Mayor:
David Grant

Councilmembers:
Brenda Holden
Fran Holmes
Dave McClung
Jonathan Wicklund

Regular City Council Agenda
April 11, 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 Develoment Authority (JDA) Update

   Jill Hutmacher, Community Development Director

   Documents: MEMO.PDF

   3.B. Transportation Update

   John Anderson, Acting Public Works Director

   Documents: MEMO.PDF

4. APPROVAL OF MINUTES

   4.A. March 14, 2016 Special City Council Work Session

   Documents: 03-14-16-WS.PDF

   4.B. March 21, 2016 City Council Work Session

   Documents: 03-21-16-WS.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. Claims And Payroll

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

Documents: MEMO.PDF

5.B. Toro Workman Purchase

John Anderson, Acting Public Works Director

Documents: MEMO.PDF, ATTACHMENT A.PDF, ATTACHMENT B.PDF, ATTACHMENT C.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

7.A. TCAAP Development Discussion Opportunity For Residents

Under this Public Hearing section, citizens have an opportunity to discuss ideas regarding 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.B. Public Hearing For An Agreement To Abate Property Taxes And To Award A Minnesota Investment Fund Loan To Land O' Lakes, Inc.

Jill Hutmacher, Community Development Director

7.B.i. Consider Resolution 2016-013 Approving Property Tax Abatement For Certain Real Property In The City Pursuant To Minnesota Statutes Section 469.1812 To 469.1815, Approving A Minnesota Investment Fund Grant And Loan And Specifying The Terms Thereof

Jill Hutmacher, Community Development Director

Documents: MEMO.PDF, ATTACHMENT.PDF

8. NEW BUSINESS

9. UNFINISHED BUSINESS

10. COUNCIL COMMENTS

ADJOURN

ARDEN HILLS

MEMORANDUM

DATE: April 11, 2016

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

FROM: Jill Hutmacher, Community Development Director

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

On Monday, April 11, the Solicitation Review Committee will interview the four development teams which submitted responses to the Solicitation for Master Developer. Special JDA meetings for developer interviews have been scheduled for Tuesday, April 19 and Tuesday, April 26. Both meetings will begin at 5:30 pm in the Arden Hills Council Chambers.

The JDA is scheduled to select a master developer at its meeting on Monday, May 2. If additional time for JDA deliberation is needed, a special JDA meeting will be scheduled in early May.

STAFF COMMENTS – 3B

ARDEN HILLS

MEMORANDUM

DATE: April 11, 2016

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

FROM: John Anderson, Acting Public Works Director

SUBJECT: Transportation Update

Background

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

DRAFT

Approved: April 11, 2016

CITY OF ARDEN HILLS, MINNESOTA
SPECIAL CITY COUNCIL WORK SESSION
MARCH 14, 2016
8:00 P.M. - ARDEN HILLS CITY COUNCIL CHAMBERS

CALL TO ORDER/ROLL CALL

Pursuant to due call and notice thereof, Mayor Grant called to order the City Council work session at 8:00 p.m.

Present: Mayor David Grant; Councilmembers Brenda Holden, Fran Holmes, and Dave McClung

Absent: Councilmember Jonathan Wicklund (excused)

Also present: Interim City Administrator/Director of Finance and Administrative Services Sue Iverson; Community Development Director Jill Hutmacher; Acting Public Works Director John Anderson; and City Clerk Amy Dietl

1. AGENDA ITEMS

A. County Road E Bridge Pedestrian Lighting

Acting Public Works Director Anderson stated that MnDOT reconstructed the bridge over TH 51 at County Road E in 2015. During construction, conduit was put in the bridge structure to route a power supply to two locations on the ends of the bridge for light poles if the City wished to someday install lighting. Also at that time, the City of Arden Hills and Ramsey County had a joint improvement project along County Road E, and part of that project was the addition of pedestrian lighting along both sides of the street. The lights that were added are owned and maintained by Xcel Energy.

Acting Public Works Director Anderson explained that Xcel will not install and maintain lighting on a bridge. MnDOT and Ramsey County are the two road authorities involved in the bridge over TH 51 at County Road E. The City is responsible for improvements on the bridge above and beyond the basic installation. The City Council expressed an interest in the addition of pedestrian lighting along the bridge. Staff obtained two quotes for the installation of lighting with two fixture options (HPS and LED). The quotes include placing a power supply cabinet on the west end of the bridge and directional boring a conduit to the bridge and installing all wiring and fixtures on the bridge. A power drop would be required from Xcel Energy. To date, staff has not

received an estimate on this cost. From a maintenance standpoint, staff recommends using LED fixtures. The City will be responsible to maintain these poles and fixtures in the future.

Acting Public Works Director Anderson reported that staff requested three quotes for the bridge lighting work, but only received two. The quote from Forest Lake Contracting is $17,173and the quote from Peoples Electric is $24,400.

Acting Public Works Director Anderson commented that the light fixtures and poles are similar to that of the pedestrian lights along County Road E that Xcel maintains. The lights quoted have LED bulbs and should require less maintenance than the high pressure sodium option. The color of the fixture and pole is black and should coordinate with the existing pedestrian lighting installed by Xcel.

Mayor Grant discussed the expense of the proposed lights and questioned why the second quote from Forest Lake Contracting was lower.

Acting Public Works Director Anderson stated that this was due to the fact that Forest Lake Contracting found another location to draw power from that would reduce the expense of the project.

Mayor Grant asked if the City had any experience working with Forest Lake Contracting.

Acting Public Works Director Anderson commented that the City had worked with this company in the past and found them to be reputable.

Councilmember Holden inquired what HPS stood for.

Acting Public Works Director Anderson stated that HPS stands for high pressure sodium, which are the yellowish-color street lights. He recommended that the City pursue LED lights for the County Road E bridge.

The Council was in agreement that the City would be better of pursuing LED lighting for the bridge.

Councilmember Holden questioned Xcel's portion of the project costs.

Acting Public Works Director Anderson estimated that Xcel's portion would be between $5,000 and $10,000.

B. 2016 Rain Water Garden Planting, Engineering Services

Acting Public Works Director Anderson stated that the Rice Creek Watershed District rules require that the City install storm water treatment in conjunction with construction of the 2015 PMP. The construction that took place in 2015 prepared rain water gardens for planting by excavating, installing drain tile, and placement of planting soil and mulch. Rain water gardens located in front yards were only put in if the residents volunteered the space. When staff solicited volunteers for rain water gardens, residents were told that the planting would be done in 2016.

Staff also told residents that the City would partner with them on the maintenance of the gardens. Basic planting plans were described but residents were told that specific plans to each garden would be developed and shared before planting begins.

Acting Public Works Director Anderson reported that in order to move forward with rain water garden planting, staff needs to assemble planting layouts, coordinate with residents, get quotes for plant materials, physically mark layout, and plant the plant materials. In 2015, staff had planned to do this work though the Assistant City Engineer as the lead. With the current limitations on staff time, staff needs assistance to complete the preparations for planting.

Acting Public Works Director Anderson explained that once the plant material arrives, staff needs to coordinate the planting of the material. It is anticipated that the installation of the plant material will be done by a combination of residents, seasonal employees, and public works employees. Proposals for this work were solicited from nine vendors including the Ramsey Conservation District, greenhouse and plant supply vendors, and an engineering firm. Vendors not used previously were chosen from a list provided by the Minnesota DNR of Native plant nurseries that listed rain garden design as a service. Two proposals were received. Table 1 below shows the vendors contacted and their response.

Table 1 - 2016 Rain Garden Planting RFP Response

No	***Company***	***Phone***	***Reply***
1	Cedar Hill Natives	651-252-7598	not interested in providing a quote
2	Minnesota Native Landscapes	763-295-0010	no response
3	Native plant nursery	763-780-9717	not interested in providing a quote
4	Naturalshore technologies	612-703-7581	no response
5	Outback nursery	651-438-2771	not interested in providing a quote
6	Prairie restoration	763-389-4342 612-708-9874	not interested in providing a quote
7	Applewood Nursery	651-462-5554	no response
8	Ramsey Conservation District	651-266-7270	$ 9,800.00
9	Elfering and Associates	763-780-0450	$ 8,900.00

Acting Public Works Director Anderson stated that the cost for the design, plant materials, and other related costs would be funded by the Surface Water Management enterprise fund. Staff requested comment from the Council on how to proceed.

Councilmember Holmes appreciated the cooperation that the City has received for the proposed rain water garden plantings. She supported the City hiring a firm to assist with this project.

Councilmember Holden asked if the City had signed agreements with the homeowners regarding the rain gardens.

Acting Public Works Director Anderson explained that the City did not have signed agreements with the property owners because the rain gardens would be located within the City right-of-way. He indicated that the City was working to fulfill its Rice Creek Watershed permit requirements with the proposed rain gardens and stated that the property owners that have come forward to-date are volunteering for the project.

Councilmember Holden inquired if the City would have ongoing maintenance expenses for the proposed rain gardens.

Acting Public Works Director Anderson anticipated that this would be the case. It was his hope that the homeowners would continue to be enthusiastic about having a rain garden and would assist with the long-term maintenance. However, he understood that the owners of the properties may change over time.

Mayor Grant did not understand how a landscaping company would coordinate this project with homeowners. He also feared that the City was working with too many engineering firms. He suggested that City staff coordinate a portion of the contract and that a landscaping company complete the remaining portion.

Councilmember Holmes did not believe it was appropriate for the Council to change the project. She explained that Elfering has been involved in the project since the beginning. She was in favor of them continuing on the project given the fact that they submitted the lowest bid.

Councilmember Holden expressed concern with staff completing the project given the fact that each rain garden may have unique circumstances and could not all be built the same.

Mayor Grant agreed and stated that each rain garden may need different plant species or may require different grading.

Acting Public Works Director Anderson provided further comment on the work that could be completed by staff.

Councilmember Holden feared that homeowners would be researching what flowers and plants could be planted in their yard and would object to the species proposed to them by the City.

Mayor Grant recommended that this item be put on the Consent Calendar for the March 28, 2016, meeting.

C. City Logo Signage for Front Desk

Interim City Administrator/Director of Finance and Administrative Services Iverson stated that staff has researched options for a front desk logo sign and has obtained a quote from FastSigns for a 36” x 48” repositionable vinyl with laminate sign in the amount of $140.50 plus tax. She reviewed a proof with the Council. Since matching the wall color would be difficult, the copies have an outline around the logo. The funds for this would come from the City Hall maintenance budget. Staff requested direction from Council if they would like staff to proceed with this.

Mayor Grant recommended that the sign be completed with Arden Hills tan and green.

The Council supported this item being placed on an upcoming Consent Calendar.

D. Discussion of Sound Wall Logo

Interim City Administrator/Director of Finance and Administrative Services Iverson stated that staff would like to have direction from the City Council as to whether they would like staff to pursue looking into a sound wall logo and what information they would like.

Councilmember Holden asked if there was interest in adding an Arden Hills logo to the noise wall on I-35W. Seeing none, she indicated the idea could be dropped.

Councilmember Holden asked if there would be a gateway sign on County Road 96.

Acting Public Works Director Anderson stated that the City had right-of-way on the west side of the Holiday gas station that could be used for a gateway sign.

2. COUNCIL COMMENTS AND STAFF UPDATES

Councilmember Holmes discussed an email directed to the Mayor regarding Welsch's Big Ten Tavern.

Councilmember Holden asked if the City had sent a letter to Welsch's Big Ten Tavern.

Mayor Grant stated that he had not sent a letter.

Interim City Administrator/Director of Finance and Administrative Services Iverson reported that she drafted a letter that the Council could sign and send to Welsch's Big Ten Tavern.

Councilmember Holmes commented on another lengthy email she received regarding the bullets on TCAAP.

Mayor Grant supported the City holding a ceremony on the TCAAP site. He recommended that staff make contact with the letter writer to see when they are available to attend a ceremony with City officials.

Councilmember Holden was pleased that her street had been swept already this spring.

Mayor Grant asked staff to update their goals and objectives to find out where the City was at with regard to TCAAP.

Councilmember Holden provided the Council with an update from the Joint Development Authority (JDA) and explained that she addressed her concern with how the County was referring to the TCAAP site as 'Rice Creek Commons'. She stated that the master developers would be asked for suggestions regarding renaming the site.

Mayor Grant reported that he attended an all-staff meeting at City Hall to discuss the recently approved Personnel Policy. He commented that the City Administrator position was also discussed at this meeting.
Mayor Grant provided the Council with an update from the recent Five Mayor's meeting.

ADJOURN

Mayor Grant adjourned the special City Council work session at 9:10 p.m.

_____	_____
Amy Dietl	David Grant
City Clerk	Mayor

DRAFT

Approved: April 11, 2016

CITY OF ARDEN HILLS, MINNESOTA
CITY COUNCIL WORK SESSION
JOINT MEETING WITH PARKS, TRAILS AND RECREATION COMMITTEE (PTRC)
MARCH 21, 2016
5:00 P.M. - ARDEN HILLS CITY COUNCIL CHAMBERS

CALL TO ORDER/ROLL CALL

Pursuant to due call and notice thereof, Mayor Grant called to order the City Council work session at 5:00 p.m.

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

Also present: Interim City Administrator/Director of Finance and Administrative Services Sue Iverson; Community Development Director Jill Hutmacher; Acting Public Works Director John Anderson; City Planner Ryan Streff; Senior Planner Matthew Bachler; Recreation Coordinator Sara Grant; Recreation Programmer Aaron Thelen; and Deputy Clerk Julie Hanson

Others present: PTRC Chair Rich Straumann and PTRC Committee Members Steve Scott, John Van Valkenburg, Chuck Michaelson, Josh Bloyer and Keri Bloyer

1. AGENDA ITEMS

Councilmember Holden requested that Sandeen Road be added to the agenda for further discussion.

Mayor Grant requested Sandeen Road be added to the agenda as item 1.I.

A. Discussion of the Land O' Lakes Project

Community Development Director Hutmacher introduced Stacie Kvilvang of Ehlers & Associates and Jenny Boulton of Kennedy & Graven. She stated the draft abatement agreement is an agreement between the City of Arden Hills, Ramsey County, and Land O' Lakes. She noted the agreement is scheduled for consideration of approval by the City Council at a public hearing on April 11, 2016.

Community Development Director Hutmacher stated that while construction would be substantially complete by December 31, 2018, the agreement was for a 15-year abatement (or until the maximum abatement funds are distributed). She stated that 1% inflation was factored in to the abatement projection and that if actual inflation was greater than 1% of the assessed value, the abatement would be paid in less than 15 years. Semi-annual payments would begin August 1, 2020, and conclude no later than February 1, 2035.

Community Development Director Hutmacher indicated the allowable maximum of $650,000 was being requested from the City due to the expansion increase to 157,000 square feet. This amount included the 1% inflation adjustment but did not include interest.

Community Development Director Hutmacher stated that within 2 years of completion of the project, Land O' Lakes would add 200 jobs that would pay a minimum wage of $18.00 per hour with a base number of employees of approximately 1,700. She also said that Land O' Lakes was eligible for state job training assistance up to $400,000 and job creation fund assistance up to $2 million and that the City had previously approved a resolution of support for the job creation fund.

Community Development Director Hutmacher stated that Land O' Lakes must submit construction plans to the City for approval per the terms of the abatement agreement. Following approval, any change in plans that would reduce the building by 15% or result in an assessed value of less than $100 per square foot would require City approval.

Community Development Director Hutmacher indicated that Land O' Lakes had agreed to retain its corporate headquarters in Arden Hills for the 15-year term of the abatement. However, if the company moved out of Arden Hills or if the property was sold and was less than 50% owned by Land O' Lakes, the City and County could choose to terminate assistance and request repayment of any assistance already disbursed. She also stated Land O' Lakes must submit annual reports to the City in compliance with the Business Subsidies Act until the goals are met.

Mayor Grant requested clarification of the timeline for all jurisdictions.

Community Development Director Hutmacher indicated the City will administer final approval on April 11, 2016, and the County and School District will consider an approval on April 12, 2016. Assuming the City approves the agreement, DEED requested a signed resolution and Minnesota Investment Fund application be provided to them on April 12, 2016.

Councilmember Holden requested clarification of the draft agreement minimum wage amount of $18.00 an hour versus an amount previously referenced of $19.10 per hour.

Community Development Director Hutmacher stated the information previously distributed included an error and that $18.00 per hour is accurate but that the actual hourly wage average was higher than this amount.

Marcia Droege, Director of Facilities & Real Estate at Land O' Lakes, stated that of the 200 new jobs, 95% will have wages of at least $19.30 per hour. She stated that the figure of $18.00 per hour was the minimum amount required by the job creation fund.

Councilmember Holden asked when the abatement begins.

Community Development Director Hutmacher stated the first abatement payment was scheduled for August 1, 2020. Payment does not begin until that date as the full tax value as determined in 2019 would not be reflected until release of the 2020 payable tax information.

Councilmember Holden asked if there would be an issue regarding the City exercising its option to request reimbursement should Land O' Lakes relocate or sell the property.

Stacie Kvilvang stated the City Council could ask to be reimbursed for monies spent but that other options included extending the abatement if the Council felt that value has been received. The City Council could also choose to convey the abatement to the next owner.

Councilmember Holden requested clarification regarding the land use plan and the abatement agreement. She asked what would happen if a variance was requested by Land O' Lakes that did not receive the City's approval.

Community Development Director Hutmacher stated that approval of the abatement agreement would have no effect on the land approval process for other work.

Councilmember Holden asked if additional employees over and above 200 as referenced earlier would be added due to the increased square footage.

Marcia Droege indicated that over the course of the next 10 years, Land O' Lakes expected their growth to average between 3% and 5% each year. She said 200 employees was the baseline required to apply for the job creation fund. She also said that through the year 2024, Land O' Lakes expected their workforce to increase from approximately 1,700 to 2,400 employees. She stated under the job creation fund, Land O' Lakes had 2 years to add 200 positions. If they did not meet this requirement, they would receive a prorated share of the funds.

Mayor Grant asked if the City Attorney had reviewed the agreement and had any comments from a legal aspect that the Council should be aware of.

City Attorney Joel Jamnik stated that while it is far from being a standard agreement, there was nothing controversial or unusual in the agreement.

Councilmember Holden asked if the abatement would be affected if there were to be a crash in the market.

Stacie Kvilvang stated the 15-year and $650,000 maximum abatement would still apply.

Councilmember McClung commented that while he was generally opposed to tax abatements in any form, he supported this action due to Land O' Lakes' longevity in the community.

Councilmember Holmes stated that while it was a somewhat difficult decision for her, she supported the abatement as Land O' Lakes was a good civic partner and she was happy they would remain in Arden Hills.

Councilmember Holden stated this was not a difficult decision for her and that she also supported the abatement as Land O' Lakes has been a longstanding company in Arden Hills.

Mayor Grant stated he characterized the City Council as one that was generally not in favor of tax abatements or TIF as a general rule. He said that he also supported the abatement as Land O' Lakes is a Fortune 200 company that is a strong employer in Arden Hills, is supportive in the community and is a longstanding member in the community. He noted that while there are a number of benefits by entering into this agreement with Land O' Lakes, it does not set a precedent regarding tax abatements.

Marcia Droege stated that on behalf of Land O' Lakes, she wanted to thank the City Council for the support and strong partnership over the years. She said Land O' Lakes looks forward to a longstanding relationship with the City, the Mounds View School District, Ramsey County and the State of Minnesota.

B. Cooperative Agreement Amendment for Final Design of TCAAP Infrastructure

Acting Public Works Director John Anderson stated that the Council approved a preliminary design cooperative agreement for site improvements with Ramsey County in December 2014. That preliminary work has been completed and Kimley Horn would like to proceed with final design plans.

Acting Public Works Director John Anderson referred to the Amendment No. 1 to Cost Sharing Agreement for Consulting Services agreement between the City of Arden Hills and Ramsey County. The amended agreement apportions costs between the City and Ramsey County. The City's portion was estimated at $357,142.94 and the County's portion was estimated at $885,966.76, for a total of approximately $1.2 million. He noted the total site improvements were estimated at $38 million.

Acting Public Works Director Anderson stated the City's costs would be reimbursed through assessments or utility fees.

Stacie Kvilvang stated that the City would bond for the trunk utilities and engineering costs would be reimbursed to the City up front. She said that the County would make their own decision if they want to be reimbursed up front for their engineering costs. She also stated that once the City issued a debt, costs would be assessed back to the properties and the City should work with the County as to how those assessments would be set up.

Councilmember Holden asked for the total actual dollars spent to date on the original agreement with Kimley Horn. She also asked for clarification as to whom Kimley Horn works for, the City or the County.

Interim City Administrator/Director of Finance and Administrative Services Iverson stated she will provide actuals to the Council.

Acting Public Works Director Anderson stated that Kimley Horn was responsible to whomever a task was requested by. He noted Kimley Horn's contract technically was with the County and

that the City had a cooperative agreement with the County. He also stated that if Kimley Horn requested an increase in fees, they must receive City approval first.

Councilmember Holmes asked how the City was financing its portion of the final design costs and when would bonding occur.

Interim City Administrator/Director of Finance and Administrative Services Iverson stated that the fees could be paid out of the interfund loan from PIR Fund. This would then be tracked in the TCAAP capital fund. She also noted interest had been taken into consideration. The bonding process could not begin until a master developer is selected.

Acting Public Works Director Anderson noted that a new water tower and booster station were included in the final design plans but would not be constructed right away. The preliminary report estimated the water tower size to be 1 million or 1.5 million gallons, which are standard sizes and more cost-effective.

Community Development Director Hutmacher stated this analysis was being performed now so that costs can be distributed amongst all users and not just the individuals that purchase their property later.

This item is scheduled to be on the Consent agenda at the March 28, 2016, regular City Council meeting.

Mayor Grant recommended proceeding to a discussion of agenda item 1.E. as the PTRC members were not yet present and were scheduled for 6:30 pm.

C. I-694 Non-Motorized Crossing Study

Mayor Grant invited Gina Mitteco and Sheila Kauppi of MnDOT as well as the PTRC members to the work session table for this discussion. Introductions were made by all.

Gina Mitteco of MnDOT provided an overview of the study which originated during the municipal consent process for the reconstruction of the I-694/TH 51 interchange. The City had asked for logical locations for non-motorized crossings along the I-694 corridor in Arden Hills and specifically desired a trail crossing at Snelling Avenue and I-694.

Gina Mitteco stated that the study had expanded to include additional partners such as Ramsey County's Public Works and Active Living representatives as well as other cities along the corridor. She discussed the findings of the report that included an inventory of each crossing throughout the corridor. She said that since there were no major bridge reconstruction projects planned in the near future, there were no opportunities for MnDOT to add bicycle and pedestrian crossings along the I-694 corridor in Arden Hills. She also stated that many of the roads in the study were City or County roads and were not under MnDOT's jurisdiction.

Councilmember Holden stated the Council knows where the trail crossing gaps are and feels this study does not address the City of Arden Hills' issue with bicycle and pedestrian transportation over I-694.

Mayor Grant provided background regarding the I-694/TH 51 project and said the project did not include a pedestrian crossing. He stated that Arden Hills appealed the design and that as part of the process and negotiations, a trail was requested and subsequently created on Lexington Avenue over I-694. He also stated that the County Road E bridge reconstruction pedestrian walkway was part of the negotiations as were improvements to the County Road F bridge.

Mayor Grant said that while Arden Hills requested this study, it appeared the scope had changed greatly. He stated that I-694 is a major barrier because it is a major road and does not offer options for pedestrian crossings. He asked how the City could make trail connections over I-694 happen and appreciated the fact that MnDOT did not have the funding or jurisdiction over such projects.

Sheila Kauppi of MnDOT stated this study was the first of its kind and noted that MnDOT has limitations as to how they could spend their funding. She stated trunk highway dollars were assigned to MnDOT owned right-of-way and so it is difficult to build a trail over a county road or city street. She said that a benefit of the study was that it could aid in the City's solicitation of funding for improvements along the corridor.

Councilmember Holden stated the original focus was to provide opportunities for residents of Arden Hills to cross over I-694.

Gina Mitteco stated that MnDOT has a complete streets policy that considers pedestrians and bicyclists but this does not mean that every project gets a trail. She indicated that given the barriers along the I-694 corridor, locations that provide safe crossings with less extensive infrastructure changes were ideal.

Councilmember Holmes referred to the municipal consent agreement and noted a pedestrian crossing at Snelling Avenue and I-694 was not an expectation. She remembers a compromise that included a crossing at Lexington Avenue.

Gina Mitteco stated that MnDOT has interstates all over the region and there are trail gaps everywhere. She suggested Cities and Counties initiate funding via grants to aid in financing construction of pedestrian walkways.

Acting Public Works Director Anderson stated that when the City applies for funding for trails, the City is scored and receives points based on whether or not the improvements are written into a long term plan and whether or not we are in agreement with other communities. He said that this study furthers the City's chance of receiving federal funding.

Mayor Grant said that the Council could review the language in the original agreement and asked if any action was expected from the Council at that time.

Acting Public Works Director Anderson stated he was simply providing the final study and if no action was identified or required by MnDOT, they would conclude the study.

D. 2016 PTRC Work Plan and Project Priorities Discussion

PTRC Committee Member Scott stated the purpose of the PTRC was to advise the City Council on matters related to parks, walking trails, and community education planning programs.

PTRC Chair Straumann summarized projects completed in 2015 that included trail segment improvements, a TCAAP park amenities study, and creation of a maintenance program.

PTRC Committee Member Van Valkenburg reviewed the completed 2015 projects that pertained to the various City parks and included a new basketball system and net replacements, garden enhancements, new benches, a pickleball court, a push light system, and the Bark and Rec Day event. He indicated the 2016 Work Plan included a second dog park at Perry Park (in addition to the dog park at Hazelnut Park), parking lot improvements at Ingerson Park, a new sign at Arden Manor Park, and addressed trail connection gaps.

Councilmember Holden asked for clarification as to why a dog park would be added at Perry Park.

Recreation Coordinator Grant stated that in 2015, Perry Park was utilized for storing construction equipment related to the nearby road reconstruction project. She also said that due to declining softball enrollment, the additional parking spaces that were once necessary for softball are no longer needed. In 2016, it was recommended to add a dog park at Perry Park due to ease of access, availability of parking, and to provide a second option in addition to Hazelnut Park, which can be difficult for some people to access due to a large hill.

Resident Volunteer Bob Mullen discussed his past and future planned contributions to Floral Park which included increasing the types of plant and floral species.

PTRC Chair Straumann summarized the ongoing parks and trails maintenance and improvements priorities that included County Road F (sidewalk gap), County Road H bridge (trail), County Road E2 (trail) and New Brighton Road (underpass/standalone trail study in conjunction with the City of New Brighton and the Railroad).

Councilmember Holden stated that regarding New Brighton Road, the Railroad would dictate where the trail could be located. She said that based on the most recent communication received from the Railroad, there are no plans to replace the bridge on New Brighton Road. She agreed the City of New Brighton should be consulted if the Committee decided to pursue this.

Mayor Grant stated that the Railroad is using the rail line much heavier than in the past and that cost would be a factor.

Recreation Programmer Grant stated this was a high safety concern area and the Council agreed.

PTRC Committee Member Van Valkenburg stated the Committee continued to pursue grant opportunities, sponsorships, and partnerships with the Arden Hills Foundation as well as the local universities and businesses, and said that donations were received for special events.

Mayor Grant stated that the time was 8:00 pm and the City Council had a three hour meeting cap. He proposed the meeting be extended for one additional hour.

PTRC Chair Straumann summarized the TCAAP/Rice Creek Commons trails and recommended park amenities. He indicated the Committee proposed an observation deck on the future water tower in the TCAAP/Rice Creek Commons redevelopment area. Information regarding an observation deck had previously been provided to the Council.

PTRC Chair Straumann discussed Ramsey County's role in promoting Active Living as well as its Pedestrian and Bicycle Plan. He stated a resolution would be presented to the Council in the future for consideration in support of the County's Pedestrian and Bicycle Plan. He summarized Ramsey County's future trail developments and indicated the Committee would like to pursue a partnership with Bethel University for potential Crepeau Park improvements.

PTRC Committee Member Josh Bloyer summarized the 2016 Work Plan as it pertains to enhancing and/or adding recreation opportunities in the parks. Some suggestions included Fitness in the Park; two new pitching machines; push lights for summer use; pickleball, volleyball and badminton courts; Johanna Marsh Tennis Court survey; and summer use for hockey rinks.

Councilmember Holmes asked for clarification regarding the Johanna Marsh tennis court survey.

Recreation Coordinator Grant stated the survey had not yet been mailed to residents, but the purpose would be to gain suggestions for other possible uses for the area as the cost to replace the tennis court is significant.

PTRC Committee Member Bloyer stated that the 2016 Work Plan included recommended future replacement of play structures at the following parks: Perry (2016), Hazelnut (2017), Cummings (2018) and Freeway (2018).

Councilmember Holden asked for clarification as to the reason for proposed playground equipment replacement.

Recreation Coordinator Grant stated equipment is outdated, in bad condition, or does not meet current ADA standards.

PTRC Committee Member Michaelson summarized the community events the PTRC had planned for 2016 that include: Floral and Hazelnut Parks Garden Clean Up, Bethel University Welcome Week and Northwestern University Orientation, Bark and Rec Day and the first annual Family Fun Bike, Run, Walk Day which will be held on June 11, 2016.

PTRC Committee Member Michaelson summarized the Committee's suggestions for future City newsletter articles which included trail updates, recreation programs, tree updates, donation requests and a honey bee hive at Floral Park.

Councilmember Holden said she would like to see an article in the newsletter regarding the use of pesticides and how they affect the bee population.

Councilmember Wicklund thanked the PTRC for their hard work and contributions and offered assistance with newsletter articles. He then asked for clarification as to the location of the pedestrian walkway over the County Road E2 bridge.

Acting Public Works Director Anderson stated he believes it would be on the south side of the bridge but would obtain the design plan in order to confirm the walkway location.

Councilmember Wicklund asked for clarification as to how suggestions for the TCAAP park designs are implemented.

Councilmember Holden stated it is too early in the process to discuss implementation of the parks in the TCAAP redevelopment area. She said that the information provided by the PTRC regarding suggestions for that area are more of a "wish list".

Councilmember Wicklund asked about the budget for parks, trails and recreation improvements. He asked what the future plan was to increase the amount of dollars budgeted for trail improvements.

Interim City Administrator/Director of Finance and Administrative Services Iverson stated Capital Improvement information was available in the CIP. She said that in June the City Council would meet to discuss the budget, CIP items and long-range planning.

Councilmember Holden asked what the cost savings were regarding the push light at Cummings Park. She also asked for clarification as to why the lights were on continually at Hazelnut Park.

Recreation Coordinator Grant stated the lights were on for safety reasons. She will provide the cost savings for the push button lights at the next meeting.

PTRC Chair Straumann asked for direction regarding the observation deck on the water tower at the TCAAP site.

Mayor Grant stated the Council would need to consider the operational needs of the water tower as well as more information pertaining to its location before providing a recommendation.

The Council agreed to discuss this item at a future work session and thanked the PTRC members for attending.

E. Process and Parameters for Organized Collection on TCAAP

City Attorney Joel Jamnik referenced the 2013 amended State Statute 115A.94 regarding potential organized collection in the TCAAP area. He said that any city that had more than one licensed collector, such as Arden Hills, must notify the public and all licensed collectors in the community. While State statute defined the minimum notification period as 60 days, most cities typically allowed between 120 and 180 days.

City Attorney Jamnik stated that while the creation of organized collection in TCAAP would involve a completely new service area versus an existing service area, the statute did not

differentiate between the two as far as the procedure that must be followed. He stated this would be a lengthy, time consuming process and would require a substantial amount of City staff time to coordinate public meetings, prepare minutes, and report back to the licensees and members of the community.

City Attorney Jamnik indicated that all licensed haulers in the city must be invited to solicit input regarding the process. He noted typically these were not comfortable meetings and could be highly competitive.

City Attorney Jamnik also stated prior to implementation of organized collection, one possibility was that members of the community would form an organized collection taskforce to oversee the process and recommend a viable proposal to the City. If the recommendation was for one, single trash hauler, an RFP would be required followed by review of the proposals, negotiations and finalization of a contract. He stated this process could take the rest of 2016 if an aggressive schedule was followed.

Mayor Grant asked if City Attorney Jamnik was aware of another city that had formed organized collection for an area that was undeveloped.

City Attorney Jamnik stated he was not aware of such and that typically cities have integrated organized collection into their existing system.

Mayor Grant stated he wanted to be clear that the existing service in Arden Hills, including Arden Manor, was not changing and that the proposal for organized collection solely pertained to future development of the TCAAP redevelopment area.

Councilmember Holden asked how newly reconstructed roads were affected by the weight of repetitive traffic as a result of multiple trash haulers.

Acting Public Works Director Anderson stated that every trip over a road by a truck creates cumulative damage on a road.

City Attorney Jamnik cautioned that the City should not prejudge the outcome in this process. He suggested allowing the licensed haulers to submit suggestions about how best to organize collection and the City would then review the proposals. He noted there can be one, single hauler for the entire area or a consortium of haulers, each with their own designated area and day.

The Council was in agreement that organized collection would be limited to the TCAAP development area.

Councilmembers Holden and Wicklund asked about staff time and typical costs associated with the process.

City Attorney Jamnik stated that he would provide information to the Council in the future regarding staff time and costs but noted legal fees could be estimated at approximately $5,000 for ordinance and contract drafting, but City staff time was hard to estimate because it was not known how many meetings the process would entail or what the waiting period agreed upon would be.

Councilmember Holden asked if the licensed haulers could provide their current rates.

Mayor Grant said this information is on the City's website.

Community Development Director Hutmacher stated that because some residents are willing to negotiate their rate, there is no "typical" residence to base rate estimates on.

Interim City Administrator/Director of Finance and Administrative Services Iverson agreed and stated that garbage haulers are reluctant to provide rates to the City to post on its website as they want residents to call to negotiate a rate.

City Attorney Jamnik stated the next step would be to notify the City's licensees that the Council is interested in proceeding with organized collection in the TCAAP redevelopment area.

Community Development Director Hutmacher requested the Council's assistance in prioritizing their work load as in addition to pursuing organized collection for the TCAAP redevelopment area, they would be implementing the approved 2016 Planning Commission Work Plan as well as the Business Retention and Expansion Program.

Mayor Grant requested City staff formulate a plan and report back to the Council in a couple of weeks.

F. Administrative Approvals

City Attorney Jamnik indicated that many cities encounter changes that are requested in the field that arise during the course of construction. He said that Arden Hills' ordinance provision states that any modification to an approved application and plan must be resubmitted and treated as a new application, but if deemed minor by zoning staff, the public hearing can be waived.

City Attorney Jamnik also stated that some cities have considered options wherein if the requested change brings the project more in conformance with City Code, City staff would be authorized to provide approval.

City Attorney Jamnik stated that the City Code states that if the change is minor or insubstantial, the City Council would review and if it feels the change is significant, the Council would decide if it must be re-reviewed by the Planning Commission.

Councilmember Holden noted the Council has not had many changes that have come back for review.

City Attorney Jamnik stated he believed there were only two changes and that if the Council desired providing greater delegation and latitude to City staff, he would draft language pertaining to this.

Councilmember Wicklund stated he would be interested in seeing draft language that would provide greater flexibility to staff.

Councilmember Holmes agreed there is limited staff flexibility as currently the only flexibility is whether or not the proposed change must go back to the Planning Commission for review. She said she too would like to see more flexibility for City staff if the proposed change is in more conformity with City Code and she recommended further review.

Councilmember Holden stated that City staff should not be put in a position in which they approved a change in the field that the Council did not approve of. She said that the Code was acceptable as currently written.

Councilmember McClung stated staff time would be better spent on preparing for organized collection in the TCAAP area.

Mayor Grant stated that as only two requested changes have been presented to the Council, he does not know if this is a problem at this point in time.

City Attorney Jamnik indicated that if another city adopts an amended code regarding administrative approvals, he would update the Council.

G. Update on Supreme Court Decision Regarding Signs

City Attorney Jamnik discussed the Supreme Court decision which overturned an Arizona city's sign code. He stated it was recommended that cities throughout the nation review their sign code and remove content based provisions.

City Attorney Jamnik stated it was anticipated a model sign code would be provided by the National Association of City Attorneys. To date he had received six drafts of that code but not a final recommendation. He expected there to be future changes to the recommendations by the National Association of City Attorneys. He discussed various types of signs and noted those that are acceptable in the right-of-way, on premises, and off premises.

City Attorney Jamnik noted that this issue pertained to banners, balloons, and any physical structure that had a representation of speech, either printed or by artwork. He stated the City could still enforce the number of signs and those that are non-content based.

City Attorney Jamnik recommended a change to the City's sign code should not be included in the 2016 Work Plan. He said that as more information became available, he would provide an update. He stated if the City encountered an enforcement issue regarding a sign, it would be best to try to obtain voluntary compliance.

H. Building Permit Follow-Up

Community Development Director Hutmacher indicated the number of permits issued in 2015 as well as the construction value associated with those permits had increased over the prior two years. To date in 2016, the City had issued 225 permits, which was more than those issued to date during each of the past 4 years. She stated that at the end of 2015, the number of open permits was less than the eight-year average and said that permits less than two years old are considered to be active. Currently there are no permits older than three years.

Community Development Director Hutmacher stated that in the past, the City had contracted with Northstar Inspections to provide extra coverage for inspections. She recommended that the City contract with Northstar Inspections for the spring and summer of 2016 so that staff does not fall behind prior to the start of other large projects such as the Land O' Lakes expansion and the TCAAP redevelopment project. She indicated that Dave Scherbel, Building Official, performs all commercial inspections and Rob Ward, Building Inspector, performs all residential inspections and also provides code enforcement for the City.

Councilmember Wicklund asked if the City had budgeted for this assistance.

Interim City Administrator/Director of Finance and Administrative Services Iverson stated the City budgeted for this service.

The potential costs associated with contracting with Northstar Inspections and the anticipated workload were discussed. The Council supported staff contracting with Northstar Inspections to assist in "cleaning up" the outstanding permits.

Mayor Grant requested an update in the future as to the progress and status of all permits.

I. Sandeen Road

Councilmember Holden stated she had received calls from a property owner regarding the No Parking signs that were recently posted on Sandeen Road. She noted this individual has an unlicensed business in her garage and said the property owner's complaint is that her staff has difficulty finding parking. She stated that this property owner also had asked for a waiver for parking for her family on Easter.

Mayor Grant stated that while overnight parking is allowed by special permit on a City street that allows parking at all other times, if a street is posted as no parking, this means no parking is allowed at any point in time.

Acting Public Works Director Anderson stated that another issue was that an employee of this business parked their vehicle across the street in a location that restricted access to the road. That vehicle also parked into the yard of the property across the street, which was a cause for concern.
The Council had a general consensus that no special waiver would be granted regarding parking for one day as the location is designated as No Parking.

2. COUNCIL COMMENTS AND STAFF UPDATES

Councilmember Holden asked how long storage PODS were allowed to remain in the yard of properties.

Senior Planner Bachler stated that there were regulations as to how long a storage unit could be at a residential property.

City Planner Streff stated that temporary structures were allowed for up to 2 days in any 30 day period without a permit. The ordinance did not state the length of time allowed by permit.

Councilmember Wicklund asked when the bonding process would start for the TCAAP redevelopment and if education would be provided to the residents of Arden Hills.

Mayor Grant stated updates would be provided in the City newsletter.

It was discussed that after a Master Developer is selected, it is possible the Master Developer could host an open house for residents.

Mayor Grant requested information regarding the County Road E2 Bridge construction project. He also requested information pertaining to the City of New Brighton's side of the bridge.

Councilmember Holden stated that New Brighton has new committee members on their PTRC. She suggested that the Arden Hills PTRC reach out to the New Brighton PTRC for a potential partnership on future projects.

Mayor Grant suggested trails as a topic for future newsletters.

ADJOURN

Mayor Grant adjourned the City Council Work Session meeting at 8:51 p.m.

Julie Hanson Deputy Clerk	David Grant Mayor

CONSENT ITEM 5A

ARDEN HILLS

MEMORANDUM

DATE: April 11, 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 #7	$	88,824.30
Total Payroll	**$**	**88,824.30**

Accounts Payable Claims Through 12/18/2015

Paid Claims (Check No 45589-Check No 45618)	$	139,840.16
Paid Claims (Check No 45619-Check No 45620)	$	36,267.50
Total Accounts Payable	**$**	**176,107.66**
Total Claims	**$**	**264,931.96**

CITY OF ARDEN HILLS
PAYROLL # 7
CHECKS DATED: 04/08/16
Biweekly: 03/19/16 - 04/01/16

EMPLOYEE DEDUCTIONS	AMT.	CITY BENEFIT	Payment Method
FIT	6,338.06		EFT
SIT	2,564.46		EFT
FICA Oasdi	3,641.48	3,641.48	EFT
FICA Medicare	851.63	851.63	EFT
TOTAL TAXES	**13,395.63**	**4,493.11**	
Health Premium	2,113.84	13,667.33	A/P Check*
Dental Premium		1,223.74	A/P Check*
FSA Health Care Reimb.	133.33		A/P Check*
FSA Dependent Care Reimb.	383.33		A/P Check*
TOTAL FLEXIBLE SPENDING	**2,630.50**	**14,891.07**	
HSA Health Saving	795.09	1,595.84	
Health Care Savings Plan			EFT
Health Care Savings Plan-2%	271.01		EFT
Health Care Savings Plan-4%	454.86		EFT
TOTAL HEALTH SAVINGS	**1,520.96**	**1,595.84**	
PERA	4,024.95	4,644.17	EFT
ICMA	1,370.01		EFT
Central Pension Fund-Union	537.60		A/P Check*
MN State Retirement System	712.38		EFT
TOTAL RETIREMENT	**6,644.94**	**4,644.17**	
IUOE 49 Dues (Union)	117.25		A/P Check*
LTD/STD Insurance	1,101.69		A/P Check*
PERA Life Insurance	32.00		A/P Check*
Life/Addl/Dep Life	115.20	88.80	A/P Check*
Public Employee Long Term Care	93.72		A/P Check*
UNUM	42.55		A/P Check*
AFLAC	226.15		EFT
Avesis-Vision Care	5.43		A/P Check*
TOTAL VOLUNTARY	**1,733.99**	**88.80**	

Total Employee Deductions	25,926.02	
Net Payroll		
Direct Deposit	37,185.29	EFT
Gross Payroll Tie-Out	63,111.31	
STD/LTD Gross - Up		
Plus City Paid Benefit	25,712.99	
ICMA Benefit Held	0.00	
TOTAL PAYROLL COST	**88,824.30**	

FICA TIE-OUT	
Gross Payroll	63,111.31
Less Total FSA	2,630.50
Plus Employer Match ICMA	0.00
Plus ICMA Benefit Held	0.00
Net P/R Subject to FICA	60,480.81
FICA Oasdi @ 6.20%	3,641.48
FICA Medicare @ 1.45%	851.63

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: 4/8/2016 7:59 AM

Check No	Vendor No / Invoice No	Vendor Name / Description	Check Date / Reference	Void Checks	Check Amount
ACH	0320	Health Partners	03/31/2016		
	64553152	April 2016 Dental Insurance	April 2016 Dental Insurance		1,402.51
			Total for this ACH Check for Vendor 0320:	0.00	1,402.51
ACH	0940	Zee Medical Services	03/31/2016		
	54057085	Medical Supplies	Medical Supplies		43.90
	54057085	Medical Supplies	Medical Supplies		124.05
			Total for this ACH Check for Vendor 0940:	0.00	167.95
ACH	1252	Campbell Knutson - Attorneys at Law	03/31/2016		
	3231G-0216	February 2016 Legal Fees-PC 16-004	February 2016 Legal Fees		327.00
	3231G-0216	February 2016 Legal Fees-P&Z	February 2016 Legal Fees		61.60
	3231G-0216	February 2016 Legal Fees-Admin	February 2016 Legal Fees		56.00
	3231G-0216	February 2016 Legal Fees-Escrow	February 2016 Legal Fees		727.10
	3231G-0216	February 2016 Legal Fees-Sewer	February 2016 Legal Fees		451.70
	3231G-0216	February 2016 Legal Fees-Admin	February 2016 Legal Fees		882.00
	3231G-0216	February 2016 Legal Fees-2015 PMP	February 2016 Legal Fees		70.00
	3231G-0216	February 2016 Legal Fees-Inspections	February 2016 Legal Fees		336.00
	3231G-0216	February 2016 Legal Fees-TCAAP	February 2016 Legal Fees		210.00
	3231G-0216	February 2016 Legal Fees-Escrow	February 2016 Legal Fees		886.00
	3231G-0216	February 2016 Legal Fees-P&Z	February 2016 Legal Fees		210.00
	3231G-0216	February 2016 Legal Fees-P&Z	February 2016 Legal Fees		140.00
	3231G-0216	February 2016 Legal Fees-Admin	February 2016 Legal Fees		1,932.00
	3231G-0216	February 2016 Legal Fees-PC 15-025	February 2016 Legal Fees		55.91
			Total for this ACH Check for Vendor 1252:	0.00	6,345.31
ACH	4464	Saint Paul Area Chamber of Commerce	03/31/2016		
	2491623	Retention/Expansion Services	Retention/Expansion Services		3,750.00
			Total for this ACH Check for Vendor 4464:	0.00	3,750.00
ACH	5585	Amy Dietl	03/31/2016		
	03312016-AD	March 2016 Expense Reimbursement	March 2016 Expense Reimbu		203.07
			Total for this ACH Check for Vendor 5585:	0.00	203.07
45589	6047	Avesis Third Party Administrators, Inc	03/31/2016		
	1332855	April 2016 Vision	April 2016 Vision		10.86
			Total for Check Number 45589:	0.00	10.86
45590	0296	City of Arden Hills	03/31/2016		
	03252016-PC	February 2016 Petty Cash Rec	February 2016 Petty Cash Rec		25.00
	03252016-PC	February 2016 Petty Cash Rec	February 2016 Petty Cash Rec		17.00
	03252016-PC	February 2016 Petty Cash Rec	February 2016 Petty Cash Rec		15.00
			Total for Check Number 45590:	0.00	57.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
45591	1033	Comcast	03/31/2016		
	44271-0316	March 2016 TV Services	March 2016 TV Services		6.31
			Total for Check Number 45591:	0.00	6.31
45592	0176	Frattallone's Hardware, Inc.	03/31/2016		
	069001-A	PW Parts	PW Parts		24.98
	069032-A	PW Parts	PW Parts		14.85
	069055-A	PW Parts	PW Parts		5.47
	069178-A	PW Parts	PW Parts		9.95
			Total for Check Number 45592:	0.00	55.25
45593	4643	J-Koz Construction Inc	03/31/2016		
	03292016-JK	GE 2014-00676 Escrow Permit Refund	GE 2014-00676 Escrow Perm		3,187.80
			Total for Check Number 45593:	0.00	3,187.80
45594	5579	Bill Joynes	03/31/2016		
	03182016-BJ	Labor Negotiations	Labor Negotiations		3,187.50
			Total for Check Number 45594:	0.00	3,187.50
45595	2279	Norms Tire Sales, Inc.	03/31/2016		
	4861	PW Parts	PW Parts		559.60
			Total for Check Number 45595:	0.00	559.60
45596	7025	On Site Sanitation	03/31/2016		
	225897	3/26-4/22 Rental	3/26-4/22 Rental		104.00
			Total for Check Number 45596:	0.00	104.00
45597	0811	Ramsey County	03/31/2016		
	SHRFL-001483	March 2016 RC Sheriff	March 2016 RC Sheriff		92,130.19
			Total for Check Number 45597:	0.00	92,130.19
45598	9111	Safe Assure Consultants Inc.	03/31/2016		
	982	Safety Training Contract	Safety Training Contract		1,913.52
			Total for Check Number 45598:	0.00	1,913.52
45599	0327	Staples Business Advantage	03/31/2016		
	3295307075	Office Supplies	Office Supplies		72.16
			Total for Check Number 45599:	0.00	72.16
45600	3099	Tri-State Bobcat, Inc.-Little Canada	03/31/2016		
	A20035	PW Parts	PW Parts		222.92
			Total for Check Number 45600:	0.00	222.92
45601	9755	Verizon Networkfleet Inc	03/31/2016		
	INV0031061	Public Works Vehicle GPS Expenses	Public Works Vehicle GPS Ex		551.15
			Total for Check Number 45601:	0.00	551.15
			Total for 3/31/2016:	0.00	113,927.10
45602	UB*00161	Mike Erickson	04/01/2016		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
		Refund Check			302.09
			Total for Check Number 45602:	0.00	302.09
45603	UB*00160	David Natale	04/01/2016		
		Refund Check			15.32
			Total for Check Number 45603:	0.00	15.32
			Total for 4/1/2016:	0.00	317.41
ACH	0387	ICMA Retirement Trust- #302482	04/08/2016		
		PR Batch 00100.04.2016 ICMA Employee Perce	PR Batch 00100.04.2016 ICM		775.01
		PR Batch 00100.04.2016 ICMA Employee Dedu	PR Batch 00100.04.2016 ICM		595.00
			Total for this ACH Check for Vendor 0387:	0.00	1,370.01
ACH	1041	Aaron Thelen	04/08/2016		
	04012016-AT	March 2016 Mileage Reimbursement	March 2016 Mileage Reimbu		32.40
			Total for this ACH Check for Vendor 1041:	0.00	32.40
ACH	1110	Pitney Bowes	04/08/2016		
	03232016-PB	March 2016 Postage	March 2016 Postage		1,237.26
	03232016-PB	March 2016 Postage	March 2016 Postage		1,019.99
			Total for this ACH Check for Vendor 1110:	0.00	2,257.25
ACH	1408	Supply Solutions	04/08/2016		
	9140	City Hall Supplies	City Hall Supplies		81.05
	9280	City Hall Supplies	City Hall Supplies		142.88
			Total for this ACH Check for Vendor 1408:	0.00	223.93
ACH	1785	EcoEnvelopes	04/08/2016		
	04072016-Eco	April 2016 Utility Billing Postage	April 2016 Utility Billing Pos		333.00
	04072016-Eco	April 2016 Utility Billing Postage	April 2016 Utility Billing Pos		333.00
	04072016-Eco	April 2016 Utility Billing Postage	April 2016 Utility Billing Pos		334.00
			Total for this ACH Check for Vendor 1785:	0.00	1,000.00
ACH	3117	Jill Hutmacher	04/08/2016		
	04072016-JH	Q1 2016 Expense Report	Q1 2016 Expense Report		20.00
	04072016-JH	Q1 2016 Expense Report	Q1 2016 Expense Report		43.20
			Total for this ACH Check for Vendor 3117:	0.00	63.20
ACH	4889	Community Footworks	04/08/2016		
	04062016-CF	April 2016 Foot Clinic	April 2016 Foot Clinic		299.20
			Total for this ACH Check for Vendor 4889:	0.00	299.20
ACH	5587	CES Imaging	04/08/2016		
	INV035394	March 2016 Plotter Rental Charges	March 2016 Plotter Rental Ch		60.00
			Total for this ACH Check for Vendor 5587:	0.00	60.00
ACH	5648	Matthew Bachler	04/08/2016		
	04042016-MB	March 2016 Expense Report	March 2016 Expense Report		10.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for this ACH Check for Vendor 5648:	0.00	10.00
ACH	6129 204-42175	Fast Signs Vinyl Laminate-City Hall Front Desk	04/08/2016 Vinyl Laminate-City Hall Fro		102.50
			Total for this ACH Check for Vendor 6129:	0.00	102.50
45604	0600 3158416	315800-NCPERS Minnesota March 2016 Payroll Deductions	04/08/2016 March 2016 Payroll Deductio		64.00
			Total for Check Number 45604:	0.00	64.00
45605	6253 04072016-15-001	Boston Scientific Corporation PC 15-001 Escrow Release	04/08/2016 PC 15-001 Escrow Release		994.22
			Total for Check Number 45605:	0.00	994.22
45606	3646 PC15-014	Buell Consulting PC 15-014 Escrow Release	04/08/2016 PC 15-014 Escrow Release		280.32
			Total for Check Number 45606:	0.00	280.32
45607	CPF1 03312016-CPF	Central Pension Fund March 2016 Contributions	04/08/2016 March 2016 Contributions		1,075.20
			Total for Check Number 45607:	0.00	1,075.20
45608	4470 10605-0416	GLTC Premium Payments April 2016 LTC Premiums	04/08/2016 April 2016 LTC Premiums		187.44
			Total for Check Number 45608:	0.00	187.44
45609	5554 PC15-024	Goodwill Easter Seals Attn Amy Hanson PC 15-024 Escrow Release	04/08/2016 PC 15-024 Escrow Release		2,062.00
			Total for Check Number 45609:	0.00	2,062.00
45610	0147 6291	ISD 621-Mounds View Community Ed Facility Rental Jan-Mar 2016	04/08/2016 Facility Rental Jan-Mar 2016		183.15
			Total for Check Number 45610:	0.00	183.15
45611	1470 2014-00819	Mezzenga, Mike GE Permit 2014-00819 Escrow Release	04/08/2016 GE Permit 2014-00819 Escro		3,202.65
			Total for Check Number 45611:	0.00	3,202.65
45612	MWAC 2012-00677	Midwest Asphalt Corporation GE Permit 2012-00677 Escrow Release	04/08/2016 GE Permit 2012-00677 Escro		1,235.23
			Total for Check Number 45612:	0.00	1,235.23
45613	3100 9672443-0316	Provident Life and Accident Ins Co March 2016 UNUM Payment	04/08/2016 March 2016 UNUM Payment		85.10
			Total for Check Number 45613:	0.00	85.10
45614	0811 PHEH-041106	Ramsey County 2016 Hazardous Waste Fee	04/08/2016 2016 Hazardous Waste Fee		87.00
			Total for Check Number 45614:	0.00	87.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
45615	1794	Schumacher, Steve	04/08/2016		
	PC15-018	PC 15-018 Escrow Release	PC 15-018 Escrow Release		630.00
			Total for Check Number 45615:	0.00	630.00
45616	0327	Staples Business Advantage	04/08/2016		
	3296020746	Office Supplies	Office Supplies		25.19
	3296254337	Office Supplies	Office Supplies		17.18
			Total for Check Number 45616:	0.00	42.37
45617	3535	Sweeper Services	04/08/2016		
	16033	Vehicle #105 Repair	Vehicle #105 Repair		6,667.09
			Total for Check Number 45617:	0.00	6,667.09
45618	4614	Zawadski Homes Attn Jay Johnson	04/08/2016		
	2014-00953	GE Permit 2014-00953 Escrow Release	GE Permit 2014-00953 Escro		3,381.39
			Total for Check Number 45618:	0.00	3,381.39
45619	2277	Facility Dude	04/08/2016		
	R-106125	2016 Maintenance Fee	2016 Maintenance Fee		9,190.00
			Total for Check Number 45619:	0.00	9,190.00
45620	0811	Ramsey County	04/08/2016		
	PRMG-003114	Q1 2016 PW Rent	Q1 2016 PW Rent		27,077.50
			Total for Check Number 45620:	0.00	27,077.50
			Total for 4/8/2016:	0.00	61,863.15
			Report Total (47 checks):	0.00	176,107.66

CONSENT ITEM – 5B

ARDEN HILLS

MEMORANDUM

DATE: April 11, 2016

TO: Honorable Mayor and City Councilmembers
Susan Iverson, Acting City Administrator

FROM: John Anderson, Acting Public Works Director

SUBJECT: Toro Workman Purchase

Budgeted Amount:	**Actual Amount:**	**Funding Sources:**
$26,000	$23,933.27	Equipment/Building Replacement Fund

Requested Action

Authorize the purchase of a Toro Workman HDX with infield groomer from MTI Distributing for a total cost of $23,933.27. The Council is also requested to authorize sending the 1997 Toro Workman (Unit 410) to auction once the new unit has arrived.

Discussion

Public Works currently has 3 Toro Workman in the equipment fleet. These three units are used for three distinct tasks. One of these units is used for painting lines on athletic fields and is outfitted with a paint tank, pump and spray boom. The second is used for ball field maintenance and is equipped with a drag. The third Workman is used for garden maintenance and a backup for the ball field drag unit should there be a breakdown. Since the field drag unit and gardening unit are used daily in the summer, reliability is a key factor for public works with this equipment.

The 2016 Capital Improvement Plan (CIP) includes an item for the replacement of the 1997 Toro Workman (Unit 410). A copy of the detailed sheet from the CIP is attached. The Equipment Replacement Guidelines recommend replacement of these units every 13 to 15 years, this unit is 19 years old.

The 2016 CIP has an estimated budget for the purchase of the new Toro Workman of $28,000 and a trade in value of $2,000 for a net budget of $26,000 for this purchase. The total purchase price of this unit is $23,933.27, well below the estimated budget for this unit. The pricing provided in this quote is as listed in GSA government pricing.

The Table below shows the model year, hours, expected replacement year, and programmed replacement year of the three Workmen we have in our fleet.

Equip No.	Equipment Description	Year	Hours	Expected Replacement Year	Estimated Life	2016 CIP programmed replacement year
85410	Workman W/Ball field Drag	1997	1589	2012	13-15	2016
85411	Workman W/Field Paint Tank	2001	1741	2016	13-15	n/a
85445	Workman	2012	445	2022	13-15	n/a

Finally, the 1997 Toro Workman (Unit 410) that this new unit is replacing would be sent to auction after we take delivery of the new workman.

Attachments

Attachment A: Equipment CIP
Attachment B: Copy of the quote MTI Distributing
Attachment C: Photos of 1997 Toro Workman (unit 410)

Attachment A

Capital Improvement Plan
City of Arden Hills, Minnesota

2016 *thru* 2020

Department	Equipment
Contact	Public Works Director
Type	Equipment
Useful Life	13-15
Category	Equipment: Public Works
Priority	3 Important

Project #	**16-Eqp-002**
Project Name	**Replace 1997 Workman (Unit 410)**

Total Project Cost: **$26,000**

Description

Replace the 1997 Toro Workman (unit 410)
Hours
1588 (2015)

Justification

The workman will be 19 years old in 2016 and is used almost every day during the summer. It is reaching its useful (dependable) life.
2014 $514
2015 $125

Expenditures	2016	2017	2018	2019	2020	Total
Equip/Vehicles/Furnishings	28,000					28,000
Estimated Trade-In Value	-2,000					-2,000
Total	**26,000**					**26,000**

Funding Sources	2016	2017	2018	2019	2020	Total
Equipment/Building Replacement Fund	26,000					26,000
Total	**26,000**					**26,000**

Budget Impact/Other

Attachment B

MTI Distributing
Equipment Proposal
March 8th, 2016

Joe Mooney
City of Arden Hills
1450 W. Hwy 96
Arden Hills, MN 55112

Expiration Date 30 days

GSA Pricing

Qty	Model Number	Description	GSA Pricing	Price Extension
1	07390	Workman HDX Auto	$21,352.27	$21,352.27
1	127-8750	HOOD ASM-CVT INTAKE		
1	117-4825	ROPS SIGNAL KIT-HD WORKMAN		
1	TS GL 650 K-7(	Rahn Infield Groomer w/both Scarifier and Spring Tine	$2,581.00	$2,581.00

Quote is valid for 30 days
New Toro commercial equipment comes with a two-year manufacturer warranty
Equipment delivery at no additional charge

Thank you for the opportunity to submit this quote. If you have any questions, please do not hesitate in contacting us.

Bob Frank, SCPS
Outside Sales Representative
612-877-0837

Mandi Prinsen
Inside Sales Representative
763-592-5641

MTI Distributing, Inc. • 4830 Azelia Avenue N. #100 • Brooklyn Center, MN 55429

Attachment C

1997 Toro Workman (Unit 410)

ARDEN HILLS

MEMORANDUM

DATE: April 11, 2016

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

FROM: Jill Hutmacher, Community Development Director

SUBJECT: Consideration of approval of tax abatement and award of Minnesota Investment Fund loan for Land O'Lakes, Inc.

Requested Action

The City Council is requested to:

1. Hold a public hearing for an agreement to abate property taxes and to award a Minnesota Investment Fund loan to Land O'Lakes, Inc.
2. Consider Resolution 2016-013 approving property tax abatement for certain real property in the City pursuant to *Minnesota Statutes*, Section 469.1812 to 469.1815, approving a Minnesota Investment Fund grant and loan and specifying the terms thereof

Land O'Lakes Headquarters Expansion

Land O'Lakes is planning a significant expansion of its headquarters facilities in Arden Hills through which it proposes to increase its headquarters building by at least 145,000 square feet and create an additional 200 jobs with wages of at least $18.00 per hour within two years of the project's completion. The Company estimates that it will spend approximately $80 million for new construction, site costs, renovation of the existing company headquarters, and soft costs in the next three years. Land O'Lakes' expansion plans are contingent on the approval of a package of public financial assistance. If approved, construction is expected to be complete by December 31, 2018.

Request for Public Assistance

On February 29, 2016, the City Council approved a resolution of support for Land O'Lakes' application to the Minnesota Job Creation Fund. The City has been notified that the Minnesota Department of Employment and Economic Development (DEED) will provide an award of up to $1.9 million consisting of up to $900,000 in a job creation award and $1,000,000 in a capital investment rebate.

Land O'Lakes has requested the abatement of the City, County, and Mounds View School District portions of its property taxes, on the value of the new building expansion only, over a period of fifteen years. The maximum City tax abatement is $650,000. The County and School District will consider the abatement request for those jurisdictions at separate meetings on April 12, 2016.

Land O'Lakes has requested a Minnesota Investment Fund (MIF) loan of up to $1,000,000. If approved, DEED would provide grant funds to the City which would administer the forgivable loan to Land O'Lakes.

If the package of public financial assistance is approved, Land O'Lakes intends to submit plans for City consideration of land use approvals. Approval of Resolution 2016-013 and the tax abatement and MIF documents referenced therein has no bearing on the land use approval process.

The City Council reviewed the draft Abatement Contract with Land O'Lakes at the March 21, 2016, City Council work session. The terms of the Abatement Contract have not changed since that time. The Abatement Contract and documents related to the Minnesota Investment Fund Loan are available for public inspection at the City Clerk's office.

Attachment

- Resolution 2016-013 approving property tax abatement for certain real property in the City pursuant to *Minnesota Statutes*, Section 469.1812 to 469.1815, approving a Minnesota Investment Fund grant and loan and specifying the terms thereof

CITY OF ARDEN HILLS
COUNTY OF RAMSEY
STATE OF MINNESOTA

RESOLUTION NO. 2016-013

A RESOLUTION APPROVING PROPERTY TAX ABATEMENT FOR CERTAIN REAL PROPERTY IN THE CITY PURSUANT TO MINNESOTA STATUTES, SECTION 469.1812 TO 469.1815, APPROVING A MINNESOTA INVESTMENT FUND GRANT AND LOAN AND SPECIFYING THE TERMS THEREOF

WHEREAS, the City of Arden Hills, Minnesota (the "City") is authorized by Minnesota Statutes, Sections 469.1812 to 469.1815 (the "Abatement Act") to grant a property tax Abatement (as defined in Section 3 of this resolution) in order to achieve one or more public purposes identified in the Abatement Act;

WHEREAS, the City has reviewed a proposal by Land O'Lakes, Inc. (the "Developer") to construct an approximately 145,000 to 157,000 square foot office expansion to the Developer's corporate headquarters (the "Facility") to be located in the City currently identified as Parcel Identification Numbers 27-30-23-11-0001 and 27-30-23-11-0002 (the "Development Property");

WHEREAS, the Development Property is not located in a tax increment financing district;

WHEREAS, the City has also determined that it is reasonable and necessary to provide certain financial assistance to Developer in order to facilitate Developer's plans for the Facility and the Development Property, and to that end, the City will consider approving an Abatement Contract for Private Development between the City, Ramsey County, Minnesota (the "County") and the Developer (the "Abatement Agreement"), in accordance with the Abatement Act and Minnesota Statutes, Sections 116J.993 to 116J.995 (the "Business Subsidy Act");

WHEREAS, among other things, the proposed Abatement Agreement will provide that the City will assist the Developer in financing a portion of the cost of the Facility, subject to certain terms and conditions, including the adoption of this resolution (the "Abatement Assistance"); and the Developer will construct the Facility, subject to certain terms and conditions;

WHEREAS, the City together with the Developer, has submitted to the Minnesota Department of Employment and Economic Development ("DEED") an application for a Minnesota Investment Fund grant in the amount of up to $1,000,000 (the "MIF Grant") to finance a portion of the costs of certain equipment for the Facility, and in connection therewith the City will consider approving a Grant Agreement with DEED, (the "Grant Agreement") and an Agreement for Loan of Minnesota Investment Fund – Forgivable Loan between the City and the Developer (the "MIF Loan Agreement");

WHEREAS, on the date hereof, the City conducted a duly noticed public hearing on the Abatement and the MIF Grant and MIF Loan Agreement in accordance with the Abatement Act and the Business Subsidy Act at which the views of all interested persons were heard;

WHEREAS, all capitalized terms in this resolution have the meanings provided in the Abatement Agreement unless context clearly requires otherwise;

NOW, THEREFORE, BE IT RESOLVED BY the City Council (the "Council") of the City of Arden Hills, Minnesota as follows:

1. Benefits Equal Costs. It is hereby found and determined that the benefits to the City from the Abatement will be at least equal to the costs to the City of the Abatement for the following reasons:

(a) The Abatement will stimulate development and therefore will increase the tax base; consequently, the Facility will generate significant City tax revenues after termination of the Abatement, which revenues will far exceed the amount of the Abatement itself.

(b) The Abatement will stimulate the retention and creation of jobs resulting in employees contributing to the general economy of the City.

2. Public Purposes. It is further found and determined that the Abatement will incentivize the Developer to retain its corporate headquarters in the City and serve the following public purposes set forth in Section 469.1813, subdivision 1 of the Abatement Act:

(a) The Abatement will increase the tax base.

(b) The Abatement will provide employment opportunities in the City.

3. Abatement Approved. The Abatement is hereby approved and adopted subject to the following terms and conditions:

(a) "Abatement" or "Abatements" means the City's share of the increased annual real estate taxes on the Development Property above the base value established January 2, 2016 less fiscal disparities taxes, State taxes, market value taxes and taxes paid to taxing jurisdictions other than the City and County (as more specifically defined in the Abatement Agreement as the "City Abatement") for a term of up to 15 years in a principal amount not to exceed $650,000.

(b) The City will pay the Abatements in the amount, at the time, and in accordance with all the terms and conditions set forth in the Abatement Agreement, which are incorporated herein by reference.

(c) The Abatement is subject to modification in accordance with the Abatement Act, but only to the extent so permitted under the terms of the Abatement Agreement.

(d) In accordance with Section 469.1815 of the Abatement Act, the City will add to its levy in each year during the term of the Abatement the total estimated amount of current year Abatement granted under this resolution.

(e) The City makes no warranties or representations regarding the amount or availability of the Abatements.

(f) In accordance with Section 469.1813, subdivision 8 of the Abatement Act, in no case shall the Abatement, together with all other abatements approved by the City under the Abatement Act and paid in any one year exceed the greater of 10% of the City's net tax capacity for that year or $200,000.

4. Approval of MIF. The City Council hereby accepts the MIF Grant in the amount awarded by DEED and, subject to approval by DEED of the City's application for the MIF Grant, hereby approves (i) entering into the Grant Agreement with DEED, (ii) entering into the MIF Loan Agreement with the Developer, and (iii) loaning the proceeds of the MIF Grant pursuant to the MIF Loan Agreement and any related documents referred to therein or necessary in connection therewith.

5. Execution of Documents. The City Council hereby approves (i) the Abatement Agreement, (ii) subject to approval by DEED of the City's application for the MIF Grant, the MIF Loan Agreement and the Grant Agreement, and (iii) any related documents referred to therein or necessary in connection therewith (collectively, the "Documents"). The Mayor and City Administrator are hereby authorized and directed to execute the Documents to which the City is a party, on behalf of the City, and to carry out, on behalf of the City, the City's obligations thereunder. In the event of absence or disability of such officers, any of the Documents authorized by this Resolution to be executed may be executed without further act or authorization of the Council by any duly designated acting official, or by such other officer or officers of the City as, in the opinion of the City Attorney, may act in their behalf.

6. Finalizing Documents. The approval hereby given to the Documents includes approval of such additional details therein as may be necessary and appropriate and such modifications thereof, deletions therefrom and additions thereto as may be necessary and appropriate and approved by legal counsel to the City and by the officers authorized herein to execute said Documents prior to their execution; and said officers are hereby authorized to approve said changes on behalf of the City. The execution of any instrument by the appropriate officers of the City herein authorized shall be conclusive evidence of the approval of such Document in accordance with the terms hereof.

7. Conflicting Provisions. In the event of a conflict between the content of this resolution and the Documents, the terms of the Documents shall prevail.

8. Effective Date. This resolution is effective upon execution in full of the Abatement Agreement.

APPROVED BY THE CITY COUNCIL OF THE CITY OF ARDEN HILLS ON THIS 11TH DAY OF APRIL, 2016.

_____
David Grant, Mayor

ATTEST:

_____
Amy Dietl, City Clerk