

Mayor:
David Grant

Councilmembers:
Brenda Holden
Fran Holmes
Dave McClung
Jonathan Wicklund



**Regular City Council
Agenda
September 26, 2016
7:00 p.m.
City Hall**

Address:
1245 W Highway 96
Arden Hills MN 55112

Phone:
651-792-7800

Website:
www.cityofardenhills.org

City Vision

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

CALL TO ORDER

1. APPROVAL OF AGENDA

2. PUBLIC INQUIRIES/INFORMATIONAL

Public inquiries/informational is an opportunity for citizens to bring to the Council's attention any items not currently on the agenda. In addressing the Council, please state your name and address for the record, and a brief summary of the specific item being addressed to the Council. To allow adequate time for each person wishing to address the Council, we ask that individuals limit their comments to three (3) minutes. Written documents may be distributed to the Council prior to the meeting, or as bench copies, to allow a more timely presentation.

3. STAFF COMMENTS

3.A. Rice Creek Commons (TCAAP) And Joint Development Authority (JDA) Update

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

Documents:

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

3.B. Transportation Update

Andy Brotzler, Interim Public Works Director/City Engineer

Documents:

[MEMO.PDF](#)

3.C. State Of The City Update

Matthew Bachler, Senior Planner

Documents:

[MEMO.PDF](#)

3.D. Fall 2016 Community Cleanup Day Update

Matthew Bachler, Senior Planner

Documents:

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

4. APPROVAL OF MINUTES

4.A. September 12, 2016, City Council

Documents:

[09-12-16-R.PDF](#)

5. CONSENT CALENDAR

Those items listed under the Consent Calendar are considered to be routine by the City Council and will be enacted by one motion under a Consent Calendar format. There will be no separate discussion of these items, unless a Councilmember so requests, in which event, the item will be removed from the general order of business and considered separately in its normal sequence on the agenda.

5.A. Motion To Approve Claims And Payroll

Sue Iverson, Interim City Administrator and Director of Finance
and Administrative Services
Ashley Bertrand, Accounting Analyst

Documents:

[MEMO.PDF](#)

5.B. Motion To Approve Planning Case 16-019 Holiday Station PUD And CUP
Amendment Agreement

Matthew Bachler, Senior Planner

Documents:

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

5.C. Motion To Approve Resolution 2016-030 Authorizing The Application For Recycling
SCORE Grant Funds From Ramsey County

Matthew Bachler, Senior Planner

Documents:

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

5.D. Motion To Approve Planning Case 16-022 Variance - 1500 Arden Place

Matthew Bachler, Senior Planner

Documents:

[MEMO.PDF](#)
[ATTACHMENT A.PDF](#)
[ATTACHMENT B.PDF](#)
[ATTACHMENT C.PDF](#)
[ATTACHMENT D.PDF](#)
[ATTACHMENT E.PDF](#)
[ATTACHMENT F.PDF](#)
[ATTACHMENT G.PDF](#)
[ATTACHMENT H.PDF](#)
[ATTACHMENT I.PDF](#)
[ATTACHMENT J.PDF](#)

5.E. Motion To Adopt Snowplowing, Snow Removal And Ice Control Policy

Andy Brotzler, Interim Public Works Director/City Engineer

Documents:

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

5.F. Motion To Accept Proposal For Engineering Services - Bethel Trail

Andy Brotzler, Interim Public Works Director/City Engineer

Documents:

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

6. PULLED CONSENT ITEMS

Those items that are pulled from the Consent Calendar will be removed from the general order of business and considered separately in its normal sequence on the agenda.

7. PUBLIC HEARINGS

8. NEW BUSINESS

8.A. Set Preliminary Levy And Establish Truth-In-Taxation Public Hearing Date For Proposed Hearing Date For Proposed Taxes Payable In 2017

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

Dave Perrault, Finance Analyst

Documents:

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

9. UNFINISHED BUSINESS

9.A. Shorewood Drive Bituminous Mill And Overlay

Any Brotzler, Interim Public Works Director/City Engineer

Documents:

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

10. COUNCIL COMMENTS

ADJOURN



DATE: September 26, 2016

TO: Honorable Mayor and City Councilmembers

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

SUBJECT: Rice Creek Commons (TCAAP) and Joint Development Authority (JDA) Update

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

Attachment A: September 26, 2016 Update from Ehlers



Date: September 26, 2016
To: City Council
From: Stacie Kvilvang
Subject: TCAAP Update

Meetings

- On September 19th, the City Council met with the Master Developer team to review updated site plans.
- On September 20th, Bob Lux of Alatus met with the Mayor and Council Member Holden to discuss their concerns regarding development in Town Center.

Communications/Media

- On September 14th, the Mayor, along with County representatives and the Developer spoke at a Twin Cities North Chamber event regarding TCAAP.



DATE: September 26, 2016

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

FROM: Andy Brotzler, Interim Public Works Director/City Engineer

SUBJECT: Transportation Update

Background

A brief oral update will be provided at the meeting regarding road construction/transportation in the City of Arden Hills.



DATE: September 26, 2016

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

FROM: Matthew Bachler, Senior Planner

SUBJECT: State of the City Update

The State of the City event will be held on Thursday, September 29, 7:30 to 9:00 a.m. at Flaherty's Arden Bowl. Representatives from the TCAAP Master Development Team, Land O'Lakes, and MnDOT will be providing updates to the community. There will also be time for questions and networking following the presentations. Arden Hills businesses and residents are encouraged to attend the event.

An evening State of the City event will be scheduled for a future date.



DATE: September 26, 2016

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

FROM: Matthew Bachler, Senior Planner

SUBJECT: Fall 2016 Community Cleanup Day Update

Background

The Fall Cleanup Day event is scheduled for Saturday, October 8th from 7:00 a.m. to 12:00 p.m. It will be held at the Ramsey County Public Works Facility at 1425 Paul Kirkwold Drive. The event is co-sponsored by Arden Hills and Shoreview and is open to residents of both cities.

Residents that participate in the event will pay a small fee based on vehicle type and load. Car loads will be charged \$10; trucks, sport utility vehicles, and vans will be charged \$25; and small trailers will be charged \$35. Oversized loads, such as U-Haul trucks, will be subject to extra charges.

Proof of residency, such as a driver's license or utility bill, is required. Payment will only be accepted in the form of cash or check. No credit cards will be accepted.

Notice of the Fall Cleanup Day was advertised on the City's website and Facebook page, and a flyer was mailed to all City residents.

Attachments

- Fall 2016 Cleanup Day Flyer

FALL CLEANUP DAY



Saturday, October 8, 2016 7 A.M. – Noon

1425 Paul Kirkwold Drive (Hamline Avenue and Highway 96)



Items Accepted

- Electronics (TVs, Computers, etc.)
- Construction Debris
- Appliances
- Carpeting
- Mattresses/Box Springs
- Vacuum Cleaners
- Tires
- Water Softeners
- Furniture
- BBQ Grills
- Lawnmowers*
- Snow Blowers*
- Household Hazardous Waste**

* If an item has oil or gasoline, it must be drained or it will not be accepted. Used oil and gasoline can be disposed at the Ramsey County Household Hazardous Waste (HHW) site.

**Household Hazardous Waste: You can avoid Clean Up Day by bringing your household hazardous waste to any one of the other HHW drop-off locations hosted by Ramsey County.

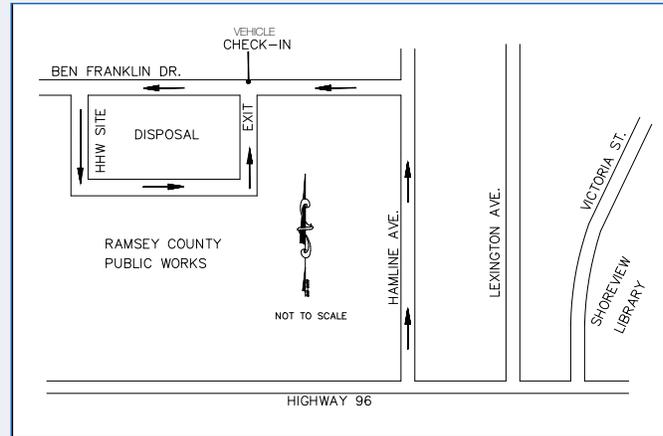
Items Not Accepted

- No Brush/Yard Waste
- No Railroad Ties
- No Oversized Items such as hot tubs, boats, sheds
- No Engines containing gasoline or oil
- No Donations

Charges by Vehicle Type/Load

Please remember, CASH or CHECK ONLY!

- Car: \$10
- All Other Vehicles: \$25 (includes SUVs, Minivans, Trucks, etc.)
- Trailers: \$35
- Oversized Loads such as U-Haul trucks will be subject to extra charges.



Open to Shoreview and Arden Hills residents only.

Must bring proof of residency, such as driver's license or utility bill.

For more information: 651.792.7800 www.cityofardenhills.org/RecyclingAndDisposal

Don't want to wait until Cleanup Day?

Check out these resources for donations, recycling, and proper disposal options:

A to Z Recycling & Disposal Guide: Visit Ramseyrecycles.com and check out the **A TO Z RECYCLING & DISPOSAL GUIDE:** Look up specific items from Aquariums to Zinc batteries. Quite often there are excellent reuse ideas, as well as donation locations. Most items will identify if they are recyclable or else provide disposal options.

Medicine Collection: Safely dispose of unwanted, expired and unused medicines for free at one of three public drop boxes in Ramsey County (pet medicines included). Safe disposal of unwanted medicine helps prevent crime, drug abuse, and accidental poisoning. Not flushing medicines down the drain or disposing of them in the trash helps protect our environment.

Yard Waste and Organics: Ramsey County operates seven **YARD WASTE COLLECTION SITES**. All sites are free and open to Ramsey County residents only, a **photo ID is required**. Items accepted vary by site – all yard waste sites (except Arden Hills) have an organics recycling bin and the attendant can provide you free compostable bags.

Household Hazardous Waste: Many household products you use to clean your kitchen and bathroom, maintain your car and home, and

control animals and insects contain hazardous chemicals. If a container has the words **CAUTION, WARNING, DANGER or POISON** on the label and still has product inside, it does not belong in the trash. This includes energy efficient light bulbs and fluorescent light bulbs. Use Ramsey County's free household hazardous waste collection sites (open year-round) for safe disposal.

Have a broken item that you wish to fix? Check out the **RAMSEY COUNTY FIX-IT CLINICS!** Get household items fixed for free and learn valuable repair skills at an upcoming Fix-It Clinic. At Fix-It Clinics, residents bring in small household appliances, clothing, electronics, mobile devices and more to receive free guided assistance from volunteers with repair skills to disassemble, troubleshoot and fix items. Fix-It Clinics build community connections and reduce the number of repairable objects that are thrown in the trash.

For locations, hours and items accepted, visit RamseyRecycles.com or call (651) 633-EASY (3279), answered 24/7.



Approved: September 26, 2016

**CITY OF ARDEN HILLS, MINNESOTA
REGULAR CITY COUNCIL MEETING
SEPTEMBER 12, 2016
7:00 P.M. - ARDEN HILLS CITY COUNCIL CHAMBERS**

CALL TO ORDER/ROLL CALL

Pursuant to due call and notice thereof, Mayor David Grant called to order the regular City Council meeting at 7:00 p.m.

Present: Mayor David Grant, Councilmembers Fran Holmes, Dave McClung and Jonathan Wicklund

Absent: Councilmember Brenda Holden (excused)

Also present: Interim City Administrator/Director of Finance and Administrative Services Sue Iverson; Interim Assistant Public Works Director/Assistant City Engineer, Sue Polka, WSB; Finance Analyst Dave Perrault; Senior Planner Matthew Bachler; and City Clerk Julie Hanson

PLEDGE OF ALLEGIANCE

1. APPROVAL OF AGENDA

Mayor Grant requested Item 6B be pulled from the Consent Agenda for discussion as Item 7A.

Mayor Grant requested Item 9A be moved to the Consent Agenda for approval as Item 6

MOTION: Councilmember McClung moved and Councilmember Holmes seconded a motion to approve the meeting agenda as amended. The motion carried unanimously (4-0).

2. PUBLIC INQUIRIES/INFORMATIONAL

None.

3. PUBLIC PRESENTATIONS

A. Ramsey County Sheriff's Office Update

Ramsey County Sheriff Matt Bostrom provided the Council with an update from the Ramsey County Sheriff's office. He discussed the difference between a police officer and a sworn deputy. He commented on the County's new computer dispatch and records management system. He was pleased by the growing success of the Coffee with the Cop and Hot Dog with a Deputy events. He thanked the community for their support and kindness given the climate surrounding law enforcement at this time. The vision for 21st Century policing and the new PRIME policy that was being conducted at the jail was described. He encouraged the public to continue to turn in their unused pharmaceuticals. He invited the public to visit the Fright Farm noting all proceeds are used for Explorers and youth events throughout the community.

Mayor Grant asked if the Sheriff's Department had arresting authority on the Federal property within Arden Hills.

Ramsey County Sheriff Bostrom discussed the nuances for policing Federal property, noting the FBI typically had jurisdiction. He explained, however, that he had negotiated with the Army to allow the Ramsey County Sheriff's Department to respond to the Federal property within Arden Hills.

Mayor Grant thanked the Ramsey County Sheriff's Department for their participation in National Night Out and for all of the proactive policing methods they have been pursuing.

Councilmember McClung commended the Ramsey County Sheriff's Department for their visibility within the City of Arden Hills.

Mayor Grant questioned if the Ramsey County Sheriff's carry NARCAN in their medical bags.

Ramsey County Sheriff Bostrom stated all paramedics and fire currently carry NARCAN. He reported his deputies would begin carrying NARCAN in their medical bags in the near future.

Councilmember Wicklund appreciated all of the professional efforts of the Ramsey County Sheriff Deputies.

Councilmember Holmes thanked the Ramsey County Deputies for their dedicated service to the community and for being in attendance at the Arden Hills City Council meetings.

4. STAFF COMMENTS

A. Rice Creek Commons (TCAAP) and Joint Development Authority (JDA) Update

Interim City Administrator/Director of Finance and Administrative Services Iverson provided the following update for the City Council regarding TCAAP and the JDA:

Meetings

- City and County staff, Ehlers, and the Master Developer held their weekly project meeting on September 6 to discuss mass grading and infrastructure for the site.

- On August 29 Councilmembers Grant and Wicklund toured Alatus's Latitude 45 project in Minneapolis and toured a for-sale town home site with a product that would be similar to what would be constructed at TCAAP. On August 30, Councilmembers Holden and Holmes completed the same tour.

Communications/Media

- On September 6, Staff and the City's Communications consultant met with the communication consultants for the County and the Developer to introduce the parties and to establish a regular monthly meeting for the three parties to discuss and coordinate communication efforts.

Councilmember Holmes requested further information on how communications would be managed by Zipko and staff.

Interim City Administrator/Director of Finance and Administrative Services Iverson discussed how communications would be managed by the Zipko, staff, and the other consulting agencies for the TCAAP development. It was noted staff would be meeting with the communications consultant on a monthly basis.

Councilmember Wicklund requested staff provide the Council with a brief update after each monthly communication meeting.

B. Transportation Update

Interim Assistant Public Works Director/Assistant City Engineer Polka reported the State is installing a cable median barrier along Highway 10 at this time. This work would be completed by November 1.

Interim Assistant Public Works Director/Assistant City Engineer Polka explained the County Road E2 bridge and ramps were now open.

Interim Assistant Public Works Director/Assistant City Engineer Polka indicated the I35W overlay project was completed.

Interim Assistant Public Works Director/Assistant City Engineer Polka provided an update on the Lexington Avenue and County Road F project.

C. State of the City Update

Senior Planner Bachler stated the State of the City event will be held on Thursday, September 29, 7:30 to 9:00 a.m. at Flaherty's Arden Bowl. Representatives from the TCAAP Master Development Team, Land O'Lakes, and MnDOT will be providing updates to the community. There will also be time for questions and networking following the presentations. Arden Hills businesses and residents are encouraged to attend the event. An evening State of the City event will be scheduled for a future date.

5. APPROVAL OF MINUTES

- A. August 15, 2016 City Council Work Session and Joint Work Session with the Joint Development Authority (JDA)
- B. August 22, 2016, Special City Council Work Session
- C. August 29, 2016, City Council
- D. August 29, 2016, Special City Council Work Session

MOTION: Councilmember Holmes moved and Councilmember McClung seconded a motion to approve the August 15, 2016 City Council Work Session and Joint Work Session with the Joint Development Authority (JDA) meeting minutes, the August 22, 2016, Special City Council Work Session meeting minutes, August 29, 2016, City Council meeting minutes; and August 29, 2016, Special City Council Work Session meeting minutes as presented. The motion carried unanimously (4-0).

6. CONSENT CALENDAR

- A. Motion to Approve Consent Agenda Item - Claims and Payroll
- ~~B. Motion to Approve Planning Case 16-017 – Variance – 1536 Edgewater Avenue~~
- C. Motion to Adopt Policy for Donation of Surplus City Equipment
- D. Motion to Approve Appointment of Customer Service Specialist
- E. Motion to Approve Appointment of Public Works Superintendent
- F. Motion to Adopt Resolution 2016-026 Accepting Donations from the Arden Hills Foundation
- G. Motion to Approve Planning Case 16-019 – PUD & CUP Amendment – Holiday Station – 1920 Highway 96

MOTION: Councilmember Holmes moved and Councilmember McClung seconded a motion to approve the Consent Calendar as presented and to authorize execution of all necessary documents contained therein. The motion carried unanimously (4-0).

7. PULLED CONSENT ITEMS

- A. Motion to Approve Planning Case 16-017 – Variance – 1536 Edgewater Avenue

Mayor Grant requested staff provide a presentation on this item.

Senior Planner Bachler stated the applicants are the owners of the property at 1536 Edgewater Avenue, which is located in the R-1 District on the south side of Lake Johanna. The lot is considered nonconforming because its size and width do not meet the minimum requirements for the R-1 District. At the time the dwelling was constructed in 1953, the lot was in conformance with the City Code. The applicants are proposing to construct a second garage stall on the east side of the existing dwelling with finished living space above. The footprint of the addition would measure 10 feet – 5 inches by 27 feet – 5 inches for an overall area of approximately 286 square

feet. The additional living space above the garage would have similar dimensions and an area of approximately 282 square feet.

Senior Planner Bachler explained a variance is needed in this case to allow for the addition to encroach 1 foot – 7 inches into the minimum side yard setback of 10 feet, resulting in a setback of 8 feet – 5 inches. The R-1 Zoning District requires a total combined setback of 25 feet between both side yards, and a variance is also needed to allow for the reduced combined side yard setback. The existing dwelling is setback 12 feet – 2 inches from the west side property line and the proposed addition would be setback 8 feet – 5 inches from the east side property line, resulting in a combined side yard setback of 20 feet – 7 inches.

Senior Planner Bachler reviewed the Plan Evaluation and offered the following Findings of Fact:

General Findings:

1. The property at 1536 Edgewater Avenue is located in the R-1 Single Family Residential Zoning District.
2. The lot is nonconforming due to lot size and width.
3. The existing conditions on the property are in conformance with the setback, structure, and lot coverage requirements for properties in the R-1 District.
4. The proposed addition would encroach 1 foot – 7 inches into the east side yard setback, creating a setback of 8 feet – 5 inches from the property line. The minimum side yard setback in the R-1 District is 10 feet.
5. The proposed addition would result in a combined side yard setback of 20 feet – 7 inches. The existing dwelling is setback 12 feet – 2 inches from the west side property line and the proposed addition would be setback 8 feet – 5 inches from the east side property line. The minimum combined side yard setback in the R-1 District is 25 feet.
6. A variance is required in this case to allow for an encroachment in the minimum side yard setback and for a combined side yard setback of less than 25 feet.
7. All other aspects of the proposed addition are in conformance with the Zoning Code requirements for the R-1 District.
8. The proposed addition would not encroach on any flood plains, wetlands, or easements.
9. The proposed addition is not expected to impact any significant trees on the property.

Variance Findings:

10. The variance would be in harmony with the purpose and intent of the City's Code because the addition would maintain side yard setbacks consistent with other dwellings in the neighborhood.
11. The variance would be consistent with the City's Comprehensive Plan because it meets the City's housing goal of encouraging property investment that complements and enhances the character of the City's established neighborhoods.
12. The proposed addition to allow for a second garage stall is a reasonable use of the property that would not be allowed under the rules of the Zoning Code without the requested variance.
13. The property is unique and presents development challenges because of its narrow width of approximately 80 feet and its topography. The unique characteristics of the property were not created by the property owners.

14. The proposed addition would not alter the essential character of the neighborhood because it would result in a structure that is consistent and compatible with other construction in the area.
15. The requested variance does not appear to be based on economic considerations alone. The applicant has proposed construction plans that are more costly than an alternative considered that would have resulted in a greater encroachment in the side yard setback.

Senior Planner Bachler reported the Planning Commission unanimously recommends approval (5-0) of Planning Case 16-017 for a side yard setback Variance at 1536 Edgewater Avenue, based on the findings of fact and submitted plans in the September 12, 2016, Report to the City Council, as amended by the following six conditions:

1. The project shall be completed in accordance with the plans submitted as amended by the conditions of approval. Any significant changes to these plans, as determined by the City Planner, shall require review and approval by the Planning Commission and City Council.
2. A Grading and Erosion Control permit shall be required prior to the issuance of a Building Permit.
3. If required, a Rice Creek Watershed District permit shall be obtained prior to the issuance of any City permits.
4. A Building Permit shall be required prior to commencement of construction.
5. The addition shall match the color and architectural style of the rest of the principal structure.
6. The structure shall conform to all other regulations in the City Code.

Councilmember Holmes asked what the current side yard setbacks were.

Senior Planner Bachler reported the side yard setbacks were 12 feet 2 inches on the west side and 18 feet – 7 inches on the east side of the property. He reviewed how the setbacks would be impacted if the variance were approved.

Councilmember Holmes expressed concern with how the water runoff from this lot would affect the surrounding properties.

Mayor Grant requested comment from staff on this issue.

Senior Planner Bachler explained the home would have gutters installed in order to manage rainwater runoff. He recommended the applicants speak to this topic further.

Christopher Kindler, 1536 Edgewater Avenue, described the location of the gutters on the home currently and noted how water runoff management would be improved with new gutters.

Deniz Kindler, 1536 Edgewater Avenue, commented on the vegetation that was removed at the property line and explained she was not aware of the agreement between the previous owners and the neighbors. She explained she was proposing to replace this vegetation.

Mayor Grant asked if the clogged drain tile was on the Kindler property or the neighboring property.

Ms. Kindler believed the draitile to be on her property. She expressed frustration that the water concerns on her property were never brought to her attention until she applied for a variance. She believed that the neighboring property might have other water issues that do not stem from her removing two (2) feet of landscaping vegetation.

Mayor Grant questioned how the water drained away from the neighboring property.

Senior Planner Bachler was uncertain how water drained away from the neighboring property.

Councilmember Wicklund stated he supported the variance request but questioned what the City's options were to address the water runoff.

Senior Planner Bachler reported the property owners would have to acquire a grading and erosion control permit from the City prior to receiving a building permit. He explained this would ensure the drainage issues on the property were addressed.

Councilmember McClung wanted to be sure the water runoff situation was not made worse through the proposed improvements.

Senior Planner Bachler indicated the grading and erosion control permit would address this concern.

Councilmember Holmes asked if another condition should be added to require the applicants to install gutters and a swale, or if the neighbors should be brought in to address their drainage concerns.

Senior Planner Bachler recommended the City Engineer and applicants be allowed to manage the specifics in order to find the best solution for the property. He stated that the applicants could be asked to consult with the neighbors on the drainage plan.

Mayor Grant discussed a gutter and drainage plan for the home. While he did not object to the addition of a single car garage, he wanted to be sure that the applicants properly managed the water runoff of the site through the expansion. He suggested drain tile be installed while the site was being excavated.

Councilmember Wicklund believed staff would effectively manage the water, grading and erosion control plan.

Councilmember McClung stated his main concerns for this request was the grading and erosion control plan. He suggested a Condition 7 be added to the Variance for approval and read as follows: The applicants shall be required to consult with the adjoining property owner on implementation of a drainage and erosion control permit.

Mayor Grant recommended Condition 7 read: The property owners will work with the City Engineer to come up with an acceptable grading and erosion control plan and will work in consultation with the neighbors.

Ms. Kindler questioned what her responsibilities would be with regard to the newly proposed condition.

Mayor Grant stated the intent would be to include the neighbor in the drainage conversations. He reported the neighbors would not have veto power over the plan.

Councilmember Wicklund wanted to see the applicant and the City driving the drainage and erosion plan.

Ms. Kindler asked to speak frankly to the City Council. She explained she and her husband have taken this application process very seriously. She discussed the expense of the variance and the proposed addition to her home. She stated she chose to live in Arden Hills because she loved this community. She believed her variance request was reasonable given the fact she would only be bringing her home to 2,000 square feet in size for a family of 5. She feared that if the neighbors had to be involved in this process, the addition would not move forward. It was her understanding the neighbors did not support the proposed addition. She was willing to go through all of the permitting steps and wanted to be neighborly but requested the Council not hold this up due to the water issues on her neighbor's property.

Mayor Grant indicated the Council would not require the Kindlers to solve the water issues on their neighbor's property. He stated that the Kindlers could not add to the water issues either. He commented the Council supported the proposed addition but wanted to see the water runoff was properly managed. He reiterated that the neighbors would not have veto power on the plans.

Ms. Kindler appreciated this fact and provided further comment on the stressed conversations she has had with her neighbors. She wanted to be sure the City's recommendations would be followed and not simply her neighbor's wishes.

Mayor Grant stated this would be the direction to staff.

Interim Assistant Public Works Director/Assistant City Engineer Polka explained she would work with the architect and applicant on the grading and erosion plan requirements. She would ensure that the proposed addition would have no adverse impact on the surrounding properties.

Ms. Kindler thanked staff for this clarification.

Councilmember Wicklund supported the addition and noted his only concerns were with the water issues.

MOTION: **Councilmember McClung moved a motion to approve Planning Case 16-017 for a side yard setback Variance at 1536 Edgewater Avenue, based on the findings of fact and submitted plans, as amended by the seven (7) conditions in the September 12, 2016, Report to the City Council with Condition 7 reading as follows: The property owner shall be required to work with the City Engineer to implement a drainage and erosion control plan.**

Councilmember Holmes recommended that the liaison burden be placed on the City Engineer and not the applicant.

Mayor Grant agreed and suggested the consultation with the neighbor's portion from Condition 7 be eliminated and that the City Engineer speak with the neighbors after a plan has been devised. He questioned who the applicants would be receiving a drainage and erosion control permit from.

Interim Assistant Public Works Director/Assistant City Engineer Polka reported the applicants would be receiving the permit for their drainage and erosion control plan from the City.

Councilmember McClung withdrew his motion.

MOTION: **Councilmember Wicklund moved and Mayor Grant seconded a motion to approve Planning Case 16-017 for a side yard setback Variance at 1536 Edgewater Avenue, based on the findings of fact and submitted plans, as amended by the six (6) conditions in the September 12, 2016, Report to the City Council.**

Councilmember Holmes stated while the majority of the Council was for the variance, she would not be supporting the request.

Councilmember McClung indicated he would support the request with the understanding the City Engineer will work with and speak with the adjoining property owners throughout the grading and erosion control planning process. He understood the concerns being expressed by the applicants and commented that the Council had to ensure that the proposed addition did not adversely impact the adjoining property.

The motion carried 3-1 (Holmes opposed).

8. PUBLIC HEARINGS

A. Rice Creek Commons (TCAAP) Development Discussion Opportunity for Residents

Mayor Grant stated under the Public Hearing section, citizens would have an opportunity to discuss ideas regarding the TCAAP development.

Mayor Grant opened the public hearing at 8:40 p.m.

With no one coming forward to speak, Mayor Grant closed the public hearing at 8:41 p.m.

B. Approve Resolution 2016-028 Adopting and Confirming Quarterly Special Assessments for Delinquent Utilities

Finance Analyst Perrault stated delinquent utility amounts are certified to Ramsey County quarterly. A list of utility accounts with a delinquent balance was compiled and notices dated August 5, 2016 were mailed. These customers were informed of their delinquent status and were

asked to make payment of the delinquent balance by September 2, 2016. Utility accounts with an unpaid delinquent balance after September 2, 2016, would be certified to Ramsey County to be added to property taxes payable in 2017. The certification amount is equal to the unpaid delinquent balance plus an eight percent penalty. The City will request that Ramsey County levy the delinquent balances against the respective properties. Staff requested the Council hold a public hearing and adopt the quarterly special assessments for delinquent utilities.

Mayor Grant opened the public hearing at 8:41 p.m.

With no one coming forward to speak, Mayor Grant closed the public hearing at 8:42 p.m.

MOTION: **Councilmember McClung moved and Councilmember Holmes seconded a motion to adopt Resolution #2016-028 – Adopting and Confirming Quarterly Special Assessments for Delinquent Utilities. The motion carried (4-0).**

C. Approve Resolution 2016-029 – Order of Abatement at 1927 County Road D

Interim City Administrator/Director of Finance and Administrative Services Iverson stated due to a complaint, staff inspected 1927 County Road D W on August 29, 2016. Staff noted excessive vegetation growth and determined that the property was in violation of the following subsections of City Code Section 602.02 Public Nuisance Affecting Health:

- Subd. 6. All noxious weeds and other growths of vegetation upon public or private property in excess of eight (8) inches.

Interim City Administrator/Director of Finance and Administrative Services Iverson commented following its initial inspection, staff sent a letter to the property owner giving them one week to correct the issues. A follow-up inspection on September 8, 2016, found the violations on the property to persist.

Interim City Administrator/Director of Finance and Administrative Services Iverson stated due to the reoccurring nature of these types of violations, staff is requesting the City Council issue an order for abatement of the property and to continue the abatement order for a two-year period. The two-year period would expire on September 12, 2018. The property owner has seven days from the Council's order to complete the work before the City can have the work completed.

An abatement order allows the City to hire a contractor to complete the work on the property and charge the cost back to the property owner. The charge is 125 percent of the cost of the work plus administrative costs. If the charges are not paid, the charge will be certified against the property for collection with the property taxes.

Interim City Administrator/Director of Finance and Administrative Services Iverson indicated if the same violation reoccurs within two years of the Council's order, staff could order abatement without an additional Council hearing or action. A letter would be sent to the property owner ordering future violations to be resolved within seven working days. If the violation is not resolved, staff can order the abatement and charge the expense back to the property owner. Prior to any action, the Council must provide a hearing for the property owner. The property owner was notified of the hearing in conformance with the City Code.

Mayor Grant opened the public hearing at 8:43 p.m.

With no one coming forward to speak, Mayor Grant closed the public hearing at 8:43 p.m.

Councilmember Holmes asked which area of the yard was a concern.

Interim City Administrator/Director of Finance and Administrative Services Iverson reviewed several pictures with the City Council noting the area of weeds/garden plot that was overgrown.

Councilmember Wicklund questioned if the property owner had responded to the City.

Interim City Administrator/Director of Finance and Administrative Services Iverson stated the City has not received any response from the property owner.

MOTION: **Councilmember McClung moved and Councilmember Holmes seconded a motion to adopt Resolution #2016-029 – Ordering Accelerated Nuisance Abatement at 1927 County Road D for excessive vegetation growth. The motion carried (4-0).**

9. NEW BUSINESS

- A. **Planning Case 16-019 – PUD & CUP Amendment – Holiday Station – 1920 Highway 96**

This item was moved to and approved on the Consent Agenda.

10. UNFINISHED BUSINESS

- A. **Approve Fund Balance Transfer from General Fund to PIR Fund and a Budget Amendment**

Interim City Administrator/Director of Finance and Administrative Services Iverson explained in 2014, the Council adopted a revised Fund Balance Policy, which directs the Finance Director to transfer any excess funds over 50% of the fund balance in the General Fund to the PIR Fund once the final audit is completed with Council approval.

Interim City Administrator/Director of Finance and Administrative Services Iverson reported the final audit for 2015 showed the fund balance for year-end 2015 was 62.9% over the 2016 budgeted expenditures. The amount of the transfer according to the policy is \$565,121. As the Council requested, this was brought forward to the Council on June 27, 2016, for approval of a transfer and a budget amendment to the 2016 budget. The City Council tabled this item to the September 12, 2016, meeting to discuss in conjunction with the 2017 budget.

Interim City Administrator/Director of Finance and Administrative Services Iverson commented since the Preliminary 2017 budget has not yet been finalized and the City Council has not yet had a chance to review and discuss this item, staff would recommend tabling this item to a

later date. It was noted the Council will set a preliminary levy at the September 26, 2016 meeting, but a final levy will not be set until December 12, 2016.

Mayor Grant indicated some of the funds within the proposed transfer could be used to assist the Council with balancing the 2017 budget. He looked forward to discussing this further at an upcoming worksession.

MOTION: **Councilmember McClung moved and Councilmember Wicklund seconded a motion to table action on this item to a later date to be determined. The motion carried 3-1 (Holmes opposed).**

11. COUNCIL COMMENTS

Councilmember Holmes stated she appreciated the generous donations from the Arden Hills Foundation.

Councilmember Holmes stated she received a comment from a resident that the County Road E bridge lighting was inadequate.

Interim Assistant Public Works Director/Assistant City Engineer Polka explained she has requested a quote for taller light poles and this quote would be coming before the Council at a future meeting.

Mayor Grant thanked all of the residents and local businesses that had contributed to the Arden Hills Foundation.

ADJOURN

MOTION: **Councilmember McClung moved and Councilmember Holmes seconded a motion to adjourn. The motion carried unanimously (4-0).**

Mayor Grant adjourned the Regular City Council Meeting at 8:53 p.m.

Julie Hanson
City Clerk

David Grant
Mayor



DATE: September 26, 2016
TO: Honorable Mayor and City Council Members
FROM: Sue Iverson, Director of Finance and Administrative Services, Ashley Bertrand, Accounting Analyst
SUBJECT: Claims & Payroll

Requested Action:

- 1. Motion to Approve Consent Agenda Item – Claims and Payroll

Supporting Documents:

Payroll

Table with 2 columns: Description, Amount. Row 1: 2016 Payroll #19 \$ 59,640.11. Row 2: Total Payroll \$ 59,640.11

Accounts Payable Claims Through 09/23/2016

Table with 2 columns: Description, Amount. Row 1: Paid Claims (Check No 0 ACH Payment)..... \$ 18.00. Row 2: Paid Claims (Check No 46023-Check No 46063)..... \$ 119,148.56. Row 3: Paid Claims (Check No 46064-Check No 46066)..... \$ 128,767.38. Row 4: Total Accounts Payable \$ 247,933.94. Row 5: Total Claims \$ 307,574.05

CITY OF ARDEN HILLS

PAYROLL # 19

CHECKS DATED: 09/23/16

Biweekly: 09/03/16 - 09/16/16

EMPLOYEE DEDUCTIONS	AMT.	CITY BENEFIT	Payment Method
FIT	4,684.11		EFT
SIT	1,951.60		EFT
FICA Oasdi	2,975.60	2,975.60	EFT
FICA Medicare	695.90	695.90	EFT
TOTAL TAXES	10,307.21	3,671.50	
Health Premium	2,041.10	0.00	A/P Check*
Dental Premium			A/P Check*
FSA Health Care Reimb.	133.33		A/P Check*
FSA Dependent Care Reimb.	208.33		A/P Check*
TOTAL FLEXIBLE SPENDING	2,382.76	0.00	
HSA Health Saving	724.64		
Health Care Savings Plan			EFT
Health Care Savings Plan-2%	227.86		EFT
Health Care Savings Plan-4%	563.44		EFT
TOTAL HEALTH SAVINGS	1,515.94	0.00	
PERA	3,366.93	3,884.92	EFT
ICMA	791.93	0.00	EFT
Central Pension Fund-Union	691.20		A/P Check*
MN State Retirement System	709.86		EFT
TOTAL RETIREMENT	5,559.92	3,884.92	
IUOE 49 Dues (Union)	153.00		A/P Check*
LTD/STD Insurance	0.00		A/P Check*
PERA Life Insurance	32.00		A/P Check*
Life/Addl/Dep Life	175.23		A/P Check*
Public Employee Long Term Care			A/P Check*
UNUM	42.55		A/P Check*
AFLAC	191.58		EFT
Avesis-Vision Care	5.43		A/P Check*
TOTAL VOLUNTARY	599.79	0.00	
Total Employee Deductions	20,365.62		
Net Payroll			
Direct Deposit	31,718.07		EFT
Gross Payroll Tie-Out	52,083.69		
STD/LTD Gross - Up			
Plus City Paid Benefit	7,556.42		
ICMA Benefit Held	0.00		
TOTAL PAYROLL COST	59,640.11		

FICA TIE-OUT	
Gross Payroll	52,083.69
Less Total FSA	2,382.76
Plus Employer Match ICMA	0.00
Plus ICMA Benefit Held	0.00
Net P/R Subject to FICA	49,700.93
FICA Oasdi @ 6.20%	2,975.60
FICA Medicare @ 1.45%	695.90

Note: Federal and State Payroll Tax obligations are satisfied by means of utilizing the "Taxtel" Electronic Tax Deposit Service. Transfers are typically made two business days after the payroll date.

* A/P Checks can be found on the *ACCOUNTS PAYABLE Check Approval* report. Checks may be paid this week or the following week.

Ashley Bertrand

From: MN Revenue e-Services [eservices.mdor@state.mn.us]
Sent: Wednesday, September 14, 2016 3:27 PM
To: Ashley Bertrand
Subject: Your Recent Return and Payment Requests

This email is an automated notification and is unable to receive replies.

Sales and Use Tax - Return Submitted

Thank you, your request has been submitted. Please allow 3 business days for your return to appear online. Please allow 3 business days from 19-Sep-2016 for your payment to appear online. You can change or cancel this request until 5:00 p.m. Central time.

Confirmation Summary

Submitted Date and Time: 14-Sep-2016 3:26:22 PM
Legal Name: ARDEN HILLS CITY OF
Federal Employer ID: 41-6008992
User Who Submitted: Accounting Analyst
Type of Request Submitted: Return for 8/31/2016
Account Name: ARDEN HILLS CITY OF
Minnesota ID: 9047998

Return Summary

Return Confirmation Number: 1-209-495-104
Account Type: Sales & Use Tax
Filing Period: 31-Aug-2016
Projected Amount/Credit Due: \$18.00

Payment Summary

Payment Confirmation Number: 0-672-624-192
Account Type: Sales & Use Tax
Filing Period: 31-Aug-2016
Payment Amount: \$18.00
Payment Type: Return
Payment Date: 19-Sep-2016
Bank Name: US BANK NA
Bank Account Number: *****9377

Contact Us

If you need further assistance, contact our Sales and Use Tax Division at 651-296-6181, (toll-free) 800-657-3777, or (email) SalesUse.Tax@state.mn.us. Business hours are 8:00 a.m. - 4:30 p.m. Monday - Friday.

How to View and Print this Request

You can see copies of your requests by going to the History Tab.

This message and any attachments are solely for the intended recipient and may contain nonpublic / private data. If you are not the intended recipient, any disclosure, copying, use, or distribution of the information included in this message and any attachments is prohibited. If you have received this communication in error, please notify us and immediately and permanently delete this message and any attachments. Thank you.

Accounts Payable

Checks by Date - Detail by Check Date

User: ashley.bertrand
 Printed: 9/23/2016 8:58 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	0602	US BANK	09/09/2016	
	Christof-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	97.93
	Christof-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	110.38
	Christof-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	125.00
	Christof-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	125.00
	Christof-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	29.00
	DSchifsk-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	98.97
	DSchifsk-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	21.39
	DSchifsk-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	29.88
	DSchifsk-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	100.00
	Frid-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	74.93
	Grant-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	500.00
	Grant-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	337.60
	Grant-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	40.89
	Grant-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	4.29
	Grant-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	83.71
	Grant-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	22.85
	Hanson-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	28.49
	Hanson-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	3.52
	Hanson-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	295.00
	Hanson-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	8.56
	Hanson-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	9.38
	Hanson-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	21.41
	Iverson-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	435.00
	Iverson-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	225.00
	Iverson-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	19.99
	Mikacevi-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	168.10
	Mikacevi-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	114.82
	Mikacevi-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	96.35
	Mikacevi-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	42.16
	Mikacevi-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	86.97
	Mikacevi-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	721.16
	Mooney-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	218.90
	MSchifsk-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	96.41
	Scherbel-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	130.52
	Scherbel-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	9.63
	Scherbel-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	9.63
	Scherbel-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	220.00
	Scherbel-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	100.00
	Scherbel-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	130.52
	Thelen-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	52.41
	Thelen-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	53.94
	Thelen-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	51.36
	Thelen-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	30.66
	Thelen-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	24.39
	Thelen-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	275.50
	Thelen-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	35.79
	Thelen-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	144.00
	Thelen-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	4.47

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	Thelen-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	5.77
	Thelen-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	5.77
	Thelen-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	181.04
	Thelen-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	32.12
	Thelen-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	18.01
	Thelen-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	194.98
	Thelen-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	18.00
	Thelen-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	12.50
	Thelen-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	82.37
	Thelen-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	50.00
	Thelen-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	8.56
	Thelen-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	8.99
	Thelen-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	103.27
	Thelen-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	31.83
	Thelen-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	20.38
	Thelen-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	20.05
	Thelen-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	25.04
	Thelen-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	9.63
	Thelen-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	7.88
	Thelen-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	-19.47
	Thelen-070816	Jul/Aug CC Expenses	Jul/Aug CC Expenses	8.56
Total for this ACH Check for Vendor 0602:				6,491.14
Total for 9/9/2016:				6,491.14
ACH	0285	Xcel Energy	09/15/2016	
	514561018	Jul/Aug Expenses	Jul/Aug Expenses	1,793.03
	514561018	Jul/Aug Expenses	Jul/Aug Expenses	1,368.64
	514561018	Jul/Aug Expenses	Jul/Aug Expenses	393.65
	514561018	Jul/Aug Expenses	Jul/Aug Expenses	2,246.02
	514561018	Jul/Aug Expenses	Jul/Aug Expenses	168.45
	514561018	Jul/Aug Expenses	Jul/Aug Expenses	64.86
Total for this ACH Check for Vendor 0285:				6,034.65
ACH	0319	City of Roseville	09/15/2016	
	0221760	August 2016 IT Bill	August 2016 IT Bill	3,489.58
	0221791	August 2016 Phone Bill	August 2016 Phone Bill	447.22
Total for this ACH Check for Vendor 0319:				3,936.80
ACH	1252	Campbell Knutson - Attorneys at Law	09/15/2016	
	3231G-0616	June 2016 Legal Expenses	June 2016 Legal Expenses	70.00
	3231G-0616	June 2016 Legal Expenses	June 2016 Legal Expenses	225.40
	3231G-0616	June 2016 Legal Expenses	June 2016 Legal Expenses	125.00
	3231G-0616	June 2016 Legal Expenses	June 2016 Legal Expenses	1,698.80
	3231G-0616	June 2016 Legal Expenses	June 2016 Legal Expenses	114.30
	3231G-0616	June 2016 Legal Expenses	June 2016 Legal Expenses	227.29
	3231G-0616	June 2016 Legal Expenses	June 2016 Legal Expenses	70.00
	3231G-0616	June 2016 Legal Expenses	June 2016 Legal Expenses	1,156.90
	3231G-0616	June 2016 Legal Expenses	June 2016 Legal Expenses	133.50
	3231G-0616	June 2016 Legal Expenses	June 2016 Legal Expenses	230.99
	3231G-0616	June 2016 Legal Expenses	June 2016 Legal Expenses	245.00
	3231G-0616	June 2016 Legal Expenses	June 2016 Legal Expenses	175.00
	3231G-0616	June 2016 Legal Expenses	June 2016 Legal Expenses	70.00
	3231G-0616	June 2016 Legal Expenses	June 2016 Legal Expenses	210.00
	3231G-0616	June 2016 Legal Expenses	June 2016 Legal Expenses	350.00
	3231G-0616	June 2016 Legal Expenses	June 2016 Legal Expenses	90.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	3231G-0616	June 2016 Legal Expenses	June 2016 Legal Expenses	189.60
			Total for this ACH Check for Vendor 1252:	5,382.28
ACH	2129	Elfering & Associates	09/15/2016	
	2272	Jan-Feb 10/96 Expenses	Jan-Feb 10/96 Expenses	840.00
	2273	May Water Expenses	May Water Expenses	385.00
	2275	Mar-Jul 2015 PMP Noble Area	Mar-Jul 2015 PMP Noble Are	4,220.00
	2276	Jan-May Sanitary Sewer Lining Expenses	Jan-May Sanitary Sewer Linir	7,287.50
			Total for this ACH Check for Vendor 2129:	12,732.50
ACH	4889	Community Footworks	09/15/2016	
	09072016-CF	September 2016 Foot Clinic	September 2016 Foot Clinic	380.80
			Total for this ACH Check for Vendor 4889:	380.80
ACH	ANDEJ	John Anderson	09/15/2016	
	08292016-JA	August 2016 Mileage Reimbursement	August 2016 Mileage Reimbu	54.00
			Total for this ACH Check for Vendor ANDEJ:	54.00
46023	0600	315800-NCPERS Minnesota	09/15/2016	
	3158916	August 2016 Payroll Deductions	August 2016 Payroll Deductic	64.00
			Total for Check Number 46023:	64.00
46024	2597	AARP	09/15/2016	
	09062016-AARP	September 2016 AARP Class	September 2016 AARP Class	175.00
			Total for Check Number 46024:	175.00
46025	5593	American Legal Publishing Corp.	09/15/2016	
	0110243	1130 Pleasant Cir Repair	Folio Supplement Pages	31.50
			Total for Check Number 46025:	31.50
46026	CPF1	Central Pension Fund	09/15/2016	
	08312016-CPF	August 2016 Contributions	August 2016 Contributions	1,382.40
			Total for Check Number 46026:	1,382.40
46027	2611	Comcast	09/15/2016	
	2016-00296	ROW #2016-00296 Escrow Release	ROW #2016-00296 Escrow R	1,000.00
			Total for Check Number 46027:	1,000.00
46028	0337	D-Rock Center Landscape Supply	09/15/2016	
	3830	Parks Supplies	Parks Supplies	170.00
			Total for Check Number 46028:	170.00
46029	1200	Frattallone I, LLC	09/15/2016	
	PC 15-002	PC 15-002 Garden Center Improvement Escrow	PC 15-002 Garden Center Imj	4,360.00
			Total for Check Number 46029:	4,360.00
46030	1150	G Larson Excavating LLC	09/15/2016	
	2015-00905	ROW 2015-00905 Escrow Refund	ROW 2015-00905 Escrow Re	1,000.00
			Total for Check Number 46030:	1,000.00
46031	1324	Hess, Beverly & David	09/15/2016	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	09152016-BDH	1323 Canon Ave	1323 Canon Ave	3,639.00
			Total for Check Number 46031:	3,639.00
46032	4999 111994	Hirshfield's Paint Mfg., Inc. Athletic Field Striping	09/15/2016 Athletic Field Striping	1,312.50
			Total for Check Number 46032:	1,312.50
46033	8050 30886	International Institute of Municipal Clerks Annual Membership Dues	09/15/2016 Annual Membership Dues	95.00
			Total for Check Number 46033:	95.00
46034	0222 09152016-MMA	League of Minnesota Cities Annual Dues: MN Mayors Association	09/15/2016 Annual Dues: MN Mayors As	30.00
			Total for Check Number 46034:	30.00
46035	0778 09122016-MCFOA	MCFOA Region IV Trauba & Hanson Training	09/15/2016 Trauba & Hanson Training	20.00
			Total for Check Number 46035:	20.00
46036	0282 0899-002907877	Republic Services #899 Augsut 2016 Recycling	09/15/2016 Augsut 2016 Recycling	6,989.39
			Total for Check Number 46036:	6,989.39
46037	0327 3311767658 3311831285	Staples Business Advantage Office Supplies Office Supplies	09/15/2016 Office Supplies Office Supplies	-11.69 278.49
			Total for Check Number 46037:	266.80
46038	0925 09222016-TMobil	T-Mobile August 2016 Tablet Charges	09/15/2016 August 2016 Tablet Charges	28.70
			Total for Check Number 46038:	28.70
46039	7504 09122016-CW	Clarice Wilson Summer 2016 Music Together Program	09/15/2016 Summer 2016 Music Together	1,247.80
			Total for Check Number 46039:	1,247.80
46040	1130 08172016-LZ	Zhu, Lixin 1130 Pleasant Cir Repair	09/15/2016 1130 Pleasant Cir Repair	1,352.12
			Total for Check Number 46040:	1,352.12
			Total for 9/15/2016:	51,685.24
ACH	0008 09142016-JM	Joseph Mooney Posts for State Fair No Parking Signs	09/23/2016 Posts for State Fair No Parkin	60.80
			Total for this ACH Check for Vendor 0008:	60.80
ACH	0189 6080159 6080159 6080159	Gopher State One-Call, Inc. August 2016 Locates August 2016 Locates August 2016 Locates	09/23/2016 August 2016 Locates August 2016 Locates August 2016 Locates	99.45 99.45 99.45

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor 0189:				298.35
ACH	0214	LTG Power Equipment	09/23/2016	
	205026	PW Supplies	PW Supplies	139.95
	205109	PW Supplies	PW Supplies	29.44
Total for this ACH Check for Vendor 0214:				169.39
ACH	0230	MTI Distributing Co.	09/23/2016	
	1085221-00	Parks Supplies	Parks Supplies	401.29
Total for this ACH Check for Vendor 0230:				401.29
ACH	0285	Xcel Energy	09/23/2016	
	513312269	Jul/Aug Expenses	Jul/Aug Expenses	1,636.08
Total for this ACH Check for Vendor 0285:				1,636.08
ACH	0339	Ferguson Waterworks 2516	09/23/2016	
	0209221	Water Supplies	Water Supplies	243.22
Total for this ACH Check for Vendor 0339:				243.22
ACH	0387	ICMA Retirement Trust- #302482	09/23/2016	
		PR Batch 00200.09.2016 ICMA Employee Dedu	PR Batch 00200.09.2016 ICM	25.00
		PR Batch 00200.09.2016 ICMA Employee Perce	PR Batch 00200.09.2016 ICM	766.93
Total for this ACH Check for Vendor 0387:				791.93
ACH	0453	Continental Research Corp.	09/23/2016	
	438768-CRC-1	PW Supplies	PW Supplies	492.00
Total for this ACH Check for Vendor 0453:				492.00
ACH	0549	Able Hose & Rubber	09/23/2016	
	1-876291	PW Supplies	PW Supplies	314.81
Total for this ACH Check for Vendor 0549:				314.81
ACH	0731	MIDWAY FORD	09/23/2016	
	270432	PW Supplies	PW Supplies	48.19
Total for this ACH Check for Vendor 0731:				48.19
ACH	1041	Aaron Thelen	09/23/2016	
	09162016-AT	September 2016 Mileage	September 2016 Mileage	57.78
Total for this ACH Check for Vendor 1041:				57.78
ACH	1252	Campbell Knutson - Attorneys at Law	09/23/2016	
	3231G-0816	August 2016 Legal Expenses	August 2016 Legal Expenses	785.40
	3231G-0816	August 2016 Legal Expenses	August 2016 Legal Expenses	285.50
	3231G-0816	August 2016 Legal Expenses	August 2016 Legal Expenses	-20.00
	3231G-0816	August 2016 Legal Expenses	August 2016 Legal Expenses	630.00
	3231G-0816	August 2016 Legal Expenses	August 2016 Legal Expenses	15.40
	3231G-0816	August 2016 Legal Expenses	August 2016 Legal Expenses	70.00
	3231G-0816	August 2016 Legal Expenses	August 2016 Legal Expenses	219.10
	3231G-0816	August 2016 Legal Expenses	August 2016 Legal Expenses	1,470.00
	3231G-0816	August 2016 Legal Expenses	August 2016 Legal Expenses	350.00
	3231G-0816	August 2016 Legal Expenses	August 2016 Legal Expenses	1,597.61
	3231G-0816	August 2016 Legal Expenses	August 2016 Legal Expenses	70.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	3231G-0816	August 2016 Legal Expenses	August 2016 Legal Expenses	65.60
	3231G-0816	August 2016 Legal Expenses	August 2016 Legal Expenses	140.00
	3231G-0816	August 2016 Legal Expenses	August 2016 Legal Expenses	70.00
	3231G-0816	August 2016 Legal Expenses	August 2016 Legal Expenses	280.00
	3231G-0816	August 2016 Legal Expenses	August 2016 Legal Expenses	210.00
	3231G-0816	August 2016 Legal Expenses	August 2016 Legal Expenses	140.00
	3231G-0816	August 2016 Legal Expenses	August 2016 Legal Expenses	420.00
Total for this ACH Check for Vendor 1252:				6,798.61
ACH	1408 10904	Supply Solutions City Hall Supplies	09/23/2016 City Hall Supplies	158.64
Total for this ACH Check for Vendor 1408:				158.64
ACH	5596 462254 462891	Jamar Company PW Supplies PW Supplies	09/23/2016 PW Supplies PW Supplies	44.10 520.55
Total for this ACH Check for Vendor 5596:				564.65
ACH	6349 16-011	Mary Nosek Aug/Sept AH Notes	09/23/2016 Aug/Sept AH Notes	100.00
Total for this ACH Check for Vendor 6349:				100.00
ACH	FAST MNSPR106488	Fastenal Streets Supplies	09/23/2016 Streets Supplies	50.79
Total for this ACH Check for Vendor FAST:				50.79
ACH	TOII 09012016-Tokle	Tokle Inspections, Inc Dear Hiring Manager,	09/23/2016 August 2016 Inspections	2,549.60
Total for this ACH Check for Vendor TOII:				2,549.60
ACH	ZARN 0161448-IN	Zarnoth Brush Works, Inc PW Parts	09/23/2016 PW Parts	446.00
Total for this ACH Check for Vendor ZARN:				446.00
ACH	2129 2277	Elfering & Associates Pond Drainage Inspections	09/23/2016 Pond Drainage Inspections	7,839.00
Total for this ACH Check for Vendor 2129:				7,839.00
46041	ANDL 161608-01	Anderberg Fall 2016 Rec Guide	09/23/2016 Fall 2016 Rec Guide	2,307.00
Total for Check Number 46041:				2,307.00
46042	0131 775530 775910 777199 777691 778525 778748 780413 780989 783145 785720	Beisswenger's How-To Store PW Supplies PW Supplies PW Supplies PW Supplies PW Supplies PW Supplies PW Supplies PW Supplies PW Supplies PW Supplies	09/23/2016 PW Supplies PW Supplies PW Supplies PW Supplies PW Supplies PW Supplies PW Supplies PW Supplies PW Supplies PW Supplies	33.63 89.99 51.48 22.49 59.98 112.45 14.95 37.56 24.56 28.35

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 46042:	475.44
46043	0317 08162016-RPR	City of Roseville-Parks & Recreation Water Park of America Field Trip	09/23/2016 Water Park of America Field T	128.00
			Total for Check Number 46043:	128.00
46044	1032 160831	Commercial Asphalt Co. August 2016 Asphalt Expense	09/23/2016 August 2016 Asphalt Expens	486.82
			Total for Check Number 46044:	486.82
46045	1152 JC10140809	Egan City Hall Repairs	09/23/2016 City Hall Repairs	4,395.00
			Total for Check Number 46045:	4,395.00
46046	UB*00186	Dale Eickelberg Refund Check	09/23/2016	21.53
			Total for Check Number 46046:	21.53
46047	5519 79040896	FleetPride PW Supplies	09/23/2016 Vehicle #210 Supplies	63.81
			Total for Check Number 46047:	63.81
46048	0176 071466-A 071475-A 071477-A 071493-A 071503-A 071706-A 071748-A	Frattallone's Hardware, Inc. PW Supplies PW Supplies PW Supplies PW Supplies PW Supplies PW Supplies PW Supplies	09/23/2016 PW Supplies PW Supplies PW Supplies PW Supplies PW Supplies PW Supplies PW Supplies	4.29 14.27 1.99 42.77 11.77 29.99 32.99
			Total for Check Number 46048:	138.07
46049	1380 01-28164-0	Gary Carlson Equipment Co SWM Supplies	09/23/2016 SWM Supplies	61.00
			Total for Check Number 46049:	61.00
46050	6694 9192946	Gopher Sport Rec Supplies	09/23/2016 Rec Supplies	768.92
			Total for Check Number 46050:	768.92
46051	0390 09022016-INT	INT'L Union Operating Engineers-Union D Sept 16 Dues	09/23/2016 Sept 16 Dues	306.00
			Total for Check Number 46051:	306.00
46052	4465 INV-19448-H3H8Y	IPMA-HR IPMA-HR Membership Dues	09/23/2016 IPMA-HR Membership Dues	149.00
			Total for Check Number 46052:	149.00
46053	8081 6946329	Kimley-Horn and Associates, Inc July 2016 TCAAP Expenses	09/23/2016 July 2016 TCAAP Expenses	5,650.28

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 46053:	5,650.28
46054	0916	Lakes Country Service Coop	09/23/2016	
	CI073HA9-1016	October 2016 Premiums	October 2016 Premiums	3,676.00
	CI073HB7-1016	October 2016 Premiums	October 2016 Premiums	986.00
	CI073HB7-1016	October 2016 Premiums	October 2016 Premiums	1,972.00
	CI073HE1-1016	October 2016 Premiums	October 2016 Premiums	403.00
	CI073HE1-1016	October 2016 Premiums	October 2016 Premiums	403.00
			Total for Check Number 46054:	7,440.00
46055	3833	Lexington Station LLC	09/23/2016	
	PC 13-003 Ldscp	Lexington Station Landscape Escrow Release	Lexington Station Landscape	8,750.00
			Total for Check Number 46055:	8,750.00
46056	1706	M-R Sign Co., Inc	09/23/2016	
	191992	Street Signs	Street Signs	451.79
			Total for Check Number 46056:	451.79
46057	0383	Pitney Bowes Inc	09/23/2016	
	1001721403	Postage Supplies	Postage Supplies	104.53
			Total for Check Number 46057:	104.53
46058	1208	Premium Waters, Inc	09/23/2016	
	610207-08-16	August 2016 City Hall Supplies	August 2016 City Hall Suppli	166.12
	613317-08-16	August 2016 City Hall Supplies	August 2016 City Hall Suppli	129.87
			Total for Check Number 46058:	295.99
46059	0811	Ramsey County	09/23/2016	
	FLEET-000090	May 2016 Parts/Labor	May 2016 Parts/Labor	1,660.00
	FLEET-000090	May 2016 Parts/Labor	May 2016 Parts/Labor	346.34
	FLEET-000095	June 2016 Labor/Parts Expenses	July 2016 Fuel	1,992.00
	FLEET-000095	June 2016 Labor/Parts Expenses	July 2016 Fuel	2,160.04
	FLEET-000104	July 2016 Labor/Parts Expenses	July 2016 Fuel	177.76
	FLEET-000104	July 2016 Labor/Parts Expenses	July 2016 Fuel	2,531.50
	FLEET-000111	July 2016 Fuel	July 2016 Fuel	3,143.54
			Total for Check Number 46059:	12,011.18
46060	UB*00185	William & Pam Ross	09/23/2016	
		Refund Check		632.47
			Total for Check Number 46060:	632.47
46061	1054	SHI International Corp.	09/23/2016	
	B05427185	Technology Supplies	Technology Supplies	332.00
			Total for Check Number 46061:	332.00
46062	3535	Sweeper Services	09/23/2016	
	16198	SWM Repair	SWM Repair	795.00
			Total for Check Number 46062:	795.00
46063	3099	Tri-State Bobcat, Inc.-Little Canada	09/23/2016	
	A26257	PW Supplies	PW Supplies	26.22

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 46063:	26.22
46064	9632 12139	Duke's Root Control, Inc Sewer Repair	09/23/2016 Sewer Repair	19,290.19
			Total for Check Number 46064:	19,290.19
46065	0222 09222016-LMC	League of Minnesota Cities Membership Dues	09/23/2016 Membership Dues	9,508.00
			Total for Check Number 46065:	9,508.00
46066	0811 SHRFL-001527	Ramsey County Sept 2016 RC Sheriff	09/23/2016 Sept 2016 RC Sheriff	92,130.19
			Total for Check Number 46066:	92,130.19
			Total for 9/23/2016:	189,739.56
			Report Total (70 checks):	247,915.94



DATE: September 26, 2016

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

FROM: Matthew Bachler, Senior Planner

SUBJECT: Planning Case #16-019
Applicant: Holiday Stationstore, Inc.
Property Location: 1920 West Highway 96
Request: Planned Unit Development Amendment and Conditional Use Permit
Amendment Agreement

Requested Action

Motion to approve the Planned Unit Development (PUD) and Conditional Use Permit (CUP) Amendment Agreement with Holiday Stationstores, Inc. based on the City Council approval of Planning Case 16-019 on September 12, 2016.

Background

On September 12, 2016, the City Council approved Planning Case 16-019 for an amendment to the PUD and CUP for the Holiday Station at 1920 West Highway 96. Prior to issuing any development permits for the building addition, a PUD and CUP Amendment Agreement is required to be approved and executed. The City Attorney has drafted the required Agreement and the document has been reviewed and signed by Holiday Stationstores, Inc.

Attachments

- A. Holiday Stationstores PUD and CUP Amendment Agreement

(reserved for recording information)

**AMENDMENT TO
PLANNED UNIT DEVELOPMENT
AND CONDITIONAL USE PERMIT**

LOT 1, BLOCK 1, HOLIDAY LAKE ADDITION
(PC #16-019)

THIS AMENDMENT TO PLANNED UNIT DEVELOPMENT AND CONDITIONAL USE PERMIT (“Amendment”) is made this ____ day of September, 2016, by and between the **CITY OF ARDEN HILLS**, a Minnesota municipal corporation (“City”) and **HOLIDAY STATIONSTORES, INC.**, a Minnesota corporation (“Developer”).

RECITALS

A. The City and Developer previously entered into a Planned Unit Development/Special Use Permit dated June 27, 2005 and filed of record on October 3, 2005 with the Ramsey County Recorder as Document Number A3893421 (the “Agreement”).

B. The Developer is the fee owner of the property located at 1920 West Highway 92 within the City of Arden Hills, Ramsey County, Minnesota, legally described as ***Lot 1, Block 1, Holiday Lake Addition*** (the “Property”).

C. The Developer has requested approval to construct a 296 square foot multi-use restroom facility on the north end of the Property. The design of the addition would have a consistent appearance

with the existing principal structure on the Property. The proposed addition would have minimal impact on the existing site operations and would not modify traffic patterns or parking areas.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. REQUEST FOR APPROVAL. On September 12, 2016, the City approved an amendment to the Planned Unit Development (the “PUD”) and Conditional Use Permit (the “CUP”) for the addition of the multi-use restroom facilities (the “Development”).

2. CONDITIONS OF APPROVAL. The City’s approval to the Developer’s requested amendment to the PUD and the CUP, is based upon the Development being constructed in accordance with the Application and supporting materials and subject to the following conditions of approval:

- (i) The Developer shall continue to abide by the conditions of all previous Master PUD and CUP Agreements, permits, and reviews, except as hereinafter amended.
- (ii) The Development shall be completed in accordance with the plans submitted as amended by the conditions of approval. Any significant changes to these plans, as determined by the City Planner, shall require review and approval by the Planning Commission and City Council.
- (iii) This Amendment shall be executed prior to the issuance of any development permits.
- (iv) Final construction plans shall be subject to approval by the City Building Official, City Engineer, and Fire Marshall prior to the issuance of a building permit.
- (v) The Developer shall protect the two (2) Autumn Brilliance Serviceberry trees located immediately north of the proposed addition. If these trees are damaged, removed, or die during the construction of the addition, the applicant shall be required to replace the trees with trees of equivalent size.
- (vi) Exterior lighting shall be hooded, concealed, or controlled so as not to be visible from adjoining lots, streets, highways, or residential areas east and south of Round Lake.

3. DEVELOPMENT PLANS. The Development shall be developed in accordance with the Findings of Fact dated September 12, 2016, the Developer’s application and submitted plans for the amendment to the PUD and CUP which were reviewed and approved on September 12, 2016 (“Approved Development Plans”), except as modified by the approved conditions noted herein. The Approved Development Plans, include but are not limited to, the Site Plan, the Building Plan and the Lighting Plan, and shall not be attached to this Agreement but shall be kept in the Property file held by the City.

4. BINDING EFFECT. Except as otherwise specifically amended herein, the Agreement shall remain in full force and effect. This Amendment shall be binding on the parties, their heirs,

successors and assigns and shall be recorded against the Property in the office of the Ramsey County Recorder as promptly as possible after it has been executed by the parties.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed this _____ day of September, 2016.

CITY: CITY OF ARDEN HILLS

By: _____
David Grant, Mayor

(SEAL)

And _____
Julie Hanson, City Clerk

STATE OF MINNESOTA)
 (ss.
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this _____ day of _____, 2016, by **David Grant** and by **Julie Hanson**, respectively the Mayor and City Clerk of the City of Arden Hills, a Minnesota statutory city, on behalf of the City and pursuant to the authority granted by its City Council.

Notary Public



DATE: September 26, 2015

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

FROM: Matthew Bachler, Senior Planner

SUBJECT: **Resolution Authorizing the Application for Recycling SCORE Grant Funds from Ramsey County**

Requested Action

Motion to approve Resolution 2016-030: Authorizing the Application for Recycling SCORE Grant Funds for 2017.

Background

The City is eligible to apply for grant money from Ramsey County’s recycling SCORE grant program for 2017. Grant funds can be used to offset the cost of the City’s recycling program, including administration, equipment, and collection costs. In the past, the City has primarily used the funds to offset collection costs and the annual spring and fall community Cleanup Day costs. The only requirement of the grant is that the money be used for the City’s recycling program. The County requires a resolution from the City Council to authorize the application for the SCORE grant.

The 2017 grant allocation for Arden Hills will be communicated in the SCORE Agreement that will be sent out after the application deadline of October 31, 2016. It is expected that the City will be eligible for roughly the same amount of funding as 2016, which was \$23,439.

The budget for the City’s recycling program in 2016 was \$148,512. The \$24,439 in SCORE grant money offset approximately 16.4% of the base cost of the residential recycling program. Revenue share from the recycling hauler also plays a role in reducing the base cost of the recycling program. Recycling fees, which are assessed to each participating residential property, cover the remaining portion of the recycling budget.

Recommendation

Staff recommends approval of Resolution 2016-030 authorizing the application for Recycling SCORE Grant Funds for 2017.

Requested Action

Motion to approve Resolution 2016-030: Authorizing the Application for Recycling SCORE Grant Funds for 2017.

Attachment

- A. Resolution 2016-030



CITY OF ARDEN HILLS
COUNTY OF RAMSEY
STATE OF MINNESOTA

RESOLUTION NO. 2016-030

RESOLUTION AUTHORIZING APPLICATION FOR
RECYCLING SCORE GRANT FUNDS FOR 2017

WHEREAS, the City of Arden Hills is eligible to apply for SCORE recycling grant funds; and

WHEREAS, such funds would assist in continuing and improving the City’s recycling program for the year 2017.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Arden Hills, Minnesota:

That the City Administrator or designee be authorized to apply for such grant funds for the year 2017.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ARDEN HILLS THIS 26th DAY OF SEPTEMBER, 2016.

ATTEST:

DAVID GRANT, MAYOR

JULIE HANSON, CITY CLERK



DATE: September 26, 2016

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

FROM: Matthew Bachler, Senior Planner

SUBJECT: Planning Case #16-022
Applicant: Jairus and Laura Larson
Property Location: 1500 Arden Place
Request: Variance

Requested Action

Motion to approve Planning Case 16-022 for a setback variance at 1500 Arden Place, based on the findings of fact and submitted plans, as amended by the six conditions in the September 26, 2016, Report to the City Council.

Background

The property at 1500 Arden Place is located in the R-1 District on the northeast side of Lake Johanna. The applicants have proposed taking down the existing dwelling on the property and constructing a new single-family dwelling and accessory storage building. The new house would consist of two levels with a walkout basement. Overall, the structure would have an area of 3,152 square feet. Included in this footprint are a 784 square foot attached garage, 168 square foot screened porch, and 328 square foot deck. The 520 square foot accessory building would be located between the proposed house and the west side property line, and would be used primarily for the storage of lake equipment. Due to a significant grade change on the north side of the property along Arden Place, the existing dwelling has been accessed by a driveway easement across the adjacent property at 1516 Arden Place. The plans include the construction of a new access on Arden Place to provide direct driveway access from the public street, eliminating the need for the driveway easement.

Three setback variances are needed for the proposed dwelling. For properties with frontage on Lake Johanna, the Zoning Code requires principal structures to be setback a minimum of 50 feet

from the ordinary high water level except where the adjoining lots have structures setback at a distance greater than 50 feet. In these cases, the Zoning Code requires the lakeshore setback be determined by taking the average setback of the two adjacent dwellings and subtracting 10 feet. The required lakeshore setback for 1500 Arden Place has been calculated at 80 feet – 2 inches. A variance is needed for the dwelling to encroach 15 feet – 9 inches into this required setback. Decks may extend up to six feet into a required structure setback, and in this case a deck could be 74 feet – 2 inches from the shoreline. A portion of the deck on the south side of the house would extend 15 feet – 4 inches into this setback. Additionally, a corner of the attached garage would encroach 2 feet into the 40-foot minimum front yard setback.

The applicants have submitted a letter describing the project in more detail and addressing each of the variance criteria (Attachment A). The proposed site plan and preliminary building plans are included in Attachments E and F.

Plan Evaluation

A full evaluation of the proposal was presented to the Planning Commission at their meeting on September 7, 2016. The staff report to the Planning Commission is included in Attachment I.

Additional Review

Building Official

The Building Official has reviewed the plans and has no additional comments at this time. A Building Permit will be required prior to construction.

City Engineer

The City Engineer has reviewed the plans and has no additional comments at this time. A Grading and Erosion Control Permit will be required prior to construction.

Rice Creek Watershed District

The Rice Creek Watershed District has reviewed the proposed project and determined that no permit will be required.

Minnesota Department of Natural Resources

Municipalities are required to provide the Minnesota Department of Natural Resources (DNR) with a copy of the variance request for properties within designated shoreland areas at least 10 days before the public meeting. Staff notified the DNR about this application on August 24, 2016. No comments have been provided by the DNR at this time.

Findings of Fact

The Planning Commission reviewed Planning Case 16-022 at their regular meeting on September 7, 2016. Draft minutes from the meeting are included in Attachment J. The Planning Commission offers the following findings of fact for consideration:

General Findings:

1. The property at 1500 Arden Place is located in the R-1 Single Family Residential Zoning District.
2. The lot is a conforming lot within the R-1 District.
3. The applicants have proposed taking down the existing dwelling on the property and constructing a new single-family dwelling and accessory storage building.
4. Based on the requirements outlined in Section 1330.03, Subd. 4 of the Zoning Code, the City has determined that the required setback for the new dwelling is 80 feet – 2 inches from the Lake Johanna OHWL.
5. The proposed principal structure would encroach 15 feet – 9 inches into the required setback from the Lake Johanna OHWL, creating a setback of 64 feet – 5 inches.
6. Section 1325.03 of the Zoning Code allows decks to extend up to 6 feet into the required structure setback. Therefore, a deck could be up to 74 feet – 2 inches from the Lake Johanna OHWL.
7. The proposed deck would encroach 15 feet – 4 inches into the setback from the Lake Johanna OHWL, creating a setback of 58 feet – 10 inches.
8. The proposed principal structure would encroach 2 feet into the front yard setback, creating a setback of 38 feet from the Arden Place property line. The minimum front yard setback in the R-1 District is 40 feet.
9. All other aspects of the proposed construction are in conformance with the Zoning Code requirements for the R-1 District.
10. The proposed construction would not encroach on any flood plains, wetlands, or easements.

Variance Findings:

11. The variance would be in harmony with the purpose and intent of the City's Code because the dwelling would be constructed in a location to minimize visual impacts on adjacent properties and protect sight lines of Lake Johanna.
12. The variance would be consistent with the City's Comprehensive Plan because it meets the City's housing goal of encouraging property reinvestment that complements and enhances the character of the City's established neighborhoods.
13. The proposed construction of a new single-family dwelling is a reasonable use of the property that would not be allowed under the rules of the Zoning Code without the requested variance.
14. The property is unique and presents development challenges because of its topography. The unique characteristics of the property were not created by the property owners.

15. The proposed dwelling would not alter the essential character of the neighborhood because it would result in a structure that is consistent and compatible with other construction in the area.
16. The requested variance does not appear to be based on economic considerations alone.

Recommendation

The Planning Commission unanimously recommends approval (7-0) of Planning Case 16-022 for a setback Variance at 1500 Arden Place, based on the findings of fact and submitted plans in the September 26, 2016, Report to the City Council, as amended by the following six conditions:

1. The project shall be completed in accordance with the plans submitted as amended by the conditions of approval. Any significant changes to these plans, as determined by the City Planner, shall require review and approval by the Planning Commission and City Council.
2. A Grading and Erosion Control permit shall be required prior to the issuance of a Building Permit.
3. A Building Permit shall be required prior to commencement of construction.
4. The accessory structure shall have an exterior finish that is compatible in appearance and material used with the principal structure.
5. The structure shall conform to all other regulations in the City Code.
6. The property owners shall provide 17.6 caliper inches of new tree plantings per the submitted Tree Preservation Plan prior to the issuance of a final certificate of occupancy for the dwelling. Deciduous trees shall be a minimum of 2.5 caliper inches in size, and coniferous trees a minimum of 6 feet in height.

Options

1. Approve the proposal as submitted.
2. Approve the proposal with conditions (Recommended Action).
3. Deny the application with reasons for denial.
4. Table for additional information.

Notice

Although a variance does not require a public hearing, a public meeting notice was prepared by the City and mailed to properties within 350 feet of the subject property.

Public Comments

The City has received letters of support for the variance from the following property owners: 1455, 1466, 1475, 1480 Skiles Lane, and 1485, 1492, 1516, 1532, 1540, 1545, 1548 Arden Place. All of these properties are within 350 feet of 1500 Arden Place. 1492 and 1516 Arden Place are the adjacent properties located on either side of the subject property. A copy of each of the support letters have been provided in Attachment H.

The City has not received any public comments opposing the proposed variance.

Deadline for Agency Actions

The City of Arden Hills received the completed application for this request on August 22, 2016. Pursuant to Minnesota State Statute, the City must act on this request by October 21, 2016 (60 days), unless the City provides the petitioner with written reasons for an additional 60-day review period. The City may extend the review period beyond the 120 days, with the applicant's permission.

Attachments

- A. Land Use Application and Variance Request Letter
- B. Location and Aerial Maps
- C. Existing Conditions Survey
- D. Site Photographs
- E. Proposed Site Plan
- F. Preliminary Building Plans
- G. Buildable Area Exhibit
- H. Public Comments
- I. Planning Commission Report, September 7, 2016
- J. Draft Planning Commission Minutes, September 7, 2016



1245 West Highway 96
 Arden Hills, Minnesota 55112
 Telephone (651) 792-7800
 Fax (651) 634-5137
 www.cityofardenhills.org

For Office Use Only	
Planning Case No.	16-022
Submittal Date	8/10/16
Application Completed Date	8/10/16
Accepted by	mwb
Receipt Number	864078
Council Decision	
Council Decision Date	

2016 LAND USE APPLICATION

Applicant Information

Applicant: Jairus (Jerry) and Laura Larson
 Address: 1500 Arden Place, Arden Hills, MN 55112
 Telephone No.: 651-330-9698 Other: _____
 Fax No.: _____
 Email Address: LMLarson04@gmail.com and JALarson14@gmail.com

Property Information

Property Owner: Jairus (Jerry) and Laura Larson
 Owner Address: 1500 Arden Place, Arden Hills, MN 55112
 Owner Telephone No. 651-330-9698 Other: _____
 Address of Property Involved: 1500 Arden Place, Arden Hills, MN 55112
 Legal Description: Lots 3 and 4, Block 3, Arden Hills, Ramsey County, MN
 Property ID No.: Parcel ID 34-30-23-23-0020
 Type of Use: Residential
 Zone: R-1 Property Acreage: 0.69 acres

Type of Request

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Comprehensive Plan Amendment (Fee: \$500 + Escrow: \$1,000) <input type="checkbox"/> Conditional Use or Interim Use Permit/CUP or IUP Amendment (Fee: \$350 + Escrow: \$1,000) <input type="checkbox"/> Preliminary Plat (Fee: \$500 + Escrow: \$1,000) <input type="checkbox"/> Final Plat (Fee: \$500 + Escrow: \$1,000) <input type="checkbox"/> Concept Plan Review (Fee: \$150 + Escrow: \$1,000) <input type="checkbox"/> Master Planned Unit Development or Master Special Development Plan (Fee: \$350 + Escrow: \$1,000) <input type="checkbox"/> Final Planned Unit Development or Final Special Development Plan (Fee: \$350 + Escrow: \$1,000) <input type="checkbox"/> Planned Unit Development Amendment or Special Development Plan Amendment (Fee: \$350 + Escrow: \$1,000) <input type="checkbox"/> Site Plan Review (Fee: \$350 + Escrow: \$1,000) | <ul style="list-style-type: none"> <input type="checkbox"/> Rezoning or TCAAP Regulating Plan Amendment (Fee: \$350 + Escrow: \$1,000) <input type="checkbox"/> Zoning Code or TCAAP Redevelopment Code Amendment (Fee: \$350 + Escrow: \$1,000) <input type="checkbox"/> City Code Amendment (Fee: \$350 + Escrow: \$1,000) <input type="checkbox"/> Lot Split/Minor Subdivision (R-1 and R-2 Districts Only) (Fee: \$350 + Escrow: \$1,000) <input checked="" type="checkbox"/> Variance or Permitted Adjustment (Fee: \$350 + Escrow: \$1,000) <input type="checkbox"/> Vacation of Easement or Right-of-Way (Fee: \$150 + Escrow: \$1,000) <input type="checkbox"/> Appeal of Administrative Decision (Fee: \$150 + Escrow: \$1,000) <input type="checkbox"/> Land Use Requests – Not Already Specified (Fee: \$150 + Escrow: \$1,000) |
|---|--|

Agenda Deadline and Meeting Schedule

The deadline for submittal of land use applications is required according to the schedule outlined below. There are **no exceptions**. Failure to submit all application materials by the deadline date may delay the review process. Planning Commission meetings are typically held on the first Wednesday after the first Monday of each month at 6:30 PM, though please contact City Hall to verify the meeting date and time. City Council meetings are held typically the last Monday of the same month at 7:00 PM. Meetings are held in the Council Chambers at the City of Arden Hills, 1245 West Highway 96, Arden Hills, Minnesota 55112, unless otherwise stated. Applicants are advised that additional meetings and/or workshops are scheduled when necessary upon approval of the Planning Commission.

2016 SCHEDULE (*subject to change)

APPLICATION DEADLINE DATE*	TENTATIVE PLANNING COMMISSION MEETING DATE* (Generally held on the first Wednesday after the first Monday at 6:30 p.m.)	TENTATIVE CITY COUNCIL MEETING DATE* (Generally held on the last Monday at 7:00 p.m.)
December 7 (2015)	January 6	January 25
January 4	February 3	February 29
February 1	March 9	March 28
March 7	April 6	April 25
April 4	May 4	May 31
May 2	June 8	June 27
June 6	July 6	July 25
July 5	August 3	August 29
August 1	September 7	September 26
September 6	October 5	October 31
October 3	November 9	November 28
November 7	December 7	December 27
December 5	January 4 (2017)	January 30 (2017)

Acknowledgement and Signature

I acknowledge that I have read all of the information listed in the City of Arden Hills Land Use Application and fully understand that I am responsible for all costs incurred by the City related to the processing of this application.

Laura Larson

8/10/16

Property Owner Signature (Required)

Date

Applicant Signature (If different than the property owner)

Date

Please contact the City Planner at 651-792-7800 if you have any questions regarding this application.

Additional copies of this application form are available on the City's website: www.cityofardenhills.org/landuseapplications

Jairus (Jerry) & Laura Larson
1500 Arden Place
Arden Hills, MN 55112
(651) 330-9698

August 9, 2016

To City of Arden Hills Planning Commission:

We hereby submit for your consideration the proposed plans for replacement of our existing residence. Given the unique characteristics and constraints of the property, we have diligently worked to adapt these plans to suit the Arden Hills zoning codes and State of Minnesota statutes, our neighbors and our community.

General Background:

The property is located at 1500 Arden Place on the northeast side of Lake Johanna. The current home was built in 1953 and the original owner lived in the home for 61 years before selling it to us at the age of 94. The home had not been maintained for a significant number of years and, in our opinion, is beyond its useful life such that renovation or modification could not elevate the physical characteristics to contemporary residential standards.

We purchased the property in fall of 2014 and now seek to make improvements. The current home is non-conforming on the lot and sits 15 feet from the property line on the west side and 36 feet from the street. Due to the steep drop from street level, the property has an easement to the west providing the only access to the property over the adjacent homeowner's driveway at 1516 Arden Place, which then requires a 90 degree turn and downward 12% slope to the home.

We are proposing demolition of the existing structure and construction of a new home on the property. In doing so, we would move the house towards the center of the property to optimize placement relative to the adjacent properties and the general look and flow in the neighborhood, and facilitate a separate driveway so as to eliminate the need for an access easement across our neighbor's property.

The following is an evaluation of how the proposed application meets the six hardship criteria.

1. The property in question cannot be put to a reasonable use if used under conditions allowed by the official controls?

Yes, due to the topography of the land, there is only a very small portion of the lot that is suitable for a home to be built. We have explored a number of options to place a new home on the lot and have consulted with City staff regarding the setback requirements. There is a small and narrow plateau where the home is being proposed, approximately 46 feet off the west property line and 38 feet from the street.

Due to drainage issues and below street grade (sewer complications), placement on the east side of the lot is not a viable option. The east side of the property has a very steep hill which drops nearly 20 feet below the street in a distance of only 30 feet.

2. The plight of the landowner is due to circumstances unique to the property not created by the landowner.

Yes, this is a unique piece of property on the lake with access, drainage, sewer and topography issues that were all in existence for many years prior. None of these issues were created by the landowners. For example, there is a great deviation on this property of the ordinary high water mark (OHW) relative to the elevation of the shoreline that is not found on the east or west properties. Using the current survey, the OHW would be 18 feet closer to the shoreline than the mark based on data from over a century ago (1912 and 1929). Using today's data rather than that from the early 20th century would provide a setback that is typically found on Lake Johanna properties, and the deviation between the two does not help achieve the intent of the zoning code.

Another example is that the property sits significantly below the grade of the street with Arden Place curving up and away from the property, which constrains placement options. This has caused access and sewer issues (including sewer backup) that we would like to fix, making the property safer.

3. The deviation from the Ordinance with any attached conditions will still be in keeping with the spirit and intent of the Ordinance.

Yes, we believe this to be true. In placing the house as proposed, we are also considerably addressing the enjoyment benefits of the existing adjacent properties for our neighbors. Moving the home from its current location to be situated further east is a direct benefit to the neighbors at 1516 Arden Place. Not only does it create more distance between the homes to improve their view corridors to the lake, it is a great enhancement for them as the plans call for a new access point that would not require an easement over their property. With the proposed placement we also do not encroach on our neighbors to the west at 1492 Arden Place, preserving their privacy and views of the lake.

Both adjacent homes (1516 Arden Place and 1492 Arden Place) are non-conforming properties. 1516 Arden Place sits only 12 feet from the property line, a variance from the existing ordinance requiring a 40 foot setback. Additionally, 1516 Arden Place is only 29 feet from the lake, also a variance from the 50 foot lake setback requirement. This is a 6 BR, 4 BA ~5,000 sq. ft, 3 story home.

To the west, 1492 Arden Place is also non-conforming as it only has 20 feet of lake access, with an irregular shaped lot not meeting the existing ordinance requirements for lot width of 75 feet; nor does the property conform for meeting the zoning requirements as more than ten (10) percent of the shoreline is utilized for a dock. This is a 5 BR, ~4,000 sq ft, 2 story home.

Additionally, the majority of the homes that are lakefront in this neighborhood do not meet the minimum set back and/or lot width requirements. The request for our property is, in light of those neighboring properties variances and non-conforming uses, reasonable and within the spirit and intent of the ordinance.

4. The variance will not create a land use not permitted in the zone.

No, the variance will not create a land use that is not permitted in this zone. It is currently zoned residential and would remain a single family residential property.

5. The variance will not alter the essential character of the City.

Correct, the variance will not alter the essential character of the City, is in better harmony with the existing lay of the land, and respectful of the adjacent property owners. It puts to better use the property in a reasonable manner.

6. The variance is not for economic reasons alone.

That is correct, the variance is not for economic reasons. It is based primarily on the unique topography found on the property and a desire to locate the home so as not to encroach on our neighbors.

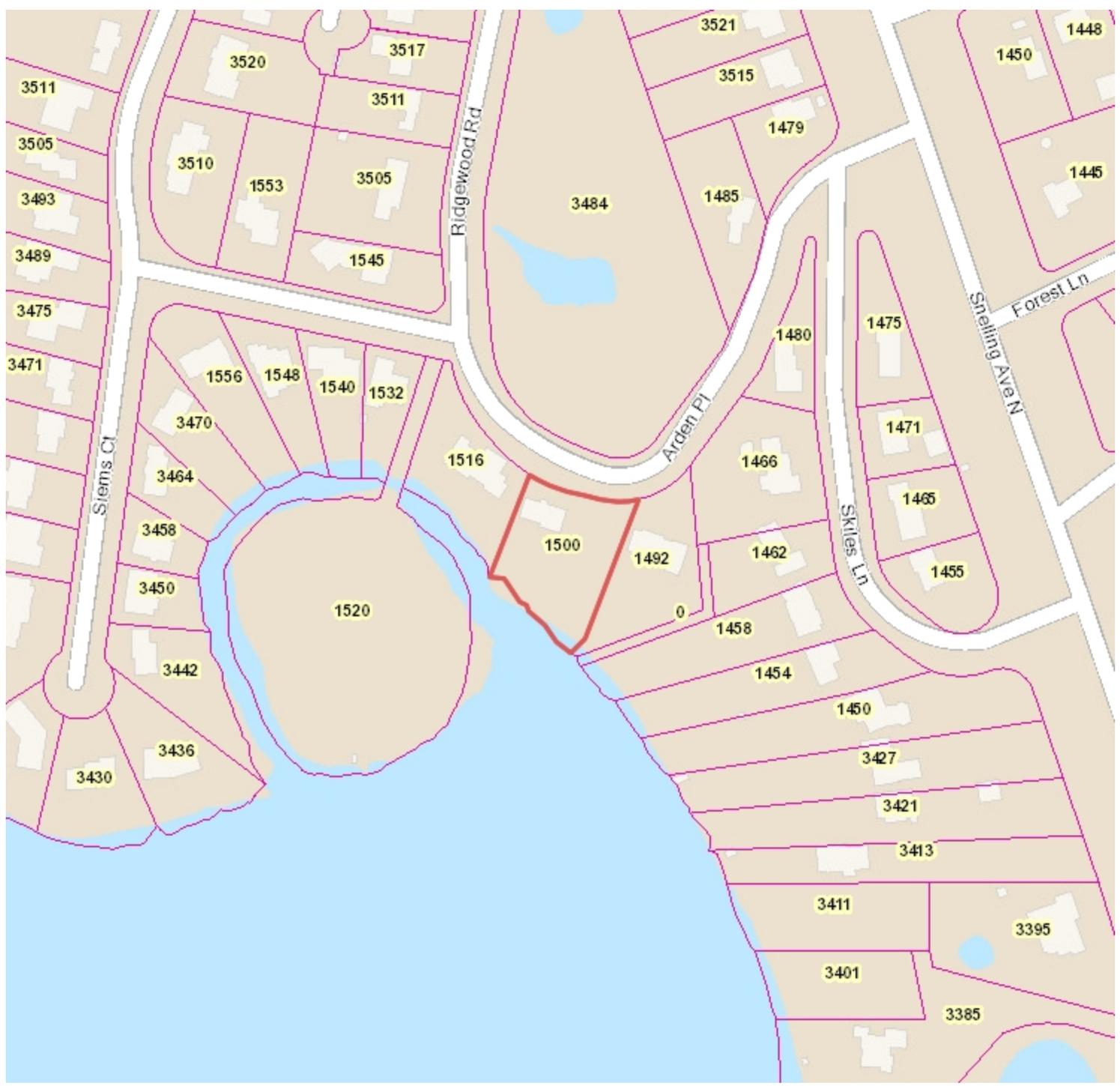
For the reasons above, we respectfully request the variance requested.



Jerry Larson



Laura Larson



400.0 0 200.00 400.0 Feet

NAD_1983_HARN_Adj_MN_Ramsey_Feet

© Ramsey County Enterprise GIS Division

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

1: 2,400

Notes

Enter Map Description

THIS MAP IS NOT TO BE USED FOR NAVIGATION





200.0 0 100.00 200.0 Feet

1: 1,200

NAD_1983_HARN_Adj_MN_Ramsey_Feet

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Notes

Enter Map Description



CERTIFICATE OF SURVEY

~for~ JERRY AND LAURA LARSON
 ~of~ 1500 ARDEN PLACE
 ARDEN HILLS, MN 55112

LEGAL DESCRIPTION:

Lots 3 and 4, Block 3, ARDEN HILLS, Ramsey County, Minnesota.

NOTES

- Field survey was completed by E.G. Rud and Sons, Inc. on 10/14/2015.
- Bearings shown are on an assumed datum.
- Curb shots are taken at the top and back of curb.
- This survey was prepared using a Title Commitment issued by Home Title, Inc., File No. 441405151, dated effective on 7/31/2014.
- Parcel ID No: 34-30-23-23-0020.
- Benchmark: Top nut of hydrant adjacent to northeast property corner. Elevation = 910.86 feet (NGVD 29).
- Total lot area above Lake Johanna = 30,492 sq. ft.

LEGEND

- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES IRON MONUMENT SET, MARKED RLS# 41578
- DENOTES CATCH BASIN
- ⊕ DENOTES HYDRANT
- OHW — DENOTES POWER POLE AND OVERHEAD WIRES
- ⊕ DENOTES GAS METER
- ⊕ DENOTES ELECTRIC METER
- x — DENOTES GUY WIRE
- x — DENOTES TREE LINE
- x — DENOTES FENCE
- x — DENOTES RETAINING WALL
- x — DENOTES EXISTING CONTOURS
- x 952.36 DENOTES EXISTING SPOT ELEVATION
- DENOTES CONCRETE SURFACE
- DENOTES BITUMINOUS SURFACE

TREE DETAIL

- DENOTES ELEVATION
- DENOTES TREE QUANTITY
- DENOTES TREE SIZE IN INCHES
- DENOTES TREE TYPE

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

Jason E. Rud
 JASON E. RUD

Date: 10/28/2015 License No. 41578



NORTH



DRAWN BY: BAB	JOB NO: 15685BT	DATE: 10/27/15
CHECK BY: JER	SCANNED <input type="checkbox"/>	
1		
2		
3		
NO.	DATE	DESCRIPTION
		BY

E. G. RUD & SONS, INC.
 EST. 1977 Professional Land Surveyors
 6776 Lake Drive NE, Suite 110
 Lino Lakes, MN 55014
 Tel. (651) 361-8200 Fax (651) 361-8701
 www.egrud.com

LARSON VARIANCE REQUEST

1500 ARDEN PLACE

VIEW FROM LAKE LOOKING NORTH

CURRENT HOUSE AND PROXIMITY TO NEIGHBORS AT 1516
ARDEN PLACE ALSO BELOW STREET GRADE



VIEW FROM EAST LOOKING WEST TOWARD 1516 ARDEN

SLOPE OF DRIVEWAY WITH EASEMENT OVER 1516 ARDEN PLACE FOR ACCESS



1516 DRIVEWAY

90 DEGREE TURN

VIEW FROM LAKE (SOUTH) LOOKING NORTHEAST

UNIQUENESS AND STEEP SLOPE TO NEIGHBORS AT 1492
ARDEN PLACE



Street

VIEW TOWARD 1516 LOOKING WEST

UNIQUENESS AND STEEP SLOPE NOT CREATED BY OWNERS



Street

House

VIEW FROM 1500 LOOKING NORTHEAST

EXISTING HOME AT 36' FROM STREET
(VARIANCE REQUEST IS 38')



Street

CERTIFICATE OF SURVEY

~for~ JERRY AND LAURA LARSON / KOOTENIA HOMES
 ~of~ 1500 ARDEN PLACE
 ARDEN HILLS, MN 55112

Attachment E

NORTH

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TREE DETAIL

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- DENOTES TREE QUANTITY
- DENOTES TREE SIZE IN INCHES
- DENOTES TREE TYPE
- ✱ DENOTES TREE TO BE REMOVED

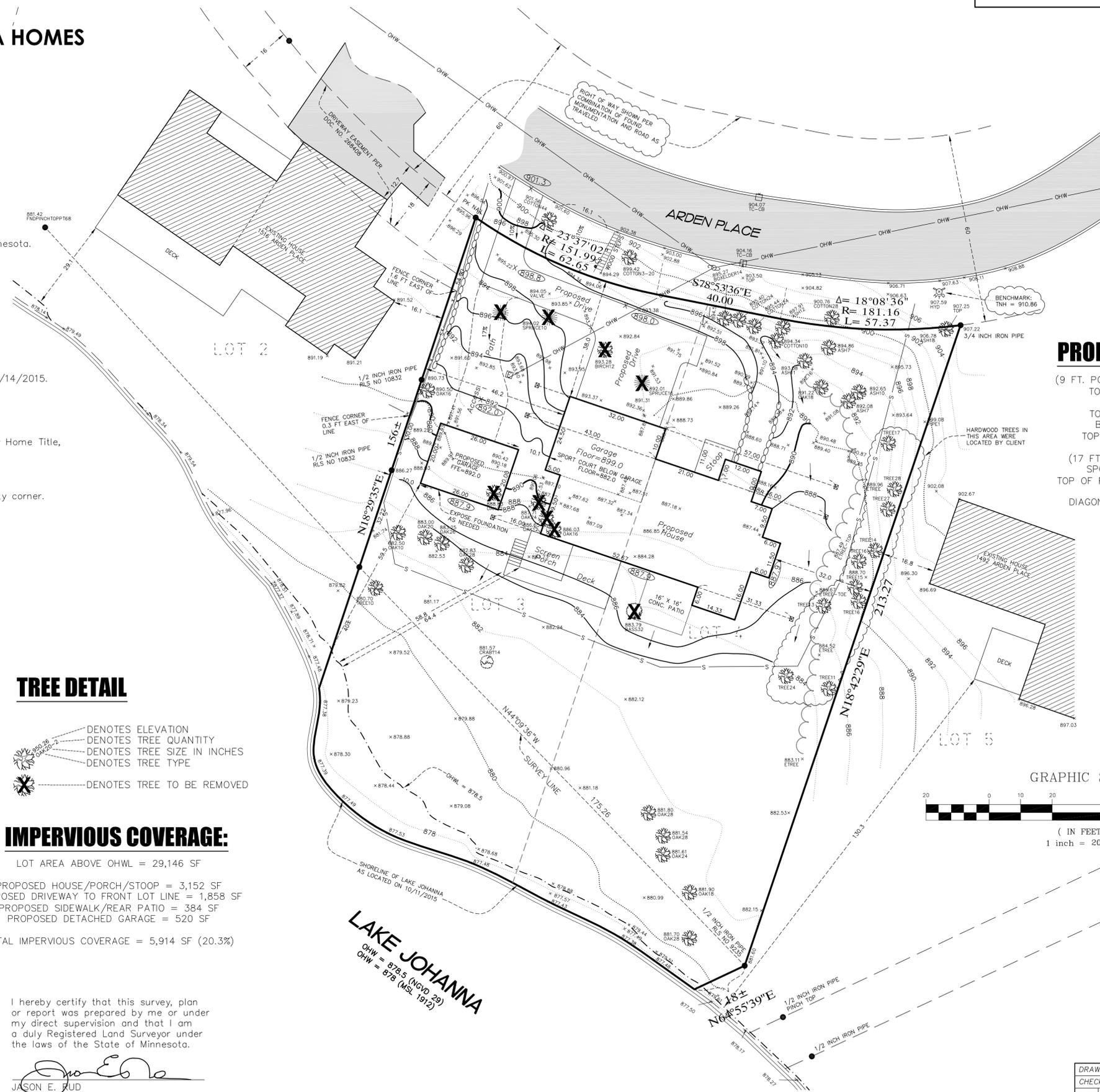
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 PROPOSED DRIVEWAY TO FRONT LOT LINE = 1,858 SF
 PROPOSED SIDEWALK/REAR PATIO = 384 SF
 PROPOSED DETACHED GARAGE = 520 SF
 TOTAL IMPERVIOUS COVERAGE = 5,914 SF (20.3%)

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Jason E. Rud
 JASON E. RUD

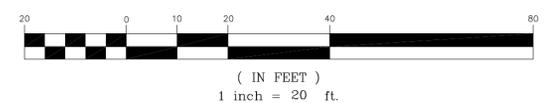
Date: 8/19/2016 License No. 41578



PROPOSED ELEVATIONS:

- (9 FT. POURED WALL WALKOUT BASEMENT)
 TOP OF WALL (GAR) = 899.0
 GARAGE FLOOR = 899.0
 TOP OF WALL (HSE) = 896.9
 BASEMENT FLOOR = 888.2
 TOP OF FOOTING (HSE) = 887.9
- (17 FT. POURED WALL SPORT COURT)
 SPORT COURT FLOOR = 882.3
 TOP OF FOOTING (SPORT COURT) = 882.0
- DIAGONAL: 100.00 X 44.00 = 109.25

GRAPHIC SCALE



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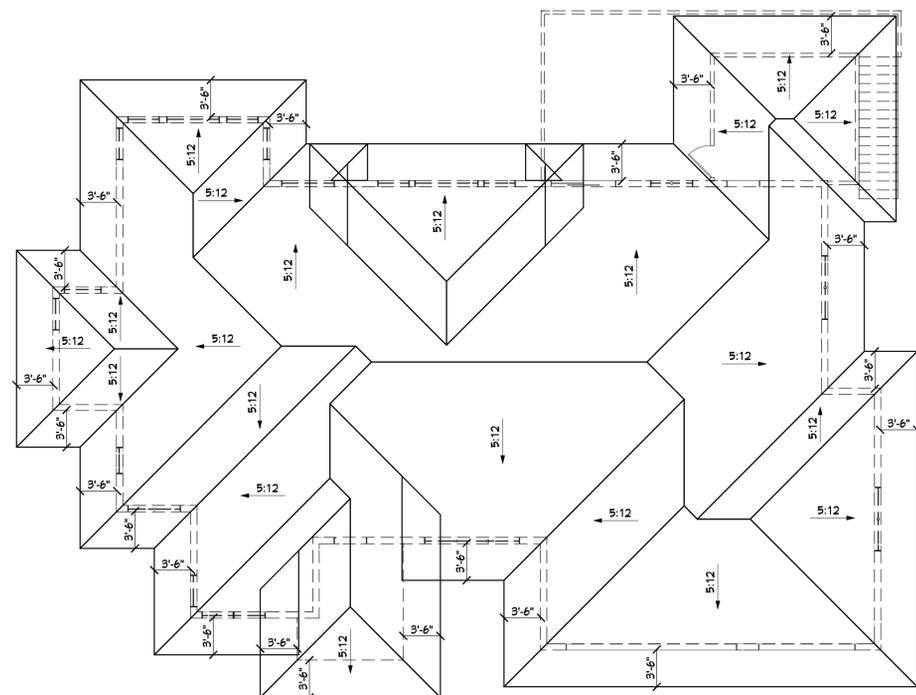
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CHECK BY:	JER	SCANNED	<input type="checkbox"/>		
NO.	DATE	DESCRIPTION			
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2	8/3/16	ADDED TOPO FOR ADJ. SHORELINE			BAB
3	8/10/16	NEW SITE PLAN			BAB
4	8/19/16	CLIENT REVISIONS			BAB
		DESCRIPTION			BY

Date: 1-28-16

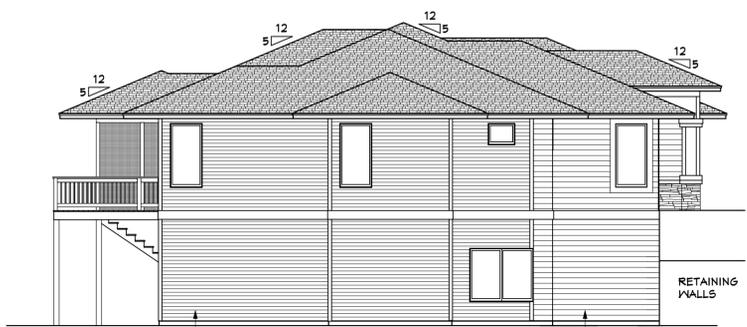
Drawn By: JEN

Last Revision: 8-9-16

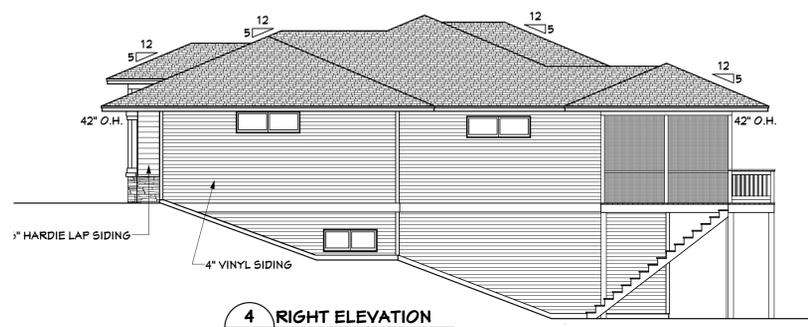
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JEN	4-13-16
JEN	5-11-16
JEN	6-8-16
JEN	6-24-16
JEN	7-1-16
JEN	7-13-16
JEN	8-9-16



5 ROOF PLAN
1 SCALE: 1/8" = 1'-0"



2 LEFT ELEVATION
1 SCALE: 1/8" = 1'-0"



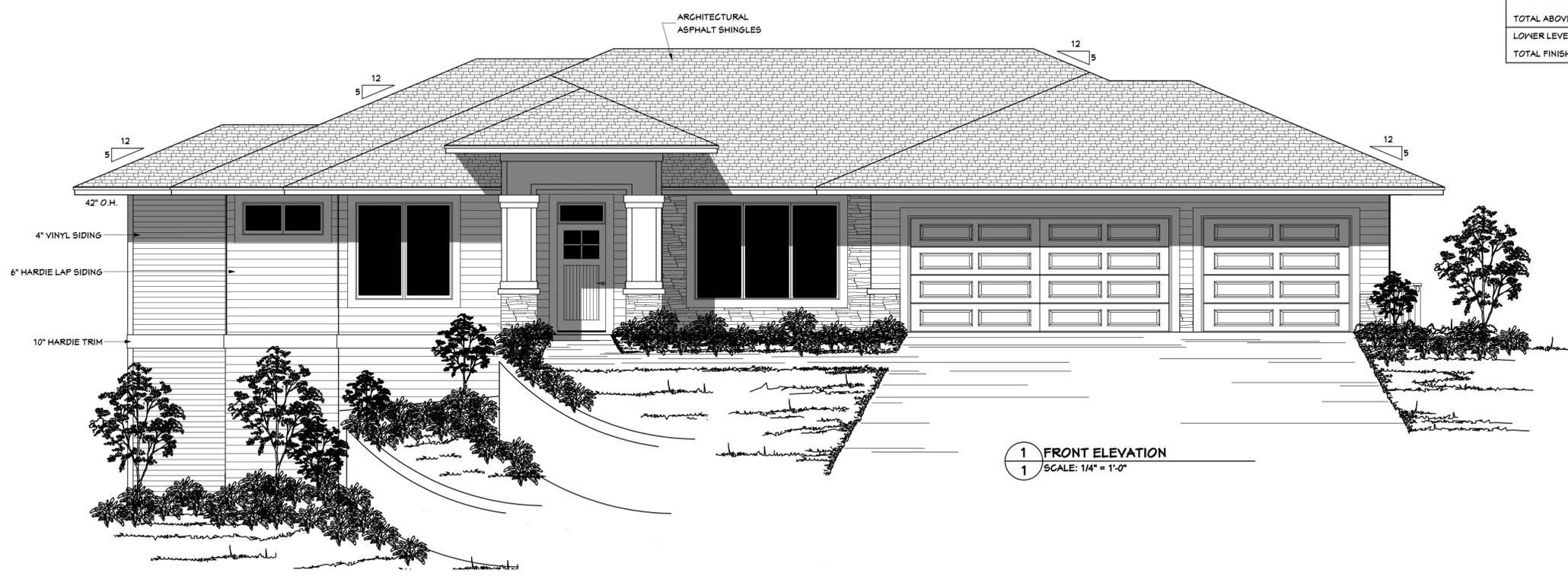
4 RIGHT ELEVATION
1 SCALE: 1/8" = 1'-0"



3 REAR ELEVATION
1 SCALE: 1/8" = 1'-0"

SQUARE FOOTAGE:

MAIN LEVEL FINISHED:	2,125
UPPER LEVEL FINISHED:	-
TOTAL ABOVE GRADE:	2,125
LOWER LEVEL FINISHED:	1,763
TOTAL FINISHED:	3,888



1 FRONT ELEVATION
1 SCALE: 1/4" = 1'-0"

5 KUM a Yohi:

LARSON RESIDENCE
1500 ARDEN PLACE
ARDEN HILLS, MN

All Kootenia Homes, LLC plans are conceptual only. These plans are intended to provide a visual look of our plans. All materials of finish have not been provided.

Kootenia Homes
1890 Wooddale Drive, Suite 400 Woodbury, MN 55125 (651)731-2345

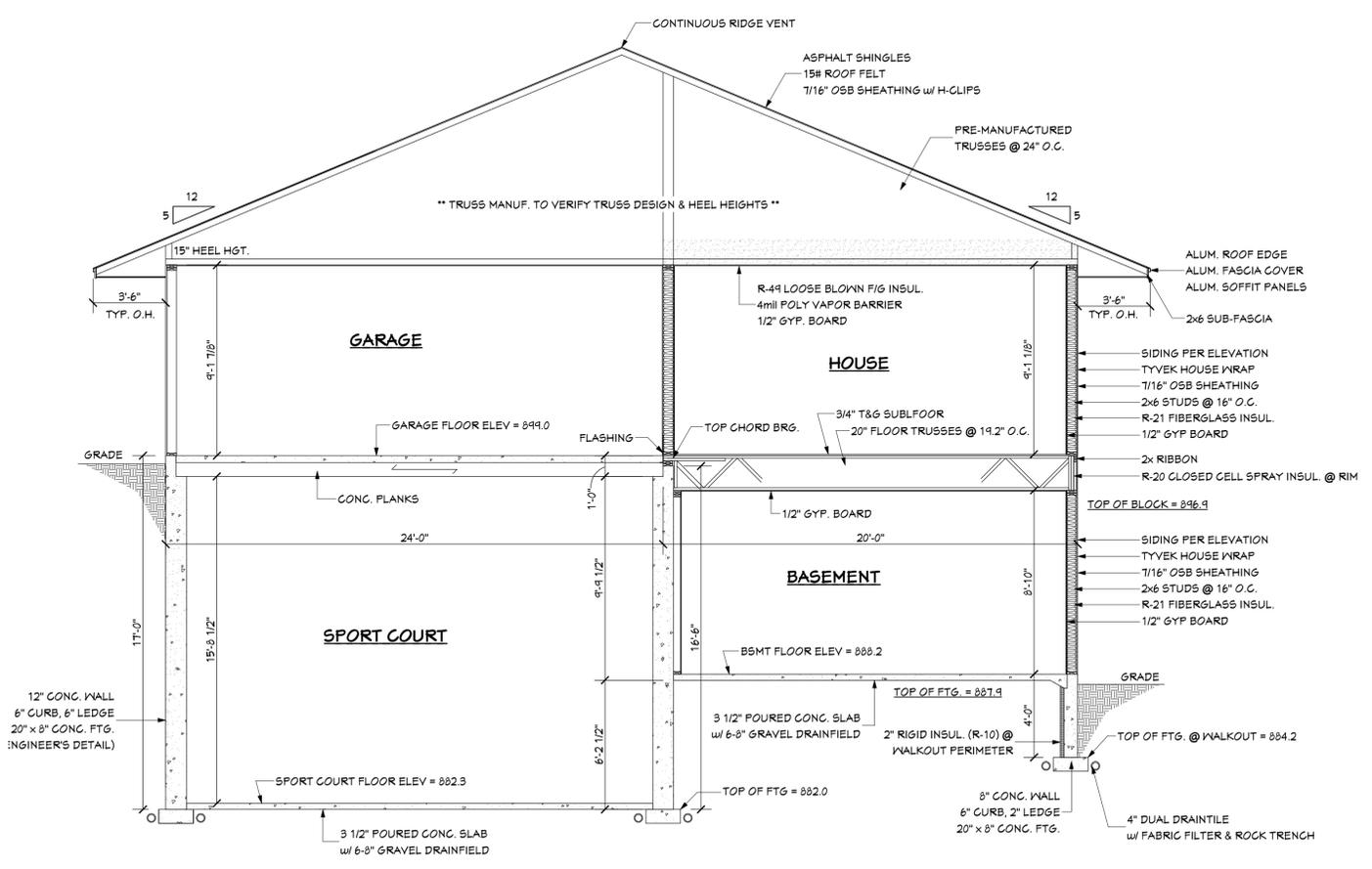
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Drawn By:	JEN
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Rev By:	Date:
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JEN	4-13-16
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1500 ARDEN PLACE
ARDEN HILLS, MN

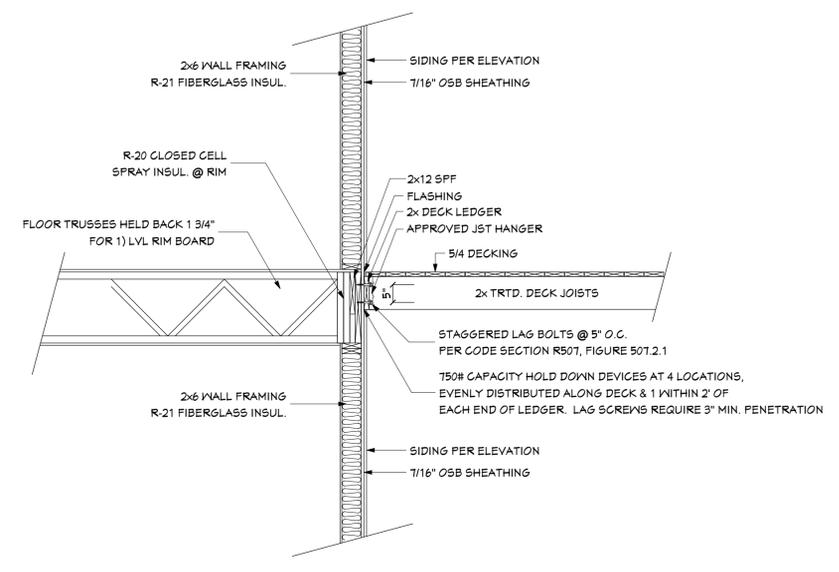
All occasional homes, LLC plans are subject to change without notice. These plans are intended to provide a general idea of the project. An addition of these plans may be necessary. © 2016

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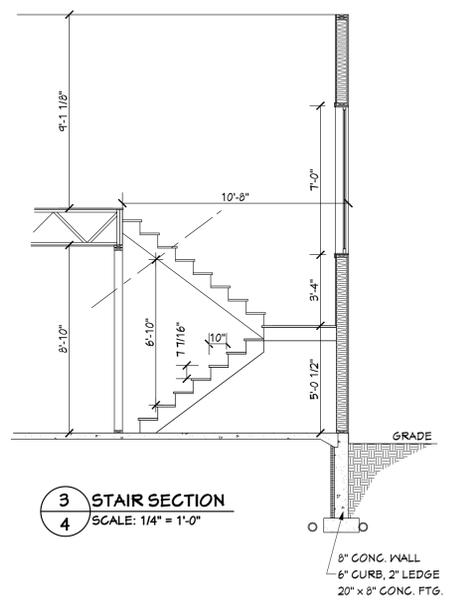
Project No: 16XX
Sheet No: 4



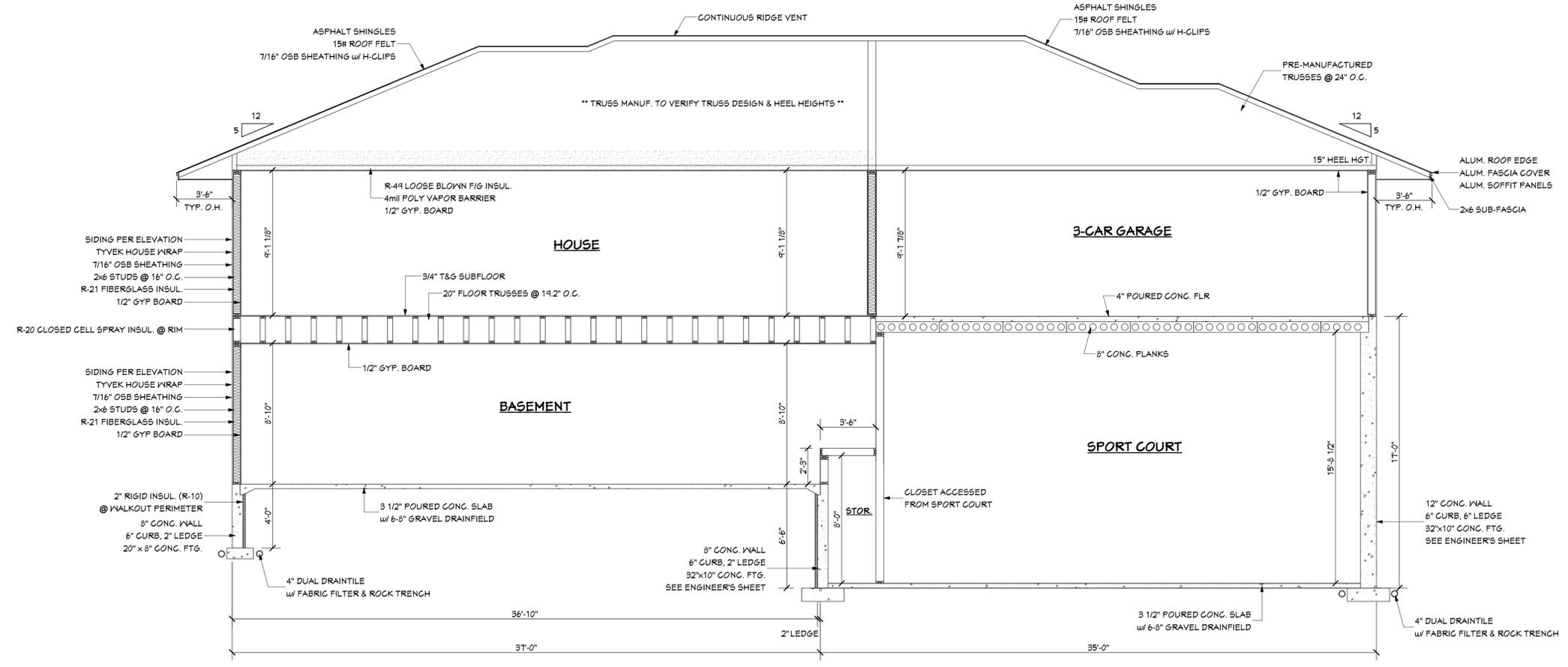
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SCALE: 1/4" = 1'-0"



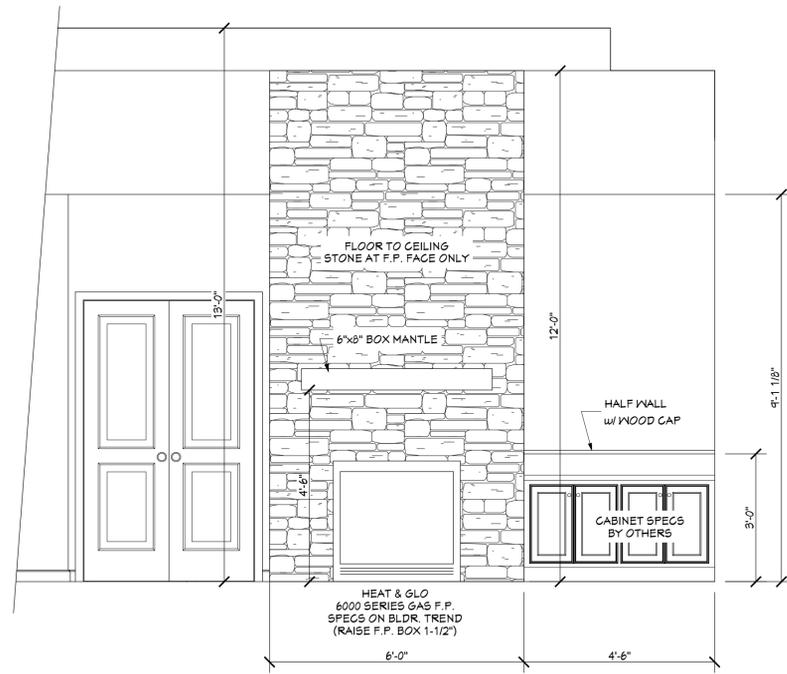
4 LEDGER DETAIL @ WALKOUT/LOOKOUT
SCALE: 1/2" = 1'-0"



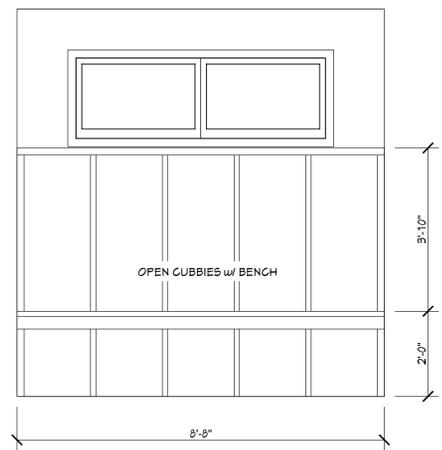
3 STAIR SECTION
SCALE: 1/4" = 1'-0"



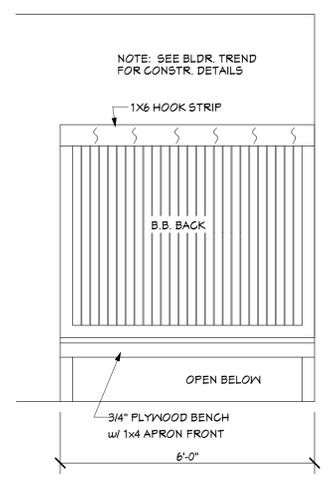
2 BUILDING SECTION
SCALE: 1/4" = 1'-0"



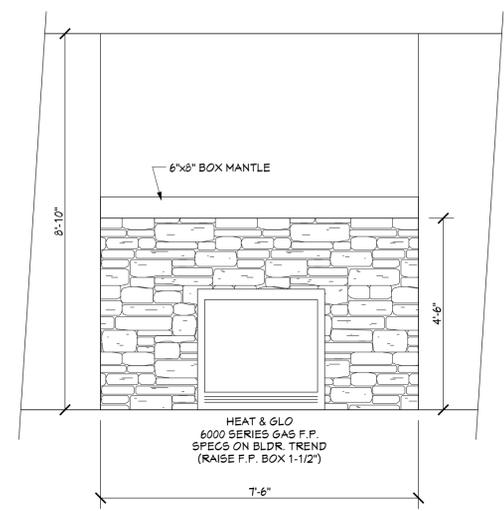
1 MAIN FLOOR F.P. ELEVATION
5 SCALE: 1/2" = 1'-0"



2 MAIN FLOOR MUDROOM CUBBIES
5 SCALE: 1/2" = 1'-0"



3 LOWER LEVEL BENCH
5 SCALE: 1/2" = 1'-0"



4 LOWER LEVEL F.P. ELEVATION
5 SCALE: 1/2" = 1'-0"

Date: 1-28-16

Drawn By: JEN

Last Revision: 8-9-16

Rev By:	Date:
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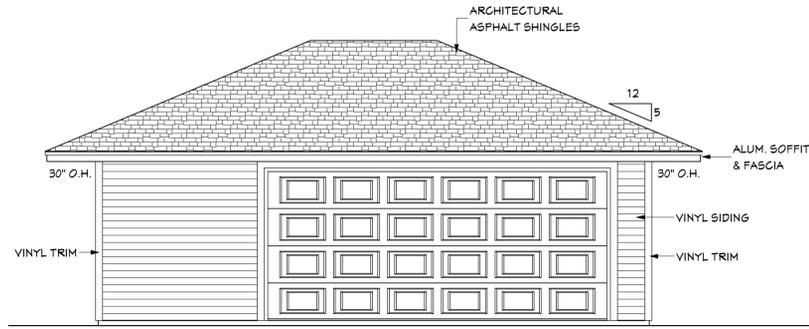
LARSON RESIDENCE
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All Kootenia Homes, LLC Plans are
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plans are intended to provide a general
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All violations of these
plans will be prosecuted.
© 2016

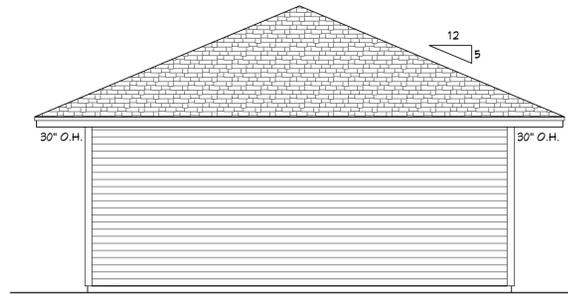
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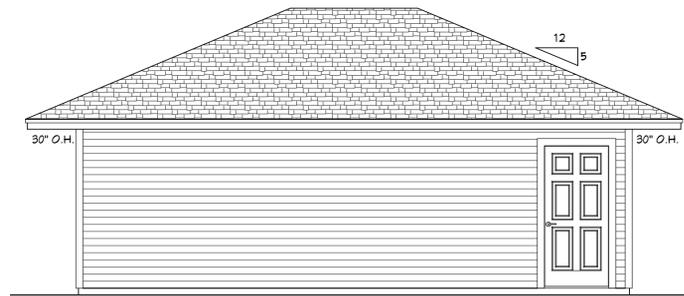
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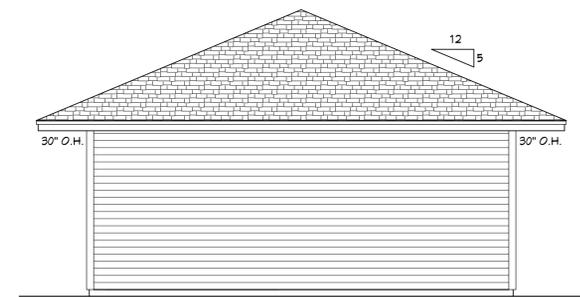
1 FRONT ELEVATION
6 SCALE: 1/4" = 1'-0"



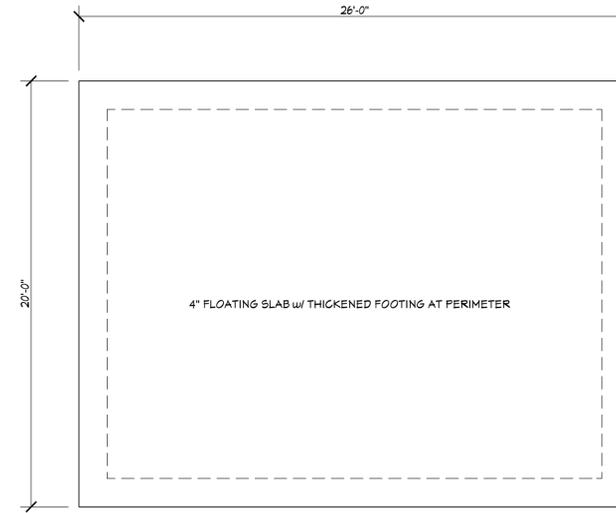
2 RIGHT ELEVATION
6 SCALE: 1/4" = 1'-0"



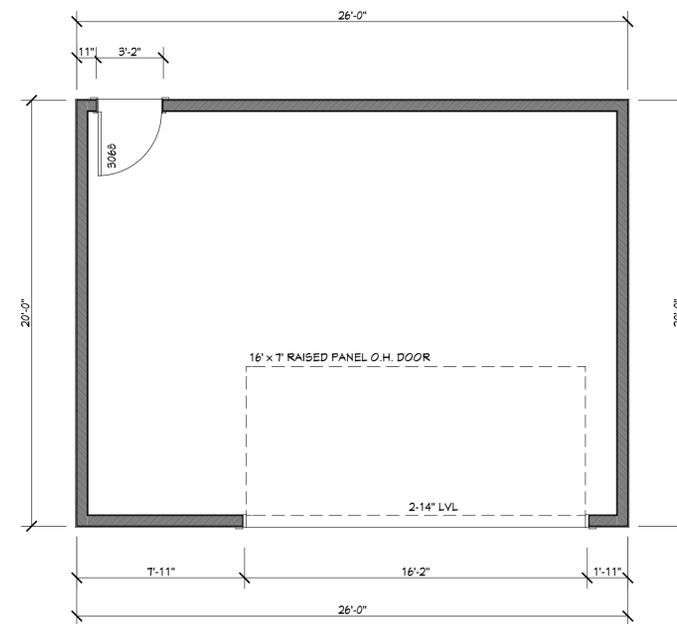
3 REAR ELEVATION
6 SCALE: 1/4" = 1'-0"



4 LEFT ELEVATION
6 SCALE: 1/4" = 1'-0"



5 GARAGE FOUNDATION
6 SCALE: 1/4" = 1'-0"



6 MAIN FLOOR PLAN
6 SCALE: 1/4" = 1'-0"

Date: 1-28-16

Drawn By: JEN

Last Revision: 8-9-16

Rev By:	Date:
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1890 Wooddale Drive, Suite 400 Woodbury, MN 55125 (651)731-2345

Project No: 16XX
Sheet No: 6

BUILDABLE AREA EXHIBIT

~for~ JERRY AND LAURA LARSON / KOOTENIA HOMES
 ~of~ 1500 ARDEN PLACE
 ARDEN HILLS, MN 55112

LEGAL DESCRIPTION:

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- ⊗ DENOTES HYDRANT
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- ⊡ DENOTES ELECTRIC METER
- GUY — DENOTES GUY WIRE
- TREE — DENOTES TREE LINE
- FENCE — DENOTES FENCE
- WALL — DENOTES RETAINING WALL
- CONTOUR — DENOTES EXISTING CONTOURS
- SPOT — DENOTES EXISTING SPOT ELEVATION
- CONCRETE — DENOTES CONCRETE SURFACE
- BITUMINOUS — DENOTES BITUMINOUS SURFACE
- SILT — DENOTES PROPOSED SILT FENCE

TREE DETAIL

- DENOTES ELEVATION
- DENOTES TREE QUANTITY
- DENOTES TREE SIZE IN INCHES
- DENOTES TREE TYPE
- DENOTES TREE TO BE REMOVED

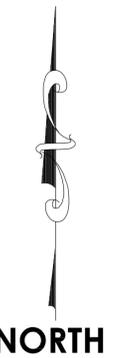
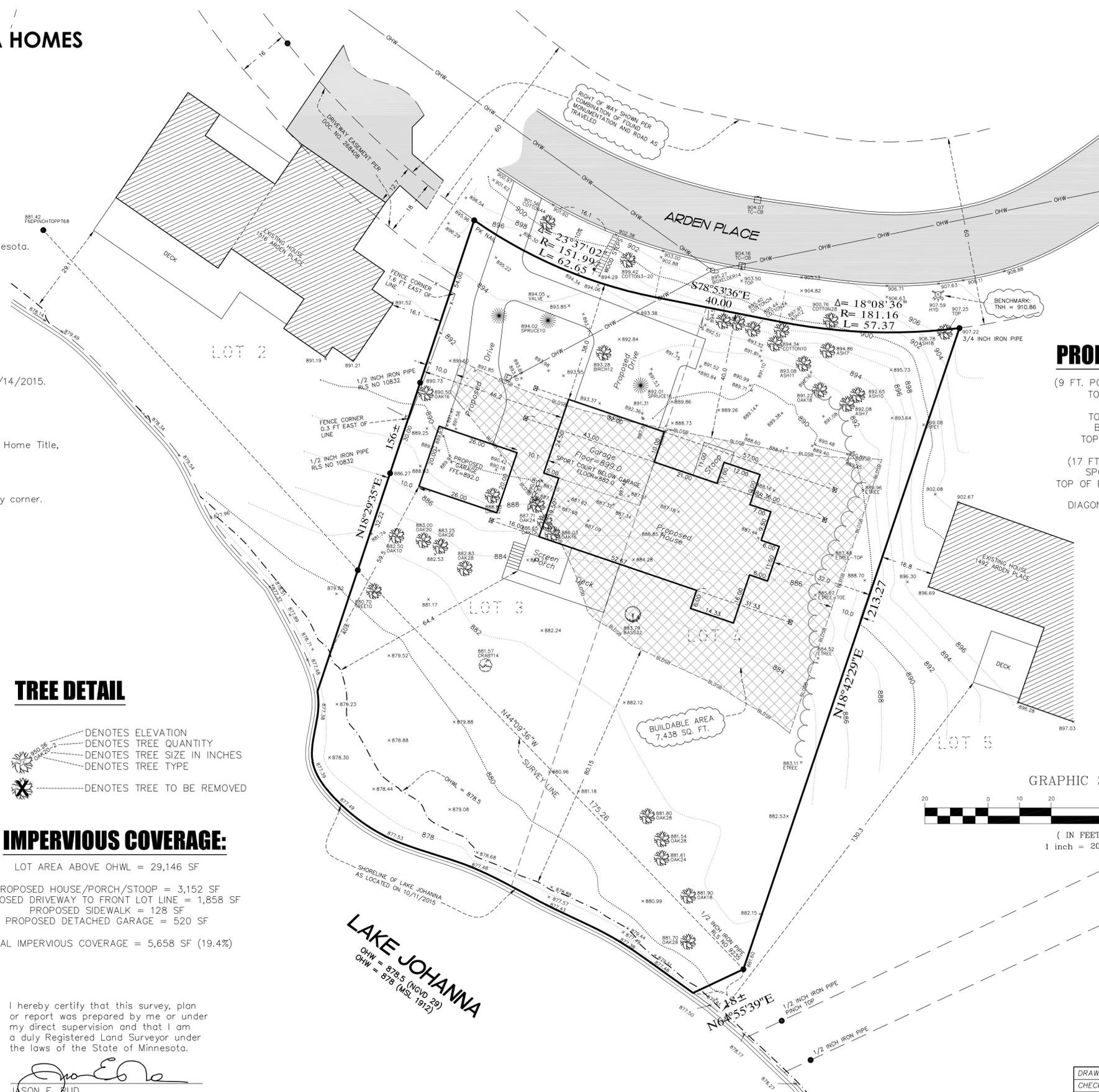
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 PROPOSED DRIVEWAY TO FRONT LOT LINE = 1,858 SF
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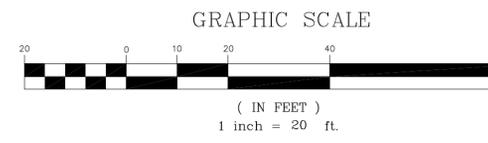
Jason E. Rud
 JASON E. RUD

Date: 8/10/2016 License No. 41578



PROPOSED ELEVATIONS:

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 TOP OF WALL (HSE) = 896.9
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Attachment G

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 Tel. (651) 361-8200 Fax (651) 361-8701
 www.egrud.com

DRAWN BY:	BAB	JOB NO:	16380HS	DATE:	5/17/16
CHECK BY:	JER	SCANNED	<input type="checkbox"/>		
NO.	DATE	DESCRIPTION	BY		
1	7/28/16	CITY COMMENTS	BAB		
2	8/3/16	ADDED TOPO FOR ADJ. SHORELINE	BAB		
3	8/10/16	BUILDABLE AREA EXHIBIT	BAB		

Attachment H

August 22, 2016

City of Arden Hills Planning Commission
City Hall
1245 W. Highway 96
Arden Hills, MN 55112

Dear Members of the Planning Commission,

This letter is in support of the requested variance proposal at 1500 Arden Place, Arden Hills, MN 55112. Our neighbors, Jerry (Jairus) and Laura Larson, are requesting approvals for a variance from the minimum structure set-back requirements for the construction of their new home.

This will be a significant positive improvement for our neighborhood and the Arden Hills Island Beach Club community. The proposed placement of the house will be a good fit with the lot configuration and the existing surrounding homes.

We have discussed the proposed plans with the Larson's and do not have concerns about the impact of the project. We ask that you approve their variance request.

Thank you,

 8/22/16
 8/22/2016

Keith and Betsy Gilbert
1466 Skiles Lane, Arden Hills

From: [REDACTED]
To: [Matthew Bachler](#)
Subject: Site proposal for Variance for 1500 Arden Place
Date: Thursday, August 25, 2016 7:28:49 AM

GerryHagen.
1532 Arden Place.
Arden Hills, MN 55112

25th August 2016
City of Arden Hills Planning Commission.
City Hall
1245 W Highway 96
Arden Hills. MN 55112

Dear, City of Arden Hills Planning Commission,

This letter is in support of the requested variance for 1500 Arden Pl. Our neighbor Jerry and Laura Larson are requesting a variance for the minimum structures setback for the construction of their new home. The layout of the lot coupled with their building plan will be a minimum impact on the community and a nice addition to the block. We have discussed the plans with Jerry and Laura and we do not have any concerns about the proposed building plans or the impact on the surrounding area. We request that their variances be granted.

Sincerely,
Gerry Hagen

[REDACTED]

From: [REDACTED]
To: [Matthew Bachler](#)
Subject: 1500 Arden Place Variance Proposal
Date: Thursday, August 25, 2016 7:21:40 AM

Mike and Amy Hagen.
1540 Arden Place.
Arden Hills, MN 55112

25th August 2016
City of Arden Hills Planning Commission.
City Hall
1245 W Highway 96
Arden Hills. MN 55112

Dear Ms. Reader,

This letter is in support of the requested variance for 1500 Arden Pl. Our neighbor Jairus and Laura Larson are requesting a variance for the minimum structures setback for the construction of their new home. The proposed site will be a great fit for the neighborhood and we feel will fall in line with the layout of the lot and the surrounding houses in he area.

We have discussed the plans with Jerry and laura and we do not have any concerns about the proposed building plans or the impact on the surrounding area. We request that their variances granted.

Sincerely,

Amy and Mike Hagen

Thank you,
Mike Hagen

[REDACTED]
You Lord give perfect peace to those who keep their purpose firm and their trust in You. Isaiah 26:3

Thank you,
Mike Hagen

[REDACTED]
You Lord give perfect peace to those who keep their purpose firm and their trust in You. Isaiah 26:3

August 20, 2016

City of Arden Hills Planning Commission
City Hall
1245 W. Highway 96
Arden Hills, MN 55112

Dear Members of the Planning Commission,

This letter is in support of the requested variance proposal at 1500 Arden Place, Arden Hills, MN 55112. Our neighbors, Jerry (Jairus) and Laura Larson, are requesting approvals for a variance from the minimum structure set-back requirements for the construction of their new home.

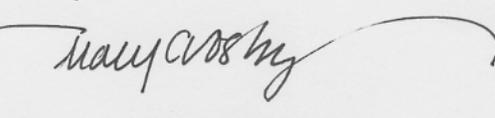
This will be a significant positive improvement for our neighborhood and the Arden Hills Island Beach Club community. The proposed placement of the house will be a good fit with the lot configuration and the existing surrounding homes.

We have discussed the proposed plans with the Larson's and do not have concerns about the impact of the project. We ask that you approve their variance request.

Thank you,

Home Owners Name(s): PAUL & MARY CROSBY

Home Owners Signature(s):



Home Location:

1485 ARDEN PLACE ARDEN HILLS MN 55112

August 3rd, 2016

City of Arden Hills Planning Commission
City Hall
1245 W. Highway 96
Arden Hills, MN 55112

Dear Members of the Planning Commission,

This letter is in support of the requested variance proposal at 1500 Arden Place, Arden Hills, MN 55112. Our neighbors, Jerry (Jairus) and Laura Larson, are requesting approvals for a variance from the minimum structure set-back requirements for the construction of their new home.

This will be a significant positive improvement for our neighborhood and the Arden Hills Island Beach Club community. The proposed placement of the house will be a good fit with the lot configuration and the existing surrounding homes.

We have discussed the proposed plans with the Larson's and do not have concerns about the impact of the project. We ask that you approve their variance request.

Thank you,

Home Owners Name(s):

Garrett Klein
Home Owners Signature(s):

Home Location:

1480 Skiles Lane
Arden Hills, MN 55112

Jerry Klein
Jenny Klein

August 20, 2016

City of Arden Hills Planning Commission
City Hall
1245 W. Highway 96
Arden Hills, MN 55112

Dear Members of the Planning Commission,

This letter is in support of the requested variance proposal at 1500 Arden Place, Arden Hills, MN 55112. Our neighbors, Jerry (Jairus) and Laura Larson, are requesting approvals for a variance from the minimum structure set-back requirements for the construction of their new home.

There new home will be a significant improvement for our neighborhood and for Arden Hills. We are supportive of their proposed home design and the variance they are requesting. The proposed placement of the house will be a good fit with their lot configuration and the existing homes on either side.

The Larson's have been gracious in discussing their proposed plans with us and the options they have considered. We would be supportive and prefer their desired plan to have their proposed home situated closer to the original footprint of the current home. However, we do support their current proposed design given the limitations they face with current set-back requirements. We do not have concerns about the impact of the project. We ask that you approve their variance request.

Thank you,



Christy Jacob



Abe Jacob

Home owners:
1492 Arden Place
Arden Hills, MN 55112

August 10, 2016

City of Arden Hills Planning Commission
City Hall
1245 W. Highway 96
Arden Hills, MN 55112

Dear Members of the Planning Commission,

This letter is in support of the requested variance proposal at 1500 Arden Place, Arden Hills, MN 55112. Our neighbors, Jerry (Jairus) and Laura Larson, are requesting approvals for a variance from the minimum structure set-back requirements for the construction of their new home.

This will be a significant positive improvement for our neighborhood and the Arden Hills Island Beach Club community. The proposed placement of the house will be a good fit with the lot configuration and the existing surrounding homes.

We have discussed the proposed plans with the Larson's and do not have concerns about the impact of the project. We ask that you approve their variance request.

Thank you,

Home Owners Name(s): Scott & Jackson Black

Home Owners Signature(s): 

Home Location:

1545 ARDEN PLACE

August 20, 2016

City of Arden Hills Planning Commission
City Hall
1245 W. Highway 96
Arden Hills, MN 55112

Dear Members of the Planning Commission,

This letter is in support of the requested variance proposal at 1500 Arden Place, Arden Hills, MN 55112. Our neighbors, Jerry (Jairus) and Laura Larson, are requesting approvals for a variance from the minimum structure set-back requirements for the construction of their new home.

This will be a significant positive improvement for our neighborhood and the Arden Hills Island Beach Club community. The proposed placement of the house will be a good fit with the lot configuration and the existing surrounding homes.

We have discussed the proposed plans with the Larson's and do not have concerns about the impact of the project. We ask that you approve their variance request.

Thank you,

Home Owners Name(s): BRAD & SARAH LIS

Home Owners Signature(s): 

Home Location:

1548 ARDEN PL. W.
ARDEN HILLS, MN 55112

August 23rd, 2016

City of Arden Hills Planning Commission
City Hall
1245 W. Highway 96
Arden Hills, MN 55112

Dear Members of the Planning Commission,

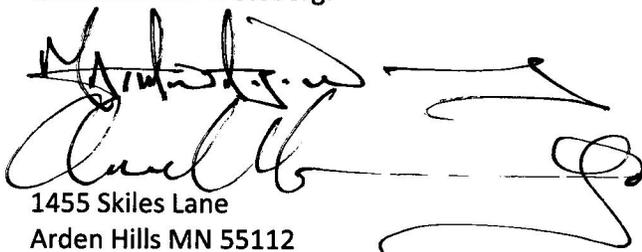
This letter is in support of the requested variance proposal at 1500 Arden Place, Arden Hills, MN 55112. Our neighbors, Jerry (Jairus) and Laura Larson, are requesting approvals for a variance from the minimum structure set-back requirements for the construction of their new home.

This will be a significant positive improvement for our neighborhood and the Arden Hills Island Beach Club community. The proposed placement of the house will be a good fit with the lot configuration and the existing surrounding homes.

We have discussed the proposed plans with the Larson's and do not have concerns about the impact of the project. We ask that you approve their variance request.

Thank you,

Matt and Ann Wessberg:



1455 Skiles Lane
Arden Hills MN 55112

August 26, 2016

City of Arden Hills Planning Commission
City Hall
1245 W. Highway 96
Arden Hills, MN 55112

Dear Members of the Planning Commission,

This letter is in support of the requested variance proposal at 1500 Arden Place, Arden Hills, MN 55112. Our neighbors, Jerry (Jairus) and Laura Larson, are requesting approvals for a variance from the minimum structure set-back requirements for the construction of their new home.

This will be a significant positive improvement for our neighborhood and the Arden Hills Island Beach Club community. The proposed placement of the house will be a good fit with the lot configuration and the existing surrounding homes.

We have discussed the proposed plans with the Larson's and do not have concerns about the impact of the project. We ask that you approve their variance request.

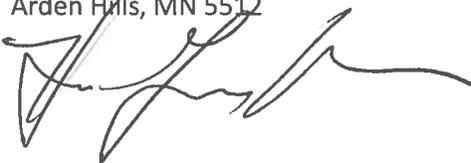
Thank you,

Home Owner Name(s):
Karl Kangas
Heidi Grayden-Kangas

Signature(s):



Home owners address:
1475 Skiles Lane
Arden Hills, MN 55112



September 6, 2016

City of Arden Hills Planning Commission
City Hall
1245 W. Highway 96
Arden Hills, MN 55112

Dear Members of the Planning Commission,

This letter is in support of the requested variance proposal at 1500 Arden Place, Arden Hills, MN 55112. Our neighbors, Jerry (Jairus) and Laura Larson, are requesting approvals for a variance from the minimum structure set-back requirements for the construction of their new home.

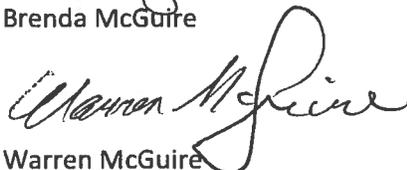
This will be a significant positive improvement for us as it eliminates the need for the current easement over our driveway. It also sets the house farther from the property line which is an enhancement (currently the home sits ~15 feet from the property line).

We have discussed the proposed plans with the Larson's and do not have concerns about the impact of the project. We ask that you approve their variance request.

Thank you,



Brenda McGuire



Warren McGuire

Homeowners:
1516 Arden Place
Arden Hills, MN 55112



DATE: September 7, 2016

PC Agenda Item **3.A**

TO: Planning Commission

FROM: Matthew Bachler, Senior Planner

SUBJECT: Planning Case #16-022 – No Public Hearing Required

Applicant: Jairus and Laura Larson

Property Location: 1500 Arden Place

Request: Variance

Requested Action

The applicants have requested a Variance in order to construct a new single-family residential dwelling on Lake Johanna. The proposed dwelling would encroach 15 feet – 9 inches into the required 80-foot – 2-inch setback from the Lake Johanna ordinary high water level, and 2 feet into the required 40-foot front yard setback. A proposed deck on the south side of the house would also encroach 15 feet – 4 inches into the required 74-foot – 2-inch setback from Lake Johanna.

Background

1. Overview of Request

The property at 1500 Arden Place is located in the R-1 District on the northeast side of Lake Johanna. The applicants have proposed taking down the existing dwelling on the property and constructing a new single-family dwelling and accessory storage building. The new house would consist of two levels with a walkout basement facing Lake Johanna. Overall, the structure would have an area of 3,152 square feet. Included in this footprint are a 784 square foot attached garage, 168 square foot screened porch, and 328 square foot deck. The 520 square foot accessory building would be located between the proposed house and the west side property line, and would be used primarily for the storage of lake equipment. Due to a significant grade change on the north side of the property along Arden Place, the existing dwelling has been accessed by a driveway easement across the adjacent property at 1516 Arden Place. The plans include the construction of a new curb cut on Arden Place to provide direct driveway access from the public street, eliminating the need for the driveway easement.

City of Arden Hills

Planning Commission Meeting for September 7, 2016

P:\Planning\Planning Cases\2016\PC 16-022 - 1500 Arden Place - Variance\Memos_Reports_16-022

Three setback variances are needed for the proposed dwelling. For properties with frontage on Lake Johanna, the Zoning Code requires principal structures to be setback a minimum of 50 feet from the ordinary high water level except where the adjoining lots have structures setback at a distance greater than 50 feet. In these cases, the Zoning Code requires the lakeshore setback be calculated based on the prevailing setbacks in order to protect sight lines. The required lakeshore setback for 1500 Arden Place has been calculated at 80 feet – 2 inches. A variance is needed for the dwelling to encroach 15 feet – 9 inches into this required setback. Decks may extend up to six feet into a required structure setback, and in this case a deck could be 74 feet – 2 inches from the shoreline. A portion of the deck on the south side of the house would extend 15 feet – 4 inches into this setback. Additionally, a corner of the attached garage would encroach 2 feet into the 40-foot minimum front yard setback.

The applicants have submitted a letter describing the project in more detail and addressing each of the variance criteria (Attachment A). The property survey and preliminary building plans are included in Attachment D.

2. Site Data

Future Land Use Plan:	Low Density Residential
Existing Land Use:	Single Family Detached Residential
Zoning:	R-1: Single Family Residential
Lot Size:	0.67 Acres (29,146 square feet)
Topography:	Slopes down approximately 29 feet from northeast corner of property to Lake Johanna ordinary high water level

3. Surrounding Area

Direction	Future Land Use Plan	Zoning	Existing Land Use
North	Low Density Residential	R-1: Single Family Residential	Single Family Detached Residential
South	Water (Lake Johanna)	Water (Lake Johanna)	Water (Lake Johanna)
East	Low Density Residential	R-1: Single Family Residential	Single Family Attached Residential
West	Low Density Residential	R-1: Single Family Residential	Single Family Detached Residential

Plan Evaluation

1. R-1 Regulations, Existing Conditions, and Proposed Addition

A. Lot Size & Dimensions – Conforming

The survey indicates that the area of the lot above the Lake Johanna ordinary high water level is 29,146 square feet. The width of the lot is approximately 156 feet along Arden Place. The average depth of the lot between the east and west property lines is 184.5 feet.

B. Structure Setback – Variance Required

A variance is needed to allow the new dwelling to encroach 2 feet into the minimum front yard setback of 40 feet, creating a setback of 38 feet. The encroachment into the front yard setback occurs only in a small area at the northwest corner of the attached garage.

A second variance is needed for the principal dwelling to encroach 15 feet – 9 inches into the required 80-foot – 2-inch setback from the Lake Johanna ordinary high water level (OHWL). The proposed setback would be 64 feet – 5 inches from the OHWL as measured from the closest point of the screened porch.

For properties with frontage on Lake Johanna, principal structures are required to be setback a minimum of 50 feet from the OHWL except where the adjoining lots have structures setback at a distance greater than 50 feet. In these cases, the required setback is determined by taking the average setback of the two adjacent dwellings and subtracting 10 feet. The dwelling to the east, 1492 Arden Place, is setback 130 feet – 4 inches from the OHWL, and the dwelling to the west, 1516 Arden Place, is setback 29 feet – 1 inch. Where properties have a dwelling that encroaches on the 50-foot lakeshore setback, 50 feet is used in determining the average setback. Therefore, the required setback for the new dwelling at 1500 Arden Place would be 80 feet – 2 inches from the OHWL.

Finally, a variance is needed for the proposed deck to extend 15 feet – 4 inches into the setback from the OHWL. Section 1325.03 of the Zoning Code allows decks to extend up to 6 feet into the required structure setback. Therefore, a deck could be up to 74 feet – 2 inches from the OHWL. As proposed, the deck would setback 58 feet – 10 inches from the OHWL.

The calculation for determining principal structure setbacks from the OHWL as discussed above does not apply to accessory structures. The accessory building is required to meet the minimum structure setback of 50 feet from the Lake Johanna OHWL. As proposed, the building would be setback 59 feet – 6 inches. The building would meet the minimum side yard setback of 10 feet.

C. Structure Height – Conforming

The maximum height permitted for principal structures in the R-1 District is 35 feet. The proposed dwelling is two levels including a walkout basement and would have a height of 19 feet.

Applicable R-1 Lot Requirements	
1. Minimum Lot Area (sf.)	14,000
2. Minimum Lot Size (ft., width/depth)	95/130
3. Height (ft.)	35
4. Floor Area Ratio (FAR)	0.3
5. Lot Covered by Structure	25%
6. Minimum Landscape Lot Area	65%
7. Minimum Building Setbacks (ft)	
Front Yard	40
Rear Yard (Principle)	30
Rear Yard (Accessory)	10
Side Yard Interior - Principal (Minimum/total both yards on lot)	10/25
Side Yard Interior - Accessory	10
Side Yard Corner	40

The maximum height permitted for accessory structures in residential districts is 15 feet. The proposed accessory building would have a height of 11 feet.

D. Lot Coverage – Conforming

Properties in the R-1 District are permitted up to 25 percent structure coverage and must maintain a minimum landscape lot area of 65 percent. As proposed, 12.60 percent of the lot area would be covered by structures and 79.71 percent of the lot area would be landscaped.

Lot Coverage	Proposed		R-1 Regulations
	Square Feet	Percent	
Dwelling	3,152	%	
Accessory Building	520	%	
Total Structure	3,672	12.60%	Maximum 25%
Driveway	1,858	%	
Sidewalk/Patio	384	0.7%	
Total Impervious Coverage	5,914	20.29%	Maximum 35%
Landscape Area	23,232	79.71%	Minimum 65%
Lot Size	29,146	-	

E. Floor Area Ratio – Conforming

The floor area ratio (FAR) is calculated by dividing the gross square footage of the dwelling by the lot area. In the R-1 District, the maximum FAR permitted is 0.3. The proposed dwelling would have a finished floor area of 2,125 square feet on the main level and 1,763 square feet on the lower level. The total finished square footage would be 3,888 square feet for an FAR of 0.13.

F. Tree Preservation

A Tree Preservation Plan is required for all new building construction. The applicants have identified 38 significant trees on the property totaling 707 caliper inches. In order to construct the new dwelling, 8 significant trees (106 caliper inches) would be removed. The City’s Tree Preservation Ordinance allows up to 10 percent of the total caliper inches of trees on a site to be removed before mitigation is required.

In this case, the permitted removal would be 70.7 caliper inches. Since the proposal includes the removal of more trees than allowed by the Ordinance, replacement tree plantings are required. The mitigation rate is calculated by subtracting the permitted removal from the proposed removal and dividing by two. For this proposal, 17.6 caliper inches of trees would need to be planted. Staff has recommended as condition of approval that the required replacement trees be planted prior to the City issuing a final certificate of occupancy for the dwelling.

	Caliper Inches	Number of Trees
Total Existing Trees	707	38
10% Permitted Removal	70.7	--
Proposed Removal	106	8
Trees Preserved	601	30
Replacement Trees Required*	17.6	
* Replacement trees are calculated by subtracting the ten percent permitted removal from the proposed removal and dividing by two.		

2. Flood Plain, Wetlands, and Easements

The proposed addition is outside of any flood plains, wetlands, or easements.

3. Additional Review

Building Official

The Building Official has reviewed the plans and has no additional comments at this time. A Building Permit will be required prior to construction.

City Engineer

The City Engineer has reviewed the plans and has no additional comments at this time. A Grading and Erosion Control Permit will be required prior to construction.

Rice Creek Watershed District

The Rice Creek Watershed District has reviewed the proposed project and determined that no permit will be required.

Minnesota Department of Natural Resources

Municipalities are required to provide the Minnesota Department of Natural Resources (DNR) with a copy of the variance request for properties within designated shoreland areas at least 10 days before the public meeting. Staff notified the DNR about this application on August 24, 2016. No comments have been provided by the DNR at this time.

Discussion

Staff is supportive of the variance request for several reasons. The proposed location of the new dwelling is in harmony with the purpose and intent of the provision in the Zoning Code that requires structures to be setback at a greater distance from the lakeshore when adjacent lots have existing dwellings that exceed the minimum setback requirement. As depicted in the Buildable

Area Exhibit (Attachment F), the areas of the dwelling encroaching in the lakeshore setback are relatively small. The property owners have intentionally placed the dwelling towards the center of the property to reduce its visual impact on either of the neighboring properties. The dwelling could have been shifted east towards 1492 Arden Place and reduce the need for a variance, but this would actually have a greater visual impact on the adjacent property.

Environmental conditions on the property also restrict shifting the dwelling to the east to reduce the variance need. There are significant grade changes in the northeastern corner of the property that would present construction challenges. Additionally, there is a large stand of trees along the shared property line with 1492 Arden Place that creates a visual buffer between the two properties. The dwelling could be moved further east, but this would likely impact trees in this area possibly reducing the natural screening of the new dwelling.

The front yard setback variance is relatively minor, as shown in the Buildable Area Exhibit. Only a small portion of the northwest corner of the attached garage would encroach in the 40-foot setback. The applicants designed their plans in this way in an effort to reduce the encroachment in the lakeshore setback as much as possible. There is significant grade change and tree coverage between Arden Place and the proposed location of the dwelling, which would reduce the visual impact of the encroachment. Additionally, the adjacent property at 1516 Arden Place was granted a variance in Planning Case 95-07 to allow for the principal dwelling to be setback 12.7 feet from the front property line. The encroachment in the front yard setback would not be inconsistent with development patterns in the area.

Findings of Fact

Staff offers the following findings of fact for review:

General Findings:

1. The property at 1500 Arden Place is located in the R-1 Single Family Residential Zoning District.
2. The lot is a conforming lot within the R-1 District.
3. The applicants have proposed taking down the existing dwelling on the property and constructing a new single-family dwelling and accessory storage building.
4. Based on the requirements outlined in Section 1330.03, Subd. 4 of the Zoning Code, the City has determined that the required setback for the new dwelling is 80 feet – 2 inches from the Lake Johanna OHWL.
5. The proposed principal structure would encroach 15 feet – 9 inches into the required setback from the Lake Johanna OHWL, creating a setback of 64 feet – 5 inches.
6. Section 1325.03 of the Zoning Code allows decks to extend up to 6 feet into the required structure setback. Therefore, a deck could be up to 74 feet – 2 inches from the Lake Johanna OHWL.
7. The proposed deck would encroach 15 feet – 4 inches into the setback from the Lake Johanna OHWL, creating a setback of 58 feet – 10 inches.

8. The proposed principal structure would encroach 2 feet into the front yard setback, creating a setback of 38 feet from the Arden Place property line. The minimum front yard setback in the R-1 District is 40 feet.
9. All other aspects of the proposed construction are in conformance with the Zoning Code requirements for the R-1 District.
10. The proposed construction would not encroach on any flood plains, wetlands, or easements.

Variance Findings:

11. The variance would be in harmony with the purpose and intent of the City's Code because the dwelling would be constructed in a location to minimize visual impacts on adjacent properties and protect sight lines of Lake Johanna.
12. The variance would be consistent with the City's Comprehensive Plan because it meets the City's housing goal of encouraging property reinvestment that complements and enhances the character of the City's established neighborhoods.
13. The proposed construction of a new single-family dwelling is a reasonable use of the property that would not be allowed under the rules of the Zoning Code without the requested variance.
14. The property is unique and presents development challenges because of its topography. The unique characteristics of the property were not created by the property owners.
15. The proposed dwelling would not alter the essential character of the neighborhood because it would result in a structure that is consistent and compatible with other construction in the area.
16. The requested variance does not appear to be based on economic considerations alone.

Recommendation

The findings of fact for this variance request support a recommendation for approval. If the Planning Commission chooses to make a recommendation for denial, the Findings of Fact would need to be amended to reflect the reasons for the denial. If the Planning Commission recommends approval of this variance, staff recommends the following six conditions:

1. The project shall be completed in accordance with the plans submitted as amended by the conditions of approval. Any significant changes to these plans, as determined by the City Planner, shall require review and approval by the Planning Commission and City Council.
2. A Grading and Erosion Control permit shall be required prior to the issuance of a Building Permit.
3. A Building Permit shall be required prior to commencement of construction.
4. The accessory structure shall have an exterior finish that is compatible in appearance and material used with the principal structure.
5. The structure shall conform to all other regulations in the City Code.

6. The property owners shall provide 17.6 caliper inches of new tree plantings per the submitted Tree Preservation Plan prior to the issuance of a final certificate of occupancy for the dwelling. Deciduous trees shall be a minimum of 2.5 caliper inches in size, and coniferous trees a minimum of 6 feet in height.

Proposed Motion Language

1. **Recommend Approval with Conditions:** Motion to recommend *approval* of Planning Case 16-022 for a variance at 1500 Arden Place, based on the findings of fact and submitted plans, as amended by the six conditions in the September 7, 2016, Report to the Planning Commission.
2. **Recommend Approval as Submitted:** Motion to recommend *approval* of Planning Case 16-022 for a variance at 1500 Arden Place, based on the findings of fact and submitted plans in the September 7, 2016, Report to the Planning Commission.
3. **Recommend Denial:** Motion to recommend *denial* of Planning Case 16-022 for a variance at 1500 Arden Place based on the following findings of fact: *findings to deny should specifically reference the reasons for denial and why those reasons cannot be mitigated.*
4. **Table:** Motion to *table* Planning Case 16-022 for a variance at 1500 Arden Place: *a specific reason and/or information request should be included with a motion to table.*

Notice

Although a variance does not require a public hearing, a public meeting notice was prepared by the City and mailed to properties within 350 feet of the subject property.

Public Comments

The City has received letters of support for the requested variance from the following property owners: 1455, 1466, 1475, 1480 Skiles Lane, and 1485, 1492, 1532, 1540, 1545, 1548 Arden Place. All ten of these properties are within 350 feet of 1500 Arden Place. 1492 Arden Place is the adjacent property located to the east of the subject property. A copy of each of the support letters have been provided in Attachment G.

The City has not received any public comments opposing the proposed variance.

Deadline for Agency Actions

The City of Arden Hills received the completed application for this request on August 22, 2016. Pursuant to Minnesota State Statute, the City must act on this request by October 21, 2016 (60 days), unless the City provides the petitioner with written reasons for an additional 60-day review period. The City may extend the review period beyond the 120 days, with the applicant's permission.

Attachments

- A. Land Use Application and Variance Request Letter
- B. Location and Aerial Maps
- C. Existing Conditions Survey
- D. Proposed Site Plan
- E. Preliminary Building Plans
- F. Buildable Area Exhibit
- G. Public Comments



Approved:

CITY OF ARDEN HILLS, MINNESOTA
PLANNING COMMISSION
WEDNESDAY, SEPTEMBER 7, 2016
6:30 P.M. - ARDEN HILLS CITY HALL

PLANNING CASES

A. Planning Case 16-022; Variance; 1500 Arden Place –No Public Hearing Required

Senior Planner Bachler stated the property at 1500 Arden Place is located in the R-1 District on the northeast side of Lake Johanna. The applicants have proposed taking down the existing dwelling on the property and constructing a new single-family dwelling and accessory storage building. The new house would consist of two levels with a walkout basement facing Lake Johanna. Overall, the structure would have an area of 3,152 square feet. Included in this footprint are a 784 square foot attached garage, 168 square foot screened porch, and 328 square foot deck. The 520 square foot accessory building would be located between the proposed house and the west side property line, and would be used primarily for the storage of lake equipment. Due to a significant grade change on the north side of the property along Arden Place, the existing dwelling has been accessed by a driveway easement across the adjacent property at 1516 Arden Place. The plans include the construction of a new curb cut on Arden Place to provide direct driveway access from the public street, eliminating the need for the driveway easement.

Senior Planner Bachler reported three setback variances are needed for the proposed dwelling. For properties with frontage on Lake Johanna, the Zoning Code requires principal structures to be setback a minimum of 50 feet from the ordinary high water level except where the adjoining lots have structures setback at a distance greater than 50 feet. In these cases, the Zoning Code requires the lakeshore setback be calculated based on the prevailing setbacks in order to protect sight lines. The required lakeshore setback for 1500 Arden Place has been calculated at 80 feet – 2 inches. A variance is needed for the dwelling to encroach 15 feet – 9 inches into this required setback. Decks may extend up to six feet into a required structure setback, and in this case a deck could be 74 feet – 2 inches from the shoreline. A portion of the deck on the south side of the house would extend 15 feet – 4 inches into this setback. Additionally, a corner of the attached garage would encroach 2 feet into the 40-foot minimum front yard setback.

Site Data

Land Use Plan:	Low Density Residential
Existing Land Use:	Single Family Detached Residential
Zoning:	R-1: Single Family Residential
Current Lot Sizes:	0.67 Acres (29,146 square feet)
Topography:	Slopes down approximately 29 feet from northeast corner of property to Lake Johanna ordinary high water level

Senior Planner Bachler reviewed the surrounding area, the Plan Evaluation and the Variance Evaluation Criteria.

Senior Planner Bachler provided the Findings of Fact for review:

General Findings:

1. The property at 1500 Arden Place is located in the R-1 Single Family Residential Zoning District.
2. The lot is a conforming lot within the R-1 District.
3. The applicants have proposed taking down the existing dwelling on the property and constructing a new single-family dwelling and accessory storage building.
4. Based on the requirements outlined in Section 1330.03, Subd. 4 of the Zoning Code, the City has determined that the required setback for the new dwelling is 80 feet – 2 inches from the Lake Johanna OHWL.
5. The proposed principal structure would encroach 15 feet – 9 inches into the required setback from the Lake Johanna OHWL, creating a setback of 64 feet – 5 inches.
6. Section 1325.03 of the Zoning Code allows decks to extend up to 6 feet into the required structure setback. Therefore, a deck could be up to 74 feet – 2 inches from the Lake Johanna OHWL.
7. The proposed deck would encroach 15 feet – 4 inches into the setback from the Lake Johanna OHWL, creating a setback of 58 feet – 10 inches.
8. The proposed principal structure would encroach 2 feet into the front yard setback, creating a setback of 38 feet from the Arden Place property line. The minimum front yard setback in the R-1 District is 40 feet.
9. All other aspects of the proposed construction are in conformance with the Zoning Code requirements for the R-1 District.
10. The proposed construction would not encroach on any flood plains, wetlands, or easements.

Variance Findings:

11. The variance would be in harmony with the purpose and intent of the City's Code because the dwelling would be constructed in a location to minimize visual impacts on adjacent properties and protect sight lines of Lake Johanna.
12. The variance would be consistent with the City's Comprehensive Plan because it meets the City's housing goal of encouraging property reinvestment that complements and enhances the character of the City's established neighborhoods.
13. The proposed construction of a new single-family dwelling is a reasonable use of the property that would not be allowed under the rules of the Zoning Code without the requested variance.
14. The property is unique and presents development challenges because of its topography. The unique characteristics of the property were not created by the property owners.
15. The proposed dwelling would not alter the essential character of the neighborhood because it would result in a structure that is consistent and compatible with other construction in the area.
16. The requested variance does not appear to be based on economic considerations alone.

Senior Planner Bachler stated the findings of fact for this variance request support a recommendation for approval. If the Planning Commission chooses to make a recommendation for denial, the Findings of Fact would need to be amended to reflect the reasons for the denial. If the Planning Commission recommends approval of this variance, staff recommends the following six conditions:

1. The project shall be completed in accordance with the plans submitted as amended by the conditions of approval. Any significant changes to these plans, as determined by the City Planner, shall require review and approval by the Planning Commission and City Council.
2. A Grading and Erosion Control permit shall be required prior to the issuance of a Building Permit.
3. A Building Permit shall be required prior to commencement of construction.
4. The accessory structure shall have an exterior finish that is compatible in appearance and material used with the principal structure.
5. The structure shall conform to all other regulations in the City Code.
6. The property owners shall provide 17.6 caliper inches of new tree plantings per the submitted Tree Preservation Plan prior to the issuance of a final certificate of occupancy for the dwelling. Deciduous trees shall be a minimum of 2.5 caliper inches in size, and coniferous trees a minimum of 6 feet in height.

Senior Planner Bachler reviewed the options available to the Planning Commission on this matter:

1. Recommend Approval with Conditions
2. Recommend Approval as Submitted.
3. Recommend Denial
4. Table

Chair Thompson opened the floor to Commissioner comments.

Chair Thompson asked how the height of the structure was measured.

Senior Planner Bachler described how the Zoning Code requires the height of structures to be measured.

Commissioner Jones questioned if the house to the east sat lower and the house to the west sat higher than the subject property.

Senior Planner Bachler requested that the applicant address this question.

Laura Larson, 1500 Arden Place, thanked the Commission for their time. She reported the house at 1492 Arden Place was higher than her home and the home at 1516 Arden Place was also higher than her home. She indicated her home was lower than both adjacent homes. She provided further comment on the steep grade in her driveway.

Commissioner Jones expressed concern with how water runoff would be managed for the new home.

Ms. Larson stated she had completed a grading plan.

Chair Thompson requested further information on how water runoff from the roof would be managed.

Jennifer Otto, Kootenia Homes, reported the home would have gutters and downspouts along with a drain tile system. She explained the elevation of the new home would be brought up to assist with the grading concerns while also eliminating the steep grade of the driveway.

Commissioner Bartel discussed the City's impervious surface requirements noting the lot could have no more than 35% of the property covered. He was pleased that this property would only have 20% impervious coverage.

Chair Thompson indicated she lived on a low lot and had a pump to assist with removing the sewer from her home. She asked if staff was comfortable with the sewer and drainage for the site.

Senior Planner Bachler explained both the City Engineer and Building Official reviewed the plans and there were no concerns at this time. He notes a Building Permit and Grading and Erosion Control Permit would be required prior to construction.

Commissioner Neururer believed the applicant was proposing to build a beautiful home.

Commissioner Bartel was pleased to see the letters of support from the neighboring property owners.

Commissioner Hames supported the request and was thankful the applicant was requesting very minimal variances.

Chair Thompson believed the proposed home was a great use of the property. She thanked the applicant for providing the Commission with the home elevations.

Commissioner Hames moved and Commissioner Zimmerman seconded a motion to recommend approval of Planning Case 16-022 for a Variance at 1500 Arden Place based on the findings of fact and the submitted plans, as amended by the six (6) conditions in the September 7, 2016, report to the Planning Commission. The motion carried unanimously (7-0).



DATE: September 26, 2016

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

FROM: Andy Brotzler, Interim Public Works Director/City Engineer

SUBJECT: Adoption of Snowplow Policy

Requested Action

Adopt the Snowplow Policy with July 2016 revisions.

Background

The City of Arden Hills adopted the current Snow Plowing, Snow Removal and Ice Control Policy in 2006. Due to a change in standard practice for ice control, staff has updated the policy to reflect the use of salt and salt brine applications as well as making other minor revisions as noted on the attached policy.

Discussion

The past practice for ice control was to apply a sand/salt mixture to streets during and/or after snowplowing occurred. Since the previous policy was adopted, it has been determined that it is more effective to apply a salt brine mixture to problem areas such as intersections, hills and curves in advance of snow fall to help in preventing ice buildup in these locations. Not only is the brine more effective, but it has also been found to be more environmentally friendly. In addition, salt is now used during and after plowing instead of a sand/salt mixture.

ATTACHMENT A: Snow Plowing, Snow Removal and Ice Control Policy

Attachment A

Adopted 2006
[Revised July 2016](#)

CITY OF ARDEN HILLS SNOWPLOWING, SNOW REMOVAL AND ICE CONTROL POLICY

DETERMINATION OF NEED AND INTRODUCTIONS

The City of Arden Hills has determined that it is in the best interest of the residents, for the City to assume basic responsibility for control of snow and ice on the streets under the jurisdiction of the City. Appropriate snow and ice control is necessary for emergency services as well as routine travel. Providing this service in a cost-effective manner is a discretionary decision of the City Council. The City will use City employees, equipment and/or contract services as deemed appropriate to provide this service. Therefore, this policy is needed to provide direction for these operations and guidelines for employees and residents based upon available resources.

The City of Arden Hills has approximately thirty-five (3530) miles of street under its jurisdiction. These consist of State Aid roads and residential streets. This policy is intended to provide guidelines for snow and ice control operations for streets under the City's jurisdiction. Some sidewalks are also covered under this policy.

COMMENCEMENT OF OPERATIONS

Snowplowing and/or ice control operations shall commence under the direction of the [Operations & Maintenance \(O & M\) Public Works](#) Director. In his absence, the [O & M Public Works](#) Superintendent will determine when and what operations will begin.

[If there is sufficient notice of an upcoming storm, crews will apply salt brine at intersections, hills, and curves on dry pavement in advance of the storm. Salt brine has been found to be more effective, longer lasting, and more environmentally friendly than conventional road salt.](#)

It is policy to begin snowplowing operations after the snowstorm has subsided. The call out of equipment is dependent upon time and severity of the snowfall. The most critical times are morning and evening rush hour periods.

This policy is designated, if at all feasible, to have the snow removed prior to the beginning of these rush hour periods. If a storm is forecast to be unusually long, or heavy accumulations appear imminent, full snowplowing operations will begin on all of the snowplow routes when accumulations become hazardous for driving. Based on different storm situations and severity levels, the starting time frames are flexible. The following guidelines may also warrant the beginning of the operations.

- A. Snow accumulation of two inches, with continued snowfall.
- B. Drifting of snow may warrant commencement of partial or full operations depending upon conditions.
- C. Icing of pavements may also warrant partial or full operation depending upon extent and conditions.

- D. The [O & M Public Works](#) Director or his designated representative shall determine the time to start operations and the extent of the operations. Storms forecast for late afternoon or evening hours may be the basis for the [O & M Public Works](#) Director splitting a shift and sending crews home for call-out later in the evening.

SUSPENSION OF OPERATIONS

Operations shall continue until all roads are passable. Widening and clean-up operations may continue immediately or on the following working day, depending upon conditions and circumstances. Safety of the plow operators and the public is important. Therefore, snowplowing/removal operations may be terminated after ten to twelve hours to allow personnel adequate time to rest. There may be instances when this is not possible, depending on storm conditions and other circumstances. Operations may also be suspended during periods of limited or zero visibility. Any decision to suspend operations shall be made by the [O & M Public Works](#) Director, or his designee, and shall be based on the conditions of the storm.

~~All plow units are radio equipped.~~ In the event that the driver gets stuck in snow or breaks down, another unit will be summoned to replace or rescue the disabled unit. The safety of the drivers will be of prime importance. If the City should experience equipment breakdown, attempts will be made to engage contract units, or other municipalities to supplement our work force or equipment fleet.

PLOW ROUTES AND SEQUENCING

City streets, public sidewalks, trails, public parking lots, and ice rinks under the City's jurisdiction are affected by this policy. All private sidewalks shall be maintained by the property owner. City parking ~~lots~~ and ice rinks shall be cleared by the City crews, but as a secondary priority. At the City's discretion, they shall either be cleared in conjunction with street routes or after street routes have been completed.

The [O & M Public Works](#) Director shall have the responsibility of determining plow routes and sequencing operations. The [O & M Public Works](#) Director shall retain the latitude to adjust sequencing or route assignments based on storm conditions, equipment availability and/or other conditions warranting changes. Currently, the City has been divided into three different plow routes, with ~~two~~ one snowplows assigned to each.

LEVELS OF SERVICE

The intent of this policy is to provide safe winter driving conditions appropriate for the type of travel typical to City streets. The level of service described herein shall be considered a guideline with the understanding that immediately after a storm, the level of service provided may be less than described herein and may vary across the City, depending on storm conditions and other circumstances. Streets shall be plowed and/or ~~sanded~~ salted, with additional emphasis given to intersection approaches and curves, in order to provide the safest conditions practical under the circumstances.

Snow shall be plowed in a manner that will not obstruct traffic flow on a normal basis. The center of the roadway will be plowed first. The snow will be pushed from the center-line. The

discharge shall go onto the boulevard area of the street. There is no known way to keep snow from filing the end of driveways as the plow passes by.

~~Sanding will start as soon as the vehicles currently equipped with sanding devices have completed their plow routes. Salting may occur while plowing depending on the conditions. Generally intersections, hills, and curves are salted during plowing. If severe ice conditions exist, the sanding trucks may be pulled from their plow routes to being sanding. Other plow units will then complete the plow routes of the vehicles used to sand. salt applications may be more widespread.~~

~~Salt is purchased from Ramsey County. It is loaded by Ramsey County operators that measure tonnage via scales on the loader. Excess salt returned to storage is estimated and recorded by the plow operator and sand shall be ordered and mixed in controlled quantities, based upon usage, in order to avoid excessive storage. The quality of the material is affected by long storage. The salt and sand is usually mixed at between 15% to 20% or approximately 18 tons of salt every 100 tons of sand.~~

The City of Arden Hills does not have a dry pavement policy so those using City maintained rights-of-way are expected to exercise careful judgment and caution during winter months.

During light to normal snowfalls, streets shall be plowed to full width as soon after the initial pass as possible. During heavier snowfalls, the streets shall be plowed as wide as possible initially and widened as the storm intensity lessens. After the storm subsides, clean-up operations shall begin in order to clear intersections and snow storage areas along corners and boulevards. It is the City's intent to complete the initial plowing and sanding-salting operations within twenty-four (24) hours of light snowfalls and within seventy-two (72) hours of heavy snowfalls. Major blizzards may require more time.

PARKING RESTRICTIONS

On-street parking is not compatible with efficient snowplowing operations. Vehicles left parked on the street for extended periods of time created significant operational problems for snowplow operators as well as safety problems due to packed snow and ice remaining on the roadway around the vehicle. The City's Ordinance prohibit parking of vehicles on City streets after the accumulation of two inches or more of snow, with the prohibition continuing until snow removal or plowing thereof has been completed. Any vehicle parked in violation of this Ordinance is subject to a parking citation and is also declared to be a safety hazard and nuisance. This nuisance may be summarily abated by removing and towing away such vehicle under the direction of the Ramsey County Sheriff's Department. Enforcement of this Ordinance shall be directed by the City Council.

SNOW REMOVAL

Certain locations within our community may require additional service after snowplowing operations cease. This shall be referred to as "snow removal". Snow removal hereinafter will be defined as the loading and trucking of snow to an approved site under the direction of the O & M Public Works Director or his designated representative. This service may be proved when

there is no area for snow storage. Snow removal operations normally begin within twenty-four (24) hours after snowplowing operations have been completed.

There are approximately sixty (60) cul-de-sacs in Arden Hills. It may take some time for the specialized equipment to complete the actual cul-de-sac areas; therefore, a snowplow may complete the normal part of the street and complete only a portion of the cul-de-sac.

The major portion of the cul-de-sac will be plowed by the special equipment during the usual time guidelines for snowplowing operations. Snow removal may be required in cul-de-sac areas if previous snow accumulations prevent normal movement of snow to boulevard areas.

SNOW REMOVAL FOR CITY SIDEWALKS AND TRAILS

The city of Arden Hills does maintain most sidewalks and trails. Arden Hills sidewalk snow plowing begins as –soon –as possible after a significant snowfall. The –City will maintain sidewalks and trails only after all City streets have been plowed. Sidewalks and trails that are maintained by the City during the winter months will be cleared of accumulated snow, but will not be maintained to a “clean pavement” condition. The following sidewalk and trail areas will not be maintained by the City’s Operations and Maintenance Department in the winter months due to steep grades or dangerous sidewalk conditions.

- Arden View Drive to Colleen Avenue Trail
- Cummings Park – Lexington Avenue to Cummings Ball Field
- Cummings Park – North Water Tower to Hamline Avenue

The City of Arden Hills will post the aforementioned trail locations as “Minimal Maintenance Trails” during the winter months.

[Special priority is given to school routes along a few sidewalks and trails. All efforts will be made to clear the following sidewalks/trails by 7:00 AM.](#)

- [Trail along County Road E2](#)
- [Trail from Venus Avenue to County Road E2](#)
- [Trail along Lake Valentine Road](#)

PROPERTY DAMAGE

Snowplowing and ice control operations may cause property damage even under the best of circumstances and care on the part of the operator. The major types of damage are to improvements within the City right-of-way, which extends approximately ten to fifteen feet beyond the curb locations. The intent of the right-of-way is to provide room for snow storage, utilities, boulevard trees, sidewalks and other City uses.

The City will repair sod that was damaged by a City snowplow. Operations and Maintenance Department staff members will repair the sod damage with black dirt and grass seed. All other damage within the public right-of-way is the responsibility of the property owner including, but not limited to trees, shrubs, landscaping materials, decorative rock, brick walls, and lawn/landscaping irrigation (sprinkler heads) systems.

The City will not repair/replace sod damage due to the application of sand, salt, or other deicing chemicals.

Certain private improvements such as mailboxes are required within this area: therefore, the City will cooperate with property owners in the event of damaged private property. The City shall specify when this damage is the responsibility of the City and when it shall be the responsibility of the resident.

Mailboxes and supports are the property of the mail route patron and must be installed and maintained by their owner, who must bear the liability for them. Since mailboxes must be located in the road right-of-way in order to be accessed by postal service, certain regulations apply for the safety of the driving public as well as for the protection of the mailboxes themselves.

Federal postal regulations require the mailbox patron to remove any obstructions, including snow, which make delivery difficult. Using one of the approved mailbox supports is highly recommended, as it will allow clearing under or near the mailbox without damage during a normal plowing operation.

When there is a heavy accumulation of snow, the location of mailboxes close to the roadway makes the push back operations of the City's ~~Operations and Maintenance~~ [Public Works staff workers](#) difficult and renders the boxes quite susceptible to damage as a result of plowing operations. It shall be the City's policy to use special care and consideration when plowing snow in the vicinity of mailboxes.

State law now requires all mailbox supports be of a breakaway design.

Mailboxes can be especially vulnerable to damage from snow removal operations. The City assumes liability for mailboxes damaged during plowing, if it is determined that the plow make direct contact with a mailbox that was properly placed and of an approved installation.

To be properly placed, a mailbox should be installed so its bottom edge is 45" to 48" above street level, with the post 48" back from the curb or front of the box. That amount of clearance is necessary to keep the plow's wing from hitting the box. If there are any plastic newspaper tubes attached to the mailbox, they must also be above the minimum 45" height requirement. The box's post should be securely in the ground.

If mailboxes are not installed with the clearance mentioned above, the responsibility for repairing any damage lies with the homeowner, not the City. The City will replace standard metal mailboxes installed properly on approved swing-away posts. The City WILL NOT pay for the replacement cost for a decorative mailboxes.

RESPONSIBILITY OF RESIDENTS

Snowstorms create numerous problems and inconveniences. This policy has identified streets, sidewalks, parking lots and ice rinks that the City will clear. The residents will also have certain

responsibilities. These include clearing their own driveways and private sidewalks, clearing areas for refuse containers, clearing around mailboxes and/or newspaper tubes and fire hydrants adjacent to or located upon their property. These areas must be cleared without depositing any snow into the street. The practice of moving snow from driveways into the street causes a very serious traffic problem. When the snow freezes and a vehicle hits a rough spot, it could be thrown out of control and an accident might occur. It is prohibited to blow, shovel or plow any snow back onto, or across any City street. Snow must not be accumulated into any large piles that obstruct vision or driveways or walks. Refuse containers must not be placed on the street surfaces. The City will not clear private drives or walks.

Snowplowing can cause additional snow to be deposited in driveway approaches and around roadside obstacles. Operators are instructed to attempt to minimize these instances; however, it is not practical to eliminate this situation. Residents must be aware they will be responsible for the subsequent clearing of their driveways after their street has been plowed.

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COMPLAINTS

Complaints regarding snow and ice control or damage shall be taken during normal working hours and handled in accordance with the City's normal complaint procedure. High priority complaints (those involving access to property or problems requiring immediate attention) shall be handled on a priority basis. Response time should not exceed twenty-four (24) hours for any complaint. It should be understood that complaint responses are to ensure that the provisions of this policy have been fulfilled and that all residents of the City have been treated uniformly. It is the City's intention to log all complaints and upgrade this policy as necessary in consideration of the constraints of our resources.

PARKING REGULATIONS

Arden Hills Code of Ordinances Section 800.03 Parking Regulations

Winter Parking Regulations – Except in compliance with the directions of a law enforcement officer or in compliance with regulatory parking signs placed by law enforcement officers or employees of the City, no vehicle shall be parked on the improved portion of any street or highway in the City during the period of time commencing immediately after the accumulation thereon of two or more inches of snow and continuing thereafter until snow removal or plowing has been completed.

Overnight Parking – No vehicles shall be parked on any street for more than 30 minutes between the hours of 2:00 a.m. and 6:00 a.m.

Parking in Residential Districts. – Parking in residential districts shall be limited to the use of the occupants of those residences and their guests.

Parking on Public Streets – Parking on public streets shall not exceed six hours.

Vehicles over 12,000 Pounds – No motor vehicle or trailer with a rated gross weight exceeding 12,000 pounds shall be parked or stored in a residential zone except when loading, unloading or rendering a service.

Parking on Boulevard Prohibited – No motor vehicle shall park upon the boulevard of any public street.

Setbacks from Intersection – Parking shall be set back from street intersections as follows:

- 1. Twenty (20) feet from crosswalk of any uncontrolled intersection;*
- 2. Thirty (30) feet from crosswalk of any controlled intersection; and*
- 3. Twenty (20) feet from any intersection without marked crosswalk.*

Administrative Procedures – The city administrator shall adopt, from time to time, procedures to provide for the safe and consistent application of the parking regulations. The City Administrator may grant variances from the application of parking regulations provided that the variances can be allowed without creating a safety hazard. Administrative variances shall be in writing and shall state the specific time limits during which the variation will be allowed to occur.



DATE: September 26, 2016

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

FROM: Andy Brotzler, Interim Public Works Director/City Engineer

SUBJECT: Bethel Trail Project – Engineering Services

Requested Action

Accept proposal from Elfering & Associates in the amount of \$16,450.00 for Schedule 1 – Preliminary Design of the Bethel Trail project.

Background

The City of Arden Hills has committed to constructing a trail connection between Bethel University’s two campus locations by the end of 2018. While a portion of the trail has been constructed with previous projects, the segment between the main campus entrance on Snelling Avenue to Freeway Park remains to be designed and constructed. Past engineering studies indicate the trail location to be located along the west side of Snelling Avenue and the south side of County Road E.

At the August 8 meeting, the City Council authorized staff to issue a Request for Proposals (RFP) to five firms from the engineering pool. The RFP was issued in August and proposals were received from four firms.

Discussion

The RFP requested that the engineering firms provide proposals for three phases of work: Schedule 1 – Preliminary Design, Schedule 2 – Final Design, and Schedule 3 – Construction Services. This allows for the City Council to approve each phase separately or combined.

Staff has reviewed the proposals and is recommending that the City Council accept the proposal for Schedule 1 – Preliminary Design that is presented by Elfering & Associates. A summary of the proposals is shown in the following table:

FIRM	SCHEDULE 1
Elfering & Associates	\$16,450.00
WSB & Associates	\$26,741.00
SEH	\$57,600.00
Kimley Horn	\$57,720.00

Due to the proximity of the proposed trail location to a wetland located along the west side of Snelling Avenue and coordination with Ramsey County, staff believes that the preliminary design is needed to determine the most feasible location for the trail as previous options presented included either a boardwalk segment or narrowing of Snelling Avenue. Once the preliminary design is completed, staff will return to Council with proposals for final design and construction phase services. Elfering & Associates has indicated that preliminary design could be completed by the end of the year.

ATTACHMENT A: Engineering RFP

ATTACHMENT B: Elfering & Associates Proposal



Request for Proposals: Bethel Trail Project

The City of Arden Hills is seeking proposals for engineering services to construct a trail from the main entrance to Bethel University on Snelling Avenue to the Canadian Pacific rail underpass along Snelling Avenue and continuing south along Snelling Avenue to County Road E and then running on the south side of County Road E east to connect to the existing trail at Freeway Park. Previous studies have identified the west side of Snelling and the south side of County Road E as the preferred alignments. Previous studies are attached

This RFP is divided into the following separate Schedules for professional services:

- I. Schedule 1 – Preliminary Design
- II. Schedule 2 – Final Design
- III. Schedule 3 – Construction Services

The City will consider awarding the described work in Schedules 1, 2 and 3 separately, to the consultant who provides the City the best combination of value and expertise.

GENERAL PROJECT SCOPE

The Arden Hills City Council has committed to providing a trail connection between the two Bethel University Campuses by the end of 2018. Some segments have been recently added with other construction projects and the final link remaining is from the Main Bethel University entrance on Snelling Avenue to the CP Rail underpass on Snelling Avenue and continuing south to County Road E and east on County Road E to Freeway Park.

REQUIRED SERVICES DESCRIPTION

I. Schedule 1 – Preliminary Design:

- 1. COORDINATION W/ RAMSEY COUNTY
All of this work is within Ramsey County Right of Way and as such will require approval of Ramsey County. Additionally, Ramsey County typically contributes to the construction cost of this type of trail and therefore they will have an interest in the design and construction to insure it meets with their criteria. Preliminary scoping work that has been previously done on this trail segment suggested a boardwalk section along the pond south of the CP rail underpass. It appears there may be some unused shoulder area in the roadway that could be used to narrow up the road / trail section in this environmentally sensitive area. It may be possible to construct this section of trail upland if the roadway is narrowed up to provide space for a trail. This is an area where coordination with Ramsey County will be key to the success of this project.
- 2. UTILITY LOCATION
Call Gopher State one call to assemble utility information which shall be incorporated on the base mapping. All utilities are to be field marked and located by means of survey quality equipment. The selected consultant shall also incorporate City utility as-built drawings into the base mapping. As-built drawings will be provided to the consultant.

3. **CROSS-SECTION DATA**
Provide cross-section point data at 50 foot intervals, all driveway locations and where the topography changes between 50 foot stations. At a minimum the cross section data should extend 10 feet beyond the right-of-way. As necessary due to the topography changes beyond the right of way, additional shots may be necessary. At driveway locations the cross sectional data should extend a minimum of 25 feet back. Included in the cross sectional data should be existing street centerline, roadway edges (top and bottom curb shots), top and bottom of retaining walls and every change in grade of the cross section. Enough shots must be taken to provide an accurate and complete TIN.
4. **TOPOGRAPHIC FEATURES**
Provide shot data for all topographic features including but not limited to trees (within 25 feet of the edge of the roadway), treeline, mailboxes, driveway edges, landscape edges, private and public utility locations, house corners adjacent to street reconstruction, roadway edges, street signs, property corners, light poles, flag poles, bridges, water surfaces, and retaining walls. Locate and provide shot data for all property corners adjacent to the street construction. Utilizing CAD software that is compatible with the latest version of AutoCAD, create the base map for the project. The base map should be created to show all topographic features from the field data. Create a TIN model for the project area and create an AutoCAD layer for contours. The consultant may use their standard linetypes and symbols. Upon completion of the project, electronic files shall be provided to the City, along with plot files or other supporting data.
5. **PRELIMINARY LAYOUT**
Utilizing CAD software that is compatible with the latest version of AutoCAD, create the proposed project layout. The trail is expected to be a minimum of 8 feet wide with a bituminous surface. The trail design should meet state aid design standards as well as MnDNR design standards. Along with the preliminary layout an estimate of construction costs will be provided to city staff. Additionally, an opinion on potential phasing of the project and if there are any options to accelerate the construction schedule to allow for all or a portion of the trail to be constructed in 2017 should be provided
6. **WETLAND DELINEATION / WETLAND PERMITTING**
Wetlands exist along the proposed route. The construction may impact some wetlands and therefore a complete delineation along the route needs to be prepared. Additionally, any wetland impacts as a result of the preliminary design needs to be permitted through the Wetland Conservation Act (WCA) and possibly by the Army Corps of Engineers. A complete permit application for any permits needs must be prepared and processed as part of this item.
7. **FLOODPLAIN / FLOOD FRINGE DETERMINATION**
There are potentially Floodplain / Flood Fringe issues related to this trail as well. These impacts need to be quantified and permitted if applicable.
8. **PROJECT MEETINGS / CITY COUNCIL MEETINGS**
The project will require a number of meetings to engage the public in the design, coordinate with various agencies, coordinate with city staff, and obtain approval from the City Council. The engineer is expected to conduct and participate in all necessary meetings to see the project thru to a successful completion.

9. AT GRADE STREET CROSSINGS

Snelling Avenue and County Road E are both busy County Roads, adding pedestrian traffic to the corridor may present safety problems where pedestrians and traffic cross. The preliminary design should look at traffic volumes, project future pedestrian volumes and incorporate any needed safety measures where pedestrians cross traffic on this route.

II. Schedule 2 – Final Design:

1. FINAL DETAIL DESIGN

Complete final bid documents in accordance with State Aid Standards, MN DNR trail design standards, wetland permitting requirements and Ramsey County requirements. It is expected that the project will be partially funded through municipal state aid and therefore plans must be approved by MnDOT's state aid office. It is not anticipated that any federal funding will be obtained and therefore the project will not need to meet guidelines required on federal projects.

2. PROJECT MEETINGS / CITY COUNCIL MEETINGS

Again during final design, the project will require the engineer to, coordinate with various agencies, coordinate with city staff, and obtain approval from the City Council. The engineer is expected to conduct and participate in all necessary meetings to see the project thru to a successful completion.

III. Schedule 3 – Construction Services:

1. CONSTRUCTION ADMINISTRATION

Construction administration will include overseeing the construction contract from beginning to end. The work in this section begins at advertising the project for bid. Also included is opening bids, review of bids and bidders and recommendations on award. Throughout construction the engineer will manage the project, prepare pay estimates, approve shop drawing and submittals and ensure the construction is in accordance with all contract documents. At completion the engineer will provide the City with an as built drawing of the project.

2. CONSTRUCTION INSPECTION

The engineer will provide inspection of the contractors work to insure construction is in conformance with all contract documents. The inspector will verify that all material testing is occurring as construction progresses. Material testing will be contracted for separately and is not included in construction services.

3. CONSTRUCTION STAKING

Provide all construction staking as needed by the contractor to construct the project. Once staking has been completed it is the contractor's responsibility to protect stakes provided.

Project Schedule

The following is the proposed schedule for the project.

RFQ submittals due:	August 22, 2016 (2:00 PM)
City Council to award contract to consultant:	August 29, 2016
Kick-off meeting with City Staff:	Week of September 5 th , 2016
Completion of Schedule 1	February 1, 2017
Completion of Schedule 2	November 1, 2017
Completion of Schedule 3	June 30, 2018

PROPOSAL CONTENTS

The proposals should include a project scope, project understanding, schedule, a cost breakdown including hours budgeted to each task and hourly rates.

The City may consider awarding the described work in Schedule 1 ,2 and 3 separately, to the most qualified consultant or consultants.

Please provide your proposal by 2:00 PM, Monday, August 22, 2016. Proposals may be submitted via e-mail. If a paper copy is submitted, please make double-sided copies, do not bind the proposal, and be concise with your response. Address submittals to:

John Anderson, PE
Acting Public Works Director
City of Arden Hills
1245 West Highway 96
Arden Hills, MN 55112

janderson@cityofardenhills.org

The City of Arden Hills reserves the right to reject any or all proposals at the full discretion of the City Council.

Attachment B

ELFERING & ASSOCIATES



August 31, 2016

Ms. Sue Iverson
Acting City Administrator
City of Arden Hills
1245 West Highway 96
Arden Hills, MN 55112

RE: Request for Proposal – Bethel Trail Project

Dear Ms. Iverson:

We appreciate this opportunity to submit our proposal to provide topographic, engineering, and construction management services to the City of Arden Hills for the Bethel Trail Project. Based on our understanding of the request, we feel that we are in an excellent position to provide services to the City because our understanding of City standards and practices gained from working with the City on previous projects allows us to seamlessly work as an extension of the City. The team proposed is the same that has worked on past projects and no time will be needed getting up to speed.

We understand that this trail segment is an important link in the overall trail network within the City and will especially provide pedestrian users from Bethel University the ability to connect with other areas of the City. Communication with City Staff and Council is an important aspect of the project and we will go beyond to also work with Ramsey County and other affected parties to develop a trail segment that maximizes the use of the corridor. We have spoken with Ramsey County Staff and they are aware of the desire to complete this segment and the issues facing some of the segments.

We have outlined our proposed scope of services and associated fees to effectively and efficiently complete the services within the proposal. Please feel free to contact us directly at (763) 780-0450 Ext. 2.

Sincerely,

Elfering & Associates

Kristie Elfering, P.E.
Principal

Elfering & Associates

Elfering & Associates appreciates this opportunity to submit our proposal to provide surveying and engineering services to the City of Arden Hills for the Bethel Trail Project. Based on our understanding of the request, we feel that we are in an excellent position to provide services to the City because our talents, knowledge, and skills align well with the needs of the community. Our team at Elfering & Associates is dedicated to providing quality engineering, surveying, and construction management services to Arden Hills and continuing our relationship of serving the City.

Providing quality engineering is a baseline expectation in today's competitive market. We recognize that fact and have structured our approach to go beyond that to offer the City of Arden Hills exemplary service in aspects of communication, responsiveness, and reliability. We have had the pleasure of working with the City and Staff on several projects within the City including:

-  2011 Pavement Management Program
-  Lift Station 1 and 12 Modifications
-  Valentine Park Improvements
-  2013 Pavement Management Program
-  2015 Pavement Management Program
-  County Road E Improvements

The staff that has worked with the City on the above projects will serve as the project team for the Bethel Trail Project.

Kristie Elfering, P.E. is proposed as the key contact and will serve as the Project Manager for the project. Kristie has served as the Project Manager for the projects within the City of Arden Hills that we have worked on. You can be assured that Kristie will serve the City in a dedicated manner. With over fifteen years of engineering experience, Kristie will be able to effectively take a lead role in managing the project for a successful outcome. She also has the ability to dedicate the necessary team members to serve the City.

Project Understanding and Scope of Services



It is our understanding that the City of Arden Hills has undertaken some preliminary steps in planning for the trail route along Old Snelling Avenue from the Bethel driveway to the existing trail at Freeway Park. This includes the development of a Preliminary Engineering Report in December 2008. The report and further discussions with City Staff have identified the west side of Snelling and the south side

of County Road E as the preferred alignment. In addition, a segment of trail has

already been completed within the corridor at the CP Rail underpass on the west side (picture below). Our proposal is based on this preferred alignment.



Ramsey County has a desire to maintain the shoulder along the west side of Snelling, but is open to options for the construction of the trail given some of the existing topographic constraints including the location of wetlands along the corridor. They also recognize that they will be sharing a portion of the cost of the trail construction.

A project can be completed that is technically sufficient, but if the desired outcome was not effectively communicated to all stakeholders the project can be deemed a failure. At Elfering & Associates, we have established communication techniques that lead to a successful project or relationship.

The scope of services includes three distinct phases from the preliminary design through final construction. We anticipate completing the following under each phase:

Schedule 1 – Preliminary Design

-  Kick-off Meeting – A meeting will be held with appropriate stakeholders to determine desired project outcomes and results. This meeting will also be utilized as a time to determine what existing information can be gathered to aid in completion of the study.
-  Coordination with Ramsey County – Coordination with the City of Arden Hills is a baseline expectation and beyond that we will communicate with other affected parties. We have worked with Ramsey County staff on projects within Arden Hills and other cities. We will work closely with their Staff to ensure that the most effective and efficient use of the corridor is made.
-  Topographic Survey – The proposed trail route is approximately 2,120 linear feet. We anticipate setting control for this and future stages of the project, completing a property corner search, surveying existing features, and obtaining builds on existing structures.
-  Preparation of Preliminary Layout – An electronic base map will be developed and a layout prepared that can be used during the design phase

of the project. Parcel information will be added to aid in determination of right-of-way.

- 🌳 **Public Involvement** – An open house will be held with the residents and businesses that abut and/or are impacted by the project. Information will be gathered that will allow for development of a preliminary plan that minimizes impacts and disruptions to these residents and businesses.
- 🌳 **Permitting** – Any necessary wetland delineation and floodplain issues will be identified and permitted as necessary.
- 🌳 **Estimated costs and funding sources** will be noted so that the City can be aware of budgetary impacts.

Schedule 2 – Final Design

- 🌳 **Coordination** – We will continue to coordinate with City Staff and representatives, the County, and other various agencies as we move into final design.
- 🌳 **Preparation of Bidding Documents** – Plans and specifications will be developed that can be utilized as bidding documents that meet the requirements and standards of the appropriate agencies.

Schedule 3 – Construction Services

- 🌳 **Construction Services** – We have provided construction administration, inspection, and staking for the City of Arden Hills on multiple projects over the last five years. Our team will provide these services in a similar manner as in the past. In addition, we will provide social media updates for the City to place on their website and Facebook page. The trail will be an important connection point for pedestrians from the Bethel University.



Project Schedule

It is our understanding that the City would like the option for an accelerated schedule that allows for starting construction in 2017. The schedule below can be modified to meet the City's needs, but allows for an early spring bidding to capitalize on a competitive bidding environment.

Activity	Date
Authorize Schedule 1 – Preliminary Design	September 12, 2016
Kick-off Meeting with the City	Week of September 12th
Kick-off Meeting with all Affected Parties	Week of September 19th
Topographic Survey	Sept. 19 – Sept. 23
Preparation of Base Map and Preliminary Layout	Sept 26 – Oct 14
Open House	October 19, 2016
Finalize Preliminary Layout and Permitting	Oct. 20 – Oct. 26
Preparation of Bidding Documents	November – Dec. 2016
Plan Review Meeting with Affected Parties	Early Dec. 2016
Finalize Bidding Documents	January – Feb. 2016
Construction	Early 2017

The above schedule assumes that approval will be granted early enough and the weather will be favorable to complete a wetland delineation this fall. If the project authorization is delayed and a wetland delineation cannot be completed until the spring the final design of the project may be delayed until wetland impacts can be confirmed depending on the chosen alignment.

This schedule will allow for the City to hold an Open House at the end of October and order the preparation of plans and specifications. With the detailed information that the City receives from the preliminary layout prepared under Schedule 1, plans should be able to be completed by the end of December to allow for MnDOT State Aid review in December. That puts the City in a good position to have a bid opening in early 2017 and start construction if so desired.

Engineering Fee

We are prepared to meet the scope of services listed above for the following not to exceed hourly fee:

Schedule 1 – Preliminary Design

	<u>Fee</u>	<u>Est. Hrs</u>
Meetings	\$ 1,380.00	12
Topographic Survey	\$ 3,120.00	24
Preparation of Preliminary Layout	\$ 6,800.00	80
Wetland Delineation and Boundary Approval	\$ 4,000.00	40
Public Involvement	<u>\$ 1,150.00</u>	10
 Total Preliminary Design Fee	 \$16,450.00	

This assumes that all work can be completed within the right-of-way and no easements will be necessary. It also assumes that Ramsey County will be able to provide documentation to the location of their right-of-way. This also assumes that the improvements will not require wetland mitigation. If wetland mitigation is necessary due to the width of the construction impacts that would be discussed with the City and potentially increase the fee.

Schedule 2 – Final Design

	<u>Fee</u>	<u>Est. Hrs</u>
Meetings	\$ 1,380.00	12
Preparation of Bidding Documents	\$ 6,800.00	80
Public Involvement	<u>\$ 1,150.00</u>	10
 Total Final Design Fee	 \$ 9,330.00	

This assumes that we have completed the Preliminary Design Phase. If the preliminary design is completed by another Firm we would reserve the right to review the information prepared during the preliminary phase before entering into a contract for an exact design fee.

Schedule 3 – Construction Services

	<u>Fee</u>	<u>Est. Hrs</u>
Bidding	\$ 1,575.00	15
Construction Administration	\$ 5,750.00	50
Construction Inspection	\$17,000.00	200
Construction Surveying	\$ 3,120.00	24
 Total Construction Services Fee	 \$27,445.00	

This assumes that construction will take five weeks and full time inspection is desired by the City.

The following schedule of positions and hourly rates, detail our billing rates for this project:

Project Hourly Rate Schedule

<i>Team Member</i>	<i>Hourly Rate</i>
Kristie Elfering, P.E.	\$115.00
Lee Elfering, P.E.	\$115.00
Project Engineer	\$ 95.00
Field Technician	\$ 85.00
Survey Crew	\$130.00
CAD Technician	\$ 75.00
Administrative Assistant	\$ 50.00

No materials or supplies will be billed.



DATE: September 26, 2016

TO: Honorable Mayor and City Council

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

SUBJECT: 2017 Proposed Preliminary General Fund Budget and Tax Levy

INTRODUCTION

In preparation for adoption of the preliminary tax levy in September, this memo addresses the following information: residential property values, discussion on preliminary levy, salary assumptions being used to prepare the preliminary budget, and a discussion on capital improvement funding.

RESIDENTIAL PROPERTY VALUES

According to information provided by Ramsey County in May of this year, the median home value in Arden Hills will increase from \$300,300 for 2016 taxes, to \$306,350 for 2017 taxes which is a 2.0% increase (last year we saw a 1.8% increase) in value compared to the county average increase of 4.6%. According to Ramsey County, assessed value had declined for five consecutive assessments, the markets are stabilizing, and we are now experiencing an increase of residential, apartment, and commercial values. Arden Hills' values were very stable during this time or increased, thus we see a smaller average increase now vs. the county-wide increase.

In order to evaluate the true impact to the residential property owner, you need to take into account the increase in fiscal disparities (increase of 10.1%) and the change in the taxable value (increase of 1.9% after exclusions).

To help illustrate this, the following table shows the impact to the residential property owner due to the increase in fiscal disparity dollars and the changes in the assessed market values. This results in a net Tax Rate decrease of 2.6% before any levy changes are made. (Last year we saw a decrease of 6.5% in this same comparison)

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 2017 Proposed Preliminary Budget and Tax Levy
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Assuming **no** City levy change, the home owner that has a median valued home (value going from \$300,300 to \$306,350) will see their City taxes going down **annually** by \$3.18 or 0.4% as illustrated on the following chart.

Item		Actual Pay 2016 (A)	Proposed Pay 2017 (B)	% Change (C)
1. Levy before reduction for state aids		\$3,478,775	\$3,478,775	0.0%
2. State Aids	-	\$0	\$0	0.0%
3. Certified Property Tax Levy	=	\$3,478,775	\$3,478,775	0.0%
4. Fiscal Disparity Portion of Levy	-	\$264,113	\$290,710	10.1%
5. Local Portion of Levy	=	\$3,214,662	\$3,188,065	-0.8%
6. Local Taxable Value	÷	12,163,391	12,388,762	1.9%
7. Local Tax Rate	=	26.429%	25.734%	-2.6%
8. Market Value Referenda Levy		\$0	\$0	0.0%
9. Fiscal Disparity Portion of Levy (SDs only)	-	\$0	\$0	0.0%
10. Local Levy	=	\$0	\$0	0.0%
11. Referenda Market Value	÷	1,144,235,400	1,174,488,300	2.6%
12. Market Value Referenda Rate	=	0.00000%	0.00000%	0.0%

Taxable Market Value B/4 Credit	Homestead Exclusion Credit	Taxable Market Value	Tax Capacity		Taxing District Net Tax	Impact from Market Shifts and Fiscal Disparities					
Proposed Pay 2017						Total Change		Annual Increase		Monthly incr.	
Pay 2013 MV X 0.988	76,000 @ .40% rem up to 413799 @ .09%	(D - E)	500,000 @ 1.0% rem @ 1.25%		(B7 x G) + (B12 x D)	Annual Increase	Monthly incr.	Annual Increase	Monthly incr.	Annual Increase	Monthly incr.
Estimated Tax District rate as % of total rate:											
150,000	23,740	126,260	1,263		\$325.02	(\$0.32)	\$ (0.03)	(\$0.32)	\$ (1.19)		
306,350	9,669	296,681	2,967		\$763.53	(\$3.18)	\$ (0.27)	(\$3.18)	\$ (3.00)		
350,000	5,740	344,260	3,443		\$886.02	(\$3.84)	\$ (0.32)	(\$3.84)	\$ (3.56)		
500,000	-	500,000	5,000		\$1,286.70	(\$8.85)	\$ (0.74)	(\$8.85)	\$ (5.41)		
750,000	-	750,000	8,125		\$2,090.89	(\$7.84)	\$ (0.65)	(\$7.84)	\$ (8.27)		

The City's share of Fiscal Disparities (line 4) has increased, and the City's Tax Capacity (line 6) has increased, which results in a 2.6% decrease in the tax rate.

Fiscal Disparities runs on a one year lag and is based on the levy amounts that jurisdictions submitted for 2016 (or last year). Jurisdictions that increased their levies will receive more, while those that kept their levies flat or fairly small will see decreases.

RECAP OF RAMSEY COUNTY FINANCE DIRECTORS MEETING

On August 15, 2016, Ramsey County held a meeting with its Finance Directors from all taxing districts. The Assessor is optimistic that our real estate markets are much improved and still getting better.

Residential markets experienced the most positive improvements, with buyer activity improving, there are fewer foreclosure and short sales. Apartment markets continue to be very healthy and there is substantial construction of new apartments across the Twin Cities metro area.

Commercial and industrial markets have recovered most of the loss in value from the recession. County-wide Commercial/Industrial aggregate values have increased 4.0%.

TAKING A LOOK AT ARDEN HILLS LEVY TAX RATE HISTORY

The State of Minnesota has granted local municipalities the authority to levy taxes to fund operations and debt payments. The City’s entire tax levy goes for General Fund expenditures. For the City of Arden Hills, the property tax levy accounts for approximately 76% of the General Fund revenues. Historically, the City does not use reserves to balance the City’s budget, however, due to economic conditions the following chart illustrates the City’s use of reserves to balance the budget over the last six years:

	Reserves	
<u>Year</u>	<u>Used</u>	
2010	\$	41,201
2011	\$	20,000
2012	\$	-
2013	\$	20,454
2014	\$	-
2015	\$	58,305
2016	\$	160,325

The following table provides a historical view of the City’s property tax levies:

<u>Year</u>	<u>Tax Levy</u>	<u>% Change</u>	<u>Tax Rate</u>	<u>% Change</u>
2002	\$ 2,201,002	-	25.092%	-
2003	\$ 2,265,712	2.9%	23.930%	-4.63%
2004	\$ 2,333,337	3.0%	23.367%	-2.35%
2005	\$ 2,440,453	4.6%	21.299%	-8.85%
2006	\$ 2,537,520	4.0%	20.191%	-5.20%
2007	\$ 2,688,944	6.0%	20.206%	0.07%
2008	\$ 2,797,348	4.0%	19.585%	-3.07%
2009	\$ 2,948,646	5.4%	20.520%	4.77%
2010	\$ 3,016,465	2.3%	22.647%	10.37%
2011	\$ 3,040,964	0.8%	24.180%	6.77%
2012	\$ 3,096,994	1.8%	25.544%	5.64%
2013	\$ 3,191,230	3.0%	27.931%	9.34%
2014	\$ 3,257,456	2.1%	27.954%	0.08%
2015	\$ 3,359,775	3.1%	27.228%	-2.60%
2016	\$ 3,478,775	3.5%	26.429%	-2.93%

In 2009 the LJFD duty crew implementation began, while 2010 and 2011 saw the unallotment of the MVHC to cities. The City Council has been very conservative in budgeting and has reduced

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department budgets or used reserves to deal with the increased costs of our contracted services while still maintaining services the last few years.

OPERATING BUDGET

Salary and Benefits

The 2017 preliminary budget is currently being prepared assuming a 2.5% wage adjustment for non-union staff and 2.7% for union staff. Medical benefits are increasing by 14.3% and the cost share allocation was changed for 2017 so that the City will contribute 40% of the increase and the employee would contribute 60% of the increase were as previously it was a 50/50 split.

In surveying surrounding communities most have included a 2.0% - 3.0% COLA increase in their preliminary estimates for their 2017 budgets.

General Fund

Revenues and expenditures are shown in the following table. We have highlighted the impact of the tax levy and the proposed budget on the following pages to give you a brief overview. Staff will be discussing the budget prior to the meeting at a special City Council worksession.

City of Arden Hills General Fund							
	Actual FY 2014	Actual FY 2015	Budget FY 2016	Amended FY2016	YTD FY2016	Proposed FY 2017	% Change 16 vs 17
<u>Revenues</u>							
<u>Taxes</u>							
Taxes	3,210,026	3,203,004	3,508,875	3,508,875	1,734,832	3,671,390	4.63%
Licenses and Permits	327,726	518,845	265,530	265,530	246,147	347,330	30.81%
Other Intergovernmental	136,249	130,023	147,864	147,864	44,061	145,788	-1.40%
Charges for Services	510,247	686,443	476,303	476,303	203,389	573,865	20.48%
Fines & Forfeits	29,569	32,792	34,569	34,569	9,798	36,500	5.59%
Special Assessments	2,244	1,316	3,000	3,000	1,158	3,000	0.00%
Miscellaneous	75,024	77,665	74,150	74,150	55,919	74,150	0.00%
Transfers	-	-	-	-	-	-	0.00%
Total Revenues	\$ 4,291,086	\$ 4,650,087	\$ 4,510,291	\$ 4,510,291	\$ 2,295,303	\$ 4,852,023	7.58%
<u>Expenditures by Category</u>							
Personal Services	\$ 1,400,601	\$ 1,328,172	\$ 1,498,764	\$ 1,498,764	\$ 545,627	\$ 1,577,897	5.28%
Materials and Supplies	206,046	138,607	160,246	160,246	47,797	160,284	0.02%
Other Services and Charges	2,505,384	2,379,419	2,801,607	2,801,607	1,218,545	3,012,167	7.52%
Capital Outlay	-	-	-	-	-	-	0.00%
Transfers	212,417	80,000	210,000	210,000	-	340,000	61.90%
Contingency/Reserves	-	-	-	-	-	-	0.00%
Other Financing Uses	-	-	-	-	-	-	0.00%
Total Expenditures	\$ 4,324,449	\$ 3,926,197	\$ 4,670,617	\$ 4,670,617	\$ 1,811,969	\$ 5,090,348	8.99%
Fund Balance - January 1	2,365,706	2,332,343	3,056,233	3,056,233	3,056,233	2,895,907	
Excess Revenue Over Expenditure	(33,363)	723,890	(160,325)	(160,325)	483,335	(238,324)	
Fund Balance - December 31	\$ 2,332,343	\$ 3,056,233	\$ 2,895,907	\$ 2,895,907	\$ 3,539,568	\$ 2,657,583	

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 2017 Proposed Preliminary Budget and Tax Levy
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At the June 20, 2016 worksession, the Council directed staff to construct a budget with a 2.5% COLA and the 60/40 change to the benefit contributions as reference above. Council also directed staff to set a preliminary levy for discussion purposes at 2% plus the increase in public safety costs. This results in a levy increase of 4.7% or \$162,515. Other directives were to restore the PIR transfer to \$200,000 from \$100,000 in the 2016 budget and to show what was added to the budget. In addition to the salary and benefits increases the major increases from the 2016 budget to 2017 are shown in the chart to the right.

General Fund Expenditures	
Salary & Benefits	\$ 56,162
Sheriff Contract	72,211
Fire Contract	19,252
Dispatch Contract	1,052
Comprehensive Plan Costs	100,000
Addition of Working Foreman	36,658
EDA Transfer	30,000
PIR Transfer	100,000
Other Misc Adjustments	(14,496)
	\$ 400,839

The Sheriff's contract includes the addition of an investigator. The case load in 2009 was approximately 518 and has grown over the years to 1148 in 2016. Ramsey County has been subsidizing this cost up until now and the need is very real. The additional investigator was put into the budget with an April 1, 2017 start even though it is currently doing work for the contract cities with Ramsey County funding it. All other items were put on hold to help hold budget costs down.

Dispatch increases are down as we had the call center and the CAD system into our formula in 2016. Fire increases are down as the Duty Crew had been fully implemented for the 2016 budget.

Per Council discussion, \$100,000 was added to the budget for the Comprehensive Plan update – this could be considered a one-time expenditure which would be appropriate to use reserve funds for.

The PIR transfer was restored to \$200,000 per Council directive as referenced above. As per the forecast prepared in 2015 for the EDA operating fund as a result of the funding from the Round Lake Road TIF district expiring, an additional \$30,000 in transfers was added and was approved by the EDA on July 25, 2016.

All positions are currently still in the 2017 budget including the Working Foreman in Public Works.

Revenues have largely increased due to increased Antenna Rental revenue and Building Permits and Land Use applications. The chart at the right illustrates the increases.

General Fund Revenues	
Property Tax Levy	\$ 162,515
License and Permits	81,800
Antenna Rentals	40,000
Plan Check Fees	38,000
Other Misc Adjustments	19,417
	\$ 341,732

Issues to Consider

The current budget proposal is a \$400,839 increase from the previous year. Public Safety increases are equal to \$92,515 of the increase. Salaries and benefits are \$92,820 of the increase, but remember all vacant positions and the Working Foreman have been included in this budget. \$100,000 has been included for the Comprehensive Plan Update which could be a one-time expenditure. Unless there is a change in personnel and positions, most other increases are going to be on-going operation costs.

Last year the Council balanced the budget using \$160,325 in reserves, while we may not have used them as a result of vacancies and better than expected revenues with building permit activity and planning cases, this will not be sustainable in the future if we fill the vacant positions and as we are primarily built out the permit and planning revenue will not be a stable reliable source of revenue.

The budget presented as directed by the City Council shows using \$238,324 in reserves to balance the proposed 2017 budget. If we assume that \$100,000 of this amount is a one-time expense for the Comprehensive Plan amendment, then the on-going concern is \$138,324. This does include the General Fund portion of the Working Foreman position, if this were eliminated the on-going concern would amount to \$101,666. To correct this concern in the current proposed budget would mean a levy increase of 7.6% or \$264,181. We would then be using \$136,658 in reserves for this budget which would be appropriate for one-time expenditures.

Sample Levy Increases

Staff has prepared a number of tax levy scenarios for discussion in evaluating setting a levy.

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4.7% Levy Increase (\$162,515) Directed by City Council June 20, 2016

Item	Actual Pay 2016 (A)	Proposed Pay 2017 (B)	% Change (C)
1. Levy before reduction for state aids	\$3,478,775	\$3,641,290	4.7%
2. State Aids	-	\$0	0.0%
3. Certified Property Tax Levy	=	\$3,478,775	4.7%
4. Fiscal Disparity Portion of Levy	-	\$264,113	10.1%
5. Local Portion of Levy	=	\$3,214,662	4.2%
6. Local Taxable Value	÷	12,163,391	1.9%
7. Local Tax Rate	=	26.429%	2.3%
8. Market Value Referenda Levy		\$0	0.0%
9. Fiscal Disparity Portion of Levy (SDs only)	-	\$0	0.0%
10. Local Levy	=	\$0	0.0%
11. Referenda Market Value	÷	1,144,235,400	2.6%
12. Market Value Referenda Rate	=	0.00000%	0.0%

Taxable Market Value B/4 Credit	Homestead Exclusion Credit	Taxable Market Value	Tax Capacity	Taxing District Net Tax	Total Change Annual Increase	Total Change Monthly incr.	Impact from Market Shifts and Fiscal Disparities Annual Increase	Impact from Market Shifts and Fiscal Disparities Monthly incr.	Impact from Levy Incr Annual Increase	Impact from Levy Incr Monthly incr.
Proposed Pay 2017										
Pay 2013 MV X 0.988	76,000 @ .40% rem up to 413799 @ .09	(D - E)	500,000 @ 1.0% rem @ 1.25%	(B7 x G) + (B12 x D)						
Estimated Tax District rate as % of total rate:										
150,000	23,740	126,260	1,263	\$341.58	\$16.24	\$ 1.35	(\$0.32)	(\$ 1.19)	\$16.56	\$ 1.38
306,350	9,669	296,681	2,967	\$802.43	\$35.72	\$ 2.98	(\$3.18)	(\$ 3.00)	\$38.90	\$ 3.24
350,000	5,740	344,260	3,443	\$931.16	\$41.30	\$ 3.44	(\$3.84)	(\$ 3.56)	\$45.14	\$ 3.76
500,000	-	500,000	5,000	\$1,352.25	\$56.70	\$ 4.73	(\$8.85)	(\$ 5.41)	\$65.55	\$ 5.46
750,000	-	750,000	8,125	\$2,197.41	\$98.68	\$ 8.22	(\$7.84)	(\$ 8.27)	\$106.52	\$ 8.88

7.6% Levy Increase (\$264,181) On-going operating costs presented in proposed budget

Item	Actual Pay 2016 (A)	Proposed Pay 2017 (B)	% Change (C)
1. Levy before reduction for state aids	\$3,478,775	\$3,742,956	7.6%
2. State Aids	-	\$0	0.0%
3. Certified Property Tax Levy	=	\$3,478,775	7.6%
4. Fiscal Disparity Portion of Levy	-	\$264,113	10.1%
5. Local Portion of Levy	=	\$3,214,662	7.4%
6. Local Taxable Value	÷	12,163,391	1.9%
7. Local Tax Rate	=	26.429%	5.4%
8. Market Value Referenda Levy		\$0	0.0%
9. Fiscal Disparity Portion of Levy (SDs only)	-	\$0	0.0%
10. Local Levy	=	\$0	0.0%
11. Referenda Market Value	÷	1,144,235,400	2.6%
12. Market Value Referenda Rate	=	0.00000%	0.0%

Taxable Market Value B/4 Credit	Homestead Exclusion Credit	Taxable Market Value	Tax Capacity	Taxing District Net Tax	Total Change Annual Increase	Total Change Monthly incr.	Impact from Market Shifts and Fiscal Disparities Annual Increase	Impact from Market Shifts and Fiscal Disparities Monthly incr.	Impact from Levy Incr Annual Increase	Impact from Levy Incr Monthly incr.
Proposed Pay 2017										
Pay 2013 MV X 0.988	76,000 @ .40% rem up to 413799 @ .09	(D - E)	500,000 @ 1.0% rem @ 1.25%	(B7 x G) + (B12 x D)						
Estimated Tax District rate as % of total rate:										
150,000	23,740	126,260	1,263	\$351.95	\$26.61	\$ 2.22	(\$0.32)	(\$ 1.19)	\$26.93	\$ 2.24
306,350	9,669	296,681	2,967	\$826.78	\$60.07	\$ 5.01	(\$3.18)	(\$ 3.00)	\$63.25	\$ 5.27
350,000	5,740	344,260	3,443	\$959.43	\$69.57	\$ 5.80	(\$3.84)	(\$ 3.56)	\$73.41	\$ 6.12
500,000	-	500,000	5,000	\$1,393.30	\$97.75	\$ 8.15	(\$8.85)	(\$ 5.41)	\$106.60	\$ 8.88
750,000	-	750,000	8,125	\$2,264.11	\$165.38	\$ 13.78	(\$7.84)	(\$ 8.27)	\$173.22	\$ 14.44

Memo - City Council
 2017 Proposed Preliminary Budget and Tax Levy
 P8

11.5% Levy Increase (\$400,839) Balanced budget as proposed

Item	Actual Pay 2016 (A)	Proposed Pay 2017 (B)	% Change (C)	
1. Levy before reduction for state aids	\$3,478,775	\$3,879,614	11.5%	
2. State Aids	-	\$0	0.0%	
3. Certified Property Tax Levy	=	\$3,478,775	\$3,879,614	11.5%
4. Fiscal Disparity Portion of Levy	-	\$264,113	\$290,710	10.1%
5. Local Portion of Levy	=	\$3,214,662	\$3,588,904	11.6%
6. Local Taxable Value	÷	12,163,391	12,388,762	1.9%
7. Local Tax Rate	=	26.429%	28.969%	9.6%
8. Market Value Referenda Levy		\$0	\$0	0.0%
9. Fiscal Disparity Portion of Levy (SDs only)	-	\$0	\$0	0.0%
10. Local Levy	=	\$0	\$0	0.0%
11. Referenda Market Value	÷	1,144,235,400	1,174,488,300	2.6%
12. Market Value Referenda Rate	=	0.00000%	0.00000%	0.0%

Taxable Market Value B/4 Credit	Homestead Exclusion Credit	Taxable Market Value	Tax Capacity	Taxing District Net Tax
Proposed Pay 2017				
Pay 2013 MV X 0.988	76,000 @ .40% rem up to 413799 @ .09	(D - E)	500,000 @ 1.0% rem @ 1.25%	(B7 x G) + (B12 x D)
Estimated Tax District rate as % of total rate:				
150,000	23,740	126,260	1,263	\$365.88
306,350	9,669	296,681	2,967	\$859.51
350,000	5,740	344,260	3,443	\$997.40
500,000	-	500,000	5,000	\$1,448.45
750,000	-	750,000	8,125	\$2,353.73

Total Change		Impact from Market Shifts and Fiscal Disparities		Impact from Levy Incr	
Annual Increase	Monthly incr.	Annual Increase	Monthly incr.	Annual Increase	Monthly incr.
\$40.54	\$ 3.38	(\$0.32)	\$ (1.19)	\$40.86	\$ 3.41
\$92.80	\$ 7.73	(\$3.18)	\$ (3.00)	\$95.98	\$ 8.00
\$107.54	\$ 8.96	(\$3.84)	\$ (3.56)	\$111.38	\$ 9.28
\$152.90	\$ 12.74	(\$8.85)	\$ (5.41)	\$161.75	\$ 13.48
\$255.00	\$ 21.25	(\$7.84)	\$ (8.27)	\$262.84	\$ 21.90

2.5% Levy (85,250) Increase which would keep the Tax Rate Flat

Item	Actual Pay 2016 (A)	Proposed Pay 2017 (B)	% Change (C)	
1. Levy before reduction for state aids	\$3,478,775	\$3,564,025	2.5%	
2. State Aids	-	\$0	0.0%	
3. Certified Property Tax Levy	=	\$3,478,775	\$3,564,025	2.5%
4. Fiscal Disparity Portion of Levy	-	\$264,113	\$290,710	10.1%
5. Local Portion of Levy	=	\$3,214,662	\$3,273,315	1.8%
6. Local Taxable Value	÷	12,163,391	12,388,762	1.9%
7. Local Tax Rate	=	26.429%	26.422%	-0.0%
8. Market Value Referenda Levy		\$0	\$0	0.0%
9. Fiscal Disparity Portion of Levy (SDs only)	-	\$0	\$0	0.0%
10. Local Levy	=	\$0	\$0	0.0%
11. Referenda Market Value	÷	1,144,235,400	1,174,488,300	2.6%
12. Market Value Referenda Rate	=	0.00000%	0.00000%	0.0%

Taxable Market Value B/4 Credit	Homestead Exclusion Credit	Taxable Market Value	Tax Capacity	Taxing District Net Tax
Proposed Pay 2017				
Pay 2013 MV X 0.988	76,000 @ .40% rem up to 413799 @ .09	(D - E)	500,000 @ 1.0% rem @ 1.25%	(B7 x G) + (B12 x D)
Estimated Tax District rate as % of total rate:				
150,000	23,740	126,260	1,263	\$333.71
306,350	9,669	296,681	2,967	\$783.94
350,000	5,740	344,260	3,443	\$909.71
500,000	-	500,000	5,000	\$1,321.10
750,000	-	750,000	8,125	\$2,146.79

Total Change		Impact from Market Shifts and Fiscal Disparities		Impact from Levy Incr	
Annual Increase	Monthly incr.	Annual Increase	Monthly incr.	Annual Increase	Monthly incr.
\$8.37	\$ 0.70	(\$0.32)	\$ (1.19)	\$8.69	\$ 0.72
\$17.23	\$ 1.44	(\$3.18)	\$ (3.00)	\$20.41	\$ 1.70
\$19.85	\$ 1.65	(\$3.84)	\$ (3.56)	\$23.69	\$ 1.97
\$25.55	\$ 2.13	(\$8.85)	\$ (5.41)	\$34.40	\$ 2.87
\$48.06	\$ 4.01	(\$7.84)	\$ (8.27)	\$55.90	\$ 4.66

1% Levy Increase (\$35,000) For discussion purposes of impact for each percentage increase

Item	Actual Pay 2016 (A)	Proposed Pay 2017 (B)	% Change (C)
1. Levy before reduction for state aids	\$3,478,775	\$3,513,775	1.0%
2. State Aids	\$0	\$0	0.0%
3. Certified Property Tax Levy	\$3,478,775	\$3,513,775	1.0%
4. Fiscal Disparity Portion of Levy	\$264,113	\$290,710	10.1%
5. Local Portion of Levy	\$3,214,662	\$3,223,065	0.3%
6. Local Taxable Value	12,163,391	12,388,762	1.9%
7. Local Tax Rate	26.429%	26.016%	-1.6%
8. Market Value Referenda Levy	\$0	\$0	0.0%
9. Fiscal Disparity Portion of Levy (SDs only)	\$0	\$0	0.0%
10. Local Levy	\$0	\$0	0.0%
11. Referenda Market Value	1,144,235,400	1,174,488,300	2.6%
12. Market Value Referenda Rate	0.0000%	0.0000%	0.0%

Taxable Market Value B/4 Credit	Homestead Exclusion Credit	Taxable Market Value	Tax Capacity		Taxing District Net Tax
Proposed Pay 2017					
Pay 2013 MV X 0.988	76,000 @ .40% rem up to 413799 @ .09	(D - E)	500,000 @ 1.0% rem @ 1.25%		(B7 x G) + (B12 x D)
Estimated Tax District rate as % of total rate:					
150,000	23,740	126,260	1,263		\$328.58
306,350	9,669	296,681	2,967		\$771.89
350,000	5,740	344,260	3,443		\$895.73
500,000	-	500,000	5,000		\$1,300.80
750,000	-	750,000	8,125		\$2,113.80

Total Change		Impact from Market Shifts and Fiscal Disparities		Impact from Levy Incr	
Annual Increase	Monthly incr.	Annual Increase	Monthly incr.	Annual Increase	Monthly incr.
\$3.24	\$ 0.27	(\$0.32)	\$ (1.19)	\$3.56	\$ 0.30
\$5.18	\$ 0.43	(\$3.18)	\$ (3.00)	\$8.36	\$ 0.70
\$5.87	\$ 0.49	(\$3.84)	\$ (3.56)	\$9.71	\$ 0.81
\$5.25	\$ 0.44	(\$8.85)	\$ (5.41)	\$14.10	\$ 1.18
\$15.07	\$ 1.26	(\$7.84)	\$ (8.27)	\$22.91	\$ 1.91

GENERAL INFORMATION

A final levy is established and certified in December. As Council knows, once a preliminary levy is established, the amount can be reduced, but it cannot be increased.

DIRECTION REQUESTED:

1. Discussion with staff regarding the 2017 preliminary levy and motion to adopt Resolution 2016-031, setting the Preliminary Levy for Taxes Payable in 2017.
2. Motion to adopt Resolution 2016-032, adopting Truth In Taxation Public Hearing Date for Proposed Taxes Payable in 2017.

ATTACHMENT A: Resolution 2016-031
 ATTACHMENT B: Resolution 2016-032



**CITY OF ARDEN HILLS
COUNTY OF RAMSEY
STATE OF MINNESOTA**

RESOLUTION NO. 2016-031

**A RESOLUTION SETTING THE PRELIMINARY LEVY
FOR TAXES PAYABLE IN 2017**

BE IT RESOLVED by the Arden Hills City Council that the following proposed sums of money be levied for levy year 2016 payable in 2017 upon taxable property in said City of Arden Hills for the following purposes:

**CERTIFIED
LEVY AMOUNT**

General Fund \$3,641,290

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ARDEN HILLS
THIS 26th DAY OF SEPTEMBER, 2016.**

David Grant, Mayor

ATTEST:

Julie Hanson, City Clerk



**CITY OF ARDEN HILLS
COUNTY OF RAMSEY
STATE OF MINNESOTA**

RESOLUTION NO. 2016-032

**RESOLUTION ADOPTING TRUTH IN TAXATION PUBLIC HEARING DATE FOR
PROPOSED TAXES PAYABLE IN 2017**

BE IT RESOLVED by the Arden Hills City Council that the following Truth in Taxation Public Hearing date, time and place for proposed property taxes payable in 2016 be certified to the Ramsey County Auditor and that notice of the Public Hearing be published in accordance with Minnesota Statute.

**Public
Hearing**

Date: December 12, 2016
Time: 7:00 P.M.
Place: Council Chambers
1245 West Highway 96

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ARDEN HILLS
THIS 26th DAY OF SEPTEMBER, 2016.**

David Grant, Mayor

ATTEST:

Julie Hanson, City Clerk



DATE: September 26, 2016

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

FROM: Andy Brotzler, Interim Public Works Director/City Engineer

SUBJECT: Shorewood Drive Bituminous Mill and Overlay

Requested Action

Accept proposal from Midwest Asphalt Corporation for the bituminous mill and overlay in the amount of \$79,694.30.

Background

This item was originally considered by the City Council on August 29, 2016. A proposal in the amount of \$44,394.30 was approved. After site review of the project with the Contractor and staff, it was determined that additional work is necessary to complete the overlay project.

Discussion

While Shorewood Drive has existing bituminous curb along most of the roadway, there are portions of curb that are missing or damaged. The initial proposal included a unit price to remove and replace curb, the specific areas were not identified and the total cost of the replacement was not included in the proposal. In addition, there was a concern that milling the pavement in close proximity to the bituminous curb would create additional damage to the already deteriorating curbing.

After visiting the site with the Contractor, staff requested a revised proposal to include curb removal and replacement, including site restoration and driveway tie-ins that were not included in the initial proposal. The revised proposal is in the amount of \$79,694.30.

As presented at the August 29 Council meeting, the City has budgeted \$150,000 for this type of work in 2016. To date we have spent \$68,471 of this budget. The work on Thom Drive totaled \$30,159 and \$33,519 was spent on the Sandeen Road mill and overlay. The remaining budget for Street Maintenance / sealcoat and resurfacing is \$81,529.

Staff has worked with Midwest Asphalt in the past and found their work to be acceptable and recommend accepting their proposal.

ATTACHMENT A: Location map

ATTACHMENT B: Midwest Asphalt Corporation quote

Attachment A



- Legend**
- SanitaryManholes
 - Manholes
 - CatchBasin
 - + Hydrants
 - GateValves
 - CDSTL_AttributedParcelPoly

Shorewood Drive 2" Bituminous Mill and Overlay

Attachment B



P.O. BOX 5477 • HOPKINS, MINNESOTA • 55343
 PHONE: (952) 937-8033 • FAX: (952) 937-6910



Attn: City of Arden Hills - John Anderson
 Project: Shorewood Lane
 City: Arden Hills
 Attn: _____
 Date: 08.24.2016 - Revised 9.9.2016
 Estimator: Brent Thompson
bdthompson@midwestasphalt.net

***Taxes included
 ***Bond included
 DBE/SBE Participation: 0%

No.	Estimate	Quantity	Unit	Unit Cost	Bid Amount
1	2" mill - just inside exist bit curb	4,149.00	SY	\$ 2.15	\$ 8,920.35
2	Tack	4,149.00	SY	\$ 0.30	\$ 1,244.70
3	2" MV3 b recycle wear course	4,149.00	SY	\$ 8.25	\$ 34,229.25
4	Bit Curb remove & replace unit price includes traffic control See attached plan -	1.00	LF	\$ 34.00	
5	Remove/Replace Bit Curb Includes Curb Backfill with seed and asphalt paving to tie in all driveways	2,400.00	LF	\$ 13.00	\$ 31,200.00
6	Unit Price to Repair Base Course after milling	1,000.00	SF	\$ 4.10	\$ 4,100.00
Total Bid:					\$79,694.30

Inclusions/Exclusions - Unless Noted Otherwise

- No Asphalt Base or Subbase Course Corrections
- No Staking or Layout Work
- No sawcutting, removals or restoration
- No gate valve or manhole adjustments
- No independent lab testing
- No Driveway Patching

Mobilization, Included in Bid

- 1 EA - mill crew
- 1 EA - bit wear crew

****Any Additional Mobs @ \$1500.00 Each**

Project Notes:

- **Midwest Asphalt Corporation(MAC) will honor this proposal for a period of 15 days
- **Subcontract agreement with the most current standard AGC or AIA language**.
- **Other contracts shall be subject to review and revision
- ** Indemnification Clause and Insurance Requirements: Proposal based on a subcontract with a narrow indemnification clause e.g., to the extent caused by the subcontractor's(MAC) negligence and a subcontract NOT requiring sole negligence insurance coverage.
- **The prices listed above assume all work to be completed in the 2017 construction season.
- **Prices subject to change for work items completed after their specified completion date.
- **Payment terms: Net 10 days or as specified in the contract documents. - Retainage withheld same as owner.

By signing at the space provided below, I/We agree to the terms listed on this page and to pay Midwest Asphalt Corporation based on the actual units of work completed at the above listed unit prices.

Midwest Asphalt Corporation

Brent D Thompson
 Date: 9.9.16

By: _____

Date of Acceptance: _____

