

# **APPROVED**

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

**Regular Meeting  
April 13, 2020  
Mounds View City Hall  
2401 Mounds View Boulevard, Mounds View, MN 55112  
6:30 P.M.**

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**1. MEETING IS CALLED TO ORDER**

Mayor Mueller reported this meeting was being held virtually due to the COVID-19 crisis.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL:** Bergeron (joined the meeting at 7:27 p.m.), Gunn, Hull, Meehlhause, Mueller

**NOT PRESENT:** None

**4. APPROVAL OF AGENDA**

**A. Monday, April 13, 2020, City Council Agenda.**

**MOTION/SECOND:** Gunn/Meehlhause. To Approve the Monday, April 13, 2020, agenda as presented.

**ROLL CALL:** Gunn/Hull/Meehlhause/Mueller.

Ayes – 4

Nays – 0

Motion carried.

**5. CONSENT AGENDA**

**A. Approval of Minutes: March 20, 2020 and March 23, 2020**

**B. Just and Correct Claims.**

**C. Resolution 9260, Approving Severance for Keith Czarnecki, Police Officer.**

**D. Resolution 9262, Approving Agreement for Building Official Services (Contingency Plan).**

**E. Resolution 9263, Approving Electronic Signatures.**

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

**ROLL CALL:** Gunn/Hull/Meehlhause/Mueller.

Ayes – 4

Nays – 0

Motion carried.

**6. PUBLIC COMMENT**

None.

**7. SPECIAL ORDER OF BUSINESS**

**A. State Representative Kelly Moller.**

**1. Workers Compensation Fund.**

State Representative Kelly Moller stated she appreciated the opportunity to address the Council virtually. She discussed what the legislature has been up to since the COVID-19 crisis began and commented on the Workers Compensation Fund with the Council. She reported the legislature was meeting virtually and voting remotely. She explained healthcare funding, small business aid, childcare provider assistance, food shelf and homeless shelter assistance have been top priorities. She stated a lot of adjustments have been required due to COVID-19. She thanked the City Council for their time and reported she was always available for questions from her constituents.

Council Member Gunn asked how the Minnesota House and Senate felt about getting the State back up and running slowly. Representative Moller indicated everyone was frustrated and it was hard for everyone to be apart right now. She believed Governor Walz has done a great job of working with the University of Minnesota researchers and the Minnesota Department of Health to look at the data. She commented on the modeling that has been followed in order to keep Minnesota safe. She understood people were frustrated, but encouraged people to stay the course because social distancing was working.

City Administrator Zikmund reported Council Member Bergeron was not able to get his link working for the meeting, but he has been trying.

Mayor Mueller stated there were a lot of resources available from the State of Minnesota. She indicated it was her hope the State would be able to assist cities in 2021 after the downturn in the economy that has occurred in 2020. Representative Moller understood this would be important and explained all levels of government would be impacted by this crisis. She noted the State would be reviewing an updated budget in May to better understand how to get through the remainder of 2020. She commented the State would be receiving federal dollars and reserves in place to ensure Minnesota gets through this crisis.

Mayor Mueller questioned if the State would be able to offer any relief for Met Council payments for sewage treatment. She understood residents and commercial property owners were concerned about property taxes. She questioned how the State would be addressing these concerns. Representative Moller encouraged residents and commercial property owners to contact their County Representatives with their concerns regarding property taxes. She commented she would follow up with the Mayor regarding the Met Council payment.

Council Member Gunn asked if students would be going back to school this year. Representative Moller stated she was uncertain and did not have more specific information.

City Administrator Zikmund discussed how the rise in workers compensation cases would increase in the coming weeks and how this burden would have to be carried by cities in the metro area. He stated he was thankful that the Mounds View Police Department has not had any of its officers test positive for COVID-19 to date. He understood it would benefit the City and its police officers to continue practicing social distancing. He recommended the Council direct staff to draft a letter for the Mayor to sign expressing the City's support of funding to offset the disproportional impact of COVID-19.

Mayor Mueller suggested action on this vote be postponed until later in the meeting to allow for Council Member Bergeron to be present. The Council supported this recommendation.

**8. COUNCIL BUSINESS**

**A. Public Hearing: Resolution 9256; Approval of Conditional Use Permit for an Oversized Garage at 8012 Edgewood Drive.**

Community Development Director Sevald requested the Council consider approval of a Conditional Use Permit for an oversized garage at 8012 Edgewood Drive. He explained this property was zoned R-1 and a Conditional Use Permit was required for garages larger than 952 square feet. It was noted the existing garage would be removed and would be replaced with a new garage that will be 1,008 square feet. He reported in 2003 the City Council approved a Conditional Use Permit for an oversized garage for a neighboring property. Staff commented further on the request and recommended approval.

Mayor Mueller indicated these types of requests typically go before the Planning Commission. She asked why this matter was not reviewed by the Planning Commission. Community Development Director Sevald stated due to the COVID-19 crisis the Planning Commission did not hold a meeting and make a recommendation to the City Council regarding this request.

Council Member Meehlhause commented for the record this item would have come before the City Council for final approval and noted the Planning Commission was a recommending body for Conditional Use Permits.

Cory Milczark, 8012 Edgewood Drive, explained he had a very small garage and he was requesting a new garage in order to allow him to park his vehicles indoors. He thanked the Council for their consideration of his request.

Mayor Mueller opened the public hearing at 7:11 p.m.

Hearing no public input, Mayor Mueller closed the public hearing at 7:11 p.m.

**MOTION/SECOND:** Gunn/Meehlhause. To Waive the Reading and Adopt Resolution 9256; Approval of Conditional Use Permit for an Oversized Garage at 8012 Edgewood Drive.

**ROLL CALL:** Gunn/Hull/Meehlhause/Mueller.

Ayes – 4

Nays – 0

Motion carried.

**B. Resolution 9261, COVID HR Issues.**

City Administrator Zikmund discussed how the COVID-19 crisis was impacting the City of Mounds View. He stated staff has been working together to address human resource issues. He indicated this was a volatile topic that was changing on a weekly, sometimes daily basis. He explained the proposed Resolution addresses police and public works staffing. He indicated the most complex issue was how to cover time off if a staff member were to become ill. He described how staff was staggering hours to reduce the amount of exposure and to ensure proper social distancing measures were in place. He stressed the importance of the City having a policy in place to allow employees to stay home if they were sick and that this not become a fiscal burden for that employee.

Human Resources Coordinator Ewald discussed the proposed COVID-19 response policy in further detail with the Council. She explained forms have been created for employees that need to take leave per the League of Minnesota City standards.

Mayor Mueller asked if employees could use sick or vacation hours on top of the FMLA. Human Resources Coordinator Ewald reported an employee could use sick and vacation time on top of FMLA to make up the difference in missing time.

City Administrator Zikmund commented staff would come back to the City Council later this year if there was a concern with vacation carry over, especially with the Police Department staff.

Mayor Mueller questioned if the Council had to pick a number for the hours tonight. City Administrator Zikmund requested the Council select a number

Council Member Bergeron joined the meeting at 7:27 p.m.

Council Member Hull suggested the City go with 100 hours.

Council Member Meehlhause asked if the Council could approve 100 hours at this time and amend this number later. City Administrator Zikmund reported the Council could amend this number at a later date.

Council Member Meehlhause recommended the Council go with 80 hours instead of 100 hours.

Mayor Mueller questioned how many hours an employee at Mounds View banks in sick leave per pay period. Finance Director Beer indicated this was 3.7 hours per period. He noted it would take 21 pay periods of 10½ months to recover the 80 hours.

Mayor Mueller understood that City staff was typically very healthy. However, she stated if an employee were to come down with COVID-19 this employee would have to quarantine for 14 days. City Administrator Zikmund reported this was the case and noted if this were to happen to a police officer or public works staff member the leave would be covered by workers comp.

Council Member Meehlhause explained the Council was discussing allowing an employee to have a negative balance of up to 80 hours in their sick leave.

Mayor Mueller thanked Council Member Meehlhause for the clarification.

Council Member Bergeron stated he could support 80 or 100 hours at this time.

Mayor Mueller supported the City starting at 80 hours.

MOTION/SECOND: Gunn/Meehlhause. To Waive the Reading and Adopt Resolution 9261, COVID HR Issues establishing a negative balance of 80 hours for sick leave.

ROLL CALL: Bergeron/Gunn/Hull/Meehlhause/Mueller.

Ayes – 5

Nays – 0

Motion carried.

**C. Resolution 9264, Approving the Proposal from KLM Engineering for Roof Repairs on the Ground Reservoir.**

Public Works Director Peterson requested the Council approve the proposal from KLM Engineering for roof repairs on the Ground Reservoir. He explained the 2 million gallon ground reservoir was built in 1968 and was in need of repairs to the roof as ground water was seeping into the ground reservoir. He reported the recommended contractor, Champion Coatings, completed work on the reservoir in 2014. Staff discussed the expense of the repair work and recommended approval.

Council Member Meehlhause asked if this expense was part of the water treatment plant upgrades. Public Works Director Peterson reported this was the case.

MOTION/SECOND: Meehlhause/Hull. To Waive the Reading and Adopt Resolution 9264, Approving the Proposal from KLM Engineering for Roof Repairs on the Ground Reservoir.

ROLL CALL: Bergeron/Gunn/Hull/Meehlhause/Mueller.

Ayes – 5

Nays – 0

Motion carried.

**9. REPORTS**

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

Council Member Meehlhause reported he spoke with Steve Markuson from the Twin Cities Gateway noting significant adjustments were made to their hospitality revenue projections and marketing budget due to COVID-19.

Mayor Mueller encouraged Mounds View residents to complete their 2020 Census information. She reported the census could be completed on a smartphone, an iPad or computer and took less than ten minutes to complete.

Mayor Mueller reported April 12<sup>th</sup> through April 18<sup>th</sup> was Severe Weather Awareness week in the State of Minnesota. She stated on April 16<sup>th</sup> safety sirens would be going off at 1:45 p.m. and 6:45 p.m.

Mayor Mueller explained all essential City services would remain in place during the COVID-19 crisis and she thanked residents for sheltering in place.

**B. Reports of Staff.**

**1. Finance Director Beer – Utility Billing Issues – Due Dates and Penalties**

Finance Director Beer explained the City would be sending out utility bills in the next week and a half. He recommended the due date for these utility bills be pushed back from May 31<sup>st</sup> to June 30<sup>th</sup>. In addition, he proposed the City not charge any late fees for first quarter bills. He suggested the second quarter bill due dates be delayed 15 days from August 31<sup>st</sup> to mid-September. He noted the third quarter bills would be back on the normal schedule.

Council Member Meehlhause supported the proposed changes to the utility billing schedule.

MOTION/SECOND: Meehlhause/Hull. To direct staff to amend the utility billing schedule and waive the late fees for first quarter bills as recommended by staff.

Mayor Mueller thanked Finance Director Beer for making this recommendation.

ROLL CALL: Bergeron/Gunn/Hull/Meehlhause/Mueller.

Ayes – 5                      Nays – 0                      Motion carried.

Public Works Director Peterson reported the contractors working on the water rehabilitation project were working on the exterior of buildings at this time. He explained the contractors were working on Well No. 5 and Water Treatment Plant 2. He indicated the contractor has noticed the corners of the building were worse than originally anticipated and a changer order has been submitted to complete the necessary repair work. He stated the additional work would cost the City \$13,645.

MOTION/SECOND: Gunn/Meehlhause. To approve the Changer Order for additional repairs required on Well House No. 5 and at Water Treatment Plant 2.

ROLL CALL: Bergeron/Gunn/Hull/Meehlhause/Mueller.

Ayes – 5                      Nays – 0                      Motion carried.

**2. City Administrator Zikmund**

City Administrator Zikmund requested the Council direct staff to draft a letter regarding funding to offset the disproportional impact of COVID-19.

MOTION/SECOND: Hull/Bergeron. To direct Staff to draft a Letter for the Mayor to sign expressing the City's support of funding to offset the disproportional impact of COVID-19.

ROLL CALL: Bergeron/Gunn/Hull/Meehlhause/Mueller.

Ayes – 5

Nays – 0

Motion carried.

**a.) Liquor/Restaurant Licenses – Pro Rata**

City Administrator Zikmund stated the City has two establishments (The Mermaid and Moe's) that have requested relief from the City due to the forced shut down of these establishments. He explained neighboring communities were offering a pro rata for the liquor license fee. He indicated the City did not know how long the shut down would be in place but requested the Council consider how staff should respond to these two establishments.

Mayor Mueller supported the City pro rating the liquor/restaurant licenses given the fact the Governor has shut down their opportunity to serve meals and beverages within their establishment. She indicated the liquor licenses for these two establishments require property taxes to be paid in full prior to receiving a liquor license at the end of June. She questioned how this situation would be addressed if the legislature were to extend the due dates for property taxes due to COVID-19. City Administrator Zikmund stated the City does not control property taxes, as this is handled by the County.

Council Member Meehlhause supported the City moving forward with a prorated license for the two establishments.

Finance Director Beer explained he has not heard if the County was going to change the due date for property taxes, but rather may waive the late fees.

Council Member Hull stated he supported pro rating the liquor licenses for Moe's and The Mermaid.

Council Member Bergeron agreed but noted legislation was being considered by the State that was addressing this concern. He supported the Council moving forward with a pro rating and noted future action could be taken after the State moves forward with legislation.

Council Member Gunn recommended the liquor license fees be prorated. City Administrator Zikmund thanked the Council for their input and noted he would be reaching out to these two establishments.

**b.) Creative Kids Property Tax Relief**

City Administrator Zikmund stated Creative Kids has requested property tax relief because their business has been entirely shut down due to the COVID-19 crisis. He requested the Council discuss how staff should respond to this business owner. He cautioned the Council from setting a precedent.

Council Member Hull did not support the City providing tax relief at this time.

Finance Director Beer stated one option available to the City would be to defer payment of the property taxes until the second half of the year. He noted the taxes would still be due, but this would allow for a grace period until October 15<sup>th</sup>.

Council Member Bergeron supported staff discussing this option with Creative Kids.

Council Member Gunn explained there was funding available for childcare centers and she encouraged the Creative Kids owner to seek this assistance.

Council Member Meehlhause stated he did not support waiving the property taxes for Creative Kids, but noted he could support the deferment until October 15<sup>th</sup>.

Mayor Mueller reported DEED had funding available for businesses that have been impacted by COVID-19. She encouraged the Creative Kids owner to reach out to seek this assistance. She commented she could support the deferment of the property taxes until October 15<sup>th</sup>.

City Administrator Zikmund reported he would speak with the Creative Kids owners stating the City was willing to defer the property taxes to October 15<sup>th</sup> while also requesting evidence that he was actively seeking grants. The Council supported this recommendation.

**c.) Condemnation Assessments – City Participation**

City Administrator Zikmund stated staff has been having conversations with Marty Harstad regarding Long Lake Woods. He noted this project is moving forward and Mr. Harstad was seeking answers to some specific questions regarding eminent domain condemnation costs. He explained a Closed Session meeting would be necessary in order to discuss this matter further with City Attorney Riggs. He reported the other matter that had to be addressed was stormwater management. He requested the Council provide staff with direction on when a Closed Session meeting could be held.

Council Member Gunn suggested the Closed Session meeting be held on Monday, April 20<sup>th</sup>.

Council Member Bergeron stated he was available any time next Monday.

Council Member Meehlhause suggested the meeting be held at 10:00 a.m. on Monday, April 20<sup>th</sup>. The Council was in agreement.

**C. Reports of City Attorney.**



There was nothing additional to report.

- 10. Next Council Work Session: Monday, May 4, 2020, at 6:30 p.m.  
Next Council Meeting: Monday, April 27, 2020, at 6:30 p.m.**

**11. ADJOURNMENT**

The meeting was adjourned at 8:25 p.m.

Transcribed by:

Heidi Guenther  
*Minute Maker Secretarial*