

Mayor:
David Grant

Councilmembers:
Brenda Holden
Emily Rousseau
Tena Monson
Kurt Weber



**Regular City Council
Agenda
January 12, 2026
7:00 p.m.
City Hall**

Address:
1245 W Highway 96
Arden Hills MN 55112

Phone:
651-792-7800

Website:
www.cityofardenhills.org

City Vision

Arden Hills is a strong community that values its unique environmental setting, strong residential neighborhoods, vital business community, well-maintained infrastructure, fiscal soundness, and our long-standing tradition as a desirable City in which to live, work, and play.

Members of the public may attend a meeting in-person at City Hall or they may view the meeting remotely on the City's website using the below link. Meetings are also broadcast on Cable Channel 16 for those that live in Arden Hills.

<https://cityofardenhills.org/320/Watch-City-Meetings>

This meeting will be streamed live on local Cable Channel 16 and available for playback on our website.

CALL TO ORDER

1. APPROVAL OF AGENDA

2. TCAAP/Rice Creek Commons Update

Jessica Jagoe, City Administrator

3. PUBLIC INQUIRIES/INFORMATIONAL

This is an opportunity for citizens to respectfully bring to the Council's attention any items which are relevant to the City. In addressing the Council, you must first state your name and address for the record. Comments shall be limited to three (3) minutes or less. Written documents or other materials should be handed to the City Clerk for distribution to the Council prior to or during the meeting. Council will generally not respond at the same meeting where an issue is initially raised by a member of the public but the Council may refer the issue to staff for further research and possible report or action at a future Council meeting.

4. RESPONSE TO PUBLIC INQUIRIES

5. PUBLIC PRESENTATIONS

6. STAFF COMMENTS

7. APPROVAL OF MINUTES

7.A. November 24, 2025 City Council Work Session

Documents:

[11-24-25-WS.PDF](#)

7.B. November 24, 2025 Regular City Council

Documents:

[11-24-25-R.PDF](#)

7.C. December 8, 2025 City Council Work Session

Documents:

[12-08-25-WS.PDF](#)

7.D. December 8, 2025 Regular City Council

Documents:

[12-08-25-R.PDF](#)

8. CONSENT CALENDAR

Those items listed under the Consent Calendar are considered to be routine by the City Council and will be enacted by one motion under a Consent Calendar format. There will be no separate discussion of these items, unless a Councilmember so requests, in which event, the item will be removed from the general order of business and considered separately in its normal sequence on the agenda.

8.A. Motion To Approve Claims And Payroll

Joua Yang, Finance Director

Pang Silseth, Accounting Analyst

Documents:

[MEMO.PDF](#)

8.B. Motion To Approve 2025 Budget Amendment

Joua Yang, Finance Director

Documents:

[MEMO.PDF](#)

8.C. Motion To Approve Pay Equity Report

Joua Yang, Finance Director

Documents:

[MEMO.PDF](#)
[ATTACHMENT A.PDF](#)
[ATTACHMENT B.PDF](#)
[ATTACHMENT C.PDF](#)

8.D. Motion To Approve Resolution 2026-001 Relating To The 2026 Organization Of The City Of Arden Hills

Julie Hanson, Assistant to the City Administrator/City Clerk

Documents:

[MEMO.PDF](#)
[ATTACHMENT A.PDF](#)

8.E. Motion To Approve Resolution 2026-002 Relating To The 2026 City Council Liaisons For Commissions And Committees And Mayor Pro Tem

Julie Hanson, Assistant to the City Administrator/City Clerk

Documents:

[MEMO.PDF](#)
[ATTACHMENT A.PDF](#)

8.F. Motion To Approve Resolution 2026-003 Relating To The 2026 Appointments And Chairs Of The Commissions And Committees Of The City

Julie Hanson, Assistant to the City Administrator/City Clerk

Documents:

[MEMO.PDF](#)
[ATTACHMENT A.PDF](#)

8.G. Motion To Approve City Logo Use Policy

Julie Hanson, Assistant to the City Administrator/City Clerk

Documents:

[MEMO.PDF](#)

[ATTACHMENT A.PDF](#)
[ATTACHMENT B.PDF](#)

8.H. Motion To Approve 2026 Software Invoices

Joua Yang, Finance Director

Documents:

[MEMO.PDF](#)
[ATTACHMENT A.PDF](#)
[ATTACHMENT B.PDF](#)

8.I. Motion To Approve Payments To Ramsey County For Construction And Engineering Costs – Ramsey County Lexington Avenue Reconstruct Project Cooperative Agreements

David Swearingen, Public Works Director/City Engineer

Documents:

[MEMO.PDF](#)
[ATTACHMENT A.PDF](#)
[ATTACHMENT B.PDF](#)

8.J. Motion To Approve Professional Services Agreement Amendment No. 1 – 2026 PMP Street & Utility Improvements – Arden Manor Hardcourt And Arden Oaks ADA Improvements

David Swearingen, Public Works Director/City Engineer

Documents:

[MEMO.PDF](#)
[ATTACHMENT A.PDF](#)
[ATTACHMENT B.PDF](#)
[ATTACHMENT C.PDF](#)

8.K. Motion To Approve Renewing Ramsey County Shared Service Agreement – 2026 Grading And Erosion Control Inspections

Lucas Miller, Assistant Public Works Director

Documents:

[MEMO.PDF](#)
[ATTACHMENT A.PDF](#)

8.L. Motion To Approve Payment No. 2 – New Look Contracting – Lift Station No. 5 Rehabilitation Project

Lucas Miller, Assistant Public Works Director

Documents:

[MEMO.PDF](#)
[ATTACHMENT A.PDF](#)
[ATTACHMENT B.PDF](#)

8.M. Motion To Approve Payment No. 4 (Final) – Hydro-Klean, LLC - 2024 CIPP Lining Project

Lucas Miller, Assistant Public Works Director

Documents:

[MEMO.PDF](#)
[ATTACHMENT A.PDF](#)
[ATTACHMENT B.PDF](#)

8.N. Motion To Approve 2026 Met Council Private Property Inflow And Infiltration (I/I) Grant Agreement

Lucas Miller, Assistant Public Works Director

Documents:

[MEMO.PDF](#)
[ATTACHMENT A.PDF](#)

9. PULLED CONSENT ITEMS

Those items that are pulled from the Consent Calendar will be removed from the general order of business and considered separately in its normal sequence on the agenda.

10. PUBLIC HEARINGS

10.A. Quarterly Special Assessments For Delinquent Utilities

Joua Yang, Finance Director

Amy LaMere, Accounting Clerk

Documents:

[MEMO.PDF](#)

11. NEW BUSINESS

11.A. Resolution 2026-004 Adopting And Confirming Quarterly Special Assessments For Delinquent Utilities

Joua Yang, Finance Director

Amy LaMere, Accounting Clerk

Documents:

[MEMO.PDF](#)
[ATTACHMENT A.PDF](#)

11.B. Resolution 2026-005 Approving Conditional Use Permit For 4440 Round Lake Road – Cannabis Warehouse – Planning Case 25-015

Jake Reilly, Community Development Director

Documents:

[MEMO.PDF](#)
[ATTACHMENT A.PDF](#)
[ATTACHMENT B.PDF](#)
[ATTACHMENT C.PDF](#)
[ATTACHMENT D.PDF](#)
[ATTACHMENT E.PDF](#)
[ATTACHMENT F.PDF](#)

12. UNFINISHED BUSINESS

13. COUNCIL/STAFF COMMENTS

ADJOURN



Approved: January 12, 2026

**CITY OF ARDEN HILLS, MINNESOTA
CITY COUNCIL WORK SESSION
NOVEMBER 24, 2025
5:30 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 5:30 p.m.

Present: Mayor David Grant; Councilmembers Brenda Holden, Tena Monson, Emily Rousseau and Kurt Weber

Absent: None

Also present: City Administrator Jessica Jagoe, Public Works Director/City Engineer David Swearingen, Finance Director Joua Yang, Community Development Director Jake Reilly and Assistant to the City Administrator/City Clerk Julie Hanson

1. PUBLIC INQUIRIES/INFORMATIONAL

Joel Gerrick – 1241 Nursery Hill Lane stated he is the chair of the Karth Lake Improvement District Board. He knows the 2026 PMP will include the Karth Lake neighborhood. He would like to address the pump system improvements. He thinks 50% of the projected cost of \$112,000 will be covered by the Rice Creek Watershed District grant. The other 50% is yet to be determined. He wanted to remind Council why the improvements are needed and who they benefit. The project will help improve water quality for the Karth Lake watershed which extends well beyond the lakeshore properties. Karth Lake is a drainage ditch. There is no natural drainage and without pumping the lake would overflow. The new pump would also reduce the maintenance burden for the city. Currently the pump must be manually checked and manually turned on and off as it cycles through the lake level management protocol established with the DNR. Karth Lake is difficult to access and each trip by the Public Works team must be planned. With the new system, the pump only needs to be placed and removed one time per year, and routine monitoring and control will be done remotely.

2. RESPONSE TO PUBLIC INQUIRIES

None.

3. AGENDA ITEMS

A. Rum River Plumbing Delegation Discussion

Mayor Grant said the plumbing delegation we currently use is the State. The State takes 100% of plumbing fees. If we move to Rum River, they will take 80%. This is allowed in statute.

Community Development Director Reilly said Staff is asking Council to consider switching from the State reviewing plumbing plans and move to Rum River holding our delegation. Our current contract with Rum River already has a clause in it that allows this to happen in the future. It is designed to speed up the timeline for commercial projects. The State is at least six weeks behind and it often takes longer. Rum River holds the delegation for multiple neighboring Cities and can complete the work faster. We would also receive some revenue which we don't currently receive.

Community Development Director Reilly said we must update our ordinance, so it no longer refers to the Department of Labor and Industry. There will be a public hearing at the City Council because it's an ordinance change.

Mayor Grant said there is no downside. We are familiar with Rum River and have used them before. We will get better customer service and will be able to keep a small amount of the plumbing fees. It's a consent item.

Councilmember Monson asked Staff to confirm there are no downsides with making this change.

Community Development Director Reilly confirmed.

Councilmember Holden said the memo states that Rum River is more expensive. That was reflected in the fee statement. So, more money will come in overall and the City will get 20% of that.

Councilmember Weber asked if it has to be heard at the Planning Commission.

Mayor Grant said no.

Councilmember Rousseau is in favor of this.

Mayor Grant said seeing that no member of the City Council opposes this, Staff is directed to bring it forward to a Council meeting with the necessary changes.

B. 2026 Budget Discussion

Finance Director Yang said this discussion will be an important step in finalizing the City's financial strategy for the upcoming year. The Truth in Taxation (TNT) Public Hearing for the 2026 Budget and CIP will be December 8.

Finance Director Yang said Staff is anticipating that the 2025 General Fund or operating results will come in approximately \$900,000 better than the budget. The General Fund unassigned balance will come in at approximately 55.8% or 5.8% over the 50% target. This provides an

opportunity for Council to use strategic measures for the final budget deliberations. She outlined some options for use of the budget surplus for Council to consider.

Councilmember Holden asked if the 58% includes the \$122,000.

Finance Director Yang said no. It is the actual results and how they will flow through to the current fund balance.

Councilmember Holden asked why certain areas aren't prorated out to anticipate a surplus.

Finance Director Yang said the budget is set at an annual number. When actuals flow through, we are just comparing against that.

Councilmember Holden is confused about the Sheriff Department numbers. She asked why we were so far off on the expenditures.

City Administrator Jagoe said that is a number we just received from the Sheriff's Department last week. RCSO had shared during their September and October meetings the anticipated 2026 budget. They also had to do the 2025 reconciliation. We didn't know what the overage would be.

Councilmember Holden asked how we know the numbers they are giving us are right. She doesn't trust the Sheriff.

City Administrator Jagoe said the numbers they give us are based on some assumptions. They are looking at some personnel cost savings and other revenues to offset. They are taking what they have beginning in July through November under the new contract and making assumptions for December. There are variables that can shift. She will talk with the other administrators about making sure the numbers are being double checked. The \$144,000 is still their assumption of how things will end.

Councilmember Holden asked why they aren't billing us for that now.

City Administrator Jagoe said RCSO said the invoices will come out in February. They won't have actual numbers until after December 31. They will reconcile everything and then invoice the cities. She can ask about partial invoicing.

Finance Director Yang added we can accrue the \$144,000 in the 2025 budget so it won't hit 2026.

Councilmember Rousseau asked if the nearly million-dollar shortfall is only assigned to the contract cities or will it be divided among everything else.

City Administrator Jagoe said it is assigned to the contract cities. It is cost associated with the implementation of contract agreement that was settled with the deputies and sergeants labor union agreements.

Councilmember Rousseau asked how much of the overall budget is assigned to the contract cities vs. the other cities.

City Administrator Jagoe has the breakdown of the percentages that the 7 contract cities pay of their budget. She can ask Ramsey County for additional information.

Councilmember Rousseau said she would like to know a little more about that. When setting the preliminary levy we were looking at worst case scenario. A lot of this has to do with public safety but she wonders if they are over charging us.

City Administrator Jagoe said RCSO stated the issue they are having with the reconciliation is the mid-year implementation of the labor contract. There were delays in getting the contract settled so the deputies and sergeants were working without a contract. They had to then make up for the beginning of the year with a lump sum payment to each employee. That unknown made it difficult for them to tie out the numbers.

Mayor Grant said his issue with this is it happened after September 30. The County has to follow the same calendar for setting preliminary and final levies. Giving us this information after the preliminary levy was set is not acceptable. They should have had an estimate in advance of the deadline to set preliminary levies.

Councilmember Weber said he has brought up the issues of the cost of the policing services and the late invoicing with the County Commissioner. She expressed great interest in getting to the bottom of this. She represents several cities in the contract group. He knows that during County Commission meetings the Sheriff has been asked about how the billing is broken down to the contract cities. He doesn't think there has been a clear answer yet.

Mayor Grant said things would have been different if not for this mid-year contract. They should have figured it out long before September.

Councilmember Monson said the question at hand is what we do with this significant and unexpected surplus for 2025. She thinks it's fair to say the levy was set as a worst-case scenario. We have this one-time "bonus money". Staff have recommended several options. She doesn't think we should assume the full \$900,000 but we can assume some percentage of that. She would like to use some of the surplus for the short-term options and some for the long-term options.

Councilmember Rousseau said we were anticipating about \$360,000 savings from staffing costs this year. She would be interested in reducing that with the levy. She recognizes we would have to consider putting that back into the levy next year. She would like to see some of the money towards some short-term costs. Putting money aside for technology, the Comprehensive Plan and the maintenance plan that we will be discussing in the spring. She asked how much it would take to get the general fund to 50%.

Finance Director Yang said the target would be 50% of what we set for next years expenditures. It would be approximately \$400,000.

Councilmember Monson asked for clarification that we need \$400,000 to go into the general fund to hold 50%.

Finance Director Yang said we would need \$500,000 to get to the 50%. The \$400,000 is the incremental that would be left over.

Councilmember Rousseau said she is interested in that. She would like to look at reducing the levy by six points now and look at the other pieces for next year where we could save money.

Councilmember Weber said he generally agrees. He really agrees with Councilmember Monson that we shouldn't assume all of it. If we assume 75% with \$500,000 claimed, it would leave about \$175,000. He doesn't think we can get to 6 levy points using the 75% assumption. He said \$175,000 is about 3 levy points. He would support doing that. He said if we are going to reduce the levy he is willing to hear that but he wants to reiterate keeping the \$180,000 to the PIR Fund is important to him. We need to start building that PIR now.

Councilmember Holden asked if the PIR includes the trails.

Staff confirmed.

Councilmember Holden said we pay 50% for the trails.

Public Works Director/City Engineer Swearingen confirmed. The current cost share is 50% with the County paying the other half.

Councilmember Holden said Director Swearingen had meetings and that everyone agreed. She asked what the new percentage is.

Public Works Director/City Engineer Swearingen can't say numbers. It is one of the County's goals to make the cost participation more favorable for the cities. Once we come to terms, it will be better than the 50/50 split.

Mayor Grant said he asked Finance Director Yang to prepare this memo. He asked her to prepare another memo on capital, but that was not prepared. Capital relative to the budget came in \$500,000 positive.

Finance Director Yang clarified it was \$500,000 unfavorable. So more expenditures than what was originally projected.

Mayor Grant said he remembers it being favorable.

Councilmember Weber said he would prefer conversations with Staff, especially regarding the budget, happen at this table. We all need to be getting this information.

Mayor Grant said that is why he asked Director Yang to create this memo. Otherwise, we wouldn't have this memo to discuss. Originally it was \$1,040,000 favorable. That is on a \$6 million levy. That's huge.

Councilmember Weber understands that. He is saying that conversation should happen at this table.

Mayor Grant said we have this memo because he asked for it. His point is we should have another memo regarding the capital.

Councilmember Weber said it doesn't sound like that will be favorable.

Mayor Grant said at one point he thought it was, we'll have to see. Unless Director Swearingen can shed any light on some favorable variances.

Councilmember Holden would like to address the point. She asked why she wouldn't be allowed to call Director Yang and ask a question on the budget without Councilmember Weber knowing exactly what she is asking.

Councilmember Weber said we aren't talking about asking questions about the budget. We're talking about having a closed door meeting with Staff and preparing information that is dispersed to Council for discussion after. This should be something that should go through the City Administrator to Staff who would prepare the memo and bring us their unbiased clear opinion. It shouldn't be prepared by a Councilmember. It allows for bias, or the appearance of it.

Mayor Grant said he talked to Director Yang but he also mentioned it during a Council meeting that he wanted this information. He is stating, at a public meeting, that we need to review our capital.

Councilmember Monson said she also asked for this information. The entire Council got the email about the extra \$1 million. Councilmembers were asking for information in order to have this conversation at a work session. If Staff didn't prepare this memo we would be in a different spot.

Mayor Grant said he would prefer to use the surplus to pay for items like the permit software conversion. It would lower the levy and would move the goal post closer when we're trying to reach 50% of a number \$60,000 higher. He said there is another one-time software migration that would qualify. His assumption is that all of the 2026 proposed operating costs have been identified. He said there is a category for underfunded levy costs from the previous year. He asked staff if we actually write a check for that.

Finance Director Yang said we are asking to increase the levy by that amount. It is a structural funding gap from 2025 that continues to play into 2026.

Mayor Grant said he asked earlier if all of the costs in 2026 had been identified to get us where we need to be and Director Yang said she had identified all of those costs.

Finance Director Yang said the structural gap comes when we look at revenue minus expenditures. Our revenue includes property taxes and other miscellaneous revenues. That number does not cover total costs of the City. It is underfunded. The total costs are underfunded by \$122,000.

Mayor Grant said that was the previous year.

Finance Director Yang said it's a carry forward. Last year the revenues were below the expenditures by \$122,000. That was a structural gap that will continue to flow into 2026. When we look at the 2026 budget, for example, if we say revenues are increasing by \$100,000 our expenditures are also increasing by \$100,000. That's been captured. The levy from the prior year was lower so that becomes the new base. So, we start at a lower base in 2026. There is a gap that needs to be levied.

Mayor Grant asked if this goes from year to year it should have been accounted for it in 2026 with it's full value. We don't put a contract in for less because we can recapture the base from a previous year.

City Administrator Jagoe said she thinks Director Yang is saying the base budget did not include that and we are trying to capture the entire amount.

Mayor Grant said it should be included in the 2026 numbers.

City Administrator Jagoe said that is what is showing here because it was not captured in 2025. The budget was underfunded.

Councilmember Monson understands there is a budget deficit and if we leave that hole, it will carry over. She asked what Staff what amount of the \$900,000 assumption should be reserved for if another cost comes in.

Finance Director Yang thinks some should be left in the reserves in case any one-time unplanned expenditures come in.

Councilmember Monson wanted to know what amount can safely be used. She threw out 75% but she wants Staff's opinion on what the actual amount is.

Finance Director Yang thinks it would be safe to utilize 50%.

Councilmember Monson asked what other one-time fees, like the permitting software and the IT migration, Staff would recommend utilizing this money on.

Finance Director Yang said we could use it for the Comp Plan. We have \$60,000 in the budget for this year and \$60,000 for 2027. It will be a \$120,000 cost and some of this could go towards that.

Councilmember Monson asked where else we should apply the money to reduce the levy.

Finance Director Yang said at this point, she is trying to get a gauge on what Council is thinking in terms of how a surplus could be utilized. Staff would go through a process in June when the books are closed. At that time Council can make the decision on how to utilize the surplus.

Councilmember Monson asked if Council can just say we want to use a certain amount to the general fund and this much to reduce the levy. Then we decide later how we use it.

Finance Director Yang confirmed. This is in front of Council today so Council can understand what the potential surplus may be and how we want to think about it in terms of the 2026 budget.

Councilmember Monson said Staff is not recommending changing anything in the 2026 budget.

Finance Director Yang said we will have to wait until next year before we can make a decision. It is likely that we'll see some savings. We can utilize those savings to reduce the levy for one-time costs like the permit software or the IT server migration.

Councilmember Monson understands we have to wait until 2026 because we don't have the money until after the final audit. She wants some to go into the general fund and she wants to lower the levy. She is trying to understand how much Staff needs to allocate the money towards a certain bucket that would help the public understand what we're intending to use the savings for.

Finance Director Yang said she made the one-time cost recommendations. She is comfortable using it for those one-time costs. It can also be used to replenish the general fund. It is up to Council to determine how to use the remaining surplus, if there is any, when the audit is complete in June/July.

Councilmember Holden said if we're at \$900,000 and our budget deficit is \$122,000, why don't we make a budget adjustment and we won't have that budget deficit.

Finance Director Yang asked what is the recommendation for the budget adjustment. Is the recommendation that we lower our costs for 2026?

Councilmember Holden agreed. She would have a hard time telling residents that we over-levied them last year. We still have to put in the 50% for 2026, whatever that is. It wouldn't include the \$122,000 and give us additional money to put elsewhere. She said we can purchase the permit software this year and it would come out of the \$900,000.

Finance Director Yang confirmed.

Councilmember Holden said we can spend it this year and it will lower the final surplus.

Finance Director Yang confirmed.

Councilmember Holden thinks it's better to utilize some of the money now for the one-time costs. She still would like to see a budget adjustment to get rid of the \$122,000. The expenditures weren't there.

Mayor Grant said when we look at how we got here, we got some extra permit revenue, staff savings and a variety of other things that went into that \$900,000 figure. Those revenue and savings are already in the door. If we need to make a budget adjustment so the \$122,000 goes away, then we do a budget adjustment. Then the budget will be spot on and no longer underfunded. We can designate a certain amount of money to leave in the budget because we know we'll spend it.

Councilmember Weber wanted to know how the \$500,000 capital shortfall will impact that \$900,000.

Finance Director Yang said we have \$900,000. There was some additional spending that was not anticipated in the forecast provided to Council during earlier budget discussions. She is showing the fund balance in the PIR Fund will be reduced by \$532,000.

Councilmember Weber said it won't effect the levy directly.

Finance Director Yang confirmed. It will just reduce the overall projections.

Councilmember Weber said it will affect the long-term outlook for the PIR. An email from Administrator Jagoe had a scenario that included the \$180,000 to the PIR and the splitting the projects.

Finance Director Yang said it didn't include the project split.

Councilmember Weber said the email stated that, so it should be clarified. He is happy to hear that because the largest shortfall we saw for the PIR fund projection in that range was \$8,000.

Councilmember Monson said it sounds like some of these ideas are just mathematical ways to reduce the levy. She asked what a budget adjustment is, what it would look like and provide pros and cons.

Finance Director Yang said it is adjusting the budget. For example, if the expenditure budget is \$1 million, we would reduce that by \$120,000. That would be the amount we would be subject to utilizing that year. It just reduces the overall budget.

Councilmember Monson asked how much of the \$900,000 is expenditures that aren't spent.

Finance Director Yang said about half of it.

Councilmember Monson said it's all the same outcome, it is just a question of how we do it.

Finance Director Yang said the question is, is a budget adjustment necessary or do we cut our costs by \$120,000 in 2026. She doesn't know where we would cut the \$120,000. If we don't increase the levy by \$120,000, we will have to cut costs by that much to balance the budget. Currently the revenues are less than the expenditures.

Councilmember Monson said there is a lot of confusion around how this \$122,000 is calculated and why we need to fix it. If there is a deficit budget, that number doesn't just go away. We have this \$122,000 deficit from 2025. We know our expenditures are going to be less than that. How does the deficit amount not get calculated?

Finance Director Yang said it doesn't go away because we have to think about it as 2025 and 2026 separately. In 2025, these are one-time savings. If the revenues and expenditures both came in at 100%, we would still have a \$122,000 deficit.

Councilmember Monson understands it can't just go away because this is a gap that we budgeted. She asked if there is any way to close that gap without adding a levy point.

Finance Director Yang said it either needs to be a levy point or we have to cut costs.

Councilmember Holden said the \$122,000 also dictates the 50% that we have to have as the reserve.

Finance Director Yang said it doesn't because the 50% is based off of the total budgeted expenditures.

Councilmember Holden said the \$122,000 is within the budget expenditures. We're inflating what the reserve needs to be.

Finance Director Yang said the costs are at 100% and the revenue is short by \$122,000. That's where the overall gap is. We're setting the levy at an amount lower than total costs. The fund balance is off of the total expenditures not the levy.

Councilmember Holden said the \$900,000 with a \$7 million levy and we're almost \$1 million less in expenditures. How did we spend the \$122,000?

Finance Director Yang said we're talking about different buckets. We have to think about actuals separate than budget. When you set the budget, you are setting the cost structures. These are recurring costs and we need to levy enough to cover those recurring costs. What happens in the prior year is great news if you have a surplus but that's one time. If we didn't have the additional revenues and savings, we would have needed to levy enough to cover 100% of those costs.

Councilmember Holden asked why the \$122,000 doesn't come out of the nearly \$1 million surplus.

Finance Director Yang said it is one-time savings vs. the overall cost structure.

Discussion ensued that the \$122,000 was not levied. We don't have money coming in to cover that amount so it must stay in the 2025 "bucket". Staff confirmed.

Mayor Grant wants to be certain that the numbers for 2026 accounts for everything, going forward. There isn't anything structural to make up, in terms of budget. We've accounted for everything we can account for.

Finance Director Yang said we have accounted for 100% of the expenditures for 2026. We have not accounted for 100% of the levy or the revenues.

Mayor Grant believes this number is an accounting number just to make something balance.

Councilmember Monson said our general fund has been staying flat or decreasing because we have these deficits that never get levied to cover the cost.

Mayor Grant said we are fine this year.

Finance Director Yang said every year we pass a budget deficit and every year we've had a surplus. For 2026, if there are no vacancy savings and no incremental permit revenues beyond what's in the budget, we will be under on the levy by \$122,000 in 2026. It's a gap. She said for 2025, if our expenditures came in at 100% and our revenues came in at 100%, we passed a budget deficit that was \$122,000 negative. We didn't have enough levy to cover it. We have to eat into the reserves. Our savings can cover it. Going into 2026, we have the same issue. We didn't levy enough because we are setting increases on the revenue side and the expenditures side to be balanced.

Mayor Grant said we aren't going into 2026 behind. We're going into 2026 \$900,000 positive.

Finance Director Yang said that is a one-time savings that goes into the reserves.

Mayor Grant understands that. He said Staff has accounted for all the costs going forward.

Finance Director Yang said we have accounted for all the costs going forward but we haven't accounted for the levy shortfall to cover those expenses.

Mayor Grant said we are way under on those expenses. If it makes you whole, we can go back and adjust that.

Councilmember Monson said even though we don't spend it, it doesn't equate to money in our pocket. If we have extra revenue coming in, could we make a transfer this year for the \$122,000 from last year?

Finance Director Yang said it doesn't work that way. When we have a surplus, it just sits in your reserves. We are trying to solve for a lower levy number. We aren't levying enough to cover our expenditures. These are reoccurring costs that are going to go out into the future. We shouldn't bank on our reserves. If we keep having a recurring \$122,000 deficit moving forward, we will eat away at the reserves and we'll have to bump up the levy again at some point.

Mayor Grant said there is nothing from the previous year that is going to impact 2026 because Staff has accounted for absolutely everything and we have a \$900,000 surplus. He doesn't know why we need to include this \$122,000. It seems like double counting. There are no structural costs going forward past the 2026 because everything has been accounted for and the previous year we had a humongous surplus.

Councilmember Rousseau asked if we put \$50,000 into the EDA fund this year and then reduce that to \$0 next year, would it have an impact on the levy number?

Finance Director Yang confirmed that would lower the overall levy.

Councilmember Rousseau said we are really talking about \$760,000 if we include the \$140,000 from Ramsey County. If we did the technology piece and the EDA fund, that would be two levy points. She sees there are park maintenance sign replacements. She asked if there is anything we can pay for this year.

Public Works Director/City Engineer Swearingen said that is for repair work. It isn't labeled appropriately. There are a lot of diseased trees that will be removed and replacing a culvert that is pedestrian bridge.

Councilmember Rousseau asked if we are building "purchasing of equipment" into the 2027 budget. Is there anything we can purchase this year and remove from 2027's budget?

Public Works Director/City Engineer Swearingen can review the equipment that is programmed for next year.

Councilmember Rousseau would support finding a way to reduce the levy by six points. If we can find some spaces to pay for things this year, then any additional can be put toward the general fund or the reserves.

Mayor Grant wanted confirmation if Councilmember Rousseau is suggesting we remove six points from the 15.97% or from the original 18.3%.

Councilmember Rousseau said from the 15.97%.

Councilmember Holden wants to understand the \$122,000. Did our budget spend more than the levy amount in 2025?

Finance Director Yang said we did not. She is talking about actuals vs. budget. On the budget side we didn't set the levy at the amount that we thought we needed. We built the 2026 budget off of the 2025 budget.

Councilmember Holden said that's why a budget adjustment makes sense. It isn't a math problem to solve. We are actually reducing the costs to the City. If we do a budget adjustment for the \$122,000 our reserve dollar amount goes down. Then when we add 2026 on top of it, our reserve number is lower because the 2025 number was lower.

Finance Director Yang said we don't have to do a budget adjustment if Council deems that some costs are budgeted too high.

Councilmember Holden said there is a monetary difference with the \$122,000. When we build on 2026, we're building on a foundation that is \$122,000 lower so the reserve isn't going to be as high as if we took it from the existing 2025 to the new 2026. So, it is a reduction in costs.

Finance Director Yang confirmed. We need to solve for the \$122,000. For 2026 we still have the same issue.

Councilmember Weber said, the current proposed levy is at 15.97%, call it 16%. The most straight forward way to solve it is to levy and that would be approximately two points so we're back to 18%.

Finance Director Yang said the 15.97% includes the underfunded \$122,000 levy amount.

Councilmember Weber thinks Councilmember Rousseau's recommendation to find items to purchase now, would mean budget amendments to 2025 to pay for the permit software or some piece of equipment. Aren't we still taking it into 2026.

Finance Director Yang said we wouldn't need to do a budget adjustment for 2025. If Council decides that they want to spend \$60,000 on permit software this year, we can utilize the surplus to pay it. It is a one-time cost that wouldn't require a budget adjustment.

Councilmember Weber thinks that is part of the solution.

Mayor Grant said it appears everyone agrees that makes the most sense. It also wouldn't push the goal post for 2026 so far out.

Councilmember Monson thinks the goal is to bring the levy down as much as possible with trying to get to the 50%. She is okay with the EDA being a one-time \$50,000 payment. Any other equipment we can pull forward will be nice but she doesn't know how the math shakes out.

Mayor Grant said we are never going to spend 100% of the budget. Staff is accountable to not overspend their budgets.

Councilmember Holden asked why we would penalize ourselves. The \$122,000 wasn't spent and we have a reserve of \$1 million. She doesn't understand.

Councilmember Weber said the Finance Director is telling us there is nothing we can do about that. He suggests we move on from that subject.

Finance Director Yang said there are two options. We either increase the levy or we reduce the costs to balance the budget in 2026. We have a \$122,000 deficit. If we want to solve for that, we have those two options. A budget adjustment for 2025 is not necessary. We just need to reduce the costs in 2026. The question is where do we reduce the cost.

Councilmember Holden said that would give us savings in 2026 so maybe instead of \$122,000 it may be \$118,000 because the base is lower to achieve the 50%.

Mayor Grant still thinks the \$122,000 is being double counted. It's already accounted for in 2026.

Councilmember Holden asked Director Yang to provide a list of items that can be cut from 2026 and be moved to 2025.

Discussion ensued regarding whether Council should recess or adjourn the work session. Council agreed not to return if the Council Meeting lasts beyond 9:00 pm. The work session will still need to be reconvened in order to adjourn.

Council recessed the Work Session at 6:51 pm.

Council reconvened the Work Session at 9:24 pm.

C. Affordable Housing Policy Discussion

Not Discussed.

D. 2026 Committee/Commissions Liaisons and Mayor Pro Tem Discussion

Not Discussed.

E. Committee/Commission Liaison Role Policy

Not Discussed.

F. Rice Creek Commons/TCAAP Discussion

Not Discussed.

G. Agenda Planning

Not Discussed.

4. COUNCIL/STAFF COMMENTS

None.

ADJOURN

Mayor Grant adjourned the City Council Work Session at 9:25 p.m.

Jen Estling
Deputy Clerk

David Grant
Mayor



DRAFT

Approved: January 12, 2026

**CITY OF ARDEN HILLS, MINNESOTA
REGULAR CITY COUNCIL MEETING
NOVEMBER 24, 2025
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, Tena Monson, Emily Rousseau and Kurt Weber

Absent: None

Also present: City Administrator Jessica Jagoe; City Attorney Greta Bjerkness; Public Works Director/City Engineer David Swearingen; Finance Director Joua Yang; Community Development Director Jacob Reilly; Senior Planner Elena Fransen; and Assistant to the City Administrator/City Clerk Julie Hanson

PLEDGE OF ALLEGIANCE

1. APPROVAL OF AGENDA

Councilmember Holden requested Items 8B and 8G be pulled from the Consent Agenda for discussion as Items 9A and 9B.

Councilmember Monson requested Items 11A and 11C be placed on the Consent Agenda as Items 8J and 8K.

Councilmember Holden asked if there was a problem with lighting and questioned if the people who live on Benton Way would see the Goodwill sign.

Senior Planner Fransen explained she did not anticipate the new sign would be a concern and noted the City does not have any current complaints regarding the brightness of the lights on the existing Goodwill signage.

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

2. TCAAP/RICE CREEK COMMONS UPDATE

City Administrator Jagoe stated the Joint Development Authority and neither of the advisory committees have met since the last Council meeting. The next JDA meeting will be on Monday, December 1st.

Councilmember Holden reported there was a geothermal failure at the Ben Franklin Building. She asked that this information be passed along to the JDA.

3. PUBLIC INQUIRIES/INFORMATIONAL

Andrea Pidde, 1619 Lake Johanna Boulevard, explained she lived across the street from the lot consolidation request (Planning Case 25-008). She commented she read through the recent revised plans and she appreciated the fact adjustments were made. She indicated she still had concerns with how snow storage will be managed noting she did not want to see the snow pushed into Lake Johanna. She indicated she also had concerns with the proposed permeable pavers. She anticipated the cotton trees in her neighborhood would be a concern for the permeable pavers.

Tom Goodrum, 9841 Xerxes Curb in Bloomington, stated he was helping Dianne and Andrea with the house on Lake Johanna. He reported he was not asking what the setbacks should be for the City but rather was hoping the City could make a reasonable decision based on his request.

Tan Nguyen, architect and applicant for the Planning Case 25-008 project, introduced himself to the Council and provided a brief summary on design process for this home. He explained he approached the zoning department first prior to figuring out the building area. After approaching the City, he learned this was a very narrow lot that came with a lot of restrictions. He indicated the homeowner wanted to have another bedroom added for his mother but after receiving comments from the neighbors, the plans were revised. He commented further on the new plans, which reduced the size of the home on Lots 3 and 4 and now met the City's setback requirements.

4. RESPONSE TO PUBLIC INQUIRIES

None.

5. PUBLIC PRESENTATIONS

None.

6. STAFF COMMENTS

A. Transportation Update

Public Works Director Swearingen reported there was currently a closure on Old Highway 10 from Lake Johanna Boulevard to County Road E2 through November 26. He encouraged residents to follow the posted detour in this area.

Councilmember Rousseau requested an update from staff on the street improvement open house.

Public Works Director Swearingen stated the City held an open house for the 2026 PMP and noted there were approximately 20 residents in attendance. He explained a high level overview was provided on the proposed project and a map outlining the impacts was discussed. He indicated the City Council would be discussing this project next at their December 8 worksession meeting. He anticipated the project would be bid in January or February of 2026.

Mayor Grant reported he attended the PMP open house and asked that staff forward the sign in sheet to the City Councilmembers.

Councilmember Holden indicated the County held an open house for Lexington/Hamline/ County Road 96. She stated the County had information regarding the proposed roundabouts and/or signals. She explained it was the County's opinion that Lexington Avenue was too busy for a roundabout but a roundabout was being proposed for Hamline Avenue.

Public Works Director Swearingen explained he reached out to the County asking when the project page would be available. He stated County staff would be letting the City know when this web page was up and running. In addition, he noted he asked the County to attend a future City Council meeting in order to provide the Council with a presentation on this project.

7. APPROVAL OF MINUTES

- A. October 27, 2025, City Council Work Session
- B. October 27, 2025, Regular City Council

MOTION: **Councilmember Monson moved and Councilmember Holden seconded a motion to approve the October 27, 2025, City Council Work Session meeting minutes as amended and the October 27, 2025, Regular City Council meeting minutes as amended. The motion carried (5-0).**

8. CONSENT CALENDAR

- A. Motion to Approve Consent Agenda Item - Claims and Payroll
- ~~B. Motion to Approve City Logo Use Policy~~
- C. Motion to Approve Contract with Aerial Illuminations for a Drone Light Show at the Arden Hills 2026 75th Anniversary Celebration
- D. Motion to Approve 2025-2027 IUOE Local 49 Collective Bargaining Agreement (CBA) Amendment for Street and Surface Water Lead Memorandum of Understanding (MOU)
- E. Motion to Approve Interim Personnel Policies for Flexible Scheduling and Dress for Your Day
- F. Motion to Authorize Recruitment of Street and Surface Water Lead Position
- ~~G. Motion to Approve Arden Hills Strategic Plan Summary~~
- H. Motion to Approve Agreement for Professional Services for Electrical Inspection Services with Togle Inspections, Inc.
- I. Motion to Approve Right of Entry Acknowledgement and Limited Use Agreement with Rice Creek Watershed District for Floral Park
- J. Resolution 2025-072 Approving a Minor Subdivision for 1578 Oak Avenue – Planning Case 25-010

- K. Resolution 2025-075 Approving a Site Plan Review and Sign Standard Adjustment for 1103 County Road E – Planning Case 25-012

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

9. PULLED CONSENT ITEMS

A. Motion to Approve City Logo Use Policy

Councilmember Holden stated she would like to add language to the policy under Item 4C noting this item shall read: other materials of partisan, or non-partisan in nature for political campaigns.

Councilmember Weber commented another manner in which to address this concern would be to strike all language other than political campaign.

City Attorney Bjerkness explained the language would then read: the Arden Hills logo shall not be used in political campaign messages. She noted she could work with staff to tighten up this language.

MOTION: Councilmember Holden moved and Councilmember Rousseau seconded a motion to table action on the City Logo Use Policy to a future City Council meeting to allow staff time to review the language. The motion carried (5-0).

B. Motion to Approve Arden Hills Strategic Plan Summary

Councilmember Holden asked when the City Council would be working on the housing maintenance policy. She indicated this was not listed as a priority for the Council in 2026.

Councilmember Monson stated the Council had an in-depth conversation on this topic at the second meeting and rolled this topic up under rental.

City Administrator Jagoe indicated the rental review topic addressed the maintenance policy.

Councilmember Weber requested staff to provide further information on this topic, since it has been pulled from the Consent Agenda.

City Administrator Jagoe stated the Council approved a strategic planning session and consulted with Hugh Life at three different work sessions to create a shared vision and mission statement for the City, as well as a three-year outlook. She indicated two-year initiatives and a one year implementation plan was also created within the three year outlook.

Councilmember Monson requested the Strategic Plan Summary be placed in an upcoming City newsletter.

MOTION: Councilmember Holden moved and Councilmember Monson seconded a motion to Approve Arden Hills Strategic Plan Summary.

Councilmember Rousseau recommended this document be passed along to the Planning Commission, EDC and PTRC for review.

The motion carried (5-0).

10. PUBLIC HEARINGS

None.

11. NEW BUSINESS

A. Resolution 2025-072 Approving a Minor Subdivision for 1578 Oak Avenue – Planning Case 25-010

This item was moved to the Consent Agenda for consideration as Item 8J.

B. Resolution 2025-073 Approving a Lot Consolidation for 1622 Lake Johanna Boulevard and 1624 Lake Johanna Boulevard and Resolution 2025-074 Approving Variances for the Subject Property – Planning Case 25-008

Senior Planner Fransen stated Tan Nguyen (“The Applicant”) submitted an application for a Lot Consolidation and Variances from the lot area, lot depth, building area elevation, front yard setback, rear yard setback, shore impact zone, structure coverage, permeable surface credit and floor area ratio requirements for future demolition and redevelopment of a single-family residential dwelling on the property located at 1622 Lake Johanna Boulevard and 1624 Lake Johanna Boulevard (“Subject Property”) to construct a new single-family home. The request includes the combination of the two residential parcels which are under the same ownership.

Senior Planner Fransen explained 1622 Lake Johanna Boulevard is considered nonconforming with current ordinance requirements for lot area, lot depth, building area elevation, lot coverage, and front yard and rear setbacks for single-family residential properties zoned R-1 as well as residential properties located within the Shoreland District. The dwelling was constructed prior to the platting of the lot and previously applied for and received variances when remodeling the structure. The lot area for the 1622 parcel is 4,415 square feet with an existing impervious surface coverage of 2,931 square feet (66.39 percent) and structure coverage of 2,118 square feet (48 percent). The 1624 parcel is undeveloped and has a lot area of 3,957 square feet. The average lot depth for the two parcels is approximately 49 feet.

Senior Planner Fransen reported on the Certificate of Survey submitted with the variance request, the front building line of the existing dwelling encroaches 4.8 inches (.4 feet) upon the Right of Way. The distance between the rear building line of the dwelling and the ordinary high water level (OHWL) is approximately 10 feet. The submitted surveys show the lot depth and lot area as calculated from the front property line to ordinary high water level. Structure setbacks are shown between the structure and the ordinary high water level as required for the Shoreland District.

Senior Planner Fransen stated as a nonconforming structure, the dwelling is subject to Section 1350 Nonconforming Uses, Buildings, and Lots, which states that nonconforming buildings shall not be increased, enlarged, altered, intensified, or extended to occupy a greater area or height on the lot on which the building is located, or moved to any other part of the lot on which the building

is located in a way that augments its nonconformity. Additions to single-family dwellings that are nonconforming due to setbacks or lot dimensions may be permitted, subject to the provisions in Section 1325.03 Subd. 2. D. The proposed lot consolidation and new dwelling construction would not be permitted by the Subdivision and Zoning Code without variances for lot area, lot depth, building area elevation, front and rear setbacks, structure coverage, Shore impact zone, permeable surface credit, and floor area ratio.

Senior Planner Fransen reviewed the Site Data, Plan Evaluation and the Findings of Fact offered by the Planning Commission:

General Findings:

1. City Staff received a land use application for a lot consolidation and variance requests to the required R-1 Zoning District lot depth, lot area, building area elevation, front yard and rear yard setbacks, shore impact zone, structure coverage, permeable surface credit, and floor area ratio at the Subject Property.
2. The existing lot area of the 1622 Lake Johanna Boulevard parcel is 4,415 square feet. The proposed lot area, after the proposed lot consolidation, is 8,372 square feet.
3. The existing front yard setback for the Subject Property represents an encroachment of 4.8 inches (.4 feet) into the Right-of-Way. The proposed front yard setback is 1.9 feet.
4. The existing impervious surface coverage of the existing 1622 Lake Johanna Boulevard parcel is 66.39 percent. The proposed impervious surface coverage for the Subject Property is 34.93 percent and includes the use of permeable pavers.
5. The proposed redevelopment would bring the Subject Property closer to conformance with the R-1 district standards for lot area, building area elevation, front yard and rear yard setbacks, structure coverage, impervious surface coverage, and floor area ratio.
6. The proposed single-family dwelling would not require variances for side yard setbacks or building height.
7. The proposed single-family dwelling on the Subject Property would conform to all other requirements and standards of the R-1 Zoning District.

Variance Findings:

8. Variances are only permitted when they are in harmony with the general purposes and intent of the ordinance.
9. The variance would be consistent with the City's Comprehensive Plan and the included references to the City's housing goal of encouraging redevelopment that is complementary to and enhances the character of the City's established neighborhoods.
10. A single-family dwelling is a permitted use within the R-1 Zoning District.
11. A single-family dwelling is a reasonable use of the property that would not be allowed under the rules of the Zoning Code without the requested variances.
12. The proposed single-family dwelling would not alter the essential character of the neighborhood because the configuration of development on the Subject Property would be consistent and compatible with the neighborhood.
13. The variance request is not based on economic considerations alone.

Senior Planner Fransen stated the Planning Commission reviewed this application at the September 3, 2025, meeting. The Planning Commission discussed and provided comment to the applicant about the size and location of the proposed home. The Planning Commission recommended approval with conditions of Planning Case 25-008 for a lot consolidation and variances to construct a new single-family dwelling at 1622 Lake Johanna Boulevard by a 7-0 vote.

Senior Planner Fransen shared that the Planning Commission recommended approval of Resolution 2025-073, approving Planning Case 25-008 for a lot consolidation at 1622 Lake Johanna Boulevard, based on the findings of fact and the submitted plans, as amended by the conditions in the November 24, 2025, report to the City Council:

1. The Applicant shall provide the Certificate of Survey for the consolidated lot as approved.
2. The Applicant shall record the consolidated lot with Ramsey County prior to the issuance of a Building Permit and a copy shall be provided to the City within 60 days of the City's approval.

Senior Planner Fransen reported for the variance requests, the Planning Commission added two conditions, numbers 13 and 14, related to the variances for development in the shore impact zone, structure coverage, impervious surface coverage, and floor area ratio. Staff added additional conditions based on comments from the RCWD and the DNR for clarity to the Applicant.

Senior Planner Fransen conveyed that the Planning Commission recommended adoption of Resolution 2025-074, approving Planning Case 25-008 for variances for lot area, lot depth, building area elevation, front yard and rear yard setbacks, shore impact zone, permeable surface credit, structure coverage, and floor area ratio, to construct a new single-family dwelling at 1622 Lake Johanna Boulevard, based on the findings of fact and the submitted plans, as amended by the conditions in the November 24, 2025, report to the City Council:

1. A Demolition Permit and a Building Permit shall be issued prior to the commencement of demolition and for the new home construction.
2. The proposed building shall conform to all other standards and regulations in the City Code.
3. A Grading and Erosion permit shall be obtained from the City's PW/Engineering Division prior to commencing any grading, land disturbance or utility activities.
4. The Applicant shall be responsible for obtaining any permits necessary from other agencies, including but not limited to, MPCA, Rice Creek Watershed District, Ramsey County, and the Minnesota Department of Natural Resources prior to the start of any site activities.
5. The Applicant shall provide the City with documentation of RCWD permits associated with Rule E for floodplain alteration and Rule D for erosion and sediment control.
6. Applicant shall demonstrate in plans that the proposed development will be below the RCWD's 100 cubic yard threshold for floodplain fill or provide compensatory storage for the entirety of the floodplain fill, subject to RCWD approval.
7. The Applicant shall verify proposed driveway width with Ramsey County and show on plans where asphalt curb will be removed and replaced.
8. Upon completion of grading and utility work on the site, a grading as-built and utility as-built shall be provided to the City.
9. Final grading, drainage, utility, and site plans shall be subject to approval by the Public Works Director/City Engineer and Community Development Director prior to the issuance of a grading and erosion control permit or other development permits.
10. Heavy duty silt fence and adequate erosion control around the entire construction site shall be required and maintained by the Applicant during construction to ensure that sediment and storm water does not leave the project site.
11. A Tree Preservation Plan shall be required as part of the Building Permit application for the new dwelling. Any tree removal, preservation, and mitigation shall be completed in accordance with City Code Section 1325.055.

12. A Shoreland Mitigation Plan shall be required and shall be approved by the Zoning Administrator prior to issuance of a Building or Demolition Permit. An escrow fee that shall be held for a minimum of two years shall also be submitted. Mitigation plan actions shall be completed in accordance with City Code Section 1330.03 Subd. 7. E. within one year of the plan's approval unless otherwise approved by the City.
13. As part of the proposed new home development, the Applicant shall not increase the existing nonconforming square footage equivalent that encroaches the shore impact zone of the Subject Property.
14. For Impervious Surface Coverage, Structure Coverage, and Floor Area Ratio, the Applicant shall not exceed a standard that is calculated by taking the existing nonconforming equivalent for the currently developed 1622 lot and adding to that the equivalent of the square footage that would meet the Zoning Code standards for the neighboring undeveloped lot. Plans submitted to the building department must not exceed that maximum allowable square footage based on the calculation.
15. The Applicant shall submit a shoreline vegetation and screening plan that provides natural habitat with native plantings and screens the new structure by at least 50% as viewed from the water, assuming summer leaf-on conditions to the DNR and the City. The plan shall be approved by DNR staff.
16. The Applicant shall submit a plan to direct rain gutter discharges away from the lake and into an infiltration basin to the DNR and the City. The plan shall be approved by DNR staff.
17. As part of the building permit application, the Applicant shall submit a plan showing the proposed square footage for the permeable pavers with sign-off from a civil engineer. Proposed square footage for the permeable pavers shall not exceed 15 percent of the consolidated lot's required landscaped area.

Councilmember Weber asked if this was a reconstruction or new construction project on these lots.

City Attorney Bjerkness explained this was a new construction project on two different lots.

Councilmember Weber stated he did not interpret the Planning Commission's directive to place all of the variance requests on one lot (Lot 3) and not the other (Lot 4). It was his understanding it was better to spread the variance requests across the two lots, instead of having this considered on just one lot.

Councilmember Holden commented that she thought the two lots would be consolidated and the new house would be built on the new lot.

City Attorney Bjerkness reported this was her understanding as well. She indicated if the lot consolidation were approved, the variances would then have to be considered from the new larger parcel.

Councilmember Monson requested staff speak to the intention of the City's building area elevation rule.

Senior Planner Fransen explained this rule would ensure the construction would not be too close to the water level or negative impacts for the utilities.

Councilmember Monson inquired why the City had setbacks from the ordinary high water line.

Senior Planner Fransen stated the intent was to meet DNR requirements and to ensure development would not negatively impact the shoreline.

Councilmember Monson questioned what the City's intent was with a structure coverage ordinance.

Senior Planner Fransen indicated this would ensure the property had landscaped areas and open space on the property versus having the entire property covered with structures.

Councilmember Monson reported the requirements she just asked about were in place not for aesthetics, but rather were in place to protect from environmental issues and to protect the lake.

Senior Planner Fransen reported this was the case.

Councilmember Monson asked what was needed in the three-foot crawlspace.

Senior Planner Fransen explained this space would be used for storage.

Councilmember Rousseau indicated the neighbors have voiced concerns with how the water quality could be impacted by the proposed permeable pavers and the snow removal. She asked what grade Lake Johanna had from the DNR.

Senior Planner Fransen stated she did not have this information in front of her.

Councilmember Rousseau commented she recently read that Karth Lake was a B, Round Lake was not mentioned and Lake Johanna was a D grade for water quality. She inquired how snow filters into the lake for new construction homes and questioned how effective the permeable pavers were on properties.

Senior Planner Fransen explained the applicant did not provide specific products that would be used for the permeable pavers, but would be working with a civil engineer on this portion of the project. She indicated staff would defer to these professionals to reflect how the permeable pavers can be utilized while also addressing the concerns that have been raised while also ensuring the water body was not impacted. She noted the Council could consider a percentage higher than 5% for the permeable pavers in order to allow for the driveway and patio area to be pavers.

Mayor Grant stated after looking at the case he understood the need for the variances, given the lot size. He did not believe the flexibility and variance requests were excessive. He expressed concern with the fact the home would have a crawl space and discussed how water has a way of moving into structures, especially near waterways. He explained he had pavers in his backyard, along with cottonwood trees and indicated his pavers still drained. He encouraged the applicant to fill the gaps between the pavers with sand as this will assist with proper water drainage. He commented he was also concerned about snow storage given how constrained this lot was.

Councilmember Holden discussed the variance for the structure setback from the OHWL. She questioned how much of the previous structure was nine feet from the OHWL versus how much of the new structure would be 11.2 from the OHWL.

Senior Planner Fransen reviewed the concept plans noting approximately 14.4 feet was parallel to the shoreline on the new plans.

Councilmember Holden explained this meant 20% of the building structure was within the OHWL.

Senior Planner Fransen reviewed a photo of the previous plans along with the new plans for the property noting the Applicant states that there would not be an increase of the dwelling area within the OHWL.

Councilmember Holden reported the previous basement was at 881 feet. She questioned if the current home had a sump pump and if so, where was this water being pumped. She stated if the applicant was going to build a crawl space, she would require a sump pump to be installed.

Senior Planner Fransen deferred this question to the applicant.

Councilmember Holden indicated she was very concerned with how close the proposed bump out on the home was to Lake Johanna Boulevard. She feared that rocks and debris in the winter time from the snow plows would hit the home.

Councilmember Weber stated it was his interpretation that the Planning Commission believed it was better to spread the variances over the larger parcel than on one small parcel. He indicated it was his goal to get the house away from the water. He thanked the applicant for working to scale the size of the house down, but he was of the opinion the house size was still too much given the size of the lots. He believed the snow storage on this property would also be a concern. He recommended this request go back to the Planning Commission.

Councilmember Monson commented she was having a hard time supporting the construction of a home in the shore impact zone. She discussed how common it was for municipalities to be rigid when it comes to shoreline setbacks. She recommended the new home follow the north line of the shore impact zone. She suggested the applicant build on the existing footprint that would be grandfathered in and not allow any new portion of the structure into the shore impact zone. She understood this lot was small and she wanted to see the applicant be able to rebuild on this site. However, she did not want to see the shoreline impacts expanded. She indicated she did not support the proposed crawl space because this meant the applicant needed yet another variance. She noted she could support this item going back to the Planning Commission, but questioned if there was time for this.

Community Development Director Reilly stated he did not believe there would not be enough time to turn this item around between meetings.

Senior Planner Fransen explained the initial 60 days have been extended to 120 days. She reported the City would need written consent from the applicant to allow for an extended review period. She indicated if the Council recommended the item be tabled for further review by the Planning Commission staff would not be able to get this item to the Planning Commission in December, which meant the item would have to be reviewed in January.

Mayor Grant asked how wide Ramsey County's right of way was.

Senior Planner Fransen stated she did not have this information in front of her.

Mayor Grant indicated the Planning Commission voted 7-0 to recommend approval of this request. He did not believe this vote would change if the matter were sent back to them for further consideration.

Councilmember Holden commented if the Council does not like the shoreline impacts the Council should table action to December 8, versus sending this application back to the Planning Commission. She clarified that no portion of the existing homes were grandfathered in because the applicant was proposing a brand new build.

Councilmember Monson inquired if the applicant were to add onto the existing structure into the new lot, would the Council have the same considerations.

City Attorney Bjerkness advised the applicant would be allowed to keep the non-conformities that exist today, but they could not be expanded.

Councilmember Monson stated she would be more open to supporting this request if the applicant was not building anything new within the shore impact zone.

Councilmember Holden indicated this was a Council decision and was a policy issue. She supported the Council either tabling action on this item in order to provide the applicant with the opportunity to bring another plan back to the Council for further consideration or voting on this item at this meeting. She explained she was very concerned about the crawl space and the fact this area would flood, especially given how many 100-year flood events have occurred in recent years.

Mayor Grant reported if the City Council were to vote this request down, the applicant could not bring back another application for six months.

Community Development Director Reilly stated this was the case. He explained another option available to the Council would be to add conditions or ask staff to bring back conditions that were more appealing to the applicant.

Councilmember Rousseau inquired if the applicant would be interested in reducing the size of the living room that reaches out into the shore impact zone.

Councilmember Holden stated she did not believe the Council should be redesigning the house for the applicant from the dais.

Councilmember Rousseau asked if the space within the shore impact zone could be further reduced or was the design based on the Planning Commission's recommendations.

Tan Nguyen, the applicant and architect hired by the property owner, explained the design was based on the Planning Commission's recommendation. He indicated the kitchen area (Lot 4) does not cross into the flood zone at all. He reported he could look into reducing the area that juts into the flood zone, but noted this would just flow over to the other side on Lot 4.

Councilmember Rousseau questioned if the applicant would support delaying action on this item to January.

Mr. Nguyen stated he could entertain another extension. He commented on how the house plans had already been redesigned once based on the feedback provided by the Planning Commission and now he was being asked to redesign the plans again. He indicated he had asked for a meeting with the Council prior to this meeting and this request was denied. He feared that even if the new plans were redesigned the request would still be denied. He commented further on how difficult it was to design a house that met five different opinions as well as City Code requirements. He clarified for the record the crawl space was at 881 and was not below 881. He noted the Rice Creek Watershed District had approved the crawl space.

Councilmember Holden commented on how the Planning Commission was an advisory board to the City Council. She stated just because the Planning Commission recommended approval of this Planning Case does not mean the City Council will approve the request.

Councilmember Weber explained he would have strongly preferred that this project came before the City Council for concept review given how this was an exceptional project. He anticipated the Planning Commission would again vote to support the request if the Planning Case were brought back to the Commission. He supported spreading the intrusion out over two lots and urged the applicant to reduce the current intrusion into the shore impact zone. He stated he also had concerns with how close the home was to Lake Johanna Boulevard. He indicated the home was proposed to be quite close, which would be an even greater concern when the trail was constructed.

Public Works Director/City Engineer Swearingen reported the location of the trail has yet to be determined, but the preferred location was on the northern side of Lake Johanna Boulevard.

Councilmember Weber stated he wanted to see this home built and he wanted to welcome this resident back to Arden Hills. However, he believed the plans needed just a little bit more work.

Mayor Grant inquired if the plans for Lake Johanna Boulevard have been shared with the applicant.

Public Works Director/City Engineer Swearingen explained he had not shared any documents related to Lake Johanna Boulevard with the applicant.

Mayor Grant recommended these plans be shared with the applicant, prior to the house plans being finalized. He recommended the applicant consider non-breakable glass for the windows that face Lake Johanna Boulevard.

Councilmember Monson stated she was sympathetic to the fact the applicant had already redesigned the house plans once. She explained if the applicant wanted the Council to vote on the plans at this meeting, the Council could vote. However, the other option would be to extend the deadline and have this item brought back to the Council in January. She noted this would allow the Council to provide the applicant with additional feedback on how to refine the house plans in order to seek a more positive outcome.

Councilmember Holden questioned how far the plans were for a new county trail along Lake Johanna Boulevard.

Public Works Director/City Engineer Swearingen reported in 2021 Ramsey County completed a concept design study for Lake Johanna Boulevard. He noted more planning and design work would be completed in 2026.

Councilmember Holden stated she would like the applicant to come forward and provide the Council with feedback on how they want to proceed.

Mayor Grant indicated he would like to hear comments from the entire Council on how this matter should move forward.

Councilmember Rousseau explained she believed the applicant had made a lot of great decisions within the plans, given how this was a narrow lot. She supported the applicant reducing the amount of space in the shore impact zone. She appreciated the fact the applicant would be meeting the City's elevation requirements.

Councilmember Weber agreed noting the intrusion into the shore impact zone was the biggest concern for him. He asked that the applicant also review the impact of the pavers and suggested an infiltration system be considered under the driveway and patio.

Councilmember Holden suggested the applicant bring forward more information and examples of what type of pavers will be used. She indicated she was concerned with how close this home was to Lake Johanna Boulevard noting other homes have had broken windows and damage to property. She asked if the crawl space would have a sump pump and noted the intrusion into the shore impact zone was a concern for her.

Councilmember Monson reported the DNR wants to see where an infiltration basin would be located on the lot. She indicated she wanted to see no variance on the building elevation. She would like to see no additional or new development into the shore impact zone. She recommended more information be brought back by the applicant regarding the pavers that would be used on the driveway and patio areas.

Mayor Grant stated there were concerns to the north and south. He encouraged the applicant to reduce the intrusion into the shore impact zone. He suggested the applicant review the preliminary plans for the proposed county trail along Lake Johanna Boulevard. He invited the applicant and architect to come forward in order to provide the Council with direction on how to proceed.

Mr. Nguyen explained he was interested in reviewing the design plans for Lake Johanna Boulevard and requested this item be tabled to the December 8 City Council meeting.

Senior Planner Fransen indicated the applicant would need to provide staff with a written statement that they would like to extend the deadline beyond the December 8 meeting in order to revise their plans further.

City Administrator Jagoe commented in order to meet the City's notification requirements for the December 8 City Council meeting, the applicant would have to confirm with staff tomorrow morning.

Senior Planner Fransen explained another option for the applicant would be to waive the city's requirement to act on the application within 120 days and to request Council review this item in January in order to allow for additional time to revise the plans.

Mr. Nguyen stated he believed it was reasonable to push this item out to January of 2026.

Councilmember Weber encouraged the applicant to report back with plans that define how much of the building area intrudes into the shore impact zone. He stated he would like to see this area either matching or less than the current impact.

Councilmember Holden indicated she did not care about how much the existing home was intruding into the shore impact zone because the applicant was proposing to construct a brand new home.

Councilmember Monson asked if the Council could approve the lot consolidation at this meeting.

City Attorney Bjerkness reported this would not make any difference in the request, because the plans were drawn up as if the home would sit on one lot. In order to not further complicate the request, she recommended the lot consolidation and variances both be tabled.

Councilmember Holden stated she would not support moving forward with the lot consolidation at this meeting.

Mayor Grant commented he would like to know the amount of square footage that was currently within the shore impact zone compared to the proposed plans. He stated based on the comments of the Council, the Council was interested in seeing a reduction.

MOTION: **Mayor Grant moved and Councilmember Monson seconded a motion to table action on Planning Case 25-008 to the December 8, 2025 City Council meeting. The motion carried (5-0).**

- C. **Resolution 2025-075 Approving a Site Plan Review and Sign Standard Adjustment for 1103 County Road E – Planning Case 25-012**

This item was moved to the Consent Agenda for consideration as Item 8K.

12. UNFINISHED BUSINESS

None.

13. COUNCIL COMMENTS

Councilmember Rousseau thanked the Planning Commission for all of their work on Planning Case 25-008.

Councilmember Rousseau stated the Park Master Plan Steering Committee met and noted the consultant would be sharing updates with the Council at the December 8 worksession meeting.

Councilmember Weber wished everyone a Happy Thanksgiving.

Councilmember Holden reported the Fire Board met and new officers were approved. She noted the Lake Johanna Fire Department would now have six full time captains.

Councilmember Holden explained she would like to receive an update on the EDC business survey.

Councilmember Holden requested staff provide the Council with information on the Hazelnut native plant program.

Councilmember Holden commented she would like to see the City sending a letter to the National Guard apologizing for the burn.

Mayor Grant stated the mayors and city administrators met with local legislators where legislative priorities were discussed for 2026. He noted affordable housing was also discussed.

Mayor Grant reported he attended the 2026 PMP meeting.

Mayor Grant wished everyone a safe and Happy Thanksgiving.

ADJOURN

MOTION: Mayor Grant moved and Councilmember Rousseau seconded a motion to adjourn. The motion carried (5-0).

Mayor Grant adjourned the Regular City Council Meeting at 9:24 p.m.

Julie Hanson
City Clerk

David Grant
Mayor



Approved: January 12, 2026

**CITY OF ARDEN HILLS, MINNESOTA
CITY COUNCIL WORK SESSION
DECEMBER 8, 2025
5:30 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 5:30 p.m.

Present: Mayor David Grant; Councilmembers Brenda Holden, Tena Monson, Emily Rousseau and Kurt Weber

Absent: None

Also present: City Administrator Jessica Jagoe, Public Works Director/City Engineer David Swearingen, Finance Director Joua Yang, Parks and Recreation Manager Jess Skalicky and Assistant to the City Administrator/City Clerk Julie Hanson

1. PUBLIC INQUIRIES/INFORMATIONAL

Greg Larson – 3377 North Snelling Avenue, stated he wanted to talk about the Karth Lake Improvement PMP Project. He said he heard there is a need to replace the pump and control cabinet and repair an adjacent retaining wall on Karth Lake with an estimated cost of \$112,000. A watershed district grant will fund half of the cost but the remaining \$56,000 is unfunded. Many years ago, the initial \$99,000 cost of the pump installation was divided equally between the City and a Karth Lake Improvement District levy on lake shore owners. The Staff memo notes there is no prescribed allocation of cost between the City and the Improvement District. It further notes that the City Attorney characterized these projects as primarily benefiting properties that abut the lake. He does not believe the City financially supports any needs associated with other Arden Hills lakes or their lake shore associations. Karth Lake is a private lake. There is no park or a landing with a broader public benefit that might suggest City financial support for a capital improvement. Karth Lake shore landowners levy should fund the remaining \$56,000 balance. If there is an immediate need, the Arden Hills surface water management utility fund should only fund that amount if it is repaid with any interest due, by the Karth Lake Improvement District. The City should not be in the business of subsidizing lake improvements that benefit abutting properties on the lake and not exclusively on one lake, unless it wants to support capital for the other Arden Hills lakes as well.

Renee Marino – 1120 Apple Drive, said she has been involved in studying the lake level and the pump needs. The fact that the City has allowed the development around the lake, to the extent that it has, means that the lake provides an essential aspect of water management and flood mitigation. The studies show that if there were no pump, this lake could be expected to periodically raise above street level and work it's way towards 96 and Lexington. There is no natural outlet to this lake and it is prone to flooding. The data shows there would be regular overflow situations if the pumping didn't occur. This isn't just a lake owner issue. This is an essential part of the City's obligation to manage the surface water within the City. The lake has served the function of being a holding pond. It's an infrastructure of the City and the City is obligated to manage surface water. A good stretch of the lake is publicly owned and publicly used. Many people who don't live on the lake enjoy fishing, walking, snowshoeing and hiking in this area. She believes it is erroneous to say this is just a lake owner problem. If she had been aware of this issue when she purchased her home, she may have made a different decision. The City can manage this with an automated pump and it needs to be done.

2. RESPONSE TO PUBLIC INQUIRIES

None.

3. AGENDA ITEMS

A. Park System Plan Update

Anna Springer from Bolton and Menk presented an update on the Park System Master Plan. A Park System Master Plan is a policy document that will help guide decision making for the Arden Hills network of parks, trails and open spaces. It guides decisions in the Capital Plan for the next ten years. Having parks and green space increase physical activity and gives people a place to exercise. Contact with nature promotes physical and mental health. Parks can strengthen social connections by providing a place for people to gather. Parks provide environmental benefits such as providing cooling to surrounding neighborhoods, they act as stormwater sponges to reduce flooding and filter air pollutants with vegetation.

Ms. Springer said this process began in May of 2025 with an existing conditions inventory analysis. Public engagement is a large component of this project and has been a clear priority since the beginning. There is a steering committee who has been advising this process. They take what was learned during the inventory analysis and combine it with what they are hearing from the public to help inform the implementation planning process. The last step will be to pull the final plan together to create a document that can be used by everybody.

Ms. Springer said the project goals are to maximize opportunity to receive input from as many people as possible and develop a plan that is visionary yet obtainable. The plan will be driven by the community so it will reflect the desires of the residents. They will develop a plan that provides clear decision making for the future. The final document will be concise and will educate everyone that encounters the plan.

Ms. Springer outlined the community engagement opportunities and described how they, along with Staff provided several different ways for residents to participate. These included QR codes along the trails, visibility at community pop-up events and an open house.

Ms. Springer highlighted some key information from the survey results. Comments included dog parks, a desire for the Lake Johanna trail connection to Tony Schmidt and access to year-round shelters. The top three desired amenities are trails, nature playgrounds and water features. The survey was a success with 874 respondents and there were over 2,700 comments to the open ended survey questions.

Ms. Springer said the key takeaways are the strong demand for trail connectivity and safety, the desire for modern amenities and inclusive features, and a desire to maintain the natural character while improving maintenance across the system.

Ms. Springer said the public engagement events generated nuanced conversations regarding specific places in the City where residents would like to see improvements.

Discussion ensued regarding the survey results and Council was surprised how certain amenities that they thought would be important, barely showed up.

Ms. Springer said the steering committee has met three times, so far. She outlined the work the committee has done so far in regards to the community engagement and the findings. The committee will meet for their fourth meeting in early February and they will review the draft plan, including refined recommendations and findings from a prioritization activity that the steering committee will participate in.

Ms. Springer highlighted some of the recommendations that will be included in the plan. Specifically the plan will recommend improvements on things like updating the aging boards on the hockey rinks and Perry and Freeway Parks, improvements to the ball field at Perry, improvements to the basketball courts at Sampson and Cummings and replacing tennis/pickleball court at Hazelnut Park.

Councilmember Monson said that these specific improvements have not been mentioned or highlighted in the earlier slides.

Ms. Springer said they are taking all of the information they have gotten from the survey and from their analysis of the parks, including adding data from the GIS inventory. That will inform the plan outline.

Parks and Recreation Manager Skalicky said the presentation earlier outlined results from the community engagement piece, only. This specifically includes engagement plus the information collected during the inventory. This is a summary of everything combined.

Ms. Springer said some of the inventory is very detailed and you really have to spend time digging into it. There is a spreadsheet that show the elements that have just been replaced, as well as the elements that are coming to the end of their useful life. These recommendations include everything.

Councilmember Holden said the Rotary used to paint the boards on the hockey rinks. She wondered if the boards are rotting or do they just need a new coat of paint.

Public Works Director/City Engineer Swearingen said they do spot replace some of the boards. The spot replacements are happening so frequently that it is to the point that we should do a full replacement of all of the boards, as well as, replacing rotting posts. The structure is not there anymore. It is plugged into the 2026-2030 CIP.

Ms. Springer said there were some conversations during the public engagement regarding how often that rink gets used. This plan doesn't include use studies. These recommendations are preliminary and will evolve as they get feedback from Staff and the steering committee.

Ms. Springer said they will break the recommendations up into categories: recreation, playgrounds, water access, trails and operation and maintenance. People called out that the playground equipment is geared toward a certain age group and the play equipment is repetitive between parks. Recommendations may be to install equipment geared toward teenagers or smaller kids. Another recommendation is all community parks should have permanent restrooms, drinking fountains and off-street parking. They will also call out park space for native species diversity and habitat.

Ms. Springer shared a map that showed the preliminary trail connectivity recommendations. They are identifying where certain connections and improvements make sense in the current trail system.

Discussion ensued regarding critical connections that the consultants should include in the plan.

Ms. Springer said they will continue to refine these recommendations and develop an implementation plan. The draft plan will be presented at the February steering committee meeting. The draft will get refined based on conversations and comments from that meeting. It will be sent to the PTRC for review and approval in March. The City Council will see the final draft in April for approval.

Councilmember Holden said the map shows Lake Valentine Road, she thought we already put that trail in.

Public Works Director/City Engineer Swearingen said there are some edits that need to be done on the final map.

Councilmember Monson is surprised there is no recommendation to cross 694.

Public Works Director/City Engineer Swearingen said Shoreview has a trail on their side of Lexington. In order to get a trail on the Arden Hills side, the bridge deck would need to be expanded. He said MnDOT is doing a study for a 6-year plan for 694. They are planning improvements in 2031. If the City is involved in those discussions, he will express that there is an interest. The cost would be a key component of those discussions.

B. 2026 PMP Discussion

Public Works Director/City Engineer Swearingen said there isn't a lot tonight that is very different than what Council has previously seen. He asked Councilmembers if they wanted him to present the entire thing or just stand for questions.

Councilmember Holden asked what was brought forward at the open house that might have changed anything.

Public Works Director/City Engineer Swearingen said there were display boards at the open house that outlined where we are anticipating to have impacts, specifically if they will be working in residents' yards for curb replacement or catch basin repairs. There aren't a lot of impacts with this project. They will stay pretty much within the curbs. There was no feedback from the open house that changed the plan for this project.

Councilmember Weber and **Councilmember Monson** support an abbreviated presentation.

Councilmember Rousseau asked if there was any feedback at the open house about neighborhood communication regarding timelines and such.

Public Works Director/City Engineer Swearingen said communication is good for residents who opened and read the mailers. The website is up to date. We will continue to send notices out and will add a notice in the newsletter when the assessment piece comes up.

Councilmember Holden said more communication is needed because she heard a lot of basic questions being asked at National Night Out.

Mayor Grant would like a brief presentation and spin into the Karth Lake discussion.

Brad Fisher from Bolton and Menk said he will hit each of his slides with a very brief overview and then he'll highlight the areas where they have developed a little more information since the last time Council saw it. He said in regards to specific questions related to construction, they just don't have those answers yet. Those timelines will be established once the project is bid and we have a contractor on board.

Mr. Fisher said there will be a pavement rehabilitation. One street will be a mill and overlay and the rest of the streets will get a reclamation and full depth resurfacing. The deciding factor for that was based on geotechnical investigation that was completed. There will be spot rehabilitations and casting replacements for the sanitary sewer improvements. They are doing trenchless improvements, where they can. Watermain improvements include spot valve and hydrant replacements that were identified through City inventory, as well as some curb stop adjustments. He noted the watermain will be relocated along the south side of Highway 96. The current watermain is under the curb of the county road. It will be relocated back under the trail so it will be easily accessible and maintenance wouldn't require coordination with the County for traffic management. Storm sewer includes some spot replacements and water quality improvements that include drainage structures with sumps and SAFL Baffles, if they don't have a pre-treatment device, prior to out letting into the lake to capture sediment and help maintain the quality of the lake water.

Mr. Fisher said there are two items that he has some additional information to share about. The stormwater BMP pond is phase 2 of an improvement to capture stormwater before it enters the lake. He shared a graphic that shows the proposed contours and how it ties into the existing grades. This will maximize the size of the pond to capture that water and slowly outlet it into the lake. The grades will need to be reworked in this entire area. That will include significant tree clearing.

Councilmember Rousseau asked if the City owns the land on the side of the lake by Cummings.

Mr. Fisher said this is all City property. There may be some easements in the vicinity but they aren't right down by the water.

Councilmember Rousseau asked if the runoff that comes down from the businesses is on City property.

Public Works Director/City Engineer Swearingen used the graphic to show the property line between the City and the private property. He said uphill from this area is all private property.

Mayor Grant asked what the plans for the retaining wall are.

Mr. Fisher said they identified an erosion risk associated with the existing retaining wall. They determined there was no need to replace the retaining wall. They will reestablish the initial grade and provide additional stabilization in the area. That will tie into the area really well and will likely cost less than installing a brand new retaining wall.

Councilmember Monson asked if Karth Lake is a stormwater pond or does it essentially function like one.

Public Works Director/City Engineer Swearingen said the DNR considers it a lake.

Councilmember Monson asked why there is a district there. She wants to understand why the City would treat Karth Lake differently than other lakes, especially since it is its own district and can levy.

Councilmember Holden said half the lake gets high and people were complaining about erosion in their yards. The other half, on the low end said there was no erosion. They formed a lake association through the City in order to get the approval for us to tax them. The board came up with the idea of the first pump to prevent erosion.

Councilmember Monson asked why we would look at the installation of the second pump any differently.

Public Works Director/City Engineer Swearingen said the City is contributing flows off our streets to this lake. Most lakes have a natural outlet, this one does not. Through development, the watershed for this lake has expanded. The lake was stable, via natural evaporation, prior to the development. More water goes into the lake which raises the water level. The contributing flows are City right of way, Ramsey County right of way and some Shoreview properties. The 50/50 agreement came about because of that.

Councilmember Monson asked why they still get to be a district, if the City is saying this is a City responsibility. Maybe it's not necessary anymore.

Public Works Director/City Engineer Swearingen said that is something Council could consider for a deeper discussion. However, this is what exists today. He shared that the last time the City levied against Karth Lake was to replace the pump.

Councilmember Holden said development affects other lakes, too. This shouldn't be any different than what we do at other lakes.

Councilmember Rousseau said there is a big volume difference between Karth Lake and Lake Johanna. She said it's similar to a pond. The culvert by the businesses is a huge waterslide. She is pleased to see Karth Lake got a B rating from the DNR. The Karth Lake Foundation has done a lot of work.

Councilmember Weber asked if the businesses in that area are a part of the Karth Lake Improvement District and if they would be leviable.

Staff said they are not.

Councilmember Weber said they are putting water directly into the lake from their lots.

Public Works Director/City Engineer Swearingen confirmed. He said the stormwater pond we are proposing is Phase 2 of BMP 1. Phase 1 was fixing the erosion on the hillside. We cured the erosion issue in Phase 1 and Phase 2 will be treating that. A lot of these improvements are doing work for the commercial properties but the commercial properties didn't trigger it and it's grandfathered in. Those properties pay the same stormwater utility that every other property pays.

Councilmember Monson wants to know more about why they're still a district. What distinguishes their criteria for them to levy? She is interested to know why Staff is recommending the City cover this cost vs. levying the district. Why is this project distinguishable?

Public Works Director/City Engineer Swearingen doesn't have an answer for why they are an improvement district. Historically there is a discussion the City Council can have if they want to apply costs to this improvement district. There is nothing in the bylaws that outlines what should be done. The City Attorney said any work done would benefit the properties on the lake. So there is a legal avenue for the City to apply a levy.

Councilmember Weber said the statement that this is a benefit to those lake properties is the same logic we use in assessing for streets.

Councilmember Rousseau asked how many residents there are in the district.

Public Works Director/City Engineer Swearingen said there are 40.

Councilmember Rousseau asked what our percentage is, as a City.

Public Works Director/City Engineer Swearingen said we are one property.

Councilmember Rousseau asked for confirmation that the contributing businesses don't pay any of it.

Public Works Director/City Engineer Swearingen said they wouldn't be levied but they would be paying through the stormwater utility fund.

Councilmember Rousseau asked if the commercial businesses would pay for their share of this particular project through that fund.

Public Works Director/City Engineer Swearingen said their contribution is their monthly stormwater utility bill. The amount they pay is based off of acreage. The City uses that fund to pay for stormwater improvements.

Councilmember Rousseau said they are heavily contributing to this fund but they aren't being assessed directly for this project.

Public Works Director/City Engineer Swearingen confirmed.

Councilmember Rousseau said she doesn't know if its fair to assess only the 40 properties because the potential for flooding doesn't exist only along the lake.

Councilmember Monson asked if the only amount we are talking about is the \$56,000.

Public Works Director/City Engineer Swearingen said it's the pump improvements. He sent an email noting that the costs have increased since we got the electrical design back. The increase is \$70,000.

Mr. Fisher said they determined the existing control panel and electrical cabinet will need to be replaced in order to accommodate the features of the new structure.

Councilmember Monson asked what the levy amount will be for the portion that is not covered by a grant.

Mr. Fisher said \$136,000.

Councilmember Monson would like to see the math on what this will do for the 40 residents. She also wants to learn how they add people to the improvement district. It sounds like these commercial businesses should be part of that.

Councilmember Weber wants clarity on the City's authority. We can just levy the district and they have the option to levy themselves with City permission.

Public Works Director/City Engineer Swearingen confirmed.

Councilmember Monson said the City decides and then levies them.

Public Works Director/City Engineer Swearingen confirmed. If there are improvements they would like to see done, they can make a resolution to have the City go through the levy process.

Mayor Grant said this is an issue with the lake level. The residents came to the City and asked how we can solve this. The City came up with a solution. The residents voted to create a district that can be levied. The 40 residences decided to be a district.

Councilmember Rousseau said there has been substantial turn over of the residents on that lake in the last 12 or so years. If we did the levy, we would have to do it this year on top of the street improvement.

Discussion ensued that the payments would be spread out over time and it wouldn't be a one time payment. The City Council can specify the period of time.

Councilmember Weber said that \$136,000 between 40 homes would be \$3,400 each.

Councilmember Holden said the complicated part is the lake is only damaging half of the properties when the lake is high. There were a lot of people who were angry and didn't want the pump in the first place. It isn't as black and white as it seems.

Councilmember Monson asked what the timeline is.

Public Works Director/City Engineer Swearingen said Council doesn't need to make a decision tonight. We can continue the discussions with the Karth Lake District. The last time we went through this process there was a Council Liaison who attended the Karth Lake Improvement District meetings to have that discussion with them.

Mayor Grant asked how long it will take if we go back to the watershed district to request additional funds.

Mr. Fisher said we are seeking assistance from the watershed from three different sources. There is a stormwater management grant that would be applied to the shoreline stabilization and the sump and SAFL Baffles. There is a separate one for the pond. Those are grant applications. Typically we learn the outcomes around March. The \$56,000 that was allocated was direct appropriation funding through their budget, not a grant.

Public Works Director/City Engineer Swearingen said we have already begun the preliminary application.

Councilmember Rousseau asked if the district is seeking a Council Liaison. If yes, she would like to nominate Councilmember Weber.

Councilmember Weber asked if this would be just for this discussion.

Public Works Director/City Engineer Swearingen said he is the Staff Liaison and they are seeking a City Council Liaison. The meetings are held on an as needed basis.

Mayor Grant said the district decided they didn't want a liaison. Now they have this project and maybe they do.

Councilmember Weber asked why there is a 62.5% increase in the cost.

Mr. Fisher said the original intent was to reuse as much of the existing equipment as possible. The electrical cabinet and control panel were evaluated and it is recommended that we not reuse that existing panel. The new panel will facilitate the operation of the new components we're incorporating.

Councilmember Weber asked if Staff agreed with that determination.

Public Works Director/City Engineer Swearingen said in 2019 when the pump was replaced, it was suggested the panel should be replaced. So we knew it was a potential need but we were trying to use the old panel. Ultimately we can't.

Councilmember Holden said this new pump is a much higher grade compared to the old one. The old one floats, this new one will not be visible.

Public Works Director/City Engineer Swearingen said the actual pump is being reused. It is the control cabinet and the structure that will be replaced.

Mr. Fisher said we are taking the existing, floatable pump and putting it in a new structure with a whole new system and set up.

Councilmember Holden said this plan is more costly than the old way. She thinks in the best interest of all residents, it makes sense to take the cheaper route. If we choose to go the more expensive route, maybe the Karth Lake residents have to pay for some of it.

C. 2026 Committee/Commissions Liaisons and mayor Pro Tem Discussion

Mayor Grant asked Council their preference. He would like to remain on Personnel and the Gateway Visitor Bureau.

Councilmember Weber said he interested in Planning Commission, Cable Commission and Fire Board.

Councilmember Rousseau is interested in Economic Development Commission (EDC), Northeast Youth and Family Services (NYFS) and Personnel.

Councilmember Monson is interested in Joint Development Authority (JDA), Fire Relief Board, if Council wants to keep that separate from the Fire Board and Mayor Pro Tem.

Mayor Grant asked if Councilmember Rousseau has interest in returning to the Parks Trails Recreation Committee (PTRC).

Councilmember Rousseau said she left that open since Councilmember Holden showed an interest last year.

Councilmember Holden said Fire Board.

Mayor Grant asked if Councilmember Holden is interested in PTRC.

Councilmember Holden said no.

Councilmember Rousseau said she will take PTRC.

Mayor Grant said the Fire Board currently split between Councilmember Holden on the Fire Board and Councilmember Monson on the Fire Relief Board.

Councilmember Weber asked if Councilmember Holden would be interested in Planning Commission.

Councilmember Holden said she would rather take the Fire Board because she knows she can make those meetings. She can't be certain she can commit to the Planning Commission, due to the time they meet.

Councilmember Weber said that has been a recurring issue for him, as well.

Councilmember Holden asked if Councilmember Weber is interested in being an alternate for the Planning Commission and the Fire Board between the two of them.

Councilmember Weber agreed.

Councilmember Holden will be primary on the Fire Board and Councilmember Weber will be alternate. Councilmember Weber will be primary on the Planning Commission and Councilmember Holden will be the alternate.

Councilmember Weber said he will take Karth Lake District.

Discussion ensued regarding the meeting dates and times for the Shoreview Arden Hills Lions Collaborative Ambassador's Program. There is a membership fee.

Councilmember Rousseau said the first year is free. She suggested reaching out to PTRC or a member of the EDC to see if anyone is interested.

Council agreed.

D. Affordable Housing Policy Discussion

Not Discussed.

E. Committee/Commission Liaison Role Policy

Not Discussed.

F. Rice Creek Commons/TCAAP Discussion

Not Discussed.

G. Agenda Planning

Not Discussed.

4. COUNCIL/STAFF COMMENTS

Councilmember Weber said the North Suburban Cable Commission passed a recommendation that each member city should direct any applicant for fiber construction to them for franchising discussions. He would like to have a discussion about this topic at a future work session.

ADJOURN

Mayor Grant adjourned the City Council Work Session at 6:58 p.m.

Jen Estling
Deputy Clerk

David Grant
Mayor



Approved: January 12, 2026

**CITY OF ARDEN HILLS, MINNESOTA
REGULAR CITY COUNCIL MEETING
DECEMBER 8, 2025
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, Tena Monson, Emily Rousseau and Kurt Weber

Absent: None

Also present: City Administrator Jessica Jagoe; Public Works Director/City Engineer David Swearingen; Finance Director Joua Yang; Community Development Director Jake Reilly; and Assistant to the City Administrator/City Clerk Julie Hanson

PLEDGE OF ALLEGIANCE

1. APPROVAL OF AGENDA

MOTION: Councilmember Monson moved and Councilmember Holden seconded a motion to approve the meeting agenda as presented. The motion carried (5-0).

2. TCAAP/RICE CREEK COMMONS UPDATE

City Administrator Jagoe stated the Joint Development Authority held three meetings on December 1st. The first meeting was a closed session for attorney-client privilege litigation against Alatus Arden Hills, LLC.

During the work session, the JDA received a presentation from Ramsey County staff on Building 116, a structure on the Rice Creek Commons site that is owned by the Army and houses equipment related to the Army's groundwater cleanup work. Over the past few years, various concerns such as Location, Space, and Aesthetics as well as Public Health and Safety have been raised about Building 116. It was noted that the building itself this has not undergone major updates since it was constructed 1942 and that the building envelope may be larger than necessary for current system needs, as it formerly housed some Army equipment that was removed after this portion of the site was decommissioned. Access to the facility needs to be maintained to ensure Army and its contractors can continue to fulfill their remedial obligations.

County staff shared that since the full implementation of the TGRS optimization work in 2023, levels of contamination in the water being treated in Building 116 have decreased by approximately 80%, leading to a decrease in air contaminant emissions from the air stripping process. EPA and MPCA regulators have informally indicated that, based on the current models and this optimization work, they are not concerned that current emissions would be a public health risk and the Army remains obligated to complete updated emissions modeling and real-time sampling, under regulatory supervision before any construction occurs at Rice Creek Commons.

There is a collection of legal documents that govern all Army cleanup activities and any proposed changes to the TGRS. The JDA reviewed details of a feasibility study. Options considered were a simple analysis of in-place building modifications addressing aesthetics and screening or a more comprehensive study that could include a wider range of options, such as a building size reduction, modifications to the existing structure, energy capture opportunities, and potential on-site or off-site location alternatives. JDA direction was a future Request for Proposals and development agreement would list Building 116 as a preexisting condition. and the JDA will begin the process of engaging with regulators on the potential for clean energy capture and aesthetics.

Also at the work session, the JDA reviewed a summary of the Request for Information responses. The RFI closed on November 14, 2025 and there were five responses received. The purpose of the RFI was to gain information to inform a future solicitation for development partner(s) at Rice Creek Commons. The JDA requested this agenda item be brought back in January for additional discussion to clarify the role of a Developer in a future solicitation. Commissioners requested that staff bring back information on considerations that would be needed for next steps for deciding on having a Lead Developer or a Hybrid model. There was consensus of the JDA that they intend to move quickly towards release of an RFP.

Next at the Regular meeting following the work session, the JDA approved their 2026 Budget and reviewed their 2026 Road Map.

Lastly on December 4th there was a mediation that is part of the court schedule for the litigation against Alatus Arden Hills, LLC. The mediation was not successful which means the litigation is proceeding. I will also add that by the November 28th deadline, the City and County were not added to the lawsuit.

There have been no advisory committee meetings and the next JDA meeting will be held on January 5th.

Mayor Grant reported the December 4 mediation was not successful. He asked if future mediations would be held with Alatus.

City Administrator Jagoe explained she did not have an answer for the Council at this time. She reported the litigation was ongoing and continuous.

Mayor Grant inquired if Building 116 was owned by the Army.

City Administrator Jagoe indicated this was the case, but stated the building was on County property.

Councilmember Holden questioned if anyone had done an evaluation on how much value would be brought to Building 116 if investments were made in the façade. She inquired if direction was given by the JDA to move the building.

City Administrator Jagoe explained at this time, the JDA would be discussing the smaller building aesthetics and were not considering moving the building.

3. PUBLIC INQUIRIES/INFORMATIONAL

None.

4. RESPONSE TO PUBLIC INQUIRIES

None.

5. PUBLIC PRESENTATIONS

None.

6. STAFF COMMENTS

A. Transportation Update

Public Works Director Swearingen reported the recent street closures have all been reopened in the City. He asked that this agenda item be removed from the agenda until the next construction season begins.

The Council supported this recommendation.

7. APPROVAL OF MINUTES

- A. November 10, 2025, City Council Work Session
- B. November 10, 2025, Regular City Council

MOTION: **Councilmember Monson moved and Councilmember Holden seconded a motion to approve the November 10, 2025, City Council Work Session meeting minutes as amended and the November 10, 2025, Regular City Council meeting minutes as amended. The motion carried (5-0).**

8. CONSENT CALENDAR

- A. Motion to Approve Consent Agenda Item - Claims and Payroll
- B. Motion to Approve the 2026 Non-Union Employee Compensation Plan
- C. Motion to Approve Resolution 2025-076 – 2026 City Contribution to Employee Monthly Benefits
- D. Motion to Approve 2026 Northeast Youth and Family Services Agreement
- E. Motion to Approve Personnel Policy Updates
- F. Motion to Approve Appointment of Streets and Stormwater Lead

- G. Motion to Approve Ordinance 2025-005 Approving the 2026 Fee Schedule and Authorizing Publication of a Summary Ordinance
- H. Motion to Approve 2026 Liquor License Renewals
- I. Motion to Approve 2026 Tobacco License Renewals
- J. Motion to Approve Cancellation of the December 22, 2025 City Council Work Session and Regular Meeting
- K. Motion to Approve 1750 Hwy 96 – Trident Extension of Land Use Approvals – Planning Case 24-018
- L. Motion to Approve Change Order No. 1 and Payment No. 1 – Albrecht Company – 2025 Park Improvement Project
- M. Motion to Approve Acknowledgment of Twin Cities Gateway Grant Funds – MN Braille Challenge
- N. Motion to Approve Change Order No. 1 and Final Payment – BRZ Coatings, Inc. – South Water Tower Improvements
- O. Motion to Approve Resolution 2025-077 Amending Resolution 2025-075 to Approve a Sign Standard Adjustment at 1103 County Road E West – Planning Case 25-012

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

9. PULLED CONSENT ITEMS

None.

10. PUBLIC HEARINGS

A. Truth-in-Taxation

Finance Director Yang presented the Council with a detailed presentation on the 2026 Budget and Tax Levy. She discussed why tax bills change and described the process that was followed for setting property taxes in Minnesota. She provided a summary on the General Fund, Capital Improvements Plan and noted the proposed 2026 tax levy is a tax levy increase of 15.97%. The proposed levies for surrounding communities were reviewed by staff. She commented on the property tax resources that were available for Arden Hills residents. She discussed how the median value homeowner would be impacted by the proposed tax levy and requested the Council hold the Truth in Taxation Hearing.

Councilmember Holden asked if the preliminary numbers provided by staff took into account the new school levy.

Finance Director Yang reported her numbers were off the preliminary numbers and did not take into account the new school levy.

Councilmember Rousseau requested staff speak to the increases proposed by the Ramsey County Sheriff's Office.

Finance Director Yang deferred this question to the City Administrator.

City Administrator Jagoe reported the numbers from the Finance Director aligns with Ramsey County's proposed budget. She explained the additional \$140,000 will be charged to contract cities in a 2025 budget amendment and were not proposed for 2026.

Mayor Grant requested further information on where the City stands with the 2025 budget.

Finance Director Yang stated after reviewing the 2025 actual activity for revenues and expenditures, the City would be coming in \$900,000 better than budget which would create additional reserves for the City.

Councilmember Monson questioned what staff's recommendation would be for these reserves.

Finance Director Yang recommended the City use \$780,000 of the surplus to replenish the general fund's fundbalance and utilizing the remaining \$120,000 for one time expenditures in 2026.

Councilmember Holden asked if the surplus includes the \$122,009 budget deficit.

Finance Director Yang reported the 2026 budget would have to consider the \$122,009 deficit because there was a foundational gap.

Councilmember Holden inquired if investment earnings could be used for cash flow matters.

Finance Director Yang stated investment earnings could be utilized for cash flow needs.

Councilmember Monson requested staff speak to how the City has a surplus.

Finance Director Yang reported the surplus extends from two factors. She indicated the City received building project revenues that were higher than anticipated in the budget. In addition, the City had personnel savings due to position vacancies.

Councilmember Monson stated the staff recommended levy increase of 15.97% would increase property taxes for the median value homeowner by \$226 per year or \$19 per month.

Councilmember Rousseau explained Arden Hills had a banner year when it comes to permit revenues. She asked how much the City saved in staffing costs in 2025.

Finance Director Yang reported the City saved \$363,000 in staffing costs this year.

Councilmember Weber requested further information on how the tax levy has been reduced from 18.32% to 15.97%.

Finance Director Yang stated there was a reduction to the Ramsey County Sheriff's Office Contract of \$101,056. In addition, the EDA levy was reduced by \$50,000. She indicated there was a slight increase to current wage and corresponding step increases for recent hires. She noted the last adjustment was due to slight reductions in union health and dental premiums.

Mayor Grant opened the Truth in Taxation Hearing at 7:53 p.m.

Ed Dickinson, 3188 Asbury Avenue, addressed the Council noting he understood the City was seeing increased costs for police and fire. He thanked the Council for the many hours that were spent working on the budget and for making Arden Hills a great community.

Kelly Rytel, 3585 Ridgewood Road, discussed the PIR Fund and asked the Council to properly fund the City's streets. She indicated she could support the proposed tax levy and recommended the surplus funds from 2025 be placed in the General Fund for replenishment.

Steve Erler, 1704 Chatham Avenue, thanked the Council and City staff for all of their efforts on the 2026 budget. He understood this was a difficult process. He discussed how costs were rising for police and fire, as were the costs for street improvement projects. He reported the largest single increase in the budget, beyond police and fire, was the City's contribution to the PIR Fund. He supported the City's proposed PIR Fund contribution and commended the Council for doing what needs to be done. He stated after reviewing agendas and listening in to Council worksession meetings, he was satisfied with the proposed budget and tax levy increase.

Russ Bertsch, 4419 Amble Circle, thanked the Council and staff for their efforts on the budget. He reviewed his property tax statement from 2020 and commented on where the City was going. He expressed concern with how his property taxes have increased 70 and Ramsey County has increased 42%. He expressed concern with how he would be impacted if these numbers continue to increase that property values would begin to decrease. He questioned if the personnel that were missing in 2025 should be added to the 2026 budget, given how services were not impacted for residents. He explained he was disgusted without people were acting these days and stated there needed to be a cleanup. He hoped there would be a return to respect for other human beings. He commented further on how the school district increase was not included in the City's numbers which meant Arden Hills homeowners would be seeing an increase in taxes that was over \$20 per month.

David Radziej, 1144 Waldon Place, addressed the Council regarding the proposed tax levy. He was of the opinion the Council bring the increase below 10% if the surplus from 2025 were reallocated. He noted he has asked to serve on a City Committee and has not been granted this opportunity. He explained he was concerned with the fact the City spent \$100,000 on a study for parks and questioned why this task was not completed by staff.

Emily Carr, 4265 Norma Avenue, stated her property taxes would increase \$225 and she fully supported these increases. She indicated she wanted to live in a City that had adequate funding and appreciated the fact Arden Hills had the third lowest tax rate in Ramsey County. She was not concerned about pricing people out of the City.

Lynn Diaz, 1143 Ingerson Road, reported no one wants to pay more for the same services, but she understood life doesn't work that way. She commented on how the cost for everything was on the rise. She discussed how the school levy would increase her taxes, but she supported this because the proposed improvements would keep children safe. She stated she understood that delaying maintenance on the City's streets would increase costs in the long-run. She appreciated the fact staff compared the City's proposed tax levy to neighboring communities, noting Arden Hills was on the lower end. She thanked staff and the Council for working diligently to keep costs

down on behalf of all residents. She stated she supported the levy as proposed by staff. She asked that anyone who opposed the levy to offer suggestions on what items should be cut for 2026.

Gregg Larson, 3377 North Snelling Avenue, stated he supported the proposed property tax levy increase at 15.97%. He reported the City's budgets have been underfunded for years which contributed to a culture of underfunding capital improvements. He appreciated how the new Councilmembers recognized the need for investment in long-term City goals. He stated he was pleased to see the City would be returning to a 50% general fund balance in 2026. He indicated responsible Councilmembers will support the proposed budget and tax levy increase. He commented further on how the City's franchise fees were designated to the new fire station. He encouraged the City Council to consider moving \$165,000 in excess franchise fees to pay down the bond payments versus paying down the levy increase. He supported the bonds being paid down, even if this increases the levy for 2026.

Chris Hughes, 3515 Snelling Avenue, thanked the Council and staff for their efforts on the 2026 budget and tax levy. He reported he appreciated seeing Arden Hills on the lower end when it comes to taxes in Ramsey County. But after some further consideration, he questioned why the City was not investing in the City. He understood low taxes were good, but that this came at an expense. He believed the City could afford to invest in itself.

With no one else coming forward to speak, Mayor Grant closed the Truth in Taxation Hearing at 8:14 p.m.

B. Economic Development Authority (EDA) Membership

Assistant to the City Administrator/City Clerk Hanson stated at its work session on December 18, 2023 and most recently again on October 10, 2025 the City Council discussed the EDA membership and potentially increasing that membership from five to seven members. Following discussion, Council consensus was to move forward with increasing the EDA membership from five to seven members, with the composition being five City Councilmembers and two members from the City's Economic Development Commission (EDC). The City Attorney has drafted the necessary resolution and ordinance amendment which will be presented under New Business item 11B. The Council is required to hold a public hearing and the necessary notice for such was published in the Pioneer Press twice per State Statute requirements and notification was also provided on the City's website.

Mayor Grant opened the public hearing at 8:16 p.m.

With no one coming forward to speak, Mayor Grant closed the public hearing at 8:17 p.m.

11. NEW BUSINESS

A. Adoption of the 2026 Budget and Tax Levy

- **Resolution 2025-079 Setting the Final Tax Levy for Taxes Payable in 2026**
- **Resolution 2025-080 Adopting the Proposed 2026 Budget**

Finance Director Yang stated this item was presented to the City Council under agenda Item 10A.

Councilmember Holden responded to some of the public comments. She explained the Council has been working to address the needs of the community while also investing in future improvement projects. She asked if the City Council worked inflation into the proposed budget.

Finance Director Yang reported the City had inflation incorporated into the budget.

Public Works Director/City Engineer Swearingen explained his estimates include inflationary expenditures.

Councilmember Holden discussed how significant budget increases from the Lake Johanna Fire Department and Ramsey County Sheriff's Department were out of the City's control. She reported the parks plan assisted the City with planning for the future. She commented on how it was not important to her what other City's tax rates were, but rather she was focused on meeting the needs of this community. She reported the dollars being transferred to the fire department would cover the expense of the new station. She indicated the City could not make an early payment on the bonds until year nine. She discussed how the City operates with a very lean mix of staff members and noted the City needs staff members to complete inspections, code enforcement as well as replacing the Community Development Director. She commented on how the proposed step increases and raises were assisting the City with retaining staff members.

Mayor Grant stated the City could not pay off the bond before year nine. He explained the City did not anticipate having \$165,000 surplus each year from the franchise fees. He indicated the City worked to get the number as close as possible to the bond payment. He reported the excess funds would be going toward the fire department staffing increases. He commented further on how the City Council and staff plan for upgrades and improvement projects in the community. He discussed how Arden Hills was different from surrounding communities, noting Arden Hills does not receive LGA or driver's license bureau revenues, nor does the City have a community center to fund. He was of the opinion 18.3% was too high for the levy.

Councilmember Rousseau explained she would like to have more conversation around the budget given the information the City Council now has regarding the 2025 surplus. She thanked staff for the detailed information that was provided on the proposed levy at 15.97%. She stated she had an interest in discussing a further reduction to the levy bringing it down to 13.97%.

Councilmember Monson commented she supported the tax levy being set at 13.97% which included an allocation of \$780,000 to the general fund reserves, pays for the permit software and pays for the comp plan one time payments. She indicated supported using reoccurring revenues for reoccurring costs. She discussed how a community has to be growing in order to have new revenue streams coming in. She reported Arden Hills was a mature community, aside from Rice Creek Commons. She explained she supported the City Council moving forward with a 13.97% tax levy.

Mayor Grant addressed the statement that was made regarding the fact the City underfunded the 2025 budget. He discussed how the City ended up with a \$900,000 surplus in funding which meant the City had not overtaxed its residents. He supported the City being conservative with its

revenue projections but stated it was safe to say the City's revenues could be increased by \$60,000 which would lower the levy by 1%.

Councilmember Weber asked why the Mayor believed revenues were projected \$60,000 lower. **Mayor Grant** stated revenues were a projection and he understood there was one large project on the horizon and larger projects help the City's revenues.

Councilmember Weber explained he was not interested in underfunding the budget for 2026. He explained he could support moving forward with a reasonable and justified budget and tax levy increase that would keep the City solvent.

Councilmember Rousseau reported the Mayor supported reducing the levy by at least 1% and Councilmember Monson and Councilmember Weber supported reductions also. She suggested the EDA levy be omitted and recommended the INET expenditure be paid down through the surplus.

Councilmember Weber reported using the surplus would reduce the 2026 budget. He stated he would be willing to cover the INET expenditure through the surplus.

Councilmember Holden stated the capital improvement fund has deficits over the next 10 years. She indicated Ramsey County was changing the formula for what the City pays for sidewalks and trails on County roads. She discussed how the PIR Fund would be needed to cover placeholder items in the future but noted none of the items listed were guaranteed purchases. She explained she was uncertain that should be able to approve the \$300,000 loader expenditure.

Councilmember Weber questioned if the PIR Fund covered the purchasing of equipment.

Finance Director Yang reported the City had a separate fund for equipment.

Councilmember Weber inquired if the \$300,000 loader was included in this budget.

Finance Director Yang stated the \$300,000 loader was not included in the 2026 budget.

Mayor Grant commented this Council would need to have more detailed discussions regarding the PIR Fund in early 2026.

Councilmember Monson strongly disagreed with the Mayor's comment noting the Council has been discussing the future of the PIR Fund. She explained she supported Councilmember Rousseau's recommendation to move forward with the tax levy at 12.97%. She stated she would like to put a motion on the floor to this effect because she had to leave the meeting in ten minutes. She was of the opinion the Council should be able to run its meetings and be done by 9:00 p.m.

Councilmember Holden commented the Council has put in hundreds of hours on the budget and tax levy. She stated she would like to further discuss this topic.

Councilmember Weber asked for a point of order.

Mayor Grant indicated he was not going to cut people off if they wanted to further discuss the budget or tax levy. He stated Councilmembers could leave the meeting early if they had to leave early.

MOTION: **Councilmember Monson moved and Councilmember Weber seconded a motion to adopt Resolution 2025-079 Setting the Final Levy at 12.97% for Taxes Payable in 2026.**

Councilmember Holden asked if Councilmember Rousseau had any other cuts to propose for 2026.

Councilmember Rousseau stated she did not have any other proposed cuts but would be willing to hear from the remaining Councilmembers.

AMENDMENT: **Mayor Grant moved and Councilmember Holden seconded a motion to amend the Final Levy to 11.97% by raising the revenue projections by \$60,000 evenly between permits and investment income.**

Councilmember Weber inquired if there was any documentation that supports an increase in revenues as suggested by the Mayor.

Finance Director Yang stated she did not know of anything specifically for 2026, but noted 2025 came in higher than anticipated for permit revenues.

Councilmember Weber reported revenues came in higher than anticipated in 2025 because of the construction on Outlot A. He explained he did not support the City relying on permit revenue income. He stated he would not be supporting the Mayor's amendment.

Mayor Grant indicated the City would be considering a development for 119 units of residential housing in the next six months. He noted the investment earnings was also lowered from \$80,000 to \$50,000.

Finance Director Yang stated this decrease was made because investment earnings are typically volatile. She also indicated that the \$50,000 investment budget was a conservative estimate.

Further discussion ensued regarding the projected investment earnings for 2025 and 2026.

Mayor Grant was of the opinion staff's estimate for investment earnings was too conservative and could be increased by \$30,000.

Councilmember Monson called the question.

A roll call vote was taken. The amendment motion failed 1-4 (Councilmembers Rousseau, Weber, Holden and Monson opposed).

Councilmember Holden stated another large permit that may be coming to the City was for the redevelopment of the hotel property. She agreed that the permit revenues should be increased for the City. She suggested the levy be set at 12.5%.

Councilmember Rousseau indicated she could support a levy increase of 12.5%.

AMENDMENT: **Councilmember Rousseau moved and Councilmember Holden seconded a motion to amend the Final Levy to 12.5%.**

A roll call vote was taken. The amendment motion carried 3-2 (Councilmember Weber and Councilmember Monson opposed).

Councilmember Monson called the question.

A roll call vote was taken. The amended motion carried (5-0).

MOTION: **Councilmember Monson moved and Mayor Grant seconded a motion to adopt Resolution 2025-080 Adopting the Proposed 2026 Budget amending the permit revenue, reducing the EDA levy and reducing the \$120,000 one time costs. A roll call vote was taken. The motion carried (5-0).**

Councilmember Monson excused herself from the meeting at 9:07 pm.

B. Economic Development Authority (EDA) Membership

- **Resolution 2025-078 Amending Resolution 96-08 Enabling the Establishment of an Economic Development Authority (EDA)**
- **Ordinance 2025-005 Amending Chapter 2 Related to EDA Membership**
- **Authorization to Publish Summary Ordinance 2025-005**

Assistant to the City Administrator/City Clerk Hanson stated earlier this evening the City Council held the required public hearing related to increasing the EDA's composition from the current membership number of five to seven (five being the City Council and two being from the Economic Development Commission (EDC)). Copies of the required public hearing notice and previous Council discussion items were provided under Public Hearing item 10B. The City Attorney has drafted the necessary documents which include Resolution 2025- 078 amending Resolution 96-08 (the resolution originally establishing the EDA membership and guidelines) as well as Ordinance 2025-005. This proposed Ordinance provides for a text amendment to increase the number of EDA members from five to seven and provides that two of those members shall be appointed from the City's EDC. City staff is requesting that Council consider Resolution 2025-078 and Ordinance 2025-005. Should Council approve such, staff also requests authorization to publish a Summary Ordinance of 2025-005.

MOTION: **Mayor Grant moved and Councilmember Rousseau seconded a motion to adopt Resolution 2025-078 Amending Resolution 96-08 Enabling the Establishment of an Economic Development Authority (EDA). A roll call vote was taken. The motion carried 3-1 (Councilmember Holden opposed).**

MOTION: Mayor Grant moved and Councilmember Rousseau seconded a motion to adopt Ordinance 2025-006 Amending Chapter 2 – Administration, Section 220 – Boards, Committees, and Commissions, Section 220.02 – Economic Development Authority (EDA). A roll call vote was taken. The motion carried 3-1 (Councilmember Holden opposed).

MOTION: Mayor Grant moved and Councilmember Rousseau seconded a motion to direct staff to publish a Summary Ordinance of Ordinance 2025-005. A roll call vote was taken. The motion carried (4-0).

12. UNFINISHED BUSINESS

None.

13. COUNCIL COMMENTS

Councilmember Rousseau explained in recent weeks there has been an increase in immigration enforcement in the Twin Cities. She understood two individuals were removed from a roofing company vehicle in the southern portion of Arden Hills. She stated the Ramsey County Sheriff's Office was not receiving information about ICE and their enforcement activity in the community. She reported the City knows about this incident and indicated the City was trying to be transparent regarding these activities.

Councilmember Rousseau stated on Saturday, December 6 she attended the Town Hall at Mounds View where twelve parents from Annunciation were given the chance to speak with the public regarding their experiences. She encouraged residents to view this programming as Nine North had recorded the entire event. She supported more information being provided to the public regarding DANCO orders. She thanked Angie Lewis-Dmello for all of her efforts and for working with the parents and children who were involved in the school shooting.

Councilmember Rousseau thanked Finance Director Yang for all of her efforts on the budget and tax levy. She thanked the City Council and Mayor for all of their efforts as well.

Councilmember Weber commented on the ICE activity that occurred in the community at Valentine Hills Elementary School today. He asked that Ramsey County officers provide the City with information if and when it is received from ICE.

Councilmember Weber explained the Planning Commission met last week and reviewed a request for a sound wall at Boston Scientific. He noted action on this item was tabled for further information.

Councilmember Weber reported the Planning Commission would be holding a Special meeting this week on Wednesday, December 17 where a proposed cannabis warehousing use would be discussed.

Councilmember Holden reported the 75th Anniversary Committee would be meeting on Tuesday, December 9. She indicated this group was seeking sponsors at this time.

Councilmember Holden explained she did not anticipate ICE would be sharing information with Ramsey County given how ICE was not sharing information with any other organization in the country.

Councilmember Holden stated Coffee with a Cop would be held on Wednesday, December 17 at Cub Foods.

Mayor Grant stated the Twin Cities Gateway Visitor Bureau would be meeting on Tuesday, December 16.

Mayor Grant wished everyone a Merry Christmas and safe travels throughout the holiday season.

City Administrator Jagoe commented the applicant has withdrawn the application that was reviewed by the City Council at the second meeting in November for the property at 1622 Lake Johanna Boulevard.

ADJOURN

MOTION: Mayor Grant moved and Councilmember Weber seconded a motion to adjourn. The motion carried (4-0).

Mayor Grant adjourned the Regular City Council Meeting at 9:23 p.m.

Julie Hanson
City Clerk

David Grant
Mayor

CONSENT ITEM 8A



MEMORANDUM

DATE: January 12, 2026
TO: Honorable Mayor and City Councilmembers
Jessica Jagoe, City Administrator
FROM: Joua Yang, Finance Director
Pang Silseth, Accounting Analyst
SUBJECT: Claims and Payroll Listing

Budgeted Amount:

N/A

Actual Amount:

N/A

Funding Source:

N/A

Council Should Consider

Motion to approve, table or deny the following:

- Claims and Payroll Listing

All items need a simple majority for action unless otherwise noted.

Background

Payroll is processed biweekly and accounts payable is processed weekly.

Budget Impact

N/A

Attachments

2025 Payroll #26	_____	\$130,934.07
2026 Payroll #1	_____	\$167,062.80
	Total Payroll	\$297,996.87
Paid Claims - 12/1/2025-1/2/2026 (Check Nos. 53855-53929 and ACH Checks)	_____	\$1,178,550.37
	Total Accounts Payable	\$1,178,550.37
	Total Claims	<u><u>\$1,476,547.24</u></u>

CITY OF ARDEN HILLS

PAYROLL # 26

CHECKS DATED:

12/19/25

Biweekly:

11/29/25 - 12/12/25

EMPLOYEE DEDUCTIONS	AMT.	CITY BENEFIT	Payment Method
FIT	10,400.49		EFT
FICA Oasdi	6,777.78	6,777.78	EFT
FICA Medicare	1,585.12	1,585.12	EFT
SIT	4,837.38		EFT
TOTAL TAXES	23,600.77	8,362.90	
Health Premium	2,772.02	0.00	A/P Check*
Dental Premium	329.51	0.00	A/P Check*
FSA Health Care Reimb.	0.00		A/P Check*
FSA Dependent Care Reimb.	207.29		A/P Check*
TOTAL FLEXIBLE SPENDING	3,308.82	0.00	
HSA Health Saving	1,360.19	0.00	EFT
TOTAL HEALTH SAVINGS	1,360.19	0.00	
PERA	7,395.43	8,533.18	EFT
MissionSquare	3,185.40	0.00	EFT
Central Pension Fund-Union	1,920.00		A/P Check*
MN State Retirement System	400.00		EFT
TOTAL RETIREMENT	12,900.83	8,533.18	
AFLAC	22.76		EFT
Life/Addl/Dep Life	165.77	0.00	A/P Check*
Life/Addl non-tax	0.00		A/P Check*
LTD/STD Insurance	26.95		A/P Check*
PERA Life Insurance	166.12		A/P Check*
IUOE 49 Dues (Union)	48.00		A/P Check*
TOTAL VOLUNTARY	429.60	0.00	
Total Employee Deductions	41,600.21		
Net Payroll	0.00		
Direct Deposit	72,280.28		EFT
Gross Payroll Tie-Out	114,037.99		
Plus City Paid Benefit	16,896.08		
TOTAL PAYROLL COST	130,934.07		

FICA TIE-OUT	
Gross Payroll	114,037.99
Less Total FSA	3,308.82
Less Total H.SA	1,360.19
Less Voluntary Ins	22.76
Net P/R Subject to FICA	109,346.22
FICA Oasdi @ 6.20%	6,777.78
FICA Medicare @ 1.45%	1,585.12

Note: Federal and State Payroll Tax obligations are satisfied by means of utilizing the US Bank Easy Tax Deposit Service. Transfers are typically made up to two days after the payroll date.

* A/P Checks can be found on the ACCOUNTS PAYABLE Check Approval report.
Checks may be paid this week or the following week.

CITY OF ARDEN HILLS

PAYROLL # 1

CHECKS DATED:

01/02/26

Biweekly:

12/13/25

- 12/26/25

EMPLOYEE DEDUCTIONS	AMT.	Y BENEFIT	Payment Method
FIT	8,675.03		EFT
FICA Oasdi	6,417.89	6,417.89	EFT
FICA Medicare	1,500.94	1,500.94	EFT
SIT	4,273.58		EFT
TOTAL TAXES	20,867.44	7,918.83	
Health Premium	2,902.97	39,917.28	A/P Check*
Dental Premium	349.94	842.56	A/P Check*
FSA Health Care Reimb.	162.50		A/P Check*
FSA Dependent Care Reimb.	156.25		A/P Check*
TOTAL FLEXIBLE SPENDING	3,571.66	40,759.84	
HSA Health Saving	1,725.74	1,500.00	EFT
TOTAL HEALTH SAVINGS	1,725.74	1,500.00	
PERA	6,858.03	7,913.09	EFT
MissionSquare	2,983.97	0.00	EFT
Central Pension Fund-Union	1,920.00		A/P Check*
MN State Retirement System	1,362.30		EFT
TOTAL RETIREMENT	13,124.30	7,913.09	
AFLAC	22.76		EFT
Life/Addl/Dep Life	114.34	107.50	A/P Check*
Life/Addl non-tax	28.96		A/P Check*
LTD/STD Insurance	1,535.74		A/P Check*
MNCS	166.12		
PERA Life Insurance	48.00		A/P Check*
IUOE 49 Dues (Union)	140.00		A/P Check*
TOTAL VOLUNTARY	2,055.92	107.50	
Total Employee Deductions	41,345.06		
Net Payroll	0.00		
Direct Deposit	67,518.48		EFT
Gross Payroll Tie-Out	108,863.54		
Plus City Paid Benefit	58,199.26		
TOTAL PAYROLL COST	167,062.80		
FICA TIE-OUT			
Gross Payroll	108,863.54		
Less Total FSA	3,571.66		
Less Total H.SA	1,725.74		
Less Voluntary Ins	51.72		
Net P/R Subject to FICA	103,514.42		
FICA Oasdi @ 6.20%	6,417.89		
FICA Medicare @ 1.45%	1,500.94		

Note: Federal and State Payroll Tax obligations are satisfied by means of utilizing the US Bank Easy Tax Deposit Service. Transfers are typically made up to two days after the payroll date.

* A/P Checks can be found on the ACCOUNTS PAYABLE Check Approval report.
Checks may be paid this week or the following week.

Accounts Payable

Checks by Date - Detail by Check Date

User: pang.silseth
 Printed: 1/7/2026 12:07 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	0192	GRAINGER INC	12/05/2025	
	9712317149	Supplies		105.74
	9713982115	Supplies-trash bags		1,006.08
	9716976866	Supplies-batteries		261.39
Total for this ACH Check for Vendor 0192:				1,373.21
ACH	0214	LTG POWER EQUIPMENT	12/05/2025	
	298921	BeltV #85485		91.16
Total for this ACH Check for Vendor 0214:				91.16
ACH	0230	MTI DISTRIBUTING INC	12/05/2025	
	1501332-00	supplies		353.74
	1501368-00	supplies		164.95
Total for this ACH Check for Vendor 0230:				518.69
ACH	0339	FERGUSON WATERWORKS #2518	12/05/2025	
	0559290	Supplies-City Hall		595.21
	0559319	Supplies-City Hall		159.14
	CM042647	Supplies-City Hall		-367.05
Total for this ACH Check for Vendor 0339:				387.30
ACH	0387	MISSIONSQUARE #302482	12/05/2025	
	PR 25-25	PR Batch 00100.12.2025 ICMA Employee Perce	PR Batch 00100.12.2025 ICM	261.07
	PR 25-25	PR Batch 00100.12.2025 ICMA Employee Dedu	PR Batch 00100.12.2025 ICM	2,880.00
Total for this ACH Check for Vendor 0387:				3,141.07
ACH	0706	CERTIFIED LABORATORIES	12/05/2025	
	9385301	diesel fuel additive		427.95
Total for this ACH Check for Vendor 0706:				427.95
ACH	0761	ELECTRIC PUMP INC	12/05/2025	
	035236	LS 9 Flygt Impeller		2,857.01
Total for this ACH Check for Vendor 0761:				2,857.01
ACH	0922	NINENORTH	12/05/2025	
	2025-183	Audiio Visual-November		756.50
	2025-183	Audiio Visual-October		190.00
	2025-183	Audiio Visual-November		190.00
	2025-183	Audiio Visual-September		190.00
Total for this ACH Check for Vendor 0922:				1,326.50
ACH	10474	RECYCLE TECHNOLOGIES	12/05/2025	
	INV-2248	Light Bulb Recycling		28.68

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor 10474:				28.68
ACH	1125 0379339	BOLTON & MENK INC Ryan Co JDA RCC Outlot A Escrow #0812	12/05/2025	2,000.50
Total for this ACH Check for Vendor 1125:				2,000.50
ACH	12018 39924	ACHIEVE SERVICES Document Shredding 11/25/25	12/05/2025	56.40
Total for this ACH Check for Vendor 12018:				56.40
ACH	4889 12032025	COMMUNITY FOOTWORKS December Foot Care Clinic	12/05/2025	384.80
Total for this ACH Check for Vendor 4889:				384.80
ACH	5173 80219415	BADGER METER Beacon \$ LTE Serv Units -November	12/05/2025	807.20
Total for this ACH Check for Vendor 5173:				807.20
ACH	5665 INV9317 INV9332 INV9348	METERING & TECHNOLOGY SOLUTIC Permit #2025-01414 5380 Rice Creek Pkwy Meters Meters	12/05/2025	1,643.78 1,171.32 4,344.00
Total for this ACH Check for Vendor 5665:				7,159.10
ACH	ALPI 177561	ALLEGRA PRINT & IMAGING INC Business Cards	12/05/2025	159.59
Total for this ACH Check for Vendor ALPI:				159.59
53855	10558 010815	ADVANCED PACKAGING & PLASTICS Red Poly Bags	12/05/2025	1,106.85
Total for Check Number 53855:				1,106.85
53856	10629 INV-250170	AERIAL ILLUMINATIONS 75th Anniversary TCG Grant	12/05/2025	12,500.00
Total for Check Number 53856:				12,500.00
53857	0131 2307/6 2309/6 2337/6 2347/6 2384/6 2392/6	BEISSWENGERS HOMETOWN HARDW Supplies Supplies Supplies Supplies Supplies Supplies	12/05/2025	50.04 6.59 47.99 23.85 56.97 26.98
Total for Check Number 53857:				212.42
53858	CPF1 184503.1125	CENTRAL PENSION FUND SOURCE A November Pension	12/05/2025	3,840.00
Total for Check Number 53858:				3,840.00
53859	0841 103631	EHLERS & ASSOCIATES INC. TCAAP-October	12/05/2025	1,447.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 53859:	1,447.50
53860	0849 2511012	FRA-DOR INC Dirt Purchase 11/3	12/05/2025	44.00
			Total for Check Number 53860:	44.00
53861	10330 62265	KLEIN UNDERGROUND LLC 3787 Lexington Ave	12/05/2025	2,357.00
			Total for Check Number 53861:	2,357.00
53862	MNCS PR 25-25	MINNESOTA CHILD SUPPORT PAYME Remittance ID: 0015865995 MN Child Support	12/05/2025 PR Batch 00100.12.2025 Mn	166.12
			Total for Check Number 53862:	166.12
53863	10486 112625	MINNESOTA METRO NORTH TOURISM Quality Inn October 2025 Lodging Tax	12/05/2025	3,224.30
			Total for Check Number 53863:	3,224.30
53864	1208 610207-11-25 613317-11-25	PREMIUM WATERS INC November Water November Water	12/05/2025	46.20 79.30
			Total for Check Number 53864:	125.50
53865	0811 FLEET-001038 FLEET-001039 FLEET-001039	RAMSEY COUNTY Fuel Purchase-October Equipment Parts-October Equipment Service-October	12/05/2025	2,966.84 192.40 30.00
			Total for Check Number 53865:	3,189.24
53866	7064 5180531	ROTARY CLUB OF ARDEN HILLS-SHO Q4 2025 Quarterly Dues	12/05/2025	127.50
			Total for Check Number 53866:	127.50
53867	10495 INV-37968	TENET Silt Fence	12/05/2025	44.83
			Total for Check Number 53867:	44.83
			Total for 12/5/2025:	49,104.42
ACH	0189 5110189 5110189 5110189	GOPHER STATE ONE CALL November Locates November Locates November Locates	12/12/2025	38.25 38.25 38.25
			Total for this ACH Check for Vendor 0189:	114.75
ACH	0192 9725143821 9731554995 9731877438	GRAINGER INC Supplies Supplies Supplies	12/12/2025	511.09 205.68 37.21

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for this ACH Check for Vendor 0192:	753.98
ACH	0320	HEALTH PARTNERS INC	12/12/2025	
	009592619012	January Insurance		1,542.37
	009592619012	January Insurance		31,431.03
			Total for this ACH Check for Vendor 0320:	32,973.40
ACH	0327	STAPLES INC	12/12/2025	
	6048212229	Supplies		265.88
	6048212230	Supplies		12.29
	6048284591	Supplies		49.58
	6048537116	Supplies-Refund		-12.29
	6048537117	Supplies		12.29
	6048537118	Supplies		52.49
	6048537119	Supplies		17.59
	6048537119	Supplies		259.98
			Total for this ACH Check for Vendor 0327:	657.81
ACH	0453	CONTINENTAL RESEARCH CORP	12/12/2025	
	0068091	Cleaning Supplies		1,260.00
			Total for this ACH Check for Vendor 0453:	1,260.00
ACH	0638	BRO-TEX CO INC	12/12/2025	
	582526	Supplies		528.00
			Total for this ACH Check for Vendor 0638:	528.00
ACH	10481	JESSICA JAGOE	12/12/2025	
	120525	Expense Reimbursement		30.20
			Total for this ACH Check for Vendor 10481:	30.20
ACH	1223	ADAM'S PEST CONTROL - MAIN	12/12/2025	
	4331453	Pest Control-December		90.98
			Total for this ACH Check for Vendor 1223:	90.98
ACH	2501	DAVIS LOCK AND SAFE	12/12/2025	
	93270	Hazelnut Warming House Keys		90.00
			Total for this ACH Check for Vendor 2501:	90.00
ACH	5665	METERING & TECHNOLOGY SOLUTIC	12/12/2025	
	INV9301	Meter-5380 Rice Creek Pkwy #2025-01414		6,951.72
	INV9301	Meters		1,965.88
			Total for this ACH Check for Vendor 5665:	8,917.60
ACH	7501	KELLY & LEMMONS PA	12/12/2025	
	66682	Prosecution-November		3,656.50
			Total for this ACH Check for Vendor 7501:	3,656.50
ACH	8870	CHET'S SHOES INC	12/12/2025	
	LLC23072	Boots		187.96
			Total for this ACH Check for Vendor 8870:	187.96
ACH	JOHC	JOHNSON CONTROLS INC	12/12/2025	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	1-136859942054	Security Panel		525.00
Total for this ACH Check for Vendor JOHC:				525.00
ACH	TOII 120125	TOKLE INSPECTIONS INC November Electrical Inspections	12/12/2025	1,874.80
Total for this ACH Check for Vendor TOII:				1,874.80
53868	10630 Pay #1 Pay #1	ALBRECHT COMPANY Freeway & Arden Oaks Pay #1 Freeway & Arden Oaks Pay #1	12/12/2025	86,478.00 -4,323.90
Total for Check Number 53868:				82,154.10
53869	10631 PAY1 PAY1 PAY2 PAY2	BRZ COATINGS INC South Tower Pay 1 South Tower Pay 1 South Tower Pay 2 South Tower Pay 2	12/12/2025	-22,987.50 229,875.00 22,987.50 172,800.00
Total for Check Number 53869:				402,675.00
53870	10483 401333.1125	CENTRAL PENSION FUND November Apprenticeship	12/12/2025	384.00
Total for Check Number 53870:				384.00
53871	1033 101030.1225	COMCAST Service 12/3-01/02	12/12/2025	108.35
Total for Check Number 53871:				108.35
53872	10244 257907606	COMCAST BUSINESS INC December Service	12/12/2025	554.53
Total for Check Number 53872:				554.53
53873	10405 250480	DALEY ELECTRIC LLC Hazelnut Park	12/12/2025	140.00
Total for Check Number 53873:				140.00
53874	AR-G&M GE 2024-01041	G&M OUTDOOR SERVICES LLC Escrow Refund GE 2024-01041 1895 County Rc	12/12/2025	176.56
Total for Check Number 53874:				176.56
53875	10595 70yoo8c	HEALTHEQUITY December Fees	12/12/2025	60.35
Total for Check Number 53875:				60.35
53876	1040 024-028-18	HOISINGTON KOEGLER GROUP INC AH Zoning Code Update-November	12/12/2025	1,218.75
Total for Check Number 53876:				1,218.75
53877	0447 BP3.0126 NB4.0126	I.U.O.E LOCAL 49 BENEFIT FUND-INSU January Insurance January Insurance	12/12/2025	12,520.00 1,772.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 53877:	14,292.00
53878	10448 570089664 570089664	MARCO TECHNOLOGIES LLC Contract Payment Q1 2026 Contract Payment Q1 2026	12/12/2025	182.51 1,034.23
			Total for Check Number 53878:	1,216.74
53879	10523 3142	METRO-INET IT Support-December	12/12/2025	10,461.00
			Total for Check Number 53879:	10,461.00
53880	AR-MEZC ROW 2024-00768	MEZCO INC Escrow Refund ROW 2024-00768 - 1174 Edgew	12/12/2025	10,000.00
			Total for Check Number 53880:	10,000.00
53881	3371 6460	MIDWEST TESTING LLC Meter Testing-1550 Briar Knoll	12/12/2025	117.25
			Total for Check Number 53881:	117.25
53882	AR-MURP GE 2024-00074	MURPHY BROS BULIDING AND REMC Escrow Refund GE 2024-00074- 3254 Hamline .	12/12/2025	553.64
			Total for Check Number 53882:	553.64
53883	10610 875779	OOUVERSON SEWER & WATER Met Council I&I - 1189 Benton Way	12/12/2025	3,400.00
			Total for Check Number 53883:	3,400.00
53884	AR-TELC ROW 2025-01198 ROW 2025-01260	TELCOM CONSTRUCTION INC. Escrow Refund ROW 2025-01198 2032 Edgewa Escrow Refund ROW 2025-01260 - 3395 Lake J	12/12/2025	1,000.00 1,000.00
			Total for Check Number 53884:	2,000.00
53885	10626 IGMN300580	ULTIMATE AUTO GLASS MINNESOTA Re-Issue Payment-Windshield Repair #85603	12/12/2025	50.00
			Total for Check Number 53885:	50.00
53886	AR-UNIV4 ROW 2025-00341	UNIVERSAL SERVICES Escrow Refund ROW 2025-00341 - 1929 Lake \	12/12/2025	1,000.00
			Total for Check Number 53886:	1,000.00
53887	AR-VISI GE 2024-00882	VISION CONSTRUCTION Escrow Refund GE 2024-00882 - 4265 Lexingto	12/12/2025	320.05
			Total for Check Number 53887:	320.05
			Total for 12/12/2025:	582,543.30
ACH	0285 955393036 955393036 955393036	XCEL ENERGY 11/03/25-12/01/25 11/03/25-12/01/25 11/03/25-12/01/25	12/19/2025	13.46 1,090.20 18.06

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor 0285:				1,121.72
ACH	0292 0003636477	OXYGEN SERVICE COMPANY INC November Rental	12/19/2025	41.78
Total for this ACH Check for Vendor 0292:				41.78
ACH	0327 6049651520 6049651520 6049651521 6049716200 6049716201	STAPLES INC Supplies Supplies Supplies Supplies Supplies	12/19/2025	70.07 88.14 18.27 29.29 197.24
Total for this ACH Check for Vendor 0327:				403.01
ACH	0329 121725	MICHAEL CHRISTOFORE Mileage Reimbursement	12/19/2025	126.00
Total for this ACH Check for Vendor 0329:				126.00
ACH	0387 PR 25-26 PR 25-26	MISSIONSQUARE #302482 PR Batch 00200.12.2025 MissionSquare EE Per PR Batch 00200.12.2025 MissionSquare EE Dec	12/19/2025 PR Batch 00200.12.2025 Mis: PR Batch 00200.12.2025 Mis:	305.40 2,880.00
Total for this ACH Check for Vendor 0387:				3,185.40
ACH	10476 12251761	TWIN CITIES COMMERCIAL CLEANER Janitorial Services-December	12/19/2025	1,554.58
Total for this ACH Check for Vendor 10476:				1,554.58
ACH	1125 0379526 0379526 0379526 0381001 0381044	BOLTON & MENK INC Engineering Support GIS Services MS4 2025 Park Improvement 10/11-11/7 Park System	12/19/2025	832.50 930.00 2,090.00 1,335.00 4,279.50
Total for this ACH Check for Vendor 1125:				9,467.00
ACH	4447 B447082	BRAUN INTERTEC CORPORATION LS #5 Force Main	12/19/2025	2,989.60
Total for this ACH Check for Vendor 4447:				2,989.60
ACH	6555 002025006983 002025007017	TKDA INC South Tower 10/26-11/22 2025 CIPP Lining 10/26-11/22	12/19/2025	1,950.00 534.20
Total for this ACH Check for Vendor 6555:				2,484.20
ACH	8032 25123476	PACE ANALYTICAL FIELD SVC INC November Drinking Water Survey	12/19/2025	1,621.50
Total for this ACH Check for Vendor 8032:				1,621.50
ACH	ALPI 177057	ALLEGRA PRINT & IMAGING INC Park System Plan Open House	12/19/2025	1,691.53
Total for this ACH Check for Vendor ALPI:				1,691.53

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	FRID 120425	JEFF FRID Mileage Reimbursement	12/19/2025	54.60
Total for this ACH Check for Vendor FRID:				54.60
53888	10591 BYR2025-1	BUILDING STRONG COMMUNITIES Ribfest 2025	12/19/2025	4,000.00
Total for Check Number 53888:				4,000.00
53889	1033 98681.1225	COMCAST Service 12/5-01/4	12/19/2025	111.52
Total for Check Number 53889:				111.52
53890	UB*00812	JIM FARM Refund Check 007990-000, 1429 Skiles Lane	12/19/2025	295.77
Total for Check Number 53890:				295.77
53891	MISC2 2025-00441	HYDRO KLEAN Refund: Hydrant Meter Deposit	12/19/2025	2,000.00
Total for Check Number 53891:				2,000.00
53892	0390 1200.1225	INT'L UNION OPERATING ENGINEERS December Dues	12/19/2025	280.00
Total for Check Number 53892:				280.00
53893	10579 42000E-1125 42000E-1125 42000E-1125 42000E-1125 42000E-1125 42000E-1125 42000E-1125 42000E-1125 42000E-1125 42000E-1125 42000E-1125	LEVANDER GILLEN & MILLER P.A. Nov Legal-Escrow PC 25-015 #851 November Legal - TCAAP Nov Legal-Escrow PC 24-020 #791 November Legal November Legal Nov Legal-Escrow PC 25-011 #836 November Legal Nov Legal-Escrow PC 25-012 #847 November Legal November Legal Nov Legal-Escrow PC 245008 #831	12/19/2025	153.00 2,843.50 71.50 1,668.50 442.00 13.00 85.00 408.00 2,469.00 163.00 68.00
Total for Check Number 53893:				8,384.50
53894	MNCS PR 25-26	MINNESOTA CHILD SUPPORT PAYMENT Remittance ID: 0015865995 Mn Child Support 1	12/19/2025 PR Batch 00200.12.2025 Mn	166.12
Total for Check Number 53894:				166.12
53895	0257 111725	MINNESOTA DEPT OF HEALTH Q4 Water Connection Fee	12/19/2025	6,449.00
Total for Check Number 53895:				6,449.00
53896	10486 121525	MINNESOTA METRO NORTH TOURISM SpringHill Suites November 2025 Lodging Tax	12/19/2025	8,575.27
Total for Check Number 53896:				8,575.27
53897	UB*00811	NANCY KEENAN TR Refund Check 001529-000, 1445 Arden Oaks D	12/19/2025	54.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 53897:	54.50
53898	0811 SHRFL-002366	RAMSEY COUNTY Law Enforcement-December	12/19/2025	146,523.95
			Total for Check Number 53898:	146,523.95
53899	UB*00809	RENOVA PROPERTY HOLDINGS LLC Refund Check 004091-000, 1960 Glenpaul Aver	12/19/2025	195.48
			Total for Check Number 53899:	195.48
53900	MISC1 2025-01188 2025-01188	RYAN COMPANIES Refund: Hydrant Meter Deposit Water Usage	12/19/2025	2,000.00 -461.23
			Total for Check Number 53900:	1,538.77
53901	10597 RBS17232	RYAN COMPANIES US INC Plumbing-Toilet	12/19/2025	477.57
			Total for Check Number 53901:	477.57
53902	UB*00810	STEVE SMILANICH Refund Check 009098-000, 1932 Glenpaul Aver	12/19/2025	147.47
			Total for Check Number 53902:	147.47
53903	SRFC 16750.00-24	SRF CONSULTING GROUP INC Old Highway 10-November	12/19/2025	4,721.31
			Total for Check Number 53903:	4,721.31
53904	10354 11383 11383 11383 11383 11383 11383	ST. PAUL PIONEER PRESS PC 25-015 #851-November Notices PC 25-015 #851-November Notices PC 25-010 #835-November Notices PC 25-008 #831-November Notices PC 25-012 #847-November Notices PC 25-014 #852-November Notices	12/19/2025	47.97 48.64 45.32 119.89 50.63 50.63
			Total for Check Number 53904:	363.08
53905	0674 PS1032398-1	TITAN MACHINERY INC Parts	12/19/2025	169.24
			Total for Check Number 53905:	169.24
53906	10568 310000072812	VERIZON CONNECT November Service	12/19/2025	334.95
			Total for Check Number 53906:	334.95
53907	10609 0009304793	WALTERS RECYCLING & REFUSE INC November Recycling	12/19/2025	20,250.73
			Total for Check Number 53907:	20,250.73
			Total for 12/19/2025:	229,780.15

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	0192	GRAINGER INC	12/26/2025	
	9737870171	Supplies		242.12
	9740361184	Supplies		57.48
	9740361192	Supplies		83.59
	9746212969	Supplies		265.66
	9747852177	Supplies		75.16
Total for this ACH Check for Vendor 0192:				724.01
ACH	10497	CINTAS CORP	12/26/2025	
	4253480236	December Mats		116.25
	5308041902	First Aid		49.67
Total for this ACH Check for Vendor 10497:				165.92
ACH	1125	BOLTON & MENK INC	12/26/2025	
	0382451	2026 PMP		57,355.26
Total for this ACH Check for Vendor 1125:				57,355.26
ACH	2501	DAVIS LOCK AND SAFE	12/26/2025	
	92941	Keys		148.19
Total for this ACH Check for Vendor 2501:				148.19
ACH	5587	CES IMAGING INC	12/26/2025	
	INV179045	December Rental		60.00
Total for this ACH Check for Vendor 5587:				60.00
ACH	ALPI	ALLEGRA PRINT & IMAGING INC	12/26/2025	
	177669	Winter Rec Guide		5,378.45
	177669	Winter Rec Guide Postage		1,266.88
	177703	December Newsletter		1,801.96
	177703	December Newsletter Postage		1,136.69
Total for this ACH Check for Vendor ALPI:				9,583.98
ACH	FPTC	FLEXIBLE PIPE TOOLS AND EQUIPME	12/26/2025	
	32190	Cylinder		150.65
Total for this ACH Check for Vendor FPTC:				150.65
53908	ASSF	ASSOCIATION FOR NONSMOKERS	12/26/2025	
	076-092025A	2025 Tobacco Compliance		390.00
Total for Check Number 53908:				390.00
53909	10387	ATHLETIC OUTFITTERS	12/26/2025	
	109248	Hats Embroidery		99.68
	109409	Safety Jacket Embroidery		16.61
Total for Check Number 53909:				116.29
53910	0131	BEISSWENGERS HOMETOWN HARDW	12/26/2025	
	2568/6	Keys Cut Charge		6.00
	2577/6	Keys		19.77
Total for Check Number 53910:				25.77
53911	UB*00813	RUSTY BLAND	12/26/2025	
		Refund Check 013601-000, 1384 Arden Place		305.90

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 53911:	305.90
53912	10405 250487	DALEY ELECTRIC LLC Hazelnut Warming House	12/26/2025	305.00
			Total for Check Number 53912:	305.00
53913	10516 2025-466	DASH SPORTS LLC Soccer Tykes	12/26/2025	550.00
			Total for Check Number 53913:	550.00
53914	0176 96027/A	FRATTALLONES HARDWARE INC Perry Warming House	12/26/2025	31.51
			Total for Check Number 53914:	31.51
53915	UB*00815	LEON HASS Refund Check 002078-000, 1420 County Road 1	12/26/2025	250.00
			Total for Check Number 53915:	250.00
53916	UB*00802	KIM-LIEN HIEMENZ Refund Check 003156-000, 1700 Valentine Ave	12/26/2025	1,495.71
			Total for Check Number 53916:	1,495.71
53917	0495 1002	LAKE JOHANNA FIRE DEPARTMENT I Reimbursement Cap Exp-Line Item #4	12/26/2025	26,554.87
			Total for Check Number 53917:	26,554.87
53918	10486 122225	MINNESOTA METRO NORTH TOURISM Quality Inn November 2025 Lodging Tax	12/26/2025	2,197.49
			Total for Check Number 53918:	2,197.49
53919	UB*00814	TINA MORGAN Refund Check 013577-000, 1644 Oak Avenue	12/26/2025	519.91
			Total for Check Number 53919:	519.91
			Total for 12/26/2025:	100,930.46
ACH	ACH001	US BANK	12/31/2025	
	ARVIM122025	CARHARTT		135.47
	ARVIM122025	FLEET FARM 3100		89.95
	ARVIM122025	APPLE.COM/BILL ICloud		0.99
	CHROM122025	KOWALSKI'S MARKET Per Diem-Training		18.16
	CHROM122025	KOWALSKI'S MARKET Per Diem-Training		24.18
	CHROM122025	APPLE.COM/BILL ICloud		0.99
	CHROM122025	HOLIDAY STATIONS 0368 Per Diem-Training		3.78
	CHROM122025	MENARDS BLAINE MN Rinks		195.64
	CHROM122025	TAVERN 4 5 Per Diem-Training		44.56
	CHROM122025	KWIK TRIP #454 Per Diem-Training		9.35
	FRIDJ122025	ARIAT INTERNATIONAL INC.-safety jacket		148.45
	FRIDJ122025	SP IMAGE SUPPLY-tape		45.96
	HANSJ122025	SAFEGUARD BY SOLV-Tax Forms		58.19
	HANSJ122025	JIMMY JOHNS - 1532 - E CC Worksession		199.47
	HANSJ122025	DAVANNIS #10 ARDEN HILL-CC Worksessio		124.43

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	HANSJ122025	KOWALSKI'S SHOREVIE-stamps		46.80
	HANSJ122025	SQ *ANNAS HALLMARK INC.Holiday Cards		33.57
	HANSJ122025	DOLLAR TREE-supplies		21.63
	MIKAT122025	HARBOR FREIGHT TOOLS 137-tool		27.02
	MIKAT122025	APPLE.COM/BILL Icloud		0.99
	MILLL122025	WWW.APWA.NET-2026 APWA Membership		306.25
	MOONJ122025	APPLE.COM/BILL I cloud		0.99
	MOONJ122025	THE UPS STORE 6136-postage		56.82
	REBATE122025	US BANK REBATE		-382.79
	SEIFM122025	MENARDS COON RAPIDS MN		34.99
	SEIFM122025	CHETS SHOES - SLP		96.00
	SEIFM122025	LOWES #02465*		26.98
	SWEAD122025	FUSION LEARNING PARTNERS CEAM Trair		500.00
	SWEAD122025	FUSION LEARNING PARTNERS 2026 CEAM		125.00
	YANGJ122025	WILLSCOT MOBILE MINI-Hazelnut Warming		2,402.32
		Total for this ACH Check for Vendor ACH001:		4,396.14
ACH	ACH002 310098	AFLAC Insurance Premiums-December 2025	12/31/2025	45.52
		Total for this ACH Check for Vendor ACH002:		45.52
ACH	ACH007 6418.1225 6418.1225	QUADIEN FINANCE USA INC Postage supplies Postage	12/31/2025	31.35 1,000.00
		Total for this ACH Check for Vendor ACH007:		1,031.35
		Total for 12/31/2025:		5,473.01
ACH	0319 0242629	CITY OF ROSEVILLE Water Purchase-November	01/02/2026	102,919.19
		Total for this ACH Check for Vendor 0319:		102,919.19
ACH	0327 6050213753 6050213754	STAPLES INC supplies supplies	01/02/2026	20.99 52.49
		Total for this ACH Check for Vendor 0327:		73.48
ACH	0387 PR 26-01 PR 26-01	MISSIONSQUARE #302482 PR Batch 00100.01.2026 MissionSquare EE Per PR Batch 00100.01.2026 MissionSquare EE Dec	01/02/2026 PR Batch 00100.01.2026 Mis PR Batch 00100.01.2026 Mis	403.97 2,580.00
		Total for this ACH Check for Vendor 0387:		2,983.97
ACH	0750 6130695257	VERIZON WIRELESS Service 12/11-1/10	01/02/2026	951.46
		Total for this ACH Check for Vendor 0750:		951.46
ACH	10268 121825	DAVID SWEARINGEN Mileage Reimbursement	01/02/2026	23.80
		Total for this ACH Check for Vendor 10268:		23.80
ACH	10363 M2168	MINUTE MAKER SECRETARIAL JDA Meeting	01/02/2026	268.75

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	M2168	PC Meeting		475.00
	M2168	CC Meetings		351.75
Total for this ACH Check for Vendor 10363:				1,095.50
ACH	10594 123025	JENNIFER ESTLING Mileage Reimbursement	01/02/2026	96.39
Total for this ACH Check for Vendor 10594:				96.39
ACH	5173 80222709	BADGER METER Beacon & LTE Serv Units-December	01/02/2026	811.08
Total for this ACH Check for Vendor 5173:				811.08
ACH	7025 0002004721	ON SITE COMPANIES -OSSTC INC Restrooms 12/20-1/16	01/02/2026	353.00
Total for this ACH Check for Vendor 7025:				353.00
ACH	7084 102857	OMNISITE LS #11 Advantage Plan 12/12-12/31	01/02/2026	24.93
Total for this ACH Check for Vendor 7084:				24.93
ACH	GrantD 121825	DAVID GRANT Mileage Reimbursement: Twin Cities Gateway	01/02/2026	28.00
Total for this ACH Check for Vendor GrantD:				28.00
53920	AR-CITY1 GE 2023-01108	CITY HOMES LLC Escrow Refund GE 2023-01108 1861 HWY 96	01/02/2026	17,571.52
Total for Check Number 53920:				17,571.52
53921	0841 104417 104418	EHLERS & ASSOCIATES INC. TCAAP-November General Consulting-November	01/02/2026	325.00 855.00
Total for Check Number 53921:				1,180.00
53922	0495 1005 1008	LAKE JOHANNA FIRE DEPARTMENT I Cap Reimb Line Item #14 Cap Reimb Line Item #17	01/02/2026	10,662.38 4,079.55
Total for Check Number 53922:				14,741.93
53923	MNCS PR 26-01	MINNESOTA CHILD SUPPORT PAYMENT Remitt ID: 0015865995 Mn Child Support 1/2/2026	01/02/2026 PR Batch 00100.01.2026 Mn Child Support	166.12
Total for Check Number 53923:				166.12
53924	AR-NATU GE 2025-00152	NATURAL ENVIRONMENTS CORPORATION Escrow Refund GE 2025-00152 3336 Lake Johanna	01/02/2026	749.50
Total for Check Number 53924:				749.50
53925	0155 W25110632	OFFICE OF MN IT SERVICES-ACCTS RECEIVABLE November Phones	01/02/2026	751.04
Total for Check Number 53925:				751.04
53926	0811	RAMSEY COUNTY	01/02/2026	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	121725	Reimbursement-Ryan Companies Legal Expense		22,470.90
	PRMG-005821	PW Rental Space-November		1,364.82
	PRMG-005821	PW Rental Space-November		3,070.83
	PRMG-005821	PW Rental Space-November		3,070.85
	PRMG-005821	PW Rental Space-November		6,141.69
Total for Check Number 53926:				36,119.09
53927	10632 2599	RED ROCK FIRE Prescribed Burn 11/3/25	01/02/2026	3,059.59
Total for Check Number 53927:				3,059.59
53928	AR-ROCH GE 2024-00827	ROCHON CORPORATION Escrow Refund GE 2024-00827 3751 Lexington	01/02/2026	6,187.65
Total for Check Number 53928:				6,187.65
53929	10469 1061	RUM RIVER CONSULTANTS Plan Review/Inspection Services-November	01/02/2026	20,831.79
Total for Check Number 53929:				20,831.79
Total for 1/2/2026:				210,719.03
Report Total (137 checks):				1,178,550.37

CONSENT ITEM – 8B



MEMORANDUM

DATE: January 12, 2026

TO: Honorable Mayor and City Councilmembers
Jessica Jagoe, City Administrator

FROM: Joua Yang, Finance Director

SUBJECT: 2025 Budget Amendments

Budgeted Amount:	Actual Amount:	Funding Source:
N/A	N/A	N/A

Council Should Consider

Motion(s) to approve, table or deny the following:

- Increase the 2025 Budget by \$60,000 for the City’s Permit Software conversion based upon Council’s final approval of the 2026 Budget, which included using budget surplus from 2025 to fund the one-time expense.
- Increase the 2025 Police Budget by \$190,000 for the City’s cost share with the Ramsey County Sheriff’s Office following a mid-year execution of new bargaining agreements.

Discussion

Budget Amendments

City Council approved the 2026 City Budget on December 8, 2025, which included direction to use the anticipated budget surplus from 2025 to fund the one-time Permit Software purchase of up to \$60,000. After approval of this amendment, staff will bring back this item in February, as part of the 2025 Budget Carryovers, in order to align budget funds with the timing of actual costs incurred. As an update, staff is nearly complete with software demos and anticipates bringing forth a recommendation to purchase, along with the final contract agreement for Council review and approval in Spring 2026.

City Council approved the 2025 City Budget on December 9, 2024, which included the City’s share of the Ramsey County Sheriff’s Office police contract for \$1,758,288. Based on recent projections from the Ramsey County Sheriff’s Office, actual expenditures are expected to come in at \$190,000 over the approved budget. This overage is due to a mid-year implementation of the new bargaining agreements, as well as the costs in 2025 for an Emergency Rescue Response Tactical Vehicle (a.k.a. Bearcat vehicle) that was purchased in 2024 that is scheduled for delivery in 2026.

Budget Impact

The budget amendments will increase the General Fund expenditure budget by \$250,000, which can be covered by the anticipated budget surplus from 2025. The 2025 budget surplus will be finalized by June 30, 2026, during the completion of the 2025 Financial Audit.

CONSENT ITEM – 8C



MEMORANDUM

DATE: January 12, 2026

TO: Honorable Mayor and City Councilmembers
Jessica Jagoe, City Administrator

FROM: Joua Yang, Finance Director

SUBJECT: Pay Equity Report - 2026

Budgeted Amount:	Actual Amount:	Funding Source:
N/A	N/A	N/A

Council Should Consider

Motion(s) to approve, table, or deny the following:

- Arden Hills Pay Equity report due January 31, 2026

Background

The Local Government Pay Equity Act, M.S. 471.991-471.999, and Minnesota Rules, Chapter 3920, require local government jurisdictions to submit a pay equity report to the State of Minnesota every three years. This includes filing a compensation compliance report with the Minnesota Management and Budget Office (MMB). The Pay Equity Act was designed to ensure that local government jurisdictions do not compensate female job classes consistently below male job classes of comparable work value. Arden Hills last submitted a report in January 2023, which was for salary data as of December 31, 2022.

Discussion

Using the State of Minnesota’s compensation software and the City’s payroll data, the City utilized David Drown & Associates (DDA) to calculate the compliance report based on salary data as of December 31, 2025. This service is included as part of their Ongoing Maintenance of the Job Classification and Compensation agreement with the City. The results indicate that the City is currently in compliance with the Local Government Pay Equity Act (Attachment C).

By approving the report, the Council is ensuring that the report has been filed with MMB and that a copy has been provided to each exclusive bargaining unit representative. It is available to anyone by request.

Budget Impact

None

Attachments

- A. Pay Equity Report
- B. Interpretation guide
- C. Compliance Report

Pay Equity Implementation Report

Part A: Jurisdiction Identification

Jurisdiction: Arden Hills
 1245 West Highway 96

 Arden Hills, MN 55112

Jurisdiction Type: City

Contact: Joua Yang	Phone: (651) 792-7816	E-Mail: jyang@cityofardenhills.org
Contact:	Phone:	E-Mail:
Contact: Tessia Melvin	Phone: () -	E-Mail: Tessia@daviddrown.com

Part B: Official Verification

- The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system was used: Consultant

Description:

SAFE System

- Health Insurance benefits for male and female classes of comparable value have been evaluated and:
 There is no difference and female classes are not at a disadvantage.

- An official notice has been posted at:

City Hall

(prominent location)

informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

Council

(governing body)

City Administrator

(chief elected official)

Mayor

(title)

Part C: Total Payroll

\$2675899.00

is the annual payroll for the calendar year just ended December 31.

- Checking this box indicates the following:
- signature of chief elected official
 - approval by governing body
 - all information is complete and accurate, and
 - all employees over which the jurisdiction has final budgetary authority are included
- Date Submitted: 1/6/2026

Compliance Report

Jurisdiction: Arden Hills
 1245 West Highway 96

 Arden Hills, MN 55112

Report Year: 2026
 Case: 1 - 2025 DATA (Submitted)

Contact: Joua Yang Phone: (651) 792-7816 E-Mail: jyang@cityofardenhills.org

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results. For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	9	11	0	20
# Employees	15	12	0	27
Avg. Max Monthly Pay per employee	8861.13	9250.08		9034.00

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 97.77778 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	5	6
b. # Below Predicted Pay	4	5
c. TOTAL	9	11
d. % Below Predicted Pay (b divided by c = d)	44.44	45.45

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 25	Value of T = -2.351
------------------------------	---------------------

- a. Avg. diff. in pay from predicted pay for male jobs = -2
- b. Avg. diff. in pay from predicted pay for female jobs = 309

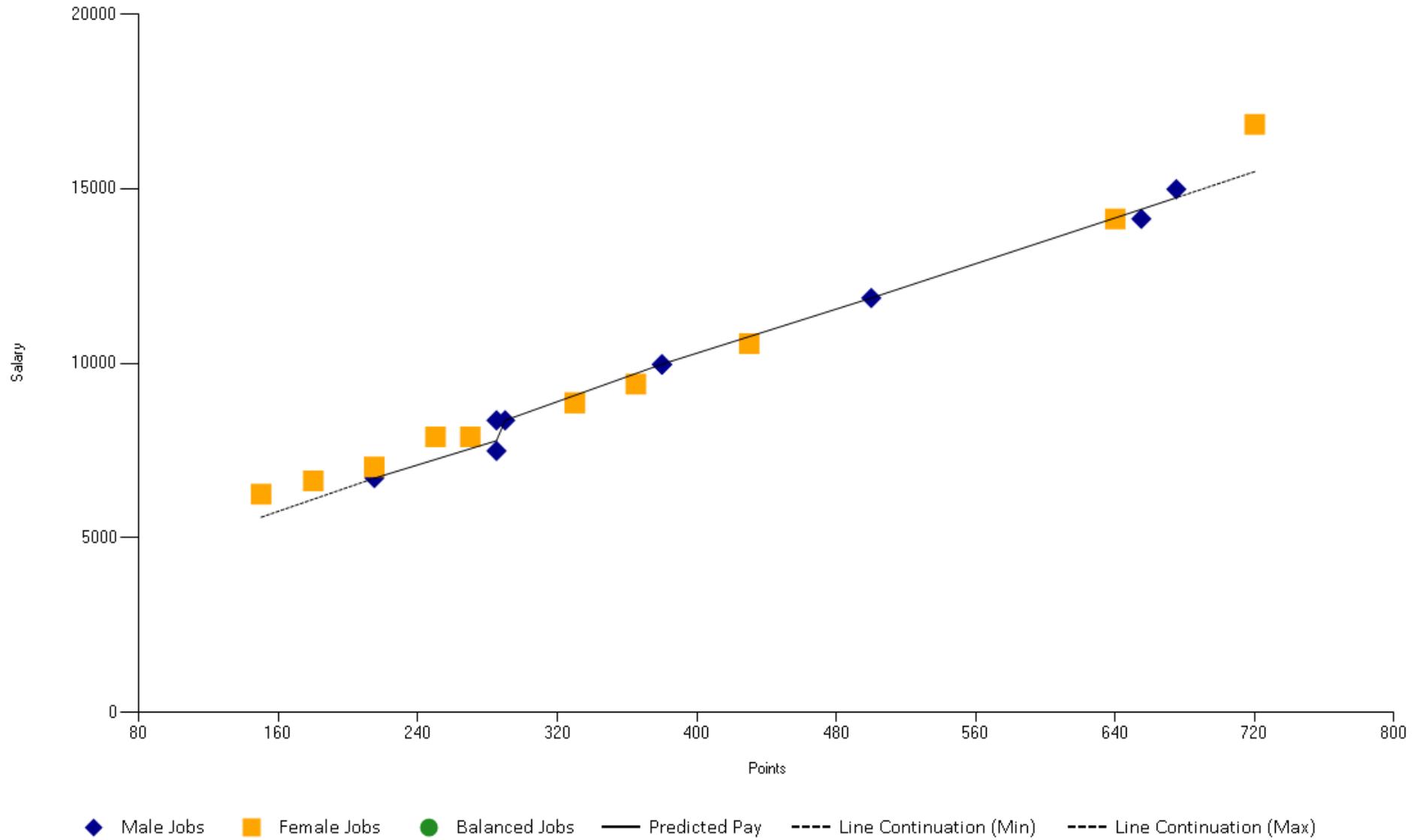
III. SALARY RANGE TEST = 90.48 (Result is A divided by B)

- A. Avg. # of years to max salary for male jobs = 6.33
- B. Avg. # of years to max salary for female jobs = 7.00

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

- A. % of male classes receiving ESP = 0.00 *
 - B. % of female classes receiving ESP = 0.00
- *(If 20% or less, test result will be 0.00)

Predicted Pay Report for: Arden Hills Case: 2025 DATA



Predicted Pay Report for: Arden Hills

Case: 2025 DATA

Job Nbr	Job Title	Nbr Males	Nbr Females	Non-Binary	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
1	Customer Service Specialist	0	1			Female	150	6252.1300	5590.7185	661.4115
2	Office Support Specialist	0	2			Female	180	6628.2700	6106.6114	521.6586
3	Accounting Clerk	0	1			Female	215	7025.2000	6708.8135	316.3865
4	PW Maintenance Worker	6	0			Male	215	6713.2000	6708.8135	4.3865
20	Deputy Clerk	0	1			Female	250	7893.6000	7311.0155	582.5845
6	Accounting Analyst	0	1			Female	270	7893.6000	7655.2711	238.3289
5	Building Inspector	1	0			Male	285	8366.6000	7782.0200	584.5800
30	PW Maintenance Lead	2	0			Male	285	7489.7300	7782.0200	-292.2900
16	Recreation Supervisor	1	0			Male	290	8366.8000	8366.8000	0.0000
21	Communications Coordinator	0	1			Female	330	8869.4700	8881.1917	-11.7217
27	Senior Planner	0	1			Female	330	8869.4700	8881.1917	-11.7217
29	Parks and Rec Manager	0	1			Female	365	9401.6000	9647.3843	-245.7843
8	PW Superintendent	1	0			Male	380	9966.6700	9976.1982	-9.5282
10	Building Official	1	0			Male	380	9966.6700	9976.1982	-9.5282
18	City Clerk/Asst to City Admini	0	1			Female	430	10564.6700	10759.5947	-194.9247
28	Asst City Engineer	1	0			Male	500	11869.8700	11869.8700	0.0000
12	Finance Director	0	1			Female	640	14137.0700	14161.3242	-24.2542
24	Comm Dev Director	1	0			Male	655	14137.0700	14410.5241	-273.4541
26	Public Works Dir/City Engineer	1	0			Male	675	14984.6700	14742.4754	242.1946
25	City Administrator	0	1			Female	720	16837.6000	15489.1295	1348.4705

Job Number Count: 20

Interpreting Results of Compliance Tests

Your jurisdiction is required to pass four tests to be in compliance with pay equity law. For more information about compliance tests, refer to the [Guide to Understanding Pay Equity Compliance](#).

- 1. Completeness and Accuracy Test** - Report is submitted on time, data is correct, and required information has been provided
- 2. Statistical or Alternative Test**- Compares salary data to determine if female classes are paid consistently below male classes of comparable work value (job points). The Minnesota Pay Equity Management System will generate results applying the Statistical Analysis Test. Underpayment ratio results of 80 and above are passing. In some cases, the Alternative Analysis is required and consists of a manual review of the data. Refer to the following page to determine which test applies to your report.
- 3. Salary Range Test** - Compares the average number of years required for female classes to move through a salary range consisting of a time-phased step progression to the average number of years required for male classes. Results of 0 or 80 and above are passing scores. (Test does not apply if years to achieve maximum salary are not defined or if salary ranges are not defined).
- 4. Exceptional Service Pay Test** - Compares the percentage of female classes receiving longevity or performance pay to the percentage of male classes receiving longevity or performance pay. In noting exceptional service pay, recipients must exceed the maximum salary reported. Results of 0 or 80 and above are passing scores. (Test does not apply if exceptional service pay is not available in your jurisdiction).

Compliance Determination Questionnaire

Answer the questions below to interpret results of a jurisdiction's compliance report.

Please note that MMB will make all final compliance determinations, this should be used for informational review purposes only.

1. Is the underpayment ratio at or above 80%?
 - A. Yes- Compliance (Go to question 4)
 - B. No- Are there 6 or more male classes and at least one class with a salary range?
 - I. YES- Move on to [T-test](#) and then go to question 2.
 - II. NO- Use alternative analysis test; go to question 3.
2. Is the value of T and degrees of freedom within range according to the t-test table?
 - A. Yes- Compliance (Go to question 4)
 - B. No- Out of compliance (Go to question 4, please note that even if the other tests listed in questions 4 and 5 have passing scores the jurisdiction may still be out of compliance)
3. Alternative Analysis Test - If the answer is yes to any of the statements below, the jurisdiction may be out of compliance, even if the other tests listed in questions 4 and 5 have passing scores.
 - *Is there a female job class with more points and less pay than a male class and the difference cannot be explained by years of service?*
 - *Is there a female job class with the same points as a male class and less pay and the difference cannot be explained by years of service?*
 - *Is there a female job class between 2 male classes and the female job class receives less pay than either male class and the difference cannot be explained by years of service?*
 - *Is there a female class rated lower than all male classes and pay is not reasonably proportionate to points as other classes and the difference cannot be explained by years of service?*
 - I. Did you answer yes to any of the questions above?
 - A. NO- Compliance, go to question 4
 - B. Yes- Jurisdiction may be out of compliance (Go to question 4, please note that even if the other tests listed in questions 4 and 5 have passing scores the jurisdiction may still be out of compliance)

4. Is the salary range test 0%, or at or above 80%?

A. Yes- Compliance (Go to question 5)

B. No- Out of compliance (Go to question 5, Jurisdiction may be out of compliance with pay equity law, even if there is a passing score on a test from a previous question)

5. Is the exceptional service pay test 0%, or at or above 80%?

A. Yes- Compliance (End)

B. No- Out of compliance (Jurisdiction might be out of compliance with pay equity law, even if there is a passing score on a test from a previous question)

Compliance Report

Pay Equity Implementation Report data. Parts II, III and IV of the Compliance Report give test results. For more detail on each test, refer to [Minnesota Rules Chapter 3920](#).

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from the

I. GENERAL JOB CLASS INFORMATION

	Male Classes	1	Female Classes	2	Balanced Classes	All Job Classes
# Job Classes	8		4		2	14
# Employees	14		4		24	42
Avg. Max Monthly Pay Per Employee	1,537.22		1,796.87			1,656.86
						3

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 150.0* — 4

	Male Classes	Female Classes
a. # At or above Predicted Pay	5	3
b. # Below Predicted Pay	3	1
c. TOTAL	8	4
d. % Below Predicted Pay (b divided by c = d)	37.50 — 5	25.00 — 6

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 16 Value of T = -3.732 — 7

- a. Avg. diff. in pay from predicted pay for male jobs = \$2 — 8
- b. Avg. diff. in pay from predicted pay for female jobs = \$75 — 9

III. SALARY RANGE TEST = 105.71% — 10 (Result is A divided by B)

- A. Avg. # of years to max salary for male jobs = 5.29
- B. Avg. # of years to max salary for female jobs = 5.00

IV. EXCEPTIONAL SERVICE PAY TEST = 50.00% — 11 (Result is B divided by A)

- A. % of male classes receiving ESP 50.00*
- B. % of female classes receiving ESP 25.00

*(If 20% or less, test result will be 0.00.)

Compliance Report

Explanations below correspond to shaded numbers on page three.

- 1. Average Maximum Monthly Salary for Employees in Male Classes**
- 2. Average Maximum Monthly Salary for Employees in Female Classes**
- 3. Overall Average Maximum Monthly Salary for an Employee**
- 4. Underpayment Ratio**

The minimum requirement to pass the statistical analysis test is an underpayment ratio of 80%. The underpayment ratio is calculated by dividing the percentage of male classes below predicted pay (item five) by the percentage of female classes below predicted pay (item six). In the example on page three, $37.5 \div 25 = 150\%$. Jurisdictions with an underpayment ratio below 80% can improve their score by increasing salaries for female classes to at or above predicted pay. More details regarding predicted pay are on pages six through 13.

If the underpayment ratio is less than 80%, a jurisdiction may still pass the statistical analysis test if the t-test results (explained in item 7) are not statistically significant. The t-test measures the average dollar difference from predicted pay for male and female classes.

5. Percentage of Male Classes Below Predicted Pay

This percentage is calculated by dividing the number of male classes below predicted pay by the overall total of male classes. In the example on page three, the total of male classes is eight, and three fall below predicted pay. Therefore, $3 \div 8 = 37.50\%$.

6. Percentage of Female Classes Below Predicted Pay

This percentage is calculated by dividing the number of female classes below predicted pay by the overall total of female classes. In the example on page three, the total of female classes is four and one of those falls below predicted pay. Therefore, $1 \div 4 = 25\%$.

7. T-Test & Degrees of Freedom

These numbers are used only for jurisdictions with an underpayment ratio below 80%, at least six male classes and at least one class with a salary range. If the underpayment ratio is 80% or more, these numbers are not used nor are they used for jurisdictions in the alternative analysis.

These numbers show the average dollar amount that males and females are from predicted pay and answer the question: Are females paid less than males on average and, is the underpayment of females statistically significant?

To determine if these numbers show statistical significance, they must be checked against the table on page five. Find the DF number in the “Degrees of Freedom” column and then look across for the “Value of T.” If the “value of t” on the compliance report is less than the “value of t” on the table, it means that either there is no underpayment of female classes or that the underpayment is not statistically significant. If the t-test number is the same or more than the “value of t” on the table, the underpayment for female classes is statistically significant and the jurisdiction would not pass the test.

Salary increases for female classes sufficient to eliminate statistical significance would allow a jurisdiction to pass the statistical analysis test even with an underpayment ratio below 80%.

In the example on page three, t-test results would not be used because the underpayment ratio is above 80%, but let's assume we needed to check these results. First, we would find 16 in the DF column

and then look across to find the value of t at 1.746. Since our t-test number is -3.732, well below the value of t on the table, these results would show that on average, females are not underpaid compared to males.

<u>DF</u>	<u>Value of t</u>	<u>DF</u>	<u>Value of t</u>	<u>DF</u>	<u>Value of t</u>
1	6.314	12	1.782	23	1.714
2	2.920	13	1.771	24	1.711
3	2.353	14	1.761	25	1.708
4	2.132	15	1.753	26	1.706
5	2.015	16	1.746	27	1.703
6	1.943	17	1.740	28	1.701
7	1.895	18	1.734	29	1.699
8	1.860	19	1.729	30	1.697
9	1.833	20	1.725	40	1.684
10	1.812	21	1.721	60	1.671
11	1.796	22	1.717	120	1.658
				Infinity	1.645

While the entire method for calculating t-test results cannot be explained here, it is a commonly accepted mathematical technique for measuring statistical significance. The formula is fairly complex, but basically it factors in predicted pay, the dollar difference from predicted pay and the number of employees. The DF number is the total number of employees in male or female dominated classes only, minus two.

by reducing the number of years it takes for female classes to reach maximum salaries, increasing the number of years for males to reach maximum salaries, or some combination of both. A result of 0% would mean that either there are no male classes with an established number of years to move through a salary range, no female classes with an established number of years to move through a salary range, or both. A description of how the salary range test is calculated is on page 18.

8. Average Dollar Amount Male Classes are Above or Below Predicted Pay

In the example on page three, the maximum monthly salary for male classes, on average, is \$2 above predicted pay.

9. Average Dollar Amount Female Classes are Above or Below Predicted Pay

In the example on page three, the maximum monthly salary for female classes, on average, is \$75 above predicted pay.

10. Salary Range Test

This number must be either 0% or 80% or more to pass this test. In the example on page three, 105.71% is passing. Jurisdictions not passing this test can pass it

11. Exceptional Service Pay Test

This number must be either 0% or 80% or more to pass this test. In the example on page three, 50% is not passing. Jurisdictions not passing this test can pass it by either increasing the number of female classes that receive exceptional service pay, decreasing the number of male classes that receive exceptional service pay, or some combination of both. A result of 0% could mean that fewer than 20% of male classes receive exceptional service pay or that no female classes receive exceptional service pay. A description of how the exceptional service pay test is calculated is on page 19.

January 06, 2026

Local Government Official
Arden Hills
1245 West Highway 96

Arden Hills, MN 55112

Dear Local Government Official:

Congratulations! I am very pleased to send you the attached notification of compliance with the Local Government Pay Equity Act. Since the law was passed in 1984, jurisdictions have worked diligently to meet compliance requirements and your work is to be commended.

Minnesota Rules Chapter 3920 specifies the procedure and criteria for measuring compliance and your jurisdiction's results are attached. You may find a copy of our "Guide to Understanding Pay Equity Compliance" and other resources on our Local Government Pay Equity webpage at: <https://mn.gov/mmb/employee-relations/compensation/laws/local-gov/local-gov-pay-equity/>.

This notice and results of the compliance review are public information and must be supplied upon request to any interested party.

If you have questions or need assistance, please contact Angela Garrity-Scharffbillig at (651) 259-3727, or by email: pay.equity@state.mn.us

Again, congratulations on your achievement!

Sincerely,
Angela Garrity-Scharffbillig
Pay Equity Coordinator

Results of Tests for Pay Equity Compliance

Date: January 06, 2026

Jurisdiction: Arden Hills

ID#: 378

1. Completeness and Accuracy Test

- Passed. Required information was submitted accurately and on time.
- Passed by Exception. Request for Reconsideration approved.

2. Statistical Analysis Test

- Passed. Jurisdiction had more than three male classes and an underpayment ratio of 80% or more.
- Passed. Jurisdiction had at least six male classes, at least one class with a salary range, an underpayment ratio below 80% but a t-test that was not statistically significant.
- Passed by Exception. Request to Reconsideration approved

3. Salary Range Test

- Passed. Too few classes had an established number of years to move through a salary range.
- Passed. Salary range test showed a score of 80% or more.
- Passed by Exception. Request for Reconsideration approved.

4. Exceptional Service Pay Test

- Passed. Too few classes received exceptional service pay.
- Passed. Exceptional service pay test showed a score of 80% or more.
- Passed by Exception. Request for Reconsideration approved.

If you have questions or need assistance, please contact Angela Garrity-Scharffbillig at (651) 259-3727, or by email: pay.equity@state.mn.us



Notice of Pay Equity Compliance

Presented to

Arden Hills

For successfully meeting the requirements of the Local Government Pay Equity Act M.S. 471.991 - 471.999 and Minnesota rules Chapter 3920. This notice is a result of an official review of your 2026 pay equity report by Minnesota Management & Budget.

Your cooperation in complying with the local government pay equity requirements is greatly appreciated.

A handwritten signature in black ink that reads 'Erin M. Campbell'.

January 06, 2026

Date

Erin Campbell, Commissioner

CONSENT ITEM – 8D



MEMORANDUM

DATE: January 12, 2026

TO: Honorable Mayor and City Councilmembers
Jessica Jagoe, City Administrator

FROM: Julie Hanson, Assistant to the City Administrator/City Clerk

SUBJECT: Resolution 2026-001 Relating to the Organization of the City of Arden Hills

Budgeted Amount:
N/A

Actual Amount:
N/A

Funding Source:
N/A

Council Should Consider

Motions to approve, table, or deny the following:

- Resolution 2026-001 Relating to the Organization of the City of Arden Hills.

Background/Discussion

Per State law, the organization of the City of Arden Hills is re-established yearly. The City is required to designate official depositories, the official newspaper, and statutory authority.

The attached Resolution 2026-001 requests the appointment of these designations relating to Arden Hills' organization as required by law.

Budget Impact

N/A

Attachments

Attachment A: Resolution 2026-001



**CITY OF ARDEN HILLS
COUNTY OF RAMSEY
STATE OF MINNESOTA**

RESOLUTION NO. 2026-001

Resolution Relating to the Organization of the City of Arden Hills

BE IT RESOLVED by the City of Arden Hills, Ramsey County, Minnesota (City) as follows:

Section 1. **Official Depository.** Pursuant to Minnesota Statutes, Chapter 118A.02, Subdivision 1, the City Council designates the following financial institutions as official depositories for municipal funds:

- a) US Bank
- b) Wells Fargo Bank
- c) RBC Wealth Management
- d) 4M Fund (PMA Financial Network, Inc.)

Section 2. **Official Newspaper.** Pursuant to Minnesota Statutes, Section 412.831, the City Council designates the following newspaper as official newspapers of the City:

- a) St. Paul Pioneer Press

The Mayor and Clerk are authorized and directed to enter into agreements with the official newspaper for the publication of items required by law to be published.

Section 3. **Officers: Employees: Appointment.** The following persons are appointed to the offices indicated.

City Administrator	Jessica Jagoe
City Clerk	Julie Hanson
Finance Director/Treasurer	Joua Yang

Section 4. **Acting Officers; Deputies.** The following are appointed to the office indicated.

Acting Administrator:	David Swearingen
Deputy Clerk:	Jennifer Estling
Deputy Treasurer:	Jessica Jagoe

Section 5. **Regular Council Meetings.** The regular meeting of the City Council of Arden Hills is to be held on the second and fourth Monday of each month at 7:00 p.m. in the City Hall.

Section 6. **City Attorney.** The firm of LeVander, Gillen and Miller, P.A. is appointed City Attorney with Greta Bjerkness as primary City Attorney.

Section 7. **Financial Consultant.** The firm Ehlers & Associates, Inc. is appointed financial consultant.

Section 8. **Engineer.** David Swearingen is appointed as the City Engineer.

Section 9. **Auditor.** The firm LB Carlson (formerly known as Malloy, Montague, Karnowski, Radosevich and Company (MMKR)) is appointed City Auditor.

Section 10. **Insurance Consultant.** North Risk Partners is appointed insurance consultant with Steve Chismar as principal consultant.

Section 11. **Emergency Management Director.** Lake Johanna Fire Department is appointed Emergency Management Director.

Section 12. **Police.** Ramsey County Sheriff's Office is appointed as the City police and law enforcement agency.

Section 13. **Fire.** Lake Johanna Fire Department is appointed as the City Fire Safety Officer.

Section 14. **Fee Schedule.** The fee schedule for the year 2026 was adopted as Ordinance number 2025-005.

Section 15. **Animal Control.** Ramsey County is appointed as the City animal control officer.

Section 16. **Elections.** Ramsey County is appointed to administer Elections.

Section 17. **Electronic Funds Transfers.** The Finance Director shall be delegated authority to make electronic funds transfers. The Finance Director may delegate certain duties to appropriate staff but shall remain responsible for the operation of the transfer program.

Adopted this 12th day of January, 2026.

David Grant, Mayor

ATTEST:

Julie Hanson, City Clerk

CONSENT ITEM – 8E



MEMORANDUM

DATE: January 12, 2026

TO: Honorable Mayor and City Councilmembers
Jessica Jagoe, City Administrator

FROM: Julie Hanson, Assistant to the City Administrator/City Clerk

SUBJECT: 2026 City Council Liaison Appointments and Mayor Pro Tem

Budgeted Amount:	Actual Amount:	Funding Source:
\$	\$	\$

Council Should Consider

Motions to approve, table, or deny the following:

- Resolution 2026-002 Appointing 2026 City Council Liaisons for Commissions and Committees and Mayor Pro Tem.

Background/Discussion

At its December 8, 2025 work session, the City Council discussed liaison assignments to the City’s Committees and Commissions.

Below are the City’s various commission and committee assignments as previously agreed upon at that work session:

Planning Commission

Council Liaison:	Kurt Weber
Council Alternate:	Brenda Holden
Staff:	Community Development Director

Parks, Trails and Recreation Committee (PTRC)

Council Liaison:	Emily Rousseau
Staff:	Parks and Recreation Manager
Staff Alternate:	Assistant Public Works Director

Economic Development Commission (EDC)

Council Liaison:	Emily Rousseau
Staff:	Senior Planner
Staff Alternate:	Community Development Director

Personnel Committee

Council: David Grant
Council: Emily Rousseau
Staff: City Administrator
Staff: City Clerk

Joint Development Authority (JDA) Board (Confirming second year of a two-year term)

Council: Tena Monson
Council: Kurt Weber
Council Alternate: Emily Rousseau
Staff: City Administrator

Ramsey County League of Local Government (RCLLG)

All Councilmembers

Lake Johanna Fire Department Headquarters JPA Representative and Board of Directors Representative

Council Liaison: Brenda Holden
Council Alternate: Kurt Weber
Staff: City Administrator

Lake Johanna Fire Department Relief Association Representative

Council Liaison: Tena Monson
Council Alternate: David Grant
Staff: City Administrator

Northeast Youth and Family Services (NYFS)

Council Liaison: Emily Rousseau

Twin Cities Gateway

Council Liaison: David Grant

Cable Commission/NineNorth

Council Liaison: Kurt Weber
Alternate: City Administrator

Karth Lake Improvement District

Council Liaison: Kurt Weber
Staff: Public Works Director

Shoreview/Arden Hills Lions

Liaison: Liz Johnson, PTRC Member

Mayor Pro Tem

Pursuant to Minnesota Statutes, Section 412.121, Councilmember Tena Monson is appointed Mayor Pro-Tem and is to perform the duties of the Mayor during the absence or disqualification of the Mayor or in the case of a vacancy in the office of the Mayor.

Attachments

A. Resolution 2026-002



**CITY OF ARDEN HILLS
COUNTY OF RAMSEY
STATE OF MINNESOTA**

RESOLUTION NO. 2026-002

**A RESOLUTION APPOINTING 2026 CITY COUNCIL LIAISONS FOR
COMMISSIONS AND COMMITTEES AND MAYOR PRO TEM**

BE IT RESOLVED by the City of Arden Hills, Ramsey County, Minnesota as follows:

Liaisons The following are appointed liaisons as indicated.

Planning Commission

Council Liaison: Kurt Weber
Council Alternate: Brenda Holden
Staff: Community Development Director

Parks, Trails and Recreation Committee (PTRC)

Council Liaison: Emily Rousseau
Staff: Parks and Recreation Manager
Staff Alternate: Assistant Public Works Director

Economic Development Commission (EDC)

Council Liaison: Emily Rousseau
Staff: Senior Planner
Staff Alternate: Community Development Director

Personnel Committee

Council: David Grant
Council: Emily Rousseau
Staff: City Administrator
Staff: City Clerk

Joint Development Authority (JDA) Board (Confirming second year of a two-year term)

Council: Tena Monson
Council: Kurt Weber
Council Alternate: Emily Rousseau
Staff: City Administrator

Ramsey County League of Local Government (RCLLG)

All Councilmembers

Lake Johanna Fire Department Headquarters JPA Representative and Board of Directors Representative

Council Liaison: Brenda Holden
Council Alternate: Kurt Weber
Staff: City Administrator

Lake Johanna Fire Department Relief Association Representative

Council Liaison: Tena Monson
Council Alternate: David Grant
Staff:

Northeast Youth and Family Services (NYFS)

Council Liaison: Emily Rousseau

Twin Cities Gateway

Council Liaison: David Grant

Cable Commission/NineNorth

Liaison: Kurt Weber
Alternate: City Administrator

Karth Lake Improvement District

Council Liaison: Kurt Weber
Staff: Public Works Director

Shoreview/Arden Hills Lions

Liaison: Liz Johnson, PTRC Member

Mayor Pro-Tem Pursuant to Minnesota Statutes, Section 412.121, Councilmember Tena Monson is appointed Mayor Pro-Tem and is to perform the duties of the Mayor during the absence or disqualification of the Mayor or in the case of a vacancy in the office of the Mayor.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF ARDEN HILLS THIS
12th DAY OF JANUARY 2026.**

David Grant, Mayor

ATTEST:

Julie Hanson, City Clerk

To view the final document, access adopted Resolutions via Arden Hills Public Laserfiche Weblink by visiting cityofardenhills.org and clicking on Archived Documents under Helpful Links on our main webpage.

CONSENT ITEM – 8F



MEMORANDUM

DATE: January 12, 2026

TO: Honorable Mayor and City Councilmembers
Jessica Jagoe, City Administrator

FROM: Julie Hanson, Assistant to the City Administrator/City Clerk

SUBJECT: 2026 City Commissions and Committees Appointments

Budgeted Amount:	Actual Amount:	Funding Source:
N/A	N/A	N/A

Council Should Consider the Following Options

Motion to approve, table, or deny the following:

- Approving Resolution 2026-003 Relating to the Appointments to the Commissions and Committees of the City.

Background

The City Council annually appoints residents to serve on the Planning Commission, the Parks, Trails and Recreation Committee (PTRC) and the Economic Development Commission (EDC) in an advisory capacity to the City Council. Per City Code Chapter 2, Section 220, Subsection 220.01, Subd. 7 and 7(A), these Members shall serve for a term of three (3) years and each Member may serve for no more than three (3) consecutive three-year terms.

The following sets forth the current Members whose terms expired December 31, 2025, and whether or not they are seeking reappointment for an additional three-year term, together with appointment or reaffirmation of Chairs.

Planning Commission

- Joshua Collins is seeking reappointment as Chair for 2026.
- Brad Bjorklund is seeking reappointment of a three-year term ending December 31, 2028.

Parks, Trails and Recreation Committee (PTRC)

- SJ Julius is seeking appointment as Chair for 2026.
- Dan Dietz is seeking appointment as Vice Chair for 2026.
- Lacy Loosbrock is seeking reappointment of a three-year term ending December 31, 2028.
- Kate Olson is seeking reappointment of a three-year term ending December 31, 2028.
- Emelia Rogers is not seeking reappointment.
- Kerri Seemann is not seeking reappointment.
- Nancy Jacobson is not seeking reappointment.

Economic Development Commission (EDC)

- Jud Murchie is seeking reappointment of a three-year term ending December 31, 2028. He is also seeking reappointment as the EDC Chair for 2026.
- Ted Brausen is seeking reappointment of a three-year term ending December 31, 2028.
- Julie Gronquist is not seeking reappointment.

Additionally, following adoption on December 8, 2025 of Ordinance 2025-006 regarding City Code Chapter 2, Section 220, Subsection 220.02 providing for seven (7) Economic Development Authority (EDA) members, two (2) of which will be appointed from the Economic Development Commission (EDC) for six (6) year terms that will coincide with their EDC membership terms, the following two appointments shall be made:

Economic Development Authority (EDA)

- Ted Brausen is seeking appointment for a six-year term ending December 31, 2031.
- Kyle Sorenson is seeking appointment for a six-year term ending December 31, 2031.

Attachments

Attachment A: Resolution 2026-003



**CITY OF ARDEN HILLS
COUNTY OF RAMSEY
STATE OF MINNESOTA**

RESOLUTION NO. 2026-003

**RESOLUTION RELATING TO THE APPOINTMENTS TO THE
COMMISSIONS AND COMMITTEES OF THE CITY**

WHEREAS, the City Council annually appoints residents to serve in an advisory capacity to the City Council for planning and zoning issues on the Planning Commission; for parks, trails and recreation issues on the Parks, Trails, and Recreation Committee; and for the development and redevelopment in the City of Arden Hills on the Economic Development Commission; and

WHEREAS, City Code Chapter 2, Section 220, Subsection 220.01, Subd. 7 and 7(A) states that the above Commission and Committee Members shall serve for a term of three (3) years and each Member may serve for no more than three (3) consecutive three-year terms; and

WHEREAS, City Code Chapter 2, Section 220, Subsection 220.02 states that the Economic Development Authority will be comprised of seven (7) members, two (2) of which will be appointed from the Economic Development Commission membership for six (6) year terms that will coincide with their Economic Development Commission membership terms.

THEREFORE, BE IT RESOLVED that the Arden Hills City Council appoints/reappoints the following individuals to serve on the designated Commission or Committee with terms ending as noted:

Planning Commission

Joshua Collins, Chair 2026
Brad Bjorklund – December 31, 2028

Parks, Trails and Recreation Committee (PTRC)

SJ Julius, Chair 2026
Dan Dietz, Vice Chair 2026
Lacy Loosbrock – December 31, 2028
Kate Olson – December 31, 2028

Economic Development Commission (EDC)

Jud Murchie – December 31, 2028, Chair 2026
Ted Brausen – December 31, 2028

Economic Development Authority (EDA)

Ted Brausen – December 31, 2031
Kyle Sorenson – December 31, 2031

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF ARDEN HILLS THIS 12TH DAY OF
JANUARY, 2026.**

DAVID GRANT, MAYOR

ATTEST:

JULIE HANSON, CITY CLERK

CONSENT ITEM – 8G



MEMORANDUM

DATE: January 12, 2026

TO: Honorable Mayor and City Councilmembers
Jessica Jagoe, City Administrator

FROM: Julie Hanson, Assistant to the City Administrator/City Clerk

SUBJECT: City Logo Use Policy

Budgeted Amount:	Actual Amount:	Funding Source:
\$	\$	\$

Council Should Consider

Motions to approve, table, or deny the following:

- Adoption of a City Logo Use Policy.

Background/Discussion

The City Council discussed implementation of a City Logo Use Policy at its work session on September 8, 2025. At that time, staff presented an example of a policy from the City of Anoka and Council directed staff to bring forward a similar policy. A draft City Logo Use Policy was presented to Council at its November 24, 2025 regular meeting; however, Council requested that a slight tweak to the language related to campaign messages and materials be made and directed staff to work with the City Attorney on a revision for such (see Attachment A).

Following Council approval, this policy will be made available on the City’s website. As indicated, the Senior Communications Coordinator will review any applications, with the City Administrator having final approval.

Budget Impact

N/A

Attachments

- Attachment A: Draft City Logo Use Policy (redlined changes)
- Attachment B: Final City Logo Use Policy



City Logo Use Policy

The City of Arden Hills' logo was adopted by the City Council on January 8, 2001. The purpose of this policy is to set forth a guide to be followed by the City of Arden Hills in authorizing the use of the City logo for non-City use. A guiding principle in use of the City logo is to promote the City in a positive and supportive manner.

I. Objective

It is the objective of this policy to recognize the importance of establishing relationships with the community by allowing the use of the City logo for various groups, businesses, and organizations. This demonstrates the City's dedication and philosophy of working together with appropriate groups for the overall good of the community.

II. Eligibility

Any group, business, or organization requesting the use of the City logo must submit a Request for Non-City Use of Logo form to the City of Arden Hills for review and approval.

III. Procedures

The Request for Non-City Use of Logo form shall be submitted to the Senior Communications Coordinator for review with final approval being at the discretion of the City Administrator.

The Senior Communications Coordinator shall review the Request for Non-City Use of Logo application to ensure it is complete and signed by the applicant. By signing the application, the applicant acknowledges that they will follow the criteria set forth by the City of Arden Hills and will maintain the integrity of our brand.

The applicant shall provide to the City of Arden Hills an example (photo or illustration) of the promotional item on which the logo shall be used. Requests may take up to two (2) weeks for approval depending on usage. The City reserves the right, in its sole discretion, to deny the use of its logo to any group, business, or organization for any reason.

IV. Guidelines

The City of Arden Hills assumes no liability in respect to the applicant's use of the logo.

- a. The period of time in which the logo will be used must be specified on the application.
- b. Permission shall terminate immediately should the logo be misused as specified in this policy and determined by the City of Arden Hills.
- c. The City of Arden Hills logo shall not be used in ~~political~~ any campaign messages or ~~other~~ materials, whether of partisan or non-partisan in nature in political campaigns.

- d. Unacceptable non-City uses of the logo include:
- Stationery or any paper products not licensed by the City of Arden Hills
 - Obscene, graphic, violent, or sexually suggestive uses, materials, or businesses
 - Uses that would disparage or damage the City of Arden Hills
 - Use of food items, health-related items, and items related to tobacco, alcohol, low potency/THC edibles and beverages, and cannabis products
- e. Applications that may cause confusion between City and private entities are prohibited.
- f. Use of the City of Arden Hills logo must not be for profit unless exception is made by the City of Arden Hills as set forth in this Policy.

For-Profit Organization Use:

Use of the City of Arden Hills logo in connection with events or items offered for sale by for-profit organizations may be permitted for use by that for-profit organization following application review, receipt of payment of the associated application fee as outlined in the adopted Fee Schedule, and final approval. The applicant understands final approval constitutes the following circumstances:

- The logo may be used for events, merchandise, or promotional purposes as established by the terms of the agreement permitting use of the City of Arden Hills logo for community branding.
- The City of Arden Hills will not approve unacceptable items as defined in item "d" under Guidelines of this Policy.
- The City of Arden Hills may request feedback on the success of the applicant's marketing campaign as it relates to the use of the logo.

Non-Profit Organization Use:

Use of the City of Arden Hills logo in connections with events or items offered for sale by non-profit organizations is permitted without payment of a fee for use by that non-profit organization under the following circumstances:

- The non-profit organization must be community based and a recognized non-profit organization by the State of Minnesota and must provide proof of such when submitting the application.
- Before use of the logo, the non-profit organization must demonstrate that the event and/or sale of merchandise shall be community based and open to participation in, or purchase by, all citizens of or visitors to the City of Arden Hills.



City Logo Use Policy

The City of Arden Hills' logo was adopted by the City Council on January 8, 2001. The purpose of this policy is to set forth a guide to be followed by the City of Arden Hills in authorizing the use of the City logo for non-City use. A guiding principle in use of the City logo is to promote the City in a positive and supportive manner.

I. Objective

It is the objective of this policy to recognize the importance of establishing relationships with the community by allowing the use of the City logo for various groups, businesses, and organizations. This demonstrates the City's dedication and philosophy of working together with appropriate groups for the overall good of the community.

II. Eligibility

Any group, business, or organization requesting the use of the City logo must submit a Request for Non-City Use of Logo form to the City of Arden Hills for review and approval.

III. Procedures

The Request for Non-City Use of Logo form shall be submitted to the Senior Communications Coordinator for review with final approval being at the discretion of the City Administrator.

The Senior Communications Coordinator shall review the Request for Non-City Use of Logo application to ensure it is complete and signed by the applicant. By signing the application, the applicant acknowledges that they will follow the criteria set forth by the City of Arden Hills and will maintain the integrity of our brand.

The applicant shall provide to the City of Arden Hills an example (photo or illustration) of the promotional item on which the logo shall be used. Requests may take up to two (2) weeks for approval depending on usage. The City reserves the right, in its sole discretion, to deny the use of its logo to any group, business, or organization for any reason.

IV. Guidelines

The City of Arden Hills assumes no liability in respect to the applicant's use of the logo.

- a. The period of time in which the logo will be used must be specified on the application.
- b. Permission shall terminate immediately should the logo be misused as specified in this policy and determined by the City of Arden Hills.
- c. The City of Arden Hills logo shall not be used in any campaign messages or materials, whether partisan or non-partisan in nature.

- d. Unacceptable non-City uses of the logo include:
- Stationery or any paper products not licensed by the City of Arden Hills
 - Obscene, graphic, violent, or sexually suggestive uses, materials, or businesses
 - Uses that would disparage or damage the City of Arden Hills
 - Use of food items, health-related items, and items related to tobacco, alcohol, low potency/THC edibles and beverages, and cannabis products
- e. Applications that may cause confusion between City and private entities are prohibited.
- f. Use of the City of Arden Hills logo must not be for profit unless exception is made by the City of Arden Hills as set forth in this Policy.

For-Profit Organization Use:

Use of the City of Arden Hills logo in connection with events or items offered for sale by for-profit organizations may be permitted for use by that for-profit organization following application review, receipt of payment of the associated application fee as outlined in the adopted Fee Schedule, and final approval. The applicant understands final approval constitutes the following circumstances:

- The logo may be used for events, merchandise, or promotional purposes as established by the terms of the agreement permitting use of the City of Arden Hills logo for community branding.
- The City of Arden Hills will not approve unacceptable items as defined in item "d" under Guidelines of this Policy.
- The City of Arden Hills may request feedback on the success of the applicant's marketing campaign as it relates to the use of the logo.

Non-Profit Organization Use:

Use of the City of Arden Hills logo in connections with events or items offered for sale by non-profit organizations is permitted without payment of a fee for use by that non-profit organization under the following circumstances:

- The non-profit organization must be community based and a recognized non-profit organization by the State of Minnesota and must provide proof of such when submitting the application.
- Before use of the logo, the non-profit organization must demonstrate that the event and/or sale of merchandise shall be community based and open to participation in, or purchase by, all citizens of or visitors to the City of Arden Hills.

CONSENT ITEM – 8H



MEMORANDUM

DATE: January 12, 2026
TO: Honorable Mayor and City Councilmembers
Jessica Jagoe, City Administrator
FROM: Joua Yang, Finance Director
SUBJECT: 2026 Software Invoices

Budgeted Amount:	Actual Amount:	Funding Source:
\$45,300	\$45,504.88 (\$204.88 Over Budget)	General, EDA, Water, Sewer and Storm Funds,

Council Should Consider

Motion(s) to approve, table or deny the following:

- Payment to Springbrook Holding Company LLC for 2026 software maintenance fees.
- Payment to Civic Plus for 2026 software hosting and support fees.

Discussion

The City's annual Springbrook software maintenance and Civic Plus software hosting and support invoices are due. Springbrook is our finance software and supports multiple modules being used by the City for financial processing. Civic Plus is our software for hosting and supporting the City's website media center.

Budget Impact

These are recurring annual payments and are included within the budget. The small overage amount of \$204.88 can be absorbed by other cost savings within the overall General Fund budget.

Attachments

Attachment A: Springbrook Invoice
Attachment B: Civic Plus Invoice

INVOICE

Attachment A



Invoice # INV-022056
Invoice Date 11/02/2025
Invoice Date Due 12/02/2025
Payment Terms Net 30
PO No.

Bill To:

Arden Hills, MN - City of
Jessica Jagoe
1245 Highway 96 W
Arden Hills MN 55112

Ship To:

Arden Hills, MN - City of
Jessica Jagoe
1245 Highway 96 W
Arden Hills MN 55112

Description	Term Start Date	Term End Date	Qty.	Ext. Price
Utility Billing Maintenance	01/01/2026	12/31/2026	1	\$11,288.71
Accounts Receivable Maintenance	01/01/2026	12/31/2026	1	\$4,224.50
Finance Suite Maintenance	01/01/2026	12/31/2026	1	\$9,940.96
Employee Self Services Maintenance	01/01/2026	12/31/2026	1	\$2,105.87
Human Resources Management Maintenance	01/01/2026	12/31/2026	1	\$1,929.74
Payroll Maintenance	01/01/2026	12/31/2026	1	\$5,279.97

Subtotal	\$34,769.75
TAX	\$0.00
Total	\$34,769.75

Please direct inquiries to:
Accounts Receivable at (503) 820-2213
Send an email to: accountsreceivable@sprbrk.com

Lockbox Payments:
Springbrook Holding Company LLC
PO Box 200566
Dallas, TX 75320-0566

ACH/Wiring Instructions:
Wells Fargo
For credit to: Springbrook Holding Company LLC
Account: 4898138342
ABA: 121000248



Invoice

Updated Remittance Address:
(FOR PAYMENTS ONLY)
CivicPlus LLC
PO Box 737311
Dallas TX 75373-7311

#360511
3/1/2026

Bill To

City of Arden Hills, MN
1245 West Highway 96
Arden Hills MN 55112

TOTAL DUE

\$10,735.13

Due Date: 3/31/2026

Terms	Customer	Approving Authority
Net 30	City of Arden Hills, MN	

Qty	Item	Start Date	End Date
1	Annual Fee for Hosting and Support	3/1/2026	2/28/2027
1	SSL Certificate Annual Fee	3/1/2026	2/28/2027
1	Annual Fee for Website Media Center Storage.	3/1/2026	2/28/2027
1	48 Month Redesign Ultimate Annual - Municipal Websites Central	3/1/2026	2/28/2027

	Total	\$10,735.13
	Due	\$10,735.13

Please submit payment via ACH using the details below. Please send notification of ACH transmission via email to remittance@civicplus.com. That address is not monitored for other inquiries or notifications. For any other invoice questions or information, please contact us at accounting@civicplus.com.

Bank Name	Account Name	Account Number	Routing Number
JPMorgan Chase	CivicPlus LLC	910320636	021000021

CONSENT ITEM – 8I



MEMORANDUM

DATE: January 12, 2026

TO: Honorable Mayor and City Councilmembers
Jessica Jagoe, City Administrator

FROM: David Swearingen, P.E. Public Works Director / City Engineer

SUBJECT: Ramsey County Lexington Avenue Reconstruct – Final Payment

Budgeted Amount:	Actual Amount:	Funding Source:
\$1,010,000	\$1,273,381.92 (\$263,381.92 Over Budget)	PIR, State Bond, LRIP Grant, Assessments, Water Fund

Council Should Consider

Motions to approve, table, or deny the following:

- Payment to Ramsey County per the Cooperative Agreement, PUBW-2020-10R, in the amount of \$476,400.91 for the Ramsey County Lexington Avenue Reconstruct Project construction costs.
- Payment to Ramsey County per the Cooperative Agreement, PUBW-2020-10R, in the amount of \$161,594.28 for the Ramsey County Lexington Avenue Reconstruct Project related to Engineering costs.

Background/Discussion

On November 23, 2020, the City Council entered into a Cooperative and Maintenance Agreement for the Lexington Avenue Improvements with Ramsey County (PUBW-2020-10R). The project consists of reconstructing Lexington Avenue between County Road E and Interstate Highway 694, including improvements to streets, sidewalks, traffic signals, water main, storm sewer, and other infrastructure located within the project corridor. On October 25, 2021, City Council adopted Resolution 2021-060 to approve the plans and specifications for the project.

Construction started Spring of 2022 and has since been completed. Ramsey County has invoiced the City for construction and engineering costs shown in Attachments A & B. The County recently resolved negotiations with the Contractor which is the reason for the delay in the pay request. These will be the final invoices from Ramsey County for the project.

Staff has reviewed the invoices and related payment items and recommends Council approve the payment.

Budget Impact

The funding sources are summarized in the following table:

PIR Fund (roadway and signal replacement)	\$	206,127
Special Assessments (new Target Rd signal)		196,000
State Bonding Funds (water main replacement)		500,000
City Water Utility Fund		66,069
LRIP Grant Funds		41,804
Total Estimated Funding	\$	1,010,000

The table below shows the final actual project costs:

General construction	\$	222,472.65
Target Rd signal construction	\$	149,426.83
Watermain construction	\$	388,563.16
General Engineering Costs	\$	98,128.22
Target Rd. Signal Engineering Costs	\$	63,466.06
Right of Way Costs	\$	351,325.00
Total project cost:	\$	1,273,381.92

Actual project expenditures exceed the project budget by \$263,381.92. This is primarily due to the actual Right-of-Way costs coming in much higher than what Ramsey County estimated in 2019/2020 when the project was presented to the City Council. While the PIR fund currently has a sufficient balance to cover the overage, Council will need to revisit the projected depletion of these funds during the Summer 2026 budget sessions for the 2027 fiscal year.

Attachments

Attachment A: Invoice PUBW-021967 from Ramsey County

Attachment B: Invoice PUBW-021965 from Ramsey County

Public Works

Invoice Number: PUBW-021907
 Invoice Date: 12/16/25
 Page: 1 of 1

Please Remit To:
 Ramsey County
 Finance
 121 7th Place East, Mail Stop 5100
 St Paul MN 55101
 USA

Customer Number: 004000
 Payment Terms: 30 Days
 Due Date: 1/15/26

AMOUNT DUE: 476,400.91 USD

Bill To:
 ARDEN HILLS CITY OF
 1245 WEST HWY 96
 ARDEN HILLS MN 55112
 United States

Amount Remitted

For billing questions, please call 651-266-7100

Original Invoice: PUBW-021935 10/1/25
 Prior Adjustment: PUBW-021966

Original

Line	Identifier	Description	Quantity	UOM	Unit Amt	Net Amount
		AGREEMENT PUBW2020-10R RECONSTRUCTION OF LEXINGTON AVENUE BETWEEN COUNTY ROAD E AND 1-694 ENGINEERING AND RIGHT OF WAY COSTS BILLED SEPARATELY CITY FINAL SHARE OF CONSTRUCTION COSTS PAID TO CONTRACTOR				
1			1.00	EA	476,400.91	476,400.91
		Subtotal:				476,400.91
		Amount Due:				476,400.91

**Please return the top portion of the invoice with your check payable to Ramsey County.
 Ramsey County invoices may be paid online!
 Please visit RamseyCountyMN.gov/PayInvoices for more information.
 You will need your Customer Number and Invoice Number to complete your transaction.**

Public Works
Invoice Number: PUBW-021965
Invoice Date: 12/16/25
Page: 1 of 1

Please Remit To:
 Ramsey County
 Finance
 121 7th Place East, Mail Stop 5100
 St Paul MN 55101
 USA

Customer Number: 004000
Payment Terms: 30 Days
Due Date: 1/15/26

AMOUNT DUE: 161,594.28 USD

Bill To:
 ARDEN HILLS CITY OF
 1245 WEST HWY 96
 ARDEN HILLS MN 55112
 United States

Amount Remitted

For billing questions, please call 651-266-7100

 Original Invoice: PUBW-021938 10/1/25
 Prior Adjustment: PUBW-021964

Original

Line	Identifier	Description	Quantity	UOM	Unit Amt	Net Amount
1		AGREEMENT PUBW2020-10R RECONSTRUCTION OF LEXINGTON AVENUE BETWEEN COUNTY ROAD E AND 1-694 CONSTRUCTION AND RIGHT OF WAY COSTS BILLED SEPARATELY CITY SHARE OF ENGINEERING COSTS AS PER ATTACHED	1.00	EA	161,594.28	161,594.28
		Subtotal:				161,594.28
		Amount Due:				161,594.28

Please return the top portion of the invoice with your check payable to Ramsey County. Ramsey County invoices may be paid online! Please visit [RamseyCountyMN.gov/PayInvoices](https://www.ramseymn.gov/PayInvoices) for more information. You will need your Customer Number and Invoice Number to complete your transaction.

CONSENT ITEM – 8J



MEMORANDUM

DATE: January 12, 2026

TO: Honorable Mayor and City Councilmembers
Jessica Jagoe, City Administrator

FROM: David Swearingen, P.E. Public Works Director / City Engineer

SUBJECT: Professional Services Agreement for 2026 PMP Street & Utility Improvements Amendment No. 1

Budgeted Amount:
\$493,313

Actual Amount:
\$480,968

Funding Source:
PIR, Utility Funds, Special
Assessments

Council Should Consider

Motions to approve, table, or deny the following:

- PSA Amendment No. 1 for the 2026 PMP Street & Utility Improvements project to include the Arden Manor Hardcourt Improvements and Arden Oaks ADA Improvements.

Background/Discussion

The 2026-2030 Capital Improvement Plan identifies the Arden Manor Hardcourt Improvements and the Arden Oaks ADA Improvements to be constructed in 2026. The 2026-2030 CIP detail sheets are provided as Attachment A & B. These projects already have designed plans and were shelved for future construction.

The Arden Manor Hardcourt Improvements will consist of a full reconstruction including subgrade corrections and drainage improvements around the hardcourt. The court striping will consist of basketball and two pickleball courts.

The Arden Oaks ADA Improvements will consist of an access ramp from the south side of the park off Arden Oaks Dr. and an 8-ft wide bituminous trail to connect to the play structures. A concrete pad and a metal screening structure will be installed to accommodate an ADA-compliant portable toilet.

Bolton & Menk has put together a letter for the scope of work included in the proposed Amendment No. 1 (Attachment C). This includes an amount for the preparation/issuance of a quote package for early tree clearing operations and completion of final design/conversion to the 2026 PMP project documents for the Arden Oaks ADA improvements and the Arden Manor hardcourt reconstruction. See the letter in Attachment C for more details. Bolton & Menk had completed the designs for both the Arden Manor and Arden Oaks Improvements; therefore, the level of effort in the proposed task is minimal.

City staff recommends the City Council approve the PSA Amendment as seen in Attachment C.

If approved, the bid package will be put together, and authorization for bidding the project will be requested at the February City Council meeting. The low bid/quote for tree clearing will also be prepared for approval at the February meeting.

Budget Impact

Engineering budget:

2026 PMP Street & Utility Improvements	\$ 439,813.00
Arden Manor Hardcourt Improvements	\$ 40,000.00
Arden Oaks ADA Improvements	\$ 13,500.00
<hr/> Total:	<hr/> \$ 493,313.00

Actual engineering contract:

2026 PMP PSA	\$ 439,813.00
Amendment No. 1	\$ 41,155.00
<hr/> Total:	<hr/> \$ 480,968.00

The Arden Manor Hardcourt Improvements has a total project budget of \$200,000.

The Arden Oaks ADA Improvements has a total project budget of \$67,500.

Attachments

Attachment A – Arden Manor Hardcourt CIP detail sheet

Attachment B – Arden Oaks ADA Improvements CIP detail sheet

Attachment C – PSA Amendment No. 1

Capital Improvement Plan

Arden Hills, MN

Attachment A

Project # 26-Park-005
Project Name Hard Court & Trail Rehabilitation

Total Project Cost	\$771,000	Department	Parks Department
Type	Improvement	Category	Park Capital Improvements
Priority	3 Important	Status	Active
Useful Life	20 years	TCAAP	No

Description

- 2026: Arden Manor Court - \$200,000
- 2027: Ingerson New Trail Connections - \$100,000; Sampson Basketball Court - \$55,000
- 2028: Hazelnut Tennis Court & Trail Rehab - \$265,000 (tie with 2028 PMP);
- 2033: Valentine Park Basketball Court - \$85,500; Ingerson Basketball Court - \$65,500
- 2044: Cummings Park Sport Court; Royal Hills Sport Court
- 2048: Floral Park Sport Court
- 2050: Arden Oaks Basketball Court; Freeway Park Basketball Court

Justification

Proposed improvements are intended to maintain existing court surfaces. Other nearby bituminous surfaces are included if applicable such as trails or trail connections. In general, a court surface life is approximately 25 years before cracks and pavement deformation require full reconstruction. Routine crack filling to prolong court surfaces is being performed.

Expenditures	2026	2027	2028	2029	2030	Total	Future
Construction/Maintenance	200,000	155,000	265,000	0	0	620,000	151,000
Total	200,000	155,000	265,000	0	0	620,000	

Funding Sources	2026	2027	2028	2029	2030	Total	Future
Capital Improvement Funds (PIR)	200,000	155,000	265,000	0	0	620,000	151,000
Total	200,000	155,000	265,000	0	0	620,000	

2026 thru 2030

Capital Improvement Plan

Arden Hills, MN

Project # 26-Park-002
Project Name Arden Oaks Park ADA Improvements

Total Project Cost	\$67,500	Contact	Park & Recreation Mgr
Department	Parks Department	Type	Improvement
Category	Park Capital Improvements	Priority	3 Important
Status	Active	Useful Life	25 years

Description

In 2025 as part of the Arden Oaks Park improvements, the bid alternative for ADA improvements was removed from the scope of work due to budget constraints.

The ADA Improvements include concrete pedestrian ramp access from Arden Oaks Drive, bituminous trail improvements, ADA portable toilet pad with enclosure.

Justification

ADA improvements are necessary to provide accessibility to the park amenities. Currently, there is no ADA access.

Expenditures	2026	2027	2028	2029	2030	Total
Construction/Maintenance	67,500	0	0	0	0	67,500
Total	67,500	0	0	0	0	67,500

Funding Sources	2026	2027	2028	2029	2030	Total
Capital Improvement Funds (PIR)	67,500	0	0	0	0	67,500
Total	67,500	0	0	0	0	67,500



Real People. Real Solutions.

5 HUN a Ybh7

Burnsville, MN 55337-1649

Ph: (952) 890-0509
Fax: (952) 890-8065
Bolton-Menk.com

January 5, 2026

David Swearingen, PE
Public Works Director/City Engineer
City of Arden Hills
1245 W Highway 96
Arden Hills, MN 55112

RE: Professional Engineering for 2026 PMP Street & Utility Improvements Project
Amendment 1 - Additional Project Scope

Dear David:

Through the final design process for the City of Arden Hills' 2026 PMP Street & Utility Improvements Project, the project schedule has been better identified with respect to the City's special assessment and contract award processes. It has been determined that contract award will not occur with sufficient time to execute the contract and allow the contractor to perform tree clearing by the restriction date for tree clearing operations in areas identified as likely to affect specific threatened and endangered wildlife species. As such, it is recommended to proceed with separating the tree clearing operations directly surrounding Karth Lake from the overall project contract and have that work performed in advance of the project to meet the date restriction requirements.

Additionally, Arden Hills recently adopted their budget for 2026 which included funds allocated for trail improvements at Arden Oaks Park and for the basketball hardcourt improvements at Arden Manor Park. The trail improvements at Arden Oaks Park were previously designed and included in the bid as a design alternate with the surrounding park improvements project, but it was not approved due to the bid pricing. The basketball court improvements at Arden Manor Park was partially designed with the intent to pursue grant funding, but was not completed and is now proposed to be locally funded. City staff have indicated a desire to incorporate these park improvements into the 2026 PMP Street & Utility Improvements to take advantage of economies of scale that will hopefully result in advantageous bid pricing for the City. Both of these efforts were previously completed by Bolton & Menk parks staff so they can easily be continued and incorporated into the 2026 PMP street & Utility Improvements project with minimal re-work required.

If these additional scopes of work are directed by Council to move forward, additional design/plan production services, bidding services, and construction services will be necessary. Below is a list of the proposed changes to the project scope since the original contract was approved to accommodate these requests:

- Isolate the tree clearing work from the 2026 PMP Street & Utility Improvements plans and specifications, and produce a standalone tree clearing set of plans and specifications. These will be incorporated into a quote package and sent to various tree removal contractors to obtain quotes for the work. The intent would be to have the quote process completed in time to award the tree clearing contract at the February City Council meeting (or the first March City Council meeting at the latest) to allow for the work to be completed by the April date restriction. This work would

only encapsulate tree clearing directly around Karth Lake, primarily for the stormwater pond BMP and the shoreline stabilization/pump system improvements that are proposed to be constructed with the 2026 PMP project. Grubbing of the tree stumps would still be completed with the 2026 PMP project, along with more individual trees that have difficult access issues in accordance with T/E requirements. Conduct additional construction staking and observation services to ensure acceptable performance/cleanup of the tree clearing operations.

- Isolate the trail and associated improvements (identified as Alternate 1 at Arden Oaks Park) from the original Arden Hills 2025 Park Improvements plans and specifications, and incorporate them into the 2026 PMP Street & Utility Improvements plans and specifications. Bid these improvements as a design alternate with the 2026 PMP project. Conduct additional construction staking and observation services to ensure acceptable installations of the identified improvements.
- Complete the final design for the Arden Manor Park Improvements project to develop a final set of plans and specifications. It is assumed that one additional round of city staff review will be required and comments incorporated into the final plans. These plans and specifications will be incorporated into the 2026 PMP Street & Utility Improvements plans and specifications. Bid these improvements as a design alternate with the 2026 PMP project. Conduct additional construction staking and observation services to ensure acceptable installations of the identified improvements.

While the City standard process includes an estimated percentage-based method of estimating overhead and contingencies that was included in the feasibility report's project costs, the actual estimated additional final design, bidding administration, and construction services for the potential scope additions are \$41,155. If the above identified additional project scope is directed by Council to move forward with the 2026 PMP project, these additional fees will encompass the necessary additional final design/plan production, bidding administration, and construction services efforts.

The original proposal for the project was in the total amount of \$439,813, with the final design task being \$96,558, the bidding administration task being \$5,992, and the construction services task being \$139,751. The potential project scope additions described above would result in an increase to the overall fees that encompasses the scope of work approved on these tasks. We are requesting an amendment for \$41,155, if the additional project scope is approved. This would bring the total project fee to \$480,968 with the final design task totaling \$109,146, the bidding administration task being \$7,799, and the construction services task being \$166,511.

TOTAL PROJECT AMENDMENT FEE = \$41,155

We appreciate your trust in us to complete these potential project changes that have been identified over the course of the project process to date. We look forward to completing the final design phase of this project and generating construction documents to bring the final project concept to life for the City of Arden Hills.

Sincerely,

BOLTON & MENK, INC.



Brad Fisher, P.E.
Principal Engineer

This document shall serve as an amendment to the Agreement for Professional Services between the parties, dated March 10, 2025 (the “Contract”), pursuant to Section 3.A.1 thereof. All other provisions of the Contract shall remain in full force and effect except as herein modified.

Accepted: _____

City of Arden Hills

cc: Mike Waltman, P.E., Principal Engineer

Detailed Cost Estimate

City of Arden Hills 2026 PMP Street and Utility Improvements - Amendment 1		Bolton & Menk, Inc.													
Task No.	Work Task Description	Principal-in-Charge	Project Manager	Design Engineer	Water/Wastewater Project Engineer	Water Resources Project Engineer	Natural Resource Specialist	Construction Observer	Construction Project Manager	Survey Manager	Survey Technician	Survey Crew	Admin/Coordination	Totals	Costs
7.0 Final Design															
7.1	60% Plans													0	\$0.00
7.2	Stormwater Pond BMP Design													0	\$0.00
7.3	Karth Lake Pumping Design													0	\$0.00
7.4	90% Plans, Estimate, and Specifications													0	\$0.00
7.5	Final Plans, Estimate, and Specifications	2	30	40									12	84	\$12,588.00
Subtotal Hours - Task 7		2	30	40	0	0	0	0	0	0	0	0	12	84	\$12,588.00
9.0 Bidding Administration															
9.1	Bid Documents Posted on Quest CDN												2	2	\$218.00
9.2	Bidding Questions and Addenda		6											6	\$1,110.00
9.3	Bid Opening & Tabulation													0	\$0.00
9.4	Award of Project													0	\$0.00
9.5	Contracts		2										1	3	\$479.00
Subtotal Hours - Task 9		0	8	0	0	0	0	0	0	0	0	0	3	11	\$1,807.00
10.0 Construction Services															
10.1	Preconstruction Meeting and Shop Drawing Review							4	6				2	12	\$1,880.00
10.2	Construction Administration								20					20	\$3,700.00
10.3	Construction Observation							90						90	\$12,420.00
10.4	Construction Staking									5	9	30		44	\$8,760.00
10.5	Construction Materials Testing Coordination													0	\$0.00
Subtotal Hours - Task 10		0	0	0	0	0	0	94	26	5	9	30	2	166	\$26,760.00
Total Hours		2	38	40	0	0	0	94	26	5	9	30	17	261	
Average Hourly Rate		\$225.00	\$185.00	\$132.00	\$175.00	\$175.00	\$160.00	\$138.00	\$185.00	\$210.00	\$190.00	\$200.00	\$109.00		
Subtotal		\$450.00	\$7,030.00	\$5,280.00	\$0.00	\$0.00	\$0.00	\$12,972.00	\$4,810.00	\$1,050.00	\$1,710.00	\$6,000.00	\$1,853.00		
Total Fee															\$41,155.00

CONSENT ITEM – 8K



MEMORANDUM

DATE: January 12, 2026

TO: Honorable Mayor and City Councilmembers
Jessica Jagoe, City Administrator

FROM: Lucas J. Miller, Assistant Public Works Director

SUBJECT: Ramsey County (Formerly Ramsey County Conservation District) Shared Service Agreement

Budgeted Amount: Actual Amount: Funding Source:
**Note: This is a pass-through cost*

Council Should Consider

Motions to approve, table, or deny the following:

- Approving the Shared Service Agreement with Ramsey County for 2026.

Background/Discussion

Since 2009, Ramsey County’s Soil and Water Conservation District has been assisting the City with inspections required by the City’s Grading and Erosion Control Permits under Chapter 15, Erosion and Sediment Control Ordinance.

Attached is the Shared Service Agreement between the City of Arden Hills and Ramsey County’s Soil and Water Conservation District to continue this service through 2026. There is an increase in the hourly rate from the 2025 contract to the 2026 contract, and the hourly rate will now be set at \$85/hour, up from \$80/hour. The charges are assessed back against the escrows collected under the Grading and Erosion permits issued. Staff is recommending approval of the Shared Service Agreement for 2026.

Attachments

Attachment A: Shared Service Agreement with Ramsey County

**SHARED SERVICE AGREEMENT
CITY OF ARDEN HILLS
RAMSEY COUNTY**

- 1.0 **Agreement.** This Shared Service Agreement (“Agreement”) is entered into by and between the City of Arden Hills, a Minnesota municipal corporation (“City”); and Ramsey County (“County”), a political subdivision of the State of Minnesota, on behalf of its Parks & Recreation Department – Soil & Water Conservation Division (SWCD), 2015 Van Dyke St., Maplewood, MN 55109.
- 2.0 **Authorization.** This Agreement is authorized pursuant to the provisions of Minnesota Statutes § Chapter 412, Minnesota Statutes §Chapter 103(C), and Minnesota Statutes §471.59.
- 3.0 **Purpose.** The City is requesting the County to provide personnel to perform erosion and sediment control permit inspections, reporting and enforcement services, as defined herein.
- 4.0 **Terms.** In consideration of the mutual undertakings herein expressed, the parties agree as follows:
 - A. **City Responsibility.** The City will:
 1. Accept, process, and maintain records in connection with Grading and Erosion Control Permit (“GEC Permit”) applications.
 2. Collect and account for GEC Permit fees and escrows.
 3. The completed GEC Permit application shall include the following information:
 - a. Name, address and phone number of permittee.
 - b. Description and expected duration of project.
 - c. Any special considerations identified by the City.
 4. Issue GEC Permit upon receipt of a positive recommendation from the County. GEC Permits shall be issued subject to compliance with approved Plans and Specifications and other conditions of approval recommended by the County or the City.
 5. Authorize County to issue Stop Work Orders where appropriate.

6. Compensate the County for services rendered by County staff at the County's hourly rate (currently \$85 per hour), including services rendered by County staff in connection with any litigation arising out of the issuance of a Stop Work Order at the direction of the City pursuant to the terms of this Agreement. The City acknowledges that the County's hourly rate is adjusted annually.
7. County staff shall receive mileage reimbursement at the current IRS rate.

B. County Responsibilities. The County will:

1. Provide inspections by qualified staff. Unless otherwise requested by the City, inspections shall be conducted during regular business hours, 8:00 AM – 4:30 PM, Monday to Friday, excluding State holidays.
2. Provide the following regular inspections for the sites identified by the City:
 - a. Initial Best Management Practice inspection prior to site disturbance, as scheduled by the City.
 - b. Weekly inspections during the period of site disturbance.
 - c. Routine inspections after a 0.5-inch rainfall event.
 - d. Re-inspection to verify that corrections have been made, as required by the City.
3. Provide the City with a copy of the inspection report within seventy-two (72) hours of the inspection. If a re-inspection identifies that corrections have not been made and enforcement action is needed, the County shall notify the City as soon as possible of the violation but, in all cases, within twenty-four (24) hours of the re-inspection.
4. Issue Stop Work Orders, as directed by the City, in those cases where GEC Permittees have not complied with the erosion and sediment control regulations and/or with the conditions attached to the GEC Permit.
5. Invoice the City on a quarterly basis for services rendered.

- 5.0 **Indemnification.** The City shall indemnify, defend and hold harmless the County for any damages to third parties arising out of services provided by the County pursuant to the terms of this Agreement provided, however, that the City's maximum liability shall be as stated in Minnesota Statutes §Chapter 466.
- 6.0 **Amendment.** This Agreement may not be amended without the written consent of each of the parties.
- 7.0 **Termination.** This Agreement shall be binding upon the parties from its effective date of January 1, 2026 until December 31, 2026 provided that either party may terminate this Agreement upon sixty (60) days written notice to the other party.
- 8.0 **Effective Date.** This Agreement shall become effective January 1, 2026.

IN WITNESS WHEREOF, the City and the County have caused this Agreement to be executed as of the date and year first above written.

CITY OF ARDEN HILLS,
a Minnesota municipal corporation

David Grant, MAYOR

RAMSEY COUNTY, a political
subdivision of the state of Minnesota

By: Ling Becker

Printed Name: Ling Becker

Title: County Manager

By: Mark McCabe

Printed Name: Mark McCabe

Title: Parks & Recreation Director

Approved as to form:

By: *Kathleen Ritter*

Printed Name: Kathleen Ritter

Title: Assistant County Attorney

CONSENT ITEM – 8L



DATE: January 12, 2026

TO: Honorable Mayor and City Councilmembers
Jessica Jagoe, City Administrator

FROM: Lucas J. Miller - Assistant Public Works Director

SUBJECT: Lift Station 5 Forcemain Rehabilitation Project – Payment #2

Budgeted Amount:	Actual Amount:	Funding Source:
\$910,000 (Forcemain)	\$1,001,817.50	Sanitary Sewer Utility Fund
\$130,000 (Pumps and Valves)		

Council Should Consider

Motions to approve, table, or deny the following:

- Payment #2 for the Lift Station 5 Forcemain Rehabilitation Project Contract to New Look Contracting, Inc. in the amount of \$389,707.81.

Background/Discussion

Pursuant Resolution 2025-014 adopted by City Council on February 10, 2025, City staff initiated bid advertisement for the Lift Station 5 Forcemain Rehabilitation project. A total of six bids were received on February 27, 2025. On March 10, 2025, Council approved Resolution 2025-027 accepting the bids and awarded the construction contract with New Look Contracting, Inc. in the amount of \$729,901.50. At the Council Meeting on October 27, 2025, Council approved Change Order No. 1, an increase of \$10,250.00.

The project is approximately 90% complete. Items completed to this point include drilling/installation of the forcemain which is fully functioning, the initial restoration throughout, pavement patching, and installation of the new wet well at the lift station. Full restoration, pavement touch ups, pressure relief manhole finish work, landscaping at the rain garden on Noble Ave, and punchlist work remains. Five percent is being withheld from the work completed in accordance with the contract documents. Payment No. 2 is in the amount of \$389,707.81. Bolton and Menk has reviewed the documents and recommends payment (Attachment A). Staff has reviewed the documents and recommends that Council approve Payment No. 2.

Budget Impact

A summary of the project costs and funding sources to date is provided below:

Total As-Bid Costs:

Construction (Primary)	\$ 729,901.50
Pumps & Valves (estimate)	\$ 130,000.00
Change Order #1	\$ 10,250.00
Engineering Design	\$ 79,636.00
Construction Mgmt.	\$ 41,448.00
<u>Materials Testing</u>	<u>\$ 10,582.00</u>
TOTAL	\$1,001,817.50

Total Estimated Funding

<u>Sanitary Sewer Utility Fund</u>	<u>\$ 1,040,000.00</u>
TOTAL	\$ 1,040,000.00

Attachments

Attachment A: Recommendation Letter from Bolton and Menk, Inc.

Attachment B: Pay Request No. 2



Real People. Real Solutions.

Attachment A

st Avenue
Burnsville, MN 55337-1649

Ph: (952) 890-0509
Fax: (952) 890-8065
Bolton-Menk.com

January 7, 2026

Mr. Lucas Miller
City of Arden Hills
1245 W Highway 96
Arden Hills, MN 55112

Re: Pay Application No. 2
Lift Station 5 Forcemain Improvements
City of Arden Hills, Minnesota
BMI Project No. OT1.131511

Dear Mr. Miller:

We are recommending approval of the enclosed Pay Application No. 2 and payment to New Look Contracting, Inc.

Please request approval from the Mayor and Council at the January 12, 2026 Council Meeting. If approved, please sign the Pay Application, and return a copy of each to me. I will then forward the signed copies to New Look Contracting, Inc. for their records.

Please call if you have any questions regarding this recommendation or the enclosed pay application.

Sincerely,

Bolton & Menk, Inc.

Ryan Peterson, P.E.
Senior Project Engineer

Enclosures

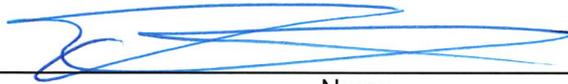
Attachment B

CONTRACTOR'S PAY REQUEST LIFT STATION 5 FORCEMAIN REPLACEMENT CITY OF ARDEN HILLS - BMI PROJECT NO. 0T1.131511	 BOLTON & MENK Real People. Real Solutions.	DISTRIBUTION: CONTRACTOR (1) OWNER (1) ENGINEER (1)
TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS		\$740,151.50
TOTAL, COMPLETED WORK TO DATE		\$686,306.25
TOTAL, STORED MATERIALS TO DATE		\$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED		\$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS		\$686,306.25
RETAINED PERCENTAGE (5.0%)		\$34,315.31
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)		\$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE		\$651,990.94
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES		\$262,283.13
PAY CONTRACTOR AS ESTIMATE NO. 2		\$389,707.81

CERTIFICATE FOR PARTIAL PAYMENT

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the contract amount for the period covered by this Estimate.

Contractor: New Look Contracting
 14045 Northdale Blvd
 Rogers, MN 55374

By  Estimador PM
Name Title

Date 1-6-26

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:

ENGINEER: BOLTON & MENK, INC., 12224 NICOLLET AVE, BURNSVILLE, MN 55337

By , CONSULTING ENGINEER

Date 01-07-2025

APPROVED FOR PAYMENT:

OWNER:

By _____
Name Title Date

And _____
Name Title Date

Pay Request No.:

2

LIFT STATION 5 FORCEMAIN REPLACEMENT

CITY OF ARDEN HILLS

BMI PROJECT NO. 071.131511

WORK COMPLETED THROUGH FRIDAY, JULY 01, 1949



ITEM NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE	
			ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT
1	MOBILIZATION	\$49,000.00	1.00 LUMP SUM	\$49,000.00	0.50 LUMP SUM	\$24,500.00	1.00 LUMP SUM	\$49,000.00
2	TRAFFIC CONTROL	\$10,000.00	1.00 LUMP SUM	\$10,000.00	0.50 LUMP SUM	\$5,000.00	1.00 LUMP SUM	\$10,000.00
3	REMOVE CURB AND GUTTER (SPOT REPLACEMENT)	\$25.00	20.00 LIN FT	\$500.00	38.00 LIN FT	\$950.00	38.00 LIN FT	\$950.00
4	REMOVE BITUMINOUS PAVEMENT (STREET AND TRAIL)	\$6.00	763.00 SQ YD	\$4,578.00	697.00 SQ YD	\$4,182.00	766.00 SQ YD	\$4,200.00
5	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	\$5.00	528.00 LIN FT	\$2,640.00	520.00 LIN FT	\$2,600.00	600.00 LIN FT	\$3,300.00
6	REMOVE WATER MAIN	\$49.00	20.00 LIN FT	\$980.00	10.00 LIN FT	\$490.00	10.00 LIN FT	\$490.00
7	REMOVE SEWER MANHOLE	\$1,900.00	1.00 EACH	\$1,900.00	1.00 EACH	\$1,900.00	1.00 EACH	\$1,900.00
8	REMOVE HYDRANT	\$1,000.00	2.00 EACH	\$2,000.00	1.00 EACH	\$1,000.00	1.00 EACH	\$1,000.00
9	REMOVE VALVE	\$500.00	2.00 EACH	\$1,000.00	1.00 EACH	\$500.00	1.00 EACH	\$500.00
10	REMOVE SANITARY SEWER FORCEMAIN	\$25.00	60.00 LIN FT	\$1,500.00	20.00 LIN FT	\$500.00	60.00 LIN FT	\$1,500.00
11	ABANDON SANITARY SEWER FORCEMAIN	\$80.00	3,200.00 LIN FT	\$320,000.00	0.00 LIN FT	\$0.00	3,200.00 LIN FT	\$320,000.00
12	FULL DEPTH BITUMINOUS STREET PATCH (STREET AND TRAIL)	\$10.00	763.00 SQ YD	\$6,104.00	178.00 SQ YD	\$1,424.00	900.00 SQ YD	\$72,000.00
13	INTEGRAL CONCRETE FLUME	\$33.50	50.00 SQ FT	\$1,675.00	39.00 SQ FT	\$1,306.50	39.00 SQ FT	\$1,306.50
14	6" CONCRETE WALK	\$33.50	30.00 SQ FT	\$1,005.00	0.00 SQ FT	\$0.00	0.00 SQ FT	\$0.00
15	CONCRETE CURB & GUTTER - DESIGN B618 (SPOT REPLACEMENT)	\$78.00	20.00 LIN FT	\$2,020.00	38.00 LIN FT	\$3,838.00	38.00 LIN FT	\$3,838.00
16	TRUNCATED DOMES	\$101.00	20.00 SQ FT	\$2,020.00	0.00 SQ FT	\$0.00	0.00 SQ FT	\$0.00
17	ADJUST CASTING (SANITARY/STORM)	\$1,150.00	2.00 EACH	\$2,300.00	0.00 EACH	\$0.00	2.00 EACH	\$2,300.00
18	ADJUST VALVE BOX	\$850.00	2.00 EACH	\$1,700.00	0.00 EACH	\$0.00	2.00 EACH	\$1,700.00
19	CONNECT TO EXISTING SANITARY SEWER PIPE	\$1,250.00	3.00 EACH	\$3,750.00	3.00 EACH	\$3,750.00	3.00 EACH	\$3,750.00
20	CONNECT TO EXISTING SANITARY SEWER FORCEMAIN PIPE	\$2,300.00	2.00 EACH	\$4,600.00	1.00 EACH	\$2,300.00	2.00 EACH	\$4,600.00
21	CONNECT TO EXISTING WATERMAIN PIPE	\$2,750.00	5.00 EACH	\$13,750.00	1.00 EACH	\$2,750.00	1.00 EACH	\$2,750.00
22	6" DIP WATERMAIN	\$150.00	23.00 LIN FT	\$3,450.00	4.00 LIN FT	\$600.00	6.50 LIN FT	\$975.00
23	HYDRANT	\$9,675.00	2.00 EACH	\$19,350.00	1.00 EACH	\$9,675.00	1.00 EACH	\$9,675.00
24	6" GATE VALVE & BOX	\$3,125.00	2.00 EACH	\$6,250.00	1.00 EACH	\$3,125.00	1.00 EACH	\$3,125.00
25	TEMPORARY WATER SERVICE	\$1.00	1.00 LUMP SUM	\$1.00	0.00 LUMP SUM	\$0.00	0.00 LUMP SUM	\$0.00
26	10" HDPE SANITARY SEWER FORCEMAIN (OPEN CUT)	\$82.00	250.00 LIN FT	\$20,500.00	115.00 LIN FT	\$9,430.00	271.00 LIN FT	\$22,222.00
27	10" HDPE SANITARY SEWER FORCEMAIN (HDD)	\$89.00	2,050.00 EACH	\$182,450.00	1,634.00 EACH	\$145,426.00	2,050.00 EACH	\$182,450.00
28	12" DUCTILE IRON PIPE	\$350.00	5.00 LIN FT	\$1,750.00	0.00 LIN FT	\$0.00	0.00 LIN FT	\$0.00
29	12" GATE VALVE & BOX	\$7,100.00	1.00 EACH	\$7,100.00	0.00 EACH	\$0.00	0.00 EACH	\$0.00
30	DUCTILE IRON FITTINGS	\$15.00	600.00 LBS	\$9,000.00	384.00 LBS	\$5,760.00	959.00 LBS	\$14,385.00
31	SNAKE PIT TRACER ACCESS PIT	\$1,500.00	3.00 EACH	\$4,500.00	2.00 EACH	\$3,000.00	3.00 EACH	\$4,500.00
32	RECONSTRUCT SANITARY SEWER MANHOLE	\$830.00	13.00 LIN FT	\$10,790.00	13.00 LIN FT	\$10,790.00	13.00 LIN FT	\$10,790.00
33	AIR RELIEF MANHOLE	\$13,750.00	1.00 EACH	\$13,750.00	0.50 EACH	\$6,875.00	0.75 EACH	\$10,312.50
34	CASTING (SANITARY MANHOLE)	\$900.00	1.00 EACH	\$900.00	0.00 EACH	\$0.00	1.00 EACH	\$900.00
35	LIFT STATION 5 MODIFICATIONS	\$145,000.00	1.00 LUMP SUM	\$145,000.00	0.00 LUMP SUM	\$0.00	1.00 LUMP SUM	\$145,000.00
36	SEWER BYPASSING	\$65,000.00	1.00 LUMP SUM	\$65,000.00	0.00 LUMP SUM	\$0.00	1.00 LUMP SUM	\$65,000.00
37	STREET SWEEPER W/OPERATOR	\$1.00	40.00 HOUR	\$40.00	0.00 HOUR	\$0.00	23.50 HOUR	\$23.50
38	RANDOM RIP RAP CLASS III W/ GEOTEXTILE FABRIC	\$225.00	5.00 TON	\$1,125.00	0.00 TON	\$0.00	9.65 TON	\$2,171.25
39	STORM DRAIN INLET PROTECTION	\$150.00	6.00 EACH	\$900.00	3.00 EACH	\$450.00	4.00 EACH	\$600.00
40	SILT FENCE	\$5.00	500.00 LIN FT	\$2,500.00	0.00 LIN FT	\$0.00	0.00 LIN FT	\$0.00
41	SEDIMENT CONTROL LOGS	\$5.00	500.00 LIN FT	\$2,500.00	180.00 LIN FT	\$900.00	400.00 LIN FT	\$2,000.00
42	EROSION CONTROL BLANKET	\$2.75	350.00 SQ YD	\$962.50	0.00 SQ YD	\$0.00	350.00 SQ YD	\$962.50
43	HYDROMULCH & SEED MIX 25-151	\$65.00	350.00 SQ YD	\$22,750.00	0.00 SQ YD	\$0.00	350.00 SQ YD	\$22,750.00
44	COMMON TOPSOIL BORROW	\$66.00	40.00 CU YD	\$2,640.00	0.00 CU YD	\$0.00	40.00 CU YD	\$2,640.00
45	4" SOLID WHITE - MULTI-COMPONENT LIQUID	\$12.00	165.00 LIN FT	\$1,980.00	0.00 LIN FT	\$0.00	0.00 LIN FT	\$0.00
46	4" DOUBLE SOLID YELLOW - MULTI-COMPONENT LIQUID	\$23.00	110.00 LIN FT	\$2,530.00	0.00 LIN FT	\$0.00	0.00 LIN FT	\$0.00
47	PAVEMENT MARKINGS	\$4.50	750.00 SQ FT	\$3,375.00	0.00 SQ FT	\$0.00	0.00 SQ FT	\$0.00
48	LIFT STATION 5 MODIFICATIONS ALLOCATION	\$15,000.00	1.00 LUMP SUM	\$15,000.00	0.00 LUMP SUM	\$0.00	0.00 LUMP SUM	\$0.00
49	LANDSCAPE ALLOWANCE	\$5,000.00	1.00 LUMP SUM	\$5,000.00	0.00 LUMP SUM	\$0.00	0.00 LUMP SUM	\$0.00
CO1-1	Directional Drilling Larger Pipe Size Installation	\$10,250.00	1.00 LUMP SUM	\$10,250.00	1.00 LUMP SUM	\$10,250.00	1.00 LUMP SUM	\$10,250.00

Pay Request No.:

2

LIFT STATION 5 FORCEMAIN REPLACEMENT

CITY OF ARDEN HILLS

BMI PROJECT NO. 071.131511

WORK COMPLETED THROUGH FRIDAY, JULY 01, 1949



ITEM NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE		
			ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	
			0					0	
TOTAL AMOUNT:				\$740,151.50		\$276,087.50		\$686,306.25	

CONSENT ITEM – 8M



DATE: January 12, 2026

TO: Honorable Mayor and City Councilmembers
Jessica Jagoe, City Administrator

FROM: Lucas J. Miller - Assistant Public Works Director

SUBJECT: 2024 CIPP Lining Project – Payment No. 4 (Final)

Budgeted Amount:
\$415,000

Actual Amount:
\$391,732.58

Funding Source:
Sanitary Sewer Utility Fund,
MCES I/I Grant

Council Should Consider

Motions to approve, table, or deny the following:

- Payment No. 4 (Final) for the 2024 CIPP Lining Project to Hydro-Klean, LLC in the amount of \$13,741.63.

Background/Discussion

On April 8, 2024, the City Council approved Resolution 2024-018 Accepting Bid and Awarding the Construction Contract with Hydro-Klean, LLC for the 2024 CIPP Lining Project in the amount of \$505,280.

The project is 100% complete. Items completed to this point include pre-televising, pre-cleaning, lining and post-televising the entirety of the sewer main system within the project and the open trench repair of a failing sewer leg identified within the plan set. Five percent was being withheld but is being released with this Final Pay Request #4. The work completed is in accordance with the contract documents. Payment No. 4 (Final) is in the amount of \$13,741.63. Staff recommends that Council approve Payment No. 4 (Final).

Budget Impact

A summary of the project costs and funding sources to date is provided below:

Total As-Bid Costs:

Construction (Primary)	\$ 274,832.58
Construction (Alternate)	\$ 0
Change Order #1 (M&B)	\$ 55,500
<u>Engineering Services</u>	<u>\$ 61,400</u>
TOTAL	\$ 391,732.58

Total Estimated Funding

Sanitary Sewer Utility Fund	\$ 391,732.58
TOTAL	\$ 391,732.58

The City is participating in the 2023 Metropolitan Council (MCES) Public Inflow and Infiltration Grant program. Roughly 25% of the construction costs from this project will be eligible for reimbursement at the end of the program cycle in 2026.

I/I grant eligible funds are 25% of the pipelining bid item costs which calculates to \$68,708.

The 2024-2028 CIP Budget includes funding in the amount of \$415,000 for the proposed work.

Attachments

Attachment A - Recommendation Letter from TKDA

Attachment B - Pay Request No. 4 (Final)

December 30, 2025

Sent via email only: LMiller@cityofardenhills.org

Lucas Miller
Assistant Public Works Director
City of Arden Hills
1245 West Highway 96
Arden Hills, MN 55112

Re: Arden Oaks Payment Application #4 FINAL
City Project No. PW-23-0101
TKDA Project No. 20940.000

Hydro Klean has completed their punchlist work and provided their IC134 paperwork for the 2024 CIPP Lining Project. Attached please find the payment application #4 Final and IC134's for the project.

TKDA recommends Final payment of payment application #4 which pays for all retainage for the 2024 CIPP Lining Project.

If you have any questions or concerns, please contact Larry Poppler with TKDA at 651.292.4457.

Sincerely,



Larry P. Poppler, PE
Group Manager, Roadways and Utilities



APPLICATION AND CERTIFICATE FOR PAYMENT

APPLICATION NO.: 4 FINAL
 APPLICATION DATE: 12/3/2025
 APPLICATION PERIOD TO: 12/3/20025
 CONTRACT DATE: 4/8/2024

TO OWNER: City of Arden Hills
 1245 Hwy 96
 Arden Hills, MN 55112

PROJECT: 2024 CIPP Lining
 PROJECT #: PW-23-0101, 20940.000

FROM CONTRACTOR: Hydro-Klean
 333 NW 49th Place
 Des Moines, IA 50313

ENGINEER: Larry Poppler
 TKDA
 444 Cedar St
 St Paul, MN 55101

CONTRACT FOR: Cured-In-Place-Pipe Rehabilitation of Sanitary Sewer

CONTRACTOR'S APPLICATION FOR PAYMENT
 Application is made for payment, as shown below, in connection with the contract.

1 ORIGINAL CONTRACT SUM	\$	505,280.00
2 NET CHANGE BY CHANGE ORDERS	\$	-
3 CONTRACT SUM TO DATE (Line 1 + 2)	\$	505,280.00
4 TOTAL COMPLETED & STORED TO DATE	\$	274,832.58
5 RETAINAGE:		
a. Completed Work	0% \$	-
b. Stored Materials	0% \$	-
Total Retainage	\$	274,832.58
6 TOTAL EARNED LESS RETAINAGE (Line 4 - 5)	\$	261,090.95
7 LESS PREVIOUS CERTIFICATES FOR PAYMENT ((Line 6 (paste # only) from prior Certificate))		
8 CURRENT PAYMENT DUE (Line 6 - 7)	\$	13,741.63
9 BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 - 6)	\$	230,447.42

The undersigned Contractor certifies that to the best of the Contractors knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:
 Hydro-Klean
 333 NW 49th Place
 Des Moines, IA 50313
 (320) 363-8500

By: *[Signature]*
 Title: CEO
 30 day of December, 2025

CHANGE ORDER SUMMARY

	Addition	Deduction
Total changes approved in previous months by Owner	\$ -	\$ -
Changes approved this month		
Change Order 1 Sanitary casting replacement	\$ -	\$ -
Change Order 2	\$ -	\$ -
Total additions and subtractions	\$ -	\$ -
Net Changes by Change Order	\$ -	\$ -

ENGINEER'S CERTIFICATE FOR PAYMENT
 In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Engineer certifies to the Owner that to the best of the Engineer's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the

AMOUNT CERTIFIED \$ 13,741.63

By: *[Signature]*
 3rd day of December, 2025

Mayor Signature

Date

PAY REQUEST

CITY OF ARDEN HILLS

PROJECT: 2024 CIPP Lining
PROJECT #: PW-23-0101, 20940.000
CONTRACTOR: Hydro-Klean
CONTRACT FOR: Cured-In-Place-Pipe Rehabilitation of Sanitary Sewer

Payment 4
Date: 12/3/2025

ITEM NO.	SPEC. NO.	ITEM DESCRIPTION	UNIT	CONTRACT QUANTITY	CONTRACT UNIT PRICE	CONTRACT AMOUNT	QUANTITY TO DATE	AMOUNT EARNED TO DATE	PERCENT OF CONTRACT AMOUNT	QUANTITY	AMOUNT
BASE BID - 2024 CIPP LINING											
1	2021.501	MOBILIZATION	LUMP SUM	1	\$6,937.12	\$6,937.12	1.00	\$6,937.12	100.00%		\$0.00
2	2101.524	TRAFFIC CONTROL	LUMP SUM	1	\$1,000.00	\$1,000.00	1.00	\$1,000.00	100.00%		\$0.00
3	2101.524	TEMPORARY CONVEYANCE	LUMP SUM	1	\$500.00	\$500.00	1.00	\$500.00	100.00%		\$0.00
4	2104.502	CLEAN & TELEWISE SANITARY SEWER (PRE-REHABILITATION)	LIN FT	5,727	\$6.94	\$39,745.38	5,584.00	\$38,752.96	97.50%		\$0.00
5	2104.503	HEAVY SEWER CLEANING	HOUR	25	\$400.00	\$10,000.00	4.00	\$1,600.00	16.00%		\$0.00
6	2104.503	TRIM PROTRUDING TAP	HOUR	5	\$400.00	\$2,000.00	0.00	\$0.00	0.00%		\$0.00
7	2104.503	CIPP LINING - 8" SANITARY SEWER	LIN FT	5,727	\$32.50	\$186,127.50	5,849.00	\$190,092.50	102.13%		\$0.00
8	2104.602	REINSTATE SANITARY SEWER SERVICE	EACH	118	\$50.00	\$5,900.00	119.00	\$5,950.00	100.85%		\$0.00
9	2104.504	REINSTATE OUTSIDE DROP	EACH	1	\$50.00	\$50.00	0.00	\$0.00	0.00%		\$0.00
10	2104.504	SANITARY SEWER PIPE REPAIR - OPEN-CUT	LUMP SUM	1	\$30,000.00	\$30,000.00	1.00	\$30,000.00	100.00%		\$0.00
ALTERNATE 1 - LATERAL CONNECTION SEALING											
11		Lateral Connection Sealing (5 feet)	EACH	118	\$1,890.00	\$223,020.00	0.00	\$0.00	0.00%		\$0.00
SUBTOTAL						\$505,280.00		\$274,832.58	54.39%		\$0.00



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	0-871-183-328
Submitted Date and Time:	30-Dec-2025 1:45:26 PM
Legal Name:	HYDRO-KLEAN LLC
Federal Employer ID:	45-2473053
User Who Submitted:	Hydrokleen
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	982167552
Minnesota ID:	2177531
Project Owner:	CITY OF ARDEN HILLS, MN
Project Number:	PW-23-0101, 20940.000
Project Begin Date:	01-Apr-2024
Project End Date:	30-Dec-2025
Project Location:	ARDEN HILLS
Project Amount:	\$274,832.58

Subcontractor Summary

Name	ID	Affidavit Number
KUECHLE UNDERGROUND INC	1939899	1334226944

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

Please [print this page](#) for your records using the print or save functionality built into your browser.



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	0-170-939-360
Submitted Date and Time:	30-Dec-2025 1:14:30 PM
Legal Name:	KUECHLE UNDERGROUND INC
Federal Employer ID:	41-1802736
User Who Submitted:	KUIEXC
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	1334226944
Minnesota ID:	1939899
Project Owner:	CITY OF ARDEN HILLS
Project Number:	2024
Project Begin Date:	01-Jun-2024
Project End Date:	30-Jun-2024
Project Location:	CIPP-ARDEN HILLS
Project Amount:	\$66,560.00
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

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Please [print this page](#) for your records using the print or save functionality built into your browser.

CONDITIONAL WAIVER AND RELEASE UPON FINAL PAYMENT

Upon receipt by the undersigned of a final check from City of Arden Hills, MN

In the sum of \$13,741.63

Payable to: Hydro-Klean, LLC

and when the check has been properly endorsed and has been paid by the bank on which it is drawn, this document becomes effective to release any mechanic's lien, any state or federal statutory bond right, any private bond right, any claim for payment and any rights under any similar ordinance, rule or statute related to claim or payment rights for persons in the undersigned's position that the undersigned has on the job of

Arden Hills, MN 2024 CIPP Lining -PW-23-0101

This release covers full & final payment for all labor, services, equipment or materials furnished to the jobsite.

The undersigned warrants that he/she either has already paid or will use the monies he/she receives from this final payment to promptly pay in full all of his/her laborers, subcontractors, materialmen and suppliers for all work, materials, equipment or services provided for or to the above referenced project.

Date: 1/2/2026

Signed: Jill Lomp

Name: Jill Lomp

Title: Contracts Manager



AIA Document G707™ – 1994

Consent Of Surety to Final Payment

Bond No: 800153936

PROJECT: *(Name and address)*
2024 CIPP Lining, City Project No.
PW-23-0101, City of Arden Hills, MN

ARCHITECT'S PROJECT NUMBER:

CONTRACT FOR: General Construction

OWNER:
ARCHITECT:
CONTRACTOR:
SURETY:
OTHER:

TO OWNER: *(Name and address)*
City of Arden Hills
1245 W. Highway 96,
Arden Hills, MN 55112

CONTRACT DATED: April 8, 2024

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(Insert name and address of Surety)

Atlantic Specialty Insurance Company
605 Highway 169 North, Suite 800
Plymouth, MN 55441

, SURETY,

on bond of
(Insert name and address of Contractor)

Hydro-Klean, LLC
333 NW 49th Pl.
Des Moines, IA 50313

, CONTRACTOR,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve the Surety of any of its obligations to
(Insert name and address of Owner)

City of Arden Hills
1245 W. Highway 96
Arden Hills, MN 55112

, OWNER,

as set forth in said Surety's bond.

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date: **December 31, 2025**
(Insert in writing the month followed by the numeric date and year.)

Atlantic Specialty Insurance Company
(Surety)

(Signature of authorized representative)

Attest:
(Seal):
Jamie Gifford

Sara Huston, Attorney-in-Fact
(Printed name and title)





Power of Attorney

KNOW ALL MEN BY THESE PRESENTS, that ATLANTIC SPECIALTY INSURANCE COMPANY, a New York corporation with its principal office in Plymouth, Minnesota, does hereby constitute and appoint: **Anne Crowner, Brian M. Deimerly, Craig E. Hansen, Dione R. Young, Grace Dickinson, Jamie Gifford, Jay D. Freiermuth, John Cord, Kate Zanders, Sara Huston, Seth D. Rooker, Timothy McCulloh, Zach Fuller**, each individually if there be more than one named, its true and lawful Attorney-in-Fact, to make, execute, seal and deliver, for and on its behalf as surety, any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof; provided that no bond or undertaking executed under this authority shall exceed in amount the sum of: **unlimited** and the execution of such bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof in pursuance of these presents, shall be as binding upon said Company as if they had been fully signed by an authorized officer of the Company and sealed with the Company seal. This Power of Attorney is made and executed by authority of the following resolutions adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the President, any Senior Vice President or Vice-President (each an "Authorized Officer") may execute for and in behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and affix the seal of the Company thereto; and that the Authorized Officer may appoint and authorize an Attorney-in-Fact to execute on behalf of the Company any and all such instruments and to affix the Company seal thereto; and that the Authorized Officer may at any time remove any such Attorney-in-Fact and revoke all power and authority given to any such Attorney-in-Fact.

Resolved: That the Attorney-in-Fact may be given full power and authority to execute for and in the name and on behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and any such instrument executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed and sealed by an Authorized Officer and, further, the Attorney-in-Fact is hereby authorized to verify any affidavit required to be attached to bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof.

This power of attorney is signed and sealed by facsimile under the authority of the following Resolution adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the signature of an Authorized Officer, the signature of the Secretary or the Assistant Secretary, and the Company seal may be affixed by facsimile to any power of attorney or to any certificate relating thereto appointing an Attorney-in-Fact for purposes only of executing and sealing any bond, undertaking, recognizance or other written obligation in the nature thereof, and any such signature and seal where so used, being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

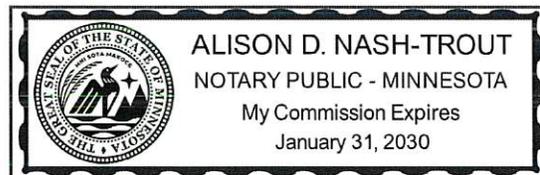
IN WITNESS WHEREOF, ATLANTIC SPECIALTY INSURANCE COMPANY has caused these presents to be signed by an Authorized Officer and the seal of the Company to be affixed this first day of January, 2023.

STATE OF MINNESOTA
HENNEPIN COUNTY



By 
Sarah A. Kolar, Vice President and General Counsel

On this first day of January, 2023, before me personally came Sarah A. Kolar, Vice President and General Counsel of ATLANTIC SPECIALTY INSURANCE COMPANY, to me personally known to be the individual and officer described in and who executed the preceding instrument, and she acknowledged the execution of the same, and being by me duly sworn, that she is the said officer of the Company aforesaid, and that the seal affixed to the preceding instrument is the seal of said Company and that the said seal and the signature as such officer was duly affixed and subscribed to the said instrument by the authority and at the direction of the Company.




Notary Public

I, the undersigned, Secretary of ATLANTIC SPECIALTY INSURANCE COMPANY, a New York Corporation, do hereby certify that the foregoing power of attorney is in full force and has not been revoked, and the resolutions set forth above are now in force.

Signed and sealed. Dated 31st day of December, 2025



This Power of Attorney expires
January 31, 2030


Kara L.B. Barrow, Secretary

CONSENT ITEM – 8N



MEMORANDUM

DATE: January 12, 2026
TO: Honorable Mayor and City Councilmembers
Jessica Jagoe, City Administrator
FROM: Lucas J. Miller, Assistant Public Works Director
SUBJECT: Metropolitan Council – Private I/I Program – Grant Agreement

Budgeted Amount:
N/A

Actual Amount:
N/A

Funding Source:
MCES

Council Should Consider

Motions to approve, table, or deny the following:

- Metropolitan Council 2026 Private Property Inflow and Infiltration (I/I) Grant Agreement No. SG-26094

Background/Discussion

The 2026 Private I/I Grant Program for Met Council will provide \$1.5 million in wastewater revenue to provide grants to private property owners to help with repairs that will remove and prevent clear water from entering the wastewater treatment system. The Minnesota Legislature amended Statute 471.342 to allow the Met Council to provide grant funding to local municipalities to assist private property owners with costs associated with repairing sewer infrastructure on their property. The City of Arden Hills is 1 of 21 municipalities that have applied for the program. Arden Hills requested \$110,000 in grant funds but was **awarded \$47,000** as shown in the Grant Agreement.

The Grant Agreement related to the MCES 2026 private property I/I program is provided as Attachment A. Approving the Agreement allows the City to begin the program for private property owners the first day of the month following the “Effective Date” as defined in the agreement.

Budget Impact

This program is reimbursed by Metropolitan Council, so there is no direct budget impact.

Attachments

Attachment A: MCES Grant Agreement No. SG-26094

METROPOLITAN COUNCIL
2026 PRIVATE PROPERTY INFLOW AND INFILTRATION (I/I)
GRANT AGREEMENT NO. SG-26094

This Metropolitan Council Environmental Services (ES) Funded Grant Agreement ("Grant Agreement") is entered into this [date of signature by both parties] between the Metropolitan Council, a public corporation and political subdivision of the State of Minnesota ("Met Council") and the **City of Arden Hills**, a municipal corporation ("Grantee").

RECITALS

1. In 2022, Minnesota Statutes 2020, section 471.342 was amended to authorize towns and political subdivisions to establish inflow and infiltration prevention programs and make loans or grants to property owners.
2. The Metropolitan Council Environmental Services (ES, Council) calculates the peak hourly flow discharge limit (I/I Goal) for each community connected to the metropolitan sanitary sewer disposal system. Wastewater flow that exceeds the respective I/I Goal is considered excessive flow. Communities that have a measured wastewater flow rate greater than 80 percent of the I/I Goal are eligible to apply for the Grant.
3. The Council authorizes its staff to enter into a private property inflow and infiltration grant agreement with local municipalities that are eligible for this grant program.

GRANT AGREEMENT

1. Term of Grant Agreement.

- 1.1. **Effective Date.** The effective date of this Grant Agreement is the date on which the Grant Agreement has been duly executed by both parties.
- 1.2. **Grant Activity Period.** The first day of the year preceding the Effective Date through and including the expiration date.
- 1.3. **Expiration Date.** The latter of (i) 2 years after final distribution of funds to Grantee; or (ii) until all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.4. **Survival of Terms.** The following clauses survive the expiration, termination, or cancellation of this Grant Agreement; 9. Liability and Insurance; 10. Audits; 11. Government Data Practices; 13. Data Availability; 14. Governing Law, Jurisdiction and Venues; 16. Data Disclosure; 18. Future Eligibility.

2. Duties, Representations and Warranties of Grantee and Use of Grant Funds.

- 2.1. The Grantee agrees to conduct, administer, and complete in a satisfactory manner the program ("Grantee Program") which is described in Grantee's application to Met Council for assistance under the Met Council's Private Inflow and Infiltration grant program, which application is incorporated into this Grant Agreement as **Exhibit A (Grant Application)**, and in accordance with the terms and conditions of

this Grant Agreement. Specifically, the Grantee agrees to perform the “Grant Program” in accordance with a specific timeline, all as described in **Exhibit A (Grant Application)** and to undertake the financial responsibilities described in **Exhibit A (Grant Application)** to this Grant Agreement. The Grantee has the responsibility for and obligation to complete the “Grant Program” as described in **Exhibit A (Grant Application)**. The Met Council makes no representation or warranties with respect to the success and effectiveness of the “Grant Program”. The Met Council acknowledges that “Grant Program” work may be limited to soliciting participation by building owners in the “Grant Program” and requires additional work by the Grantee only to the extent that building owners choose to participate in the “Grant Program”, all as described in the Grantee's application attached as **Exhibit A (Grant Application)**.

The Grant Funds cannot be used for:

- Normal municipal operating or overhead costs, including such related to the Grant Program;
- Grantee's own public sewer infrastructure costs;
- The cost of studies;
- Engineering costs;
- Planning costs; and
- For equipment, machinery, supplies or other property to conduct the Grant Program, except for equipment, supplies or other property which is used primarily for the Grant Program and is specifically listed in **Exhibit A (Grant Application)**.

2.2. Grantee Representations and Warranties. The Grantee further covenants with and represents and warrants to Met Council, as follows:

A. It has the legal authority to enter into, execute and deliver this Grant Agreement and all documents referred to herein, has taken all actions necessary to its execution and delivery of such documents and has provided to Met Council a copy of the resolution by its governing body which authorizes Grantee to enter into this Agreement, to undertake the Private Property I/I Grant Program, including the Grantee financial responsibilities as shown in **Exhibit A (Grant Application)** and which also designates an authorized representative for the Grant Program who is authorized to provide certifications required in this Grant Agreement and submit pay claims for reimbursement of Grantee Program costs.

B. It has legal authority to conduct and administer the Grant Program and use the Grant Funds for the purpose or purposes described in this Agreement.

C. This Grant Agreement and all other documents referred to herein are the legal, valid and binding obligations of the Grantee enforceable against the Grantee in accordance with their respective terms.

D. It will comply with all the terms, conditions, provisions, covenants, requirements, and warranties in this Agreement, and all other documents referred to herein.

E. It has made no materially false statement or misstatement of fact in connection with the Grant Funds, and all the information it has submitted or will submit to the Council relating to the Grant Funds or the disbursement of any of the Grant Funds is and will be true and correct. It agrees that all representations contained in its application for the Private I/I Grant are material representations of fact

upon which the Council relied in awarding this Grant and are incorporated into this Agreement by reference.

F. It is not in violation of any provisions of its charter or of the laws of the State of Minnesota, and there are no material actions, suits, or proceedings pending, or to its knowledge threatened, before any judicial body or governmental authority against or affecting it and is not in default with respect to any order, writ, injunction, decree, or demand of any court or any governmental authority which would impair its ability to enter into this Grant Agreement or any document referred to herein, or to perform any of the acts required of it in such documents.

G. Neither the execution and delivery of this Grant Agreement or any document referred to herein nor compliance with any of the terms, conditions, requirements, or provisions contained in any of such documents is prevented by, is a breach of, or will result in a breach of, any term, condition, or provision of any agreement or document to which it is now a party or by which it is bound.

H. The Grantee will not violate any applicable zoning or use statute, ordinance, building code, rule or regulation, or any covenant or agreement of record relating thereto.

J. The Grant Program will be conducted in full compliance with all applicable laws, statutes, rules, ordinances, and regulations issued by any federal, state, or other political subdivisions having jurisdiction over the Grant Program.

K. It has complied with the financial responsibility requirements contained in **Exhibit A (Grant Application)**.

L. The Grant Program will be conducted substantially in accordance with **Exhibit A (Grant Application)** by the Completion Date as stated in **Exhibit A (Grant Application)**.

M. It shall furnish such satisfactory evidence regarding the representations described herein as may be required and requested by the Met Council.

3. Time.

Grantee must comply with all time requirements described in this Grant Agreement.

4. Eligible Costs.

Eligible costs are those costs incurred by parties within the jurisdiction of the Grantee generally only for sewer service lateral repairs or replacements and foundation drain disconnections as described in **Exhibit A (Grant Application)**. The Grantee shall not be reimbursed for non-eligible costs. Any cost not defined as an eligible cost or not included in the Grant Program or approved in writing by the Council is a non-eligible cost.

5. Consideration and Payment.

5.1 The Met Council will reimburse Grantee for eligible costs performed by the Grantee during the Grant Period in an amount of up to the prequalified work's grant amount ("Grant Amount"). The Met Council shall bear no responsibility for any cost overruns that may be incurred by the Grantee or subrecipients of any tier in the performance of the Grantee Program. The initial Grant amount to Grantee under this Grant Agreement is \$47,000.

5.2. **Advance.** The Met Council will make no advance of the Grant Amount to Grantee. The disbursement of the Grant Amount shall be in the form of reimbursement for eligible costs as provided ahead in this Section 5.

5.3. **Payment.** To obtain payment under this Grant Agreement, the Grantee shall submit a Reimbursement Request/Progress Report on forms provided by or acceptable to the Met Council. Reimbursement Request/Progress Reports may be submitted once per quarter after this grant agreement has been executed. The Grantee shall describe its compliance with its the financial requirements and construction work completed and specific addresses where work was undertaken in connection with the grant and shall provide sufficient documentation of grant eligible expenditures and such other information as the Met Council's staff reasonably requests. The Met Council will promptly pay the Grantee after the Grantee presents to the Met Council a Reimbursement Request/Progress Report and an itemized invoice for all eligible services actually performed and the Met Council's Authorized Representative accepts the invoiced services.

6. Conditions of Payment.

6.1. The Grantee must certify to the Council that work at each site for which payment is requested is done, that Grantee has received receipts for such work, that the work was not performed in violation of federal, Met Council, or local law or regulation and that Grantee has issued the appropriate permits for the work completed in the Grant Program.

6.2. **Conditions Precedent to Any Reimbursement Request.** The obligation of the Met Council to make reimbursement payments hereunder shall be subject to the following conditions precedent:

A. The Met Council shall have received a Reimbursement Request/Progress Report for such amount of funds being requested for which the amounts for each individual site have been pre-qualified by Met Council.

B. The Met Council shall have received evidence upon request, and in form and substance acceptable to the Met Council, that (i) the Grantee has legal authority to and has taken all actions necessary to enter into this Agreement and (ii) this Agreement is binding on and enforceable against the Grantee.

C. No Event of Default under this Grant Agreement or event which would constitute an Event of Default but for the requirement that notice be given or that a period of grace or time elapse shall have occurred and be continuing.

D. The Grantee has supplied to the Met Council all other items that the Met Council may reasonably require to assure good fiscal oversight of this grant program.

7. Authorized Representative.

The Met Council's Authorized Representative is:

Name: Ward Brown or successor
Title: Principal Financial Analyst, ES Finance
Mailing Address: 390 North Robert Street
St. Paul, MN 55101

Phone: (651) 602-1263
E-Mail Address: ward.brown@metc.state.mn.us

or his successor and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the Met Council's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is:

Name: Lucas Miller
Mailing Address: 1245 Highway 96 West, Arden Hills, MN 55112
Phone: (651) 792-7846
E-Mail Address: lmiller@cityofardenhills.org

If the Grantee's Authorized Representative changes at any time during this Grant Agreement, the Grantee must immediately notify the Met Council and within 30 days provide a new City resolution (if such resolution is necessary) specifying the new Representative.

8. Assignment, Amendments, Waiver, and Grant contract Complete.

8.1 Assignment. The Grantee may neither assign nor transfer any rights or obligations under this Grant Agreement without the prior consent of the Met Council and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Grant Agreement, or their successors in office.

8.2 Amendments. Any amendment to this Grant Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Grant Agreement, or their successors, or their delegatee in office.

8.3 Waiver. If the Met Council fails to enforce any provision of this Grant Agreement, that failure does not waive the provision or its right to enforce it.

8.4 Grant Contract Complete. This Grant Agreement contains all negotiations and agreements between the Met Council and the Grantee. No other understanding regarding this Grant Agreement, whether written or oral, may be used to bind either party.

9. Liability and Insurance.

9.1 The Grantee and the Met Council agree that they will, subject to any indemnifications provided herein, be responsible for their own acts and the results thereof to the extent authorized by law, and they shall not be responsible for the acts of the other party and the results thereof. The liability of the Met Council is governed by the provisions contained in Minn. Stat. Chapter 466 as it may be amended, modified or replaced from time to time. The liability of the Grantee, including but not limited to the indemnification provided under Section 9.2 is governed by the provisions contained in such Chapter 466.

9.2 Indemnification by the Grantee. The Grantee shall bear all losses, expenses (including attorneys' fees) and damages in connection with Grantee's administration of the Grant Program and agrees to indemnify and hold harmless the Met Council, its agents, servants and employees from all claims, demands and judgments made or recovered against the Met Council, its agents, servants and employees, because of bodily injuries, including death at any time resulting therefrom, or because of damages to

property, or others (including loss of use) from any cause whatsoever, arising out of, incidental to, or in connection with the Grant Program whether or not due to any act of omission or commission, including negligence of the Grantee or any contractor or their employees, servants or agents, and whether or not due to any act of omission or commission (excluding, however, negligence or breach of statutory duty) of the Met Council, its employees, servants or agents.

Grantee further agrees to indemnify, save and hold the Met Council, its agents and employees, harmless from all claims arising out of, resulting from, or in any manner attributable to any violation by the Grantee, its officers, employees, or agents, or any provision of the Minnesota Government Data Practices Act, including legal fees and disbursements paid or incurred to enforce the provisions contained in Section 11.

The Grantee's liability hereunder shall not be limited to the extent of insurance carried by or provided by the Grantee, or subject to any exclusions from coverage in any insurance policy. For the avoidance of doubt, this provision does not impact the Grantee's liability limits established in Minnesota Statutes Chapter 466.

The Grantee shall maintain or require to be maintained adequate insurance coverage for the Grant Program in such amounts with such limits as it determines in good faith to be reasonable or in such amounts and with such limits as may be reasonably required for participating cities by the Met Council from time to time.

9.3 Relationship of the Parties. Nothing contained in this Grant Agreement is intended or should be construed in any manner as creating or establishing the relationship of co-partners or a joint venture between the Grantee and the Met Council, nor shall the Grantee be considered or deemed to be an agent, representative, or employee of the Met Council in the performance of this Grant Agreement, or the Grant Program.

The Grantee represents that it has already or will secure or cause to be secured all personnel, including any third-party contractor required for the performance of this Grant Agreement and the Grant Program. All personnel of the Grantee or other persons while engaging in the performance of this Grant Agreement the Grant Program shall not have any contractual relationship with the Met Council related to the work of the Grant Program and shall not be considered employees of the Met Council. In addition, all claims that may arise on behalf of said personnel or other persons out of employment or alleged employment including, but not limited to, claims under the Workers' Compensation Act of the State of Minnesota, claims of discrimination against the Grantee, its officers, agents, contractors, or employees shall in no way be the responsibility of the Met Council. Such personnel or other persons shall not require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the Met Council, including but not limited to, tenure rights, medical and hospital care, sick and vacation leave, disability benefits, severance pay and retirement benefits.

10. Audits.

Under Minn. Stat. § 16C.05, subd. 5, the Grantee's books, records, documents, and accounting procedures and practices relevant to this grant contract are subject to examination by the Met Council and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the termination date of this Grant Agreement.

11. Government Data Practices.

The Grantee and Met Council must comply with the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13, as it applies to all data provided by the Met Council under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this Grant Agreement. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the Met Council. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the Met Council.

12. Workers' Compensation.

The Grantee certifies that it is in compliance with Minn. Stat. § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered Met Council employees. Any claims that may arise under the Minnesota Workers Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the Met Council's obligation or responsibility.

14. Governing Law, Jurisdiction, and Venue.

Minnesota law, without regard to its choice-of-law provisions, governs this Grant Agreement. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

15. Termination.

Either Party may cancel this Grant Agreement at any time, with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment for services prequalified and satisfactorily performed before the termination notice.

16. Data Disclosure.

Under Minn. Stat. § 270C.65, subd. 3, and other applicable law, the Grantee consents to disclosure of its federal employer tax identification number, and/or Minnesota tax identification number, already provided to the Met Council, to federal and state tax agencies and Met Council personnel involved in the payment of Met Council obligations. Grantee will require compliance with this Section 16 by Grantee's contractor and shall submit evidence of such compliance to Met Council as requested.

17. Notices.

In addition to any notice required under applicable law to be given in another manner, any notices required hereunder must be in writing and shall be sufficient if personally served or sent by prepaid, registered, or certified mail (return receipt requested), to the business address of the party to whom it is directed. Such business address shall be that address specified below, or such different address as may hereafter be specified, by either party by written notice to the other:

To the Grantee at:

City of Arden Hills
1245 Highway 96 West
Arden Hills, MN 55112

Attention: Lucas Miller

To the Met Council at:

Metropolitan Council
390 Robert Street North
St. Paul, MN 55101
Attention: Ward Brown, Principal Financial Analyst

With copy to:

ES Budget Manager
Metropolitan Council Environmental Services
390 Robert Street North
St. Paul, MN 55101

18. Prevailing Wages

The Grantee agrees to comply with all applicable provisions contained in chapter 177 of the Minnesota Statutes, and specifically those provisions contained in Minn. Stat. §§ 177.41 through 177.435, as they may be amended, modified or replaced from time to time with respect to the Grantee Program. By agreeing to this provision, the Grantee is not acknowledging or agreeing that the cited provisions apply to the Grantee Program.

19. Default and Remedies.

19.1 Defaults. The Grantee's failure to fully comply with all provisions contained in this Grant Agreement shall be an event of default hereunder ("Event of Default").

19.2 Remedies. Upon an event of default, the Met Council may exercise any one or more of the following remedies:

- a. Refrain from disbursing the Grant;
- b. Demand that all or any portion of the Grant already disbursed be repaid to it, and upon such demand the Grantee shall repay such amount to the Met Council.
- c. Enforce any additional remedies the Met Council may have at law or in equity.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed by their duly authorized representatives on or as of the date first above written.

METROPOLITAN COUNCIL

By: _____
Regional Administrator, successor, or delegate

Date: _____

GRANTEE:

The Grantee certifies that the appropriate person(s) have executed the grant contract on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Printed Name and Title

Date: _____

PUBLIC HEARING – 10A



MEMORANDUM

DATE: January 12, 2026

TO: Honorable Mayor and City Councilmembers
Jessica Jagoe, City Administrator

FROM: Joua Yang, Finance Director
Amy LaMere, Accounting Clerk

SUBJECT: Public Hearing Regarding Quarterly Special Assessments for Delinquent Utilities

Budgeted Amount:
\$

Actual Amount:
\$

Funding Source:
\$

Council Should Consider

Holding a Public Hearing regarding delinquent utilities.

Background

Water customers whose accounts are 90 days past due were informed that the City intends to certify delinquent charges to Ramsey County to be collected with property taxes. These customers have the right to a hearing in front of the City Council to discuss this matter prior to certification.

NEW BUSINESS – 11A



MEMORANDUM

DATE: January 12, 2026

TO: Honorable Mayor and City Councilmembers
Jessica Jagoe, City Administrator

FROM: Joua Yang, Finance Director
Amy LaMere, Accounting Clerk

SUBJECT: Adopting and Confirming Quarterly Special Assessments for Delinquent Utilities

Budgeted Amount:	Actual Amount:	Funding Source:
\$	\$	\$

Council Should Consider

Motion to approve, table or deny the following:

- Resolution 2026-004 certifying delinquent utilities to Ramsey County.

Background

Delinquent utility amounts are certified to Ramsey County quarterly. A list of utility accounts with a delinquent balance was compiled, and notices dated December 5, 2025 were mailed. These customers were informed of their delinquent status and were asked to make payment of the delinquent balance by January 6, 2026. Utility accounts with an unpaid delinquent balance would be certified to Ramsey County to be added to property taxes payable in 2027. The certification amount is equal to the unpaid delinquent balance plus an eight percent penalty.

The list of remaining delinquent utility accounts is attached. The City will request that Ramsey County levy the delinquent balances against the respective properties.

Attachments

Attachment A: Resolution No. 2026-004 and Delinquent Utility Accounts List



**CITY OF ARDEN HILLS
COUNTY OF RAMSEY
STATE OF MINNESOTA**

RESOLUTION NO. 2026-004

**RESOLUTION ADOPTING AND CONFIRMING QUARTERLY SPECIAL
ASSESSMENTS FOR DELINQUENT UTILITIES**

WHEREAS, the amount to be specially assessed for DELINQUENT UTILITIES has been duly calculated in accordance with the provisions of the Municipal Code and Minnesota Statutes; and

WHEREAS, notices have been duly mailed as required by law; and

WHEREAS, said proposed assessments have at all times since their filing been open for public inspection, and an opportunity has been given to all interested parties to present objections if any, to the proposed assessments; and

WHEREAS, there were no oral or written objections received.

1. The amounts so calculated and set forth in said notices are hereby levied against the respective parcels of land described therein, and
2. The proposed assessments are hereby adopted and confirmed as special assessments for each of said parcels of land and the assessments together with an additional penalty of eight percent (8%) of the original unpaid amount, inclusive of any previous delinquency penalty, shall be a lien concurrent with general taxes upon such parcel.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Arden Hills, Minnesota, that the City Administrator be authorized and directed to transmit to the County Auditor a certified duplicate of the assessment roll to be extended upon the property tax lists of the County, and the County Auditor shall collect said special assessments with taxes levied in 2026, payable in 2027:

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF ARDEN HILLS THIS
12TH DAY OF JANUARY 2026.**

ATTEST:

David Grant, Mayor

Julie Hanson, City Clerk

PID	Customer #	Service Address	Water	Sewer	Storm	Total Arrears	Fee 8% Certification	Assessment Total
223023130080	000157-000	4350 Hamline Avenue N	83.91	111.21	17.91	213.03	17.04	230.07
223023340036	000231-000	4101 Hamline Avenue N	98.11	140.67	17.91	256.69	20.54	277.23
223023240326	000375-000	4370 Arden View Court	96.95	130.94	23.23	251.12	20.09	271.21
223023120013	000569-000	1307 Karth Lake Circle	171.90	237.74	17.91	427.55	34.2	461.75
223023320013	000743-000	4283 Norma Avenue	165.93	230.53	17.91	414.37	33.15	447.52
213023140006	001271-000	4401 Old Highway 10	24.35	145.98	17.91	188.24	15.06	203.30
163023340015	001285-000	4627 Highway 10	121.32	166.66	17.91	305.89	24.47	330.36
213023430017	001534-000	1791 Janet Court	134.05	152.28	17.91	304.24	24.34	328.58
333023110036	001551-000	1611 Lake Johanna Boulevard	104.91	140.67	17.91	263.49	21.08	284.57
283023120052	001575-000	1761 Lake Valentine Road	155.05	166.52	17.91	339.48	27.16	366.64
343023330050	001671-000	3130 Ridgewood Road	60.47	76.78	17.91	155.16	12.41	167.57
333023320006	001720-000	1988 Stowe Avenue	83.75	113.38	17.91	215.04	17.2	232.24
343023410055	001808-000	1171 Carlton Drive	210.50	339.52	17.91	567.93	45.43	613.36
333023340019	001880-000	3211 Lake Johanna Boulevard	102.81	140.67	17.91	261.39	20.91	282.30
343023210016	001920-000	1437 Arden Place	93.38	132.83	17.91	244.12	19.53	263.65
333023420038	001969-000	3290 Lake Johanna Boulevard	111.89	196.09	17.91	325.89	26.07	351.96
343023220023	002089-000	3530 Siems Court	153.61	212.06	17.91	383.58	30.69	414.27
333023240032	002096-000	1876 Grant Road	219.93	247.38	17.91	485.22	38.82	524.04
343023440075	002255-000	3168 Shoreline Lane	56.65	93.11	17.91	167.67	13.41	181.08
343023310015	002293-000	3354 Snelling Avenue N	61.42	78.45	17.91	157.78	12.62	170.40
343023230017	002369-000	1532 Arden Place	267.47	307.80	17.91	593.18	47.45	640.63
343023440065	002637-000	3194 Shoreline Lane	0.39	23.46	2.84	26.69	2.14	28.83
223023240347	003135-000	4322 Arden View Court	174.94	242.87	23.23	441.04	35.28	476.32
333023330057	003236-000	2015 Glenpaul Avenue	101.78	140.67	17.91	260.36	20.83	281.19
283023330012	003256-000	2023 Thom Drive	113.71	153.94	17.91	285.56	22.84	308.40
223023240240	003444-000	4412 Arden View Court	143.58	201.39	23.23	368.20	29.46	397.66
333023330087	004632-000	2033 County Road D W	107.43	167.23	17.91	292.57	23.41	315.98
223023330015	004713-000	4149 Norma Avenue	93.73	133.98	17.91	245.62	19.65	265.27
333023320008	005251-000	2000 Stowe Avenue	97.97	133.56	17.91	249.44	19.96	269.40
343023130010	005286-000	1315 Cannon Avenue	173.44	238.12	17.91	429.47	34.36	463.83
223023210088	006007-000	1432 Arden View Drive	96.68	140.67	23.23	260.58	20.85	281.43
213023410028	006494-000	1675 Brueberry Lane	112.66	149.77	23.23	285.66	22.85	308.51
223023240296	007949-000	4474 Arden View Court	0.73	65.49	7.00	73.22	5.86	79.08
223023210086	008185-000	1430 Arden View Drive	0.02	0.67	0.16	0.85	0.07	0.92
333023240019	008210-000	1873 Grant Road	58.64	73.34	17.91	149.89	11.99	161.88
223023320026	008331-000	1469 Colleen Avenue	138.75	169.60	17.91	326.26	26.1	352.36
333023340067	009129-000	1927 Glenpaul Avenue	106.79	144.63	17.91	269.33	21.55	290.88
223023240322	009989-000	4478 Arden View Court	63.10	80.59	23.23	166.92	13.35	180.27
283023120035	011003-000	1758 Crystal Avenue	39.12	75.19	17.91	132.22	10.58	142.80
223023240239	011640-000	4413 Arden View Court	107.93	138.16	23.23	269.32	21.55	290.87
343023210002	011863-000	1392 County Road E W	146.30	171.51	17.91	335.72	26.86	362.58
223023240167	012351-000	1466 Arden View Drive	90.01	121.93	23.23	235.17	18.81	253.98
223023240170	012402-000	1468 Arden View Drive	93.51	130.89	23.23	247.63	19.81	267.44
283023240027	012455-000	1929 County Road E2 W	289.32	159.30	17.91	466.53	37.32	503.85
333023240108	012524-000	1850 Indian Place	101.24	135.82	23.23	260.29	20.82	281.11
223023310014	012582-000	1348 Colleen Avenue	135.05	191.64	17.91	344.60	27.57	372.17
223023230024	012587-000	4370 Snelling Avenue N	173.47	210.40	17.91	401.78	32.14	433.92
343023210008	012859-000	1434 County Road E W	114.98	149.63	17.91	282.52	22.6	305.12
333023240039	013057-000	3424 New Brighton Road	112.25	140.67	17.91	270.83	21.67	292.50
223023240321	013066-000	4479 Arden View Court	47.16	73.07	23.23	143.46	11.48	154.94
223023130015	013071-000	1238 Wyncrest Court	644.49	149.35	17.91	811.75	64.94	876.69
343023440090	013144-000	3240 Shoreline Lane	75.18	0.00	0.00	75.18	6.01	81.19
223023210028	013227-000	1370 Arden View Drive	131.44	172.39	23.23	327.06	26.16	353.22
333023240028	013350-000	1846 Grant Road	120.17	171.43	17.91	309.51	24.76	334.27
223023210060	013354-000	1396 Arden View Drive	58.17	96.33	23.23	177.73	14.22	191.95
			6,642.49	8,108.96	992.57	15,744.02	1,259.52	17,003.54

NEW BUSINESS – 11B



DATE: January 12, 2026

TO: Honorable Mayor and City Councilmembers
Jessica Jagoe, City Administrator

FROM: Jake Reilly, Community Development Director

SUBJECT: Planning Case # 25-015 – Public Hearing Required
Applicant: HRE Arden Hills LLC
Property Location: 4440 Round Lake Road
Request: Conditional Use Permit

Budgeted Amount:	Actual Amount:	Funding Source:
N/A	N/A	N/A

Council Should Consider

Motion to approve, table, or deny the following:

- Adoption of Resolution 2026-005 for Planning Case 25-015 to allow a Conditional Use Permit (CUP) for a project at 4440 Round Lake Road (“Subject Property”). Brandon Champeau, Hempel Real Estate dba HRE Arden Hills LLC (“The Applicant”) proposes to lease space in the existing warehouse building to cannabis wholesale operators.

Background

1. Overview of the Request

Brandon Champeau, Hempel Real Estate dba HRE Arden Hills LLC (“Applicant”) has submitted a land use application for a Conditional Use Permit (CUP) for a project at 4440 Round Lake Road (“Subject Property”). The Applicant seeks approval to lease space in the existing warehouse building to cannabis wholesale operators. The wholesale cannabis use triggers the requirement for a CUP. All cannabis uses in Arden Hills require a CUP. The Subject Property is zoned GB, Gateway Business District and is guided as Light Industrial & Office on the Land Use Plan.

2. Planning Case Background

The Subject Property was previously occupied by Saltbox, a business offering suites leased by individual businesses - usually startup/small digital commerce companies - in this building. Saltbox went through Concept Review with the City Council in March of 2022 (Planning Case #22-005) and Site Plan Review with the Planning Commission and City Council in May and June

of 2022 (Planning Case #22-007). As part of improvements to the property in 2022, a new site plan was approved to reconfigure the parking lot layout to allow for 144 parking stalls.

Portal Warehousing (“The Operator”) became the new operator of the building in 2024 and has been operating under the same flexible warehousing business model operated by Saltbox. Portal handles the on-demand logistical services for receipt and delivery of packages and/or products and provides order fulfillment assistance to small business owners. Products arrive at the loading dock(s) and the on-site logistics staff ensure items are delivered to individual suites or to secure warehouse space. Approximately one half of the warehouse is unoccupied. The Applicant purchased the property early in 2025.

At the October 27, 2025, work session meeting, the City Council reviewed a concept plan for Portal to operate a cannabis warehouse operation in addition to the existing flexible warehouse and office suites offered in the building. The legalization of adult use cannabis by the State Legislature offers a new market for warehousing pre-packaged cannabis products for wholesale distribution. The Applicant seeks to offer similar flexible warehouse spaces to cannabis wholesalers and Portal will continue to coordinate operations at the site. The discussion at the Council work session revolved around the operations of the building, the number of jobs, and vehicle circulation.

3. Existing Site Conditions

4440 Round Lake Rd. is zoned GB, Gateway Business District. In addition, the parcel abuts Round Lake which is subject to applicable shoreland regulations as a riparian lot. Under the 2040 Comprehensive Plan, the property is guided as Light Industrial and Office use. Light Industrial and Office uses are areas designated for a broad range of light industrial uses such as warehousing with manufacturing and related offices. According to the 2040 Comprehensive Plan, the expected share of uses within this area are 50 percent to 100 percent Light Industrial or up to 100 percent Office.

Over the years, the property has been used continuously for office and warehouse uses. The previous occupant was Deluxe Corporation. The historical uses of the property are allowed to continue as legal nonconforming uses so long as there is no intensification or expansion of said use. In 2004, it was documented that the distribution of uses within the building to be supported by the current parking supply would be no greater than 10% office (11,356 sq. ft.) and 90% warehouse (102,209 sq. ft.).

4. Site Data

2040 Future Land Use Plan:	Light industrial/office use
Existing Land Use:	Light industrial/office use
Zoning:	GB Gateway Business District
Lot Size:	358,036 square feet (8.2 acres)

5. Proposed Use

The Applicant submitted an application for a CUP to allow a cannabis warehouse use on the Subject Property for the storage and distribution of adult recreational use cannabis products. The company’s business activities are related to receipt, storage, and business-to-business distribution

of adult-use cannabis products. The Applicant states that the intent is to approve the building for that use (with conditions) so individual businesses can occupy suites under the CUP rather than filing separate land use requests each time a new user leases space. The Applicant and Operator confirm that each business will be required to obtain and provide proof of a state license.

The Applicant confirms that products will be transported and sold only to businesses and there will be no retail, no walk-in sales, no on-site consumption, no exterior storage, and all operations will occur indoors at typical warehouse/logistics intensity. The Applicant also confirms that the building will be renovated as needed to ensure sufficient odor containment and security controls to abide by state and city regulations. The entire facility is open seven (7) days a week from 6 AM to 11 PM. The site will continue to operate with the 144 striped parking stalls approved in 2022.

Approvals

1. Conditional Use Permit

A CUP is required in city code for all cannabis uses, citywide. Standards and criteria for cannabis businesses as a conditional use are found in City Code Section 1325.047 Cannabis Business Conditional Use Permit Criteria. This section of the code was updated in November 2024.

Arden Hills Zoning Code Section 1355.04 Subd. 3 lists the general criteria for evaluating Conditional Use Permit Applications and Section 1325.047 Subd. 3 identifies development standards for cannabis business uses. The Planning Commission and City Council should consider the effect of the proposed use upon the health, safety, convenience and general welfare of the owners and occupants of the surrounding land and the community, in general, including but not limited to the following factors:

1. Existing and anticipated traffic and parking conditions;
2. Noise, glare, odors, vibration, smoke, dust, air pollution, heat, liquid or solid waste, and other nuisance characteristics;
3. Drainage;
4. Population density;
5. Visual and land use compatibility with uses and structures on surrounding land;
6. Adjoining land values;
7. Park dedications where applicable;
8. Orderly development of the neighborhood and the City within the general purpose and intent of the Zoning Code and the Comprehensive Development Plan for the City.

Under state law a “conditional use” is a use that is generally allowed in a designated district upon the applicant showing that the standards and criteria stated in the ordinance will be satisfied. Conversely, if the applicant is unable to show that the ordinance standards are met, the application can be denied. Conditions may be added to any approval to ensure that the use does not negatively impact surrounding properties or the public way.

Plan Evaluation

1. Chapter 13, Zoning Regulations Review

Section 1325 – General Regulations, 1325.047 Cannabis Business Conditional Use Permit

A. Subd. 2 Setbacks

1. *Any cannabis business must be setback 1,000 feet from schools as established by Minnesota Statute Section 342.13(c)*
2. *Exceptions to distance restrictions. Cannabis business located north of Highway 694, east of Interstate 35W and west of State Highway 10 in the Gateway Business zoning district shall be exempt from the distance requirements of City Code 1325.047 Subd. 2.*

This condition does not apply. The subject property is located within the Gateway Business zoning district and is exempt from the distance requirement. In addition, there are no K-12 schools within 1,000 feet of the property.

B. Subd. 3 Development Standards

- A. *Must be licensed by the State of Minnesota and in compliance with the standards set by Minnesota Statutes, Minnesota Rules, and the Office of Cannabis Management.*

This condition is met. The Applicant has confirmed that only state-licensed businesses will be allowed to operate wholesale business on the property.

B. Security.

1. *The facility shall be secured as required by Minnesota Statutes, Minnesota Rules, and the Office of Cannabis Management.*
2. *Any security bars, gates, or grills shall be retractable, shall remain open and retracted when the cannabis business is open to the public or otherwise in operation, and shall not be installed on the exterior of the building.*

This condition is met. The Applicant has indicated that security as required by Minnesota Statutes, Minnesota Rules, and the Office of Cannabis Management is or will be installed on the property.

C. Outdoor operations are prohibited.

This condition is met. Outdoor operations are not contemplated in this application.

D. The facility shall not produce noxious or nuisance causing odors, subject to the following conditions:

1. *The facility shall be ventilated so that all odors cannot be detected by a person with a normal sense of smell at the exterior of the facility or at any adjoining use or property.*
2. *Growing cannabis must comply with all applicable laws and shall not produce noxious or dangerous gases or odors or otherwise create a danger to any person or entity in or near the facilities.*
3. *An odor maintenance plan must be submitted to the City and approved by the City.*
4. *At the City Council's discretion, the applicant may be required to provide plans that show appropriate odor control systems so as not to produce any noxious or dangerous gases or odors or create any dangers to any person or entity in or near the facility.*

This condition is met. Growing operations are not contemplated in this application and will not be permitted as part of this conditional use permit. The Applicant confirms some interior changes may be required to ensure sufficient ventilation and odor management prior to operation and they intend to make any necessary changes if approved. An odor maintenance plan will be provided by the property owner or its agent, as applicable. A drafted condition addresses this requirement.

E. All mechanical, odor suppression equipment, and trash enclosures must be screened.

This condition can be met subject to a condition suggested below. The waste and recycle containers are not enclosed or screened. Any new rooftop equipment will require a building permit and related screening, as applicable.

F. Outdoor storage of containers, pallets, waste/recycle containers, etc. is prohibited.

No outdoor storage is requested, however, the existing conditions on site show waste/recycle containers are not enclosed. A drafted condition addresses this requirement.

G. Lighting

- 1. All site lighting must meet City Code requirements. All light fixtures must be downward directed with cut-offs and be architecturally designed to match the overall design of the building.*
- 2. The specifications of all light fixtures must be provided to the City with the application for a conditional use permit.*
- 3. A photometric plan must be submitted to the City with the application for a conditional use permit, indicating light measure at the property line.*
- 4. Lighting within a greenhouse is permitted between the hours of 4:30 a.m. and 10:00 p.m. Lighting at the site property lines shall not exceed 1.0 foot-candles at any time.*

These conditions are met by the current operation and no change in lighting is requested or required.

H. Water and Wastewater

- 1. Management of wastewater shall be in accordance with the Office of Cannabis Management, Minnesota Pollution Control Agency, and City Ordinances. Where multiple standards exist, the more restrictive of the standards shall apply.*
- 2. Water use within the site shall be designed to maximize the amount of water reuse possible.*

This condition does not apply. Water and wastewater use is not applicable to a cannabis wholesale operation.

I. Signs

- 1. Signs shall be in compliance with the Office of Cannabis Management and the City Code. Whenever a more restrictive standard exists, the more restrictive standard shall apply.*

2. Exterior wall, window, and monument signage shall not depict a cannabis flower, cannabis product, hemp edibles, hemp derived edible consumer product, or the like. Additionally, a business logo containing the above depictions shall not be displayed as part of any exterior signage. No products, interior signage, advertisements, or like attention-getting items shall be placed or displayed that may be visible from the exterior of the Cannabis or Hemp Business.

This condition is met. No change to existing signage is requested.

J. Sale of Cannabinoid

Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products between the hours of 10:00 a.m. and 9:00 p.m. on Monday through Sundays.

This condition does not apply. This application is for a cannabis wholesale business-to-business operation and not a retail or consumer product operation.

Section 1325.06 - General Regulations, Off-Street Parking Requirements

As noted above, city records have documented that historically the building has consisted of no more than 10% office and 90% warehouse use. The table below illustrates the number of off-street parking spaces required based on that ratio under city code requirements.

Land Use	Parking Requirement	Required Number of Stalls by Use	Total Stalls Required at 10%/90%	Number of Existing Stalls	Current Parking Deficiency
Business & Professional Office @ 10% or 11,356 sq. ft.	1 for each 250 sq. ft. of floor area	45.4 stalls	147.6 stalls	144 stalls	-3.6 stalls
Other Business and Industry at 90% warehouse or 102,209 sq. ft.	1 for each 1,000 sq. ft. of floor area	102.2 stalls			

As a nonconforming site, this ratio is an important factor when evaluating a future land use because any intensification of use or shift in floor area between land uses has the likelihood of increasing the deficiency of off-street parking for this site. Planning staff note that parking is not allowed on unimproved spaces and no on-street parking is permitted along Round Lake Road.

District Requirements Chart (GB Gateway Business District) – Section 1320.06

The property was developed in 1979 prior to the City’s creation of the Gateway Business Zoning District. The total lot area is 358,036 square feet (8.2 acres) and the building is 113,565 square feet. At the time of construction, the existing development and uses complied with the applicable zoning codes. Today under the GB District, the existing development does not meet setback requirements for the building and off-street parking and is considered legal nonconforming.

The following are the Gateway Business District minimum setbacks:

- Front yard – 50 feet
- Side Yard (interior) – 20 feet/40 feet combination
- Rear Yard – 20 feet
- Off-Street Parking from ROW – 50 feet
- Off-Street Parking from Side or Rear Property Lines – 20 feet

The survey shows the parking lot is approximately 10 feet from the south property line and the building is approximately 14 feet from the north property line. As a legal nonconforming structure and use, the property can continue to operate in the same or a similar manner without any changes to the site.

Aerial Map of Subject Property



Section 1350 - Nonconforming Uses, Buildings, and Lots

In evaluating nonconforming uses, buildings, and lots, the City shall refer to City Code Section 1350 which mirrors the regulations of State Statute 462.357 for determining what type(s) of activity (i.e. continuation, rebuild, maintenance, expansion, etc.) may or may not be allowed.

Nonconformities are simply any land uses, structures or lots that do not comply with the current zoning ordinance of a city. Legal nonconformities are those uses, buildings, or lots that legally complied with the existing zoning ordinance when the new zoning ordinance or amendment was adopted. The intent of these regulations is to allow nonconforming uses of land or building to be continued, including through repair, replacement, restoration, maintenance, or improvement, but not including expansion. The applicant confirms that this is a continuation of not more than 10% office and 90% warehouse.

Section 1355.04 - Procedural Requirements for Specific Applications

Section 1355.04, Subd. 3 of the Arden Hills Zoning Code states that a public hearing is required for a Conditional Use Permit. The Planning Commission will hold the public hearing. The City Council makes the final determination, and three affirmative votes of the city council are required to approve a conditional use permit. The City Council may add conditions at its discretion in order to protect the health, safety and well-being of the public. If the use for which any conditional use permit has been granted has ceased or has been discontinued for a period of ninety (90) consecutive days, the permit shall automatically expire and become void at the end of such ninety (90) day period.

Sign Code – Chapter 12

This application does not include requests to change or add signage on site. A condition has been added that prohibits cannabis-related signage as part of the approval.

Additional Review

Public Works Director/City Engineer

The Public Works Director/City Engineer has reviewed the proposed site plan and is not recommending any changes to the site circulation, stall spacing, or sizing of drive aisle widths.

Building Official

The Building Official has reviewed the proposed plan and states that building permits will be required, as appropriate, for any internal or external electrical, mechanical/HVAC, or plumbing work.

Findings of Fact

The City Council must make findings as to whether the proposed application will adversely affect the surrounding neighborhood or the community as a whole based on the aforementioned factors. The Planning Commission reviewed this application at the December 10, 2025, special meeting and have offered the following findings for your consideration:

1. The subject property located at 4440 Round Lake Road is zoned GB, Gateway Business Zoning District and is designated for office and industrial use in the 2040 Comprehensive Plan.
2. Cannabis, wholesale is a conditional use in the GB Gateway Business Zoning District.
3. A state license is required for each wholesaler.
4. The Applicant, Hempel Real Estate, dba HRE Arden Hills, LLC is the sole owner of the property and applied for a conditional use permit for cannabis wholesale operations at the site.
5. The Applicant’s site plan shows sufficient parking for 10% office and 90% warehouse use, a use that continues an existing legal nonconforming use.
6. The Applicant’s narrative notes the specifics of the proposed business, including the sourcing of products and customer and employee education, and indicates odor suppression, security, and licensing as required by state law will be followed.
7. The materials submitted show adequate circulation on site to prevent adverse effects to the surrounding neighborhood or the community as a whole.

8. Standards and conditions in *Section 1325.047 Cannabis Business Conditional Use Permit* are met.
9. Standards and conditions in *Section 1320.06 District Requirements Chart (GB Gateway Business District)* are met.
10. Standards and conditions in *Section 1325.06 - General Regulations, Off-Street Parking Requirements* are met, given the existing nonconforming nature of the site.
11. A public hearing for a Conditional Use Permit request is required before the request can be brought before the City Council. The required public hearing was held on December 10, 2025.

Options and Proposed Motion Language

The Planning Commission reviewed this application at a special meeting on December 10, 2025. The Planning Commission recommended approval with conditions of the application for a Conditional Use Permit for a cannabis warehouse use by a 6-0 vote. The City Council may consider the following options for a motion:

- Approval with Conditions: Move to *adopt* Resolution 2026-005 approving Planning Case 25-015 for a Conditional Use Permit to allow cannabis, wholesale at 4440 Round Lake Road, based on the findings of fact and the submitted plans and subject to the below conditions:
 1. All existing and any future refuse/recycling containers on site must be enclosed prior to issuance of the Conditional Use Permit.
 2. No additional exterior signage related to the cannabis wholesale use shall be permitted.
 3. The Applicant shall comply with all sections of the City Code and with applicable State Statutes.
 4. An odor management plan must be submitted to the City prior to issuance of the Conditional Use Permit.
 5. The Applicant shall for the duration of the Conditional Use Permit continue to provide evidence to the City of the status of each operator's state licensure annually and no later than the first business day of December of each year.
 6. Not more than 10% of the building's floor area may be used for office use.
- Approval as Submitted: Move to *adopt* Resolution 2026-005 approving Planning Case 25-015 for a Conditional Use Permit to allow cannabis, wholesale at 4440 Round Lake Road, based on the findings of fact and the submitted plans in the January 12, 2026, report to the City Council.
- Denial: Move to *deny* Planning Case 25-015 for a Conditional Use Permit to allow cannabis, wholesale at 4440 Round Lake Road, based on the following findings: *findings to deny must specifically reference the reasons for denial.*
- Table: Move to *table* Planning Case 25-015 for a Conditional Use Permit to allow cannabis, wholesale at 4440 Round Lake Road, based on the following findings: *a specific reason and information request should be included with a motion to table.*

Public Comments

Notice was published in the *Pioneer Press* on January 2, 2026. Notice was prepared by the City and mailed to property owners within 1,000 feet of the subject property. The City received one email with questions from an employee of a neighboring business. Staff responded to the email and no further communication has been received.

Deadline for Agency Actions

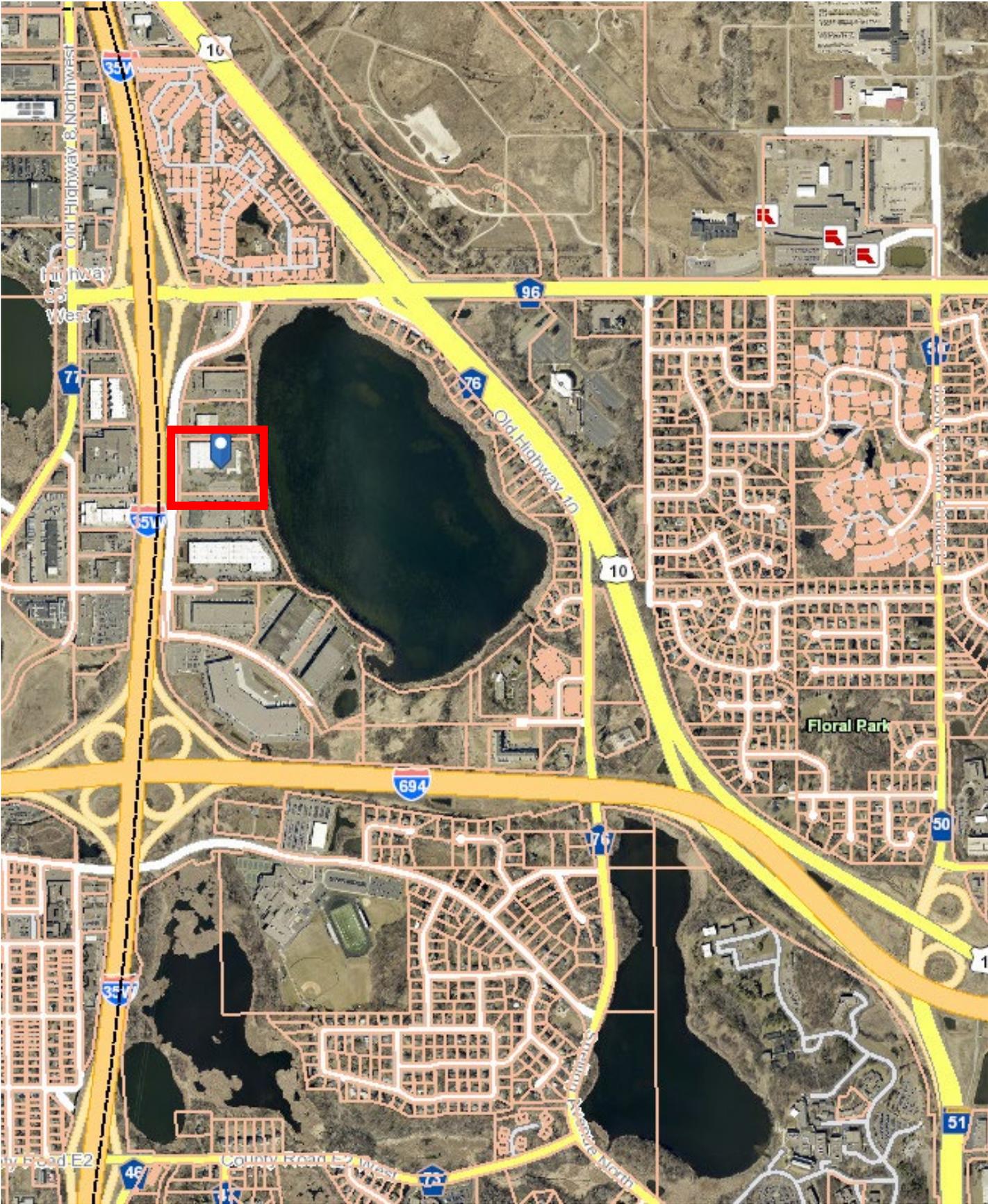
The City of Arden Hills received the completed application for this request on November 4, 2025. Pursuant to Minnesota State Statute, the City must act on this request by January 4, 2026 (60 days). Based on the City's meeting schedule and related timelines, the deadline for action has been extended to March 4, 2026 (additional 60-day review period). With consent of the applicant, the City may extend the review period beyond the initial 120 days.

Attachments

- A. Location Map
- B. Land Use Application and Narrative
- C. Planning Commission draft minutes
- D. Planning Commission Item 25-015
- E. Resolution 26-005
- F. Presentation

Attachment A

Attachment A. Location Map 4440 Round Lake Road



Brief Description of Request (please also include a typed, detailed letter explaining the project):

See enclosed description

IMPORTANT

- Certain applications are subject to review and approval by the Rice Creek Watershed District. Contact RCWD directly at 763-398-3070 for additional information.
- The land use application fees do not cover building, sign, or other permit fees that may be required upon approval of a land use application.
- All applications will be subject to additional fees for reimbursement of consultant costs associated with filing, reviewing, and processing of application in the form of an escrow to the City.

Filing & Information Requirements

The City requests that you make a pre-application meeting with the Community Development Director to discuss the application process, requirements, and deadlines. Unless waived by the Community Development Director or Planning Commission, a certified survey of the property is required for all applications. A checklist with additional application requirements can be found at www.cityofardenhills.org/landuseapplications.

Complete/Incomplete Applications

Under Minnesota Statute, Chapter 15.99, cities have 15 business days to review all plans and application materials to ensure they satisfy City requirements. During the 15 day review period, planning staff will provide written comments on the application and may request plan revisions. If the application is determined to be complete, Minnesota State Statute then requires the City to approve or deny the application within 60 days, up to 120 days. If not complete, the City may require plan revisions and/or additional information before the application is scheduled for Planning Commission review and/or City Council action. Project will not be scheduled for any meeting until the application submittal is found to be complete by the Community Development Director.

Payment of Fees and Escrows

The undersigned acknowledges that she/he understands that before a land use application can be deemed complete, all required fees and escrows must be paid to the City. The applicant is responsible for all costs incurred by the City related to the processing of this application. Each separate land use request shall be charged a separate administrative fee and escrow even if submitted on the same application. Costs expended in reviewing and processing an application will be charged against the cash escrow and credited to the City. Charges to the escrow may include planning and engineering staff time, City Attorney and consulting fees, and mailing costs. If, at any time, a required cash escrow is depleted to less than 20 percent of its original amount, the applicant shall deposit additional funds in the cash escrow account as determined by the City. The City may withhold final action on a land use application, withhold building permits, and/or rescind prior action until all fees have been paid. Unused portions of an escrow are returned to the applicant upon successful implementation of an approved plan. The escrow may be reduced or increased by the Community Development Director on a project by project basis.

Notice of Meeting Attendance

In order for the Planning Commission and the City Council to consider any application, the applicant or a designated representative must be present at the scheduled meeting. If not, the matter may be tabled until the next available agenda.

Meeting Schedule

Planning Commission meetings are typically held on the first Wednesday after the first Monday of each month at 6:30 PM, though please contact City Hall to verify the meeting date and time. City Council meetings are held typically the last Monday of the same month at 7:00 PM. Meetings are held in the Council Chambers at the City of Arden Hills, 1245 West Highway 96, Arden Hills, Minnesota 55112, unless otherwise stated. The schedules below are for reference purposes only. Project will not be scheduled for any meeting until the application submittal is found to be complete by the Community Development Director.

2025 Planning Commission and City Council Schedule (*subject to change)

TENTATIVE PLANNING COMMISSION MEETING DATE* (Generally held on the first Wednesday after the first Monday at 6:30 p.m.)	TENTATIVE CITY COUNCIL MEETING DATE* (Generally held on the fourth Monday at 7:00 p.m.)	DEADLINE FOR LAND USE APPLICATION SUBMISSION (1 st day of the preceding month)
January 8	February 10	December 1 (2024)
February 5	March 10	January 2
March 5	April 14	February 3
April 9	April 28	March 3
May 7	May 26*	April 1
June 4	June 23	May 1
July 9	July 28	June 2
August 6	August 25	July 1
September 3	September 22	August 1
October 8	October 27	September 1
November 5	November 24	October 1
December 3	January 12 (2026)	November 3

Acknowledgement and Signature

I hereby apply for the above consideration and declare that the information and materials submitted with this application are complete and accurate per city code and ordinance requirements. I fully understand that I am responsible for all costs incurred by the City related to the processing of this application.



Property Owner Signature (Required)

11/3/25

Date

Applicant Signature (If different than the property owner)

Date

Please contact the Community Development Director at 651-792-7800 if you have any questions regarding this application.

Additional copies of this application form are available on the City's website: www.cityofardenhills.org/landuseapplications

Conditional Use Permit Application Narrative

Date: November 3, 2025

Property: Arden Hills Business Center – 4440 Round Lake Road W, Arden Hills, MN

Applicant: HRE Arden Hills LLC

Proposed Use: Licensed THC Wholesale/Distribution Tenants

Brief Description of Request

Hempel, as landlord, seeks a property-level Conditional Use Permit authorizing up to 57,000 SF (≈50% of building area) to be leased to licensed THC wholesale/distribution tenants. If granted, the CUP would let us lease any or all of the site's current ≈52,000 SF vacancy and also allow our anchor tenant, Portal, to sublease space within its ≈61,000 SF footprint for the same use. Based on recent inquiries, we expect 5–15 small businesses interested in warehousing prepackaged THC product only. Because this use requires a CUP in the GB District, this application is intended to pre-approve the building for that use (with conditions) so individual businesses can occupy suites under the CUP rather than filing separate land-use requests—while still maintaining all state licensure requirements. This is business-to-business distribution only: no retail, no walk-in sales, no on-site consumption, no exterior storage, and all operations occur indoors at typical warehouse/logistics intensity.

To ensure compatibility and protect public welfare, the Applicant proactively offers CUP conditions, including:

- Wholesale distribution only; no retail or public access.
- Valid Minnesota licensure for each tenant, with automatic suspension of operations upon any lapse or revocation, and annual license-status reporting to City staff.
- A security plan (controlled access, cameras/alarms, secure loading/unloading).
- Odor containment (sealed product handling and HVAC filtration as needed).
- Truck and parking management consistent with historical/approved levels and standard business-hour operations.
- No exterior signage that references cannabis/THC.

This CUP advances GB District goals by supporting employment and stabilizing a key tax-producing asset without exterior changes. The requested approval formalizes a controlled, professional, non-

retail industrial use and embeds clear safeguards addressing security, traffic, parking, and neighborhood compatibility.

Site & Zoning Background

- **Property:** 113,387 SF building on 7.76 acres
- **Zoning:** GB (Gateway Business District) with Round Lake Shoreland Overlay
- **Current Status:**
 - Legally nonconforming warehouse use; CUP required for new or expanded warehousing/distribution.
 - Historical limit: ~10% office / 90% warehouse tied to parking capacity.
 - 2022 site plan approval (PC 22-007) affirmed industrial use subject to nonconforming restrictions.
 - Portal Warehousing operates in ≈61,000 SF, offering co-warehousing spaces and services to dozens of small and growing businesses.

Description of Proposed Use

- **Nature of Operations:** State-licensed wholesale/distribution only (no retail, no on-site sales, no public traffic).
- **Building Fit:** Occupancy of individual suites or demised areas within the existing warehouse footprint.
- **Employment:** Each distributor expected to employ 5–15 staff in logistics, quality control, and compliance roles.
- **Traffic/Parking:** Similar to or less than traditional warehouse uses; no additional burden beyond the approved parking stalls.
- **Compliance:** All tenants will hold valid Minnesota THC distribution licenses and remain subject to state inspection and oversight.

Alignment with Gateway Business District Goals

The GB District's stated purpose is to foster high-quality business activity compatible with adjacent uses. This use aligns because:

- **Economic Vitality:** Brings stable employment, long-term leases, and a reliable tax base.
- **Regulated, Professional Tenants:** THC distributors are subject to stricter oversight and permitting than typical warehouse users, reducing city risk.
- **Controlled & Internalized Operations:** All activities occur indoors, with no exterior storage, sales, or nuisances.
- **Compatibility with Existing Uses:** Comparable in function and intensity to current tenant (Portal Warehousing) and Portal's subtenants.

CUP Criteria & Mitigation Commitments

The Applicant proactively proposes conditions to address potential city concerns:

1. **Security**
 - 24/7 surveillance cameras and alarm systems.
 - Limited-access entry points.
 - Secure loading/unloading procedures.
2. **Operations**
 - No retail or walk-in sales.
 - Distribution only to licensed retailers.
 - Normal business hours.
3. **Environmental Controls**
 - Odor containment measures (sealed packaging, HVAC filtration).
 - Strict compliance with Minnesota Dept. of Health/Office of Cannabis Mgmt. regulations.
4. **Traffic & Parking**
 - Operations generate limited daily traffic, consistent with industrial use.
 - Parking demand well below historical 10% office allocation.

Precedent & Community Benefit

- The City has previously approved innovative industrial tenants at this site, including Saltbox and Portal Warehousing.
- Market data shows strong industrial demand and low vacancy (3.9% metro, 2.9% northeast submarket)—flexibility is key to keeping the site occupied and contributing to tax revenue.
- Without tenant flexibility, the property risks prolonged vacancy, undermining both city goals and district vitality.

Conclusion

The Applicant respectfully requests CUP approval for up to 50% of the Arden Hills Business Center's rentable area to be leased or subleased to licensed THC distributors. This CUP formalizes a **controlled, professional, non-retail industrial use** that is consistent with the District's business/employment character while incorporating clear safeguards to address security, traffic, parking, and neighborhood compatibility. This use:

- Meets the intent of the GB District by supporting economic vitality with controlled, professional operations.
- It imposes no greater impact than existing warehousing tenants.
- Provides regulatory, security, and operational assurances to protect city interests.



800 LaSalle Avenue, Suite 1250
Minneapolis, MN 55402

We look forward to the discussion and to working collaboratively with staff, the Planning Commission, and City Council, to ensure this project contributes positively to the City of Arden Hills.

Sincerely,

A handwritten signature in black ink, appearing to read 'Brandon Champeau', written in a cursive style.

Brandon Champeau
Executive Vice President
Hempel Real Estate



Portal Warehousing: An Engine for Business Growth in Arden Hills

Our Mission: To provide the physical infrastructure and operational support that empowers local entrepreneurs, small businesses and enterprises to scale, innovate, and thrive.

Portal Warehousing is a co-warehousing community offering flexible, all-inclusive warehouse and office space designed for the modern business. We eliminate the barriers of long-term leases and high upfront costs, providing a move-in-ready solution that allows companies to focus on what they do best: growing their business. By fostering a dynamic ecosystem of entrepreneurs, we serve as a vital asset to the local economy.

What We Offer Small Businesses

We provide a comprehensive, turn-key solution that combines private space with shared, enterprise-level amenities.

- **Flexible Private Spaces:** Secure, private warehouse units from 250 to 4,000+ sq ft, with the flexibility to scale space up or down as business needs change.
 - **All-Inclusive Amenities:** One simple monthly payment includes:
 - High-speed Wi-Fi and all utilities.
 - Access to loading docks, forklifts, and pallet jacks.
 - On-site packing stations and a product photo studio.
 - Shared office space, conference rooms, and kitchenettes.
 - **Embedded Logistics:** Daily pickups from all major carriers (FedEx, UPS, USPS), a commercial shipping address, and professional receiving services.
 - **Vibrant Community:** A collaborative environment of diverse businesses, from e-commerce brands and local makers to CPG companies and third-party logistics (3PL) providers.
-

Enterprise-Grade Security & Peace of Mind

We ensure our members' inventory and operations are protected through a multi-layered security protocol.

- **24/7 Video Surveillance:** The entire facility is monitored by a comprehensive CCTV system.
- **Controlled Access:** Secure keycard/fob entry ensures only authorized members and staff can access the building.
- **On-Site Management:** A dedicated Property Manager is on-site Monday through Friday to oversee operations and provide support.
- **Secure Package Handling:** All inbound packages are processed through a digital scanning system and securely received by our on-site manager, guaranteeing a safe chain of custody.
- **Private, Secure Units:** Each individual warehouse unit is equipped with its own secure locking system, giving businesses exclusive control over their space.



Ease of Use: Simplified Operations for Entrepreneurs

Our model is built on simplicity and efficiency, removing operational friction for business owners.

- **Flexible Agreements:** Members benefit from short-term agreements that eliminate the risk and complexity of traditional 5-10 year commercial leases.
 - **Centralized Member Portal:** Our technology platform allows members to easily manage payments, book conference rooms, and connect with the community from any device.
 - **Move-In-Ready:** New members can be operational in a matter of hours, not months, thanks to our turn-key spaces.
-

A Partnership for a Stronger Arden Hills Economy

Portal Warehousing is more than a building; we are a platform for economic development.

- **Accelerates Small Business Growth:** We provide the critical infrastructure that allows small businesses to compete and expand.
 - **Creates and Retains Local Jobs:** The businesses within our facility hire locally, contributing to job creation and economic vitality.
 - **Fosters Innovation:** Our community becomes a hub for entrepreneurship, driving innovation and collaboration within the city.
 - **Modernizes Industrial Real Estate:** We efficiently utilize and revitalize commercial properties, aligning them with the needs of the modern economy.
-

A Secure & Compliant Solution for the Cannabis Industry

Our application is driven by significant demand from licensed cannabis entrepreneurs who require secure, professional, and compliant space to operate and grow their businesses within the city.

- **Validated Market Need:** We have received a dozen inquiries from local, licensed cannabis brands—including distributors, manufacturers, and delivery services—seeking viable operational space. These businesses are often locked out of the market by the high cost of building and securing a standalone facility.
- **Commitment to Exceeding Compliance:** Portal Warehousing is committed to meeting and exceeding all city and state regulations for cannabis operations. Our existing enterprise-grade security infrastructure provides a robust foundation that can be enhanced with any specific requirements mandated for surveillance, access control, and product tracking.
- **A Responsible Partner:** By providing a centralized, professionally managed, and highly secure environment, we enable the city to support its local cannabis businesses in a controlled and responsible manner, ensuring they operate with the highest degree of safety and compliance.



PORTAL
WAREHOUSING

We are confident that Portal Warehousing provides the ideal environment for licensed cannabis businesses to thrive, create jobs, and contribute to the local tax base. We look forward to partnering with the City of Arden Hills to create a secure and prosperous future for this up and coming industry.

Alex Morrison

Co-Founder & CEO

alex@join-portal.com

www.join-portal.com

Newly Renovated!



For lease

Arden Hills Business Center
4440 Round Lake Road,
Arden Hills, MN

52,033 SF Available

 JLL SEE A BRIGHTER WAY

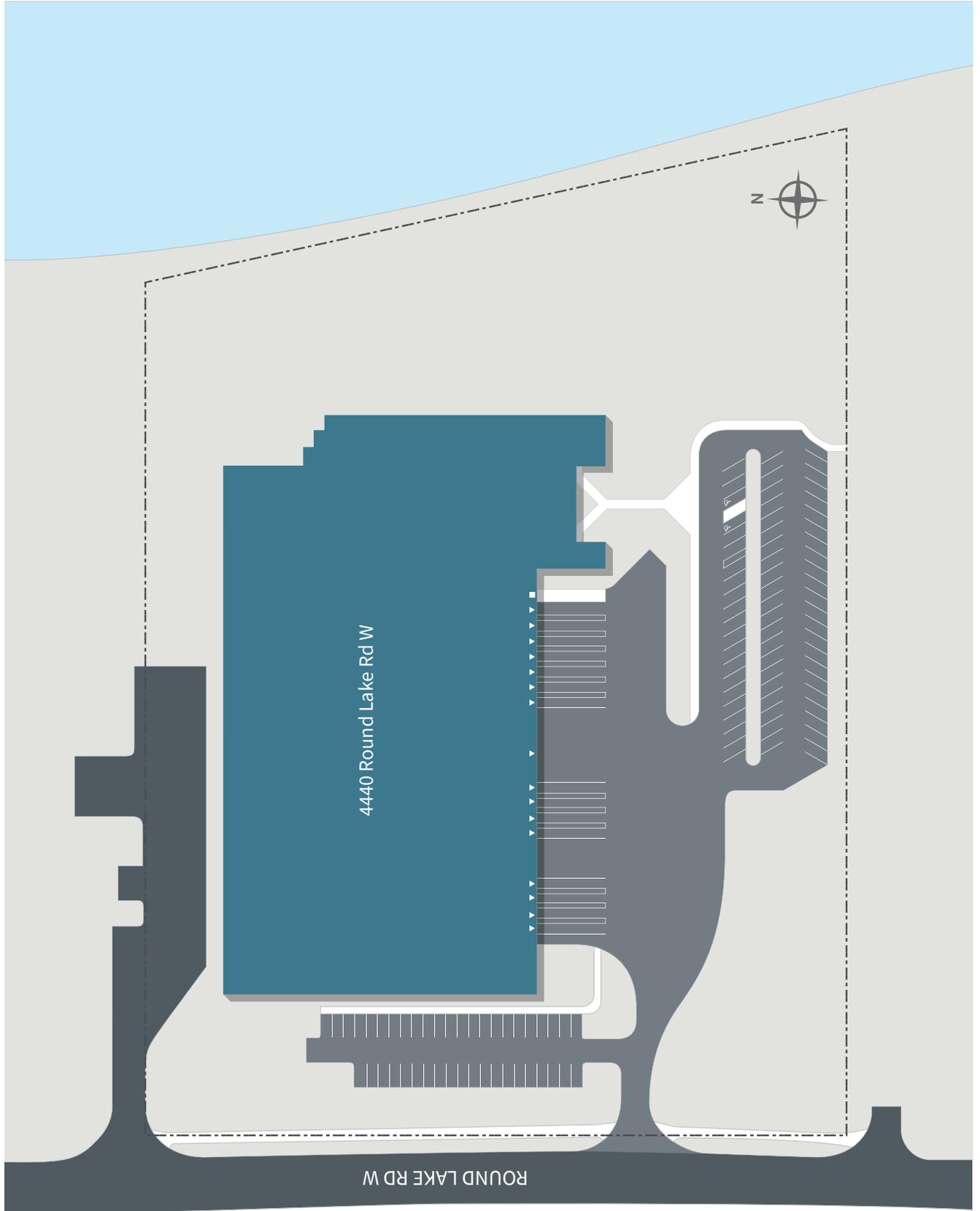
 **HEMPEL**
REAL ESTATE

Property specifications

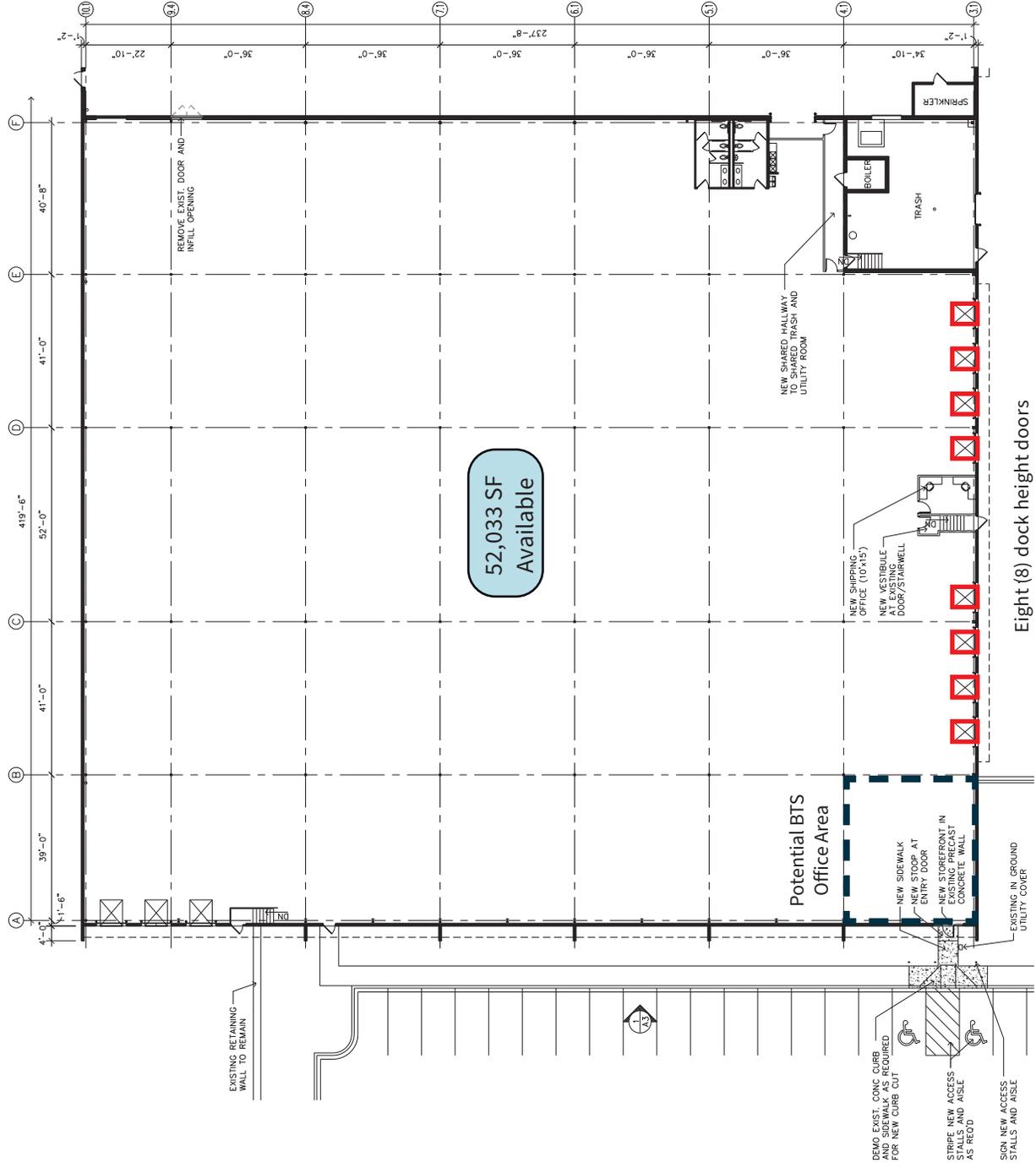
Available SF	BTS Office 52,033 SF Warehouse 52,033 SF Total* <small>*Divisible to 19,920 SF</small>	Auto Parking	43 spaces
Year Built / Renovated	1979 / 2022	Truck Court Depth	150'
Construction Type	Reinforced concrete and steel frame with tilt-up concrete wall panels	Power	1,600 amps, 480/277 volt, 3-phase
Column Spacing	Various	Interior Lighting	LED
Roof Type	TPO	Fire Prevention	Wet
Roof Age	2014, 20-year warranty expiring 11/14/2034	Zoning	GB
Clear Height	20'	Lease Rate	Negotiable
Dock High Doors	Eight (8)	2025 Tax/CAM	\$3.47
		Available	Now



Site plan

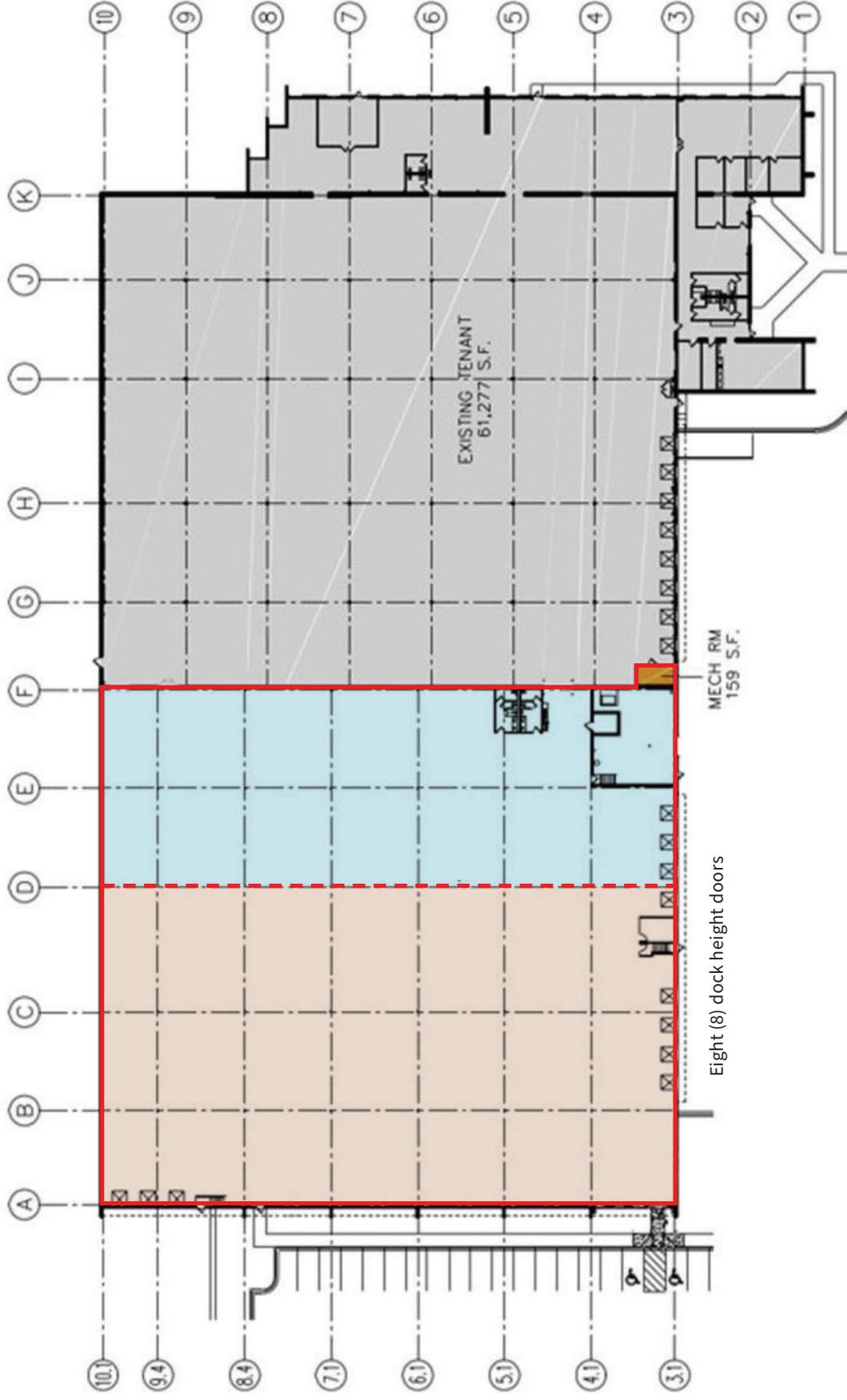


Floor plan



Eight (8) dock height doors

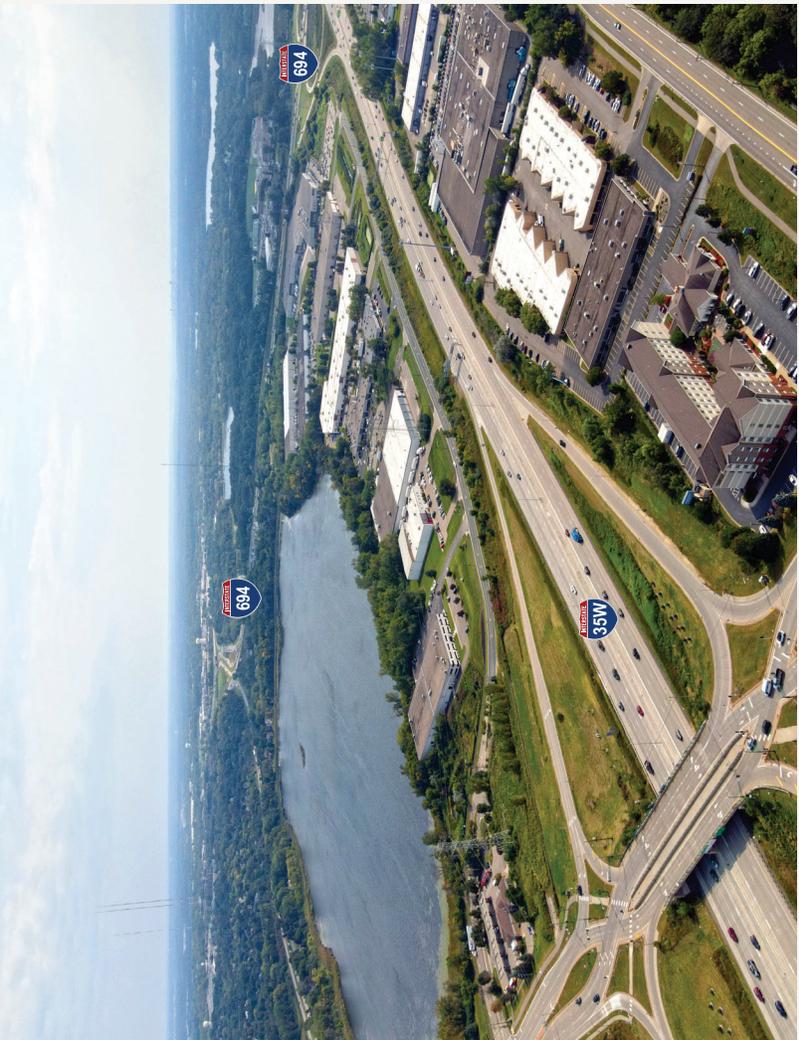
Floor plan - multi space options



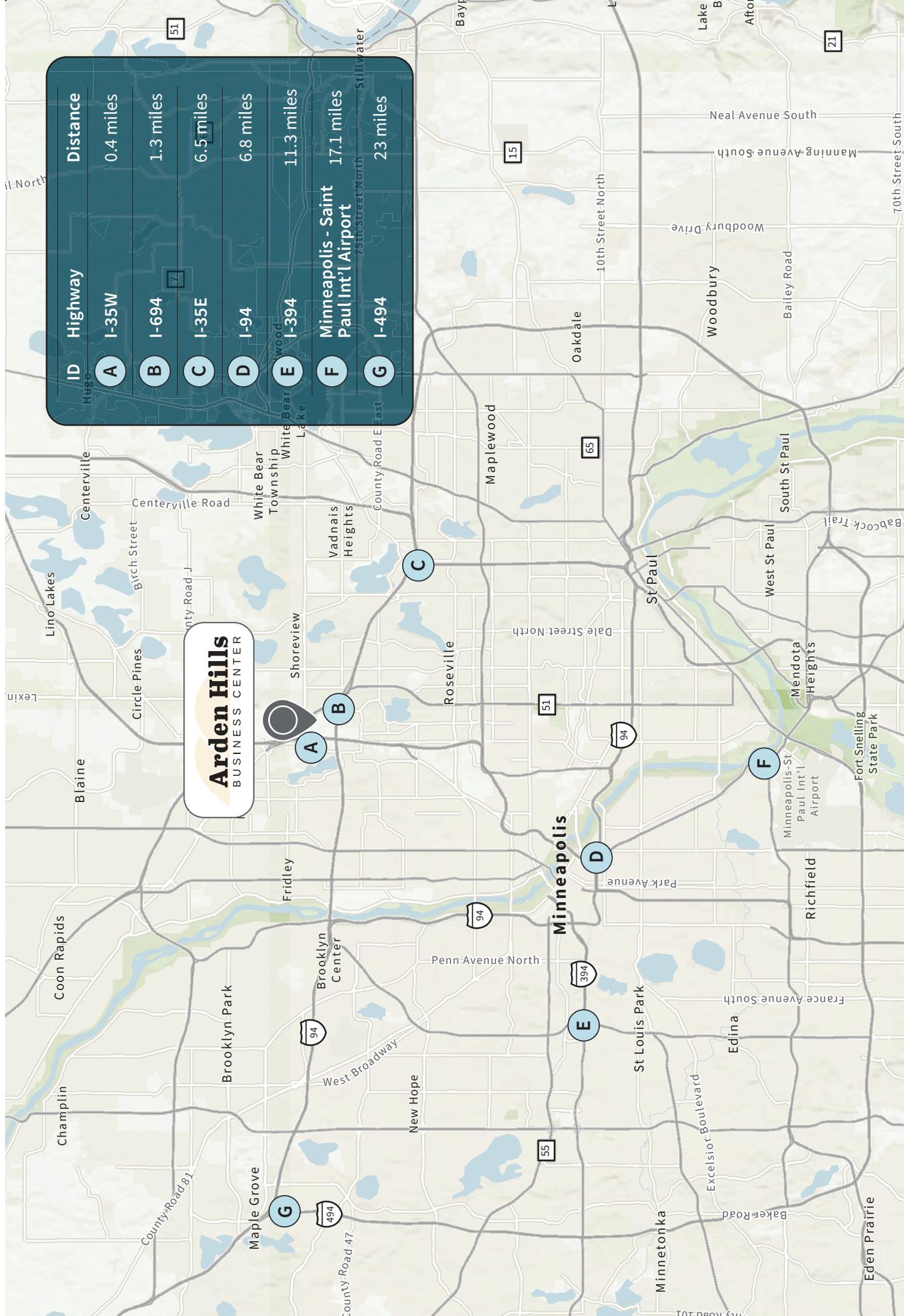
Option 1
 32,040 SF Total
 Five (5) dock doors

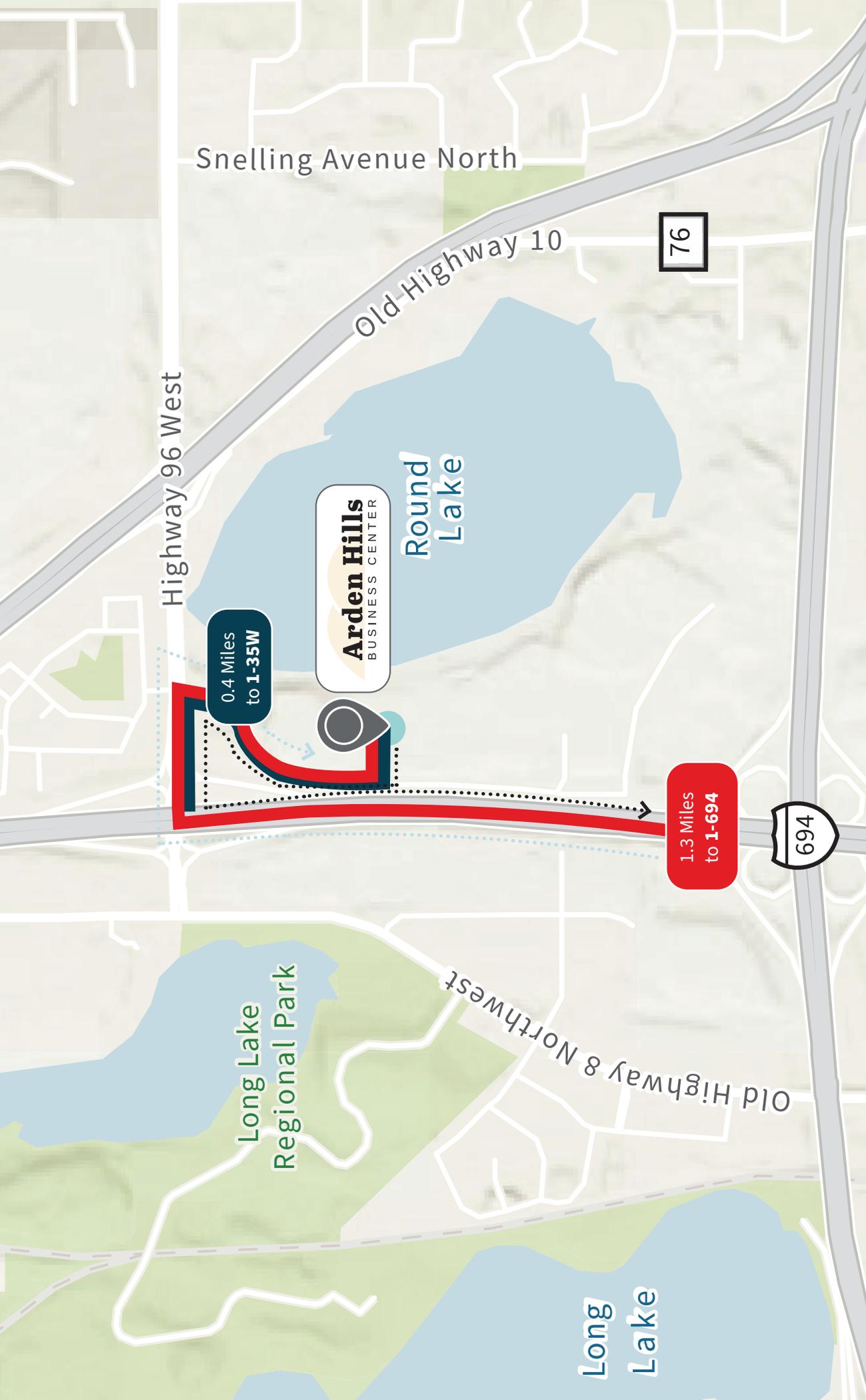
Option 2
 19,920 SF Total
 Three (3) dock doors

Option 3 - Full Space
 52,033 SF Total
 Eight (8) dock doors



Accessible location





Snelling Avenue North

Old Highway 10

76

Highway 96 West

Round Lake

Arden Hills
BUSINESS CENTER

0.4 Miles
to 1-35W

1.3 Miles
to 1-694

694

Long Lake
Regional Park

Old Highway 8 Northwest

Long
Lake

Eric Batiza, SIOR
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250 Nicollet Mall
Suite 1000
Minneapolis, MN 55401





Approved:

**CITY OF ARDEN HILLS, MINNESOTA
SPECIAL PLANNING COMMISSION
WEDNESDAY, DECEMBER 10, 2025
6:30 P.M. - ARDEN HILLS CITY HALL**

CALL TO ORDER/ROLL CALL

Pursuant to due call and notice thereof, Chair Collins called to order the Special Planning Commission meeting at 6:30 p.m.

ROLL CALL

Present were: Chair Joshua Collins, Commissioners Jessica Birken, Brad Bjorklund, Patrick Burlingame, Nancy Jacobson, and Ben Lindau.

Absent: Commissioner Stephen Erler.

Also present were: Community Development Director Jacob Reilly and Council Liaison Kurt Weber.

APPROVAL OF AGENDA – DECEMBER 10, 2025

Chair Collins requested Item 5C – Staff Report be added to the agenda.

Commissioner Birken moved, seconded by Commissioner Lindau, to approve the December 10, 2025, agenda as amended adding Item 5C. The motion carried unanimously (6-0).

APPROVAL OF MINUTES

None.

PLANNING CASES

A. Planning Case 25-015 – 4440 Round Lake Road – *Public Hearing*

Community Development Director Reilly stated the Subject Property was previously occupied by Saltbox, a business offering suites leased by individual businesses - usually startup/small digital commerce companies - in this building. Saltbox went through Concept Review with the City Council in March of 2022 (Planning Case #22-005) and Site Plan Review with the Planning Commission and City Council in May and June of 2022 (Planning Case #22-007). As part of improvements to the property in 2022, a new site plan was approved to reconfigure the parking lot layout to allow for 144 parking stalls. Portal Warehousing (“The Operator”) became the new

operator of the building in 2024 and has been operating under the same flexible warehousing business model operated by Saltbox. Portal handles the on-demand logistical services for receipt and delivery of packages and/or products and provides order fulfillment assistance to small business owners. Products arrive at the loading dock(s) and the on-site logistics staff ensure items are delivered to individual suites or to secure warehouse space. Approximately one half of the warehouse is unoccupied. The Applicant purchased the property early in 2025.

Community Development Director Reilly explained at the October 27, 2025, work session meeting, the City Council reviewed a concept plan for Portal to operate a cannabis warehouse operation in addition to the existing flexible warehouse and office suites offered in the building. The legalization of adult use cannabis by the State Legislature offers a new market for warehousing pre-packaged cannabis products for wholesale distribution. The Applicant seeks to offer similar flexible warehouse spaces to cannabis wholesalers and Portal will continue to coordinate operations at the site. The discussion at the Council work session revolved around the operations of the building, the number of jobs, and vehicle circulation.

Community Development Director Reilly reviewed the Site Data, the Plan Evaluation and provided the Findings of Fact for review:

1. The subject property located at 4440 Round Lake Road is zoned GB, Gateway Business Zoning District and is designated for office and industrial use in the 2040 Comprehensive Plan.
2. Cannabis, wholesale is a conditional use in the GB Gateway Business Zoning District.
3. A state license is required for each wholesaler.
4. The Applicant, Hempel Real Estate, dba HRE Arden Hills, LLC is the sole owner of the property and applied for a conditional use permit for cannabis wholesale operations at the site.
5. The Applicant's site plan shows sufficient parking for 10% office and 90% warehouse use, a use that continues an existing legal nonconforming use.
6. The Applicant's narrative notes the specifics of the proposed business, including the sourcing of products and customer and employee education, and indicates odor suppression, security, and licensing as required by state law will be followed.
7. The materials submitted show adequate circulation on site to prevent adverse effects to the surrounding neighborhood or the community as a whole.
8. Standards and conditions in Section 1325.047 Cannabis Business Conditional Use Permit are met.
9. Standards and conditions in Section 1320.06 District Requirements Chart (GB Gateway Business District) are met.
10. Standards and conditions in Section 1325.06 - General Regulations, Off-Street Parking Requirements are met, given the existing nonconforming nature of the site.
11. A public hearing for a Conditional Use Permit request is required before the request can be brought before the City Council. The required public hearing was held on December 10, 2025.

Community Development Director Reilly stated suggested conditions of approval for Planning Case 25-015 for a Conditional Use Permit to allow cannabis, wholesale at 4440 Round Lake Road:

1. All existing and any future refuse/recycling containers on site must be enclosed prior to issuance of the Conditional Use Permit.

2. No additional exterior signage related to the cannabis wholesale use shall be permitted.
3. The Applicant shall comply with all sections of the City Code and with applicable State Statutes.
4. An odor management plan must be submitted to the City prior to issuance of the Conditional Use Permit.
5. The Applicant shall for the duration of the Conditional Use Permit continue to provide evidence to the City of the status of each operator's state licensure annually and no later than the first business day of December of each year.
6. Not more than 10% of the building's floor area may be used for office use.

Community Development Director Reilly reviewed the options available to the Planning Commission for a decision on this matter:

1. Recommend Approval with Conditions
2. Recommend Approval as Submitted
3. Recommend Denial
4. Table

Chair Collins opened the floor to Commissioner comments.

Chair Collins asked to clarify that the only reason the Planning Commission was reviewing this case was because this was a cannabis use.

Community Development Director Reilly reported this was the case.

Commissioner Lindau asked what kind of internal security measures would be put in place for the individual units.

Brandon Champeau, applicant, explained items would be stored within individual, secure units. He reported the 52,000-foot vacant space would have to comply with any State Statute with respect to internal security. He noted the building had security and alarms as well.

Chair Collins opened the public hearing at 6:46 p.m.

Chair Collins invited anyone for or against the application to come forward and make comment.

There being no comment from the public, Chair Collins closed the public hearing at 7:46 p.m.

Commissioner Burlingame stated after reviewing the operational safeguards and the clear alignment with the Gateway Business District he would be offering his support for this project. He recommended one condition be considered to require an odor plan to be in place prior to occupancy.

Chair Collins reported Condition 4 states: An odor management plan must be submitted to the City prior to issuance of the Conditional Use Permit.

Commissioner Burlingame indicated he would like this condition to be amended to read: An odor management plan shall be submitted for review and approval by City staff prior to the occupancy of each cannabis wholesale tenant. Odor control measures must be tailored to each tenant specific products and packaging to ensure there is no detectable odor at the property line.

Chair Collins asked how this differed from what the State required.

Commissioner Burlingame explained the odor management plan from the City would address each tenant versus the overall property.

Commissioner Lindau stated he would like to better understand the State's requirements when it comes to odor mitigation.

Commissioner Birken questioned if the City had to be concerned about odor on this property, given that the products will not be manufactured on site, rather the products would be prepacked and stored on this site.

Mr. Champeau stated he did not anticipate there would be any odor issues because the products would be prepacked and sealed. He noted there would be a lot of tenants operating in this space and if one was smellier than the others, he would not want them in the space because it would upset the other tenants.

Chair Collins inquired if all products would arrive at the space prepackaged.

Mr. Champeau reported this was the case noting no production would take place onsite.

Chair Collins indicated he supported the language for Condition 4 as proposed by staff.

Commissioner Burlingame stated he would redact his recommended language changes for Condition 4.

Commissioner Birken moved and Commissioner Lindau seconded a motion to recommend approval of Planning Case 25-015 for a Conditional Use Permit to allow cannabis, whiles at 4440 Round Lake Road based on the findings of fact and the submitted plans, as amended by the conditions in the December 10, 2025, report to the Planning Commission. The motion carried unanimously (6-0).

Chair Collins reported this item would be reviewed by the City Council on January 12, 2026.

UNFINISHED AND NEW BUSINESS

None.

REPORTS

A. Report from the City Council

Councilmember Weber provided the Commission with an update from the City Council. He stated the Council greatly appreciated the work this group was doing on behalf of the City. He noted he would continue to serve as the Planning Commission liaison in 2026. He reported the Council approved a balanced budget and levy increase of 12.5% at their most recent meeting. He wished everyone a Merry Christmas and Happy New Year.



DATE: December 10, 2025

TO: Planning Commission Chair and Commissioners

FROM: Jake Reilly, Community Development Director

SUBJECT: Planning Case # 25-015 – Public Hearing Required
Applicant: HRE Arden Hills LLC
Property Location: 4440 Round Lake Road
Request: Conditional Use Permit

Requested Action

Brandon Champeau, Hempel Real Estate dba HRE Arden Hills LLC (“Applicant”) has submitted a land use application for a Conditional Use Permit (CUP) for a project at 4440 Round Lake Road (“Subject Property”). The Applicant seeks approval to lease space in the existing warehouse building to cannabis wholesale operators. The wholesale cannabis use triggers the requirement for a CUP. All cannabis uses in Arden Hills require a CUP prior to operating. The Subject Property is zoned GB, Gateway Business District and is guided as Light Industrial & Office on the Land Use Plan.

Background

1. Overview of the Request

The Subject Property was previously occupied by Saltbox, a business offering suites leased by individual businesses - usually startup/small digital commerce companies - in this building. Saltbox went through Concept Review with the City Council in March of 2022 (Planning Case #22-005) and Site Plan Review with the Planning Commission and City Council in May and June of 2022 (Planning Case #22-007). As part of improvements to the property in 2022, a new site plan was approved to reconfigure the parking lot layout to allow for 144 parking stalls.

Portal Warehousing (“The Operator”) became the new operator of the building in 2024 and has been operating under the same flexible warehousing business model operated by Saltbox. Portal handles the on-demand logistical services for receipt and delivery of packages and/or products and provides order fulfillment assistance to small business owners. Products arrive at the loading dock(s) and the on-site logistics staff ensure items are delivered to individual suites or to secure warehouse space. Approximately one half of the warehouse is unoccupied. The Applicant purchased the property early in 2025.

At the October 27, 2025, work session meeting, the City Council reviewed a concept plan for Portal to operate a cannabis warehouse operation in addition to the existing flexible warehouse and office suites offered in the building. The legalization of adult use cannabis by the State Legislature offers a new market for warehousing pre-packaged cannabis products for wholesale distribution. The Applicant seeks to offer similar flexible warehouse spaces to cannabis wholesalers and Portal will continue to coordinate operations at the site. The discussion at the Council work session revolved around the operations of the building, the number of jobs, and vehicle circulation.

2. Existing Site Conditions

4440 Round Lake Rd. is zoned GB, Gateway Business District. In addition, the parcel abuts Round Lake which is subject to applicable shoreland regulations as a riparian lot. Under the 2040 Comprehensive Plan, the property is guided as Light Industrial and Office use. Light Industrial and Office uses are areas designated for a broad range of light industrial uses such as warehousing with manufacturing and related offices. According to the 2040 Comprehensive Plan, the expected share of uses within this area are 50 percent to 100 percent Light Industrial or up to 100 percent Office.

Over the years, the property has been used continuously for office and warehouse uses. The previous occupant was Deluxe Corporation. The historical uses of the property are allowed to continue as legal nonconforming uses so long as there is no intensification or expansion of said use. In 2004, it was documented that the distribution of uses within the building to be supported by the current parking supply would be no greater than 10% office (11,356 sq. ft.) and 90% warehouse (102,209 sq. ft.).

3. Site Data

2040 Future Land Use Plan:	Light industrial/office use
Existing Land Use:	Light industrial/office use
Zoning:	GB Gateway Business District
Lot Size:	358,036 square feet (8.2 acres)

4. Proposed Use

The Applicant submitted an application for a CUP to allow a cannabis warehouse use on the Subject Property for the storage and distribution of adult recreational use cannabis products. The company's business activities are related to receipt, storage, and business-to-business distribution of adult-use cannabis products. The Applicant states that the intent is to approve the building for that use (with conditions) so individual businesses can occupy suites under the CUP rather than filing separate land use requests each time a new user leases space. The Applicant and Operator confirm that each business will be required to obtain and provide proof of a state license.

The Applicant confirms that products will be transported and sold only to businesses and there will be no retail, no walk-in sales, no on-site consumption, no exterior storage, and all operations will occur indoors at typical warehouse/logistics intensity. The Applicant also confirms that the building will be renovated as needed to ensure sufficient odor containment and security controls

to abide by state and city regulations. The entire facility is open seven (7) days a week from 6 AM to 11 PM. The site will continue to operate with the 144 striped parking stalls approved in 2022.

Approvals

1. Conditional Use Permit

A CUP is required in city code for all cannabis uses, citywide. Standards and criteria for cannabis businesses as a conditional use are found in City Code Section 1325.047 Cannabis Business Conditional Use Permit Criteria. This section of the code was updated in November 2024.

Arden Hills Zoning Code Section 1355.04 Subd. 3 lists the general criteria for evaluating Conditional Use Permit Applications and Section 1325.047 Subd. 3 identifies development standards for cannabis business uses. The Planning Commission and City Council should consider the effect of the proposed use upon the health, safety, convenience and general welfare of the owners and occupants of the surrounding land and the community, in general, including but not limited to the following factors:

1. Existing and anticipated traffic and parking conditions;
2. Noise, glare, odors, vibration, smoke, dust, air pollution, heat, liquid or solid waste, and other nuisance characteristics;
3. Drainage;
4. Population density;
5. Visual and land use compatibility with uses and structures on surrounding land;
6. Adjoining land values;
7. Park dedications where applicable;
8. Orderly development of the neighborhood and the City within the general purpose and intent of the Zoning Code and the Comprehensive Development Plan for the City.

Under state law a “conditional use” is a use that is generally allowed in a designated district upon the applicant showing that the standards and criteria stated in the ordinance will be satisfied. Conversely, if the applicant is unable to show that the ordinance standards are met, the application can be denied. Conditions may be added to any approval to ensure that the use does not negatively impact surrounding properties or the public way.

Plan Evaluation

1. Chapter 13, Zoning Regulations Review

Section 1325 – General Regulations, 1325.047 Cannabis Business Conditional Use Permit

A. Subd. 2 Setbacks

1. *Any cannabis business must be setback 1,000 feet from schools as established by Minnesota Statute Section 342.13(c)*
2. *Exceptions to distance restrictions. Cannabis business located north of Highway 694, east of Interstate 35W and west of State Highway 10 in the Gateway Business zoning district shall be exempt from the distance requirements of City Code 1325.047 Subd. 2.*

This condition does not apply. The subject property is located within the Gateway Business zoning district and is exempt from the distance requirement. In addition, there are no K-12 schools within 1,000 feet of the property.

B. Subd. 3 Development Standards

A. Must be licensed by the State of Minnesota and in compliance with the standards set by Minnesota Statutes, Minnesota Rules, and the Office of Cannabis Management.

This condition is met. The Applicant has confirmed that only state-licensed businesses will be allowed to operate wholesale business on the property.

B. Security.

1. The facility shall be secured as required by Minnesota Statutes, Minnesota Rules, and the Office of Cannabis Management.

2. Any security bars, gates, or grills shall be retractable, shall remain open and retracted when the cannabis business is open to the public or otherwise in operation, and shall not be installed on the exterior of the building.

This condition is met. The Applicant has indicated that security as required by Minnesota Statutes, Minnesota Rules, and the Office of Cannabis Management is or will be installed on the property.

C. Outdoor operations are prohibited.

This condition is met. Outdoor operations are not contemplated in this application.

D. The facility shall not produce noxious or nuisance causing odors, subject to the following conditions:

1. The facility shall be ventilated so that all odors cannot be detected by a person with a normal sense of smell at the exterior of the facility or at any adjoining use or property.

2. Growing cannabis must comply with all applicable laws and shall not produce noxious or dangerous gases or odors or otherwise create a danger to any person or entity in or near the facilities.

3. An odor maintenance plan must be submitted to the City and approved by the City.

4. At the City Council's discretion, the applicant may be required to provide plans that show appropriate odor control systems so as not to produce any noxious or dangerous gases or odors or create any dangers to any person or entity in or near the facility.

This condition is met. Growing operations are not contemplated in this application and will not be permitted as part of this conditional use permit. The Applicant confirms some interior changes may be required to ensure sufficient ventilation and odor management prior to operation and they intend to make any necessary changes if approved. An odor maintenance plan will be provided by the property owner or its agent, as applicable. A drafted condition addresses this requirement.

E. All mechanical, odor suppression equipment, and trash enclosures must be screened.

This condition can be met subject to a condition suggested below. The waste and recycle containers are not enclosed or screened. Any new rooftop equipment will require a building permit and related screening, as applicable.

F. Outdoor storage of containers, pallets, waste/recycle containers, etc. is prohibited.

No outdoor storage is requested, however, the existing conditions on site show waste/recycle containers are not enclosed. A drafted condition addresses this requirement.

G. Lighting

- 1. All site lighting must meet City Code requirements. All light fixtures must be downward directed with cut-offs and be architecturally designed to match the overall design of the building.*
- 2. The specifications of all light fixtures must be provided to the City with the application for a conditional use permit.*
- 3. A photometric plan must be submitted to the City with the application for a conditional use permit, indicating light measure at the property line.*
- 4. Lighting within a greenhouse is permitted between the hours of 4:30 a.m. and 10:00 p.m. Lighting at the site property lines shall not exceed 1.0 foot-candles at any time.*

These conditions are met by the current operation and no change in lighting is requested or required.

H. Water and Wastewater

- 1. Management of wastewater shall be in accordance with the Office of Cannabis Management, Minnesota Pollution Control Agency, and City Ordinances. Where multiple standards exist, the more restrictive of the standards shall apply.*
- 2. Water use within the site shall be designed to maximize the amount of water reuse possible.*

This condition does not apply. Water and wastewater use is not applicable to a cannabis wholesale operation.

I. Signs

- 1. Signs shall be in compliance with the Office of Cannabis Management and the City Code. Whenever a more restrictive standard exists, the more restrictive standard shall apply.*
- 2. Exterior wall, window, and monument signage shall not depict a cannabis flower, cannabis product, hemp edibles, hemp derived edible consumer product, or the like. Additionally, a business logo containing the above depictions shall not be displayed as part of any exterior signage. No products, interior signage, advertisements, or like attention-getting items*

shall be placed or displayed that may be visible from the exterior of the Cannabis or Hemp Business.

This condition is met. No change to existing signage is requested.

J. Sale of Cannabinoid

Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products between the hours of 10:00 a.m. and 9:00 p.m. on Monday through Sundays.

This condition does not apply. This application is for a cannabis wholesale business-to-business operation and not a retail or consumer product operation.

Section 1325.06 - General Regulations, Off-Street Parking Requirements

As noted above, city records have documented that historically the building has consisted of no more than 10% office and 90% warehouse use. The table below illustrates the number of off-street parking spaces required based on that ratio under city code requirements.

Land Use	Parking Requirement	Required Number of Stalls by Use	Total Stalls Required at 10%/90%	Number of Existing Stalls	Current Parking Deficiency
Business & Professional Office @ 10% or 11,356 sq. ft.	1 for each 250 sq. ft. of floor area	45.4 stalls	147.6 stalls	144 stalls	-3.6 stalls
Other Business and Industry at 90% warehouse or 102,209 sq. ft.	1 for each 1,000 sq. ft. of floor area	102.2 stalls			

As a nonconforming site, this ratio is an important factor when evaluating a future land use because any intensification of use or shift in floor area between land uses has the likelihood of increasing the deficiency of off-street parking for this site. Planning staff note that parking is not allowed on unimproved spaces and no on-street parking is permitted along Round Lake Road.

District Requirements Chart (GB Gateway Business District) – Section 1320.06

The property was developed in 1979 prior to the City’s creation of the Gateway Business Zoning District. The total lot area is 358,036 square feet (8.2 acres) and the building is 113,565 square feet. At the time of construction, the existing development and uses complied with the applicable zoning codes. Today under the GB District, the existing development does not meet setback requirements for the building and off-street parking and is considered legal nonconforming.

The following are the Gateway Business District minimum setbacks:

- Front yard – 50 feet
- Side Yard (interior) – 20 feet/40 feet combination
- Rear Yard – 20 feet

- Off-Street Parking from ROW – 50 feet
- Off-Street Parking from Side or Rear Property Lines – 20 feet

The survey (Attachment D) shows the parking lot is approximately 10 feet from the south property line and the building is approximately 14 feet from the north property line. As a legal nonconforming structure and use, the property can continue to operate in the same or a similar manner without any changes to the site.

Aerial Map of Subject Property



Section 1350 - Nonconforming Uses, Buildings, and Lots

In evaluating nonconforming uses, buildings, and lots, the City shall refer to City Code Section 1350 which mirrors the regulations of State Statute 462.357 for determining what type(s) of activity (i.e. continuation, rebuild, maintenance, expansion, etc.) may or may not be allowed.

Nonconformities are simply any land uses, structures or lots that do not comply with the current zoning ordinance of a city. Legal nonconformities are those uses, buildings, or lots that legally complied with the existing zoning ordinance when the new zoning ordinance or amendment was adopted. The intent of these regulations is to allow nonconforming uses of land or building to be continued, including through repair, replacement, restoration, maintenance, or improvement, but not including expansion. The applicant confirms that this is a continuation of not more than 10% office and 90% warehouse.

Section 1355.04 - Procedural Requirements for Specific Applications

Section 1355.04, Subd. 3 of the Arden Hills Zoning Code states that a public hearing is required for a Conditional Use Permit. The Planning Commission will hold the public hearing. The City Council makes the final determination, and three affirmative votes of the city council are required to approve a conditional use permit. The City Council may add conditions at its discretion in order to protect the health, safety and well-being of the public. If the use for which any conditional use permit has been granted has ceased or has been discontinued for a period of ninety (90) consecutive

days, the permit shall automatically expire and become void at the end of such ninety (90) day period.

Sign Code – Chapter 12

This application does not include requests to change or add signage on site. A condition has been added that prohibits cannabis-related signage as part of the approval.

Additional Review

Public Works Director/City Engineer

The Public Works Director/City Engineer has reviewed the proposed site plan and is not recommending any changes to the site circulation, stall spacing, or sizing of drive aisle widths.

Building Official

The Building Official has reviewed the proposed plan and states that building permits will be required, as appropriate, for any internal or external electrical, mechanical/HVAC, or plumbing work.

Findings of Fact

The Planning Commission must make findings as to whether the proposed application will adversely affect the surrounding neighborhood or the community as a whole based on the aforementioned factors. Staff offers the following findings for consideration:

1. The subject property located at 4440 Round Lake Road is zoned GB, Gateway Business Zoning District and is designated for office and industrial use in the 2040 Comprehensive Plan.
2. Cannabis, wholesale is a conditional use in the GB Gateway Business Zoning District.
3. A state license is required for each wholesaler.
4. The Applicant, Hempel Real Estate, dba HRE Arden Hills, LLC is the sole owner of the property and applied for a conditional use permit for cannabis wholesale operations at the site.
5. The Applicant's site plan shows sufficient parking for 10% office and 90% warehouse use, a use that continues an existing legal nonconforming use.
6. The Applicant's narrative notes the specifics of the proposed business, including the sourcing of products and customer and employee education, and indicates odor suppression, security, and licensing as required by state law will be followed.
7. The materials submitted show adequate circulation on site to prevent adverse effects to the surrounding neighborhood or the community as a whole.
8. Standards and conditions in *Section 1325.047 Cannabis Business Conditional Use Permit* are met.
9. Standards and conditions in *Section 1320.06 District Requirements Chart (GB Gateway Business District)* are met.
10. Standards and conditions in *Section 1325.06 - General Regulations, Off-Street Parking Requirements* are met, given the existing nonconforming nature of the site.
11. A public hearing for a Conditional Use Permit request is required before the request can be brought before the City Council. The required public hearing was held on December 10, 2025.

Options and Proposed Motion Language

Staff have provided the following options and proposed motion language for this case. The Planning Commission should consider providing additional findings of fact as part of the motion to support their recommendation for approval or denial.

- **Recommend Approval with Conditions:** Move to recommend *approval with conditions* of Planning Case 25-015 for a Conditional Use Permit to allow cannabis, wholesale at 4440 Round Lake Road, based on the findings of fact and the submitted plans and subject to the below conditions:
 1. All existing and any future refuse/recycling containers on site must be enclosed prior to issuance of the Conditional Use Permit.
 2. No additional exterior signage related to the cannabis wholesale use shall be permitted.
 3. The Applicant shall comply with all sections of the City Code and with applicable State Statutes.
 4. An odor management plan must be submitted to the City prior to issuance of the Conditional Use Permit.
 5. The Applicant shall for the duration of the Conditional Use Permit continue to provide evidence to the City of the status of each operator's state licensure annually and no later than the first business day of December of each year.
 6. Not more than 10% of the building's floor area may be used for office use.
- **Recommend Approval as Submitted:** Move to recommend *approval* of Planning Case 25-015 for a Conditional Use Permit to allow cannabis, wholesale at 4440 Round Lake Road, based on the findings of fact and the submitted plans.
- **Recommend Denial:** Move to recommend *denial* of Planning Case 25-015 for a Conditional Use Permit to allow cannabis, wholesale at 4440 Round Lake Road, based on the following findings: *the Planning Commission must identify findings to deny that specifically reference the reasons for denial and why those reasons cannot be mitigated.*
- **Table:** Move to *table* Planning Case 25-015 for a Conditional Use Permit to allow cannabis, wholesale at 4440 Round Lake Road, based on the following findings: *a specific reason and information request should be included with a motion to table.*

Public Comments

Notice was published in the *Pioneer Press* on November 29, 2025. Notice was prepared by the City and mailed to property owners within 1,000 feet of the subject property. The City has not received any public comments regarding this case.

Deadline for Agency Actions

The City of Arden Hills received the completed application for this request on November 4, 2025. Pursuant to Minnesota State Statute, the City must act on this request by January 4, 2026 (60 days). Based on the City's meeting schedule and related timelines, the deadline for action has been

extended to March 4, 2026 (additional 60-day review period). With consent of the applicant, the City may extend the review period beyond the initial 120 days.

Attachments

- A. Location Map
- B. Land Use Application and Narrative
- C. Parking Analysis
- D. Site Plan
- E. Survey

Attachment A. Location Map 4440 Round Lake Road





1245 West Highway 96
 Arden Hills, Minnesota 55112
 Telephone (651) 792-7800
 Fax (651) 634-5137
 www.cityofardenhills.org

For Office Use Only

Planning Case No.	25-
Submittal Date	
Application Completed Date	
Accepted by	
Receipt Number	
Council Decision	
Council Decision Date	

2025 LAND USE APPLICATION

Applicant Information

Applicant: HRE Arden Hills LLC

Address: 800 LaSalle Ave, #1250, Minneapolis, MN 55402

Telephone No.: 612-355-2600 Other:

Fax No.:

Email Address: bchampeau@hempelcompanies.com

Property Information

Property Owner: HRE Arden Hills LLC

Owner Address: 800 LaSalle Ave, #1250, Minneapolis, MN 55402

Owner Telephone No. 612-355-2600 Other:

Address of Property Involved: 4440 Round Lake Road, Arden Hills, MN

Legal Description: See enclosed description

Property ID No.: 21-30-23-23-0001

Type of Use: Industrial-Office/Warehouse

Zone: GB-Gateway Business District Property Acreage: 7.78 acres

Type of Request

- Comprehensive Plan Amendment (Fee: \$550 + Escrow: \$2,500)
- Conditional Use or Interim Use Permit/CUP or IUP Amendment (Fee: \$400 + Escrow: \$1,500)
- Preliminary Plat (Fee: \$500 + Escrow: \$2,500)
- Final Plat (Fee: \$450 + Escrow: \$1,000)
- Concept Plan Review (Fee: \$300 + Escrow: \$750)
- Master Planned Unit Development or Master Special Development Plan (Fee: \$600 + Escrow: \$2,500)
- Final Planned Unit Development or Final Special Development Plan (Fee: \$350 + Escrow: \$2,000)
- Planned Unit Development Amendment or Special Development Plan Amendment (Fee: \$400 + Escrow: \$1,500)
- Site Plan Review (Fee: \$450 + Escrow: \$1,500)
- Rezoning or TCAAP Regulating Plan Amendment (Fee: \$500 + Escrow: \$1,500)
- Zoning Code or TCAAP Redevelopment Code Amendment (Fee: \$400 + Escrow: \$1,500)
- City Code Amendment (Fee: \$350 + Escrow: \$1,500)
- Lot Split/Minor Subdivision (R-1 and R-2 Districts Only) (Fee: \$350 + Escrow: \$1,500)
- Variance or Permitted Adjustment (Fee: \$350 + Escrow: \$1,000)
- Vacation of Easement or Right-of-Way (Fee: \$150 + Escrow: \$1,000)
- Appeal of Administrative Decision (Fee: \$150 + Escrow: \$1,000)
- Land Use Requests – Not Already Specified (Fee: \$150 + Escrow: \$1,000)

Brief Description of Request (please also include a typed, detailed letter explaining the project):

See enclosed description

IMPORTANT

- Certain applications are subject to review and approval by the Rice Creek Watershed District. Contact RCWD directly at 763-398-3070 for additional information.
- The land use application fees do not cover building, sign, or other permit fees that may be required upon approval of a land use application.
- All applications will be subject to additional fees for reimbursement of consultant costs associated with filing, reviewing, and processing of application in the form of an escrow to the City.

Filing & Information Requirements

The City requests that you make a pre-application meeting with the Community Development Director to discuss the application process, requirements, and deadlines. Unless waived by the Community Development Director or Planning Commission, a certified survey of the property is required for all applications. A checklist with additional application requirements can be found at www.cityofardenhills.org/landuseapplications.

Complete/Incomplete Applications

Under Minnesota Statute, Chapter 15.99, cities have 15 business days to review all plans and application materials to ensure they satisfy City requirements. During the 15 day review period, planning staff will provide written comments on the application and may request plan revisions. If the application is determined to be complete, Minnesota State Statute then requires the City to approve or deny the application within 60 days, up to 120 days. If not complete, the City may require plan revisions and/or additional information before the application is scheduled for Planning Commission review and/or City Council action. Project will not be scheduled for any meeting until the application submittal is found to be complete by the Community Development Director.

Payment of Fees and Escrows

The undersigned acknowledges that she/he understands that before a land use application can be deemed complete, all required fees and escrows must be paid to the City. The applicant is responsible for all costs incurred by the City related to the processing of this application. Each separate land use request shall be charged a separate administrative fee and escrow even if submitted on the same application. Costs expended in reviewing and processing an application will be charged against the cash escrow and credited to the City. Charges to the escrow may include planning and engineering staff time, City Attorney and consulting fees, and mailing costs. If, at any time, a required cash escrow is depleted to less than 20 percent of its original amount, the applicant shall deposit additional funds in the cash escrow account as determined by the City. The City may withhold final action on a land use application, withhold building permits, and/or rescind prior action until all fees have been paid. Unused portions of an escrow are returned to the applicant upon successful implementation of an approved plan. The escrow may be reduced or increased by the Community Development Director on a project by project basis.

Notice of Meeting Attendance

In order for the Planning Commission and the City Council to consider any application, the applicant or a designated representative must be present at the scheduled meeting. If not, the matter may be tabled until the next available agenda.

Meeting Schedule

Planning Commission meetings are typically held on the first Wednesday after the first Monday of each month at 6:30 PM, though please contact City Hall to verify the meeting date and time. City Council meetings are held typically the last Monday of the same month at 7:00 PM. Meetings are held in the Council Chambers at the City of Arden Hills, 1245 West Highway 96, Arden Hills, Minnesota 55112, unless otherwise stated. The schedules below are for reference purposes only. Project will not be scheduled for any meeting until the application submittal is found to be complete by the Community Development Director.

2025 Planning Commission and City Council Schedule (*subject to change)

TENTATIVE PLANNING COMMISSION MEETING DATE* (Generally held on the first Wednesday after the first Monday at 6:30 p.m.)	TENTATIVE CITY COUNCIL MEETING DATE* (Generally held on the fourth Monday at 7:00 p.m.)	DEADLINE FOR LAND USE APPLICATION SUBMISSION (1 st day of the preceding month)
January 8	February 10	December 1 (2024)
February 5	March 10	January 2
March 5	April 14	February 3
April 9	April 28	March 3
May 7	May 26*	April 1
June 4	June 23	May 1
July 9	July 28	June 2
August 6	August 25	July 1
September 3	September 22	August 1
October 8	October 27	September 1
November 5	November 24	October 1
December 3	January 12 (2026)	November 3

Acknowledgement and Signature

I hereby apply for the above consideration and declare that the information and materials submitted with this application are complete and accurate per city code and ordinance requirements. I fully understand that I am responsible for all costs incurred by the City related to the processing of this application.



Property Owner Signature (Required)

11/3/25

Date

Applicant Signature (If different than the property owner)

Date

Please contact the Community Development Director at 651-792-7800 if you have any questions regarding this application.

Additional copies of this application form are available on the City's website: www.cityofardenhills.org/landuseapplications

Conditional Use Permit Application Narrative

Date: November 3, 2025

Property: Arden Hills Business Center – 4440 Round Lake Road W, Arden Hills, MN

Applicant: HRE Arden Hills LLC

Proposed Use: Licensed THC Wholesale/Distribution Tenants

Brief Description of Request

Hempel, as landlord, seeks a property-level Conditional Use Permit authorizing up to 57,000 SF (≈50% of building area) to be leased to licensed THC wholesale/distribution tenants. If granted, the CUP would let us lease any or all of the site's current ≈52,000 SF vacancy and also allow our anchor tenant, Portal, to sublease space within its ≈61,000 SF footprint for the same use. Based on recent inquiries, we expect 5–15 small businesses interested in warehousing prepackaged THC product only. Because this use requires a CUP in the GB District, this application is intended to pre-approve the building for that use (with conditions) so individual businesses can occupy suites under the CUP rather than filing separate land-use requests—while still maintaining all state licensure requirements. This is business-to-business distribution only: no retail, no walk-in sales, no on-site consumption, no exterior storage, and all operations occur indoors at typical warehouse/logistics intensity.

To ensure compatibility and protect public welfare, the Applicant proactively offers CUP conditions, including:

- Wholesale distribution only; no retail or public access.
- Valid Minnesota licensure for each tenant, with automatic suspension of operations upon any lapse or revocation, and annual license-status reporting to City staff.
- A security plan (controlled access, cameras/alarms, secure loading/unloading).
- Odor containment (sealed product handling and HVAC filtration as needed).
- Truck and parking management consistent with historical/approved levels and standard business-hour operations.
- No exterior signage that references cannabis/THC.

This CUP advances GB District goals by supporting employment and stabilizing a key tax-producing asset without exterior changes. The requested approval formalizes a controlled, professional, non-

retail industrial use and embeds clear safeguards addressing security, traffic, parking, and neighborhood compatibility.

Site & Zoning Background

- **Property:** 113,387 SF building on 7.76 acres
- **Zoning:** GB (Gateway Business District) with Round Lake Shoreland Overlay
- **Current Status:**
 - Legally nonconforming warehouse use; CUP required for new or expanded warehousing/distribution.
 - Historical limit: ~10% office / 90% warehouse tied to parking capacity.
 - 2022 site plan approval (PC 22-007) affirmed industrial use subject to nonconforming restrictions.
 - Portal Warehousing operates in ≈61,000 SF, offering co-warehousing spaces and services to dozens of small and growing businesses.

Description of Proposed Use

- **Nature of Operations:** State-licensed wholesale/distribution only (no retail, no on-site sales, no public traffic).
- **Building Fit:** Occupancy of individual suites or demised areas within the existing warehouse footprint.
- **Employment:** Each distributor expected to employ 5–15 staff in logistics, quality control, and compliance roles.
- **Traffic/Parking:** Similar to or less than traditional warehouse uses; no additional burden beyond the approved parking stalls.
- **Compliance:** All tenants will hold valid Minnesota THC distribution licenses and remain subject to state inspection and oversight.

Alignment with Gateway Business District Goals

The GB District's stated purpose is to foster high-quality business activity compatible with adjacent uses. This use aligns because:

- **Economic Vitality:** Brings stable employment, long-term leases, and a reliable tax base.
- **Regulated, Professional Tenants:** THC distributors are subject to stricter oversight and permitting than typical warehouse users, reducing city risk.
- **Controlled & Internalized Operations:** All activities occur indoors, with no exterior storage, sales, or nuisances.
- **Compatibility with Existing Uses:** Comparable in function and intensity to current tenant (Portal Warehousing) and Portal's subtenants.

CUP Criteria & Mitigation Commitments

The Applicant proactively proposes conditions to address potential city concerns:

1. **Security**
 - 24/7 surveillance cameras and alarm systems.
 - Limited-access entry points.
 - Secure loading/unloading procedures.
2. **Operations**
 - No retail or walk-in sales.
 - Distribution only to licensed retailers.
 - Normal business hours.
3. **Environmental Controls**
 - Odor containment measures (sealed packaging, HVAC filtration).
 - Strict compliance with Minnesota Dept. of Health/Office of Cannabis Mgmt. regulations.
4. **Traffic & Parking**
 - Operations generate limited daily traffic, consistent with industrial use.
 - Parking demand well below historical 10% office allocation.

Precedent & Community Benefit

- The City has previously approved innovative industrial tenants at this site, including Saltbox and Portal Warehousing.
- Market data shows strong industrial demand and low vacancy (3.9% metro, 2.9% northeast submarket)—flexibility is key to keeping the site occupied and contributing to tax revenue.
- Without tenant flexibility, the property risks prolonged vacancy, undermining both city goals and district vitality.

Conclusion

The Applicant respectfully requests CUP approval for up to 50% of the Arden Hills Business Center’s rentable area to be leased or subleased to licensed THC distributors. This CUP formalizes a **controlled, professional, non-retail industrial use** that is consistent with the District’s business/employment character while incorporating clear safeguards to address security, traffic, parking, and neighborhood compatibility. This use:

- Meets the intent of the GB District by supporting economic vitality with controlled, professional operations.
- It imposes no greater impact than existing warehousing tenants.
- Provides regulatory, security, and operational assurances to protect city interests.



800 LaSalle Avenue, Suite 1250
Minneapolis, MN 55402

We look forward to the discussion and to working collaboratively with staff, the Planning Commission, and City Council, to ensure this project contributes positively to the City of Arden Hills.

Sincerely,

A handwritten signature in black ink, appearing to read 'Brandon Champeau', written in a cursive style.

Brandon Champeau
Executive Vice President
Hempel Real Estate



Portal Warehousing: An Engine for Business Growth in Arden Hills

Our Mission: To provide the physical infrastructure and operational support that empowers local entrepreneurs, small businesses and enterprises to scale, innovate, and thrive.

Portal Warehousing is a co-warehousing community offering flexible, all-inclusive warehouse and office space designed for the modern business. We eliminate the barriers of long-term leases and high upfront costs, providing a move-in-ready solution that allows companies to focus on what they do best: growing their business. By fostering a dynamic ecosystem of entrepreneurs, we serve as a vital asset to the local economy.

What We Offer Small Businesses

We provide a comprehensive, turn-key solution that combines private space with shared, enterprise-level amenities.

- **Flexible Private Spaces:** Secure, private warehouse units from 250 to 4,000+ sq ft, with the flexibility to scale space up or down as business needs change.
 - **All-Inclusive Amenities:** One simple monthly payment includes:
 - High-speed Wi-Fi and all utilities.
 - Access to loading docks, forklifts, and pallet jacks.
 - On-site packing stations and a product photo studio.
 - Shared office space, conference rooms, and kitchenettes.
 - **Embedded Logistics:** Daily pickups from all major carriers (FedEx, UPS, USPS), a commercial shipping address, and professional receiving services.
 - **Vibrant Community:** A collaborative environment of diverse businesses, from e-commerce brands and local makers to CPG companies and third-party logistics (3PL) providers.
-

Enterprise-Grade Security & Peace of Mind

We ensure our members' inventory and operations are protected through a multi-layered security protocol.

- **24/7 Video Surveillance:** The entire facility is monitored by a comprehensive CCTV system.
- **Controlled Access:** Secure keycard/fob entry ensures only authorized members and staff can access the building.
- **On-Site Management:** A dedicated Property Manager is on-site Monday through Friday to oversee operations and provide support.
- **Secure Package Handling:** All inbound packages are processed through a digital scanning system and securely received by our on-site manager, guaranteeing a safe chain of custody.
- **Private, Secure Units:** Each individual warehouse unit is equipped with its own secure locking system, giving businesses exclusive control over their space.



Ease of Use: Simplified Operations for Entrepreneurs

Our model is built on simplicity and efficiency, removing operational friction for business owners.

- **Flexible Agreements:** Members benefit from short-term agreements that eliminate the risk and complexity of traditional 5-10 year commercial leases.
 - **Centralized Member Portal:** Our technology platform allows members to easily manage payments, book conference rooms, and connect with the community from any device.
 - **Move-In-Ready:** New members can be operational in a matter of hours, not months, thanks to our turn-key spaces.
-

A Partnership for a Stronger Arden Hills Economy

Portal Warehousing is more than a building; we are a platform for economic development.

- **Accelerates Small Business Growth:** We provide the critical infrastructure that allows small businesses to compete and expand.
 - **Creates and Retains Local Jobs:** The businesses within our facility hire locally, contributing to job creation and economic vitality.
 - **Fosters Innovation:** Our community becomes a hub for entrepreneurship, driving innovation and collaboration within the city.
 - **Modernizes Industrial Real Estate:** We efficiently utilize and revitalize commercial properties, aligning them with the needs of the modern economy.
-

A Secure & Compliant Solution for the Cannabis Industry

Our application is driven by significant demand from licensed cannabis entrepreneurs who require secure, professional, and compliant space to operate and grow their businesses within the city.

- **Validated Market Need:** We have received a dozen inquiries from local, licensed cannabis brands—including distributors, manufacturers, and delivery services—seeking viable operational space. These businesses are often locked out of the market by the high cost of building and securing a standalone facility.
- **Commitment to Exceeding Compliance:** Portal Warehousing is committed to meeting and exceeding all city and state regulations for cannabis operations. Our existing enterprise-grade security infrastructure provides a robust foundation that can be enhanced with any specific requirements mandated for surveillance, access control, and product tracking.
- **A Responsible Partner:** By providing a centralized, professionally managed, and highly secure environment, we enable the city to support its local cannabis businesses in a controlled and responsible manner, ensuring they operate with the highest degree of safety and compliance.



PORTAL
WAREHOUSING

We are confident that Portal Warehousing provides the ideal environment for licensed cannabis businesses to thrive, create jobs, and contribute to the local tax base. We look forward to partnering with the City of Arden Hills to create a secure and prosperous future for this up and coming industry.

Alex Morrison

Co-Founder & CEO

alex@join-portal.com

www.join-portal.com

Newly Renovated!

For lease

Arden Hills Business Center
4440 Round Lake Road,
Arden Hills, MN

52,033 SF Available

 **JLL** SEE A BRIGHTER WAY

 **HEMPEL**
REAL ESTATE

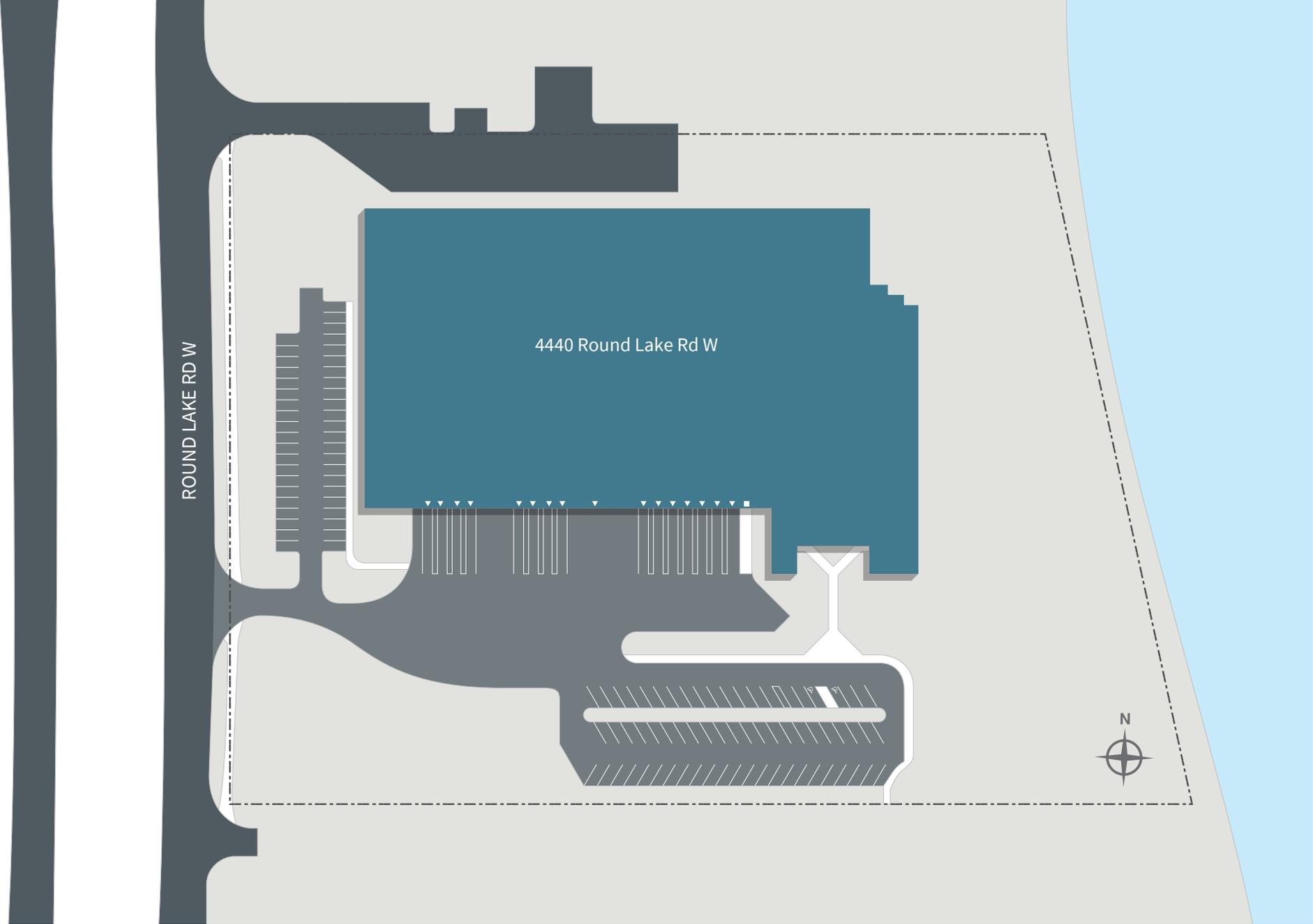


Property specifications

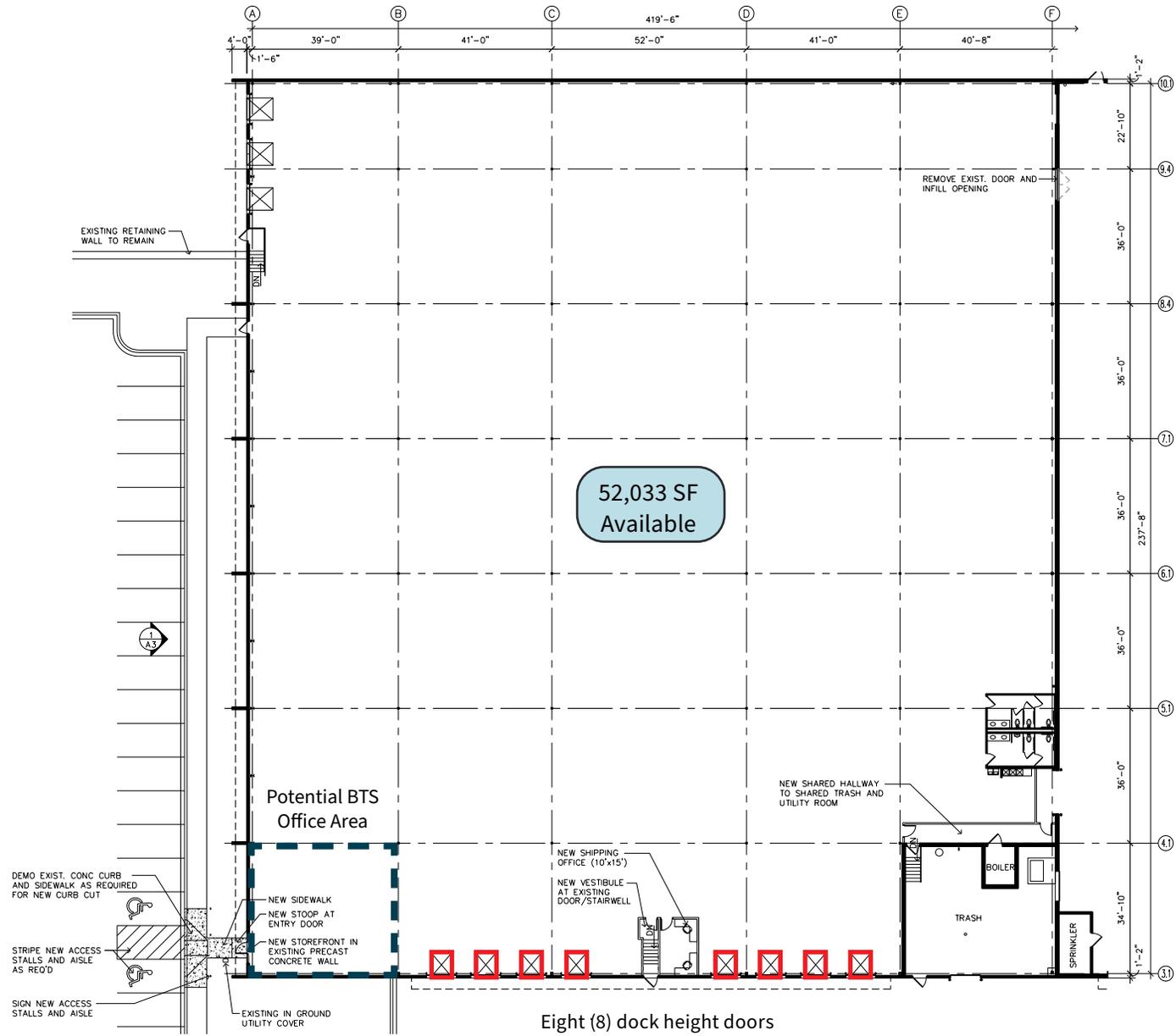
Available SF	BTS Office <u>52,033 SF Warehouse</u> 52,033 SF Total* <i>*Divisible to 19,920 SF</i>	Auto Parking	43 spaces
Year Built / Renovated	1979 / 2022	Truck Court Depth	150'
Construction Type	Reinforced concrete and steel frame with tilt-up concrete wall panels	Power	1,600 amps, 480/277 volt, 3-phase
Column Spacing	Various	Interior Lighting	LED
Roof Type	TPO	Fire Prevention	Wet
Roof Age	2014, 20-year warranty expiring 11/14/2034	Zoning	GB
Clear Height	20'	Lease Rate	Negotiable
Dock High Doors	Eight (8)	2025 Tax/CAM	\$3.47
		Available	Now



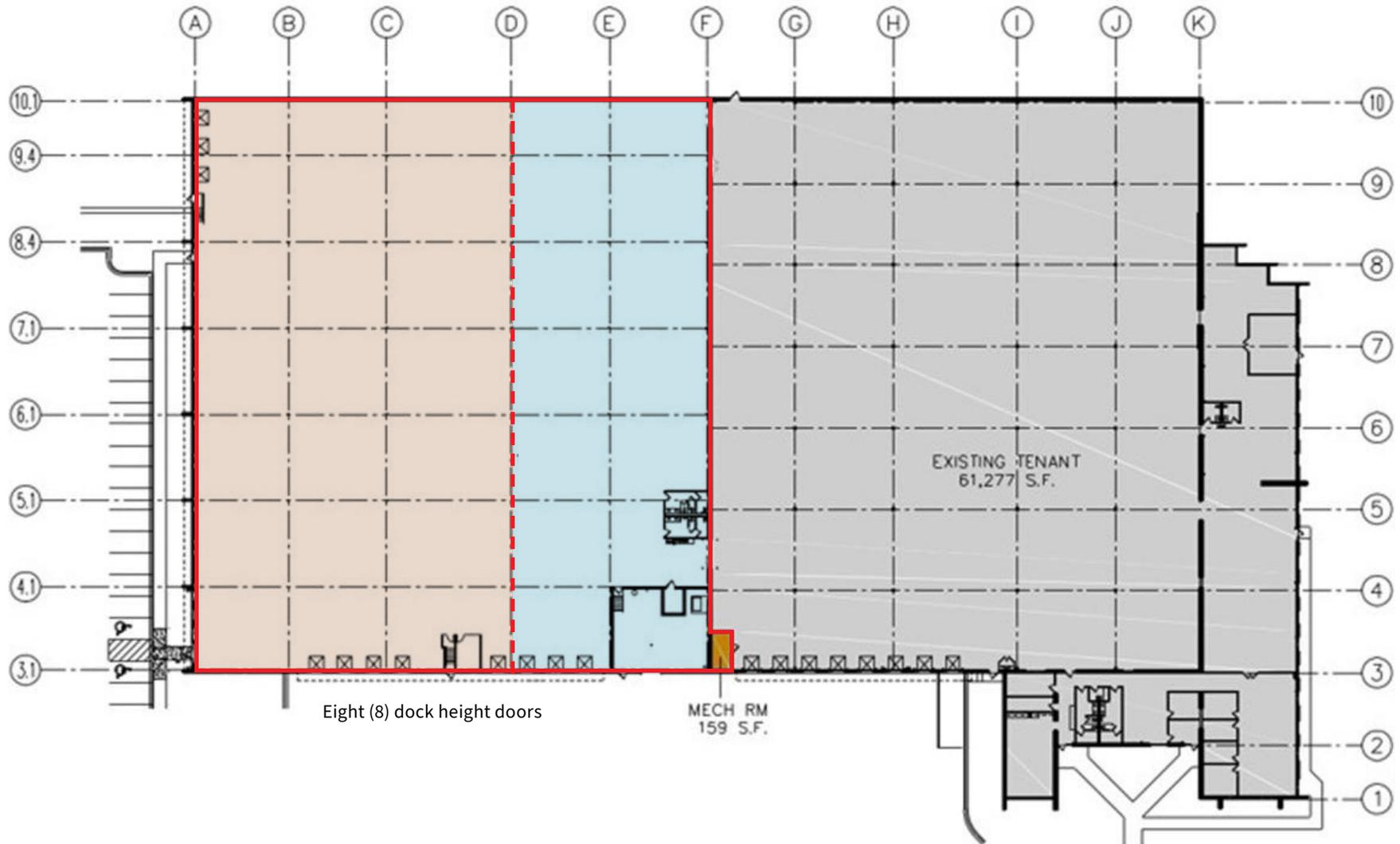
Site plan



Floor plan



Floor plan - multi space options



Option 1

32,040 SF Total
Five (5) dock doors

Option 2

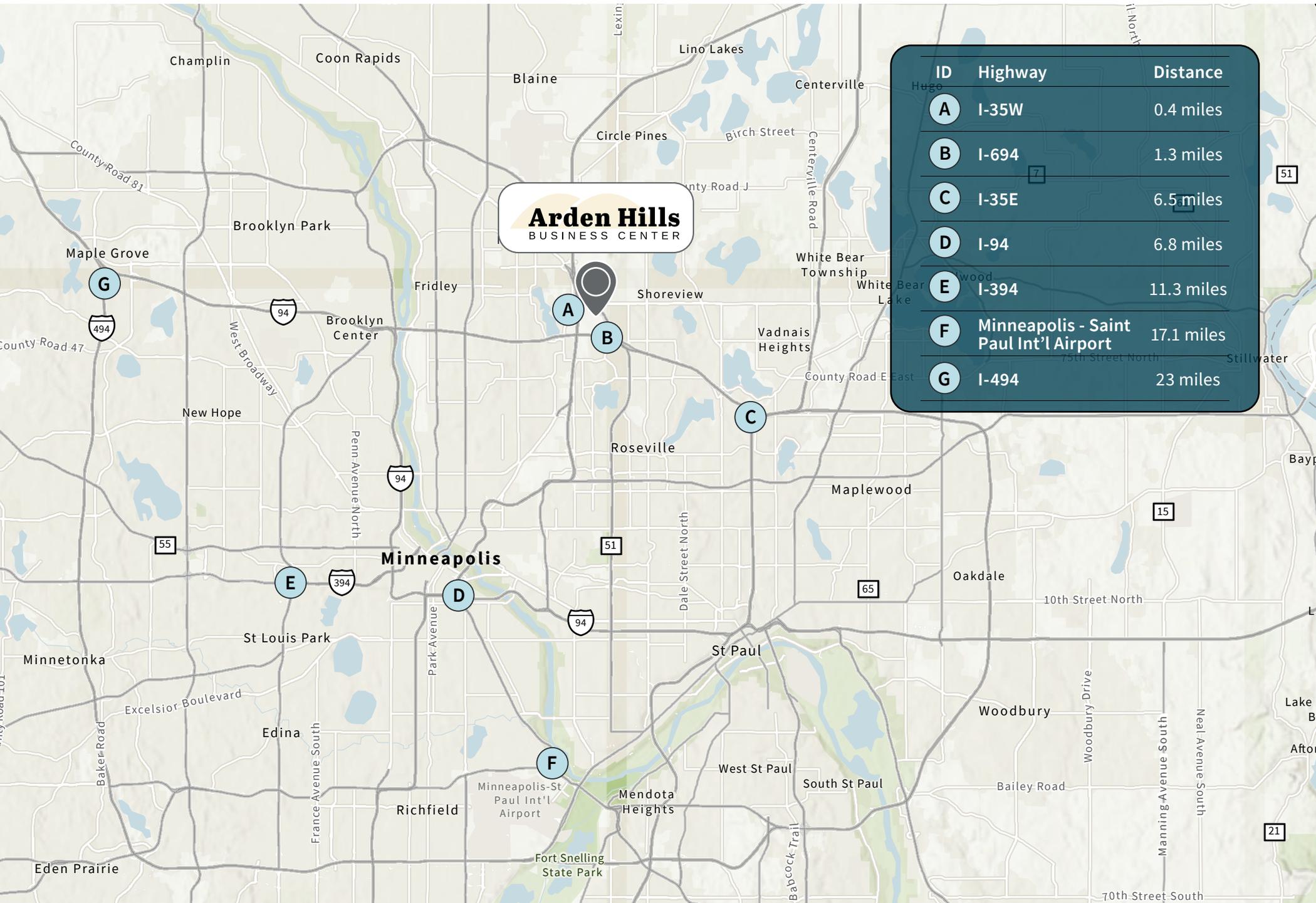
19,920 SF Total
Three (3) dock doors

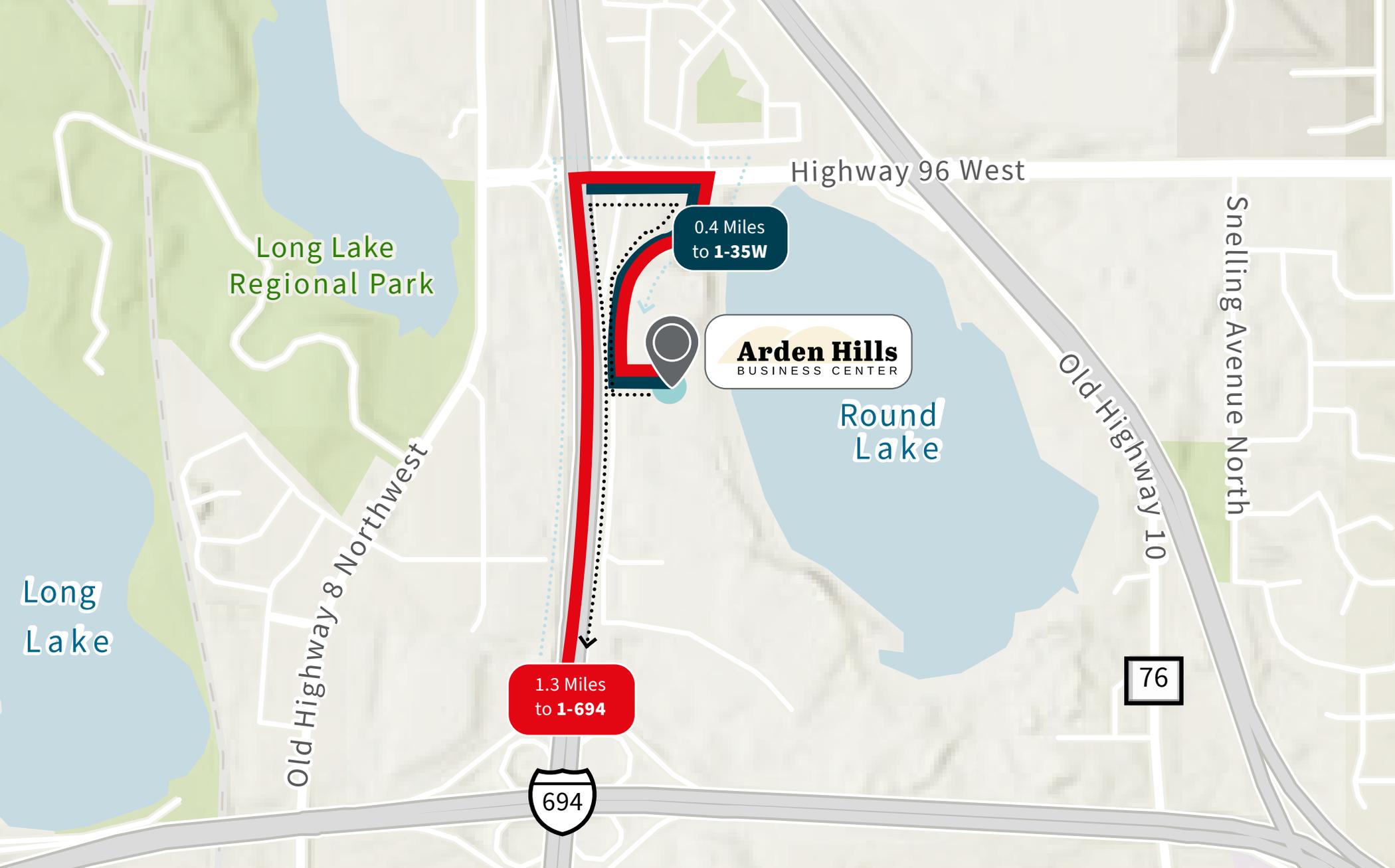
Option 3 - Full Space

52,033 SF Total
Eight (8) dock doors



Accessible location





Eric Batiza, SIOR
Managing Director
eric.batiza@jll.com
+1 612 217 5123

Dan Larew, CCIM SIOR
Managing Director
dan.larew@jll.com
+1 612 217 6726

JLL
250 Nicollet Mall
Suite 1000
Minneapolis, MN 55401



Parking Analysis (Based on March 2022 comparison of Saltbox operation in Farmers Branch, TX)

Subject Property: Saltbox Farmers Branch (4653 Nall Rd., Farmers Branch, TX 75244)

Building Information:

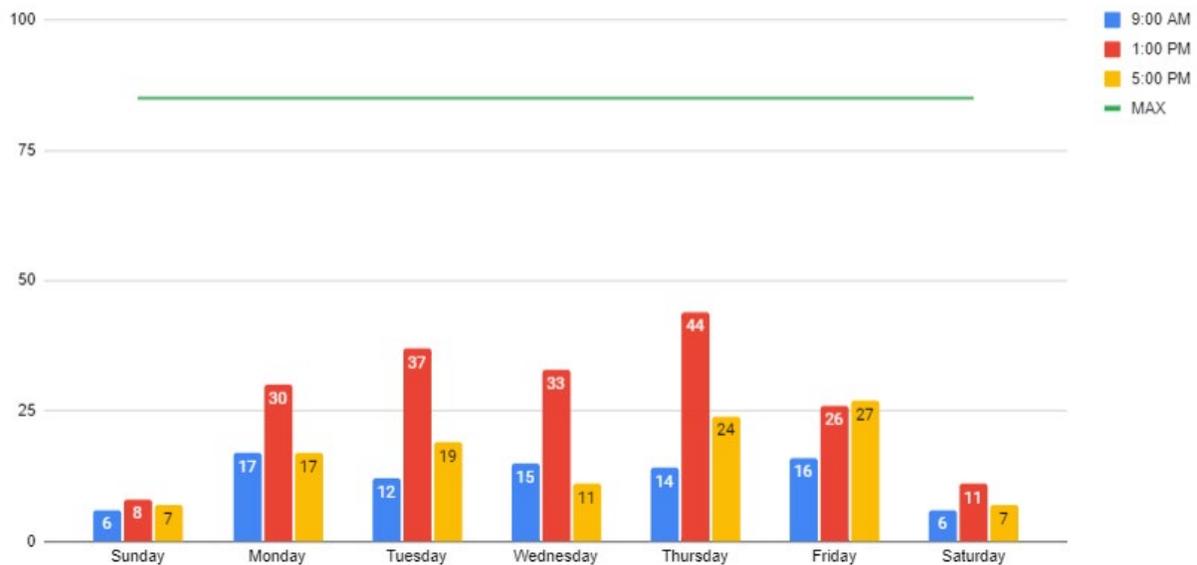
- *Total building size* - approximately 66,000 square feet, consisting of 101 warehouse suites and 15 rentable offices
- *Maximum member occupancy* – 186 member access passes
- *Employees* - typically 12 on site during normal business hours
- *Parking spaces* - 85

Parking Analysis Methodology:

- Parking utilization monitored over the entire month of February 2022.
- Parking monitored through review of multiple on-site security cameras.

Results:

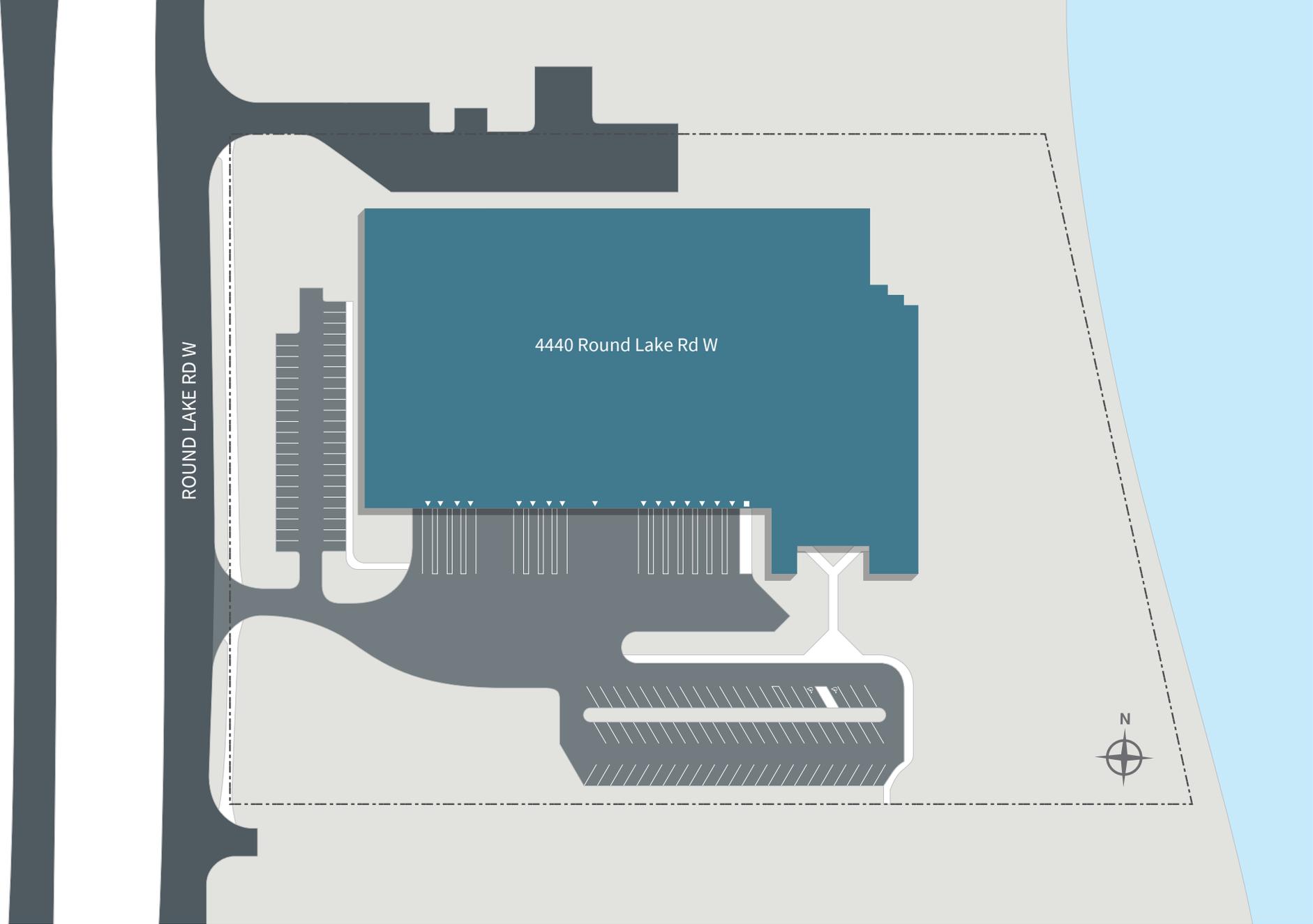
Peak Saltbox Dallas Parking Usage, by Day



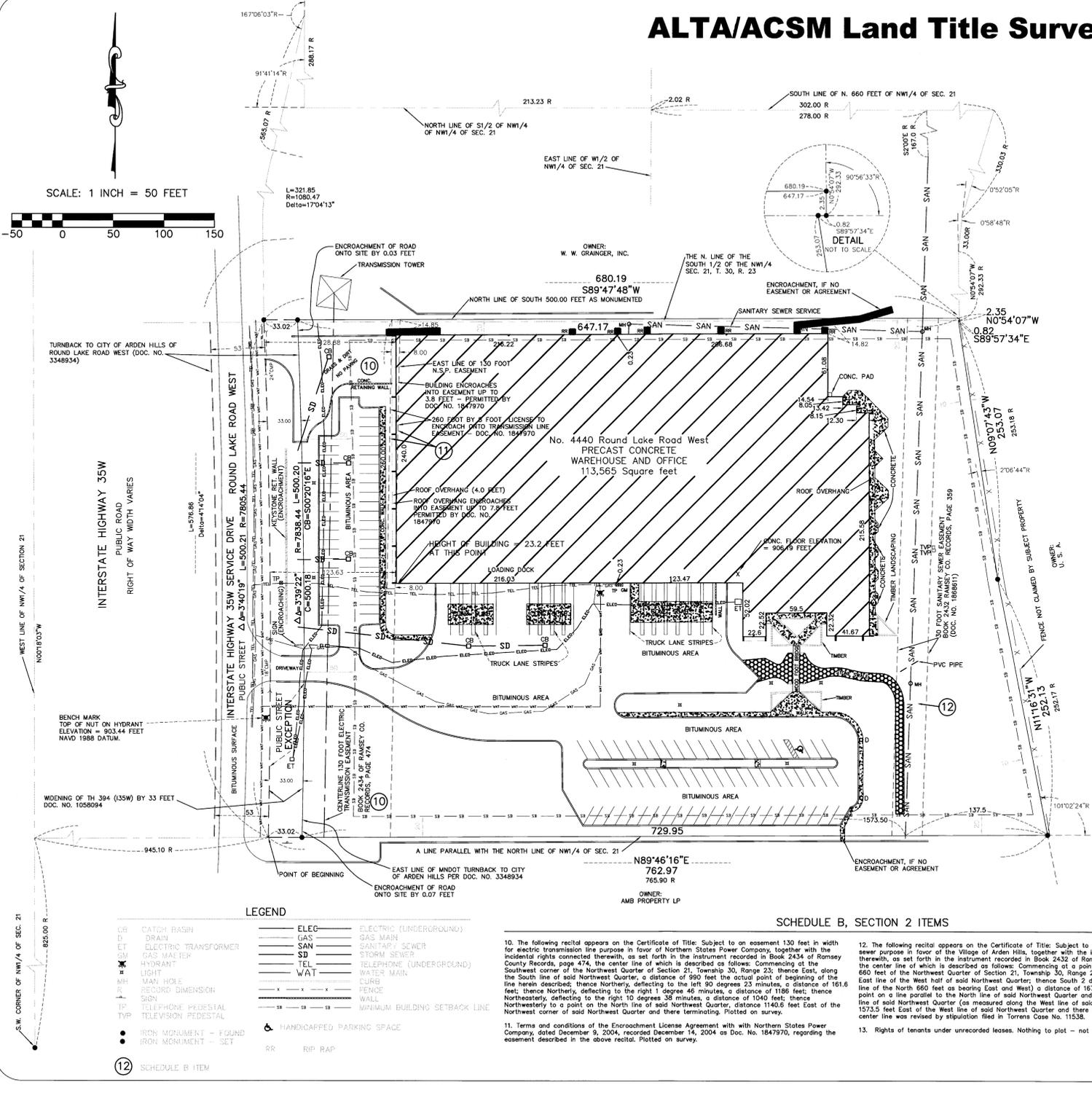
Conclusions:

- Even at its peak, parking utilization at Saltbox Farmers Branch equals only 22% of the total access passes plus Saltbox employees.
- The Arden Hills property has 15 Portal employees on site at any given time. Accordingly, the anticipated peak parking need is 91 spots, with most utilization significantly below that.
- Given this data, the existing 144 spots should be more than sufficient for our needs.

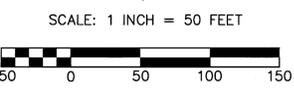
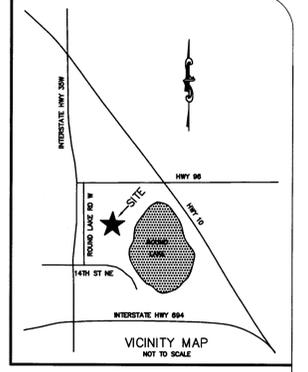
Site plan



ALTA/ACSM Land Title Survey



- NOTES**
- All bearings shown are based on an assumed datum.
 - Subject property contains a gross area of 358,035 square feet or 8.219 acres.
 - Subject property contains a net area of 341,829 square feet or 7.840 acres.
 - Utility data shown was taken from plans and field locations provided by various utility companies and are shown in an approximate way only. Gopher State One Call (651-454-0002) must be contacted for field locations prior to any excavation or demolition.
 - Sewer and water main data shown is per plans provided by the City of Arden Hills and field located where possible.
 - Gopher State One Call was contacted, Ticket No. 40548471, to locate utilities. However, not all utilities were located.
 - The FIRM FLOOD INSURANCE RATE MAP for the City of Arden Hills, Ramsey County, Minnesota, Community Panel No. 270375 0002 B effective date 7/2/1981 shows the property to be in ZONE C, an area of minimal flooding.
 - The site is zoned CB - Gateway Business District.
 - Minimum Building Setbacks:
Front - 50 feet
Side - 20 feet
Rear - 10 feet
Parking setbacks:
Front (street r/w) - 50 feet
Side or rear - 20 feet
Maximum Building Height - 35 feet
Maximum Floor Area Ratio (FAR) shall not exceed 0.3
Minimum building size is 20,000 square feet.
 - Zoning, setback requirements and flood plain information as per the City of Arden Hills.
 - Items certified to are limited to those items which are visible or made known to the surveyor.
 - The legal description and easements shown are from Commitment for Title Insurance by First American Title Insurance Company, Commitment No. NCS-173361-MPLS, dated February 05, 2005 at 7:30 AM. No other search for recorded or unrecorded easements was made by the surveyor as part of this survey.
 - There are 108 regular parking spaces on the subject property.
 - There are no changes in street right of way lines either completed or proposed or observable evidence of recent street or sidewalk construction or repairs known to the surveyor.
 - There is no observable evidence of earth moving work, building construction or building additions in recent months.
 - There are no changes in street right of way lines either completed or proposed or observable evidence of recent street or sidewalk construction or repairs known to the surveyor.
 - There is no observable evidence of site use as a solid waste dump, pump or sanitary landfill.



LEGAL DESCRIPTION

The South 500 feet of that part of the Northwest Quarter of Section 21, Township 30, Range 23, described as commencing at the Southwest corner of said Northwest Quarter; thence North along the West line of said Northwest Quarter a distance of 825 feet; thence East, parallel to the North line of said Northwest Quarter, a distance of 945.10 feet, the actual point of beginning of the land herein described; thence continuing East along said parallel line a distance of 765.90 feet; thence Northerly, deflecting to the left 10 degrees 02 minutes 24 seconds, a distance of 253.17 feet; thence Northerly, deflecting to the right 2 degrees 06 minutes 44 seconds, a distance of 253.18 feet to the North line of the South Half of said Northwest Quarter; thence East along said North line of the South Half a distance of 82/100 feet; thence North, deflecting to the left 90 degrees 56 minutes 33 seconds, a distance of 293.33 feet; thence North, deflecting to the right 00 degrees 52 minutes 05 seconds, a distance of 33.03 feet to the South line of the North 660 feet of said Northwest Quarter; thence West along said South line of the North 660 feet a distance of 302 feet to the East line of the West Half of said Northwest Quarter; thence North along said East line of the West Half of the Northwest Quarter a distance of 213.23 feet; thence North, deflecting to the right 91 degrees 41 minutes 14 seconds, a distance of 222 feet to the North line of the South Half of the Northwest Quarter of said Northwest Quarter; thence West along said North line of the South Half of the Northwest Quarter of the Northwest Quarter a distance of 213.23 feet; thence North, deflecting to the right 91 degrees 41 minutes 14 seconds, a distance of 222 feet; thence Southwesterly, deflecting to the left 167 degrees 06 minutes 03 seconds, a distance of 565.07 feet; thence on a tangential curve to the left having a radius of 1080.47 feet and a central angle of 17 degrees 04 minutes 13 seconds a distance of 321.85 feet; thence on a reverse curve having a radius of 7805.44 feet and a central angle of 4 degrees 14 minutes 04 seconds a distance of 576.86 feet to the actual point of beginning; except that part lying Westerly of a line parallel to and 33 feet Easterly of the Westerly line thereof.

SURVEYOR'S CERTIFICATION

Ramsey County, Minnesota
Torrens Property
Certificate of Title No. 545456

TO: Lender: Allianz Life Insurance Company of North America
Borrower: CSM Equities, L.L.C., a Delaware limited liability company
Title Company: First American Title Insurance Company
Title Commitment No. NCS-173361-MPLS Date: February 05, 2005

I hereby certify that the survey was made on the ground as per record description and the information provided in the above referenced title commitment; that the information shown hereon is true, correct and accurate; that the size, location and type of buildings and visible improvements are as shown and all within the boundary lines of the property except as shown hereon; that ingress and egress is by dedicated and publicly maintained streets shown hereon; that there are no easements, encroachments, or uses affecting the property appearing from a careful inspection of same, other than those shown hereon; that there are no zoning ordinances or restrictive covenants violations with respect to the location of said buildings and visible improvements; that except as shown hereon, no portion of the property lies within a Special Flood Hazard Area, as described on the Flood Insurance Rate Map for the community in which the property is located; and that this survey was made in accordance with the "Minimum Standard Detail Requirements for ALTA/ACSM Land Title Surveys", jointly established and adopted by ALTA/ACSM in 1999 and includes items 2, 3, 4, 6, 7a, 7b(1), 8, 9, 10, 11 a, 11 b, 13, 14, 15, 16 and 17 (finished floor elevation, flood plain elevation if applicable, zoning classification of the property and setback lines established by zoning ordinances) of Table "A" thereof and meets the accuracy requirements of an "Urban" survey, as defined therein.

Comstock & Davis, Inc.
By: Ron Murphy
Licensed Land Surveyor
Minnesota License No. 10832
Date: _____

SCHEDULE B, SECTION 2 ITEMS

- The following recital appears on the Certificate of Title: Subject to an easement 130 feet in width for electric transmission line purpose in favor of Northern States Power Company, together with the incidental rights connected therewith, as set forth in the instrument recorded in Book 2434 of Ramsey County Records, page 474, the center line of which is described as follows: Commencing at the Southwest corner of the Northwest Quarter of Section 21, Township 30, Range 23; thence East, along the South line of said Northwest Quarter, a distance of 990 feet the actual point of beginning of the line herein described; thence Northerly, deflecting to the left 90 degrees 23 minutes, a distance of 161.6 feet; thence Northerly, deflecting to the right 1 degree 46 minutes, a distance of 1186 feet; thence Northerly, deflecting to the right 10 degrees 38 minutes, a distance of 1040 feet; thence Northwesterly to a point on the North line of said Northwest Quarter, distance 1140.6 feet East of the Northwest corner of said Northwest Quarter and there terminating. Plotted on survey.
- The following recital appears on the Certificate of Title: Subject to an easement 30 feet in width for sewer purpose in favor of the Village of Arden Hills, together with the incidental rights connected therewith, as set forth in the instrument recorded in Book 2432 of Ramsey County Records, page 359, the center line of which is described as follows: Commencing at a point on the South line of the North 660 feet of the Northwest Quarter of Section 21, Township 30, Range 23, distant 278 feet East of the East line of the West half of said Northwest Quarter; thence South 2 degrees East (assuming said South line of the North 660 feet as bearing East and West) a distance of 167 feet; thence Southerly to a point on a line parallel to the North line of said Northwest Quarter and 825 feet North of the South line of said Northwest Quarter (as measured along the West line of said Northwest Quarter), distant 1572.5 feet East of the West line of said Northwest Quarter and there terminating; the location of which center line was revised by stipulation filed in Torrens Case No. 11538. Plotted on survey.
- Terms and conditions of the Encroachment License Agreement with Northern States Power Company, dated December 9, 2004, recorded December 14, 2004 as Doc. No. 1847970, regarding the easement described in the above recital. Plotted on survey.
- Rights of tenants under unrecorded leases. Nothing to plot - not a survey item.

LEGEND

CB	CATCH BASIN	ELEC	ELECTRIC (UNDERGROUND)
D	DRAIN	GAS	GAS MAIN
ET	ELECTRIC TRANSFORMER	SAN	SANITARY SEWER
GW	GAS WATER	SD	STORM SEWER
H	HYDRANT	TEL	TELEPHONE (UNDERGROUND)
L	LIGHT	WAT	WATER MAIN
MH	MAN HOLE	---	CURB
R	RECORD DIMENSION	---	FENCE
SI	SIGN	---	WALL
TP	TELEPHONE PEDSIAL	---	MINIMUM BUILDING SETBACK LINE
TV	TELEVISION PEDESTAL	---	
●	IRON MONUMENT - FOUND	⊕	HANDICAPPED PARKING SPACE
●	IRON MONUMENT - SET	RR	RR RAIL

12 SCHEDULE B ITEM

SURVEY FURNISHED BY LANDLORD → FOR REFERENCE ONLY

COMSTOCK & DAVIS, INC.
CONSULTING ENGINEERS & LAND SURVEYORS
1446 COUNTY ROAD J
MINNEAPOLIS, MN 55432
PHONE: 763-784-9346
FAX: 763-784-9395
EMAIL: COMSTOCK@COMSTOCKS360.COM
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BOOK 42M/29 FILE NO. 20-3-205544

From: [REDACTED]
To: [AH Planning](#)
Subject: Meeting Notes - Wednesday 12/10 - PC# 25-015: CONDITIONAL USE PERMIT TO ALLOW CANNABIS USE (WHOLESALE) AT 4400 ROUND LAKE ROAD
Date: Wednesday, December 10, 2025 10:07:05 AM
Attachments: [image001.png](#)

You don't often get email from maria@capitalpartnersmn.com. [Learn why this is important](#)

Hello,

RE: PC# 25-015: CONDITIONAL USE PERMIT TO ALLOW CANNABIS USE (WHOLESALE) AT 4400 ROUND LAKE ROAD

I am the property manager for the building located at 4354 W Round Lake Road and the ownership group has some questions that I am hoping can be added to this evening's planning commission meeting. Please see below and let me know if you are able to address these items. Thank you!

1. What kind of security measures will be required?
2. Does the use increase vehicular/truck traffic?
3. Will there be an odor emanating for the operation?

Maria Schreder

Property Manager

[REDACTED]
[REDACTED]
[REDACTED]



5201 Eden Avenue, Suite 50
Edina, MN 55436



**CITY OF ARDEN HILLS
COUNTY OF RAMSEY
STATE OF MINNESOTA**

RESOLUTION NO. 2026-005

**RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR CANNABIS,
WAREHOUSE**

WHEREAS, City Staff received a complete land use application for a Conditional Use Permit for cannabis, warehouse at 4440 Round Lake Road on November 4, 2025 (“Subject Property”); and

WHEREAS, the Subject Property is zoned GB, Gateway Business Zoning District and is designated for office and industrial use in the 2040 Comprehensive Plan; and

WHEREAS, Cannabis, wholesale is a conditional use in the GB Gateway Business Zoning District; and

WHEREAS, A state license is required for each wholesaler; and

WHEREAS, The Applicant’s site plan shows sufficient parking for 10% office and 90% warehouse use, a use that continues an existing legal nonconforming use; and

WHEREAS, The Applicant’s narrative notes the specifics of the proposed business, including the sourcing of products and customer and employee education, and indicates odor suppression, security, and licensing as required by state law will be followed; and

WHEREAS, The materials submitted show adequate circulation on site to prevent adverse effects to the surrounding neighborhood or the community as a whole; and

WHEREAS, Standards and conditions in Section 1325.047 Cannabis Business Conditional Use Permit are met; and

WHEREAS, Standards and conditions in Section 1320.06 District Requirements Chart (GB Gateway Business District) are met; and

WHEREAS, Standards and conditions in Section 1325.06 - General Regulations, Off-Street Parking Requirements are met, given the existing nonconforming nature of the site; and

WHEREAS, pursuant to Minnesota State Statute, the City must act on this request by March 4, 2025 (120 days), having duly informed the applicant; and

WHEREAS, the City Council directed Staff to prepare a Land Use Application Public Policy Notification to notify all property owners within 1,000 feet of Subject Property when a request for the Planning Commission is to occur related to a land use application that does not require a public hearing; and

WHEREAS the Planning Commission considered the Applicant's request for a Conditional Use Permit for a cannabis, warehouse use on December 10, 2025, and, as such, voted 6-0 in favor of recommending approval with conditions.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF ARDEN HILLS:

Hereby adopts Resolution 2026-005 approving Planning Case 2025-015 for a Conditional Use Permit for 4440 Round Lake Road to operate a cannabis warehouse operation based on the findings of fact and the submitted plans, as amended by the following conditions:

- 1) All existing and any future refuse/recycling containers on site must be enclosed prior to issuance of the Conditional Use Permit.
- 2) No additional exterior signage related to the cannabis wholesale use shall be permitted.
- 3) The Applicant shall comply with all sections of the City Code and with applicable State Statutes.
- 4) An odor management plan must be submitted to the City prior to issuance of the Conditional Use Permit.
- 5) The Applicant shall for the duration of the Conditional Use Permit continue to provide evidence to the City of the status of each operator's state licensure annually and no later than the first business day of December of each year.
- 6) Not more than 10% of the building's floor area may be used for office use.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ARDEN HILLS THIS 12TH DAY OF JANUARY 2026.

David Grant, Mayor

ATTEST:

Julie Hanson, City Clerk

To view the final document, access adopted Resolutions via Arden Hills Public Laserfiche Weblink by visiting cityofardenhills.org and clicking on Archived Documents under Helpful Links on our main webpage.



Location Map

5 HUW a Ybh: '

Planning Case #25-015 – Public Hearing Required

Applicant: Hempel Real Estate

Property Location: 4440 Round Lake Road W.

Request: Conditional Use Permit for cannabis, wholesale

Zoning: GB, Gateway Business

Land Use: Industrial



Action to Consider

Motion to approve, table, or deny the following:

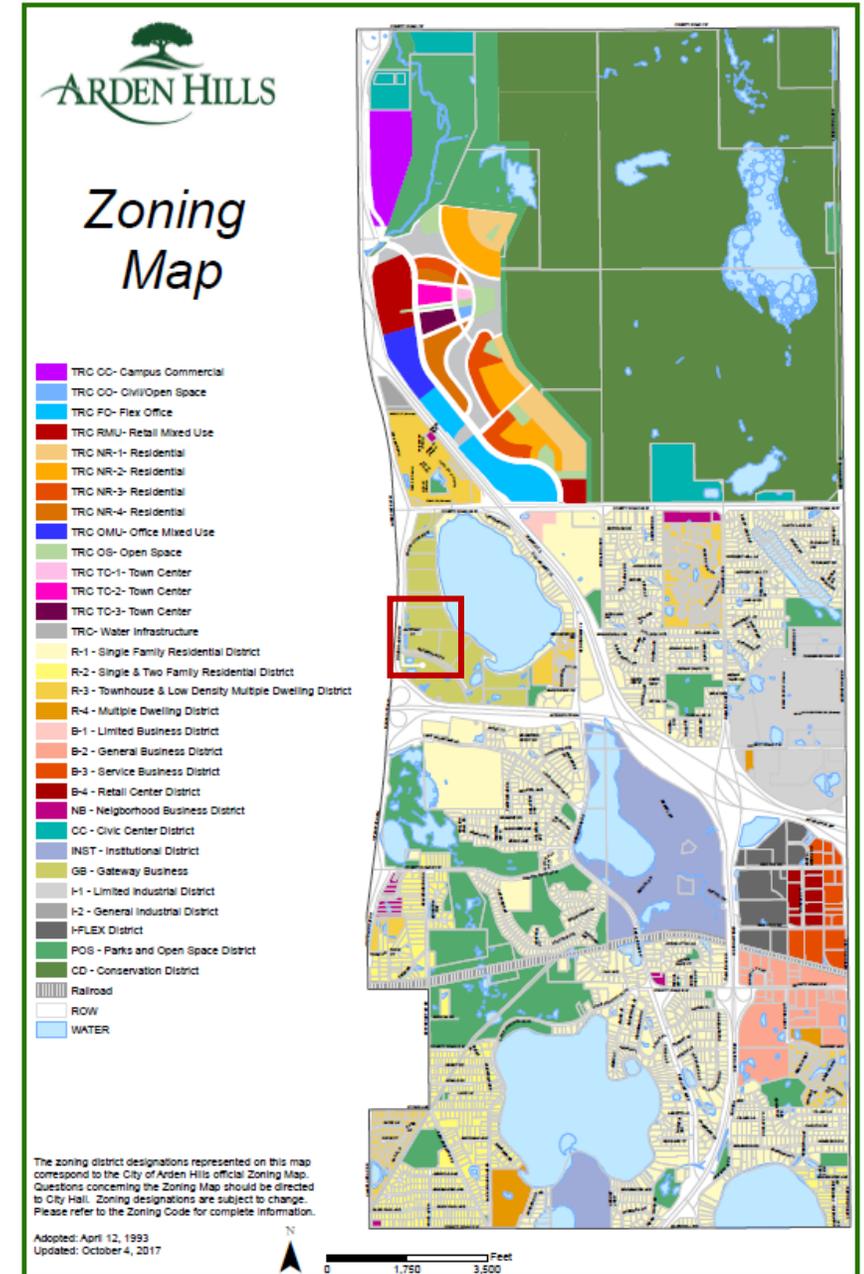
- Adoption of Resolution 2026-005 for Planning Case 25-015 to allow a Conditional Use Permit (CUP) for a project at 4440 Round Lake Road (“Subject Property”). Brandon Champeau, Hempel Real Estate dba HRE Arden Hills LLC (“The Applicant”) proposes to lease space in the existing warehouse building to cannabis wholesale operators.

Request

- Hempel Real Estate, the property owner, applied for a conditional use permit for a cannabis warehouse use at 4440 Round Lake Road.
- Warehousing is a permitted use in the Gateway Business District.
- All cannabis uses require a conditional use permit in Arden Hills city code.
- Portal operates non-cannabis warehouse uses in the building today.
- Any cannabis operation is required to meet all state requirements.
 - Only pre-packaged goods will be stored at and distributed from the site.
 - Distribution will only be from the warehouse to other business enterprises.
 - No consumer retail may operate at the site.
 - Security measures must follow MN Rules.
 - Odor mitigation must follow state statute.

History

- 2040 Comprehensive Plan guides for Light Industrial and Office
- Zoning District – GB, Gateway Business
- Property developed in 1979 prior to the City's creation of the Gateway Business Zoning District
- Historically property has continuously been utilized for office and warehouse use
- Existing property is legally nonconforming and a site plan with 144 striped parking stalls was approved in 2022
- No additional vehicle traffic is anticipated



Conditional Uses, Section 1355.04

- Under state law a “conditional use” is a use that is generally allowed in a designated district upon the applicant showing that the standards and criteria stated in the ordinance will be satisfied.
- Must consider the effect of the use on health, safety, convenience and general welfare of the owners and occupants of the surrounding land and the community
- Factors to consider include, but are not limited to:
 - Existing and anticipated traffic and parking conditions;
 - Noise, glare, odors, vibration, smoke, dust, air pollution, heat, liquid or solid waste, and other nuisance characteristics;
 - Drainage;
 - Population density;
 - Visual and land use compatibility with uses and structures on surrounding land;
 - Adjoining land values;
 - Park dedications where applicable;
 - Orderly development of the neighborhood and the City within the general purpose and intent of the Zoning Code and the Comprehensive Development Plan for the City.

Cannabis Business Uses, Section 1325.047

- Lists general regulations regarding setbacks, development standards, security, outdoor operations, noxious/nuisance odors, screening, outdoor storage, lighting, water/wastewater, signage and sales.
- Findings state that the relevant conditions are met.
- Several conditions do not apply based on the wholesale/warehouse operations and business model.

Cannabis Business Uses, Minnesota Rules, Chapter 9810

- The State of Minnesota's Office of Cannabis Management (OCM) oversees all licensing and registration of cannabis enterprises including adult-use recreational cannabis, lower-potency hemp products, and medical cannabis.
- The rules were adopted in April 2025 and include requirements for any enterprise seeking a cannabis license including, but not limited to:
 - Security measures (MN Rules 9810.1500)
 - Wholesale cannabis (MN Rules 9810.2400)
 - Odor mitigation (Minnesota Statutes Sec. 116.064)
- All relevant and applicable rules and statutes must be followed for any cannabis wholesaler to begin operations.

General Regulations, Off-street Parking, Section 1325.06

- Building has been continuously used for 10% office uses and 90% warehouse uses.
- Existing nonconforming use wholesale/warehouse operations and business model

District Requirements (GB Gateway Business District), Section 1320.06

- Property developed in 1979 prior to establishment of the Gateway Business District.
- At the time of construction, the existing development and uses complied with the applicable zoning codes.
- Existing development does not meet setback requirements for the building and off-street parking and is considered legal nonconforming.
- Intent of these regulations is to allow a nonconforming use of land or building to be continued, including through repair, replacement, restoration, maintenance, or improvement, but not including expansion.

Nonconforming Uses, Section 1350

- Mirrors language in State Statute 462.357 for determining what type(s) of activity (i.e. continuation, rebuild, maintenance, expansion, etc.) may or may not be allowed.
- Nonconformities are simply any land uses, structures or lots that do not comply with the current zoning ordinance of a City.
- Legal nonconformities are those uses, buildings, or lots that were legal when the zoning ordinance or amendment was adopted, in that they complied with then existing ordinance.
- Intent of these regulations is to allow a nonconforming use of land or building to be continued, including through repair, replacement, restoration, maintenance, or improvement, but not including expansion.

Deadline for Agency Action

- The City of Arden Hills received the completed application for this request on November 4, 2025. Pursuant to Minnesota State Statute, the City must act on this request by January 4, 2026(60 days).
- Based on the City's published meeting schedule and related timelines, the deadline for action has been extended to March 4, 2026 (additional 60-day review period).

Public Notice

- Notice for this meeting was published in the *Pioneer Press* on January 2, 2026. Notice was prepared by the City and mailed to property owners within 1,000 feet of the subject property on December 30, 2025
- Notice for the Planning Commission meeting was published in the *Pioneer Press* on November 29, 2025. Notice was prepared by the City and mailed to property owners within 1,000 feet of the subject property.
- Following the planning commission notice, one comment was received. Questions in that comment are addressed within this presentation.

Planning Commission recommendation

- The Planning Commission considered this item at a special meeting on December 10, 2025, and recommended approval with conditions of the application for a Conditional Use Permit for a cannabis warehouse use by a 6-0 vote.

Options and Motion Language

- Approve with Conditions: Move to *adopt* Resolution 2026-005 approving Planning Case 25-015 for a Conditional Use Permit for cannabis, wholesale at 4440 Round Lake Road W., based on the findings of fact, as amended by the below conditions in the January 12, 2026, report to the City Council:
 - 1) All existing and any future refuse/recycling containers on site must be enclosed prior to issuance of the Conditional Use Permit.
 - 2) No additional exterior signage related to the cannabis wholesale use shall be permitted.
 - 3) The Applicant shall comply with all sections of the City Code and with applicable State Statutes.
 - 4) An odor management plan must be submitted to the City prior to issuance of the Conditional Use Permit.
 - 5) The Applicant shall for the duration of the Conditional Use Permit continue to provide evidence to the City of the status of each operator's state licensure annually and no later than the first business day of December of each year.
 - 6) Not more than 10% of the building's floor area may be used for office use.
- Approve as Submitted: Move to *adopt* Resolution 2026-005 approving Planning Case 25-015 as submitted for a Conditional Use Permit for cannabis, wholesale at 4440 Round Lake Road W., based on the findings of fact and the submitted plans in the January 12, 2026 report to the City Council.
- Recommend Denial: Move to *deny* Planning Case 25-015 for a Conditional Use Permit for cannabis, wholesale at 4440 Round Lake Road W., based on the following findings of fact: *findings to deny should specifically reference the reasons for denial.*
- Table: Move to *table* Planning Case 25-015 for a Conditional Use Permit for cannabis, wholesale at 4440 Round Lake Road W.: *a specific reason and/or information request should be included with a motion to table.*

Questions?

Planning Case 25-015 – 4440 Round Lake Road

