



STATE AID SCENE



Number 24

State Aid Division

AUG 1998

FEDERAL AID FORUM

"Can You Read This?"

or

Basic Plan Requirements

"Can You Read This?" is being heard more frequently in our plan review area. As we all get older, the minimum 120 Leroy/12 point font is critical to the plan review process and effective plan reduction. Plans with architectural details are especially difficult to read and often must be printed full size at extra expense to all users.

Please use properly trimmed and uniformly sized **reproducible** plan sheets.

When using metric, leave a space between the number and the symbol. A space as a separator between numbers with more than 5 digits is also appropriate, ie: 12 345 m .

The State Aid Manual outlines many basic plan requirements and can be a big help in producing a plan that will flow smoothly through the process.

Standard Plates

Standard Plate 0005A, Specification Reference to Standard Plates, has been deleted and should no longer be shown in the list of Standard Plates in the plan.

Standard Barricades, Plate M8000I, is always required.

STANDARD PLATES	
THE FOLLOWING STANDARD PLATES APPROVED BY THE FEDERAL HIGHWAY ADMINISTRATION, SHALL APPLY ON THIS PROJECT.	
PLATE NO.	DESCRIPTION
M8000I	Standard Barricades

Plan Signature Block

If using federal funds on a project, add "**Federal**" to the standard signature block on the plan; delete "State" if not using State Aid funds:

STATE AID APPROVALS

Approved for State & Federal Aid Funding:
State Aid Engineer

TEA 21

TEA 21 was recently approved and is expected to result in about a 30% increase in federal funding over ISTE. It also included a large list of High Priority Projects (HPP) for Minnesota; in the past, these were known as demonstration projects. To keep work flowing for all projects, it is most important to conduct location & environmental studies and submit project development reports **early** in the process. Hopefully any problems can be identified before they become critical to the project.

PDRs

For Federal Aid projects processed through the State Aid Office, please use the State Aid Project Development Manual guidance for preparation of the

project development report (PDR). Please note that the cover page on PDRs should be the title page and include the signature blocks.

Please refer to Mn/DOT's Tech Memo 98-17-ES-02, dated June 18, 1998, regarding the use of consultant names and logos on reports and plans. Consultant names and logos are not allowed on reports, except in the prepared section, and minimally in plans.

Just A Reminder!

The Design Speed must meet or exceed the actual, or anticipated if new construction, regulatory speed on the roadway--either posted or statutory.

<<<<NPDES Advance Warning>>>>

It is our understanding that beginning May 1, 1999, the MPCA General Storm Water Permit (#MNR100000) acreage threshold will change from 5 acres to 1 acre. Construction activities underway under 5 acres that don't have a permit, and new projects will be affected. NPDES = National Pollutant Discharge Elimination System storm water program.

Emergency Relief (ER) Program

With the rash of storms so far this year, there have been many questions about the FHWA ER Program. Bob Vasek is the State Aid Division contact for the FHWA ER Program. All State Aid Agency Engineers should have received a packet in April 1997 that contained the FHWA Emergency Relief Manual and State Aid Procedural Guidance for processing damage reimbursement on Federal Aid routes. If you need another copy, please contact Bob at 651-282-6479 or bob.vasek@dot.state.mn.us.

The window for 100% reimbursement of emergency repairs is still 180 days. The reimbursement rate for permanent repairs remains at 80%. There had been preliminary recommendations to reduce the above figures to 30 days and 75%, respectively, however

they remain as stated above.

Current workload is causing a reimbursement slowdown; let your DSAE or Bob Vasek know if this is causing economic hardship.

Right of Way Rules and Model Ordinance

An electronic copy of the model ordinance can be downloaded from the State Aid for Local Transportation Home Page via the Internet.

www.dot.state.mn.us/stateaid/news-puc.html

City and County Engineers should be aware that the rule making process is still in progress, and the model ordinance may also undergo further revision.

A PUC web site was established to provide a means for rapid dissemination of information concerning the negotiated rulemaking regarding rights of way for the Minnesota Public Utilities Commission (PUC). The website contains agendas, meeting notes, and other items of interest to City and County Engineers. At this site City and County Engineers can get the latest on the PUC's rule making, which are scheduled to be completed this summer. To keep up with the latest in the rule making process, visit the PUC web page:

www.state.mn.us/ebranch/puc/download/default.html

Any comments, questions, or suggestions on the draft rules should be forwarded to Don Wisniewski, Dick Larson, Greg Isakson or Rick Kjonaas in order to maximize any impact that Local Governments will have on the final rules. Any help you need on adopting the Model Ordinance or comments on its contents can also be routed through these individuals:

Don Wisniewski	(651) 430-4300
Dick Larson	(320) 983-8201
Greg Isakson	(507) 526-3291
Rick Kjonaas	(320) 864-3156

rkjonaas@hutchtel.net

New Area Code

The eastern portion of the metro area has a new area code - **651**. Mn/DOT offices affected by this change include those located in St. Paul, Afton, Arden Hills, Cottage Grove, Eagan, Farmington, Forest Lake, Hastings, Lake Elmo, Lindstrom, Lino Lakes, Maplewood, Mendota Heights, New Brighton, North Branch, Red Wing, Rosemount, Roseville, Shoreview, Stillwater, Taylors Falls, Wabasha, Woodbury and Wyoming.

Calls made between the eastern and western metro areas will require 10 digits. July 12 began a six-month transition period when calls will go through even if the area code is not used. The change becomes mandatory January 10, 1999.

This change will affect your WinFrame Dial In. Instructions for changing the new area code are attached. For more information about the new area code, check out the State of Minnesota North Star site on the World Wide Web at:

www.state.mn./dir/areacode/html.

1998 Minnesota Public Engineers Technology Conference and Tradeshow

The Minnesota County Engineers Association Automation Committee has been hard at work planning this year's Public Engineer's Technology Conference and Tradeshow, which will be held on **December 8, 9, and 10 at the Kelly Inn in St. Cloud, MN.**

The conference is held every two years and provides up-to-date information on the latest developments in technology related to civil engineering. The target audience for the conference is anyone who is involved with civil engineering, such as Accountants, Engineers, Surveyors, Technicians, Planning and Zoning Officials, and Public Works Officials from Cities, Counties, and Mn/DOT. The conference is a great value, and brings you a lot of

valuable information at a low cost.

Registration materials will be on their way to you soon, so watch your mailbox and mark your calendars!

Pat Murphy Announces Retirement Plans

Pat Murphy has announced his intent to retire as MnDOT State Aid Engineer in December 1998. He has been involved in State Aid matters since 1967 as a city engineer, county engineer/public works director and since June, 1994, as State Aid Engineer. He says, "That's Enough", even though it's all been enjoyable.

MnDOT has begun the process of selecting a replacement. Under MnDOT policy, candidates who are county and city engineers will be considered and will be notified of the position posting. County and city engineers representing MCEA and CEAM will also be on the interview panel.

Transitions

Jan Littleton will be leaving the State Aid Division office on September 2, but she won't be going too far away. She has accepted a position with Mn/DOT's Office of Information Resource Management where she will become one of the department's primary NetWare Directory Services (NDS) administrators.

Jan has been a tremendous asset to the SALT Division Information Resources Team and played a key role in the enhancement of communications between State Aid and the City, County, and District offices. Although we are all very sorry to see her go, we're happy she's found this opportunity to take on new challenges and wish her continued success.

Good luck Jan, we'll all miss you a lot!

New District State Aid Engineer Rochester

Greg Paulson replaces Mike Pinsonneault as Assistant District Engineer for State-Aid, Construction and Materials in District six.

Greg was the Goodhue County Engineer. Previously he served as the Pine County Engineer and was an Assistant County Engineer in both Waseca and Houston Counties. Greg received his Civil Engineering Degree from the University of Minnesota in 1982, is a registered professional engineer and is active in several professional and civic organizations.

Greg and his wife Renee with their children Brandon, Alisha, and Bridgette live in Red Wing. He took over his new position August 17.

State Aid Manuals

Recently our supply office sent out new State Aid manuals. It has since been discovered that the vendor did not punch the large hole in the middle of the index dividers. We can either recall all the dividers and send them in to be repunched and then send them out again, or ask that people punch a larger hole in the middle of the dividers.

We apologize for this inconvenience and hope people will repunch their own dividers. However, if anyone chooses to have the holes punched by our vendor, please send the dividers to Mary Ann Hillyer, State Aid Office Manager, 395 John Ireland Blvd., MS 500, St. Paul, MN 55155.

Variance Meeting

The next variance meeting is scheduled for September 24. The deadline for requests is September 1.

Third Annual Central Office State Aid Get Together

The third annual Central Office State Aid golf/picnic was held on August 20 at Phalen Golf Course and Keller Park in St. Paul.

The afternoon golf tournament was quite an event. It was very, very hot and humid as all August's are in Minnesota, and the scores definitely reflected the temperatures.

The following prizes were awarded:

Low Gross - Ken Hoeschen
Low Net - Ray Nibbe
Longest Drive Women - Bobbi Nibbe
Longest Putt Women - Robyn Hoeschen
Closest to Pin Women - Mindy Hoeschen
Longest Drive Men - Jim Sorenson *
Longest Putt Men - Paul Stine
Closest to Pin Men - Bob Vasek
Closest to Shooting His Age (9 holes) - Pat Murphy

* was awarded to 2nd longest drive because the longest driver had already accepted a golf prize.

A picnic followed with brats, hot dogs, polish sausage, salads, veggies, beans, chips, etc. brought by everyone.

Rick Kostohryz was the cook and did an exceptional job even though he explained he didn't have his own grill.

A variety of door prizes (donated by State Aid employees and other MnDOT offices) were raffled off. The most prized possessions were the Hawaii visors and key chains. After the picnic there were water fights, bocce ball, and other games played.

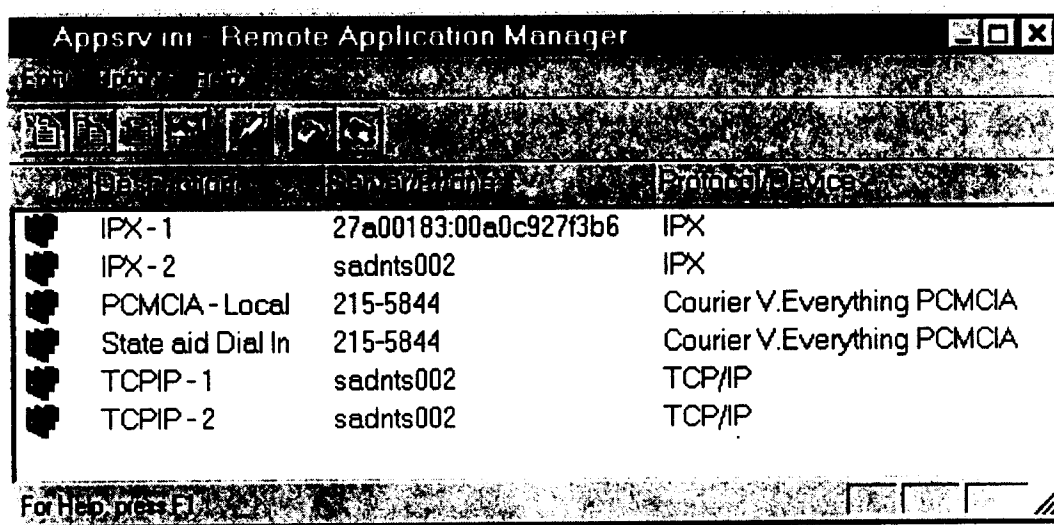
We hope everyone had a great time. Special thanks to the organizers: Khani, Jan, Ken H., Mary Ann and Kathy. Next year we will be sure to open the invitation to other State Aid offices.

WinFrame Area Code Change Instructions

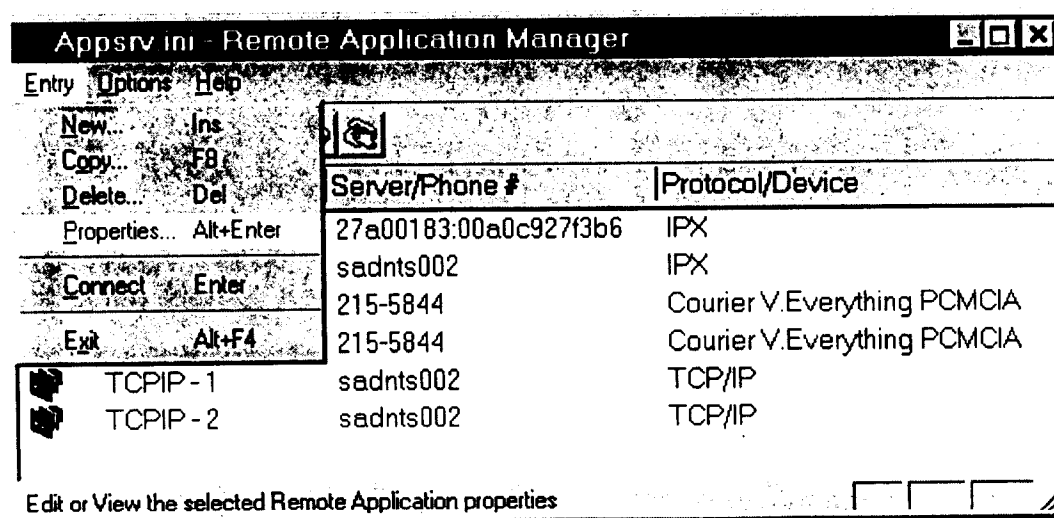
You will only need to do this if you are using the 612 area code when you dial the *WinFrame* server or if you dial in from the west metro where the area code will remain 612. If you are using the 1-888-234-1232 number, there is no change.

Open Remote Application Manager.

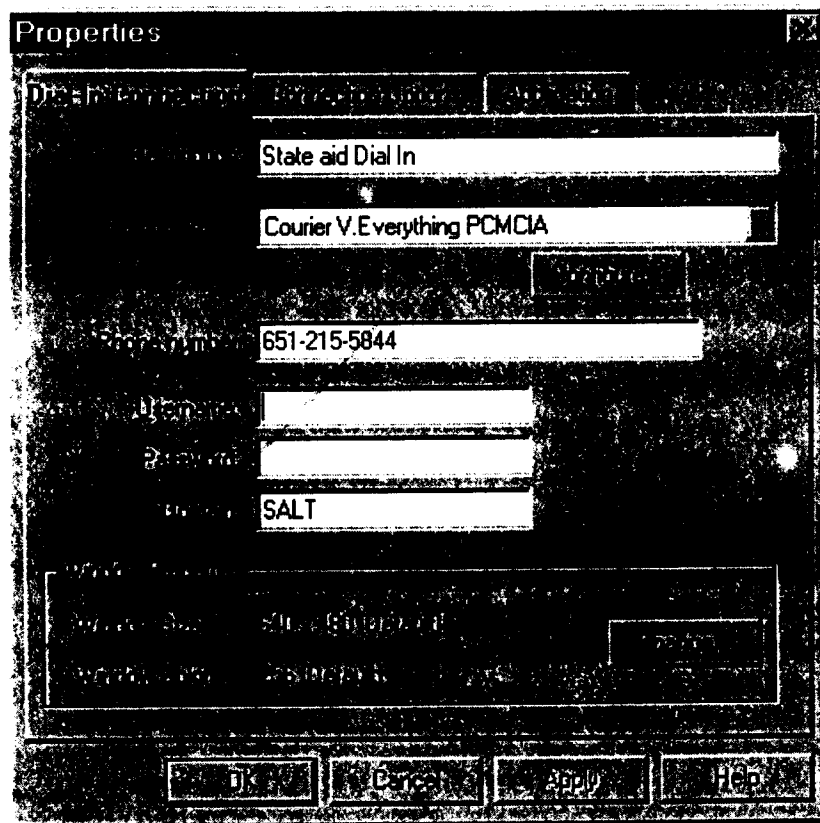
- ✓ **If you have Windows 3.1**, open Program Manager then double click on the *WinFrame* Client group. Double click on the Remote Application Manager Icon.
- ✓ **If you have Windows 95 or Windows NT**, go to your Start menu in the lower left corner of your screen, move to Programs, then to *WinFrame* Client, then Remote Application Manager.



Once Remote Application Manager has been opened highlight the State Aid Dial in Connection option (this may be your only option). Go to the **Entry** option in the upper left corner of the Remote Application Manager window and pull down to **Properties**.



The Properties menu will appear. Use your mouse to move to the **Phone number** field. Put 651 in front of the phone number. You do not need to use a 1 if it's still a local call. If it is a long distance call, you will need to put a 1 in front of the 651 area code.



Select **OK** to continue.

That's it, you're ready to connect to State Aid's *WinFrame* server with the new area code!
A job well done.

If you have any questions or need assistance please contact :
Jan Littleton at 651-296-7039
Ruth Cordes at 651-296-2053
Rick Kostohryz at 651-296-1679