

**Mayor:**  
David Grant

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



**Regular City Council  
Agenda  
November 14, 2016  
7:00 p.m.  
City Hall**

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

**Phone:**  
651-792-7800

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

## City Vision

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

## CALL TO ORDER

### 1. 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](#)

### 4. APPROVAL OF MINUTES

### 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 Ordinance 2016-009 Amending Chapter 3 Of The Arden Hills City Code To Create A Tree Service License

Julie Hanson, City Clerk

Documents:

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

5.C. Motion To Acknowledge The Application Of Catholic United Financial For An Exempt Permit To Conduct A Raffle With The Drawing Being March 9, 2017, With No Waiting Period

Julie Hanson, City Clerk

Documents:

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

5.D. Motion To Approve Payment #1 – Lift Station No. 11 Reconstruction

Andy Brotzler, Interim Public Works Director/City Engineer

Documents:

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

5.E. Motion To Approve Resolution Certifying 2016 Municipal Election Canvass Results

Julie Hanson, City Clerk

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

Under this Public Hearing section, citizens have an opportunity to discuss ideas regarding Rice Creek Commons (TCAAP) development. Please be sure to complete a "Request to Appear before City Council" form (available at the back table). Completed forms may be given to the City Clerk.

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

Mayor Grant

Documents:

[MEMO.PDF](#)

8. NEW BUSINESS

8.A. Final PUD Agreement – MedExpress – 1150 County Road E (PC 16-024)

Eric Zweber, Interim City Planner

Documents:

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

8.B. Planning Case 16-031 – Land O' Lakes – PUD Amendment – 4001 Lexington Avenue North

Eric Zweber, Interim City Planner

Documents:

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

9. UNFINISHED BUSINESS

10. COUNCIL COMMENTS

**ADJOURN**



**DATE:** November 14, 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: November 14, 2016 memo from Ehlers



Date: November 14, 2016  
To: City Council  
From: Stacie Kvilvang  
Subject: TCAAP Update

---

**Meetings**

- On November 2nd, the City and County Staff and consultants met with the Master Development Team and their consultants to discuss project updates.
- On October 31st, the City Council met with the Master Developer team to review requested updates to the TRC document that reflected land use and master plan changes.
- On November 8<sup>th</sup> the communication consultants, staff, and Master Development team met to discuss details for the open house scheduled on November 16<sup>th</sup>.



---

**DATE:** November 14, 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.

  
**MEMORANDUM**

**DATE:** November 14, 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**

2016 Payroll #22 .....	\$	88,336.83
<b>Total Payroll</b>		<b>\$ 88,336.83</b>

**Accounts Payable Claims Through 11/11/2016**

Paid Claims (Check No 46154-Check No 46173).....	\$	118,251.73
Paid Claims (Check No 0 ACH Payment).....	\$	301,120.29
<b>Total Accounts Payable</b>		<b>\$ 332,191.66</b>
<b>Total Claims</b>		<b>\$ 420,528.49</b>

**CITY OF ARDEN HILLS**

**PAYROLL # 22**

**CHECKS DATED: 11/04/16**

**Biweekly: 10/15/16 - 10/28/16**

EMPLOYEE DEDUCTIONS	AMT.	CITY BENEFIT	Payment Method
FIT	6,080.36		EFT
SIT	2,254.72		EFT
FICA Oasdi	3,653.05	3,653.05	EFT
FICA Medicare	854.34	854.34	EFT
<b>TOTAL TAXES</b>	<b>12,842.47</b>	<b>4,507.39</b>	
Health Premium	2,408.85	13,654.82	A/P Check*
Dental Premium		1,231.20	A/P Check*
FSA Dependent Care Reimb.	208.33		A/P Check*
FSA Health Care Reimb.	133.33		A/P Check*
<b>TOTAL FLEXIBLE SPENDING</b>	<b>2,750.51</b>	<b>14,886.02</b>	
HSA Health Saving	904.64	1,129.18	
Health Care Savings Plan			EFT
Health Care Savings Plan-2%	236.30		EFT
Health Care Savings Plan-4%	526.54		EFT
<b>TOTAL HEALTH SAVINGS</b>	<b>1,667.48</b>	<b>1,129.18</b>	
PERA	3,640.05	4,200.06	EFT
ICMA	834.89		EFT
Central Pension Fund-Union	691.20		A/P Check*
MN State Retirement System	586.18		EFT
<b>TOTAL RETIREMENT</b>	<b>5,752.32</b>	<b>4,200.06</b>	
IUOE 49 Dues (Union)	153.00		A/P Check*
LTD/STD Insurance	1,041.34		A/P Check*
PERA Life Insurance	32.00		A/P Check*
Life/Addl/Dep Life	175.23	85.10	A/P Check*
UNUM	42.55		A/P Check*
AFLAC	191.58		EFT
Avesis-Vision Care	5.43		A/P Check*
<b>TOTAL VOLUNTARY</b>	<b>1,641.13</b>	<b>85.10</b>	
Total Employee Deductions	24,653.91		
Net Payroll			
Direct Deposit	38,651.82		EFT
Gross Payroll Tie-Out	63,529.08		
STD/LTD Gross - Up			
Plus City Paid Benefit	24,807.75		
ICMA Benefit Held	0.00		
<b>TOTAL PAYROLL COST</b>	<b>88,336.83</b>		

FICA TIE-OUT	
Gross Payroll	63,529.08
Less Total FSA	2,750.51
Plus Employer Match ICMA	0.00
Plus ICMA Benefit Held	0.00
Net P/R Subject to FICA	60,778.57
FICA Oasdi @ 6.20%	3,653.05
FICA Medicare @ 1.45%	854.34

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.

# Accounts Payable

## Checks by Date - Detail by Check Date

User: ashley.bertrand  
 Printed: 11/9/2016 1:10 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	0192 9243728277	Grainger, Inc PW Supplies	11/03/2016 PW Supplies	163.44
Total for this ACH Check for Vendor 0192:				163.44
ACH	0381 17109	ICMA Retirement Corporation Q4 2016 Plan Fee	11/03/2016 Q4 2016 Plan Fee	250.00
Total for this ACH Check for Vendor 0381:				250.00
ACH	0387	ICMA Retirement Trust- #302482 PR Batch 00100.11.2016 ICMA Employee Perce PR Batch 00100.11.2016 ICMA Employee Dedu	11/03/2016 PR Batch 00100.11.2016 ICM PR Batch 00100.11.2016 ICM	809.89 25.00
Total for this ACH Check for Vendor 0387:				834.89
ACH	0750 9773479247	Verizon Wireless Sept/Oct 16 Expenses	11/03/2016 Sept/Oct 16 Expenses	963.60
Total for this ACH Check for Vendor 0750:				963.60
ACH	1001 196110738-041	Sprint/Nextel Communications Sept/Oct 16 Expenses	11/03/2016 Sept/Oct 16 Expenses	169.23
Total for this ACH Check for Vendor 1001:				169.23
ACH	1041 10312016-AT	Aaron Thelen 10/17-10/27 Mileage	11/03/2016 10/17-10/27 Mileage	111.24
Total for this ACH Check for Vendor 1041:				111.24
ACH	1125 0195463	Bolton & Menk, Inc. Aug/Sept 16 LS# 11 Expenses	11/03/2016 Aug/Sept 16 LS# 11 Expenses	1,339.28
Total for this ACH Check for Vendor 1125:				1,339.28
ACH	1223 2462642	Adam's Pest Control, Inc. October Pest Control Expenses	11/03/2016 October Pest Control Expense	62.54
Total for this ACH Check for Vendor 1223:				62.54
ACH	1597 30504	Midwest Lock & Safe, Inc. Council Chambers Lock Repair	11/03/2016 Council Chambers Lock Repa	263.88
Total for this ACH Check for Vendor 1597:				263.88
ACH	4889 11022016-CF	Community Footworks November 2016 Foot Clinic	11/03/2016 November 2016 Foot Clinic	353.60
Total for this ACH Check for Vendor 4889:				353.60
ACH	6349	Mary Nosek	11/03/2016	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	16-012	Oct 16 AH Notes	Oct 16 AH Notes	140.00
Total for this ACH Check for Vendor 6349:				140.00
46154	1033 44271-1016	Comcast 10/21-11/20 Expenses	11/03/2016 10/21-11/20 Expenses	118.97
Total for Check Number 46154:				118.97
46155	0841 71765	Ehlers & Associates, Inc. 8/22-9/30 CD Director Work	11/03/2016 8/22-9/30 CD Director Work	2,587.50
Total for Check Number 46155:				2,587.50
46156	FISG 7873	Gary L. Fischler & Assoc, PA CA Search Expenses	11/03/2016 CA Search Expenses	1,195.00
Total for Check Number 46156:				1,195.00
46157	IDAI 41567	Ideal Advertising, Inc Fall Adult Softball Champ Shirts 2016	11/03/2016 Fall Adult Softball Champ Shi	166.00
Total for Check Number 46157:				166.00
46158	0495 571	Lake Johanna Fire Department Inc. 2016 Capital Expense: N/S Fence Replacement	11/03/2016 2016 Capital Expense: N/S Fe	4,973.50
Total for Check Number 46158:				4,973.50
46159	0778 10312016-MCFOA	MCFOA Region IV Membership Dues-Iverson	11/03/2016 Membership Dues-Iverson	35.00
Total for Check Number 46159:				35.00
46160	MWAC 2447	Midwest Asphalt Corporation Sept 16 Expenses	11/03/2016 Sept 16 Expenses	450.43
Total for Check Number 46160:				450.43
46161	6252 1992888092	Office Depot Office Supplies	11/03/2016 Office Supplies	120.72
Total for Check Number 46161:				120.72
46162	0327 33117438327 3317593683 3317593689	Staples Business Advantage Office Supplies Office Supplies Office Supplies	11/03/2016 Office Supplies Office Supplies Office Supplies	333.39 190.29 19.99
Total for Check Number 46162:				543.67
46163	0336 60533	T.A. Schifksy & Sons, Inc. Street Asphalt Expense	11/03/2016 Street Asphalt Expense	216.77
Total for Check Number 46163:				216.77
46164	1396 548145	Twin Cities Transport and Recovery Tow	11/03/2016 Tow	150.00
Total for Check Number 46164:				150.00
Total for 11/3/2016:				15,209.26

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	0602	US BANK	11/09/2016	
	Arvidson-091016	Sept/Oct CC Expenses	Sept/Oct CC Expenses	27.99
	Christof-091016	Sept/Oct CC Expenses	Sept/Oct CC Expenses	125.96
	Christof-091016	Sept/Oct CC Expenses	Sept/Oct CC Expenses	600.00
	DSchifsk-091016	Sept/Oct CC Expenses	Sept/Oct CC Expenses	29.51
	DSchifsk-091016	Sept/Oct CC Expenses	Sept/Oct CC Expenses	16.98
	DSchifsk-091016	Sept/Oct CC Expenses	Sept/Oct CC Expenses	74.98
	Frid-091016	Sept/Oct CC Expenses	Sept/Oct CC Expenses	92.72
	Frid-091016	Sept/Oct CC Expenses	Sept/Oct CC Expenses	29.14
	Grant-091016	Sept/Oct CC Expenses	Sept/Oct CC Expenses	8.90
	Grant-091016	Sept/Oct CC Expenses	Sept/Oct CC Expenses	16.06
	Grant-091016	Sept/Oct CC Expenses	Sept/Oct CC Expenses	178.75
	Hanson-091016	Sept/Oct CC Expenses	Sept/Oct CC Expenses	599.63
	Iverson-091016	Sept/Oct CC Expenses	Sept/Oct CC Expenses	46.68
	Mikacevi-091016	Sept/Oct CC Expenses	Sept/Oct CC Expenses	175.00
	Mikacevi-091016	Sept/Oct CC Expenses	Sept/Oct CC Expenses	43.43
	MSchifsk-091016	Sept/Oct CC Expenses	Sept/Oct CC Expenses	208.85
	Nowlan-091016	Sept/Oct CC Expenses	Sept/Oct CC Expenses	167.09
	Scherbel-091016	Sept/Oct CC Expenses	Sept/Oct CC Expenses	9.63
	Scherbel-091016	Sept/Oct CC Expenses	Sept/Oct CC Expenses	19.26
	Thelen-091016	Sept/Oct CC Expenses	Sept/Oct CC Expenses	66.04
	Thelen-091016	Sept/Oct CC Expenses	Sept/Oct CC Expenses	28.98
	Thelen-091016	Sept/Oct CC Expenses	Sept/Oct CC Expenses	39.69
	Thelen-091016	Sept/Oct CC Expenses	Sept/Oct CC Expenses	100.00
	Thelen-091016	Sept/Oct CC Expenses	Sept/Oct CC Expenses	16.00
	Thelen-091016	Sept/Oct CC Expenses	Sept/Oct CC Expenses	22.00
	Thelen-091016	Sept/Oct CC Expenses	Sept/Oct CC Expenses	-21.35
	Thelen-091016	Sept/Oct CC Expenses	Sept/Oct CC Expenses	23.30
	Thelen-091016	Sept/Oct CC Expenses	Sept/Oct CC Expenses	9.49
	Thelen-091016	Sept/Oct CC Expenses	Sept/Oct CC Expenses	110.56
	Thelen-091016	Sept/Oct CC Expenses	Sept/Oct CC Expenses	220.00
	Thelen-091016	Sept/Oct CC Expenses	Sept/Oct CC Expenses	13.93
	Thelen-091016	Sept/Oct CC Expenses	Sept/Oct CC Expenses	15.98
	Thelen-091016	Sept/Oct CC Expenses	Sept/Oct CC Expenses	35.39
	Thelen-091016	Sept/Oct CC Expenses	Sept/Oct CC Expenses	195.00
Total for this ACH Check for Vendor 0602:				3,345.57
Total for 11/9/2016:				3,345.57
ACH	0192	Grainger, Inc	11/10/2016	
	9249429045	PW Supplies	PW Supplies	27.28
Total for this ACH Check for Vendor 0192:				27.28
ACH	0214	LTG Power Equipment	11/10/2016	
	207506	Parks Supplies	Parks Supplies	179.01
Total for this ACH Check for Vendor 0214:				179.01
ACH	0285	Xcel Energy	11/10/2016	
	520294280	Sept/Oct 16 Expenses	Sept/Oct 16 Expenses	1,511.34
Total for this ACH Check for Vendor 0285:				1,511.34
ACH	0319	City of Roseville	11/10/2016	
	0222073	Adobe Subscription	Adobe Subscription	1,719.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor 0319:				1,719.00
ACH	1785	EcoEnvelopes	11/10/2016	
	1536	October 2016 Billing	October 2016 Billing	307.32
	1536	October 2016 Billing	October 2016 Billing	307.31
	1536	October 2016 Billing	October 2016 Billing	307.32
Total for this ACH Check for Vendor 1785:				921.95
ACH	6129	Fast Signs	11/10/2016	
	204-43740	Lettering/Name Tags	Lettering/Name Tags	175.00
Total for this ACH Check for Vendor 6129:				175.00
ACH	ALPI	Allegra Print & Imaging	11/10/2016	
	149082	October 2016 Newsletter	October 2016 Newsletter	1,538.98
Total for this ACH Check for Vendor ALPI:				1,538.98
ACH	0319	City of Roseville	11/10/2016	
	0222067	Q3 2016 Water Expense	Q3 2016 Water Expense	301,120.29
Total for this ACH Check for Vendor 0319:				301,120.29
46165	0131	Beisswenger's How-To Store	11/10/2016	
	799848	PW Supplies	PW Supplies	8.99
	800195	PW Supplies	PW Supplies	29.98
	800255	PW Supplies	PW Supplies	15.58
	800654	PW Supplies	PW Supplies	10.48
	800987	PW Supplies	PW Supplies	30.97
	802564	PW Supplies	PW Supplies	26.95
	803095	PW Supplies	PW Supplies	129.89
	803369	PW Supplies	PW Supplies	97.96
	805102	PW Supplies	PW Supplies	27.06
	805697	PW Supplies	PW Supplies	3.48
	806224	PW Supplies	PW Supplies	31.16
	806297	PW Supplies	PW Supplies	50.96
	809191	PW Supplies	PW Supplies	19.96
	810550	PW Supplies	PW Supplies	18.99
Total for Check Number 46165:				502.41
46166	1032	Commercial Asphalt Co.	11/10/2016	
	161015	Oct 16 Asphalt Expense	Oct 16 Asphalt Expense	339.35
Total for Check Number 46166:				339.35
46167	0176	Frattallone's Hardware, Inc.	11/10/2016	
	072306-A	PW Supplies	PW Supplies	17.26
	072322-A	PW Supplies	PW Supplies	38.98
	072331-A	PW Supplies	PW Supplies	3.60
	072370-A	PW Supplies	PW Supplies	15.48
Total for Check Number 46167:				75.32
46168	0147	ISD 621-Mounds View Community Ed	11/10/2016	
	6568	Baseball Rental Fees	Baseball Rental Fees	320.00
	6569	Valentine Hills Rental Fees	Valentine Hills Rental Fees	27.90
Total for Check Number 46168:				347.90

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
46169	1450 11053070	League of MN Cities Inc. Trust (SP) Q3 2016 Restitution Payment	11/10/2016 Q3 2016 Restitution Payment	690.90
Total for Check Number 46169:				690.90
46170	2151 101216AH 101216AH 101216AH	Ramsey Conservation District Q3 2016 Inspection Services Q3 2016 Inspection Services Q3 2016 Inspection Services	11/10/2016 Q3 2016 Inspection Services Q3 2016 Inspection Services Q3 2016 Inspection Services	3,461.27 143.38 67.85
Total for Check Number 46170:				3,672.50
46171	1453 484 484 484 484	Springbrook National User Group 2017 Membership Renewal 2017 Membership Renewal 2017 Membership Renewal 2017 Membership Renewal	11/10/2016 2017 Membership Renewal 2017 Membership Renewal 2017 Membership Renewal 2017 Membership Renewal	25.00 25.00 25.00 25.00
Total for Check Number 46171:				100.00
46172	0327 3317996156	Staples Business Advantage Office Supplies	11/10/2016 Office Supplies	261.85
Total for Check Number 46172:				261.85
46173	0576 M22428 M22428	TimeSaver Off Site Secretarial 10/5 Plan & 10/10 CC Work Session 10/5 Plan & 10/10 CC Work Session	11/10/2016 10/5 Plan & 10/10 CC Work S 10/5 Plan & 10/10 CC Work S	303.50 150.25
Total for Check Number 46173:				453.75
Total for 11/10/2016:				313,636.83
Report Total (40 checks):				332,191.66



---

**DATE:** November 14, 2016

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

**FROM:** Julie Hanson, City Clerk

**SUBJECT:** Amending Chapter 3 of the Arden Hills City Code to Create a Tree Service License

---

**Requested Action:**

- 1) Motion to approve Ordinance 2016-009 Amending Chapter 3 of the Arden Hills City Code to Create a Tree Service License (3/5 vote required).
  
- 2) Motion to approve publishing a Summary of Ordinance 2016-009 (4/5 vote required).

**Background:**

At the October 17, 2016, work session, City Council directed staff to pursue the creation of a City of Arden Hills Tree Service License effective in 2017.

The licensure will require the submittal of a City license application, Certificate of General Liability Insurance, Workers' Compensation Insurance (or waiver if a sole proprietor), and payment of a \$50 license fee. This fee will be included in the proposed 2017 Fee Schedule to be reviewed at the November 21, 2016, work session. It is important to note the City Attorney confirmed that no public hearing is required to create this license; however, an amendment to City Code is required.

**Recommendation:**

Staff recommends approval of amending Chapter 3 of the City Code by adding new language entitled "Section 390 – Tree Service" and requiring tree service contractors to obtain a City license to conduct tree trimming/maintenance services in Arden Hills.

**Attachments:**

- Attachment A: Ordinance 2016-009
- Attachment B: Summary Ordinance 2016-009

**ORDINANCE NO. 2016-009**

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

**AN ORDINANCE AMENDING CHAPTER 3  
OF THE ARDEN HILLS CITY CODE TO  
CREATE A TREE SERVICE LICENSE**

THE CITY COUNCIL OF THE CITY OF ARDEN HILLS, MINNESOTA, ORDAINS:

**SECTION 1.** Arden Hills City Code Chapter 3, Licenses and Regulations, Section 310, Fees, Subsection 310.01, Establishment of Fees by Ordinance shall be amended by adding the following language:

- Tree service license

**SECTION 2.** Arden Hills City Code Chapter 3, Licenses and Regulations, shall be amended by adding the following language:

**Section 390 – Tree Service**

**390.01 License Required.**

Any person engaging in a business that maintains, trims, removes, or treats trees or shrubs within the City must obtain a license from the City.

**390.02 Applications.**

- (A) Application for a license shall be made on a form approved by the City.
- (B) The annual fee for a license shall be in the amount established by the City Council
- (C) All licenses issued shall expire on December 31 following the date of issue.

**390.03 Liability Insurance.**

No license or renewal shall be granted, nor be effective, until the applicant files with the City proof of a public liability insurance policy covering all operations of such applicant under this chapter for the sum of at least two million dollars (\$2,000,000.00) against liability for bodily injuries to one person from the accident, two million dollars (\$2,000,000.00) for the injury of two (2) or more persons, and for at least two million dollars (\$2,000,000.00) against liability for damage or destruction to property. The policy shall provide that it may not be canceled by the insurer except after ten (10) days written notice to the City. If the insurance is canceled and the

licensee fails to replace same with another policy conforming to the provisions of this section, the license shall be automatically be suspended until the required insurance is replaced.

**390.04 Workers' Compensation Insurance.**

No license or renewal shall be granted, nor be effective, until the applicant files with the City acceptable evidence of compliance with the statutory workers' compensation insurance coverage requirements by providing the name of the insurance company, the policy number, and date of coverage.

**390.05 Chemical Treatment Requirements.**

Applicants who propose to use pesticides or other chemicals in any activity related to treatment or disease control of trees shall file with the City proof that the applicant or an employee of the applicant administering such treatment has been certified or licensed by the state department of agriculture as a commercial applicator. All boulevard trees that will be chemically treated must be treated by means of spraying or trunk or soil injection (no soil drenching).

**390.06 Safety Regulations Requirements.**

All contractors licensed under the provisions of this chapter must abide by all American National Standards Institute (ANSI) and Occupational Safety and Health Administration (OSHA) regulations while operating within the City limits.

**390.07 Identification.**

At the time a license is issued, the applicant shall be furnished with a license or vehicle decal for each vehicle that will be used on any job site within the City. The license or vehicle decal must be displayed at all times while operating as a business within the City limits.

**390.08 Violations; Penalty.**

A license may be suspended, revoked, or denied for renewal for any violation of this Code or conditions of any permit. Any violation of this Code or provisions of any permit shall be a misdemeanor.

**390.09 Other Permits Required.**

Tree contractors licensed by the City must also obtain other permits required by the City if their business activities include solicitation of customers (Section 340 of this Chapter), obstruction of City streets (Section 360 of this Chapter), or other regulated activities.

**SECTION 3.** This Ordinance shall become effective the day following its publication.

**PASSED and ADOPTED** this 14<sup>th</sup> day of November, 2016, by the City Council of the City of Arden Hills, Minnesota.

**CITY OF ARDEN HILLS**

By \_\_\_\_\_  
David Grant, Mayor

ATTEST:

\_\_\_\_\_  
Julie Hanson, City Clerk

Published in the Shoreview-Arden Hills Bulletin on November 23, 2016.

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

**SUMMARY OF ORDINANCE NO. 2016-009**

**AN ORDINANCE AMENDING CHAPTER 3  
OF THE ARDEN HILLS CITY CODE TO  
CREATE A TREE SERVICE LICENSE**

**NOTICE IS HEREBY GIVEN** that, on November 14, 2016, Ordinance No. 2016-009 was adopted by the City Council of the City of Arden Hills, Minnesota.

**NOTICE IS FURTHER GIVEN** that, because of the lengthy nature of Ordinance No. 2016-009, the following summary of the ordinance has been prepared for publication:

Ordinance No. 2016-009 amends Arden Hills City Code Chapter 3, Licenses and Regulations, Section 310, Fees, Subsection 310.01, Establishment of Fees by Ordinance by establishing a tree service license fee.

Ordinance No. 2016-009 amends Arden Hills City Code Chapter 3, Licenses and Regulations by adding Section 390 – Tree Service requiring any person engaging in a business that maintains, trims, removes, or treats trees or shrubs within the City to obtain a license; requiring licensees to have public liability insurance for bodily injury and property damage; requiring licensees to have workers compensation insurance; requiring applicants for licenses to apply pesticides or chemicals to file proof of certification or licensure by the state department of agriculture as a commercial applicator; requiring licensees to abide by all American National Standards Institute (ANSI) and Occupational Safety and Health Administration (OSHA) regulations while operating within the City limits; requiring licensees to display their license at all times while operating as a business in the City limits; and prescribing penalties for violations.

A printed copy of the whole ordinance is available for inspection by any person during the City’s regular office hours or on the City’s website.

**APPROVED** for publication by the City Council of the City of Arden Hills this 14th day of November, 2016.

CITY OF ARDEN HILLS

By: \_\_\_\_\_  
David Grant, Mayor

ATTEST

By: \_\_\_\_\_  
Julie Hanson, City Clerk

Published in the Shoreview-Arden Hills Bulletin the 23<sup>rd</sup> day of November, 2016.



---

**DATE:** November 14, 2016

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

**FROM:** Julie Hanson, City Clerk

**SUBJECT:** Acknowledgment for Catholic United Financial to Hold a Raffle

---

**Background:**

The City has received a request from Catholic United Financial for authorization to hold a raffle to benefit Catholic education in Minnesota, North Dakota and South Dakota. According to Minnesota’s Lawful Gambling regulations, they are required to obtain acknowledgment from the City they are located in. This does not require a permit or license from the City as it is not a premise permit.

As part of the requirement of LG220 Application for Exempt Permit, the City must acknowledge the application with no waiting period, with a 30 day waiting period, or deny the application. The date of the drawing for this raffle is March 9, 2017.

**Staff Recommendation:**

Staff does not see any reason to impose a 30 day waiting period on this application and recommends the City Council approve a motion acknowledging the application of Catholic United Financial for an Exempt Permit to conduct a raffle with a drawing date of March 9, 2017, with no waiting period.

**Attachments:**

- Attachment A: Letter from Catholic United Financial
- Attachment B: Catholic United Financial LG220 permit application
- Attachment C: Statement of Nonprofit Status



November 3, 2016

City of Arden Hills  
Attn: Amy Dietl  
1245 West Highway 96  
Arden Hills, MN 55112

RE: Form LG220: Application for Exempt Permit X-93077  
2017 Catholic United Financial Catholic Schools Raffle  
Date of Drawing: March 9, 2017

Dear Ms. Dietl:

Catholic United Financial is seeking a charitable gambling permit for its annual raffle to benefit Catholic education in Minnesota, North Dakota and South Dakota.

Enclosed is Form LG220 as required by the Minnesota Gambling Control Board (MGCB), along with the \$100.00 permit fee. Please place our request on the docket for the Arden Hills City Council's consideration at its next meeting. I understand that you will forward our application to the MGCB once it has been approved by the Arden Hills City Council.

Thank you for your consideration. Please let me know if you have additional questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "Paul A. Lindemann". The signature is fluid and cursive, with a long horizontal stroke at the end.

Paul A. Lindemann, CLU, FLMI, ACS, AIRC  
Compliance Manager

Enclosures

# Attachment B

MINNESOTA LAWFUL GAMBLING

## LG220 Application for Exempt Permit

9/16  
Page 1 of 2

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

### Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

### ORGANIZATION INFORMATION

Organization Name: Catholic United Financial - St. Jude of the Lake Council Previous Gambling Permit Number: X-93077-16-004

Minnesota Tax ID Number, if any: 4487032 Federal Employer ID Number (FEIN), if any: 41-0182070

Mailing Address: c/o Catholic United Financial, 3499 Lexington Ave. N.

City: Arden Hills State: MN Zip: 55126 County: Ramsey

Name of Chief Executive Officer (CEO): Bonnie Westberg

Daytime Phone: (612) 418-6206 Email: bonjim@hotmail.com

### NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal  Religious  Veterans  Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

**A current calendar year Certificate of Good Standing**  
Don't have a copy? Obtain this certificate from:  
MN Secretary of State, Business Services Division      Secretary of State website, phone numbers:  
60 Empire Drive, Suite 100      [www.sos.state.mn.us](http://www.sos.state.mn.us)  
St. Paul, MN 55103      651-296-2803, or toll free 1-877-551-6767

**IRS income tax exemption (501(c)) letter in your organization's name**  
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

**IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**  
If your organization falls under a parent organization, attach copies of both of the following:  
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and  
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

### GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Catholic United Financial (Home Office)

Address (do not use P.O. box): 3499 Lexington Ave. N.

City or Township: Arden Hills Zip: 55126 County: Ramsey

Date(s) of activity (for raffles, indicate the date of the drawing): March 9, 2017

Check each type of gambling activity that your organization will conduct:

Bingo  Paddlewheels  Pull-Tabs  Tipboards

Raffle (total value of raffle prizes awarded for the calendar year: \$ 45,000.00)

**Gambling equipment** for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under **List of Licensees**, or call 651-539-1900.

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)**

<p style="text-align: center;"><b>CITY APPROVAL for a gambling premises located within city limits</b></p> <p>___ The application is acknowledged with no waiting period.</p> <p>___ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p>___ The application is denied.</p> <p>Print City Name: <u>Arden Hills, MN</u></p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; margin-top: 20px; text-align: center;"> <p><b>The city or county must sign before submitting application to the Gambling Control Board.</b></p> </div>	<p style="text-align: center;"><b>COUNTY APPROVAL for a gambling premises located in a township</b></p> <p>___ The application is acknowledged with no waiting period.</p> <p>___ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p>___ The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p><b>TOWNSHIP (if required by the county)</b> On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
--	--

**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: *B.A. Westberg* Date: 11-3-16  
(Signature must be CEO's signature; designee may not sign)

Print Name: Bonnie Westberg

<b>REQUIREMENTS</b>	<b>MAIL APPLICATION AND ATTACHMENTS</b>
---------------------	---

**Complete a separate application for:**

- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

**Financial report to be completed within 30 days after the gambling activity is done:**  
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

**Mail application with:**

\_\_\_ a copy of your proof of nonprofit status, and  
 \_\_\_ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

**To:** Minnesota Gambling Control Board  
 1711 West County Road B, Suite 300 South  
 Roseville, MN 55113

**Questions?**  
 Call the Licensing Section of the Gambling Control Board at 651-539-1900.

<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the</p>	<p>application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-</p>	<p>ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management &amp; Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
---	--	--

This form will be made available in alternative format (i.e. large print, braille) upon request.



CATHOLIC UNITED FINANCIAL

3499 LEXINGTON AVE N  
SAINT PAUL, MN 55126-7055996

000005

Taxpayer Identification Number: 41-0182070  
GEN Number: 0263  
Name of Organization: CATHOLIC UNITED FINANCIAL  
Tax Period Ending: DEC. 31, 2011  
Form: SGRI

Dear Taxpayer:

Thank you for sending the annual supplemental information about your subordinate organizations as required by Revenue Procedure 80-27 to keep the tax exempt status for your group.

We have made the requested changes to your exemption roster. No further information is needed.

If you have any questions, please write to us at the address shown at the top of the this letter. Or, you may call us at (801) 620-6019. If this number is outside your local calling area, there will be a long-distance charge to you.

Whenever you write, please include this letter and, in the spaces below, give us your telephone number with the hours we can reach you. Also, you may want to keep a copy of this letter for your records.

Telephone Number ( ) \_\_\_\_\_ Hours \_\_\_\_\_

We apologize for any inconvenience we have caused you, and thank you for your cooperation.

Sincerely yours,  
Exempt Organizations  
Entity Department

Enclosures



ARDEN HILLS  
MEMORANDUM

---

**DATE:** November 14, 2016

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

**FROM:** Andy Brotzler, Interim Public Works Director

**SUBJECT:** Lift Station No. 11 Reconstruction - Payment #1

---

**Requested Action**

Approve Payment #1 to Pember Companies, Inc., in the amount of \$106,763.85 for the Lift Station No. 11 reconstruction project.

**Background**

The City Council awarded the Lift Station No. 11 project to Pember Companies, Inc., on April 25, 2016, in the amount of \$214,250.00.

**Discussion**

The lift station reconstruction is nearing completion. Five percent is being withheld from the work completed in accordance with the contract documents. The payment request is in the amount of \$106,763.85.

**Financial Implications**

The project is funded by the Sanitary Sewer Utility Fund.

**Attachments**

Attachment A: Bolton & Menk 11/8/16 Letter  
Attachment B: Payment Estimate #1



Real People. Real Solutions.

# Attachment A

12224 Nicollet Avenue  
Burnsville, MN 55337-1649

Ph: (952) 890-0509  
Fax: (952) 890-8065  
Bolton-Menk.com

November 8, 2016

Ms. Sue Polka, P.E.,  
Interim Assistant Public Works Director/City Engineer  
City of Arden Hills  
1245 West Highway 96  
Arden Hills, MN 55112-5743

RE: Lift Station No. 11  
BMI Project No.: T21.111146

Dear Ms. Polka:

Please find enclosed Pay Application No. 1 for the above referenced project. I have reviewed the Pay Application and find it to be complete and in order. I recommend that payment be made in the amount shown. If you agree, please sign and return one signed copy to the Contractor with payment and one to me for our files.

If you have any questions on the above, please contact me.

Sincerely,

BOLTON & MENK, INC.

A handwritten signature in blue ink, appearing to read 'Seth A. Peterson'.

Seth A. Peterson, P.E.  
Project Manager

Cc: Philip Teague, Bolton & Menk, Inc.

Enclosures

# Attachment B

## REQUEST FOR PAYMENT

From: PEMBER COMPANIES, INC.  
 N4449 469th Street  
 Menomonie, WI 54751-5436

To: City of Arden Hills  
 1245 Hwy. 96 W.  
 Arden Hills, MN 55112

Invoice: 9404  
 Draw: 674  
 Invoice date: 10/26/2016  
 Period ending date: 10/26/2016

Contract For:

**Request for payment:**

Original contract amount	\$214,250.00	
Approved changes	\$0.00	
Revised contract amount		\$214,250.00
Contract completed to date		\$112,383.00
Add-ons to date	\$0.00	
Taxes to date	\$0.00	
Less retainage	\$5,619.15	
Total completed less retainage		\$106,763.85
Less previous requests	\$0.00	
Current request for payment		\$106,763.85
Current billing		\$112,383.00
Current additional charges	\$0.00	
Current tax	\$0.00	
Less current retainage	\$5,619.15	
Current amount due		\$106,763.85
Remaining contract to bill	\$107,486.15	

Project: 16-0314-01  
 ARDEN HILLS, MN - LIFT STATION

Contract date:

Architect:

Scope:

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Changes approved in previous months by Owner		
Total approved this Month		
<b>TOTALS</b>		
NET CHANGES by Change Order		

I hereby certify that the work performed and the materials supplied to date, as shown on the above represent the actual value of the accomplishment under the terms of the Contract (and all authorized changes thereof) between the undersigned and the City of Arden Hills relating to the above referenced project. I also certify that the contractor has paid all amounts previously billed and paid by the owner.

CONTRACTOR: PEMBER COMPANIES, INC.

State Of Wisconsin

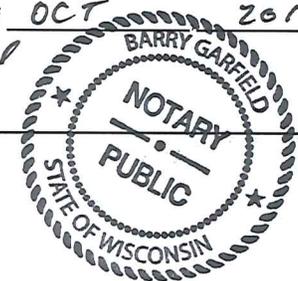
County Of Dunn

By: AM

Subscribed and sworn to before me this 26 day of OCT 2016

Date: 10-26-16

Notary Public Barry Garfield  
 My commission expires: 1-29-17



City Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## REQUEST FOR PAYMENT DETAIL

Project: 16-0314-01 / ARDEN HILLS, MN - LIFT 5 Invoice: 9404

Draw: 674

Period Ending Date: 10/26/2016 Detail Page 2 of 3 Pages

Item ID	Description	CONTRACTED				CURRENT		TOTAL TO DATE		Units to Finish
		Unit of Measure	Bid Quantity	Unit Price	Amount	Quantity	Amount	Quantity	Amount	
10	MOBILIZATION	LS	1.00	10,874.22	10,874.22	0.75	8,155.67	0.75	8,155.67	0.25
20	TRAFFIC CONTROL	LS	1.00	718.76	718.76	1.00	718.76	1.00	718.76	
30	BLACKTOP & BASE	SF	1,530.00	7.37	11,276.10					1,530.00
40	16" CONC PAD & BASE	SF	296.00	22.41	6,633.36					296.00
50	DEWATERING	LS	1.00	12,242.70	12,242.70	0.75	9,182.03	0.75	9,182.03	0.25
60	BYPASS PUMPING	LS	1.00	3,828.07	3,828.07					1.00
70	FENCE	LS	1.00	5,643.75	5,643.75					1.00
80	TRACKING PAD	EA	1.00	657.65	657.65	1.00	657.65	1.00	657.65	
90	SILT FENCE	LF	215.00	2.63	565.45	215.00	565.45	215.00	565.45	
100	CLEAR & GRUB	ID	55.00	42.49	2,336.95	55.00	2,336.95	55.00	2,336.95	
110	REMOVE POLE	EA	1.00	322.63	322.63	0.50	161.32	0.50	161.32	0.50
120	GRADE SITE	LS	1.00	4,888.85	4,888.85					1.00
130	TOPSOIL	SY	350.00	6.44	2,254.00					350.00
140	SEEDING	SY	350.00	2.12	742.00					350.00
150	TEMP FENCE	LF	200.00	12.31	2,462.00	200.00	2,462.00	200.00	2,462.00	
160	FORCEMAIN	LS	1.00	4,444.85	4,444.85					1.00
170	VALVE VAULT	LS	1.00	9,025.91	9,025.91	0.75	6,769.43	0.75	6,769.43	0.25
180	LIFT STATION	LS	1.00	78,001.47	78,001.47	0.75	58,501.10	0.75	58,501.10	0.25
190	ELECTRICAL	LS	1.00	13,517.13	13,517.13	0.50	6,758.57	0.50	6,758.57	0.50
200	GRAVITY SEWER	LS	1.00	3,122.95	3,122.95	1.00	3,122.95	1.00	3,122.95	
210	RELOCATE UTILITIES	LS	1.00	223.95	223.95	1.00	223.95	1.00	223.95	
220	REMOVE ABANDON LIFT STATION	LS	1.00	5,463.66	5,463.66					1.00
230	TREES	LS	1.00	1,365.00	1,365.00					1.00
240	COATING	LS	1.00	11,612.48	11,612.48	1.00	11,612.48	1.00	11,612.48	
250	RECONSTRUCT SAN MH	EA	1.00	1,154.69	1,154.69	1.00	1,154.69	1.00	1,154.69	
260	REMOVE ASPHALT	SY	100.00	4.28	428.00					100.00
270	SAWCUT ASPHALT	LF	13.00	3.34	43.42					13.00
280	ALLOWANCE (\$20000)	DOL	1.02	20,000.00	20,400.00					1.02
9000	MOBILIZATION	LS	1.00		0.00					1.00
9010	SUPERINTENDENT	LS	1.00		0.00					1.00
9020	WARRANTY COSTS	LS	1.00		0.00					1.00

Totals				214,250.00		112,383.00		112,383.00	
--------	--	--	--	------------	--	------------	--	------------	--




---

**DATE:** November 14, 2016

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

**FROM:** Julie Hanson, City Clerk

**SUBJECT:** Resolution Certifying the 2016 Municipal Election Canvass Results

---

**Background**

Members of the City Council are required by State Statute to certify the results of the Municipal Election to the Ramsey County Auditor within three (3) to ten (10) days after the general election.

Attached is a copy of Resolution 2016-034 and an election abstract certifying the 2016 municipal election results from the November 8, 2016, general election. Please note the write-in tally sheets were not yet available from Ramsey County; however, that information will be provided as a bench handout at Monday night’s City Council meeting.

**Recommendation**

Motion to approve Resolution 2016-034 Certifying the 2016 Municipal Election Canvass Results Declaring:

- Brenda Holden as Arden Hills City Councilmember for a four-year term beginning in January 2017;
- Dave McClung as Arden Hills City Councilmember for a four-year term beginning in January 2017; and.
- Steve Scott as Arden Hills City Councilmember for a special two-year term beginning in January 2017.

**Attachments**

Attachment A: Resolution 2016-034 Certifying the 2016 Municipal Election Canvass Results  
Attachment B: Abstract of Votes Cast



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

**RESOLUTION NO. 2016-034**

**RESOLUTION CERTIFYING THE 2016 MUNICIPAL  
ELECTION CANVASS RESULTS**

**WHEREAS**, the City of Arden Hills held its General Election on November 8, 2016; and

**WHEREAS**, Minnesota Statute 205.185, Subd. 3 and 205.065, Subd. 5, require that the City Council canvass the results of the election within three (3) to ten (10) days after the election; and

**WHEREAS**, the City Council met on November 14, 2016, as an item of business at a City Council meeting, as a canvassing board to review the results of the election.

**THEREFORE, BE IT RESOLVED** by the City Council of the City of Arden Hills, Minnesota, that voting for the office of City Council, where there were three seats – two to be elected for four-year terms and one to be elected to a special, two-year term, at the November 8, 2016, General Election, held in and for said City, has been in all respects, duly canvassed by this City Council in accordance with the law. It is hereby found and determined that the total votes cast upon the offices for each candidates at said election were as follows:

<i>COUNCILMEMBERS (4-year term)</i>	<i>#Votes</i>
<b>Brenda Holden</b>	<b>2353</b>
<b>Dave McClung</b>	<b>2272</b>
Write In Votes	93
<i>COUNCILMEMBER (2-year term)</i>	<i># Votes</i>
<b>Steve Scott</b>	<b>2304</b>
Write In Votes	40

\*The attachments list the write in votes.

**BE IT RESOLVED**, that as a result of said canvass, Brenda Holden and Dave McClung be declared elected City Councilmembers for four-year terms and Steve Scott be declared elected City Councilmember for a special two-year term commencing at the first meeting in January 2017.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF ARDEN HILLS THIS 14th  
DAY OF NOVEMBER, 2016.**

---

David Grant, Mayor

ATTEST:

---

Julie Hanson, City Clerk

# Attachment B

Abstract of Votes Cast  
In the Precincts of the City of Arden Hills  
State of Minnesota  
at the STATE GENERAL ELECTION  
Held Tuesday, November 8, 2016

as compiled from the official returns.

Summary of Totals  
City of Arden Hills  
Tuesday, November 8, 2016 STATE GENERAL ELECTION

Number of persons registered as of 7 a.m.	5982
Number of persons registered on Election Day	785
Number of accepted regular, military, and overseas absentee ballots and mail ballots	1627
Number of federal office only absentee ballots	10
Number of presidential absentee ballots	0
Total number of persons voting	5716

Summary of Totals  
City of Arden Hills  
Tuesday, November 8, 2016 STATE GENERAL ELECTION

**KEY TO PARTY ABBREVIATIONS**

NP - Nonpartisan

Council Member (Arden Hills) (Elect 2)

NP Steven Loyal Jones 627	NP Dave McClung 2272	NP Tania Dreon 1135	NP Brenda J Holden 2353	NP Dan Burns 1212
WI WRITE-IN** 93				

Special Election for Council Member (Arden Hills)

NP Nicholas A. Tamble 1342	NP Steve Scott 2304	WI WRITE-IN** 40
----------------------------------	---------------------------	------------------------

Detail of Election Results  
City of Arden Hills  
Tuesday, November 8, 2016 STATE GENERAL ELECTION

<b>Precinct</b>	<b>Persons Registered as of 7 A.M.</b>	<b>Persons Registered on Election Day</b>	<b>Total Number of Persons Voting</b>
62 0010 : ARDEN HILLS P-1	2471	204	2325
62 0020 : ARDEN HILLS P-2	1450	434	1514
62 0030 : ARDEN HILLS P-3	2061	147	1877
City of Arden Hills Total:	5982	785	5716

Detail of Election Results  
 City of Arden Hills  
 Tuesday, November 8, 2016 STATE GENERAL ELECTION

Office Title: Council Member (Arden Hills) (Elect 2)

Precinct	NP Steven Loyal Jones	NP Dave McClung	NP Tania Dreon	NP Brenda J Holden	NP Dan Burns
62 0010 : ARDEN HILLS P-1	294	901	476	977	500
62 0020 : ARDEN HILLS P-2	161	504	269	527	320
62 0030 : ARDEN HILLS P-3	172	867	390	849	392
Total:	<b>627</b>	<b>2272</b>	<b>1135</b>	<b>2353</b>	<b>1212</b>

Precinct	WI WRITE-IN**
62 0010 : ARDEN HILLS P-1	33
62 0020 : ARDEN HILLS P-2	32
62 0030 : ARDEN HILLS P-3	28
Total:	<b>93</b>

Office Title: Special Election for Council Member (Arden Hills)

Precinct	NP Nicholas A. Tamble	NP Steve Scott	WI WRITE-IN**
62 0010 : ARDEN HILLS P-1	537	917	15
62 0020 : ARDEN HILLS P-2	299	584	12
62 0030 : ARDEN HILLS P-3	506	803	13
Total:	<b>1342</b>	<b>2304</b>	<b>40</b>

We, the legally constituted county canvassing board, certify that we have herein specified the names of the persons receiving votes and the number of votes received by each office voted on, and have specified the number of votes for and against each question voted on, at the STATE GENERAL ELECTION held on Tuesday, November 8, 2016

As appears by the returns of the election precincts voting in this election, duly returned to, filed, opened, and canvassed, and now remaining on file in the office of the City of Arden Hills Clerk. Witness our official signature at \_\_\_\_\_ in \_\_\_\_\_ County this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Member of canvassing board

State of Minnesota  
City of Arden Hills

I, \_\_\_\_\_, Clerk of the City of Arden Hills do hereby certify the within and foregoing \_\_\_\_\_ pages to be a full and correct copy of the original abstract and return of the votes cast in the City of Arden Hills STATE GENERAL ELECTION held on Tuesday, November 8, 2016.

Witness my hand and official seal of office this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_



**DATE:** November 14, 2016

**TO:** City Councilmembers  
Sue Iverson, Interim City Administrator

**FROM:** Mayor Grant

**SUBJECT:** Rice Creek Commons (TCAAP) Development Discussion Opportunity for Residents

---

**Discussion**

Under this Public Hearing, citizens have an opportunity to discuss ideas regarding Rice Creek Commons (TCAAP) development.



---

**DATE:** November 14, 2016

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

**FROM:** Eric Zweber, AICP, Interim City Planner

**SUBJECT: Planning Case #16-024**  
**Applicant:** MedExpress  
**Property Location:** 1150 County Road E West  
**Request:** Final Planned Unit Development Agreement

---

**Requested Action**

Review planned unit development (PUD) agreement and provide direction on sidewalk and pedestrian improvements.

**Background**

On October 31, 2016, the City Council approved Planning Case 16-024 for a Final Planned Unit Development (PUD) for Phase II of the Arden Plaza Master PUD at 1150 County Road E West.

The City Attorney has prepared the Final PUD Development Agreement – Phase II Arden Plaza (Attachment A).

During the October 31 City Council Meeting, the Council discussed sidewalk and pedestrian improvements around the Arden Plaza County Road E access drive to connect the Red Cross site with the Arden Plaza site. Following that meeting, staff visited the site to evaluate the feasibility of creating a sidewalk connection from the newly installed sidewalk at Red Cross to the crossing at the south end of the Arden Plaza access drive to County Road E. This option appears infeasible because of the width of the boulevard on the west side of the access drive, the location of the trees and the existing stormwater grate located just north of the crossing. As an alternative, staff has prepared two options for connecting the Red Cross site to the Arden Plaza sidewalk system.

Option 1 is a sidewalk installed at a 45 degree angle from the southeast corner of the Red Cross

parking lot to the access drive crossing. This option would avoid the stormwater grate but would require replacing a section of concrete drainage channel and installing a new channel that would support a grate to continue the sidewalk. Option 2 is providing a sidewalk from the northeast corner of the Red Cross parking lot to the sidewalk on the south side of County Road E. From that point, residents can cross the access drive and continue south on the existing sidewalk on the east side of the access drive. Staff provided this second option because it would be clearly visible from the customer parking lot and Red Cross entrance. The Option 1 sidewalk is not visible from the Red Cross entrance and is located adjacent to the staff parking area and the staff entrance to the Red Cross.

The two sidewalks options are illustrated in Attachment B. Each of the sidewalk options are estimated to cost between \$4,000 and \$6,000. Staff is requesting that the Council review the sidewalk options and direct staff if the Council wishes to pursue either option. Based on the direction provided, staff will bring a revised Final PUD Agreement to the City Council meeting on November 28, 2016 for the Council's consideration.

**Attachments**

- A. Final PUD Development Agreement – Phase 2 Arden Plaza
- B. Sidewalk Options

*(reserved for recording information)*

**FINAL  
 PLANNED UNIT DEVELOPMENT AGREEMENT  
 PHASE II - ARDEN PLAZA**

**MEDEXPRESS  
 (PC# 16-024)**

THIS **PLANNED UNIT DEVELOPMENT AGREEMENT** (“Agreement”) is dated effective \_\_\_\_\_, 201\_\_, and is entered into by and between the **CITY OF ARDEN HILLS**, a Minnesota statutory city, whose address is 1245 West Highway 96, Arden Hills, MN 55112 (“City”), **ARDEN PLAZA, LLC**, a Minnesota limited liability company, whose address is 1625 Energy Park Drive, Suite 200, St. Paul, MN 55108 (“Arden Plaza” or “Owner”) and **MEDEXPRESS URGENT CARE MINNESOTA P.C.**, a \_\_\_\_\_ whose address is \_\_\_\_\_ (“Developer”).

**1. RECITALS.**

A. Arden Plaza, LLC, is the record fee owner of property situated in the County of Ramsey, State of Minnesota, and legally described as **Lot 2, Block 1, Arden Plaza**. Said site is for future development pursuant to the terms of an Amended and Restated Master Planned Unit

Development Agreement and Phase I Development Contract (Planning Case #14-016). For each successive phase of the redevelopment, a Final Planned Unit Development Agreement is required to be submitted to verify general conformance with the Master Planned Unit Development Agreement and to provide more detailed development plans for the phase to be implemented.

B. On the 6th day of September, 2016, Developer, on behalf of Arden Plaza, submitted an application requesting that the City approve a Final Planned Unit Development (“Application”) for the development of an approximately 4,733 square foot neighborhood medical clinic with a total of 29 parking stalls, located at 1150 County Road E West.

C. The Application is illustrated and described on the following documents, attached and incorporated as part of Planning Case 16-024, on file and recorded at the City of Arden Hills:

1. Cover Sheet dated September 23, 2016
2. Existing Conditions & Demolition Plan (C2.0) dated October 12, 2016
3. Site Plan (C4.0) dated October 12, 2016
4. Site Dimension Plan (C4.1) dated October 12, 2016
5. Grading Plan (C5.0) dated October 12, 2016
6. Utility Plan (C6.0) dated October 12, 2016
7. Landscape Plan (C8.0) dated October 12, 2016
8. Line of Site Plan (A0.1) dated September 23, 2016
9. Floor Plan (A1) dated September 23, 2016
10. Exterior Elevations (A3) dated October 17, 2016
11. Exterior Elevations (A3.1) dated September 23, 2016

12. Door Details, Schedules & Partition Types (A4) dated October 17, 2016
13. Site Lighting Photometric Plan (E-14) dated September 23, 2016
14. Signage Plan dated October 3, 2016

**2. PLANNING COMMISSION REVIEW.** On the 5th day of October, 2016, the City Planning Commission reviewed the Application and after considering the Application, the submitted plans, the reports and comments of the City's staff, the reports and comments of the Developer and Arden Plaza, and other public comments, and subject to conditions, recommended approval of the Application.

**3. CITY COUNCIL REVIEW.**

A. On the 31st day of October, 2016, the Arden Hills City Council reviewed the recommendations of the Planning Commission; the materials and comments submitted by City staff and the its consultants; and the materials and comments submitted by the Developer and Arden Plaza and its consultants. At the conclusion of its review, the City Council approved a Final Planned Unit Development to construct a 4,733 square foot neighborhood medical clinic called **MedExpress Urgent Care \_\_\_\_\_**, subject to the terms and conditions contained herein.

**4. TERMS AND CONDITIONS.** In consideration of the undertakings herein expressed and in compliance with the City's Development Regulations, the parties agree as follows:

A. **PUD.** Developer is hereby authorized and shall construct an approximately 4,733 square foot building with 29 total parking stalls consistent with the plans reviewed and approved by the City. Developer shall comply with all terms and conditions:

1. The Developer shall continue to abide by the conditions of all previous Master PUD Agreements, permits, and reviews, except as hereinafter amended.
2. The Developer shall obtain a building permit within one year of the Final PUD approval or the approval shall expire, unless extended by the City Council prior to the approval's expiration date. Extension requests must be submitted in writing to the City at least 45 days prior to the expiration date.
3. Final construction plans shall be subject to approval by the Building Official and Fire Marshall prior to the issuance of a building permit.
4. Developer shall provide the City with a copy of the Rice Creek Watershed District permit for the project prior to the issuance of any development permits.
5. Developer shall provide the City with a copy of the County Right-of-Way Permit for any work associated with the development being completed in the County Road E right-of-way.
6. Final grading, drainage, utility, and site plans shall be subject to approval by the City Engineer and City Planner prior to the issuance of a Grading and Erosion Control Permit or other development permits.
7. Developer will provide 29 parking stalls to be located on the south side of the lot and screened from County Road E by the building and landscaping improvements as shown on the approved plans. No parking stalls will be located between the building and the right-of-way or in the side yard areas.
8. Developer shall provide two bicycle racks that accommodate up to four bicycles which will be located on the west side of the building close to the primary entrance.

9. Developer shall install a sidewalk that connects the primary entrance to the sidewalk on the east side of County Road E access drive. A sidewalk shall also be installed along the south end of the property to connect with the internal pedestrian walkway for the retail center. The Developer, along with the owner of the Shopping Center, shall submit a parking lot and sidewalk striping plan to provide pedestrian connections within the PUD and with neighboring properties.

10. Prior to the issuance of any development permits, a copy of all necessary supplemental declarations between Developer and Arden Plaza addressing site operation issues including, but not limited to, driveway maintenance, shared parking and drainage shall be provided to the City.

11. All mechanical equipment, whether ground-mounted or roof-mounted, shall be screened from ground-level view of public streets. Wood screening shall not be permitted.

12. The trash service area on the northwest side of the parking lot shall be fully enclosed and constructed with the same materials used for the principal structure.

13. All lighting will be installed and arranged to direct light away from adjacent lots and public streets. The source of illumination must be hooded, concealed, or controlled so that only the intended site is illuminated. Any light or combination of light cannot cast light that exceeds a meter reading of 1.0 foot candle on the travel lanes of adjoining public streets.

14. All spandrel glass used on the building shall be light grey or other color that closely matches the appearance of the transparent glass being used.

15. The proposed building standards, design and colors shall be in conformance with the plans submitted to and approved by the City. The building shall be constructed of masonry brick.

16. Landscaping shall be installed pursuant to the plans and details submitted to and approved by the City.

17. All signage shall be installed pursuant to the plans submitted to and approved by the City. The building shall be permitted no more than a total of 150 square feet of wall signage.

18. As shown on Elevation A3 and Elevation A3.1, the interior of the tower features at the northwest and southeast corners of the building shall only be lit between the hours of 8:00 a.m. and 10:00 p.m.

**B. Required Improvements.** The project shall be completed in accordance with the submitted plans 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.

**C. Required Permits.** The applicant shall obtain all necessary permits, including, but not limited to, NPDES, Rice Creek Watershed District, Ramsey County, and City Grading and Erosion Control Permits. Copies of all necessary permits shall be submitted to the City prior to the issuance of any development permits.

**D. Security.**

(1) The Developer shall submit a financial surety in the amount of 125% of the estimated costs of site improvements including grading, utilities, and paving, prior to the issuance of any development permits. The financial surety shall be in the form of a letter of

credit issued by a FDIC-insured Minnesota bank, and be in a form acceptable to the City. The purpose of the letter of credit is to ensure that site improvements are completed in the event that the Developer defaults on this Agreement.

(2) The Developer shall submit a financial surety in the amount of 125% of the estimated costs of landscaping prior to the issuance of any development permits. The financial surety shall be in the form of a letter of credit issued by a FDIC-insured Minnesota bank. The purpose of the letter of credit is to ensure that landscaping is completed in the event that the Developer defaults on this Agreement. The City will hold the letter of credit for two years after the installation of landscaping. The letter of credit should not expire during the two-year period.

**E. Escrow.**

(1) The Developer shall submit a cash escrow in the amount of 25% of the estimated costs of site improvements, including grading, utilities, and paving, prior to the issuance of any development permits. The escrow will be used for City costs related to review, approval, and inspection of site improvements or any costs incurred by the City in the event of a default by Developer.

(2) The Developer shall submit a cash escrow in the amount of 25% of the estimated costs of landscaping prior to the issuance of any development permits. The escrow will be held by the City for two years after installation of landscaping and used for City costs related to review, approval, and inspection of landscaping, or default by Developer.

**F. Binding Effect.** The terms and provisions of this Agreement shall be binding upon and inure to the benefit of the heirs, representatives, successors and assigns of the parties hereto and shall be binding upon all future owners of all or any part of the Property. This

Agreement, at the option of the City, shall be placed of record so as to give notice thereto to any subsequent purchasers and encumbrances of all or any part of the Property and all recording fees, if any, shall be paid by the Developer.

**G. Default.** The occurrence of any of the following shall be considered an “Event of Default” in the terms and conditions contained in this Agreement:

(1) Failure of Developer to comply with any of the terms and conditions contained in this Agreement if Developer fails to correct such failure within thirty (30) days after receiving written notice of such failure from the City, or if such failure cannot be reasonably cured within such thirty (30) day period, then the failure of the Developer to promptly commence the correction of such failure or to complete the correction of such failure within a reasonable period of time.

(2) The failure of Developer to comply with any applicable ordinance or statute with respect to the development of the Property.

**H. Remedies.** Upon the occurrence of any Event of Default, the City, in addition to any other remedy which may be available to it, shall be permitted to do any of the following:

(1) City may make advances or take other steps to cure the default, and, where necessary, enter the Property for that purpose. Developer shall pay all reasonable sums so advanced or reasonable expenses incurred by the City, upon demand, with interest from the dates of such advances or expenses at the rate of 10% per annum. No action taken by the City pursuant to this section shall be deemed to relieve Developer from curing any such default to the extent that it is not cured by the City or from any other default hereunder. The City shall not be obligated, by virtue of the existence or exercise of this right, to perform any such act or cure any such default. Developer shall save, indemnify, and hold harmless, including reasonable attorney

fees, the City from any liability or other damages which may be incurred as a result of the exercise of the City's rights pursuant to this section, other than if arising, in whole or in part, because of the City's negligence or willful misconduct.

(2) Obtain an Order from a Court of competent jurisdiction requiring Developer to specifically perform its obligations pursuant to the terms and provisions of this Agreement.

(3) Exercise any other remedies which may be available to it including an action for damages.

(4) Withhold the issuance of any or all building permits and/or prohibit the occupancy of all building(s) for which permits have been issued.

(5) In addition to the remedies and amounts payable as set forth herein, upon the occurrence of an Event of Default, Developer shall pay to the City all reasonable fees and expenses, including reasonable attorney, engineering and consulting fees, incurred by the City as a result of the Event of Default, whether or not a lawsuit or other action is formally taken.

**IN WITNESS WHEREOF**, the above-named parties have caused this Agreement to be executed as of the date and year first above written.

*[Remainder of page intentionally left blank.  
Signatures on the following pages.]*

**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 \_\_\_\_\_, 20\_\_\_\_, 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

**ARDEN PLAZA, LLC**  
a Minnesota limited liability company

By: \_\_\_\_\_  
\_\_\_\_\_ [print name]  
Its \_\_\_\_\_

STATE OF MINNESOTA    )  
                                  (ss.  
COUNTY OF \_\_\_\_\_)

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, the \_\_\_\_\_ of **ARDEN PLAZA, LLC**, a Minnesota limited liability company, on behalf of the limited liability company.

\_\_\_\_\_  
Notary Public

**MEDEXPRESS URGENT CARE  
MINNESOTA P.C.**

a \_\_\_\_\_

By: \_\_\_\_\_

[print name]

Its \_\_\_\_\_

STATE OF MINNESOTA )  
( ss.  
COUNTY OF \_\_\_\_\_)

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, the \_\_\_\_\_ of **MEDEXPRESS URGENT CARE MINNESOTA P.C.**, a \_\_\_\_\_, on behalf of the \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

DRAFTED BY:  
**Campbell, Knutson**  
*Professional Association*  
Grand Oak Office Center I  
860 Blue Gentian Road, Suite 290  
Eagan, Minnesota 55121  
Telephone: (651) 452-5000  
(JJJ)



# Attachment B

EXISTING BUILDING

REMOVE EXISTING  
CONCRETE WALK  
APPROX. 30 SF

REMOVE AND  
REPLACE CURB  
APPROX. 10 LF

ARDEN PLAZA

REMOVE AND REPLACE CURB  
APPROX. 10 LF

TRUNCATED DOMES  
8 SF

6" CONCRETE WALK  
APPROX. 100 SF

GRATE CASTING  
SPECIAL

MATCH EXISTING  
CONCRETE WALK

5'

CB



701 Xenia Avenue South, Suite 300  
Minneapolis, MN 55416  
Tel: (763) 541-4800 • Fax: (763) 541-1700  
wsbeng.com

RED CROSS SIDEWALK IMPROVEMENTS

OPTION 1

ARDEN HILLS, MINNESOTA



engineering • planning • environmental • construction

COUNTY ROAD E

MATCH EXISTING  
CONCRETE WALK

6" CONCRETE WALK  
APPROX. 160 SF

8 SF TRUNCATED DOMES

REMOVE AND REPLACE CURB  
APPROX. 10 LF

5'

ARDEN PLAZA

SIDEWALK REMOVAL

REMOVE AND  
REPLACE CURB  
APPROX. 10 LF

REMOVE  
CONCRETE WALK  
APPROX. 30 SF



701 Xenia Avenue South, Suite 300  
Minneapolis, MN 55416  
Tel: (763) 541-4800 • Fax: (763) 541-1700  
wsbeng.com

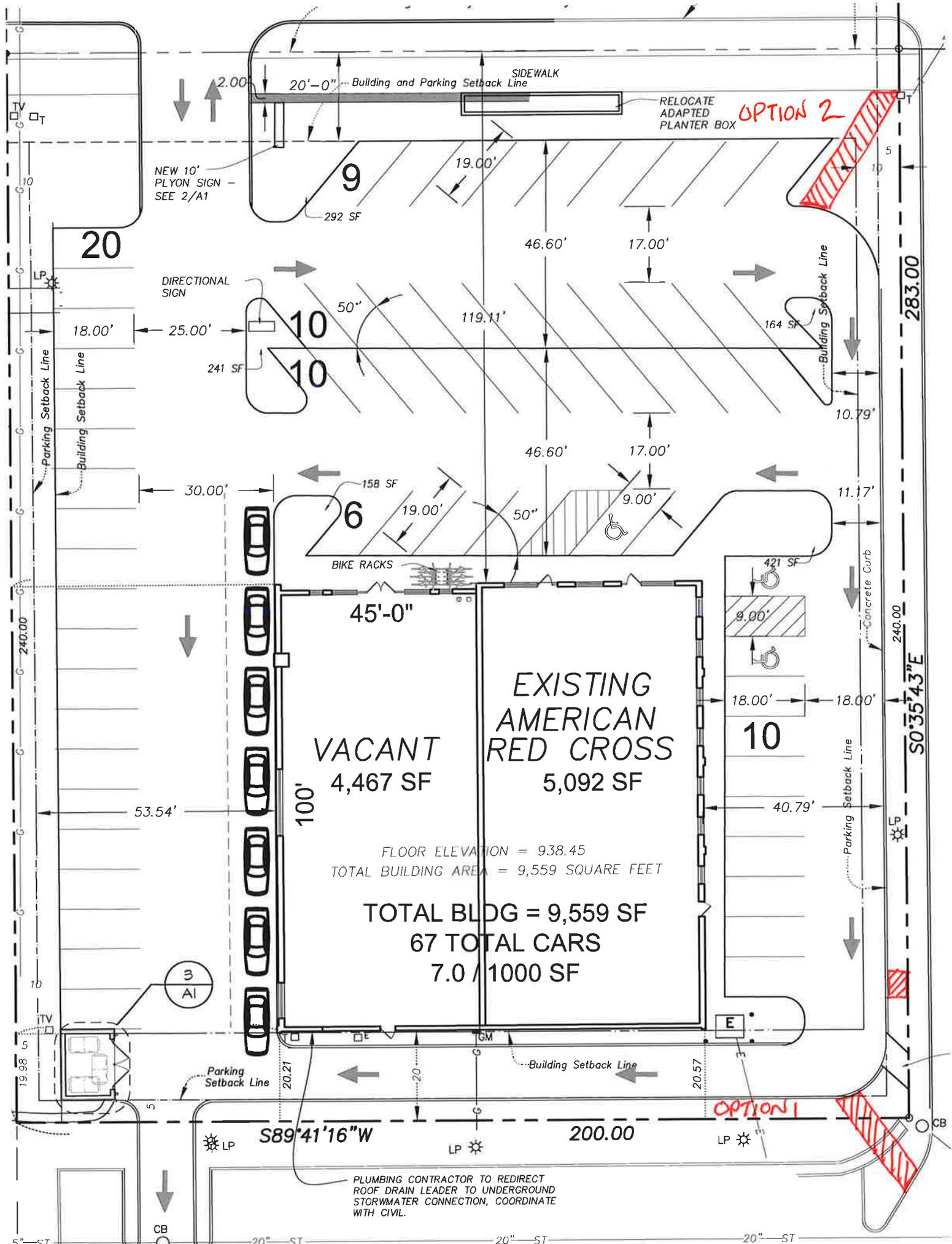
RED CROSS SIDEWALK IMPROVEMENTS

OPTION 2

ARDEN HILLS, MINNESOTA



engineering • planning • environmental • construction



NEW 10' PLYON SIGN - SEE 2/A1

OPTION 2

OPTION 1

VACANT  
4,467 SF

EXISTING  
RED CROSS  
5,092 SF

FLOOR ELEVATION = 938.45  
TOTAL BUILDING AREA = 9,559 SQUARE FEET

TOTAL BLDG = 9,559 SF  
67 TOTAL CARS  
7.0 / 1000 SF

PLUMBING CONTRACTOR TO REDIRECT ROOF DRAIN LEADER TO UNDERGROUND STORMWATER CONNECTION, COORDINATE WITH CIVIL.

20

9

10  
10

6

10

100'

45'-0"

S89°41'16"W

200.00

283.00

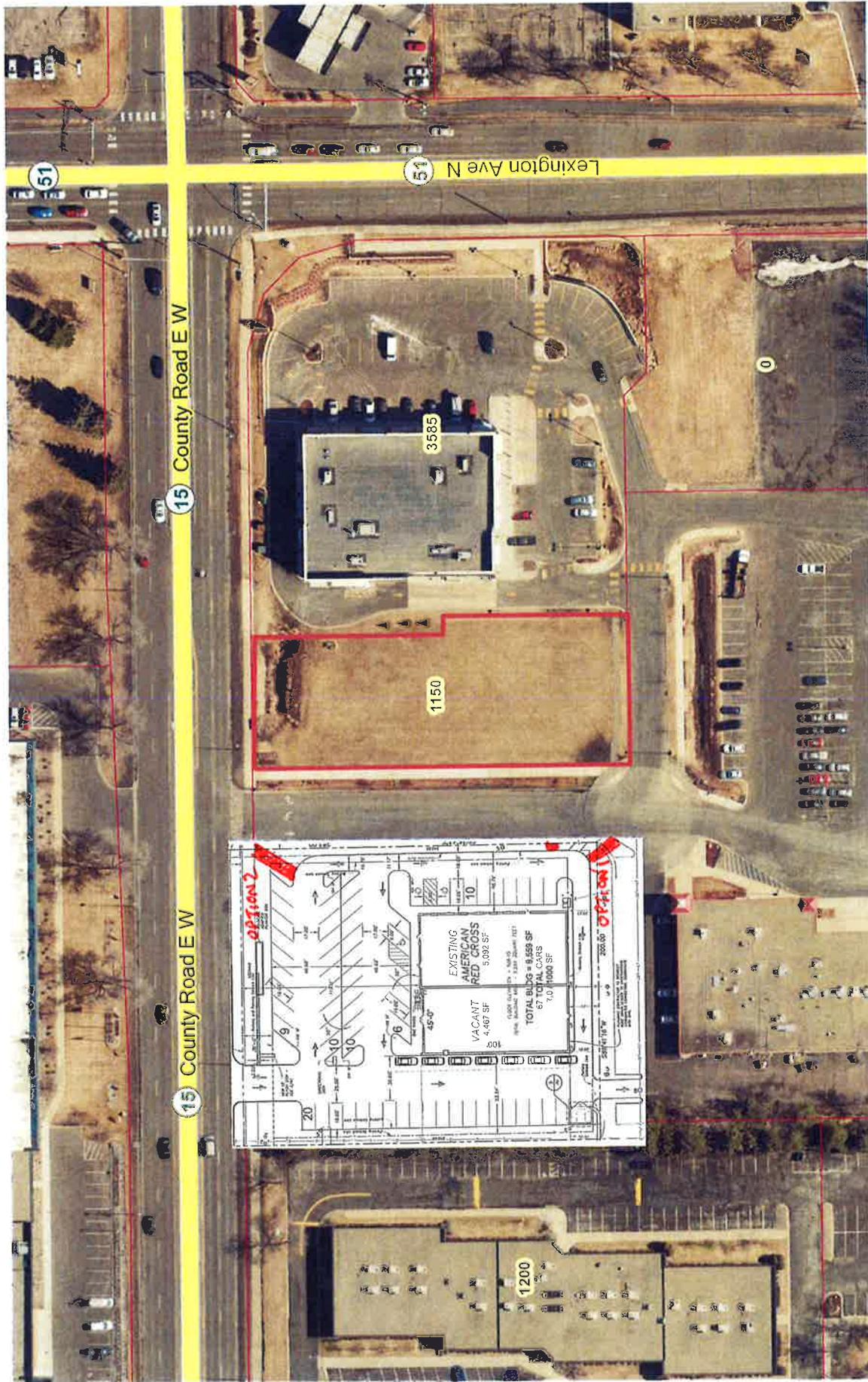
240.00

S0°35'43"E

5'-ST 20'-ST 20'-ST 20'-ST



# 1150 County Road E West



200.0

0

100.00

200.0 Feet

NAD\_1983\_HARN\_Adj\_MIN\_Ramsey\_Feet  
© Ramsey County Enterprise GIS

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.  
THIS MAP IS NOT TO BE USED FOR NAVIGATION

1: 1,200





---

**DATE:** November 14, 2016

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

**FROM:** Eric Zweber, AICP, Interim City Planner

**SUBJECT: Planning Case #16-031**  
**Applicant:** Land O'Lakes  
**Property Location:** 4001 Lexington Avenue North  
**Request:** Planned Unit Development (PUD) Amendment

---

**Requested Action**

Motion to approve Planning Case 16-031 for a Planned Unit Development (PUD) Amendment for changes to the height of roof-mounted mechanical equipment on the new Land O'Lakes office building located at 4001 Lexington Avenue North, based on the findings of fact and submitted plans, and the four conditions in the November 14, 2016, Report to the City Council.

**Background**

The City Council approved a Final PUD for Phase 2 of the Land O'Lakes campus expansion plan on July 25, 2016 (PC 16-016). Phase 2 of the project includes the construction of a four-story, approximately 155,000 gross square foot office building located just north of the existing principal buildings on the campus.

As part of the Final PUD approval, the City granted Land O'Lakes flexibility for the height of roof-mounted mechanical equipment on the office building. The Zoning Code exempts roof-mounted mechanical equipment from the building height limitations if the enclosures do not extend more than 12 feet above the roof line. The City approved a height of 14 feet – 8 inches for the roof-mounted mechanical equipment on the new building. The approved building plans included a screen along the roof line that will match the color of the building and screen the mechanical equipment from public view.

## **Overview of Request**

Land O'Lakes has begun construction on the new office building and has determined that a different type of elevator is needed to service the building. The final mechanical design for the building will use roof top mounted boilers to provide a more efficient heating system. To service and replace the roof top boilers, an upgraded elevator is required. As a result, the enclosure on the roof for the elevator equipment would require a taller overhead height. The proposed enclosure would have a height of 18 feet, or 3 feet – 4 inches taller than what was previously approved by the City Council. The footprint of the elevator extrusion would measure approximately 21 feet by 29 feet for an overall area of 609 square feet. This 609 square feet enclosure would house the elevator, a staircase and the roof top boilers.

Land O'Lakes has requested a PUD Amendment to allow for this additional height for the elevator enclosure. The applicant has provided an overview on why the change is needed, graphic renderings showing the view of the office building from County Road F, and a revised building elevation plan (Attachments A and B).

Section 1355.06 Subd. 4 of the Arden Hills City Code states that any structural alteration to an approved PUD not specially permitted shall require City Council action. When these changes are deemed to be minor, the requirements of a public hearing may be waived by the City Council. In this case, staff is recommending that the City Council review the proposed PUD Amendment without requiring a public hearing by the Planning Commission. If the City Council determines a public hearing should be held, this case would be referred to the Planning Commission at their next regular meeting.

## **Findings of Fact:**

Staff offers the following eight (8) findings of fact for this proposal:

1. The City approved a Final PUD for Phase 2 of the Land O'Lakes campus expansion plan at 4001 Lexington Avenue North on July 25, 2016 in Planning Case 16-016.
2. As part of the Final PUD approval, the City approved a maximum height of 14 feet – 8 inches for roof-mounted mechanical equipment on the new office building.
3. Section 1325.03, Subd. 3(B) of the Zoning Code excepts roof-mounted mechanical equipment from the Zoning Code height limitations if the enclosure does not extend more than 12 feet above the roof upon which it is located.
4. The applicant has requested a PUD Amendment in order to allow for the elevator enclosure on the roof to extend 18 feet above the roof line.
5. The footprint of the elevator extrusion would measure approximately 21 feet by 29 feet for an overall area of 609 square feet.
6. A screen along the roof line will match the color of the building and largely screen the enclosure from public view.
7. Where the plan is not in conformance with the City's Zoning Code, flexibility has been requested by the applicant.

8. The PUD process allows for flexibility within the City's regulations through a negotiated process with a developer.

### **Recommendation**

Based on the submitted plans and findings of fact, staff recommends approval of Planning Case 16-031 for a PUD Amendment at 4001 Lexington Avenue North. If the City Council makes a motion to approve this request, staff recommends that the following four conditions be included with the approval:

1. The applicant shall continue to abide by all previous agreements, as amended by the conditions of approval of this application.
2. A Planned Unit Development (PUD) Amendment Agreement shall be prepared by the City Attorney and subject to City Council approval.
3. The elevator equipment enclosure shall not exceed a height of 18 feet and shall not have a footprint greater than 21 feet by 29 feet or 609 square feet.
4. The elevator equipment enclosure shall be painted to match the color of the building.

### **Proposed Motion Language**

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

### **Public Notice**

In this case, a public hearing was not required per Section 1355.06 Subd. 4 of the Arden Hills City Code.

### **Deadline for Agency Actions**

The City of Arden Hills received the completed application for this request on November 9, 2016. Pursuant to Minnesota State Statute, the City is required to act on this request by January 8, 2017, (60 days), unless the City provides the petitioner with written reasons for an additional 60-day review period.

### **Attachments**

- A. Project Narrative
- B. Building Elevation Plan and Perspective Renderings
- C. Approved Master PUD Site Plan

## 2016 Land Use Application

*Property: Land O'Lakes; 4001 Lexington Avenue North*

*Type of Request: Planned Unit Development Amendment*

### Brief Description of Request

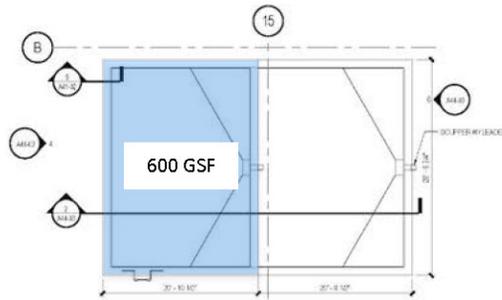
Land O'Lakes intends to consolidate their Arden Hills and Shoreview locations into one campus Headquarters at their existing Arden Hills property. The consolidation will include construction of a new four-story corporate office building of approximately 155,000 gross floor area and related site improvements. Land O'Lakes is requesting an amendment to the approved Planned Unit Development for the site to allow for an increased elevator overhead height from 14'-8" to 18'-0". This would be a 3'-4" increase from the previously approved overhead height for an elevator penthouse footprint of 600 square feet (nominally 21'x29')

The need to request an increase to the elevator height is as follows:

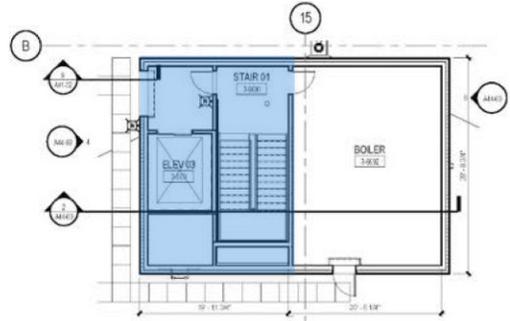
1. As the base mechanical heating system evolved, the boilers were shifted from the basement level to the roof level. This simplified the piping design and ultimately provides for a more efficient heating system. With the added heavy equipment located in a penthouse on the roof level, the cab classification needed to be increased from a Class A to a Class C3 elevator.
2. With upgrading the elevator to a Class C3 elevator, this allows the Owner to bring heavier equipment to the roof in the case of an equipment failure. A Class C3 elevator can allow for heavier loads from 3500# in a Class A to 5000# plus a pallet jack with a Class C3. This allows the boilers to be serviced or replaced if necessary through the elevator and not a crane with an oversized roof hatch.
3. The Owner looked at using a fully custom engineered elevator that could be designed to fit within the 14'-8" overhead height but that change would not fit within the current project schedule since it would require a deeper elevator pit and result in a considerably longer fabrication time.
4. The manufacturer of the elevator with the taller overhead height is also the same elevator manufacturer for the other Land O'Lakes buildings on campus so there is greater efficiency for servicing and maintenance for Land O'Lakes in the future.

# Elevation + Plan

# Attachment B



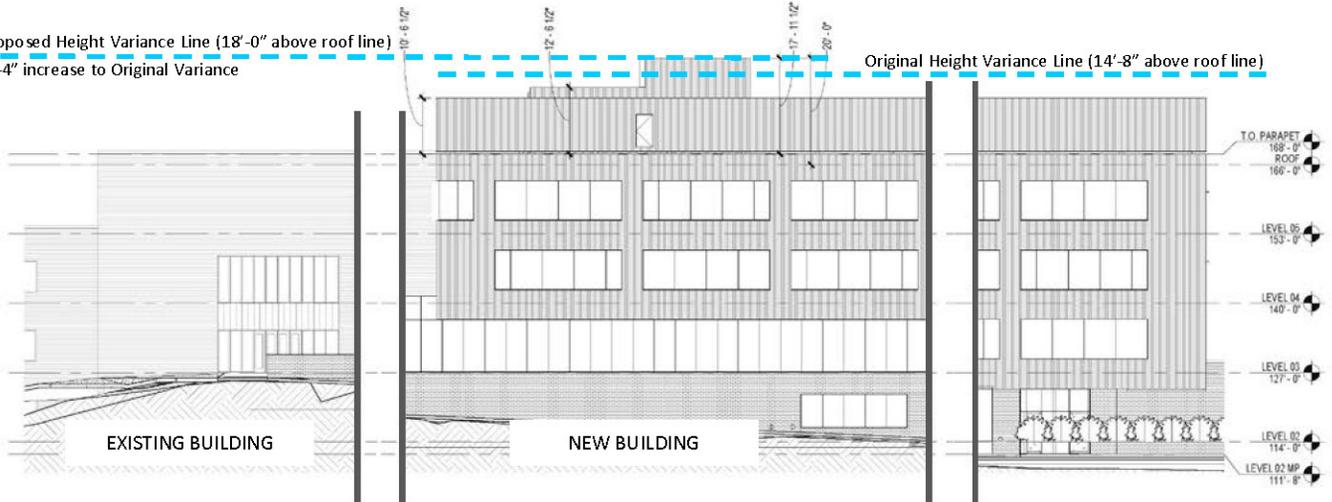
PENTHOUSE ROOF PLAN



PENTHOUSE FLOOR PLAN

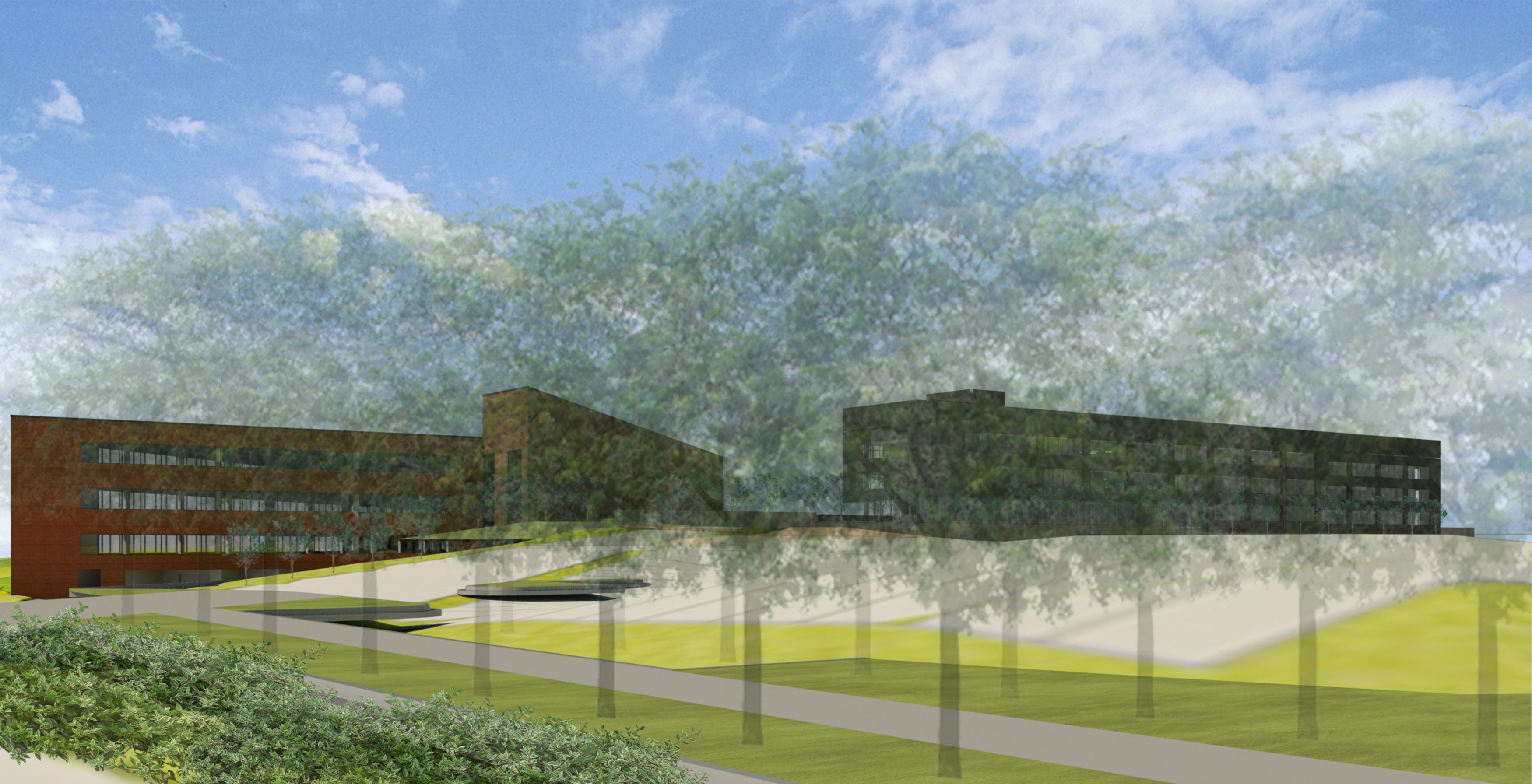
Proposed Height Variance Line (18'-0" above roof line)  
3'-4" increase to Original Variance

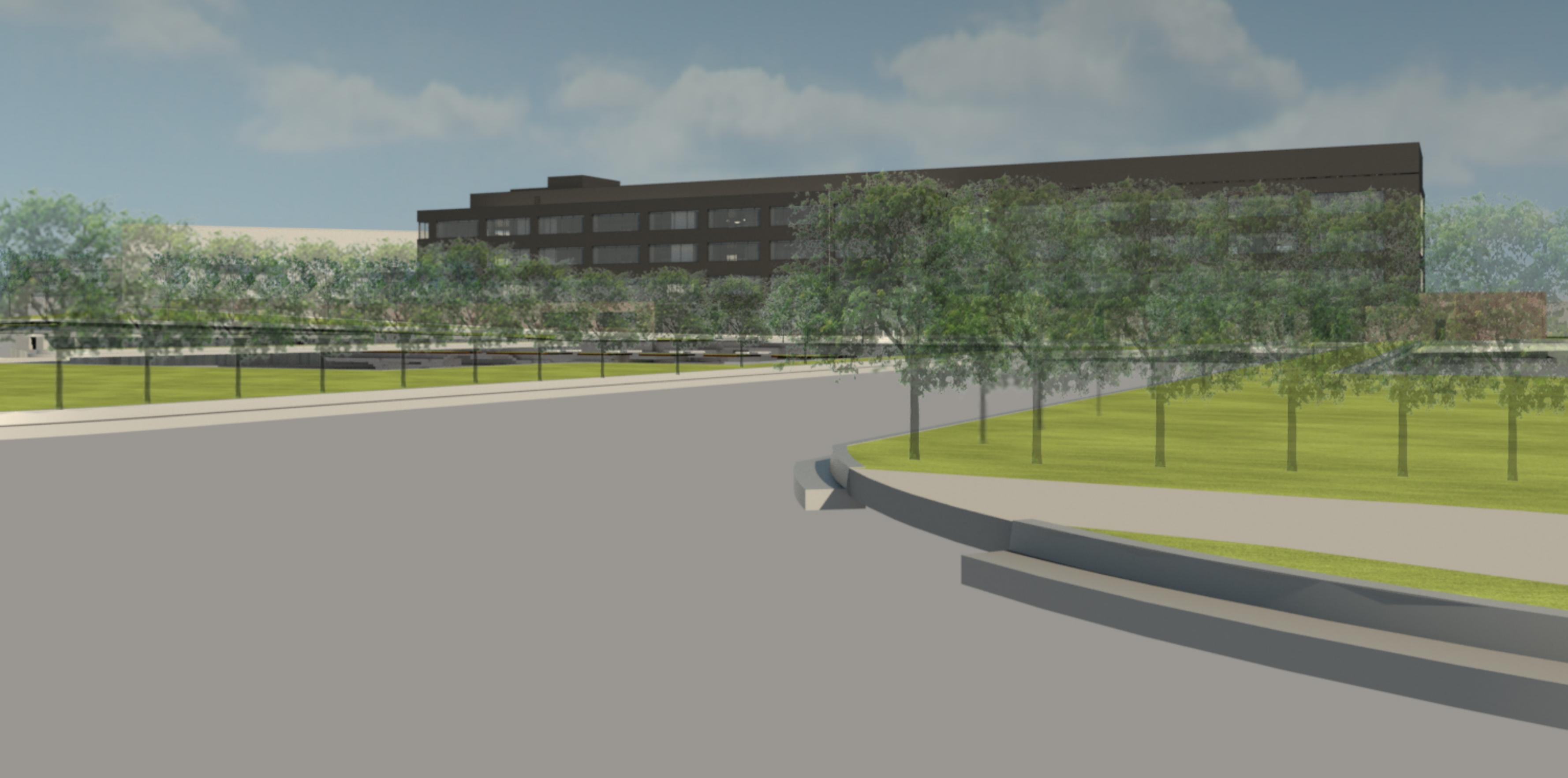
Original Height Variance Line (14'-8" above roof line)



EXISTING BUILDING

NEW BUILDING





84 10th St. South  
Suite 200  
Minneapolis, MN 55403  
1412.851.5000  
1412.851.5001  
www.perkinswill.com

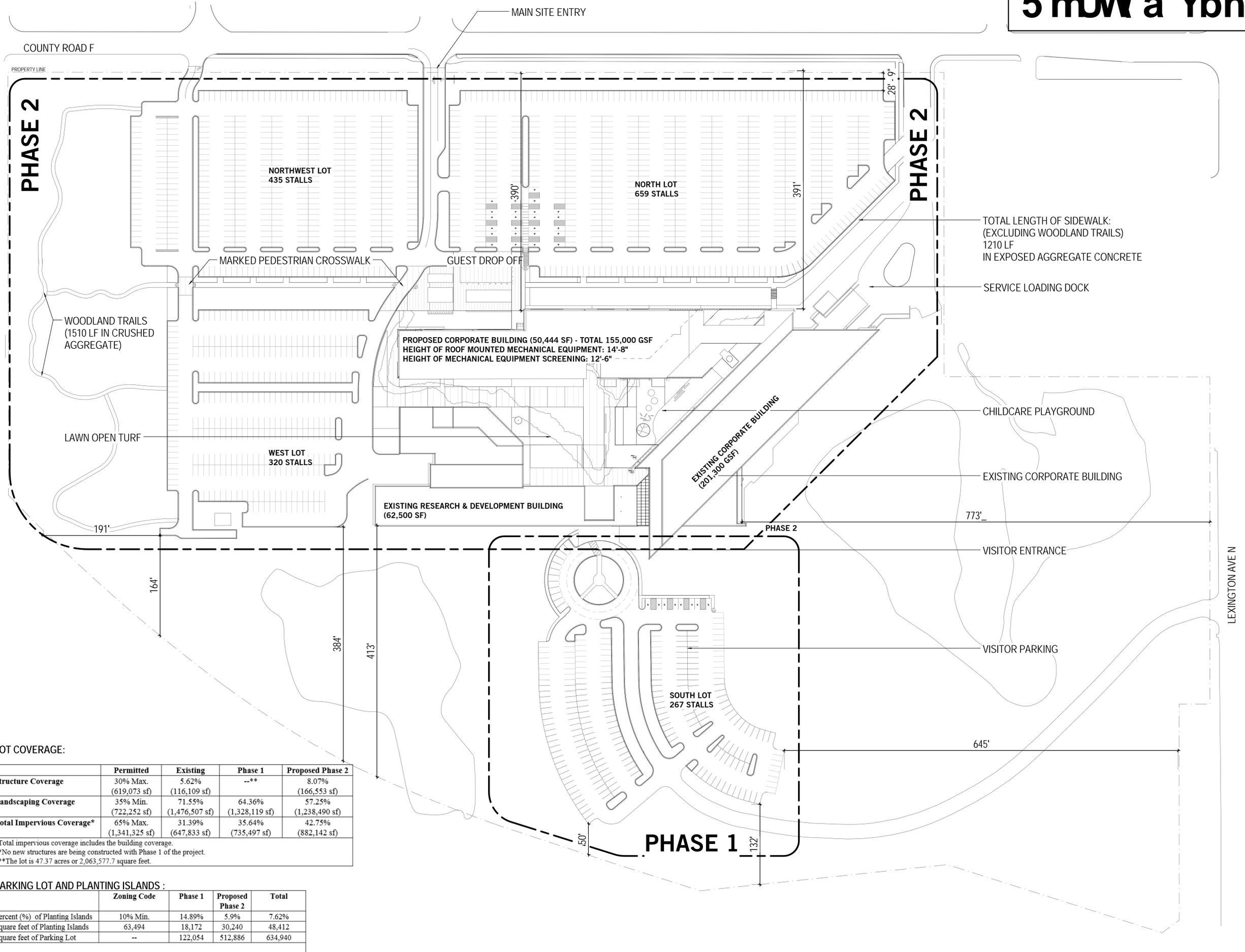
**CONSULTANTS**  
ARCHITECT  
BKBM  
5930 BROOKLYN BOULEVARD  
MINNEAPOLIS, MN 55419  
STRUCTURAL  
BKBM

MEP  
MICHAEL COOLEY ERICKSON  
333 SOUTH SEVENTH STREET, SUITE 1200  
MINNEAPOLIS, MN 55402  
OWNER

FACILITY  
CONTRACTOR

www.bkbm.com  
P: 763.843.0020

www.michaelcooley.com  
P: 612.291.4941  
LANDSCAPE  
PERKINS+WILL



TOTAL LENGTH OF SIDEWALK:  
(EXCLUDING WOODLAND TRAILS)  
1210 LF  
IN EXPOSED AGGREGATE CONCRETE

SERVICE LOADING DOCK

CHILDCARE PLAYGROUND

EXISTING CORPORATE BUILDING

VISITOR ENTRANCE

VISITOR PARKING

**PHASE 1**

**PHASE 2**

**PHASE 2**

**LOT COVERAGE:**

	Permitted	Existing	Phase 1	Proposed Phase 2
<b>Structure Coverage</b>	30% Max. (619,073 sf)	5.62% (116,109 sf)	--**	8.07% (166,553 sf)
<b>Landscaping Coverage</b>	35% Min. (722,252 sf)	71.55% (1,476,507 sf)	64.36% (1,328,119 sf)	57.25% (1,238,490 sf)
<b>Total Impervious Coverage*</b>	65% Max. (1,341,325 sf)	31.39% (647,833 sf)	35.64% (735,497 sf)	42.75% (882,142 sf)

\*Total impervious coverage includes the building coverage.  
\*\*No new structures are being constructed with Phase 1 of the project.  
\*\*\*The lot is 47.37 acres or 2,063,577.7 square feet.

**PARKING LOT AND PLANTING ISLANDS :**

	Zoning Code	Phase 1	Proposed Phase 2	Total
<b>Percent (%) of Planting Islands</b>	10% Min.	14.89%	5.9%	7.62%
<b>Square feet of Planting Islands</b>	63,494	18,172	30,240	48,412
<b>Square feet of Parking Lot</b>	--	122,054	512,886	634,940

**FINAL PUD APPLICATION**  
06/06/2016

NOT FOR CONSTRUCTION

PROJECT

**LAND O'LAKES HEADQUARTERS CONSOLIDATION**  
4001 Lexington Ave N. Arden Hills, MN

**LAND O'LAKES**  
4001 Lexington Ave N. Arden Hills, MN 55126

KEYPLAN

ISSUE CHART

DATE	ISSUE	DATE
05/15/14	Job Number	05/15/14
	Drawn	Author
	Checked	Checker
	Approved	Approver

SITE PLAN

SHEET NUMBER

**L04-04**

Copyright © 2014 Perkins+Will