

**CITY OF SHOREVIEW
MINUTES
CITY COUNCIL WORKSHOP MEETING
January 12, 2015**

CALL TO ORDER

Mayor Martin called the workshop meeting of the Shoreview City Council to order at 7:00 p.m. on January 12, 2015.

ROLL CALL

The following attended the meeting:

City Council: Mayor Martin; Councilmembers Johnson, Quigley, Springhorn and Wickstrom

Staff: Terry Schwerm, City Manager
Rebecca Olson, Assistant to City Manager
Mark Maloney, Public Works Director
Tom Wesolowski, City Engineer

Public Safety Committee: Jorgen Nelsen, Chair
Ed Povlinski
Henry Halverson
Ted Guess
Marc Pelletier
Nicole Hertel

Advance Engineering and Environmental Services, Inc. Grant Meyer
Randy Leppala
Aaron Vollmer

DISCUSSION WITH PUBLIC SAFETY COMMITTEE

Chair Nelsen stated that the Public Safety Committee has been reviewing its structure, purpose and mission over the last year. Recognizing that the City contracts with outside agencies for ambulance, fire protection and police protection, his view is that the Committee serves as a watchdog for the community. The Committee is a place where residents can bring issues to be investigated. Others had a broader view, such as looking at liquor and tobacco laws, as well as other ordinances that impact the health, safety and welfare of the City.

Chair Nelsen read the mission statement that has been developed over the last year: "The Public Safety Committee shall assist and advise the Council on matters pertaining to public safety and welfare of the City of Shoreview, including police services, fire service, ambulance service,

animal control and emergency services. The Committee will monitor services provided by police, fire, animal control, and ambulance contract service providers to the residents.

Nelsen stated that there have been no major issues or concerns with contract service providers. The Committee also addresses resident issues, such as a recent dangerous dog incident. The Committee reviews liabilities and vulnerabilities to public safety in Shoreview.

Councilmember Johnson suggested that another area of review could be hoarding. Chair Nelsen agreed and stated that the Committee briefly discussed that issue.

Councilmember Quigley asked if rail hauling has been an issue. Chair Nelsen responded that the Committee has discussed traffic issues with rail crossings but not material that is being hauled.

Mayor Martin noted that the Governor's Rail Summit included inviting emergency personnel to discuss the impact of rail crossing closures and the ability to get to emergency situations. Chair Nelsen responded that the vulnerability of southern Shoreview has been discussed in light of a stopped train that blocks access for fire emergency personnel.

Councilmember Wickstrom asked if Ebola has been discussed. Chair Nelsen answered, no, but EMTs would be called upon to move residents in any such instance. The ambulance service that provides emergency care to Shoreview has a 4-part questionnaire for every patient asking where they have traveled. There are designated hospitals in the metro area for patients who may be at risk.

Councilmember Wickstrom asked about terrorism, referring to what just occurred in France. Chair Nelsen stated that the Committee has discussed lone-wolf attacks on election day at a school. Lone-wolf attacks could occur anywhere. The Committee has had general discussions about this issue but has no specific recommendations.

Halverson noted that there is an active shooter training program scheduled in the near future. Such programs are reported to the Committee and members have the opportunity to attend them.

Chair Nelson added that the Committee has taken the opportunity to invite guests to find out about programs offered at the county or state level, such as how residents can be helped if there is a tornado.

Mayor Martin suggested possibly adding examples of vulnerabilities to Section 3, i.e., rail crossings, lone-wolf shooter, Ebola.

Guess asked if the Council is asking the Committee to do investigations for the Council or be the ears for the Council.

Mayor Martin stated that she would like to see the Committee develop plans on how different situations can be handled, procedures that would help residents, not perform investigations.

City Manager Schwerm noted that pandemic situations, natural disasters such as tornados or floods, are included in the City's Emergency Management Plan developed by Ramsey County. The Plan also addresses terrorist threats. Response to a terror threat would be handled at a higher level than the City.

Povlinski requested that the Committee be given a copy of the City's Emergency Management Plan for review.

Councilmember Quigley asked if the Committee has discussed providing an educational component for residents. Povlinski stated that there has been discussion about providing more information on the website, but there is a lot more the Committee could do to inform residents.

Councilmember Wickstrom suggested the *Slice of Shoreview*, *Touch A Truck* and the *Open House for Fire Prevention Week* every fall as venues where the Public Safety Committee could communicate with residents. She asked if the City would be just as prepared today with the County plan rather than a City plan. Mr. Schwerm stated that the County plan is better because there are more resources and it is a standard plan for emergency response throughout the County.

Chair Nelsen stated that the purpose statement includes reviewing changes to the City Code or Comprehensive Plan that would concern citizen safety. He read from the purpose statement, "Promote opportunities for increasing awareness and enhancing personal responsibility to protect neighborhoods, safety and property in Shoreview." The idea is to refer residents directly to the proper authority that can address the situation. Further, the statement reads, "Recommend opportunities to enhance Shoreview's reputation as a safe city."

Chair Nelsen stated that the structure of the Committee needs a Chair and Vice Chair. Increasing the size of the Committee is important because of issues of illness, moving, and other commitments of busy members. The increased size of 7-9 members would insure a quorum present at each meeting, and be consistent with other City committee memberships.

Councilmember Johnson thanked the Committee members and expressed her appreciation for the expertise represented by the members.

Councilmember Wickstrom agreed with increasing the size of the Committee. Also, emails can be sent to Councilmembers for any announcements the Committee would like to make to residents. Councilmembers can make these announcements during *Council Comments*.

Springhorn asked if meeting six times a year is sufficient. Chair Nelsen responded that there is flexibility so that if required, more meetings could occur.

Mayor Martin stated that the policy recommendations to make agencies attending the Public Safety Committee meetings (Sheriff's Department, Fire Department and Allina) as *ex-officio* members and increasing the size of the Committee to nine makes sense. This Committee is another set of eyes and ears in the community.

REVIEW OF WATER TREATMENT PLANT CONCEPT DESIGN

Mr. Meyer stated that the project design is approximately 30% complete. This preliminary design update will include:

Architectural Design: Conceptual rendering and preliminary design concept
Project Site Plan
Floor Plan: Main (operating) Level, Basin Level, and Upper Level
A Virtual Tour through the Preliminary Design Model

Council was shown what the view from Highway 96 would look like and how the building will look adjacent to the existing ice arena. Mayor Martin noted that the new building needs to stand alone because it is not known whether the ice arena will remain or how that corner might be redeveloped. Mr. Meyer stated that the building is being designed to fit in the City complex with the Maintenance Center, City Hall, and Library. The footprint of the water treatment plant is approximately one-quarter the size of the ice arena. Deliveries will be on the north side. Electrical equipment for the pump system will be upgraded.

Councilmember Quigley asked what amount of time staff would spend in the building. Mr. Meyer estimated staff would spend a couple of hours a day in the building, mainly for maintenance. There is a small office area, a lab for testing, and control room to operate the facility. The plan is that staff will be in the Maintenance Center and can operate and monitor the facility through the computer data system.

Councilmember Wickstrom asked if staff could work from home. Public Works Director Maloney stated that is routinely done now and it is anticipated this operation would be tied into the computer system to make that possible.

Councilmember Johnson asked if there would be an identifying sign at the front of the building. Mr. Maloney stated that since 9/11, identification of these types of buildings have been kept low key and not readily identifiable. There could be a City of Shoreview sign to identify it as a City building.

Mayor Martin asked if the glass proposed for the building is a security issue and whether the building is environmentally sensitive for LEED certification. Mr. Grant stated that the window allows natural light in but is not see-through glass. There will be rain gardens at the south side of the property. Any expansion of the building would be to the south. Efforts are being made for the building to be environmentally efficient, but it will not be designed to LEED specifications.

Councilmember Quigley asked if, when the facility is operational, there will be any change in the water pressure residents will experience. Mr. Meyer answered, no. The water pressure is a function of the height of the water towers and the capacity of the high service pumps, which will not change.

Councilmember Quigley asked the impact to this facility if the state requires Shoreview to change its water source. Mr. Maloney responded that what is being discussed is for municipal

governments with water infrastructure to keep their systems operational as a backup to the regional system.

Mayor Martin asked if water softening would make this project more palatable to residents. Mr. Maloney stated that the cost to do this would be significantly higher and there is not sufficient room on site for all the added equipment that would be needed.

Councilmember Quigley asked the temperature of the rooms. Mr. Leppala stated that the first rooms entered upon entering the building would be set at a habitable temperature, as that is where the small office space and lab are located. That is where anyone in the building would spend most of the time. Mr. Meyer stated that the water temperature is approximately 55 degrees. The space where the water is contained is surrounded with concrete block. Those spaces will be approximately 55 degrees, as it would be costly to fully heat the area.

Mr. Leppala added that a false ceiling was put in to hide a lot of the piping that would otherwise be exposed. The pipes will be insulated and the space will be dehumidified. He does not foresee condensation being an issue.

Councilmember Quigley asked about security from public access. Mr. Meyer noted that the building will be fenced. There will be security cameras. He would not anticipate public access unchaperoned. He further explained that if the building were a mixed use, such as a water treatment facility and a maintenance facility, there would be separation of spaces and restrictions on access to different parts of the building. With only a water treatment building, it is open inside for access to different parts of the system. The only outside doors with handles are the ones used to enter the building. Mr. Leppala added that delivery people would not have access to the rest of the building, only where deliveries are dropped off. Mr. Schwerm stated that interior doors will likely have access controls similar to City Hall.

Mr. Meyer stated that there is a lot of water quality monitoring that takes place. An exceptional level of water quality monitoring is needed to detect any foreign substance introduced into the water. That level of water quality technology is very expensive. He believes it is unrealistic to monitor for every substance that might be introduced as a potential security threat.

Mr. Meyer explained that the iron and manganese are now in soluble states. Once oxidized by chlorine, they become insoluble particles that will settle and be filtered and pumped into the sanitary sewer system. The six basins operate independently. The filter of each basin is backwashed once every 4 days to a week. It is expected that everything the City expects to accomplish will be done by using chlorine. The system can add a more powerful oxidant in the future if needed. Air also oxidizes, and the aerator can also be used to make iron soluble.

Councilmember Quigley stated that he wants to be sure that the building fits well with the City campus and the new library, particularly since it will also be visible from Highway 96. City Manager Schwerm added that if the ice arena is taken down, it will be even more visible. Further, there is a reversionary clause that if the ice arena is taken down, the property reverts back to the City.

Mayor Martin stated that it is important to stay within budget as much as possible. She does not want to see a lot of cost overruns. She also noted that if the ice arena is taken out, the setback of this building may become the measure for setbacks of adjacent buildings. It might be wise to consider moving the building further south on the site.

Councilmember Johnson left the meeting at this time.

FINAL REVIEW OF COMMITTEE/COMMISSION HANDBOOK

Mayor Martin commended Ms. Olson for organizing the handbook material and adding the index.

Councilmember Quigley agreed and stated he would like to see the final handbook presented to chairpersons at a special meeting.

The Council discussed the following specific items in the handbook.

Open Appointment Policy

City Manager Schwerm noted two policy changes. One is that the open appointment policy allows one term for EDA members (6 years statutory), two terms for the Planning Commission (6 years), and three terms for other committees and commissions (9 years) before members are asked to reapply in the application pool. Sometimes it is difficult to get people to volunteer, and some long-time members may feel offended that they are asked to reapply after having served many years and have good experience and expertise. There has also been regular turnover on most committees and commissions.

The Council discussed the positives of a re-application policy, which would be to ensure regular turnover, the opportunity for new people to serve and a process by which a member who is not meeting the expectations of membership to not be reappointed. The disadvantages are that long-time members have built expertise and experience and are committed to the work.

Mayor Martin stated that she would like to eliminate the application for reappointment provision for all committees and commissions, except the EDA and Planning Commission. The differences for these two are that the EDA term of six years is statutory, and Planning Commissioners receive a stipend. The reappointment policy of requiring members to reapply after 6 years should apply for the EDA and Planning Commission.

It was the consensus of the Council to move forward with the reappointment policy as revised by Mayor Martin.

Attendance Policy

Mayor Martin noted the attendance requirement change from attending 80% of the meetings to attending 67% of the meetings. Mr. Schwerm stated that requiring attendance of 67% meetings seems more reasonable with the busy schedules of people. It also allows for someone who is ill and misses several meetings but then recovers and is committed to continue to serve. He noted that if a member misses three meetings and does not notify staff that will be treated as a resignation.

It was the consensus of the Council to accept the recommended change in attendance requirements.

Mayor Martin suggested cutting the paragraph that talks about the Council being able to overturn any decision by a committee or commission. Staff will rework this paragraph.

Mayor Martin requested the addition of “media” to the section on Communications so it is Communications and Media. It would read that committee/commission members may be asked to communicate information to the public or to the media. She noted that Councilmember Johnson believes social media and mobile devices need to be addressed. Ms. Olson stated that a policy on social media is being developed for the City as a whole. Perhaps that could be added as an appendix to the Handbook once it is adopted.

Mayor Martin asked if mobile devices and texting should be allowed during meetings. Mr. Schwerm suggested a cautionary statement about commenting on City business on social media. He noted that City attorneys have expressed concerns about fair and equal treatment when positions being stated at a meeting are immediately tweeted.

Mayor Martin stated that before finalizing the handbook, social media should be addressed. She requested staff to look at what other cities do in this regard.

On other changes, Mayor Martin suggested, and it was the consensus of the Council, to remove the first sentence under item No. 4 on page 8. Then on item No. 6 adding the Council or anyone at the end of the sentence that, ‘No member shall expect nor seek special consideration of City staff.’”

The dress code was briefly discussed. It was the consensus of the Council to not make the dress code more restrictive than “business casual” for Planning Commission meetings.

OTHER ISSUES

Snail Lake Marsh

Councilmember Quigley asked if the City has any issues with the Snail Lake Marsh Master Plan. Mr. Schwerm stated that there may be some neighborhood concerns because the plan shows a trail connection to Reiland Lane based on input received from the Bikeways and Trails Committee.

Mayor Martin stated that there was discussion about a boardwalk across the westerly portion of Snail Lake to Highway 96 from the end of Reiland Lane. That is what the Bike and Trailways Committee is recommending.

Council Photo

Mr. Schwerm confirmed with Councilmembers that a Council photo will be taken at 6:00 p.m. immediately prior to the Council meeting February 2, 2015.

Goal Setting

Mr. Schwerm stated that this is the year the Council would typically have a goal setting session. He will schedule a facilitator for the workshop in the spring.

Councilmember Quigley stated that he would like any presentation in the session to be specifically focused. Mr. Schwerm stated that the Council does a condensed session in comparison to other communities who have retreats or whole-day sessions. Creation of the EDA/HRA came out of a goal-setting session as did long-range financial planning with the AAA bond rating.

Ramsey County League of Local Governments

Councilmember Quigley noted an upcoming legislative meeting that he will be attending. As the Council just met with the City's legislative delegation, there are no specific issues to lobby.

ADJOURNMENT

The meeting adjourned at 10:02 p.m.