

**Chair:**  
David Grant

**Commissioners:**  
Brenda Holden  
Fran Holmes  
Steve Scott  
David Radziej



# Agenda

## October 24, 2022

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

**Phone:**  
651.792.7800

**Website:**  
[www.cityofardenhills.org](http://www.cityofardenhills.org)

## Economic Development Authority

### Immediately Following Regular City Council

#### *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. APPROVAL OF MINUTES**

A. October 25, 2021

**3. NEW BUSINESS**

**4. UNFINISHED BUSINESS**

A. Gateway Signs

*Jessica Jagoe*

**5. EDA MEMBER COMMENTS**

**6. ADJOURN**



**DRAFT**

Approved: October 24, 2022

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**CITY OF ARDEN HILLS, MINNESOTA  
ECONOMIC DEVELOPMENT AUTHORITY MEETING  
OCTOBER 25, 2021  
6:30 PM – CITY HALL**

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**CALL TO ORDER/ROLL CALL**

Pursuant to due call and notice thereof, Chair Grant called to order the Economic Development Authority meeting at 6:30 p.m.

**Present:** EDA Chair David Grant; EDA Commissioners Fran Holmes and Steve Scott

**Absent:** EDA Commissioners Brenda Holden (Excused) and  
Dave McClung (Excused)

**Also present:** EDA Secretary Dave Perrault; City Planner Jessica Jagoe; and City Clerk Julie Hanson

**1. APPROVAL OF AGENDA**

**EDA Commissioner Holmes** requested that a discussion about the EDA budget be added to the Agenda.

**EDA Chair Grant** added the EDA budget to New Business on the Agenda.

**MOTION:** **EDA Commissioner Scott moved and EDA Commissioner Holmes seconded a motion to approve the EDA meeting agenda as amended. The motion carried unanimously (3-0).**

**2. APPROVAL OF MINUTES**

A. November 23, 2020 EDA

**MOTION:** **EDA Commissioner Holmes moved and EDA Commissioner Scott seconded a motion to approve the November 23, 2020, Economic Development Authority Meeting Minutes as presented. The motion carried unanimously (3-0).**

**3. NEW BUSINESS**

A. EDA Budget

**EDA Commissioner Holmes** stated that the 3<sup>rd</sup> Quarter Financials will be on the regular Council agenda that evening and the item includes the EDA Budget. She stated that while the EDA is somewhat dormant at this time, each year there is \$100,000 put in the EDA account and then expenses are later allocated. She said that it seems like money is being pushed back and forth.

**EDA Commissioner Holmes** indicated that it appears gateway signs is the only item in the works, and if the Council should want a gateway sign, funds from the general budget could be used. She said having the EDA seems like a lot of work for nothing, though she realized the prior City Administrator, Pat Klaers, thought it was very important to have an EDA. She said the group has not done much and wondered if the EDA could be put in a dormant status until it is needed.

**EDA Chair Grant** stated the group must have at least one meeting a year.

**EDA Secretary Perrault** concurred that City Code states the EDA must meet at least once per year.

**EDA Chair Grant** stated that gateway signs could be purchased using the general fund, but that it makes sense to use EDA funds. He also indicated that while he thinks there should be a gateway sign done next year, there are others on the Council that may not agree.

**EDA Chair Grant** noted that the EDA is separate from the City and has certain powers the City does not have. He stated that because we do not know what TCAAP will bring, we don't want to try to reconstitute an EDA later.

**EDA Commissioner Holmes** suggested the EDA have a financial dormancy status as there is no revenue source.

A discussion ensued about the \$100,000 EDA fund allocations. The consensus was to leave the EDA functioning as is.

**EDA Commissioner Holmes** withdrew her comments.

#### 4. EDA MEMBER COMMENTS

None.

#### 5. ADJOURN

**MOTION:** **EDA Commissioner Holmes moved and EDA Commissioner Scot seconded a motion to adjourn the Economic Development Authority meeting. The motion carried unanimously (3-0).**

**EDA Chair Grant** adjourned the Economic Development Authority meeting at 6:45 p.m.

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Julie Hanson  
City Clerk

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David Grant  
EDA Chair



MEMORANDUM

**DATE:** October 24, 2022

**TO:** EDA Chair and Commissioners  
Dave Perrault, City Administrator

**FROM:** Jessica Jagoe, Community Development Director

**SUBJECT:** Gateway Signs

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

**EDA Chair and Commissioners Should Consider**

The Commissioners should provide direction to city staff on scheduling a future EDA meeting to discuss gateway signs.

**Background**

At the January 2018 work session meeting, the City Council reviewed the conceptual plans for the installation of gateways signs. Initially there were six potential locations for gateway signs with Highway 96 and Lexington Avenue being identified as the priority location. A conceptual design and cost analysis was prepared by WSB.

The 2023-2027 Capital Improvement Plan has benchmarks for construction of gateway signs in 2024 and 2026. Based on this information, staff seeks direction from the EDA on scheduling a future meeting to discuss the installation of gateway signs.

**Discussion:**

Staff requests direction from the EDA on scheduling a future meeting potentially in the 1<sup>st</sup> quarter of 2023 for discussion of gateway signs.

**Budget Impact**

N/A

**Attachments**

- A. 2018 Work Session Memo
- B. 2023 CIP



**DATE:** January 16, 2018

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

**FROM:** Matthew Bachler, City Planner  
Sue Polka, Public Works Director/City Engineer

**SUBJECT:** Highway 96 and Lexington Avenue Gateway Sign

**Budgeted Amount:**  
N/A

**Actual Amount:**  
N/A

**Funding Source:**  
N/A

### Council Should Consider

Review conceptual plans for the Highway 96 and Lexington Avenue gateway sign and provide direction to staff.

### Background

The adopted 2018-2022 Capital Improvement Plan includes \$80,000 for gateway sign construction in 2018. At their work session on June 19, 2017, the City Council discussed using the funds budgeted in 2018 for a gateway sign at Highway 96 and Lexington Avenue. In August 2017, staff began working with WSB & Associates on a concept design plan and cost estimate for the gateway sign. Staff from WSB will be in attendance at the work session on January 16, 2018 to present the concept design plan.

To date, gateway signs have been installed at the following locations:

- County Road E2 at Cleveland Avenue
- County Road D at Cleveland Avenue
- County Road D at New Brighton Road/Lake Johanna Boulevard (Triangle Property)

The approximate cost of the signs for these past projects has been \$10,000. The project at the Triangle Property included additional landscaping and irrigation improvements, and staff has estimated the total cost of this project (including the sign) at between \$30,000 and \$45,000. Staff had anticipated the cost of the gateway sign at Highway 96 and Lexington Avenue to be more than these previous signs due to the larger scale of the project.

## **Discussion**

### *Location*

Staff evaluated the feasibility of locating a gateway sign in the northwest or southwest corner of the intersection of Lexington Avenue and Highway 96. The southwest corner was selected due to a significant grade change at the northwest corner from the road to a wetland. WSB completed a topographical survey of the area to locate curb lines, walkways, lights, utilities, trees, and right-of-way. The sign would be located in Ramsey County right-of-way and coordination with the County would be required.

### *Concept Design*

WSB prepared a concept design for the gateway sign for the City Council to consider (Attachment B). Staff provided information on past design plans so that the sign is consistent in style with other monument signs. The plans took into consideration the following:

- Travel speed
- Size of sign/text for readability
- Setbacks from roadway curb and walkways
- Viewing orientation
- Constructability

The sign would be oriented towards the intersection to maximize visibility and would be setback approximately 30 feet from the public trail along Highway 96 and Lexington Avenue. The sign would have a curved face running 40 feet in length with a height of 10 feet. A perennial planting bed is shown in front of the sign and a mix of aspen and coniferous trees and shrubs behind the sign. Electrical service would be provided to illuminate the sign lettering.

### *Cost Estimates*

WSB has provided an estimate of the construction cost in Attachment C. The estimate includes the cost of the sign itself, site preparation, landscaping, and electrical service. This subtotal cost is estimated at \$193,150. With contingencies and construction administration included, the estimated total is \$260,753.

WSB has identified two potential cost reduction items: replacing the proposed stone veneer with simulated concrete stone, and reducing the length of the sign from 40 feet to 22 feet. The associated cost savings with these changes are included in Attachment C.

Potential add-on items include sign wing walls (shown in the concept plan rendering), uplighting, and irrigation. These items are not included in the current estimated total.

## **Attachments**

- A. Aerial Map
- B. Concept Plan
- C. Cost Estimate

## Capital Improvement Plan City of Arden Hills, Minnesota

2023 *thru* 2027

**Department** Economic Development  
**Contact** Community Devl Dir  
**Type** Improvement  
**Useful Life**  
**Category** Economic Devl Improvement  
**Priority** n/a

**Project #** 24-EDA-001  
**Project Name** Gateway Signs

**TCAAP** No

**Total Project Cost:** \$310,000

### Description

Install gateway signs at major entry points to the City. Potential locations for signs include: (1) Highway 96 at Round Lake Road, (2) Highway 96 at Lexington Avenue, (3) County Road E at Highway 51, (4) County Road E at Lexington Avenue, (5) Lexington Avenue at County Road F, and (6) Lexington Avenue at County Road D. Potential sign locations are not listed in order of priority and are subject to change.

There are three existing gateway signs in the following locations: (1) County Road E2 at I-35W, (2) County Road D at Cleveland Avenue, and (3) Lake Johanna Boulevard at the Roseville border.

The City has discussed completing the gateway sign at Highway 96 and Lexington Avenue as being a priority.

Staff has budgeted for the completion of an additional gateway sign in 2026 at a location to be determined.

### Justification

Advance the economic development goals in the 2030 Comprehensive Plan. Implement the Guiding Plan for the B2 District. Work to better identify the entrance points to the City for businesses and visitors. Foster civic pride and community identity.

<b>Expenditures</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>Total</b>
Construction/Maintenance		270,000		40,000		310,000
<b>Total</b>		<b>270,000</b>		<b>40,000</b>		<b>310,000</b>
<b>Funding Sources</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>Total</b>
EDA General Fund		270,000		40,000		310,000
<b>Total</b>		<b>270,000</b>		<b>40,000</b>		<b>310,000</b>

### Budget Impact/Other

Annual maintenance costs for sign cleaning and care of landscaping is estimated by the Public Works Department at \$500 per sign annually.