

The April 13, 2020
Regular City Council meeting can be accessed remotely
by joining the meeting
via Zoom

To join the Zoom Meeting via your computer, copy and paste this link into a new browser: <https://zoom.us/j/734655085>

To join the Zoom Meeting via your telephone, dial this number: 1 (312) 626-6799

Enter the Meeting ID: 734 655 085

<p>Mayor: David Grant</p> <p>Councilmembers: Brenda Holden Fran Holmes Dave McClung Steve Scott</p>	 <p>Agenda April 13, 2020</p>	<p>Address: 1245 West Highway 96 Arden Hills MN 55112</p> <p>Phone: 651.792.7800</p> <p>Website: www.cityofardenhills.org</p>
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Regular City Council Meeting – 7:00 p.m.

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.

CALL TO ORDER	
1. APPROVAL OF AGENDA	
2. PUBLIC INQUIRIES/INFORMATIONAL	<p>This is an opportunity for citizens to bring to the Council’s attention any items not currently on the agenda which are relevant to the City. In addressing the Council, you must first state your name and address for the record. To allow adequate time for each person wishing to address the Council, speakers must limit their comments to three (3) minutes. Written documents may be distributed to the Council prior to the start of the meeting to allow a more timely presentation. Speakers should not use obscene, profane, or threatening language, or make personal attacks. Matters of litigation involving the City shall not be discussed during Public Inquiry by citizens or Council. The Council may not respond to speaker comments, engage in a debate, or take any action on the issues raised by citizens, but may direct City staff to research or follow up on an issue, if desired by Council. If Council directs further review by staff, the results of that review will be presented at a following regular Council Meeting.</p>
3. RESPONSE TO PUBLIC INQUIRIES	
4. STAFF COMMENTS	
A. Rice Creek Commons (TCAAP) and Joint Development Authority (JDA) Update	<i>Dave Perrault</i>
B. COVID-19 Update	<i>Dave Perrault</i>
5. APPROVAL OF MINUTES	
A. March 23, 2020 Regular City Council	
B. March 26, 2020 Emergency City Council	
C. March 26, 2020 Special City Council Work Session	
6. CONSENT CALENDAR	<p>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.</p>

A.	Motion to Approve Claims and Payroll	<i>Gayle Bauman</i>
B.	Motion to Approve Resolution 2020-019 Appointing Suzanne McGaugh and Kristine Poelzer as Members of the Parks, Trails and Recreation Committee (PTRC)	<i>Sara Knoll</i>
7.	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.
8.	PUBLIC HEARINGS	
9.	NEW BUSINESS	
10.	UNFINISHED BUSINESS	
11.	COUNCIL/STAFF COMMENTS	
	ADJOURN	



MEMORANDUM

DATE: April 13, 2020

TO: Honorable Mayor and City Councilmembers

FROM: Dave Perrault, City Administrator

SUBJECT: Rice Creek Commons (TCAAP) and Joint Development Authority (JDA) Update

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

A verbal update will be provided at the City Council meeting.



MEMORANDUM

DATE: April 13, 2020
TO: Honorable Mayor and City Councilmembers
FROM: Dave Perrault, City Administrator
SUBJECT: COVID-19 Update

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

A verbal update will be provided at the City Council meeting.



Approved: April 13, 2020

**CITY OF ARDEN HILLS, MINNESOTA
REGULAR CITY COUNCIL MEETING
MARCH 23, 2020
7:00 P.M. - ARDEN HILLS CITY COUNCIL**

CALL TO ORDER/ROLL CALL

Pursuant to due call and notice thereof, Mayor David Grant called to order the City Council meeting at 7:00 p.m.

Note: On March 20th, the Mayor signed a determination allowing Councilmembers to participate in City Council meetings via telephone pursuant to State Statute 13D.021

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

Absent: None

Also present: City Administrator Dave Perrault; Public Works Director/City Engineer Todd Blomstrom; Finance Director Gayle Bauman; Community Development Manager/City Planner Mike Mroska; Representative Kelly Moller (via telephone); and City Clerk Julie Hanson

PLEDGE OF ALLEGIANCE

1. APPROVAL OF AGENDA

MOTION: Councilmember Holden moved and Councilmember Holmes seconded a motion to approve the meeting agenda as presented. A roll call vote was held. The motion carried unanimously (5-0).

2. PUBLIC INQUIRIES/INFORMATIONAL

None.

3. RESPONSE TO PUBLIC INQUIRIES

None.

4. PUBLIC PRESENTATIONS

A. COVID-19 Update from State Representative

Representative Kelly Moller provided the Council with an update on COVID-19. She discussed the work being done at the capitol in response to the COVID-19 crisis. She indicated the legislature was not able to meet remotely and it was not safe to meet at the State. She assured Arden Hills residents that legislators were continuing to work remotely. She described the measures the State was putting in place to assist small business owners, displaced workers and how school districts were working towards distance learning. She encouraged the public to visit the State of Minnesota's HUD and DEED websites for further information or to contact her with any questions or concerns they may have. She encouraged everyone to practice social distancing in order to assist with flattening the curve.

Mayor Grant thanked Representative Moller for providing the Council with an update. He encouraged staff to add links to the State's resources to the City's website.

5. STAFF COMMENTS

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

City Administrator Perrault provided an update on TCAAP stating litigation with Ramsey County was ongoing.

B. COVID-19 Update

City Administrator Perrault stated information regarding COVID-19 was changing rapidly. He encouraged residents to visit the City's website for the most up to date information regarding the virus. He explained Ramsey County, the State of Minnesota and the CDC websites were also valuable resources. He reported the Minnesota Department of Health also has a hotline established at 1-800-657-3903.

City Administrator Perrault indicated the Mayor declared a local emergency for the City of Arden Hills. He described how the declaration would impact the City and noted it would prepare the City for County, State and Federal aid if it becomes available. He commented the City was taking the spread of the virus seriously and encouraged residents to stay home if sick. He reported normal City operations would not be interrupted. He stated City Hall is closed to the public, but City staff is available via phone or email at this time. He explained City Council meetings would continue and attendance would be conducted via telephone.

6. APPROVAL OF MINUTES

- A. March 9, 2020, Regular City Council
- B. March 16, 2020, City Council Work Session

MOTION: Councilmember Holden moved and Mayor Grant seconded a motion to approve the March 9, 2020, Regular City Council meeting minutes, and March 16, 2020, City Council Work Session meeting minutes as presented. A roll call vote was held. The motion carried unanimously (5-0).

7. CONSENT CALENDAR

- A. Motion to Approve Consent Agenda Item - Claims and Payroll
- B. Motion to Approve Promotion of Senior Engineering Technician to Assistant City Engineer
- C. Motion to Approve Resolution 2020-013 Appointing Marcie Jefferys and Kurtis Weber to the Planning Commission
- D. Motion to Approve Resolution 2020-014 Supporting Arden Manor Park Improvements Community Development Block Grant (CDBG)
- E. Motion to Approve Resolution 2020-015 Recommending the City of Coon Rapids Award the 2020 Street Maintenance Program
- F. Motion to Approve Cooperative Agreement with Ramsey County for Right of Way Acquisition – CSA Highway 51 (Lexington Avenue) between CSA Highway 15 (County Road E) and I-694
- G. Motion to Approve 2020 Stormwater Management Grant Agreement with the Rice Creek Watershed District – Karth Lake Runoff Control Project
- H. Motion to Authorize Termination of Employment of Probationary Employee
- I. Motion to Approve Resolution 2020-017 to Extend the Local Emergency Declaration

Mayor Grant commented on the Local Emergency Declaration and requested the Council extend this declaration.

MOTION: **Councilmember Holden moved and Councilmember McClung seconded a motion to approve the Consent Calendar as presented and to authorize execution of all necessary documents contained therein. A roll call vote was held. The motion carried unanimously (5-0).**

8. PULLED CONSENT ITEMS

None.

9. PUBLIC HEARINGS**A. Quarterly Special Assessments for Delinquent Utilities**

Finance Director Bauman 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 7:19 p.m.

With no one coming forward to speak, Mayor Grant closed the public hearing at 7:20 p.m.

10. NEW BUSINESS

A. Resolution 2020-016 Adopting and Confirming Quarterly Special Assessments for Delinquent Utilities

Finance Director Bauman stated delinquent utility amounts are certified to Ramsey County quarterly. A list of utility accounts with a delinquent balance was compiled and notices dated February 14, 2020 were mailed. The City will request that Ramsey County levy the delinquent balances against the respective properties.

MOTION: **Councilmember Holden moved and Councilmember McClung seconded a motion to adopt Resolution 2020-016 – Adopting and Confirming Quarterly Special Assessments for Delinquent Utilities. A roll call vote was held. The motion carried (5-0).**

11. UNFINISHED BUSINESS

None.

12. COUNCIL COMMENTS

Councilmember Scott thanked staff for being flexible in these trying times. He stated he appreciated the Public Works Department and their tremendous efforts to keep the City up and running. He thanked the residents for coming together and checking on each other. He indicated the community would get through this and encouraged everyone to stay safe.

Councilmember McClung thanked City staff for their efforts to keep vital operations running for the City. He recommended residents keep their distance and not go out unless absolutely necessary. It was his hope the community could get through this as quickly as possible and this required social distancing.

Councilmember Holmes discussed the grants that were approved on the Consent Agenda. She thanked staff for pursuing these grant opportunities.

Councilmember Holmes thanked Representative Kelly Moller for speaking with the Council this evening. She stated she also appreciated staff and all of their efforts. She encouraged residents to keep each other safe and to stay healthy.

Councilmember Holden encouraged residents to be safe. She suggested residents visit the State's website for further information on the executive orders that have been issued by the Governor. She asked that staff prepare a Safe Routes to School grant prior to the deadline in April for the Mounds View trail.

Mayor Grant thanked Representative Moller for providing the Council with an update on what was occurring at the Capitol. He thanked City staff for their tremendous efforts during this pandemic. He stated he appreciated all of the efforts of the medical, police and fire departments. He explained these individuals were working the front lines on this on behalf of the community. He encouraged residents to consider working at home and to stay safe.

Mayor Grant reported all City services were operational and the City was moving forward.

Mayor Grant stated he called a Special City Council Worksession for Thursday, March 26 to discuss items as needed.

ADJOURN

MOTION: Councilmember Holden moved and Councilmember McClung seconded a motion to adjourn. A roll call vote was held. The motion carried unanimously (5-0).

Mayor Grant adjourned the Regular City Council Meeting at 7:29 p.m.

Julie Hanson
City Clerk

David Grant
Mayor



Approved: April 13, 2020

**CITY OF ARDEN HILLS, MINNESOTA
EMERGENCY CITY COUNCIL MEETING
MARCH 26, 2020
4:55 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 Emergency City Council Meeting at 4:55 p.m.

Note: On March 20th, the Mayor signed a determination allowing Councilmembers to participate in City Council meetings via telephone pursuant to State Statute 13D.021

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

Absent: None

Also present: City Administrator Dave Perrault; Public Works Director/City Engineer Todd Blomstrom; Finance Director Gayle Bauman; Community Development Manager/City Planner Mike Mroska; and City Clerk Julie Hanson

APPROVAL OF AGENDA

MOTION: Councilmember Holden moved and Mayor Grant seconded a motion to approve the meeting agenda as presented. A roll call vote was held. The motion carried unanimously (5-0).

1. AGENDA ITEMS

- A. Motion to Adopt Resolution 2020-018 Prioritizing City Projects Submitted for State Bond Funding

Mayor Grant explained that due to current restrictions with COVID-19, in-person discussion regarding bonding at the State would not be taking place. Therefore, he requested the Council consider adoption of a resolution in which the City requests State bonding and formally places top priority consideration on the Arden Hills Water Main project and secondary priority on the Mounds View High School Trail Segments project.

MOTION: Councilmember Holden moved and Mayor Grant seconded a motion to adopt Resolution 2020-018 Prioritizing City Projects Submitted for State Bond Funding. A roll call vote was held. The motion carried unanimously (5-0).

2. COUNCIL/STAFF COMMENTS

None

ADJOURN

Mayor Grant adjourned the Emergency City Council meeting at 4:58 p.m.

Julie Hanson
City Clerk

David Grant
Mayor



Approved: April 13, 2020

**CITY OF ARDEN HILLS, MINNESOTA
SPECIAL CITY COUNCIL WORK SESSION
MARCH 26, 2020
5:00 P.M. - ARDEN HILLS CITY COUNCIL CHAMBERS**

CALL TO ORDER/ROLL CALL

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

Note: On March 20th, the Mayor signed a determination allowing Councilmembers to participate in City Council meetings via telephone pursuant to State Statute 13D.021

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

Absent: None

Also present: City Administrator Dave Perrault, Public Works Director/City Engineer Todd Blomstrom, Finance Director Gayle Bauman, Community Development Manager/City Planner Mike Mroska, and City Clerk Julie Hanson

1. AGENDA ITEMS

A. COVID-19 Personnel Considerations

City Administrator Perrault provided an update regarding City staff operations due to the Governor's two-week Stay At Home Order set to go into effect on Friday, March 27 at 11:59 p.m. He indicated that as of the work session, City Hall staff has been working their normal day, and no one is currently isolating or quarantined. He stated that the Public Works maintenance crews staggered their work schedule the past week and were currently working a split shift schedule.

City Administrator Perrault discussed the new requirements enacted by the Federal Government pertaining to emergency paid sick leave and extended emergency FMLA provisions.

City Administrator Perrault asked if Council was comfortable with essential staff continuing to report to the office or if they would like to pursue a work from home option for City Hall employees.

Finance Director Bauman briefly discussed tax credits from Federal programs.

Mayor Grant requested the discussion be divided into three sections; those critical at City Hall, those non-critical at City Hall, and Public Works. City Hall positions considered critical include City Administrator, Public Works Director/City Engineer, Finance Director, CD Manager/City Planner and City Clerk.

City Administrator Perrault noted that construction projects are continuing and most cities are having their building official report as an essential function.

Councilmember Scott felt some functions of critical staff could be done remotely. He was comfortable leaving discretion to the City Administrator.

Mayor Grant said the Finance Director, CD Director and City Clerk could all be dependent on circumstances. He felt the Public Works Director should be present and the City Administrator should be in the office.

After discussion, it was determined the City Administrator and Public Works Director would continue to report to City Hall on a preferred but not mandatory level.

Discussion ensued regarding non-critical office staff, including internet access and security, and telephones. It was decided staff should work from home with phones transferred during the Governor's Stay At Home Order.

Mayor Grant asked about upcoming grants.

City Administrator Perrault discussed upcoming grant opportunities.

Councilmember Holden thought the Park and Rec department could develop internet classes for children and seniors.

City Administrator Perrault noted the Park and Rec department would be discussed at a future work session. A preliminary work plan is being developed for staff.

Mayor Grant began discussion about Public Works by asking the Public Works Director how he anticipated moving forward.

Public Works Director/City Engineer Blomstrom described the split shift schedule currently in place for Public Works. Some cities have only one or two employees come in for emergencies and to check lift stations, some are doing split shifts or alternating weeks, some are adjusting schedules. He felt there should be at least two Public Works employees working at the same time, currently there are three which has been enough to be productive.

Mayor Grant asked about the applications for Public Worker Maintenance positions.

Public Works Director/City Engineer Blomstrom responded that over 20 applications have been received, scoring is in process and first round interviews will be conducted by telephone. He

would prefer to hire a limited amount of seasonal employees that would be assigned to the split crews. The ICWC has suspended services through April.

Public Works Director/City Engineer Blomstrom explained the strategies being implemented to keep virus transmission contained.

Council agreed the strategies for Public Works employees are acceptable but asked that the Council be updated if the Director implements changes to staffing strategies.

Councilmember Holden inquired about the cleaning crew at City Hall.

Councilmember Scott said he would rather have them clean more often so as not to miss something.

City Administrator Perrault said they are cleaning each night with a crew of one or two. He can investigate recommended options from Ramsey County or the CDC.

Councilmember Holden asked what is happening with Planning Cases.

Community Development Manager/City Planner Mike Mroska responded that there is only one case pending that is not staff driven. The April 15 Planning Commission meeting will most likely be via teleconference. They can apply the 120-day rule if necessary. They are researching processes to allow for public comment.

Community Development Manager/City Planner Mike Mroska noted they will be adding information regarding small business loan opportunities through the County and State to the City website.

City Administrator Perrault clarified that essential personnel will be directed to work remotely but requested approval to come into the office as they deem necessary.

Councilmember McClung said they should limit the amount of time in the office and question if they really need to be there to accomplish tasks.

Councilmember Scott asked about mail delivery.

City Administrator Perrault said unless an administrative staff person is in the office either he or the Public Works Director will handle incoming and outgoing mail.

City Administrator Perrault also clarified that non-critical employees working from home will be paid 40 hours per week unless they take PTO. Council agreed.

2. COUNCIL/STAFF COMMENTS

Councilmember Holmes thanked staff for keeping the City running.

Councilmember Holden said keeping people safe is their number one goal.

Mayor Grant encouraged everyone to be safe and thanked Council and Staff for their patience during telephone meetings.

AJOURN

Mayor Grant adjourned the City Council Special Work Session meeting at 5:53 p.m.

Julie Hanson
City Clerk

David Grant
Mayor



MEMORANDUM

DATE: April 13, 2020
TO: Honorable Mayor and City Councilmembers
 Dave Perrault, City Administrator
FROM: Gayle Bauman, Finance Director
 Pang Silseth, Accounting Analyst
SUBJECT:

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

Council Should Consider

- A. Approve Claims and Payroll
or
- B. Reject Claims and Payroll

Background

Payroll is processed biweekly and accounts payable is processed weekly.

Budget Impact

NA

Attachments

2020 Payroll #7	\$108,249.42
Total Payroll	\$108,249.42
 Paid Claims---03/14/2020 through 04/03/2020 (Check Nos. 49190-49233 and ACH Checks)	 \$107,299.02
Total Accounts Payable	\$107,299.02
Total Claims	\$215,548.44

CITY OF ARDEN HILLS

PAYROLL # 7

CHECKS DATED: 04/03/20

Biweekly: 03/14/20 - 03/27/20

EMPLOYEE DEDUCTIONS	AMT.	CITY BENEFIT	Payment Method
Federal Income Tax	6,487.50		EFT
State Income Tax	2,964.56		EFT
FICA Oasdi	4,547.48	4,547.48	EFT
FICA Medicare	1,063.55	1,063.55	EFT
TOTAL TAXES	15,063.09	5,611.03	
Health Premium	1,573.81	16,335.14	A/P Check*
Dental Premium	313.54	685.30	A/P Check*
FSA Health Care Reimb.	0.00		A/P Check*
FSA Dependent Care Reimb.	208.33		A/P Check*
TOTAL FLEXIBLE SPENDING	2,095.68	17,020.44	
HSA Health Saving	428.33	1,828.13	
Health Care Savings Plan-Retirement	1,861.22		EFT
Health Care Savings Plan-2%	464.10		EFT
Health Care Savings Plan-4%	295.15		EFT
TOTAL HEALTH SAVINGS	3,048.80	1,828.13	
PERA	4,452.38	5,137.38	EFT
ICMA	2,700.03	401.46	EFT
Central Pension Fund-Union	499.20		A/P Check*
MN State Retirement System	750.00		EFT
TOTAL RETIREMENT	8,401.61	5,538.84	
IUOE 49 Dues (Union)	105.00		A/P Check*
LTD/STD Insurance	1,239.29		A/P Check*
PERA Life Insurance	32.00		A/P Check*
Life/Addl/Dep Life	132.94	103.20	A/P Check*
Life/Addl non-tax	35.70		A/P Check*
UNUM	19.51		A/P Check*
AFLAC	22.76		EFT
TOTAL VOLUNTARY	1,587.20	103.20	
Total Employee Deductions	30,196.38		
Net Payroll	0.00		
Direct Deposit	47,951.40		EFT
Gross Payroll Tie-Out	78,147.78		
Plus City Paid Benefit	30,101.64		
TOTAL PAYROLL COST	108,249.42		

FICA TIE-OUT	
Gross Payroll	78,147.78
Less Total FSA	2,095.68
Less Total H.S.A	3,048.80
Less Voluntary Ins	58.46
Plus ICMA Employer	401.46
Net P/R Subject to FICA	73,346.30
FICA Oasdi @ 6.20%	4,547.48
FICA Medicare @ 1.45%	1,063.55

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

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

Accounts Payable

Checks by Date - Detail by Check Date

User: Pang.Silseth
 Printed: 4/6/2020 10:46 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	0189	Gopher State One-Call, Inc.	03/20/2020	
	0020184	February Locates		11.70
	0020184	February Locates		11.70
	0020184	February Locates		11.70
Total for this ACH Check for Vendor 0189:				35.10
ACH	0292	Oxygen Service Company, Inc.	03/20/2020	
	03459202	February Rental		24.36
Total for this ACH Check for Vendor 0292:				24.36
ACH	0327	Staples, Inc.	03/20/2020	
	3440333694	Supplies		187.86
	3440419224	Supplies		32.54
	3441432133	Supplies		110.84
	3441432133	Supplies		217.96
	3441432135	Supplies		5.19
	3441432135	Supplies		47.21
Total for this ACH Check for Vendor 0327:				601.60
ACH	0329	Michael Christofore	03/20/2020	
	03122020	Mileage Reimbursement		97.75
	03122020	Expense Reimbursement		68.20
Total for this ACH Check for Vendor 0329:				165.95
ACH	0382	ICMA Retirement Trust - 106944	03/20/2020	
	PR 20-06	PR Batch 00200.03.2020 ICMA Employer Perce	PR Batch 00200.03.2020 ICM	451.77
	PR 20-06	PR Batch 00200.03.2020 ICMA Employee Perce	PR Batch 00200.03.2020 ICM	391.53
Total for this ACH Check for Vendor 0382:				843.30
ACH	0387	ICMA Retirement Trust- #302482	03/20/2020	
	PR 20-06	PR Batch 00200.03.2020 ICMA Employee Dedu	PR Batch 00200.03.2020 ICM	2,128.54
	PR 20-06	PR Batch 00200.03.2020 ICMA Employee Perce	PR Batch 00200.03.2020 ICM	226.62
Total for this ACH Check for Vendor 0387:				2,355.16
ACH	0750	Verizon Wireless	03/20/2020	
	9850216578	Service 3/11-4/10		1,178.41
Total for this ACH Check for Vendor 0750:				1,178.41
ACH	0922	North Suburban Access Corporation	03/20/2020	
	2020-023	February Service		625.25
Total for this ACH Check for Vendor 0922:				625.25
ACH	10342	Mitchell Gebauer	03/20/2020	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	03122020	Expense Reimbursement		148.66
	03122020	Mileage Reimbursement		120.75
Total for this ACH Check for Vendor 10342:				269.41
ACH	10343	Tim Beebe	03/20/2020	
	03122020	Mileage Reimbursement		86.26
	03122020	Expense Reimbursement		162.39
Total for this ACH Check for Vendor 10343:				248.65
ACH	10363	Minute Maker Secretarial	03/20/2020	
	M1029	February Council Meetings		473.50
	M1037	March 9 Council Meetings		148.00
Total for this ACH Check for Vendor 10363:				621.50
ACH	2125	Max Arvidson	03/20/2020	
	03122020	Mileage Reimbursement		91.48
	03122020	Expense Reimbursement		156.59
Total for this ACH Check for Vendor 2125:				248.07
ACH	2226	Sharrow Lifting Products	03/20/2020	
	136623	Harness		163.40
	136623	Harness		163.41
	136787	Harness		147.16
	136787	Harness		147.17
Total for this ACH Check for Vendor 2226:				621.14
ACH	3698	Shaila Cunningham	03/20/2020	
	03062020	Winter Yoga		707.20
Total for this ACH Check for Vendor 3698:				707.20
ACH	5587	CES Imaging Inc.	03/20/2020	
	INV112271	March Rental		60.00
Total for this ACH Check for Vendor 5587:				60.00
ACH	5599	Frontier Precision, Inc	03/20/2020	
	209836	Charger		140.00
Total for this ACH Check for Vendor 5599:				140.00
ACH	5665	Metering & Technology Solution Inc.	03/20/2020	
	16553	Meters		2,170.00
Total for this ACH Check for Vendor 5665:				2,170.00
ACH	8029	MMKR & Corp, PA	03/20/2020	
	47674	2019 Audit Services		1,035.00
	47674	2019 Audit Services		1,168.00
	47674	2019 Audit Services		1,035.00
	47674	2019 Audit Services		542.00
	47674	2019 Audit Services		1,035.00
	47674	2019 Audit Services		1,035.00
Total for this ACH Check for Vendor 8029:				5,850.00
ACH	9841	Tracker Software Corporation	03/20/2020	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	310-004	2020 Annual Subscription		4,944.00
Total for this ACH Check for Vendor 9841:				4,944.00
49190	0131 277011 277059 277885	Beisswenger's Do It Best Supplies Supplies Supplies	03/20/2020	17.16 27.55 40.56
Total for Check Number 49190:				85.27
49191	1033 44271.0420	Comcast Service 03/21-4/20	03/20/2020	6.60
Total for Check Number 49191:				6.60
49192	1193 1468190	Further Inc. March Fees	03/20/2020	59.60
Total for Check Number 49192:				59.60
49193	1440 03182020	Hongyi Lan 20 WATC00-Winter Tai Chi	03/20/2020	374.40
Total for Check Number 49193:				374.40
49194	0257 03122020	Minnesota Dept. of Health Water Supply System Operator Renewal-M.Chri	03/20/2020	23.00
Total for Check Number 49194:				23.00
49195	0600 315800042020	NCPERS Group Life Ins April Insurance	03/20/2020	64.00
Total for Check Number 49195:				64.00
49196	0155 W20020587	Office of MN IT Services February Phone	03/20/2020	736.16
Total for Check Number 49196:				736.16
49197	6748 GL154938.0420	Reliance Standard April Insurance	03/20/2020	1,723.48
Total for Check Number 49197:				1,723.48
49198	10354 0220572589 0220572589	St. Paul Pioneer Press Ordinance 2020-001 PC 19-002	03/20/2020	40.42 27.95
Total for Check Number 49198:				68.37
49199	6555 002020000904	TKDA Inc. Highway 10 Watermain-February 2020	03/20/2020	145.14
Total for Check Number 49199:				145.14
49200	3099 A69740	Tri-State Bobcat, Inc.-Little Canada Applications Kit	03/20/2020	1,214.16
Total for Check Number 49200:				1,214.16
49201	AR-West	Westucket Homes LLC	03/20/2020	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	GE 2019-00325	Escrow Refund GE 2019-00325, 3244 Sandeen I		3,316.11
			Total for Check Number 49201:	3,316.11
			Total for 3/20/2020:	29,525.39
ACH	0192 9471998097 9472810093 9472845834	Grainger, Inc supplies paint paint	03/27/2020	300.89 59.52 109.44
			Total for this ACH Check for Vendor 0192:	469.85
ACH	1115 R-014908-000-5 R-015394-000-3 R-015447-000-2	WSB & Associates, Inc. Lake Valentine Rd Ped & Traffic-February 2020 GIS Service-February Old Snelling & CR E Improv-February	03/27/2020	3,955.00 2,216.50 3,724.00
			Total for this ACH Check for Vendor 1115:	9,895.50
ACH	1252 3231G-0220 3231G-0220 3231G-0220 3231G-0220 3231G-0220 3231G-0220	Campbell Knutson - Attorneys at Law February Legal Services February Legal Services PC 19-002 February Legal Services PC 19-020 February Legal Services February Legal Services February Legal Services	03/27/2020	645.40 77.50 257.40 1,180.20 1,197.00 1,209.00
			Total for this ACH Check for Vendor 1252:	4,566.50
ACH	1785 03242020 03242020 03242020	EcoEnvelopes LLC Postage April UB Billing Postage April UB Billing Postage April UB Billing	03/27/2020	296.67 296.67 296.66
			Total for this ACH Check for Vendor 1785:	890.00
ACH	5180 S308082-IN	The Tessman Company LLC Jackets	03/27/2020	324.00
			Total for this ACH Check for Vendor 5180:	324.00
ACH	CANON 21190848 21190848	Canon Financial Services Inc. April Copier April Copier	03/27/2020	1,215.08 214.42
			Total for this ACH Check for Vendor CANON:	1,429.50
ACH	FPTC 24669	Flexible Pipe Tool Company Inc. supplies	03/27/2020	441.60
			Total for this ACH Check for Vendor FPTC:	441.60
49202	1614 214237	3D Specialties surface mount	03/27/2020	539.51
			Total for Check Number 49202:	539.51
49203	10379 3192020	Leslie Ashbach Refund: Egg Hunt	03/27/2020	8.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 49203:	8.00
49204	0131	Beisswenger's Do It Best	03/27/2020	
	278574	supplies		93.87
	278825	supplies		32.90
	279515	supplies		1.90
			Total for Check Number 49204:	128.67
49205	10381	Renae Borchardt	03/27/2020	
	3192020	Refund: Egg Hunt		10.00
			Total for Check Number 49205:	10.00
49206	10367	Sherri Boyer	03/27/2020	
	3192020	Refund: 20WAHS03		25.00
			Total for Check Number 49206:	25.00
49207	10378	Michael Galeski	03/27/2020	
	3192020	Refund: March Driver Safety Program		25.00
			Total for Check Number 49207:	25.00
49208	10375	Joseph Gillespie	03/27/2020	
	3192020	Refund: April Foot Care Clinic		35.00
			Total for Check Number 49208:	35.00
49209	10380	Janice Groberg	03/27/2020	
	3192020	Refund: Egg Hunt		66.00
			Total for Check Number 49209:	66.00
49210	10382	Krista Hastings	03/27/2020	
	3192020	Refund: Egg Hunt		10.00
			Total for Check Number 49210:	10.00
49211	10218	HR Green Inc.	03/27/2020	
	133561	On Call Services-February		1,954.50
	133871R	On Call Services-February		3,351.50
	133898R	Grant Road-February		1,716.25
	133899	Shorewood Drive -February		2,962.50
			Total for Check Number 49211:	9,984.75
49212	10356	Jacon, LLC	03/27/2020	
	6391	Hauling 3/4-3/5		4,136.00
			Total for Check Number 49212:	4,136.00
49213	10384	Julie Johnson	03/27/2020	
	3192020	Refund: Egg Hunt		10.00
			Total for Check Number 49213:	10.00
49214	10385	Karen Marion	03/27/2020	
	3192020	Refund: Egg Hunt		10.00
			Total for Check Number 49214:	10.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
49215	8009 3192020	Amy McQuaid-Swanson Refund: Tai Chi	03/27/2020	18.00
Total for Check Number 49215:				18.00
49216	0240 648	Metropolitan Area Mgmt. Assn. February 27th Meeting	03/27/2020	25.00
Total for Check Number 49216:				25.00
49217	0257 3102020 3102020	Minnesota Dept. of Health water supply operator license-TB water supply operator license-MG	03/27/2020	23.00 23.00
Total for Check Number 49217:				46.00
49218	AR-Rege3 GE 2018-01322	Regency Homes, Inc. Escrow Refund: GE 2018-01322, 1392 Arden Pl	03/27/2020	768.14
Total for Check Number 49218:				768.14
49219	6225 SDC1043-IN	Sand Creek EAP LLC Organizational Development 2/26	03/27/2020	470.10
Total for Check Number 49219:				470.10
49220	10376 3192020	Mary Ann Schmidt Refund: Tai Chi	03/27/2020	18.00
Total for Check Number 49220:				18.00
49221	10383 3192020	Autumn Vargas Refund: Egg Hunt	03/27/2020	10.00
Total for Check Number 49221:				10.00
49222	10377 3192020	Donna Yenish Refund: April Foot Care Clinic	03/27/2020	35.00
Total for Check Number 49222:				35.00
49223	10386 3192020	Beth Zondo Refund: Egg Hunt	03/27/2020	10.00
Total for Check Number 49223:				10.00
Total for 3/27/2020:				34,405.12
ACH	0319 0228839	City of Roseville IT Services-April	04/03/2020	5,862.00
Total for this ACH Check for Vendor 0319:				5,862.00
ACH	0327 3441950453 3442172933 3442172934	Staples, Inc. Supplies Supplies Supplies	04/03/2020	48.69 29.13 111.59
Total for this ACH Check for Vendor 0327:				189.41
ACH	0382	ICMA Retirement Trust - 106944	04/03/2020	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	PR 20-07	PR Batch 00100.04.2020 ICMA Employer Perce	PR Batch 00100.04.2020 ICM	401.46
	PR 20-07	PR Batch 00100.04.2020 ICMA Employee Perce	PR Batch 00100.04.2020 ICM	347.93
		Total for this ACH Check for Vendor 0382:		749.39
ACH	0387	ICMA Retirement Trust- #302482	04/03/2020	
	PR 20-07	PR Batch 00100.04.2020 ICMA Employee Dedu	PR Batch 00100.04.2020 ICM	2,128.54
	PR 20-07	PR Batch 00100.04.2020 ICMA Employee Perce	PR Batch 00100.04.2020 ICM	223.56
		Total for this ACH Check for Vendor 0387:		2,352.10
ACH	0453 0012518	Continental Research Corp. Disinfectant	04/03/2020	323.00
		Total for this ACH Check for Vendor 0453:		323.00
ACH	1125 0247195 0247195	Bolton & Menk, Inc. Service 12/14/19-2/7/20 Service 12/14/19-2/7/20 PC 19-020	04/03/2020	60.00 228.00
		Total for this ACH Check for Vendor 1125:		288.00
ACH	1330 0420NN01	MN CLN SERVICES Inc. Janitorial Service-March	04/03/2020	1,780.08
		Total for this ACH Check for Vendor 1330:		1,780.08
ACH	1363 10113	Water Conservation Service, Inc. January Leak Locates	04/03/2020	929.00
		Total for this ACH Check for Vendor 1363:		929.00
ACH	7025 0000896616	On Site Companies -OSSTC Inc. Restroom 3/21-4/17	04/03/2020	285.00
		Total for this ACH Check for Vendor 7025:		285.00
ACH	8023 15342662-00	Voss Lighting LED Lights	04/03/2020	283.35
		Total for this ACH Check for Vendor 8023:		283.35
ACH	ANDL 200422-01	Anderberg Inc. Spring/Summer Parks & Rec Guide	04/03/2020	4,180.00
		Total for this ACH Check for Vendor ANDL:		4,180.00
ACH	JOHC 1-95135754753 1-95185004454	Johnson Controls Inc. Boiler Alarm Repair-No Heat	04/03/2020	1,592.86 679.00
		Total for this ACH Check for Vendor JOHC:		2,271.86
ACH	TOII 04012020	Tokle Inspections, Inc March Electrical Inspections	04/03/2020	2,114.64
		Total for this ACH Check for Vendor TOII:		2,114.64
49224	10387 60736	Athletic Outfitters Embroidery	04/03/2020	48.51
		Total for Check Number 49224:		48.51

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
49225	0131 280207	Beisswenger's Do It Best Chain Sharpening	04/03/2020	31.96
Total for Check Number 49225:				31.96
49226	CPF1 184503.032	Central Pension Fund March Pension	04/03/2020	1,075.20
Total for Check Number 49226:				1,075.20
49227	1297 IND121491	Diversified Inspections/Ind. Testing Labs, I Annual Safety Inspection	04/03/2020	510.00
Total for Check Number 49227:				510.00
49228	5519 48171084	FleetPride Worklamp	04/03/2020	242.72
Total for Check Number 49228:				242.72
49229	1055 KPS0505	Kodiak Power Systems Inc. Lift Station 11-Generator Repair	04/03/2020	496.25
Total for Check Number 49229:				496.25
49230	3100 E0471136.0320	Provident Life and Accident Ins Co March Insurance	04/03/2020	39.02
Total for Check Number 49230:				39.02
49231	5642 BLN-60593-01	Radco Running Board #85215	04/03/2020	317.62
Total for Check Number 49231:				317.62
49232	0811 03242020 FLEET-000548 FLEET-000548	Ramsey County Recorder Fee PC 19-002 Labor & Parts-February Labor & Parts-February	04/03/2020	92.00 5,489.44 5,175.00
Total for Check Number 49232:				10,756.44
49233	0282 0899-003531350	Republic Services Inc. #899 March Recycling	04/03/2020	8,242.96
Total for Check Number 49233:				8,242.96
Total for 4/3/2020:				43,368.51
Report Total (83 checks):				107,299.02



MEMORANDUM

DATE: April 13, 2020

TO: Honorable Mayor and City Councilmembers
Dave Perrault, City Administrator

FROM: Sara Knoll, Recreation Coordinator

SUBJECT: Resolution 2020-019 Appointing Suzanne McGaugh and Kristine Poelzer as
Parks, Trails and Recreation Committee (PTRC) Members

Budgeted Amount:
\$

Actual Amount:
\$

Funding Source:
\$

Council Should Consider

Appointing Suzanne McGaugh and Kristine Poelzer as members to the PTRC.

Background/Discussion

Suzanne McGaugh and Kristine Poelzer both submitted applications to volunteer as members of the PTRC Committee. An interview was conducted and staff recommends these appointments.

Attachment

A: Resolution 2020-019



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

RESOLUTION NO. 2020-019

**A RESOLUTION APPOINTING SUZANNE MCGAUGH AND KRISTINE POELZER
AS MEMBERS OF THE PARKS, TRAILS, AND RECREATION COMMITTEE (PTRC)
FOR A TERM EXPIRING DECEMBER 31, 2022**

WHEREAS, the City Council appoints residents to serve in an advisory capacity to the City Council regarding parks, trails, and recreation issues;

THEREFORE, BE IT RESOLVED: The City Council appoints Suzanne McGaugh and Kristine Poelzer to serve on the PTRC for a term expiring on December 31, 2022.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF ARDEN HILLS THIS
13th DAY OF APRIL 2020.**

DAVID GRANT, MAYOR

ATTEST:

JULIE HANSON, CITY CLERK