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

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-ADMIN AND FINANCE.PDF, ATTACHMENT A.PDF, MEMO-COMMUNITY DEVELOPMENT.PDF, MEMO-PUBLIC WORKS.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

Agenda Item – 1A

ARDEN HILLS

MEMORANDUM

DATE: April 25, 2016

TO: Honorable Mayor and Councilmembers

FROM: Sue Iverson, Interim City Administrator/Dir. of Finance and Admin Services

SUBJECT: 2016 Administration and Finance Goals

The following chart shows the anticipated goals spanning the next three to five years for Administration and Finance.

This list does not include regular operational functions such as preparing budgets, long-range planning, audit, financial reports, licensing, website updates, HR functions and reporting, and routine duties.

Administration Work Plan			
Goal	**Work Tasks**	**Priority**	**Notes**
Council/Staff Communications	• Goal Setting/Retreat with Council • Set Standard Operating Procedures and Protocols	High	In progress
Organizational Culture/DiSC and Five Behaviors of a Cohesive Team (Team Building)	• Continue to ingrain this in the City's culture by having all employees take the DiSC assessment as new hires are brought in • Annual reviews with Council • Work with groups on team and group culture • Periodic check-ins and reviews	Medium	In progress
Active Shooter Training	• Risk Assessment • Training for both PW and City Hall Staff • Training for Council • Develop Standard Operating Procedures and Evacuation Plan	High	
HR Training	• Develop Reasonable Suspicion Training for Supervisors (Annual Training) • Respectful Workforce Training (Annual)	High High	

	• IT Training (Annual)	Medium	
Research OHSA Grant for City Hall Improvements ((Safety)	• Grant could be used for enhancements for security for Active Shooter protection or other safety concerns.	Low	
HR Springbrook Module Implementation	• Complete full implementation on HR module – coordinate with Finance below • Online benefit enrollment	Medium Low	Anticipate over 3 years to use all functions Anticipate 2-3 years
Website Enhancements for Online Applications	• Job Applications module • Research Other Opportunities	Medium Low	In Progress
Data Files and Storage	• Complete Reorganization of City Files on Network and Basement	Low	Work on this is as time permits 3-5 years Est.
Emergency Management Plan Update	• Work with County to update new place in 2017 • Work with Lance Ross to maintain updated plan	Medium High	In Progress In Progress
Finance Work Plan			
OpenGov Implementation for Transparency and better reports	• Upload Data from 2009 - current • Build and test reports • Open site to Council • Open site to Public on Website	High	Completed In Progress Estimate 1 year Estimate 3 years
HR Springbrook Module Implementation	• Online Employee timecards • Salary and Benefits extended budgeting • Coordinates with Administration goal above for all employee hire and salary increases to be input through this system	Medium Low Medium	In Progress Anticipate 3-5 years Anticipate 2-3 years
Revise Long-range financial plan	• Revamp current model • Revisit Water, Sewer and Surface Water Rates with Rate Study (Ehlers – part of TCAAP Infrastructure)	High High	Estimate 2 years Estimate 1 year
Review current Standard Operating Procedures	• Look for inefficiencies and new procedures	Medium	In Progress
Succession Planning and Cross Training	• Encourage job knowledge and skills growth in department	Ongoing	In Progress

Parks			
Goal	**Work Tasks**	**Priority**	**Notes**
Hard Court replacement (Johanna Marsh)	Assess condition, identify repairs needed, estimate costs, obtain quotes, award work, inspect contruction, 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 cooridor, 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	preform wetland delineation, determine flood plain impacts, coordinate preliminary layout with Ramsey county, apply for funding, state aid plan review, enviormental 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 contruction, process payment	Medium	2018
Hard Court replacement (Hazelnut)	Assess condition, identify repairs needed, estimate costs, obtain quotes, award work, inspect contruction, process payment	Medium	2020
Hard Court Replacement (Royal Hills)	Assess condition, identify repairs needed, estimate costs, obtain quotes, award work, inspect contruction, process payment	Medium	2019
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playground structure replacement (freeway)	Assess condition, identify repairs needed, estimate costs, obtain quotes, award work, inspect contruction, process payment	Medium	2018
playground structure replacement (Cummings)	Assess condition, identify repairs needed, estimate costs, obtain quotes, award work, inspect contruction, process payment	Medium	2018
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playground structure replacement (Ingerson)	Assess condition, identify repairs needed, estimate costs, obtain quotes, award work, inspect contruction, 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
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Streets			
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regulatory sign replacement	Install signs, document instalation	High	2016
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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	Coorrdinate with Ramsey County	High	2016
concrete curb and gutter replacement	Assess condition, identify repairs needed, estimate costs, obtain quotes, award work, inspect contruction, process payment	High	2016
C.R. D and Shoreview Drive	coordinate with Johanna Shores, obtain topography, design improvement, initiate 429 assement 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 altenative to seal coating, identify areas for mill and patch, identify areas for crack seal, identfy 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 treament 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 outfals	inspect outfall, prioritize repairs, identify repairs	Medium	2017
pond testing	identify ponds in need of dredging, obtain geotechnical samples and analzsis	Medium	2016
pond maintenance funding	investigate what other cities are doing to fund pond maintenenace, project pond maintenace 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 ilicit discharg 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**
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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 excercising, 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 Coade Update, Watermain	Update languge on ownership of water services	High	2017
Update Water Supply Plan	conduct review of system, prepare update to water supply plan, obtain appoval 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 couincil 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 Equiptment replacement plan	assess needs for equiptment, 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
equiptment replacement - ADD two toro "Z" lawn mowers (TCAAP)	assess needs for equiptment, discuss with city council, coordinate with pace of development, coordinate with needs of the balance of the city	Low	2018
equiptment replacement -ADD felling trailer (TCAAP)	assess needs for equiptment, discuss with city council, coordinate with pace of development, coordinate with needs of the balance of the city	Low	2018
equiptment replacement -ADD plow truck w/ plow, wing and sander (TCAAP)	assess needs for equiptment, discuss with city council, coordinate with pace of development, coordinate with needs of the balance of the city	Low	2018
equiptment replacement -ADD one-ton truck w/ plow and sander (TCAAP)	assess needs for equiptment, discuss with city council, coordinate with pace of development, coordinate with needs of the balance of the city	Low	2018
equiptment replacement -ADD two -F-350 pick-ups (TCAAP)	assess needs for equiptment, 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 commisioning of equiptment	High	2016
sanitary sewer design and construction	review design, monitor construction, collect asbuilts, conduct acceptance commisioning of equiptment	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 commisioning of equiptment	High	2016
Sanitary lift station design and construction	review design, monitor construction, collect asbuilts, conduct acceptance and commisioning of equiptment	High	2016
public works design standards	research products and equiptment currently used, develop standard plates of Sewer, Water, Storm Sewer, Streets, and parks standards, develop written specification of construction, deveop written standards that apply to design of public infrastructure, create checklist of materials to be included in submitals, 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 individaul sites in TCAAP	Medium	2016
TCAAP - Erosion Control permits	manage erosin control permits of individual permit appilcations	Medium	2016
TCAAP - individual site development engineering review	process plan reviews of development applications	Medium	2017
TCAAP - Public works facility needs study	assess space available in exisiting site, forcast future space needs, identifty additional facilities needed, identify potential sites to address space needs	Low	2017
TCAAP - Public Works staffing study	assess staffing needs, project future demands, identify stffing shortages, identify costs to meet projected demands	Low	2017

Agenda Item – 1A

ARDEN HILLS

MEMORANDUM

DATE: April 25, 2016

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

FROM: Jill Hutmacher, Community Development Director

SUBJECT: 2016 Approved Community Development Goals

The following chart shows approved 2016 Community Development goals. Some lower-priority goals are not expected to be completed in 2016. Please note that Retail/Resale and Outdoor Storage were originally included on the approved 2016 Planning Commission Work Plan, but have already been completed, so those items are not listed here.

This list does not include regular operational functions such as processing planning cases and building permits. Due to the size of the Land O'Lakes project, these operational functions are expected to take significant staff time in 2016 (Planning) and 2017/2018 (Building).

Planning Commission Work Plan			
Goal	**Work Tasks**	**Priority**	**Notes**
TCAAP Development	• Master Parks and Open Space Plan • Amend City Code to reflect TRC	High	In progress
Comprehensive Plan Update	• Determine public engagement strategy • Identify scope and budget for outside consultant work • Identify and update plan components • Evaluate proposed changes to Future Land Use Map	High	Multi-year project; due 12/31/2018
I-1/I-Flex District	• Develop design standards	Low	
Exterior Lighting	• Develop design standards/regulation • Decorative/accent lights • Research/amend zoning code	Medium	In progress
B-4 Retail Center District	• Review past Planning Cases and history • Review the purpose and allowed uses to ensure this district fits the intended vision of the City	Medium	

B-2/B-3 Districts	• Review recent development patterns • Research similar cities • Create an illustration guide • Update design standards	Medium	
TCAAP Organized Collection	• Review organized collection procedure • Recommend changes to City Code • Conduct public hearing and select hauler	High	Significant staff time is anticipated
Sign Code	• Review judicial decisions affecting sign regulations • Amend the Sign Code in accordance with legal advice	Medium	Waiting for legal recommendation
Economic Development Commission Work Plan			
Business Retention & Expansion Program	• Analyze findings of the BRE Program • Communicate program findings to the EDA and community • Work with EDA to identify and execute action items	High	Completed; proceeding with BRE Implementation Plan
Revolving Loan Fund	• Reevaluate program goals • Consider costs of underwriting and administration in comparison to program fund and goals • Consider findings of the BRE Program • Make recommendations to the EDA	Low	
Marketing & Outreach	• Work with the Communications Committee on business-focused articles • Plan and promote State of the City events • Work with staff to plan additional small business outreach events • Expand and update business contact list • Visit new and existing businesses	High	
Business Retention & Expansion Implementation Plan			
Ongoing Business Visits	• 6-8 visits targeted in the Red Fox/Grey Fox Business District • Compile results and report to EDC and EDA	High	
Commercial Real Estate Broker Roundtable	• Convene local real estate brokers for a 90-minute round table discussion • Report results to EDA	Medium	SPACC has offered to assist with project.
Explore the City's Role in Workforce Development	• Identify a staff lead for workforce issues • Understand programs offered through school district, DEED, Ramsey County, and Greater MSP • Build relationships with local community colleges	Low	

TCAAP			
TCAAP Development	• Administer master developer selection process • Work with master developer and Ramsey County on design standards and infrastructure planning • Work with master developer on pre-development work including branding, site-wide design standards, and market studies/marketing	High	

Agenda Item – 1A

ARDEN HILLS

MEMORANDUM

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

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

This list does not include regular operational functions such as daily parks, street, sewer, water and surface water maintenance. Also not included is annual maintenance such as street sweeping, sewer jetting, hydrant flushing, etc. Also not included are routine items such as processing erosion control permits and building permits, right of way permits, responding to resident calls, managing construction projects - essentially all daily routine functions are not included.

The items that are included have been compiled by looking at our 5 year Capital improvement plan and planning/goal setting information from the Parks, Trails and Recreation Committee. The notes indicate anticipated year effort will begin to complete the goal.

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 contruction, 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 cooridor, coordinate with TCAAP landscaping, obtain topography, design improvement, assemble bid package, obtain bids, inspect construction, process payment	Low	2017
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Sanitary Sewer			
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Agenda Item – 1B

ARDEN HILLS

MEMORANDUM

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

Background/Discussion

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

Agenda Item – 1C

ARDEN HILLS

MEMORANDUM

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)

Background/Discussion

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