

**Mayor:**  
David Grant

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



**Special City Council  
Work Session Agenda  
July 25, 2016  
6:15 p.m.  
City Hall**

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

**Phone:**  
651-792-7800

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

## **City Vision**

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

## **CALL TO ORDER**

### **1. AGENDA ITEMS**

#### **1.A. 2040 Comprehensive Plan - Draft Requests For Proposals**

Matthew Bachler, Senior Planner

Documents:

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

#### **1.B. Kimley-Horn Master Plan Contract Completion**

Stacie Kvilvang, Ehlers

Documents:

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

### **2. COUNCIL/STAFF COMMENTS**

**ADJOURN**



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**DATE:** July 25, 2016

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

**FROM:** Matthew Bachler, Senior Planner

**SUBJECT:** 2040 Comprehensive Plan – Draft Requests for Proposals

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**Requested Action**

Review and provide comments on the draft Requests for Proposals (RFP) for the City’s Comprehensive Plan update.

**Background**

The City Council discussed the Comprehensive Plan update process at their Work Session meeting on May 16, 2016. Staff was directed to draft an RFP for consultant services to assist with the update and report back at a future meeting. The City Council supported finding ways to reduce the consultant costs required to complete the Comprehensive Plan update.

Staff has drafted the RFP to include a scope of work that focuses on completing only the minimum plan requirements as outlined by the Metropolitan Council (Attachment B). Depending on staff capacity, there may be opportunities for staff to provide content for the less technical sections of the plan, such as economic competitiveness, parks and trails, and housing. This would be an additional way to reduce the overall cost of the update. The RFP notes that staff may assist in providing plan content, and requests that proposals include separate costs for completing each of the Comprehensive Plan sections so the City can identify potential areas for cost savings.

**Next Steps**

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

1. City Council reviews draft RFP and provides comments: *July 25, 2016*

2. Staff completes revisions and reviews final RFP with City Attorney
3. City Council approves resolution to release RFP: *August 29, 2016*
4. RFP submittal deadline: *mid October 2016*
5. City Council selects a consultant and awards the contract: *late November 2016*

The City Council will be reviewing the preliminary budget for 2017 in September. Staff will work on obtaining cost estimates based on the current scope of work included in the RFP so these costs can be included in the 2017 budget. The expectation is that the majority of the work on the Comprehensive Plan will be completed in 2017.

### **Attachments**

- A. Draft RFP for Comprehensive Plan Update
- B. Metropolitan Council – Checklist of Minimum Requirements for Arden Hills
- C. City Council Work Session Minutes, May 16, 2016

## **DRAFT**

### **City of Arden Hills**

### **Requests for Proposals**

### **Comprehensive Plan Update**

#### **Introduction**

The City of Arden Hills is accepting proposals from consultant firms for an update of its Comprehensive Plan.

Arden Hills is a community situated in Ramsey County approximately 8 miles north of the downtown areas of both Minneapolis and St. Paul. The City has an estimated population of 9,600 and over 12,000 employees. The City is home to Boston Scientific, Land O'Lakes, Bethel University and University of Northwestern. Arden Hills boasts convenient freeway access to I-35W, I-694, Highway 51/Snelling, and Highway 10.

#### **Major Responsibilities**

Major responsibilities for the consultant firm will include:

- Prepare a Comprehensive Plan Update, as further outlined below.
- Develop and maintain effective relationships with the Metropolitan Council, including early identification of issues and communications with the agency throughout the Comprehensive Plan Update process.
- Attend public meetings to develop the Comprehensive Plan Update, including regular and work session Planning Commission meetings, regular and work session City Council meetings, joint City Council/Planning Commission meetings, Parks, Trails, and Recreation Committee meetings, Economic Development Commission meetings, and meetings to obtain public input, such as neighborhood meetings and open houses.
- Conduct regular meetings with City staff for purposes of coordination, consultation, and input.
- Assemble and coordinate a team of necessary sub-consultants, such as traffic engineers, civil engineers, and market analysts.
- Submit Comprehensive Plan Update application to the Metropolitan Council and see entire review process through Metropolitan Council approval.

## Scope of Work

The consultant firm will be responsible for assuring the Comprehensive Plan Update complies with Minnesota Statutes and the Metropolitan Council guidelines, including the relevant requirements contained in the Thrive 2040 Regional Plan, the Local Planning Handbook, and the System Statement. The work will include performing research and analysis, conducting public meetings, developing goals and policies, preparing alternative plans and final plans, and recommending measures to implement the Comprehensive Plan.

City staff may assist the consultant firm in providing content for certain sections of the Comprehensive Plan. The consultant firm will be responsible for incorporating content provided by City staff into the Comprehensive Plan to ensure a consistent format.

The consultant firm, at a minimum, will review, update, and/or analyze the following sections of the Comprehensive Plan:

### **Introduction**

- Analyze and update City Vision
- Analyze and update Community Profile based on most current U.S. Census data.

### **Land Use** analyze and update:

- Forecasts and Community Designation
- Existing Land Use
- Future Land Use
- Density Calculations
- Staged Development and Redevelopment
- Natural Resources
- Protection Element: Solar, Wind, etc.
- Special Resource Protection

### **Economic Competitiveness**

- Analyze and update the economic development goals and implementation strategies included in Chapter 8 – Economic Development and Redevelopment of the Arden Hills Comprehensive Plan 2030

### **Transportation** analyze and update:

- Transportation Analysis Zones
- Roadways
- Transit
- Bicycle and Walking
- Aviation
- Freight

### **Water Resources** analyze and update:

- Wastewater Management Plan

- a. Analyze existing Wastewater Management Plan and complete updates as needed to meet all minimum requirements listed by the Metropolitan Council.
- Surface Water Management Plan
  - a. Analyze existing Surface Water Management Plan and complete updates as needed to meet all minimum requirements listed by the Metropolitan Council.
- Water Supply Plan
  - a. Update the existing Water Supply Plan to meet all minimum requirements listed by the Metropolitan Council, and complete and submit the DNR/Metropolitan Council water supply plan template through MPARS.
  - b. Anticipated Meetings:
    - Four with City staff (kick-off and draft review)
    - Two with City Council (Work Session and Regular Meeting)
  - c. Anticipated Deliverables:
    - Draft plan for staff review
    - Completed template for MPARS submission
    - Final plan for City Council approval
    - Content for inclusion in the Comprehensive Plan as required by the Metropolitan Council

**Parks and Trails** analyze and update:

- Regional Parks and Trails
  - a. Section should incorporate recommendations included in the Ramsey County Bicycle & Pedestrian Plan
- Local Parks and Trails

**Housing** analyze and update:

- Existing Housing Needs
- Projected Housing Need
- Implementation Plan

**Implementation**

- Prepare Implementation Plan

Project Schedule

It is anticipated that the full Comprehensive Plan Update will be completed and submitted to adjacent municipalities and other agencies for the required six month review by March 1, 2018. This will allow time to respond to comments before final submittal to the Metropolitan Council by December 31, 2018.

Written Proposal

- A. Project Approach. The proposal should reflect the consultant firm's understanding of the requirements of the project and address how the scope of work is to be accomplished, including the process and the product. The approach should discuss the roles of the City

Council, Commissions, Committees, staff, and the public in preparing the Comprehensive Plan Update.

The approach should include three alternatives for providing public participation in the process. These alternatives should represent different levels of involvement, complexity, and costs. Examples of possible alternatives include: formal public hearings, open houses, and other means of technology used for public input such as online surveys, social media, or a dedicated project website.

- B. **Project Personnel.** The proposal should contain the names of the firm's assigned personnel with key responsibilities for the work and the description of their roles and duties. An organizational chart should be included that designates responsibilities and lines of authority and communication. The proposal should also include resumes of these individuals with an emphasis on their involvements and responsibilities with other comprehensive plan updates.
- C. **Relative Experience.** The proposal should discuss the firm's experience with other comprehensive plan updates in the Minneapolis/St. Paul metropolitan area. Relative experience should include current knowledge of and recent experience with the Metropolitan Council and the comprehensive plan update approval process.
- D. **References.** Include a list of municipal clients where related services were provided by the firm's proposed staff along with contact information for a staff member at that municipality.
- E. **Private Clients.** Include a list of private clients for whom 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 private firm.
- F. **Schedule.** Provide a proposed schedule from project initiation to final completion. The schedule should include a list of key tasks within each phase, key milestones and approximate dates, and deliverables.
- G. **Costs.** The proposal should include a "not to exceed" cost for the project and a schedule of billing rates for personnel involved. If multiple consultants are collaborating on the project, please identify the specific segment of the scope for each assign consultant and the associated pricing.

Costs should be separately provided for completing each of the Comprehensive Plan sections included in the Scope of Work. Costs for each of the public input alternatives should also be separately provided.

The City reserves the right to select one or multiple consultants.

- H. **Issuance of RFP and Award Process.** Issuance of this RFP does not compel the City to award a contract. The City reserves the right to reject any or all of the proposals wholly

or in part and to waive any technicalities, informalities, or irregularities in any proposal at its sole option and discretion. The City reserves the right to request clarification or additional information. The City reserves the right to award a contract, re-solicit proposals, or temporarily or permanently abandon the procurement.

- I. Disclosure. All information in a proposal, except fee analysis, is subject to disclosure under the provisions of Minnesota Statute Chapter 13, “Minnesota Government Data Practices Act”.
- J. Cost Liability. The City of Arden Hills assumes no responsibility or liability for costs incurred by the consultant prior to signing a contract for this project. Total liability of the City of Arden Hills is limited to the terms and conditions of this agreement.
- K. Submittal. Qualified consultants are required to submit five (5) paper copies and one (1) electronic copy of the proposal.

**Please remit proposals to:**

Matthew Bachler  
Senior Planner  
City of Arden Hills  
1245 West Highway 96  
Arden Hills, MN 55112

Proposals must be received no later than \_\_\_\_\_ on \_\_\_\_\_, 2016.

Questions regarding this RFP can be submitted by email to Matthew Bachler at [mbachler@cityofardenhills.org](mailto:mbachler@cityofardenhills.org).

Selection of Consultant

- A. Process and Schedule. Based upon its review of the submitted proposals, a selected number of consultants will be asked to interview with City staff. The City staff will recommend to the City Council a consultant that is proposed to be retained.
- B. Evaluation Criteria. Proposals will be evaluated based on the following criteria:
  - Conciseness, clarity, and organization of the proposal
  - Relevance and suitability of the project approach
  - Qualifications and expertise of the key personnel to be assigned to the project
  - Experience of firm, other sub-consultants, and project team with comprehensive plans and comprehensive plan updates
  - Working knowledge and recent experience with the Metropolitan Council

- Demonstrated ability to perform the comprehensive plan update in a timely and cost effective manner
- Demonstrated familiarity with relevant development, social, and economic issues impacting communities such as Arden Hills
- Project costs
- Ability to work as a team with the City Council, Commissions, Committees, staff, and other City consultants
- Ability to interact positively and effectively with the general public
- Innovation and creativity

#### Contract Terms and Conditions

- A. Upon selection of a consultant firm(s), an Agreement or Contract of Services shall be entered into by the City and the consultant(s). It is expected that the contract will provide for compensation for actual work completed on a not to exceed basis with the following conditions:
- Deletion of specific components, such as individual project meetings, will be at the discretion of the City. Payment or reimbursement shall be made based on actual hours worked on various tasks required for the project.
  - The City shall retain ownership of all documents, plans, maps, reports, and data prepared under this proposal. The consultant shall provide the City with hard copy and digital documents throughout the project and a fully electronic file upon completion of the project.
- B. The City reserves the right to negotiate the final terms and conditions of the contract to be executed. Should the City and a consultant be unable to mutually agree upon the entire contract, the City reserves the right to discontinue negotiations, select another consultant, or reject all of the proposals. Upon completion of negotiations agreeable to the City and consultant (s), a contract shall be executed.

## CHECKLIST

LOCAL PLANNING  
HANDBOOK

## CHECKLIST OF MINIMUM REQUIREMENTS FOR ARDEN HILLS

The checklist below was compiled from information on the [Plan Elements](#) pages in the [Local Planning Handbook](#) under the “Minimum Requirements” sections of the respective topics. Please note that this information is subject to change. The most current information can always be found on the website. Also, please remember that additional information may be requested during the review process for clarification and accuracy by the Technical Review staff. If you have any questions, please contact your [Sector Representative](#).

## LAND USE

**Forecasts and Community Designation**

- Include a table of forecasted population, households, and employment for 2020, 2030, and 2040, consistent with the Council's forecasts.
- Remember, Council forecasts must be used consistently throughout your entire comprehensive plan.
  - Your transportation plan needs to allocate forecasts to transportation analysis zones (TAZs).
  - Your water and wastewater plans need to reflect forecasts to plan for urban services.
  - Your land use plan must reflect and be coordinated with your forecasts.
- Include a map acknowledging your regional Community Designation(s) and acknowledge the overall density expectations for your Community Designation(s).
- Each Community Designation identifies both Council and Community Roles in Thrive's land use policy section. Plans must be consistent with Community Roles for your Community Designation(s) as well as Community Roles that apply to everyone.

**Existing Land Use**

- Provide an Existing Land Use Map with a land use legend.
- Provide an Existing Land Use Table. Calculate total acres and percent of total acres for each land use category.
- Land uses categories on the map and in the table, as well as any text references must all be consistent with one another.
- Show existing regional parks, park reserves, and special recreation features with a land use of “Park” (or your equivalent) on your Existing Land Use Map.

**Future Land Use**

- The Future Land Use plan must be consistent with the Council's forecasts of population, households, and employment and identify sufficient land to support your community's forecasted growth.
- Provide a Future Land Use Map and land use legend, including density ranges for all land uses that allow residential development.
- Provide a Future Land Use Table. Calculate total acres and percent of total acres for each land use category for each 10-year planning period (2020, 2030, and 2040).
- Define each land use category shown on the Future Land Use Map. Land use categories must be used consistently throughout your plan.
- Land use categories must include types of allowed uses and the minimum and maximum densities (“the allowable density range”) for all categories that allow residential uses. Allowed uses should include a description of allowable housing types such as single family, detached, duplexes, townhomes, etc.
- For each “mixed use” category, define an expected share of individual land uses and identify the permitted density range for residential uses. For example, Mixed Use Downtown might have an expectation of 30% commercial, 40% office, and 30% residential with a density of 10-15 units per acre.
- Acknowledge Council-approved master plan boundaries of regional parks, park reserves, and special recreation features by guiding the properties with a land use of “Park” (or your equivalent) on your Future Land Use Map.

**For Communities within the Metropolitan Urban Service Area (MUSA) and Rural Centers:**

- Identify employment locations and provide a measurement of intensity of planned employment. Employment locations are typically the areas guided for commercial, office, industrial and institutional uses. Acceptable measurements of intensity include Floor Area Ratio (FAR), building footprint or impervious coverage. Ranges for measuring intensity are acceptable.

### For Communities with Special Resources:

- Identify aggregate resources in your community on the Future Land Use Map.
- See the Special Resources section within the Land Use Plan Element for requirements for Critical Area Plans, Historic Preservation, and others.

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### Density Calculations

- Identify where forecasted residential growth will happen on your Future Land Use Map. Show expected new development and re-developed areas.
- Identify what density range is expected for each residential land use in your community.
- Identify when residential development or redevelopment is anticipated to happen. See the Handbook section on Staged Development and Redevelopment.
- The average net residential density for your community must be consistent with the density requirements for your community designation.
- Provide a minimum and maximum value for each residential density range. (Zero is not an acceptable minimum. The maximum value must be a whole number.)
- Use the lowest allowed residential density from land use ranges in your calculations. For example, a land use that permits a density range of 3-5 units per acre must use 3 units per acre in all density calculations for this land use. This ensures that even at the lowest permitted density, the community will be developing at densities that meet overall density expectations.
- Focus on areas of change. Show us which planned land uses have changed from your previously approved plan and where new land uses (change or development intensity) is planned/expected.
- Provide the net developable acreage for each residential land use. It's OK to exclude wetlands and natural water bodies, public parks and open space, arterial road rights-of-way, and natural resource lands protected by local plans and ordinances (i.e. steep slopes, wetland buffers, tree preservation) from area calculations. Stormwater ponds, utility easements, local roads, and local rights-of-way cannot be excluded from area calculations.
- The information you develop in your land use plan carries over to other elements of your comprehensive plan. The areas and densities in the land use plan must be consistent across elements related to forecasted growth, wastewater, water, housing, and transportation.

### For Communities with an Affordable Housing Allocation:

- Guide residential land at densities sufficient to create opportunities for affordable housing using one of the following options outlined in the Housing Plan Element. Refer to the Projected Housing Need section.

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### Staged Development and Redevelopment

- Identify potential local infrastructure impacts for each 10-year increment.
- Demonstrate that the municipality is capable of providing services and facilities that accommodate its planned growth.
- The staging plan or likely development phasing must be consistent with the volume of anticipated sewer flow identified in your community's Local Sewer Plan.
- The staging plan or likely development phasing must support and be consistent with your community's share of the Region's Need for Affordable Housing for 2021 - 2030.

### For Urban Center, Urban, and Suburban Communities:

- Identify and map the land areas that are available or likely to be available for redevelopment, infill development, or new development in your community.
- Provide a table of those areas identified that includes future land uses, acreages, density ranges, and total residential units in 10-year increments. Use your professional judgment for estimating the timing of development for areas that are uncertain or do not have plans in process.

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### Natural Resources

- Describe your community's goals, intentions, and priorities concerning preservation, conservation, or restoration of natural resources in your community.

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### Special Resource Protection

- All plans must include a protection element for historic sites.
- All plans must include policies for the protection and development of access to direct sunlight for solar energy. Solar access is addressed in depth under the Resilience section.
- All plans must identify whether or not aggregate resources are available within the community. For communities with aggregate resources, additional requirements apply.

**For Communities with Aggregate Resources:**

- Identify aggregate resources in your community on the Future Land Use Map using the Aggregate Resources Inventory.
- You must address and minimize potential land use conflicts.
- Identify planning and regulatory measures to ensure that aggregate resources are extracted prior to urbanization of aggregate-rich sites.

## TRANSPORTATION

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### Transportation Analysis Zones

- Include a table allocating forecasted population, household, and employment growth by TAZ for 2020, 2030 and 2040.
  - Describe how you have allocated demographic growth based on your plan's assumptions for guided future land use (e.g., density, mix of uses, locations for new development, highway/transit access, redevelopment, etc.).
  - When doing your land use planning, accommodate development densities around transit consistent with density expectations established in Chapter 3 of the 2040 Transportation Policy Plan (2040 TPP).
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### Roadways

- Describe and map the functional classification of all existing and proposed roads within your community, using the functional classification system described in Appendix D of the TPP and the roadway classification map currently recognized in the region.
    - Maps must reflect the principal arterials adopted as the metropolitan highway system in the 2040 Transportation Policy Plan (2040 TPP).
    - If a community determines that a change to the A-minor arterial system in the community is warranted, a request should be made to the Transportation Advisory Board (TAB) for the change, and TAB's approval secured, prior to reflecting the new classification in the community's plan. Check the council's website or contact Elaine Koutsoukos at 651-602-1717 for more information.
    - Maps should also show the streets classified by the community as major and minor collectors and local streets. Changes to these streets from the function shown on the regional map are at a community's discretion, and do not need approval from TAB. However, these changes should follow the criteria laid out in Appendix D of the TPP and maintain system continuity. A map or table highlighting any discrepancies between the community's map and the regional functional classification map previously referenced should be submitted to Council staff so the regional map can be updated.
  - Include the following information for the principal and A-minor arterials:
    - Identify the existing and future number of lanes.
    - Map current traffic volumes, including heavy commercial volumes, which include both ADT and HCADT.
    - Map forecasted 2040 traffic volumes. (This should be done using the Council's regional model, or another method with approval from Council forecasting staff.)
    - Identify future rights-of-way that need to be preserved.
    - Identify planned improvements to principal arterials as shown in the Current Revenue scenario of the 2040 TPP.
    - Identify any existing or proposed future MnPASS lanes, dedicated busways and bus-only shoulder lanes as shown in Figure 6-6 of the 2040 TPP.
    - For other proposed interchange improvements, follow the Highway Interchange Request Criteria and Review Procedure, which can be found in Appendix F of the 2040 TPP.
    - Incorporate access management guidelines of MnDOT, or those of the county in which your community is located, into your comprehensive plan as well as into your subdivision and zoning ordinances.
    - Describe recommendations from recent corridor studies regarding roadway improvements, changes in land use, and/or access.
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### Transit

- The region has established Transit Market Areas to guide the types and levels of transit service that are appropriate for efficient and effective services. Transit Market Areas are defined in Appendix G of the 2040 TPP by the demographic and urban design factors that are associated with successful transit service. Identify your community in relationship to your transit market area(s). Describe and map the existing and planned transit infrastructure and services in your community, including those of Metro Transit or other regional transit service providers. Communities should include the identification of the following basic elements of the transit system in their comprehensive plan:
    - Existing transit routes and dial-a-ride services
    - Existing and planned transit stations and transit centers
    - Existing and planned park-and-rides and express bus corridors
    - Existing and planned transit advantages
    - Existing transit support facilities
- 

### Bicycling and Walking

- Describe and map the existing and planned on-road and off-road bicycle facilities in your community.
  - Map and describe the Regional Bicycle Transportation Network (RBTN) within your community:
    - Show all Tier 1 and Tier 2 RBTN corridors and alignments.
    - Show the relationship of the RBTN to the local bicycle network of off-road trails and on-street bikeways including all existing and planned connections.
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- Include locations of regional employment clusters and activity center nodes (as shown on the RBTN map) and other local activity centers.
  - For Tier 1 and Tier 2 corridors on the RBTN, describe and map the existing or planned bicycle facility alignments that are within the established corridors; the purpose of these corridors is as a placeholder for cities/counties to designate a planned alignment. If there is a planned alignment that would fulfill the intent of the corridor and that lies within and in line with the corridor's directional orientation that the community would propose to replace the established corridor, map that alignment and denote by indicating it as "proposed for the RBTN."
  - Analyze and address the need for local bicycle and pedestrian facility improvements to provide connections that remove major physical barriers (i.e., freeways, railroad corridors, rivers and streams) on the regional (RBTN) and local networks.
  - Discuss pedestrian system needs in a manner that responds to your community designation (as described in Thrive MSP 2040) and addresses the needs of your community.
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#### Aviation

- Identify policies and ordinances that protect regional airspace from obstructions. Include how your community will notify the FAA of proposed structures.
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#### Freight

- Identify railways, barge facilities and truck or intermodal freight terminals within the community.
- Identify other important nodes that may generate freight movement, such as industrial parks and large shopping areas.
- Map the road network showing volumes of multi-axle trucks (also known as "heavy commercial average annual daily traffic or HCAADT") for Principal Arterial and A-Minor functional classifications.
- Identify any local roadway issues or problem areas for goods movement, such as weight-restricted roads or bridges, bridges with insufficient height or width clearances, locations with unprotected road crossings of active rail lines, or intersections with inadequate turning radii.

## WASTEWATER

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### Areas Served by the Regional System

- A table that details the households and employment forecasts in 10-year increments through 2040, based on the Council's forecasts and any subsequent negotiated modifications. This should be broken down by areas served by the Metropolitan Disposal System, locally owned and operated wastewater treatment systems, and Community and Subsurface sewage treatment systems. The forecasts used in your wastewater plan must be consistent with the forecasts used throughout your plan, including in land use, transportation, and water supply.
  - Your wastewater plan must be designed to support these forecasts and provide any allocation breakdowns between sewer and unsewered service for population, households, and employment.
- An electronic map or maps (GIS shape files or equivalent must also be submitted) that show the following information:
  - Your existing sanitary sewer system identifying lift stations, existing connection points to the metropolitan disposal system, and future connection points.
  - Local sewer service districts by connection point.
  - Intercommunity connections and any proposed changes in government boundaries based on Orderly Annexation Agreements.
  - The location of all private and public wastewater treatment plants in your community.
- Copy of any intercommunity service agreements entered into with an adjoining community after December 31, 2008; including a map of areas covered by the agreement.
- A table or tables that contain the following information:
  - Capacity and design flows for existing trunk sewers and lift stations.
  - Assignment of 2040 growth forecasts by Metropolitan interceptor facility. In the absence of this information the Council will make its own assignments for the purpose of system capacity needs determination.
- Define your community's goals, policies, and strategies for preventing and reducing excessive inflow and infiltration (I/I) in the local sewer system, including:
  - Define the requirements and standards for minimizing inflow and infiltration and for the disconnection of sump pump, foundation drain, and/or rain leader connections to the sanitary sewer system.
    - Include a copy of or reference to your local ordinance that prohibits the discharge of sump pumps, foundation drains, and/or rain leaders to the sanitary disposal system.
    - Include a copy of or reference to your local ordinance requiring the disconnection of existing foundation drains, sump pumps, and roof leaders from the sanitary sewer system.
    - Include a summary of activities or programs related to I/I source mitigation on private sewer services.
- Describe the extent, source, and significance of existing I/I problems in your community.
- Analyze the costs for remediating the I/I issues identified in your community.
- An implementation plan that contains a program strategy, priorities, scheduling, and financing mechanisms for eliminating and preventing excessive I/I from entering the sanitary sewer system.

### For communities with new trunk sewer systems that require connections to the Metropolitan Disposal System, you also need to include the following:

- A table that details the proposed time schedule for the construction of the new trunk sewer system in your community.
- Describe the type and capacity of the treatment facilities, whether municipally or privately owned.
- Copies of the associated National Pollutant Discharge Elimination System (NPDES) or State Disposal System (SDS) permits.

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### Community and Subsurface Treatment Systems

- Describe your community's management program for SSTS to comply with MPCA regulations (Minn. Rules Chapters 7080-7083).
- Map the locations of all existing public and private treatment systems, if any, including package treatment plants and group on-site systems.
- Map the locations of all sub-surface sewage treatment systems. You should also identify the locations of known non-conforming systems or systems with known problems.
- Describe the conditions under which private, community treatment systems (ex. package treatment plants, community drainfields) would be allowed. Examples of such conditions include:
  - allowable land uses and residential densities
  - installation requirements
  - management requirements
  - local government responsibilities

## SURFACE WATER

The items in the Minimum Requirements section below are consistent with the requirements under the new [Minnesota Rules Chapter 8410](#), adopted in July of 2015 and [Minn. Stat. 103B.235](#).

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### Executive Summary, Water Resource Management Related Agreements, and Amendment Process

- Provide an executive summary that includes the highlights of the local water management plan.
- Describe the water resource management related agreements that have been entered into by your community. This includes joint powers agreements related to water management that the community may be a party to between itself and watershed management organization(s), adjoining communities, or private parties.
- Include a section on amendment procedures that defines the process by which amendments may be made. The amendment procedure must be consistent with the amendment procedures in the watershed organization(s) plans that affect your community.

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### Physical Environment and Land Use

- Describe the existing physical environment and existing land use. You may be able to incorporate data by reference if allowed by the appropriate watershed organization(s) plan. You should be aware that not all watershed plans contain the level of detail needed and in those cases, you will be required to provide this information directly in your local water management plan.
- Describe the proposed physical environment and future land use.
- Include a map and/or description of drainage areas that includes path and flow directions of the stormwater runoff in your community.
- Describe the volumes and rates of flow for those defined drainage areas.

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### Existing and Potential Water Resource-Related Problems

- Include an assessment of the existing water resource related problems in your community.
- Include an assessment of the potential water resource related problems in your community.
- Include a list or map of impaired waters within your community as shown on the most current 303d impaired waters list.

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### Local Implementation Plan/Program

- Include prioritized nonstructural, programmatic, and structural solutions to identified problems.
- Describe the areas and elevations for stormwater storage adequate to meet performance standards or official controls in watershed organization(s) plan.
- Define the water quality protection methods that would be adequate to meet performance standards or official controls.
- Clearly define the roles and responsibilities of the community from that of the WMO(s) for carrying out implementation components.
- Describe the official controls and any changes needed to official controls.
- Include a table briefly describing each component of the implementation program that clearly details the schedule, estimated cost, and funding sources for each component, including annual budget totals.
- Include a table describing the capital improvement program that sets forth by year, details of each contemplated capital improvement that includes the schedule, estimated cost, and funding source.

## WATER SUPPLY

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### Local Water Supply Plan for Municipal Public Water Suppliers

- If the community has a municipal community public water supply system, complete all information in the [DNR & Metropolitan Council water supply plan template](#). Information must be submitted in the template provided and submitted through the [MnDNR Permit and Reporting System \(MPARS\)](#).
  - Include extended water demand projections for 2020, 2030, 2040 and ultimate build-out that are consistent with population forecasts in the community's system statement.
- 

### Water Conservation & Reuse

- If the community has a municipal community public water supply system, complete all information in the [DNR & Metropolitan Council water supply plan template](#). Information must be submitted in the template provided and submitted through the [MnDNR Permit and Reporting System \(MPARS\)](#).
- 

### Assessing & Protecting Source Water

- If the community has a municipal community public water supply system, complete all information in the [DNR & Metropolitan Council water supply plan template](#). Information must be submitted in the template provided and submitted through the [MnDNR Permit and Reporting System \(MPARS\)](#).
- 

### Sub-Regional Collaboration

- If the community has a municipal community public water supply system, complete all information in the [DNR & Metropolitan Council water supply plan template](#). Information must be submitted in the template provided and submitted through the [MnDNR Permit and Reporting System \(MPARS\)](#).

## PARKS AND TRAILS

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### Regional Parks and Trails

- Describe, map, and label the Regional Parks System facilities that are located in your community.
  - Depict existing regional parkland with a land use of "Park" (or your community's equivalent) on your Existing Land Use map.
  - Acknowledge the Council-approved master plan boundaries of regional parks, park reserves, and special recreation features by guiding the properties with a land use of "Park" (or your community's equivalent) on your Future Land Use map.
- 

### Local Parks and Trails

- Describe and map your existing and proposed local parks, trails, and recreation facilities.
- Include a capital improvement program for parks and open space facilities as part of your implementation program.

## HOUSING

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### Existing Housing Needs

- Complete an existing housing assessment, including:
  - A table of existing local conditions, including the following information:
    - 1. Total number of housing units.
    - 2. Number of housing units affordable to households with incomes at or below 30% Area Median Income (AMI), between 31 and 50% AMI, and between 51 and 80% AMI.
    - 3. Number of housing units that are owner occupied.
    - 4. Number of housing units that are rental.
    - 5. Number of single family homes.
    - 6. Number of multi-family homes.
    - 7. Number of publicly subsidized housing units by the following types: senior housing, housing for people with disabilities, and all other publicly subsidized units. Include expiration dates of affordability requirements when applicable.
- Number of existing households that are experiencing housing cost burden with incomes at or below 30% Area Median Income (AMI), between 31 -50% AMI, and 51 -80% AMI. A map of owner-occupied housing units identifying their assessed values. At a minimum, differentiate the values above and below \$211,500.
- A narrative analysis of existing housing needs. At a minimum address the components of the existing housing assessment within the local context of your community. Plans consistent with Council policy will clearly identify existing housing needs and priorities for the community.

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### Projected Housing Need

- Discuss how the land use plan addresses the future housing need for your forecasted growth.

#### For Those Communities With An Affordable Housing Need Allocation:

- Acknowledge your community's allocation of the region's need for affordable housing at three levels of affordability: <30% AMI, 31-50% AMI, and 51-80% AMI.
- Guide residential land at densities sufficient to create opportunities for affordable housing using one of the following options:
  - Option 1: Guide sufficient land at minimum residential densities of 8 units/acre to support your community's total allocation of affordable housing need for 2021 – 2030. This option may be best for communities that find it difficult to support densities of 12 units/acre (per Option 2), or prefer simplicity over flexibility in their density minimums.
  - Option 2: Guide sufficient land at minimum residential densities of:
    - 12 units/acre to address your community's allocation of affordable housing need at <50% AMI. This combines your community's allocation at <30% AMI and 31-50% AMI.
    - 6 units/acre to address your community's allocation of affordable housing need at 51-80% AMI.
  - Option 2 may be best for communities that feel they can achieve affordable housing needs at 51-80% AMI with less than 8 units/acre. It also allows the affordable housing need to be addressed with less actual land, as is the case if communities choose to use even higher densities than are required. Furthermore, communities using Option 2 may guide land to meet their allocation of affordable housing need at 51-80% AMI using a minimum density range of 3-6 units/acre if they have demonstrated in the last 10 years the application of programs, ordinances, and/or local fiscal devices that led to the development of housing affordable at 51-80% AMI in their community. Examples include: density bonuses for affordable housing unit inclusion, local funding programs such as TIF, etc.

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### Implementation Plan

- A description of public programs, fiscal devices, and other specific actions that could be used to meet the existing and projected housing needs identified in the housing element. Include in what circumstances and in what sequence they would be used.
- Plans consistent with Council policy will clearly and directly link identified needs to available tools. Needs are identified within the three levels of affordability, and tools should therefore be addressed within the levels of affordability as well.
- Plans consistent with Council policy will consider all widely accepted tools to address their housing needs. A list of widely accepted tools is provided, however, this list is not exhaustive. Communities are strongly encouraged to include any additional tools at their disposal when identifying how they will address their housing needs.

## RESILIENCE

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### Energy Infrastructure and Resources

- Local governments in the seven-county metropolitan area are required by state law to include an element in their Plan for protection and development of access to direct sunlight for solar energy systems.

## ECONOMIC COMPETITIVENESS

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### Redevelopment

- Minnesota Statutes § 473.859 Subd. 1 states that local comprehensive plans “shall contain objectives, policies, standards, and programs to guide... redevelopment and preservation for all lands and waters within the jurisdiction of the local governmental unit”. The information provided in this section of the handbook is intended to assist communities as they grapple with the opportunities and challenges associated with development sites that are declining in value, viability, and marketability.

## IMPLEMENTATION

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### Implementation

- Describe all public programs, fiscal devices, and other actions that your community will use to implement your plan.
- Define a timeline as to when actions will be taken to implement each required element of your comprehensive plan.
- Include a Capital Improvement Program (CIP) for transportation, sewers, parks, water supply, and open space facilities. Specify the timing and sequence of major local public investments.
- The CIP must align with development staging identified in other parts of your plan and include budgets and expenditure schedules.
- Describe all relevant official controls addressing at least zoning, subdivision, water supply, and private sewer systems.
- Include a schedule for the preparation, adoption, and administration of needed changes to official controls.
- Include your local zoning map and zoning category descriptions. Identify what changes are needed to ensure zoning is not in conflict with your new land use plan and consistent with regional system plans and policies.
- Review and update official controls within 9 months of adopting your 2040 plan. Official controls must not be in conflict with your updated plan. You must provide copies of all revised official controls to us.
- The Housing Plan Element has implementation requirements as well. Refer to that section to ensure that implementation requirements for the Housing Action Plan are met.



Approved: June 13, 2016

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**CITY OF ARDEN HILLS, MINNESOTA  
CITY COUNCIL WORK SESSION  
MAY 16, 2016  
5:00 P.M. - ARDEN HILLS CITY COUNCIL CHAMBERS**

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**1. AGENDA ITEMS**

**C. 2040 Comprehensive Plan Update**

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

**City Planner Streff** explained that the comprehensive planning process is an opportunity for the City to review the goals, policies, and strategies from the 2008 Comprehensive Plan; evaluate the progress the City has made; determine what policies should continue; and address new issues and concerns. This process is not meant to solve every problem in the City or prescribe a specific strategy for every issue; however, it will help the City set and prioritize policies and projects as well as inform the overall term decision-making process for the City. The planning process for this update will involve public meetings, workshops, and the review of all plan components, which will require involvement from the Planning Commission and the City Council.

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

- 2016
  - Define scope of work for professional services
  - Consider and approve professional services contract
  - Define and implement the public engagement strategy

- Organize, define, and prepare data
- Review the City's vision
- 2017
  - Develop draft Comprehensive Plan
  - Determine implementation strategies
- 2018
  - Seek approvals and finalize the Plan
  - Adjacent governmental review
  - Submit to the Metropolitan Council

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

**City Planner Streff** indicated that City staff has completed preliminary research on the cost to contract professional services to assist in the Comprehensive Plan update and has found that these services could range from \$80,000 - \$150,000, depending on the defined scope of services and the elements of the Plan that can be completed in-house. The work is expected to include updates to specific technical plan elements, helping plan and implement a public engagement strategy, and providing general project management services to ensure the update is completed on schedule and complies with Metropolitan Council requirements. At this time, the City is not eligible for grant funding for planning assistance through the Metropolitan Council and staff is not aware of any other funding sources for 2016. The City has budgeted \$20,000 for professional services in the Community Development Department budget for 2016. Staff is expecting the majority of the additional consultant costs needed to complete the update to be paid out during 2017.

**City Planner Streff** reported that for the 2008 Comprehensive Plan update, the City approved two consultant contracts to assist with the planning process. The City contracted with HKGi for professional planning services to prepare most of the components within the Plan. For transportation related components, the City contracted with Bolton & Menk. Between the two contracts, the City spent approximately \$55,000 for the services provided. However, the City did receive two grants that totaled \$44,193.80 to help offset these costs. The City received an Active Community Living Grant from Blue Cross Blue Shield of Minnesota in the amount of \$24,193.80 to incorporate active living principals into the Plan. A grant from the Metropolitan Council was also received in the amount of \$20,000 for planning assistance. Staff is recommending the following next steps for work on the 2040 Comprehensive Plan:

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

5. City Council selects a consultant and awards the contract.

**Councilmember Holden** asked if staff would be applying for any grants.

**City Planner Streff** explained there were no grants available to the City of Arden Hills. He indicated staff would continue to monitor the grants available.

**Councilmember Holmes** understood the Comprehensive Plan Update was a requirement. However, she believed the Comp Plan was a huge waste of staff time and resources. She supported only the minimum amount of staff time and consultants being used for the update.

**Councilmember McClung** and **Councilmember Holden** agreed especially given the level of changes that would be coming to the City as TCAAP develops.

**City Planner Streff** commented that because the City has made many adjustments to the Comp Plan for TCAAP, less work would be required in the end.

**Community Development Director Hutmacher** discussed the budgeting process for the Comp Plan. She explained that staff would do as much of the text changes in house as possible, but understood that parts of the Comp Plan would require assistance. She indicated staff would begin a scope of work and would request proposals. Staff would report back to the Council at a future work session meeting.



**MEMORANDUM**

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**DATE:** July 25, 2016

**TO:** Honorable Mayor and City Councilmembers

**FROM:** Sue Iverson, Interim City Administrator/Finance & Admin Services Director  
John Anderson, Acting Public Works Director

**SUBJECT:** Kimley-Horn Master Plan Contract Completion

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**Discussion**

The Kimley-Horn Master Plan contract was approved by the City Council on April 29, 2013. The Council discussed this contract at its December 21, 2015, work session as Kimley-Horn was requesting final payment on the contract in the amount of \$5,650.28. At that time, the contract had three primary components which had been satisfactory completed. Some of the subcomponents had not been completed and the direction from the City Council was to have the final two items completed before the final payment was made.

Attached are the invoice from Kimley-Horn, final two subcomponents, and a memo from Stacie Kvilvang addressing these items.

**Requested Action**

Staff would like direction from the City Council as to whether the requirements have been met and final payment can be made.

- Attachment A: Invoice 6946329 from Kimley-Horn
- Attachment B: TCAAP Maintenance Matrix
- Attachment C: Annual Infrastructure Operating Costs
- Attachment D: Memo from Stacie Kvilvang dated July 25, 2016

## Invoice for Professional Services

CITY OF ARDEN HILLS  
 ATTN:MS. JILL HUTMACHER  
 1245 WEST HIGHWAY 96  
 ARDEN HILLS, MN 55112

Invoice No: 6946329  
 Invoice Date: July 31, 2015  
 Invoice Amount: \$5,650.28

Project No: 160593006.3  
 Project Name: TCAAP  
 Project Manager: SMALKOSKI, BRIAN

**PLEASE REMIT TO:**

KIMLEY-HORN AND ASSOCIATES, INC  
 P.O. BOX 75557  
 BALTIMORE, MD 21275-5557

For Services Rendered through Jul 31, 2015

Federal Tax Id: 56-0885615

**COST PLUS MAX**

Description	Est Contract Value	Amount Billed to Date	Previous Amount Billed	Current Amount Due
AUAR	97,370.00	121,461.75	121,461.75	0.00
MASTER PLAN	215,140.00	219,148.37	219,148.37	0.00
REGULATIONS & POLICIES	92,720.00	94,732.75	89,405.25	5,327.50
EXPENSES	9,000.00	6,664.47	6,664.47	0.00
ALLOCATION	11,774.00	14,189.08	13,866.30	322.78
ADJUSTMENT FOR CONTRACT MAX				0.00
<b>Subtotal</b>	<b>426,004.00</b>	<b>426,004.00</b>	<b>420,353.72</b>	<b>5,650.28</b>
<b>TOTAL COST PLUS MAX</b>				<b>5,650.28</b>

**Total Invoice: \$5,650.28**

CITY OF ARDEN HILLS  
 ATTN: MS. JILL HUTMACHER  
 1245 WEST HIGHWAY 96  
 ARDEN HILLS, MN 55112

Invoice No: 6946329  
 Invoice Date: Jul 31, 2015  
 Project No: 160593006.3  
 Project Name: TCAAP  
 Project Manager: SMALKOSKI, BRIAN

**COST PLUS MAX**

Task	Category	Description/Name	Hrs/Qty	Rate	Current Amount Due
MASTER PLAN	GRADUATE ENG/PLANNER	ERWIN, STEPHANIE	6.0	100.00	600.00
	SENIOR PROJECT MANAGER	LAMB, MIKE	26.5	155.00	4,107.50
		SMALKOSKI, BRIAN	4.0	155.00	620.00
<b>TOTAL MASTER PLAN</b>			<b>36.5</b>		<b>5,327.50</b>
ALLOCATION	EXPENSES	ALLOCATION			322.78
<b>TOTAL ALLOCATION</b>					<b>322.78</b>
<b>TOTAL LABOR AND EXPENSE DETAIL</b>					<b>5,650.28</b>

*This page is for informational purposes only. Please pay amount shown on cover page.*

# Attachment B

TCAAP INFRASTRUCTURE MAINTENANCE MATRIX  
JUNE 26, 2015

ITEM	MAINTENANCE RESPONSIBILITIES			NOTES
	COUNTY	CITY	OTHERS	
<b>ROADWAY</b>				
SPINE ROAD				
SNOW PLOWING	X			County will have jurisdiction for and provide all maintenance for the Spine Road. City may have some operation/maintenance cost responsibilities for traffic signals based on the County's cost participation policy.
REPAIR/MAINTENANCE	X			
FUTURE RECONSTRUCTION	X			
BRIDGE	X			
HIGHWAY 96 TRAFFIC SIGNAL	X			
FUTURE TRAFFIC SIGNALS	X			
THUMB ROAD				
SNOW PLOWING	X			County will have jurisdiction for and provide all maintenance for the Thumb Road.
REPAIR/MAINTENANCE	X			
FUTURE RECONSTRUCTION	X			
<b>TRAILS</b>				
SPINE ROAD		X		
THUMB ROAD		X		
NATURAL RESOURCES CORRIDOR		X		
REGIONAL TRAIL	X			Maintenance by Ramsey County Parks.
<b>LANDSCAPE</b>				
SPINE ROAD			X	Maintenance of any landscape/streetscape amenities within the public right-of-way (above and beyond typical street maintenance) will be the responsibility of a third party outside of County or City maintenance forces.
THUMB ROAD			X	
GATEWAYS			X	
TOWN CENTER			X	
ADDITIONAL SNOW REMOVAL			X	
GREEN CROSSINGS (ALONG SPINE ROAD)			X	
IRRIGATION (IF ANY)			X	
<b>STREET LIGHTING</b>				
SPINE ROAD INTERSECTIONS	X			City may have some operation/maintenance cost responsibilities based on the County's cost participation policy.
SPINE ROAD PEDESTRIAN SCALE		X	X	Pedestrian scale lighting could be maintained by City or private entity.
THUMB ROAD INTERSECTIONS	X			City may have some operation/maintenance cost responsibilities based on the County's cost participation policy.
THUMB ROAD PEDESTRIAN SCALE		X	X	Pedestrian scale lighting could be maintained by City or private entity.
I-35W/COUNTY ROAD H BRIDGE	X			
COUNTY ROAD H (WEST OF I-35W)				
SOUTHBOUND I-35W RAMP ROUNDABOUT	X			
HIGHWAY 10 INTERSECTION	X			
OFF ROAD TRAIL LIGHTING (IF ANY)				
NATURAL RESOURCE CORRIDOR TRAIL				No lighting proposed. Lighting could be provided in the future by adjacent roadway lighting.
REGIONAL TRAIL				No lighting proposed.
<b>STORM DRAINAGE</b>				
NATURAL RESOURCE CORRIDOR PONDS		X		County may have some cost responsibilities based on the County's cost participation policy.
NATURAL RESOURCE CORRIDOR WETLANDS	X			County will maintain for up to the first 5 years. City will assume maintenance responsibilities after the required maintenance period.
TRUNK STORM SEWER AND MANHOLES		X		City to maintain per County policy.
LATERAL STORM SEWER AND MANHOLES	X			County to maintain per County policy.
<b>SANITARY SEWER</b>				
TRUNK SANITARY SEWER AND MANHOLES		X		
LIFT STATION		X		
<b>WATER SYSTEM</b>				
TRUNK WATER MAIN		X		Ownership and maintenance of the emergency water main connection under I-35W to the Mounds View system needs to be resolved.
WATER TOWER		X		
BOOSTER STATION		X		
<b>OTHER</b>				
TGRS SYSTEM/TREATMENT FACILITIES			X	Maintained by the Army. Easements need to be established for this system since some of the system falls outside of existing and proposed roadway and utility right-of-way/easements.

TCAAP INFRASTRUCTURE  
 ARDEN HILLS MAINTENANCE/OPERATIONAL COSTS  
 JUNE 2016

INFRASTRUCTURE	QUANTITY	MAINTENANCE/ OPERATIONAL TASK	MAINTENANCE/ OPERATIONAL INTERVAL	MAINTENANCE/ OPERATIONAL UNIT COST	ANNUALIZED MAINTENANCE/ OPERATIONAL COST	ASSUMPTIONS
<b>TRAILS</b>						
SPINE ROAD	17,000 LF					
THUMB ROAD	4,500 LF					
NATURAL RESOURCES CORRIDOR	7,000 LF					
TOTAL	28,500 LF	PLOWING	ANNUAL	\$2,000/YEAR	\$2,400	8 SNOW EVENTS, 2 MILES/HOUR, \$100 PER HOUR = \$300 PER EVENT
		CRACK SEALING	EVERY 5 YEARS	\$0.50/LF OF TRAIL	\$14,250	\$0.50/FOOT OF CRACK, 10 FEET OF CRACKS EVERY 10 FEET OF TRAIL = \$0.50 PER TRAIL FOOT
		REPLACEMENT	EVERY 25 YEARS	\$10/LF OF TRAIL	\$11,400	
				ANNUAL TRAIL COST	\$28,050	
<b>STREET LIGHTING</b>						
SPINE ROAD PEDESTRIAN SCALE	60					
THUMB ROAD PEDESTRIAN SCALE	20					
TOTAL	80	MAINTENANCE/POWER	MONTHLY	\$7.00/LIGHT	\$6,720	BASED ON XCEL ENERGY MONTHLY PRE-PAY RATES
		REPLACEMENT	EVERY 25 YEARS	\$5,000/LIGHT	\$16,000	
				ANNUAL LIGHTING COST	\$22,720	
<b>STORM DRAINAGE</b>						
NATURAL RESOURCE PONDS	15 PONDS	MAINTENANCE	ANNUAL	\$500/POND	\$7,500	MOWING, INSPECTION/DEBRIS REMOVAL, = \$250/YEAR SEDIMENT REMOVAL \$10/CY - ASSUME 25 CY/YEAR = \$250/YEAR
TRUNK STORM SEWER	15,000 LF	MAINTENANCE	ANNUAL	\$0.50/LF	\$7,500	CLEAN AND TELEWISE EVERY 10 YEARS - \$5/LF = ANNUAL COST = \$0.50/LF
				ANNUAL STORM DRAINAGE COST	\$15,000	
<b>SANITARY SEWER</b>						
TRUNK SANITARY SEWER	10,500 LF	MAINTENANCE	ANNUAL	\$0.50/LF	\$5,250	CLEAN AND TELEWISE EVERY 10 YEARS - \$5/LF = ANNUAL COST = \$0.50/LF
LIFT STATION (500 GPM, PEAK 1600 GPM)	1	MAINTENANCE	ANNUAL	\$7,500	\$7,500	ASSUMES MOTOR REPLACEMENT EVERY 10 YEARS, IMPELLER REPLACEMENTS 7 YEARS AND ANNUAL ELECTRICAL COST
		MAJOR OVERHAUL	EVERY 20 YEARS	\$75,000	\$3,750	INCLUDES PUMP AND CONTROLS REPLACEMENT
				ANNUAL SANITARY SEWER COST	\$16,500	
<b>WATER SYSTEM</b>						
TRUNK WATER MAIN	27,000 LF	MAINTENANCE	ANNUAL	\$0.10/LF	\$2,700	HYDRANT FLUSHING, VALVE MAINTENANCE, MINIMAL WATER MAIN BREAKS (NEW SYSTEM)
1.0 MG WATER TOWER	1	MAINTENANCE	ANNUAL	\$10,000	\$10,000	INCLUDES MAINTENANCE, ELECTRICAL POWER, AND ANNUAL INSPECTION
		PAINTING	EVERY 30 YEARS	\$650,000	\$21,600	
BOOSTER STATION (12" Water Main)	1	MAINTENANCE	ANNUAL	\$5,000	\$5,000	INCLUDES MAINTENANCE AND ELECTRICAL POWER
		MAJOR OVERHAUL	EVERY 15 YEARS	\$50,000	\$3,300	INCLUDES PUMP REPLACEMENT
				ANNUAL WATER SYSTEM COST	\$42,600	



# Memo

**To:** Sue Iverson – Interim City Administrator  
**From:** Stacie Kvilvang, Ehlers  
**Date:** July 25, 2016  
**Subject:** Maintenance Costs of TCAAP Infrastructure

As part of their master planning contract, Kimley-Horn was to provide a matrix of responsible entities for the maintenance of infrastructure within TCAAP and an estimate of the annual costs the City would be responsible for.

In review of the matrix provided, the maintenance requirements can be broken down into two (2) categories:

1. Standard Improvement City Costs which are typical maintenance costs any city expects to pay through their various utility funds as part of development (i.e. trunk utility maintenance, lift and booster stations and water tower); and
2. Enhanced Improvement costs which are maintenance costs that may or may not be paid by the city (trails, lighting, plantings)

For purposes of this memo, I am going to concentrate on the costs in #2 above since those are costs that a city may or may not expect to pay.

As noted in the Matrix provided by Kimley-Horn, it was noted that the City would likely have the following annual financial responsibilities:

Enhanced Improvement Costs	
Item	Annual Cost
Spine Road Trails	\$ 28,050
Thumb Road Trails	
Natural Resouces Corridor Trails	
Spine Road Pedestrian Scale	\$ 22,720
thumb Road Pedestrian Scale	
Natural Resources Corridor Ponds	\$ 7,500
<b>TOTAL</b>	<b>\$ 58,270</b>

It should be noted that they did not include costs associated with the landscaping in the spine and thumb roads and gateways (stated to be completed by outside 3<sup>rd</sup> party). As

the Council is aware, it was assumed that the City would be responsible for the landscaping costs in accordance with the County's road maintenance policy.

As we have discussed previously, there are options available to the City to have benefitting property owners pay the costs outlined in the chart as well as the landscaping costs mentioned above. These options include creation of Special Service Districts for the commercial areas and maintenance agreements with the various home owners associations. City Staff, with the support of County Staff have included these concepts as deal points to be negotiated as part of the Master Development Agreement. In discussions with the master developer team, they generally agree to the principles of the concepts because they want to assure that the quality of the improvements and infrastructure that is installed is maintained to high standards for a long period of time. Staff will keep the Council informed as negotiations begin and progress regarding the development of TCAAP.

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