



Approved: 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 \$17,173 and 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 off 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 through 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

<i>No</i>	<i>Company</i>	<i>Phone</i>	<i>Reply</i>
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.

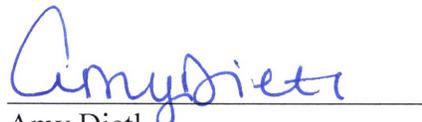
Councilmember Holden provided the Council with an update from the Joint Development Authority (JDA) and explained that she addressed her concern with how the County was referring to the TCAAP site as 'Rice Creek Commons'. She stated that the master developers would be asked for suggestions regarding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



David Grant
Mayor



Request for Special City Council Work Session

A special meeting may be called by the Mayor or by any two Councilmembers.

- Reason for meeting:
- 1. County Road E Bridge Pedestrian Lighting
 - 2. 2016 Rain Water Garden Planting, Engineering Services
 - 3. City Logo Signage for Front Desk
 - 4. Discussion of Sound Wall Logo

Requested Date: 3/14/16

Requested time: Immediately following the regular City Council meeting.

Open meeting _____

Closed meeting _____

Signature of person(s) making request:

David Grant
Mayor or Council Member

3 / 7 / 16
Date

Council Member

/ /
Date

-This section to be completed by City staff-

Date received: 3 / 7 / 16

Date meeting to be held: 3/14/16

Time of meeting: Immediately following the regular City Council meeting.

Location: City Hall

All necessary posting and notices have been completed.

Amy Dietz
Signature of City Clerk

3 / 7 / 16
Date