

PROCEEDINGS OF THE MOUNDS VIEW CITY COUNCIL  
CITY OF MOUNDS VIEW  
RAMSEY COUNTY, MINNESOTA

**APPROVED**

Regular Meeting

March 12, 2018

Mounds View City Hall

2401 Mounds View Blvd., Mounds View, MN 55112

6:30 P.M.

- 
1. **MEETING IS CALLED TO ORDER**
  2. **PLEDGE OF ALLEGIANCE**
  3. **ROLL CALL:** Bergeron, Gunn, Hull, Meehlhause, Mueller

**NOT PRESENT:** None.

4. **APPROVAL OF AGENDA**
  - A. **Monday, March 12, 2018, City Council Agenda.**

MOTION/SECOND: Meehlhause/Bergeron. To Approve the Monday, March 12, 2018, agenda as presented.

Ayes – 5

Nays – 0

Motion carried.

5. **CONSENT AGENDA**
  - A. **Approval of Minutes – None.**
  - B. **Just and Correct Claims.**
  - C. **Resolution 8926, Approving a Joint Powers Agreement Between the Ramsey County GIS Users Group and the City of Mounds View.**
  - D. **Resolution 8919, Approving a Memorandum of Understanding between the City and LELS 232 regarding a Training Stipend.**

MOTION/SECOND: Gunn/Bergeron. To Approve the Consent Agenda as presented.

Ayes – 5

Nays – 0

Motion carried.

6. **PUBLIC COMMENT**

None.

7. **SPECIAL ORDER OF BUSINESS**
  - A. **Ramsey County Sheriff Jack Serier.**

Ramsey County Sheriff Jack Serier introduced himself to the Council and thanked them for their time. He provided the Council with an update on the events that occurred at the Sheriff's office in 2017. He explained he hired 113 employees last year in order to keep the Sheriff's Department fully staffed. He discussed how he was working to diversify his workforce and noted Ramsey County was the most diverse County in the State of Minnesota. He commented on the opioid epidemic and the campaign that would be pursued in 2018 to address this concern. He explained the Sheriff Department's new records management system was working quite well, along with the jail management system. He encouraged the Council to attend a hot dog with a deputy event in 2018. He noted the Ramsey County Foundation funds these events. He thanked all of the public who attended the Fright Farm last fall. He indicated he had a great working relationship with Police Chief Harder and noted he was always available to support local law enforcement agencies.

Council Member Meehlhause asked when the Memorial Service would be held. Ramsey County Sheriff Serier stated this would be held in the second week of May.

Mayor Mueller requested Ramsey County Sheriff Serier provide the Council with additional information on his background. Ramsey County Sheriff Serier stated he attended college at Hamline University and worked for two suburban agencies. He then worked for the St. Paul Police Department where he rose to the rank of Commander. He explained he was appointed to his current position after Sheriff Bostrom retired.

Mayor Mueller encouraged Sheriff Serier to attend Mounds Views Festival in the Park on Saturday, August 18<sup>th</sup>.

## **8. COUNCIL BUSINESS**

### **A. 6:30 p.m. Public Hearing – Resolution 8921, Adopting a Modification to the Redevelopment Project Plan for the Mounds View EDA Project and the Establishment of Tax Increment Financing District No. 1-6 Therein and Adopting a Tax Increment Financing Plan.**

Business Development Coordinator Beeman requested the Council hold a public hearing and adopt a Resolution that would modify the Redevelopment Project Plan for the Mounds View EDA project and the establishment of TIF District No. 1-6 while also approving a Tax Increment Financing Plan.

James Lehnhoff, Ehlers & Associates, provided the Council with a brief presentation on the proposed TIF District for the MWF Boulevard housing project. He discussed the TIF term and amount being proposed for this project within the TIF parameters. He explained the TIF plan had been reviewed by the City Attorney and was recommended for approval.

Mayor Mueller opened the public hearing at 6:57 p.m.

Hearing no public input, Mayor Mueller closed the public hearing at 6:57 p.m.

MOTION/SECOND: Gunn/Meehlhause. To Waive the Reading and Adopt Resolution 8921, Adopting a Modification to the Redevelopment Project Plan for the Mounds View EDA Project and the Establishment of Tax Increment Financing District No. 1-6 Therein and Adopting a Tax Increment Financing Plan.

Ayes – 5

Nays – 0

Motion carried.

**B. Resolution 8927, Authorizing an Interfund Loan to EDA to Pay Administrative Costs to be Paid Back with TIF.**

Business Development Coordinator Beeman requested the Council authorize an interfund loan to the EDA to pay administrative costs to be paid back with TIF. He explained this loan would be up to \$30,000 and would only be used if needed.

MOTION/SECOND: Meehlhause/Hull. To Waive the Reading and Adopt Resolution 8927, Authorizing an Interfund Loan to EDA to Pay Administrative Costs to be Paid Back with TIF.

Ayes – 5

Nays – 0

Motion carried.

**C. Resolution 8928, Approving the LHIA Grant from Met Council for MWF Properties.**

Business Development Coordinator Beeman requested the Council approve the LHIA grant from Met Council for MWF Properties. He explained this grant would provide MWF with \$500,000 from the Met Council and noted the City would act as the administrator for these funds. He stated the funds would be viewed as a deferred loan for the MWF project.

James Lehnhoff, Ehlers & Associates, explained LHIA was facilitated through Minnesota Housing and the Met Council. He reported this program assisted developers in creating workforce housing and was highly competitive. He indicated these funds would assist the developer in closing the financial gap for this project.

Mayor Mueller stated she met with Finance Director Beer to discuss her concerns regarding the proposed grant. She explained she wanted to better understand how the grant funds were matched by the City. Finance Director Beer explained the TIF requested from Mounds View will be the City's contribution.

MOTION/SECOND: Gunn/Bergeron. To Waive the Reading and Adopt Resolution 8928, Approving the LHIA Grant from Met Council for MWF Properties.

Ayes – 5

Nays – 0

Motion carried.

**D. Resolution 8924, Approving the Purchase of Tornado Siren Controller Upgrades and Pole Replacement.**

City Administrator Zikmund requested the Council approve the purchase of tornado siren controller upgrades and pole replacements. He noted all of Ramsey County was making upgrades to the tornado system and the items requested would replace the controllers and poles in Mounds View.

MOTION/SECOND: Meehlhause/Mueller. To Waive the Reading and Adopt Resolution 8924, Approving the Purchase of Tornado Siren Controller Upgrades and Pole Replacement.

Mayor Mueller asked when the new sirens and poles would be installed. Public Works Director Peterson commented this would be handled by the Police Chief. Finance Director Beer explained the new system would not be brought online until all communities in Ramsey County had the new equipment installed.

Ayes – 5

Nays – 0

Motion carried.

**E. Resolution 8922, Accepting Work for the 2016-2017 Street and Utility Improvement Project – Area I and Authorizing Final Payment to Douglas-Kerr Underground, LLC.**

Public Works Director Peterson requested the Council accept the work from Area I of the 2016-2017 Street and Utility Improvement Project and authorize a final payment to Douglas-Kerr Underground. He noted this project was substantially complete on September 14<sup>th</sup>. He explained Douglas-Kerr was given a punch list and all items have been completed. He reported the cost to Bolton & Menk was over budget due to the fact this project took two years to complete and because Mounds View had a staffing shortage. He discussed how the project would be funded noting Area I came in slightly under budget.

Council Member Meehlhause requested further information on why this project required several change orders. Public Works Director Peterson explained this project was spread out over two years. He indicated there were some drivability concerns with several of the roadways. In addition, he noted there were two watermain breaks on Quincy North.

MOTION/SECOND: Meehlhause/Gunn. To Waive the Reading and Adopt Resolution 8922, Accepting Work for the 2016-2017 Street and Utility Improvement Project – Area I and Authorizing Final Payment to Douglas-Kerr Underground, LLC.

Mayor Mueller stated she was pleased to see this project was completed and came in under budget given the City's staffing shortfall.

Ayes – 5

Nays – 0

Motion carried.

**F. Resolution 8923, Approving the Plans and Specifications for the Business Park North Street Rehabilitation.**

Public Works Director Peterson requested the Council approve the plans and specifications for the Business Park North Street rehabilitation project. He discussed the history of this project and noted the future project timeline. He anticipated the Council would be awarding the bid for this project on April 23<sup>rd</sup> with construction beginning yet this spring.

MOTION/SECOND: Gunn/Hull. To Waive the Reading and Adopt Resolution 8923, Approving the Plans and Specifications for the Business Park North Street Rehabilitation.

Council Member Meehlhause stated he was happy to see this project moving forward as it would greatly benefit the businesses along Program Avenue.

Mayor Mueller asked if the City would have a hotline in place to keep impacted businesses informed on the upcoming street rehabilitation project. Public Works Director Peterson stated staff has discussed having a hotline in place.

Ayes – 5

Nays – 0

Motion carried.

**G. Resolution 8925, Approving a Maintenance Agreement for the Drainage Channel in Silver View Park with Ramsey County.**

Public Works Director Peterson requested the Council approve a maintenance agreement for the drainage channel in Silver View Park with Ramsey County. He explained in 2017 the City saw some drainage problems along Mounds View Boulevard at County Road I. He indicated City staff identified an area in Silver View Park that was the source of the slow drainage and backups for this area of the City. He discussed the re-profiling work that was needed to correct the problem and recommended the Council approve the proposed maintenance agreement with Ramsey County.

Mayor Mueller asked who should be contacted regarding drainage concerns in this area of the City. Public Works Director Peterson encouraged members of the community to contact Public Works with any drainage concerns.

MOTION/SECOND: Hull/Meehlhause. To Waive the Reading and Adopt Resolution 8925, Approving a Maintenance Agreement for the Drainage Channel in Silver View Park with Ramsey County.

Ayes – 5

Nays – 0

Motion carried.

**H. Resolution 8929, Authorizing the Purchase of Security Cameras for the Public Works Building.**

Public Works Director Peterson requested the Council authorize the purchase of security cameras for the Public Works building. He stated the building had cables in place but had not budgeted for the cameras. He estimated the camera expense to be \$7,134.75 noting staff would install the cameras in-house. He discussed how the cameras would be funded and recommended approval

of the purchase.

MOTION/SECOND: Mueller/Hull. To Waive the Reading and Adopt Resolution 8929, Authorizing the Purchase of Security Cameras for the Public Works Building.

Ayes – 5

Nays – 0

Motion carried.

**I. Resolution 8920, Approving the Hire of Melissa Miller to the Position of Mounds View Police Officer.**

City Administrator Zikmund requested the Council approve the hire of Melissa Miller to the position of Mounds View Police Officer. He explained the previously approved candidate had failed his psych exam. For this reason, staff was recommending the Council now hire Melissa Miller.

MOTION/SECOND: Gunn/Meehlhause. To Waive the Reading and Adopt Resolution 8920, Approving the Hire of Melissa Miller to the Position of Mounds View Police Officer.

Mayor Mueller requested staff extend a warm welcome to Officer Melissa Miller on behalf of the entire Mounds View City Council.

Ayes – 5

Nays – 0

Motion carried.

**9. REPORTS**

**A. Reports of Mayor and Council.**

Council Member Meehlhause reviewed his upcoming meeting schedule. He noted he would be attending a YMCA Advisory meeting on Monday, March 19<sup>th</sup>. He stated on Wednesday, March 21<sup>st</sup> he would be attending an NYFS HR Committee meeting and on Tuesday, March 20<sup>th</sup> he would be attending a Twin Cities Gateway Board meeting. Lastly, on Thursday, March 22<sup>nd</sup> he would be attending an NYFS Board meeting.

Council Member Meehlhause reported the Mounds View Police Department would be hosting a Coffee with a Cop event on Thursday, March 22<sup>nd</sup> at McDonald's.

Council Member Meehlhause stated the City was now accepting applications for Citizen of the Year. He explained applications for nominees were available at City Hall or on the City's website.

Mayor Mueller thanked Troop #267 for leading the Council in the Pledge of Allegiance at their last Council meeting. She noted these troop members were working on the citizenship merit badges.

Mayor Mueller reported there would be a Comprehensive Plan Taskforce meeting on Tuesday, March 13<sup>th</sup> at 7:00 p.m. at City Hall.

Mayor Mueller indicated there would be a Festival in the Park Committee meeting on Tuesday, March 20<sup>th</sup> at 7:00 p.m. in the conference room at City Hall. She reported the 60<sup>th</sup> Anniversary Committee was still seeking volunteers and would be meeting next on Wednesday, March 14<sup>th</sup>.

Mayor Mueller stated she attended a North Metro Mayor's meeting last Wednesday and noted the group discussed the MnPASS lanes being proposed for I-35W. She thanked Council Member Gunn for her service on the I-35W Coalition.

**B. Reports of Staff.**

City Planner/Supervisor Sevald updated the Council on the liquor ordinance, front porch ordinance, Crossroad Pointe and community engagement. He asked if the Council wanted to address the liquor ordinance and if they supported a liquor store collocating with another business.

Council Member Gunn stated she did not support the proposed 500-foot setback requirement for liquor stores. She noted she supported the City have four liquor licenses in Mounds View.

Council Member Meehlhause agreed with Council Member Gunn. He did not recommend any changes be made to the present Ordinance as it would tie the City's hands. He stated he could support the City setting a limit of four or five liquor licenses. He indicated he could support a convenience store having a liquor license so long as there was a separation between the uses. He suggested liquor licenses be limited to the B-3 zoning district.

Council Member Bergeron stated he was not concerned with setting a limit on the number of liquor stores allowed in the City. However, he did support the City requiring a barrier between uses. He indicated he was not in favor of changing the buffering the City already had in place.

Council Member Hull commented he did not recommend any changes be made to the liquor ordinance. He explained he did not see any reason for the City to have more than three liquor licenses. He feared if the City had four or five, the existing liquor stores would be hurt. He stated he agreed a barrier should be put in place.

Mayor Mueller indicated when she first moved to Mounds View the City had seven liquor stores. However, after changes in the community, the market dictated who would survive and who would not. She recommended that the City allow for four or five liquor licenses. She explained she did not support the City getting tighter on their setback requirements, in case a brewery was to move into Mounds View and would want to sell growlers. She stated she wanted to see the City remain open to new business opportunities. She supported a separate entrance or barrier be in place for businesses hoping to add liquor sales in Mounds View.

Mayor Mueller asked if other cities were utilizing population counts to dictate the number of liquor licenses within their community. City Planner/Supervisor Sevald stated he was not certain and commented every city had different regulations.

City Planner/Supervisor Sevald summarized the Council's discussion and thanked them for their input. He then updated the Council on front porches noting staff was pursuing an Ordinance that would allow for a 24-foot front yard setback for front porches. He commented on the standards in place for surrounding communities.

Mayor Mueller stated she grew up in a home with a front porch. She explained she would be in favor of reducing the setbacks as proposed by staff to allow for a front porch.

Council Member Gunn was in agreement stating porches bring people to the front of their house and encourages interaction with neighbors.

Council Member Hull and Council Member Meehlhause agreed.

Council Member Bergeron asked if a new construction home would have to be 30 feet from the property line. City Planner/Supervisor Sevald reported this was the case.

City Planner/Supervisor Sevald provided the Council with an update on Crossroad Pointe noting staff had recently met with INH and visited a site with the developer in Cambridge. He explained INH was still interested in the development and was in talks as to what could go in the site previously slated for a gun range. He stated INH did not want to close the door on the commercial portion of the development and noted staff would be meeting with the developer again at the beginning of April.

City Planner/Supervisor Sevald commented on an Open House that would be held on April 30<sup>th</sup> in conjunction with the Town Hall Meeting, noting this event would encourage community engagement. If the Council did not support this option, another idea would be to create an interactive map on the City's website. He reported this map would have to be created by a consultant. He explained another option to encourage community engagement would be to conduct a phone survey. He provided further comment on how a phone survey would be conducted by a private party. He indicated staff supported the City holding an Open House and completing a phone survey and requested comment from the Council on how to proceed.

Council Member Gunn asked what the cost would be to conduct the phone survey. City Planner/Supervisor Sevald reported this would depend on the number of questions included in the survey. He estimated the cost would be around \$20,000. He stated another option would be to complete a survey via Survey Monkey. He indicated this option would not be as scientific as a phone survey.

Council Member Meehlhause questioned if a survey could be included with the utility billing. City Planner/Supervisor Sevald stated this was considered by staff but noted there were barriers with this option as well.

Mayor Mueller stated she supported a survey being completed through the utility billing to include a self-addressed stamped envelope to ensure the surveys were returned. She supported

the City also holding an Open House at the Town Hall Meeting. It was her opinion a phone survey would not be successful and was too costly.

Council Member Bergeron stated renters in the City would not be made aware of the survey. He suggested the City find a way to include this demographic in the survey. Finance Director Beer reported the City had a separate mailing list for renters and this list could be used for the survey mailing.

Council Member Gunn questioned the timeline on the survey and asked what information staff was hoping to gain for the City's Comprehensive Plan. City Planner/Supervisor Sevald explained staff was hoping to gain feedback on the acceptable level of housing density and how to apply grant funding for housing.

Council Member Meehlhause asked if the survey was required for the Comprehensive Plan. City Planner/Supervisor Sevald reported the survey was not a requirement.

Mayor Mueller commented on the recent discussions held by the Comprehensive Plan Taskforce and why a survey was being recommended. She explained in order to better understand how to further develop the Mounds View Boulevard Corridor staff was seeking input from the entire community and not just the 13 taskforce members.

Council Member Bergeron questioned how frequently the rental list was updated by staff. Finance Director Beer explained this list was updated each time a newsletter was mailed out.

Mayor Mueller recommended the phone survey not be pursued, but rather consider mailing out a survey in a utility billing and hold an Open House at the Town Hall meeting.

Council Member Hull and Council Member Gunn supported the water bill mailing and Open House as well.

Council Member Bergeron stated he would like to see the utility bill mailing completed so long as all renters were sent the survey as well.

Council Member Meehlhause agreed and encouraged staff to phrase their questions carefully to ensure the City is able to gather valuable information.

Public Works Director Peterson reported the Community Center would be closed for the next week and a half for cleaning and maintenance. He noted Public Works staff would be filling potholes in the coming weeks. He explained he would be conducting interviews for the GIS position on Tuesday, March 13<sup>th</sup>.

Finance Director Beer stated the City's 2017 audit was now complete. He anticipated Council would be receiving a report on the audit at the April 23<sup>rd</sup> City Council meeting.

City Administrator Zikmund provided the Council with an update on the activities he would be completing in the coming days. He reviewed the items the Council would be reviewing at their April 2<sup>nd</sup> worksession meeting.

**C. Reports of City Attorney.**

City Attorney Riggs had nothing additional to report.

- 10. Next Council Work Session: Monday, April 2, 2018, at 6:30 p.m.  
Next Council Meeting: Monday, March 26, 2018, at 6:30 p.m.**

**11. ADJOURNMENT**

The meeting was adjourned at 8:40 p.m.

Transcribed by:

Heidi Guenther  
*TimeSaver Off Site Secretarial, Inc.*