

City of Ramsey
Agenda
City Council Work Session
Tuesday, May 26, 2020

5:30 pm

Council Chambers, 7550 Sunwood Drive NW

Limited In Person Attendance per Social Distancing Guidance will be provided. To be considered for In Person Attendance, please fill out request online at <https://www.surveymonkey.com/r/RamseyMeetings> or contact us at 763-433-9826. Priority will be given to those with limited access to remote meeting technology. We cannot accommodate all requests. If you can join remotely, you should join remotely.

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

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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. Discussion Regarding the Planning of Future City Events
 2. Staff Update on Progress of the New Public Works Building
- 3. Topics for Future Discussion**
 1. Review Future Topics/Calendar
- 4. Mayor/Council/Staff Input**
- 5. Adjournment**

Meeting Date: 05/26/2020

Information

Title:

Discussion Regarding the Planning of Future City Events

Purpose/Background:

The purpose of this case is to gather Council feedback and to provide direction to staff in terms of how to commence in the planning of upcoming City events including: the Summer Concert Series, the Business Expo and EDA Golf Tournament and the Happy Days Festival.

Happy Days Festival: An Special Meeting of the Happy Days Committee was called on Thursday, May 14. The purpose of the meeting was for the committee to provide a recommendation to the City Council as to whether the annual Happy Days festival be canceled, modified or commence as usual. City staff provided an update on COVID-19, shared a message from State Fair officials, presented research regarding what other Counties and Cities are doing in regards to their fairs and festivals, reviewed what a modified version of Happy Days could look like and provided a recommendation to the Committee. Staff's recommendation was to cancel the 2020 Happy Days Festival for the following reasons:

1. Budget
2. Staffing (Discuss Administrative Intern & One FT Employee Leave of Absence [LOA])
3. Sponsorships
4. Volunteers
5. Governor's most recent recommendations

Committee members provided feedback on staff's presentation. The minutes of the May 14 meeting are attached to this case. Also attached to this case are Staff's presentation/notes.

EDA Events (Business Expo & Golf Tournament):

2020 Business Expo:

Staff has evaluated this event and has determined that it cannot meet social distancing requirements and guarantee safety for vendors and residents. Staff tried to contemplate what a virtual event would look like to take its place but could not find a satisfactory alternative. On May 14, Staff communicated to the EDA that the event has been canceled for 2020. Staff feels that re-allocating resources this year to support advertising in the July-August Ramsey Resident for impacted businesses is a way to help our businesses advertise to residents in another way this year. Staff looks forward to resuming this event in 2021

Business Appreciation Day:

Staff is optimistic that a plan can be developed that will allow the Business Appreciation Day Event to happen in a different manner. The proposed event will have a much different look and feel than other years. Planning Goals include, but are not limited to

- Networking with other Community Businesses through socially distanced golfing, which is already a recreational opportunity already allowed by the State of Minnesota
- Networking between Community Businesses and City Officials
- Celebrate the success of the Ramsey business community

The In Person Awards Dinner presents the largest logistical challenge for the traditional event. Staff does not believe there is a safe way to maintain social distancing and provide meal service to a group of this size. Staff

continues to explore a modified event as follows:

1. Split Course Event utilizing Rum River Hills Golf Course and the Links at Northfork. This provides an opportunity to maximize social distancing in a variety of ways. It also provides a unique opportunity to utilize Rum River Hills Golf Course that normally is unable to accommodate the size of this event.
2. Change the Awards Dinner to a 'Grab and Go' Dinner. Staff would recommend that the event provide Gift Cards from full service restaurants in Ramsey. This would not only provide an alternative to the traditional meal, it would also support our local restaurants also impacted by the pandemic.
3. Change the Awards Ceremony to a Virtual or Streaming Event. This would likely occur at a later date. This could be live streamed or taped in advance. Staff believes we can work with QCTV and/or current staff to get footage from the event and weave into an event summary of the day at the two courses. It could include the teams, hole sponsors, City Council, EDA and recognition of Panther Precision as the 2020 Business of the Year. A link to a video or a PDF would be provided after the event. Within a week would be ideal.
4. Tournament Champions and Other Award Winners. Winners from each course will be determined and recognized for their achievement. Complete Tournament standings will be posted by team and score and could be included in the virtual event ceremony.
5. A participant list could be created and shared with all hole sponsors and teams so they can contact each other outside of the event. A random draw could be done for door prizes but more thought would have to go into this process.
6. Prize Giveaway. Typically we have an event giveaway for participants.

Staff believes we need to get a "green light" to hold this event ASAP. The event is currently scheduled for August 18, 2020. However, Staff would be open to alternative dates if needed. Staff would like to bring the Event to EDA for consideration/approval on June 11, 2020.

Summer Concert Series:

It may be noted here that this popular *outdoor* event is 'ready to go' with the bands secured for the 2020 concert season scheduled to commence on June 18th. However, no down payments with the bands or promoters has occurred, and no final contracts are in place. Additionally of note, is this is the Ten Year Anniversary of performances at The Draw. With the uncertainties surrounding all community events, Recreation Specialist Abby Proulx has been communicating with the performers, with each of them expressing an understanding of the situation, and also comfortable 'standing by' until a determination can be made as to the status of any performances at the park.

Two alternatives appear to exist at this time relative to the concert season;

1. Simply canceling the season and perhaps signing the same bands for the 2021 season.
2. Or, perhaps canceling the June performances, and evaluating the feasibility of July/August concerts in mid-June if restrictions on gatherings 'loosen' somewhat, together with stringent seating separation and one-way movement on the steps and walks within the amphitheater. In this scenario, if food and beverages are not provided for sale, this could provide for assembly for the 90 minute event, with an understanding that concert goers are to remain seated except for limited movement to access the restroom etc. However, for this to be realistic and tenable, children (and pets) may have to be restricted from the amphitheater area proper.

In e-mail correspondence with the Ramsey Foundation membership, most felt that managing or being responsible for appropriate distancing was not achievable nor realistic.

Staff does not have a recommendation at this time, and seeks Council consensus on whether to cancel the season, or develop a plan that may allow the later season concerts to continue with stringent protocols in place that allow the public to feel safe, and also, not be incongruent with other events in the community that do need to be canceled for 2020.

Timeframe:

Funding Source:

Public Works; Parks & Recreation (with Summer Concert Series - Ramsey Foundation contributions)
EDA - Business Expo and Golf Tournament
Happy Days Fund - Happy Days

Responsible Party(ies):

Parks and Assistant Public Works Superintendent Mark Riverblood
Deputy City Administrator Tim Gladhill and Economic Development Manager Sean Sullivan
Communications and Events Coordinator Megan Thorstad

Outcome:

To provide direction to staff in terms of how to commence in the planning of upcoming City events including: the Summer Concert Series, the Business Expo and EDA Golf Tournament and the Happy Days Festival.

Attachments

Happy Days Committee Notes
Happy Days Committee Meeting Minutes
draft Ten Yr Anniversary flyer

Form Review

Inbox	Reviewed By	Date
Sean Sullivan	Sean Sullivan	05/20/2020 12:21 PM
Mark Riverblood	Mark Riverblood	05/21/2020 09:15 AM
Colleen Lasher	Colleen Lasher	05/21/2020 11:10 AM
Tim Gladhill	Tim Gladhill	05/21/2020 01:21 PM
Kurt Ulrich	Kurt Ulrich	05/21/2020 04:37 PM
Form Started By: Megan Thorstad		Started On: 05/19/2020 02:06 PM
Final Approval Date: 05/21/2020		

Happy Days Committee Meeting Notes

Update on COVID-19 Situation: This is from Emergency Management Director Matt Kohner as of May 12, 2020:

- 120,834 completed tests, reaching the governors goal of testing 5000 Minnesotans/day
- 12,494 confirmed cases, with 8,223 released from isolation (recovered)
- 614 reported deaths; 82 percent from within long term care facilities
- 496 patients currently hospitalized with 199 in the ICU. We remain in good shape with hospital bed capacity
- In Anoka Co there are 596 confirmed cases, 150 recovered and 30 deaths
- 13 congregate care facilities in Anoka Co. have exposures- resident, staff, visitor
- In the City of Ramsey there have been 38 cases confirmed, 15 recovered
- With the increased capacity to test in MN- case numbers will continue to rise and create data that will determine just how widespread this virus is.
- Minnesota continues to see more COVID-19 cases each day and our emergency management team, has worked hard to react quickly to the changes and continue to plan for the long term possibilities, knowing full well that the peak is still coming.
- Of all the executive orders put in place by Governor Walz, the most recent is the Stay at Home order through May 18th, with retail, restaurants and bars opening at 50 percent capacity June 1.
- This, by no means, is a signal of life returning to normal. We need to continue focusing on maintaining social distancing guidelines in every part of our lives — not just when going to work at a reopened business, but also when walking through your neighborhood or going to the hardware store or park.
- This concludes the Emergency Management Director's comments. Any questions on that?

The latest from the Minnesota State Fair Officials: This is the latest update from State Fair Officials is dated April 23 – almost three weeks ago:

“As stewards of the Great Minnesota Get-Together, it is our duty to do everything we can for as long as we can to ensure that Minnesota has a world class State Fair this year. Central to this year's preparations are the directives of state, national and international health agencies. At this point, the outlook for late summer events remains unknown. As of now, there is no specific date by which a decision to hold the fair must be made. That picture will become more clear in the weeks ahead as we continue to be in contact with our partners that are vital to produce an event the size and scope of the Great Minnesota Get-Together. The fair's success relies on agriculturists, commercial and competitive exhibitors, educators, entertainers, attraction operators, suppliers, contractors and many others who must be at their very best to successfully produce the type of event that Minnesota expects and deserves.

At its heart, the State Fair is a grand celebration where all feel welcome, safe and secure. We are discussing and considering options that will enable us to provide that experience in 2020; however, alternate fair dates, a change in duration of the fair, or significant restrictions are not being considered.”

Beyond this message, State Fair Officials have been pretty tight lipped. The Governor, is doubtful – “It would be difficult to see a State Fair operating.”

What are other communities doing?

- Andover: July 11
- Blaine: June 27
- Champlin: June 13
- Robbinsdale: July 11
- New Hope:
- Golden Valley:
- Stillwater: Summer events cancelled through July 19
- Ramsey County Fair: July 19
- Hennepin County Fair: June 18
- Cass, Freeborn (Aug 3-8), Polk, Aitkin, Kittson, and Pennington Counties.

Modified Versions of a Festival? What could this look like? Fireworks still a possibility potentially. Drive up food trucks? Concerts with people watching in cars? State Fair officials will not do modified version. They have stated it’s all or nothing.

Impacts to City staff: The City is looking to hire an intern that would either be solely dedicated to planning the Happy Days festival or be dedicated to help with other projects in Planning, Communications and Elections. Typically, the Planning Division has their own intern each summer, but due to budget impacts, hiring one intern to focus on multiple projects seems most viable at this time.

My greatest concern is the governor’s quote about the dial. Last things to return are concerts, sporting events and fairs/festivals. I just don’t see a safe way to do this until we’ve found a vaccine.

Happy Days Committee Meeting

Minutes

Thursday, May 14th 2020, 5:30 pm

This meeting was conducted over Zoom conference call

Present at the meeting were Committee Members Anne Madison, Jason Tossey, Jason Sufka, Dan Specht, Shannon Hepner, Tim Frankfurth and Kristine Anderson. The meeting was led by Staff Liaison Megan Thorstad.

1. The Meeting was called to order at 5:34 pm
2. Liaison Thorstad gave a COVID-19 update, reviewed statements from Minnesota State Fair Officials, reviewed what other Counties and Cities around the Metro are doing, offered ideas as to what a modified festival could look like and shared concerns regarding the budget, staffing, the Governor's recommendations and the burden to public safety. *See attachment.*
3. Liaison Thorstad then opened the meeting for comments –
 - Committee Member Madison stated that she did not have interest in meeting in-person for future meetings and would only be able to volunteer the day of the event as she cares for a vulnerable adult.
 - Committee Member Sufka, who runs the Memorial Golf Tournament the Sunday after Happy Days, said he hopes the golf tournament would continue, but the Fire Relief Association would cancel the banquet at the end of the tournament to maintain social distancing guidelines.
 - Committee Member Tossey asked how many sponsorships we have received thus far.
 - Liaison Thorstad said we have not received any for 2020 at this time, but also that we have not started marketing Happy Days heavily at this time.
 - Committee Member Tossey asked that staff gauge the interest of the business community given the impacts the virus has had on them.
 - Committee Member Anderson stated that the Lion's organization has not been able to fundraise as much as in previous years due to COVID-19. She stated their primary fundraising tool is selling pull-tabs, which they have not been able to do since the Governor's Stay at Home order took effect.
 - Committee Member and Police Captain Frankfurth stated that his concern was the health and safety of his staff. He stated that the Ramsey Police Department has not

been hit with the virus thus far, but anticipates their luck to run out. He stated if the virus were to circulate within the department, officers would need to be quarantined for 14 days and the department could be short-staffed. He said he felt the officers time to be best spent responding to emergency needs and questioned if the department would have the staff capacity to monitor traffic and police social distancing guidelines on top of its daily functions.

- Committee Member Madison said, given these reasons, she didn't think it would work to have a Happy Days Festival in 2020.
- Committee Member Specht asked what events could be modified.
- Committee Member Hepner, a representative from Northgate Church, said she wasn't sure what the church's involvement would look like. She stated that she didn't think the kids tent and inflatables could be modified to accommodate social distancing. She asked if the concert could be made virtual and if we could still have fireworks and have folks watch from their apartments and cars.
- Committee Member Specht said he would be in favor of exploring those options.
- Committee Member Tossey said before he makes a recommendation, he wanted to know sponsor interest. He said if we don't have any money to fund a festival he didn't see how it could work.
- Committee Member Anderson said she didn't think the virus situation would improve enough by September for vendors, staff and patrons to gather safely in one area.
- Committee Member Madison agreed.

4. The Meeting Adjourned at 6:18 pm

The Draw

Summer Concert Series

Thursday nights, 6:30 - 8:00 pm at The Draw park & amphitheater, 7401 Ramsey Parkway

Presented by The Ramsey Foundation and Ramsey Parks & Recreation

June 18 - Roadhouse Blue - Enjoy a country-rock band, free Killebrew Root Beer & Cream Soda Floats

June 25 - 70s Magic Sunshine Band- The ultimate tribute to 70s am radio

July 2 - Darlene and the Boys- Party on to this classic country show

July 9 - Tim Hadler w/ Catrina Campbell -Enjoy a variety of music from Alan Jackson to Guns and roses

July 16 - Rhino - Don't miss Rhino's jaw dropping drum routine

July 23 - TBA-

July 30 - Starlette's Web - Revel in the musings of classic to current rock

August 6 - Church of Cash- An incredible Johnny Cash tribute performance

August 13 - Free and Easy - Dance along to this edgy, modern and retro pop band

August 20 - A Hard Day's Night- A fantastic Beatles tribute

August 27- Free Fallin' - Remember Tom Petty through his music



City of
RAMSEY



Live
at the
Draw

Meeting Date: 05/26/2020

Information

Title:

Staff Update on Progress of the New Public Works Building

Purpose/Background:

Purpose:

Review the progress of design work on the new PW Facility

Background:

1), Staff has been working closely with Oertel Architects and RJM Construction on the design phase of the new PW building. The design team and staff attended a video conference on May 8th to take the first look at the mechanical and electrical systems for the building. Staff also met with the design team at Moline Concrete on May 15th to take the first look at the precast wall panels including materials and color combinations. We will be meeting again on May 22nd to continue the design work and start refining the building features.

One of the questions raised was about equipping the building for possible future solar energy and the up front cost for that upgrade to the building structure. After speaking with the architect and RJM the estimated cost for the upgrade was \$90,000.00. During the design process staff has been working to identify areas where we can reduce cost, but not effect the over functionality of the building. Some of those areas are:

Reducing the number of tables and chairs in the training/lunch room

Various ventilation equipment changes throughout the building

Dust collection in the wood shop will be installed at a later date, when that overall function is better defined.

Removing the in-floor heat in the office area and replacing with electric base board heat

Relocating the transformer and future emergency generator location to reduce feeder lengths

Removing one 12,000# hoist from vehicle maintenance area. May be added back at a future date when demand dictates.

As we continue to get more detailed in the building design we will continue to look for opportunities to reduce initial costs.

2). On the Council Consent Agenda this evening is a case to approve additional design services request from Oertel Architects.

Background:

During the RFP period, the scope of the project was illustrated in a previous study from 2015 performed by BKV. The preferred option from that study included a building of roughly 76,200 SF, site storage bins, fuel island and relocation of the existing salt building, site work area and no additional site storm water storage, and some minor, mostly undefined remodeling of the existing facilities. During the programming and schematic design process for our project, Oertel and city staff have identified a scope of building that includes 93,000 SF of building footprint with the addition of the building extension to be bid as an alternate, included site bins and fuel island, site work area and additional stormwater control features. The salt building will not be relocated as part of this project and the remodeling will also likely not take place. Most of this request will be a shift of fee dollars already accounted for in the prime agreement for the project, that was originally purposed for the renovation and remodel of the existing structures. Given the current direction of the project, that scope of work will not occur within this project budget. Attached to the case is the proposal from Oertel Architects explaining the additional service requests and outlined by design discipline, providing a brief general explanation of those additional work efforts requiring the additional fee dollars with the total estimated amount of the request. Summary of Request:

Gross Request for Additional Services \$58,247.38

Deduct / Reallocation of Renovation Fee -\$35,490.00

Balance of Additional Request \$22,757.38

Article 11.4 of Prime Agreement for Additional Services \$682.72 **Full Additional Services Request \$23,440.10**

Original Contract amount \$585,491.21 Total new Contract amount \$608,931.31

Timeframe:

20 Minutes

Funding Source:

N/A

Responsible Party(ies):

Grant Riemer PW Superintendent

Outcome:

Informational only

Attachments

No file(s) attached.

Form Review

Inbox

Kurt Ulrich

Form Started By: Grant Riemer

Final Approval Date: 05/21/2020

Reviewed By

Kurt Ulrich

Date

05/21/2020 03:54 PM

Started On: 05/12/2020 12:05 PM

CC Work Session

3.1.

Meeting Date: 05/26/2020

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: 05/21/2020

Reviewed By

Kurt Ulrich

Date

05/21/2020 04:54 PM

Started On: 05/20/2020 05:07 PM

City Council Future Topics – Work Session
(Tentative Dates)

Proposed Date	Topics for Discussion – Council Action	Minutes
7/28/2020	Crime Free Multifamily Housing Program - Katers	30
2020	Discussion Regarding Recycling Services - Anderson	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
	Topics for Discussion – Planning and Budget	
6/23/2020	Water Supply Study and Treatment Options	60
6/23/2020	Discuss CAFR	30
7/14/2020	Initial Budget Discussion	60
2020	Discuss Historic Town Hall – Ulrich	30
2020	City Branding Presentation - Ulrich	40
2020	Fire Department Duty Crew Analysis - Kohner	20
2020	Comprehensive Plan Review - Gladhill	30-45
2020	CR-5 Corridor Study Review - Westby	45
2020	Park System Plan – Riemer/Riverblood	60
2020	Union Contracts - Lasher	45
2020	Review Council Member Compensation Study	20
	Topics for Discussion – Policy	
8/10/2020	Trail Maintenance Policy – Westby/Riemer	30
8/10/2020	Stormwater Pond Maintenance Policy –Westby/Riemer	30
8/25/2020	Accounting of City Engineering Staff Time for City Projects - Westby	30