



Approved: July 25, 2016

**CITY OF ARDEN HILLS, MINNESOTA
REGULAR CITY COUNCIL MEETING
JUNE 27, 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 7:00 p.m.

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

Absent: None

Also present: Interim City Administrator and Director of Finance and Administrative Services Sue Iverson; Acting Public Works Director John Anderson; City Planner Ryan Streff; and City Attorney Joel Jamnik

PLEDGE OF ALLEGIANCE

1. APPROVAL OF AGENDA

Councilmember McClung requested Item 6D be pulled from the Consent Calendar to be discussed at Item 7A.

MOTION: **Councilmember McClung moved and Councilmember Holden seconded a motion to approve the meeting agenda as amended. The motion carried unanimously (5-0).**

2. PUBLIC INQUIRIES/INFORMATIONAL

None.

3. PUBLIC PRESENTATIONS

A. Proclamation in Recognition of Sue Schroeder, Former Communications Committee Member

Mayor Grant read a proclamation recognizing Sue Schroeder for her 20 years of dedicated service to the Communications Committee. He noted a bench has been placed in Crepeau Park in Ms. Schroeder's honor. He presented Ms. Schroeder with a framed copy of the proclamation and a round of applause was offered by all in attendance.

Councilmember Holden thanked Ms. Schroeder for her involvement in the newsletter years ago and stated she appreciated her professionalism and writing ability.

Councilmember Holmes also thanked Ms. Schroeder and her family for being in attendance. She appreciated the entire family's assistance with the newsletter over the years.

Mayor Grant stated the Arden Hills Notes would live on because of Ms. Schroeder's dedication to this publication.

B. 2015 Financial Statements

Aaron Nielsen, MMKR, reviewed the City's 2015 Financial Statements in detail with the Council. He discussed the City's Comprehensive Annual Report, the Special Purpose Audit Report, and the Management Report. He congratulated the City for receiving an unmodified or clean opinion. He commented on the City's revenues and expenses for 2015 on a per capita basis, along with year end fund balances.

As there were no further questions, **Mayor Grant** thanked Mr. Nielsen for his presentation.

C. MnGFOA Financial Award Presentation

Sue Virnig, MnGFOA, presented the City and Sue Iverson with a Certificate of Achievement for Excellence in Financial Reporting, the Outstanding Achievement in Popular Annual Financial Reporting, and the Distinguished Budget Presentation Award and congratulated the City on its great financial work. She stated these certificates were the highest form of recognition for governmental accounting.

Ms. Virnig was pleased to report this was the City's seventh consecutive year for receiving the Distinguished Budget award and the ninth consecutive year for the Popular Annual Financial Reporting and CAFR award. She explained Arden Hills was one of three cities to receive all three awards. She stated this record reflects a high level of dedication to the City's finances and administrative services. She congratulated Ms. Iverson and her staff for receiving these awards.

Mayor Grant congratulated Sue Iverson and the entire Finance Department for their efforts. He was proud of the excellence displayed by this department on behalf of the City. A round of applause was offered by all in attendance.

Interim City Administrator and Director of Finance and Administrative Services Iverson stated achieving this recognition was a group effort. She thanked each member of City staff and City Council for their contributions.

D. GreenStep City – First Step

Recreation Coordinator Grant stated at the League of Minnesota Cities Conference, the City of Arden Hills was presented with the First Step award from the GreenStep City program. She presented the First Step award to the City Council and Mayor Grant.

4. STAFF COMMENTS

A. Rice Creek Commons (TCAAP) and Joint Development Authority (JDA) Update

Interim City Administrator and Director of Finance and Administrative Services Iverson provided an update from Stacie Kvilvang on TCAAP and the JDA noting the following:

Development

- The master development team held their internal design charrette on June 23, 2016, to begin the process of determining their vision for development of the site.
- The master development team hired Kimley-Horn as their Civil Engineer for the site. They will be assisting in pre-planning work including but not limited to road and utility infrastructure, mass grading, developable lot configuration, TGRS related issues, etc.

Meetings

- City and County staff, Ehlers, and the master developer held their weekly project meetings on June 15th and 22nd.

Communications/Media

- On June 16, 2016, the Pioneer Press ran the attached article on the master developer team for TCAAP.
- The County is planning a media event tentatively for August 10, 2016 at 1:00 p.m. It is expected the City (Mayor) will have a role in the event. Details will be provided as more is known and date will be confirmed.

Councilmember Holden questioned what would be presented on August 10.

Interim City Administrator and Director of Finance and Administrative Services Iverson stated this was just a placeholder and more information would be forthcoming regarding this event.

B. Transportation Update

Acting Public Works Director Anderson reported work continues on Interstate I-694. Motorists are encouraged to plan their trips as the westbound lanes were split into express and local lanes. He discussed the ramp closures on I-694.

Acting Public Works Director Anderson provided an update on County Road H stating traffic has been shifted to the west at County Road H and Highway 10. This area has been reduced to one lane in each direction.

Acting Public Works Director Anderson indicated I-35W would have an overlay project from TH36 and I-694. The work was anticipated to begin on July 5 and would continue during the night and on the weekends.

Acting Public Works Director Anderson explained the project along Lexington Avenue and County Road F was making progress. Once the new concrete was completed, the traffic would be shifted and County Road F would be reopened. This shift was scheduled to take place sometime next week.

Acting Public Works Director Anderson commented the County Road E2 bridge was ahead of schedule and the County Road E2/Cleveland Avenue intersection has been reopened. He stated the project would focus on the west side of the freeway beginning July 5.

Acting Public Works Director Anderson reported Ramsey County identified an issue with a culvert along Lake Johanna Boulevard. This culvert was collapsing and would need to be replaced. The work would be completed on Thursday of this week.

5. APPROVAL OF MINUTES

- A. May 31, 2016, Regular City Council
- B. May 31, 2016, Special City Council Work Session

MOTION: Councilmember Holden moved and Councilmember Holmes seconded a motion to approve the May 31, 2016, Regular City Council meeting minutes; and May 31, 2016, Special City Council Work Session 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 2015 City Financial Statements and Audit
- C. Motion to Approve 2015 4th Quarter Financial Reports
- D. ~~Approve Fund Balance Transfer from General Fund to PIR Fund and a Budget Amendment~~
- E. Motion to Approve Proposal for Interim Community Development Director Work
- F. Motion to Approve Resolution No. 2016-019 Appointing Evan Cordes to Serve on the Economic Development Commission for a Term Expiring December 31, 2018
- G. Motion to Authorize Request for Qualifications – Engineering Contract Pool
- H. Motion to Approve Resolution 2016-020 Supporting Ramsey County’s Request for Federal Funding for Lexington Avenue Road Improvements
- I. Motion to Approve Purchase of New Phone Equipment
- J. Motion to Accept Public Works Superintendent’s Resignation

- K. Motion to Approve Authorization to Internally Post for Position of Interim Public Works Superintendent
- L. Motion to Approve Resolution 2016-022 Establishing City Council Norms of Behavior

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. **Approve Fund Balance Transfer from General Fund to PIR Fund and a Budget Amendment**

Councilmember McClung was pleased that the City would be contributing to the PIR Fund. He recommended some of the funds be set aside for parks, trails and public safety increases for the 2017 budget. He recommended a PIR Fund transfer in the amount of \$400,000 with the remainder to be used for upcoming budget increases.

MOTION: Councilmember McClung moved and Councilmember Holden seconded a motion to Approve Fund Balance Transfer from General Fund to PIR Fund in the amount of \$400,000 with the remainder staying in the General Fund to be set aside for the 2017 Budget and a Budget Amendment.

Mayor Grant stated the City had a fund balance policy of 50%. He questioned if the City would be violating its own policy through the proposed motion.

Interim City Administrator and Director of Finance and Administrative Services Iverson stated the Council would not be violating the fund balance policy.

Councilmember Holden asked when the Fire Department would be ordering the new fire truck.

Councilmember McClung stated this would occur in 2017 and would cost the City somewhere between \$600,000 and \$700,000.

Mayor Grant inquired if the proposed motion should be reconsidered to allow staff additional time to plan for the 2017 budget.

Councilmember McClung did not oppose this suggestion; however, he believed that because the City took in more revenue than was budgeted, that additional funds should be set aside for both the PIR fund and for the 2017 budget.

Mayor Grant was concerned with how the PIR and General Fund would be impacted in future years when there was not a surplus.

Councilmember McClung supported a large portion of the funds going to the PIR Fund (\$400,000) but believed it would be wise for the Council to also set aside a portion (\$165,121) for the coming year. He explained that these funds would assist with covering the proposed public safety increases for 2017.

Councilmember Holmes did not support the proposed motion. She wanted to see the PIR Fund remain robust. In addition, she commented that the funds for the new fire truck would come out of the PIR Fund and believed staff's recommendation should be followed.

Councilmember Wicklund supported the motion because it creates flexibility for the City Council.

Councilmember Holden stated the Council could take the funds out of the General Fund at any time and make an allotment to the PIR Fund or vice versa.

Mayor Grant wanted the Council to be careful. He did not want to see the City keep the levy artificially low for several years and then be faced with a larger increase in the future.

Councilmember Holden asked how much the City would be paying for the Bethel trail.

Acting Public Works Director Anderson estimated the City would be paying close to \$1 million for the Bethel trail.

Councilmember Holden suggested the Council table action on this item to allow the Council to receive more information from staff.

Councilmember McClung was amenable to tabling action on this item. He withdrew his previous motion.

Mayor Grant suggested this item be tabled to a date certain.

Interim City Administrator and Director of Finance and Administrative Services Iverson questioned what information the Council would like to have from staff.

Mayor Grant wanted more information on the cost estimates for the PIR Fund for 2017.

Interim City Administrator and Director of Finance and Administrative Services Iverson reported that the 2017 preliminary budget would not be completed by staff until the end of August. She recommended this item be tabled to the first meeting in September.

Councilmember Holden wanted to better understand the salary savings in 2016, the CIP items for 2017, and how the budget would be impacted by these two items.

MOTION: **Councilmember McClung moved and Councilmember Holden seconded a motion to table action on the Fund Balance Transfer to the September 12, 2016 City Council meeting. The motion carried (5-0).**

8. PUBLIC HEARINGS

A. Approve Resolution 2016-021 Adopting and Confirming Quarterly Special Assessments for Delinquent Utilities

Interim City Administrator and Director of Finance and Administrative Services Iverson requested the Council approve a Resolution adopting and confirming quarterly special assessments for delinquent utilities. She explained a list of utility accounts with a delinquent balance was compiled and notices dated May 9, 2016, were mailed. These customers were informed of their delinquent status and were asked to make payment of the delinquent balance by June 10, 2016. Utility accounts with an unpaid delinquent balance after June 10, 2016, would be certified to Ramsey County to be added to property taxes payable in 2017. The certification amount is equal to the unpaid delinquent balance plus an eight percent penalty. The City will request that Ramsey County levy the delinquent balances against the respective properties.

Councilmember Holmes asked if late fees were charged to homeowners, along with disconnect and reconnection fees.

Interim City Administrator and Director of Finance and Administrative Services Iverson explained the City does not disconnect service. It was found that this work can cause damage to the pipes that would impact water flow. She noted the City does charge an 8% late fee. She also stated that if service is disconnected or reconnected, the City does charge for this.

Councilmember McClung supported the late fees being charged. He believed that the assessments for this quarter were quite low when compared to other quarters.

Councilmember Holden did not support water services being shut off entirely. She commented how this would impact the homeowners' water lines.

Councilmember Holmes expressed frustration with seeing the same names on the delinquent utility list each quarter.

Mayor Grant opened the public hearing at 8:14 p.m.

With no one coming forward to speak, Mayor Grant closed the public hearing at 8:15 p.m.

MOTION: **Councilmember McClung moved and Councilmember Holden seconded a motion to approve Resolution 2016-021 Certifying the List of Delinquent Utility Accounts to Ramsey County.**

Councilmember McClung asked if there was anything else the City could do to encourage homeowners to pay their utility bills.

Mayor Grant suggested this be discussed at another time.

Councilmember Holden believed it did not matter if people did not pay their utility bills given the fact the City was receiving 8% in late fees.

Interim City Administrator and Director of Finance and Administrative Services Iverson suggested the City Attorney be contacted to see what other options were available to the City to encourage homeowners to pay their utility bills.

The motion carried (5-0).

9. NEW BUSINESS

A. Approve Night Work Construction Activity Waiver – Lexington Avenue/County Road F

Acting Public Works Director Anderson stated the concrete paving that is being placed on Lexington Avenue requires sawing of joints to take place within a short period of time as the concrete begins to cure. Typically, the joints need to be sawed within a 6- to 12-hour window and that occurs the night following the paving operations. City ordinance does not allow work to take place between the hours of 9:00 PM and 7:00 AM. City ordinance does allow for a waiver to the Ordinance to allow night time operations.

Acting Public Works Director Anderson explained C.S. McCrossan, the Lexington Avenue/County Road F contractor, has applied for a waiver to perform night time work following their concrete paving operations. Concrete paving operations will fall into two primary times, the first being the southbound lanes of Lexington Avenue which is planned to begin the week of June 20 and take roughly 10 days. The second paving operation would be the northbound lanes which are expected to take 10 days and occur sometime in late July or early August. County Road F is paved with bituminous pavement and the sawing operations would be limited to Lexington Avenue.

Acting Public Works Director Anderson stated staff prepared a notice and mailed it to all Arden Hills properties within 500 feet of the construction limits. The only residential property within this area is the apartments on County Road F which are a substantial distance from the location of the actual work on Lexington Avenue. As of the preparation of this memo, City staff has received no comments from the properties notified.

MOTION: **Councilmember Holden moved and Councilmember McClung seconded a motion to Approve the Night Time Construction Activity Waiver for the Lexington Avenue/County Road F project for overnight concrete sawing. The motion carried (5-0).**

B. Planning Case 16-015 – 1494 Keithson Drive - Variance

City Planner Streff stated the property at 1494 Keithson Drive was developed by Pulte Homes as part of the Fox Ridge subdivision approved by the City in 2011. The lot area measures 32,736 square feet; however, a wetland area covers a large portion of the lot and limits the area that can be developed. As part of the subdivision approval, Pulte was required to dedicate a drainage and utility easement that covers the wetland and a five-foot buffer along the wetland's edge. The City Code restricts the placement of any structures within a drainage and utility easement. The property also includes a public walking path that traverses the lot on the south side of the existing house connecting Keithson Drive to the City trail that runs between the Fox Ridge subdivision and the

townhomes to the east. A trail easement across the walking path was dedicated on the Fox Ridge plat.

City Planner Streff commented that due to environmental constraints, the existing house was placed in the far northeastern corner of the lot near the 30-foot rear yard and 10-foot north side yard setback lines. The dwelling also required a setback of approximately 73 feet from the front property line to avoid the drainage and utility easement and conform to structure setback requirements. In comparison, most of the homes in the Fox Ridge subdivision as well as those on Keithson Drive to the north of the subject property are setback approximately 40 feet from the front property line.

City Planner Streff explained the applicants have requested a rear yard setback variance in order to construct a 216 square foot three-season porch addition on the rear side of the house. The porch addition would encroach 3 feet – 6 inches into the required 30-foot rear yard setback, creating a setback of 26 feet – 6 inches from the rear property line. The project would also include a 211 square foot deck that would be accessed through the new porch addition. In this case, a variance is only needed for the porch addition as the deck encroachment in the rear yard setback is allowed under the permitted encroachment provisions in Section 1325.03, Subd. 2 of the Zoning Code.

City Planner Streff reviewed the Plan Evaluation and the Variance Evaluation Criteria.

City Planner Streff stated the Planning Commission reviewed Planning Case 16-015 at their regular meeting on June 8, 2016. The Planning Commission offers the following findings of fact for consideration:

General Findings:

1. The property at 1494 Keithson Drive is located in the R-1 Single Family Residential Zoning District.
2. The lot is in conformance with the minimum lot size and dimensions for the R-1 District.
3. The existing conditions on the property are in conformance with the setback and structure and lot coverage requirements for properties in the R-1 District.
4. The proposed porch addition would encroach 3 feet – 6 inches into the rear yard setback creating a setback of 26 feet – 6 inches from the rear property line. The minimum rear yard setback in the R-1 District is 30 feet. The proposed porch addition would meet all other setback requirements for the R-1 District.
5. The proposed deck is in conformance with the Zoning Code as Section 1325.03, Subdivision 2 (A) permits decks to extend six feet into the rear yard setback as long as the encroachment is not closer than six feet from the rear lot line. The proposed deck would be setback 26 feet – 6 inches from the rear property line.
6. All other aspects of the proposed porch and deck addition are in conformance with the Zoning Code requirements for the R-1 District.
7. The proposed addition would not encroach on any flood plains, wetlands, or easements.
8. The proposed addition is not expected to impact any significant trees on the property.

Variance Findings:

9. The variance would be in harmony with the purpose and intent of the City's Code because the impact of the addition on adjacent properties would be mitigated by the location of the

addition at the rear of the house, the elevation change between the subject property and the adjacent property to the east, and the presence of several large trees along the rear property line that provide screening.

10. The variance would be consistent with the City's Comprehensive Plan because it meets the City's housing goal of encouraging property investment that complements and enhances the character of the City's established neighborhoods.
11. The proposed porch addition is a reasonable use of the property that would not be allowed under the rules of the Zoning Code without the requested variance.
12. The property is unique because of the wetland area that covers a large portion of the site. A drainage and utility easement covers the wetland area and a 5-foot buffer along the wetland's edge, limiting where additions to the home can be constructed. The unique characteristics of the property were not created by the property owners.
13. The proposed addition would not alter the essential character of the neighborhood because it would result in a structure that is consistent and compatible with other construction in the area.
14. The requested variance does not appear to be based on economic considerations alone.

City Planner Streff stated the Planning Commission recommends approval (4-1, Thompson) of Planning Case 16-015 for a rear yard setback Variance at 1494 Keithson Drive, based on the findings of fact and submitted plans in the June 27, 2016, Report to the City Council, as amended by the following five conditions:

1. The project shall be completed in accordance with the plans submitted as amended by the conditions of approval. Any significant changes to these plans, as determined by the City Planner, shall require review and approval by the Planning Commission and City Council.
2. A building permit shall be required prior to commencement of construction.
3. The porch addition shall match the color and architectural style of the rest of the principal structure.
4. An encroachment of 3 feet – 6 inches shall be permitted for the porch addition into the 30-foot rear setback requirement. This will result in a setback of 26 feet – 6 inches from the rear property line.
5. The structure shall conform to all other regulations in the City Code.

Councilmember Holden asked when the house was built.

City Planner Streff reported the home was built in 2012.

Mayor Grant requested comment from the applicant.

Steve Jittila, 1494 Keithson Drive, stated he was the original owner of the home and noted he took possession of the property in January of 2013.

Mayor Grant questioned where the encroachment was calculated from.

City Planner Streff explained the encroachment was calculated from the three season porch. He stated the deck was not encroaching.

Councilmember Holmes asked what efforts have been made by the property owners to not encroach on the setbacks.

Mr. Jittila indicated this was taken into consideration. He commented on the number of restrictions that were on this property given the fact the home was placed back into the northeast corner of the lot. In order for him to be within the guidelines, the three season porch could only be eight feet wide. He explained that the variance was being requested in order for the porch to be more useable.

Councilmember McClung questioned the distance from the rear property line to the trail.

Acting Public Works Director Anderson estimated that the trail was only a foot off the property line.

Councilmember Holden asked why in staff's opinion, this property was unique.

City Planner Streff commented the location of the home on the lot was unique. He noted the home was built close to the north setback. He believed the trails and wetlands also make the lot unique.

Councilmember Holden questioned if the Jittilas were aware of the fact their home was pushed back on the lot when they purchased the property.

Mrs. Jittila stated she had lobbied to have the home moved. She indicated all of the other homes in her neighborhood had 40 feet in front.

Mr. Jittila commented he really did not know until the stakes were placed on his property. This led him and his wife to lobby to have the home moved.

Councilmember Holden reported she did not support the proposed variance. She believed the variance would change the neighborhood.

MOTION: **Councilmember Holden moved and Councilmember Holmes seconded a motion to deny Planning Case 16-015 for a rear yard setback Variance at 1494 Keithson Drive, based on the findings of fact and submitted plans.**

Mr. Jittila was surprised by the fact the Council did not see the uniqueness of his property. He discussed the spirit of the City's variance regulations. It was his opinion that the proposed deck and three season porch would not impact his neighbors given the amount of space between him and the adjacent structures. He expressed frustration with the fact that the Council was proposing to deny his request.

Mayor Grant understood the home on this property was pushed back due to the wetland. He questioned if the neighboring properties would be able to see a three-foot difference on the three season porch setback. For this reason, he supported the variance and believed it was warranted.

Councilmember Wicklund agreed. He stated he walked around this property and found the site to be very unique given the location of the home. He supported the three-foot six-inch variance.

Councilmember Holden believed the Mayor was ill-advised to assume that the neighboring properties would not be impacted by the encroachment. She stated she visited the property prior to this meeting and was surprised by the lack of vegetation on the side yard. It was her opinion the proposed deck and three season porch would change the neighborhood. In addition, she did not believe this was a unique lot and stated the homeowners were fully aware of the home location when the built.

Mayor Grant discussed the orientation of the neighboring townhouse. He commented the door on the west side would view the three season porch. However, there was a fair amount of distance between the two properties. He stated he would be willing to support the three-foot variance to allow homeowners to have a three season porch that was usable.

Councilmember McClung indicated he visited the site and walked the trail in this neighborhood frequently. He was concerned with the placement of the house but understood the wetland had impacted this. He did not believe the property was unique enough for him to offer his support to the variance. In addition, he was concerned with how close the encroaching three season porch would be to the adjacent trail. He wished the initial placement of the house had differed.

Councilmember Wicklund recommended the Council take a step back and put themselves into the shoes of the homeowner. He discussed the complications of applying for a variance. He believed the three-foot six-inch encroachment was reasonable. He fully supported the request of the homeowners.

Councilmember Holmes had concern with how the trail would be impacted. She discussed another variance request in the Venus neighborhood where a three car garage had been denied. She understood the opinions of the homeowner had to be weighed along with the needs of residents. For this reason, she stated she would not be able to support the variance.

Mr. Jittila commented he was told that Arden Hills was really big in trying to build community. He asked if this was true. He believed that if the Council were to oppose his variance, that this would be a step back from community building. He stated he was trying to build a useable porch and deck that would allow him to further engage with his residents and walkers on the trail, many of which were his neighbors.

Mayor Grant asked if a wraparound deck would be allowed by the City.

City Planner Streff reported this was the case.

Mrs. Jittila reiterated that no trees would be lost through the proposed deck and three season porch addition. She noted the walking trails were important to her family and she believed she was being penalized because the trails ran adjacent to her property.

Councilmember McClung agreed with Councilmember Wicklund's assessment and stated he had taken into consideration the homeowners viewpoint. However, he believed Pulte made a

mistake in placing the home where it was and this was now causing difficulty. His main concern was the fact that the trail would be encroached upon and several of the adjacent property owners have raised this same concern. He stated this was not an easy decision for him but at this time, he could not support the requested variance.

Councilmember Wicklund understood the Council was concerned with the trail encroachment and/or screening of the property from the trail. He suggested additional screening be added to the property to maintain some of the characteristics of the trail.

Councilmember Holden stated this was not worrisome for her. She commented that she was approached by more than two townhome owners about the encroachment of the three season porch and the lack of privacy this would create. She did not believe there was room for large trees to be planted. She recommended the applicant consider a large wraparound deck.

Mr. Jittila questioned if there was a smaller encroachment that the Council could support.

Councilmember Holden was uncertain and stated she would have to see the plans.

Mayor Grant asked what the timeline for approval was for this project.

City Planner Streff explained the 60-day review period would expire on July 25th. He noted this time period could be extended another 60 days.

Mayor Grant inquired if the applicants could apply for another variance if the Council were to deny the current request.

City Planner Streff deferred this question to the City Attorney.

City Attorney Jamnik explained the same variance could not be resubmitted to the City of Arden Hills for six months without major modifications.

Mayor Grant asked if the matter could be tabled to a future meeting for reconsideration.

Councilmember Holden did not oppose the item being tabled for further consideration.

Councilmember McClung was in favor of the item being tabled to allow the applicants time to reconsider the request and perhaps reduce the encroachment, while also adding screening.

Mayor Grant believed this was a better option than denying the variance.

MOTION: Mayor Grant moved and Councilmember Holden seconded a motion to table action on the rear yard setback Variance at 1494 Keithson Drive. The motion carried (5-0).

C. **Planning Case 16-014 – Master PUD Amendment and Final PUD Phase I – Land O'Lakes**

City Planner Streff stated the Land O'Lakes corporate headquarters has operated in Arden Hills since 1981. The campus operates as a Planned Unit Development (PUD) originally approved in Planning Case 79-004.

City Planner Streff explained the Land O'Lakes campus is comprised of approximately 49 acres and contains two principal buildings situated towards the center of the property: the corporate headquarter building and a research and development building. Between these two facilities, the campus includes 263,800 gross square feet of building space. Additional improvements on the site include a surface parking lot with approximately 931 parking stalls and regional stormwater facilities. The remainder of the property is covered by wooded and open lawn areas.

City Planner Streff indicated the proposed Master PUD Amendment for the site provides a general plan for the two phased development. Phase 1 of the Land O'Lakes Corporate Headquarters consolidation plan includes the expansion of the south parking lot on the campus and Phase 2 includes the construction of a new four-story office building along with the reconfiguration and expansion of the parking area on the north side of the campus.

City Planner Streff commented the applicant is requesting approval of a major addition to their campus that would allow the company to consolidate their Arden Hills and Shoreview locations into one headquarters facility at their existing Arden Hills property. The proposal includes the construction of a four-story, approximately 155,000 gross square foot office building just to the north of the existing principal buildings. Land O'Lakes is incorporating sustainable best practices into the design of the building and will seek a minimum of LEED Gold certification for the project. Other site improvements would include the expansion of the surface parking lots to provide approximately 1,678 parking stalls and the provision of extensive native landscaping areas to enhance the overall character of the site.

City Planner Streff reported Land O'Lakes currently leases office facilities in Shoreview at the southeast corner of Lexington Avenue North and County Road F. Approximately 900 employees now work at this location and would be relocated to the Arden Hills campus with the completion of the new building. The company estimates that 2,100 employees will work on the site after consolidation in late 2018. It was noted Planning Case 16-014 includes two separate components:

1. Master Planned Unit Development Amendment
2. Final Planned Unit Development Phase 1

City Planner Streff stated Land O'Lakes will be completing the new office building and site improvements over two phases. Phase I includes the expansion and reconfiguration of the visitor parking lot on the south side of the existing campus. This phase is expected to be completed by late summer 2016. Phase 2 would comprise the remaining components of the expansion project, including the new office building and the expansion of the employee surface parking lot on the north side of the campus. Construction on Phase 2 is expected to be complete by December 31, 2018. At this time, Land O'Lakes is requesting City approvals for the overall Master PUD Amendment and the Final PUD for Phase I of the project. The Final PUD application for Phase 2 is tentatively scheduled for review by the Planning Commission and the City Council in July of 2016.

City Planner Streff noted the Planned Unit Development process is a tool that provides additional flexibility for development that an underlying zoning district would not otherwise allow. For example, a PUD may make exceptions to setbacks, lot coverage, parking requirements, signage, building materials, or landscaping requirements. It is intended to overcome the limitations of zoning regulations and improve the overall design of a project. While the PUD process allows the City to negotiate certain aspects of the development, any conditions imposed on the PUD must have a rational basis related to the expected impact of the development. A PUD cannot be used to permit uses that would not otherwise be permitted in the underlying zoning district.

City Planner Streff explained the first step in the PUD process is the Master PUD, which is a detailed concept plan for the entire development proposal, often outlining individual phases for development over a specified period of time. The second step is the Final PUD for each phase, which is a more detailed review as each development phase moves forward. During the Master PUD stage, the City works with the applicant to set an overall design framework or standard for a proposed development. These standards are then written into a development agreement which generally includes the design standards, a list of conditions, the size of the development, and what, if any, deviations from the underlying zoning district will be permitted. Once the Master PUD is approved, the applicant then creates a development that conforms to the development agreement for each subsequent Final PUD phase. The level of detail is guided by the type and scale of the development as well as the guidance or flexibility within the Zoning Code.

City Planner Streff reviewed the Plan Evaluation, the Sign Code Review and Subdivision Code.

City Planner Streff stated the Planning Commission reviewed Planning Case 16-014 at their regular meeting on June 8, 2016. Draft minutes from the meeting are included in Attachment G. The Planning Commission offers the following eleven (11) findings of fact for consideration:

General Findings:

1. The applicant is requesting approval of a Master Planned Unit Development (PUD) Agreement & Final PUD for Phase 1 of the Land O'Lakes Corporate Headquarters consolidation plan located at 4001 Lexington Avenue North.
2. Phase 1 of the Land O'Lakes Corporate Headquarters consolidation plan includes the expansion of the south parking lot on the campus and Phase 2 includes the construction of a new four-story office building along with the reconfiguration and expansion of the parking area on the north side of the campus.
3. The PUD process allows for flexibility within the City's regulations through a negotiated process with a developer.
4. The Land O'Lakes property is comprised of 47.37 acres.
5. The Land O'Lakes property is located at 4001 Lexington Avenue North.
6. The Land O'Lakes property is located in the I-1 – Limited Industrial District.
7. The proposed use is a permitted use in the I-1 – Limited Industrial District.
8. The Master Planned Unit Development (PUD) Amendment and Final PUD for Phase 1 are in substantial conformance with the requirements set forth in the City's Zoning Code and design standards.
9. Where the plan is not in conformance with the City's Zoning Code, flexibility has been requested by the applicant.

10. A traffic study has been completed for the expansion of the Campus and suggests that a 3/4 access be constructed during Phase 1 of the project.
11. The proposed plan is in conformance with the City's 2030 Comprehensive Plan. The property at 4001 Lexington Avenue North is guided for Light Industrial and Office (I/O). The IO area is designated for a broad range of light industrial uses such as warehousing with manufacturing and office.

City Planner Streff stated the findings of fact for the Master Planned Unit Development (PUD) Amendment and Final PUD for Phase 1 support approval. However, if the City Council chooses to deny the application, the findings of fact would need to be amended to reflect the reasons for the denial. Staff explained the Planning Commission reviewed Planning Case 16-014 at their regular meeting on June 8, 2016, and unanimously recommends approval (5-0) for a Master Planned Unit Development (PUD) Amendment & Final PUD for Phase 1 located at 4001 Lexington Avenue North, based on the finding of fact and submitted plans, as amended by the sixteen (16) conditions in the June 27, 2016, Report to the City Council.

1. That the project shall be completed in accordance with the submitted plans as amended by the conditions of approval. Any significant changes to these plans, as determined by the City Planner, shall require review and approval by the Planning Commission and City Council.
2. That the applicant shall obtain a permit within one year of the Final Phase 1 PUD approval or the approval shall expire unless extended by the City Council prior to the approval's expiration date. Extension requests must be submitted in writing to the City at least 45 days prior to the expiration date.
3. That the applicant shall apply for a Final Phase II PUD within one year of the approval of the Final Phase 1 PUD or the approval shall expire unless extended by the City Council prior to the approval's expiration date. Extension requests must be submitted in writing to the City at least 45 days prior to the expiration date.
4. That a Master PUD Agreement and Phase I Development Contract shall be prepared by the City Attorney and subject to City Council approval. The Master PUD Agreement and Final Phase I Development Contract shall be executed prior to the issuance of any development permits for Phase I.
5. The applicant shall provide a construction phasing plan that includes plans for fire and police access throughout construction, subject to the approval of the Fire Marshall, Public Works Director, and Ramsey County Sheriff prior to the issuance of any development permits.
6. The Developer shall submit a financial surety in the amount of \$200,000 for site improvements, including grading, utilities, and paving, prior to the issuance of any development permits. Upon completion of required Developer improvements, and acceptance by the City, the City may reduce the amount of security for the improvements still to be completed. The financial surety shall be in the form of a letter of credit issued by a FDIC-insured Minnesota bank, and be in a form acceptable to the City. The purpose of the letter of credit is to ensure that private site improvements stabilized in the event that the Developer defaults on the Master PUD Agreement and Phase I Development Contract.
7. The Developer shall submit a cash escrow for site improvements, including grading, utilities, and paving, in the amount of \$20,000 prior to the issuance of any development permits. The escrow will be used for City costs related to review, approval, and inspection

- of site improvements or any costs incurred by the City in the event of a developer default. If at any time during the course of construction on the project the amount in the account is reduced to below \$5,000, the Developer shall replenish the account to not less than \$20,000. In the event there is a failure to replenish the account in accordance with the terms of the Agreement, the City has the right to withhold the issuance of a Certificate of Occupancy until the deficiency is paid. Upon completion of the project, payment of all outstanding bills and satisfaction of this Agreement, the City shall refund the remainder of the account to the Developer.
8. The Developer shall submit a financial surety in the amount of 125 percent of the estimated costs of landscaping prior to the issuance of any development permits. The financial surety shall be in the form of a letter of credit issued by a FDIC-insured Minnesota bank. The letter of credit shall automatically renew for successive one-year terms unless at least sixty (60) days prior to the next annual renewal date, the issuing bank delivers notice to the City that it intends to modify the terms of, or cancel, the letter of credit. A partial reduction in the letter of credit may be granted by the City in the event that landscaping improvements are installed over successive growing seasons. The purpose of the letter of credit is to ensure that landscaping is completed in the event that the developer defaults on the Development Agreement.
 9. The Developer shall submit a cash escrow for landscaping improvements in the amount of \$15,000 prior to the issuance of any development permits. The escrow will be held by the City for two years after installation of landscaping and used for City costs related to review, approval, and inspection of landscaping, or developer default.
 10. That the proposed project may require permits, including, but not limited to, MPCA-NPDES, Rice Creek Watershed District, Minnesota Department of Health, Ramsey County and City Right of Way, and City Grading and Erosion Control permits. Copies of all issued permits shall be provided to the City prior to the issuance of any development permits.
 11. That the final plans for Phase 1 shall be subject to approval by the City Engineer, Building Official, and Fire Marshal prior to the issuance of a grading and erosion control permit.
 12. Final grading, drainage, utility, and site plans shall be subject to approval by the Public Works Director, City Engineer, and City Planner prior to the issuance of a grading and erosion control permit or other development permits.
 13. That upon completion of grading and utility work on the site, a grading as-built and utility as-built shall be provided to the City for review.
 14. That the final Lighting and Photometric Plan for Phase 1 shall be reviewed and approved by the City prior to the issuance of a grading and erosion control permit for Phase 1.
 15. That the access onto Lexington Avenue North shall be revised to a 3/4 access to prevent left turns out of the site. A “pork chop” median shall be constructed to prevent the left turns out. That the 3/4 access shall be completed prior to the issuance of any development permits for Phase II of the Master PUD.
 16. That the applicant shall conform to all other City regulations.

Mayor Grant requested the applicant come forward at this time.

Marsha Droege, Land O’Lakes representative, thanked the Council for their consideration. She appreciated the partnership Land O’Lakes had with the City and County. She discussed why Land O’Lakes was proposing to consolidate and expand their campus in Arden Hills. She reported

Land O'Lakes was founded 90+ years ago and was proud to call Minnesota home. The workplace strategy and business drivers for Land O'Lakes was reviewed. She then introduced several staff members that would assist her with a presentation.

John Slack, Perkins & Will Architects, described Land O'Lakes Master Planning process in further detail with the Council. He discussed the core values within the design considerations, explaining how Land O'Lakes was tied to the land. He reviewed the existing site plan, highlighting the natural elements on site. He explained how the property would be enhanced through the proposed expansions on the corporate campus. It was noted Land O'Lakes would be seeking LEED Gold status for the new building.

Mr. Slack discussed the native landscaping and greenspace surrounding the corporate campus. He provided further comment on the site access and circulation entering and exiting the Land O'Lakes property. He reported the proposed building materials for the new building would be brick, glass and dark metal panels. He reviewed elevations of the building and terrace from several vantage points with the Council. He then detailed the construction phasing for the corporate campus expansion. It was noted all parking would be maintained during construction of Phase II.

Councilmember McClung asked if Land O'Lakes was aware of the Lake Johanna Fire Department's concerns.

Mr. Slack stated the majority of the concerns were accommodated in the current plans. He anticipated the remainder of the concerns would be addressed in the Phase II plans. He reported there were ongoing conversations regarding the funding of some of the intersection improvements.

Ms. Droege explained she would be meeting with the City and Ehlers to discuss funding for the intersection improvements.

Mayor Grant questioned if the Phase II improvements would be reviewed in July or August.

Ms. Droege stated Phase II would be coming before the City Council in July.

Councilmember Holden inquired how many parking spaces were required for the corporate campus.

Mr. Slack stated 1,676 parking spaces were required and the property would have 1,677. He indicated that parking was one of the most challenging aspects for this project, especially with the growth potential for this business in the coming years. He explained that proof of parking was available onsite and Land O'Lakes would be looking into rideshare programs and would be encouraging employees to bike to work.

Ms. Droege commented Land O'Lakes was evaluating how many days a week employees worked from the office. She noted 20% to 25% of employees were not in the office on any given day. This had been taken into account for the parking needs for the corporate campus for the future.

Councilmember Holden did not want to see vast amounts of asphalt on the corporate campus if it was not going to be used. She questioned if the water runoff from the parking lots could be used for irrigation.

Mr. Slack stated he was investigating this possibility as the property was seeking LEED Gold certification. He commented the Rice Creek Watershed District's requirements were more stringent than the LEED Gold requirements. He explained that Land O'Lakes wanted to highlight its stormwater management functions on the site. He noted that all rainwater would be captured on the roof.

Councilmember Holden asked if the onsite trails would be available to Arden Hills' residents.

Mr. Slack reported Land O'Lakes was technically private property and there may be security issues with having the public on the trails. However, a conversation could occur between the City and Land O'Lakes representatives.

Councilmember Holmes requested further information regarding the parking onsite.

Ms. Droege described the current and proposed parking needs for the corporate campus over the next ten to fifteen years. She understood her employee base was concerned about the site having enough parking and this has been seriously considered in order to find the right balance.

MOTION: **Councilmember McClung moved and Councilmember Holmes seconded a motion to approve Planning Case 16-014 for a Master Planned Unit Development (PUD) Amendment and Final PUD for Phase 1 located at 4001 Lexington Avenue North, based on the findings of fact and submitted plans, and the sixteen (16) conditions in the June 27, 2016, Report to the City Council.**

Councilmember Holden questioned when Phase II would begin construction.

Ms. Droege anticipated Phase II would begin in October of 2016.

Councilmember Holden understood this was the intention of Land O'Lakes at this time. However, she recommended that if Phase II is not started within three years that the landscaping requirements be met at 18.19%.

Ms. Droege supported this recommendation.

AMENDMENT: **Councilmember Holden moved and Councilmember Holmes seconded a motion to recommend that if Phase II is not started within three years that the landscaping requirement be met at 18.19%. The amendment carried 4-1 (Wicklund opposed).**

The amended motion carried (5-0).

D. Planning Case 16-013 – CUP Amendment and Variance – Mounds View High School

City Planner Streff stated Mounds View High School currently operates under a Conditional Use Permit (CUP) that was approved in 1978. Any modification to the original CUP requires that a CUP amendment be processed. The original CUP has been amended from time-to-time as the school and campus have expanded over the past years. In this case, the Mounds View School District is requesting an amendment to the existing CUP in order to replace the existing scoreboard and press box at the football stadium and to construct a new storage building adjacent to the baseball field. A variance is also required in this planning case in order for the scoreboard and press box to exceed fifteen (15) feet in height.

City Planner Streff explained Mounds View High School is located in the R-1 Single Family Residential Zoning District, which permits schools as a conditional use, however, any additions to the campus, or amendments to the original CUP must still meet the requirements of the underlying zoning district.

City Planner Streff reported the Mounds View School District is proposing a Conditional Use Permit (CUP) Amendment and Variance in order make the following improvements to the athletic field complex at their property located at 1900 Lake Valentine Road.

- 1) **Scoreboard** – Replace the existing scoreboard that was installed in the 1980s with a new scoreboard from Daktronics. The existing scoreboard is approximately 11-feet in height by 25-feet in width, or 275 square feet in size. The proposed scoreboard to be installed is 12-feet 11-inches in height by 23-feet 11-inches in width, or approximately 309 square feet in size. Both the existing scoreboard and the proposed scoreboard are elevated on posts that are 10-feet above grade. The new scoreboard would be positioned in the same location as the existing scoreboard.

Accessory structures are permitted to be up to fifteen (15) feet in height in the R-1 Zoning District. In this case, the scoreboard is considered an accessory structure and the new scoreboard is being proposed at a total height above grade at 22-feet 11-inches. In order for the new scoreboard to be constructed a Variance along with the CUP Amendment is required.

- 2) **Press Box** – Replace the existing press box located on the “home side” of the football stadium and positioned above the bleachers. The new press box would be 9-feet by 54-feet, or 486 square feet in size. The existing press box is approximately 9-feet by 30-feet, or 270 square feet in size.

Accessory structures are permitted to be up to fifteen (15) feet in height in the R-1 Zoning District. The press box is considered an accessory structure and is being proposed at a total height of 19-feet 4-inches above grade from the back of the bleachers or 33-feet 4-inches above the grade of the playing field.

- 3) **Accessory Storage Building** – Construct a new 20-foot by 20-foot (400 sq. ft.) accessory storage building adjacent to the west side of the baseball field near batting cages on the west side of the field.

Accessory structures are permitted to be up to fifteen (15) feet in height in the R-1 Zoning District. The new accessory structure would be 10-feet in height and comparable in design and the materials used on other structures within the athletic field complex. The exterior finish of the structure would largely consist of rock faced block to match the block that was used to construct the dugouts. The structure would have one (1) service door entrance installed along with two (2) 10-foot wide by 8-foot tall overhead doors.

City Planner Streff reviewed the Plan Evaluation, the Conditional Use Permit Criteria and the Variance Evaluation Criteria.

City Planner Streff indicated the Planning Commission reviewed Planning Case 16-013 at their regular meeting on June 8, 2016. Draft minutes from the meeting are included in Attachment J. The Planning Commission offers the following nineteen (19) findings of fact for consideration:

General Findings:

1. The property at 1900 Lake Valentine Road is located in the R-1 Single Family Residential Zoning District.
2. The applicant is requesting a Conditional Use Permit (CUP) Amendment and Variance in order to install a new scoreboard, press box, and storage building on the athletic field complex.
3. The Variance in this case, is being requested to allow the scoreboard and press box to exceed fifteen (15) feet in height.
4. Mounds View High School operates under a Conditional Use Permit in the R-1 Zoning District.
5. Athletic fields and accessory equipment are permitted under the original CUP for Mounds View High School.
6. The proposed application will not exceed the lot coverage limits for the property.
7. The proposed application meets all setback requirements.

Conditional Use Permit Evaluation Findings:

8. The proposed project is not expected to have any significant impact on traffic or parking conditions since no change in the school population is expected.
9. The proposed project will not produce any permanent noise, glare, odors, vibration, smoke, dust, air pollution, heat, liquid, or solid waste.
10. The proposed project will not impact storm water runoff since impervious coverage of the property is not being significantly increased.
11. The proposed project is not expected to have any impacts on school population or density.
12. The proposed project will not impact visual and land use compatibility with surrounding land because of the distance between the athletic field improvements and the nearest residential property.
13. The park dedication fee is not applicable to this application.
14. The proposed project does not conflict with the general purpose and intent of the Zoning Code or the Comprehensive Development Plan for the City.

Variance Findings:

15. The proposed project is in harmony with the purpose and intent of the Zoning Ordinance because scoreboards are permitted accessory uses with athletic fields.
16. The proposed project is consistent with Comprehensive Plan because the property in questions is guided for its current and proposed use as a high school.
17. The proposed project is reasonable because scoreboards, press boxes, and accessory structures are addressed in the Code as reasonable uses within educational athletic facilities.
18. The property is unique because of its size, the considerable setback from adjacent properties, and its use as a high school in a residential district.
19. The proposed project will not alter the essential character of the locality.

City Planner Streff stated the findings of fact for the Conditional Use Permit (CUP) Amendment and Variance support approval. However, if the City Council chooses to deny the application, the findings of fact would need to be amended to reflect the reasons for the denial. He reported the Planning Commission reviewed Planning Case 16-013 at their regular meeting on June 8, 2016, and unanimously recommends approval (5-0) for a CUP Amendment and Variance in order to install a new scoreboard, press box, and storage building on the Mounds View High School Athletic field complex located at 1900 Lake Valentine Road, based on the finding of fact and submitted plans, as amended by the ten (10) conditions in the June 27, 2016, Report to the City Council.

1. That the project shall be completed in accordance with the plans submitted as amended by the conditions of approval. Any significant changes to these plans, as determined by the City Planner, shall require review and approval by the Planning Commission and City Council.
2. That the applicant shall continue to abide by all previous agreements and Conditional Use Permits, as amended by the conditions of approval of this application.
3. That a Conditional Use Permit Amendment Agreement shall be prepared by the City Attorney and subject to City Council approval. The CUP agreement shall be signed by the applicant and approved by Council prior to the issuance of any building permits.
4. That a building permit shall be obtained for the proposed improvements to the athletic field complex.
5. That building permits for the proposed improvements shall be issued by June 27, 2017, or an extension shall be requested at least 45 days preceding this deadline.
6. That a minimum of one (1) tree shall be planted within the Mounds View High School property to meet the Zoning Code requirements. Each deciduous tree is required to be a minimum of two and one-half (2.5) caliper inches and coniferous trees are required to be six (6) feet in height.
7. That all building and setback requirements shall be met.
8. That an automatic dimmer module shall be installed to reduce the nighttime light output of the LED lighting of the scoreboard based on ambient light levels.
9. That the sound system being installed within the scoreboard shall meet all applicable standards set by the EPA and MPCA.
10. That the scoreboard shall not be used as a dynamic sign to display messages or videos.

Councilmember Holden appreciated the fact that an automatic dimmer would be installed, but she questioned how it would be controlled.

City Planner Streff anticipated the City would be in contact with the applicant if a change needed to be made to the lighting on the scoreboard. He stated the light would have a sensor that would automatically control the brightness of the scoreboard.

Mayor Grant requested comment from the applicant.

Bob Madison, Activities Director at Mounds View High School, discussed the sound system that would be used within the new scoreboard. He described how the sound would be able to be better controlled through the new system. He reviewed a map of the site noting the areas where the system would be the loudest. He believed the school district had a great relationship with the surrounding neighbors and was more than willing to address their noise concerns.

Mayor Grant questioned what the decibel level was for the neighborhood with the current sound system.

Mr. Madison was uncertain of the current decibel level.

Brian Grandstrand, AIM Electronics, reviewed the allowed decibel levels in further detail. He listed the high schools in the metro area that had the same sound system.

Mayor Grant asked if the sound could be narrowed so as to impact fewer adjacent properties.

Mr. Grandstrand reported the angle of sound could be narrowed stating this had been done at Sartell High School.

Mr. Madison explained he had invited the neighbors to attend a daytime scrimmage this fall in order for them to hear the difference in the new system. He indicated the current system was not adjustable but the new system would be.

Councilmember McClung expressed concern with how the small neighborhood on the other side of Lake Valentine would be impacted by the new sound system.

Mr. Madison stated there are two houses on that lake. He believed that the sound from the stadium would be controlled by the new sound system. He explained it would be a work in progress and adjustments would be made.

Councilmember Holden commented that she was in favor of putting additional language in writing regarding the lights in order to hold the school district accountable.

Mr. Madison understood this concern.

City Attorney Jamnik advised he would be drafting a Conditional Use Permit Amendment Agreement for this request. He explained he would be addressing the Council's concerns regarding both sound and light.

MOTION: Councilmember Holden moved and Councilmember McClung seconded a motion to approve Planning Case 16-013 for a Conditional Use Permit (CUP) Amendment and Variance in order to install a new scoreboard, press box, and storage building on the Mounds View High School Athletic field complex located at 1900 Lake Valentine Road, based on the finding of fact and submitted plans, as amended by the ten (10) conditions in the June 27, 2016, Report to the City Council. The motion carried (5-0).

10. UNFINISHED BUSINESS

None.

11. COUNCIL COMMENTS

Councilmember Holden requested delinquent utility bills be discussed at an upcoming worksession meeting.

Councilmember Holden asked that the Highway 96 trees also be discussed at an upcoming meeting.

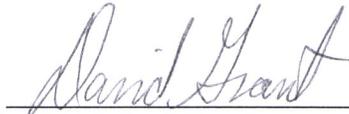
ADJOURN

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 10:07 p.m.



Sue Iverson
Interim City Administrator



David Grant
Mayor