

**CITY OF SHOREVIEW
MINUTES
REGULAR CITY COUNCIL MEETING
August 15, 2016**

CALL TO ORDER

Mayor Martin called the regular meeting of the Shoreview City Council to order at 7:00 p.m. on August 15, 2016.

PLEDGE OF ALLEGIANCE

The meeting opened with the Pledge of Allegiance.

ROLL CALL

The following members were present: Mayor Martin; Councilmembers Quigley, Springhorn and Wickstrom
Councilmember Johnson was absent.

APPROVAL OF AGENDA

MOTION: by Councilmember Wickstrom, seconded by Councilmember Springhorn to approve the August 15, 2016 agenda as submitted.

VOTE: Ayes - 4 Nays - 0

PROCLAMATIONS AND RECOGNITIONS

Assistant to the City Manager Olson announced the winners of the recent photo contest. Participants submitted photos on the theme, "What is your family's favorite summertime, outdoor sport?" Four winners were chosen: two runners up, a People's Choice award as voted on Facebook, and a Grand Prize award.

Mayor Martin presented each winner with a certificate.

Place	Photographer	Name of Photo
1st Runner Up	Jeffrey Finc	"Open Net"
2nd Runner Up	Mike & Jessica Heinze	"Navigating Lake Owasso"
People's Choice	Bob Straka	"Team Effort"
Grand Prize	Bob Straka	"Concentration"

CITIZEN COMMENTS

There were none.

COUNCIL COMMENTS

Councilmember Springhorn:

Thursday, August 18, 2016, the Shoreview Human Rights Commission, Roseville Human Rights Commission, League of Women Voters and Harriet Walker Daughters of the American Revolution Chapter will host a documentary film on votes for women. County Commissioner Mary Jo McGuire will be the speaker. The program will be held at the Roseville County Public Library from 7:00 to 8:30 p.m.

Councilmember Wickstrom:

Residents are encouraged to come to the Farmers' Market and take advantage of all the fresh fruits and vegetables available. It is open every Tuesday in the Commons from 3:00 to 7:00 p.m.

The final Concert in the Commons will be Wednesday, August 17, 2016, featuring a variety band, *Stimulus Package*. The concert begins at 7:00 p.m.

The Friday Night Flicks was rained out last week. Movies will be shown for the next three Fridays. This week is the movie, *Minions*; next week is *The Good Dinosaurs*; and the following week will be *Grease*.

Mayor Martin:

Ramsey County is planning a large redevelopment at Lake Owasso Park, which has not been upgraded for many years. Public design workshops will be held at the park to seek input from residents in the area. The first workshop is August 25, 2016, 5:30 to 7:30 p.m. A second workshop will be held on September 15, 2016, from 5:30 to 7:30 p.m. An Open House will be held in November to show area residents proposed plans.

The Community Center pool will be closed September 6th through the 23rd for annual maintenance.

CONSENT AGENDA

MOTION: by Councilmember Wickstrom, seconded by Councilmember Quigley to adopt the Consent Agenda for August 15, 2016, and all relevant resolutions for item Nos. 2 through 13:

2. Receipt of Committee/Commission Minutes:
 - Parks & Recreation, May 26, 2016
 - Parks & Recreation, June 23, 2016
3. Monthly Reports:
 - Administration/Community Development
 - Finance

- Public Works
- Park and Recreation
- 4. Verified Claims in the Amount of \$1,123,917.94
- 5. Purchases
- 6. Developer Escrow Reduciton
- 7. Receive Assessment Roll and Order Public Hearing - Turtle Lane/Schifsky Road Reconstruction, City Project 15-01
- 8. Approve Change Order #1, Project 16-01
- 9. Approve Final Payment, Project 15-01 & 15-03
- 10. Approve Plans and Specifications and Order Taking of Bids - Sanitary Sewer Improvements - Bucher Lift Station, City Project 15-13
- 11. Approve Extension of Conditional Use Permit -3680 Kent Street, Boryczka
- 12. Approve Extension/Amendment to Development Agreement - 1080 County Road E, Laliberte
- 13. Declaration of Intent to Bond

VOTE: Ayes - 4 Nays - 0

MOTION: by Councilmember Wickstrom, seconded by Councilmember Quigley to approve Item No. 1 of the Consent Agenda, August 1, 2016 City Council Meeting Minutes.

VOTE: Ayes - 3 Nays - 1 Abstain - 1 (Springhorn)

Councilmember Springhorn abstained, as he was absent from the August 1st meeting.

PUBLIC HEARINGS

There were none.

GENERAL BUSINESS

MINOR SUBDIVISION - 600 NORTH OWASSO BOULEVARD, HINZ/SUMMIT DESIGN BUILD

Presentation by City Planner Kathleen Castle

This application is to divide the property into three parcels for single-family residential development. The property is zoned R-1, Detached Residential. The proposal complies with subdivision and City development code standards. There is an existing home on Parcel A, which will be retained.

The Planning Commission found that practical difficulty is present and approved a variance to reduce the required 20-foot side yard setback to 5 feet for the existing detached garage on Parcel A. Staff is recommending a minimum 30-foot front setback for Parcels B and C.

Parcels A and B will share an access driveway. Tree removal and replacement is required for the access driveway, which will be graded and a storm water system installed to flow to North Owasso Boulevard. Parcel C has an access driveway off North Owasso Boulevard.

Property owners within 350 feet of the subject property were notified of the proposal. Comments were received regarding access, storm water management, utilities and changing the character of the neighborhood. The Lake Johanna Fire Department stipulated an emergency vehicle access to Parcel A. Ramsey-Washington Watershed District does not require a permit.

The developer also owns an 8-foot strip of land that provides access to Lake Owasso. Concerns from residents expressed questions about the future use of the beach access lot. Because the beach access lot is a separate lot of record and not part of the application, staff does not believe concerns with this lot should impact a decision on the minor subdivision. Staff is recommending approval.

Mayor Martin noted an extension beyond Parcel B, known as Dale Alley and asked how this will be addressed. Ms. Castle explained that Dale Alley is not actually an alley but a separate lot of record that is privately held. It was never dedicated to the City for right-of-way. There is no way for access to Parcel B to extend to the south. The easement access on the west shall end at the south property line of Parcel B and not extend to the alley.

Councilmember Wickstrom asked if there is a signed maintenance agreement regarding the shared driveway access for Parcels A and B. Ms. Castle suggested the following language be added to condition No. 6, "An agreement will be executed between owners of Parcels A and B which addresses driveway access and maintenance."

Councilmember Quigley noted the congestion on Owasso Heights Road and expressed concern about construction equipment access.

Mayor Martin responded that Owasso Heights Road will not be used for construction equipment access for this project. The property does not connect to Owasso Heights Road. Ms. Castle added that the Development Agreement does address construction parking and storage of materials. No parking is permitted on North Owasso Boulevard.

MOTION: by Councilmember Wicksrom, seconded by Councilmember Quigley to approve the Minor Subdivision application, including the Development Agreements, submitted by Todd Hinz/Summit Design Build to divide the property at 600 North Owasso Boulevard into three parcels for single-family residential use. Said approval is subject to the following conditions, including the addition to condition No. 6, as stated above:

Minor Subdivision

1. The minor subdivision is approved in accordance with the survey submitted dated 07-14-16.
2. The applicant shall pay a Public Recreation Use Dedication fee as required by Section 204.020 of the Development Regulations before the City will endorse deeds for recording.

- The fee will be 4% of the fair market value of the property, with credit given for the existing residence.
3. Public drainage and utility easements shall be dedicated to the City as required by the City Engineer. The applicant shall be responsible for providing legal descriptions for all required easements. Easements shall be conveyed before the City will endorse deeds for recording.
 4. Private easements for sanitary sewer services shall be provided for Parcels B and C as identified in the memo from the City Engineer dated July 21, 2016.
 5. Municipal water and sanitary sewer service shall be provided to Parcels B and C.
 6. The proposed 30-foot ingress, egress and driveway easement shall be modified so as not to extend beyond the south lot line of Parcel B. An agreement will be executed between owners of Parcels A and B which addresses driveway access and maintenance.
 7. The applicants shall enter into a Subdivision Agreement with the City and shall include but not be limited to the following: site grading, tree protection and replacement, required financial sureties and fees, utilities, easements and construction management. This agreement shall be executed prior to the City's release of the deeds for recording.
 8. A Grading Permit is required prior to the commencement of any site work.
 9. The driveway serving Parcels A and B shall comply with the requirements as identified by the Fire Marshal.
 10. The following conditions apply to Parcels B and C:
 - a. A Development Agreement for Construction must be executed prior to the issuance of a building permit for a new home on each property.
 - b. A Tree Protection and Replacement Plan shall be submitted with the Building Permit applications for the new homes on each parcel. Tree removal requires replacement trees per City Code. City requirements for the tree removal and protection plan shall be detailed in the Development Agreement for Construction.
 - c. A Grading and Drainage Plan shall be submitted with the Building Permit applications for the new homes on each parcel. The items identified in the attached memo from the City Engineer shall be addressed in this Plan.
 - d. For Parcel B, minimum structure setbacks from the property lines shall be as follows: Front - 30 feet; Side (East) - 10 feet for the dwelling unit/5 feet for accessory structures; Side (West) - 10 feet, and Rear - 40 feet.
 - e. For Parcel C, minimum structure setbacks from the property lines shall be as follows: Front - 30 feet; Side (East) - 20 feet, Rear - 40 feet, Side (West) - 10 feet for the dwelling unit/5 feet for accessory structures.
 11. This approval shall expire after one year if the subdivision has not been recorded with Ramsey County.

This approval is based on the following findings:

1. The proposed improvements are consistent with the Land Use and Housing Chapters of the Comprehensive Plan.
2. The subdivision is consistent with the policies of the Development Code and the proposed lots conform to the other adopted City standards for the R-1, Detached Residential District.
3. The proposed residential use will not adversely impact the planned land use or the surrounding property.

ROLL CALL: Ayes: Quigley, Springhorn, Wickstrom, Martin
Nays: None

APPROVAL OF WEBSITE REDESIGN CONTRACT

Presentation by Assistant to the City Manager Rebecca Olson

The City’s websites at City Hall and the Community Center were last redesigned in 2012 under a contract with Vision Internet. The contract provides for one free website redesign. Given the rapid ongoing changes in technology, refreshing websites is now recommended every 2 to 3 years. Both websites will be redesigned, one provided for under the contract and one paid for by the City.

More people are accessing the City’s websites through mobile devices, but the current websites are not responsive to mobile devices. The Community Survey shows that 59% of residents have accessed the City’s website and that number has been steadily increasing since 2013. The number of mobile device users now outnumbers traditional desktop users.

The Vision Internet redesign process includes data gathering on how the website is used, methods of access and tracking areas of the website that are most used. The Responsive Design Element that will be installed will allow the website to automatically adjust to the size device being used, whether a desktop, tablet or mobile device. This will make it easier to navigate. Currently, the website has a drop-down menu and side menus. A mega menu is also recommended for easier navigation. The mega menu can include information about special events.

Analysis of usage shows that people often go to a website and type in what they are looking for in the search box, rather than trying to navigate the site. Vision Search will be an enhanced search button. Currently, the City has a Google search button.

As the contract includes one free website redesign, the costs listed are for one redesign:

Website Development (one-time redesign cost)	\$21,000 (paid from Cable Television Fund)
Content Management Implementation	<u>\$ 7,500</u>
Total:	\$28,500

The annual maintenance cost would be \$12,250 plus a 5% annual increase beginning in 2017.

Draft Timeline:

September - November 2016:	Website analysis
November 2016 - January 2017	Redesign approval
January - February 2017	Content migration
Early Spring 2017 (March - April)	Unveil new website design

Councilmember Quigley asked if there has been feedback from residents on navigating the current website. Ms. Olson stated that she does not receive a lot of individual feedback, but the City has behavior tracking available to know how long people spend on a page, what search

terms are used, and how many pages deep into the website are used. She does not yet have information on how data will be gathered--whether through a survey or interviews.

Mayor Martin asked if this redesign would create a mobile app. Ms. Olson answered, no. Mr. Schwerm added that over 50% of website traffic is coming from mobile devices. It is a critical time to have those sources more user friendly.

Councilmember Wickstrom suggested getting direct feedback from someone who uses the website often. She commended the mega menu upgrade that will be easier than a drop-down menu.

Councilmember Springhorn asked if the costs are always budgeted through the Cable Television Fund. Mr. Schwerm answered, yes, either with a transfer from the General Fund to the Cable Television Fund or directly from Cable TV.

MOTION: by Councilmember Quigley, seconded by Councilmember Springhorn to authorize the City Manager to enter into a contract with Vision Technology Solutions, LLC for website development services for the redesign of the City and Community Center websites, hosting services and content management licensing services in the amount of \$28,500.

ROLL CALL: Ayes: Wickstrom, Springhorn, Quigley, Martin
Nays: None

APPROVE CONTRACTOR BIDS FOR NEW SHOREVIEW COMMONS ENTRY MONUMENT SIGNS

Presentation by City Manager Schwerm

The City has received two quotes for installation of two new entry monument signs for the Shoreview Commons. The signs would be placed at the northwest and northeast corners of Highway 96 and Victoria Street. The new signs would include digital messaging and will replace the large message center sign that had to be moved with the construction of the new County library. Signage throughout the Commons is being updated with agreement of the Mounds View School District and Ramsey County. Both the County and school district will financially participate in the cost of the signs.

The two signs are identical with a heading, Shoreview Commons, and a listing of all facilities in the Commons. A digital sign is included on the two signs. Flagpoles are proposed in the median across from the signs. Three contractors are needed: 1) masonry for the monument base; 2) electrical for electrical work; and 3) sign contractor for the sign installation.

The low quotes received for the signs are:

- Sign work - Lawrence Sign Company \$58,806
- Electrical work - NAC \$14,800
- Masonry/Foundation work -All Phase Companies \$38,800

The total project cost is \$112,406. Mounds View School District will contribute \$10,000, and Ramsey County will contribute \$15,000. The school district and County will also be paying for signage in front of their buildings. The City's share is \$87,406 and would be paid from the Community Investment Fund as part of the proceeds received from the County's reimbursement for the acquisition of a residential property for the library project.

Staff is recommending approval.

Councilmember Quigley asked if any message can be posted. Mr. Schwerm stated that City policy will control the message on the two new signs. School events and County library information will be included. In addition, the current digital message sign will still be available for use.

Councilmember Wickstrom asked if the two signs could have different messages. Mr. Schwerm explained that the two new signs will show the same message. The relocated digital sign could have a different message.

MOTION: by Councilmember Springhorn, seconded by Councilmember Quigley to approve the low bids for work relating to the new Shoreview Commons entry monument signs including message boards and masonry bases, and lighted flag poles in the Victoria Street median, from the following qualified firms:

- Sign Work - Lawrence Sign Company (Price: \$58,806)
- Electrical Work - NAC (Price: \$14,800)
- Masonry/Foundation Work - All Phase Companies (Price: \$38,800)

Total project cost is \$112,406 with contributions from the Mounds View School District (\$10,000) and Ramsey County (\$15,000).

ROLL CALL: Ayes: Wickstrom, Quigley, Springhorn, Martin
Nays: None

SPECIAL ORDER OF BUSINESS

Mayor Martin noted the many emails and calls she has received regarding the high water level of Snail Lake and requests for wake restrictions. Mr. Schwerm responded that when this happened previously, the City was given specific authorization to impose wake restrictions by the DNR. Staff will be contacting the DNR to find out the process for such authorization again, and the Snail Lake Improvement District board will be informed.

Councilmember Wickstrom suggested that a certain water level trigger imposing restrictions, rather than having to declare an emergency for special authorization.

Mayor Martin stated that she would like to expedite action on this matter, even if an emergency meeting is needed for the Council.

ADJOURNMENT

MOTION: by Councilmember Springhorn, seconded by Councilmember Quigley to adjourn the meeting at 8:00 p.m.

VOTE: **Ayes - 4** **Nays - 0**

Mayor Martin declared the meeting adjourned.

THESE MINUTES APPROVED BY COUNCIL ON THE 6th DAY OF SEPTEMBER 2016.

Terry Schwerm
City Manager