

Mayor:
David Grant

Councilmembers:
Brenda Holden
Fran Holmes
Dave McClung
Jonathan Wicklund



**City Council
Work Session
Agenda
June 20, 2016
5:00 p.m.
City Hall**

Address:
1245 W Highway 96
Arden Hills MN 55112

Phone:
651-792-7800

Website:
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. Communications Consultant - TCAAP

Stacie Kvilvang, Ehlers

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

1.B. Organized Collection

Stacie Kvilvang, Ehlers

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

1.C. Metropolitan Councilmember Marie McCarthy

Marie McCarthy

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

1.D. 2017 Budget Parameters

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

Documents: [MEMO.PDF](#)

1.E. Trail Priorities

John Anderson, Acting Public Works Director

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

1.F. Engineering Pool - Request For Qualifications

John Anderson, Acting Public Works Director

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

1.G. Boulevard Maintenance

John Anderson, Acting Public Works Director

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

1.H. Johanna Marsh Tennis Court

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.I. Personnel Committee Update

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

Documents: [MEMO.PDF](#)

2. COUNCIL/STAFF COMMENTS

ADJOURN



DATE: June 20, 2016

TO: Honorable Mayor and City Council

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

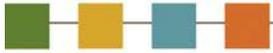
SUBJECT: Communications Consultant - TCAAP

Background/Discussion

Due to the vacancy in the Community Development Director's position, staff has been working with our Financial Consultant, Stacie Kvilvang of Ehlers, on potential items that the Council may want to consider going forward with on TCAAP. Communications is one of those areas. Attached is a memo from Stacie for discussion with the City Council at the work session.

Attachments:

Attachment A: June 20, 2016 Memo from Stacie Kvilvang - Ehlers



Attachment A

Memo

To: Sue Iverson – Interim City Administrator
From: Stacie Kvilvang - Ehlers
Date: June 20, 2016
Subject: Communications Consultant - TCAAP

On June 6, 2016 the JDA approved a Preliminary Development Agreement (PDA) with Alatus Arden Hills LLC. for development of the TCAAP Site. Over the course of the next 6 to 12 months many actionable events will likely take place.

The redevelopment of TCAAP presents a once in a lifetime opportunity to manage the reuse of a large part of the City for a sustainable future. Along with this opportunity comes a complex communications challenge. The success of the development depends to a significant degree on the ability of the City, the JDA, the Master Developer, and their spokespeople to communicate clearly, effectively and persuasively about the goals, objectives, and processes surrounding the development. How the City participates in this process and communicates about the development will play a significant role in the degree to which businesses and residents understand and support it.

In order to be successful, large and complex projects such as this require significant and continual communication to the public. In 2007 the City hired Davis Communications to assist with the development and implementation of a communications plan which included the following objectives:

- Increase understanding among residents and other key audiences of the opportunities presented by the potential redevelopment of the TCAAP site.
- Develop understanding of the goals, objectives and timelines of the TCAAP development.
- Create communications channels between the City and stakeholders within the community and those within other communities who will have an impact on the successful redevelopment of the site.
- Build support for the City's vision among stakeholders who will have an impact on the success of the redevelopment project.

Sue Iverson
Communications Consultant - TCAAP
June 20, 2016
Page 2

To ensure residents are well informed about various aspects of the development and to provide an avenue to address development and community concerns/issues in a timely, effective and efficient manner I would recommend that the City hire a communications consultant. This consultant would be charged with updating the City's prior communications plan and act as the central communications coordinator. This will include coordinating and/or developing press releases with the JDA and Master Developer, coordinating any updates in the City newsletter or website, preparation of key messages for various aspects of the project, and acting as a central contact for media inquiries and responses.

As a point of reference, the City received two proposals in 2007 when they hired a consultant (Davis and Goff) and selected Davis based upon interviews and pricing (Goff is currently the communications consultant for the JDA). The original communications plan cost \$8,500 and at the time Ted Davis had an hourly rate to complete all other communication aspects of \$150/hour. It is my recollection that the City had a positive working relationship with Mr. Davis and was pleased with his services. If the City wants to proceed, I would recommend approaching Mr. Davis to provide a proposal to update the communications plan and hourly rate requirement.

Please contact me at 651-697-8506 with any questions.



DATE: June 20, 2016

TO: Honorable Mayor and City Council

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

SUBJECT: Organized Collection

Background/Discussion

Due to the vacancy in the Community Development Director's position, staff has been working with our Financial Consultant, Stacie Kvilvang of Ehlers, on potential items that Council may want to consider going forward with on TCAAP. One of the items staff and Council had been discussing was Organized Collection. Attached is a memo from Stacie Kvilvang for discussion purposes with the City Council at the work session.

Attachments

Attachment A: June 20, 2016 Memo from Stacie Kvilvang - Ehlers



Attachment A

Memo

To: Sue Iverson – Interim City Administrator
From: Stacie Kvilvang - Ehlers
Date: June 20, 2016
Subject: Organized Collection - TCAAP

Over the past month staff has been meeting with County staff, Master Developer and legal representatives from Kennedy & Graven (JDA) and Joel Jamnik (City) on the overall framework for the Master Development Agreement and future purchase agreements.

Staff raised the issue of the City's desire to have an organized collection requirement within TCAAP. Both the County and the Master Developer are agreeable to this and it will likely be documented as a requirement in both the Master Development Agreement and subsequent Purchase Agreements. It is my understanding the City Council wanted staff to proceed with drafting of an ordinance to require this. I would recommend holding off at this time since it may not be required due to the issue being addressed in other documents that are considered binding.

Staff will have a discussion with the City attorney prior to the meeting on Monday and update the Council on his perspective at that time.

Please contact me at 651-697-8506 with any questions.



DATE: June 20, 2016

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

FROM: Matthew Bachler, Senior Planner

SUBJECT: Discussion with Metropolitan Council Member McCarthy

Discussion

Metropolitan Council Member Marie McCarthy will be attending the June 20, 2016, City Council Work Session to discuss issues of interest to the City Council. In preparation for the discussion, the City Council compiled a list of questions at their Work Session on May 16, 2016, which were provided to Council Member McCarthy in advance. For your reference, the list of questions has been provided as an attachment.

Attachments

- A. City Council Questions for Metropolitan Council Member McCarthy

City Council Questions for Metropolitan Council Member McCarthy

1. In the last cycle of comprehensive plan updates, the City received a Metropolitan Council planning grant of \$20,000 for planning assistance. Why is the City not eligible for planning assistance for the 2040 Comprehensive Plan?
2. Please provide an update of the possible extension of the Snelling Avenue BRT to Arden Hills. When and how will a decision be made regarding the extension? What are the parameters and significant data points for the decision? What can the City do to positively impact any decisions to increase transit service to Arden Hills?
3. Please provide an update on Inflow and Infiltration. Are there any changes to the penalty structure or available grants that the City should be aware of?
4. How has the City's Housing Need Allocation changed for the 2040 Comprehensive Plan? What is the penalty to the City for not meeting its housing need allocation? What is the City's current Housing Goal for the Livable Communities Program? How is the City's achievement of that goal measured? What are the penalties for not meeting the Housing Goal?
5. At a previous meeting between the City Council and Council Member McCarthy, the City Council voiced concerns about Metropolitan Council grant programs which awarded points in the scoring criteria for availability of transit service. The Council felt that this subjected the City to an unfair disadvantage. Please provide information on grant programs that use transit availability as a scoring criteria and explain how the City can be competitive in those programs.
6. How can the Metropolitan Council provide financial assistance for trail connections within the City to provide for a more walkable community?



DATE: June 20, 2016

TO: Honorable Mayor and City Councilmembers

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

SUBJECT: 2017 Preliminary Budget Discussion

Background:

City staff will begin the process of developing a Preliminary 2017 Budget. As we progress forward and take the necessary steps, staff needs general direction and guidance from the Council with regard to changes for the coming year.

As of this time, we are not under levy limits for 2017.

Discussion:

Preliminarily, staff has identified a number of factors that will influence the 2017 Budget. Some are identified as follows:

- Tax Levy – what is the Council’s comfort level? Last year it was a 3.5% increase. A 1% levy increase translates to approximately \$33,000.
- Overall budget changes – preferences/limits?
- Personnel.
- Salaries and Benefits. In 2016 we did a 2.75% increase. Does the council want a 3.0% COLA programed for preliminary discussions? Should the benefit amount for health and dental be calculated the same as for 2016?
- Update the five year CIP. Staff is currently in the process of updating the current plan to discuss with the City Council at the July work session. Does the City Council have any feedback or direction they would like to provide staff with in regard to the CIP?
- An area where staff sees a need is in park funding. Park dedication fees are generally limited to capital improvements, not general repair and maintenance items, and there is not a steady stream of income. The PIR fund is used for a lot of the larger park

expenditures and for some matching funds for grants. In looking at the financial plan, staff sees a need to set up a reserve for park improvements. This fund would then be a funding source for items which are included in the CIP.

- Another area is street improvement funding. We corrected the structural problems in the budget in 2014 and discontinued the \$200,000 transfer from the General Fund to the PIR and moved the street maintenance items from the PIR to the General Fund Streets department – this was basically a wash as the amounts were close to the same amount. For 2016 we reestablished \$100,000 in transfers from the General Fund to the PIR Fund but in looking at the financial plan, staff sees a need to either find a funding source to build up reserves for this fund or increase the amount to \$200,000.
- As a step in creating a quality budget document, performance measures/service indicators should be established for each department. Some of these may come about as a result of the community survey (if one is done) as areas that the Council would like to improve. Goals and objectives also need to be established for each department. These would need to be established in 2017, then in subsequent years actual performance can be tracked to show progress against these goals. This would provide Council and the public another tool to evaluate city services. Staff would appreciate input from the Council on this matter.

Recommended Action:

Staff is seeking direction from the Council as it continues with the 2017 Budgeting process.



DATE: June 20, 2016

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

FROM: John Anderson, Acting Public Works Director

SUBJECT: Trail Priorities

Discussion

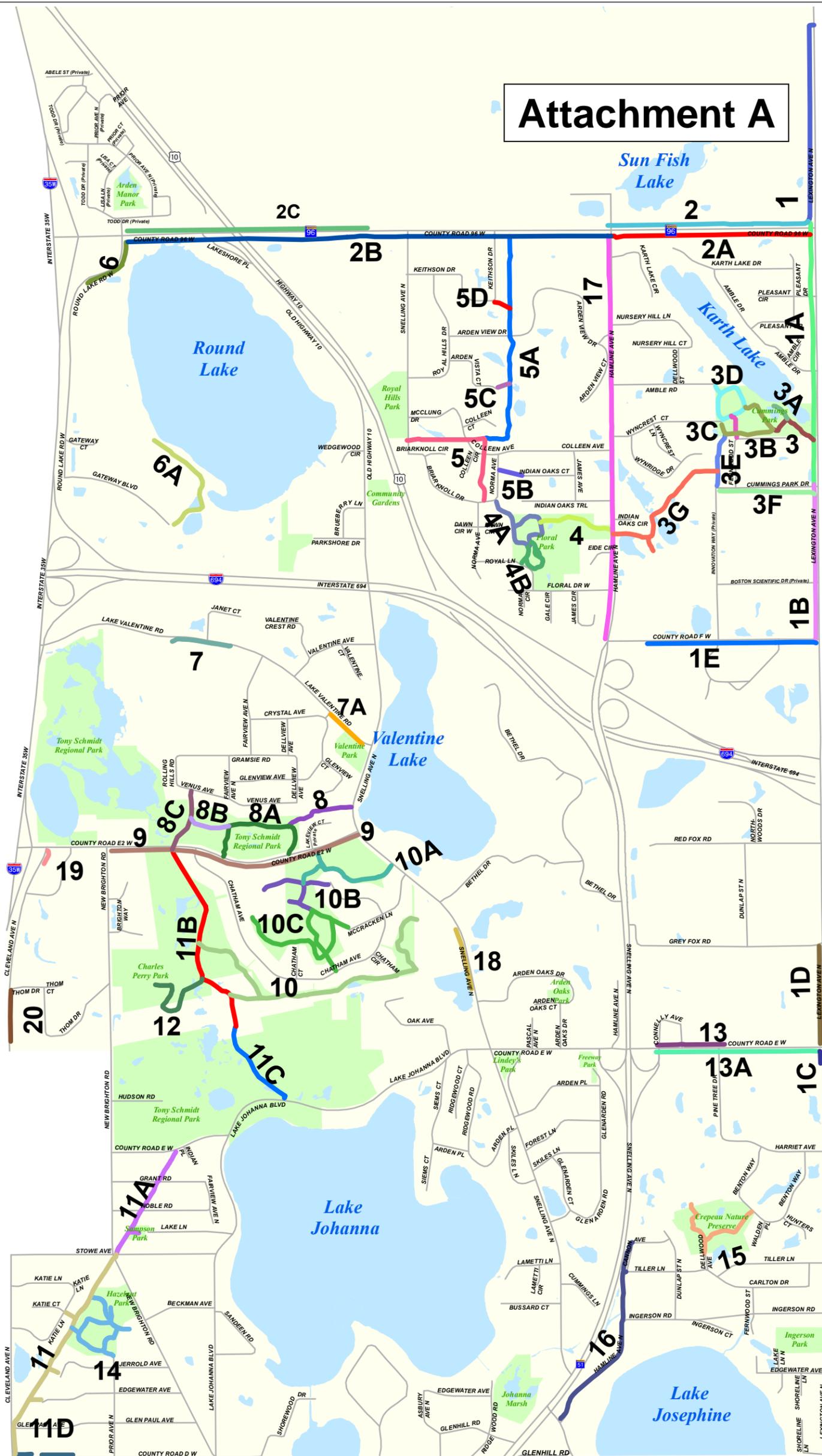
Councilmember Wicklund requested the City Council discuss priorities related to trails in Arden Hills. Attached are two maps for some background information. Attachment A is a map showing existing trail segments as of December 2013. This map has not been updated and there are a few trails that have been constructed since this map was prepared including trails/sidewalks along Round Lake Road, County Road 96, County Road E, Lake Valentine Road, and Lexington Avenue. Attachment B is a map showing proposed trail segments, shown in purple, and priority trail segments highlighted in yellow.

Given that staff and the City Council will soon be working on the Capital Improvement Plan for the coming years, this item is relevant as it can provide staff with direction on specific trail segments the City Council wishes to see programmed.

Attachments

Attachment A: 2014 Trail Segment Map
Attachment B: 2014 Trail Priority Map

Attachment A



Existing Trail Segments



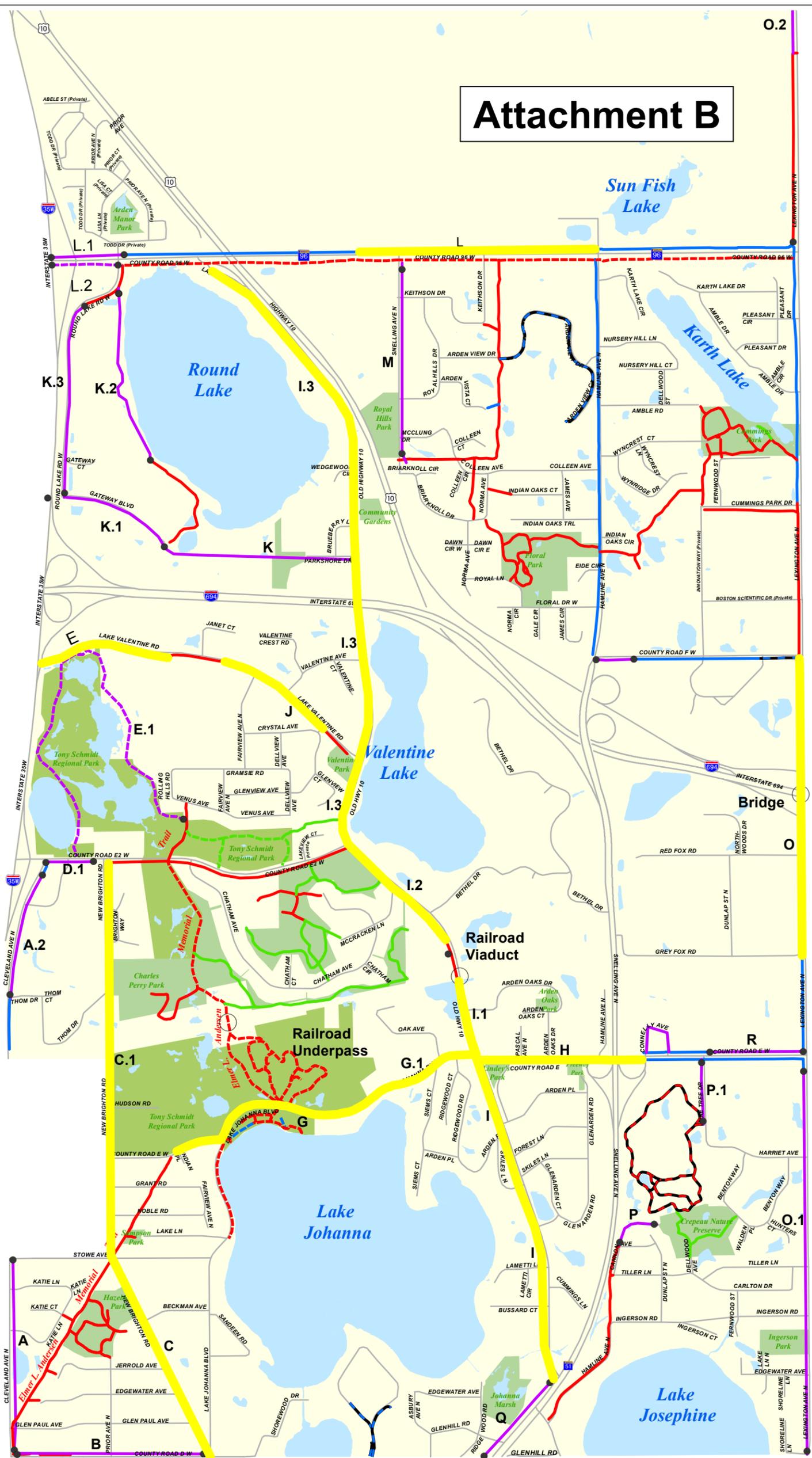
Prepared by:
City of Arden Hills Engineering Department
December 18, 2013

DISCLAIMER: This map is a preliminary map and is not intended to be used for any other purpose. It is not a guarantee of accuracy and is not intended to be used for any other purpose. It is not a guarantee of accuracy and is not intended to be used for any other purpose.

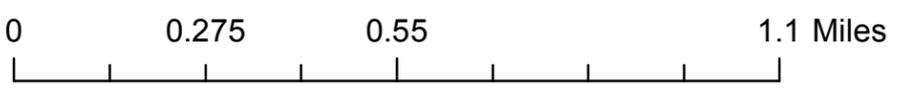
Data Sources and Contacts:
* Ramsey County GIS Base Map (December 2013)
* City of Arden Hills

mapdoc: ArdenHillsPathwaySegments2014.mxd
map: ArdenHillsPathwaySegments2014.pdf

Attachment B



Arden Hills Pathway Priority Proposed Trails



Legend

—— Priority Proposed Trails



Prepared by:
City of Arden Hills Engineering Department
January 24, 2014

Data Sources and Contacts:
• Ramsey County GIS Base Map (12/15/13)
• City of Arden Hills

DISCLAIMER:
This map is a digital vector image and is not intended to be used as a scale. The map is a compilation of aerial photography and data from various sources. The City of Arden Hills does not warrant the accuracy or completeness of the information shown on this map. The City of Arden Hills is not responsible for any errors or omissions on this map. The City of Arden Hills is not responsible for any damages or injuries resulting from the use of this map. The City of Arden Hills is not responsible for any loss of data or information resulting from the use of this map. The City of Arden Hills is not responsible for any other consequences resulting from the use of this map.

mapdoc: ArdenHillsPathway2014.priority.mxd
map: ArdenHillsPathway2014.priority.pdf



DATE: June 20, 2016

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

FROM: John Anderson, Acting Public Works Director

SUBJECT: Engineering Pool, Request for Qualifications

Requested Action

Provide staff feedback on request for qualifications for engineering consultants. Recommend for Approval at June 27, 2016 Council meeting.

Background

The City of Arden Hills established an engineering consultant pool in 2007 under the direction of City of Roseville staff. Since that time the pool concept as it related to engineering consultants has not been updated. Earlier this year the City Council discussed engineering consultant selection and expressed an interest in reviving the consultant pool.

Discussion

Staff has prepared a Request for Qualifications (RFQ) to be sent out to solicit interest in an engineering consultant pool in a number of different types of work. The schedule for the RFQ is as follows:

1. Issue Request for Proposal June 29, 2016
2. Questions due to city staff July 14, 2016
3. SOQs due July 21, 2016
4. City completes evaluation of SOQs July 28, 2016
5. Council approval August 8, 2016

The full RFQ is attached for your review. It is our intent to send a notice of this RFQ to about 20 consultants that do work in these areas of expertise. In addition, staff plans to advertise this RFQ on the League of Minnesota Cities website.

Attachments

Attachment A: Draft Request for Qualifications

Attachment A

**REQUEST FOR
STATEMENT OF QUALIFICATIONS
FOR
MUNICIPAL ENGINEERING CONSULTANT SERVICES**



CITY OF ARDEN HILLS

June 2016

**REQUEST FOR
STATEMENT OF QUALIFICATIONS
FOR
MUNICIPAL ENGINEERING CONSULTANT SERVICES**

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I. INTRODUCTION

This request for Statements of Qualifications (SOQ) has been prepared in order to retain the services of professional consulting firms to provide municipal engineering services for the City of Arden Hills. The City desires to establish various categories of services to which professional consulting firms will be assigned. The City intends to identify three to five firms for each category of service described in Section II. Firms included in the pool are eligible to be retained in as many of the areas as they are qualified for.

City staff will collect SOQ's and may select candidates for interviews. The City will establish the pools based on review of the information provided and potential interviews.

The municipal engineering services desired include the planning, engineering, and support activities necessary to implement various public improvements. The services may include, but are not limited to:

- Comprehensive system/facility plans and studies
- Applications for various funding programs
- Preliminary engineering feasibility reports
- Design, construction, and legal boundary surveys
- Detailed design and plan preparation
- Major transportation projects (MSAS, County, FHWA)
- Technical specifications
- Competitive bid solicitation and evaluation
- Construction engineering, surveying, and construction observation services
- Contract management
- Preparation of record plans and final contract close-out reports
- Traffic engineering analysis
- Environmental document preparation
- Review of environmental documents/studies
- Review of site, grading, utility, and landscaping plans prepared by developers
- Review of preliminary and final plats
- Storm water modeling and water quality analysis
- Water main and sanitary sewer system analysis
- Participation in public meetings
- Miscellaneous specialty/technical services such as bituminous trails, sidewalks, retaining walls, potable water wells, review of soils reports, utility permit reviews, drainage investigations, etc.

Selection and future work assignments will take into consideration the workload, expertise and past performance of proposing consulting firms or any of its representatives, and fee schedules.

II. CITY PROCESS FOR DISTRIBUTION OF WORK

The City of Arden Hills intends to select three to five firms for each category of service described below. These pool consultants will be selected using a qualification based process. Once the pool is established, a RFP process will be used as necessary to select a project engineer for each specific project.

A. Detailed List of Services to be Provided

The following categories provide specific examples of tasks to be completed. This list is intended to provide a broad perspective of the work necessary. This list is not intended to be all inclusive.

1. Planning & General Engineering

- Prepare, review, update and revise comprehensive sanitary sewer, storm sewer, water quality, storm water management, transportation, and park systems' plans for the City of Arden Hills.
- Advise staff and Council of estimated costs, alternative financing methods and recommended schedules of needed capital improvements to implement provisions of the comprehensive plans.
- Perform other related duties as requested in writing by the City Council or authorized staff.
- Review, evaluate and submit suggested revisions to existing fee schedules and assessment policies, utility user rates, public improvement financing surcharges, and general financing of public improvement projects.
- Provide technical assistance and representation for the Municipal State Aid street programs.
- Provide necessary information as requested by staff in preparation of annual reports, budgets, bond obligation finance statements, etc.
- Assist in explanation of temporary construction easements or permanent road, utility and / or drainage easements to property owners affected by projects.
- Provide technical assistance to City staff to resolve resident complaints.

2. Design and Construction of Municipal Projects

a. Feasibility/Pre-design

- Prepare preliminary engineering and feasibility reports for proposed public improvement projects.
- Perform topographic surveying for design purposes.
- Conduct public hearings and assist with necessary neighborhood meetings.

b. Final design

- Prepare detailed plans, specifications and technical drawings necessary for the construction of public improvements.
- Submit and coordinate permit process to meet all City, Watershed, County, State and Federal requirements.
- Determine and provide legal descriptions and assist in the acquisition of necessary easements.

- Advertise and evaluate bids.
- c. Construction
- Provide overall contract/project management acting on behalf of and as an agent for the City.
 - Conduct pre-construction meetings and coordinate with other utility companies, contractors, governmental agencies, etc., to ensure the proper scheduling, permit applications and general supervision of public and private improvement contracts.
 - Perform construction staking and location surveying.
 - Perform inspection and construction observation services to ensure compliance with City standards and approved plans and specifications.
 - Document the type and location of public improvement installations and prepare accurate record plans reflecting all changes or modification.
 - Prepare contract Close-Out Reports and perform the testing and inspections necessary to recommend acceptance to staff and the City Council.
 - Prepare public information materials (newsletters, notices, reminders) for distribution to properties affected by construction.
- d. Assessments
- Assists the City staff in determining the proper and equitable assessment rates to properly finance public improvement projects.
 - Provide cost breakdown of all related project costs to allow City staff to prepare a detail assessment allocation.
3. Traffic Engineering and Transportation Planning
- Traffic forecasting
 - Capacity analysis
 - Traffic impact studies/mitigation analysis
 - Review of Traffic Impact Studies prepared by developers
 - Signal justification reports
 - Pedestrian/bike facility design
 - Traffic Signals/Signage Studies
 - Speed Zone Studies
 - Environmental documentation
4. Surface Water Resources Engineering
- Compliance review with Stormwater Management Plan
 - Hydrologic analysis/Hydraulic design
 - Storm water modeling
 - Storm sewer design and analysis
 - Water quality Studies/monitoring
 - Erosion control
 - Wetland delineation and mitigation analysis
 - Storm water Best Management Practice (BMP) design and maintenance
 - NPDES – MS4 permit compliance

B. RFP Process

Once the engineering consulting pool is established, City staff will identify specific projects that require a RFP as part of our purchasing policy. City staff will prepare a detailed scope of services and provide it to those consultants in the appropriate pool. The Consultant will respond to the RFP with a detailed proposal. The following criteria will be used for considering a consultant:

1. The expertise and experience of both the firm and assigned personnel with projects or activities similar to the one under consideration.
2. The consultant's knowledge of particular equipment, methods, time frames and services required.
3. The consultant's ability to mobilize and make sufficient time, and appropriate personnel available to complete the project or activity within a specified time frame.
4. The appropriateness and flexibility of the consultant's fee schedule in relationship to the industry, the City's desires and the scope of services to be provided.
5. The past performance of the consultant with regard to existing or previous projects or activities with the City.
6. The current workload of the consultant.
7. The proposed fees for the work to be performed.

C. Contract Award

Issuance of a RFP and receipt of proposals does not commit the City of Arden Hills to enter into a contract. The City of Arden Hills reserves the right to postpone RFP review for its own convenience, to accept or reject any or all proposals received in response to a RFP, to negotiate with other than the selected Proposer should negotiations with the selected be terminated, to negotiate with more than one Proposer simultaneously, or to cancel all or part of a RFP.

III. STATEMENT OF QUALIFICATIONS EVALUATION

Evaluation criteria for the SOQ's will include:

1. Technical Qualifications
 - Organizational structure/approach of firm.
 - Availability of technical staff.
 - Firm resources/integration of technology.
 - Problem solving/innovation/client representatives.
2. Experience
 - Qualifications and expertise/experience of key personnel.
 - Demonstrated success/quality of firm's previous and current projects with other cities.
3. Personnel
 - Size of company and availability of experienced/qualified staff.
 - Recognized experts/specialty key personnel.
 - Longevity and continuity of key staff.
4. Firm Reference
 - Proven ability to lead and/or work together as a team on projects.
5. Previous Experience
 - Experience with City staff/operations.
 - Ability to work with Mn/DOT and Ramsey County, other agencies.
 - Proven ability to meet or exceed needs/expectations.
6. Other Factors
 - Any other factors deemed relevant by the evaluation panel.

IV. PROPOSAL INSTRUCTIONS

1. All questions, correspondence, must be directed to:

John Anderson Acting Public Works Director

Phone: (651) 792.7846

JAnderson@CityofArdenHills.org

All questions are to be submitted in writing (via e-mail or US mail) and must be received by 12:00 p.m. on July 14, 2016. City responses to questions will be forwarded to all firms.

All submittals must be directed to:

Sue Iverson, Acting City Administrator

City of Arden Hills

1245 West Highway 96

Arden Hills, MN 55112

All SOQs must be received by 4:00 p.m. on July 21, 2016. Documents received after that time will not be accepted.

2. SOQ Format

Statements of Qualifications must be prepared two-sided on 8-1/2" x 11" paper, with all text clear of binding. Use of 11" x 17" foldout sheets for large tables, charts or diagrams is permissible but should be limited. Index the proposal and sequentially number all pages throughout or by section. Binders and covers will be at the Proposer's discretion. Please submit one unbound original and six (6) bound copies of the Statement of Qualifications as well as a PDF file of proposal.

3. Examination of Proposal Documents

By submitting a SOQ, the Proposer represents that it has thoroughly examined and become familiar with the work required under this request and that it is capable of performing quality work to achieve the City's objectives.

4. Addenda/Clarifications

Any changes to this SOQ will be made by written addendum and provided to all consultants who have received this packet. No verbal modifications will be binding. The City reserves the right to reject any or all SOQ's or to request additional information from all applicants.

5. Pre-Contractual Expenses

Pre-contractual expenses are defined as expenses incurred by the Proposer in:

- Preparing its proposal in response to this SOQ;
- Submitting the proposal to the City of Arden Hills;
- Preparation and participation in an oral interview;
- Negotiating with the City of Arden Hills regarding any matter related to this proposal; and
- Any other expenses incurred by the Proposer prior to the date of execution of the proposed Agreement.

6. Joint Offers

Where two or more consultants desire to submit a single proposal in response to this SOQ, they should do so on prime-subcontractor basis rather than as a joint venture. The City of Arden Hills intends to contract with a single firm and not with multiple firms doing business as a joint venture.

V. PROPOSAL CONTENTS

The consultant's submittal must contain and clearly identify the following elements.

A. Letter of Transmittal

1. Name of the firm, local address, email address and telephone and fax numbers of contact person during period of proposal evaluation and the date of your submittal; and
2. Acknowledgement of receipt of SOQ addenda, if any.

B. Table of Contents

Include a clear identification of the material by section and page number.

C. Consultant Qualifications/Profile

Include qualifications of the firm as it relates to municipal engineering services.

D. Key Personnel

The consultant must provide the names, qualifications and resumes of key personnel that will be routinely assigned to City projects. Identify the lead client service contact that will be responsible for the management and administration of a contract with the City. Identify the short- and long-term availability of all persons included in the SOQ.

E. Subconsultants

If applicable, the proposal will identify any subconsultants who may be necessary to complete any of the basic municipal services outlined in Section II, including their qualifications, key personnel, experience, and resumes.

F. Exceptions and Deviations

Any exceptions to the requirements in this SOQ must be included in the proposal submitted by the Proposer. Segregate such exceptions as a separate element of the proposal under the heading "Exceptions and Deviations."

G. References

1. Please include a list of municipal clients where related services are/were provided by staff identified in Section D and the name and telephone number of a person who may be contacted at that municipality.
2. Include a list of current municipal clients identifying projects in progress, the specific activities being performed, and the name of a person who may be contacted at the municipality.
3. Include a list of previous or current services provided to the City of Arden Hills.
4. Include a list of private clients for who work has been or is being performed within the City of Arden Hills, the type of project, the specific activities performed, and the name of a person who may be contacted at the client.

H. Fees

1. Please include a fee schedule for 2016, including hourly rates, specialty rates, multipliers, percentages, etc., for the various classifications of personnel proposed to provide services under a contract with the City. Identify all services that are excluded from these hourly rates (i.e., direct expenses, mileage, etc.).
2. Specifically state the firm's preferred method of calculating fees for different types of services provided.

VI. CONSULTANT POOL SELECTION PROCESS

All SOQs received will be reviewed by a panel of City staff consisting of Sue Iverson, Interim City Administrator; John Anderson, Acting Public Works Director; and Joe Mooney Public Works Superintendent. The panel may select firms to be interviewed. If interviews are scheduled, staff anticipates the interview would last approximately one hour and would include time for both a presentation by the firm as well as questions from the interview panel. Based upon review of the SOQs and potential interviews, City staff will recommend to the City Council a pool of firms. The Arden Hills City Council will make the final determination of the municipal consultant pool and will be the contracting authority.

The following is the estimated schedule for the consultant selection process:

1. Issue Request for Proposal June 29, 2016
2. Questions due to city staff July 14, 2016
3. SOQs due July 21, 2016
4. City completes evaluation of SOQs July 28, 2016
5. Council approval August 8, 2016

This schedule is approximate and may change.

VII. CONTRACTING ETHICS

1. No elected official or employee of the City who exercises any responsibilities in the review, approval or implementation of the proposal or contract shall participate in any decision, which affects his or her direct or indirect financial interest.
2. It is a breach of ethical standards for any person to offer, give, or agree to give any City employee or Council person, or for any City employee or Council person to solicit, demand, accept, or agree to accept from another person or firm, a gratuity or an offer of employment whenever a reasonable prudent person would conclude that such consideration was motivated by an individual, group or corporate desire to obtain special, preferential, or more favorable treatment than is normally accorded to the general public.
3. The firm shall not assign any interest in this contract and shall not transfer any interest in the same without the prior written consent of the City.
4. To remove any potential or actual conflict of interest, a Regular or Specialty consultant representing any private party client submitting a project or activity to the City shall not represent or review the project or activity on behalf of the City.
5. This firm shall not accept any private client or project which, by nature, places it in ethical conflict during its representation of the City of Arden Hills.

VIII. CITY INFORMATION

A suburb in the Twin Cities metropolitan area, Arden Hills is located approximately 8 miles north of downtown St. Paul and Minneapolis. It is situated in the northwestern portion of Ramey County and covers 9.4 square miles with a population of 9,652 (2000 census). Arden Hills' residents enjoy a high quality of living with great parks and trails, excellent access to the regional transportation system and stable, diverse neighborhoods. The City serves as home to many large corporations, such as Boston Scientific and Land O Lakes, a number of small to medium size businesses, and two private colleges.

The Twin Cities Army Ammunition Plant (TCAAP) and Arden Hills Army Training Site (AHATS) occupies nearly one-third of the entire land area of Arden Hills, or approximately 4 square miles (2,370 acres) in the northern part of the City.

The City is responsible for maintaining about 31 miles of roadways, about 66 cul-de-sacs, and an extensive storm water collection and treatment system. The sanitary sewer collection system includes 42 miles of mains and 14 lift stations. The City purchases its water from the City of St. Paul via the City of Roseville. The system includes two water towers, a booster station and 38 miles of pipes. The City also has many wetlands, lakes, and other significant environmental features.

The City of Arden Hills is a Plan A Statutory City. The City Council is the legislative and policy making body of the City, which is made up of four Council Members and the Mayor. The City Administrator is accountable to the City Council for the implementation of Council direction and the administration of affairs of the City. The City Council meets the second and last Monday of the month.

IT services are contracted through Joint Powers Agreements with the City of Roseville. Fire and police services are contracted with the Lake Johanna Fire Department and the Ramsey County Sheriff's Department, respectively.



DATE: June 20, 2016

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

FROM: John Anderson, Acting Public Works Director

SUBJECT: Boulevard Maintenance

Requested Action

Provide feedback to staff on boulevard maintenance.

Discussion

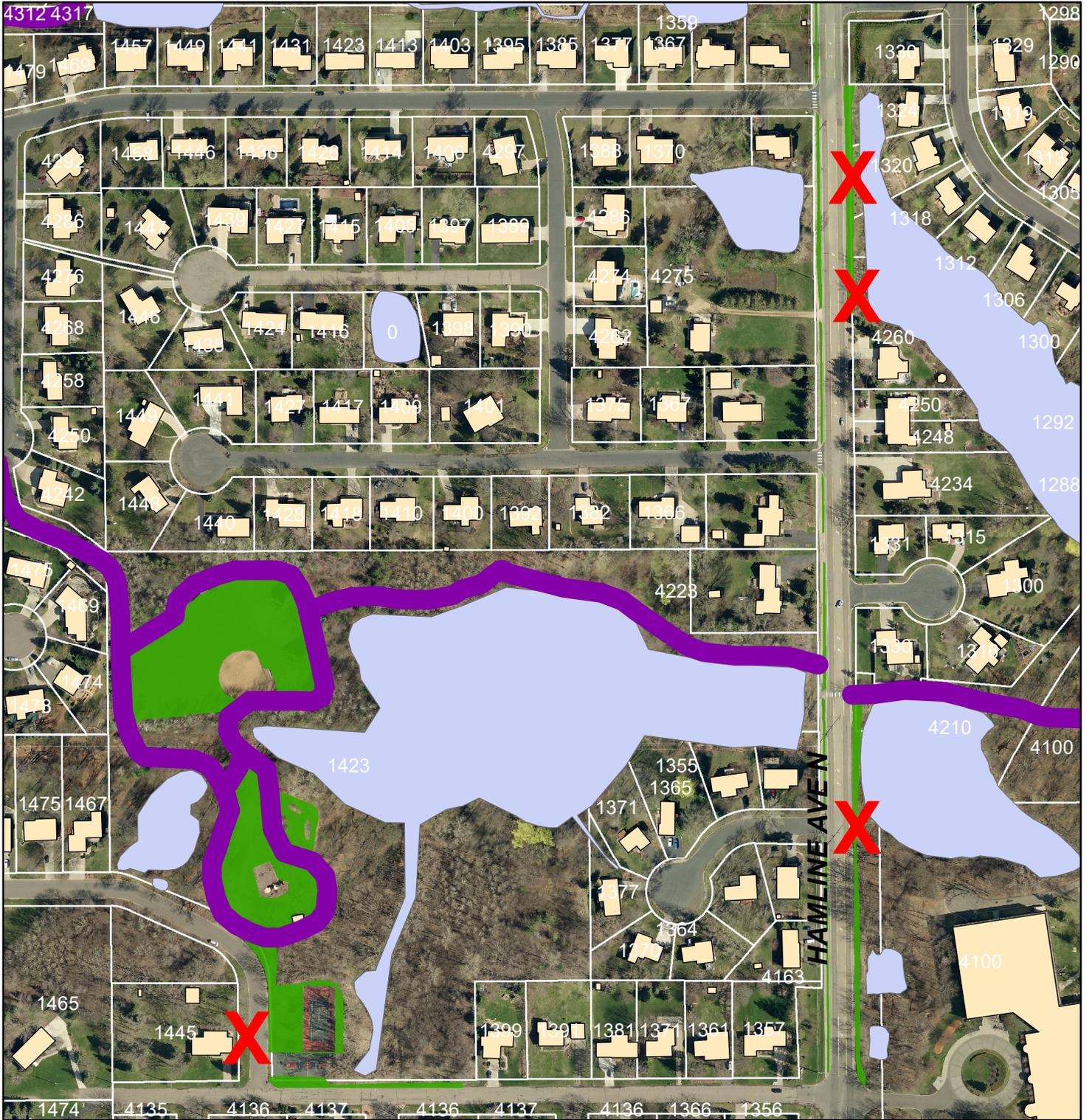
Public Works cuts nearly 50 acres of grass though out the city in various locations. Much of this is in city parks or along trails but we maintain areas around lift stations, water towers and other city owned property. Some of the areas we have historically cut fall in boulevards adjacent to private property. Staff is reviewing the areas we cut to make sure we maintain city property and not private property. A few of the locations we have come across that are private property, but mowed by the city include; 1445 Floral drive (across from Floral park), the east boulevard along Hamline Avenue between Floral Drive and Wyncrest.

We have been dropping off these areas from our mowing routine as we review our procedures. We wanted to provide this information to the City Council in case this change caused concerns for the City Council. We still plan to maintain areas where the sight distance is limited at intersections such as along the east side of Snelling Avenue south of Lindy’s Park.

Attachments

Attachment A: Sample area showing mowing change

Attachment A



Legend

-  MowTrail
-  Water
-  Buildings
-  Driveways_and_lots
-  mowing
-  Private boulevard

Boulevard Maintenance



ARDEN HILLS
MEMORANDUM

DATE: June 20, 2016

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

FROM: John Anderson, Acting Public Works Director

SUBJECT: Johanna Marsh Tennis Court

Discussion

In May of 2016 staff brought forward concerns about the safety of the playing surface at the Johanna Marsh tennis court. The City Council directed staff to contact the insurance carrier and get direction if we need to close the court because the play surface is uneven and creates a tripping hazard. Council also directed staff to notify the association in that neighborhood of any developments. The recommendation from the insurance carrier was that the court should be closed. Staff locked the court, posted a sign and contacted the Association president. Discussion at the May 16, 2016 City Council workshop also touched on future plans for the court. Given the tennis court is presumably constructed on questionable soils and there has been settlement that has taken place over time repairs and reconstruction costs could be substantial. This court was planned to be resurfaced in 2014 but the contractor the city was dealing with had more work that he could complete that year and the work was not done. When staff requested quotes in 2015 for this court to be resurfaced, the consensus of the contractors was the bituminous base needed to be addressed before it was worth resurfacing the court.

The City Council referred the matter to the Parks Trails and Recreation Committee to get input from the neighborhood on the tennis court and alternatives if the tennis court is cost prohibitive in this location, a draft copy of their survey is attached. At this point there has been no current cost estimate prepared associated with rehabilitating the tennis court. In order to establish the paving section and soil corrections needed to support a tennis court, soil borings would need to be drilled and opinion from a geotechnical engineer should be obtained. Additionally, assuming some sort of soil corrections are needed a wetland delineation should be prepared to identify if wetland impacts are a factor.

Background information is attached, the following is a time line of events relative to this tennis court.

Johanna Marsh Tennis Court timeline

1974 – Tennis Court Built by property owner Sheehy

November 1994 – land donated to the City of Arden Hills, city locked tennis court due to surface conditions

September 1995 – Arden Hills Association request for private use of tennis court

October 1996 – 5 year lease agreement signed between the association and city providing private use by the association, maintenance responsibilities during this time fall on the association

2001 – 5 year lease extended another 5 years

April 9, 2007 – staff report to City Council City Council approved lease extension thru Dec 31, 2007

Sept 18, 2007 – PTRC recommends to the City Council to designate the tennis court and property as public park and place the court on the hard court maintenance schedule

Sept 24 2007 – City Council discussion, table to October meeting

Oct 29, 2007 – City Council ordered court to be resurfaced, the lease not renewed and the court opened to the public

March 10, 2008 – award contract to Buck Blacktop \$4,820 tennis court resurface

2014 – CIP project planned to resurface the court, not completed due to contractor availability

2015 – CIP project planned to resurface the court, not completed due to concerns about bituminous base

May 16, 2016 – City Council Workshop, directed the staff to consult with insurance carrier on liability, close the court if recommended, requested PTRC to survey the neighborhood on alternatives if replacement of the court is cost prohibitive

Attachments

Attachment A: 10-29-07 City Council Minutes

Attachment B: 1996 Lease

Attachment C: 9-19-07 Staff memo

Attachment D: 2008 court improvements

Attachment E: 03-31-08 City Council Minutes

Attachment F: Draft of PTRC survey questions

B. Sheehy Tennis Court Decision

Parks and Recreation Manager Olson provided the history on the Sheehy Tennis Court and summarized the requirements to sell or convey property to the Arden Hills #3 Association.

Mr. Bruce Eisenmenger, Association President of Board, 1504 Edgewater Avenue, presented the Association's interest in the Sheehy Tennis Court. He stated it is their position that they be allowed to enter into a lease agreement. He commented the Association is also willing to look into purchasing the tennis court.

MOTION: Councilmember Grant moved and Councilmember Holden seconded a motion that the City of Arden Hills continue to negotiate a long-term lease agreement with Arden Hills Number Three Association for exclusive use of the Sheehy Tennis Court to include maintenance, insurance coverage, and signage.

Mayor Harpstead requested Council provided guidance to staff concerning long-term.

Councilmember McClung asked City Attorney Filla whether there were stipulations when the land was donated to the City. **City Attorney Filla** replied there were no stipulations.

Councilmember McClung expressed concern over restricted use of land donated to the City by any neighborhood group. He recommended this property become an official city park.

Mayor Harpstead stated he would like to put this off as there are other priorities in the City. He stated there is no parking associated with the tennis court and finally it is the desire of the neighborhood to maintain the tennis court.

Councilmember McClung asked City staff to identify the number of parks in Arden Hills that do have parking.

Parks and Recreation Manager Michelle Olson stated there are 13 parks in the City, six of which have parking available.

Discussion ensued.

The motion failed 2-3 (Holden/McClung/Holmes against).

MOTION: Councilmember Holden moved and Councilmember McClung seconded a motion to resurface the Sheehy Tennis Court, combined with the bid for Cummings Hard Court, and open it to the public.

AMENDMENT: Councilmember McClung moved and Councilmember Holden seconded a friendly amendment to direct staff to create a plan to establish Sheehy Park.

The amendment passed 3-2 (Harpstead/Grant)

Discussion on naming standards for the park ensued.

AMENDMENT: Mayor Harpstead moved and Councilmember McClung seconded a motion to drop the name Sheehy Park and restate it as the land donated by Sheehy, with the naming to be determined.

The amendment passed 4-1 (Grant).

The motion passed 3-2 (Harpstead/Grant).

C. TCAAP Update

City Administrator Wolfe reported staff continues to work towards the acquisition of the TCAAP property, Council approved an engineering firm to review the environmental characterization and demolition engineering documents on the City's behalf, and the sampling is complete for the site and data collected and is being evaluated for the remedial investigation. She reported that updated survey drawings of all existing rail lines and utilities on site have been provided to the developer. She indicated the master plan process would continue to provide Council with budgetary and financial updates. She reported that on October 15, 2007, Council approved entering into a contract with Maxwell Research to conduct a housing market study for TCAAP on behalf of the City.

9. COUNCIL COMMENTS AND REQUESTS

Councilmember Holden requested an update on the survey and the cost for the Community Survey. **City Administrator Wolfe** replied she would email that information as she did not bring it with her.

Councilmember Holden asked if an update was received from MnDOT regarding on 10/96 and allowing access to Scherer Brothers. **City Administrator Wolfe** replied it was discussed and Mn/DOT stated they would not allow access from Highway 10 or a deceleration lane. **Public Works Director Hoag** stated staff had discussions with Mn/DOT to have an internal design meeting. City and county staff would be invited to these meetings. **City Administrator Wolfe** commented staff would clarify the information with Mn/DOT.

Discussion ensued.

Councilmember Grant stated that the City now has a better idea of the financials for TCAAP. He questioned who would facilitate Council's request for development or pictorial examples. **City Administrator Wolfe** replied the project manager has been working with the developer and the plan is that the November 13, 2007 Council meeting would include a workshop on the financials and a presentation regarding photos and examples of comparable developments relative to TCAAP. **Councilmember Grant** stated he needed to drive to the location and would

Attachment B

LEASE AGREEMENT

1.0 Parties. This Agreement is dated the 3rd day of October, 1996, and is entered into by and between the City of Arden Hills, a Minnesota municipal corporation ("City") and the Arden Hills III Association, a Minnesota non-profit corporation herein ("Association").

2.0 Recitals.

A. The City is the fee owner of the following described property situated in Ramsey County, Minnesota to-wit:

Lot 3, Block 8, Arden Hills No. 3, except that part described as follows: Beginning at the Northeast corner of said Lot 3; thence West along the North line of said Lot 3 for 300 feet; thence South at right angles for 300 feet; thence East parallel to the North line of said Lot 3 for 270 feet, more or less, to the East line of said Lot 3; thence North along the East line of said Lot 3 to the point of beginning (herein the "Subject Property").

- B. The City does not have a short term use for the property.
- C. The Association wishes to lease a portion of the Subject Property for a tennis court and related facilities.
- D. The City is willing to allow an interim use of the Subject Property pursuant to the terms of this Lease Agreement.

3.0 Terms and Conditions. NOW, THEREFORE, in consideration of the mutual undertakings herein expressed, the City and Association agree as follows:

A. Property Subject to Lease. The City hereby leases to the Association that portion of the Subject Property described on Exhibit A attached hereto, subject to any and all existing easements.

- 1. Tennis Court Area. (Legal to be included.)
- 2. Access Area. (Legal to be included.)

B. Rent. As consideration for this Lease, the Association shall pay the City rent in the amount of \$10.00 per year. The first payment shall be due upon the execution of this Agreement and subsequent rental payments shall be due on the anniversary date of the Agreement. In addition, the Association shall pay the City any taxes or payments in

lieu of taxes required as a result of this Lease including any such taxes payable the year following the termination of this Lease if such tax payments cannot be abated.

- C. Term. This Lease shall be for a term of five (5) years commencing on the 10th day of September, 1996, and shall be automatically renew for an additional five (5) year term unless either party gives written notice of cancellation at least twelve (12) months prior to termination of the initial five (5) year term.
- D. Improvements. The Association shall pay for all costs relating to improvement of the tennis court or access areas. Plans and specifications for improvements shall be reviewed and approved by the City Administrator. All improvements constructed to the tennis court and access areas shall become the property of the City.
- E. Maintenance. All modifications to the tennis court area and the access areas and all improvements made for the Association's benefit shall be at the Association's expense and such improvements shall be maintained in a good state of repair.
- F. Trespass. Repeated or continuous trespass upon the remaining portions of the City property by members of the Association or their guests shall be an event of default.
- G. Insurance. The Association must maintain a comprehensive general liability coverage which shall include, but not be limited to, bodily injury, property damage and personal injury. The comprehensive general liability coverage shall be in an amount not less than \$600,000 for each occurrence and \$600,000 for personal injuries. These limits may be satisfied by the comprehensive general liability coverage or in combination with an umbrella or excess liability policy, provided coverage afforded by the umbrella or excess policy is no less than the underlying comprehensive general liability coverage. The City shall be named as an additional insured on the insurance policy.

The Association must keep in force during the term of this Lease a policy covering damages to its property. The amount of coverage shall be sufficient to replace the damaged property, loss of use and comply with any other appropriate City ordinances or regulations.

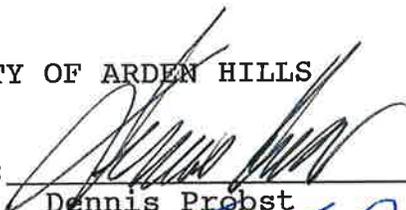
- H. Hazardous Materials. The Association will be solely responsible for and will defend, indemnify and hold the City, its agents and employees harmless from and against

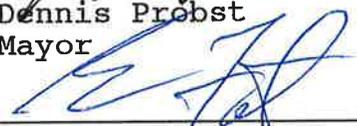
any and all claims, costs, and liabilities including attorney's fees and costs, arising out of or in connection with the cleanup or restoration of the tennis court area and access area resulting from the Association's use of hazardous materials; provided that the Association shall have no responsibility or liability for any condition existing prior to this Lease or for the removal of any improvements specifically authorized by the City. For purposes of this Agreement, "hazardous materials" shall be interpreted broadly and specifically includes, without limitation, asbestos, fuel, batteries, or any hazardous substance, waste or materials as defined in any federal, state or local environmental or safety law or regulations including but not limited CERCLA. The City represents that it has no knowledge of any hazardous materials on the property.

- I. Indemnification. The Association agrees to defend, indemnify and hold the City harmless from any and all costs, including reasonable attorney's fees, and claims of liability or loss which arise out of the Association's use and/or maintenance of the property except those which arise from the negligence, willful misconduct or other fault of the City.
- J. Compliance with Regulations. The Association and its members shall use the tennis court and the access areas in compliance with all of the City's regulations and in a manner that does not create a nuisance for adjoining property owners.
- K. Default. A violation of terms of this Lease by the Association or its members shall be an event of default. If a default occurs, the City shall provide the Association with a ten (10) day notice to cure such default. Failure to cure the default within the appropriate time shall result in an automatic termination of the Lease.
- L. Authority. Each party represents that they have been authorized to enter into this Lease Agreement.
- M. Governing Law. This Lease shall be construed in accordance with the laws of the State of Minnesota.
- N. Severability. If any term of this Lease is found to be void or invalid, such invalidity shall not affect the remaining terms of this Lease, which shall continue in full force and effect.

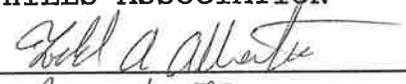
IN WITNESS WHEREOF, the above-named parties have hereunto set their hands.

CITY OF ARDEN HILLS

By: 
Dennis Probst
Mayor

By: 
Brian Fritsinger
City Administrator

ARDEN HILLS ASSOCIATION

By: 
Its: President

b/j/10450921.001
9/10/96



MEMORANDUM

DATE: September 19, 2007 **Agenda Item: 8.B.**

TO: Honorable Mayor and City Council
Michelle Wolfe; City Administrator

FROM: Michelle Olson, Parks and Recreation Manager *MO*

SUBJECT: Sheehy Tennis Court

BACKGROUND

On April 9, 2007, at a Regular City Council Meeting, City Staff presented information on the Sheehy Tennis Court that is located at 3168 Ridgewood Road. Staff has included the report (Attachment 8B-1) and minutes (Attachment 8B-2) from that meeting for your information. The City accepted the Sheehy land with the tennis court in November of 1994 as a donation. However, the Parks and Recreation Department had concerns regarding the condition of the court. At that time, the City was worried about the liability risks involved with use of the tennis court. For safety and liability reasons, the City placed a lock on the court until a decision on the future of the court was made.

In September 1995, two members of the Arden Hills #3 Association requested private usage of the Sheehy tennis court. After discussion of the details, including the cost of the restoration and upkeep of the property, the possibility of selling, and the possibility of leasing, the City Council directed staff to prepare a lease agreement for the property. The lease agreement was approved in October of 1996 and expired in October of 2006.

At the April 9, 2007 Regular City Council Meeting, the Council approved a temporary lease agreement with Arden Hills #3 Association from April 9, 2007 through December 31, 2007 for exclusive use of the tennis court and directed staff to further evaluate all potential uses of the site. A copy of the lease agreement is included within the staff report from April 9, 2007 (Attachment 8B-1). After further review, City Staff has identified four possible options for the future use of this land:

1. **Continue to lease use of the tennis court exclusively to the Arden Hills #3 Association. The current rental fee is set at \$10.00 per year.**
 - a. Keep lease at \$10.00 per year with no additional stipulations.
 - b. Increase rental fee to a number agreed to by Council.

- c. Keep lease fee at \$10.00 per year but include a maintenance agreement that would require the association to be financially responsible for a resurface to the court on the City's 6-8 year schedule. Staff did receive an estimate from one vendor for \$6,470.00 to resurface the court (quotation is attached - Attachment 8B-3).

Staff has concerns regarding a City owned court being offered for use exclusively by a private group. If a new lease agreement is considered, Staff recommends at a minimum that the maintenance of the court be specifically addressed within the agreement.

2. Open up this area as a public park and leave the tennis court.

Currently, the court has a padlock and is available only to association members. If this land was designated as a public park, the court would be open to the general public. The City would then assume all liability for the site. This would be a simple process of adding the Sheehy property to our insurance. Benches could be added near the site for enhanced nature viewing. If the City decides to designate this as a public park, staff does recommend that this court be placed on the City hard court maintenance schedule. After speaking with the vendor that examined the court, it was their opinion that the court could be maintained in a safe and playable condition with regular resurfaces. There are some areas of the court that are in need of leveling due to the subgrade. However, these areas could be managed by resurfacing on a regular schedule. Reconstructing the courts would be problematic and costly due to the soil conditions under the court.

3. Tear out the tennis court and maintain the area as open space. The 2002 Parks, Trails, and Open Space Plan proposed to remove the tennis court, add benches near wetland, maintain as open space, and explore the possibility of adding unpaved trails (Attachment 8A-4).

After site observations and research, staff has concluded that it seems highly unlikely that a walking trail could be built in this area. The soil conditions and the wetland would require a floating bridge or board walk and that would be a very high cost to construct. The estimate cost for City Staff to remove the tennis courts is approximately \$9,317.60. A breakdown of costs for this is included for your review (Attachment 8B-5).

4. The City could order an appraisal of the area of the land that the tennis court is located and offer to sell that portion to Arden Hills #3 Association.

There is no guarantee that the Association would be interested in purchasing this portion of land. The Arden Hills #3 Association has expressed that their first choice is for the tennis court to remain and for the Association to have use, exclusive or not.

PTRC RECOMMENDATION

At the September 18, 2007 Parks, Trails, and Recreation Committee (PTRC) Meeting, the Sheehy Tennis Court Future was discussed. After review of the options, the PTRC made a motion to recommend the City designate the Sheehy property as a public park, including retaining the existing tennis court and placing it on the City's hard court maintenance schedule. The motion carried unanimously. In addition, the Committee suggested that the City consider adding benches for nature viewing in the near future.

STAFF RECOMMENDATION

Staff recommends approval of a motion to support the PTRC recommendation to designate the Sheehy property as a public park, including retaining the existing tennis court and placing it on the City's hard court maintenance schedule.

Attachment 8B-1:

Agenda Item 7A from April 9, 2007 City Council Meeting



MEMORANDUM

DATE: April 4, 2007 **Agenda Item: 7A**

TO: Honorable Mayor and City Council
Michelle Wolfe; City Administrator

FROM: Michelle Olson, Parks and Recreation Manager *MO*

SUBJECT: Sheehy Tennis Court Lease Agreement

Background

In March 2006, City staff received a phone call from a resident inquiring why the tennis court located at 3168 Ridgewood Road was locked and posted as operated by Arden Hills #3 Association. At that time, due to the questions regarding why the Association was using this court exclusively, the City placed a lock on the court and posted a sign that stated, for more information about this court, please contact the City of Arden Hills. Staff was then contacted by Todd Albertson, Board Member of the Arden Hills #3 Association. He stated that the association had a lease agreement to have exclusive use of the courts and asked for the courts to be unlocked.

The City Attorney and the Arden Hills #3 Association both forwarded to staff a copy of a lease agreement that had been approved by the Arden Hills City Council on October 3, 1996. Under the terms of the agreement, the Association was to pay the City of Arden Hills \$10.00 annually to rent the facility. The lease agreement was for a term of five years, renewable for an additional five years per language stating that unless either party gave written notice of cancellation at least twelve months prior to termination of the initial five year lease, it automatically renewed. The Association was responsible for the maintenance of the facility and all improvement costs would be their responsibility. In addition, the Association was required to maintain comprehensive general liability coverage in an amount not less than \$600,000 for each occurrence and \$600,000 for personal injury. A copy of the expired lease is included for your review.

Further research discovered that the \$10.00 annual fee had never been paid and the City did not have any record of the required insurance from the previous ten years. Mr. Todd Albertson does assure the City that the association did carry the required insurance and each year, submitted this to the City. Staff has been unable to locate this documentation. Association #3 did submit a check on April 10, 2006 for \$100 for the past due amount in the lease agreement and provided updated proof of insurance. The City unlocked the court at that time until October, 2006, when

the lease expired. At that time, staff informed the Association to write a letter requesting their intentions for the court. The Arden Hills Association #3 is interested in a renewal of the lease agreement. A copy of the lease extension request is included for your review.

Staff has researched the history of this tennis court and does have reservations about entering into another long term lease agreement with the Association. Staff has concerns about the maintenance of the court and the idea of a City owned court being offered for use exclusively by a private group. The Association states that they do a spring and fall cleanup of the court and have a part time staff member clean the court once a week during the summer months. The court is not level and appears to have several areas that have sunk due to the unstable base that it was built on. There are trees overhanging the court, which causes leaves, branches, and debris to lie on the court. This in turn hurts the quality of the surface. Cracks have begun to run the length of the court. There are four light poles wired across the court that are not operational. Photos of the court have been included for your review.

The following is the background of how the City acquired this tennis court and discussions that took place at that time regarding future use of this land. Also, staff memos and City Council minutes regarding this have been included for your review.

In January 1994, the City received a notice from Mr. James C. Shacker and Mr. C.E. Sheehy of an interest to donate approximately 8.57 acres of property to the City of Arden Hills. The property was made up of primarily Type III and/or Type IV wetland. The area consisted of a swamp/pond, cat tails, and scrub trees. A tennis court was constructed in 1974/1975 in the SW corner of the property. All required permits (Rice Creek Watershed, Department of Natural Resources, City Building Permit) were obtained prior to the filling of the area and the construction of the tennis court.

Although the Parks and Recreation Department and Public Works Department found very little park or recreational use for the Sheehy property, the City Council accepted the donation in November 1994. It was found that the development of the area was limited due to the wetland delineation. The courts were in disrepair and in need of maintenance. The Parks and Recreation Department found that the court may need to be removed because the soil conditions present were not providing a stable base. The City was worried about the liability risks involved with use of the tennis court. In 1995, the estimated in-kind labor cost to the City for demolishing the tennis court was estimated at \$1,500-\$2,000. For safety and liability reasons, the City placed a lock on the court until a decision on the future of the court was made.

In September 1995, two members of the Arden Hills #3 Home Association requested private usage of the Sheehy tennis court. After discussion of the details, including the cost of the restoration and upkeep of the property, the possibility of selling, and the possibility of leasing, the City Council directed staff to prepare a lease agreement for the property.

Staff Recommendation

Staff requests time to further evaluate all potential uses of this site. Therefore, staff recommends approval of a temporary restated and amended lease agreement dated April 9, 2007 allowing

City Council
Sheehy Tennis Court Lease Agreement

3

Arden Hills Association #3 to have exclusive use of the Sheehy Tennis Court from April 9, 2007 until December 31, 2007. Staff will bring back a comprehensive report to a future meeting for further discussion.

Requested Action

A motion to approve a temporary restated and amended lease agreement dated April 9, 2007 allowing Arden Hills Association #3 to have exclusive use of the Sheehy Tennis Court from April 9, 2007 until December 31, 2007.

Attachment 7A-1:

Expired Lease Agreement dated October 3, 1996

Ms. Olson summarized the Sheehy Tennis Court Lease Agreement. She recommended Council allow staff further time to evaluate all potential uses of this site. Therefore, staff recommends approval of a temporary restated and amended lease agreement dated April 9, 2007 allowing Arden Hills Association #3 to have exclusive use of the Sheehy Tennis Court from April 9, 2007 until December 31, 2007. Staff will bring back a comprehensive report to a future meeting for further discussion.

MOTION: Councilmember Holden moved and Councilmember Grant seconded a motion to approve a Temporary Restated and Amended Lease Agreement dated April 9, 2007 Allowing Arden Hills Association #3 to Have Exclusive Use of the Sheehy Tennis Court from April 9, 2007 through December 31, 2007.

Councilmember Holden stated she would be voting against this because she believed they violated the original lease by not paying the City and not maintaining the Court.

Councilmember McClung stated he would also be voting against this for the same reasons as well as having an exclusive lease for land that was donated to the City. He requested staff send this to the PTRC and come back with a proposal.

Councilmember Holmes stated she believed this should be extended for another year, but agreed the PTRC should look at this. She stated she did not believe anybody outside of the association would play tennis on this Court anyway. She noted they did need a discussion on how they could get the association to maintain the court.

Mayor Harpstead stated he believed this was a reasonable request and he would be voting in favor of the motion.

Councilmember Grant stated he would be voting in favor of the motion because by the association obtaining the insurance it was a better situation then not having insurance and he believed allowing staff additional time to evaluate this was appropriate.

Councilmember Holden stated she believed if the court was maintained, it would be used by the public.

Councilmember McClung noted there has not been any upkeep to the facility and it was in poor shape and simply extending this to deal with the liability issues was not enough for him to vote in favor of this.

Todd Elbertson, Association Representative, stated shortly after they signed the agreement, they did have the court power washed and the cracks filled. He noted before they did this again, they wanted to have assurance that they had a new agreement. He indicated the court was due again for this type of maintenance.

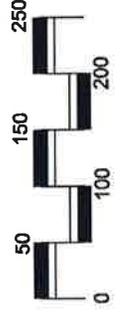
The motion carried (3-2 Councilmembers Holden and McClung opposed).

Attachment 8B-3:
Quotation to resurface the court

Attachment 8B-4:

2002 Parks, Trails, and Open Space Plan – Sheehy Park Future Proposal

SHEEHY PARK



SCALE



Attachment 7A-2:
Location Maps

Location of Sheehy Tennis Court



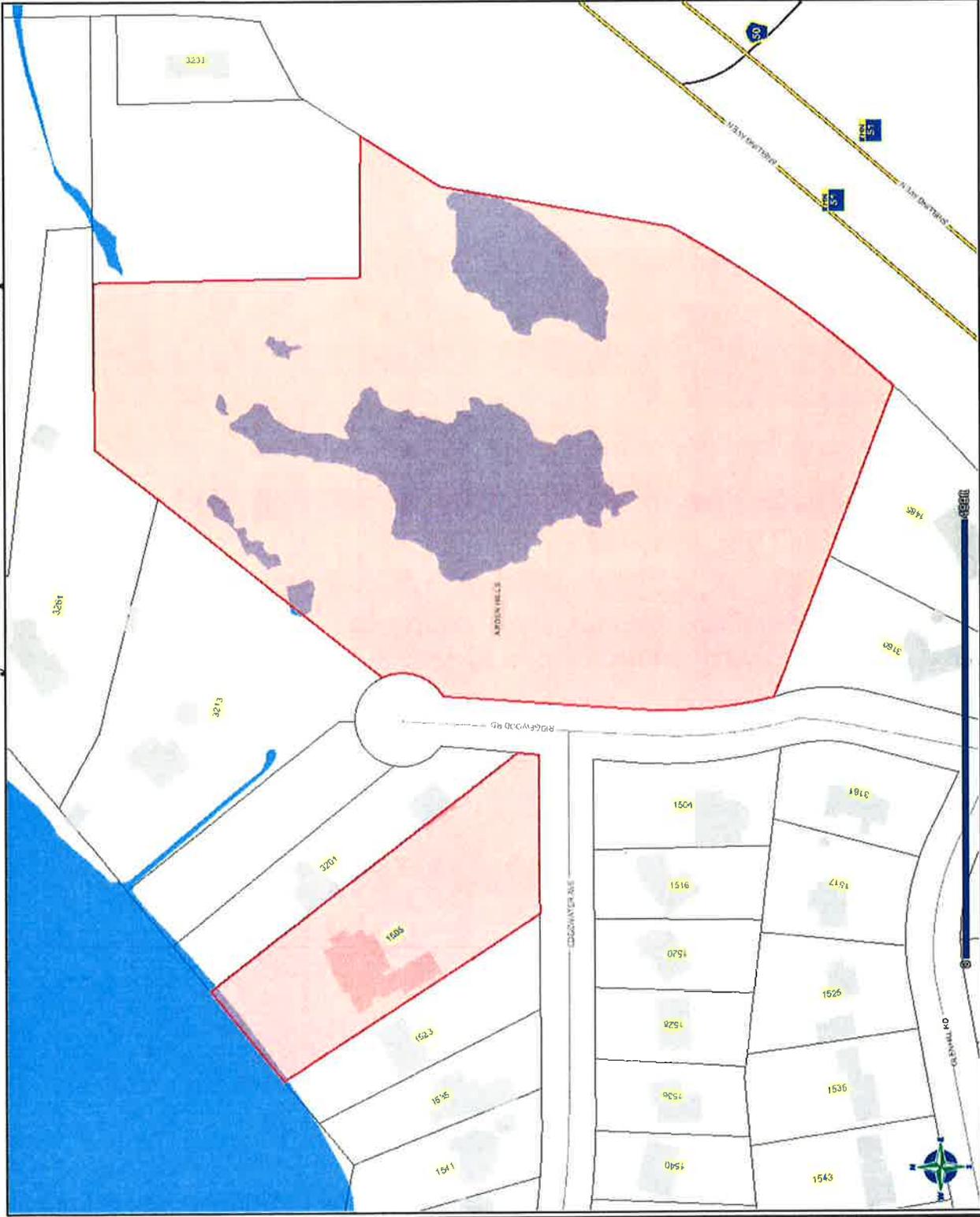
- Selected Features
- Municipalities
- Road Centerlines (County)
- County Road
- Interstate Hwy
- State Hwy
- Roads
- Water
- Structures
- Parcel Polygons
- 2006 Color Aerials
- Highway Shields
- Street Name Labels

DISCLAIMER: This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only.

SOURCES: Ramsey County (March 5, 2007), The Lawrence Group (March 5, 2007) for County parcel and property records data; March 2007 for commercial and residential data; April 2006 for color aerial imagery. All

Sheehy Tennis Court Location Map 2

- Selected Features
- Municipalities
- Road Centerlines (County)
- County Road
- Interstate Hwy
- State Hwy
- Roads
- Water
- Structures
- Parcel Polygons
- Highway Shields
- Street Name Labels

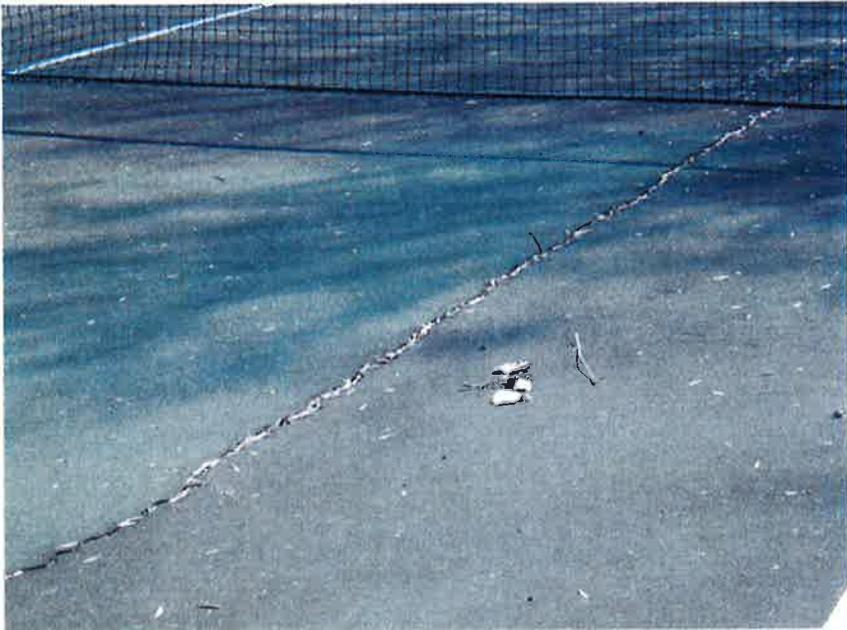
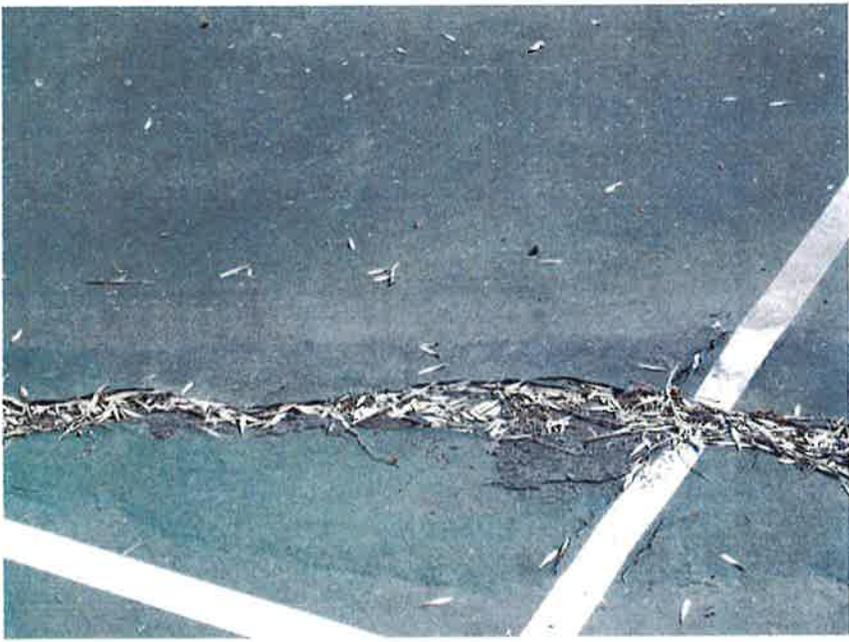


DISCLAIMER: This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only.

SOURCES: Ramsey County (March 5, 2007), The Lawrence Group (March 5, 2007) for County parcel and property records data; March 2007 for commercial and residential data; April 2006 for color aerial imagery; All

Attachment 7A-3:

Photos of Sheehy Tennis Court







Attachment 7A-4:

Historical Background Including:

- Regular City Council Minutes from June 10, 1974
- Memo from City Administrator dated January 10, 1994
- City Council Work Session Minutes from January 20, 1994
- City Council Work Session Minutes from September 21, 1995
- Memo from City Administrator dated September 9, 1996

Building Permit for reconstruction of a garage, as requested by Andrew Hopkins.

Pat Sexton, owner of the property adjacent to and south of the Hopkins property, stated that he feels the garage reconstruction will be a big improvement, and has no objection to the requested variance.

After review of the plan presented, Wingert moved, seconded by Crichton, that the Council approve the variance and issuance of the Building Permit, as requested. Motion carried unanimously.

Case No. 74-16, Cyril Sheehy - Tennis Court Building Permit

* Wingert reviewed the Rice Creek Watershed District stipulation that it approves the 1120 cu. yds. of fill, as proposed, providing that four (4) sq. ft. of open space be dedicated for every 1 sq. ft. of filled area (cannot build on open space).

After discussion of the proposed tennis court location on the 8-acre site, Wingert moved, seconded by Olmen, that the Council approve issuance of the Building Permit and fill, as requested. Motion carried unanimously.

Case No. 74-17, McDonald's Corporation

Matter deferred to Council Meeting of June 24, 1974, at request of applicant.

Case No. 71-21, Arden Manor Lighting Change

Wingert reported that the Planning Commission recommends Council approval of the requested change in lighting in Arden Manor, and moved that the Council approve the substitution of Adjusta-post Manufacturing Company Sphere-Lites #2301 with 12 ft. steel posts, instead of the originally approved Weyerhaeuser #15S lights. Motion was seconded by Olmen and carried unanimously.

Case No. 73-42, Lametti Addition - Preliminary Plat

Wingert reported that the Planning Commission does not recommend approval of the amended Preliminary Plat of Lametti Addition because:

1. Travel lane of road has been narrowed to 28 feet (34' required by ordinance).
2. Fire hydrant has not been indicated mid-way between cul-de-sac and Snelling Avenue as requested.

It was noted that a determination has not been made by Mr. Lametti as to whether proposed streets are to be dedicated or privately owned. Clerk Administrator was requested to ask Mr. Lametti to determine this, and, if streets are to be dedicated, request that the Preliminary Plat be amended to incorporate the 34 foot wide travelway required; hydrant to be indicated, whether or not streets are dedicated.

Bussard Court

Council expressed concern re the adequacy of the storm sewer spillway, and requested that Engineer Lund inspect the construction for compliance with Rice Creek Watershed District's requirements.

CITY OF ARDEN HILLS

MEMORANDUM

DATE: January 10, 1994

TO: Dorothy Person, City Administrator

FROM: Brian Fritsinger, Dan Winkel, Cindy Severtson

SUBJECT: Sheehy Property

D.W., CS - BF

As you know, the City received a notice from Mr. James C. Shacker and Mr. C.E. Sheehy of an interest to donate approximately 8.57 acres of property to the City of Arden Hills. Staff has reviewed the letter and the options available in regards to accepting this donation.

The property consists of primarily Type III and/or Type IV wetland as defined by the National Wetlands Inventory. The area consists of a swamp/pond, cat tails and scrub trees. A tennis court was constructed in 1974/1975 in the SW corner of the property. Permits from Rice Creek Watershed and Department of Natural Resources were obtained prior to filling the area to construct the tennis court.

The area has no direct access or linkages with any existing park trails or system. Due to its wetland delineation, the area will most likely remain open space. The soil conditions present on the site make it highly unlikely that a walking trail could be built around the pond. Any filling of this area would most likely require wetland mitigation at a 2 to 1 ratio. At best, the area could be used as a passive open area for wildlife viewing.

The Sheehy's have stated that the property is unbuildable. They also have stated that water occasionally flows over and under the tennis court. This creates a situation of high maintenance costs on the courts. If acquired, Parks would recommend removing the tennis courts which would be an expense to the City. The property is valued at \$11,200 and pays annual taxes of \$280.00.

An estimate to demolish and remove materials was prepared by Dan Winkel. The tennis court fence would be considered unsalvageable and would need to be disposed of at a steel company. The cost to the City for this project would be between \$1500-2000. (This includes in-kind labor and equipment expense.)

There would be no benefit to either public works or Planning/Economic Development for the City to accept this property. Parks and Recreation could use the wetland area as passive open space. Should the City Council decide to accept this donation, it needs to be approved by Resolution and adopted by 2/3 of members. The resolution should express all terms in full.

BF:to

MINUTES
CITY OF ARDEN HILLS, MINNESOTA
WORKSESSION
January 20, 1994
4:30 P.M. - Public Works Garage

CALL TO ORDER/ROLL CALL

Pursuant to due call and notice thereof, Mayor Sather called to order the City Council worksession at 4:35 p.m. Present: Councilmembers Beverly Aplikowski, Dale Hicks, Paul Malone and Dennis Probst. Also present were: City Accountant, Terry Post; Community Planning Coordinator, Brian Fritsinger; Public Works Superintendent, Dan Winkel; Park & Recreation Director, Cynthia Severtson; City Administrator, Dorothy Person; Terry Maurer and Greg Stonehouse, City Engineers, and Recording Secretary, Reneé Kaulfuss.

ADOPT AGENDA

MOTION: Probst moved, seconded by Aplikowski, to adopt the January 20, 1994 worksession agenda as submitted. Motion carried unanimously (5-0).

DISCUSSION - SHEEHY LAND DONATION OFFER TO CITY

Brian Fritsinger informed the Council that Cindy Severtson, Dan Winkel and himself examined the property. Councilmember Probst also visited the site with staff. At this time staff believes the only possible use for this land would be as park space.

Ms. Severtson referred to her memo enclosed with the packet and explained that the tennis court appears to be in need of repair. Previously, the Sheehys described the court area as fairly wet and broken up. This property is by definition a wetland area. Future use of the property is limited, but a floating walkway could possibly be constructed to connect the area to a park trail.

Councilmember Hicks asked when the tennis court was constructed. Ms. Severtson stated it was constructed in 1974 or 1975. Councilmember Hicks questioned whether the neighbors should be contacted to research if the neighborhood would be willing to preserve the tennis court and perhaps assume the cost to preserve the court. Ms. Severtson stated this could be an option if chosen by the Council.

**MINUTES
CITY OF ARDEN HILLS, MINNESOTA
WORKSESSION
SEPTEMBER 21, 1995
4:30 P.M. - CITY HALL, PUBLIC WORKS LUNCHROOM**

CALL TO ORDER/ROLL CALL

Pursuant to due call and notice thereof, Mayor Probst called to order the City Council Worksession at 4:35 P.M. Present: Councilmembers Paul Malone; Dale Hicks; City Administrator, Brian Fritsinger; Community Development Director, Kevin Ringwald; Park & Recreation Director, Cynthia Walsh; Public Works Superintendent, Dwayne Stafford; City Attorney; Jerry Filla, Homeowners Association Members; Tom Fabel, Todd Albertson, and Fred Sutter; and Administrative Assistant, Shirley Evenson.

Beverly Aplikowski arrived at 4:45 P.M. and Susan Keim was absent.

Adopt Agenda

Motion: Mayor Dennis Probst moved and seconded by Councilmember Malone to adopt the September 21, 1995, Worksession Agenda as submitted. Motion carried unanimously (3-0).

Agenda Item 3a & b

Tennis Court/Lindeys Triangle

Two members of the Homeowners Association requested private usage of the former Sheehy Tennis Court by their neighborhood. After discussion of the details, including the possibility of selling the property, leasing, the cost of the restoration and up-keep of the property, Mayor Probst indicated that because the City has no immediate plans for the property, he would consider a formal request by the representatives for the use of this site. Malone and Hicks concurred. Their proposal will be discussed at a future Council Meeting after Parks and Recreation Director, Cindy Walsh, has had an opportunity for review. Ms. Walsh will also review with Attorney Filla all City parks to resolve ownership and will contact Mr. Kenna to discuss acquiring Fee Title to the Lindeys Triangle and Ridgewood Court park areas.

Agenda Item 3c

Pawn Shop Licensing

Kevin Ringwald, Community Development Director, presented matrices for identifying the issues associated with an application for pawn shop licensing from several different communities.

CITY OF ARDEN HILLS

MEMORANDUM

DATE: September 9, 1996

TO: Brian Fritsinger, City Administrator

FROM: Cindy S. Walsh, Parks & Recreation Director *CSW*

SUBJECT: Finalization of Tennis Court Lease Agreement

Background

The Arden Hills #3 Homeowners Association contacted the City to inquire if the City would lease the tennis court area to the Association. The Association would be responsible for maintenance and use of the area.

The City Council received a draft of the lease agreement at the August 19, 1996 Council work session. With the exception of a few minor changes, the lease appeared to be acceptable to the Council.

Lease Agreement

The association will pay the City of Arden Hills \$10.00 annually to rent the facility. The lease agreement will be for a term of five years and will automatically renew for an additional five years unless either party gives written notice of cancellation at least 12 months prior to termination of the initial five year lease. The Association will be responsible for the maintenance of the facility. The facility will be leased from the City in its present condition. All improvement costs will be the responsibility of the Association.

A copy of the revised lease is enclosed for your review. The Association has had an opportunity to review the lease. Representatives from the Association will be in attendance at the City Council Meeting to answer any questions the Council may have.

Recommendation

Staff recommends approval of the lease of the former [REDACTED] tennis court to the Arden Hills #3 Homeowners Association. Council should direct staff to execute all appropriate documents.

Enclosure: 1

Attachment 7A-5:

Letter from Arden Hills Association #3 requesting new lease agreement dated
December 7, 2006

ARDEN HILLS NO.3 ASSOCIATION

December 7, 2006

Karen Barton
Community Development Director
City of Arden Hills
1245 West Highway 36
Arden Hills, MN 55112-5743

Karen,

Per your recommendation, and on behalf of the Arden Hills No. 3 Association I am sending you this letter of intent to enter into a lease agreement for a tennis court and related facilities located on Lot 3, Block 8, of the Arden Hills No.3 subdivision that is currently owned by the City of Arden Hills.

For the last 10 years we have had a lease agreement for the above listed property with the City of Arden Hills. That agreement expired October 3, 2006. We would like to enter into a similar agreement for the next 10 years. A copy of the previous agreement has been attached for your review. Please share this letter with the appropriate city officials and advise me of the next steps required for renewing a lease agreement.

Respectfully Submitted.



Todd Albertson
Board Member
Arden Hills No. 3 Association

Attachment 7A-6:

Temporary restated and amended lease agreement dated April 9, 2007

Attachment 8B-2:

Minutes from April 9, 2007 Regular City Council Meeting

pipe was not located in the center of the drainage ditch easement. Although the easement was dedicated to the City, the County maintains and operates the drainage pipe.

She stated while the easement was the appropriate width for the depth of the pipe, the pipe was not at the center of the easement, which meant the easement included unnecessary portions of the property.

She indicated since realigning the drainage easement would resolve a discrepancy between the true location of the drainage pipe and the drainage easement, staff was recommending approval of the drainage easement realignment. The small portions of the drainage easement that would be released to the property owner did not have a public use.

She recommended approval of Resolution 07-45 for the vacation of the drainage easement of document number 1742652 and the acceptance of a realigned drainage easement at 3210 Hamline Avenue North as amended by the following four conditions:

1. The applicant shall submit evidence of title for 3210 Hamline Avenue North that is acceptable to the City Attorney before the City records Resolution 07-45.
2. If there is a mortgage, the applicant shall obtain a signed consent to the easement from the mortgagee before the City records Resolution 07-45.
3. The applicants shall sign the Grant of Permanent Easement for the realigned easement before the City records Resolution 07-45.
4. The legal description shall be subject to City Attorney approval.

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

There were no comments made.

Mayor Harpstead closed the public hearing at 7:12 p.m.

MOTION: Councilmember Grant moved and Councilmember McClung, seconded a motion to approve Resolution 07-45: Approving the Vacation of the Drainage Easement in Document Number 1742652 and the Acceptance of a Realigned Drainage Easement at 3210 Hamline Avenue North as Amended by the Four Conditions in Planning Case 07-007. The motion carried unanimously (5-0).

* 7. NEW BUSINESS

- A. Motion to Approve a Temporary Restated and Amended Lease Agreement dated April 9, 2007 Allowing Arden Hills Association #3 to Have Exclusive Use of the Sheehy Tennis Court from April 9, 2007 through December 31, 2007



Request for Council Action

4E

Prepared By:
Michelle Olson, Parks and Recreation Manager

Council Meeting Date: **November 10, 2008**

Motion to Approve Construction Pay Voucher No. 2 to Buck Blacktop, Inc. in the Amount of \$8,414.95 for the Cummings Park, Johanna Marsh, and Hazelnut Park Hard Court Restoration Project.

Budgeted Amount:	Actual Amount:	Funding Source:
\$70,000 - Park Fund	\$57,184 - Park Fund	Special Revenue – Park Fund
\$17,500 – General Fund	\$10,009 – General Fund	General Fund

Recommendation:

A Motion to Approve Construction Pay Voucher No. 2 to Buck Blacktop, Inc. in the Amount of \$8,414.95 for the Cummings Park, Johanna Marsh, and Hazelnut Park Hard Court Restoration Project.

The total project was budgeted at \$87,500 and this is the final payment for this project. The final amount paid towards this project was \$67,193. The breakdown of funds is listed above.

Supporting Documents:

1. Construction Pay Voucher No. 2



Owner: City of Arden Hills
 1245 West Highway 96
 Arden Hills, MN 55112

Date: 9/4/2008

For Period: 8/1/2008 to 8/31/2008

Request No.: 2 & FINAL

Contractor: Buck Blacktop
 32 S. Owasso Blvd.
 St. Paul, MN 55117

Pay Voucher

ARDH - Cummings Parl Hard Court Restoration
 Client Contract No.:
 Project No.: 01771-00
 Client Project No.:

Project Summary			
1	Original Contract Amount		\$66,193.00
2	Contract Changes - Addition	\$1,000.00	
3	Contract Changes - Deduction	\$0.00	
4	Revised Contract Amount		\$67,193.00
5	Value Completed to Date		\$67,193.00
6	Material on Hand		\$0.00
7	Amount Earned		\$67,193.00
8	Less Retainage		\$0.00
9	Subtotal		\$67,193.00
10	Less Amount Paid Previously		\$57,778.05
11	Liquidated Damages		\$0.00
12	AMOUNT DUE THIS PAY VOUCHER NO. 2 & FINAL		\$9,414.95

I HEREBY CERTIFY THAT A FINAL EXAMINATION HAS BEEN MADE OF THE ABOVE NOTED CONTRACT, THAT THE CONTRACT HAS BEEN COMPLETED, THAT THE ENTIRE AMOUNT OF WORK SHOWN IN THE FINAL VOUCHER HAS BEEN PERFORMED AND THE TOTAL VALUE OF THE WORK PERFORMED IN ACCORDANCE WITH, AND PURSUANT TO, THE TERMS OF THE CONTRACT IS AS SHOWN IN THIS FINAL VOUCHER.

Recommended for Approval by:
WSB & Associates, Inc.

Construction Observer:

Dina Doherty

Approved by Contractor: *under protest*
 Buck Blacktop

Approved by Owner:
 City of Arden Hills

U. Erdman's

Specified Contract Completion Date:

Date:

Comment:

Project Material Status

Item No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity to Date	Current Quantity	Amount to Date
Base Bid - Hard Court Restoration								
1	2700.501	CUMMINGS PARK RESTORATION	LUMP SUM	\$53,740.00	1	1	0.1	\$53,740.00
2	2700.501	HAZELNUT PARK TENNIS COURT RESURFACING	LUMP SUM	\$2,970.00	1	1	0	\$2,970.00
3	2700.501	HAZELNUT PARK BASKETBALL COURT RESURFACING	LUMP SUM	\$2,219.00	1	1	0	\$2,219.00
4	2700.501	SHEEHY PARK TENNIS COURT RESURFACING	LUMP SUM	\$4,820.00	1	1	0	\$4,820.00
Totals For Section Base Bid - Hard Court Restoration:								\$63,749.00
Cummings Park Alternate 4 - Bituminous Maintenance Apron								
8	2350.507	BITUMINOUS MAINTENANCE APRON	LUMP SUM	\$2,444.00	1	1	0	\$2,444.00
Totals For Section Cummings Park Alternate 4 - Bituminous Maintenance Apron:								\$2,444.00
Change Order 1								
9	2105.601	COMMON EXCAVATION	LUMP SUM	\$1,000.00	1	1	1	\$1,000.00
Totals For Change Order 1:								\$1,000.00
Project Totals:								\$67,193.00

Project Payment Status
 Owner: City of Arden Hills
 Client Project No.:
 Client Contract No.:
 Project No.: 01771-00
 Contractor: Buck Blacktop

Contract Changes

No.	Type	Date	Description	Amount
CO1	Change Order	9/19/2008	COMMON EXCAVATION	\$1,000.00
Change Order Totals:				\$1,000.00

Payment Summary

No.	From Date	To Date	Payment	Total Payment	Retainage Per Payment	Total Retainage	Completed
1	7/1/2008	7/31/2008	\$57,778.05	\$57,778.05	\$3,040.95	\$3,040.95	\$60,819.00
2 & FINAL	8/1/2008	8/31/2008	\$9,414.95	\$67,193.00	(\$3,040.95)	\$0.00	\$67,193.00
Payment Totals:				\$67,193.00		\$0.00	\$67,193.00

Project Summary

Material On Hand:	\$0.00		
Total Payment to Date:	\$67,193.00	Original Contract:	\$66,193.00
Total Retainage:	\$0.00	Contract Changes:	\$1,000.00
Total Amount Earned:	\$67,193.00	Revised Contract:	\$67,193.00

Ms. Kvilvang stated that the intent of hiring Bolton & Menk was the issues surrounding the position paper. This will include the review of the noise study that was done as part of the I-694 project to cover the residential area south of 96 and in addition it is going to be reviewing all of the City's requests for information regarding Highway 10 and County Road 96 and any local access interchange for County Road 96.

Councilmember Holden clarified that the only part of the I-694 project being addressed at this time is the noise mitigation.

Mayor Harpstead stated that a \$30,000.00 budget would translate to about 300 hours of engineering time.

Councilmember Grant stated that given the concerns of residents in regard to noise in that area, the City is making a good recommendation in having an independent engineering company evaluating the project. He also stated that there should be a budget stated for this particular contract.

It was the consensus of the Council that a budget limit of \$30,000.00 be set at this time with the understanding that Staff could request additional funding if needed.

MOTION: **Mayor Harpstead** moved and **Councilmember McClung** seconded a Motion to Authorize Staff to Contract with Bolton & Menk, Inc. to Provide Technical Support related to the Highway 10 and County Road 96 Position Paper not to exceed \$30,000.

Councilmember McClung stated that if the scope should change or the budget needs change that the City would be able to do those things in the future.

The motion carried unanimously (4-0).

F. **Motion to support the PTRC recommendation to designate the land donated by Mr. James Shaker and Mr. C.E. Sheehy as Johanna Marsh.**

Parks and Recreation Manager Michelle Olson stated the City had received 8.57 acres of land from Mr. James Shacker and Mr. C.E. Sheehy in 1994, which included a tennis court. The City opened the tennis court to public use in October 2007 and requested Staff to provide a plan for establishing this donated land. Staff has designated three steps in establishing this donated land. The first step is to have the tennis courts resurfaced which is included in the Cummings Park Reconstruction Project set to be completed this spring. The second step would be to designate a name for the park following the guidelines approved the City Council in 2006. The final step would be to add a park sign and list it as an official park. At the February 26, 2008 Parks, Trails, and Recreation Committee Meeting the naming was discussed. The Arden Hills No. 3 Association was unable to attend but did submit a letter stating the position of the Association. The consensus of the neighborhood and the Sheehys' is that the name should relate to the neighborhood, its geography and its recreation. Park name suggestions included Johanna Marsh and Johanna Park Preserve. An important point made by the Arden Hills No. 3 Association was

that in discussion with Mr. and Mrs. Sheehy, they do not want their name identified with the property. Staff recommends a motion to support the PTRC recommendation to designate the land donated by Mr. James Shacker and Mr. C.E. Sheehy as Johanna Marsh.

Councilmember Holden asked how people in the City were notified that it was time to name the park. She also asked how things like this would be encompassed in the future.

Parks and Recreation Manager Olson stated the Association that was notified is made up of people in the neighborhood and they had contacted those people to let them know and to discuss the possible names they would like considered. Staff did not send individual letters to each home in the neighborhood. The President of the Association brought back the consensus of the neighborhood.

Councilmember Holden asked how projects that involved naming would be handled in the future.

Mayor Harpstead stated that he would support the widening of the Staff's scope in notifying residents that these types of activities were going on.

Assistant City Administrator Noah Simon stated that in the future the website and other communication tools would be utilized to inform residents.

Councilmember Holden asked for clarification regarding statements that Staff had budgeted \$3,000 for signage for the park and the statement that budget for signage was not applicable.

Parks and Recreation Manager Olson stated that Staff did budget \$3,000 based on the signage matching the existing park signs. She stated that the document could have reflected this \$3,000 but that the request before the Council at this time was for the naming of the park.

Councilmember Grant asked if the City was going to comply with the wishes of the neighborhood as stated by the Arden Hills No. 3 Association letter. This states "we request that any signage be minimal and set back a considerable distance from the street."

Parks and Recreation Manager Olson stated that in previous discussions with the City Council, the consensus was to budget for a similar sign to all of the other park signs. However, due to the Association's concerns, staff will request direction from the Council regarding the signage.

Councilmember Grant asked for clarification regarding what Staff was requesting approval for, the name and the sign budget or just the name.

Parks and Recreation Manager Olson stated that Staff was looking for approval of the name Johanna Marsh and that the sign would be brought before the Council at a later date.

MOTION: **Councilmember McClung** moved and **Mayor Harpstead** seconded a motion to support the PTRC recommendation to designate the land donated by Mr. James Shacker and Mr. C.E. Sheehy as Johanna Marsh. The motion carried unanimously (4-0).

G. Award of Contract for the B2 District Study.

City Planner James Lehnhoff stated that Staff was looking for authorization to contract for planning services for the B-2 Small Area Business District. The B-2 District includes those properties located along the County Road E corridor between Lexington Avenue and Hamline Avenue, Connelly Avenue and Pine Tree Drive. From the RFP, there were four proposals received. Upon review, Staff is recommending that the City proceed with McCombs Frank Roos Associates (MFRA) for an amount not to exceed \$63,005.00. The \$28,005.00 difference in the budgeted costs and this cost can be covered by the savings from the vacant Community Development Director position, which has been reviewed by the Finance Director. If this motion is approved, MFRA is prepared to start as soon as possible. A Steering Committee will also need to be formed and will need to be nominated and appointed by the City Council. Council may suggest potential members or Staff can also prepare an announcement to request applications from the public.

Councilmember Grant asked for more details concerning the deliverables from this process and also who MFRA is subcontracting with and for what services.

City Planner Lehnhoff stated that MFRA will remain the point of contact for this project but they will be working with Maxfield Research, Spack Consulting, which is a traffic engineering firm, and Hay-Dobbs, which is an urban design firm. The final product will be a document listing out existing conditions and the planning process, analysis and discussions and recommendation for changes for the existing area and potentially for code changes for the future development. The timeline to have this report is by the end of September to allow the City time to implement recommendations before the moratorium expires in the first part of December.

Councilmember Grant clarified that this document would include design standards.

City Planner Lehnhoff stated that the final document would contain design standards and recommendations for the B-2 zone that would be more specific than what the City has currently. Additional work may be needed to finalize the design standards.

Mr. Bill Webber, Project Manager for McCombs Frank Roos Associates, stated that MFRA is eager to get started on this particular project. They would be working with the committee to provide a land use plan and urban design guidelines, along with specific design ideas for a couple of sites.

Councilmember Holden asked how large of a market area will be looked at surrounding the area they will be working on.



Johanna Marsh Survey

Name: _____
Address: _____
Email: _____

(The information above will be used by Arden Hills Parks and Recreation Staff only)

1. Please rank your top three choices (1- being the highest – 3-lowest)
(You must select three choices)

- ___ Benches & Open Green Space
- ___ Community Vegetable Garden
- ___ Dog Park
- ___ Floral Garden
- ___ Playground / Swing Set
- ___ Picnic Shelter
- ___ Tennis Court

2. How often do/did you use the Johanna Marsh Tennis Court?
___ Very Frequently ___ Frequently ___ Seldom ___ Never

3. Are you an Arden Hills Resident?
___ YES ___ NO

4. If the City of Arden Hills pays to reconstruct the tennis court are you willing to be assessed part of that cost? ___ YES ___ NO

5. If yes, how much \$ _____

6. Counting yourself, how many people in your household are:

- | | |
|-----------------------|---------------------|
| ___ Under 5 Years Old | ___ 25-34 Years Old |
| ___ 5-9 Years Old | ___ 35-44 Years Old |
| ___ 10-14 Years Old | ___ 45-54 Years Old |
| ___ 15-19 Years Old | ___ 55-64 Years Old |
| ___ 20-24 Years Old | ___ 65+ Years Old |



DATE: June 20, 2016

TO: Honorable Mayor and City Council

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

SUBJECT: Personnel Committee Discussion

Background/Discussion

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