

**City of Ramsey**  
**Agenda**  
**City Council Special Work Session**  
**Tuesday, February 16, 2021**  
**Immediately Following Public Works Committee**  
**Lake Itasca Room, 7550 Sunwood Drive NW**

This meeting is being held in accordance with Minnesota Statutes 13D.021. Due to the COVID-19 Pandemic, it is not practical and prudent for all members of this board to attend in person. Current Minnesota law requires certain social distancing standards that impacts the capacity of the Council Chambers. For those at highest risk, it is advised to isolate themselves from the general public. For these reasons, it is not practical and prudent to have this meeting exclusively in person. Members of the public are welcome to attend in person or remotely.

Remote Attendance available at [www.cityoframsey.com/meetings](http://www.cityoframsey.com/meetings). To maximize social distancing due to the COVID-19 Pandemic, those that can join remotely are encouraged to do so. Those joining remotely and requesting to speak are asked to use a webcam when speaking.

- 1. Call to Order**
- 2. Topics for Discussion**
  1. Discussion Regarding Duty Officer On-call Pay
  2. Discussion Regarding the Planning of 2021 City Events
  3. Review Mississippi River Corridor Critical Area Ordinance Update
  4. Review Current Multifamily Housing Policies and Receive Update on Current Requests for Interest by Multifamily Housing Developers
- 3. Adjournment**

## **CC Special Work Session**

**Meeting Date:** 02/16/2021

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### **Title:**

Discussion Regarding Duty Officer On-call Pay

### **Purpose/Background:**

The purpose of this discussion is to update the City Council regarding the Fire Department's On-call Duty Officer Program, but more specifically to discuss Officer compensation and to recommend changes.

### Background and Value:

The duty officer program is a terrific benefit not only to the Fire Department but to the thousands of residents and visitors we serve. Above all, the program ensures that a Fire Department official is responding directly to the scene, using the take home Fire Department SUV, within the just a few minutes of being dispatched to a call. The early arrival of an officer enables the Fire Department to begin a critical "size-up" of the situation and the officer can begin directing responding units accordingly. The quick arrival of an officer sets into motion a number of critical steps, including the request for additional resources and personnel and the tactical direction of first arriving personnel and resources. For calls that are minor in nature, the duty officer has been able to cancel or "slow down" other responding units which reduces the wear and tear on the Fire Department's fleet and greatly lowers the risks associated with an emergency response. The Duty Officer, unless relieved by a higher ranking officer, is also the single point of contact at an incident, serving as the Incident Commander.

### Schedules:

Duty Officers are scheduled from 10:00 pm to 6:00 am, Monday through Friday, and 10:00 pm to 10:00 am on Saturday and Sunday. Duty Officers are scheduled from Wednesday to Wednesday and must remain 100% available to immediately respond when dispatched to a call.

### Compensation:

Currently, on-call Duty Officers are compensated only when they are dispatched to a call. Staff recommends compensating Duty Officers at two hours of the Officer's normal hourly rate for non-holiday shifts and four hours for holidays. Officers' hourly pay ranges from \$16.50 to \$18.70 per hour, depending on their credentials and years of service. This recommendation is similar to the current Public Works on-call language and is aligned with what most of our neighboring fire departments have in place. An example of how our neighboring cities compensate their duty officers follows: 1) Andover pays 24 hours of the officer's regular hourly pay for the one week of assigned on-call time. Andover's max wage in 2020 was \$18.11 per hour which equates to \$62.09 per shift. Elk River pays \$5.66 per hour, which equates to \$67.92 per shift. Ramsey's cost per non-holiday shift would be \$33.00 to \$37.40 (2 hours of pay) and per holiday shift would be \$66.00 to \$74.80 (4 hours pay).

### Summary:

Staff feels that in order to be competitive and fair, providing Duty Officers with on-call pay is essential.

### **Timeframe:**

Up to 10 minutes.

### **Funding Source:**

The funding required for this action has been accounted for in the 2021 budget and is estimated to be \$ 8,913.60.

### **Responsible Party(ies):**

Matt Kohner, Fire Chief and Colleen Lasher, Administrative Services Director

**Outcome:**

For the City Council to provide staff with direction regarding On-call Duty Officer compensation in order for staff to bring a case forward at the next regular City Council meeting.

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**Attachments**

*No file(s) attached.*

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**Form Review**

**Inbox**

Matt Kohner  
Colleen Lasher (Originator)  
Kurt Ulrich  
Form Started By: Colleen Lasher  
Final Approval Date: 02/11/2021

**Reviewed By**

Matt Kohner  
Colleen Lasher  
Kurt Ulrich

**Date**

02/11/2021 12:32 PM  
02/11/2021 01:39 PM  
02/11/2021 02:51 PM  
Started On: 02/01/2021 03:49 PM

## CC Special Work Session

Meeting Date: 02/16/2021

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### Title:

Discussion Regarding the Planning of 2021 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 EDA Business Expo, EDA Golf Tournament, the EDA Business Networking Event, the Happy Days Festival, and the Christmas Tree-Lighting/Santa Claus Event.

Globally, Staff is approaching event planning for 2021 with smaller, in-person events beginning in Spring/early Summer and slowly building up to larger events in the fall, consistent with public health forecasts related to the COVID-19 Pandemic. This is simply a planning level forecast and event planning is subject to change. In order to host larger, in-person events, improvements in the public health pandemic, along with subsequent orders of the State of Minnesota must be achieved.

### Summer Concert Series:

In summary, Staff is planning on a full season of Thursday evening concerts for 2021, unless Council desires differently. The Covid-19 protocols put in place last Summer appeared to be tenable, and residents expressed appreciation to Council leadership for moving ahead with the concerts—even though residents were mandated to space out within the amphitheater, and reservations were required for seating. It may be noted that there is more Staff time involved in hosting the concerts with the above measures in place, and also that it was fortunate there were extra volunteers last Summer to check reservations and help ensure compliance with the protocols. It is not known if volunteers will be available for 2021.

### Happy Days Festival:

Previously in 2020, a 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 regard 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. Please note that, despite staff's best efforts to provide physically-distanced outdoor events, the 2020 event was rained-out.

**Christmas Tree-Lighting/Santa Claus Event:** The pandemic orders caused the City to implement alternatives to the tree lighting and Santa event gatherings of the past several years. As an alternative, the City put lights on approximately quarter-mile of trees between City Hall and the retail area near Coborn's. The City produced a Facebook feature of the City Hall Christmas tree decorated by the Garden Club, and had Christmas related art projects available for residents. The City also explored other options like lighting up the Parking Ramp elevator tower, which was determined not to be feasible. Staff is seeking direction on winter events and types of activities

desired or expected.

**EDA Events (Business Expo, Golf Tournament & Business Networking Event):**

The EDA will begin detailed event planning in the coming months. Broad Council direction is helpful to set general parameters and expectations. The Council has delegated event planning responsibilities for these events to the EDA, but the Council still has general oversight.

**EDA Business Expo:**

This event is typically held in April and consists of hundreds of attendees and dozens of vendors in an indoor venue. The 2020 event was canceled due to the pandemic. Due to forecasted COVID-19 levels in 2021 and the lead-time needed for event planning, Staff is recommending that the 2021 event be shifted to October. This will allow for public health measures and vaccinations to catch up and allow for larger events as well as avoid conflicts with Happy Days planning. Related, Staff recommends some sort of spring business spotlight. In 2020, this spotlight was a special insert for the Ramsey Resident and waiver of ad fees for Ramsey Businesses. Other ideas include, but are not limited to 'passport' events and other events that encourage Residents and Businesses to patronize local businesses.

**EDA Business Appreciation Day/Golf Tournament:**

The EDA was able to host a modified version of the Golf Tournament in 2020 and would plan to do so again. In 2020, the EDA hosted a golf tournament with a staggered start. The awards dinner was canceled. Current Executive Orders allow for this type of recreation event and a golf format allows for adequate social distancing. Staff will plan on some form of modified Awards Ceremony/Dinner for the time being, but it is anticipated that pandemic rules will still necessitate reduced capacity. This is still an improvement to the 2020 event, but pandemic restrictions still remain in place. If pandemic restrictions allow for a full, normal event, Staff will plan on doing so. There is sufficient lead time to plan for changes as we get closer to the event. Staff will simply remain flexible if capacity needs to be reduced as the event draws near.

**EDA Business Networking Event:**

This event was canceled for 2020 and a virtual webinar was held in its place. This event is typically held in November (or December). Staff has ample time to plan for this event and is planning a return to a normal format unless restrictions at the time necessitate a change. At minimum, it appears that a reduced capacity in person event is possible. A decision is not needed today.

**Timeframe:**

20 minutes (high-level direction only)

**Funding Source:**

Public Works; Parks & Recreation Operations budget allocations (with Summer Concert Series funded by the Lawful Gambling Fund, and *potential* Ramsey Foundation contributions)

EDA - Business Expo, Business Appreciation Day/Golf Tournament, Business Networking Breakfast

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, EDA events, the Happy Days Festival, and the tree lighting/Christmas winter event..

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## Attachments

*No file(s) attached.*

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### Form Review

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Tim Gladhill	Tim Gladhill	02/10/2021 10:18 AM
Jeff Katers	Jeff Katers	02/10/2021 03:28 PM
Mark Riverblood	Mark Riverblood	02/10/2021 03:48 PM
Kurt Ulrich	Kurt Ulrich	02/11/2021 03:26 PM
Kurt Ulrich	Kurt Ulrich	02/11/2021 03:26 PM
Form Started By: Colleen Lasher		Started On: 02/09/2021 06:26 PM
Final Approval Date: 02/11/2021		

## CC Special Work Session

Meeting Date: 02/16/2021

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### Title:

Review Mississippi River Corridor Critical Area Ordinance Update

### Purpose/Background:

The purpose of this case is to review the draft update to the Mississippi River Corridor Critical Area Ordinance. The original case is attached as background. Council members are encouraged to submit questions ahead of the meeting to help Staff prepare for the presentation. The Planning Commission has been invited to participate in the discussion.

The Critical Area Overlay is a 72-mile stretch of the Mississippi River in the Metro Area of Minnesota and was originally established in the late 1970s by the State of Minnesota. Ramsey has had an ordinance that complied with these rules since the mid-1980s. In 2013, the Minnesota Legislature directed the DNR to update these rules. This first attempt did not result in updated rules. The rulemaking process was re-commenced and ultimately completed in 2017. The City has been an active participant in review of these rules. Please see the attached document for a more detailed analysis.

According to the minutes for the January 26, 2021 City Council Meeting, the City Council was requesting additional time to review the information before making a decision and asked that a topic be forwarded to a future work session. It does not appear that any specific questions, situations or concerns were raised, so Staff has not provided additional updates at this time. This Work Session is an opportunity to identify any potential concerns with the Ordinance so that Staff can provide additional information as needed for future reviews.

### Timeframe:

30 Minutes

### Funding Source:

This case is being handled as part of normal Staff duties.

### Responsible Party(ies):

Deputy City Administrator

### Outcome:

Provide direction on next steps to comply with updated Minnesota Rules pertaining to the Mississippi River Corridor Critical Area.

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### Attachments

*No file(s) attached.*

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### Form Review

#### Inbox

Kurt Ulrich

Form Started By: Tim Gladhill

Final Approval Date: 02/11/2021

#### Reviewed By

Kurt Ulrich

#### Date

02/11/2021 02:54 PM

Started On: 02/02/2021 09:44 AM

## CC Special Work Session

Meeting Date: 02/16/2021

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### Title:

Review Current Multifamily Housing Policies and Receive Update on Current Requests for Interest by Multifamily Housing Developers

### Purpose/Background:

The purpose of this case is to review current Council Policies as it relates to multifamily housing development projects. The City has received anywhere from 6-8 inquiries over the past few months. Of those initial inquiries, 4 have submitted additional detail for review. Projects are generally renter-occupied and range from general occupancy to senior housing. Most inquiries involve a request to purchase a City-Owned Parcel and/or likely to include a request for financial assistance.

Before Staff spends any time preparing a case to bring forward to review individual projects, Staff needs Council Direction in order to do so, which is the purpose of this case. Mayor Kuzma has sponsored this case to come forward to discuss previous Council Direction and to bring newer Councilmembers up to speed on previous Council Direction. The City Council has previously directed Staff to pause on any multifamily housing projects that involve the sale of City-Owned Land or request financial assistance in order to allow our retail development goals to catch up with residential success. It should be noted that the City would generally be obligated to approve any multifamily housing project (on private land) that meets the requirements of the underlying zoning district (generally the R-3 Residential District and portions of The COR) and did not request any discretionary approvals or financial assistance.

Since this is a discussion focused on previous Council Direction, Staff has not prepared a detailed case report at this time. If the Council does desire a more detailed review after this introductory discussion, more detail will be provided at future meetings. The Planning Commission has been invited to be part of this discussion.

### Timeframe:

30 Minutes

### Funding Source:

This case is being handled as part of normal Staff duties.

### Responsible Party(ies):

Deputy City Administrator

### Outcome:

Provide direction/confirmation on multifamily housing projects as it relates to projects that request the purchase of City-Owned Land and/or financial assistance.

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### Attachments

*No file(s) attached.*

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### Form Review

Inbox  
Sean Sullivan

Reviewed By  
Sean Sullivan

Date  
02/11/2021 02:08 PM

Kurt Ulrich  
Form Started By: Tim Gladhill  
Final Approval Date: 02/11/2021

Kurt Ulrich

02/11/2021 03:30 PM  
Started On: 02/10/2021 08:34 PM