

**Mayor:**  
David Grant

**Councilmembers:**  
Brenda Holden  
Fran Holmes  
Dave McClung  
Steve Scott



**Special City Council  
Agenda  
May 28, 2020  
5:30 p.m.  
City Hall**

**Address:**  
1245 W Highway 96  
Arden Hills MN 55112

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651-792-7800

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## 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.

**This meeting can be accessed remotely by joining via Zoom**

To join the Zoom Meeting via your computer, click this link (or copy and paste it into a new browser): <https://us02web.zoom.us/j/87621076620>

## CALL TO ORDER

1. APPROVAL OF AGENDA

2. NEW BUSINESS

2.A. Flexibility For Local Businesses During Local Emergency For COVID-19

Dave Perrault, City Administrator

Documents:

[MEMO 2A.PDF](#)

2.B. COVID-19 And Operational Considerations

Dave Perrault, City Administrator

Documents:

[MEMO 2B.PDF](#)

3. COUNCIL/STAFF COMMENTS

**ADJOURN**



ARDEN HILLS  
MEMORANDUM

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**DATE:** May 28, 2020  
**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Dave Perrault, City Administrator  
**SUBJECT:** Flexibility for Local Businesses During Local Emergency for COVID-19

<b>Budgeted Amount:</b>	<b>Actual Amount:</b>	<b>Funding Source:</b>
N/A	N/A	N/A

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**Council Should Consider**

Due to the timing of the regular City Council meeting, the shortened week, and posting requirements staff needed to have this meeting posted prior to having Council discussion at their May 26, 2020 meeting. This item may have been dispensed with at Council’s regular meeting under agenda item *10C Resolution 2020-024 Allowing Flexibility for Local Businesses During Local Emergency for COVID-19*. If action was not taken but Council gave further direction, an updated memo will be posted as appropriate.

**Background**

**Budget Impact**

N/A

**Attachment**

N/A



**DATE:** May 28, 2020  
**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Dave Perrault, City Administrator  
**SUBJECT:** COVID-19 Update and Operational Considerations

<b>Budgeted Amount:</b> N/A	<b>Actual Amount:</b> N/A	<b>Funding Source:</b> N/A
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**Council Should Consider**

No formal votes are required on this item, but Council will receive updates regarding COVID-19 and may further direct staff regarding City operations.

**Discussion**

An update following any additional guidance from the Governor’s Office will be provided.

At its work session on May 18, City Council discussed ongoing COVID-19 issues relating to the City. As the Governor continues to relax restrictions on businesses, Council may want to consider when to re-open City Hall, either partially or fully, to the public. As mentioned at the work session, some cities are using business related metrics to determine when to allow their respective offices to open. Below is a comparison of close by cities and whether or not they are open to the public as of May 22<sup>nd</sup>, the status of these city halls could change prior to the special work session.

City	Status
Arden Hills	Closed
Little Canada	Closed
Mounds View	Closed
New Brighton	Closed
North Oaks	Closed
Roseville	Closed
Vadnais Heights	Open

City Hall Staff is currently still working a mix of remotely and in the office, Public Works is on the schedule previously approved by City Council. A few staff members are working normal

days in the office, but all staff will rotate into the office at least two to three days a week on a consistent schedule beginning June 1<sup>st</sup> (most staff is already rotating in), unless Council determines otherwise. This current rotation can be maintained until the City Council gives direction to re-open City Hall to the public, then it would be recommended to have the full staff compliment generally in the office assuming proper social distancing, etc. can be maintained. If City Council wants to move forward with re-opening City Hall it could do so in a limited fashion, for example, allowing a maximum of five customers at a time, or it could open City Hall in full.

City Hall Staff was asked for any concerns and thoughts on returning to the office. Generally, staff is comfortable returning and opening to the public assuming proper social distancing is practiced.

Other items City Council may want to consider or weigh in on:

#### *Park Shelter Rentals*

City Staff has not been allowing for park shelter rentals at this time since it would have violated the Governor's previous executive orders, also staff cannot guarantee the proper cleaning/sanitization following rentals; we have tracked preliminary requests in-case we do allow rentals. As the Governor begins to loosen regulations, shelter rentals could be allowed, however, it would still be at the renter's risk. Also, staff does not generally police the rentals, if they are still limits on group gatherings, rentals could be in violation of executive orders if they have more than the allowed number of people. As previously reported, estimated revenue loss due to not allowing rentals is approximately \$4,000. Council may want to give direction on allowing park shelter rentals or continuing to restrict rentals.

#### *Garage Sale Permits*

It can be expected that garage sale permits will begin to start as the Governor's orders are lifted or relaxed (we have not received any applications yet), while the orders do not directly regulate garage sales, group gathering guidelines may. The City has generally regulated garage sales to limit the number a property has in a year. In 2019, the City issued 24 garage sale permits, these are no cost. Council may want to give direction on issuing garage sale permits or temporarily restricting garage sales.

#### *Solicitor Permits*

Staff has had a few inquiries regarding solicitor permits, but as orders are lifted we can expect these will increase. In 2019, we issued 5 companies permits for soliciting (the fee is \$105 per month for the company plus \$158 per background check per person), the total revenue for these was \$4,528. Council may want to give direction on temporarily suspending solicitor permits or allow them.

#### **Budget Impact**

N/A

#### **Attachment**

N/A