



City of Blaine

City Council Workshop

May 8, 2023 | 5:30 PM
Blaine City Hall
10801 Town Square Drive NE
Blaine, MN 55449

AGENDA

NOTICE OF WORKSHOP MEETING

In accordance with the provisions of Section 3.01 of the Blaine City Charter, a Council Workshop meeting is scheduled for the following purpose:

1. Call to Order

2. New Business

2.1. 2023-160 Assessment Review #1 - Hardships and Tax Exempt Parcels
Sponsors: Daniel Schluender, Director of Engineering

2.2. 2023-175 Parking Ordinance Discussion
Sponsors: Sheila Sellman, City Planner

2.3. **2023-55** Police Department Community Outreach and Mental Health Program Updates
Sponsors: Brian Podany, Safety Services Manager/Police Chief

2.4. 2023-176 Strategic Planning - Environmental Scan
Sponsors: Ben Hayle, Communications Manager

2.5. 2023-178 2023 Sod Replacement Project Update
Sponsors: Daniel Schluender, Director of Engineering

3. Other Business

4. Adjournment



City of Blaine Staff Report

File Number:

Agenda Date	Status
May 8, 2023	
In Control	File Type
City Council	Report

New Business -

Agenda Item # 2.2

Parking Ordinance Discussion

Background

Staff annually reviews the zoning code to identify areas for improvement. This process was established following substantial revisions to the zoning code in 2020 to ensure that the code remains current. Changes generally serve to address situations not covered by the code, improve clarity, and to modify code requirements to address issues brought up by the Council and Planning Commission.

In addition, to the annual review, it was determined that a more thorough review of the Parking Ordinance should take place as some of the requirements were of concern with recent projects.

Several other similar-sized community parking ordinances and Blaine's community needs were reviewed by staff. The proposed changes or additions to the parking requirements for certain uses were reviewed to bring the parking section inline with current development needs and with what other cities require for similar uses. The attached draft ordinance includes all the proposed changes. A summary of the changes is below.

Parking Size

The stall length for 90 degree and 45 degrees stalls was shortened by 2 feet to be consistent with other cities and requests from applicants. The proposed stall length of 18 feet is adequate as many stalls will have a curb overhang providing more parking length. The current allowance to reduce the length of the stall by 2 feet for a curb overhang is proposed to be removed and all stalls will need to meet the minimum of 18 feet.

The requirement for traffic islands is proposed to be changed to, "may be required for safety",

as many sites do not install parking islands due to issues with snow removal in the winter months and providing landscape maintenance.

Single Family

The requirement for no more than 4 parking spaces for single family homes is proposed to be removed as many single-family homes provide more than four parking spaces on driveways. This change will remove a limit cap on spaces.

Automobile Repair

The parking requirement for auto repair businesses is two stalls per service bay and four additional stalls. Traditionally, this has been interpreted that the two stalls per bay may not be used for overnight outside storage and are intended for use of customer cars during the day and staff use. The proposed change clarifies that the outside storage of cars as a permitted or conditional use may occupy the four required parking spaces.

Brewery

Brewery has been added to clarify the previous policy of parking requirements used for a brewery space. Manufacturing and warehousing parking requirements have been proposed.

Places of Worship

Churches and synagogues have been replaced with the more appropriate title of Places of Worship. The parking requirements remain at one (1) parking space for each four (4) seats in accordance with design capacity of the main auditorium.

Drive Thru Businesses

The current Parking Ordinance does not address required stacking for drive-thru businesses. Generally, drive-thru stacking was reviewed through site plan approval and the Conditional Use Permit (CUP) process. The proposed requirement has stacking criteria for pharmacies, banks, and all other uses. Generally, six stacking stalls per lane are required with reduced requirements for banks, pharmacies, and a business with two drive-thru lanes.

Establishments handling the sale and consumption of food and refreshment on the premises

Event Centers have been removed from the category and now have their own proposed parking requirements. Parking requirements for a takeout only restaurant (no dining area provided) has been added.

Event Centers, auditoriums, private clubs, lodges, and other places of assembly (not places of worship)

Recently, the City has experienced some concerns about not enough parking being provided on sites with event centers. Currently, event centers are required to meet the restaurant requirement of a minimum of one stall per 100 square feet for dining area. With the review of several other cities' parking requirements, staff recommends a parking requirement of one space for every two seats of seating capacity, plus spaces for employees.

Movie Theater

Theater was changed to movie theater to be clearer and more descriptive.

Private Clubs and Lodge

This category has been added to the event center parking requirements.

Schools, high school, public or private

The existing requirement for a high school is very high at 2 parking stalls per student and is not feasible or necessary. After reviewing several other communities with high schools, the proposed requirement is suggested to be 1 stall for every 4 students. The requirement may be reduced by the Zoning Administrator based on a parking policy the school would provide. This policy may include minimizing/controlling the number of high school drivers on site by requiring a parking permit.

Senior Housing

Currently, assisted living and memory care parking is determined by a CUP, which can leave the potential for not enough parking on site. Several communities and assisted living/memory care facilities were contacted to determine adequate parking needs. Consistent with the feedback, staff has proposed a parking requirement of one (1) parking stall per two (2) units and removing the determined by CUP standard.

Supermarkets, discount houses, mail order outlets, retail stores and other stores with high customer volume

The City Council has shared some concerns with sites (big box stores) having excessive paved parking lots. Staff looked at other communities (nationally and locally) ordinance requirements, along with trends of the number of parking spaces seen in these lots not being needed, and recommend a change for buildings with over 100,000 square feet.

- The first 100,000 square feet will need to meet the normal retail requirement of 1 stall every 200 square feet. All other square footage past 100,000 square feet will meet the 1 stall per 350 square feet of floor area.
- The number of parking spaces provided shall not exceed the minimum requirement by more than 10 percent. The Zoning Administrator may expand the parking requirements if the applicant demonstrates, in documented form, a demand which is different than required based on the specifics of the proposed use.

Examples:

Kohl's-National Market Center: 88,400 sf

- Required Parking: 418 stalls with current requirements
- Provided Parking: 524 stalls

- If the requirement of not exceeding 10 percent is added, they are 65 stalls over.

Walmart-Highway 65: 148,124 sf

- Required Parking: 667 stalls with current requirements.
- Provided Parking: 711 stalls
- Proposed parking requirement = 637 stalls, allowed 10 percent over = 701 stalls.
Therefore, they are over by 10 stalls.

Taproom

Currently, a taproom is calculated as bar area (listed under establishments handling the sale and consumption of food and refreshment on the premises) at 1 space for every 40 square feet of bar area. This proposed new classification will clarify the use and parking requirement.

Reduced Parking/Proof of Parking

Occasionally, a commercial/industrial type use does not want to construct all the parking stalls that the ordinance requires as they do not feel they will use all of the stalls.

City policy has allowed reduced parking in the past without set criteria. Previously, approved proof of parking has not provided parking issues on sites. Several similar sized cities provide some provision of allowing reduced parking if they can meet certain criteria. In order to provide set criteria for all requests, staff recommends the following for permitting reduced parking on site:

- (a) The request for reduction shall be accompanied by supporting data specifically applying to the particular use in question.
- (b) The applicant must provide each of the following:
 - (aa) A detailed parking plan demonstrating that the parking otherwise required by this section can be provided on the site within ordinance design standards; and
 - (bb) The parking area must meet the setback, dimension, and maneuverability standards of this ordinance and the stormwater management rules; and
 - (cc) An agreement in recordable form, approved as to form and content by the city attorney, executed by the property owner, which agreement provides that the owner, on behalf of himself and his heirs, successors, and assigns, will not use the area identified for expansion parking for any use except landscaping or to cause compliance with the off-street parking requirements of this Code.
- (c) The City may order installation of previously excepted parking spaces at any time when, in the city's judgment, conditions indicate the need for such parking, and the property owner shall comply with such order.

Staff Recommendation

Review changes and provide feedback.

Questions for Council

Do the suggested changes address the Council's concerns?

Attachment List

1. Draft Ordinance

33.13 - Parking.

- (a) Any off-street parking space in connection with existing buildings or structures, on the effective date of this ordinance, shall not be removed, enlarged or altered, except in conformance with the requirements of this ordinance.

In connection with any building or structure which is to be erected or substantially altered and which required off-street parking spaces, off-street parking spaces shall be provided in accordance with the following regulations. No change in use is permitted until the required number of parking stalls are furnished.

The following requirements are designed to provide adequate off-street parking space for passenger automobiles of patrons, occupants or employees.

- (b) *Size.* (Ord. No. 86-956, amended 7-10-1986; Ord. No. 07-2148, amended 9-6-2007)

- (1) Stall and aisle dimensions shall be constructed to the following minimum specifications listed below. Parallel parking subject to Zoning Administrator Approval.

Parking Angle	Stall Width Including Striping	Stall Length Of Line	Aisle Width
90 degrees	9 feet	18 20 feet	24 feet
60 degrees	9 feet	23 feet	15 feet
45 degrees	9 feet	25 27 feet	12 feet
Parallel	9 feet	23 feet	12 feet

~~The stall length can be reduced by the amount of the curb overhang up to a maximum of two (2) feet.~~

Accessible parking spaces shall meet the dimensional requirements of the Minnesota Accessibility Code.

- (1) All off-street parking areas shall be striped between stalls. Directional arrows shall be used on one-way traffic lanes.

- ~~(2) Painted or curbed traffic safety islands shall be installed at the ends of each parking tier. Additional traffic safety islands may be required to maintain a safe and orderly flow of traffic within the parking lot and/or driveways.~~

- (c) *Access.*

- (1) Each required off-street parking space shall open directly upon an aisle or driveway of such width and design as to provide safe and efficient means of vehicular access to parking spaces.
- (2) All off-street parking facilities shall be provided with appropriate means of vehicular access to a street, alley, or a driveway, in a manner which will least interfere with traffic movements.

- (3) All parking areas shall have vehicular access to it by a street or driveway, containing all-weather, hard-surfaced pavement. No driveway access across public property, or at the curb line of a public street, shall have a width exceeding twenty-four (24) feet for single family residential lots with less than seventy (70) feet of frontage, thirty (30) feet for lots with seventy (70) or more feet of frontage and multi-family developments, or thirty-six (36) feet for commercial/industrial, exclusive of curb returns. (Ord. No. 22-2494, amended 1-19-22; Ord. No. 89-1163, amended 10-19-1989)

(d) *Yards.*

- (1) Off-street parking and driveways shall not be permitted within any front yard, corner side yard, side yard, or rear yard minimum setbacks established for parking and driveways. (Ord. No. 85-898, amended 8-15-1985)
- (2) Parking spaces required for single or two family dwelling units shall be located on the same lot as the dwelling served.

- (e) *Computation of Parking Spaces.* When determination of the number of parking spaces required by ordinance results in a requirement of a fractional space, any fraction of one-half ($\frac{1}{2}$) or less may be dropped, while a fraction in excess of one-half ($\frac{1}{2}$) shall be counted as one (1) parking space.

- (f) *Collective Parking Provisions for Non-residential Uses.* Off-street parking facilities for separate uses may be provided collectively if the total number of spaces so provided is not less than the sum of the separate requirements of each use and if all regulations governing the location of accessory parking spaces in relation to the use served are observed. But no parking space, or portion thereof, shall serve as a required space for more than one (1) use unless otherwise authorized in this ordinance.

(g) *Repair and Service.*

- (1) No motor vehicle repair work of any kind shall be permitted in parking lots.
- (2) No merchandise shall be sold in conjunction with any parking facilities unless such facilities are located within a completely enclosed building.

(h) *Design, Maintenance, and Installation.*

- (1) All open off-street parking areas or areas traveled by vehicles shall be of four-inch MnDOT Class 5 base and a minimum two-inch bituminous surface.

- (i) *Required Parking Spaces.* Off-street parking spaces accessory to designated uses shall be provided as follows:

- (1) *Single family dwellings:* At least one (1) parking space for each dwelling, plus one (1) additional parking space for each two (2) roomers or lodgers accommodated, ~~but no more than four (4) parking spaces for each single family dwelling.~~
- (2) *Two family dwellings:* Two (2) for each dwelling unit.
- (3) *Apartments:* One space per studio apartment, one- and one-half spaces per one-bedroom apartment, and two spaces per unit for all other units. Half of the required parking stalls must be underground. (Ord. No. 22-2514, amended 12-19-22)
- (4) *Townhouses:* Two garage spaces per unit plus 1 space for each three units for guest parking. Guest parking may include on street parking spaces on private roads.
- (5) *Automobile Repair:* Four (4) parking spaces, plus two (2) parking spaces per service bay. The outside storage of cars as a permitted or conditional use in the applicable zoning district may occupy the required four (4) parking spaces.

- (6) *Banks*: At least one (1) parking space for each four hundred (400) square feet of floor area.
- (7) *Boarding and Rooming Houses*: At least two (2) parking spaces, plus one (1) parking space for each three (3) persons for whom living accommodations are provided.
- (8) *Bowling alleys*: At least five (5) parking spaces for each alley, plus one (1) space for every four hundred (400) square feet of area not used as a bowling alley. (Ord. No. 06-2099, amended 6-1-2006)
- (9) *Brewery*: At least one (1) parking space for each five hundred (500) square feet of manufacturing floor area and one (1) parking space for each two thousand (2,000) square feet of warehousing floor area.
- (10) ~~(9)~~ *Business and professional offices or public administration buildings*: At least one (1) parking space for each two hundred fifty (250) square feet of floor area.
- (11) ~~(10)~~ *Childcare facility, not including group family daycare*: At least one (1) parking space for each three hundred (300) square feet of floor area.
- ~~(11) *Churches and synagogues*: At least one (1) parking space for each four (4) seats in accordance with design capacity of the main auditorium.~~
- (12) *Drive Thru Businesses*:
- (a) Pharmacies with one drive thru lane shall provide stacking space for at least five vehicles, and pharmacies with two or more drive thru lanes shall provide stacking space for at least three vehicles per lane, as measured from and including the last pick-up station, window, or the like. Stacking spaces shall not interfere with parking spaces or traffic circulation.
- (b) Banks containing one drive thru lane shall provide stacking space for at least six vehicles, and banks containing two or more drive thru lanes shall provide stacking space for at least four vehicles per lane, as measured from and including the last pick-up station, window, or the like. Stacking spaces shall not interfere with parking spaces or traffic circulation.
- (c) All Other Uses. Businesses with one drive thru lane shall provide stacking space for at least six vehicles, and businesses with two or more drive thru lanes shall provide stacking space for at least six vehicles per lane, as measured from and including the last pick-up station, window, or the like. Stacking spaces shall not interfere with parking spaces or traffic circulation.

Sites with drive thru service shall be designed in a manner that allows drivers not using the drive thru, or wishing to exit the drive thru area, to bypass the drive thru lane(s).

- (13) ~~(12)~~ *Establishments handling the sale and consumption of food and refreshment on the premises including event centers*: At least one (1) parking space for each one hundred (100) square feet of floor area, excluding bar area and kitchen area, one (1) parking space for each forty (40) square feet of bar area and one (1) parking space for each two hundred square feet of kitchen area. If no dining area is provided at least one (1) parking space for each 275 square feet of public pick up area.
- (14) *Event Centers, auditoriums, private clubs, lodges, and other places of assembly (not places of worship)*: Parking spaces equal in number to one-half the seating capacity plus employee parking.

- (15) ~~(13)~~ *Fitness Centers*: 1 space for each three hundred (300) square feet of floor area.
- (16) ~~(14)~~ *Furniture and appliance stores, motor vehicle sales, stores for repair of household equipment, or furniture*: At least one (1) parking space for each six hundred (600) square feet of floor area.
- (17) ~~(15)~~ *Hospitals*: At least two (2) parking spaces per bed.
- (18) ~~(16)~~ *Hotels*: At least one (1) space for each guest room.
- (19) ~~(17)~~ *Libraries and museums*: At least one (1) parking space for each five hundred (500) square feet of floor area.
- (20) ~~(18)~~ *Manufacturing, fabricating, and processing plants not engaged in retail trade*: At least one (1) parking space for each five hundred (500) square feet of floor area. (Ord. No. 88-1071, amended 2-18-1988; Ord. No. 22-2514, amended 12-19-22)
- (21) ~~(19)~~ *Medical and dental clinics*: At least one (1) space for each one hundred fifty (150) square feet of floor area.
- (22) ~~(20)~~ *Motels*: At least one (1) parking space for each dwelling unit, plus one (1) space per employee. }
- (23) *Movie Theaters*: At least one (1) parking space for each four (4) seats in the theater.
- ~~(21) *Private clubs and lodge*: One (1) parking space for each sixteen (16) square feet of assembly area or one (1) parking space for every two and one-half (2½) seats, whichever is greater.~~
- ~~(24) *Places of Worship* : At least one (1) parking space for each four (4) seats in accordance with design capacity of the main auditorium.~~
- (25) ~~(22)~~ *Recreational buildings or community centers*: Spaces in adequate number as determined by the Zoning Administrator.
- (26) ~~(23)~~ *Schools, elementary, junior high, public or private*:

At least three (3) parking spaces per classroom, plus necessary spaces for student drop off. May be reduced at Zoning Administrator discretion.

- ~~(27) (24) *Schools, high school, public or private*: 1 per 4 students based on the design capacity. This requirement may be reduced at the Zoning Administrator's discretion to reflect facility use and/or parking policy. Adequate space shall be allowed for the dropping off and/or picking up of students as determined by the Zoning Administrator.~~
- ~~At least two (2) parking spaces per student, plus necessary spaces for student drop off. May be reduced at Zoning Administrator discretion.~~
- (28) ~~(25)~~ *Self Storage Facility*: Minimum of five (5) spaces
- (29) ~~(26)~~ *Senior Housing*: 1.5 spaces per independent living apartment unit other than studio apartments. Studio apartments require one space per unit. Half of the parking spaces for independent living shall be underground. *Parking for assisted living and memory care units: At least one (1) parking stall space per two (2) units. shall be determined by Conditional Use Permit.* (Ord. No. 22-2494, added 1-19-22)
- (30) ~~(27)~~ *Supermarkets, discount houses, mail order outlets, retail stores and other stores with high customer volume*: At least one (1) parking space for each two hundred (200) square feet of floor area; *for the first 100,000 square feet, plus 1 per 350 square feet of floor area thereafter. The number of parking spaces provided shall not exceed the*

minimum requirement by more than 10 percent. The Zoning Administrator may expand the parking requirements if the applicant demonstrates, in documented form, a demand which is different than required based on the specifics of the proposed use.

(31) *Taproom*: At least one (1) parking space for each forty (40) square feet of taproom/bar area.

(28) *Theaters*: At least one (1) parking space for each four (4) seats in the theater.

(32) (29) *Undertaking establishments and funeral homes*: At least one (1) space for every twenty-eight (28) square feet of area devoted to funeral services or display area plus one (1) parking space per employee. (Ord. No. 03-1990, amended 8-21-2003)

(33) (30) *Warehouse and storage establishments and freight terminals*: At least one (1) off-street parking space for each two thousand (2,000) square feet of floor area or one (1) parking space for every two (2) employees, whichever is greater.

(34) (31) *Other uses*: Parking spaces on the same basis as required for the most similar use.

(35) *Reduced parking*. When demonstrated to the satisfaction of the zoning administrator that the number of parking spaces required by this section would not be needed for the particular use in question, a reduced number of parking spaces may be approved subject to the following:

(a) The request for reduction shall be accompanied by supporting data specifically applying to the particular use in question.

(b) The applicant must provide each of the following:

(aa) A detailed parking plan demonstrating that the parking otherwise required by this section can be provided on the site within ordinance design standards; and

(bb) The parking area must meet the setback, dimension, and maneuverability standards of this ordinance and the stormwater management rules; and

(cc) An agreement in recordable form, approved as to form and content by the city attorney, executed by the property owner, which agreement provides that the owner, on behalf of himself and his heirs, successors, and assigns, will not use the area identified for expansion parking for any use except landscaping or to cause compliance with the off-street parking requirements of this Code.

(c) The City may order installation of previously excepted parking spaces at any time when, in the city's judgment, conditions indicate the need for such parking, and the property owner shall comply with such order.



City of Blaine Staff Report

File Number:

Agenda Date	Status
May 8, 2023	

In Control	File Type
City Council	Presentation

New Business - Emily Douglas, Amanda Terwey

Agenda Item # 2.3

Police Department Community Outreach and Mental Health Program Updates

Background

The police department community outreach coordinator, Emily Douglas, and the mental health coordinator, Amanda Terwey, will give a presentation updating the council on their respective programs.

Staff Recommendation

Provide any feedback or questions.

Questions for Council

Attachment List

1. Community Outreach Update Presentation 2023
2. MHC presentation 2023



Community Outreach Unit

Blaine Police Department

Emily Douglas & Officer Brian Wiens

Community Outreach Coordinator



◆ Background

- Bachelor's Degree in Criminal Justice with minor in Psychology
- Prior experience working with crime victims and witnesses, management
- Certified in Crime Prevention & Crime Prevention Through Environmental Design

◆ Full time at Blaine Police Department August 1, 2022

Community Outreach Officer



◆ Background

- Master's Degree in Police Leadership, Education and Administration
 - 25 years experience in law enforcement at Blaine Police Department
 - Use of Force, Firearms Instructor
 - School Resource Officer, Provisional Detective
 - Certified in Crime Prevention & Crime Prevention Through Environmental Design
- ◆ Full time in assignment as of January 1, 2023

Community Outreach Unit



Primary job duties

- ◆ Incorporate citizen input into community engagement activities
- ◆ Incorporate officer input into community engagement activities
- ◆ Increase transparency of police department
- ◆ Enrich engagement between citizens and police
- ◆ Increase department awareness of citizen concerns and feedback
- ◆ Work closely with community partners to plan and execute outreach events

Focus areas

- ◆ BIPOC/Multicultural
- ◆ Businesses
- ◆ Houses of Worship
- ◆ Individuals with disabilities
- ◆ LGBTQIA+
- ◆ Low-income/homeless
- ◆ Manufactured home communities
- ◆ Multi-unit housing
- ◆ Nonprofits
- ◆ Seniors/Elderly
- ◆ Social Media
- ◆ Youth and Schools
- ◆ Victims of crime

Community Outreach Unit Goals

- Build and maintain lasting relationships, partnerships, and networks
- Make resident-police relationships healthier and more productive
- Break down barriers between residents and police
- Become more aware and responsive to the needs of our residents
- Connect with individuals through proactive involvement in a non-enforcement environment
- Increase social media presence and transparency



Community Outreach Unit In Action



- ◆ Social media (Facebook, Instagram, Twitter, Nextdoor, Ring Neighbors, YouTube)
- ◆ Main contact for other departments and partner agencies for police involvement in outreach activities
- ◆ Miscellaneous citizen concerns/questions
- ◆ Officer-initiated requests
- ◆ Problem solving when issues arise
- ◆ Training and certification
- ◆ Presentations and public appearances in the community
- ◆ Joining committees and workgroups that benefit the department
- ◆ Coordinating crime prevention campaigns (CATGuard, Project ChildSafe, Hyundai/Kia Steering Wheel Locks)

Community Outreach Unit – 6 months

- ◆ Membership on 12 committees/associations/coalitions
- ◆ 23 internal meetings with City/BPD staff
- ◆ 22 external meetings with schools, other PDs, community partners, etc.
- ◆ PD involvement at 5 Parks & Rec events
- ◆ PD events
- ◆ Coat and toy drives
- ◆ 4 Coffee with a Cop events
- ◆ 4 PD tours
- ◆ 3 Senior Safety Seminars
- ◆ Chaplain and reserves recruitment
- ◆ Steering Wheel Locks for Kias/Hyundais
- ◆ Project ChildSafe Firearm Safety Kits
- ◆ Alarm Permits/False Alarms
- ◆ Fingerprints – 25 since January 1
- ◆ 83 citizen inquiries
- ◆ 128 social media posts
 - Crime Prevention
 - Positive images of officers in community
 - Transparency
- ◆ Schools
 - I Love to Read Month – read to 17 elementary classrooms
 - Judges at 4 science fairs and 1 hall decoration
- ◆ New materials – brochures, victim information cards, recruitment flyers
- ◆ Collaboration with City Planning to review commercial construction plans for crime prevention through environmental design
- ◆ Collaboration with Communications
 - Videos – Photos – Newsletter articles



Community Outreach Unit

On the horizon

- ◆ Arrive Alive
- ◆ Community Outreach trailer
- ◆ Citizen Council
- ◆ Onboarding video
- ◆ Crime-Free Multi-Housing program





Questions?

Mental Health Coordinator

Blaine Police Department



Amanda Terwey
MSW, LICSW

Mental Health Coordinator



◆ Background

- Master's Degree in Social Work
- Licensed as an Independent Clinical Social Worker (LICSW)
- Prior experience working with individuals who have mental illness and substance use disorders

◆ Full time at Blaine Police Department October 2022

- ◆ Previously in shared contract position with Coon Rapids Police Department (July 2021-September 2022)

Mental Health Coordinator



Primary job duties

- ◆ Co-respond to calls with officers to assist individuals in need
- ◆ Connect individuals to resources and services to address their needs
- ◆ Complete follow ups on referrals
- ◆ Support multidisciplinary collaborative approaches
- ◆ Increase community awareness and support

Focus areas

- ◆ Mental health
- ◆ Substance Use
- ◆ Unsheltered
- ◆ Domestic violence

What does this look like in action?

- Parent struggling with their child's behavior
- Individual using substances seeking detox or treatment services
- Check welfare call from concerned resident of unsheltered individual sleeping in the grass of a park
- Individual who is experiencing suicidal ideation and/or self harming, asking for help
- Concerned individuals calling about social media posts
- Children with questions about how to best help their aging parent
- Concerned residents calling about a family member who is struggling with their mental health and/or substance use



What does this look like in action?



January 2023

Total Referrals: 136

- 81 Completed follow ups
- 31 On Scene Assists

February 2023

Total Referrals: 109

- 61 Completed follow ups
- 18 On Scene Assists

March 2023

Total Referrals: 137

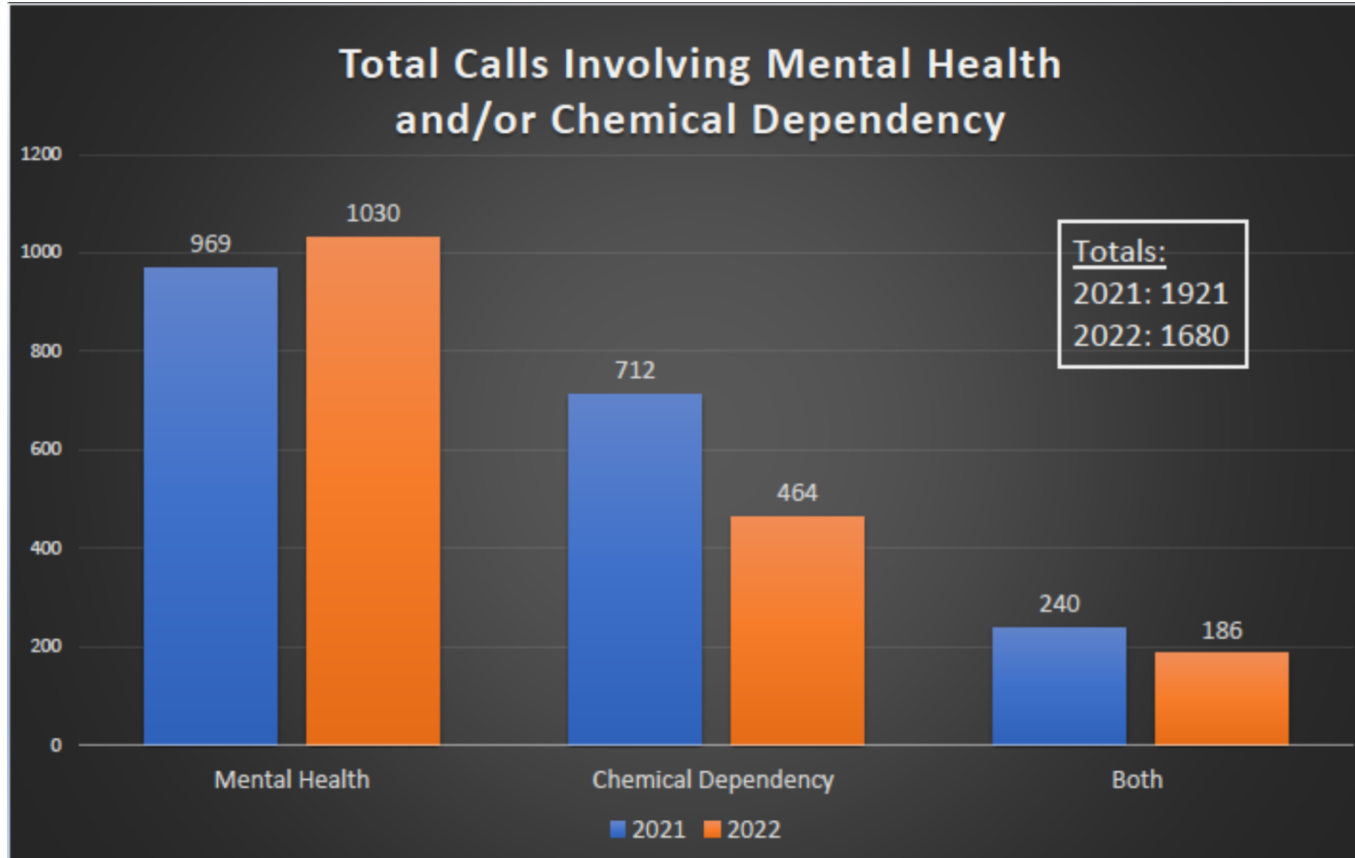
- 89 Completed follow ups
- 17 On Scene Assists

2023 Quarter 1

Total Referrals 382

- 231 Completed follow ups
- 66 On Scene Assists
- 19 Outreach Events

What does this look like in action?



There was a 12.5% decrease in overall number of calls involving mental health and/or chemical dependency.



*This is the combined total of all calls involving mental health and/or chemical dependency to include any Check Welfare calls that were deemed to involve mental health and/or chemical dependency.

Community Education and Outreach



- ◆ Committee Memberships
 - ◆ Violence Prevention Roundtable
 - ◆ North Metro Provider Connect
 - ◆ Anoka County APS Multidisciplinary Team
 - ◆ Police Assisted Addiction & Recovery Initiative (PAARI)

- ◆ Community Partners
 - ◆ Transformation House
 - ◆ Mediation & Restorative Services
 - ◆ Salvation Army
 - ◆ Guild Street Outreach
 - ◆ Anoka County Parent Support Outreach Program

Community Education and Outreach



- ◆ Social Media
 - ◆ Wellness ideas
 - ◆ Mental Health awareness
 - ◆ Resource connection

- ◆ Events/Presentations
 - ◆ Point-in-Time (PIT) count
 - ◆ Mental Health Awareness Training with City staff
 - ◆ Emergency Medical Services (EMS) Advisory Council presentation
 - ◆ Abuse in Later Life Community Coordinated Response Committee presentation
 - ◆ Safety and Wellness Fair

Mental Health Coordinator

◆ Goals

- Identify populations in need within the community and how to best serve their needs
- Reduce calls for service to law enforcement and redirect to mental health services
- Be a model for other cities and police departments considering partnerships
- Build and maintain lasting relationships, partnerships, and networks in the community
- Increase mental health awareness within the department and the community





City of Blaine Staff Report

File Number:

Agenda Date

May 8, 2023

Status

In Control

City Council

File Type

Workshop Item

New Business - Ben Hayle, Communications Manager

Agenda Item # 2.4

Strategic Planning - Environmental Scan

Background

The City Council and staff will be participating in a strategic planning retreat on May 19 and 20. As a part of preparing for the retreat, staff completed an environmental scan of the organization. An environmental scan is designed to learn about services currently provided by the organization, trends that each department is seeing, and challenges that the organization is facing now and in the future. The environmental scan will also include an organizational profile that will be presented to the Council prior to the strategic planning retreat.

Staff Recommendation

N/A

Questions for Council

After staff presents the environmental scan, council will be asked to provide feedback on the information provided.

Attachment List

1. Environmental Scan Presentation May 2023



Blaine Strategic Planning

May 2023

Strategic Plan Retreat

- ◆ May 19-20
- ◆ Led by Craig Rapp
- ◆ Organizational Profile
- ◆ Environmental Scan



What is an Environmental Scan



- ◆ Looks at internal and external factors
- ◆ Demographic, economic, political, cultural, legal, financial, operational considerations all included
- ◆ Tonight we will focus on the internal scan
- ◆ Additional external information will be included prior to the retreat

Internal Environmental Scan

- ◆ Department Overview
- ◆ Department/Industry Trends
- ◆ Department Challenges



Community Development

Department Overview



- ◆ Building plan review, permits, inspections
- ◆ Development process review
- ◆ Response to resident/business questions related to zoning and development
- ◆ Small business and residential loan programs
- ◆ City marketing and events related to economic development

Community Development

Trends



- ◆ Challenging hiring market for building inspectors
- ◆ Uncertainty in the economic climate and housing market
- ◆ NIMBYism

Community Development Challenges



- ◆ Managing high workload levels for building inspectors during various times of the year
- ◆ Projecting workload needs for future large projects
- ◆ Lack of land/building space for prospective developers/businesses who want to be in Blaine
- ◆ Changes in the City Council and shift in vision/clarity on the direction of the city

Community Development Challenges



- ◆ Misinformation on social media
- ◆ Different expectations of the community from long-term residents versus new residents. (I wish Blaine was like it was in the 1980s versus I want Blaine to be a destination in the north metro)

Safety Services

Department Overview - PD



- ◆ Enforcement of state and city laws
- ◆ Investigation and documentation of complaints
- ◆ Preventative patrol
- ◆ Protection of people and property
- ◆ Traffic control and investigation of traffic accidents
- ◆ Administration of crime prevention program
- ◆ Natural disasters
- ◆ Aid to other departments
- ◆ House checks
- ◆ Accidents of all types
- ◆ Medical assistance
- ◆ Park checks
- ◆ Service or aid to the public

Safety Services

Department Overview – Community Standards



- ◆ Protect the health, safety, and welfare of the community
- ◆ Eliminate the spread of blight, protect property values, and ensure safe, healthy neighborhoods
- ◆ Ensure safe commercial, industrial, and residential structures
- ◆ Promote voluntary home improvements, code compliance, and fire safety
- ◆ Ensure rental units within Blaine are safe and well maintained
- ◆ Support SBM fire department

Safety Services

Department Overview – Facilities



- ◆ Oversees the maintenance and improvement of City facilities
- ◆ Manages 5-year facilities capital improvement plan
- ◆ Responds to facilities emergencies
- ◆ Oversees and coordinates contractual facilities work
- ◆ Aid to other departments
- ◆ Responds to city work requests

Safety Services

Department Overview – SBM Fire



- ◆ Joint powers with cities of Spring Lake Park and Mounds View
- ◆ Contracts with SBM, an independent, non-profit organization
- ◆ SBM operates out of four stations in Spring Lake Park and Blaine
- ◆ Provides fire rescue response
- ◆ Provides fire prevention education to the public

Safety Services

Trends



- ◆ Reducing liability through limiting involvement in dangerous and unnecessary vehicular pursuits
- ◆ Utilization of mental health resources
- ◆ Formation of specialized units to address specific law enforcement needs
- ◆ Utilization of de-escalation tactics
- ◆ Employing creative recruitment and retention practices
- ◆ Crime analyst data is more frequently utilized to solve crimes and direct resources

Safety Services

Trends

- ◆ Utilization of electronic permitting and plan review software, eliminating the need for paper documents
- ◆ Increasing maintenance needs and organizational requests as buildings and equipment age
- ◆ Unstable pricing market
- ◆ Lack of vendor availability for repairs



Safety Services

Challenges



- ◆ Staffing/recruiting
- ◆ Maintaining resiliency and high morale in the face of heavy public scrutiny
- ◆ Limiting liability while still vigorously enforcing the law
- ◆ Supply chain issues still plague our industry
- ◆ Safe and secure vehicle storage space for growing fleet
- ◆ Rental housing properties expanding to all housing types
- ◆ Extremely long court process for code enforcement cases

Safety Services

Challenges



- ◆ Facilities staffing coverage – weekends and leaves
- ◆ Creating on-call for facilities
- ◆ Catching up on deferred maintenance

Parks and Recreation

Department Overview



- ◆ Provide programs from toddlers to active adults
- ◆ Engage the community in outings to other parts of the state or the country
- ◆ Offer community-wide special events
- ◆ Design and construct parks, park shelters, playground equipment, trails, ice rinks, fields, and courts
- ◆ Week-day meals for seniors/active adults at MAYC
- ◆ Offer indoor and outdoor rental of facilities
- ◆ Liaison to youth athletic associations

Parks and Recreation

Trends



- ◆ Growing popularity of pickleball.
 - ◆ Spanning all ages from youth to active adult.
 - ◆ Demand for more courts and programs.
- ◆ Demand for more trails and connectivity for people to walk, run, or bike in the community
- ◆ Golf simulators. With golf resurgence during COVID, players are looking to swing the club all year round

Parks and Recreation Challenges



- ◆ Staffing at the Mary Ann Young Center
 - ◆ Admin support
 - ◆ Rental cleaning and maintenance
- ◆ Staff coverage of multiple facilities
- ◆ Cold weather event and program facilities
- ◆ Condition of warming houses

Administration

Department Overview



- ◆ Maintaining all Council proceedings and official records
- ◆ Publishing legal notices and newly adopted ordinances
- ◆ Serving as Election Administrator
- ◆ Coordinating Board and Commission vacancies
- ◆ Administering business and other licensing
- ◆ Maintaining and responding to inquiries regarding the City Code and data requests

Administration

Department Overview



- ◆ Internal and external customer service
- ◆ Internal and external communications services
- ◆ Benefits, recruitment, compensation, and employee development
- ◆ Administrative policies and procedures
- ◆ Safety programming, reporting, and communications
- ◆ Branding and marketing of the City
- ◆ Emergency communications management

Administration

Trends



- ◆ Low unemployment rate, decrease in students entering the public safety field
- ◆ Increased demand for customer service quality and expectations of services provided by tax dollars
- ◆ Increasing market rates and coverage requests for employee benefits, services, and programming
- ◆ Focus on providing personalized communications
- ◆ Move from communications to marketing
- ◆ Growth related trends – polling places, licensing

Administration

Challenges



- ◆ Legislative changes that result in more regulation, enforcement, and follow-up
- ◆ Customer service staffing adjustments as population and demand grows
- ◆ High expectations by the public for transparency and response to questions and concerns
- ◆ Rising costs of benefits and the decreasing participation in the LOGIS pool
- ◆ Recruitment challenges and low unemployment rate while balancing competitive compensation

Administration

Challenges



- ◆ Decreasing the modification rating through safety engagement and programming
- ◆ Succession planning and employee development in a shrinking labor pool
- ◆ Rising claims and costs associated with PTSD
- ◆ All departments embracing the City's brand
- ◆ Developing a truly centralized communications model
- ◆ Community trust of government information/communications

Finance

Department Overview



- ◆ Financial management, accounting, and reporting activity of the City
- ◆ Financial controls and treasury management
- ◆ Annual operating and capital budget coordination
- ◆ Customer service for utility billing, meter reading, and usage
- ◆ Coordinates solid waste program and organized collection contract
- ◆ Risk management services
- ◆ Information technology (IT) services

Finance

Trends



- ◆ Increasing inflationary pressure
 - ◆ Operations
 - ◆ Capital
 - ◆ Debt/borrowing costs
 - ◆ Levy
- ◆ Supply chain disruption
- ◆ Declining reserves in utility funds

Finance

Trends



- ◆ Increased borrowing for capital improvements and equipment
- ◆ Pro-active risk management
- ◆ Budgetary pressures related to maintaining service levels
- ◆ Community and property highly attractive to potential residents
- ◆ Shifting make-up of city's tax base to residential

Finance

Trends



- ◆ Cloud computing: allowing internet access to data and applications rather than from a local server.
- ◆ Expanding use of artificial intelligence and machine learning
- ◆ Internet of Things – network of physical devices, vehicles, buildings, and other objects embedded with sensors and software to connect and exchange data
- ◆ Cybersecurity now a top priority
- ◆ Blockchain technology to create secure digital transactions
- ◆ Edge computing – data processing now closer to the source of the data, rather than in a centralized cloud or data center

Finance

Challenges



- ◆ Highly competitive labor market and reduced active workforce
- ◆ Staffing levels declining relative to growth
- ◆ Maintaining organizational service levels
- ◆ Low supply/disruptions to supply chain putting upward pressure on budget

Finance

Challenges



- ◆ Asset preservation/deferred maintenance
- ◆ Funding internal service funds
- ◆ Need to incorporate long-range capital planning in utility funds
- ◆ Utility rates not fully covering operations

Finance

Challenges



- ◆ Identifying revenue sources for unanticipated expenses
- ◆ Inconsistent long-range planning models
- ◆ Historical knowledge leaving
- ◆ Cybersecurity threats
- ◆ Rapidly changing technology
- ◆ Budget constraints for IT projects
- ◆ IT talent shortage

Public Works

Department Overview



- ◆ Street Maintenance Division: maintains the City's roadways year-round and provides sign maintenance
- ◆ Water Division: maintains the City's water system infrastructure
- ◆ Sewer/Storm Division: manages the City's stormwater system, provides education and outreach on stormwater pollution prevention. Manages the City's sewage collection system
- ◆ Parks Maintenance Division: responsible for maintaining city parks, playgrounds, and sports fields

Public Works

Trends



- ◆ Sustainability: Growing emphasis on sustainability in the public works industry
- ◆ Technological advancements: Implementing new technologies to improve efficiency, safety, and cost-effectiveness in the public works industry
- ◆ Smart cities: Public works projects are increasingly being integrated with smart city initiatives

Public Works

Challenges



- ◆ Aging infrastructure: Many systems were built decades ago
- ◆ Funding: Public Works projects require significant investment
- ◆ Workforce: Public Works jobs require specialized skills and experience and have not kept pace with the City's growth
- ◆ Cybersecurity: As systems become more connected, there is a growing risk of cyber-attacks
- ◆ Deferred Maintenance: Continual maintenance of in-place assets has not been addressed at an appropriate level

Engineering

Department Overview



- ◆ Ensures that public infrastructure for sanitary sewer, watermain, storm drainage, and streets are constructed in accordance with City specifications
- ◆ Manage traffic concerns (Traffic Commission)
- ◆ Management of the State Aid System (streets)
- ◆ Manage annual bridge inspection program
- ◆ Administer the pavement management program
- ◆ Management of right-of-way permits
- ◆ Inspection of public and development improvement projects

Engineering Trends



- ◆ Changes to Watershed requirements
- ◆ Changes to storm water permitting MS4 requirements
- ◆ Locally led highway projects
- ◆ Speed limit
- ◆ Complete Streets initiative
- ◆ Innovations in project delivery, construction, and materials
- ◆ Managing public expectations on projects

Engineering Challenges



- ◆ Project costs and assessments
- ◆ TMDL – surface water quality
- ◆ Managing public expectations on projects
- ◆ Change fatigue

Environmental Scan

Council Feedback



- ◆ Are there additional trends that the council is hearing, seeing, or experiencing?
- ◆ Are there additional challenges that the council is hearing, seeing, or experiencing?
- ◆ General discussion



City of Blaine Staff Report

File Number:

Agenda Date	Status
May 8, 2023	
In Control	File Type
City Council	Workshop Item

New Business -

Agenda Item # 2.5

2023 Sod Replacement Project Update

Background

The sod replacement project has begun, starting on Jefferson Street the week of May 1. Staff is seeking guidance from Council on how to handle requests from property owners who did not register during the fall sign-up period to be added to the project. In the fall of 2022, letters were sent to 1,530 property owners on the 2019 through 2021 PMP projects. The letters allowed the property owners to report dead sod on the boulevard and sign up for a sod replacement program via phone, email, or the city website. Approximately 400 property owners signed up. The letter specifically stated the date that property owners must register by and that no late registrations would be accepted. However, staff is now getting calls from property owners wanting to sign up as they see the work beginning. It is anticipated that this could become a significant number of requests as the work progresses to more streets. For this reason, staff would like Council guidance on how these requests should be handled going forward.

Staff has talked with the contractor and the contractor is agreeable to adding sod areas on streets at the contract price while the contractor is on that street doing the replacement work. This poses some logistical challenges as staff has to dedicate time and resources to tracking the added areas and distributing the information to the contractor and consulting engineers. The more additional signups received, the more staff and consultant engineering time will be required to coordinate the requests and ensure everyone is working with the same information.

Once the contractor has completed the sod replacement work on a street and moved on to another street or area, they are concerned about being required to remobilize and go back again to do additional sod replacement work. The contractor feels this work would be out of scope and there would be additional costs for this work beyond the bid prices. Staff agrees

and recommends that if the contractor is required to go back to an already completed street to do more sod replacement, a mutually agreed upon cost for this work should be negotiated.

In addition, if requested to go back to an already completed street to do additional sod replacement, the contractor expressed concern about the extremely difficult logistics of trying to keep track of and water scattered, random additional replacements for the required 30-day maintenance period. The sod that was replaced the first time the contractor was working on the street would be part or all of the way through the 30 day maintenance period and now there would be additional new maintenance periods to cover. This would also require an increase in staff and consultant engineering time to track and monitor all the differing maintenance periods. Staff is recommending that if the contractor were required to go back to an already completed street to do additional sod replacement, that the maintenance period for this additional replacement work only last for whatever maintenance period remains on the sod that was replaced the first time the contractor was on that street. If that maintenance period is already over, no additional maintenance period for that additional sod would be provided.

The project contract amount is \$911,750.00, Council approved a 25% contingency, bringing the total project budget to \$1,139,690.00. It is unknown how many additional requests staff will receive from property owners that did not sign up last fall, so it is unknown what the additional costs could be if all requests to be added to the project are honored.

Staff Recommendation

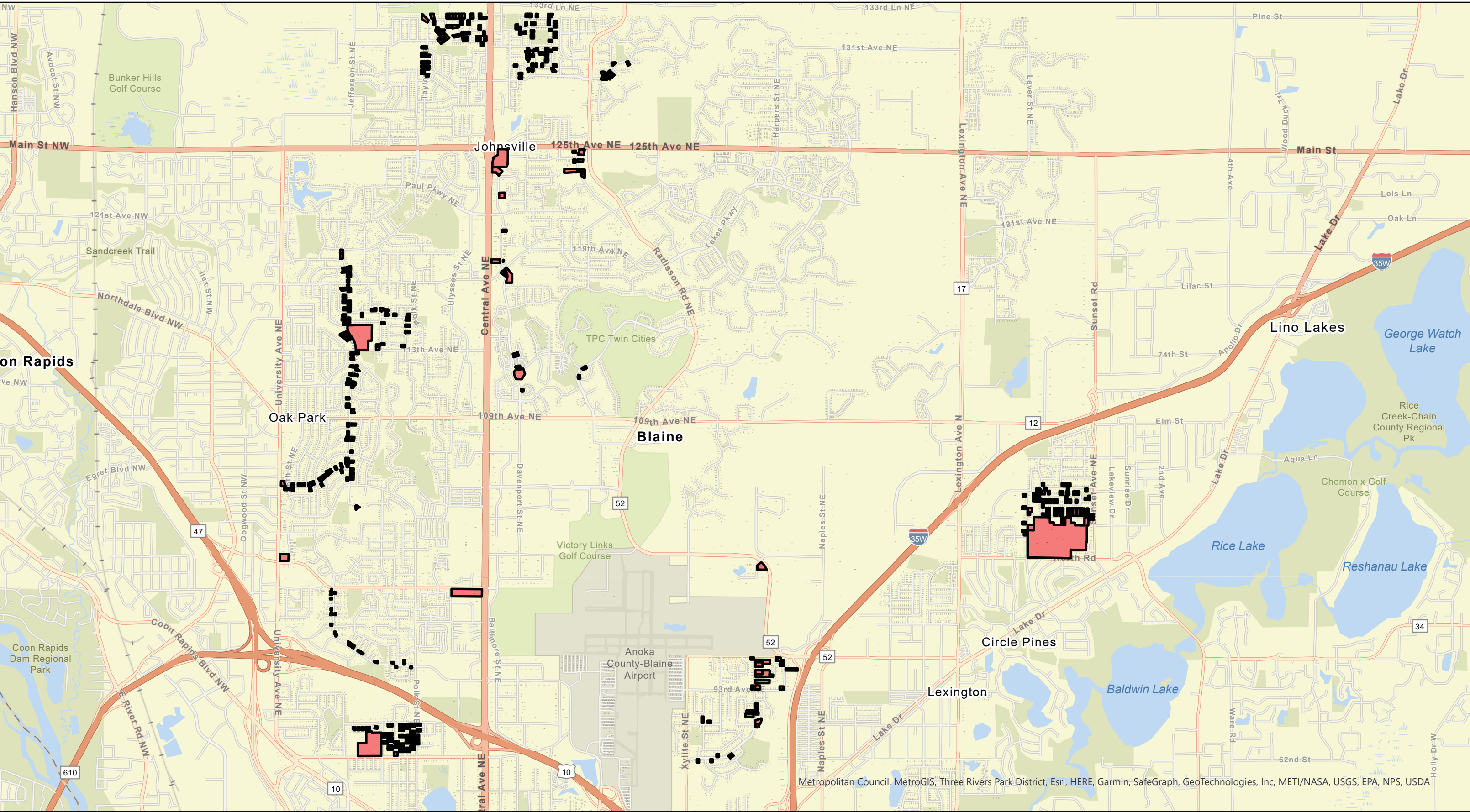
Staff is recommending that no additional requests for sod replacement be accepted. If the Council desires to allow additional requests for sod replacement to be added to the project, staff recommends that only requests that are received prior to the contractor completing sod removal on the street be accepted. Staff is strongly recommending that no additional requests on a given street be accepted once the contractor has installed sod on that street.

If the Council desires to allow additional sod replacement requests to be added to the project, staff would recommend that the Council set a cap on the dollar amount of additional requests. Staff would recommend a cap of no more than \$175,000.00 in additional requests, which would fit in with the approved 25% contingency and still leave additional contingency dollars to account for some increases in sod quantities for properties that did register last fall which will keep the overall project within the approved budget.

Questions for Council

Attachment List

1. Key Map



Metropolitan Council, MetroGIS, Three Rivers Park District, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, USDA



10801 Town Square Drive NE
Blaine MN 55449

Legend

 Sod Replacement
Parcels

**2023 SOD REPLACEMENT PROGRAM
IMPROVEMENT PROJECT NO. 22-62**

OVERALL VIEW