

City of Ramsey
Agenda
City Council Work Session
Tuesday, April 14, 2020

5:30 pm

Meeting by telephone or other electronic means in accordance with Minnesota Statute 13D.021

Join us via computer at www.cityoframsey.com/meetings. The Meeting ID is 116-6274-4365.

To join via phone, please use the following information:

+1 480 712 7555 (US Toll)

Meeting ID: 116 6274 4365

Comments are also welcomed and encouraged prior to the meeting and live during the meeting at

meetings@cityoframsey.com or 763-433-9819.

- 1. Call to Order**
- 2. Topics for Discussion**
 1. Receive an Update Regarding COVID-19
 2. Discuss Requirements for Review of Land Use Applications and Building Permits
 3. Organizational Process and Project Updates
- 3. Topics for Future Discussion**
 1. Review Future Topics/Calendar
- 4. Mayor/Council/Staff Input**
- 5. Adjournment**

Meeting Date: 04/14/2020

Information

Title:

Receive an Update Regarding COVID-19

Purpose/Background:

Matt Kohner, Fire Chief and Emergency Management Director for the City of Ramsey, along with Kurt Ulrich, City Administrator, will provide an update on the current status of the COVID-19 situation.

Timeframe:

Up to 10 minutes.

Funding Source:

Not Applicable.

Responsible Party(ies):

Matt Kohner, Fire Chief and Emergency Management Director

Outcome:

Not Applicable.

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
Matt Kohner	Matt Kohner	04/09/2020 11:10 AM
Kurt Ulrich	Kurt Ulrich	04/09/2020 02:51 PM
Form Started By: Colleen Lasher		Started On: 04/08/2020 11:51 AM
Final Approval Date: 04/09/2020		

Meeting Date: 04/14/2020

Information

Title:

Discuss Requirements for Review of Land Use Applications and Building Permits

Purpose/Background:

Staff will provide a background on critical/essential services pertaining to the Community Development Department.

- Planning Division
- Economic Development Division
- Building Inspection Division

Minnesota Statutes Chapter 15.99 (60 Day Rule)

The 60 Day Rule still applies to written requests related to Zoning and Septic Systems. The City is able to issue 1 administrative 60 Day Extension. Each extension after that requires approval of the Applicant/Developer. Some projects do require multiple applications, each with their own 60 Day Clock. However, a Development continues to receive additional entitlement with each step in the process.

As it pertains to Zoning (Land Use Applications), Staff has been tracking advocacy led by the League of Minnesota Cities attempting to get relief to this rule during the current pandemic. Efforts thus far have been opposed by builders' associations and discussions have not produced any discussion with the Minnesota Legislature.

The City is reviewing several large projects at the moment where this will potentially become an issue. Staff is doing its best to managed public comment periods and Public Hearings in a remote meeting setting. However, Staff does hear from some Residents that are concerned about holding Public Hearings and taking action on large development projects while City Hall is closed due to the COVID-19 Pandemic.

Staff has worked to lengthen public comment periods and provide additional resources to help the public interact with projects during this time. One example was an online webinar to help prepare the public ahead of an official review. This has been a helpful tool, but still is not a substitute for in person interaction. This can also present challenges in terms of technology gaps. While these webinars have telephone call in numbers, it can still be harder to interact without full access to the internet.

Attached to this case is a listing of key projects. Staff will provide additional updates at the meeting. Application levels have not slowed down during the pandemic.

Minnesota State Building Code

All current Executive Orders continue to classify Building Inspections as a Critical Sector. Inspectors are still required to complete inspections. Inspectors have been equipped with Personal Protective Equipment (PPE). Staff had to modify Inspection Requirements and provide additional education to Contractors, Homeowners and Business Owners to ensure a safe and healthy situation for Inspectors. Staff is now beta testing virtual inspections for 'easy' inspection types. Staff is not opening these up to requests from Applicants. Staff will choose appropriate inspection types and reach out to Applicants individually.

Staff will provide additional updates at the meeting. Applications have not slowed down during the pandemic. In fact, there is an anticipated uptick in home improvement projects, that often take more time per inspection than other permit types.

Timeframe:

10 minutes

Funding Source:

No funding is required.

Responsible Party(ies):

Deputy City Administrator

Outcome:

For update only.

Attachments

Project List

Form Review

Inbox

Kurt Ulrich

Form Started By: Tim Gladhill

Final Approval Date: 04/09/2020

Reviewed By

Kurt Ulrich

Date

04/09/2020 02:33 PM

Started On: 04/07/2020 09:44 AM

Project	Original 60 Day Deadline	Extended 60 Day Deadline	Future Steps
Trott Brook North (Sketch Plan and Rezoning)	May 4, 2020	July 3, 2020	<ul style="list-style-type: none"> • Preliminary Plat • Final Plat
Hunt Property (Sketch Plan and Rezoning)	May 12, 2020	July 11, 2020	<ul style="list-style-type: none"> • Preliminary Plat • Final Plat
North Fork Meadows (Rezoning)	May 4, 2020	July 3, 2020	<ul style="list-style-type: none"> • Sketch Plan • Preliminary Plat • Final Plat
The Preserve at Northfork (Preliminary Plat and Rezoning)	May 5, 2020	July 4, 2020	<ul style="list-style-type: none"> • Final Plat
Garden View Villas (DC Ramsey LLC) (Preliminary Plat)	February 8, 2020	April 8, 2020 Approved Extension from Applicant through June 8, 2020	<ul style="list-style-type: none"> • Final Plat • Potential need to return to Planning Commission in May based on feedback

Meeting Date: 04/14/2020

Information

Title:

Organizational Process and Project Updates

Purpose/Background:

The purpose of this discussion provide updates to the City Council and to discuss key projects or processes that are either proceeding as normal, may proceed in a revised manner based on discussion with the City Council, or may have been delayed due the the COVID- 19 situation. Also, discuss the process for addressing upcoming future issues, including the 2021 budget process.

Remote Meetings

- Check-in on participant's questions or concerns about remote meetings.

Public Works Campus

- Project continues on schedule. -Staff has received draft concept plans for the building -Interior spaces and layout in final review -RJM is working on initial budget calculations -Staff has received interior room layouts for the purpose of placement of equipment locations and determining electrical needs. -Geo technical survey of building site will be completed this week

Water Supply Study and Treatment Options

- Schedule delayed. Report to Council anticipated in June.

Highway 10 Corridor Improvement

- Efforts to secure state and federal funding continue.
- County contract for Ramsey Blvd. preliminary design.

Long-term Road Funding/Pavement Management Program

- U of M study on local road funding delayed/ summer continuation
- Long-term road funding plan - current considerations
- 2021 budget year

Fire Services JPA Dissolution

- Attorney drafting amended JPA document. Future board meeting.

Personnel

- Recruitment of board and commission members
 - See attachment - consider remote interviews for new candidates
- Internships and seasonal employees
 - Staff will provide updates at the meeting.
- Fire Service Duty Crews
 - The Duty Crew model is working well and has enabled the department to adhere to the social distancing guidelines by reducing the number of firefighters responding to the Station at one time. Crews are working on truck checks, maintenance on small tools and equipment and facility cleaning when not responding to calls.

Response times have dramatically reduced as well. Duty crew is arriving on scene 5 minutes, 42 seconds sooner on average than the previous model.

Elections - See attachment

Community Development policy

- Development projects: public hearing and public review process
- Multiple-family Housing policy
- Comprehensive planning

Legislative

- Highway 10 Funding
- TIF 14 Legislation Re 10-yr Rule
- Firefighter Pension Fund
- Sales Tax Refund on Public Works Building

Future

- 2021 Budget Calendar
- Summer Programs
- Happy Days

Timeframe:

- Up to 60 minutes.

Funding Source:

Not Applicable.

Responsible Party(ies):

City Administrator Kurt Ulrich and others

Outcome:

Based on discussion.

Attachments

Boards Commissions Update

Elections Update

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	04/09/2020 03:57 PM
Form Started By: Colleen Lasher		Started On: 04/09/2020 11:02 AM
Final Approval Date: 04/09/2020		

Board and Commission Recruitment

Current Status: There are currently eight open seats due to terms expiring or resignations. Of those eight seats, four members are seeking reappointment. All four members seeking reappointment are in good standing and recommended for reappointment. The City’s policy for the Recruitment, Application, and Interview Process of Appointing City Board and Commission Members states that incumbents will be allowed to continue to serve until a successor is appointed.

We have received eight applications from individuals that are not currently serving, but would like to be considered for a board or commission.

All applicants have been advised that we will reach out to reschedule interviews when a new date has been determined.

	Vacant Seats / Seats Expiring 03-31-20	Incumbents Seeking Re-Appointment	Remaining Vacancies (If Incumbent is Re-appointed)
EDA	2	1	1
EPB	3	2	1
Park and Rec.	2	0	2
Planning	1	1	0
Total	8	4	4

Next Steps: Staff will be seeking the City Council’s direction regarding reappointments; as well as how and when to proceed with new candidate interviews.

Elections Update

2020 City of Ramsey Council Election

The following seats on the Ramsey City Council will be voted on in the 2020 Election: Mayor, Councilmember At-Large, Councilmember Ward 2 and Councilmember Ward 4.

1. Candidate filings open for these seats at 8:00 am on Tuesday, May 19.
2. Absentee voting for the Primary Election begins on Friday, June 26.
3. The Primary Election is scheduled for Tuesday, August 11.
4. The General Election is scheduled for Tuesday, November 3.

The House Subcommittee on Elections Meeting

The following information has been provided by Anoka County Elections: The House Subcommittee on Elections met on Wednesday, April 8th to discuss election changes in light of the COVID-19 pandemic.

The Secretary of State, the Minnesota Association of County Officers, and the League of Minnesota Cities all indicated their support for conducting the August primary and the November general election primarily by mail.

The proposal includes mailing ballots to all registered voters and then allowing for some in-person voting for non-registered voters and voters requiring assistance.

For next steps, the working group formed by the Secretary of State's office will likely need to retool the draft legislation to scale back from all-mail and determine what other changes would best accommodate holding elections in a pandemic without expanding to all mail voting. Those could potentially include some combination of the following, among others:

- Mailing absentee ballot applications to every voter to encourage voting by mail (as done for primaries in Georgia & Iowa)
- Expanding the direct balloting period to encourage more early voting & reduce the administrative burden for voters & administrators
- Moving to some form of "vote centers" or reduced # of polling places on Election Day to address challenges in recruiting/retaining sufficient # of election judges
 - One proposal that was discussed that I do not see as remotely viable was expanding the number of polling places (e.g. two polling places for every precinct). I think the idea was that this might help to more easily accommodate the distancing requirements, but the logistics of pulling this off when voting locations and judges are already likely to be scarce (not to mention lack of equipment) makes this impossible
- Modifying healthcare facility voting requirements
- Expand the current 7 day period to open and count absentee ballots
- Allow for accepting of ballots that arrive after Election Day

It is anticipated that regardless of what legislative changes are made, there will be a significant increase in the number of voters casting their ballot by mail. Anoka County will be exploring the different ways to encourage more voters to choose this method to reduce the burden and potential risks to voters and judges on Election Day, and also identify what the impact will be as far as Anoka County's ability to absorb this increase.

One other note from the proposed legislation were possible changes to candidate filing. This would extend the provisions of "absent candidates" under M.S. 204B.09 so that all candidates could submit their affidavits electronically or by mail as opposed to requiring that they file in-person with the filing officer. If legislation is not passed, early filing locations will still need to be open for candidate filing beginning on May 19, 2020.

CC Work Session

3.1.

Meeting Date: 04/14/2020

By: Colleen Lasher, Administrative Services

Information

Title:

Review Future Topics/Calendar

Purpose/Background:

Attached is the current list of future topics for work session discussion. Items are drawn from Council requests at meetings, or are related to topics that have been identified in the City's strategic plan. Tentative dates have been assigned.

Recommendation:

N/A

Action:

For Council review - no formal action necessary.

Attachments

Future Topics List

Form Review

Inbox

Kurt Ulrich

Form Started By: Colleen Lasher

Final Approval Date: 04/09/2020

Reviewed By

Kurt Ulrich

Date

04/09/2020 02:35 PM

Started On: 04/09/2020 01:40 PM

	<u>City Council Future Topics – Work Session</u>	
	<u>(Draft)</u>	
Proposed Date	Topics for Discussion – Council Action	
TBD	Discussion Regarding Recycling Services-Anderson	30
TBD	Discussion Regarding Paid Parental Leave-Lasher	20
2020	Discuss Historic Town Hall – Ulrich	30
2020	Discuss the General Topic of Holding Joint Meeting(s) with the Council and Commissions & Other Cities. Based on discussion, future work sessions TBD.	20
TBD	Discuss Legislation Regarding TIF #14 Amendments-Gladhill/Sullivan	30
	Topics for Discussion – Policy	
2020	Intersection Control Evaluation for Spot Improvements on Armstrong -- Westby	30
TBD	Discussion Regarding Process for Sharing Correspondences, between Council and staff.	15
	Topics for Discussion – Planning and Budget	
May 2020	Trail Maintenance Policy – Westby	30
May 2020	Stormwater Pond Maintenance Policy -Westby	30
TBD	Discussion Regarding City Stipends	15
TBD	Accounting of City Engineering Staff Time for City Projects - Westby	30