

**Mayor:**  
David Grant

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



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

**Phone:**  
651-792-7800

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

**City Council  
Work Session  
Agenda  
September 19, 2016  
5:00 p.m.  
City Hall**

## 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. University Of Northwestern - 1265 Grey Fox Road

Matthew Bachler, Senior Planner

Documents:

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

#### 1.B. Bremer Bank Redevelopment Concept PUD Review - 4061 Lexington Avenue

Matthew Bachler, Senior Planner

Documents:

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

#### 1.C. TCAAP Master Development Team Update

Stacie Kvilvang, Ehlers

Documents:

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

#### 1.D. City Newsletter

Councilmember Wicklund

Documents:

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

1.E. Personnel Committee Update

Personnel Committee

Documents:

[MEMO.PDF](#)

2. COUNCIL/STAFF COMMENTS

**ADJOURN**



---

**DATE:** September 19, 2016

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

**FROM:** Matthew Bachler, Senior Planner

**SUBJECT:** **University of Northwestern – 1265 Grey Fox Road**

---

**Background**

University of Northwestern has requested to meet with the City Council to discuss the property at 1265 Grey Fox Road. Smiths Medical previously occupied the site and it includes approximately 165,000 square feet of office and lab space. Northwestern intends to acquire the property and remodel the existing facilities for classrooms, labs, and administrative offices for their engineering, biology, and health services programs. Higher education schools are currently not a permitted use in the I-Flex District and a Zoning Code amendment would be required for Northwestern to proceed with their proposal.

A letter addressed to the City Council from the president of University of Northwestern and a preliminary programming and phasing plan have been included as attachments.

**Attachments**

- A. Letter from President Alan S. Cureton, University of Northwestern, September 14, 2016
- B. Preliminary Programming and Phasing Plan



**UNIVERSITY OF  
NORTHWESTERN  
ST. PAUL**

OFFICE OF THE PRESIDENT

September 14, 2016

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

Dear Mayor and Council Members,

On behalf of University of Northwestern, I look forward to a robust discussion with you on Monday, September 19, examining the benefits of allowing higher education purposes in the I-Flex zoning district. Specifically, we want to address why these policy changes will lead to new opportunities for the City like creating additional jobs and property valuation for decades to come.

The presentation will focus on the information we have gathered on best practices for creating dynamic job centers and workforce development, which are integrated with higher education services. Through the collaboration of cities, companies, and colleges, we believe the City will attract, create, and retain top talent to leave a lasting impact on the I-Flex district and the entire community of Arden Hills.

We look forward to the opportunity to have this important policy discussion with you prior to submitting a formal request for a zoning text amendment or other required land use approvals. We truly believe this is a great opportunity to partner on sound land use planning that will serve the City well for generations.

We look forward to further discussion,

A handwritten signature in black ink that reads "Alan Cureton".

Alan S. Cureton, President

ALAN S. CURETON, Ph.D. PRESIDENT



## UNIVERSITY OF NORTHWESTERN ST. PAUL

OFFICE OF THE PRESIDENT

### Subject Property

1265-1275-1285 Grey Fox Road  
(ID#: 27-30-23-42-0006)  
Arden Hills, Minnesota

**Year Built:** 1985

**Property Type:** Class B Office, Tech

**Number of Building:** 2

**Square Footage - Buildings:**

1265-1275 Building – 130,120

1285 Building – 34,768

**Total – 164,888**

**Square Footage – Type (Current):**

Office – 124,888

Tech – 40,000

**Number of Floors:** 1

**Site Size:** 14.5 acres

**Parking:** 583 surface spaces

Ratio: 3.53/1,000 square feet

**Zoning:** I-Flex (immediately adjacent to B-4)

### Compatible Usage:

**Smiths Medical**

Clean Room/Laboratory

Training Rooms

Employee Office

**University of Northwestern**

Laboratory

Classrooms

Faculty/Staff Office



Learn. Lead. Invest. Impact.

ALAN S. CURETON, Ph.D. PRESIDENT



# UNIVERSITY OF NORTHWESTERN

ST. PAUL

OFFICE OF THE PRESIDENT

## University of Northwestern North Campus STEM Programing Summary

### SCIENCE

#### *Present*

Undergraduate – Biology & Biochemistry  
Undergraduate – Nursing

#### *Future*

Masters – Biology – *Phase I*  
Masters – Nursing – *Phase I*  
Health Solutions – *Phase II*  
OT, PT, RT, Physician's Assistant, Nurse Practitioner

### TECHNOLOGY

#### *Present*

Undergraduate – MIS, Computer Science

#### *Future*

Masters – Data Analytics – *Phase I*

### ENGINEERING

#### *Present*

Undergraduate – 3-2 Program with U of M – discontinued by the U of M

#### *Future*

Undergraduate – Engineering  
Emphases in mechanical, civil, and electrical/computer

### MATHEMATICS:

#### *Present*

Undergraduate – Applied Mathematics

Learn. Lead. Invest. Impact.

ALAN S. CURETON, Ph.D. PRESIDENT

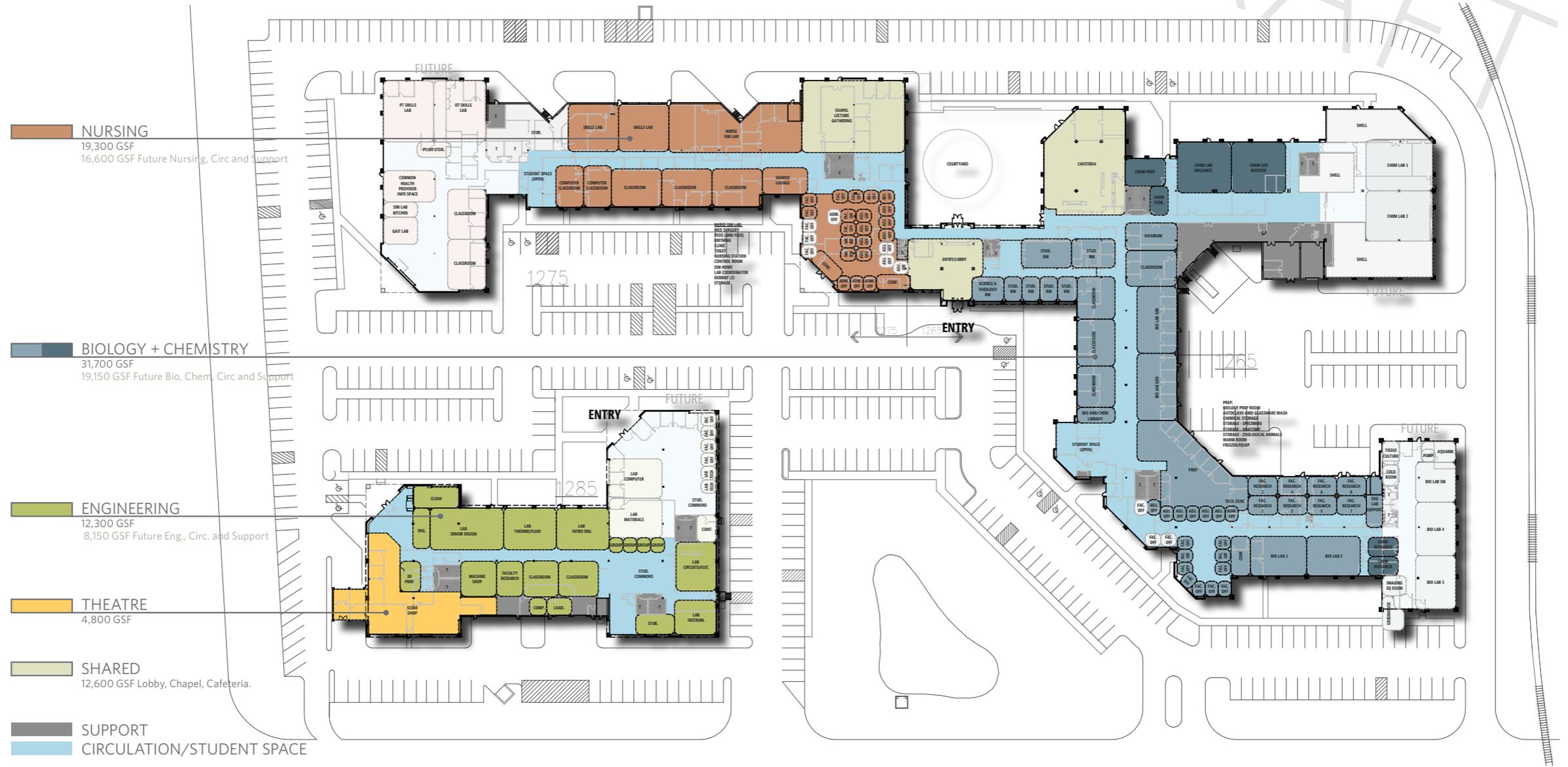
## Student and Faculty FTE

	Year 1 2017-2018	Year 2 2018-2019	Year 3 2019-2020	Year 4 2020-2021	Year 5 2021-2022	Year 6 2022-2023	Year 7 2023-2024	Year 8 2024-2025
<b>Student Population -</b>								
Current	66	66	66	66	66	66	66	66
New	25	49	86	123	145	158	167	173
<b>Total Engineering</b>	<b>91</b>	<b>115</b>	<b>152</b>	<b>189</b>	<b>211</b>	<b>224</b>	<b>233</b>	<b>239</b>
Current*	213	213	213	213	213	213	213	213
New	8	29	44	61	74	88	88	88
<b>Total Biology</b>	<b>221</b>	<b>242</b>	<b>257</b>	<b>274</b>	<b>287</b>	<b>301</b>	<b>301</b>	<b>301</b>
								Includes Pre-Nursing
Current	62	62	62	62	62	62	62	62
New	16	26	44	44	44	44	44	44
<b>Total Nursing</b>	<b>78</b>	<b>88</b>	<b>106</b>	<b>106</b>	<b>106</b>	<b>106</b>	<b>106</b>	<b>106</b>
<b>Total Student Population</b>	<b>389</b>	<b>445</b>	<b>516</b>	<b>569</b>	<b>605</b>	<b>632</b>	<b>641</b>	<b>646</b>
<b>Faculty Population</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
Faculty	4	6	7	9	11	11	11	11
Adjunct	2	3	3	3	4	4	4	4
Staff	3	3	3	3	3	3	3	3
<b>Total Engineering</b>	<b>10</b>	<b>11</b>	<b>13</b>	<b>15</b>	<b>17</b>	<b>17</b>	<b>18</b>	<b>18</b>
Faculty	4	6	7	7	8	8	8	8
Adjunct	5	6	6	7	7	7	7	7
Staff	4	4	4	4	4	4	4	4
<b>Total Biology</b>	<b>14</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>
Faculty	9	10	12	12	12	12	12	12
Adjunct	8	9	11	11	11	11	11	11
Staff	3	4	5	5	5	5	5	5
<b>Total Nursing</b>	<b>20</b>	<b>24</b>	<b>29</b>	<b>29</b>	<b>29</b>	<b>29</b>	<b>29</b>	<b>29</b>
<b>Total Faculty / Staff</b>	<b>43</b>	<b>51</b>	<b>59</b>	<b>63</b>	<b>65</b>	<b>65</b>	<b>66</b>	<b>66</b>
Engineering	13.9	13.8	15.1	15.4	15.0	15.5	15.8	15.9
Biology	22.6	20.5	19.3	19.3	19.6	20.6	19.9	19.9
Nursing	4.6	4.6	4.5	4.5	4.5	4.5	4.5	4.5
<b>Total Student to Faculty FTE</b>	<b>11.8</b>	<b>11.3</b>	<b>11.0</b>	<b>11.4</b>	<b>11.6</b>	<b>12.0</b>	<b>12.0</b>	<b>12.0</b>



# PHASE I

## PROGRAMMING CONCEPT



# PHASE II

## CONCEPT FIT PLAN

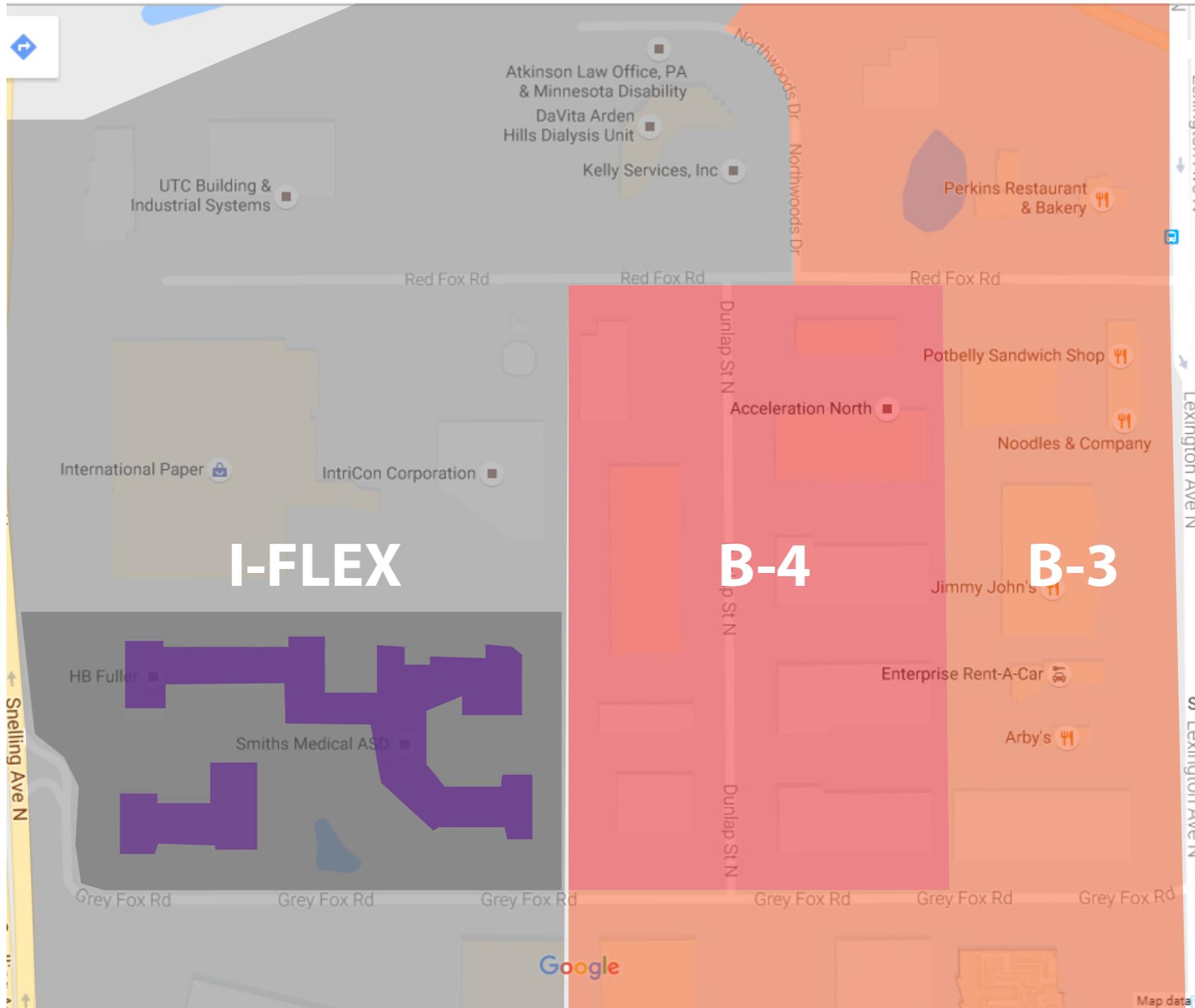
DRAFT

- HEALTH SERVICES  
44,500 GSF  
45,800 GSF Programmed  
7,300 GSF Future Programmed
- BIOLOGY + CHEMISTRY  
65,400 GSF  
71,600 GSF Programmed  
2,400 GSF Future Programmed

- ENGINEERING  
29,300 GSF  
29,500 GSF Programmed
- THEATRE  
4,000 GSF

- SUPPORT CIRCULATION







---

**DATE:** September 19, 2016

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

**FROM:** Matthew Bachler, Senior Planner

**SUBJECT:** Bremer Bank Redevelopment Concept PUD Review – 4061 Lexington Avenue

---

**Requested Action**

Frauenshuh and Bremer Bank are requesting a concept review of a possible Planning Unit Development (PUD) at the southwest corner of Lexington Avenue and County Road F. The applicant is seeking feedback from the City Council on the concept.

**Concept PUD Review Process**

The concept review process is an opportunity for the City Council to provide comments, questions, and concerns regarding proposed developments. A concept review is considered advisory and is nonbinding to the City and applicant (Section 1320.14 Subd 4 of the Zoning Code). No formal action can be taken at a work session. A formal application will be subject to the full review process, including a public hearing with Planning Commission and City Council review.

**Background**

The property at 4061 Lexington Avenue is comprised of 4.8 acres of land, 3 acres of which is forested and partially covered by wetlands. The existing Bremer Bank has a footprint of approximately 6,000 square feet and a gross floor area of approximately 18,000 square feet. The site includes a teller drive-up lane on the south side of the building and a drive-up ATM lane on the north side of the parking lot. There are two access points to the property: one on County Road F and the second on Lexington Avenue.

---

City of Arden Hills  
City Council Meeting for September 19, 2016  
*P:\Planning\Planning Cases\2016\PC 16-026 - Bremer Bank - Concept Review - 4061 Lexington Avenue\Memos\_Reports\_16-026*

Frauenschuh, a commercial real estate firm, is working with Bremer Bank on a possible redevelopment plan for the site. The existing building would be demolished and replaced with a new 2,750 square-foot facility that would better meet the bank's current and long-term needs. In addition, the concept plan includes an 11,500 square foot daycare facility and a 7,500 square foot multi-tenant commercial building. The multi-tenant building would likely include office, health care, restaurant, retail, and other commercial uses. A drive-up lane is proposed for the bank and the multi-tenant building. A total of 108 parking stalls would be provided between the three buildings.

As part of the redevelopment proposal, the property would be subdivided to create individual parcels for each of the proposed buildings. However, since the site is being developed as a planned development it would function as a whole and have a reciprocal easement agreement between the parcels to govern access, parking, maintenance, and other items. A separate outlot would be created for stormwater management and drainage purposes.

Bremer intends to complete the required project approvals in fall 2016 with construction on the bank building commencing in spring 2017. The daycare facility and multi-tenant building would be subsequent phases and would most likely be planned for 2017 and 2018.

## **Discussion**

The concept plan for the property creates what could be a dynamic and visually attractive new commercial area in Arden Hills. The site is within walking distance of two of the City's largest employers, Land O'Lakes and Boston Scientific, and would provide an alternative for employees in the area that now rely on automobiles to find community services.

The property is located in the I-1 - Limited Industrial District and is guided for Light Industrial and Office in the City's Comprehensive Plan. Financial institution and services, daycare facilities, medical clinics, and office are all permitted uses in the I-1 District. Restaurants are an allowed use with a Conditional Use Permit, which could be applied for concurrently with the Master PUD. Retail is only permitted as an accessory use in the I-1 District. In this case, the developer would need to request flexibility through the PUD process to allow retail as a principal use on the property.

The I-1 District does not have architectural design standards like those adopted by the City for the B-2 and B-3 Districts. However, based on the preliminary renderings provided, the bank and multi-tenant buildings appear to be designed generally consistent with the standards for these other districts. Both buildings would have ample façade transparency and architectural details to add visual interest.

The proposed parking for the bank and multi-tenant buildings appear to meet the minimum off-street parking requirements included in the Zoning Code. Financial institutions are required to

provide one stall per 250 square feet of gross floor area. In this case, 11 spaces would be required and 14 spaces are shown on the Site Plan. Since the mix of businesses in the multi-tenant buildings has not been finalized, staff determined that a conservative calculation would be to assume that all 7,500 square feet would be occupied by retail uses, which requires one parking stall per 150 square feet of sales floor area. A total of 50 spaces would be required and 54 are provided. Daycare facilities are required to provide parking based on the number of employees and individuals receiving care, which has not been determined at this point.

Staff has not analyzed the proposed structure and landscape coverage, setbacks, and other zoning requirements as part of the Concept PUD review. A detailed evaluation of the project would be part of a formal application and review for a Master PUD. A traffic study will also likely be required to look at the proposed traffic circulation on the site and the impacts of the development on the surrounding street network.

### **Requested Action**

Frauenshuh and Bremer Bank are requesting a concept review of a possible Planning Unit Development (PUD) at the southwest corner of Lexington Avenue and County Road F. The applicant is seeking feedback from the City Council on the concept.

### **Attachments**

- A. Project Narrative
- B. Concept PUD Plan Set

## PROJECT OVERVIEW

### BREMER ARDEN HILLS SITE REDEVELOPMENT

September 12, 2016

#### SITE OVERVIEW

Bremer Bank presently occupies an approximately 18,000 sq. ft. two story bank/office building at the southwest intersection of County Road F and Lexington Avenue. The building sits on approximately 4.86 acres.

Bremer Bank has owned and operated at this location since 2001. Over the years, the age of facility and building design and functions have become obsolete by today's operational standards. Bremer Bank would like to remain in Arden Hills as one of the community's long term employers and corporate citizens, and re-energize the site with a new bank branch and complementary commercial development.

#### PLAN CONCEPT

As part of its ongoing business growth initiatives, Bremer Bank will reposition this location in which the existing bank building would be removed and replaced with a new stand-alone facility meeting the bank's immediate and long term needs. In conjunction with the new bank, complementary uses will be incorporated into the site plan to create a vibrant and energetic new identity and presence for the property.

Bremer would reposition into an approximately 2,750 sq. ft. stand-alone building that will be designed with high quality architecture and brand features reflecting the future of Bremer Bank. This state of the art facility design would be complemented by additional adjacent uses including but not limited to day care, coffee, food/casual dining, health care, commercial and retail services.

The attached site plan depicts the current concept for the site including the following:

Component	Building SF (approx.)	Parking Provided
Bremer Bank	2,750	14
Multi-tenant commercial	7,500	54
Daycare	11,500	40

The neighborhood scale of the development does not significantly increase density or impact the surrounding transportation system.

The property will be designed as a planned development, allowing for phasing as the users/use components and phases are ready for delivery. Site access, ingress/egress, parking and storm water management systems would be integrated to serve the project as a whole and be governed by cross-access and operating agreements between the parcels.

Given the large employment center, with a significant employment base within walking distance of the site, the location provides the opportunity to bring valued services and convenience to employees and visitors seeking services without dependence on an automobile or travel to other communities for services.

## **SUMMARY**

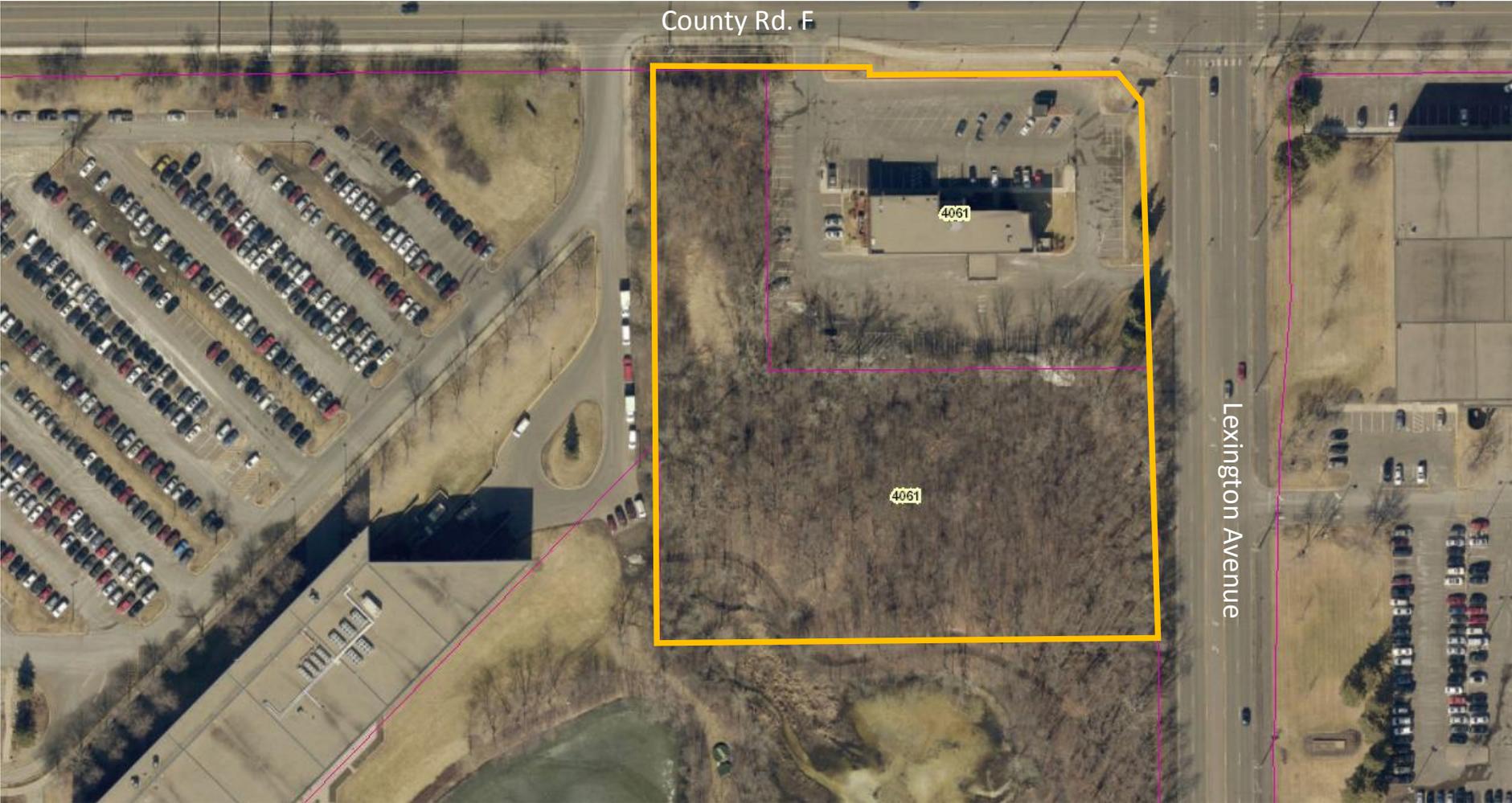
Overall, the project development objective is to reposition the banking and financial services functions to Bremer's market service standard and viable bring complementary uses to the site.

With the growth of local employers in the immediate and surrounding area, the site offers excellent connectivity and ability to create more walkable access to community and neighborhood services.

The development will create a vibrant and energetic new identity and presence for the property as an entryway to the Arden Hills community.

Bremer intends to complete project approvals this fall and complete design and permits to meet a spring 2017 construction start for the new bank building phase. Timing for the subsequent phases will be planned for 2017 and 2018.

**Bremer Bank Site Location Map  
4061 Lexington Avenue North**



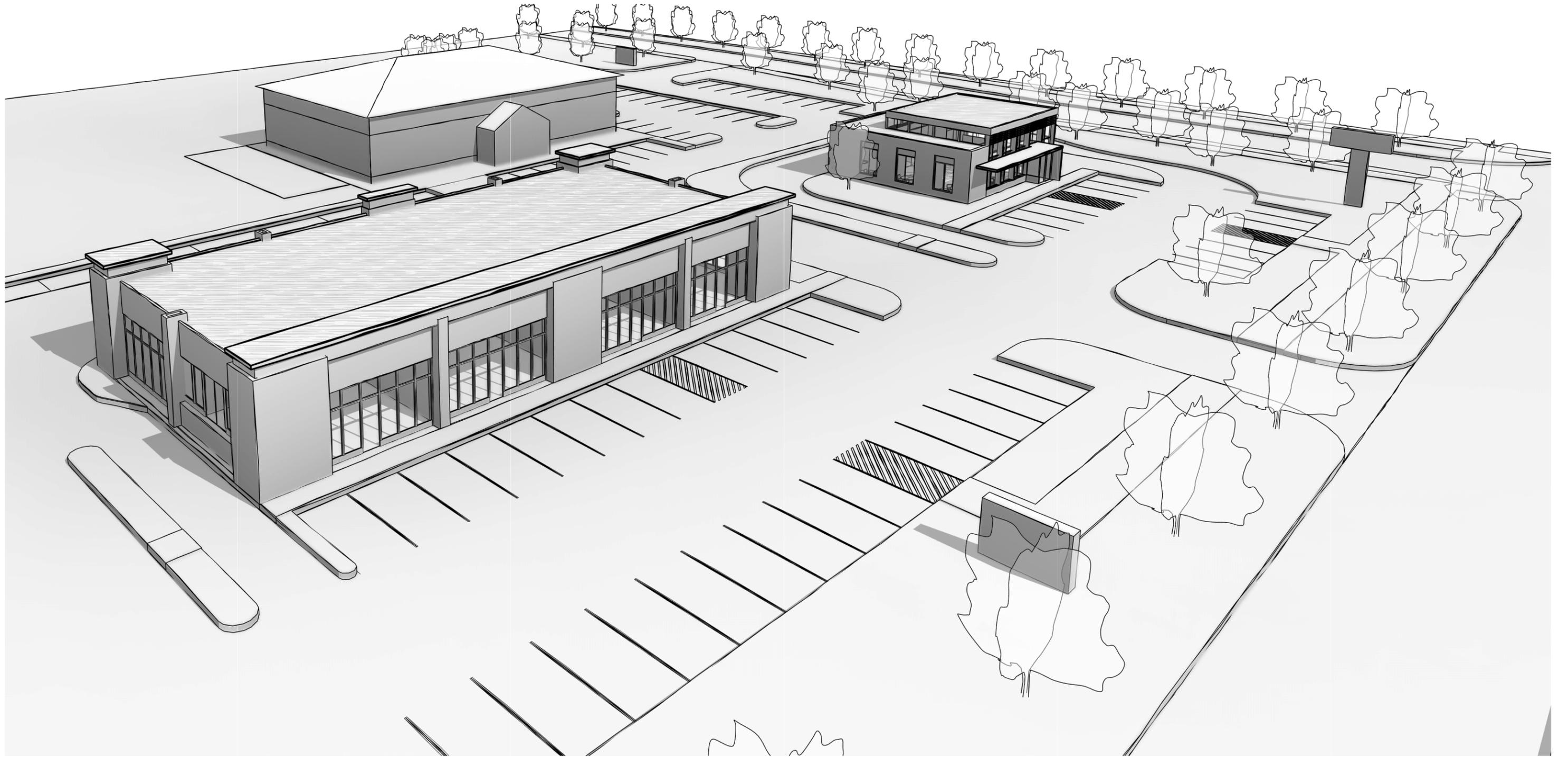


# BREMER BANK

SITE PLAN (1" = 50'-0")  
09/12/16 | COMM#26175-15196

Small text at the bottom left corner: 9/13/2016 1:40:47 PM





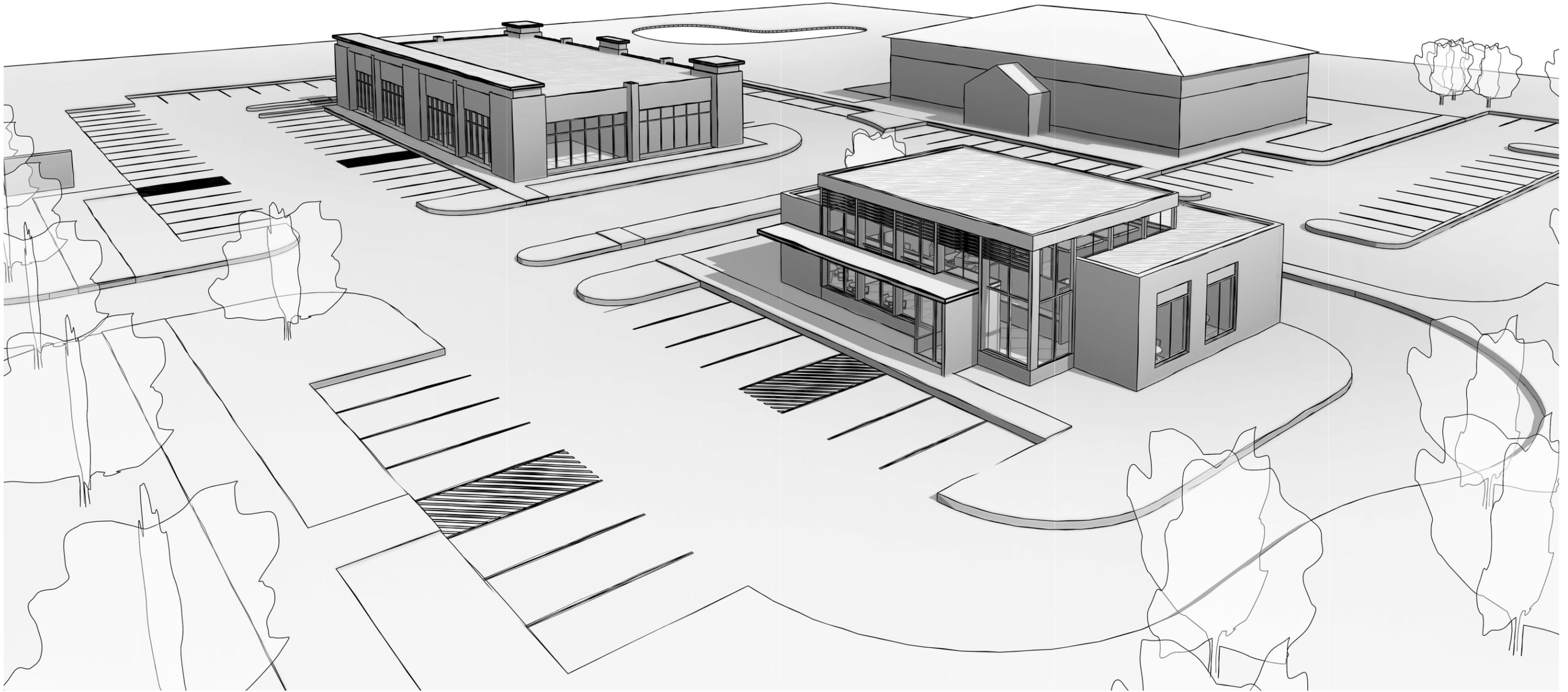
# BREMER BANK

BIRD'S EYE - SE CORNER

09/12/16 | COMM#26175-15196

09/12/2016 1:40:55 PM





# BREMER BANK

BIRD'S EYE - NE CORNER

09/12/16 | COMM#26175-15196

09/12/2016 1:41:02 PM





**DATE:** September 19, 2016

**TO:** Honorable Mayor and City Councilmembers

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

**SUBJECT:** TCAAP Master Development Team Update

---

Attached is an update on recent activities as prepared by Stacie Kvilvang of Ehlers and Alatus.

Attachment A: September 19, 2016 Memo from Ehlers

## Memo

**To:** Sue Iverson – Interim City Administrator  
**From:** Stacie Kvilvang  
**Date:** September 19, 2016  
**Subject:** Work Session With Master Developer - TCAAP

---

On August 22, 2016 the City Council met in their second work session with the Master Development Team to overview:

1. Side-by-side color map outlining the requested land use changes
2. Chart outlining the housing type, number & density by single-family neighborhoods (including neighborhood transition area) and Town Center multi-family and difference in the number and type of units from the approved plan
3. Overall residential density
4. Building height increases within Town Center and the “Thumb”
5. Vertical mixed use and the Town Center development plans
6. Overview of parks plan and chart outlining the difference in park acreage per the Regulating Map and the proposed plan, along with their thoughts on the anticipated programing, development and maintenance responsibility
7. Possible locations for the water tower

Based upon feedback from the Council, the Master Development Team has prepared the following additional information for the City Council to review:

1. Overview of the Master Developer’s housing market study completed by Maxfield for the site
2. Updated site plan and residential unit count to address previous concerns over number of units and density
3. Revisions/changes in the single-family neighborhoods due to 66’ lots and 3-car garage concern
4. Change in Town Center zoning into three (3) districts to allow for different building heights

5. Overview of retail space within Town Center and public vs. private space use issues
6. Overview of updated park plan and comparison of park elements within each park in comparison to elements requested by the PRTC
7. Overview of office land use designation change to retail and how office is still incorporated as a viable use within this designation

The Master Developer Team has additional information which will be provided at the work session on September 19, 2016.

As discussed at the last meeting, the anticipation is that the Master Development Team is bringing forward an updated Master Development Plan that the Council can be comfortable moving forward with (however, minor changes can be incorporated as requested). Based upon this, at the October 3, 2016 work session staff will provide the Council with a redline draft of the TRC document that incorporates the required changes to achieve the updated Master Plan. After review of that document on the 3<sup>rd</sup>, the Council will have an opportunity to complete a final review of any additional changes/clarifications they requested on October 17, 2016.

Once this is completed, the TRC document, inclusive of the updated Master Plan, would be placed on the November 9, 2016 Planning Commission agenda for the required public hearing and then placed on the November 28, 2016 City Council meeting for formal approval. After this, the updated TRC and Regulating Plan would be submitted to the Metropolitan Council for an amendment to the Comprehensive Plan, which could take an additional 60 to 90 days for approval.

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



---

**DATE:** September 19, 2016

**TO:** Honorable Mayor and City Council

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

**SUBJECT:** Discussion of City Newsletter

---

**Background/Discussion**

Councilmember Wicklund asked that this item be placed on the agenda for discussion.

Attachment A: Example City newsletter

**IN THIS ISSUE / MAY 2016**

- 1 *It's Road Construction Season!*
- 2 *Social Media Policy Approved*
- 3 *Ben Franklin Readiness Center Open*
- 4 *Your City Needs You: Volunteer!*

## NEWS FROM THE MAYOR

### RAMSEY COUNTY 911

Over the past months and years, it seems like a variety of large scale emergencies have been in the news. Some are international, some are domestic, and others are of a more regional nature. We have seen news stories of: suicide bombers, active shooters, floods, tornados, mud slides, and train derailments to name just a few. Some of the news stories seem so far away from Arden Hills, a quiet suburban city. However, the question still remains: what if something happened here? Just how prepared are we?

Being prepared at its very core is having a plan in advance. The City of Arden Hills maintains an emergency plan for large scale emergencies. The plan outlines a location and backup location for a City and County emergency operations center. Included in that plan are the people, organizational chain of command structure, procedures for implementation, communication, and equipment that can be used. Key to success is swift and effective response to unexpected and evolving situations.

The City of Arden Hills uses Ramsey County Dispatch for police and law enforcement services. Ramsey County 911 Dispatch has a secondary location should their primary location ever become compromised in an emergency. If the primary and secondary locations are not able to meet dispatch needs, all dispatch can be transferred to another predetermined county with literally the press of one very important button. The important point, in terms of dispatch of services, is that there is a backup plan to the backup plan. Action can be taken quickly to continue services even in the most extreme emergency. The City of Arden Hills also has a designated operation control location and backup location should it become necessary.

Equally important to having a plan is to test and refine the plan under a variety of situations. For example, a few years back, a simulation was done for a train derailment with hazardous materials. This simulation tested the hazardous material response and communications parts of the plan. On April 1 of this year, Arden Hills was chosen for simulation of an active shooter in northern Arden Hills. The nature of

this event pulled a wide number of resources including federal, state, county, police, fire, and military personnel.

The emergency plan is in place and undergoes ongoing testing and updating. Changes come about in a variety of ways. Changes are need-



Ramsey County's 911 Dispatch Center

ed over time as laws, personnel, and equipment changes, and of course, as new information is learned from simulations.

In the past, dialing 911 was used exclusively for emergencies. In Ramsey County, the use of 911 has been broadened to include both emergencies and to report information that may be useful to law enforcement. If you see suspicious activity or have information that you believe law enforcement should be aware of, it is acceptable to dial 911 and report it.

Have a safe and wonderful summer.



David Grant, Mayor



## ROAD CONSTRUCTION SEASON BEGINS: WHAT YOU NEED TO KNOW TO GET AROUND TOWN

BY TINA KULZER

*The spring and summer seasons are always filled with road construction projects. This year, Arden Hills residents will be impacted by a significant number of construction detours and delays. Some have already begun, and there are more to come. Here's a look at what you need to know to get around town.*

**ENHANCE 694**  
MnDOT's multi-year project to reconstruct and add a third general purpose lane in each direction of I-694 between Rice Street and Lexington Avenue began April 4. It is scheduled to be complete by fall of 2017. This project will also rebuild interstate ramps at Lexington Avenue, Victoria Street, and Rice Street, and it will create an exit-only lane to Rice Street from the right lane of the northbound I-35E flyover bridge to westbound I-694.

MnDOT will keep two lanes of traffic open in each direction while westbound lane work is underway this year. Nighttime lane closures are currently in effect in each direction between 8 p.m. and 6 a.m. Monday through Friday as crews build bypass lanes and widen the roadway to prepare to shift traffic onto a temporary alignment in mid-May. At that time, the ramp from Rice Street to westbound I-694 will close for the construction season.

Travelers on westbound I-694 are strongly encouraged to know their routes and are required to choose a lane upon entering the work zone just east of I-35E. I-35E traffic heading onto westbound I-694 will be routed into the local access lane. A concrete median barrier will separate the two lanes of traffic and will not allow for lane changes within the work zone. The left lane will be dedicated to through traffic, and the right lane will be intended for local traffic needing to enter or exit the interstate. Rebuilding the eastbound lanes will have similar traffic restrictions.

Informational videos about this project, instruction on how to drive through the work

(continued page 5)



**STAY INFORMED**  
Sign up for email updates at:  
[www.dot.state.mn.us](http://www.dot.state.mn.us)  
[www.ramseycounty.us](http://www.ramseycounty.us)

## CITY CONNECTS WITH RESIDENTS THROUGH SOCIAL MEDIA

A Social Media Policy was approved by the City Council (as part of the Personnel Policy) at their meeting on February 29, 2016. With a policy now in place, City staff members are posting daily to the City website, Facebook page, and Twitter account in an effort to build a larger social media presence and communicate news and event information to City residents. Posts on the City's Facebook page are set to automatically update to the City's Twitter account to promote re-sharing of news and information.

News sharing through social media is proving to be efficient and valuable to the City.

For example, in March, a post on the City's Facebook page reached the 116 people who "liked" the page and 129 Twitter followers who received the post on the City's Twitter feed. Within moments, Ramsey County retweeted the post to their 7,840 Twitter followers. A Ramsey County commissioner also retweeted the post to his approximately 2,000 Twitter followers. Taking into account the numerous neighboring communities, civic groups, and news organizations that now follow the City's social media accounts and can re-share City news, a network for City news sharing is in place and is poised to continue to expand.

**FIND US ON SOCIAL MEDIA** Subscribe to these social media resources to learn about City events, recreation opportunities, and more.

facebook.com/CityofArdenHillsMN    twitter.com/ArdenHillsCity



### GARAGE SALE? HERE'S WHAT YOU NEED TO KNOW ABOUT SIGNS

It's garage sale season! Garage sales in Arden Hills should be registered at City Hall. To request a permit for your sale, visit the city website and enter "Garage Sales" in the search window. Garage sales are to be limited to three days or less of duration, and no more than two such sales are permitted to any one homeowner per year. You can put up signs to advertise your garage sale if you follow these regulations.

#### ON YOUR PROPERTY

- › Limit total signage to eight square feet.
- › Each sign must be six square feet or less.
- › Stay back five feet from property lines.
- › Signs cannot be illuminated.
- › Signs must be within one mile of garage sale location.
- › Signs placed in the Ramsey County or State of Minnesota right-of-way are subject to County and State regulations.

#### IN YOUR NEIGHBORHOOD

- › Size limited to four square feet.
- › Height limited to four feet.
- › Signs must be at least five feet from the edge of the road.
- › Signs must be freestanding and unlit.
- › Signs are limited to three consecutive days in any seven day period.
- › You must have permission from the property owner on which the sign is placed.

## ARDEN HILLS SERVICE DIRECTORY

**City Hall**  
1245 West Highway 96  
Arden Hills, MN 55112-5734

**Regular Office Hours**  
Monday through Friday  
8:00 am—4:30 pm  
651-792-7800  
www.CityOfArdenHills.org

**Summer Office Hours**  
Monday through Friday  
7:30 am – 5 pm  
Friday  
7:30 am – 11:30 am

Sheriff and Fire . . . . . 911  
Water & Sewer Problems . . . 651-767-0640  
DURING NON-BUSINESS HOURS

**Mayor**  
David Grant . . . . . 651-538-0747  
dgrant@CityOfArdenHills.org

**Councilmembers**  
Brenda Holden . . . . . 651-636-2987  
bHolden@CityOfArdenHills.org

Fran Holmes . . . . . 651-631-1866  
fHolmes@CityOfArdenHills.org

Dave McClung . . . . . 651-332-0352  
DaveMcClung@Comcast.net

Jonathan Wicklund . . . . . 651-278-8077  
jWicklund@CityOfArdenHills.org

**Acting City Administrator**  
Sue Iverson . . . . . 651-792-7816  
slverson@CityOfArdenHills.org

**Communications Committee**  
Editors/writers: Susan Cathey  
Tina Kulzer  
Council Liaison: Jonathan Wicklund  
Staff Liaison: Amy Dietl  
Desktop Publisher: Mary Nosek

Council meetings are held at City Hall on the second and last Monday of the month at 7 pm. Meetings are televised live on Cable Channel 16. Meetings of the Planning Commission are televised as well. Visit [www.CityOfArdenHills.org](http://www.CityOfArdenHills.org) for information about taped meeting playbacks.

 Arden Hills Notes is the official newsletter of the City of Arden Hills, an equal-opportunity employer.

## COMPOSTING IS RECYCLING, TOO

BY RAMSEY RECYCLES

*Can you recycle food? What do you think of when you hear the word recycling? Most of us can picture the blue bin next to the trash can with the "chasing arrows" recycling symbol where we throw our paper, cardboard, glass, and aluminum cans. We know that there are many products made of recycled content. But what about food scraps and yard waste? Can you recycle those?*

### FOOD TODAY, DIRT TOMORROW

It is now easier than ever to start composting at home. About 30 percent of trash collected in the Twin Cities is made up of items like food scraps, yard waste, and compostable items. You cannot throw away yard waste and trimmings and instead of throwing away food scraps and other compostable materials, you can use these organic materials to create an incredibly effective and nutrient-rich soil additive for your garden.

### GET A PLAN & START THE PROCESS

The Recycling Association of Minnesota is holding many events where you can purchase your compost bin and get started right away. Or you could always make your own, if you are a DIYer. Many cities and counties also offer compost drop-off locations.

### DON'T THROW IT, GROW IT!

Composting is the process where organic wastes (grasses, leaves, kitchen scraps and garden debris) are converted into a highly desirable, organic, soil-like material. Many creatures like bacteria, worms, and fungi play an important role in composting as they break apart organic waste by eating it and releasing nutrients in a form that plants can absorb. This process helps decompose the materials and creates a very rich additive for soil.



**COMPOSTING DEFINED:**  
*The process where organic wastes are converted into a highly desirable, organic, soil-like material.*

**COMPOSTING FACTS:**  
*30% of trash collected in the Twin Cities is made up of food scraps, yard waste, and compostable items.*

### THERE ARE A FEW BASICS TO BACKYARD COMPOSTING ONCE YOU GET YOUR BIN:

- › Set up your bin in a partially shaded area in the yard.
- › Make sure it is convenient for you to get to and has access to water as well as good drainage.
- › Keep the bin away from large trees as their roots steal nutrients and can grow into the compost.
- › Consult this recipe for good clean dirt for more detailed instructions.
- › Keep a small separate bin in your kitchen for food scraps from fruits and vegetables (no meats, bones, or oils in backyard composting) and add them to your composting area.
- › Keep a ratio of three to one. Three dry or brown ingredients (leaves, paper, yard waste) to one wet or green ingredients (food scraps, grass clippings, coffee grounds)

*It's important to note that meats, oils, fat, bones, and dairy do not belong in your home compost bin because they attract rodents and other animals. The Minnesota Pollution Control Agency is a great resource for information about composters.*

### MINNEAPOLIS MAKES IT EASIER

Most Twin Cities residences have access to curbside yard waste pick-up, and many counties offer drop-off sites for larger yard waste such as branches. Now, the City of Minneapolis is rolling out a new program for curbside organics recycling that includes vegetable and meat scraps. This program requires residents

to sign up and will be expanding the service area throughout the year. Other metro area cities are studying the possibility of adding curbside organics recycling because it could help meet a Minnesota Pollution Control Agency goal of reducing the amount of trash headed to landfills. Watch your city

newsletters for updates on this important issue or check with your waste hauler to see if curbside composting is available, or coming soon to your area. If curbside pick-up is not an option look for organics drop off sites in Minneapolis or Ramsey County.



---

**DATE:** September 19, 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.