



Approved: February 8, 2016

**CITY OF ARDEN HILLS, MINNESOTA
REGULAR CITY COUNCIL MEETING
JANUARY 25, 2016
7:00 P.M. - ARDEN HILLS CITY COUNCIL CHAMBERS**

CALL TO ORDER/ROLL CALL

Pursuant to due call and notice thereof, Mayor David Grant called to order the regular City Council meeting at 7:02 p.m.

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

Absent: None

Also present: Community Development Director Jill Hutmacher; Acting Public Works Director John Anderson; Senior Planner Matthew Bachler; and City Clerk Amy Dietl

PLEDGE OF ALLEGIANCE

1. APPROVAL OF AGENDA

Mayor Grant requested Item 6D be pulled from the Consent Agenda for discussion as Item 7A.

Councilmember Holden requested an update from staff on the City Administrator Hiring Process under Unfinished Business.

MOTION: Councilmember Holden moved and Councilmember Holmes seconded a motion to approve the meeting agenda as amended. The motion carried unanimously (4-0).

2. PRESENTATIONS

A. Appointment of Jonathan Wicklund to City Council – Oath of Office

Mayor Grant explained that due to the unexpected passing of Councilmember Robert Woodburn on October 2, 2015, a vacancy exists on the City Council that needs to be filled by Council appointment until an election is held. At the Council's direction, staff solicited and received applications. The City Council conducted interviews on January 11, and January 13, 2016. All

seven applicants were interviewed, and after City Council discussion on January 19, 2016, it was the consensus of the Council to appoint Jonathan Wicklund to the vacant seat.

Mayor Grant reported that more than two years remain in the unexpired term, and under state law the seat will be up for re-election in November 2016 for a special two-year term. Consequently, the appointment will run from January 2016 through December 2016.

City Clerk Dietl administered the Oath of Office to newly appointed City Councilmember Jonathan Wicklund.

Mayor Grant welcomed Councilmember Wicklund to the City Council.

B. Twin Cities North Chamber of Commerce

Todd Kruse, President/CEO of Twin Cities North Chamber of Commerce, presented the Council with information on the Twin Cities North Chamber and the services and assistance that it can provide to the City. He provided the Council with several handouts and discussed the history and role of the Chamber of Commerce. He thanked the Council for their service to the community.

Mr. Kruse discussed the focus of Twin Cities North Chamber of Commerce as being networking, advocacy, along with marketing and advertising. He thanked the Council for their time and asked for questions or comments.

Mayor Grant questioned how the Twin Cities North Chamber of Commerce related to the St. Paul Area Chamber of Commerce.

Mr. Kruse explained that there was an inherited historic relationship. He reported that both organizations collaborated on the Roseville Business Council with the City of Roseville. In addition, the groups collaborated with New Brighton and Roseville businesses.

Councilmember Holmes asked what the difference was between a Chamber of Commerce and a Business Council.

Mr. Kruse indicated that a Chamber of Commerce worked regionally where a Business Council worked locally. He discussed the work being done by the New Brighton Business Council, noting that this group met quarterly.

Councilmember Holden encouraged Mr. Kruse to attend the Arden Hills' State of the City this fall.

Mr. Kruse stated that he would be very interested in attending this community event.

Councilmember Holden questioned how the City could become more involved with the Chamber.

Mr. Kruse discussed his upcoming annual meeting along with the legislative breakfast series meetings. He encouraged the Council to attend both events. He noted that he had been active in promoting the rebranding of the TCAAP site.

Councilmember Holmes asked if Arden Hills should be considering the creation of a Business Council.

Community Development Director Hutmacher explained that the City has tried a joint Shoreview/Arden Hills Business Council in the past and attendance dwindled. Instead, staff was proposing to hold a series of several small business workshops.

Councilmember Holden thanked the Twin Cities North Chamber of Commerce for attending the Arden Hills local ribbon cutting ceremonies.

3. PUBLIC INQUIRIES/INFORMATIONAL

None.

4. STAFF COMMENTS

A. Rice Creek Commons (TCAAP) Update

Community Development Director Hutmacher stated that the Ramsey County Board of Commissioners voted to approve the TCAAP Master Plan on Tuesday, January 19, 2016. Ramsey County's approval of the Master Plan was required by the terms of the TCAAP Joint Powers Agreement in order to fully implement the TCAAP Joint Development Authority.

Community Development Director Hutmacher explained that at its meeting on January 4, 2016, the Joint Development Authority reviewed and approved the *Solicitation for Master Developer* for release on February 1, 2016.

Community Development Director Hutmacher reported that at its next meeting on February 1, 2016, the JDA will discuss the membership of the Solicitation Review Committee.

Councilmember Holden asked if the City received notification that the County Board would be reviewing and approving the Master Plan since the County had stated it would be on the January 26th meeting agenda.

Community Development Director Hutmacher indicated that the County had stated they were hoping to review and approve the Master Plan as quickly as possible. She was made aware of the meeting date upon receiving requests from the County for documentation on the Master Plan the Friday before their Tuesday meeting.

Councilmember McClung asked when the JDA meetings started.

Mayor Grant reported that the next JDA meeting would be held on Monday, February 1, 2016, at 5:30 p.m.

Councilmember Holmes requested that the County keep the City apprised of when they would be discussing TCAAP matters.

Community Development Director Hutmacher stated that she would work with the County regarding this matter.

5. APPROVAL OF MINUTES

- A. December 21, 2015, City Council Work Session
- B. December 21, 2015, Special Regular City Council

MOTION: **Councilmember McClung moved and Councilmember Holden seconded a motion to approve the December 21, 2015, City Council work session minutes; and the December 21, 2015, special regular City Council meeting minutes as presented. The motion carried unanimously (5-0).**

6. CONSENT CALENDAR

- A. Motion to Approve Consent Agenda Item - Claims and Payroll
- B. Motion to Approve Resolution 2016-005 – Approval of Posting No Parking Signs on Sandeen Road
- C. Motion to Approve Planning Case 15-025 – AT&T Wireless Antenna CUP Amendment – 3900 Bethel Drive
- ~~D. Motion to Approve Planning Case 15-026 – Development Agreement Determination Letter – 3177 Shoreline Lane~~
- E. Motion to Approve 2016 Employee Compensation Plan – Non-Union Employees
- F. Motion to Approve Ramsey Conservation District – Shared Services Agreement
- G. Motion to Approve Lake Johanna Fire Department Capital Expenditures
- H. Motion to Approve Rice Creek Commons (TCAAP) Goals and Metrics

MOTION: **Councilmember Holden moved and Councilmember Holmes seconded a motion to approve the Consent Calendar as presented and to authorize execution of all necessary documents contained therein. The motion carried unanimously (5-0).**

7. PULLED CONSENT ITEMS

- A. **Planning Case 15-026 – Development Agreement Determination Letter – 3177 Shoreline Lane**

Mayor Grant discussed the history of the property at 3177 Shoreline Lane. He stated that in 1999, the developer of the Josephine East subdivision was to escrow a certain amount of money for the cost of removing the temporary cul-de-sac and extending Shoreline Lane to the northern boundary of the subdivision. He explained that staff determined that this escrow was never collected.

Senior Planner Bachler reported this was the case, noting that there was no evidence of an escrow being collected.

Mayor Grant asked if an escrow was now going to be collected.

Senior Planner Bachler indicated that the City was not asking the new property owner to provide an escrow for these improvements. The reason for keeping the condition regarding the extension of Shoreline Lane in place was to ensure that the new property owner understands the City's intent to extend Shoreline Lane if 3187 Lexington Avenue were to be subdivided.

Mayor Grant questioned if the City typically acted as the escrow agent.

Senior Planner Bachler reported that this was the case.

Mayor Grant encouraged staff to create a checklist within the Finance Department to ensure escrows were properly tracked on behalf of the City.

Further discussion ensued regarding future assessments and escrows on this property.

Councilmember Holmes did not believe that the documentation before the Council this evening did not address any future assessments. She did not recall any talk of the City ever pushing Shoreline Lane through either.

Mayor Grant did recall discussions of past City Councils regarding the extension of Shoreline Lane. He noted that the property owners at 3177 Shoreline Lane and 3187 Lexington Avenue would be responsible for paying City assessments if Shoreline Lane were pushed through.

Senior Planner Bachler stated that he could not speculate on how the future development of this roadway would occur. In addition, he could not determine how future Council's would handle future assessments.

Councilmember McClung asked if this entire process hinged on the property at 3187 Lexington Avenue subdividing.

Community Development Director Hutmacher reported that this was the case. She stated that at this time, two neighborhoods had only one access point. For this reason, the City was proposing to push a secondary access point through at Shoreline Lane if the property at 3187 Lexington Avenue were to subdivide. She did not have an opinion on how the project would be assessed and noted that the City was not waiving its right to assess. She suggested if the Council had further questions that this item be tabled to a future meeting where the City Attorney could be in attendance.

Mayor Grant asked if the City Attorney had reviewed the proposed documents.

Community Development Director Hutmacher indicated that this was the case.

Councilmember McClung did not believe the matter had to be tabled.

MOTION: Councilmember McClung moved and Councilmember Holden seconded a motion to approve the Certificate of Completion and Release pertaining to the Development Agreement between Josephine East, LLC and the City of Arden Hills for the property at 3177 Shoreline Lane.

Councilmember Holmes was not aware that the City was considering to push through Shoreline Lane. She was concerned with the fact the City did not properly manage the escrow situation and stated that she would not be supporting this request until she had additional information from staff.

Councilmember McClung and **Councilmember Holden** removed their motion from the floor.

MOTION: Councilmember Holmes moved and Councilmember Holden seconded a motion to table action on this item to the February 8, 2016, City Council meeting. The motion carried 4-1 (McClung opposed).

8. PUBLIC HEARINGS

None.

9. NEW BUSINESS

None.

10. UNFINISHED BUSINESS

A. Update on City Administrator Hiring Process

Mayor Grant reported that he and **Councilmember Holden** sit on the Personnel Committee. This group had started the negotiation process with a City Administrator candidate and an offer was extended. He reported that the Personnel Committee was not able to come to terms with the applicant and the position was declined. This action removed the applicant from the pool.

Mayor Grant stated that another individual from a neighboring state was recommended by the consulting firm. He indicated that Interim City Administrator/Director of Finance and Administrative Services Iverson held an informal conversation with the Council regarding this matter and two were in favor of moving forward and two were not. He explained that at this time, the City may have to relist the position and create a new candidate pool for this summer.

Councilmember McClung supported the Council moving forward in this manner in order to generate a more highly qualified candidate pool.

Councilmember Holden commented that she could wait until this summer as well.

Mayor Grant indicated that the consulting search firm has stated that the candidate pool was limited at this time for City Administrator positions.

11. COUNCIL COMMENTS

Mayor Grant congratulated and welcomed Councilmember Wicklund to the City Council.

Councilmember Wicklund stated that he is looking forward to working with the City Council and indicated that he will be getting up to speed on TCAAP in the near future.

Councilmember McClung welcomed Councilmember Wicklund to the Council and looked forward to working with him.

Councilmember Holmes explained that on Saturday, January 30th from 8:45 a.m. to 9:00 a.m. there would be a ribbon cutting ceremony at the Goodwill Store. She asked if any local officials would be in attendance and noted that she would be in attendance.

Mayor Grant reported that he would be attending the ribbon cutting ceremony. He commented that Commissioner Huffman would also be in attendance.

Councilmember Holden indicated that the JDA would be discussing the makeup of the TCAAP Solicitation Review Committee. She explained that the proposed list was quite extensive. She was interested in having the group be limited to people that were part of the original process.

Councilmember McClung stated that he too was troubled by the expansive size of the review committee. He preferred that the committee be more contained as was suggested by Councilmember Holden.

Councilmember Holden asked if the City could have a red arrow turned on at Red Fox Road.

Acting Public Works Director Anderson indicated that he would speak with the County regarding this matter.

Mayor Grant commented that the JDA was putting together a review committee. He expressed concern with the lack of criteria with which the group would rate the solicitors. He stated that he would be advocating for specific criteria, one of which would be that TCAAP develops in accordance with the City's Comprehensive Plan. He thought that the County was setting an aggressive schedule for the Master Developer Solicitation process, but believed that a list of specific criteria would greatly aid in this process.

Mayor Grant encouraged the entire Council to attend the next JDA meeting on Monday, February 1st at 5:30 p.m.

Councilmember McClung indicated that the Ramsey County League of Local Government would be gathering next on Thursday, February 25th at the North St. Paul City Hall.

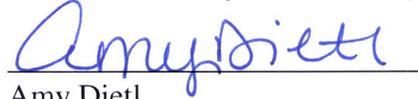
Councilmember Holmes encouraged the Council to find an individual that could serve as the City's Beyond the Yellow Ribbon representative.

Mayor Grant reported that the Arden Hills Foundation would be meeting on Wednesday, January 27th and Sara Grant would be the guest speaker.

ADJOURN

MOTION: Councilmember Holden moved and Councilmember Holmes seconded a motion to adjourn. The motion carried unanimously (5-0).

Mayor Grant adjourned the regular City Council meeting at 8:00 p.m.



Amy Dietl
City Clerk



David Grant
Mayor