

Mayor:
David Grant

Councilmembers:
Brenda Holden
Fran Holmes
Dave McClung
Jonathan Wicklund



**Special City Council
Work Session Agenda
October 24, 2016
6:00 p.m.
City Hall**

Address:
1245 W Highway 96
Arden Hills MN 55112

Phone:
651-792-7800

Website:
www.cityofardenhills.org

City Vision

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

CALL TO ORDER

1. AGENDA ITEMS

1.A. TCAAP Open House Update

Matthew Bachler, Senior Planner

Documents:

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

1.B. Communications Consultant

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

Documents:

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

2. COUNCIL/STAFF COMMENTS

ADJOURN

If more time is needed the special City Council work session may reconvene after the Special regular City Council meeting.



ARDEN HILLS
MEMORANDUM

DATE: October 24, 2016

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

FROM: Matthew Bachler, Senior Planner

SUBJECT: TCAAP Open House Update

Background

The Council has set an open house for November 17, 2016, to provide the community with an opportunity to convey input to the City Council and Master Development Team on the updated development plans of the former Twin Cities Army Ammunition Plant site (TCAAP).

The open house will be held in the Marsden Room at the Ramsey County Public Works facility located at 1425 Paul Kirkwold Drive in the City (this is the location of previous open houses held by the City for this project). Staff is recommending that the open house be held from 4:30 to 7 p.m. The City will put together a mailing (letter or flyer) that will go out to all residents in the City (like prior open houses) and will also place the information on the City’s website. In addition, we would request that the Mayor announce the open house at the City Council meeting on November 14, 2016.

The format for the open house will be “stations” that contain boards of the different aspects of the development that will be staffed by the Master Development Team. This allows the public access to review all areas of the development in more detail and ask questions related to each. In addition, staff anticipates that there will be an “FAQ” station staffed by the City to address general questions regarding the project.

Staff has put together the attached community survey that will be handed out to residents and the public that attends the meeting and will be collected by staff as they leave. This survey format and process has been utilized effectively in many communities to provide constructive feedback.



TCAAP Open House
November 17, 2016

The purpose of this open house is to provide the community an opportunity to convey input to the City Council and Master Development Team on the updated development plans of the former Twin Cities Army Ammunition Plant site (TCAAP). This information will be used to help the City Council and Master Developer gain a better understanding of the community's standards, expectations and questions. Thank you in advance for taking the time to attend the open house and providing your comments.

What do you like about the concept plan for the former TCAAP site and the potential use(s):

Do you have any suggestions or recommendations:

What questions or concerns do you have:

What additional information would you like to see, if any:

Are you (check all that apply):

- City Resident
- City Business Owner
- Work in the City
- Other _____

How best is it to communicate with you on updates to the project:

- City Website
- City Newsletter
- Email (provide email address below)
- Other _____

OPTIONAL

Name: _____

Address: _____

Email: _____



DATE: October, 24, 2016

TO: Honorable Mayor and City Councilmembers

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

SUBJECT: Communications Consultant

Our Communications Consultant will be at the work session to discuss the TCAAP Open House communications with the City Council. Stacie Kvilvang from Ehlers has provided a memo on proposed steps.

Attachment A: Memo from Stacie Kvilvang, Ehlers.



Memo

To: Sue Iverson – Interim City Administrator
From: Stacie Kvilvang
Date: October 24, 2016
Subject: TCAAP Communications

The Council has set an open house for November 17, 2016, to provide the community the opportunity to convey input to the City Council and Master Development Team on the updated development plans of the former Twin Cities Army Ammunition Plant site (TCAAP).

The City will need to work with its communication consultant on four (4) different items related to TCAAP:

1. Prepare a mailing announcing the open house (flyer or letter) that can then be formatted for use on the City's website
2. Prepare press release announcing the upcoming open house
3. Develop key messages for various aspects of the development that will be utilized by the Master Developer, as well as City Council/staff/consultants at the open house; and
4. Preparation of future press releases as appropriate (i.e. preliminary approval of the updated plan, results of open house, plan progressing through formal City approvals, etc.)

Mike Zipko and Carl Kuhl the City's communication consultants will be at the work session on October 24, 2016 to discuss these items in more detail. Please contact me at 651-697-8506 with any questions.