



Approved: August 29, 2016

**CITY OF ARDEN HILLS, MINNESOTA
SPECIAL CITY COUNCIL WORK SESSION
JULY 25, 2016
6:15 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 Special City Council Work Session at 6:17 p.m.

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

Absent: None

Also present: Interim City Administrator Sue Iverson; Acting Public Works Director John Anderson; Senior Planner Matthew Bachler; and City Clerk Julie Hanson

1. AGENDA ITEMS

A. 2040 Comprehensive Plan – Draft Requests for Proposals

Senior Planner Bachler stated the City Council discussed the Comprehensive Plan update process at their Work Session on May 16, 2016. Staff was directed to draft an RFP for consultant services to assist with the update and report back at a future meeting. The City Council supported finding ways to reduce the consultant costs required to complete the Comprehensive Plan update.

Senior Planner Bachler explained staff has drafted the RFP to include a scope of work that focuses on completing the minimum plan requirements as outlined by the Metropolitan Council. Depending on staff capacity, there may be opportunities for staff to provide content for the less technical sections of the plan, such as economic competitiveness, parks and trails, and housing. This would be an additional way to reduce the overall cost of the update. The RFP notes that staff may assist in providing plan content, and requests that proposals include separate costs for completing each of the Comprehensive Plan sections so the City can identify potential areas for cost savings. Staff requested feedback from the Council on the draft RFP's.

Mayor Grant questioned the date draft RFP's would be due.

Senior Planner Bachler stated an established schedule had not been determined but would be drafted after receiving feedback from the City Council. He anticipated submittals would take six

weeks to complete once the RFP was released. He wanted to ensure that funds were set aside within the 2017 budget for this project.

Councilmember Holden asked if each portion of the RFP had a scope of work with a specific expense.

Senior Planner Bachler reported this was the case noting that applicants would need to provide a cost estimate for each section in the scope of work. He explained that staff would need assistance in completing this project and this would be a way for the City to determine which portions staff could complete and which portions would be completed by a consultant.

Councilmember Holden understood that all communities in the metro area would be completing a Comprehensive Plan update. She questioned if it would be beneficial for the City to hire an intern to assist with the update.

Senior Planner Bachler commented that an extensive update to the Comprehensive Plan was recently completed for the TCAAP Master Plan. He stated the consulting firm selected would be assisting with only the minimum requirements for the City.

Mayor Grant asked who assisted with the previous Comprehensive Plan update.

Senior Planner Bachler reported HKGI and Bolton & Menk assisted the City.

Councilmember Holmes inquired why the City was seeking different options for public input in this process.

Senior Planner Bachler noted this item was included to allow the Council to choose a public engagement process from a variety of options.

Councilmember Holmes feared how the Comprehensive Plan would be properly coordinated if completed by two separate consultants.

Further discussion ensued regarding the types of public engagement strategies that could be pursued by the City to assist with the Comprehensive Planning process.

Councilmember Holmes requested the number three be changed to two for the public engagement strategies. She suggested staff also add language stating the City reserves the right to pick and choose which portions of the Comprehensive Plan it will seek assistance with.

B. Kimley-Horn Master Plan Contract Completion

Stacie Kvilvang, Ehlers & Associates, explained the Kimley-Horn Master Plan contract was approved by the City Council on April 29, 2013. The Council discussed this contract at its December 21, 2015, work session as Kimley-Horn was requesting final payment on the contract in the amount of \$5,650.28. At that time, the contract had three primary components which had been satisfactorily completed. Some of the subcomponents had not been completed and the direction from the City Council was to have the final two items completed before the final payment was

made. Staff requested direction from the City Council as to whether the requirements have been met and final payment can be made.

Councilmember Holmes commented on the contract schedules and asked if this information had been provided to the Council at a previous time.

Acting Public Works Director Anderson stated this information was only just presented to the Council.

Councilmember Holmes discussed the stormwater language noting this was a controversial topic.

Councilmember Holden agreed, stating she was unaware that all of the trails around the ponds would be the responsibility of the City.

Ms. Kvilvang stated she could address the language surrounding the stormwater pond and the City's obligations.

Councilmember Holden asked if the City was responsible for a portion of the landscaping maintenance along County roads.

Acting Public Works Director Anderson commented the City was responsible for most landscaping on County roads, such as County Road 96.

Councilmember Wicklund inquired if the medians and boulevard in TCAAP would be a higher landscaping quality and questioned how this would be accomplished.

Mayor Grant believed this to be the case.

Ms. Kvilvang reported the medians would be addressed by the Master Developer.

The Council discussed the future maintenance expenses for TCAAP.

Mayor Grant stated it was the consensus of the Council for this item to proceed as is.

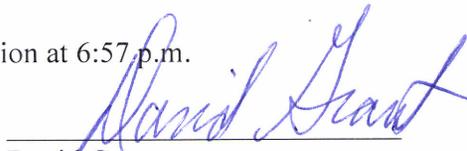
2. COUNCIL COMMENTS AND STAFF UPDATES

Mayor Grant noted the staff was pursuing contractual planning services from Mounds View.

ADJOURN

Mayor Grant adjourned the City Council Work Session at 6:57 p.m.


Julie Hanson
City Clerk


David Grant
Mayor