

Mayor:
David Grant

Councilmembers:
Brenda Holden
Emily Rousseau
Tena Monson
Kurt Weber

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**Regular City Council
Agenda
February 9, 2026
7:00 p.m.
City Hall**

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>

Some Councilmembers may be participating in this meeting by interactive technology/remotely.

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

4.A. Public Inquiry Response From January 12, 2026 Regular City Council Meeting

Jessica Jagoe, City Administrator

Documents:

[MEMO.PDF](#)

5. PUBLIC PRESENTATIONS

6. STAFF COMMENTS

7. APPROVAL OF MINUTES

7.A. January 12, 2026 City Council Work Session

Documents:

[01-12-26-WS.PDF](#)

7.B. January 12, 2026 Regular City Council

Documents:

[01-12-26-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 Carryovers And 2026 Budget Adjustments

Joua Yang, Finance Director

Documents:

[MEMO.PDF](#)

8.C. Motion To Approve City Administrator One-Year Performance Review

Julie Hanson, Assistant to the City Administrator/City Clerk

Documents:

[MEMO.PDF](#)

8.D. Motion To Approve Amended Legal Services Agreement For City Attorney

Jessica Jagoe, City Administrator

Documents:

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

8.E. Motion To Approve Agreements With Ramsey County And Freimuth Enterprises, LLC For City Recycling Event On May 30, 2026

Jen Estling, Deputy Clerk

Documents:

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

8.F. Motion To Approve Ramsey County Fleet Service Invoice For Annual Public Works Fleet Repairs

David Swearingen, Public Works Director/City Engineer

Documents:

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

8.G. Motion To Approve State Of Minnesota Department Of Transportation Cooperative Construction And Maintenance Agreement For Proposed MN-51 Trail

David Swearingen, Public Works Director/City Engineer

Documents:

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

- 8.H. Motion To Approve Contract For 2026 PMP Winter Tree Clearing With Castle Rock Contracting & Tree Service, LLC

David Swearingen, Public Works Director/City Engineer

Documents:

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

- 8.I. Motion To Approve Resolution 2026-006 Approving Plans And Specifications And Ordering Advertisement For Bids – 2026 PMP Street And Utility Improvement Project

David Swearingen, Public Works Director/City Engineer

Documents:

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

- 8.J. Motion To Approve Final Payment To Ramsey County – Construction And Engineering Costs – Roundabout At Old Snelling Ave And County Road E/Lake Johanna Blvd Project And Mounds View High School Trail On Lake Valentine Rd

David Swearingen, Public Works Director/City Engineer

Documents:

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

- 8.K. Motion To Approve Resolution 2026-007 Delegating To The North Suburban Communications Commission The Authority To Prepare Broadband Franchises

Jessica Jagoe, City Administrator

Documents:

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

[ATTACHMENT B.PDF](#)

8.L. Motion To Approve City Statement Regarding Federal Immigration Enforcement Activities

Jessica Jagoe, City Administrator

Documents:

[MEMO.PDF](#)

8.M. Motion To Approve Federal Immigration Enforcement Proclamation And Authorization For Mayor To Send A Letter To Federal Legislators

Kori Land, City Attorney

Documents:

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

11. NEW BUSINESS

12. UNFINISHED BUSINESS

13. COUNCIL/STAFF COMMENTS

ADJOURN

RESPONSE TO PUBLIC INQUIRIES – 4A



MEMORANDUM

DATE: February 9, 2026
TO: Honorable Mayor and City Councilmembers
FROM: Jessica Jagoe, City Administrator
SUBJECT: Public Inquiry Response from January 12, 2026 Regular City Council Meeting

Budgeted Amount:
\$

Actual Amount:
\$

Funding Source:
\$

Background

A verbal response will be provided at the February 9, 2026 City Council meeting.



Approved: February 9, 2026

**CITY OF ARDEN HILLS, MINNESOTA
CITY COUNCIL WORK SESSION
JANUARY 12, 2026
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

Mayor Grant amended the agenda to move Item F. Rice Creek Commons/TCAAP Discussion after item D. Affordable Housing Policy.

1. PUBLIC INQUIRIES/INFORMATIONAL

None.

2. RESPONSE TO PUBLIC INQUIRIES

None.

3. AGENDA ITEMS

A. SCORE Grant Incentive Funds and Cleanup Events

Deputy Clerk Estling stated that she has been in touch with John Freimuth and secured May 30 for a cleanup event at the Public Works Yard. This is the same vendor who facilitated the second cleanup day in 2025. Staff is recommending offering the event be free to residents, paid for by SCORE incentive dollars. Staff would like to hold a fall event, as well and will reevaluate if coupons will be offered to residents, based on how much SCORE money is spent on the May event. Staff would like direction if we want to continue to partner with Recycle Technologies in

Blaine for the fall event, or if we want to move forward with two cleanup events in Arden Hills. The same vendor can facilitate both events.

Councilmember Holden noted that Council excluded some items at the previous event. She asked if that is still the plan.

Deputy Clerk Estling confirmed that household hazardous waste and electronics that contain data storage will not be accepted.

Councilmember Weber asked if Staff received any feedback.

Deputy Clerk Estling said three residents spoke to her and said they liked having the event in Arden Hills. The vendor also said he received many comments of appreciation. She added that, Staff is working on adding a Buy Nothing/Trash to Treasure event that would be held the weekend prior to the cleanup event in the fall.

B. Karth Lake Improvement District Pump Improvements

Public Works Director/City Engineer Swearingen said the proposed pump improvements would include removing the existing retaining wall, installing a manhole structure to house the pump and a culvert to connect to the lake. The memo contains history of the last couple of times that the Karth Lake Improvement District (KLID) was utilized via levy. He is seeking Council direction on moving forward with the pump improvements. He outlined that if we choose not to move forward with the pump improvements the City is still obligated to take care of the failing retaining wall and control the erosion on that slope. If the pump improvements are not completed, the City is obligated to replace the retaining wall, similar to what is out there today. That is how Public Works currently accesses the area to manually deploy the pump. The cost of that would be 100% City cost. He said we would not be able to utilize the watershed cost share that was granted if we don't make the pump improvements.

Public Works Director/City Engineer Swearingen has a couple of scenarios if we move forward with the pump improvements, as proposed. These scenarios reflect both of the previous decisions Council has made when applying a levy to the district. Option 1 would require Council determining what the cost split would be between the City and the Improvement District. In the past overhead was not included. It would include levying the as-bid prices. Council would need to determine how many years until the levy must be paid back. There is an error in one of the tables in the attachments that doesn't include all 46 properties. It only shows 43. So the high/low values in the memo will decrease accordingly, when all of the properties are included. He also noted the table in the back is not an assessment roll like we do with street assessments. This district is already established with the County. The Finance Director applies that levy, the County already knows how to distribute the funds.

Public Works Director/City Engineer Swearingen said he is seeking Council direction if we should move forward with the pump improvements, as proposed. If yes, what are the terms?

Councilmember Weber sought confirmation that the \$56,000 grant that was received for the work in the lake was the final grant we could get.

Public Works Director/City Engineer Swearingen confirmed. That amount was put into their budget. It wasn't through a specific grant program. The watershed originally thought the amount would be lower. We are pursuing an additional \$10,000 that we could apply to this but we won't hear on that until February or March.

Councilmember Weber asked if the \$56,000 would be split between the City and the Improvement District.

Public Works Director/City Engineer Swearingen confirmed. That amount would be taken off the top and the remaining amount would be split 50/50 between the two.

Councilmember Holden is leaning towards scenario one. She noted that during public comment they heard residents say this shouldn't be on all taxpayers. She said development will cause a change to a piece of property. Changes to drainage due to development of one property shouldn't be the responsibility of everyone.

Mayor Grant said the budget amount is outlined, but noted there is a potential for \$110,000 more. He asked if Staff is anticipating it will cost that much more, or if the budget is flexible.

Public Works Director/City Engineer Swearingen said the available funding sources are in there. What is budgeted in the Stormwater Fund is the \$500,000. The additional is grants. The available funding equals the \$660,000 potential.

Mayor Grant asked if the actual budgets have changed.

Staff said they have not.

Mayor Grant is in favor of option one. He asked Staff if the cost of that option would be the \$185,000.

Public Works Director/City Engineer Swearingen confirmed that is the current estimate.

Councilmember Weber asked if the assessment will be based on property value so it will fluctuate from home to home.

Staff confirmed.

Councilmember Weber said he supports option one, scenario one.

Councilmember Monson said if we do option one, scenario one what year would the levy start?

Staff said we could levy starting in 2027. Residents would start paying in 2027.

Councilmember Monson noted that in 2026 residents will have the standard City levy. She asked when they pay that assessment.

Public Works Director/City Engineer Swearingen said it would be the same process.

Councilmember Monson asked for confirmation that they also have an assessment this year between \$3,000-\$6,000. Then next year they would have anywhere from \$650 to \$1,400 that would be due 2027, 2028 and 2029.

Public Works Director/City Engineer Swearingen confirmed. He said Council can choose the length. It has been spread out over two or three years before.

Councilmember Monson said that whatever is assessed, will be cut in half or into thirds for repayment.

Staff confirmed.

Mayor Grant asked if Councilmember Monson had a preference on the options.

Councilmember Monson is still considering it.

Councilmember Weber said he is meeting with the board and he can get their input on what their preferred terms would be.

Mayor Grant outlined that there are three councilmembers in favor of option one, with one member still considering it. He said the general consensus is option one, scenario one is favored. He said Staff can proceed with that direction.

C. North Suburban Communications Commission Broadband Franchise Discussion

City Administrator Jagoe said this item follows the discussion from the December meeting. The board of the North Suburban Communications Commission (NSCC) met and there was a presentation from the Commission Attorney, Mike Bradley, on the availability of the Cities to work with the Commission on cable communication franchising. The board recommended each of the cities within the commission to bring this discussion to their respective City Councils. The information in the packet outlines what franchising of cable communication systems is. She shared that Woodbury is the first city within the South Washington County Telecommunications Commission that has implemented cable communication franchising. She shared how they structured their franchising.

City Administrator Jagoe said Staff is seeking direction on if applicants of future right-of-way (ROW) permits for fiber installation should be directed back to NSCC to get a franchising agreement for broadband. She said we have not issued any permits for fiber installation but there have been some inquiries. The ROW permit application would be updated with a check box that indicates if they are looking to install telecommunications cable vs. fiber. That would identify when we should give them the letter that directs them to the process they need to go through. She reached out to the cities in the NSCC and there is one moving forward with requiring the franchise agreement before issuing a ROW permit. Four other cities are considering it in the month of January.

Mayor Grant clarified that the franchise fees would be paid to the City not NSCC.

City Administrator Jagoe confirmed. The revenue from the franchise fee would go to the City.

Councilmember Holden said we need fiber in the City. She thinks anyone installing should get the franchise agreement and then come to the City for the ROW permit.

Councilmember Weber agrees. We pay Nine North with the fees we get from cable. As cable dries up, we need to keep those fees coming in so we can keep providing the television service for residents. He said he has Comcast at his home. They are exempt from these rules because they are considered a telecom company, even on the broadband side. Century Link has Lumen who installs their internet. That's two different companies. We could theoretically send Lumen to get a franchise agreement but we can't do that for Comcast. Comcast is already here. If we have someone here already who doesn't have to get a franchise agreement, that gives them an advantage. Comcast may not be exempt forever, things can change. He just wanted everyone to be aware of that possible advantage for certain companies. He would like Staff to reach out to the County to see if they will notify when fiber permits are being installed on their ROWs. That is fiber coming into our City. They may hit a few houses on the County road and skip right through our city. He doesn't know if the County is amenable to that or if their software allows for it. Hennepin County is able to do it.

Councilmember Monson said she lives off a County Road and has fiber. She said Lumen has a lot of infrastructure already. What does that mean? Do they have fiber infrastructure?

Public Works Director/City Engineer Swearingen believes the infrastructure referenced in the memo is for existing conduit in the ground. He doesn't believe there is fiber in there.

Councilmember Monson said if they have infrastructure, that's not fiber, they would still have to go back for the franchise fee. She supports this.

Mayor Grant said we need to get in front of this and we should do this. He is in support of it.

Councilmember Holden asked what the cost is for a franchise agreement.

City Administrator Jagoe said that would go through the Communications Commission. There wouldn't be any cost to the City.

Councilmember Holden said she was asking what the cost would be to the business. One of the reasons people are bailing on Comcast is because of their poor customer service. She hears that over and over again. If the franchise fee for them is going to be large, it does make a significant difference to people who can't afford higher end things.

City Administrator Jagoe doesn't know that answer. She said Mike Bradley is going to speak at the council meetings of two of the other cities. It is possible to request Mike Bradley attend our February meeting to answer questions.

Discussion ensued that it may be negotiated individually and it isn't necessary to have him come to a work session. We have a member on the communications commission who can gather that information.

Councilmember Weber said the cost is negotiated. He knows Woodbury got 5% of the internet bill. That's how we can save this service.

Mayor Grant said seeing no opposition to this, he directed Staff to move on this as soon as possible.

D. City Code Related to Alcohol in City Park Discussion

Assistant to the City Administrator/City Clerk Hanson said alcohol consumption in the park is not currently prohibited. She shared the language in the current ordinance. This topic has been discussed by the 75th Anniversary Committee for the event this summer. Council would have to amend the ordinance, if we want to allow alcohol for that event. Council can leave it as it is, allow it in one park, allow it in all parks or just certain ones. We can see how it goes and it can be amended back.

Councilmember Monson said she wants to have alcohol sales for the 75th Anniversary. She envisions a beer truck. She doesn't think we need to allow alcohol at every single park. She wondered if we can stay the ordinance for one night.

Assistant to the City Administrator/City Clerk Hanson said the City Attorney said we cannot stay the ordinance. We would need to amend the ordinance to allow it.

Councilmember Monson asked if we could amend it to allow it in one certain situation.

Assistant to the City Administrator/City Clerk Hanson said we can limit it to just Cummings Park, but it needs to be for everyone.

Councilmember Monson said she is in favor of that, unless there is a strong appetite from Council to discuss allowing it 100% of the time.

Councilmember Weber said he is not in favor of allowing it all the time. He wondered if it can be allowed by permit. If someone is having a party, he would be okay with exploring allowing it by permit.

Assistant to the City Administrator/City Clerk Hanson said for the anniversary event we would do a temporary liquor license that the Council would approve. We could possibly get a sponsor. A Special Use Permit could be implemented to allow it for the general public.

Councilmember Weber said that would tie in with a rental.

Staff confirmed.

Councilmember Holden would like to see us implement it at Cummings Park. She would like to see it implemented after July 4th. There is a lot of drinking in the parks already. She would like to limit it for the shortest time possible. She doesn't think it's inappropriate for us to do that.

Mayor Grant agrees we should allow it for the 75th, at just one park. It can be allowed for a period of time and then revert back later.

Councilmember Weber isn't sure how he feels about shoehorning this to fit just a single City event. If we're going to do this, it says something about the City's willingness to allow alcohol in the parks. He doesn't think it should be sundowned immediately. It can be reevaluated later. He isn't completely comfortable with a selective policy for a City event. He thinks if we are going to allow it for an event, we need to allow it in all parks, along with a registered event, with a permit.

Councilmember Holden said one of the reasons why alcohol wasn't allowed was for the same reason we prohibited smoking. If we're going to allow alcohol we should probably allow cigarettes back in, too. The idea was to set examples for the youth who are playing at the parks. A lot of partying already takes place at the parks. She thought open it up through Labor Day.

Councilmember Monson is fine with being selective. She would like to see what the concept that Councilmember Weber brought up would work. What would be allowed? What would that ordinance look like? What criteria could be used for non-City big special events? There is a distinction there.

Councilmember Holden asked if we can just do this for now and revisit the rest later. Staff is busy.

Councilmember Weber said it sounds like we're making policy right now.

Mayor Grant said he has heard Cummings Park, by permit only and we can reevaluate that at some point in the future.

Assistant to the City Administrator/City Clerk Hanson asked if Council wants language to be brought back to another work session, covering all of those scenarios. The ordinance could go into effect in May. There's still time to pull the pieces together. There are timelines and steps for publishing in order to amend ordinances. It can't be done at the meeting following the event. Council could decide to revisit at the end of the year.

Mayor Grant said direction is to come back to a Council Meeting so it can be enacted. Don't bring it back to another work session. If we need to discuss it more, it will be from the Council bench.

E. Affordable Housing Policy Discussion (Item 3.F on published agenda)

Community Development Director Reilly said this discussion is on affordable housing. This isn't about subsidized housing. This is about everyone having a place to live and not paying more than they ought to. This presentation will also highlight that there are not enough homes for both the existing population and future expected population growth, nationwide.

Community Development Director Reilly shared a graphic from the 2030 Comprehensive plan that shows the lifecycle housing chain and identifies that Arden Hills homes are mostly "move up" homes. There are very few places to downsize, without moving into a care facility or age specific communities. By 2023, the goal of supplying enough places for people who want to live here was not on track. The housing market, interest rates and the cost of development were all impacted by the pandemic and has negatively impacted our ability to achieve that goal.

Community Development Director Reilly said when it comes to real estate, the cost of land plus the cost to build is the cost the developer has to pay. When the cost of land goes up, the costs to build may stay the same but the end result is a more expensive place to live. Arden Hills has a high value school district and limited developable land, excluding Rice Creek Commons, the combination of which results in a high cost land. People are willing to pay more to live here because of Arden Hills' proximity to all sorts of things and because the reputation of the school district.

Community Development Director Reilly said our options need to address the supply of housing units. Supply is potentially the easiest way to address the stickiness of the housing market in places where the cost to build or buy the land is high. The more options people have, the more churn in the market and the more ability there is for different kinds of people to move in and out of the community. There are a lot of ways to approach the supply side to make it easier to build, generally.

Community Development Director Reilly shared a list of low or no cost ways for a city to address the supply side of residential real estate development. There are non-financial incentives that allow flexibility for the developer. They can offer more amenities, dedicate space for public use, include affordable units or add sustainable design elements. Many of these options are being used by suburban communities in the Metro. New buildings will increase our net tax capacity. The more net tax capacity you have, the less expensive it is for anybody to live here because property taxes are spread among more property owners.

Community Development Director Reilly provided some examples of code language that may be appropriate for Arden Hills, outside of Rice Creek Commons. He shared examples of what other communities do. Cottage Grove uses Planned Unit Developments (PUDs) for most of their developable areas and Forest Lake has made zoning code changes allowing for density bonuses to incentivize developers to include affordable units.

Discussion ensued regarding what density is needed in order for a developer to build a successful product. It will vary depending on location. In Arden Hills the maximum density in the R-4 high density residential is 12. It is 20 units per acre in the B-2 zoning district.

Councilmember Holden asked what percentage “mostly” means when Staff says Arden Hills homes are mostly move-up homes.

Community Development Director Reilly said it’s the majority. If we take the houses at the manufactured home park and the remaining insulated summer cottages, we have our non-move-up home calculation.

Discussion ensued regarding what number of homes that is. Further discussion ensued regarding the number of homes in certain neighborhoods that aren’t 1,500 square feet. Council thinks it’s not just the manufactured homes and summer cottages.

Councilmember Holden asked how many non-TCAAP acres are available for development where this could even make a difference?

Community Development Director Reilly gave three examples of sites in the City that are either for sale or available for redevelopment.

Councilmember Holden asked if there is vacant land that is not commercial.

Community Development Director Reilly noted there is a vacant parcels list. Those properties would be developable through subdividing existing residential lots.

Councilmember Holden noted Director Reilly said the school district is a hidden gem. She pointed out that Arden Hills has been listed as a top ten place to live by Forbes Magazine and a few other

sources. The school district is low on the list of variables they consider. She asked about eliminating parking as one of these tools. Are we just talking about multi-family?

Community Development Director Reilly said it would be eliminating the requirement for there to be parking spaces. It doesn't eliminate parking all together. It allows the developer to determine how many parking spaces any property would have on it. It could include a single-family home but does not have to.

Councilmember Monson is hearing that our improvement will come through redevelopment. We aren't necessarily looking at individual lots that are not yet developed. We have an opportunity to make a difference any time there is a redevelopment.

Staff confirmed.

Mayor Grant said in terms of density, if we add a few more units, you have to still spread that over the land value. It seems like that may be hard to do, even with adding units.

Community Development Director Reilly said adding density is one way to address the cost side of the equation. In Arden Hills, we are talking about redevelopment when it comes to adding more housing. That can be splitting existing large lots, pocket neighborhoods or cottage style homes. It is trying to get more places for people to live on each piece of land, in order for the developer to be able to maintain and have a project that cash flows. There is a point at which construction of a building flattens out. When it comes to multi-family, the more units you can build the more your project cash flows. More renters equals more revenue.

Mayor Grant said Director Reilly stated 20 units per acre is difficult to get something to pencil out, in existing Arden Hills. Does 30 units per acre make it a little better or a lot better?

Community Development Director Reilly said 25-30 units per acre becomes a lot better. It becomes feasible to build a project without subsidy.

Mayor Grant said that is the tipping point where the proforma becomes positive.

Staff confirmed.

Councilmember Weber said affordability has to be a goal. In terms of proformas, it has to be financially feasible for a developer. We have these competing goals. The solution is a financial statement showing us how it doesn't work. The city wants the benefit of additional affordable housing units. Looking back at the last development we saw the developer claimed it didn't pencil out, but that wasn't proven. It can be a balancing act and negotiation.

Councilmember Holden asked if we would have to hire someone to prove the developers numbers are right. She can't know if those numbers are correct. A growing concern across the metropolitan area is people who find affordable housing or qualify for homeowners assistance programs aren't able to maintain their homes. How do we deal with that, under this same umbrella?

Community Development Director Reilly said he has the knowledge to make sure the proformas are right. We should require developers to provide their proformas. A lot of agencies require them. He said the existing housing and homeownership conversation is important to identify how we can

effectively connect people who have a need to the resources that are out there. There are a lot of resources out there through the County and other agencies. The crisis right now is supply.

Discussion ensued that there need to be more options for downsizing than just senior living or assisted living. Seniors are staying active and want to have places with yards and space for their grandkids.

Mayor Grant said if 20 units per acre is allowed and we bump it to 25 or 30 units, and if some of those units are affordable, someone has to pick up the affordability component of that for the developer to financially justify the project. If the developer has to fund the affordable units, it puts more strain on his proforma.

Community Development Director Reilly said it depends. If they are going to build the unit anyway, it has a cost. They could lease it for a lower rate than the rest of the units they are leasing but it will look the same. No one has to put extra money in, in order for some of the units to cost less than the others.

Discussion ensued regarding the benefit to the developer is less on a per unit basis. A developer will determine how much they need to make on each unit. Building a place to live shouldn't necessarily be a revenue generator.

Mayor Grant said it was presented that Arden Hills has higher land cost. He agrees and that causes certain pressure for developers as they have to maintain something, on paper, to take to lenders to get financing. He asked if we are in an environment today where capital is easy to come by in the lending world.

Community Development Director Reilly said capital is easy to come by for the "right" people.

Councilmember Monson said in terms of supply, she thinks a number of the options are managed through our ordinance in some capacity. She is supportive of maintaining flexibility for density bonuses. She asked if staff has a recommendation from the items on the list.

Councilmember Holden said just because we give someone a density bonus doesn't mean we're getting anything affordable out of it.

Community Development Director Reilly has heard some on City Council say they want to tie affordability to the density bonus.

Councilmember Holden said density bonuses don't necessarily drive affordability. How do we force affordable housing within the density bonus?

Community Development Director Reilly pointed to a sample policy in the agenda packet that shows how that can be done.

Councilmember Holden said we would have a policy but we will still want to have discussions on a parcel by parcel basis. We could not have the policy but still have it in our mind to bring it forward. We need to figure out what we would want knowing we have limited land. She thinks it will come down to the discussion with the developer.

Community Development Director Reilly confirmed we can do a case-by-case negotiation using these parameters. We can also adopt a policy that says on a case-by-case basis density bonuses consistent with the comprehensive plan may be granted to increase the maximum permitted density if the project meets affordable housing policies.

Councilmember Holden said the density doesn't necessarily equate to affordability. If a developer builds a six-story building and two floors are affordable, are there lesser amenities?

Community Development Director Reilly said they are not allowed to make units that have lower quality units. The quality standards need to be the same.

Councilmember Weber said with so few lots available we shouldn't build policy based on what exists now. We don't know what will happen in the future. There have been several lots that are available that we didn't think were an option before. We should be creating a policy and a list of items we can negotiate for affordability, in exchange for density. He asked Staff what they need in order to move this forward.

Community Development Director Reilly said he believes he has what he needs. He shared a slide that shows next steps. If we can address the items on the list and we increase the net tax capacity of the municipality, everything from a housing cost burden standpoint will be reduced for existing residents and more flexibility to have other choices beyond what exists today. The Metropolitan Council is identifying the existing supply, the need of people who are here and what developers may do. Arden Hills is participating in those conversations.

Councilmember Holden said the density bonus does not mean affordability. There is a list showing other ways to get density bonuses. Are we doing density bonuses to gain affordable housing or are we offering density bonuses to get whatever we want? If we are only doing density bonuses for affordable housing, then we wouldn't have to think about other incentives within the zoning code.

Community Development Director Reilly said he heard Council saying they want a menu of solutions to the supply problem, along with a solution that will allow us to put teeth in a policy to require the developer to provide some affordable units. If a developer has a purchase agreement and is unable to do affordable units, we want some other no cost benefit to the community.

Councilmember Holden said we have always gotten that through a PUD.

Councilmember Weber said he would like to see a menu of items that we can ask for. He also noted that if affordability is out for a developer, the City needs to be able to say no to that developer.

F. Committee/Commission Liaison Role Policy (Item 3.E on published agenda)

Not Discussed.

G. Rice Creek Commons/TCAAP Discussion

Not Discussed.

H. Agenda Planning

Not Discussed.

4. COUNCIL/STAFF COMMENTS

None.

ADJOURN

Mayor Grant adjourned the City Council Work Session at 6:55 p.m.

Jen Estling
Deputy Clerk

David Grant
Mayor



Approved: February 9, 2026

**CITY OF ARDEN HILLS, MINNESOTA
REGULAR CITY COUNCIL MEETING
JANUARY 12, 2026
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 and Kurt Weber

Absent: Councilmember Emily Rousseau (Excused)

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; and Assistant to the City Administrator/City Clerk Julie Hanson

PLEDGE OF ALLEGIANCE

1. APPROVAL OF AGENDA

Councilmember Weber requested Item 11B be moved to the Consent Calendar.

Councilmember Holden stated she did not support this change. She reported she wanted residents to know a cannabis warehouse use was moving into Arden Hills.

Mayor Grant indicated he objected to moving Item 11B to the Consent Calendar as well.

Councilmember Monson explained she could support moving Item 11B to the Consent Calendar, but because several Councilmembers objected, she asked that staff provide an abbreviated presentation on this item.

MOTION: **Councilmember Holden moved and Councilmember Monson seconded a motion to approve the meeting agenda as presented. The motion carried (4-0).**

2. TCAAP/RICE CREEK COMMONS UPDATE

City Administrator Jagoe stated the Joint Development Authority met in a closed session on December 22nd to discuss attorney-client privilege related to litigation with Alatus Arden Hills, LLC. The January 2nd work session and regular meetings were cancelled and neither of the advisory committees have met. The next JDA meeting will be held on Monday, February 2nd.

Councilmember Holden inquired if the JDA was considering not pursuing a developer and allowing the County to develop the site.

City Administrator Jagoe reported the January JDA meeting was canceled to allow JDA staff additional time to come back to the JDA with pros and cons of having a lead developer versus a hybrid developer role.

Mayor Grant questioned if staff had an update on the mediation process between the JDA and Alatus.

City Administrator Jagoe stated the mediation process was not successful, noting this update was provided to the Council in December. She reported she could not provide the Council with information from the closed session that was held by the JDA at the end of December.

Councilmember Monson reported if the hybrid developer role were pursued by the JDA, Councilmember Weber, herself and staff would work to ensure the same terms would remain in place.

3. PUBLIC INQUIRIES/INFORMATIONAL

Gregg Larson, 3377 North Snelling Avenue, stated once upon a time the Council worked to levy a new tax on residents that would be buried in electric bills on a monthly basis. He noted in 2024, the Council ordered residents to pay this new franchise fee with promises that these funds would be dedicated to financing a new fire station, designated for fire bonds and any overages would be directed only to early payoff of these bonds. He expressed concern with the fact the Council has used this new tax revenue for other purposes and questioned why the Council had not held to the promises they had made regarding the franchise fees. He noted after he spoke with the Mayor regarding this topic, he was told the excess would be used for excess salaries within the fire department. He asked why the Council has not abided by the promises that were made. He questioned what the percentage increase would be to the 2026 property tax levy without the transfer of \$165,000 from the public safety capital fund to the general fund. He inquired if the Council intended to continue to misappropriate excess franchise fees to cover City expenses rather than pay down the fire station bond as promised. He urged the Council to make amends.

Patrick Burlingame, 3590 Snelling Avenue North, stated he was speaking to the Council as a resident and not as a Planning Commissioner. He encouraged the Council to consider if the City has clear publicly available guidance on the role of local law enforcement when federal immigration agencies operate in or around the community. He understood the City could not control federal operations but asked for clarity regarding what role local law enforcement played when federal agencies were present. He stated if residents call for help and local public safety responds to a situation involving federal agencies, it was important that expectations were clear. He stated clear policies were key in these situations. He discussed how public safety was a

significant portion of the City's budget and he believed it was reasonable for residents to have clear, publicly available guidance on how public safety responsibilities and under what authority. He reported if this information was not currently available, he encouraged the Council to consider a policy or resolution that defines these boundaries.

Lynn Diaz, 1143 Ingerson Road, stated she understood the City could not control ICE activities in the community but asked that the Council do so to the maximum extent possible. She was of the opinion ICE agents were behaving in an aggressive, violent and unprofessional manner and she hoped the Council would communicate with the Sheriff's office to assist residents as much as they legally can. She understood other cities were working on policies for this and it was her hope Arden Hills would as well.

Mary Henry, 3521 Ridgewood Court, indicated she has been at the corner of Greenbrier and Geranium to be aware of ICE agents that were coming in front of a school for the students who were English language learners. She supported the Council pursuing a policy when it comes to ICE agents in the community noting many were living under fear these days. She stated after watching the truth in taxation meeting in December she understood seven people in attendance at the meeting supported the proposed increase. She was of the opinion this was a community that could support levy increases. She thanked the Council for all of their efforts on the 2026 budget and tax levy and for working to plan for future expenditures. She noted she has lived in the community for the past 30 years and she appreciated the Council's forethought.

Councilmember Monson indicated she would like the Council to respond to Mr. Burlingame's comments.

Mayor Grant reported this topic would be addressed by staff under Council Comments.

Councilmember Holden stated the Sheriff's office has a policy in place and was working with businesses. She suggested this policy be posted on the City's website.

Councilmember Monson requested the agenda be amended and that the Council address the comments made regarding ICE under Response to Public Inquiries versus under Council Comments.

Mayor Grant supported this recommendation.

4. RESPONSE TO PUBLIC INQUIRIES

Mayor Grant reported he received two emails regarding ICE being on and using City property. Per the City Attorney guidance, he explained the City was not able to restrict ICE anymore than the City would restrict the general public.

City Attorney Bjerkness stated the Mayor had accurately restated her opinion. She explained it was her recommendation the City not restrict federal law enforcement agencies on public property. She recommended the City treat these agents as if they were any other resident of the city and to not single out a group of individuals and prohibit them from public property.

Mayor Grant commented if any resident of Arden Hills feels unsafe for any reason, they were encouraged to contact 911. He reported the City hires the Ramsey County Sheriff's Department to

ensure that the community is safe. As a resource, the Sheriff's office will respond. He indicated the Ramsey County Sheriff's Department will not interfere with federal law enforcement agents, but they will ensure people remain safe. He commented if ICE was in the community and residents believe ICE has done something wrong to an individual, a family or business, these actions can be reported to the Minnesota ACLU. He encouraged residents to do this and to also contact their US Senator and Representative. He reiterated that ICE is a federal agency and the City did not have control over the federal government. He noted he recently met with Nine Cities where the mayors and city managers/administrators discussed ICE. He stated local mayors were not able to issue executive orders for federal agencies but noted the City could post something on the website that educates residents on their rights. He requested the City Attorney speak to anything the City can legally do when it comes to ICE agents in the community.

City Attorney Bjerkness explained there was nothing a statutory city can do interfere or supersede a federal law enforcement agency.

Councilmember Weber reported local representatives (Kelly Moller and John Marty) were working to help people in the community as well. It was his hope the State could do something down the line. He encouraged residents to call 911 if they felt unsafe and to contact local and federal representatives as well.

Councilmember Holden commented on an ICE raid that occurred at a local business in Arden Hills noting it was a traumatic event for this business. She indicated she has been stopping by this business every few days. She stated it was important for local business owners to understand their rights. She noted the Ramsey County Sheriff's Office met with them after the event and talked through everything that happened. She noted ICE has moved out of the metro area and was now in northern Minnesota. She encouraged residents in the community to stop the hatred and to be better.

Mayor Grant noted he visited the local business that was raided today and explained the business owner was scared. He reported this business did not anticipate a visit from ICE. He clarified that no one from this business was taken away or determined to be illegal, rather ICE was chasing some individuals that they thought had entered the building at this location. He reiterated that any person that feels unsafe in the community should dial 911 in order to receive a response from the Ramsey County Sheriff's Department.

Councilmember Monson stated she wanted to hear from the City Administrator what Ramsey County's policy was.

City Administrator Jagoe reported she did not have a specific policy from Ramsey County regarding ICE and noted she would reach out to them requesting the document.

Councilmember Monson explained she had questions with how the situation with the local business was handled by the Sheriff. She understood it was very complicated to have ICE agents and another law enforcement organization onsite. It was her hope the innocent bystanders could be protected in the future. She asked that staff speak with the Sheriff's office and report back to the Council on the policy.

Mayor Grant stated he was of the opinion the Ramsey County Sheriff's Department would not back away from protecting an individual, but the question is what happens when law enforcement agencies come together with the understanding no two situations are the same.

City Administrator Jagoe noted she would post the City's immigration statement on the City's website along with updated resources and contact information. She explained she would speak with the Ramsey County Sheriff's Department to make sure the City has their general policy for responding to ICE incidents. She reiterated that the Sheriff's office was not coordinating or assisting ICE, but rather was responding to a call for public safety.

Mayor Grant clarified for the record that Ramsey County Dispatch calls were not passed along to ICE and vice versa.

Councilmember Monson stated she greatly appreciated the trust the City had with the Ramsey County Sheriff's Department. She believed this would go a long way in these extreme situations where the community was seeking public safety.

5. PUBLIC PRESENTATIONS

None.

6. STAFF COMMENTS

None.

7. APPROVAL OF MINUTES

- A. November 24, 2025, City Council Work Session
- B. November 24, 2025, Regular City Council
- C. December 8, 2025, City Council Work Session
- D. December 8, 2025, Regular City Council

MOTION: Councilmember Monson moved and Councilmember Holden seconded a motion to approve the November 24, 2025, City Council Work Session meeting minutes as presented, the November 24, 2025, Regular City Council meeting minutes as presented, the December 8, 2025, City Council Work Session meeting minutes as presented; and the December 8, 2025, Regular City Council meeting minutes as amended. The motion carried (4-0).

8. CONSENT CALENDAR

- A. Motion to Approve Consent Agenda Item - Claims and Payroll
- B. Motion to Approve 2025 Budget Amendment
- C. Motion to Approve Pay Equity Report
- D. Motion to Approve Resolution 2026-001 Relating to the 2026 Organization of the City of Arden Hills
- E. Motion to Approve Resolution 2026-002 Relating to the 2026 City Council Liaisons for Commissions and Committees and Mayor Pro Tem

- F. Motion to Approve Resolution 2026-003 Relating to the 2026 Appointments and Chairs of the Commissions and Committees of the City
- G. Motion to Approve City Logo Use Policy
- H. Motion to Approve 2026 Software Invoices
- I. Motion to Approve Payments to Ramsey County for Construction and Engineering Costs – Ramsey County Lexington Avenue Reconstruct Project Cooperative Agreements
- J. Motion to Approve Professional Services Agreement Amendment No. 1 – 2026 PMP Street & Utility Improvements – Arden Manor Hardcourt and Arden Oaks ADA Improvements
- K. Motion to Approve Renewing Ramsey County Shared Service Agreement – 2026 Grading and Erosion Control Inspections
- L. Motion to Approve Payment No. 2 – New Look Contracting – Lift Station No. 5 Rehabilitation Project
- M. Motion to Approve Payment No. 4 (Final) – Hydro-Klean, LLC - 2024 CIPP Lining Project
- N. Motion to Approve 2026 Met Council Private Property Inflow and Infiltration (I/I) Grant Agreement

Councilmember Weber requested to pull an item from the Consent Calendar.

Mayor Grant stated this should have been done prior to the agenda being approved.

Councilmember Holden asked if Councilmember Weber had a question on a Consent Calendar item.

Councilmember Weber stated he wanted to know how Mayor Grant went about selecting the Chair appointments for Item F.

Mayor Grant explained he reviewed the resumes and that he called and interviewed members of the EDC. He made a selection of the top two candidates based on the interviews he conducted.

Councilmember Weber reported he reviewed Roberts Rules of Order noting he was allowed to pull an item from the Consent Calendar prior to the Consent Calendar being approved.

Mayor Grant stated Roberts Rule of Order would say after the agenda has been approved, the Council would have to move to suspend the rules in order to change the agenda.

City Attorney Bjerkness advised a simple majority was needed to modify the agenda and after the agenda was adopted a super majority would be needed to modify the agenda. She explained pulling something from the Consent Calendar would qualify as an amendment to the agenda and a three fourth vote would be required.

MOTION: **Councilmember Weber moved and Councilmember Monson seconded a motion to pull Item 8F from the Consent Calendar for further discussion. A roll call was taken.**

Councilmember Monson stated she did not believe a fight was needed to discuss this Consent Calendar item. She understood the Council typically removes items from the Consent Calendar at

the beginning of the meeting and perhaps Councilmember Weber did not have this understanding. She asked that the agenda be modified and that the item be discussed further.

Councilmember Holden explained she was confused because when there were vacancies on committees and people applied those were not questioned. She asked why Councilmember Weber was now questioning the process that was followed.

Councilmember Weber asked if any staff members attended the interviews.

Mayor Grant reported staff did not attend the interviews he held.

Councilmember Weber inquired if there were minutes, notes or a set list of questions that were asked of the candidates. He explained he wanted to ensure these interviews were thoroughly vetted.

Mayor Grant stated he did not have notes from these interviews. He reported there was a motion on the floor and now additional questions were being raised outside of the motion.

Councilmember Holden called the question.

Mayor Grant requested a roll call vote.

A roll call vote was taken. The motion failed 2-2 (Councilmember Holden and Mayor Grant opposed).

MOTION: Councilmember Holden moved and Councilmember Monson seconded a motion to approve the Consent Calendar as presented and to authorize execution of all necessary documents contained therein. The motion carried 3-1 (Councilmember Weber opposed).

9. PULLED CONSENT ITEMS

None.

10. PUBLIC HEARINGS

A. Quarterly Special Assessments for Delinquent Utilities

Finance Director Yang stated 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.

Mayor Grant opened the public hearing at 8:00 p.m.

With no one coming forward to speak, Mayor Grant closed the public hearing at 8:01 p.m.

11. NEW BUSINESS

A. Resolution 2026-004 Adopting and Confirming Quarterly Special Assessments for Delinquent Utilities

Finance Director Yang stated 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 was reviewed. It was noted the City will request that Ramsey County levy the delinquent balances against the respective properties.

MOTION: **Councilmember Holden moved and Councilmember Weber seconded a motion to adopt Resolution 2026-004 – Adopting and Confirming Quarterly Special Assessments for Delinquent Utilities. The motion carried (4-0).**

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

Community Development Director Reilly stated 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.

Community Development Director Reilly explained 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.

Community Development Director Reilly commented 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.

Community Development Director Reilly reviewed the Site Data, Plan Evaluation and offered the following Findings of Fact:

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 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 motion for 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 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.

Councilmember Holden reported she has received several questions from residents. She asked if any additional security was required for this warehouse in Arden Hills.

Community Development Director Reilly explained all State requirements must be met to ensure the property is secure.

Councilmember Holden inquired how odor control would be addressed on this property.

Community Development Director Reilly indicated the State has requirements for cannabis businesses when it comes to odor control and this business will have to meet these requirements in order to receive a permit from the State.

Mayor Grant reported it was his understanding cannabis will be shipped to this warehouse. He asked if the cannabis will be shipped in bulk and then be sorted and packaged, or will it already be packaged.

Community Development Director Reilly explained the cannabis items would already be packaged before arrival at the building and would leave the site in the same packaging.

Mayor Grant questioned how much of the building would be used for the cannabis warehousing.

Community Development Director Reilly stated up to 57,000 square feet of the building could be used for the cannabis warehousing.

Councilmember Weber clarified that the City was designating a use and a business was not proposing to use up to 57,000 square feet of warehouse space at this time.

Community Development Director Reilly reported this was the case. He noted all future users would have to be vetted and approved by the State of Minnesota.

MOTION: **Councilmember Holden moved and Councilmember Weber seconded a motion to adopt Resolution 2026-005 for Planning Case 25-015 for a Conditional Use Permit (CUP) to allow cannabis, wholesale at 4440 Round Lake Road based on the findings of fact and the submitted plans and subject to the conditions in the January 12, 2026, report to the City Council. The motion carried (4-0).**

12. UNFINISHED BUSINESS

None.

13. COUNCIL COMMENTS

Councilmember Weber stated the Planning Commission did not meet in January.

Councilmember Holden explained the police reports show a large number of what is listed as “proactive visits” in Arden Hills. She asked if these visits would be increasing costs for policing services.

City Administrator Jagoe stated she would follow up with the Ramsey County Sheriff’s Department to learn more about these proactive visits.

Councilmember Holden requested staff provide the Council with a written report on the backlog of permits in the City.

Community Development Director Reilly explained staff has been working on this and noted all permits were almost closed out if they were two years old or older.

Councilmember Holden asked for an update regarding the Shoreline property.

Community Development Director Reilly said that he did visit the property himself and that everything seemed to be taken care of at that time. He had shared the concern regarding drainage with the Public Works Director.

Councilmember Holden stated the December City Council meeting did not end real well. She discussed how there were lengthy public comments. The City is not a business and commented on how the Council was working diligently to address the needs of the community when setting the budget and tax levy.

Mayor Grant stated the Nine Cities met recently and noted the tax levies were discussed. He noted retail cannabis shops have opened in New Brighton and Roseville.

Mayor Grant reported the Lake Johanna Fire Department building was on schedule and on budget. He noted the facility was slated to be open mid-July.

Mayor Grant explained he received two phone calls in regard to the December City Council meeting. He stated these individuals were concerned with the fact a Councilmember had to leave the meeting by 9:00 p.m. and wanted a decision made on the tax levy by that time. He reported this was bad optics for the public. He understood things can happen but believed that did not need to be stated in a meeting. He said it was a big meeting and the City Council owed it to the residents that elect Council to take the time to take comments and fully discuss this topic before making a decision.

Mayor Grant thanked staff for putting the ICE related items on the City’s website as previously discussed.

ADJOURN

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

Mayor Grant adjourned the Regular City Council Meeting at 8:21 p.m.

Julie Hanson
City Clerk

David Grant
Mayor

CONSENT ITEM 8A



MEMORANDUM

DATE: February 9, 2026
TO: Honorable Mayor and City Councilmembers
Jessica Jagoe, City Administrator
FROM: Jousa 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

2026 Payroll #2	_____	\$140,453.05
2026 Payroll #3	_____	\$129,084.90
	Total Payroll	\$269,537.95
Paid Claims - 1/3/2026-1/30/2026 (Check Nos. 53930-53987 and ACH Checks)	_____	\$2,576,264.98
	Total Accounts Payable	\$2,576,264.98
	Total Claims	\$2,845,802.93

CITY OF ARDEN HILLS

PAYROLL # 2

CHECKS DATED: 01/16/26

Biweekly: 12/27/25 - 01/09/26

EMPLOYEE DEDUCTIONS	AMT.	CITY BENEFIT	Payment Method
FIT	10,167.40		EFT
FICA Oasdi	7,228.42	7,228.42	EFT
FICA Medicare	1,690.49	1,690.49	EFT
SIT	4,939.06		EFT
TOTAL TAXES	24,025.37	8,918.91	
Paid Family Medical Leave-ER Add'l		174.89	A/P Check*
Paid Family Medical Leave-ER		513.72	A/P Check*
Paid Family Medical Leave-EE	513.72		A/P Check*
TOTAL PFML PREMIUMS	513.72	688.61	
Health Premium	2,902.97	0.00	A/P Check*
Dental Premium	349.94	0.00	A/P Check*
FSA Health Care Reimb.	156.25		A/P Check*
FSA Dependent Care Reimb.	162.50		A/P Check*
TOTAL FLEXIBLE SPENDING	3,571.66	0.00	
HSA Health Saving	1,770.74	0.00	EFT
TOTAL HEALTH SAVINGS	1,770.74	0.00	
PERA	7,682.50	8,864.41	EFT
MissionSquare	3,035.86	0.00	EFT
Central Pension Fund-Union	1,920.00		A/P Check*
MN State Retirement System	1,412.30		EFT
TOTAL RETIREMENT	14,050.66	8,864.41	
AFLAC	22.76		EFT
Life/Addl/Dep Life	114.34	0.00	A/P Check*
Life/Addl non-tax	28.96		A/P Check*
LTD/STD Insurance	0.00		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	520.18	0.00	
Total Employee Deductions	44,452.33		
Net Payroll	0.00		
Direct Deposit	77,528.79		EFT
Gross Payroll Tie-Out	121,981.12		
Plus City Paid Benefit	18,471.93		
TOTAL PAYROLL COST	140,453.05		

FICA TIE-OUT	
Gross Payroll	121,981.12
Less Total FSA	3,571.66
Less Total H.S.A	1,770.74
Less Voluntary Ins	51.72
Net P/R Subject to FICA	116,587.00
FICA Oasdi @ 6.20%	7,228.42
FICA Medicare @ 1.45%	1,690.49

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 # 3

CHECKS DATED:

01/30/26

Biweekly:

01/10/26

- 01/23/26

EMPLOYEE DEDUCTIONS	AMT.	CITY BENEFIT	Payment Method
FIT	9,662.88		EFT
FICA Oasdi	6,924.06	6,924.06	EFT
FICA Medicare	1,619.32	1,619.32	EFT
SIT	4,706.41		EFT
TOTAL TAXES	22,912.67	8,543.38	
Paid Family Medical Leave-ER Add'l		167.54	A/P Check*
Paid Family Medical Leave-ER		492.13	A/P Check*
Paid Family Medical Leave-EE	492.13		A/P Check*
TOTAL PFML PREMIUMS	492.13	659.67	
Health Premium	0.00	0.00	A/P Check*
Dental Premium	0.00	0.00	A/P Check*
FSA Health Care Reimb.	0.00		A/P Check*
FSA Dependent Care Reimb.	0.00		A/P Check*
TOTAL FLEXIBLE SPENDING	0.00	0.00	
HSA Health Saving	0.00	0.00	EFT
TOTAL HEALTH SAVINGS	0.00	0.00	
PERA	7,109.55	8,203.31	EFT
MissionSquare	2,960.28	0.00	EFT
Central Pension Fund-Union	1,920.00		A/P Check*
MN State Retirement System	1,412.30		EFT
TOTAL RETIREMENT	13,402.13	8,203.31	
AFLAC	0.00		EFT
Life/Addl/Dep Life	0.00	0.00	A/P Check*
Life/Addl non-tax	0.00		A/P Check*
LTD/STD Insurance	0.00		A/P Check*
MNCS	166.12		
PERA Life Insurance	0.00		A/P Check*
IUOE 49 Dues (Union)	0.00		A/P Check*
TOTAL VOLUNTARY	166.12	0.00	
Total Employee Deductions	36,973.05		
Net Payroll	0.00		
Direct Deposit	74,705.49		EFT
Gross Payroll Tie-Out	111,678.54		
Plus City Paid Benefit	17,406.36		
TOTAL PAYROLL COST	129,084.90		

FICA TIE-OUT	
Gross Payroll	111,678.54
Less Total FSA	0.00
Less Total H.SA	0.00
Less Voluntary Ins	0.00
Net P/R Subject to FICA	111,678.54
FICA Oasdi @ 6.20%	6,924.06
FICA Medicare @ 1.45%	1,619.32

Accounts Payable

Checks by Date - Detail by Check Date

User: pang.silseth
 Printed: 2/4/2026 4:20 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	0192	GRAINGER INC	01/09/2026	
	9754828128	Supplies		10.38
	9755593754	Supplies		187.50
	9756595758	Supplies		10.38
Total for this ACH Check for Vendor 0192:				208.26
ACH	0243	METROPOLITAN COUNCIL-WASTE W	01/09/2026	
	0001197777	January Wastewater		88,052.11
	0001199321	February Wastewater		88,052.11
Total for this ACH Check for Vendor 0243:				176,104.22
ACH	0285	XCEL ENERGY	01/09/2026	
	958847836	11/12/25-12/15/25		63.34
	958847836	11/12/25-12/15/25		2,406.30
	958847836	11/12/25-12/15/25		1,301.93
	958847836	11/12/25-12/15/25		257.43
	958847836	11/12/25-12/15/25		836.53
	958847836	11/12/25-12/15/25		2,710.72
	958847836	11/12/25-12/15/25		1,885.02
Total for this ACH Check for Vendor 0285:				9,461.27
ACH	0292	OXYGEN SERVICE COMPANY INC	01/09/2026	
	0003639240	December Rental		43.17
Total for this ACH Check for Vendor 0292:				43.17
ACH	0549	ABLE HOSE & RUBBER LLC INC	01/09/2026	
	238776-001	Adapter - Jetter		154.90
Total for this ACH Check for Vendor 0549:				154.90
ACH	0922	NINENORTH	01/09/2026	
	2025-203	Audio Visual-December		1,081.50
	2025-203	JDA Audio Visual-December		190.00
Total for this ACH Check for Vendor 0922:				1,271.50
ACH	10476	TWIN CITIES COMMERCIAL CLEANEI	01/09/2026	
	01261796	Janitorial Services-January		1,554.58
Total for this ACH Check for Vendor 10476:				1,554.58
ACH	10491	JULIE HANSON	01/09/2026	
	123125	Mileage Reimbursement		268.87
	123125	Per Diem Reimbursement		32.26
Total for this ACH Check for Vendor 10491:				301.13

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	10551 INV-76897	EPTURA INC 2026 Fleet Mgmt Software	01/09/2026	3,227.38
Total for this ACH Check for Vendor 10551:				3,227.38
ACH	1125 0382746 0383510	BOLTON & MENK INC Engineering Support 2025 Park Improvement 11/8-12/5	01/09/2026	1,942.50 1,068.00
Total for this ACH Check for Vendor 1125:				3,010.50
ACH	2654 4658	GOODPOINTE TECHNOLOGY INC 2026 ICON Pavement Mgmt Software	01/09/2026	2,845.00
Total for this ACH Check for Vendor 2654:				2,845.00
ACH	3698 12192025	BOLD VENTURE YOGA LLC Fall 2025 Yoga	01/09/2026	1,040.00
Total for this ACH Check for Vendor 3698:				1,040.00
ACH	7084 103187	OMNISITE 2026 Annual Plan	01/09/2026	7,900.00
Total for this ACH Check for Vendor 7084:				7,900.00
ACH	BOND 101209 101209 101210 99665 99665 99665 99665 99666	BOND TRUST SERVICES CORP Ref: 101209-PA GO Utility Rev Bonds 2018A Ref: 101209-PA GO Utility Rev Bonds 2018A Ref: 101210-PA Paying Agent Fee CIP Bond Ser Ref: 331734 GO Utility Rev Bonds 2018A Princ Ref: 331734 GO Utility Rev Bonds 2018A Princ Ref: 331734 GO Utility Rev Bonds 2018A Intere Ref: 331734 GO Utility Rev Bonds 2018A Intere Ref: 343024 CIP Bond Series 2025A	01/09/2026	410.00 65.00 475.00 220,000.00 35,000.00 16,275.00 2,525.00 91,196.67
Total for this ACH Check for Vendor BOND:				365,946.67
ACH	JOHC 1-136945603753 1-136974763274	JOHNSON CONTROLS INC 2026 Agreement-HVAC/FMS PSA Service 12/23/2025 AHU #1 & #2	01/09/2026	8,116.00 1,160.80
Total for this ACH Check for Vendor JOHC:				9,276.80
ACH	NWFS 2404	NORTHEAST YOUTH & FAMILY SERVI 2026 Service Contract	01/09/2026	24,698.02
Total for this ACH Check for Vendor NWFS:				24,698.02
ACH	TCCC 2022726	TWIN CITIES NORTH CHAMBER OF C 2026 Membership Fees & Dues	01/09/2026	525.00
Total for this ACH Check for Vendor TCCC:				525.00
ACH	TOII 012026	TOKLE INSPECTIONS INC Electrical Inspections-December	01/09/2026	1,973.52
Total for this ACH Check for Vendor TOII:				1,973.52
53930	0131 2777/6	BEISSWENGER'S HOMETOWN HARDW Supplies	01/09/2026	7.42

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 53930:	7.42
53931	10483 401333.1225	CENTRAL PENSION FUND December Apprenticeship	01/09/2026	384.00
			Total for Check Number 53931:	384.00
53932	CPF1 184503.1225	CENTRAL PENSION FUND SOURCE A December Pension	01/09/2026	3,840.00
			Total for Check Number 53932:	3,840.00
53933	10595 ptas88q pubsk0s	HEALTHQUITY January Fees Contribution Fix	01/09/2026	64.80 20.00
			Total for Check Number 53933:	84.80
53934	10556 IN5018246	INNOVATIVE OFFICE SOLUTIONS LLC Supplies	01/09/2026	153.71
			Total for Check Number 53934:	153.71
53935	0495 1011 1014 1016	LAKE JOHANNA FIRE DEPARTMENT I Reimb Cap Expense-Line Item #7-Tires Reimb Cap Expense-Line Item #18-Boat Equipn 1st Half 2026 Fire Contract	01/09/2026	1,732.60 2,870.71 532,776.00
			Total for Check Number 53935:	537,379.31
53936	0222 442408	LEAGUE OF MINNESOTA CITIES 2026 Mayors Membership	01/09/2026	30.00
			Total for Check Number 53936:	30.00
53937	5138 121925	LEAGUE OF MN CITIES INS TRUST 2026 Workers' Compensation Insurance	01/09/2026	38,185.00
			Total for Check Number 53937:	38,185.00
53938	10362 INV14720939 INV14720939	MARCO TECHNOLOGIES LLC Q4 Usage Q4 Usage	01/09/2026	845.99 149.29
			Total for Check Number 53938:	995.28
53939	MARO 20862	MARGOLIS COMPANY Tree replacement (2023 AH Tree Plan)	01/09/2026	3,420.00
			Total for Check Number 53939:	3,420.00
53940	10458 108648	MARUDAS GRAPHICS INC Checks	01/09/2026	218.04
			Total for Check Number 53940:	218.04
53941	0240 2026	METROPOLITAN AREA MGMT ASSN 2026 Membership	01/09/2026	60.00
			Total for Check Number 53941:	60.00
53942	0600	NCPERS GROUP LIFE INS	01/09/2026	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	315800012026	January Insurance		96.00
			Total for Check Number 53942:	96.00
53943	10610	OUIVERSON SEWER & WATER	01/09/2026	
	1226342328	Met Council I&I-1165 Benton Way		3,400.00
	1228680908	Met Council I&I-1156 Benton Way		3,400.00
	1228859618	Met Council I&I-1155 Benton Way		3,400.00
	1229140761	Met Council I&I-1132 Benton Way		3,775.00
	1229238058	Met Council I&I-1117 Benton Way		3,375.00
			Total for Check Number 53943:	17,350.00
53944	10563	PLAN IT SOFTWARE LLC	01/09/2026	
	PLAN-2339	2026 Annual User Subscription		4,200.00
			Total for Check Number 53944:	4,200.00
53945	10279	QUADIENIT LEASING USA IINC	01/09/2026	
	Q2152492	Postage Lease 10/24-1/23		928.89
			Total for Check Number 53945:	928.89
53946	6748	RELIANCE STANDARD	01/09/2026	
	1320001211-0126	MNL1320001211 January 2026 EE		1,375.23
	1320001211-0126	MNL1320001211 January 2026 ER		1,844.07
	GL154938.0126	January Insurance and Nov/Dec Adjustment		1,965.82
			Total for Check Number 53946:	5,185.12
53947	10606	DAVID BARTHOLOMAY THE LEADER:	01/09/2026	
	26222	2026 Leadership Series		600.00
			Total for Check Number 53947:	600.00
53948	3099	TRI STATE BOBCAT INC-LITTLE CANA	01/09/2026	
	A58894	Tires		734.08
			Total for Check Number 53948:	734.08
53949	10568	VERIZON CONNECT	01/09/2026	
	324000087768	December Service		334.95
			Total for Check Number 53949:	334.95
			Total for 1/9/2026:	1,223,728.52
ACH	0189	GOPHER STATE ONE CALL	01/16/2026	
	5120189	December Locates	Locates	20.70
	5120189	December Locates	Locates	20.70
	5120189	December Locates	Locates	20.70
			Total for this ACH Check for Vendor 0189:	62.10
ACH	0192	GRAINGER INC	01/16/2026	
	9762264241	Supplies		71.13
			Total for this ACH Check for Vendor 0192:	71.13
ACH	0327	STAPLES INC	01/16/2026	
	6050649733	Supplies		211.48

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	6050649733	Supplies		113.86
	6051094969	Supplies		33.57
	6051561846	Supplies		62.97
	6052041139	Credit Memo		-26.39
Total for this ACH Check for Vendor 0327:				395.49
ACH	0387	MISSIONSQUARE #302482	01/16/2026	
	PR 26-02	PR Batch 00200.01.2026 MissionSquare EE Dec	PR Batch 00200.01.2026 Mis:	1,923.36
	PR 26-02	PR Batch 00200.01.2026 MissionSquare EE Dec	PR Batch 00200.01.2026 Mis:	656.64
	PR 26-02	PR Batch 00200.01.2026 MissionSquare EE Per	PR Batch 00200.01.2026 Mis:	294.37
	PR 26-02	PR Batch 00200.01.2026 MissionSquare EE Per	PR Batch 00200.01.2026 Mis:	161.49
Total for this ACH Check for Vendor 0387:				3,035.86
ACH	10363	MINUTE MAKER SECRETARIAL	01/16/2026	
	M2177	CC Meeting Minutes 12/8		312.00
Total for this ACH Check for Vendor 10363:				312.00
ACH	10487	LUCAS MILLER	01/16/2026	
	01082026	Mileage Reimbursement MTT Forum		11.90
Total for this ACH Check for Vendor 10487:				11.90
ACH	3349	HYDRO-KLEAN	01/16/2026	
	PW23-0101 Pay 4	2024 CIPP Payment 4 FINAL		13,741.63
Total for this ACH Check for Vendor 3349:				13,741.63
ACH	4889	COMMUNITY FOOTWORKS	01/16/2026	
	01072026	Foot Care Clinic-January		336.00
Total for this ACH Check for Vendor 4889:				336.00
ACH	5593	AMERICAN LEGAL PUBLISHING COR	01/16/2026	
	48084	Ordinance 2025-006		9.00
Total for this ACH Check for Vendor 5593:				9.00
ACH	6060	BATTERIES PLUS	01/16/2026	
	P88720497	Batteries-Excavator		194.95
Total for this ACH Check for Vendor 6060:				194.95
ACH	6555	TKDA INC	01/16/2026	
	002025007587	South Tower 11/23-12/27		975.00
	002025007598	2025 CIPP Lining 11/23-12/27		2,028.20
	002025007644	2024 CIPP Lining 11/23-12/27		114.72
Total for this ACH Check for Vendor 6555:				3,117.92
53950	10507	ANIMAL HUMANE SOCIETY	01/16/2026	
	46241	Q4 2025 Animal Control		27.00
Total for Check Number 53950:				27.00
53951	10387	ATHLETIC OUTFITTERS	01/16/2026	
	109482	Embroidery jacket (TB)		33.23
	109535	Embroidery jacket-add'l to INV 109409 (TB)		13.00
Total for Check Number 53951:				46.23

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
53952	0131 2857/6	BEISSWENGERS HOMETOWN HARDW Supplies	01/16/2026	5.88
Total for Check Number 53952:				5.88
53953	1040 024-028-19	HOISINGTON KOEGLER GROUP INC AH Zoning Code Update-December	01/16/2026	1,630.00
Total for Check Number 53953:				1,630.00
53954	5322 2026	MBPTA - ATTN JULIE HULTMAN 2026 Membership-JW/CC	01/16/2026	100.00
Total for Check Number 53954:				100.00
53955	ASSM 2389	METRO CITIES 2026 Membership Dues	01/16/2026	4,321.00
Total for Check Number 53955:				4,321.00
53956	10523 3189	METRO-INET IT Support-January	01/16/2026	11,242.00
Total for Check Number 53956:				11,242.00
53957	MNCS PR 26-02 PR 26-02	MINNESOTA CHILD SUPPORT PAYME Remit ID: 0015865995 Mn Child Support 1/16/2 Remit ID: 0015865995 Mn Child Support 1/16/2	01/16/2026 PR Batch 00200.01.2026 Mn PR Batch 00200.01.2026 Mn	117.31 48.81
Total for Check Number 53957:				166.12
53958	10486 010726	MINNESOTA METRO NORTH TOURISM SpringHill Suites December 2025 Lodging Tax	01/16/2026	7,850.60
Total for Check Number 53958:				7,850.60
53959	10625 0T1.131511 P2 0T1.131511 P2	NEW LOOK CONTRACTING Lift Station 5 Pay 2 Lift Station 5 Pay 2	01/16/2026	410,218.75 -20,510.94
Total for Check Number 53959:				389,707.81
53960	0330 11503734.01	PIONEER PRESS INC 52 Weeks through 1/19/2027	01/16/2026	783.00
Total for Check Number 53960:				783.00
53961	1208 610207-12-25 613317-12-25	PREMIUM WATERS INC Water Purchase-December Water Purchase-December	01/16/2026	24.28 78.26
Total for Check Number 53961:				102.54
53962	10397 62511953	QUADIEN INC TriFold 2026 Service Agreement	01/16/2026	81.36
Total for Check Number 53962:				81.36
53963	0811 PRMG-005864 PRMG-005864 PRMG-005864 PRMG-005864	RAMSEY COUNTY PW Rental Space-January PW Rental Space-January PW Rental Space-January PW Rental Space-January	01/16/2026	3,165.35 1,406.82 6,330.70 3,165.34

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	PRMG-005865	PW Rental Space-February		6,330.70
	PRMG-005865	PW Rental Space-February		3,165.34
	PRMG-005865	PW Rental Space-February		1,406.82
	PRMG-005865	PW Rental Space-February		3,165.35
	PRRRV-003952	Q1 2026 Election Services		7,531.00
	PUBW-021965	Lexington Reconstruction-Engineering		161,594.28
	PUBW-021967	Lexington Reconstruction		476,400.91
			Total for Check Number 53963:	673,662.61
53964	SRFC 16750.00-25	SRF CONSULTING GROUP INC Old Hwy 10 Trail-December	01/16/2026	5,382.53
			Total for Check Number 53964:	5,382.53
53965	10354 17726	ST. PAUL PIONEER PRESS Ordinances 2025-005 & 006	01/16/2026	112.67
			Total for Check Number 53965:	112.67
53966	10341 01152026 01152026	SUSA TREASURER 2026 Membership 2026 Membership	01/16/2026	62.50 62.50
			Total for Check Number 53966:	125.00
53967	3099 A59029	TRI STATE BOBCAT INC-LITTLE CANA Blower HVAC	01/16/2026	286.62
			Total for Check Number 53967:	286.62
			Total for 1/16/2026:	1,116,920.95
ACH	0192 9769043143	GRAINGER INC Eye Wash Station	01/23/2026	63.46
			Total for this ACH Check for Vendor 0192:	63.46
ACH	0320 009599071307 009599071307	HEALTH PARTNERS INC February Insurance February Insurance	01/23/2026	1,542.37 31,431.03
			Total for this ACH Check for Vendor 0320:	32,973.40
ACH	10343 01022026	TIM BEEBE Reimbursement - Clothing	01/23/2026	99.90
			Total for this ACH Check for Vendor 10343:	99.90
ACH	10497 4256392958 5312339603 5312339603	CINTAS CORP January Mats First Aid First Aid	01/23/2026	116.25 285.72 120.38
			Total for this ACH Check for Vendor 10497:	522.35
ACH	10617 127487	I & S GROUP INC Fiber to Home ROW Project PW25-0107	01/23/2026	867.50
			Total for this ACH Check for Vendor 10617:	867.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	1223 4351790	ADAM'S PEST CONTROL - MAIN Pest Control - January	01/23/2026	94.62
Total for this ACH Check for Vendor 1223:				94.62
ACH	5587 INV179769	CES IMAGING INC January Rental	01/23/2026	60.00
Total for this ACH Check for Vendor 5587:				60.00
ACH	6077 360511	CIVICPLUS 2026 Annual Contract Renewal	01/23/2026	10,735.13
Total for this ACH Check for Vendor 6077:				10,735.13
ACH	7025 0002009310	ON SITE COMPANIES -OSSTC INC Restrooms	01/23/2026	25.00
Total for this ACH Check for Vendor 7025:				25.00
ACH	FPTC 32316	FLEXIBLE PIPE TOOLS AND EQUIPME 3 Way Ball Valve	01/23/2026	299.00
Total for this ACH Check for Vendor FPTC:				299.00
ACH	inci S-INV03305	IN CONTROL INC ACSP Q1	01/23/2026	534.50
Total for this ACH Check for Vendor inci:				534.50
53968	1033 101030.0126 98681.0126	COMCAST Service 01/03-02/02 Service 01/05-02/04	01/23/2026	108.35 111.52
Total for Check Number 53968:				219.87
53969	10244 260397634	COMCAST BUSINESS INC January Service	01/23/2026	468.90
Total for Check Number 53969:				468.90
53970	DVS1 01202026	DVS RENEWAL DVS Renewal-2026	01/23/2026	486.00
Total for Check Number 53970:				486.00
53971	0447 BP3.0226 NB4.0226	I.U.O.E LOCAL 49 BENEFIT FUND-INSI February Insurance February Insurance	01/23/2026	12,520.00 1,772.00
Total for Check Number 53971:				14,292.00
53972	0390 1200.0126	INT'L UNION OPERATING ENGINEERS January Dues	01/23/2026	280.00
Total for Check Number 53972:				280.00
53973	10200 1001361 1001381 1001382	BADGER STATE INSPECTION LLC South Tower Improvement Project South Tower Improvement Project South Tower Improvement Project	01/23/2026	26,800.00 2,500.00 1,697.49

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 53973:	30,997.49
53974	AR-KENS PC 21-004 PC 21-004	KENSINGTON DEVELOPMENT PARTN AR Refund AR Refund	01/23/2026	12,500.00 20,000.00
			Total for Check Number 53974:	32,500.00
53975	0600 315800022026	NCPERS GROUP LIFE INS February Insurance	01/23/2026	96.00
			Total for Check Number 53975:	96.00
53976	0155 W25120632	OFFICE OF MN IT SERVICES-ACCTS R December Phones	01/23/2026	751.04
			Total for Check Number 53976:	751.04
53977	1143 01202026	OFFICE OF THE SECRETARY OF STATI City Trademark Logo	01/23/2026	50.00
			Total for Check Number 53977:	50.00
53978	AR-PRIO PC 20-008 PC 20-008	RICHARD PRIORE AR Refund AR Refund	01/23/2026	406.50 445.50
			Total for Check Number 53978:	852.00
53979	0811 FLEET-001045 FLEET-001048 FLEET-001053 PRK-002636 PRRRV-004034	RAMSEY COUNTY Equipment, Repairs, Services, & Parts Sep 2025 Equipment, Repairs, Services, & Parts Nov 2025 Fuel Nov 2025 Q425 Inspection Services TIF Admin Cost Pay 2024	01/23/2026	2,890.62 697.41 2,885.11 2,434.10 526.93
			Total for Check Number 53979:	9,434.17
53980	10609 0009380393	WALTERS RECYCLING & REFUSE INC December Recycling	01/23/2026	20,250.73
			Total for Check Number 53980:	20,250.73
			Total for 1/23/2026:	156,953.06
ACH	0387 PR 26-03 PR 26-03	MISSIONSQUARE #302482 PR Batch 00300.01.2026 MissionSquare EE Per PR Batch 00300.01.2026 MissionSquare EE Dec	01/30/2026 PR Batch 00300.01.2026 Mis PR Batch 00300.01.2026 Mis	380.28 2,580.00
			Total for this ACH Check for Vendor 0387:	2,960.28
ACH	0761 036166	ELECTRIC PUMP INC LS #6 FLYGT Replacement Cable	01/30/2026	3,277.25
			Total for this ACH Check for Vendor 0761:	3,277.25
ACH	10474 258743 258743	RECYCLE TECHNOLOGIES Christmas Lights Recycle Bin Christmas Lights Recycle Bin	01/30/2026	40.00 10.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor 10474:				50.00
ACH	10634 1-137029595173	JOHNSON CONTROLS BUILDING SOL AHU-1 Temp Sensor	01/30/2026	298.65
Total for this ACH Check for Vendor 10634:				298.65
ACH	4447 IN1003648	BRAUN INTERTEC CORPORATION 2028 PMP	01/30/2026	20,585.00
Total for this ACH Check for Vendor 4447:				20,585.00
ACH	8032 26123593	PACE ANALYTICAL FIELD SVC INC December Drinking Water Survey	01/30/2026	1,431.00
Total for this ACH Check for Vendor 8032:				1,431.00
53981	2597 01202026	AARP AARP Driver Safety Coiurse 1/20/26	01/30/2026	265.00
Total for Check Number 53981:				265.00
53982	10200 1001379	BADGER STATE INSPECTION LLC LMCIT Claim	01/30/2026	5,500.00
Total for Check Number 53982:				5,500.00
53983	0222 440324	LEAGUE OF MINNESOTA CITIES 2026 Stormwater Coalition	01/30/2026	1,180.00
Total for Check Number 53983:				1,180.00
53984	10579 42000E-1225 42000E-1225 42000E-1225 42000E-1225 42000E-1225	LEVANDER GILLEN & MILLER P.A. Escrow PC 25-012 #847 December Legal December Legal - TCAAP December Legal December Legal Escrow PC 24-018 #784 December Legal	01/30/2026	68.00 5,287.50 1,811.50 17.00 367.00
Total for Check Number 53984:				7,551.00
53985	MNCS PR 26-03	MINNESOTA CHILD SUPPORT PAYMEI Mn Child Support Remittance ID: 0015865995	01/30/2026 PR Batch 00300.01.2026 Mn	166.12
Total for Check Number 53985:				166.12
53986	10486 01262026	MINNESOTA METRO NORTH TOURISM Quality Inn December Lodging Tax	01/30/2026	1,815.45
Total for Check Number 53986:				1,815.45
53987	0811 01282026 FLEET-001041	RAMSEY COUNTY 2025 Tax Settlement Due Fuel-December	01/30/2026	29,131.87 4,450.83
Total for Check Number 53987:				33,582.70
Total for 1/30/2026:				78,662.45

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Report Total (104 checks):	2,576,264.98



MEMORANDUM

DATE: February 9, 2026
TO: Honorable Mayor and City Councilmembers
 Jessica Jagoe, City Administrator
FROM: Joua Yang, Finance Director
SUBJECT: 2025 Budget Carryovers and 2026 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:

- Carryover budget funds from 2025 to 2026 for capital purchases to ensure funding remains dedicated to the specific infrastructure and equipment needs in the Capital Improvement Plan.

Discussion

Carryovers

It has been past practice to permit the carryover, from one year to the next, of unspent monies for specific purposes so budget amounts are better matched with revenues and expenditures.

- Re-allocating park equipment upgrades (pickleball nets) approved by Council in 2025 to align with 2026 installation schedule.
- Carryover of funds for multi-year infrastructure projects that take more than one year to finalize.
- Transitioning 2025 unspent permit software balance to support final conversion phase in 2026.

Staff is asking for a reduction in the 2025 budget and a corresponding increase to the 2026 budget for the following items:

Fund	Account No.	Amount	Description
PIR Fund	411-48130-42251	\$8,000	Pickleball Nets
PIR Fund	411-48219-45900	\$85,000	Hard Court & Trail Rehabilitation
PIR Fund	411-48201-45900	\$100,000	Hazelnut Park Parking Lot
PIR Fund	411-48500-45900	\$2,225	GRG Hazelnut, Chatham, & Floral Park
PIR Fund	411-48321-45900	\$193,000	Mounds View High School Trail
PIR Fund	411-48321-33422	\$450,000	SRTS Grant - Mounds View High School Trail
Water Fund	601-48537-33422	\$500,000	State Grant – Lexington Ave Watermain
General Fund	101-41910-44701	\$60,000	Permit Software

Amendments

Staff is asking for a reduction to the 2026 Lake Johanna Fire Department (LJFD) capital budget based on the December 17, 2025 board of directors special meeting in which they approved an amended capital budget that shifted the schedule on some of their equipment/vehicle replacements between 2026 and 2027. The amended budget was an overall reduction of \$120,000 to contract cities, of which \$29,280 was Arden Hill’s share (24.4%).

Fund	Account No.	Amount	Description
LJFD Capital	412-48120-45800	(\$29,280)	LJFD General Equipment

Budget Impact

No impact from carryovers as the request is for budget funds to be moved from 2025 to 2026 so they match up better with corresponding costs.

The budget amendment will decrease the 2026 LJFD capital budget by \$29,280.

Attachment

None.

CONSENT ITEM – 8C



MEMORANDUM

DATE: February 9, 2026
TO: Honorable Mayor and City Councilmembers
Jessica Jagoe, City Administrator
FROM: Julie Hanson, Assistant to the City Administrator/City Clerk
SUBJECT: City Administrator One-Year Performance Evaluation

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

Council Should Consider

Motion to approve, table, or deny the following:

- Acceptance of performance evaluation and approval of a step increase (from Grade 24/Step 4 to Grade 24/Step 5) for City Administrator Jessica Jagoe effective February 11, 2026.

Background

State Statute allows the City Council to meet in a closed session to conduct the City Administrator's performance evaluation but requires formal approval of the results at the Council's next open meeting.

Discussion

The City Council met with Dr. Lisa Sorensen of Sorensen Consulting during a closed session on February 9, 2026 at 5:00 pm for the purpose of the one-year performance evaluation of City Administrator Jessica Jagoe.

The evaluation concluded with the determination that City Administrator Jagoe is meeting expectations satisfactorily and as a result, the City Clerk has prepared this item to request approval for a one step increase per the terms of the contract.

Budget Impact

N/A

Attachments

N/A

CONSENT ITEM – 8D



MEMORANDUM

DATE: February 9, 2026

TO: Honorable Mayor and City Councilmembers

FROM: Jessica Jagoe, City Administrator

SUBJECT: First Amendment to Legal Services Agreement with LeVander, Gillen & Miller

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

Council Should Consider

Motions to approve, table, or deny the following:

- First Amendment to Legal Services Agreement with LeVander, Gillen and Miller.

Background

On June 10, 2024, the City Council approved the legal services agreement with LeVander, Gillen and Miller (LGM). This agreement specifies the lawyer within the firm that would represent the City depending on the area of legal matter.

Effective January 23rd, the City Attorney named in the agreement to represent the City for day-to-day legal matters is no longer with their law firm. Since that time, Korine Land has been providing legal counsel on day-to-day matters. LGM notified the City of the option to transition our general legal counsel to Cynthia Kirchoff with their firm. Staff was given direction by Council to bring forth an amended agreement to remain with LGM with this change.

For day-to-day legal matters Cynthia Kirchoff will be the lead attorney for the City and Korine Land will be the lead on Rice Creek Commons. The amended agreement will be effective upon Council approval. There are no other changes to the legal services agreement.

Budget Impact

N/A

Attachment

Attachment A: First Amendment to Agreement with LGM for Legal Services

FIRST AMENDMENT TO LEGAL SERVICES AGREEMENT BETWEEN THE CITY OF ARDEN HILLS AND LEVANDER, GILLEN & MILLER, P.A.

THIS FIRST AMENDMENT TO LEGAL SERVICES AGREEMENT (“First Amendment”) is effective this _____ day of _____, 2026, by and between The City of Arden Hills (“City”) and LeVander, Gillen & Miller, P.A. (“LeVander”). Subject to the conditions and terms of this First Amendment and in reliance upon the covenants of the parties herein contained, the parties hereby agree as follows:

WHEREAS, the City and LeVander entered into an Legal Services Agreement dated June 10, 2024 (“Legal Services Agreement”) for the position of City Attorney;

WHEREAS, at the time the Legal Services Agreement was executed, Greta Bjerkness was named as City Attorney for the City of Arden Hills;

WHEREAS, Greta Bjerkness has left LeVander and Cynthia Kirchoff has assumed the role of City Attorney, therefore, the parties desire to amend the Legal Services Agreement to reflect this change;

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

Section 1. The parties agree that Section III of the Services Provided of the Legal Services Agreement is hereby deleted in its entirety and replaced as follows:

III. SERVICES PROVIDED. LeVander shall provide civil legal representation on behalf of the City during the term of this Agreement. Cynthia Kirchoff will be the principal responsible attorney for all matters except for Rice Creek Commons related matters which will be handled by Korine Land. Any of the shareholders, associates, legal assistants or staff will also be available.

Section 2. Other than the Amendment referenced in Section III above, all of the other terms, conditions and provisions of the Legal Services Agreement shall remain in full force and effect without modification.

IN WITNESS WHEREOF, the parties have executed this First Amendment to the Legal Services Agreement the day and year first set forth above.

CITY OF ARDEN HILLS

By: _____
David Grant
Mayor

By: _____
Julie Hanson
City Clerk

LEVANDER, GILLEN & MILLER, P.A.

By: 
Cynthia Kirchoff
Senior Associate

By: 
Korine Land
Shareholder

AGENDA ITEM – 8E



DATE: February 9, 2026

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

FROM: Jen Estling, Deputy Clerk

SUBJECT: Authorization to Execute Agreements with Ramsey County and Freimuth Enterprises, LLC for Recycling Day on May 30, 2026

Budgeted Amount: \$11,027.00 SCORE	Estimated Amount: N/A	Funding Source: Recycling Funds
--	---------------------------------	---

Council Should Consider

Council should consider authorizing Staff to sign:

- The agreement with Ramsey County to hold our Recycling Day event at the Public Works yard, which is on Ramsey County property.
- The agreement with Freimuth Enterprises, LLC as the vendor facilitating the Recycling Day for Arden Hills.

Background

Every year the City applies for grant money from Ramsey County’s recycling SCORE grant program. The base funds are used to offset the cost of the City’s recycling program, including administration, equipment, and collection costs. Incentive funding, in addition to the base allowance, can be used for up to two approved incentive initiatives per year.

Until last year, incentive funds had been used for the annual Cleanup Day event with Recycle Technologies in Blaine. Prior to that partnership, the City held a Cleanup Day in conjunction with the City of Shoreview. Last year, Staff coordinated a Recycling Day that was facilitated at the Arden Hills Public Works Yard, located behind the Public Works Shop at 1425 Paul Kirkwold Drive. The property is owned by Ramsey County.

Our City Attorney and the County Attorney worked to draft an agreement to cover any loss/damage/injury that may occur during the 2025 event at their facility. That agreement has been modified to change only the event date. Since the event will be identical to last year's, no review by the City Attorney or other modifications were needed. The Ramsey County agreement is presented as Attachment A.

An agreement between the City and Freimuth Enterprises, LLC was also drafted by the City Attorney for last year's event. Again, that same agreement has been revised to insert the 2026 event date. No other changes have been made to the agreement. The vendor agreement is presented as Attachment B.

Staff is requesting City Council authorization for Staff to sign both agreements so the Recycling Day event can move forward on Saturday, May 30, 2026.

Budget Impact

The cost for the proposed Recycling Day event, including vendor cost, materials collected and Staff time, would be covered by the SCORE Grant Incentive funding.

Attachments

Attachment A: Ramsey County Access Permit

Attachment B: Freimuth Enterprises Agreement

ACCESS PERMIT

BETWEEN CITY OF ARDEN HILLS AND RAMSEY COUNTY

This Access Permit Agreement ("Agreement") is by and between Ramsey County, a political subdivision of the State of Minnesota ("County") and the City of Arden Hills, a Minnesota municipal corporation ("City").

WHEREAS, County is the owner of the Public Works facility("PW") located at 1425 Paul Kirkwood Drive, Arden Hills, MN ("Property");

WHEREAS, the City utilizes building space at PW under separate lease agreement with County;

WHEREAS, City intends to host a citywide waste drop-off event for residents of Arden Hills at PW on the Property on Saturday, May 30, 2026 ("Event");

WHEREAS, City agrees to assume responsibility for the management of the Event: and

WHEREAS, In exchange for City's promises, County agrees to allow City to access PW on the Property for the Event ("Access Permit"), in accordance with the terms and conditions set forth herein.

NOW, THEREFORE, City and County agree as follows:

- A. County hereby issues the Access Permit to City in order for the City, its employees, agents or contractors ("City Parties") to have access to the Property at the locations shown on Exhibit A, attached hereto and incorporated herein, for trucks and rolloff bin placement. Resident access for drop-off of waste will be restricted to the location indicated on Exhibit A and adjacent drive through lanes as established by the City and clearly delineated with traffic cones, roping, caution tape and signage. City will manage all access to the Property and traffic for the Event but City has a separate contract with Freimuth Enterprises LLC dba All Appliance Disposal ("Contractor") to collect the waste at the Event.
- B. City Parties will only accept waste from Arden Hills residents in accordance with the list of acceptable items identified on Exhibit B, attached hereto and incorporated herein. No hazardous materials will be accepted.
- C. The Event shall be for the time period of May 30, 2026, from 9 a.m. to noon. City shall have access to the Property for Event preparation and removal of waste and Event equipment for the time period of May 29, 2026, 3 p.m. through May 30, 2026 at 6 p.m. Weather permitting, the City will in good faith complete the work in the time period above. If at noon on Friday, May 30, 2025, it is reasonably foreseeable that the weather will not allow City to complete the work during that time period, County, upon request by City, agrees to automatically extend the time period until Sunday, May 31, 2026 at 6 p.m. City will send written notice to County by 3:00 p.m. on Friday, May 29, 2026, notifying County of the extension of time period due to the weather forecast. At the end of the time period, all equipment, materials, debris and other matter of the City Parties used in connection with or related to this permit shall be removed from the Property.
- D. City shall have at least one full time employee onsite at all times during the Event as well as during preparation of the site and removal of waste material and all other event supplies and equipment.

- E. City Parties shall not damage or destroy any Property of County or PW in connection with the exercise of rights granted by this Access Permit and shall promptly repair and restore any damage that results from or in connection with the exercise of this Permit, including but not limited to, ensuring all parking/road areas are restored to the conditions existing before the Event.
- F. City Parties shall not unduly interfere with PW's or County's normal use of the Property during the Event.
- G. City Parties shall take extreme care in securing all equipment, tools, and supplies while on the Property. City Parties shall work in such a manner as to minimally impact the parking area and drive lanes regarding all work related to this Property.
- H. City shall defend, indemnify, and hold County, its officials, agents, and employees, harmless from any claims, suits, causes of action, liabilities, damages and costs (including reasonable attorney's fees) of whatsoever nature arising out of or related to City Parties', performance (including, but not limited to, all City hired contractors), or failure to perform its duties under this Agreement. City shall not be liable for County's negligence in performing or failing to perform its duties under this Agreement. This provision shall survive the expiration of this Agreement.
- I. City and Contractor shall provide County with an insurance certificate naming County as an additional insured on its general policy of insurance and meeting the criteria shown on Exhibit C, attached hereto and incorporated herein, prior to entering the Property pursuant to the Access Permit.

CITY OF ARDEN HILLS

RAMSEY COUNTY

By: _____
City Administrator

By: _____
Director, Property Management

Dated: _____

Dated: _____

Approved as to Form:

Senior Assistant Attorney

Dated: _____

Exhibit A - Event Location at 1425 Paul Kirkwold Drive

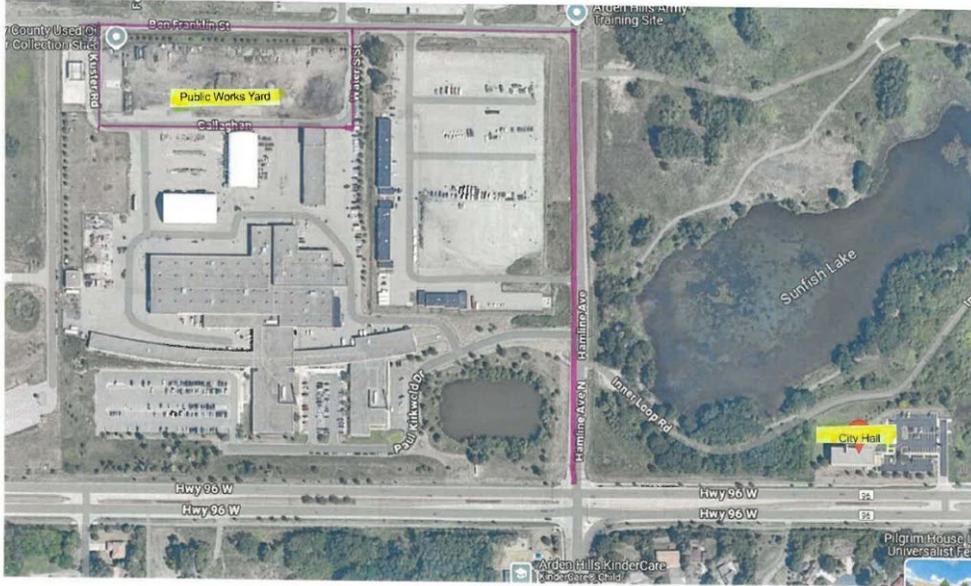


EXHIBIT B - MATERIALS ACCEPTED FOR DROP-OFF

BULBS
FLUORESCENTS BULBS
TVs & MONITORS
TVS -19" AND UNDER
TVS - 20"-29"
ITS 30" AND OVER
CONSOLE TVS - WOOD
CONSOLE TVS- PLASTIC
COMPUTER MONITORS
MISC ELECTRONIC ITEMS
SMALL ITEMS
LARGE ITEMS
HOLIDAY LIGHTS
APPLIANCES
APPLIANCES CONTAING FREON
APPLIANCE NOT CONTAINING FREON
BATTERIES
AUTOMOTOVE
HOUSEHOLD - SMALL BOX
RECHARGABLE - SMALL BOX
OTHER MISC ITEMS
TIRES - LIMIT 10 TIRES TOTAL
MATTRESS & BOX SPRINGS
HIDE-ABED
COUCHES
SECTIONAL COUCH
GRILLS- CHARCOAL
GRILLS - PROPANE
ALUMINUM CANS
SCRAP METAL
SMALL ENGINE EQUIPMENT
WHEELCHAIRS
WINDOWS WITH METAL FRAMES
NOT ACCEPTED:ANY ELECTRONICS WITH DATA STORAGE TO INCLUDE TABLETS, SERVERS, LAPTOPS & CELL PHONES

EXHIBIT C- INSURANCE REQUIREMENTS

Insurance

1. City shall purchase from and maintain, in a company or companies lawfully authorized to do business in the jurisdiction in Minnesota, such insurance as set forth below as will protect the City from any and all judgments, suits, actions and/or claims including attorney fees which may arise out of or result from any and all work contemplated by this Agreement by the City or by a contractor of the City or a subcontractor, or by anyone directly or indirectly employed by any of them, or anyone working on their premises with their permission or by anyone for whose acts any of them may be liable. At a minimum, City is required to carry insurance of the kinds and amounts hereinafter specified.
2. City shall secure the following coverages and comply with all provisions noted. Certificates of Insurance shall be issued evidencing such coverage to the County. If City is self-funded for such coverages, documentation evidencing such coverage should be submitted to and approved by the County Attorney's Office prior to work commencing under this permit.

2.1. Commercial General Liability Insurance

- \$1,000,000 per occurrence
- \$2,000,000 per aggregate
- \$2,000,000 products/ completed operations aggregate limit
- \$1,000,000 personal injury
- \$ 100,000 fire, legal

2.1.1. Coverage must be written on an occurrence basis using ISO form GC 00 01 07 98 or its equivalent unless otherwise approved by the County.

2.1.2. Ramsey County, their officials and employees shall be listed as additional insured on a primary basis with the respect to operations of the permit using ISO form CG 20 12 11 85 or its equivalent.

2.2. Workers' Compensation and Employers' Liability

2.2.1. Workers' Compensation as required by State Statute.

2.2.2. Employers' Liability shall be:

\$500,000/\$500,000/\$500,000

3. All Certificates of Insurance shall provide that the insurance company gives the County thirty (30) days prior written notice of cancellation, non-renewal and/ or any material change in policy.

4. The above sub-paragraphs establish minimum insurance requirements, and it is the sole responsibility of City to purchase and maintain additional insurance that may be necessary in connection with this permit.
5. City shall not commence work until City has obtained the required insurance and filed an acceptable Certificate of Insurance with the County Attorney's Office. Copies of the insurance policies shall be submitted to the County, upon request.
6. Nothing in this contract shall constitute a waiver by the County of any statutory limits or exceptions on liability.
7. Certificates shall specifically indicate in the policy is written with an admitted or non-admitted carrier. Best's Rating for the insurer shall be noted on the Certificate, and shall not be less than an A.

VENDOR AGREEMENT

This Vendor Agreement (“Agreement”) is by and between the City of Arden Hills, a Minnesota municipal corporation (“City”), and Freimuth Enterprises, LLC dba All Appliance Disposal (“Company”)(the City and Company are individually a “Party” and collectively the “Parties.”)

NOW, THEREFORE, the Parties agree as follows:

1. Purpose. The purpose of this Agreement is to set forth the terms and conditions under which the Company will provide services to the City set forth in Section 2.

2. Services. The Company agrees to collect from residents of Arden Hills the materials listed in **Exhibit A** attached hereto and incorporated herein, during Recycling Day on May 30, 2026 from 9:00am – 12:00pm, in the area depicted on **Exhibit B** at The Public Works Yard, located behind the Public Works Garage at 1425 Paul Kirkwold Drive. The Public Works Yard is 1/4 mile north of the intersection at Hwy 96 and Hamline Ave., on Ben Franklin Dr. (the “Services”).

3. Compensation. As consideration for the Services, the City agrees to pay the Company: (a) for labor (estimated to be \$2,650.00) and (b) the cost to collect the items or materials identified in Exhibit A. The Company shall submit a written invoice detailing the labor costs and the items collected to the City upon completion of the Services. The City shall pay the Company within 30 days. Invoices shall be sent to jestling@cityofardenhills.org.

4. Term. This Agreement shall be effective on the date of the last signature to this Agreement and shall continue until both Parties have completed their obligations under this Agreement. The City may terminate this Agreement for convenience at any time. The Parties may terminate this Agreement at any time by mutual agreement. In the event of termination, the City shall only be responsible to pay for the Services satisfactorily performed by the Company to the effective date of termination, as described in the final invoice to the City.

5. Independent Contractor Relationship. The Company is an independent contractor and not an employee of the City.

6. Insurance. The Company, at its sole expense, shall procure and maintain in force for the duration of this Agreement the following minimum insurance:

- a. General Liability. The Company agrees to maintain commercial general liability insurance in a minimum amount of \$1,000,000 per occurrence; \$2,000,000 annual aggregate. The policy shall cover liability arising from premises, operations, products completed operations, personal injury, advertising injury, and contractually assumed liability. The City shall be endorsed as additional insured.
- b. Automobile Liability. If the Company operates a motor vehicle in performing the Services under this Agreement, the Company shall maintain commercial automobile liability insurance, including owned, hired, and non-owned automobiles, with a minimum liability limit of \$1,000,000 combined single limit.

c. Workers' Compensation. The Company agrees to provide workers' compensation insurance for all its employees in accordance with the statutory requirements of the State of Minnesota. The Company shall also carry employers liability coverage with minimum limits as follows:

- \$500,000 Bodily injury by disease per employee
- \$500,000 Bodily injury by disease aggregate
- \$500,000 Bodily injury by accident

The Company shall, prior to commencing the Services, deliver to the City a Certificate of Insurance as evidence that the above coverages are in full force and effect. The insurance requirements may be met through any combination of primary and umbrella/excess insurance.

7. Indemnification. To the fullest extent permitted by law, the Company agrees to defend, indemnify, and hold-harmless the City and its employees, officials, and agents from and against all claims, actions, damages, losses, and expenses, including reasonable attorney fees, arising out of the Company's negligence or the Company's performance or failure to perform its obligations under this Agreement. The Company's indemnification obligation shall apply to the Company's subcontractor(s), or anyone directly or indirectly employed or hired by the Company, or anyone for whose acts the Company may be liable. The Company agrees this indemnity obligation shall survive the completion or termination of this Agreement.

8. Miscellaneous.

- a. Entire Agreement. This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the Parties and contains the entire agreement.
- b. Assignment. The Company may not assign this Agreement to any other person unless written consent is obtained from the City.
- c. Amendments. Any modification or amendment to this Agreement shall require a written agreement signed by both Parties.
- d. Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota. All proceedings related to this Agreement shall be venued in Ramsey County, Minnesota.
- e. Waiver. The waiver by either party of any breach or failure to comply with any provision of this Agreement by the other Party shall not be construed as or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.
- f. Counterparts. This Agreement may be signed in counterparts, each of which shall be deemed an original, and which taken together shall be deemed to be one and the same document.
- g. Notices. All notices and other communications pursuant to this Agreement must be in writing and be given either by electronic communications or by registered or certified mail, postage prepaid, or delivered by hand at the addresses set forth below:

If to the City: City of Arden Hills
Attn: Jessica Jagoe, City Administrator
1245 Highway 96 W
Arden Hills, MN 55112
Email: jjagoe@cityofardenhills.org

If to the Company: Freimuth Enterprises, LLC
Dbas All Appliance Disposal
Attn: John Freimuth
18641 Highway 65 NE
East Bethel, MN 55011
Email: freimuthentllc@yahoo.com

[Signature page follows.]

CITY OF ARDEN HILLS

FREIMUTH ENTERPRISES, LLC
DBA ALL APPLIANCE DISPOSAL

By: _____
Jessica Jagoe, City Administrator

By: _____
John Freimuth, Owner

Date: _____

Date: _____

EXHIBIT A

2025 EVENT PRICING

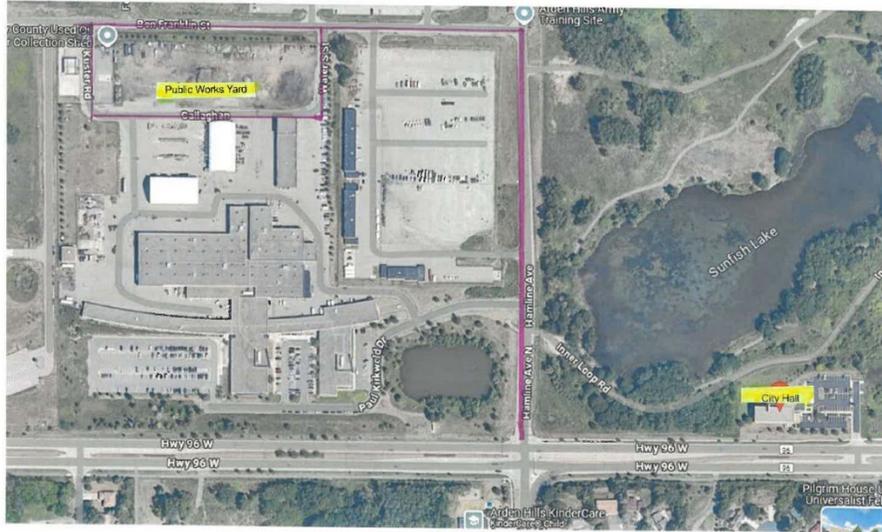
FREIMUTH ENTERPRISES - MATERIALS ACCEPTED INCLUDE:

BULBS	PRICE	
FLUORESCENTS BULBS	\$1.00	EACH
TVs & MONITORS	PRICE	
TVS - 19" AND UNDER	\$20.00	EACH
TVS - 20"-29"	\$30.00	EACH
TVS 30" AND OVER	\$50.00	EACH
CONSOLE TVS - WOOD	\$60.00	EACH
CONSOLE TVS - PLASTIC	\$50.00	EACH
COMPUTER MONITORS	\$15.00	EACH
MISC ELECTRONIC ITEMS	PRICE	
SMALL ITEMS	\$5.00	EACH
LARGE ITEMS	\$20.00	EACH
HOLIDAY LIGHTS	FREE	
APPLIANCES	PRICE	
APPLIANCES CONTAINING FREON	\$15.00	EACH
APPLIANCE NOT CONTAINING FREON	\$10.00	EACH
BATTERIES	PRICE	
AUTOMOTOVE	FREE	
HOUSEHOLD - SMALL BOX	\$1.00	
RECHARGABLE - SMALL BOX	\$1.00	

OTHER MISC ITEMS	PRICE	
TIRES (LIMIT 10 TIRES TOTAL)	\$5.00	EACH
MATTRESS & BOX SPRINGS	\$40.00	EACH
HIDE-A BED	\$60.00+	EACH
COUCHES	\$60.00	EACH
SECTIONAL COUCH	\$40.00	PER PIECE
GRILLS - CHARCOAL	FREE	
GRILLS - PROPANE	\$5.00	EACH
ALUMINUM CANS	FREE	

SCRAP METAL	FREE	
SMALL ENGINE EQUIPMENT	FREE	
WHEELCHAIRS	FREE	
WINDOWS WITH METAL FRAMES	FREE	
NOT ACCEPTED: ANY ELECTRONICS WITH DATA STORAGE TO INCLUDE TABLETS, SERVERS, CABLES, LAPTOPS & CELL PHONES and NO HAZZARDOUS WASTE		

EXHIBIT B
AREA



ACCESS PERMIT

BETWEEN CITY OF ARDEN HILLS AND RAMSEY COUNTY

This Access Permit Agreement ("Agreement") is by and between Ramsey County, a political subdivision of the State of Minnesota ("County") and the City of Arden Hills, a Minnesota municipal corporation ("City").

WHEREAS, County is the owner of the Public Works facility("PW") located at 1425 Paul Kirkwood Drive, Arden Hills, MN ("Property");

WHEREAS, the City utilizes building space at PW under separate lease agreement with County;

WHEREAS, City intends to host a citywide waste drop-off event for residents of Arden Hills at PW on the Property on Saturday, May 30, 2026 ("Event");

WHEREAS, City agrees to assume responsibility for the management of the Event: and

WHEREAS, In exchange for City's promises, County agrees to allow City to access PW on the Property for the Event ("Access Permit"), in accordance with the terms and conditions set forth herein.

NOW, THEREFORE, City and County agree as follows:

- A. County hereby issues the Access Permit to City in order for the City, its employees, agents or contractors ("City Parties") to have access to the Property at the locations shown on Exhibit A, attached hereto and incorporated herein, for trucks and rolloff bin placement. Resident access for drop-off of waste will be restricted to the location indicated on Exhibit A and adjacent drive through lanes as established by the City and clearly delineated with traffic cones, roping, caution tape and signage. City will manage all access to the Property and traffic for the Event but City has a separate contract with Freimuth Enterprises LLC dba All Appliance Disposal ("Contractor") to collect the waste at the Event.
- B. City Parties will only accept waste from Arden Hills residents in accordance with the list of acceptable items identified on Exhibit B, attached hereto and incorporated herein. No hazardous materials will be accepted.
- C. The Event shall be for the time period of May 30, 2026, from 9 a.m. to noon. City shall have access to the Property for Event preparation and removal of waste and Event equipment for the time period of May 29, 2026, 3 p.m. through May 30, 2026 at 6 p.m. Weather permitting, the City will in good faith complete the work in the time period above. If at noon on Friday, May 30, 2025, it is reasonably foreseeable that the weather will not allow City to complete the work during that time period, County, upon request by City, agrees to automatically extend the time period until Sunday, May 31, 2026 at 6 p.m. City will send written notice to County by 3:00 p.m. on Friday, May 29, 2026, notifying County of the extension of time period due to the weather forecast. At the end of the time period, all equipment, materials, debris and other matter of the City Parties used in connection with or related to this permit shall be removed from the Property.
- D. City shall have at least one full time employee onsite at all times during the Event as well as during preparation of the site and removal of waste material and all other event supplies and equipment.

- E. City Parties shall not damage or destroy any Property of County or PW in connection with the exercise of rights granted by this Access Permit and shall promptly repair and restore any damage that results from or in connection with the exercise of this Permit, including but not limited to, ensuring all parking/road areas are restored to the conditions existing before the Event.
- F. City Parties shall not unduly interfere with PW's or County's normal use of the Property during the Event.
- G. City Parties shall take extreme care in securing all equipment, tools, and supplies while on the Property. City Parties shall work in such a manner as to minimally impact the parking area and drive lanes regarding all work related to this Property.
- H. City shall defend, indemnify, and hold County, its officials, agents, and employees, harmless from any claims, suits, causes of action, liabilities, damages and costs (including reasonable attorney's fees) of whatsoever nature arising out of or related to City Parties', performance (including, but not limited to, all City hired contractors), or failure to perform its duties under this Agreement. City shall not be liable for County's negligence in performing or failing to perform its duties under this Agreement. This provision shall survive the expiration of this Agreement.
- I. City and Contractor shall provide County with an insurance certificate naming County as an additional insured on its general policy of insurance and meeting the criteria shown on Exhibit C, attached hereto and incorporated herein, prior to entering the Property pursuant to the Access Permit.

CITY OF ARDEN HILLS

RAMSEY COUNTY

By: _____
City Administrator

By: _____
Director, Property Management

Dated: _____

Dated: _____

Approved as to Form:

Senior Assistant Attorney

Dated: _____

Exhibit A - Event Location at 1425 Paul Kirkwold Drive

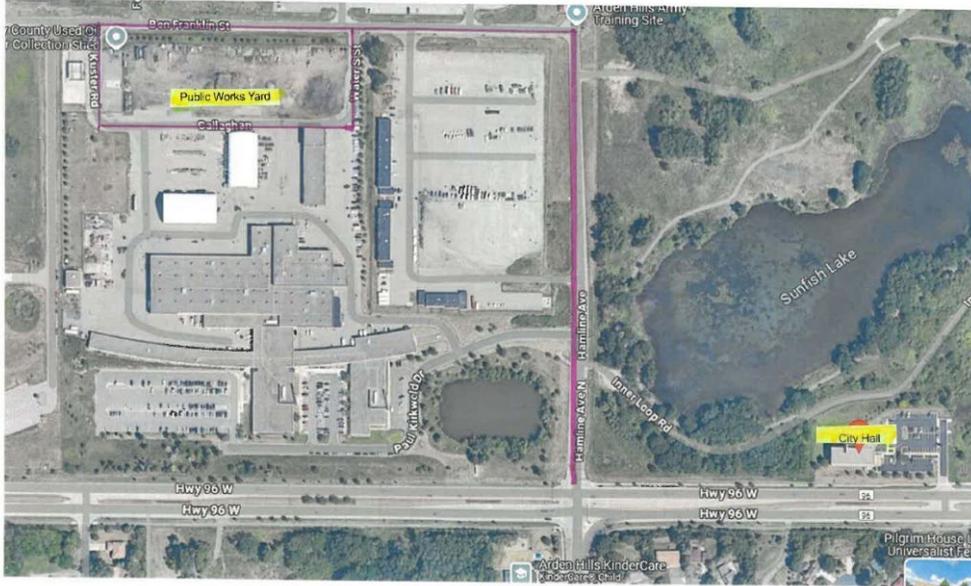


EXHIBIT B - MATERIALS ACCEPTED FOR DROP-OFF

BULBS
FLUORESCENTS BULBS
TVs & MONITORS
TVS -19" AND UNDER
TVS - 20"-29"
ITS 30" AND OVER
CONSOLE TVS - WOOD
CONSOLE TVS- PLASTIC
COMPUTER MONITORS
MISC ELECTRONIC ITEMS
SMALL ITEMS
LARGE ITEMS
HOLIDAY LIGHTS
APPLIANCES
APPLIANCES CONTAING FREON
APPLIANCE NOT CONTAINING FREON
BATTERIES
AUTOMOTOVE
HOUSEHOLD - SMALL BOX
RECHARGABLE - SMALL BOX
OTHER MISC ITEMS
TIRES - LIMIT 10 TIRES TOTAL
MATTRESS & BOX SPRINGS
HIDE-ABED
COUCHES
SECTIONAL COUCH
GRILLS- CHARCOAL
GRILLS - PROPANE
ALUMINUM CANS
SCRAP METAL
SMALL ENGINE EQUIPMENT
WHEELCHAIRS
WINDOWS WITH METAL FRAMES
NOT ACCEPTED:ANY ELECTRONICS WITH DATA STORAGE TO INCLUDE TABLETS, SERVERS, LAPTOPS & CELL PHONES

EXHIBIT C- INSURANCE REQUIREMENTS

Insurance

1. City shall purchase from and maintain, in a company or companies lawfully authorized to do business in the jurisdiction in Minnesota, such insurance as set forth below as will protect the City from any and all judgments, suits, actions and/or claims including attorney fees which may arise out of or result from any and all work contemplated by this Agreement by the City or by a contractor of the City or a subcontractor, or by anyone directly or indirectly employed by any of them, or anyone working on their premises with their permission or by anyone for whose acts any of them may be liable. At a minimum, City is required to carry insurance of the kinds and amounts hereinafter specified.
2. City shall secure the following coverages and comply with all provisions noted. Certificates of Insurance shall be issued evidencing such coverage to the County. If City is self-funded for such coverages, documentation evidencing such coverage should be submitted to and approved by the County Attorney's Office prior to work commencing under this permit.

2.1. Commercial General Liability Insurance

- \$1,000,000 per occurrence
- \$2,000,000 per aggregate
- \$2,000,000 products/ completed operations aggregate limit
- \$1,000,000 personal injury
- \$ 100,000 fire, legal

2.1.1. Coverage must be written on an occurrence basis using ISO form GC 00 01 07 98 or its equivalent unless otherwise approved by the County.

2.1.2. Ramsey County, their officials and employees shall be listed as additional insured on a primary basis with the respect to operations of the permit using ISO form CG 20 12 11 85 or its equivalent.

2.2. Workers' Compensation and Employers' Liability

2.2.1. Workers' Compensation as required by State Statute.

2.2.2. Employers' Liability shall be:

\$500,000/\$500,000/\$500,000

3. All Certificates of Insurance shall provide that the insurance company gives the County thirty (30) days prior written notice of cancellation, non-renewal and/ or any material change in policy.

4. The above sub-paragraphs establish minimum insurance requirements, and it is the sole responsibility of City to purchase and maintain additional insurance that may be necessary in connection with this permit.
5. City shall not commence work until City has obtained the required insurance and filed an acceptable Certificate of Insurance with the County Attorney's Office. Copies of the insurance policies shall be submitted to the County, upon request.
6. Nothing in this contract shall constitute a waiver by the County of any statutory limits or exceptions on liability.
7. Certificates shall specifically indicate in the policy is written with an admitted or non-admitted carrier. Best's Rating for the insurer shall be noted on the Certificate, and shall not be less than an A.

VENDOR AGREEMENT

This Vendor Agreement (“Agreement”) is by and between the City of Arden Hills, a Minnesota municipal corporation (“City”), and Freimuth Enterprises, LLC dba All Appliance Disposal (“Company”)(the City and Company are individually a “Party” and collectively the “Parties.”)

NOW, THEREFORE, the Parties agree as follows:

1. Purpose. The purpose of this Agreement is to set forth the terms and conditions under which the Company will provide services to the City set forth in Section 2.

2. Services. The Company agrees to collect from residents of Arden Hills the materials listed in **Exhibit A** attached hereto and incorporated herein, during Recycling Day on May 30, 2026 from 9:00am – 12:00pm, in the area depicted on **Exhibit B** at The Public Works Yard, located behind the Public Works Garage at 1425 Paul Kirkwold Drive. The Public Works Yard is 1/4 mile north of the intersection at Hwy 96 and Hamline Ave., on Ben Franklin Dr. (the “Services”).

3. Compensation. As consideration for the Services, the City agrees to pay the Company: (a) for labor (estimated to be \$2,650.00) and (b) the cost to collect the items or materials identified in Exhibit A. The Company shall submit a written invoice detailing the labor costs and the items collected to the City upon completion of the Services. The City shall pay the Company within 30 days. Invoices shall be sent to jestling@cityofardenhills.org.

4. Term. This Agreement shall be effective on the date of the last signature to this Agreement and shall continue until both Parties have completed their obligations under this Agreement. The City may terminate this Agreement for convenience at any time. The Parties may terminate this Agreement at any time by mutual agreement. In the event of termination, the City shall only be responsible to pay for the Services satisfactorily performed by the Company to the effective date of termination, as described in the final invoice to the City.

5. Independent Contractor Relationship. The Company is an independent contractor and not an employee of the City.

6. Insurance. The Company, at its sole expense, shall procure and maintain in force for the duration of this Agreement the following minimum insurance:

- a. General Liability. The Company agrees to maintain commercial general liability insurance in a minimum amount of \$1,000,000 per occurrence; \$2,000,000 annual aggregate. The policy shall cover liability arising from premises, operations, products completed operations, personal injury, advertising injury, and contractually assumed liability. The City shall be endorsed as additional insured.
- b. Automobile Liability. If the Company operates a motor vehicle in performing the Services under this Agreement, the Company shall maintain commercial automobile liability insurance, including owned, hired, and non-owned automobiles, with a minimum liability limit of \$1,000,000 combined single limit.

c. Workers' Compensation. The Company agrees to provide workers' compensation insurance for all its employees in accordance with the statutory requirements of the State of Minnesota. The Company shall also carry employers liability coverage with minimum limits as follows:

- \$500,000 Bodily injury by disease per employee
- \$500,000 Bodily injury by disease aggregate
- \$500,000 Bodily injury by accident

The Company shall, prior to commencing the Services, deliver to the City a Certificate of Insurance as evidence that the above coverages are in full force and effect. The insurance requirements may be met through any combination of primary and umbrella/excess insurance.

7. Indemnification. To the fullest extent permitted by law, the Company agrees to defend, indemnify, and hold-harmless the City and its employees, officials, and agents from and against all claims, actions, damages, losses, and expenses, including reasonable attorney fees, arising out of the Company's negligence or the Company's performance or failure to perform its obligations under this Agreement. The Company's indemnification obligation shall apply to the Company's subcontractor(s), or anyone directly or indirectly employed or hired by the Company, or anyone for whose acts the Company may be liable. The Company agrees this indemnity obligation shall survive the completion or termination of this Agreement.

8. Miscellaneous.

- a. Entire Agreement. This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the Parties and contains the entire agreement.
- b. Assignment. The Company may not assign this Agreement to any other person unless written consent is obtained from the City.
- c. Amendments. Any modification or amendment to this Agreement shall require a written agreement signed by both Parties.
- d. Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota. All proceedings related to this Agreement shall be venued in Ramsey County, Minnesota.
- e. Waiver. The waiver by either party of any breach or failure to comply with any provision of this Agreement by the other Party shall not be construed as or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.
- f. Counterparts. This Agreement may be signed in counterparts, each of which shall be deemed an original, and which taken together shall be deemed to be one and the same document.
- g. Notices. All notices and other communications pursuant to this Agreement must be in writing and be given either by electronic communications or by registered or certified mail, postage prepaid, or delivered by hand at the addresses set forth below:

If to the City: City of Arden Hills
Attn: Jessica Jagoe, City Administrator
1245 Highway 96 W
Arden Hills, MN 55112
Email: jjagoe@cityofardenhills.org

If to the Company: Freimuth Enterprises, LLC
Dbas All Appliance Disposal
Attn: John Freimuth
18641 Highway 65 NE
East Bethel, MN 55011
Email: freimuthentllc@yahoo.com

[Signature page follows.]

CITY OF ARDEN HILLS

FREIMUTH ENTERPRISES, LLC
DBA ALL APPLIANCE DISPOSAL

By: _____
Jessica Jagoe, City Administrator

By: _____
John Freimuth, Owner

Date: _____

Date: _____

EXHIBIT A

2025 EVENT PRICING

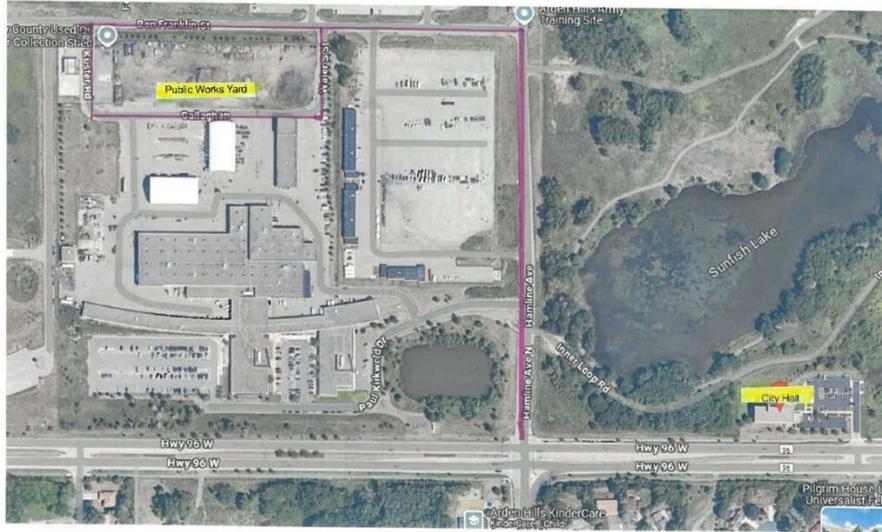
FREIMUTH ENTERPRISES - MATERIALS ACCEPTED INCLUDE:

BULBS	PRICE	
FLUORESCENTS BULBS	\$1.00	EACH
TVs & MONITORS	PRICE	
TVS - 19" AND UNDER	\$20.00	EACH
TVS - 20"-29"	\$30.00	EACH
TVS 30" AND OVER	\$50.00	EACH
CONSOLE TVS - WOOD	\$60.00	EACH
CONSOLE TVS - PLASTIC	\$50.00	EACH
COMPUTER MONITORS	\$15.00	EACH
MISC ELECTRONIC ITEMS	PRICE	
SMALL ITEMS	\$5.00	EACH
LARGE ITEMS	\$20.00	EACH
HOLIDAY LIGHTS	FREE	
APPLIANCES	PRICE	
APPLIANCES CONTAINING FREON	\$15.00	EACH
APPLIANCE NOT CONTAINING FREON	\$10.00	EACH
BATTERIES	PRICE	
AUTOMOTOVE	FREE	
HOUSEHOLD - SMALL BOX	\$1.00	
RECHARGABLE - SMALL BOX	\$1.00	

OTHER MISC ITEMS	PRICE	
TIRES (LIMIT 10 TIRES TOTAL)	\$5.00	EACH
MATTRESS & BOX SPRINGS	\$40.00	EACH
HIDE-A BED	\$60.00+	EACH
COUCHES	\$60.00	EACH
SECTIONAL COUCH	\$40.00	PER PIECE
GRILLS - CHARCOAL	FREE	
GRILLS - PROPANE	\$5.00	EACH
ALUMINUM CANS	FREE	

SCRAP METAL	FREE	
SMALL ENGINE EQUIPMENT	FREE	
WHEELCHAIRS	FREE	
WINDOWS WITH METAL FRAMES	FREE	
NOT ACCEPTED: ANY ELECTRONICS WITH DATA STORAGE TO INCLUDE TABLETS, SERVERS, CABLES, LAPTOPS & CELL PHONES and NO HAZZARDOUS WASTE		

EXHIBIT B
AREA



CONSENT ITEM – 8F



MEMORANDUM

DATE: February 9, 2026

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

FROM: David Swearingen, P.E. Public Works Director / City Engineer
Jeff Frid, Public Works Superintendent

SUBJECT: Ramsey County Fleet Service Invoice for Annual AHPW Fleet Repairs

Budgeted Amount:	Actual Amount:	Funding Source:
\$28,11.53 (2025 budget)	\$17,718.06	727-49700-44040

Council Should Consider

Motions to approve, table, or deny the following:

- The Ramsey County Fleet repairs invoice dated December 31, 2025 for annual service/repairs and parts for Arden Hills Public Works equipment/assets in the amount of \$17,718.06.

Background/Discussion

Historically, during the months of October to December, the PW Fleet Management Lead (FML) assesses the department's fleet for needed annual service, repairs, and inspects for mechanical and safety needs. Ramsey County Fleet completes the state inspection required annually on the CDL equipment. This process prepares equipment for the upcoming winter use and is important for efficient PW operations. During the FML's assessment, there are certain assets that are sent to the Ramsey County Fleet shop for service and Mandatory Inspection Program (MIP) inspections. During the service, there are often repairs found that need to be addressed before the truck can be MIP stickered.

Budget Impact

Attachment A is the invoice dated December 31, 2025 from Ramsey County Fleet Services in the amount of \$17,718.06. This invoice is for the month of December 2025 equipment related parts and labor provided by Ramsey County. The detailed work orders are provided in Attachment B.

Attachments

Attachment A: December 31, 2025 Ramsey Count Fleet Services parts and labor invoice.

Attachment B: Ramsey County Fleet Services invoice details.

Centralized Fleet Management
Invoice Number: FLEET-001050
Invoice Date: 12/31/25
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: 1/30/26

AMOUNT DUE: 17,718.06 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

Line	Identifier	Description	Quantity	UOM	Unit Amt	Net Amount
		EQUIPMENT, REPAIRS, SERVICES AND PARTS PROVIDED DURING DECEMBER 2025				
		Labor \$7,741.80 * Parts \$9,005.69 * Shop Fees \$70.00. * 10% Handling Fees on Parts \$900.57				
1		DECEMBER	1.00	EA	17,718.06	17,718.06
		Subtotal:				17,718.06
		Amount Due:				17,718.06

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.ramseycountymn.gov/PayInvoices) for more information.
You will need your Customer Number and Invoice Number to complete your transaction.

**Issued Parts - Full Detail by Asset
For the Period 12/01/2025 to 12/31/2025**

Attachment B

Account ID: All Accounts
 Department: FL-AH
 Asset: All Assets
 Location: All Locations
 Issue Type: Direct Issues Only

Asset: No Asset Defined

Department	Part ID-Suffix - Description	Serial No.	Part Issue			
			Issue Date	Iss Quantity	Price	Total
Issue Location	Account	Project Code				
Work Order:	Direct Issue					
FL-AH	8101003-0 - Fluid-Washer; Windshield Washer Fluid	No Serial Number Available	12/04/2025	2.00	2.38	4.76
FL-PW INVT	No Account Available	No Project Code Available				
FL-AH	PROPANE 33-0 - Propane; Propane33 Pound Cylinder (Forklift)	No Serial Number Available	12/18/2025	1.00	20.00	20.00
FL-PW INVT	No Account Available	No Project Code Available				
WO total:						\$24.76
No Asset Defined Total Cost:						\$24.76

Issued Parts - Full Detail by Asset

Asset: FL-85123

Department	Part ID-Suffix - Description	Serial No.	Part Issue			
			Issue Date	Iss Quantity	Price	Total
Issue Location	Account	Project Code				
Work Order:	Direct Issue					
FL-AH	0301018-0 - Lights; Led Sander & Wing Assembly Light	No Serial Number Available	12/04/2025	1.00	80.17	80.17
FL-PW INVT	FLEET PART ISSUES	No Project Code Available				
FL-AH	8106005-0 - Def; Diesel Exhaust Fluid - 2.5 Gallon	No Serial Number Available	12/03/2025	2	7.93	7.93
FL-PW INVT	FLEET PART ISSUES	No Project Code Available				
FL-AH	8106005-0 - Def; Diesel Exhaust Fluid - 2.5 Gallon	No Serial Number Available	12/10/2025	1.00	7.93	7.93
FL-PW INVT	FLEET PART ISSUES	No Project Code Available				
FL-AH	8106005-0 - Def; Diesel Exhaust Fluid - 2.5 Gallon	No Serial Number Available	12/11/2025	4	7.93	7.93
FL-PW INVT	FLEET PART ISSUES	No Project Code Available				
FL-AH	8106005-0 - Def; Diesel Exhaust Fluid - 2.5 Gallon	No Serial Number Available	12/29/2025	1.00	7.93	7.93
FL-PW INVT	FLEET PART ISSUES	No Project Code Available				
WO total:						\$111.89
Asset FL-85123 Total Cost:						\$111.89

Issued Parts - Full Detail by Asset

Asset: FL-85128

Department	Part ID-Suffix - Description	Serial No.	Part Issue			
			Issue Date	Iss Quantity	Price	Total
Issue Location	Account	Project Code				
Work Order:	Direct Issue					
FL-AH	8106005-0 - Def; Diesel Exhaust Fluid - 2.5 Gallon	No Serial Number Available	12/09/2025	1.00	7.93	7.93
FL-PW INVT	FLEET PART ISSUES	No Project Code Available				
FL-AH	8106005-0 - Def; Diesel Exhaust Fluid - 2.5 Gallon	No Serial Number Available	12/19/2025	1.00	7.93	7.93
FL-PW INVT	FLEET PART ISSUES	No Project Code Available				
FL-AH	8106005-0 - Def; Diesel Exhaust Fluid - 2.5 Gallon	No Serial Number Available	12/29/2025	1.00	7.93	7.93
FL-PW INVT	FLEET PART ISSUES	No Project Code Available				
WO total:						\$23.79

Asset FL-85128 Total Cost:

\$23.79

Asset: FL-85135

Department	Part ID-Suffix - Description	Serial No.	Part Issue			
			Issue Date	Iss Quantity	Price	Total
Issue Location	Account	Project Code				
Work Order:	Direct Issue					
FL-AH	8106005-0 - Def; Diesel Exhaust Fluid - 2.5 Gallon	No Serial Number Available	12/03/2025	1.00	7.93	7.93
FL-PW INVT	FLEET PART ISSUES	No Project Code Available				
FL-AH	8106005-0 - Def; Diesel Exhaust Fluid - 2.5 Gallon	No Serial Number Available	12/19/2025	1.00	7.93	7.93
FL-PW INVT	FLEET PART ISSUES	No Project Code Available				
FL-AH	8106005-0 - Def; Diesel Exhaust Fluid - 2.5 Gallon	No Serial Number Available	12/28/2025	1.00	7.93	7.93
FL-PW INVT	FLEET PART ISSUES	No Project Code Available				
WO total:						\$23.79

Asset FL-85135 Total Cost:

\$23.79

Issued Parts - Full Detail by Asset

Asset: FL-85329

Department	Part ID-Suffix - Description	Serial No.	Part Issue			
			Issue Date	Iss Quantity	Price	Total
Issue Location	Account	Project Code				
Work Order:	Direct Issue					
FL-AH	8106005-0 - Def; Diesel Exhaust Fluid - 2.5 Gallon	No Serial Number Available	12/29/2025	1.00	7.93	7.93
FL-PW INVT	FLEET PART ISSUES	No Project Code Available				
WO total:						\$7.93

Asset FL-85329 Total Cost:

\$7.93

Asset: FL-85438

Department	Part ID-Suffix - Description	Serial No.	Part Issue			
			Issue Date	Iss Quantity	Price	Total
Issue Location	Account	Project Code				
Work Order:	Direct Issue					
FL-AH	8106005-0 - Def; Diesel Exhaust Fluid - 2.5 Gallon	No Serial Number Available	12/29/2025	1.00	7.93	7.93
FL-PW INVT	FLEET PART ISSUES	No Project Code Available				
WO total:						\$7.93

Asset FL-85438 Total Cost:

\$7.93

TOTAL for ISSUED PARTS: \$200.09

Work Order Billing by Department



WO Closed Dates from 12-2025 to 12-2025*

Repair Reason(s) Excluded: AC, CANC

All Accounts

Department(s): FL-AH

All Work Order Locations

** The report shows only closed work orders, with closed dates in the date range selected. It includes all transactions on the work order, regardless of insert date.*

Department to Be Charged: FL-AH - CITY OF ARDEN HILLS

WO Status	Work Order ID	Asset	Account ID	Labor Hours	Internal		Commercial			Misc Cost	Work Order Total Cost
					Labor	Parts	Labor	Parts	Other		
CLOSED	FL-PW-2025-2097	FL-85128	FLEET ASSIGNMENT/WO	7.57	191.70	0.00	0.00	0.00	0.00	10.00	201.70
CLOSED	FL-PW-2025-2388	FL-85128	FLEET ASSIGNMENT/WO	30.11	2,709.90	552.28	0.00	0.00	0.00	10.00	3,272.18
CLOSED	FL-PW-2025-2440	FL-85321	FLEET ASSIGNMENT/WO	7.13	641.70	1,950.47	0.00	0.00	0.00	10.00	2,602.17
CLOSED	FL-PW-2025-2506	FL-85123	FLEET ASSIGNMENT/WO	42.87	3,858.30	3,976.61	0.00	0.00	0.00	10.00	7,844.91
CLOSED	FL-PW-2025-2630	FL-85123	FLEET ASSIGNMENT/WO	0.50	0.00	272.41	0.00	0.00	0.00	10.00	282.41
CLOSED	FL-PW-2025-2768	FL-85128	FLEET ASSIGNMENT/WO	3.40	306.00	2,053.83	0.00	0.00	0.00	10.00	2,369.83
CLOSED	FL-PW-2025-2879	FL-85455	FLEET ASSIGNMENT/WO	0.38	34.20	0.00	0.00	0.00	0.00	10.00	44.20
DEPARTMENT Totals:				91.96	7,741.80	8,805.60	0.00	0.00	0.00	70.00	16,617.40

Work Order Detail - Charges

WO Closed Dates from 12/1/2025 to 12/31/2025
 Repair Reason(s) Excluded: AC, CANC
 All Locations
 All Work Orders
 Department ID(s): FL-AH
 All Accounts
 All Assets



The report shows only closed work orders, with closed dates in the date range selected. It includes all transactions on the work order, regardless of insert date. The report will not include all detail items when a Department Filter or an Account Filter is applied. If there is no Account or Department applied to the details the report will look the Work Order Header information.

Work Order: FL-PW-2025-2097 - MIP

WO Status: CLOSED	Asset: FL-85128 - 2022 MACK GR42F SINGLE AXLE 10.8L	Date In: 09/29/2025 06:56AM
Job Type: PM	Department: FL-AH - CITY OF ARDEN HILLS	Date Due: 10/01/2025 06:56AM
Project Code:	Account: FLEET ASSIGNMENT/WO	Estimated Completion:
Warranty: NO	Serial: 1M2GR2AC4NM001625	Date WO Opened: 09/29/2025 06:56AM
License:	Repair Reason: PM	Date WO Finished: 09/30/2025 10:02AM
Accident:	User Opened: 29984	Date WO Closed: 12/22/2025 01:59PM
Contact: JEFF FRID	User Finished: 43427	Meter 1: 9,608
	User Closed: 28658	Meter 2: 0

Work Order Summary

Internal			Commercial			Equipment Usage	
Labor	Parts	Overhead	Labor	Parts	Misc	Tax/Markup	Charges
191.70	0.00	10.00	0.00	0.00	0.00	0.00	0.00
Total Work Order Costs:						\$ 201.70	

Work Order Details

Work Order FL-PW-2025-2097 continues on next page...

Work Order Detail - Charges

Work Order: **FL-PW-2025-2097 - MIP**

WO Status: CLOSED	Asset: FL-85128 - 2022 MACK GR42F SINGLE AXLE 10.8L	Date In: 09/29/2025 06:56AM
Job Type: PM	Department: FL-AH - CITY OF ARDEN HILLS	Date Due: 10/01/2025 06:56AM
Project Code:	Account: FLEET ASSIGNMENT/WO	Estimated Completion:
Warranty: NO	Serial: 1M2GR2AC4NM001625	Date WO Opened: 09/29/2025 06:56AM
License:	Repair Reason: PM	Date WO Finished: 09/30/2025 10:02AM
Accident:	User Opened: 29984	Date WO Closed: 12/22/2025 01:59PM
Contact: JEFF FRID	User Finished: 43427	Meter 1: 9,608
	User Closed: 28658	Meter 2: 0

Work Order Summary

Internal			Commercial				Equipment Usage
Labor	Parts	Overhead	Labor	Parts	Misc	Tax/Markup	Charges
191.70	0.00	10.00	0.00	0.00	0.00	0.00	0.00
Total Work Order Costs:							\$ 201.70

Work Order Details

Labor

Transaction Date	Department	Account	Task	Employee	Labor Hours	Labor Cost
09-30-2025 08:28AM	N/A	FLEET LABOR	019-002 - FL-GREASE PUMP - AUTOMATIC LUBRICATOR	43427 - Brandon Waldo	0.50	45.00
09-30-2025 09:28AM	N/A	FLEET LABOR	019-002 - FL-GREASE PUMP - AUTOMATIC LUBRICATOR	43427 - Brandon Waldo	-1.50	-135.00
09-30-2025 09:28AM	N/A	FLEET LABOR	019-002 - FL-GREASE PUMP - AUTOMATIC LUBRICATOR	43427 - Brandon Waldo	1.50	135.00
09-29-2025 08:36AM	N/A	FLEET LABOR	MIP INSP - FL-MIP INSPECTION	43427 - Brandon Waldo	1.63	146.70
09-29-2025 11:24AM	N/A	FLEET LABOR	MIP INSP - FL-MIP INSPECTION	43427 - Brandon Waldo	1.27	114.30
09-29-2025 11:24AM	N/A	FLEET LABOR	MIP INSP - FL-MIP INSPECTION	43427 - Brandon Waldo	-1.27	-114.30
09-29-2025 11:24AM	N/A	FLEET LABOR	MIP INSP - FL-MIP INSPECTION	43427 - Brandon Waldo	1.27	0.00
09-29-2025 02:43PM	N/A	FLEET LABOR	MIP INSP - FL-MIP INSPECTION	43427 - Brandon Waldo	1.82	163.80
09-29-2025 02:43PM	N/A	FLEET LABOR	MIP INSP - FL-MIP INSPECTION	43427 - Brandon Waldo	-1.82	-163.80
09-29-2025 02:43PM	N/A	FLEET LABOR	MIP INSP - FL-MIP INSPECTION	43427 - Brandon Waldo	1.82	0.00
09-30-2025 02:00AM	N/A	FLEET LABOR	MIP INSP - FL-MIP INSPECTION	43427 - Brandon Waldo	1.00	90.00
09-30-2025 02:00AM	N/A	FLEET LABOR	MIP INSP - FL-MIP INSPECTION	43427 - Brandon Waldo	-1.00	-90.00
09-30-2025 02:00AM	N/A	FLEET LABOR	MIP INSP - FL-MIP INSPECTION	43427 - Brandon Waldo	1.00	0.00
09-30-2025 07:58AM	N/A	FLEET LABOR	MIP INSP - FL-MIP INSPECTION	43427 - Brandon Waldo	1.08	97.20
09-30-2025 07:58AM	N/A	FLEET LABOR	MIP INSP - FL-MIP INSPECTION	43427 - Brandon Waldo	-1.08	-97.20
09-30-2025 07:58AM	N/A	FLEET LABOR	MIP INSP - FL-MIP INSPECTION	43427 - Brandon Waldo	1.08	0.00
09-30-2025 10:02AM	N/A	FLEET LABOR	MIP INSP - FL-MIP INSPECTION	43427 - Brandon Waldo	0.27	24.30
09-30-2025 10:02AM	N/A	FLEET LABOR	MIP INSP - FL-MIP INSPECTION	43427 - Brandon Waldo	-0.27	-24.30
09-30-2025 10:02AM	N/A	FLEET LABOR	MIP INSP - FL-MIP INSPECTION	43427 - Brandon Waldo	0.27	0.00

Overhead

Overhead Costs	Small Parts Markup - Labor	Small Parts Markup -Parts	Tools Charges	Total Overhead Cost
10.00	0.00	0.00	0.00	10.00

Work Order Detail - Charges

No Part Transactions on This Work Order

Work Order Detail - Charges

Work Order: **FL-PW-2025-2388 - hd truck a service / annual / install snow equipment**

WO Status: CLOSED	Asset: FL-85128 - 2022 MACK GR42F SINGLE AXLE 10.8L	Date In: 11/03/2025 08:10AM
Job Type: PM	Department: FL-AH - CITY OF ARDEN HILLS	Date Due: 11/05/2025 08:10AM
Project Code:	Account: FLEET ASSIGNMENT/WO	Estimated Completion:
Warranty: NO	Serial: 1M2GR2AC4NM001625	Date WO Opened: 11/03/2025 08:10AM
License:	Repair Reason: PM	Date WO Finished: 11/14/2025 06:52AM
Accident:	User Opened: 29984	Date WO Closed: 12/19/2025 02:55PM
Contact: JEFF FRID	User Finished: 28378	Meter 1: 9,608
	User Closed: 28658	Meter 2: 0

Work Order Summary

Internal			Commercial				Equipment Usage
Labor	Parts	Overhead	Labor	Parts	Misc	Tax/Markup	Charges
2,709.90	552.28	10.00	0.00	0.00	0.00	0.00	0.00
Total Work Order Costs:							\$ 3,272.18

Work Order Details

Work Order FL-PW-2025-2388 continues on next page...

Work Order Detail - Charges

Work Order: **FL-PW-2025-2388 - hd truck a service / annual / install snow equipment**

WO Status: CLOSED	Asset: FL-85128 - 2022 MACK GR42F SINGLE AXLE 10.8L	Date In: 11/03/2025 08:10AM
Job Type: PM	Department: FL-AH - CITY OF ARDEN HILLS	Date Due: 11/05/2025 08:10AM
Project Code:	Account: FLEET ASSIGNMENT/WO	Estimated Completion:
Warranty: NO	Serial: 1M2GR2AC4NM001625	Date WO Opened: 11/03/2025 08:10AM
License:	Repair Reason: PM	Date WO Finished: 11/14/2025 06:52AM
Accident:	User Opened: 29984	Date WO Closed: 12/19/2025 02:55PM
Contact: JEFF FRID	User Finished: 28378	Meter 1: 9,608
	User Closed: 28658	Meter 2: 0

Work Order Summary

Internal			Commercial			Equipment Usage	
Labor	Parts	Overhead	Labor	Parts	Misc	Tax/Markup	Charges
2,709.90	552.28	10.00	0.00	0.00	0.00	0.00	0.00
Total Work Order Costs:							\$ 3,272.18

Work Order Details

Labor

Transaction Date	Department	Account	Task	Employee	Labor Hours	Labor Cost
11-06-2025 12:56PM	N/A	FLEET LABOR	013-028 - FL-AIR BRAKE ACTUATOR	28378 - Ryan Milbrandt	0.03	2.70
11-06-2025 02:47PM	N/A	FLEET LABOR	013-028 - FL-AIR BRAKE ACTUATOR	28378 - Ryan Milbrandt	0.35	31.50
11-07-2025 08:06AM	N/A	FLEET LABOR	013-028 - FL-AIR BRAKE ACTUATOR	28378 - Ryan Milbrandt	1.35	121.50
11-03-2025 12:13PM	N/A	FLEET LABOR	064-001 - FL-INSTALL SNOW EQUIPMENT	28378 - Ryan Milbrandt	3.47	312.30
11-03-2025 02:48PM	N/A	FLEET LABOR	064-001 - FL-INSTALL SNOW EQUIPMENT	28378 - Ryan Milbrandt	1.58	142.20
11-04-2025 09:13AM	N/A	FLEET LABOR	064-001 - FL-INSTALL SNOW EQUIPMENT	28378 - Ryan Milbrandt	1.47	132.30
11-07-2025 08:50AM	N/A	FLEET LABOR	064-001 - FL-INSTALL SNOW EQUIPMENT	28378 - Ryan Milbrandt	0.72	64.80
11-12-2025 07:11AM	N/A	FLEET LABOR	064-001 - FL-INSTALL SNOW EQUIPMENT	28378 - Ryan Milbrandt	0.43	38.70
11-12-2025 09:02AM	N/A	FLEET LABOR	064-001 - FL-INSTALL SNOW EQUIPMENT	28378 - Ryan Milbrandt	1.83	164.70
11-12-2025 10:31AM	N/A	FLEET LABOR	064-001 - FL-INSTALL SNOW EQUIPMENT	28378 - Ryan Milbrandt	1.02	91.80
11-12-2025 10:35AM	N/A	FLEET LABOR	064-001 - FL-INSTALL SNOW EQUIPMENT	28378 - Ryan Milbrandt	0.07	6.30
11-12-2025 02:51PM	N/A	FLEET LABOR	064-001 - FL-INSTALL SNOW EQUIPMENT	28378 - Ryan Milbrandt	2.80	252.00
11-14-2025 06:51AM	N/A	FLEET LABOR	064-001 - FL-INSTALL SNOW EQUIPMENT	28378 - Ryan Milbrandt	0.07	6.30
11-14-2025 06:52AM	N/A	FLEET LABOR	HD TRUCK A - FL-HD TRUCK A SERVICE	28378 - Ryan Milbrandt	0.02	1.80
11-04-2025 09:26AM	N/A	FLEET LABOR	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	28378 - Ryan Milbrandt	0.22	19.80
11-04-2025 11:02AM	N/A	FLEET LABOR	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	28378 - Ryan Milbrandt	1.15	103.50
11-04-2025 02:45PM	N/A	FLEET LABOR	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	28378 - Ryan Milbrandt	2.37	213.30
11-05-2025 08:00AM	N/A	FLEET LABOR	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	28378 - Ryan Milbrandt	1.25	112.50
11-05-2025 10:03AM	N/A	FLEET LABOR	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	28378 - Ryan Milbrandt	0.93	83.70
11-06-2025 07:37AM	N/A	FLEET LABOR	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	28378 - Ryan Milbrandt	0.88	79.20

Work Order FL-PW-2025-2388 continues on next page...

Work Order Detail - Charges

Work Order: FL-PW-2025-2388 - hd truck a service / annual / install snow equipment							
2,709.90	552.28	10.00	0.00	0.00	0.00	0.00	0.00

Work Order Details

Labor

Transaction Date	Department	Account	Task	Employee	Labor Hours	Labor Cost
11-06-2025 11:01AM	N/A	FLEET LABOR	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	28378 - Ryan Milbrandt	1.88	169.20
11-06-2025 12:54PM	N/A	FLEET LABOR	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	28378 - Ryan Milbrandt	0.88	79.20
11-07-2025 08:07AM	N/A	FLEET LABOR	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	28378 - Ryan Milbrandt	0.02	1.80
11-13-2025 09:31AM	N/A	FLEET LABOR	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	28378 - Ryan Milbrandt	2.77	249.30
11-13-2025 02:51PM	N/A	FLEET LABOR	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	28378 - Ryan Milbrandt	2.55	229.50

Work Order FL-PW-2025-2388 continues on next page...

Work Order Detail - Charges

Work Order: **FL-PW-2025-2388 - hd truck a service / annual / install snow equipment**

2,709.90	552.28	10.00	0.00	0.00	0.00	0.00	0.00
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Work Order Details

Parts

Transaction Date	Department	Account	Task	Part	Qty Issued	Total Cost
11-03-2025 02:20PM	N/A	FLEET PART ISSUES	064-001 - FL-INSTALL SNOW EQUIPMENT	06600013-0 - Plow Bolt; 5/8" Nc Flange Nut Gr. 8 Zinc	3	4.10
11-03-2025 11:03AM	N/A	FLEET PART ISSUES	064-001 - FL-INSTALL SNOW EQUIPMENT	7906001-0 - Grease; Bulk Grease - Lithium No.2	2	6.06
11-03-2025 11:03AM	N/A	FLEET PART ISSUES	064-001 - FL-INSTALL SNOW EQUIPMENT	8102010-0 - Spray; Big Orange - Degreaser	1	14.19
11-05-2025 08:52AM	N/A	FLEET PART ISSUES	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	25042054-0 - Filter-Air; Air Filter	1	112.69
11-04-2025 10:08AM	N/A	FLEET PART ISSUES	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	7901002-0 - Oil; Bulk 5W-40 Ck-4 Synthetic Oil - Oilmaster Lubricants - Eo2	37	148.32
11-04-2025 10:08AM	N/A	FLEET PART ISSUES	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	7906003-0 - Grease; Bulk Grease Lithium 00	4	15.16
11-04-2025 10:08AM	N/A	FLEET PART ISSUES	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	8001520-0 - Filter-Oil; Oil Filter	2	37.34
11-04-2025 10:08AM	N/A	FLEET PART ISSUES	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	8001530-0 - Filter-Oil; Oil By-Pass Filter	1	31.44
11-05-2025 07:06AM	N/A	FLEET PART ISSUES	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	8003008-0 - Filter-Fuel; Fuel Tank Breather Filter	1	23.38
11-04-2025 10:08AM	N/A	FLEET PART ISSUES	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	8003094-0 - Filter-Fuel; Fuel/Water Sep Filter - Micron 25	1	15.35
11-04-2025 10:08AM	N/A	FLEET PART ISSUES	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	8003096-0 - Filter-Fuel; Fuel Filter	1	35.45
11-04-2025 10:08AM	N/A	FLEET PART ISSUES	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	8004006-0 - Filter-Hydraulic; Hydraulic Filter	1	35.16
11-05-2025 07:06AM	N/A	FLEET PART ISSUES	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	8005002-0 - Filter-Coolant; Coolant Filter	1	13.50
11-05-2025 07:06AM	N/A	FLEET PART ISSUES	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	8006016-0 - Filter-Cabin; Cabin Air Filter	1	18.24
11-04-2025 10:08AM	N/A	FLEET PART ISSUES	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	8008003-0 - Filter-Coalesc; Desiccant Cartridge For Ad-9 Air Dryer	1	28.74
11-04-2025 10:08AM	N/A	FLEET PART ISSUES	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	8102011-0 - Spray; Gasket Prep And Parts Cleaner Spray	1	4.17
11-06-2025 07:19AM	N/A	FLEET PART ISSUES	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	FLUID FILM BLACK-0 - Spray; Fluid Film Rust Preventative Spray - Black	1	8.99

Overhead

Overhead Costs	Small Parts Markup - Labor	Small Parts Markup -Parts	Tools Charges	Total Overhead Cost
10.00	0.00	0.00	0.00	10.00

Work Order Detail - Charges

Work Order: **FL-PW-2025-2440 - MIP / hd truck A**

WO Status: CLOSED	Asset: FL-85321 - 2016 MACK GU433 TANDEM 8.9L AQUATECH VAC TRUCK	Date In: 11/06/2025 11:59AM
Job Type: PM	Department: FL-AH - CITY OF ARDEN HILLS	Date Due: 11/09/2025 11:59AM
Project Code:	Account: FLEET ASSIGNMENT/WO	Estimated Completion:
Warranty: NO	Serial: 1M2AX32C1GM010835	Date WO Opened: 11/06/2025 11:59AM
License:	Repair Reason: PM	Date WO Finished: 11/13/2025 12:13PM
Accident:	User Opened: 29984	Date WO Closed: 12/03/2025 05:57AM
Contact: JEFF FRID	User Finished: 30785	Meter 1: 17,000
	User Closed: 28658	Meter 2: 0

Work Order Summary

Internal			Commercial				Equipment Usage
Labor	Parts	Overhead	Labor	Parts	Misc	Tax/Markup	Charges
641.70	1,950.47	10.00	0.00	0.00	0.00	0.00	0.00
Total Work Order Costs:							\$ 2,602.17

Work Order Details

Labor

Transaction Date	Department	Account	Task	Employee	Labor Hours	Labor Cost
11-07-2025 11:27AM	N/A	FLEET LABOR	017-001 - FL-TIRE REPLACE	30785 - James Berggren	1.37	123.30
11-10-2025 09:51AM	N/A	FLEET LABOR	017-001 - FL-TIRE REPLACE	30785 - James Berggren	1.68	151.20
11-10-2025 10:19AM	N/A	FLEET LABOR	017-001 - FL-TIRE REPLACE	30785 - James Berggren	0.42	37.80
11-06-2025 04:14PM	N/A	FLEET LABOR	034-004 - FL-BULBS - FUSES & WIRING - CLEARANCE/ MARKER/INTERIOR LAMPS	30785 - James Berggren	0.28	25.20
11-10-2025 09:54AM	N/A	FLEET LABOR	034-004 - FL-BULBS - FUSES & WIRING - CLEARANCE/ MARKER/INTERIOR LAMPS	30785 - James Berggren	0.02	1.80
11-06-2025 03:56PM	N/A	FLEET LABOR	HD TRUCK A - FL-HD TRUCK A SERVICE	30785 - James Berggren	0.93	83.70
11-06-2025 03:56PM	N/A	FLEET LABOR	HD TRUCK A - FL-HD TRUCK A SERVICE	30785 - James Berggren	-0.93	-83.70
11-06-2025 03:56PM	N/A	FLEET LABOR	HD TRUCK A - FL-HD TRUCK A SERVICE	30785 - James Berggren	1.58	142.20
11-06-2025 03:57PM	N/A	FLEET LABOR	HD TRUCK A - FL-HD TRUCK A SERVICE	30785 - James Berggren	0.02	1.80
11-10-2025 09:53AM	N/A	FLEET LABOR	HD TRUCK A - FL-HD TRUCK A SERVICE	30785 - James Berggren	0.02	1.80
11-13-2025 12:05PM	N/A	FLEET LABOR	HD TRUCK A - FL-HD TRUCK A SERVICE	30785 - James Berggren	0.02	1.80
11-06-2025 12:20PM	N/A	FLEET LABOR	MIP INSP - FL-MIP INSPECTION	30785 - James Berggren	0.17	15.30
11-06-2025 02:20PM	N/A	FLEET LABOR	MIP INSP - FL-MIP INSPECTION	30785 - James Berggren	1.00	90.00
11-06-2025 03:00PM	N/A	FLEET LABOR	MIP INSP - FL-MIP INSPECTION	30785 - James Berggren	1.67	150.30
11-06-2025 03:00PM	N/A	FLEET LABOR	MIP INSP - FL-MIP INSPECTION	30785 - James Berggren	-1.67	-150.30
11-07-2025 12:00PM	N/A	FLEET LABOR	MIP INSP - FL-MIP INSPECTION	30785 - James Berggren	0.53	47.70
11-10-2025 09:52AM	N/A	FLEET LABOR	MIP INSP - FL-MIP INSPECTION	30785 - James Berggren	0.02	1.80

Work Order FL-PW-2025-2440 continues on next page...

Work Order Detail - Charges

Work Order: FL-PW-2025-2440 - MIP / hd truck A							
641.70	1,950.47	10.00	0.00	0.00	0.00	0.00	0.00

Work Order Details

Parts

Transaction Date	Department	Account	Task	Part	Qty Issued	Total Cost
11-07-2025 10:15AM	N/A	FLEET PART ISSUES	017-001 - FL-TIRE REPLACE	6401003-0 - Tire; 11R22.5 Firestone Fd711 H Rated - Drive Tire	2	907.79
11-07-2025 10:15AM	N/A	FLEET PART ISSUES	017-001 - FL-TIRE REPLACE	6401030-0 - Tire; 315/80R22.5 Bridgestone M870 - Steer Tire	2	1,002.30
11-06-2025 03:59PM	N/A	FLEET PART ISSUES	HD TRUCK A - FL-HD TRUCK A SERVICE	7906001-0 - Grease; Bulk Grease - Lithium No.2	5	15.16
11-13-2025 12:13PM	N/A	FLEET PART ISSUES	HD TRUCK A - FL-HD TRUCK A SERVICE	7906001-0 - Grease; Bulk Grease - Lithium No.2	4	12.13
11-06-2025 03:59PM	N/A	FLEET PART ISSUES	HD TRUCK A - FL-HD TRUCK A SERVICE	8101021-0 - Fluid-Washer; Bulk Windshield Washer Fluid	1	1.93
11-13-2025 12:13PM	N/A	FLEET PART ISSUES	HD TRUCK A - FL-HD TRUCK A SERVICE	8101021-0 - Fluid-Washer; Bulk Windshield Washer Fluid	1	1.93
11-06-2025 03:59PM	N/A	FLEET PART ISSUES	HD TRUCK A - FL-HD TRUCK A SERVICE	8101030-0 - Coolant; Antifreeze - Mack Elc Extended Life Prediluted	1	9.23

Overhead

Overhead Costs	Small Parts Markup - Labor	Small Parts Markup -Parts	Tools Charges	Total Overhead Cost
10.00	0.00	0.00	0.00	10.00

Work Order Detail - Charges

Work Order: **FL-PW-2025-2506 - Annual and A service, and hang snow gear**

WO Status: CLOSED	Asset: FL-85123 - 2018 MACK GU712 SINGLE AXLE 10.8L	Date In: 11/14/2025 06:52AM
Job Type: PM	Department: FL-AH - CITY OF ARDEN HILLS	Date Due: 11/17/2025 06:52AM
Project Code:	Account: FLEET ASSIGNMENT/WO	Estimated Completion:
Warranty: NO	Serial: 1M2AX02C8JM002978	Date WO Opened: 11/14/2025 06:52AM
License:	Repair Reason: PM	Date WO Finished: 11/25/2025 08:08AM
Accident:	User Opened: 30258	Date WO Closed: 12/03/2025 06:00AM
Contact: JEFF FRID	User Finished: 28378	Meter 1: 18,912
	User Closed: 28658	Meter 2: 0

Work Order Summary

Internal			Commercial				Equipment Usage
Labor	Parts	Overhead	Labor	Parts	Misc	Tax/Markup	Charges
3,858.30	3,976.61	10.00	0.00	0.00	0.00	0.00	0.00
Total Work Order Costs:							\$ 7,844.91

Work Order Details

Work Order FL-PW-2025-2506 continues on next page...

Work Order Detail - Charges

Work Order: **FL-PW-2025-2506 - Annual and A service, and hang snow gear**

WO Status: CLOSED	Asset: FL-85123 - 2018 MACK GU712 SINGLE AXLE 10.8L	Date In: 11/14/2025 06:52AM
Job Type: PM	Department: FL-AH - CITY OF ARDEN HILLS	Date Due: 11/17/2025 06:52AM
Project Code:	Account: FLEET ASSIGNMENT/WO	Estimated Completion:
Warranty: NO	Serial: 1M2AX02C8JM002978	Date WO Opened: 11/14/2025 06:52AM
License:	Repair Reason: PM	Date WO Finished: 11/25/2025 08:08AM
Accident:	User Opened: 30258	Date WO Closed: 12/03/2025 06:00AM
Contact: JEFF FRID	User Finished: 28378	Meter 1: 18,912
	User Closed: 28658	Meter 2: 0

Work Order Summary

Internal			Commercial			Equipment Usage	
Labor	Parts	Overhead	Labor	Parts	Misc	Tax/Markup	Charges
3,858.30	3,976.61	10.00	0.00	0.00	0.00	0.00	0.00
Total Work Order Costs:							\$ 7,844.91

Work Order Details

Labor

Transaction Date	Department	Account	Task	Employee	Labor Hours	Labor Cost
11-19-2025 08:33AM	N/A	FLEET LABOR	013-001 - FL-FRONT BRAKE JOB	28378 - Ryan Milbrandt	0.05	4.50
11-20-2025 11:51AM	N/A	FLEET LABOR	013-001 - FL-FRONT BRAKE JOB	28378 - Ryan Milbrandt	1.63	146.70
11-20-2025 02:57PM	N/A	FLEET LABOR	013-001 - FL-FRONT BRAKE JOB	28378 - Ryan Milbrandt	2.10	189.00
11-21-2025 08:51AM	N/A	FLEET LABOR	013-001 - FL-FRONT BRAKE JOB	28378 - Ryan Milbrandt	2.10	189.00
11-25-2025 08:08AM	N/A	FLEET LABOR	013-001 - FL-FRONT BRAKE JOB	28378 - Ryan Milbrandt	0.20	18.00
11-19-2025 08:30AM	N/A	FLEET LABOR	013-002 - FL-REAR BRAKE JOB	28378 - Ryan Milbrandt	0.02	1.80
11-19-2025 12:11PM	N/A	FLEET LABOR	013-002 - FL-REAR BRAKE JOB	28378 - Ryan Milbrandt	1.23	110.70
11-19-2025 02:47PM	N/A	FLEET LABOR	013-002 - FL-REAR BRAKE JOB	28378 - Ryan Milbrandt	1.60	144.00
11-20-2025 07:28AM	N/A	FLEET LABOR	013-002 - FL-REAR BRAKE JOB	28378 - Ryan Milbrandt	0.72	64.80
11-19-2025 08:29AM	N/A	FLEET LABOR	017-001 - FL-TIRE REPLACE	28378 - Ryan Milbrandt	0.02	1.80
11-20-2025 10:13AM	N/A	FLEET LABOR	017-001 - FL-TIRE REPLACE	28378 - Ryan Milbrandt	2.75	247.50
11-21-2025 10:15AM	N/A	FLEET LABOR	017-001 - FL-TIRE REPLACE	28378 - Ryan Milbrandt	1.40	126.00
11-18-2025 12:00PM	N/A	FLEET LABOR	064-001 - FL-INSTALL SNOW EQUIPMENT	28378 - Ryan Milbrandt	3.27	294.30
11-18-2025 02:50PM	N/A	FLEET LABOR	064-001 - FL-INSTALL SNOW EQUIPMENT	28378 - Ryan Milbrandt	1.83	164.70
11-19-2025 06:47AM	N/A	FLEET LABOR	064-001 - FL-INSTALL SNOW EQUIPMENT	28378 - Ryan Milbrandt	0.02	1.80
11-21-2025 10:16AM	N/A	FLEET LABOR	064-001 - FL-INSTALL SNOW EQUIPMENT	28378 - Ryan Milbrandt	0.02	1.80
11-24-2025 11:01AM	N/A	FLEET LABOR	064-001 - FL-INSTALL SNOW EQUIPMENT	28378 - Ryan Milbrandt	4.23	380.70
11-21-2025 11:01AM	N/A	FLEET LABOR	065-007 - FL-HOSES, FITTINGS & LINES	28378 - Ryan Milbrandt	0.75	67.50
11-19-2025 08:28AM	N/A	FLEET LABOR	066-010 - FL-WING CURB GUARD	28378 - Ryan Milbrandt	0.00	0.00
11-21-2025 02:49PM	N/A	FLEET LABOR	066-010 - FL-WING CURB GUARD	28378 - Ryan Milbrandt	1.93	173.70
11-25-2025 07:56AM	N/A	FLEET LABOR	HD TRUCK A - FL-HD TRUCK A SERVICE	28378 - Ryan Milbrandt	0.02	1.80
11-14-2025 07:00AM	N/A	FLEET LABOR	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	28378 - Ryan Milbrandt	0.07	6.30
11-14-2025 08:50AM	N/A	FLEET LABOR	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	28378 - Ryan Milbrandt	1.40	126.00

Work Order FL-PW-2025-2506 continues on next page...

Work Order Detail - Charges

Work Order: FL-PW-2025-2506 - Annual and A service, and hang snow gear							
3,858.30	3,976.61	10.00	0.00	0.00	0.00	0.00	0.00

Work Order Details

Labor

Transaction Date	Department	Account	Task	Employee	Labor Hours	Labor Cost
11-17-2025 12:05PM	N/A	FLEET LABOR	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	28378 - Ryan Milbrandt	5.33	479.70
11-17-2025 01:47PM	N/A	FLEET LABOR	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	28378 - Ryan Milbrandt	0.70	63.00
11-18-2025 08:44AM	N/A	FLEET LABOR	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	28378 - Ryan Milbrandt	1.98	178.20
11-19-2025 08:28AM	N/A	FLEET LABOR	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	28378 - Ryan Milbrandt	1.68	151.20
11-19-2025 09:27AM	N/A	FLEET LABOR	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	28378 - Ryan Milbrandt	0.90	81.00
11-21-2025 11:53AM	N/A	FLEET LABOR	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	28378 - Ryan Milbrandt	0.87	78.30
11-24-2025 02:54PM	N/A	FLEET LABOR	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	28378 - Ryan Milbrandt	2.88	259.20
11-25-2025 07:55AM	N/A	FLEET LABOR	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	28378 - Ryan Milbrandt	1.17	105.30

Work Order FL-PW-2025-2506 continues on next page...

Work Order Detail - Charges

Work Order: FL-PW-2025-2506 - Annual and A service, and hang snow gear							
3,858.30	3,976.61	10.00	0.00	0.00	0.00	0.00	0.00

Work Order Details

Parts

Transaction Date	Department	Account	Task	Part	Qty Issued	Total Cost
11-19-2025 12:54PM	N/A	FLEET PART ISSUES	013-001 - FL-FRONT BRAKE JOB	1231004-0 - Brake-Drum; Steer Axle 16.50X6.00 Brake Drum	2	657.15
11-19-2025 12:54PM	N/A	FLEET PART ISSUES	013-001 - FL-FRONT BRAKE JOB	8235-XK3124715QP-0 - Brake-Shoes; Reman Shoe Kit - Steer	2	212.28
11-19-2025 08:49AM	N/A	FLEET PART ISSUES	013-002 - FL-REAR BRAKE JOB	1230001-0 - Brake-Drum; Rear Brake Drum - Hd Truck 16.5 X 7	2	276.45
11-19-2025 08:49AM	N/A	FLEET PART ISSUES	013-002 - FL-REAR BRAKE JOB	1230003-0 - Brake-Shoes; Rear Brake Shoe Kit - Hd Truck 4707Q 23K	2	106.42
11-19-2025 12:07PM	N/A	FLEET PART ISSUES	013-002 - FL-REAR BRAKE JOB	8102011-0 - Spray; Gasket Prep And Parts Cleaner Spray	3	10.45
11-19-2025 08:36AM	N/A	FLEET PART ISSUES	017-001 - FL-TIRE REPLACE	6401003-0 - Tire; 11R22.5 Firestone Fd711 H Rated - Drive Tire	4	1,815.57
11-20-2025 07:31AM	N/A	FLEET PART ISSUES	017-001 - FL-TIRE REPLACE	RECON WHEEL-0 - Tire; Reconditioned Truck Rim	4	208.99
11-20-2025 07:31AM	N/A	FLEET PART ISSUES	017-001 - FL-TIRE REPLACE	TR573-0 - Valve Stem; Truck Valve Stem 3-3/4" With Bend	4	10.57
11-18-2025 10:55AM	N/A	FLEET PART ISSUES	064-001 - FL-INSTALL SNOW EQUIPMENT	06600013-0 - Plow Bolt; 5/8" Nc Flange Nut Gr. 8 Zinc	3	4.10
11-19-2025 08:36AM	N/A	FLEET PART ISSUES	066-010 - FL-WING CURB GUARD	4208002-0 - Puck; 3` Vidabutton - Puck	1	36.45
11-17-2025 07:44AM	N/A	FLEET PART ISSUES	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	5301002-0 - Batteries; Group 31 Battery Stud	-3	-273.38
11-17-2025 07:44AM	N/A	FLEET PART ISSUES	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	5301002-0 - Batteries; Group 31 Battery Stud	3	273.38
11-17-2025 09:49AM	N/A	FLEET PART ISSUES	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	7901002-0 - Oil; Bulk 5W-40 Ck-4 Synthetic Oil - Oilmaster Lubricants - Eo2	34	136.30
11-17-2025 07:46AM	N/A	FLEET PART ISSUES	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	7902001-0 - Fluid-Trans; Bulk Atf - Dex3 Transmission Fluid	3	7.06
11-17-2025 07:46AM	N/A	FLEET PART ISSUES	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	7906001-0 - Grease; Bulk Grease - Lithium No.2	1	3.03
11-17-2025 07:46AM	N/A	FLEET PART ISSUES	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	7906003-0 - Grease; Bulk Grease Lithium 00	4	15.16
11-17-2025 07:47AM	N/A	FLEET PART ISSUES	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	8001520-0 - Filter-Oil; Oil Filter	2	37.34
11-17-2025 07:46AM	N/A	FLEET PART ISSUES	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	8001530-0 - Filter-Oil; Oil By-Pass Filter	1	31.45
11-17-2025 07:46AM	N/A	FLEET PART ISSUES	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	8002580-0 - Filter-Air; Air Filter	1	57.52
11-17-2025 07:46AM	N/A	FLEET PART ISSUES	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	8003008-0 - Filter-Fuel; Fuel Tank Breather Filter	1	23.38
11-17-2025 07:47AM	N/A	FLEET PART ISSUES	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	8003096-0 - Filter-Fuel; Fuel Filter	1	35.45
11-17-2025 07:46AM	N/A	FLEET PART ISSUES	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	8003120-0 - Filter-Fuel; Fuel Filter	1	54.58

Work Order FL-PW-2025-2506 continues on next page...

Work Order Detail - Charges

Work Order: FL-PW-2025-2506 - Annual and A service, and hang snow gear							
3,858.30	3,976.61	10.00	0.00	0.00	0.00	0.00	0.00

Work Order Details

Parts

Transaction Date	Department	Account	Task	Part	Qty Issued	Total Cost
11-17-2025 07:47AM	N/A	FLEET PART ISSUES	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	8004006-0 - Filter-Hydrlic; Hydraulic Filter	1	35.16
11-17-2025 07:46AM	N/A	FLEET PART ISSUES	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	8004070-0 - Filter-Oil; Power Steering Filter	1	27.24
11-17-2025 07:47AM	N/A	FLEET PART ISSUES	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	8005002-0 - Filter-Coolant; Coolant Filter	1	13.50
11-17-2025 07:46AM	N/A	FLEET PART ISSUES	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	8006016-0 - Filter-Cabin; Cabin Air Filter	1	18.24
11-17-2025 07:47AM	N/A	FLEET PART ISSUES	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	8008008-0 - Filter-Airdryer; Air Dryer Coalescing Cartridge Filter	1	47.05
11-17-2025 07:46AM	N/A	FLEET PART ISSUES	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	8008009-0 - Filter-Def; Def Filter - 1 Of 3	1	37.87
11-17-2025 07:46AM	N/A	FLEET PART ISSUES	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	8008010-0 - Filter-Def; Def Filter - 2 Of 3	1	23.49
11-17-2025 07:46AM	N/A	FLEET PART ISSUES	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	8101021-0 - Fluid-Washer; Bulk Windshield Washer Fluid	1	1.93
11-17-2025 07:46AM	N/A	FLEET PART ISSUES	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	8102011-0 - Spray; Gasket Prep And Parts Cleaner Spray	2	6.96
11-17-2025 07:46AM	N/A	FLEET PART ISSUES	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	FLUID FILM-0 - Spray; Fluid Film Rust Preventative	1	7.49
11-17-2025 07:44AM	N/A	FLEET PART ISSUES	HD TRUCK ANN - FL-HD TRUCK ANNUAL SERVICE	FLUID FILM BLACK-0 - Spray; Fluid Film Rust Preventative Spray - Black	2	17.98

Overhead

Overhead Costs	Small Parts Markup - Labor	Small Parts Markup -Parts	Tools Charges	Total Overhead Cost
10.00	0.00	0.00	0.00	10.00

Work Order Detail - Charges

Work Order: FL-PW-2025-2630 - BATTERIES INSTALLED BY ARDEN HILLS

WO Status: CLOSED	Asset: FL-85123 - 2018 MACK GU712 SINGLE AXLE 10.8L	Date In: 11/26/2025 11:12AM
Job Type: REPAIR	Department: FL-AH - CITY OF ARDEN HILLS	Date Due: 12/01/2025 11:12AM
Project Code:	Account: FLEET ASSIGNMENT/WO	Estimated Completion:
Warranty: NO	Serial: 1M2AX02C8JM002978	Date WO Opened: 11/26/2025 11:12AM
License:	Repair Reason: PM	Date WO Finished: 12/03/2025 06:17AM
Accident:	User Opened: 28658	Date WO Closed: 12/03/2025 06:17AM
Contact: JEFF FRID	User Finished: 28658	Meter 1: 18,912
	User Closed: 28658	Meter 2: 0

Work Order Summary

Internal			Commercial				Equipment Usage
Labor	Parts	Overhead	Labor	Parts	Misc	Tax/Markup	Charges
0.00	272.41	10.00	0.00	0.00	0.00	0.00	0.00
Total Work Order Costs:							\$ 282.41

Work Order Details

Labor

Transaction Date	Department	Account	Task	Employee	Labor Hours	Labor Cost
12-03-2025 02:00AM	N/A	FLEET LABOR	032-001 - FL-BATTERY & CABLES	AH-00001 - Thomas Mikacevich	0.50	0.00

Parts

Transaction Date	Department	Account	Task	Part	Qty Issued	Total Cost
11-26-2025 11:14AM	N/A	FLEET PART ISSUES	032-001 - FL-BATTERY & CABLES	5301002-0 - Batteries; Group 31 Battery Stud	3	272.41

Overhead

Overhead Costs	Small Parts Markup - Labor	Small Parts Markup -Parts	Tools Charges	Total Overhead Cost
10.00	0.00	0.00	0.00	10.00

Work Order Detail - Charges

Work Order: FL-PW-2025-2768 - MISSING END BIT MAIN BLADE AND WING END BIT BOLTS

WO Status: CLOSED	Asset: FL-85128 - 2022 MACK GR42F SINGLE AXLE 10.8L	Date In: 12/10/2025 04:03PM
Job Type: REPAIR	Department: FL-AH - CITY OF ARDEN HILLS	Date Due: 12/10/2025 06:03PM
Project Code:	Account: FLEET ASSIGNMENT/WO	Estimated Completion:
Warranty: NO	Serial: 1M2GR2AC4NM001625	Date WO Opened: 12/10/2025 04:03PM
License:	Repair Reason: WT	Date WO Finished: 12/15/2025 02:43PM
Accident:	User Opened: 15054	Date WO Closed: 12/19/2025 03:50PM
Contact: JEFF FRID	User Finished: 47569	Meter 1: 9,608
	User Closed: 28658	Meter 2: 0

Work Order Summary

Internal			Commercial				Equipment Usage
Labor	Parts	Overhead	Labor	Parts	Misc	Tax/Markup	Charges
306.00	2,053.83	10.00	0.00	0.00	0.00	0.00	0.00
Total Work Order Costs:							\$ 2,369.83

Work Order Details

Labor

Transaction Date	Department	Account	Task	Employee	Labor Hours	Labor Cost
12-15-2025 12:03PM	N/A	FLEET LABOR	066-007 - FL-WING CUTTING EDGE	47569 - Logan Woller	1.10	99.00
12-15-2025 02:43PM	N/A	FLEET LABOR	066-007 - FL-WING CUTTING EDGE	47569 - Logan Woller	1.42	127.80
12-15-2025 09:03AM	N/A	FLEET LABOR	066-009 - FL-PLOW CURB GUARD	47569 - Logan Woller	0.63	56.70
12-15-2025 01:18PM	N/A	FLEET LABOR	066-010 - FL-WING CURB GUARD	47569 - Logan Woller	0.25	22.50

Parts

Transaction Date	Department	Account	Task	Part	Qty Issued	Total Cost
12-15-2025 01:16PM	N/A	FLEET PART ISSUES	066-007 - FL-WING CUTTING EDGE	4204015-0 - Blades; 4` Joma Plow - Edge Replacement	1	512.23
12-12-2025 03:12PM	N/A	FLEET PART ISSUES	066-007 - FL-WING CUTTING EDGE	4204016-0 - Blades; 3` Joma Plow - Edge Replacement	1	388.40
12-15-2025 01:16PM	N/A	FLEET PART ISSUES	066-007 - FL-WING CUTTING EDGE	4204016-0 - Blades; 3` Joma Plow - Edge Replacement	1	388.40
12-12-2025 03:12PM	N/A	FLEET PART ISSUES	066-009 - FL-PLOW CURB GUARD	0660090-0 - Curb Runner; 1 X 6 Left Hand Carbide Imbeded Curb Runner - 2 Inch Guage Line Front Plow Only	1	225.00
12-12-2025 03:12PM	N/A	FLEET PART ISSUES	066-009 - FL-PLOW CURB GUARD	0660091-0 - Curb Runner; 1 X 6 Right Hand Curb Runner Carbide Imbeded 2 Inch Gauge Line Front Plow Only	1	225.00
12-12-2025 03:12PM	N/A	FLEET PART ISSUES	066-010 - FL-WING CURB GUARD	0660006-1 - End Bit; Curb Runner - Joma Style - Horizontal	1	314.80

Overhead

Overhead Costs	Small Parts Markup - Labor	Small Parts Markup -Parts	Tools Charges	Total Overhead Cost
10.00	0.00	0.00	0.00	10.00

Work Order Detail - Charges

Work Order: **FL-PW-2025-2879 - SQUEEK / DRONE NOISE**

WO Status: CLOSED	Asset: FL-85455 - 2016 FORD F350 4WD 6.2L	Date In: 12/26/2025 07:53AM
Job Type: REPAIR	Department: FL-AH - CITY OF ARDEN HILLS	Date Due: 12/31/2025 07:53AM
Project Code:	Account: FLEET ASSIGNMENT/WO	Estimated Completion:
Warranty: NO	Serial: 1FT8W3B67GEC73955	Date WO Opened: 12/26/2025 07:53AM
License:	Repair Reason: WT	Date WO Finished: 12/30/2025 08:44AM
Accident:	User Opened: 37565	Date WO Closed: 12/31/2025 09:32AM
Contact: JEFF FRID	User Finished: 15054	Meter 1: 65,491
	User Closed: 15054	Meter 2: 0

Work Order Summary

Internal			Commercial				Equipment Usage
Labor	Parts	Overhead	Labor	Parts	Misc	Tax/Markup	Charges
34.20	0.00	10.00	0.00	0.00	0.00	0.00	0.00
Total Work Order Costs:							\$ 44.20

Work Order Details

Labor

Transaction Date	Department	Account	Task	Employee	Labor Hours	Labor Cost
12-30-2025 08:44AM	N/A	FLEET LABOR	018-999 - FL-WHEELS - RIMS - HUBS & BEARINGS-INVESTIGATE	47568 - Thomas Cilek	0.38	34.20

Overhead

Overhead Costs	Small Parts Markup - Labor	Small Parts Markup -Parts	Tools Charges	Total Overhead Cost
10.00	0.00	0.00	0.00	10.00

No Part Transactions on This Work Order

Work Order Detail - Charges

Total Summary								
Internal			Commercial				Equipment Usage	
Labor	Parts	Overhead	Labor	Parts	Misc	Tax/Markup	Charges	
7,741.80	8,805.60	70.00	0.00	0.00	0.00	0.00	0.00	
						Total Costs: \$ 16,617.40		

CONSENT ITEM – 8G



MEMORANDUM

DATE: February 9, 2026

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

FROM: David Swearingen, P.E. Public Works Director / City Engineer

SUBJECT: MN-51 Trail Cooperative Construction and Maintenance Agreement - MnDOT

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

Council Should Consider

Motions to approve, table, or deny the following:

- State of Minnesota Department of Transportation and City of Arden Hills Cooperative Construction Agreement for the proposed MN-51 Trail.

Background

MnDOT will perform grading, bituminous mill and surfacing, ADA improvements, TMS, signals, and lighting construction and other associated construction upon, along, and adjacent to Trunk Highway No. 51 from north end of the Bridge over TH 36 to Snelling Avenue North (CR-76).

MnDOT has included in its contract a multi-use trail along the west side of TH 51 from Lydia Avenue in Roseville to Grey Fox Road in Arden Hills and the City is willing to maintain the portion of the multi-use trail within the city limits after completion of the construction.

City staff recommends approving the Cooperative Construction Agreement with MnDOT.

Budget Impact

There are no direct budget impacts related to the construction of the proposed trail, although additional labor and resources are necessary to maintain the trail. Maintenance of the trail will include snow/ice control, crack sealing, fog sealing, vegetation control, and localized pavement corrections if necessary.

The State and the City agree that full pavement replacement is outside of routine and minor maintenance, and the State and the City will share in the cost of pavement replacement according to the State's Cost Participation and Maintenance Responsibilities with Local Units of Government Manual, as amended or revised.

Attachments

Attachment A - MN-51 Trail Cooperative Construction and Maintenance Agreement

**STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION
And
CITY OF ARDEN HILLS
COOPERATIVE CONSTRUCTION
AGREEMENT**

State Project Number (S.P.): 6216-142
Trunk Highway Number (T.H.): 51

This Agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State") and the City of Arden Hills acting through their City Council ("City").

Recitals

1. The State will perform grading, bituminous mill and surfacing, ADA improvements, TMS, signals, and lighting construction and other associated construction upon, along, and adjacent to Trunk Highway No. 51 from north end of the Bridge over TH 36 to Snelling Avenue North (CR 76) according to State-prepared plans, specifications, and special provisions designated by the State as State Project No. 6216-142 (T.H. 51) ("Project"); and
2. The State has included in its contract a multi-use trail along the west side of TH 51 from Lydia Avenue in Roseville to Grey Fox Road in Arden Hills and the City is willing to maintain the portion of the multi-use trail within the city limits after completion of the construction; and
3. Minnesota Statutes § 161.20, subdivision 2 authorizes the Commissioner of Transportation to make arrangements with and cooperate with any governmental authority for the purposes of constructing, maintaining, and improving the trunk highway system.

Agreement

1. Term of Agreement; Survival of Terms; Plans; Incorporation of Exhibits
 - 1.1. Effective Date. This Agreement will be effective on the date the State obtains all signatures required by Minnesota Statutes § 16C.05, subdivision 2.
 - 1.2. Expiration Date. This Agreement will expire when all obligations have been satisfactorily fulfilled.
 - 1.3. Survival of Terms. All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement, including, without limitation, the following clauses: 3. Maintenance by the City; 6. Liability; Worker Compensation Claims; Insurance; 9. State Audits; 10. Government Data Practices; 11. Governing Law; Jurisdiction; Venue; and 13. Force Majeure.
 - 1.4. Plans, Specifications, and Special Provisions. Plans, specifications, and special provisions designated by the State as State Project No. 6216-142 (T.H. 51) are on file in the office of the Commissioner of Transportation at St. Paul, Minnesota, and incorporated into this Agreement by reference ("Project Plans").
 - 1.5. Exhibits. Exhibit A – Shared Use Path Location is attached and incorporated into this Agreement.

2. Construction by the State

2.1. Contract Award. The State will advertise for bids and award a construction contract to the lowest responsible bidder according to the Project Plans.

2.2. Direction, Supervision, and Inspection of Construction.

- A. Supervision and Inspection by the State.** The State will direct and supervise all construction activities performed under the construction contract and perform all construction engineering and inspection functions in connection with the contract construction. All contract construction will be performed according to the Project Plans.
- B. Inspection by the City.** The construction covered under this Agreement will be open to inspection by the City. If the City believes the construction covered under this Agreement has not been properly performed or that the construction is defective, the City will inform the State District Engineer's authorized representative in writing of those defects. Any recommendations made by the City are not binding on the State. The State will have the exclusive right to determine whether the State's contractor has satisfactorily performed the construction covered under this Agreement.

2.3. Plan Changes, Additional Construction, Etc.

- A.** The State will make changes in the Project Plans and contract construction and will enter into any necessary addenda and change orders with the State's contractor that are necessary to cause the contract construction to be performed and completed in a satisfactory manner.
- B.** The City may request additional work or changes to the work in the plans as part of the construction contract. Such request will be made by an exchange of letter(s) with the State. If the State determines that the requested additional work or plan changes are necessary or desirable and can be accommodated without undue disruption to the project, the State will cause the additional work or plan changes to be made. The State reserves the right to invoice the City for the cost of any construction contract addenda and any additional City requested work and plan changes, including associated construction engineering, before the completion of the contract construction.

2.4. Satisfactory Completion of Contract. The State will perform all other acts and functions necessary to cause the construction contract to be completed in a satisfactory manner. Acceptance by the State of the completed contract construction will be final, binding, and conclusive upon the City as to the satisfactory completion of the contract construction.

2.5. Permits. The City will submit to the State's Utility Engineer an original permit application for all utilities owned by the City/County to be constructed hereunder that are upon and within the Trunk Highway Right-of-Way. Applications for permits will be made on State form "Application For Utility Permit On Trunk Highway Right-of-Way" (Form 2525).

3. Maintenance by the City

Upon completion of the project, the City will provide the following without cost or expense to the State:

3.1. Shared Use Path. The City will provide routine and minor maintenance of the shared use path on State Right-of-Way as shown in Exhibit E. Routine and minor maintenance may include, but are not limited to, snow and ice control/removal, sweeping and debris removal, patching, crack repair, replacement of failing section(s) of pavement, vegetation control, signing, pavement markings, and any other maintenance activities necessary to perpetuate the shared use path in a safe, usable, and aesthetically acceptable condition as determined by the State's District Maintenance Engineer and all applicable laws including, but not limited to, the Americans with Disabilities Act ("ADA"). If the City fails to perform its maintenance

services under this Agreement in compliance with applicable laws, the State will provide the City with a notice of non-compliance. Within three business days of sending the notice of non-compliance, the State's District Maintenance Engineer and the City's Engineer will meet to discuss the City's performance of maintenance and decide upon next steps to remedy any non-compliant performance. If the parties cannot agree upon a remedy, the State may perform such obligation and the City will reimburse the State for the cost thereof, plus 10 percent of such cost for overhead and supervision within 30 days of receipt of the State's invoice. The State and the City agree that full pavement replacement is outside of routine and minor maintenance, and the State and the City will share in the cost of pavement replacement according to the State's Cost Participation and Maintenance Responsibilities with Local Units of Government Manual, as amended or revised.

A. Right-of-Way Access.

The State authorizes the City to enter upon State Right-of-Way to perform the maintenance activities described in this Article 5. The City must notify and coordinate with the State's District Maintenance Engineer prior to accessing State Right-of-Way. While the City is occupying the State's Right-of-Way, they must comply with the approved traffic control plan and with the applicable provisions of the Work Zone Field Handbook (<http://www.dot.state.mn.us/trafficeng/workzone/index.html>). All City personnel occupying the State's Right-of-Way must be provided with required reflective clothing and hats.

A. Environmental.

The City shall not dispose of any materials regulated by any governmental or regulatory agency onto the ground, or into any body of water, or into any container on the State's Right-of-Way. In the event of spillage of regulated materials, the City shall immediately notify the State's Authorized Representative in writing and shall provide for cleanup of the spilled material and any materials contaminated by the spillage in accordance with all applicable federal, state and local laws and regulations, at the sole expense of the City.

4. Authorized Representatives

Each party's Authorized Representative is responsible for administering this Agreement and is authorized to give and receive any notice or demand required or permitted by this Agreement.

4.1. The State's Authorized Representative will be:

Name, Title: Todd Stevens, District Maintenance Engineer (or successor)
Address: 1500 West City Road B2, Roseville MN 55113
Telephone: 651-234-7901
E-Mail: todd.stevens@state.mn.us

4.2. The City of Arden Hills' Authorized Representative will be:

Name, Title: David Swearingen, Public Works Director/City Engineer (or successor)
Address: 1425 Paul Kirkwold Dr, Arden Hills, MN 55112
Telephone: 651-792-7847
E-Mail: dswearingen@cityofardenhills.org

5. Assignment; Amendments; Waiver; Contract Complete

5.1. Assignment. No party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other party and a written assignment agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office. The foregoing does not

prohibit the City from contracting with a third party to perform City maintenance responsibilities covered under this Agreement.

- 5.2. **Amendments.** Any amendment to this 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 Agreement, or their successors in office.
- 5.3. **Waiver.** If a party fails to enforce any provision of this Agreement, that failure does not waive the provision or the party's right to subsequently enforce it.
- 5.4. **Contract Complete.** This Agreement contains all prior negotiations and agreements between the State and the City. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

6. Liability; Worker Compensation Claims; Insurance

Each party is responsible for its own acts, omissions, and the results thereof to the extent authorized by law and will not be responsible for the acts, omissions of others, and the results thereof. Minnesota Statutes § 3.736 and other applicable law govern liability of the State. Minnesota Statutes Chapter 466 and other applicable law govern liability of the City. Each party is responsible for its own employees for any claims arising under the Workers Compensation Act.

7. Nondiscrimination

Provisions of Minnesota Statutes § 181.59 and of any applicable law relating to civil rights and discrimination are considered part of this Agreement.

8. State Audits

Under Minnesota Statutes § 16C.05, subdivision 5, the City books, records, documents, accounting procedures, and practices relevant to this Agreement are subject to examination by the State and the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

9. Government Data Practices

The City and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the City under this Agreement. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the City or the State.

10. Governing Law; Jurisdiction; Venue

Minnesota law governs the validity, interpretation, and enforcement of this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

11. Termination; Suspension

- 11.1. **By Mutual Agreement.** This Agreement may be terminated by mutual agreement of the parties or by the State for insufficient funding as described below.
- 11.2. **Termination for Insufficient Funding.** The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the performance of contract construction under the Project. Termination must be by written or fax notice to the City.

11.3. *Suspension.* In the event of a total or partial government shutdown, the State may suspend this Agreement and all work, activities and performance of work authorized through this Agreement.

12. Force Majeure

No party will be responsible to the other for a failure to perform under this Agreement (or a delay in performance), if such failure or delay is due to a force majeure event. A force majeure event is an event beyond a party's reasonable control, including but not limited to, unusually severe weather, fire, floods, other acts of God, labor disputes, acts of war or terrorism, or public health emergencies.

[The remainder of this page has been intentionally left blank]

CITY OF ARDEN HILLS

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

DEPARTMENT OF TRANSPORTATION

Approved:

By: _____
(District Engineer)

Date: _____

COMMISSIONER OF ADMINISTRATION

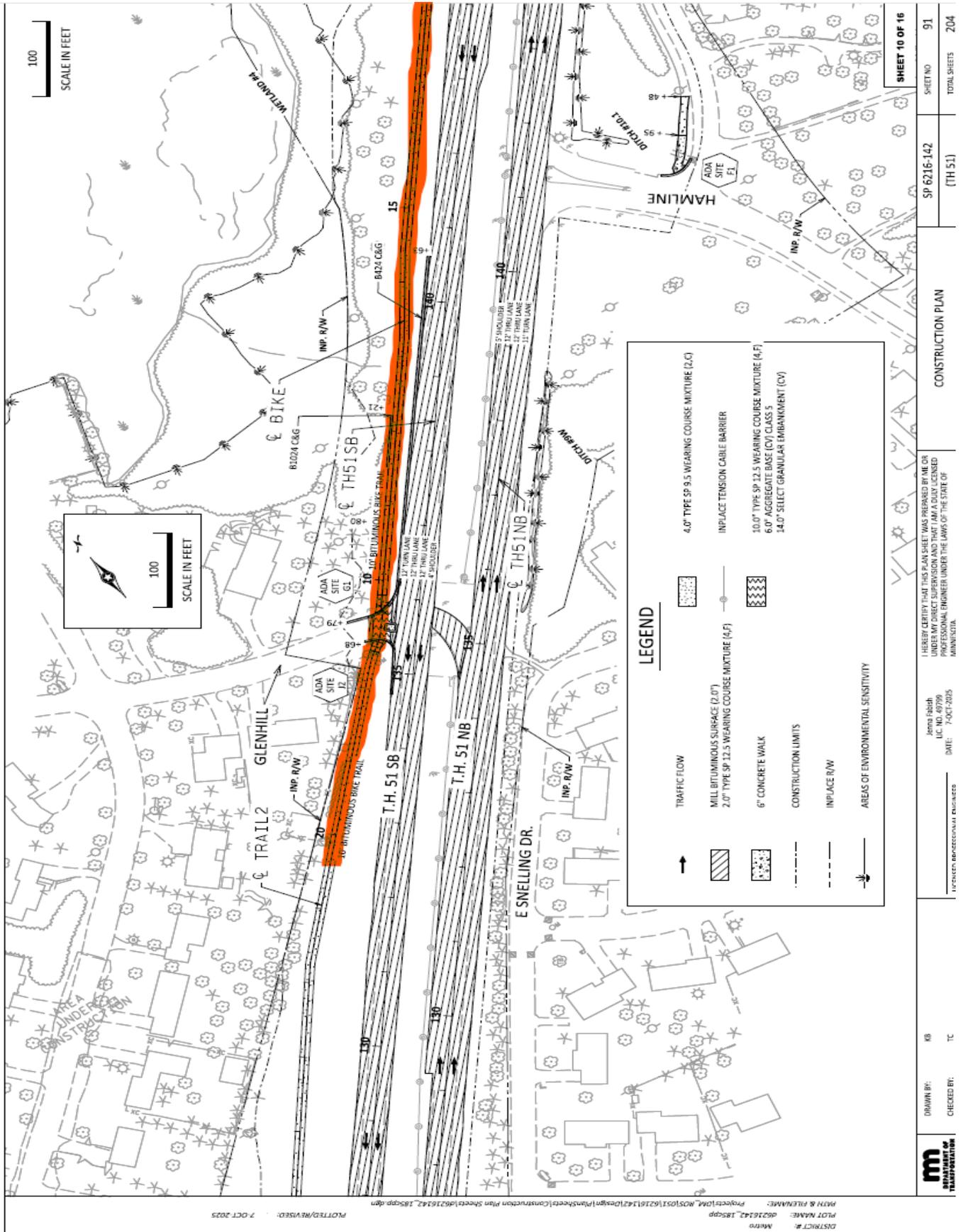
By: _____
(With Delegated Authority)

Date: _____

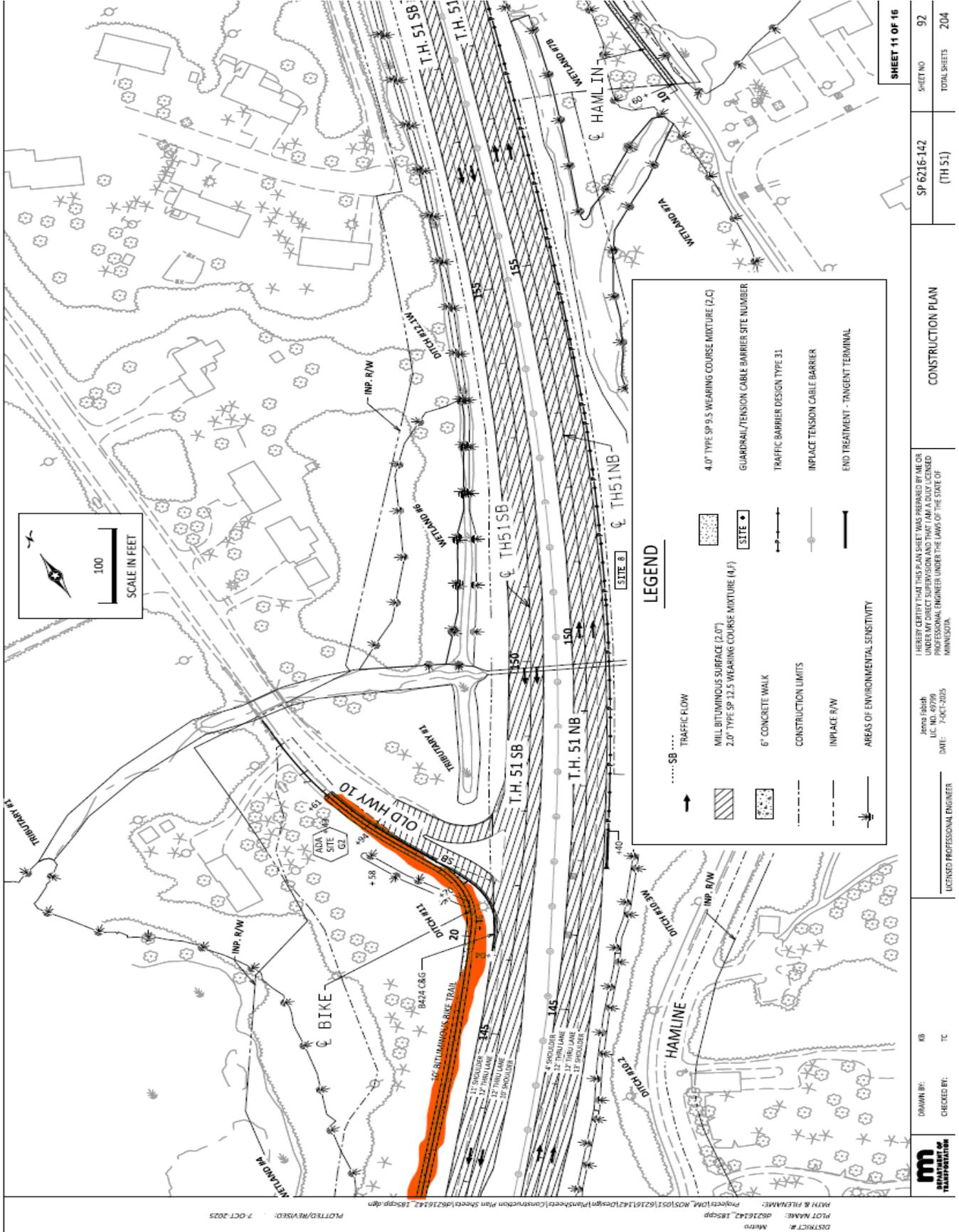
INCLUDE COPY OF RESOLUTION APPROVING THE AGREEMENT AND AUTHORIZING ITS EXECUTION.

Exhibit A: Shared Use Path Location

City of Arden Hills Responsibility



[Title]



[Title]

CITY OF ARDEN HILLS

RESOLUTION

IT IS RESOLVED that the City of Arden Hills enter into MnDOT Agreement No. 1061476 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for routine maintenance by the City upon, along, and adjacent to Trunk Highway No. 51, the limits of which are defined in said Agreement.

IT IS FURTHER RESOLVED that the Mayor and the _____
(Title)
are authorized to execute the Agreement and any amendments to the Agreement.

CERTIFICATION

I certify that the above Resolution is an accurate copy of the Resolution adopted by the Council of the City of Arden Hills at an authorized meeting held on the _____ day of _____, 2026, as shown by the minutes of the meeting in my possession.

Subscribed and sworn to me this _____ day of _____, 2026
Notary Public _____
My Commission Expires _____

_____ (Signature)
_____ (Type or Print Name)
_____ (Title)

CONSENT ITEM – 8H



MEMORANDUM

DATE: February 9, 2026

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

FROM: David Swearingen, P.E. Public Works Director / City Engineer

SUBJECT: 2026 PMP Winter tree clearing contract

Budgeted Amount:	Actual Amount:	Funding Source:
\$3,300,000 (2026 PMP budget)	\$12,400	PIR

Council Should Consider

Motions to approve, table, or deny the following:

- Contract for 2026 PMP Winter Tree Clearing with Castle Rock Contracting & Tree Service, LLC in the amount of \$12,400.

Background/Discussion

On January 12, 2026, the City Council approved PSA Amendment No. 1 with Bolton & Menk. The scope of work included an amount for the preparation/issuance of a quote package for early tree clearing operations related to the 2026 PMP Street & Utility Improvements Project.

Since then, six contractors were requested for quotes to perform the necessary tree clearing, two quotes were received:

	BIDDERS	TOTAL AMOUNT BID
1	Castle Rock Contracting & Tree Service, LLC	\$12,400.00
2	Precision Landscape and Tree, Inc.	\$46,487.00

City staff recommends the City Council approve the contract with Castle Rock Contracting, LLC in the amount of \$12,400 as seen in Attachment A.

Budget Impact

The tree clearing construction costs are included in the overall budget for the 2026 PMP Street & Utility Improvement Project. The proposed contract amount of \$12,400 is considered favorable and well within the current budget of \$3,300,000.

Attachments

Attachment A – 2026 PMP Winter tree clearing contract

**AGREEMENT CITY OF ARDEN HILLS
RAMSEY COUNTY, MINNESOTA**

2026 PMP Winter Tree Clearing
Project No. 25X.137753

AGREEMENT made this 9th day of February, 2026 between the CITY OF ARDEN HILLS, a Minnesota municipal corporation ("City"), and Castle Rock Contracting & Tree Service, LLC, a corporation organized and existing under the laws of the State of Minnesota ("Contractor").

IN CONSIDERATION OF THE MUTUAL UNDERTAKINGS HEREIN CONTAINED, THE PARTIES AGREE AS FOLLOWS:

1. CONTRACT DOCUMENTS. The following documents shall be referred to as the "Contract Documents", all of which shall be taken together as a whole as the contract between the parties as if they were set verbatim and in full herein:

- A. This Agreement.
- B. Project Description: Clearing and removal of approximately 0.62 acres of trees and brush around Karth Lake in anticipation of a subsequent street and utility improvement project scheduled for the summer of 2026.
- C. Document titled 2026 PMP Winter Tree Clearing Request for Quotes dated January 12, 2026.
- D. Quote dated January 26, 2026.

In the event of conflict among the provisions of the Contract Documents, the order in which they are listed above shall control in resolving any such conflicts with Contract Document "A" having the first priority and Contract Document "C" having the last priority.

2. OBLIGATIONS OF THE CONTRACTOR. The Contractor shall provide the goods, services, and perform the work in accordance with the Contract Documents and in compliance with federal, state and local laws.

3. CONTRACT PRICE. Owner shall pay Contractor for completion of the Work, in accordance with the Contractor's quote.

4. ASSIGNMENT. Neither party may assign, sublet, or transfer any interest or obligation in this Contract without the prior written consent of the other party, and then only upon such terms and conditions as both parties may agree to and set forth in writing.

5. TIME OF PERFORMANCE. The Contractor shall complete its obligations on or before March 31, 2026.

6. PAYMENT. When the obligations of the Contractor have been fulfilled, inspected, and accepted, the City will pay the Contractor. Such payment shall be made not later than thirty (30) days after completion, certification thereof, and invoicing by the Contractor.

7. PROMPT PAYMENT TO SUBCONTRACTORS.

Pursuant to Minnesota Statute § 471.425, Subd. 4a, the Contractor must pay any subcontractor within ten (10) days of the Contractor's receipt of payment from the City for undisputed services provided by the subcontractor. The Contractor must pay interest of one and one-half percent (1.5 %) per month or any part of a month to subcontractor on any undisputed amount not paid on time to the subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100.00 or more is \$10.00. For an unpaid balance of less than \$100.00, the Contractor shall pay the actual penalty due to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from the Contractor shall be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action.

8. WORKER'S COMPENSATION. Pursuant to Minnesota Statute § 176.182, Contractor must provide acceptable evidence of compliance with the state Workers' Compensation insurance requirements for all its employees and, in case any work is subcontracted, Contractor will require the subcontractor to provide Workers' Compensation insurance or acceptable evidence of compliance in accordance with the statutory requirements of the State of Minnesota.

9. COMMERCIAL GENERAL LIABILITY. Contractor shall obtain the following minimum insurance coverage by a single policy or a combination of policies (including umbrella policies) and maintain it at all times throughout the life of the Contract, with the City endorsed as an additional insured:

Bodily Injury:	\$2,000,000 each occurrence \$2,000,000 aggregate, products and completed operations
Property Damage:	\$2,000,000 each occurrence \$2,000,000 aggregate

The Additional Insured coverage must be primary and non-contributory. Products and Completed Operations Insurance shall be maintained for a minimum period of three (3) years after final payment and Contractor shall continue to provide evidence of such coverage to City on an annual basis during the aforementioned period; or if any reason Contractor's work ceases before final payment, for a minimum period of three (3) years from the date Contractor ceases work. Coverages must be equivalent to that provided by ISO Forms CG 20 10 04 13 and CG 20 37 04 13.

For any contract involving the repair, maintenance or construction of property that involves the provision of equipment, supplies or materials to the City for projects greater than \$100,000, the Contractor shall obtain and maintain Builder's Risk insurance in an amount not less than the project or contract cost.

Contractual Liability (identifying the contract):

Bodily Injury: \$2,000,000 each occurrence

Property Damage: \$2,000,000 each occurrence
\$2,000,000 aggregate

Personal Injury, with Employment Exclusion deleted:
\$2,000,000 aggregate

Business Automobile Liability (owned, non-owned, hired):

Bodily Injury & Property Damage: \$2,000,000 each occurrence
\$2,000,000 each accident
or
\$2,000,000 Combined single limit

The Contractor shall submit a Certificate of Insurance to the City showing proof of the above-required insurance prior to doing any work.

The City retains the right to revise the insurance requirements depending on the size and risk of the project.

10. PERMITS AND LICENSES, RIGHTS-OF-WAY AND EASEMENTS. The Contractor shall procure all permits and licenses, pay all charges and fees therefore, and give all notices necessary and incidental to the construction and completion of the Project. The City will obtain all necessary rights-of-way and easements. The Contractor shall not be entitled to any additional compensation for any construction delay resulting from the City's not timely obtaining rights-of-way or easements.

11. DATA PRACTICES/RECORDS.

A. All data created, collected, received, maintained, or disseminated for any purpose in the course of this Contract is governed by the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, any other applicable state statute, or any state rules adopted to implement the act, as well as federal regulations on data privacy.

B. All books, records, documents, and accounting procedures and practices of the Contractor and its subcontractors, if any, relative to this Contract are subject to examination by the City.

12. WARRANTY. The Contractor shall be held responsible for any and all defects in workmanship, materials, and equipment which may develop in any part of the contracted service, and upon proper notification by the City shall immediately replace, without cost to the City, any such faulty part or parts and damage done by reason of the same.

13. DEFENSE OBLIGATION. To the fullest extent permitted by law, the Contractor shall indemnify, defend, and hold harmless the City and its officials, employees and agents, against claims, damages, losses and expenses, including reasonable attorneys' fees, arising out of or resulting from performance of the Contractor's work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, other than the work itself, but only to the extent caused by the negligent or wrongful acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable.

14. WAIVER. In the particular event that either party shall at any time or times waive any breach of this Contract by the other, such waiver shall not constitute a waiver of any other or any succeeding breach of this Contract by either party, whether of the same or any other covenant, condition, or obligation.

15. GOVERNING LAW. The laws of the State of Minnesota govern the interpretation of this Contract.

16. SEVERABILITY. If any provision, term, or condition of this Contract is found to be or become unenforceable or invalid, it shall not affect the remaining provisions, terms, and conditions of this Contract, unless such invalid or unenforceable provision, term, or condition renders this Contract impossible to perform. Such remaining terms and conditions of the Contract shall continue in full force and effect and shall continue to operate as the parties' entire contract.

17. ENTIRE AGREEMENT. This Contract represents the entire agreement of the parties and is a final, complete, and all-inclusive statement of the terms thereof, and supersedes and terminates any prior agreement(s), understandings, or written or verbal representations made between the parties with respect thereto.

CITY:
CITY OF ARDEN HILLS

CONTRACTOR:

By: _____

By: _____

David Grant

City of Arden Hills Mayor

_____ [print name]

Its _____ [title]

CONSENT ITEM – 8I



DATE: February 9, 2026

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

FROM: David Swearingen, P.E. Public Works Director / City Engineer

SUBJECT: 2026 PMP Street & Utility Improvements, Arden Manor Park Hardcourt Improvements, Arden Oaks Park ADA Improvements – Resolution Approving Plans & Specifications and Order Advertisement for Bids

Budgeted Amount:
\$3,300,000 (2026 PMP)
\$200,000 (AMP Hardcourt)
\$67,500 (AOP ADA)

Actual Amount:
TBD after bidding

Funding Source:
PIR, Utility Funds,
Special Assessments, RCWD Grant

Council Should Consider

Motions to approve, table, or deny the following:

- Adopting Resolution 2026-006 Approving Plans and Specifications and Ordering Advertisement for Bids for the 2026 PMP Street & Utility Improvements project, Arden Manor Park Hardcourt Improvement Project, and Arden Oaks Park ADA Improvement Project.

Background/Discussion

On July 28, 2025, City Council held an Improvement Public Hearing and adopted Resolution 2025-052 Ordering Improvement and Preparation of Plans and Specifications for the 2026 PMP Street & Utility Improvements Project.

The proposed improvements include bituminous paving, storm water improvements, watermain improvements, concrete curb and gutter repair, trail improvements and appurtenant work on the following streets:

Streets proposed for Full-Depth Reclamation:

- Karth Lake Drive from the west cul-de-sac to Pleasant Drive
- Pleasant Drive from Amble Drive to the north cul-de-sac
- Pleasant Circle from the west cul-de-sac to Lexington Avenue (CSAH 51)
- Amble Drive from Karth Lake Drive to Lexington Avenue
- Amble Circle from Amble Drive to the north cul-de-sac
- Cummings Park Drive from the west cul-de-sac to Lexington Avenue

Full-Depth Reclamation consists of grinding the entire existing pavement section, shaping the generated aggregate material to raise the center crown to improve pavement drainage and repaving the roadway with 4-inches of bituminous pavement.

Streets proposed for Mill & Overlay:

- Karth Lake Circle from Hamline Avenue (CSAH 50) to the south cul-de-sac

Mill & Overlay consists of grinding and removing the top 2.5-inches of existing pavement and repaving the roadway with 2.5-inches of bituminous pavement.

On January 12, 2026, the City Council amended the PSA agreement with Bolton & Menk to include the Arden Manor Park Hardcourt Improvements and the Arden Oaks Park ADA Improvements to the bid package with the 2026 PMP Street & Utility Improvements Project.

The project plans and specifications are prepared, and the project is ready for solicitation of construction bids. Adoption of Resolution 2026-006 will approve the plans and specification and order advertisement for bids for the 2026 PMP Street & Utility Improvements project, Arden Manor Park Hardcourt Improvement Project and Arden Oaks Park ADA Improvement Project. Bids would be received on March 4, 2026 and presented to the City Council on March 9, 2026 with an appropriate resolution to proceed to an assessment hearing for the 2026 PMP Street & Utility Improvements project before awarding the construction contract. This schedule will allow for contract award on April 13, 2026 with construction starting this summer. Staff recommends adoption of Resolution 2026-006 as provided in Attachment A.

The final plan set and specifications consists of 751 pages. Full copies of these documents are on file and available upon request to the City Clerk or by downloading from the project webpage: <https://www.cityofardenhills.org/1236/2026-PMP-Street-and-Utility-Improvements>. Selected plan sheets illustrating the project improvements are provided in Attachment B.

Budget Impact

Proposed project funding sources are a combination of the City’s Permanent Improvement Revolving (PIR) fund, utility funds, special assessments, and Rice Creek Watershed Grants for the improvements summarized in the following table:

Funding Source Budget	2026 PMP	AMP Hardcourt	AOP ADA	Total Funds
PIR	\$ 1,170,000	\$ 200,000	\$ 67,500	\$ 1,437,500
Assessments	\$ 930,000	\$ -	\$ -	\$ 930,000
Water Utility	\$ 500,000	\$ -	\$ -	\$ 500,000
Sanitary Sewer Utility	\$ 200,000	\$ -	\$ -	\$ 200,000
Surface Water Utility	\$ 500,000	\$ -	\$ -	\$ 500,000
RCWD Grants	\$ 166,000	\$ -	\$ -	\$ 166,000
Total Project Costs	\$ 3,466,000	\$ 200,000	\$ 67,500	\$ 3,733,500

The amounts listed above are budgets based on the current opinion of probable construction costs. Final total expenses and funding amounts will be revised and presented to the City Council upon receipt of construction bids.

The potential RCWD Grants in the amount of \$110,000 will be determined by the RCWD Board on February 11, 2026.

A portion of this project is proposed to be assessed to the benefiting property owners and the remainder through other funding sources. In accordance with the City's Assessment policy, the preliminary assessment for the recommended improvement is calculated as:

Residential Reclamation Areas:

50% Estimated Street Project Costs = \$614,500

Residential Equivalent Units = 105

Assessment Rate = \$5,850

Residential Mill & Overlay Areas

50% Estimated Street Project Costs = \$81,500

Residential Equivalent Units = 21

Assessment Rate = \$3,880

Industrial Reclamation Areas

70% Estimated Street Project Costs = \$280,000

Residential Equivalent Units = 334 (assumes 3 REU's per Acre)

Calculated Assessment Rate = \$840 per REU

To ensure the calculations resulting from the application of the City's assessment policy are in line with an appraiser's opinion of benefit to the properties in each improvement/zoning category, the City enlisted the services of Nagell Appraisal & Consulting to conduct a general benefit appraisal on the properties throughout each unique project area. The general benefit appraisals are included in Appendix D of the Feasibility Report.

The general benefit appraisals resulted in a range of benefit values for each improvement/zoning category, as indicated below:

Residential Mill & Overlay Areas

Single-Family Residential Non-Lakefront Lot Benefit Appraisal Assessment Rate = \$3,000 to \$4,000 per REU

Single-Family Residential Lakefront Lot Benefit Appraisal Assessment Rate = \$4,000 to \$5,000 per REU

Residential Reclamation Areas

Single-Family Residential Non-Lakefront Lot Benefit Appraisal Assessment Rate = \$8,000 to \$10,000 per REU

Single-Family Residential Lakefront Lot Benefit Appraisal Assessment Rate = \$9,000 to \$11,000 per REU

Industrial Reclamation Areas

Office/Industrial Benefit Appraisal Assessment Rate (up to 5 Acres) = \$0.15 to \$0.25 per SF

Office/Industrial Benefit Appraisal Assessment Rate (exceeding 5 Acres) = \$0.02 to \$0.05 per SF

Since the assessment rates calculated based on the City's assessment policy fell within or below the assessment rate range for each improvement/zoning category, it is proposed to maintain the assessment rates calculated based on the City's assessment policy for the project, or as directed by the City Council.

As the project is designed and competitively bid, the calculated assessment amount will be updated leading up to the adoption of the assessment roll.

Attachments

Attachment A: Resolution 2026-006

Attachment B: Project Plan Sheets



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

RESOLUTION NO. 2026-006

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND
ORDERING THE ADVERTISEMENT FOR BIDS**

WHEREAS, pursuant to City Council Resolution 2025-052, the city engineer has prepared plans and specifications for Improvement Project No. PW-26-0100, 2026 PMP Street & Utility Improvement Project, the improvement of Karth Lake Drive from the west cul-de-sac to Pleasant Drive, Pleasant Drive from Amble Drive to the north cul-de-sac, Pleasant Circle from the west cul-de-sac to Lexington Avenue (CSAH 51) Amble Drive from Karth Lake Drive to Lexington Avenue, Amble Circle from Amble Drive to the north cul-de-sac, Cummings Park Drive from the west cul-de-sac to Lexington Avenue, Karth Lake Circle from Hamline Avenue (CSAH 50) to the south cul-de-sac.

WHEREAS, the Arden Manor Park Hardcourt Improvement Project No. 24-0109, has been included in the plans and specifications as “Alternate 5”.

WHEREAS, the Arden Oaks Park ADA Improvement Project No. 25-0102, has been included in the plans and specifications as “Alternate 6”.

WHEREAS, the entirety of the plans and specifications have been presented to the council for approval.

**NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE
CITY OF ARDEN HILLS:**

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Clerk shall prepare and cause to be inserted in the official paper an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisements shall be published for 21 days, shall specify the work to be done, shall state that the bids will be received by the clerk until 10:00 a.m. on Wednesday, March 4, 2026, at which time they will be publicly opened in the council chambers of the city hall by the City Clerk, will then be tabulated, and will be considered by the council at 7:00 p.m. on March 9, 2026, in the council chambers of the city hall. Any bidder whose responsibility is questioned during the consideration of the bid will be given an opportunity to address the council on the issue of responsibility. No bids will be considered unless sealed and filed with the City Clerk and accompanied by a cash deposit, cashier’s check, bid bond, or certified check payable to the city for five (5) percent of the amount of such bid.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ARDEN HILLS
THIS 9th DAY OF FEBRUARY 2026.**

Mayor

Attest: _____
City Clerk

CITY OF ARDEN HILLS

CONSTRUCTION PLANS FOR

2026 PMP STREET & UTILITY IMPROVEMENTS

Attachment B

WATERMAIN, STORM SEWER, UTILITY REHABILITATIONS, LAKE PUMP SYSTEM IMPROVEMENTS, TRAIL REHABILITATION,
CONCRETE PEDESTRIAN RAMPS & SPOT CURB & GUTTER REPLACEMENT, STREET PAVEMENT REHABILITATION

FEBRUARY, 2026

RESOURCE LIST

CITY OF ARDEN HILLS

CITY HALL
1245 W HIGHWAY 96
ARDEN HILLS, MN 55112
651-792-7800

CITY ADMINISTRATOR:
JESSICA JAGOE

MAYOR:
DAVID GRANT

CITY COUNCIL MEMBERS:
EMILY ROUSSEAU
BRENDA HOLDEN
TENA MONSON
KURT WEBER

PUBLIC WORKS DIRECTOR/CITY
ENGINEER:
DAVID SWEARINGEN, P.E.

PUBLIC WORKS SUPERINTENDENT:
JEFF FRID

UTILITIES

GAS

XCEL
SCOTT WIDMER
SCOTT.A.WIDMER@XCELENERGY.COM

COMMUNICATIONS

MCI COMMUNICATIONS
GREG ALLEN
GREG.ALLEN@VERIZON.COM

LUMEN (CENTURY LINK)
JASON DEROSA
JASON.DEROSA@LUMEN.COM

COMCAST

LUKE BASTIL
LUKE.BASTIL@COMCAST.COM
651-262-6600

ZAYO BANDWIDTH
STEVE SENER
STEVEN.SENER@ZAYO.COM

RAMSEY COUNTY PUBLIC WORKS
JOE GROTHJAN
JOSEPH.GROTHJAN@CO.RAMSEY.MN.US

ELECTRIC

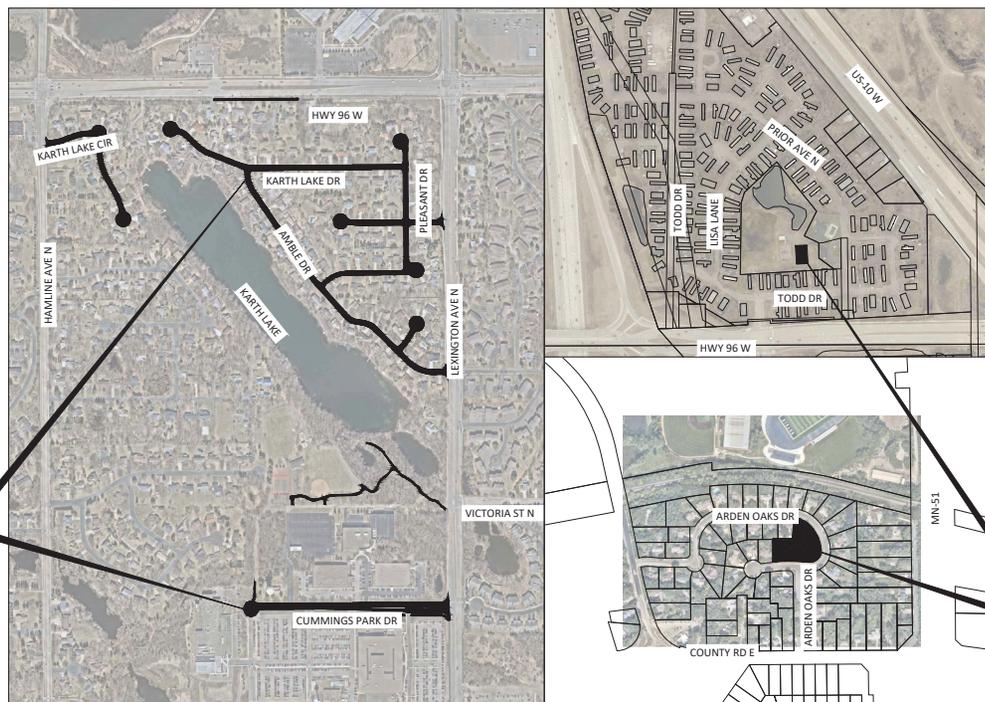
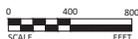
XCEL
SCOTT TOMFORD
SCOTT.TOMFORD@XCELENERGY.COM
762-439-3418

NOTE: EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY GOPHER STATE ONE CALL, 1-800-252-1166 OR 651-454-0002.

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL "D". THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-22, ENTITLED "STANDARD GUIDELINES FOR INVESTIGATING AND DOCUMENTING EXISTING UTILITIES."

PROJECT LOCATION

MAP OF THE
CITY OF ARDEN HILLS
RAMSEY COUNTY, MN



SHEET NUMBER	SHEET TITLE
GENERAL	
G0.01 - G0.03	TITLE SHEET, LEGEND, GENERAL NOTES
G1.01	STATEMENT OF ESTIMATED QUANTITIES
CIVIL	
C0.00 - C0.10	EXISTING CONDITIONS, REMOVALS PLAN
C1.01 - C1.16	TABLES, DETAILS, TYPICAL SECTIONS, PHASING PLAN
C2.01 - C2.13	EROSION CONTROL PLAN, SWPPP
C3.01	GRADING PLAN
C4.00 - C4.09	SANITARY SEWER & WATER PLAN & PROFILE
C5.00 - C5.04	STORM SEWER PLAN & PROFILE
C6.01 - C6.13	STREET PLAN & PROFILE, INTERSECTION DETAILS
C7.01 - C7.07	TRAFFIC CONTROL, SIGNING & STRIPING, SIGNALS
C8.01 - C8.07	CROSS SECTIONS
ELECTRICAL	
E1.01 - E1.04	STORM PUMP STATION ELECTRIC PLANS
E2.01	SIGNAL PLAN
PARKS	
L1.00 - L1.06	ARDEN MANOR PARK BASKETBALL IMPROVEMENTS
L2.00 - L2.05	ARDEN OAKS PARK ADA TRAIL IMPROVEMENTS

THIS PLAN SET CONTAINS 105 SHEETS.

PROJECT LOCATION

MAP LEGEND

PROJECT LIMITS

REVIEWED & APPROVED _____ PUBLIC WORKS DIRECTOR DATE: _____

+ BM=1006.05 TOP NUT HYDRANT NORTH OF INNOVATION WAY & CUMMINGS PARK DR INTERSECTION	PROJECT DATUM: HORIZONTAL: RAMSEY COUNTY COORDINATE SYSTEM (NAD83 (2011 ADJ.)) VERTICAL: NAVD88	RECORD DRAWING INFORMATION DRAWN BY: CONTRACTOR: DATE:
	CITY OF ARDEN HILLS, MINNESOTA 2026 PMP STREET & UTILITY IMPROVEMENTS TITLE SHEET	

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Bradley J. Fisher
 BRADLEY J. FISHER
 56395
 02/09/2026



12224 NICOLLET AVENUE
 BURNSVILLE, MN 55337
 Phone: (952) 890-0509
 Email: Burnsville@bolton-menk.com
 www.bolton-menk.com



DESIGNED	DRAWN	CHECKED	DATE
JJ/BAP	BAP	BIF	02/09/2026
COUNTY PROJ. NO. PW-26-0100			

SHEET
G0.01

EXISTING TOPOGRAPHIC SYMBOLS

	ACCESS GRATE		REGULATION STATION GAS
	AIR CONDITION UNIT		SATELLITE DISH
	ANTENNA		SIGN TRAFFIC
	AUTO SPRINKLER CONNECTION		SIGNAL CONTROL CABINET
	BARRICADE PERMANENT		SOIL BORING
	BASKETBALL POST		SIREN
	BENCH		TELEPHONE BOOTH
	BIRD FEEDER		TILE INLET
	BOLLARD		TILE OUTLET
	BUSH		TILE RISER
	CATCH BASIN RECTANGULAR CASTING		TRANSFORMER-ELECTRIC
	CATCH BASIN CIRCULAR CASTING		TREE-CONIFEROUS
	CURB STOP		TREE-DEAD
	CLEAN OUT		TREE-DECIDUOUS
	CULVERT END		TREE STUMP
	DRINKING FOUNTAIN		TRAFFIC ARM BARRIER
	DOWN SPOUT		TRAFFIC SIGNAL
	ELECTRIC CAR CHARGE STATION		TRASH CAN
	FILL PIPE		UTILITY MARKER
	FIRE HYDRANT		VALVE
	FLAG POLE		VALVE POST INDICATOR
	FLARED END / APRON		VALVE VAULT
	FUEL PUMP		VAULT
	GRILL		VENT PIPE
	GUY WIRE ANCHOR		WATER SPIGOT
	HANDHOLE		WELL
	HANDICAP SPACE		WETLAND DELINEATED MARKER
	IRRIGATION SPRINKLER HEAD		WETLAND
	IRRIGATION VALVE BOX		WET WELL
	LIFT STATION CONTROL PANEL		YARD HYDRANT
	LIFT STATION		
	LIGHT POLE		

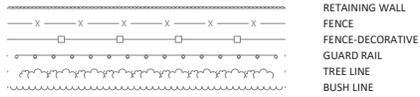
PROPOSED TOPOGRAPHIC SYMBOLS

	CLEANOUT
	MANHOLE
	LIFT STATION
	MANHOLE-GAS
	MANHOLE-HEAT
	MANHOLE-RECLAIMED WATER
	MANHOLE-SANITARY SEWER
	MANHOLE-STORM SEWER
	MANHOLE-UTILITY
	MANHOLE-WATER
	METER
	FIRE HYDRANT
	WATER VALVE
	WATER REDUCER
	WATER BEND
	WATER TEE
	WATER CROSS
	WATER SLEEVE
	WATER CAP / PLUG
	RIP RAP
	DRAINAGE FLOW
	TRAFFIC SIGNS

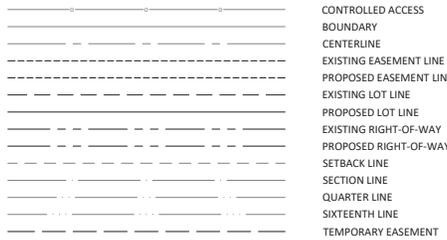
SURVEY SYMBOLS

	BENCHMARK LOCATION		CAST IRON MONUMENT
	CONTROL POINT		STONE MONUMENT
	MONUMENT FOUND		

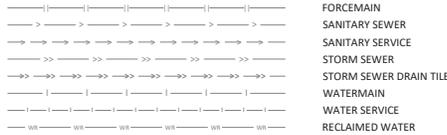
EXISTING TOPOGRAPHIC LINES



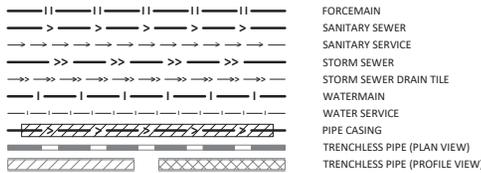
SURVEY LINES



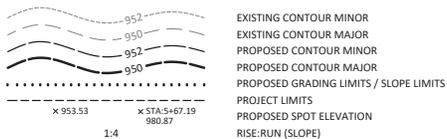
EXISTING UTILITY LINES



PROPOSED UTILITY LINES



GRADING INFORMATION



HATCH PATTERNS



EXISTING PRIVATE UTILITY LINES

NOTE:
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THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D UNLESS OTHERWISE NOTED. THIS UTILITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF C/ASCE 38-22, ENTITLED "STANDARD GUIDELINE FOR INVESTIGATING AND DOCUMENTING EXISTING UTILITIES".

	UNDERGROUND FIBER OPTIC
	UNDERGROUND ELECTRIC
	UNDERGROUND GAS
	UNDERGROUND COMMUNICATION
	OVERHEAD ELECTRIC
	OVERHEAD COMMUNICATION
	OVERHEAD UTILITY

UTILITIES IDENTIFIED WITH A QUALITY LEVEL:

LINE TYPES FOLLOW THE FORMAT: UTILITY TYPE - QUALITY LEVEL
EXAMPLE: - G - A UNDERGROUND GAS, QUALITY LEVEL A
UTILITY QUALITY LEVEL (A,B,C,D) DEFINITIONS CAN BE FOUND IN C/ASCE 38-22.

UTILITY QUALITY LEVELS:

QUALITY LEVEL D: PROVIDES THE MOST BASIC LEVEL OF INFORMATION. IT INVOLVES COLLECTING DATA FROM EXISTING UTILITY RECORDS. RECORDS MAY INCLUDE AS-BUILT DRAWINGS, DISTRIBUTION AND SERVICES MAPS, EXISTING GEOGRAPHIC INFORMATION SYSTEM DATABASES, CONSTRUCTION PLANS, ETC.

QUALITY LEVEL C: INVOLVES SURVEYING VISIBLE SUBSURFACE UTILITY STRUCTURES SUCH AS MANHOLES, HAND-HOLES, UTILITY VALVES AND METERS, FIRE HYDRANTS, PEDESTALS AND UTILITY MARKERS, AND THEN CORRELATING THE INFORMATION WITH EXISTING UTILITY RECORDS TO CREATE COMPOSITE DRAWINGS. INCLUDES QUALITY LEVEL D ACTIVITIES.

QUALITY LEVEL B: INVOLVES DESIGNATING THE HORIZONTAL POSITION OF SUBSURFACE UTILITIES THROUGH SURFACE DETECTION METHODS AND COLLECTING THE INFORMATION THROUGH A SURVEY METHOD. INCLUDES QUALITY LEVEL C AND D TASKS.

QUALITY LEVEL A: PROVIDES THE HIGHEST LEVEL OF ACCURACY. IT INVOLVES LOCATING OR POT-HOLING UTILITIES AS WELL AS ACTIVITIES IN QUALITY LEVELS B, C, AND D. THE LOCATED FACILITY INFORMATION IS SURVEYED AND MAPPED AND THE DATA PROVIDES PRECISE PLAN AND PROFILE INFORMATION.

ABBREVIATIONS

A	ALGEBRAIC DIFFERENCE	GRAV	GRAVEL	RSC	RIGID STEEL CONDUIT
ADJ	ADJUST	GU	GUTTER	RT	RIGHT
ALT	ALTERNATE	GV	GATE VALVE	SAN	SANITARY SEWER
B-B	BACK TO BACK	HDPE	HIGH DENSITY POLYETHYLENE	SCH	SCHEDULE
BIT	BITUMINOUS	HH	HANDHOLE	SERV	SERVICE
BLDG	BUILDING	HP	HIGH POINT	SHLD	SHOULDER
BMP	BEST MANAGEMENT PRACTICE	HVL	HIGH WATER LEVEL	STA	STATION
BR	BEGIN RADIUS	HYD	HYDRANT	STD	STANDARD
BV	BUTTERFLY VALVE	I	INVERT	STM	STORM SEWER
CB	CATCH BASIN	K	CURVE COEFFICIENT	TC	TOP OF CURB
C&G	CURB AND GUTTER	L	LENGTH	TE	TEMPORARY EASEMENT
CIP	CAST IRON PIPE	LO	LOWEST OPENING	TEMP	TEMPORARY
CIPP	CURED-IN-PLACE PIPE	LP	LOW POINT	TRH	TOP NUT HYDRANT
CL	CENTER LINE	LT	LEFT	TP	TOP OF PIPE
CLASS	CLASS	MAX	MAXIMUM	TYP	TYPICAL
CLVT	CULVERT	MH	MANHOLE	VCP	VITRIFIED CLAY PIPE
CMP	CORRUGATED METAL PIPE	MIN	MINIMUM	VERT	VERTICAL
C.O.	CHANGE ORDER	MR	MID RADIUS	VPC	VERTICAL POINT OF CURVE
COMM	COMMUNICATION	NIC	NOT IN CONTRACT	VPI	VERTICAL POINT OF INTERSECTION
CON	CONCRETE	NMC	NON-METALLIC CONDUIT	VPT	VERTICAL POINT OF TANGENT
CSP	CORRUGATED STEEL PIPE	NTS	NOT TO SCALE	WM	WATERMAIN
DIA	DIAMETER	NWL	NORMAL WATER LEVEL		
DIP	DUCTILE IRON PIPE	OHW	ORDINARY HIGH WATER LEVEL		
DWY	DRIVEWAY	PC	POINT OF CURVE	AC	ACRES
E	EXTERNAL CURVE DISTANCE	PCC	POINT OF COMPOUND CURVE	CF	CUBIC FEET
ELEC	ELECTRIC	PE	PERMANENT EASEMENT	CV	COMPACTED VOLUME
ELEV	ELEVATION	PED	PEDESTRIAN, PEDESTAL	CY	CUBIC YARD
EOF	EMERGENCY OVERFLOW	PERF	PERFORATED PIPE	EA	EACH
ER	END RADIUS	PERM	PERMANENT	EV	EXCAVATED VOLUME
ESMT	EASEMENT	PI	POINT OF INTERSECTION	LB	POUND
EX	EXISTING	PL	PROPERTY LINE	LF	LINEAR FEET
FES	FLARED END SECTION	PRC	POINT OF REVERSE CURVE	LS	LUMP SUM
F-F	FACE TO FACE	PT	POINT OF TANGENT	LV	LOOSE VOLUME
FF	FINISHED FLOOR	PVC	POLYVINYL CHLORIDE PIPE	SF	SQUARE FEET
F&I	FURNISH AND INSTALL	PVMT	PAVEMENT	SV	STOCKPILE VOLUME
FM	FORCEMAIN	R	RADIUS	SY	SQUARE YARD
FO	FIBER OPTIC	R/W	RIGHT-OF-WAY		
F.O.	FIELD ORDER	RCP	REINFORCED CONCRETE PIPE		
GRAN	GRANULAR	RET	RETAINING		

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I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE SUBFOR OF THE STATE OF MINNESOTA.

Bradley J. Fisher
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02/09/2026



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DESIGNED	JJ/BAP	DATE	02/09/2026
DRAWN	BAP	BID	
CHECKED	BIF		
COUNTY PROJ. NO.	PW-26-0100		

CITY OF ARDEN HILLS, MINNESOTA
2026 PMP STREET & UTILITY IMPROVEMENTS

LEGEND

SHEET
60.02

REMOVAL NOTES

1. PRIOR TO REMOVALS, REQUIRED EROSION CONTROL DEVICES ARE TO BE INSTALLED.
2. REMOVALS MUST NOT OCCUR WITHOUT AUTHORIZATION FROM THE ENGINEER.
3. CONTRACTOR TO COORDINATE WITH ALL PRIVATE UTILITY OWNER TO PROTECT, SUPPORT, HOLD, DEENERGIZE OR OTHERWISE ACCOMMODATE FOR CONSTRUCTION ACTIVITY. THIS WORK IS CONSIDERED INCIDENTAL FOR WHICH NO DIRECT COMPENSATION WILL BE MADE.
4. ALL ADJACENT BITUMINOUS AND CONCRETE SURFACES SHALL BE CLEANLY SAWCUT PRIOR TO REMOVAL.
5. REMOVALS SHALL BE LIMITED TO AREAS WITHIN THE DEFINED PROJECT LIMITS. RESTORATION OF AREAS OUTSIDE OF PROJECT LIMITS SHALL BE COMPLETED AT THE CONTRACTOR'S COST UNLESS OTHERWISE APPROVED.
6. WATER AND SANITARY SERVICE REMOVALS ARE NOT ALWAYS SHOWN IN ITS ENTIRETY. SERVICES WILL BE REMOVED AND REPLACED TO THE RIGHT OF WAY OR EXISTING CURB STOP UNLESS DIRECTED BY ENGINEER. CONTRACTOR IS RESPONSIBLE TO LOCATE THE EXISTING SEWER AND WATER SERVICES. SERVICE PIPE REMOVAL SHALL BE CONSIDERED INCIDENTAL TO CONSTRUCTION OF NEW SERVICE.
7. CONTRACTOR SHALL FOLLOW ALL LOCAL, STATE, AND FEDERAL REGULATIONS IN DISPOSING OF MATERIALS REMOVED FROM THIS SITE.
8. DRIVEWAY REMOVAL LIMITS SHOWN ON THE PLAN ARE APPROXIMATE. REMOVAL LIMITS SHALL BE DETERMINED IN THE FIELD BY THE ENGINEER.
9. ANY TREES, SHRUBS, AND PLANTINGS REMOVED MUST BE DESIGNATED IN ADVANCE BY THE ENGINEER.
10. ALL LIGHT POLES TO BE PROTECTED OR OTHERWISE DIRECTED BY ENGINEER
11. CONTRACTOR SHALL PROTECT ALL ITEMS DESIGNATED FOR SALVAGE AND PROVIDE APPROPRIATE STORAGE UNTIL RE-INSTALLATION. ANY ITEMS DESIGNATED TO BE SALVAGED WHICH ARE DAMAGED SHALL BE REPLACED WITH NEW AT NO COST TO THE OWNER. REPAIR OF DAMAGED ITEMS SHALL NOT BE ALLOWED UNLESS APPROVED BY THE ENGINEER.
12. ANY LANDSCAPING MATERIALS REMOVED MUST BE DESIGNATED IN ADVANCE BY THE ENGINEER AND REMOVAL SHALL BE CONSIDERED INCIDENTAL. LANDSCAPING ITEMS SHALL BE PROTECTED TO EXTENT PRACTICAL DURING CONSTRUCTION.
13. ALL ITEMS NOT IDENTIFIED FOR REMOVAL SHALL BE PROTECTED DURING CONSTRUCTION.
14. REMOVAL OF CASTINGS SHALL BE CONSIDERED INCIDENTAL TO REMOVAL/REPLACEMENT OF STRUCTURES.
15. REMOVAL OF EXISTING SERVICE PIPING IS INCIDENTAL TO THE NEW SERVICE INSTALLATION.
16. THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY. IT IS NOT GUARANTEED THAT ANY OR ALL EXISTING UTILITIES ARE SHOWN. THE CONTRACTOR MUST DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK. CONTRACTOR IS FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE CAUSED BY THEIR FAILURE TO EXACTLY LOCATE AND PROTECT ANY AND ALL UNDERGROUND UTILITIES.
17. CONTRACTOR SHALL TAKE CARE TO PROTECT ALL GATE VALVES, CASTINGS, ETC. DURING RECLAMATION AND MILLING OPERATIONS.
18. SEE PROJECT MANUAL FOR CONTRACTOR'S REQUIREMENTS TO PROVIDE TEMPORARY WATER SERVICE WITH AFFECTED USERS. TEMPORARY WATER SYSTEM MUST BE INSTALLED AND TESTED PRIOR TO COMMENCEMENT OF WATERMAIN CONSTRUCTION OPERATIONS.

UTILITY CONSTRUCTION NOTES

1. WATER AND SANITARY SERVICE LOCATIONS SHOWN ARE APPROXIMATE AND ALL SERVICES MAY NOT BE SHOWN.
2. NEW SERVICES SHALL MATCH EXISTING SERVICE SIZE EXCEPT MINIMUM SERVICE SIZE SHALL BE 1-INCH FOR WATER. PROVIDE FITTINGS AND COUPLERS AS REQUIRED TO CONNECT TO EXISTING SERVICES.
3. ROUTING OF NEW SERVICE LINES AROUND TREES AND DRIVEWAYS AS DIRECTED BY ENGINEER MAY BE REQUIRED AND SHALL BE CONSIDERED INCIDENTAL.
4. CONTRACTOR SHALL FIELD VERIFY THE SIZE, LOCATION, AND ELEVATION OF ALL SANITARY SEWER AND WATER SERVICES THAT ARE BEING REPLACED SUCH THAT THEY WILL FUNCTION PROPERLY UPON COMPLETION OF WORK. (INCIDENTAL)
5. MAINTAIN 10" MINIMUM HORIZONTAL SEPARATION OF WATERMAIN WITH SANITARY AND STORM SEWER MAINS, UNLESS OTHERWISE NOTED ON PLANS. WHERE FEASIBLE, MAINTAIN 18" VERTICAL CLEARANCE.
6. ALL CONNECTIONS TO EXISTING UTILITIES (WMIN, SAN, STM, ETC.) SHALL BE FIELD VERIFIED FOR LOCATION AND ELEVATION. (INCIDENTAL)
7. WATER AND SANITARY SERVICE PIPE SHALL BE REMOVED TO SERVICE INSTALLATION LIMITS. REMOVAL OF EXISTING SERVICE PIPES AND CURB STOPS SHALL BE CONSIDERED INCIDENTAL TO NEW SERVICE INSTALLATION.
8. EXISTING WATERMAIN DEPTHS AS SHOWN ARE APPROXIMATE.
9. REPLACE ALL WATER SERVICES BETWEEN NEW MAIN AND CURB BOX WITH NEW 1" TYPE K COPPER WATER SERVICE, UNLESS EXISTING IS GREATER THAN 1", THEN MATCH EXISTING SIZE.
10. A TEMPORARY WATER SERVICE PLAN MUST BE SUBMITTED BY THE CONTRACTOR FOR APPROVAL A MINIMUM OF 48 HOURS PRIOR TO PROPOSED TEMPORARY WATER SYSTEM INSTALLATION.
11. THE CONTRACTOR SHALL COORDINATE WATERMAIN WORK WITH THE FIRE DEPARTMENT AND THE CITY. THE CONTRACTOR WILL BE RESPONSIBLE FOR ARRANGING AND PROVIDING ANY REQUIRED WATERMAIN SHUT OFFS WITH THE CITY DURING CONSTRUCTION. ANY COSTS ASSOCIATED WITH WATERMAIN SHUTDOWNS SHALL BE CONSIDERED INCIDENTAL.
12. IT SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR TO COORDINATE WITH UTILITY OWNERS TO RELOCATE AND PROTECT PRIVATE UTILITIES AS NECESSARY TO CONSTRUCT STREET AND UTILITIES.
13. REFER TO PROJECT SPECIFICATIONS FOR STRUCTURE CASTING FRAME & COVER REQUIREMENTS.
14. A MINIMUM OF 24 HOURS AND MAXIMUM OF 48 HOURS NOTICE SHALL BE GIVEN TO ALL RESIDENTS AFFECTED BY THE TEMPORARY WATER OUTAGES. A MINIMUM OF 48 HOURS AND MAXIMUM OF 72 HOURS NOTICE SHALL BE GIVEN TO ALL MULTI-FAMILY AND COMMERCIAL PROPERTIES. A MINIMUM OF 1 WEEK NOTICE OF ANY SERVICE INTERRUPTIONS (OF ANY TYPE) SHALL BE GIVEN TO ANY DAYCARE ON SITE.
15. EXISTING VALVES MUST BE OPERATED BY CITY PUBLIC WORKS STAFF ONLY.
16. THE STATIONS & OFFSETS SHOWN ON THE STORM SEWER PLANS ARE TO THE CENTER OF STRUCTURES. WHEN NECESSARY, THE CONTRACTOR SHALL ADJUST THE CENTER OF ALL CATCH BASIN STRUCTURES SO THE COVER OPENINGS MATCH THE PROPOSED CURB & GUTTER.
17. ADJUST FRAME & RING CASTING FOR ALL SANITARY & STORM MANHOLE CASTINGS IN THE PROJECT AREA. THIS WORK SHALL INCLUDE THE REPLACEMENT OF ALL ADJUSTING RINGS.
18. ADDITIONAL CASTING REPLACEMENTS BEYOND THOSE SHOWN ON THE PLANS, IF ANY, WILL BE MARKED IN THE FIELD BY THE ENGINEER. CASTING ADJUSTMENT SHALL BE INCLUDED WITH THE NEW CASTING.
19. INTERNAL EPOXY "PAINTED" CHIMNEY SEALS SHALL BE INSTALLED WITH ALL NEW CASTINGS AND CASTING ADJUSTMENTS (BOTH SANITARY AND STORM).
20. EXTERNAL CHIMNEY SEALS SHALL BE INSTALLED WITH ALL NEW SANITARY CASTINGS AND SANITARY CASTING ADJUSTMENTS.
21. ADJUST ALL VALVE BOXES IN THE PROJECT AREA, IF THEY ARE NOT PROPERLY SET FOR THE PROPOSED PAVEMENT GRADE.
22. VALVE BOX REPLACEMENTS, IF ANY, WILL BE MARKED IN THE FIELD BY THE ENGINEER.

CONSTRUCTION NOTES

1. SUITABLE GRADING MATERIAL ON THIS PROJECT SHALL CONSIST OF ALL SOILS ENCOUNTERED WITH THE EXCEPTION OF TOPSOIL, DEBRIS, ORGANIC MATERIAL, MUCK AND OTHER MATERIALS AS DETERMINED TO BE UNSUITABLE BY THE ENGINEER.
2. EXCESS EXCAVATED AND UNSUITABLE MATERIALS SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND SHALL BE DISPOSED OF IN ACCORDANCE WITH THE REQUIREMENTS OF MN/DOT SPEC 2105.
3. SUBGRADE PREPARATION IN ACCORDANCE WITH MN/DOT SPEC 2112 SHALL BE CONSIDERED INCIDENTAL IN AREAS OF FULL RECONSTRUCTION AND ONLY PAID IN RECLAIM AREAS. IN AREAS OF FULL RECONSTRUCTION, SUBGRADE SHALL BE DEFINED AS THE EXISTING GROUND SURFACE LOCATED IMMEDIATELY BENEATH THE PROPOSED AGGREGATE BASE OR SAND SECTION AS SPECIFIED IN THE PLAN.
4. SUBGRADE EXCAVATION AND CORRECTION SHALL BE APPLIED IF NECESSARY TO ACHIEVE SATISFACTORY SURFACE STABILITY AS DETERMINED BY THE ENGINEER. AREAS TO RECEIVE SUBGRADE EXCAVATION SHALL BE SPECIFIED BY THE ENGINEER IN THE FIELD FOLLOWING SUBGRADE PREPARATION AND A ROLL TEST. REPLACEMENT MATERIAL IN AREAS OF SUBGRADE PREPARATION SHALL SATISFY THE REQUIREMENTS OF STABILIZING AGGREGATE AS SPECIFIED IN THE SPECIAL PROVISIONS.
5. WHERE A PROPOSED ROADWAY BEGINS OR TERMINATES AT AN EXISTING ROADWAY, PROVIDE A VERTICAL NOTCH TO THE BOTTOM OF THE AGGREGATE OR BITUMINOUS BASE AND A 20R-1V TAPER.
6. PROVIDE 20R-1V TAPERS BETWEEN LONGITUDINAL CHANGES IN SUB-CUT DEPTHS, UNLESS OTHERWISE SPECIFIED IN THE FIELD BY THE ENGINEER.
7. PROVIDE FOR A SAW-CUT WHERE PLACING NEW PAVEMENT IS INSTALLED ADJACENT TO EXISTING PAVEMENT.
8. CONTRACTOR MUST ALLOW FOR ALL MATERIALS TESTING TO BE ACCOMPLISHED IN ACCORDANCE WITH THE PROJECT SPECIFICATIONS.
9. ALL USES OF THE WORD "INCIDENTAL" IN THESE CONSTRUCTION DOCUMENTS SHALL BE CONSTRUED TO MEAN INCIDENTAL WORK FOR WHICH NO DIRECT COMPENSATION SHALL BE MADE.
10. COORDINATE WITH THE ENGINEER IN THE FIELD FOR LOCATION OF REPLACEMENT TREES.
11. ADDITIONAL SPOT CONCRETE CURB & GUTTER REPLACEMENTS WILL BE MARKED DURING CONSTRUCTION IN THE FIELD BY THE ENGINEER. LIMITS SHOWN ON THE PLANS ARE KNOWN LOCATIONS ONLY AND FINAL LIMITS WILL BE MARKED IN THE FIELD BASED ON FIELD EVALUATIONS.
12. BITUMINOUS BASE PATCHING ADJACENT TO SPOT CURB REPLACEMENT AND SURROUNDING CASTING/VALVE BOX WORK SHALL BE CONSIDERED INCIDENTAL TO THE ASSOCIATED WORK.
13. ADDITIONAL BITUMINOUS PATCHING, IF ANY, WILL BE MARKED IN THE FIELD BY THE ENGINEER AFTER COMPLETION OF PAVEMENT MILLING OPERATIONS.
14. BITUMINOUS PAVEMENT SHALL BE INSTALLED TO MATCH/IMPROVE EXISTING DRAINAGE PATTERNS.
15. PEDESTRIAN RAMPS AND TRAILS SHALL BE CONSTRUCTED TO MEET ALL ADA STANDARDS. THE CONTRACTOR IS RESPONSIBLE FOR NOTIFYING THE ENGINEER IF ADA STANDARDS CANNOT BE ACHIEVED ON ANY ASPECT OF THE PROJECT. IF CONFIRMED INFESABLE BY THE ENGINEER, AT MINIMUM, THE PEDESTRIAN RAMPS SHALL BE CONSTRUCTED TO MEET ADA STANDARDS FROM THE CURB UP TO THE INITIAL LANDING; THE TRAIL BEYOND THE LANDING WILL THEN BE CONSTRUCTED TO MATCH THE EXISTING CONDITIONS.
16. TRAIL ALIGNMENTS, PROFILES, AND CROSS SECTIONS DISPLAYED FOR EXISTING TRAILS ARE A GUIDE FOR CONSTRUCTION TO SHOW A PROOF OF CONCEPT FOR GRADES. HOWEVER, IT IS NOT EXPECTED THAT THE DESIGN WILL BE FOLLOWED STRICTLY. THE CONTRACTOR SHALL MAKE FIELD ADJUSTMENTS TO MATCH THE ACTUAL EXISTING TRAIL ALIGNMENTS AND GRADES WHILE MAINTAINING EXISTING DRAINAGE PATTERNS AND TYING IN TO EXISTING GRADES AS QUICKLY AFTER THE EDGE OF TRAIL PAVEMENT ON EACH SIDE AS FEASIBLE, WITH ENGINEER APPROVAL. A 2-FT CLEAR ZONE SHALL BE MAINTAINED WHERE POSSIBLE, BUT IT IS UNDERSTOOD THAT EXISTING GRADES MAY NOT ALLOW FOR SUCH A CLEAR ZONE IN SOME AREAS.

GENERAL TRAFFIC CONTROL NOTES

1. ADVANCED NOTIFICATION SIGNAGE WITH A SCHEDULED START DATE IS REQUIRED TO BE PLACED AT EACH END OF THE STREET 7 DAYS PRIOR TO THE START OF PAVEMENT RECONSTRUCTION OR ANY SUBSTANTIAL WORK. ONCE THE SIGNAGE IS IN PLACE, THE SCHEDULE MUST BE MAINTAINED FOR THAT STREET/AVENUE BLOCK.
2. PEDESTRIAN ACCESS TO RESIDENCES SHALL BE MAINTAINED AT ALL TIMES THROUGHOUT CONSTRUCTION, UNLESS OTHERWISE APPROVED BY THE ENGINEER. THE CONTRACTOR SHALL ALSO SUPPLY VEHICLE ACCESS TO AND FROM THE SITE FOR CONCURRENT CONSTRUCTION PROJECTS, PRIVATE UTILITY IMPROVEMENTS/RELOCATIONS, AND AS OTHERWISE PROVIDED FOR IN THE SPECIAL PROVISIONS.
3. THE CONTRACTOR SHALL MAINTAIN GARBAGE AND RECYCLING SERVICE ACCESS THROUGHOUT EXECUTION OF THE WORK. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING ACCESS FOR GARBAGE TRUCKS. WHEN INFEASIBLE TO MAINTAIN SUCH ACCESS, THE CONTRACTOR SHALL COLLECT CONTAINERS, RELOCATE THEM TO A LOCATION WHERE SUITABLE ACCESS CAN BE PROVIDED, AND RETURN CONTAINERS IN GOOD WORKING CONDITION TO THE SAME PROPERTY FROM WHICH THEY WERE TAKEN. ALL CONTAINERS MUST BE LABELED WITH THE HOUSE ADDRESS PRIOR TO MOVING. COSTS FOR PROVIDING ACCESS OR HAULING CONTAINERS TO AN ACCESSIBLE LOCATION SHALL BE INCIDENTAL.
4. THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN. ALL TRAFFIC CONTROL DEVICES SHALL CONFORM AND BE INSTALLED IN ACCORDANCE WITH THE LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MN MUTCD) AND INCLUDING THE LATEST FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS. TRAFFIC CONTROL NOT IN COMPLIANCE WITH MN MUTCD WILL BE SUBJECT TO VIOLATION IN ACCORDANCE WITH THE SPECIAL PROVISIONS.
5. THE ITEM "TRAFFIC CONTROL" BID AS "LUMP SUM" SHALL INCLUDE ALL COSTS FOR PROVIDING TEMPORARY CONTROLS SPECIFIED IN THE PLAN AND OTHER TRAFFIC CONTROL REQUIRED PER THE MN MUTCD DUE TO THE CONTRACTOR'S OPERATIONS FOR COMPLETION OF THE PROJECT INCLUDING BUT NOT LIMITED TO: RECLAIMING & PAVING UNDER TRAFFIC, TEMPORARY ROAD CLOSURES IN FULL OR TO THRU TRAFFIC, TEMPORARY LANE CLOSURES, ADJUSTMENTS TO THE TRAFFIC CONTROL PLAN FOR LARGE AND SMALL SCALE STAGING OPERATIONS, AND NECESSARY DETOURS FOR MOTORISTS, BICYCLISTS, AND/OR PEDESTRIANS. THE AMOUNT BID SHALL ALSO INCLUDE SUFFICIENT TRAFFIC CONTROL FOR WARNING OF POTENTIAL HAZARDS DURING CONSTRUCTION INCLUDING BUT NOT LIMITED TO FLASHING BARRICADES AROUND EQUIPMENT AND OBSTRUCTIONS.

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THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF C/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

CITY OF ARDEN HILLS, MINNESOTA
2026 PMP STREET & UTILITY IMPROVEMENTS

GENERAL CONSTRUCTION NOTES

SHEET

60.03

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A FULLY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Bradley J. Fisher
BRADLEY J. FISHER
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02/09/2026



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DESCRIPTION	DATE	REVISIONS	DATE
DESIGNED JJ/BAP		BID	02/09/2026
DRAWN BAP			
CHECKED BIF			
CHECKED BY CHRY HILL, M.D.			
PW-26-0100			

STATEMENT OF ESTIMATED QUANTITIES

ITEM NO.	SPEC. REF	DESCRIPTION	NOTES	UNIT	TOTAL ESTIMATED QUANTITY
SCHEDULE "A" - BASE BID					
1	2021.501	MOBILIZATION		LUMP SUM	1.00
2	2101.502	CLEARING		EACH	6.00
3	2101.502	GRUBBING		EACH	6.00
4	2101.505	GRUBBING		ACRE	0.62
5	2104.502	REMOVE METAL APRON		EACH	1.00
6	2104.502	REMOVE CASTING	(1)	EACH	51.00
7	2104.502	REMOVE GATE VALVE & BOX		EACH	12.00
8	2104.502	REMOVE VALVE BOX	(1)	EACH	1.00
9	2104.502	REMOVE HYDRANT		EACH	6.00
10	2104.502	REMOVE DRAINAGE STRUCTURE		EACH	7.00
11	2104.502	REMOVE SIGN		EACH	8.00
12	2104.502	SALVAGE SIGN PANEL		EACH	1.00
13	2104.502	SALVAGE MAILBOX SUPPORT	(2)	EACH	5.00
14	2104.503	REMOVE WATERMAIN		LN FT	142.00
15	2104.503	REMOVE SEWER PIPE (STORM)		LN FT	56.00
16	2104.503	REMOVE CURB & GUTTER	(3)	LN FT	3414.00
17	2104.503	REMOVE RETAINING WALL		LN FT	79.00
18	2104.503	SALVAGE FENCE		LN FT	43.00
19	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT		SQ YD	60.00
20	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT		SQ YD	240.00
21	2104.518	REMOVE BITUMINOUS WALK	(P)	SQ FT	23674.00
22	2104.518	REMOVE CONCRETE WALK		SQ FT	420.00
23	2104.602	REMOVE CURB STOP BOX		EACH	1.00
24	2104.603	ABANDON WATERMAIN	(4)	LN FT	650.00
25	2104.618	SALVAGE BRICK PAVERS	(5)	SQ FT	55.00
26	2106.507	EXCAVATION - CHANNEL AND POND	(EV) (P)	CU YD	1900.00
27	2106.507	COMMON EMBANKMENT (POND)	(CV) (P)	CU YD	200.00
28	2106.604	CEMENT STABILIZED SUBGRADE	(5)	SQ YD	6130.00
29	2112.604	SUBGRADE PREPARATION (TRAIL)	(P) (6)	SQ YD	2850.00
30	2123.610	EXPLORATORY EXCAVATION	(5)	HOUR	45.00
31	2215.504	FULL DEPTH RECLAMATION	(P)	SQ YD	30939.00
32	2231.604	REMOVE AND PATCH BITUMINOUS PAVEMENT	(7)	SQ YD	437.00
33	2232.504	MILL BITUMINOUS SURFACE (2.5")	(P)	SQ YD	4373.00
34	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	(8)	SQ YD	293.00
35	2360.504	TYPE SF 9.5 WEARING COURSE MIXTURE (2.B) 3.0" THICK		TON	7623.00
36	2360.509	TYPE SF 9.5 WEARING COURSE MIXTURE (3,C)		TON	7623.00
37	2501.502	12" HDPE PIPE APRON	(9)	EACH	2.00
38	2501.502	36" RC PIPE APRON	(9)	EACH	2.00
39	2501.602	ADJUST APRON		EACH	4.00
40	2503.503	12" RC PIPE SEWER		LN FT	24.00
41	2503.503	15" RC PIPE SEWER		LN FT	24.00
42	2503.503	24" RC PIPE SEWER		LN FT	16.00
43	2503.503	27" RC PIPE SEWER		LN FT	8.00
44	2503.503	36" RC PIPE SEWER		LN FT	34.00
45	2503.602	CONNECT TO EXISTING STORM SEWER		EACH	14.00
46	2503.602	SANITARY SEWER SPOT REPAIR		EACH	1.00
47	2503.602	JOINT SEALING SANITARY MANHOLE		EACH	1.00
48	2503.602	REINSTATE LATERALS		EACH	1.00
49	2503.602	CIPP SHORT LINER (12" SEWER PIPE - STORM)		EACH	3.00
50	2503.602	CIPP SHORT LINER (15" SEWER PIPE - STORM)		EACH	1.00
51	2503.602	CIPP SHORT LINER (24" SEWER PIPE - STORM)		EACH	3.00
52	2503.602	CIPP SHORT LINER (27" SEWER PIPE - STORM)		EACH	1.00
53	2503.602	CIPP SHORT LINER (8" SEWER PIPE - SAN)		EACH	1.00
54	2503.603	LINING SEWER PIPE 8" (SAN)		LN FT	295.00
55	2504.601	TEMPORARY WATER SERVICE		LUMP SUM	1.00
56	2504.602	CONNECT TO EXISTING WATERMAIN		EACH	20.00
57	2504.602	HYDRANT		EACH	8.00
58	2504.602	VALVE BOX	(1) (10)	EACH	1.00
59	2504.602	1" CORPORATION STOP	(11)	EACH	5.00
60	2504.602	6" GATE VALVE & BOX		EACH	11.00
61	2504.602	8" GATE VALVE & BOX		EACH	5.00
62	2504.602	ADJUST CURB BOX		EACH	54.00
63	2504.602	CURB STOP BOX		EACH	1.00
64	2504.603	6" WATERMAIN DUCTILE IRON CL 52		LN FT	749.00
65	2504.603	8" WATERMAIN DUCTILE IRON CL 52		LN FT	36.00
66	2504.604	4" POLYSTYRENE INSULATION	(5)	SQ YD	21.00
67	2504.608	DUCTILE IRON FITTINGS		LB	757.00
68	2505.602	ADJUST VALVE BOX	(10)	EACH	22.00
69	2506.502	CASTING ASSEMBLY (SANITARY)	(10) (12)	EACH	31.00
70	2506.502	CASTING ASSEMBLY (STORM)	(10) (13)	EACH	27.00
71	2506.502	ADJUST FRAME & RING CASTING (STORM)	(10) (13)	EACH	7.00
72	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN (2' X3' CB)	(14)	LN FT	7.10
73	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020		LN FT	7.90
74	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4022	(15)	LN FT	7.60
75	2506.503	RECONSTRUCT DRAINAGE STRUCTURE (SANITARY)		LN FT	9.00

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

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DESIGN	BAP		
CHECKED	BIF		
DATE	02/09/2026		

CITY OF ARDEN HILLS, MINNESOTA
 2026 PMP STREET & UTILITY IMPROVEMENTS

SHEET
G1.01

STATEMENT OF ESTIMATED QUANTITIES

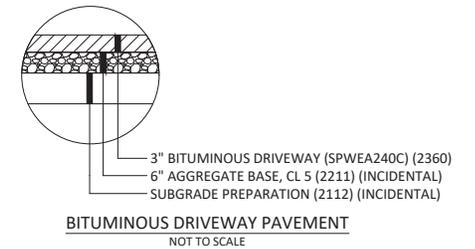
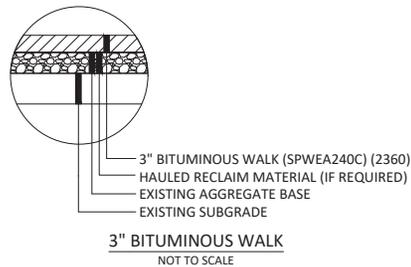
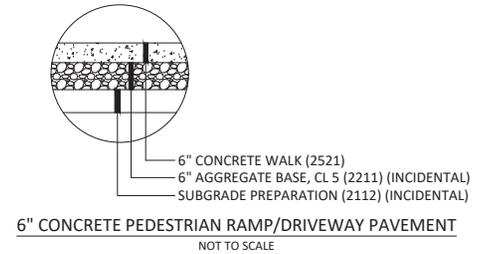
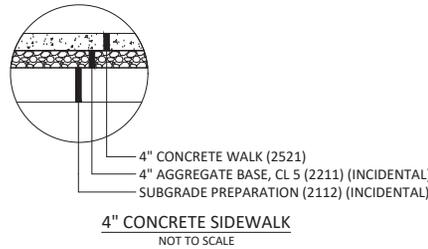
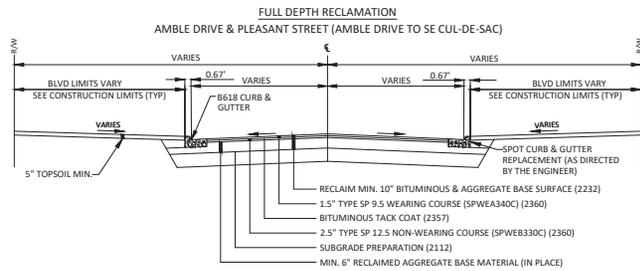
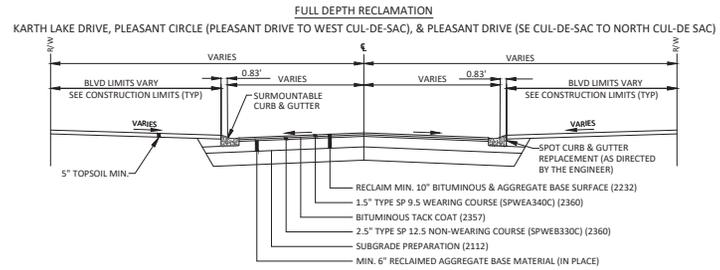
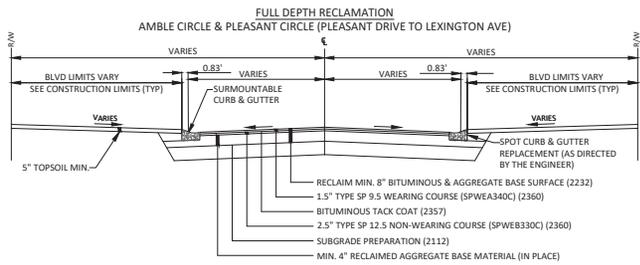
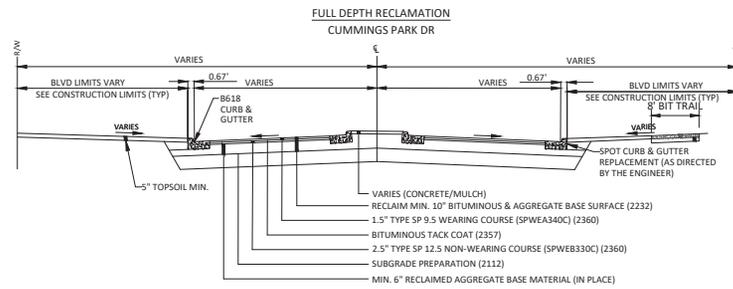
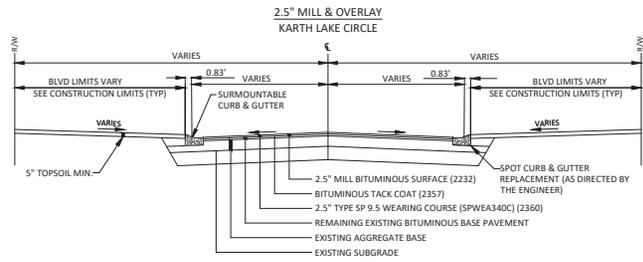
ITEM NO.	SPEC. REF	DESCRIPTION	NOTES	UNIT	ESTIMATED QUANTITY
76	2506.602	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 1 (SUMP & SAFI BAFFLE)		EACH	1.00
77	2506.602	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 2 (SUMP & SAFI BAFFLE)		EACH	1.00
78	2506.602	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 4 (OCS)		EACH	1.00
79	2506.602	GROUT CATCH BASIN OR MANHOLE		EACH	6.00
80	2506.602	CASTING ASSEMBLY SPECIAL (FORD TYPE A-1)	(5)	EACH	7.00
81	2511.507	RANDOM RIPRAP CLASS III		CU YD	72.00
82	2521.518	6" CONCRETE WALK	(8)	SQ FT	913.00
83	2521.518	3" BITUMINOUS WALK		SQ FT	25678.00
84	2521.602	DRILL & GROUT REINF BAR (EPOXY COATED)		EACH	96.00
85	2531.503	CONCRETE CURB & GUTTER DESIGN SPECIAL SURMOUNTABLE (SPOT)	(3)	LN FT	1615.00
86	2531.503	CONCRETE CURB & GUTTER DESIGN B618 (SPOT)	(3)	LN FT	1799.00
87	2531.503	CONCRETE CURB DESIGN V	(5)	LN FT	20.00
88	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	(8)	SQ YD	60.00
89	2531.618	TRUNCATED DOMES		SQ FT	131.00
90	2540.602	INSTALL MAILBOX SUPPORT	(2)	EACH	4.00
91	2540.618	INSTALL BRICK PAVERS	(5)	SQ FT	55.00
92	2557.603	INSTALL FENCE		LN FT	43.00
93	2563.601	TRAFFIC CONTROL		LUMP SUM	1.00
94	2564.502	INSTALL SIGN PANEL	(17)	EACH	1.00
95	2564.518	SIGN PANEL	(17)	SQ FT	16.50
96	2564.602	SIGN PANELS TYPE SPECIAL (STREET NAME BLADES)	(17)	EACH	18.00
97	2565.602	RIGID PVC LOOP DETECTOR 6' X 6'		EACH	9.00
98	2571.502	DECIDUOUS TREE 2.5" CAL B&B	(5)	EACH	14.00
99	2572.602	TREE PRUNING	(5)	HOUR	20.00
100	2573.501	STABILIZED CONSTRUCTION EXIT		LUMP SUM	1.00
101	2573.502	STORM DRAIN INLET PROTECTION		EACH	43.00
102	2573.503	SILT FENCE, TYPE MS		LN FT	502.00
103	2573.503	FLOTATION SILT CURTAIN TYPE STILL WATER		LN FT	133.00
104	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER		LN FT	4018.00
105	2574.507	COMMON TORSPOL BORROW		CU YD	480.00
106	2574.607	CLAY LINER	(CV) (P)	CU YD	186.00
107	2575.504	ROLLED EROSION PREVENTION CATEGORY 20 W/ SEED MIXTURE (XX-XXX)	(18)	SQ YD	3699.00
108	2575.504	ROLLED EROSION PREVENTION CATEGORY 30 W/ SEED MIXTURE (XX-XXX)	(18)	SQ YD	4016.00
109	2575.504	SHORELINE STABILIZATION (GROWBYS PRESTO)		SQ YD	130.00
110	2582.503	4" SOLID LINE MULTI-COMPONENT		LN FT	490.00
111	2582.503	4" BROKEN LINE MULTI-COMPONENT		LN FT	703.00
112	2582.503	4" DOUBLE SOLID LINE MULTI-COMPONENT		LN FT	971.00
113	2582.518	PAVEMENT MESSAGE MULTI-COMPONENT		SQ FT	140.00
114	2582.518	CROSSWALK MULTI-COMPONENT		SQ FT	900.00

NOTES:

- CASTING & VALVE BOX REPLACEMENTS WILL BE AS DIRECTED BY THE ENGINEER IN THE FIELD. TOKEN QUANTITY FOR POTENTIALLY BROKEN/DAMAGED EXISTING CASTINGS & VALVE BOXES.
- MAILBOXES SHALL BE PROTECTED DURING STORAGE. TEMPORARY MAILBOXES SHALL BE INSTALLED DURING CONSTRUCTION (INCIDENTAL), AND FINAL REINSTALLATION LOCATION SHALL BE IDENTIFIED BY THE ENGINEER.
- CONCRETE CURB AND GUTTER SPOT REPLACEMENT WILL BE REQUIRED AROUND ALL CATCH BASIN CASTING REPLACEMENTS, PEDESTRIAN RAMP IMPROVEMENTS, AND FOR DEFICIENT CURB AS MARKED IN THE FIELD BY THE ENGINEER.
- INCLUDES SAND FILLING OF THE ABANDONED INFRASTRUCTURE AND BULKHEADING EACH END WITH CONCRETE & BLOCKS, AS SPECIFIED.
- TOKEN QUANTITY, TO BE USED AS DIRECTED BY THE ENGINEER.
- SUBGRADE PREPARATION IS FOR TRAIL REHABILITATION AREAS ONLY AND INCLUDES THE RE-GRADING, HAULING, PLACEMENT, SUPPLEMENTING, AND PREPARATION OF THE EXISTING AGGREGATE BASE, OR CONSTRUCTION OF A NEW AGGREGATE BASE WITH EXCESS RECLAIM MATERIAL, FOR BITUMINOUS TRAIL CONSTRUCTION.
- PATCH BITUMINOUS PAVEMENT SHALL BE USED FOR BASE PAVEMENT REPLACEMENT IN THE MILL & OVERLAY AREA, AS DIRECTED BY THE ENGINEER AFTER COMPLETION OF THE MILLING OPERATION.
- BID ITEM INCLUDES REQUIRED EXCAVATION FOR AND THE FURNISHING & INSTALLATION OF AGGREGATE BASE MATERIAL, AS SPECIFIED.
- INCLUDES FURNISHING & INSTALLATION OF TRASH GUARD ON INLET APRONS (NOT OUTLETS) AS INDICATED IN THE DETAILS.

- FINAL CASTING/ VALVE BOX ADJUSTMENT SHALL BE INCLUDED IN THE PRICE BID FOR NEW CASTING ASSEMBLIES/ VALVE BOXES OR CASTING/VALVE BOX ADJUSTMENTS. ADJUSTMENTS SHALL INCLUDE THE REMOVAL/ REPLACEMENT OF ALL ADJUSTING RINGS AND SHALL BE CONSIDERED INCIDENTAL TO THE ASSOCIATED WORK.
- CONNECTION TO EXISTING SERVICE PIPES SHALL BE INCIDENTAL, REGARDLESS OF THE EXISTING PIPE SIZE OR MATERIAL, INCLUDING THE NECESSARY FITTINGS AND LABOR AS REQUIRED.
- EXTERNAL CHIMNEY SEALS & INTERNAL CHIMNEY SEALS (AS INDICATED IN THE SPECIFICATIONS) SHALL BE INSTALLED WITH ALL NEW SANITARY MH CASTINGS OR SANITARY CASTING ADJUSTMENTS AND SHALL BE INCLUDED IN THE PRICE BID FOR THE ASSOCIATED BID ITEM.
- INTERNAL CHIMNEY SEALS (AS INDICATED IN THE SPECIFICATIONS) SHALL BE INSTALLED WITH ALL NEW STORM MH/CB CASTINGS OR STORM CASTING ADJUSTMENTS AND SHALL BE INCLUDED IN THE PRICE BID FOR THE ASSOCIATED BID ITEM.
- CONSTRUCT STORM SEWER 2'X3' CATCHBASINS AS SHOWN IN THE DETAILS.
- CONSTRUCT STORM SEWER CATCHBASIN MANHOLES WITH A 2'X3' TOP SLAB OPENING AS SHOWN IN THE DETAILS.
- INCLUDES THE FURNISHING AND INSTALLATION OF GEOTEXTILE FABRIC, AS SPECIFIED.
- SIGN PANELS SHALL INCLUDE NEW SIGN POSTS, HARDWARE, AND INSTALLATION AS REQUIRED AND SHALL BE INCLUDED IN THE PRICE BID.
- INCLUDES THE FURNISHING AND INSTALLATION OF FERTILIZER AND SEED MIXTURE, AS SPECIFIED.
- COMPACTED VOLUME
- EVACUATED VOLUME
- LOOSE VOLUME
- PLAN QUANTITY

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TYPICAL SECTION NOTES:

1. ANY VARIATIONS FROM THE TYPICAL SECTION DIMENSIONS ARE SHOWN ON THE PLAN DRAWINGS
2. PAVEMENT SLOPES AT INTERSECTION LOCATIONS MAY VARY FROM THOSE SHOWN ON THE TYPICAL SECTION
3. GRADE ALL TOPSOIL MATERIAL TO 1" DEPTH BELOW CONCRETE SURFACES PRIOR TO PLACING SOD
4. ELEVATIONS SHOWN ARE RELATIVE TO C/L AND DO NOT RELATE TO ACTUAL CONSTRUCTION GRADES

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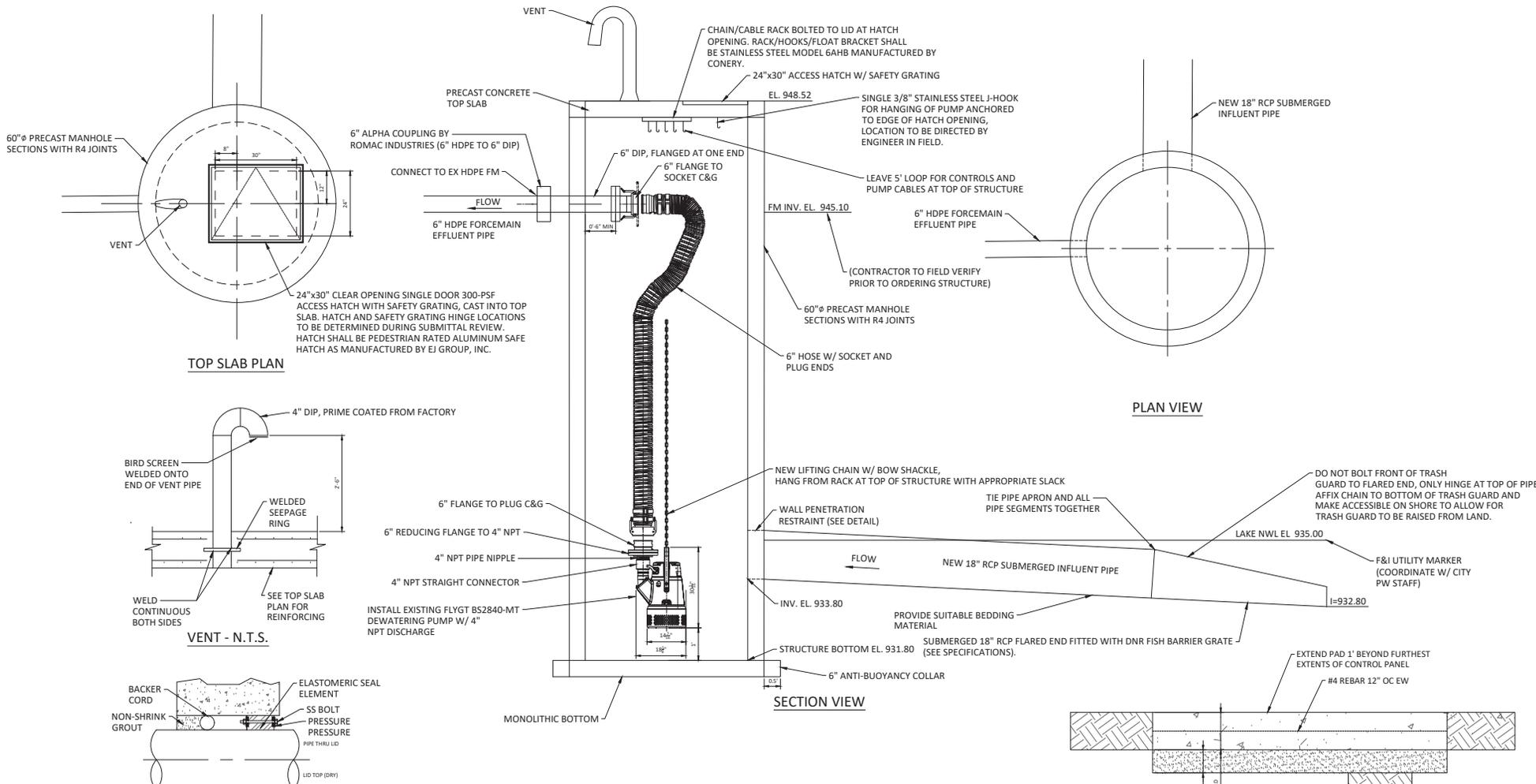


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JJ/BAP	BAP	BIF	02/09/2026

CITY OF ARDEN HILLS, MINNESOTA
2026 PMP STREET & UTILITY IMPROVEMENTS

TYPICAL SECTIONS

SHEET
C1.01



1
1.08 **DRAINAGE STRUCTURE DESIGN SPECIAL 3 (STORM LIFT STATION) - N.T.S.**

- NOTES:**
1. ALL PIPE JOINTS SHALL BE TIED.
 2. FIELD VERIFY LOCATION AND ELEVATION OF EXISTING FORCEMAIN.
 3. REFER TO ELECTRIC PLANS FOR LIFT STATION ELECTRIC DETAILS.
 4. ALL WORK IN THIS DETAIL/ON THIS PLAN SHEET IS INCLUDED WITH ALTERNATE 1 OR 2 OR 3.

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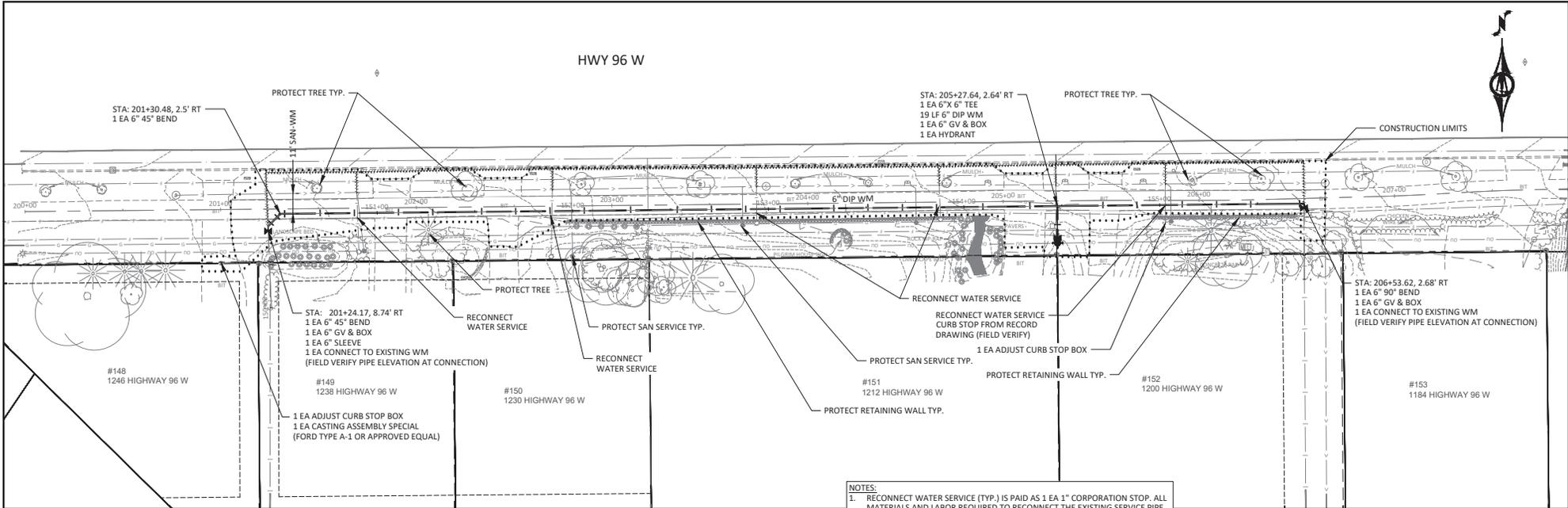
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CITY OF ARDEN HILLS, MINNESOTA
2026 PMP STREET & UTILITY IMPROVEMENTS

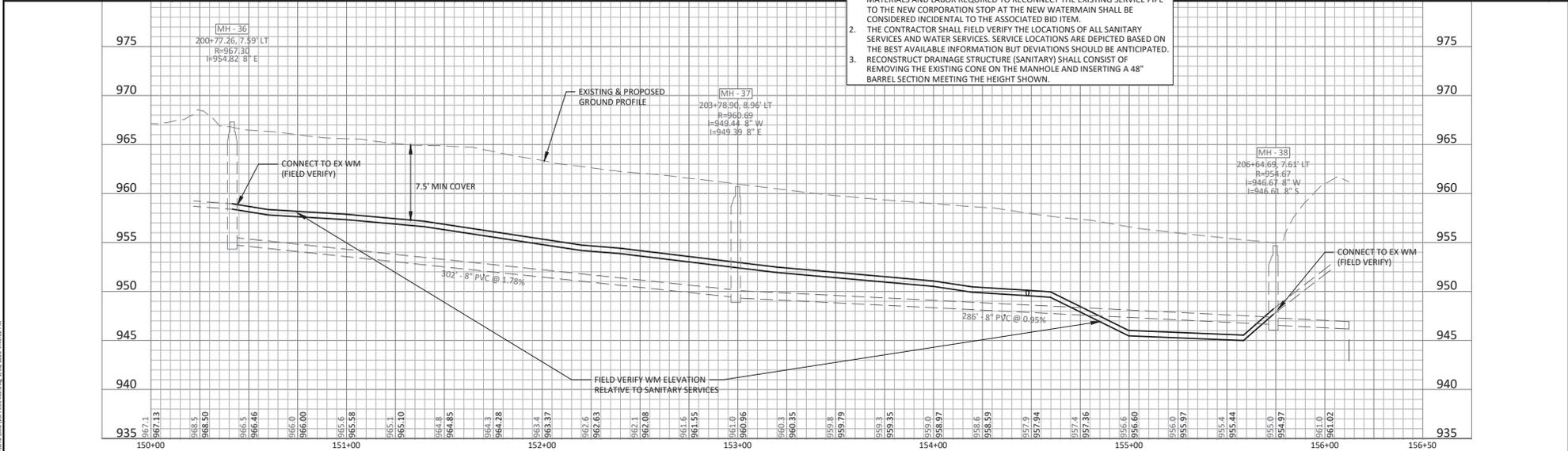
LIFT STATION DETAILS
ALTERNATE 1 OR 2 OR 3

SHEET
C1.08

HWY 96 W



- NOTES:**
1. RECONNECT WATER SERVICE (TYP.) IS PAID AS 1 EA 1" CORPORATION STOP. ALL MATERIALS AND LABOR REQUIRED TO RECONNECT THE EXISTING SERVICE PIPE TO THE NEW CORPORATION STOP AT THE NEW WATERMAIN SHALL BE CONSIDERED INCIDENTAL TO THE ASSOCIATED BID ITEM.
 2. THE CONTRACTOR SHALL FIELD VERIFY THE LOCATIONS OF ALL SANITARY SERVICES AND WATER SERVICES. SERVICE LOCATIONS ARE DEPICTED BASED ON THE BEST AVAILABLE INFORMATION BUT DEVIATIONS SHOULD BE ANTICIPATED.
 3. RECONSTRUCT DRAINAGE STRUCTURE (SANITARY) SHALL CONSIST OF REMOVING THE EXISTING CONE ON THE MANHOLE AND INSERTING A 48" BARREL SECTION MEETING THE HEIGHT SHOWN.



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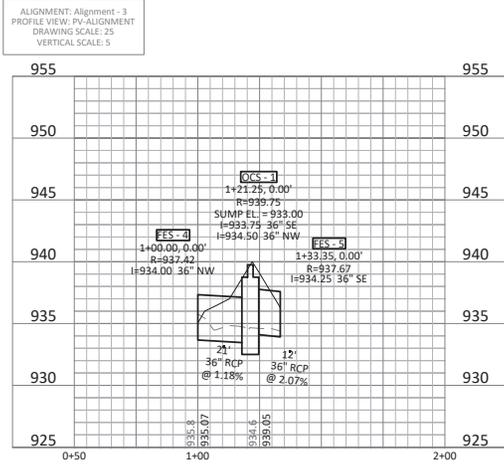
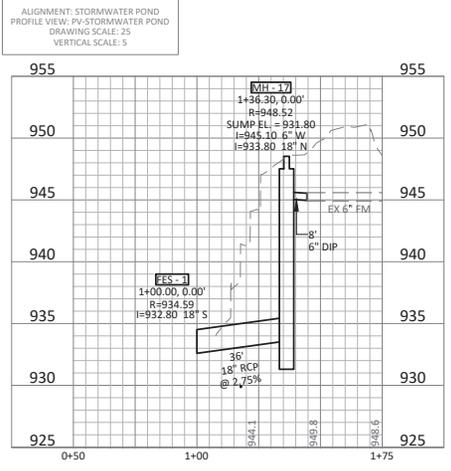
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 2026 PMP STREET & UTILITY IMPROVEMENTS
 SANITARY & WATER PLAN & PROFILE
 HWY 96 W

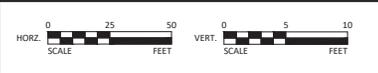
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ALTERNATE 1 OR 2 OR 3



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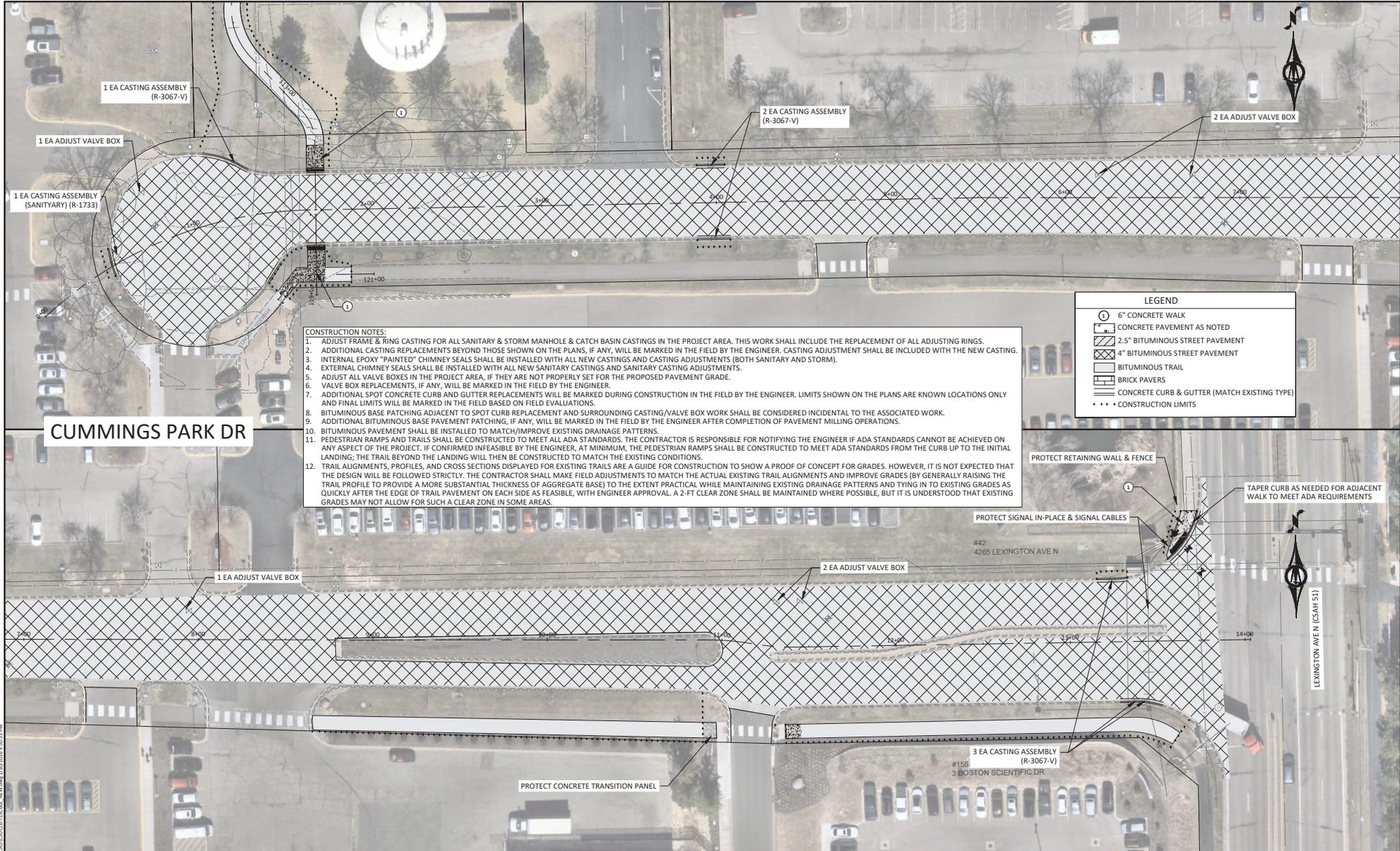
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CITY OF ARDEN HILLS, MINNESOTA
 2026 PMP STREET & UTILITY IMPROVEMENTS
 STORM SEWER PLAN & PROFILE

SHEET
C5.04



CONSTRUCTION NOTES:

- ADJUST FRAME & RING CASTING FOR ALL SANITARY & STORM MANHOLE & CATCH BASIN CASTINGS IN THE PROJECT AREA. THIS WORK SHALL INCLUDE THE REPLACEMENT OF ALL ADJUSTING RINGS.
- ADDITIONAL CASTING REPLACEMENTS BEYOND THOSE SHOWN ON THE PLANS, IF ANY, WILL BE MARKED IN THE FIELD BY THE ENGINEER. CASTING ADJUSTMENT SHALL BE INCLUDED WITH THE NEW CASTING.
- INTERNAL EPOXY "PAINTED" CHIMNEY SEALS SHALL BE INSTALLED WITH ALL NEW CASTINGS AND CASTING ADJUSTMENTS (BOTH SANITARY AND STORM).
- EXTERNAL CHIMNEY SEALS SHALL BE INSTALLED WITH ALL NEW SANITARY CASTINGS AND SANITARY CASTING ADJUSTMENTS.
- ADJUST ALL VALVE BOXES IN THE PROJECT AREA, IF THEY ARE NOT PROPERLY SET FOR THE PROPOSED PAVEMENT GRADE.
- VALVE BOX REPLACEMENTS, IF ANY, WILL BE MARKED IN THE FIELD BY THE ENGINEER.
- ADDITIONAL SPOT CONCRETE CURB AND GUTTER REPLACEMENTS WILL BE MARKED DURING CONSTRUCTION IN THE FIELD BY THE ENGINEER. LIMITS SHOWN ON THE PLANS ARE KNOWN LOCATIONS ONLY AND FINAL LIMITS WILL BE MARKED IN THE FIELD BASED ON FIELD EVALUATIONS.
- BITUMINOUS BASE PATCHING ADJACENT TO SPOT CURB REPLACEMENT AND SURROUNDING CASTING/VALVE BOX WORK SHALL BE CONSIDERED INCIDENTAL TO THE ASSOCIATED WORK.
- ADDITIONAL BITUMINOUS BASE PAVEMENT PATCHING, IF ANY, WILL BE MARKED IN THE FIELD BY THE ENGINEER AFTER COMPLETION OF PAVEMENT MILLING OPERATIONS.
- BITUMINOUS PAVEMENT SHALL BE INSTALLED TO MATCH/IMPROVE EXISTING DRAINAGE PATTERNS.
- PEDESTRIAN RAMPS AND TRAILS SHALL BE CONSTRUCTED TO MEET ALL ADA STANDARDS. THE CONTRACTOR IS RESPONSIBLE FOR NOTIFYING THE ENGINEER IF ADA STANDARDS CANNOT BE ACHIEVED ON ANY ASPECT OF THE PROJECT. IF CONFIRMED INFEASIBLE BY THE ENGINEER, AT MINIMUM, THE PEDESTRIAN RAMPS SHALL BE CONSTRUCTED TO MEET ADA STANDARDS FROM THE CURB UP TO THE INITIAL LANDING; THE TRAIL BEYOND THE LANDING WILL THEN BE CONSTRUCTED TO MATCH THE EXISTING CONDITIONS.
- TRAIL ALIGNMENTS, PROFILES, AND CROSS SECTIONS DISPLAYED FOR EXISTING TRAILS ARE A GUIDE FOR CONSTRUCTION TO SHOW A PROOF OF CONCEPT FOR GRADES. HOWEVER, IT IS NOT EXPECTED THAT THE DESIGN WILL BE FOLLOWED STRICTLY. THE CONTRACTOR SHALL MAKE FIELD ADJUSTMENTS TO MATCH THE ACTUAL EXISTING TRAIL ALIGNMENTS AND IMPROVE GRADES (BY GENERALLY RAISING THE TRAIL PROFILE TO PROVIDE A MORE SUBSTANTIAL THICKNESS OF AGGREGATE BASE) TO THE EXTENT PRACTICAL WHILE MAINTAINING EXISTING DRAINAGE PATTERNS AND TYING IN TO EXISTING GRADES AS QUICKLY AFTER THE EDGE OF TRAIL PAVEMENT ON EACH SIDE AS FEASIBLE, WITH ENGINEER APPROVAL. A 2-FT CLEAR ZONE SHALL BE MAINTAINED WHERE POSSIBLE, BUT IT IS UNDERSTOOD THAT EXISTING GRADES MAY NOT ALLOW FOR SUCH A CLEAR ZONE IN SOME AREAS.

LEGEND	
	6" CONCRETE WALK
	CONCRETE PAVEMENT AS NOTED
	2.5" BITUMINOUS STREET PAVEMENT
	4" BITUMINOUS TRAIL PAVEMENT
	BITUMINOUS TRAIL
	BRICK PAVERS
	CONCRETE CURB & GUTTER (MATCH EXISTING TYPE)
	CONSTRUCTION LIMITS

CUMMINGS PARK DR

PROTECT RETAINING WALL & FENCE

PROTECT SIGNAL IN-PLACE & SIGNAL CABLES

TAPER CURBS AS NEEDED FOR ADJACENT WALK TO MEET ADA REQUIREMENTS

#42
4265 LEXINGTON AVE N

#156
3 BOSTON SCIENTIFIC DR

LEXINGTON AVE N (CSAH 51)

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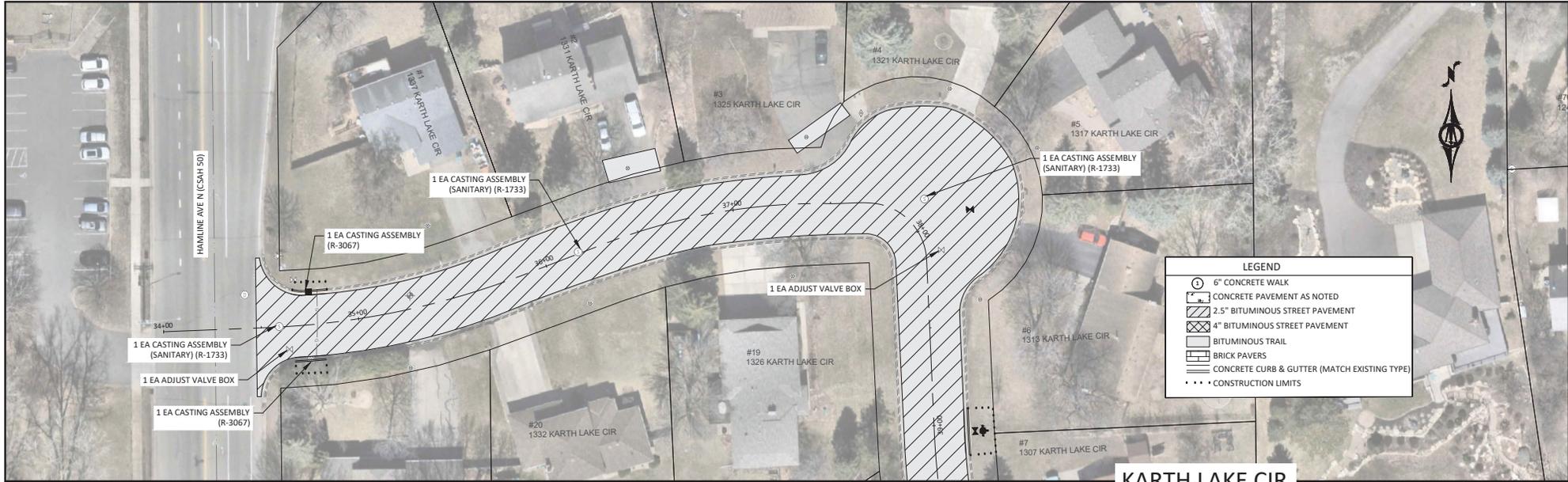
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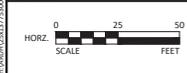
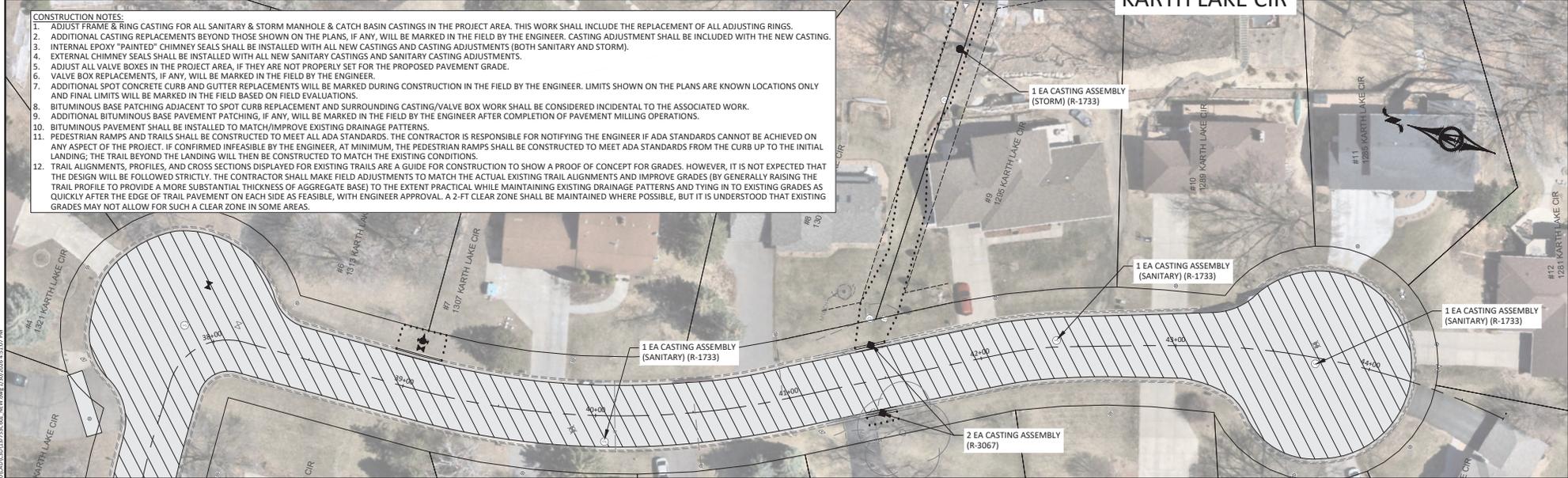
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CITY OF ARDEN HILLS, MINNESOTA
2026 PMP STREET & UTILITY IMPROVEMENTS
STREET PLAN
CUMMINGS PARK DR

SHEET
C6.01



- CONSTRUCTION NOTES:**
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 6. VALVE BOX REPLACEMENTS, IF ANY, WILL BE MARKED IN THE FIELD BY THE ENGINEER.
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BRADLEY J. FISHER
56295
02/09/2026



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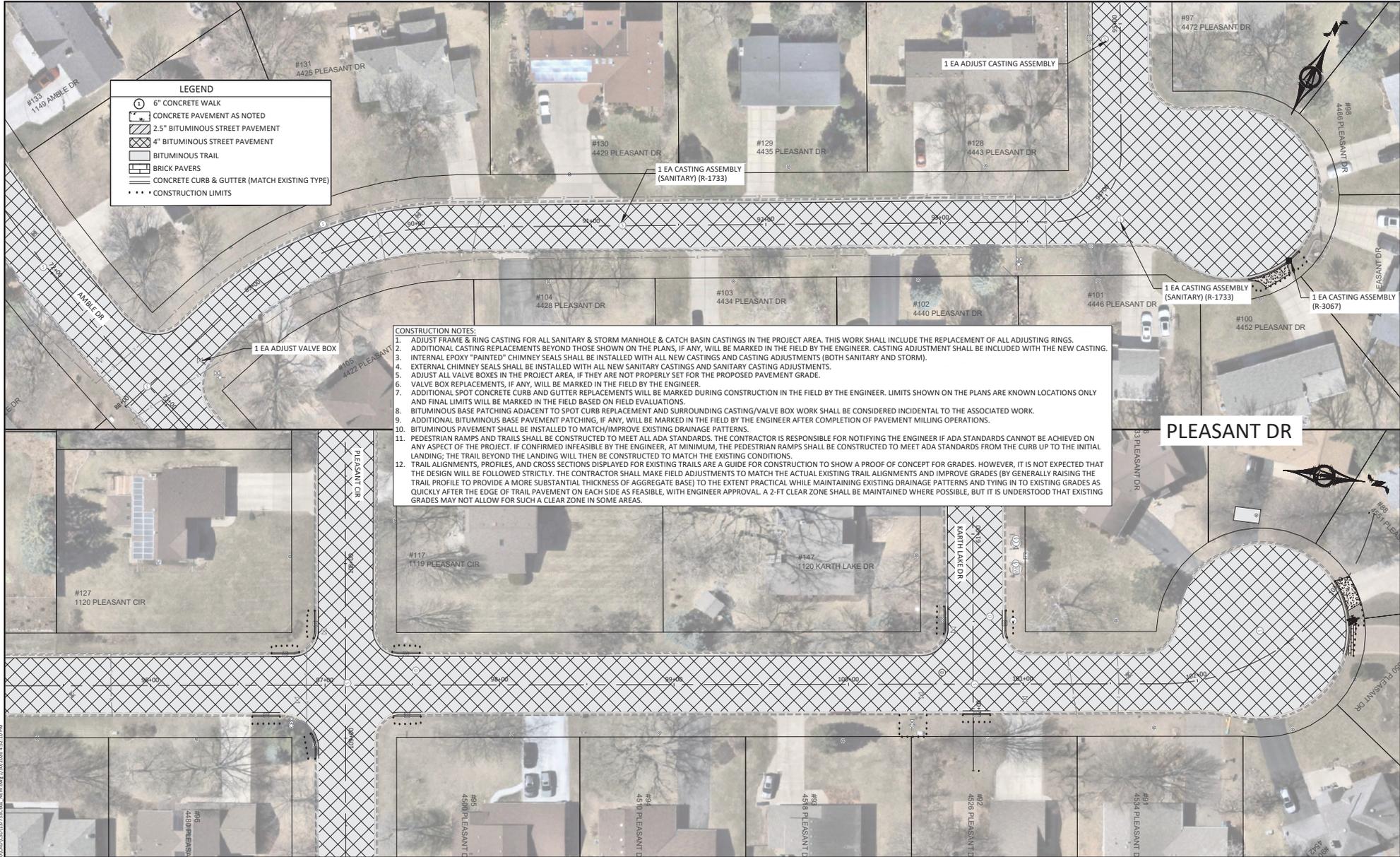


DESIGNED	JJ/BAP	DATE	02/09/2026
DRAWN	BAP	BID	
CHECKED	BIF		
	PW-26-0100		

CITY OF ARDEN HILLS, MINNESOTA
2026 PMP STREET & UTILITY IMPROVEMENTS
STREET PLAN
KARTH LAKE CIR

SHEET
C6.02

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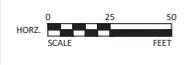


LEGEND

- 6" CONCRETE WALK
- CONCRETE PAVEMENT AS NOTED
- 2.5" BITUMINOUS STREET PAVEMENT
- 4" BITUMINOUS STREET PAVEMENT
- BITUMINOUS TRAIL
- BRICK PAVERS
- CONCRETE CURB & GUTTER (MATCH EXISTING TYPE)
- CONSTRUCTION LIMITS

CONSTRUCTION NOTES:

- ADJUST FRAME & RING CASTING FOR ALL SANITARY & STORM MANHOLE & CATCH BASIN CASTINGS IN THE PROJECT AREA. THIS WORK SHALL INCLUDE THE REPLACEMENT OF ALL ADJUSTING RINGS.
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Bradley J. Fisher
 BRADLEY J. FISHER
 Lic. No. 56395 DATE: 02/09/2026



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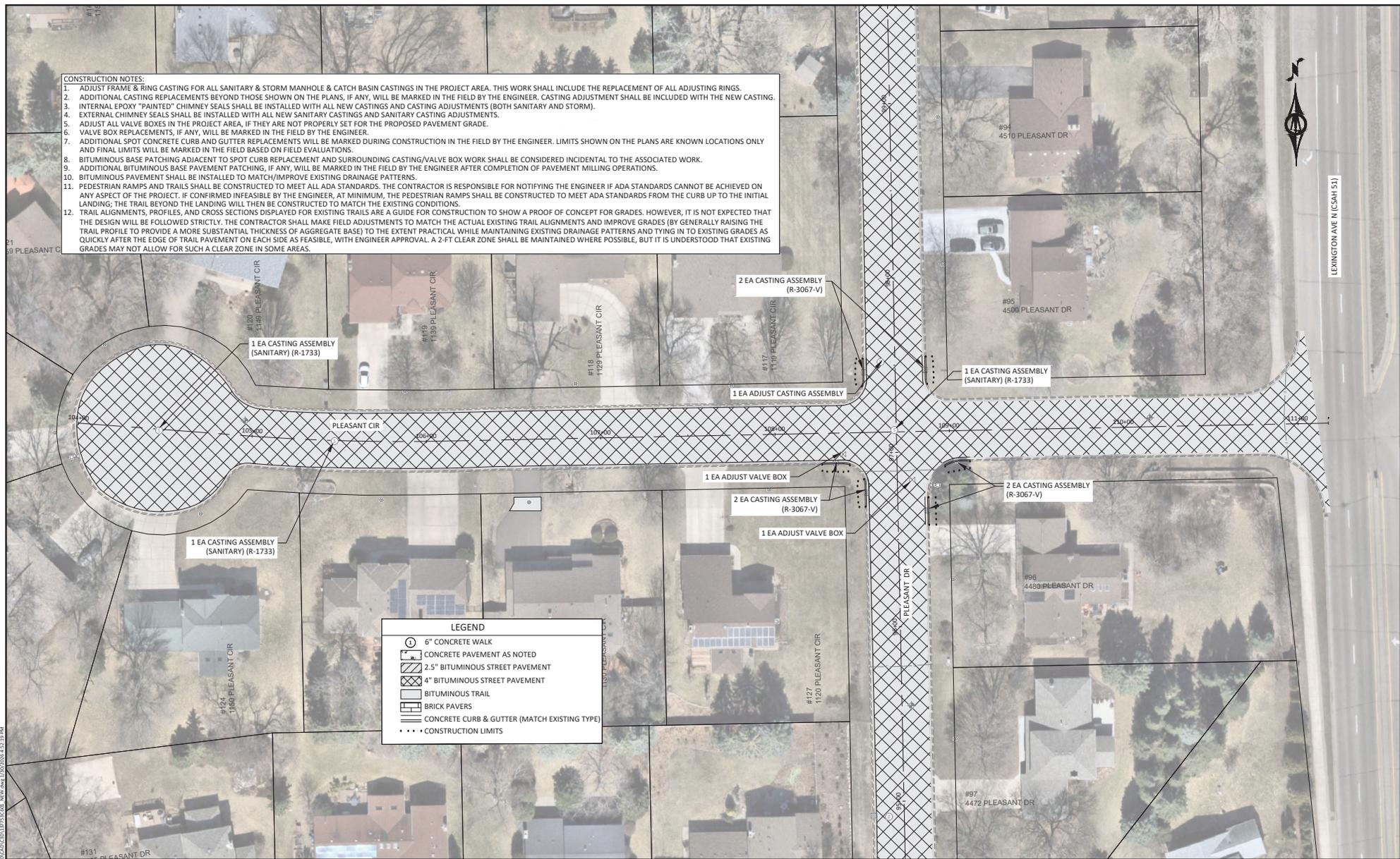
DESIGNED	JJ/BAP	DATE	02/09/2026
DRAWN	BAP		
CHECKED	BIF		
CITY PROJECT NO.	PW-26-0100		

CITY OF ARDEN HILLS, MINNESOTA
 2026 PMP STREET & UTILITY IMPROVEMENTS
 STREET PLAN
 PLEASANT DR

SHEET
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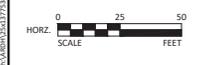
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- 4" BITUMINOUS STREET PAVEMENT
- BITUMINOUS TRAIL
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- CONSTRUCTION LIMITS



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 BRADLEY J. FISHER
 LIC. NO. 56295 DATE: 02/09/2026



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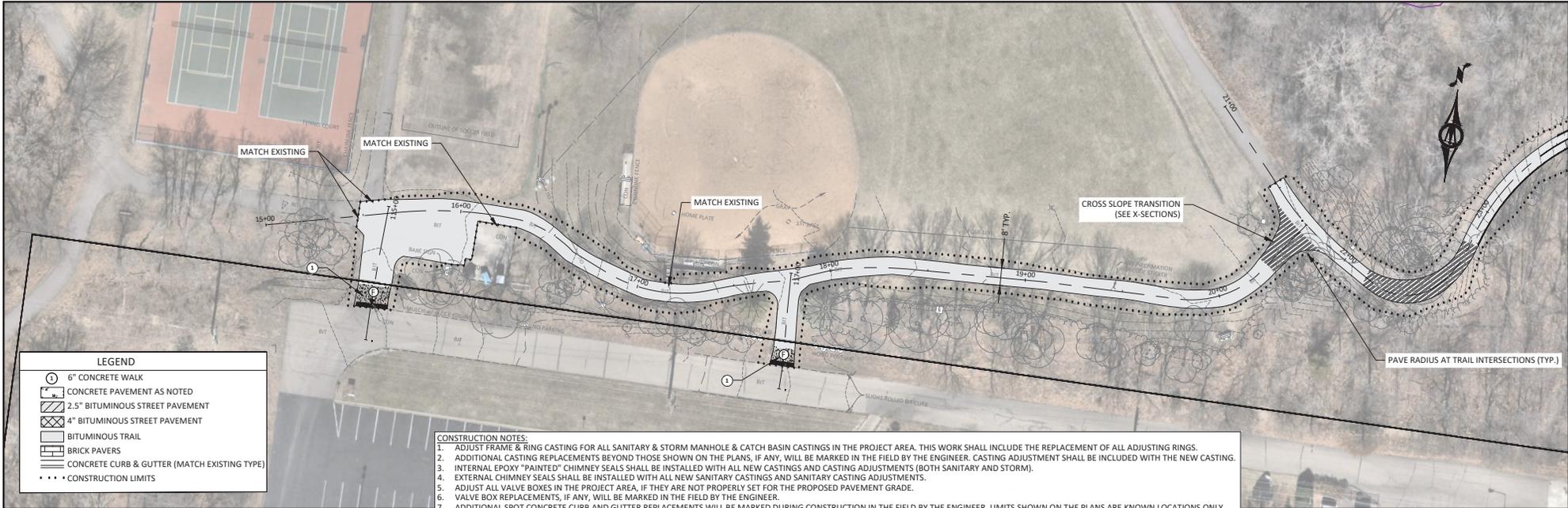


DESIGNED BY	JJ/BAP	DATE	02/09/2026
DRAWN BY	BAP		
CHECKED BY	BIF		
CITY PROJECT NO.	PW-26-0100		

CITY OF ARDEN HILLS, MINNESOTA
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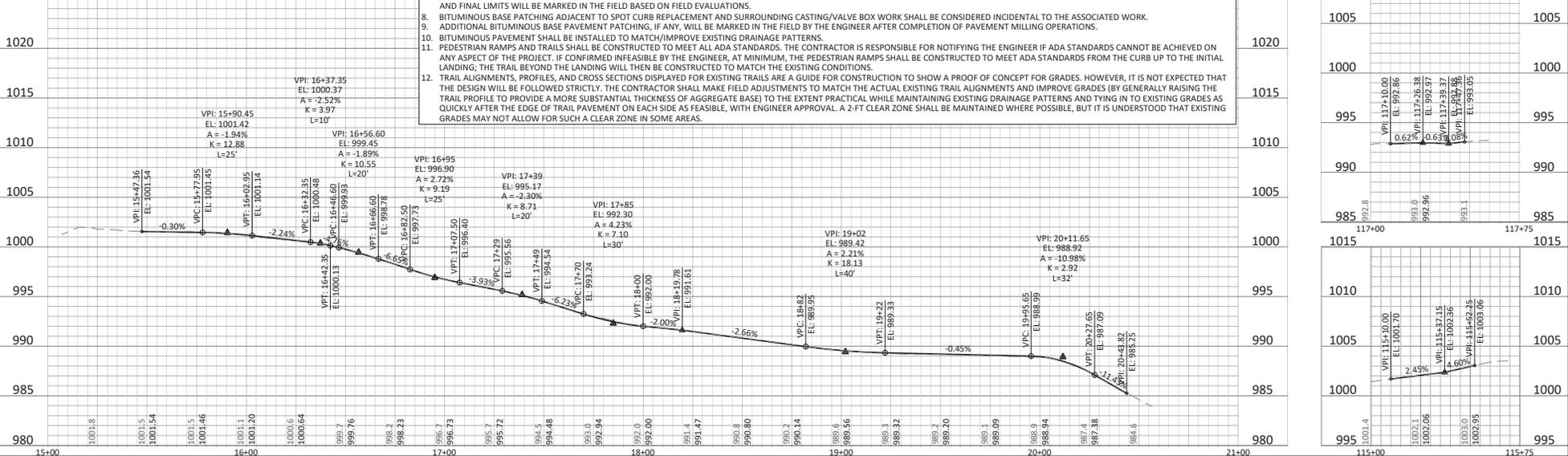
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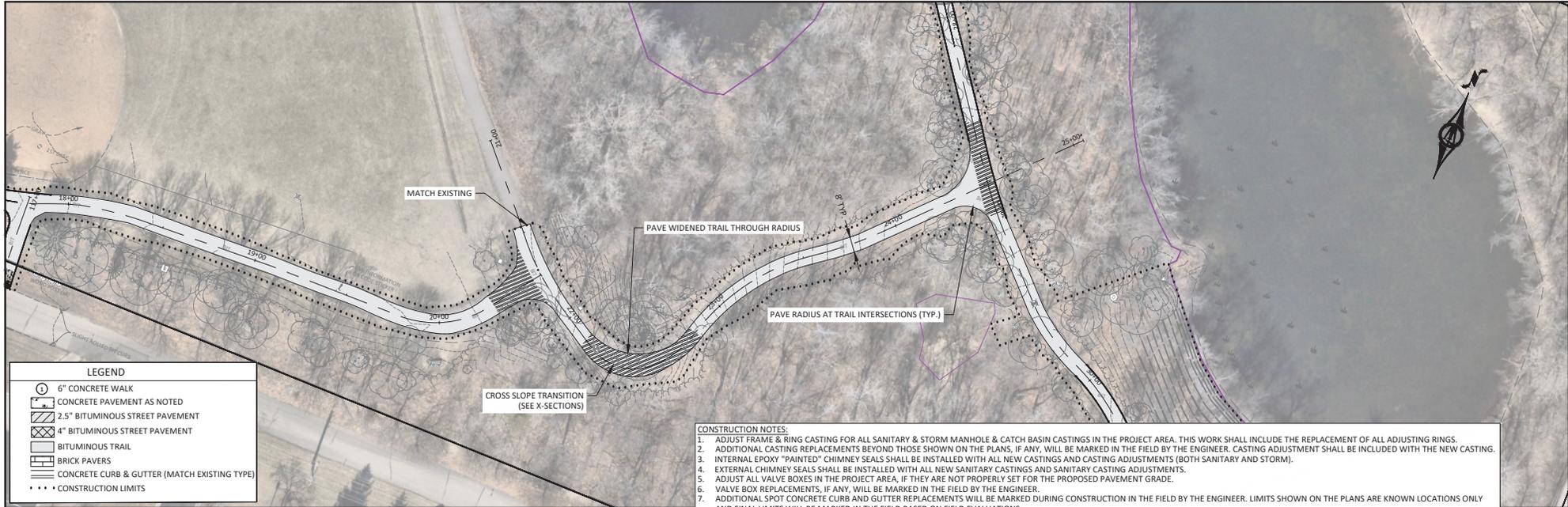


DESIGNED	JJ/BAP	DATE	02/09/2026
DRAWN	BAP		
CHECKED	BIF		
CURBY PROJ. NO.	PW-26-0100		

CITY OF ARDEN HILLS, MINNESOTA
 2026 PMP STREET & UTILITY IMPROVEMENTS
 TRAIL PLAN & PROFILE
 KARTH LAKE PARK TRAIL SW

SHEET
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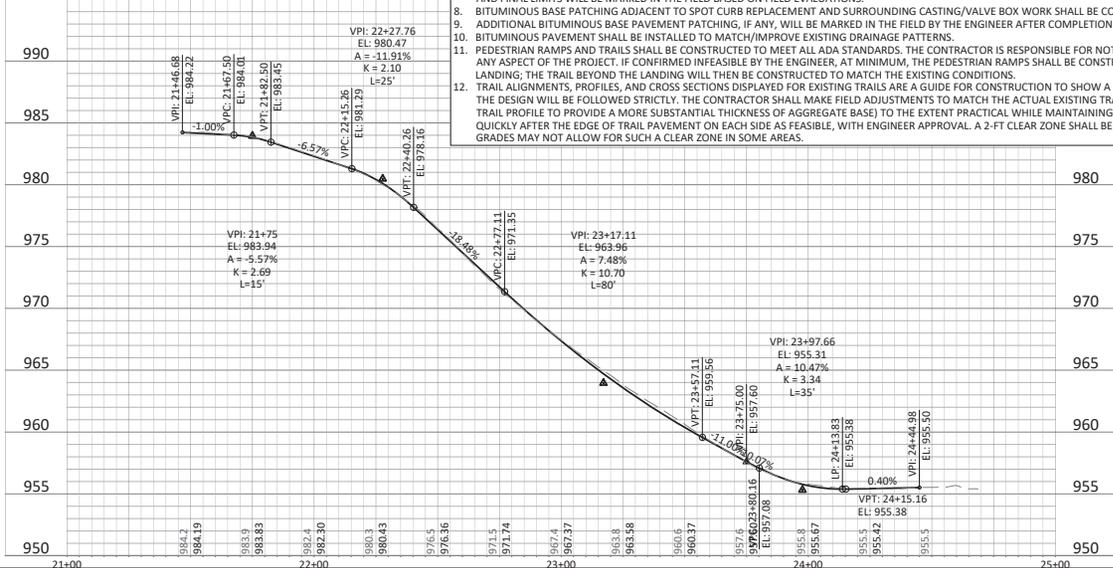
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LEGEND

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 56395
 02/09/2026

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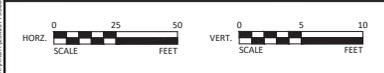
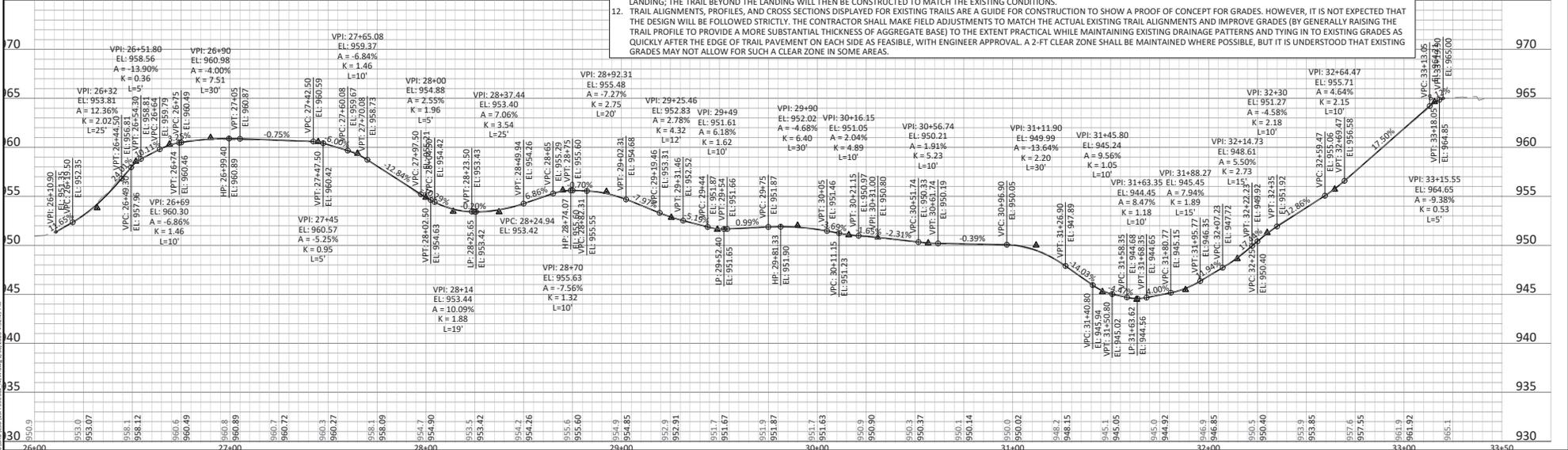
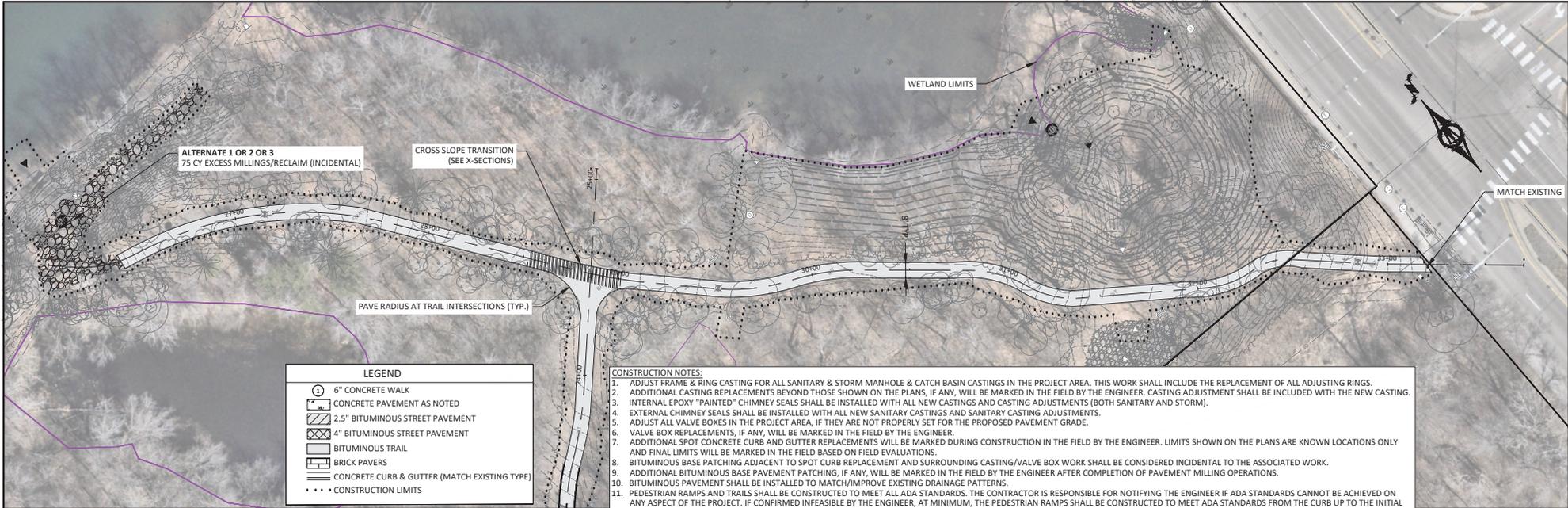
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ARDEN HILLS

DESIGNED	JJ/BAP	DATE	02/09/2026
DRAWN	BAP	PROJECT	BID
CHECKED	BIF	CLIENT	CITY OF ARDEN HILLS, MN
DATE	02/09/2026	PROJECT NO.	PW-26-0100

CITY OF ARDEN HILLS, MINNESOTA
 2026 PMP STREET & UTILITY IMPROVEMENTS
 TRAIL PLAN & PROFILE
 KARTH LAKE PARK TRAIL MIDDLE

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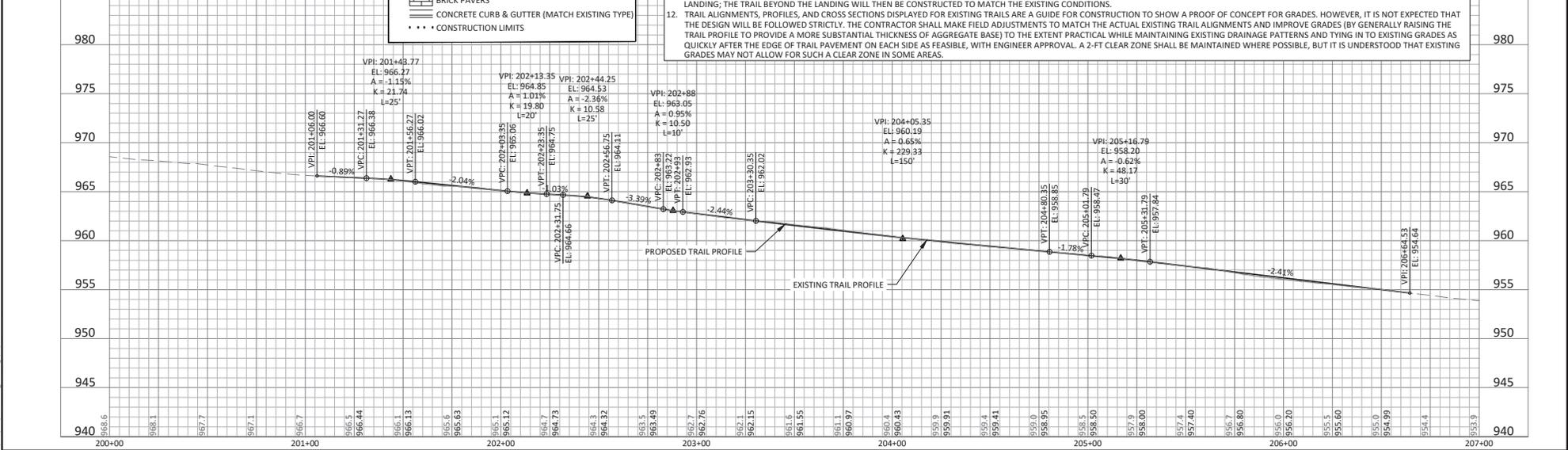
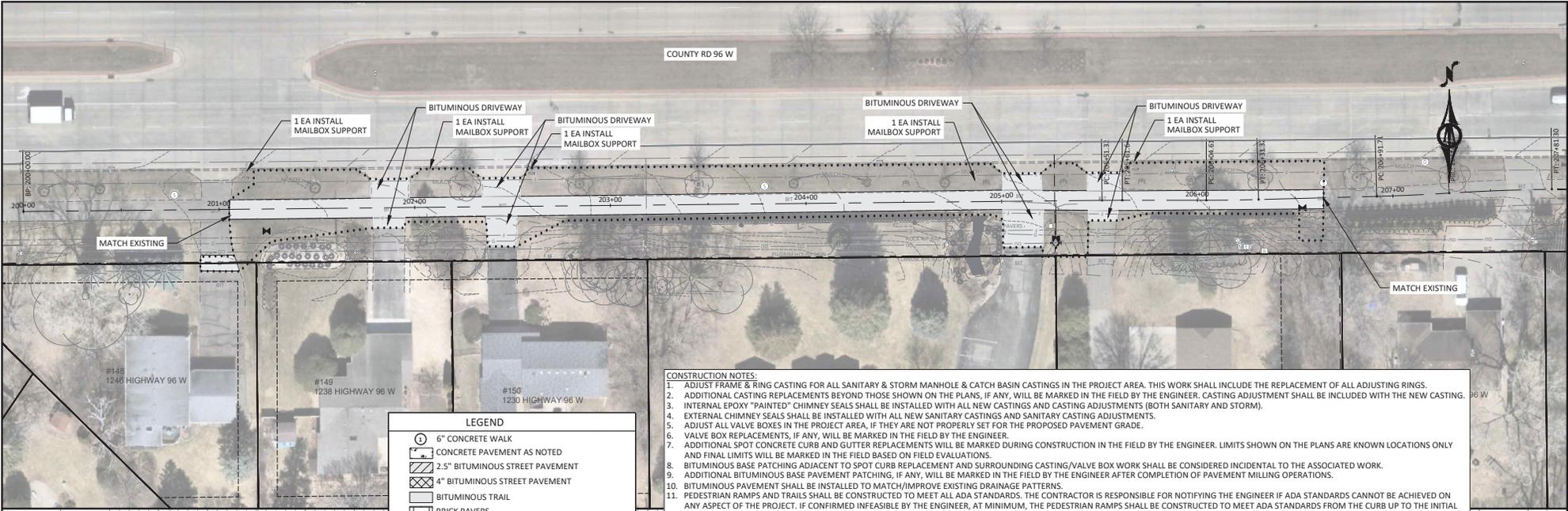
DESIGNED BY: BRADLEY FISHER
 DRAWN BY: JJJ/BAP
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ARDEN HILLS
 CITY OF ARDEN HILLS, MINNESOTA
 2026 PMP STREET & UTILITY IMPROVEMENTS
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PROJECT NO.	2026-0100
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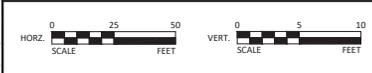
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 17100 Burnsville Road, Burnsville, MN 55337



- CONSTRUCTION NOTES:**
1. ADJUST FRAME & RING CASTING FOR ALL SANITARY & STORM MANHOLE & CATCH BASIN CASTINGS IN THE PROJECT AREA. THIS WORK SHALL INCLUDE THE REPLACEMENT OF ALL ADJUSTING RINGS.
 2. ADDITIONAL CASTING REPLACEMENTS BEYOND THOSE SHOWN ON THE PLANS, IF ANY, WILL BE MARKED IN THE FIELD BY THE ENGINEER. CASTING ADJUSTMENT SHALL BE INCLUDED WITH THE NEW CASTING.
 3. INTERNAL EPOXY "PAINTED" CHIMNEY SEALS SHALL BE INSTALLED WITH ALL NEW CASTINGS AND CASTING ADJUSTMENTS (BOTH SANITARY AND STORM).
 4. EXTERNAL CHIMNEY SEALS SHALL BE INSTALLED WITH ALL NEW SANITARY CASTINGS AND SANITARY CASTING ADJUSTMENTS.
 5. ADJUST ALL VALVE BOXES IN THE PROJECT AREA, IF THEY ARE NOT PROPERLY SET FOR THE PROPOSED PAVEMENT GRADE.
 6. VALVE BOX REPLACEMENTS, IF ANY, WILL BE MARKED IN THE FIELD BY THE ENGINEER.
 7. ADDITIONAL SPOT CONCRETE CURB AND GUTTER REPLACEMENTS WILL BE MARKED DURING CONSTRUCTION IN THE FIELD BY THE ENGINEER. LIMITS SHOWN ON THE PLANS ARE KNOWN LOCATIONS ONLY AND FINAL LIMITS WILL BE MARKED IN THE FIELD BASED ON FIELD EVALUATIONS.
 8. BITUMINOUS BASE PATCHING ADJACENT TO SPOT CURB REPLACEMENT AND SURROUNDING CASTING/VALVE BOX WORK SHALL BE CONSIDERED INCIDENTAL TO THE ASSOCIATED WORK.
 9. ADDITIONAL BITUMINOUS BASE PAVEMENT PATCHING, IF ANY, WILL BE MARKED IN THE FIELD BY THE ENGINEER AFTER COMPLETION OF PAVEMENT MILLING OPERATIONS.
 10. BITUMINOUS PAVEMENT SHALL BE INSTALLED TO MATCH/IMPROVE EXISTING DRAINAGE PATTERNS.
 11. PEDESTRIAN RAMPS AND TRAILS SHALL BE CONSTRUCTED TO MEET ALL ADA STANDARDS. THE CONTRACTOR IS RESPONSIBLE FOR NOTIFYING THE ENGINEER IF ADA STANDARDS CANNOT BE ACHIEVED ON ANY ASPECT OF THE PROJECT. IF CONFIRMED INFEASIBLE BY THE ENGINEER, AT MINIMUM, THE PEDESTRIAN RAMPS SHALL BE CONSTRUCTED TO MEET ADA STANDARDS FROM THE CURB UP TO THE INITIAL LANDING; THE TRAIL BEYOND THE LANDING WILL THEN BE CONSTRUCTED TO MATCH THE EXISTING CONDITIONS.
 12. TRAIL ALIGNMENTS, PROFILES, AND CROSS SECTIONS DISPLAYED FOR EXISTING TRAILS ARE A GUIDE FOR CONSTRUCTION TO SHOW A PROOF OF CONCEPT FOR GRADES. HOWEVER, IT IS NOT EXPECTED THAT THE DESIGN WILL BE FOLLOWED STRICTLY. THE CONTRACTOR SHALL MAKE FIELD ADJUSTMENTS TO MATCH THE ACTUAL EXISTING TRAIL ALIGNMENTS AND IMPROVE GRADES (BY GENERALLY RAISING THE TRAIL PROFILE TO PROVIDE A MORE SUBSTANTIAL THICKNESS OF AGGREGATE BASE) TO THE EXTENT PRACTICAL WHILE MAINTAINING EXISTING DRAINAGE PATTERNS AND TYING IN TO EXISTING GRADES AS QUICKLY AFTER THE EDGE OF TRAIL PAVEMENT ON EACH SIDE AS FEASIBLE, WITH ENGINEER APPROVAL. A 2-FT CLEAR ZONE SHALL BE MAINTAINED WHERE POSSIBLE, BUT IT IS UNDERSTOOD THAT EXISTING GRADES MAY NOT ALLOW FOR SUCH A CLEAR ZONE IN SOME AREAS.

LEGEND

- 6" CONCRETE WALK
- CONCRETE PAVEMENT AS NOTED
- 2.5" BITUMINOUS STREET PAVEMENT
- 4" BITUMINOUS STREET PAVEMENT
- BITUMINOUS TRAIL
- BRICK PAVERS
- CONCRETE CURB & GUTTER (MATCH EXISTING TYPE)
- CONSTRUCTION LIMITS



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Bradley Fisher
 BRADLEY FISHER
 56395
 02/09/2026

BOLTON & MENK

12224 NICOLLET AVENUE
 BURNSVILLE, MN 55337
 Phone: (952) 890-0500
 Email: Burnsfil@bolton-menk.com
 www.bolton-menk.com

ARDEN HILLS

PROJECT NO: 2026-0100
 DRAWN: JJJ/BAP
 CHECKED: BAP
 DATE: 02/09/2026
 COUNTY PROJ. NO.: PW-26-0100

CITY OF ARDEN HILLS, MINNESOTA
 2026 PMP STREET & UTILITY IMPROVEMENTS
 TRAIL PLAN & PROFILE
 HWY 96 TRAIL

SHEET C6.13

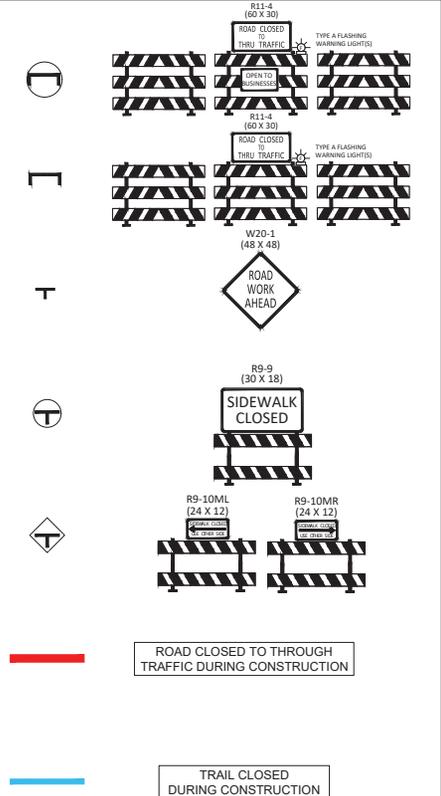
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SUBMITTED TRAFFIC CONTROL PLAN MUST INCLUDE ALL PEDESTRIAN DETOUR SIGNAGE REQUIRED BY RAMSEY COUNTY UNDER THEIR PERMITTING PROCESS TO NAVIGATE PEDESTRIANS AROUND THE WORK ZONE USING THE TRAIL ON THE NORTH SIDE OF HWY 96.

SUBMITTED TRAFFIC CONTROL PLAN MUST INCLUDE A SHOULDER CLOSURE AROUND THE BOULEVARD WORK ZONE, AS REQUIRED BY RAMSEY COUNTY UNDER THEIR PERMITTING PROCESS. A SHOULDER CLOSURE DOES NOT ALLOW THE SHOULDER TO BE USED FOR STOCKPILING MATERIALS OR PARKING OF EQUIPMENT OR VEHICLES (MUST BE CONTAINED BEHIND THE CURB). IF THE CONTRACTOR REQUIRES USE OF THE SHOULDER FOR THESE ACTIVITIES, A CLOSURE OF THE NEAREST THROUGH LANE WILL ALSO BE REQUIRED AND SHOULD BE INCLUDED IN THE PRICE BID (RAMSEY COUNTY MAY LIMIT THE LENGTH OF TIME AND HOURS OF THE DAY THAT THE THROUGH LANE MAY BE CLOSED).

ALL THROUGH LANES ON LEXINGTON AVE MUST BE MAINTAINED AT ALL TIMES. ADDITIONAL SIGNAGE FOR SB RIGHT TURN LANE CLOSURES WILL BE TEMPORARILY REQUIRED FOR WORK BLOCKING THE TURN LANE.

ALL THROUGH LANES ON LEXINGTON AVE MUST BE MAINTAINED AT ALL TIMES. ADDITIONAL SIGNAGE FOR SB RIGHT TURN LANE CLOSURES WILL BE TEMPORARILY REQUIRED FOR WORK BLOCKING THE TURN LANE.



- TRAFFIC CONTROL NOTES:**
1. THE CONTRACTOR MUST DEVELOP A DETAILED TRAFFIC CONTROL PLAN SHOWING ALL SIGNS AND DEVICES. THE CONTRACTOR MUST NOTIFY RAMSEY COUNTY OF ANY SIGNAGE INSTALLED WITHIN COUNTY ROW, IN ACCORDANCE WITH THE ASSOCIATED PROJECT PERMIT.
 2. ALL CONSTRUCTION AND DETOUR SIGNS INDICATED HEREIN SHALL BE FURNISHED, INSTALLED, AND MAINTAINED BY THE CONTRACTOR THROUGHOUT THE DURATION OF THE PROJECT AND SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. THE CONTRACTOR WILL BE COMPENSATED UNDER ITEM 2563 TRAFFIC CONTROL AND NO FURTHER COMPENSATION WILL BE MADE THEREFORE. CONTRACTOR SIGNING WILL INCLUDE, BUT NOT BE LIMITED TO, SIGNS AND FLASHERS FOR LANE CLOSURES, DETOURS, LOW SHOULDERS, FRESH OIL, FLAGMAN AHEAD, ETC. THE NUMBER AND LOCATIONS WILL BE DETERMINED BY THE CONTRACTOR'S OPERATIONS.
 3. ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE LATEST FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.
 4. TEMPORARY TRAFFIC CONTROL DEVICES SHALL BE IN PLACE PRIOR TO ANY CONSTRUCTION WORK BEGINNING.
 5. MNDOT, RAMSEY COUNTY, THE CITY OF ARDEN HILLS, AND THE ENGINEER WILL HAVE THE RIGHT TO MODIFY THE TRAFFIC CONTROL REQUIREMENTS AS DEEMED NECESSARY DUE TO CONDITIONS ENCOUNTERED IN THE FIELD.
 6. THE TRAFFIC CONTROL PLAN MAY NEED TO BE MODIFIED AS A RESULT OF CONTRACTOR SCHEDULING OR AS REQUIRED BY MNDOT, RAMSEY COUNTY, THE CITY OF ARDEN HILLS, AND THE ENGINEER. SAID CHANGES SHALL BE INCIDENTAL.
 7. THE ENGINEER SHALL BE NOTIFIED ONE WEEK PRIOR TO DETOUR BEING SET UP.
 8. IF DEEMED NECESSARY, ADDITIONAL TRAFFIC CONTROL DEVICES OR FLAGGING MAY BE REQUIRED BY THE ENGINEER.
 9. TRAFFIC CONTROL DEVICES SHALL BE MOVED/ REPLACED/ REMOVED AS CONSTRUCTION PROGRESSES. TRAFFIC CONTROL DEVICES SHALL REMAIN IN PLACE UNTIL ENGINEER DETERMINES IT ACCEPTABLE FOR SIGNS TO BE REMOVED.
 10. CONTRACTOR SHALL COORDINATE WITH IMPACTED BUSINESSES, INCLUDING BOSTON SCIENTIFIC CONTRACTS STAFF, REGARDING ACCESS CLOSURES ALONG CUMMINGS PARK DR. CLOSURES SHALL MEET THE REQUIREMENTS IDENTIFIED IN THE CONTRACT MANUAL.



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Bradley J. Fisher
 BRADLEY J. FISHER
 56295
 02/09/2026



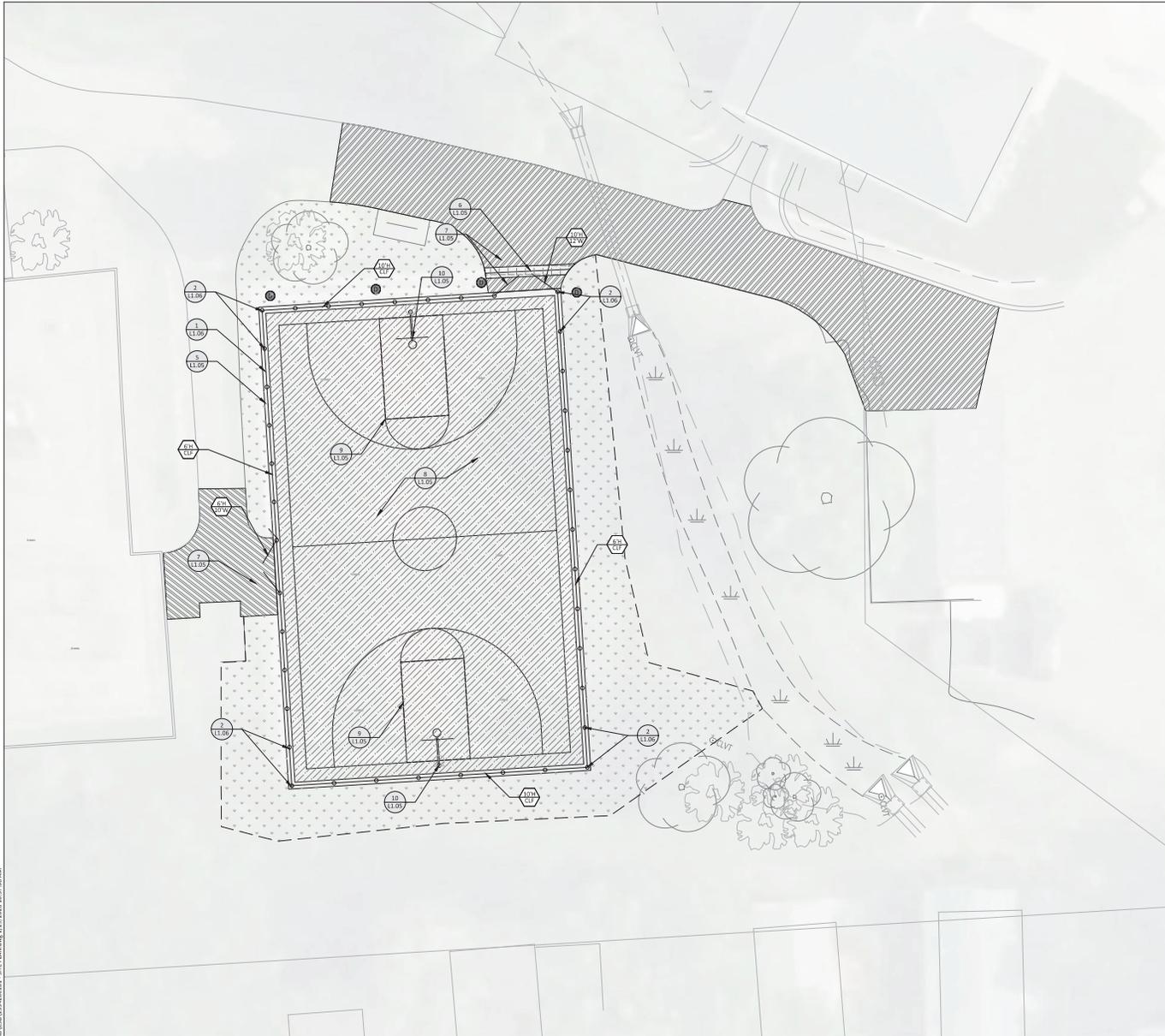
12224 NICOLLET AVENUE
 BURNSVILLE, MN 55337
 Phone: (952) 890-0509
 Email: Burnsவில்le@bolton-menk.com
 www.bolton-menk.com



DESIGNED	DRAWN	CHECKED	DATE	PROJECT NO.
JJJ/BAP	BAP	BIF	02/09/2026	

CITY OF ARDEN HILLS, MINNESOTA
 2026 PMP STREET & UTILITY IMPROVEMENTS
 TRAFFIC CONTROL PLAN

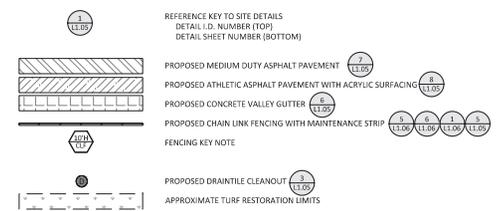
SHEET
 C7.07



NOTES

1. CHECK ALL PLAN AND DETAIL DIMENSIONS AND VERIFY SAME BEFORE FIELD LAYOUT.
2. ALL DISTURBED AREAS, WHICH ARE NOT DESIGNATED TO BE PAVED, SHALL RECEIVE AT LEAST 6" OF TOPSOIL AND SHALL BE SOO. ALL AREAS NOT DESIGNATED FOR SOO, WHICH ARE DISTURBED BY CONSTRUCTION, SHALL BE SEEDED WITH SEED MIX #1.
3. FAILURE OF TURF DEVELOPMENT, IN THE EVENT THE CONTRACTOR FAILS TO PROVIDE AN ACCEPTABLE TURF, RE-SOO ALL APPLICABLE AREAS, AT NO ADDITIONAL COST TO THE OWNER, TO THE SATISFACTION OF THE ENGINEER OR LANDSCAPE ARCHITECT.

LEGEND



FENCING KEY NOTES

- 10' HIGH CHAIN LINK FENCE WITH TOP, MIDDLE AND BOTTOM RAIL (POST SPACING = 8' O.C. MAX)
- 6' HIGH CHAIN LINK FENCE WITH TOP, MIDDLE AND BOTTOM RAIL (POST SPACING = 8' O.C. MAX)
- 6' HIGH, 10' WIDE DOUBLE SWING GATE WITH LOCKING DEVICE
- 10' HIGH, 12' WIDE DOUBLE SWING GATE WITH LOCKING DEVICE

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N. ARDENVILLE PARKWAY, SUITE 100, BURNSVILLE, MN 55337

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

JONATHAN PRIESEN
LIC. NO. 52432 DATE: 02/09/2026

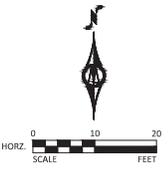


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Email: burnsville@bolton-menk.com
www.bolton-menk.com



DESIGNED	NO.	REVISION	DATE
CDL			
CDL			
EDN/JRP			
CLIENT FILE NO.			
PW-26-0100			

CITY OF ARDEN HILLS, MINNESOTA
2026 PMP STREET AND UTILITY IMPROVEMENTS
ALTERNATE 6: ARDEN MANOR PARK BASKETBALL IMPROVEMENTS
SITE PLAN



SHEET
L1.02

CONSENT ITEM – 8J



MEMORANDUM

DATE: February 9, 2026

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

FROM: David Swearingen, P.E. Public Works Director / City Engineer

SUBJECT: Final Payment to Ramsey County related to the roundabout project at Old Snelling and County Rd E & the Mounds View High School Trail project

Budgeted Amount:	Actual Amount:	Funding Source:
\$1,897,000	\$1,968,796.49 (\$71,796.49 Over Budget)	MSA, PIR, Water Fund, Sanitary Sewer Fund, SRTS, State Bonding Bill

Council Should Consider

Motions to approve, table, or deny the following:

- Payment to Ramsey County in the amount of \$59,401.32 per the Cooperative Agreement, PW2023-05, for the Construction Engineering fee and Construction Costs related to the roundabout at Old Snelling Avenue North and County Rd E/Lake Johanna Blvd project and the MVHS Trail on Lake Valentine Rd.

Background/Discussion

On January 9, 2023, the City Council entered into a Cooperative Agreement for Right-of-Way acquisition and design, PUBW2022-23R. On January 8, 2024, the City Council entered into a Cooperative and Maintenance Agreement, PUBW2023-05. These Agreements between the City of Arden Hills and Ramsey County are for the reconstruction of the intersection of Old Snelling Avenue North and County Road E/Lake Johanna Boulevard (Roundabout Project) and the construction of Mounds View High School Trail (MVHS Trail) on Old Snelling Avenue (County State Aid Highway 76) between County Rd E2 and Lake Valentine Road.

Attachment A is the Ramsey County invoice in the amount of \$59,401.32 for the Construction Engineering fee and Construction Costs related to the roundabout at Old Snelling Avenue North and County Rd E/Lake Johanna Blvd project and the MVHS Trail on Lake Valentine Rd.

City staff has reviewed the invoices above and recommends the City Council approve payment to Ramsey County accordingly.

Budget Impact

Below are cost tables related to the City's items.

Roundabout Costs

<u>Overall Project Costs</u>	
Water & Sanitary sewer improvements	\$447,173.50
Street & Storm Sewer improvements (MSA)	\$419,736.33
Design & construction admin (PIR)	\$79,111.83
ROW acquisition & admin (*MSA)	\$329,212.05
Total City Actual Costs - Final	\$1,275,233.71

Roundabout Budget vs. Actual Cost

<u>Funding Source</u>	<u>Budget</u>	<u>Actual Cost</u>	<u>Over/(Under)</u>
State Bonding Bill	\$510,000	\$447,174	-\$62,827
MSA	\$450,000	\$748,948	\$298,948
PIR	\$0	\$79,112	\$79,112
Utility Fund	\$287,000	\$0	-\$287,000
Total	\$1,247,000	\$1,275,234	\$28,234

*The above right of way (ROW) acquisition costs were estimated at \$471,898. The Lindey's Steakhouse parking lot has been constructed, with actual costs to the City totaling \$212,520.80. All ROW acquisition costs are MSA eligible for the roundabout project.

MVHS Trail Costs

<u>Final project costs</u>	
Trail Improvements (SRTS)	\$360,847.47
Street Improvements (MSA)	\$117,472.88
Construction Engineering (MSA)	\$9,566.41
Design (PIR)	\$172,976.02
ROW acquisition (MSA)	\$32,700.00
Total City Costs	\$693,562.78

MVHS Budget vs. Actual Cost

<u>Funding Source</u>	<u>Budget</u>	<u>Actual Cost</u>	<u>Over/(Under)</u>
SRTS	\$450,000	\$360,847	-\$89,153
MSA	\$0	\$159,739	\$159,739
PIR	\$200,000	\$172,976	-\$27,024
Total	\$650,000	\$693,563	\$43,563

Actual project expenditures exceed the project budget by \$71,796.49. This is primarily due to the Right-of-Way acquisition costs being higher than expected during the planning phase of the project. 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: Ramsey County invoice for City Construction Engineering fees and Construction

Public Works
Invoice Number: PUBW-022024
Invoice Date: 2/3/26
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: 3/5/26

AMOUNT DUE: **59,401.32 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

Line	Identifier	Description	Quantity	UOM	Unit Amt	Net Amount
		RECONSTRUCTION OF OLD SNELLING AVENUE AND COUNTY ROAD E & MOUNDS VIEW HIGH SCHOOL TRAIL ON OLD SNELLING -- AGREEMENT PW2023-05 CITY OF ARDEN HILLS FINAL OF CONSTRUCTION & ENGINEERING COSTS				
1			1.00	GAL	59,401.32	59,401.32
		CALCULATION: CITY OF ARDEN HILLS FINAL SHARE OF CONSTRUCTION CONTRACT PAYMENTS = \$1,345,230.18 CONSTRUCTION ENGINEERING FEES = \$68,878.24 LESS PREVIOUS PAYMENTS = \$1,354,707.10 AMOUNT DUE= \$59,401.32				
		Subtotal:				59,401.32
		Amount Due:				59,401.32

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.

AGENDA ITEM – 8K



MEMORANDUM

DATE: February 9, 2026
TO: Honorable Mayor and City Councilmembers
FROM: Jessica Jagoe, City Administrator
SUBJECT: Resolution 2026-007 Delegating to the North Suburban Communications Commission authority to prepare Broadband Franchises

Budgeted Amount:
N/A

Actual Amount:
N/A

Funding Source:
N/A

Council Should Consider

Motions to approve, table, or deny the following:

- Resolution 2026-007 Delegating to the North Suburban Communications Commission (NSCC) authority to prepare Broadband Franchises.

Background/Discussion

At the January 12th work session, Council gave direction to city staff to proceed with delegating authority to NSCC to prepare broadband franchise agreements in Arden Hills and to provide formal notice to future applicants of right-of-way permits of the need to obtain a franchise from the Commission.

Franchising gives municipalities the legal authority to manage their public rights-of-way and negotiate enforceable agreements with private broadband providers. For Arden Hills, the NSCC has the delegated authority to negotiate and manage the cable communications systems on behalf of its member cities. A broadband system under state law is considered a cable communications system. Therefore, the City can make the determination that when a permit application is submitted to construct a cable communications system (i.e. broadband system) that the applicant shall be instructed to obtain a franchise from the NSCC as a prerequisite to issuing permits. At its December meeting, the NSCC Board passed a recommendation that each member city should direct any applicant for fiber construction to them for franchising discussions.

Council is being asked to approve Resolution 2026-007 delegating that authority (Attachment A). Upon approval, city staff will notify future applicants of right-of-way permits for broadband system installation of the need to obtain a franchise from NSCC (Attachment B).

Budget Impact

N/A

Attachment

Attachment A: Resolution 2026-007

Attachment B: Sample Permit Deferral Letter to NSCC



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

RESOLUTION NO. 2026-007

**RESOLUTION DELEGATING TO THE NORTH SUBURBAN
COMMUNICATIONS COMMISSION THE AUTHORITY TO
PREPARE BROADBAND FRANCHISES**

WHEREAS, the City of Arden Hills (the “City”), is a member of the North Suburban Communications Commission (the “Commission”), a Joint Powers Commission organized pursuant to Minn. Stat. §§ 238.08, subd. 5 and 471.59, as amended, and includes the cities of Arden Hills, Falcon Heights, Lauderdale, Little Canada, Mounds View, New Brighton, North Oaks, Roseville, and St. Anthony, Minnesota (hereinafter, collectively the “Member Cities”); and

WHEREAS, under Minn. Stat. §238.08, subd. 5, the City may delegate to the Commission the authority “to prepare, adopt, grant, administer, and enforce a cable communications franchise”; and

WHEREAS, the Commission acts on behalf of its Member Cities, including the City, to monitor the operation and activities of cable communication systems and to provide coordination of administration and enforcement of the franchises of the Member Cities; and

WHEREAS, the U.S. Court of Appeals determined that broadband is not a telecommunications service in *Ohio Telecom Ass’n v. FCC (In re MCP No. 185)*, 124 F.4th 993 (6th Cir. 2025), which prompted the Commission and other municipalities to consider the municipal authority to regulate a broadband system as a cable communications system; and

WHEREAS, on December 8, 2025, the Commission passed a recommendation that each of the Member Cities should direct broadband companies, who inquire about installing and constructing facilities in a Member City’s rights-of-way, to the Commission for broadband franchise discussions; and

WHEREAS, a broadband system is likely a “cable communications system,” as defined by Minn. Stat. § 238.02, subd. 3., which authorizes the Commission to adopt a franchise; and

WHEREAS, the City determines that it would be in the best interest of the community to formally accept the Commission’s recommendation that it direct any applicant for fiber installation or construction to the Commission for a broadband franchise.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF ARDEN HILLS:

1. Each of the above recitals is incorporated as a finding of fact by the City.
2. The Commission is authorized to prepare, adopt, grant, administer, and enforce a broadband franchise with broadband-only providers.
3. The City staff shall instruct fiber providers to obtain a franchise from the Commission prior to the City issuing any permits to construct facilities in public rights-of-way.

PASSED AND ADOPTED by the City Council of the City of Arden Hills this 9th day of February 2026.

David Grant, Mayor

ATTEST:

Julie Hanson, City Clerk

Attachment B

[CITY LETTERHEAD]

[Date]

[Permittee Applicant]

[Address]

Re. Right-of-Way Use Permit

Dear [Name of Permittee Applicant]

The City of _____ has received your inquiry or application for a public right of way use permit. It is the City's understanding that the company desires to construct a fiber optic cable communications system using the City's public rights-of-way to deliver data and communications content (i.e. broadband internet) service to City residents and businesses. Before constructing such a cable communications system, the company will need to obtain a cable communications system franchise. The City has delegated authority to the North Suburban Communications Commission ("NSCC") to negotiate and manage its franchises. Please contact NSCC's Executive Director, Jeff Ongstad, to commence the franchising process. His contact information is as follows:

North Suburban Communications Commission
2670 Arthur St
Roseville, MN 55113
651-792-7512
jongstad@ninenorth.org

The City will defer acting on the permit application pending completion of the franchising process.

Sincerely,

[Name]
City Administrator

c.

CONSENT ITEM – 8L



DATE: February 9, 2026
TO: Honorable Mayor and City Councilmembers
FROM: Jessica Jagoe, City Administrator
SUBJECT: City Statement regarding Federal Immigration Enforcement Activities

Budgeted Amount: N/A	Estimated Amount: N/A	Funding Source: N/A
--------------------------------	---------------------------------	-------------------------------

Council Should Consider

Motions to approve, table, or deny the following:

- Statement regarding Federal Immigration Enforcement Activities.

Background

At the August 25th, 2025, meeting, the City Council approved a statement on Immigration Activities. Since that time, federal immigration enforcement has increased in our community resulting in concerns for the safety of immigrants and human rights.

At the January 31st, Special Work Session, the City Council directed staff to prepare an updated statement reflective of current concerns on federal immigration enforcement. Staff was given direction to forward draft language to the City Council for consideration prior to approval at a Council meeting. Following that meeting, a draft statement was routed to Council for comment. Based on the comments received, staff revised the language and is bringing forward a draft statement reflective of Council feedback.

The City of Arden Hills has heard from many residents and the business community that the increased level of immigration enforcement agents has created fear across our community. Our vision has a goal to enhance the health, safety, and well-being of all who live, work, and play in the City. At the core of that value is ensuring that everyone who enjoys our community feels safe.

We stand with our residents, our faith leaders, our educators, our businesses, and the countless community members who are acting every day to respond to these federal actions with courage and compassion. Arden Hills is committed to being a community where everyone feels safe and welcomed, regardless of immigration status. If you feel unsafe in any situation or have public safety concerns, call 9-1-1.

We commit to sharing accurate information, providing links to trusted support services, and standing alongside all those who are impacted. We unequivocally condemn the unconstitutional actions taking place in Arden Hills, Minnesota, and across the nation. We cannot decide federal policy, but we can choose how we respond. The City cannot and will not enforce civil immigration laws. The City will ensure that the proper authority – such as a judicial warrant – is provided to the City prior to the allowance of access to nonpublic spaces in a city building or nonpublic data.

Your City Council and city leadership will continue to be active in community conversations to work on your behalf to ensure everyone feels safe.

To learn more about immigration status and rights and find additional resources, visit the City's website at [Immigration Resources](#).

Budget Impact

N/A

Attachments

N/A

CONSENT ITEM – 8M



DATE: February 9, 2026
TO: Honorable Mayor and City Councilmembers
FROM: Kori Land, City Attorney
SUBJECT: Federal Immigration Enforcement Proclamation

Budgeted Amount:
N/A

Actual Amount:
N/A

Funding Source:
N/A

Council Should Consider

Motions to approve, table, or deny the following:

- Proclamation denouncing ICE enforcement activities and authorization for Mayor to send a letter to federal legislators

Discussion

At the Special City Council Worksession on January 31 members of the public raised many suggestions to address the aggressive enforcement activity of ICE. One of the suggestions was that the Mayor send a letter asking Governor Walz to issue an executive order imposing an eviction moratorium, which the Council requested be placed on the Feb. 9 agenda. After additional consideration, it was suggested that this item could be discussed as part of the upcoming Special Council Worksession, along with the other ideas that were raised.

A different avenue to voice awareness at higher levels is for the Council to make a Proclamation that outlines the Council’s concerns with ICE enforcement activities. Such a statement will make the City Council’s position clear to the public. The Proclamation can also authorize the Mayor to send a letter to the federal Minnesota legislators demanding that they take action to prevent the current type of ICE activities. This direct communication sends a message to the people who represent you in Washington D.C. and who stand in the best position and power to actually do something about ICE.

Budget Impact

N/A

Attachments

- Attachment A – Proclamation
- Attachment B – Mayor’s Letter



PROCLAMATION OF THE CITY COUNCIL OF ARDEN HILLS, MINNESOTA

WHEREAS, one of the core values of the City of Arden Hills is to ensure the health, safety and well-being of all who live, work and play in the City. Yet, the increased level of federal immigration enforcement by ICE has created fear in the residents and business community within the borders of Arden Hills, which threatens this core value.

WHEREAS, the City stands with its residents, faith leaders, educators, businesses, and the countless community members who are acting every day to respond to these federal actions with courage and compassion. Arden Hills is committed to being a community where everyone feels safe and welcomed, regardless of immigration status.

NOW THEREFORE, the City Council of the City of Arden Hills hereby makes the following:

PROCLAMATION

1. The City Council unequivocally condemns and denounces the unconstitutional actions taking place in Arden Hills, Minnesota, and across the nation regarding civil immigration enforcement.
2. The City has never assisted ICE with its enforcement activities and cannot and will not enforce civil immigration enforcement.
3. The City will ensure that its public buildings and public spaces will be used for a public purpose with proper permits, if required.
4. The City will ensure that ICE will not have access to nonpublic spaces in a city building without a judicial warrant or other legal authority.
5. The City will ensure that nonpublic data will not be shared with ICE without a judicial warrant or other legal authority.
6. The City will be transparent in the interactions the City has with ICE, disclosing the numbers and types of interactions it encounters, when possible.
7. The City will continue to provide community resources and information regarding support services, standing alongside all those who are negatively impacted by immigration enforcement within our community.

8. The City stands with all families and their right to feel safe in their homes, businesses and freedom to travel without fear of intimidation, threats of deportation, or detainment.
9. We are committed to working with trusted community partners, neighboring cities, the school districts and others to provide resources for housing support, food, and other programs and services to offer as many resources as possible for those feeling heightened stress and anxiety due to the ICE enforcement activities in the community.
10. We are committed to maintaining the public trust in local law enforcement and rebuilding the public trust with other law enforcement agencies.
11. The City Council urges all federal legislators to take action to require that civil immigration enforcement activities show the proper respect for human life, the Constitution and the public welfare of all human beings. We authorize the Mayor of Arden Hills to send a letter to the federal legislators who stand in a position of power and authority to take action against the immigration enforcement activities that are occurring in the State of Minnesota and around the country. This message will be seen and heard by those elected to sit in Washington D.C. on our behalf.

WE HEREBY FURTHER PROCLAIM that the City Council and City leadership will be vigilant in its commitment and support to providing a healthy and safe community for everyone that lives and breathes within the borders of Arden Hills.

Adopted this 9th of February, 2026

David Grant, Mayor

Brenda Holden, Councilmember

Emily Rousseau, Councilmember

Tena Monson, Councilmember

Kurt Weber, Councilmember



February 9, 2026

The Honorable Amy Klobuchar
U.S. Senate
425 Dirksen Senate Office Building
Washington, D.C. 20510

The Honorable Tina Smith
U.S. Senate
720 Hart Senate Office Building
Washington D.C. 20510

The Honorable Betty McCollum
U.S. House of Representatives
2442 Rayburn House Office Building
Washington D.C. 20515

Dear Senators Klobuchar and Smith and Representative McCollum,

The City Council of the City of Arden Hills is writing to implore your help in addressing the presence and operations of US Immigration and Customs Enforcement (ICE) in the State of Minnesota and the City of Arden Hills.

The City Council held a special City Council Work Session on Saturday, January 31, 2026 to listen to public comments on immigration enforcement activity within our community. The public comments had one main theme – *fear of the actions of ICE*. There is an immediate and growing fear for the safety of the immigrant population that lives and works within our borders. There were many suggestions and ideas offered to the City Council to address ICE enforcement activities, some of which neighboring communities have considered.

While many of the suggestions and ideas can and will be considered by the City Council at upcoming meetings, ultimately, the *City* has no power to control ICE through moratoria, ordinances, resolutions or signage. There is no action that can be taken by the City Council that will stop the fear that ICE has instilled in the lives of so many people. The City Council made its positions on ICE enforcement very clear in the attached Proclamation, adopted on February 9, which authorized me to send this letter.

While the City may have little influence over ICE, you, as the federal delegation elected by the voters of the City of Arden Hills, hold the position of power and authority to demand better. ICE is a federal agency. You can hold this agency accountable for its past behaviors and for its future actions. You have the power to make ICE and the Department of Homeland Security course correct. The agency needs better training, stronger leadership, and more accountability. You



must ensure they are committed to specific and critical solutions that will help the Federal Government rebuild the public's trust in this agency.

The City Council, the residents, and the community of Arden Hills demand that you uphold the safety of all as the highest priority in your duties as our representatives. You hold the power and we stand with you to use it effectively.

David Grant
Mayor of Arden Hills

Attachment: Proclamation