

**Mayor:**  
David Grant

**Councilmembers:**  
Brenda Holden  
Fran Holmes  
Dave McClung  
Jonathan Wicklund



**City Council  
Work Session  
Agenda  
May 16, 2016  
5:00 p.m.  
City Hall**

**Address:**  
1245 W Highway 96  
Arden Hills MN 55112

**Phone:**  
651-792-7800

**Website:**  
[www.cityofardenhills.org](http://www.cityofardenhills.org)

## City Vision

Arden Hills is a strong community that values its unique environmental setting, strong residential neighborhoods, vital business community, well-maintained infrastructure, fiscal soundness, and our long-standing tradition as a desirable City in which to live, work, and play.

## CALL TO ORDER

### 1. AGENDA ITEMS

#### 1.A. Strategic Planning Discussion For CTV North Suburbs

Barbara Raye (Executive Director of the Center for Policy, Planning and Performance - serving as facilitator for CTV North Suburbs)

Documents: [MEMO.PDF](#), [ATTACHMENT A.PDF](#)

#### 1.B. Organized Collection

Ryan Streff, City Planner

Documents: [MEMO.PDF](#), [ATTACHMENT A.PDF](#), [ATTACHMENT B.PDF](#)

#### 1.C. 2040 Comprehensive Plan Update

Ryan Streff, City Planner

Documents: [MEMO.PDF](#)

#### 1.D. Exterior Lighting Design Standards

Matthew Bachler, Senior Planner

Documents: [MEMO.PDF](#), [ATTACHMENT A.PDF](#), [ATTACHMENT B.PDF](#),  
[ATTACHMENT C.PDF](#), [ATTACHMENT D.PDF](#)

#### 1.E. Questions For Metropolitan Council Member Marie McCarthy

Jill Hutmacher, Community Development Director

Documents: [MEMO.PDF](#)

#### 1.F. State Of The City

Jill Hutmacher, Community Development Director

Documents: [MEMO.PDF](#), [ATTACHMENT.PDF](#)

1.G. 2015 PMP Restoration Update

John Anderson, Acting Public Works Director

Documents: [MEMO.PDF](#), [ATTACHMENT A.PDF](#)

1.H. State Fair Parking

John Anderson, Acting Public Works Director

Documents: [MEMO.PDF](#), [ATTACHMENT A.PDF](#), [ATTACHMENT B.PDF](#),  
[ATTACHMENT C.PDF](#)

1.I. Arden View Court Storm Sewer Repair

John Anderson, Acting Public Works Director

Documents: [MEMO.PDF](#), [ATTACHMENT A.PDF](#), [ATTACHMENT B.PDF](#),  
[ATTACHMENT C.PDF](#)

1.J. Lakeshore Place Landscaping Project With Ramsey County

John Anderson, Acting Public Works Director

Documents: [MEMO.PDF](#), [ATTACHMENT A.PDF](#), [ATTACHMENT B.PDF](#),  
[ATTACHMENT C.PDF](#), [ATTACHMENT D.PDF](#), [ATTACHMENT E.PDF](#),  
[ATTACHMENT F.PDF](#)

1.K. Johanna Marsh Tennis Court

John Anderson, Acting Public Works Director

Documents: [MEMO.PDF](#), [ATTACHMENT A.PDF](#), [ATTACHMENT B.PDF](#),  
[ATTACHMENT C.PDF](#)

1.L. Trail Priorities

Jonathan Wicklund, Councilmember

Documents: [MEMO.PDF](#)

1.M. Personnel Committee Discussion

Su Iverson, Interim City Administrator/Director of Finance  
and Administrative Services

Documents: [MEMO.PDF](#)

**ADJOURN**



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**DATE:** May 16, 2016

**TO:** Honorable Mayor and City Council

**FROM:** Sue Iverson, Interim City Administrator/Director of Finance and Admin Services

**SUBJECT:** Strategic Planning Discussion for CTV North Suburbs

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**Background/Discussion**

As part of its strategic planning process, the Board of Directors of CTV North Suburbs is looking at the services it provides. CTV North Suburbs also wants to ensure that, over the next few years, it is meeting the needs of its constituents as effectively and efficiently as possible.

Barbara Raye, Executive Director of the Center for Policy, Planning and Performance, serves as the facilitator for CTV North Suburbs. She will be at the meeting to provide information on the video programming and technical services provided to the city and to the residents of Arden Hills. CTV North Suburbs is also seeking input from the councils of the other member cities, from the three school boards and from the community organizations and agencies that CTV works with.

Included in the packet is material about North Suburban Communications Commission and CTV North Suburbs, their sources of funding, and information on their primary services – programming/video production and training. Also included are key findings from the two telephone surveys that were conducted on behalf of CTV North Suburbs last year. (A list of programs produced last year and the complete survey reports are also attached for those who want more detail.) In addition, a short video showing some of CTV North Suburbs activity for 2015 may be viewed at: <https://vimeo.com/160386675>.

Please think about the following questions while reviewing the informational material provided:

1. Do you have any general questions about CTV that are not addressed in the materials?
2. Of the services that CTV provides for local government, i.e., the city, which do you think are the most valuable?
3. What additional services or programs could CTV offer that would enhance civic engagement and transparency in local government?
4. Of the services that CTV provides for the community, which do you think are the most valuable?

5. What additional services or programs could CTV offer to improve the sense of community or enhance the skills/knowledge that residents gain through our educational and community programming?
6. What services and/or programs should CTV no longer provide?
7. What changes would you like to see in the next three to four years?

### **Attachments**

Attachment A: Strategic Planning – Background Material

# Attachment A

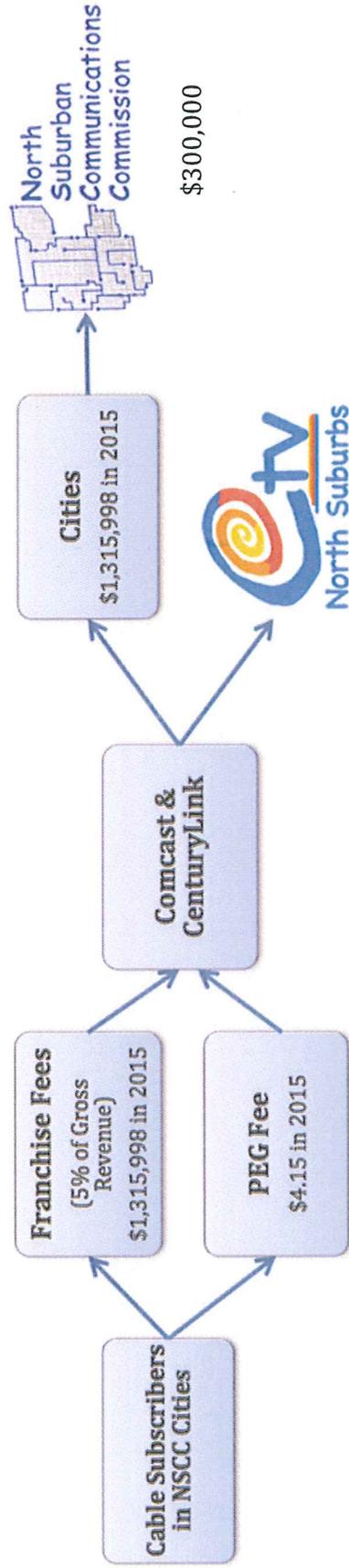
## What is NSCC/CTV?

### 2 Sides of the Cable Franchise Coin



- Joint Powers Agreement (JPA) formed by 9 cities: Arden Hills, Falcon Heights, Lauderdale, Little Canada, Mounds View, New Brighton, North Oaks, Roseville and St. Anthony
- State & federal laws allow cities to enforce non-exclusive cable TV franchises for use of city rights-of-way by cable providers
- Administers the cities' cable franchises
  - Handles complaints
  - Negotiates/renegotiates agreements
  - Audits cable providers' performance
    - Technical
    - Financial
- Nonprofit corporation formed by 9 NSCC cities
- Provides community programming and services
  - Administers the CTV Channels
  - Produces community programs
    - Staff produced
    - Volunteer produced
  - Provides studio, production truck and portable video equipment
  - Provides video education and training to community members

# NSCC/CTV Funding



Operating	\$1,254,585
Capital	\$40,486
Intern Grant	\$93,261
	<u>\$1,388,314</u>

**North Suburban Communications Commission (NSCC) & CTV North Suburbs/North Suburban Access Corporation Member Cities:**  
**Arden Hills • Falcon Heights • Lauderdale • Little Canada**  
**Mounds View • New Brighton • North Oaks • Roseville • St. Anthony**



# What Does CTV Do?

## Public, Education & Government Programming

### Public/Community Programming

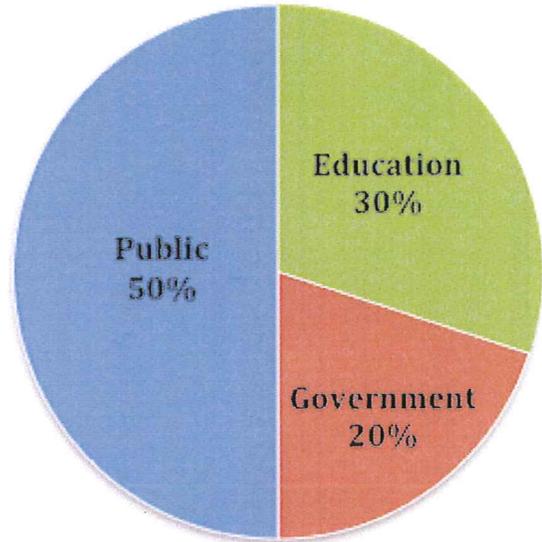
- Programs of local interest
- Examples of public/community programs:
  - *North Suburban Beat*
  - *Disability Viewpoints*
  - *Adventures in Public Speaking*
  - *4President Show*
- 362 programs in 2015
- **50% of total programs**

### Education Programming

- Coverage of high school/college sports, concerts & events
- Examples of education programs:
  - *Chalkboard Capers (Mounds View)*
  - *Graduation Ceremonies (all districts)*
  - *Roseville Adult Education Culture Fair*
  - *Bethel Women's Chorale*
- Coverage of meetings (*not included in total*)
  - 21 school meetings in 2015
- 218 programs in 2015
- **30% of total programs**

### Government Programming

- Coverage of local events, parades & festivals
- Examples of government programs:
  - *A Tale of the Cities*
  - *Candidates Speak Out*
  - *Mounds View Today*
  - *New Brighton Now*
- Coverage of meetings (*not included in total*)
  - 628 city meetings in 2015
  - 45 government meetings in 2015
- Municipal Assistance Program provides 100 hours of technical and production assistance per city per year at no charge
- Contractual services for cities & schools
  - Channel programming
  - Web streaming of meetings
- 146 programs in 2015
- **20% of total programs**



### The Value Proposition for CTV North Suburbs

- ❖ A community media center that serves the public/community, education and government is more effective and efficient, saving money on equipment and staff. And it
- ❖ Enables open government and transparency in government operations by providing television and web coverage of local government meetings and events;
- ❖ Cultivates civic engagement and community building by providing an environment for collaboration between public/community, education and government programmers;
- ❖ Facilitates the sharing of diverse opinions, ideas and cultures; and
- ❖ Provides training in media literacy for young people and new English speakers.



# Youth Media Program & Community Training

## Youth Media Program

170	Students involved in youth media programs
53	Programs produced by youth
37	Students taught Northstar Digital Literacy Standards
11	Teen interns hired by CTV worked 1,000 hours

## Community Training

### Classes Offered in 2015:

34	CTV 101
23	Camcorder
14	Basic Truck Crewing
11	Final Cut Pro Editing
9	Basic Studio Production
4	Adobe Premiere Pro Editing
3	CG/XPression/Score
1	Producers Club Workshop
1	Teen Production/Animation
<b>100</b>	<b>Total Classes Offered</b>

### Students Received Training in 2015:

170	CTV 101
126	Camcorder
57	Basic Studio Production
49	Basic Truck Crewing
31	Final Cut Pro Editing
28	Adobe Premiere Pro Editing
7	Producers Club Workshop
5	Teen Production/Animation
4	CG/XPression/Score
<b>477</b>	<b>Total Students Received Training *</b>

*\* 57 Students from Roseville Adult Education - English Learners Program*



# Community Survey Results

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## Telephone survey results from the 2015 Addendum to the 2013 Community Needs Ascertainment Report, conducted by The Buske Group:

- ◆ **NEARLY HALF (47.3%)** of all cable subscribers have watched a program on a CTV North Suburbs channel. Of these viewers:
  - **52.4%** said they watched local sports, community and city programming on channels 14, 15 or 16 at least once a month (25.9% said at least once a week)
  - **84.7%** have watched City Council meetings (37% said at least monthly)
  - **64.1%** have watched local sports (29.6% said at least monthly);
  - **38.6%** have watched School Board meetings (4.2% said at least monthly); and
  - **37.6%** have watched "North Suburban Beat" (13.8% said at least monthly)
  - **40.7%** said they watched local government programming on channel 19 at least once a month (19% said at least once a week)
  - **23.3%** said they watched educational channels 18 or 20 at least once a month (7.9% said at least once a week)
- ◆ **A MAJORITY (72.5%)** gave grades of "A" or "B" regarding how well CTV North Suburbs "provides a valuable community service" and **61.9%** gave grades of "A" or "B" to "provides programming that deals with local issues."
- ◆ **A MAJORITY (69.8%)** of all telephone survey respondents said it is "important" or "very important" to have local cable TV channels that feature programs about area residents, organizations, schools, government, events and issues.

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## Conclusions from the 2015 Morris Leatherman Cable Subscriber Survey:

- ❖ CTV North Suburbs' broad spectrum of programming over the three cable channels reaches an impressive **61%** of subscribers. **9%** would be considered "frequent" viewers, while **52%** are "occasional" viewers. *This is above the norm of 52% in the Twin Cities area.*
- ❖ Subscribers are split on the importance of local city, school district and public access channels. **49%** consider them either "very important" or "somewhat important," while **50%** think they are "not too important" or "not at all important." However among the **61%** viewers of CTV North Suburbs programming, **62%** indicate they are important with only **38%** considering them of less importance.

## **2015 CTV Programs**

**P = Public**

**E = Education**

**G = Government**

**S = Staff**

**V = Volunteer**

**O = Outside Producer**

**(non-resident producer, not  
Produced at CTV North Suburbs)**

<b>P/E/G</b>	<b>Public/Community</b>	<b>Episodes</b>	<b>S/V/O</b>
P	14AA Baseball	1	S
P	4Presidents show	13	V
P	7th Grade Football: St. Anthony vs. Spring Lake Park	1	V
P	A Day Trip To Mars	1	V
P	Adventures in Public Speaking	11	V
P	Amateur Baseball	4	V
P	Celebrity Jeopardy	1	S
P	Christ the King Annual Christmas Concert	1	V
P	Christ The King Christmas Pageant 2015	1	V
P	Christ the King Lutheran Church	50	V
P	Community Open House Promo	1	S
P	Community Survey Promo #1 verA	2	S
P	Community Survey Promo #2	1	S
P	Crocheting Flowers-short	1	V
P	CTV 2015 Volunteer Recognition Awards (Banquet VRAs)	1	S
P	CTV Promo - Only Takes 10 minutes	1	S
P	CTV Social Media Promo	1	S
P	Denny Ross Memorial Softball (NB)	1	V
P	Disability Viewpoints	34	V
P	EveretteSmithson-July 4 2015	1	V
P	Focus Forward	11	V
P	Fridley 1965 Tornado Open Mic	2	V
P	Gathering Place Stables-short	1	V
P	GenCTV Promo	1	S
P	Harriet Island Park - short	1	V
P	Health Now	13	V
P	House Calls	21	V
P	Housing Diversity Seminar	1	S

P	How to Make Magic	1	V
P	How to play Guitar	1	V
P	Juggle Balls	2	V
P	Kad's Deli -short	1	V
P	Kiwanis Youth Awards 2015	1	V
P	Korean War Picnic 2015	1	V
P	La Pirinola	2	V
P	Legion Baseball	2	S
P	Light on the Gospel	12	V
P	Lynne 03 26:01	1	V
P	Mass of Thanksgiving @ Benedictine Featuring Bishop Lee	1	S
P	Men's Bandy North American Cup	1	V
P	Minnesota Conversations The Voting Rights Act	1	V
P	MN Harvest Horse Show 2015	1	V
P	MOFAS LIVE!	4	S
P	N.O. Garden Club Lymne's Disease	1	V
P	NET Lifeline	18	V
p	North Metro Home & Garden Show Promo	1	V
P	North Suburban Beat	47	S
P	Official State of MN Veterans Day Program	1	O
P	Ordination to the Priesthood	1	V
P	Paranormal Crossover (UFOs and the Paranormal)	1	V
P	Performing Hmong Qeej-short	1	V
P	Princess Whatshername-SJB 2015	1	S
P	Public Safety Spotlight	8	V
P	Rand Paul Stand with Rand Iowa Rally	1	V
P	RBB at Como Park	1	V
P	Roller Derby - North Start Roller Girls	6	S
P	ROMAFH League of Women Voters (LWV) Part 2	1	S

P	Roseville Big Band	6	V
P	Roseville Open Figure Skating	3	V
P	Roseville String Ensemble	4	V
P	School of Rock	3	V
P	Senior Softball All Stars	1	S
P	Shakespeare & Co	3	V
P	Shoreview Northern Lights Variety Band Holiday Concert 2	1	V
P	Softball (NB 1-pitch)	3	V
P	Songs of Hope	1	V
P	SPACC present Transportation for the 21st Century	1	S
P	Special Gift	2	V
P	Speedskating America Cup	2	V
P	Speedskating John Rose Open	2	V
P	St. Anthony Civic Orchestra 40th Anniversary Concert 2015	1	V
P	St. Anthony Orch Spring Benefit Concert	1	V
P	St. Rose 75th Anniversary Diamond Jubilee Mass	1	V
P	St. Rose Holiday Concert	1	V
P	Sticky Rice with Banana	2	V
P	The Awful Truth "Equal"	1	S
P	The Messenger	3	V
P	The Real Deal in Real Estate	6	V
P	The Splatter Sisters	1	V
P	Transforming Stigma Into Strength with Mike Veny	3	V
P	UFO and the Paranormal	1	V
P	Water Festival-short	1	V
P	What's Brewin	7	S
P	Womens College Hockey: Gophers vs. Huskies	1	S

<b>Staff Produced</b>	<b>84</b>
<b>Volunteer Produced</b>	<b>277</b>
<b>Outside Produced</b>	<b>1</b>
<b>Public/Community Total</b>	<b>362</b>

<b>P/E/G</b>	<b>Education</b>	<b>Episodes</b>	<b>V/S</b>
E	Bethel Women's Chorale	1	V
E	Chalkboard Capers 2015	1	S
E	Culture Fair 2015 Roseville Adult Education	1	S
E	Fairview Alternative HS Graduation	1	V
E	Graduation Promo 2015	1	V
E	Heads and Tails (Adult Education)	1	V
E	IDHS Everyone's Watching PSA	1	V
E	IDHS Irondale Athlete Alumni	1	V
E	Irondale High School Graduation Ceremony	1	V
E	Irondale Pops Concerts	1	V
E	Mounds View High School Graduation	1	V
E	Mounds View High School Speech Showcase	1	V
E	MV Chippewa Middle School Presents 7th Grade Spring Co	1	V
E	Mounds View High School Graduation Ceremony	1	S
E	RAHS All District Orchestra Festival	1	V
E	RAHS Concert Series I	4	V
E	RAHS Concert Series III	3	V
E	RAHS Winter Jazz Concert	2	V
E	Roseville High School Graduation Ceremony	1	S
E	SAHS Senior Band Concert	1	V
E	School Chamber Musical Recital District 621	1	S
E	St. Anthony High School Graduation Ceremony	1	S
E	St. John the Baptist School Holiday Concert 2015	1	S
E	St. Rose 2015 School Play	1	V
<b>SPORTS</b>			
E	Baseball: Irondale vs. Blaine	1	O
E	Baseball: Irondale vs. Fridley	1	S
E	Baseball: St. Anthony vs. DeLa Salle	1	V

E	Baseball: St. Anthony vs. St. Agnes	1	V
E	Baseball: St. Anthony vs. St. Paul Academy	1	V
E	Boys Basketball: Irondale vs. Park Center	1	S
E	Boys Basketball: Irondale vs. So. St. Paul	1	S
E	Boys Basketball: Irondale vs. Totino Grace	1	S
E	Boys Basketball: Roseville vs. Anoka	1	V
E	Boys Basketball: Roseville vs. Cretin DH	1	V
E	Boys Basketball: Roseville vs. Forest Lake	1	V
E	Boys Basketball: Roseville vs. Kennedy	1	V
E	Boys Basketball: Roseville vs. N. St. Paul	1	V
E	Boys Basketball: Roseville vs. Woodbury	1	V
E	Boys Basketball: St. Anthony vs. Mpls Edison	1	V
E	Boys Basketball: St. Anthony vs. St. Agnes	1	V
E	Boys Hockey: Irondale vs. Anoka	1	O
E	Boys Hockey: Irondale vs. St. Louis Park	1	O
E	Boys Hockey: Roseville vs. Cretin DH	1	V
E	Boys Hockey: Roseville vs. East Ridge	1	V
E	Boys Hockey: Roseville vs. Hermantown	1	V
E	Boys Hockey: Roseville vs. Mounds View	1	V
E	Boys Hockey: Roseville vs. Park CG	1	V
E	Boys Hockey: Roseville vs. WBL	1	V
E	Boys Hockey: Roseville vs. White Bear Lake	1	V
E	Boys Hockey: TotinoGrace vs. Breck	1	O
E	Boys Lacrosse: Mounds View vs. Centennial	1	O
E	Boys Lacrosse: Roseville vs. Cretin DH	1	V
E	Boys Lacrosse: Roseville vs. Park CG	1	V
E	Boys Soccer: Centennial vs. St. Anthony/SLP	1	O
E	Boys Soccer: St. Croix Lutheran vs. Concordia Academy	1	O
E	Boys Soccer: Totino Grace vs. Maple Grove	1	O

E	Boys Swimming: Roseville vs. Park CG	1	V
E	College Football: Bethel vs. Carleton	1	V
E	College Football: Bethel vs. Gustavus	1	V
E	College Football: Bethel vs. Hamline	1	V
E	College Football: Bethel vs. St. John's	1	V
E	College Football: Bethel vs. Wartburg	1	V
E	College Football: Northwestern vs. Iowa Wesleyan	1	V
E	Football: Andover vs. Totino Grace	1	O
E	Football: Blaine vs. Totino Grace	1	O
E	Football: Burnsville vs. Roseville	1	V
E	Football: Coon Rapids vs. Totino Grace	1	O
E	Football: Roseville vs. Cretin DH	1	V
E	Football: Roseville vs. East Ridge	1	V
E	Football: Roseville vs. Mounds View	1	V
E	Football: Roseville vs. Stillwater	1	V
E	Football: St. Anthony vs. Highland Park	1	V
E	Football: St. Anthony vs. Mpls Southwest	1	V
E	Football: St. Anthony vs. Washburn	1	V
E	Football: St. Anthony vs. Westonka	1	V
E	Football: Totino Grace vs. Anoka	1	O
E	Girls Basketball: Irondale vs. Blaine	1	S
E	Girls Basketball: Irondale vs. Coon Rapids	1	S
E	Girls Basketball: Irondale vs. Elk River	1	S
E	Girls Basketball: Irondale vs. Osseo	1	S
E	Girls Basketball: Irondale vs. St. Louis Park	1	O
E	Girls Basketball: Irondale vs. St. Louis Park	1	O
E	Girls Basketball: Roseville vs. Anoka	1	V
E	Girls Basketball: Roseville vs. Cooper	1	V
E	Girls Basketball: Roseville vs. Cretin DH	1	V

E	Girls Basketball: Roseville vs. East Ridge	1	V
E	Girls Basketball: Roseville vs. Mounds View	1	S
E	Girls Basketball: Roseville vs. Stillwater	1	V
E	Girls Basketball: Roseville vs. White Bear Lake	1	V
E	Girls Basketball: St. Anthony vs. Apple Valley	1	V
E	Girls Basketball: Totino Grace vs. Armstrong	1	O
E	Girls Hockey: Irondale vs. Blaine	1	O
E	Girls Hockey: Irondale vs. Champlin Park	1	O
E	Girls Hockey: Irondale vs. Spring Lake Park	1	O
E	Girls Hockey: Roseville vs. Centennial	1	V
E	Girls Hockey: Roseville vs. Edina	1	V
E	Girls Hockey: Roseville vs. Minnetonka	1	V
E	Girls Hockey: Roseville vs. Mounds View	1	V
E	Girls Hockey: Roseville vs. Mounds View	1	V
E	Girls Hockey: Roseville vs. Tartan	1	V
E	Girls Hockey: Roseville vs. Woodbury	1	V
E	Girls Hockey: Totino Grace vs. North Metro	1	O
E	Girls Lacrosse: Irondale vs. Coon Rapids	1	O
E	Girls Lacrosse: Roseville vs. White Bear Lake	1	V
E	Girls Soccer: Centennial vs. St. Anthony/SLP	1	O
E	Girls Soccer: Totino Grace vs. Maple Grove	1	O
E	Girls Swimming: Roseville vs. Woodbury	1	V
E	Girls Swimming: St. Anthony vs. Mpls. South	1	V
E	High School Football: All-Star vs. Game	1	O
E	HS All-Star Baseball: West vs. North	1	O
E	JV Boys Basketball: Irondale vs. Coon Rapids	1	S
E	JV Boys Basketball: Irondale vs. Osseo	1	S
E	JV Boys Basketball: Irondale vs. Park Center	1	S
E	JV Boys Basketball: Irondale vs. So. St. Paul	1	S

E	JV Boys Basketball: Irondale vs. Totino Grace	1	S
E	JV Girls Basketball: Irondale vs. Elk River	1	S
E	JV Girls Basketball: Roseville vs. Mounds View	1	S
E	Robotics: FIRST Regionals vs. @ U of M	1	V
E	Section Baseball: Roseville vs. So. St. Paul	1	V
E	Section Baseball: St. Anthony vs. Harding	1	V
E	Section Boys Basketball: Roseville vs. Mahtomedi	1	V
E	Section Boys Hockey: Mounds View vs. Hill Murray	1	O
E	Section Boys Hockey: Roseville vs. Mounds View	1	S
E	Section Football: St Louis Park vs. Irondale	1	O
E	Section Girls Basketball: Irondale vs. Osseo	1	S
E	Section Girls Basketball: Roseville vs. Tartan	1	V
E	Section Girls Basketball: Roseville vs. White Bear Lake	1	V
E	Section Girls Hockey: Irondale vs. Champlin Park	1	O
E	Section Girls Hockey: Mounds View vs. Blaine	1	O
E	Section Girls Hockey: Roseville vs. Cretin DH	1	V
E	Section Girls Hockey: Roseville vs. Tartan	1	V
E	Section Girls Soccer: Coon Rapids vs. Irondale	1	O
E	Section Softball: Irondale vs. Spring Lake Park	1	O
E	Section Softball: Irondale vs. Totino Grace	1	S
E	Section Softball: St. Anthony vs. St. Paul Johnson	1	V
E	Section Volleyball: Irondale vs. Mahtomedi	1	O
E	Section Volleyball: Roseville vs. Mounds View	1	V
E	Section Volleyball: Roseville vs. Stillwater	1	V
E	Section Volleyball: Roseville vs. Totino Grace	1	V
E	Softball: Irondale vs. Coon Rapids	1	O
E	Softball: Irondale vs. Maple Grove	1	S
E	Softball: Roseville vs. Cretin DH	1	V
E	Softball: Roseville vs. Mounds View	1	V

E	Softball: Roseville vs. Stillwater	1	V
E	Softball: St. Anthony vs. Columbia Heights	1	V
E	Softball: TotinoGrace vs. Maple Grove	1	O
E	State Boys Basketball: Roseville vs. Shakopee	1	V
E	State Girls Soccer: Mounds View vs. Centennial	1	O
E	Volleyball: Andover vs. Irondale	1	O
E	Volleyball: Fridley vs. St. Anthony	1	V
E	Volleyball: Irondale vs. Coon Rapids	1	O
E	Volleyball: Roseville vs. Forest Lake	1	V
E	Volleyball: Roseville vs. Mpls Southwest	1	V
E	Volleyball: Roseville vs. Rosemount	1	V
E	Volleyball: Roseville vs. Stillwater	1	V
E	Volleyball: St. Anthony vs. Brooklyn Center	1	V
E	Volleyball: St. Anthony vs. Columbia Heights	1	V
E	Volleyball: Totino Grace vs. Osseo	1	O
E	Volleyball: White Bear Lake vs. Concordia Academy	1	O
E	Wrestling: Roseville vs. Park CG	1	V
E	Wrestling: TotinoGrace vs. Maple Grove	1	O

## **YOUTH MEDIA**

E	A Bad Day of Monster	1	V
E	Bullying	1	V
E	Cellists of Minnesota	1	V
E	CreaTV episode 5	1	V
E	CTV In Studio:Ryan Evans - White Spider	1	V
E	CTV In-Studio Elizabeth Bishop	1	V
E	CTV Tours Promo (Teen/Youth)	1	V
E	Deadringer Trailer	1	V
E	Disco Dance Party- Cub Scout Pack 419 (Teen/Youth)	1	V
E	East Side Documentary	1	V

E	Ego Death	4	V
E	GGAL	3	V
E	I Made the Earth to Shelter You	1	V
E	Kayode's Skateboard Documentary	1	V
E	Me & I	1	V
E	Military Teen Summit Promo	1	V
E	MN Weather PSA	1	V
E	Neighborhood Game Show	1	V
E	OSFNA 2015	1	V
E	Pack 167 Visits CTV 1:53	1	V
E	Quest for college Recruitment Promo	1	V
E	Retrovirus-Nick Henry	1	V
E	Summer Promo (Teen/Youth)	1	V
E	TCYMN Illuminate! 2015 Showcase Promo (Teen/Youth)	1	V
E	TCYMN Show	12	V
E	The Emperor of Ice Cream	1	V
E	The Normal-ish Cooking Show	1	V
E	The Tuesday Interviews (Youth/Teen)	1	V
E	The Wednesday Interviews (Youth/Teen)	1	V
E	The Worst Short Films Ever Competition 2015	1	V
E	Toothed Mammals vs. Finger Snots	1	V
E	Transition Plus Tour (Teen/Youth)	1	V
E	Troop 53102	1	V
E	Waite House News (Teen/Youth)	1	V
E	YL Promo	1	V

218

**Staff Produced 27**

**Volunteer Produced 152**

<b>Outside Produced</b>	<b>39</b>
<b>Education Total</b>	<b>218</b>

<b>P/E/G</b>	<b>Government</b>	<b>Episodes</b>	<b>S/V/O</b>
G	A Tale of the Cities	28	V
G	AH City Tour Video	1	S
G	AH Clean Up Days Promo	1	S
G	AH Fall Clean Up	1	S
G	AH Fall Clean Up Promo	1	S
G	AH Lexington Station Promo	1	S
G	AH State of the City	1	S
G	Candidates Speak Out	5	S
G	Conversation with the Mayor	2	V
G	Election Results 2015	1	S
G	Electronics Recycling Tech Dump FH/LD	1	S
G	Falcon Heights Curtiss Playground Build	1	S
G	Falcon Heights Fire Dept Open House 2015	1	S
G	Falcon Heights Ice Cream Social 2015	1	S
G	FH Winterfest 2015	1	S
G	FH/LD 5K Fun Run 2015	1	S
G	FH/LD Winter Carnival Presentation	1	S
G	FH/LD/SA Sustainability Fair	1	S
G	FH/LD/SA Sustainability Fair 2015 Promo	1	S
G	Fourth of July at Central Park	1	V
G	Lauderdale 50th Anniversary Video Conversations	1	S
G	Lauderdale Citywide Garage Sale	1	S
G	Lauderdale Day in the Park 2015	1	S
G	Lauderdale DIP/RV Puppet Show 2015	1	S
G	Lauderdale Farmers Market	1	S
G	Lauderdale Farmers Market Promo	1	S
G	Lauderdale Halloween Party 2015	1	S
G	LC Arbor Day	1	S

G	LC Button Contest Winner	1	S
G	LC Public Works Facility Dedication	1	S
G	LCCC Mtg	1	S
G	LCFD Booya Sale	1	S
G	LCRA Ice Fishing Tourney	1	S
G	LCRA Ice Skating Party	1	S
G	Little Canada Parade 8-2-2015	1	V
G	Mounds View Bel Rae Opening	1	S
G	Mounds View Car show	1	V
G	Mounds View Community Center Fall Festival 2015	1	S
G	Mounds View Cookies with Santa	1	S
G	Mounds View Fall Family Fun Festival	1	S
G	Mounds View Festival Bike Race	1	S
G	Mounds View Festival in the Park 2015	1	S
G	Mounds View Festival in the Park 5k Promo	3	S
G	Mounds View Festival in the Park Parade 2015	1	V
G	Mounds View National Night Out Promo	1	V
G	Mounds View Today	3	V
G	Music in the Park	2	V
G	MV Citizen of the Year Nominations	1	V
G	MV Cookies with Santa 2015 promo	1	V
G	MV SBM Fire Santa parade	1	S
G	MV Volunteer Coach of the Year Nominations	1	V
G	MVCC Spring Dance Recital	1	S
G	MVCT Crazy for You Promo	1	S
G	NB/MV Rotary Easter Egg Hunt	1	S
G	New Brighton 2015 Stockyard Days Parade LIVE	1	V
G	New Brighton Bridge Construction Video	1	S
G	New Brighton Coronation 2015	1	V

G	New Brighton Now	25	V
G	New Brighton Stockyard Parade 2015	1	V
G	North Oaks Festival & Parade	1	S
G	Radon Safety in Your Home	1	V
G	RamCo Officer Memorial Ceremony 2015	1	S
G	Ramsey County Community Forum 2015	1	S
G	Ramsey County Sheriff's Medicine Drop	1	O
G	Rosefest Parade	1	V
G	Roseville Alzheimer/Dementia Video	1	S
G	Roseville Family Night Out	1	S
G	Roseville Night 2 Unite	1	S
G	Roseville Night to Unite 2015	1	S
G	Roseville Oval Time Lapse	1	S
G	Roseville OVALumination	1	S
G	Roseville Police Dept Behind the Badge #1	1	S
G	Roseville Rosefest Promo :50	1	S
G	Roseville State of the City	1	S
G	Roseville Taste of Rosefest	1	S
G	St. Anthony Candy Cane Hunt	1	S
G	St. Anthony Chamber Holiday Lights Contest	1	S
G	St. Anthony Field Trip Art Fair 2015	1	S
G	St. Anthony Much Ado About Nothing	1	S
G	St. Anthony Silverwood Art Festival 2015	1	S
G	St. Anthony Silverwood Gallery Art Video	1	S
G	St. Anthony Silverwood Park Egg Hunt	1	S
G	St. Anthony VillageFest Parade 7-31-2015	1	V
G	Sustainability Fair LD/FH/SA	1	S
G	Winter Problems for Fire Departments	1	V

Staff Produced	70
Volunteer Produced	75
Outside Produced	1
<b>Government Total</b>	<b>146</b>

**ADDENDUM TO THE  
2013 COMMUNITY NEEDS ASCERTAINMENT REPORT**

**NORTH SUBURBAN COMMUNICATIONS COMMISSION  
(Arden Hills, Falcon Heights, Lauderdale, Little Canada,  
Mounds View, New Brighton, North Oaks, Roseville,  
and St. Anthony, Minnesota)**

**November 17, 2015**

**Prepared by**

**THE BUSKE GROUP  
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## APPENDICES

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  - 1a. Questionnaire Open-Ended Responses: Comments about Comcast
  - 1b. Questionnaire Open-Ended Responses: Comments about CTV North Suburbs
2. 2015 Telephone Survey Report
3. 2015 CTV North Suburbs Video Facility Inventory
4. 2015 Updated CTV North Suburbs Equipment Replacement/Upgrade Packages

# **ADDENDUM TO THE COMMUNITY NEEDS ASCERTAINMENT**

## **NORTH SUBURBAN COMMUNICATIONS COMMISSION**

### **I. INTRODUCTION AND OVERVIEW**

The Buske Group was asked by the North Suburban Communications Commission (“NSCC”) -- a nine-city municipal joint powers consortium consisting of the Cities of Arden Hills, Falcon Heights, Lauderdale, Little Canada, Mounds View, New Brighton, North Oaks, Roseville, and St. Anthony, Minnesota (the “NSCC franchise area”) -- to prepare this Addendum to the Community Needs Ascertainment report that it submitted to the NSCC on July 15, 2013. The Buske Group was authorized to conduct the following research activities for this Addendum:

- Prepare and conduct an on-line survey to obtain up-to-date information about community needs and interests related to cable TV in the nine cities served by NSCC and CTV North Suburbs.
- Conduct a telephone survey of Comcast cable subscribers in the NSCC franchise area to obtain up-to-date information regarding the company’s service packages, customer service, and related matters; PEG Access awareness and viewership; and the importance of local PEG Access programming.
- Prepare updated recommendations regarding the PEG Access equipment packages, taking into consideration the equipment purchases made by CTV North Suburbs since The Buske Group evaluated its inventory and made the recommendations included in the July 15, 2013 Community Needs Ascertainment.

## II. ON-LINE SURVEY

The Buske Group prepared an on-line survey questionnaire, based upon the one that was used for the focus group/on-line survey in September-October, 2011. The 2015 on-line survey was conducted from October 5-31. Three hundred ninety-seven (397) people completed the survey, significantly more than the one hundred fifty-five (155) that responded to the 2011 survey.

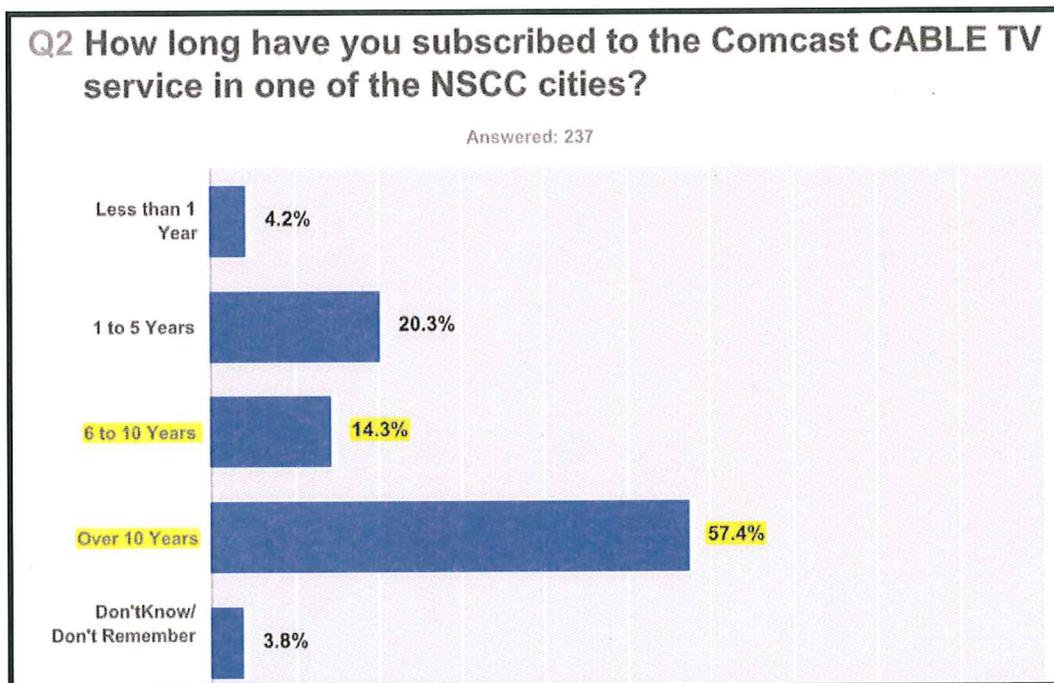
A list of the 36 organizational and institutional affiliations represented by the on-line survey respondents is provided below and on the following page. (Many of them did not indicate an organizational or institutional affiliation, and some of the organizations listed were identified by more than one participant.)

- Abbott Northwestern Hospital
- "Around Town" TV & Around Town Media, LLC
- Arthur's Residential Care
- Autism Works
- Bethel University
- Business - FIC
- City of Falcon Heights
- City of St. Anthony
- Fosston Townhomes
- Gausman & Moore Associates, Inc.
- Hamline University
- Hip Hope
- Kahler
- Kinyon Properties (Rental Twin Homes on Raymond Ave.)
- Mat Talk Online
- Metro State U
- Minnesota Organization on Fetal Alcohol Syndrome
- Minnesota State Horticultural Society
- Mounds View City Council
- Mounds View High School
- Mounds View Schools
- Ms.
- New Brighton City Council
- OneEyedHog

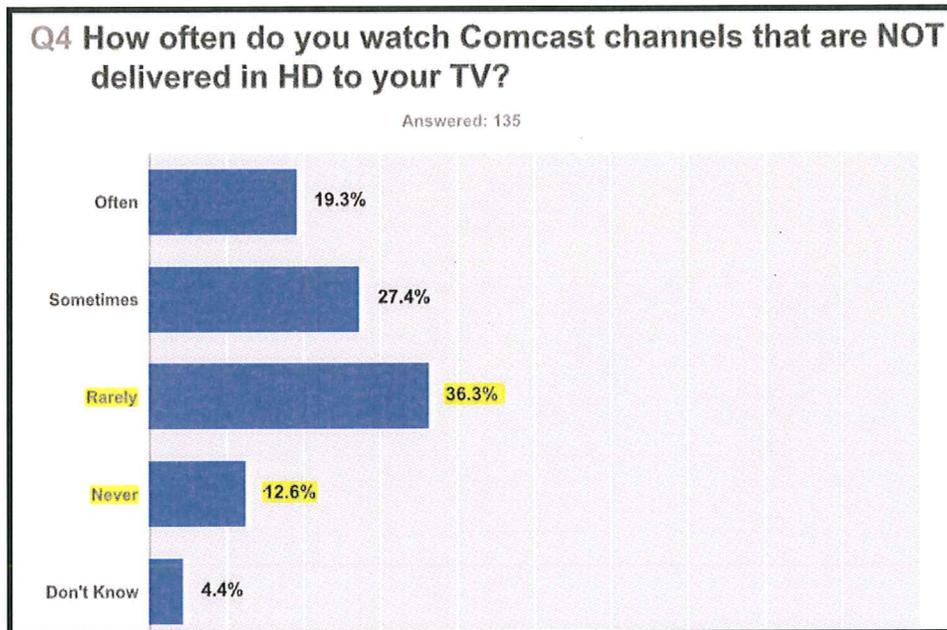
## Organizational Affiliations of Focus Group/On-Line Survey Participants (continued)

- RCBC
- Realife of Mounds View
- Roseville Area Schools / 623 Productions
- Roseville Big Band
- Roseville Rotary
- Roseville Schools
- Roseville String Ensemble
- Saltar Solutions
- Small Business Growth Alliance
- St. Jude Medical
- Twin Cities North Chamber of Commerce
- University of Northwestern

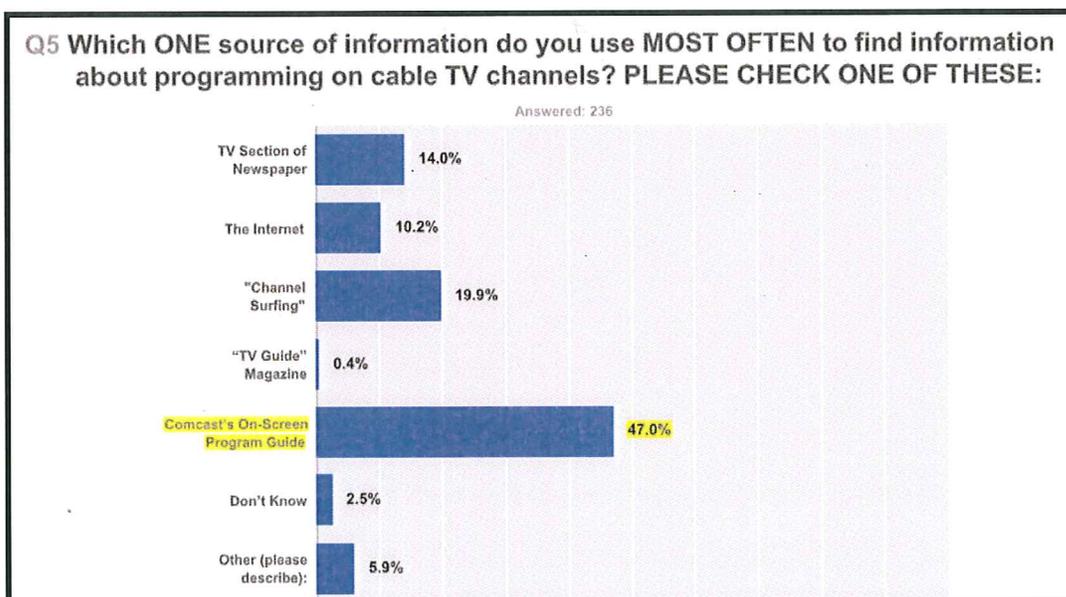
Over half (59.7%) of the online survey respondents said they subscribe to the Comcast cable TV service in one of the NSCC cities. Of these subscribers, 71.7% said they have been Comcast customers for more than five years.



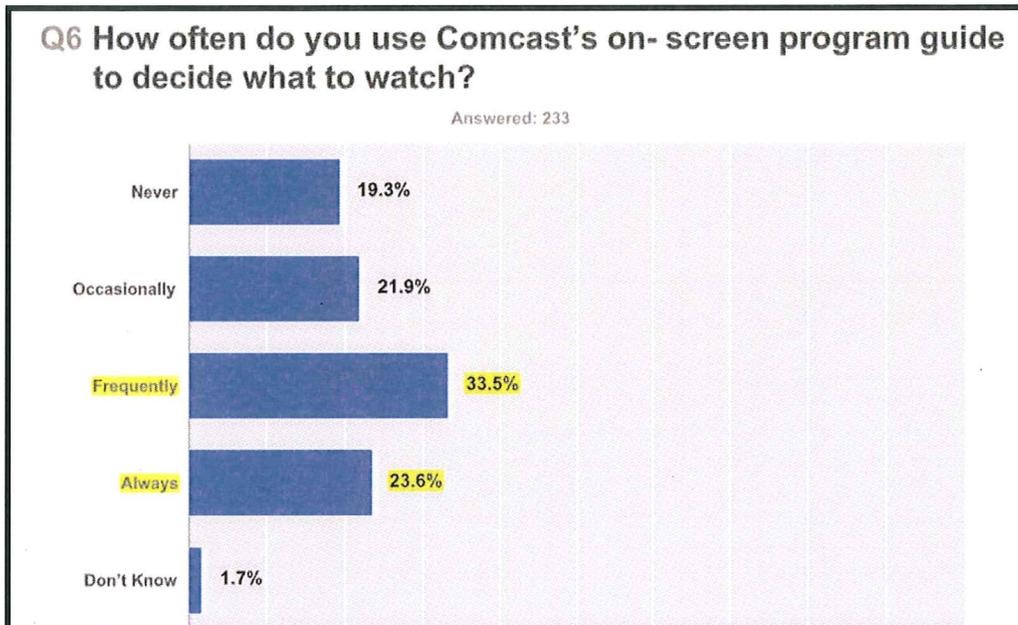
Of the Comcast cable TV subscribers, 56.8% (up from 45% in the 2011 survey) indicated that they pay extra to receive Comcast's high definition ("HD") channels. These HD customers were asked to indicate how often they watch Comcast channels that are not delivered in HD. As illustrated below, nearly half (48.9%) answered "rarely" or "never."



The Comcast subscribers were asked to indicate which one source they used most often to find information about programming on cable TV. The most frequently used source (47%, up from 44.2% in 2011) was Comcast's on-screen program guide, as shown below.



Over half (56.1%, up from 49.4% in 2011) of the Comcast subscribers said they use Comcast's on-screen program guide "frequently" or "always" to decide what to watch.



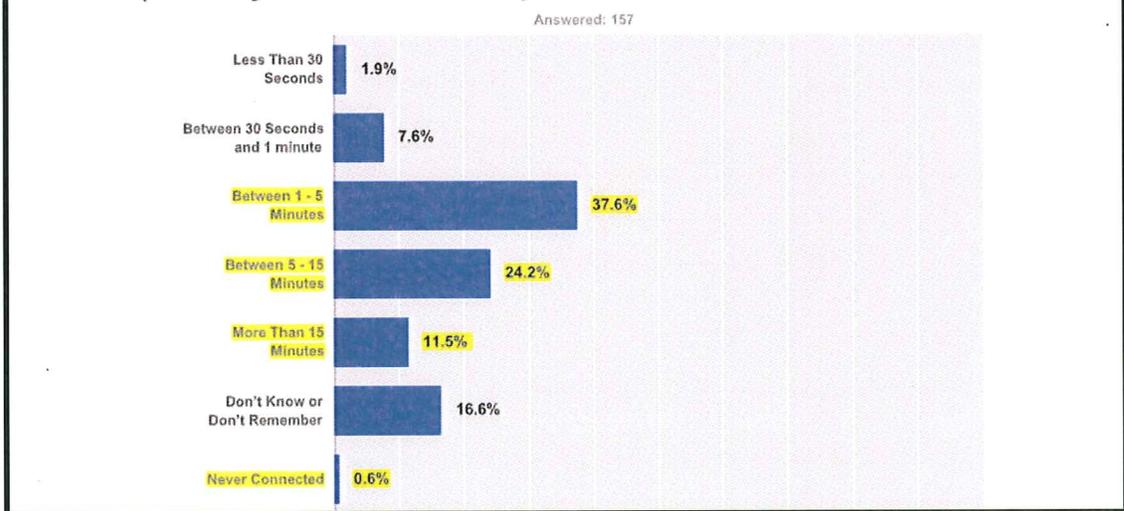
The Comcast subscribers were then asked to indicate their level of satisfaction with Comcast's service in 10 different areas. The chart on the next page displays their responses. The highest-rated items are the *quality of the picture and sound* (rated "Very Good" or "Good" by about 82% of these respondents, up from 79% in 2011) and the *reliability of the Comcast cable TV service* (rated "Very Good" or "Good" by about 68%, a drop from 79% in 2011). The lowest-rated item is the *rates charged by Comcast for cable TV service* (rated "Very Poor" or "Poor" by 63%, up from 52.7% in 2011). Other items for which there were notable increases in the "Very Poor" or "Poor" responses as compared to the 2011 online survey included: *ability to quickly speak to a customer service representative* (37%, up from 15.7% in 2011); *ease of getting services installed or changed by Comcast* (28.6%, up from 13.3% in 2011); and *helpfulness of customer service representatives* (26.2%, up from 18.5% in 2011).

**Q7 Please indicate your level of satisfaction with Comcast's CABLE TV service (NOT telephone or Internet service) in the following areas. If you don't know or the item is not applicable ("N/A") to you, just indicate that.**

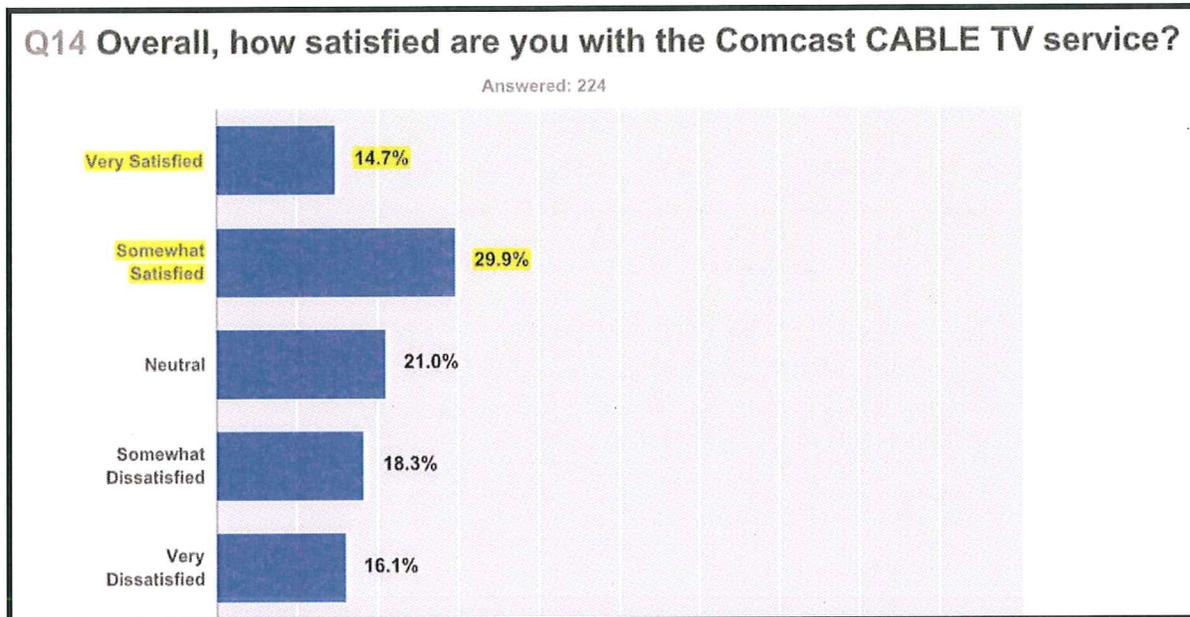
	VERY GOOD	GOOD	FAIR	POOR	VERY POOR	DON'T KNOW	Total
Quality of the picture and sound	34.2% 76	47.7% 106	13.5% 30	0.9% 2	2.3% 5	1.4% 3	222
Reliability of the Comcast cable TV service	24.3% 54	43.2% 96	20.7% 46	7.2% 16	3.2% 7	1.4% 3	222
Number & variety of channels offered	26.5% 59	38.6% 86	22.4% 50	6.7% 15	2.7% 6	3.1% 7	223
The rates charged by Comcast for CABLE TV service	3.7% 8	7.3% 16	24.7% 54	28.8% 63	34.2% 75	1.4% 3	219
Considering how much it costs and the quality of service you receive, the overall value of your cable TV service	4.1% 9	19.4% 43	33.3% 74	25.7% 57	16.7% 37	0.9% 2	222
Ability to quickly speak to a customer service representative when you call Comcast	8.1% 17	21.0% 44	31.0% 65	20.0% 42	17.1% 36	2.9% 6	210
Helpfulness of Comcast's customer service representatives	10.5% 22	29.5% 62	31.0% 65	16.2% 34	10.0% 21	2.9% 6	210
Ease of getting services installed or changed by Comcast	11.2% 22	22.4% 44	30.1% 59	14.3% 28	14.3% 28	7.7% 15	196
Comcast's ability to quickly get problems repaired or resolved	7.3% 15	26.7% 55	29.6% 61	17.5% 36	13.1% 27	5.8% 12	206
Ability of Comcast to respond to a service call within the promised time period	14.7% 28	34.7% 66	26.3% 50	8.4% 16	6.8% 13	8.9% 17	190

Subscribers were asked if they had tried to contact Comcast by telephone during the past year – about 78% said “Yes.” Of those who waited to speak to a customer service representative, 73.9% said they were on hold for one minute or more, or were never connected, as illustrated below.

**Q10 During your most recent telephone call to Comcast, if you waited to speak to a customer service representative, how long would you estimate that you were on hold (or were you never connected)?**



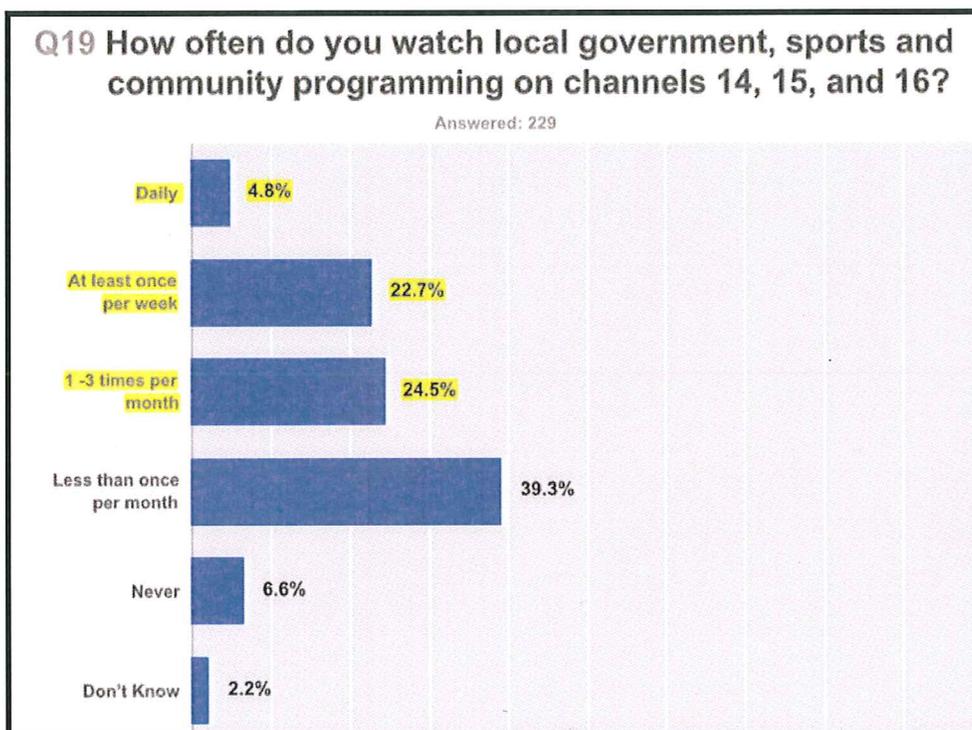
The Comcast subscribers were asked to indicate how satisfied they were with the Comcast cable TV service, overall. As illustrated below, 44.6% (down from 56% in 2011) indicated that they were “Very Satisfied” or “Somewhat Satisfied.”



The respondents could also provide any open-ended comments about the Comcast cable TV service, all of which are provided in Appendix 1a to this Addendum report. Negative comments outnumbered positive/neutral comments by four to one (five to one in 2011). Once again, common criticisms included too high rates and the lack of an a la carte option.

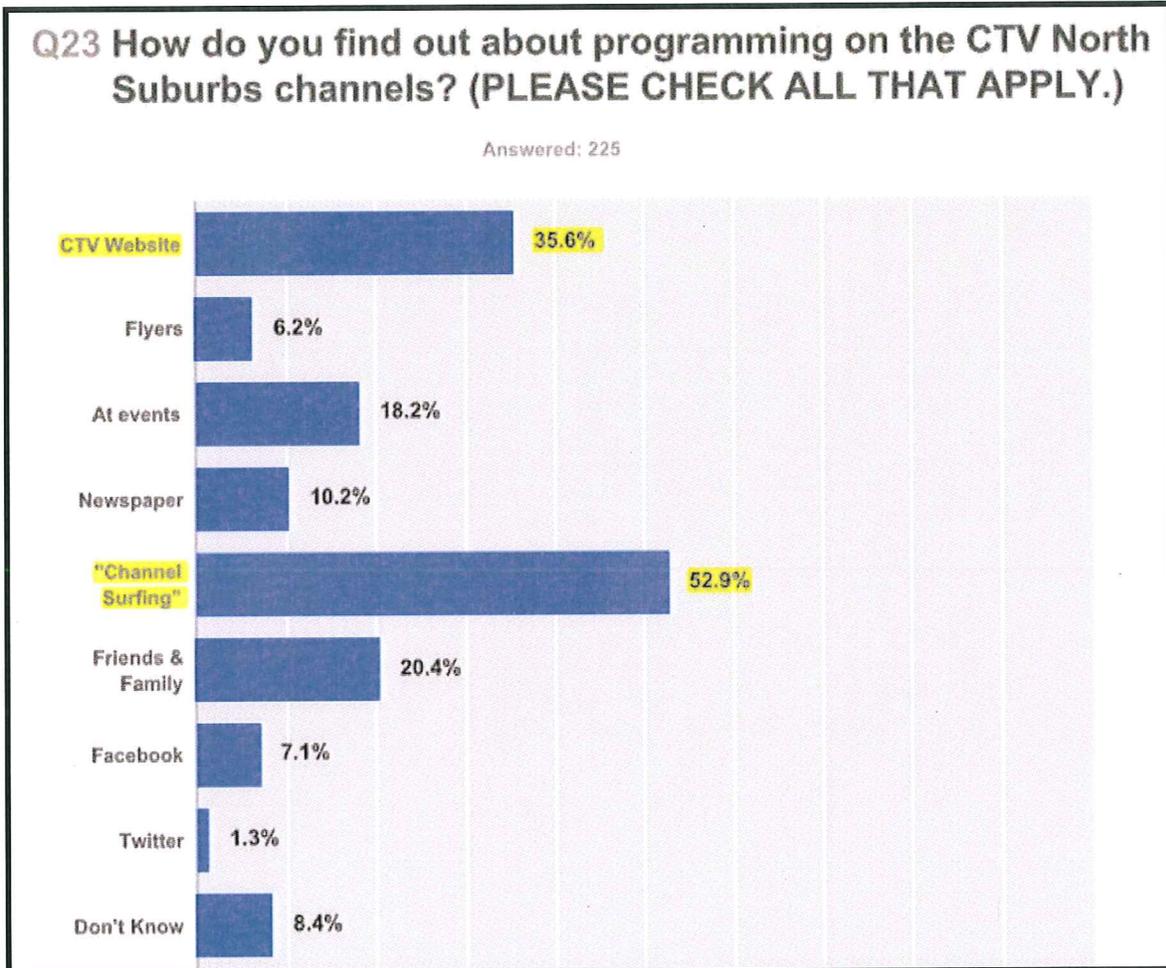
The online survey respondents who do not subscribe (or have never subscribed) to the Comcast cable TV service in the NSCC franchise area were asked to indicate the reasons why they do not subscribe. Of those who previously subscribed, the most frequently indicated reason was “Comcast’s cable TV service is too expensive,” followed by “I can watch programs that are delivered through the Internet” and “Comcast’s customer service was poor.” Of those who had never subscribed to the Comcast cable TV service, the most frequently indicated reasons were “Comcast’s cable TV service is too expensive” and “I can watch programs that are delivered through the Internet,” followed by “I’m not interested – I don’t watch TV enough to make it worthwhile.”

Next, all respondents (including Comcast subscribers and non-subscribers) were asked if they had ever watched programming on one of the channels delivered by CTV North Suburbs (i.e., local sports, community and city programming on channels 14, 15, and 16; local educational programming on channels 18 and 20; local government programming on channel 19; non-local programming on channel 21; and NASA TV on channel 98). 69.5% of them answered that they had watched a CTV North Suburbs channel. Of those who had ever watched a CTV North Suburbs channel, over half (52%) said they watched programming on channels 14, 15 and 16 at least once per month, as illustrated below:



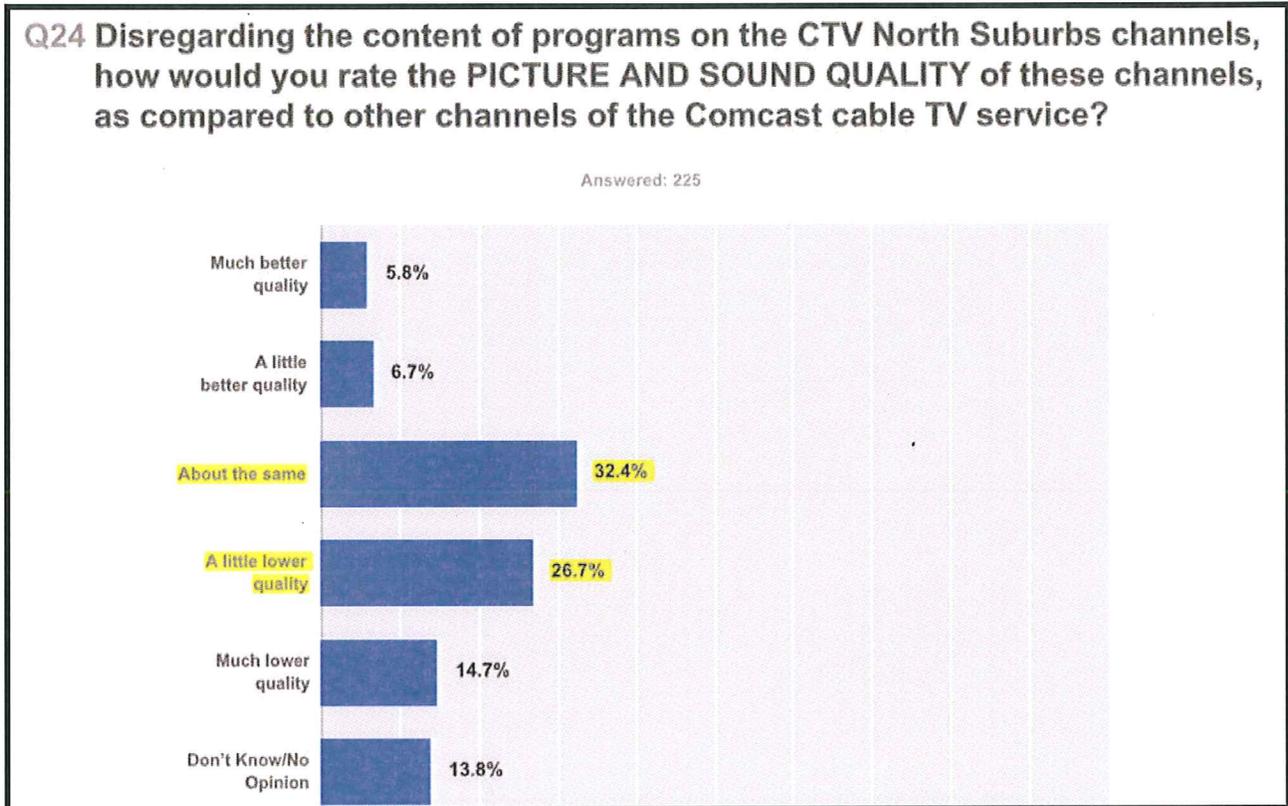
In response to similar questions, 29.5% said they watched programming on channels 18, 19 and 20 at least once per month; 17.9% said they watched programming on channel 21 at least once per month; and 15% said they watched programming on channel 98 at least once per month.

The on-line survey respondents who had watched a channel delivered by CTV North Suburbs were then asked how they found out about the programming on these channels.<sup>1</sup> As illustrated below, the most frequent method was “channel surfing,” followed by the “CTV North Suburbs website.”



<sup>1</sup> NOTE: Prior to September 21, 2015, Comcast did not provide information about the programming shown on any of the channels delivered by CTV North Suburbs on its on-screen program guide, which was indicated as the most frequently used source of cable programming information by the survey/questionnaire respondents.

The respondents who had watched programming on a channel delivered by CTV North Suburbs were then asked, disregarding the content of programs on these channels, to rate the picture and sound quality of these channels, as compared to the other channels of Comcast's cable TV service. As illustrated below, about three-fifths of them answered "about the same" (32.4%) or "a little lower quality" (26.7%).



Respondents who had watched a channel delivered by CTV North Suburbs were provided a list of programs that appear on these channels and were asked to indicate how many times they had watched them. The chart below display their responses, and shows that most often mentioned as being watched at least once per month were: (1) “City Council Meetings” [32.2%], (2) “Local Sports (football, baseball, hockey, etc.)” [31.6%], (3) “Tale of Our Cities” [21.7%], and (4) “North Suburban Beat” [21.1%].

**Q25 Please indicate if you have ever watched any of the following programs that are regularly shown on a CTV North Suburbs channel and how regularly you have watched them.**

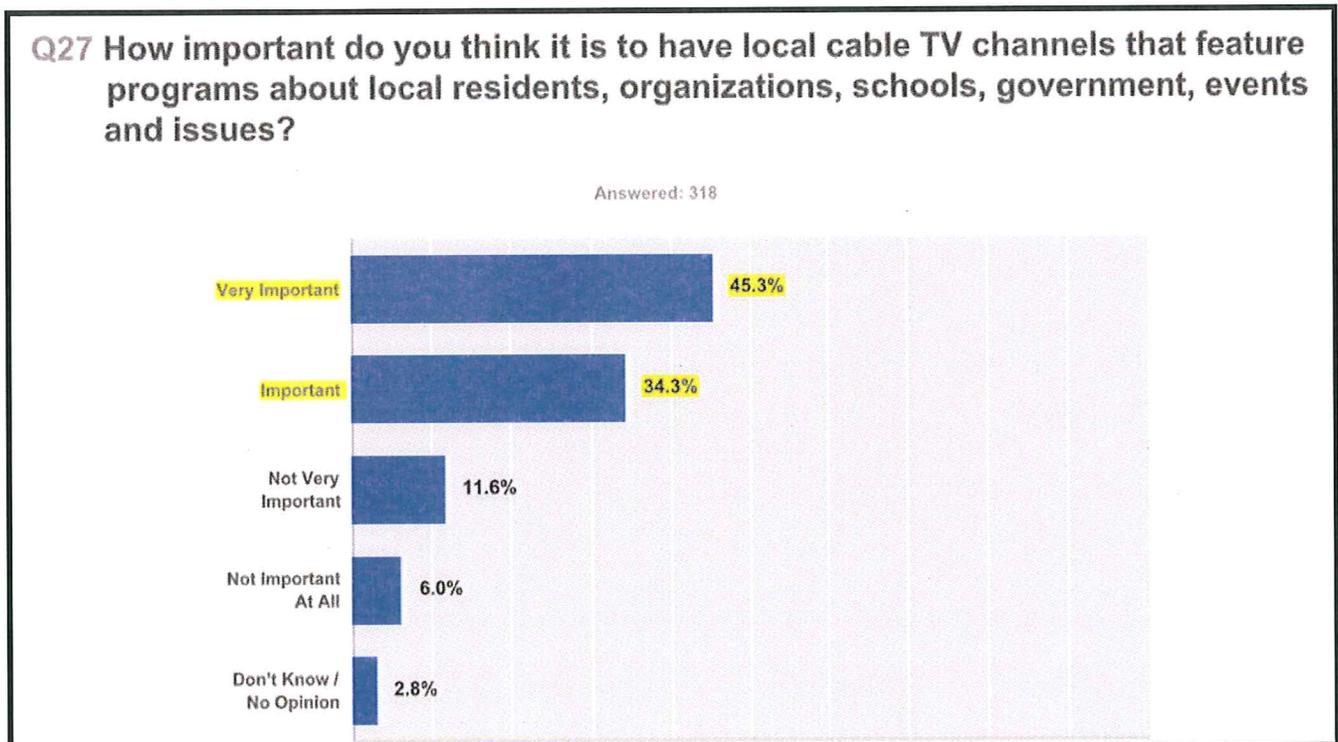
	NEVER	LESS THAN MONTHLY	1-3 TIMES PER MONTH	AT LEAST WEEKLY	DON'T KNOW	Total
City Council Meetings	22.6% 47	44.2% 92	25.5% 53	6.7% 14	1.0% 2	208
Ramsay County Board Meetings	62.0% 116	25.7% 48	9.6% 18	0.5% 1	2.1% 4	187
Tale of Our Cities	52.3% 101	24.9% 48	15.5% 30	6.2% 12	1.0% 2	193
Local Sports (football, baseball, hockey, etc.)	26.5% 52	40.3% 79	17.3% 34	14.3% 28	1.5% 3	196
Disability Viewpoints	69.4% 129	15.1% 28	8.1% 15	3.2% 6	4.3% 8	186
North Suburban Beat	49.7% 97	26.7% 52	14.4% 28	6.7% 13	2.6% 5	195
NET Lifeline Mass	79.2% 145	8.7% 16	6.0% 11	1.6% 3	4.4% 8	183
WWA Talk Show	81.8% 153	5.3% 10	5.9% 11	0.5% 1	6.4% 12	187
Education Conversations (from MN Dept. of Education)	0.0% 0	0.0% 0	0.0% 0	0.0% 0	0.0% 0	0
School Board Meetings	45.5% 90	37.4% 74	13.1% 26	2.0% 4	2.0% 4	198
Democracy Now!	73.9% 139	9.0% 17	11.7% 22	3.2% 6	2.1% 4	188
In The Fight	83.1% 152	5.5% 10	3.8% 7	1.1% 2	6.6% 12	183

Respondents who had watched programming on a channel delivered by CTV North Suburbs were asked to indicate their opinion of four statements about the CTV North Suburbs channels. As illustrated below, 63% to 83% of them “strongly agreed” or “agreed” with each statement.

**Q26 Please indicate your opinion of the following statements about the CTV North Suburbs channels:**

	STRONGLY AGREE	AGREE	NEUTRAL	DISAGREE	STRONGLY DISAGREE	Total
Provides programming that deals with local issues	34.1% 74	49.3% 107	15.2% 33	1.4% 3	0.0% 0	217
Provides programming that publicizes local services	29.5% 64	45.2% 98	22.1% 48	3.2% 7	0.0% 0	217
Provides programming with diverse points of view	25.1% 54	38.1% 82	33.5% 72	3.3% 7	0.0% 0	215
Provides a valuable public service	44.0% 96	36.2% 79	17.0% 37	2.3% 5	0.5% 1	218

Next, all on-line survey respondents (cable subscribers and non-subscribers) were asked how important they think it is to have local cable TV channels that feature programs about local residents, organizations, schools, government, events and issues. As illustrated below, about 80% of them said that these channels are “Very Important” (45.3%) or “Important” (34.3%).



All on-line survey respondents were then asked if they had ever provided or helped to produce a program to show on a CTV North Suburbs channel, or appeared as a guest on a program shown on a CTV North Suburbs channel. One-third (33.1% -- 120 of the respondents) answered "Yes".

The following series of questions were asked of the 120 respondents who said that they had helped to produce or appeared as a guest on a program to show on a channel delivered by CTV North Suburbs.

- How would you describe the typical condition of the CTV North Suburbs equipment when you have used it?  
"Excellent" = 33%; "Good" = 57.7%
- Does the quantity and technical capability of the CTV North Suburbs equipment currently meet your needs?  
"Yes" = 84.5%

Finally, all on-line survey respondents were invited to provide any other comments about CTV North Suburbs, all of which are provided in Appendix 1b to this report. Positive/neutral comments outnumbered negative comments by about four to one.

### III. TELEPHONE SURVEY OF CABLE SUBSCRIBERS

During the period from October 19-28, 2015, Group W Communications conducted a telephone survey of 400 Comcast cable subscribers in the NSCC franchise area, drawn at random from active residential and cellular telephone numbers. The telephone survey questionnaire was similar to the one used by Group W for the September 21 - October 1, 2011 survey that it conducted. This telephone survey again included questions regarding aspects of Comcast's cable TV service and related matters, as well as awareness and viewership of the CTV North Suburbs channels and the importance of local PEG Access programming. Following are the primary findings of the survey.

The ratings given by the 2015 telephone survey respondents regarding several quality and service measures are very similar to those given to these items by the respondents to the 2011 telephone survey. Almost 90% rated the *reliability of Comcast's cable TV service* and the *quality of the picture and sound* as "good" or "very good." Over 70% of the respondents rated the *number & variety of channels offered* and the *helpfulness of Comcast's customer service representatives* as "good" or "very good." About two-thirds of them rated the *ability of Comcast to respond to a service call within the promised time period* as "good" or "very good." Over half rated the *ability to quickly speak to a customer service representative when you call Comcast*, the *ease of getting services installed or changed by Comcast*, and *Comcast's ability to quickly get problems repaired or resolved* as "good" or "very good." The items that received low ratings were the *rates charged by Comcast for cable TV service*, which was rated as "good" or "very good" by only 14.8% of the respondents (38.6% rated this item as "poor" or "very poor"), and the *overall value of your cable TV service, considering how much it costs and the quality of service you receive*, which was rated as "good" or "very good" by 38.3%.

- Overall, 68.3% of the telephone survey respondents said they are very or somewhat satisfied with their cable TV service (down from 73.1% in the 2011 survey).
- 41% of all cable subscribers (up from 36% in the 2011 telephone survey) pay extra to receive Comcast's high definition channels. This year's survey asked the HD subscribers how often they watch channels that are not delivered in HD. *Nearly half said they rarely (31.1%) or never (15.9%) watch the non-HD channels.*

- 50.5% of all cable subscribers (up from 45.3% in the 2011 telephone survey) say they *most often use Comcast's on-screen guide to find programming information, far more than any other method.*
- Nearly half (47.3%) of all cable subscribers have *watched a program on a CTV North Suburbs channel* (as compared to 49.5% in 2011). Of these viewers:
  - \* 52.4% (up from 46% in 2011) said they watched local sports, community and city programming on channels 14, 15 or 16 at least once a month (25.9% said they watch at least once a week).
  - \* 23.3% said they watched educational channels 18 or 20 at least once a month (7.9% said they watch at least once a week).
  - \* 40.7% said they watched local government programming on channel 19 at least once a month (19% said they watch at least once a week).
  - \* 8.5% (up from 5.7% in 2011) said they watched non-local programming on channel 21 at least once a month (3.2% said they watch at least once a week).
  - \* 12.2% (up from 12.1% in 2011) said they watched NASA TV on channel 98 at least once a month (3.7% said they watch at least once a week).
  - \* 84.7% (down from 86.9% in 2011) have watched City Council meetings (37% said at least monthly);  
64.1% (up from 57.1% in 2011) have watched local sports (29.6% said at least monthly);  
38.6 (up from 37.9% in 2011) have watched School Board meetings (4.2% said at least monthly); and  
37.6% (up from 26.8% in 2011) have watched "North Suburban Beat" (13.8% said at least monthly).
  - \* 45% (up from 37% in 2011) say the picture and sound quality on the CTV North Suburbs channels is equal to the picture and sound quality for the other channels of the cable system.
  - \* 72.5% (up from 59% in 2011) gave grades of "A" or "B" regarding how well CTV North Suburbs *"provides a valuable community service"* and 61.9% (up from 57.6% in 2011) gave grades of "A" or "B" to *"provides programming that deals with local issues."*
- As was the case in 2011, a very large majority (69.8%) of all telephone survey respondents said it is "important" or "very important" to have local cable TV channels that feature programs about area residents, organizations, schools, government, events and issues.

A complete analysis of the responses to the telephone survey, prepared by Group W Communications and The Buske Group, is included in Appendix 2 to this Addendum report.

#### IV. PEG ACCESS EQUIPMENT RECOMMENDATIONS

The findings and recommendations regarding the PEG Access equipment packages that were indicated in the 2013 Community Needs Ascertainment report were based upon: (1) our August 2011 inspection of the PEG Access facilities and equipment in the franchise area; and (2) the Video Facility Inventory forms completed by the CTV North Suburbs staff (as updated in April 2013). The 2013 report stated that “*CTV should upgrade much of its field production, editing, studio, master control, and the member cities’ Council Chambers equipment, based upon the observed age, condition, and limited functionality of the equipment. All PEG Access equipment should be able to record and transmit programs in both standard and high definition formats.*” The 2013 report also included a detailed set of equipment packages to address these needs, based upon the equipment inventories at that time.

The Buske Group was asked by the NSCC to prepare updated recommendations regarding the PEG Access equipment packages, taking into consideration the equipment purchases made by CTV North Suburbs and other developments since the 2013 Community Needs Ascertainment report was submitted. The major purchases included: (1) new cameras, tripods, production switcher, replay unit, audio mixer, and internal distribution equipment in one of the two production trucks; (2) new cameras, controllers and mounts for the Roseville City Council Chambers; and (3) new complete audio/video production package for the Little Canada City Council Chambers.

In October 2015, updated Video Facility Inventory forms (Appendix 3 to this Addendum report) were provided to The Buske Group by the CTV North Suburbs staff. After reviewing the updated inventories and having follow-up discussions with staff, we prepared an updated set of equipment replacement/upgrade packages (as shown in Appendix 4). The equipment replacement/upgrade packages in Appendix 4 reflect the impact of: (1) the recent equipment purchases by CTV North Suburbs; (2) the departure of the City of Shoreview from the NSCC (thereby removing the upgrade of an audio/video production package for that City’s council chambers); and (3) input from CTV North Suburbs staff regarding the current needs at the CTV facility and each City Hall location.

The factors described above resulted in an estimated cost for the equipment replacement/upgrade packages of approximately \$10,000,000 over the 10-year franchise term. This estimate is \$2,000,000 less than the amount indicated as the total cost for the equipment replacement/upgrade packages in the 2013 Community Needs Ascertainment report.

As stated in the 2013 Community Needs Ascertainment report, since media equipment is evolving very rapidly, the items identified in Appendix 4 are examples of what could currently satisfy the identified equipment needs, and are not intended to be specific items to be purchased.

## V. SUMMARY OF FINDINGS

The tasks conducted by The Buske Group for this Addendum to the 2013 Community Needs Ascertainment report yielded very useful, updated information about community needs and interests in the NSCC franchise area. Responses to both the on-line survey and the telephone survey, each of which were conducted during October 2015, were quite similar to the responses in the 2011 surveys, with a few interesting differences. In addition, while the vast majority of the aging PEG Access facilities and equipment in the franchise area has continued to be used (despite the fact that many items in the updated inventory are now 15-25 years old), much-needed upgrades have occurred for a few of the equipment packages. Therefore, *we believe that the recommendations outlined in the 2013 Community Needs Ascertainment report continue to apply, and in many cases have been strengthened by the findings from the tasks described in this Addendum to that report.*

### A. On-Line Survey.

Significantly more people (397) responded to the 2015 on-line survey, as compared to 155 respondents to the 2011 survey. Below are several findings from the 2015 on-line survey:

- Of the 237 respondents who are Comcast cable TV subscribers, 56.8% (up from 45% in the 2011 survey) indicated that they pay extra to receive Comcast's HD channels. Importantly, we learned that *almost half (48.9%) of Comcast's HD subscribers said that they rarely or never watch channels that are not in HD.*
- When all Comcast cable TV subscribers were asked to indicate the one source they used most often to find information about programming on cable TV, *most frequently mentioned was Comcast's on-screen program guide (47%, up from 44.2% in 2011).*
- When the Comcast subscribers were asked to indicate their level of satisfaction with Comcast's service in many areas, several items were ranked significantly lower than they were in the 2011 survey. The highest rated item was the *quality of the picture and sound*, and the lowest-rated item was the *rates charged by Comcast for cable TV service*. These were also the highest and lowest rated items in the 2011 survey.

- Overall, 44.6% of Comcast subscribers (down from 56% in 2011) indicated that they were “very satisfied” or “somewhat satisfied” with Comcast’s cable TV service.
- Of the subscribers who had tried to contact Comcast by telephone during the past year and waited to speak to a customer service representative, 73.9% said they were on hold for one minute or more, or were never connected.
- All on-line survey respondents were invited to provide comments about their Comcast cable TV service. Of the nearly 140 respondents who replied to this invitation, negative comments outnumbered positive/neutral comments by nearly four to one. As in the 2011 survey, common criticisms included too high fees and no a la carte option.
- The online survey respondents who do not subscribe to Comcast’s cable TV service in the NSCC franchise area most frequently indicated that they don’t subscribe because “Comcast’s cable TV service is too expensive”, followed by “I can watch programs that are delivered through the Internet.”
- 69.5% of all online survey respondents indicated that they had watched a CTV North Suburbs channel. Of these respondents:
  - \* 52% said they watched programming on channels 14, 15 and 16 at least once per month.
  - \* 29.5% said they watched programming on channels 18, 19 and 20 at least once per month.
  - \* 17.9% said they watched programming on channel 21 at least once per month.
  - \* 15% said they watched programming on channel 98 at least once per month.
  - \* The most frequently mentioned method that these respondents said they used to find out about the programming on a CTV North Suburbs channel was “channel surfing” (52.9%), followed by “CTV North Suburbs website” (35.6%).
  - \* Disregarding the content of programs, 32.4% said the picture and sound quality of the CTV North Suburbs channels, as compared to the other Comcast channels, was “about the same” and 26.7% said “a little lower quality.”
  - \* The most frequently mentioned CTV North Suburbs programs that these respondents said they had watched at least once per month were “City Council Meetings” (32.2%); “Local Sports (football, baseball, hockey, etc.” (31.6%); “Tale of Our Cities (21.7%); and “North Suburban Beat” (21.1%).
  - \* Very high percentages said they agreed or strongly agreed that the CTV North Suburbs channels provide programming that deals with local issues (83.4%) and provide a valuable public service (80.2%).

- About 80% of all online survey respondents (cable subscribers and non-subscribers) said it was “very important” (45.3%) or “important” (34.3%) to have local cable TV channels that feature programs about local residents, organizations, schools, government, events and issues.
- All on-line survey respondents were invited to provide comments about CTV North Suburbs. From the nearly 110 respondents who replied to this invitation, positive/neutral comments outnumbered negative comments by about four to one.

#### B. Telephone Survey of Cable Subscribers.

The 2015 telephone survey obtained the responses of 400 Comcast cable subscribers in the NSCC franchise area, drawn at random from active residential and cellular telephone numbers. Below are several findings from the 2015 telephone survey:

- Ratings given by the 2015 telephone survey respondents regarding several quality and service measures were very similar to those given to these items by the respondents to the 2011 telephone survey.
  - \* Almost 90% rated the *reliability of Comcast’s cable TV service* and the *quality of the picture and sound* as “good” or “very good.”
  - \* Over 70% of the respondents rated the *number & variety of channels offered* and the *helpfulness of Comcast’s customer service representatives* as “good” or “very good.”
  - \* About two-thirds of them rated the *ability of Comcast to respond to a service call within the promised time period* as “good” or “very good.”
  - \* Over half rated the *ability to quickly speak to a customer service representative when you call Comcast*, the *ease of getting services installed or changed by Comcast*, and *Comcast’s ability to quickly get problems repaired or resolved* as “good” or “very good.”
  - \* Low ratings were given to the *rates charged by Comcast for cable TV service* (rated “good” or “very good” by only 14.8% of the respondents -- 38.6% rated this “poor” or “very poor”), and the *overall value of your cable TV service, considering how much it costs and the quality of service you receive* (rated “good” or “very good” by 38.3% of the respondents).
  - \* Overall, 68.3% of the telephone survey respondents said they are very or somewhat satisfied with their cable TV service (down from 73.1% in 2011).
- 41% of all cable subscribers (up from 36% in the 2011 telephone survey) pay extra to receive Comcast's high definition channels. *Nearly half said they rarely (31.1%) or never (15.9%) watch the non-HD channels.*

- 50.5% of all cable subscribers (up from 45.3% in the 2011 telephone survey) say they *most often use Comcast's on-screen guide to find programming information, far more than any other method.*
- Nearly half (47.3%) of all cable subscribers have *watched a program on a CTV North Suburbs channel* (as compared to 49.5% in 2011). Of these viewers:
  - \* 52.4% (up from 46% in 2011) said they watched local sports, community and city programming on channels 14, 15 or 16 at least once a month (25.9% said they watch at least once a week).
  - \* 23.3% said they watched educational channels 18 or 20 at least once a month (7.9% said they watch at least once a week).
  - \* 40.7% said they watched local government programming on channel 19 at least once a month (19% said they watch at least once a week).
  - \* 8.5% (up from 5.7% in 2011) said they watched non-local programming on channel 21 at least once a month (3.2% said they watch at least once a week).
  - \* 12.2% (up from 12.1% in 2011) said they watched NASA TV on channel 98 at least once a month (3.7% said they watch at least once a week).
  - \* 84.7% (down from 86.9% in 2011) have watched City Council meetings (37% said at least monthly);  
64.1% (up from 57.1% in 2011) have watched local sports (29.6% said at least monthly);  
38.6 (up from 37.9% in 2011) have watched School Board meetings (4.2% said at least monthly); and  
37.6% (up from 26.8% in 2011) have watched "North Suburban Beat" (13.8% said at least monthly).
  - \* 45% (up from 37% in 2011) say the picture and sound quality on the CTV North Suburbs channels is equal to the picture and sound quality for the other channels of the cable system.
  - \* 72.5% (up from 59% in 2011) gave grades of "A" or "B" regarding how well CTV North Suburbs *"provides a valuable community service"* and 61.9% (up from 57.6% in 2011) gave grades of "A" or "B" to *"provides programming that deals with local issues."*
- As was the case in 2011, a very large majority (69.8%) of all telephone survey respondents said it is "important" or "very important" to have local cable TV channels that feature programs about area residents, organizations, schools, government, events and issues.

C. PEG Access Equipment Recommendations.

Since the 2013 Community Needs Ascertainment report was submitted by The Buske Group, significant equipment purchases by CTV North Suburbs and other developments occurred. Major purchases included: (1) new cameras, tripods, production switcher, replay unit, audio mixer, and internal distribution equipment in one of the two production trucks; (2) new cameras, controllers and mounts for the Roseville City Council Chambers; and (3) new complete audio/video production package for the Little Canada City Council Chambers.

After reviewing the updated equipment inventories prepared by the CTV North Suburbs staff, and having follow-up conversations with them, an updated set of equipment replacement/upgrade packages was prepared (see Appendix 4). The equipment replacement/upgrade packages reflect the impact of: (1) the recent equipment purchases by CTV North Suburbs; (2) the departure of the City of Shoreview from the NSCC (thereby removing the upgrade of an audio/video production package for that City's council chambers); and (3) input from CTV North Suburbs staff regarding the current needs at the CTV facility and each City Hall location. These factors resulted in an estimated cost for the equipment replacement/upgrade packages of approximately \$10,000,000 over the 10-year franchise term. This estimate is \$2,000,000 less than the amount indicated as the total cost for the equipment replacement/upgrade packages in the 2013 Community Needs Ascertainment report.

# **The Morris Leatherman Company**

## **CTV North Suburbs**

### **2015 Cable Subscriber Survey**

#### **Findings and Implications**

##### **Findings:**

1. Currently, 40% of the subscribers in the CTV North Suburbs communities subscribe to only Comcast cable television service. Sixty percent take a bundle of services.
2. The typical cable television household subscribed for 6.9 years. Eighteen percent subscribed during the past two years, while 11% subscribed over 15 years ago. Eighty-five percent rate their cable television service as “excellent” or “good;” sixteen percent see it as “only fair” or “poor.” When considering the monthly charge and quality of cable television service they receive, 80% think the general value is “excellent” or “good.” Twenty-one percent, however, think the value is “only fair” or “poor.”
3. Fifty percent of the subscribers had contact with the cable company either in person or by telephone during the past year. The typical subscriber waited on hold for 7½ minutes to reach a customer service representative. Seventy-seven percent rate the level of service they received as “excellent” or “good;” twenty-three percent see it as “only fair” or “poor.” Critical respondents point to a “long wait on hold” and “didn’t fix the problem” each at 24%, “rude,” at 13%, and “hung up on or disconnected” at 9%. Twenty-five percent also report they have experienced technical problems either “frequently” or “occasionally.”
4. Viewing of local government and sports Channel 14 varies with the type of programming. The table below summarizes the percentage of households tuning in during the past year:

<b><i>Programming</i></b>	<b><i>Viewership</i></b>
Your City Council meeting	25%
High School Sports	18%
Ramsey County Board meetings	17%
Other City Council meetings	9%
Roseville Skating Center events	5%
North Star Girls Roller Derby	3%

Overall, 43% of cable television subscribers report watching Channel 14 either “frequently” or “occasionally.”

5. Similarly, viewing of local programming on Channel 15 varies with the type of programming. The table below summarizes the percentage of households tuning in during the past year:

<b><i>Programming</i></b>	<b><i>Viewership</i></b>
City parades and festivals	22%
High School concerts	15%
CTV Election coverage	13%
City concerts	12%
Shoreview Northern Lights Variety Band Christmas concert	12%
High School graduations	11%
WWA Talk Show	10%
A Tale of Our Cities	9%
Roseville Strings Concert	8%
North Suburban Beat	7%
Disability Viewpoints	7%
UFO’s and the Paranormal	7%
High School Robotics Competition	4%

Not very different from the result in the case of Channel 14, 42% of cable television subscribers report watching Channel 25 at least “occasionally.”

6. Finally, viewing of non-local programming on Channel 21 varies with the type of programming. The table below summarizes the percentage of households tuning in during the past year:

<b><i>Programming</i></b>	<b><i>Viewership</i></b>
Saint Paul Saints’ games	21%
Classic arts	11%
Democracy Now	9%

Thirty percent of cable television subscribers report watching Channel 21 either “frequently” or “occasionally.”

5. Forty-nine percent of cable subscribers think local city, school district and public access channel are “very important” or “somewhat important.” Fifty percent do not share this perspective.

6. Sixty-two percent report using Comcast’s on-screen guide to find information about programming on cable television channels. Fifteen percent find the information through “channel surfing.” Only eight percent use the “television section in the newspaper,” while six percent use “TV Guide magazine.”

7. Forty-six percent “almost always” watch cable television programming in high definition. An additional 39% watch in high definition either “frequently” or “occasionally.” Only fifteen percent report they watch in high definition either “rarely” or “never.”

**Subscriber Demographics:**

The chart below shows the demographic characteristics of two groups – the population of cable subscribers and viewers of CTV North Suburbs programming – for comparison. The first column lists the demographic group, the second column shows the percentage of that group within the entire sample, and the third column indicates the percentage of that group within the sub-sample of viewers:

<i>Demographic Characteristic</i>	<i>Sample</i>	<i>Viewers</i>
Seniors in household	26%	27%
School-aged children and pre-schoolers in household	35%	37%
Home owners	69%	77%
Home renters	31%	23%
18-34 years old	19%	12%
35-44 years old	23%	24%
45-54 years old	20%	21%
55-64 years old	18%	23%
65 and over	21%	22%
High school or less education	27%	28%
Post-secondary experience	32%	34%
College graduate	42%	38%
Under \$35,000 yearly household income	12%	11%
\$35,000-\$50,000 yearly household income	35%	24%
\$50,000-\$75,000 yearly household income	33%	37%
Over \$75,000 yearly household income	19%	19%
Male	48%	51%
Female	52%	49%
Arden Hills residents	6%	7%
Falcon Heights residents	5%	5%
Lauderdale residents	2%	3%
Little Canada	10%	10%

<i>Demographic Characteristic</i>	<i>Sample</i>	<i>Viewers</i>
Mounds View residents	9%	10%
New Brighton residents	20%	17%
North Oaks residents	5%	4%
Roseville residents	34%	36%
Saint Anthony residents	9%	8%

In general, viewers are a general reflection of the cable subscriber population. This is unusual because most Metropolitan Area cable systems show significant deviations in age, household composition, or education level.

**Conclusions:**

A. CTV North Suburbs’ broad spectrum of programming over the three cable channels reaches an impressive 61% of subscribers. Nine percent would be considered “frequent” viewers, while 52% are “occasional” viewers. This is above the norm of 52% in the Twin Cities suburban area.

B. Forty-three percent of the cable subscribers at least “occasionally” turn to Channel 14, while another 42% watch Channel 15 on at least an “occasional” basis. Channel 21 draws a somewhat lower 30% of the city’s households. In the first two cases, viewership is higher than the suburban norm of 34%.

C. Subscribers are split on the importance of local city, school district and public access channels. Forty-nine percent consider them either “very important” or “somewhat important,” while 50% think they are “not too important” or “not at all important.” However among the 61% viewers of CTV North Suburbs programming, 62% indicate they are important with only 38% considering them of less importance.

D. Comcast’s On-Screen Guide is the most important source of information for a very high 62% of subscribers. Local programming needs a presence on this guide to broaden viewership in the future.

E. Two-thirds of subscribers currently watch cable television programming in high definition, while only 15% indicate they “rarely” or “never” watch. Any efforts to provide local programming in high definition should be strongly considered as the expectation for this option continues to grow in the coming years.

F. Customer ratings of the level of service prove to be lower than the norm. The threshold for high quality customer service in the public sector is 80% satisfaction; the cable company’s satisfaction rating is 77%. Complaints center on two areas: “the problem wasn’t fixed” and “long waiting time on hold.” Both of these areas should be improved.

***Methodology:***

This study contains the results of a survey administered to 400 randomly selected of CTV North Suburbs cable subscribers. Professional interviewers conducted the survey by telephone between August 24<sup>th</sup> and September 2<sup>nd</sup>, 2015. The typical respondent took 11 minutes to complete the questionnaire. The results of the study are projectable to all CTV North Suburbs cable subscribers within  $\pm 5.0\%$  in 95 out of 100 cases.



**DATE:** May 16, 2016

**TO:** Honorable Mayor and City Councilmembers  
Sue Iverson, Acting City Administrator

**FROM:** Ryan Streff, City Planner

**SUBJECT:** TCAAP Organized Collection

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**Background**

At the March 21, 2016, Work Session, the City Council directed staff to begin researching the necessary steps in order to pursue an organized solid waste collection system for TCAAP. The City Council was clear that the City would not be implementing organized collection for the remainder of Arden Hills south of Highway 96. The Minnesota Statute 115A.94, which outlines the requirements for cities pursuing organized collection, has been included as Attachment A for your review.

**Discussion**

While the Minnesota Organized Collection Statute (M.S. 115A.94) outlines five basic steps for planning and implementing an organized collection system, other cities that have considered this process have utilized a variety of different tools in order to arrive at their final decision. Cities engaged in this process spend a significant amount of time conducting research; gathering data from the public; hosting hauler meetings; preparing meeting minutes, agendas and meeting schedules; and organizing public engagement to determine the best approach to organized collection for their City. In addition, because of the complexities associated with hauler contract negotiations, drafting any Request for Proposals (RFP) and final contract, coordinating the Organized Collection Options Committee (OCOC), and evaluating proposals, many cities have found it necessary to engage a consultant along with their City Attorney to assist in the process. The five basic steps for implementing organized collection are listed below:

1. Notice to public and to licensed haulers
2. 60-day negotiation period with licensed haulers
3. Organized Collection Options Committee (OCOC)

4. Public notice and public hearing
5. Approval of contract and implementation

While the list of basic steps mentioned above may seem fairly straightforward, each step has multiple sub-steps that may require separate actions by the Council. For example, the City will need to provide a notice to the licensed haulers in Arden Hills that outlines the vision of the Council, and establishes the City’s priorities and goals to be referenced during the negotiation period. If the negotiation period with the haulers does not result in a suitable agreement, the City would then be required to create the OCOC. During this process the Council would be asked to provide direction on the composition, schedule, and scope of this committee. The OCOC would then hold a series of meetings that are open to the public to determine the best proposal to bring forward to the Council for consideration.

To the best of our knowledge, no other open trash hauling municipality in the State has used the Minnesota Organized Collection Statute (M.S. 115A.94) as the planning process for a new residential/commercial development project such as TCAAP. The Minnesota Organized Collection Statute has been used by other cities to organize residential solid waste where open collection services previously existed.

**Budgeting for Organized Collection**

Staff has conducted initial research on the cost to contract professional services to assist in the organized collection process depending on the scope and level of consultant effort requested. If a full consultant services scope is required for all five organized collection steps itemized above, these professional services could range from \$100,000 to \$220,000 on the high end of the range. The City Attorney has stated that the cost associated with legal review could range from \$5,000 to \$10,000. Other variables that would affect the cost of consultant services include:

- The length of the negotiation period
- Efficiency of hauler negotiations
- Creation and execution of a final collection contract
- Formation of the OCOC (if needed)
- Development of an RFP for collection services (if needed)
- Drafting a Code amendment for solid waste collection services on TCAAP
- Creation and execution of an implementation plan
- Organized collection for commercial establishments

	<b>Hours</b>	<b>Budget Cost</b>
City Staff	310 – 710 (4-10 hours per week)	\$14,000 – \$32,000
City Attorney	--	\$5,000 – \$10,000*
Consultant	600 – 1,400	\$100,000 – \$220,000**
Total Cost		\$119,000 – \$262,000

\* Excludes the cost of litigation.  
 \*\*These are only preliminary hours and cost figures for the full process under the Minnesota Organized Collection Statute (M.S. 115A.94) based on a scenario that involves a high level of consultant effort.

**Tasks & Timeline**

Based on the research staff conducted, the City can expect the process under the Minnesota Organized Collection Statute for TCAAP to take anywhere from 9 months to 2 years to complete, again depending on the length of the negotiation period and the possible formation of the OCOC. The preliminary timeline estimate has been provided below; however, a more refined timeline would be created once the extent of the City’s process is more defined.

<b>Task</b>	<b>Approximate Timeline</b>
Preparation for Refuse Hauler Negotiations	June – October, 2016
Hauler Negotiations	December, 2016 – April, 2017
Develop Organized Collection Options Committee (if needed)	March – August, 2017
Implementation	May, 2017 – March, 2018

**Discussion Questions**

- 1) Staff is unaware of any other communities that have pursued organized collection for commercial establishments and multi-family dwellings units under the Minnesota Organized Collection Statute (M.S. 115A.94). Knowing that other communities have not pursued these components, does the Council want commercial establishments and multi-family dwellings units to be included in the scope for organized collection on TCAAP?
- 2) Should staff continue to work with the City Attorney and potential consultants to identify cost saving measures?
- 3) Should staff begin the preparation of a scope of work and RFP for organized collection consulting services?

**Attachments**

- A. MN Statute 115A.94 – Organized Collection
- B. Work Session Minutes – March 21, 2016

# Attachment A

## 115A.94 ORGANIZED COLLECTION.

### §

#### Subdivision 1. **Definition.**

"Organized collection" means a system for collecting solid waste in which a specified collector, or a member of an organization of collectors, is authorized to collect from a defined geographic service area or areas some or all of the solid waste that is released by generators for collection.

### §

#### Subd. 2. **Local authority.**

A city or town may organize collection, after public notification and hearing as required in subdivisions 4a to 4d. A county may organize collection as provided in subdivision 5. A city or town that has organized collection as of May 1, 2013, is exempt from subdivisions 4a to 4d.

### §

#### Subd. 3. **General provisions.**

(a) The local government unit may organize collection as a municipal service or by ordinance, franchise, license, negotiated or bidded contract, or other means, using one or more collectors or an organization of collectors.

(b) The local government unit may not establish or administer organized collection in a manner that impairs the preservation and development of recycling and markets for recyclable materials. The local government unit shall exempt recyclable materials from organized collection upon a showing by the generator or collector that the materials are or will be separated from mixed municipal solid waste by the generator, separately collected, and delivered for reuse in their original form or for use in a manufacturing process.

(c) The local government unit shall invite and employ the assistance of interested persons, including persons licensed to operate solid waste collection services in the local government unit, in developing plans and proposals for organized collection and in establishing the organized collection system.

(d) Organized collection accomplished by contract or as a municipal service may include a requirement that all or any portion of the solid waste, except (1) recyclable materials and (2) materials that are processed at a resource recovery facility at the capacity in operation at the time that the requirement is imposed, be delivered to a waste facility identified by the local government unit. In a district or county where a resource recovery facility has been designated by ordinance under section [115A.86](#), organized collection must conform to the requirements of the designation ordinance.

### §

#### Subd. 4.

[Repealed, [2013 c 45 s 7](#)]

### §

#### Subd. 4a. **Committee establishment.**

(a) Before implementing an ordinance, franchise, license, contract, or other means of organizing collection, a city or town, by resolution of the governing body, must establish an organized collection

options committee to identify, examine, and evaluate various methods of organized collection. The governing body shall appoint the committee members.

(b) The organized collection options committee is subject to chapter 13D.

#### **§**

##### **Subd. 4b. Committee duties.**

The committee established under subdivision 4a shall:

(1) determine which methods of organized collection to examine, which must include:

(i) a system in which a single collector collects solid waste from all sections of a city or town; and

(ii) a system in which multiple collectors, either singly or as members of an organization of collectors, collect solid waste from different sections of a city or town;

(2) establish a list of criteria on which the organized collection methods selected for examination will be evaluated, which may include: costs to residential subscribers, miles driven by collection vehicles on city streets and alleys, initial and operating costs to the city of implementing the organized collection system, providing incentives for waste reduction, impacts on solid waste collectors, and other physical, economic, fiscal, social, environmental, and aesthetic impacts;

(3) collect information regarding the operation and efficacy of existing methods of organized collection in other cities and towns;

(4) seek input from, at a minimum:

(i) the governing body of the city or town;

(ii) the local official of the city or town responsible for solid waste issues;

(iii) persons currently licensed to operate solid waste collection and recycling services in the city or town; and

(iv) residents of the city or town who currently pay for residential solid waste collection services; and

(5) issue a report on the committee's research, findings, and any recommendations to the governing body of the city or town.

#### **§**

##### **Subd. 4c. Governing body; implementation.**

The governing body of the city or town shall consider the report and recommendations of the organized collection options committee. The governing body must provide public notice and hold at least one public hearing before deciding whether to implement organized collection. Organized collection may begin no sooner than six months after the effective date of the decision of the governing body of the city or town to implement organized collection.

#### **§**

##### **Subd. 4d. Participating collectors proposal requirement.**

Prior to establishing a committee under subdivision 4a to consider organizing residential solid waste collection, a city or town with more than one licensed collector must notify the public and all

licensed collectors in the community. The city or town must provide a 60-day period in which meetings and negotiations shall occur exclusively between licensed collectors and the city or town to develop a proposal in which interested licensed collectors, as members of an organization of collectors, collect solid waste from designated sections of the city or town. The proposal shall include identified city or town priorities, including issues related to zone creation, traffic, safety, environmental performance, service provided, and price, and shall reflect existing haulers maintaining their respective market share of business as determined by each hauler's average customer count during the six months prior to the commencement of the 60-day negotiation period. If an existing hauler opts to be excluded from the proposal, the city may allocate their customers proportionally based on market share to the participating collectors who choose to negotiate. The initial organized collection agreement executed under this subdivision must be for a period of three to seven years. Upon execution of an agreement between the participating licensed collectors and city or town, the city or town shall establish organized collection through appropriate local controls and is not required to fulfill the requirements of subdivisions 4a, 4b, and 4c, except that the governing body must provide the public notification and hearing required under subdivision 4c.

#### **§**

##### **Subd. 5. County organized collection.**

(a) A county may by ordinance require cities and towns within the county to organize collection.

Organized collection ordinances of counties may:

(1) require cities and towns to require the separation and separate collection of recyclable materials;

(2) specify the material to be separated; and

(3) require cities and towns to meet any performance standards for source separation that are contained in the county solid waste plan.

(b) A county may itself organize collection under subdivisions 4a to 4d in any city or town that does not comply with a county organized collection ordinance adopted under this subdivision, and the county may implement, as part of its organized collection, the source separation program and performance standards required by its organized collection ordinance.



Approved: April 11, 2016

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**CITY OF ARDEN HILLS, MINNESOTA  
CITY COUNCIL WORK SESSION  
JOINT MEETING WITH PARKS, TRAILS AND RECREATION COMMITTEE (PTRC)  
MARCH 21, 2016  
5:00 P.M. - ARDEN HILLS CITY COUNCIL CHAMBERS**

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**CALL TO ORDER/ROLL CALL**

Pursuant to due call and notice thereof, Mayor Grant called to order the City Council work session at 5:00 p.m.

**Present:** Mayor David Grant; Councilmembers Brenda Holden, Fran Holmes, Dave McClung and Jonathan Wicklund

**Also present:** Interim City Administrator/Director of Finance and Administrative Services Sue Iverson; Community Development Director Jill Hutmacher; Acting Public Works Director John Anderson; City Planner Ryan Streff; Senior Planner Matthew Bachler; Recreation Coordinator Sara Grant; Recreation Programmer Aaron Thelen; and Deputy Clerk Julie Hanson

**Others present:** PTRC Chair Rich Straumann and PTRC Committee Members Steve Scott, John Van Valkenburg, Chuck Michaelson, Josh Bloyer and Keri Bloyer

**1. AGENDA ITEMS**

**E. Process and Parameters for Organized Collection on TCAAP**

**City Attorney Joel Jannik** referenced the 2013 amended State Statute 115A.94 regarding potential organized collection in the TCAAP area. He said that any city that had more than one licensed collector, such as Arden Hills, must notify the public and all licensed collectors in the community. While State statute defined the minimum notification period as 60 days, most cities typically allowed between 120 and 180 days.

**City Attorney Jannik** stated that while the creation of organized collection in TCAAP would involve a completely new service area versus an existing service area, the statute did not differentiate between the two as far as the procedure that must be followed. He stated this would be a lengthy, time consuming process and would require a substantial amount of City staff time to

coordinate public meetings, prepare minutes, and report back to the licensees and members of the community.

**City Attorney Jamnik** indicated that all licensed haulers in the city must be invited to solicit input regarding the process. He noted typically these were not comfortable meetings and could be highly competitive.

**City Attorney Jamnik** also stated prior to implementation of organized collection, one possibility was that members of the community would form an organized collection taskforce to oversee the process and recommend a viable proposal to the City. If the recommendation was for one, single trash hauler, an RFP would be required followed by review of the proposals, negotiations and finalization of a contract. He stated this process could take the rest of 2016 if an aggressive schedule was followed.

**Mayor Grant** asked if City Attorney Jamnik was aware of another city that had formed organized collection for an area that was undeveloped.

**City Attorney Jamnik** stated he was not aware of such and that typically cities have integrated organized collection into their existing system.

**Mayor Grant** stated he wanted to be clear that the existing service in Arden Hills, including Arden Manor, was not changing and that the proposal for organized collection solely pertained to future development of the TCAAP redevelopment area.

**Councilmember Holden** asked how newly reconstructed roads were affected by the weight of repetitive traffic as a result of multiple trash haulers.

**Acting Public Works Director Anderson** stated that every trip over a road by a truck creates cumulative damage on a road.

**City Attorney Jamnik** cautioned that the City should not prejudge the outcome in this process. He suggested allowing the licensed haulers to submit suggestions about how best to organize collection and the City would then review the proposals. He noted there can be one, single hauler for the entire area or a consortium of haulers, each with their own designated area and day.

The Council was in agreement that organized collection would be limited to the TCAAP development area.

**Councilmembers Holden and Wicklund** asked about staff time and typical costs associated with the process.

**City Attorney Jamnik** stated that he would provide information to the Council in the future regarding staff time and costs but noted legal fees could be estimated at approximately \$5,000 for ordinance and contract drafting, but City staff time was hard to estimate because it was not known how many meetings the process would entail or what the waiting period agreed upon would be.

**Councilmember Holden** asked if the licensed haulers could provide their current rates.

**Mayor Grant** said this information is on the City’s website.

**Community Development Director Hutmacher** stated that because some residents are willing to negotiate their rate, there is no “typical” residence to base rate estimates on.

**Interim City Administrator/Director of Finance and Administrative Services Iverson** agreed and stated that garbage haulers are reluctant to provide rates to the City to post on its website as they want residents to call to negotiate a rate.

**City Attorney Jannik** stated the next step would be to notify the City’s licensees that the Council is interested in proceeding with organized collection in the TCAAP redevelopment area.

**Community Development Director Hutmacher** requested the Council’s assistance in prioritizing their work load as in addition to pursuing organized collection for the TCAAP redevelopment area, they would be implementing the approved 2016 Planning Commission Work Plan as well as the Business Retention and Expansion Program.

**Mayor Grant** requested City staff formulate a plan and report back to the Council in a couple of weeks.



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**DATE:** May 16, 2016

**TO:** Honorable Mayor and City Councilmembers  
Sue Iverson, Acting City Administrator

**FROM:** Ryan Streff, City Planner

**SUBJECT:** 2040 Comprehensive Plan

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**Action**

Consider directing staff to draft an RFP for professional services to assist the City with the 2040 Comprehensive Plan. The City Council will be asked to approve the release of the RFP at a future meeting.

**Background**

All cities in the seven county metropolitan area are required by the Metropolitan Land Planning Act to update their comprehensive plan every ten years to ensure consistency with the Metropolitan Council's regional development plan. The current plan is Thrive MSP 2040 and was adopted in May 2014. Local comprehensive plans must also conform to the metropolitan system plans for transportation, water resources, housing, and regional parks and trails. The last Comprehensive Plan update was completed in 2008 and approved by the City Council and the Metropolitan Council in 2009. Although the next update to the City's Comprehensive Plan is not due until December of 2018, staff will begin working on the update in 2016, in order to prepare for the Metropolitan Council submittal deadline. The Metropolitan Council and State Statutes require the Comprehensive Plan to address land use, transportation, water resources, parks & trails, housing, resilience, economic competitiveness, and implementation.

The comprehensive planning process is an opportunity for the City to review the goals, policies, and strategies from the 2008 Comprehensive Plan; evaluate the progress the City has made; determine what policies should continue; and address new issues and concerns. This process is not meant to solve every problem in the City or prescribe a specific strategy for every issue; however, it will help the City set and prioritize policies and projects as well as inform the overall

long-term decision-making process for the City. The planning process for this update will involve public meetings, workshops, and the review of all plan components, which will require involvement from the Planning Commission and the City Council.

### **Timeline**

The majority of the work on the 2040 Comprehensive Plan will need to be completed by April of 2018, in order to provide a six month review period by adjacent and affected jurisdictions before the December 2018 submittal deadline. Staff has provided a general draft timeline that outlines the work to be completed in each of the following years.

- 2016
  - Define scope of work for professional services
  - Consider and approve professional services contract
  - Define and implement the public engagement strategy
  - Organize, define, and prepare data
  - Review the City's vision
- 2017
  - Develop draft Comprehensive Plan
  - Determine implementation strategies
- 2018
  - Seek approvals and finalize the Plan
  - Adjacent governmental review
  - Submit to the Metropolitan Council

### **Budgeting for the Plan**

The 2040 Comprehensive Planning process is scheduled to begin in the summer of 2016, with work continuing through 2018. City staff will be very involved with all aspects of the 2018 update and will draft many of the Plan's components. However, consultant services will still be required for the more technical components of the Plan such as protected resources, transportation, resiliency, and infrastructure planning.

City staff has completed preliminary research on the cost to contract professional services to assist in the Comprehensive Plan update and has found that these services could range from \$80,000 - \$150,000, depending on the defined scope of services and the elements of the Plan that can be completed in-house. The work is expected to include updates to specific technical plan elements, helping plan and implement a public engagement strategy, and providing general project management services to ensure the update is completed on schedule and complies with Metropolitan Council requirements. At this time, the City is not eligible for grant funding for planning assistance through the Metropolitan Council and staff is not aware of any other funding sources for 2016. The City has budgeted \$20,000 for professional services in the Community

Development Department budget for 2016. Staff is expecting the majority of the additional consultant costs needed to complete the update to be paid out during 2017.

For the 2008 Comprehensive Plan update, the City approved two consultant contracts to assist with the planning process. The City contracted with HKGi for professional planning services to prepare most of the components within the Plan. For transportation related components, the City contracted with Bolton & Menk. Between the two contracts, the City spent approximately \$55,000 for the services provided. However, the City did receive two grants that totaled \$44,193.80 to help offset these costs. The City received an Active Community Living Grant from Blue Cross Blue Shield of Minnesota in the amount of \$24,193.80 to incorporate active living principals into the Plan. A grant from the Metropolitan Council was also received in the amount of \$20,000 for planning assistance.

### **Next Steps**

Staff is recommending the following next steps for work on the 2040 Comprehensive Plan:

1. Staff reviews the Metropolitan Council submittal requirements and prepares a scope of work for professional services. Staff expects consultant services to include at a minimum the following:
  - a) Updates to specific technical plan elements
  - b) Community engagement planning and implementation
  - c) General project management services
2. Staff drafts RFP based on the defined scope of work.
3. City Council approves resolution to release RFP.
4. Staff reviews submittals and prepares a summary memo for City Council consideration.
5. City Council selects a consultant and awards the contract.



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**DATE:** May 16, 2016

**TO:** Honorable Mayor and City Councilmembers  
Sue Iverson, Acting City Administrator

**FROM:** Matthew Bachler, Senior Planner

**SUBJECT:** **Planning Case #16-012:** Exterior Lighting Design Standards

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**Requested Action**

Review the draft amendment to Section 1325.05, Subd. 3 of the Zoning Code regarding exterior lighting design standards and provide staff with further direction on how the City Council would like to proceed with this Code amendment.

**Background**

The 2016 Planning Commission Work Plan was discussed and adopted at the City Council Work Session on January 19, 2016. One of the items on the Work Plan was to research and amend the exterior lighting design standards included in the Zoning Code. The Planning Commission and staff previously completed work on this item in 2014, which included researching exterior lighting ordinances adopted by other cities in the metro and identifying best practices, and discussing possible updates to the Zoning Code. Staff has gone back and reviewed this work and drafted an Amendment to Section 1325.05, Subd. 3 of the Zoning Code (Attachment A).

Sections 1320 and 1325 of the Zoning Code include additional requirements on exterior lighting for specific districts. For example, the Special Requirements for the Neighborhood Business District in Section 1320.08 restricts security and parking lot lights to no more than 14 feet in height. Excerpts from these sections of the Zoning Code have been included in Attachment B. Properties would be required to meet the general design standards for exterior lighting in Section 1325.05, Subd. 3 as well as any additional standards included elsewhere in the Zoning Code.

**Discussion**

The Planning Commission’s discussion on exterior lighting in 2014 focused on requirements that would limit light trespass across property lines, reduce glare, and restrict high-luminosity light fixtures. The draft amendment would achieve these goals through prescriptive standards on

lighting design and mounting height. A lighting plan would be required for any new development, redevelopment, or addition for a commercial, industrial, or multi-family use, which would allow the City to evaluate conformance with the design standards.

Based on direction previously provided by the City Council, staff has included language in the amendment that prohibits architectural accent lighting used to advertise buildings or properties. This would include LED illuminated accent lighting increasingly seen on gas station canopies and fast food restaurant buildings. Lighting of architectural features would only be permitted where the intent is to provide accent or interest, or to help identify building entrances.

### **Next Steps**

Based on the feedback provided by the City Council, staff will complete revisions to the draft amendment to Section 1325.05, Subd. 3. The Planning Commission will be required to hold a public hearing on the proposed amendment prior to formal action by the City Council on this item.

### **Attachments**

- A. Draft Amendment to Section 1325.05, Subd. 3, red-lined version
- B. Excerpts from Section 1320 and 1325.05 of the Zoning Code
- C. Planning Commission Minutes, June 4, 2014
- D. Planning Commission Minutes, July 9, 2014

**Chapter 13 – Zoning Code**

Section 1325 - General Regulations

1325.05 Design Standards.

Subd. 3 Exterior Lighting.

A. Lighting Plan. Submittal of a lighting plan shall be required to ensure compliance with this section for all new development, redevelopment, and additions other than single-family and two-family dwelling units. The lighting plan shall include the following:

1. A site plan showing the location of property lines, buildings, parking areas, pedestrian walkways, and all proposed outdoor light fixtures;

2. Proposed height of each outdoor light fixture;

3. Description of each outdoor light fixture including but not limited to photometric data, IESNA shielding designation, glare control package, and type of light source;

4. A photometric plan overlaid on the site plan showing footcandle readings on a grid of ten (10) feet by ten (10) feet or less. Each point must be to the nearest one-tenth (0.1) footcandle.

B. Luminaire design.

1. For the lighting of parking lots, pedestrian walkways, and other primarily horizontal surfaces, luminaires shall be aimed straight down and shall meet full cut-off design criteria. Unshielded ornamental light fixtures may be approved by the City Council if undesirable off-site impacts from direct or reflected views of the light source can be addressed through design or arrangement.

2. For the lighting of building walls, landscaping, and other primarily vertical surfaces, luminaires shall be located and shielded so as not to project their beam onto adjoining properties, past the object being illuminated, skyward, or onto a public street. Lighting of architectural features shall be designed with the intent of providing accent and interest or to help identify entrances.

3. No light fixture shall produce glare clearly visible beyond a property line or that creates a sensation within a visual field that causes annoyance, discomfort, or impairment.

C. Light Spill. Light fixtures shall be arranged to limit light spill onto adjacent properties and public streets. Cast light shall not exceed four-tenths (0.4) footcandles on adjoining residential property or one (1.0) footcandle on adjoining commercial or industrial property, as measured at the property line. The City Council may make an exception to this requirement in cases where adjoining properties are within a planned development that uses a common parking lot, pedestrian walkways, or other similar facilities. In cases where a lot line is adjacent to a public street, cast light shall not exceed one (1.0) footcandle as measured at the street centerline.

D. Maximum illuminance levels. Outdoor lighting shall not exceed the maximum maintained illuminance levels as recommended by the Illuminating Engineering Society of North America (IESNA).

E. Maximum height. Light poles or mounted lights shall not exceed a height of thirty-five (35) feet. For properties that abut a single-family or two-family residential property, light poles or mounted lights shall not exceed a height of twenty (20) feet when within fifty (50) feet of the shared property line.

F. Prohibited lighting. The following types of exterior lighting shall not be permitted:

1. Architectural accent lighting used on building façades, service station canopies, monument signs, or other similar structures to exhibit or advertise buildings or their lots.

2. Blinking, flashing, moving, revolving, flickering, and changing intensity or color.

G. Exceptions. The lighting standards in this section shall not apply to the following types of exterior lighting:

1. Temporary lighting. Temporary lighting for sporting events and civic events.

2. Holiday decorations. Outdoor light fixtures used for holiday decorations.

3. Flagpoles. Illumination of the national or state flag is permitted with no more than two (2) upward aimed fully shielded spotlight fixtures.

4. Right-of-way lighting. Public lighting located within and intended for the right-of-way.

5. Public safety lighting. Temporary lighting for police, fire, or public safety construction and repair personnel.

6. Required lighting. Any lighting required and regulated by the Federal Aviation Administration or other federal, state, or local agency.

~~A.—Direction.—In all districts lighting shall be so arranged as to direct light away from adjoining lots and public streets.—Direct or sky-reflected glare, from floodlights or high temperature processes such as combustion or welding, shall not be directed at any adjoining lots or public streets.~~

~~B.—Concealment or Hooding of Source.—The source of illuminate shall be hooded, concealed or controlled in a manner so as to direct the lighting pattern only on the site to which the lighting is intended.~~

~~C.—Intensity.—Any light or combination of lights shall not cast light that exceeds a meter reading of one foot candle on the travel lanes of adjoining public streets or 0.4 foot candles on adjoining residential property.~~

~~A.—Exterior Lighting of Building Facade.—For non-residential uses, visible from residentially zoned property, a maximum of twenty-five (25) percent of the facade visible from such residential property may be illuminated by direct lighting from spot lights or flood lights.~~

### Chapter 13 – Zoning Code

#### Section 1320 – District Provisions

##### 1320.08 Special Requirements for the Neighborhood Business (NB) District. *(revised 4/28/08)*

Subd. 5 Building Exteriors, Site Features and Site Development. Accomplishing the stated purpose of the NB District requires particular concern for the design of buildings, site features (such as landscaping, lighting, and signage) and site design. The arrangement, geometry, massing, materials and colors shall be responsive to existing buildings, site features and site design on adjoining sites in the district.

G. Lighting shall adhere to the requirements in Section 1325.05 Subd 3. Lighting shall not be permitted to wash the building, except for accent lighting to delineate the main entryway into the building. Security and parking lot lighting shall be on pedestals not to exceed fourteen (14) feet in height.

##### 1320.10 Special Requirements for the B-4 Retail Center District. *(revised 12/17/08)*

Subd. 6 Building Exteriors, Site Features and Site Development. Accomplishing the stated purpose of the B-4 District requires particular concern for the design of buildings, site features (such as landscaping, lighting and signage) and site design. The arrangement, geometry, massing, materials and colors shall be responsive to existing buildings. The City Council will make the final determination on the compatibility and consistency with this provision.

D. Lighting (GB District regulations, Section 1320.13,) shall apply)

##### 1320.11 Special Requirements for the Civic Center (CC) District. *(revised 4/28/08)*

Subd. 4 Development Standards.

J. Lighting. Exterior lighting shall be provided for the safety and convenience of occupants and visitors.

1. A lighting plan shall be submitted that shows location, type of illumination and design.

2. Exterior lighting shall be consistent in type, design, and scale to create unity in the CC District.

3. The source of illumination shall be hooded, concealed or controlled in a manner so as not to be visible from adjoining lots, streets or highways or residential areas south of Highway 96.

4. Light washing of buildings is prohibited. Wall packs are allowed at entrances only. Accent lighting of buildings and sites may be permitted by

## City of Arden Hills Chapter 13 Zoning Code

the City. A photometric analysis of site and building shall be submitted for City approval.

### 1320.12 Special Requirements for the Gateway Business (GB) District. *(revised 4/28/08)*

#### Subd. 6 Development Standards.

H. Lighting. Exterior lighting shall be provided for the safety and convenience of occupants and visitors.

1. The source of illumination shall be hooded, concealed or controlled in a manner so as not to be visible from adjoining lots, streets or highways or residential areas east and south of Round Lake.
2. Accent lighting of buildings and sites may be permitted by the City.
3. A lighting plan shall be submitted that shows location, type of illumination and design.

## Chapter 13 – Zoning Code

### Section 1325 - General Regulations

1325.05 Design Standards. The standards established in this section are designed to encourage a high standard of development by providing assurances that neighboring land uses and neighboring properties will be compatible. The standards shall also apply to all future development and shall apply to existing development where so stated. Before any applications for development or construction under the City Code are approved, it shall be determined that the proposal will be in conformance with these standards unless a deviation has been granted. It shall be the responsibility of the applicant to demonstrate such conformance. *(revised 4/28/08)*

#### Subd. 3 Lighting.

A. Direction. In all districts lighting shall be so arranged as to direct light away from adjoining lots and public streets. Direct or sky-reflected glare, from floodlights or high temperature processes such as combustion or welding, shall not be directed at any adjoining lots or public streets.

B. Concealment or Hooding of Source. The source of illuminate shall be hooded, concealed or controlled in a manner so as to direct the lighting pattern only on the site to which the lighting is intended.

C. Intensity. Any light or combination of lights shall not cast light that exceeds a meter reading of one foot candle on the travel lanes of adjoining public streets or 0.4 foot candles on adjoining residential property.

D. Exterior Lighting of Building Facade. For non-residential uses, visible from residentially zoned property, a maximum of twenty-five (25) percent of the facade visible from such residential property may be illuminated by direct lighting from spot lights or flood lights.

Subd. 8 Additional Design Standards for New Development, Redevelopment, and Modifications to Existing Sites in the B2 and B3 Districts. *(revised 12/17/08)* Unless preempted by the standards in this section, all other zoning provisions shall apply:

O. Lighting. Exterior lighting shall be provided for the safety and convenience of occupants and visitors.

1. A lighting plan shall be submitted that shows location, type of illumination and design. A photometric analysis of site and building shall be submitted for City approval with all new construction or redevelopment projects.

2. Exterior lighting shall be consistent in type, design, scale, and color to create unity in the Districts. High-pressure sodium lighting

and other similar types of lighting color may be required by the City to promote a unified lighting color throughout the Districts. Other lighting colors may be considered during the City review process.

3. Exterior lighting for parking lots and buildings shall not be excessive and shall be directed at their intended purposes.

4. Lighting under a gasoline station canopy shall not be directly visible from the street but shall be recessed into the canopy or otherwise shielded.

5. Light washing of buildings and accent lighting may be permitted through the City review process provided that it does not negatively impact residential areas or traffic safety and is complementary to the district as a whole.



Approved: July 9, 2014

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**CITY OF ARDEN HILLS, MINNESOTA  
PLANNING COMMISSION  
WEDNESDAY, JUNE 4, 2014  
6:30 P.M. - ARDEN HILLS CITY HALL**

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**PLANNING CASES**

**B. Planning Case 14-019; Zoning Code Amendment – Lighting Regulations – *Not a Public Hearing***

**Associate Planner Bachler** stated that the 2014 Planning Commission Work Plan was discussed and adopted at the March 17, 2014, City Council Work Session. One of the items on the plan concerns light-emitting diode (LED) lighting. Compared to incandescent lighting, LED lights produce a greater amount of luminosity, or brightness. The City Council asked staff to review the City's existing regulations on lighting and to update relevant ordinances if necessary to address the potential impacts associated with brighter LED lights. This memo provides an overview of the sections in the Zoning Code that regulate lighting and also discusses ideas for additional regulations that could be considered. Based on the direction provided by the Planning Commission, staff will draft an ordinance that would amend the Zoning Code to update the City's lighting regulations.

**Associate Planner Bachler** indicated that provisions on lighting are generally confined to Section 1325.05 Design Standards in the Zoning Code. Lighting is required to be directed away from adjacent lots and streets and the source of illumination must be controlled in such a way that light is only directed onto the site. The Zoning Code restricts light trespass by stipulating that light cast onto adjacent travel lanes or roadways cannot exceed 1.0 foot candle and 0.4 foot candles on adjoining residential properties. No more than 25 percent of non-residential façades that are visible from residential properties can be illuminated by direct light from a source such as a flood light.

**Associate Planner Bachler** indicated that Section 1320 District Regulations includes special requirements for specific districts in the City. The Neighborhood Business, B-4 Retail Center, Gateway Business, and Civic Center Districts all have special requirements regarding lighting that go beyond the provisions in Section 1325.05:

- In the Neighborhood Business District, accent lighting is only permitted when used to delineate the main entrance into a building. Parking lot lighting is restricted to a maximum of 14 feet in height.
- In the B-4 Retail Center District, the source of illumination must be concealed so as not to be visible from adjoining lots and streets. Accent lighting of buildings and

sites may be permitted by the City. A lighting plan including the location, type, and design of light fixtures is required when development that involves new construction, redevelopment, or significant modification to an existing building is proposed.

- In the Gateway Business District, the source of illumination must be concealed so as not to be visible from adjoining lots and streets, or residential areas east and south of Round Lake. Accent lighting of buildings and sites may be permitted by the City. A lighting plan including the location, type, and design of light fixtures is required when development that involves new construction, redevelopment, or significant modification to an existing building is proposed.
- In the Civic Center District, exterior lighting is required to be consistent in type, design, and scale to create unity in the district. The source of illumination must be concealed so as not to be visible from adjoining lots and streets, or residential areas south of Highway 96. Light washing of buildings is prohibited and wall packs are only allowed at building entrances. Accent lighting of buildings and sites may be permitted by the City. A photometric plan and a lighting plan including the location, type, and design of light fixtures is required when development that involves new construction, redevelopment, or significant modification to an existing building is proposed.

**Associate Planner Bachler** reported that the Additional Design Standards for the B-2 and B-3 Districts (Section 1325.05 Subdivision 8) also include lighting standards that only apply to building or site elements being developed or altered. For example, the lighting standards could come into effect if the remodeling of a parking lot was proposed. A lighting plan including the location, type, and design of light fixtures is required in all cases, and a photometric analysis is needed for new construction or redevelopment. Consistency in lighting in terms of type, design, scale, and color is required to create unity in the district, and the City may require certain types of lighting color. Excessive lighting is not permitted for any building or parking lot lighting. For gasoline stations, canopy lighting must be recessed so as not to be visible from the street. Light washing and accent lighting may only be allowed if it does not negatively impact residential areas or traffic safety.

Staff has begun to research how other cities regulate lighting in their communities and has come across four general approaches to addressing the impact of exterior lighting on adjoining properties. These approaches are not mutually exclusive and can be used in combination with one another:

1. Limit the total overall amount of light that can be used on a site
  - This is typically addressed by setting an allowance for the total initial luminaire lumens allowed using a Parking Space Method (# of lumens per parking stall) or a Hardscape Area Method (# of lumens per square foot).
  - In order to determine compliance, a lighting plan would be required that includes the lumen output for each light fixture on the site.
2. Limit the maximum lumen level for individual exterior light fixtures

- This can be addressed by setting a maximum allowable lumen rating for backlighting, uplighting, and glare for each light fixture. Communities that have taken this approach have set their standards based on recommendations made by the Illuminating Engineering Society of North America (IESNA).
  - In order to determine compliance, a lighting plan would be required that includes the specific ratings for backlighting, uplighting, and glare of each light fixture.
3. Limit light trespass from a property onto abutting properties
- This can be addressed by setting a maximum footcandle level at or near the property line. Typically, specific maximum levels are set for residential properties, commercial/industrial properties, and public streets.
  - In order to determine compliance, a photometric analysis would be required that includes footcandle readings for the entire property area.
4. Limit light pollution, such as glare or sky glow, as viewed from abutting properties and public streets
- This is addressed with prescriptive requirements on how light fixtures are designed. For example, lighting for a parking lot may be required to be “full cut-off style”, which describes a fully hooded light fixture that directs light straight down, or an accent light may need to be fully shielded to direct light only at the object being illuminated and not beam onto adjacent properties or skyward.
  - Cities that have adopted this type of requirement also prohibit light fixtures that produce glare that is clearly visible beyond a property line or that creates a sensation within the visual field that causes impairment or discomfort.

**Associate Planner Bachler** explained that other common regulations in municipal lighting ordinances include height limit restrictions and the prohibition of certain types of lights. Height restrictions apply to both parking lot light poles and exterior lighting mounted to a building wall. Some cities set a lower height limit for lights within a certain number of feet of a property line to help reduce light trespass. Currently, Arden Hills only has an established height limit for lighting in the Neighborhood Business District. Common types of lights that are prohibited by other cities include lights that blink, flicker, flash, and change in intensity or color. There are no specific limits on the types of lights allowed in the Zoning Code.

**Associate Planner Bachler** stated that in order to get a better sense on how the Planning Commission would like to proceed in the review and revision of the City’s lighting regulations, staff is requesting feedback on the following questions:

1. Of the four different approaches used by other cities to regulate the impact of exterior lights on adjoining properties, which approaches would best address the City’s concerns about LED lights?
2. How should the City balance the need to create stricter lighting regulations with the need to ensure that property owners can easily interpret and implement these requirements?
3. Should the City consider setting a height limit for exterior lights?
4. Should the City consider establishing a list of prohibited types of exterior lighting?

**Associate Planner Bachler** requested the Commission provide further direction on how the Zoning Code could be updated to improve the City’s regulations regarding exterior lighting.

**Chair Larson** opened the floor to Commissioner comments.

**Chair Larson** favored an approach that would create regulations to limit light trespass.

**Commissioner Holewa** supported regulations that would limit light trespass as well as setting prescriptive requirements on the design and arrangement of light fixtures to limit light pollution.

**Commissioner Bartel** agreed with this recommendation.

**Commissioner Jones** discussed the Holiday gas station sign and stated glare was a concern for him in residential neighborhoods.

**Commissioner Thompson** also supported the approach to regulate the lumen level of individual light fixtures.

**Associate Planner Bachler** discussed the Ordinances adopted by the cities of Bloomington and St. Louis Park regarding exterior lighting, noting that additional research could be conducted on neighboring communities.

**Commissioner Holewa** commented that up lighting would have to be allowed on American flags in the overnight hours, as this was a federal regulation.

**Commissioner Zimmerman** asked if the City has investigated how neighboring cities address lighting regulations. He anticipated that each zoning district would have to have specific lighting regulations.

Discussion ensued regarding lighting regulations for different zoning districts.

**Chair Larson** believed the City should set a reasonable limit for the height of light fixtures.

**Commissioner Thompson** agreed. She questioned if the City could restrict fixture heights on MnDOT and County roads.

**Associate Planner Bachler** stated he would investigate this further.

**Chair Larson** believed it would be difficult for the City to prohibit certain types of exterior lighting. He explained that lighting was creative and was an ever changing market.

**Commissioner Bartel** indicated language addressing temporary Christmas lights that may blink or flash could be included in the lighting regulations.

**Commissioner Holewa** recommended the City encourage the use of LED lights because of the energy efficiencies associated with this type of lighting.

**Associate Planner Bachler** thanked the Commission for their input.



Approved: September 3, 2014

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**CITY OF ARDEN HILLS, MINNESOTA  
PLANNING COMMISSION  
WEDNESDAY, JULY 9, 2014  
6:30 P.M. - ARDEN HILLS CITY HALL**

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**UNFINISHED AND NEW BUSINESS**

**B. Planning Case 14-019; Zoning Code Amendment – Lighting Regulations – *Not a Public Hearing***

**Associate Planner Bachler** stated that at the meeting on June 4, 2014, the Planning Commission reviewed the City’s regulations on exterior lighting and discussed several areas where revisions could be made. Specifically, the discussion focused on how best to address the higher levels of luminosity associated with LED lights. Staff has since begun working on a draft of Ordinance 2014-006 that would update the exterior lighting requirements in Section 1325.05 of the Zoning Code. Section 1320 also includes detailed requirements on exterior lighting for specific districts within the City. With the proposed revisions to Section 1325.05, some of the district-specific regulations will become duplicative. The final draft of Ordinance 2014-006 will include updates to Section 1320 to ensure consistency on lighting standards throughout the Zoning Code.

**Associate Planner Bachler** explained that the Commissioners were generally in agreement that the regulations should be written to limit light trespass and establish prescriptive design requirements to reduce light pollution. Additionally, it was recommended that a maximum lumen level be set to limit the intensity of individual light fixtures. The Commissioners also discussed having height limits for exterior lights, with more restrictive requirements for lights within a certain distance of adjoining properties.

**Associate Planner Bachler** reported that the applicability of the lighting regulations was discussed as well. In order to evaluate compliance with many of the standards, a detailed lighting plan would be required. The Planning Commission concluded that only commercial, industrial, and multi-family properties should have to submit these plans. However, residential properties would still be required to follow the established standards. Finally, staff was instructed to look into whether certain types of lighting, such as holiday lights and illumination of flagpoles, should be exempted from these regulations.

*Lighting Plan*

**Associate Planner Bachler** stated that the first section of Ordinance 2014-006 addresses in what situations the City would require a lighting plan and the details that would need to be included in these plans. Staff believes that an appropriate time to require a lighting plan would be when a new development, redevelopment, or addition is proposed for a commercial, industrial, or multi-family property. For these types of projects, a Site Plan Review is typically required to be reviewed by

the Planning Commission and City Council, and the lighting plan could be evaluated concurrently. A lighting plan would need to show the location of each light fixture, provide details on the type of light, and include a grid of photometric readings for the entire site.

### *Luminaire Design*

**Associate Planner Bachler** commented that the Ordinance would prescribe specific design requirements for lighting based on whether a horizontal surface (parking lots and sidewalks) or a vertical surface (building walls and landscaping) is being illuminated. All downward cast lighting would be required to meet full cut-off design criteria, which means the luminaire must be fully shielded with no light being cast above a horizontal plane extending out from the light source. Staff is recommending that an exception be included allowing for non-shielded ornamental light fixtures when it can be shown that through design or arrangement such lights will not create undesirable impacts off-site. Many developments, in particular retail and multi-family, use ornamental lights to provide lighting for storefronts and pedestrian areas. These features can contribute to the overall quality of a site design and should be permitted when appropriate.

**Associate Planner Bachler** indicated that for upward cast lighting, fixtures are required to be fully shielded. Light fixtures must be arranged so that light is cast only on the area intended to be illuminated and does not shine past a building, onto an adjoining property, or skyward. A final provision in this section would prohibit any light fixture that produces glare. The *Model Lighting Ordinance* developed by the Illuminating Engineering Society and the International Dark-Sky Associate defines glare as, “lighting entering the eye directly from luminaires or indirectly from reflective surfaces that causes visual discomfort or reduced visibility.”

### *Light Trespass*

**Associate Planner Bachler** explained that the existing lighting regulations address light trespass onto residential properties and public roadways. These requirements would be maintained in Ordinance 2014-006 and light trespass limits would be added for commercial and industrial properties. To evaluate whether light trespass will occur, a photometric analysis showing footcandle readings across a site is needed. A “footcandle” is a unit of measure that quantifies the amount of light received on a surface. The maximum footcandle reading at the property line would be 0.4 footcandles if the abutting property is residential, and 1.0 footcandle if the property is commercial or industrial. When a property abuts a public street, the maximum measurement would also be 1.0 footcandle, but the reading would be taken at the street centerline.

### *Illumination*

**Associate Planner Bachler** noted that the Ordinance would set a maximum lumen level for individual light fixtures. The purpose of this would be to restrict high-luminosity lights, which are more likely to create a public nuisance. A lumen is a unit measurement for the amount of light produced by a lamp. It contrasts with a watt, which is a measure of energy consumption. The limit would be set at 50,000 lumens for commercial and industrial properties and 30,000 lumens for residential properties. The standards included in the draft were taken from the exterior lighting ordinance adopted by the City of Bloomington, which went into effect in 2008. Before finalizing Ordinance 2014-006, staff would like to complete additional research on appropriate maximum lumen levels to ensure that these requirements conform with industry standards and are not overly restrictive.

*Height Limits*

**Associate Planner Bachler** stated that a recommended maximum height limit of 35 feet is included in Ordinance 2014-006. This requirement would apply to light poles as well as light fixtures mounted to the exterior of a building. For properties abutting residential uses, within 50 feet of the property line light fixtures could be no more than 20 feet in height in order to reduce light trespass and glare. A similar provision is not included for when an abutting property is industrial or commercial. These uses often have shared or adjoining parking facilities and a more restrictive height limit within 50 feet of the property line may result in less efficient use of lighting for parking areas.

*Exceptions*

**Associate Planner Bachler** reported that certain types of lights would be excluded from the City's exterior lighting standards due to their temporary nature or the City not having regulatory authority. Specific types of temporary lights that would not need to conform to these standards include exterior holiday lighting displays and lighting for sporting events. Federal and state agencies are often required to use certain types of lighting for public safety purposes, and these lights would also be exempted. A final exception is for the illumination of the national or state flag. When the national flag is kept up at night, federal law requires that it be illuminated.

**Associate Planner Bachler** requested that the Commission review the draft Ordinance and provide staff with feedback on how to proceed.

**Chair Larson** opened the floor to Commissioner comments.

**Chair Larson** questioned if up-lighting on flags could be limited in commercial areas, as car dealerships often have numerous flags.

**Associate Planner Bachler** indicated that this would be difficult to regulate as there were federal mandates that require the national flag to be illuminated if displayed at night.

**Commissioner Holewa** asked if the City had the equipment to measure foot candles and questioned where the measurements were taken.

**Associate Planner Bachler** stated that the City did not have the capability to take these measurements. He reported that measurements were taken at the surface of the ground.

Discussion ensued regarding the blue LED lighting used on the existing Holiday gas station monument sign.

**Chair Larson** provided comment on ornamental lighting and asked if the globes provided any "shielding".

**Associate Planner Bachler** reported that partial shielding would likely be provided as the globes were clouded over, which reduced the intensity of the light source. He stated typically the lumen levels of ornamental lights were significantly less than lights used to illuminate surface parking lots.

**Commissioner Zimmerman** questioned whether from an architectural design standpoint if architects design to City lighting standards, or to their own development standards.

**Chair Larson** discussed how architects design lighting plans with the assistance of engineers and in conformance with City standards.



**DATE:** May 16, 2016

**TO:** Honorable Mayor and City Councilmembers  
Sue Iverson, Acting City Administrator

**FROM:** Jill Hutmacher, Community Development Director

**SUBJECT:** Upcoming Discussion with Metropolitan Council Member McCarthy

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**Requested Action**

Compile questions for an upcoming discussion with Metropolitan Council Member Marie McCarthy.

**Discussion**

Metropolitan Council Member Marie McCarthy will be attending the June 20, 2016, City Council Work Session. Metropolitan Council staff has requested that the City submit its questions in advance so that Council Member McCarthy can be fully prepared to discuss issues of interest to the City Council.



**DATE:** May 16, 2016

**TO:** Honorable Mayor and City Councilmembers  
Sue Iverson, Acting City Administrator

**FROM:** Jill Hutmacher, Community Development Director

**SUBJECT:** 2016 State of the City

**Discussion**

A State of the City event has been held in four of the previous five years. During the last two years, two separate events were held: one at Flaherty’s Arden Bowl on a weekday morning to be convenient for the business community, and the second at City Hall on a weekday evening to be more convenient for residents. Feedback for State of the City events has been positive, although 2015 attendance was less than in previous years.

	<b>Flaherty’s</b>	<b>City Hall</b>	<b>Total</b>
2013	75	--	75
2014	70	60	130
2015	40	35	75

The total cost of the 2015 events including advertising, food, and beverages was \$2,261. Funds are budgeted for a 2016 State of the City in the EDA budget.

The EDC recommends that the State of the City be held again in 2016, but that the event format be changed. For the business-focused morning event, the EDC suggested that the City ask Land O’Lakes, Boston Scientific, the TCAAP Master Developer, and MnDOT to each provide a short presentation. The EDC felt that local businesses are interested in hearing about business plans for large business – both because it could affect their own business plans and as inspiration for small businesses with growth ambitions.

In the past the morning event has been held on a Wednesday or Thursday in the second or third week of September. The EDC recommended that the morning event be held at Flaherty’s again. Potential dates for the morning event include:

- Wednesday, September 14
- Thursday, September 22
- Wednesday, September 28

- Thursday, September 29

Staff and the EDC discussed having the evening event focus on the TCAAP redevelopment project and inviting the Master Developer to attend. This would allow the City to provide residents with an update on the project and give the Master Developer an opportunity to introduce themselves to the community. The EDC recommended that the event have an open house format that would allow for interaction and be convenient for families to attend. Staff recommends that the open house be scheduled for August or September, depending on when Alatus could be ready.

Questions:

1. Would the City Council like to hold a business-focused State of the City event in 2016?
2. Does the City Council support the EDC's recommendation for this year's events?
3. If so, as staff works to confirm speakers, should any of the dates listed above be avoided?
4. Should a TCAAP open house be held in lieu of a resident-focused event as has been done the past two years?

**Attachment**

- Draft City Meeting Calendars – August and September 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Joint Development Authority Mtg (JDA) – 5:30 pm (City Hall)	2	3 EDC Mtg – 8:00 am (Community Room)  Planning Commission Mtg – 6:30 pm (Council Chambers)	4	5	6
7	8 Regular Council Mtg – 7:00 pm (Council Chambers)	9 Communications Committee Mtg – 5:30 pm (Council Conference Room)	10	11	12	13
14	15 Council Work Session - 5:00 pm (Council Chambers)	16	17	18 Sheriff's Contract Cities Mtg- 8:00 am (Ramsey County Sheriff)	19	20
21	22	23	24	25	26	27
28	29 Regular Council Mtg – 7:00 pm (Council Chambers)	30	31			

# City Meeting Calendar *(all dates subject to change)*



# August 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 Labor Day – City Hall Closed	6 Joint Development Authority Mtg (JDA) – 5:30 pm (City Hall)  Communications Committee Mtg – 5:30 pm (Council Conference Room)  <b>SUMMER HOURS END</b>	7  EDC Mtg – 8:00 am (Community Room)  Planning Commission Mtg – 6:30 pm (Council Chambers)	8	9	10
11	12  Regular Council Mtg – 7:00 pm (Council Chambers)	13  FPAC Mtg – 6:00 pm (Council Chambers)	14	15  Sheriff's Contract Cities Mtg- 8:00 am (Ramsey County Sheriff)	16	17
18	19  Council Work Session - 5:00 pm (Council Chambers)	20  PTRC Mtg – 6:30 pm (Community Room)	21  LJFD Board Mtg – 7:30 am (Shoreview Community Center)	22	23	24
25	26  Regular Council Mtg – 7:00 pm (Council Chambers)	27	28	29	30	

# City Meeting Calendar *(all dates subject to change)*



# September 2016



**DATE:** May 16, 2016

**TO:** Honorable Mayor and City Councilmembers  
Susan Iverson, Acting City Administrator

**FROM:** John Anderson, Acting Public Works Director

**SUBJECT:** 2015 PMP Restoration

**Background**

Kristie Elfering with Elefring and Associates will be in attendance to provide the City Council with and update on the 2015 PMP restoration and close out punch list.

**Attachments**

Attachment A: 2015 PMP punch list

2015 PMP

Preliminary Punch List

November 23, 2015

May 9, 2016

# Attachment A

Items: Venus/Crystal Neighborhood

1. Install water main trace-wire connection boxes at curb stops and hydrants
2. Install drain tile trace-wire connection boxes at catch basins
3. Install drain tile trace wire connection boxes at 1+00 (Crystal Ave/Fairview Ave intersection)
4. Perform tracer wire test on all draitile and water service pipes with reps from City and Elfering
5. Complete tracer wire test for draitile and complete any necessary repairs.
6. Level ice rink at Perry Park: use higher class 5 at entrance and move to outsides and compact
7. ~~Place biologs on areas of boulevards that are both steep and not established~~
8. ~~Place binding material in the driveway at 3946 Dellview Ave. where new driveway rock was placed. Driveway rock needs stabilization.~~
9. No Outlet sign should be added to Glenview Court instead of the dead end sign
10. ~~"All Way" should be added to the stopped intersections that are stopped in every direction~~
11. Large rain water garden on the west end of Venus needs to be adjusted so that the overflow spillway to the south is above the flared end inverts. It needs to be raised approximately 1.5-feet. Adjust draitile cleanouts at large rain water garden and regrade wood mulch at back of CB casting.
12. ~~SAFL baffles need to be added at all sump storm structures~~
13. Street Name sign missing at Gramsie and Fairview
14. Trail map sign for Venus not located where it should be close to Venus.
15. Raise STMH on Glenview Ave. and Glenview CT. Intersection.
16. Storm pipe near low point on Venus has sandbag and screen
17. Pick up bio logs from the Venus wood chip trail
18. Bench needs to be added on the wood chip trail behind Venus.

Items: Noble/Grant/Fairview/Lake

1. Drain tile clean-outs in RWGs need to be lowered to be flush with top of gardens.
2. Re-seeding in bare areas
3. ~~Signs at the end of Lake Lane need to be re-installed. Will be marked~~

Miscellaneous Items

1. Storm sewer structures will need to be inspected when inlet protection is pulled
2. ~~Pull all inlet protection when ground is frozen for the winter~~
3. ~~Pull floating silt curtain when freeze up occurs~~
4. Remaining damage claims to be addressed

2016 Items

A full review of the project will be completed in 2016 and will include but not be limited to;

- Driveway at 3915 Rolling Hills Road needs to be completed
- Overall Project Seeding: An inspection of the topsoil settlement and seed growth will occur spring 2016
- Concrete punch list will be developed fall 2016

## Gramsie Road

1. 1722 Gramsie Road - Deb Gustafson; General restoration concern
2. 1802 Gramsie Road – Dean Bakken & Molly Coskran; drainage around mailbox, side yard on Fairview was used to store materials and grass seed was spread into edging and planting area. They disturbed a portion along Gramsie for a garden and that is not part of the restoration area.
3. Additional seeding at 1851 Gramsie Rd. : west side of property around taped off flower garden and on east side of property
4. 1732 Gramsie – bituminous on the concrete driveway issues
5. 1750 Gramsie Road – Yard not draining, concerned about restoration
6. 1777 Gramsie – Review vegetation establishment
7. Secure loose mailbox post: 1851, 3945, 1840, 1774, 1777, 1776
8. Remove rocks from blvd. topsoil
9. Replace concrete driveway section: 1840, 1812, (X2), 1722 (east wing) and adjacent gutter
10. Add topsoil to seed at 1818 curb stop, 1902 and adjust curb stop, 1774 and adjust curb stop, 1774 mailbox, 1758 on east side of drive, hydrant at Dellview Avenue and raise gate valve box and repeat at Fairview Avenue
11. Replace topsoil 1776 area midway to 1774
12. Regrade blvd. 1818 to 1812, 1717 at bottom of concrete steps
13. Reinstall Gramsie/Dellview street sign to plumb position and replace bent signs, plumb street sign at Dellview
14. Replace corner of wing on concrete driveway at 1783
15. Raise hydrant GV box at 1783 and add topsoil
16. Secure loose street sign post Rolling Hills and Gramsie
17. Clean SNMH benches and inverts
18. Grout adjusting rings: SNMH 2-095, SNMH 2-077 and lift holes, SNMH 2-078 and lift holes

## Dellview Avenue

1. 3976 Dellview Avenue – Jen Mohlenhoff, 612-210-8784; General restoration concern
2. Repair bituminous driveway at 3973 Dellview Ave. : holding water/cracked at seam
3. 3953 Dellview – Mailbox is not stable. Rocks and glass in his yard and concerns with restoration.
4. 3946 Dellview – Add class 5 so that the driveway is level with the apron, review concrete apron and correct as necessary
5. Secure mailbox post at 3901, 3946, 3953, 1717, 3973, 3965
6. Remove debris from all SNMH bench and inverts
7. Mill and pave patch in bituminous pavement at Glenview Avenue
8. Remove rock from topsoil throughout blvds
9. Add topsoil along curb at 3946 (tracer wire box, approx. 20' north of hydrant on Glenview Avenue and remove debris at b/c regrade approx. 1000 sf of blvd to fit hydrant), at 3964 mailbox, 1736 at tracer wire box and raise T.W. box
10. Replace damaged curb as marked
11. Add topsoil on blvd. at hydrant on Glenview Avenue and raise tracer wire box to finished grade

12. Replace damaged section of curb near west radius on Gramsie Road then patch bituminous pavement to eliminate bird bath
13. Secure street sign post at Crystal Avenue
14. Replace damaged WIMCO in STMH
15. Replace damaged concrete wing on north side of 1736 driveway

## Crystal

1. 1691 Crystal Avenue: Fix ruts in back of lot (Lake Valentine Road side) from concrete workers parking there. Seeding area is full of rocks. Concerned about black marks on concrete apron. Several cracks in driveway curb, replace cracked gutter sections (x2).
2. Repair concrete driveway at 1622 Glenview Ct. : damaged during removal of old concrete
3. Repair bituminous driveway at 1721 Crystal Ave. : holding water at seam on east side: They noted continuation of issue in 2016.
4. 1758 Crystal – Sticks in the yard left behind from clearing operations.
5. Black dirt, seed, and lower drain tile stub at swale between the properties of 1703 and 1711 Crystal.
6. 1700 Crystal – Mailbox is leaning. Residents state that 12-18” was cut off the old support. They don’t want the support set in concrete but they potentially want the post longer.
7. 1703 Crystal – Exposed wire marked by red tape. Rake rocks out of topsoil.
8. Monitor scaling at concrete driveways - 1721, 1711, 1703, 3979
9. 1703 replace cracked gutter sections
10. Replace curb as marked (pink paint)
11. Grout rings at SNMH 2-062

### *Storm Inlet Punch List on Crystal*

12. MH 32 – grout draintile doghouse and replace damaged WIMCO
13. MH 33 – regROUT doghouse
14. MH 29 – reconstruct bench (use fast setting motor)

## Glenview

1. 1785 Glenview Ave 612-706-1637 Driveway on Fairview has bit clumps on concrete apron making it hard to shovel.
2. 1780 Glenview Avenue – Large hole on east side of the house needs to be restored
3. 1755 Glenview Avenue – Concern regarding bare spots
4. 3988 Glenview Avenue – Crack in the concrete driveway. Underground sprinkler system is damaged. Depression needs to be filled in by the hydrant and sign on the side yard. Concerned with lack of growth of seed.
5. 1767 Glenview – Tire marks on new driveway
6. 3966 saw and seal crack on south side at driveway apron
7. 1786 saw and seal crack at the west side on driveway
8. Remove rocks and debris from topsoil 3946, 3926, 1700, 1710, 1740, 1744, 1770 (west side of driveway), 1780, 1786, 1785, 1777, 1767, 1759, 1751, 1741, 1723, 1707, 3935, 3947, 3955, 3963, thru out all boulevards
9. Replace concrete gutter sections at 1710, 1780, 1759
10. Concrete apron at 14+25 RT (vacant) replace topsoil on west side
11. Regrade blvd. and reseed 1785, 1777, 3935
12. Secure loose mailbox post at 1748/55 and 3963
13. Add topsoil along curb and driveway at 1741/51. Regrade topsoil at tracer wire box
14. Add topsoil at radius of Dellview and Glenview Avenue, 3947/55
15. Saw and seal curb at 3935 mailbox
16. Replace cracked concrete apron section (X2) at 3963 and replace bituminous driveway; clay balls raveling and rough finish
17. Replace topsoil at west rad at Valentine Road on Glenview Avenue
18. Grout adjusting rings – SNMH 2-086, SNMH 2-085
19. Remove debris from invert of bench - SNMH 2-069
20. Replace damaged curb as marked

### *Storm Inlet Punch List on Glenview Avenue*

21. CB 37B - grout adjusting rings (12")
22. MH 36 – grout rings, remove concrete and debris from inv.
23. MH 34 – grout doghouse and rings
24. CB 44 – reconstruct inv.
25. MH 43 – regrout doghouse (X3)
26. MH 65 – Remove concrete from inv.

## Glenview Court

1. 1630 Glenview Court – Crack in the concrete driveway
2. 1645 Glenview Court: Reinstall landscape bricks removed during water service installation
3. Juan (guy by the outlet pipe we have talked to before) - Glenview Ct 612-619-1722 – water shut off will work; also fix his curb stop trace wire connection box.
4. 1637 Glenview Court – Concerned with lawn restoration
5. Grout, adjusting rings SNMH 2-070
6. Replace damaged curb as marked (pink paint)

7. 1630 replace cracked concrete driveway panels (X2), and add topsoil at curb stop and adjust elevation
8. Remove rocks from boulevard throughout street
9. 1622 replace cracked concrete driveway panels (X4), mailbox post is loose, recompact soil around post. Add topsoil at curb stop
10. 1621 add topsoil at driveway edges and along curb, remove any rubble
11. 1645, 3946, 1679 mailbox post is loose, recompact soil
12. 1661 regrade topsoil at curb stop
13. 1677 regrade topsoil at curb stop and secure mailbox post to footing
14. 3 sign post loose at Glenview Avenue
15. 1678, add topsoil to landscaped area near mailbox
16. 1670 regrade all their boulevard, reinstall retaining wall on east side of driveway and replace cracked concrete gutter section

*Storm Inlet Punch List on Glenview Court*

17. STMH 46 Grout rings and doghouse

Venus

1. Addition of topsoil at 1811 Venus Ave. at curb stop location. (area is low compared to existing ground) re-seed
2. Addition of topsoil at 1831 Venus Ave. from restoration limit towards curb (noticeable drop-off) re-seed
3. Additional seeding/Hydro-mulch at 1759 Venus Ave. : Between driveway and mailbox. Area was damaged and repaired with topsoil by VPI, but never reseeded.
4. Sump pump connection stubs at the east end of Venus need black dirt and seed.
5. Replace survey lot monument at 1834 Venus Avenue. Concerned with yard drainage and rocks and debris in topsoil. May need to install a curb cut to provide drainage of her yard. Leave the wood stakes marking the residents survey monuments. Remove asphalt from topsoil on west side of driveway and add topsoil on east side.
6. 1722 reinstall leaning mailbox
7. 1804 reinstall leaning mailbox
8. 1741 reinstall mailbox, too close to the street
9. 1776 add topsoil on west side of driveway
10. Compact soil at mailbox with loose post – 1803, 1812, 1811
11. STMH 54A raise casting with steel adjusting ring and patch with bituminous. Grout doghouse and remove concrete and debris from bench/ inv.
12. Replace damaged concrete gutter section at 3905
13. Add topsoil along curb at 1812, 1804, 1798 at tracer wire box, 1798 at rain water garden flume, 1722, and at curb at Fairview Ave west radius
14. Level bottom of 1768 rain water garden
15. Clean bituminous from MH covers
16. Clean invert and bench at SNMH 2-099, STMH 57
17. Regrout leaky draintile doghouse STMH 56

18. Regrout 3 doghouses at STMH 58
19. 1777 regrade and reseed at tracer wire box
20. Approx. 5" water standing in STMH 59, clean main
21. Add wood mulch to rain water garden at 1798
22. STMH 50, grout under casting and structure lift holes
23. 1850 cut off excess fabric at top of retaining wall
24. Blvd. between 1839 and 1831 replace topsoil, grade and reseed
25. Regrout at doghouse STMH 54
26. Clean gravel and debris from SNMH benches and inverts

#### Fairview

1. Review Jan Messerly's existing concrete driveway: 3915 Fairview. She thinks existing joints have opened up.
2. Clean SNMH benches/ inverts
3. Grout adjusting rings and lift holes: SNMH 2-088
4. Secure Venus/Fairview street sign post at Glenview Ave and replace bent sign
5. Add topsoil at hydrant on Glenview Avenue, blvd at STMH 64
6. Secure mailbox post at 3927 and repair chipped curb
7. Remove damaged curb as marked (pink paint)
8. Install street sign at Gramsie Road
9. Saw and seal curb at west rad of Gramsie Road
10. SNMH 2-087, grout rings and remove excessive invert debris

#### Rolling Hills Road

1. 3920 regrade topsoil at tracer wire box
2. Replace damaged concrete curb as marked (pink paint)
3. East radius at Gramsie Road, regrade topsoil and remove rocks, debris, and fabric
4. Station 64+65 left replace cracked bituminous wear pavement
5. Clean SNMH bench/rim

## Noble

1. Eliminate the bird bath (x2) in the bituminous in the south radii of New Brighton Boulevard
2. Reseed thin growth areas: 1930, 1902, at the trail pedestrian ramp, 1849, 1857, 1863, 1875, 1885, and at both sides of the trail (123+75 left)
3. 1930 Noble; Saw and seal crack on the west side of the concrete driveway
4. 1902 Noble; Saw and seal crack at the mailbox for 1902 Noble (across the street from the property). Adjust the gate valve box to finished grade.
5. 1918 Noble; replace the cracked gutter section
6. Adjust rain water garden cleanouts and tracer wire boxes to finished ground
7. Remove foreign debris from rain water gardens
8. 1868 Noble; Adjust gate valve box to finished grade
9. 1898 Noble; Eliminate bird bath in bituminous driveway. Swale to curb. Add mulch to RWG.
10. 1831, 1839, 1857 Noble; Regrade topsoil to match curb and existing lawn and reseed
11. SNMH 5-040; Grout under the casting
12. 123+75 left; Adjust rain water garden steel edging to finished grade
13. Remove debris from rain water garden (123+75 left) overflow structure
14. 1895 Noble; Add topsoil and seed at the NW boulevard
15. Storm structures; clean inverts of gravel and/or concrete
16. SNMH 5-038, 5-039; clean inverts of gravel and/or concrete

## Fairview

1. SNMH 5-036; Remove debris from bench
2. Remove debris from all storm structures
3. 3449 Fairview, remove rocks, add topsoil and reseed.

## Trail

1. Review trail between Grant and Noble. Some concerns about cracking.

## Lake Lane

1. 1860 Lake Lane – Concerned with the amount of rocks in the black dirt. Contact Bob Gibson at 651-633-4356 to meet him at the property.
2. 3377 Lake Johanna Boulevard – 7 sprinkler heads removed, but only 2 replaced. Replace sprinkler system, then add wood mulch to landscaped area
3. Call Brent Bartel (owner) when you need the system changed
4. 3379 Lake Johnanna Boulevard – Damaged sprinkler zones. Fence was damaged. William 612-309-2145
5. Grout adjustment rings, SNMH 5 – 064A, STMH 22 and STMH 25
6. 161+75 left, replace STMH casting lid with one of correct thickness
7. Clean manhole bench/invert: SNMH 5-061, STMH 25, SNMH 5-064
8. 1875 Lake Lane –existing driveway apron and concrete drive to be replaced with 12' wide (min.) apron and driveway
9. 1870 Lake Lane – Review concrete driveway apron
10. Add wood mulch to rain water gardens at 1840, 1863, 1891, 1884

11. 3379 – driveway apron is beginning to scale, if it continues it will require replacement
12. Stop sign post is loose, re-compact soil
13. Topsoil requires replacement or rock and rubble removal. Then reseed.
14. 1851 Lake – replace cracked concrete gutter and driveway apron sections
15. 1863 Lake – add topsoil along curb and at rain water garden flume (inlet)

#### Grant

1. 1886 Grant Road – Concerned about lack of vegetation
2. At west side of trail pedestrian ramp clean boulevard of bituminous and rocks and reseed.
3. Regrade and reseed at 1843 driveway, 1851, 1863, 1921, 1854
4. Add topsoil and seed at 1889, north and south boulevards at New Brighton Road, 1886 at both sides of driveway
5. 1863 saw and seal west corner of concrete apron
6. Adjust hydrant gate valve at 1863
7. Add wood mulch to rain water garden 1843
8. 1889 – replace concrete driveway apron, finished grade doesn't match existing driveway, gutter appears to have premature deterioration. Has granite and rebar.
9. Grout adjusting rings SNMH 5-046, SNMH 5-045, CB 7, STMH 6
10. Hydrant at north boulevard on New Brighton Road - add barrel extension and adjust gate valve box to finished grade
11. 1846 bad joint on bituminous driveway at existing pavement
12. Replace curb on east side of STMH 6, scaling.



**DATE:** May 16, 2016

**TO:** Honorable Mayor and City Councilmembers  
Susan Iverson, Acting City Administrator

**FROM:** John Anderson, Acting Public Works Director

**SUBJECT:** State Fair Parking Update

**Requested Action**

Provide staff with feedback on sign material and images.

**Discussion**

The City Council previously discussed this item and asked that public works look into a more rigid sign for marking temporary no parking areas during the Minnesota State Fair. Additionally, it was suggested that the signs indicate the consequences for disregarding the signs. I have reviewed the Manual on Uniform Traffic Control Devices and found the manual does cover a “Tow Away” symbol but does not have any accepted wording related to fines. We have also researched materials to be used which would include a corrugated plastic sign which can be printed with whatever sign image we request and a medium weight 6 foot fence post.

Public works will need to secure the materials and have them on hand for the end of August. We are looking for feedback on the sign image and materials proposed to be used.

**Attachments**

- Attachment A: No parking w/ tow away symbol
- Attachment B: No parking here to corner w/ tow away symbol
- Attachment C: No parking corner to here w/ tow away symbol

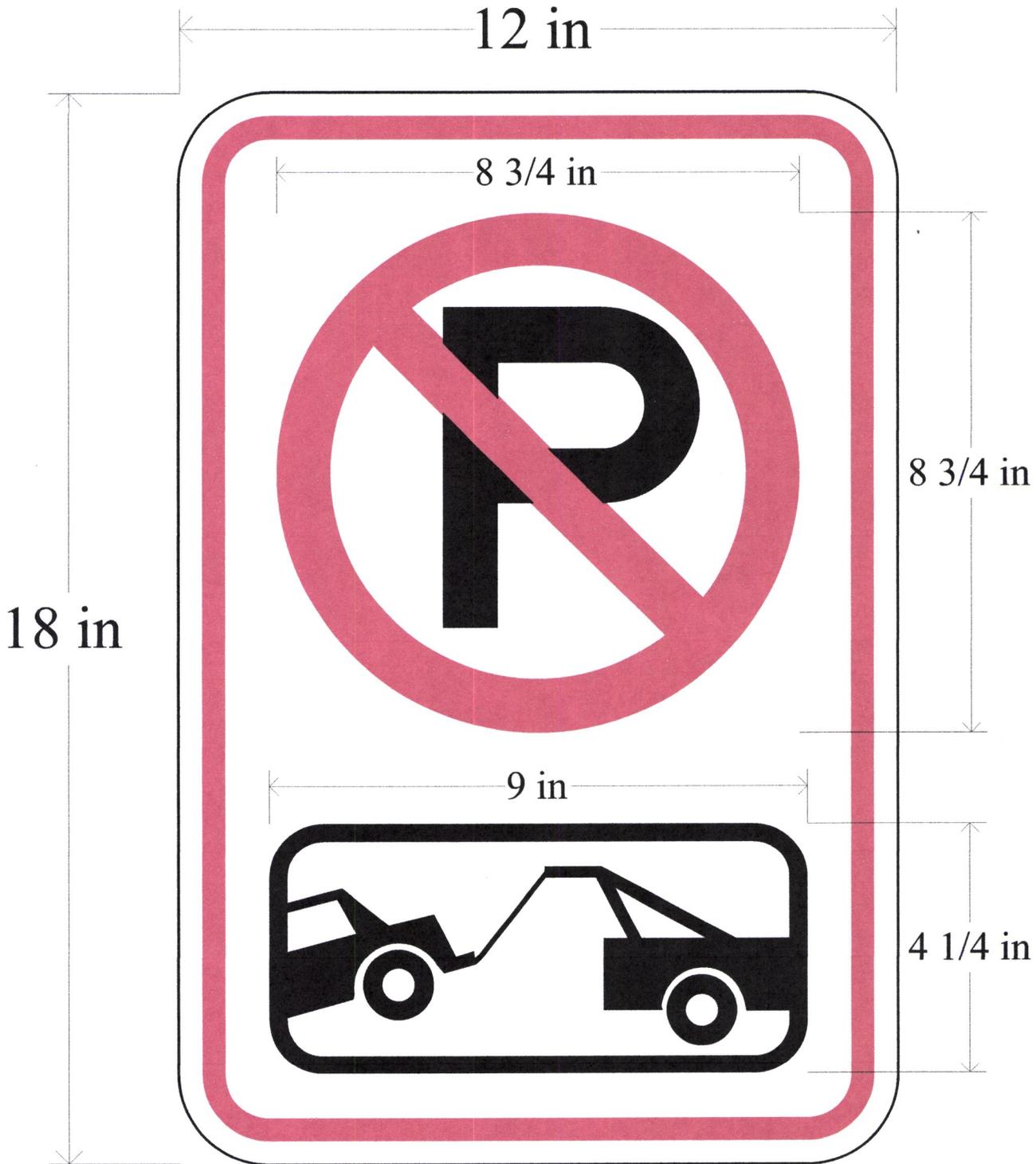
**NEWMAN**

**PROOF**

**ARTWORK APPROVAL NEEDED**

Please check over this proof very carefully for errors including spelling. By signing below, you assume all responsibility for measurement and typographical errors. All colors are a simulation for placement only and may not match printed colors exactly. Artwork created by Newman Signs is the sole property of Newman Signs. Any reproduction of elements contained within this artwork is strictly prohibited.  
**IMPORTANT: Your jobs will remain on HOLD until this proof is signed and returned.**

Attachment A



**Customer Approval** \_\_\_\_\_

- Approved As-Is
- Approved with Noted Changes
- Need New Proof

**DATE:** 5-9-16  
**SAVED AS:** MN-NO PRK SYM TOW SYM-1218  
**COLOR:** RED-BLACK ON WHITE  
**SALES REP:** CHRISTINE/MARCIA

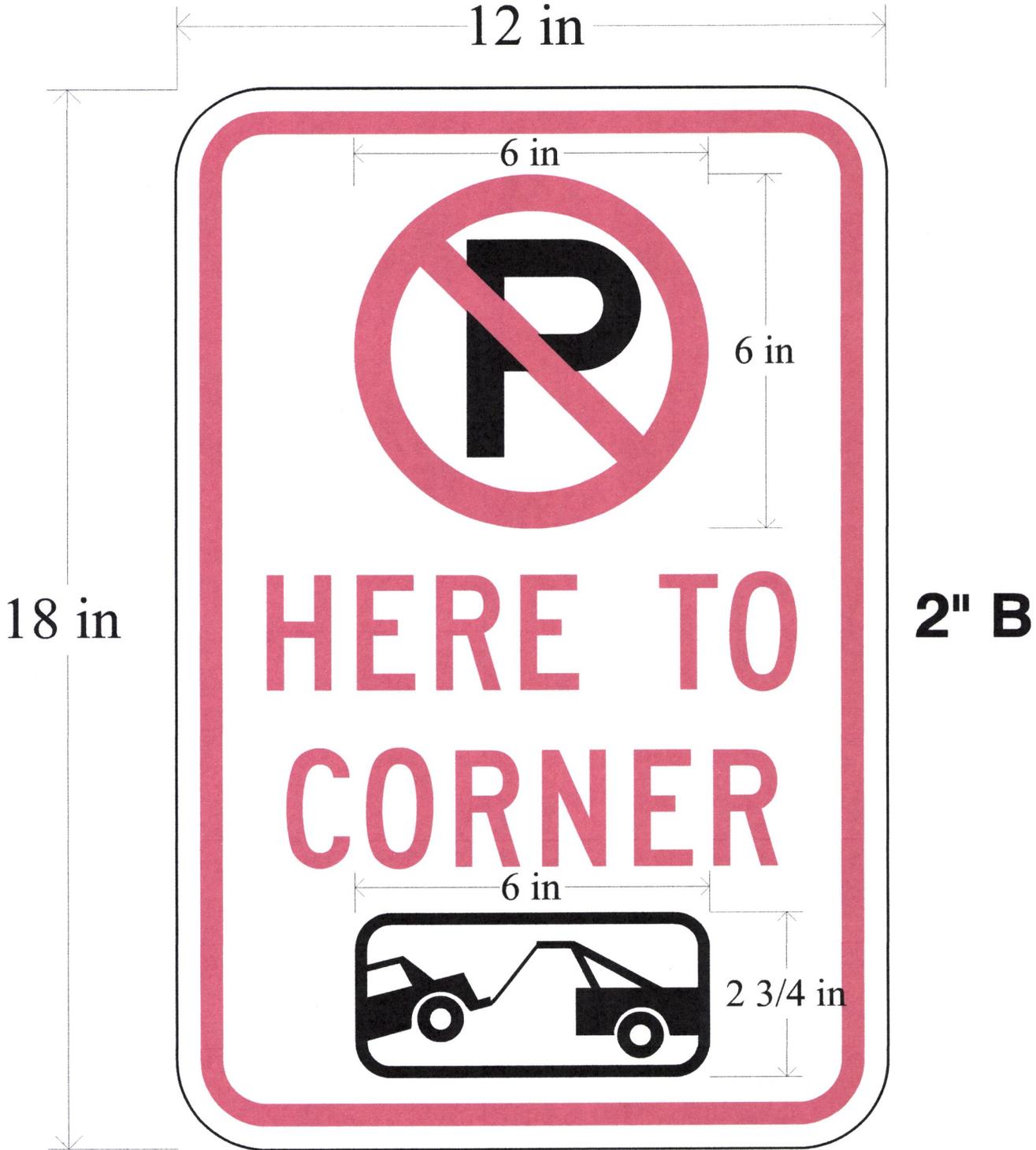
**NEWMAN**

**PROOF**

**ARTWORK APPROVAL NEEDED**

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**IMPORTANT: Your jobs will remain on HOLD until this proof is signed and returned.**

Attachment B



Customer Approval \_\_\_\_\_

- Approved As-Is
- Approved with Noted Changes
- Need New Proof

DATE: 5-9-16  
 SAVED AS: MN-NO PRK SYM HERE ETC-1218  
 COLOR: RED-BLACK ON WHITE  
 SALES REP: CHRISTINE/MARCIA

**NEWMAN**

**PROOF**

**ARTWORK APPROVAL NEEDED**

Please check over this proof very carefully for errors including spelling. By signing below, you assume all responsibility for measurement and typographical errors. All colors are a simulation for placement only and may not match printed colors exactly. Artwork created by Newman Signs is the sole property of Newman Signs. Any reproduction of elements contained within this artwork is strictly prohibited.  
**IMPORTANT: Your jobs will remain on HOLD until this proof is signed and returned.**

Attachment C



Customer Approval \_\_\_\_\_

- Approved As-Is
- Approved with Noted Changes
- Need New Proof

DATE: 5-9-16  
 SAVED AS: MN-NO PRK SYM CORNER ETC-1218  
 COLOR: RED-BLACK ON WHITE  
 SALES REP: CHRISTINE/MARCIA



**DATE:** May 16, 2016

**TO:** Honorable Mayor and City Councilmembers  
Susan Iverson, Acting City Administrator

**FROM:** John Anderson, Acting Public Works Director

**SUBJECT:** Arden View Court Storm Sewer Repair

**Requested Action**

Provide staff with feedback on repair.

**Discussion**

A segment of storm sewer pipe in the Arden View Court Area has developed a crack and separated joint. As result of the separated joint and crack, sink holes are forming in the rear yard above the pipe. Public Works has looked at various options to repair this pipe and found that lining would be the most cost effective means. We have obtained two quotes for this repair and Hydro-Klean is the lowest at \$13,353.00. The funding for this repair will be from the surface water management fund.

**Attachments**

- Attachment A: Pipe Inspection Report
- Attachment B: Location Map
- Attachment C: Quotes for repair



# Attachment A

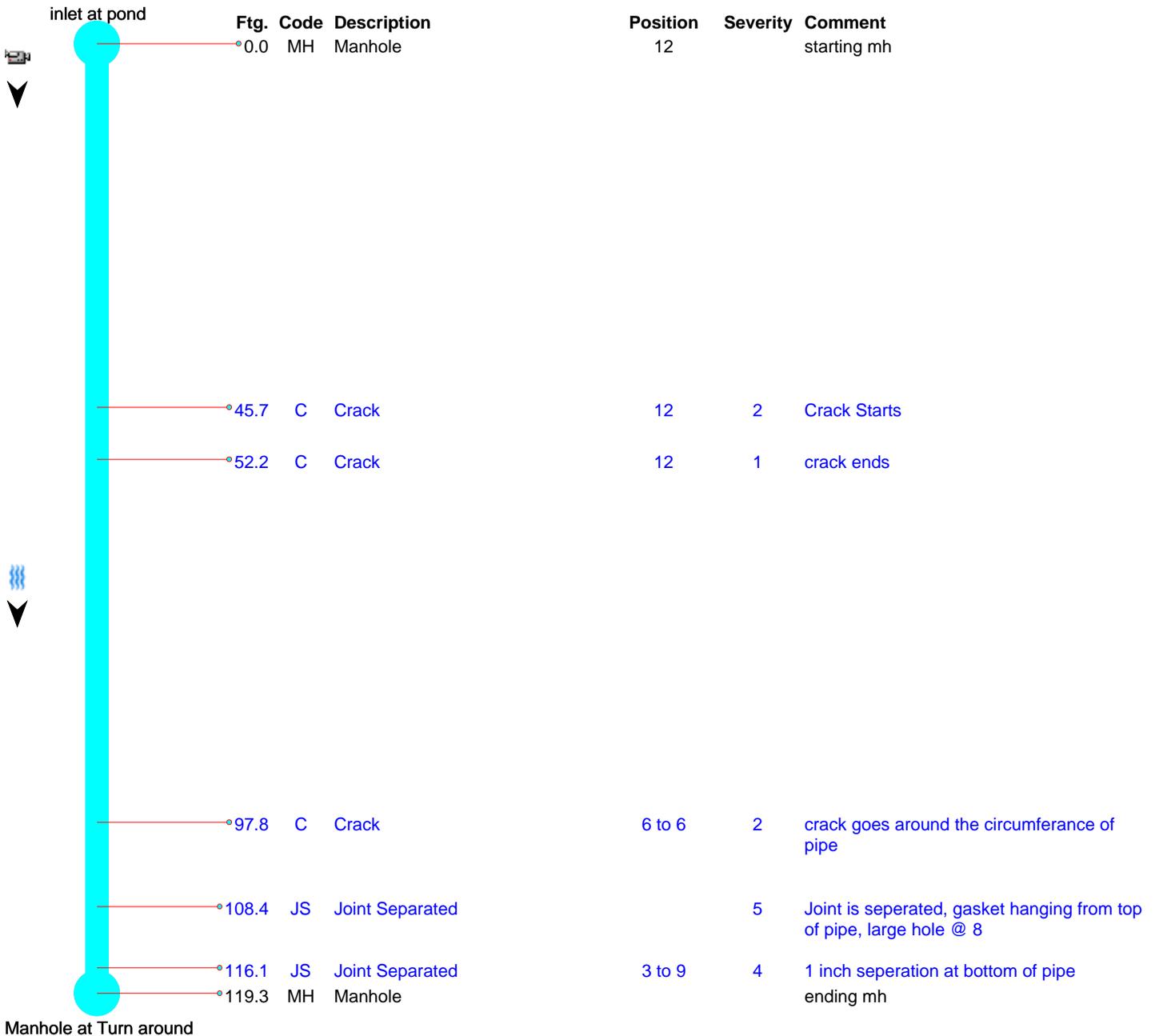
City of Arden Hills  
 Public Works  
 1425 Paul Kirkwold Drive  
 Arden Hills, MN 55112  
 (651) 755-0211

Line Segment	Block Number	Upstream MH inlet at pond	Downstream MH Manhole at Turn around	Section Number	Date 09-Mar-2016
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Surveyor MA DS	Street Arden View Court	City Arden Hills	Weather
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Size 15	Material Concrete segments (unbolted)	Sewer Use Stormwater	Purpose Not Known	Length
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Comments	Pre-Cleaning	TV Length 119.3
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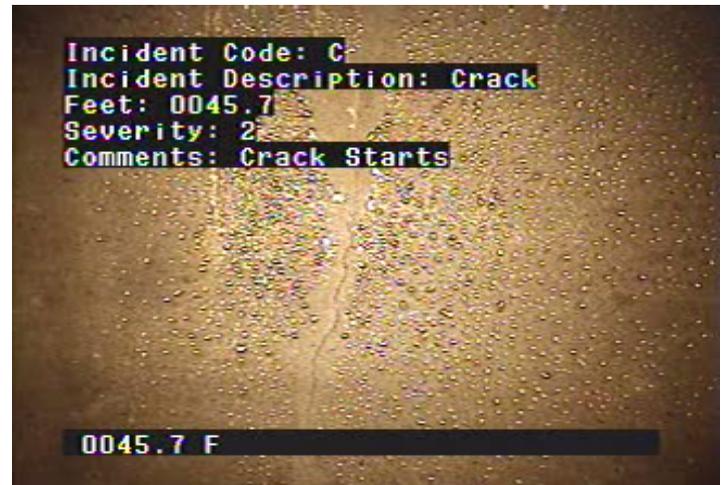


City of Arden Hills  
 Public Works  
 1425 Paul Kirkwold Drive  
 Arden Hills, MN 55112  
 (651) 755-0211

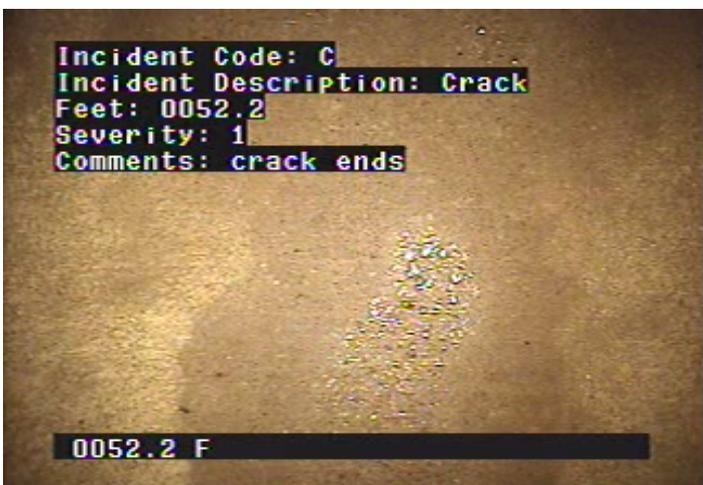
Line Segment	Block Number	Upstream MH inlet at pond	Downstream MH Manhole at Turn around	Section Number	Date 09-Mar-2016
Surveyor MA DS	Street Arden View Court		City Arden Hills	Weather	
Size 15	Material Concrete segments (unbolted)	Sewer Use Stormwater	Purpose Not Known	Length	
Comments				Pre-Cleaning	TV Length 119.3



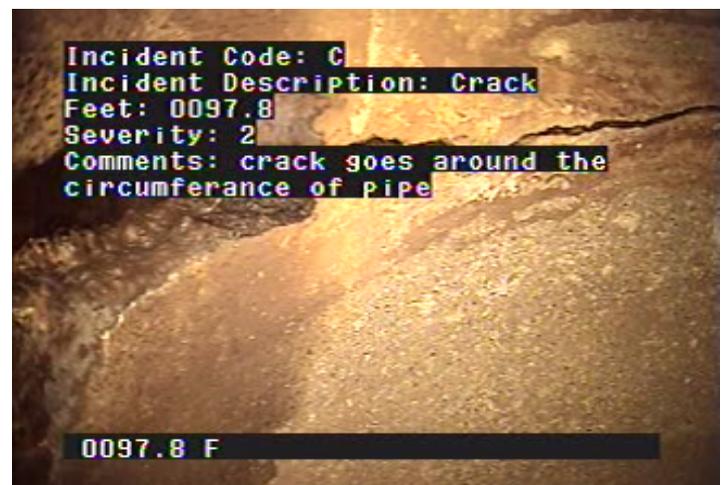
MH - Manhole @ 0.0 ft. starting mh



C - Crack @ 45.7 ft. Crack Starts



C - Crack @ 52.2 ft. crack ends

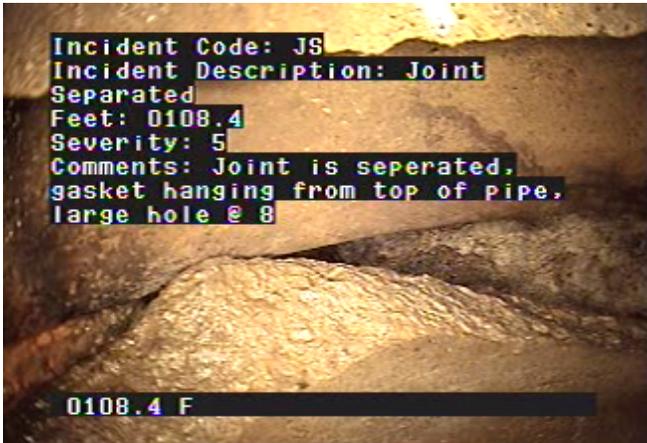


C - Crack @ 97.8 ft. crack goes around the circumference of pipe

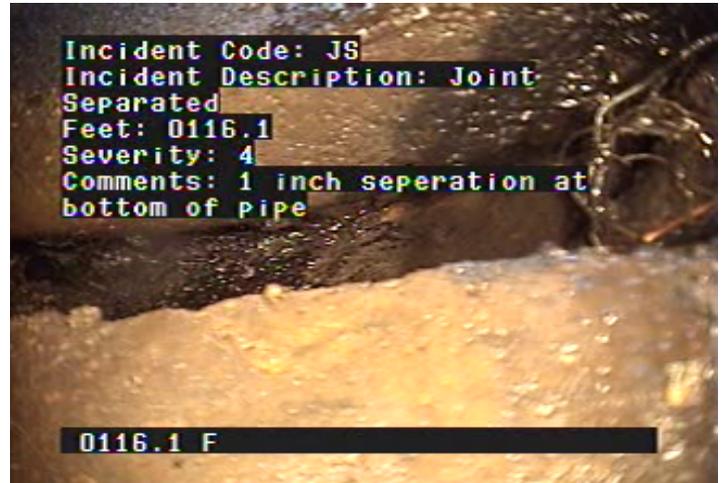


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Line Segment	Block Number	Upstream MH inlet at pond	Downstream MH Manhole at Turn around	Section Number	Date 09-Mar-2016
Surveyor MA DS	Street Arden View Court		City Arden Hills	Weather	
Size 15	Material Concrete segments (unbolted)	Sewer Use Stormwater	Purpose Not Known	Length	
Comments				Pre-Cleaning	TV Length 119.3



JS - Joint Separated @ 108.4 ft. Joint is seperated, gasket hanging from top of pipe, large hole @ 8



JS - Joint Separated @ 116.1 ft. 1 inch seperation at bottom of pipe



MH - Manhole @ 119.3 ft. ending mh



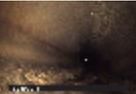
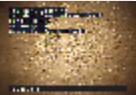
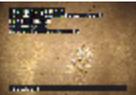
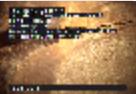
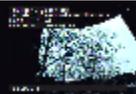
City of Arden Hills  
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<b>Line Segment</b>	<b>Block Number</b>	<b>Upstream MH</b> inlet at pond	<b>Downstream MH</b> Manhole at Turn around	<b>Section Number</b>	<b>Date</b> 09-Mar-2016
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<b>Surveyor</b> MA DS	<b>Street</b> Arden View Court	<b>City</b> Arden Hills	<b>Weather</b>
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<b>Size</b> 15	<b>Material</b> Concrete segments (unbolted)	<b>Sewer Use</b> Stormwater	<b>Purpose</b> Not Known	<b>Length</b>
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<b>Comments</b>	<b>Pre-Cleaning</b>	<b>TV Length</b> 119.3
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Ftg.	Code	Description	Position	Severity	Comment	
0.0	MH	Manhole	12		starting mh	
45.7	C	Crack	12	2	Crack Starts	
52.2	C	Crack	12	1	crack ends	
97.8	C	Crack	6 to 6	2	crack goes around the circumference of pipe	
108.4	JS	Joint Separated		5	Joint is seperated, gasket hanging from top of pipe, large hole @ 8	
116.1	JS	Joint Separated	3 to 9	4	1 inch seperation at bottom of pipe	
119.3	MH	Manhole			ending mh	



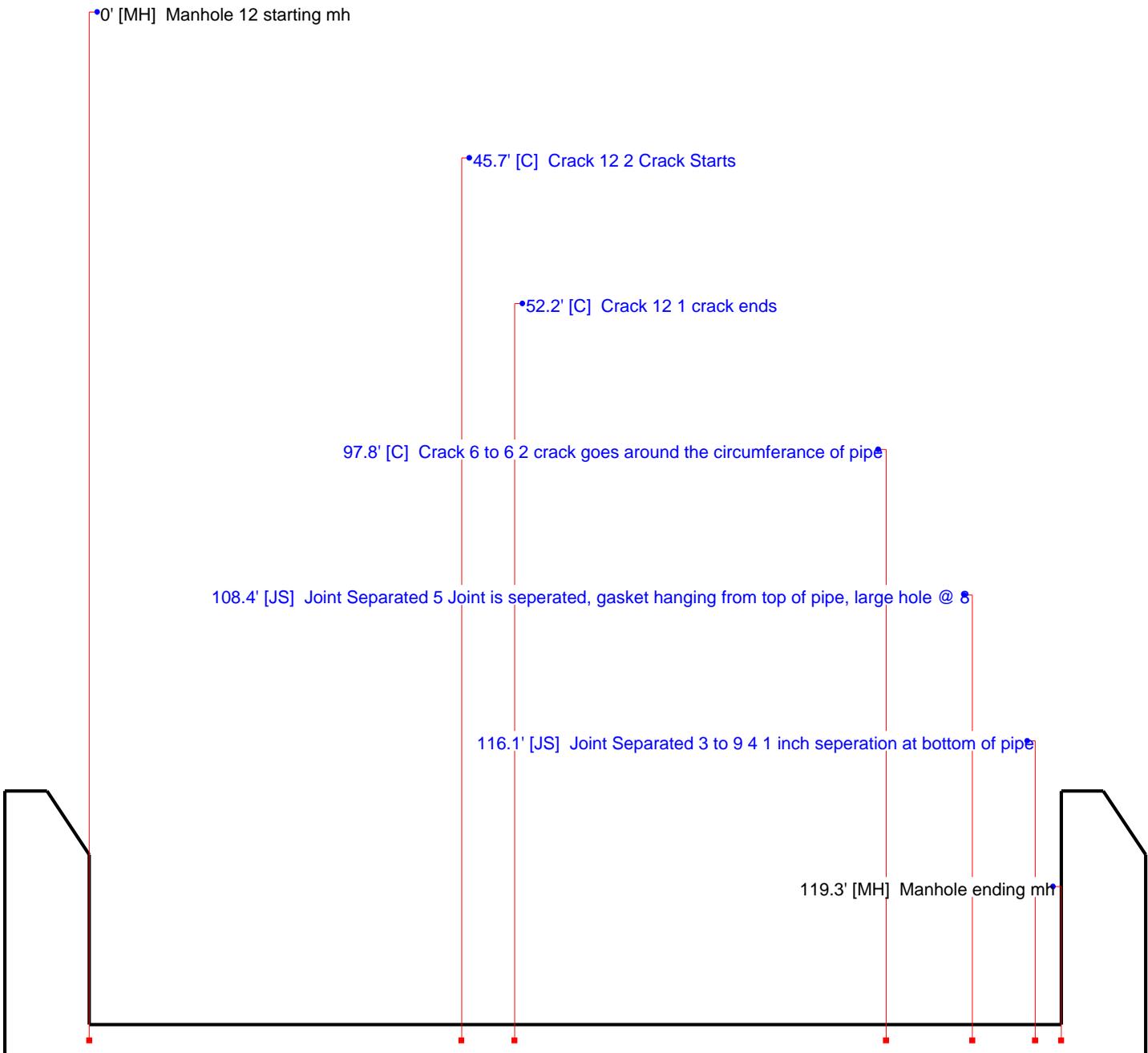
**City of Arden Hills**  
 Public Works  
 1425 Paul Kirkwold Drive  
 Arden Hills, MN 55112  
 (651) 755-0211

<b>Line Segment</b>	<b>Block Number</b>	<b>Upstream MH</b> inlet at pond	<b>Downstream MH</b> Manhole at Turn around	<b>Section Number</b>	<b>Date</b> 09-Mar-2016
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<b>Surveyor</b> MA DS	<b>Street</b> Arden View Court	<b>City</b> Arden Hills	<b>Weather</b>
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<b>Size</b> 15	<b>Material</b> Concrete segments (unbolted)	<b>Sewer Use</b> Stormwater	<b>Purpose</b> Not Known	<b>Length</b>
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<b>Comments</b>	<b>Pre-Cleaning</b>	<b>TV Length</b> 119.3
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City of Arden Hills  
Public Works  
1425 Paul Kirkwold Drive  
Arden Hills, MN 55112  
(651) 755-0211

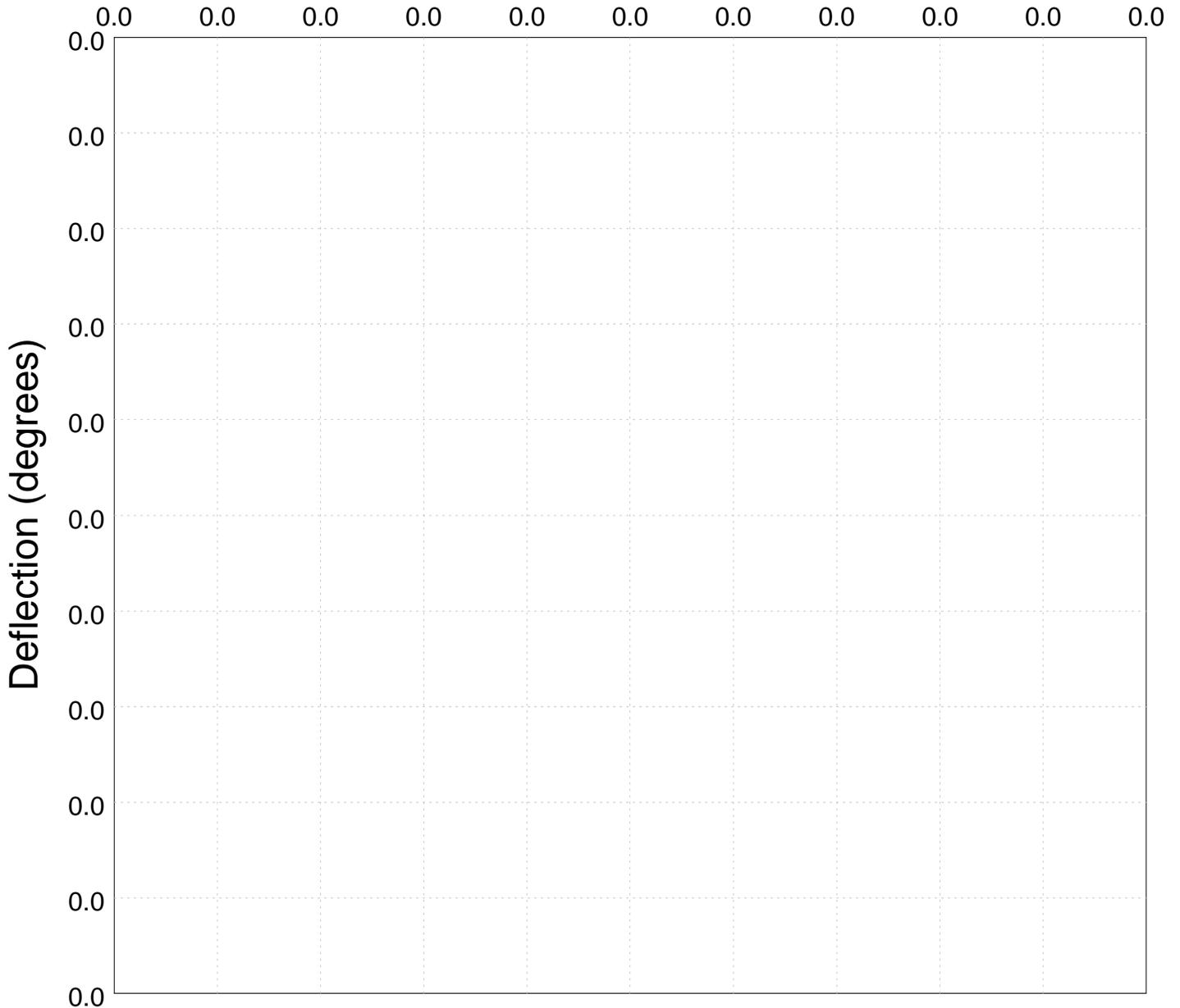
<b>Line Segment</b>	<b>Block Number</b>	<b>Upstream MH</b> inlet at pond	<b>Downstream MH</b> Manhole at Turn around	<b>Section Number</b>	<b>Date</b> 09-Mar-2016
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<b>Surveyor</b> MA DS	<b>Street</b> Arden View Court	<b>City</b> Arden Hills	<b>Weather</b>
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<b>Size</b> 15	<b>Material</b> Concrete segments (unbolted)	<b>Sewer Use</b> Stormwater	<b>Purpose</b> Not Known	<b>Length</b>
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<b>Comments</b>	<b>Pre-Cleaning</b>	<b>TV Length</b> 119.3
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Distance (ft)





**ARDEN VIEW DR**

**NURSERY HILL LN**

**NURSERY HILL**

**HAMLIN AVE**

**ARDEN VIEW CT**

**AMBLE RD**

Location of repair

**X**

2

**DR**

**DELWOOD**



5 HUN a Ybh7

1177 Birch Lake Blvd. N  
White Bear Lake, MN 55110

Tel: (651) 253-0236  
Fax: (651) 344-0806

www.insituform.com

April 25<sup>th</sup>, 2016

John Anderson, P.E.  
City of Arden Hills, MN  
1245 West Highway 96  
Arden Hills, MN 55112-5743

**RE: Insituform® Rehabilitation Estimate of 119 LF of 18”  
Arden Hills, MN**

Dear Mr. Anderson:

Insituform Technologies USA,LLC. (ITUSA) is pleased to submit to you this estimate for the rehabilitation of 119 LF of 18” CIPP.

Over the past 35 years, ITI has rehabilitated over 75 million feet of sewer and drainage piping worldwide. The Insituform® process consists of installing a specifically designed resin saturated polyester felt tube into the exiting sewer and curing it in place. The result is a seamless, jointless durable composite pipe within the old pipe, improving its structure and minimizing leakage. The piping is returned to service in a fraction of the time required by conventional methods. As a result, the Insituform® process is faster, cleaner, safer, and performed at less cost than other repair alternatives.

Following is a cost estimate for installation of approximately 119 LF of 18-inch. Insituform® Cured-in-Place Pipe designed as a fully structural pipe once installed.

Bid Item per Docs	Description	Measure	Quantity	Bid Price	Total
1	CIPP 18” Storm	LF	119.0	\$ 190.30	\$ 22,645.70

This proposal serves as an estimate for completion of the work and can be adjusted to take into consideration any unforeseen circumstances that may arise.

Final invoicing for the project will be adjusted accordingly utilizing actual time, labor, and equipment portal to portal from approved time sheets. Therefore, by agreeing to this proposal as written, if for unforeseen reasons the actual install time requires additional days of labor, City of Arden Hills agrees to pay the per day cost of additional labor.

**SCOPE OF WORK & DESIGN CONSIDERATIONS**

The scope of work includes installation of approximately 119 LF of 18” CIPP. We will robotically reinstate all services on a per each basis.

The CIPP pipe designs are based on information provided by the customer and should be verified by the customer prior to proceeding with this project. Should any other conditions, existing or expected in the field, over the design life of the Insitu pipe differ from the information based herein, then the appropriate adjustments should be made to the design calculations, along with the appropriate price adjustment.

<u><i>Description</i></u>	<u><i>Field Condition</i></u>
<b>Nominal Pipe Diameter:</b>	18" round
<b>Operating Temperature:</b>	Less than 100 degrees
<b>Effluent Type:</b>	Storm
<b>Number of Service Connections:</b>	N/A
<b>Soil Depth over Invert:</b>	8' - 10'
<b>Reason for Rehabilitation:</b>	Fully deteriorated, infiltration

### **PROPOSAL INCLUSIONS**

- Certificate of Insurance with standard coverage (see attached)
- One mobilization and demobilization
- Final cleaning of loose debris from the piping prior to installation
- As-built video inspection and CD
- Standard PPE for installation crew
- Standard one-year warranty

### **PROPOSAL EXCLUSIONS**

The prices stated in this proposal do not include the following items. If provided by Contractor, the cost will be charged as extras; otherwise Owner will furnish these items at no cost to Contractor:

- Performance/Payment Bond (at 2.5% of proposal price)
- Special Insurance such as OCP, Builders Risk
- Water from a fire hydrant or other high volume source within a convenient distance
- Removal and disposal of any hazardous or toxic materials encountered
- Any holiday work, nighttime work, rush delivery or adverse weather work

**LIMITED WARRANTY**

IN LIEU OF ALL OTHER EXPRESSED, IMPLIED AND/OR STATUTORY WARRANTIES, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, CONTRACTOR AGREES TO CORRECT ANY DEFECTS IN THE MATERIALS OR SERVICES PROVIDED BY CONTRACTOR WHICH ARE BROUGHT TO THE ATTENTION OF CONTRACTOR WITHIN ONE YEAR FOLLOWING COMPLETION OF CONTRACTOR'S WORK, PROVIDED OWNER AFFORDS CONTRACTOR SUITABLE ACCESS AND WORKING CONDITIONS TO ACCOMPLISH SUCH CORRECTION.

**STANDARD TERMS and CONDITIONS**

Removal, transporting, and disposal of any hazardous or toxic materials encountered during the project will be the responsibility of the Owner.

All labor, equipment, material, supervision, and mobilization necessary to complete the Insituform® process per the above conditions, and Insituform® specifications, are included.

Any restrictions in our normal weekday work hours required by local, state, and/or federal authorities (due to noise restrictions or other reasons not known at the time of this proposal) will be an extra charge.

**MUTUAL RELEASE OF CONSEQUENTIAL DAMAGES**

Neither party shall be liable to the other for consequential damages relating to or arising out of the Contract.

**PAYMENT TERMS**

- Payment due in full due within thirty days of completion of the project, no retainage to be held

- Prices stated are in effect for sixty days (60) from the date of this proposal

We appreciate your interest in the Insituform process and giving us the opportunity to quote on your pipe rehabilitation needs which will protect your investment as well as the environment. Should you desire additional information please feel free to give me a call at 651-253-0236.

Sincerely,  
**INSITUFORM TECHNOLOGIES USA, LLC.**

*Mitchell Hoeft, P.E.*

Mitchell Hoeft, P.E., Business Development Manager

\*\*\*\*\*

**Accepted: City of Arden Hills, MN**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name/Title: \_\_\_\_\_

Is this Project Tax Exempt? \_\_\_\_\_ If Yes, please provide Tax Exemption Form and, where applicable, Project Exemption Form.

Does this Project require Certified Payroll? \_\_\_\_\_

Are there wage rates? \_\_\_\_\_ if yes, please provide a copy of the wage rates.

**This accepted proposal constitutes a formal agreement. If you initiate a purchase order or other contract document it shall not be acknowledged without this accepted proposal as an attachment.**

**Accepted By:** Insituform Technologies USA, LLC.

**By:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**855-845-5326**

Des Moines, IA

Mankato, MN

Rogers, MN

Sioux Falls, SD

Watertown, SD

# PROPOSAL

Bill To:

City of Arden Hills  
1245 West Highway 96

Arden Hills, MN 55112

Ship To:

City of Arden Hills  
Arden View Court

Arden Hills, MN 55112

Date	Expires
3/21/2016	5/14/2016
Hydro-Klean Quote Number	Delivery / Availability
QTE034657	schedule permitting
Prepared By	
Michele McGreal	
Freight On Board	
Rogers, MN	
Terms	
Net 20	

Quantity	Units	Description	Price	Amount
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Projected probable project cost to perform the following tasks on a unit cost basis:

Install a 15" x 30' CIPP point repair in 3 sections, overlapping the ends. Pipe must be clean, accessible via both ends, and not be under water.

Variations in the work scope will require execution of a change order.

1.00	Each	CIPP Spot Repair, 18" x 30'	\$12,753.00	\$12,753.00
1.00	Each	Mobilization of crew and equipment	\$600.00	\$600.00

\*NOTE: Proposal does not include any applicable taxes

Prepared By: Michele McGreal

Title: Sales & Marketing Coordinator

Approved By: Wade Anderson

Title: CFO

Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

PO#: \_\_\_\_\_

<b>*Total</b>
<b>\$13,353.00</b>



**DATE:** May 16, 2016

**TO:** Honorable Mayor and City Councilmembers  
Susan Iverson, Acting City Administrator

**FROM:** John Anderson, Acting Public Works Director

**SUBJECT:** Lakeshore Place Landscaping

**Requested Action**

Provide staff with feedback on this funding scenario.

**Background**

In 2011 along with the discussion related to municipal consent for the County Rd 96 / TH 10 grade separation project there was a commitment made to provide visual screening for Lakeshore Place residents. The details of this screening was to be provided in two parts. The first a tall poured concrete wall on top of the retaining wall that separates Lakeshore place from the interchange. The second part discussed involved plantings to help screen the highway from the residences.

**Discussion**

Ramsey County has worked with MnDOT landscape partnership to develop a plan to provide both landscape amenities and screening. The funding for this work is proposed to be provided through a number of sources. Generally, the following is the concept of funding for funding this work. Long term maintenance of the planting on Lakeshore Place would be up to the City of Arden Hills. Ramsey County would be responsible for maintenance on the other plantings.

**Component**

**Funding Source**

Plant materials in MnDOT ROW	Ramsey County to be reimbursed by grant
Plant materials in Lakeshore Place ROW	City of Arden Hills
Labor in MnDOT ROW	Ramsey County
Labor in Lakeshore Place	Ramsey County

## **Attachments**

Attachment A: July 11, 2011 Public Hearing Minutes

Attachment B: September 26, 2011 Municipal Consent Minutes

Attachment C: Resolution 2011-048

Attachment D: Resident Correspondence

Attachment E: Lakeshore Place Planting Plan

Attachment F: MnDOT partnership planting plan

2. *Public Inquiries (continued)*

**Mayor Grant** closed the Public Inquiries/Informational at 7:20 p.m.

3. **APPROVAL OF MINUTES**

A. **June 13, 2011, City Council Work Session**

**Councilmember Holden** stated on page 2, the fifth paragraph, the word “ANDE” should be changed to “and”.

**Councilmember Holden** stated on page 4, the sixth paragraph, the word “this” in the last sentence should be changed to “these.” The tenth paragraph the word “Bethel” should be inserted before “University.”

**Councilmember Holden** stated on page 5, the sixth paragraph, the word “City” should be changed to “Council.”

**MOTION:** **Councilmember Holden moved and Councilmember Holmes seconded a motion to Approve the June 13, 2011, City Council Work Session minutes as amended. The motion carried unanimously (5-0).**

4. **CONSENT CALENDAR**

- A. Motion to Approve Consent Agenda Item – Claims and Payroll.
- B. Motion to Adopt the 2011 City Council Goals as amended in the Guiding Document during the work session held prior to the City Council meeting.
- C. Motion to Approve Resolution 2011-032; Appointing Angela Hames to fill Liz Modesette’s vacated Planning Commission seat until December 31, 2011.
- D. Motion to Approve the 2011/2012 Cable Services Agreement with the City of New Brighton.

**MOTION:** **Councilmember Holmes moved and Councilmember Werner seconded a motion to approve the Consent Calendar as presented and to authorize execution of all necessary documents contained therein. The motion carried unanimously (5-0).**

5. **PULLED CONSENT ITEMS**

None.

6. **PUBLIC HEARINGS**

A. **Highway 96/TH 10 Interstate Project – Public Hearing**

**Public Works Director Terry Maurer** stated Ramsey County is the lead agency for the proposed interchange improvement at the intersection of Hwy 96/TH 10. Previously, Mn/DOT submitted to

6.A. *Highway 96/TH 10 Interstate Project – Public Hearing (continued)*

the City a copy of the approved layout for the proposed improvement. According to the Mn/DOT Municipal Consent guide, the City must hold a public hearing on the final layout for the purpose of considering granting Municipal Consent. State Statute requires Municipal Consent because the project alters access. After the conclusion of the public hearing, the Council has 90 days to take action on the request for Municipal Consent. The Council has three options: approve Municipal Consent, disapprove Municipal Consent, or disapprove Municipal Consent with conditions. If the Council takes no action within 90 days after the public hearing, Municipal Consent is deemed to be granted.

**Mr. Jim Tolaas**, Director and County Engineer, Ramsey County Department of Public Works, explained that the volume of traffic per day entering the Highway 10/Highway 96 intersection area was 58,600 vehicles in 2006 and is projected to be over 80,000 by 2030. He outlined the major features of the project including Highway 96 will be lowered and will be routed under Highway 10, temporary ramps on the north side of Highway 96 will provide access to and from the north, Highway 96 will be reconstructed as a four-lane roadway, Prior Avenue will be realigned to line up with Round Lake Boulevard, new traffic signals will be installed at Round Lake Boulevard/Prior Avenue and at the southbound Highway 10 ramp at Highway 96, a multi-use trail will be built on the south side of Highway 96, a sidewalk will be built on the north side of Highway 96, existing accesses along Highway 10 will remain in place, and there is flexibility in the road design to accommodate a variety of uses when TCAAP redevelops. He clarified that the project is being coordinated with the improvements that are being planned for I-694 west of Lexington Avenue. He added that even though the surface of Highway 10 will change, it is not a long-term noise abatement solution.

**Councilmember Holmes** stated that it would be safe for people riding their bikes to cross at the light on Highway 96 and the trail and sidewalk would be safe.

**Mr. Tolaas**, stated the intersection would be equipped with the newest ADA equipment for pedestrian access. There will be bituminous surface trail on the south side of Highway 96 that will go to the regional trail in White Bear Lake, and a concrete sidewalk on the north side. Bicycles can travel along the sidewalk but at a slower speed than they would be able to on a trail.

**Councilmember Holden** asked if there were any trails planned from Round Lake Road to I-35W.

**Mr. Tolaas** stated the structure at I-35W is not adequate to allow for the extension of the trail from Highway 96 to Round Lake Road. If a new structure is put in place, the trail will likely be extended. At this time there are plans for redecking this structure and aligning the lanes to make them narrower to allow for one additional east bound lane.

**Councilmember Holden** stated the addition of a lane and not widening the bridge would put more pressure on pedestrians trying to cross at this location.

**Mr. Tolaas** clarified the realignment of the lanes would not change the outside lanes where the pedestrians currently cross.

6.A. *Highway 96/TH 10 Interstate Project – Public Hearing (continued)*

**Councilmember Holden** asked what made Mr. Tolaas think the City would get funding to finish the trail.

**Mr. Tolaas** stated funding would be for replacement of the interchange itself. Ramsey County is assuming in today's environment this project would score well for funding. The maximum that could be received is \$7.3 million and the County would approach Mn/DOT for a portion of the costs and additional State funds. He assured the Council that if this structure is replaced there would be a trail or sidewalk included.

**Councilmember Holden** asked why Highway 10 was not going under Highway 96. If Highway 10 went under Highway 96 there would be less of a noise impact than the current proposal.

**Mr. Tolaas** stated this road design had been looked into but the cost for this type of reconstruction was too great.

**Mayor Grant** opened the public hearing at 7:47 p.m.

**Ms. Joan Dosedel**, 4633 Highway 10, Arden Hills, stated she would like to know more about the noise problem because she understood that it was going to be a temporary road that was going in, there would be six or seven homes taken at that location, and that there is no noise abatement going in. She asked if this was still going to be temporary or if there would be something done about those homes because the noise, which is already bad, will increase considerably.

**Mr. Tolaas** stated the service road that comes down in front of the homes along Highway 10 would remain in place. There will be a cul-de-sac that will allow for turning around and there will be no through movements and no direct connection to the Highway. The ramp area will get slightly closer. When the noise analysis was done, the home sites in this area did not meet the Federal criteria for the installation of sound walls. Even though the noise may exceed the State or Federal levels, this area does not meet the cost effectiveness guidelines. The road will not be shifting a great deal so the decibel increase is not significant.

**Councilmember Holden** stated that residents have been talking about this for years. She asked Mr. Tolaas if this was the case.

**Mr. Tolaas** stated he had not heard this with this project. When the Ryan Group's proposal for redevelopment of the TCAAP property was an option, there were a number of transportation improvements that had been looked at including a new interchange in the area of the Big 10 Bar. The purchase of these properties had never been a part of the Highway 10/Highway 96 grade separation project. Mn/DOT has never had any proposals that would require the taking of these homes either. The temporary ramp that is being put in place may or may not stay depending on how TCAAP is developed.

**Ms. Jolene Poucher**, 1548 Briarknoll Drive, stated that going northbound on Highway 10 to turn east off of Highway 10 onto Highway 96 was talked about, however the Hamline Avenue exit

6.A. *Highway 96/TH 10 Interstate Project – Public Hearing (continued)*

was not. She asked how this closure would affect the traffic on Highway 10 and Highway 96. She also stated that over the years the residents had been led to believe that if the roadway were resurfaced with a bituminous material this would reduce the amount of noise on the road. Mr. Tolaas had stated in his presentation that this would not be the case. She asked for clarification regarding this point. She stated that Highway 10 and Highway 96 was being reconstructed to meet the State's needs and the residents were not getting any noise abatement. She wanted to know if the City could look into limiting or eliminating truck traffic on that stretch of highway. She asked if the City could look at the truck traffic on this road and have this traffic directed to the I-694 and I-35W interchange. She also asked if the money that was being saved by not having Highway 10 go under Highway 96 was being used for the reconstruction of I-694/I-35 project. She stated the residents of the Briarknoll neighborhood are disappointed they are not receiving sound walls.

**Ms. Christine Winiecki**, 4175 Old TH 10, Arden Hills, asked about the ramping coming off of southbound Highway 10 and if this would be a north and south intersection. She expressed concern that if this was only southbound then this will increase the traffic on Old TH 10. She stated she had heard that the Vikings were planning for a four-lane ramp coming off of I-35, in the area of Scherer Brothers. She asked if anyone on the Council had heard about Scherer Brothers being bought out.

**Councilmember Holmes** stated the ramp Ms. Winiecki was asking about is for southbound traffic only.

**Mr. Alan Johnson**, Highway 10, Arden Hills, stated his road was being closed. He asked if a sidewalk would be put in from Highway 96 to Lake Shore Place.

**Mr. Mike Loosbrock**, 4535 Lake Shore Place, Arden Hills, stated noise is a problem in his neighborhood. Dave Cmiel had contested the noise findings and he asked if there had been any follow-up on this. Currently there are trees in the area that provide some noise mitigation and these will be removed. He asked if something would be put in to replace these trees that would provide some noise mitigation. He stated he would also like to see a sidewalk installed in this area.

**Mr. John Wrobel**, 1565 Royal Hills Drive, Arden Hills, expressed concerns about lowering Highway 96 and the potential for flooding especially in years similar to this year where there is an excessive amount of rain. He stated he would be in favor of lowering the overall speed limit for Highway 10 through the City.

**Mr. Russell Bertsch**, 4419 Amble Circle, Arden Hills, expressed concerns about the amount of traffic that will be generated with the east bound being shut off. He also stated that St. Paul has been able to reduce the speed limit and the gross weight limit on I-35E through their community. He suggested Arden Hills look into these options for the community. He also questioned the reasons were for shutting off Highway 10 north but maintaining westbound 96. Changing this traffic flow could be a cost savings for the project.

6.A. *Highway 96/TH 10 Interstate Project – Public Hearing (continued)*

**Mr. Pat Haik**, 1550 Briarknoll Circle, Arden Hills, stated he hoped the City would be able to do a better job of getting what the residents wanted than it had with the I-694/I-35W project. He asked if there was going to be any coordination between the two projects to minimize the impact on the residents as much as possible. He requested clarification on how they County could do a study and prove a negative in regards to not needing an eastbound Highway 96 exit. He suggested Ramsey County put in a temporary ramp in this area to see if the traffic would warrant keeping it there permanently. He also stated that Briarknoll needs noise abatement because this will be turned into a freeway and the noise levels will increase significantly.

**Mr. Robert Alberg**, 1857 Todd Drive, Arden Hills, stated his home is located right at the proposed entrance to the trailer park on Highway 96. There will be a significant noise increase for him once this entrance is completed and he would like to discuss relocating and having the County purchase his property. The County is purchasing one of the homes next to him and he feels his home should be included in this transaction due to the noise increase he will experience.

**Mr. Tolaas** stated there would be two entrances and one would be realigned with Prior Avenue.

**Mayor Grant** suggested he talk with the County in regards to his willingness to relocate and his proximity to the proposed entrance.

**Ms. Jeanne Breske**, 4659 Highway 10, Arden Hills, asked how she would get to her home if the entrance to the trailer park at the Big 10 Bar were closed. She stated there had been talk about buying out the homes in this area to widen the road but she has not heard anything more about this. She stated she would not like to see Highway 10 made wider and a sound wall installed but would rather be relocated in this event.

**Mr. Bertsch** expressed concerns that the County was doing all these temporary improvements that may change with the development of TCAAP. The stadium development of TCAAP will affect these improvements and may make it a waste of time and money to move forward at this time. He suggested these improvements be postponed until after the development of the TCAAP property had been determined.

**Mr. Gary Babcock**, 1915 Todd Court asked if there was a City ordinance restricting trucks from jake-braking in residential areas. He suggested if this was not a City ordinance the City look into making it one.

**Mayor Grant** asked Mr. Tolaas how the County determined a ramp or intersection was needed in a given location when there was not currently one there.

**Mr. Tolaas** stated staff is determining where cars are coming from and going to based on the number of cars on the road at any given point. The current traffic studies have provided the information that Ramsey County is using to determine what intersections need to be improved and if there are intersections or movements that need to be added or removed. This is a process that had been refined through several years of research and study. There are additional road improvements that will be done in the future, including County Road F, that will affect the future

6.A. *Highway 96/TH 10 Interstate Project – Public Hearing (continued)*

traffic movements and the need for certain intersections. The current project has looked at the environmental impacts as well as costs in preparing the design for the project. If there is a large development that occurs on the TCAAP property, this will impact traffic and warrant an additional traffic study.

**Mayor Grant** asked Mr. Tolaas to explain the difference in noise levels if a bituminous surface was used versus a concrete surface.

**Mr. Tolaas** stated the bituminous overlay of Highway 10 would occur as soon as the reconstruction project is completed. The bituminous surface will sound differently than the concrete surface and may provide less noise in the beginning. The noise levels will change as the road surface changes. He also stated that Ramsey County is coordinating this project with Mn/DOT and the I-694/I-35W project.

**Mayor Grant** asked if it would be possible to restrict the truck traffic, jake-braking, or introduce weight restrictions on Highway 10 that would be similar to those on I-35E. He also asked if it would be possible to restrict trucks to the I-694/I-35W interchange since this would be a more suitable interchange for this type of traffic.

**Mr. Tolaas** stated Highway 10 is a US Highway and by definition it has to allow truck traffic. This is in order to reduce the truck traffic that occurs on neighborhoods. In St. Paul, it took 25 years and special legislation to get the restrictions on I-35E. These restrictions have not necessarily proven to provide a positive impact because the restrictions are not always followed and they are difficult to enforce. He explained the interchange at I-694 and I-35W would not be able to accommodate the increase in traffic that would occur with redirecting all truck traffic to this interchange. Ramsey County is not suggesting the current speed limits change on Highway 10 through Arden Hills. The speed for a road is not something that is dictated by the County but rather by MnDOT based on a traffic study that would look at the speed of traffic currently in the area and what the road would be able to accommodate.

**Mayor Grant** asked if there were any funds from this project being diverted to the I-694/I-35W project.

**Mr. Tolaas** stated the Highway 10/Highway 96 project is mostly funded by Surface Transportation Program funds and these funds could not be diverted to other projects. If these funds are not used for this project they would be returned to be redistributed.

**Mayor Grant** asked about the rumor of a four lane ramp being installed at Scherer Brothers as part of the Vikings Stadium proposal.

**Mr. Tolaas** stated as part of the Vikings Stadium proposal there have been several different traffic plans. One of the early proposals did have a four lane ramp in the same location as Scherer Brothers but, due to the costs involved, this plan was dismissed.

6.A. *Highway 96/TH 10 Interstate Project – Public Hearing (continued)*

**Councilmember Holden** stated she had been trying to get transportation information for the Vikings Stadium and this was now in the hands of Mn/DOT.

**Mr. Tolaas** stated there was a lot of controversy regarding the traffic for the stadium project and there had not been any information publically released at this time.

**Mayor Grant** asked if there would be a sidewalk or trails planned for Lake Shore Drive.

**Mr. Tolaas** stated a trail was not part of this project. There was limited space in this area. The City can request this be considered in the project but he was not sure it would be feasible. The City would own and maintain the sidewalk and up to 25% of the costs of construction may need to be covered by the City. The County is a strong proponent for trails and sidewalks.

**Mayor Grant** stated there had been questions raised about the sound levels at Lake Shore Place and how Dave Cmiel has contested these. He asked if there were any plans to replace the trees removed to provide potential sound mitigation.

**Mr. Tolaas** stated the grading removes all the vegetation in the area but efforts can be made to reduce impacts by other means such as a fence. This would not be a sound wall but more of a visual barrier. The Briarknoll area has been requesting noise walls but this area does not meet the Federal criteria for sound walls. Mn/DOT had made an offer to pay a portion of sound walls with the I-694 project and the City would also pay a portion of the costs. The City had determined that it would not be cost effective for them to pay a portion of the sound walls so they will not be installed as part of that project. Other areas that will be impacted by the project were studied and there were areas that were found to be eligible for sound walls because the number of homes affected is greater. If the City is interested in having a fence installed along Lake Shore, they could work with the County in getting this accomplished. He also clarified that Ramsey County will work with Mn/DOT and coordinate the projects.

**Councilmember Tamble** stated there would be a stretch of wall to the west. He asked if this would tie into the walls being constructed by Mn/DOT.

**Mr. Tolaas** stated Mn/DOT will construct the final wall and the two walls will be tied in together. He clarified that Ramsey County and Mn/DOT will not take property beyond what is required for projects. If the project alters a person's property to a point that it cannot meet the City's Zoning Codes, then they would look at relocating the person. Ramsey County would talk with Mr. Alberg to see if his property would meet the criteria.

**Mayor Grant** asked how the City would go about requesting the installation of fencing or trees along Shoreline Drive.

**Mr. Tolaas** stated the City could work with Ramsey County during the final design stages to have these elements installed. This request could be a part of Municipal Consent.

6.A. *Highway 96/TH 10 Interstate Project – Public Hearing (continued)*

**Mayor Grant** stated there had been concerns expressed about potential flooding on Highway 96 once the road was lowered. He asked how the water would be handled in this area.

**Mr. Tolaas** explained how the water would flow in this area and the water retention areas.

**Mayor Grant** questioned the number of entrances for Arden Manor.

**Mr. Tolaas** stated the entrance to the north will remain the same and the entrance on Prior Avenue will shift to the west to align with Round Lake Boulevard.

**Mayor Grant** stated Mr. Alberg had expressed concerns about the impact the new entrance would have on his home and he would like to talk to the County about relocating.

**Councilmember Holden** stated all the residents along Highway 10 have the same concerns and they should talk to Ramsey County.

**Mr. Tolaas** stated the current purchases and relocating that have taken place have to do with future development as well as the current project. The homes affected by this project were looked at and it was determined that there was not sufficient impact for those that are remaining. The roads are not changing enough to impact these homes. Mr. Alberg has a legitimate concern and the County will look at his property and work with him.

**Mayor Grant** asked that the City be kept informed of this situation.

**Mayor Grant** stated jake-braking in residential neighborhoods is an issue that needs to be addressed by the City, but this is still a US Highway and the City may not be able to restrict this. The City had looked into this previously and it is something that would be difficult to enforce.

**Councilmember Tamble** stated the construction of the overpass will eliminate the number of lights on this road and this will reduce the amount of jake-braking.

**Mayor Grant** stated the City could look into restricting jake-braking. He stated communities have not been successful with enforcing this.

**Councilmember Holden** requested a sign be put on Highway 96 eastbound near the Keithson neighborhood that warned drivers to watch for the intersection.

**Mr. Tolaas** stated Ramsey County could look at this area to see if there was an effective way to address this intersection.

**Councilmember Holmes** stated the flyover would need to happen regardless of what is developed on the TCAAP property. This development could impact the side roads and some of the ramps may change based on the development of TCAAP.

*6.A. Highway 96/TH 10 Interstate Project – Public Hearing (continued)*

**Mr. Tolaas** stated Ramsey County had looked at alternatives for Highway 10 and Highway 96 and this was the best alternative. The temporary components of this design may or may not change based on what is developed on TCAAP and the transportation plans involved with that development.

**Councilmember Holden** asked why an exit road going north Highway 10 to east Highway 96 could not be moved to the south of the wetlands.

**Mr. Tolaas** stated these wetlands go all the way back. Ramsey County had looked at this but it could not get it to work. This corner is challenging due to the wetlands and the environmental impacts.

**Mr. Haik** stated the pond at this corner is a man made structure and could be moved. North Heights Church is using this pond to meet their green space requirements for the City but the City could grant a variance so that this structure can be moved. He expressed frustration that the road could not be moved and the residents would not benefit because of this pond. Mr. Tolaas had stated one of the main reasons for this reconstruction was due to safety. He stated safety may have been a reason five years ago, but since the dual left turn lanes were installed on Highway 10 the safety on this road has improved. He stated that the real reason for these improvements was to push more traffic through Arden Hills and turn this road into a freeway. The City should be in a better position to negotiate for the needs of the residents because the County and the State are saving money with this plan.

**Ms. Claire Palmer**, 4409 Royal Hills Drive, asked how kids would get to Mounds View High School from the east going west. She also asked who would maintain the new trails and sidewalks that were being installed.

**Mayor Grant** stated the City would maintain the trails and sidewalks.

**Ms. Poucher**, asked what the alternatives were for sound mitigation in the Briarknoll neighborhood, the homes along west Highway 10, and the homes along east Highway 10, since there would not be sound walls constructed. Ramsey County has stated these homes will not be impacted due to the construction but the increased traffic will impact these homes. She stated people follow the signs and she would like to see signs installed that reduce speed and noise and divert traffic to I-694 and I-35W. She also stated Highway 96 is going to be dropped 22-feet and this will increase the amount of jake-braking.

**Mr. Johnson** stated motorcycles also create a lot of noise and they should be restricted as well. He would like to see signs posted restricting the noise and enforcing this by giving tickets to those vehicles that are too loud. He stated slowing the speed on this section of the road would help in reducing the noise levels from trucks and motorcycles.

**Mr. Tolaas** explained the route that could be taken to get to Mounds View High School from Highway 96 by using the same connections that are in place today. He also explained a bituminous surface will be smooth at first and will reduce the noise initially, but the surface will

6.A. *Highway 96/TH 10 Interstate Project – Public Hearing (continued)*

change with age and wear and the noise level will change as well. He explained the noise levels for this project were looked at for all the neighborhoods. These highways need to be improved to accommodate the traffic levels they are currently experiencing and for future capacity. Safety is the biggest reason for these improvements because this is a dangerous intersection. The traffic on these roads could not be diverted to other roads because there are no other roads that will accommodate this amount of traffic added to it. He also clarified that the highways were in place before the homes were, especially the Briarknoll neighborhood, and the State and County have invested in this corridor for roadways.

**Councilmember Holden** asked why the I-694/I-35W and the Highway 10/Highway 96 projects were separate other than funding sources.

**Mr. Tolaas** stated a project is generally scoped pertinent to the facts being considered. What happens on I-694 and Highway 10 will happen regardless of whether a grade separation is done on Highway 10 and Highway 96 or not. I-694 was looked at and evaluated as to the facts and issues presented on that particular roadway. He clarified that the man made pond that was built by the County. This is next to the natural wetlands and environmental restrictions prevent the County from constructing a road or a pond in the wetlands. If the pond were moved it would need to be moved to a location that water would be able to get to it and out of it. The County did look at this intersection and considered if there was a way to move this road, but it was not possible. Also the intersection could not be graded to allow for moving this ramp. This ramp could be put on a structure in the future but this will depend on the factors that are driving the need for the movement.

**Councilmember Tamble** asked questioned the estimated amount of resources required to determine the costs to relocate the pond and where the ramp would be located.

**Mr. Tolaas** stated the required geometrics for the ramp would need to be reviewed and the appropriate acceleration lanes would need to be included. The complicated thing is to relocate the pond and meet all the environmental laws and neither the State nor the County could justify the cost. The trigger for something different to happen in this location will be development of TCAAP. Once transportation improvements have been identified and a study has been done this will determine if this area provides a critical movement. The State and the County invest in projects that will make improvements for the broader public.

**Councilmember Holden** questioned the rating of Lexington Avenue.

**An unidentified person in the audience** provided the answer.

**Mayor Grant** asked what was being done to provide noise mitigation other than a sound wall.

**Mr. Tolaas** stated nothing was being done post construction. The amount of starting and stopping will be reduced and this will address some of the noise concerns presented. Noise walls are the type of noise abatement that is used. They are constructed when the federal criteria is met,

6.A. *Highway 96/TH 10 Interstate Project – Public Hearing (continued)*

when they are warranted, and cost effective. Along Lake Shore Drive they will be losing a visual buffer that can be replaced using a fence and vegetation.

**Mayor Grant** closed the public hearing at 9:31 p.m.

**Mayor Grant** stated the items brought up that are City related include: the Lake Shore walkway, a fence or trees along Lake Shore Drive, a blind intersection sign for the Keithson neighborhood, and looking at jake-braking in residential neighborhoods. Other issues that were brought forward include: the property at 1857 Todd Drive. The City is not in a position to provide or deny Municipal Consent at this time.

**Public Works Director Maurer** clarified Staff was looking for direction.

**Councilmember Holden** stated she would like to have the right off northbound Highway 10 to Highway 96, the roadway surface, noise ordinance enforcement, and a discussion on the speed limit for this section of Highway 10 added to the list of items that need to be resolved.

It was the consensus of the City Council to continue discussions of the Highway 10/Highway 96 Project at a work session.

**City Administrator Klaers** stated the City has 90 days to approve or disapprove Municipal Consent now that the public hearing has been completed.

7. **NEW BUSINESS**

None.

8. **UNFINISHED BUSINESS**

A. **Consider Purchase of New Water Meter Readers**

**Public Works Director Maurer** stated the City's commercial/industrial water meters and readers were replaced in 1997/1998 and the residential water meters were replaced in 2001. They were replaced with Badger water meters and Trace readers. The meters were expected to have a 20 to 30 year life and are still functioning well. The readers were expected to have a 10 to 11 year life, which is currently at its end. The Trace reader is no longer produced having been discontinued in 2005. New Trace readers are not available and replacement parts are very difficult to locate. As the original batteries begin to fail, replacement batteries can be found but replacement batteries have had a severely shortened life and many of the actual readers have started to fail. The City has 230 commercial/industrial meters and 2,422 residential meters. Currently there are 20 commercial/industrial meters and 8 residential meters that are read manually due to failed readers. That number is expected to continue to grow. The current system is remote reading, meaning a Public Works staff member simply drives the street with an electronic reader, which remotely reads the meters. Once the meters are read, a disc of information is provided to the Finance Department for billing purposes. One other issue that has come to Staff's attention is the FCC has

**MOTION:** Councilmember Holmes moved and Councilmember Holden seconded a motion to table this discussion to after Item 8A. Motion carried 4-1 (Werner – Nay).

**MOTION:** Councilmember Holden moved and Councilmember Holden seconded the motion to amend the agenda and discuss the Unfinished Business item prior to Item 6A. Motion carried unanimously (5-0).

## 8. UNFINISHED BUSINESS

### A. Resolution Disapproving Municipal Consent for US 10 / Highway 96 Improvement

**Public Works Director Terry Maurer** explained that Ramsey County is proposing an interchange improvement to the intersection of US 10 and Highway 96. A public hearing was held by the City Council on July 11, 2011. Also, this project was discussed with representatives of Ramsey County at work sessions on April 25 and August 15, 2011, and most recently September 19, 2011. At the last work session it was the consensus of the Council that a resolution Disapproving the Final Layout of the US 10 and Highway 96 Improvement with Conditions is appropriate. He explained the City had the following options: Adopt a resolution approving the Final Layout and providing Municipal Consent; Adopt a resolution Denying Approval of the Final Layout and Denying Municipal Consent; or adopt a resolution Disapproving the Final Layout with conditions required for approval. At the Council's September 19<sup>th</sup> Work Session the consensus was to adopt a resolution Disapproving Final Layout of US 10/Highway 96 with conditions for approval. The Council identified the following conditions:

1. MnDOT is currently undertaking an improvement to I-694 at TH 51. This project will have the bridge over I-694 from Hamline Avenue to TH 51 (Snelling Avenue) closed for most of the next two years. MnDOT is also planning to let a contract to widen the Lexington Avenue Bridge. Although this work will be completed under traffic, it will have an effect on the flow of traffic across the bridge. Therefore, to maintain some minimal mobility for local traffic to move north to south, Highway 96 shall not be closed in the same year that the Lexington Avenue Bridge widening is completed.
2. Ramsey County and/or MnDOT shall re-evaluate the noise analysis work completed for the southwest quadrant of US 10 and Highway 96 to determine if a different length noise wall or a different height noise wall would meet the criteria for cost effectiveness.
3. The concrete barrier Type F planned to be installed adjacent to Lakeshore Place as part of the improvement shall be increased in height to the tallest Type F barrier that can be slip-formed in this location.
4. Ramsey County shall make every effort, short of utilizing eminent domain procedures, to realign the west end of the noise wall on the north side of Highway 96 so it is in the appropriate location to facilitate further extension with future highway improvements.

**Councilmember Holden** questioned if the first condition should also list the County Road E Bridge.

**Public Works Director Maurer** explained that the first condition deals exclusively with not closing Highway 96 while the construction is being done on the Lexington Avenue Bridge. In addition, the County Road E Bridge is not programmed until 2015 by which time the I-694 project, Lexington Avenue Bridge, and US 10/Highway 96 would be completed.

**Councilmember Holmes** stated there has been some concern about the safety and slope of the concrete barrier referred to in condition three and vegetation in the area.

**Public Works Director Maurer** stated he has discussed these issues with Ramsey County. He explained the final design for this project has not yet been completed. He did not have any problem requesting vegetation as long as it does not impede snow storage. As far as the concrete barrier, that is being installed as a safety feature and the City requested an increased height for sound and visual blockage.

**Mayor Grant** stated the second bullet should read “to determine if a different length noise wall and/or a different height noise wall”.

**Councilmember Holden** expressed concern about the speed limit on Highway 10 and asked if the City can request it be lowered.

**Public Works Director Maurer** explained that in the State of Minnesota the only agency that can set a speed limit is MnDOT. The City could ask Ramsey County to request that MnDOT do a speed study on Highway 10. He also suggested that any speed study be done after the improvements have been completed.

**Councilmember Holden** questioned if there is anything the City can do during the construction period to reduce accidents.

**Public Works Director Maurer** stated that for a period of time there will be fewer people using US 10 while Highway 96 is under construction.

**Joe Lux**, Ramsey County Transportation Manager, explained that he and Jim Tolaas, Ramsey County Public Works Director, and Mr. Maurer have met and attended a MnDOT design meeting to discuss the conditions of Municipal Consent. He explained that MnDOT indicated they would like to let the US 10/Highway 96 project in January 2012 but now believe that to be impossible. The current plan is to do some preliminary work in 2012 and the closure in 2013.

**Councilmember Holden** asked if this timing change will still meet the funding requirements.

**Mr. Lux** explained they will have to go to the Met Council and request a sunset date extension.

**Councilmember Holmes** asked if we have assurance from MnDOT that they will do Lexington Avenue in 2012.

**Mr. Lux** responded that they are planning to move forward on Lexington in January 2012. He added that the downside is that the overlay planned for US 10 will be moved from 2013 to 2014. Mr. Lux explained that they also reviewed the noise issue with MnDOT; what will be forthcoming

is a memorandum from Peter Wascko stating that with the two noise studies that have been completed, there was enough overlap that it should be possible to determine what affect the different height and length of the noise walls would provide. Referring to the third condition, he stated the typical barrier is 38 inches high and the glare-screen type barrier is 58 inches high. He stated the 58 inch high wall provides glare screening and small children cannot climb over it. But they do question whether or not this height can be supported without significant changes to the retaining wall. There is about 15 feet of space available between Lakeshore Place and the barrier and he did not believe the County would object to adding plantings in that area.

**Councilmember Holmes** asked if the County has a process for meeting with the residents in the surrounding area

**Mr. Lux** responded that they will probably hold another open house once they are close to final design. He also explained that there is some question about the right-of-way that needs to be addressed as there is one area where the roadway is built outside the easement. This would impact the northern four houses on Lakeshore Place where they will probably have to purchase at least a temporary easement.

**Mr. Lux** then referred to condition four and said that they are all in agreement that this is what should be done.

**Councilmember Tamble** stated that condition two is not definitive enough and that after the review is complete, the Council would have to look at that again.

**Public Works Director Maurer** stated that the City has to take action on Municipal Consent prior to October 9<sup>th</sup>. If no action is taken, Municipal Consent is considered approved.

**MOTION:** Mayor Grant moved and Councilmember Holmes seconded a motion to approve Resolution 2011-048 with the correction on Condition #2. The motion carried unanimously (5-0).

**Mayor Grant** announced that the Council would now return to the discussion of the pulled consent item 4.B.

#### **B. Motion to Approve Planning Case 11-019 – Hood Packaging PUD Amendment**

**City Planner Beekman** reported that after reviewing the City Code, the screening requirement for the silos would be fences, walls or landscaping.

**Councilmember Tamble** stated that a 24-foot high fence to screen the silos would be less appealing than the silos painted to match the building.

**Councilmember Holmes** agreed that screening would be less attractive in this case.

**City Administrator Klaers** asked if Hood Packaging is leasing the entire building.



CITY OF ARDEN HILLS  
COUNTY OF RAMSEY  
STATE OF MINNESOTA

RESOLUTION NO. 2011-048

**RESOLUTION DISAPPROVING FINAL LAYOUT OF 3A FOR THE US 10/HWY 96 IMPROVEMENT**

**WHEREAS**, Ramsey County is proposing to undertake an improvement to US 10 and Highway 96 and is requesting Municipal Consent approving the layout;

**WHEREAS**, the City of Arden Hills is concerned about the effects the improvement will have on adjacent properties and the motoring public:

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF ARDEN HILLS, MINNESOTA:**

1. The City disapproves Final Layout 3A of the US 10/Hwy 96 improvement. Attached is a list of conditions in Exhibit A necessary for City approval of the layout.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF ARDEN HILLS THIS 26<sup>th</sup> DAY OF SEPTEMBER, 2011.**

David Grant, Mayor

**ATTEST:**

Patrick D. Klaers, City Administrator

## **Exhibit A**

### **Conditions for Municipal Consent of US 10/Hwy 96 Final Layout September 26, 2011**

1. Mn/DOT is currently undertaking an improvement to I-694 at TH51. This project will have the bridge over I-694 from Hamline Avenue to TH51 (Snelling Avenue) closed for most of the next two years. Mn/DOT is also planning to let a contract to widen the Lexington Avenue Bridge. Although this work will be completed under traffic, it will have an effect on the flow of traffic across the bridge. Therefore, to maintain some minimal mobility for local traffic to move north to south, Highway 96 shall not be closed in the same year that the Lexington Avenue Bridge widening is completed.
2. Ramsey County and/or Mn/DOT shall re-evaluate the noise analysis work completed for the southwest quadrant of US 10 and Highway 96 to determine if a different length noise wall and/or a different height noise wall would meet the criteria for cost effectiveness.
3. The Concrete Barrier Type F planned to be installed adjacent to Lakeshore Place as part of the improvement shall be increased in height to the tallest Type F barrier that can be slip-formed in this location.
4. Ramsey County shall make every effort short of utilizing eminent domain procedures to realign the west end of the noise wall on the north side of Highway 96 so it is in the appropriate location to facilitate a further extension with future highway improvements.

**From:** [Katie Bach](#)  
**To:** [Lux, Joseph](#)  
**Cc:** [Zenge, Philip \(DOT\)](#); [John Anderson](#); [Nate Cmiel](#); [tworwa@aspenwaste.com](mailto:tworwa@aspenwaste.com); [Mike & Lacy Loosbrock](#); [Dave Cmiel](#); [Engum, Beth A](#); [Diane Cmiel](#)  
**Subject:** Re: FW: Highway 10 Off Ramp Landscaping Plan  
**Date:** Friday, May 6, 2016 12:53:59 PM  
**Attachments:** [image009.png](#)

---

Thank you all for coming out today! We really appreciate your time. Below is a summary of our discussion:

Attendees: Joe Lux (Ramsey County), John Anderson (Arden Hills), Philip Zenge (MnDOT), Joe (Arden Hills), Katie Bach, Nate Cmiel, Dave Cmiel, Diane Cmiel, Lacy Loosbrock, Troy Worwa (residents)

1. Slope north of guardrail: Philip will update the plan to include Black Hills Spruce on the north side of the guardrail instead of Fragrant Sumac. Where there is enough space he will try to stagger the trees for denser screening. This area is MnDOT right of way and should be part of the MnDOT funding. If necessary, funding could be re-appropriated by eliminating the fragrant sumac from near the holding pond on the northwest side of the 10/96 intersection, since that isn't providing functional screening. There is a 6" sewer main running about 8-9' down. I believe John indicated that it is placed directly under the guardrail so shouldn't be a concern for the trees. Philip was also concerned there may be a gas line in this area so the crew will need to be careful with tree placement.
2. Shrubs along retaining wall: We agreed to remove the shrubs from the plan and instead place a full line of Arborvitae along the retaining wall. This will help provide screening at different angles from each property. At the south end of the wall where there is not enough space for Arborvitae, we will keep the Nannyberry to provide visual interest. There will be mulch placed around each tree when they are planted. The trees will need help from residents to keep them well watered to ensure success.
3. Techny vs Emerald or Pyramid Arborvitae: General consensus was that the Techny would provide a better overall screening since it will grow wider and fill in the space between trees, while still growing tall and being less prone to splitting. Emerald or Pyramid Arborvitae would end up with a more "picket fence" look because of its narrower shape. The Techny Arborvitae should not require significant pruning. If it does begin to overgrow the road (15-20 years from now) the City would cut it back to keep the road clear.
4. Next steps: Philip will send an updated plan to Joe Lux, who will calculate funding needed from the City. John Anderson will request City Council approval of funding at the May 31 meeting. John will cc residents on the funding request being sent so that residents can indicate our support and attend the council meeting if needed.
5. Intersection and bridge lighting: Under-bridge lighting shines sideways and directly into residents' homes. Joe Lux will address this by seeing if the lights can be angled down, switched out for LEDs (which were what was indicated in the plan), and/or add shielding. The overhead lights at the intersection are also bright with excess non-directional light. Joe will investigate if these can be switched out for LEDs to provide more directional light to the sidewalk only. This would also save the County money in the long run.

6. 96 median and areas between path and road: There is no immediate plan to do anything more with these. The City may have a more comprehensive 96 median landscaping plan which could be updated along with the TCAAP development.

7: Drainage behind fence along 96 (west of Lakeshore Place end): Prior to construction there was a ditch in this area. Joe Lux will follow up further to improve drainage leading to the culvert.

Thank you! We look forward to seeing the updated plan and having the plants installed soon!

Katie

On Thu, May 5, 2016 at 12:50 PM, Lux, Joseph <[Joseph.Lux@co.ramsey.mn.us](mailto:Joseph.Lux@co.ramsey.mn.us)> wrote:

I'll be there.

*Joe Lux*

Joseph Lux

Senior Planner

Ramsey County Public Works

1425 Paul Kirkwold Drive

Arden Hills, MN 55112-3933

[651-266-7114](tel:651-266-7114)

<http://www.ramseycounty.us/>



**From:** Katie Bach [mailto:[katiebach@gmail.com](mailto:katiebach@gmail.com)]

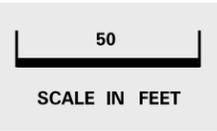
**Sent:** Thursday, May 05, 2016 9:19 AM

**To:** Zenge, Philip (DOT) <[Philip.Zenge@state.mn.us](mailto:Philip.Zenge@state.mn.us)>

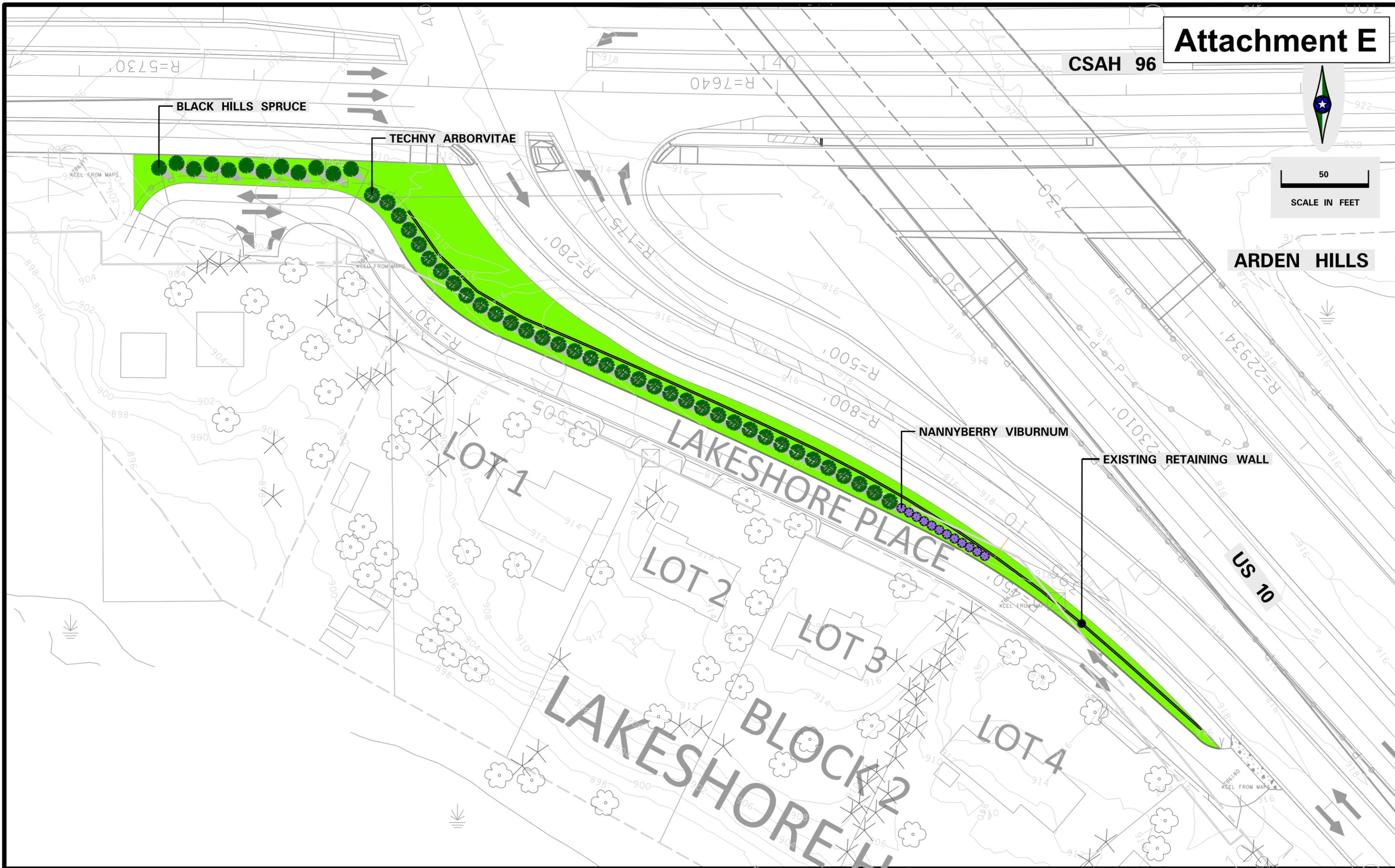
**Cc:** Lux, Joseph <[Joseph.Lux@CO.RAMSEY.MN.US](mailto:Joseph.Lux@CO.RAMSEY.MN.US)>; John Anderson <[JAnderson@cityofardenhills.org](mailto:JAnderson@cityofardenhills.org)>; Nate Cmiel <[nate.cmiel@gmail.com](mailto:nate.cmiel@gmail.com)>; [tworwa@aspenwaste.com](mailto:tworwa@aspenwaste.com); Mike & Lacy Loosbrock <[mikeandlacy@gmail.com](mailto:mikeandlacy@gmail.com)>; Dave Cmiel <[dfcmiel@gmail.com](mailto:dfcmiel@gmail.com)>; Engum, Beth A <[beth.engum@co.ramsey.mn.us](mailto:beth.engum@co.ramsey.mn.us)>

# Attachment E

CSAH 96



ARDEN HILLS



US 10 AND CSAH 96 (LAKESHORE PLACE PLANTING CONCEPT BY OTHERS)

# MINNESOTA DEPARTMENT OF TRANSPORTATION

## 5 H/W a Ybh:

FED. PROJ. NO.

STATE FUNDS

### CONSTRUCTION PLAN FOR LANDSCAPING

LOCATED ON T.H.10

AT CSAH 96 IN ARDEN HILLS

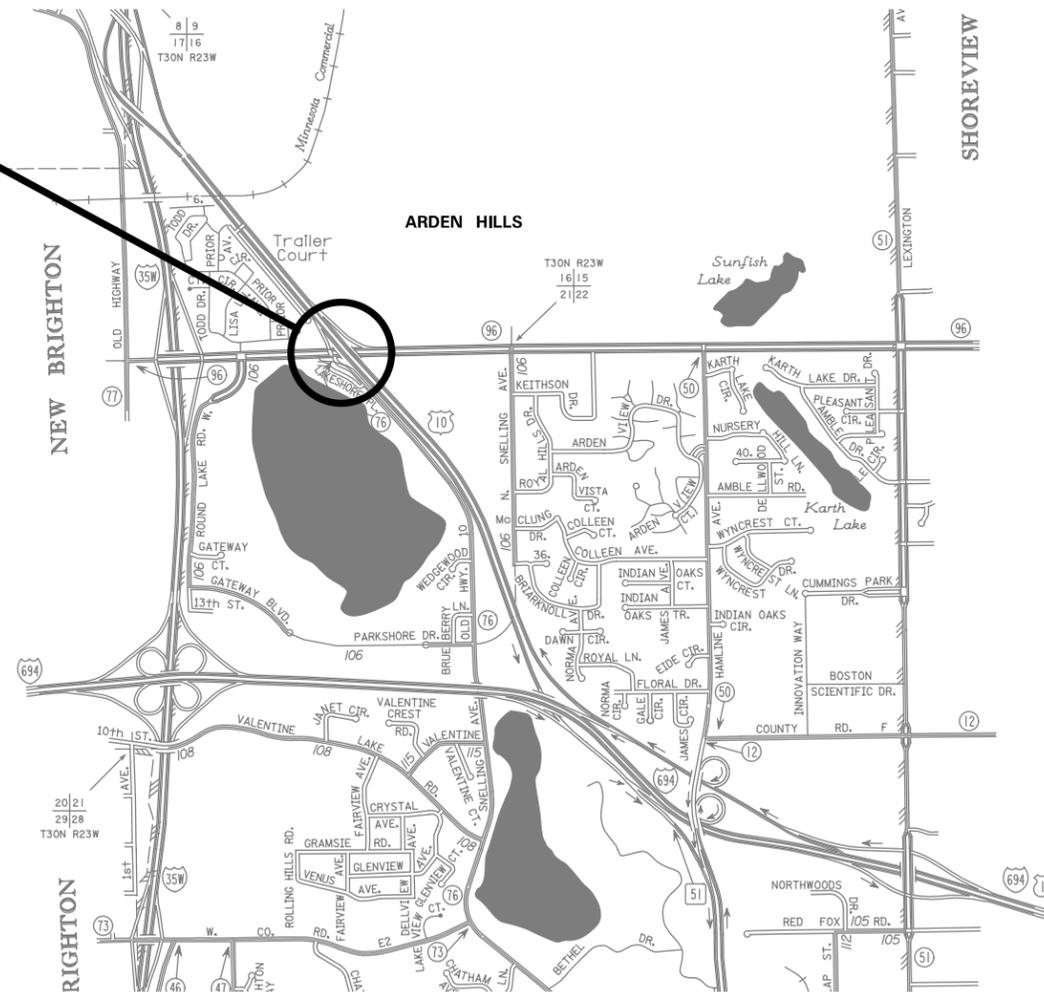
STATE PROJ. NO. SP 6205-969  
 MINN. PROJ. NO. \_\_\_\_\_  
 GROSS LENGTH \_\_\_\_\_ FEET \_\_\_\_\_ MILES  
 BRIDGES-LENGTH \_\_\_\_\_ FEET \_\_\_\_\_ MILES  
 EXCEPTIONS-LENGTH \_\_\_\_\_ FEET \_\_\_\_\_ MILES  
 NET LENGTH \_\_\_\_\_ FEET \_\_\_\_\_ MILES  
 REF. POINT 729+00.050 TO REF. POINT 738+00.035

GOVERNING SPECIFICATIONS  
 THE 2016 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION  
 "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN.

### INDEX

TITLE SHEET	1
GENERAL LAYOUT	2
ESTIMATED QUANTITIES	3
PLANT STOCK TABULATIONS	4
LANDSCAPE PLAN	5-7
STANDARD PLANTING DETAILS (A-C)	8-10

### PROJECT LOCATION SP 6205-969 (T.H. 10)



THIS PLAN CONTAINS 10 SHEETS

RECOMMENDED FOR APPROVAL BY: \_\_\_\_\_ 20  
 LANDSCAPE PARTNERSHIP COORDINATOR

RECOMMENDED FOR APPROVAL BY: \_\_\_\_\_ 20  
 DISTRICT LANDSCAPE PARTNERSHIP COORDINATOR

APPROVED \_\_\_\_\_ 20  
 DISTRICT ENGINEER

FOR PLANS & UTILITIES SYMBOLS SEE TECHNICAL MANUAL

PROJ. NO  
SP 6205-969  
 CHARGE IDENTIFIER  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PROJECT LOCATION  
 COUNTY: Ramsey  
 DISTRICT: Metro

DESIGN DESIGNATION - TIER NO. \_\_\_\_\_

PLAN REVISIONS		
DATE	SHEET NO.	APPROVED BY

DATE PRINTED: 4/14/2016  
 TIME PRINTED: 10:29:13 AM

INDEX MAP	NO SCALE	SCALES
GENERAL LAYOUT	0 _____ 200	IN
PLAN	0 _____ 30	FEET

ADT (Current Year) 36,000 = 2012  
 Design Speed 65 MPH



STATE OF MINNESOTA  
 DEPARTMENT OF TRANSPORTATION  
 OFFICE OF ENVIRONMENTAL STEWARDSHIP  
 ENV. PLANNING AND DESIGN UNIT  
 TRANSPORTATION BUILDING  
 ST. PAUL, MINNESOTA 55155-1899

### TITLE SHEET

STATE PROJECT SP 6205-969 (T.H. 10 = 393) SHEET NO. 1 OF 10 SHEETS



200  
SCALE IN FEET

**END SP 6205-969**  
(T.H. 10) STA. 738+00.035

SHEET NO. 7

SHEET NO. 6

ARDEN HILLS

CSAH 96

US 10

HOLIDAY LAKE ADDITION

LOT 1  
BLOCK 1

OUTLOT A

OUTLOT B

LOT 1  
LOT 2  
LOT 3  
LOT 4  
LOT 5  
LOT 6  
BLOCK 2  
LAKESHORE HOMESITES

**BEGIN SP 6205-969**  
(T.H. 10) STA. 729+00.050

SHEET NO. 5

DATE PRINTED: 4/14/2016	TIME PRINTED: 10:29:14 AM	PROJECT MANAGER PHILIP ZENGE	DRAWN BY PHILIP ZENGE	DATE _____ LIC. NO. _____	 STATE OF MINNESOTA DEPARTMENT OF TRANSPORTATION OFFICE OF ENVIRONMENTAL STEWARDSHIP ENV. PLANNING AND DESIGN UNIT TRANSPORTATION BUILDING ST. PAUL, MINNESOTA 55155-1899	<b>GENERAL LAYOUT</b>	
		CHECKED BY DENNIS MOLINE	SIGNATURE _____ LICENSED PROFESSIONAL LANDSCAPE ARCHITECT			STATE PROJECT SP 6205-969 (T.H. 10)	SHEET NO. 2 OF 10 SHEETS

**STATEMENT OF ESTIMATED QUANTITIES**

ITEM No.	DESCRIPTION	UNITS	ESTIMATED
			S.P. 6205-969
2571.501	CONIFEROUS TREE 4' HT B&B	TREE	16
2571.503	ORNAMENTAL TREE 5' HT B&B	TREE	6
2571.505	DECIDUOUS SHRUB 12" HT CONT	SHRUB	118
2571.602	RODENT PROTECTION <sup>①</sup>	EACH	6
2574.550	COMPOST GRADE 2	CU YD	56
2575.511	MULCH MATERIAL TYPE 6	CU YD	56
	DELIVERY	EACH	3

**SEQ NOTES:**

① RODENT PROTECTION SHALL BE INSTALLED ON ALL ORNAMENTAL TREES PER STANDARD PLANTING DETAILS (C) SHEET.

**UTILITY NOTES:**

- 1) NO UTILITIES WILL BE AFFECTED BY THIS PROJECT.
- 2) THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA".
- 3) CALL 811 BEFORE PLANTING BED PREPARATION AND TREE HOLE DIGGING.

**GENERAL NOTES:**

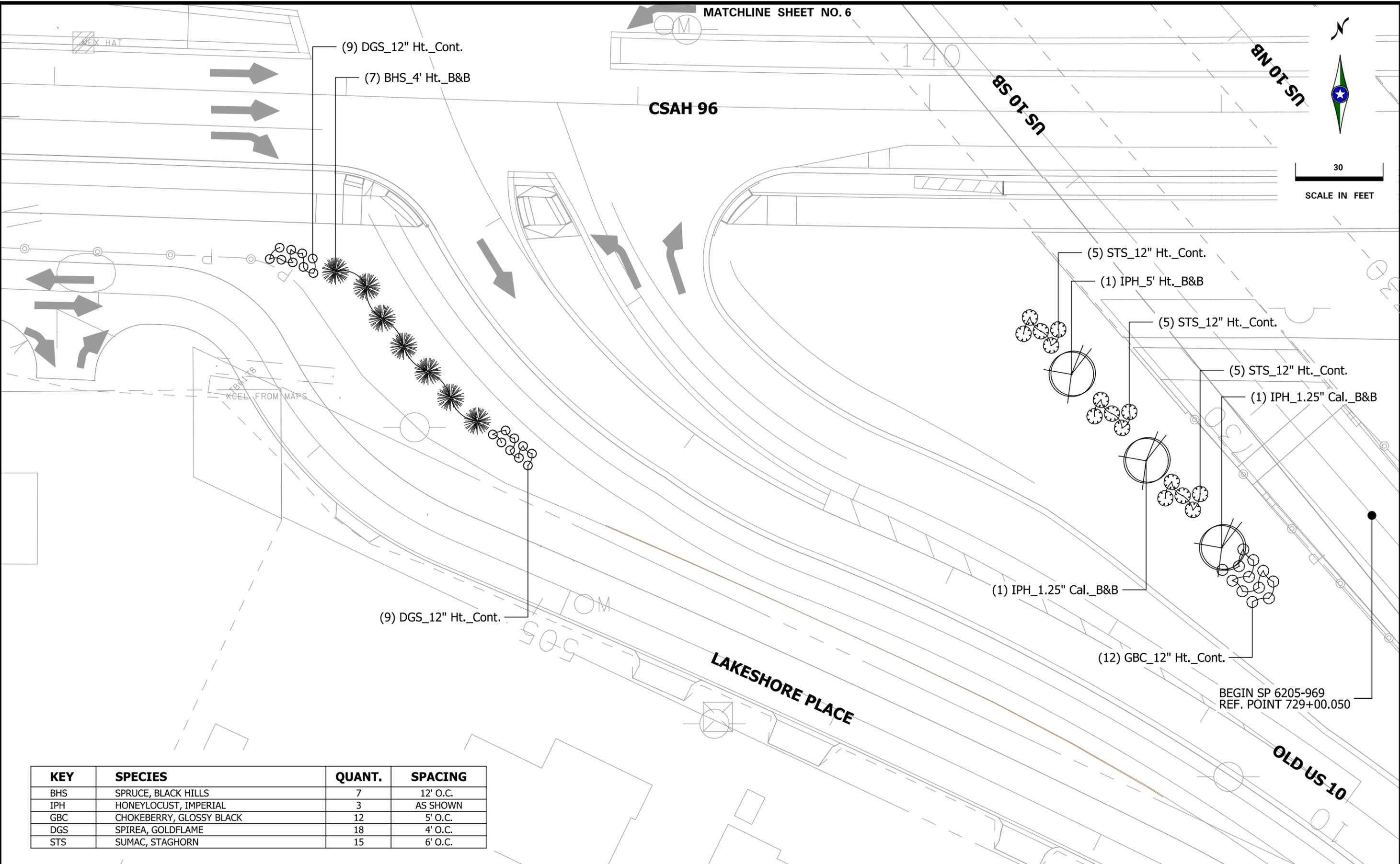
- A. SEE THE PLANT STOCK TABULATION TABLE FOR INDIVIDUAL PLANT QUANTITIES AND PLANT SPECIES.
- B. RESTORE ALL DAMAGED TURF AT THE CONTRACTOR'S EXPENSE, TO PRE-LANDSCAPE INSTALLATION CONDITIONS.

**PLANT STOCK TABULATION S.P. 6205-969**

KEY	SPECIES	MINIMUM ACCEPTABLE DIMENSIONS	UNITS	TOTAL QUANTITY
	<b>CONIFEROUS TREE 4' HT B&amp;B</b>	3.5' Ht., 2' Spread, 16" root spread & 12" depth	<b>TOTAL</b>	<b>16</b>
BHS	SPRUCE, BLACK HILLS <i>Picea glauca densata</i>		TREE	16
	<b>ORNAMENTAL TREE 5' HT B&amp;B</b>	4.5' Ht., 18" root spread & 13.5" depth	<b>TOTAL</b>	<b>6</b>
IPH	HONEYLOCUST, IMPERIAL <i>Gleditsia triacanthos inermis (Impcole)</i>		TREE	6
	<b>DECIDUOUS SHRUB 12" HT CONT</b>	10.5" Ht., No. 2 Cont.	<b>TOTAL</b>	<b>118</b>
GBC	CHOKEBERRY, GLOSSY BLACK <i>Aronia melanocarpa</i>		Shrub	24
DGS	SPIREA, GOLDFLAME <i>Spiraea x bumalda (Goldflame)</i>		Shrub	18
FGS	SUMAC, FRAGRANT <i>Rhus aromatica</i>		Shrub	31
STS	SUMAC, STAGHORN <i>Rhus typhina</i>		Shrub	45
<b>TOTAL (Planting Material)</b>				<b>140</b>



30  
SCALE IN FEET



KEY	SPECIES	QUANT.	SPACING
BHS	SPRUCE, BLACK HILLS	7	12' O.C.
IPH	HONEYLOCUST, IMPERIAL	3	AS SHOWN
GBC	CHOKEBERRY, GLOSSY BLACK	12	5' O.C.
DGS	SPIREA, GOLDFLAME	18	4' O.C.
STS	SUMAC, STAGHORN	15	6' O.C.

DATE PRINTED:  
4/14/2016

TIME PRINTED:  
10:29:17 AM

PROJECT MANAGER  
PHILIP ZENGE

DRAWN BY  
PHILIP ZENGE

DATE \_\_\_\_\_ LIC. NO. \_\_\_\_\_



STATE OF MINNESOTA  
DEPARTMENT OF TRANSPORTATION  
OFFICE OF ENVIRONMENTAL STEWARDSHIP  
ENV. PLANNING AND DESIGN UNIT  
TRANSPORTATION BUILDING  
ST. PAUL, MINNESOTA 55155-1899

CHECKED BY  
DENNIS MOLINE

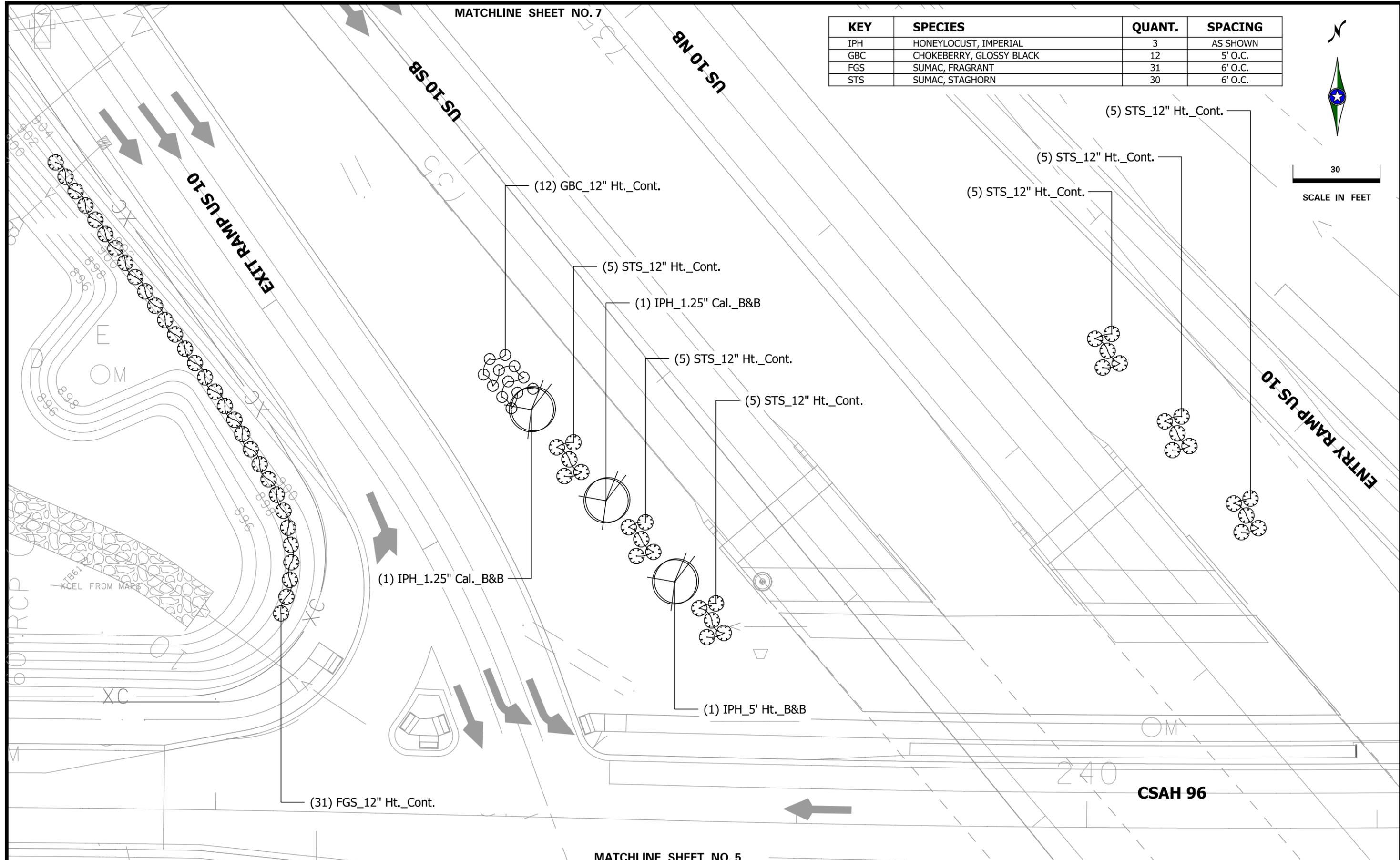
SIGNATURE \_\_\_\_\_  
LICENSED PROFESSIONAL LANDSCAPE ARCHITECT

LANDSCAPE PLAN

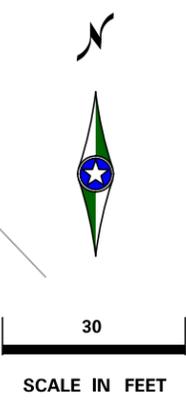
KEY	SPECIES	QUANT.	SPACING
IPH	HONEYLOCUST, IMPERIAL	3	AS SHOWN
GBC	CHOKEBERRY, GLOSSY BLACK	12	5' O.C.
FGS	SUMAC, FRAGRANT	31	6' O.C.
STS	SUMAC, STAGHORN	30	6' O.C.



30  
SCALE IN FEET

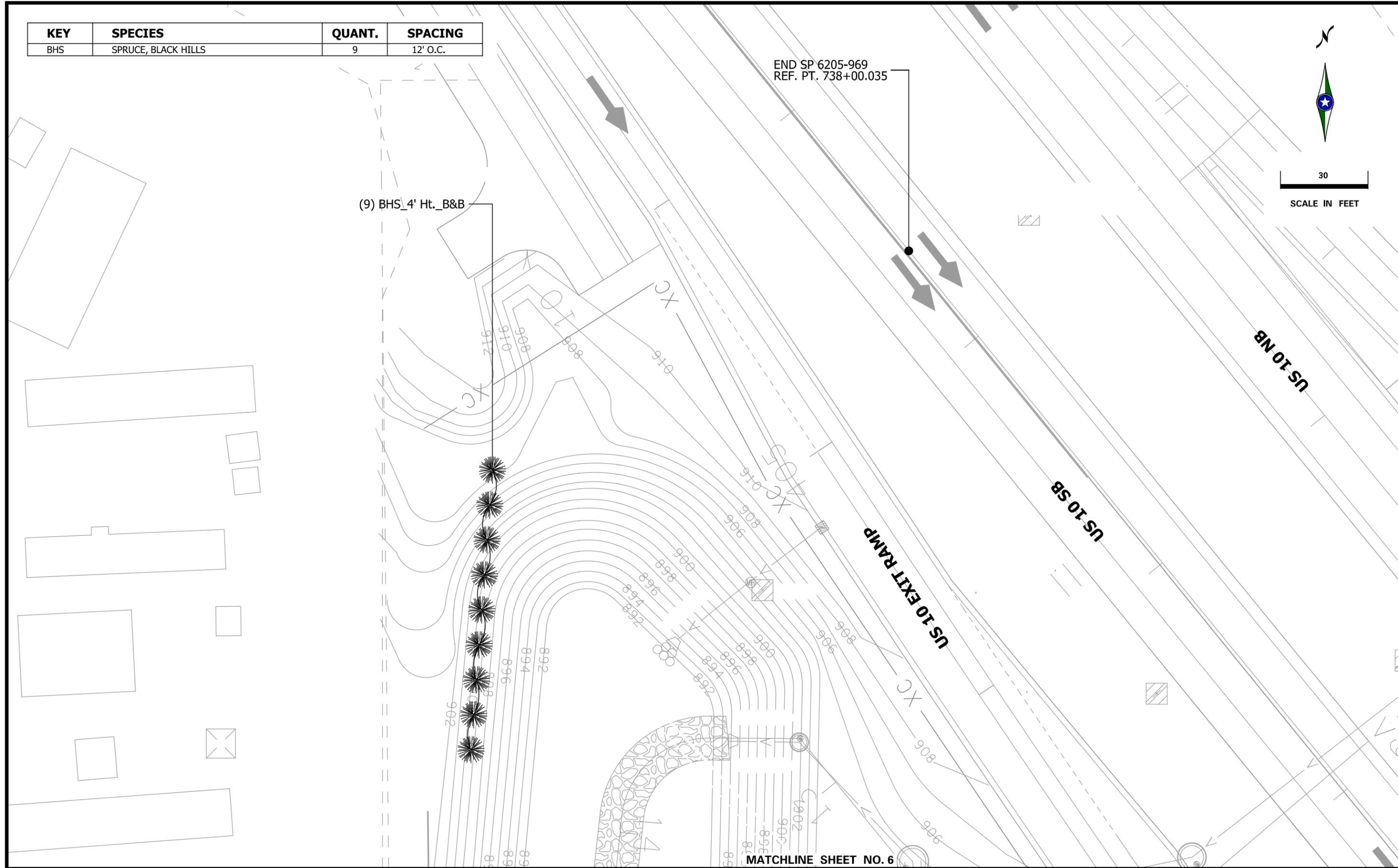


KEY	SPECIES	QUANT.	SPACING
BHS	SPRUCE, BLACK HILLS	9	12' O.C.



(9) BHS\_4' Ht.\_B&B

END SP 6205-969  
REF. PT. 738+00.035



MATCHLINE SHEET NO. 6

## GENERAL NOTES

SEE SPECIAL PROVISIONS FOR SPECIFIC PROJECT REQUIREMENTS.

REFER TO MnDOT SPECIFICATIONS 2571, 3861, AND THE CURRENT "INSPECTION AND CONTRACT ADMINISTRATION MANUAL FOR MnDOT LANDSCAPE PROJECTS," FOR GENERAL REQUIREMENTS.

COMPLETE PREPARATORY WORK BEFORE STARTING INITIAL PLANTING OPERATIONS.

ACCEPT ALL PLANT STOCK IN ACCORDANCE WITH (MnDOT 3861) PRIOR TO PLANTING.

THE CONTRACTOR WILL DEMONSTRATE COMPETENCY FOR SOIL CULTIVATION OPERATIONS IN ACCORDANCE WITH (MnDOT 2571.3D.2)

THE CONTRACTOR WILL DEMONSTRATE COMPETENCY FOR ALL PLANT INSTALLATION OPERATIONS IN ACCORDANCE WITH (MnDOT 2571.3F1)

**RODENT PROTECTION** SEE SPECIAL PROVISIONS AND STANDARD PLANTING DETAILS (3 OF 3)

**FERTILIZER** SEE SPECIAL PROVISIONS

**COMPOST** MnDOT 3890 GRADE 2 UNLESS OTHERWISE SPECIFIED.

**MULCH MATERIAL** MnDOT 3882 TYPE 6 UNLESS OTHERWISE SPECIFIED.

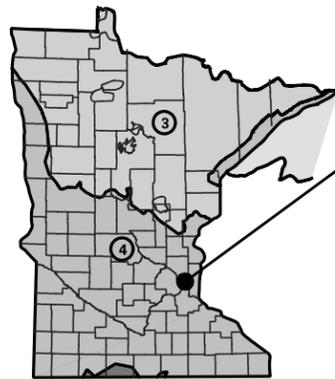
**MASS PLANTING BEDS** PREPARE MASS PLANTING BEDS FOR PLANTS PLACED AT 15' OR LESS, UNLESS OTHERWISE SPECIFIED ON SHEETS. PLANT BEDS IN STAGGERED ROWS ON THE PERIMETER FIRST, THEN UNIFORMLY FILL IN WITH REMAINING PLANTS. USE TRIANGULAR SPACING, UNLESS SPECIFIED OTHERWISE. PROVIDE 5' RADIUS CLEAR OF SHRUBS AROUND EACH DECIDUOUS TREE AND 8' CLEAR RADIUS AROUND EACH CONIFER TREE. RADIUS WILL BE MEASURED FROM THE CENTER OF THE TREE TO THE CENTER OF THE SHRUB. NOTIFY ENGINEER OF GROSS PLANT QUANTITY SURPLUS OR DEFICIENCY IMMEDIATELY. MULCH ENTIRE MASS PLANTING BED. SEE STANDARD PLANTING DETAILS (3 OF 3)

**TREE PAINTING (FROST CRACK PREVENTION)** PAINT OAK, LINDEN, LOCUST, MAPLE, CRABAPPLE AND MOUNTAIN ASH. ONLY UNDILUTED EXTERIOR WHITE LATEX PAINT IS ACCEPTABLE. PAINT TREE CIRCUMFERENCE FROM GROUND LINE TO FIRST MAJOR BRANCH.

**PLANTING PLAN DIMENSIONS** STATED DIMENSIONS SUPERCEDE SCALING FROM PLAN.

WATERING GUIDELINES (MnDOT 2571.3G)	PLANT TYPE	AVERAGE GALLONS OF WATER PER APPLICATION
	MACHINE TRANSPLANTED TREES	50-100
	BALLED AND BURLAPPED TREES	20
	BARE ROOT AND CONTAINER TREES	15
	BALLED AND BURLAPPED SHRUBS	10
	BARE ROOT AND CONTAINER SHRUBS	7
	WOODY SEEDLINGS	4
	PERENNIALS AND VINES	3

IT IS THE CONTRACTOR'S RESPONSIBILITY TO MONITOR AND MAINTAIN SOIL MOISTURE AT ADEQUATE BUT NOT EXCESSIVE LEVELS. THE AMOUNTS LISTED ABOVE ARE GUIDELINES, NOT REQUIREMENTS.



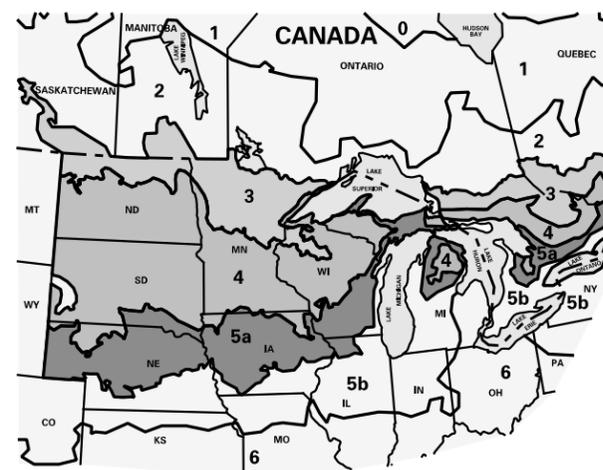
PROJECT LOCATION

- BARE ROOT PERENNIALS MUST BE PLACED IN THE SPRING NO LATER THAN JUNE 1ST OR FOLLOW THE FALL DECIDUOUS PLANTING DATES.
- ACTUAL DATES MAY CHANGE DEPENDING UPON SEASONAL CONDITIONS, AS DETERMINED BY THE ENGINEER.
- FALL PLANTING IS NOT ALLOWED FOR BARE ROOT FORM OF THE FOLLOWING SPECIES: HAWTHORN, DOGWOOD, POPLAR, HACKBERRY, LINDEN, IRONWOOD, HONEYLOCUST, BIRCH, MOUNTAIN ASH, MAPLE, WILLOW, CRABAPPLE, PLUMCHERRY, OAKS, AND SUMAC.
- ALL REPLACEMENT PLANTS MUST BE PLACED DURING THE MONTH OF MAY (SPRING PLANTING) AND SEPTEMBER (FALL PLANTING) DURING THE FIRST YEAR OF THE PLANT ESTABLISHMENT PERIOD.
- MACHINED MOVED PLANTING DATES WILL BE SPECIFIED IN THE SPECIAL PROVISIONS.

### PLANTING DATES BY ZONE

		③	④	
SPRING	DECIDUOUS	BARE ROOT	APRIL 21 TO JUNE 1	APRIL 7 TO JUNE 1
		CONTAINER B&B	APRIL 21 TO JUNE 30	APRIL 7 TO JUNE 30
	CONIFEROUS	APRIL 21 TO JUNE 1	APRIL 7 TO MAY 17	
	PERENNIALS	MAY 1 TO JUNE 30	MAY 1 TO JUNE 30	
FALL	DECIDUOUS	BARE ROOT	OCT. 1 TO NOV. 1	OCT. 10 TO NOV. 15
		CONTAINER B&B	AUG. 25 TO OCT. 15	AUG. 25 TO NOV. 1
	CONIFEROUS	AUG. 25 TO SEPT. 15	AUG. 25 TO SEPT. 15	
	PERENNIALS	AUG. 25 TO SEPT. 15	AUG. 25 TO SEPT. 15	

### PLANT INSTALLATION PERIOD



ACCEPTABLE ZONES		
ZONES	LEGEND	MIN. TEMP.
3		-34.4° TO -40° F
4		-28.9° TO -34.4° F
5a		-26.1° TO -28.9° F

UNACCEPTABLE ZONES	
ZONES	LEGEND
0, 1, 2, 5b and 6	

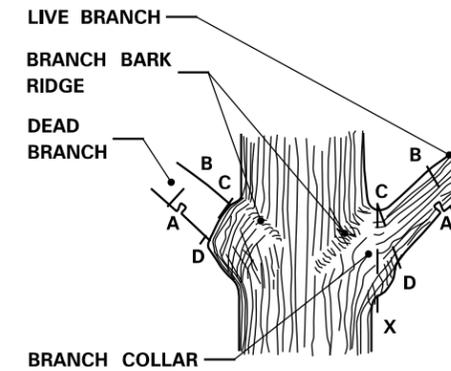
FOR ALL PLANT STOCK, DOCUMENT ACCEPTABILITY FOR HARDINESS IN THE MINNESOTA ZONE WHERE THE PROJECT SITE IS LOCATED, AS FOLLOWS:

- A. PLANT STOCK CONTINUOUSLY GROWN FOR AT LEAST THE LAST TWO YEARS WITHIN THE ACCEPTABLE LIMITS SHOWN.
- OR
- B. PLANT STOCK, GROWN OUTSIDE THE ACCEPTABLE GROWING RANGE LIMITS, HAVING SEED SOURCE OR ROOT AND GRAFT STOCK ORIGINATING FROM THE ACCEPTABLE LIMITS SHOWN.

### ACCEPTABLE PLANT STOCK GROWING RANGE LIMITS

SOURCE: USDA PLANT HARDINESS ZONE MAP

(MnDOT 3861.2C)



STEPS TO PRUNING WITH PRUNING SAW:

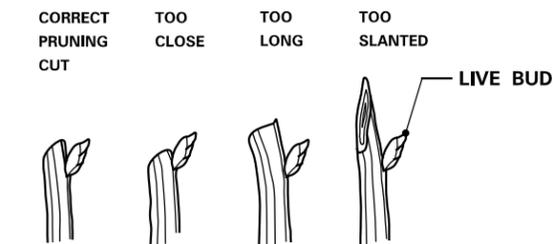
- CUT PART WAY THROUGH THE BRANCH AT POINT A.
- CUT COMPLETELY THROUGH BRANCH FROM POINT B TO A.
- AT BRANCH COLLAR CUT FROM POINT C TO D.

INCORRECT CUT FROM POINT C TO X (TOO CLOSE) WILL RESULT IN DISCONTINUOUS CALLUS FORMATION AFTER ONE SEASON OF GROWTH.

CORRECT CUT FROM POINT C TO D (LEAVING BRANCH COLLAR BUT NOT THE STUB FROM POINT B TO A) WILL RESULT IN CONTINUOUS DOUGHNUT SHAPED CALLUS FORMATION AFTER ONE SEASON OF GROWTH.

### BRANCHES PRUNED AT TRUNK

(SHIGO METHOD)



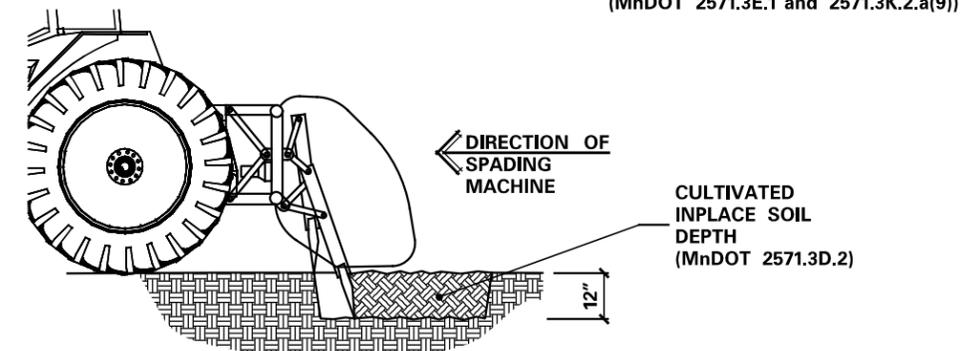
PRUNING NOTES:

- PRUNE USING CLEAN AND SHARP SCISSOR-TYPE PRUNER OR PRUNING SAW.
- THE BEST TIME TO PRUNE IS LATE DORMANT SEASON OR EARLY SPRING.
- AVOID PRUNING OAKS IN APRIL, MAY, JUNE OR JULY.
- IF PRUNING IS NECESSARY OR IF WOUNDS OCCUR TO OAK TREES IN APRIL, MAY, JUNE OR JULY, IMMEDIATELY PAINT CUT SURFACE OR WOUND WITH LATEX PAINT OR SHELLAC.

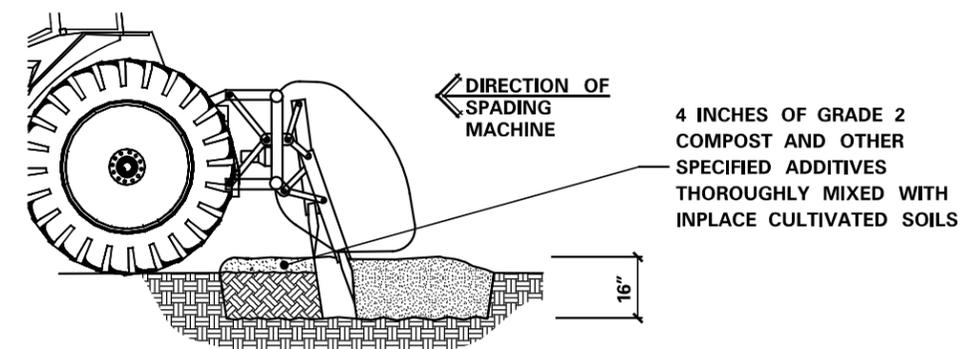
### BRANCHES PRUNED TO LIVE BUD

### PRUNING

(MnDOT 2571.3E.1 and 2571.3K.2.a(9))



### PRIMARY TILLAGE - PASS 1



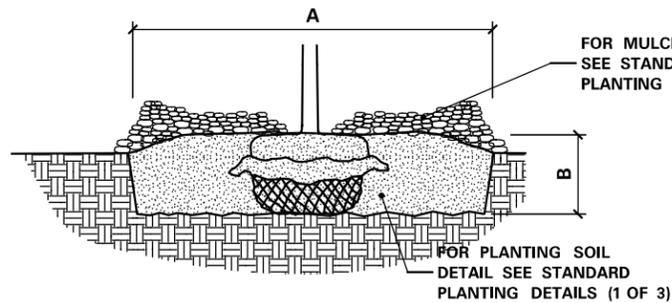
### INCORPORATION TILLAGE - PASS 2

### PLANTING SOIL

(MnDOT 2571.3D)

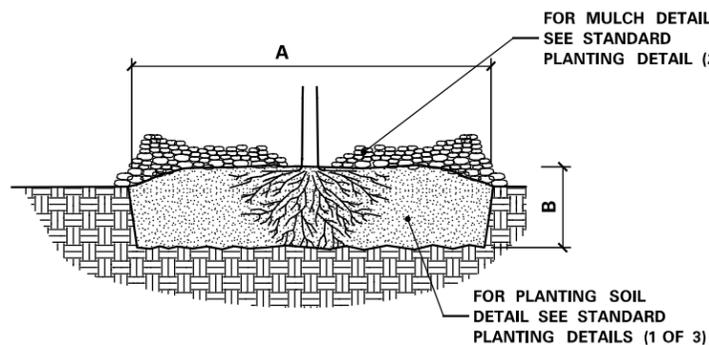


PLANTING HOLE DIMENSIONS			
HOLE DEPTH FOR B&B AND CONTAINER PLANTS SHALL NOT EXCEED MEASUREMENT FROM ROOT FLAIR TO BOTTOM OF SOIL BALL.			
PLANT TYPE	PLANT SIZE UP TO AND INCLUDING	(A) MINIMUM HOLE WIDTH	(B) APPROXIMATE HOLE DEPTH
DECIDUOUS & ORNAMENTAL TREES	3" B.R.	46"	13"
	4" B.R.	46"	14"
	5" B.R.	48"	14"
	6" B.R.	54"	15"
	7" B.R.	60"	16"
	8" B.R.	66"	19"
	0.75" B.R.	48"	12"
	1" B.R.	54"	14"
	1.25" B.R.	60"	14"
	1.5" B.R.	66"	15"
	1.75" B.R.	72"	16"
	2" B.R.	84"	19"
	4" B.B.	42"	11"
	5" B.B.	48"	12"
	6" B.B.	52"	14"
	8" B.B.	66"	16"
	10" B.B.	66"	16"
	12" B.B.	48"	16"
	1" B.B.	54"	14"
	1.25" B.B.	56"	15"
1.5" B.B.	61"	15"	
1.75" B.B.	66"	16"	
2" B.B.	72"	16"	
2.5" B.B.	84"	19"	
3" B.B.	96"	20"	
3.5" B.B.	114"	23"	
4" B.B.	126"	25"	
DECIDUOUS SHRUBS, ROSES AND PERENNIALS	12" B.R.	24"	7"
	15" B.R.	28"	8"
	18" B.R.	30"	8"
	2" B.R.	33"	9"
	3" B.R.	42"	11"
PERENNIAL HOLE DEPTH AND WIDTH SHALL BE BASED UPON ON-CENTER SPACING IN A CONTINUOUS TRENCH.	4" B.B.	48"	12"
	5" B.R.	54"	14"
	6" B.R.	60"	14"
	18" B.B.	27"	7"
	2" B.B.	30"	8"
	3" B.B.	36"	9"
4" B.B.	42"	11"	
5" B.B.	48"	12"	
6" B.B.	54"	14"	



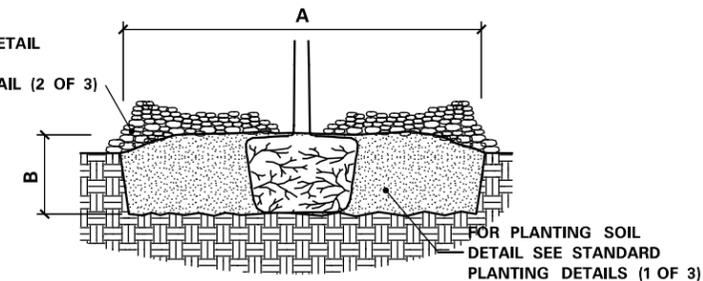
1. SCARIFY SIDES AND BOTTOM OF HOLE.
2. PROCEED WITH CORRECTIVE PRUNING.
3. SET PLANT ON UNDISTURBED NATIVE SOIL OR THOROUGHLY COMPACTED PLANTING SOIL. PLACE PLANT SO THE ROOT FLARE IS AT OR UP TO 2" ABOVE THE FINISHED GRADE WITH BURLAP AND WIRE BASKET, (IF USED), INTACT.
4. SLIT REMAINING TREATED BURLAP AT 6" INTERVALS.
5. BACKFILL TO WITHIN APPROXIMATELY 12" OF THE TOP OF THE ROOTBALL, THEN WATER PLANT.
6. REMOVE THE TOP 1/3 OF THE BASKET OR THE TOP TWO HORIZONTAL RINGS WHICHEVER IS GREATER. REMOVE ALL BURLAP AND NAILS FROM THE TOP 1/3 OF THE BALL. REMOVE ALL TWINE, REMOVE OR CORRECT STEM GIRDLING ROOTS.
7. PLUMB AND BACKFILL WITH PLANTING SOIL.
8. WATER THOROUGHLY WITHIN 2 HOURS TO SETTLE PLANTS AND FILL VOIDS.
9. BACK FILL VOIDS AND WATER A SECOND TIME.
10. PLACE MULCH WITHIN 48 HOURS OF THE SECOND WATERING UNLESS SOIL MOISTURE IS EXCESSIVE.

**BALLED & BURLAPPED STOCK**



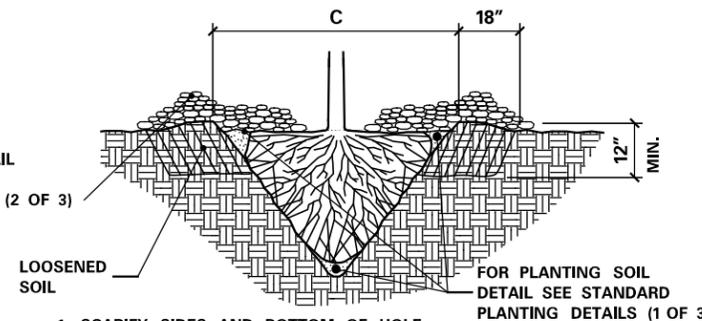
1. SOAK ROOTS IN WATER FOR AT LEAST ONE HOUR BUT NOT MORE THAN 24 HOURS PRIOR TO PLANTING.
2. SCARIFY SIDES AND BOTTOM OF HOLE.
3. PROCEED WITH CORRECTIVE PRUNING OF THE TOP AND ROOTS.
4. TRANSFER PLANT DIRECTLY FROM WATER TO HOLE. SET PLANT SO THE ROOT FLARE IS AT THE FINISHED SOIL ELEVATION. SPREAD ROOTS OUT EVENLY. PLUMB AND IMMEDIATELY BACKFILL WITH PLANTING SOIL.
5. WATER THOROUGHLY WITHIN 2 HOURS TO SETTLE PLANTS AND FILL VOIDS.
6. BACK FILL VOIDS AND WATER A SECOND TIME.
7. PLACE MULCH WITHIN 48 HOURS OF THE SECOND WATERING UNLESS SOIL MOISTURE IS EXCESSIVE.

**BARE ROOT STOCK  
INSTALLATION OF PLANTS**



1. SCARIFY SIDES AND BOTTOM OF HOLE.
2. PROCEED WITH CORRECTIVE PRUNING OF TOP AND ROOT.
3. REMOVE CONTAINER AND SCORE OUTSIDE OF SOIL MASS TO REDIRECT AND PREVENT CIRCLING FIBROUS ROOTS. REMOVE OR CORRECT STEM GIRDLING ROOTS.
4. SET PLANT ON UNDISTURBED NATIVE SOIL OR THOROUGHLY COMPACTED PLANTING SOIL. INSTALL PLANT SO THE TOP OF THE ROOT FLARE IS AT OR UP TO 2" ABOVE THE FINISHED GRADE.
5. PLUMB AND BACKFILL WITH PLANTING SOIL.
6. WATER THOROUGHLY WITHIN 2 HOURS TO SETTLE PLANT AND FILL VOIDS.
7. BACK FILL VOIDS AND WATER A SECOND TIME.
8. PLACE MULCH WITHIN 48 HOURS OF THE SECOND WATERING UNLESS SOIL MOISTURE IS EXCESSIVE.

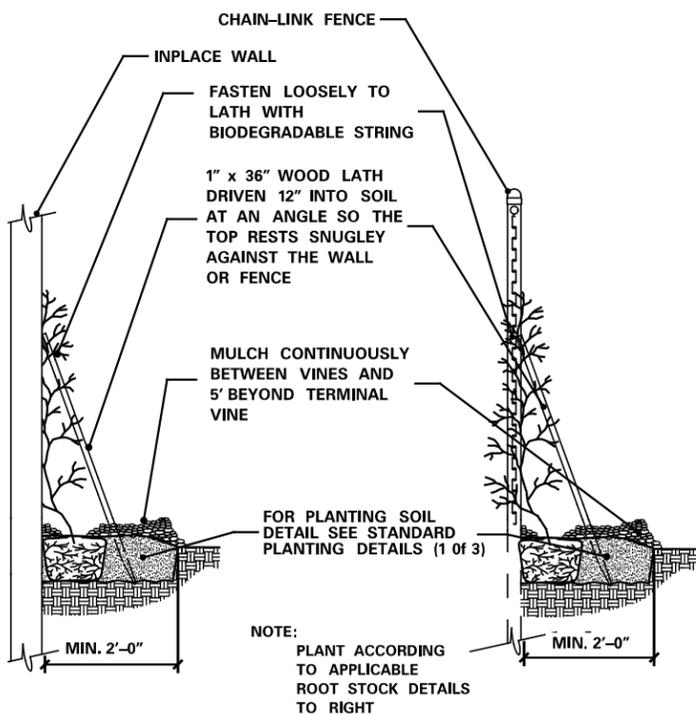
**CONTAINER STOCK**



1. SCARIFY SIDES AND BOTTOM OF HOLE.
2. PROCEED WITH CORRECTIVE PRUNING.
3. SET PLANT ON NATIVE SOIL AT SAME DEPTH AS IT WAS PREVIOUSLY GROWN.
4. PLUMB AND BACKFILL WITH PLANTING SOIL.
5. AFTER PLANTING, LOOSEN THE SOIL IMMEDIATELY ADJACENT TO THE ROOT BALL TO A MINIMUM DISTANCE OF 18" AND A MINIMUM DEPTH OF 12".
6. WATER THOROUGHLY WITHIN 2 HOURS TO SETTLE PLANT AND FILL VOIDS.
7. BACK FILL VOIDS AND WATER A SECOND TIME.
8. PLACE MULCH WITHIN 48 HOURS OF THE SECOND WATERING UNLESS SOIL MOISTURE IS EXCESSIVE.

MINIMUM TREE SPADE SIZE REQUIREMENTS			
(C) SPADE DIAMETER SIZE	OAK TREE, CALIPER	DECIDUOUS / ORNAMENTAL TREE, CALIPER	CONIFEROUS TREE, HEIGHT
42"	1" to 1.5"	2" to 3"	5' to 7'
60"	1.5" to 2.5"	3" to 4"	7' to 9'
78"	2.5" to 3.5"	4" to 6"	9' to 14'
85"	3.5" to 5"	6" to 8"	14' to 18'

**MACHINE MOVED STOCK**



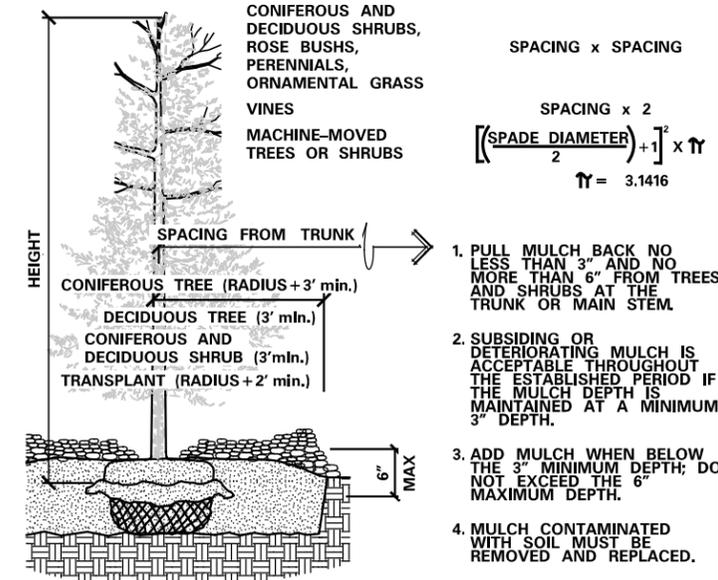
**WALL INSTALLATION      FENCE INSTALLATION**

**INSTALLATION OF VINES**

PLANTING HOLE DIMENSIONS			
HOLE DEPTH FOR B&B AND CONTAINER PLANTS SHALL NOT EXCEED MEASUREMENT FROM ROOT FLAIR TO BOTTOM OF SOIL BALL.			
PLANT TYPE	PLANT SIZE UP TO AND INCLUDING	(A) MINIMUM HOLE WIDTH	(B) APPROXIMATE HOLE DEPTH
CONIFEROUS TREES	2" B.B.	36"	10"
	3" B.B.	42"	11"
	4" B.B.	51"	13"
	5" B.B.	60"	13"
	6" B.B.	66"	15"
	7" B.B.	72"	16"
	8" B.B.	81"	18"
	9" B.B.	90"	20"
	10" B.B.	102"	21"
	12" B.B.	114"	24"
CONIFEROUS SHRUBS (UPRIGHT)	18" SPR B.B.	30"	8"
	2" SPR B.B.	36"	9"
CONTAINER GROWN PLANTS	CELLPACKS / PLUGS	6"	2.5"
	2.25" CONT.	7"	3"
	3.5" CONT.	10"	3"
	4" CONT.	11"	4"
	4.5" CONT.	13"	4"
	6" QT CONT.	15"	5.5"
	1# CONT.	18"	6"
	2# CONT.	23"	7.5"
	3# CONT.	29"	8.5"
	5# CONT.	30"	11"
SEEDLINGS	6" SEEDLING	15"	14"
	9" SEEDLING	18"	14"
	12" SEEDLING	23"	16"
	18" SEEDLING	30"	16"
	2" SEEDLING	36"	18"
VINES	1 YR. MED. B.R.	15"	11"
	1 YR. NO. 1 B.R.	17"	14"
	2 YR. MED. B.R.	33"	12"
2 YR. NO. 1 B.R.	42"	15"	

**MULCH AREA CALCULATOR**

TYPE OF PLANT	SQ. FT. PER PLANT
CONIFEROUS TREES	$\left[\frac{3}{2} \times \text{HEIGHT}\right]^2 \times \pi$
DECIDUOUS AND ORNAMENTAL TREES	$3^2 \times \pi$
CONIFEROUS AND DECIDUOUS SHRUBS, ROSE BUSHES, PERENNIALS, ORNAMENTAL GRASS	SPACING x SPACING
VINES	SPACING x 2
MACHINE-MOVED TREES OR SHRUBS	$\left[\frac{\text{SPADE DIAMETER}}{2} + 1\right]^2 \times \pi$
	$\pi = 3.1416$



**MULCH**

1. PULL MULCH BACK NO LESS THAN 3" AND NO MORE THAN 6" FROM TREES AND SHRUBS AT THE TRUNK OR MAIN STEM.
2. SUBSIDING OR DETERIORATING MULCH IS ACCEPTABLE THROUGHOUT THE ESTABLISHED PERIOD IF THE MULCH DEPTH IS MAINTAINED AT A MINIMUM 3" DEPTH.
3. ADD MULCH WHEN BELOW THE 3" MINIMUM DEPTH; DO NOT EXCEED THE 6" MAXIMUM DEPTH.
4. MULCH CONTAMINATED WITH SOIL MUST BE REMOVED AND REPLACED.

(MnDOT 2571.3H)

DATE PRINTED:  
REVISED - JANUARY / 01 / 2014

PROJECT MANAGER  
DAVID LARSON

DRAWN BY  
OFFICE OF ENVIRONMENTAL STEWARDSHIP



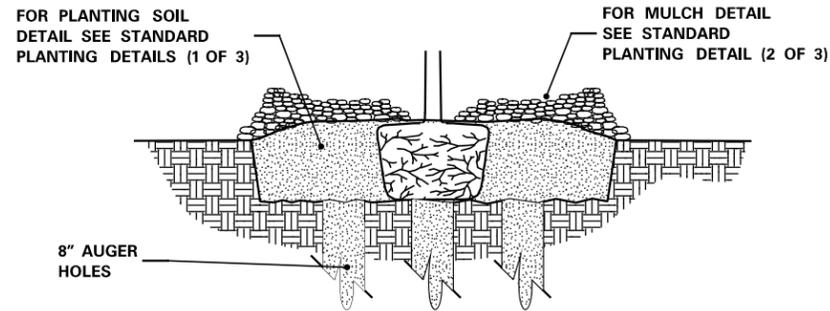
STATE OF MINNESOTA  
DEPARTMENT OF TRANSPORTATION  
OFFICE OF ENVIRONMENTAL STEWARDSHIP  
ENV. PLANNING AND DESIGN UNIT  
TRANSPORTATION BUILDING  
ST. PAUL, MINNESOTA 55155-1899

**STANDARD PLANTING DETAILS (B)**

STATE PROJECT SP 6205-969 (T.H. 10)

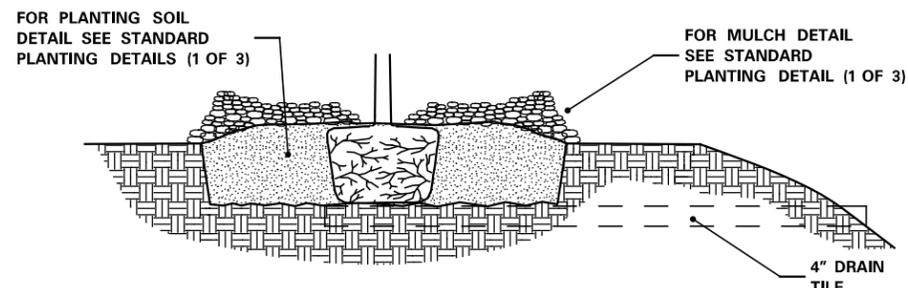
SHEET NO. 9 OF 10 SHEETS

(MnDOT 2571.3F)



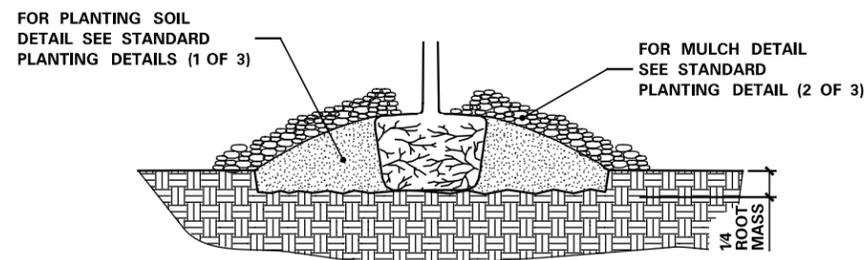
1. EXCAVATE HOLE OR BED TO ALLOW PLACING THE TOP OF ROOT MASS 1"-3" HIGHER THAN FINISHED GRADE.
2. AUGER 8" DIAMETER HOLES ENTIRELY THROUGH IMPERVIOUS OR POORLY DRAINED HARD PAN SOIL LAYER TO ADEQUATELY DRAIN SUBSOIL.
3. TEST FOR POSITIVE DRAINAGE. RE-AUGER AN ADDITIONAL 8" IF NECESSARY FOR POSITIVE DRAINAGE.
4. THOROUGHLY BACKFILL AUGER HOLES WITH A UNIFORM INCORPORATED MIXTURE OF 50% SAND AND 50% INPLACE SOIL.
5. COMPLETE PLANTING ACCORDING TO ROOT TYPE. SEE STANDARD PLANTING DETAILS (2 OF 3).

### GRANULAR FILTER



1. EXCAVATE HOLE OR BED TO ALLOW PLACING THE TOP OF THE ROOT MASS 1"-3" HIGHER THAN FINISHED GRADE.
2. INSTALL 4" MINIMUM DIAMETER DRAIN TILE DAYLIGHTING AT A LOWER GRADE.
3. COMPLETE PLANTING ACCORDING TO ROOT TYPE. SEE STANDARD PLANTING DETAILS (2 OF 3).

### TILE DRAINAGE



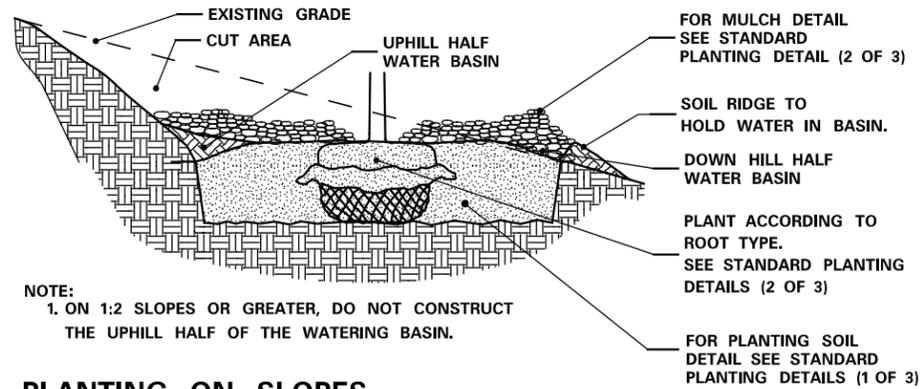
1. EXCAVATE HOLE OR BED 1/4 THE DEPTH OF THE ROOT MASS.
2. SET ROOT MASS IN HOLE.
3. CONSTRUCT BERM WITH PLANTING SOIL. EXTEND THE BERM BASE TO A WIDTH OF 3 TIMES THE BERM HEIGHT.
4. COMPLETE PLANTING ACCORDING ROOT TYPE. SEE STANDARD PLANTING DETAILS (2 OF 3).

### MINI-BERM

- NOTE:
1. THE NEED FOR USING PLANTING DETAILS FOR POORLY DRAINED SOILS AND WHICH TYPE TO USE ARE DETERMINED BY THE CONTRACTOR, SUBJECT TO ENGINEER APPROVAL.

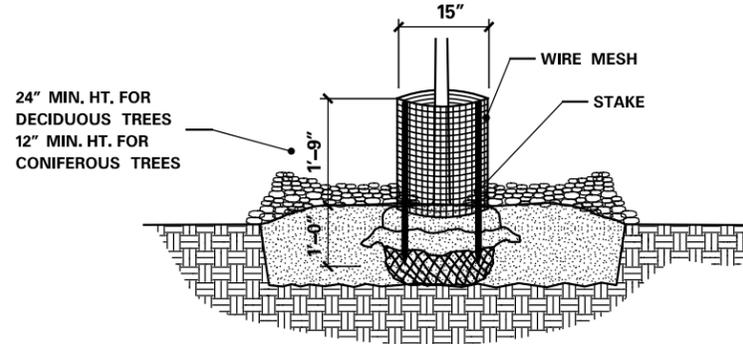
### PLANTING DETAIL FOR POORLY DRAINED SOILS

(MnDOT 2571.3D.2(8))



- NOTE:
1. ON 1:2 SLOPES OR GREATER, DO NOT CONSTRUCT THE UPHILL HALF OF THE WATERING BASIN.

### PLANTING ON SLOPES

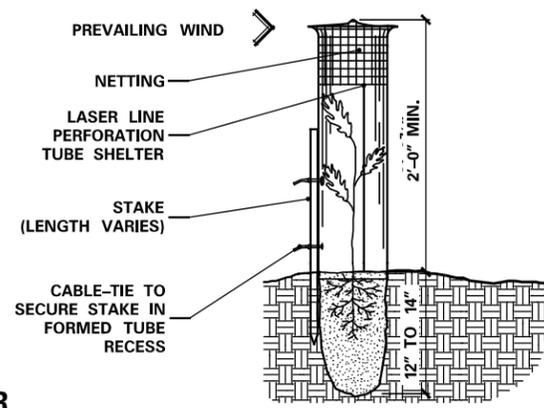


1. FORM A DOUBLE-LAYERED CYLINDER USING 0.25" GRID GALVANIZED WELDED WIRE MESH (HARDWARE CLOTH). OVERLAP THE CUT END 2".
2. DRIVE TWO 1" x 1" OPPOSING HEARTWOOD WHITE OAK STAKES INTO THE GROUND, 7" FROM THE CENTER OF THE TREE STEM.
3. SECURE THE MESH CYLINDER TO THE OUTSIDE OF THE STAKES USING EITHER, SCREWS AND WASHERS OR CABLE-TIES ALONG THE OVERLAP. SPACE APPROXIMATELY 4" ON CENTER ALONG THE OVERLAP.
  - a. SCREWS SHALL BE ROUND HEAD GALVANIZED 18" DIA. x 3/4" LONG WITH WASHERS.
  - OR
  - b. CABLE-TIES SHALL BE NYLON, AT LEAST 8" LONG AND BETWEEN 75LB TO 120LB TENSILE STRENGTH.
4. EMBED THE LOWER EDGE OF THE MESH CYLINDER 1" BELOW THE SOIL SURFACE WITHOUT DISTURBING THE TREE ROOTS.
5. CUT EDGES WILL NOT BE PERMITTED AT THE TOP OF THE CYLINDER. STAKE WILL BE FLUSH WITH THE TOP OF THE CYLINDER.
6. MULCH WITHIN THE CYLINDER SHALL NOT EXCEED 3" DEPTH AND SHALL BE PULLED BACK FROM THE TRUNK AS SPECIFIED IN MULCH PLACEMENT DETAIL.
7. THE BOTTOM WHORL OF PINE AND LARCH BRANCHES MAY HAVE TO BE REMOVED TO PERMIT INSTALLATION OF 12" MIN. HEIGHT RODENT GUARDS.
8. INSTALL ON ALL DECIDUOUS, PINE AND LARCH TREES, DO NOT PLACE ON SPRUCE TREES.

### RODENT PROTECTION

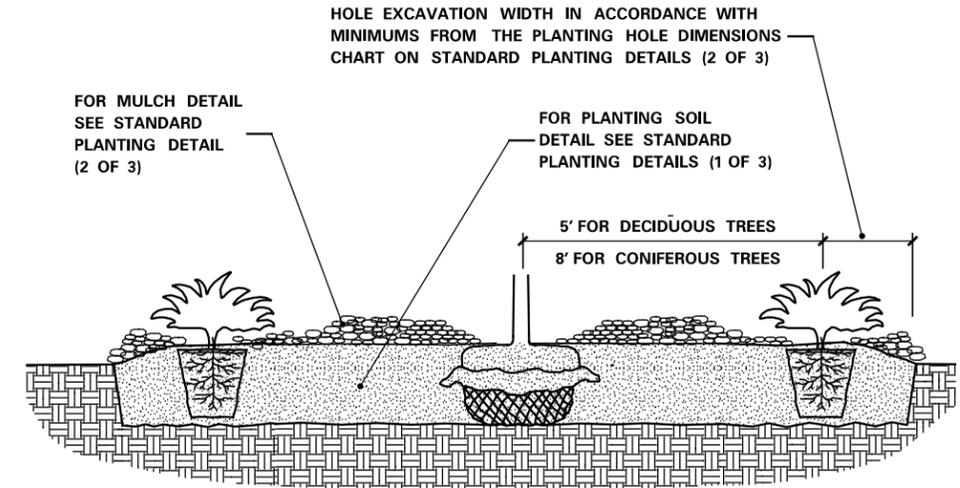
(MnDOT 2571.3I.2)

1. USE SEAMLESS, EXTRUDED, TWIN-WALL, RIGID AND SEMI TRANSLUCENT POLYPROPYLENE TUBES WITH A LASER LINE PERFORATION AND AN OUTWARD-FLARED TOP RIM.
2. SECURE SHELTER WITH NYLON CABLE-TIES ATTACHED TO A 1" x 1" WHITE OAK STAKE TO PREVENT DISLODGING OR TWISTING.
3. EMBED THE BOTTOM OF THE TUBE A MINIMUM OF 1" BELOW THE SOIL SURFACE WITHOUT DISTURBING THE TREE ROOTS.
4. PLACE A PLASTIC PHOTODEGRADABLE NETTING COVER AND SLEEVE OVER THE TOP OF THE TUBE. PULL NETTING DOWN AS SHOWN.

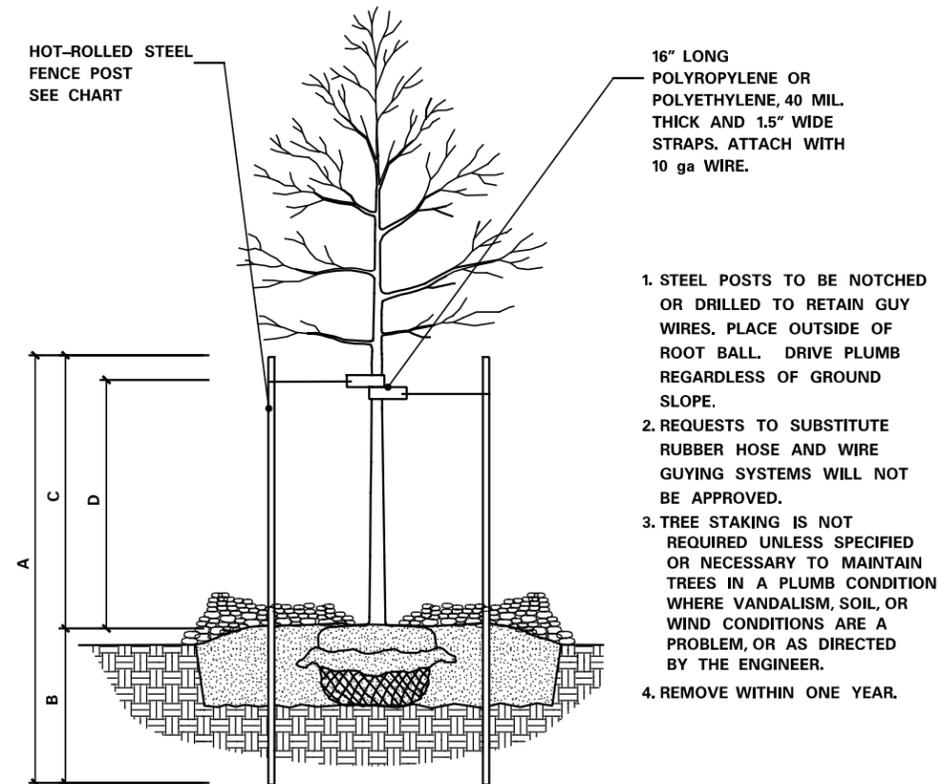


### SEEDLING TREE SHELTER

(MnDOT 2571.3I.4)



### PLANT SPACING IN MASS BEDS



### STEEL POST SIZING

CALIPER	STEEL POST TYPE	A	B	C	D
LESS THAN 4 INCHES	HOT-ROLLED STEEL FENCE POST (MnDOT 3403) OR APPROVED EQUAL.	7'-0"	3'-0" MIN.	4'-0"	3'-0"
GREATER THAN 4 INCHES	10', 2.2 LB. FLANGED CHANNEL SIGN POST (MnDOT 3401) OR APPROVED EQUAL.	10'-0"	4'-0" MIN.	6'-0"	5'-0"

### STAKING AND GUYING

(MnDOT 2571.3I.1)

DATE PRINTED:  
REVISED - JANUARY / 01 / 2014

PROJECT MANAGER  
DAVID LARSON

DRAWN BY  
OFFICE OF ENVIRONMENTAL STEWARDSHIP



STATE OF MINNESOTA  
DEPARTMENT OF TRANSPORTATION  
OFFICE OF ENVIRONMENTAL STEWARDSHIP  
ENV. PLANNING AND DESIGN UNIT  
TRANSPORTATION BUILDING  
ST. PAUL, MINNESOTA 55155-1899

### STANDARD PLANTING DETAILS (C)

STATE PROJECT SP 6205-969 (T.H. 10)

SHEET NO. 10 OF 10 SHEETS



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**DATE:** May 16, 2016

**TO:** Honorable Mayor and City Councilmembers  
Susan Iverson, Acting City Administrator

**FROM:** John Anderson, Acting Public Works Director

**SUBJECT:** Johanna Marsh Tennis Court

**Action Requested**

Provide staff with feedback on court rehabilitation process.

**Background**

Rehabilitation of the Johanna Marsh Tennis court is programmed for 2017 in the current Capital Improvement Plan. This court is showing signs of major settlement and shifting in the pavement surface. The Parks Trails and Recreation Committee indicated to the City Council that rehabilitation of this court was identified as a priority and had recommended a survey of the neighborhood be done to get public input. The City Council commented they would like to discuss the item before a survey is done. Staff has received comments from residents concerning the schedule for repairs, copies of those emails are attached.

With the general condition of the court it is possible we should be considering closing the court to use as there could be some liability from tripping hazards on the court. In order to insure appropriate corrections are budgeted and designed soil borings should be taken to determine the pavement section needed in a reconstruction

**Attachments**

- Attachment A: CIP detail sheet
- Attachment B: Photos of court condition
- Attachment C: Correspondence from residents

# Attachment A

## Capital Improvement Plan City of Arden Hills, Minnesota

2016 thru 2020

Department Parks Department  
Contact Public Works Director  
Type Improvement  
Useful Life 20-25  
Category Park Capital Improvements  
Priority 3 Important

Project # **18-Park-001**  
Project Name **Hard Court Reconstruction**

Total Project Cost: **\$170,000**

### Description

The Maintenance Plan has placed the City's hard court play area's on a 5-7 year resurface schedule. Floral Park was last replaced in 2012. At that time, it was recommended that the City reconstruct that court in 5-6 years. There are structural cracks that cannot be corrected with a basic resurface. Hazelnut was resurfaced in 2013 and is scheduled to be reconstructed in 2019. Royal Hills was resurfaced in 2013 and is scheduled to be reconstructed in 2020.

### Justification

The cracks at Floral Park, Hazelnut Park and Royal Hills cannot be resolved through a basic resurface. The court at Floral is surrounded by trees and roots are intruding into the playing surface. The constant leaves on the court and root intrusion reduces the life of this court. The City did root cutting and tree trimming/removal around the entire Floral court in 2012. This will help to keep the roots from continuing into the court area. Staff does not know the exact date the Floral court was built but estimates in the early 1980's. Hazelnut was built in 1981 and Royal Hills in 1986. The court life is usually 25-30 years.

Note: Added a court reconstruction to 2017 for Johanna Marsh. It was scheduled to be recoated in 2015 but the condition is such that recoating would be a not cost effective as the court should be reconstructed. The order of the courts planned to be reconstructed could be switched but all three should ultimately be done. 7/7/15 TJM

Expenditures	2016	2017	2018	2019	2020	Total
Construction/Maintenance		40,000	40,000	40,000	50,000	170,000
<b>Total</b>		<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>50,000</b>	<b>170,000</b>

Funding Sources	2016	2017	2018	2019	2020	Total
Capital Improvement Funds (PIR)		40,000	40,000	40,000	50,000	170,000
<b>Total</b>		<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>50,000</b>	<b>170,000</b>

### Budget Impact/Other

# Attachment B

Johanna Marsh Tennis Court – 2016





Sara Grant

Attachment C

**From:** John Anderson  
**Sent:** Tuesday, November 17, 2015 10:50 AM  
**To:** Sara Grant  
**Subject:** FW: Online Form Submittal: Report a Concern

---

**From:** Julie Hanson  
**Sent:** Thursday, November 12, 2015 9:46 AM  
**To:** John Anderson  
**Cc:** Sherri Eisenbraun; Amy Dietl; Sue Iverson; \*AHCouncil  
**Subject:** FW: Online Form Submittal: Report a Concern

Hi John,

With Sara being out today and tomorrow, could you please respond to the below concern? Thank you!

Julie

*Julie Hanson*

Deputy Clerk | City of Arden Hills  
1245 West Highway 96 | Arden Hills, MN 55112  
651-792-7830 direct | 651-792-7800 main | 651-634-5137 fax  
[jhanson@cityofardenhills.org](mailto:jhanson@cityofardenhills.org)

---

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com) [<mailto:noreply@civicplus.com>]  
**Sent:** Thursday, November 12, 2015 9:18 AM  
**To:** AHInformation <[AHInfo@metro-inet.us](mailto:AHInfo@metro-inet.us)>  
**Subject:** Online Form Submittal: Report a Concern

## Report a Concern

Please complete the online form below to submit your concern.

### Contact Information

First Name

Last Name

Address1 Edgewater Ave.

Address2 *Field not completed.*

City Arden Hills

State	MN
Zip	55112
Home Phone Number	
Cell Phone Number	
Daytime Phone Number	<i>Field not completed.</i>
Email Address	
Please Specify General Inquiry, Request for Service or Concern.	There is a city tennis court in our area that is in disrepair. My kid use the court on a regular basis for tennis, soccer and lacrosse. We really love having the court and a backboard would also be a great addition. I heard that it was slated for resurfacing, but needs more than that. I understand that the City is considering a major overhaul of the court. My family and many of those around us would greatly appreciate an improved court. thank you for your consideration.

Email not displaying correctly? [View it in your browser.](#)

## Sara Grant

---

**From:** Julie Hanson  
**Sent:** Thursday, October 22, 2015 1:10 PM  
**To:** Sara Grant  
**Cc:** John Anderson; Sherri Eisenbraun; Amy Dietl; Sue Iverson; \*AHCouncil  
**Subject:** FW: Online Form Submittal: Report a Concern

Hello Sara,

Could you please reply to the below concern? Thank you!

Julie

*Julie Hanson*

Deputy Clerk | City of Arden Hills  
1245 West Highway 96 | Arden Hills, MN 55112  
651-792-7830 direct | 651-792-7800 main | 651-634-5137 fax  
[jhanson@cityofardenhills.org](mailto:jhanson@cityofardenhills.org)

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com) [<mailto:noreply@civicplus.com>]  
**Sent:** Thursday, October 22, 2015 12:52 PM  
**To:** AHInformation <[AHInfo@metro-inet.us](mailto:AHInfo@metro-inet.us)>  
**Subject:** Online Form Submittal: Report a Concern

### Report a Concern

Please complete the online form below to submit your concern.

#### Contact Information

First Name

Last Name

Address1 Ridgewood Road

Address2 *Field not completed.*

City St Paul

State MN

Zip 55112=3650

Home Phone Number

Cell Phone Number *Field not completed.*

Daytime Phone Number *Field not completed.*

Email Address

Please Specify General Inquiry, Request for Service or Concern.

I am writing to express my deep concern over the future status of tennis court at Johanna Marsh. As the president of our neighborhood association, Arden Hills #3, comprised of approximately 60 homes), I called and spoke with Sarah at the city in August about the status of the court and was told there was a bid out for resurfacing it but that depending on the responses, it may not happen yet this summer. As I now understand it the maintenance work has been shifted to next summer. Many kids and adults utilize this court every year and several kids from the neighborhood have gone on to play tennis for our Mounds View schools. Please, know that the tennis court is a highly valuable asset that our community uses and appreciates. It was a priority during the street reconstruction so much so that the community advocated to not give it up to storm water management space and instead agreed to maintain other rain gardens to retain the court. It is part of our neighborhood's history, identity and culture (we have had weekly summer tennis lessons for kids offered every summer for nearly ten years now, provided by a resident that is also a high school tennis coach). The court is a focal point that brings our neighborhood together for fun, fitness, and community. Please, do all that you can to respect our community and help us retain this incredible asset. Thank you for your time and consideration,

President,  
Arden Hills Association #3

Email not displaying correctly? [View it in your browser.](#)

## Sara Grant

---

**From:** Julie Hanson  
**Sent:** Wednesday, October 21, 2015 8:20 AM  
**To:** Sara Grant  
**Cc:** John Anderson; Amy Dietl; Sherri Eisenbraun; Sue Iverson; \*AHCouncil  
**Subject:** FW: Online Form Submittal: Report a Concern

Hi Sara,

Here's another one regarding the same concern. Please reply to the resident. Thanks!

Julie

*Julie Hanson*

Deputy Clerk | City of Arden Hills  
1245 West Highway 96 | Arden Hills, MN 55112  
651-792-7830 direct | 651-792-7800 main | 651-634-5137 fax  
[jhanson@cityofardenhills.org](mailto:jhanson@cityofardenhills.org)

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com) [<mailto:noreply@civicplus.com>]  
**Sent:** Tuesday, October 20, 2015 10:12 PM  
**To:** AHInformation <[AHInfo@metro-inet.us](mailto:AHInfo@metro-inet.us)>  
**Subject:** Online Form Submittal: Report a Concern

### Report a Concern

Please complete the online form below to submit your concern.

#### Contact Information

First Name

Last Name

Address1 Asbury Street

Address2 *Field not completed.*

City Arden Hills

State MN

Zip 55112

Home Phone Number

Cell Phone Number *Field not completed.*

Daytime Phone Number *Field not completed.*

Email Address

Please Specify General Inquiry, Request for Service or Concern.

My daughter broke her wrist on the tennis court in our neighborhood because it hasn't been resurfaced. It was supposed to be resurfaced 2 years ago, but the company that was hired never showed up. Now the costs to resurface it have gone up and it sounds like the city is putting off resurfacing it. The residents in Arden Hills No 3 Association would like the Arden Hills Staff and City Council to know that we are very concerned about our tennis court. We want to make sure it gets repaired next year. This tennis court is an important part of our community and we feel it is the city's responsibility to make sure that it is in good working order.

Email not displaying correctly? [View it in your browser.](#)

## Sara Grant

---

**From:** Julie Hanson  
**Sent:** Wednesday, October 21, 2015 8:15 AM  
**To:** Sara Grant  
**Cc:** John Anderson; Amy Dietl; Sherri Eisenbraun; Sue Iverson; Brenda Holden; Dave McClung; David Grant; Fran Holmes  
**Subject:** FW: Online Form Submittal: Report a Concern

Hi Sara,

Could you please reply to the below reported concern? Thank you!

Julie

*Julie Hanson*

Deputy Clerk | City of Arden Hills  
1245 West Highway 96 | Arden Hills, MN 55112  
651-792-7830 direct | 651-792-7800 main | 651-634-5137 fax  
[jhanson@cityofardenhills.org](mailto:jhanson@cityofardenhills.org)

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com) [<mailto:noreply@civicplus.com>]  
**Sent:** Tuesday, October 20, 2015 4:50 PM  
**To:** AHInformation <[AHInfo@metro-inet.us](mailto:AHInfo@metro-inet.us)>  
**Subject:** Online Form Submittal: Report a Concern

### Report a Concern

Please complete the online form below to submit your concern.

#### Contact Information

First Name

Last Name

Address1

Glenhill Rd

Address2

*Field not completed.*

City

Arden Hills

State

MN

Zip

55112

Home Phone Number

Cell Phone Number *Field not completed.*

Daytime Phone Number *Field not completed.*

Email Address

Please Specify General Inquiry, Request for Service or Concern.

The residents in Arden Hills No 3 Association would like the Arden Hills Staff and City Council to know that we are very concerned about our tennis court. We want to make sure it gets repaired next year if possible. We had been informed that our tennis court would be re-surfaced but this has not happened yet. It sounds like the project is more work than anticipated and now will be more expensive to repair but we feel this is an important part of our community. One of our residents has generously given free tennis lessons to our kids throughout the years and many of us enjoy the use of this space. We would enjoy it even more if there was a backboard available to practice as well.

Email not displaying correctly? [View it in your browser.](#)



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**DATE:** May 16, 2016  
**TO:** Honorable Mayor and City Council  
**FROM:** Sue Iverson, Interim City Administrator/Director of Finance and Admin Services  
**SUBJECT:** Discussion of Trail Priorities

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**Background/Discussion**

Mayor Grant asked that this item be placed on the agenda for discussion.



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**DATE:** May 16, 2016  
**TO:** Honorable Mayor and City Council  
**FROM:** Sue Iverson, Interim City Administrator/Director of Finance and Admin Services  
**SUBJECT:** Personnel Committee Discussion

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**Background/Discussion**

The Personnel Committee will have a discussion with the full City Council on personnel items.