

# 2023 Spring Utility Coordination Meeting

Ben Hofschulte, Utility and Right of Way  
Coordinator

Ben Borowske, Utility and Right of Way  
Inspector

March 28, 2023

## Agenda

- **Introductions**
  - **Permits Overview – Ben Hofschulte**
  - **Permits Inspector- Ben Borowske**
  - **Construction Projects – John Mazzitello**
  - **Land Survey Update – Dan Baar**
  - **Environmental Update – Alan Rupnow**
  - **Round Table**
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## Topics for discussion

- Utility mapping requirements
- Spring Erosion Control
- Asphalt Restoration
- City Plan Submissions
- <https://www.ramseycounty.us/business/licenses-permits-inspections/permits>

All,

I am reaching out to all the public utility companies that have infrastructure in Ramsey County right of way. We are now going to require that you provide us with your most current mapping of in place facilities. We will be using this information to create a GIS layer in our mapping system and more importantly having a reference when we are designing new construction projects. Here is the language in our ordinance:

**Sec. 1.24. Mapping Data.**

**Subd. 1. Information Required.** Each registrant and permittee shall provide mapping information required by the County in accordance with Minnesota Rules 7819.4000 and 7819.4100.

**Subd. 2. Information.** The County requires as part of its permit application the filing of all the following information:

- A. location and approximate depth of applicant's mains, cables, conduits, switches, and related equipment and facilities, with the location based on:
  - (1) offsets from property lines, distances from the centerline of the public right of way, and curb lines as determined by the County;
  - (2) coordinates derived from the coordinate system being used by the County; or
  - (3) any other system agreed upon by the right of way user and County;
- B. the type and size of the utility facility;
- C. a description showing above ground appurtenances;
- D. a legend explaining symbols, characters, abbreviations, scale, and other data shown on the map; and
- E. any facilities to be abandoned, if applicable, in conformance with Minnesota Statutes, section 216D.04, subd. 3.

You are receiving this because you were named on the annual registration application. If you are not the correct contact person for this, please forward it on to the appropriate party within your organization.

## Sec. 1.02. Election to Manage the Public Right of Way.

Pursuant to the authority granted to the County under state and federal statutory, administrative and common law, the County hereby elects pursuant Minnesota Statutes section 237.163, subd. 2(b), to manage right of way under its jurisdiction.

“Manage the Right of Way,” means the authority of the County to do any or all of the following:

1. require registration;
2. require construction performance bonds and insurance coverage;
3. establish installation and construction standards;
4. establish and define location and relocation requirements for equipment and facilities;
5. establish coordination and timing requirements;
6. require right of way users to submit henceforth required by the County project data reasonably necessary to allow the County to develop a right of way mapping system including GIS system information;
7. require right of way users to submit, upon request of the County, existing data on the location of user’s facilities occupying the public right of way within the County. The data may be submitted in the form maintained by the user in a reasonable time after receipt of the request based on the amount of data requested;

Dear Permit Holder:

Now that it is spring, and the weather is warming, there is a risk of erosion. If you were required to install inlet protection originally, it needs to be reinstalled as soon as possible. Also, it is your responsibility to inspect and maintain all erosion control measures. We expect that inlet protection will be installed by

Please inspect your work sites, make sure silt fence is upright and trenched in, bio-logs are intact and placed properly for perimeter control and construction entrances are in working order. We may have already been out inspecting sites and have contacted some of you with maintenance concerns.

If we find deficiencies in the erosion control measures, we will notify you, and you will have 48 hours to correct the deficiencies. If we determine corrections have not been made within the 48 hour period, we will contract for the repairs, and you will be billed for said repairs.

Feel free to contact me with any questions you may have.

Thank you,

**Ben Hofschulte**

Utility and Right of Way Coordinator



1425 Paul Kirkwold Drive

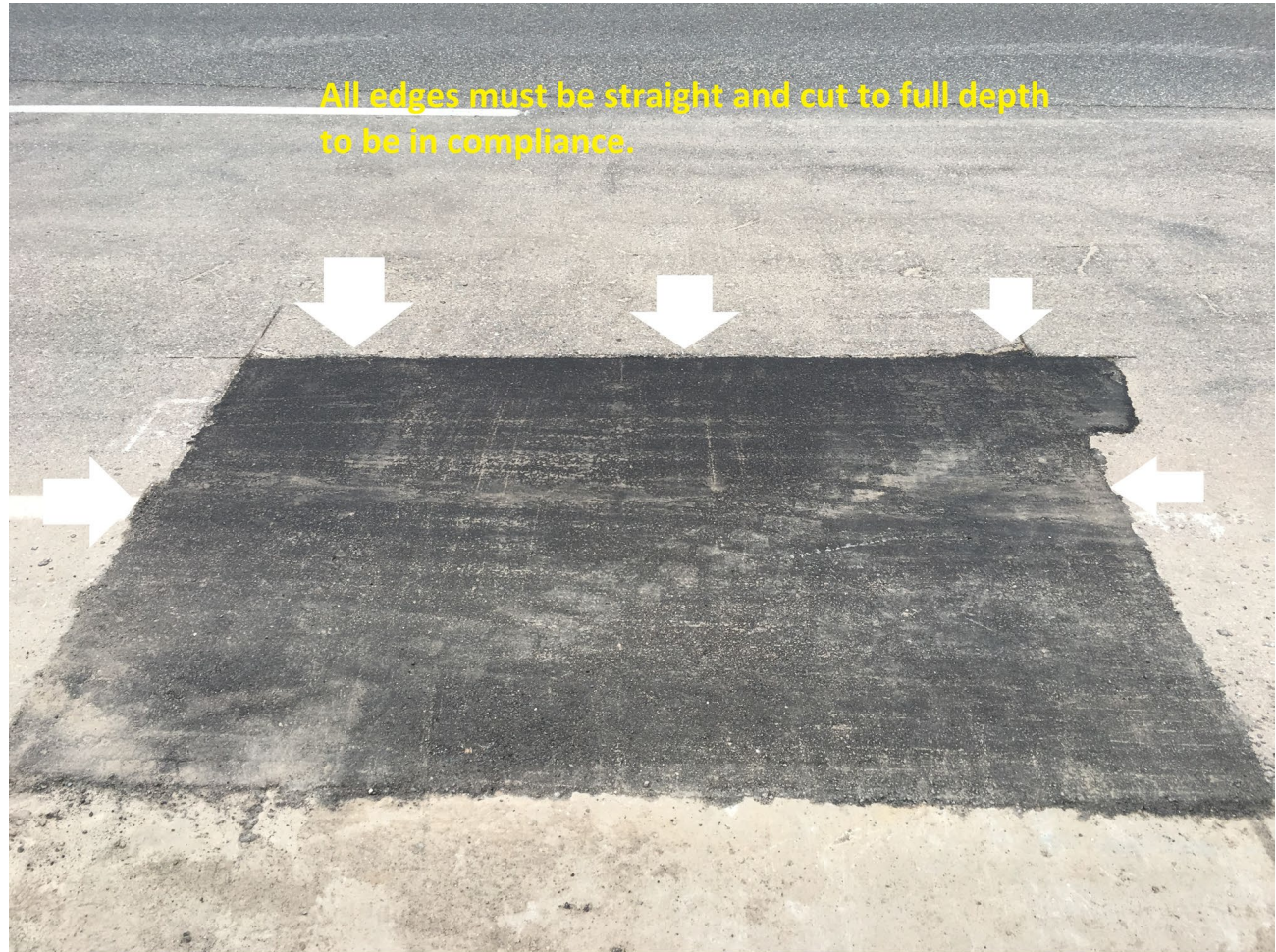
Arden Hills, MN 55112

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C: 651-368-0921

[Ben.Hofschulte@ramseycounty.us](mailto:Ben.Hofschulte@ramseycounty.us)

[www.ramseycounty.us](http://www.ramseycounty.us)



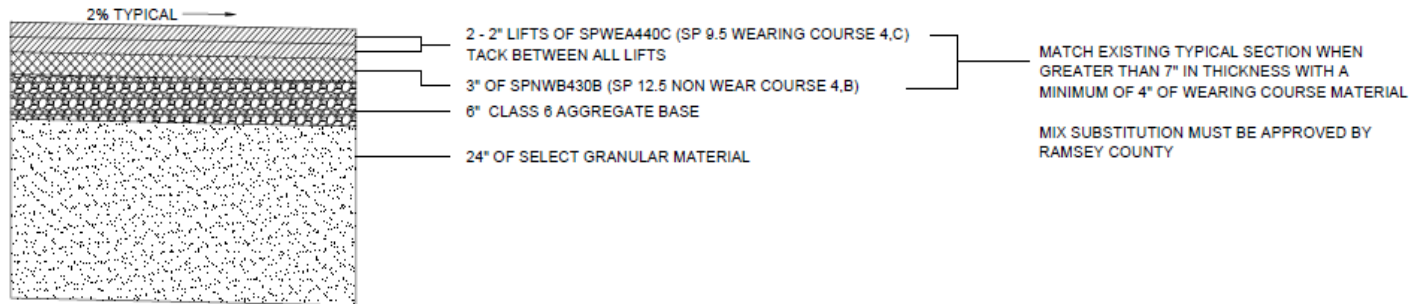








STANDARD BITUMINOUS TYPICAL SECTION



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STANDARD BITUMINOUS SECTION

PAVEMENT RESTORATION  
RAMSEY COUNTY



RESTORATION TYPICAL  
SHEET 1 OF 1 SHEETS

City plans for review should be submitted to:

Aidan Kemp

O: 651-266-7121

[Aidan.Kemp@RamseyCounty.us](mailto:Aidan.Kemp@RamseyCounty.us)

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## Right of Way and Utility Coordinator

Ben Hofschulte

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A motorist was heading westbound on County Rd 96 when a contractor was working in the Blvd and had the shoulder closed. The operator was trying to reposition the machine causing his forks to swing into the lane of traffic removing the top off of the car.











## Injured Pedestrian

Last fall a disabled person in a motorized wheel chair fell over and was injured after sinking in to the soft sand that the permittee used to backfill the hole. The county requires that holes be filled with class 5 and compacted to grade before opening to ped traffic. NO EXCEPTIONS



## Additional traffic control requirements:

- Roads with speed limits 45mph or higher that require a shoulder closure shall close the adjacent through lane.
- A traffic control plan for review will be required with the permit application.

## Permit Requirements

- The permit **MUST** be approved by a county representative prior to any work in the ROW and must be on site at all times. If no permit is available to the inspector or non permitted work is in process work will be suspended until brought into compliance. Fees on non permitted work will be doubled.
- Permittee **MUST** notify the Ramsey County Inspector 24 Hours prior to start of project.
- The permittee is responsible for having traffic control in accordance with the Minnesota Temporary Traffic Control Field Manual prior to the start of the project.
- Temporary Pedestrian Access Routes must be maintained throughout the entire project. This Includes designated Bike Lanes.
- Traffic Control **MUST** be removed within 7 working days of job completion.

## Permit Requirements

- An approved permit from a separate agency does not give you permission to work within Ramsey County's ROW.
- Proper erosion control **MUST** be in place prior to work starting.
- Permittee **MUST** ensure that the entire work zone is clear of debris and swept at the end of each working day.
- **ALL** disturbed areas must be restored within 7 working days from the time of job completion. All restoration is to be replace in kind or improve the prior condition of the ROW.
- Any Patches that are failing or deemed inadequate by Ramsey County will require corrective action.

## Right of Way Inspector

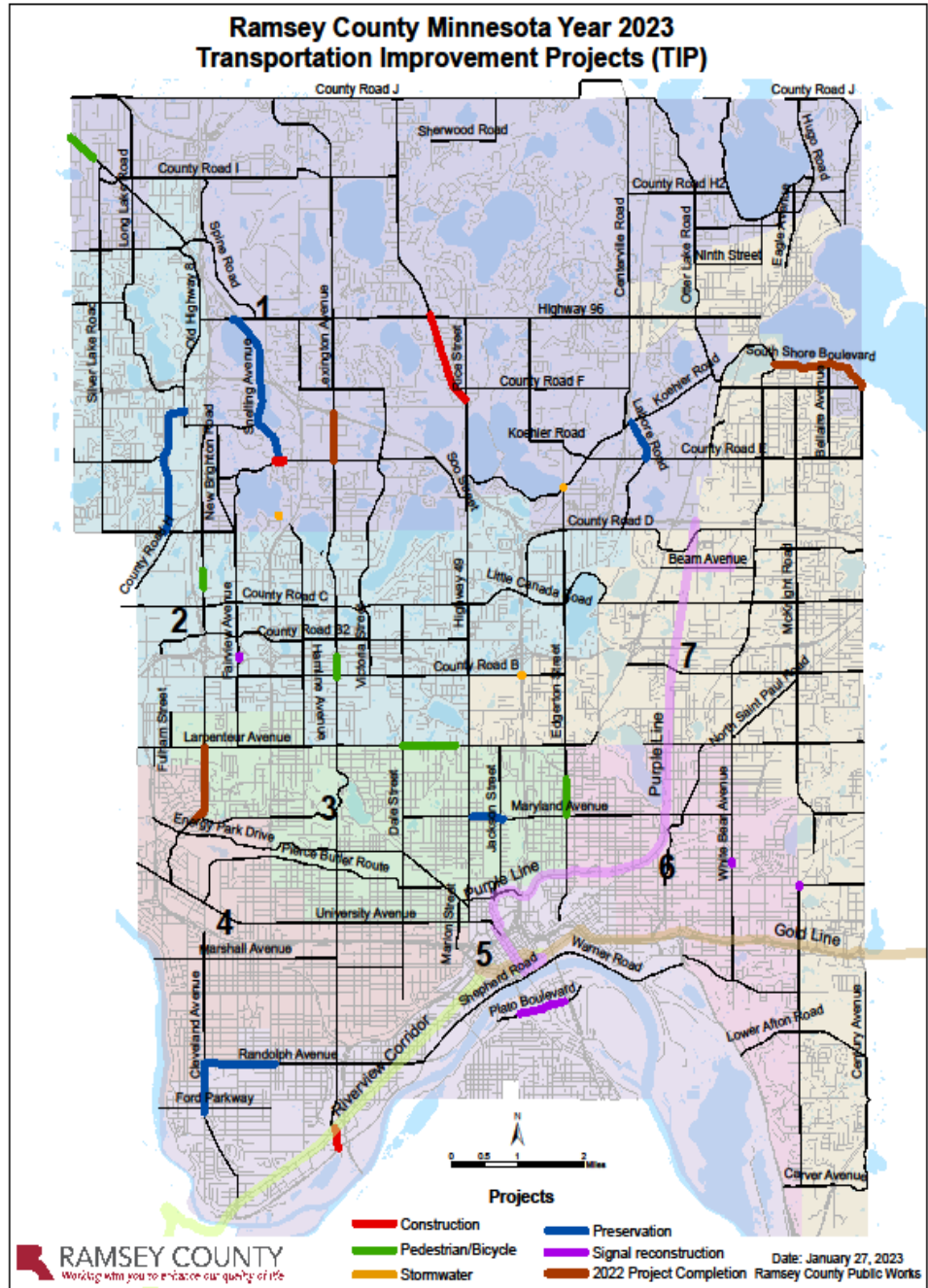
Ben Borowske

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## 2023 Construction Projects

- **Cleveland Avenue – Como Avenue to Larpenteur Avenue, Falcon Heights/Saint Paul, Reconstruction, March 2023 – November 2023\***
- **Lexington Avenue – County E to I-694, Shoreview/Arden Hills, Reconstruction, April 2023 – August 2023\***
- **South Shore Blvd – White Bear Avenue to County F, White Bear Lake/White Bear Township, Reconstruction, April 2023 – July 2023\***
- **Lexington Parkway – Shepherd Road to West 7<sup>th</sup> Street, Saint Paul, Reconstruction, April 2023 – November 2023**
- **Old Snelling Avenue at County Road E – Intersection Improvement, Arden Hills, Reconstruction, May 2023 – October 2023**
- **Hodgson Road – Gramsie Road to Highway 96, Arden Hills/Shoreview, Reconstruction, May 2023 – October 2024**

\* Completion of 2022 project

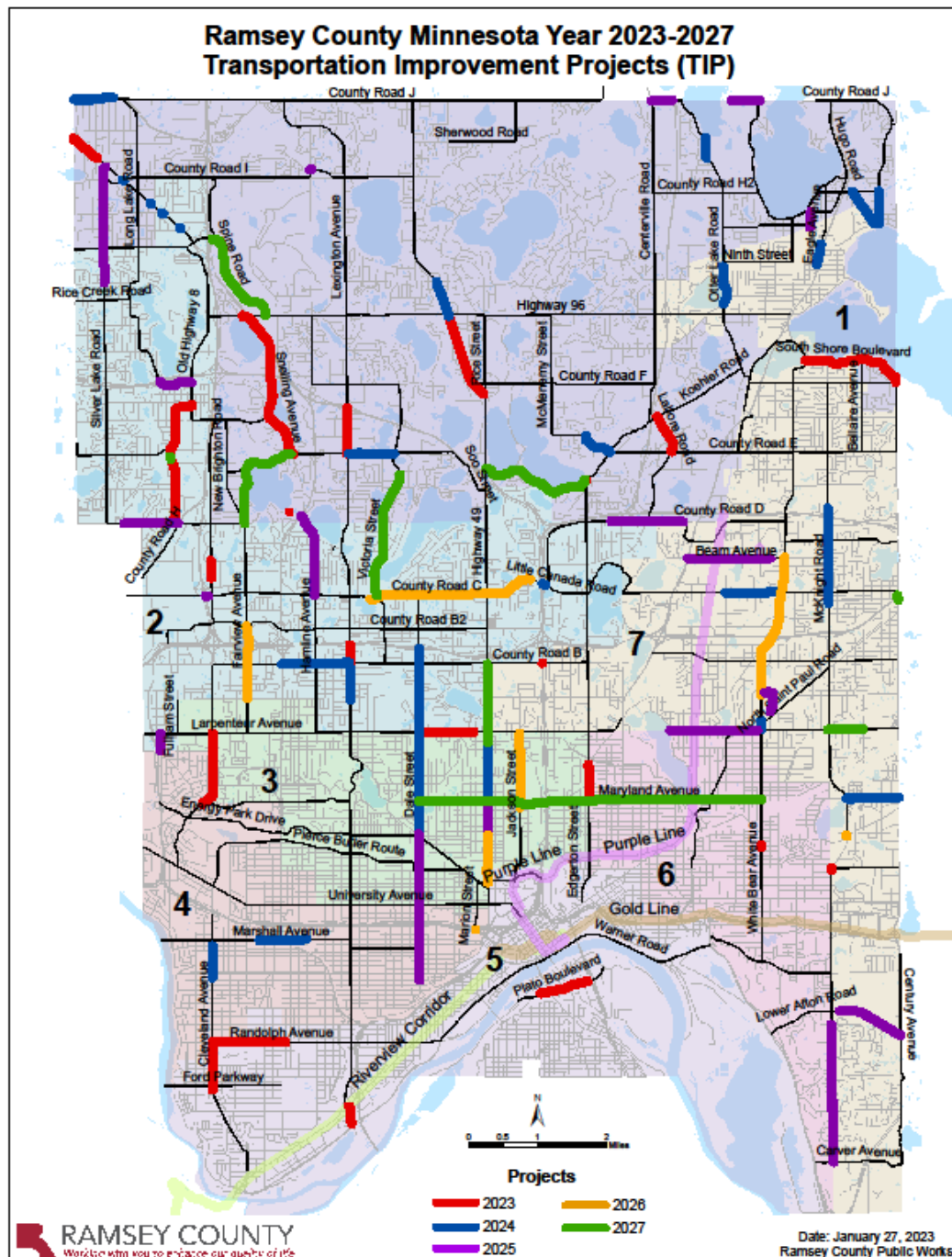


## 2023 Pavement Preservation

**ADA Ramps:                    May-July 2023**  
**Bituminous Paving:        July – November 2023**

- **Cleveland Avenue – Ford Parkway to Randolph Avenue**
  - **Labore Road – County Road E to Goose Lake Road**
  - **Maryland Avenue – Rice Street to Jackson Street**
  - **Old Snelling Avenue – County Road E to Highway 96**
  - **Randolph Avenue – Cleveland Avenue to Brimhall Street**
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### Ramsey County Minnesota Year 2023-2027 Transportation Improvement Projects (TIP)



# 2023-2027 Transportation Improvement Program



Will be posted to the County web page after County Board approval

Residents

**Roads & Transportation**

> Current Roadwork

> Road Maintenance

▾ Future Road Projects

**Future Road Construction Projects >**

[4-to-3 Lane Conversions](#)

[Transportation Improvement Program](#)

> Transit Corridors & Studies

> Multi-Modal Planning

## Future Road Construction Projects



Rice Creek Commons site in Arden Hills

Project	From	To	Communities	Description
<a href="#">County Road B</a>	at I-35 E		Little Canada, Maplewood	Drainage
<a href="#">County Road B</a>	Snelling Avenue	Lexington Avenue	Roseville	Reconstruction

Construction Webpage

Ramsey County Construction Updates

<https://www.ramseycounty.us/residents/roads-transit/future-projects>

**John R. Mazzitello, PE, PMP, MBA**

651-266-7105

[John.Mazzitello@RamseyCounty.us](mailto:John.Mazzitello@RamseyCounty.us)

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# Things to know while working in Ramsey County Right of Way

Ramsey County Surveyor's Office

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# Protecting Property Boundary Monuments During Utility Work

Ramsey County Surveyor's Office

- Public Land Survey System – 785 monuments approximately ½ mile apart
  - Basis for all land ownership
  - County Surveyor is responsible to maintain
-









## Vertical Control

- Benchmark – Control monument with a known elevation above sea level
- Use-design, construction, environmental, FEMA, etc.
- 20-85 feet of aluminum rod driven into ground
- Once, it is damaged, it needs to be replaced



## Lot/Parcel Corners

- Mark corners/lines of private lot ownership; define lot lines, block lines and right of way lines.
- Do not damage or destroy (M.S. 381.19)
- Property owner could hold excavator liable
- Most cases destroying these monuments means encroachment on private property



**Dan Baar**

651-266-7171

[Daniel.Baar@RamseyCounty.US](mailto:Daniel.Baar@RamseyCounty.US)

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## **Issues to be aware of during work under Ramsey County ROW Permits:**

- Make sure inlet protection is in place before soil disturbing activities
- Drop-in style inlet protection with overflow capacity should be used
  - Prevents run-off bypassing to off site catch basins
- Inlets outside the work area may need protection if they receive any run-off
- Concrete slurry and washout
  - Not allowed to be discharged into catch basins
  - Requires containment beyond standard inlet protection
    - Use sandbags, compost logs, etc.
  - Should be cleaned up immediately to minimize migration and tracking offsite by traffic
- Portable toilets
  - Must be anchored/weighted down to prevent tipping
  - Must be placed more than 25 feet away from any storm drain inlet or receiving water
- Stockpile management
  - Perimeter control must be in place if left over night
  - If a stockpile is placed in the roadway over the gutter/flow path, it must have a pipe or stormwater diversion in place, so flow is not blocked.

### Inlet Protection

This inlet protection is not adequate for concrete slurry



This one is set up for concrete management. The straw wattles in place are ok, but should be monitored in case the concrete is leaking through



**PLAN VIEW**

**NOTES:**  
INLET PROTECTION MUST BE INSTALLED PROPERLY BEFORE ANY WORK CAN BE STARTED. PROPER INLET PROTECTION FOR SAW CUTTING AND OTHER CONCRETE SLURRY GENERATING ACTIVITIES WILL INCLUDE A PRIMARY AND SECONDARY MEANS OF INLET PROTECTION. BOTH MEANS ARE TO BE CONSIDERED PART OF THE INLET PROTECTION BID PRICE.

THE **PRIMARY INLET PROTECTION** IS THE SLURRY CONTAINMENT PREVENTING ALL CONCRETE CONTAINING RESIDUE FROM ENTERING THE CATCH BASINS. THE PRIMARY INLET PROTECTION MAY BE MOVED AROUND TO WHEREVER CONCRETE WASTE GENERATING ACTIVITIES ARE BEING CARRIED OUT. THE ACCEPTABLE METHODS ARE DEFINED BELOW.

THE **SECONDARY INLET PROTECTION** INCLUDES THE STANDARD CONSTRUCTION SEDIMENT CONTROL INLET PROTECTION AS SHOWN ON STANDARD PLAN #S-297.405 OR ALTERNATIVES APPROVED BY THE PROJECT ENGINEER. THIS WILL REMAIN IN PLACE THROUGH THE DURATION OF SEDIMENT GENERATING ACTIVITIES ON THE PROJECT.

**PRIMARY INLET PROTECTION** SLURRY CONTAINMENT WILL PLACED TO PREVENT ANY SLURRY FROM ENTERING THE INLET. SLURRY THAT ENTERS THE STORM SEWER MUST BE CLEANED UP AT THE CONTRACTOR'S EXPENSE.


**METHODS FOR SLURRY CONTAINMENT:**

- SEDIMENT CONTROL LOG TYPE COMPOST
- POLYMER SHEETING
- POLYMER BERM OR DAMS
- CONTRACTOR DESIGN/ENGINEER APPROVED EQUIVALENT

**METHODS FOR SLURRY CLEAN UP:**

1. WET VACUUM SLURRY UP WHILE ACTIVELY SAWING.
2. VACUUM UP SLURRY AFTER SAWING HAS BEEN PERFORMED.
3. SWEEP UP SLURRY AFTER IT HAS DRIED.
4. DO NOT WATER DOWN OR WASH SLURRY OFF ROAD WITHOUT USING A WET VACUUM FOR COLLECTION

WET VACUUM SLURRY IMMEDIATELY BEHIND SAWING



**RAMSEY COUNTY**  
Department of Public Works

CONCRETE SLURRY CONTAINMENT

METHODS FOR SLURRY CONTAINMENT

12-6-2018

## Concrete Slurry Management

Limited use of water is good. Try to clean before allowing traffic.

Inlet protection in place



Try to avoid this



Saw-cutting with  
no inlet protection in place



# Concrete Management

Protect small concrete mixing plants





Portable toilets not anchored and too close to catch basin



## Stockpile Management



Perimeter control in place,  
but stormwater flow is  
blocked



Not a stockpile, but a good  
example of preserving flow



## Bonus Content - Illicit Discharge Detection and Elimination

What is illicit discharge?

An illicit discharge is “any discharge into a storm water system, river, stream or water body that is not composed entirely of storm water”.

Illicit discharges may be the result of:

- Dumping gas, motor oil, paints, household cleaners, concrete waste, or restaurant cooking oil into the storm drainage system
- Allowing fertilizer, grass, leaves, herbicides, pesticides or pet waste to wash into the sewer
- Installing pipes that bypass sanitary connections or septic drain fields that produce a direct discharge into open lakes or streams



## Bonus Content - Illicit Discharge Detection and Elimination

What to do if you spot an illicit discharge?

- In Ramsey County
  - Contact the Public Works Environmental Division  
(Al Rupnow – 651-266-7162)
  - Call the Public Works main desk
  - Contact the ROW Permits office
  - Use the Ramsey County Illicit Discharge web reporting form.
  - [www.ramseycounty.us/residents/environment/stormwater-management/illicit-discharge](http://www.ramseycounty.us/residents/environment/stormwater-management/illicit-discharge)
- Outside Ramsey County
  - Contact the city or county where you see the discharge
  - Contact the MPCA



**Questions?**

**Contact info:**

**Alan Rupnow**

**651-266-7162**

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Round Table

Questions?

Thank You.

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