



Approved: August 27, 2018

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**CITY OF ARDEN HILLS, MINNESOTA  
CITY COUNCIL WORK SESSION  
JULY 16, 2018  
5:00 P.M. - ARDEN HILLS CITY COUNCIL CHAMBERS**

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**CALL TO ORDER/ROLL CALL**

Pursuant to due call and notice thereof, Mayor Grant called to order the City Council Work Session at 5:00 p.m.

**Present:** Mayor David Grant; Councilmembers Brenda Holden, Fran Holmes, Dave McClung and Steve Scott

**Absent:** None

**Also present:** City Administrator Dave Perrault; Public Works Director/City Engineer Sue Polka; City Planner Matthew Bachler; Finance Director Gayle Bauman; Deputy Clerk Jolene Trauba; and City Attorney Joel Jamnik

**Councilmember Brenda Holden** requested the noise at Northwestern be added to the agenda as a discussion item. In addition, she asked if the Council wanted to discuss the B2 Setback information.

**Mayor David Grant** noted these items would be addressed under the Council Tracker Update and stated the agenda would stand as published.

**1. AGENDA ITEMS**

**A. Vegetation Removal and Clear Cutting**

**City Planner Matthew Bachler** stated the City Council has requested that the City review its existing regulations on vegetation removal and clear cutting, and discuss whether the regulations need to be updated to be more effective. It was noted the City Attorney provided two memos that provide examples of clear cutting ordinances from other cities and possible options for regulating vegetation removal. It was noted the City Attorney was in attendance to respond to questions.

**City Planner Bachler** explained the City Code defines “clear cutting” as “the complete removal of trees or shrubs in a contiguous patch, strip, row, or block.” Section 1325.05, Subd. 1 (Landscaping Design Standards) prohibits clear cutting on all parcels in the City. Section 1330

includes additional restrictions on tree and vegetation removal within the Shore Impact Zone and on steep slopes in the Shoreland Management District.

**City Planner Bachler** explained to mitigate the impacts of the removal of significant trees, the City has adopted a Tree Preservation Ordinance (Section 1325.055). A Tree Preservation Plan is required as part of an application for new building construction, expansion of an existing building or hard surface by 10 percent or more, projects that requires a Grading and Erosion Control Permit, and for a plat or minor subdivision. The Tree Preservation Ordinance does not prohibit the removal of significant trees, but it does give the City authority to work with a property owner to designate certain trees for preservation and to require replacement tree plantings.

**City Attorney Joel Jamnik** explained he had a difficult time finding an Ordinance that addressed vegetation removal and clear cutting. He commented further on how these Ordinances handle violations and discussed the proposed fines. He was of the opinion courts would not impose the full \$1,000 fine. He anticipated a \$300-400 fine could be imposed on a first-time offense. He reported staff could fashion language to address landscape enhancements and clear cutting that would have to occur for this type of activity.

**Councilmember Holden** discussed the amount of time the City spends addressing homeowners along Lake Johanna that have cleared large amounts of vegetation.

**City Attorney Jamnik** commented cleanup costs could be abated back to a homeowner, but noted staff and attorneys' fees would be difficult to recover.

**City Planner Bachler** stated one of the difficulties facing the City at this time was defining clear cutting.

**Councilmember Holden** recommended information regarding clear cutting and vegetative removal be included in the new resident packet, along with being posted on the City's website. She explained she was really concerned with the clear cutting that was occurring on Lake Johanna.

**City Attorney Jamnik** reported it would be difficult to close the loopholes that are occurring now without stricter enforcement on the City's part.

Further discussion ensued regarding the Thom Drive situation.

**Councilmember Fran Holmes** stated she did not believe the Thom Drive issue was a concern.

**Councilmember Holden** expressed concern with how the Thom Drive property was clear cut prior to seeking approval to the City for the subdivision.

**City Attorney Jamnik** commented if the City Council was interested, staff could continue to work on this to address intensive vegetation removal, separate from a development or landscaping activity. Secondly, he would also address holding up building permits and certificates of occupancy if a restoration order was necessary.

**Councilmember Holden** supported staff proceeding in this manner. She also recommended lakeshore owners be notified of the proposed changes coming to this Ordinance.

**City Attorney Jamnik** recommended information not be provided to homeowners until the Ordinance amendments were more finalized.

**Councilmember Holmes** asked that staff also better define the City's definition of clear cutting.

Council consensus was to direct staff to continue working on this item and report back at the August work session meeting.

## B. SLWA

**City Administrator Dave Perrault** explained at the June 11, 2018 City Council meeting the City Council directed staff to bring back the SLWA marketing agreement for further discussion. Per the agreement, the City is obligated to do at least two campaigns per year for three years. The original agreement allows the company to use the City's logo. The next mailing is set for the fall (dates have not yet been set). If the City would like SLWA to change their marketing material, one option SLWA presented was a co-branded mailing. SLWA is willing to consider other options at the City's request, but would still like the City to commit to future mailings.

**Councilmember Holden** expressed concern with the fact SLWA sent bad information to the City's residents in their first mailing. She believed City staff needed to talk with their legal team. She was of the opinion SLWA needed to get their act together prior to the City moving forward with a second mailing.

**Mayor Grant** asked if the City Council would have to approval power over a second letter.

**City Administrator Perrault** reported this was the case.

**Mayor Grant** recommended staff inform SLWA that the City would be diligently reviewing any future letters.

**Councilmember Steve Scott** stated he was irked when he received the previous mailing. He feared the mailing appeared to be the City trying to sell a service. He recommended language be placed in the next letter stating the City has partnered with SLWA.

**Mayor Grant** commented this language would not be correct either because the City has not partnered with SLWA. Rather, the City has permitted SLWA to offer insurance in the City.

**Councilmember Holden** stated there was no difference between SLWA and the clothing recycling company that was completing pickups in the City.

**Mayor Grant** noted the clothing recycling pickup was completed at no cost to homeowners.

**City Planner Bachler** reported this was the case.

**Mayor Grant** recommended all future language state SLWA was proposing to provide an optional program and that the City Council be allowed to review all drafts of their future mailings.

**City Administrator Perrault** thanked the Council for their feedback.

### C. State of the City

**City Planner Bachler** stated the City Council discussed the 2018 State of the City at their Work Session on June 18. Staff has confirmed the Tavern Grill restaurant is available for the morning event on Thursday, September 27. The event will run from 7:30 – 9:00 a.m. The City Council recommended that the event be filmed by CTV and shown at City Hall the evening of October 2. CTV no longer allocates annual hours to member cities for video production and the cost of producing the video is estimated at \$300. Staff is requesting direction from the Council on whether to still have CTV film the morning event, or whether the presentation should be given again at the October 2 event. Staff is also requesting direction from the City Council on topics to cover in the State of the City presentation. In the past, topics covered have been TCAAP redevelopment, current development projects, transportation improvement projects, public safety, parks and trails and financials and budgets.

**City Planner Bachler** commented in past years, the City has invited a representative from MnDOT to present on current and planned State road improvements project as well. Staff is requesting direction from the City Council on whether MnDOT should be invited to attend the State of the City this year. Staff anticipates a draft of the presentation and presenter notes will be distributed at the City Council meeting on September 10.

**Mayor Grant** stated he supported paying for CTV to film the event. He explained this would allow the event to be streamed on the City's website. The Council was in agreement to contract with CTV to record the State of the City event.

**Mayor Grant** requested MnDOT provide an update on the I-35W project.

**Councilmember Holden** suggested an item be added to address ways to communicate with the City and staff.

### D. Council Tracker Update

**City Administrator Perrault** provided the Council with a Council Tracker update, noting that Council should review and decide which items could be removed.

After discussion the following items were removed from the list: Chatham Trail (mowing), Katie Lane Turf Restoration, and Average PCI Report.

The following items were requested to be added to the Council Tracker: Establish a Garden Club, Green Core Intern, and Rain Garden Maintenance.

### **E. HGA Facility Assessment**

**City Administrator Perrault** stated the City Council entered into an agreement with HGA in June of 2017 to provide an existing and future needs assessment for the City of Arden Hills to include the City Hall and Public Works facilities. The information gathering process was completed in 2017. The report is focusing on the space needs, and not necessarily the actual employee needs moving forward. The employee count represented for 2017 included future projections, but may not reflect actual employee counts in 2017. For the Public Works portion, they did not account for the actual number of employees projected, but rather the projected space needed.

**Councilmember Holden** requested further information regarding the number of FTE's being projected.

**City Administrator Perrault** reviewed the FTE numbers with the Council.

**Councilmember Holmes** stated she was confused by the fact the City would be almost doubling in size and no additional staff members were needed.

**City Administrator Perrault** commented on the positions that were added in 2017 along with those that would be added in 2019.

**Councilmember Holden** indicated the information presented to the Council concludes that the current City Hall would be able to support the City after TCAAP was developed.

**Public Works Director/City Engineer Sue Polka** noted that additional public work employees would be needed.

**Councilmember Holden** suggested the key findings on Page 1 of 1 be forwarded to the Civic Task Force group.

**Mayor Grant** agreed with this recommendation.

### **F. CIP**

**Finance Director Gayle Bauman** stated annually, the City prepares a five (5) year Capital Improvement Plan for budgeting and forecasting. The focus of the CIP is on the maintenance and protection of the City's existing assets, redevelopment, and investment in new initiatives. The CIP does not commit the council to the proposed projects, nor implement the assumptions made during the preparation; however, this is the basis for the 2019 Budget as we continue with its preparation. Staff reviewed the CIP in detail with the Council and asked for comments or questions.

**Mayor Grant** recommended the TCAAP equipment expenses be pushed back one year. He noted some infrastructure expenses may occur in 2019.

Discussion ensued regarding gateway signs.

**Councilmember Holmes** recommended the expenses be flipped and that only \$40,000 be budgeted for the coming year. The remainder of the funds for gateway signs was to be pushed back to 2021.

The Council requested staff investigate the condenser and chiller replacement further with Dave Scherbel and report back to the Council. In addition, the Council requested further information regarding the tennis court and parking lot replacement.

**Mayor Grant** supported the City replacing playground equipment in two parks in 2019. He asked that staff review the numbers to ensure they are accurate.

**Councilmember Holden** asked why staff was considering the purchase of a new SCADA system.

**Public Works Director/City Engineer Polka** explained staff was exploring all options in order to accommodate the City after the TCAAP build out and noted the City was having trouble with the current web-based system.

**Mayor Grant** recommended the pump expense for Karth Lake be charged to the Karth Lake Improvement District.

**Public Works Director/City Engineer Polka** clarified that the expenses for Karth Lake were to improve the retaining wall and railing.

The Council requested further pricing information and photographs from staff for several pieces of public works equipment.

**Mayor Grant** asked if it was necessary to purchase another vehicle for the Public Works Department. He questioned if the CIP would come back to the Council at a future meeting.

**City Administrator Perrault** reported the Council would receive a summary CIP in September and revisit an updated CIP with the full budget in October.

**Councilmember Holden** inquired if staff received any complaints regarding the increased rates on the water bills.

**Finance Director Bauman** stated one person called in stating they were not aware of the increase.

**Councilmember Holden** reported the fire department would be relocating a fire station in Shoreview. She anticipated this relocation would not occur for another 8 to 10 years.

**Councilmember McClung** estimated the cost for a new fire station would be \$5 million.

### G. Temporary Admin

**Mayor Grant** stated Britt Pease will be out for an extended period of time. He stated the thought was to cover the work load with existing staff members. If this was not feasible, staff could hire a temp.

**Councilmember Scott** supported staff being able to hire a temp if deemed necessary.

### 2. COUNCIL COMMENTS AND STAFF UPDATES

**Councilmember McClung** reported he would not be in town for the August 13<sup>th</sup> City Council meeting. He noted he may be late to the July 23<sup>rd</sup> meeting.

**Councilmember Holden** requested staff speak with the seasonal employees to ensure they were coming to a complete stop at all stop signs.

**Councilmember Scott** discussed the Change of Command event he recently attended.

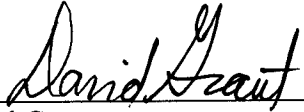
**Mayor Grant** commented on the work Xcel completed at the Linde's triangle.

**City Administrator Perrault** thanked the Council for their support on the temporary staffing. He asked if the Council wanted staff to investigate a policy of some sort for greeting cards. The Council supported this item moving forward.

### ADJOURN

Mayor Grant adjourned the City Council Work Session meeting at 7:48 p.m.

  
Jolene Trauba  
Deputy Clerk

  
David Grant  
Mayor