WORK SESSION AGENDA

City Council Work Sessions are being conducted in a hybrid format with in-person and remote options for attending.

Remote Attendance: Members of the public may attend this meeting by streaming via Webex (Click here) or by calling 1-415-655-0001 and entering access code 2457 366 9510. Additional information about attending electronic meetings is available on the City website.

Additional Remote Location: Due to out-of-state travel, Council Member Harris will be joining via Webex in accordance with Minnesota Statutes § 13D.02 from the following location:

Columbus Metropolitan Library
Main Library at 96 South Grant Avenue
Columbus, Ohio 43215

Pages

2. Review Facility Site Selection Process 6-10
3. Discussion Regarding Human Services Commission and City Events 10-12

Council Work Session meetings have an informal, discussion-style format and are designed for the Council to obtain background information, consider policy alternatives, and provide general directions to staff. No formal actions are taken at these meetings. The public is invited to attend Council Work Session meetings and listen to the discussion; public participation is allowed by invitation of the City Council.
Agenda Item
1. Update from Robbinsdale School District on Pilot Program for School and Public Safety Partnership

Prepared By
Tim Cruikshank, City Manager

Summary
At the September 21, 2021 City Council meeting, the Council approved an updated Memorandum of Understanding with Independent School District 281 for a pilot program for school and public safety partnership to create a welcoming and safe environment in the District’s Highview Alternative School and Sandburg Middle School. Representatives from the Robbinsdale School District have been invited to give an update on this topic.

Financial Or Budget Considerations
N/A

Supporting Documents
• MOU with ISD 281 for School and Public Safety Partnership Approved on September 21, 2021 (3 pages)
Memorandum of Understanding Regarding Pilot Program for School and Public Safety Partnership

This Memorandum of Understanding ("MOU") is made by and between the City of Golden Valley (the "City") and Independent School District 281 (the "District") (collectively, the “Parties”).

RECITALS

1. The Parties have agreed to implement a new pilot program in which the City and the District will continue to work together to create a welcoming and safe environment in the District’s Highview Alternative School and Sandburg Middle School.

2. The parties wish to implement this pilot program based on their mutual desire to provide the most physically and emotionally safe learning environment for students. In furtherance of this goal, the parties wish to explore programs that they believe will build positive relationships between families, staff, and public safety.

TERMS OF UNDERSTANDING

1. **The Participants.** The Parties shall be the City and the School District.

2. **The City’s Role and Responsibilities.** The City agrees to assume the following roles and responsibilities:

   a. The City will respond to 911 calls placed by the District.

   b. The City will continue to attend all safe school meetings.

   c. The City will engage with District staff pursuant to the District’s MTSS handbook.

   d. The City will continue to answer the District’s questions regarding building security and occupant safety.

   e. Subject to the City’s availability, the City will provide speakers on age appropriate subjects related to law enforcement, safety, community service opportunities to present to Highview and Sandburg students as requested by Highview and Sandburg administration. The City will communicate City hosted family and age appropriate events and community engagement and outreach opportunities to the District for continued school/community relationship building.

3. **The District’s Role and Responsibilities.** The District agrees to assume the following roles and responsibilities:

   a. Call 911 for emergency service when required.
b. Invite the City to safe school meetings.

c. Keep the City informed of changes to MTSS handbook and data trends that will require amendment of support.

d. Inform the City of family and age appropriate events and community engagement and outreach opportunities to District families.

4. **Ongoing Collaboration.** The Parties shall meet at least once annually to discuss work completed during the previous year, work proposed for the year, and any proposed changes to this MOU. If the District requires additional services, such as police presence at specific events, the Parties will enter into a separate services agreement for those services.

5. **Indemnification.** Each Party shall be responsible for its own acts and omissions and the results thereof to the greatest extent authorized by law. Neither Party agrees to accept the liability of the other.

6. **Nondiscrimination.** Both Parties agree they will not discriminate against any employee or applicant for employment to be employed in the performance of this MOU or respect to hire, tenure, terms, conditions, or privileges of employment because of the race, color, religion, sex, disability, or national origin or similarly protected statutes of the employee or applicant. Neither Party will, in the performance of this MOU, discriminate or permit discrimination in violation of federal or state laws or local ordinances.

7. **Relationship of the Parties.** It is agreed that nothing contained in this MOU is intended or should be construed in any manner as creating or establishing a partnership or joint venture between the Parties. Neither Party agrees to accept responsibility for the acts of the other Party or of the other Party’s officers, personnel, employees, agents, contractors, or servants. Any claims arising out of the employment or alleged employment, including without limitation, claims of discrimination, by or against a Party’s officers, personnel, employees, agents, contractors, or servants will in no way be the responsibility of the other Party. Neither Party will have any authority to bind the other by or with any contract or agreement, nor to impose any liability upon the other. All acts and contracts of each Party will be in its own name and not in the name of the other, unless otherwise provided herein.

8. **Term.** This MOU shall commence on July 1, 2021, (the "Commencement Date") and shall continue indefinitely until terminated.

9. **Termination.** Either Party may terminate this MOU, with or without cause, upon 60 days’ written notice to the other Party.

10. **Amendment.** The Parties may amend this MOU by mutual written agreement. Any such amendment shall only be effective if duly executed by the authorized representatives of each Party.
Executed the day and year first above written, by the parties as follows:

INDEPENDENT SCHOOL DISTRICT 281:

By: ____________________________ 9/7/2021
David Engstrom, Superintendent

CITY OF GOLDEN VALLEY:

By: ____________________________ 9/22/2021
Mayor Shepard Harris
Shepard M. Harris, Mayor

By: ____________________________ 9/22/2021
Tim Cruikshank
Timothy J. Cruikshank, City Manager
Agenda Item
2. Review Proposed Site Selection Process for Remote Fire Station

Prepared By
Marc Nevinski, Physical Development Director

Summary
Council is asked to review the attached proposed site selection process for a remote fire station. The proposal outlines the key steps, components and procedures of a site selection process, but exact steps, details and timeline will need to be determined in partnership with the consultant team. The process generally involves:

- Hiring a consultant team to lead the process. Staff anticipates using BKV to build off of the facilities study work. Additional consultants may include a construction cost estimator, appraisal/relocation expert, and communications consultant.
- Task Force consisting of various community perspectives and chaired by a councilmember.
- Staff steering committee.

The process is proposed to provide background for the task force about the need for a new remote fire station, identify selection criteria from both technical and community perspectives, and to identify a preferred location for the remote station using general location criteria. Staff and the consulting team would identify a specific property (or properties) to acquire based on site specific selection criteria. A site recommendation would be made to the Council in a closed session, subsequently allowing conversations to occur in an appropriate and respectful manner with property owners and tenants. A number of community engagement activities are also proposed and will be further developed to ensure opportunities for community participation and transparency.

Financial Or Budget Considerations
Funding for site selection services is available in the Building Improvement Fund. Professional fees are expected to range between $20,000 to $40,000.

Supporting Documents
- Memo: Proposed Outline of Site Section Process - Remote Fire Station
Following the conclusion of the 2021 Facilities Study and efforts to identify and secure funding sources through the State and Federal governments, the City needs to identify a site for the remote fire station. The construction of a new remote fire station is the first priority of the Facilities Study and, in March 2022, the Fire Department began scheduling daytime and evening duty crews. This memo outlines the proposed process for the City to identify a site for a new remote fire station, as well as to engage and inform the community throughout the process.

The process includes two levels of analysis – the identification of the best general location for a remote station, followed by a detailed site-specific review with a recommendation to the Council.

The consultant team is expected to include BKV, who lead the facilities study, with subconsultants including construction cost estimator, an acquisition/relocation consultant, and a communications consultant. The consulting team will lead the process and provide technical information and services to help form recommendations.

1. **Preliminary Steps**
   Following the Council’s approval of this process, Staff will begin to recruit community members to serve on a Site Selection Task Force. The role and make of the Task Force, as well as the Staff Steering Committee and consultant team, is described below. Staff will prepare an application and seek residents and representatives from the businesses and institutions in Golden Valley to serve on the Task Force. Staff and one or two Councilmember(s) will consider applications and, if necessary, interview candidates. Council will approve the Task Force membership, bylaws and a consulting contract.

2. **Resident Task Force**
   Role: 1) Advise the Steering Committee and Consultant on site selection criteria. 2) Evaluate general locations for a remote station based on established criteria. 3) Provide feedback on public engagement plans, share community perspectives, and act as ambassadors for the site selection process. The Task Force will not recommend specific parcels for acquisition, but rather will recommend areas for detailed analysis.

   **Make Up of Task Force – Up to 12 Members**
   - Facilities Study Task Force Member - 2
   - Residents from each quadrant of the City (use Douglas Drive & Golden Valley Road as the City’s geographical center point) – 1 per quadrant
     - In addition to geographic location, consider relevant experiences, perspectives, backgrounds.
   - At-Large Members from residents, businesses or institutions – 2-3
     - Ensure inclusion and diversity of relevant experiences, perspectives, backgrounds
   - Business/Institution representatives – 3-4
     - Consider likely “users” (e.g.) Care facilities or industries with specific needs, higher call volumes, or special hazards
   - Chaired by a Council member selected by the Council
3. **Staff Steering Committee**
   Role: 1) Oversee the site selection process to support the consultant and task force in performing their roles. 2) Provide technical information for analysis and evaluation. 3) Prepare for and participate in community engagement activities.

   **Make Up of Steering Committee**
   - Fire Chief
   - Police Chief
   - Finance Director
   - Communications Director
   - City Engineer
   - Public Works Director
   - Physical Development Director

4. **Site Selection Process – General Location Identification**
   Together, the Task Force, Steering Committee, and Consultant work through the following process:

   **Meeting 1**
   - Why is a new station needed
   - What are general parameters or considerations for a site
   - Review the planned process and discuss community engagement.
   - Note Council direction regarding Scheid Park and plans for improvements.
   - Tour a GV station and an SLP or other station

   **Staff/Consultant Tasks for Meeting #2**
   - Prepare draft criteria
   - Public newsletter article and newsfeeds to pair with social media
   - Publish and promote storyboard to gather community input on potential sites

   **Community Engagement**
   - Public newsletter article and newsfeeds to pair with social media
   - Publish and promote storyboard to gather community input on potential sites

   **Meeting 2 - 3**
   - Review *General Location Criteria* and ask task force to identify additional criteria. Criteria may include:
     - Response Time (Mapping and Diagrams)
     - Access to Trunk Highways
     - Restrictions to Movement
     - Site size and assembly potential
     - Impact to surrounding land uses
     - Civic presence (meeting space, voting)
     - Projected cost to acquire site(s)
     - Access to station
     - Response time to specific hazards
   - Develop consensus of criteria weight.
   - Identify potential locations for remote station based on info from Steering Committee, Consultant and public input.

   **Staff/Consultant Tasks for Meeting #3**
   - Summarize locations
   - Provide data for each site to apply criteria

   **Community Engagement**
   - Publish information about identified locations and criteria
Meeting 3 - 4

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<thead>
<tr>
<th>Staff/Consultant Tasks</th>
<th>Community Engagement</th>
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<tbody>
<tr>
<td>• Present recommendation to Council</td>
<td>• Publish information about recommendation</td>
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<td>• Hold open house and online event to share recommendations and receive community feedback</td>
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5. Site Selection – Specific Site Identification

Following the open house and presentation to the City Council, the Steering Committee and Consultants will study potential specific parcel(s) within the general location recommended by the Task Force. A series of 2-3 half-day charrettes will be used to study the potential parcel or parcels using both the general location criteria and site-specific criteria below.

- Buildability – Topography/grading, wetland and floodplain, access to utilities
- Facility Layout on site – 1 story vs 2 stories, setbacks, access to site
- Cost – acquisition, demolition, relocation
- Impacts to surrounding land uses

A recommendation will be made for a specific location for the remote station. Staff and the consultants will present the recommendation to the Council in a closed session to present the rationale for the recommendation, and the costs associated to acquire, relocate, demolish and prepare the site for development, as well as authorization to begin a process to acquire the property or properties. Assuming Council agrees and directs staff to proceed, the affected property owner or owners will be contacted about the City’s intentions and information on the determination would be published. Use of an acquisition/relocation consultant is recommended.

###
Appendix A
Criteria

General Location Criteria

- Response Time
- Access to Trunk Highways
- Restrictions to Movement
- Site size and assembly potential
- Impact to surrounding land uses
- Civic presence (meeting space, voting)
- Projected cost to acquire site(s)
- Access to station
- Response time to specific hazards

Specific Site Criteria

- Buildability
  - Topography/grading
  - Wetland and floodplain
  - Access to utilities
- Facility Layout on site
  - 1 Story vs 2 Stories
  - Setbacks
- Cost
  - Acquisition
  - Relocation

Appendix B
Timeline

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Agenda Item
3. Human Services Commission and City Events Discussion

Prepared By
Brian Erickson, Recreation Supervisor
Rick Birno, Parks & Recreation Director
Tim Cruikshank, City Manager

Summary

Due to a shortage of applicants to serve on the Human Services Commission (HSC) as well as a shortage of volunteers to serve on the Arts and Music Festival Committee, City Council has directed staff to give thought to some ideas on these topics and bring back to Council for consideration. After meeting with HSC representatives and the HSC Council liaison, the following thoughts are shared:

- The HSC would continue in its current form and meet its current responsibilities through 2022.
- The HSC continues to struggle with recruiting volunteers to serve on the commission.
- The title Human Services Commission may not adequately capture and communicate the role of this group effectively and could be acting as a barrier in the effective recruitment of volunteers and fund-raising.
- While a possible partnership with the Golden Valley Community Foundation as a means to better meet the goals of the community could gain some efficiencies, for various reasons this may not be a feasible path to pursue.
- The role of the city HSC in the distribution of funds to support family service organizations is vital to maintain in some form.

Through this process of reviewing and discussing key elements in the functioning of the HSC, the following future opportunities were considered:

- Could the HSC be renamed to better define its role, such as Community Services Commission?
- Could the HSC move to a smaller membership format with appointed members from current standing commissions that meets twice annually working with staff to distribute funds?
- Should the City consider providing fiscal resources to support a full-time staff member whose role would be focused on city-wide community events and volunteer recruitment?

Staff and members representing the HSC would like City Council input on the following questions:
• Should the HSC consider a new name that might better reflect the goals and responsibilities of this commission?
• Should staff propose a smaller appointed group to fulfill the duties of the HSC with supporting family service organizations? If so, should this smaller group be based on representatives from other appointed city commissions?
• Should staff consider recommending a new full-time position to support volunteer recruitment and the implementation of city-wide special events?
• Should staff be taking public input from residents to determine if an annual community celebration is a priority for the City of Golden Valley?

Staff and representatives from the HSC will be in attendance to discuss future opportunities.

Financial Or Budget Considerations
Possible cost of new full-time staff person

Recommended Action
Discussion and direction

Supporting Documents
None
<table>
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<tr>
<th>Meeting &amp; Item Info</th>
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<tbody>
<tr>
<td>June 21, 2022 City Council Meeting - 6:30 PM (Brookview)</td>
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<tr>
<td>1A - Pledge of Allegiance and Land Acknowledgement</td>
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<td>Presentation</td>
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<td>New Employee Introductions/Swearing-In Ceremony</td>
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<td>Consent - Licenses</td>
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<td>New Off-Sale Liquor License - Golden Valley Country Club</td>
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<td>New Liquor License - Game Show Battle Rooms</td>
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<td>New Liquor License - Nong’s Thai Cuisine</td>
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<td>Consent - Boards, Commissions, and Task Forces</td>
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<td>Consent - Bid, Quotes, and Contracts</td>
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<td>2023-2027 MNDOT Master Partnership Contract</td>
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<td>Mixed Income Housing Policy - Legal Agreements TBD</td>
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<td>Approve Change Order for Glenwood Avenue Watermain Rehabilitation Project #21-06</td>
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<td>Approve Community Service Agreement with Breck School</td>
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<td>MOU with LELS - update PTO policy for Police Dept</td>
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<td>Consent - Grants and Donations</td>
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<td>Consent - Miscellaneous</td>
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<td>Appointment of Election Judges and AB Ballot Board for Primary &amp; General Election - Resolutions</td>
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<td>Approve Right of Way Policy Updates</td>
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<td>Respectful Workplace Policy</td>
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<td>Public Hearing</td>
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<td>First Reading - Ordinance to Update Stormwater Management Chapter 107</td>
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<td>June 21, 2022 HRA Meeting - 6:30 PM (Brookview) (after Council Meeting)</td>
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<td>Consent Agenda</td>
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<td>Receive and File Previous Quarter’s Financial Reports</td>
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<td>Mixed Income Housing Policy - Legal Agreements TBD</td>
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<td>Approve Affordable Housing Compliance Monitoring PSA with Affordable Housing Connections, Inc.</td>
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<td>Approve Program Guidelines and RFQ for the Golden Valley Affordable Homeownership Program</td>
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<td>Public Hearing</td>
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<td>July 5, 2022 City Council Meeting - 6:30 PM</td>
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<td>1A - Pledge of Allegiance and Land Acknowledgement</td>
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<td>Presentation</td>
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<td>Proclamation for Parks and Recreation Month</td>
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<td>Consent - Licenses</td>
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<td>Consent - Boards, Commissions, and Task Forces</td>
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<td>Consent - Bid, Quotes, and Contracts</td>
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<td>Contract for Annual Pavement Preservation Project</td>
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<td>Approve Contract for TH 100 Sanitary Sewer Manhole Reconstruction</td>
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<td>In-Service Bridge Inspection Roadway Bridges Agreement</td>
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<td>Minnesota GreenCorps Host Site Agreement</td>
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<td>Medley Park 2022 Outdoor Hockey Rink Replacement Purchase Agreement</td>
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<td>Consent - Grants and Donations</td>
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### Meeting & Item Info

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<tr>
<th>Public Hearing</th>
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<tr>
<td><strong>Second Reading - Ordinance to Update Stormwater Management Chapter 107</strong></td>
<td><strong>Hazardous Building Declaration - 2425 Douglas Drive</strong></td>
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**July 12, 2022 Special City Council Training Session - 4:30 PM**

City Council Equity Training Session

**July 12, 2022 City Council Work Session - 6:30 PM**

PEACE Commission Update

- Review Comprehensive Annual Financial Report
- Continuation of Board and Commission Term Limits Discussion & Commissioner Application/Interview Process
- Council Review of Future Draft Agendas

**July 19, 2022 City Council Meeting - 6:30 PM**

1A - Pledge of Allegiance and Land Acknowledgement

**Presentation**

- Proclamation for MN Night to Unite
- New Employee Introductions/Swearing-In Ceremony

**Consent - Licenses**

**Consent - Boards, Commissions, and Task Forces**

**Consent - Bid, Quotes, and Contracts**

**Consent - Grants and Donations**

**Consent - Miscellaneous**

- Receive and File Previous Quarter’s Financial Reports

**Public Hearing**

**Old Business**

**New Business**