to align more so to with on-the ground bituminous maintenance that addresses 5% to 8% of the system each year, versus the historical average of about 1.5% or less~~—this, because it does not~~
b. reassess on a regular basis appropriate ~~appear existing~~ funding levels to ~~are~~ keeping pace with the aging pavement conditions and demand for resurfacing trails.

13.02 Funding considerations should include

a. Trail maintenance is performed by Public Works staff and also by contracted work as described in Section 4., with the funding of both accounted for within the annual General Fund parks operations budget.
b. Annual increases to allow for funding increases as need to meet the needs of trail maintenance and increases for inflation.

13.03 Additionally, for some trail maintenance and especially if in the same vicinity of planned street maintenance, consideration should be given to bid the work as an Add Alternate as part of the Street Maintenance program for best value, and to consolidate administration and staff bidding time.

14.0 DOCUMENTATION; REVIEW AND MODIFICATION OF POLICY

14.01 The Director of Public Works or designee will document sidewalk and trail maintenance activities, any emergency responses, and keep on file all citizen comments and complaints regarding this policy and/or sidewalk and trail maintenance in general.

14.02 The City Council shall review this policy periodically, including

a. the documented maintenance activities,
b. any emergency responses, and
c. citizen comments and complaints.
d. It shall also review any factors/circumstances affecting this policy or its implementation and determine goals for the future.

14.03 The City Council may modify or clarify this policy at any time. Where the City Council has delegated responsibility or authority to any city employee or official for development or

implementation of any portion of this policy, that employee or official shall have full authority to modify that portion of the policy at any time.

Public Works Committee

Meeting Date: 11/19/2024

Primary Strategic Plan Initiative: Address infrastructure needs.

Title:

Consider Recommending City Council Authorization to Prepare Plans and Specifications for 2025 Pavement Maintenance Improvement Projects

Purpose/Background:

Purpose:

The purpose of this case is to consider recommending City Council authorization to prepare plans and specifications for 2025 pavement maintenance improvement projects.

Background:

The City's current pavement maintenance schedule calls for public streets to receive the following maintenance following construction, overlay, or reconstruction:

- Year 2 – Pavement Rejuvenator
- Year 3 – Crack Seal
- Year 5 – Refresh Pavement Markings (If Applicable)
- Year 7 – Crack Seal
- Year 10 – Refresh Pavement Markings (If Applicable)
- Year 14 – Crack Seal
- Year 15 – Refresh Pavement Markings (If Applicable)
- Year 20 – Overlay or Reconstruction

The above schedule is the typical maintenance schedule based off assumed ideal conditions. Staff reviews the condition of all streets annually and adjusts the schedule of maintenance operations based on actual pavement conditions.

IP 25-09 2025 Crack Seal Improvements

Crack sealing protects pavement by preventing stormwater runoff from seeping through cracks in the pavement and joints between the pavement and concrete curb and gutter, and utility castings. Reducing future pavement damage due to wet subgrade soils, especially during freeze-thaw cycles.

Preliminary review estimates a total of 19.90 miles at an estimated cost of $238,800.

IP 25-10 2025 Pavement Rejuvenation Improvements

The City uses Reclamite, a pavement rejuvenator, as a front-end treatment to extend the useful life of pavement by 5 – 7 years. Reclamite penetrates, rejuvenates and seals the top ½ to 1-inch of the bituminous pavement. The product reduces the surface permeability, which in turn prevents air and moisture intrusion. In essence, this is accomplished by restoring the maltenes lost in the asphalt binder due to natural oxidation.

Preliminary review estimates a total of 9.70 miles at an estimated cost of $242,500.

IP 25-11 2025 MSA Pavement Marking Improvements

Pavement markings are a critical component of driver and pedestrian safety, and are a required maintenance operation per MSA rules and standards.

Preliminary review estimates a total of 3.23 miles at an estimated cost of $19,380.

Project Timelines

City Staff is proposing to prepare plans and specifications for 2025 pavement maintenance improvement projects in-house, as part of their normal duties. The following are the proposed general project timelines:

November 26, 2024	City Council Authorization to prepare plans and specifications
Dec 2024 / Jan 2025	Staff prepares plans and specifications
February 2025	City Council approve plans, authorize bidding
March / April, 2025	Bid opening, City Council award contracts
Spring 2025	Begin Construction
Summer 2025	Finish Construction

Staff proposes to bid projects separately, the expectation is for these improvements to all be performed by construction type specific prime contractors, with minimal subcontracted services.

Notification:

Notification is not required for this case.

Time Frame/Observations/Alternatives:

Timeframe:

Staff anticipates this case will take approximately 10 minutes to present and respond to questions.

Observations:

Estimates are CIP level based off an average cost per mile, and will be updated during the design process.

Alternatives:

Alternative #1: Motion to recommend City Council authorization to prepare plans and specifications for 2025 pavement maintenance improvement projects.

Alternative #2: Motion of other.

Funding Source:

The 2025 general levy includes $600,000 for contracted street maintenance services including; crack sealing, pavement rejuvenation, and refreshing pavement markings.

The preliminary estimated costs for pavement maintenance improvements is:

- IP 25-09 Crack Seal $238,800
- IP 25-10 Pavement Rejuvenation $242,500
- IP 25-11 MSA Pavement Markings $19,380

- *Total Pavement Maintenance Costs $500,680*

Staff recommends remaining budgeted funds be guided for pavement patching services as needed.

Recommendation:

Staff recommends alternative #1.

Outcome/Action:

Motion to recommend City Council authorization to prepare plans and specifications for 2025 Pavement Maintenance Improvement Projects.

Attachments

Draft 2025 Crack Seal Map

Draft 2025 Crack Seal Street Summary

Draft 2025 Pavement Rejuvenation Map

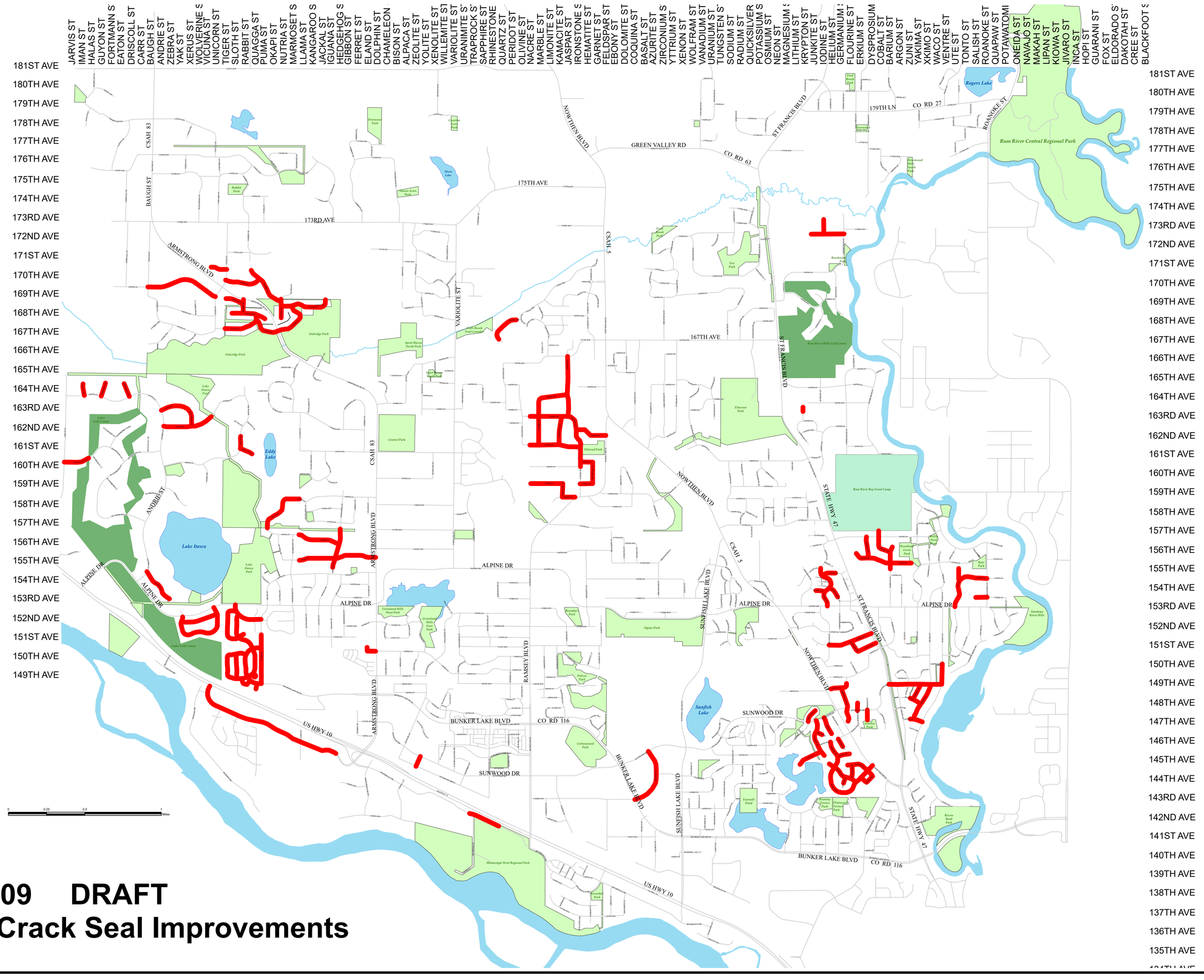
Draft 2025 Pavement Rejuvenation Street Summary

Draft 2025 MSA Pavement Marking

Form Review

Inbox	Reviewed By	Date
Bruce Westby	Bruce Westby	11/14/2024 02:47 PM
Brian Hagen	Brian Hagen	11/14/2024 03:13 PM
Form Started By: Joe Feriancek		Started On: 11/07/2024 08:26 AM
Final Approval Date: 11/14/2024		

IP 25-09 DRAFT
2025 Crack Seal Improvements



PRELIMINARY 2025 CRACK SEAL IMPROVEMENT STREET SUMMARY

Project	Wear Course Year	Crack Seal Year	Overlay Year	Reconstruction Year	Round 1 Year	Round 2 Year	Miles	Cost ($12K/mi.)
Autumn Heights				2022	2025	2029	1.61	$ 19,320.00
Brookfield 8th	2018	2021			2025	2032	0.2	$ 2,400.00
COR One	2018	2021			2025	2032	0.07	$ 840.00
Covenant Meadows	2018	2021			2025	2032	0.31	$ 3,720.00
Estates of Silver Oaks 2nd	2018	2021			2025	2032	0.03	$ 360.00
MSA - Puma Street (Bunker Lake Blvd / Alpine Drive)		2021			2025	2032	0.52	$ 6,240.00
MSA - Riverdale Drive (Armstrong Interchange / Llama Street)				2022	2025	2029	0.24	$ 2,880.00
MSA - Riverdale Drive (TH 10 / Llama Street)	2022				2025	2029	0.76	$ 9,120.00
MSA - Riverdale Drive (Traprock St / Sunfish Lake Blvd)	2017	2021			2025	2029	0.47	$ 5,640.00
MSA - Sunwood Drive (TH 47 / Waco Street)				2022	2025	2029	0.35	$ 4,200.00
MSA - Waco Street (Sunwood Drive / 150th Avenue)				2022	2025	2029	0.13	$ 1,560.00
Northfork		2021	2018		2025	2032	0.34	$ 4,080.00
Northfork Highlands 2nd		2018			2025	2032	0.17	$ 2,040.00
Northfork Itasca Shores		2021	2018		2025	2032	0.24	$ 2,880.00
Northfork Oaks		2021	2018		2025	2032	0.27	$ 3,240.00
Northfork Third		2021	2018		2025	2032	0.54	$ 6,480.00
Preserve at Northfork 1st & 2nd	2022				2025	2029	0.73	$ 8,760.00
Riversbend (2018 Recon.)				2018	2021	2025	0.53	$ 6,360.00
Riverstone 1st, 2nd, & 3rd		2021			2025	2032	1.33	$ 15,960.00
Riverstone 4th & 5th	2022				2025	2029	0.91	$ 10,920.00
Rum River Prairie	2018	2021			2025	2032	0.59	$ 7,080.00
Section 15 Unplatted (1985 Construction)		2018			2025	2032	2.91	$ 34,920.00
Section 24 Unplatted (2010 Construction)		2018			2025	2029	0.5	$ 6,000.00
Stanhope Terrace		2021		2018	2025	2032	0.26	$ 3,120.00
Sunfish Lake Business Park 2nd			2022		2025	2032	0.1	$ 1,200.00
Sunflower Ridge			2022		2025	2032	0.54	$ 6,480.00
Sunny Ponds		2018			2025	2032	0.44	$ 5,280.00
The North Forty 2nd		2021	2018		2025	2032	0.34	$ 4,080.00
The North Forty 3rd		2021	2018		2025	2032	1.04	$ 12,480.00
The Ponds of Ramsey			2022		2025	2032	1.2	$ 14,400.00
Tiger Meadows			2022		2025	2032	0.53	$ 6,360.00
Wood Pond Hills 2nd, 3rd, 4th, & 5th				2022	2025	2029	0.88	$ 10,560.00
Woodland Green		2021	2018		2025	2032	0.82	$ 9,840.00

Estimated Total Project Cost $ 238,800.00

Estimated Total Project Miles 19.90

IP 25-10 DRAFT
2025 Pavement Rejuvenator Improvements

Legend

- 2025 Pavt Rejuvenator
- Road_Centerlines
- ScoutCamp
- Golf_Courses
- Parks
- Rivers
- Lakes_Ponds
- Creeks

PRELIMINARY 2025 PAVEMENT REJUVENATION IMPROVEMENT STREET SUMMARY

Project	Wear Course Year	Overlay Year	Reconstruction Year	Project Year	Miles	Cost ($12K/mi.)
Alpine Meadows		2023		2025	0.16	$ 4,000.00
Barthel's Rum River Acres 2nd			2023	2025	1.64	$ 41,000.00
Highlands at River Park		2023		2025	0.69	$ 17,250.00
Highlands at River Park 2nd		2023		2025	0.61	$ 15,250.00
Highlands at River Park 3rd		2023		2025	0.29	$ 7,250.00
Highlands at River Park 4th		2023		2025	0.09	$ 2,250.00
Hy-10 Ramsey			2023	2025	0.39	$ 9,750.00
Hy-10 Ramsey (Ferret Street)	2023			2025	0.09	$ 2,250.00
MSA - 161st Avenue (Armstrong Blvd / Variolite St)			2023	2025	0.51	$ 12,750.00
MSA - 167th Avenue (CSAH 5 / TH 47)			2023	2025	1.13	$ 28,250.00
MSA - Alpine Drive (Armstrong Blvd / Pt 400 ft w/o Armstrong Blvd)			2023	2025	0.07	$ 1,750.00
MSA - Riverdale Drive (Ramsey Blvd / Feldspar Street)		2023		2025	0.61	$ 15,250.00
Northfork Meadows	2023			2025	0.75	$ 18,750.00
Rivenwick 3rd		2023		2025	0.24	$ 6,000.00
Rivenwick Village		2023		2025	0.4	$ 10,000.00
Whispering Pines Estates Plat 3			2023	2025	1.73	$ 43,250.00
Williams Woods	2023			2025	0.3	$ 7,500.00
				Estimated Total Project Cost		$ 242,500.00
				Estimated Total Project Miles		9.70

2025 ANNUAL MSA PAVEMENT STRIPING IMPROVEMENT

Street	Description	Year Due	Year Due	Miles	Cost ($6K/mi.)	Last Pavement Marking Year	Next Pavement Treatment
Puma Street	Bunker Lake Blvd / Alpine Dr	2025	2030	0.51	$ 3,060.00		2038 OL
Riverdale Drive	Traprock St / Ramsey Blvd	2025	2030	0.47	$ 2,820.00	2017	2037 OL
Variolite Street	Alpine Dr / 173rd Ave	2025	2030	2.25	$ 13,500.00	2020	2040 OL
				Estimated Total Project Cost	$ 19,380.00		
				Estimated Total Project Miles	3.23		

Public Works Committee

Meeting Date: 11/19/2024

Primary Strategic Plan Initiative: Address infrastructure needs.

Title:

Consider Recommending City Council Authorization to Prepare Plans and Specifications for 2025 Pavement Management Program Projects

Purpose/Background:

Purpose:

The purpose of this case is to consider recommending City Council authorization to prepare plans and specifications for 2025 Pavement Management Program Projects, which have not already received said authorization.

Background:

The proposed 2025 – 2034 Capital Improvement Plan (CIP) identifies six (6) street reconstruction improvements and one (1) pavement overlay improvement for 2025.

- IP 24-13 Fox Ridge Estates 1st & 2nd Street Reconstructions
  - City Council approved plans and specifications and authorized advertisement for bids 11/12/2024
- IP 25-02 MSA Sunwood Drive (Nowthen Boulevard to Erkium Street) Reconstruction
- IP 25-03 MSA Alpine Drive (Sunfish Lake Boulevard to Saint Francis Boulevard) Reconstruction
- IP 25-04 Dickenson's Mississippi Estate Street Reconstructions
  - City Council approved engineering design services proposal from Bolton & Menk to prepare final plans and specifications 7/23/2024. Services include topographic survey.
- IP 25-05 High Point Street Reconstructions
- IP 25-06 Sorteberg's Street Reconstructions
- IP 25-07 2025 Neighborhood Pavement Overlay Improvements

Improvement projects 24-13 and 25-04 have already received formal City Council approval to prepare plans and specifications. Street segment summaries for the remaining four (4) street reconstructions and the pavement overlay improvement are attached to this case. Additionally, the 2025 Draft Pavement Management Program Projects Map is attached to this case.

Preliminary Design

On May 28, 2024 Ramsey City Council Resolution #24-138 ordered request for proposals for 2025 Capital Improvement Program projects topographic surveys, geotechnical services and utility testing. Staff will use the topographic surveys, geotechnical services, and utility testing as design aids for the proposed improvement projects. The Public Works Committee considered recommending City Council ordering these request for proposals on May 21, 2024, and unanimously approved.

Topographic Surveys: On July 23, 2024 Ramsey City Council Resolution #24-198, awarded proposals for topographic surveys of four (4) proposed street reconstructions (IP 25-02; IP 25-03; IP 25-05; IP 25-06) to Hakanson Anderson. Staff has since received and reviewed the surveys, which confirmed the requested surveys are complete and thorough. Additionally, on October 22, 2024 Ramsey City Council Resolution #24-295, awarded a proposal for topographic survey of pedestrian ramps as required for IP 25-07 2025 Neighborhood Pavement Overlay Improvements. The surveys will be used to create an existing ground surface and locate features once project design begins.

Geotechnical Reports: On August 12, 2024 Ramsey City Council Resolution #24-220, awarded proposals for geotechnical services of five (5) proposed street reconstructions (IP 25-02; IP 25-03; IP 25-04; IP 25-05; IP 25-06) to Independent Testing Technologies, Inc. The geotechnical services, including the geotechnical report will be used to help determine the required pavement section, if any soil corrections will be anticipated, and if utility work will require special backfill or groundwater considerations. Staff has received all reports and has done an initial review, which determined the reports were complete and met the requirements of the proposals.

Sewer Cleaning and Televising: On November 12, 2024 Ramsey City Council Resolutions #24-309; #24-310; #24-311 awarded proposals for sewer cleaning and televising for IP 25-02, IP 25-03, and IP 25-04 respectively, to Hydro-Klean, LLC. The proposals require the cleaning and televising to be performed within 30 working days of notice to proceed, which is generally anticipated to occur by mid-January 2025. Televising of sanitary and storm sewer allows staff to determine if damaged pipes exist within the project area, and allows them to be addressed with the larger street reconstruction project.

Anticipated Project Scopes

IP 25-02 Sunwood Drive Reconstruction: This project proposes to reconstruct Sunwood Drive between Nowthen Boulevard (CSAH 5) and Erkium Street. Sunwood Drive is a 40-foot-wide urban section with concrete curb and gutter, totaling 0.20 miles in length, with 5-foot wide concrete sidewalk on both sides of the street. The Average Daily Traffic (ADT) is 1,050. Sunwood Drive is a Municipal State Aid (MSA) street and must conform to MSA design standards, including meeting a 10-ton pavement design standard. Because the existing pavement section is only 4.2-inches of bituminous over 2.2-inches aggregate base (6.4-inch total section), the typical full-depth reclamation (FDR) process cannot be used to meet pavement strength design requirements. Staff is proposing to place 4-inches of new bituminous over 6-inches aggregate base. This will be achieved by removing the existing pavement and aggregate base, removing an additional 4-inches of subbase material, and placing 6-inches of new aggregate base and 4-inches of new bituminous pavement. The existing concrete curb and gutter is proposed to remain in-place with spot replacements, as well as pedestrian ramp improvements. In recent years, stabilized full-depth reclamation (SFDR) projects have been used to add strength and avoid excess subbase excavation. However, the minimum SFDR thickness is 4-inches, with 5-inches being more typical. In this case, achieving the minimum SFDR thickness would also require additional excavation, and no cost savings.

Review of the geotechnical report found clean sands, ideal for both utility and pavement support within the project area. Additionally, groundwater is not anticipated to be a concern for the street reconstruction.

Improvements to the existing municipal utilities are not anticipated. This will be confirmed with review of the televising reports.

CIP level estimated project costs for IP 25-02 Sunwood Drive Reconstruction are $348,450 ($303,000 MSA Funds; $45,450 Stormwater Utility Funds). Any repairs to the sanitary sewer or watermain would be paid for with associated utility funds.

IP 25-03 Alpine Drive Reconstruction: This project proposes to reconstruct Alpine Drive between Sunfish Lake Boulevard (CR 57) and Saint Francis Boulevard (TH 47). The actual project tie-in points are proposed to vary in distance from the adjacent County roads within the project, due to relatively recently completed Anoka County Highway Department traffic signal improvements.

Alpine Drive between Sunfish Lake Boulevard (CR 57) and Nowthen Boulevard (CSAH 5) is 44-foot-wide urban section with an 8-foot bituminous trail on the north side of the street, and an 8-foot bituminous trail on the south side of the street on the western half of the area. The Anoka County signal upgrade at Sunfish Lake Boulevard from 2011, including turn lanes for westbound Alpine Drive, reconstructed approximately 460 linear feet of Alpine Drive east of Sunfish Lake Boulevard. The Anoka County signal upgrade at Nowthen Boulevard from 2014, including turn lanes for eastbound Alpine Drive, reconstructed approximately 660 linear feet of Alpine Drive west of Nowthen Boulevard. The ADT for this segment of Alpine Drive is 2,900. Review of the geotechnical report found clean soils under the pavement, however, groundwater was found within 3 feet of the pavement for an approximately 750-foot section of Alpine Drive which crosses wetland. Staff has observed pavement rutting in this area, likely caused by the high groundwater. The project is proposed to include raising a

portion of this section of Alpine Drive, to give a minimum of 30-inches of separation between groundwater and the bottom of the pavement section. Staff is proposing to mill and overlay the 460 linear feet of Alpine Drive east of Sunfish Lake Boulevard. The 660 linear feet of Alpine Drive west of Nowthen Boulevard was found to be in good condition, and only refreshing the pavement markings is proposed in that section of Alpine Drive. Staff has noted several broken pieces of concrete curb and gutter, and is investigating if it would be more cost-effective to replace all curb in gutter in the reconstruction area between Sunfish Lake Boulevard and Nowthen Boulevard compared to spot repairs.

Alpine Drive between Nowthen Boulevard and Saint Francis Boulevard (TH 47) is a combination of 44-foot-wide urban and rural section with an 8-foot bituminous trail on the south side of the street, and an 8-foot bituminous trail between Krypton Street and TH 47 on the north side of the street. The Anoka County signal upgrade at Nowthen Boulevard from 2024, including turn lanes for westbound Alpine Drive, reconstructed approximately 740 linear feet of Alpine Drive east of Nowthen Boulevard (generally to Krypton Street). This was found to generally be in good condition, with only refreshing of the pavement markings proposed in this section of Alpine Drive. The ADT for this segment of Alpine Drive is 2,500. Review of the geotechnical report found clean sands, ideal for both utility and pavement support. The total project length of Alpine Drive between Sunfish Lake Boulevard and TH 47 is approximately 1.02 miles.

Alpine Drive is an MSA street and must meet MSA 10-ton pavement strength design requirements. To achieve this, staff is proposing to place 4.5-inches new bituminous over 5-inches aggregate base (9.5-inch total pavement section). The pavement cores produced as part of the geotechnical report found approximately 5-inches of bituminous over 4.5-inches aggregate base, which will allow the project to be built without additional subsoil excavation to achieve the proposed pavement section. The western 460 linear feet is proposed to only receive a 2-inch mill and overlay. Approximately 750 linear feet across the wetlands west of Nowthen Boulevard are proposed to be raised, which will require replacement of the concrete curb and gutter. Additionally, Staff will be reviewing the cost-effectiveness of replacing all concrete curb and gutter west of Nowthen Boulevard (in the areas proposed to be reconstructed). The section of Alpine Drive approximately 660 linear feet west and 460 linear feet east of Sunfish Lake Boulevard is not proposed to receive a bituminous treatment, only refreshing the existing pavement markings. The remaining pavement, generally between Krypton Street and TH 47 is proposed to be reconstructed using the FDR method with only spot curb and gutter repairs.

Bituminous trail exists throughout the project area, including on both sides of Alpine Drive for approximately half the project. In general, the bituminous trail is functional, but has deteriorated to a point where improvements to the trail are recommended. Staff is proposing to include reconstruction of the bituminous trail and associated pedestrian ramps as an alternative bid. In total there is approximately 7,600 linear feet of 8-foot bituminous trail within the project area. Replacement of this trail is not included within the CIP. Staff believes the majority of the trail should qualify for MSA funding if desired, but will look further into potential funding sources as part of the project design process. Staff estimates construction costs for the trail replacement at $250,000.

Staff has identified an unmarked crossing at Sodium Street, connecting the Alpine Acres subdivision with the Fox Knoll subdivision to the south. Alpine Drive is a 45 mph (high speed) road, staff does not support a crossing at this location and is proposing to remove the pedestrian ramp on the south side of Alpine Drive with this project. The bituminous trail continues west to Sunfish Lake Boulevard which provides safe crossings, including crossing westbound to Alpine Park; the most likely destination for local trail users in this region of the City. Additionally, a marked mid-block crossing exists between Nowthen Boulevard and Helium Street. There is only a footpath to the trail on the south side of Alpine Drive, and a marked crossing exists at Helium Street. Staff is proposing to eliminate the mid-block markings as part of this project.

The only known sanitary or storm sewer improvements are located in the wetland area west of Nowthen Boulevard. Two corrugated metal pipe (CMP) culverts are proposed to be upgraded to reinforced concrete pipe (RCP). In addition, two sets of storm sewer inlets and outlets to the wetlands exist in this stretch. By raising the roadway, at a minimum the catch basin castings will need to be adjusted, but may need to be replaced depending on how high the road is raised. Any additional repairs will not be known until the sewer televising reports are reviewed.

CIP level estimated project costs for IP 25-03 Alpine Drive Reconstruction are $1,121,573 (975,281 MSA Funds; $146,292 Stormwater Utility Funds). Any repairs to the sanitary sewer or watermain would be paid with the associated utility funds.

IP 25-05 High Point Street Reconstructions: This project proposes to reconstruct the streets within the High Point and Section 22 Unplatted subdivision, generally located between Ramsey Boulevard and Zirconium Street, between 155th and 157th Avenues. The street within Section 22 Unplatted (156th Avenue) are 26-foot urban with bituminous curbing and rural with drainage swales at the low point. The streets within High Point are 30-foot urban section with bituminous curbing and cross street valley gutters with drainage flumes at low points. The streets total approximately 1.67 miles in total length, traffic counts have not been taken within the project area.

Staff is proposing to replace the bituminous curbing with surmountable concrete curb and gutter. Where feasible storm sewer inlets and storm sewer piping will replace bituminous flumes and cross gutters to improve drainage. This will be further explored during project design.

Review of the geotechnical report found clean sands, ideal for pavement support within the project area. Additionally, groundwater is not anticipated to be a concern for the street reconstruction. Staff is proposing a pavement section of 3.5-inches new bituminous pavement over 6-inches aggregate base. The existing pavement section ranges from 6 to 8-inches thick. To achieve the proposed pavement section, additional subsoil excavation of 2 to 3-inches will be required.

During initial project review, staff identified the Zirconium Street cul-de-sac is in need of further discussion. The current City design standards require cul-de-sacs be built to a 100-foot diameter within a 120-foot right of way. The Zirconium Street cul-de-sac was built to a 165-foot diameter within a 200-foot diameter right of way. Placing the cul-de-sac back to this oversized diameter is financially undesirable, and staff proposes to explore several replacement options. Staff proposes bringing a separate case back to the Public Works Committee for further discussion once preliminary project costs for various options are known.

CIP level estimated project costs for IP 25-05 High Point Street Reconstructions are $1,986,165 ($1,727,100 PM Funds; $259,065 Stormwater Utility Funds).

IP 25-06 Sorteberg's Street Reconstructions: This project proposes to reconstruct the streets within the Sorteberg's subdivision, which are generally located east of Armstrong Boulevard, one block south of Central Park. The streets are 30-foot wide urban section with bituminous curbing and curb cuts at the low points. The streets total approximately 0.54 miles in total length, traffic counts have not been taken within the project area.

Staff is proposing to replace the bituminous curbing with surmountable concrete curb and gutter. Initial review has shown depth is not available to place storm sewer inlets and piping at the low points, a combination of concrete valley gutters and flumes will be used for drainage at the low points.

Review of the geotechnical report found clean sands, ideal for pavement support within the project area. Staff is proposing a pavement section of 3.5-inches new bituminous pavement over 4-inches aggregate base made up of recycled reclamation. The existing pavement section ranges between 7.4-inches and 10.3-inches in total thickness, to achieve the proposed pavement section additional subsoil excavation is not required.

CIP level estimated project costs for IP 25-06 Sorteberg's Street Reconstructions are $642,890 ($559,035 PM Funds; $83,855 Stormwater Utility Funds).

IP25-07 2025 Neighborhood Pavement Overlay Improvements: This project proposes to mill and overlay public streets in eight (8) subdivisions within the City; Ramsey Town Center, Ramsey Town Center 2nd, Ramsey Town Center 4th, Ramsey Town Center 6th, Ramsey Town Center 7th, Ramsey Town Center IP 05-22, Rum River Hills, and Village of Sunfish Lake. The project totals 3.50 miles in length. All proposed areas are urban sections with varying street widths. Staff is not proposing any repairs to watermain or sanitary sewer with this project. Minor storm sewer structure repairs, typically re-grouting catch basins, is proposed. Additionally, any pedestrian ramps will be brought up to current ADA compliance. The project area is estimated to include 100 pedestrian

ramps. Staff anticipates at least 75 of the pedestrian ramps will require replacement. This will be further explored during project design.

The streets within Ramsey Town Center 7th; 146th Avenue between Center Street and Rhinestone Street, and Traprock Street between 146th Avenue and East Ramsey Parkway, were constructed in 2005 with only the first lift of bituminous pavement. This project includes removing the existing pavement, staff will determine if by milling or reclamation during project design, and placing two new lifts of bituminous pavement. During development, funds were received from Greenway Terrace and, more recently, the first phase of Parkside Townhomes, as a cost-share to pay for the wear course bituminous pavement. To date, the City has collected $14,500.00 from Greenway Terrace and $7,700.00 from Parkside Townhomes. Additional wear course fees will be collected as future phases develop frontage along 146 th Avenue or Traprock Street.

Twenty-three (23) of the pedestrian ramps proposed to be replaced are connections to the trail system within The Draw Park, generally along Ramsey Parkway between Center Street and Ramsey Boulevard. The trail itself still has some useful life remaining, but is showing significant exposed aggregate. Staff proposes to include an alternative bid to mill and overlay the bituminous trails within The Draw Park. There are approximately 1,625 linear feet of trails and staff estimates construction costs of $130,000 to perform this work. Overlaying the trails are not included within the CIP, and does not qualify to use Pavement Management Funds. Potential funding sources will be explored during project design, and would be presented at time of plan approval.

CIP level estimated project costs for IP 25-07 2025 Neighborhood Pavement Overlay Improvements are $1,130,801 ($1,047,111 PM Funds; $69,190 Stormwater Utility Funds).

Project Timelines

City Staff is proposing to prepare plans and specifications for 2025 pavement management program projects in-house, as part of their normal duties. The following are the proposed general project timelines:

November 26, 2024	City Council Authorization to prepare plans and specifications
Dec 2024 / Feb 2025	Staff prepares plans and specifications
Feb / March, 2025	City Council approve plans, authorize bidding
March / April, 2025	Bid opening, City Council award contracts
Spring 2025	Begin Construction
Summer / Fall 2025	Finish Construction

Staff proposes to bid projects separately, but to bid and award projects as close together as practical, which generally allows for a better bidding environment for the City.

Notification:

Notifications are not required for this case.

Time Frame/Observations/Alternatives:

Timeframe:

Staff anticipates this case will take approximately 30 minutes to present and respond to questions.

Observations:

Estimates are CIP level and will be updated during the design process.

Alternatives:

Alternative #1: Motion to recommend City Council authorization to prepare plans and specifications for 2025 Pavement Management Program projects.

Alternative #2: Motion of other.

Funding Source:

Funding for these projects is proposed to be a combination of Pavement Management Funds, Municipal State Aid Funds, and Storm Water Funds as identified in this case and within the proposed 2025 – 2034 Capital Improvement Program.

Recommendation:

Staff recommends alternative #1.

Outcome/Action:

Motion to recommend City Council authorization to prepare plans and specifications for 2025 Pavement Management Program projects.

Attachments

2025 PMP Draft Map

25-03 Alpine Drive Site Plan

25-02 Street Summary

25-03 Street Summary

25-05 Street Summary

25-06 Street Summary

25-07 Street Summary

Form Review

Inbox	Reviewed By	Date
Bruce Westby	Bruce Westby	11/13/2024 01:43 PM
Brian Hagen	Brian Hagen	11/14/2024 03:13 PM
Form Started By: Joe Feriancek		Started On: 11/07/2024 08:24 AM
Final Approval Date: 11/14/2024		

2025 DRAFT Proposed Pavement Management Program Projects

IP 24-13
FOX RIDGE ESTATES 1ST & 2ND
STREET RECONSTRUCTIONS

IP 25-07
2025 NEIGHBORHOOD OVERLAYS
RUM RIVER HILLS

IP 25-05
HIGH POINT
STREET RECONSTRUCTIONS

IP 25-06
SORTEBERG'S
STREET RECONSTRUCTIONS

IP 25-03
MSA ALPINE DRIVE RECONSTRUCTION
(CR 57 / TH 47)

IP 25-02
MSA SUNWOOD DRIVE RECONSTRUCTION
(CSAH 5 / ERKIUM STREET)

IP 25-07
2025 NEIGHBORHOOD OVERLAYS
VILLAGE OF SUNFISH LAKE

IP 25-07
2025 NEIGHBORHOOD OVERLAYS
RAMSEY TOWN CENTER
1ST; 2ND; 4TH; 6TH; 7TH; IP 05-22

IP 25-04
DICKENSON'S MISSISSIPPI ESTATE
STREET RECONSTRUCTIONS

Legend

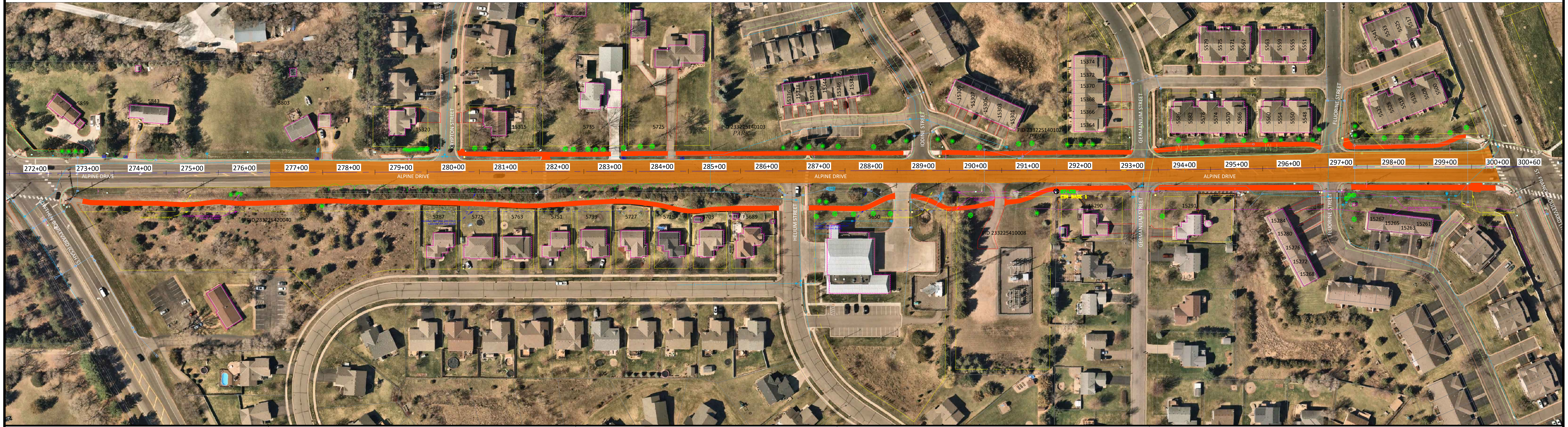
- 2025 MSA Recon.
- 2025 Overlay
- 2025 Reconstruction
- Streets
- MuniBndry
- ScoutCamp
- Golf_Courses
- Parks
- Rivers
- Lakes_Ponds
- Creeks

0 0.25 0.5 1 Miles

0 90 180 270
SCALE (FEET)

N

Legend	
(orange)	RECLAMATION - FULL DEPTH
(yellow)	MILL & OVERLAY PAVEMENT
(blue)	RAISE PAVEMENT AREA
(red-orange)	ALT BID - BITUMINOUS TRAIL



City of RAMSEY

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

IP 25-03 ALPINE DRIVE (CSAH 5 / TH 47)
PROJECT LAYOUT

25-02 MSA Sunwood Drive (CSAH 5 / Erkium Street) Reconstruction Street Segment Summary											
Street	**Segment Description**	**Length (feet)**	**Section (Urban / Rural)**	**2024 PASER**	**Year Built**	**Maint. 1**	**Maint. 2**	**Maint. 3**	**Avg HMA (inches)**	**Avg Agg. Base (inches)**	**Avg Section (inches)**
Sunwood Drive	Nowthen Boulevard (CSAH 5) / Erkium Street	1065	Urban	4	1993	SC 1998	SC 2006	SC 2013	4.2	2.2	6.4
Sunwood Drive Total Length		*1065*	*0.2 mi.*								

IP 25-03 MSA Alpine Drive (CR 57 / TH 47) Reconstruction
Street Segment Summary

Subdivision	Street	Segment Description	Length (feet)	Section (Urban / Rural)	2024 PASER	Year Built	Maint. 1	Maint. 2	Maint. 3	Avg HMA (inches)	Avg Agg. Base (inches)	Avg Section (inches)
MSA Alpine Drive	Alpine Drive	CR 57 / Pt 500 feet east of CR 57	510	Urban	6	1991	SC 1995	SC 2002	SC 2017	5.1	n/a*	n/a*
	Alpine Drive	Pt 500 feet east of CR 57 / CSAH 5	1944	Urban	5	1991	SC 1995	SC 2002	SC 2017	5.1	n/a*	n/a*
	Alpine Drive	CSAH 5 / Junkite Street	1297	Urban & Rural	5	1980	SC 1989	OL 2002	SC 2009	4.3	n/a*	n/a*
	Alpine Drive	Junkite Street / TH 47	1621	Urban	5	1980	SC 1989	OL 2002	SC 2009	4.3	n/a*	n/a*
MSA Alpine Drive (CR 57 / TH 47) Total Length			5372	1.017 mi.		* GPR Inconsistency with apparent base thickness, value could not be determined						

IP 25-05 High Point Street Reconstructions
Street Segment Summary

Subdivision	Street	Segment Description	Length (feet)	Section (Urban / Rural)	2024 PASER	Year Built	Maint. 1	Maint. 2	Maint. 3	Maint. 4	Maint. 5	Avg HMA (inches)	Avg Agg. Base (inches)	Avg Section (inches)
Section 22 Unplatted	156th Avenue	CR 56 / West Edge of Plat High Point	2587	Urban (Bit. Curb)	5	1989	SC 1996	OL 2001	SC 2007	SC 2014		2.5	4.8	7.2
Section 22 Unplatted Total Length			*2587*	*0.49 mi.*										
High Point	155th Avenue	NW PC Dolomite Street / Zirconium Street	1607	Urban (Bit. Curb)	3	1979	SC 1985	SC 1993	OL 2001	SC 2007	SC 2014	4.3	4.2	8.5
	156th Avenue	Coquina Street / NW PC Basalt Street & 156th Avenue	411	Urban (Bit. Curb)	4	1979	SC 1985	SC 1993	OL 2001	SC 2007	SC 2014	3.5	n/a*	n/a*
	156th Avenue	West Edge of Plat / Dolomite Street	211	Urban (Bit. Curb)	4	1979	SC 1985	SC 1993	OL 2001	SC 2007	SC 2014	2.5	4.8	7.3
	157th Avenue	Dolomite Street / NW PC Coquina Street & 157th Avenue	440	Urban (Bit. Curb)	4	1979	SC 1985	SC 1993	OL 2001	SC 2007	SC 2014	4.1	4.4	8.5
	Basalt Street	155th Avenue / NW PC 156th Avenue & Basalt Street	681	Urban (Bit. Curb)	4	1979	SC 1985	SC 1993	OL 2001	SC 2007	SC 2014	3.7	2.5	6.2
	Coquina Street	155th Avenue / NW PC 157th Avenue & Coquina Street	844	Urban (Bit. Curb)	3	1979	SC 1985	SC 1993	OL 2001	SC 2007	SC 2014	3.6	3.7	7.3
	Dolomite Street	NW PC 155th Avenue & Dolomite Street / North Edge of Plat	1079	Urban (Bit. Curb)	4	1979	SC 1985	SC 1993	OL 2001	SC 2007	SC 2014	3.9	3.9	7.8
	Zirconium Street	155th Avenue / Cul-de-sac	763	Urban (Bit. Curb)	4	1979	SC 1985	SC 1993	OL 2001	SC 2007	SC 2014	3.4	n/a*	n/a*
	Zirconium Street	South Edge of Plat / 155th Avenue	211	Urban (Bit. Curb)	3	1979	SC 1985	SC 1993	OL 2001	SC 2012		3.4	n/a*	n/a*
High Point Total Length			*6247*	*1.183 mi.*	** GPR Base not visible, value could not be determined*									
High Point & Section 22 Unplatted Total Length			8834	1.673 mi.										

IP 25-06 Sorteberg's Street Reconstructions Street Segment Summary												
Subdivision	**Street**	**Segment Description**	**Length (feet)**	**Section (Urban / Rural)**	**2024 PASER**	**Year Built**	**Maint. 1**	**Maint. 2**	**Maint. 3**	**Avg HMA (inches)**	**Avg Agg. Base (inches)**	**Avg Section (inches)**
Sorteberg's	159th Lane	CSAH 83 / Xenolith Street	1929	Urban (Bit Curb)	4	1979	OL 1994	SC 2001		3.3	4.1	7.4
	Xenolith Street	159th Lane / 161st Avenue	898	Urban (Bit Curb)	3	1979	OL 1994	SC 2001		3.7	6.6	10.3
Dickenson's Mississippi Estate Total Length			2827	0.535 mi.								

IP 25-07
2025 Neighborhood Pavement Overlay Improvements
Street Segment Summary

Subdivision	Street	Segment Description	Length (feet)	Section (Urban / Rural)	Curb (Bit / Conc.)	2024 PASER	Year Built	Maint. 1	Maint. 2	Maint. 3	Maint. 4	Maint. 5	Avg HMA (inches)	Avg Agg. Base (inches)	Avg Section (inches)
Ramsey Town Center	East Ramsey Parkway EB	Center Street / Rhinestone Street	1313	Urban	Conc.	7	2004	Wear 2010	SC 2014	CS 2021			5.8	7.5	13.3
	East Ramsey Parkway EB	Rhinestone Street / Peridot Street	704	Urban	Conc.	7	2004	Wear 2010	SC 2014	CS 2021			5.8	7.5	13.3
	East Ramsey Parkway EB	Peridot Street / Olivine Street	326	Urban	Conc.	6	2004	Wear 2010	SC 2014	CS 2021			5.8	7.5	13.3
	East Ramsey Parkway EB	Olivine Street / CR 56	424	Urban	Conc.	6	2004	Wear 2010	SC 2014	CS 2021			5.8	7.5	13.3
	East Ramsey Parkway WB	Center Street / Rhinestone Street	1208	Urban	Conc.	7	2004	Wear 2010	SC 2014	CS 2021			5.5	7.0	12.5
	East Ramsey Parkway WB	Rhinestone Street / Peridot Street	678	Urban	Conc.	7	2004	Wear 2010	SC 2014	CS 2021			5.5	7.0	12.5
	East Ramsey Parkway WB	Peridot Street / Olivine Street	410	Urban	Conc.	6	2004	Wear 2010	SC 2014	CS 2021			5.5	7.0	12.5
	East Ramsey Parkway WB	Olivine Street / CR 56	426	Urban	Conc.	6	2004	Wear 2010	SC 2014	CS 2021			5.5	7.0	12.5
	Peridot Street	Sunwood Drive / East Ramsey Parkway EB	774	Urban	Conc.	7	2004	Wear 2010	SC 2010	CS 2020			5.5	4.5	10.0
	Ramsey Town Center Total		*6263*	*1.19 mi.*											
Ramsey Town Center 2nd	146th Avenue	Peridot Street / Olivine Street	335	Urban	Conc.	7	2004	SC 2010	CS 2020				4.5*	6.0*	10.5*
	Olivine Street	East Ramsey Parkway WB / 146th Avenue	608	Urban	Conc.	7	2004	SC 2010	CS 2020				4.5*	6.0*	10.5*
	Peridot Street	East Ramsey Parkway WB / 146th Avenue	386	Urban	Conc.	7	2004	SC 2010	CS 2020				4.5*	6.0*	10.5*
	Ramsey Town Center 2nd Total		*1329*	*0.25 mi.*											
Ramsey Town Center 4th	145th Avenue	Rhinestone Street / Peridot Street	679	Urban	Conc.	7	2004	SC 2010	CS 2020				5.3	0**	5.3**
	Ramsey Town Center 4th Total		*679*	*0.13 mi.*											

* Per As-Built, GPR not available
** No Base Visible, GPR Data not available
*** No Wear Course Pavement; Rehabilitation Project

Subdivision	Street	Segment Description	Length (feet)	Section (Urban / Rural)	Curb (Bit / Conc.)	2024 PASER	Year Built	Maint. 1	Maint. 2	Maint. 3	Maint. 4	Maint. 5	Avg HMA (inches)	Avg Agg. Base (inches)	Avg Section (inches)
Ramsey Town Center 6th	146th Avenue	Rhinestone Street / Peridot Street	664	Urban	Conc.	7	2005	SC 2010	CS 2020				5.3	6.3	11.6
	Ramsey Town Center 6th Total		*664*	*0.13 mi.*											
Ramsey Town Center 7th	146th Avenue	Center Street / Rhinestone Street	1210	Urban	Conc.	6	2005	SC 2010					3.4***	6.0	9.4
	Traprock Street	East Ramsey Parkway WB / 146th Avenue	328	Urban	Conc.	6	2005	SC 2010					3.5***	6.3	9.8
	Ramsey Town Center 7th Total		*1538*	*0.29 mi.*											
Ramsey Town Center IP 05-22	Sapphire Street	Sunwood Drive / Veterans Drive	397	Urban	Conc.	7	2005	SC 2016	CS 2023				5.4	0**	5.4**
	Ramsey Town Center IP 05-22 Total		*397*	*0.08 mi.*											

IP 25-07

2025 Neighborhood Pavement Overlay Improvements

Street Segment Summary

Rum River Hills	169th Avenue	170th Lane / Iodine Street	1422	Urban	Bit	6	1986	SC 1992	OL 2004	SC 2009	SC 2018	4.0	2.7	6.7
	Iodine Street	Helium Street / Cul-de-sac	1823	Urban	Bit	6	1986	SC 1992	OL 2004	SC 2009	SC 2018	3.8	1.8	5.6
		Rum River Hills Total	*3245*	*0.61 mi.*										
Village of Sunfish Lake	146th Avenue	146th Lane / Tungsten Way	393	Urban	Conc.	7	2004	SC 2009	SC 2016	CS 2023		3.5*	4.0*	7.5*
	146th Avenue	Radium Street / East Edge of Plat	404	Urban	Conc.	7	2004	SC 2009	SC 2016	CS 2023		3.5*	4.0*	7.5*
	146th Avenue	Tungsten Way / Radium Street	459	Urban	Conc.	7	2004	SC 2009	SC 2016	CS 2023		3.5*	4.0*	7.5*
	146th Lane	Sodium Street / Park Circle	322	Urban	Conc.	7	2004	SC 2009	SC 2016	CS 2023		3.5*	4.0*	7.5*
	146th Lane	Sunwood Drive / Sodium Street	287	Urban	Conc.	7	2004	SC 2009	SC 2016	CS 2023		3.5*	4.0*	7.5*
	146th Lane North	Park Circle / Radium Street	244	Urban	Conc.	7	2004	SC 2009	SC 2016	CS 2023		3.5*	4.0*	7.5*
	146th Lane South	Park Circle / Radium Street	219	Urban	Conc.	7	2004	SC 2009	SC 2016	CS 2023		3.5*	4.0*	7.5*
	Radium Street	146th Lane / 146th Avenue	297	Urban	Conc.	7	2004	SC 2009	SC 2016	CS 2023		3.5*	4.0*	7.5*
	Radium Street	Sodium Street / 146th Way South	409	Urban	Conc.	7	2004	SC 2009	SC 2016	CS 2023		3.5*	4.0*	7.5*
	Radium Street	Sunwood Drive / Sodium Street	306	Urban	Conc.	7	2004	SC 2009	SC 2016	CS 2023		3.5*	4.0*	7.5*
	Sodium Street	146th Lane / Radium Street	862	Urban	Conc.	7	2004	SC 2009	SC 2016	CS 2023		3.5*	4.0*	7.5*
	Tungsten Way	146th Avenue / South Edge of Plat	161	Urban	Conc.	7	2004	SC 2009	SC 2016	CS 2023		3.5*	4.0*	7.5*
		Village of Sunfish Lake Total	*4363*	*0.83 mi.*										
2025 Neighborhood Pavement Overlay Total			**18478**	**3.5 mi.**										

* Per As-Built, GPR not available

** No Base Visible, GPR Data not available

*** No Wear Course Pavement; Rehabilitation Project

Public Works Committee

Meeting Date: 11/19/2024

Primary Strategic Plan Initiative: Not Applicable

Title:

Discuss Use of Recycled Asphalt Shingles for Paving Operations

Purpose/Background:

Councilmember Howell previously requested staff to present a case to discuss the potential for incorporating recycled asphalt shingles into our public paving projects.

Staff will present background information during the meeting highlighting the availability and potential to use recycled asphalt shingles in our public paving projects, including our pavement patching, bituminous trail repair and replacement, and pavement management program projects. Staff will also present information on a previous City of Ramsey trail rehabilitation project that incorporated recycled asphalt shingles.

Councilmember Howell may have additional information or comments to offer.

Time Frame/Observations/Alternatives:

Staff anticipates this case will take 15 minutes to present and discuss.

Funding Source:

Dependent on discussions.

Recommendation:

Dependent on discussions.

Outcome/Action:

Dependent on discussions.

Attachments

Tech Bulletin on Asphalt Shingle Recycling

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	11/14/2024 03:16 PM
Form Started By: Bruce Westby		Started On: 11/13/2024 02:12 PM
Final Approval Date: 11/14/2024		

ASPHALT ROOFING MANUFACTURERS ASSOCIATION

TECHNICAL BULLETIN

Asphalt Shingle Recycling

Revised March 2022

What is asphalt shingle recycling?
It is becoming increasingly common for shingles to be recycled instead of going to a landfill. Shingle recycling is the process of taking asphalt shingles from roof tear-offs and reusing them in other products, ensuring the material does not end up in landfill.

What are the benefits of asphalt shingle recycling?
Shingle recycling is economically viable, convenient where available, and saves valuable resources from being sent to a landfill. Recycled asphalt shingles have most commonly been used in pavement, which offsets the need for new asphalt and aggregate, and additional uses are being explored. Some manufacturers have developed or are developing processes to produce asphalt roofing shingles containing recycled materials from post-consumer and post-manufacture waste shingles, thereby creating a potential circular economy for asphalt roofing shingles. Asphalt shingle recycling can create jobs for recycling locations, reduce costs for paving, and allow homeowners to make a positive environmental contribution.

In what products are recycled asphalt shingles used?
The primary use of recycled shingles is to make roads, typically by adding pulverized shingles to the other asphalt used in pavement. In many cases, this may actually improve the pavement quality. Recycled shingles can also be used as an input to make roofing products or road maintenance products, or to produce energy.

How many asphalt shingles are recycled in roads?
One of the best estimates of asphalt shingle recycling into roads is developed by the National Asphalt Pavement Association (NAPA), whose annual survey of asphalt mixture producers and state asphalt pavement associations estimates the use of reclaimed asphalt shingles (RAS) into asphalt pavement. Their most recent survey conducted in 2019[1] estimates 921,000 tons of asphalt shingles were recycled into asphalt pavement. This is equivalent to approximately 368,000 residential roofs.[2] In comparison, the same NAPA survey estimates that 89,200,000 tons of reclaimed asphalt pavement (RAP) is recycled into asphalt mixtures for paving. Therefore, asphalt shingle recycling can be increased, which in turn would prevent a substantial amount of waste from being sent to a landfill.

What other options are available for recycling asphalt roofing besides using asphalt shingles in pavement?

In addition to use in pavement, asphalt roofing products can be used as:

- an ingredient in cold patch formulations used for pothole repair,
- an additive in manufacture of new asphalt shingles, underlayments, and roll roofing products,
- aggregate for the base layer in road construction,
- a component in the production of roof pavers,
- a dust and erosion control agent for rural roads and construction sites,
- and a fuel supplement in incinerators for energy generation.

Which states allow recycled asphalt shingles (RAS) into their pavement? Where is this practice most prevalent?

The National Asphalt Pavement Association (NAPA) annual survey of asphalt mixture producers and state asphalt pavement associations provides information about recycled asphalt shingle use in each state. In their 2019 survey,[1] RAS usage was reported in twenty-eight states. RAS usage has been reported every year from 2010 through 2019 in each of the following states: California, Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, North Carolina, Ohio, Oklahoma, Oregon, Pennsylvania, Texas, and Washington. The top ten states with highest estimated RAS usage are Texas, North Carolina, Pennsylvania, Wisconsin, Indiana, Illinois, Oregon, Kentucky, Missouri, and Tennessee.

How can I find an asphalt shingle recycler nearby?

Shingle recycling is available in most major markets in the United States and in some locations in Canada, and new sites continue to open. There are multiple resources for finding a recycler, including online at www.shinglerecycling.org and www.earth911.com, or by calling 1-800-CLEANUP. You can also use local resources for finding businesses or conduct an internet search. No matter which method is used to find a recycler, contact them directly to confirm their current capability to accept and process shingles for recycling.

Is every asphalt shingle recycler listed on ShingleRecycling.org or Earth911.com?

No! If you know of a location that is not listed, please let ShingleRecycling.org or Earth911.com know by emailing info@shinglerecycling.org or info@earth911.com.

What if I can't find an asphalt shingle recycler nearby?

Send an email to info@shinglerecycling.org or visit Earth911 Recycling Search.

Do roofing contractors or do-it-yourselfers have to separate material as it is removed from the roof?
Call ahead to your recycler to determine what your recycler allows. Each recycler has specific rules regarding requirements for separating shingles from other materials. It is good practice to keep shingles separate from other construction debris, such as wood or metal or other disposed materials.

What about nails?
You do not have to pull out nails — most recyclers use powerful magnets on the shingle grinder to separate nails from shingles and then recycle the nails as well. Confirm with your local recycler on its capabilities and requirements for accepting shingles for recycling.

How much does recycling cost?
Recycling costs vary. It is typically cheaper than landfilling and might even become less expensive if materials are separated properly.

I do not want a large roll-off container in my yard. Will recyclers work with dump trailers?
Many recyclers are flexible, and options can be determined by calling to ask.

Should I bring up recycling with my contractor?
Many roofing contractors will market their past success in recycling shingles. Regardless, any roofing contractor should be open to the conversation and should confirm the ability and logistics for recycling the shingles involved in your project.

[1]Williams, Brett A., J. Richard Willis, and Joseph Shacat (National Asphalt Pavement Association, Greenbelt, MD), "Asphalt Pavement Industry Survey on Recycled Materials and Warm-Mix Asphalt Usage: 2019," September 2020.

[2]Estimate is based on assumption the shingles disposed during a typical single-layer roof replacement project weigh 2.5 pounds per square foot of roof area, and the average size of a typical roof is 2000 square feet.

Public Works Committee

Meeting Date: 11/19/2024

Primary Strategic Plan Initiative: Not Applicable

Title:

Receive Updates on Improvement Projects, Studies and Items of Interest

Purpose/Background:

The purpose of this case is to update the Public Works Committee on current and proposed City, County and MnDOT improvement projects and studies, and on other items of interest to the Committee.

City Improvement Projects

#25-01 Rivers Bend Regional Stormwater Pond Improvements

- Construction in progress
- External funding updates
- Substantial completion scheduled for November 22, 2024

#25-02 MSA Sunwood Drive Reconstruction – CSAH 5 to Erkium Street

- Design and plan preparation in progress
- 2025 construction

#25-03 MSA Alpine Drive Reconstruction – CSAH 57 to TH 47

- Design and plan preparation in progress
- 2025 construction

#25-04 Dickenson's Mississippi Estate Street Reconstruction

- Design and plan preparation in progress
- 2025 construction

#25-05 High Point Street Reconstruction

- Design and plan preparation in progress
- 2025 construction

#25-06 Sorteberg's Street Reconstruction

- Design and plan preparation in progress
- 2025 construction

#24-01 Barthel's Rum River Acres & White Pine Estates Street Reconstructions

- Substantially complete
- Punch list items are being addressed

#24-02 Halls Dover Acres Street Reconstruction

- Substantially complete
- Punch list items are being addressed

#24-03 2024 NE Ramsey Street Reconstruction

- Substantially complete
- Punch list items are being addressed

#24-04 Ford Brook Estates Drainage Improvements

- Substantially complete
- Punch list items are being addressed

#24-05 Xkimo St MSA (TH47 to 142nd Avenue) Reconstruction

- Substantially complete
- Punch list items are being addressed

#24-06 2024 MSA Pavement Overlay Improvements (McKinley St)

- Substantially complete
- Punch list items are being addressed
- Final completion scheduled for June 30, 2025

#24-07 2024 Neighborhood Overlay Improvements

- Substantially complete
- Punch list items are being addressed

#24-09 2024 Pavement Rejuvenator Improvements

- Substantially complete
- Punch list items are being addressed

#24-10 2024 MSA Pavement Markings

- Substantially complete
- Punch list items are being addressed

#24-11 Alpine Drive MSA Street Reconstruction (Puma St to CSAH 83)

- Substantially complete
- Punch list items are being addressed

#24-12 Juniper Woods 1st – 3rd Street Reconstruction

- Substantially complete
- Punch list items are being addressed

#24-13 Fox Ridge Estates 1st and 2nd Additions Street Reconstruction

- CC approved plans and authorized bids November 12th
- Advertisements published in Anoka Co Union Herald November 15th and 22nd
- 2025 construction proposed

#24-14 Ramsey Gateway Mississippi River Outfall Removal

- 2025 Change Order to IP #20-11, Ramsey Gateway Highway 10 Improvements

#24-51 TH 47 Trail Gap Connection – 142nd Avenue to Xkimo Street

- Bolton & Menk prepared plans and specs for 10' trail construction
- *MnDOT cost contribution update will be provided in November*

#24-54 Waterfront Trail Improvements

- Substantially complete
- Punch list items are being addressed

#24-56 Lift Station #1 Generator Improvements

- Substantial completion anticipated by end of November

#23-05 Barthel Rum River Acres 2nd Street Reconstruction

- Substantially complete
- Punch list items are being addressed

#23-19 COR Infrastructure Improvements

- Substantially complete
- Punch list items are being addressed

#23-20 COR Mass Grading

- Final payment anticipated in November

#21-08 WTP Trunk Watermain Improvements

- Substantially complete

- Punch list items are being addressed

#21-09 Centralized Water Treatment Plant

- Construction in progress
- Substantial completion scheduled for August, 2025
- Final completion scheduled for October, 2025

#20-11 Ramsey Gateway Highway 10 Improvements

- Sunfish Lake Blvd & Hwy 10 Interchange is substantially complete and opens to traffic soon
- Ramsey Blvd & Hwy 10 Interchange 2025 construction
- Final completion anticipated June 2026
- Project webpage https://www.anokacountymn.gov/3918/Hwy-10Ramsey-Blvd-Interchange

City of Anoka Improvement Projects

Ferry Street / Trunk Highway 47 Grade Separation of BNSF Rail Crossing

- City is leading project
- $45M in bonds authorized October 2020

Highway 47 Corridor Improvements – Garfield St to Bunker Lk Blvd

- Combining with above City-led project
- 3-lane design
- Received regional solicitation funds for 2027 construction
- Permanent signal system at McKinley Street
- Construction proposed for 2027 - 2029

Anoka County Improvement Projects

N/A

MnDOT Improvement Projects

N/A

Studies & Items of Interest

Wetland 114 P staff updates

- Water levels stabilized
- Staff continues to monitor water levels and will provide updates as needed

Commercial/Industrial/Residential Developments

- Staff can respond to questions as needed.

PWC Future Topics Calendar Discussion Items

GREP updates will be presented in January with detailed cost estimates and priority recommendations.

Notification:

Notification is not required for this case.

Time Frame/Observations/Alternatives:

Staff estimates up to 10 minutes will be needed for updates and discussion.

Recommendation:

Staff will offer recommendations on specific items when requested.

Outcome/Action:

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

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	11/14/2024 03:16 PM
Form Started By: Bruce Westby		Started On: 11/13/2024 02:13 PM
Final Approval Date: 11/14/2024		

Public Works Committee

Meeting Date: 11/19/2024

Primary Strategic Plan Initiative: Not Applicable

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 subject to change based on the availability of information and required attendees, staff workload, and competing interests and objectives.

Notification:

Notification is not required for this case.

Time Frame/Observations/Alternatives:

Less than 5 minutes is anticipated to be necessary to review the future topics calendar and address questions.

Funding Source:

Dependent on discussion.

Recommendation:

Staff recommends reviewing the attached calendar and to either approve the calendar by consensus or to direct Staff to revise the calendar as follows; _____.

Outcome/Action:

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

Attachments

PWC Calendar Nov2024

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	11/14/2024 03:16 PM
Form Started By: Bruce Westby		Started On: 11/13/2024 02:14 PM
Final Approval Date: 11/14/2024		

Public Works Committee Future Topics Calendar *

Date	Topics for Discussion – Committee Action
Future/TBD	Sunwood Drive Roundabout Landscaping *(Riverblood)*
Ongoing	Veterans Drive Dog Park Fence
Date	**Topics for Discussion – Regulatory**
Date	**Topics for Discussion – Policy**
Future/TBD	Landscaped Median Maintenance Policy *(Riverblood)*
Jan. 2025	Gravel Road Elimination Policy *(Westby)*
Nov. 2024	***Trail Maintenance Policy (Riverblood)***
Nov. 2024	***Stormwater Management Facilities Maintenance Policy (Westby)***
Date	**Topics for Discussion – Planning and Budget**
Future/TBD	Asset Management Program Update *(Westby)*
Ongoing	Targeted Trail Gap Connection Planning *(Riverblood)*
Nov. 2024	***Recycling Shingles for Pavement (Westby)***
Date	**Topics for Discussion – Staff Updates**
Ongoing	Project Review Process Improvements *(Westby)*
Ongoing	Flashing Yellow Arrow Improvement Opportunities *(Westby)*
Ongoing	TH 47 Improvements, Bunker Lk Blvd to Hwy 10 *(Westby)*
Nov. 2024	***TH 47 Trail Connection - 142nd to So. of Xkimo (Riverblood)***

* Dates subject to change based on availability of information, required attendees, staff workload, and competing interests and objectives.