

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

The Public Works Committee conducted a regular meeting on Tuesday, November 19, 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
 Assistant City Engineer Joe Feriancek
 Parks and Assistant Public Works Director Mark Riverblood

1. CALL TO ORDER

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

2. CITIZEN INPUT

There was none.

3. APPROVE AGENDA

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

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

4. APPROVE MINUTES

4.01: Approve October 15, 2024, Meeting Minutes

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

Regular Meeting Minutes dated October 15, 2024

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

5. COMMITTEE BUSINESS

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

City Engineer/Public Works Director Westby reviewed the staff report and the recommendation to provide a recommendation to the City Council to adopt the Stormwater Management Facilities Maintenance Policy. He stated that the Committee could also discuss the Trail Maintenance Policy under this item in regard to format since they would be similar and would become templates for future policies, noting that action should still remain separate.

Chairperson Musgrove referenced inspections and maintenance, and received confirmation that the information would be incorporated into section five.

Chairperson Musgrove noted that many sections include a maintenance recommendation of ten years. She asked if there should be language to preface such as starting four years after the adoption, or six years after the adoption of the policy in order to stagger those timeframes.

City Engineer/Public Works Director Westby reviewed the language related to the inspection of drainage pipes, which explains when the inspection typically occurs. He acknowledged that staff ultimately intends to do more frequent inspections, other than when streets are flooded or in preparation for proposed pavement management program projects. He stated that most inspections would be more staggered, and he could update the policy language to reflect that.

Councilmember Olson referenced the ten-year inspection cycle and asked if there are records that would reflect when those inspections would be due. He stated that perhaps the policy would refer to where the information would be kept.

City Engineer/Public Works Director Westby replied that information would be kept in the maintenance records. He stated that City staff has not been proactively inspecting most stormwater facilities and keeping inspection records, but staff would begin to do this if the policy is adopted.

Chairperson Musgrove commented that this looks good and provides direction. She suggested that, because safety and training are addressed in other policies, perhaps they should be referenced.

City Engineer/Public Works Director Westby replied that he does not believe that is necessary as this policy directs specific work and staff is adequately trained in the use of required equipment and safety prior to completing this work.

Councilmember Howell agreed that it would make sense not to include that information in order to keep this policy more straightforward and concise.

Chairperson Musgrove confirmed the consensus of the Committee to also exclude those sections in the Trail Maintenance Policy. She referenced an instance where perhaps a resident is upset with tree trimming and asked if there should be information in the Trail Maintenance Policy that would address the proper process.

Parks and Assistant Public Works Director Riverblood commented that would also be addressed under the training and personnel policies.

Chairperson Musgrove referenced language found within the Trail Maintenance Policy introduction that could be considered redundant and could perhaps be found under the funding section instead.

Councilmember Olson commented that because there is a funding section it would make sense to place the information in that section rather than the introduction.

Chairperson Musgrove referenced the sidewalk and trail inspection section and two-inch trip hazard threshold, asking for more information.

Parks and Assistant Public Works Director Riverblood commented that the City threshold is actually lower than that, but he would want to verify with the League of Minnesota Cities on the correct trip hazard threshold before placing that language within the policy.

Chairperson Musgrove referenced language found in the St. Francis policy and asked if that would be appropriate to have in the policy.

Parks and Assistant Public Works Director Riverblood provided additional details on the responsibility to repair sidewalk panels and the cost for that, which is a rate/charge adopted by the City Council annually. He did not see a problem leaving that language within the policy.

Chairperson Musgrove suggested a location for the trail maintenance photo. She noted a reference to City Code that she did not believe matched Ramsey's City Code and asked if that should be updated. She stated that there are some trails and sidewalks mapped out and asked for clarification on whether the map should simply state trails or whether every sidewalk would be included on the map.

Parks and Assistant Public Works Director Riverblood replied that sidewalks and trails would want to be kept together. He stated that there is not an official map for trail and sidewalk snow removal, although they do have plow maps.

Assistant City Engineer Feriancek stated that there is a trail and sidewalk map for plowing, although it is a plow map and not an official City map. He stated that they would have the means to create one if desired.

Parks and Assistant Public Works Director Riverblood suggested striking the word official.

Chairperson Musgrove referenced language related to the lifecycle of a boardwalk and the approach for repair. She stated that some of that detail seems to be more appropriate for plans and specifications rather than a policy but noted that she would be fine leaving the language in the policy as well.

Parks and Assistant Public Works Director Riverblood replied that the entirety of letter D could be removed.

Chairperson Musgrove referenced language related to trail bridges, expressing similar concern but stated that she would be fine leaving the language as is. She moved to funding and stated that it is a lot of information. She commented that she likes the comparison to what has been done and will need to be done. She suggested that information that would seem more specific to a case could be removed. She suggested that statement 14.03 be reviewed by staff and legal counsel. She stated that typically the Committee does not meet in December, but this could be brought back in December if desired. She noted that the other options would be for this to move forward to a Council worksession or on the regular City Council agenda.

City Engineer/Public Works Director Westby commented that the policies will be reformatted to match and both policies could be ready for the December 10th City Council worksession.

It was confirmed that this will move forward to the December 10th City Council worksession and then onto the regular agenda as an item on consent if there are no substantive changes.

5.02: Trail Maintenance Policy

This item was discussed at part of Item 5.01 and the consensus was that this policy will move to the December 10th City Council worksession.

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

Assistant City Engineer Feriancek reviewed the staff report and the recommendation for City Council authorization to prepare plans and specifications for 2025 pavement maintenance improvement projects.

Chairperson Musgrove commented that she recalled the budget was \$750,000 whereas the proposed cost is \$650,000. She asked if anything was removed from the list to result in the lesser cost. She asked if the MSA pavement marking would come from MSA funding.

Assistant City Engineer Feriancek replied that there was a one-year bump to \$750,000. He stated that based on the ten-year CIP and projected needs, he has reviewed what would be needed for crack seal and rejuvenation as well as pavement marking. He confirmed that a portion of the MSA funds is designated towards maintenance, therefore technically MSA funds are used but as an automatic contribution towards maintenance. He stated that the \$600,000 should be sufficient and projects were not pulled from the list.

Chairperson Musgrove asked for additional clarification on pothole repair.

Assistant City Engineer Feriancek replied that if there are funds left over from the \$600,000, those funds could be used for skim patching or other pothole repairs. He stated that staff plans to bring

this item to the City Council next week to receive authorization to develop the plans and specification and reviewed the anticipated timeline for bidding.

Motion by Councilmember Olson, seconded by Councilmember Howell, to recommend City Council authorization to prepare plans and specifications for 2025 Pavement Maintenance Improvement Projects.

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

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

Assistant City Engineer Feriancek reviewed the staff report and recommendation to recommend City Council authorization to prepare plans and specifications for 2025 pavement management program projects.

Chairperson Musgrove referenced crosswalk markings in different locations on Alpine and received confirmation that those markings would be removed. She also asked if the trail near the fire station would be raised to prevent it from flooding.

Assistant City Engineer Feriancek provided details on the storm sewer in that area and stated that perhaps the inlet needs to be adjusted to allow better drainage.

Chairperson Musgrove commented that if the road is going to be redone, it would make sense to also address the trail.

Assistant City Engineer Feriancek commented that while there are parts of the trail that are not terrible, there are some parts that need work. He asked if the Committee would support including a bid alternate for the trail replacement.

Chairperson Musgrove confirmed the consensus of the Committee in support of including the trail replacement as a bid alternate. She also referenced a segment of trail that goes nowhere.

Assistant City Engineer Feriancek replied that the short segment would be removed as there would be too many challenges to extending the trail to the intersection.

Chairperson Musgrove referenced a drainage issue that was discussed in the plans for the 161st Avenue reconstruction project and asked for more detail on where that is located.

Assistant City Engineer Feriancek identified the path that much of the drainage from Central Park and its parking lot system followed. He stated that as part of the 161st project, storm sewer and catch basins were installed along with a swale into the pond. He identified the low point coming off 159th and identified the larger area that is serviced by the pond.

Assistant City Engineer Feriancek reviewed the anticipated timeline for moving forward to the Council and related to bidding and construction.

Chairperson Musgrove referenced the Alpine Drive project, noting there is a median at the intersection of Alpine and Highway 47 and asking if that would stay.

Assistant City Engineer Feriancek replied that the median would stay.

Chairperson Musgrove asked if the trail bids were based on the length of the trail to create a rough estimate.

Assistant City Engineer Feriancek replied that the trails were based off a quick estimate of the area.

Motion by Councilmember Howell, seconded by Councilmember Olson, to recommend City Council authorization to prepare plans and specifications for 2025 Pavement Management Program Projects, including the bid alternates for trails as discussed.

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

6. COMMITTEE / STAFF INPUT

6.01: Discuss Use of Recycled Asphalt Shingles for Paving Operations

City Engineer/Public Works Director Westby reviewed the staff report and asked for input from the Committee.

Councilmember Olson stated that he would be interested in the additional information as he had the same questions that were included in the staff presentation.

City Engineer/Public Works Director Westby confirmed that staff can continue to do research once some of the road planning is wrapped up.

Councilmember Howell thanked staff for bringing this forward and hoped that she could gather some additional information as well.

City Engineer/Public Works Director Westby confirmed the consensus of the Committee to place this item on the future topics calendar.

Chairperson Musgrove recognized that sometimes staff is required to complete training and perhaps there would be some type of training or education session on this topic.

City Engineer/Public Works Director Westby commented that there are many avenues that could be used to learn more about this. He explained that if the City chose to use this method for patching, they would use a contractor that uses the mix and would not make the mix themselves.

Councilmember Howell asked if there could be a requirement for residents to dispose of asphalt shingles at a City location. She stated that the City could then partner with a company that would collect the material and provide a cost savings in return to the City on the patching mix.

6.02: 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.

Chairperson Musgrove thanked staff, and the partners involved in the River's Bend regional pond. She noted a project for Waco that is slated for 2033 and asked if that could be moved to 2030.

Assistant City Engineer Feriancek stated that project would be MSA funded and therefore it is a matter of funding allocation. He stated that the CIP is reviewed annually, and they can continue to monitor that.

6.03: Review Future Topics Calendar

City Engineer/Public Works Director Westby reviewed the future topics calendar.

Chairperson Musgrove asked and received confirmation that the County would be the lead on potential roundabouts for County Road 5. She asked why the gravel road policy was highlighted.

City Engineer/Public Works Director Westby commented that staff is working to develop solid cost estimates for each segment and will present that information at the January meeting. He stated that staff had a meeting scheduled with MnDOT for the TH 47 trail segment, but that was canceled. He stated that staff will continue to work on rescheduling the meeting. He stated that typically, there is not a December meeting and received confirmation from the Committee to cancel that meeting.

Chairperson Musgrove acknowledged that she and Councilmember Howell will not be returning in January and thanked staff for their hard work, noting that it has been great to be a member of the Committee.

7. ADJOURNMENT

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

Motion carried.

The regular meeting of the Public Works Committee adjourned at 7:48 p.m.

Respectfully submitted,



Bruce Westby
City Engineer/Public Works Director

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.