

**Mayor:**  
David Grant

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



**Special City Council  
Work Session  
Agenda  
April 25, 2016  
6:15 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. AGENDA ITEMS

#### 1.A. Departmental Goals Discussion

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

Documents: [MEMO.PDF](#), [ATTACHMENT A.PDF](#), [MEMO.PDF](#), [MEMO.PDF](#),  
[ATTACHMENT A.PDF](#)

#### 1.B. City Population Signs On 35W

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

Documents: [MEMO.PDF](#)

#### 1.C. TCAAP Letter For RCLLG

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

Documents: [MEMO.PDF](#)

### 2. COUNCIL/STAFF COMMENTS

**ADJOURN**



**MEMORANDUM**

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**DATE:** April 25, 2016

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

**FROM:** John Anderson, Acting Public Works Director

**SUBJECT:** Public Works Goals

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The attached chart shows Public Works' anticipated goals spanning the next three to five years.

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**Attachments**

Attachment A: 2016 Public Works Goals

Parks			
Goal	Work Tasks	Priority	Notes
Hard Court replacement (Johanna Marsh)	Assess condition, identify repairs needed, estimate costs, obtain quotes, award work, inspect construction, process payment	Medium	2017
hwy 96 / C.R. F sidewalk	obtain topography, design improvement, State aid plan review, assemble bid package, obtain bids, inspect construction, process payment	Medium	2017
Hwy 96 Landscaping	identify vision for landscape along the corridor, coordinate with TCAAP landscaping, obtain topography, design improvement, assemble bid package, obtain bids, inspect construction, process payment	Low	2017
C.R. E / Old Hwy 10 sidewalk /trail	perform wetland delineation, determine flood plain impacts, coordinate preliminary layout with Ramsey county, apply for funding, state aid plan review, environmental permit applications, coordination with property owners, assemble bid package, inspect construction, process payment	High	2016
Hard Court replacement (Floral)	Assess condition, identify repairs needed, estimate costs, obtain quotes, award work, inspect construction, process payment	Medium	2018
Hard Court replacement (Hazelnut)	Assess condition, identify repairs needed, estimate costs, obtain quotes, award work, inspect construction, process payment	Medium	2020
Hard Court Replacement (Royal Hills)	Assess condition, identify repairs needed, estimate costs, obtain quotes, award work, inspect construction, process payment	Medium	2019
playground structure replacement (perry)	Assess condition, identify repairs needed, estimate costs, obtain quotes, award work, inspect construction, process payment	High	2016
playground structure replacement (Hazelnut)	Assess condition, identify repairs needed, estimate costs, obtain quotes, award work, inspect construction, process payment	Medium	2017
playground structure replacement (freeway)	Assess condition, identify repairs needed, estimate costs, obtain quotes, award work, inspect construction, process payment	Medium	2018
playground structure replacement (Cummings)	Assess condition, identify repairs needed, estimate costs, obtain quotes, award work, inspect construction, process payment	Medium	2018
playground structure replacement (Arden Manor)	Assess condition, identify repairs needed, estimate costs, obtain quotes, award work, inspect construction, process payment	Medium	2019
playground structure replacement (Arden Oaks)	Assess condition, identify repairs needed, estimate costs, obtain quotes, award work, inspect construction, process payment	Low	2019
playground structure replacement (Ingerson)	Assess condition, identify repairs needed, estimate costs, obtain quotes, award work, inspect construction, process payment	Low	2020
Trail map update / printed copies available	update trail map, print maps	Low	2017
Update to long term trail goals	PTRC recommendation, Public input, City Council Approval	Medium	2016
Sanitary Sewer			
Goal	Work Tasks	Priority	Notes
2017 Sewer lining project	Apply for grant, identify priorities and available budget, assemble bid package, obtain bid, inspect work, process payments	Medium	2017
City Code update, Sanitary sewer	update language related to sewer service ownership	Low	2017
reconstruct lift station 11	award contract, inspect work, process payment	High	2016
2019 Sewer lining project	Apply for grant, identify priorities and available budget, assemble bid package, obtain bid, inspect work, process payments	Medium	2019
Streets			
Goal	Work Tasks	Priority	Notes
regulatory sign replacement	Install signs, document installation	High	2016
lexington Avenue improvement	Coordinate with Ramsey County	High	2016
Hwy 96 / I-35W Bridge - complete construction	Coordinate with Ramsey County	High	2016
C.R. E2 / I-35W Bridge	Coordinate with MnDOT	High	2016
C.R. H / I-35W Bridge	Coordinate with Ramsey County	High	2016
concrete curb and gutter replacement	Assess condition, identify repairs needed, estimate costs, obtain quotes, award work, inspect construction, process payment	High	2016
C.R. D and Shoreview Drive	coordinate with Johanna Shores, obtain topography, design improvement, initiate 429 assessment process, assemble bid package, award construction, inspect construction, process payment	Medium	2017

Old Snelling Ave / Bridge reconstruction	obtain bridge funding, obtain topography, design improvement, State aid plan review, assemble bid package, obtain bids, inspect construction, process payment	Medium	2017
Long range street project planning	review city wide pavement conditions, group project areas, estimate costs, identify priorities, identify budget, assemble plan	Low	2016
street maintenance program planning	identify alternative to seal coating, identify areas for mill and patch, identify areas for crack seal, identify parking lot maintenance approach	Low	2016
Surface Water			
Goal	Work Tasks	Priority	Notes
Storm Pond Maintenance program	Identify subwatersheds, determine land use and soils, determine time of concentration, gather pond depth, calculate pond effectiveness	Medium	2016
CityWide - Stormwater BMP study	prioritize need for storm water quality treatment for each subwatershed to assist in decision making process on funding	Medium	2016
Karth Lake BMP #1	obtain topography, design improvement, watershed plan review, apply for funding, assemble bid package, obtain bids, inspect construction, process payment	Medium	2017
Repair outfalls	inspect outfall, prioritize repairs, identify repairs	Medium	2017
pond testing	identify ponds in need of dredging, obtain geotechnical samples and analysis	Medium	2016
pond maintenance funding	investigate what other cities are doing to fund pond maintenance, project pond maintenance cost needs, identify funding capacity of surface water management fee	Low	2017
MS4 permit Administration	conduct annual meeting, submit annual report, inspect outfalls, inspect water bodies, conduct public education, administer erosion control plan review and permits, administer illicit discharge detection program	High	2016
City Code update, surface water	Update language on surface water management fund and how fees are determined	High	2016
Update Local Water Management plan	Update local water management plan to coordinate with RCWD, needed for comprehensive plan update in 2018	Medium	2017
Watermain			
Goal	Work Tasks	Priority	Notes
North tower - water tower repainting	Assess condition, identify repairs needed, estimate costs, obtain quotes, award work, inspect construction, process payment	High	2017
Valve replacement	Assess condition, identify repairs needed, estimate costs, obtain quotes, award work, inspect construction, process payment	High	2016
hydrant replacement	Assess condition, identify repairs needed, estimate costs, obtain quotes, award work, inspect construction, process payment	Medium	2017
C.R. E2 water replacement / Old Hwy 10 water loop	assess need for loop, identify area of watermain break problems, assemble bid package, award bid, inspect construction, process payment	Medium	2017
watermain policy - flushing	assess needs and benefit of flushing, collect information on other city's policies, develop policy, implement policy, develop mapping, train public works employees	Medium	2017
watermain policy - valves	assess needs and benefit of valve exercising, collect information on other city's policies, develop policy, implement policy, develop mapping train public works employees	Medium	2017
watermain policy - lining technology	research watermain lining technologies and their applications, assess application on the water system, estimate costs, use as needed and as funding allows	Low	2017
City Code Update, Watermain	Update language on ownership of water services	High	2017
Update Water Supply Plan	conduct review of system, prepare update to water supply plan, obtain approval of update	High	2016
Water Tower monitoring system	assess performance of existing system, look at alternative system	Medium	2016

Engineering			
Goal	Work Tasks	Priority	Notes
engineering consultant pool	send out RFQ, interview, obtain council approval of pool, determine process for selection once the pool has been established	High	2016
map updates / GIS updates	process corrections to maps, update maps to reflect construction projects	Low	2017
Annual update to Capital Improvement Plan	assess needs for capital improvements, discuss with city council, approve plan	High	2016
Annual update to Equipment replacement plan	assess needs for equipment, discuss with city council, approve plan	High	2016
I-35 MnPASS lanes	attend planning meeting, share information with city council, municipal consent	Medium	2016
TCAAP			
Goal	Work Tasks	Priority	Notes
Park Facilities development	work with PTRC, Planning, master developer to plan and build out parks in TCAAP	Medium	2016
equipment replacement - ADD two toro "Z" lawn mowers (TCAAP)	assess needs for equipment, discuss with city council, coordinate with pace of development, coordinate with needs of the balance of the city	Low	2018
equipment replacement -ADD felling trailer (TCAAP)	assess needs for equipment, discuss with city council, coordinate with pace of development, coordinate with needs of the balance of the city	Low	2018
equipment replacement -ADD plow truck w/ plow, wing and sander (TCAAP)	assess needs for equipment, discuss with city council, coordinate with pace of development, coordinate with needs of the balance of the city	Low	2018
equipment replacement -ADD one-ton truck w/ plow and sander (TCAAP)	assess needs for equipment, discuss with city council, coordinate with pace of development, coordinate with needs of the balance of the city	Low	2018
equipment replacement -ADD two -F-350 pick-ups (TCAAP)	assess needs for equipment, discuss with city council, coordinate with pace of development, coordinate with needs of the balance of the city	Low	2019
spine road construction design and construction	review design, monitor construction, collect asbuilts, conduct acceptance commissioning of equipment	High	2016
sanitary sewer design and construction	review design, monitor construction, collect asbuilts, conduct acceptance commissioning of equipment	High	2016
Sanitary Sewer agreement / Met council / Moundsview	update sanitary sewer agreement with Moundsview / Met Council to allow for sanitary service to TCAAP	High	2016
Watermain design and construction	review design, monitor construction, collect asbuilts, conduct acceptance commissioning of equipment	High	2016
Sanitary lift station design and construction	review design, monitor construction, collect asbuilts, conduct acceptance and commissioning of equipment	High	2016
public works design standards	research products and equipment currently used, develop standard plates of Sewer, Water, Storm Sewer, Streets, and parks standards, develop written specification of construction, develop written standards that apply to design of public infrastructure, create checklist of materials to be included in submittals, identify acceptable timeframes for plan reviews	High	2016
amenity design standards	adopt standards for amenities within TCAAP	High	2016
TCAAP - City owned public infrastructure inspection process	Develop a plan on how construction of city owned infrastructure will be inspected	Medium	2016
TCAAP - City owned public infrastructure plan review process	Develop a plan on how public infrastructure plans will be reviewed	Medium	2016
TCAAP - City utilities hook up inspection process	develop a process for inspection of sewer and water hook up of individual sites in TCAAP	Medium	2016
TCAAP - Erosion Control permits	manage erosion control permits of individual permit applications	Medium	2016
TCAAP - individual site development engineering review	process plan reviews of development applications	Medium	2017
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**DATE:** April 25, 2016

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

**FROM:** John Anderson, Acting Public Works Director

**SUBJECT:** Public Works Goals

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MEMORANDUM

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**DATE:** April 25, 2016  
**TO:** Honorable Mayor and City Council  
**FROM:** Sue Iverson, Interim City Administrator/Director of Finance and Admin Services  
**SUBJECT:** Discussion of City Population Signs on 35W

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**Background/Discussion**

Mayor Grant asked that this item be placed on the agenda for discussion.



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**DATE:** April 25, 2016  
**TO:** Honorable Mayor and City Council  
**FROM:** Sue Iverson, Interim City Administrator/Director of Finance and Admin Services  
**SUBJECT:** TCAAP Letter for Ramsey County League of Local Governments (RCLLG)

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**Background/Discussion**

Mayor Grant asked that this item be placed on the agenda for discussion.