



DRAFT

Approved: June 10, 2019

**CITY OF ARDEN HILLS, MINNESOTA
CITY COUNCIL WORK SESSION
MAY 20, 2019
5:00 P.M. - ARDEN HILLS CITY COUNCIL CHAMBERS**

CALL TO ORDER/ROLL CALL

Pursuant to due call and notice thereof, Mayor David Grant called to order the City Council Work Session at 5:03 p.m.

Present: Mayor David Grant, Councilmembers Brenda Holden, Dave McClung, Fran Holmes and Steve Scott

Absent: None

Also present: City Administrator Dave Perrault, City Planner Mike Mrosła, Deputy Clerk Jolene Trauba, Communications Coordinator Dawn Skelly, Adams French Property (IP3 AF Properties, LLC) Principal Jim Adams, Roberts Management Group’s Nick Roberts, CTV Executive Director Dana Healy and CTV Technical Manager Pat Cook

1. AGENDA ITEMS

A. Concept Plan Review – Self Storage

City Planner Mrosła introduced the concept plan review application from IP3 AF Properties, LLC for a climate controlled self-storage facility at 1780 Gateway Boulevard.

Adams French Property (IP3 AF Properties, LLC) Principal Jim Adams stated that Adams French Property would be the developer/owner of the facility. They are based in Indianapolis and build in the upper Midwest. They have recent projects in Bloomington, Roseville and Crystal. They only build multi-story projects with enclosed climate controlled drive-in and drive-through bays with interior loading and unloading. They build in masonry, metal panel and glass depending on architectural standards.

Mr. Adams described the site and its challenges, specifically the fall in elevation, billboard sight line, railroad easement and utility easement, along with wetlands. Creating access to the site and avoiding the wetlands will also be a challenge. Conceptually there will be an industrial looking 3 story building built into the terrain. In Arden Hills there is only 1.4 square feet per person of storage, the industry standard is 7 square feet per person. In a three mile radius there is a 300,000 square feet shortage based on market statistics.

City Planner Mrosła added that this use would require a zoning code amendment as a new land use category. He felt the project would complement the surrounding uses in the area.

Councilmember Holden asked what was the height requirement of the area and what kind of materials would be allowed.

City Planner Mrosła stated 35 feet was the maximum height allowed, and the required materials were brick, glass and stone with metal trim and accessories.

Mr. Adams said they build with an engineered metal panel that is factory finished on two sides that goes on the iron structure. The panels come with a variety of finished and architectural looks.

Councilmember Holden asked how large the signage could be on the building.

City Planner Mrosła responded that the sign could be no more than 45 square feet, so a variance would be needed.

Mr. Adams said they would probably request approximately 90 square feet. They would also have glass fronts with doors behind them to display what they are and let in light.

Councilmember Holmes wondered what other uses were possibly going into the rest of the area owned by Roberts Management.

Mr. Roberts said they have two potential concepts right now, both are industrial office/warehouse buildings.

Mr. Adams noted they will have 30-35 visits per day, as compared to daily office use, so they won't be needing as much parking.

Discussion ensued on how a road may be brought into the area when facilities are built.

Councilmember Scott wondered how many storage bays would be in the proposed concept.

Mr. Adams replied that a 10X10 bay is standard, and there would be a variety of sizes in this building with approximately 650 total units. Approximately 12 could be accessible from the outside and wouldn't face the road.

Councilmember Holden asked about signage on the west side of the building.

Mr. Adams said he would probably want to have some signage facing I-35.

City Planner Mrosła noted there may not be signage on the east of the building due to topography.

Mayor Grant acknowledged that it is a unique property and other uses would have parking constraints. He would like to see a nice product and an upscale storage facility would work well there.

Mr. Roberts mentioned that he has had interest in the property from other storage facility groups and he felt this is the nicest product.

City Planner Mrosla said the next steps would be to look into how the use fits in the district and determine how to permit and regulate the use.

Councilmember Holden wondered about payment for Road Lake Road as it wasn't assessed at the time it was built.

City Planner Mrosla said he will research what happened at that time.

Councilmember Holden stated she thinks the project is a good idea, but not with a lot of variances.

Councilmember McClung agreed.

Councilmember Holmes was fine with the proposal.

Councilmember Scott felt the area has a demand for storage and without a lot of practical uses for the site he is willing to be flexible.

Mayor Grant liked the upscale facility and isn't concerned about the number of variances as he would be if they are large ones.

Further discussion ensued regarding signage lighting and possible hours of operation.

B. Tobacco 21 Planning

City Administrator Perrault stated this item was requested to be brought forward for further discussion. The City Council acted at the March 25, 2019 meeting to restrict tobacco sales within Arden Hills to age 21 and prohibited selling flavored tobacco products. The item is being brought forward to discuss if they would like to consider changing the ordinance to allow businesses that derive 90% or more of their revenue from tobacco sales to sell flavored products. He noted that if they decide to revisit the ordinance they will need to have a 30 day notice of public hearing.

Councilmember Holden asked if changing the date of the official enforcement would require the same process.

City Administrator Perrault responded that they had talked with the City Attorney and if the Council wanted to change the ordinance he recommended delaying enforcing the ban until August 1. The Attorney didn't say they would need to take formal action to delay the enforcement.

Councilmember Holmes asked if they could move forward with age 21 but delay the flavors for reconsideration.

City Administrator Perrault said he would have to speak with the City Attorney depending on how long a delay they would want. Substantial changes to the ordinance would trigger the public hearing.

Mayor Grant stated that he felt 21 has to stay but enacting the flavor ban will essentially be forcing stores with 90% of their sales from tobacco out of businesses. He didn't want to force a business out of business.

Councilmember Scott echoed the Mayor's thoughts. His intent on passing the ordinance wasn't to punish businesses but to protect the kids. He would be receptive to looking at an exception for a tobacco only retail store.

Councilmember Holmes said she had originally wanted to exempt tobacco stores because youth can't go into the stores.

Councilmember McClung was comfortable with the ordinance as is was amended.

Councilmember Holden commented that she is interested in extending the ordinance for flavor in 90% businesses until the expiration of their lease.

Councilmember McClung suggested a compromise to delay implementation of the total flavor ban of the 90% tobacco business for one year, recognizing they have created a hardship for that business. He would prefer to not reopen the ordinance.

Mayor Grant offered the compromise to grandfather in this particular business but if they go out of business or move they would not be replaced.

Councilmember McClung said he understood that they could extend the grace period for a store that derives 90% or more of their revenue from tobacco products to get them through the end of their lease.

Councilmember Holden didn't like the idea of a grandfather clause.

Councilmember Holmes said it isn't just the cost of the lease, it's also moving, goodwill. Not knowing how much of the inventory was flavored, she didn't realize the ordinance would put the shop out of business. She felt they should grow the City's businesses as well as protect the youth but the tobacco store doesn't allow youth in the door.

Mayor Grant noted that they want to keep the businesses that have invested in the community. Although he wished there wasn't a health aspect to this situation.

Councilmember Holden said going backwards isn't right and they shouldn't be revisiting this.

Mayor Grant wondered if they truly understood the amount of flavor at the shop and factor it all in? He felt they made a mistake, but if a majority still think it's right then it will stand. He said if we give them five years that gives them time to plan to move, potentially capture the clientele and move them with the business, but a year may be tough. He felt a year was too short for the business to plan.

Councilmember Holmes reiterated that she didn't think they were putting the store out of business when they took the original vote, she didn't vote to put them out of business.

The item was temporarily recessed to verify the number of votes needed to change the ordinance. The City Attorney was reached by telephone and said the vote would need to be a simple majority.

Councilmember Holmes recommended they have a public hearing to amend the ordinance. Or they could repass the ordinance with the exception excluding tobacco shops.

Mayor Grant suggested simply amending the ordinance to grandfather in the existing business.

Councilmember McClung said to be sure it won't allow for resale of the existing business, enlarging or moving the store.

Staff was directed to delay enforcement of the ordinance, and to have the City Attorney draft language to grandfather in the store that has 90% of its sales in tobacco, allowing only the existing business, existing location, and existing owner. Item to be brought forward at a future Council meeting.

C. CTV A/V Report

CTV Executive Director Dana Healy stated they had recommendations related to equipment updates. The equipment is currently standard definition and they would like to upgrade to high definition. Ease of use is vital to have multiple backup users from CTV staff. Camera shots are currently limited so they would like to take the cameras out of the cubbies. They would like to give more connectivity options to the presentation stand.

CTV Technical Manager Pat Cook said the current equipment is functional but obsolete. With new equipment there will be a better product put out, webstreams will be in HD and widescreen. There are three parts to the broadcast: camera and production system, audio system and presentation system. The projector and dais monitors are functioning, but they would like to upgrade and replace the monitors. Microphones and speakers are working but they would like to replace the audio board with a new processor with digital signal. Upgrade suggestions include the production system, parts of the presentation system, and parts of the audio system. New microphones may help with cell phone interference.

CTV Technical Manager Cook briefly discussed the approximate timeline schedule for design and installation. He noted that much of the equipment comes with maintenance contracts and the upgrade will make our equipment interchangeable with other contract cities.

CTV Executive Director Healy noted the list of suggested equipment pricing includes the more expensive level of camera and updated microphones, so there are some areas that cost savings are possible.

CTV Technical Manager Cook mentioned that they wanted to be as complete as possible, but some items could be eliminated.

City Administrator Perrault said there is a balance of approximately \$230,000 in the cable fund. \$40,000 is budgeted this year and \$40,000 next year for equipment replacement.

Councilmember Holmes asked about the microphones noting complaints of people not being heard.

Councilmember Scott mentioned the microphone mute buttons don't always work.

CTV Technical Manager Cook said part of the microphone issues were with feedback. New microphones would have properly working mute buttons as opposed to the patch currently in place. A longer microphone could be helpful.

Discussion ensued regarding analog audio converting to digital at the processor.

CTV Executive Director Healy said the project should be done all at once instead of piecemeal to make sure quality is maintained.

City Administrator Perrault affirmed the cost could be combined into one year.

Councilmember Holden inquired about the smart board and if demonstrations on it would go out with the signal.

CTV Technical Manager Cook responded that the smart board would continue to function as it currently does. If drawings are seen on the monitors, people at home can see it too.

Councilmember Scott said charts and figures on presentation materials are currently difficult to read during the broadcast reply.

CTV Technical Manager Cook said that is one of the benefits of upgrading to HD equipment. Century Link (Prism) will encode the channel as HD if the request is made.

CTV Technical Manager Cook noted that historically document cameras were used more before computers were directly connected to the system. Now materials are on Powerpoints and other computer sources, so document camera usage has become less. He explained "bring your own device" that allows someone to share to directly to the screen. There is a moderation mode so staff would have to allow the other screen to share.

After discussion it was decided that a paper document the day of a meeting or email ahead of time would be acceptable, and a document camera is desired.

Mayor Grant said he felt the equipment update was long overdue and wants all the equipment suggested to get up to date.

Councilmember Holden asked if the new equipment would reduce the amount of heat in the A/V room and if not, an HVAC fix should be addressed.

CTV Technical Manager Cook said there will not be much difference. The equipment will go from three racks to one single taller rack, but still emit about the same amount of heat.

Discussion ensued regarding the monitors on the dais that are in cubbies. Millwork on the dais would have to be done for a larger monitor, or a new monitor to fit into the existing cubby. It was decided to look for a monitor that would fit over the cubby so no millwork would need to be done.

Mayor Grant suggested putting a TV that shows what the resident sees at the back of the Council chambers such that the Council could see it from the dais.

CTV Technical Manager Cook replied that some cities are doing that, and it functions as a studio monitor to show what is being broadcast. They could also do red/green lights so it is clear when they are live.

CTV Executive Director Healy will submit a revised quote with changes.

Staff was directed to put the new quote on a regular meeting consent calendar.

D. State of the City Planning

Communications Coordinator Skelly explained that the City Planner had a meeting with the EDC to discuss the State of the City and staff has been discussing it as well. Some questions came up regarding the overall purpose of the event, number of events, timing, audiences, location and format.

After discussion, it was decided to have the event remain informational, have one morning event in the spring (March) at a venue to be determined but possibly the National Guard Readiness Center or Land O'Lakes, and have future oriented content. Staff will look into location availability, work on content/format and possible informational tables for Park and Rec, recycling, fire department, etc. Council will be updated at a future work session.

E. Council Meeting Frequency

City Administrator Perrault said this item is to discuss cancellations of future meetings.

Councilmember Holden thought if there wasn't anything or the agenda was so limited it wasn't worth meeting that it would be the first meeting of the month that would be cancelled because the second meeting of the month had planning cases.

Councilmember McClung concurred and said he thinks that has been working well.

Councilmember Holmes disagreed. She stated that doesn't like cancelling meetings and having so many consent items on one agenda.

Mayor Grant reminded them that the ordinance says they will meet on the second and fourth Monday each month, unless they cancel one. The question is, if there are no pressing items, do you cancel the meeting and move those to the next one? Is it OK to cancel one but it should be the first meeting of the month?

Councilmember Holmes said she doesn't agree with cancelling any meetings.

Councilmember McClung said he didn't agree with moving Mounds View High School's planning case to the first meeting of the month as it wasn't complete.

City Planner Mroska explained why that planning case was moved to the first meeting of the month.

City Administrator Perrault commented that the school district wanted to move as expeditiously as possible and so they agreed to have the item earlier than it would have normally been presented. Cancelling the second meeting of the month lined up with the holiday and with no other pressing cases it was thought the second meeting could be cancelled.

Mayor Grant said the item was to focus on upcoming meetings, not what has passed.

Councilmember Holmes said perhaps she or staff misunderstood about cancelling meetings but she felt Council isn't doing their job by only having one meeting a month.

Mayor Grant recalled that Council said if the first meeting of the month doesn't have any pressing business that it can be cancelled, assuming planning cases are on the second meeting of the month.

Councilmember Holden wondered what "pressing" business was.

Mayor Grant replied that Council can decide what that means. But he doesn't want to gavel in and out in ten or 15 minutes.

Councilmember Holden agreed.

Councilmember McClung said perhaps what is allowed as a consent item has been expanded to include things that shouldn't be on the consent calendar, as the consent calendar should be non-controversial items. But he wouldn't want to have a meeting with only consent items and not have any new business. He felt if that's the case, maybe some things should be moved to new business for a brief introduction, discussion and vote, versus having them on the consent calendar.

Mayor Grant noted sensitivity to consent items but there seemed to be somewhat of a consensus that if the first meeting of the month is gavel in, gavel out they don't necessarily want to have it. He requested staff to make sure every item has the cost and how much is budgeted.

City Administrator Perrault said staff will add a few sentences clarifying amounts going forward.

Mayor Grant summarized that staff should be careful on what is a consent item, the first meeting of the month could be cancelled, and requested staff to give more information on consent item memos.

Councilmember McClung requested that when writing a report, they ask themselves what questions the Council may ask and try to address them in the report.

Councilmember Scott noted that at times Council directs staff to put an item on consent and it may not have all the information they need. He felt they should stick with meeting twice a month. If staff feels a meeting could be cancelled they can bring it Council and a decision could be made at that point.

Mayor Grant recapped that the first meeting of the month could be cancelled if there is no pressing business, staff should do a better job of deciding what is consent versus new business, and in general take things from consent to new business when needed.

F. Community Development Staffing

City Administrator Perrault noted the vacancy of a Community Development Director, and that Bolton and Menk are here on a consultant basis to assist. Currently Mike Mroska is the only staff member filling the planning function for the City. In the past there was a CD Director, Planner and Associate Planner. The Personnel Committee has discussed and felt a full-time person would be beneficial to the Community Development Department. They recommend reorganizing the City Planner position to a combination of Community Development Manager/City Planner and hire an Associate Planner. The Community Development Manager/City Planner would take the more complex cases and economic development. Bolton and Menk's role would decrease to giving guidance and mentorship to the Community Development Manager/City Planner. As far as budget is concerned, with the current vacancy of CD Director, a position change with a salary increase of approximately 10% for the City Planner, and hiring an Associate Planner, there will be a savings of approximately \$10,000 for the City and a \$15,000 savings in the general fund.

Councilmember Holden asked who from Bolton and Menk would be on duty here. She said she would be in favor of having Sara Strain help train in the new Associate Planner.

City Administrator Perrault responded that once an Associate Planner was on board, they wouldn't utilize Sara any more, but Jane Kansier would help as needed.

City Planner Mroska stated that he had provided the City Administrator a breakdown of tasks that he would like the Associate Planner to assist with.

City Administrator Perrault noted that a Community Development Director would have more responsibility with supervision of building and code enforcement, but in this arrangement the Building Official and Inspector would report to the City Administrator. The Community Development Manager/City Planner would supervise the Assistant Planner.

Council agreed to move forward with the changes.

G. Council Tracker

City Administrator Perrault and staff reviewed the Council Request Tracker with the City Council. It was requested to add forming a plan of action if vandalism starts to happen to the Cummings Park Security item, include moving cubic feet of dirt and clearcutting to the Infill Development item, and add Planning Commission Training Plan as an item.

2. COUNCIL COMMENTS AND STAFF UPDATES

Councilmember Holden wondered how many applicants we received for the Customer Service Position.

City Administrator Perrault responded that there were 24 applicants.

Councilmember McClung said he is providing a copy of the needs assessment from the fire department that looked at the current station on Victoria and County Road E. Chief Boehlke and the architect that did the assessment will be at the June work session. Their preferred location is in Arden Hills. He asked if the Council would like to meet at the fire station for a tour as part of the June work session.

Councilmember Scott noted that it was Public Works week.

Mayor Grant mentioned that he met with the Regional Mayors and Administrators and learned that Mounds View is a charter levy city and their levy will be 3.7% this year.

City Administrator Perrault commented that summer hours start on May 28. He noted that an email was sent regarding the Comprehensive Plan update and would like feedback. Discussion ensued. He will send an additional spreadsheet to the Council.

Mayor Grant asked to have the Comprehensive Plan be put on the next work session agenda.

Deputy Clerk Trauba asked if anyone would still like their agenda packet pages three hole punched. Consensus was it was fine to stop three hole punching the pages.

ADJOURN

Mayor Grant adjourned the City Council Work Session at 8:52 p.m.

Jolene Trauba
Deputy Clerk

David Grant
Mayor