Address:
1245 W Highway 96
Arden Hills MN 55112

Phone:
651-792-7800

Website:
www.cityofardenhills.org

Mayor:
David Grant

Councilmembers:
Brenda Holden
Emily Rousseau
Tena Monson
Kurt Weber

City Council Agenda March 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

5. PUBLIC PRESENTATIONS

6. STAFF COMMENTS

7. APPROVAL OF MINUTES

7.A. January 31, 2026 Special City Council Work Session

Documents:

01-31-26-SWS.PDF

7.B. February 9, 2026 Special Executive Closed Session

Documents:

02-09-26-SEC.PDF

7.C. February 9, 2026 City Council Work Session

Documents:

02-09-26-WS.PDF

7.D. February 9, 2026 Regular City Council

Documents:

02-09-26-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

Documents:

MEMO.PDF

8.B. Motion To Approve Resolution 2026-008 Approving A Minnesota Department Of

Labor And Industry Plumbing Plan Review Agreement

Jake Reilly, Community Development

Documents:

MEMO.PDF
ATTACHMENT A.PDF
ATTACHMENT B.PDF

8.C. Motion To Approve COBRA Administration Agreement With Benefits Extra

Jessica Jagoe, City Administrator

Documents:

MEMO.PDF
ATTACHMENT A.PDF

8.D. Motion To Acknowledge The Application Of Ducks Unlimited North Suburban Chapter 239 For An Exempt Permit To Conduct A Raffle With The Event Being April 11, 2026, With No Waiting Period

Julie Hanson, Assistant to the City Administrator/City Clerk

Documents:

MEMO.PDF
ATTACHMENT A.PDF
ATTACHMENT B.PDF

8.E. Motion To Acknowledge The Application Of Fishing For Life For An Exempt Permit To Conduct A Raffle With The Event Being May 18, 2026, With No Waiting Period

Julie Hanson, Assistant to the City Administrator/City Clerk

Documents:

MEMO.PDF
ATTACHMENT A.PDF
ATTACHMENT B.PDF

8.F. Motion To Approve Termination Of Building Official

Jessica Jagoe, City Administrator

Documents:

MEMO.PDF

8.G. Motion To Approve Hiring Of Building Official

Jessica Jagoe, City Administrator

Documents:

MEMO.PDF

8.H. Motion To Authorize Recruitment Of Building & Code Enforcement Inspector

Jessica Jagoe, City Administrator

Documents:

MEMO.PDF
ATTACHMENT A.PDF

8.I. Motion To Approve Ordinance 2026-001 Amending Chapter 10 – Utilities, Section 1000 – Water, Subsection 1000.20 – Rates And Charges And Authorize Publication Of Summary Ordinance

Jessica Jagoe, City Administrator

Documents:

MEMO.PDF
ATTACHMENT A.PDF
ATTACHMENT B.PDF

8.J. Motion To Approve Agreement Extension For Professional Services With Rainbow Tree Care For Emerald Ash Borer (EAB) And Two-Lined Chestnut Borer (TLCB) For Ash And Oak Trees

David Swearingen, Public Works Director/City Engineer

Documents:

MEMO.PDF
ATTACHMENT A.PDF

8.K. Motion To Approve Ramsey County 2025 Bulk Road Salt Purchase Invoice

David Swearingen, Public Works Director/City Engineer

Documents:

MEMO.PDF
ATTACHMENT A.PDF

8.L. Motion To Approve Update Proposals For Professional Services Agreement With

Bolton & Menk - Risk & Resilience Assessment (RRA) And Emergency Response Plan (ERP)

David Swearingen, Public Works Director/City Engineer

Documents:

MEMO.PDF
ATTACHMENT A.PDF
ATTACHMENT B.PDF

8.M. Motion To Approve Resolution 2026-009 Approving Grant Agreement Between The Metropolitan Council And The City Of Arden Hills For 2024 And 2025 Sanitary Sewer Lining Projects

David Swearingen, Public Works Director/City Engineer

Documents:

MEMO.PDF
ATTACHMENT A.PDF

8.N. Motion To Approve Resolution 2026-010 Declaring Costs To Be Assessed, Ordering Preparation Of Proposed Assessments And Calling For Hearing On Proposed Assessments – 2026 PMP Street And Utility Improvements Project

David Swearingen, Public Works Director/City Engineer

Documents:

MEMO.PDF
ATTACHMENT A.PDF
ATTACHMENT B.PDF
ATTACHMENT C.PDF

8.O. Motion To Approve 2026 Public Works Capital Equipment Purchases

David Swearingen, Public Works Director/City Engineer

Documents:

MEMO.PDF
ATTACHMENT A.PDF
ATTACHMENT B.PDF
ATTACHMENT C.PDF
ATTACHMENT D.PDF
ATTACHMENT E.PDF
ATTACHMENT F.PDF
ATTACHMENT G.PDF
ATTACHMENT H.PDF
ATTACHMENT I.PDF
ATTACHMENT J.PDF
ATTACHMENT K.PDF

ATTACHMENT L.PDF
ATTACHMENT M.PDF
ATTACHMENT N.PDF
ATTACHMENT O.PDF

8.P. Motion To Approve Planning Case 23-003 – 1174 Edgewater Avenue Extension Of Timeline To Receive Permits

Jake Reilly, Community Development Director

Documents:

MEMO.PDF
ATTACHMENT A.PDF
ATTACHMENT B.PDF
ATTACHMENT C.PDF

8.Q. Motion To Approve Ordinance 2026-002 Amending The 2026 Fee Schedule And Authorize Publication Of Summary Ordinance

Julie Hanson, Assistant to the City Administrator/City Clerk

Documents:

MEMO.PDF
ATTACHMENT A.PDF
ATTACHMENT B.PDF
ATTACHMENT C.PDF

8.R. Motion To Approve Resolution 2026-011 Authorizing Grant Application To Minnesota State Department Of Commerce To Support Community Development Software Transition

Jake Reilly, Community Development Director

Documents:

MEMO.PDF
ATTACHMENT A.PDF
ATTACHMENT B.PDF
ATTACHMENT C.PDF

9. PULLED CONSENT ITEMS

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

10. PUBLIC HEARINGS

10.A. Interim Ordinance Establishing A Moratorium On Detention Facilities

Jake Reilly, Community Development Director

Documents:

MEMO.PDF
ATTACHMENT A.PDF
ATTACHMENT B.PDF

10.B. Amending City Code Chapter 9 – Building Regulations Related To Plumbing Plan Review Delegation

Jake Reilly, Community Development Director

Documents:

MEMO.PDF
ATTACHMENT A.PDF
ATTACHMENT B.PDF

10.C. Planning Case 26-003 – Amending City Code Chapters 10, 11 And 15 Related To Municipal Separate Storm Sewer System (MS4)

Jake Reilly, Community Development Director

Documents:

MEMO.PDF
ATTACHMENT A.PDF
ATTACHMENT B.PDF
ATTACHMENT C.PDF

11. NEW BUSINESS

11.A. Resolution 2026-012 Site Plan Review And Variance At 3628 Connelly Avenue – Planning Case 25-016

Jake Reilly, Community Development Director

Documents:

MEMO.PDF
ATTACHMENT A.PDF
ATTACHMENT B.PDF
ATTACHMENT C.PDF
ATTACHMENT D.PDF
ATTACHMENT E.PDF
ATTACHMENT F.PDF
ATTACHMENT G.PDF
ATTACHMENT H.PDF
ATTACHMENT I.PDF

11.B. Resolution 2026-013 Sign Standard Adjustment At 3535 Pine Tree Drive –

Planning Case 26-001

Jake Reilly, Community Development Director

Documents:

MEMO.PDF
ATTACHMENT A.PDF
ATTACHMENT B.PDF
ATTACHMENT C.PDF
ATTACHMENT D.PDF
ATTACHMENT E.PDF
ATTACHMENT F.PDF
ATTACHMENT G.PDF
ATTACHMENT H.PDF

11.C. Detention Facilities In The City Of Arden Hills

- Interim Ordinance 2026-003 Establishing a Moratorium on Detention Facilities
- Authorization of Publication of Summary Interim Ordinance

Jake Reilly, Community Development Director

Documents:

MEMO.PDF
ATTACHMENT A.PDF
ATTACHMENT B.PDF
ATTACHMENT C.PDF

11.D. City Code Chapter 9 - Building Regulations

- Ordinance 2026-004 Amending City Code Chapter 9 – Building Regulations Related to Plumbing Plan Review Delegation
- Authorization of Publication of Summary Ordinance

Jake Reilly, Community Development Director

Documents:

MEMO.PDF
ATTACHMENT A.PDF
ATTACHMENT B.PDF
ATTACHMENT C.PDF

11.E. Municipal Separate Storm Sewer System (MS4) Amendments – Planning Case 26-003

- Ordinance 2026-005 Amending City Code Chapter 11 – Subdivisions, Section 1140.08
- Authorization of Publication of Summary Ordinance

- Ordinance 2026-006 Amending City Code Chapter 10 – Utilities and Chapter 15 – Erosion and Sediment Control (MS4)
- Authorization of Publication of Summary Ordinance

Jake Reilly, Community Development Director

Documents:

MEMO.PDF
ATTACHMENT A.PDF
ATTACHMENT B.PDF
ATTACHMENT C.PDF
ATTACHMENT D.PDF
ATTACHMENT E.PDF

12. UNFINISHED BUSINESS

13. COUNCIL/STAFF COMMENTS

ADJOURN

DRAFT

Approved: March 9, 2026

CITY OF ARDEN HILLS, MINNESOTA
SPECIAL CITY COUNCIL WORK SESSION
JANUARY 31, 2026
5:30 P.M. - ARDEN HILLS CITY COUNCIL CHAMBERS

CALL TO ORDER/ROLL CALL

Pursuant to due call and notice thereof, Mayor Pro Tem Monson called to order the Special City Council Work Session at 5:30 p.m.

Present: Mayor Pro Tem Tena Monson; Councilmembers Brenda Holden, Emily Rousseau and Kurt Weber

Absent: None

Also present: City Administrator Jessica Jagoe and City Attorney Kori Land

1. APPROVAL OF AGENDA

Mayor Pro Tem Monson read the following statement: This the opportunity for citizens to respectfully bring to the Council's attention thoughts, comments and questions that are relevant to the City on Federal Immigration in the community. In addressing the Council, you will come forward to the microphone and state your name and the city you live in. Comments will be limited to three minutes or less. Written documents or other materials, that you would like to have handed out to the Council, can be handed to City Administrator Jagoe and she will distribute it. Tonight we intend to speak and respond to your comments but we may refer an issue to Staff for further research and possible report or action at a future Council meeting.

Mayor Pro Tem Monson stated this is a highly emotional topic with differing views and intensities. The City Council asks that you do your best to remain respectful. She noted there are numbered pages on the back table. She noted that it is assumed that those with numbers wish to make a comment. She said if a resident thinks their comments or thoughts have been shared by another community member, they are still welcome to come up and use their three minutes. She said it is also okay if someone's number is called and that resident has decided not to speak anymore.

2. PUBLIC COMMENT ON FEDERAL IMMIGRATION IN THE COMMUNITY

Mayor Pro Tem Monson opened the meeting to Public Comment.

Jean Day, Arden Hills – She said nearly every president has had an immigration pickup policy. The current is picking up less than previous ones. None of us saw disruption or terror in the past presidents' immigration. It needs to be done differently. If someone is looking for what should or could be done, Roseville, Burnsville and Edina have put out official statements. Most of them state how children are being terrorized by this. People are so scared, they aren't showing up to work. This is putting financial stress and causing starvation because people are afraid to go out to shop or no longer have the money to afford food. The cities who have released statements have restricted ICE from using their public property for staging, nor do they want them going into the schools. She has two nieces that are psychologists and this is causing long term issues with young children. Their parents are writing phone numbers on their kids' arms in case the parents are gone when the kids get home. She believes ICE is not targeting criminals, they are looking at names or skin color as reason to pick these people up. She believes they are bounty hunters who are being paid, as such.

Tascha Just, Arden Hills – She is a resident and the parent of a public school student. She is nationally certified school psychologist but isn't speaking in any official capacity. She appreciates this public comment time. She thinks this is part of how communities stay healthy. Arden Hills was once a village. It can still be one where neighbors feel safe to live, gather and belong. Right now kids are trading stories about agents near apartments and trailer parks where their peers live. Even if the details aren't confirmed, the fear is very real. Fear changes a city. Safety isn't political; it's infrastructure. When fear moves in, community participation moves out. Our City Vision Statement talks about our longstanding tradition as a desirable city in which to live, work and play. She wants that to continue. The City should not be a soft target for unlawful behavior by anyone. Her first request is that the City pass a resolution stating that access to non-public City spaces requires a judicial warrant and that the City will not assist civil immigration enforcement, unless legally required. Her second request is to adopt a Staff protocol; who to call, what to ask for and how to document. Third, she would like to see the City publish a privacy protecting log of outside agency requests so the public can see patterns without exposing individuals. If cooperation is needed, it is important to bring the right paperwork.

Fletcher Coblentz, Arden Hills – He is a high school senior. What Arden Hills and Minnesota is dealing with right now is the worst of the worst. We have pathetic state actors emboldened by the federal government, packed to the brim with moral corruption and controlled by the nations oligarchy, invading our beautiful city and state. They are intruding on our sanctuary. Members of our community are facing eviction because they can't go to work, businesses are facing the risk of closure because customers can't shop onsite and families are afraid to send their kids to school because they are scared they may be kidnapped. The reign of terror needs to end. Arden Hills must make it known that ICE has no place in our public spaces. These signs may not do what we had hoped to deter blatant violations of our laws, regulations and court orders that ICE perpetrates on a regular basis, but it will put Arden Hills closer to the side of history that said a resounding no to the criminals in this administration and the soulless fiends in Washington that comply and enable them. There were more than 96 court order violations just this month, according to Chief US District Judge Schiltz. The government may not see these violations, but we do. The federal government's behavior has resulted in overwhelming efforts to organize, fundraise, volunteer and protect our communities. The message has been and will continue to be that we will not stand by as our people are battered, stolen and killed. Despite their superior fire power, their lack of principles and suppression of the media they will not defeat us under any circumstance. To any paid state killers who believe the masks will protect them; if the Epstein list isn't safe, do you

think the ICE list will be? In the government's own words, we will find you. He is a firm believer in karma. He doesn't believe he's allowed to swear, but his hate for ICE is very, very real.

Airika Coblentz, Arden Hills – She is a proud parent and a resident of Arden Hills. She wanted to thank Councilmembers Holden and Weber. Their immediate responses to emails with proactive engagement with the community on this matter are seen and appreciated. She said there are Arden Hills residents in the Roseville School District. While operations in Arden Hills are minimal, we are also directly impacted by federal immigration enforcement in Roseville. The website states the City Council continues to be active in community conversations to ensure everyone feels safe. She assumes everyone is aware of the harm from the presence of ICE in Minnesota so she won't restate those. She wants to share ideas that have already been enacted by other suburban cities in the metro area so we don't have to reinvent the wheel. First, City parking lot signs, as reviewed in the last meeting, the City can't prohibit anyone from using our parks, but in several cities, including Roseville and Richfield, they have placed signs with the following verbiage: Unauthorized use including but not limited to staging for civil immigration enforcement activities is prohibited. Another option is: Parking for facility users only, parking lot use is limited to active facility use while on premises. Staging, storage or other activities are not permitted without a permit. She has heard from one Councilmember that after ordinances like this are passed, that we see ICE targeting those communities more aggressively and start to stage in the community in direct response to it. Some say it can make it worse for our residents. Her response to that is that Arden Hills should not limit how it protects it citizens based on the illegal actions of ICE and that signage making residents aware of what is illegal in our City lots, allows them to document illegal activity and notify the appropriate law enforcement and/or submit to the Attorney General's online reporting form for Minnesotans to share impacts of federal actions. Second, call on Governor Walz to pass and eviction and foreclosure moratorium through an executive order. This was done in Roseville last week. Third, join the ten other suburban cities in support of the lawsuit filed by the Minnesota Attorney General and the cities of Minneapolis and St. Paul, asking the US District Court to issue a temporary injunction against the unlawful ICE activity that is impacting school children from attending school safely, local businesses from thriving economically and reducing access to courts and public services due to the fear and apprehension caused ICE tactics. It argues that ICE operations be limited to acceptable constitutional operations. Bloomington was the most recent to join the lawsuit. The list also includes Brooklyn Center, Edina, Falcon Heights, Golden Valley, Lauderdale, Minnetonka, Mounds View, Richfield and St. Louis Park. She requests that Council strengthens the letter from August of 2025. We live in a different world now. Finally, there is nothing controversial about saying that immigrants are welcome here. It is legal and it's true. She hopes our elected officials will work proactively to make that loud and clear.

Eddie Coblentz, Arden Hills – He is a proud parent and resident. He wants to speak to specific changes he would like to see to the website. He would like to see a main page flag for positioning. Shoreview, Roseville and Richfield all have prominent banners or pop-ups currently displayed. The website has federal legislators contact information. It should also have contact information for our state legislators. Kelly Moller has been active in Arden Hills. He requests that we add more resources right now. Arden Hills has links to the Ralph Reeder Food Shelf and a parental authority form. There are many more mutual aid resources. Stand With Minnesota (.org) has a categorized list for donating but can also be looked at by those who are need. He requests specific information about rights be added regarding entering homes and the difference between a judicial and administrative warrant. Mounds View has links to other cities' rights resources. So it can be as simple as mirroring what Mounds View has done. He would like us to make it clear that

Ramsey County Sheriff's Office (RCSO) is responsible to respond to all residents who call 911, regardless of immigration status. This can be found on the New Brighton website. He would like the Minnesota Attorney General's online reporting form added. This is where Minnesotans can share impacts of federal actions. He would like to see contact information on the immigration resource page, in addition to the sub-page where it is also available. He requests the resource page state what RCSO will do, but it should also clearly state what it will not do. Ramey County is a sanctuary county and as such, they do not enforce civil, federal immigration law. Their presence dose not equal collaboration with ICE. He said, on a personal note, if there was ever a time for us to step up and assist our neighbors who don't feel comfortable or safe, this is it.

Mayor Pro Tem Monson asked Mr. Coblentz to provide a list of his requests to Staff.

Polly Richards, Arden Hills – She is here because she cannot march with her family due to her 93 years of age and she wants to voice her opinion. She would like to see the City Council, the Mayor, along with others in Arden Hills in supporting Governor Walz and Mayor Frey in their stance on immigration. We need to support those persons who have had derogatory words spoken against them. They are false. There are many false things being said about Minnesota, too. This is a great place.

Karen Kuehn, Arden Hills – She appreciates and agrees with what all the former speakers have stated. She asked if there is a way for residents to learn what data requests the federal government has made related to this surge.

Kari Johnson, Arden Hills – She is here because our community is under attack by a federal government that has lost its moral compass. ICE is here in our community. They make their presence known. They are staging every morning at local hotels in Arden Hills. That includes Spring Hill Suites and Quality Inn and Suites. When immigration enforcement from this administration operates out of our community, specifically our local hotels, our community becomes the launching pad for raids that separate families and traumatize our neighbors. This isn't who Arden Hills is. We believe in safety. We believe in dignity. We believe in treating people as human beings and not as targets. When federal agents base themselves out of our hotels, it brings tension, panic and harm to our neighbors. Families become afraid to leave their homes and trust is broken. It isn't just what happens during the raids, we're seeing vehicles leaving these sites driving dangerously, running red lights, making illegal lane changes, switching lanes without signaling and cutting through traffic with no regard for the people around them. They drive erratically. They ignore traffic laws and make our streets unsafe. No one is above the law. We can all do something. Today she is asking Council for two things. First, she is asking to close all hotels in Arden Hills until this surge ends so our community will not be a staging point. Our city should not be a base for actions that harm and destabilize our neighbors. Second, she wants RCSO, who work for us, need to actively enforce traffic laws around these sites. She understands that hotels are private property, but once the vehicles leave they can ticket the vehicles for missing plates, illegal window tint, reckless driving and other violations just as they would for anyone else. There should be no special treatment and they should be accountable. They leave every morning and come back every night. We know where they are. Public safety cannot be selective. The law can't be optional and our streets should never become collateral damage. Our city should not be used as a base for fear and intimidation. She is asking City Council to stand with the people who live here to choose compassion, accountability and fairness. Let Arden Hills be known for protecting people and not for helping to endanger them.

Anne Hall, Arden Hills – She is disappointed that the Mayor couldn't be here but she is thankful to the City Council for convening this meeting. She thinks it's important to bring community members together to talk about serious issues. She wishes City Council would offer more opportunities for this type of thing. She said she can accept processes, laws and enforcement around immigration in our country but it should be generous, humane and fair. That is not what is happening right now. She strongly feels immigrants are essential to our country and they contribute to making Arden Hills, our state and country great. She has been horrified and enraged over the past few months with what is happening in our community with ICE. She is very concerned. She has some questions and some asks. What actions is City Council taking to ensure that US Citizens and law abiding immigrants aren't kidnapped from Arden Hills street corners, bus stops and schools? In what ways is the City Council coordinating with the Mayors and leadership of nearby cities? How is the City coordinating with RCSO? She thinks it is important for the City to have better and more rapid communications. The newsletter is once a month and there are a few things on the website. Our communication is quite poor. When emergencies happen, or when something good happens, residents should be informed. She doesn't think tonight's meeting was advertised in any way. She knew about it because she talked to a City Councilmember. She made the effort to post about it on Facebook groups. She thinks a lot of people would have liked to be here but simply didn't know it was happening. She encouraged Council to modernize and improve the City communications. She would like to request the City provide more meeting spaces that facilitate community getting together, particularly in challenging times or when rapid responses are needed in a community. There's no community center and there are very few meeting spaces, particularly in the evenings. If community members wanted to help our neighbors, there's no where to go. She would also ask that ICE not be allowed to utilize our community spaces, parks and land for their operation. She would like a system where community members can keep the City informed about when ICE actions are happening in our City. If we don't have ways to track it, it's as if it didn't happen. We have the ability to report when a lawn grows over 10 inches and about misplaced election signs so we should be able to report this to the City.

Marian Tyler, Arden Hills – She is in full support of everything she has heard tonight. She thanked Council for having the meeting.

Allison, Arden Hills – She came today because she wasn't sure what she would find. This wasn't advertised. She saw a Facebook post. She thinks what was found here has been incredible, heartwarming and wonderful. She feels better now, than she did arriving tonight. She lived in the Whittier neighborhood in Minneapolis for 15 year of her life. She has never been more proud of that neighborhood. Whittier is showing up for their neighbors. If she were there, she would be out on the streets, too. She drives around with her whistle, not knowing what she'll see, not knowing if her 3-year old will be in the car but she knows she is going to do something. She is unsure what City Council can do. She knows there isn't a lot of power to go against the federal government. People have had some wonderful and brilliant ideas and she supports them all. She thinks we need to get signs out there, at a minimum. A resolution, a better website. She is so grateful to be a part of this community. She is proud to be here and thanked everyone for showing up on a Saturday night.

Lynn Diaz, Arden Hills – She agrees with everything that has been said. We know this is a horrific time with the way our government is treating us. Her comments are related to what she thinks the City Council should do and some questions for the attorney and the sheriff. She thinks we should put a ban or moratorium on putting any detention centers in Arden Hills. ICE is buying

up properties to put detainees in inhumane conditions. We don't want that here. We have TCAAP, we have an empty grocery store, we have a number of places that they may try to access and purchase with the intention of a detention center. The City needs to draft or strengthen a separation agreement. We should post signage about using City property for staging. We should have an ordinance that any agents or law enforcement must be unmasked, be required to show a badge with a badge number, and they must be required to show a photo ID to identify themselves. We don't even know who is kidnapping our people. The City should be doing everything possible to educate residents and businesses. There should be more information on the website, maybe a newsflash with a link. She wasn't sure what the ordinance is for signs. She looked it up, it says you can have campaign signs in an election year and certain residential signs. She thinks residents should be allowed to display any sign in our yards, such as ICE Out. If a business has a sign that guns aren't permitted on the premises, can ICE still enter? The Arden Hills website says the Sheriff will get involved only when there is a threat to public safety. This isn't specific. Does this mean they won't protect families in their homes or businesses or kids in schools. It says we have the right to refuse a search of our car, home or place of business but will the sheriff enforce that? What can we legally do? More importantly, what will they do? ICE drives cars with no license plates and dark windows. Can't RCSO stop them to request license and insurance and give them a ticket? They maybe won't pay the ticket, but if they continue using the vehicle, we can have them towed. If a business posts there are areas for employees only, will the Sheriff help enforce that so they can't kidnap employees. She would like the City to show what is a judicial warrant, on the website. She said it's supposedly illegal for ICE to retaliate against protesters with tear gas and rubber bullets. Will the Sheriff protect people who are on the sidelines, documenting with their phones? Will they protects us from ICE using chemical irritants against peaceful observers.

Mary Henry, Arden Hills – She said from personal experience, she has been standing on the street on the East side of St. Paul for three and a half weeks. They will move wherever they have new opportunity. If they run out of opportunity with ethnic or minority owned businesses, they will move into our community. There is no stopping how these people will behave. If we think we can avoid what is happening in other municipalities, we are being naive. She has watched a pregnant black woman be detained in front of her 3 children. It was horrific to see that family torn apart the way they were. She was heartened that she was able to contact a rapid response team that was able to respond in ten minutes. They were able to work with the family and she believes it was a good outcome. We aren't immune. Arden Mannor is vulnerable. Businesses are vulnerable. She would like to see specific statements on the website and in our published materials to say it is our expectation that ICE and CBP act in constitutional and legal manners. They will respect temporary restraining orders and habeas corpus petitions, rather than moving people out to Texas in the blink of an eye. Families are struggling. She also thinks it's important to say to businesses and residents do not open the door unless there is a judicial warrant. They may barrel in, anyway, but businesses and residents can make those statements.

Molly Hoffman, Arden Hills – She thanked Council for calling the special meeting and allowing the community to speak. The people of Arden Hills deserve a community that is built on trust and safety. She works at the international office of a local university. Three weeks ago she talked to a staff member who was detained while putting groceries in his car in a parking lot. He was approached, at random, purely because of the color of his skin. He was held for six hours at the local federal detention building before he was released. He is a PhD researcher living completely legally in the United States with a spouse and very young child. What he described horrified her. Sadly his is only one story out of hundreds or thousands of similar stories and his is far from the worst. The City provides immigration resources on its website and a statement that says Arden

Hills is a welcoming city. A community that fosters respect and safety for all, regardless of immigration status. She understands that message was approved last August and she is grateful that the City made the statement and is providing these resources. With the significant increase in enforcement activities since then, she believes the City should reiterate that message and be bold in proclaiming it frequently and loudly. We need to back this up with meaningful action. She is asking the City Council to take some concrete steps. 1) Adopt a clear separation ordinance that states that the City Staff don't participate in federal immigration law enforcement activities, unless required by law. 2) Prohibit law enforcement from honoring ICE detainers without a judicial warrant. 3) Prohibit city resources from being used to support federal immigration enforcement, unless required by law and bar federal agencies from using city-owned parking lots or spaces as staging areas and post signage that clearly communicates restrictions. 4) Commit to seeking out other ways the City of Arden Hills can support its most vulnerable community members. She urged everyone to be creative and think outside the box. We can use our neighboring communities as an example. She said immigration enforcement is a federal responsibility she rejects the notion that there isn't anything a city can do. We can choose policies that protect public safety while also strengthening trust between residents and local government. Other cities have taken concrete steps and Arden Hills can join them. We can lead with compassion and a commitment to our Minnesota values, that have become very visible and widely admired across the nation and across the world.

Rebecca Shrom, Arden Hills – She has nothing new to add. All of her comments have been stated.

Jodi Vanderbelt, Arden Hills – She completely agrees with everything that was stated before her. She won't repeat all of the steps. As a resident who has put her children through schools in the city and as an educator in this city she brings the perspective of our children. It is very difficult to observe the stress our children are going through. It is affecting them in so many different ways both physically and psychologically. We need to do everything we can to be proactive and keep our kids safe. ICE is following our school busses. They are going into apartments. They are parked near schools and are circling schools. This shouldn't be tolerated. We need to be proactive, not reactive.

Chris Hughes, Arden Hills – He thanked Council for calling this meeting. He agrees with everything that has been said. He couldn't be more proud. Without repeating anything that has already been brought up, he would like to offer one idea: a guiding principle. They have been given a lot of recommendations and lists tonight on things that can be done. For him, the guiding principle is when facing any of the items on this list we need to ask ourselves how we can make Arden Hills residents safe by acting on this. If there is a state, county or federal law that prohibits us from doing what we want to make us safe, don't stop and say the law won't let us. What can we do? He challenges City Council to keep that guiding principle in front of them to continue acting in all or our best interests.

Liz Baumson, Arden Hills – She asks what we are doing for outreach to those who can't be here tonight. She said Columbia Heights started this conversation over a year ago. If we haven't thought about it, have we reached out to other communities who had the foresight to do this work. She would also like to encourage everyone in the room to sign up for constitutional observation training and connect with mutual aid groups that already exist. This protects us and our vulnerable neighbors. We should all be reaching out to our neighbors on our blocks to let them know we have the ability to help them.

Salem, Arden Hills (Shoreview and St. Peter) – He agrees with everything people have already said. He wanted to share there are reports from parents in St. Peter that the surge has spread all over Minnesota. ICE agents are questioning their children at the playground. They ask them if they know where people from other countries live. That idea sickens him. At the very least, signage and more robust measures should be in place to prevent them from being in the parking lots of the playgrounds.

Patrick Burlingame, Arden Hills – He thanked Council for the conversation. He's tired. Everyone he talks to seems tired. People are worn down, on edge and stressed in a way that feels different than usual. Whether or not everyone experiences this in the same way, the fatigue and anxiety are very real in the community right now. Over the past few weeks, he has spoken with neighbors, parents, business owners and community members across the city. What he keeps hearing isn't anger or ideology. It's uncertainty. People don't know what to expect, who is responsible for what or whether calling 911 will make a situation safer or more complicated. He understands the instinct to say that if people just follow the rules there won't be any more problems. That sounds reassuring on paper but public safety systems don't work on theory. They work on trust and predictability. When people can't reliably tell what will happen after they call for help, fear becomes a rational response. From his conversation with Staff, he understands the City realized a high level policy framework tied to the Ramsey County Sheriff's Office. The statement posted on the city's website explains that federal agencies operate independently and the sheriff's office gets involved when there is an immediate or emerging threat to public safety. He understands this language is intentionally broad for legal and operational reasons. There is currently no formal communication or coordination channel between the local law enforcement and federal immigration agencies. Just this week, senior leadership confirmed, there is not routine communication from the sheriff's office to the City regarding ICE related calls. An ICE related call appeared for the first time in the high level daily call summary only recently. Even with very limited detail, that tells him that these situations are occurring while visibility for residents and elected officials remains minimal. Ramsey County has introduced new guidance directing local law enforcement to accept and investigate alleged criminal conduct by federal agents. That underscores how important clarity and accountability are when enforcement activity intersects with community safety and public trust. The combination of broad policy and limited coordination are real consequences. He is hearing from residents, including long time homeowners, parents, business owners and particularly residents of color who are hesitant to leave their homes, hesitant to send their kids to school and hesitant to call 911 when something feels wrong because they don't know what will happen next. That uncertainty is already ripping outward. Schools are seeing attendance disruptions, teachers are carrying extra strain, businesses are struggling to staff shifts or keep doors open. These aren't abstract concerns. They are showing up in our daily life. He isn't here to debate federal immigration policy. He is here because local public safety only works when people trust it under stress. Our first responders exist to protect residents. When people are unsure about what will happen after they call 911, trust erodes and the system stops functioning the way it's supposed to. He doesn't expect instant fixes and he understands there are legal limits but leadership still matters. Acknowledging the uncertainty, clearly explaining what residents can expect when they call for help and committing to review if current guidance is sufficient will go a long way towards restoring trust. People need to know that asking for help won't put them at greater risk. Restoring trust isn't optional it's essential to safety, stability and cohesion of this community.

Sarah Curtis, Arden Hills – She echoes many of the comments made. Many of the things she was hoping to bring forward as suggestions for action have been expressed. She would like to add something that hasn't been specifically raised. She has three big hearted children whose friends and teammates are feeling threatened going to school, threatened about their parents' safety, threatened about if they can attend practice and participate in daily life. She has heard about people who are naturalized citizens having to carry their passport around. There are people who were born here who are worried about if they will be nabbed. The idea that people need to walk around with a phone number of who to call if someone doesn't come home at night. There is stress just in existing. Her kids come home every day sharing these stories. She wanted to speak up for her kids and all of the people in our community who are here, contributing. They are immigrant neighbors. They have businesses. They are in our schools. They are in our doctor offices. They are in our places of worship. They are everywhere. It is important to her to share that she thinks it's important for us to let these members of our community know that they are wanted, valued and welcomed. Making the actions that were brought up today public and giving the members of our community opportunities to get behind this and to demonstrate that we love our neighbors, is very important. It's part of who we are as a community. She hopes Council will consider and take as many actions as possible.

Ben Lindau, Arden Hills – He thanked Councilmembers Holden and Weber for bringing this up at the last Council meeting and for having this conversation today. He concurs that if he looks at a class photo from his kids' classes, half of the people look like they could be from another country. There is fear going through the community and the classrooms. When he thinks about a healthy family unit, whatever we can do to get the fear out of the rooms will help these kids and families. From the City, he would like to see a letter from the Mayor sent to representatives to the president that states we need to keep public safety in the forefront. Immigration and customs enforcement, like any other law organization needs to have levels of accountability; including no masks, badges ID and body cameras. Public safety depends on holding the officers accountable, like any other law enforcement. That is a reasonable request. He thinks a letter from the Mayor as the leader of a city that has public safety forefront, is reasonable and it should be done.

Aisha Elmquist, Arden Hills – She thanked the Councilmembers for holding this meeting. We have families in our community who are being ripped apart. We have students who are afraid to go to school. We have basic constitutional rights being violated throughout our state. She echoes many of the things that have already been said. One additional recommendation. Shoreview has a Human Rights Commission. New Brighton has an Equity Commission. New Brighton also has a full time staff member who does fantastic equity work in the city. How can we create a sustainable framework within Arden Hills to do more work to show we're a welcoming community and that we have strong relationships throughout out community. A group like that can make recommendations to City Council on how we can do better in terms of human rights and equity in our city.

Stephanie Harms, Arden Hills – She said we have a moral imperative to live our city's vision and value statements. This is support strong neighborhoods, fiscal soundness and support businesses. With what is going on right now, staying silent and not taking affirmative resolution is against those values and our vision statement the city has adopted. She thinks the constitution that we all live under protects separation of powers and Arden Hills needs to remain independent and speak independently. Allowing ICE to use our parks, our property and our parking lots is a negative drain on our resources. It's an unconstitutional overreach and it blurs accountability. Even if we ignored the moral imperative, think about the legal risks that we are under if Arden

Hills allows staging in our parking lots, parks and communities. Imagine these unlawful, masked, unbadged individuals pointing firearms at innocent residents. Being fiscal stewards of our taxpayer dollars requires us to not be silent on this. Arden Hills is home to international businesses. They have diverse work forces and they like living here and walk to work. We need to be affirmatively against these ICE actions if we want those businesses to continue to invest and grow here. Growth will happen in the communities that are actually taking a affirmative statements. She said we have beautiful communities that are being eroded and the fabric is disappearing. Our parks aren't being used as much. It's not the cold weather. It is because people are afraid. If residents want to donate or provide any kind of mutual aid, they are going to other communities to do it because we aren't organized here. She said in 75 years when this chapter of history is written, there will be newspapers, websites and history books that list which cities did and did not make statements affirmatively countering ICE's use of our property. It would be a shame to know that any of us was here and Arden Hills isn't on that list.

Regina Newton, Arden Hills – She thinks we are here because we have educated ourselves. There are a lot of people that haven't educated themselves and will deny a lot of the things spoken today. The part that she wants to stress is transparency. She heard things tonight that she wasn't aware of. She knows there are people who have no desire to know more. It's hard to know where to go, to know more. Many people, including her, aren't on social media. People aren't hearing what they need to hear. We've talked about immigrants and people of different colors. There were three natives detained in Minnesota, a week after Renee Good died. People don't even know that. They don't understand where operations are or the severity of the infractions. Many of us know because we're paying attention. There is no mechanism to reach out to those who don't have a way to know. She's asking for transparency. If we can find a way to work with one of the other cities and look at ways to create greater transparency about the activity and also what's actually happening to the citizens. How many people have been unlawfully detained? She doesn't know what that looks like because we have taken an objective stance. She is proud of everyone who is here. She is also scared for people. People in her own family just refuse to pay attention. She is saying this from the perspective of a grandma who is an immigrant from Panama who wouldn't come tonight. Her grandparents met and fell in love at Roosevelt High School in Minneapolis. Her grandmother worked in the Sears building, where she works now, that's a part of the Midtown Global Market. Many of those businesses won't survive. Everything said tonight is 100% on. How do we help other people to understand the situation? Part of what we're tired about is the polarization. She's tired of having to explain what a fact is. People are asking what can ICE do and what are they not allowed to do. That is great place to start. Giving information about that, in an easy objective way. People may not understand they can't use tear gas. People don't know what they don't know. We hear riot and protest used to describe the same activities. She said we need help reaching across the aisle because at our hearts. She thinks we would all be appalled but if people know what's actually happening.

Kurt Weber, Arden Hills – He is speaking as a member of the public. These are his comments. They are not Council comments. He wants to speak to the difference between normal law enforcement activity and what we're seeing now. This is an invasive and aggressive operation. The distinction matters. Immigration enforcement is a civil process. Agents conducting civil immigration enforcement are not peace officers and don't have general police powers. Civil authority does not allow random traffic stops, broad street encounters or detaining people simply to check papers. When those tactics occur, they raise serious constitutional concerns and we can't allow this behavior to become normalized. What concerns him are the large scale, civil immigration operations that go far beyond normal practice. An operation that resembles drag net

policing creates fear and confusion and then seeks to criminalize dissent or resistance by local governments and residents. The operation undermines public trust and makes communities less safe. It makes many of those marginalized in our communities, even those with legal status, afraid to go to work, school, shopping or just go about living their life, as normal. Obviously, Arden Hills cannot control what the federal government does. We can control how our own city resources, land use authority and permitting process are used. We can decide if we will quietly facilitate or normalize this intrusion into our community or if we will draw clear boundaries around what happens in our city. This isn't about defying federal law. It's about exercising local authority responsibly, protecting constitutional rights and making clear that Arden Hills will not be a staging ground for non-routine civil immigration enforcement.

Mayor Pro Tem Monson closed the public comment period at 6:10 pm.

3. COUNCIL DISCUSSION REGARDING CONCERNS RAISED BY THE PUBLIC

Mayor Pro Tem Monson said the next agenda item is Council's discussion in response to concerns raised by the public. She said there is typically only one meeting in January, February and March. The rest of the year there are typically two meetings per month. The first meeting in 2026 was January 12 and the next meeting will be February 9. A lot has happened during that time. There have been a lot of conversations. Staff has been working hard to coordinate information. Every day is different. Every day something new comes up. She wanted to address the timing of this meeting. She and Councilmember Weber called the special meeting. Three days' notice is required. We did our best to get the word out. It was clear this couldn't be wrapped in with a normal meeting. This discussion needed to be focused and narrow. We wanted to have this meeting before the February 9 meeting, which already has a packed agenda. She asked City Administrator Jagoe to provide the City's response.

City Administrator Jagoe thanked everyone for their comments and attendance. She will try her best to capture all of the items but understands she may not touch on every single comment shared. She appreciates everyone's feedback and the suggested additions to our immigration resources page on the website. She hears the desire for partnering with other communities. Staff and council are having some of those conversations and will ensure those discussions continue. She said when the original statement was approved and adopted by the Council, there were three links on our website. Today there is contact information for our federal representatives, the ICE online locator system, Ramsey County Attorney's office and the Attorney General's office, legal support and more. There are 19 links today. She said links will continue to be added. Staff is looking at New Brighton, Shoreview and Little Canada for improving resources. That has become an hourly challenge because the topic is so fluid. She continues to look for more resources and that landing page will continue to be built out and will change daily. This week an email was sent out to all of the licensed and registered businesses that shared how to reach federal representatives, information regarding the Minnesota Chamber of Commerce, know your rights from the Minnesota Attorney General's office helping businesses understand what rights they have if federal agents come to their property. She has been in contact with the Mounds View School District and talked to the principal on how we can support families in the community. Their greatest message to staff is to share the information for Ralph Reeder Food Shelf. She shared that Arden Hills City Hall is a drop off location where people can donate nonperishable goods. We make sure any donations are promptly delivered to Ralph Reeder. Ralph Reeder is taking food donations as well as monetary donations. The link to donate is on our website. We will continue to build those opportunities into our resources page and will share on social media.

She is having regular conversations with the Ramsey County Sheriff's Office. Their official statement is on the website. The RCSO said they will investigate and prosecute enforcements that happen in Ramsey County. We will continue to share their messaging and their direction is to tell people to call 911. They have confirmed they will investigate alleged crimes in the community which includes traffic enforcement. Community conversations with the contract group, which includes other City Managers and City Administrators, regarding reporting are occurring. That is messaging that all of the cities in the contract group have requested. She thinks the reporting is being improved on and there should be information to share, providing the community with transparency regarding activity related to federal immigration. Those conversations are ongoing and she will keep pursuing those answers. She said in response to the use of City buildings or access to government buildings, the City has never assisted ICE in its civil immigration enforcement. There is no direction now, to do so. She has shared messaging with City Staff that if a federal agent comes into the building, employees are not to grant access into non-public spaces of the building. They would need to contact her and she will have the conversation with federal agents to ensure they have proper judicial orders to enter any non-public space. People spoke tonight about use of public spaces. We are reviewing ordinances with the City Attorney to make sure we have regulations in place, or if we need to look at adding language or ordinances that may get into those staging type of activities. Those activities may be regulated with a permit and that overall review of our ordinances is taking place. If it is determined we need a discussion , that may be a topic for a future Council discussion. She also heard a comment regarding public data. If federal agents were to request data that is public from the city, they would be entitled to receive that information. There is a request for public data process. Federal agents would need to follow that same process. If they requested any non-public data, they would need a warrant or judicial court order authorizing us to release that data. To her knowledge, there hasn't been a request of this type and she is confident if the City Clerk receives such a request, she would let the City Administrator know. She thanked everyone for speaking and she will look for direction from the council after this discussion. She welcomes the sharing of resources and the immigration resources page will continue to be updated as more information and resources become available. She said that Ramsey County has said they are not sharing FLOCK data with federal agents.

Mayor Pro Tem Monson said her thought is to start with each Councilmember having up to 10 minutes to provide a statement of their own or a response to a comment/question heard tonight. She said after the personal statements, she will open it up for council discussion on next steps.

Councilmember Rousseau thanked everyone for coming. She said we need the support of residents. She hopes there will be a work session in February where we can continue these discussions. She doesn't think this will all be sorted out by the next meeting on February 9. She wanted to acknowledge the concerns over safety and fear in the community. She sees it, too. There are residents who are afraid to leave their homes. People are sheltering in place. Our community is changing. There used to be neighborhoods with open doors and the kids could run back and forth. Those doors are being locked now. This is changing very traditional pieces of safety in our community. She doesn't like it. She understands there is a high risk to the children in our community. She is worried that the first targets in our community are the underserved communities. She has heard that ICE agents go to those underserved. She said they started there first but it is her feeling that they will go into other neighborhoods next. She is concerned that large businesses have used language to their employees that states not to come to Minnesota unless it is absolutely necessary. This is similar language used to warn about visiting war torn countries. We will see a lot happening with our economy over the next year between our silent work force being taken and those larger businesses maybe wanting space from doing business in

our communities. She understands we are looking for legal accountability. We want documentation for things to help us now and in the future to get an understanding of what has happened here. There is fear for our students and our vulnerable populations. One of the concerns she has is, as we look to build some ordinances or City policy, how do we avoid creating a false sense of safety. Do we go forward and communicate appropriately that there isn't the level of safety people are hoping for? There will need to be some discussion around how the community feels regarding safety. She has looked at other cities who are ahead of us with this information. She saw some great work that has been performed. Some of the considerations include making sure that any law enforcement, regardless of who they are, has a body worn camera on them. She saw prohibition of law enforcement using face coverings unless it is needed for a medical emergency. She has seen requirements for identification upon request, including but not limited to the officers last name, badge number or some similar identifier, when requested by a member of the public. She's also seen use of City owned properties is prohibited. She is interested in having similar conversations and discussions about what we can do in the future about notification of activities when law enforcement is in our city. She doesn't know how enforcement would look. She thinks it's important to discuss the detention centers. She doesn't know if our current ordinances restrict that or if that is something we need to put a moratorium on. She has heard comments in the past regarding making Rice Creek Commons into a gravel mining pit. That isn't the flavor we want for Arden Hills and we certainly don't want to be know as the detention center for ICE. She would like to have those conversations. She heard tonight that we need greater transparency around the RCSO and the activities they are seeing and how they will support our community. She heard comments and would like to consider at a future meeting if we should remove Spring Hills Suites as one of the City's representatives with the Gateway Visitors Bureau. There is a clear separation ordinance that defines what Staff's role is. That is appealing to have a conversation around. She heard creating a working group related to equity and humanitarian work. She said someone also requested specific communication from the mayor, stating a message of support. She said those are the things she heard tonight. She said she would like discussion at the February 9 meeting about scheduling a work session at the end of February to continue building on the conversations that happened today.

Councilmember Weber said he hadn't realized there would be an opportunity for Councilmembers to speak during this meeting when he spoke earlier. He thanked everyone for tonight's discussion. He thought a lot of people did phenomenal research. He received a lot of emails instructing Council to look at other ordinances. His take is, if another city is doing it, we should be doing it, too. He didn't hear anything that he didn't support tonight. There were things brought up that he hadn't considered. Knowing we have federal property near Rice Creek Commons, we can't prevent them from doing that. However, it is historically the federal government's policy to reach out to the city for permits. To the point of ICE purchasing land to create detention centers, he thinks we treat it the way we approached data centers. It's a flat no. With the exception of RCSO who is headquartered here, there is no reason for Arden Hills to allow any type of detention center. He said a commenter talked about the City of Shoreview's Human Rights Commission. He reached out to a Councilmember in Shoreview to ask if they are going to put something through. It happened so fast. He had hoped to participate in that process so he could speak to their Human Rights Commission. He thinks putting it through that whole process and giving it the commitment it deserves. Given these times, it is worth exploring if Arden Hills residents are interested in a similar commission. It would require council discussions and may take a little work, but he is willing to look into doing something like that. Over the past months we've seen how Hennepin County and the City of Minneapolis have responded. He thinks their actions didn't match up with their words. He understands the position they are in. Their

responsibility is public safety and that's more than just responding to calls; but ensuring safety especially in the face of an aggressive bad actor. He and Councilmember Monson met with the Sheriff's office yesterday and he was very heartened by what he heard at the meeting. It was a really good meeting and he heard a lot of things he was hoping to hear. The sheriff, along with the County Attorney had basically done a full 180 on their position on how they will approach ICE. There will still be limitations on how they can respond to calls that involve ICE. One of the biggest things we've seen is the federal government preventing local agencies from investigating those incidents. What he was told by the undersheriff, who manages Arden Hills' contract, is if there is a felony, a serious crime, that is going to involve investigation and it is believed that local authorities will be pushed out, RCSO will swarm the situation, take control and get as much information as they can. This is a County Sheriff up against the federal government. It's a change from what we've heard and seen in the past month. There was discussion about coding calls so we can learn how many of those calls are coming in and assess what's happening in Arden Hills a lot better. He thanked everyone for speaking out today.

Councilmember Holden said she doesn't think there is anyone on the Council or in the city that isn't sickened by what is happening in Minnesota. She said during the last conversation she used the word gestapo. She doesn't know if people are on leave because of the shootings or if they just moved to a different city. There's no transparency, at all, coming from the federal government. It puts a bind on our public safety officers. No one in the Sheriff's department agrees with what is going on. No one believes car windows should be smashed out or that people should be dragged out of cars. It is the same for the National Guard officers. They are out there trying to do their job. She is upset when she's watching the news and sees protesters go after those guys. This should be taken out on ICE. Ramsey County Sheriff and our National Guard guys are on our side. They don't believe in any of this. They have rules to follow. They want ICE to follow the rules. She asked that everyone remain kind to our local law enforcement officers and the National Guard. We don't want anyone turning on them. This is the federal government and ICE, that is where we need to take our direction to. We have talked about vulnerable areas of our City. She has walked the Arden Manor Trailer Park many times in the cold weather. RCSO has several officers who speak Spanish. They have been going door to door and letting people know what's going on and telling them what their rights are. They know more about what's going on and what their resources are than she could even begin to know. There is a rapid response app for Arden Hills. You can get that app and be notified if ICE is coming into our community and where they're at. Within a minute you can have your whistles ready, get there and protect the businesses and residents, as long as everyone follows the rules. That is an important thing that we have done right. Minnesotans have followed the rules so we don't look like we're becoming ICE people. She represents 10,000 people in this city. Unfortunately, there are people who agree with what ICE is doing but they don't agree with how they are accomplishing it. One of the things that worries her the most is letting kids go remote. We've talked to the school district. There is nothing that is going to take away our fear. She knows ICE has driven down her street. She knows they go through the trailer park. Arden Manor is very well aware. The message goes out to everyone in the area so they know it's happening. The townhouse association hasn't done as much. There aren't as many vulnerable community members there. ICE has been very limited on who they're going after focusing on Hispanics, Latin Americans and next will be Somalians. She said if people report incidents to the City, she asked if that is public information. She would like an answer to that question. We need to protect the identities of the residents who are trying to help. She said food shortages aren't a huge issue here, thanks to Ralph Reeder and delivering the food. Where we need help is for people who aren't working. She has donated to siding companies and roofing companies. Those people haven't worked since December. They don't have any money.

They can get food but they can't pay their electricity bill. Local churches are collecting money so people can stay in their homes. It is important that we have an anti-eviction notification to Walz. She hopes that happens. Right now food isn't the issue it's being able to buy a tube of toothpaste or toilet paper. Some haven't worked for months and months and they can't get unemployment. She echoes everything the other Councilmembers said.

Mayor Pro Tem Monson thanked everyone for the discussion. She supports everything that the public and the other Councilmembers said this evening. She said the additional ideas are great. She wants to acknowledge the fear and the pain. She doesn't tend to dwell on emotions, but this has been an extraordinary moment in time that created a place that many of us have never been, in terms of emotional stress and the level of helplessness. It's terrifying that we are truly seeing what the federal government could do. Not just in this forum. We feel very limited, as a City, about what we can do that will actually be impactful and stop these activities. We can have a show of force, in some way, but to actually stop staging would be very difficult. This level of helplessness makes it incredibly terrifying. She feels this helplessness. It ripples wide and this isn't easy for anyone. She loved all of the ideas that were presented that Council can discuss and implement. She heard residents telling us tonight that we need to up our game. She noted Roseville has a lot more resources on their website. We will continue to push and up our game by showing support and affirmative statements. The government can't take our community. She's been reading articles about how ICE had no idea what they were up against. This community banded together and said no, in the most peaceful manner. It is nearly impossible for anyone to say it was disorderly or disrespectful. It has been amazing. She was moved to tears when she read about some chants during Boston protests that said Minneapolis taught them to be brave. We will provide as many resources as possible. She wanted to specifically highlight the Northeast Youth and Family Services (NYFS) organization. They are headquartered in Shoreview. The City of Arden Hills provides funding for them and Councilmember Rousseau sits on the board. This is an amazing organization. They provide mental health resources and therapy, particularly for youth and families. They go into the schools and their rates are on a sliding scale, based on income. They can help everyone. This is a legitimate resource and an amazing organization.

Mayor Pro Tem Monson asked Council how they would like to proceed with Council discussion. She is open.

Councilmember Holden would like to discuss the low hanging fruit and get the easier ones done. She means items like sending the letter for eviction notices, talking about signage in the parks and signs in the yards.

Mayor Pro Tem Monson said the eviction notice item is requesting Council send a letter to Governor Walz. A resident provided a copy of Roseville's ordinance regarding that. She supports sending a letter to the governor.

All Councilmembers in attendance are in support of that.

Mayor Pro Tem Monson asked City Administrator Jagoe if the letter would come from the full Council with all Councilmembers signing.

City Administrator Jagoe said Staff is looking for direction from the Council. If there is anything that requires a motion or approval, it would have to be at a Council meeting. She said she can prepare a draft letter for the February 9 meeting so Council can make a formal action. She

heard someone state that the City of Roseville implemented an ordinance so she would like to look at the process they did. Staff can work on that and have something ready for the February 9 meeting. She will also put something on the agenda about scheduling another meeting in February.

Councilmember Holden wondered if the evection item would include Arden Manor, being that it is privately owned.

City Administrator Jagoe said that is a question she would want to flesh out. She will make sure to get an answer to that question before the meeting.

Mayor Pro Tem Monson would like to discuss the moratorium on detention centers. She would love to take action on that, as soon as we can.

Councilmember Rousseau said for the detention centers she would be interested in Staff going through the list of website resources that a resident provided us, as well as, beefing up the website and that information in there. There were other folks who brought some good ideas. In the interim it is more of an administrative process. She would love Staff to prioritize that. She would like to see removing Spring Hills Suites from being our representative for the Gateway Visitor Bureau as a priority.

Mayor Pro Tem Monson supports all of those efforts.

Councilmember Weber said he supports those, as well. He has a question on the moratorium. He asked if it will be a resolution or if it will have to be heard by the Planning Commission.

City Administrator Jagoe said she doesn't believe it needs to be reviewed by the Planning Commission but it is a city ordinance not zoning. We will need to look at our timeline for adoption of an ordinance. We wouldn't be able to meet the noticing requirements prior to the February 9 meeting. She said she heard Council say they want a work session scheduled to discuss the Twin Cities Gateway appointment. She asked if Council is wanting a work session discussion or do they want it to be on the regular meeting, for a motion.

Councilmember Rousseau would like to see it on consent for the regular meeting.

Councilmember Weber thought we could invite them to come to the meeting and try to justify their position.

Mayor Pro Tem Monson suspects they probably have a legal bind where they can't deny service to a certain group of people, based solely on the group they are in. It would be great to hear from them on that. She said there is also the risk of retaliation from the federal government.

Councilmember Weber said the representative has to be from a tourist hotel industry related business. He said it is a fair point that if they can't say no to them being there, is it fair to punish them.

A member from the public asked if the hotel can be shut down until the surge is over.

Mayor Pro Tem Monson reminded that public comments are typically not taken during Council discussion. She said this would be a portion of the work session discussion.

Councilmember Holden doesn't think we can legally shut down a business.

Discussion ensued regarding it not being necessary for them to come in and discuss their stance. Council agreed the item to revoke the position on the Gateway Visitor Bureau board held by the Spring Hills Suites employee should be a consent item at the next regular Council Meeting.

Councilmember Holden asked if we can stop them from staging in the hotel parking lot.

City Attorney Land said we cannot prevent them from doing any activities inside or outside the building. It's private property. We can't shut down a business because the City would be liable for all of the revenue they would lose during that time.

Councilmember Holden said we have also heard there is poor driving. Can we have a Ramsey County Sheriff monitor that situation in the morning?

City Administrator Jagoe will pass that question on to the Sheriff.

Mayor Pro Tem Monson said Councilmember Weber shared this thoughts on the meeting they had with RCSO. She, too, was comforted by the meeting. Their stance is to not help or hinder federal activities. It gets complicated when you start talking about what is interference? What is hinderance? She does not envy local law enforcement. They are trying to ensure that they are not on the wrong side or are not doing the wrong thing. We are very clear about public safety. She asked directly, if ICE busts into a school, will the Sheriff come. They said yes. That is a public safety emergency. They will come to the school. There were a couple of scenarios that she presented that they stated they wouldn't respond to. That's complicated; however, they are doing the best to manage a very complex and ever moving situation. They stated there have only been 11 ICE-related phone calls in the last 10 days, from all of the seven contract cities combined. We know there were more than 11 incidents in these seven cities in the past 10 days. The dispatchers are now tracking calls when they are related to immigration. We will finally have a record of how many reports come in. That is an incredibly important piece of information for us. Someone spoke earlier about how history will remember this. Our history needs to show that our community observed what ICE was doing and we reported it. It's also important for us to understand how much activity increases, over time. The increase in calls is a functional piece of information we need to have because we pay the RCSO for their services. They will use their judgement and policies to determine if a call warrants a sheriff's response. Residents should definitely call to report what they are seeing, to produce that record. If we're considering joining the lawsuit that Governor Walz and some of the cities are participating in, we need to have legal standing.

Mayor Pro Tem Monson said her call to action is to get these incidents on record. She said it is important to understand the law and how it works. If there is a body cam and an incident happens involving a resident, their home or their business, that entity can request the body cam footage. The City cannot, if we weren't part of what was happening. Once an investigation is triggered, the information is locked down and no longer available, except to investigators. Noting the immigration calls is an important move for RCSO so they can try to have control over their data It's important that residents keep the videos they have recorded. If we want to access more, investigations can really limit it.

Councilmember Rousseau said we are looking at discussing some of the low hanging fruit at the next meeting. We will also schedule another meeting where we can discuss creating a working group related to equity and inclusion, creating a clear separation ordinance from the City, having discussion about prohibiting use of public City property, notification of activity, portable recording system requirements, prohibiting facial coverings and identification upon request.

Mayor Pro Tem Monson is happy with that list.

Councilmember Weber said despite the fact that Administrator Jagoe called them out as protocol, he thinks we should have an official City policy regarding not sharing data that is not public. He understands some of that is already policy but things like immediately reporting any interactions, or notifications of activity involving ICE to City Staff and City Council should be written down. We should create policy on things that aren't policy already.

Mayor Pro Tem Monson said she liked the idea of having a community room in this space. That will have to be a work session discussion. The community space in the basement is publicly available, meaning it's also available to federal agents. There are some questions to answer but she does like the idea.

City Administrator Jagoe wanted to summarize what she has heard and discuss next steps. She said the February 9 Regular Council Meeting will include consent items regarding removing Spring Hill Suites from the Twin City Gateway board appointment, a resolution regarding the eviction letter to Governor Walz which includes confirming if it includes Arden Manor. She said Staff will also include scheduling a special work session in February. Staff will go through some of the items determined to be low hanging fruit and say what things can be brought back for discussion based on her review with the City Attorney and based on next steps and Staff capacity. That memo will outline some actionable and deliverable timelines. We will also look at scheduling an ordinance for a moratorium on detention centers.

Councilmember Holden said when we are doing the policies, the statement from the City Attorney said she advised a course of action that is consistent with the League of Minnesota Cities. That information will need to be provided to us. She has sent several emails already stating that we are following what our City Attorney and the League of Minnesota Cities says. She said yesterday the League of Minnesota Cities came out with a whole bunch of changes to what their thought process is. It's ever-changing. She wants to make sure we don't put the City in any jeopardy.

Mayor Pro Tem Monson agrees with that.

Councilmember Rousseau said Staff will also look at the website and look at recommendations during the time period, too.

City Administrator Jagoe confirmed we will continue to build the immigration resources page. She said residents can expect that to be a fluid effort and could change daily as we borrow content from surrounding cities.

Councilmember Rousseau said she doesn't think there is information about ICE in the newsletter. She thinks we should include a QR code to point people to those resources and maybe some of the other areas where we are seeking clarification about what's happening in the City.

City Administrator Jagoe said we are assembling the March newsletter and she will have Staff look into including an article and QR code.

Councilmember Weber asked if the low hanging fruit includes strengthening the language in our City's statement. He said that is a precedence item for him. It should be done as soon as possible. We aren't going to discuss this until February 9. If it's on the work session, we will need a second meeting in February to approve that statement. We're in a situation right now where the meeting is cancelled because nothing has come up, so be it. We aren't in that situation right now.

City Administrator Jagoe confirmed. We would have to have a motion during the February 9 meeting to schedule that meeting date.

Mayor Pro Tem Monson reminded the public that tonight's meeting is a work session. We don't take actions at work sessions. We can give Staff direction to bring something forth, when there is a consensus, but we can't bring a motion or take any official action during a work session.

Councilmember Holden asked the City Attorney if restricting masks on immigration agents is an enforceable issue.

City Attorney Land said the mask mandate is not something we can direct at a federal agency. We can't control how they do their operations.

Councilmember Holden asked if prohibiting them from following school buses is an enforceable issue.

City Attorney Land said it's a federal agency and we can't control their operations.

Councilmember Holden said we need to remember to think about that when we are discussing some of these issues.

City Administrator Jagoe added that doesn't pertain to how the RCSO responds to traffic enforcement. They apply the traffic laws to ICE the same way they would to the general public.

Councilmember Weber said we know if ICE is around, through the rapid response groups. He waits for his daughter to get off the bus every day. He said if they're following a bus, that has to be communicated. He imagines pandemonium in these situations. He asked that anyone involved in those rapid response groups put the word out. We need to be mindful of what ICE is doing, but also be aware that there are kids present and their safety has to be the primary concern.

Councilmember Holden said ICE vehicles don't always have license plates and they have dark windows, both are illegal in Minnesota. We don't want to inundate 911 with random calls on a vehicle with no plate. That will raise our costs. She asked what it is the sheriff will enforce. Can shaded windows be considered as part of how the federal government operates and violations are unenforceable?

City Attorney Land said tinted windows is a tricky question. There is a level of tinting that may seem too dark to someone observing the vehicle, but it's legal. There's a test and they can tell if the windows are too dark. She doesn't know if the windows are too dark, or not. She doesn't know if it's considered part of their operations, or not. If the window tint is too dark for Minnesota law, they can be pulled over for it. If any vehicle doesn't have a license plate, they can be pulled over for it. If a car is not adhering to what is required in Minnesota traffic laws, they can be pulled over.

Councilmember Holden said we need to know what the sheriff is willing to pull vehicles over for.

City Administrator Jagoe said RCSO has stated that they will enforce traffic regulations. Their deputies are aware of that. If individuals see someone speeding or there is an infraction, public should call and make the sheriff aware of that. They have stated they will enforce that.

Councilmember Holden said there is a difference between traffic violations and whether someone has both license plates on their vehicle.

Mayor Pro Tem Monson asked if there was anything else.

City Administrator Jagoe asked if Council is directing her to schedule a special Council meeting and a special work session.

Councilmember Rousseau asked if we can schedule both and cancel if it is determined that it isn't needed.

Councilmember Holden thinks it should be a Council meeting because we may want to vote on something.

Discussion ensued and Council confirmed it should be both a Special Work Session and a Special City Council meeting. Further discussion ensued about the items to be brought forth. Staff will bring any actionable items to the February 9 regular meeting. If it's an ordinance, we need to follow noticing guidelines and allow Staff time to research. There isn't enough time before February 9 to take action on an ordinance.

City Administrator Jagoe asked if Council wanted to schedule the strengthening of the City's immigration statement as a New Business Item on February 9. She can provide examples from other cities and the discussion would happen at the dais.

Mayor Pro Tem Monson said Staff should send the examples to Council and we can make a game time decision.

Councilmember Holden asked if we are having a work session and a meeting. Everything is so fluid she would be worried if we didn't have a work session prior to the meeting in case we change our mind on something.

City Administrator Jagoe said she will work on a draft statement and get it scheduled for February 9. She has good direction on the items that can be turned around in the next few days,

to include on February 9. She will look at the list of items provided this evening and will follow up and provide some deliverables.

Councilmember Holden asked if the information provided on the website can be provided in Spanish.

Mayor Pro Tem Monson said she has had this discussion with Staff and we would need a translator and services we would have to pay for.

City Administrator Jagoe confirmed. She said there are some logistics with that. She will work with our Senior Communication Coordinator on that. She doesn't have an answer tonight. That is something that is in our action plan for next week.

Councilmember Holden said the State of Minnesota has this. Maybe we can connect with them about their contract and get their pricing.

City Administrator Jagoe said she will discuss it with the Senior Communication Coordinator.

4. ADJOURN

Mayor Pro Tem Monson adjourned the Special City Council Work Session at 7:15 pm.

_____	_____
Jen Estling	Tena Monson
Deputy Clerk	Mayor Pro Tem

DRAFT

Approved: March 9, 2026

CITY OF ARDEN HILLS, MINNESOTA
SPECIAL CITY COUNCIL EXECTUVE SESSION (CLOSED)
FEBRUARY 9, 2026
5:00 P.M. - ARDEN HILLS CITY HALL

CALL TO ORDER/ROLL CALL

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

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

Also present: Dr. Lisa Sorensen, Sorensen Consulting and City Administrator Jessica Jagoe

1. AGENDA ITEMS

A. City Administrator Annual Performance Evaluation Discussion

The City Council discussed the one year performance review of City Administrator Jessica Jagoe in a special executive closed session.

2. COUNCIL/STAFF COMMENTS

None.

ADJOURN

Mayor Grant adjourned the Special City Council Executive Session (Closed) at 5:30 p.m.

_____
Julie Hanson
City Clerk

_____
David Grant
Mayor

DRAFT

Approved: March 9, 2026

CITY OF ARDEN HILLS, MINNESOTA
CITY COUNCIL WORK SESSION
FEBRUARY 9, 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, Community Development Director Jake Reilly and Assistant to the City Administrator/City Clerk Julie Hanson

Councilmember Holden wanted Proactive Policing by the Sheriff added to the agenda.

Councilmember Monson requested that Item 3C be moved up into the 3B place.

Councilmember Weber said he would like a standing agenda item on Immigration Discussion.

Discussion ensued that an email regarding joining the Cities for Safe and Stable Communities was sent out to all Councilmembers. Discussion on this topic will be added to the Agenda tonight after the Proactive Policing discussion. There will be a standing agenda item on future agendas that leaves room for Immigration items, if they arise.

1. PUBLIC INQUIRIES/INFORMATIONAL

George Winneke 4175 Old Highway 10, Arden Hills – He wanted to discuss the booster station item. He said the property used to belong to his family. It was taken away under eminent domain. He was told it can never be built on. This is a utility, so maybe that's why this is different. He would like someone to look into it and confirm if the City is allowed to build this utility here. He said he would prefer the project to be on the other side of 694. He has an agreement with the adjacent property owner, who own both properties in this area, that they will leave the property in its natural state. He was counting on this property being left in its natural state. He didn't envision anything like this going in here. He is concerned because it looks like we are putting in a new water main and the booster station will sit 50

feet from the edge of the shoulder of the road and the station will be about 20 feet wide. He doesn't understand why it needs to be so high up on the hill. He would like to know what other properties were considered. This is servicing the arsenal. Put it up there. Don't put it down here. He understands there are reasons it is being proposed in this location, he doesn't agree with those reasons. He asked if we really need two buildings. If two buildings are necessary, he wouldn't want them to be more than one story high. He would like them to look residential. In general, he does not want that building there. He wishes he had a say over this property, but it was taken by eminent domain. He's been involved with this property for 77 years and has seen a lot of development in this area. The property was in his family for 116 years. It was taken away in 1960. He doesn't like it. He doesn't want it there. He's concerned about how far it sits back off the road. He would like to see one building. He is contesting this project.

2. RESPONSE TO PUBLIC INQUIRIES

None.

3. AGENDA ITEMS

A. 3499 Lexington Avenue Apartments Concept Plan

Community Development Director Reilly said Council will hear from the development team at Roers about a potential proposal for 167 units of market rate apartments on the property known as the Catholic United Financial Building. It sits on the corner of Lexington and Harriet. The presentation was provided to Councilmembers. He said there are Comprehensive Plan and Zoning Code updates that would need to happen in order to allow a project here. He pointed to the information in the packet that describes what is allowed today in the code and what is proposed. He has spoken with four separate developers about this location and all of them were seeking to provide at least this number of units of housing on this site. They feel the market studies suggest it is feasible. He stood for questions.

Councilmember Rousseau asked if this developer is aware that Council will be discussing affordable housing options.

Staff confirmed.

Councilmember Holden said this is on Lexington and a city road. She would require them to put a sidewalk on Benton Way. She asked if there will be a trail or some type of pass through to the retail center.

Community Development Director Reilly confirmed that is part of their stated intent. They are proposing a link to the shopping center to the north, as well as trail and sidewalk access across Lexington.

Councilmember Holden asked where the closest bus stop is.

Community Development Director Reilly answered elsewhere.

Councilmember Holden said the road has the capacity to handle that many additional cars. With 275 parking spots the fire department will have to look at it.

Community Development Director Reilly said the fire department will complete a review, as they would with any development of this kind.

Nick Asta, Developer and Sam Schroeder, Analyst for Roers introduced themselves and began the presentation.

Mr. Asta said Roers Companies is a developer, construction company and management company based in Plymouth. They have built just over 15,000 units in over 100 housing projects. The company is based here, with offices in Arizona, Texas and Florida. They have developed all types of housing projects. They build market-rate housing, senior housing, 55 plus active adult, affordable housing and work force style products. This proposal is for a standard, market-rate project. Their bread and butter is a suburban, four over one, 100–200-unit buildings, similar to what they are proposing today.

Mayor Grant asked for clarification that four over one means one story with concrete and four stories above that.

Mr. Asta confirmed. The one story is structured parking underground with four stories above that.

Mr. Asta said they looked at the City Vision when putting this project together. They tried to include as many of the aspects as they could in this design. What stood out for them is the live, work, play aspect of living, working and playing within the community. They are proposing a modern, high-quality project. It's adjacent to retail and another apartment building. It mixes in well with the neighborhood and adds to the housing stock. There are strong employers in town, offering residents the advantage of living where they work. There are a lot of larger units on this property. We have seen a shift of people wanting to work from home and wanting the extra space to allow for that flexibility. This project will be highly amenitized. There will be trails and sidewalks as was already mentioned. There will be a pool deck with ample green space and pickleball. They have a high-end architect who they work with on multiple projects. They are very thoughtful with the design and know how to preserve the character of the neighborhood.

Mr. Asta showed a high-level site plan. They think it would be wise to have connectivity from this project to the retail center. There are some existing trails they could connect into, as well. They are trying to use the storm water basin as a nature aspect. They were thoughtful of the single-family homes across the street. The height of the building is taller than the building to the west and they are hoping to minimize the impact of that taking advantage of the grade change, berming and tree lines to help blend it into the neighborhood. He pointed out the water management area where they are hoping to add some amenities and noted the pool deck with grill stations, pool deck, lounge area and green space.

Councilmember Holden said she can see a sidewalk on Lexington. That would be the only strip of sidewalk on Lexington. How will people get to the Shoreview side where they can walk on a sidewalk. She asked if they are willing to install a crossing light and pay for it at the Regional Trail connection. This won't be any help to the residents to walk to work.

Mr. Asta said that is something they can explore. He presumes that most people would actually drive to work.

Councilmember Holden said this is an active community, maybe people will bike. The only way to Boston Scientific or Land O'Lakes is to travel on the Shoreview side. If they are going to put a sidewalk there, she wants them to figure out how people will get to the other side.

Mayor Grant said he isn't sure how far the sidewalk goes down Lexington, but he would like to see this development extend it all the way down to Harriet on the Arden Hills side and across Harriet down to the end of the property. That would make that triangle walkable. If someone lives in this building and wanted to walk to work at Land O'Lakes or Boston Scientific, they aren't going to want to cross Lexington twice. He said even an east west section on Harriet would be a nice amenity and complete the project.

Mr. Asta said they are showing a sidewalk around the entire property that connects to the retail area. He shared an example of two projects they are working on in Plymouth that depicts how they hope to connect the apartments to a pond with trails and a lot of green space.

Councilmember Monson said this proposal is for 167. She asked how many units the example properties have.

Mr. Asta said one is a 207-unit building that is currently being built and the other concept hasn't started construction but is slightly larger. He noted one of the examples is five stories, so if Council can imagine that example with one less floor, it's similar to what they're proposing for this project.

Councilmember Holden said she sees some stone on the corner walls. She asked how much EFIS is in this project.

Mr. Asta said he would look into the City's design requirements to make sure they are meeting those requirements. They try to break up the facade with glazing and different color variations so it's not one long linear line.

Councilmember Holden asked if he is aware of the Crepeau Nature Preserve in this neighborhood.

Mr. Asta is not familiar.

Councilmember Holden said it's a nature preserve and it's quiet. She said it's not that much further for a sidewalk. If they are looking to give additional amenities, that may be an option.

Councilmember Weber said that the nature preserve is Bethel's property. It's not a city-owned trail. He believes it's a cooperative agreement. It's a privately owned trail. He asked why affordability wasn't approached on this project. The documents outline 80-100% market-rate. He assumes that is 100%.

Mr. Asta confirmed but said 100% isn't the max. In some areas, 120% is market. He wanted to share his thoughts on economics and some different ways they have approached projects. Arden Hills is a desirable area and land is not cheap. The same can be said about construction pricing.

The same can be said about interest rates in the capital markets. It is challenging to find projects that pencil out and work while still providing an economic return to those putting money into them. They have gotten around that with market rents, which is being proposed here, or some kind of subsidy. In other cities, tax increment financing (TIF) is common. They have done tax credit projects, which starts another conversation. He isn't sure if that is a discussion today. On the other side there is grant money and soft funds. In addressing affordability their thought is, instead of providing artificially capped rents, they are looking at providing more supply to the market. The other projects in Shoreview perform really well and are able to continue increasing rents because there is no additional supply in the market. The employers in the area need places for their employees to live. If they bring in a new housing supply to the market, it will ultimately put downward pressure on the overall ecosystem of housing. If that continues to happen, there will be a stable middle-ground on market rents. If developed with affordable units, Minnesota's 4d tax treatment means the property doesn't pay property taxes. In the proposed scenario, the property would be paying full property taxes, that will probably be about $500,000, or more per year. He said he believes that's 10 times what the property is currently paying. There are other mechanisms that can be implemented. Inclusionary zoning in Eden Prairie requires that 20% of the units are 50% area median income (AMI). They hire a financial consultant and they offset it with a TIF District.

Councilmember Weber asked him to speak to the benefit of the residents of Arden Hills, if it isn't affordability.

Mr. Asta said it is increasing the tax base and increasing housing options. He said the newest apartment building in town is at least 10 years old. If someone wants to work, live and play in Arden Hills, it would mean living in an older house or older apartment. Simply increasing the tax base allows other residents to have a lesser tax burden.

Councilmember Weber said this is a significant increase in density, to more than 25% over the maximum. Not knowing how this pencils out for them, wouldn't the same benefits come from someone who stays within that density guideline?

Mr. Asta said to a lesser extent. Fewer units equals lesser tax base. He can't say for certain, but he would be surprised to learn that someone could get the numbers to work with something like that. It goes back to the cost of construction, land and capital markets.

Councilmember Weber said it sounds like there is some competition for this property. He looked up this property on the Ramsey County site and he believes this property pays taxes. So this is an increase in taxes due to improvements.

Mr. Asta believes they paid $60,000 in taxes last year.

Mayor Grant said Catholic United isn't a huge building. It's a huge parking lot with a sizeable chunk of land.

Discussion ensued that Catholic United Financial owns the entire property and Transwestern is the broker.

Mayor Grant said his assumption is there is more than one interested party. He asked if he is wrong about that.

Community Development Director Reilly said he has been approached by at least four separate residential multi-family developers to talk through requirements and hurdles. He gave them all the exact same information. Roers is here because their conversations with Transwestern and the property owner has led them to this point. All of the people he spoke to wanted to put at least 150 units on this parcel and many wanted to put more than 200.

Mayor Grant said that is driven by the cost of land, cost of acquisition and cost of demolition. None of that comes cheap. It has to pencil out or it won't be financially viable. He asked if Mr. Schroeder is a financial analyst.

Mr. Schroeder confirmed he works with the numbers and works hand and hand with Mr. Astra to find a model that works for the company.

Mayor Grant said we face an interesting scenario here. Our land is relatively expensive, therefore it lends itself to a market rate environment. Council is aware of that.

Councilmember Rousseau is happy to see interest in diverse apartments. We've had a number of 55-plus developments and she sees a need for the workforce in their 20s and 30s. People will rent, if they can find it, to get into the Mounds View school district. She noted a 1-bedroom is $1,400/month and a 3-bedroom is $2,200/month. She asked what the square footage is.

Mr. Astra said this project has slightly larger units with a 2-bedroom being 1,100 square feet and a 3-bedroom being close to 1,500 square feet.

Councilmember Monson said the B2 District has density of 20-units per acre. She asked what the new ordinance would allow. Have we had the density discussion and talked about where we want to go with that ordinance?

City Administrator Jagoe said we have looked at strategies with regards to off-street parking requirements, lot size, setbacks and impervious surface coverage requirements. We have not looked at density per acre.

Councilmember Monson likes this project. In the world we live in, you need to have a lot of units. She thinks this is a great location for a multi-family project. She likes that the sidewalks are already proposed. She thinks the affordable housing will be the key component for further discussion. Overall, this looks good to her. She asked if the pool is proposed to be on the roof, or on the ground.

Mr. Astra said it's both. It's not on the roof, but it is above the parking structure.

Councilmember Weber said he also thinks this is an excellent property to be turned into residential. However, affordability is a huge sticking point for him. He said Council can discuss with the anticipated increase of tax revenue, TIF may be something worth discussing.

Mayor Grant would like to see a corporate campus on this land, but that is probably not in the cards. In the absence of that, he wants to see a Class A apartment building. It seems like that's what this is. He is in favor of it. He isn't hung up on the affordable housing issue. We're looking at 80%. He's more concerned about it being a Class A development than he is about affordability.

He'd like to see it, but he's not sure this is the place. TCAAP has a property that may scale the economies the other way where we can get affordability into Arden Hills. He said this is as close to downtown as we get, and he wants it to be a high-quality place.

Michael Salmen with Transwestern joined the conversation. He said they sell vacant land and buildings that are vacant or will become vacant. Many of those parcels are being purchased by developers who tear down what exists and redevelop the land. On behalf of the owner, Transwestern went out to find someone who can use the building in its current condition. That's usually their best buyer. They have exhausted that path. The developers who are still interested want to build 150-200-unit buildings. They are conscious of the fact that is more than what is allowed. The developers have been vetted and they looked to find the best developer that could accomplish a Class A project. They have settled on the Roers proposal, pending City Council's comments. He said none of the developers he spoke with were talking about doing affordable units due to the cost. Most of the land that they sell around the Twin Cities with an affordability component, there is some incentive provided by the city they are building in. It is difficult to build affordability into a project, without that.

Councilmember Weber said the ordinances he's seen, the incentive is additional density. This development is already asking for that. He understands there are a lot of factors that play into it but it should be recognized that exceeding the density by over 25% for any zone in Arden Hills is already a significant incentive.

Mr. Salmen appreciates that point and he thinks everyone, including Roers, will acknowledge that is an incentive. The developers he talked to about this site were asking if TIF was available and we were told, very clearly, that there was probably no financial incentive vs. density incentive. Most of the developers he spoke with said they wouldn't be able to do it without a TIF incentive.

Councilmember Holden asked if affordable apartments are based on the total cost of the project, including demo and everything else. Or is it based on the apartment building, itself.

Community Development Director Reilly sought clarity. He asked if the question is whether or not the cost of rent is directly related to the total cost of development.

Councilmember Holden said obviously it isn't, but she confirmed that is the question. She said market rates are about the same as everyone else around the area. By the time they do the demolition, cleaning the site, maybe they do a phase 1 and everything else. All that adds up. When talking about affordability on the price of the apartment rent is based on the total project cost or is really just based on the finished building.

Community Development Director Reilly said it is based on what the market will bear for the cost of the place to live.

Councilmember Holden thinks that's not a great answer because in Arden Hills they can have everything at market rate and they can be full.

Councilmember Monson said we can't control the housing market. We can only do what we can within our footprint. She said the ordinance says it's 20 units per acre. She asked how long we have had this density number.

City Administrator Jagoe would have to verify, but she believes it was amended when we introduced the multi-family to the B2 District for New Perspectives. She believes that was 2018 or 2019.

Councilmember Monson asked if the amendment was to allow up to 20 units per acre.

City Administrator Jagoe said multi-family residential was added to the B2 District.

Councilmember Monson said we are in a totally different world today than we were in 2018 and 2019. She gets the thought process that identifies that 27 is way higher than 20. It's hard for her to reconcile that when we know the market is really 25. She wants to set the baseline at market, but we also have to follow the ordinance. If we want to do density and give affordability, our code is out of date.

Community Development Director Reilly wanted to clarify his comment about rents. It is what the market will bear and in this scenario we're talking about a price point that is what HUD also says is our fair market rent. When they look at how they're going to subsidize something down to an affordable price for somebody who qualifies. The base line is that 40% of the units go for less and 60% go for more and that's the price point that Roers has identified here. This is the price point that they would be looking at if they built market rate anywhere in the metro.

Councilmember Rousseau said she was wondering about the $1,400 per month. She looked at some older apartments for her college age daughter and thinks this sounds pretty great. The average age of a first-time home buyer is 40 years old now. She would like to have places where 20 and 30 year o9lds can have homes, even if they aren't able to build equity.

Community Development Director Reilly said their initial proposal was almost 10 units an acre higher but they increased the number of larger units and decreased the overall number of units. They reconfigured their units to accommodate what Councilmember Rousseau is talking about.

Councilmember Rousseau wondered if the school district gets a heads up.

Community Development Director Reilly said that would be a wise thing to do.

Councilmember Rousseau said she knows the elementary school is setting out what their goals are.

Mayor Grant said Directory Reilly talked about what the market will bear. The market has to bear the cost of the land and the demo. Maybe in order to get a development like this to pencil out to 80-100% AMI is not a bad spot to be in. It may not be as deep as some others want but you are still getting a relatively affordable, quality development. That's what's important. From a city perspective, we want a good product that will stand the test of time.

Councilmember Weber would argue that the land value is impacted by the cost of demolition. The land value is going to go down and that doesn't impact the construction costs. He thinks the rent prices are good. They're phenomenal, actually. He isn't sure what they're based on. He is wondering how they arrived at those numbers and if there is any assurance that can be built in.

Mr. Asta said there are no assurances. This project won't open for three or four years. That's the concept behind market rents. It is determined by the market. It's hard to say exactly, but when working with financing partners they need to project where they think it will land. They use other properties in the area to determine that.

Community Development Director Reilly said Mayor Grant seems to be trying to get to the land cost side of the equation. He is interested in knowing if the Council has appetite for the City to work with some of our granting partners like Metropolitan Council, Ramsey County, DEED and the MPCA to apply for grants to help write down some of the cost of development.

Mayor Grant understands that may be Director Reilly's interest. He wanted to ask if the applicant has gotten what they came for, out of this discussion. He said what Director Reilly is talking about is weeks or months down the road. He is hearing Council say there was no push back from residential vs. business. There is general agreement on the plan. There is a little bit of concern about affordability, but not unanimously. There's a little concern on trails, where they are and what they connect to. That's a small item in the overall equation. Another comment was regarding building materials. He thinks all of those details would come out with a proposal. He asked Council if that is a fair assessment.

Councilmember Weber believes the desire for affordability was understated.

Mayor Grant said he acknowledged there was some concern over affordability. Brokers and builders hearing this would walk away knowing we're not opposed but we need to hear more.

Mr. Salmen said as the broker representing the owner he needs to assess the probability of getting to a closing someday. The Roers team wants to know that as well. He thinks they have the information they need to consider if they want to move forward or not.

Mayor Grant advised them to continue working with Director Reilly.

Mayor Grant noted that the agenda order had been rearranged at the beginning of the meeting but said, due to the amount of time spent on the first item, it may be better to revert back to the original order, since Bolton and Menk is presenting and he would have to stay through the Council Meeting if we begin the Affordable Housing Discussion now.

Council agreed.

B. Booster Station Aesthetics

Ryan Peterson with Bolton and Menk is the sub-consultant to Kimley Horn on the TCAAP/Rice Creek Commons public improvement project. Their primary focus is the sewer/water public utilities. They completed a refresh of the preliminary engineering report that was completed ten years ago. Part of that was to create a reliable water supply for the units that will be built there. The update of that preliminary engineering report indicated that a booster station would be needed in the west part of town to augment the existing booster station on the east, so there will be a reliable water supply when development occurs. A booster station is placed on the division between the two pressure zones in town. There is a north pressure zone and a south pressure zone. The north line is generally 694. That is why we dialed in to this particular intersection. The existing watermain also runs alongOld Highway 10/Old Snelling Avenue. We know we need one. Ramsey County is the

partner and they want to see this move forward so it's ready to go when public improvements are completed and ultimately for development. Having a reliable water supply is needed to fight fires and to fulfill the needs for affordable water supply.

Councilmember Weber asked if this will be used to fill the new water tower in Rice Creek Commons and to boost pressure for that water tower.

Mr. Peterson said a water tower is proposed there. The two aren't necessarily tied together, but they are both needed to provide adequate water supply.

Councilmember Holden said this is old information. The last report wanted the booster station south of 694.

Mr. Peterson said as long as we're in that general area, we'll be fine. We can't stray too far from that location. They felt the north side will work better because there are fewer trees, the grading is a little easier and the proposed location is a bit further away from the closest house than the one on the south. The building would sit significantly closer to a home, if it were built on the north. The booster station can function at either location.

Councilmember Holden said she checked her old notes and saw the reason given for placing it on the south was "utility reasons".

Mr. Peterson said the watermain runs north and south on Old Highway 10 so they would be able to access that from either location.

Mayor Grant asked if he means less expensive when he says the area is better. He heard comment that it is less expensive on the north than the south. However, he hasn't heard anyone quantify the cost differences.

Mr. Peterson said they aren't far enough along to do a cost estimate.

Mayor Grant asked what they are basing in on when he said it will work better on the north than the south.

Mr. Peterson said they would be further away from the closest house. The topography has a lesser ditch. There is an opening at the top of the area. From a functionality of the booster station is equal.

Councilmember Weber asked if this is part of Ramsey County's project.

Public Works Director/City Engineer Swearingen confirmed. It will be included with the spine road construction.

Councilmember Weber said that will be no cost to the City.

Public Works Director/City Engineer Swearingen confirmed. When analyzing the sites there is a clear difference. The north area is more constructable. The other side has a lot of elevation change and a lot more tree impacts. The north site was the preferred site for Ramsey County Public Works. If they keep it within their own right-of-way (ROW), there's not need to get any ROW from MnDOT, south of the site.

Councilmember Weber said that matters, especially being that the ROW is entirely the County's. He said the resident at the proposed location has been there forever and the resident on the other side has been there about a year. He doesn't know if that matters but he thinks it's worth considering.

Councilmember Monson said having this alternative site discussion without a map is difficult. She doesn't know if this conversation is supposed to be about the site or about selecting the aesthetics. She noted there is about 10 minutes remaining. If we need to have a discussion on an alternative site, she would ask that this be tabled until we have the information to complete the discussion. She asked if we're having the aesthetics conversation.

Mayor Grant said we're getting back to the aesthetics. He said Bolton and Menk has provided four models. He asked if there is a way to minimize the size of the booster station by building it into the grade or something of that nature.

Mr. Peterson said the original size was 30x40. It has been shrunk to 20x30. There are two big motors that have to be housed and employees need to be able to move around in there. It can't get much smaller.

Mayor Grant asked if it can be built sub-grade so it's isn't as tall. That could be helpful in terms of aesthetics.

Mr. Peterson said anything is possible. He said the grade goes up a little so we could build a retaining wall and sink it down a little. That would increase the cost. Maybe that's worth it, to reduce the concern.

Mayor Grant said retaining walls are expensive. He was thinking more like a basement or walk-out.

Mr. Peterson said this is an at grade, slab on grade building. He doesn't see it being like a walk out.

Councilmember Holden said a flat roof makes it look institutional. She said of the options presented, the simple gable one will blend in better than anything else.

Councilmember Monson asked why Option 3 has extra height. Is it just visual?

Mr. Peterson confirmed. It isn't functional.

Councilmember Monson said regardless of where it is built, making it look like a residential home would be helpful. She likes Option 3 but would like to see it as a single story. She doesn't like option 1. Her personal preference is Option 4. However, when keeping the impacts to neighbors in mind, she's okay with another design. She wanted to clarify that if there is going to be a discussion on alternate locations, we should do that at the next work session.

Mayor Grant thinks option 1 looks institutional, 3 is too tall and 4 has a slanted roof. He doesn't like any of those. He thinks option 2 minimizes the height and looks a little residential.

Councilmember Weber likes option 4 the best. He thinks option 3 sort of resembles the nearby resident's house, at least in color.

Councilmember Holden asked if option 3 could be built at 16 feet.

Mr. Peterson confirmed. They could have a hybrid between options 2 and 3, if we want to extend the roof and make it look more like a house.

Councilmember Rousseau said option 1 is a no. She likes option 2 because it's short. She doesn't like the height of option 3. She'd like to see a blend of those two.

Mr. Peterson said he is hearing Council wants a hybrid between options 2 and 3 and keep it as short as possible.

Councilmember Holden asked if option 2 is so tall is because of the grade of the roof.

Mr. Peterson confirmed. It is a little steeper.

Public Works Director/City Engineer Swearingen said he heard Council express interest in discussing the site of this building. He said he can meet with Ramsey County and Bolton and Menk to see if there is a cost analysis we can do on each site. He reminded that Ramsey County is paying for this so he is unsure how that factors in. We have to move forward with design because lead time for these buildings is extensive. He will get information to Council as soon as he has it.

Councilmember Holden said for 15 years we have talked about this being on the south side. This is a major change.

Public Works Director/City Engineer Swearingen said that was a preliminary design report that never made it to the design phase. We're at the design phase now. He will look into this deeper and update Council.

Council recessed the Work Session at 6:53 pm.

Council reconvened the Work Session at 8:30 pm.

C. Affordable Housing Policy Discussion

Community Development Director Reilly said he would like to get feedback on the draft ordinance language. He tried to incorporate all of the comments from the previous discussion, along with what he has heard from other municipalities and developers about what works well for them. He created a market-based Arden Hill specific approach that doesn't borrow from any one specific other municipality. He has noted what the existing comprehensive plan says about units per acre and some other information that puts together development considerations with the inclusionary housing policy concept.

Councilmember Holden asked how this document differentiates between the TCAAP property. How do we make sure that if this is passed, it won't be used there. That's a completely different animal.

Community Development Director Reilly said this would apply only in the zoning categories that are outside of the ones referenced for Rice Creek Commons. They have different land use descriptions and different zoning districts.

Councilmember Holden said she would like that to be specifically referenced to avoid confusion.

Councilmember Weber said love it. Ship it.

Councilmember Monson said the memo outlines inclusionary housing, zoning code reforms, reduce required parking and selectively increase maximum densities. She is concerned that we aren't at market with our density requirements today and we need to fix that. Is that what this section is about or something that has to go through HKGi?

Community Development Director Reilly said the zoning code consultants were not asked to address density in their rewrite. However, we have the opportunity to do it because we are in the middle of revising things.

Councilmember Monson asked if Staff would recommend we go through the consultants or do it here?

Community Development Director Reilly said the most cost-effective way would be for Council to talk through it and we can incorporate into those edits as they move through that process.

Councilmember Monson asked if there is a risk to slowing down the consultant's process by us adding things in.

City Administrator Jagoe said the timing of it is possible. She is trying to move the accessory dwelling unit discussion to the March Work Session. She thought if Director Reilly can pull something together to talk about densities, we can do that in parallel. However, she can't speak to this evening to his availability to pull both topics together by the March meeting.

Councilmember Monson wants us to have a realistic density so we can get housing here. She also knows someone is trying to come in and wants 167 units. She doesn't think this will be in place before that application comes in, but she's paying attention to it. The affordable housing fund is a recommendation. She noted in the memo it states, "civil penalties and damages collected under this ordinance shall be deposited into the housing trust fund and used exclusively for affordable housing programs and initiatives."

Community Development Director Reilly said that was supposed to be removed until we can have the conversation about the affordable housing fund.

Discussion ensued on how additional density can be calculated over the base amount on different housing development types. Further discussion ensued, and examples were given, regarding the development proposed tonight and other re-developable locations in the city.

Mayor Grant said he is sensitive to developers being able to develop in Arden Hills on property that is expensive, while at the same time trying to push the levels of affordability that limit their ability to pencil out. He has no problem with 80% AMI on 10% of the units.

Councilmember Rousseau likes the options outlined in the packet. She wondered if a housing redevelopment authority maps out the key areas where they anticipate housing will come up as an option.

Community Development Director Reilly said we can evaluate it. We can have a housing needs and housing supply study done again. The last one was done for Rice Creek Commons and it's a little old. Now is a good time to do a study in preparation for the Comprehensive Plan. There are dollars from other agencies available to pay for those kinds of things. That would help us understand where our desirable development sites are and what kinds of products would be of interest. The Ramsey County Community and Economic Development Team have contracted with Urban3, a consulting group that does visualizations of tax capacity and identifying the best options for high-value development in a community. They are offering each municipality in the County the opportunity to have a place-based resource.

Councilmember Rousseau likes the idea of the very low income, low income and workforce housing percentages. She suspects that if we go lower than 80% AMI there will have to be some incentives from the city. She wants to understand how many spaces would there be if we support 5% of units are very low income. What does that look like?

Councilmember Holden asked how this would work with a PUD. A developer isn't going to propose including sidewalks, landscaping or playground equipment if this is in place. We're more limited on what we can request through the PUD because they won't have the money to do it.

Community Development Director Reilly doesn't think that's an assumption that bears out in the marketplace.

Councilmember Holden asked if there will be enough area for playgrounds if we increase the maximum coverage by 10%. She wonders where the 10% came from or how it was vetted out.

Community Development Director Reilly said those are all things that are options. The density bonus compensates for required affordable units. With lot coverage increases the developer would be able to decide which option works best for them. If they're strictly marketing to families, they won't create a site that doesn't allow them to have a successful lease-up rate for families.

Councilmember Holden said then we won't get as much density.

Community Development Director Reilly confirmed or we would get more 1- and 2-bedroom units and fewer family units if they use a bigger piece of the land.

Councilmember Holden said according to Ramsey County the biggest need isn't 3 bedrooms. If we do affordable housing, how does that work in an apartment? She has heard before that they cluster the affordable units in one area of the building?

Community Development Director Reilly said that can't happen, based on the proposed language. They have to be distributed throughout and cannot be concentrated in any single building, floor or section. They must be proportionately distributed across all unit types and indistinguishable from market rate units.

Councilmember Holden asked if that is our rule.

Community Development Director Reilly confirmed it's our proposed rule. Generally, what happens is developers who are volunteering to include affordable units offer a certain number of each unit type available at the affordable rate and they lease them up, as applications come in. Someone can pick the unit they want and if they are income qualified they pay the income qualified rate, if not, they pay the standard market rate.

Mayor Grant said he doesn't think any two developments will ever be the same. In a PUD environment the developer can ask for concessions on density or affordability. He asked if that was correct.

Community Development Director Reilly said yes, unless there is a minimum density that can't be met. The underlying zoning still applies. We would have to do something to allow for the increase in density.

Mayor Grant said a PUD enables flexibility for both the developer and the city.

Community Development Director Reilly said for everything except for the number of units per acre.

Mayor Grant said everything else can be negotiated.

Community Development Director Reilly confirmed.

Mayor Grant said if a developer is doing 167 units, why would they not make it a PUD?

Community Development Director Reilly said many cities don't allow them.

Mayor Grant said he wants that to be an option.

Councilmember Monson said the reason we are having this conversation is because we have specifically been told that we can't ask for affordable housing in exchange for density, unless it's in our ordinance. She asked if the drafted material today is middle of the road, is it aggressive?

Community Development Director Reilly said he went towards the more aggressive side.

Councilmember Monson assumes that will hold them to higher standards. They will have to do more if they want to get more. She wants to have this but she doesn't want it to be super aggressive. She would like to see it be more middle of the road. She doesn't want it to be so restrictive that they just go to a different city. She asked if this is ready to move on and be reviewed by the planning commission. She asked if Director Reilly needs anything else from Council before he feels it's ready for that review. She would like to move this to the planning commission quickly because she thinks it may take them more than one meeting to discuss.

Councilmember Holden agrees the policy should be middle of the road. She asked what staff would change in the information provided to make it a little less aggressive. She said this is just the base. We can still demand more as part of a PUD.

Community Development Director Reilly confirmed. It's all negotiable. If we want this to go to the Planning Commission in March, he would want to send it there with at least a 7.5% minimum number of units for low income and workforce housing.

Councilmember Holden asked how increasing the lower income at 50% to 7.5% impacts it?

Community Development Director Reilly said there is an argument that the region needs more units at 50% or less so there is a higher need for that. Meaning we want that to be at the same level as the others. Developers target market rate. The market rate is that 80-100% of the AMI.

Councilmember Holden said we want to make sure people aren't walking away from developing here. She said this is more aggressive than Shoreview.

Community Development Director Reilly confirmed.

Councilmember Weber is willing to adjust the numbers in section 8.1. He recognizes that aiming for 60% to get a density bonus is ideal, he doesn't think it's realistic. He thinks 80% is better. We haven't seen one of these developments get fully vetted and reviewed with analyzing their finances to determine how well they are coming out. Keeping densities at a moderate number allows the city to get the benefits we want, through negotiation.

Mayor Grant doesn't want us to price ourselves out of the market by going over the top with affordability. We need to be middle of the road.

Community Development Director Reilly said these percentages are options. It's not all in one. They can pick more than one. He's hearing we don't want to incentivize anyone to produce income units targeted to people who are below 50% of AMI.

Mayor Grant thinks we're starting to price ourselves out of the market when we're forcing that into the equation. There are other communities that went in big-time and developers just don't try in those communities.

Councilmember Weber asked for confirmation that if a developer comes in and offers affordability with 5% of their units being 50% AMI, they qualify. They wouldn't also need to 7.5% and 10%. If they come in with 10% of their units being 80% AMI, they qualify and don't need to do the other two.

Community Development Director Reilly confirmed

Mayor Grant said he's still at 15%, 5% and 0%.

Councilmember Weber said if we put 0 in there that means they can do 0 at 50% AMI and still qualify.

Mayor Grant is saying you would take that whole line item out.

Councilmember Rousseau would be willing to send this to the Planning Commission. She asked if it would be valuable for them to also have the neighboring communities' markets, for them to consider.

Community Development Director Reilly confirmed he can do that.

Discussion ensued regarding what the AMI in Arden Hills is. Median Family income in the metro is $132,400. at the income at 80% AMI for a family of four is $104,200, 60% is $79,400 and 50% is $66,200.

Councilmember Monson said she feels good sending this to the planning commission with the explicit instruction that we are trying to be middle of the road.

Councilmember Weber said he likes the options on the table, as they are.

Community Development Director Reilly corrected his earlier statement to clarify that the percentages as proposed are the same as Shoreview. The difference is the number of family-sized units in a building. He increased the requirement for family-size units but created fewer options to simplify things.

Councilmember Weber would like the question posed to the Planning Commission and see how they feel about that, or if they express interest in expanding it.

Councilmember Holden said if we do 50% AMI at 5%, that's just more money that the City has to come up with to help fund it, if somebody chose that.

Community Development Director Reilly said these are requirements. It's telling them they have to do this, or nothing at all. If someone says they can't do it unless we give them money, we direct them to the section that outlines what additional options they can do, in addition to what's required.

Councilmember Holden said if this goes to the Planning Commission she wouldn't want them to change everything. What is the Planning Commission's job on this?

Community Development Director Reilly said they are tasked with making a recommendation to City Council and Council can ultimately decide.

Councilmember Monson said Director Reilly can deliver the messages he heard here this evening.

Councilmember Weber doesn't think it would serve the Planning Commission to blow up an ordinance like that. They watch the meetings. They put a lot of effort into helping us do what we do.

Councilmember Holden didn't say they don't put in effort. She asked what their job is because sometimes they become more of the policy makers when they give it to us, after we passed it to them, and it comes back significantly changed.

Council had consensus to move this topic on to the Planning Commission.

D. Proactive Policing (added to the agenda)

Councilmember Holden said recently something showed up on the Ramsey County Sheriff's Department reports called proactive visits. She asked City Administrator Jagoe to look into. She said technically we are being billed for them to do their patrol.

Councilmember Weber added his wife stated this sounds like directed patrol. She is a supervisor for Minneapolis 911.

Councilmember Holden asked if we are being charged for each one of these. That is in the formula for how we pay. We don't want proactive visits. This is part of their contract. We need to look at the contract and figure out what this is.

Councilmember Weber completely agrees. He thinks this equates to them finding a way to bill us for the extra expenses they are seeing right now.

Mayor Grant said Staff will look into proactive visits and learn if we are being billed. In the past a proactive visit was if a deputy driving down the street and they see a resident outside. They stop and say and ask how things are going. We need to find out what these proactive visits are and determine if we are being billed for them.

Councilmember Holden added we want to know how it differentiates between patrol and being community oriented.

City Administrator Jagoe said she did share their response with Council on what proactive visits are. She is hearing the question of are we being billed and find out what the contract says.

Councilmember Rousseau said if it is determined that they are billing us in a different way with the proactive visits, we should clarify if they are doing that in any other space. She heard a rumor that they are going to start charging us for booking people. We want to make sure they haven't changed other processes.

Councilmember Holden would like to see an audit. Anytime someone goes to Kirkwold they say we don't get billed for it but it's in our report because someone brings in something up there that has nothing to do with Arden Hills. She doesn't believe the numbers.

Councilmember Weber said the same thing goes for responses to county roads and highway. Any city that is not a contract city doesn't get billed for that. That's their responsibility to patrol and respond to those areas.

Staff will research what we're being billed for.

E. Cities for Safe and Stable Communities Discussion (added to the agenda)

Mayor Grant said the Safe and Stable Communities group has hired a lobbying firm. He isn't sure what they're lobbying for. A number of cities have signed on. He's heard there is a cost.

Councilmember Holden would like to know what they are lobbying for or will costs increase after we join.

Councilmember Weber said one of the primary goals for him since this whole immigration enforcement started was to work with other cities. As a group we will be much more influential and will get better outcomes. If this serves that end, he is for it.

Mayor Grant said we were a member of a coalition before. You lose a little bit of your own voice, to some degree. You have less direct control over what the message is. When you are in a coalition you are one of many. That can be positive because you have some power, but your voice is one of a few. By yourself, your voice is your voice.

City Administrator Jagoe will research and ask some additional questions regarding what they are lobbying for. She understands the coalition cost to get in is $5,000 spread across all of the cities that join. So as more cities join, the cost is reduced. That contract goes through April. If the coalition continues beyond April, there may be additional costs to remain in the coalition.

This item will be brought back for further discussion when the questions that were raised are answered.

F. Code of Conduct

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 9:28 p.m.

_____	_____
Jen Estling	David Grant
Deputy Clerk	Mayor

DRAFT

Approved: March 9, 2026

CITY OF ARDEN HILLS, MINNESOTA
REGULAR CITY COUNCIL MEETING
FEBRUARY 9, 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, Emily Rousseau and Kurt Weber

Absent: None

Also present: City Administrator Jessica Jagoe; City Attorney Kori Land; 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 Holden requested Item 8E be pulled from the Consent Agenda for discussion as Item 9A.

Councilmember Weber requested the addition of Item 11A allowing for the discussion of the reconsideration of the EDA appointments approved on January 12, 2026.

Mayor Grant requested comment from the City Attorney on how to proceed with this item.

City Attorney Land explained in order to move an item forward a Councilmember had to be on the prevailing side. She clarified that Councilmember Weber had proposed this as a discussion on whether or not there would be a motion to reconsider. She stated Councilmember Weber would not be able to move or second a motion to reconsider if one were made. She advised that a motion to have a discussion was within the Council's discretion.

Mayor Grant indicated this creates a concern of sorts. He explained it appears Councilmember Weber would like to hold a discussion of a reconsideration under Item 11A on the agenda.

Councilmember Weber stated this was correct.

Mayor Grant reported previous notice was not given on this item.

City Attorney Land advised previous notice does not need to be given for this item.

Councilmember Monson requested Items 8L and 8M be pulled from the Consent Agenda in order for these items to be read aloud.

Mayor Grant noted he would be reading these items aloud for the record.

Councilmember Monson indicated she would not need these items pulled from the Consent Agenda.

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

2. TCAAP/RICE CREEK COMMONS UPDATE

City Administrator Jagoe stated at the JDA work session on February 2nd, Ramsey County staff provided infrastructure updates on Rice Creek Boulevard. They shared that coordination with the US Army continues to be one of the critical path items that will impact the project schedule. The US Army will need to approve the TGRS Relocations, Monitoring Well Adjustments along with Site K Coordination. Ramsey County Community and Economic Development staff sent a letter in January to the Army urging their engagement. The roadway project schedule has shifted to having the 100% plans being completed by August with the start of construction anticipated to start in the Spring of 2027 with completion in the Fall of 2028. Ramsey County is reviewing options for early work items that could begin yet this fall.

Ramsey County along with its consultant Kimley Horn reviewed two TRC Amendments with the JDA. The first was to reduce the width of the multi-use trails in the TRC from 12 feet to 10 feet. There is a proposed multi-use trail on the east and west sides of Rice Creek Boulevard. Rasmey County staff share that 10 feet is their standard width for multi-use trails constructed on County roads. Reasons stated for practical difficulty were that the Rice Creek Watershed District exemptions for trails is capped at 10 feet, that a 12 foot trail requires stormwater treatment for entirety of trail width, and future development and cost impacts.

The second TRC discussion item was lighting along Rice Creek Boulevard. The TRC states that street lights shall be placed at an average of forty feet on center. Ramsey County requested the JDA consider a recommendation to amend the TRC for spacing of street lighting. Commissioners requested Ramsey County and their consultant prepare photometric plans at a variety of spacing including as stated in the TRC and bring this back for discussion at their March meeting.
This meeting was a work session so no formal action could be taken. There was consensus amongst the JDA to staff on moving forward with next steps. Therefore, JDA staff will be bringing this discussion to their March 2nd meeting for a formal motion to recommend to the City and County on minor TRC amendments to allow for a 10 foot multi-use trail and those considerations for potential street lighting spacing.

Lastly at the work session, the JDA discussed the hybrid developer approach and directed staff to identify and analyze the items needed to be addressed in a cooperative agreement and bring this topic back to the JDA in 90 days with an update. Under this hybrid approach, the City and County would need to negotiate and decide certain terms for a cooperative agreement prior to soliciting for development partners so that each developer would know the expectations before submitting a proposal. It is expected that the cooperative agreement would include issues surrounding timing, financing, operations, and maintenance of sitewide infrastructure and amenities such as parks, utilities, roads, natural resources corridor, and other common areas. Under a hybrid developer approach, some of these terms need to be agreed upon in advance to assure the City and County that critical infrastructure is properly accounted for and to set expectations for each development area, and therefore, for each developer.

Next immediately following the Work Session, the JDA held a special regular meeting to approve the Chair and Vice Chair for 2026 along with the 2026 road map. Given the earlier updates from Ramsey County staff on Rice Creek Boulevard construction, the Commissioners agreed to move the timing of the next webinar to later in the year since Infrastructure was scheduled to be the next topic.

Neither of the advisory committees have met.

Then as an update to the JDA lawsuit against Alatus Arden Hills, LLC, there was an amended scheduling order issued and that order indicates the next benchmark for court activity would be in June with all discovery needing to be completed. At this time, the JDA litigation attorneys are in the discovery phase.

The next JDA meeting will be held on Monday, March 2nd.

Councilmember Holden explained she had concerns with the fact the trail width would be reduced by two feet. She noted this trail was supposed to manage pedestrian and bike traffic and she supported the trail remaining 12 feet wide. She questioned if the County would have better results if negotiating with multiple developers, given the County did not have success negotiating with a single developer for the Rice Creek Commons project.

City Administrator Jagoe reported through the hybrid approach the items that were being looked at by the City and County would come to terms. She explained the City and County would address these items specifically so the developers would know what the expectations were going into the solicitation phase when it came to land sales, fees, etc.

Councilmember Holden stated if multiple developers were selected, she had concerns that the overall flow of the development would be compromised.

City Administrator Jagoe commented in terms of flow the phasing would be discussed with County staff. She reported a real estate expert is being considered to help with phasing. She indicated the TRC zoning would assist with keeping the design guidelines consistent throughout the development.

Councilmember Monson reported the hybrid approach was not a foregone conclusion. She indicated she was not fully sold on this being the right choice for the project. She noted staff was gathering more information and would be reporting back to the JDA at the March meeting. She

explained this was a very large project and staff had to evaluate if the hybrid approach would balance the risk of moving the project forward.

Councilmember Holden reported a master developer was proposed to ensure Ramsey County did not have to assume all the risk. She supported someone completing research because now the Army was being blamed for delaying this project. She indicated the Army has always been clear about needing a five-year timeline for planning and budgeting purposes. She was concerned that there were communication failures when it came to working with the Army.

Mayor Grant concurred this was previously known.

Councilmember Monson stated a Councilmember may have asked staff for information regarding what the County was doing with the Army. She indicated she was a developer and she understood how the federal government operated. She reported this project was targeted for sustainability and noted the Army has been a point of frustration for herself.

Councilmember Weber noted a question came up at the last meeting and comments were made about the desire to work with the Army. He explained he asked how far along the County was with the Army and it sounds like they were pretty far along and progress was being made.

Councilmember Holden asked that the City's JDA representatives ask to see this progress.

3. PUBLIC INQUIRIES/INFORMATIONAL

Patrick Burlingame, 3590 Snelling Avenue North, thanked the Council and staff for the work on the proclamation, resolution and letter that was sent to federal delegates. He noted in the last several weeks he met with staff and listened to residents. Through these interactions he has learned residents were feeling the effects of federal immigration enforcement agents and that the tools available to the City were limited. He appreciated the fact the City Council would be taking concrete steps to put the City's position on the record and to escalate the City's concerns to federal leaders. He asked how and when the City would be sharing the response the City receives from the federal delegation with residents.

4. RESPONSE TO PUBLIC INQUIRIES

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

City Administrator Jagoe provided a verbal response to the inquiries that were raised at the January 12, 2026 City Council meeting.

Councilmember Monson asked that these comments be sent to the speaker from the January 12, 2026 City Council meeting.

Councilmember Weber commented he would have appreciated seeing this response prior to the meeting since it was a response from the City Council.

5. PUBLIC PRESENTATIONS

None.

6. STAFF COMMENTS

None.

7. APPROVAL OF MINUTES

A. January 12, 2026, City Council Work Session
B. January 12, 2026, Regular City Council

MOTION: **Councilmember Monson moved and Councilmember Holden seconded a motion to approve the January 12, 2026, City Council Work Session meeting minutes as presented and the January 12, 2026, Regular City Council meeting minutes as amended. The motion carried 4-0-1 (Councilmember Rousseau abstained).**

8. CONSENT CALENDAR

A. Motion to Approve Consent Agenda Item - Claims and Payroll
B. Motion to Approve 2025 Budget Carryovers and 2026 Budget Adjustments
C. Motion to Approve City Administrator One-Year Performance Review
D. Motion to Approve Amended Legal Services Agreement for City Attorney
E. ~~Motion to Approve Agreements with Ramsey County and Freimuth Enterprises, LLC for City Recycling Event on May 30, 2026~~
F. Motion to Approve Ramsey County Fleet Service Invoice for Annual Public Works Fleet Repairs
G. Motion to Approve State of Minnesota Department of Transportation Cooperative Construction and Maintenance Agreement for Proposed MN-51 Trail
H. Motion to Approve Contract for 2026 PMP Winter Tree Clearing with Castle Rock Contracting & Tree Service, LLC
I. Motion to Approve Resolution 2026-006 Approving Plans and Specifications and Ordering Advertisement for Bids – 2026 PMP Street and Utility Improvement Project
J. Motion to Approve Final Payment to Ramsey County – Construction and Engineering Costs – Roundabout at Old Snelling Ave and County Road E/Lake Johanna Boulevard Project and Mounds View High School Trail on Lake Valentine Road
K. Motion to Approve Resolution 2026-007 Delegating to the North Suburban Communications Commission the Authority to Prepare Broadband Franchises
L. Motion to Approve City Statement Regarding Federal Immigration Enforcement Activities
M. Motion to Approve Federal Immigration Enforcement Proclamation and Authorization for Mayor to send a letter to Federal Legislators

Mayor Grant read Item 8L – a Motion to Approve City Statement Regarding Federal Immigration Enforcement Activities in full for the record.

Mayor Grant read Item 8M – a Motion to Approve Federal Immigration Enforcement Proclamation and Authorization for Mayor to send a letter to Federal Legislators in full for the record.

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

9. PULLED CONSENT ITEMS

A. Motion to Approve Agreements with Ramsey County and Freimuth Enterprises, LLC for City Recycling Event on May 30, 2026

Councilmember Holden encouraged residents to start cleaning out their closets and to participate in the City recycling event which would be held on Saturday, May 30, 2026.

City Administrator Jagoe reported the City hosted a similar event in 2025 and the City uses SCORE grant funding to cover the expense for the free clean up day. She noted the event would be held at the Ramsey County Yard.

MOTION: **Councilmember Holden moved and Councilmember Rousseau seconded a motion to approve Agreements with Ramsey County and Freimuth Enterprises, LLC for City Recycling Event on May 30, 2026. The motion carried (5-0).**

10. PUBLIC HEARINGS

None.

11. NEW BUSINESS

A. Discussion of the Reconsideration of the EDA Appointments Approved on January 12, 2026.

Mayor Grant stated a motion to reconsider this item would take a super majority vote and the motion could not be made by Councilmember Weber because he was not on the prevailing side.

City Attorney Land explained a motion to reconsider does not require a super majority vote but rather requires a simple majority vote. She advised a motion to rescind would require a two thirds vote.

Councilmember Rousseau stated she was not at the January 12 City Council meeting. She explained it was her understanding the EDA was to have one member from the business community and one resident member. She was curious to learn what happened with the appointments. She understood that there was one member from the business community and one member from the community that was interested in serving on the EDA.

Mayor Grant reported the item at hand was to discuss the reconsideration of the EDA appointments.

Councilmember Holden questioned how information got to the EDC. She stated there were already five residents on the EDA through the five Councilmembers who were all residents of

Arden Hills. She indicated when this item came to a vote she supported the recommendations because Ted Brausen has been in the community for years and knows all of the business leaders in the community. She stated in knowing Kyle Sorenson personally, she believed he was another great selection for the EDA. She believed it would be nice to have both of these individuals serving on the EDA.

Councilmember Weber discussed the reason he brought this forward and noted he had spoken with the Mayor since the January 12 meeting about how the process was conducted. He reported the process followed by Mayor Grant did not resemble what Councilmember Rousseau and himself had done in previous interviews for the Planning Commission and EDC. He was of the opinion more applications should have been accepted, the same questions should have been asked, notes should have been taken, and the entire EDC should have been interviewed for the EDA positions. He indicated the interview process should have been clear and identifiable and this did not occur. He explained this action has nothing to do with who was selected as the individuals selected may be the best choice. He reported he was more concerned with the process that was followed by the Mayor. He recalled discussion wherein two appointees to the EDA were to be one member from the business community and one resident, though this wasn't a requirement.

Mayor Grant asked that Councilmember Weber discuss the reconsideration of the EDA appointments.

Councilmember Weber requested the Mayor not interrupt his comments as he had the floor at this time.

Councilmember Rousseau stated she agreed there were a lot of great individuals that could serve on the EDA but noted the concerns being raised go back to the process that was followed. She indicated she would like to see one individual from the resident space and one from the business space. She inquired if the Mayor reached out to EDC Chair Jud Murchie as he was interested in serving.

Mayor Grant commented he did not reach out to him.

Councilmember Rousseau explained it would be her preference to have these positions treated more like the JDA Chair where members are given a chance to apply and interviews are held with the Councilmembers.

Councilmember Holden stated Councilmember Weber gave a synopsis of what has occurred over past years. She noted there have been many qualified individuals who came forward and put applications in that were not appointed. She indicated this would become a much greater topic if the Council was going to begin addressing who did and did not qualify for a position.

Councilmember Monson explained all of the people were fantastic. She commented this situation was a little disappointing because the EDA was one of the few commissions that can levy. She reported these two individuals would sit on a board with the City Council and could levy taxes. She indicated the City had a more formal process for interviewing the parks and trail committee members. She agreed the process needed to be more aligned and formal with staff input and input from the remaining Councilmembers. She noted these appointments could be a

liability. She stated she felt very uncomfortable and concerned that a formal process was not followed.

Mayor Grant indicated the EDA was a special group and the appointments to the EDA were made by the Mayor. He reported all other commission appointments were conducted in a different manner because they were not statutory. He commented on the process he followed for the EDA appointments, noting he reviewed resumes, held interviews and made a selection.

Councilmember Weber reported that everyone gets to apply for the commission positions and these positions are advertised broadly. He indicated this was a much smaller group that was not limited to just the EDC.

Councilmember Rousseau requested the Mayor send Ted Brausen's resume to her.

Mayor Grant asked if his ranking should be made public.

City Attorney Land stated this was a data practices request and any data the Mayor has regarding this business should be provided to Councilmember Rousseau.

Mayor Grant clarified for the record he received all of his data from the City, so it was the City's data and not his data.

Councilmember Rousseau explained regarding past appointments, the City had two individuals that applied to the PTRC and one said they would not come to meetings unless the PTRC discussed a specific item and another individual wasn't even aware of the name of their neighborhood park. She noted these responses made the appointment process more simple.

Councilmember Holden commented she was not part of the interview process and she has not received the interview questions. She questioned if the majority of the Council wanted a certain individual on the EDA.

Councilmember Monson stated she has spoken very clearly about why she would like these appointments to have a formal process. She inquired if the Mayor would hold a more formal process for these appointments in the future given how the appointments require Council approval. She would like to see a process followed similar to the appointments for planning commissioners and the JDA Chair.

Mayor Grant explained these appointments were not like the planning commission or PTRC where everyone can apply. He indicated it was a smaller group. He stated he could commit to a more formal process in the future. He reported these individuals were appointed to a six year term and six years from now the Council can address this concern.

Councilmember Monson asked what the next step would be if a motion to reconsider this item were to pass.

City Attorney Land advised the first step would be to discuss the item. The next step would be to make a motion to reconsider and vote on this motion. If this item passes, the Council could then have the appointments back on the floor for consideration.

Mayor Grant reiterated that a motion to reconsider would require a two-thirds vote to be adopted under Roberts Rules of Order and must be made by a member who voted on the prevailing side.

Councilmember Monson commented she was relying on the information from the City Attorney regarding Roberts Rules of Order.

Councilmember Weber explained he had no one in mind for the EDA, but rather he was concerned about the interview process being done transparently.

MOTION: **Councilmember Monson moved and Councilmember Rousseau seconded a motion to reconsider the EDA appointments that were made on January 12, 2026.**

City Attorney Land reported as a point of clarification the maker of the motion and the seconder have to be on the prevailing side of the motion that was made on January 12. She advised this meant Councilmember Rousseau could not second this motion because she was not in attendance at the January 12, 2026 City Council meeting.

MOTION: **Councilmember Weber moved and Councilmember Monson seconded a motion to reconsider the EDA appointments that were made on January 12, 2026.**

Mayor Grant explained this meant the motion would fail for lack of a second and this dispenses with the item.

12. UNFINISHED BUSINESS

None.

13. COUNCIL COMMENTS

Councilmember Rousseau requested data on the six-year appointment the Mayor has made for the EDA and that this information be shared with the entire City Council as well as the EDC members.

Councilmember Rousseau stated she would like the City Council to consider not charging late fees for water and sewer for this quarter due to immigration enforcement concerns.

Mayor Grant recommended this be a work session topic at an upcoming meeting because this action would require a formal motion from the City Council.

Councilmember Rousseau asked that staff provide contact and resource information for individuals who were having trouble paying their Xcel Energy bills this winter. She noted payment plans were available and asked that Xcel's contact information be added to the City's website.

Councilmember Rousseau stated she was looking forward to discussing the City joining the Safe and Stable Communities Coalition.

Councilmember Rousseau commented she would like the City's tourism liaison be asked to resign because their decisions were not aligned with increasing tourism in the City of Arden Hills.

Councilmember Weber stated he supported this being a direct action from the City but could also support this item going to a future worksession meeting.

Councilmember Weber explained the Planning Commission met on Wednesday, February 4 and reviewed three planning cases. These items would be coming to the City Council in March.

Councilmember Weber discussed an immigration enforcement issue that occurred in the community this past weekend at Arden Manor. He noted he witnessed ICE agents staging at County Road 96 and on a business property behind Holiday. He indicated this information did not show up on the immigration report from Ramsey County. He noted he spoke with the City Administrator regarding this matter and asked that any contact with immigration enforcement be recorded as such by Ramsey County. He reported he was happy to see the event at Arden Manor did not escalate.

Councilmember Weber stated he was very disappointed with the fact the City Council could not come together to reconsider the EDA appointments. He noted he was not given clear information or transparency from the Mayor on his process when appointing members to the EDA. He reported two members of the City Council refused to allow this to happen.

Councilmember Holden reported when she heard about the immigration event she contacted the Ramsey County Sheriff's Office and asked about what happened at Arden Manor. She reported the Ramsey County Sheriff's Department received no calls from Arden Manor regarding ICE activity but rather two ICE vehicles were viewed on County Road 96 and someone called in reports of accident. She noted a Ramsey County Sheriff drove by these vehicles, looked up the license plates and learned they were ICE vehicles.

Councilmember Holden explained there were also calls on Round Lake Road on the cul-de-sac that ICE was in the area. She noted a Ramsey County Sheriff visited this area and ICE said they had arrested someone, but the exact location was unknown. For this reason, an incident report was not created. She encouraged residents with questions about ICE activity in the community to contact the Ramsey County Sheriff's Office.

Councilmember Holden stated she would like to further discuss the tourism appointment at an upcoming worksession meeting. She indicated there were other issues that should be addressed such as where ICE agents were getting food and gas. She discussed how the hotels in the area have GSA contracts for the National Guard and stated she did not want the community to lose all of these rooms if the GSA contract were to go away.

Councilmember Holden inquired if staff had an update on Shoreline Lane.

City Administrator Jagoe reported the Property Owner had submitted a data request and the City Clerk was pulling together permit history for this property. She noted there was nothing to share with the neighborhood at this time. She stated if there were code enforcement items or concerns a resident should make a complaint with the City.

Councilmember Holden indicated she had a request regarding the open ice hole on Lake Johanna and noted there was a request to see if the PTRC and the City of Arden Hills would like to take this over.

Councilmember Monson reported on Saturday, January 31 the City held a special work session to discuss federal immigration activities in the community. She thanked the public for attending this meeting and for their show of support for the community. She noted the Council would continue to work to adapt as things change. She appreciated that ICE activities in the community were now being tracked. She encouraged residents to call 911 if they see ICE working in the community in order to assist with tracking the ICE activity in the community.

Councilmember Monson stated the 75th Anniversary for the City of Arden Hills was this year and noted a community was working on creating a community event that would be held in July of this year. She noted the committee was seeking sponsors to assist with funding this event.

Councilmember Monson explained she could support the City waiving late fees for the City water and sewer fees for the first quarter of 2026. She indicated she was looking forward to the EDA appointment information being forwarded to her email. She noted she supported the Xcel Energy information be posted on the City's website.

Mayor Grant stated the City of Roseville recently implanted franchise fees.

Mayor Grant commented on the process he followed for the EDA appointments, noting he received applications from City staff, he ranked them, held interviews and made offers on these positions. He reiterated that these appointments were statutory and was part of his duty as Mayor. He had no doubt that the two people appointed were high quality individuals that wanted to see Arden Hills succeed.

Mayor Grant explained he believed requesting the Gateway Visitor Bureau's representative to resign was not appropriate at this time. He did not believe there was justification behind whether or not ICE was at a hotel, or whether or not this individual had any decision making authority over this. He stated he would not be supporting such an action. He anticipated ICE agents were gassing up in the community or buying groceries at local businesses, but he did not want to go after these business owners either.

Mayor Grant thanked Councilmember Monson for the update on the 75th Anniversary event. He reported the Arden Hills Foundation would like to sponsor the car show.

ADJOURN

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

Mayor Grant adjourned the Regular City Council Meeting at 8:25 p.m.

_____ _____

Julie Hanson
City Clerk

David Grant
Mayor

CONSENT ITEM 8A

MEMORANDUM

DATE:	March 9, 2026
TO:	Honorable Mayor and City Councilmembers Jessica Jagoe, City Administrator
FROM:	Joua Yang, Finance Director Pang Silseth, Accounting Analyst
SUBJECT:	Claims and Payroll Listing

Budgeted Amount:	Actual Amount:	Funding Source:
N/A	N/A	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 #4		$181,005.70
2026 Payroll #5		$127,520.90
	Total Payroll	**$308,526.60**
Paid Claims - 1/31/2026-2/28/2026 (Check Nos. 53988-54052 and ACH Checks)		$1,143,563.68
	Total Accounts Payable	**$1,143,563.68**
	Total Claims	**$1,452,090.28**

CITY OF ARDEN HILLS
PAYROLL # 4
CHECKS DATED: 02/13/26
Biweekly: 01/24/26 - 02/06/26

EMPLOYEE DEDUCTIONS	AMT.	CITY BENEFIT	Payment Method
FIT	9,401.62		EFT
FICA Oasdi	7,150.78	7,150.78	EFT
FICA Medicare	1,672.41	1,672.41	EFT
SIT	4,635.23		EFT
TOTAL TAXES	**22,860.04**	**8,823.19**	
Paid Family Medical Leave-ER Add'l		189.83	A/P Check*
Paid Family Medical Leave-ER		555.42	A/P Check*
Paid Family Medical Leave-EE	555.42		A/P Check*
TOTAL PFML PREMIUMS	**555.42**	**745.25**	
Health Premium	2,902.97	39,917.28	A/P Check*
Dental Premium	349.94	842.56	A/P Check*
FSA Health Care Reimb.	162.50		A/P Check*
FSA Dependent Care Reimb.	156.25		A/P Check*
TOTAL FLEXIBLE SPENDING	**3,571.66**	**40,759.84**	
HSA Health Saving	1,770.74	1,500.00	EFT
TOTAL HEALTH SAVINGS	**1,770.74**	**1,500.00**	
PERA	7,003.03	8,080.41	EFT
MissionSquare	2,941.30	0.00	EFT
Central Pension Fund-Union	1,920.00		A/P Check*
MN State Retirement System	1,412.30		EFT
TOTAL RETIREMENT	**13,276.63**	**8,080.41**	
AFLAC	22.76		EFT
Life/Addl/Dep Life	114.34	107.50	A/P Check*
Life/Addl non-tax	28.96		A/P Check*
LTD/STD Insurance	1,535.74		A/P Check*
MNCS	166.12		
PERA Life Insurance	48.00		A/P Check*
IUOE 49 Dues (Union)	140.00		A/P Check*
TOTAL VOLUNTARY	**2,055.92**	**107.50**	

Total Employee Deductions	44,090.41
Net Payroll	0.00
Direct Deposit	76,899.10
Gross Payroll Tie-Out	120,989.51
Plus City Paid Benefit	60,016.19
TOTAL PAYROLL COST	**181,005.70**

FICA TIE-OUT	
Gross Payroll	120,989.51
Less Total FSA	3,571.66
Less Total H.SA	1,770.74
Less Voluntary Ins	51.72
Less Non Taxable Tech Reimb	450.00
Net P/R Subject to FICA	115,335.22
FICA Oasdi @ 6.20%	7,150.78
FICA Medicare @ 1.45%	1,672.41

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.
* A/P Checks can be found on the ACCOUNTS PAYABLE Check Approval report.

CITY OF ARDEN HILLS
PAYROLL # 5
CHECKS DATED: 02/27/26
Biweekly: 02/07/26 - 02/20/26

EMPLOYEE DEDUCTIONS	AMT.	CITY BENEFIT	Payment Method
FIT	8,164.67		EFT
FICA Oasdi	6,544.16	6,544.16	EFT
FICA Medicare	1,530.48	1,530.48	EFT
SIT	4,218.60		EFT
TOTAL TAXES	**20,457.91**	**8,074.64**	
Paid Family Medical Leave-ER Add'l		166.21	A/P Check*
Paid Family Medical Leave-ER		487.43	A/P Check*
Paid Family Medical Leave-EE	487.43		A/P Check*
TOTAL PFML PREMIUMS	**487.43**	**653.64**	
Health Premium	2,902.97	0.00	A/P Check*
Dental Premium	349.94	0.00	A/P Check*
FSA Health Care Reimb.	162.50		A/P Check*
FSA Dependent Care Reimb.	156.25		A/P Check*
TOTAL FLEXIBLE SPENDING	**3,571.66**	**0.00**	
HSA Health Saving	1,770.74	0.00	EFT
TOTAL HEALTH SAVINGS	**1,770.74**	**0.00**	
PERA	6,945.51	8,014.05	EFT
MissionSquare	2,982.15	0.00	EFT
Central Pension Fund-Union	1,920.00		A/P Check*
MN State Retirement System	1,412.30		EFT
TOTAL RETIREMENT	**13,259.96**	**8,014.05**	
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	40,067.88	
Net Payroll	0.00	
Direct Deposit	70,710.69	EFT
Gross Payroll Tie-Out	110,778.57	
Plus City Paid Benefit	16,742.33	
TOTAL PAYROLL COST	**127,520.90**	

FICA TIE-OUT	
Gross Payroll	110,778.57
Less Total FSA	3,571.66
Less Total H.SA	1,770.74
Less Voluntary Ins	51.72
Net P/R Subject to FICA	105,550.66
FICA Oasdi @ 6.20%	6,544.16
FICA Medicare @ 1.45%	1,530.48

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: 3/5/2026 11:02 AM

Check No	Vendor No / Invoice No	Vendor Name / Description	Check Date / Reference	Check Amount
ACH	ACH001	US BANK	01/31/2026	
	ARVIM12026	APPLE.COM/BILL Icloud		0.99
	ARVIM12026	RED WING SHOES #818-Clothing		18.49
	ARVIM12026	GEMPLERS Clothing		96.62
	ARVIM12026	RED WING SHOES #818-Clothing		74.99
	BAARS12026	AMAZON.COM*128DZ8WY3-Clothing		120.48
	BAARS12026	DEPT OF AGRICULTURE-Licensing		15.00
	BAARS12026	AMAZON MKTPL*QX44Q7EC3-Clothing		39.98
	BAARS12026	DEPT OF AGRICULTURE-Licensing		0.32
	BAARS12026	SP US-KEENFOOTWEAR-boots		218.25
	CHRIM12026	APPLE.COM/BILL Icloud		0.99
	CHRIM12026	FLEET FARM 3100-clothing		122.47
	CHRIM12026	KWIK TRIP #454 HUGO MN-training		13.26
	FRIDJ12026	NASSCO INC.-PACP/LACP/MACP Recertifica		775.00
	FRIDJ12026	NASSCO INC.-PACP/LACP/MACP Recertifica		775.00
	FRIDJ12026	NASSCO INC.-PACP/LACP/MACP Recertifica		775.00
	FRIDJ12026	FLEET FARM 3100-boots		198.69
	FRIDJ12026	AMAZON MKTPL*T07HE9BO3		166.55
	GEBAM12026	TRACTOR SUPPLY #221-Clothing Allowance		205.61
	GEBAM12026	APPLE.COM/BILL-Icloud		0.99
	HANSJ12026	LEAGUE OF MINNESOTA CITI-MN Mayors /		30.00
	HANSJ12026	FUSION LEARNING PARTNERS-RCLLG Me		580.00
	JAGOJ12026	PY *JIMMIE S OLD SOUTHERN-EE Apprecia		1,217.19
	JOHNM12026	OFFICE DEPOT #375 Supplies		86.96
	JOHNM12026	AMAZON MKTPL*NL9A41F43-Delock Warm		29.66
	JOHNM12026	SQ *DAVIS LOCK AND SAFE-Warming Hous		22.50
	MIKAT12026	MENARDS BLAINE MN-Supplies		94.17
	MIKAT12026	MENARDS BLAINE MN-Supplies		32.42
	MIKAT12026	DEPT OF AGRICULTURE-License Renewal		15.00
	MIKAT12026	DEPT OF AGRICULTURE FEE-License Renew		0.32
	MIKAT12026	APPLE.COM/BILL I-Icloud		0.99
	MOONJ12026	AMAZON.COM*7D0PV6QV3-Clothing Allow		300.40
	MOONJ12026	APPLE.COM/BILL ICloud		0.99
	SKALJ12026	MN RECREATION AND PARK A		99.00
	SKALJ12026	MN RECREATION AND PARK A		59.00
	YANGJ12026	WILLSCOT MOBILE MINI-Hazelnut Warming		1,014.00
	YANGJ12026	AMAZON MKTPL*F01JY7PF3-Supplies		28.53
			Total for this ACH Check for Vendor ACH001:	7,229.81
ACH	ACH002	AFLAC	01/31/2026	
	609991	Insurance Premiums-January 2026		45.52
			Total for this ACH Check for Vendor ACH002:	45.52
ACH	ACH006	MINNESOTA DEPT OF LABOR-BLDG P	01/31/2026	
	10826	Q4 Building Surcharge		5,141.76
	10826	Q4 Building Surcharge		-205.67

Check No	Vendor No / Invoice No	Vendor Name / Description	Check Date / Reference	Check Amount
		Total for this ACH Check for Vendor ACH006:		4,936.09
ACH	ACH007	QUADIENT FINANCE USA INC	01/31/2026	
	6418	Postage supplies		202.75
		Total for this ACH Check for Vendor ACH007:		202.75
		Total for 1/31/2026:		12,414.17
ACH	0319	CITY OF ROSEVILLE	02/06/2026	
	024265	Water Purchase-December		133,617.78
		Total for this ACH Check for Vendor 0319:		133,617.78
ACH	0327	STAPLES INC	02/06/2026	
	6052840929	Supplies		109.24
	6052840929	Supplies		55.78
	6052840930	Supplies		36.07
	6052840930	Supplies		16.29
	6052840931	Supplies		18.09
	6052840932	Supplies		22.79
	6052840933	Supplies		39.89
	6052840933	Supplies		43.67
	6052923655	Supplies		18.73
	6052923656	Supplies-Credit		-22.09
		Total for this ACH Check for Vendor 0327:		338.46
ACH	0750	VERIZON WIRELESS	02/06/2026	
	6133208635	Service 01/11-2/10		951.46
		Total for this ACH Check for Vendor 0750:		951.46
ACH	10268	DAVID SWEARINGEN	02/06/2026	
	013026	Mileage Reimbursement-CEAM Conference		69.60
		Total for this ACH Check for Vendor 10268:		69.60
ACH	10343	TIM BEEBE	02/06/2026	
	012626	Clothing Reimbursement		144.35
		Total for this ACH Check for Vendor 10343:		144.35
ACH	10363	MINUTE MAKER SECRETARIAL	02/06/2026	
	M2182	01/12 CC Meeting		258.25
		Total for this ACH Check for Vendor 10363:		258.25
ACH	10442	SPRINGBROOK HOLDING COMPANY I	02/06/2026	
	INV-022056	2026 Maintenance Agreement		8,460.63
	INV-022056	2026 Maintenance Agreement		8,460.63
	INV-022056	2026 Maintenance Agreement		8,460.63
	INV-022056	2026 Maintenance Agreement		4,693.93
	INV-022056	2026 Maintenance Agreement		4,693.93
		Total for this ACH Check for Vendor 10442:		34,769.75
ACH	10476	TWIN CITIES COMMERCIAL CLEANEI	02/06/2026	
	02261827	Janitorial-February		1,554.58

Check No	Vendor No / Invoice No	Vendor Name / Description	Check Date / Reference	Check Amount
		Total for this ACH Check for Vendor 10476:		1,554.58
ACH	1125	BOLTON & MENK INC	02/06/2026	
	0383513	Park System Plan		2,504.00
	0384764	2026 PMP		14,780.00
		Total for this ACH Check for Vendor 1125:		17,284.00
ACH	1363	WATER CONSERVATION SERVICES IN(	02/06/2026	
	150538	Leak Locate-1304 Amble Rd		428.00
		Total for this ACH Check for Vendor 1363:		428.00
ACH	7025	ON SITE COMPANIES -OSSTC INC	02/06/2026	
	0002015357	Restrooms		353.00
		Total for this ACH Check for Vendor 7025:		353.00
53988	10633	COMPANION ANIMAL CONTROL	02/06/2026	
	0126	Animal Control-January		200.00
		Total for Check Number 53988:		200.00
53989	0447	I.U.O.E LOCAL 49 BENEFIT FUND-INSI	02/06/2026	
	BP3-0326	March Insurance		13,400.00
	NB4-0326	March Insurance		1,907.00
		Total for Check Number 53989:		15,307.00
53990	6748	RELIANCE STANDARD	02/06/2026	
	02-26	MNL1320001211 February		782.23
	02-26	MNL1320001211 February		583.36
		Total for Check Number 53990:		1,365.59
53991	10597	RYAN COMPANIES US INC	02/06/2026	
	RBS17874	Plumbing-Main Floor Women's Toilet		54.00
		Total for Check Number 53991:		54.00
		Total for 2/6/2026:		206,695.82
ACH	0189	GOPHER STATE ONE CALL	02/13/2026	
	6010188	Locates-January	Locates	41.41
	6010188	Locates-January	Locates	41.42
	6010188	Locates-January	Locates	41.42
		Total for this ACH Check for Vendor 0189:		124.25
ACH	0192	GRAINGER INC	02/13/2026	
	9789123610	Ball Valve		123.87
		Total for this ACH Check for Vendor 0192:		123.87
ACH	0243	METROPOLITAN COUNCIL-WASTE W/	02/13/2026	
	0001199716	March Wastewater		88,052.11
		Total for this ACH Check for Vendor 0243:		88,052.11
ACH	0292	OXYGEN SERVICE COMPANY INC	02/13/2026	

Check No	Vendor No / Invoice No	Vendor Name / Description	Check Date / Reference	Check Amount
	0003642036	January Rental		43.17
			Total for this ACH Check for Vendor 0292:	43.17
ACH	0327	STAPLES INC	02/13/2026	
	6053220792	Supplies		166.19
	6053220793	Credit Memo		-22.79
	60532520794	Supplies		22.79
			Total for this ACH Check for Vendor 0327:	166.19
ACH	0387	MISSIONSQUARE #302482	02/13/2026	
	PR 26-04	PR Batch 00100.02.2026 MissionSquare EE Dec	PR Batch 00100.02.2026 Miss	2,580.00
	PR 26-04	PR Batch 00100.02.2026 MissionSquare EE Per	PR Batch 00100.02.2026 Miss	361.30
			Total for this ACH Check for Vendor 0387:	2,941.30
ACH	10442	SPRINGBROOK HOLDING COMPANY I	02/13/2026	
	INV-023019	Civic Pay Fee		45.60
			Total for this ACH Check for Vendor 10442:	45.60
ACH	10611	INFOSEND INC	02/13/2026	
	303390	January UB Statements		800.10
	303390	January UB Statements		800.10
	303390	January UB Statements		800.11
			Total for this ACH Check for Vendor 10611:	2,400.31
ACH	1125	BOLTON & MENK INC	02/13/2026	
	0384720	MS4		792.50
	0384720	2028 PMP		92.50
	0386109	2025 Park Improvement 12/6-1/16		910.00
			Total for this ACH Check for Vendor 1125:	1,795.00
ACH	1254	NUSS TRUCK & EQUIPMENT	02/13/2026	
	ESA002991-1	2026 Mack Truck		121,826.72
			Total for this ACH Check for Vendor 1254:	121,826.72
ACH	4889	COMMUNITY FOOTWORKS	02/13/2026	
	02042026	February FootCare Clinic		470.40
			Total for this ACH Check for Vendor 4889:	470.40
ACH	5173	BADGER METER	02/13/2026	
	80225938	Beacon & LTE Serv Units-January		1,013.39
			Total for this ACH Check for Vendor 5173:	1,013.39
ACH	5383	CRYSTEEL TRUCK EQUIPMENT INC	02/13/2026	
	FP203349	Pushframe & Pin Kit		588.08
			Total for this ACH Check for Vendor 5383:	588.08
ACH	7508	MED COMPASS	02/13/2026	
	48847	Annual Hearing Test		825.00
	48902	Annual Hearing Test		34.75
			Total for this ACH Check for Vendor 7508:	859.75
ACH	A1HY	A-1 HYDRAULIC SALES & SERVICE IN	02/13/2026	

Check No	Vendor No / Invoice No	Vendor Name / Description	Check Date / Reference	Check Amount
	0136911-IN	Supplies		17.25
			Total for this ACH Check for Vendor A1HY:	17.25
ACH	ALPI	ALLEGRA PRINT & IMAGING INC	02/13/2026	
	177459	75th Anniversary Logo		295.00
	178311	January Newsletter Postage		1,206.56
	178311	January Newsletter		3,105.44
	178312	Pad Print		1,022.00
	178315	Garden Bags		4,203.00
	178316	Cooler Bags		1,287.04
	178319	Frisbees		2,611.00
			Total for this ACH Check for Vendor ALPI:	13,730.04
ACH	TOII	TOKLE INSPECTIONS INC	02/13/2026	
	02012026	January Electrical Inspections		9,943.44
			Total for this ACH Check for Vendor TOII:	9,943.44
53996	0131	BEISSWENGERS HOMETOWN HARDW	02/13/2026	
	3056/6	Supplies		69.90
			Total for Check Number 53996:	69.90
53997	6842	BELSON OUTDOORS LLC	02/13/2026	
	WQ390386	Bench and Mounting Kit		1,625.53
			Total for Check Number 53997:	1,625.53
53998	10483	CENTRAL PENSION FUND	02/13/2026	
	401333.0126	January Apprenticeship Fund		576.00
			Total for Check Number 53998:	576.00
53999	CPF1	CENTRAL PENSION FUND SOURCE A	02/13/2026	
	184503.0126	January Pension		4,608.00
			Total for Check Number 53999:	4,608.00
54000	1033	COMCAST	02/13/2026	
	98681.0226	Service 2/5-3/4		111.52
			Total for Check Number 54000:	111.52
54001	0841	EHLERS & ASSOCIATES INC.	02/13/2026	
	104486	General Consulting		530.00
	104487	TCAAP Consulting		568.75
			Total for Check Number 54001:	1,098.75
54002	0390	INT'L UNION OPERATING ENGINEERS	02/13/2026	
	1200.0226	February Dues		280.00
			Total for Check Number 54002:	280.00
54003	10460	LANO EQUIPMENT INC	02/13/2026	
	01-1197024	Tree Spade Rental		1,000.00
	02-1210800	Supplies		35.07
			Total for Check Number 54003:	1,035.07
54004	0222	LEAGUE OF MINNESOTA CITIES	02/13/2026	

Check No	Vendor No / Invoice No	Vendor Name / Description	Check Date / Reference	Check Amount
	441715	2026 Membership Dues		12,342.00
			Total for Check Number 54004:	12,342.00
54005	10523	METRO-INET	02/13/2026	
	3258	IT Support-February		11,242.00
			Total for Check Number 54005:	11,242.00
54006	MISC2	MINNERAL SERVICE PLUS, LLC	02/13/2026	
	2025-01444	Hydrant Water Usage		-1,004.74
	2025-01444	Hydrant Deposit Refund		2,000.00
			Total for Check Number 54006:	995.26
54007	MNCS	MINNESOTA CHILD SUPPORT PAYME	02/13/2026	
	PR 26-04	Remit ID: 0015865995 - Mn Child Support 2/13	PR Batch 00100.02.2026 Mn	166.12
			Total for Check Number 54007:	166.12
54008	NSCC	NORTH SUBURBAN COMMUNICATIO	02/13/2026	
	2026-538	Q4 2025 Contribution		6,469.20
			Total for Check Number 54008:	6,469.20
54009	10610	OUVERSON SEWER & WATER	02/13/2026	
	1310289295	Met Council I&I-3243 Lake Johanna Blvd		5,000.00
			Total for Check Number 54009:	5,000.00
54010	0811	RAMSEY COUNTY	02/13/2026	
	FLEET-001050	Equipment Repairs-December		7,811.80
	FLEET-001050	Equipment Repair Parts-December		9,906.26
	PUBW-022024	Old Snelling / County Road E		59,401.32
	SHRFL-002372	Law Enforcement-January		165,980.24
	SHRFL-002378	Law Enforcement-February		165,980.24
			Total for Check Number 54010:	409,079.86
54011	7064	ROTARY CLUB OF ARDEN HILLS-SHO	02/13/2026	
	5301967	Q1 2026 Membership Dues		127.50
			Total for Check Number 54011:	127.50
54012	9111	SAFE ASSURE CONSULTANTS INC	02/13/2026	
	3969	Safety Training		2,693.23
			Total for Check Number 54012:	2,693.23
54013	MISC1	ST PAUL PLUMBING & HEATING CO	02/13/2026	
	2026-0089	Refund Overpayment 2026-00089		0.64
			Total for Check Number 54013:	0.64
54014	10635	STEVEN TOKLE INSPECTIONS INC	02/13/2026	
	02032026	Janaury Electrical Inspections		424.00
			Total for Check Number 54014:	424.00
54015	3099	TRI STATE BOBCAT INC-LITTLE CAN	02/13/2026	
	A59576	Supplies		112.54

Check No	Vendor No / Invoice No	Vendor Name / Description	Check Date / Reference	Check Amount
			Total for Check Number 54015:	112.54
54016	10568	VERIZON CONNECT	02/13/2026	
	601000084954	January Service		334.95
			Total for Check Number 54016:	334.95
			Total for 2/13/2026:	702,532.94
ACH	0285	XCEL ENERGY	02/20/2026	
	962703355	12/15/2025-1/15/26		2,861.38
	962703355	12/15/2025-1/15/26		1,804.07
	962703355	12/15/2025-1/15/26		1,324.67
	962703355	12/15/2025-1/15/26		1,871.21
	962703355	12/15/2025-1/15/26		60.47
	962703355	12/15/2025-1/15/26		244.82
	962703355	12/15/2025-1/15/26		3,099.15
			Total for this ACH Check for Vendor 0285:	11,265.77
ACH	0320	HEALTH PARTNERS INC	02/20/2026	
	009597730241	March Insurance		1,542.37
	009597730241	March Insurance		31,431.03
			Total for this ACH Check for Vendor 0320:	32,973.40
ACH	0327	STAPLES INC	02/20/2026	
	6054078239	Supplies		22.19
	6054078239	Supplies		37.90
	6054121438	Supplies		35.19
	6054121439	Supplies		43.67
	6054434180	Supplies		123.48
	6054434180	Supplies		101.38
	6054434181	Supplies		7.19
	6055027710	Supplies		52.49
	6055027710	Supplies		14.58
			Total for this ACH Check for Vendor 0327:	438.07
ACH	0922	NINENORTH	02/20/2026	
	2026-004	Audio Visual-January		818.60
	2026-004	JDA Audio Visual-January		138.32
			Total for this ACH Check for Vendor 0922:	956.92
ACH	10363	MINUTE MAKER SECRETARIAL	02/20/2026	
	M2196	2/4 PC Meeting Minutes		354.75
	M2196	2/9 CC Meeting Minutes		241.50
	M2196	2/2 JDA Meeting Minutes		261.00
			Total for this ACH Check for Vendor 10363:	857.25
ACH	10474	RECYCLE TECHNOLOGIES	02/20/2026	
	INV-3834	Electronic Scrap		275.35
			Total for this ACH Check for Vendor 10474:	275.35
ACH	10497	CINTAS CORP	02/20/2026	
	4259380843	Mats		116.25

Check No	Vendor No / Invoice No	Vendor Name / Description	Check Date / Reference	Check Amount
	5317401104	First Aid		123.68
	5317404401	First Aid		108.82
			Total for this ACH Check for Vendor 10497:	348.75
ACH	1125	BOLTON & MENK INC	02/20/2026	
	0387293	2026 PMP		27,694.00
			Total for this ACH Check for Vendor 1125:	27,694.00
ACH	1223	ADAM'S PEST CONTROL - MAIN	02/20/2026	
	4360341	February Pest Control		94.62
			Total for this ACH Check for Vendor 1223:	94.62
ACH	7501	KELLY & LEMMONS PA	02/20/2026	
	66862	December Prosecution		3,475.46
	67051	January Prosecution		4,302.36
			Total for this ACH Check for Vendor 7501:	7,777.82
ACH	8032	PACE ANALYTICAL FIELD SVC INC	02/20/2026	
	26123653	January Drinking Water Survey		1,548.95
			Total for this ACH Check for Vendor 8032:	1,548.95
ACH	SRFC	SRF CONSULTING GROUP INC	02/20/2026	
	16750.00-26	Old HWY 10 Trail		3,683.89
			Total for this ACH Check for Vendor SRFC:	3,683.89
54017	UB*00825	BRIAN BEUTEL	02/20/2026	
		Refund Check 012266-000, 3522 Glenarden Ro		284.09
			Total for Check Number 54017:	284.09
54018	UB*00822	STEVEN BUCHANAN	02/20/2026	
		Refund Check 012891-000, 4471 Arden View C		1.05
			Total for Check Number 54018:	1.05
54019	UB*00816	MARTHA CARLEY	02/20/2026	
		Refund Check 001693-000, 1896 Glenpaul Aver		332.02
			Total for Check Number 54019:	332.02
54020	0342	CITY OF SHOREVIEW	02/20/2026	
	0000001554	2025 Lexington avenue Traffic Light		1,053.25
			Total for Check Number 54020:	1,053.25
54021	1033	COMCAST	02/20/2026	
	101030.0226	Service 02/03-03/02		123.35
			Total for Check Number 54021:	123.35
54022	10244	COMCAST BUSINESS INC	02/20/2026	
	262891093	February Service		511.60
			Total for Check Number 54022:	511.60
54023	UB*00827	James DeSota	02/20/2026	
		Refund Check 002992-000, 4455 Arden View C		406.47

Check No	Vendor No / Invoice No	Vendor Name / Description	Check Date / Reference	Check Amount
			Total for Check Number 54023:	406.47
54024	UB*00821	JOSHUA GOLDEN	02/20/2026	
		Refund Check 012368-000, 1415 County Road I		235.26
			Total for Check Number 54024:	235.26
54025	UB*00824	GOOD DOMUS DUO LLC	02/20/2026	
		Refund Check 013698-000, 3224 Lake Lane		30.74
			Total for Check Number 54025:	30.74
54026	10595	HEALTHEQUITY	02/20/2026	
	oeicrx4	February Fees		64.80
			Total for Check Number 54026:	64.80
54027	1040	HOISINGTON KOEGLER GROUP INC	02/20/2026	
	024-028-20	AH Zoning Code Update-January		6,258.75
			Total for Check Number 54027:	6,258.75
54028	UB*00819	MOLLY HOUDEK	02/20/2026	
		Refund Check 006934-000, 1420 Arden Place		39.49
			Total for Check Number 54028:	39.49
54029	UB*00823	CHRISTINE OR JASON KESSELRING	02/20/2026	
		Refund Check 012881-000, 3333 Lake Johanna		52.01
			Total for Check Number 54029:	52.01
54030	10579	LEVANDER GILLEN & MILLER P.A.	02/20/2026	
	42000E-0126	January Legal		1,400.00
	42000E-0126	January Legal		2,520.00
	42000E-0126	January Legal - TCAAP		1,292.50
			Total for Check Number 54030:	5,212.50
54031	UB*00818	MARGARET LIEDHOLM	02/20/2026	
		Refund Check 005282-000, 1201 Karth Lake Dı		162.51
			Total for Check Number 54031:	162.51
54032	0600	NCPERS GROUP LIFE INS	02/20/2026	
	315800032026	March Insurance		96.00
			Total for Check Number 54032:	96.00
54033	UB*00826	OPENDOOR PROPERTY TRUST	02/20/2026	
		Refund Check 013667-000, 1531 Briarknoll Cir		205.97
			Total for Check Number 54033:	205.97
54034	1208	PREMIUM WATERS INC	02/20/2026	
	610207-01-26	January Water		46.20
	613317-01-26	January Water		78.26
			Total for Check Number 54034:	124.46
54035	0811	RAMSEY COUNTY	02/20/2026	
	PRMG-005910	PW Rental Space-March		6,330.70

Check No	Vendor No / Invoice No	Vendor Name / Description	Check Date / Reference	Check Amount
	PRMG-005910	PW Rental Space-March		1,406.82
	PRMG-005910	PW Rental Space-March		3,165.35
	PRMG-005910	PW Rental Space-March		3,165.34
			Total for Check Number 54035:	14,068.21
54036	6748	RELIANCE STANDARD	02/20/2026	
	GL154938.0226	February Insurance		2,007.32
	GL154938.0326	March Insurance		1,968.57
			Total for Check Number 54036:	3,975.89
54037	UB*00820	Sharina Rodgers	02/20/2026	
		Refund Check 009989-000, 4478 Arden View C		166.92
			Total for Check Number 54037:	166.92
54038	UB*00817	GERALD SIEVERS	02/20/2026	
		Refund Check 002192-000, 3224 Lake Lane		10.08
			Total for Check Number 54038:	10.08
54039	10609	WALTERS RECYCLING & REFUSE INC	02/20/2026	
	0009455555	January Recycling		20,250.73
			Total for Check Number 54039:	20,250.73
			Total for 2/20/2026:	141,580.94
ACH	0387	MISSIONSQUARE #302482	02/27/2026	
	PR 26-05	PR Batch 00200.02.2026 MissionSquare EE Per	PR Batch 00200.02.2026 Miss	402.15
	PR 26-05	PR Batch 00200.02.2026 MissionSquare EE Dec	PR Batch 00200.02.2026 Miss	2,580.00
			Total for this ACH Check for Vendor 0387:	2,982.15
ACH	0750	VERIZON WIRELESS	02/27/2026	
	6135710140	Service 2/11-3/10		951.46
			Total for this ACH Check for Vendor 0750:	951.46
ACH	10556	INNOVATIVE OFFICE SOLUTIONS LLC	02/27/2026	
	IN5060887	Supplies		204.05
			Total for this ACH Check for Vendor 10556:	204.05
ACH	10600	METRO PRODUCTS LLC	02/27/2026	
	190316	Recalibrate Torque Wrench		52.50
	190432	Supplies		252.35
			Total for this ACH Check for Vendor 10600:	304.85
ACH	1125	BOLTON & MENK INC	02/27/2026	
	0387490	Arden Manor Park Improvement		4,014.00
	0387491	GIS Services		160.00
	0387491	Escrow #664 ROW 2022-00581		398.00
	0387491	Engineering Support		2,149.00
	0387492	Escrow #833 JDA PC 25-003		694.50
			Total for this ACH Check for Vendor 1125:	7,415.50
ACH	6060	BATTERIES PLUS	02/27/2026	

Check No	Vendor No / Invoice No	Vendor Name / Description	Check Date / Reference	Check Amount
	P89470288	Battery		21.95
			Total for this ACH Check for Vendor 6060:	21.95
ACH	7025	ON SITE COMPANIES -OSSTC INC	02/27/2026	
	0002027582	Restrooms 2/14-3/13		353.00
			Total for this ACH Check for Vendor 7025:	353.00
ACH	FPTC	FLEXIBLE PIPE TOOLS AND EQUIPME	02/27/2026	
	32293	Aries Repair		1,134.60
	32433	Inspect Standard Subscription		3,100.00
			Total for this ACH Check for Vendor FPTC:	4,234.60
54040	AR-BIOT	BIOTA LANDSCAPES	02/27/2026	
	GE 2025-00449	Escrow Refund GE 2025-00449 #810 3963 Glen		2,612.09
			Total for Check Number 54040:	2,612.09
54041	10636	CASTLE ROCK CONTRACTING & TRE	02/27/2026	
	4897	Winter Tree Clearing		12,400.00
			Total for Check Number 54041:	12,400.00
54042	10596	LB CARLSON LLP	02/27/2026	
	253957	2025 Audit Services		1,239.00
	253957	2025 Audit Services		1,239.00
	253957	2025 Audit Services		1,239.00
	253957	2025 Audit Services		1,399.00
	253957	2025 Audit Services		650.00
	253957	2025 Audit Services		1,239.00
			Total for Check Number 54042:	7,005.00
54043	MNCS	MINNESOTA CHILD SUPPORT PAYMEI	02/27/2026	
	PR 26-05	Remittance ID: 0015865995 Mn Child Support	PR Batch 00200.02.2026 Mn	166.12
			Total for Check Number 54043:	166.12
54044	10236	MINNESOTA PETROLEUM SERVICE	02/27/2026	
	0000170504	Rubber Adapter		1,812.00
			Total for Check Number 54044:	1,812.00
54045	0422	MINNESOTA POLLUTION CONTROL A	02/27/2026	
	022626MG	6/10/2026 Pump Workshop		195.00
	022626TB	6/10/2026 Pump Workshop		195.00
			Total for Check Number 54045:	390.00
54046	0155	OFFICE OF MN IT SERVICES-ACCTS R	02/27/2026	
	W26010626	January Phones		751.04
			Total for Check Number 54046:	751.04
54047	0811	RAMSEY COUNTY	02/27/2026	
	PUBW-022046	2025 Emergency Pre-Emption System		1,679.05
			Total for Check Number 54047:	1,679.05
54048	AR-SENI	SENIOR LIFE MANAGEMENT INC	02/27/2026	
	PC 25-005	Escrow Refund PC 25-005 #818 3529 Lexington		81.55

Check No	Vendor No / Invoice No	Vendor Name / Description	Check Date / Reference	Check Amount
			Total for Check Number 54048:	81.55
54049	10369	SORENSEN CONSULTING	02/27/2026	
	AH.1.26	360 Assessment		500.00
			Total for Check Number 54049:	500.00
54050	3099	TRI STATE BOBCAT INC-LITTLE CANA	02/27/2026	
	A59999	Supplies		11.19
			Total for Check Number 54050:	11.19
54052	1161	VALLEY-RICH CO INC	02/27/2026	
	35351	1388 Arden Oaks		6,340.67
	35371	1304 Amble Rd		6,154.56
			Total for Check Number 54052:	12,495.23
			Total for 2/27/2026:	56,370.83
ACH	ACH001	US BANK	02/28/2026	
	ARVIM22026	CARHARTT-Clothing		119.98
	ARVIM22026	APPLE.COM/BILL -Icloud		0.99
	BAARS22026	AMAZON MKTPL*C47RJ7C13-Clothing		35.98
	CHRIM22026	RED WING SHOES #818-Clothing & Boots		328.49
	CHRIM22026	APPLE.COM/BILL -Icloud		0.99
	CHRIM22026	IMPARK00200088U-Expo Parking		7.00
	CHRIM22026	RED WING SHOES #818-Clothing		139.98
	CHRIM22026	AMAZON MKTPL*XW77B67U3-Clothing		165.50
	CHRIM22026	THE HOME DEPOT #2828-Supplies		64.75
	FRIDJ22026	MINNESOTA NURSERY AND LAN-Shade Tre		480.00
	FRIDJ22026	MINNESOTA NURSERY AND LAN-Shade Tre		240.00
	FRIDJ22026	MINNESOTA NURSERY AND LAN-Shade Tre		480.00
	FRIDJ22026	FLEET FARM 3100-Clothing		212.95
	FRIDJ22026	MINNESOTA NURSERY AND LAN--To be Re		240.00
	FRIDJ22026	PSN*MINNESOTA RWA MN		350.00
	FRIDJ22026	PAYPAL *HAMLINE UNI		674.99
	FRIDJ22026	MINNESOTA NURSERY AND LAN		-240.00
	GEBAM22026	APPLE.COM/BILL		0.99
	GEBAM22026	CASEYS #3594-Fuel		37.01
	HANSJ22026	THE BUSINESS JOURNALS-subscription		230.00
	HANSJ22026	MINNESOTA STATE COLLEGES-MCFOA Co		395.00
	HANSJ22026	DAVANNIS #10 ARDEN HILL-CC Worksessio		135.26
	HANSJ22026	JIMMY JOHNS - 1532 - CC Worksession		198.62
	HANSJ22026	MINNESOTA STATE COLLEGES-MCFOA Co		395.00
	MIKAT22026	APPLE.COM/BILL-Icloud		0.99
	MIKAT22026	FLEET FARM 3100-Supplies		69.18
	MIKAT22026	U OF M CONTLEARNING OL-Leadership Tra		45.00
	MIKAT22026	MENARDS BLAINE MN-Supplies		88.36
	MILLL22026	U OF M CONTLEARNING OL-Stormwater Sy		200.00
	MILLL22026	ENGINEERSUP-Level Kit		863.78
	MOONJ22026	APPLE.COM/BILL -Icloud		0.99
	REILJ22026	INT'L CODE COUNCIL-2026 Educational Insti		1,000.00
	SEIFM22026	FLEET FARM 3100-Clothing		72.98
	SKALJ22026	MN RECREATION AND PARK A-CPSI Course		655.00
	SKALJ22026	WOMEN IN LEISURE SERVICES-Annual Mee		55.00
	SKALJ22026	MN RECREATION AND PARK A-2026 Membe		325.00
	YANGJ22026	GOVERNMENT FINANCE OFF-2026 Member		250.00

Check No	Vendor No / Invoice No	Vendor Name / Description	Check Date / Reference	Check Amount
	YANGJ22026	AMAZON MKTPL*1J17O9T73-Printer		275.00
	YANGJ22026	WILLSCOT MOBILE MINI-Hazelnut Warming		1,014.00
	YANGJ22026	AMAZON MKTPL*SC5NL8YC3-Supplies		22.98
	YANGJ22026	AMAZON.COM*QY37F20G3-Supplies		90.72
		Total for this ACH Check for Vendor ACH001:		9,722.46
ACH	ACH002	AFLAC	02/28/2026	
	948390	Insurance Premiums-February 2026		45.52
		Total for this ACH Check for Vendor ACH002:		45.52
ACH	ACH005	MINNESOTA REVENUE-SALES & USE	02/28/2026	
	21826	January Sales/Use Tax		13,168.88
	21826	January Sales/Use Tax		-0.46
	21826	January Sales/Use Tax		0.12
	21826	January Sales/Use Tax		32.46
		Total for this ACH Check for Vendor ACH005:		13,201.00
ACH	ACH007	QUADIENT FINANCE USA INC	02/28/2026	
	6418	Postage		1,000.00
		Total for this ACH Check for Vendor ACH007:		1,000.00
		Total for 2/28/2026:		23,968.98
		Report Total (116 checks):		1,143,563.68

CONSENT ITEM – 8B

MEMORANDUM

DATE: March 9, 2026

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

FROM: Jake Reilly, Community Development Director

SUBJECT: Resolution 2026-008 Approving a Minnesota Department of Labor and Industry Plumbing Plan Review Agreement and Application

Budgeted Amount:	Actual Amount:	Funding Source:
N/A	To be determined	Licenses and Permits

Council Should Consider

Motions to approve, table, or deny the following:

- Resolution 2026-008 Approving a Minnesota Department of Labor and Industry Plumbing Plan Review Agreement and Application

Background

The State of Minnesota Department of Labor and Industry (DOLI) conducts plumbing plan reviews for permits in Arden Hills, as stipulated in Minn. R. 1300.0215, Subpart 6. DOLI retains all related fees for plumbing plan review for commercial and public facility permits in Arden Hills.

Minn. Stat. § 326B.43, Subdivision 2 permits the delegation of authority for plumbing plan review for public and commercial projects to municipalities. This statute enables the DOLI Commissioner to establish an agreement with a municipality, in which the municipality agrees to carry out plan reviews typically performed by the commissioner or their designee.

To obtain this delegation, the City of Arden Hills must undertake several steps to formalize the delegation. This Resolution authorizes staff to apply for and establish an agreement with the State of Minnesota, for a designated representative of the municipality to perform the local plumbing plan reviews.

The City of Arden Hills has an established contract for supplemental inspection services with Rum River Consultants (RRC). RRC is an eligible designated representative of the municipality and will conduct the plan reviews on behalf of the city. The city will retain 15% of permit and plan review fees.

Budget Impact

By conducting local plumbing plan reviews, the City of Arden Hills will generate additional fee revenue. Although the exact amount remains uncertain due to unknown future remodel and new construction commercial development, sizable public and commercial projects hold the potential to have a significant impact.

Attachment

Attachment A – Resolution 2026-008 Approving a Minnesota Department of Labor and Industry Plumbing Plan Review Agreement and Application
Attachment B – DOLI Plumbing Plan Review Agreement Application - Arden Hills

Attachment A

CITY OF ARDEN HILLS
COUNTY OF RAMSEY
STATE OF MINNESOTA

RESOLUTION NO. 2026-008

RESOLUTION APPROVING A MINNESOTA DEPARTMENT OF LABOR AND INDUSTRY PLUMBING PLAN REVIEW AGREEMENT AND APPLICATION

WHEREAS, the State of Minnesota Department of Labor and Industry (DOLI) conducts plumbing plan reviews for permits in Arden Hills, as stipulated in Minn. R. 1300.0215, Subpart 6.; and

WHEREAS, Minn. Stat. § 326B.43, Subd. 2, permits the delegation of authority for plumbing plan review for public and commercial projects to municipalities, or their designee, by agreement; and

WHEREAS, this delegation agreement and the addition of plumbing plan review services will benefit the City of Arden Hills by generating additional revenue that the State of Minnesota usually retains by conducting these reviews; and

WHEREAS, customer service benefits for permit applicants and residents are significant as the state is behind on plan review, causing considerable delays in construction; and

WHEREAS, the City of Arden Hills currently contracts with Rum River Consultants (RRC) for supplemental building official services; and

WHEREAS, RRC has indicated its capacity to review plumbing plans; and

WHEREAS, Arden Hills Staff supports RRC as our designee to perform plumbing plan review for the City.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Arden Hills approves the application and agreement with the Minnesota Department of Labor and Industry in order for the City of Arden Hills to provide plumbing plan review services locally as presented and direct staff to file the agreement with the Minnesota Department of Labor and Industry.

BE IT FURTHER RESOLVED that this agreement may be terminated with or without cause on 90 days written notice to the Minnesota Department of Labor and Industry Commissioner.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ARDEN HILLS THIS 9TH DAY OF MARCH 2026.

_____
David Grant, Mayor

ATTEST:

_____
Julie Hanson, City Clerk

Minnesota Department of Labor and Industry
Construction Codes and Licensing Division
Plumbing Plan Review
443 Lafayette Road North St. Paul, MN 55155
Phone: (651) 284-5063
www.dli.mn.gov

DEPARTMENT OF LABOR AND INDUSTRY

Attachment B

Plumbing Plan Review Agreement Application

Under Minnesota Statutes, section 326B.43, subd. 2, the commissioner of the Department of Labor and Industry (DLI) may enter into an agreement with a municipality, in which the municipality agrees to perform plan review and specifications of plumbing systems in their jurisdiction subject to statutory requirements. Certain types of plans must still be submitted to DLI.

To request a formal plumbing plan review agreement, this application and all requested documents must be completed and submitted to: **Judy.Tacheny@state.mn.us.** Incomplete application will be rejected.

1. MUNICIPALITY INFORMATION

MUNICIPALITY NAME City of Arden Hills			DATE March 9, 2026
ADDRESS 1245 W Highway 96			EMAIL jreilly@cityofardenhills.org
CITY Arden Hills	STATE MN	ZIP CODE 55112	PHONE 651-792-7824
BUILDING OFFICIAL NAME			
MAILING ADDRESS 1245 W Highway 96			PHONE
CITY Arden Hills	STATE MN	ZIP CODE 55112	E-MAIL

APPROVED PLUMBING PLAN REVIEWER(S). If reviewer is contracted through a private company, check here ☑ and submit contract for review.

NAME Joe Gohman	LICENSE # PM67457	E-MAIL/PHONE joe@rumrivercc.com/763-331-7722
NAME	LICENSE #	E-MAIL/PHONE

2. REQUIRED DOCUMENTS THAT MUST BE ADOPTED BY ORDINANCES

Submit copies of following relevant ordinances:

1. The ordinance in which the municipality adopts the Minnesota Plumbing Code.
   (*Adoption of the Minnesota State Building Code by ordinance includes adoption of the Minnesota Plumbing Code, Chapter 4714.)*

2. The ordinance that requires plumbing plans and specifications to be submitted, reviewed, and approved by the municipality. The ordinance must clearly state exceptions for projects listed in Minnesota Statutes, section 326B.43 subd. 2(n) as listed below as those must be submitted to DLI for plan review. Plumbing plans and specifications for the following projects shall be submitted to DLI for plan review.
   a) State-licensed facilities (as defined in section 326B.103, subd. 13).
   b) Public buildings (as defined in section 326B.103, subd. 11).
   c) Projects of a special nature for which department review is requested by either the municipality or the state.

3. The ordinance that authorizes the municipality to perform plumbing inspections required by the Minnesota Plumbing Code. *(Plumbing inspections, testing, and permits are subject to Minn. Rules, part 1300.0215, subparts 1 through 5.)*

4. The ordinance that authorizes the municipality to administer and enforce the Minnesota Plumbing Code in accordance with Minnesota Statutes, section 326B.121. *(Enforcing the Minnesota State Building Code by ordinance automatically includes and requires enforcement of the Minnesota Plumbing Code.)*

Copies of the above required ordinances must be submitted with this application to be considered.

3. AGREEMENT

Upon approval of the application by the commissioner, the municipality agrees (see Minn. Stat. § 326B.43, subd. 2):

1. To review plumbing plans and specifications for all construction for which requires review and approval of plumbing plans and specifications per Minnesota Rules, part 1300.0215, subpart 6, except all plumbing plans and specifications for the following types of projects (state) within the municipality must be forwarded to the DLI for review:
   a) State-licensed facilities (See Minn.Stat. § 326b.103, subd. 13);
   b) public buildings (See Minn.Stat. § 326b.103, subd. 11); and
   c) projects of a special nature for which department review is requested by either the municipality or the state. (E.g., Dialysis facilities are an example of projects of a special nature that is reviewed by the state.)

   Where the municipality forwards to the state for plan review, the municipality shall not collect any fee for plan review, and the commissioner shall collect all applicable fees for plan review.

2. The plan review will:
   a) Reflect the degree to which the plans and specifications affect the public health and conform to the provisions of the plumbing code;
   b) ensure that there is no physical connection between water supply systems that are safe for domestic use and those that are unsafe for domestic use; and
   c) ensure that there is no apparatus through which unsafe water may be discharged or drawn into a safe water supply system.

3. Individuals who perform the plumbing plan reviews for the municipality have passed a competency assessment reviewing plans and specification, are approved by the commissioner and are:
   a) Licensed master plumbers;
   b) licensed professional engineers; or
   c) individuals who are working under the supervision of a licensed professional engineer or licensed master plumber and who are licensed master or journeyman plumbers or hold a postsecondary degree in engineering.

4. To perform all inspections for projects in which they plan review. Individuals who conduct the plumbing inspections for the municipality are licensed master or journeyman plumbers, or inspectors meeting the competency requirements established in rules adopted under section 326B.135, except for individuals who conduct plumbing inspections for the DLI (state) projects listed in item 1 above must be licensed plumbers.

5. Individuals who conduct inspections and the plumbing plan reviews for the municipality shall not have any conflict of interest in conducting the inspections and the plan reviews.

6. To enforce in its entirety the plumbing code on all projects.

7. To keep official records of all documents received, including plans, specifications, surveys, and plot plans, and of all plan reviews, permits and certificates issued, reports of inspections, and notices issued in connection with plumbing inspections and the review of plumbing plans. These records shall be maintained in the official records of the municipality for the period required for the retention of public records under Minnesota Statutes, section 138.17, and shall make these records readily available for review at the request of the commissioner.

8. That the municipality does not have in effect the plumbing code or any of ordinances described in Section 2 above at any time after the agreement has been approved, the municipality will notify the commissioner in writing in advance or within 10 days of the changes if advance notice is not possible.

9. If the commissioner determines that the municipality is not properly administering and enforcing the plumbing code or is otherwise not complying with the agreement the commissioner may terminate the agreement in accordance with Minnesota Statutes, section 326B.43, subd. 2(l).

10. Not to revoke, suspend, or place restrictions on any plumbing license issued by the state.

Agreement Acknowledgement:

NAME	March 9, 2026 DATE	MUNICIPAL BUILDING OFFICIAL SIGNATURE
Jessica Jagoe NAME	March 9, 2026 DATE	CITY ADMINISTER OR CITY CLERK SIGNATURE

This material can be made available in different forms, such as large print, Braille or on a tape. To request, call 1-800-342-5354.
PPRA 7.11.2022

CONSENT ITEM – 8C

MEMORANDUM

DATE: March 9, 2026

TO: Honorable Mayor and City Councilmembers

FROM: Jessica Jagoe, City Administrator

SUBJECT: COBRA Administration Agreement with Benefits Extra

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

Council Should Consider

Motions to approve, table, or deny the following:

- COBRA Administration Agreement with Benefits Extra.

Background

The City has a professional services contract with NFP related to administration of employee benefits. Today as part of our scope of services with NFP, they have been facilitating the notification and administration of COBRA coverage for employees when they leave the City. There are specific rules and regulations for COBRA which are above and beyond the nuances of benefits coverage. Therefore, NFP has selected a partnering company called Benefits Extra that can be used by their clients for administering COBRA benefit coverage and eligibility. NFP has confirmed an agreement with Benefits Extra to administer COBRA for us would be at zero cost to the City and that there in turn is no increase in any City costs for using NFP to offset this.

At their December meeting, the Personnel Committee reviewed this matter and recommended staff bring forth an agreement for City Council approval. The City Attorney has reviewed the draft agreement (Attachment A) and has no additional comments for Council consideration prior to approval. The agreement with Benefits Extra would be effective upon City Council approval.

Budget Impact

None as costs of services are to be paid for by NFP.

Attachment

Attachment A: Agreement with Benefits Extra

Attachment A

CONTINUATION ADMINISTRATION CONTRACT

THIS AGREEMENT, made on this ___ day March of 2026, by and between Benefit Extras, Inc. ("Benefit Extras") and the City of Arden Hills ("Employer" and "Plan Administrator").

WHEREAS, Employer has established and maintains certain benefit plans (the "Plans") that must comply with the Internal Revenue Code of 1986 (the "Code"), the Employee Retirement Income Security Act of 1974 ("ERISA"), and/or the Public Health Services Act ("PHSA"); and

WHEREAS, the Plans are required to provide continuation coverage under applicable law; and

WHEREAS, Employer and Plan Administrator desire that Benefit Extras furnish certain services described in this Continuation Administrative Services Agreement (the "Agreement") in the operation and administration of the Plans;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, and the exhibits and Addenda, if any, attached hereto, Employer, Plan Administrator, and Benefit Extras hereby agree as follows:

I. Definitions

The following definitions shall apply to this Agreement:

A. Administrative Services - means those services relating to the administration of the Plans to be performed by Benefit Extras as set forth in this Agreement and the exhibits hereto.

B. Agreement - means this Continuation Administration Contract and any exhibits attached hereto and any outside agreements specifically incorporated by reference.

C. Alternative Coverage – means coverage offered as an alternative to Continuation Coverage to induce a Qualified Beneficiary not to elect Continuation Coverage.

D. Benefit Extras – means Benefit Extras, Inc., a Minnesota corporation (including all of its authorized representatives), an independent contractor designated to perform certain Administrative Services pursuant to this Agreement with respect to the Plans.

E. Code - means the Internal Revenue Code of 1986 and regulations thereunder, as amended from time to time.

F. COBRA - means the Consolidated Omnibus Budget Reconciliation Act of 1985 (as it appears in the Code, ERISA, and/or PHSA (as applicable)) and regulations thereunder, as amended from time to time.

G. Continuation Coverage – means the continuation coverage required to be provided with respect to a Plan under applicable law. Such coverage may include continuation coverage under a group health plan required by COBRA, USERRA, and/or state law and/or continuation coverage under a group term life insurance plan required by state law.

H. Continuation Coverage Premium – means the premium to be charged to Continuation Participants under a Plan for Continuation Coverage.

I. Continuation Participant – means any person receiving Continuation Coverage under the Plan(s) in accordance with applicable law. This includes, but is not limited to, Qualified Beneficiaries.

J. Covered Individual – means an individual who is properly participating in the Plan(s), including those receiving Continuation Coverage.

K. Effective Date - means the date upon which this Agreement, once fully executed by all parties, is first effective as identified above.

L. ERISA - means the Employee Retirement Income Security Act of 1974 and regulations thereunder, as amended from time to time. The provisions of this Agreement that reference or relate to ERISA shall be applicable only to the extent the Plan is subject to ERISA.

M. Employer – means the employer that is the party to this Agreement, as identified above.

N. Fiduciary – means any person who satisfies the definition of "fiduciary" under applicable law.

O. HIPAA - means the Health Insurance Portability and Accountability Act of 1996 and regulations thereunder, as amended from time to time.

P. Insignificant Shortfalls – means payment amounts for Continuation Coverage within the lesser of (i) $50, or (ii) ten percent (10%) of the actual amount due.

Q. Named Fiduciary – means the individual or entity identified in Section 402(a)(1) of ERISA (if applicable) with respect to the Plan.

R. PHSA – means the Public Health Service Act, as may be amended from time to time. The provisions of this Agreement that reference or relate to PHSA shall be applicable only to the extent the Plan is subject to PHSA.

S. Plan or Plans - means the group health plans and other programs or arrangements of benefits established and maintained by Employer that are subject to Continuation Coverage requirements and with respect to which Benefit Extras provides Administrative Services under this Agreement. Each Plan must be specifically identified in the "COBRA Information Sheet" completed by Employer (or its designee) at the time Benefit Extras begins providing Administrative Services or, if the Administrative Services with respect to the Plan begin at a later date, in a written request from Employer (or its designee) to Benefit Extras.

T. Plan Administrator – means the person or entity identified in the Plan who is responsible for the overall administration of the Plan.

U. Qualified Beneficiary – means a Covered Individual who has lost coverage under a Plan as the result of a Qualifying Event and who is entitled to receive Continuation Coverage. Qualified Beneficiary includes, but is not limited to, individuals determined to be "qualified beneficiaries" under COBRA.

V. Qualifying Event – means the loss of coverage under a Plan on account of an event specifically identified in applicable law as an event triggering a right to Continuation Coverage.

W. USERRA – means the Uniformed Services Employment and Reemployment Rights Act of 1994 and regulations thereunder, as amended from time to time.

II. Benefit Extras Responsibilities

A. Status of Benefit Extras. Employer shall not (1) name Benefit Extras as Plan Administrator or a Named Fiduciary in any documents applicable to the Plans, nor (2) hold out to other parties or third parties that Benefit Extras serves in any of the foregoing capacities. In addition, Benefit Extras does not intend to assume any of the administrative duties or responsibilities commensurate with such designations.

B. Capacity of Benefit Extras. In fulfilling its duties and obligations under this Agreement, Benefit Extras shall act as the administrative agent of the Plans and does not intend to be a Named Fiduciary or Plan Administrator of the Plans. In addition, Benefit Extras shall not be required to participate in, or act in a manner that aids or assists, a breach of a Fiduciary's duty.

C. Continuation Coverage Administration. Benefit Extras shall provide services with respect to Continuation Coverage under the Plans as described in this Article II. Benefit Extras will not provide any services regarding administration of the Plans unless such service is specifically described in this Article II or is required under another agreement among Employer, Plan Administrator, and Benefit Extras.

D. Account Servicing and Employee Communication. Benefit Extras shall provide account management services. Benefit Extras shall make available to Employer a client service representative to respond to questions regarding general administrative issues.

E. Online Services. Benefit Extras shall offer to Employer the ability to report certain information (e.g., Qualifying Event information, etc.) to Benefit Extras via Benefit Extras' website (the "Website"). Employer must request to use these online services. If Employer requests to use the online services, the parties agree as follows:

1. Employer shall pay the additional fee for such services reflected in Exhibit A (if any), except as provided in Section II.N where a third-party (NFP) has agreed to pay the fees on behalf of Employer.

2. In order to allow access to the Website, Benefit Extras shall provide Employer with a unique username and password for the Website. Employer is solely responsible for any use of the username and password.

3. Except for reasonable periods of maintenance, access to the Website shall be available twenty-four (24) hours per day, seven (7) days per week. Benefit Extras will use reasonable efforts to notify Employer in advance of any planned periods of expected downtime. Employer recognizes that the downtime and the traffic of data through the Internet may cause delays during the download of information to the Website and shall not hold Benefit Extras liable for delays that result from downtime or that are ordinary in the course of Internet use, or for any disruption or delay that is outside the control of Benefit Extras using reasonable commercial efforts.

4. Benefit Extras has made and will make reasonable efforts to ensure that the Website will be available as provided in this Agreement. Notwithstanding the foregoing, Employer acknowledges, understands and agrees as follows:

(a) That the Internet is not an error-free environment, Internet access to the Website is not guaranteed by Benefit Extras to be uninterrupted or error free, access to the Website is subject to limitations, delays and problems inherent with the Internet and electronic communications, and Benefit Extras disclaims any and all warranties that the Website will meet Employer's requirements or that the Website will be uninterrupted, timely, secure or error-free;

(b) That Benefit Extras shall not be liable for any loss, injury, claim, liability, or damage of any kind resulting in any way from: (1) any errors in or omissions from the Website; (2) the unavailability or interruption of the Website or any features thereof; (3) Employer's use of the Website; (4) the loss or corruption of any data or equipment in connection with the Website; (5) any content retrieved from the Internet even if retrieved or linked to from within the Website; or (6) any content or information retrieved or accessed as a result of Employer utilizing any third party links made available on the Website.

5. The parties shall use reasonable efforts to take precautions against the contamination of their respective systems and computer files with software viruses, worms or other malicious agents that may reside within files transmitted through the Website. At a minimum, such precautions shall include the installation, upgrading and use of commercial virus detection software to scan files and documents transmitted via the Website. Additionally, the parties shall use reasonable efforts to identify and to correct or remove any document or file that may have infected data or contain viruses or other malicious agents. Benefit Extras reserves the right to delete infected documents, files or programs, and Benefit Extras shall have no liability to Employer, or the sender or intended recipient of infected materials for such action. However, no precautions or virus detection software is or can be effective against all viruses, and the parties shall have no liability with regard to any contamination of files, documents, or the Website.

F. Recordkeeping. Benefit Extras shall keep all Plan records related to the Administrative Services, including records of:

1. all Qualifying Events of which it is notified;

2. all notices sent and received by it regarding Continuation Coverage;

3. any acceptance or rejection of Continuation Coverage;

4. the Continuation Coverage Premium, as determined by Employer, and the payment by Continuation Participants of the cost of Continuation Coverage;

5. the length of each Continuation Participant's Continuation Coverage; and

6. the offer of any required conversion coverage (if any).

G. General Notices. Benefit Extras shall, based upon information provided by Employer, issue a general COBRA notice to all individuals who enroll in the Plan(s) subject to COBRA coincident with or subsequent to the Effective Date. Benefit Extras is entitled to rely upon the information provided by Employer and is under no obligation to independently verify such information.

H. Continuation Coverage Eligibility, Notification of Right to Elect, and Notification of Unavailability. Benefit Extras shall determine if a Qualifying Event has occurred based upon information provided to it by Employer and/or the person making the claim for Continuation Coverage. Such determinations regarding claims shall be made in accordance with the written terms and conditions of the Plan. With respect to this responsibility, Benefit Extras is entitled to rely upon the information provided by Employer and/or person making the claim and is under no obligation to independently verify such information. If Benefit Extras determines a Qualifying Event has occurred, Benefit Extras will generate and mail to the Qualified Beneficiaries any notices and/or election forms required under applicable law or otherwise necessary to facilitate the provision of Continuation Coverage.

If Benefit Extras determines no Qualifying Event has occurred, or a Covered Individual is not entitled to Continuation Coverage or an extension of Continuation Coverage, if required by COBRA or other applicable law, Benefit Extras shall notify any person whose claim for Continuation Coverage is denied of the reasons for the denial and of the person's rights, if any, to have the denial reviewed in accordance with the terms and provisions of the Plan. The notification and review will be in a manner agreed upon by Employer and Benefit Extras. Benefit Extras will refer to Employer and Plan Administrator any claim or class of claims specified by them in writing as well as any claim that is disputed after the initial denial. Employer and/or Plan Administrator shall have final discretionary authority to make all determinations regarding Continuation Coverage under the Plan.

Notices described herein will be provided based upon the address information provided by Employer.

I. Reinstatement of Coverage. If the Qualified Beneficiary elects Continuation Coverage (or is entitled thereto without an election) and pays any required premiums within the required timeframes with respect to any Plan, Benefit Extras shall complete and submit any required documentation to insurance carriers and/or third party service providers regarding reinstatement of coverage under such Plan for Continuation Coverage purposes. Benefit Extras shall provide the services described in this paragraph unless Employer has notified Benefit Extras, in writing, that such services need not be provided.

J. Termination of Continuation Coverage. Unless Employer has notified Benefit Extras, in writing, that such services need not be provided, Benefit Extras shall complete and submit any required documentation to insurance carriers and/or third party services providers regarding termination of a Continuation Participant's Continuation Coverage under a Plan, including, but not limited to, termination due to expiration of the required continuation period or failure to timely pay premiums. Benefit Extras shall also notify impacted Continuation Participants of the termination of Continuation Coverage, regardless whether such notification is required by applicable law. If such coverage is available, Benefit Extras shall also notify Continuation Participants of the right to elect conversion coverage upon termination of Continuation Coverage.

K. Collection of Continuation Coverage Premiums; Insufficient Premiums.

1. Unless the Continuation Participant is not required to pay Continuation Coverage Premiums or Employer has directed Benefit Extras to not provide coupons, Benefit Extras shall provide Continuation Coverage Premium coupons to Continuation Participants. Unless the Continuation Participant is not required to pay Continuation Coverage Premiums or Employer is collecting such premiums directly, Benefit Extras shall collect payments of Continuation Coverage Premiums in accordance with the procedure selected in Exhibit A. If it selects the "TPA Account" option in Exhibit A, Employer acknowledges that it has directed Benefit Extras to use that Continuation Coverage Premium collection approach and that it has not relied on any representations or advice from Benefit Extras in making the decision to use that approach. In accordance with Section V.D., Benefit Extras shall have no responsibility or liability with respect to any violation or alleged violation of the ERISA trust requirement that arises from using the "TPA Account" option described in Exhibit A pursuant to Employer's directions. In addition, Employer's indemnification obligation described in Section V.B. shall apply with respect to Employer's decision to use this approach in the

event using the approach results in a violation or alleged violation of the ERISA trust requirement.

2. If Benefit Extras is collecting Continuation Coverage Premiums with respect to a Continuation Participant, Benefit Extras shall prepare and send a notice of an insufficient premium payment to the Continuation Participant within one (1) business day of receipt of an insufficient Continuation Coverage Premium payment, provided Employer has not directed Benefit Extras to accept Insignificant Shortfalls and the insufficient premium payment constitutes an Insignificant Shortfall.

L. Open Enrollment. Benefit Extras shall distribute annual enrollment materials to Qualified Beneficiaries and Continuation Participants entitled to participate in open enrollment during the applicable annual open enrollment period and answer questions from Qualified Beneficiaries and Continuation Participants regarding open enrollment. At the conclusion of the open enrollment period, Benefit Extras shall provide to Employer and the applicable insurance carriers and/or third-party service providers enrollment and/or election information regarding the Qualified Beneficiaries and Continuation Participants. Employer (or its designee) shall provide to Benefit Extras all information necessary to allow such Qualified Beneficiaries and Continuation Participants to participate in open enrollment and Benefit Extras is entitled to rely upon the information provided by Employer (or its designee) and is under no obligation to independently verify such information. Notwithstanding anything herein to the contrary, Benefit Extras shall distribute annual enrollment materials to Continuation Participants only for the Plan or Plans in which they are currently enrolled and to Qualified Beneficiaries only for the Plan or Plans in which they were enrolled at the time of the Qualifying Event.

M. Reports. At the end of each month, Benefit Extras will prepare reports detailing the ongoing activities and status for each Qualified Beneficiary and Continuation Participant. Such reports are provided to Employer via email.

N. Administrative Materials. Benefit Extras shall prepare documentation relating to Continuation Coverage under the Plans, including, but not limited to, initial notices of rights, election notices, election forms, and various administrative forms.

O. Compliance with Applicable Law. Benefit Extras shall comply with applicable federal and state laws and regulations applicable to Benefit Extras' responsibilities under this Agreement.

P. Subcontractors. Benefit Extras may hire subcontractors to perform any of the services required of it under this Agreement and to act as its designee for purposes of this Agreement.

Q. Excise Tax Reporting and Payment. Unless required by applicable law, Benefit Extras shall not be responsible for filing IRS Form 8928 and/or paying the excise tax imposed by Section 4980B of the Code with respect to the Plan.

III. Duties of Employer and Plan Administrator

A. Establishment & Plan Maintenance. Employer shall establish and maintain the Plans. Plan Administrator shall be responsible for the operation and administration of the Plans. In accordance with this Agreement, Benefit Extras shall provide Administrative Services to Employer and Plan Administrator in connection with the operation and administration of the Plans.

B. Determination of Application of Continuation Laws. Employer shall have sole responsibility for determining to which Continuation Coverage laws it and its benefit plans are subject, including, but not limited to, whether it is entitled to the small plan exemption available under COBRA. Upon execution of this Agreement, Employer shall notify Benefit Extras of the Continuation Coverage laws applicable to the Plans and shall notify Benefit Extras if, after the Effective Date, the Continuation Coverage laws applicable to the Plans change. The parties shall perform their duties hereunder in accordance with Employer's determination regarding the applicable Continuation Coverage law. Notwithstanding the foregoing, Benefit Extras shall be entitled to rely on the assumption that any action or inaction by Employer or Plan Administrator hereunder is consistent with Employer's determination regarding which Continuation Coverage laws apply to the Plans. Employer and Plan Administrator acknowledge that, in the event the Plans are subject solely to state continuation law, Benefit Extras uses a standard COBRA election notice to notify Qualified Beneficiaries of their right to elect Continuation Coverage. In such a situation, Employer shall be solely responsible for determining whether the notices distributed by Benefit Extras satisfy any applicable requirements of state law and shall indemnify and hold Benefit Extras harmless with respect to any liability arising from the use of COBRA election notices.

C. Provision of Relevant Information. Employer shall provide to Benefit Extras all relevant information, as determined by Benefit Extras, necessary for Benefit Extras to perform the Administrative Services required by this Agreement. Without limiting the generality of the foregoing, as part of the foregoing responsibility, Employer shall:

1. Provide to Benefit Extras, on data forms provided by Benefit Extras and within ten (10) calendar days of such an event, information regarding Qualifying Events and any other events that could result in an extension or termination of Continuation Coverage. Employer may provide such information via the Website as further described in Section II.E.

2. Provide to Benefit Extras, prior to the date on which Benefit Extras begins to provide services to Employer with respect to Continuation Coverage, a list of all Continuation Participants and all Qualified Beneficiaries who have not yet become Continuation Participants and the dates on which: (i) such individuals experienced Qualifying Events, (ii) such individuals' coverage under the Plan(s) ended, (iii) such individuals were provided an election notice, if any, and (iv) such individuals elected Continuation Coverage, if they have done so.

3. Notwithstanding the foregoing, at Employer's discretion, Employer may provide the information described in paragraph 2 above regarding Qualified Beneficiaries once such Qualified Beneficiaries elect Continuation Coverage and become Continuation Participants.

Benefit Extras is entitled to rely upon all information provided by Employer and is under no obligation to independently verify such information.

D. Late Notification to Benefit Extras. Benefit Extras' responsibilities under this Agreement are, in some cases, triggered upon the provision of relevant information by Employer. If such information is not provided in a timely manner, Benefit Extras shall use best efforts to quickly perform its responsibilities. However, ultimate responsibility for any consequences, damages, penalties, and the like attributable in whole or in part to the late notification to Benefit Extras remain with Employer. For purposes of this provision, "timely" refers to a period of time specified in this Agreement or, if not specified, the period of time reasonably sufficient for Benefit Extras to perform its responsibilities within the time period required under applicable law.

E. Cost of Continuation Coverage. Employer and/or Plan Administrator shall determine and notify Benefit Extras of the Continuation Coverage Premium for Continuation Coverage under each Plan as necessary for Benefit Extras to provide accurate notices and payment coupons to Qualified Beneficiaries and Continuation Participants. Employer and/or Plan Administrator shall notify Benefit Extras of any change to the Continuation Coverage Premium within a reasonable time prior to the date on which such change becomes effective so that Benefit Extras can provide accurate notices and payment

coupons to Qualified Beneficiaries and Continuation Participants. If Employer and/or Plan Administrator's notice to Benefit Extras is not timely, Employer and/or Plan Administrator shall hold Benefit Extras harmless with respect to any inaccurate information provided by Benefit Extras and shall compensate Benefit Extras for any corrective action required (e.g., re-distribution of notices or payment coupons to Qualified Beneficiaries and Continuation Participants). Employer and/or Plan Administrator shall indicate whether the Continuation Coverage Premium includes the 2% administrative fee allowed with respect to certain types of Continuation Coverage. Employer and/or Plan Administrator shall also notify Benefit Extras of any special grace periods applicable to the payment of the Continuation Coverage Premium under the Plan. Benefit Extras shall be entitled to rely on such information. Benefit Extras shall be released and relieved of all liability related to, and shall be indemnified by Employer and Plan Administrator with respect to, Employer and/or Plan Administrator's failure to comply with the notice requirement contained herein.

F. Alternative Coverage. Employer and/or Plan Administrator must notify Benefit Extras of any Alternative Coverage that impacts the services that would otherwise be provided by Benefit Extras under this Agreement. If such Alternative Coverage increases the amount of work Benefit Extras must perform to comply with this Agreement, Benefit Extras reserves the right to charge additional administrative service fees hereunder as agreed by the parties. Benefit Extras shall be entitled to rely on the information provided by Employer and/or Plan Administrator regarding Alternative Coverage.

G. Continuation Coverage Determinations. Through this Agreement, Plan Administrator delegates to Benefit Extras authority to make the described determinations related to Continuation Coverage under the Plans. If Plan Administrator disagrees with Benefit Extras on a particular determination, Plan Administrator shall immediately notify Benefit Extras, in writing, of such disagreement and direct Benefit Extras regarding the situation. Plan Administrator shall be solely responsible for the final determination of such a claim, which shall be communicated in writing to Benefit Extras. Benefit Extras shall be entitled to rely on the final determination made by Plan Administrator.

H. Termination of Coverage. Upon the occurrence of an event triggering a loss of coverage under the Plan, Employer or Plan Administrator shall complete and submit to insurance carriers and/or third-party service providers any documentation required to terminate such Covered Individual's coverage under the Plan.

I. Review of Reports. Employer shall review all reports provided or made available by Benefit Extras (whether via email or through the Website). Employer shall be solely responsible for comparing the information contained in such reports with information provided by the insurance carriers and/or third-party service providers to confirm: (i) reinstatement of coverage for Qualified Beneficiaries electing Continuation Coverage; and (ii) termination of Continuation Coverage for Continuation Participants losing Continuation Coverage. Employer shall notify Benefit Extras of any erroneous information contained in the reports and/or any discrepancies between the information contained in the reports and information provided by insurance carriers and/or third party service providers within a reasonable period of time not to exceed thirty (30) days from the date on which the report is sent by Benefit Extras to Employer. If Employer does not notify Benefit Extras of any errors or discrepancies within such time period, Employer shall be deemed to have approved the accuracy of the reports and Benefit Extras shall be released and relieved of all liability, and shall be indemnified by Employer with respect to, any action or inaction by Benefit Extras that is reflected in the information contained in the reports. If Employer does find an error or discrepancy and notifies Benefit Extras of such error or discrepancy within the time period provided above, Benefit Extras will take immediate steps to address the matter. Notwithstanding anything herein to the contrary, provided it has complied with its responsibilities described in Sections II.I. and II.J., Benefits Extra shall not be responsible for any error or omission of an insurance carrier and/or third party service provider with respect to initiating Continuation Coverage for a Qualified Beneficiary electing such coverage or terminating a Continuation Participant's Continuation Coverage.

J. FMLA Determinations. Employer shall make determinations regarding FMLA, including, but not limited to, whether FMLA applies. Benefit Extras shall not make determinations regarding FMLA. Furthermore, Benefit Extras shall be entitled to rely upon the information provided by Employer and is under no obligation to independently verify such information.

K. Continuation Law Compliance. Employer shall be solely responsible for compliance with applicable law regarding the provision of Continuation Coverage (e.g., COBRA, USERRA, and state continuation laws) with respect to any plans sponsored by Employer not specifically identified as a Plan for purposes of this Agreement.

L. Medical Child Support Order Compliance. Plan Administrator shall be solely responsible for all aspects of compliance with Section 609(a) of ERISA (if applicable) or other applicable law regarding medical child support orders, including, but not limited to, establishing procedures and determining whether a medical child support order is "qualified" under applicable law.

Plan Administrator shall provide notice to Benefit Extras of any Covered Individuals covered under a Plan by virtue of such an order and of any Covered Individuals who cease to be covered under a Plan by virtue of the expiration of such an order. Benefit Extras shall be entitled to rely upon the information provided by Plan Administrator pertaining to such orders.

M. HIPAA Privacy and Security Compliance. Employer and/or Plan Administrator (or their designees) shall be responsible for all aspects of compliance with the HIPAA privacy and security rules applicable to the Plan, including, but not limited to, distributing notices of privacy practices.

N. Payment of Administrative Services Fees. In consideration of Benefit Extras' performance of the services described in this Agreement, Benefit Extras' shall be entitled to receive the administrative fees described in Exhibit A. Benefit Extras acknowledges that Employer has made arrangements with a third party (e.g., an insurance broker) to pay the fees charged by Benefit Extras under this Agreement. In such case, Employer shall notify Benefit Extras of such arrangements and Benefit Extras will accept payment from such third party as satisfaction of Employer's obligations hereunder. However, Employer retains ultimate responsibility under this Agreement for payment of the applicable fees.

1. Failure to Pay. Fees are due thirty (30) days from issuance of the invoice. Any failure to pay any such fees by the date upon which they are due may, at Benefit Extras' option, result in Benefit Extras' (1) imposition of a late fee equal to the lesser of (i) 1.5% of the outstanding balance, or (ii) the maximum amount allowed by the usury laws of the applicable state, and/or (2) suspension of performance of its services under this Agreement until such time as such fees are paid or termination of this Agreement.

2. Fees for Additional Services. In the event additional adjustments that are not part of the normal plan administrative services contemplated by this Agreement are required, Benefit Extras may charge Employer an additional fee commensurate with the additional services provided. Benefit Extras will inform Employer of the amount of the additional fee in advance of conducting the additional administrative services.

3. Interest Earned by TPA Account. If the "TPA Account" option is selected in Exhibit A for the collection of Continuation Coverage Premiums, Benefit Extras shall retain any interest earned on Continuation Coverage Premiums deposited in Benefit Extras' account (i.e., float) as additional compensation for its services hereunder.

O. Regulatory Compliance. Employer and Plan Administrator shall be responsible for compliance with applicable laws and regulations pertaining to the Plans. Employer and Plan Administrator shall be responsible for any and all governmental or regulatory charges resulting from Employer's establishment and operation of the Plans. This provision does not relieve Benefit Extras from any statutory or agency requirements placed directly on it as a result of performing services under this Agreement.

P. Plan Interpretation. Plan Administrator possesses and exercises ultimate authority and responsibility for determining benefits under the Plan and making decisions regarding eligibility for participation, termination of participation, and payment of benefits. This authority and responsibility includes, but is not limited to, final review of Continuation Coverage denials.

Q. Other Information. Employer or Plan Administrator (including a designee) shall comply with all requests for information made by Benefit Extras reasonably necessary for Benefit Extras to fulfill its duties under this Agreement. Any documentation received by Employer or Plan Administrator (including a designee) that should have been provided to Benefit Extras shall be promptly forwarded to Benefit Extras.

R. Excise Tax Reporting and Payment. Except as provided in Section II.Q., Employer and Plan Administrator are solely responsible for: (i) determining whether IRS Form 8928 must be filed for the purpose of reporting a violation of COBRA, (ii) preparing and filing Form 8928 (if necessary), and (iii) paying any excise tax imposed by Section 4980B of the Code. Notwithstanding the foregoing, upon request, Benefit Extras may assist Employer and Plan Administrator with its responsibilities under this paragraph.

IV. Records & Information

A. Maintenance and Access. The parties shall maintain adequate records relating to the terms and operation of the Plans for at least the Plan year to which the records relate and for a seven (7) year period thereafter. Each party shall have access to the records relating to the Plans maintained by the other party during normal business hours and upon reasonable notice and request and subject to applicable laws and regulations. The parties shall maintain the confidentiality of any information relating to Covered Individuals and the Plans in accordance with applicable laws and regulations. At the conclusion of the period for which records are required to be kept under this provision and prior to any modification, destruction or disposal of any records, Benefit Extras shall provide Plan Administrator an opportunity to review the records and obtain copies of any such records. All costs associated with such inspection and copying of records will be paid by Plan Administrator.

B. Record Use. Benefit Extras, Employer, and Plan Administrator agree that the medical records, names, addresses, telephone numbers, Social Security numbers and other personal information relating to Covered Individuals, which Benefit Extras may obtain as a result of performing administrative services may be collected, maintained and used by Benefit Extras and Plan Administrator as necessary to administer the Plans. Benefit Extras and Plan Administrator may use patient specific and individually identifiable information, as necessary to properly administer the Plans, to defend any claim related to the Plans or to the provision of services under this Agreement, or as otherwise may be permitted by state or federal law. All parties agree that such information shall be considered confidential and protected as required under applicable law.

C. Confidential Business Information. Benefit Extras, Employer, and Plan Administrator shall each take all necessary steps to protect the other parties' confidential business information. Such information shall not be disclosed to third parties without the express written consent of the other parties unless required by law or court order.

D. Transfer of Records. When this Agreement ends, Benefit Extras may transfer to Employer, Plan Administrator, and/or any successor administrator those records Benefit Extras determines are reasonably necessary to effectuate a smooth transition of administration of the Plans and any other records Benefit Extras possesses that relate to the Plans. Benefit Extras intends that this transfer of records will satisfy its obligation to maintain such records as described above. Benefit Extras shall provide Plan Administrator an opportunity to review the records and obtain copies of any such records in addition to the records Benefit Extras has identified

as necessary for a smooth transition or otherwise transferred. The details of such transfer including, but not limited to, the means, method and timing, shall be agreed to by the parties. All costs associated with such a record review and transfer will be paid by Employer and/or Plan Administrator.

E. HIPAA Business Associate. Benefit Extras acknowledges its role as a business associate of certain Plans for purposes of the privacy and security standards under HIPAA. Exhibit B reflects the business associate contractual requirements.

V. Indemnification and Limitation of Liability

A. Benefit Extras Indemnification. Benefit Extras agrees to indemnify and hold harmless Employer and Plan Administrator from any and all claims, losses, and expenses including, but not limited to, attorney's fees, incurred by Employer and/or Plan Administrator as a result of Benefit Extras' negligence, willful misconduct, fraud, criminal conduct, or breach of this Agreement.

B. Employer and Plan Administrator Indemnification. Excepting negligence, willful misconduct, fraud, criminal conduct, or breach of this Agreement by Benefit Extras, Employer and Plan Administrator agree to hold Benefit Extras harmless from, and indemnify Benefit Extras against, any and all claims, losses, and expenses, including attorney's fees and taxes (except taxes on Benefit Extras' income), incurred by Benefit Extras arising out of its performance of services under this Agreement.

C. Limitation of Liability. In performing its obligations under this Agreement, Benefit Extras neither assumes liability for nor otherwise agrees to underwrite the benefits provided by the Plans. Except as otherwise provided herein, Benefit Extras shall have no duty or obligation to defend any legal action or proceeding brought to recover, directly or indirectly, a claim for benefits.

D. Reliance on Data & Direction. Notwithstanding any provision of this Agreement to the contrary, Benefit Extras is not responsible or liable for any acts or omissions made pursuant to any direction, consent, or other request reasonably believed by Benefit Extras to be genuine and from an authorized representative of Employer or Plan Administrator. Benefit Extras is not responsible or liable for acts or omissions made in reliance on erroneous data provided by Employer or Plan Administrator to the extent Benefit Extras' acts or omissions are attributable to the erroneous data, or for the failure of Employer or Plan Administrator to perform their obligations under this Agreement.

VI. Term and Termination

A. Term. This Agreement is effective as of the date first written hereinabove until the termination of this Agreement pursuant to this Section VI of the Agreement.

B. Termination. This Agreement may be terminated by either party at any time by written notice of intention to terminate given to the other party to be effective as of a specified date not less than sixty (60) days from the date such notice is received. Notwithstanding the foregoing, in the event Plan Administrator terminates this Agreement pursuant to this Section VI.B. during any contract term for reasons other than termination for cause, as described in Section VI.C. below, the Plan shall pay to Benefit Extras such transition reporting fees incurred by Benefit Extras to transfer administration to successor Continuation Coverage administrator.

C. Post-Termination Obligations. Benefit Extras may, as mutually agreed upon by Employer, Plan Administrator and Benefit Extras, provide certain administrative services following the termination of this Agreement.

VII. Miscellaneous

A. Agreement Amendment. This Agreement may be amended only by mutual agreement in writing executed by all parties, except that Benefit Extras may amend this Agreement to the extent necessary to comply with applicable federal, state or local laws or regulations. Notwithstanding the foregoing, Benefit Extras may amend Exhibit A to this Agreement on an annual basis (as of <MONTH> 1st) by providing to Employer a copy of the amended Exhibit A on or before the preceding November 1st. If Employer provides written notice to Benefit Extras of its objection to such amendment on or before December 1st of the preceding year, such amendment shall not become effective and the Agreement shall terminate effective <MONTH> 1st. Notwithstanding the forgoing, Benefit Extras may revise Exhibit A at any time if any change in the law or regulations imposes upon Benefit Extras greater duties or obligations than are contemplated by this Agreement. Notwithstanding anything herein to the contrary, payment to Benefit Extras by Employer (or a third party on Employer's behalf) of any fees for Administrative Services provided by Benefit Extras on or after the effective date of any amendment to the Agreement proposed by Benefit Extras and communicated to Employer and Plan Administrator will constitute Employer's and Plan Administrator's acceptance of all terms and conditions of such proposed amendment as of the proposed effective date of such amendment.

B. Notices. All notices, requests, consents and other communications required or permitted under this Agreement shall be in writing and delivered personally, or sent by first class mail, nationally recognized overnight carrier, electronic transmission, or facsimile transmission, to the party's principal place of business. All such notices, requests, information or other communications shall be deemed to have been given (i) when delivered if personally delivered, (ii) three business days after having been placed in the mail, if delivered by mail, (iii) the business day after having been placed with a nationally recognized overnight carrier, if delivered by nationally recognized overnight carrier, and (iv) the business day after electronic transmission or transmittal by facsimile, if transmitted with electronic confirmation of receipt.

C. Severability. The provisions of this Agreement are severable. If any provision of this Agreement is held invalid by a court of law or other tribunal, the invalidity of any provision will not affect any other provision of this Agreement.

D. Survival. The rights and obligations described in Sections IV, V, and VI shall survive termination of this Agreement.

E. No Waiver of Rights. Nothing in this Agreement shall be deemed to limit or abrogate any right or remedy available under law. The failure of any party to insist upon the strict observation or performance of any provision of this Agreement or to exercise any right or remedy shall not impair or waive any such right or remedy.

F. Copyrighted Works. Employer acknowledges that Benefit Extras and its agents are the sole copyright owners of all administrative guides and forms and all other materials provided under the terms of this Agreement and that such materials are proprietary to Benefit Extras. Benefit Extras grants Employer a nonexclusive, nontransferable right to copy such materials provided such copies are needed for the sole purpose of collecting and reporting information regarding Covered Individuals or notifying Covered Individuals of information regarding the Plan. Other materials provided by Benefit Extras shall not be copied or reproduced by Employer without Benefit Extras' prior written consent.

G. Non-Assumption of Liabilities. Unless specifically provided in this Agreement, the parties do not assume the existing or future obligations, liabilities or debts of the other party.

H. Entire Agreement. This Agreement shall supersede and replace any and all other agreements between the parties relating to the same subject matter. This Agreement contains the entire agreement and understanding of the

parties relating to the subject matter hereof, except as otherwise provided in this Agreement.

I. Governing Law. The Agreement shall be governed by and interpreted in accordance with applicable federal law. To the extent the federal law does not govern, this Agreement shall be governed by the laws of the State of Minnesota and the courts in such state shall have sole and exclusive jurisdiction of any dispute related hereto and arising hereunder.

J. Independent Contractors. Benefit Extras shall be construed to be acting as an independent contractor and not as an employee of Employer or Plan Administrator. Benefit Extras, Employer and Plan Administrator shall not have the power or authority to act for or on behalf of, or to bind the other party, except as set forth in this Agreement.

K. Third Party Beneficiaries. The obligations of each party to this Agreement shall inure solely to the benefit of the other signatory party(ies). Except as expressly provided in this Agreement, no person or entity is intended to be or shall be construed or deemed to be a third party beneficiary of this Agreement.

L. Successors and Assigns. This Agreement shall be binding on any successors, assigns and subcontractors of the parties authorized under this Agreement.

M. Audit Rights. The parties agree to cooperate in all reasonable audits. Audit fees shall be payable by the party initiating the audit. Audits shall be conducted using procedures mutually agreed upon by the parties. Results of the audit may be shared with the party being audited at the sole discretion of the party initiating the audit.

N. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

O. Force Majeure. Neither party shall be liable for any delay or failure to perform its obligations under this Agreement arising out of a cause beyond its control or without its fault or negligence. Such causes may include, but are not limited to, fires, floods, and natural disasters.

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective as of the effective date indicated above.

BENEFIT EXTRAS, INC.



Authorized Representative of
Benefit Extras, Inc.
Its: President

EMPLOYER & PLAN ADMINISTRATOR

By: _____

Authorized Representative of Employer and Plan Administrator
Its: _____

LIST OF EXHIBITS

A Administrative Fees
B Business Associate Agreement

EXHIBIT A
Administrative Fees and Optional Services

ADMINISTRATIVE FEES

In accordance with Section III.N., the administrative fees payable under this Agreement are as provided in the following schedule:

Initial Set-Up Fee	$450.00
Annual Renewal Fee	$375.00
Annual Online Services Fee	No Charge
Monthly Administration Fee	$15.00 per Continuation Participant[1] per month (Employer retains 2% administration fee)
Initial COBRA Notice Fee	$4.50 per notice
Qualifying Event Notice Fee	$35.00 per notice
Third-Party EDI File Feed Set Up	$250/file (2 files max)
Third-Party EDI File Feed Changes	$125/file ((2 files max)
2% COBRA Administration Fee	Retained by the Employer
Monthly Minimum	No Monthly Minimum

[1] Based upon the number of Continuation Participants as of the first day of the month as reflected in the COBRA Tracking Report. For this purpose, Continuation Participants that are part of a single-family unit are considered a single Continuation Participant.

PREMIUM COLLECTION

☐ Employer Account. Benefit Extras shall receive checks from Continuation Participants for Continuation Coverage Premiums and shall forward such checks to Employer on a weekly basis. Benefit Extras will not negotiate such checks or deposit such checks into an account owned by Benefit Extras.

☒ TPA Account. Benefit Extras shall receive checks from Continuation Participants for Continuation Coverage Premiums and shall deposit them as they are received in an account owned by Benefit Extras. Employer acknowledges that such account may include premium payments from continuation participants of plans sponsored by other employers. Until such time as the Continuation Coverage Premiums are transferred to Employer, Benefit Extras shall be deemed to be holding such payments on Employer's behalf. Accordingly, such funds shall belong to Employer (not Benefit Extras) and be subject to Employer's control and the claim of Employer's creditors. On a semi-monthly basis, Benefit Extras shall issue a payment to Employer equal to the amount of Continuation Coverage Premium payments collected by Benefit Extras during the prior two-week period.

EXHIBIT B
Business Associate Agreement

I. Purpose

A. Business Associate is contractually obligated to provide certain services related to one or more "covered entities" as that term is defined and regulated under HIPAA. The parties to this Business Associate Agreement acknowledge that (1) Business Associate is a "business associate" as that term is defined and regulated under the Health Insurance Portability and Accountability Act of 1996, as amended ("HIPAA"); and (2) Business Associate provides services to one of more "covered entities" as that term is defined and regulated under HIPAA.

B. This Business Associate Agreement is intended to constitute a "business associate" agreement between the Plan, as a Covered Entity, and the Business Associate, as required under the privacy and security provisions of HIPAA, as amended. Portions of HIPAA apply directly to Business Associate as provided in the Health Information Technology for Economic and Clinical Health Act ("HITECH"), part of the American Recovery and Reinvestment Act of 2009 ("ARRA"). Business Associate's obligations under this Business Associate Agreement may be the same as, or in some cases in addition to, Business Associate's own obligations under HIPAA as provided in HITECH.

II. Special Definitions

The definitions applicable under the Master Administration Agreement entered between Business Associate and Plan Sponsor apply to this Business Associate Agreement. In addition, the following definitions apply to terms used in this Business Associate Agreement:

A. **Business Associate Agreement** – means this Business Associate Agreement, which is an agreement required under 45 C.F.R. Section 164.314(a)(2) between a Business Associate and a Covered Entity.

B. **ARRA** – means the American Recovery and Reinvestment Act of 2009.

C. **Breach** – means the unauthorized acquisition, access, use, or disclosure of Protected Health Information regarding a Covered Individual that (1) prior to September 23, 2013, poses a significant risk of financial, reputational, or other harm to such Covered Individual, or (2) on or after September 23, 2013, compromises the security or privacy of the Protected Health Information as determined in accordance with 45 C.F.R. Section 164.402. Notwithstanding the foregoing, a Breach does not include: (1) any unintentional acquisition, access, or use of Protected Health Information by

an employee or individual acting under the authority of Covered Entity or Business Associate and in the scope of the employment or relationship between the employee or individual and Covered Entity or Business Associate, provided such information is not further acquired, accessed, used, or disclosed by any person without authorization; (2) any inadvertent disclosure by an individual who is authorized to access Protected Health Information at Covered Entity's or Business Associate's facility to another similarly situated individual at the same facility, provided such information is not further acquired, accessed, used, or disclosed by any person without authorization; and (3) a disclosure of Protected Health Information in a situation in which Business Associate has a good faith belief that the person(s) to which the unauthorized disclosure was made would not reasonably have been able to retain such information.

D. **Business Associate** – means Benefit Extras, Inc., a person described in 45 C.F.R. Section 160.103 who performs certain functions on behalf of a Covered Entity.

E. **Covered Electronic Transactions** – shall have the meaning given to the term "transaction" in 45 C.F.R. Section 160.103.

F. **Covered Entity** – means the Plan, an entity described in 45 C.F.R. Section 160.103.

G. **Covered Individual** – means a person who is eligible for payment of certain services or supplies rendered or sold to the person or the person's eligible dependents under the terms, conditions, limitations, and exclusions of the Plan.

H. **Data Aggregation** – means, with respect to Protected Health Information created or received by Business Associate in its capacity as a business associate (as that term is defined in 45 C.F.R. Section 160.103) of the Plan, the combining of such Protected Health Information by Business Associate with the Protected Health Information received by Business Associate in its capacity as a business associate of another covered entity (as those terms are defined in 45 C.F.R. Section 160.103), to permit data analyses that relate to the health care operations of the respective covered entities.

I. **Designated Record Set** – means a group of records maintained by or for Covered Entity that is (1) the medical records and billing records about Individuals maintained by or for a covered health care provider, (2) the enrollment, payment, claims adjudication, and case or medical management record systems maintained by or for Covered Entity, or (3) used, in whole or in part, by or for Covered Entity to make decisions about Individuals. As used herein, the term "Record" means any item, collection,

or grouping of information that includes Protected Health Information and is maintained, collected, used or disseminated by or for Covered Entity.

J. **Effective Date** – means September 23, 2013, unless specifically noted otherwise herein.

K. **Electronic Health Record** – means an electronic record of health-related information regarding an Individual that is created, gathered, managed, and consulted by authorized health care clinicians and their staff.

L. **Electronic Protected Health Information** – shall have the same meaning as the term "electronic protected health information" in 45 C.F.R. 160.103, limited to the information created, received, maintained, or transmitted by Business Associate from or on behalf of Covered Entity.

M. **HITECH** – means Health Information Technology for Economic and Clinical Health Act.

N. **HHS** – means the United States Department of Health and Human Services.

O. **Including** – means "including but not limited to."

P. **Individual** – shall have the same meaning as the term "individual" in 45 C.F.R. Section 160.103 and shall include a person who qualifies as a personal representative in accordance with 45 C.F.R. Section 164.502(g).

Q. **Limited Data Set** – shall have the same meaning as the term "limited data set" in 45 C.F.R. Section 164.514(e)(2).

R. **Privacy Rule** – means the Standards and Privacy of Individually Identifiable Health Information at 45 C.F.R. Part 160 and Part 164, subparts A and E and the privacy provisions of HIPAA, as amended.

S. **Protected Health Information** – shall have the same meaning as the term "protected health information" in 45 C.F.R. 160.103, limited to the information created, received, maintained, or transmitted by Business Associate from or on behalf of Covered Entity. Protected Health Information specifically includes Electronic Protected Health Information and Reproductive Health Protected Health Information.

T. **Provider** – means a hospital or professional practitioner duly certified or licensed to provide health care services to Covered Individuals.

U. **Reproductive Health Information** – means anything related to the reproductive systems and to its functions and processes as defined in 45. CFR Section 160.103.

V. **Required By Law** – shall have the same meaning as the term "required by law" in 45 C.F.R. Section 164.103. It does not include "permitted by law."

W. **Secretary** – means the Secretary of the Department of Health and Human Services or his/her designee.

X. **Security Incident** – shall have the same meaning as the term "security incident" in 45 C.F.R. Section 164.304, unless defined differently in Covered Entity's policies and procedures for compliance with the Security Rule, which shall be provided to the Business Associate.

Y. **Security Rule** – means the Security Standards and Implementation Specifications at 45 C.F.R. Part 160 and Part 164, subpart C and the security provisions of HIPAA, as amended.

Z. **Standards for Electronic Transactions Rule** - means the final regulations issued by HHS concerning standard transactions and code sets under the Administrative Simplification provisions of HIPAA, 45 C.F.R. Part 160 and Part 162.

AA. **Subcontractor** – means an agent of a Business Associate described in 45 C.F.R. Section 165.103 to whom the Business Associate provides protected health information that the Business Associate creates, receives, maintains, or transmits on behalf of a Covered Entity.

BB. **Unsecured Protected Health Information** – means Protected Health Information that has not been rendered unusable, unreadable, or indecipherable to unauthorized individuals through the use of a technology or methodology specified by the Secretary. As of August 24, 2009, the Secretary has specified the following technologies and methodologies that will render Protected Health Information unusable, unreadable, and indecipherable (i.e., secured Protected Health Information): (1) encryption as described in the Secretary's guidance and determined by the National Institute of Standard and Technology to meet the standards described in such guidance, or (2) destruction, in accordance with the procedures identified in the Secretary's guidance, of the media on which the Protected Health Information was stored or recorded.

III. Privacy Provisions

A. **Introduction.** Business Associate, on behalf of Covered Entity, performs or assists in the performance of functions and activities that may involve

the use, disclosure, receipt and/or creation of Protected Health Information. The "business associate" provisions of the Privacy Rule govern the terms and conditions under which the Business Associate may use or disclose Protected Health Information. In general, Business Associate agrees and intends to act such that (1) Covered Entity can fulfill its responsibilities under HIPAA; and (2) Business Associate can fulfill its contractual obligations under this Business Associate Agreement. In addition, Business Associate specifically acknowledges its direct liability for the failure to comply with certain portions of the Privacy Rule as provided under HITECH and the regulations issued thereunder.

B. **Permitted Uses and Disclosures by Business Associate**.

1. Except as otherwise limited in this Business Associate Agreement, Business Associate may use or disclose Protected Health Information (i) to perform functions, activities, or services for, or on behalf of, Covered Entity pursuant to any services agreement with the Business Associate, (ii) as permitted or required by this Business Associate Agreement, and (iii) as Required by Law. Business Associate may disclose Protected Health Information to other business associates of Covered Entity, or to business associates of another covered entity that is part of an organized health care arrangement that includes Covered Entity, to the fullest extent allowed under applicable law.

2. Except as otherwise limited in this Business Associate Agreement, Business Associate may use Protected Health Information for the proper management and administration of its business and/or to fulfill its legal responsibilities.

3. Except as otherwise limited in this Business Associate Agreement, Business Associate may disclose Protected Health Information for the proper management and administration of its business, if:

i) the disclosures are Required by Law, or

ii) Business Associate obtains reasonable assurances from the person to whom the information is disclosed that the information will be held confidentially and will be used or further disclosed only as Required by Law or for the purpose for which it was disclosed to such person, and the person will notify the Business Associate of any instances of which the person is aware in which the confidentiality of the information has been breached.

4. Except as otherwise limited in this Business Associate Agreement, Business Associate may use Protected Health Information to provide Data Aggregation services to Covered Entity as permitted by 45 C.F.R. Section 164.504(e)(2)(i)(B).

5. Except as otherwise limited in this Business Associate Agreement, Business Associate may use Protected Health Information to report violations of law to appropriate Federal and State authorities, consistent with 45 C.F.R. Section 164.502(j)(1).

6. Business Associate will limit the use, disclosure, or request of Protected Health Information, to the extent practicable, (i) to the Limited Data Set, or (ii) if needed by Business Associate, to the minimum necessary (as determined by Business Associate) to accomplish the intended purpose of such use, disclosure, or request, except to the extent a broader use, disclosure, or request of Protected Health Information is allowed by the Privacy Rule. Business Associate's ability to satisfy the requirement of this Paragraph III.B.6 by use of the Limited Data Set shall be available until the effective date of subsequent guidance issued by the Secretary regarding what constitutes "minimum necessary," at which time Business Associate will take reasonable efforts to limit the use, disclosure, or request of Protected Health Information to the minimum necessary (as defined by such Secretary's guidance) to accomplish the intended purpose of such use, disclosure, or request, except to the extent a broader use, disclosure, or request of Protected Health Information is allowed by the Privacy Rule.

7. Except as otherwise authorized by the Privacy Rule, Business Associate shall not directly or indirectly receive remuneration (whether financial or nonfinancial) in exchange for any Protected Health Information of a Covered Individual unless Covered Entity has received a valid authorization from the Covered Individual that includes a specification of whether the Protected Health Information can be further exchanged for remuneration by the entity receiving Protected Health Information of that Covered Individual. This Paragraph III.B.7 shall apply to exchanges of Protected Health Information occurring on or after the compliance date applicable under the final regulations issued under HITECH that address this restriction.

8. Except as otherwise allowed by the Privacy Rule, Business Associate may not use or disclose Protected Health Information regarding a Covered Individual with respect to a communication about a product or service that encourages recipients of the communication to purchase or use the product or service unless Covered Entity receives no direct or indirect payment in exchange for making such communication and the communication is made to the Covered Individual: (i) to describe a health-related product or service (or payment for such product or service) that is provided by, or included in,

the Plan, Including communications about the entities participating in a health care provider network or health plan network, replacement of, or enhancements to, the Plan, and health-related products or services available only to Covered Individuals that add value to, but are not part of, the Plan; (ii) for treatment of the Covered Individual; or (iii) for case management or care coordination for the Covered Individual, or to direct or recommend alternative treatments, therapies, health care providers, or settings of care to the Covered Individual. Notwithstanding the foregoing, Business Associate may use or disclose Protected Health Information regarding a Covered Individual with respect to a communication about a product or service that encourages recipients of the communication to purchase or use the product or service if the communication relates to a prescription drug that is currently being prescribed for a Covered Individual and any financial remuneration received by Covered Entity in exchange for making the communication is reasonably related to Covered Entity's cost of making the communication. This Paragraph III.B.8 shall apply to disclosures of Protected Health Information occurring on or after the compliance date applicable under the final regulations issued under HITECH that address this restriction.

C. **Limitations on Business Associate's Uses and Disclosures.** With respect to Protected Health Information that Business Associate creates, receives, maintains, or transmits on behalf of Covered Entity, Business Associate will not use or further disclose the Protected Health Information other than as permitted or required by this Business Associate Agreement (including, but not limited to, any restrictions described in Section III.E.4) or as Required by Law.

D. **Additional Obligations of Business Associate**. Except as otherwise specified in this Business Associate Agreement, the provisions of this Paragraph III.D. apply only to Protected Health Information that Business Associate creates, receives, maintains, or transmits on behalf of Covered Entity.

1. **Safeguards**. Business Associate will use appropriate safeguards to prevent the improper use of, disclosure of, and tampering with Protected Health Information and to reasonably and appropriately protect the confidentiality, integrity, and availability of the Protected Health Information.

2. **Reporting and Mitigation**. Business Associate will report to Covered Entity any acquisition, access, use, or disclosure of Protected Health Information of which Business Associate becomes aware, or that is reported to Business Associate by an agent or Subcontractor, that is in violation of this Business Associate Agreement. Such report shall be made within ten (10) business days of its discovery (as that term is defined in 45 C.F.R. Section 164.410(a)(2)) by Business Associate. Business Associate agrees to

promptly mitigate, to the extent practicable, any harmful effect that is known to Business Associate of an acquisition, access, use, or disclosure in violation of this Business Associate Agreement. This obligation includes, but is not limited to, any acquisition, access, use, or disclosure of Unsecured Protected Health Information that may constitute a Breach. The determination of whether a Breach has occurred, and of the resultant action, shall be the responsibility of Covered Entity.

3. **Agents and Subcontractors**. Business Associate will enter into a written contract with any agent or Subcontractor who creates, receives, maintains, or transmits Protected Health Information on behalf of Business Associate that requires such agent or Subcontractor to comply with the same restrictions and conditions that apply by and through this Business Associate Agreement to Business Associate with respect to such information.

4. **Access to Protected Health Information**. Within fifteen (15) days of a request by Covered Entity for access to Protected Health Information about a Covered Individual, Business Associate shall make available to Covered Entity or, as directed by Covered Entity, a Covered Individual such Protected Health Information contained in a Designated Record Set. If the Protected Health Information requested by Covered Entity is maintained in a Designated Record Set electronically, Business Associate shall make available, within the time period specified above, a copy of such information in the electronic form and format specified by Covered Entity, provided such information is readily producible in such form and format. If the information is not readily producible in such form and format, Business Associate shall make the information available in a readable electronic form and format as agreed to by the parties Including providing a key at no cost if the information is encrypted. In the event any Covered Individual requests access to Protected Health Information directly from Business Associate, Business Associate shall within five (5) days forward such request to Covered Entity. Notwithstanding anything herein to the contrary, Covered Entity shall be ultimately responsible for providing access to the requested Protected Health Information or making the determination to deny access to requested Protected Health Information.

5. **Amendment of Protected Health Information**. Within fifteen (15) days of receipt of a request from Covered Entity or a Covered Individual for the amendment of Protected Health Information or a record regarding a Covered Individual contained in a Designated Record Set, Business Associate shall (i) provide such information to Covered Entity for amendment, and (ii) incorporate any such amendments in the Protected Health Information as required by 45 C.F.R. Section 164.526. It shall be Covered Entity's responsibility to promptly notify Business Associate of the request for an amendment. Notwithstanding anything herein to the contrary, Covered

Entity shall be ultimately responsible for determining whether the requested amendment shall be made and, if the request is denied, in whole or in part, complying with 45 C.F.R. Section 164.526.

6. **Disclosure Accounting**. Business Associate agrees to track such disclosures of Protected Health Information and information related to such disclosures as is necessary to enable Covered Entity to respond to a request by a Covered Individual for an accounting of disclosures of Protected Health Information in accordance with 45 C.F.R. Section 164.528. Within fifteen (15) days of receipt of notice from Covered Entity that it has received a request for an accounting of disclosures of Protected Health Information regarding a Covered Individual, Business Associate shall make available to Covered Entity such information as is in Business Associate's possession and is required for Covered Entity to make the accounting required by 45 C.F.R. Section 164.528. At a minimum, Business Associate shall provide Covered Entity with the following information: (i) the date of the disclosure; (ii) the name of the entity or person who received the Protected Health Information, and if known, the address of such entity or person; (iii) a brief description of the Protected Health Information disclosed; and, (iv) a brief statement of the purpose of such disclosure which includes an explanation of the basis for such disclosure. Business Associate hereby agrees to implement an appropriate record-keeping process to enable it to comply with the requirements of this section and applicable law. It shall be Covered Entity's responsibility to promptly notify Business Associate of the request for an accounting, and to prepare and deliver any such accounting requested. In addition to the forgoing, Business Associate shall track other disclosures and/or make available to Covered Entity such information as is necessary for Covered Entity to comply with any additional accounting requirements effective as of the compliance date applicable under final regulations implementing such requirements. Notwithstanding anything herein to the contrary, Covered Entity shall be ultimately responsible for providing the disclosure accounting to the Covered Individual.

7. **Access to Business Associate's Internal Records**. Business Associate shall make its internal practices, books, and records relating to the use and disclosure of Protected Health Information received from, or created or received by Business Associate on behalf of, Covered Entity available to Covered Entity or the Secretary, for the purposes of the Secretary's determining compliance with HIPAA for the Covered Entity and/or Business Associate.

8. **Electronic Transactions**. In the event the Business Associate transmits or receives any Covered Electronic Transaction on behalf of Covered Entity, it shall comply with all applicable provisions of the Standards for Electronic Transactions Rule to the extent Required by Law, and shall

ensure that any agents and Subcontractors that assist Business Associate in conducting Covered Electronic Transactions on behalf of Covered Entity agree in writing to comply with the Standards for Electronic Transactions Rule to the extent Required by Law.

E. **Obligations and Rights of Covered Entity**.

1. **Notice of Privacy Practices**. Covered Entity shall provide Business Associate with the notice of privacy practices that Covered Entity produces in accordance with 45 C.F.R. Section 164.520, as well as any changes to such notice.

2. **Requests by Covered Entity**. Covered Entity shall not request or direct Business Associate to use or disclose Protected Health Information in any manner that would not be permissible under the Privacy Rule if done by Covered Entity. This includes, but is not limited to, requests or directions for disclosure of Protected Health Information to the Plan sponsor in a capacity other than acting on behalf of the Plan as Covered Entity. To the extent a dispute or difference of opinion exists between the Business Associate and Covered Entity regarding whether a use or disclosure is permissible, Business Associate may disclose the Protected Health Information under objection pursuant to the specific, written direction of Covered Entity. Any disclosures made pursuant to such specific, written direction shall be subject to the indemnification provisions of this Business Associate Agreement.

3. **Changes in Permission**. Covered Entity shall notify Business Associate of any changes in, or revocation of, permission by an Individual to use or disclose Protected Health Information, to the extent that such changes may affect Business Associate's use or disclosure of Protected Health Information.

4. **Restrictions**. Covered Entity shall notify Business Associate of any restriction to the use or disclosure of Protected Health Information to which Covered Entity has agreed in accordance with 45 C.F.R. Section 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of Protected Health Information. Such restrictions include, but are not limited to, a Covered Individual's request not to disclose Protected Health Information for purposes of payment or health care operations where the Protected Health Information relates solely to a health item or service for which the health care provider has been paid in full out-of-pocket by, or on behalf of, the Covered Individual.

5. **Agreement Breaches by Business Associate**. If Covered Entity obtains knowledge of a pattern of activity or practice of Business Associate that constitutes a material breach or violation of Business Associate's

obligations under this Business Associate Agreement, Covered Entity will take reasonable steps to cure such breach or end such violation. If Covered Entity cannot successfully cure the breach or end the violation, Covered Entity shall terminate the Business Associate Agreement in accordance with Section VI.B if feasible.

IV. Electronic Security Provisions

A. **Introduction.** This section applies where Business Associate, on behalf of Covered Entity, performs or assists in the performance of functions and activities that may involve the creation, maintenance, receipt, or transmission of Electronic Protected Health Information. This Section IV along with the other sections of the Business Associate Agreement are (1) intended to meet the requirements of the "business associate" provisions of Security Rule, and (2) govern the terms and conditions under which the Business Associate may create, maintain, receive, and transmit Electronic Protected Health Information on behalf of Covered Entity. In general, Business Associate agrees and intends to act such that (1) Covered Entity can fulfill its responsibilities under HIPAA; (2) Business Associate can fulfill its responsibilities under HIPAA; and (3) Business Associate can fulfill its contractual obligations under this Business Associate Agreement.

B. **Obligations of Business Associate.** In accordance with the Security Rule, Business Associate agrees to:

1. Conduct a security risk assessment (in accordance with 45 C.F.R. Section 164.308(a)(1)(ii)(A)) and adopt and implement policies and procedures designed to ensure compliance with the Security Rule and this Business Associate Agreement Including identifying a security officer and training personnel. This Paragraph IV.B.1 shall be effective as of the compliance date applicable under the final regulations issued under HITECH that address this requirement.

2. Implement administrative, physical and technical safeguards (Including written policies and procedures) that reasonably and appropriately protect the confidentiality, integrity, and availability of the Electronic Protected Health Information that Business Associate creates, maintains, receives, or transmits on behalf of Covered Entity;

3. Report to Covered Entity any Security Incident of which Business Associate becomes aware within ten (10) business days of its discovery by the Business Associate;

4. Promptly mitigate, to the extent practicable, any harmful effect of a Security Incident that is known to Business Associate; and

5. Enter into a written contract with any agent or Subcontractor to whom Business Associate provides Electronic Protected Health Information that requires such agent or Subcontractor to comply with the same restrictions and conditions that apply under this Section IV to Business Associate Including implementing reasonable and appropriate safeguards to protect such information.

C. **Obligations of Covered Entity**. Covered Entity shall not request or direct Business Associate to create, maintain, receive, or transmit Electronic Protected Health Information in any manner that would not be permissible under the Security Rule.

V. Breach Notification Requirements

If Business Associate accesses, maintains, retains, modifies, records, stores, destroys, or otherwise holds, uses, or discloses Unsecured Protected Health Information, Business Associate shall notify Covered Entity of a Breach of such Unsecured Protected Health Information without unreasonable delay, but no later than sixty (60) days following discovery of the Breach. Such notice shall include an identification of each Covered Individual whose Unsecured Protected Health Information has been or is reasonably believed by Business Associate to have been, accessed, acquired, or disclosed during such Breach and any other available information needed by Covered Entity to enable it to comply with its notification obligations under the Privacy Rule and Security Rule. For purposes of this Section V, a Breach is deemed to have been discovered by Business Associate upon the first day on which such Breach is known, or by exercising reasonable diligence would have been known, to Business Associate (Including any person, other than the individual committing the Breach, that is an employee, officer or agent of Business Associate (determined in accordance with the Federal common law of agency)).

VI. Term and Termination

A. **Term.** The Term of this Business Associate Agreement will begin and become effective on the Effective Date and shall terminate when all of the Protected Health Information created or received by Business Associate on behalf of Covered Entity is destroyed or returned to Covered Entity, or, if it is infeasible to return or destroy Protected Health Information, protections are extended to such information, in accordance with the termination provisions in this Section VI.

B. **Termination**. In the event that a party (the "non-breaching party") discovers and determines that the other party (the "breaching party") materially breached or violated any of its obligations under this Business Associate Agreement, the non-breaching party will notify the breaching

party of such breach in writing and may immediately terminate the Business Associate Agreement upon notice to the breaching party or may provide the breaching party with an opportunity to take reasonable steps to cure the breach or end the violation, as applicable, within a mutually agreed upon period of time. If the breaching party's attempts to cure the breach or end the violation are unsuccessful within that period, without limiting the rights of the parties under the Business Associate Agreement, the non-breaching party may immediately terminate the Business Associate Agreement upon notice to the breaching party.

C. **Effect of Relationship Termination**.

1. Except as provided in paragraphs (2) and/or (3) of this sub-section, upon termination of the Business Associate Agreement, for any reason, Business Associate shall return or destroy all Protected Health Information created or received by it on behalf of Covered Entity. This provision shall apply to Protected Health Information that is in the possession of Business Associate and/or its Subcontractors or agents. Business Associate will not retain any copies of Protected Health Information.

2. In the event that Business Associate determines that returning or destroying Protected Health Information is infeasible, Business Associate will notify Covered Entity of the conditions that make return or destruction infeasible. Upon mutual agreement of the parties that return, or destruction of Protected Health Information is infeasible, Business Associate will extend the protections of this Business Associate Agreement to such Protected Health Information and limit further uses and disclosures of such Protected Health Information to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such Protected Health Information.

3. Should Covered Entity notify Business Associate that the information necessary to comply with the recordkeeping requirements under other applicable law includes the Protected Health Information, Business Associate shall return or provide to Covered Entity such information, including Protected Health Information.

VII. General Provisions

A. **Reproductive Health Care Information**. Notwithstanding any provision in the Agreement, as of December 22, 2024, this Agreement shall require compliance with the Regulations to Support Reproductive Health Care

Privacy that appear at 45 C.F.R. Parts 160 and 164. The definition of "health care" is amended to include "reproductive health care" defined as care that affects the health of the individual in matters related to the reproductive system. Use and disclosure of reproductive health care information is limited, including with respect to purposes of law enforcement. In many instances reproductive health care information must be disclosed only with an attestation by the recipient.

B. **Regulatory References.** A reference in this Business Associate Agreement to a section in the Privacy Rule or the Security Rule means the section as in effect or as amended.

C. **Amendment.** The parties agree to take such action as is necessary to amend this Business Associate Agreement from time to time as is necessary for Covered Entity and/or Business Associate to comply with the requirements of the Privacy Rule, the Security Rule, and the Health Insurance Portability and Accountability Act of 1996, Pub. L. No. 104-191.

D. **Interpretation.** Any ambiguity in this Business Associate Agreement shall be resolved to permit each party to comply with the Privacy Rule and the Security Rule, if applicable.

E. **Survival.** The respective rights and obligations under this Business Associate Agreement shall survive the termination of this Business Associate Agreement and any related agreement, Including a services agreement.

F. **Indemnity.** Each party will indemnify, hold harmless, and defend the other party and its affiliates, officers, directors, employees or agents from and against any claim, cause of action, liability, damage, cost or expense, Including attorneys' fees and court or proceeding costs, arising out of or in connection with any non-permitted or violating use or disclosure of Protected Health Information or other breach of this Business Associate Agreement by such party or any Subcontractor, agent, person or entity under such party's control.

G. **No Third-Party Beneficiaries**. Nothing express or implied in this Business Associate Agreement is intended to confer, nor shall anything herein confer, upon any person other than the parties hereto, any rights obligations, or liabilities whatsoever.

H. **Conformance with Law.** The parties agree to take such action as is necessary to amend this Business Associate Agreement from time to time as is necessary for the parties to comply with the requirements of HIPAA as they apply to each party.

I. **Action.** For purposes of this Business Associate Agreement, whenever action is required by a party to this Business Associate Agreement, such action must be taken by a person or persons with authority to act on behalf of such party to this Business Associate Agreement.

J. **Governing Law.** This Business Associate Agreement shall be governed by the law of Minnesota, except to the extent preempted by federal law.

K. **Severability.** The invalidity or unenforceability of any provision of this Business Associate Agreement shall not affect the validity or enforceability of any other provision of this Business Associate Agreement, which shall remain in full force and effect.

L. **Notices.** All notices and communications required by this Business Associate Agreement shall be in writing. Such notices and communications shall be given in one of the following forms: (i) by delivery in person, (ii) by a nationally recognized, next-day courier service, (iii) by first-class, registered or certified mail, postage prepaid; or (iv) by electronic mail to the address that each party specifies in writing.

M. **Entire Agreement.** This Business Associate Agreement constitutes the entire agreement between the parties with respect to its subject matter and constitutes and supersedes all prior agreements, representations and understandings of the parties, written or oral, with regard to this same subject matter. Notwithstanding the foregoing, this Business Associate Agreement is intended to supplement (rather than supersede) the agreement between Business Associate and the sponsor of the Plan related to the services that Business Associate provides with respect to administration of the Plan.

N. **Counterparts.** This Agreement may be executed in counterparts, each of which so executed shall be construed to be an original, but all of which together shall constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart. Transmission by facsimile or electronic mail of an executed counterpart of this Agreement shall be deemed to constitute due and sufficient delivery of such counterpart. This Agreement and any amendment or modification may not be denied legal effect or enforceability solely because it is in electronic form, or because an electronic signature or electronic record was used in its formation.

CONSENT ITEM – 8D

MEMORANDUM

DATE: March 9, 2026

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

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

SUBJECT: Acknowledgment for Ducks Unlimited North Suburban Ch. 239 to Hold Raffle

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

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

- Acknowledging the LG220 Application from Ducks Unlimited North Suburban Chapter 239 for a raffle to be held at Welsch's Big Ten on April 11, 2026 with no waiting period.

Background/Discussion
Ducks Unlimited North Suburban Chapter 239 has submitted a request again this year for authorization to hold a raffle to raise money for the national Ducks Unlimited charitable organization, whose mission is to protect, preserve and enhance North America's wetland and associated upland habitat. Per Minnesota's Lawful Gambling regulations, they are required to obtain acknowledgment from the City. This does not require a permit or license from the City as it is not a premise permit.

As part of the requirement of the LG220 Application for Exempt Permit, the City must formally acknowledge the application with no waiting period, with a 30-day waiting period, or deny the application.

Staff recommends the City Council approve a motion acknowledging the LG220 Application for Exempt Permit to conduct a raffle with a drawing date of April 11, 2026, with no waiting period.

Attachments
Attachment A: Ducks Unlimited LG220 application
Attachment B: Non-profit letter

Attachment A

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

4/23

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than $50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be $1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Ducks Unlimited North Suburban Chapter 239

Previous Gambling Permit Number: X- 03315-25-029

Minnesota Tax ID Number, if any: _____

Federal Employer ID Number (FEIN), if any: 36-3766069

Mailing Address: 1320 Amble Rd.

City: Arden Hills State: MN Zip: 55112 County: Ramsey

Name of Chief Executive Officer (CEO): Peter Belsito

CEO Daytime Phone: 651-242-3889 CEO Email: peter.g.belsito@gmail.com

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☑ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

☐ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☑ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Welsch's Big Ten Supper Club

Physical Address (do not use P.O. box): 4703 N Hwy 10, Arden Hills, MN 55112

Check one:

☑ City: Arden Hills Zip: 55112 County: Ramsey

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): 4/11/2026

Check each type of gambling activity that your organization will conduct:

☑ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☑ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to ***www.mn.gov/gcb*** and click on ***Distributors*** under the ***List of Licensees*** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits

☐ The application is acknowledged with no waiting period.

☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

☐ The application is denied.

Print City Name: _____

Signature of City Personnel:

_____

Title: _____ Date: _____

The city or county must sign before submitting application to the Gambling Control Board.

COUNTY APPROVAL for a gambling premises located in a township

☐ The application is acknowledged with no waiting period.

☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

☐ The application is denied.

Print County Name: _____

Signature of County Personnel:

_____

Title: _____ Date: _____

TOWNSHIP (if required by the county)
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: _____ Date: 2/12/26
(Signature must be CEO's signature; designee may not sign)

Print Name: Peter Belsito

REQUIREMENTS

Complete a separate application for:
- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

____ a copy of your proof of nonprofit status; and

____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

Attachment B

TAX STATUS

The Internal Revenue Service has ruled that Ducks Unlimited, Inc. Qualifies under the provisions of Section 501(c)(3) of the Internal Revenue Code (IRC) as an organization created for charitable, educational, scientific and conservation purposes and, therefore, is exempt from federal income taxes on related income. As a qualified tax-exempt organization, Ducks Unlimited must operate in conformity with the IRC to maintain ins tax exempt status. Donations to Ducks Unlimited are deductible by the donor as charitable contributions for federal income tax purposes.

Ducks Unlimited's federal taxpayer identification number is **13-5643799**. Each of its state and local committees is chartered as a chapter of Ducks Unlimited with its own federal taxpayer identification number, and is exempt from federal income tax under the provisions of Section 501(c)(3) through Ducks Unlimited's group exemption (group exemption number 9352).

The following letters, identified by the date of the letter, support Ducks Unlimited's tax exempt status:

> *November 29, 1938*—original determination letter from IRS entitling DU to exemption under provisions of §101(6) of the Revenue Act of 1936. Contributions to DU by individual donors are deductible by such individuals in arriving at their taxable net income as provided by §23(o).
>
> *July 1, 1965*—modification to original determination letter to include deductibility related to gifts and bequests under the provisions of §§2055, 2106, and 2522 of the Code.
>
> *October 20, 1970*—confirmation that DU is not classified as a private foundation as defined in §509(a) of the Internal Revenue Code.
>
> *February 24, 1978*—confirmation that tax exemption under §101(6) of the Revenue Act of 1936 corresponds to exemption under §501(c)(3) of the Internal Revenue Code of 1954.
>
> *January 23, 1985 (not reproduced here)*—recognition of tax exempt status of organizations DU operates, supervises, or controls . . . as exempt from federal income tax under §501(c)(3) of the Code . . . classification of those organizations as organizations that are not private foundation because they are of the type described in §§509(a)(1) and 170(b)(1)(A)(vi) of the Code. . . donors may deduct contributions to DU and its subordinates as provided in §170 of the Code. Bequests, legacies, devises, transfers, or gifts to DU or for DU's use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of §2055, 2106, and 2522 of the Code.

CONSENT ITEM – 8E

ARDEN HILLS

MEMORANDUM

DATE: March 9, 2026

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

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

SUBJECT: Acknowledgment for Fishing for Life to Hold a Raffle/Drawing

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

Council Should Consider
Motions to approve, table, or deny the following:

- Acknowledging the LG220 Application from Fishing for Life for a raffle to be held at North Heights Lutheran Church on May 18, 2026 with no waiting period.

Background/Discussion
The City has once again received a request from Fishing for Life for authorization to hold a raffle/drawing at North Heights Lutheran Church. Fishing for Life, founded in 2004, serves youth, families, veterans and communities through fishing and outdoor programs. This 501(c)(3) non-profit organization uses hands-on fishing events and mentoring programs to impact the lives of at-risk youth and families in the Twin Cities and surrounding areas. For more information visit https://fishingforlife.org/about-us/. Per Minnesota's Lawful Gambling regulations, they are required to obtain acknowledgment from the City. This does not require a permit or license from the City as it is not a premise permit.

As part of the requirement of the LG220 Application for Exempt Permit, the City must formally acknowledge the application with no waiting period, with a 30-day waiting period, or deny the application.

Staff recommends the City Council approve a motion acknowledging the LG220 Application for Exempt Permit to conduct a raffle with a drawing date of May 18, 2026 with no waiting period.

Attachments
Attachment A: Fishing for Life LG220 application
Attachment B: Statement of Nonprofit

Attachment A

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than $50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be $1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Fishing For Life

Previous Gambling Permit Number: X- 92385-21-021

Minnesota Tax ID Number, if any: 158894

Federal Employer ID Number (FEIN), if any: 43-2058434

Mailing Address: PO Box 19320

City: Minneapolis State: MN Zip: 55419 County: Hennepin

Name of Chief Executive Officer (CEO): Thomas Goodrich

CEO Daytime Phone: 612-987-5466 CEO Email: tom@fishingforlife.org

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): laura@fishingforlife.org

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☑ Religious ☐ Veterans ☐ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

☑ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): North Heights Church

Physical Address (do not use P.O. box): 1700 West Highway 96

Check one:

☑ City: Arden Hills Zip: 55112 County: Ramsey

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): 5/18/2026 only

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☑ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to ***www.mn.gov/gcb*** and click on ***Distributors*** under the ***List of Licensees*** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits

☐ The application is acknowledged with no waiting period.

☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

☐ The application is denied.

Print City Name: _____

Signature of City Personnel:

_____

Title: _____ Date: _____

The city or county must sign before submitting application to the Gambling Control Board.

COUNTY APPROVAL for a gambling premises located in a township

☐ The application is acknowledged with no waiting period.

☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

☐ The application is denied.

Print County Name: _____

Signature of County Personnel:

_____

Title: _____ Date: _____

TOWNSHIP (if required by the county)
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Thomas Goodrich Date: 2/24/2026
(Signature must be CEO's signature; designee may not sign)

Print Name: Thomas Goodrich

REQUIREMENTS

Complete a separate application for:
- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

✓ a copy of your proof of nonprofit status; and

____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

Attachment B

IRS Internal Revenue Service

OGDLN UT 84201-0046

In reply refer to: 0625275055
Sep. 30, 2013 LTR 2520 0
43-2058434 201212 67
00004805
BODC: TE

FISHING FOR LIFE
% THOMAS M GOODRICH
3015 13TH AVE S
MINNEAPOLIS MN 55407-1624

Taxpayer Identification Number: 43-2058434

Dear Taxpayer:

Thank you for your Form 990.

We have changed the name on your account as requested. The number shown above is valid for use on all tax documents.

If you need forms, schedules, or publications, you may get them by visiting the IRS website at www.irs.gov or by calling toll-free at 1-800-TAX FORM (1-800-829-3676).

If you have any questions, please call us toll free at 1 877-829 5500.

If you prefer, you may write to us at the address shown at the top of the first page of this letter.

Whenever you write, please include this letter and, in the spaces below, give us your telephone number with the hours we can reach you. Also, you may want to keep a copy of this letter for your records.

Telephone Number ( )_____ Hours_____

Sincerely yours,

Sheila Bronson
Dept. Manager, Code & Edit/Entity 5

Enclosure(s):
Copy of this letter

CONSENT ITEM – 8F

MEMORANDUM

DATE:	March 9, 2026
TO:	Honorable Mayor and City Councilmembers
FROM:	Jessica Jagoe, City Administrator
SUBJECT:	Termination of Building Official

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

Council Should Consider

Motion to approve, table or deny the following:

- Termination of the Building Official.

Background

It is recommended that the City terminate the current Building Official.

Budget Impact

None.

Attachments

N/A

CONSENT ITEM – 8G

ARDEN HILLS

MEMORANDUM

DATE: March 9, 2026

TO: Honorable Mayor and City Councilmembers

FROM: Jessica Jagoe, City Administrator

SUBJECT: Hiring Christopher Audet for the position of Building Official

Budgeted Amount:	**Actual Amount:**	**Funding Source:**
$159,534 (Salary & Benefits)	$126,202 (Salary & Benefits)	Gov't Buildings & Bldg. Inspections

Council Should Consider

Motions to approve, table, or deny the following:

- Hiring Christopher Audet for the position of Building Official at Grade 15 Step 1 on the City's pay scale.

Discussion

Staff recommends hiring Christopher Audet as the City's Building Official. All other normal benefits apply and his PTO accrual rate will remain the same as it is currently (6 hours per pay period).

Budget Impact

This position is a previously budgeted position and will not adversely affect the budget.

Attachment

N/A

CONSENT ITEM – 8H

MEMORANDUM

DATE: March 9, 2026

TO: Honorable Mayor and City Councilmembers

FROM: Jessica Jagoe, City Administrator

SUBJECT: Authorization to Recruit for a Building & Code Enforcement Inspector

Budgeted Amount:	Actual Amount:	Funding Source:
$104,587 (Salary & Benefits)	TBD	General Fund-Building Inspections

Council Should Consider

Motions to approve, table, or deny the following:

- Authorization to Recruit for a Building & Code Enforcement Inspector position.

Background

The City will have a vacancy for a Building & Code Enforcement Inspector position following the termination of the current Building Official and subsequent appointment of the City's current Building & Code Enforcement Inspector to the Building Official position. Below is an example of a typical recruitment process:

-Council approves authorization to begin the recruitment process
-Staff posts for the position
-Staff reviews applications and selects interview candidates and selects a finalist
-Staff will bring forward a finalist for official Council approval

Councilmembers have previously expressed an interest in being part of the interview panel for certain positions at City Hall; currently no Councilmembers are slated to be on the interview panel for this position. Should Council want to discuss if any Councilmembers would want to be designated to participate that should occur with this authorization (it would need to be pulled from Consent and approved).

Budget Impact

This position is filling an existing budgeted position and should not adversely affect the budget.

Attachments

Attachment A: Job Description

Attachment A

CITY OF ARDEN HILLS
POSITION DESCRIPTION

Position Title:	Building & Code Enforcement Inspector
Department:	Community Development
Accountable to:	Building Official
Positions Supervised:	None
Status:	Regular Full Time, Non-Exempt

May 2024

PRIMARY OBJECTIVES

Performs intermediate skilled technical work administering, supervising and managing the issuance of all building permits for commercial, industrial, and residential projects, ensuring building code and construction-related code enforcement compliance, assisting with plan reviews and inspections, responding to resident calls, assisting with walk-in customers, writing detailed reports and related duties as assigned. Acts as the City's Code Enforcement Officer for Public Nuisances. Work is performed under the limited supervision of the Building Official.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS OF THE POSITION

Conducts inspections of new or remodeled buildings for compliance with applicable codes and ordinances governing construction, plumbing, mechanical, housing and zoning.

- Consistently and fairly interprets codes in a professional manner.
- Conducts inspections in a businesslike and impartial manner that commands the respect of contractors and property owners.
- Makes inspections as scheduled to avoid causing unnecessary delays in construction.
- Inspects all types of structures for compliance with all aspects of the City and State Building Codes, including but not limited to building, plumbing and mechanical requirements. Also responsible for enforcing compliance with all City zoning regulations and other relevant City codes.
- Assists residents, building owners, designers, and contractors with interpretation of City Codes and finding solutions to problems and concerns.
- Follows up on violations or code issues to ensure that corrective action has been taken.
- Responds to public inquiries and complaints.
- Records and maintains appropriate records and documentation.

Assures review and approval of all requests for building or remodeling permits and issues appropriate permits.

- Checks plans for compliance with existing building, plumbing, and zoning requirements.

- Reviews requests with Building Official or Department Head to ensure proper interpretation and implementation of City policies, plans and programs.

- Calculates Building Permit fees and ensures that all fees are assessed accordingly to facilitate the timely collection of such fees.

Identifies code violations and recommends to property owners and/or contractors the steps necessary to achieve compliance.

- Maintains appropriate records of all inspections, citations, etc., for future reference.

- Communicates effectively with contractors and property owners to ensure compliance with regulatory codes and City ordinances.

Follows up on all zoning and City code violations noted to ensure that appropriate action has been taken.

- May discuss with Building Official and City Attorney the basis for a citation to determine legal justification.

- Assists Building Official in inspecting projects to assure final product complies with City ordinances and any special conditions required by City Council action; withholds Certificate of Occupancy for non-compliance.

May assist Building Official and other staff in reviewing development proposals; makes recommendations when appropriate, compliance to code and ordinance for items including:

- Identifying potential code/building problems prior to Planning Commission/Council consideration.

Interprets codes and ordinances upon request by interested parties to ensure a clear understanding of and compliance with regulations.

- Keeps updated on regulatory codes and their interpretation.

- Maintains appropriate certification by State as a Building Inspector.

Participates with the Building Official in administering flood plain regulations for the City of Arden Hills to ensure the safety in the Flood Zone.

- Recognizes potential hazards to the public health and safety. Recommends and follows through to see that appropriate ordinances and regulations are established to eliminate the public health and safety hazard.

- Assures compliance with State and Federal flood control regulations on a day-to-day basis and works with local agencies and Watershed District to ensure flood safety.

Assists the Building Official and Planner in handling and responding to Zoning Ordinance violations and complaints, and makes inspections to protect the health and safety of the public.

- Recognizes potential hazards to the public health and safety; reports and follows through to see that corrective action is taken.

- Keeps updated on regulatory codes and their interpretation.

Represents the City of Arden Hills in a manner that commands respect of the public, contractors, and citizens.

- Attends meetings as assigned or as requested when matters relate to responsibilities assigned.

Keeps the Building Official, Planner and Department Head informed of important developments that may be of interest to them, and makes recommendations where changes in policy should be considered.

EDUCATION and/or EXPERIENCE
Associate's degree or Certification in relevant fields and considerable experience in construction and municipal inspections, or equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES
General knowledge of all types of building construction materials and methods; general knowledge of stages of construction when possible violations and defects may be most easily observed and corrected; general knowledge of State building and related codes and laws and ordinances; ability to detect poor workmanship, inferior materials, and hazards of fire and collapse; ability to read and interpret plans, specifications and blueprints accurately and to compare them with construction in process; ability to contact building owners, contractors and the public and effect satisfactory working relationships; ability to demonstrate firmness and tact in enforcing building codes; ability to establish and maintain effective working relationships with associates.

PHYSICAL DEMANDS
This work requires the occasional exertion of up to 50 pounds of force; work frequently standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling and repetitive motions and occasionally requires lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms-length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires working near moving mechanical parts, exposure to outdoor weather conditions, exposure to extreme cold (non-weather) and exposure to extreme heat (non-weather) and occasionally requires working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock and exposure to vibration; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

SPECIAL REQUIREMENTS
Building Official Certification or Limited Building Official - State of Minnesota.
Valid driver's license.

SELECTION GUIDELINES
Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

CITY OF ARDEN HILLS IS AN EQUAL OPPORTUNITY EMPLOYER

NON-DISCRIMINATION POLICY
The City of Arden Hills does not discriminate
on the basis of handicapped status
in the admission or access to or treatment or employment
in its programs and activities.

CONSENT ITEM – 8I

MEMORANDUM

DATE:	March 9, 2026
TO:	Honorable Mayor and City Councilmembers Jessica Jagoe, City Administrator
FROM:	Joua Yang, Finance Director
SUBJECT:	Ordinance 2026-001 Amending Chapter 10 - Utilities

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

Council Should Consider

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

- Adoption of Ordinance 2026-001 amending Chapter 10 - Utilities to combine the regulations relating to rates and charges for utility systems to ensure consistency and to add authority to impose costs and charges on owner for City utility-related work performed and authorization to publish Summary Ordinance of 2026-001.

Approval for authorization to publish summary ordinance requires an affirmative vote of four councilmembers.

Discussion

Following the Council's approval of After-Hours Call-Out charges in the 2026 Fee Schedule, staff collaborated with the City Attorney to amend Chapter 10 - Utilities. This amendment authorizes the City Administrator to assess on the quarterly utility bills the costs for utility-related work (i.e. Water Turn-On/Off, After Hours Call-Out Fees) performed on private property, whether initiated by the City or at the owner's request. Furthermore, staff is proposing as a secondary part of this amendment to Chapter 10 to consolidate all utility rates and charges into one uniform section for the reader and to ensure consistency without altering any existing rate structures or processes for billing and delinquents. Proposed ordinance language within Section 1030, Rates and Charges is underlined due to the creation of a new section within Chapter 10 and reorganization of those existing provisions.

Budget Impact

N/A

Attachment

Attachment A – Ordinance 2026-001 – Amending Chapter 10 – Utilities
Attachment B – Summary Ordinance 2026-001

Attachment A

ORDINANCE NO. 2026-001

CITY OF ARDEN HILLS
RAMSEY COUNTY, MINNESOTA

AN ORDINANCE AMENDING CHAPTER 10 - UTILITIES
OF THE ARDEN HILLS CITY CODE CONCERNING FEES AND CHARGES

THE CITY COUNCIL OF THE CITY OF ARDEN HILLS, MINNESOTA, ORDAINS:

SECTION 1. Chapter 10 – Utilities, Section 1000 – Water, Subsection 1000.20 – Rates and Charges is hereby amended by deleting the ~~strikethrough~~ language and adding the underlined language to read as follows:

1000.20 ~~Rates and Charges~~ Water Accounts.

~~Subd. 1 Keeping Water Accounts.~~ All water accounts shall be kept by the City Administrator by house and street number and under the account number assigned thereto, and also by the name of the owner. Bills and notices sent out by the City Administrator shall be sent to the house or street number of the party. If nonresident owners or agents wish notice sent to a different address they shall file an application therefor with the City Administrator. Any error in address shall be promptly reported to the City Administrator.

~~Subd. 2 Water Rates.~~

~~A. The rate due and payable by each water user within the City for water taken from the water system shall be as established by Ordinance adopted by the Council.~~

~~B. In case the meter is found to have stopped, or to be operating in a faulty manner, the amount of water used will be estimated in accordance with the amount used previously in comparable periods of the year. If no comparable period is available the City Administrator shall, with the consent of the Council, set an estimated charge on the basis of his or her best judgment.~~

~~C. Where service is for less than a quarterly period, the quarterly charge shall be prorated on a monthly basis.~~

~~D. Rates due and payable by each water user located beyond the territorial boundaries of the City shall be determined by special contract.~~

~~E. In case a service pipe is connected to the stop box and laid into the building, but the property owner does not wish to connect immediately to the building piping for use, the minimum rates shall be charged as provided in Subpart A above.~~

F. In the event the water customer elects to discontinue use of municipal water the minimum charge shall continue until such date as the service pipe is excavated and disconnected at the stop box. The disconnection shall be inspected by an appropriate City official before backfilling occurs.

G. In addition to the above charges for water consumption, each water user within the City shall pay an additional quarterly demand charge for the purpose of covering certain fixed costs of the City in maintaining the municipal water system, which charges shall be as established in resolutions adopted from time to time by the City Council.

H. The owner(s) of any premises shall be solely responsible for the payment of any water or sewer usage or service charge, whether or not the water or sewer, usage or service, have been used by the owner(s) or tenants.

Subd. 3 Payment of Charges.

A. Statements for total water charges for the preceding quarterly period shall be mailed by the City Administrator to each property owner on or before the tenth day of the month following the rolling billing area.

B. Such statements shall be due on the last day of the month following the quarterly period covered by the statement. Any prepayment or overpayment of charges may be retained by the City and applied to subsequent quarterly statements.

Subd. 4 Delinquency Penalties and Collection of Delinquent Charges.

A. A delinquency penalty of eight (8%) percent of the unpaid water bill for charges shall be charged, effective thirty (30) days after the rolling billing quarter, in accordance with the following schedule of billing dates:

For the first quarter April 30

For the second quarter July 31

For the third quarter October 31

For the fourth quarter January 31

If the delinquency date falls on a nonbusiness day for the City Hall, the penalties shall be imposed on the next business day, but first crediting payments received on that day.

B. Except as otherwise provided in this section, the delinquency penalty shall be imposed upon and added to all unpaid water bills by the City Administrator and mailed in the usual course at the next regular billing date, showing in the same bill the current billing after the first penalty date.

C. The Council has noted that, under Subd. 3, section bills are due at the end of the billing month, and accordingly the delinquency charge shall be imposed consistent with the due date of a billing.

D. Any amounts due for water charges in excess of 90 days past due, may be collected in a civil action brought for that purpose in the name of the City; or the City Administrator, upon direction by the Council, may certify to the county auditor the amount due, together with the legal

~~description of the premises served, and the City Administrator, in so certifying, shall add to the amount as a separate item, in addition to the delinquency penalty hereinbefore provided, an additional delinquency penalty of eight (8%) percent of the original unpaid amount, inclusive of any previous delinquency penalty. The county auditor shall enter the amount as part of the tax levied on the premises to be collected during the ensuing year. No additional delinquency penalties shall be added to unpaid bills after certification to the county auditor as provided in this subdivision.~~

SECTION 2. Chapter 10 – Utilities, Section 1010 – Sewer, Subsection 1010.11 – Rates and Charges is hereby deleted in its entirety. This subsection shall be reserved in the City Code.

SECTION 3. Chapter 10 – Utilities, Section 1010 – Sewer, Subsection 1010.14 - Surface Water Management Utility is hereby amended to delete Subd. 10 and Subd. 11. Subdivisions not expressly amended herein shall remain in full force and effect.

SECTION ~~3~~4. Chapter 10 – Utilities, Section 1030 – Rates and Charges is hereby enacted to read as follows:

1030 – Rates and Charges

1030.01 Established.

Subd. 1. Rates and charges to be imposed on the users of the utility systems in Chapter 10 of the City shall be established by Ordinance adopted by the Council. In establishing the rates and charges, the Council shall employ any one or a combination of the methods and bases set forth in M.S. § 444.075 (3), as now constituted and as hereafter amended. Rates due and payable by each water user located beyond the territorial boundaries of the City shall be determined by special contract.

Subd. 2. Where service is for less than a quarterly period, the quarterly charge shall be prorated on a monthly basis.

Subd. 3. In case a service pipe is connected to the stop box and laid into the building, but the property owner does not wish to connect immediately to the building piping for use, the minimum rates shall be charged as provided in Subd. 1 above.

Subd. 4. In the event the water customer elects to discontinue use of municipal water the minimum charge shall continue until such date as the service pipe is excavated and disconnected at the stop box. The disconnection shall be inspected by an appropriate City official before backfilling occurs.

Subd. 5. In addition to the above charges for water consumption, each water user within the City shall pay an additional quarterly demand charge for the purpose of covering certain fixed costs of the City in maintaining the municipal water system, which charges shall be as established in resolutions adopted from time to time by the City Council.

Subd. 6. The owner(s) of any premises shall be solely responsible for the payment of any utility usage, service charge or utility-related work, including but not limited to water shut-off/turn on or after hours call-out, performed by the City or at the direction of the owner. The City Administrator may charge the owner the costs and charges established by Ordinance adopted by

the Council relating to utility usage, service charge or for any utility-related work on private property performed by the City or at the direction of the owner.

Subd. 7. Charges for mobile homes and apartments shall be billed to the owner or management of the mobile home court, park or apartment building in which the same are respectively located. Charges will be based on the number of units.

Subd. 8. Certain premises, because of their discharge of industrial sewage wastes or voluminous or strong sewage wastes, may be subject to supplementary charges imposed by governmental agencies or subdivisions other than the City. In such event, the City may impose, as established by Ordinance and adopted by the Council, a supplementary charge based generally upon and at least equal to the amount of the supplemental charge imposed by the other governmental agency or subdivision.

Subd. 9. All owners of properties other than single family dwellings, duplexes or two-family dwellings, mobile homes or trailers and apartments which are not connected to the municipal water system and are not excepted, shall install a meter on their water supply as part of any building program on the premises, and in any event within ten (10) days after receipt of written notice to do so from the City Administrator. Such meter shall be designed in such manner as to accurately measure water consumption, shall be of a type approved by the director of public works, shall be maintained in good operating condition without expense to the City, and access thereto shall be given to employees of the City at all reasonable times for the purpose of testing or making readings.

Subd. 10. In case the meter is found to have stopped, or to be operating in a faulty manner, the amount of water used will be estimated in accordance with the amount used previously in comparable periods of the year. If no comparable period is available, the City Administrator shall, with the consent of the Council, set an estimated charge on the basis of his or her best judgment.

Subd. 11. If the director of public works determines that a portion of the water measured by the water meter does not and cannot enter the municipal sanitary sewer system, then the City may permit or require the installation of other additional meters in such a manner that the quantity of water which actually could enter the sewer system may be determined.

Subd. 12. The owner of the property shall supply the City, upon request, with such information as the City may reasonably require related to the use of a private water system.

Subd. 13. The owner(s) of any premises shall be solely responsible for the payment of any utility usage or service charge, whether or not the sewer, usage or service has been used by the owner(s) or by tenants.

Subd. 14. The City Administrator may charge the owner the costs and charges established by Ordinance adopted by the Council relating to the repair of water or sewer service lines on private property performed by the City or at the direction of the City. The owner of the premises shall be solely responsible for payment of the costs and charges.

1030.02 Payment.

Statements for total charges for the preceding quarterly period shall be mailed to each customer on or before the tenth day of the month following the rolling billing quarter. The balances shown due shall be due and payable at the office of the City Administrator on or before the last day of the

month. Prepayments or overpayments of charges may be retained by the City and applied to subsequent quarterly statements. The City Administrator, by direction of the Council, may designate another office to mail notices and receive payments under this subsection. The City Administrator may include in the statements the costs and charges authorized in Subd. 14 above.

1030.03 Delinquencies.

Subd. 1. A delinquency penalty of eight (8%) percent of the unpaid bill for charges effective on the date stated shall be charged, effective (30) days after the rolling billing quarter, in accordance with the following schedule of billing dates:

For the first quarter April 30

For the second quarter July 31

For the third quarter October 31

For the fourth quarter January 31

If the delinquency date falls on a nonbusiness day for the City Hall, the penalties shall be imposed on the next business day, but first crediting payments received on that day.

Subd. 2. Except as provided in Section 1030.03, the delinquency penalty shall be imposed upon and added to all unpaid bills by the City Administrator and mailed in the usual course at the next regular billing date, showing in the same bill the current billing.

Subd. 3. Utility bills are due at the end of the billing month, and accordingly, the delinquency charge hereunder will be imposed more than a month after the due date of a billing.

1030.03 Collection.

Any unpaid amounts due for utility charges and any utility-related work performed by the City or at the direction of the owner in excess of 90 days past due may be collected in a civil action brought for that purpose in the name of the City; or the City Administrator, upon direction by the Council, may certify to the county auditor the amount due, together with the legal description of the premises served, and the City Administrator in so certifying, shall add to the amount as a separate item, in addition to the delinquency penalty an additional delinquency penalty of eight (8%) percent of the original unpaid amount, inclusive of any previous delinquency penalty. The county auditor shall enter the amount as part of the tax levied on the premises to be collected during the ensuing year. No additional delinquency penalties shall be added to unpaid bills after certification to the county auditor.

SECTION 4. Pursuant to Minn. Stat. §412.191, in the case of a lengthy ordinance, a summary may be published. While a copy of the entire ordinance is available without cost at the office of the City Clerk, the following summary is approved by the City Council and shall be published in lieu of publishing the entire ordinance:

Section 1030 – Rates and Charges is added to the City Code to combine the regulations relating to rates and charges for utility systems and add authority to impose costs and charges on owner for City utility-related work performed by the City or at the direction of the owner on private property.

A printed copy of the whole ordinance is available for inspection by any person during the City's regular office hours at the City of Arden Hills, 1245 West Highway 96, Arden Hills, MN 55112. The Ordinance is also available on the City's website at http://www.cityofardenhills.com.

SECTION 5. This Ordinance shall become effective immediately upon its passage and publication according to law. A Summary of this Ordinance will be published in accordance with state statute.

PASSED and ADOPTED this 9th day of March 2026, by the City Council of the City of Arden Hills, Minnesota.

CITY OF ARDEN HILLS

By _____
David Grant, Mayor

ATTEST:

_____
Julie Hanson, City Clerk

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

Attachment B

SUMMARY ORDINANCE NO. 2026-001

CITY OF ARDEN HILLS
RAMSEY COUNTY, MINNESOTA

AN ORDINANCE AMENDING CHAPTER 10 - UTILITIES
OF THE ARDEN HILLS CITY CODE CONCERNING FEES AND CHARGES

NOTICE IS HEREBY GIVEN that, on March 9, 2026, Ordinance No. 2026-001 was adopted by the City Council of the City of Arden Hills, Minnesota.

NOTICE IS FURTHER GIVEN that, because of the lengthy nature of Ordinance No. 2026-001, the following summary of the ordinance has been prepared for publication.

NOTICE IS FURTHER GIVEN that Pursuant to Minn. Stat. §412.191, in the case of a lengthy ordinance, a summary may be published. While a copy of the entire ordinance is available without cost at the office of the City Clerk, the following summary is approved by the City Council and shall be published in lieu of publishing the entire ordinance:

Section 1030 – Rates and Charges is added to the City Code to combine the regulations relating to rates and charges for utility systems and add authority to impose costs and charges on owner for City utility-related work performed by the City or at the direction of the owner on private property. the ordinance adopted by the City Council revises and updates the City's current tree preservation ordinance to clarify when a mitigation plan is required for extensive tree removal on a parcel of land, what is required of a landscape plan and the calculation of fees for tree loss when replanting on the affected site is not practical, and clarifies that those collected fees can be expended for tree and landscape purposes.

A printed copy of the whole ordinance is available for inspection by any person during the City's regular office hours at the City of Arden Hills, 1245 West Highway 96, Arden Hills, MN 55112. The Ordinance is also available on the City's website at http://www.cityofardenhills.com.

APPROVED for publication by the City Council of the City of Arden Hills, Minnesota, this 9th day of March 2026.

CITY OF ARDEN HILLS

By _____
David Grant, Mayor

ATTEST:

_____
Julie Hanson, City Clerk

Published in the Pioneer Press on March ____, 2026

CONSENT ITEM – 8J

MEMORANDUM

DATE: March 9, 2026

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

FROM: Lucas J. Miller, Assistant Public Works Director

SUBJECT: 2026 Professional Services Extension with Rainbow Tree Care

Budgeted Amount:	Actual Amount:	Funding Source:
$25,000	$8,000	Parks Maintenance Fund

(For tree removal, buckthorn, TLCB and EAB)

Council Should Consider

Motions to approve, table, or deny the following:

- Agreement Extension for Professional Services with Rainbow Tree Care to treat existing ash trees on City property and private property by injection.
- Agreement Extension for Professional Services with Rainbow Tree Care to treat existing oak trees on City property and private property by injection.

Background/Discussion

Annually, Staff reviews contracting with Rainbow Tree Care (RTC) for Emerald Ash Borer (EAB) and Two-Lined Chestnut Borer (TLCB) mitigation services to City owned, public Ash and Oak trees. This year RTC has adjusted its pricing for 2026, so the contract sets the cost rate per inch for the City to treat by injection existing Ash and Oak trees and, also, provides Arden Hills' residents a discounted rate from RTC's standard fee to treat their Ash and Oak trees by injection, if interested. RTC is offering $7.25 per inch for Ash (same as 2025) and $9.14 per inch for Oak trees (an increase from 2025) for residents and $5.15 per inch for Ash (same as 2025) and $5.75 per inch for Oak trees (an increase from 2025) for the City. Attachment A is a copy of the signed 2026 PSA, if Council so chooses. Correlating pricing tables can be seen within the PSA.

The City performs injection treatment every other year. It was last completed in 2025 for most of the Ash and now in 2026 for the Oaks.

Budget Impact

2026 Public Tree Treatments:
Ash Tree Injection Treatment (done every other year) - ~$2,000
Oak Tree Injection Treatment (done every other year) - ~$6,000

Attachments

Attachment A – Professional Services Agreement with Rainbow Tree Care for 2026

Attachment A

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is made effective February 13, 2026 by and between the City of Arden Hills, 1245 Highway 96 W 55112 (the "City") and Rainbow Treecare (the "Contractor") whose business address is 11571 K-Tel Drive, Minnetonka, MN 55343.

PRELIMINARY STATEMENT

The purpose of this agreement is to set forth terms and conditions for the provision of certain professional tree care services by the Contractor to residents and property owners within the City, and to the City.

The City and the Contractor agree as follows:

1. ***Contractor's Services.*** The Contractor agrees to provide professional tree care services as described in Attachment A—Scope of Services and made a part of this Agreement ("the Work"). If there is any conflict between the language of this document and the language of Attachment A, the language of this document prevails.

2. ***Project Manager and Staffing.*** The Contractor has designated Ryan Spencer to be the project superintendent for the Work. This person may be assisted by other staff members as necessary to facilitate the completion of the Work in accordance with the terms of this Agreement. The Contractor may not remove or replace the designated project superintendent without the City's prior approval.

3. ***Time for Performance of Services.*** The Contractor must perform the Work within the timeframe set forth in the attached Scope of Services. If Contractor is delayed in performance due to any cause beyond its reasonable control, such as strikes, riots, fires, acts of God, governmental actions, actions of a third party, or actions or inactions of City, the time for performance will be extended by the period of time lost by reason of the delay.

4. ***Compensation for Services.*** Contractor shall be paid for the Work in the manner and at the costs described in Attachment B, which are made a part of this Agreement. A change in the Scope of Services that may increase the compensation due to Contractor will not be effective unless the City has given prior written approval.

5. ***Method of Payment.*** The Contractor must submit an itemized invoice for Work provided to the owner of the property on which the services are provided. Invoices submitted for Work provided to the City will be paid in the same manner as other invoices submitted to the City. The Contractor must verify all statements submitted to the City for payment in compliance with Minnesota Statutes Sections 471.38 and 471.391.

6. ***Audit Disclosure.*** The Contractor must allow the City or its duly authorized agents reasonable access to the Contractor's books and records that are pertinent to all Work provided to the City under this Agreement, including books and records of any approved subcontractors, for six years after the effective date of this Agreement. Any reports, information, data, etc. given to, or prepared or assembled by, the Contractor and its subcontractors under this Agreement which the City requests to be kept confidential must not be made available to any individual or organization without the City's prior written approval.

7. ***Data Privacy and Security.*** The Contractor will take all reasonable and prudent measures to ensure the security of all data that it handles in connection with the Work. The Contractor agrees to comply with the applicable provisions of the Minnesota Government Data Practices Act and all other applicable state and federal laws relating to data privacy or confidentiality. The Contractor must immediately report to the City any requests from third parties for information relating to this Agreement. The City agrees to promptly respond to inquiries from the Contractor concerning data requests. The Contractor agrees to hold the City, its officers, and employees harmless from any claims resulting from the Contractor's unlawful disclosure or use of data protected under state and federal laws.

8. ***Document Ownership.*** All finished or unfinished documents, data, and reports prepared by the Contractor related to Work for the City will become the property of the City upon termination of this Agreement, but Contractor may retain copies of such documents as records of the Work provided. Except to the extent that Minnesota Statutes Chapter 466 limits the City's liability, the City agrees to defend and indemnify the Contractor for any claims or losses resulting from the City's use of such documents not contemplated by the parties at the time of the preparation.

9. ***Term.*** The term of this Agreement is from the Effective Date through October 31st, 2026, the date of signature by the parties notwithstanding. This Agreement may be extended upon the written mutual consent of the parties for such additional period as they deem appropriate, and upon the terms and conditions as stated in this Agreement.

10. ***Termination.*** This Agreement may be terminated by either party by thirty days advance written notice delivered to the other party at the address written above. Upon termination under this provision if there is no fault of the Contractor, the Contractor will be paid for Work rendered and reimbursable expenses hereunder until the effective date of termination. If however, the City terminates the Agreement because the Contractor has failed to perform in accordance with this Agreement, no further payment will be made to the Contractor, and the City may retain another Contractor to undertake or complete the Work.

11. ***Subcontractor.*** The Contractor may not enter into subcontracts for Work provided in this Agreement without the express prior written consent of the City. The Contractor agrees to pay any subcontractor within ten days of the Contractor's receipt of payment from the City

for undisputed services provided by the subcontractor. The Contractor must pay interest of 1.5% per month or any part of a month to the subcontractor on any undisputed amount not paid on time to the subcontractor. The minimum monthly interest penalty payment for an unpaid balance of $100 or more is $10. For any unpaid balance of less than $100, the Contractor must pay the actual penalty due to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from the Contractor must be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action. This paragraph is inserted in this Agreement pursuant to Minn. Stat. §471.425, Subd. 4a.

12. ***Independent Contractor.*** At all times and for all purposes under this Agreement, the Contractor is an independent contractor and not an employee of the City. No statement in this Agreement may be construed to find the Contractor an employee of the City.

13. ***Assignment.*** Neither party may assign this Agreement without the written consent of the other party.

14. ***Services not Provided For.*** No claim for services furnished by the Contractor not specifically provided for in this Agreement will be honored by the City or its residents.

15. ***Severability.*** The provisions of this Agreement are severable. If any portion is held by a court of competent jurisdiction to be contrary to law, that decision will not affect the remaining provisions of the Agreement.

16. ***Entire Agreement.*** The entire agreement of the parties is contained in this Agreement. This Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter of this Agreement as well as any previous agreements presently in effect between the parties relating to the same subject matter. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement will be valid only when expressed in writing and signed by the parties, unless otherwise provided in this Agreement. The residents and property owners of the City of Arden Hills who are provided Work under the terms of this Agreement are third party beneficiaries and shall have all of the rights afforded to the City hereunder related to such Work.

17. ***Compliance with Laws and Regulations.*** In providing services under this Agreement, the Contractor must abide by all statutes, ordinances, rules, and regulations pertaining to the provision of services to be provided. Any violation constitutes a material breach of this Agreement and entitles the City to immediately terminate this Agreement.

18. ***Equal Opportunity.*** The contractor agrees during the life of this contract not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, or age. This contract may be cancelled or terminated by the City, and all money due or to become due hereunder may be forfeited, for a second or subsequent violation of the terms and conditions of this paragraph. The Contractor must

post in places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause and stating that all qualified applicants will receive consideration for employment. The Contractor must incorporate the foregoing requirements of this paragraph in all of its subcontracts for program work, and will require all of its subcontractors for such work to incorporate such requirements in all subcontracts for program work.

19. ***Waiver.*** Any waiver by either party of a breach of any provisions of this Agreement will not affect, in any respect, the validity of the remainder of this Agreement.

20. ***Indemnification.*** Contractor agrees to defend, indemnify and hold the City, its officers, and employees harmless from any liability, claims, damages, costs, judgments, or expenses, including reasonable attorney's fees, resulting directly or indirectly from an act or omission (including without limitation professional errors or omissions) of the Contractor, its agents, employees, or subcontractors in the performance of the Work and against all losses by reason of the failure of the Contractor fully to perform, in any respect, all obligations under this Agreement.

21. ***Insurance.*** During the term of this Agreement, Contractor must maintain the following insurance and furnish a certificate of insurance. The certificate must specifically state and verify that the contractor has the required insurance coverage:

    1. Worker's Compensation Insurance
        a. Statutory Compensation Coverage
        b. Coverage B - Employers Liability with limits of not less than:

            $100,000 Bodily Injury by Disease per Employee

            $500,000 Bodily Injury by Disease Aggregate

            $100,000 Bodily Injury by Accident

    2. Automobile Liability Insurance
        a. Minimum Limits of Liability:

            $1,000,000 - Per Occurrence- Bodily Injury and Property Damage Combined Single Limit.

        b. Coverages:
            X Owned Automobile
            X Non-owned Automobile
            X Hired Automobile

    3. General Liability Insurance
        a. Minimum Limits of Liability:

            $1,000,000 - Per Occurrence

$2,000,000 - Annual Aggregate

$2,000,000 - Annual Aggregate applying to Products/Completed Operations

b. Coverages:
X Premises and Operations Bodily Injury and Property Damage
X Personal &Advertising Injury
X Blanket Contractual
X Products and Completed Operations
X Other; if applicable, please list: _____
X City of City is named as Additional Insured

The contractor must obtain insurance policy(ies) from insurance companies having an "AM Best" rating of A-(minus), Financial Size Category of VII or better, and be authorized to do business in the State of Minnesota. An Umbrella or Excess Liability insurance policy may be used to supplement the Contractor's policy limits to satisfy the full policy limits required by the Contract.

The contractor and authorized insurance representatives must maintain coverage in these amounts during the term of the contract and notify the City thirty (30) days before the required insurance is cancelled or changed.

The insurance policies must name the City as an additional insured for the services provided under this Agreement and must provide that the Contractor's coverage will be the primary coverage in the event of a loss. A certificate of insurance on the City's approved form that verifies the existence of these insurance coverages must be provided to the City before work under this Agreement is begun. Any policy deductibles or retention shall be the responsibility of the Contractor. No deductible greater than $50,000 is allowed on any required insurance policy without prior approval of the City's attorney.

21. ***Governing Law.*** This Agreement will be controlled by the laws of the State of Minnesota.

22. ***Disputes.*** In an effort to resolve any conflicts that arise during or following the completion of the Work described in this Agreement, the dispute will first be submitted to non-binding mediation unless the parties mutually agree otherwise. The cost of mediation will be shared equally by the parties.

23. ***Attachments***

A. Scope of Services
B. Tree Service Pricing

SIGNATURES

City of Arden Hills

By:_____

Date:_____

Contractor

By: DocuSigned by: Ryan Spencer C8D802E98B08456... _____

Name: Ryan Spencer _____

Title: Municipal Consulting Arborist _____

Attachment A—Scope of Services

Ash Tree Injection Services to the City of Arden Hills

Project Understanding

Tree pests threaten the lives of thousands of trees located in the City of Arden Hills (the "City"). Infested trees require expensive removals to protect neighboring trees and prevent dead trees from becoming hazardous to people and property. Keeping mature trees alive through preventive or therapeutic treatments can preserve trees in the urban forest and maintain the social, environmental, and economic benefits they provide.

As the City aims to preserve its mature trees, they have entered into an agreement with Rainbow Treecare to provide tree injection services for ash and oak trees ("tree injections" or the "Work") on City-owned property as well as providing an outreach and discount program for homeowners.

Project Goals

• Protect ash and oak trees from emerald ash borer and two lined chestnut borer infestation on City-owned properties, including parks. Treatments of City-owned trees will begin after City staff makes the decision to begin treatments.
• Provide a bulk discount program to all private property owners within the City of Arden Hills to encourage residents to proactively inject their ash and oak trees in order to help preserve the City's tree canopy and the accompanying economic and environmental benefits.

Project Areas

<u>Area 1- City property</u>
Trees on City property identified by the City as trees to receive injection treatments will begin after staff has made the decision to proceed with such Work. Unless City staff directs otherwise, all ash injections must be completed between May 15th and October 15th of each year, or before fall leaf color, whichever occurs sooner.

- All invoices will be remitted to the City of Arden Hills and itemized by property name and unique number assigned to each tree

Area 2 – Private property

Homeowners will contact Rainbow Treecare directly to initiate an inspection, receive a quote and provide permission to perform the Work. The City will not be a party to any contract between the private owner and the proposer. Any agreement with the private owner and the Rainbow Treecare shall be subject to the following terms:

- The contractor will inspect the ash trees on private property and determine whether they are appropriate for treatment
- All ash tree injections must be completed between May 15th and October 15th of each year or before fall leaf color, whichever occurs sooner
- Any variances in dates must be approved by the City
- All invoices will be remitted to the homeowner

Area 3 – Unscheduled Public Property

With approval from the City, residents may hire Rainbow Treecare to treat trees growing on public property (Right-of-way) which are not being treated by the City. In the event that such treatment is undertaken, this circumstance shall meet the requirements of Area 2.

Project Period and Completion Dates

The tree injection period will run from approximately May 15th—October 15th of each year for one year, through the 2026 growing season. Rainbow Treecare may reserve the right to group tree injections based on geographic proximity within the injection period in order to achieve the efficiency needed to provide a discounted rate. Injections will occur on trees that have fully expanded leaves and have not reached fall senescence (fall leaf color). The city forester or person designated by the City Manager reserves the right to extend or limit the time period based on seasonal conditions.

Rainbow Treecare Qualifications

Founded in 1976, Rainbow Treecare (RTC) has built a reputation on a solid commitment to the science of tree care and is uniquely positioned to offer the most comprehensive ash and elm protection services in the state. A pioneer of Dutch elm disease protection since 1976 and emerald ash borer protection since 2004, RTC has been working on a national level to develop cost-effective management solutions for EAB. RTC currently has more than 70,000 ash trees under protection with numerous government and public agency clients.

With the most International Society of Arboriculture (ISA) Certified Arborists, Board-Certified Master Arborists, and members of the American Society of Consulting Arborists in Minnesota, no other company can offer the depth of skill, experience, and knowledge of tree pest and pathogen issues.

Full-time GIS/GPS staff is available to manage tree inventory data and develop interactive maps of public and private trees, and our in-house art and marketing department can produce

materials that widely and effectively communicate the Project details and assist with homeowner enrollment and involvement.

Indemnification

Rainbow Treecare shall indemnify and hold harmless the City and its employees, and its residents and property owners from and against all claims, damages, losses and expenses including attorney's fees, arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense is:

(a) Attributable to bodily injury, sickness, disease or death, or to injury to, or destruction of tangible property including the loss of use resulting there from, and

(b) Caused in whole or in part by any negligent or wrongful act or omission of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them for whose acts any of them may be liable.

The Project Team

Contract Supervisor: Ryan Spencer, ISA Certified Arborist MN-4926A, will act as the Contract Supervisor for this Project. Mr. Spencer, Rainbow Treecare's Municipal Consulting Arborist, has a bachelor's degree in Environmental Sciences, Policy, and Management from the University of Minnesota and brings over five years of arboriculture and client service experience. As a dedicated full-time employee focused on municipal and governmental forestry, Mr. Spencer is available to quickly respond to any issues that might arise throughout the contract period.

Field Inspectors: Private property tree inspections will be primarily performed by Matt Nielsen, ISA Certified Arborist MN-4931A.

Technicians: All treatment technicians for this Project will be drawn from the production staff at RTC and will serve the citizens of Arden Hills with a commitment to the highest level of customer service during the protection of trees located within the City.

Equipment and Treatment Specifications

Upon request, Rainbow Treecare will demonstrate proficiency with the injection equipment and knowledge of the products used to prevent EAB.

Safety Standards: Contractor will use work methods, safety procedures and personal protective equipment conforming to all ANSI and OSHA standards in performing the work under this contract and will supply any Material Safety Data Sheets (MSDS) to the City upon request.

Formulation Rates: It is the responsibility of Contractor to follow all insecticide instructions. Any alterations in the formulations or equipment must be approved in advance by the city forester or person designated by the City Manager. In order to remain responsive to emerging research, the City reserves the right to request a change in formulation rates or application methods for the duration of the contract. Any such change and additional costs incurred would be agreed to in written correspondence between the Contractor and the City.

Ash Trees

1) All injections of ash and oak trees must be with a liquid formulation of 4% Emamectin benzoate every two years. No substitutions of the formulations shall be allowed.
2) Contractor shall inject Emamectin benzoate at a variable rate up to but not exceeding 5 ml per diameter inch for ash trees. Oak trees will be treated at a flat rate of 5ml per diameter inch. Determination of dosage shall be on the inches of diameter at breast height (DBH) within specific diameter classes listed in Attachment (B).
3) Injections must be made at the root flare to ensure the best distribution of the insecticide throughout the tree.

Equipment: Rainbow Treecare will provide all necessary equipment to complete the Work under these specifications:
1) Equipment will remain in proper operating condition throughout the term of the Agreement and RTC is responsible for cleaning and providing upkeep to the injection system on a daily basis. Any maintenance issues or repairs are the sole responsibility of Contractor.
2) Treatment technicians will use a high-helix drill bit and must replace the drill bits after every 100 DBH inches to maintain high efficiency. Drilled holes must be the size recommended by the injection equipment manufacturer.
3) Injection holes on ash must be drilled to a depth of approximately 1 inch below the bark to maximize delivery of Emamectin benzoate into ash trees.
4) Emamectin benzoate will be injected into trees using current industry standard injection systems that have efficacy data that supports their use, and follow all manufacturers' specifications.
5) All injected trees must be tagged with the year of injection clearly indicated on the tag. Contractor shall provide tags for all injected trees. The tags must be of a design and type that can persist on the tree for at least 3 years.

Property Access and Notification

Contractor shall not enter private property without having previously obtained permission from the property owner. If Contractor personnel desire to enter private property to access trees on a City owned property, it is their responsibility to notify the underlying property owner by knocking on the door at the time of the site visit or making a phone call ahead of time. Every attempt shall be made to contact the City forester to notify of the intent on accessing a City owned site through private property.

Contract Supervision and Form of Order to Proceed

The City shall refer residents interested in private property tree injections throughout the treatment period of May-October of each year in a format mutually agreed upon prior to the start of the Project.

Private Property Tree Inspections

Prior to recommending treatment, all proposed ash trees shall be inspected by a qualified Contractor employee. There may be instances when a tree is not in suitable health or condition to recommend treatment. Contractor shall have an individual experienced in communicating tree information to the general public to explain such decisions. The person assigned to inspect the trees shall be, at the very minimum, a Certified Minnesota Tree Inspector, or have a degree in forestry, or be an ISA Certified Arborist. The individual shall be qualified to diagnose emerald ash borer; and have experience evaluating tree condition. Additionally, the individual shall be able to explain the benefits and risks of all ash protection options, with regard to pollinators, water quality, human health, and tree health and condition.

Hours of Operations and Uniform

The City reserves the right to set limits on hours of operation for Work on Saturdays, Sundays and holidays. All weekend or holiday Work must be approved by the city manager ahead of time. Certified applicators and GPS staff shall wear company uniform and/or a high visibility/safety vest at all times during field operations. Every vehicle associated with the Project shall display a company logo or name.

Attachment B – Tree Service Pricing

City of Arden Hills - Public Ash Trees 2026

Size Class	Product Volume (ml. product/tree)	Price Per Tree	Price per inch (DBH)
8.0	23.0	$ 41.20	$5.15
9.0	28.0	$ 46.35	$5.15
10.0	33.0	$ 51.50	$5.15
11.0	39.0	$ 56.65	$5.15
12.0	44.0	$ 61.80	$5.15
13.0	51.0	$ 66.95	$5.15
14.0	57.0	$ 72.10	$5.15
15.0	65.0	$ 77.25	$5.15
16.0	72.0	$ 82.40	$5.15
17.0	80.0	$ 87.55	$5.15
18.0	88.0	$ 92.70	$5.15
19.0	95.0	$ 97.85	$5.15
20.0	100.0	$ 103.00	$5.15
21.0	105.0	$ 108.15	$5.15
22.0	110.0	$ 113.30	$5.15
23.0	115.0	$ 118.45	$5.15
24.0	120.0	$ 123.60	$5.15
25.0	125.0	$ 128.75	$5.15
26.0	130.0	$ 133.90	$5.15
27.0	135.0	$ 139.05	$5.15
28.0	140.0	$ 144.20	$5.15
29.0	145.0	$ 149.35	$5.15
30.0	150.0	$ 154.50	$5.15
31.0	155.0	$ 159.65	$5.15
32.0	160.0	$ 164.80	$5.15
33.0	165.0	$ 169.95	$5.15
34.0	170.0	$ 175.10	$5.15
35.0	175.0	$ 180.25	$5.15
36.0	180.0	$ 185.40	$5.15
37.0	185.0	$ 190.55	$5.15
38+	5ml/DBH	All trees priced at	$5.15

City of Arden Hills-Public Oak Trees 2026

Tree Diameter (DBH)	Product Volume (ml. product/tree)	Price Per Tree	Price per inch (DBH)
8	40	$46.00	$5.75
9	45	$51.75	$5.75
10	50	$57.50	$5.75
11	55	$63.25	$5.75
12	60	$69.00	$5.75
13	65	$74.75	$5.75
14	70	$80.50	$5.75
15	75	$86.25	$5.75
16	80	$92.00	$5.75
17	85	$97.75	$5.75
18	90	$103.50	$5.75
19	95	$109.25	$5.75
20	100	$115.00	$5.75
21	105	$120.75	$5.75
22	110	$126.50	$5.75
23	115	$132.25	$5.75
24	120	$138.00	$5.75
25	125	$143.75	$5.75
26	130	$149.50	$5.75
27	135	$155.25	$5.75
28	140	$161.00	$5.75
29	145	$166.75	$5.75
30	150	$172.50	$5.75
31	155	$178.25	$5.75
32	160	$184.00	$5.75
33	165	$189.75	$5.75
34	170	$195.50	$5.75
35	175	$201.25	$5.75
35+	5ml/DBH	$5.75/DBH	$5.75

City of Arden Hills - Private Ash Trees 2026

Size Class	Product Volume (ml. product/tree)	Price Per Tree	Price per inch (DBH)
8.0	23.0	$ 58.00	$7.25
9.0	28.0	$ 65.25	$7.25
10.0	33.0	$ 72.50	$7.25
11.0	39.0	$ 79.75	$7.25
12.0	44.0	$ 87.00	$7.25
13.0	51.0	$ 94.25	$7.25
14.0	57.0	$ 101.50	$7.25
15.0	65.0	$ 108.75	$7.25
16.0	72.0	$ 116.00	$7.25
17.0	80.0	$ 123.25	$7.25
18.0	88.0	$ 130.50	$7.25
19.0	95.0	$ 137.75	$7.25
20.0	100.0	$ 145.00	$7.25
21.0	105.0	$ 152.25	$7.25
22.0	110.0	$ 159.50	$7.25
23.0	115.0	$ 166.75	$7.25
24.0	120.0	$ 174.00	$7.25
25.0	125.0	$ 181.25	$7.25
26.0	130.0	$ 188.50	$7.25
27.0	135.0	$ 195.75	$7.25
28.0	140.0	$ 203.00	$7.25
29.0	145.0	$ 210.25	$7.25
30.0	150.0	$ 217.50	$7.25
31.0	155.0	$ 224.75	$7.25
32.0	160.0	$ 232.00	$7.25
33.0	165.0	$ 239.25	$7.25
34.0	170.0	$ 246.50	$7.25
35.0	175.0	$ 253.75	$7.25
36.0	180.0	$ 261.00	$7.25
37.0	185.0	$ 268.25	$7.25
38+	5ml/DBH	All trees priced at	$7.25

City of Arden Hills-Private Oak Trees 2026

Tree Diameter (DBH)	Product Volume (ml. product/tree)	Price Per Tree	Price per inch (DBH)
8	40	$73.12	$9.14
9	45	$82.26	$9.14
10	50	$91.40	$9.14
11	55	$100.54	$9.14
12	60	$109.68	$9.14
13	65	$118.82	$9.14
14	70	$127.96	$9.14
15	75	$137.10	$9.14
16	80	$146.24	$9.14
17	85	$155.38	$9.14
18	90	$164.52	$9.14
19	95	$173.66	$9.14
20	100	$182.80	$9.14
21	105	$191.94	$9.14
22	110	$201.08	$9.14
23	115	$210.22	$9.14
24	120	$219.36	$9.14
25	125	$228.50	$9.14
26	130	$237.64	$9.14
27	135	$246.78	$9.14
28	140	$255.92	$9.14
29	145	$265.06	$9.14
30	150	$274.20	$9.14
31	155	$283.34	$9.14
32	160	$292.48	$9.14
33	165	$301.62	$9.14
34	170	$310.76	$9.14
35	175	$319.90	$9.14
35+	5ml/DBH	$9.14/DBH	$9.14

CONSENT ITEM – 8K

MEMORANDUM

DATE: March 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: 2025 Bulk Road Salt Purchase – Ramsey County

Budgeted Amount:	Actual Amount:	Funding Source:
$42,500	$26,733.60	Salt and Sand Fund

Council Should Consider

Motions to approve, table, or deny the following:

- Invoice for bulk road salt and brine solution purchased during 2025 for Arden Hills Public Works snow and ice control operations in the amount of $26,733.60.

Background/Discussion

Arden Hills Public Works snow and ice control operations purchases salt at Ramsey County's Public Works facility. Attachment A is an invoice in the amount of $26,733.60 for bulk road salt purchased during January 2025 to December 2025 from Ramsey County.

Budget Impact

The 2025 Operating Budget includes funding in the amount of $42,500 for snow and ice control under the Salt and Sand fund 101-43100-42246.

Attachments

Attachment A: Bulk Road Salt and Brine Invoice

Attachment A

RAMSEY COUNTY

Public Works

INVOICE

Invoice Number: PUBW-022015
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: **26,733.60 USD**

Bill To:
ARDEN HILLS CITY OF
1245 WEST HWY 96
ARDEN HILLS MN 55112
United States

Amount Remitted

For billing questions, please call 651-266-7100

Original

Line	Identifier	Description	Quantity	UOM	Unit Amt	Net Amount
		INVOICE IS FOR SALT AND BRINE SOLUTION PURCHASED DURING JANUARY 2025 THROUGH DECEMBER 2025				
1		**SALT AND BRINE 2025**	**1.00**	**GAL**	**26,733.60**	**26,733.60**
	Subtotal:					26,733.60
	Amount Due:					**26,733.60**

Please return the top portion of the invoice with your check payable to Ramsey County.
Ramsey County invoices may be paid online!
Please visit RamseyCountyMN.gov/PayInvoices for more information.
You will need your Customer Number and Invoice Number to complete your transaction.

_____ _____

Mayor **Date**

CONSENT ITEM – 8L

MEMORANDUM

DATE: March 9, 2026

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

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

SUBJECT: Professional Services Agreement with Bolton & Menk for the Water System Risk & Resilience Assessment update and Emergency Response Plan update

Budgeted Amount:	Actual Amount:	Funding Source:
$20,000	$11,500	Water Utility Fund 601-49440-43100

Council Should Consider

Motions to approve, table, or deny the following:

- Risk & Resilience Assessment (RRA) update proposal from Bolton & Menk in the amount of $5,500.
- Emergency Response Plan (ERP) update proposal from Bolton & Menk in the amount of $6,000.

Background/Discussion

In October 2018, America's Water Infrastructure Act (AWIA) was signed into law. The law requires community drinking water systems serving more than 3,300 people to conduct risk and resilience assessments and update emergency response plans. This regulatory mandate must be addressed by June 30, 2026 for the RRA and December 31, 2026 for the ERP for communities serving less than 50,000 people.

In general, the AWIA risk and resilience assessments process includes:

- Risks to the water system from malevolent acts and natural hazards
- Resilience of system components
- Monitoring practices for such things as operations, water quality, energy, and security
- Financial Infrastructure of the Utility
- Use, storage, and handling of various chemicals
- Operations and maintenance

The AWIA emergency response plan process includes:

- Strategies and resources to improve the resilience of the system, including the physical security and cybersecurity of the system;
- Plans and procedures that can be implemented, and identification of equipment that can be utilized, in the event of a malevolent act or natural hazard that threatens the ability of the community water system to deliver safe drinking water;
- Actions, procedures, and equipment which can obviate or significantly lessen the impact of a malevolent act or natural hazard on the public health and the safety and supply of drinking water provided to communities and individuals, and;
- Strategies that can be used to aid in the detection of malevolent acts or natural hazards that threaten the security or resilience of the system.

Staff has negotiated a proposal with Bolton & Menk to prepare the required RRA and ERP for submittal to the US EPA as provided in Attachments A & B. Bolton & Menk has key personnel with background and experience to efficiently complete the assessment for Arden Hills.

Budget Impact

The total fee for the scope of work outlined in the proposal is $11,500. The 2026 operating budget for the water utility fund has sufficient fund balance to cover the expense for preparing the RRA and ERP.

Attachments

Attachment A – Risk & Resilience Assessment Proposal
Attachment B – Emergency Response Plan Proposal

BOLTON & MENK

Real People. Real Solutions.

Attachment A

Ph: (952) 890-0509
Fax: (952) 890-8065
Bolton-Menk.com

VIA EMAIL

February 16, 2026

David Swearingen, PE
Public Works Director/City Engineer
City of Arden Hills
1245 W Highway 96
Arden Hills, MN 55112

RE: Risk and Resilience Assessment Update
City of Arden Hills, Minnesota

Mr. Swearingen,

Thank you for this opportunity to provide support with the completion of the Risk and Resilience Assessment (RRA) update for the City of Arden Hills. This effort will build upon previous efforts to complete the 2021 RRA, and will ensure the City can meet requirements to re-certify these plans every 5 years.

Risk and Resilience Assessments must include the following:

- the risk to the system from malevolent acts and natural hazards;
- the resilience of the pipes and constructed conveyances, physical barriers, source water, water collection and intake, pretreatment, treatment, storage and distribution facilities, electronic, computer, or other automated systems (including the security of such systems) which are utilized by the system;
- the monitoring practices of the system;
- the financial infrastructure of the system;
- the use, storage, or handling of various chemicals by the system; and
- the operation and maintenance of the system.
- The assessment may also include an evaluation of capital and operational needs for risk and resilience management for the system.

Another consultant prepared these documents previously for the City. It is assumed if any changes were made to the documents that these changes will be shared with us for use in this effort. We have a copy of the previous document that we will use as the basis for the update.

The previous RRA was quite comprehensive and included more information than just the RRA using the EPA's VSAT tool. While the RRA using the VSAT tool is included in the previous report's appendix, it also included a full-blown report. Only the RRA using the EPA's VSAT is needed for certification. Therefore, we have provided two options for proceeding with the update. Option 1 is to complete only the RRA

Bolton & Menk is an equal opportunity employer.

using the EPA's VSAT tool for a not-to-exceed cost of $5,500. Option 2 is to update the entire report, similar to what was previously done, including the RRA using the EPA's VSAT tool. The not-to-exceed cost for Option 2 is $12,500.

The work for both Option 1 and 2 includes preparation of the plan and submission assistance. Meetings will be scheduled as needed to provide updates to the City and allow for staff input and discussion.

Thank you for the opportunity to present this scope and fee letter. If you have any questions regarding this scope and fee letter, please reach out to me at 612-803-5223, or via email at seth.peterson@bolton-menk.com.

Sincerely,

Bolton & Menk, Inc.



Seth A. Peterson, P.E.
Senior Principal Engineer

Cc: Brad Fisher, P.E.

Bolton & Menk is an equal opportunity employer.

BOLTON & MENK

Real People. Real Solutions.

Attachment B

Ph: (952) 890-0509
Fax: (952) 890-8065
Bolton-Menk.com

VIA EMAIL

February 16, 2026

David Swearingen, PE
Public Works Director/City Engineer
City of Arden Hills
1245 W Highway 96
Arden Hills, MN 55112

RE: Emergency Response Plan Update
City of Arden Hills, Minnesota

Mr. Swearingen,

Thank you for this opportunity to provide support with the completion of the Emergency Response Plan update for the City of Arden Hills. This effort will build upon previous efforts to complete the 2021 Emergency Response Plan and will ensure the City can meet requirements to re-certify these plans every 5 years. We will provide both a PDF and Word file for the final document. This will simplify re-certification every 5 years.

Emergency Response Plans must include the following:

- strategies and resources to improve the resilience of the system, including the physical security and cybersecurity of the system;
- plans and procedures that can be implemented, and identification of equipment that can be utilized, in the event of a malevolent act or natural hazard that threatens the ability of the community water system to deliver safe drinking water;
- actions, procedures, and equipment which can obviate or significantly lessen the impact of a malevolent act or natural hazard on the public health and the safety and supply of drinking water provided to communities and individuals, and;
- strategies that can be used to aid in the detection of malevolent acts or natural hazards that threaten the security or resilience of the system.

Another consultant prepared these documents previously for the City. It is assumed if any changes were made to the documents that these changes will be shared with us for use in this effort. We have a copy of the previous document that we will use as the basis for the update.

Bolton & Menk, Inc will perform the work for a not-to-exceed fee of $6,000. This includes preparation of the plan and submission assistance. Meetings will be scheduled as needed to provide updates to the City and allow for staff input and discussion.

Bolton & Menk is an equal opportunity employer.

Thank you for the opportunity to present this scope and fee letter. If you have any questions regarding this scope and fee letter, please reach out to me at 612-803-5223, or via email at seth.peterson@bolton-menk.com.

Sincerely,

Bolton & Menk, Inc.



Seth A. Peterson, P.E.
Senior Principal Engineer

Cc: Brad Fisher, P.E.

Bolton & Menk is an equal opportunity employer.

CONSENT ITEM – 8M

MEMORANDUM

DATE: March 9, 2026

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

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

SUBJECT: Metropolitan Council Grant Agreement Resolution – 2023 I/I Grant Program

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

Council Should Consider

Motions to approve, table, or deny the following:

- Resolution 2026-009, approving the grant agreement between the Metropolitan Council and the City of Arden Hills for 2024 and 2025 Sanitary Sewer Lining Projects.

Background/Discussion

In March 2023, the City applied to the MCES 2023 MCES Municipal Grant Program for reimbursement of a percentage of the construction cost for the Sanitary Sewer Lining Project and was notified of approval to participate in the program.

The next step in the Grant Program process is to submit final construction cost information along with a resolution authorizing the City to enter into a Grant Agreement for the final reimbursement. The City of Arden Hills has completed $1,027,630 of Inflow & Infiltration related work, of which $409,738 is grant eligible. City staff recommends the City Council approve Resolution 2026-009, Attachment A.

Budget Impact

Staff will continue processing the final documentation to MCES and they will determine the actual grant amount. The grant amount will be used to reimburse the Sanitary Sewer Utility Fund.

Attachments

Attachment A – Resolution 2026-009

Attachment A

CITY OF ARDEN HILLS
COUNTY OF RAMSEY
STATE OF MINNESOTA

RESOLUTION NO. 2026-009

A RESOLUTION APPROVING THE GRANT AGREEMENT BETWEEN THE METROPOLITAN COUNCIL AND THE CITY OF ARDEN HILLS FOR 2021 & 2022 SANITARY SEWER LINING PROJECT, SUBJECT TO MINOR MODIFICATIONS AND FINAL REVIEW BY CITY ATTORNEY

WHEREAS, the Minnesota State Legislature has appropriated general obligation bond funds for grants to municipalities to reduce inflow and infiltration in their public system infrastructure, administered by Metropolitan Council Environmental Services (MCES); and

WHEREAS, application to participate in the MCES 2023 Municipal Grant Program (Grant Program) was made in January 2024, for the reimbursement of a percentage of the construction costs of the 2024 Sanitary Sewer Lining Project, 2025 Sanitary Sewer Lining Project, the 2024 PMP Street & Utility Improvement Project, and the Lift Station 5 Forcemain Replacement Project; and

WHEREAS, the City was notified by MCES Letter of Intent in February 2024, of approval to participate in the Grant Program; and

WHEREAS, the City of Arden Hills awarded a bid for the Projects on April 8, 2024 for the 2024 Sanitary Sewer Lining Project, February 10, 2025 for the 2025 Sanitary Sewer Lining Project, April 8, 2024 for the 2024 PMP, and March 10, 2025 for the Lift Station 5 Forcemain Replacement Project, and approved final acceptance of the work on September 9, 2024 for the 2024 Sanitary Sewer Lining Project, June 9, 2025 for the 2025 Sanitary Sewer Lining Project, October 27, 2025 for the 2024 PMP and October 27, 2025 for the Lift Station 5 Forcemain Replacement Project; and

WHEREAS, Grant Agreement between the Metropolitan Council and the City of Arden Hills has been drafted by MCES; and

WHEREAS, the City of Arden Hills has completed $409,738 of work eligible for funding, and desires to enter into Grant Agreement to finalize the reimbursement process.

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

1. The City Council hereby approves application for MCES 2023 Municipal Inflow & Infiltration Grant Program.

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

2. The City Council hereby approves the Grant Agreement between Metropolitan Council and City of Arden Hills and authorizes the Interim City Administrator to execute Grant Agreement, subject to minor modifications and final review by the City Attorney.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ARDEN HILLS THIS 9TH DAY OF MARCH, 2026.

ATTEST: _____
DAVID GRANT, MAYOR

_____
JULIE HANSON, CITY CLERK

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

CONSENT ITEM – 8N

MEMORANDUM

DATE: March 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 Improvement Project –
Declaring Costs to be Assessed and Order Assessment Hearing

Budgeted Amount:	Actual Amount:	Funding Source:
$3,421,030 (2026 PMP) $200,000 (AMP Hardcourt) $67,500 (AOP ADA) **Total: $3,688,530**	$3,849,357 (Includes contingency)	PIR, Utility Funds, Special Assessments, RCWD Grant

Council Should Consider

Motions to approve, table, or deny the following:

- Resolution 2026-010 Declaring Costs to be Assessed and Ordering the Preparation of the Proposed Assessments and Calling for a Public Hearing on the Proposed Assessments for the 2026 PMP Street & Utility Improvement Project.

Background/Discussion

On February 9, 2026, the City Council approved plans & specifications and ordered advertisement for bids for the 2026 PMP Street & Utility Improvement Project which includes the Arden Manor Park Hardcourt Improvements and the Arden Oaks Park ADA Improvements. The proposed improvements include bituminous paving, storm water improvements, watermain improvements, concrete curb and gutter repair, trail improvements, Karth Lake pump improvements, hardcourt reconstruction, ADA 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.

Pursuant of Resolution 2026-006, bids were opened on March 4, 2026, after receiving 3 bids for the project. A full bid tabulation is provided in Attachment A. Below is a table of the bid amounts totaling staff's recommendation of the Base Bid plus Alternate 3, Alternate 5, and Alternate 6.

Company	Bid Amount
Bituminous Roadways	$3,006,172.10
Park Construction	$3,107,899.65
Northwest	$3,219,579.24

The award of the Contract will be made to the lowest responsive, responsible Bidder based on the Proposal Form with the lowest base bid, or with the lowest sum of the base bid and any combination of selected bid alternates, at the discretion of the Owner. The decision to include alternate bid items as part of the basis for awarding the contract shall be at the sole discretion of the City.

The low bid of $3,006,172.10, received from Bituminous Roadways, compares to the engineer's estimate which is $2,797,123.25.

Staff would like to note, even though Northwest had the lower Base Bid (the only bid that contributes to the assessments), Bituminous Roadways had lower pricing on the street related bid items, therefore, the assessment amounts for all 3 categories shown below are lowest with the Bituminous Roadways bid.

The as-bid total project costs are used to calculate the assessable cost which, as described in the City's Assessment Policy, is half of the street project cost for residential properties with the addition of overhead. The draft Assessment Roll can be reviewed in Attachment B. The results of this analysis are as follows:

Residential Reclamation Areas:
50% Estimated Street Project Costs = $541,275
Residential Equivalent Units = 105
Assessment Rate = $5,155

Residential Mill & Overlay Areas:
50% Estimated Street Project Costs = $71,295
Residential Equivalent Units = 21
Assessment Rate = $3,395

Industrial Reclamation Areas:
70% Estimated Street Project Costs = $197,960
Residential Equivalent Units = 280 (assumes 3 REU's per Acre)
Calculated Assessment Rate = $707 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.

For comparison, the recent 2022 Arden Oaks Street Improvement (PMP) reclamation assessment rate was $5,834.34 per unit and the 2024 PMP was $6,045 per unit. For mill & overlay assessment rates the 2024 PMP was $2,874 per unit. It is City staff's opinion that the proposed assessment rates are reasonable.

Many cities set their interest rate for assessments at two (2) percentage points over the bond interest rate. The City's assessment policy states that the interest rate used for the assessment shall be designated at the prime rate plus two (2) percentage points. The Council will decide the assessment rate at the hearing proposed for April 13, 2026.

The current assessment policy states that the typical overhead for a public improvement project is 37% of the construction costs. Staff believes this percentage is higher than necessary and recommends that approximately 27% (exact dollar amount below) of the construction costs is used as

overhead when calculating the assessment rates. Staff has made this recommendation on the past PMPs since 2021. The breakdown of the overhead costs can be found below.

Attachment C, Resolution 2026-010 declares the costs to be assessed and orders the Assessment Hearing which would be held on April 13, 2026 at the Regular City Council meeting. Following Council approval, notices will be sent to the properties seen on the as-bid Assessment Roll (Attachment B). The construction contract is not awarded at tonight's meeting. Staff has had experience working with the low-bidder and can confirm is a responsible contractor and has completed similar projects. Staff and Bolton & Menk recommend using the low-bid to declare the costs to be assessed.

Budget Impact

Proposed project funding sources are a combination of the City's Permanent Improvement Revolving (PIR) fund, utility funds, special assessments (adjusted based on as-bid prices), 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	$ 810,530	$ -	$ -	$ 810,530
Water Utility	$ 500,000	$ -	$ -	$ 500,000
Sanitary Sewer Utility	$ 200,000	$ -	$ -	$ 200,000
Surface Water Utility	$ 500,000	$ -	$ -	$ 500,000
RCWD Grants	$ 156,000	$ -	$ -	$ 156,000
KLID Levy	$ 84,500	$ -	$ -	$ 84,500
Total Project Funding	$ 3,421,030	$ 200,000	$ 67,500	$ 3,688,530

Arden Hills was successful at being awarded $156,000 from RCWD grant opportunities to go towards stormwater improvements. $56,000 of that amount is dedicated for the Karth Lake Pump Improvements and $100,000 is dedicated for the SAFL Baffle grit chambers and the new stormwater pond located at the south end of Karth Lake. Staff is still pursuing another RCWD Grant in the amount of $10,000, which would be applied to the Karth Lake Pump Improvements.

Included in the funding table is the proposed Karth Lake Improvement District tax levy, which is calculated as 50% of the as-bid construction costs based off the recommended low-bid contractor's price of $225,000 from "Alternate 3" as shown in Attachment A and applying the $56,000 RCWD grant ($225,000-$56,000)/2 = $84,500. The original engineer's estimate for "Alternate 3" was $185,000, which calculated a $64,400 cost split. City Council will decide the actual levy amount at the April 13, 2026 regular City Council Meeting.

Actual Project Costs		
Engineering Services	$	480,968
Materials Testing	$	60,000
Appraisals	$	1,600
2026 PMP contract	$	2,748,172
Arden Manor Hardcourt contract	$	190,000
Arden Oaks ADA Imp. contract	$	68,000
Construction Contingency	$	300,617
Total Project Costs	$	3,849,357

The anticipated total project cost of $3,849,357 (w/ construction contingency) comes in $160,827 higher than the total budgeted amount of $3,688,530. Based on the current 2026 CIP projections, the 2026 PIR Fund balance is sufficient to absorb these costs. Further discussions on the long-term health of the PIR Fund will be revisited during the 2027 budget discussions.

Attachments

Attachment A: Bid Tabulation
Attachment B: As-bid Assessment Roll
Attachment C: Resolution 2026-010

BID TABULATION

2026 PMP Street & Utility Improvements
City of Arden Hills, MN
25X.137753

Bids Date: 03/04/2026 **Addendum:** #1-03/02/26

Public Opening: 10:00 a.m.

SCHEDULE	NORTHWEST	BITUMINOUS ROADWAYS	PARK CONSTRUCTION
SCHEDULE "A" BASE BID	**$2,494,579.24**	**$2,523,172.10**	**$2,646,699.65**
SCHEDULE "B" - ALTERNATE 1 (BASE PUMP SYSTEM IMPROVEMENTS)	$420,000.00	$200,000.00	$153,600.00
SCHEDULE "C" - ALTERNATE 2 (PUMP SYSTEM IMPROVEMENTS W/ REMOTE MONITORING)	$440,000.00	$212,000.00	$167,300.00
SCHEDULE "D" - ALTERNATE 3 (PUMP SYSTEM IMPROVEMENTS W/ REMOTE MONITORING & CONTROLS)	$455,000.00	$225,000.00	$181,100.00
SCHEDULE "E" - ALTERNATE 4 (REPLACE CONDUIT & WIRE TO NEW PUMP SYSTEM)	$26,000.00	$25,500.00	$26,300.00
SCHEDULE "F" - ALTERNATE 5 (ARDEN OAKS PARK ADA TRAIL IMPROVEMENTS)	$50,000.00	$68,000.00	$57,400.00
SCHEDULE "G" - ALTERNATE 6 (ARDEN MANOR PARK BASKETBALL COURT IMPROVEMENTS)	$220,000.00	$190,000.00	$222,700.00

Attachment A

AS-BID ASSESSMENT ROLL (BITUMINOUS ROADWAYS)
2026 PMP STREET & UTILITY IMPROVEMENTS
CITY OF ARDEN HILLS, MINNESOTA
BMI PROJECT NO. 25X.137753
MARCH, 2026

Parcel # on Map	Parcel ID	Owner	Site Address	Site City/State/Zip Code	Owner Address	Owner City/State/Zip Code	Residential Equivalent Units (REU)	Assessable REU's	Street Improvement Type	Benefit Appraisal Assessment Range		Calculated Improvement Assessment Rate	Estimated Assessment Amount	Notes
										Lower Limit	Upper Limit			
1	2230231200 07	JACQUELINE MARIE QUIGLEY	1337 KARTH LAKE CIR	ARDEN HILLS MN 55112	1337 KARTH LAKE CIR	NEW BRIGHTON MN 55112-5759	1.0	1.0	RES. MILL	$ 3,000.00	$ 4,000.00	$ 3,395.00	$ 3,395.00	
2	2230231200 8	DOUA S VANG AMY VUE	1331 KARTH LAKE CIR	ARDEN HILLS MN 55112	1331 KARTH LAKE CIR	NEW BRIGHTON MN 55112-5759	1.0	1.0	RES. MILL	$ 3,000.00	$ 4,000.00	$ 3,395.00	$ 3,395.00	
3	2230231200 9	VINCENT P ANDERSON	1325 KARTH LAKE CIR	ARDEN HILLS MN 55112	1325 KARTH LAKE CIR	ST PAUL MN 55112-5759	1.0	1.0	RES. MILL	$ 3,000.00	$ 4,000.00	$ 3,395.00	$ 3,395.00	
4	2230231200 10	BYUNG H LEE MYONG S LEE	1321 KARTH LAKE CIR	ARDEN HILLS MN 55112	1321 KARTH LAKE CIR	ARDEN HILLS MN 55112-5759	1.0	1.0	RES. MILL	$ 3,000.00	$ 4,000.00	$ 3,395.00	$ 3,395.00	
5	2230231200 11	SCOTT T JOHNSON SARA L JOHNSON	1317 KARTH LAKE CIR	ARDEN HILLS MN 55112	1317 KARTH LAKE CIR	ARDEN HILLS MN 55112-5759	1.0	1.0	RES. MILL	$ 3,000.00	$ 4,000.00	$ 3,395.00	$ 3,395.00	
6	2230231200 12	ERIC P HAUTH SCHMID REBECCA D HAUTH SCHMID	1313 KARTH LAKE CIR	ARDEN HILLS MN 55112	1313 KARTH LAKE CIR	NEW BRIGHTON MN 55112-5759	1.0	1.0	RES. MILL	$ 3,000.00	$ 4,000.00	$ 3,395.00	$ 3,395.00	
7	2230231200 13	ROBERT J BESSER SHERRIE A BESSER	1307 KARTH LAKE CIR	ARDEN HILLS MN 55112	1307 KARTH LAKE CIR	ARDEN HILLS MN 55112-5759	1.0	1.0	RES. MILL	$ 3,000.00	$ 4,000.00	$ 3,395.00	$ 3,395.00	
8	2230231200 14	SUSANNE P YERICH ANTON K YERICH	1301 KARTH LAKE CIR	ARDEN HILLS MN 55112	1301 KARTH LAKE CIR	ARDEN HILLS MN 55112-5759	1.0	1.0	RES. MILL	$ 4,000.00	$ 5,000.00	$ 3,395.00	$ 3,395.00	
9	2230231200 15	STENNES FAMILY REV TR	1295 KARTH LAKE CIR	ARDEN HILLS MN 55112	1295 KARTH LAKE CIR	ARDEN HILLS MN 55112-4782	1.0	1.0	RES. MILL	$ 4,000.00	$ 5,000.00	$ 3,395.00	$ 3,395.00	
10	2230231200 16	NICHOLAS MICHAEL JANNAKOS MELISSA R JANNAKOS	1289 KARTH LAKE CIR	ARDEN HILLS MN 55112	1289 KARTH LAKE CIR	ARDEN HILLS MN 55112-5782	1.0	1.0	RES. MILL	$ 4,000.00	$ 5,000.00	$ 3,395.00	$ 3,395.00	
11	2230231200 17	JASON M RAHN HOPE E RAHN	1285 KARTH LAKE CIR	ARDEN HILLS MN 55112	1285 KARTH LAKE CIR	ARDEN HILLS MN 55112-5782	1.0	1.0	RES. MILL	$ 4,000.00	$ 5,000.00	$ 3,395.00	$ 3,395.00	
12	2230231200 18	JAMES THOMAS ZUBRZYCKI MARY ZUBRZYCKI	1281 KARTH LAKE CIR	ARDEN HILLS MN 55112	1281 KARTH LAKE CIR	ARDEN HILLS MN 55112-5782	1.0	1.0	RES. MILL	$ 4,000.00	$ 5,000.00	$ 3,395.00	$ 3,395.00	
13	2230231200 19	JADE SCHIESSER EMILY SCHIESSER	1280 KARTH LAKE CIR	ARDEN HILLS MN 55112	1280 KARTH LAKE CIR	ARDEN HILLS MN 55112-5711	1.0	1.0	RES. MILL	$ 3,000.00	$ 4,000.00	$ 3,395.00	$ 3,395.00	
14	2230231200 20	KENNETH D ENGBERG KATHLEEN M SUKKE	1286 KARTH LAKE CIR	ARDEN HILLS MN 55112	1286 KARTH LAKE CIR	ST PAUL MN 55112-5711	1.0	1.0	RES. MILL	$ 3,000.00	$ 4,000.00	$ 3,395.00	$ 3,395.00	
15	2230231200 21	EVAN M KASEMEOTES STEPHANIE M GAINOR	1292 KARTH LAKE CIR	ARDEN HILLS MN 55112	1292 KARTH LAKE CIR	ARDEN HILLS MN 55112-5711	1.0	1.0	RES. MILL	$ 3,000.00	$ 4,000.00	$ 3,395.00	$ 3,395.00	
16	2230231200 69	ANTHONY A HOESCHEN LISA M HOESCHEN	1298 KARTH LAKE CIR	ARDEN HILLS MN 55112	1298 KARTH LAKE CIR	NEW BRIGHTON MN 55112-5711	1.0	1.0	RES. MILL	$ 3,000.00	$ 4,000.00	$ 3,395.00	$ 3,395.00	
17	2230231200 70	THOMAS J MOORE COLLEEN M MOORE	1302 KARTH LAKE CIR	ARDEN HILLS MN 55112	1302 KARTH LAKE CIR	ARDEN HILLS MN 55112-5760	1.0	1.0	RES. MILL	$ 3,000.00	$ 4,000.00	$ 3,395.00	$ 3,395.00	
18	2230231200 24	ABUBAKER M BUSHAGOUR TR LIZANNE COOPER TR	1306 KARTH LAKE CIR	ARDEN HILLS MN 55112	1306 KARTH LAKE CIR	ARDEN HILLS MN 55112-5760	1.0	1.0	RES. MILL	$ 3,000.00	$ 4,000.00	$ 3,395.00	$ 3,395.00	
19	2230231200 25	CHRISTOPHER S CHAPMAN HALEY M CHAPMAN	1326 KARTH LAKE CIR	ARDEN HILLS MN 55112	1326 KARTH LAKE CIR	NEW BRIGHTON MN 55112-5760	1.0	1.0	RES. MILL	$ 3,000.00	$ 4,000.00	$ 3,395.00	$ 3,395.00	
20	2230231200 26	YIU LEE TAMMY LEE	1332 KARTH LAKE CIR	ARDEN HILLS MN 55112	1332 KARTH LAKE CIR	ARDEN HILLS MN 55112-5160	1.0	1.0	RES. MILL	$ 3,000.00	$ 4,000.00	$ 3,395.00	$ 3,395.00	
21	2230231200 27	JONAH P BERNDT KRISTIN BERNDT	1338 KARTH LAKE CIR	ARDEN HILLS MN 55112	1338 KARTH LAKE CIR	ARDEN HILLS MN 55112-5760	1.0	1.0	RES. MILL	$ 3,000.00	$ 4,000.00	$ 3,395.00	$ 3,395.00	
35	2230231400 37	CITY OF ARDEN HILLS	1219 CUMMINGS PARK DR	ARDEN HILLS MN 55112	1245 HIGHWAY 96 W	ARDEN HILLS MN 55112-5400	53.0		IND. RECLAIM	$ 43,734.24	$ 82,110.60	$ 707.00	$ -	PUBLIC PROPERTY - NO ASSESSMENT
38	2230234100 18	KAROUN HOLDINGS LLC	4295 LEXINGTON AVE N	ARDEN HILLS MN 55126	15300 BOTHEL WAY NE	LAKE FOREST PARK WA 98155-7634	20.0	20.0	IND. RECLAIM	$ 34,273.01	$ 58,457.52	$ 707.00	$ 14,140.00	NOT A CUMMINGS PARK DR ADDRESS BUT HAS DIRECT ACCESS TO CUMMINGS PARK DR
39	2230234100 15	KAROUN HOLDINGS LLC	4293 LEXINGTON AVE N	ARDEN HILLS MN 55126	15300 BOTHEL WAY NE	LAKE FOREST PARK WA 98155-7634	10.0	10.0	IND. RECLAIM	$ 22,346.28	$ 37,243.80	$ 707.00	$ 7,070.00	NOT A CUMMINGS PARK DR ADDRESS BUT HAS DIRECT ACCESS TO CUMMINGS PARK DR
40	2230234100 01	CITY OF ARDEN HILLS	1221 CUMMINGS PARK DR	ARDEN HILLS MN 55112	1245 HIGHWAY 96 W	ARDEN HILLS MN 55112-5400	1.0		IND. RECLAIM	$ 4,247.10	$ 7,078.50	$ 707.00	$ -	PUBLIC PROPERTY - NO ASSESSMENT
41	2230234100 10	ARDEN HILLS LLC	4255 LEXINGTON AVE N	ARDEN HILLS MN 55126	14301 EWING AVE S	BURNSVILLE MN 55306-4885	8.0	8.0	IND. RECLAIM	$ 18,033.84	$ 30,056.40	$ 707.00	$ 5,656.00	NOT A CUMMINGS PARK DR ADDRESS BUT HAS DIRECT ACCESS TO CUMMINGS PARK DR
42	2230234100 17	NORTH AMERICAN BANKING COMPANY	4265 LEXINGTON AVE N	ARDEN HILLS MN 55126	2230 ALBERT ST	ROSEVILLE MN 55113-4206	10.0	10.0	IND. RECLAIM	$ 22,672.98	$ 37,788.30	$ 707.00	$ 7,070.00	NOT A CUMMINGS PARK DR ADDRESS BUT HAS DIRECT ACCESS TO CUMMINGS PARK DR
43	2230231400 17	LEONARD E GALLUS TR MARJORIE F GALLUS TR	1104 AMBLE DR	ARDEN HILLS MN 55112	1104 AMBLE DR	ARDEN HILLS MN 55112-5713	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
44	2230231400 18	ANTHONY M PELESKA RACHELLE M PELESKA	1108 AMBLE DR	ARDEN HILLS MN 55112	1108 AMBLE DR	NEW BRIGHTON MN 55112-5713	1.0	1.0	RES. RECLAIM	$ 9,000.00	$ 11,000.00	$ 5,155.00	$ 5,155.00	
45	2230231400 19	CARL V REYNOLDS TR BRIDGET T REYNOLDS TR	1112 AMBLE DR	ARDEN HILLS MN 55112	1112 AMBLE DR	ARDEN HILLS MN 55112-5713	1.0	1.0	RES. RECLAIM	$ 9,000.00	$ 11,000.00	$ 5,155.00	$ 5,155.00	
46	2230231400 20	INESS YEN TR	1116 AMBLE DR	ARDEN HILLS MN 55112	1116 AMBLE DR	ARDEN HILLS MN 55112-5713	1.0	1.0	RES. RECLAIM	$ 9,000.00	$ 11,000.00	$ 5,155.00	$ 5,155.00	
47	2230231400 21	RENEE D MARINO	1120 AMBLE DR	ARDEN HILLS MN 55112	1120 AMBLE DR	ARDEN HILLS MN 55112-5713	1.0	1.0	RES. RECLAIM	$ 9,000.00	$ 11,000.00	$ 5,155.00	$ 5,155.00	
48	2230231400 22	SCOTT A HANSOHN LINDA K HANSOHN	1124 AMBLE DR	ARDEN HILLS MN 55112	1124 AMBLE DR	ARDEN HILLS MN 55112-5713	1.0	1.0	RES. RECLAIM	$ 9,000.00	$ 11,000.00	$ 5,155.00	$ 5,155.00	
49	2230231400 23	SUBBAYA SUBRAMANIAN REENA KARTHA	1128 AMBLE DR	ARDEN HILLS MN 55112	1128 AMBLE DR	ARDEN HILLS MN 55112-5713	1.0	1.0	RES. RECLAIM	$ 9,000.00	$ 11,000.00	$ 5,155.00	$ 5,155.00	
50	2230231400 24	JONATHAN M HANSEN SARA M HANSEN	1132 AMBLE DR	ARDEN HILLS MN 55112	1132 AMBLE DR	ARDEN HILLS MN 55112-5713	1.0	1.0	RES. RECLAIM	$ 9,000.00	$ 11,000.00	$ 5,155.00	$ 5,155.00	
51	2230231400 25	MICHAEL G GRAFF GAIL M GRAFF	1136 AMBLE DR	ARDEN HILLS MN 55112	1136 AMBLE DR	ARDEN HILLS MN 55112-5713	1.0	1.0	RES. RECLAIM	$ 9,000.00	$ 11,000.00	$ 5,155.00	$ 5,155.00	
52	2230231400 05	ERIK K LINDMARK JULIE A LINDMARK	1140 AMBLE DR	ARDEN HILLS MN 55112	1140 AMBLE DR	ARDEN HILLS MN 55112-5713	1.0	1.0	RES. RECLAIM	$ 9,000.00	$ 11,000.00	$ 5,155.00	$ 5,155.00	
53	2230231400 04	THOMAS E HEIDEMAN LOIS E HEIDEMAN	1142 AMBLE DR	ARDEN HILLS MN 55112	1142 AMBLE DR	SAINT PAUL MN 55112-5713	1.0	1.0	RES. RECLAIM	$ 9,000.00	$ 11,000.00	$ 5,155.00	$ 5,155.00	
54	2230231100 67	CESAR FARELL	1144 AMBLE DR	ARDEN HILLS MN 55112	1144 AMBLE DR	SAINT PAUL MN 55112-5713	1.0	1.0	RES. RECLAIM	$ 9,000.00	$ 11,000.00	$ 5,155.00	$ 5,155.00	
55	2230231100 03	JEFFERY P WENDT SHELLY A LANGLIE	1148 AMBLE DR	ARDEN HILLS MN 55112	1148 AMBLE DR	ARDEN HILLS MN 55112-5713	1.0	1.0	RES. RECLAIM	$ 9,000.00	$ 11,000.00	$ 5,155.00	$ 5,155.00	
56	2230231100 04	DAVID JOE SNIDER	1152 AMBLE DR	ARDEN HILLS MN 55112	1152 AMBLE DR	ARDEN HILLS MN 55112-5713	1.0	1.0	RES. RECLAIM	$ 9,000.00	$ 11,000.00	$ 5,155.00	$ 5,155.00	
57	2230231100 05	DAVID C YAUCH ELAINE M FRANCIS	1156 AMBLE DR	ARDEN HILLS MN 55112	1156 AMBLE DR	ARDEN HILLS MN 55112-5713	1.0	1.0	RES. RECLAIM	$ 9,000.00	$ 11,000.00	$ 5,155.00	$ 5,155.00	
58	2230231100 06	ABBY J OLSON CRAIG R OLSON	1160 AMBLE DR	ARDEN HILLS MN 55112	1160 AMBLE DR	ARDEN HILLS MN 55112-5713	1.0	1.0	RES. RECLAIM	$ 9,000.00	$ 11,000.00	$ 5,155.00	$ 5,155.00	
59	2230231100 07	WYATT PARTRIDGE AUDREY PARTRIDGE	1164 AMBLE DR	ARDEN HILLS MN 55112	1164 AMBLE DR	SAINT PAUL MN 55112-5713	1.0	1.0	RES. RECLAIM	$ 9,000.00	$ 11,000.00	$ 5,155.00	$ 5,155.00	
60	2230231100 08	RILEY J ODOM PATRICIA P ODOM	1168 AMBLE DR	ARDEN HILLS MN 55112	1168 AMBLE DR	ARDEN HILLS MN 55112-5713	1.0	1.0	RES. RECLAIM	$ 9,000.00	$ 11,000.00	$ 5,155.00	$ 5,155.00	
61	2230231200 35	YEVGENIY ZHITNITSKIY PERLE ZHITNITSKIY	1172 AMBLE DR	ARDEN HILLS MN 55112	1172 AMBLE DR	ARDEN HILLS MN 55112-5713	1.0	1.0	RES. RECLAIM	$ 9,000.00	$ 11,000.00	$ 5,155.00	$ 5,155.00	
62	2230231200 36	KELLY M ACOSTA JASON M ACOSTA	1176 AMBLE DR	ARDEN HILLS MN 55112	1176 AMBLE DR	NEW BRIGHTON MN 55112-5713	1.0	1.0	RES. RECLAIM	$ 9,000.00	$ 11,000.00	$ 5,155.00	$ 5,155.00	
63	2230231200 37	MARCIA L CHENEY	1180 KARTH LAKE DR	ARDEN HILLS MN 55112	1180 KARTH LAKE DR	SAINT PAUL MN 55112-5758	1.0	1.0	RES. RECLAIM	$ 9,000.00	$ 11,000.00	$ 5,155.00	$ 5,155.00	
64	2230231200 38	ANDREW J ELMQUIST AISHA A ELMQUIST	1212 KARTH LAKE DR	ARDEN HILLS MN 55112	1212 KARTH LAKE DR	ARDEN HILLS MN 55112-5714	1.0	1.0	RES. RECLAIM	$ 9,000.00	$ 11,000.00	$ 5,155.00	$ 5,155.00	
65	2230231200 39	BRUCE A JOHNSON SUSAN L JOHNSON	1220 KARTH LAKE DR	ARDEN HILLS MN 55112	1220 KARTH LAKE DR	ARDEN HILLS MN 55112-5714	1.0	1.0	RES. RECLAIM	$ 9,000.00	$ 11,000.00	$ 5,155.00	$ 5,155.00	

Attachment B

AS-BID ASSESSMENT ROLL (BITUMINOUS ROADWAYS)
2026 PMP STREET & UTILITY IMPROVEMENTS
CITY OF ARDEN HILLS, MINNESOTA
BMI PROJECT NO. 25X.137753
MARCH, 2026

Parcel # on Map	Parcel ID	Owner	Site Address	Site City/State/Zip Code	Owner Address	Owner City/State/Zip Code	Residential Equivalent Units (REU)	Assessable REU's	Street Improvement Type	Benefit Appraisal Assessment Range Lower Limit	Benefit Appraisal Assessment Range Upper Limit	Calculated Improvement Assessment Rate	Estimated Assessment Amount	Notes
66	223023120040	THE PAUL AND MARY ANN SCHMIDT TRUST	1228 KARTH LAKE DR	ARDEN HILLS MN 55112	1228 KARTH LAKE DR	SAINT PAUL MN 55112-5714	1.0	1.0	RES. RECLAIM	$ 9,000.00	$ 11,000.00	$ 5,155.00	$ 5,155.00	
67	223023120041	GARY H GERDING LAEL B GERDING	1236 KARTH LAKE DR	ARDEN HILLS MN 55112	1236 KARTH LAKE DR	ARDEN HILLS MN 55112-5714	1.0	1.0	RES. RECLAIM	$ 9,000.00	$ 11,000.00	$ 5,155.00	$ 5,155.00	
68	223023120042	CLAUDIA D LANDGRAF	1244 KARTH LAKE DR	ARDEN HILLS MN 55112	1244 KARTH LAKE DR	ARDEN HILLS MN 55112-5714	1.0	1.0	RES. RECLAIM	$ 9,000.00	$ 11,000.00	$ 5,155.00	$ 5,155.00	
69	223023120043	KEN A SPANGLER MARTHA G SPANGLER	1250 KARTH LAKE DR	ARDEN HILLS MN 55112	1250 KARTH LAKE DR	ARDEN HILLS MN 55112-5714	1.0	1.0	RES. RECLAIM	$ 9,000.00	$ 11,000.00	$ 5,155.00	$ 5,155.00	
70	223023120044	HAKKI ISIK EMILY ISIK	1249 KARTH LAKE DR	ARDEN HILLS MN 55112	1249 KARTH LAKE DR	ARDEN HILLS MN 55112-5714	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
71	223023120045	CHARLES E WEAVER TR MARY BETH WEAVER TR	1245 KARTH LAKE DR	ARDEN HILLS MN 55112	1245 KARTH LAKE DR	ARDEN HILLS MN 55112-5714	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
72	223023120046	NORIYUKI NONAKA MARY NONAKA	1241 KARTH LAKE DR	ARDEN HILLS MN 55112	1241 KARTH LAKE RD	NEW BRIGHTON MN 55112-5714	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
73	223023120047	YI LI NICKOLAS ANDERSON	1233 KARTH LAKE DR	ARDEN HILLS MN 55112	1233 KARTH LAKE DR	ARDEN HILLS MN 55112-5714	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
74	223023120048	MATTHEW J ETHEN CHERYL M ETHEN	1225 KARTH LAKE DR	ARDEN HILLS MN 55112	1225 KARTH LAKE DR	ARDEN HILLS MN 55112-5714	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
75	223023120052	WILLIAM S THELEN	1217 KARTH LAKE DR	ARDEN HILLS MN 55112	1217 KARTH LAKE DR	ARDEN HILLS MN 55112-5714	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
76	223023120055	GREGORY W SCHLINK JUDITH L VEGEMAST	1209 KARTH LAKE DR	ARDEN HILLS MN 55112	1209 KARTH LAKE DR	NEW BRIGHTON MN 55112-5714	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
77	223023110068	MATTHEW M DOMSKI ASHLEY A IRONS DOMSKI	1201 KARTH LAKE DR	ARDEN HILLS MN 55112	1201 KARTH LAKE DR	ARDEN HILLS MN 55112-5714	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
78	223023110069	MAGGIE GIGLER AARON GIGLER	1191 KARTH LAKE DR	ARDEN HILLS MN 55112	1191 KARTH LAKE DR	ARDEN HILLS MN 55112-5757	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
79	223023110070	DONALD C KELLY TR MARY LEE KELLY TR	1181 KARTH LAKE DR	ARDEN HILLS MN 55112	1181 KARTH LAKE DR	ARDEN HILLS MN 55112-5757	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
80	223023110071	CLAYTON A LARSON ANITA M LARSON	1173 KARTH LAKE DR	ARDEN HILLS MN 55112	1173 KARTH LAKE DR	ARDEN HILLS MN 55112-5757	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
81	223023110073	BART J JOHNSON GWENDOLYN A N JOHNSON	1163 KARTH LAKE DR	ARDEN HILLS MN 55112	1163 KARTH LAKE DR	ARDEN HILLS MN 55112-5757	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
82	223023110051	KYUNGHYE YOON INHO CHANG	1155 KARTH LAKE DR	ARDEN HILLS MN 55112	1155 KARTH LAKE DR	SAINT PAUL MN 55112-5757	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
83	223023110052	KATY MUCKALA JONATHAN MUCKALA	1147 KARTH LAKE DR	ARDEN HILLS MN 55112	1147 KARTH LAKE DR	ARDEN HILLS MN 55112-5757	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
84	223023110053	CHAD A LAJINESS LINDSAY M LAJINESS	1139 KARTH LAKE DR	ARDEN HILLS MN 55112	1139 KARTH LAKE DR	ARDEN HILLS MN 55112-5757	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
85	223023110054	CHRISTOPHER B MERTZ SONJA M MERTZ	1131 KARTH LAKE DR	ARDEN HILLS MN 55112	1131 KARTH LAKE DR	ARDEN HILLS MN 55112-5757	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
86	223023110055	SALAMAAN A KHAN NIKHATH P NAZIR AHMED	4533 PLEASANT DR	ARDEN HILLS MN 55112	4533 PLEASANT DR	ARDEN HILLS MN 55112-5749	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
87	223023110056	WARREN W PAKULSKI DIANE R PAKULSKI	4545 PLEASANT DR	ARDEN HILLS MN 55112	4545 PLEASANT DR	ARDEN HILLS MN 55112-5749	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
88	223023110057	NICHOLAS A SLATTERY HOPE A SLATTERY	4551 PLEASANT DR	ARDEN HILLS MN 55112	4551 PLEASANT DR	ARDEN HILLS MN 55112-5749	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
89	223023110058	ENVER CERIC ZINETA CERIC	4550 PLEASANT DR	ARDEN HILLS MN 55112	4550 PLEASANT DR	ARDEN HILLS MN 55112-5129	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
90	223023110059	RANDALL V HALL NANCY H HALL	4542 PLEASANT DR	ARDEN HILLS MN 55112	4542 PLEASANT DR	ARDEN HILLS MN 55112-5129	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
91	223023110060	ISRAEL ANDERSON JOHANNA ANDERSON	4534 PLEASANT DR	ARDEN HILLS MN 55112	4534 PLEASANT DR	ARDEN HILLS MN 55112-5129	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
92	223023110061	M COLLIN EID TR PATRICIA A DOOLEY EID TR	4526 PLEASANT DR	ARDEN HILLS MN 55112	4526 PLEASANT DR	ARDEN HILLS MN 55112-5129	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
93	223023110062	JASON VARGHESE CASSANDRA VARGHESE	4518 PLEASANT DR	ARDEN HILLS MN 55112	4518 PLEASANT DR	ARDEN HILLS MN 55112-5129	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
94	223023110063	ELLEN C CHRISTOFFERSON REV TRUST	4510 PLEASANT DR	ARDEN HILLS MN 55112	4510 PLEASANT DR	ARDEN HILLS MN 55112-5129	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
95	223023110064	CHENG XIONG	4500 PLEASANT DR	ARDEN HILLS MN 55112	4500 PLEASANT DR	ARDEN HILLS MN 55112-5129	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
96	223023110040	DAVID GRUFMAN CARRIE ANN GRUFMAN	4480 PLEASANT DR	ARDEN HILLS MN 55112	4480 PLEASANT DR	ARDEN HILLS MN 55112-5716	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
97	223023110041	DONALD G EATON TRUDEL EATON	4472 PLEASANT DR	ARDEN HILLS MN 55112	4472 PLEASANT DR	ARDEN HILLS MN 55112-5716	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
98	223023110074	ROBBEN F TODD JESSICA TODD	4466 PLEASANT DR	ARDEN HILLS MN 55112	4466 PLEASANT DR	ARDEN HILLS MN 55112-5716	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
99	223023110043	DANNY C BICKHAM DELORES L BICKHAM	4460 PLEASANT DR	ARDEN HILLS MN 55112	4460 PLEASANT DR	ARDEN HILLS MN 55112-5716	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
100	223023110044	SEAN H MCDONAGH PATRICIA L MCDONAGH	4452 PLEASANT DR	ARDEN HILLS MN 55112	4452 PLEASANT DR	ARDEN HILLS MN 55112-5716	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
101	223023110045	JEFFREY P GAZICH SUE A GAZICH	4446 PLEASANT DR	ARDEN HILLS MN 55112	4446 PLEASANT DR	ARDEN HILLS MN 55112-5716	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
102	223023110046	LARRY R VEENSTRA MARY L VEENSTRA	4440 PLEASANT DR	ARDEN HILLS MN 55112	4440 PLEASANT DR	ARDEN HILLS MN 55112-5716	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
103	223023110047	TOU DOUA THAO	4434 PLEASANT DR	ARDEN HILLS MN 55112	4434 PLEASANT DR	ARDEN HILLS MN 55112-5716	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
104	223023110048	GENTRY L WALKER JULIE A WALKER	4428 PLEASANT DR	ARDEN HILLS MN 55112	4428 PLEASANT DR	ARDEN HILLS MN 55112-5716	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
105	223023110049	GREGORY A CLIFFORD PAMELA P CLIFFORD	4422 PLEASANT DR	ARDEN HILLS MN 55112	4422 PLEASANT DR	ARDEN HILLS MN 55112-5716	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
106	223023140016	LAUREL BRUDEVOLD MICHAEL BRUDEVOLD	1137 AMBLE DR	ARDEN HILLS MN 55112	1137 AMBLE DR	ARDEN HILLS MN 55112-5748	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
107	223023140015	JOSEPH M FREKING PAMELA K FREKING	1131 AMBLE DR	ARDEN HILLS MN 55112	1131 AMBLE DR	ARDEN HILLS MN 55112-5748	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
108	223023140014	PAUL R TUFTS CHRISTINE R TUFTS	1127 AMBLE DR	ARDEN HILLS MN 55112	1127 AMBLE DR	ARDEN HILLS MN 55112-5748	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
109	223023140013	JEROME K PEARSON RITA J PEARSON	1121 AMBLE DR	ARDEN HILLS MN 55112	1121 AMBLE DR	ARDEN HILLS MN 55112-5748	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
110	223023140012	PETER T DANN KATHLEEN S DANN	4415 AMBLE CIR	ARDEN HILLS MN 55112	4415 AMBLE CIR	ARDEN HILLS MN 55112-5704	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
111	223023140011	RUSSELL J BERTSCH ANN T BERTSCH	4419 AMBLE CIR	ARDEN HILLS MN 55112	4419 AMBLE CIR	ARDEN HILLS MN 55112-5704	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
112	223023140043	GEOFFREY M PRELGO NICOLE R PRELGO	4418 AMBLE CIR	ARDEN HILLS MN 55112	4418 AMBLE CIR	ARDEN HILLS MN 55112-5704	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
113	223023140042	DEREK BRYANT PAIGE WETTERSTROM BRYANT	4414 AMBLE CIR	ARDEN HILLS MN 55112	4414 AMBLE CIR	ARDEN HILLS MN 55112-5704	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
114	223023140041	ROBERT A LASKA CHRISTINE A LASKA	4408 AMBLE CIR	ARDEN HILLS MN 55112	4408 AMBLE CIR	ARDEN HILLS MN 55112-5704	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
115	223023140038	C GREGORY PETERSON JEAN M PETERSON	1105 AMBLE DR	ARDEN HILLS MN 55112	1105 AMBLE DR	ARDEN HILLS MN 55112-5779	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
116	223023140028	RANDY J RICHGRUBER KAREN RICHGRUBER	1113 AMBLE DR	ARDEN HILLS MN 55112	1113 AMBLE DR	NEW BRIGHTON MN 55112-5779	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
117	223023110017	BEVERLY J MCKIBBEN WENDELL R MCKIBBEN	1119 PLEASANT CIR	ARDEN HILLS MN 55112	1119 PLEASANT CIR	ARDEN HILLS MN 55112-5717	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
118	223023110018	MICHELLE HAMES	1129 PLEASANT CIR	ARDEN HILLS MN 55112	1129 PLEASANT CIR	ARDEN HILLS MN 55112-5717	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
119	223023110019	TARAS POKHIL ANNA PRIZMENT	1139 PLEASANT CIR	ARDEN HILLS MN 55112	1139 PLEASANT CIR	ARDEN HILLS MN 55112-5717	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
120	223023110020	GEORGE SLADE SCHUSTER MARY LAY SCHUSTER	1149 PLEASANT CIR	ARDEN HILLS MN 55112	1149 PLEASANT CIR	ARDEN HILLS MN 55112-5717	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	

AS-BID ASSESSMENT ROLL (BITUMINOUS ROADWAYS)

2026 PMP STREET & UTILITY IMPROVEMENTS
CITY OF ARDEN HILLS, MINNESOTA
BMI PROJECT NO. 25X.137753
MARCH, 2026

Parcel # on Map	Parcel ID	Owner	Site Address	Site City/State/Zip Code	Owner Address	Owner City/State/Zip Code	Residential Equivalent Units (REU)	Assessable REU's	Street Improvement Type	Benefit Appraisal Assessment Range		Calculated Improvement Assessment Rate	Estimated Assessment Amount	Notes
										Lower Limit	Upper Limit			
121	223023110021	LLOYD A KELLER TR	1159 PLEASANT CIR	ARDEN HILLS MN 55112	1159 PLEASANT CIR	ARDEN HILLS MN 55112-5717	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
122	223023110022	DENISE A SCHEUNEMAN	1169 PLEASANT CIR	ARDEN HILLS MN 55112	1169 PLEASANT CIR	NEW BRIGHTON MN 55112-5717	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
123	223023110023	YOUNGCHOL LIM JULIE S OSTLUND	1160 PLEASANT CIR	ARDEN HILLS MN 55112	1160 PLEASANT CIR	NEW BRIGHTON MN 55112-5717	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
124	223023110024	DAVID B JOHNSON MARGARET E JOHNSON	1150 PLEASANT CIR	ARDEN HILLS MN 55112	1150 PLEASANT CIR	ARDEN HILLS MN 55112-5717	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
125	223023110025	WILLIAM J HANSEN SHERI L HANSEN	1140 PLEASANT CIR	ARDEN HILLS MN 55112	1140 PLEASANT CIR	NEW BRIGHTON MN 55112-5717	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
126	223023110026	LIXIN ZHU WEI ZHANG	1130 PLEASANT CIR	ARDEN HILLS MN 55112	1130 PLEASANT CIR	NEW BRIGHTON MN 55112-5717	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
127	223023110027	SUSANNE U TROST MARKUS F MEYER	1120 PLEASANT CIR	ARDEN HILLS MN 55112	1120 PLEASANT CIR	ARDEN HILLS MN 55112-5717	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
128	223023110028	LAUREL RICHMOND	4443 PLEASANT DR	ARDEN HILLS MN 55112	4443 PLEASANT DR	ARDEN HILLS MN 55112-5751	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
129	223023110029	BRADLEY ZUNKER TAMI ZUNKER	4435 PLEASANT DR	ARDEN HILLS MN 55112	4435 PLEASANT DR	NEW BRIGHTON MN 55112-5751	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
130	223023110030	JON B CHRISTIANSON JANET M CHRISTIANSON	4429 PLEASANT DR	ARDEN HILLS MN 55112	4429 PLEASANT DR	ARDEN HILLS MN 55112-5751	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
131	223023110031	RIAN HEASLIP NOELLE HEASLIP	4425 PLEASANT DR	ARDEN HILLS MN 55112	4425 PLEASANT DR	ARDEN HILLS MN 55112-5751	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
132	223023110032	BRYAN R LILLEHAUGEN DEBRA L LILLEHAUGEN	1145 AMBLE DR	ARDEN HILLS MN 55112	1145 AMBLE DR	ARDEN HILLS MN 55112-5747	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
133	223023110033	KATIE FROKJER	1149 AMBLE DR	ARDEN HILLS MN 55112	1149 AMBLE DR	ARDEN HILLS MN 55112-5747	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
134	223023110034	MASON M CHEN ROSE W CHEN	1153 AMBLE DR	ARDEN HILLS MN 55112	1153 AMBLE DR	ARDEN HILLS MN 55112-5747	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
135	223023110035	MATTHEW J ROUSSEAU EMILY ROUSSEAU	1157 AMBLE DR	ARDEN HILLS MN 55112	1157 AMBLE DR	ARDEN HILLS MN 55112-5747	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
136	223023110036	CHENG HSIEN TSAI KETTY HSIEN TSAI	1161 AMBLE DR	ARDEN HILLS MN 55112	1161 AMBLE DR	ST PAUL MN 55112-5747	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
137	223023110037	RANDI A KING TR ALEXANDER J KING TR	1165 AMBLE DR	ARDEN HILLS MN 55112	1165 AMBLE DR	ARDEN HILLS MN 55112-5747	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
138	223023110038	TIMOTHY M DOUGHERTY NITA L ANDREA	1169 AMBLE DR	ARDEN HILLS MN 55112	1169 AMBLE DR	ARDEN HILLS MN 55112-5747	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
139	223023110039	RACHEL MAGENNIS SCHNOBRICH	1175 AMBLE DR	ARDEN HILLS MN 55112	1175 AMBLE DR	ARDEN HILLS MN 55112-5747	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
140	223023110009	JASON R HEFFELFINGER JOANN SCHONNING	1176 KARTH LAKE DR	ARDEN HILLS MN 55112	1176 KARTH LAKE DR	ARDEN HILLS MN 55112-5758	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
141	223023110010	LESLIE JEAN MEYERS	1168 KARTH LAKE DR	ARDEN HILLS MN 55112	1168 KARTH LAKE DR	SAINT PAUL MN 55112-5758	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
142	223023110011	LEIF R HANSEN KRISTIN M HANSEN	1160 KARTH LAKE DR	ARDEN HILLS MN 55112	1160 KARTH LAKE DR	ARDEN HILLS MN 55112-5758	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
143	223023110012	BRAD A REASONER MEGAN M REASONER	1152 KARTH LAKE DR	ARDEN HILLS MN 55112	1152 KARTH LAKE DR	SAINT PAUL MN 55112-5758	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
144	223023110013	JOHN B SHIELDS KRISTINE J SHIELDS	1144 KARTH LAKE DR	ARDEN HILLS MN 55112	1144 KARTH LAKE DR	ARDEN HILLS MN 55112-5758	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
145	223023110014	AMY WIELINSKI	1136 KARTH LAKE DR	ARDEN HILLS MN 55112	1136 KARTH LAKE DR	NEW BRIGHTON MN 55112-5758	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
146	223023110015	MARK R MATUAL TR PATRICIA A MATUAL TR	1128 KARTH LAKE DR	ARDEN HILLS MN 55112	1128 KARTH LAKE DR	ARDEN HILLS MN 55112-5758	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
147	223023110016	CALEB MATTHEW CORDES MELISSA ANNE CORDES	1120 KARTH LAKE DR	ARDEN HILLS MN 55112	1120 KARTH LAKE DR	ARDEN HILLS MN 55112-5758	1.0	1.0	RES. RECLAIM	$ 8,000.00	$ 10,000.00	$ 5,155.00	$ 5,155.00	
156	223023430010	CARDIAC PACEMAKERS INC	3 BOSTON SCIENTIFIC DR	ARDEN HILLS MN 55112	4100 HAMLINE AVE N	NEW BRIGHTON MN 55112-5700	232.0	232.0	IND. RECLAIM	$ 95,727.46	$ 212,093.64	$ 707.00	$ 164,024.00	NOT A CUMMINGS PARK DR ADDRESS BUT HAS DIRECT ACCESS TO CUMMINGS PARK DR
												TOTAL ASSESSMENTS	**$ 810,530.00**	

Attachment C

CITY OF ARDEN HILLS
COUNTY OF RAMSEY
STATE OF MINNESOTA

RESOLUTION NO. 2026-010

RESOLUTION DECLARING COSTS TO BE ASSESSED AND ORDERING PREPARATION OF PROPOSED ASSESSMENTS AND CALLING FOR HEARING ON THE PROPOSED ASSESSMENTS

WHEREAS, the construction bids have been received for the proposed 2026 PMP Street and Utility Improvements 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;
- Arden Manor Park (Hardcourt Improvements);
- Arden Oaks Park (ADA Improvements);

and the contract bid price for such improvement is $3,006,172.10, and the expenses incurred or to be incurred in the making of such improvement amount to $843,184.90 so that the total cost of the improvement will be $3,849,357; and

WHEREAS, the City Clerk has prepared a proposed assessment of the cost of the improvement; and

WHEREAS, the City Clerk has notified the City Council that such proposed assessment has been completed and filed at City Hall for public inspection.

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

1. The portion of the cost of such improvement to be paid by the City is hereby declared to be **$3,038,827.** The portion of the cost to be assessed against benefited property owners is declared to be **$810,530**

2. Assessments shall be payable in equal annual installments extending over a period of 10 years, the first of the installments to be payable with property taxes for the year 2026, and shall bear an interest rate to be determine from date of the adoption of the assessment resolution.

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

3. The City Clerk, with the assistance of the City Engineer shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and shall file a copy of such proposed assessment in her office for public inspection; and

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF ARDEN HILLS, MINNESOTA:

1. A hearing shall be held on **April 13, 2026,** in the Council Chambers at 7:00 p.m. or as soon thereafter as possible, to pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.

2. Publication by the City Clerk is hereby directed to cause notice of the hearing on the proposed assessment once in the official newspaper at least two weeks prior to the hearing, stating in the notice the total cost of the improvement is hereby approved. Notice shall be mailed to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearings is also approved.

3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. The owner may at any time thereafter, pay to the City the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

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

_____
David Grant, Mayor

Attest: _____
Julie Hanson, City Clerk

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

CONSENT ITEM – 8O

MEMORANDUM

DATE: March 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: 2026 Capital Equipment Purchases

Budgeted Amount:	Actual Amount:	Funding Source:
$265,500 (2026 CIP)	$231,672.52 (After estimated auction)	Equipment Replacement Fund

Council Should Consider

Motions to approve, table, or deny the following:

- Purchase of a 2026 Toro Large Area Mower
  - Attachment A- Quote from MTI Distributing
- Purchase of a 2026 Ford F-350 Pickup/ Plow/ Transfer Tank
  - Attachment B – Quote from Midway Ford
  - Attachment C – Quote from Crysteel Truck Equipment
  - Attachment D – Quote from ABM Equipment
- Purchase of a 2026 Towmaster T-20DT Drop- Deck Trailer
  - Attachment E – Quote from Ziegler Cat
- Purchase of a 2025 (new) Toro Stand-on Spreadmaster
  - Attachment F – Quote from Tri-State Bobcat
- Purchase of a Pipeline Inspection Push Camera.
  - Attachment G – Quote from Utility Logic
- Purchase of an Auto Greaser System for unit 135 (2024 Mack Single Axe Plow/ Wing Truck)
  - Attachment H – Quote from Oil-Air-Products

Background/Discussion

In December 2025 the City Council approved the 2026 Equipment Capital Improvement Budget. As part of the 2026 budget process, the Fleet Manager worked with the PW Superintendent to prioritize equipment recommended for replacement or to be added in 2026. Each asset is rated on an annual basis by evaluating numerous criteria. A copy of the "Fleet Vehicle Replacement Scoring Guidelines" can be found as Attachment O.

The 2026 Capital Improvement Plan (CIP) includes replacement or addition of the equipment below. The current mileage/ hours, repair cost, preventative maintenance costs, replacement score, and purchasing justification is outlined on each attached budget detail sheet.

- Replacement of unit 457, 2018 Toro Large Area Mower (Attachment I) Current operating hours- 1,950
- Replacement of unit 215, 2016 Ford F-350 Single Cab Plow, Fuel Transfer Truck (Attachment J). Current mileage- 58,469
- Replacement of unit 108, 1996 Redi- Haul Trailer (Attachment K)
- Addition of a 2025 Toro Stand-on Spreadmaster (Attachment L)
- Addition of a Pipeline Inspection Push Camera (Attachment M)
- Installation of an Auto Greaser System (unit 135) 2024 Mack Single Axe Plow/ Wing Truck. (Attachment N)

Budget Impact

Purchase of a 2026 Toro Large Area Mower (Attachments A and I)

Budget Amount:	**$114,000.00**
Replacement Quote:	**$121,801.64**
Auction Estimate for unit 457:	-**$20,000.00**
Total Net Cost:	**$101,801.64**

Purchase of a 2026 Ford F-350 Pickup/ Plow/ Transfer Tank/ Accessories (Attachments B-D, J)

Budget Amount:	**$85,000.00**
Replacement Quotes:	**$80,990.52**
Auction Estimate for unit 215:	-**$15,000.00**
Total Net Cost:	**$65,990.52**

Purchase of a 2026 Towmaster T-20DT Drop- Deck Trailer (Attachments E and K)

Budget Amount:	**$18,000.00**
Replacement Quote:	**$22,881.94**
Auction Estimate for unit 108:	-**$1,500.00**
Total Net Cost:	**$21,381.94**

Purchase of a 2025 Toro Stand-on Spreadmaster (Attachments F and L)

Budget Amount:	**$25,000.00**
Replacement Quote:	**$21,920.92**
Auction Estimate for Spreader:	-**$3,000.00**
Total Net Cost:	**$18,920.92**

Addition of a Pipeline Inspection Push Camera (Attachments G and M)

Budget Amount:	**$12,000.00**
Purchase Quote:	**$11,960.00**
Total Cost:	**$11,960.00**

Installation of an Auto Greaser System (for unit 135) (Attachments H and N)

Budget Amount:	**$11,500.00**
Parts and Labor Quote:	**$11,617.50**
Total Cost:	**$11,617.50**

In summary, the total net cost for 2026 CIP equipment purchases is **$231,672.52,** which is $33,827.40 under budget. This takes into consideration the conservative estimated auction returns the city will receive for existing equipment. It should also be noted that all new equipment was quoted under a cooperative pricing contract.

Attachments

Attachment A: Quote from MTI Distributing

Attachment B: Quote from Midway Ford

Attachment C: Quote from Crysteel Truck Equipment

Attachment D: Quote from ABM Equipment

Attachment E: Quote from Ziegler Cat

Attachment F: Quote from Tri-State Bobcat

Attachment G: Quote from Utility Logic

Attachment H: Quote from Oil-Air-Products

Attachment I: Unit 457 Large Area Mower -Detail Sheet

Attachment J: Unit 215, 2016 Ford F-350 Single Cab Plow, Fuel Transfer Truck- Detail Sheet

Attachment K: Unit 108, 1996 Redi- Haul Trailer- Detail Sheet

Attachment L: Turf Fertilizer and Herbicide Sprayer- Detail Sheet

Attachment M: Pipeline Inspection Push Camera- Detail Sheet

Attachment N: Auto Greaser System (for unit 135)- Detail Sheet

Attachment O: Fleet Vehicle Replacement Scoring Guidelines

Attachment A

MTI Distributing
Equipment Quote
February 20, 2026

City of Arden Hills
Thomas Mikacevich

Quote Expiration Date: 3/22/2026

Sourcewell Contract 112624-TTC

Qty	Model Number	Description	MSRP Price Each	SW Price Each
1	**30636**	**Toro Groundsmaster 4010-D (T4)**	$148,534.00	$115,856.52
1	30419	Leaf Mulching Kit	$2,481.00	$1,935.18
1	31522	4WD Flow Divider Kit	$713.00	$556.14
1	31693	North American Road Light Kit (MY21 & Newer)	$2,827.00	$2,205.06
1	44967	MVP Kit 1000 Hour (PX Hydraulic Fluid - September 12, 2018 And Up)	$543.25	$423.74
1	RADIO	AM/FM Radio	$825.00	$825.00

Sourcewell Member #38861

Subtotal	$121,801.64
Sales Tax Exempt	$0.00
Total	**$121,801.64**

Quote is valid for 30 days; pending product availability
Net 30 Terms with qualified credit
New Toro commercial equipment comes with a two-year manufacturer warranty
Equipment delivery and set-up at no additional charge
All commercial products purchased by a credit card will be subject to a 2.5% service fee.

Thank you for the opportunity to submit this quote. If you have any questions, please do not hesitate in contacting us.

Bob Frank
Commercial Sales Rep
612-877-0837

Scott Esterby
Inside Sales Rep
763-592-5641

MTI Distributing, Inc. • 4830 Azelia Ave N • Brooklyn Center, MN

Midway Ford Commercial
Fleet and Government Sales
2777 N. Snelling Ave.
Roseville MN 55113

tswanson@rosevillemidwayford.com

Fax # 651-604-2936

Attachment B

MF 34
2026 F350 4X4- Regular Cab- 8' Box

Standard

Automatic Transmission	**40/20/40 Vinyl Front Seat**	**Front Tow Hooks**
Dual Front Air Bags	**Standard Base Upholstery**	**Rubber Floor Covering**
AM/FM Radio	**4-Wheel ABS Brakes**	**Black Bumpers w/Rear Step**
Tow Hitch	**Air Conditioning**	**Matching Full Size Spare Tire**
Tilt Wheel	**LT245/75r17 E All Season Tires**	**6.8L V8**
Sync	**Shift on Fly 4x4**	**Rear View Camera**
	Power Windows	**Power Locks**

Options	Code	Price	Select
LT275/70r18E AT Tires	TDX	$241	x
XL Chrome Package	96V	$387	x
Snow Plow/Camper Pkg	47B	$277	x
Pro-Power Onboard 2kW	43K	$897	x
Dual batteries	86M	$191	x
Brake Controller	52B	$273	x
Running Boards	18B	$291	x
Upfitter Switches	66S	$210	x
Tiger Tough seat Covers		$525	x
Spray-In Bedliner		$569	x
Option Total		$3,861	

Exterior Colors	Code	Select
Argon Blue Metallic	E9	
Race Red	PQ	
Agate Black	UM	
Carbonized Gray Metallic	M7	
Avalanche	DR	
Oxford White	Z1	x

Extended Service Contracts	Cost	Select
7 year/75,000 mile PremiumCare Warranty	$2,970	
Snow Plow Prep Charge	$795	
Diesel Upcharge	$1,295	

Base Price	Totals
	$43,105.84
Options Price Totals	$3,861.00
Extended Warranty	
Transit Impr Excise Tax	$20.00
Tax Exempt Lic	$63.25
6.875% Sales Tax	$3,228.97
Document fee	$350.00
Sub total per vehicle	$50,629.06
Number of Vehicles	1
Grand Total for all units	$50,629.06

You must have a active FIN code to participate in this purchase contract : FIN code #

Purchase Order required prior to order placement

PO #

Name of Organization

Address

City, State, Zip

Acceptance Signature

Contact Person/ Phone #

Print Name and Title

Date

Contact's e-mail address and fax #

Attachment C

1130 73rd Avenue NE
Fridley, MN 55432
(763) 571-1902
1-800-795-1902
Fax # (763) 571-5091

Highway 60 East
Lake Crystal, MN 56055
(507) 726-6041
1-800-722-0588
Fax # (507) 726-2984

www.crysteeltruck.com

AN EQUAL OPPORTUNITY EMPLOYER

Date:	2/18/2026	Reference:	Boss 8'2" D-XT Plow Package
Company:	City of Arden Hills	Address:	1425 Paul Kirkwold Drive
Contact:	Mitchell Gebauer		
Phone#	651-249-0725	City:	Arden Hills
Email:	mgebauer@cityofardenhills.org	State:	MN

Dealer		Chassis Estimated Delivery	
Truck Make	Ford	CA or CT	
Model Year	2026	Transmission	
Truck Model	F350	Cab Color	

REFERENCE: COOPERATIVE PURCHASE OF EQUIPMENT FROM STATE OF MINNESOTA
RELEASE NO: T-763(5)
1-UNIT
STATE COOPERATIVE PRICING

QTY				***Price Each***	***Extended***
	3.0 Front Snow Plow				
1	3.39	8'2" V-DXT Steel Vee Plow		$8,910.00	$8,910.00
1	3.39	Price to Install 8'2" V-DXT Steel Vee Plow		$900.00	$900.00
1	3.72	Light Adapter	***IF NEEDED***	$179.00	$179.00
1	3.78	Carbide Cutting Edges (8'2" DXT)		$2,400.00	$2,400.00
1	3.78	Price to Install Carbide Cutting Edges (8'2" DXT)		$135.00	$135.00
1	3.101	Snow Deflector		$342.00	$342.00
1	3.101	Price to Install Snow Deflector		$135.00	$135.00

Total Package Price $13,001.00

PRICES SHOWN DO NOT INCLUDE ANY APPLICABLE TAXES OR FEES

Cost Per Loaded Mile for Delivery: $4.00

Starting Point: Lake Crystal, MN

*A WRITTEN PURCHASE ORDER MUST BE RETURNED SPECIFYING PURCHASE OF THIS EQUIPMENT OFF THE STATE OF MINNESOTA COOPERATIVE PURCHASE CONTRACT
**NO EXHAUST WORK INCLUDED FOR TRUCKS WITH NEW EMISSION CONTROL EXHAUST SYSTEMS. EXHAUST SYSTEMS CANNOT BE MODIFIED.
***ALL LABOR COSTS ARE BASED ON INSTALLING EQUIPMENT ON A TRUCK CHASSIS WITH ALL TRUCK ITEMS OUT OF THE WAY FOR EQUIPMENT INSTALLATION. IF CRYSTEEL HAS TO MOVE FUEL TANKS, AIR TANKS, AIR DRYER, ETC. EXTRA CHARGES MAY APPLY

Vendor Name:	**Crysteel Truck Equipment-Fridley**
Contact Person:	**Josh Taylor**
Street Address:	**1130 73rd Ave NE**
City, State, Zip:	**Fridley, MN 55432**
Phone #:	**(763) 235-5487**
Toll Free #:	**(800) 795-1280**
Fax #:	**(763) 571-5091**
Email Address:	jtaylor@crysteeltruck.com

Attachment D

ABM Equipment, LLC
333 2nd Street NE
Hopkins MN
55343
United States

Equipment Quote

Quote# QUO000294

Quote Date: 2/19/2026

Customer

Arden Hills, City of - Public Works Dept
1245 W Highway 96 Arden Hills, MN 55112
Arden Hills MN 55112
United States

Customer Representative

First Name:	Thomas
Last Name:	Mikacevich
Cell Number:	+16517550221
Email Address:	tmikacevich@cityofardenhills.org

ABM Representative

Charlie Miller

Contact Initials:

Name	Quantity
	1
TOMMY GATE LIFTGATE #G2-60-1342-EA38 Application: Standard pickup 8ft box 2026 Ford F-350 T-260 Mount brackets Capacity: 1300 lbs Platform size: 55" x 38" including 6" tapered ramp extruded aluminum construction Power source: Electric hydraulic pump Controls: Touch pad controls with 90 second safety shut down Finish Paint: Black Back up Camera Plate	1
BACKRACK-BLACK	1
BACK RACK MOUNTING KIT	1
REPOSITIONS REAR CAMERA AND SENSORS WHILE RETAINING FUNCTIONALITY REPOSITIONS REAR CAMERA AND SENSORS WHILE RETAINING FUNCTIONALITY	1
LIGHT ECCO E92007 SQUARE LED WORK LIGHT Installed on back rack	2
WHELEN MINI LIGHTBAR AMBER WHELEN MINI LIGHTBAR AMBER Installed on back rack	1
ROUGHNECK FUELOIL HOSE REEL Roughneck Spring-Rewind Fuel and Oil Hose Reel, 3/4in. x 25ft. NBR Rubber Hose, 1250 PSI	1
100 GAL FUEL TRANSFER TANK	1

ABM Equipment, LLC
333 2nd Street NE
Hopkins MN
55343
United States

Equipment Quote

Quote# QUO000294

Quote Date: 2/19/2026

Name	Quantity
FILLRITE 15GPM 12V TRANS PUMP	1
WHELEN 8 LAMP TRAFFIC BOARD TAM83 LED TIR3 TRAFFIC ADVISOR WITH TACTL5 CONTROLLER Install on Back Rack and install control module in cab	1
FREIGHT FREIGHT CHARGES	1
Installation Mounting TommyGate Installing Transfer Tank and Hose Reel Installing Whelen Arrow Board, Work Lights, and Whelen Strobe on Back Rack Relocate chassis backup camera Reuse OEM rear receiver hitch	1
OPTIONAL GALVANIZING Not included in Quote, Add $909 making total $18,269.00	

Subtotal	$17,360.46
Total	$17,360.46

ABM Equipment,
LLC
333 2nd Street NE
Hopkins MN
55343
United States

Equipment Quote

Quote# QUO000294

Quote Date: 2/19/2026

Estimated Completion Date: Subject to availability, based on information at the time of quote.
Validity of Quote: 30 Days - please contact ABM Equipment for an updated proposal after expiration.
Payment: Payment terms are Net 10 days. Any amount paid by a credit card will be subject to a surcharge fee.
A monthly interest charge of 1/2% will be added for late payments.

Taxes: This quote does not include applicable local, state, or (F.E.T.) federal taxes. The quote does not include title or licensing fees.
Delivery: Unless noted on this quotation, equipment is sold F.O.B. point of shipment, and ABM Equipment, LLC's responsibility shall cease upon delivering the equipment in good order to the carrier. ABM Equipment, LLC shall not be responsible for delays in delivery due to reasons beyond its control, including labor disputes and supply chain issues.
ABM Equipment, LLC shall not be responsible for delays in delivery due to reasons beyond its control, including labor disputes and supply chain issues.
Warranty: Warranty coverage shall be based on the manufacturer's warranty terms. Warranty work is to be performed at ABM Equipment, LLC. The warranty does not include travel charges.
Cancellation: It is understood that any order on this quotation and accepted by the seller shall be firm in as much as ABM Equipment, LLC, in turn, must place firm orders for the equipment and the parts thereof. No cancellations may be made except on terms agreed to by ABM Equipment, LLC in writing.
Liability: ABM Equipment, LLC assumes no liability for damage due to theft, vandalism, fire, weather, or damage due to gradual deterioration or inherent defects in such property. In addition, we are not responsible for any damage while storing your chassis or parts on our premises while waiting for modification or installation. The storage location of the property shall be determined by ABM Equipment, LLC, at its discretion.
Entire Agreement: This quotation sets forth the full terms and conditions applicable to the equipment described herein and may not be modified without ABM Equipment, LLC written consent. The terms and conditions of this quotation shall prevail over those of any other writing concerning this equipment in case of any inconsistency between them.
Confidentiality: The information in this quote; and all supporting documentation is confidential and may only be used by ABM Equipment, LLC, and the customer listed on this quote.
Chassis: You agree to accept the following when purchasing a new chassis through ABM Equipment.
1. ABM provided chassis - Pay for the chassis in full as soon as it is available to ABM Equipment for the mounting of the quoted components.
2. Customer supplied chassis - If the chassis is late or cancelled customer must pay for ABM ordered equipment, parts and components. Labor for the installation will be billed upon completion of the unit.
3. Chassis pricing should be considered a budgetary only and is subject to change when specific model year pricing becomes available from the OEM.
Additionally, the chassis model year is subject to change based on availability at the time of the order.
*Due to extended lead times and market volatility, we reserve the right to impose a surcharge on the quoted price. We are experiencing surcharges from our suppliers, and passing these on to our customers has become necessary. ABM Equipment will inform you about these surcharges before you begin the build for your order. If ABM Equipment cannot proceed with the build at the scheduled time because of the unavailability of the chassis, ABM Equipment will invoice the customer for the cost of the equipment on hand, and payment will be due according to our standard terms.

Please sign below indicating your intent to purchase the above equipment at the price and terms quoted; or with modifications as stated below. The changes of materials to be supplied, terms of sale, or pricing are contingent upon acceptance by ABM Equipment, LLC.

Customer: PO Number

Approved by: Sales Rep Initials

ABM Officer

Attachment E

Expires: March 18, 2026

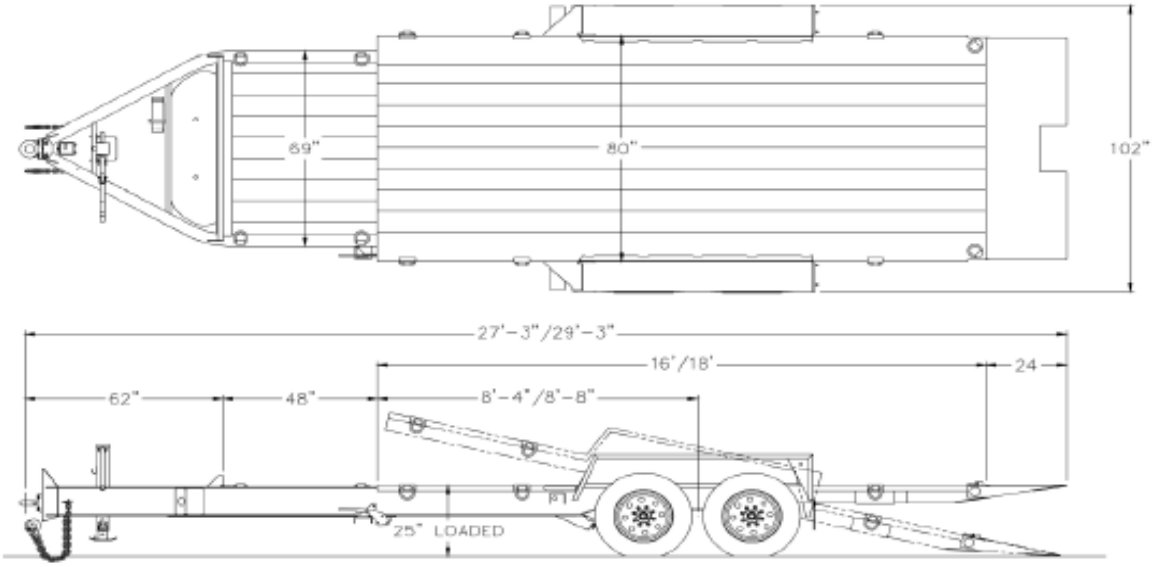
Customer:	Trailer Description:
City of Arden Hills	Towmaster T-20DT Drop-Deck Tilt Trailer
Attention:	**Ziegler Contact:**
	Collin Kingston

ESTIMATED COMPLETION - MAY 2026

LEAD-TIME IS SUBJECT TO CHANGE

T-20DT Drop-Deck Tilt

towmaster
a brand of aebi schmidt



All dimensions are nominal. Illustration may be shown with optional equipment.

Standard Features

Hitch/Tongue
- Adjustable Height Hitch w/ Bolt-On Coupler
- 3" Pintle
- 7-Pole RV Plug
- One-Piece Cold-Formed I-Beam Frame Rails
- Integrated Storage Tray (Lockable Lid Optional)
- 12K Bolt-On, Side-Wind, Parking Jack
- Battery Break-Away Kit w/ Tow Charger & Test Light
- Safety Chains w/ Hooks

Frame/Deck
- 80" Load Width
- 25" Deck Height (Fully Loaded)
- 4' Stationary Deck
- Tilt Deck Cushion Cylinder
- Dual-Point, Single Lever Deck Lock
- 10" I-Beam Main Frame
- 3" Channel Crossmembers
- 2" Nominal White Oak Deck
- "D"ring Tie-Downs - (6) Per Side
- 12 Gauge One-Piece Formed Fender / Panel

Tail/Approach
- 24" Knife Edge Approach Plate (In addition to 16' or 18' deck length)
- 16' Tilt Deck Load Angle 13°
- 18' Tilt Deck Load Angle 12°

Axles/Suspension
- Rubber-Ride Torsion Suspension Axles
- (2) 10,000 lb. Axles (4 Wheels)
- Tires - 235/75R17.5 Load Range "J", 18-Ply
- 17.5" Wheels, 8-Bolt
- Electric Brakes
- Oil Bath Hubs
- 34" Axle Spacing

Lights/Wiring
- Rubber Grommet Mounted LED Lights
- Sealed Modular Wiring Harness

Standard Features
- Limited Lifetime Frame Warranty - 10 years
- One-Year Full Warranty
- 10 Year Suspension Warranty
- Weatherproof Registration Holder
- Two-Component Polyurethane Primer & Paint
- Trailer Color: Equipment Black

CHANGES TO STANDARD FEATURES & ADDED OPTIONS:

- 18' Tilt Deck w/ 24" Non-Load Bearing Diamond Plate Approach (Total Tilting Deck of 20')
- 4' Stationary Deck
- (2) Extra Sets of D-Rings Behind Fenders
- Lockable Toolbox Lid
- Pallet Fork Holders
- DOT Inspection

SELL PRICE PER UNIT / FOB ZIEGLER:	**$21,410.00**
FET (Federal Excise Tax):	**NA**
SELL PRICE w/ FET:	**$21,410.00**
TRADE VALUE:	**$0.00**
MINNESOTA MOTOR VEHICLE TAX @ 6.875%:	**$1,471.94**
TOTAL DUE (Includes Freight to nearest Ziegler location & DOT Inspection!):	**$22,881.94**

IMPORTANT! PRICING DOES NOT INCLUDE!

License Fees, Registration Fees, Title Transfer Fees, Transit Excise Tax, Sales Tax, Federal, State or Local Taxes unless noted!

Respectfully Submitted,
Collin Kingston
Ziegler, Inc.

Tri-State Bobcat
Sales • Service • Rentals • Parts
www.tristatebobcat.com

BURNSVILLE
1200 Highway 13 E
Burnsville, MN 55337
(952) 894-0894
Fax (952) 894-5759

LITTLE CANADA
71 Minnesota Ave
Little Canada, MN
(651) 407-372
Fax (651) 683-2

HUDSON

ST. CROIX FALLS

Attachment F

Ship To: IN STORE PICKUP

Branch: 02 - Little Canada		
Date: 02/17/2026	Time: 15:54:55 (O)	Page: 1
Account No.: 11074	Phone No.: 6517927847	Invoice No.: 05 010111
Ship Via:	Purchase Order:	
		Salesperson: RJH

Invoice To: CITY OF ARDEN HILLS
1245 W HIGHWAY 96
ARDEN HILLS MN 55112-5743

EQUIPMENT QUOTE • NOT AN INVOICE

Description	** Q U O T E **	EXPIRY DATE: 03/31/2026	Amount
Stock #: B091652	Serial #: 419066741		26221.00
NEW 2025 TORO 34243 STAND-ON 60 GALLON SPRAYMASTER			
Stock #: ?	Serial #:		1992.96
146-0600 30 GAL AUX KIT ($1059.99)			
142-0600 HIGH VOLUME SYSTEM ($423.99)			
142-7877 VIBRATORY MOTOR ($243.99)			
142-7876 LIGHT KIT ($264.99)			
Miscellaneous Charges/Credits			
STATE CONTRACT DISCOUNT	Qty: 1 Price: 6293.04		6293.04-
		Subtotal:	21920.92
Authorization: _____		Quote Total:	21920.92

PRICED PER MN STATE BID CONTRACT #224320

Attachment G

UtilityLogic®

PO Box 783, Rogers, MN 55374
Ph 877-544-2700 Fax 612-930-0930

Quote

Date	Quote #
2/17/26	15508

Name / Address	Ship To
City of Arden Hills 1245 West Hwy 96 Arden Hills, MN 55112 accounting@cityofardenhills.org	City of Arden Hills 1245 West Hwy 96 Arden Hills, MN 55112 Tom Mikacevich

Terms	FOB
Net 30	Warehouse

Item	Description	Qty	Price Each	Total
VC6-C200A-D46...	Vivax-Metrotech vCam-6 Inspection System: Control Module, 200' of 12mm Pushrod, D46-HD	1	11,420.00	11,420.00
	optional skids also availabe			
2.109.10.00006	Vivax-Metrotech D46-CP/HD Guide Skid, 3"	1	80.00	80.00
2.109.10.00003	Vivax-Metrotech D46-CP/HD Guide Skid, 4"	1	90.00	90.00
2.109.10.00004	Vivax-Metrotech D46-CP/HD Guide Skid, 5"	1	150.00	150.00
SHIPPING03	Shipping, Insurance & Configuration		220.00	220.00
	*Training and technical support provided for the life of the product with this purchase.			

Thank you for your business!

Subtotal	$11,960.00
Sales Tax (0.0%)	$0.00
Total	$11,960.00

**** A 3.5% convenience fee will be added to all invoices paid by credit card ****

ATTENTION: Our mailing address has changed to PO Box 783, Rogers MN 55374. Please update your records

Attachment H

OIL-AIR PRODUCTS
FLUID POWER SPECIALISTS

Mailing Address: P.O. Box 41430, Plymouth, MN 55441 * Phone (763)478-8744 * Fax (763)478-8747
Shipping Address: 13010 County Rd 6, Plymouth, MN 55441 * Phone (763) 478-8744 * Fax (763)478-8747

PAGE: 1
DATE: 02/18/26
QUOTE NO. 809073
PLEASE REFER TO ABOVE WHEN ORDERING REPLY TO YOUR INQUIRY:

ADVISE

WHEN REPLYING, CONTACT:
PERRY MCDOWELL

TO: RAMSEY CTY PUBLIC WORKS
1425 PAUL KIRKWOLD DRIVE

ARDEN HILLS MN 55112-3391

ATTN: THOMAS RICHTER

IMPORTANT: Prices good for acceptance and shipment in 30 days only, unless such time is extended in writing. Quantities shown below are not guaranteed.

ITEM NO.	QUANTITY	DESCRIPTION	UNIT PRICE	UNITS
		********** CITY OF ARDEN HILLS SINGLE AXLE PLOW LUBE SYSTEM. INCLUDES REAR WING AND UNDER BODY. STATE CONTRACT PRICING APPLIES TO ALL GRACO ITEMS. **********		
50	1	2250035 SINGLE AXLE LUB	11617.5000	EA
		*** TOTALS *** EXTENDED AMOUNT	11617.50	

F.O.B. FOB FACTORY
PAYMENT TERMS NET 30 DAYS

BY _____
AUTHORIZED SIGNATURE

ORIG EMAIL QUOTE

Capital Improvement Plan

Arden HIlls, MN

Attachment I

Project #	26-Eqp-001
Project Name	Replace 2018 Toro Large Area Mower #457

Total Project Cost	$114,000	Department	Equipment
Type	Equipment	Category	Equipment: Public Works
Priority	3 Important	Status	Active
Useful Life	10 years	TCAAP	No

Description

Replacement of the 2018 Toro large area mower.

Hours (June 2025) - 1,825

Justification

The Toro large area mower will be 8 years old in 2026. This mower is a key piece of equipment for mowing operations. To avoid downtime, staff recommends replacement prior to costly repairs.

Fleet CEP Points Replacement Guidelines Rating is 27 (Qualifies for replacement)

Preventative maintenance and repair costs:

2019 - $230

2020 - $739

2021 - $260

2022 - PM: $260

2023 - PM: $125

2024 - PM: $3,650; Repairs: $2,087

2025 (June) - PM: $85; Repairs $2,866 (2 weeks total downtime)

Expenditures		2026	2027	2028	2029	2030	Total
Equip/Vehicles/Furnishings		114,000	0	0	0	0	**114,000**
	Total	**114,000**	**0**	**0**	**0**	**0**	**114,000**

Funding Sources		2026	2027	2028	2029	2030	Total
Equipment/Building Replacement Fund		94,000	0	0	0	0	**94,000**
Trade-In Value		20,000	0	0	0	0	**20,000**
	Total	**114,000**	**0**	**0**	**0**	**0**	**114,000**

Attachment J

Project #	26-EqpV-001
Project Name	Replace 2016 F-350 w/V-Plow and Liftgate #215

Total Project Cost	$85,000	Department	Equipment
Type	Equipment	Category	Vehicles
Priority	3 Important	Status	Active
Useful Life	10 years	TCAAP	No

Description

Vehicle #215 - 2016 Ford F-350 Regular Cab with V-Plow and Liftgate (streets).

VIN # 3941 Mileage 54,000 (June 2025)

Justification

The pickup is used year round for Public Works operations but the primary use is plowing trails, sidewalks and parking lots, bulk fuel tank, refueling Parks equipment and generators. Due to plowing stress and corrosion factors, staff recommends replacement at 10 years.

FLEET CEP Points Replacement Guidelines Ratings Score: 31.3 (Needs immediate consideration)

Parts and labor costs:

Total; PM; Repairs;

2019 - $1,104;

2020 - $ 989;

2021 - $1,285;

2022 - $1,408; $210; $1,198;

2023 - $5,392; $120; $5,272;

2024 - $ 2,131; $126; $2,005;

2025 (June) - $73; $1767; $1,840;

Expenditures	2026	2027	2028	2029	2030	Total
Equip/Vehicles/Furnishings	85,000	0	0	0	0	**85,000**
Total	**85,000**	**0**	**0**	**0**	**0**	**85,000**

Funding Sources	2026	2027	2028	2029	2030	Total
Equipment/Building Replacement Fund	70,000	0	0	0	0	**70,000**
Trade-In Value	15,000	0	0	0	0	**15,000**
Total	**85,000**	**0**	**0**	**0**	**0**	**85,000**

Budget Impact

Reduce maintenance and repair costs.

2026 thru 2030

Capital Improvement Plan

Arden HIlls, MN

Attachment K

Project #	26-Eqp-002
Project Name	Replace 1996 Redi-Haul Trailer #108

Total Project Cost	$18,000	Department	Equipment
Type	Equipment	Category	Equipment: Public Works
Priority	3 Important	Status	Active
Useful Life	20 years	TCAAP	No

Description

Replace 1996 Redi-Haul trailer.

Estimated auction return $1,500

Justification

This trailer is used mainly within the streets department to transport the asphalt roller and other miscellaneous equipment. The trailer is also used in Parks frequently when not in Street Maintenance. Corrosion is evident. Current trailer has a heavy ramp, replacement with a tilt-deck is preferred.

Fleet CEP Points Replacement Guidelines Rating is 37 (Needs immediate consideration)

Preventative maintenance and repair costs:

2022 - PM: $366; Repairs: $0

2023 - PM: $30; Repairs: $0

2024 - PM: $342; Repairs: $0

2025 (June) - PM: $20; Repairs: $0

Expenditures	**2026**	**2027**	**2028**	**2029**	**2030**	**Total**
Equip/Vehicles/Furnishings	18,000	0	0	0	0	**18,000**
Total	**18,000**	**0**	**0**	**0**	**0**	**18,000**

Funding Sources	**2026**	**2027**	**2028**	**2029**	**2030**	**Total**
Equipment/Building Replacement Fund	16,500	0	0	0	0	**16,500**
Trade-In Value	1,500	0	0	0	0	**1,500**
Total	**18,000**	**0**	**0**	**0**	**0**	**18,000**

2026 thru 2030

Capital Improvement Plan

Arden HIlls, MN

Attachment L

Project #	26-Eqp-003
Project Name	Turf Fertilizer and Herbicide Sprayer

Total Project Cost	$25,000	Contact	Public Works Director
Department	Equipment	Type	Equipment
Category	Park Capital Equipment	Priority	3 Important
Status	Active	Useful Life	20 years

Description

Purchase of new equipment to replace two Bobcat Toolcat attachments to maintain city turf property. Replacing 2 Bobcat Toolcat attachments that no longer function properly.

Justification

The current Bobcat Toolcat attachments to fertilize and apply herbicide for weed control is not functioning properly. Public Works will need to rent equipment until the replacements can be purchased.

Expenditures		2026	2027	2028	2029	2030	Total
Equip/Vehicles/Furnishings		25,000	0	0	0	0	**25,000**
	Total	**25,000**	**0**	**0**	**0**	**0**	**25,000**

Funding Sources		2026	2027	2028	2029	2030	Total
Equipment/Building Replacement Fund		22,000	0	0	0	0	**22,000**
Trade-In Value		3,000	0	0	0	0	**3,000**
	Total	**25,000**	**0**	**0**	**0**	**0**	**25,000**

Attachment M

Project #	26-Eqp-004
Project Name	Pipeline Inspection Push Camera System

Total Project Cost	$12,000	Department	Equipment
Type	Equipment	Category	Equipment: Public Works
Priority	3 Important	Status	Active
Useful Life	15 years		

Description

Push camera for pipeline maintenance and inspection within the city's surface water system and sanitary sewer. This camera is able to inspect pipes smaller than 8 inches in diameter. The current camera inspection equipment Public Work operates will inspect pipes 8 inches in diameter and larger.

Justification

The push camera system can be utilized for pipeline inspection and for utility locating and line tracing. It's another tool Public Work can utilize for emergencies and maintenance functions.

Expenditures	**2026**	**2027**	**2028**	**2029**	**2030**	**Total**
Equip/Vehicles/Furnishings	12,000	0	0	0	0	**12,000**
Total	**12,000**	**0**	**0**	**0**	**0**	**12,000**

Funding Sources	**2026**	**2027**	**2028**	**2029**	**2030**	**Total**
Equipment/Building Replacement Fund	12,000	0	0	0	0	**12,000**
Total	**12,000**	**0**	**0**	**0**	**0**	**12,000**

2026 thru 2030

Capital Improvement Plan

Arden HIlls, MN

Attachment N

Project #	26-Eqp-004
Project Name	Pipeline Inspection Push Camera System

Total Project Cost	$12,000	Department	Equipment
Type	Equipment	Category	Equipment: Public Works
Priority	3 Important	Status	Active
Useful Life	15 years		

Description

Push camera for pipeline maintenance and inspection within the city's surface water system and sanitary sewer. This camera is able to inspect pipes smaller than 8 inches in diameter. The current camera inspection equipment Public Work operates will inspect pipes 8 inches in diameter and larger.

Justification

The push camera system can be utilized for pipeline inspection and for utility locating and line tracing. It's another tool Public Work can utilize for emergencies and maintenance functions.

Expenditures	2026	2027	2028	2029	2030	Total
Equip/Vehicles/Furnishings	12,000	0	0	0	0	**12,000**
Total	**12,000**	**0**	**0**	**0**	**0**	**12,000**

Funding Sources	2026	2027	2028	2029	2030	Total
Equipment/Building Replacement Fund	12,000	0	0	0	0	**12,000**
Total	**12,000**	**0**	**0**	**0**	**0**	**12,000**

Attachment O

Fleet CEP Points Replacement Guidelines

Factor	Points
Age	One point for each year of chronological age, based on in-service date.
Miles/Hours	On Road Vehicles and Equipment = One point for each 10,000 miles Off Road Equipment = One point for each 1000 hours of use on over 150 horsepower diesel engines or one point for each 200 hours of use on under 150 horsepower diesel engines
Types of Services	1, 3 or 5 points are assigned based on the type of service that vehicle receives. For instance, a police patrol car would be given a 5 because it is in severe duty service. In contrast, an administrative sedan would be given a 1.
Reliability	Points are assigned as 1, 3, or 5 depending on the frequency that a vehicle is in the shop for repairs. A 5 would be assigned to a vehicle that is in the shop two or more times per month on average, while a 1 would be assigned to a vehicle in the shop an average of once every three months or less.
Maintenance & Repair Costs	1 to 5 points are assigned based on total life M&R costs (not including repair of accident damage). A 5 is assigned to a vehicle with life M&R costs equal to or greater than the vehicle's original purchase price, while a 1 is given to a vehicle with life M&R costs equal to 20% or less of its original purchase cost.
Condition	This category takes into consideration body condition, rust, interior condition, accident history, anticipated repairs, etc. A scale of 1 to 5 points Is used with 5 being poor condition.

Point Ranges:

Under 18 points	Condition I	Excellent
18 to 22 points	Condition II	Good
23 to 27 points	Condition Ill	Qualifies for replacement
28 points and above	Condition IV	Needs immediate consideration

Examples:

The prime mover is ten years old and has 80,000 miles, is in good condition, has good reliability, and has repair costs less than 20% of its purchase price.

Points would be assigned as follows:

- Age = 10 points
- Mileage = 8 points
- Type of service (severe) = 3 points
- Reliability = 1 point
- M&R costs = 1 point
- Condition = 1 point
- Total= 24 points

The white rescue style truck is twenty years old and has 20,000 miles, is in good condition, has good reliability, and has repair costs less than 20% of its purchase price.

Points would be assigned as follows:

- Age = 20 points
- Mileage = 2 points
- Type of service (severe) = 3 points
- Reliability = 1 points
- M&R costs = 1 points
- Condition = 1 points
- Total = 28 points

CONSENT ITEM – 8R

ARDEN HILLS

MEMORANDUM

DATE: March 9, 2026

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

FROM: Jake Reilly, Community Development Director

SUBJECT: Resolution 2026-011 Authorizing the grant application to Minnesota Department of Commerce

Budgeted Amount:	Actual Amount:	Funding Source:
$60,000	$	State of MN

Council Should Consider

Motion to approve, table, or deny the following:

- Resolution 2026-011 Authorizing grant application to the State of Minnesota's Department of Commerce SolarAPP+ Permitting Incentive

Background/Discussion

In 2024, the Minnesota legislature established the SolarAPP+ Solar Permitting Software Incentive (Minn. Stat. § 216C.48). The purpose of this incentive is to help streamline the residential solar permitting process by providing financial incentives and technical support for local governments adopting the free, web-based SolarApp+ online solar permitting platform developed by the National Renewable Energy Laboratory.

The State of Minnesota Department of Commerce began accepting applications for grant funds in February 2025 and is administering the distribution of $2M in total incentives to local units of government across Minnesota. Applications are reviewed on a first-come, first-serve basis each month. The incentive is available until June 30, 2028, or until funds are fully expended.

The Solar Automated Permit Processing Plus (SolarAPP+) software is an online platform that provides plan review and instantly issues permits for code-compliant residential photovoltaic (PV) systems SolarAPP+ is available to authorities having jurisdiction (AHJs) at no cost to use for plan review, approval, and fee payments. SolarAPP+ can be customized to fit a community's needs and conditions.

The base funding is set by municipal population and the amount available to the City of Arden Hills is $5,000. Additional bonus funds are available. The City of Arden Hills is eligible for up to an additional $5,000 based on permits issued for residential solar or solar plus energy storage system between 2023 – 2024. The City is eligible for up to an additional $5,000 for being enrolled in the

GreenStep Cities program and up to an additional $5,000 for adopting a Community Development planning and permitting software that is compatible with the Solar App+ system. Most of the potential community development software programs being evaluated qualify for this additional incentive. The total potential grant funds available to the City of Arden Hills is $20,000. There is no match required.

Staff verified that the software vendors considered as part of the Community Development permitting software upgrades all have the capability of connecting to SolarAPP+. Applying and using the grant funds towards our permitting software upgrades does not limit our options for potential software vendors. This integration merely creates a more streamlined process for solar projects in Arden Hills.

Budget Impacts

The City has carried over to 2026 a budgeted amount of $60,000 for Community Development software permitting upgrades. Staff have begun meeting with software vendors and are narrowing down our criteria for selection. Initial price estimates received from software vendors range from $60,000 to $80,000 for the software conversion.

Attachments

Attachment A – Fact sheet about SolarAPP+
Attachment B – Solar APP+ Adoption Guide
Attachment C – Resolution 2026-011

Solar APP+

Attachment A



SolarAPP+ for Minnesota | FAQs

Your jurisdiction can instantly issue permits for code-compliant, residential solar systems

The Minnesota Department of Commerce is providing support for jurisdictions interested in adopting Solar Automated Permit Processing Plus (SolarAPP+) — a free, online automated permitting platform for local governments that standardizes and automates the residential solar permitting process to ensure code compliance and promote safety.

What is SolarAPP+?

SolarAPP+ is an online web portal that automates the plan review and process for issuing permits to qualified businesses or individuals to install code-compliant residential photovoltaic (PV) systems with or without energy storage (ST). Based on model building, electrical, and fire codes, SolarAPP automatically performs a compliance check on inputs supplied by the contractor to ensure the proposed system is safe and code compliant. Installation practices, workmanship, and adherence to the approved design are then verified by the AHJ through the inspection process.

How much does it cost to implement SolarAPP+?

SolarAPP+ is free to use for jurisdictions. SolarAPP+ also offers hands-on support for implementing SolarAPP+ for free. A jurisdiction will incur indirect costs such as staff time spent in registration and training - these costs, however, can be covered by SolarAPP+ Permitting Incentive.

How does SolarAPP+ work?

Installers answer standardized questions, and SolarAPP+ verifies 250-300 code compliance datapoints, using equipment lists and code checks. It also verifies the contractor's business licensure and confirms that the project address falls within the Authority Having Jurisdiction (AHJ). If the system meets all criteria, the applicant can proceed to payment and permit issuance.

By the Numbers

$0 for Jurisdictions

Live in **~300** Jurisdictions

Across **15** States

85,000+ Permits Processed

29% Reduction in Initial Installation Failure

How long does it take to implement SolarAPP+?

Jurisdictions can implement SolarAPP+ in 1-3 weeks with consistent engagement.

Can we keep our current permit systems?

Yes. SolarAPP+ works alongside existing systems and workflows, offering both standalone and GovTech-compatible options.

What model building code years does SolarAPP+ support?

SolarAPP+ supports 2017, 2020, and 2023 NEC, 2018 and 2021 I-Codes, and California Title 24. It adapts to local code amendments and future updates, ensuring compatibility with your jurisdiction's requirements. Support for the 2024 I-Codes will be available by January 1, 2026. Jurisdictions that have not yet adopted these code editions can still permit projects under SolarAPP+ using the supported model codes. See our FAQs for more details.

How much is the SolarAPP+ incentive?

Local governments may receive between **$5,000 and $20,000** for adopting SolarAPP+. The base incentive is determined by population size, and additional bonus amounts are available based on factors like solar permitting history, participation in sustainability programs, and recent permit software integration. Incentives are available on a first-come, first-served basis. For full eligibility details and bonus criteria, visit the Minnesota Department of Commerce incentive page.

Who qualifies for the incentive?

Eligible applicants are Minnesota local governments that issue permits for residential solar or solar-plus-storage systems. To qualify, jurisdictions must launch SolarAPP+, make it available on their permitting website, and submit their application **within 12 months** of going live. Applications may be submitted by the jurisdiction or on its behalf and must include all required documents. Full eligibility details can be found here.

Is SolarAPP+ another new system my staff will have to learn?

No. SolarAPP+ operates separately. Your jurisdiction simply posts a link to the SolarAPP+ portal and accepts completed permits submitted through it. Staff continue using your existing systems for permit tracking and inspection scheduling.

Are installers required to use SolarAPP+ for all projects?

No. SolarAPP+ is optional. It's designed for the most common, straightforward residential solar projects. Installers can still choose to submit through your regular permitting process if they prefer.

Where can I apply for the incentive?

Once they have adopted SolarAPP+, applicants can apply here.

Get Started With SolarAPP+

Book a call with the SolarAPP team to learn more.

> ***"The process the SolarAPP+ gives us on the inspection sheet is quite intensive and it's great. Our inspectors love it and all the contractors that are using it, are doing better inspections. They are passing a lot better. They are making sure that everything is grounded like it's supposed to be."***
>
> *— Kimberly Norman-Rosedam, CBO, Town of Guilford, CT*

SolarAPP+

Attachment B



Photo by NREL 22167

Benefits of the SolarAPP+ Online Permitting Software

Your jurisdiction can instantly issue permits for code-compliant, residential solar systems

Solar Automated Permit Processing Plus (SolarAPP+) is a free, online platform for local governments that standardizes and automates the solar permitting process to ensure code compliance and promote safety.

SolarAPP+ is available to authorities having jurisdiction (AHJs) at no cost, supported by administrative fees paid by solar installers.

What SolarAPP+ Can Do for Your Jurisdiction

- Automate your solar permitting plan review process
- Deliver instant permits to code-compliant residential PV systems
- Save plan review time for your permitting staff, allowing them to focus on more complex applications
- Promote safety through consistent enforcement of building and electrical codes
- Make solar energy more accessible to homeowners in your community
- Be customized to fit your community's needs and conditions
- Help accelerate solar adoption nationwide.

How SolarAPP+ Improves Your Permitting Process

Most residential solar systems—about 70% to 80% of permits submitted—are simple and standardized, but the sheer volume of applications can be time-consuming and resource-intensive for your permitting department.

SolarAPP+ helps make permit department workloads manageable and improves customer service by:

- Automatically checking residential solar and storage system designs for safety and code compliance
- Using standardized compliance checks to catch typos and other errors—returning corrections to the applicant instantly
- Approving permits for eligible PV systems, while other systems go through a typical permitting review
- Producing a project specific checklist to aid the inspection team in validating code compliance
- Keeping up to date with relevant codes and certifications as new editions and technologies are adopted—reducing the need to constantly retrain staff on new codes.

How SolarAPP+ Works

Piloting and adopting SolarAPP+ is easy. Installers pay a small administrative fee per project to support SolarAPP+ updates and long-term availability. Onboarding is supported by NREL and Underwriter Laboratories (UL)—and is customized to suit your jurisdiction's unique needs. The software will always be offered to AHJs at no cost to use for plan review, approval, and fee payments.

You can use SolarAPP+ as a stand-alone product or integrate it with existing software and inspection platforms. Today, SolarAPP+ can permit solar and solar-and-storage systems. In the future, SolarAPP+ will incorporate other technologies, such as electric vehicle charging equipment and other smart home technologies.

SolarAPP+'s Proven Performance

The National Renewable Energy Lab tracks the performance and impact of SolarAPP+ each year. In 2023, SolarAPP+ provided these benefits.

- Staff time savings: SolarAPP+ saved approximately 15,400 hours of permitting department staff time.
- Fewer permitting-related delays: SolarAPP+ eliminated over 150,000 business days in permitting-related delays.
- Increased platform adoption rates: 97 local governments had publicly launched the SolarAPP+ platform by the end of 2023, and 70 more were in the piloting stage. Another 149 were testing SolarAPP+ or were in the onboarding phase.

When rooftop PV installation hurdles are simplified, homeowners are happier and growth compounds—and local governments benefit from greater resilience, flexibility, and economic development.

How To Get Started With SolarAPP+

To learn more and start piloting SolarAPP+ in your jurisdiction, view our 5 Steps to SolarAPP+ Adoption fact sheet or register at solarapp.nrel.gov/register.

SolarAPP+ can be customized to meet a community's needs, including:

- Fire Bulletin Appendix
- Allow Main Panel Upgrades
- Allow Main Breaker Derates
- Enable electrical diagrams
- Block addresses for permitting
- Allow for local ordinances.

List of AHJs Using SolarAPP+

At the end of 2023, there were 167 communities across 12 states using SolarAPP+. See the latest status of SolarAPP+ adoption, at: https://help.solar-app.org/article/108-where-is-solarapp-available

SolarAPP+ is in use by communities in Arizona, California, Colorado, Connecticut, Illinois, Iowa, Maryland, Oklahoma, Texas, Virginia, and Washington.

What Communities Are Saying About SolarAPP+

"The process the SolarAPP+ gives us on the inspection sheet is quite intensive and it's great. Our inspectors love it and all the contractors that are using it, are doing better inspections. They are passing a lot better. They are making sure that everything is grounded like it's supposed to be.

—Kimberly Norman-Rosedam, CBO, Town of Guilford, CT

"We're looking at a 50% reduction in the solar permits that we have to touch and process."

—Carla Blackwell, director of Pima County, AZ Development Services

NREL Transforming ENERGY

SolarAPP+

NREL is a national laboratory of the U.S. Department of Energy
Office of Energy Efficiency and Renewable Energy
Operated by the Alliance for Sustainable Energy, LLC

NREL/FS-6A20-90815 • August 2024

Attachment C

CITY OF ARDEN HILLS
COUNTY OF RAMSEY
STATE OF MINNESOTA

RESOLUTION NO. 2026-011

RESOLUTION AUTHORIZING APPLICATION TO THE DEPARTMENT OF COMMERCE FOR A SOLAR APP+ INCENTIVE

WHEREAS the Minnesota legislature established the SolarAPP+ Solar Permitting Software Incentive in 2024 (Minn. Stat. § 216C.48); and

WHEREAS the purpose of this incentive is to help streamline the residential solar permitting process by providing financial incentives and technical support for local governments adopting the free, web-based SolarApp+ online solar permitting platform developed by the National Renewable Energy Laboratory; and

WHEREAS the City has identified a project within the City that meets the SolarAPP+ incentive program purposes and criteria and is consistent with and promotes the purposes of the Legislation and program guidelines; and

WHEREAS the City has the institutional, managerial, and financial capability to ensure adequate project and grant administration; and

WHEREAS the City certifies that it will comply with all applicable laws and regulations as stated in the contract grant agreements;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Arden Hills authorizes the Community Development Director or their designee to submit an application for the SolarAPP+ permitting incentive in the amount of up to $20,000.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ARDEN HILLS THIS 9TH DAY OF MARCH 2026.

_____
DAVID GRANT, MAYOR

ATTEST:

_____
JULIE HANSON, CITY CLERK

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

CONSENT ITEM – 8Q

ARDEN HILLS

MEMORANDUM

DATE: March 9, 2026

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

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

SUBJECT: Amended 2026 Fee Schedule

Budgeted Amount: Actual Amount: Funding Source:

Council Should Consider

Motion to approve, table, or deny the following:

- Ordinance 2026-002 Appendix A – Amended 2026 Fee Schedule
- Publication of a Summary Ordinance 2026-002

A Summary Ordinance requires a 4/5 vote

Background/Discussion

At its meeting on December 9, 2025, the City Council adopted the 2026 Fee Schedule. Staff has subsequently identified necessary updates to the following sections:

- I Administrative
  - City Logo Use
    - Council adopted a formal City Logo Use Policy in January 2026, which calls for a fee for use of the City's logo by For-Profit entities. Staff recommends an application fee of $100.00 related to For-Profit use and notes this fee will be waived, per the Policy, for Non-Profit use. Proof of non-profit status must be provided.
- II Building Construction
  - The City contracts with Rum River Consultants to perform commercial plumbing plan review on behalf of the City. The Rum River Consultants fee schedule is attached to the draft Amended Fee Schedule as Exhibit B.

- V Parks and Recreation
    - City Hall Non-Business Hours Rental – Community Room or Small Conference Room
        - This change to City Government or Army National Guard usage mirrors a fee of $0.00 as indicated in prior sections pertaining to City Hall Business Hours Rentals for the Community Room and Small Conference Room which has no fee for these groups.

- IX Miscellaneous/Retail Activities
    - Removal of Tent Permit.
        - This is a housekeeping change as Section VI Planning and Zoning already has an established Zoning Permit that addresses temporary structures (tents) for a fee of $100.00.
    - Addition of a Lower Potency Hemp Edible Retailers Registration in the amount of $125.00.
        - This fee addresses the initial registration and renewal of a low potency registration locally. The OCM licenses lower potency hemp edible retailers and State Statute provides for a maximum of $125.00 for an initial registration and $125.00 for a renewal of such, at the local level.
            - Note this item is separate from the City's established Adult Cannabis Retail Sales Registration fee of $500.00 for an initial registration and $1,000.00 for a renewal of such.
- XV Recycling Fee
    - Addition of a $2.00 fee for an additional residential cart. This is per the City's agreement with Walters Refuse and Recycling.

If approved, the amended 2026 Fee Schedule will be updated on the City's website and the Summary Ordinance will be published in the St. Paul Pioneer Press.

Attachments

Attachment A: Ordinance 2026-002 – Appendix A – Amended 2026 Fee Schedule (Red-Lined Version)
Attachment B: Ordinance 2026-002 – Appendix A – Amended 2026 Fee Schedule (Clean Version)
Attachment C: Summary Ordinance 2026-002

Attachment A

City of Arden Hills

Ordinance 2025~~5~~6-005~~5~~X – Appendix A

Amended 2026 Fee Schedule

I. Administrative		
Chickens – Licenses	Two years (Pro-rated for second year @ $15.00)	$30.00
Dogs/Cats – Licenses (Residents)	Lifetime	$50.00
Dogs/Cats – Licenses (College Students)	Lifetime	$15.00
Dogs/Cats – Boarding		$22.00 per day
Dogs/Cats – Impoundment Fee		$50.00
Dogs/Cats – Surrender Fee	Each	$25.00
Dogs – Residential Kennel License	Annual	$21.00
Dogs – Dangerous Dog Fee	Annual	$500.00
Dogs – Potentially Dangerous Dog Fee	Annual	$250.00
City Logo Use Application	For-Profit Use (fee waived if proof of Non-Profit status)	$100.00
Copying – General City Material		$0.25 8 ½ x 11 and Legal; $0.50 large. Per Page. Add postage if mailing copies
Assessment Search		$53.00 per half hour
Private Activity Revenue Bonds	Non-refundable application fee	$500.00
	Annual Administrative Fee	1/8 of 1% (0.125%) of outstanding principal balance of the bonds for the life of the bonds
	Reimbursement of all City costs	
II. Building Construction (All permits are non-refundable after 90 days)		
Residential Building Permits	Permit	Fees shall be based according to State Statute 326B.153 and are determined by the City's Building Official. Minimum $99.00 + $1.00 State Surcharge
	Escrow	Determined by the Building Official up to $5,000.00
Commercial Building Permits	Permit	Fees shall be based according to State Statute 326B.153 and are determined by the City's Building Official. Minimum $99.00 + $1.00 State Surcharge
	Escrow	Determined by the Building Official up to $20,000.00

Residential Plan Review		65% of permit fee, except for residential projects requiring plan review that do not exceed $15,000.00 in valuation
Commercial Building and Mechanical Plan Review		65% of permit fee for building and mechanical projects.
Commercial Plumbing Plan Review		See Exhibit "B" attached to fee schedule
Temporary Certificate of Occupancy (CO)	Escrow	To be determined by Building Official
Building Permits – Re-inspection		$75.00
Building Permits – Manufactured Home Location		$99.00 + $1.00 State Surcharge fee
Building Permits – Demolition	Permit Fee	$99.00 + $1.00 State Surcharge fee
	Escrow	$2,000
Building Permits – Special Investigations		100% of Permit Fee
State Surcharge – based on valuation		Fee based on State Statute 326B.148
State Surcharge – Fixed Fees		Fee based on State Statute 326B.148
Plumbing Permits – Minimum Fee		$65.00
Plumbing Permits – Residential		$15.00 per fixture
Plumbing Permits – Commercial		1.50% of Project Value + $80.00
Electrical Permits – General		See Exhibit "A" attached to fee schedule
Mechanical Permits – Minimum Fee		$75.00
Mechanical Permits – Residential		2% of Project Value
Mechanical Permits – Commercial		1.50% of Project Value + $80.00
Fire Protection Permits – Permit Fee		Fees shall be based according to State Statute 326B.153 and are determined by the City's Building Official
Fire Protection Permits – Plan Review Fee		65% of Permit Fee
Fire Protection Permits – Re-inspection		$63.25 per State Statute 326B.153
Permit Refunds		Refund requests must be in writing and will only go to the payee. **No refunds if an inspection has been performed.** The base/minimum fee will not be refunded. The license check fee will not be refunded. The State surcharge will not be refunded.

III. Liquor Licensing		
On-sale	1,999 square feet (SF) or less	$3,465.00
On-sale	2,000 (SF) – 2,999 (SF)	$4,620.00
On-sale	3,000 (SF) – 3,999 (SF)	$5,775.00
On-sale	4,000 (SF) or more	$6,930.00
On-sale, Sunday		$200.00 (340A.504 Subd. 3(b) limits $200 fee for Sunday sales)
Off-sale		$210.00
Club Fee		$315.00
On-sale, Malt Beverage		$126.00
Off-sale, Malt Beverage		$42.00
On-sale, Wine		$ 2,000.00 (340A.408 Subd. 2(c) limits fee to $2000 or half of on-sale license fee, whichever is less)
Strong Beer	When part of On-Sale Wine License	No Charge
Investigation Fee		$158.00
Minor Consumption Violation with Server Training	First Violation	$500.00
	Second Violation	$1,000.00
	Third Violation	$1,500.00
	Fourth Violation	$1,500.00
Minor Consumption Violation without Server Training	First Violation	$1,000.00
	Second Violation	$2,000.00
	Third Violation	$2,000.00
	Fourth Violation	$2,100.00 and may be subject to license revocation
IV. Maps and Ordinances		
Zoning Ordinance Municipal Code Comprehensive Plan		$0.25 per side
Color Maps (8.5 x 11)		$2.00
Color Maps (11 x 17)		$4.00
Street Maps		$2.00
As-Builts (11 x 17)		Based on number of copies and staff time
V. Parks & Recreation		
Security Deposit		
Ball Field Tournaments		$300.00
Warming House Rental / Ice Rink Rental		$300.00
Picnic Pavilions		$300.00
City Hall Rooms		$300.00

Refunds (Applies to all Parks & Recreation Rentals)		
30+ days |in advance of rental		$15 fee
14-29 days in advance of rental		50% refund
0-13 days in advance of rental		No Refund
Inclement Weather (Day of Event Determination Only)	Renters may reschedule their event for another day at no charge if the City deems conditions make the rental unsafe or unusable.	No Refund
Ballfields Rental (Per 2 Hour Time Block)		
Youth Athletic Associations are subject to the same refund and payment policies as all other renters. All reserved dates are billable in full, regardless of use/non-use.		
Youth Athletic Association Field Rental – including Non-Profit		$45.00
Adult Club / Intramural Field Rental		$60.00
Ball Field Rental, Unlighted		$125.00
Ball Field Rental, Lighted		$150.00
Tournaments Ball Field Rental, Lighted		
Ball Field Tournament Fee (Adult), Full Maintenance	Fee includes on-site maintenance staff for the full day.	$595.00
Ball Field Tournament Fee (Adult), Minimum Maintenance	Fee includes field preparation and one midday field drag	$355.00
Ice Rink / Warming Houses (Non-Public Hours Only)		
Warming House / Ice Rink		$60.00
Picnic Shelters - Per Day (10 am - 10 pm)		
Picnic Shelters – Resident		$10.00
Picnic Shelters – Non-Resident		$35.00
Picnic Pavilions - Perry & Cummings - Per Day (10 am - 10 pm)		
Picnic Pavilions – Resident		$140.00
Picnic Pavilions – Non-Resident		$225.00
Picnic Pavilions – Resident Non-Profit		$95.00
Picnic Pavilions – Other Non-Profit		$125.00
Community Gardens		
Garden Plot – One Plot		$60.00
Garden Plot – Second Plot		$30.00

City Hall Business Hours Rental - Community Room		
Resident Non-Profit		$100.00
Resident For Profit		$135.00
Non-Resident Non-Profit		$145.00
Non-Resident For Profit		$175.00
City Government or Army National Guard		0.00
City Hall Business Hours Rental - Small Conference Room		
Resident Non-Profit		$55.00
Resident For Profit		$65.00
Non-Resident Non-Profit		$80.00
Non-Resident For Profit		$90.00
City Government or Army National Guard		$0.00
City Hall Non-Business Hours Rental - Community Room or Small Conference Room		
Scheduling outside regular hours is subject to staff availability. The City may deny requests if staff are unavailable.		
Resident Non-Profit		$215.00
Resident For Profit		$225.00
Non-Resident Non-Profit		$235.00
Non-Resident For Profit		$250.00
City Government or Army National Guard		$~~2150~~.00
City Hall Room Rental Add Ons		
Equipment Rental – DVD, VCR, T.V.		$25.00

VI. Planning and Zoning (Each separate land use request shall be charged a separate administrative fee and escrow even if submitted on the same application. Costs expended in reviewing and processing an application will be charged against the cash escrow and credited to the City. Charges to the escrow include planning and engineering staff time, City attorney and consulting fees, and mailing costs. If, at any time, a required cash escrow is depleted to less than 20% of its original amount, the applicant shall deposit additional funds in the cash escrow account as determined by the City. The escrow may be reduced or increased by the City Planner on a project by project basis.)

Description:	Escrow Fees:	Initial Application Fees:
Preliminary Plat	Administrative Fee	$600.00
	Escrow	$2,500.00
Final Plat	Administrative Fee	$400.00
	Escrow	$1,500.00
Lot Split/Minor Subdivision (R-1 and R-2 only)	Administrative Fee	$400.00
	Escrow	$1,500.00
Rezoning or Rice Creek Commons Regulating Plan Map Amendment	Administrative Fee	$500.00
	Escrow	$1,500.00
Comprehensive Plan Amendment	Administrative Fee	$600.00
	Escrow	$2,500.00
Variance or Permitted Adjustment	Administrative Fee	$400.00
	Escrow	$1,500.00
Conditional Use or Interim Use Permit/CUP or IUP Amendment	Administrative Fee	$500.00
	Escrow	$1,500.00
Planned Unit Development Master Plan or Special Development Plan Master Plan	Administrative Fee	$600.00
	Escrow	$2,500.00
Final Planned Unit Development or Final Special Development Plan	Administrative Fee	$400.00
	Escrow	$2,000.00
Planned Unit Development Amendment or Special Development Plan Amendment	Administrative Fee	$400.00
	Escrow	$1,500.00
Concept Review	Administrative Fee	$400.00
	Escrow	$1,500.00
Vacation of Easement	Administrative Fee	$200.00
	Escrow	$1,000.00
Site Plan Review	Administrative Fee	$600.00
	Escrow	$1,500.00
City Code Amendment	Administrative Fee	$500.00
	Zoning Permit	$2,000.00
Zoning Code or TRC Amendment	Administrative Fee	$500.00
	Escrow	$2,000.00

Zoning Letter	Administrative Fee	$100.00
Land Use Requests – Not Already Specified	Administrative Fee	$150.00
	Escrow	$1,000.00
Zoning Permit	Decks under 30", Driveways, Fences, Sheds, Temporary Structures, and Chicken Coops	$100.00
	Commercial Parking Lot Resurfacing	$200.00
Recreational Vehicle Parking Permit	7 Day Permit, renewable once per 12 months	$25.00
Home Occupation I Permit		No Charge
Home Occupation II Permit	Administrative Fee	$150.00
	Escrow	$500.00
Commercial Outdoor Display and Sales Area Permit		$100.00
Commercial Recreation Outdoor Permit		$100.00
Appeal of Administrative Zoning, Sign, or Subdivision Decisions	Administrative Fee	$200.00
	Escrow	$1,500.00
Rice Creek Commons Development Related Professional Services Charge	Any portion of the Rice Creek Commons development can prepay an amount on behalf of future parcels to be developed and that the prepayment amount will be netted out and the fee schedule will be updated annually.	$2,743.00 per acre
VII. Public Works/Engineering		
Outstanding Balance Escrow	Balance owed on existing permits from the same permittee	110% of the amount owing
Annual Utility Owner/Contractor Registration	Annual Registration Fee	$80.00
Right-of-Way Permit – Excavation	Administrative Fee	$35.00
	Excavation Permit Base Fee	$125.00 + $.55/LF of Trench or Directional Bore
	Escrow	Determined by Public Works plus Outstanding Balance Escrow if applicable
Right-of-Way Permit – Obstruction	Administrative Fee	$35.00
	Obstruction Permit Base Fee	$50.00 + $0.05/LF + $50.00/EA (per pole, cabinet, tree, etc.)
	Escrow	Determined by Public Works plus Outstanding Balance Escrow if applicable

Right-of-Way Permit - Small Cell Wireless Facilities/DAS HUB (Up to 15 Locations per application)	Administrative Fee	$35.00
	Small Cell Wireless Facilities/DAS HUB Permit Fee	$100.00 per site; $500.00 minimum
	Rent & Maintenance Fee	Rent: $180.00/year/utility company; plus Maintenance: $27/year/location
	Escrow	Determined by Public Works plus Outstanding Balance Escrow if applicable
Right-of-Way Permit – Permit Extension	Permittee request to extend dates specified within the permit	$50.00
Right-of-Way Permit – Delay Penalty	In accordance with Minnesota Rule 7819.1000 Subpart 3	$25.00 + Permit Extension Fee
Hydrant Meter Rental (for City related projects, only deposit amount is required)	Permit Fee, Monthly Rental and Water Usage	$200.00 + State Surcharge of $1.00 + Rental of $50.00/mo, + applicable standard water usage rate charged for consumption
	Deposit	$2,500.00
Grading & Erosion Control Permit (required when land disturbance is >2500 SF or >50 CY or within 1000' of shoreland area, as outlined in Chapter 15 of City Ordinance)	Residential (grading work >2500 SF to 5000 SF or >50 CY or within 1000' of shoreland area)	Resident Self-performed $60.00 Residential Remodel $200.00 Residential New Build $300.00
	Non-Residential	0 to 1 acre $350 >1 acre to 5 acres $550 >5 acres to 10 acres $1100 >10 acres to 20 acres $1650 >20 acres to 40 acres $2,200 >40 acres $2750 plus $500 for each 10 acres thereafter
	Escrow	Determined by Public Works plus Outstanding Balance Escrow if applicable
City Performed Restoration Fee	City restoration or corrective work of permittee's responsibility	Actual cost of materials and labor plus 10% Administration fee
Billable Rates for City Equipment and Labor: *****Operator rate PLUS equipment rate will be charged. All rates are per hour with a one hour minimum***		
Equipment Rates	Heavy equipment	$175.00
	Heavy trucks	$175.00
	Medium equipment	$150.00
	Medium trucks	$150.00
	Light equipment	$100.00
	Light trucks	$100.00
Operator Rates	Superintendent	Regular $88.70 / Overtime $122.80
	Lead Maintenance Worker	Regular $64.40 / Overtime $88.60
	Maintenance Worker	Regular $61.70 / Overtime $84.70
Water Tower Telecommunications Plan Review and Inspections	Permit Fees and Escrow	Actual legal and consulting engineering costs + $200 admin + $2,500 escrow
Water Tower Telecommunications Maintenance or Repair Access	Per Call-out	No charge during normal business hours, otherwise After Hours Call-out rates apply

Water shut-off/turn on	Per Call-out (applied to water bill)	No charge during normal business hours, otherwise After Hours Call-out rates apply
After Hours Call-out (Weekdays)	Conducted outside normal business hours, minimum of 2 hours	$100 per hour
Holiday or Weekend Call-out	Minimum of 2 hours	$150.00 per hour
VIII. Utility Hookup Charges		
Water Permits – Service Installation/Repairs/Alteration/ Re-inspection (Regular Business Hours)	Per inspection	$80.00 for Residential $250.00 for Commercial
	Escrow	Determined by Public Works plus Outstanding Balance Escrow if applicable
Water Permits – Interior Plumbing, New Home		$45.00
Water Permanent Disconnect	Fee to disconnect	$80.00 for Residential $250.00 for Commercial
	Escrow	Determined by Public Works plus Outstanding Balance Escrow if applicable
Curb Box and Service Lead, 1" Service Connection		$80.00 for residential
	Escrow	Determined by Public Works plus Outstanding Balance Escrow if applicable
Larger than 1" Service Connection		Set by Engineer
Water Permits – Plan Check Fee		Set by Inspector
Water Permits – **After Hours** (Weekdays) Inspection or Re-inspection	Call-out rate per visit, minimum of 2 hours	$100.00 per hour
Water Permits – Holiday or Weekend Inspection or Re-inspection	Call-out rate per visit, minimum of 2 hours	$150.00 per hour
Water Meter/Spacer Charges		
Water Meter/Spacer Charges 3/4" Meter Model 25	Standard Meter	$495.00
Water Meter/Spacer Charges 1" Meter Model 70		$720.00
Water Meter/Spacer Charges Greater than 1"		Contact Public Works for Quote
Customer Requested Water Meter Accuracy Test	Fee includes removal of meter, installation and administration of temporary meter, testing services, and returning meter to residence; Fee will be reimbursed if the meter is found to be inaccurate outside of AWWA allowed tolerances	5/8" to 1" water meter: $250.00 Greater than 1" meter: $500.00
Water Connection Fee – Connection fee for previously un- served or expanded lots		$855.00 per acre or portion thereof

Water Availability Fee – New or Additional Units	The units are based on the Metropolitan Council's formula for calculating new sewer availability charge (SAC) units	$ 1,375.00 per unit
Rice Creek Commons Water Availability Fee	**This fee applies to the Rice Creek Commons development only.** The units are based on the Metropolitan Council's formula for calculating new sewer availability charge (SAC) units	$5,360.00 per unit
Sewer Connection Fee – Connection fee for previously un- served or expanded lots		$840.00 per acre or portion thereof
Sewer Availability Fee – New or Additional Units	The units are based on the Metropolitan Council's formula for calculating new sewer availability charge (SAC) units	$ 825.00 per unit
Rice Creek Commons Sewer Availability Fee	**This fee applies to the Rice Creek Commons development only.** The units are based on the Metropolitan Council's formula for calculating new sewer availability charge (SAC) units	$2,310.00 per unit
Sewer Permits – Service Installation/Alternations/Repairs/Re-inspection (Regular Business Hours)	Per inspection	$80.00 for Residential
	Escrow	Determined by Public Works plus Outstanding Balance Escrow if applicable
Sewer Permits – Plan Review Fee		Set by Inspector
Sewer Permits – **After Hours** (Weekdays) Inspection or Re-inspection	Call-out rate per visit, minimum of 2 hours	$100.00 per hour
Sewer Permits – Holiday or Weekend Inspection or Re-inspection	Call-out rate per visit, minimum of 2 hours	$150.00 per hour
Sewer Access Charge	Set by Met Council Annually	$2,485.00 (Contact Met Council)
Sanitary Sewer Utility Prohibited Sump Pump Connection Surcharge		$100.00 per month
IX. Miscellaneous/Retail Activities		
Boutique/Garage Sales	Application/notification of City Hall required	No charge
~~Tent Permit~~		~~$55.00+ State Surcharge~~
Sidewalk Sales		$53.00
Adult Cannabis Retail Sales Registration		$500 (Initial registration) $1,000 (Renewal)
Low Potency Hemp Edible Retailer Registration		$125.00 (Initial registration) $125.00 (Renewal)
Business Licensing – Amusement and Event Facilities	Includes arcade, dance hall, event center, movie theater, pool/billiard tables, bowling alleys, indoor tennis, skating facility, outdoor tennis, driving ranges, etc.	$105.00

Business Licensing – Wholesale Bulk Fuel Storage	Liability insurance required	$210.00
Business Licensing – Hotel/Motel		$6.50 per room
Business Licensing – Courtesy Bench, Non-advertising		$26.00
Business Licensing – Courtesy Bench, Advertising		$79.00
Business Licensing – Mechanical/Electronic Devices	Includes musical devices, amusement rides, bowling alleys, etc.	$15.00 per location + $15.00 per machine (MN Statute 449.15 sets maximum permit fee at $15 per location and $15 per machine)
Business Licensing – Retail Sales	Includes antique shops, beauty/barber shops, boat dealers, Christmas tree sales, dry cleaning, laundry, bakery, candy, meats, wholesale foods, caterers, motor vehicle sales, optometrist, mortuary, video sales/rentals, over-the-counter tobacco sales, vending machines (excluding tobacco), & other retail goods not listed	$53.00
Business Licensing – Restaurants, Cafes, Coffee Houses, etc.		$21.00 up to1,000 square feet $42.00 for 1001-2000 square feet $63.00 for 2001-3000 square feet (etc.)
Business Licensing – Restaurants, Drive-Thru		$315.00
Business Licensing – Service Stations		$105.00
Business Licensing – Grocery		$21.00 up to 1,000 square feet $42.00 for 1001-2000 square feet $63.00 for 2001-3000 square feet (etc.)
Charitable Gambling Permit – Per Minnesota State Statute, Chapter 349	Includes investigation fee Local Gambling Tax Lawful Gambling Fund	$158.00 3% of organizations' gross receipts from all lawful gambling, less prizes paid out 10% of net profits
Tobacco Sales License	Includes investigation fee	$300.00
Fireworks Sales	As part of existing business	$100.00 (MN Statute 624.20 sets maximum permit fee at $100.00)
Fireworks Sales	Exclusive Business	$350.00 (MN Statute 624.20 sets maximum permit fee at $350.00)
Massage Therapist	Annual Fee, Includes investigation fee	$53.00
Massage Therapist Establishment	Annual Fee, Includes investigation fee	$158.00
Recreational Outdoor Archery Range		$200 first year $50 annual renewal
Solicitors, Peddlers, Transient Permit – For-Profit Organizations	Please reference Section 340 of the Municipal Code for more information	$158.00 background investigation + $105.00 per month permit fee

Solicitors, Peddlers, Transient Permit – Non-Profit Organizations	Please reference Section 340 of the Municipal Code for more information	No charge
Tree Contractor License		$50.00
X. Signs		
Initial Fee	Per Sign	$100.00
Permanent Signs, Annual Renewal	Per Sign, 100 square feet or less (maximum allowable size)	$25.00
Temporary Signs		$50.00
Signs, Impoundment	First Offense	$50.00
Signs, Impoundment	Second Offense	$75.00
Signs, Impoundment	Third Offense	$150.00
XI. Miscellaneous Fees/Permits		
Rubbish Hauler	Annual	$158.00
Recycling Hauler	Annual	$158.00
City Contractor License	Annual	$80.00
Miscellaneous Permit Fee	For all other permits not listed	$40.00
Adult Cannabis Event Permit Fee	Per Event	$100.00
Staff Research		$53.00 per half hour
Penalties for Late Payment	Failure to pay any penalty imposed shall be grounds for the suspension or termination of any license issued by the City	10% of license fee or $32.00, whichever is greater
Adult Cannabis Sales, Illegal	First Violation	$1,000.00
Adult Cannabis Sales, Illegal	Second Violation	$2,000.00
Adult Cannabis Sales, Illegal	Third Violation	$2,000.00
Adult Cannabis Sales, Illegal	Fourth Violation	$2,000.00 and revocation of City registration
Tobacco Sales, Illegal	First Violation	$1,000.00
Tobacco Sales, Illegal	Second Violation within 36 months	$2,000.00 plus 3-day license suspension
Tobacco Sales, Illegal	Third Violation within 36 months	$2,000.00 plus 7 day license suspension
Tobacco Sales, Illegal	Fourth Violation within 36 months	License revocation
Candidate Filing Fee		$2.00
Insufficient Funds/ Returned Check Fee		$35.00
Rental Registration/Renewal Fee		$45.00 per rental unit
Rental Renewal Late Fee	For renewals received after January 31	$90.00 per rental unit
Residential Contractor License Check		$5.00
Business Subsidy Application Fee	Required to reimburse City for full cost of review	$2,100.00 + $10,500.00 escrow
Council Approved Abatement	Administrative Fee	$340.00
Night Time Construction Activity Waiver	Per Waiver Application	$340.00
XII. False Alarm Fees		
False Alarm	First two alarms	No charge + letter
False Alarm	Three through ten alarms	$100.00 per alarm
False Alarm	Over ten alarms	$300.00 per alarm

XIII. Investigation Fees		
Tobacco, Liquor, Charitable Gambling, & Solicitors		$158.00
XIV. Utility Use Charges		
Water Per Quarter:		
Meter Charge	3/4" Meter Size or Smaller	$46.48
Meter Charge	1" Meter Size	$116.19
Meter Charge	1.5" Meter Size	$232.39
Meter Charge	2" Meter Size	$371.80
Meter Charge	3" Meter Size	$697.15
Meter Charge	4" Meter Size	$1,161.93
Meter Charge	6" Meter Size	$2,323.86
Meter Charge	8" Meter Size	$3,718.17
Meter Charge	10" Meter Size	$5,344.87
Meter Charge	12" Meter Size	$9,992.58
Consumption: 1-10,000 gals.	gallons	$3.70 per 1,000 gallons (pro- rated)
Consumption: 10,001-35,000 gals.	gallons	$4.76 per 1,000 gallons (pro-rated)
Consumption: Over 35,000 gals.	gallons	$8.42 per 1,000 gallons (pro-rated)
Water Test	Fee set by MN State Health Dept	$3.81 per quarter
Sanitary Sewer Per Quarter:		
Base Charge – All Users	per unit (with the exception of mobile homes)	$75.18
Usage per gals. – Single Family/Multiple Family	gallons	$7.75 (per 1,000 gallons)
Sanitary Sewer – Commercial Apartment/Condominium	gallons	$7.75 (per 1,000 gallons)
Sanitary Sewer - Mobile Home	per unit	$195.48
A Winter Averaging minimum will be set using a standard usage of 100 gallons per day based on a 30-day month: 100 gallons x 30 days x 3 months = 9,000 gallons per quarter. For April to December quarterly sewer billings, residential usage will be based on the lesser of actual consumption or 9,000 gallons for those customers that were assigned the minimum amount. Customers that have a Winter Average amount greater than 9,000 gallons will be billed on the lesser of actual consumption or their Winter Average consumption. Customers not connected to City water will be billed on 9,000 gallons each quarter.		
Surface Water Per Quarter:		
Residential - Single Family	per lot	$18.98
Residential – Multiple Family	per dwelling	$24.62
Apartment / Condominium	per acre	$155.00
Industrial / Commercial	per acre	$242.01
Undeveloped	per acre	N/A
Standby Per Quarter:		
Standby	1" Service Line or smaller	$10.41
Violation of Water or Sewer Use Restrictions:		
Non-essential usage charge		$300 per day

XV. Recycling Fee		
Per Residential Parcel with curbside recycling	Annual	$123.00
Per Residential Parcel without curbside recycling	Annual	$3.75
Residential Additional Cart	Annual	$2.00
XVI. Park Development		
Park Development Fee	Per residential unit	$6,500.00

.

326B.148 SURCHARGE.

Subdivision 1. **Computation.** To defray the costs of administering sections 326B.101 to 326B.194, a surcharge is imposed on all permits issued by municipalities in connection with the construction of or addition or alteration to buildings and equipment or appurtenances after June 30, 1971. The commissioner may use any surplus in surcharge receipts to award grants for code research and development and education.

If the fee for the permit issued is fixed in amount the surcharge is equivalent to one-half mill (.0005) of the fee or $1, except that effective July 1, 2010, until June 30, 2015, the permit surcharge is equivalent to one-half mill (.0005) of the fee or $5, whichever amount is greater. For all other permits, the surcharge is as follows:

(1) if the valuation of the structure, addition, or alteration is $1,000,000 or less, the surcharge is equivalent to one-half mill (.0005) of the valuation of the structure, addition, or alteration;

(2) if the valuation is greater than $1,000,000, the surcharge is $500 plus two-fifths mill (.0004) of the value between $1,000,000 and $2,000,000;

(3) if the valuation is greater than $2,000,000, the surcharge is $900 plus three-tenths mill (.0003) of the value between $2,000,000 and $3,000,000;

(4) if the valuation is greater than $3,000,000, the surcharge is $1,200 plus one-fifth mill (.0002) of the value between $3,000,000 and $4,000,000;

(5) if the valuation is greater than $4,000,000, the surcharge is $1,400 plus one-tenth mill (.0001) of the value between $4,000,000 and $5,000,000; and

(6) if the valuation exceeds $5,000,000, the surcharge is $1,500 plus one-twentieth mill (.00005) of the value that exceeds $5,000,000.

Subd. 2. **Collection and reports.** All permit surcharges must be collected by each municipality and a portion of them remitted to the state. Each municipality having a population greater than 20,000 people shall prepare and submit to the commissioner once a month a report of fees and surcharges on fees collected during the previous month but shall retain the greater of two percent or that amount collected up to $25 to apply against the administrative expenses the municipality incurs in collecting the surcharges. All other municipalities shall submit the report and surcharges on fees once a quarter but shall retain the greater of four percent or that amount collected up to $25 to apply against the administrative expenses the municipalities incur in collecting the surcharges. The report, which must be in a form prescribed by the commissioner, must be submitted together with a remittance covering the surcharges collected by the 15th day following the month or quarter in which the surcharges are collected.

A municipality that fails to report or submit the required remittance to the department in accordance with this subdivision is subject to the remedies provided by section 326B.082.

Subd. 3. **Revenue to equal costs.** Revenue received from the surcharge imposed in subdivision 1 should approximately equal the cost, including the overhead cost, of administering sections 326B.101 to 326B.194.

History: *1984 c 544 s 75; 1Sp1985 c 13 s 127; 1989 c 303 s 1; 1989 c 335 art 4 s 11; 1991 c 2 art 7 s 5; 1994 c 634 art 2 s 7; 1995 c 254 art 2 s 13; 1997 c 202 art 2 s 26; 1Sp2001 c 10 art 2 s 31; 2002 c 317 s 2; 2007 c 135 art 2 s 5; 2007 c 140 art 4 s 13,61; art 13 s 4; 2009 c 101 art 2 s 109; 2010 c 215 art 8 s 10; 2010 c 280 s 19,20; 1Sp2011 c 4 art 3 s 8; 2012 c 289 s 5*

326B.153 BUILDING PERMIT FEES.

Subdivision 1. **Building permits.** (a) Fees for building permits submitted as required in section 326B.107 include:

(1) the fee as set forth in the fee schedule in paragraph (b) or as adopted by a municipality; and

(2) the surcharge required by section 326B.148.

(b) The total valuation and fee schedule is:

(1) $1 to $500, $29.50;

(2) $501 to $2,000, $28 for the first $500 plus $3.70 for each additional $100 or fraction thereof, to and including $2,000;

(3) $2,001 to $25,000, $83.50 for the first $2,000 plus $16.55 for each additional $1,000 or fraction thereof, to and including $25,000;

(4) $25,001 to $50,000, $464.15 for the first $25,000 plus $12 for each additional $1,000 or fraction thereof, to and including $50,000;

(5) $50,001 to $100,000, $764.15 for the first $50,000 plus $8.45 for each additional $1,000 or fraction thereof, to and including $100,000;

(6) $100,001 to $500,000, $1,186.65 for the first $100,000 plus $6.75 for each additional $1,000 or fraction thereof, to and including $500,000;

(7) $500,001 to $1,000,000, $3,886.65 for the first $500,000 plus $5.50 for each additional $1,000 or fraction thereof, to and including $1,000,000; and

(8) $1,000,001 and up, $6,636.65 for the first $1,000,000 plus $4.50 for each additional $1,000 or fraction thereof.

(c) Other inspections and fees are:

(1) inspections outside of normal business hours (minimum charge two hours), $63.25 per hour;

(2) reinspection fees, $63.25 per hour;

(3) inspections for which no fee is specifically indicated (minimum charge one-half hour), $63.25 per hour; and

(4) additional plan review required by changes, additions, or revisions to approved plans (minimum charge one-half hour), $63.25 per hour.

(d) If the actual hourly cost to the jurisdiction under paragraph (c) is greater than $63.25, then the greater rate shall be paid. Hourly cost includes supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.

Subd. 2. **Plan review.** Fees for the review of building plans, specifications, and related documents submitted as required by section 326B.106 must be paid based on 65 percent of the building permit fee required in subdivision 1.

Subd. 3. **Surcharge.** Surcharge fees are required for permits issued on all buildings including public buildings and state licensed facilities as required by section 326B.148.

Subd. 4. **Distribution.** (a) This subdivision establishes the fee distribution between the state and municipalities contracting for plan review and inspection of public buildings and state licensed facilities.

(b) If plan review and inspection services are provided by the state building official, all fees for those services must be remitted to the state.

(c) If plan review services are provided by the state building official and inspection services are provided by a contracting municipality:

(1) the state shall charge 75 percent of the plan review fee required by the state's fee schedule in subdivision 2; and

(2) the municipality shall charge 25 percent of the plan review fee required by the municipality's adopted fee schedule, for orientation to the plans, in addition to the permit and other customary fees charged by the municipality.

(d) If plan review and inspection services are provided by the contracting municipality, all fees for those services must be remitted to the municipality in accordance with their adopted fee schedule.

History: *2009 c 78 art 5 s 11; 2017 c 94 art 2 s 5*

EXHIBIT A

Effective 1/1/26

RESIDENTIAL ELECTRICAL PERMIT FEES (SINGLE FAMILY HOMES, APARTMENTS, ASSISTED LIVING, and CONDOMINIUMS)

HOMEOWNERS AND CONTRACTORS: Complete an electrical permit form available from the Building Inspections Division. Add $1.00 for State surcharge to total cost of each permit. The fee is the total of the listed fees or the total number of inspection trips x $60.00, whichever is greater.

Residential panel replacement is $125.00, sub panel $75.00. New service or power supply is:

0 to 300 Amp	$75.00
400 Amp	$100.00

Add $25.00 for each additional 100 amps

Circuits and Feeders

0-100 Amp	$12.00
101-200Amp	$20.00

Add $10.00 for each additional 100 amps

Minimum Fee:
Minimum permit fee is $60.00 plus $1.00 State surcharge. This is for one inspection only. Minimum fee for rough-in and final inspection is $120.00 plus $1.00 State surcharge.

Dwelling Fees:
Fee for single family dwelling or townhouse not over 200 amps is $225 plus $1.00 State surcharge (and up to 25 circuits, additional circuits are $12.00/ea) Maximum of 2 rough-in's and 1 final inspection. (Failed inspections are an additional $60.00/each)

Apartment Buildings

Fee per unit of an apartment or condominium complex is $110.00. This does not cover service, unit feeders or house panels, and includes up to 15 circuits per unit.

Swimming Pools and Hot Tubs	$120.00 plus circuits at $12.00/each. This includes 2 inspections.
Additions, Remodels or Basement Finishes	$120.00 this include up to 10 circuits and 2 inspections
Residential Accessory Structures	The Greater of $75.00 for panel plus $12.00 per circuit or $120.00 for 2 inspections.
Street and Parking Lot Lights	$10.00 per each standard
Transformers and Generators	$5 up to 10kva, $55 11 to 74kva, $70 75kva to 299kva, over 299kva is $175
Retrofit Lighting	$1.00 per fixture
Low voltage fire alarm, low voltage heating and air conditioning control wiring	$1.00 per device
Residing jobs	$60.00
Re-Inspection Fee in addition to all other fees	$60.00

Solar fees:

0kw to 5kw = $100	5.1kw to 10kw = $165
10.1kw to 20kw = $245	20.1kw to 30kw = $330
30.1kw to 40kw = $410	40.1kw and larger is $410 plus $25 for each additional 10kw

Electronic inspection fee for these items only; furnace, air conditioning, bath fan, fireplace, radon, or receptacle for water heater vent is $40.

Refunds must be requested in writing. No refunds unless more than the minimum fee. Refunds are minus the cities handling fee.

THE PERMIT FEE IS DOUBLED IF THE WORK STARTS BEFORE THE PERMIT IS ISSUED.

Minimum fee permits expire in 6 months.

Permits over the minimum fee and up to $1,000 expire in 1 year.

Commercial Electrical Permit:

Effective 1/1/26

$60 per trip or the fees below, whichever is greater – Solar fees are the same as residential solar fees

Description	Fee Calculation	Permit Fee
Valuation $1 to $1,000	$60.00 Per trip	
Valuation $1,001 to $2,000	$60.00 for the first $1,000 plus $3.25 for each additional $100 or fraction thereof, to and including $2,000	
Valuation $2,001 to $25,000	$82.00 for the first $2,000 plus $14.85 for each additional $1,000 or fraction thereof, to and including $25,000	
Valuation $25,001 to $50,000	$423.55 for the first $25,000 plus $10.70 for each additional $1,000 or fraction thereof, to and including $50,000	
Valuation $50,001 to $100,000	$691.05 for the first $50,000 plus $7.45 for each additional $1,000 or fraction thereof, to and including $100,000	
Valuation $100,001 to $500,000	$1,063.55 for the first $100,000 plus $6 for each additional $1,000 or fraction thereof, to and including $500,000	
Valuation $500,001 to $1,000,000	$3,463.55 for the first $500,000 plus $5.10 for each additional $1,000 or fraction thereof, to and including $1,000,000	
Valuation $1,000,001 and up	$6,013.55 for the first $1,000,000 plus $4 for each additional $1,000 or fraction thereof	
Reinspection fee (in addition to all other fees)	$60.00	
Investigative fee (working without permit) the fee is doubled		
Refunds issued only for permits over:	$120.00	

State Surcharge is .0005 times the project value: $_____

Total Permit Fee Submitted: $_____

Minimum fee permits expire in 6 months. Permits over the minimum fee and up to $1,000 expire in 12 months from the filing date. A service charge of $35.00 will be added for all dishonored checks.

Exhibit B

Plumbing Permit Fees for Non-residential or Multi-Family Structures Regulated under the Minnesota State Building Code and Minn. R. 1305. The following permit fee table is based upon the construction valuation of the plumbing system. The cost of plan review is separate, if applicable.

Valuation/Project Details	Permit Fee
$0 to $1,500	$135.00
$1,501 to $2,500	$135.00 for the first $1,500, plus $43 for each additional $500 or fraction thereof, to and including $2,500;
$2,501 to $5,000	$221.00 for the first $2,500, plus $28 for each additional $500 or fraction thereof, to and including $5,000;
$5,001 to $25,000	$361.00 for the first $5,000, plus $53 for each additional $1,000 or fraction thereof, to and including $25,000;
$25,001 to $50,000	$1,421 for the first $25,000, plus $51 for each additional $1,000 or fraction thereof, to and including $50,000;
$50,001 to $500,000	$2,696 for the first $50,000, plus $47 for each additional $10,000 or fraction thereof, to and including $500,000;
$500,001 to $3,000,000	$4,811 for the first $500,000, plus $61 for each additional $50,000 or fraction thereof, to and including $3,000,000; or
$3,000,001 and over	$7,861 for the first $3,000,000, plus $51 for each additional $100,000 or fraction thereof;
Manufactured home park or campground	$25 for each site, minimum charge of $135
Single fixture permit	$210.00

Plan Review Fees. The following fees apply when an administrative or technical plan review is completed for all projects that are not otherwise specifically identified within this fee schedule. Plan review is determined by the Designated Building Official or their designee. A permit applicant will be assessed one hundred percent (100%) of the plan review fee, for plan review and processing services, whether or not a permit is issued.

(a) **Building & Mechanical Permit Plan Review.**

(1) 65% of the permit fee as calculated in the FMT in Subd. 1.

(2) Plan review fees for similar plans are set forth in Minn. R. 1300.0160.

(3) Where a plan review fee is performed and charged for residential, the minimum fee for plan review is $81.25.

(4) Where a plan review fee is performed and charged for non-residential and multi-family, the minimum fee is $150.00.

(b) **Plan Revisions.** Applicant-submitted changes or incomplete plans for all projects:

(1) Review of plans for which the Designated Building Official or their designee has issued two (2) or more requests for additional information: $95 per hour with a minimum of one-half (1/2) hour.

(2) Additional plan review required for changes, additions, or revisions to previously approved plans: $95 per hour with a minimum of one-half (1/2) hour.

(3) Applicant-requested revision with an increase in project scope, $50 plus the difference between the original project fee and the revised project fee.

(c) **Abandoned Permit Applications**. If an application requiring plan review is submitted, and the applicant elects not to proceed following completion of the plan review or the Contractor deems the application abandoned pursuant to Minn. R. 1300.0120, Subp. 9, plan review services rendered shall be billed in accordance with this fee schedule.

(d) **Non-Residential or Multi-Family Plumbing and Fire Construction Permit Plan Review**: the following table establishes plan review and audit fees, unless otherwise indicated. These fees are based on the construction valuation of the performed work. This does not include the cost of the permit.

Valuation/Project Details	**Plan Review Fee**
$0 to $1,500	$135.00
$1,501 to $2,500	$135.00 for the first $1,500, plus $28 for each additional $500 or fraction thereof, to and including $2,500;
$2,501 to $5,000	$191.00 for the first $2,500, plus $25 for each additional $500 or fraction thereof, to and including $5,000;
$5,001 to $25,000	$316.00 for the first $5,000, plus $33 for each additional $1,000 or fraction thereof, to and including $25,000;
$25,001 to $50,000	$976 for the first $25,000, plus $31 for each additional $1,000 or fraction thereof, to and including $50,000;
$50,001 to $500,000	$1,751 for the first $50,000, plus $23 for each additional $10,000 or fraction thereof, to and including $500,000;
$500,001 to $3,000,000	$2,786 for the first $500,000, plus $41 for each additional $100,000 or fraction thereof, to and including $3,000,000; and
$3,000,001 and over	$3,811 for the first $3,000,000, plus $33 for each additional $100,000 or fraction thereof;
Manufactured home park or campground (plumbing only)	One to 25 sites: $300 26 to 50 sites: $350 51 to 125 sites: $400 More than 125 sites: $500

State Surcharge. In accordance with Minn. Stat. § 326B.148, a state surcharge shall be charged on all permits, if applicable.

Refunds. The Designated Building Official may authorize refunds of up to eighty percent (80%) of the issued permit fee when no work has commenced and no inspections have been performed.

(a) Requests must be submitted in writing by the permit applicant within one hundred eighty (180) days of permit issuance.

    (1) Within (10) business days of receipt, the Designated Building Official or their designee shall review the request and determine the amount to be refunded or provide written justification if the request is denied.

(b) Fees retained shall cover expenses incurred for services rendered by the city and/or its consultant(s).

(c) Refunds shall only be issued to the original payee.

(d) No refunds shall be granted for the following:

    (1) Plan review fees;

    (2) Re-inspection fees;

    (3) State surcharge fees;

    (4) Fraudulent applications;

    (5) Expired, revoked, suspended, or invalid permits;

    (6) Technology fee, unless canceled within the same business day; or

    (7) Contractor license verification.

Attachment B

City of Arden Hills

Ordinance 2026-002 – Appendix A

Amended 2026 Fee Schedule

I. Administrative		
Chickens – Licenses	Two years (Pro-rated for second year @ $15.00)	$30.00
Dogs/Cats – Licenses (Residents)	Lifetime	$50.00
Dogs/Cats – Licenses (College Students)	Lifetime	$15.00
Dogs/Cats – Boarding		$22.00 per day
Dogs/Cats – Impoundment Fee		$50.00
Dogs/Cats – Surrender Fee	Each	$25.00
Dogs – Residential Kennel License	Annual	$21.00
Dogs – Dangerous Dog Fee	Annual	$500.00
Dogs – Potentially Dangerous Dog Fee	Annual	$250.00
City Logo Use Application	For-Profit Use (fee waived if proof of Non-Profit status)	$100.00
Copying – General City Material		$0.25 8 ½ x 11 and Legal; $0.50 large. Per Page. Add postage if mailing copies
Assessment Search		$53.00 per half hour
Private Activity Revenue Bonds	Non-refundable application fee	$500.00
	Annual Administrative Fee	1/8 of 1% (0.125%) of outstanding principal balance of the bonds for the life of the bonds
	Reimbursement of all City costs	
II. Building Construction (All permits are non-refundable after 90 days)		
Residential Building Permits	Permit	Fees shall be based according to State Statute 326B.153 and are determined by the City's Building Official. Minimum $99.00 + $1.00 State Surcharge
	Escrow	Determined by the Building Official up to $5,000.00
Commercial Building Permits	Permit	Fees shall be based according to State Statute 326B.153 and are determined by the City's Building Official. Minimum $99.00 + $1.00 State Surcharge
	Escrow	Determined by the Building Official up to $20,000.00

Residential Plan Review		65% of permit fee, except for residential projects requiring plan review that do not exceed $15,000.00 in valuation
Commercial Building and Mechanical Plan Review		65% of permit fee for building and mechanical projects.
Commercial Plumbing Plan Review		See Exhibit "B" attached to fee schedule
Temporary Certificate of Occupancy (CO)	Escrow	To be determined by Building Official
Building Permits – Re-inspection		$75.00
Building Permits – Manufactured Home Location		$99.00 + $1.00 State Surcharge fee
Building Permits – Demolition	Permit Fee	$99.00 + $1.00 State Surcharge fee
	Escrow	$2,000
Building Permits – Special Investigations		100% of Permit Fee
State Surcharge – based on valuation		Fee based on State Statute 326B.148
State Surcharge – Fixed Fees		Fee based on State Statute 326B.148
Plumbing Permits – Minimum Fee		$65.00
Plumbing Permits – Residential		$15.00 per fixture
Plumbing Permits – Commercial		1.50% of Project Value + $80.00
Electrical Permits – General		See Exhibit "A" attached to fee schedule
Mechanical Permits – Minimum Fee		$75.00
Mechanical Permits – Residential		2% of Project Value
Mechanical Permits – Commercial		1.50% of Project Value + $80.00
Fire Protection Permits – Permit Fee		Fees shall be based according to State Statute 326B.153 and are determined by the City's Building Official
Fire Protection Permits – Plan Review Fee		65% of Permit Fee
Fire Protection Permits – Re-inspection		$63.25 per State Statute 326B.153
Permit Refunds		Refund requests must be in writing and will only go to the payee. **No refunds if an inspection has been performed.** The base/minimum fee will not be refunded. The license check fee will not be refunded. The State surcharge will not be refunded.

III. Liquor Licensing		
On-sale	1,999 square feet (SF) or less	$3,465.00
On-sale	2,000 (SF) – 2,999 (SF)	$4,620.00
On-sale	3,000 (SF) – 3,999 (SF)	$5,775.00
On-sale	4,000 (SF) or more	$6,930.00
On-sale, Sunday		$200.00 (340A.504 Subd. 3(b) limits $200 fee for Sunday sales)
Off-sale		$210.00
Club Fee		$315.00
On-sale, Malt Beverage		$126.00
Off-sale, Malt Beverage		$42.00
On-sale, Wine		$ 2,000.00 (340A.408 Subd. 2(c) limits fee to $2000 or half of on-sale license fee, whichever is less)
Strong Beer	When part of On-Sale Wine License	No Charge
Investigation Fee		$158.00
Minor Consumption Violation with Server Training	First Violation	$500.00
	Second Violation	$1,000.00
	Third Violation	$1,500.00
	Fourth Violation	$1,500.00
Minor Consumption Violation without Server Training	First Violation	$1,000.00
	Second Violation	$2,000.00
	Third Violation	$2,000.00
	Fourth Violation	$2,100.00 and may be subject to license revocation
IV. Maps and Ordinances		
Zoning Ordinance Municipal Code Comprehensive Plan		$0.25 per side
Color Maps (8.5 x 11)		$2.00
Color Maps (11 x 17)		$4.00
Street Maps		$2.00
As-Builts (11 x 17)		Based on number of copies and staff time
V. Parks & Recreation		
Security Deposit		
Ball Field Tournaments		$300.00
Warming House Rental / Ice Rink Rental		$300.00
Picnic Pavilions		$300.00
City Hall Rooms		$300.00

Refunds (Applies to all Parks & Recreation Rentals)		
30+ days |in advance of rental		$15 fee
14-29 days in advance of rental		50% refund
0-13 days in advance of rental		No Refund
Inclement Weather (Day of Event Determination Only)	Renters may reschedule their event for another day at no charge if the City deems conditions make the rental unsafe or unusable.	No Refund

Ballfields Rental (Per 2 Hour Time Block)		
Youth Athletic Associations are subject to the same refund and payment policies as all other renters. All reserved dates are billable in full, regardless of use/non-use.		
Youth Athletic Association Field Rental – including Non-Profit		$45.00
Adult Club / Intramural Field Rental		$60.00
Ball Field Rental, Unlighted		$125.00
Ball Field Rental, Lighted		$150.00
Tournaments Ball Field Rental, Lighted		
Ball Field Tournament Fee (Adult), Full Maintenance	Fee includes on-site maintenance staff for the full day.	$595.00
Ball Field Tournament Fee (Adult), Minimum Maintenance	Fee includes field preparation and one midday field drag	$355.00
Ice Rink / Warming Houses (Non-Public Hours Only)		
Warming House / Ice Rink		$60.00
Picnic Shelters - Per Day (10 am - 10 pm)		
Picnic Shelters – Resident		$10.00
Picnic Shelters – Non-Resident		$35.00
Picnic Pavilions - Perry & Cummings - Per Day (10 am - 10 pm)		
Picnic Pavilions – Resident		$140.00
Picnic Pavilions – Non-Resident		$225.00
Picnic Pavilions – Resident Non-Profit		$95.00
Picnic Pavilions – Other Non-Profit		$125.00
Community Gardens		
Garden Plot – One Plot		$60.00
Garden Plot – Second Plot		$30.00

City Hall Business Hours Rental - Community Room		
Resident Non-Profit		$100.00
Resident For Profit		$135.00
Non-Resident Non-Profit		$145.00
Non-Resident For Profit		$175.00
City Government or Army National Guard		0.00
City Hall Business Hours Rental - Small Conference Room		
Resident Non-Profit		$55.00
Resident For Profit		$65.00
Non-Resident Non-Profit		$80.00
Non-Resident For Profit		$90.00
City Government or Army National Guard		$0.00
City Hall Non-Business Hours Rental - Community Room or Small Conference Room		
Scheduling outside regular hours is subject to staff availability. The City may deny requests if staff are unavailable.		
Resident Non-Profit		$215.00
Resident For Profit		$225.00
Non-Resident Non-Profit		$235.00
Non-Resident For Profit		$250.00
City Government or Army National Guard		$0.00
City Hall Room Rental Add Ons		
Equipment Rental – DVD, VCR, T.V.		$25.00

VI. Planning and Zoning (Each separate land use request shall be charged a separate administrative fee and escrow even if submitted on the same application. Costs expended in reviewing and processing an application will be charged against the cash escrow and credited to the City. Charges to the escrow include planning and engineering staff time, City attorney and consulting fees, and mailing costs. If, at any time, a required cash escrow is depleted to less than 20% of its original amount, the applicant shall deposit additional funds in the cash escrow account as determined by the City. The escrow may be reduced or increased by the City Planner on a project by project basis.)

Description:	Escrow Fees:	Initial Application Fees:
Preliminary Plat	Administrative Fee	$600.00
	Escrow	$2,500.00
Final Plat	Administrative Fee	$400.00
	Escrow	$1,500.00
Lot Split/Minor Subdivision (R-1 and R-2 only)	Administrative Fee	$400.00
	Escrow	$1,500.00
Rezoning or Rice Creek Commons Regulating Plan Map Amendment	Administrative Fee	$500.00
	Escrow	$1,500.00
Comprehensive Plan Amendment	Administrative Fee	$600.00
	Escrow	$2,500.00
Variance or Permitted Adjustment	Administrative Fee	$400.00
	Escrow	$1,500.00
Conditional Use or Interim Use Permit/CUP or IUP Amendment	Administrative Fee	$500.00
	Escrow	$1,500.00
Planned Unit Development Master Plan or Special Development Plan Master Plan	Administrative Fee	$600.00
	Escrow	$2,500.00
Final Planned Unit Development or Final Special Development Plan	Administrative Fee	$400.00
	Escrow	$2,000.00
Planned Unit Development Amendment or Special Development Plan Amendment	Administrative Fee	$400.00
	Escrow	$1,500.00
Concept Review	Administrative Fee	$400.00
	Escrow	$1,500.00
Vacation of Easement	Administrative Fee	$200.00
	Escrow	$1,000.00
Site Plan Review	Administrative Fee	$600.00
	Escrow	$1,500.00
City Code Amendment	Administrative Fee	$500.00
	Zoning Permit	$2,000.00
Zoning Code or TRC Amendment	Administrative Fee	$500.00
	Escrow	$2,000.00

Zoning Letter	Administrative Fee	$100.00
Land Use Requests – Not Already Specified	Administrative Fee	$150.00
	Escrow	$1,000.00
Zoning Permit	Decks under 30", Driveways, Fences, Sheds, Temporary Structures, and Chicken Coops	$100.00
	Commercial Parking Lot Resurfacing	$200.00
Recreational Vehicle Parking Permit	7 Day Permit, renewable once per 12 months	$25.00
Home Occupation I Permit		No Charge
Home Occupation II Permit	Administrative Fee	$150.00
	Escrow	$500.00
Commercial Outdoor Display and Sales Area Permit		$100.00
Commercial Recreation Outdoor Permit		$100.00
Appeal of Administrative Zoning, Sign, or Subdivision Decisions	Administrative Fee	$200.00
	Escrow	$1,500.00
Rice Creek Commons Development Related Professional Services Charge	Any portion of the Rice Creek Commons development can prepay an amount on behalf of future parcels to be developed and that the prepayment amount will be netted out and the fee schedule will be updated annually.	$2,743.00 per acre

VII. Public Works/Engineering

Outstanding Balance Escrow	Balance owed on existing permits from the same permittee	110% of the amount owing
Annual Utility Owner/Contractor Registration	Annual Registration Fee	$80.00
Right-of-Way Permit – Excavation	Administrative Fee	$35.00
	Excavation Permit Base Fee	$125.00 + $.55/LF of Trench or Directional Bore
	Escrow	Determined by Public Works plus Outstanding Balance Escrow if applicable
Right-of-Way Permit – Obstruction	Administrative Fee	$35.00
	Obstruction Permit Base Fee	$50.00 + $0.05/LF + $50.00/EA (per pole, cabinet, tree, etc.)
	Escrow	Determined by Public Works plus Outstanding Balance Escrow if applicable

Right-of-Way Permit - Small Cell Wireless Facilities/DAS HUB (Up to 15 Locations per application)	Administrative Fee	$35.00
	Small Cell Wireless Facilities/DAS HUB Permit Fee	$100.00 per site; $500.00 minimum
	Rent & Maintenance Fee	Rent: $180.00/year/utility company; plus Maintenance: $27/year/location
	Escrow	Determined by Public Works plus Outstanding Balance Escrow if applicable
Right-of-Way Permit – Permit Extension	Permittee request to extend dates specified within the permit	$50.00
Right-of-Way Permit – Delay Penalty	In accordance with Minnesota Rule 7819.1000 Subpart 3	$25.00 + Permit Extension Fee
Hydrant Meter Rental (for City related projects, only deposit amount is required)	Permit Fee, Monthly Rental and Water Usage	$200.00 + State Surcharge of $1.00 + Rental of $50.00/mo, + applicable standard water usage rate charged for consumption
	Deposit	$2,500.00
Grading & Erosion Control Permit (required when land disturbance is >2500 SF or >50 CY or within 1000' of shoreland area, as outlined in Chapter 15 of City Ordinance)	Residential (grading work >2500 SF to 5000 SF or >50 CY or within 1000' of shoreland area)	Resident Self-performed $60.00 Residential Remodel $200.00 Residential New Build $300.00
	Non-Residential	0 to 1 acre $350 >1 acre to 5 acres $550 >5 acres to 10 acres $1100 >10 acres to 20 acres $1650 >20 acres to 40 acres $2,200 >40 acres $2750 plus $500 for each 10 acres thereafter
	Escrow	Determined by Public Works plus Outstanding Balance Escrow if applicable
City Performed Restoration Fee	City restoration or corrective work of permittee's responsibility	Actual cost of materials and labor plus 10% Administration fee
Billable Rates for City Equipment and Labor: *****Operator rate PLUS equipment rate will be charged. All rates are per hour with a one hour minimum***		
Equipment Rates	Heavy equipment	$175.00
	Heavy trucks	$175.00
	Medium equipment	$150.00
	Medium trucks	$150.00
	Light equipment	$100.00
	Light trucks	$100.00
Operator Rates	Superintendent	Regular $88.70 / Overtime $122.80
	Lead Maintenance Worker	Regular $64.40 / Overtime $88.60
	Maintenance Worker	Regular $61.70 / Overtime $84.70
Water Tower Telecommunications Plan Review and Inspections	Permit Fees and Escrow	Actual legal and consulting engineering costs + $200 admin + $2,500 escrow
Water Tower Telecommunications Maintenance or Repair Access	Per Call-out	No charge during normal business hours, otherwise After Hours Call-out rates apply

Water shut-off/turn on	Per Call-out (applied to water bill)	No charge during normal business hours, otherwise After Hours Call-out rates apply
After Hours Call-out (Weekdays)	Conducted outside normal business hours, minimum of 2 hours	$100 per hour
Holiday or Weekend Call-out	Minimum of 2 hours	$150.00 per hour
VIII. Utility Hookup Charges		
Water Permits – Service Installation/Repairs/Alteration/ Re-inspection (Regular Business Hours)	Per inspection	$80.00 for Residential $250.00 for Commercial
	Escrow	Determined by Public Works plus Outstanding Balance Escrow if applicable
Water Permits – Interior Plumbing, New Home		$45.00
Water Permanent Disconnect	Fee to disconnect	$80.00 for Residential $250.00 for Commercial
	Escrow	Determined by Public Works plus Outstanding Balance Escrow if applicable
Curb Box and Service Lead, 1" Service Connection		$80.00 for residential
	Escrow	Determined by Public Works plus Outstanding Balance Escrow if applicable
Larger than 1" Service Connection		Set by Engineer
Water Permits – Plan Check Fee		Set by Inspector
Water Permits – **After Hours** (Weekdays) Inspection or Re-inspection	Call-out rate per visit, minimum of 2 hours	$100.00 per hour
Water Permits – Holiday or Weekend Inspection or Re-inspection	Call-out rate per visit, minimum of 2 hours	$150.00 per hour
Water Meter/Spacer Charges		
Water Meter/Spacer Charges 3/4" Meter Model 25	Standard Meter	$495.00
Water Meter/Spacer Charges 1" Meter Model 70		$720.00
Water Meter/Spacer Charges Greater than 1"		Contact Public Works for Quote
Customer Requested Water Meter Accuracy Test	Fee includes removal of meter, installation and administration of temporary meter, testing services, and returning meter to residence; Fee will be reimbursed if the meter is found to be inaccurate outside of AWWA allowed tolerances	5/8" to 1" water meter: $250.00 Greater than 1" meter: $500.00
Water Connection Fee – Connection fee for previously un- served or expanded lots		$855.00 per acre or portion thereof

Water Availability Fee – New or Additional Units	The units are based on the Metropolitan Council's formula for calculating new sewer availability charge (SAC) units	$ 1,375.00 per unit
Rice Creek Commons Water Availability Fee	**This fee applies to the Rice Creek Commons development only.** The units are based on the Metropolitan Council's formula for calculating new sewer availability charge (SAC) units	$5,360.00 per unit
Sewer Connection Fee – Connection fee for previously un- served or expanded lots		$840.00 per acre or portion thereof
Sewer Availability Fee – New or Additional Units	The units are based on the Metropolitan Council's formula for calculating new sewer availability charge (SAC) units	$ 825.00 per unit
Rice Creek Commons Sewer Availability Fee	**This fee applies to the Rice Creek Commons development only.** The units are based on the Metropolitan Council's formula for calculating new sewer availability charge (SAC) units	$2,310.00 per unit
Sewer Permits – Service Installation/Alternations/Repairs/Re-inspection (Regular Business Hours)	Per inspection	$80.00 for Residential
	Escrow	Determined by Public Works plus Outstanding Balance Escrow if applicable
Sewer Permits – Plan Review Fee		Set by Inspector
Sewer Permits – **After Hours** (Weekdays) Inspection or Re-inspection	Call-out rate per visit, minimum of 2 hours	$100.00 per hour
Sewer Permits – Holiday or Weekend Inspection or Re-inspection	Call-out rate per visit, minimum of 2 hours	$150.00 per hour
Sewer Access Charge	Set by Met Council Annually	$2,485.00 (Contact Met Council)

Sanitary Sewer Utility Prohibited Sump Pump Connection Surcharge		$100.00 per month
IX. Miscellaneous/Retail Activities		
Boutique/Garage Sales	Application/notification of City Hall required	No charge
Sidewalk Sales		$53.00
Adult Cannabis Retail Sales Registration		$500 (Initial registration) $1,000 (Renewal)
Low Potency Hemp Edible Retailer Registration		$125.00 (Initial registration) $125.00 (Renewal)
Business Licensing – Amusement and Event Facilities	Includes arcade, dance hall, event center, movie theater, pool/billiard tables, bowling alleys, indoor tennis, skating facility, outdoor tennis, driving ranges, etc.	$105.00

Business Licensing – Wholesale Bulk Fuel Storage	Liability insurance required	$210.00
Business Licensing – Hotel/Motel		$6.50 per room
Business Licensing – Courtesy Bench, Non-advertising		$26.00
Business Licensing – Courtesy Bench, Advertising		$79.00
Business Licensing – Mechanical/Electronic Devices	Includes musical devices, amusement rides, bowling alleys, etc.	$15.00 per location + $15.00 per machine (MN Statute 449.15 sets maximum permit fee at $15 per location and $15 per machine)
Business Licensing – Retail Sales	Includes antique shops, beauty/barber shops, boat dealers, Christmas tree sales, dry cleaning, laundry, bakery, candy, meats, wholesale foods, caterers, motor vehicle sales, optometrist, mortuary, video sales/rentals, over-the-counter tobacco sales, vending machines (excluding tobacco), & other retail goods not listed	$53.00
Business Licensing – Restaurants, Cafes, Coffee Houses, etc.		$21.00 up to1,000 square feet $42.00 for 1001-2000 square feet $63.00 for 2001-3000 square feet (etc.)
Business Licensing – Restaurants, Drive-Thru		$315.00
Business Licensing – Service Stations		$105.00
Business Licensing – Grocery		$21.00 up to 1,000 square feet $42.00 for 1001-2000 square feet $63.00 for 2001-3000 square feet (etc.)

Charitable Gambling Permit – Per Minnesota State Statute, Chapter 349	Includes investigation fee Local Gambling Tax Lawful Gambling Fund	$158.00 3% of organizations' gross receipts from all lawful gambling, less prizes paid out 10% of net profits
Tobacco Sales License	Includes investigation fee	$300.00
Fireworks Sales	As part of existing business	$100.00 (MN Statute 624.20 sets maximum permit fee at $100.00)
Fireworks Sales	Exclusive Business	$350.00 (MN Statute 624.20 sets maximum permit fee at $350.00)
Massage Therapist	Annual Fee, Includes investigation fee	$53.00
Massage Therapist Establishment	Annual Fee, Includes investigation fee	$158.00
Recreational Outdoor Archery Range		$200 first year $50 annual renewal

Solicitors, Peddlers, Transient Permit – For-Profit Organizations	Please reference Section 340 of the Municipal Code for more information	$158.00 background investigation + $105.00 per month permit fee
Solicitors, Peddlers, Transient Permit – Non-Profit Organizations	Please reference Section 340 of the Municipal Code for more information	No charge
Tree Contractor License		$50.00
X. Signs		
Initial Fee	Per Sign	$100.00
Permanent Signs, Annual Renewal	Per Sign, 100 square feet or less (maximum allowable size)	$25.00
Temporary Signs		$50.00
Signs, Impoundment	First Offense	$50.00
Signs, Impoundment	Second Offense	$75.00
Signs, Impoundment	Third Offense	$150.00
XI. Miscellaneous Fees/Permits		
Rubbish Hauler	Annual	$158.00
Recycling Hauler	Annual	$158.00
City Contractor License	Annual	$80.00
Miscellaneous Permit Fee	For all other permits not listed	$40.00
Adult Cannabis Event Permit Fee	Per Event	$100.00
Staff Research		$53.00 per half hour
Penalties for Late Payment	Failure to pay any penalty imposed shall be grounds for the suspension or termination of any license issued by the City	10% of license fee or $32.00, whichever is greater
Adult Cannabis Sales, Illegal	First Violation	$1,000.00
Adult Cannabis Sales, Illegal	Second Violation	$2,000.00
Adult Cannabis Sales, Illegal	Third Violation	$2,000.00
Adult Cannabis Sales, Illegal	Fourth Violation	$2,000.00 and revocation of City registration
Tobacco Sales, Illegal	First Violation	$1,000.00
Tobacco Sales, Illegal	Second Violation within 36 months	$2,000.00 plus 3-day license suspension
Tobacco Sales, Illegal	Third Violation within 36 months	$2,000.00 plus 7 day license suspension
Tobacco Sales, Illegal	Fourth Violation within 36 months	License revocation
Candidate Filing Fee		$2.00
Insufficient Funds/ Returned Check Fee		$35.00
Rental Registration/Renewal Fee		$45.00 per rental unit
Rental Renewal Late Fee	For renewals received after January 31	$90.00 per rental unit
Residential Contractor License Check		$5.00
Business Subsidy Application Fee	Required to reimburse City for full cost of review	$2,100.00 + $10,500.00 escrow
Council Approved Abatement	Administrative Fee	$340.00
Night Time Construction Activity Waiver	Per Waiver Application	$340.00

XII. False Alarm Fees		
False Alarm	First two alarms	No charge + letter
False Alarm	Three through ten alarms	$100.00 per alarm
False Alarm	Over ten alarms	$300.00 per alarm
XIII. Investigation Fees		
Tobacco, Liquor, Charitable Gambling, & Solicitors		$158.00
XIV. Utility Use Charges		
Water Per Quarter:		
Meter Charge	3/4" Meter Size or Smaller	$46.48
Meter Charge	1" Meter Size	$116.19
Meter Charge	1.5" Meter Size	$232.39
Meter Charge	2" Meter Size	$371.80
Meter Charge	3" Meter Size	$697.15
Meter Charge	4" Meter Size	$1,161.93
Meter Charge	6" Meter Size	$2,323.86
Meter Charge	8" Meter Size	$3,718.17
Meter Charge	10" Meter Size	$5,344.87
Meter Charge	12" Meter Size	$9,992.58
Consumption: 1-10,000 gals.	gallons	$3.70 per 1,000 gallons (pro- rated)
Consumption: 10,001-35,000 gals.	gallons	$4.76 per 1,000 gallons (pro-rated)
Consumption: Over 35,000 gals.	gallons	$8.42 per 1,000 gallons (pro-rated)
Water Test	Fee set by MN State Health Dept	$3.81 per quarter
Sanitary Sewer Per Quarter:		
Base Charge – All Users	per unit (with the exception of mobile homes)	$75.18
Usage per gals. – Single Family/Multiple Family	gallons	$7.75 (per 1,000 gallons)
Sanitary Sewer – Commercial Apartment/Condominium	gallons	$7.75 (per 1,000 gallons)
Sanitary Sewer - Mobile Home	per unit	$195.48
A Winter Averaging minimum will be set using a standard usage of 100 gallons per day based on a 30-day month: 100 gallons x 30 days x 3 months = 9,000 gallons per quarter. For April to December quarterly sewer billings, residential usage will be based on the lesser of actual consumption or 9,000 gallons for those customers that were assigned the minimum amount. Customers that have a Winter Average amount greater than 9,000 gallons will be billed on the lesser of actual consumption or their Winter Average consumption. Customers not connected to City water will be billed on 9,000 gallons each quarter.		
Surface Water Per Quarter:		
Residential - Single Family	per lot	$18.98
Residential – Multiple Family	per dwelling	$24.62
Apartment / Condominium	per acre	$155.00
Industrial / Commercial	per acre	$242.01
Undeveloped	per acre	N/A
Standby Per Quarter:		

Standby	1” Service Line or smaller	$10.41
Violation of Water or Sewer Use Restrictions:		
Non-essential usage charge		$300 per day

XV. Recycling Fee		
Per Residential Parcel with curbside recycling	Annual	$123.00
Per Residential Parcel without curbside recycling	Annual	$3.75
Residential Additional Cart	Annual	$2.00
XVI. Park Development		
Park Development Fee	Per residential unit	$6,500.00

.

326B.148 SURCHARGE.

Subdivision 1. **Computation.** To defray the costs of administering sections 326B.101 to 326B.194, a surcharge is imposed on all permits issued by municipalities in connection with the construction of or addition or alteration to buildings and equipment or appurtenances after June 30, 1971. The commissioner may use any surplus in surcharge receipts to award grants for code research and development and education.

If the fee for the permit issued is fixed in amount the surcharge is equivalent to one-half mill (.0005) of the fee or $1, except that effective July 1, 2010, until June 30, 2015, the permit surcharge is equivalent to one-half mill (.0005) of the fee or $5, whichever amount is greater. For all other permits, the surcharge is as follows:

(1) if the valuation of the structure, addition, or alteration is $1,000,000 or less, the surcharge is equivalent to one-half mill (.0005) of the valuation of the structure, addition, or alteration;

(2) if the valuation is greater than $1,000,000, the surcharge is $500 plus two-fifths mill (.0004) of the value between $1,000,000 and $2,000,000;

(3) if the valuation is greater than $2,000,000, the surcharge is $900 plus three-tenths mill (.0003) of the value between $2,000,000 and $3,000,000;

(4) if the valuation is greater than $3,000,000, the surcharge is $1,200 plus one-fifth mill (.0002) of the value between $3,000,000 and $4,000,000;

(5) if the valuation is greater than $4,000,000, the surcharge is $1,400 plus one-tenth mill (.0001) of the value between $4,000,000 and $5,000,000; and

(6) if the valuation exceeds $5,000,000, the surcharge is $1,500 plus one-twentieth mill (.00005) of the value that exceeds $5,000,000.

Subd. 2. **Collection and reports.** All permit surcharges must be collected by each municipality and a portion of them remitted to the state. Each municipality having a population greater than 20,000 people shall prepare and submit to the commissioner once a month a report of fees and surcharges on fees collected during the previous month but shall retain the greater of two percent or that amount collected up to $25 to apply against the administrative expenses the municipality incurs in collecting the surcharges. All other municipalities shall submit the report and surcharges on fees once a quarter but shall retain the greater of four percent or that amount collected up to $25 to apply against the administrative expenses the municipalities incur in collecting the surcharges. The report, which must be in a form prescribed by the commissioner, must be submitted together with a remittance covering the surcharges collected by the 15th day following the month or quarter in which the surcharges are collected.

A municipality that fails to report or submit the required remittance to the department in accordance with this subdivision is subject to the remedies provided by section 326B.082.

Subd. 3. **Revenue to equal costs.** Revenue received from the surcharge imposed in subdivision 1 should approximately equal the cost, including the overhead cost, of administering sections 326B.101 to 326B.194.

History: *1984 c 544 s 75; 1Sp1985 c 13 s 127; 1989 c 303 s 1; 1989 c 335 art 4 s 11; 1991 c 2 art 7 s 5; 1994 c 634 art 2 s 7; 1995 c 254 art 2 s 13; 1997 c 202 art 2 s 26; 1Sp2001 c 10 art 2 s 31; 2002 c 317 s 2; 2007 c 135 art 2 s 5; 2007 c 140 art 4 s 13,61; art 13 s 4; 2009 c 101 art 2 s 109; 2010 c 215 art 8 s 10; 2010 c 280 s 19,20; 1Sp2011 c 4 art 3 s 8; 2012 c 289 s 5*

326B.153 BUILDING PERMIT FEES.

Subdivision 1. **Building permits.** (a) Fees for building permits submitted as required in section 326B.107 include:

(1) the fee as set forth in the fee schedule in paragraph (b) or as adopted by a municipality; and

(2) the surcharge required by section 326B.148.

(b) The total valuation and fee schedule is:

(1) $1 to $500, $29.50;

(2) $501 to $2,000, $28 for the first $500 plus $3.70 for each additional $100 or fraction thereof, to and including $2,000;

(3) $2,001 to $25,000, $83.50 for the first $2,000 plus $16.55 for each additional $1,000 or fraction thereof, to and including $25,000;

(4) $25,001 to $50,000, $464.15 for the first $25,000 plus $12 for each additional $1,000 or fraction thereof, to and including $50,000;

(5) $50,001 to $100,000, $764.15 for the first $50,000 plus $8.45 for each additional $1,000 or fraction thereof, to and including $100,000;

(6) $100,001 to $500,000, $1,186.65 for the first $100,000 plus $6.75 for each additional $1,000 or fraction thereof, to and including $500,000;

(7) $500,001 to $1,000,000, $3,886.65 for the first $500,000 plus $5.50 for each additional $1,000 or fraction thereof, to and including $1,000,000; and

(8) $1,000,001 and up, $6,636.65 for the first $1,000,000 plus $4.50 for each additional $1,000 or fraction thereof.

(c) Other inspections and fees are:

(1) inspections outside of normal business hours (minimum charge two hours), $63.25 per hour;

(2) reinspection fees, $63.25 per hour;

(3) inspections for which no fee is specifically indicated (minimum charge one-half hour), $63.25 per hour; and

(4) additional plan review required by changes, additions, or revisions to approved plans (minimum charge one-half hour), $63.25 per hour.

(d) If the actual hourly cost to the jurisdiction under paragraph (c) is greater than $63.25, then the greater rate shall be paid. Hourly cost includes supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.

Subd. 2. **Plan review.** Fees for the review of building plans, specifications, and related documents submitted as required by section 326B.106 must be paid based on 65 percent of the building permit fee required in subdivision 1.

Subd. 3. **Surcharge.** Surcharge fees are required for permits issued on all buildings including public buildings and state licensed facilities as required by section 326B.148.

Subd. 4. **Distribution.** (a) This subdivision establishes the fee distribution between the state and municipalities contracting for plan review and inspection of public buildings and state licensed facilities.

(b) If plan review and inspection services are provided by the state building official, all fees for those services must be remitted to the state.

(c) If plan review services are provided by the state building official and inspection services are provided by a contracting municipality:

(1) the state shall charge 75 percent of the plan review fee required by the state's fee schedule in subdivision 2; and

(2) the municipality shall charge 25 percent of the plan review fee required by the municipality's adopted fee schedule, for orientation to the plans, in addition to the permit and other customary fees charged by the municipality.

(d) If plan review and inspection services are provided by the contracting municipality, all fees for those services must be remitted to the municipality in accordance with their adopted fee schedule.

History: *2009 c 78 art 5 s 11; 2017 c 94 art 2 s 5*

EXHIBIT A

Effective 1/1/26

RESIDENTIAL ELECTRICAL PERMIT FEES (SINGLE FAMILY HOMES, APARTMENTS, ASSISTED LIVING, and CONDOMINIUMS)

HOMEOWNERS AND CONTRACTORS: Complete an electrical permit form available from the Building Inspections Division. Add $1.00 for State surcharge to total cost of each permit. The fee is the total of the listed fees or the total number of inspection trips x $60.00, whichever is greater.

Residential panel replacement is $125.00, sub panel $75.00. New service or power supply is:

0 to 300 Amp	$75.00
400 Amp	$100.00

Add $25.00 for each additional 100 amps

Circuits and Feeders

0-100 Amp	$12.00
101-200Amp	$20.00

Add $10.00 for each additional 100 amps

Minimum Fee:
Minimum permit fee is $60.00 plus $1.00 State surcharge. This is for one inspection only. Minimum fee for rough-in and final inspection is $120.00 plus $1.00 State surcharge.

Dwelling Fees:
Fee for single family dwelling or townhouse not over 200 amps is $225 plus $1.00 State surcharge (and up to 25 circuits, additional circuits are $12.00/ea) Maximum of 2 rough-in's and 1 final inspection. (Failed inspections are an additional $60.00/each)

Apartment Buildings

Fee per unit of an apartment or condominium complex is $110.00. This does not cover service, unit feeders or house panels, and includes up to 15 circuits per unit.

Swimming Pools and Hot Tubs	$120.00 plus circuits at $12.00/each. This includes 2 inspections.
Additions, Remodels or Basement Finishes	$120.00 this include up to 10 circuits and 2 inspections
Residential Accessory Structures	The Greater of $75.00 for panel plus $12.00 per circuit or $120.00 for 2 inspections.
Street and Parking Lot Lights	$10.00 per each standard
Transformers and Generators	$5 up to 10kva, $55 11 to 74kva, $70 75kva to 299kva, over 299kva is $175
Retrofit Lighting	$1.00 per fixture
Low voltage fire alarm, low voltage heating and air conditioning control wiring	$1.00 per device
Residing jobs	$60.00
Re-Inspection Fee in addition to all other fees	$60.00

Solar fees:

0kw to 5kw = $100	5.1kw to 10kw = $165
10.1kw to 20kw = $245	20.1kw to 30kw = $330
30.1kw to 40kw = $410	40.1kw and larger is $410 plus $25 for each additional 10kw

Electronic inspection fee for these items only; furnace, air conditioning, bath fan, fireplace, radon, or receptacle for water heater vent is $40.

Refunds must be requested in writing. No refunds unless more than the minimum fee. Refunds are minus the cities handling fee.

THE PERMIT FEE IS DOUBLED IF THE WORK STARTS BEFORE THE PERMIT IS ISSUED.

Minimum fee permits expire in 6 months.

Permits over the minimum fee and up to $1,000 expire in 1 year.

Commercial Electrical Permit:

Effective 1/1/26

$60 per trip or the fees below, whichever is greater – Solar fees are the same as residential solar fees

Description	Fee Calculation	Permit Fee
Valuation $1 to $1,000	$60.00 Per trip	
Valuation $1,001 to $2,000	$60.00 for the first $1,000 plus $3.25 for each additional $100 or fraction thereof, to and including $2,000	
Valuation $2,001 to $25,000	$82.00 for the first $2,000 plus $14.85 for each additional $1,000 or fraction thereof, to and including $25,000	
Valuation $25,001 to $50,000	$423.55 for the first $25,000 plus $10.70 for each additional $1,000 or fraction thereof, to and including $50,000	
Valuation $50,001 to $100,000	$691.05 for the first $50,000 plus $7.45 for each additional $1,000 or fraction thereof, to and including $100,000	
Valuation $100,001 to $500,000	$1,063.55 for the first $100,000 plus $6 for each additional $1,000 or fraction thereof, to and including $500,000	
Valuation $500,001 to $1,000,000	$3,463.55 for the first $500,000 plus $5.10 for each additional $1,000 or fraction thereof, to and including $1,000,000	
Valuation $1,000,001 and up	$6,013.55 for the first $1,000,000 plus $4 for each additional $1,000 or fraction thereof	
Reinspection fee (in addition to all other fees)	$60.00	
Investigative fee (working without permit) the fee is doubled		
Refunds issued only for permits over:	$120.00	

State Surcharge is .0005 times the project value: $_____

Total Permit Fee Submitted: $_____

Minimum fee permits expire in 6 months. Permits over the minimum fee and up to $1,000 expire in 12 months from the filing date. A service charge of $35.00 will be added for all dishonored checks.

Exhibit B

Plumbing Permit Fees for Non-residential or Multi-Family Structures Regulated under the Minnesota State Building Code and Minn. R. 1305. The following permit fee table is based upon the construction valuation of the plumbing system. The cost of plan review is separate, if applicable.

Valuation/Project Details	Permit Fee
$0 to $1,500	$135.00
$1,501 to $2,500	$135.00 for the first $1,500, plus $43 for each additional $500 or fraction thereof, to and including $2,500;
$2,501 to $5,000	$221.00 for the first $2,500, plus $28 for each additional $500 or fraction thereof, to and including $5,000;
$5,001 to $25,000	$361.00 for the first $5,000, plus $53 for each additional $1,000 or fraction thereof, to and including $25,000;
$25,001 to $50,000	$1,421 for the first $25,000, plus $51 for each additional $1,000 or fraction thereof, to and including $50,000;
$50,001 to $500,000	$2,696 for the first $50,000, plus $47 for each additional $10,000 or fraction thereof, to and including $500,000;
$500,001 to $3,000,000	$4,811 for the first $500,000, plus $61 for each additional $50,000 or fraction thereof, to and including $3,000,000; or
$3,000,001 and over	$7,861 for the first $3,000,000, plus $51 for each additional $100,000 or fraction thereof;
Manufactured home park or campground	$25 for each site, minimum charge of $135
Single fixture permit	$210.00

Plan Review Fees. The following fees apply when an administrative or technical plan review is completed for all projects that are not otherwise specifically identified within this fee schedule. Plan review is determined by the Designated Building Official or their designee. A permit applicant will be assessed one hundred percent (100%) of the plan review fee, for plan review and processing services, whether or not a permit is issued.

(a) **Building & Mechanical Permit Plan Review.**

(1) 65% of the permit fee as calculated in the FMT in Subd. 1.

(2) Plan review fees for similar plans are set forth in Minn. R. 1300.0160.

(3) Where a plan review fee is performed and charged for residential, the minimum fee for plan review is $81.25.

(4) Where a plan review fee is performed and charged for non-residential and multi-family, the minimum fee is $150.00.

(b) **Plan Revisions.** Applicant-submitted changes or incomplete plans for all projects:

(1) Review of plans for which the Designated Building Official or their designee has issued two (2) or more requests for additional information: $95 per hour with a minimum of one-half (1/2) hour.

(2) Additional plan review required for changes, additions, or revisions to previously approved plans: $95 per hour with a minimum of one-half (1/2) hour.

(3) Applicant-requested revision with an increase in project scope, $50 plus the difference between the original project fee and the revised project fee.

(c) **Abandoned Permit Applications**. If an application requiring plan review is submitted, and the applicant elects not to proceed following completion of the plan review or the Contractor deems the application abandoned pursuant to Minn. R. 1300.0120, Subp. 9, plan review services rendered shall be billed in accordance with this fee schedule.

(d) **Non-Residential or Multi-Family Plumbing and Fire Construction Permit Plan Review**: the following table establishes plan review and audit fees, unless otherwise indicated. These fees are based on the construction valuation of the performed work. This does not include the cost of the permit.

Valuation/Project Details	Plan Review Fee
$0 to $1,500	$135.00
$1,501 to $2,500	$135.00 for the first $1,500, plus $28 for each additional $500 or fraction thereof, to and including $2,500;
$2,501 to $5,000	$191.00 for the first $2,500, plus $25 for each additional $500 or fraction thereof, to and including $5,000;
$5,001 to $25,000	$316.00 for the first $5,000, plus $33 for each additional $1,000 or fraction thereof, to and including $25,000;
$25,001 to $50,000	$976 for the first $25,000, plus $31 for each additional $1,000 or fraction thereof, to and including $50,000;
$50,001 to $500,000	$1,751 for the first $50,000, plus $23 for each additional $10,000 or fraction thereof, to and including $500,000;
$500,001 to $3,000,000	$2,786 for the first $500,000, plus $41 for each additional $100,000 or fraction thereof, to and including $3,000,000; and
$3,000,001 and over	$3,811 for the first $3,000,000, plus $33 for each additional $100,000 or fraction thereof;
Manufactured home park or campground (plumbing only)	One to 25 sites: $300 26 to 50 sites: $350 51 to 125 sites: $400 More than 125 sites: $500

State Surcharge. In accordance with Minn. Stat. § 326B.148, a state surcharge shall be charged on all permits, if applicable.

Refunds. The Designated Building Official may authorize refunds of up to eighty percent (80%) of the issued permit fee when no work has commenced and no inspections have been performed.

(a) Requests must be submitted in writing by the permit applicant within one hundred eighty (180) days of permit issuance.

    (1) Within (10) business days of receipt, the Designated Building Official or their designee shall review the request and determine the amount to be refunded or provide written justification if the request is denied.

(b) Fees retained shall cover expenses incurred for services rendered by the city and/or its consultant(s).

(c) Refunds shall only be issued to the original payee.

(d) No refunds shall be granted for the following:

    (1) Plan review fees;

    (2) Re-inspection fees;

    (3) State surcharge fees;

    (4) Fraudulent applications;

    (5) Expired, revoked, suspended, or invalid permits;

    (6) Technology fee, unless canceled within the same business day; or

    (7) Contractor license verification.

Attachment C

CITY OF ARDEN HILLS
COUNTY OF RAMSEY
STATE OF MINNESOTA

SUMMARY OF ORDINANCE NO. 2026-002

On the 9th day of March 2026, the Arden Hills City Council adopted Appendix A of Ordinance No. 2026-002, and by five affirmative votes pursuant to Minn. Stat. §412.191, Subd. 4, directed that a summary of Appendix A of Ordinance 2026-002 be published.

Appendix A of Ordinance 2026-002 entitled "Amended 2026 Fee Schedule" an Ordinance Relating to Fees Payable within the City of Arden Hills for 2026. The primary purpose of the ordinance is to update the Municipal Code to reflect fees for the calendar year of 2026.

A full copy of Appendix A of Ordinance 2026-002 is available for inspection by any person during regular business hours at the office of the City Administrator, 1245 West Highway 96, Arden Hills, Minnesota 55112. The Ordinance is also available online at http://www.cityofardenhills.com

Passed and adopted this 9th day of March 2026, by the City Council of the City of Arden Hills, Minnesota.

By _____
David Grant, Mayor

Attest:

_____
Julie Hanson, City Clerk

Published in the Pioneer Press on March ___, 2026

CONSENT ITEM – 8R

ARDEN HILLS

MEMORANDUM

DATE: March 9, 2026

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

FROM: Jake Reilly, Community Development Director

SUBJECT: Resolution 2026-011 Authorizing the grant application to Minnesota Department of Commerce

Budgeted Amount:	Actual Amount:	Funding Source:
$60,000	$	State of MN

Council Should Consider

Motion to approve, table, or deny the following:

- Resolution 2026-011 Authorizing grant application to the State of Minnesota's Department of Commerce SolarAPP+ Permitting Incentive

Background/Discussion

In 2024, the Minnesota legislature established the SolarAPP+ Solar Permitting Software Incentive (Minn. Stat. § 216C.48). The purpose of this incentive is to help streamline the residential solar permitting process by providing financial incentives and technical support for local governments adopting the free, web-based SolarApp+ online solar permitting platform developed by the National Renewable Energy Laboratory.

The State of Minnesota Department of Commerce began accepting applications for grant funds in February 2025 and is administering the distribution of $2M in total incentives to local units of government across Minnesota. Applications are reviewed on a first-come, first-serve basis each month. The incentive is available until June 30, 2028, or until funds are fully expended.

The Solar Automated Permit Processing Plus (SolarAPP+) software is an online platform that provides plan review and instantly issues permits for code-compliant residential photovoltaic (PV) systems SolarAPP+ is available to authorities having jurisdiction (AHJs) at no cost to use for plan review, approval, and fee payments. SolarAPP+ can be customized to fit a community's needs and conditions.

The base funding is set by municipal population and the amount available to the City of Arden Hills is $5,000. Additional bonus funds are available. The City of Arden Hills is eligible for up to an additional $5,000 based on permits issued for residential solar or solar plus energy storage system between 2023 – 2024. The City is eligible for up to an additional $5,000 for being enrolled in the

GreenStep Cities program and up to an additional $5,000 for adopting a Community Development planning and permitting software that is compatible with the Solar App+ system. Most of the potential community development software programs being evaluated qualify for this additional incentive. The total potential grant funds available to the City of Arden Hills is $20,000. There is no match required.

Staff verified that the software vendors considered as part of the Community Development permitting software upgrades all have the capability of connecting to SolarAPP+. Applying and using the grant funds towards our permitting software upgrades does not limit our options for potential software vendors. This integration merely creates a more streamlined process for solar projects in Arden Hills.

Budget Impacts

The City has carried over to 2026 a budgeted amount of $60,000 for Community Development software permitting upgrades. Staff have begun meeting with software vendors and are narrowing down our criteria for selection. Initial price estimates received from software vendors range from $60,000 to $80,000 for the software conversion.

Attachments

Attachment A – Fact sheet about SolarAPP+
Attachment B – Solar APP+ Adoption Guide
Attachment C – Resolution 2026-011

Solar APP+

Attachment A



SolarAPP+ for Minnesota | FAQs

Your jurisdiction can instantly issue permits for code-compliant, residential solar systems

The Minnesota Department of Commerce is providing support for jurisdictions interested in adopting Solar Automated Permit Processing Plus (SolarAPP+) — a free, online automated permitting platform for local governments that standardizes and automates the residential solar permitting process to ensure code compliance and promote safety.

What is SolarAPP+?

SolarAPP+ is an online web portal that automates the plan review and process for issuing permits to qualified businesses or individuals to install code-compliant residential photovoltaic (PV) systems with or without energy storage (ST). Based on model building, electrical, and fire codes, SolarAPP automatically performs a compliance check on inputs supplied by the contractor to ensure the proposed system is safe and code compliant. Installation practices, workmanship, and adherence to the approved design are then verified by the AHJ through the inspection process.

How much does it cost to implement SolarAPP+?

SolarAPP+ is free to use for jurisdictions. SolarAPP+ also offers hands-on support for implementing SolarAPP+ for free. A jurisdiction will incur indirect costs such as staff time spent in registration and training - these costs, however, can be covered by SolarAPP+ Permitting Incentive.

How does SolarAPP+ work?

Installers answer standardized questions, and SolarAPP+ verifies 250-300 code compliance datapoints, using equipment lists and code checks. It also verifies the contractor's business licensure and confirms that the project address falls within the Authority Having Jurisdiction (AHJ). If the system meets all criteria, the applicant can proceed to payment and permit issuance.

By the Numbers

$0 for Jurisdictions

Live in **~300** Jurisdictions

Across **15** States

85,000+ Permits Processed

29% Reduction in Initial Installation Failure

How long does it take to implement SolarAPP+?

Jurisdictions can implement SolarAPP+ in 1-3 weeks with consistent engagement.

Can we keep our current permit systems?

Yes. SolarAPP+ works alongside existing systems and workflows, offering both standalone and GovTech-compatible options.

What model building code years does SolarAPP+ support?

SolarAPP+ supports 2017, 2020, and 2023 NEC, 2018 and 2021 I-Codes, and California Title 24. It adapts to local code amendments and future updates, ensuring compatibility with your jurisdiction's requirements. Support for the 2024 I-Codes will be available by January 1, 2026. Jurisdictions that have not yet adopted these code editions can still permit projects under SolarAPP+ using the supported model codes. See our FAQs for more details.

How much is the SolarAPP+ incentive?

Local governments may receive between **$5,000 and $20,000** for adopting SolarAPP+. The base incentive is determined by population size, and additional bonus amounts are available based on factors like solar permitting history, participation in sustainability programs, and recent permit software integration. Incentives are available on a first-come, first-served basis. For full eligibility details and bonus criteria, visit the Minnesota Department of Commerce incentive page.

Who qualifies for the incentive?

Eligible applicants are Minnesota local governments that issue permits for residential solar or solar-plus-storage systems. To qualify, jurisdictions must launch SolarAPP+, make it available on their permitting website, and submit their application **within 12 months** of going live. Applications may be submitted by the jurisdiction or on its behalf and must include all required documents. Full eligibility details can be found here.

Is SolarAPP+ another new system my staff will have to learn?

No. SolarAPP+ operates separately. Your jurisdiction simply posts a link to the SolarAPP+ portal and accepts completed permits submitted through it. Staff continue using your existing systems for permit tracking and inspection scheduling.

Are installers required to use SolarAPP+ for all projects?

No. SolarAPP+ is optional. It's designed for the most common, straightforward residential solar projects. Installers can still choose to submit through your regular permitting process if they prefer.

Where can I apply for the incentive?

Once they have adopted SolarAPP+, applicants can apply here.

Get Started With SolarAPP+

Book a call with the SolarAPP team to learn more.

> ***"The process the SolarAPP+ gives us on the inspection sheet is quite intensive and it's great. Our inspectors love it and all the contractors that are using it, are doing better inspections. They are passing a lot better. They are making sure that everything is grounded like it's supposed to be."***
>
> *— Kimberly Norman-Rosedam, CBO, Town of Guilford, CT*

SolarAPP+

Attachment B



Photo by NREL 22167

Benefits of the SolarAPP+ Online Permitting Software

Your jurisdiction can instantly issue permits for code-compliant, residential solar systems

Solar Automated Permit Processing Plus (SolarAPP+) is a free, online platform for local governments that standardizes and automates the solar permitting process to ensure code compliance and promote safety.

SolarAPP+ is available to authorities having jurisdiction (AHJs) at no cost, supported by administrative fees paid by solar installers.

What SolarAPP+ Can Do for Your Jurisdiction

- Automate your solar permitting plan review process
- Deliver instant permits to code-compliant residential PV systems
- Save plan review time for your permitting staff, allowing them to focus on more complex applications
- Promote safety through consistent enforcement of building and electrical codes
- Make solar energy more accessible to homeowners in your community
- Be customized to fit your community's needs and conditions
- Help accelerate solar adoption nationwide.

How SolarAPP+ Improves Your Permitting Process

Most residential solar systems—about 70% to 80% of permits submitted—are simple and standardized, but the sheer volume of applications can be time-consuming and resource-intensive for your permitting department.

SolarAPP+ helps make permit department workloads manageable and improves customer service by:

- Automatically checking residential solar and storage system designs for safety and code compliance
- Using standardized compliance checks to catch typos and other errors—returning corrections to the applicant instantly
- Approving permits for eligible PV systems, while other systems go through a typical permitting review
- Producing a project specific checklist to aid the inspection team in validating code compliance
- Keeping up to date with relevant codes and certifications as new editions and technologies are adopted—reducing the need to constantly retrain staff on new codes.

How SolarAPP+ Works

Piloting and adopting SolarAPP+ is easy. Installers pay a small administrative fee per project to support SolarAPP+ updates and long-term availability. Onboarding is supported by NREL and Underwriter Laboratories (UL)—and is customized to suit your jurisdiction's unique needs. The software will always be offered to AHJs at no cost to use for plan review, approval, and fee payments.

You can use SolarAPP+ as a stand-alone product or integrate it with existing software and inspection platforms. Today, SolarAPP+ can permit solar and solar-and-storage systems. In the future, SolarAPP+ will incorporate other technologies, such as electric vehicle charging equipment and other smart home technologies.

SolarAPP+'s Proven Performance

The National Renewable Energy Lab tracks the performance and impact of SolarAPP+ each year. In 2023, SolarAPP+ provided these benefits.

- Staff time savings: SolarAPP+ saved approximately 15,400 hours of permitting department staff time.
- Fewer permitting-related delays: SolarAPP+ eliminated over 150,000 business days in permitting-related delays.
- Increased platform adoption rates: 97 local governments had publicly launched the SolarAPP+ platform by the end of 2023, and 70 more were in the piloting stage. Another 149 were testing SolarAPP+ or were in the onboarding phase.

When rooftop PV installation hurdles are simplified, homeowners are happier and growth compounds—and local governments benefit from greater resilience, flexibility, and economic development.

How To Get Started With SolarAPP+

To learn more and start piloting SolarAPP+ in your jurisdiction, view our 5 Steps to SolarAPP+ Adoption fact sheet or register at solarapp.nrel.gov/register.

SolarAPP+ can be customized to meet a community's needs, including:

- Fire Bulletin Appendix
- Allow Main Panel Upgrades
- Allow Main Breaker Derates
- Enable electrical diagrams
- Block addresses for permitting
- Allow for local ordinances.

List of AHJs Using SolarAPP+

At the end of 2023, there were 167 communities across 12 states using SolarAPP+. See the latest status of SolarAPP+ adoption, at: https://help.solar-app.org/article/108-where-is-solarapp-available

SolarAPP+ is in use by communities in Arizona, California, Colorado, Connecticut, Illinois, Iowa, Maryland, Oklahoma, Texas, Virginia, and Washington.

What Communities Are Saying About SolarAPP+

"The process the SolarAPP+ gives us on the inspection sheet is quite intensive and it's great. Our inspectors love it and all the contractors that are using it, are doing better inspections. They are passing a lot better. They are making sure that everything is grounded like it's supposed to be.

—Kimberly Norman-Rosedam, CBO, Town of Guilford, CT

"We're looking at a 50% reduction in the solar permits that we have to touch and process."

—Carla Blackwell, director of Pima County, AZ Development Services

NREL Transforming ENERGY

SolarAPP+

NREL is a national laboratory of the U.S. Department of Energy
Office of Energy Efficiency and Renewable Energy
Operated by the Alliance for Sustainable Energy, LLC

NREL/FS-6A20-90815 • August 2024

Attachment C

CITY OF ARDEN HILLS
COUNTY OF RAMSEY
STATE OF MINNESOTA

RESOLUTION NO. 2026-011

RESOLUTION AUTHORIZING APPLICATION TO THE DEPARTMENT OF COMMERCE FOR A SOLAR APP+ INCENTIVE

WHEREAS the Minnesota legislature established the SolarAPP+ Solar Permitting Software Incentive in 2024 (Minn. Stat. § 216C.48); and

WHEREAS the purpose of this incentive is to help streamline the residential solar permitting process by providing financial incentives and technical support for local governments adopting the free, web-based SolarApp+ online solar permitting platform developed by the National Renewable Energy Laboratory; and

WHEREAS the City has identified a project within the City that meets the SolarAPP+ incentive program purposes and criteria and is consistent with and promotes the purposes of the Legislation and program guidelines; and

WHEREAS the City has the institutional, managerial, and financial capability to ensure adequate project and grant administration; and

WHEREAS the City certifies that it will comply with all applicable laws and regulations as stated in the contract grant agreements;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Arden Hills authorizes the Community Development Director or their designee to submit an application for the SolarAPP+ permitting incentive in the amount of up to $20,000.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ARDEN HILLS THIS 9TH DAY OF MARCH 2026.

_____
DAVID GRANT, MAYOR

ATTEST:

_____
JULIE HANSON, CITY CLERK

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

PUBIC HEARING – 10A

MEMORANDUM

DATE: March 9, 2026

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

FROM: Jake Reilly, Community Development Director

SUBJECT: Interim Ordinance Establishing a Moratorium on Detention Facilities

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

Council Should Consider

- Holding the required public hearing for Interim Ordinance 2026-003 Establishing a Moratorium on Detention Facilities. The City Council will be asked to make a formal decision under Agenda Item 11C.

Background

Council requested consideration of an Interim Ordinance establishing a moratorium on detention facilities within the Arden Hills city limits at a Special Work Session on Saturday, January 31, 2026. Minnesota Statutes Section 462.355, subd. 4, enables municipalities to establish interim ordinances applicable to all or part of its jurisdiction for the purpose of protecting planning processes and the health, safety, and welfare of its citizens. The interim ordinance may regulate, restrict or prohibit any use, development, or subdivision within the jurisdiction for up to one year in order to conduct studies that may result in the adoption or amendment of official controls, as defined in State Statute 462.352, subdivision 15.

The purpose of this moratorium is to allow the City time to study the issue and determine what, if any, additional regulations for detention facilities to pursue. The ordinance authorizes the Community Development Department, in cooperation with other applicable departments, to conduct a study to evaluate the impact of detention facilities and to propose amendments to the Arden Hills City Code that it deems necessary and advisable.

Budget Impact

N/A

Attachments

- Attachment A - Draft Interim Ordinance 2026-003 Providing for a Moratorium on the Establishment of Detention Facilities Within the City
- Attachment B - Presentation

Attachment A

ORDINANCE NO. 2026-003

CITY OF ARDEN HILLS
RAMSEY COUNTY, MINNESOTA

AN ORDINANCE PROVIDING FOR A MORATORIUM ON THE ESTABLISHMENT OF DETENTION FACILITIES WITHIN THE CITY

THE CITY COUNCIL OF THE CITY OF ARDEN HILLS, MINNESOTA, ORDAINS:

SECTION 1. Moratorium. In accordance with Minnesota Statutes Section 462.355, subd. 4, this Ordinance hereby establishes a moratorium on the establishment of detention facilities within the City of Arden Hills.

SECTION 2. Purpose and Study. The purpose of this moratorium is to allow the City time to study the issue and determine what, if any, additional regulations for detention facilities to pursue. The Community Development Department, in cooperation with other applicable departments, is authorized to conduct a study to evaluate the impact of detention facilities and to propose amendments to the Arden Hills City Code that it deems necessary and advisable. The study area is the entire City.

SECTION 3. Restrictions. For a period of one year from the effective date of this Ordinance, no building permits, conditional use permits, zoning applications, plan review, project plans, development plans, zoning amendments, or other permits shall be allowed, granted, or approved by the City or any department of the City to establish a detention facility.

SECTION 4. Term. Unless rescinded by action of the City Council, the moratorium established by this Ordinance shall remain in full force and effect until _____, 2027. The moratorium may be extended as provided in Minn. Stat. §462.355, subd. 4(d).

SECTION 5. Enforcement. Any person, corporation, or other entity found to be in violation of this Ordinance shall be guilty of a misdemeanor.

SECTION 6. Effective Date. This Ordinance shall become effective immediately upon its passage and publication according to law. A Summary of this Ordinance will be published in accordance with state statute.

DRAFT

PASSED and ADOPTED this __ day of March 2026, by the City Council of the City of Arden Hills, Minnesota.

CITY OF ARDEN HILLS

By _____
David Grant, Mayor

ATTEST:

_____
Julie Hanson, City Clerk

DRAFT

Public Hearing Interim Ordinance 2026-003 Establishing a Moratorium on Detention Facilities

Presented by Jake Reilly, Community Development Director

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

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.

Attachment B

ARDEN HILLS

Interim Ordinance Establishing a Moratorium on Detention Facilities

- State Statute allows for the adoption of interim ordinances to regulate, restrict or prohibit any use, development, or subdivision within the jurisdiction for up to one year in order to conduct studies that may result in the adoption or amendment of official controls, as defined in State Statute 462.352, subdivision 15.
- Council requested staff to bring an ordinance regarding detention centers forward at a special work session on January 31, 2026, based on concerns for community health, safety, and welfare related to recent activities in Minnesota, so the use can be studied.
- The City Council will be asked to make a formal decision under Agenda Item 11C

ARDEN HILLS

PUBLIC HEARING – 10B

ARDEN HILLS

MEMORANDUM

DATE: March 9, 2026

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

FROM: Jake Reilly, Community Development Director

SUBJECT: Ordinance Amendment of City Code Chapter 9 – Building Regulations Related to Plumbing Plan Review Delegation

Budgeted Amount:	Actual Amount:	Funding Source:
N/A	To Be Determined	Licenses and Permits

Council Should Consider

Hold the required public hearing for Ordinance 2026-004 amending Chapter 9 – Building Regulations to establish Rum River Consultants as the delegated commercial and public plumbing plan reviewer.

The City Council will be asked to make a formal decision under Agenda Item 11D.

Background/Discussion

The City of Arden Hills currently contracts supplemental inspection services with Rum River Consultants (RRC).

The State of Minnesota Department of Labor and Industry (DOLI) conducts plumbing plan reviews for permits in Arden Hills, as stipulated in Minn. R. 1300.0215, Subpart 6.

Minn. Stat. § 326B.43, Subdivision 2 permits the delegation of authority for plumbing plan review for public and commercial projects to municipalities. This statute enables the DOLI Commissioner to establish an agreement with a municipality, in which the municipality agrees to carry out plan reviews typically performed by the commissioner or their designee.

To obtain this special delegation, the City of Arden Hills must undertake steps to formalize the delegation, including the approval of an ordinance to offer local plumbing plan review services, the endorsement of an application and submission of an agreement with the State of Minnesota (Agenda Item 8B), the establishment of local fees, and ensuring the designated representative of the municipality is eligible to perform the local plumbing plan reviews.

This delegation agreement will benefit the City of Arden Hills by generating additional revenue that the State of Minnesota usually retains by conducting these reviews. More importantly, the customer service benefits for permit applicants and residents are significant. The state is typically eight to twelve weeks behind on plan review, causing considerable delays in construction. RRC has indicated

its capacity to review plumbing plans in half the time. If the City receives this delegation, it will enable projects to begin and conclude more swiftly in Minnesota's demanding climate. The existing agreement for building official services with RCC allows for this delegated authority to be added to the scope of services performed on behalf of the City.

By conducting local plumbing plan reviews, the City of Arden Hills will generate additional fee revenue (i.e. 15% of permit fees). Per the agreement with RCC, they will receive 85% of the fees collected in accordance with the City's adopted fee schedule. Although the exact amount remains uncertain due to unknown future remodel and new construction commercial development, sizable public and commercial projects hold the potential to have a significant impact.

This item is associated with item 11D and all associated information for this item is included in that item's staff report and attachments.

Budget Impacts

Incremental permit revenues generated to the City through commercial and public/institutional plumbing permits requiring plan review services.

Attachments

Attachment A – Draft Ordinance 2026-004 Amending City Code Chapter 9 – Building Regulations
Attachment B – Presentation

Attachment A

ORDINANCE NO. 2026-004

CITY OF ARDEN HILLS
RAMSEY COUNTY, MINNESOTA

AN ORDINANCE AMENDING CHAPTER 9 – BUILDING REGULATIONS OF THE ARDEN HILLS CITY CODE OF ORDINANCES AMENDING LOCAL STATUTES FOR PLUMBING PERMIT ADMINISTRATION, PLAN REVIEW, AND INSPECTIONS

THE CITY COUNCIL OF ARDEN HILLS, MINNESOTA HEREBY ORDAINS:

SECTION 1. Section 900.06 of the Arden Hills City Code is replaced in its entirety as follows:

§ 900.06. Plumbing permit administration, plan review, specifications, and inspections.

Subd. 1. All plumbing on private property within the city shall comply with the provisions of the state building and plumbing code and this article.

Subd. 2. Plans and specifications. Prior to the installation of a system of plumbing other than for a single-family dwelling, complete plans and specifications, together with any additional information that the building official may require, shall be submitted and reviewed by the building official or their designee prior to permits and installation. Construction cannot proceed except in accordance with approved plans and specifications. Any alteration, extension, or repair of an existing system is subject to these same requirements, unless waived by the building official in accordance with Minn. R. 1300.0215.

Subd. 3. Exceptions. Pursuant to Minn. Stat. § 326B.43, subd. 2(n), plumbing plans and specifications for the following projects may be submitted to the Minnesota Department of Labor and Industry for a full plan review:

A. State-licensed facilities as defined in Minn. Stat. § 326B.103, subd. 13;

B. Public buildings as defined in Minn. Stat. § 326B.103, subd. 11; and

C. Projects of a special nature for which department review is requested by either the municipality or the state.

Subd. 4. Inspections. New plumbing systems or parts of existing plumbing systems that have been altered, extended, or repaired shall be inspected, tested, and approved by the building official or their designee in accordance with Minn. R. 1300.0215 before the plumbing system is put into use. The building official shall perform the final inspection and witness the test. The building official shall approve the plumbing system if the system complies with the requirements of this Code, any permit requirements, and the requirements of any approved plans and specification. Plumbing system tests shall comply with Minn. R. Chapter 4714.

Subd. 5. Covering of work. No building drainage or plumbing system or part thereof shall be covered until it has been inspected, tested, and approved as herein prescribed.

SECTION 2. Effective Date. This ordinance shall be in full force and effect from and after its passage and publication according to law.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ARDEN HILLS, MINNESOTA, THIS 9TH DAY OF MARCH 2026.

By _____
David Grant, Mayor

ATTEST:

_____
Julie Hanson, City Clerk

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

Public Hearing Ordinance 2026-004 Amending City Code Chapter 9 – Building Regulations

Presented by Jake Reilly, Community Development Director

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

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.

Attachment B

ARDEN HILLS

Ordinance Amendment of City Code Chapter 9 – Building Regulations Related to Plumbing Plan Review Delegation

- The City Council shall hold a required public hearing for Ordinance 2026-004 amending City Code Chapter 9 – Building Regulations
- Text amendment creates the ability for the City to use Rum River Consultants as the delegated commercial and public plumbing plan reviewer
- Currently the State of Minnesota Department of Labor and Industry conducts plumbing plan reviews for permits in Arden Hills
- Amending the ordinance allows the city to collect a portion of the local plumbing plan review fees. Without the amendment the city does not receive any fees for commercial and public plumbing plan reviews
- The City Council will be asked to make a formal decision under Agenda Item 11D
- The City Council received the proposed amended fee schedule in Agenda Item 8Q, which included adding the fee schedule for RRC as an “Exhibit” to the City’s adopted fee schedule

ARDEN HILLS

PUBLIC HEARING – 10C

ARDEN HILLS

MEMORANDUM

DATE: March 9, 2026

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

FROM: Jake Reilly, Community Development Director

SUBJECT: Planning Case 2026-003 Amending City Code Chapters 10, 11 and 15 Related to Municipal Separate Storm Sewer System (MS4)

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

Requested Action

Hold the required public hearing for Ordinance 2026-005 amending Chapter 11 - Subdivisions to bring the City's Code of Ordinances into conformance with required updated rules set by the Minnesota Pollution Control Agency and Ordinance 2026-006 amending Chapter 10 – Utilities and Chapter – 15 Erosion and Sediment Control to bring the City's Code of Ordinances into conformance with required updated rules set by the Minnesota Pollution Control Agency.

The City Council will be asked to make a formal decision under Agenda Item 11E.

Background/Discussion

The City of Arden Hills is one of Minnesota's approximately 248 entities required to obtain National Pollutant Discharge Elimination System (NPDES) Permits and develop Stormwater Pollution Prevention Programs (SWPPPs). The Minnesota Pollution Control Agency (MPCA) updates Municipal Separate Storm Sewer System (MS4) Language every five years. In 2025, the MPCA issued new MS4 Permits with updated language to take effect for the permit cycle of 2025 through 2029. Entities typically have up to two years to comply with the new rules. City Staff from the Public Works and Community Development worked with a consultant to update the language within our City's Code of Ordinances to correctly reflect the revisions required by the MPCA for the new MS4 permit rules.

The City of Arden Hills Planning Commission has review and recommendation authority over proposed changes to Chapter 11 – Subdivisions and held a public hearing at the February 4, 2026, regular meeting of the Planning Commission for the proposed changes to Chapter 11. There were no public comments on this application. At that time, it recommended approval of Ordinance 2026-005 provided as Attachment A by a 7-0 vote.

There are related ordinance changes to Chapter 10 – Utilities and Chapter 15 – Erosion and Sediment Control, also to bring the Code of Ordinance in conformance with state rules adopted in

2025. The proposed changes to Chapter 10 – Utilities and Chapter 15 – Erosion and Sediment Control are included as Attachment B.

The Ordinances are presented here as a package as they are related to one set of rule changes from the MPCA and must be adopted together. Because the changes are significant, the ordinances have been written to repeal the existing outdated language and replace with the new language.

Attachments

Attachment A - Draft Ordinance 2026-005 Amending Chapter 11 – Subdivisions
Attachment B - Draft Ordinance 2026-006 Amending Chapter 10 – Utilities and Chapter – 15 Erosion and Sediment Control
Attachment C - Presentation

Attachment A

ORDINANCE NO. 2026-005

CITY OF ARDEN HILLS
RAMSEY COUNTY, MINNESOTA

AN ORDINANCE AMENDING CHAPTER 11 OF THE ARDEN HILLS CITY CODE CONCERNING SUBDIVISIONS

THE CITY COUNCIL OF THE CITY OF ARDEN HILLS, MINNESOTA, ORDAINS:

SECTION 1. Chapter 11 – Subdivision Code, Section 1140.08 – Stormwater Management is hereby amended by deleting the ~~strikethrough~~ language and adding the underlined language to read as follows:

1140.08 Stormwater Management.

~~Stormwater management plans shall comply with Rule C: Stormwater Management Plans of the Rice Creek Watershed District Rules.~~

Stormwater management plans shall comply with the following: the standards established by the Minnesota Pollution Control Agency's National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) Construction Permit MNR 100001 (Construction Storm Water (CSW) Permit) as amended in its entirety and now constituted and from time to time amended; Rule C: Stormwater Management Plans of the Rice Creek Watershed District Rules; and the standards listed below, whichever is more restrictive.

Subd. 1 Post-Construction Stormwater Management

A. Submittal of Site Plans consisting of Post-Construction Plans

1. Site plans must be submitted for review and confirmation that ordinance requirements have been met, prior to start of construction activity.

2. Site plans must consist of, at a minimum, the following items:

(i) All calculations for the permanent stormwater treatment system;

(ii) The water quality volume that will be treated through volume reduction practices;

(iii) Rationale and documentation supporting the location of any off-site permanent stormwater treatment projects;

(iv) All legal mechanisms related to Part c. (Long-term Maintenance).

B. Post-Construction Stormwater Management BMPs must meet the following criteria:

1. Designed with accepted engineering practices and in accordance with part d. (Permanent Stormwater Management System Design Criteria).

2. Designed so that discharges from the project during and after construction activities do not cause a violation of state water quality standards, including nuisance conditions, erosion in receiving channels or on downslope properties, or a significant adverse impact to wetlands caused by inundation or decrease of flow.

3. Treat the water quality volume on any project where the sum of the new impervious surface and the fully reconstructed impervious surface equals one or more acres.

4. For construction activity (excluding linear projects), water quality volume must be calculated as one (1) inch times the sum of the new and the fully reconstructed impervious surface.

5. For linear projects, water quality volume must be calculated as the larger of one (1) inch times the new impervious surface or one-half (0.5) inch times the sum of the new and the fully reconstructed impervious surface. Where the entire water quality volume cannot be treated within the existing right-of-way, a reasonable attempt to obtain additional right-of-way, easement, or other permission to treat the stormwater during the project planning process must be made. Volume reduction practices must be considered first, as described in Section 3.b.vi. Volume reduction practices are not required if the practices cannot be provided cost effectively. If additional right-of-way, easements, or other permission cannot be obtained, the owner/operator of construction activity must maximize the treatment of the water quality volume prior to discharge from Arden Hill's MS4.

6. Volume reduction practices (e.g., infiltration or other) to retain the water quality volume on-site must be considered first when designing the permanent stormwater treatment system. Wet sedimentation basins and filtration systems are not considered volume reduction practices. If infiltration is prohibited, as described in Part d.i.14. (Infiltration System), other volume reduction practices, a wet sedimentation basin, or a filtration basin may be considered.

C. Post Long-term Maintenance

1. The Permitee must enter into a long-term maintenance agreement with the City of Arden Hills that documents all responsibilities for long-term operation and maintenance of stormwater treatment practices that are not owned or operated by the City of Arden Hills. At a minimum, the long-term maintenance agreement must include provisions that:

   (i) Allow the City of Arden Hills to conduct inspections of structural stormwater BMPs not owned or operated by the City of Arden Hills, perform necessary maintenance, and assess costs for those structural stormwater BMPs when the City of Arden Hills determines the owner of that structural stormwater BMP has not ensured proper function;

   (ii) Are designed to preserve the City of Arden Hills right to ensure maintenance responsibility, for structural stormwater BMPs not owned or operated by the

City of Arden Hills, when those responsibilities are legally transferred to another party; and

(iii) Are designed to protect/preserve structural stormwater BMPs. If structural stormwater BMPs change, causing decreased effectiveness, new, repaired, or improved structural stormwater BMPs must be implemented to provide equivalent treatment to the original BMP.

D. Permanent Stormwater Management System Design Criteria

1. Infiltration System

(i) Infiltration options include, but are not limited to: infiltration basins, infiltration trenches, rainwater gardens, bioretention areas without underdrains, swales with impermeable check dams, and natural depressions;

(ii) To determine if an infiltration system is suitable, either the MPCA's contamination screening checklist must be completed or an assessment must be conducted. The checklist or assessment must be documented in the site plan. For more information and to access the MPCA's "contamination screening checklist" see the Minnesota Stormwater Manual;

(iii) Must be designed such that pre-existing hydrologic conditions of wetlands in the vicinity are not impacted (e.g., inundation or breaching a perched water table supporting a wetland);

(iv) Must not be excavated to final grade, or within three (3) feet of final grade, until the contributing drainage area has been constructed and fully stabilized unless they provide rigorous erosion prevention and sediment controls (e.g., diversion berms) to keep sediment and runoff completely away from the infiltration area.

(v) When excavating to within three (3) feet of final grade, the Permitee must stake off and mark the area so heavy construction vehicles or equipment do not compact the soil in the infiltration area;

(vi) A pretreatment device such as a vegetated filter strip, forebay, or water quality inlet (e.g., grit chamber) to remove solids, floating materials, and oil and grease from the runoff, to the maximum extent practicable, must be used before the system routes stormwater to the infiltration system;

(vii) Designed to provide a water quality volume as described in Section b.iii, b.iv, and b.v;

(viii) Designed to discharge all stormwater (including stormwater in excess of the water quality volume)routed to the system through the upper most soil surface or engineered media surface within 48 hours. Additional flows that cannot infiltrate within 48 hours must bypass the system through a stabilized discharge point;

(ix) Must provide a means to visually verify the infiltration system is discharging through the soil surface or filter media surface within 48 hours or less;

(x) Must provide at least one soil boring, test pit or infiltrometer test in the location of the infiltration practice for determining infiltration rates;

(xi) For design purposes, divide field measured infiltration rates by 2 as a safety factor or use soil-boring results with the infiltration rate chart in the Minnesota Stormwater Manual to determine design infiltration rates. When soil borings indicate type A soils, field measurements should be performed to verify the rate is not above 8.3 inches per hour.

(xii) Must employ appropriate on-site testing to ensure a minimum of three (3) feet of separation from the seasonally saturated soils(or from bedrock) and the bottom of the proposed infiltration system;

(xiii) Must design a maintenance access, typically eight (8) feet wide;

(xiv) Infiltration Systems are prohibited in the following areas (See "higher level of engineering review" in the Minnesota Stormwater Manual for more information):

i. Areas that that receive runoff from vehicle fueling and maintenance areas;

ii. Areas where infiltrating stormwater may mobilize high levels of contaminants in soil or groundwater;

iii. Areas where soil infiltration rates are field measured at more than 8.3 inches per hour unless the soils are amended to slow the infiltration rate below 8.3 inches per hour;

iv. Areas with less than three (3) feet of separation distance from the bottom of the infiltration system to the elevation of the seasonally saturated soils or the top of bedrock;

v. Areas of predominately Hydrologic Soil Group type D soils(clay);

vi. The following areas within a Drinking Water Supply Management Area (DWSMA) as defined in Minn. R. 4720.5100, subp. 13:

1. In an Emergency Response Area (ERA) within a DWSMA classified as having high or very high vulnerability as defined by the Minnesota Department of Health; or

2. In an ERA within a DWSMA classified as moderate vulnerability unless a higher level of engineering review sufficient to provide a functioning treatment system and to prevent adverse impacts to groundwater has been approved by the City of Arden Hills; or

3. Outside of an ERA within a DWSMA classified as having high or very high vulnerability unless a higher level of engineering review sufficient to provide a functioning treatment system and to prevent adverse impacts to groundwater has been approved by the City of Arden Hills.

4. Areas within 1,000 feet upgradient or100 feet downgradient of active karst features; and

5. Areas that receive runoff from the following industrial facilities not authorized to infiltrate stormwater under the NPDES stormwater permit for industrial activities:

    a. Automobile salvage yards;

    b. Scrap recycling and waste recycling facilities;

    c. Hazardous waste treatment, storage, or disposal facilities;

    d. Wood preserving facilities; or

    e. Air transportation facilities that conduct deicing activities.

ii. Filtration System

1) Filtration options include, but are not limited to: sand filters with underdrains, biofiltration areas, swales using underdrains with impermeable check dams and underground sand filters;

2) Must not install filter media until the contributing drainage area is constructed and fully stabilized unless they provide rigorous erosion prevention and sediment controls (e.g., diversion berms) to keep sediment and runoff completely away from the filtration area;

3) Designed to remove at least 80 percent of TSS;

4) Must use a pretreatment device such as a vegetated filter strip, small sedimentation basin, water quality inlet, forebay or hydrodynamic separator to remove settleable solids, floating materials, oils and grease from the runoff to the maximum extent practicable, before runoff enters the filtration system;

5) Designed to provide a water quality volume as described in Section b.iii, b.iv, and b.v;

6) Designed to discharge all stormwater(including stormwater in excess of the water quality volume) routed to the system through the uppermost soil surface or engineered media surface within 48 hours. Additional flows that the system cannot filter within 48 hours must bypass the system or discharge through an emergency overflow;

7) Designed to provide a means to visually verify the system is discharging through the soil surface or filter media within 48 hours;

8) Employ appropriate on-site testing to ensure a minimum of three (3) feet of separation between the seasonally saturated soils(or from bedrock) and the bottom of the proposed filtration system;

9) Construct with an impermeable liner when the system has less than three (3) feet of separation between seasonally saturated soils or bedrock;

10) Designed with a maintenance access, typically eight (8) feet wide.

iii. Wet Sedimentation Basin

1) Permanent volume of 1,800 cubic feet of storage below the outlet pipe for each acre that drains to the basin;

2) Permanent volume must reach a minimum depth of at least three (3) feet and must have no depth greater than 10 feet;

3) Must be configured to minimize scour or resuspension of solids;

4) In addition to the permanent volume, the basin must provide the water quality volume as live storage. Water quality volume is described in Section b.iii, b.iv, and b.v;

5) Water quality volume discharges at no more than 5.66 cubic feet per second (cfs) per acre of surface area of the basin;

6) Designed to prevent short-circuiting and the discharge of floating debris;

7) Basin outlets must have energy dissipation;

8) Must include a stabilized emergency overflow to accommodate storm events in excess of the basin's hydraulic design;

9) Must have a maintenance access, typically eight (8) feet wide, for the basin;

10) Must be located outside of surface waters and any buffer zones identified in Construction Stormwater General permit.

11) Permittees must design basins using an impermeable liner if located within active karst terrain.

iv. Regional Wet Sedimentation Basins

1) When the entire water quality volume cannot be treated by volume reduction practices onsite, regional wet sedimentation basins can be used or created, provided they are constructed basins, not a natural wetland or water body.

2) The regional basin conforms to all requirements for a wet sedimentation basin as described in Part d.iii. (Wet Sedimentation Basin)

3) Must be large enough to account for the entire area that drains to the basin.

4) Waterways between the project and the regional basin must not be significantly degraded.

5) Written authorization from the City of Arden Hills or private entity that owns and maintains the regional basin.

SECTION 2. This Ordinance shall become effective immediately upon its passage and publication according to law. A Summary of this Ordinance will be published in accordance with state statute.

PASSED and ADOPTED this 9th day of March 2026, by the City Council of the City of Arden Hills, Minnesota.

CITY OF ARDEN HILLS

By _____
David Grant, Mayor

ATTEST:

_____
Julie Hanson, City Clerk

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

Attachment B

ORDINANCE NO. 2026-006

CITY OF ARDEN HILLS
RAMSEY COUNTY, MINNESOTA

AN ORDINANCE AMENDING CHAPTER 10 OF THE ARDEN HILLS CITY CODE CONCERNING ILLICIT DISCHARGE AND CONNECTIONS AND CHAPTER 15 OF THE ARDEN HILLS CITY CODE CONCERNING EROSION AND SEDIMENT CONTROL

THE CITY COUNCIL OF THE CITY OF ARDEN HILLS, MINNESOTA, ORDAINS:

SECTION 1. Chapter 10 – Utilities is hereby amended by replacing Section 1020 in its entirety with the standards as established by the Minnesota Pollution Control Agency's NPDES/SDS Construction Stormwater General Permit MNR100001 (CSW Permit) as now constituted and from time to time amended:

Section 1020 - Illicit Discharge and Connections

1020.01 Purpose.

The purpose of the ordinance is to promote, preserve and enhance the natural resources within the city and protect them from adverse effects caused by non-storm water discharge by regulating discharges that would have an adverse and potentially irreversible impact on water quality and environmentally sensitive land. This ordinance will provide for the health, safety, and general welfare of the citizens of the City through the regulation of non-storm water discharges to the storm drainage system to the maximum extent practicable as required by federal and state law. This ordinance establishes methods for controlling the introduction of pollutants into the municipal separate storm sewer system (MS4) in order to comply with requirements of the National Pollutant Discharge Elimination System (NPDES) permit process. The objectives of this ordinance are:

A) To regulate the contribution of pollutants to the municipal separate storm sewer system (MS4) by storm water discharges by any person.

B) To prohibit Illicit Connections and Discharges to the municipal separate storm sewer system.

C) To establish legal authority to carry out all inspection, surveillance, and monitoring procedures necessary to ensure compliance with this ordinance.

1020.02 Definitions.

- Animal: A dog, cat or other animal kept for amusement or companionship.

- Best Management Practices (BMPs): Schedules of activities, prohibitions of practices, general good-housekeeping practices, pollution prevention and educational practices, maintenance procedures, and other management practices to prevent or reduce the discharge of pollutants directly or indirectly to stormwater, receiving waters, or stormwater conveyance systems. BMPs also include treatment practices, operating procedures, and practices to control site runoff, spillage or leaks, sludge or water disposal, or drainage from raw materials storage.

- Structural BMP: a physical device that is typically designed and constructed to trap or filter pollutants from runoff or reduce runoff velocities.

- City: The City of Arden Hills.

- Clean Water Act: The federal Water Pollution Control Act (33 U.S.C. ' 1251 et seq.), and any subsequent amendments thereto.

- Construction Activity: Activities subject to NPDES Construction Permits. These include construction projects resulting in land disturbance of one acre or more. Such activities include but are not limited to clearing and grubbing, grading, excavating, and demolition.

- Hazardous Materials: Any material, including any substance, waste, or combination thereof, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause, or significantly contribute to, a substantial present or potential hazard to human health, safety, property, or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

- Illegal Discharge: Any direct or indirect non-storm water discharge to the storm drain system, except as exempted in this ordinance.

- Illicit Connection: An illicit connection is defined as either of the following:

    - Any drain or conveyance, whether on the surface or subsurface, which allows an illegal discharge to enter the storm drain system (including any non-storm water discharge) including wastewater, process wastewater, and wash water to enter the storm drain system and any connections to the storm drain system from indoor drains and sinks, regardless of whether said drain or connection had been previously allowed, permitted, or approved by the City; or,

    - Any drain or conveyance connected from a commercial or industrial land use to the storm drain system which has not been documented in plans, maps, or equivalent records and approved by the city.

- Industrial Activity: Activities subject to NPDES Industrial Storm Water Permits as defined in 40 CFR, Section 122.26 (b)(14).

- Maximum Extent Possible (MEP). A standard for water quality that applies to all MS4 operators regulated under the NPDES program. Since no precise definition of MEP exists, it allows for maximum flexibility on the part of MS4 operators as they develop and implement their programs to reduce the discharge of pollutants to the maximum extent practicable, including management practices, control techniques and system, design and engineering methods, and such other provisions as the Administrator or the State determines appropriate for the control of pollutants.

- MPCA: The Minnesota Pollution Control Agency.
- Municipal Separate Storm Sewer System (MS4): The system of conveyances (including sidewalks, roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, channels, or storm drains) owned and operated by the City and designed or used for collecting or conveying storm water, and which is not used for collecting or conveying sewage.
- National Pollutant Discharge Elimination System (NPDES) stormwater discharge permit: A permit issued by the Minnesota Pollution Control Agency (MPCA) that authorizes the discharge of pollutants to waters of the United States, whether the permit is applicable on an individual, group, or general area-wide basis.
- Non-Stormwater Discharge: Any discharge to the storm drain system that is not composed entirely of storm water.
- Owner/Custodian: Any person, group or corporation who harbors, feeds, boards, possesses, keeps, or has custody of an animal.
- Person: Any individual, association, organization, partnership, firm, corporation, or other entity recognized by law and acting as either the owner or as the owner's agent.
- Pollutant: Anything which causes or contributes to pollution. Pollutants may include, but are not limited to: paints, varnishes, and solvents; oil and other automotive fluids; non-hazardous liquid and solid wastes and yard wastes; refuse, rubbish, garbage, litter, or other discarded or abandoned objects, ordinances, and accumulations, so that same may cause or contribute to pollution; floatables; pesticides, herbicides, and fertilizers; hazardous substances and wastes; sewage, fecal coliform and pathogens; dissolved and particulate metals; animal wastes; wastes and residues that result from constructing a building or structure; and noxious or offensive matter of any kind.
- Pollute: To discharge pollutants into waters of the state.
- Pollution: The direct or indirect distribution of pollutants into waters of the state.
- Premises: Any building, lot, parcel of land, or portion of land whether improved or unimproved including adjacent sidewalks and parking strips.
- Storm Sewer System: Publicly owned facilities by which storm water is collected and/or conveyed, including but not limited to any roads with drainage systems, municipal streets, gutters, curbs, inlets, piped storm drains, pumping facilities, retention and detention basins, natural and human-made or altered drainage channels, reservoirs, and other drainage structures.
- Stormwater: Any surface flow, runoff, or drainage consisting entirely of water from any form of natural precipitation and resulting from such precipitation.
- Stormwater Pollution Prevention Plan (SWPPP): A document which describes the Best Management Practices and activities to be implemented by a person or business to identify sources of pollution or contamination at a site and the actions to eliminate or reduce pollutant discharges to stormwater, stormwater conveyance systems, and/or receiving waters to the Maximum Extent Practicable.

- Surface Waters: All waters of the state other than ground waters, which include ponds, lakes, rivers, streams, wetlands, ditches, and public drainage systems except those designed and used to collect, convey, or dispose of sanitary sewage.
- Waste: Solid matter expelled from the bowels of the pet; excrement.
- Wastewater: Any water or other liquid, other than uncontaminated storm water, discharged from a facility or the by-product of washing equipment or vehicles.
- Watercourse: A ditch, stream, creek, or other defined channel intended for the conveyance of water, runoff, groundwater discharge or similar hydraulic or hydrologic purpose.
- Waters of the State: All streams, lakes, ponds, marshes, watercourses, waterways, wells, springs, reservoirs, aquifers, irrigation systems, drainage systems and all other bodies or accumulations of water, surface or underground, natural or artificial, public or private, which are contained within, flow through, or border upon the state or any portion thereof.

1020.03 Applicability and Administration.

Subd. 1 Applicability. This ordinance shall apply to all water entering the storm sewer system generated on any developed and undeveloped lands unless explicitly exempted by the City.

Subd. 2 Responsibility for Administration. The City and its authorized representatives are authorized to administer, implement, and enforce the provisions of this ordinance.

1020.04 Compatibility with Other Regulations.

Subd. 1 Compatibility. This ordinance is not intended to modify or repeal any other ordinance, rule, regulation, or other provision of law. The requirements of this ordinance are in addition to the requirements of any other ordinance, rule, regulation, or other provision of law, and where any provision of this ordinance imposes restrictions different from those imposed by any other ordinance, rule, regulation or other provision of law, whichever provision is more restrictive or imposes higher protective standards for human health or the environment shall control.

1020.05 Discharge Prohibitions.

Subd. 1 Illegal Disposal and Dumping.

A. No person shall throw, deposit, place, leave, maintain, or keep any substance upon any street, alley, sidewalk, storm drain, inlet, catch basin, or other drainage structure, business place, or upon any public or private land, so that the same might be or become a pollutant, unless the substance is in containers, recycling bags, or any other lawfully established waste disposal device.

B. No person shall intentionally dispose of grass, leaves, dirt, or landscape material into a water resource, buffer, street, road, alley, catch basin, culvert, curb, gutter, inlet, ditch, natural watercourse, flood control channel, canal, storm drain or any fabricated natural conveyance.

Subd. 2 Illegal/Illicit Discharges.

A. No person shall throw, drain, or otherwise discharge, cause, or allow others under its control to throw, drain, or otherwise discharge into the municipal storm sewer system or surface water any materials, pollutants or waters containing any pollutants, other than storm water. The commencement, conduct or continuance of any illegal discharge to the storm sewer system is prohibited except as described as follows:

1. The following discharges are exempt from discharge prohibitions established by this ordinance: water line flushing or other potable water sources, landscape irrigation or lawn watering, diverted stream flows, rising ground water, ground water infiltration to storm drains, uncontaminated pumped ground water, foundation or footing drains (not including active groundwater dewatering systems), sump pumps, crawl space pumps, air conditioning condensation, springs, non-commercial washing of vehicles, natural riparian habitat or wetland flows, dechlorinated swimming pools, and any other water source not containing pollutants.

2. Discharges or flow from firefighting, or other activities deemed necessary by the City to protect public health and safety.

3. Consists of dye testing discharge, as long as a verbal notification is made to the City Public Works Director prior to the time of the test.

4. Consists of non-storm water discharge permitted under a NPDES permit, waiver, or waste discharge order issued and administered under the authority of the Minnesota Pollution Control Agency (MPCA).

Subd. 3 Illicit Connections.

A. No person shall use any illicit connection to intentionally convey non-storm water to the City's storm sewer system.

B. The construction, use, maintenance, or continued existence of illicit connections to the storm sewer system is prohibited. This prohibition expressly includes, without limitation, illicit connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.

C. A person is considered to be in violation of this ordinance if the person connects a line conveying wastewater to the storm sewer system or allows such a connection to continue.

D. Improper connections in violation of this division must be disconnected and redirected, if necessary, to an approved onsite wastewater management system or the sanitary sewer system upon approval of the City.

E. Any drain or conveyance that has not been documented in plans, maps or equivalent, and which may be connected to the storm sewer system, shall be located by the owner or occupant of that property upon receipt of written notice of violation from the City requiring that such locating be completed. Such notice will specify a reasonable time period within which the location of the drain or conveyance is to be determined, that the drain or conveyance be identified as storm sewer, sanitary sewer or other, and that the outfall location or point of connection to the storm sewer system, sanitary sewer system or other discharge point be identified. Results of these investigations are to be documented and provided to the city.

1020.06 Industrial or Construction Activity Discharges.

Any person subject to an industrial or construction activity NPDES storm water discharge permit shall comply with all provisions of such permit. Proof of compliance with said permit may be required in a form acceptable to the city prior to the allowing of discharges to the MS4. Any person responsible for a property or premise, who is, or may be, the source of an illicit discharge, may be required to implement, at said person's expense, additional structural and non-structural BMPs to prevent the further discharge of pollutants to the storm sewer system. These BMPs shall be part of a storm water pollution prevention plan (SWPPP) as necessary for compliance with requirements of the NPDES permit.

1020.07 Access to Facilities

Subd. 1 When the City has determined that there is a danger to the health, safety or welfare of the public, City representatives shall be permitted to enter and inspect facilities subject to regulation under this ordinance as often as may be necessary to determine compliance with this ordinance. If a discharger has security measures in force which require proper identification and clearance before entering its premises, the discharger shall make the necessary arrangements to allow access to City representatives.

Subd. 2 Unreasonable delays in allowing the city access to a permitted facility is a violation of a storm water discharge permit and of this ordinance.

Subd. 3 The City may seek issuance of a search warrant for the following reasons:

A. If city representatives are refused access to any part of the premises from which storm water is discharged, and there is probable cause to believe that there may be a violation of this ordinance; or

B. there is a need to inspect and/or sample as part of a routine inspection and sampling program designed to verify compliance with this ordinance or any order issued hereunder; or

C. to protect the overall public health, safety, and welfare of the community.

1020.08 Watercourse Protection.

Every person, or such person's lessee, owning property through which a watercourse passes or is directly adjacent to a watercourse, shall keep and maintain that part of the watercourse free of trash, debris, excessive vegetation, and other obstacles that would pollute, contaminate, or retard the flow of water through the watercourse. In addition, the owner or lessee shall maintain existing privately owned structures within or adjacent to a watercourse, so that such structures will not become a hazard to the use, function, or physical integrity of the watercourse.

1020.09 Animal Waste

Subd. 1 No owner or custodian of any animal shall cause or allow such animal to soil, defile or leave excrement on any public property or upon any street, sidewalk, public way, play area, or upon private property other than that of the owner, unless such owner immediately removes and disposes of all waste deposited by such animal in a sanitary manner.

Subd. 2 It is unlawful for any person owning, keeping or harboring an animal to cause or permit said animal to be on any public or private property, not owned or possessed by such person without having in immediate possession a device for the removal of waste and depository

for the transmission of excrement to a proper receptacle located on the property owned or possessed by such person.

Subd. 3 It is unlawful for any person in control of, causing or permitting any animal to be on any public or private property, not owned or possessed by such person, to fail to remove waste left by such animal and dispose of it properly as described in Subd. 4.

Subd. 4 Proper disposal of animal waste shall be limited to, flushing in the toilet, bagging for disposal in the owner or custodians' waste receptacle, and bagging for disposal in a waste receptacle in a public park or park area.

Subd. 5 Disposal of animal waste in storm drains is prohibited.

Subd. 6 Disposal of animal waste in public compost is prohibited.

Subd. 7 The provisions of this section shall not apply to the ownership or use of any properly identified service animals, animals when used for police activities, or tracking animals when used by or with the permission of the appropriate authorities.

1020.10 Notification of Spills.

Notwithstanding other requirements of law, as soon as any person responsible for a facility or operation, or responsible for emergency response for a facility or operation has information of any known or suspected release of materials which are resulting or may result in illegal discharges or pollutants discharging into storm water, the storm sewer system, or water of the state, said person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release according to state and federal laws.

1020.11 Suspension due to Illicit Discharges in Emergency Situations.

The City may, without prior notice, suspend MS4 discharge access to a person when such suspension is necessary to stop an actual or threatened discharge which presents or may present imminent and substantial danger to the environment, or to the health or welfare of persons, or to the MS4 or Waters of the United States. If the violator fails to comply with a suspension order issued in an emergency, the City may take such steps as deemed necessary to prevent or minimize damage to the MS4 or Waters of the United States, or to minimize danger to persons.

1020.12 Suspension due to the Detection of Illicit Discharge.

Any person discharging to the MS4 in violation of this ordinance may have their MS4 access terminated if such termination would abate or reduce an illicit discharge. The City will notify a violator of the proposed termination of its MS4 access. The violator may petition the authorized enforcement agency for reconsideration and hearing. A person commits an offense if the person reinstates MS4 access to premises terminated pursuant to this Section, without the prior approval of the City.

1020.13 Salt Storage.

A. Salt storage at commercial, institutional, and non-NPDES permitted industrial facilities must comply with the following:

1. Designated salt storage areas must be covered or indoors;
2. Designated salt storage areas must be located on an impervious surface; and
3. Implementation of practices to reduce exposure when transferring material in designated salt storage areas, such as sweeping, diversions, and/or containment.

1020.14 Enforcement.

Subd. 1 Notice of Violation. A violation of this ordinance is a Public Nuisance. Whenever the City finds that a person has violated a prohibition or failed to meet a requirement of this Ordinance, the city may order compliance by written notice of violation to the responsible person. Such notice may require without limitation:

A. The performance of monitoring, analyses, and reporting;

B. The elimination of illicit connections or discharges;

C. That violating discharges, practices, or operations shall cease and desist;

D. The abatement or remediation of storm water pollution or contamination hazards and the restoration of any affected property; and

E. Payment of a fine to cover administrative and remediation costs; and

F. The implementation of source control or treatment BMPs.

If abatement of a violation and/or restoration of affected property is required, the notice shall set forth a deadline within which such remediation or restoration must be completed. Said notice shall further advise that, should the violator fail to remediate or restore within the established deadline, the work will be done by a designated governmental agency or a contractor, and the expense thereof shall be charged to the violator.

Subd. 2 Appeal of Notice of Violation. Any person receiving a Notice of Violation may appeal the determination to the City. The notice of appeal must be received within seven (7) days of the date of the Notice of Violation. Hearing on the appeal before the City Administrator or his/her designee shall take place within 15 days of the date of receipt of the notice of appeal. The decision of the municipal authority or their designee shall be final.

Subd. 3 Enforcement Measures After Appeal. If the violation has not been corrected pursuant to the requirements set forth in the Notice of Violation, or, in the event of an appeal, within 7 days of the decision of the City Administrator upholding the decision of the City, then representatives of the City shall enter upon the subject private property and are authorized to take any and all measures necessary to abate the violation and/or restore the property. It shall be unlawful for any person, owner, agent, or person in possession of any premises to refuse to allow the government agency or designated contractor to enter upon the premises for the purposes set forth above.

Subd. 4 Cost of Abatement of the Violation. Within 15 days after abatement of the violation, the owner of the property will be notified of the cost of abatement, including administrative costs. The property owner may file a written protest objecting to the amount of the assessment within 7 days. If the amount due is not paid within a timely manner as determined by the decision of the municipal authority or by the expiration of the time in which to file an appeal, the charges shall become a special assessment against the property and shall constitute a lien upon

the property, and the City shall have the right to assess such cost against the property owned by such violator(s) pursuant to Minnesota Statute § 429.101.

Subd. 5 Injunctive Relief. It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of this ordinance. If a person has violated or continues to violate the provisions of this ordinance, the City may petition for a preliminary or permanent injunction restraining the person from activities which would create further violations or compelling the person to perform abatement or remediation of the violation.

Subd. 6 Compensatory Action. In lieu of enforcement proceedings, penalties, and remedies authorized by this ordinance, the City may impose upon a violator alternative compensatory actions, such as storm drain stenciling, attendance at compliance workshops, creek cleanup, etc.

Subd. 7 Criminal Prosecution. A violation of this ordinance is a misdemeanor.

Subd. 8 Costs and Expenses. The city may recover all attorney fees, court costs and other expenses associated with enforcement of this ordinance, including sampling and monitoring expenses.

Subd. 9 Remedies Not Exclusive. The remedies listed in this ordinance are not exclusive of any other remedies available under any applicable federal, state, or local law and it is within the discretion of the authorized enforcement agency to seek cumulative remedies.

SECTION 2. Chapter 15 – Erosion and Sediment Control is hereby amended by replacing the entirety of Chapter 15 – Erosion and Sediment Control with the erosion, sediment, and waste control standards established by the Minnesota Pollution Control Agency's NPDES/SDS Construction Stormwater General Permit MNR100001 (CSW Permit) as now constituted and from time to time amended.

For land disturbing activities that require a CSW Permit, activities shall be performed according to the CSW Permit requirements in addition to the policies of the City.

Section 1500 - Purpose and Scope

1500.01 Purpose.

The purpose of this regulation is to control or eliminate soil erosion and sedimentation within the City of Arden Hills. This regulation establishes standards and specifications for conservation practices and planning activities which minimize soil erosion and sedimentation and work to protect the City's natural resources for the health, safety, and welfare of the public.

1500.02 Scope.

Except as exempted by the definition of the term "land disturbance activity" in Section 1510.01, any person, firm, sole proprietorship, partnership, corporation, state agency, or political subdivision thereof proposing land disturbance activity within the City shall apply to the Public Works Director or appointed designee (herein called "PWD") for the approval of the Erosion and Sediment Control Plan. No land shall be disturbed until the Plan is approved by the PWD and conforms to the standards set forth in this article.

Section 1510 - Definitions

1510.01 Definitions.

For the purposes of this ordinance, the following terms have the meanings given in this section:

- Best Management Practice (BMP): Schedules of activities, prohibitions of practices, general good housekeeping practices, pollution prevention and educational practices, maintenance procedures, and other management practices to prevent or reduce the discharge of pollutants directly or indirectly to stormwater, receiving waters, or stormwater conveyance systems. BMPs also include treatment practices, operating procedures, and practices to control site runoff, spillage or leaks, sludge or water disposal, or drainage from raw materials storage.
    - Non-structural BMP: Practices that focus on preserving open space, protecting natural systems, and incorporating existing landscape features such as wetlands and stream corridors to manage storm water at its source. Other practices include clustering and concentrating development, minimizing disturbed areas, and reducing the size of impervious areas.
    - Structural BMP: a physical device that is typically designed and constructed to trap or filter pollutants from runoff, or reduce runoff velocities.
- Bluff. A topographic feature such as a hill, cliff, or embankment having the following characteristics (an area with an average slope of less than 18 percent over a distance for 50 feet or more shall not be considered part of the bluff):
    - Part or all of the topographic feature is located in a shoreland area;
    - The slope rises at least twenty-five (25) feet above the ordinary high-water level of the waterbody;
    - The grade of the slope from the toe, or bottom, of the bluff to a point twenty-five (25) feet or more above the ordinary high water level averages thirty percent (30%) or greater; and
    - The slope must drain toward the waterbody.
- Certificate of Completion: The certificate issued after the final inspection of the site has been completed, temporary erosion control has been removed and the site has been fully restored.
- Clearing and Grubbing: The cutting and removal of trees, shrubs, bushes, windfalls, and other vegetation including removal of stumps, roots, and other remains in the designated areas.
- Construction Stormwater General Permit: The Minnesota Pollution Control Agency's (MPCA) Construction Stormwater General Permit (MNR100001), herein referred to as the CSW Permit, which covers anyone conducting a land disturbing activity which disturbs one (1) or more acres of total land area.
- Erosion: Any process that wears away the surface of the land by the action of water, wind, ice, gravity, and/or land disturbance activities. Erosion can be accelerated by the activities of man and nature.

- Erosion and Sediment Control Plan (Plan): A plan which includes a set of best management practices or equivalent measures designed to control surface runoff and erosion and to retain sediment on a particular site during the period in which pre-construction and construction related land disturbances, fills, and soil storage occur, and before final improvements are completed, all in accordance with the specific requirements set forth in Section 1520. This Plan shall also include permanent measures and Best Management Practices to control post-construction surface runoff and sediment.

- Erosion and sediment control practice specifications and erosion and sediment control practices. The management procedures, techniques, and methods to control soil erosion and sedimentation as officially adopted by the City.

- Excavation: The mechanical removal of earth material.

- Fill: The deposit of soil or other earth materials placed by artificial means.

- Grading: Excavation or fill of material, including the resulting conditions thereof.

- Land Disturbance Activity: Any land change greater than 2,500 square feet or 50 cubic yards, or land change on a parcel of land located within 1,000 feet of a shoreland area or adjacent to a surface water that may result in soil erosion from wind, water and/or ice and the movement of sediments into or upon waters or lands of the City, including but not limited to construction, clearing and grubbing, grading, excavating, transporting and filling of land. Land Disturbance Activity does not mean the following:

    - Minor land disturbance activities such as home gardens and an individual's home landscaping, repairs, and maintenance work;

    - Additions or modifications to existing single-family dwellings or accessory structures that will result in creating under 2,500 square feet of exposed soil and/or impervious surface;

    - Construction, installation, and maintenance of electric, telephone, and cable television utility lines or individual service connection to these utilities, except where a minimum of 2,500 square feet of land disturbance can be anticipated;

    - Tilling, planting, or harvesting of agricultural, horticultural, or silvicultural crops;

    - Installation of fence, sign, telephone, and electric poles and other kinds of posts, bollards, or poles; and

    - Emergency work to protect life, limb, or property and emergency repairs. However, if the land disturbing activity would have required an approved Erosion and Sediment Control Plan except for the emergency, then the land area disturbed shall be shaped and stabilized in accordance with the requirement of the PWD when applicable.

- Minimum Control Measure: Measures implemented in managing municipal separate storm sewer systems (MS4s) under the U.S. Environmental Protection Agency’s (EPA) National Pollutant Discharge Elimination System (NPDES) program.

- NPDES: The National Pollutant Discharge Elimination System as established pursuant to 33 USC § 1342 (b) to regulate Discharges of Pollutants to waters of the United States.

- Outfall: The point source where a storm sewer system discharges from a pipe, ditch, or other discrete conveyance to receiving waters, or to a storm sewer system owned and operated by another party.
- Permittee: A person, firm, sole proprietorship, partnership, corporation, state agency or political subdivision thereof engaged in a land disturbance activity who submits an application to the PWD for a permit pursuant to this ordinance.
- Phasing: Clearing a parcel of land in distinct phases, with the stabilization of each phase before the clearing of the next.
- Ramsey Conservation District: The Ramsey Soil and Water Conservation District.
- Rice Creek Watershed District: An organization which oversees the activities in the Rice Creek watershed as defined by Minnesota Statutes, Sections 103B,and 103D.
- Runoff: Rainfall, snowmelt, or irrigation water flowing over the ground surface.
- Sediment: Solid mineral or organic material that, in suspension, is being transported, or has been moved from its original site by air, water, gravity, or ice, and has been deposited at another location.
- Sedimentation: The process or action of depositing sediment, caused by erosion.
- Site: The entire area of land on which the land disturbance activity is proposed in the permit application.
- Site Plan: A plan or set of plans showing the details of any land disturbance activity of a site including but not limited to the construction of: structures, open and enclosed drainage facilities, stormwater management facilities, parking lots, driveways, curbs, pavements, sidewalks, bike paths, recreational facilities, ground covers, plantings, and landscaping.
- Shoreland: The land located within the following distances from protected waters:
    - One thousand (1,000) feet from the ordinary high-water mark of a lake, pond, or flowage;
    - Three hundred (300) feet from a river or stream, or the landward extent of a flood plain on such rivers or streams, whichever is greater; and,
    - The practical limits of shorelands may be less than the statutory limits where the limits are designated by natural drainage divides at lesser distances, as shown on the official map of the City.
- Stabilization: The use of measures which protect soil from the erosion forces of wind, rain, and flowing water.
- Steep Slope: Land where agricultural activity or development is either not recommended or described as poorly suited due to slope steepness and the site's soil characteristics, as mapped and described in available county soil surveys or other technical reports, unless appropriate design and construction techniques and farming practices are used in accordance with the provisions of this chapter. Where specific information is not

available, steep slopes are lands having average slopes over twelve percent (12%), as measured over horizontal distances of fifty (50) feet or more, that are not bluffs.

- Surface Water or Waters: All streams, lakes, ponds, marshes, wetlands, reservoirs, springs, rivers, drainage systems, waterways, watercourses, and irrigation systems whether natural or artificial, public, or private.
- Stormwater Pollution Prevention Plan (SWPPP): A plan for stormwater discharge that includes erosion prevention measures and sediment controls that, when implemented, will decrease soil erosion on a parcel of land to eliminate or reduce pollutant discharges from leaving the site to the maximum extent practicable in accordance with the standards set forth by the MPCA and City Code.
- Utility: The owner/operator of any underground facility including an underground line, facility, system, and its appurtenances used to produce, store, convey, transmit, or distribute communications, data, electricity, power, heat, gas, oil, petroleum products, water (including stormwater), steam, sewage and other similar substances.
- Watercourse: Any natural or improved stream, river, creek, ditch, channel, canal, conduit, gutter, culvert, drain, gully, swale, or wash in which waters flow either continuously or intermittently.
- Watershed: A region draining to a specific river, river system, or body of water.
- Wetlands: A lowland area such as a marsh, that is saturated with moisture, as defined in Sec. 404, Federal Water Pollution Control Act Amendments of 1987, or the Minnesota Wetland Conservation Act of 1991.

Section 1520 - Erosion and Sediment Control Plans and Review

1520.01 Erosion and Sediment Control Plan.

Subd. 1 Required. An Erosion and Sediment Control Plan must be submitted to the PWD for every project involving a land disturbance activity. No building permit, site plan approval, subdivision approval, or permit to allow land disturbing activities shall be issued and no earth disturbing activity shall commence until approval of the Erosion and Sediment Control Plan. Projects coordinated by Ramsey County or Mn/DOT do not require a permit from the City; however, the PWD shall be notified of the project and be provided with a copy of the Erosion and Sediment Control Plan, as well as an estimated schedule for commencement and completion. The PWD shall notify the designated contact if erosion control measures should fail or require maintenance with the expectation that the deficiencies will be corrected.

If no permit has been obtained, a stop work order may be issued on the construction and a fine may be issued in an amount equal to twice the required permit fee. A completed Erosion and Sediment Control Plan and permit application shall be submitted before construction will be allowed to resume.

Obtaining a permit does not exempt the Permittee from obtaining permits required by other governmental agencies.

Subd. 2 Application Fee. The Permittee shall submit an application fee as specified on the City's Fee Schedule as adopted and revised annually by the City Council by ordinance. The fee is non-refundable and shall cover any review costs accrued within one (1) year of the date of payment.

Subd. 3 Criteria. The Erosion and Sediment Control Plan shall minimize soil erosion or sediment from damaging adjacent land. A Permittee engaged in a Land Disturbance Activity shall submit an Erosion and Sediment Control Plan that will minimize soil erosion or sediment from damaging adjacent land, bodies of water, watercourses, or wetlands to the PWD for approval.

The Erosion and Sediment Control Plan shall address the following criteria:

A. Conform to the natural limitations presented by topography and soil so as to create the least potential for soil erosion.

B. Stabilize all exposed soils and soil stockpiles;

C. Establish permanent vegetation;

D. Prevent sediment damage to adjacent properties and other designated areas;

E. Schedule of erosion and sediment control practices;

F. Use of temporary sedimentation basins;

G. Stabilization of steep slopes and bluffs;

H. Control the storm water leaving a site;

I. Stabilize all waterways and outlets;

J. Protect storm sewers and outfalls from the entrance of sediment, debris, and trash;

K. Control waste, such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste that may adversely impact water quality;

L. When working in or crossing water bodies, take precautions to contain sediment;

M. Re-stabilize utility construction areas as soon as possible;

N. Protect paved roads from sediment and mud brought in from access routes;

O. Dispose of temporary erosion and sediment control measures;

P. Maintain all temporary and permanent erosion and sediment control practices; and,

Q. Removal of sediment from streets at the end of each day.

Subd. 4 Plan Content. The Erosion and Sediment Control Plan content shall include the following unless waived by the PWD:

A. Project name;

B. Contact information for the Permittee;

C. Address of site where the land disturbing activity is proposed;

D. Total acreage to be disturbed;

E. Signature(s) of the owner(s) of the site or an authorized representative;

F. Project description including the nature and purpose of the land disturbing activity and the amount of grading involved;

G. Phasing of construction and timeline;

H. Existing and proposed site conditions, including topography, vegetation, and drainage;

I. Adjacent areas, neighboring streams, lakes, wetlands, residential areas, roads, etc., which might be affected by the land disturbing activity;

J. Soil data including soil names, mapping units, erodibility;

K. Critical erosion areas, which are areas on the site that have potential for serious erosion problems;

L. Erosion and sediment control measures to be used on the site, both during and after the construction process;

M. Temporary and Permanent stabilization to show how the site will be stabilized during and after construction (is completed), including specifications;

N. Storm water management to show how storm runoff will be managed, including methods to be used if the development will result in increased peak rates or volume of runoff;

O. Maintenance and schedule of regular inspections and repair of erosion and sediment control structures; and,

P. Any calculations that were made for the design of such items as sediment basins, diversions, waterways, and other applicable practices.

Q. A land disturbance activity equal to or greater than one (1) acre is required to comply with the conditions of the CSW Permit, as amended, and shall incorporate the erosion, sediment, and waste controls that are at least as stringent as described in the CSW permit.

1520.02 Review of Permit Application

Subd. 1 General. The PWD shall review the Erosion and Sediment Control Plan to ensure compliance with the erosion and sediment control practice specifications and erosion and sediment control practices. If a CSW permit is required, the applicant will be notified in writing and a checklist will be used to determine if the plans incorporate the following:

A. Erosion prevention practices;

B. Sediment control practices;

C. Dewatering and basin draining;

D. Inspection and maintenance;

E. Pollution prevention management measures;

F. Temporary sediment basins; and

G. Termination conditions.

Subd. 2 Permit Approval. If the PWD determines that the Erosion and Sediment Control Plan meets the requirements of this ordinance, the PWD shall issue a permit, valid for a specified period of time that authorizes the land disturbance activity contingent on the implementation and completion of the Erosion and Sediment Control Plan.

Subd. 3 Permit Denial. If the PWD determines that the Erosion and Sediment Control Plan does not meet the requirements of this article, the PWD shall not issue a permit for the land disturbance activity. The Erosion and Sediment Control Plan must be resubmitted for approval before the land disturbance activity begins. No land use and building permits shall be issued until the Permittee has an approved Erosion and Sediment Control Plan.

1520.03 Escrow Requirement.

After approval of an Erosion and Sediment Control Plan, the PWD may require the Permittee to escrow a sum of money sufficient to ensure the installation, completion, maintenance, inspection, and enforcement of the Erosion and Sediment Control Plan and practices. Escrow amounts shall be set by Ordinance in the City fee schedule. Inspection fees shall be drawn from the escrow. Six months after final inspection, the remaining escrow shall be returned to the Permittee. (Amended 11/27/23)

1520.04 Modification of Plan.

An approved Erosion and Sediment Control Plan may be modified upon submission of an application for modification to the PWD and subsequent approval by the PWD. In reviewing such application, the PWD may require additional reports and data.

Section 1530 - Implementation and Maintenance

1530.01 Implementation and Maintenance of Plan.

All storm water pollution controls noted on the approved Erosion and Sediment Control Plan shall be installed before commencing the land disturbing activity and shall not be removed without PWD approval or approval of a Certificate of Completion. Noncompliance with the Erosion and Sediment Control Plan shall constitute grounds for an order from the PWD to halt all construction.

1530.02 Implementation.

The plan implementation shall incorporate the following:

Subd. 1 Existing vegetation shall be retained whenever feasible.

Subd. 2 Land shall be disturbed in increments of workable size such that adequate erosion and sediment control can be provided and maintained as construction progresses. The area exposed shall be stabilized in conformance with best management practices and with the maintenance requirements in the CSW Permit. Soil stabilization measures should be selected to be appropriate for the time of year, site conditions, and estimated duration of use.

Subd. 3 The location of areas not to be disturbed shall be identified with flags, stakes, signs, silt fence, etc. before construction begins.

Subd. 4 Down-gradient sediment controls shall be in place before up-gradient land disturbing activity begins.

Subd. 5 All storm drains, inlets and outfalls shall be protected until all sources of potential discharge are stabilized.

Subd. 6 Temporary stockpiles shall have effective sediment control and cannot be placed in surface waters or storm water conveyance systems.

Subd. 7 Vehicle tracking from the site shall be minimized with the use of stone pads, concrete or steel wash racks, or equivalent systems.

Subd. 8 Street sweeping shall be used if BMPs are not adequate to prevent sediment from being tracked into the street.

1530.03 Responsibility.

The Permittee shall be responsible for proper operation and maintenance of all stormwater pollution controls and soil stabilization measures in conformance with best management practices and with the maintenance requirements in the CSW Permit. The Permittee is responsible for the operation and maintenance of temporary erosion at the site. The Permittee is responsible until another Permittee has assumed control over all areas of the site that have not been finally stabilized or the site has undergone final stabilization, and has received an approved Certificate of Completion. The Permittee is responsible for maintenance, clean-up and all damages caused by flooding of the site or surrounding area due to in-place erosion or sediment control.

Section 1540 - Enforcement

1540.01 Erosion and Sediment Control Permit Enforcement.

If the PWD determines that erosion and sedimentation control is not being implemented or maintained according to the approved Plan, the Permittee will be notified and provided with a list of corrective work to be performed. Notification may be given by personal delivery upon the Permittee, or an officer, partner, manager, or designated representative of the Permittee, or by e-mail or facsimile by sending such notice to the e-mail address or facsimile number provided by the Permittee. Upon the receipt of a Non-Compliance Notice from the PWD, the Permittee shall undertake corrective action.

Subd. 1 Types of Corrective Actions.

A. Violations Contained on the Construction Site. The Permittee shall complete clean-up and restoration within forty-eight (48) hours of receipt of the Non-Compliance Notice.

B. Violation Impacting Adjoining Property. The Permittee shall develop and complete a clean-up and restoration plan within forty-eight (48) hours of receipt of a Non-Compliance Notice unless the affected adjoining property owner refuses Permittee access to the adjoining property. In all cases, clean-up and restoration shall be completed within seven (7) days of receipt of the Non-Compliance Notice, unless an extension is granted by the PWD.

C. Violations Impacting Streets, Wetlands, or Water Bodies. The Permittee shall develop and implement a clean-up and restoration plan immediately upon receipt of a Non-Compliance Notice.

Subd. 2 Failure to Comply. If Permittee fails to implement the Plan or complete any required corrective action in a timely manner, the City may pursue one or more of the remedies specified herein. All costs incurred by the City shall be paid by Permittee. Escrow funds may be used by the City for this purpose and, if such funds do not adequately cover the City's cost, the Permittee shall reimburse the City for any deficiency before continuing work on the construction site. If payment is not made within 30 days after costs are incurred by the City, then the City may assess the remaining amount against the property. As a condition of the permit, the property owner shall waive notice of any assessment hearing to be conducted by the City, agree that the benefit to the property exceeds the amount of the proposed assessment, and waive all rights by virtue of Minnesota Statute 429.081 to challenge the amount or validity of such assessment costs related to cleanup or corrective actions taken by the City. The City may:

A. Withhold the scheduling of inspections and/or the issuance of a Certificate of Occupancy.

B. Issue a stop work order, ceasing all land disturbance activity on the site until such time as corrective measures are completed to the satisfaction of the PWD.

C. Revoke any permit issued by the City to the Permittee for the Site.

D. Direct the correction of the deficiency by City forces or by a separate contract.

E. Obtain a Compliance Order from the appropriate court.

SECTION 2. This Ordinance shall become effective immediately upon its passage and publication according to law. A Summary of this Ordinance will be published in accordance with state statute.

PASSED and ADOPTED this 9th day of March, 2026, by the City Council of the City of Arden Hills, Minnesota.

CITY OF ARDEN HILLS

By _____
David Grant, Mayor

ATTEST:

_____
Julie Hanson, City Clerk

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

Public Hearing Planning Case 26-003 Amending City Code Chapters 10, 11 and 15 Related to Municipal Separate Storm Sewer System (MS4)

Presented by Jake Reilly, Community Development Director

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

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.

Attachment C

ARDEN HILLS

Planning Case 2026-003 Amending City Code Chapters 10, 11 and 15 Related to Municipal Separate Storm Sewer System (MS4)

- The City Council shall hold a required public hearing for Ordinance 2026-005 and Ordinance 2026-006 amending City Code Chapter Chapters 10, 11 and 15 Related to Municipal Separate Storm Sewer System (MS4)
- The City of Arden Hills is one of Minnesota's approximately 248 entities required to obtain National Pollutant Discharge Elimination System (NPDES) Permits and develop Stormwater Pollution Prevention Programs (SWPPPs).
- The Minnesota Pollution Control Agency (MPCA) establishes the MS4 rules that are amended every five years, as provided in State Statute, and were last amended in 2025.
- Text amendments are required to bring the City's Code of Ordinances into compliance and conformance with required updated rules set by the MPCA.
- Public hearings are required.

ARDEN HILLS

Planning Case 2026-003 Amending City Code Chapters 10, 11 and 15 Related to Municipal Separate Storm Sewer System (MS4)

- The Planning Commission is required to hold public hearings for City Code of Ordinance amendments affecting Chapter 11 – Subdivisions, Chapter 12 – Signs, Chapter 13 – Zoning Code, and Chapters related to Rice Creek Commons.
- The Planning Commission held a public hearing on Planning Case 2026-003 Amending City Code Chapter 11 – Subdivisions at the regular meeting on February 4, 2026 and the additional amendments to Chapters 10 – Utilities and 15 – Erosion and Sediment Control were presented at that time. The Planning Commission recommended adoption 7-0.
- The City Council Public Hearing offers the public the opportunity to comment on all three sets of amendments.
- The City Council will be asked to make a formal decision under Agenda Item 11E.

ARDEN HILLS

NEW BUSINESS – 11A

ARDEN HILLS

MEMORANDUM

DATE: March 9, 2026

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

FROM: Elena Fransen, AICP, Senior Planner

SUBJECT: **Planning Case #25-016 – No Public Hearing Required**
Applicant: Bruce Gardner
Property Location: 3628 Connelly Avenue
Request: Site Plan Review and Variances

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

Council Should Consider

Motion to approve, table, or deny the following:

- Adoption of Resolution 2026-012 for Planning Case 25-016 to allow a retail sales use to operate in an existing nonconforming 9,839 square foot manufacturing and warehousing facility with a lower number of off-street parking spaces than is required by the City Code through the Site Plan Review process for the property located at 3628 Connelly Avenue ("Subject Property"). Bruce Gardner ("The Applicant") is requesting Site Plan Review because retail uses have a greater off-street parking requirement than the existing industrial use and Variances from minimum parking requirements and design standards.

Background

1. Overview of Request

The Applicant has submitted a land use application for Site Plan Review and Variances at the Subject Property. The Applicant seeks to purchase the property and relocate an existing retail business, Scale Model Supplies, from Saint Paul to Arden Hills. The Subject Property is owned by Waters Edge Enterprises Inc., and the building is occupied by JV Pallets, a company that manufactures and recycles wood pallets. The existing use is an existing nonconforming use that has been in operation as a light industrial/manufacturing and warehousing site since 1959. The

B-2 zoning district today does not allow this use as a principal use. The proposed retail use is permitted within the B-2 zoning district.

The proposal includes reconfiguring access to the parking lot and restriping parking spaces within the existing parking lot. Three existing parking spaces, partially located within the right-of-way, are proposed to be removed and replaced with landscaped areas. The Applicant proposes to convert an overhead door to a standard retail dual door entryway. Other minor modifications to the exterior of the structure are proposed for safe and convenient access to the structure for customers.

The proposal includes a variance request to allow for fewer on-site parking spaces than required in the Zoning Code. This retail use requires 50 parking spaces. The Applicant has applied for a variance to the parking standard to use 24 existing spaces in the parking lot, stating that this number is sufficient to operate the business.

Scale Model Supplies has been in business for more than 43 years. The store specializes in model trains and model kits as well as other hobby-related products. The business owner seeks to downsize from a 20,000 square foot space located in Saint Paul and find a space compatible with growing the online sales side of the business. The Applicant anticipates using approximately 7,500 square feet for retail sales and the remaining 1,800 square feet would be allocated for office, storage, restrooms, and utilities. The Subject Property would allow for a combination of retail space for direct sales and inventory space for both direct and online sales.

The Applicant states that on the busiest days, the business does not require more than 22 parking spaces at one time. Recent checks showed that at the current location, a maximum of 13 spaces have been used at one time, and the average number of parked cars is eight. The store is a destination for customers who plan their visit, know what they are looking for, and do not linger for long periods of time. Therefore, sales are typically spread throughout the day, and the existing parking lot will accommodate the need.

The business is open Monday through Sunday, 10 a.m. to 6 p.m. with typically four (4) employees on site at a given time. The business receives deliveries from standard-size courier vans and does not regularly use overhead doors or a loading dock. The Applicant states these operations are likely to continue.

2. History of the Subject Property

The Subject Property was developed in 1959 as a manufacturing use consisting of a 9,839 square foot principal structure on a 21,720 square foot lot. Previous occupants of the site include various manufacturing operations, ranging from metal stamping and cabinet manufacturing, basket manufacturing, and sheet metal manufacturing. The building consists of three main areas, two open warehousing spaces and an office. In 1966, the City Council approved a land use application from Proto Sheet Metal Shop for an addition to the existing workshop. The 1966 building permit for the addition noted that the parking lot contained 24 parking spaces. The building and manufacturing use predate the current city's zoning code. Both the structure and the use have been nonconforming since at least 2008.

The Subject Property has street frontage on Connelly Avenue, which is a city street that connects to County Road E West. This commercial corridor is used by a number of small and large businesses for a variety of retail, manufacturing, distribution, warehousing, and office uses.

Approvals

1. Site Plan Review

The Applicant is proposing to convert the Subject Property from an existing nonconforming manufacturing use to a permitted retail sales use. The proposed retail sales use is allowed in the zoning district and, based on Section 1325.06-G *Commercial or industrial buildings for a use which is proposed to be converted to accommodate another allowable use which has a greater off-street parking requirement shall be required to apply for Site Plan Review and approval to assure the adequacy of off-street parking*, a site plan review is required. A retail sales use requires a greater number of off-street parking spaces compared to a manufacturing use. The site plan review includes a review of requirements for parking and design standards as they relate to the zoning district and proposed use.

2. Variance

Variances are required of the Applicant due to the proposal not meeting all of the design standards applicable to the proposed use in the Subject Property's zoning district. The Subject Property and its current use are nonconforming with the current standards for the B-2 Zoning District. The proposal shall bring the property more into conformance with the applicable standards and where standards are not met, required variances have been applied for.

Plan Evaluation

The proposed is subject to Zoning Code standards established in Section 1320, District Provisions, Section 1325.05, Design Standards, Section 1325.06, Requirements for Parking, Loading and Circulation, and Section 1355.04, Procedural Requirements for Specific Applications. Due to the Subject Property's B-2 Zoning, the request is subject to additional design standards for modifications to an existing site. The following evaluation identifies how the Applicant's proposal addresses where standards are met and/or nonconforming and/or where a variance is required.

Chapter 13, Zoning Regulations Review

1. District Provisions (B-2 General Business District) – Section 1320

Under the 2040 Comprehensive Plan, this site is guided as Community Mixed Use (CMU) on the land use plan and is zoned B-2. The Future Land Use designation is for a broad range of retail, shopping, services, and office space to meet the needs of the community and surrounding areas. This area may also include medium-to-high-density housing with a potential density of three (3) to twenty (20) units per acre.

Direction	2040 Comp. Plan Land Use	Zoning	Existing Land Uses
North	CMU – Community Mixed Use	B-2 – General Business	Office/ Warehousing
South	CMU – Community Mixed Use	B-2 – General Business	Medical (veterinary) Clinic
East	CMU – Community Mixed Use	B-2 – General Business	Warehousing
West	CMU – Community Mixed Use	B-2 – General Business	Commercial Recreation, indoor

Retail sales is a permitted use within this district. The table below provides the standards for the B-2 District and the preliminary analysis for the principal structure and the site:

B-2 District Standards		Existing	Proposed
Maximum Floor Area Ratio	0.8	.45	
Maximum Structure Coverage	45%	45%	
Minimum Landscape Lot Area	20%	13.8%	~14.3%
Minimum Front Yard Setback	50 feet	9.15 feet	
Minimum Rear Yard Setback	20 feet	18.03 feet	
Minimum Side Yard Setback	10 feet (min)/20 feet (total)	1.94 feet and 72.16 feet/74.1 feet	
Minimum Lot Area	13,000 square feet	21,720 square feet	
Maximum Building Height	50 feet	14 feet	

The Subject Property has existing nonconforming landscaping and setbacks. The Applicant proposes to remove three existing parking spaces and replace the paved surface with landscaping.

2. Design Standards – Section 1325.05

Landscaping – *Existing nonconforming*, *variance requested.*
A landscaping plan is not required for this application. Only new development construction or expansion of an existing building or parking lot require a landscaping plan to be submitted. The minimum landscaped area required for the B-2 Zoning District is 20 percent of the total lot area. The Subject Property contains an existing landscaped area of 13.8 percent of the total lot area. The Applicant is proposing changes that would increase the existing landscaped area with the removal of existing paved parking spaces located within the right-of-way and replacing it with a 120-square-foot landscaped area and reconstructing the curb at the right of way. With the additional 120 square feet in landscaping, the proposed landscaped area is increased to 14.3 percent, reducing the existing nonconformity. A variance is requested and evaluated below.

Lighting – *Standard met.*
The Subject Property does not have any existing lighting in the parking lot. There are several lights on the west side of the building. The Applicant intends to add lighting to the south side of the building to illuminate the new front entrance and parking lot. The Zoning Code requires lighting be directed away from adjoining lots and public streets and directed to only the site to which the lighting is intended. Based on the Applicant's proposal, the lighting described meets the standard. A proposed condition of approval has been added to verify that lighting on the site is consistent with the described.

Design Standards for New Development, Redevelopment, and Modifications to Existing Sites in the B2 and B3 Districts

The Subject Property is an existing nonconforming site in the B-2 Zoning District and is subject to design standards established in 1325.05 Subdivision 8. The standards in this Section apply only to the building or site elements being developed or altered. The design standards shall be applied proportionately to the degree of change proposed. Upon recommendation from the Planning Commission, the City Council may waive specific design standards based on the scale of the project. The City Council shall make the final determination on compatibility and consistency with the design standards.

It is stated in the application that the Applicant intends to make cosmetic updates to the interior and exterior of the building including removing awnings, replacing an overhead door with a dual door entryway, repainting the building, and resurfacing and restriping the parking areas. The

building and parking area changes are subject to the standards established in the code and are evaluated below:

Architectural Style, Building Character, Materials and Design – *Existing nonconforming, variances requested.*
Buildings shall be constructed of materials that are enduring, timeless, and well-detailed. Evaluation of a project shall be based on the quality of its design and on its relationship to its surroundings. The existing single-story building is constructed from cement block and includes windows on the south and west sides and overhead roll-up doors on the south and west sides. The existing structure is nonconforming with the present standard and the proposal includes minor changes to the character of the existing building to update the façade and site. An overhead door located on the south elevation will be removed and replaced with an entryway to the sales floor with additional transparency. While the additional transparency would enhance the materials of the building, the Applicant is seeking a variance from these standards to generally maintain the existing building style, character, materials and design.

Window and Door Openings – *Existing nonconforming*, *variance requested.*
Fifty percent (50%) of all first level building façades that front a public street shall be comprised of transparent windows or doors in order to allow views of interior uses and activities. If the building is a one-story design and the first-floor elevation exceeds twelve (12) feet, then only the first twelve (12) feet shall be included in calculating the façade area. The west elevation of the existing building fronts Connelly Avenue and has four windows. Of the 1,284 square foot elevation, approximately 28 square feet, or 2 percent of the elevation, contains windows.



West side, facing Connelly

The Applicant is not proposing to modify the west exterior of the building at this time, which is where the business storage area and office are located. On the south elevation of the building, a set of glass doors common for retail establishments are proposed to be added and will increase the overall transparency of the building façade. The building remains a non-conforming structure in the B-2 District.

A variance from the 50% standard is requested. Evaluation of the requested variance is below.

Building Color – *Standard met.*
Building colors shall be muted and recommended colors include browns, grays, tans, beiges, and dark or muted green, blues, and reds. The existing exterior is a muted gray. The Applicant intends to repaint the building in one of the recommended colors.

Signs – *Standard met.*
The Applicant states they intend to install signage in conformance with the City Code. The Subject Property is located within Sign District 7, which includes commercial properties without frontage on Lexington Avenue, County Road E, or Highway 96. Sign District 7 allows for a maximum of 45 square feet in internally or externally illuminated wall signage and a maximum of 25 square feet in externally illuminated freestanding signage. Conditions of approval have been added to address future signage at the Subject Property. A sign permit is required.

Screening – *Standard to be met.*
Section 1325.05, Subd. 8, K, Trash and recycling equipment, materials, and containers shall be fully enclosed and integrated into the architecture of the buildings. All mechanical equipment, whether roof-mounted or ground-mounted should be integrated into the architecture of the building. Truck docks and delivery areas shall face away from the public street and shall be integrated into the architecture of the building. There is no trash enclosure on the existing site and there are two delivery areas for the principal structure on the west and south elevations. The Applicant will provide a trash enclosure on the site, adjacent to the west elevation exterior door. The location of the proposed trash enclosure is shown in Attachment E and is subject to a condition of approval.

The existing mechanical equipment meets the standard. There are two existing overhead doors, one of which has a truck dock component. The Applicant proposes to prevent access to the west-facing truck dock/bay and to replace the south facing overhead door with a standard retail-style dual door. Deliveries will be to the retail and office doors on the south side of the building. The delivery area faces the parking lot away from the public street and is integrated into the architecture of the building.

Landscaping – *Existing nonconforming, variance requested.*
The minimum landscaped area required in the B2 zoning district is 20% of the lot area. A minimum of one (1) tree shall be placed along the right-of-way every forty (40) feet. The Subject Property has 181 feet of right-of-way and currently has one tree along the right-of-way. Approximately five trees would be required by this standard. The Applicant states they intend to plant additional trees near the business entrance, though the site is constrained by the portion of the right of way which is impervious surface. At the February 4, 2026, meeting, the Planning Commission asked the Applicant if they would plant trees to the east of the existing structure and the Applicant said they were willing to do so. The proposed would bring the property closer to the standard for trees along the right-of-way and to total landscaped area. A variance from the standard is requested and evaluated below.

Parking – *Existing nonconforming, variance requested.*
Sufficient parking shall be provided to accommodate reasonable hourly peak on a given site. Parking standards include using plantings to soften and shade parking lots, screening parking adjacent to public streets, and using parking islands to break up expansive lots. The existing parking lot has room for approximately 24 parking spaces (9 feet by 18 feet). The existing parking

lot does not include plantings, screening, or parking islands. The standard for landscaping within parking areas includes a minimum requirement of 10 percent of the total landscaped area to include perennials and shrubbery and at least 10 percent of the parking areas include planting islands. A variance has been requested from these standards and is evaluated below.

The proposal is also subject to additional parking requirements in Section 1325.06 which are evaluated later in this report.

Traffic Study – *Recommendation to waive requirement.*
A traffic study shall be required for all new developments, redevelopments, and significant modifications to existing sites unless waived by the City Council. The Applicant offers sufficient data in the application to demonstrate the proposed use will not result in a large amount of additional traffic and that the current conditions of the site can support the anticipated traffic. The Planning Commission recommended that the traffic study requirement be waived at the February 4, 2026, meeting.

Lighting – *Standard met.*
The Zoning Code requires exterior lighting that is consistent in type, design, scale, and color to create unity in the district. Exterior lighting for parking lots and buildings shall not be excessive and shall be directed at their intended purposes. Any light or combination of lights shall not cast light that exceeds a meter reading of one foot candle on the travel lanes of adjoining public streets or 0.4 foot candles on adjoining residential property. The Applicant has described that additional lighting that meets code will be added to the south façade.

Pedestrian and Bicycle Circulation – *Standard met.*
The Zoning Code establishes standards for pedestrian and bicycle improvements in the B-2 Zoning District. The Subject Property does not connect to any public sidewalk but there are pathways from the building entrances to the right-of-way and site parking lot. The proposal does not include any changes to these existing conditions.

Bicycle Parking – *Standard to be met.*
Subdivision 8 requires bicycle parking in new development and site modifications in the B-2 Zoning District. For commercial uses, one bicycle parking space shall be provided for every twenty (20) automobile parking spaces. A minimum of two (2) parking spaces is required. The Applicant confirmed with staff that they intend to install two bicycle parking spaces near the building entrance.

3. Section 1325.06 - Requirements for Parking, Loading and Circulation

The Applicant's proposal includes resurfacing and restriping the existing parking area and recentering the driveway access to the parking lot. The proposed modifications are in line with the parking size and construction standards established in Section 1325.06. Staff have evaluated the proposal based on the requirements for commercial parking spaces.

Location – *Existing nonconforming, variance requested.*
The City Code requires off-street parking spaces to be located at a minimum of 20 feet from the right-of-way of any public street. For side and rear setbacks, off-street parking spaces are required to be located a minimum of five (5) feet from rear and side lot lines. The existing parking lot is nonconforming with the required setback from the right-of-way of Connelly Avenue and is also

nonconforming with the side setback from the south property line and the rear setback from the east property line. Additionally, there are three parking spaces that encroach into the right-of-way.

The Applicant proposes to remove the three parking spaces and the associated concrete apron that encroach into the right-of-way and install new curb and gutter and landscaping. The parking lot will remain nonconforming from the minimum distance from the right-of-way, side and rear lot lines. The Public Works Department has been notified of the Applicant's intent to install new curb and gutter and relocate the driveway. The Assistant Public Works Director confirmed a Right-of-Way permit is required for the work described and that a grading and erosion control permit is required if there is any land disturbance greater than 2,500 square feet. Staff has notified the Applicant of this requirement and the City's standards for driveways, curbs, and gutter. Conditions of approval for a City Public Works permit are included.

Conversion or Alteration of Approved Uses – *Site Plan Review required, variance requested.*
Commercial or industrial buildings proposed to be converted, remodeled, or modified to accommodate another allowable use which has a greater off-street parking requirement shall be required to apply for Site Plan Review and approval to assure the adequacy of off-street parking. A manufacturing use falls under the category of Other Business and Industry, which requires a minimum of 1 for each 1,000 square feet of floor area, or 10 required parking spaces. The minimum number of off-street parking spaces required for retail sales use is 1 for each 150 square feet of gross retail sales floor space. The Applicant proposes to use 7,500 square feet of the structure for sales floor space, which would require 50 off street parking spaces.

The Applicant proposes to operate the retail business at the Subject Property with 24 parking spaces instead of the required 50 and has applied for a variance from the minimum parking requirement. The Applicant submitted a narrative stating that the business has never needed more than 22 parking spaces at one time to accommodate both customers and employees. The applicant states that the proposed 24 parking spaces are sufficient for business needs. The Applicant references historical data collected by the business about parking needs at peak operating hours and typical number of employees working.

Snow Storage – *Standard met.*
Snow storage areas shall be provided so that the number of parking spaces is not reduced below the minimum required. The Applicant shows a snow storage area on the site plan in the northwest corner of the property, separate from the parking lot.

Driveways – *Standard met.*
As part of the proposal, the Applicant intends to recenter the driveway access to the parking lot and install new curb and gutter in the right-of-way adjacent to the southwest corner of the structure. Recentering the driveway allows for safer maneuvering within the parking lot. Curb and gutter will be installed to the city standard.

4. Procedural Requirements for Specific Applications – Section 1355.04

The Applicant is requesting variances from several standards in Section 1325.05 Design Standards to operate a permitted retail sales use on the property located at 3628 Connelly Avenue. The City Council must use the following variance findings and criteria to determine if there are practical difficulties with complying with the zoning regulations. If the Applicants do not meet all the factors of the statutory test, then a variance should not be granted. Variances are only permitted when they are in harmony with the general purposes and intent of the ordinance.

1. **Purpose and Intent.** *The variance shall comply with the purpose and intent of the provisions of the City's Zoning Regulations and with the policies of the City's Comprehensive Plan.*

   The Applicant is proposing to establish a retail sales use in the existing principal structure on the Subject Property. The Subject Property is zoned B-2, General Business District and is designated for Community Mixed Use in the 2040 Comprehensive Land Use Plan. Retail Sales is a permitted use. The variances comply with the purpose and intent of the provisions of the City's Zoning Regulations and the policies of the City's Comprehensive Plan.

2. ***Practical Difficulties****. The Applicant for a variance shall establish that there are practical difficulties in complying with the provisions of the Arden Hills Zoning Regulations. The term "Practical Difficulties" as used in the granting of a variance means:*

   a. *Reasonable Use. The property owner proposes to use the property in a reasonable manner not permitted by the Zoning Ordinance.*

      The proposed use is a permitted use in the zoning district. The Subject Property includes an existing nonconforming structure and a lot that does not conform to existing standards for landscaping, parking, and window and door openings. The proposed use is permitted in the district and the manner in which the property is to be used is reasonable.

   b. *Unique Circumstances. The plight of the property owner is due to circumstances unique to the property not created by the landowner.*

      The existing nonconforming nature of the structure, landscaping, parking location and window and door openings is are circumstances unique to the property not created by the landowner. The parking lot is constrained by grade changes to the east, the layout of the structures and properties to the north and south, and the roadway to the west. The existing structure is described as sufficient for the retail use by the Applicant. The Applicant proposes to increase the amount of transparency on the south side of the building and is not able to increase the amount of transparency on the west side of the building due to the nonconforming nature of the building.

   c. *Character of Neighborhood. The variance, if granted, will not alter the essential character of the neighborhood.*

      The essential character of the neighborhood is suburban in nature with a mix of retail, entertainment, and service businesses. Some non-conforming industrial uses remain. The variance, if granted, will not alter the essential character of the neighborhood, and will instead bring the property more in line with the stated intent of the B2 zoning district. The Applicant states that cosmetic updates to the building including removing awnings, repainting the building, resurfacing, and re-striping parking areas will improve the current conditions of a warehouse with outside storage.

Additional Review

Building Official

The Building Official has reviewed the plans and has no additional comments at this time. A Building Permit will be required prior to any construction taking place. This has been added as a condition of approval.

Public Works Director/City Engineer
The Public Works Director/City Engineer has reviewed the plans. A Right-of-Way Permit is required to install the curb and gutter and new driveway apron. A grading and erosion control permit is required for any land changes over 2,500 square feet in area. This has been added as a condition of approval.

Fire Marshal
The Fire Marshal has reviewed the plans and does not have additional comments at this time.

Findings of Fact

The Planning Commission reviewed this application at the February 4, 2026 meeting and offers the following findings of fact for your consideration.

General Findings:

1. The Subject Property is located within the General Business District designated for Community Mixed Uses on the 2040 Comprehensive Plan.
2. The Subject Property is zoned B-2 General Business.
3. The Subject Property contains an existing nonconforming principal structure and existing nonconforming setbacks, landscaping and parking lot.
4. The Subject Property has been used for manufacturing continuously since 1959. Manufacturing is not a permitted use in the B-2 General Business District.
5. The Applicant submitted site plan review and variance applications to establish a retail sales use in an existing manufacturing and warehousing facility at 3628 Connelly Avenue. Retail sales is a permitted use in the B-2 General Business District.
6. Site Plan Review is required when a project proposes to reuse an existing property for a use that requires more parking than the previous use. In the parking requirements table, manufacturing use falls under the category of Other Business and Industry, which requires a minimum of 1 for each 1,000 square feet of floor area, or 10 required parking spaces. The minimum number of off-street parking spaces required for retail sales use is 1 for each 150 square feet of gross retail sales floor space. The Applicant proposes to dedicate 7,500 square feet of the structure sales floor space, which would require 50 off street parking spaces.
7. The Applicant is seeking a variance to provide 24 off street parking spaces where the Zoning Code requires 50 parking spaces, a variance of 26 spaces.
8. The Applicant is seeking a variance from design standards in Section 1325.06 related to required parking location, parking islands, landscaping, boulevard trees, architectural style, building character, materials and design, and windows and door openings.
9. The Applicant is proposing to remove three existing parking spaces that encroach on the right-of-way from Connelly Avenue and to increase the landscaped area on the property.
10. The Applicant requests to waive the requirement for a traffic study. The Applicant offers sufficient data in the application to demonstrate the proposed use will not result in a large amount of additional traffic and that the current conditions of the site can support the anticipated traffic.
11. The proposed plan does not conflict with the general purpose and intent of the Zoning Code or the Comprehensive Development Plan for the City.

12. The proposed use is not anticipated to create a negative impact on the immediate area or the community as a whole.
13. The proposed plan will not produce any permanent noise, odors, vibration, smoke, dust, air pollution, heat, liquid, or solid waste, and other nuisance characteristics.
14. The proposed plan is not expected to have significant impact on traffic or parking conditions.
15. A public hearing is not required for site plan review.
16. Property owners within 500 feet of the subject property were notified of the application as established in city code.

Variance Findings:

17. The Applicant is seeking variances from design standards in Section 1325.06 related to required parking, parking location, parking islands, landscaping, boulevard trees, and windows and door openings.
18. Variances are only permitted when they are in harmony with the general purposes and intent of the ordinance.
19. The proposed is in harmony with the general purpose and intent of the ordinance.
20. The proposed is a reasonable use of the property that would not be allowed under the rules of the Zoning Code without the requested variance.
21. The proposed would not alter the essential character of the neighborhood.
22. The variance request is not based on economic considerations alone.
23. A public hearing is not required for variance requests.

Options and Motion Language

The Planning Commission reviewed this application at the February 4, 2026 meeting. At that time, it recommended Condition # 11 "The Planning Commission recommend waiving the traffic study requirement" as a condition of approval. The Planning Commission passed a motion to approve with conditions the application from Bruce Gardner for the proposed retail sales use unanimously (7-0). The following are motion language options for the City Council to consider.

Site Plan Review and Variance

- Approval with Conditions: Move to *adopt* Resolution 2026-012 approving Planning Case 25-016 for a site plan review and variances from parking and design standards for a permitted retail sales use at 3628 Connelly Avenue, based on the findings of fact and the submitted plans, as amended by the conditions in the March 9, 2026, report to the City Council:

    1. The project shall be completed in accordance with the submitted plans as amended by the conditions of approval. Any significant changes to these plans, as determined by the Community Development Director, shall require review and approval by the Planning Commission and City Council.
    2. The proposed parking area shall conform to all other regulations in the City Code.
    3. A Building Permit shall be obtained for interior and exterior alterations to the existing principal structure where appropriate.
    4. Attached security lighting shall be shoebox style, downward directed with flush lenses. In addition, any lighting under canopies (building entries) shall be recessed and use a flush lens.

5. A Right-of-Way permit shall be obtained from the City's Engineering Department prior to working in the right-of-way including, but not limited to parking lot resurfacing, driveway apron installation, and installing curb and gutter.
6. Curb and gutter must be installed according to the City's standard plate.
7. A Grading and Erosion permit shall be obtained from the City's Engineering Department prior to commencing any grading, land disturbance or utility activities greater than 2,500 square feet. The Applicants shall be responsible for obtaining any permits necessary from other agencies, including but not limited to Rice Creek Watershed District and Ramsey County prior to the start of any site activities. Verification of approved permits or documentation from other agencies that a permit is not necessary shall be provided to the City.
8. A separate sign permit shall be required for each sign on the site.
9. A required future trash enclosure shall use gates and be constructed on three sides using the similar or complementary materials, colors, and patterns used on the building. Locations shall be approved by the Planning Department.
10. All disturbed boulevards shall be restored with sod. All areas of the site, where practical, shall be sodded or seeded and maintained. The property owner shall mow and maintain all site boulevards to the curb line of the public streets.
11. The requirement for a parking study is waived.

- Approval as Submitted: Motion to *adopt* Resolution 2026-012 approving Planning Case 25-016 for a site plan review and variances from parking and design standards for a permitted retail sales use at 3628 Connelly Avenue, based on the findings of fact and the submitted plans in the March 9, 2026, report to the City Council.

- Recommend Denial: Motion to *deny* Planning Case 25-016 for a site plan review and variances from parking and design standards for a permitted retail sales use at 3628 Connelly Avenue, based on the following findings: *findings to deny should specifically reference the reasons for denial and why those reasons cannot be mitigated*.

- Table: Motion to *table* Planning Case 25-016 for a site plan review and variances from parking and design standards for a permitted retail sales use at 3628 Connelly Avenue: *a specific reason and information request should be included with a motion to table*.

Public Comments

Notice was published in the *Pioneer Press* on February 25, 2026. Notice was prepared by the City and mailed to property owners within 500 feet of the subject property. At the time of report drafting, the city had not received public comments on this planning case.

Deadline for Agency Actions

The City of Arden Hills received the completed application for this request on January 5, 2026. Pursuant to Minnesota State Statute, the city must act on this request by March 3, 2026 (60 days), unless the city provides the petitioner with written reasons for an additional 60-day review period. The sixty (60) day timeline begins on the day the City is in receipt of what has been determined to be a complete application.

Based on the date of completeness, and the city meeting schedule for February and March, the city provided the Applicant with written reasons to extend the City's review period from 60 days to

120 days so that the planning case may be heard by the City Council on March 9, 2026. With consent of the applicant, the City may extend the review period beyond the initial 120 days.

Attachments

A. Land Use Application
B. Location Map
C. Narrative
D. Existing Site Plan
E. Proposed Site Plan
F. Draft Planning Commission Minutes
G. Planning Commission Memo
H. Resolution 2026-012
I. Presentation

1245 West Highway 96
Arden Hills, Minnesota 55112
Telephone (651) 792-7800
Fax (651) 634-5137
www.cityofardenhills.org

Attachment A

Planning Case No.	25-
Submittal Date	
Application Completed Date	
Accepted by	
Receipt Number	
Council Decision	
Council Decision Date	

2025 LAND USE APPLICATION

Applicant Information

Applicant: Scale Model Supplies

Address: 458 Lexington parkway N Saint Paul Mn 55104

Telephone No.: 651-646-7781 Other:

Fax No.:

Email Address: scalemodelsupplies@comcast.net

Property Information

Property Owner: Dave Roeser - Waters Edge Enterprises Inc.

Owner Address: 3091 Big Pass Lane Punta Gorda FL 33955

Owner Telephone No. 612-741-7747 Other:

Address of Property Involved: 3628 Connelly Avenue Arden Hills, Mn

Legal Description: The North 181 feet of South 344 feet of West 120 feet of East 462 feet of Southeast Quarter in Section 27, Township 30, Range 23, Ramsey County, Minnesota

Property ID No.: 27.30.23.43.0006

Type of Use: retail

Zone: B-2 Property Acreage: .50 acres

Type of Request

- ☐ Comprehensive Plan Amendment (Fee: $550 + Escrow: $2,500)
- ☐ Conditional Use or Interim Use Permit/CUP or IUP Amendment (Fee: $400 + Escrow: $1,500)
- ☐ Preliminary Plat (Fee: $500 + Escrow: $2,500)
- ☐ Final Plat (Fee: $450 + Escrow: $1,000)
- ☐ Concept Plan Review (Fee: $300 + Escrow: $750)
- ☐ Master Planned Unit Development or Master Special Development Plan (Fee: $600 + Escrow: $2,500)
- ☐ Final Planned Unit Development or Final Special Development Plan (Fee: $350 + Escrow: $2,000)
- ☐ Planned Unit Development Amendment or Special Development Plan Amendment (Fee: $400 + Escrow: $1,500)
- ☒ Site Plan Review (Fee: $450 + Escrow: $1,500)
- ☐ Rezoning or TCAAP Regulating Plan Amendment (Fee: $500 + Escrow: $1,500)
- ☐ Zoning Code or TCAAP Redevelopment Code Amendment (Fee: $400 + Escrow: $1,500)
- ☐ City Code Amendment (Fee: $350 + Escrow: $1,500)
- ☐ Lot Split/Minor Subdivision (R-1 and R-2 Districts Only) (Fee: $350 + Escrow: $1,500)
- ☐ Variance or Permitted Adjustment (Fee: $350 + Escrow: $1,000)
- ☐ Vacation of Easement or Right-of-Way (Fee: $150 + Escrow: $1,000)
- ☐ Appeal of Administrative Decision (Fee: $150 + Escrow: $1,000)
- ☐ Land Use Requests – Not Already Specified (Fee: $150 + Escrow: $1,000

Brief Description of Request (please also include a typed, detailed letter explaining the project):

We are seeking the city to allow the retail use of property with a different parking ratio
than what is currently required by code. Please see attached explination

IMPORTANT

- Certain applications are subject to review and approval by the Rice Creek Watershed District. Contact RCWD directly at 763-398-3070 for additional information.
- The land use application fees do not cover building, sign, or other permit fees that may be required upon approval of a land use application.
- All applications will be subject to additional fees for reimbursement of consultant costs associated with filing, reviewing, and processing of application in the form of an escrow to the City.

Filing & Information Requirements

The City requests that you make a pre-application meeting with the Community Development Director to discuss the application process, requirements, and deadlines. Unless waived by the Community Development Director or Planning Commission, a certified survey of the property is required for all applications. A checklist with additional application requirements can be found at www.cityofardenhills.org/landuseapplications.

Complete/Incomplete Applications

Under Minnesota Statute, Chapter 15.99, cities have 15 business days to review all plans and application materials to ensure they satisfy City requirements. During the 15 day review period, planning staff will provide written comments on the application and may request plan revisions. If the application is determined to be complete, Minnesota State Statute then requires the City to approve or deny the application within 60 days, up to 120 days. If not complete, the City may require plan revisions and/or additional information before the application is scheduled for Planning Commission review and/or City Council action. Project will not be scheduled for any meeting until the application submittal is found to be complete by the Community Development Director.

Payment of Fees and Escrows

The undersigned acknowledges that she/he understands that before a land use application can be deemed complete, all required fees and escrows must be paid to the City. The applicant is responsible for all costs incurred by the City related to the processing of this application. Each separate land use request shall be charged a separate administrative fee and escrow even if submitted on the same application. Costs expended in reviewing and processing an application will be charged against the cash escrow and credited to the City. Charges to the escrow may include planning and engineering staff time, City Attorney and consulting fees, and mailing costs. If, at any time, a required cash escrow is depleted to less than 20 percent of its original amount, the applicant shall deposit additional funds in the cash escrow account as determined by the City. The City may withhold final action on a land use application, withhold building permits, and/or rescind prior action until all fees have been paid. Unused portions of an escrow are returned to the applicant upon successful implementation of an approved plan. The escrow may be reduced or increased by the Community Development Director on a project by project basis.

Notice of Meeting Attendance

In order for the Planning Commission and the City Council to consider any application, the applicant or a designated representative must be present at the scheduled meeting. If not, the matter may be tabled until the next available agenda.

Meeting Schedule

Planning Commission meetings are typically held on the first Wednesday after the first Monday of each month at 6:30 PM, though please contact City Hall to verify the meeting date and time. City Council meetings are held typically the last Monday of the same month at 7:00 PM. Meetings are held in the Council Chambers at the City of Arden Hills, 1245 West Highway 96, Arden Hills, Minnesota 55112, unless otherwise stated. The schedules below are for reference purposes only. Project will not be scheduled for any meeting until the application submittal is found to be complete by the Community Development Director.

2025 Planning Commission and City Council Schedule *(*subject to change)*

TENTATIVE PLANNING COMMISSION MEETING DATE* (Generally held on the first Wednesday after the first Monday at 6:30 p.m.)	**TENTATIVE CITY COUNCIL MEETING DATE*** (Generally held on the fourth Monday at 7:00 p.m.)	**DEADLINE FOR LAND USE APPLICATION SUBMISSION** (1st day of the preceding month)
January 8	February 10	December 1 (2024)
February 5	March 10	January 2
March 5	April 14	February 3
April 9	April 28	March 3
May 7	May 26*	April 1
June 4	June 23	May 1
July 9	July 28	June 2
August 6	August 25	July 1
September 3	September 22	August 1
October 8	October 27	September 1
November 5	November 24	October 1
December 3	January 12 (2026)	November 3

Acknowledgement and Signature

I hereby apply for the above consideration and declare that the information and materials submitted with this application are complete and accurate per city code and ordinance requirements. I fully understand that I am responsible for all costs incurred by the City related to the processing of this application.

President Waters Edge Ext, Inc 11/26/2025

Property Owner Signature (Required) Date

Bruce Gardner 11-25-2025

Applicant Signature (If different than the property owner) Date

Please contact the Community Development Director at 651-792-7800
if you have any questions regarding this application.

Additional copies of this application form are available on the City's website:

Location Map

Attachment B



1/29/2026, 1:59:21 PM

1:8,000

0 0.05 0.1 0.2 mi

0 0.1 0.2 0.4 km

Subject property

Cities

County Offices

Ramsey County

Ramsey County MN

Attachment C

NARRATIVE

Scale Model Supplies has been in business for over 43 years in Saint Paul. The store has become a favorite stop for serious modelers across the Midwest. We specialize in Model trains and model kits of all types as well as many other hobby related products.

We currently have 20,000 square feet of space and are looking to downsize to about half of that amount. Due to market changes, we have seen internet sales increase and seek to grow that part of our business. We would like to reduce the amount of retail sales floor space but still believe having the inventory to physically come and look at is very important.

We are seeking for the city to approve the reduction of the required parking ratio of spaces per sq ft, to allow compliance at this site. We are not proposing any physical changes to the site, just seeking to use the existing building and parking area as it has been for many years, which should greatly enhance it from its current state as a warehouse with outside storage.

Updates will be cosmetic in nature inside and out which will include removing awnings, repainting the building, resurfacing, and re-striping parking areas. Future signage will conform to city code. Trash will remain by the loading dock. Snow will be piled north of the dock first and then hauled away after area is full as noted on the survey.

This is my 43rd year at the store and even on our busiest days I don't believe we have ever needed more than 22 parking spaces at any one time. It may seem strange but sales have always been spread throughout the day. Mainly seniors in the mornings and younger customers later in the day. Sure the store can be busy but we find that families that came in one vehicle or friends riding together is common.

Recent checks on busy days revealed 13 cars max a couple of times throughout the day. Most of the time there are eight cars or less parking at any one time. Also most of our regular customers know what they want and do not linger for long periods of time.

The amount of retail sales floor space we are planning on would be approximately 7,500 sq ft. The remaining 1,800 sq ft would be for office / warehouse, restrooms and utilities.

We believe our store would be a great addition to Arden Hills as well as the surrounding communities. Giving people greater access to these wonderful hobbies and teaching them the life long skills that they bring.

-Bruce Gardner (Owner)

SITE PLAN

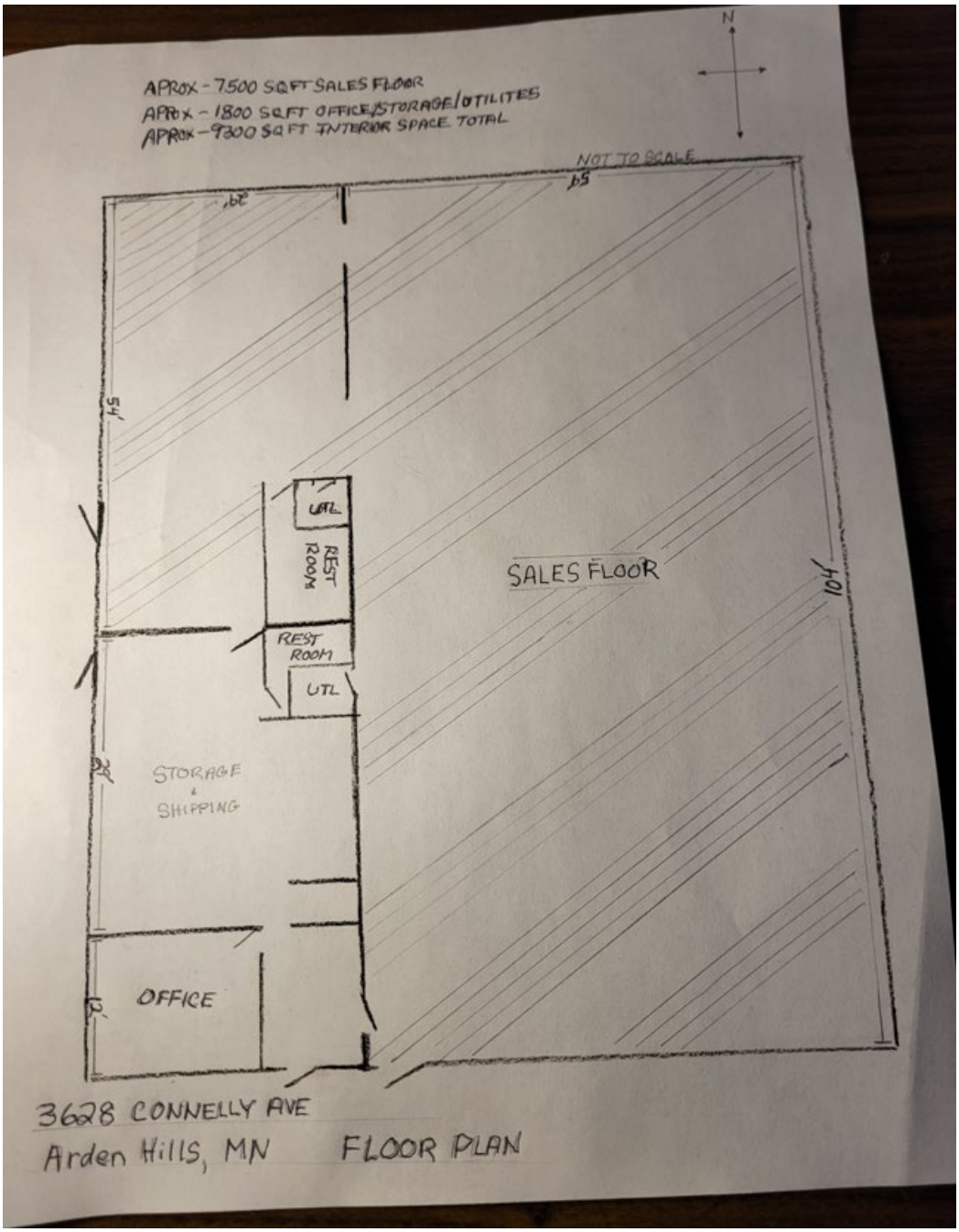
3628 Connelly Avenue Arden Hills, MN 55112

Approximately 24 striped stalls 9' x 18'
October 2014 Ramsey County Aerial



FLOOR PLAN

Approximately 7,500 Sq Ft – Sales Floor
Approximately 1,800 Sq Ft – Office / Storage / Utilities
Approximately 9,300 Sq Ft – Interior Space Total



Attachment D

KEMPER & ASSOCIATES INC.
PROFESSIONAL LAND SURVEYORS
721 OLD HIGHWAY 8 N.W.
NEW BRIGHTON, MINNESOTA 55112
651-631-0351
FAX 651-631-8805
email: kemper@pro-ns.net
www.kempersurveys.com

ALTA/NSPS SURVEY OF

3628 CONNELLY AVENUE

CITY OF ARDEN HILLS, RAMSEY COUNTY, MINNESOTA



NORTHWESTERLY SIDE OF 3628 CONNELLY AVENUE
CITY OF ARDEN HILLS, RAMSEY COUNTY, MINNESOTA



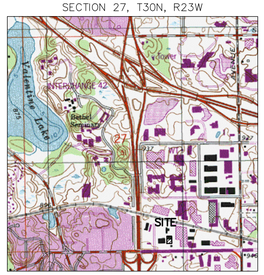
SOUTHWESTERLY SIDE OF 3628 CONNELLY AVENUE
CITY OF ARDEN HILLS, RAMSEY COUNTY, MINNESOTA

0 10 20
1 INCH EQUALS 20 FEET

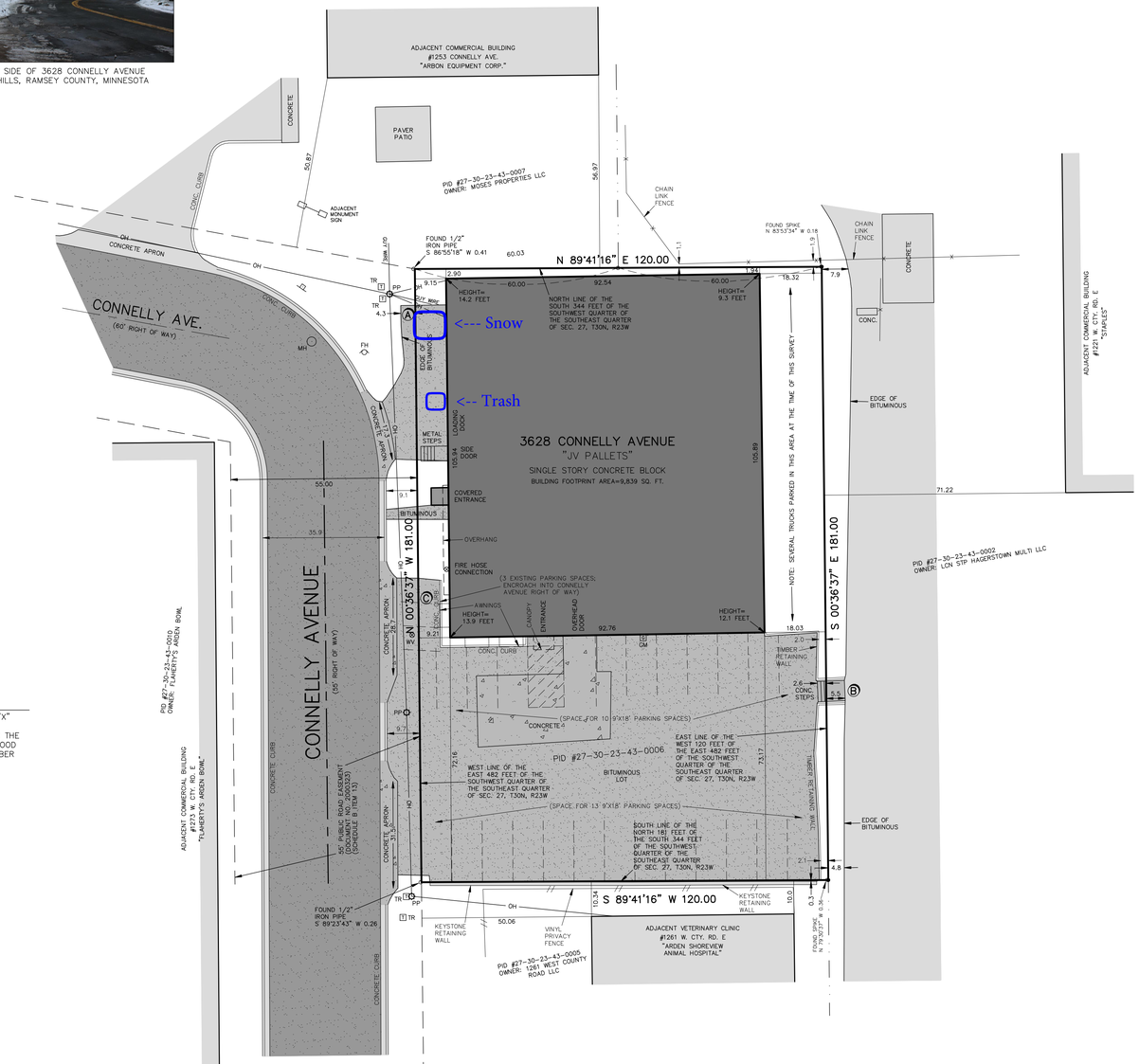
BASIS FOR BEARINGS:
RAMSEY COUNTY
COORDINATE SYSTEM
(NAD83, 1996)

(VIA REAL TIME GPS
MEASUREMENTS UTILIZING
MINNESOTA DEPARTMENT
OF TRANSPORTATION
VRS NETWORK)

SECTION 27, T30N, R23W



VICINITY MAP
(NO SCALE)



LEGAL DESCRIPTION

STEWART TITLE GUARANTY COMPANY
COMMITMENT NO. 723284
DATED OCTOBER 24, 2025

The North 181 feet of South 344 feet of West 120 feet of East 482 feet of Southwest Quarter of Southeast Quarter in Section 27, Township 30, Range 23, Ramsey County, Minnesota

AREA SUMMARY

SUBJECT PROPERTY = 21,720 SQ. FT. OR 0.4986 ACRES

ZONING REQUIREMENTS

ZONED B-2 – GENERAL BUSINESS DISTRICT

SERVICE BUSINESS IS A PERMITTED USE
CLASS I MANUFACTURING & PROCESSING IS AN ACCESSORY USE
OFFICE IS A PERMITTED USE
RETAIL SALES & SERVICE IS A PERMITTED USE
WAREHOUSING IS AN ACCESSORY USE

MINIMUM LOT AREA – 13,000 SQ. FT.

MINIMUM LOT WIDTH – 100 FEET

MINIMUM LOT DEPTH – 130 FEET

MAXIMUM HEIGHT – 50 FEET

MAXIMUM FLOOR AREA RATIO – 0.8

MAXIMUM STRUCTURE COVERAGE – 45%

MINIMUM LANDSCAPE AREA – 20%

BUILDING SETBACKS:
- FRONT – 50 FEET
- REAR – 20 FEET
- SIDE – 20 FEET MINIMUM/40 FEET TOTAL

PARKING REQUIREMENTS:
- 1 SPACE FOR EACH 250 SQ. FT. OF GROSS FLOOR AREA (BUSINESS & PROFESSIONAL OFFICE)
- 1 SPACE FOR EACH EMPLOYEE ON MAJOR SHIFT PLUS 1 SPACE FOR EACH VEHICLE USED IN CONDUCTING THE BUSINESS OR 1 SPACE FOR EACH 1,000 SQ. FT. OF FLOOR AREA, WHICHEVER IS GREATER (OTHER BUSINESS & INDUSTRY)
- 1 SPACE FOR EACH 150 SQ. FT. OF GROSS RETAIL SALES FLOOR SPACE (RETAIL SALES)

(AS PER CITY OF ARDEN HILLS ZONING CODE)

FLOOD ZONE

SUBJECT PROPERTY LIES WITHIN FLOOD ZONE "X" (AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN) ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAP COMMUNITY PANEL NUMBER 27123C0020G, DATED JUNE 4, 2010, RAMSEY COUNTY, MINNESOTA

PARKING SUMMARY

NO STRIPED PARKING SPACES VISIBLE ON SUBJECT PROPERTY AT THE TIME OF THIS SURVEY
(ANY EXISTING SPACES ARE UNDER STACKED PALLETS)

NOTE: SPACE EXISTS IN THE EXISTING PARKING LOT FOR 23 9'X18' PARKING SPACES

STATEMENT OF APPARENT ENCROACHMENTS

(A) BITUMINOUS ENCROACHES INTO CONNELLY AVENUE RIGHT OF WAY A MAXIMUM DISTANCE OF 4.3 FEET.

(B) NO APPARENT EASEMENT FOR CONCRETE STEPS BETWEEN SUBJECT PROPERTY AND ADJACENT PROPERTY TO THE EAST.

(C) PARKING SPACES ENCROACH INTO CONNELLY AVENUE RIGHT OF WAY.

NOTE: SUBJECT BUILDING DOES NOT CONFORM TO THE CURRENT SETBACK REQUIREMENTS TO THE NORTH, WEST & EAST PROPERTY LINES. LIKELY GRANDFATHERED-IN, AS IT WAS CONSTRUCTED PRIOR TO THE CURRENT ZONING REQUIREMENTS

NOTES

1. THIS SURVEY WAS CONDUCTED WITH A LEICA RCS MS 50 ROBOTIC TOTAL STATION AND LEICA GS-16 & GS07 GPS SYSTEM.
2. ALL DIMENSIONS FROM BUILDINGS TO PROPERTY LINES ARE MEASURED PERPENDICULAR OR RADIALLY TO SAID PROPERTY LINES.
3. ALL DRIVEWAY AND STREET THROAT DIMENSIONS SHOWN ARE MEASURED FACE OF CURB TO FACE OF CURB, UNLESS OTHERWISE NOTED.
4. THERE IS NO OBSERVABLE EVIDENCE OF CEMETERIES OR BURIAL GROUNDS ON SUBJECT PROPERTY.
5. THERE ARE NO PONDS, LAKES, SPRINGS OR RIVERS BORDERING ON OR RUNNING THROUGH SUBJECT PROPERTY.
6. UTILITIES SHOWN HEREON ARE AS PER ABOVE GROUND EVIDENCE.
7. ACCESS IS GAINED TO THE SUBJECT PROPERTY VIA CONNELLY AVENUE, WHICH IS A PUBLIC ROAD EASEMENT.
8. THERE IS NO OBSERVABLE EVIDENCE OF EARTH MOVING WORK, BUILDING CONSTRUCTION OR BUILDING ADDITIONS WITHIN RECENT MONTHS.
9. THERE ARE NO CHANGES IN STREET RIGHT OF WAY LINES EITHER COMPLETED OR PROPOSED, AND AVAILABLE FROM THE CONTROLLING JURISDICTION.
10. THERE IS NO OBSERVABLE EVIDENCE OF RECENT STREET OR SIDEWALK CONSTRUCTION OR REPAIRS.
11. THERE IS NO OBSERVABLE EVIDENCE OF SITE USE AS A SOLID WASTE DUMP, SUMP OR SANITARY LANDFILL.

NOTES CORRESPONDING TO SCHEDULE B

STEWART TITLE GUARANTY COMPANY
COMMITMENT NO. 723284
DATED OCTOBER 24, 2025

13. ROAD EASEMENT DATED DECEMBER 12, 1977, FILED APRIL 19, 1978 AS DOCUMENT NUMBER 2000323. DESCRIBES THE RIGHT OF WAY OF CONNELLY AVENUE. AFFECTS SUBJECT PROPERTY AND IS PLOTTED AND SHOWN HEREON.

14. SPECIAL USE PERMIT FILED DECEMBER 21, 1987 AS DOCUMENT NUMBER 2419775. GRANTED A SPECIAL USE PERMIT FOR A ROOFTOP SIGN TO "TRANSPORTATION ELECTRONICS". PERMIT STATES: "THIS SPECIAL USE PERMIT SHALL REMAIN IN EFFECT UNTIL SUCH TIME AS THE PERMITTEE VACATES THE PREMISES WHICH ARE THE SUBJECT HEREOF WHERE UPON THE PERMIT SHALL BE NO LONGER OF ANY FORCE AND EFFECT AND THE SIGN SHALL BE REMOVED FROM THE PREMISES."
NO SUCH SIGN EXISTS AT THE TIME OF THIS SURVEY.
NO LONGER AFFECTS SUBJECT PROPERTY.



SOUTHWESTERLY SIDE OF 3628 CONNELLY AVENUE
CITY OF ARDEN HILLS, RAMSEY COUNTY, MINNESOTA

LEGEND

- MH ◯ MANHOLE
- PP ○ POWER POLE
- TR [T] TELEPHONE RISER
- FH ◇ FIRE HYDRANT
- WV ⊗ WATER VALVE
- EM [E] ELECTRIC METER
- GM [G] GAS METER
- SIGN
- — OH — OVERHEAD UTILITY LINES
- ● DENOTES SET SURVEY MONUMENT MARKED "KEMPER 18407/63858"

PREPARED FOR:
JAY CHMIELESKI
SENIOR MANAGING DIRECTOR
NEWMARK
100 SOUTH FIFTH ST., STE. 2100
MINNEAPOLIS, MINNESOTA 55402
612-275-3772
Jay.Chmieleski@nmrk.com

SURVEYOR'S CERTIFICATE

To: Scale Model Supplies, Inc., a Minnesota corporation;
Newmark Knight Frank, its successors and/or assigns, as their interest map appear;
Stewart Title Guaranty Company;
Land Title, Inc.:

This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2021 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes Items 1, 2, 3, 4, 6(a), 6(b), 7(a), 7(b)(1), 7(c), 8, 9, 13, 14, 16, 17 and 18 of Table A thereof. The field work was completed on November 26, 2025.

Date: DECEMBER 8, 2025

Mark D. Kemper

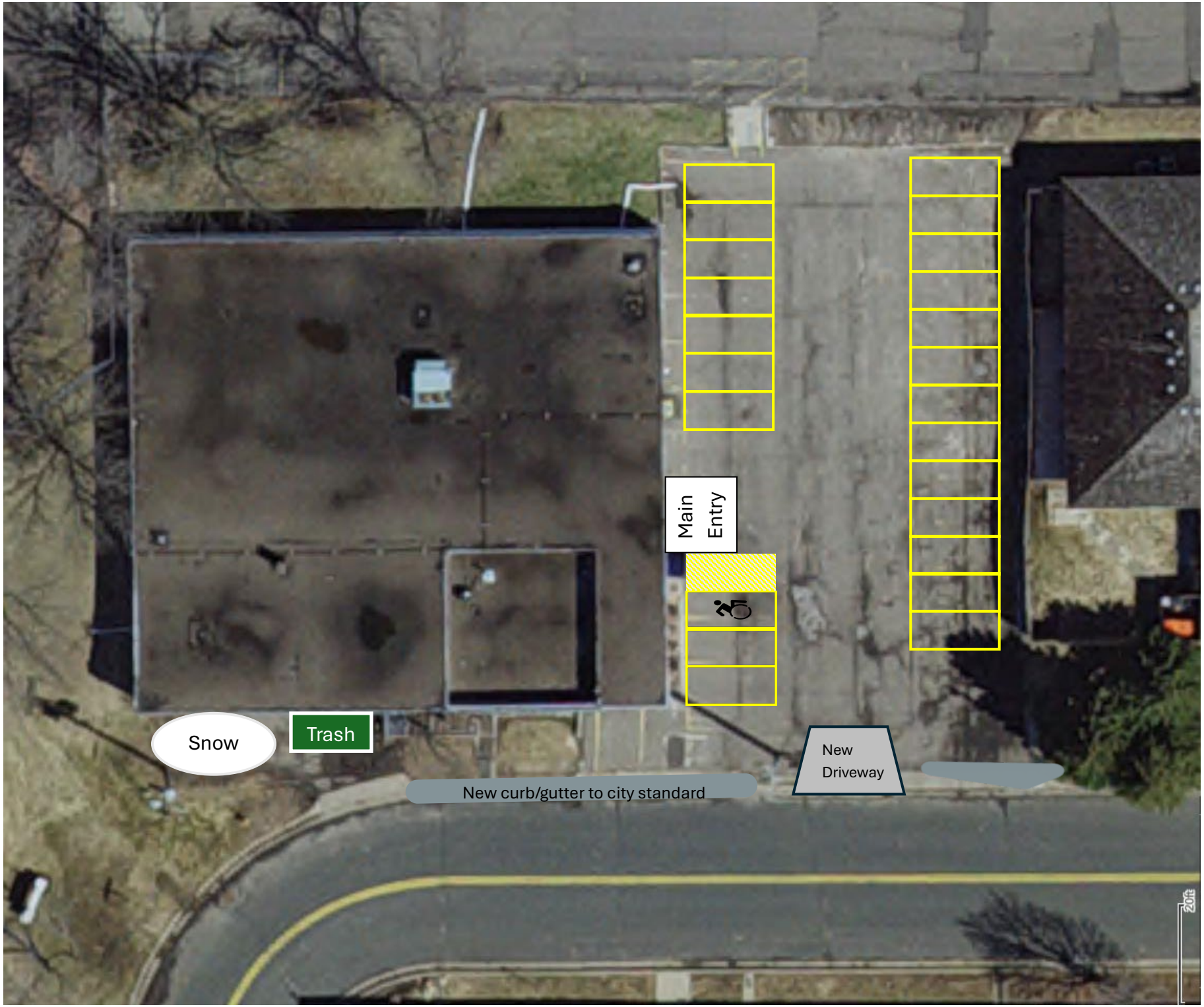
Mark D. Kemper, Professional Land Surveyor
Minnesota Registration No. 18407
Kemper & Associates, Inc.
721 Old Highway 8 N.W.
New Brighton, Minnesota 55112
Phone 651-631-0351
Fax 651-631-8805
email: kemper@pro-ns.net

STATE OF MINNESOTA
PROFESSIONAL LAND SURVEYOR
18407
MARK D. KEMPER

KEMPER & ASSOCIATES, INC. ©

Attachment E




Main Entry
Snow
Trash
New Driveway
New curb/gutter to city standard
20ft

Commissioner Bjorkland indicated he could not support the graphic portion of the sign request. He explained the scale of the signs was also a concern for him.

Commissioner Jacobson recommended a finding be drafted to state not all businesses within this district can disregard the sign code standards.

Commissioner Burlingame moved and Commissioner Bjorklund seconded a motion to recommend approval of Planning Case 26-001 for a Sign Standard Adjustment through the Site Plan Review process to install up to 163 square feet in wall signage, 72 square feet in graphic signage, and 33.5 square feet in freestanding signage at 3535 Pine Tree Drive based on the findings of fact and the submitted plans, as amended by the conditions in the February 4, 2026, report to the Planning Commission adding a finding of fact that reads: The Planning Commission finds the requested sign standard adjustment is appropriate due to the public emergency services use of the property and the functional need for clear identification and that approval of this request was based on the specific land use and site context and does not constitute a general precedent for Sign District 7.

Commissioner Bjorklund reiterated that he would be voting against this request because he believed the signage was serving marketing purposes, was not needed at the proposed scale and was too costly for the public.

The motion carried 6-1 (Commissioner Bjorklund opposed).

C. Planning Case 25-016 – 3628 Connelly Avenue – Site Plan Review – *No Public Hearing Required*

Senior Planner Fransen stated the Applicant has submitted a land use application for Site Plan Review and Variances at the Subject Property. The Applicant seeks to purchase the property and relocate an existing retail business, Scale Model Supplies, from Saint Paul to Arden Hills. The Subject Property is owned by Waters Edge Enterprises Inc., and the building is occupied by JV Pallets, a company that manufactures and recycles wood pallets. The existing use is an existing nonconforming use that has been in operation as a light industrial/manufacturing and warehousing site since 1959. The B-2 zoning district today does not allow this use as a principal use. The proposed retail use is permitted within the B-2 zoning district.

Senior Planner Fransen explained the proposal includes reconfiguring access to the parking lot and restriping parking spaces within the existing parking lot. Three existing parking spaces, partially located within the right-of-way, are proposed to be removed and replaced with landscaped areas. The Applicant proposes to convert an overhead door to a standard retail dual door entryway. Other minor modifications to the exterior of the structure are proposed for safe and convenient access to the structure for customers.

Senior Planner Fransen reported the proposal includes a request to allow for fewer on-site parking spaces than required in the Zoning Code. The Applicant states the existing parking lot accommodates up to 24 parking spaces and that this number is sufficient to operate the business. Scale Model Supplies has been in business for more than 43 years. The store specializes in model trains and model kits as well as other hobby-related products. The business owner seeks to downsize from a 20,000 square foot space located in Saint Paul and find a space compatible with growing the online sales side of the business. The Applicant anticipates using approximately 7,500 square feet for retail sales and the remaining 1,800 square feet would be allocated for

office, storage, restrooms, and utilities. The Subject Property would allow for a combination of retail space for direct sales and inventory space for both direct and online sales.

Senior Planner Fransen indicated the business is open Monday through Sunday, 10 a.m. to 6 p.m. with typically four (4) employees on site at a given time. The business receives deliveries from standard-size courier vans and does not regularly use overhead doors or a loading dock. The Applicant states these operations are likely to continue. The Applicant states that on the busiest days, the business does not require more than 22 parking spaces at one time. Recent checks showed that at the current location, a maximum of 13 spaces have been used at one time, and the average number of parked cars is eight. The store is a destination for customers who plan their visit, know what they are looking for, and do not linger for long periods of time. Therefore, sales are typically spread throughout the day, and the existing parking lot will accommodate the need.

Senior Planner Fransen reviewed the Plan Evaluation and provided the Findings of Fact for review:

General Findings:

1. The Subject Property is located within the General Business District designated for Community Mixed Uses on the 2040 Comprehensive Plan.
2. The Subject Property is zoned B-2 General Business.
3. The Subject Property contains an existing nonconforming principal structure and existing nonconforming setbacks, landscaping and parking lot.
4. The Subject Property has been used for manufacturing continuously since 1959. Manufacturing is not a permitted use in the B-2 General Business District.
5. The Applicant submitted site plan review and variance applications to establish a retail sales use in an existing manufacturing and warehousing facility at 3628 Connelly Avenue. Retail sales is a permitted use in the B-2 General Business District.
6. Site Plan Review is required for conversions from one permitted use to another permitted use when the new use has a greater off-street parking requirement than the existing use. In the parking requirements table, manufacturing use falls under the category of Other Business and Industry, which requires a minimum of 1 for each 1,000 square feet of floor area, or 10 required parking spaces. The minimum number of off-street parking spaces required for retail sales use is 1 for each 150 square feet of gross retail sales floor space. The Applicant proposes to dedicate 7,500 square feet of the structure sales floor space, which would require 50 off street parking spaces.
7. The Zoning Code requires 50 parking spaces for a retail use with Applicant is seeking site plan approval to operate a retail sales use with 24 off street parking spaces where the Zoning Code requires 50 parking spaces.
8. The Applicant is seeking a variance from design standards in Section 1325.06 related to required parking location, parking islands, landscaping, boulevard trees, and window and door openings.
9. The Applicant is proposing to remove three existing parking spaces that encroach on the right-of-way from Connelly Avenue and to increase the landscaped area on the property.
10. The Applicant requests to waive the requirement for a traffic study. The Applicant offers sufficient data in the application to demonstrate the proposed use will not result in a large amount of additional traffic and that the current conditions of the site can support the anticipated traffic.
11. The proposed plan does not conflict with the general purpose and intent of the Zoning Code or the Comprehensive Development Plan for the City.

12. The proposed use is not anticipated to create a negative impact on the immediate area or the community as a whole.
13. The proposed plan will not produce any permanent noise, odors, vibration, smoke, dust, air pollution, heat, liquid, or solid waste, and other nuisance characteristics.
14. The proposed plan is not expected to have significant impact on traffic or parking conditions.
15. A public hearing is not required for site plan review.
16. Property owners within 500 feet of the subject property were notified of the application as established in city code.

Variance Findings:

17. The Applicant is seeking variances from design standards in Section 1325.06 related to required parking location, parking islands, landscaping, boulevard trees, and window and door openings.
18. Variances are only permitted when they are in harmony with the general purposes and intent of the ordinance.
19. The proposed is in harmony with the general purpose and intent of the ordinance.
20. The proposed is a reasonable use of the property that would not be allowed under the rules of the Zoning Code without the requested variance.
21. The proposed would not alter the essential character of the neighborhood.
22. The variance request is not based on economic considerations alone.
23. A public hearing is not required for variance requests

Senior Planner Fransen reviewed the motion options available to the Planning Commission for Planning Case 25-016 for a site plan review and variance to establish a retail sales use at 3628 Connelly Avenue:

1. Recommend Approval with Conditions

    1. The project shall be completed in accordance with the submitted plans as amended by the conditions of approval. Any significant changes to these plans, as determined by the Community Development Director, shall require review and approval by the Planning Commission and City Council.
    2. The proposed parking area shall conform to all other regulations in the City Code.
    3. A Building Permit shall be obtained for alterations to the existing principal structure.
    4. All light poles, including base, shall be shoebox style, downward directed, with high pressure sodium lamps or LED and flush lenses. Other than wash or architectural lighting, attached security lighting shall be shoebox style, downward directed with flush lenses. In addition, any lighting under canopies (building entries) shall be recessed and use a flush lens.
    5. A Right-of-Way permit shall be obtained from the City's Engineering Department prior to working in the right-of-way including, but not limited to parking lot resurfacing, driveway apron installation, and installing curb and gutter.
    6. Curb and gutter must be installed according to the City's standard plate.
    7. A Grading and Erosion permit shall be obtained from the City's Engineering Department prior to commencing any grading, land disturbance or utility activities greater than 2,500 square feet. The Applicants shall be responsible for obtaining any permits necessary from other agencies, including but not limited to Rice Creek Watershed District and Ramsey County prior to the start of any site activities.

Verification of approved permits or documentation from other agencies that a permit is not necessary shall be provided to the City.

8. A separate sign permit shall be required for each sign on the site.

9. Any future trash enclosure shall use gates and be constructed on three sides using the similar or complementary materials, colors, and patterns used on the building. Locations shall be approved by the Planning Department.

10. All disturbed boulevards shall be restored with sod. All areas of the site, where practical, shall be sodded or seeded and maintained. The property owner shall mow and maintain all site boulevards to the curb line of the public streets.

2. Recommend Approval as Submitted
3. Recommend Denial
4. Table

Chair Collins opened the floor to Commissioner comments.

Commissioner Jacobson asked if the current business was leaving the community.

Senior Planner Fransen reported this was the case. She explained the applicant would be purchasing the site.

Commissioner Jacobson stated she appreciated all of the improvements that would be made to the site. She inquired if the parking lot could be altered in such a way that it would drive through to the next property.

Senior Planner Fransen explained the adjacent property was private and there was not a city street between the two properties. She commented on the grade change between the two properties, noting a through roadway would not be feasible.

Commissioner Jacobson requested further information on the right-of-way to the left that was in yellow on the map. She stated it appears there was not much area for landscaping.

Senior Planner Fransen indicated this area was showing the constraints for the landscaped area. She reported this type of request did not require a full landscaping plan but noted the applicant has indicated a willingness to plant trees.

Commissioner Jacobson questioned if runoff from the building should be a concern.

Senior Planner Fransen commented if there was a change to the land area over 2,500 square feet a grading and erosion permit would be required. She did not anticipate downspouts would fall under this category.

Community Development Director Reilly clarified that the building official and public works staff would ensure runoff from one property was not going to another. He reported staff would work with the applicant to ensure water was going to the right place.

Commissioner Bjorklund inquired why this building was allowed to exist in its current condition.

Community Development Director Reilly stated like most cities, staff responds to complaints when addressing the City's nuisance ordinance. He explained because the applicant had brought forward a new use for the property, the site would now be brought into compliance with City Code. He was confident that the new owner would own and operate the property within the City's standards.

Commissioner Bjorkland indicated the number of parking spaces was only 24 when 50 parking spaces are required.

Senior Planner Fransen reported this was the case.

Commissioner Birken explained the business only required 13 parking spaces.

Community Development Director Reilly reported the applicant has addressed the parking requirement by stating their business does not have the same level of traffic as other retail uses. He indicated the City's parking requirements are quite significant compared to neighboring communities.

Chair Collins commented the Commission would not see this request if the retail use was not included in the application.

Senior Planner Fransen stated this was correct.

Chair Collins stated he appreciated all of the site cleanup work and investments the applicant would be making in this property. He invited the applicant to come forward at this time.

Bruce Gardner, owner of Scale Model Supplies, introduced himself to the Commission and noted he was available for comments or questions.

Commissioner Lindau asked if the 22 parking spaces onsite would meet the needs of the business.

Mr. Gardner stated this would be an adequate number of parking spaces. He anticipated there would be a boost in business after the move but noted he has never needed more than 22 parking spaces for his business.

Commissioner Birken inquired if the trees on the far side of the building.

Mr. Gardner explained these trees have been removed.

Commissioner Birken encouraged the applicant to consider planting trees along this stretch of greenspace.

Mr. Gardner stated he would be open to this but noted the trees would not be visible to the public.

Commissioner Bjorklund questioned how the building space would be used.

Mr. Gardner indicated a large portion of the building was set up as storage that he would not be using. He commented 9,500 square feet of the space would be used for retail space. He noted his 6,000 square foot slot track would not be making the move to his new facility.

Commissioner Jacobson stated this would be a great tenant and business for the community. She looked forward to the proposed improvements for this building and supported this Planning Case moving forward.

Commissioner Lindau indicated he supported this Planning Case moving forward as well.

Commissioner Burlingame questioned if a traffic study should be completed for this Planning Case. He stated overall this would be a net improvement for the property.

Senior Planner Fransen explained the Planning Commission could make a recommendation to waive the traffic study requirement.

Chair Collins moved and Commissioner Lindau seconded a motion to recommend approval of Planning Case 25-016 for a Site Plan Review and Variance to establish a retail sales use at 3628 Connelly Avenue based on the findings of fact and the submitted plans, as amended by the conditions in the February 4, 2026, report to the Planning Commission adding Condition 11 to read: The Planning Commission recommends waiving the traffic study. The motion carried unanimously (7-0).

UNFINISHED AND NEW BUSINESS

Community Development Director Reilly reported Boston Scientific submitted a request in writing to suspend the application indefinitely. Subsequently city staff has learned that the firm intends to withdraw the application for the noise wall. He noted that Boston Scientific stated an intent to remove cottonwood trees sometime this year. City staff awaits further information from Boston Scientific.

REPORTS

A. Report from the City Council

Councilmember Weber provided the Commission with an update from the City Council. He stated the Council has been discussing affordable housing and noted the Planning Commission would be seeing something soon. He discussed the recent items that had been addressed by the Council noting immigration enforcement was discussed. He thanked the public for all of their comments. He reported the Council would consider resolutions or ordinances at their next meeting in order to do what the City could in these difficult times. He commented on the JDA meeting, which was held on Monday, February 2. He stated the County has brought forward the idea of changing the trail widths and distances between lighting fixtures on both sides of the spine road. He indicated an amendment to the TRC would be required for the trail width and lighting spacing. He reported the JDA has asked the County to consider how to move the Rice Creek Commons project forward without a lead developer.

B. Planning Commission Comments and Requests

Attachment G

ARDEN HILLS

MEMORANDUM

DATE: February 4, 2026

TO: Planning Commission Chair and Commissioners

FROM: Elena Fransen, AICP, Senior Planner

SUBJECT: **Planning Case #25-016 – Public Hearing Required**
Applicant: Bruce Gardner
Property Location: 3628 Connelly Avenue
Request: Site Plan Review

Requested Action

Bruce Gardner ("The Applicant") is requesting Site Plan Review and Variances to establish a retail sales use in an existing nonconforming 9,839 square foot manufacturing and warehousing facility on the property at 3628 Connelly Avenue ("Subject Property"). Site plan review is required under Section 1325.06 (G) because retail uses have a greater off-street parking requirement than the existing industrial use. Variances to section 1325.05 Design Standards are also requested.

Background

1. Overview of Request

The Applicant has submitted a land use application for Site Plan Review and Variances at the Subject Property. The Applicant seeks to purchase the property and relocate an existing retail business, Scale Model Supplies, from Saint Paul to Arden Hills. The Subject Property is owned by Waters Edge Enterprises Inc., and the building is occupied by JV Pallets, a company that manufactures and recycles wood pallets. The existing use is an existing nonconforming use that has been in operation as a light industrial/manufacturing and warehousing site since 1959. The B-2 zoning district today does not allow this use as a principal use. The proposed retail use is permitted within the B-2 zoning district.

The proposal includes reconfiguring access to the parking lot and restriping parking spaces within the existing parking lot. Three existing parking spaces, partially located within the right-of-way, are proposed to be removed and replaced with landscaped areas. The Applicant proposes to convert an overhead door to a standard retail dual door entryway. Other minor modifications to the exterior of the structure are proposed for safe and convenient access to the structure for customers.

The proposal includes a request to allow for fewer on-site parking spaces than required in the Zoning Code. The Applicant states the existing parking lot accommodates up to 24 parking spaces and that this number is sufficient to operate the business.

Scale Model Supplies has been in business for more than 43 years. The store specializes in model trains and model kits as well as other hobby-related products. The business owner seeks to downsize from a 20,000 square foot space located in Saint Paul and find a space compatible with growing the online sales side of the business. The Applicant anticipates using approximately 7,500 square feet for retail sales and the remaining 1,800 square feet would be allocated for office, storage, restrooms, and utilities. The Subject Property would allow for a combination of retail space for direct sales and inventory space for both direct and online sales.

The business is open Monday through Sunday, 10 a.m. to 6 p.m. with typically four (4) employees on site at a given time. The business receives deliveries from standard-size courier vans and does not regularly use overhead doors or a loading dock. The Applicant states these operations are likely to continue.

The Applicant states that on the busiest days, the business does not require more than 22 parking spaces at one time. Recent checks showed that at the current location, a maximum of 13 spaces have been used at one time, and the average number of parked cars is eight. The store is a destination for customers who plan their visit, know what they are looking for, and do not linger for long periods of time. Therefore, sales are typically spread throughout the day, and the existing parking lot will accommodate the need.

2. History of the Subject Property

The Subject Property was developed in 1959 as a manufacturing use consisting of a 9,839 square foot principal structure on a 21,720 square foot lot. Previous occupants of the site include various manufacturing operations, ranging from metal stamping and cabinet manufacturing, basket manufacturing, and sheet metal manufacturing. The building consists of three main areas, two open warehousing spaces and an office. In 1966, the City Council approved a land use application from Proto Sheet Metal Shop for an addition to the existing workshop. The 1966 building permit for the addition noted that the parking lot contained 24 parking spaces. The building and manufacturing use predate the current city's zoning code. Both the structure and the use have been nonconforming since at least 2008.

The Subject Property has street frontage on Connelly Avenue, which is a city street that connects to County Road E West. This commercial corridor is used by a number of small and large businesses for a variety of retail, manufacturing, distribution, warehousing, and office uses.

<u>Approvals</u>

1. Site Plan Review

The Applicant is proposing to convert the Subject Property from an existing manufacturing use to a retail sales use. The proposed retail sales use is allowed in the zoning district and, based on Section 1325.06-G *Commercial or industrial buildings for a use which is proposed to be converted to accommodate another allowable use which has a greater off-street parking requirement shall be required to apply for Site Plan Review and approval to assure the adequacy of off-street parking*, a site plan review is required. A retail sales use requires a greater number of off-street

parking spaces compared to a manufacturing use. The site plan review includes a review of requirements for parking and design standards as they relate to the zoning district and proposed use.

2. Variance

A variance is required of the Applicant due to the proposal not meeting all of the design standards applicable to the proposed use in the Subject Property's zoning district. The Subject Property and its current use are nonconforming with the current standards for the B-2 Zoning District. The proposal shall bring the property into conformance with the applicable standards and where standards are not met, a variance is required.

Plan Evaluation

The proposed is subject to Zoning Code standards established in Section 1320, District Provisions, Section 1325.05, Design Standards, Section 1325.06, Requirements for Parking, Loading and Circulation, and Section 1355.04, Procedural Requirements for Specific Applications. Due to the Subject Property's B-2 Zoning, the request is subject to additional design standards for modifications to an existing site. The following evaluation identifies how the Applicant's proposal addresses where standards are met and/or nonconforming and/or where a variance is required.

Chapter 13, Zoning Regulations Review

1. District Provisions (B-2 General Business District) – Section 1320

Under the 2040 Comprehensive Plan, this site is guided as Community Mixed Use (CMU) on the land use plan and is zoned B-2. The Future Land Use designation is for a broad range of retail, shopping, services, and office space to meet the needs of the community and surrounding areas. This area may also include medium-to-high-density housing with a potential density of three (3) to twenty (20) units per acre.

Direction	2040 Comp. Plan Land Use	Zoning	Existing Land Uses
North	CMU – Community Mixed Use	B-2 – General Business	Office/ Warehousing
South	CMU – Community Mixed Use	B-2 – General Business	Medical (veterinary) Clinic
East	CMU – Community Mixed Use	B-2 – General Business	Warehousing
West	CMU – Community Mixed Use	B-2 – General Business	Commercial Recreation, indoor

Retail sales is permitted within this district. The table below provides the standards for the B-2 District and the preliminary analysis for the principal structure and the site:

B-2 District Standards		Existing	Proposed
Maximum Floor Area Ratio	0.8	.45	
Maximum Structure Coverage	45%	45%	
Minimum Landscape Lot Area	20%	13.8%	~14.3%
Minimum Front Yard Setback	50 feet	9.15 feet	
Minimum Rear Yard Setback	20 feet	18.03 feet	
Minimum Side Yard Setback	10 feet (min)/20 feet (total)	1.94 feet and 72.16 feet/74.1 feet	
Minimum Lot Area	13,000 square feet	21,720 square feet	
Maximum Building Height	50 feet	14 feet	

The Subject Property has existing nonconforming landscaping and setbacks. The Applicant proposes to remove three existing parking spaces and replace the paved surface with landscaping.

2. Design Standards – Section 1325.05

Landscaping – *Existing nonconforming*, variance requested.
A landscaping plan is not required for this application. Only new development construction or expansion of an existing building or parking lot require a landscaping plan to be submitted. The minimum landscaped area required for the B-2 Zoning District is 20 percent of the total lot area. The Subject Property contains an existing landscaped area of 13.8 percent of the total lot area. The Applicant is proposing changes that would increase the existing landscaped area with the removal of existing paved parking spaces located within the right-of-way and replacing it with a 120-square-foot landscaped area and reconstructing the curb at the right of way. With the additional 120 square feet in landscaping, the proposed landscaped area is increased to 14.3 percent, reducing the existing nonconformity. A variance is requested and evaluated below.

Lighting – *Meets Requirements*
The Subject Property does not have any existing lighting in the parking lot. There are several lights on the west side of the building. The Applicant states an intent to add lighting to the south side of the building to provide lighting for the new front entrance and parking lot. The Zoning Code requires lighting be directed away from adjoining lots and public streets and directed to only the site to which the lighting is intended. Based on the Applicant's proposal, the lighting described meets the standard. A proposed condition of approval has been added to verify that lighting on the site is consistent with the described.

Design Standards for New Development, Redevelopment, and Modifications to Existing Sites in the B2 and B3 Districts

The Subject Property is an existing nonconforming site in the B-2 Zoning District and is subject to design standards established in 1325.05 Subdivision 8. The standards in this Section apply only to the building or site elements being developed or altered. The design standards shall be applied proportionately to the degree of change proposed. Upon recommendation from the Planning Commission, the City Council may waive specific design standards based on the scale of the project. The City Council shall make the final determination on compatibility and consistency with the design standards.

In the application, the Applicant states that they intend to make cosmetic updates to the interior and exterior of the building including removing awnings, replacing an overhead door with a dual door entryway, repainting the building, and resurfacing and restriping the parking areas. The building and parking area changes are subject to the standards established in the code. The standards are evaluated below:

Architectural Style, Building Character, Materials and Design – *Standard met.*
Buildings shall be constructed of materials that are enduring, timeless, and well-detailed. Evaluation of a project shall be based on the quality of its design and on its relationship to its surroundings. The existing single-story building is constructed from cement block and includes windows on the south and west sides and overhead roll-up doors on the south and west sides. The proposal includes minor changes to the character of the existing building to update the façade and site. An overhead door located on the south elevation will be removed and replaced with an entryway to the sales floor with additional transparency.

Window and Door Openings – *Existing nonconforming. Variance requested.*
Fifty percent (50%) of all first level building façades that front a public street shall be comprised of transparent windows or doors in order to allow views of interior uses and activities. If the building is a one-story design and the first-floor elevation exceeds twelve (12) feet, then only the first twelve (12) feet shall be included in calculating the façade area. The west elevation of the existing building fronts Connelly Avenue and has four windows. Of the 1,284 square foot elevation, approximately 28 square feet, or 2 percent of the elevation, contains windows.



West side, facing Connelly

The Applicant is not proposing to modify the west exterior of the building at this time, which is where the business storage area and office are located. On the south elevation of the building, a set of glass doors common for retail establishments are proposed to be added and will increase the overall transparency of the building façade. The building remains a non-conforming structure in the B2 District.

A variance from the 50% standard is requested. Evaluation of the requested variance is below.

Building Color – *Standard met.*
Building colors shall be muted and recommended colors include browns, grays, tans, beiges, and dark or muted green, blues, and reds. The existing exterior is a muted gray. The Applicant intends to repaint the building in one of the recommended colors.

Signs – *Standard met.*
The Applicant states they intend to install signage in conformance with the City Code. The Subject Property is located within Sign District 7, which includes commercial properties without frontage on Lexington Avenue, County Road E, or Highway 96. Sign District 7 allows for a maximum of 45 square feet in internally or externally illuminated wall signage and a maximum of 25 square feet in externally illuminated freestanding signage. Conditions of approval have been added to address future signage at the Subject Property. A sign permit is required.

Screening – *Standard can met.*
Section 1325.05, Subd. 8, K, Trash and recycling equipment, materials, and containers shall be fully enclosed and integrated into the architecture of the buildings. All mechanical equipment, whether roof-mounted or ground-mounted should be integrated into the architecture of the building. Truck docks and delivery areas shall face away from the public street and shall be integrated into the architecture of the building. There is no trash enclosure on the existing site and there are two delivery areas for the principal structure on the west and south elevations. The Applicant will provide a trash enclosure on the site, adjacent to the west elevation exterior door. The location of the proposed trash enclosure is shown in Attachment E.

The existing mechanical equipment meets the standard. There are two existing overhead doors, one of which has a truck dock component. The Applicant proposes to prevent access to the west-facing truck dock/bay and to replace the south facing overhead door with a standard retail-style dual door. Deliveries will be to the retail and office doors on the south side of the building. The delivery area faces the parking lot away from the public street and is integrated into the architecture of the building.

Landscaping – *Existing nonconforming, variance requested.*
The minimum landscaped area required in the B2 zoning district is 20% of the lot area. A minimum of one (1) tree shall be placed along the right-of-way every forty (40) feet. The Subject Property has 181 feet of right-of-way and currently has one tree along the right-of-way. Approximately five trees would be required by this standard. The Applicant states they intend to plant additional trees near the business entrance, though the site is constrained by the portion of the right of way which is impervious surface. The proposed would bring the property closer to the standard for trees along the right-of-way and to total landscaped area. A variance from the standard is requested and evaluated below.

Parking – *Existing nonconforming, variance requested*
Sufficient parking shall be provided to accommodate reasonable hourly peak on a given site. Parking standards include using plantings to soften and shade parking lots, screening parking adjacent to public streets, and using parking islands to break up expansive lots. The existing parking lot has room for approximately 24 parking spaces (9 feet by 18 feet). The existing parking lot does not include plantings, screening, or parking islands. The standard for landscaping within parking areas includes a minimum requirement of 10 percent of the total landscaped area to include perennials and shrubbery and at least 10 percent of the parking areas include planting islands. A variance has been requested from these standards and is evaluated below.

The proposal is also subject to additional parking requirements in Section 1325.06 which are evaluated later in this report.

Traffic Study – *Recommendation to waive requirement*
A traffic study shall be required for all new developments, redevelopments, and significant modifications to existing sites unless waived by the City Council. The Applicant offers sufficient data in the application to demonstrate the proposed use will not result in a large amount of additional traffic and that the current conditions of the site can support the anticipated traffic.

Lighting – *Meets requirements*
The Zoning Code requires exterior lighting that is consistent in type, design, scale, and color to create unity in the district. Exterior lighting for parking lots and buildings shall not be excessive and shall be directed at their intended purposes. Any light or combination of lights shall not cast

light that exceeds a meter reading of one foot candle on the travel lanes of adjoining public streets or 0.4 foot candles on adjoining residential property. The Applicant has described that additional lighting that meets code will be added to the south façade.

Pedestrian and Bicycle Circulation – *Meets Requirements*
The Zoning Code establishes standards for pedestrian and bicycle improvements in the B-2 Zoning District. The Subject Property does not connect to any public sidewalk but there are pathways from the building entrances to the right-of-way and site parking lot. The proposal does not include any changes to these existing conditions.

Bicycle Parking – *Meets Requirements*
Subdivision 8 requires bicycle parking in new development and site modifications in the B-2 Zoning District. For commercial uses, one bicycle parking space shall be provided for every twenty (20) automobile parking spaces. A minimum of two (2) parking spaces is required. The Applicant confirmed with staff that they intend to install two bicycle parking spaces near the building entrance.

3. Section 1325.06 - Requirements for Parking, Loading and Circulation

The Applicant's proposal includes resurfacing and restriping the existing parking area and recentering the driveway access to the parking lot. The proposed modifications are in line with the parking size and construction standards established in Section 1325.06. Staff have evaluated the proposal based on the requirements for commercial parking spaces.

Location – *Existing nonconforming, variance requested*
The City Code requires off-street parking spaces to be located at a minimum of 20 feet from the right-of-way of any public street. For side and rear setbacks, off-street parking spaces are required to be located a minimum of five (5) feet from rear and side lot lines. The existing parking lot is nonconforming with the required setback from the right-of-way of Connelly Avenue and is also nonconforming with the side setback from the south property line and the rear setback from the east property line. Additionally, there are three parking spaces that encroach into the right-of-way.

The Applicant proposes to remove the three parking spaces and the associated concrete apron that encroach into the right-of-way and install new curb and gutter and landscaping. The parking lot will remain nonconforming from the minimum distance from the right-of-way, side and rear lot lines. The Public Works Department has been notified of the Applicant's intent to install new curb and gutter and relocate the driveway. The Assistant Public Works Director confirmed a Right-of-Way permit is required for the work described and that a grading and erosion control permit is required if there is any land change greater than 2,500 square feet. Staff has notified the Applicant of this requirement and the City's standards for driveways, curbs, and gutter. Conditions of approval for a City Public Works permits are included.

Conversion or Alteration of Approved Uses –*Site Plan Review required.*
Commercial or industrial buildings proposed to be converted, remodeled, or modified to accommodate another allowable use which has a greater off-street parking requirement shall be required to apply for Site Plan Review and approval to assure the adequacy of off-street parking.
A manufacturing use falls under the category of Other Business and Industry, which requires a minimum of 1 for each 1,000 square feet of floor area, or 10 required parking spaces. The minimum number of off-street parking spaces required for retail sales use is 1 for each 150 square feet of

gross retail sales floor space. The Applicant proposes to dedicate 7,500 square feet of the structure sales floor space, which would require 50 off street parking spaces.

The Applicant proposes to operate the retail business at the Subject Property with 24 parking spaces. The Code allows for a reduction in number of required spaces if the owner provides documentation that a lesser number of spaces will actually be needed than required and with the authorization from the City Council. The Applicant submitted a narrative stating that the business has never needed more than 22 parking spaces at one time to accommodate both customers and employees. The applicant states that the proposed 24 parking spaces are sufficient for business needs. The Applicant references historical data collected by the business about parking needs at peak operating hours and typical number of employees working.

Snow Storage – *Meets Requirements*
Snow storage areas shall be provided so that the number of parking spaces is not reduced below the minimum required. The Applicant shows a snow storage area on the site plan in the northwest corner of the property, separate from the parking lot.

Driveways – *Meets Requirements*
As part of the proposal, the Applicant intends to recenter the driveway access to the parking lot and install new curb and gutter in the right-of-way adjacent to the southwest corner of the structure. Recentering the driveway allows for safer maneuvering within the parking lot. Curb and gutter will be installed to the city standard.

4. Procedural Requirements for Specific Applications – Section 1355.04

The Applicant is requesting variances from several standards in Section 1325.05 Design Standards to operate a permitted retail sales use on the property located at 3628 Connelly Avenue. The Planning Commission must use the following variance findings and criteria to determine if there are practical difficulties with complying with the zoning regulations. If the applicants do not meet all the factors of the statutory test, then a variance should not be granted. Variances are only permitted when they are in harmony with the general purposes and intent of the ordinance.

1. **Purpose and Intent.** *The variance request shall comply with the purpose and intent of the provisions of the City's Zoning Regulations and with the policies of the City's Comprehensive Plan.*

   The Applicant is proposing to establish a retail sales use in the existing principal structure on the Subject Property. The Subject Property is zoned B-2, General Business District and is designated for Community Mixed Use in the 2040 Comprehensive Land Use Plan. Retail Sales is a permitted use. The proposed use of the Subject Property and the variance request comply with the purpose and intent of the provisions of the City's Zoning Regulations and the policies of the City's Comprehensive Plan.

2. ***Practical Difficulties****. The Applicant for a variance shall establish that there are practical difficulties in complying with the provisions of the Arden Hills Zoning Regulations. The term "Practical Difficulties" as used in the granting of a variance means:*

   a. *Reasonable Use. The property owner proposes to use the property in a reasonable manner not permitted by the Zoning Ordinance.*

The proposed use is a permitted use at the Subject Property. The Subject Property exists as a nonconforming structure and lot in the zoning district regarding the standards for landscaping, parking location, and window and door openings. The proposed use is permitted in the district and the manner in which the property is to be used is reasonable.

b. *Unique Circumstances*. *The plight of the property owner is due to circumstances unique to the property not created by the landowner.*

The existing nonconforming nature of the structure, landscaping, parking location and window and door openings is due to circumstances unique to the property not created by the landowner. The parking lot is constrained by grade changes to the east, the layout of the structures and properties to the north and south, and the roadway to the west. The existing structure is described as sufficient for the retail use by the Applicant. The applicant proposes to increase the amount of transparency on the south side of the building and is not able to increase the amount of transparency on the west side of the building due to the nonconforming nature of the building. The situation is unique to the property not created by the landowner.

c. Character of Neighborhood. *The variance, if granted, will not alter the essential character of the neighborhood.*

The essential character of the neighborhood is auto oriented and a mix of retail and industrial uses. The variance, if granted, will not alter the essential character of the neighborhood. The Applicant states that cosmetic updates to the building including removing awnings, repainting the building, resurfacing, and re-striping parking areas will improve the current conditions of a warehouse with outside storage.

Additional Review

Building Official
The Building Official has reviewed the plans and has no additional comments at this time. A Building Permit will be required prior to any construction taking place. This has been added as a condition of approval.

Public Works Director/City Engineer
The Public Works Director/City Engineer has reviewed the plans. A Right-of-Way Permit is required to install the curb and gutter and new driveway apron. A grading and erosion control permit is required for any land changes over 2,500 square feet in area. This has been added as a condition of approval.

Fire Marshal
The Fire Marshal is reviewing the plans.

Findings of Fact

General Findings:
1. The Subject Property is located within the General Business District designated for Community Mixed Uses on the 2040 Comprehensive Plan.
2. The Subject Property is zoned B-2 General Business.

3. The Subject Property contains an existing nonconforming principal structure and existing nonconforming setbacks, landscaping and parking lot.
4. The Subject Property has been used for manufacturing continuously since 1959. Manufacturing is not a permitted use in the B-2 General Business District.
5. The Applicant submitted site plan review and variance applications to establish a retail sales use in an existing manufacturing and warehousing facility at 3628 Connelly Avenue. Retail sales is a permitted use in the B-2 General Business District.
6. Site Plan Review is required for conversions from one permitted use to another permitted use when the new use has a greater off-street parking requirement than the existing use. In the parking requirements table, manufacturing use falls under the category of Other Business and Industry, which requires a minimum of 1 for each 1,000 square feet of floor area, or 10 required parking spaces. The minimum number of off-street parking spaces required for retail sales use is 1 for each 150 square feet of gross retail sales floor space. The Applicant proposes to dedicate 7,500 square feet of the structure sales floor space, which would require 50 off street parking spaces.
7. The Zoning Code requires 50 parking spaces for a retail use with Applicant is seeking site plan approval to operate a retail sales use with 24 off street parking spaces where the Zoning Code requires 50 parking spaces.
8. The Applicant is seeking a variance from design standards in Section 1325.06 related to required parking location, parking islands, landscaping, boulevard trees, and window and door openings.
9. The Applicant is proposing to remove three existing parking spaces that encroach on the right-of-way from Connelly Avenue and to increase the landscaped area on the property.
10. The Applicant requests to waive the requirement for a traffic study. The Applicant offers sufficient data in the application to demonstrate the proposed use will not result in a large amount of additional traffic and that the current conditions of the site can support the anticipated traffic.
11. The proposed plan does not conflict with the general purpose and intent of the Zoning Code or the Comprehensive Development Plan for the City.
12. The proposed use is not anticipated to create a negative impact on the immediate area or the community as a whole.
13. The proposed plan will not produce any permanent noise, odors, vibration, smoke, dust, air pollution, heat, liquid, or solid waste, and other nuisance characteristics.
14. The proposed plan is not expected to have significant impact on traffic or parking conditions.
15. A public hearing is not required for site plan review.
16. Property owners within 500 feet of the subject property were notified of the application as established in city code.

Variance Findings:

17. The Applicant is seeking variances from design standards in Section 1325.06 related to required parking location, parking islands, landscaping, boulevard trees, and window and door openings.
18. Variances are only permitted when they are in harmony with the general purposes and intent of the ordinance.
19. The proposed is in harmony with the general purpose and intent of the ordinance.
20. The proposed is a reasonable use of the property that would not be allowed under the rules of the Zoning Code without the requested variance.
21. The proposed would not alter the essential character of the neighborhood.
22. The variance request is not based on economic considerations alone.

23. A public hearing is not required for variance requests.

Options and Motion Language

Staff offers the following options and motion language for this case the Planning Commission should consider providing additional findings of fact as part of the motion to support their recommendation for approval or detail.

Site Plan Review and Variance

- Recommend Approval with Conditions: Move to recommend *approval* of Planning Case 25-016 for a site plan review and variance to establish a retail sales use at 3628 Connelly Avenue, based on the findings of fact and the submitted plans, as amended by the conditions in the February 4, 2026, report to the Planning Commission:

    1. The project shall be completed in accordance with the submitted plans as amended by the conditions of approval. Any significant changes to these plans, as determined by the Community Development Director, shall require review and approval by the Planning Commission and City Council.
    2. The proposed parking area shall conform to all other regulations in the City Code.
    3. A Building Permit shall be obtained for alterations to the existing principal structure.
    4. All light poles, including base, shall be shoebox style, downward directed, with high-pressure sodium lamps or LED and flush lenses. Other than wash or architectural lighting, attached security lighting shall be shoebox style, downward directed with flush lenses. In addition, any lighting under canopies (building entries) shall be recessed and use a flush lens.
    5. A Right-of-Way permit shall be obtained from the City's Engineering Department prior to working in the right-of-way including, but not limited to parking lot resurfacing, driveway apron installation, and installing curb and gutter.
    6. Curb and gutter must be installed according to the City's standard plate.
    7. A Grading and Erosion permit shall be obtained from the City's Engineering Department prior to commencing any grading, land disturbance or utility activities greater than 2,500 square feet. The Applicants shall be responsible for obtaining any permits necessary from other agencies, including but not limited to Rice Creek Watershed District and Ramsey County prior to the start of any site activities. Verification of approved permits or documentation from other agencies that a permit is not necessary shall be provided to the City.
    8. A separate sign permit shall be required for each sign on the site.
    9. Any future trash enclosure shall use gates and be constructed on three sides using the similar or complementary materials, colors, and patterns used on the building. Locations shall be approved by the Planning Department.
    10. All disturbed boulevards shall be restored with sod. All areas of the site, where practical, shall be sodded or seeded and maintained. The property owner shall mow and maintain all site boulevards to the curb line of the public streets.

- Recommend Approval as Submitted: Motion to recommend *approval* of Planning Case 25-016 for a site plan review and variances to establish a retail sales use at 3628 Connelly Avenue, based on the findings of fact and the submitted plans in the February 4, 2026, report to the Planning Commission.

- Recommend Denial: Motion to recommend *denial* of Planning Case 25-016 for a site plan review and variances to establish a retail sales use at 3628 Connelly Avenue, based on the following findings: *findings to deny should specifically reference the reasons for denial and why those reasons cannot be mitigated*.

- Table: Motion to *table* Planning Case 25-016 for a site plan review and variances to establish a retail sales use at 3628 Connelly Avenue: *a specific reason and information request should be included with a motion to table*.

Public Comments

Notice was published in the *Pioneer Press* on January 21, 2026. Notice was prepared by the City and mailed to property owners within 500 feet of the subject property. At the time of report drafting, the city had not received public comments on this planning case.

Deadline for Agency Actions

The City of Arden Hills received the completed application for this request on January 5, 2026. Pursuant to Minnesota State Statute, the city must act on this request by March 3, 2026 (60 days), unless the city provides the petitioner with written reasons for an additional 60-day review period. The sixty (60) day timeline begins on the day the City is in receipt of what has been determined to be a complete application.

Based on the date of completeness, and the city meeting schedule for February and March, the city provided the Applicant with written reasons to extend the City's review period from 60 days to 120 days so that the planning case may be heard by the City Council on March 9, 2026. With consent of the applicant, the City may extend the review period beyond the initial 120 days.

Attachments

A. Land Use Application
B. Location Map
C. Narrative
D. Existing Site Plan
E. Proposed Site Plan

Attachment H

CITY OF ARDEN HILLS
COUNTY OF RAMSEY
STATE OF MINNESOTA

RESOLUTION NO. 2026-012

RESOLUTION APPROVING A SITE PLAN REVIEW AND VARIANCES AT 3628 CONNELLY AVENUE

WHEREAS, City Staff received a complete land use application for a Site Plan Review for the property located at 3628 Connelly Avenue ("Subject Property"); and

WHEREAS, Bruce Gardner ("The Applicant") proposes to operate a retail sales use in an existing nonconforming manufacturing and warehousing facility with a lower number of off-street parking spaces than is required by the City Code; and

WHEREAS, The Applicant proposes a variance from design standards in Section 1325 of the City Code related to required parking spaces, parking location, parking islands, landscaping, boulevard trees, and windows and door openings; and

WHEREAS, the Subject Property is zoned B-2, General Business District and is guided as Community Mixed Use on the Land Use Plan; and

WHEREAS, the proposed change in use triggered the Site Plan Review process because the current use has a lower off-street parking requirement from the proposed use; and

WHEREAS, pursuant to Minnesota State Statute, the City must act on this request by March 3, 2026 (60 days); unless the City provides the petitioner with written reasons for an additional 60-day review period; and

WHEREAS, the City provided the petitioner with written reasons for an additional 60-day review period and extended the review period to May 5, 2026 (120 days) based on the date of the submission for review by the Planning Commission and the City Council during the February and March meeting cycle; and

WHEREAS, the City Council directed Staff to prepare a Land Use Application Public Policy Notification to notify all property owners within 500 feet of Subject Property when a request for the Planning Commission is to occur related to a land use application that does not require a public hearing; and

WHEREAS, the City's obligation has been met where the Arden Hills Planning Commission reviewed the application on February 4, 2026. All written comments submitted in advance of the meeting were presented to the Planning Commission; and

WHEREAS the Planning Commission considered the Applicant's request for a Site Plan Review and Variances and, as such, voted 7-0 in favor of recommending approval with conditions.

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

Herby adopts Resolution 2026-012 approving Planning Case 2025-016 for a Site Plan Review and Variances for the property located at 3628 Connelly Avenue to establish a retail sales use.

BE IT FURTHER RESOLVED that City Council approves Planning Case 25-016 for a Site Plan Review and Variances at 3628 Connelly Avenue, based on the findings of fact and the submitted plans in the March 9, 2026, report to the City Council, as amended by the following conditions:

1) The project shall be completed in accordance with the submitted plans as amended by the conditions of approval. Any significant changes to these plans, as determined by the Community Development Director, shall require review and approval by the Planning Commission and City Council.
2) The proposed parking area shall conform to all other regulations in the City Code.
3) A Building Permit shall be obtained for interior and exterior alterations to the existing principal structure where appropriate.
4) Attached security lighting shall be shoebox style, downward directed with flush lenses. In addition, any lighting under canopies (building entries) shall be recessed and use a flush lens.
5) A Right-of-Way permit shall be obtained from the City's Engineering Department prior to working in the right-of-way including, but not limited to parking lot resurfacing, driveway apron installation, and installing curb and gutter.
6) Curb and gutter must be installed according to the City's standard plate.
7) A Grading and Erosion permit shall be obtained from the City's Engineering Department prior to commencing any grading, land disturbance or utility activities greater than 2,500 square feet. The Applicants shall be responsible for obtaining any permits necessary from other agencies, including but not limited to Rice Creek Watershed District and Ramsey County prior to the start of any site activities. Verification of approved permits or documentation from other agencies that a permit is not necessary shall be provided to the City.
8) A separate sign permit shall be required for each sign on the site.
9) A required future trash enclosure shall use gates and be constructed on three sides using the similar or complementary materials, colors, and patterns used on the building. Locations shall be approved by the Planning Department.
10) All disturbed boulevards shall be restored with sod. All areas of the site, where practical, shall be sodded or seeded and maintained. The property owner shall mow and maintain all site boulevards to the curb line of the public streets.
11) The requirement for a parking study is waived.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ARDEN HILLS THIS 9TH DAY OF MARCH, 2026.

By_____
David Grant, Mayor

ATTEST:

_____
Julie Hanson, City Clerk

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

Resolution 2026-012 Site Plan Review and Variances at 3628 Connelly Avenue – Planning Case 25-016

Presented by Jake Reilly, Community Development Director

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

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.

Attachment I

Planning Case #25-016
Applicant: Bruce Gardner
Property Location: 3628 Connelly Avenue
Request: Site Plan Review and Variances
Zoning: B-2 – General Business District
Land Use: Community Mixed Use



Evaluation

- Site Plan Review required when a change of use results in a greater number of required off-street parking spaces when compared with the existing use
- Retail Sales is a permitted use within the B-2 General Business District
- Existing nonconforming building and site
- Variances to parking and design standards required

B-2 District Standards		Existing	Proposed
Maximum Floor Area Ratio	0.8	.45	No change
Maximum Structure Coverage	45%	45%	No change
Minimum Landscape Lot Area	20%	13.8%	~14.3%
Minimum Front Yard Setback	50 feet	9.15 feet	No change
Minimum Rear Yard Setback	20 feet	18.03 feet	No change
Minimum Side Yard Setback	10 feet (min)/20 feet (total)	1.94 feet and 72.16 feet/74.1 feet	No change
Minimum Lot Area	13,000 square feet	21,720 square feet	No change
Maximum Building Height	50 feet	14 feet	No change

Site Plan Review and Variance

- Existing nonconforming industrial use, nonconforming industrial building, and nonconforming site
- Constrained by grade changes & platted property lines
- Proposed changes will reduce existing nonconformities and bring the site more in line with the intent of the B2 district
- Variance for number of parking spaces from required 50 to 24 as shown



Variances

- Variances from design standards are requested to accommodate the permitted retail use in an existing non-conforming structure on a non-conforming site:
    - Landscaping
    - Windows and Door Openings
    - Parking location
    - Parking design standards



West elevation, facing Connelly Avenue

Deadline for Agency Action

- The City of Arden Hills received a complete application for this request on January 5, 2026. Pursuant to Minnesota State Statute 15.99, the city must act on this request within 60 days, unless extended in writing.
- Based on the published meeting schedule, the city provided the Applicant with a letter extending the deadline for action to Tuesday, May 5, 2026 (120 days).

Public Notices

- Published in the Pioneer Press on February 25, 2026; and
- Mailed to property owners within 500 feet of the subject property.

Public Comment

- Staff have not yet received any public comments regarding this application.

Planning Commission Recommendation:

- Unanimous (7-0) vote to recommend approval with conditions.

Options and Motion Language

- Approval with Conditions: Move to *adopt* Resolution 2026-012 approving Planning Case 25-016 for site plan review and variances from parking and design standards for a permitted retail sales use at 3628 Connelly Avenue, based on the findings of fact and the submitted plans, as amended by conditions in the March 9, 2026, report to the City Council.
- Approval as Submitted: Move to *adopt* a Resolution 2026-012 approving Planning Case 25-016 for site plan review and variances from parking and design standards for a permitted retail sales use at 3628 Connelly Avenue, based on the findings of fact and the submitted plans in the March 9, 2026, report to the City Council.
- Denial: Move to *deny* Planning Case 25-016 for a site plan review and variances from parking and design standards for a permitted retail sales use at 3628 Connelly Avenue, based on the following findings: *findings to deny must state the reasons for denial and why those reasons cannot be mitigated*.
- Table: Move to *table* Planning Case 25-016 for a site plan review and variances from parking and design standards for a permitted retail sales use at 3628 Connelly Avenue: *a specific reason and information request should be included with a motion to table*.

NEW BUSINESS – 11B

ARDEN HILLS

MEMORANDUM

DATE: March 9, 2026

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

FROM: Elena Fransen, AICP, Senior Planner

SUBJECT: **Planning Case #26-001 – No Public Hearing Required**
Applicant: Lake Johanna Fire Department
Property Location: 3535 Pine Tree Drive
Request: Sign Standard Adjustment (Site Plan Review)

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

Council Should Consider

Motion to approve, table, or deny the following:

- Adoption of Resolution 2026-013 for Planning Case 26-001 to allow a Sign Standard Adjustment through the Site Plan Review process for the property located at 3535 Pine Tree Drive ("Subject Property"). Lake Johanna Fire Department ("The Applicant") proposes to install 235 square feet of signage on the building, including a graphic sign, and 33.5 square feet of signage on a 79 square foot freestanding monument.

Background

1. Overview of Request

The Applicant proposes installing two wall signs totaling 163 square feet and one graphic sign totaling 72 square feet on the eastern elevation of the building for a total of 235 square feet of signage on the building. The Applicant also proposes to install a 79 square foot freestanding monument on the property with a total of 33.5 square feet in signage.

The Applicant is seeking flexibility through the Site Plan Review process for a sign standard adjustment for size of proposed wall and freestanding signs and for type with the proposed graphic sign. The proposed signage would not be permitted without an approved sign standard adjustment.

2. Planning Case Background

In Planning Case 24-009, the Applicant applied for a Master and Final Planned Unit Development to construct a 41,000 square foot headquarters fire station facility which was approved by the City. The proposal included a 30 square foot freestanding monument with 36 square feet of signage and two (2) non illuminated wall signs for a total of 28 square feet to be located on the east and west elevations. At the Planning Commission meeting on July 10, 2024, the Applicant clarified the proposed monument signage and stated their intent to comply with the sign code and that flexibility would not be sought for signage.

Since those approvals in 2024, and prior to applying for required sign permits, the Applicant determined that a change in the proposed signage is needed. The proposed wall signage includes one (1) edge illuminated graphic sign, one (1) non illuminated sign, and one (1) illuminated sign, all to be installed on the east elevation of the building. No wall signage is proposed for the west elevation. The proposal includes one (1) non illuminated monument sign.

Based on the signage described, the previous PUD Amendment approval, and the requirements for the Subject Property's Sign District, staff advised the Applicant of the need to submit a land use application for a sign standard adjustment as described in Chapter 12, Section 1260 of the city's Code of Ordinances. Adjustments to the requirements and standards for the height, number, type, lighting, area and/or location of a sign may be approved with a Site Plan Review or Planned Unit Development process. The sign flexibility that the Applicant is seeking under this proposal for the Subject Property has been initiated through the Site Plan Review process.

3. Site Data

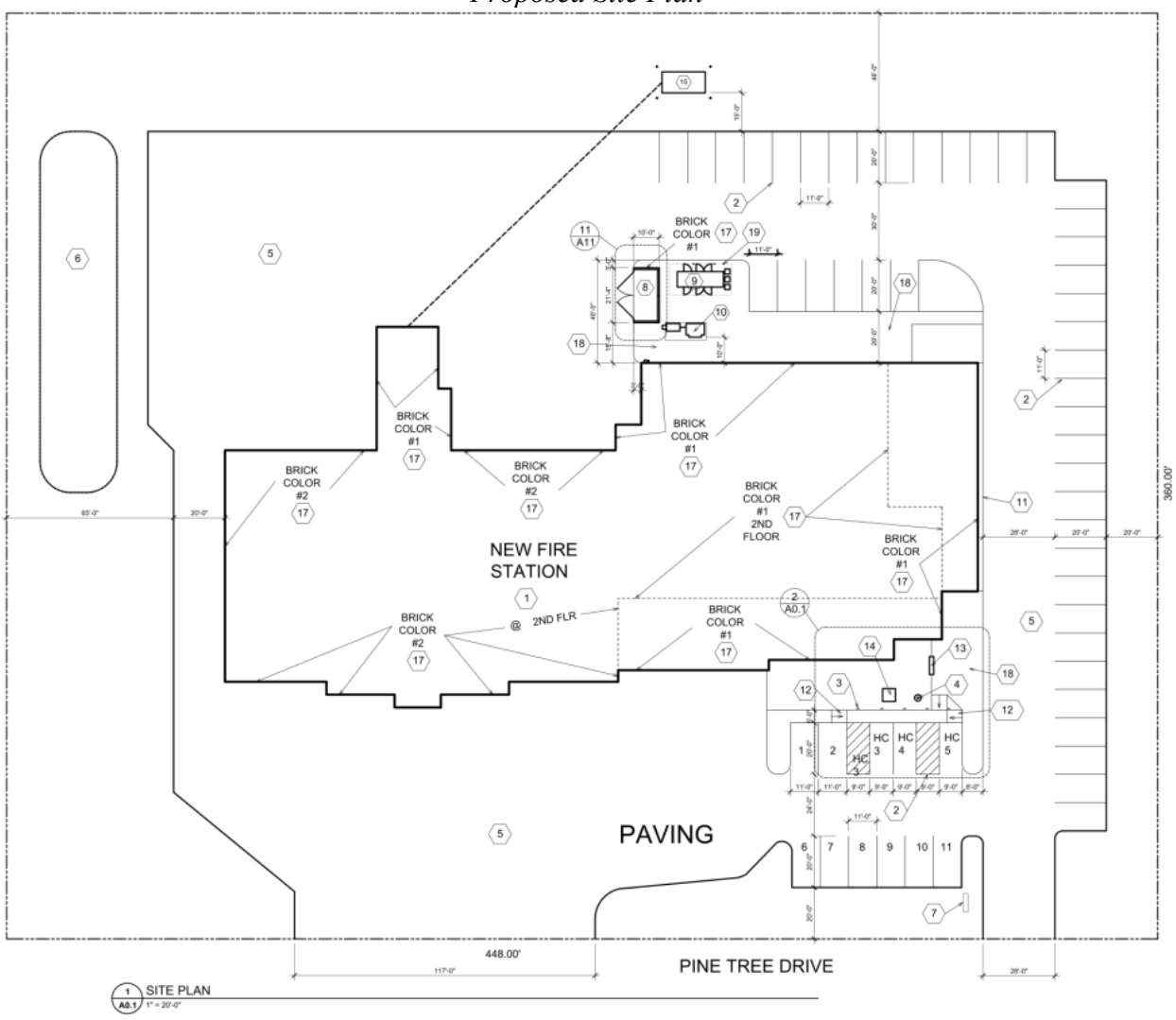
Future Land Use Plan:	Commercial Mixed Use
Existing Land Use:	Public Use
Zoning:	B-2 General Business District
Size (entire property):	3.7 acres (161,172 SF)

4. Existing Conditions

The Subject Property is located in the B-2 General Business Zoning District and is part of Sign District 7. The Subject Property is guided for Community Mixed Use in the 2040 Land Use Plan. Surrounding properties are located in the B-2 General Business and B-3 Service Business Zoning Districts and include a mix of retail and residential uses.

Sign District 7 allows for wall signage with a maximum sign copy area of 45 square feet. The maximum freestanding sign copy area allowed is 25 square feet. The total area of a freestanding sign shall not exceed 1.5 times the permitted sign copy area of a freestanding sign, which is 37.5 square feet for Sign District 7. Sign District 7 does not allow for graphic signs.

Proposed Site Plan



Approvals

1. Site Plan Review

The Applicant proposes to install wall and graphic signage on the eastern elevation of the building and a monument sign on Pine Tree Drive.

The Applicant's request for flexibility is initiated through the Site Plan Review process due to the nature of the sign standard adjustment and the previous land use approvals for the site. It is established in Chapter 12 of the City Code that this flexibility can be granted by a Site Plan Review rather than the full Planned Unit Development amendment process, which would require the drafting of a PUD amendment by the city's legal counsel and subsequent approvals from the Developer of the PUD and the City Council.

The Applicant is not seeking any other flexibility or changes to the site.

Plan Evaluation

Chapter 12, Sign Code Review

1. Sign Standards by Sign District – *Section 1240.02*

The Subject Property is located within the B-2 General Business District and falls under Sign District 7. Sign District 7 includes properties in the I-Flex, Gateway Business, or other commercial or industrial district without frontage on the following roadways: Lexington Avenue, Highway 96, and County Road E. Sign District 7 allows for a maximum of 45 square feet of copy area for wall signage. Wall signs may be illuminated externally or internally. Sign District 7 does not permit graphic signs, which are defined in the Sign Code as a sculpture attached to or sign painted directly on a wall that is primarily symbolic or representational in nature and not alpha or numeric in content or copy. Graphic signs are permitted in Sign Districts 4 and 5, where properties have frontage on County Road E east of Highway 51 and on Lexington Avenue South of Interstate 694.

The Applicant is proposing two (2) wall signs, one non illuminated 88 square foot sign reading "Lake Johanna Fire Department" and one internally illuminated 75 square foot sign reading "Station 110," both on the eastern elevation of the building. Station 110 has been assigned to the fire station on the Subject Property by Ramsey County.

In addition to the two wall signs, the Applicant's plans include an edge lit graphic logo sign measuring 72 square feet in area that would also be attached to the eastern elevation of the building. The graphic sign depicts a fire phoenix, an image that the Lake Johanna Fire Department adopted in 2014 and distinguishes it from other local fire departments. The phoenix image is also used in the seal on the proposed monument sign and is featured on the vehicles associated with the Lake Johanna Fire Department. No wall signage is proposed for the west elevation of the building. The Applicant is requesting flexibility to allow the facility wall signage to exceed the permitted 45 square feet by 190 square feet for a combined total of 235 square feet.

The east elevation of the fire department building measures approximately 30 feet tall by 292 feet wide for an approximate total elevation square footage of 8,764 square feet. The proposed signage would cover 2.7 percent of the total east building elevation and 5 percent of the east elevation that is not clear glass. As described, the proposed would be comparable to the main elevations for four other nearby properties. Additional information is included in the table below.

Table 1. Wall Signage and Elevations for nearby properties.

Property	Sign District	Elevation Area	Wall Sign Area	Percent of Wall Sign Area to Elevation Area
Proposed	*Sign District 7*	*East – 8,764 square feet*	*235 square feet*	*2.7 percent*
Goodwill – 1103 County Road E	Sign District 5	East – ~3,375 square feet	60 square feet (approved November 2025)	1.8 percent
Cub Foods – 3717 Lexington Avenue	Sign District 5	East - ~10,560 square feet	513 square feet	4.8 percent

Walgreen's – 3585 Lexington Avenue	Sign District 5	East - ~3,452 square feet	49 square feet	1.4 percent
Flaherty's – 1273 County Road E	Sign District 4	South – ~2,329 square feet	216 square feet	9.3 percent

Sign District 7 allows for a maximum of 25 feet of copy area for freestanding signage with a maximum height of eight (8) feet. Freestanding signs may be externally illuminated. The sign code also requires that the total area of a freestanding sign shall not exceed 1.5 times the permitted sign copy area of a freestanding sign. For Sign District 7, the total area of a freestanding sign shall not exceed 37.5 square feet.

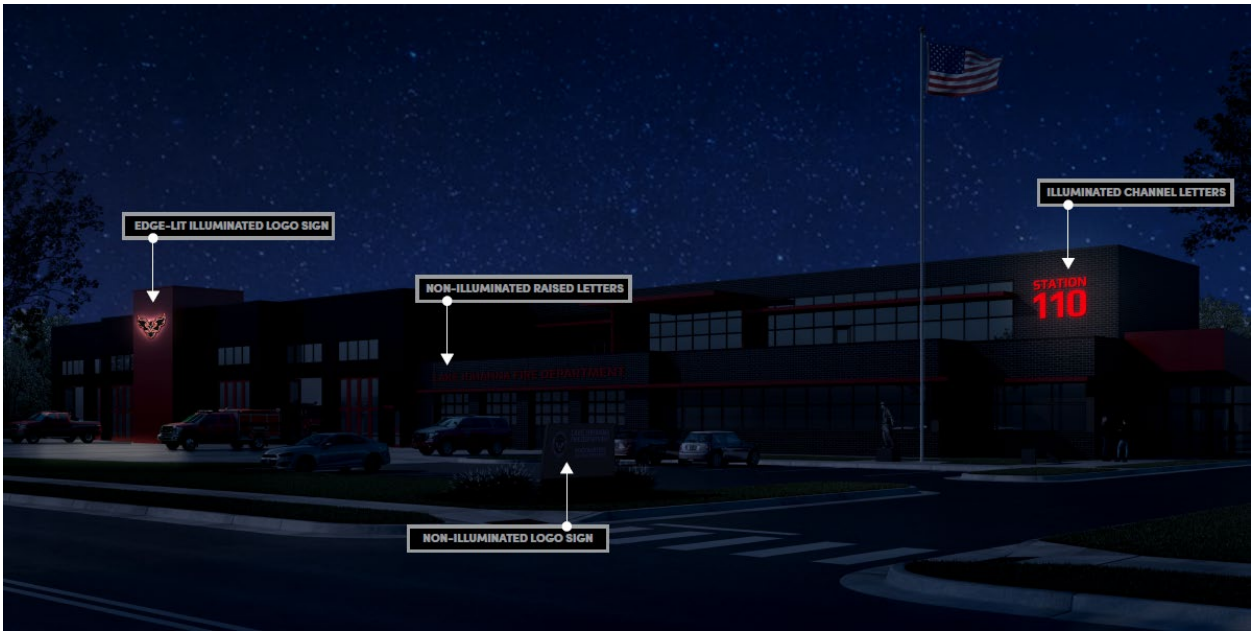
The Applicant is proposing one (1) six-foot tall monument sign that is 79 square feet in area with 33.5 square feet in non illuminated copy. The proposed monument is 2.35 times the proposed sign copy area and exceeds the permitted 37.5 square feet for a freestanding monument sign by 41.5 feet. The proposed sign copy area is 8.5 square feet more than permitted. Flexibility is required for both the proposed freestanding sign copy area and proposed freestanding monument area in excess of what is permitted in Sign District 7.

The Applicant is requesting flexibility to allow for the proposed signage to be installed on the Subject Property. The Subject Property currently does not have any wall, graphic, or monument signage.

Proposed Signage at Eastern Elevation (Day View)



Proposed Signage at Eastern Elevation (Night View)

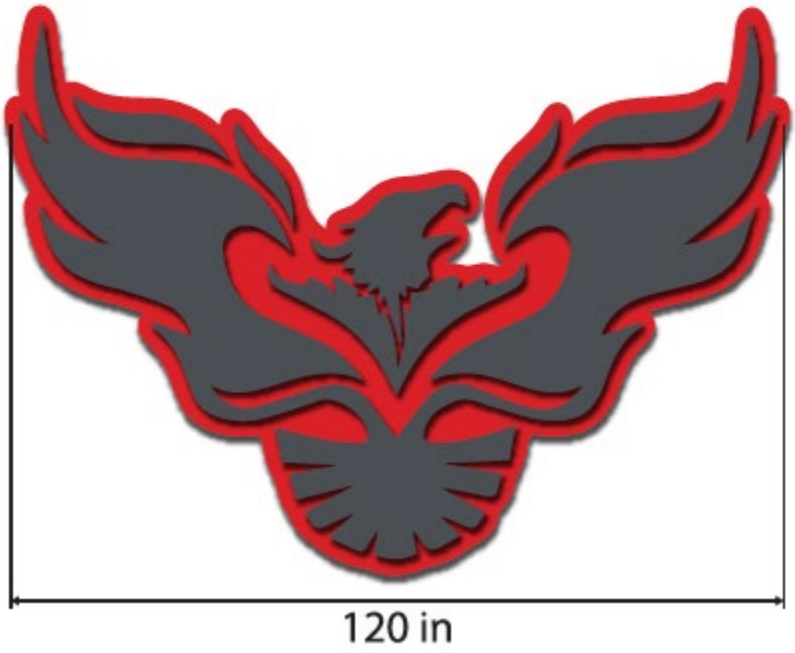


Proposed Wall Signage





Proposed Graphic Signage



Proposed Monument Signage



2. Sign Standard Adjustments – *Section 1260.01*

The Applicant requests flexibility for additional square footage of wall signage area, monument signage, and graphic signage. City Code Section 1260.01, Sign Standard Adjustments states

"adjustments to the requirements and standards for the height, number, type, lighting, area, and/or location of a sign or signs established by this Chapter may be approved with a Site Plan Review or a Planned Unit Development process." To approve any sign standard adjustment, the City Council must determine if the proposed signage meets the sign standard adjustment criteria. The criteria of Subd. 1 or Subd. 2, as applicable, shall be satisfied, and the necessary criteria of Subd. 3 shall be satisfied:

1. Subd. 1 There are site conditions which require a sign adjustment to allow the sign to be reasonably visible from a street immediately adjacent to the site.

   This criterion does not apply.

2. Subd. 2 The sign adjustment will allow a sign of exceptional design or a style that will enhance the area or that is more consistent with the architecture and design of the site.

   According to the Applicant, the proposed signage is of exceptional design to both enhance and coordinate with the architecture and design of the site. The stature of the signage is scaled appropriately for the structure. The structure has a 90-foot setback from the front property line on Pine Tree Drive. Signage lighting is soft and does not inhibit night vision and the direction of the signage is toward adjacent commercial properties. The font used is ADA-compliant and enhances readability for individuals with disabilities, with clear, distinct letter shapes and sufficient contrast.

3. Subd. 3 The sign adjustment will not result in a sign that is inconsistent with the purpose of the zoning district in which the property is located or the current land use.

   This criterion must be met. According to the Applicant, the proposed signage is consistent with the purpose of the B-2 General Business Zoning District and will not negatively impact adjacent properties or residents. As an emergency services facility, the structure must be easily identifiable by the public. The Applicant notes that the amount and placement of signage would be similar to retail businesses in the vicinity.

1355.04 Procedural Requirements for Specific Applications

Section 1355.04, Subd. 5 of the Arden Hills Zoning Code states that a public hearing is not required for Site Plan Review, but neighboring property owners shall be notified. Notification was prepared in accordance with City policy.

Findings of Fact

The Planning Commission reviewed this application at the February 4, 2026, meeting and offers the following findings of fact for your consideration. Discussion comments included noting the scale of the building, the setback of the building from Pine Tree Drive, and the intended use of the building. During the meeting, the Planning Commission voted to propose an additional finding, "The Planning Commission finds the requested sign standard adjustment is appropriate due to the public emergency services use of the property and the functional need for clear identification. The approval of this request is based on the specific land use and site context and does not constitute a general precedence for Sign District 7," as an additional finding of fact.

1. The Applicant applied for Site Plan Review to install 163 square feet in wall signage and 72 square feet in graphic signage on the eastern elevation of the building and install a 79 square foot freestanding monument with 33.5 square feet of sign copy at the subject property, 3535 Pine Tree Drive.
2. On December 9, 2024, the City Council approved a Planned Unit Development Agreement for the Subject Property.
3. The Subject Property is located in the B-2 General Business District and is guided as Community Mixed Use on the 2040 Land Use Plan.
4. The Subject Property is located in Sign District 7, where the maximum wall signage permitted is 45 square feet.
5. In Sign District 7, the maximum freestanding sign copy area permitted is 25 square feet.
6. In Sign District 7, the maximum freestanding monument area permitted is 37.5 square feet.
7. Graphic signs are not permitted in Sign District 7.
8. The Subject Property has no existing signage.
9. Adjustments to the requirements and standards for the height, number, type, lighting, area, and/or location of a sign or signs established by this Chapter may be approved with a Site Plan Review or a Planned Unit Development process as described for in Section 1320 and 1355 of the Zoning Code.
10. Through the Site Plan Review process, the Applicant requests 163 square feet in wall signage and 72 square feet in graphic signage, bringing the total building wall signage to 235 square feet.
11. The Applicant requests 33.5 square feet in freestanding sign copy area.
12. The Applicant requests 79 square feet in freestanding monument area.
13. The proposed signage plan does not conflict with the general purpose and intent of the Zoning Code or the Comprehensive Development Plan for the City.
14. The application is not anticipated to create a negative impact on the immediate area or the community as a whole.
15. The proposed plan will not produce any permanent noise, odors, vibration, smoke, dust, air pollution, heat, liquid, or solid waste, and other nuisance characteristics.
16. A public hearing is not required for Site Plan Review.
17. The Planning Commission finds the requested sign standard adjustment is appropriate due to the public emergency services use of the property and the functional need for clear identification. The approval of this request is based on the specific land use and site context and does not constitute a general precedence for Sign District 7.

Options and Motion Language

The Planning Commission reviewed this application at the February 4, 2026, meeting. At that time, it recommended approval with conditions of the application from Lake Johanna Fire Department for the proposed signage by a 6-1 vote. The following are motion language options for the City Council to consider:

1. Approval with Conditions: Move to *adopt* Resolution 2026-013 approving Planning Case 26-001 for a Sign Standard Adjustment through the Site Plan Review process to install up to 163 square feet in wall signage, 72 square feet in graphic signage, 33.5 square feet in freestanding sign copy area, and 79 square feet of freestanding monument area at 3535 Pine Tree Drive, based on the findings of fact and the submitted plans, as amended by the conditions in the March 9, 2026, report to the City Council:

1) The project shall be completed in accordance with the plans submitted. Any significant changes to these plans, as determined by the Community Development Director, shall require review and approval by the Planning Commission and City Council.
2) A separate sign permit shall be required for each proposed sign.
3) All signage shall meet all other requirements of Sign District 7.

2. Approval as Submitted: Move to *adopt* Resolution 2026-013 approving Planning Case 26-001 for a Sign Standard Adjustment through the Site Plan Review process to install up to 163 square feet in wall signage, 72 square feet in graphic signage, 33.5 square feet in freestanding sign copy area, and 79 square feet of freestanding monument area at 3535 Pine Tree Drive, based on the findings of fact and the submitted plans in the March 9, 2026, report to the City Council.

3. Denial: Move to *deny* Planning Case 26-001 for a Sign Standard Adjustment through the Site Plan Review process to install up to 163 square feet in wall signage, 72 square feet in graphic signage, 33.5 square feet in freestanding sign copy area, and 79 square feet of freestanding monument area at 3535 Pine Tree Drive, based on the following findings of fact: *findings to deny should specifically reference the reasons for denial.*

4. Table: Move to *table* Planning Case 26-001 for a Sign Standard Adjustment through the Site Plan Review process to install up to 163 square feet in wall signage, 72 square feet in graphic signage, and 33.5 square feet in freestanding sign copy area, and 79 square feet of freestanding monument area at 3535 Pine Tree Drive: *a specific reason and/or information request should be included with a motion to table.*

Public Notice and Comments

Staff published a notice in the *Pioneer Press* as required by City procedure on February 25, 2026. Public notices were mailed out on February 25, 2026. The mailing was sent to neighbors within 500 feet of the subject parcel. Staff have not received any public comments regarding this application at the time of report drafting.

Deadline for Agency Actions

The City of Arden Hills received the completed application for this request on January 6, 2026. Pursuant to Minnesota State Statute, the city must act on this request by March 4, 2026 (60 days), unless the city provides the petitioner with written reasons for an additional 60-day review period. The sixty (60) day timeline begins on the day the City is in receipt of what has been determined to be a complete application.

Based on the date of completeness, and the city meeting schedule for February and March, the city provided the Applicant with written reasons to extend the City's review period from 60 days to 120 days so that the planning case may be heard by the City Council on March 9, 2026. With consent of the applicant, the City may extend the review period beyond the initial 120 days.

Attachments

A. Land Use Application
B. Location Map
C. Applicant Narrative
D. Applicant Sign Plan
E. Draft Planning Commission Minutes
F. Planning Commission Memo
G. Resolution 2026-013
H. Presentation

Attachment A

For Office Use Only	
Planning Case No.	26-
Submittal Date	
Application Completed Date	
Accepted by	
Receipt Number	
Council Decision	
Council Decision Date	

ARDEN HILLS
1245 West Highway 96
Arden Hills, Minnesota 55112
Telephone (651) 792-7800
Fax (651) 634-5137
www.cityofardenhills.org

2026 LAND USE APPLICATION

Applicant Information

Applicant: LAKE JOHANNA FIRE HEADQUARTERS BOARD / TIM BOEHLKE CEO
Address: 5545 LEXINGTON AVE.
Telephone No.: 651-415-2101 Other:
Fax No.:
Email Address: tboehlke@ljfd.org

Property Information

Property Owner: LAKE JOHANNA HEADQUARTERS BOARD
Owner Address: 5545 LEXINGTON AVE
Owner Telephone No. 651-415-2101 Other:
Address of Property Involved: 3535 PINE TREE DRIVE
Legal Description:
Property ID No.:
Type of Use:
Zone: Property Acreage: 3.7 ACRES

Type of Request

- ☐ Comprehensive Plan Amendment (Fee: $600 + Escrow: $2,500)
- ☐ Conditional Use or Interim Use Permit/CUP or IUP Amendment (Fee: $500 + Escrow: $1,500)
- ☐ Preliminary Plat (Fee: $600 + Escrow: $2,500)
- ☐ Final Plat (Fee: $400 + Escrow: $1,500)
- ☐ Concept Plan Review (Fee: $400 + Escrow: $1,500)
- ☐ Master Planned Unit Development or Master Special Development Plan (Fee: $600 + Escrow: $2,500)
- ☐ Final Planned Unit Development or Final Special Development Plan (Fee: $400 + Escrow: $2,000)
- ☐ Planned Unit Development Amendment or Special Development Plan Amendment (Fee: $400 + Escrow: $1,500)
- ☒ Site Plan Review (Fee: $600 + Escrow: $1,500)
- ☐ Rezoning or Rice Creek Commons Regulating Plan Amendment (Fee: $500 + Escrow: $1,500)
- ☐ Zoning Code or TCAAP Redevelopment Code Amendment (Fee: $500 + Escrow: $2,000)
- ☐ City Code Amendment (Fee: $500 + Escrow: $2,000)
- ☐ Lot Split/Minor Subdivision (R-1 and R-2 Districts Only) (Fee: $400 + Escrow: $1,500)
- ☐ Variance or Permitted Adjustment (Fee: $400 + Escrow: $1,500)
- ☐ Vacation of Easement or Right-of-Way (Fee: $200 + Escrow: $1,000)
- ☐ Appeal of Administrative Decision (Fee: $200 + Escrow: $1,500)
- ☐ Land Use Requests – Not Already Specified (Fee: $150 + Escrow: $1,000)

Brief Description of Request (please also include a typed, detailed letter explaining the project):

We are requesting a Variance for the building signage and requesting a variance for the monument sign both exceeding the cities S.F. allowance.

IMPORTANT

- Certain applications are subject to review and approval by the Rice Creek Watershed District. Contact RCWD directly at 763-398-3070 for additional information.
- The land use application fees do not cover building, sign, or other permit fees that may be required upon approval of a land use application.
- All applications will be subject to additional fees for reimbursement of consultant costs associated with filing, reviewing, and processing of application in the form of an escrow to the City.

Filing & Information Requirements

The City requests that you make a pre-application meeting with the Community Development Director to discuss the application process, requirements, and deadlines. Unless waived by the Community Development Director or Planning Commission, a certified survey of the property is required for all applications. A checklist with additional application requirements can be found at www.cityofardenhills.org/landuseapplications.

Complete/Incomplete Applications

Under Minnesota Statute, Chapter 15.99, cities have 15 business days to review all plans and application materials to ensure they satisfy City requirements. During the 15 day review period, planning staff will provide written comments on the application and may request plan revisions. If the application is determined to be complete, Minnesota State Statute then requires the City to approve or deny the application within 60 days, up to 120 days. If not complete, the City may require plan revisions and/or additional information before the application is scheduled for Planning Commission review and/or City Council action. Project will not be scheduled for any meeting until the application submittal is found to be complete by the Community Development Director.

Payment of Fees and Escrows

The undersigned acknowledges that she/he understands that before a land use application can be deemed complete, all required fees and escrows must be paid to the City. The applicant is responsible for all costs incurred by the City related to the processing of this application. Each separate land use request shall be charged a separate administrative fee and escrow even if submitted on the same application. Costs expended in reviewing and processing an application will be charged against the cash escrow and credited to the City. Charges to the escrow may include planning and engineering staff time, City Attorney and consulting fees, and mailing costs. If, at any time, a required cash escrow is depleted to less than 20 percent of its original amount, the applicant shall deposit additional funds in the cash escrow account as determined by the City. The City may withhold final action on a land use application, withhold building permits, and/or rescind prior action until all fees have been paid. Unused portions of an escrow are returned to the applicant upon successful implementation of an approved plan. The escrow may be reduced or increased by the Community Development Director on a project by project basis.

Notice of Meeting Attendance

In order for the Planning Commission and the City Council to consider any application, the applicant or a designated representative must be present at the scheduled meeting. If not, the matter may be tabled until the next available agenda.

Meeting Schedule

Planning Commission meetings are typically held on the first Wednesday after the first Monday of each month at 6:30 PM, though please contact City Hall to verify the meeting date and time. City Council meetings are held typically the last Monday of the same month at 7:00 PM. Meetings are held in the Council Chambers at the City of Arden Hills, 1245 West Highway 96, Arden Hills, Minnesota 55112, unless otherwise stated. The schedules below are for reference purposes only. Project will not be scheduled for any meeting until the application submittal is found to be complete by the Community Development Director.

2026 Planning Commission and City Council Schedule *(*subject to change)*

TENTATIVE PLANNING COMMISSION MEETING DATE* (Generally held on the first Wednesday after the first Monday at 6:30 p.m.)	**TENTATIVE CITY COUNCIL MEETING DATE*** (Generally held on the fourth Monday at 7:00 p.m.)	**DEADLINE FOR LAND USE APPLICATION SUBMISSION** (1st day of the preceding month)
January 7	February 9	December 1 (2025)
February 4	March 9	January 2
March 4	April 13	February 2
April 8	April 27	March 2
May 6	May 26*	April 1
June 3	June 22	May 1
July 8	July 27	June 1
August 5	August 24	July 1
September 9	September 28	August 3
October 7	October 26	September 1
November 4	November 23	October 1
December 9	January 11 (2027)	November 2

Acknowledgement and Signature

I hereby apply for the above consideration and declare that the information and materials submitted with this application are complete and accurate per city code and ordinance requirements. I fully understand that I am responsible for all costs incurred by the City related to the processing of this application.

CEO — 12/18/25

Property Owner Signature (Required) — Date

Applicant Signature (If different than the property owner) — Date

Please contact the Community Development Director at 651-792-7800 if you have any questions regarding this application.

Additional copies of this application form are available on the City's website: www.cityofardenhills.org/landuseapplications

Location Map

Attachment B



7/3/2024, 1:54:16 PM

1:8,000

0 0.05 0.1 0.2 mi

0 0.1 0.2 0.4 km

Override 1

Cities

Personal Property

County Offices

Tax Parcels

Ramsey County

Ramsey County MN

Attachment C

From: Sather, Matt
To: Elena Fransen; Jake Reilly
Cc: Tim Boehlke
Subject: Fw: 2026 Land Use Application- Lake Johanna Fire Department HQ Board
Date: Tuesday, January 6, 2026 2:37:11 PM
Attachments: image002.png
Outlook-24ico1sy.png
Outlook-2a0bwupm.png

> You don't often get email from msather@ljfd.org. Learn why this is important

Elena and Jake,

Please see the responses below.

Thanks again for your time today,

LAKE JOHANNA
FIRE DEPARTMENT

Matt Sather
Assistant Chief of Operations

5545 Lexington Ave N
Shoreview, MN 55126
651-415-2100

Mobile 651-334-4937
Office 651-415-2123
msather@ljfd.org

From: Sather, Matt <msather@ljfd.org>
Sent: Tuesday, January 6, 2026 12:28 PM
To: Boehlke, Tim <tboehlke@ljfd.org>; Rasch, Jonathan <jrasch@ljfd.org>; Rewald, Kris <krewald@ljfd.org>
Subject: Re: 2026 Land Use Application- Lake Johanna Fire Department HQ Board

Just some thoughts to start with...

1) Subd 2 - The proposed building and monument signage is of exceptional design to both enhance and coordinate with the architecture and design of the site. The stature of the signage is scaled appropriately to the scale of the structure. The lighting of the applicable signage pieces is soft and red does not inhibit night vision. The direction of the signage is facing similar commercial properties. The font utilized is ADA-compliant and enhances readability for individuals with disabilities, focusing on clear, distinct letter shapes and good contrast.

1) Subd 3 - The adjustment is not inconsistent with the purpose of this zoning district and will

not negatively impact adjacent properties or residents. This is an emergency services facility that must be easily identifiable by the public.

2) a No west elevation signage; east elevation only
2) b 120" x 86.5" (additional dimensions were on the pricing proposal) = 72 square feet
2) c 79 square feet, 6'-0" tall
2) d The copy area is 36" x 134" = 33.5 square feet (this includes the entire seal reveal and all text in one rectangle)

LAKE JOHANNA FIRE DEPARTMENT

Matt Sather
Assistant Chief of Operations

5545 Lexington Ave N
Shoreview, MN 55126
651-415-2100

Mobile 651-334-4937
Office 651-415-2123
msather@ljfd.org

From: Boehlke, Tim <tboehlke@ljfd.org>
Sent: Monday, January 5, 2026 4:35 PM
To: Sather, Matt <msather@ljfd.org>; Rasch, Jonathan <jrasch@ljfd.org>; Rewald, Kris <krewald@ljfd.org>
Subject: Fw: 2026 Land Use Application- Lake Johanna Fire Department HQ Board

Sent from my Verizon, Samsung Galaxy smartphone
Get Outlook for Android

From: Elena Fransen <EFransen@cityofardenhills.org>
Sent: Monday, January 5, 2026 4:22:51 PM
To: Boehlke, Tim <tboehlke@ljfd.org>
Cc: Jake Reilly <JReilly@cityofardenhills.org>; Jessica Jagoe <JJagoe@cityofardenhills.org>
Subject: RE: 2026 Land Use Application- Lake Johanna Fire Department HQ Board

Hello Chief Boehlke,
Please see the attached letter for a review of the application you submitted on December 18th.
Can we set up a time tomorrow or Wednesday to discuss the items in the letter? I am pretty

Attachment D

Lake Johanna Fire Department

All drawings and documents appearing hereign are the property of BMS Signs & Printing and may not be used, duplicated or disclosed without the written consent from BMS Signs & Printing. All Rights Reserved.

PLEASE REVIEW THIS PROOF CAREFULLY
We do our best to make sure things are correctly, but is your responsabillity to review all spelling and content for accuracy. BMS Signs & Printing will not be responsible for any errors in spelling, acurracy, or layout after a proof has been approved.

Colors on finished product may vary slightly from electronic proof.



BMS

612-545-6636 • printbms.com

3125 84th Ln NE, Blaine, MN 55449

PROJECT NAME

Scope of work:

- Fabricate
- Permit
- Installation

PROJECT ADDRESS

Address

3535 Pine Tree Dr | Arden Hills, MN 55112

County

United States

CLIENT INFO

NAME

Jonathan Rasch

NUMBER

651-415-2125

EMAIL

jrasch@ljfd.org

CLIENT INFO

Wind Speed 140 mph
Mean Height 60 ft

These drawings are complied by NEC2017

Wind Code ASCE 7-16 Exposure C Risk Category II
Wind Pressure (WP) 48.19 psf
GCp =1.40 Total Pressure = WP*SF 67.47 psf

Quality Control and UL certification
All products are subject to quality control inspection prior to leaving our facility.

Project Schedule

- Mockup
- Revisions
- Full-drawing
- Quote
- Acceptance / Deposit
- Landlord approval
- Permitting
- Fabrication
- Installation

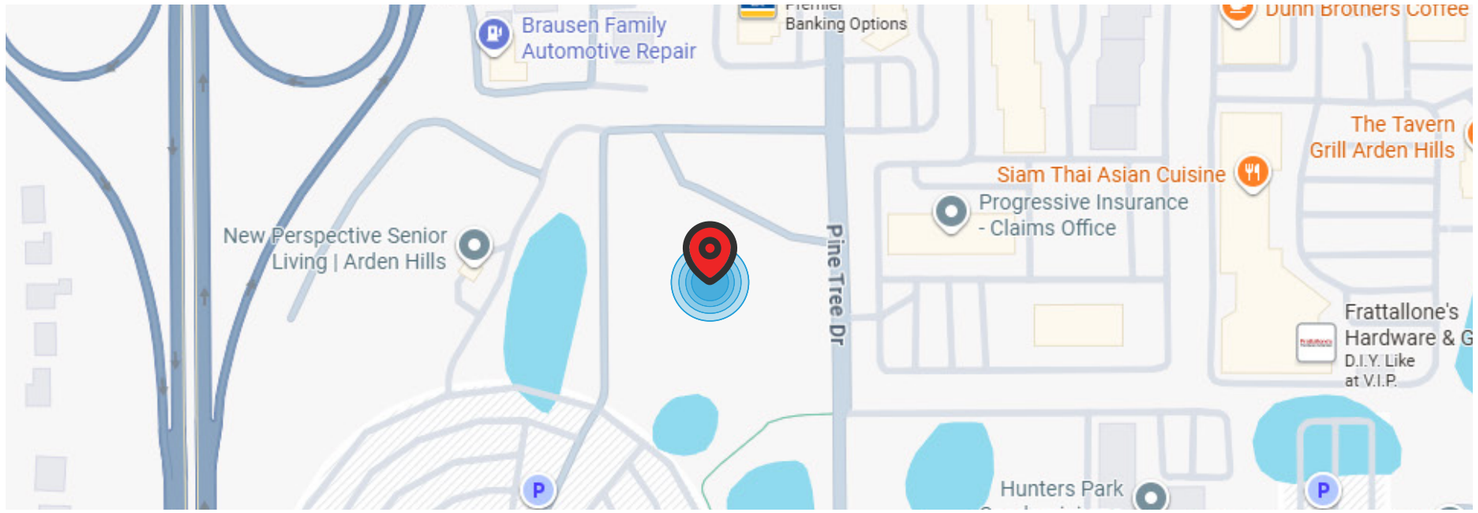
Index

1.0 / Cover
2.0 / Mockups
3.0 / 3D Renderings
4.0 / Measurements & Resolution
5.0 / Electrical & Equipment

Estimated Installation

2026 January

01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					



Lake Johanna Fire Department - MULTIPLE SIGNS (DAY)



BMS SIGNS & PRINTING

3125 84th Ln NE
Blaine, MN 55449
612-545-6636
printbms.com

Project Name

3535 Pine Tree Dr
Arden Hills,
MN 55112
United States

Project Address

3535 Pine Tree Dr
Arden Hills, MN 55112
United States

Property Owner

Jonathan Rasch

All drawings and documents appearing hereign are the property of BMS Signs & Printing and may not be used, duplicated or disclosed without the written consent from
BMS Signs & Printing.

All Rights Reserved.

Lake Johanna Fire Department – MULTIPLE SIGNS (NIGHT)



BMS SIGNS & PRINTING

3125 84th Ln NE
Blaine, MN 55449
612-545-6636
printbms.com

Project Name

3535 Pine Tree Dr
Arden Hills,
MN 55112
United States

Project Address

3535 Pine Tree Dr
Arden Hills, MN 55112
United States

Property Owner

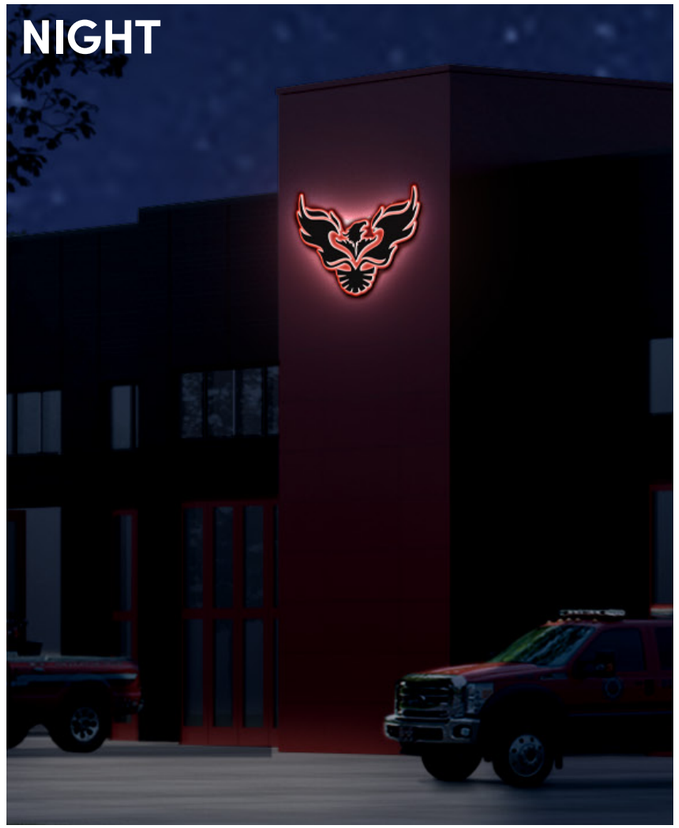
Jonathan Rasch

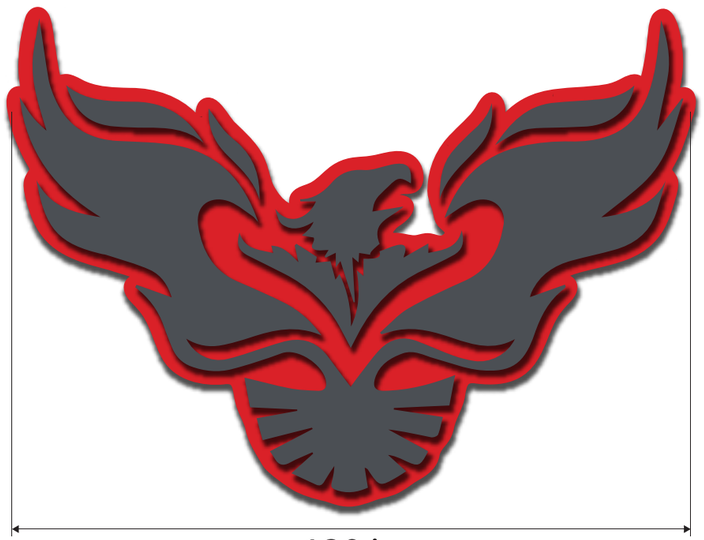
All drawings and documents appearing hereign are the property of BMS Signs & Printing and may not be used, duplicated or disclosed without the written consent from
BMS Signs & Printing.

All Rights Reserved.

Lake Johanna Fire Department - Edge-Lit - Illuminated Logo (DETAILS)

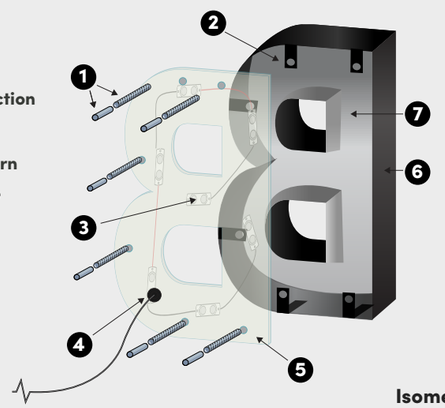






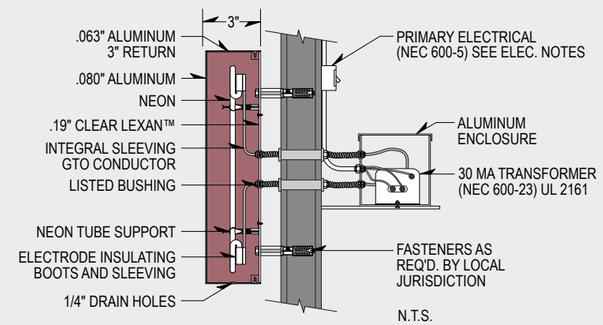
Halo lit letters

1. Studs with spacers
2. Clip attachments
3. LED illumination
4. Power supply connection
5. 3/16" Clear acrylic
6. .040" Aluminum return
7. .063" Aluminum face



Isometric view

Section details - letters / backplate raceway



Color specifications

PANTONE® PMS 7540 C	PANTONE® PMS 1795 C	FACES 1/8" ACRYLIC Standard -White
	TRIMCAP Standard Black	RETURNS Standard Black

Lighting

PRINCIPAL SLOAN



True White QM2

CCT/Wavelength: 7100 K
Intesity: 94.1 lm/mod (160 lm/ft)
Efficacy: 118 lm/W

UL CERTIFIED E362710 · c UL us · CE · RoHS Compliant

BMS SIGNS & PRINTING

3125 84th Ln NE
Blaine, MN 55449
612-545-6636
printbms.com

Project Name
3535 Pine Tree Dr
Arden Hills,
MN 55112
United States

Project Address
3535 Pine Tree Dr
Arden Hills, MN 55112
United States

Property Owner
Jonathan Rasch

All drawings and documents appearing hereign are the property of BMS Signs & Printing and may not be used, duplicated or disclosed without the written consent from
BMS Signs & Printing.

All Rights Reserved.

Lake Johanna Fire Department - Edge Lit - Illuminated Logo (DETAILS CONT.)

NIGHT



DAY

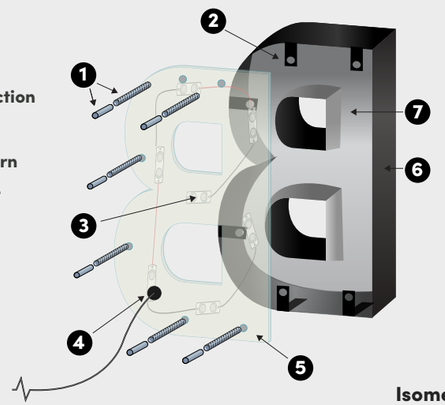


NIGHT Detail



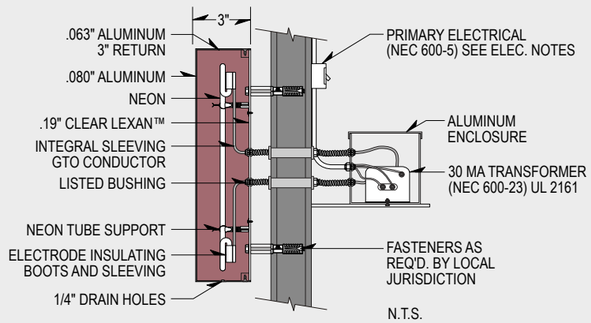
Halo lit letters

1. Studs with spacers
2. Clip attachments
3. LED illumination
4. Power supply connection
5. 3/16" Clear acrylic
6. .040" Aluminum return
7. .063" Aluminum face



Isometric view

Section details - letters / backplate raceway



LISTED

Color specifications

PANTONE® PMS 7540 C	PANTONE® PMS 1795 C	FACES 1/8" ACRYLIC Standard -White
	TRIMCAP Standard Black	RETURNS Standard Black

Lighting

PRINCIPAL SLOAN We Speak Sign Language



True White QM2

CCT/Wavelength: 7100 K
Intesity: 94.1 lm/mod (160 lm/ft)
Efficacy: 118 lm/W

UL CERTIFIED E362710 · c UL us · CE · RoHS Compliant

BMS SIGNS & PRINTING

BMS SIGNS & PRINTING

3125 84th Ln NE
Blaine, MN 55449

612-545-6636

printbms.com

Project Name

3535 Pine Tree Dr
Arden Hills,
MN 55112
United States

Project Address

3535 Pine Tree Dr
Arden Hills, MN 55112
United States

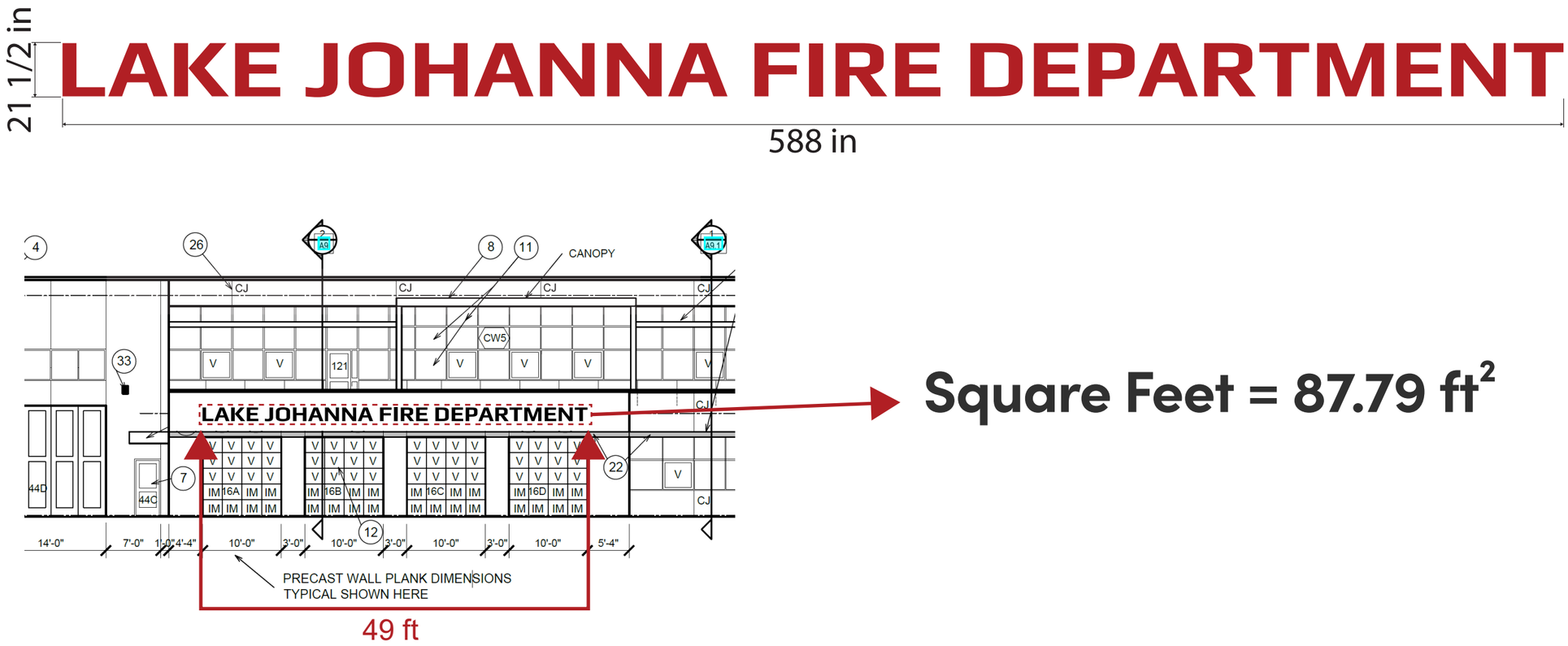
Property Owner

Jonathan Rasch

All drawings and documents appearing hereign are the property of BMS Signs & Printing and may not be used, duplicated or disclosed without the written consent from
BMS Signs & Printing.

All Rights Reserved.

Lake Johanna Fire Department - Dimentional Raised Letters (DETAILS)



Square Feet = 87.79 ft²

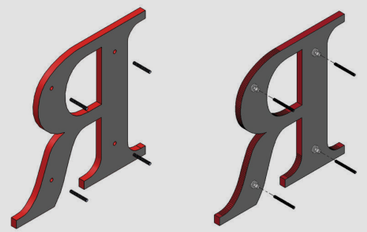
Fabricated Letters



Color specifications

PANTONE® PMS 7621 C	FACES 1/8" ACRYLIC Standard -White
TRIMCAP Standard Black	RETURNS Standard Black

Mounting Options



FLUSH STUD | STUD WITH BLOCK

Isometric view

BMS SIGNS & PRINTING

3125 84th Ln NE
Blaine, MN 55449
612-545-6636
printbms.com

Project Name

3535 Pine Tree Dr
Arden Hills,
MN 55112
United States

Project Address

3535 Pine Tree Dr
Arden Hills, MN 55112
United States

Property Owner

Jonathan Rasch

All drawings and documents appearing hereign are the property of BMS Signs & Printing and may not be used, duplicated or disclosed without the written consent from BMS Signs & Printing.

All Rights Reserved.

Lake Johanna Fire Department - Illuminated Channel Letters (DETAILS)



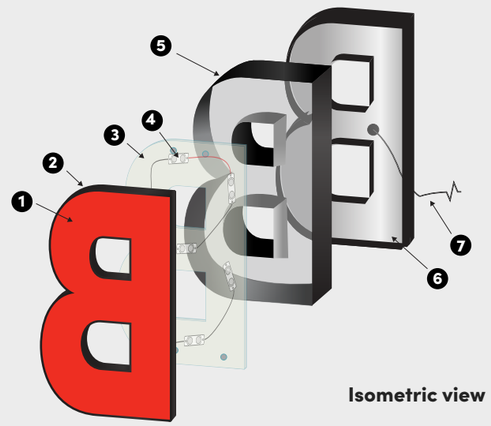




Front channel letters

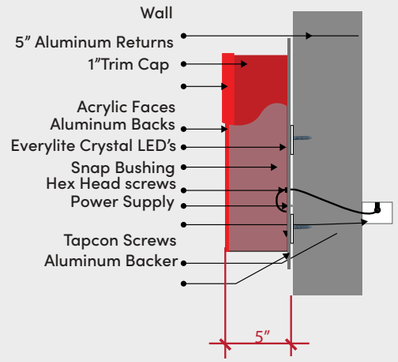
1. Transluscent premium vinyl
2. Trimcap
3. .177 White acrylic face
4. LED illumination
5. .040 Aluminum return
6. .090" Aluminum backing
7. Power supply connection





Isometric view

Section details - letters / flush to wall



LISTED

Color specifications

PANTONE® PMS 7621 C	FACES 1/8" ACRYLIC Standard -White
TRIMCAP Standard Black	RETURNS Standard Black

Lighting

PRINCIPAL SLOAN



True RED QM2

CCT/Wavelength: 7100 K
Intesity: 94.1 lm/mod (160 lm/ft)
Efficacy: 118 lm/W

E362710

RoHS Compliant

BMS SIGNS & PRINTING

3125 84th Ln NE
Blaine, MN 55449
612-545-6636
printbms.com

Project Name
3535 Pine Tree Dr
Arden Hills,
MN 55112
United States

Project Address
3535 Pine Tree Dr
Arden Hills, MN 55112
United States

Property Owner
Jonathan Rasch

All drawings and documents appearing hereign are the property of BMS Signs & Printing and may not be used, duplicated or disclosed without the written consent from BMS Signs & Printing.

All Rights Reserved.

Lake Johanna Fire Department – Non- Illuminated Logo Sign (DETAILS)



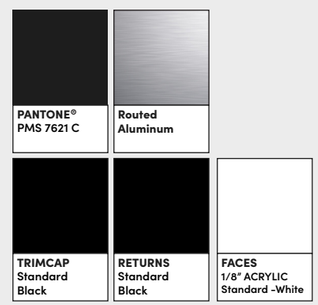


Mounting Options

FLUSH STUD | STUD WITH BLOCK | DOUBLE FACE TAPE

Isometric view

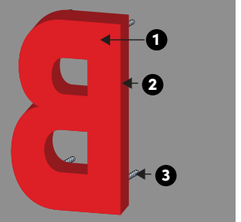
Color specifications



Material Options

Acrylic

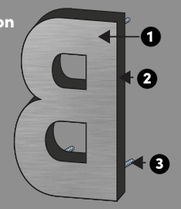
1. Flat surface
2. Die-cut edge
3. Studs for mounting



Isometric view

Flat cut metal letters

1. Flat surface, metal lamination
2. Die-cut acrylic edge
3. Studs for mounting



Isometric view

BMS SIGNS & PRINTING

3125 84th Ln NE
Blaine, MN 55449

612-545-6636

printbms.com

Project Name

3535 Pine Tree Dr
Arden Hills,
MN 55112
United States

Project Address

3535 Pine Tree Dr
Arden Hills, MN 55112
United States

Property Owner

Jonathan Rasch

All drawings and documents appearing hereign are the property of BMS Signs & Printing and may not be used, duplicated or disclosed without the written consent from
BMS Signs & Printing.

All Rights Reserved.

Attachment E

Commissioner Bjorklund asked what was meant by an inch.

Commissioner Birken explained that she believes the reference is for a miner's inch, a unit of measure for water volume.

Commissioner Bjorklund suggested the reference to 3.V.I be omitted.

Assistant Public Works Director Miller stated he would look into this.

Community Development Director Reilly reported he would reconcile the numbering within the Ordinance prior to this item going to the City Council.

Commissioner Jacobson questioned what the length of time was for the long-term maintenance agreements.

Assistant Public Works Director Miller indicated the length of time would be agreed upon for each project through negotiations between the City Engineer, himself and the applicant.

Chair Collins opened the public hearing at 6:46 p.m.

Chair Collins invited anyone for or against the application to come forward and make comments.

There being no comment Chair Collins closed the public hearing at 6:46 p.m.

Commissioner Burlingame moved and Commissioner Bjorklund seconded a motion to recommend approval of Planning Case 26-003 for Ordinance Amendments to Chapter 11 of the Arden Hills City Code concerning Subdivisions related to Stormwater Management directing staff to amend the numbering structure. The motion carried unanimously (7-0).

B. Planning Case 26-001 – 3535 Pine Tree Drive – Site Plan Review for Sign Standard Adjustment – *No Public Hearing Required*

Senior Planner Fransen stated in Planning Case 24-009, the Applicant applied for a Master and Final Planned Unit Development to construct a 41,000 square foot headquarters fire station facility which was approved by the city.

Senior Planner Fransen explained the proposal included a 30 square foot freestanding monument with 36 square feet of signage and two (2) non illuminated wall signs for a total of 28 square feet to be located on the east and west elevations. At the Planning Commission meeting on July 10, 2024, the Applicant clarified the proposed monument signage and stated their intent to comply with the sign code and that flexibility would not be sought for signage.

Senior Planner Fransen commented since those approvals in 2024, and prior to applying for required sign permits, the Applicant determined that a change in the proposed signage is needed. The Applicant is proposing two (2) wall signs, one non illuminated 88 square foot sign reading "Lake Johanna Fire Department" and one internally illuminated 75 square foot sign reading "Station 110," both on the eastern elevation of the building. In addition to the two wall signs, the Applicant's plans include an edge lit graphic logo sign measuring 72 square feet that would also

be attached to the eastern elevation of the building. No wall signage is proposed for the west elevation of the building. The Applicant is requesting flexibility to allow the facility wall signage to exceed the permitted 45 square feet by 190 square feet for a combined total of 235 square feet.

Senior Planner Fransen added that for monument signage, the Applicant is proposing one (1) sign measuring 6 feet in height and 79 square feet in area with 33.5 square feet in non illuminated sign copy area. The proposed sign would exceed the permitted 37.5 feet by 41.5 feet and the sign copy area would exceed the permitted 25 feet by 8.5 feet.

Senior Planner Fransen stated based on the signage described, the previous PUD Amendment approval, and the requirements for the Subject Property's Sign District, staff advised the Applicant to submit a land use application for a sign standard adjustment as described in Chapter 12, Section 1260 of the city's Code of Ordinances. Adjustments to the requirements and standards for the height, number, type, lighting, area and/or location of a sign may be approved with a Site Plan Review or Planned Unit Development process. The sign flexibility that the Applicant is seeking under this proposal for the Subject Property has been initiated through the Site Plan Review process.

Senior Planner Fransen reviewed the Site Data, the Plan Evaluation and provided the Findings of Fact for review:

1. The Applicant applied for Site Plan Review to install 163 square feet in wall signage and 72 square feet in graphic signage on the eastern elevation of the building and install a 79 square foot freestanding monument with 33.5 square feet of sign copy at the subject property, 3535 Pine Tree Drive.
2. On December 9, 2024, the City Council approved a Planned Unit Development Agreement for the Subject Property.
3. The Subject Property is located in the B-2 General Business District and is guided as Community Mixed Use on the 2040 Land Use Plan.
4. The Subject Property is located in Sign District 7, where the maximum wall signage permitted is 45 square feet.
5. In Sign District 7, the maximum freestanding signage permitted is 25 square feet.
6. Graphic signs are not permitted in Sign District 7.
7. The Subject Property has no existing signage.
8. Adjustments to the requirements and standards for the height, number, type, lighting, area, and/or location of a sign or signs established by this Chapter may be approved with a Site Plan Review or a Planned Unit Development process as described for in Section 1320 and 1355 of the Zoning Code.
9. Flexibility through the Site Plan Review process has been requested for 163 square feet of wall signage and 72 square feet of graphic signage bringing the total building wall signage to 235 square feet.
10. Flexibility has also been requested for 33.5 square feet of freestanding signage.
11. The proposed signage plan does not conflict with the general purpose and intent of the Zoning Code or the Comprehensive Development Plan for the City.
12. The application is not anticipated to create a negative impact on the immediate area or the community as a whole.
13. The proposed plan will not produce any permanent noise, odors, vibration, smoke, dust, air pollution, heat, liquid, or solid waste, and other nuisance characteristics.
14. A public hearing is not required for Site Plan Review.

Senior Planner Fransen reviewed the options available to the Planning Commission for Planning Case Planning Case 26-001 for a Sign Standard Adjustment through the Site Plan Review:

1. Recommend Approval with Conditions

    1. The project shall be completed in accordance with the plans submitted. Any significant changes to these plans, as determined by the Community Development Director, shall require review and approval by the Planning Commission and City Council.
    2. A separate sign permit shall be required for each proposed sign.
    3. All signage shall meet all other requirements of Sign District 7.

2. Recommend Approval as Submitted
3. Recommend Denial
4. Table

Chair Collins opened the floor to Commissioner comments.

Commissioner Bjorklund inquired if staff had any examples where graphics signs have been permitted in this type of zoning district.

Senior Planner Fransen explained she did not have an example for this zoning district.

Commissioner Bjorklund questioned how the city viewed the sculpture.

Senior Planner Fransen indicated the sculpture did not have any words and therefore was not considered a sign.

Community Development Director Reilly reported the statue was not a sign, it was a sculpture. He explained art was not considered a sign and was not included in the sign request. He stated the U.S. Constitution only allows the city to regulate time, manner, and place when it comes to signs. He commented further on how the phoenix is considered graphic art.

Lake Johanna Fire Chief Tim Boehlke addressed the Planning Commission and explained the statue was not part of the sign request. He indicated the statue was included in the site plans, but he was uncertain the statue would move forward.

Commissioner Jacobson inquired if the fire station was located on County Road E, would the building be allowed to have more signs.

Senior Planner Fransen explained generally the sign districts that have frontage along Lexington Avenue have the highest allotment and those properties along County Road E would have the second highest allotment. She reported this property was located within Sign District 7, which allowed for less available signage.

Commissioner Jacobson asked what the total wall signage was for the fire station.

Senior Planner Fransen indicated the sign code allows for a total of 45 square feet of wall signage for the site and the request is for 163 square feet of wall signage.

Commissioner Jacobson commented after visiting several other fire stations, she noticed fire stations are open 24/7. She discussed how the signage on fire stations was not for wayfinding purposes because the buildings were always lit up. She questioned if it was necessary to exceed the sign code requirements by three times. She indicated she was not certain she could support having a wall sign this large on the fire station. She noted she was also concerned about the graphic sign.

Chair Collins commented on how Flaherty's had a graphic sign (a three-leaf clover), which was located just across the street from the fire station.

Commissioner Jacobson questioned if the city would be doing its due diligence by allowing the fire station to have three times the amount of signage that was allowed within City Code. She was of the opinion that fire stations were already recognizable without large amounts of signage. She indicated she was not comfortable with the proposed signage.

Commissioner Bjorklund agreed, noting the fire station did not have to market itself to the public. He explained he was also concerned about the graphic sign portion of this request.
Commissioner Lindau stated he believed the sign requests were reasonable.

Commissioner Burlingame reported all Lake Johanna apparatus, trucks and vehicles already have the phoenix emblem on them. He explained based on staff analysis it appears a sign standard adjustment was being evaluated primarily under Subdivision 3, which allows for consideration of the current land use. In this case, the land use was a public emergency services facility. He stated fire stations function differently than other typical commercial uses. He noted this building would serve as an emergency response facility as well as a civic landmark and community gathering space. He supported the building having a clear, visual identity, including symbolic identification as this could serve a legitimate public purpose particularly for public way finding and mutual aid. He indicated the plan evaluation notes the proposed signage was consistent with the purpose of the B-2 General Business District and would not negatively impact the adjacent properties. He appreciated the attention that was given to the lighting plan and the use of the red spectrum illumination. He recommended if this request were to move forward that the Commission be clear the support comes as a narrow civic exception tied to the public safety and community function of the facility. If framed in this manner, he could support the sign standard adjustment.

Commissioner Birken stated she supported the proposed sign design and noted she would be proud to have this fire station in her community. She realized the signage was three times the size that City Code would allow but was of the opinion the signs would look strange if shrunk down by two-thirds. She questioned why graphic signs were not allowed in the business district and she looked forward to the Planning Commission being able to review the sign code.

Chair Collins commented he supported the proposed signage and noted this was a unique case because this was a civic facility. He understood this project did not meet current sign standards but noted this was not the first sign standard adjustment that has come before the Planning Commission. He stated these were large signs, but noted this building was set back from the roadway and they were up high, which meant the scale had to be adjusted. He provided further information on how graphics were included in signs throughout the community.

Commissioner Burlingame stated if this request were approved, the Commission could consider language noting because this was a public emergency services facility, the use of graphic signage would not set a precedent.

Senior Planner Fransen indicated this language could be included as a finding that notes the proposed use was a public use and identifying signage alerts the public this was a public facility.

Commissioner Erler requested the applicant speak further to the phoenix symbol and why this was chosen by the Lake Johanna Fire Department.

Fire Chief Boehlke explained the phoenix was adopted by the Lake Johanna Fire Department as its lead symbol years ago. He indicated it is used in a lot of different applications, including uniforms and is adopted as a symbol of public fire service. He reported the symbol is unique to this fire department as is the fire station number, which is Station 110. He stated the Station 110 designation is assigned by Ramsey County. He discussed how the fire department markets itself on a daily basis and was constantly working to show the value of the department to the community. He understood the fire department was asking for more signage than was allowed, but he questioned how old the City's sign code standards were. He stated he started out with smaller signs on the building, but it was apparent to him that the scale was off. He encouraged the Commission to consider how the size and scale of buildings was different from when the sign code was first written and therefore the size and scale of signage would have to be adjusted.

Assistant Chief Matt Sather provided further information on which signs would be illuminated on the building.

Commissioner Burlingame requested the Fire Chief speak to how this facility would serve as a community gathering space after severe storms or emergency situations.

Fire Chief Boehlke stated this building would not serve as a storm shelter, but noted tours, community events and open houses would be held at the new fire station. He anticipated the new fire station could serve as an EOC (emergency operations center) should an event occur in the community.

Commissioner Bjorklund asked if any social activities for the fire fighters would be held at the fire station.

Fire Chief Boehlke explained social activities would not be held at the fire station, but numerous training events would be hosted onsite.

Commissioner Bjorklund commented he still believed the proposed signage was leaning towards marketing. He was of the opinion the graphic is too large and should not move forward.

Commissioner Lindau indicated he supported the size and scale of the signs and graphics for the fire station. He discussed how the proposed signage tied the Lake Johanna Fire Department brand all together.

Chair Collins asked if there were any Commissioners that believed the graphic portion of the sign request should not move forward.

Commissioner Bjorkland indicated he could not support the graphic portion of the sign request. He explained the scale of the signs was also a concern for him.

Commissioner Jacobson recommended a finding be drafted to state not all businesses within this district can disregard the sign code standards.

Commissioner Burlingame moved and Commissioner Bjorklund seconded a motion to recommend approval of Planning Case 26-001 for a Sign Standard Adjustment through the Site Plan Review process to install up to 163 square feet in wall signage, 72 square feet in graphic signage, and 33.5 square feet in freestanding signage at 3535 Pine Tree Drive based on the findings of fact and the submitted plans, as amended by the conditions in the February 4, 2026, report to the Planning Commission adding a finding of fact that reads: The Planning Commission finds the requested sign standard adjustment is appropriate due to the public emergency services use of the property and the functional need for clear identification and that approval of this request was based on the specific land use and site context and does not constitute a general precedent for Sign District 7.

Commissioner Bjorklund reiterated that he would be voting against this request because he believed the signage was serving marketing purposes, was not needed at the proposed scale and was too costly for the public.

The motion carried 6-1 (Commissioner Bjorklund opposed).

C. Planning Case 25-016 – 3628 Connelly Avenue – Site Plan Review – *No Public Hearing Required*

Senior Planner Fransen stated the Applicant has submitted a land use application for Site Plan Review and Variances at the Subject Property. The Applicant seeks to purchase the property and relocate an existing retail business, Scale Model Supplies, from Saint Paul to Arden Hills. The Subject Property is owned by Waters Edge Enterprises Inc., and the building is occupied by JV Pallets, a company that manufactures and recycles wood pallets. The existing use is an existing nonconforming use that has been in operation as a light industrial/manufacturing and warehousing site since 1959. The B-2 zoning district today does not allow this use as a principal use. The proposed retail use is permitted within the B-2 zoning district.

Senior Planner Fransen explained the proposal includes reconfiguring access to the parking lot and restriping parking spaces within the existing parking lot. Three existing parking spaces, partially located within the right-of-way, are proposed to be removed and replaced with landscaped areas. The Applicant proposes to convert an overhead door to a standard retail dual door entryway. Other minor modifications to the exterior of the structure are proposed for safe and convenient access to the structure for customers.

Senior Planner Fransen reported the proposal includes a request to allow for fewer on-site parking spaces than required in the Zoning Code. The Applicant states the existing parking lot accommodates up to 24 parking spaces and that this number is sufficient to operate the business. Scale Model Supplies has been in business for more than 43 years. The store specializes in model trains and model kits as well as other hobby-related products. The business owner seeks to downsize from a 20,000 square foot space located in Saint Paul and find a space compatible with growing the online sales side of the business. The Applicant anticipates using approximately 7,500 square feet for retail sales and the remaining 1,800 square feet would be allocated for

Attachment F

PC Agenda Item – XX

ARDEN HILLS

MEMORANDUM

DATE: February 4, 2026

TO: Planning Commission Chair and Commissioners

FROM: Elena Fransen, AICP, Senior Planner

SUBJECT: **Planning Case #26-001 – No Public Hearing Required**
Applicant: Lake Johanna Fire Department
Property Location: 3535 Pine Tree Drive
Request: Sign Standard Adjustment (Site Plan Review)

Requested Action

Lake Johanna Fire Department ("The Applicant") submitted a land use application for Sign Standard Adjustment through the Site Plan Review process for the property located at 3535 Pine Tree Drive ("Subject Property"). The Subject Property is located within Sign District 7, where the maximum wall sign copy area allowed is 45 square feet, the maximum freestanding sign copy area allowed is 25 square feet, and graphic signs are not permitted. The Planning Commission is asked to consider a sign standard adjustment to allow 235 square feet of signage on the building, including a graphic sign, and 33.5 square feet of signage on a freestanding monument.

Background

1. Overview of Request

The Applicant proposes installing two wall signs totaling 163 square feet and one graphic sign totaling 72 square feet on the eastern elevation of the building for a total of 235 square feet of signage on the building. The Applicant also proposes to install a 79 square foot freestanding monument on the property with a total of 33.5 square feet in signage.

The Applicant is seeking flexibility through the Site Plan Review process for a sign standard adjustment for size of proposed wall and freestanding signs and for type with the proposed graphic sign. The proposed signage would not be permitted without an approved sign standard adjustment.

2. Planning Case Background

In Planning Case 24-009, the Applicant applied for a Master and Final Planned Unit Development to construct a 41,000 square foot headquarters fire station facility which was approved by the City.

The proposal included a 30 square foot freestanding monument with 36 square feet of signage and two (2) non illuminated wall signs for a total of 28 square feet to be located on the east and west elevations. At the Planning Commission meeting on July 10, 2024, the Applicant clarified the proposed monument signage and stated their intent to comply with the sign code and that flexibility would not be sought for signage.

Since those approvals in 2024, and prior to applying for required sign permits, the Applicant determined that a change in the proposed signage is needed. The proposed wall signage includes one (1) edge illuminated graphic sign, one (1) non illuminated sign, and one (1) illuminated sign, all to be installed on the east elevation of the building. No wall signage is proposed for the west elevation. The proposal includes one (1) non illuminated monument sign.

Based on the signage described, the previous PUD Amendment approval, and the requirements for the Subject Property's Sign District, staff advised the Applicant to submit a land use application for a sign standard adjustment as described in Chapter 12, Section 1260 of the city's Code of Ordinances. Adjustments to the requirements and standards for the height, number, type, lighting, area and/or location of a sign may be approved with a Site Plan Review or Planned Unit Development process. The sign flexibility that the Applicant is seeking under this proposal for the Subject Property has been initiated through the Site Plan Review process.

3. Site Data

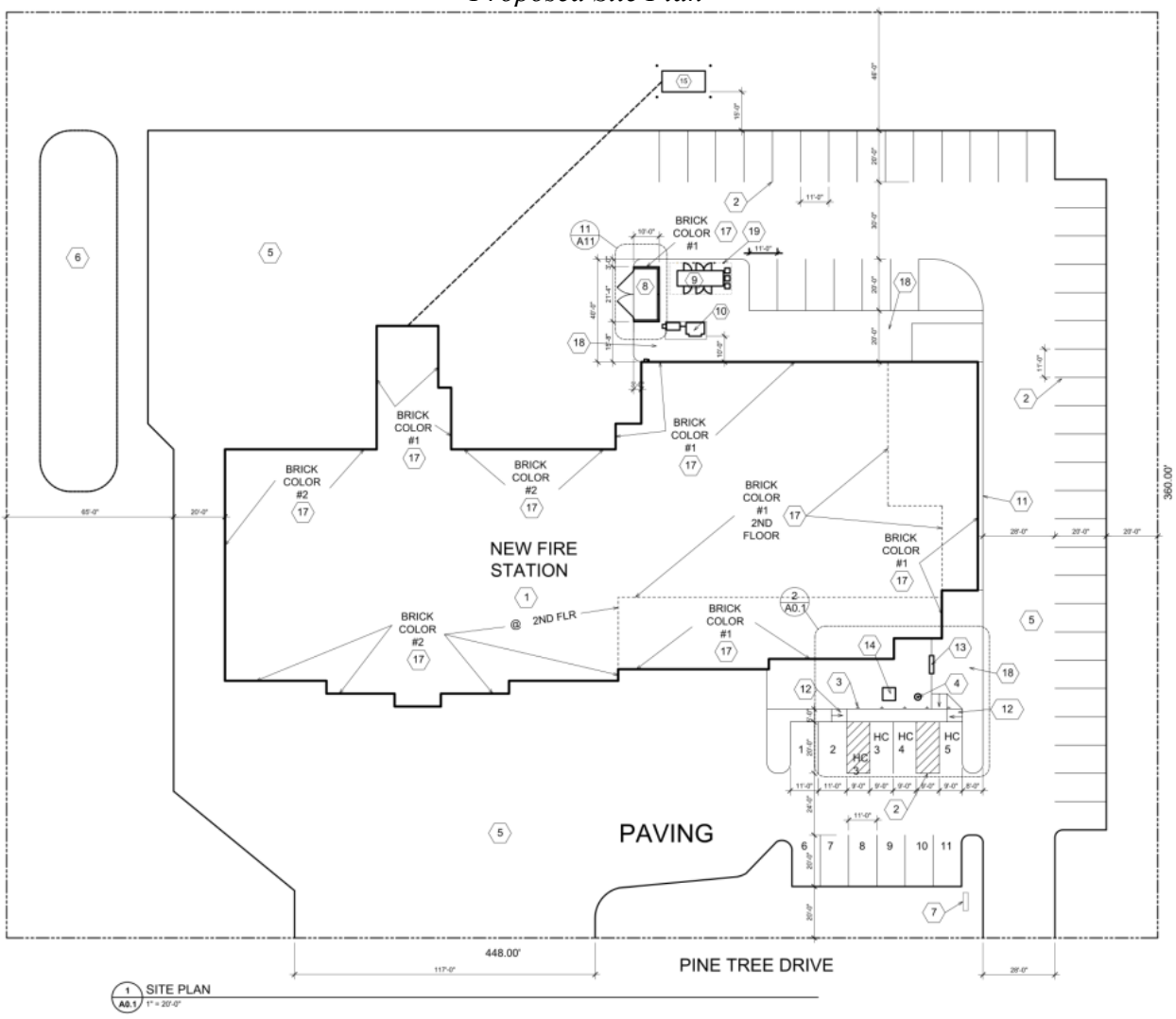
Future Land Use Plan:	Commercial Mixed Use
Existing Land Use:	Public Use
Zoning:	B-2 General Business District
Size (entire property):	3.7 acres (161,172 SF)

4. Existing Conditions

The Subject Property is located in the B-2 General Business Zoning District and is part of Sign District 7. The Subject Property is guided for Community Mixed Use in the 2040 Land Use Plan. Surrounding properties are located in the B-2 General Business and B-3 Service Business Zoning Districts and include a mix of retail and residential uses.

Sign District 7 allows for wall signage with a maximum sign copy area of 45 square feet. The maximum freestanding sign copy area allowed is 25 square feet. Sign District 7 does not allow for graphic signs.

Proposed Site Plan



Approvals

1. Site Plan Review

The Applicant proposes to install wall and graphic signage on the eastern elevation of the building and a monument sign on Pine Tree Drive.

The Applicant's request for flexibility is initiated through the Site Plan Review process due to the nature of the sign standard adjustment and the previous land use approvals for the site. It is established in Chapter 12 of the City Code that this flexibility can be granted by a Site Plan Review rather than the full Planned Unit Development amendment process, which would require the drafting of a PUD amendment by the city's legal counsel and subsequent approvals from the Developer of the PUD and the City Council.

The Applicant is not seeking any other flexibility or changes to the site.

Plan Evaluation

Chapter 12, Sign Code Review

1. Sign Standards by Sign District – *Section 1240.02*

The Subject Property is located within the B-2 General Business District and falls under Sign District 7. Sign District 7 includes properties in the I-Flex, Gateway Business, or other commercial or industrial district without frontage on the following roadways: Lexington Avenue, Highway 96, and County Road E. Sign District 7 allows for a maximum of 45 square feet of copy area for wall signage and 25 feet of copy area for monument signage. Wall signs may be illuminated externally or internally. Sign District 7 does not permit graphic signs, which are defined in the Sign Code as a sculpture attached to or sign painted directly on a wall that is primarily symbolic or representational in nature and not alpha or numeric in content or copy.

The Applicant is proposing two (2) wall signs, one non illuminated 88 square foot sign reading "Lake Johanna Fire Department" and one internally illuminated 75 square foot sign reading "Station 110," both on the eastern elevation of the building. In addition to the two wall signs, the Applicant's plans include an edge lit graphic logo sign measuring 72 square feet that would also be attached to the eastern elevation of the building. No wall signage is proposed for the west elevation of the building. The Applicant is requesting flexibility to allow the facility wall signage to exceed the permitted 45 square feet by 190 square feet for a combined total of 235 square feet.

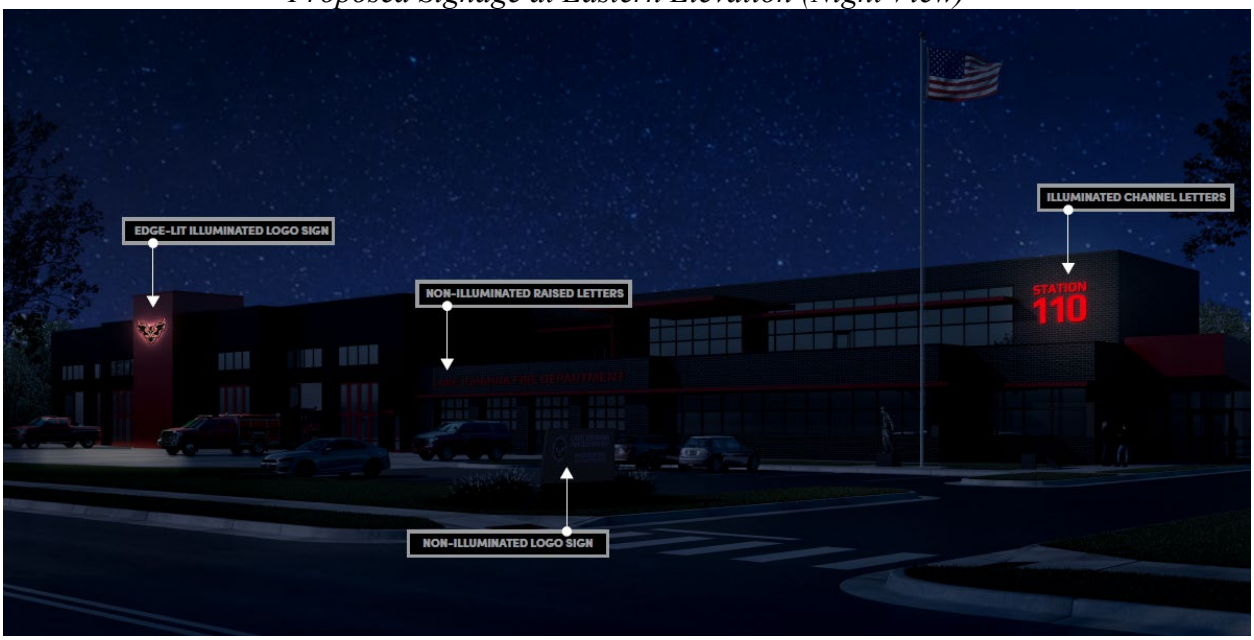
Sign District 7 allows for a maximum of 25 feet of copy area for freestanding signage with a maximum height of eight (8) feet. Freestanding signs may be externally illuminated. The sign code also requires that the total area of a freestanding sign shall not exceed 1.5 times the permitted sign copy area of a freestanding sign. For Sign District 7, the total area of a freestanding sign shall not exceed 37.5 square feet. For monument signage, the Applicant is proposing one (1) sign measuring 6 feet in height and 79 square feet in area with 33.5 square feet in non illuminated sign copy area. The proposed sign would exceed the permitted 37.5 feet by 41.5 feet and the sign copy area would exceed the permitted 25 feet by 8.5 feet.

The Applicant is requesting flexibility to allow for the proposed signage to be installed on the Subject Property. The Subject Property currently does not have any wall, graphic, or monument signage.

Proposed Signage at Eastern Elevation (Day View)



Proposed Signage at Eastern Elevation (Night View)

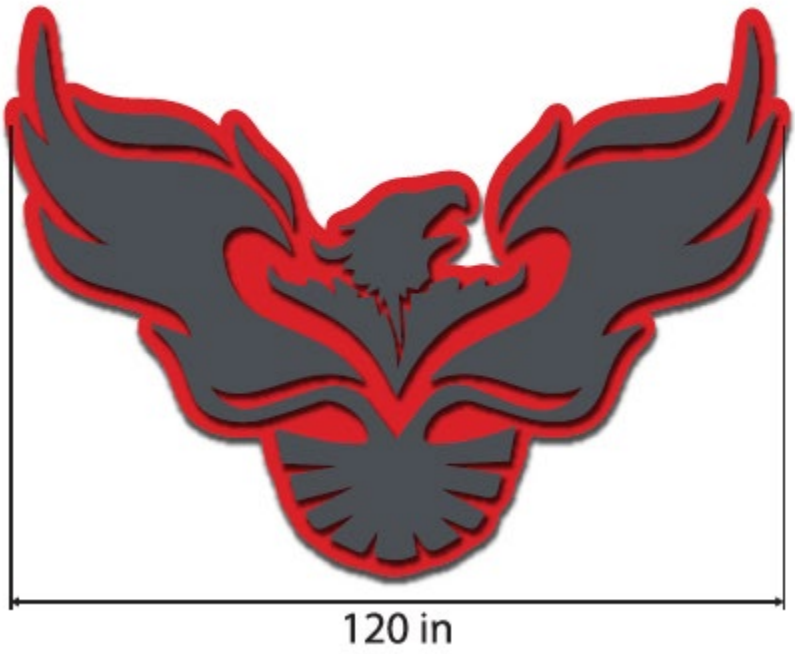


Proposed Wall Signage





Proposed Graphic Signage



Proposed Monument Signage



2. Sign Standard Adjustments – *Section 1260.01*

The Applicant requests flexibility for additional square footage of wall signage area, monument signage area, and graphic signage. City Code Section 1260.01, Sign Standard Adjustments states "adjustments to the requirements and standards for the height, number, type, lighting, area, and/or location of a sign or signs established by this Chapter may be approved with a Site Plan Review or a Planned Unit Development process." To approve any sign standard adjustment, the Planning Commission must determine if the proposed signage meets the sign standard adjustment criteria. The criteria of Subd. 1 or Subd. 2, as applicable, shall be satisfied, and the necessary criteria of Subd. 3 shall be satisfied:

1. Subd. 1 There are site conditions which require a sign adjustment to allow the sign to be reasonably visible from a street immediately adjacent to the site.

   This criterion does not apply.

2. Subd. 2 The sign adjustment will allow a sign of exceptional design or a style that will enhance the area or that is more consistent with the architecture and design of the site.

   According to the Applicant, the proposed signage is of exceptional design to both enhance and coordinate with the architecture and design of the site. The stature of the signage is scaled appropriately for the structure. Signage lighting is soft and does not inhibit night vision and the direction of the signage is toward adjacent commercial properties. The font used is ADA-compliant and enhances readability for individuals with disabilities, with clear, distinct letter shapes and sufficient contrast.

3. Subd. 3 The sign adjustment will not result in a sign that is inconsistent with the purpose of the zoning district in which the property is located or the current land use.

This criterion must be met. According to the Applicant, the proposed signage is consistent with the purpose of the B-2 General Business Zoning District and will not negatively impact adjacent properties or residents. As an emergency services facility, the structure must be easily identifiable by the public. The Applicant notes that the amount and placement of signage would be similar to retail businesses in the vicinity.

1355.04 Procedural Requirements for Specific Applications

Section 1355.04, Subd. 5 of the Arden Hills Zoning Code states that a public hearing is not required for Site Plan Review, but neighboring property owners shall be notified. Notification was prepared in accordance with City policy.

Findings of Fact

The Planning Commission must make a finding as to whether or not the proposed application would adversely affect the surrounding neighborhood, or the community as a whole based on the aforementioned factors. City Staff offer the following findings for consideration:

1. The Applicant applied for Site Plan Review to install 163 square feet in wall signage and 72 square feet in graphic signage on the eastern elevation of the building and install a 79 square foot freestanding monument with 33.5 square feet of sign copy at the subject property, 3535 Pine Tree Drive.
2. On December 9, 2024, the City Council approved a Planned Unit Development Agreement for the Subject Property.
3. The Subject Property is located in the B-2 General Business District and is guided as Community Mixed Use on the 2040 Land Use Plan.
4. The Subject Property is located in Sign District 7, where the maximum wall signage permitted is 45 square feet.
5. In Sign District 7, the maximum freestanding signage permitted is 25 square feet.
6. Graphic signs are not permitted in Sign District 7.
7. The Subject Property has no existing signage.
8. Adjustments to the requirements and standards for the height, number, type, lighting, area, and/or location of a sign or signs established by this Chapter may be approved with a Site Plan Review or a Planned Unit Development process as described for in Section 1320 and 1355 of the Zoning Code.
9. Flexibility through the Site Plan Review process has been requested for 163 square feet of wall signage and 72 square feet of graphic signage bringing the total building wall signage to 235 square feet.
10. Flexibility has also been requested for 33.5 square feet of freestanding signage.
11. The proposed signage plan does not conflict with the general purpose and intent of the Zoning Code or the Comprehensive Development Plan for the City.
12. The application is not anticipated to create a negative impact on the immediate area or the community as a whole.
13. The proposed plan will not produce any permanent noise, odors, vibration, smoke, dust, air pollution, heat, liquid, or solid waste, and other nuisance characteristics.
14. A public hearing is not required for Site Plan Review.

Proposed Motion Language

Staff offer the following options and motion language for this case.

1. Recommend Approval with Conditions: Move to recommend *approval* of Planning Case 26-001 for a Sign Standard Adjustment through the Site Plan Review process to install up to 163 square feet in wall signage, 72 square feet in graphic signage, and 33.5 square feet in freestanding signage at 3535 Pine Tree Drive, based on the findings of fact and the submitted plans, as amended by the conditions in the February 4, 2026, report to the Planning Commission:

    1) The project shall be completed in accordance with the plans submitted. Any significant changes to these plans, as determined by the Community Development Director, shall require review and approval by the Planning Commission and City Council.
    2) A separate sign permit shall be required for each proposed sign.
    3) All signage shall meet all other requirements of Sign District 7.

2. Recommend Approval as Submitted: Move to recommend *approval* of Planning Case 26-001 for a Sign Standard Adjustment through the Site Plan Review process to install up to 163 square feet in wall signage, 72 square feet in graphic signage, and 33.5 square feet in freestanding signage at 3535 Pine Tree Drive, based on the findings of fact and the submitted plans in the February 4, 2026, report to the Planning Commission.

3. Recommend Denial: Move to recommend *denial* of Planning Case Planning Case 26-001 for a Sign Standard Adjustment through the Site Plan Review process to install up to 163 square feet in wall signage, 72 square feet in graphic signage, and 33.5 square feet in freestanding signage at 3535 Pine Tree Drive, based on the following findings of fact: *findings to deny should specifically reference the reasons for denial.*

4. Table: Move to *table* Planning Case 26-001 for a Sign Standard Adjustment through the Site Plan Review process to install up to 163 square feet in wall signage, 72 square feet in graphic signage, and 33.5 square feet in freestanding signage at 3535 Pine Tree Drive: *a specific reason and/or information request should be included with a motion to table.*

Public Notice and Comments

Staff published a notice in the *Pioneer Press* as required by City procedure on January 21, 2026. Public notices were mailed out on January 21, 2026. The mailing was sent to neighbors within 500 feet of the subject parcel. Staff have not received any public comments regarding this application at the time of report drafting.

Deadline for Agency Actions

The City of Arden Hills received the completed application for this request on January 6, 2026. Pursuant to Minnesota State Statute, the city must act on this request by March 4, 2026 (60 days), unless the city provides the petitioner with written reasons for an additional 60-day review period.

The sixty (60) day timeline begins on the day the City is in receipt of what has been determined to be a complete application.

Based on the date of completeness, and the city meeting schedule for February and March, the city provided the Applicant with written reasons to extend the City's review period from 60 days to 120 days so that the planning case may be heard by the City Council on March 9, 2026. With consent of the applicant, the City may extend the review period beyond the initial 120 days.

Attachments

A. Land Use Application
B. Location Map
C. Applicant Narrative
D. Applicant Sign Plan

Attachment G

CITY OF ARDEN HILLS
COUNTY OF RAMSEY
STATE OF MINNESOTA

RESOLUTION NO. 2026-013

RESOLUTION APPROVING A SIGN STANDARD ADJUSTMENT AT 3535 PINE TREE DRIVE

WHEREAS, City Staff received a complete land use application for a Sign Standard Adjustment through the Site Plan Review process for 3535 Pine Tree Drive and legally described on **Exhibit A** attached hereto ("Subject Property"); and

WHEREAS, the Subject Property is located in Sign District 7, which allows a maximum wall sign copy area of 45 square feet and a maximum monument sign copy area of 25 square feet. Sign District 7 prohibits graphic signs. The Subject Property has no existing signage; and

WHEREAS, the Subject Property is zoned B-2, General Business District and is guided as Community Mixed Use on the Land Use Plan; and

WHEREAS, Lake Johanna Fire Department ("The Applicant") is seeking flexibility to proposes to install 235 square feet on signage on the building, including a graphic sign, and 33.5 square feet of signage on a79 square foot freestanding monument; and

WHEREAS, adjustments to the requirements and standards for the height, number, type, lighting, area, and/or location of a sign or signs established by this Chapter may be approved with a Site Plan Review or a Planned Unit Development process as described for in Section 1320 and 1355 of the Zoning Code; and

WHEREAS, pursuant to Minnesota State Statute, the City must act on this request by March 4, 2026 (60 days), unless the City provides the petitioner with written reasons for an additional 60-day review period; and

WHEREAS, the City provided the petitioner with written reasons for an additional 60-day review period and extended the review period to May 5, 2026 (120 days) based on the date of the submission for review by the Planning Commission and the City Council during the February and March meeting cycle; and

WHEREAS, the City Council directed Staff to prepare a Land Use Application Public Policy Notification to notify all property owners within 500 feet of Subject Property when a request for the Planning Commission is to occur related to a land use application that does not require a public hearing; and

WHEREAS the Planning Commission considered the Applicant's request for a Sign Standard Adjustment on February 4, 2026, and, as such, voted 6-1 in favor of recommending approval with conditions.

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

Herby adopts Resolution 2026-013 approving Planning Case 2026-001 for a Sign Standard Adjustment through the Site Plan Review process for 3535 Pine Tree Drive to install 235 square feet of wall signage, including a graphic sign, 33.5 square feet of monument sign copy and a 79 square foot monument sign on the Subject Property.

BE IT FURTHER RESOLVED that City Council approves Planning Case 26-001 for a Sign Standard Adjustment through the Site Plan Review process 3535 Pine Tree Drive, based on the findings of fact and the submitted plans in the March 9, 2026 report to the City Council, as amended by the following conditions:

1) The project shall be completed in accordance with the plans submitted. Any significant changes to these plans, as determined by the Community Development Director, shall require review and approval by the Planning Commission and City Council.

2) A separate sign permit shall be required for all proposed signage.

3) All signage shall meet all other requirements of Sign District 7.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ARDEN HILLS THIS 9TH DAY OF MARCH, 2026.

_____

David Grant, Mayor

ATTEST:

_____

Julie Hanson, City Clerk

EXHIBIT A
TO
RESOLUTION 2026-013

Lot 2, Block 1, 2 Pine Tree North

Resolution 2026-013 Sign Standard Adjustment at 3535 Pine Tree Drive – Planning Case 26-001

Presented by Jake Reilly, Community Development Director

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

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.

Attachment H

Planning Case #26-001
Applicant: Lake Johanna Fire Department
Property Location: 3535 Pine Tree Drive
Request: Site Plan Review – Sign Standard Adjustment
Zoning: B-2 – General Business District
Land Use: Public Use



Proposal – Site Plan Review

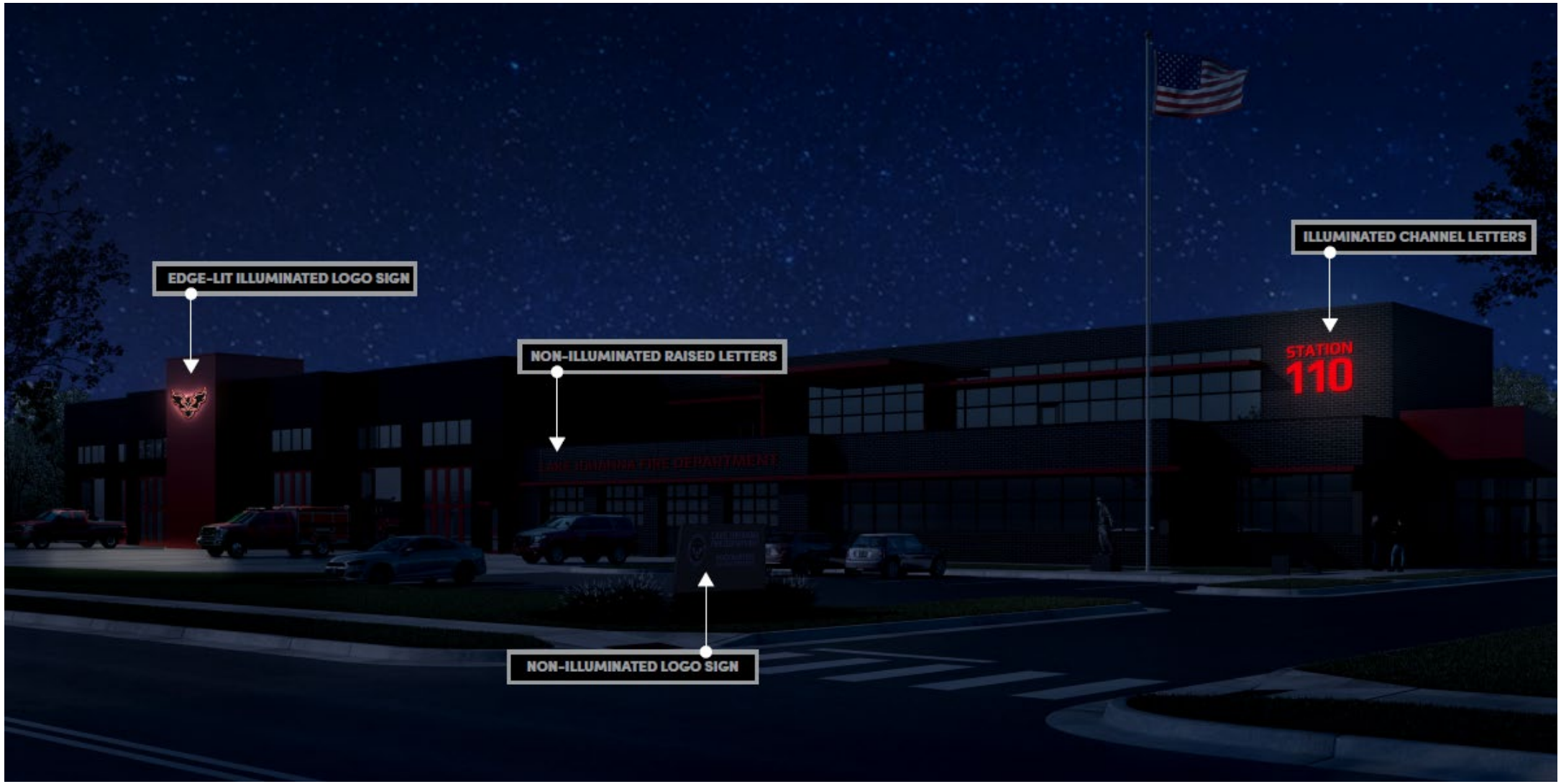
- *Applicant:* Lake Johanna Fire Department
- *Flexibility Requested from Section 1260.01, Sign Standard Adjustments*

Sign District 7	Standard	Requested
Wall Signage	45 square feet maximum	163 square feet
Graphic Sign	Not permitted	72 square feet
Freestanding Sign Copy Area	25 square feet maximum	33.5 square feet
Freestanding Monument Sign	37.5 square feet maximum (1.5 times copy area)	79 square feet (2.35 times copy area)

Proposed Signage at Eastern Elevation (Day)



Proposed Signage at Eastern Elevation (Night)



Plan Evaluation

Chapter 12, Sign Code – Wall Sign Copy Area

Sign District 7	Standard	Requested
Wall Signage	45 square feet maximum	163 square feet



88 square feet
Not illuminated

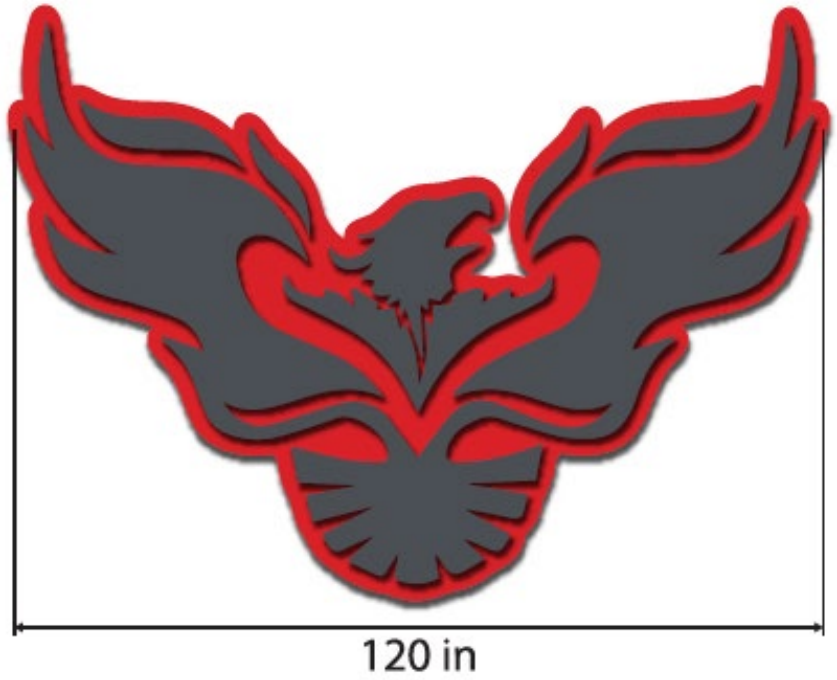


75 square feet
Internally illuminated

Plan Evaluation

Chapter 12, Sign Code – Graphic Sign

Sign District 7	Standard	Requested
Graphic Signage	Not permitted	72 square feet



72 square feet
Edge lit

Plan Evaluation

Chapter 12, Sign Code – Freestanding Sign Copy Area

Sign District 7	Standard	Requested
Freestanding Sign Copy	25 square feet maximum	33.5 square feet
Freestanding Monument	37.5 square feet maximum (1.5 x copy area)	79 square feet (2.35 x copy area)



Non illuminated

Examples in other communities



- Fire Station No. 2 in
- Edina, MN
- Completed in 2025
- 36,000 square feet
- Two-Story Building – 31’8” tall with 55’ tall training tower

Examples in other communities



- Fire Station #1 in Burnsville, MN
- Completed in 2021
- 44,729 square feet
- Three-Story Building – 40’ tall at the highest point

Existing signage in Arden Hills

Property	Sign District	Elevation Area	Wall Sign Area	Percent of Wall Sign Area to Elevation Area
LJFD **3535 Pine Tree Drive**	Sign District 7	East – 8,764 square feet	235 square feet	2.7 percent
Cub Foods **3717 Lexington Avenue**	Sign District 5	East - ~10,560 square feet	513 square feet	4.8 percent
Flaherty's **1273 County Road E**	Sign District 4	South – ~2,329 square feet	216 square feet	9.3 percent
Goodwill **1103 County Road E**	Sign District 5	East – ~3,375 square feet	60 square feet (November 2025)	1.8 percent
Walgreens **3585 Lexington Avenue**	Sign District 5	East - ~3,452 square feet	49 square feet	1.4 percent









Deadline for Agency Action

- The City of Arden Hills received a complete application for this request on January 6, 2026. Pursuant to Minnesota State Statute 15.99, the city must act on this request within 60 days, unless extended in writing.
- Based on the published meeting schedule, the city provided the Applicant with a letter extending the deadline for action to Wednesday, May 6, 2026 (120 days).

Public Notices

- Published in the Pioneer Press on February 25, 2026; and
- Mailed to property owners within 500 feet of the subject property.

Public Comment

- Staff have not yet received any public comments regarding this application.

Planning Commission Recommendation:

- 7-1 (Bjorklund) to recommend approval with conditions.

Options and Motion Language

- Approve with Conditions: Move to adopt Resolution 2026-013 approving Planning Case 26-001 for a Sign Standard Adjustment through the Site Plan Review process to install up to 163 square feet in wall signage, 72 square feet in graphic signage, 33.5 square feet in freestanding sign copy area, and 79 square feet of freestanding monument area at 3535 Pine Tree Drive, based on the findings of fact and the submitted plans, as amended by conditions in the March 9, 2026, report to the City Council.
- *Approve as Submitted*: Move to adopt Resolution 2026-013 approving Planning Case 26-001 for a Sign Standard Adjustment through the Site Plan Review process to install up to 163 square feet in wall signage, 72 square feet in graphic signage, 33.5 square feet in freestanding sign copy area, and 79 square feet of freestanding monument area at 3535 Pine Tree Drive, based on the findings of fact and the submitted plans in the March 9, 2026, report to the City Council

Options and Motion Language

- *Denial:* Move to deny Planning Case 26-001 for a Sign Standard Adjustment through the Site Plan Review process to install up to 163 square feet in wall signage, 72 square feet in graphic signage, 33.5 square feet in freestanding sign copy area, and 79 square feet of freestanding monument area at 3535 Pine Tree Drive, based on the following findings of fact: findings to deny should specifically reference the reasons for denial.

- Table: Move to table Planning Case 26-001 for a Sign Standard Adjustment through the Site Plan Review process to install up to 163 square feet in wall signage, 72 square feet in graphic signage, and 33.5 square feet in freestanding sign copy area, and 79 square feet of freestanding monument area at 3535 Pine Tree Drive: a specific reason and/or information request should be included with a motion to table.

NEW BUSINESS ITEM – 11C

MEMORANDUM

DATE: March 9, 2026

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

FROM: Jake Reilly, Community Development Director

SUBJECT: Interim Ordinance 2026-003 Establishing a Moratorium on Detention Facilities

Requested Action

Motion to approve, table, or deny the following:

- Adoption of Interim Ordinance 2026-003 Establishing a Moratorium on Detention Facilities within the City
- Authorization for Summary Publication of Interim Ordinance 2026-003

Approval for authorization to publish summary ordinance requires an affirmative vote of four councilmembers.

Background

Minnesota Statutes Section 462.355, subd. 4, enables municipalities to establish interim ordinances applicable to all or part of its jurisdiction for the purpose of protecting planning processes and the health, safety, and welfare of its citizens. The interim ordinance may regulate, restrict or prohibit any use, development, or subdivision within the jurisdiction for up to one year in order to conduct studies that may result in the adoption or amendment of official controls, as defined in State Statute 462.352, subdivision 15.

The purpose of this moratorium is to allow the City time to study the issue and determine what, if any, additional regulations for detention facilities to pursue. The ordinance authorizes the Community Development Department, in cooperation with other applicable departments to conduct a study to evaluate the impact of detention facilities and to propose amendments to the Arden Hills City Code that it deems necessary and advisable.

Budget Impact

N/A

Attachments

Attachment A: Ordinance 2026-003 – An Ordinance Providing for a Moratorium on the Establishment of Detention Facilities Within the City
Attachment B: Summary Publication of Interim Ordinance 2026-003
Attachment C: Presentation

Attachment A

INTERIM ORDINANCE NO. 2026-003

CITY OF ARDEN HILLS
RAMSEY COUNTY, MINNESOTA

AN INTERIM ORDINANCE PROVIDING FOR A MORATORIUM ON THE ESTABLISHMENT OF DETENTION FACILITIES WITHIN THE CITY

THE CITY COUNCIL OF THE CITY OF ARDEN HILLS, MINNESOTA, ORDAINS:

SECTION 1. Moratorium. In accordance with Minnesota Statutes Section 462.355, subd. 4, this Ordinance hereby establishes a moratorium on the establishment of detention facilities within the City of Arden Hills.

SECTION 2. Purpose and Study. The purpose of this moratorium is to allow the City time to study the issue and determine what, if any, additional regulations for detention facilities to pursue. The Community Development Department, in cooperation with other applicable departments, is authorized to conduct a study to evaluate the impact of detention facilities and to propose amendments to the Arden Hills City Code that it deems necessary and advisable. The study area is the entire City.

SECTION 3. Restrictions. For a period of one year from the effective date of this Ordinance, no building permits, conditional use permits, zoning applications, plan review, project plans, development plans, zoning amendments, or other permits shall be allowed, granted, or approved by the City or any department of the City to establish a detention facility.

SECTION 4. Term. Unless rescinded by action of the City Council, the moratorium established by this Ordinance shall remain in full force and effect until _____, 2027. The moratorium may be extended as provided in Minn. Stat. §462.355, subd. 4(d).

SECTION 5. Enforcement. Any person, corporation, or other entity found to be in violation of this Ordinance shall be guilty of a misdemeanor.

SECTION 6. Effective Date. This Ordinance shall become effective immediately upon its passage and publication according to law. A Summary of this Ordinance will be published in accordance with state statute.

PASSED and ADOPTED this 9th day of March 2026, by the City Council of the City of Arden Hills, Minnesota.

CITY OF ARDEN HILLS

By _____
David Grant, Mayor

ATTEST:

_____
Julie Hanson, City Clerk

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

Attachment B

SUMMARY INTERIM ORDINANCE NO. 2026-003

CITY OF ARDEN HILLS
RAMSEY COUNTY, MINNESOTA

AN ORDINANCE PROVIDING FOR A MORATORIUM ON THE ESTABLISHMENT OF DETENTION FACILITIES WITHIN THE CITY

THE CITY COUNCIL OF THE CITY OF ARDEN HILLS, MINNESOTA, ORDAINS**:**

Pursuant to Minnesota Statutes Section 412.191, in the case of a lengthy ordinance, a summary may be published. While a copy of the entire ordinance is available without cost at the office of the City Clerk, the following summary is approved by the City Council and shall be published in lieu of publishing the entire ordinance.

The interim ordinance adopted by the Arden Hills City Council establishes a moratorium on the establishment of detention facilities within the City of Arden Hills.

EFFECTIVE DATE. This Ordinance shall be effective after its passage and publication according to law.

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

CITY OF ARDEN HILLS

_____
David Grant, Mayor

ATTEST:

_____
Julie Hanson, City Clerk

Published in the Pioneer Press on March ___, 2026

Consider Interim Ordinance 2026-003 Establishing a Moratorium on Detention Facilities

Presented by Jake Reilly, Community Development Director

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

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.

Attachment C

ARDEN HILLS

Interim Ordinance Establishing a Moratorium on Detention Facilities

- State Statute allows for the adoption of interim ordinances to regulate, restrict or prohibit any use, development, or subdivision within the jurisdiction for up to one year in order to conduct studies that may result in the adoption or amendment of official controls, as defined in State Statute 462.352, subdivision 15.
- Council requested staff to bring an ordinance regarding detention centers forward at a special work session on January 31, 2026, based on concerns for community health, safety, and welfare related to recent activities in Minnesota, so the use can be studied.
- The City Council held a public hearing on this item under Agenda Item 10A.
- Staff requests the Council move approval, adoption and summary publication of the interim ordinance establishing a moratorium on detention facilities in the City of Arden Hills.

ARDEN HILLS

NEW BUSINESS – 11D

ARDEN HILLS

MEMORANDUM

DATE: March 9, 2026

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

FROM: Jake Reilly, Community Development Director

SUBJECT: Ordinance 2026-004 Amending Chapter 9 – Building Regulations to establish Rum River Consultants as the delegated commercial and public plumbing plan reviewer

Budgeted Amount:	Actual Amount:	Funding Source:
N/A	To Be Determined	Licenses and Permits

Council Should Consider

Motion to approve, table, or deny the following:

- Adoption of Ordinance 2026-004 amending Chapter 9 – Building Regulations to establish Rum River Consultants as the delegated commercial and public plumbing plan reviewer and authorization to publish Summary Ordinance of 2026-004.

Approval for authorization to publish summary ordinance requires an affirmative vote of four councilmembers.

Background/Discussion

The City of Arden Hills currently contracts supplemental inspection services with Rum River Consultants (RRC).

The State of Minnesota Department of Labor and Industry (DOLI) conducts plumbing plan reviews for permits in Arden Hills, as stipulated in Minn. R. 1300.0215, Subpart 6.

Minn. Stat. § 326B.43, Subdivision 2 permits the delegation of authority for plumbing plan review for public and commercial projects to municipalities. This statute enables the DOLI Commissioner to establish an agreement with a municipality, in which the municipality agrees to carry out plan reviews typically performed by the commissioner or their designee.

To obtain this delegation, the City of Arden Hills must undertake several steps to formalize the delegation, including the approval of an ordinance amendment to offer local plumbing plan review services, the endorsement of an application and submission of an agreement with the State of Minnesota (Consent Item 8B on this agenda), the establishment of local fees, and ensuring the designated representative of the municipality is eligible to perform the local plumbing plan reviews.

Budget Impacts

By conducting local plumbing plan reviews, the City of Arden Hills will generate additional fee revenue. Although the exact amount remains uncertain due to unknown future remodel and new construction commercial development, sizable public and commercial projects hold the potential to have a significant impact.

Attachments

Attachment A - Ordinance 2026-004 Amending City Code Chapter 9 – Building Regulations
Attachment B - Summary Publication of Ordinance 2026-004
Attachment C - Presentation

Attachment A

ORDINANCE NO. 2026-004

CITY OF ARDEN HILLS
RAMSEY COUNTY, MINNESOTA

AN ORDINANCE AMENDING CHAPTER 9 – BUILDING REGULATIONS OF THE ARDEN HILLS CITY CODE OF ORDINANCES AMENDING LOCAL STATUTES FOR PLUMBING PERMIT ADMINISTRATION, PLAN REVIEW, AND INSPECTIONS

THE CITY COUNCIL OF ARDEN HILLS, MINNESOTA HEREBY ORDAINS:

SECTION 1. Section 900.06 of the Arden Hills City Code is replaced in its entirety as follows:

§ 900.06. Plumbing permit administration, plan review, specifications, and inspections.

Subd. 1. All plumbing on private property within the city shall comply with the provisions of the state building and plumbing code and this article.

Subd. 2. Plans and specifications. Prior to the installation of a system of plumbing other than for a single-family dwelling, complete plans and specifications, together with any additional information that the building official may require, shall be submitted and reviewed by the building official or their designee prior to permits and installation. Construction cannot proceed except in accordance with approved plans and specifications. Any alteration, extension, or repair of an existing system is subject to these same requirements, unless waived by the building official in accordance with Minn. R. 1300.0215.

Subd. 3. Exceptions. Pursuant to Minn. Stat. § 326B.43, subd. 2(n), plumbing plans and specifications for the following projects may be submitted to the Minnesota Department of Labor and Industry for a full plan review:

A. State-licensed facilities as defined in Minn. Stat. § 326B.103, subd. 13;

B. Public buildings as defined in Minn. Stat. § 326B.103, subd. 11; and

C. Projects of a special nature for which department review is requested by either the municipality or the state.

Subd. 4. Inspections. New plumbing systems or parts of existing plumbing systems that have been altered, extended, or repaired shall be inspected, tested, and approved by the building official or their designee in accordance with Minn. R. 1300.0215 before the plumbing system is put into use. The

building official shall perform the final inspection and witness the test. The building official shall approve the plumbing system if the system complies with the requirements of this Code, any permit requirements, and the requirements of any approved plans and specification. Plumbing system tests shall comply with Minn. R. Chapter 4714.

Subd. 5. Covering of work. No building drainage or plumbing system or part thereof shall be covered until it has been inspected, tested, and approved as herein prescribed.

SECTION 2. Effective Date. This ordinance shall be in full force and effect from and after its passage and publication according to law.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ARDEN HILLS, MINNESOTA, THIS 9TH DAY OF MARCH 2026.

By _____
David Grant, Mayor

ATTEST:

_____
Julie Hanson, City Clerk

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

Attachment B

SUMMARY ORDINANCE NO. 2026-004

CITY OF ARDEN HILLS
RAMSEY COUNTY, MINNESOTA

AN ORDINANCE AMENDING CHAPTER 9 – BUILDING REGULATIONS OF THE ARDEN HILLS CITY CODE OF ORDINANCES AMENDING LOCAL STATUTES FOR COMMERCIAL PLUMBING PERMIT ADMINISTRATION, PLAN REVIEW, AND INSPECTIONS

THE CITY COUNCIL OF THE CITY OF ARDEN HILLS, MINNESOTA, ORDAINS:

Pursuant to Minnesota Statutes Section 412.191, in the case of a lengthy ordinance, a summary may be published. While a copy of the entire ordinance is available without cost at the office of the City Clerk, the following summary is approved by the City Council and shall be published in lieu of publishing the entire ordinance.

> **The text amendments adopted by the Arden Hills City Council revises code language in Chapter 9 – Building Regulations governing commercial plumbing permit administration, plan review, and inspections in the City of Arden Hills.**

EFFECTIVE DATE. This Ordinance shall be effective after its passage and publication according to law.

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

CITY OF ARDEN HILLS

_____
David Grant, Mayor

ATTEST:

_____
Julie Hanson, City Clerk

Published in the Pioneer Press on March ___, 2026

Public Hearing Ordinance 2026-004 Amending City Code Chapter 9 – Building Regulations

Presented by Jake Reilly, Community Development Director

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

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.

Attachment C

ARDEN HILLS

Ordinance Amendment of City Code Chapter 9 – Building Regulations Related to Plumbing Plan Review Delegation

- The City Council held a required public hearing for Ordinance 2026-004 amending City Code Chapter 9 – Building Regulations
- Amending the ordinance allows the city to collect a portion of the local plumbing plan review fees. Without the amendment the city does not receive any fees for commercial and public plumbing plan reviews.
- Staff requests the Council move approval, adoption and summary publication of the ordinance amending City Code Chapter 9 – Building Regulations related to plumbing plan review delegation

ARDEN HILLS

NEW BUSINESS - 11E

MEMORANDUM

DATE: March 9, 2026

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

FROM: Jake Reilly – Community Development Director

SUBJECT: Planning Case 2026-003 Amending City Code Chapters 10, 11 and 15 Related to Municipal Separate Storm Sewer System (MS4)

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

Requested Action

Motions to approve, table, or deny the following:

- Adoption of Ordinance 2026-005 amending Chapter 11 - Subdivisions to bring the City's Code of Ordinances into conformance with required updated rules set by the Minnesota Pollution Control Agency.
- Adoption of Ordinance 2026-006 amending Chapter 10 – Utilities and Chapter – 15 Erosion and Sediment Control to bring the City's Code of Ordinances into conformance with required updated rules set by the Minnesota Pollution Control Agency.
- Authorization for Summary Publication of Ordinances 2026-005 and 2026-006.

Approval for authorization to publish summary ordinance requires an affirmative vote of four councilmembers.

Background

The City of Arden Hills is one of Minnesota's approximately 248 entities required to obtain National Pollutant Discharge Elimination System (NPDES) Permits and develop Stormwater Pollution Prevention Programs (SWPPPs). The Minnesota Pollution Control Agency (MPCA) updates Municipal Separate Storm Sewer System (MS4) Language every five years. In 2025, the MPCA issued new MS4 Permits with updated language to take effect for the permit cycle of 2025 through 2029. Entities typically have up to two years to comply with the new rules. City Staff from the Public Works and Community Development worked with a consultant to update the language within our City's Code of Ordinance to correctly reflect the revisions required by the MPCA for the new MS4 permit rules.

The Ordinances are presented here as a package as they are related to one set of rule changes from the MPCA and must be adopted together. Because the changes are significant, the ordinances have been written to repeal the existing outdated language and replace with the new language.

Budget Impact

N/A

Attachments

Attachment A - Ordinance 2026-005 Amending Chapter 11 – Subdivisions
Attachment B - Ordinance 2026-006 Amending Chapter 10 – Utilities and Chapter 15 - Erosion and Sediment Control
Attachment C - Summary Publication Ordinance 2026-005
Attachment D - Summary Publication Ordinance 2026-006
Attachment E - Presentation

Attachment A

ORDINANCE NO. 2026-005

CITY OF ARDEN HILLS
RAMSEY COUNTY, MINNESOTA

AN ORDINANCE AMENDING CHAPTER 11 OF THE ARDEN HILLS CITY CODE CONCERNING SUBDIVISIONS

THE CITY COUNCIL OF THE CITY OF ARDEN HILLS, MINNESOTA, ORDAINS:

SECTION 1. Chapter 11 – Subdivision Code, Section 1140.08 – Stormwater Management is hereby amended by deleting the ~~strikethrough~~ language and adding the underlined language to read as follows:

1140.08 Stormwater Management.

~~Stormwater management plans shall comply with Rule C: Stormwater Management Plans of the Rice Creek Watershed District Rules.~~

Stormwater management plans shall comply with the following: the standards established by the Minnesota Pollution Control Agency's National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) Construction Permit MNR 100001 (Construction Storm Water (CSW) Permit) as amended in its entirety and now constituted and from time to time amended; Rule C: Stormwater Management Plans of the Rice Creek Watershed District Rules; and the standards listed below, whichever is more restrictive.

Subd. 1 Post-Construction Stormwater Management

A. Submittal of Site Plans consisting of Post-Construction Plans

1. Site plans must be submitted for review and confirmation that ordinance requirements have been met, prior to start of construction activity.

2. Site plans must consist of, at a minimum, the following items:

(i) All calculations for the permanent stormwater treatment system;

(ii) The water quality volume that will be treated through volume reduction practices;

(iii) Rationale and documentation supporting the location of any off-site permanent stormwater treatment projects;

(iv) All legal mechanisms related to Part c. (Long-term Maintenance).

B. Post-Construction Stormwater Management BMPs must meet the following criteria:

1. Designed with accepted engineering practices and in accordance with part d. (Permanent Stormwater Management System Design Criteria).

2. Designed so that discharges from the project during and after construction activities do not cause a violation of state water quality standards, including nuisance conditions, erosion in receiving channels or on downslope properties, or a significant adverse impact to wetlands caused by inundation or decrease of flow.

3. Treat the water quality volume on any project where the sum of the new impervious surface and the fully reconstructed impervious surface equals one or more acres.

4. For construction activity (excluding linear projects), water quality volume must be calculated as one (1) inch times the sum of the new and the fully reconstructed impervious surface.

5. For linear projects, water quality volume must be calculated as the larger of one (1) inch times the new impervious surface or one-half (0.5) inch times the sum of the new and the fully reconstructed impervious surface. Where the entire water quality volume cannot be treated within the existing right-of-way, a reasonable attempt to obtain additional right-of-way, easement, or other permission to treat the stormwater during the project planning process must be made. Volume reduction practices must be considered first, as described in Section 3.b.vi. Volume reduction practices are not required if the practices cannot be provided cost effectively. If additional right-of-way, easements, or other permission cannot be obtained, the owner/operator of construction activity must maximize the treatment of the water quality volume prior to discharge from Arden Hill's MS4.

6. Volume reduction practices (e.g., infiltration or other) to retain the water quality volume on-site must be considered first when designing the permanent stormwater treatment system. Wet sedimentation basins and filtration systems are not considered volume reduction practices. If infiltration is prohibited, as described in Part d.i.14. (Infiltration System), other volume reduction practices, a wet sedimentation basin, or a filtration basin may be considered.

C. Post Long-term Maintenance

1. The Permitee must enter into a long-term maintenance agreement with the City of Arden Hills that documents all responsibilities for long-term operation and maintenance of stormwater treatment practices that are not owned or operated by the City of Arden Hills. At a minimum, the long-term maintenance agreement must include provisions that:

   (i) Allow the City of Arden Hills to conduct inspections of structural stormwater BMPs not owned or operated by the City of Arden Hills, perform necessary maintenance, and assess costs for those structural stormwater BMPs when the City of Arden Hills determines the owner of that structural stormwater BMP has not ensured proper function;

   (ii) Are designed to preserve the City of Arden Hills right to ensure maintenance responsibility, for structural stormwater BMPs not owned or operated by the

City of Arden Hills, when those responsibilities are legally transferred to another party; and

(iii) Are designed to protect/preserve structural stormwater BMPs. If structural stormwater BMPs change, causing decreased effectiveness, new, repaired, or improved structural stormwater BMPs must be implemented to provide equivalent treatment to the original BMP.

D. Permanent Stormwater Management System Design Criteria

1. Infiltration System

(i) Infiltration options include, but are not limited to: infiltration basins, infiltration trenches, rainwater gardens, bioretention areas without underdrains, swales with impermeable check dams, and natural depressions;

(ii) To determine if an infiltration system is suitable, either the MPCA's contamination screening checklist must be completed or an assessment must be conducted. The checklist or assessment must be documented in the site plan. For more information and to access the MPCA's "contamination screening checklist" see the Minnesota Stormwater Manual;

(iii) Must be designed such that pre-existing hydrologic conditions of wetlands in the vicinity are not impacted (e.g., inundation or breaching a perched water table supporting a wetland);

(iv) Must not be excavated to final grade, or within three (3) feet of final grade, until the contributing drainage area has been constructed and fully stabilized unless they provide rigorous erosion prevention and sediment controls (e.g., diversion berms) to keep sediment and runoff completely away from the infiltration area.

(v) When excavating to within three (3) feet of final grade, the Permitee must stake off and mark the area so heavy construction vehicles or equipment do not compact the soil in the infiltration area;

(vi) A pretreatment device such as a vegetated filter strip, forebay, or water quality inlet (e.g., grit chamber) to remove solids, floating materials, and oil and grease from the runoff, to the maximum extent practicable, must be used before the system routes stormwater to the infiltration system;

(vii) Designed to provide a water quality volume as described in Section b.iii, b.iv, and b.v;

(viii) Designed to discharge all stormwater (including stormwater in excess of the water quality volume)routed to the system through the upper most soil surface or engineered media surface within 48 hours. Additional flows that cannot infiltrate within 48 hours must bypass the system through a stabilized discharge point;

(ix) Must provide a means to visually verify the infiltration system is discharging through the soil surface or filter media surface within 48 hours or less;

(x) Must provide at least one soil boring, test pit or infiltrometer test in the location of the infiltration practice for determining infiltration rates;

(xi) For design purposes, divide field measured infiltration rates by 2 as a safety factor or use soil-boring results with the infiltration rate chart in the Minnesota Stormwater Manual to determine design infiltration rates. When soil borings indicate type A soils, field measurements should be performed to verify the rate is not above 8.3 inches per hour.

(xii) Must employ appropriate on-site testing to ensure a minimum of three (3) feet of separation from the seasonally saturated soils(or from bedrock) and the bottom of the proposed infiltration system;

(xiii) Must design a maintenance access, typically eight (8) feet wide;

(xiv) Infiltration Systems are prohibited in the following areas (See "higher level of engineering review" in the Minnesota Stormwater Manual for more information):

i. Areas that that receive runoff from vehicle fueling and maintenance areas;

ii. Areas where infiltrating stormwater may mobilize high levels of contaminants in soil or groundwater;

iii. Areas where soil infiltration rates are field measured at more than 8.3 inches per hour unless the soils are amended to slow the infiltration rate below 8.3 inches per hour;

iv. Areas with less than three (3) feet of separation distance from the bottom of the infiltration system to the elevation of the seasonally saturated soils or the top of bedrock;

v. Areas of predominately Hydrologic Soil Group type D soils(clay);

vi. The following areas within a Drinking Water Supply Management Area (DWSMA) as defined in Minn. R. 4720.5100, subp. 13:

1. In an Emergency Response Area (ERA) within a DWSMA classified as having high or very high vulnerability as defined by the Minnesota Department of Health; or

2. In an ERA within a DWSMA classified as moderate vulnerability unless a higher level of engineering review sufficient to provide a functioning treatment system and to prevent adverse impacts to groundwater has been approved by the City of Arden Hills; or

3. Outside of an ERA within a DWSMA classified as having high or very high vulnerability unless a higher level of engineering review sufficient to provide a functioning treatment system and to prevent adverse impacts to groundwater has been approved by the City of Arden Hills.

4. Areas within 1,000 feet upgradient or100 feet downgradient of active karst features; and

5. Areas that receive runoff from the following industrial facilities not authorized to infiltrate stormwater under the NPDES stormwater permit for industrial activities:

    a. Automobile salvage yards;

    b. Scrap recycling and waste recycling facilities;

    c. Hazardous waste treatment, storage, or disposal facilities;

    d. Wood preserving facilities; or

    e. Air transportation facilities that conduct deicing activities.

ii. Filtration System

1) Filtration options include, but are not limited to: sand filters with underdrains, biofiltration areas, swales using underdrains with impermeable check dams and underground sand filters;

2) Must not install filter media until the contributing drainage area is constructed and fully stabilized unless they provide rigorous erosion prevention and sediment controls (e.g., diversion berms) to keep sediment and runoff completely away from the filtration area;

3) Designed to remove at least 80 percent of TSS;

4) Must use a pretreatment device such as a vegetated filter strip, small sedimentation basin, water quality inlet, forebay or hydrodynamic separator to remove settleable solids, floating materials, oils and grease from the runoff to the maximum extent practicable, before runoff enters the filtration system;

5) Designed to provide a water quality volume as described in Section b.iii, b.iv, and b.v;

6) Designed to discharge all stormwater(including stormwater in excess of the water quality volume) routed to the system through the uppermost soil surface or engineered media surface within 48 hours. Additional flows that the system cannot filter within 48 hours must bypass the system or discharge through an emergency overflow;

7) Designed to provide a means to visually verify the system is discharging through the soil surface or filter media within 48 hours;

8) Employ appropriate on-site testing to ensure a minimum of three (3) feet of separation between the seasonally saturated soils(or from bedrock) and the bottom of the proposed filtration system;

9) Construct with an impermeable liner when the system has less than three (3) feet of separation between seasonally saturated soils or bedrock;

10) Designed with a maintenance access, typically eight (8) feet wide.

iii. Wet Sedimentation Basin

1) Permanent volume of 1,800 cubic feet of storage below the outlet pipe for each acre that drains to the basin;

2) Permanent volume must reach a minimum depth of at least three (3) feet and must have no depth greater than 10 feet;

3) Must be configured to minimize scour or resuspension of solids;

4) In addition to the permanent volume, the basin must provide the water quality volume as live storage. Water quality volume is described in Section b.iii, b.iv, and b.v;

5) Water quality volume discharges at no more than 5.66 cubic feet per second (cfs) per acre of surface area of the basin;

6) Designed to prevent short-circuiting and the discharge of floating debris;

7) Basin outlets must have energy dissipation;

8) Must include a stabilized emergency overflow to accommodate storm events in excess of the basin's hydraulic design;

9) Must have a maintenance access, typically eight (8) feet wide, for the basin;

10) Must be located outside of surface waters and any buffer zones identified in Construction Stormwater General permit.

11) Permittees must design basins using an impermeable liner if located within active karst terrain.

iv. Regional Wet Sedimentation Basins

1) When the entire water quality volume cannot be treated by volume reduction practices onsite, regional wet sedimentation basins can be used or created, provided they are constructed basins, not a natural wetland or water body.

2) The regional basin conforms to all requirements for a wet sedimentation basin as described in Part d.iii. (Wet Sedimentation Basin)

3) Must be large enough to account for the entire area that drains to the basin.

4) Waterways between the project and the regional basin must not be significantly degraded.

5) Written authorization from the City of Arden Hills or private entity that owns and maintains the regional basin.

SECTION 2. This Ordinance shall become effective immediately upon its passage and publication according to law. A Summary of this Ordinance will be published in accordance with state statute.

PASSED and ADOPTED this 9th day of March 2026, by the City Council of the City of Arden Hills, Minnesota.

CITY OF ARDEN HILLS

By _____
David Grant, Mayor

ATTEST:

_____
Julie Hanson, City Clerk

Attachment B

ORDINANCE NO. 2026-006

CITY OF ARDEN HILLS
RAMSEY COUNTY, MINNESOTA

AN ORDINANCE AMENDING CHAPTER 10 OF THE ARDEN HILLS CITY CODE CONCERNING ILLICIT DISCHARGE AND CONNECTIONS AND CHAPTER 15 OF THE ARDEN HILLS CITY CODE CONCERNING EROSION AND SEDIMENT CONTROL

THE CITY COUNCIL OF THE CITY OF ARDEN HILLS, MINNESOTA, ORDAINS:

SECTION 1. Chapter 10 – Utilities is hereby amended by replacing Section 1020 in its entirety with the standards as established by the Minnesota Pollution Control Agency's NPDES/SDS Construction Stormwater General Permit MNR100001 (CSW Permit) as now constituted and from time to time amended:

Section 1020 - Illicit Discharge and Connections

1020.01 Purpose.

The purpose of the ordinance is to promote, preserve and enhance the natural resources within the city and protect them from adverse effects caused by non-storm water discharge by regulating discharges that would have an adverse and potentially irreversible impact on water quality and environmentally sensitive land. This ordinance will provide for the health, safety, and general welfare of the citizens of the City through the regulation of non-storm water discharges to the storm drainage system to the maximum extent practicable as required by federal and state law. This ordinance establishes methods for controlling the introduction of pollutants into the municipal separate storm sewer system (MS4) in order to comply with requirements of the National Pollutant Discharge Elimination System (NPDES) permit process. The objectives of this ordinance are:

A) To regulate the contribution of pollutants to the municipal separate storm sewer system (MS4) by storm water discharges by any person.

B) To prohibit Illicit Connections and Discharges to the municipal separate storm sewer system.

C) To establish legal authority to carry out all inspection, surveillance, and monitoring procedures necessary to ensure compliance with this ordinance.

1020.02 Definitions.

- Animal: A dog, cat or other animal kept for amusement or companionship.

- Best Management Practices (BMPs): Schedules of activities, prohibitions of practices, general good-housekeeping practices, pollution prevention and educational practices, maintenance procedures, and other management practices to prevent or reduce the discharge of pollutants directly or indirectly to stormwater, receiving waters, or stormwater conveyance systems. BMPs also include treatment practices, operating procedures, and practices to control site runoff, spillage or leaks, sludge or water disposal, or drainage from raw materials storage.

- Structural BMP: a physical device that is typically designed and constructed to trap or filter pollutants from runoff or reduce runoff velocities.

- City: The City of Arden Hills.

- Clean Water Act: The federal Water Pollution Control Act (33 U.S.C. ' 1251 et seq.), and any subsequent amendments thereto.

- Construction Activity: Activities subject to NPDES Construction Permits. These include construction projects resulting in land disturbance of one acre or more. Such activities include but are not limited to clearing and grubbing, grading, excavating, and demolition.

- Hazardous Materials: Any material, including any substance, waste, or combination thereof, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause, or significantly contribute to, a substantial present or potential hazard to human health, safety, property, or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

- Illegal Discharge: Any direct or indirect non-storm water discharge to the storm drain system, except as exempted in this ordinance.

- Illicit Connection: An illicit connection is defined as either of the following:

    - Any drain or conveyance, whether on the surface or subsurface, which allows an illegal discharge to enter the storm drain system (including any non-storm water discharge) including wastewater, process wastewater, and wash water to enter the storm drain system and any connections to the storm drain system from indoor drains and sinks, regardless of whether said drain or connection had been previously allowed, permitted, or approved by the City; or,

    - Any drain or conveyance connected from a commercial or industrial land use to the storm drain system which has not been documented in plans, maps, or equivalent records and approved by the city.

- Industrial Activity: Activities subject to NPDES Industrial Storm Water Permits as defined in 40 CFR, Section 122.26 (b)(14).

- Maximum Extent Possible (MEP). A standard for water quality that applies to all MS4 operators regulated under the NPDES program. Since no precise definition of MEP exists, it allows for maximum flexibility on the part of MS4 operators as they develop and implement their programs to reduce the discharge of pollutants to the maximum extent practicable, including management practices, control techniques and system, design and engineering methods, and such other provisions as the Administrator or the State determines appropriate for the control of pollutants.

- MPCA: The Minnesota Pollution Control Agency.
- Municipal Separate Storm Sewer System (MS4): The system of conveyances (including sidewalks, roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, channels, or storm drains) owned and operated by the City and designed or used for collecting or conveying storm water, and which is not used for collecting or conveying sewage.
- National Pollutant Discharge Elimination System (NPDES) stormwater discharge permit: A permit issued by the Minnesota Pollution Control Agency (MPCA) that authorizes the discharge of pollutants to waters of the United States, whether the permit is applicable on an individual, group, or general area-wide basis.
- Non-Stormwater Discharge: Any discharge to the storm drain system that is not composed entirely of storm water.
- Owner/Custodian: Any person, group or corporation who harbors, feeds, boards, possesses, keeps, or has custody of an animal.
- Person: Any individual, association, organization, partnership, firm, corporation, or other entity recognized by law and acting as either the owner or as the owner's agent.
- Pollutant: Anything which causes or contributes to pollution. Pollutants may include, but are not limited to: paints, varnishes, and solvents; oil and other automotive fluids; non-hazardous liquid and solid wastes and yard wastes; refuse, rubbish, garbage, litter, or other discarded or abandoned objects, ordinances, and accumulations, so that same may cause or contribute to pollution; floatables; pesticides, herbicides, and fertilizers; hazardous substances and wastes; sewage, fecal coliform and pathogens; dissolved and particulate metals; animal wastes; wastes and residues that result from constructing a building or structure; and noxious or offensive matter of any kind.
- Pollute: To discharge pollutants into waters of the state.
- Pollution: The direct or indirect distribution of pollutants into waters of the state.
- Premises: Any building, lot, parcel of land, or portion of land whether improved or unimproved including adjacent sidewalks and parking strips.
- Storm Sewer System: Publicly owned facilities by which storm water is collected and/or conveyed, including but not limited to any roads with drainage systems, municipal streets, gutters, curbs, inlets, piped storm drains, pumping facilities, retention and detention basins, natural and human-made or altered drainage channels, reservoirs, and other drainage structures.
- Stormwater: Any surface flow, runoff, or drainage consisting entirely of water from any form of natural precipitation and resulting from such precipitation.
- Stormwater Pollution Prevention Plan (SWPPP): A document which describes the Best Management Practices and activities to be implemented by a person or business to identify sources of pollution or contamination at a site and the actions to eliminate or reduce pollutant discharges to stormwater, stormwater conveyance systems, and/or receiving waters to the Maximum Extent Practicable.

- Surface Waters: All waters of the state other than ground waters, which include ponds, lakes, rivers, streams, wetlands, ditches, and public drainage systems except those designed and used to collect, convey, or dispose of sanitary sewage.
- Waste: Solid matter expelled from the bowels of the pet; excrement.
- Wastewater: Any water or other liquid, other than uncontaminated storm water, discharged from a facility or the by-product of washing equipment or vehicles.
- Watercourse: A ditch, stream, creek, or other defined channel intended for the conveyance of water, runoff, groundwater discharge or similar hydraulic or hydrologic purpose.
- Waters of the State: All streams, lakes, ponds, marshes, watercourses, waterways, wells, springs, reservoirs, aquifers, irrigation systems, drainage systems and all other bodies or accumulations of water, surface or underground, natural or artificial, public or private, which are contained within, flow through, or border upon the state or any portion thereof.

1020.03 Applicability and Administration.

Subd. 1 Applicability. This ordinance shall apply to all water entering the storm sewer system generated on any developed and undeveloped lands unless explicitly exempted by the City.

Subd. 2 Responsibility for Administration. The City and its authorized representatives are authorized to administer, implement, and enforce the provisions of this ordinance.

1020.04 Compatibility with Other Regulations.

Subd. 1 Compatibility. This ordinance is not intended to modify or repeal any other ordinance, rule, regulation, or other provision of law. The requirements of this ordinance are in addition to the requirements of any other ordinance, rule, regulation, or other provision of law, and where any provision of this ordinance imposes restrictions different from those imposed by any other ordinance, rule, regulation or other provision of law, whichever provision is more restrictive or imposes higher protective standards for human health or the environment shall control.

1020.05 Discharge Prohibitions.

Subd. 1 Illegal Disposal and Dumping.

A. No person shall throw, deposit, place, leave, maintain, or keep any substance upon any street, alley, sidewalk, storm drain, inlet, catch basin, or other drainage structure, business place, or upon any public or private land, so that the same might be or become a pollutant, unless the substance is in containers, recycling bags, or any other lawfully established waste disposal device.

B. No person shall intentionally dispose of grass, leaves, dirt, or landscape material into a water resource, buffer, street, road, alley, catch basin, culvert, curb, gutter, inlet, ditch, natural watercourse, flood control channel, canal, storm drain or any fabricated natural conveyance.

Subd. 2 Illegal/Illicit Discharges.

A. No person shall throw, drain, or otherwise discharge, cause, or allow others under its control to throw, drain, or otherwise discharge into the municipal storm sewer system or surface water any materials, pollutants or waters containing any pollutants, other than storm water. The commencement, conduct or continuance of any illegal discharge to the storm sewer system is prohibited except as described as follows:

1. The following discharges are exempt from discharge prohibitions established by this ordinance: water line flushing or other potable water sources, landscape irrigation or lawn watering, diverted stream flows, rising ground water, ground water infiltration to storm drains, uncontaminated pumped ground water, foundation or footing drains (not including active groundwater dewatering systems), sump pumps, crawl space pumps, air conditioning condensation, springs, non-commercial washing of vehicles, natural riparian habitat or wetland flows, dechlorinated swimming pools, and any other water source not containing pollutants.

2. Discharges or flow from firefighting, or other activities deemed necessary by the City to protect public health and safety.

3. Consists of dye testing discharge, as long as a verbal notification is made to the City Public Works Director prior to the time of the test.

4. Consists of non-storm water discharge permitted under a NPDES permit, waiver, or waste discharge order issued and administered under the authority of the Minnesota Pollution Control Agency (MPCA).

Subd. 3 Illicit Connections.

A. No person shall use any illicit connection to intentionally convey non-storm water to the City's storm sewer system.

B. The construction, use, maintenance, or continued existence of illicit connections to the storm sewer system is prohibited. This prohibition expressly includes, without limitation, illicit connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.

C. A person is considered to be in violation of this ordinance if the person connects a line conveying wastewater to the storm sewer system or allows such a connection to continue.

D. Improper connections in violation of this division must be disconnected and redirected, if necessary, to an approved onsite wastewater management system or the sanitary sewer system upon approval of the City.

E. Any drain or conveyance that has not been documented in plans, maps or equivalent, and which may be connected to the storm sewer system, shall be located by the owner or occupant of that property upon receipt of written notice of violation from the City requiring that such locating be completed. Such notice will specify a reasonable time period within which the location of the drain or conveyance is to be determined, that the drain or conveyance be identified as storm sewer, sanitary sewer or other, and that the outfall location or point of connection to the storm sewer system, sanitary sewer system or other discharge point be identified. Results of these investigations are to be documented and provided to the city.

1020.06 Industrial or Construction Activity Discharges.

Any person subject to an industrial or construction activity NPDES storm water discharge permit shall comply with all provisions of such permit. Proof of compliance with said permit may be required in a form acceptable to the city prior to the allowing of discharges to the MS4. Any person responsible for a property or premise, who is, or may be, the source of an illicit discharge, may be required to implement, at said person's expense, additional structural and non-structural BMPs to prevent the further discharge of pollutants to the storm sewer system. These BMPs shall be part of a storm water pollution prevention plan (SWPPP) as necessary for compliance with requirements of the NPDES permit.

1020.07 Access to Facilities

Subd. 1 When the City has determined that there is a danger to the health, safety or welfare of the public, City representatives shall be permitted to enter and inspect facilities subject to regulation under this ordinance as often as may be necessary to determine compliance with this ordinance. If a discharger has security measures in force which require proper identification and clearance before entering its premises, the discharger shall make the necessary arrangements to allow access to City representatives.

Subd. 2 Unreasonable delays in allowing the city access to a permitted facility is a violation of a storm water discharge permit and of this ordinance.

Subd. 3 The City may seek issuance of a search warrant for the following reasons:

A. If city representatives are refused access to any part of the premises from which storm water is discharged, and there is probable cause to believe that there may be a violation of this ordinance; or

B. there is a need to inspect and/or sample as part of a routine inspection and sampling program designed to verify compliance with this ordinance or any order issued hereunder; or

C. to protect the overall public health, safety, and welfare of the community.

1020.08 Watercourse Protection.

Every person, or such person's lessee, owning property through which a watercourse passes or is directly adjacent to a watercourse, shall keep and maintain that part of the watercourse free of trash, debris, excessive vegetation, and other obstacles that would pollute, contaminate, or retard the flow of water through the watercourse. In addition, the owner or lessee shall maintain existing privately owned structures within or adjacent to a watercourse, so that such structures will not become a hazard to the use, function, or physical integrity of the watercourse.

1020.09 Animal Waste

Subd. 1 No owner or custodian of any animal shall cause or allow such animal to soil, defile or leave excrement on any public property or upon any street, sidewalk, public way, play area, or upon private property other than that of the owner, unless such owner immediately removes and disposes of all waste deposited by such animal in a sanitary manner.

Subd. 2 It is unlawful for any person owning, keeping or harboring an animal to cause or permit said animal to be on any public or private property, not owned or possessed by such person without having in immediate possession a device for the removal of waste and depository

for the transmission of excrement to a proper receptacle located on the property owned or possessed by such person.

Subd. 3 It is unlawful for any person in control of, causing or permitting any animal to be on any public or private property, not owned or possessed by such person, to fail to remove waste left by such animal and dispose of it properly as described in Subd. 4.

Subd. 4 Proper disposal of animal waste shall be limited to, flushing in the toilet, bagging for disposal in the owner or custodians' waste receptacle, and bagging for disposal in a waste receptacle in a public park or park area.

Subd. 5 Disposal of animal waste in storm drains is prohibited.

Subd. 6 Disposal of animal waste in public compost is prohibited.

Subd. 7 The provisions of this section shall not apply to the ownership or use of any properly identified service animals, animals when used for police activities, or tracking animals when used by or with the permission of the appropriate authorities.

1020.10 Notification of Spills.

Notwithstanding other requirements of law, as soon as any person responsible for a facility or operation, or responsible for emergency response for a facility or operation has information of any known or suspected release of materials which are resulting or may result in illegal discharges or pollutants discharging into storm water, the storm sewer system, or water of the state, said person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release according to state and federal laws.

1020.11 Suspension due to Illicit Discharges in Emergency Situations.

The City may, without prior notice, suspend MS4 discharge access to a person when such suspension is necessary to stop an actual or threatened discharge which presents or may present imminent and substantial danger to the environment, or to the health or welfare of persons, or to the MS4 or Waters of the United States. If the violator fails to comply with a suspension order issued in an emergency, the City may take such steps as deemed necessary to prevent or minimize damage to the MS4 or Waters of the United States, or to minimize danger to persons.

1020.12 Suspension due to the Detection of Illicit Discharge.

Any person discharging to the MS4 in violation of this ordinance may have their MS4 access terminated if such termination would abate or reduce an illicit discharge. The City will notify a violator of the proposed termination of its MS4 access. The violator may petition the authorized enforcement agency for reconsideration and hearing. A person commits an offense if the person reinstates MS4 access to premises terminated pursuant to this Section, without the prior approval of the City.

1020.13 Salt Storage.

A. Salt storage at commercial, institutional, and non-NPDES permitted industrial facilities must comply with the following:

1. Designated salt storage areas must be covered or indoors;
2. Designated salt storage areas must be located on an impervious surface; and
3. Implementation of practices to reduce exposure when transferring material in designated salt storage areas, such as sweeping, diversions, and/or containment.

1020.14 Enforcement.

Subd. 1 Notice of Violation. A violation of this ordinance is a Public Nuisance. Whenever the City finds that a person has violated a prohibition or failed to meet a requirement of this Ordinance, the city may order compliance by written notice of violation to the responsible person. Such notice may require without limitation:

A. The performance of monitoring, analyses, and reporting;

B. The elimination of illicit connections or discharges;

C. That violating discharges, practices, or operations shall cease and desist;

D. The abatement or remediation of storm water pollution or contamination hazards and the restoration of any affected property; and

E. Payment of a fine to cover administrative and remediation costs; and

F. The implementation of source control or treatment BMPs.

If abatement of a violation and/or restoration of affected property is required, the notice shall set forth a deadline within which such remediation or restoration must be completed. Said notice shall further advise that, should the violator fail to remediate or restore within the established deadline, the work will be done by a designated governmental agency or a contractor, and the expense thereof shall be charged to the violator.

Subd. 2 Appeal of Notice of Violation. Any person receiving a Notice of Violation may appeal the determination to the City. The notice of appeal must be received within seven (7) days of the date of the Notice of Violation. Hearing on the appeal before the City Administrator or his/her designee shall take place within 15 days of the date of receipt of the notice of appeal. The decision of the municipal authority or their designee shall be final.

Subd. 3 Enforcement Measures After Appeal. If the violation has not been corrected pursuant to the requirements set forth in the Notice of Violation, or, in the event of an appeal, within 7 days of the decision of the City Administrator upholding the decision of the City, then representatives of the City shall enter upon the subject private property and are authorized to take any and all measures necessary to abate the violation and/or restore the property. It shall be unlawful for any person, owner, agent, or person in possession of any premises to refuse to allow the government agency or designated contractor to enter upon the premises for the purposes set forth above.

Subd. 4 Cost of Abatement of the Violation. Within 15 days after abatement of the violation, the owner of the property will be notified of the cost of abatement, including administrative costs. The property owner may file a written protest objecting to the amount of the assessment within 7 days. If the amount due is not paid within a timely manner as determined by the decision of the municipal authority or by the expiration of the time in which to file an appeal, the charges shall become a special assessment against the property and shall constitute a lien upon

the property, and the City shall have the right to assess such cost against the property owned by such violator(s) pursuant to Minnesota Statute § 429.101.

Subd. 5 Injunctive Relief. It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of this ordinance. If a person has violated or continues to violate the provisions of this ordinance, the City may petition for a preliminary or permanent injunction restraining the person from activities which would create further violations or compelling the person to perform abatement or remediation of the violation.

Subd. 6 Compensatory Action. In lieu of enforcement proceedings, penalties, and remedies authorized by this ordinance, the City may impose upon a violator alternative compensatory actions, such as storm drain stenciling, attendance at compliance workshops, creek cleanup, etc.

Subd. 7 Criminal Prosecution. A violation of this ordinance is a misdemeanor.

Subd. 8 Costs and Expenses. The city may recover all attorney fees, court costs and other expenses associated with enforcement of this ordinance, including sampling and monitoring expenses.

Subd. 9 Remedies Not Exclusive. The remedies listed in this ordinance are not exclusive of any other remedies available under any applicable federal, state, or local law and it is within the discretion of the authorized enforcement agency to seek cumulative remedies.

SECTION 2. Chapter 15 – Erosion and Sediment Control is hereby amended by replacing the entirety of Chapter 15 – Erosion and Sediment Control with the erosion, sediment, and waste control standards established by the Minnesota Pollution Control Agency's NPDES/SDS Construction Stormwater General Permit MNR100001 (CSW Permit) as now constituted and from time to time amended.

For land disturbing activities that require a CSW Permit, activities shall be performed according to the CSW Permit requirements in addition to the policies of the City.

Section 1500 - Purpose and Scope

1500.01 Purpose.

The purpose of this regulation is to control or eliminate soil erosion and sedimentation within the City of Arden Hills. This regulation establishes standards and specifications for conservation practices and planning activities which minimize soil erosion and sedimentation and work to protect the City's natural resources for the health, safety, and welfare of the public.

1500.02 Scope.

Except as exempted by the definition of the term "land disturbance activity" in Section 1510.01, any person, firm, sole proprietorship, partnership, corporation, state agency, or political subdivision thereof proposing land disturbance activity within the City shall apply to the Public Works Director or appointed designee (herein called "PWD") for the approval of the Erosion and Sediment Control Plan. No land shall be disturbed until the Plan is approved by the PWD and conforms to the standards set forth in this article.

Section 1510 - Definitions

1510.01 Definitions.

For the purposes of this ordinance, the following terms have the meanings given in this section:

- Best Management Practice (BMP): Schedules of activities, prohibitions of practices, general good housekeeping practices, pollution prevention and educational practices, maintenance procedures, and other management practices to prevent or reduce the discharge of pollutants directly or indirectly to stormwater, receiving waters, or stormwater conveyance systems. BMPs also include treatment practices, operating procedures, and practices to control site runoff, spillage or leaks, sludge or water disposal, or drainage from raw materials storage.
    - Non-structural BMP: Practices that focus on preserving open space, protecting natural systems, and incorporating existing landscape features such as wetlands and stream corridors to manage storm water at its source. Other practices include clustering and concentrating development, minimizing disturbed areas, and reducing the size of impervious areas.
    - Structural BMP: a physical device that is typically designed and constructed to trap or filter pollutants from runoff, or reduce runoff velocities.
- Bluff. A topographic feature such as a hill, cliff, or embankment having the following characteristics (an area with an average slope of less than 18 percent over a distance for 50 feet or more shall not be considered part of the bluff):
    - Part or all of the topographic feature is located in a shoreland area;
    - The slope rises at least twenty-five (25) feet above the ordinary high-water level of the waterbody;
    - The grade of the slope from the toe, or bottom, of the bluff to a point twenty-five (25) feet or more above the ordinary high water level averages thirty percent (30%) or greater; and
    - The slope must drain toward the waterbody.
- Certificate of Completion: The certificate issued after the final inspection of the site has been completed, temporary erosion control has been removed and the site has been fully restored.
- Clearing and Grubbing: The cutting and removal of trees, shrubs, bushes, windfalls, and other vegetation including removal of stumps, roots, and other remains in the designated areas.
- Construction Stormwater General Permit: The Minnesota Pollution Control Agency's (MPCA) Construction Stormwater General Permit (MNR100001), herein referred to as the CSW Permit, which covers anyone conducting a land disturbing activity which disturbs one (1) or more acres of total land area.
- Erosion: Any process that wears away the surface of the land by the action of water, wind, ice, gravity, and/or land disturbance activities. Erosion can be accelerated by the activities of man and nature.

- Erosion and Sediment Control Plan (Plan): A plan which includes a set of best management practices or equivalent measures designed to control surface runoff and erosion and to retain sediment on a particular site during the period in which pre-construction and construction related land disturbances, fills, and soil storage occur, and before final improvements are completed, all in accordance with the specific requirements set forth in Section 1520. This Plan shall also include permanent measures and Best Management Practices to control post-construction surface runoff and sediment.

- Erosion and sediment control practice specifications and erosion and sediment control practices. The management procedures, techniques, and methods to control soil erosion and sedimentation as officially adopted by the City.

- Excavation: The mechanical removal of earth material.

- Fill: The deposit of soil or other earth materials placed by artificial means.

- Grading: Excavation or fill of material, including the resulting conditions thereof.

- Land Disturbance Activity: Any land change greater than 2,500 square feet or 50 cubic yards, or land change on a parcel of land located within 1,000 feet of a shoreland area or adjacent to a surface water that may result in soil erosion from wind, water and/or ice and the movement of sediments into or upon waters or lands of the City, including but not limited to construction, clearing and grubbing, grading, excavating, transporting and filling of land. Land Disturbance Activity does not mean the following:

    - Minor land disturbance activities such as home gardens and an individual's home landscaping, repairs, and maintenance work;

    - Additions or modifications to existing single-family dwellings or accessory structures that will result in creating under 2,500 square feet of exposed soil and/or impervious surface;

    - Construction, installation, and maintenance of electric, telephone, and cable television utility lines or individual service connection to these utilities, except where a minimum of 2,500 square feet of land disturbance can be anticipated;

    - Tilling, planting, or harvesting of agricultural, horticultural, or silvicultural crops;

    - Installation of fence, sign, telephone, and electric poles and other kinds of posts, bollards, or poles; and

    - Emergency work to protect life, limb, or property and emergency repairs. However, if the land disturbing activity would have required an approved Erosion and Sediment Control Plan except for the emergency, then the land area disturbed shall be shaped and stabilized in accordance with the requirement of the PWD when applicable.

- Minimum Control Measure: Measures implemented in managing municipal separate storm sewer systems (MS4s) under the U.S. Environmental Protection Agency’s (EPA) National Pollutant Discharge Elimination System (NPDES) program.

- NPDES: The National Pollutant Discharge Elimination System as established pursuant to 33 USC § 1342 (b) to regulate Discharges of Pollutants to waters of the United States.

- Outfall: The point source where a storm sewer system discharges from a pipe, ditch, or other discrete conveyance to receiving waters, or to a storm sewer system owned and operated by another party.
- Permittee: A person, firm, sole proprietorship, partnership, corporation, state agency or political subdivision thereof engaged in a land disturbance activity who submits an application to the PWD for a permit pursuant to this ordinance.
- Phasing: Clearing a parcel of land in distinct phases, with the stabilization of each phase before the clearing of the next.
- Ramsey Conservation District: The Ramsey Soil and Water Conservation District.
- Rice Creek Watershed District: An organization which oversees the activities in the Rice Creek watershed as defined by Minnesota Statutes, Sections 103B,and 103D.
- Runoff: Rainfall, snowmelt, or irrigation water flowing over the ground surface.
- Sediment: Solid mineral or organic material that, in suspension, is being transported, or has been moved from its original site by air, water, gravity, or ice, and has been deposited at another location.
- Sedimentation: The process or action of depositing sediment, caused by erosion.
- Site: The entire area of land on which the land disturbance activity is proposed in the permit application.
- Site Plan: A plan or set of plans showing the details of any land disturbance activity of a site including but not limited to the construction of: structures, open and enclosed drainage facilities, stormwater management facilities, parking lots, driveways, curbs, pavements, sidewalks, bike paths, recreational facilities, ground covers, plantings, and landscaping.
- Shoreland: The land located within the following distances from protected waters:
    - One thousand (1,000) feet from the ordinary high-water mark of a lake, pond, or flowage;
    - Three hundred (300) feet from a river or stream, or the landward extent of a flood plain on such rivers or streams, whichever is greater; and,
    - The practical limits of shorelands may be less than the statutory limits where the limits are designated by natural drainage divides at lesser distances, as shown on the official map of the City.
- Stabilization: The use of measures which protect soil from the erosion forces of wind, rain, and flowing water.
- Steep Slope: Land where agricultural activity or development is either not recommended or described as poorly suited due to slope steepness and the site's soil characteristics, as mapped and described in available county soil surveys or other technical reports, unless appropriate design and construction techniques and farming practices are used in accordance with the provisions of this chapter. Where specific information is not

available, steep slopes are lands having average slopes over twelve percent (12%), as measured over horizontal distances of fifty (50) feet or more, that are not bluffs.

- Surface Water or Waters: All streams, lakes, ponds, marshes, wetlands, reservoirs, springs, rivers, drainage systems, waterways, watercourses, and irrigation systems whether natural or artificial, public, or private.
- Stormwater Pollution Prevention Plan (SWPPP): A plan for stormwater discharge that includes erosion prevention measures and sediment controls that, when implemented, will decrease soil erosion on a parcel of land to eliminate or reduce pollutant discharges from leaving the site to the maximum extent practicable in accordance with the standards set forth by the MPCA and City Code.
- Utility: The owner/operator of any underground facility including an underground line, facility, system, and its appurtenances used to produce, store, convey, transmit, or distribute communications, data, electricity, power, heat, gas, oil, petroleum products, water (including stormwater), steam, sewage and other similar substances.
- Watercourse: Any natural or improved stream, river, creek, ditch, channel, canal, conduit, gutter, culvert, drain, gully, swale, or wash in which waters flow either continuously or intermittently.
- Watershed: A region draining to a specific river, river system, or body of water.
- Wetlands: A lowland area such as a marsh, that is saturated with moisture, as defined in Sec. 404, Federal Water Pollution Control Act Amendments of 1987, or the Minnesota Wetland Conservation Act of 1991.

Section 1520 - Erosion and Sediment Control Plans and Review

1520.01 Erosion and Sediment Control Plan.

Subd. 1 Required. An Erosion and Sediment Control Plan must be submitted to the PWD for every project involving a land disturbance activity. No building permit, site plan approval, subdivision approval, or permit to allow land disturbing activities shall be issued and no earth disturbing activity shall commence until approval of the Erosion and Sediment Control Plan. Projects coordinated by Ramsey County or Mn/DOT do not require a permit from the City; however, the PWD shall be notified of the project and be provided with a copy of the Erosion and Sediment Control Plan, as well as an estimated schedule for commencement and completion. The PWD shall notify the designated contact if erosion control measures should fail or require maintenance with the expectation that the deficiencies will be corrected.

If no permit has been obtained, a stop work order may be issued on the construction and a fine may be issued in an amount equal to twice the required permit fee. A completed Erosion and Sediment Control Plan and permit application shall be submitted before construction will be allowed to resume.

Obtaining a permit does not exempt the Permittee from obtaining permits required by other governmental agencies.

Subd. 2 Application Fee. The Permittee shall submit an application fee as specified on the City's Fee Schedule as adopted and revised annually by the City Council by ordinance. The fee is non-refundable and shall cover any review costs accrued within one (1) year of the date of payment.

Subd. 3 Criteria. The Erosion and Sediment Control Plan shall minimize soil erosion or sediment from damaging adjacent land. A Permittee engaged in a Land Disturbance Activity shall submit an Erosion and Sediment Control Plan that will minimize soil erosion or sediment from damaging adjacent land, bodies of water, watercourses, or wetlands to the PWD for approval.

The Erosion and Sediment Control Plan shall address the following criteria:

A. Conform to the natural limitations presented by topography and soil so as to create the least potential for soil erosion.

B. Stabilize all exposed soils and soil stockpiles;

C. Establish permanent vegetation;

D. Prevent sediment damage to adjacent properties and other designated areas;

E. Schedule of erosion and sediment control practices;

F. Use of temporary sedimentation basins;

G. Stabilization of steep slopes and bluffs;

H. Control the storm water leaving a site;

I. Stabilize all waterways and outlets;

J. Protect storm sewers and outfalls from the entrance of sediment, debris, and trash;

K. Control waste, such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste that may adversely impact water quality;

L. When working in or crossing water bodies, take precautions to contain sediment;

M. Re-stabilize utility construction areas as soon as possible;

N. Protect paved roads from sediment and mud brought in from access routes;

O. Dispose of temporary erosion and sediment control measures;

P. Maintain all temporary and permanent erosion and sediment control practices; and,

Q. Removal of sediment from streets at the end of each day.

Subd. 4 Plan Content. The Erosion and Sediment Control Plan content shall include the following unless waived by the PWD:

A. Project name;

B. Contact information for the Permittee;

C. Address of site where the land disturbing activity is proposed;

D. Total acreage to be disturbed;

E. Signature(s) of the owner(s) of the site or an authorized representative;

F. Project description including the nature and purpose of the land disturbing activity and the amount of grading involved;

G. Phasing of construction and timeline;

H. Existing and proposed site conditions, including topography, vegetation, and drainage;

I. Adjacent areas, neighboring streams, lakes, wetlands, residential areas, roads, etc., which might be affected by the land disturbing activity;

J. Soil data including soil names, mapping units, erodibility;

K. Critical erosion areas, which are areas on the site that have potential for serious erosion problems;

L. Erosion and sediment control measures to be used on the site, both during and after the construction process;

M. Temporary and Permanent stabilization to show how the site will be stabilized during and after construction (is completed), including specifications;

N. Storm water management to show how storm runoff will be managed, including methods to be used if the development will result in increased peak rates or volume of runoff;

O. Maintenance and schedule of regular inspections and repair of erosion and sediment control structures; and,

P. Any calculations that were made for the design of such items as sediment basins, diversions, waterways, and other applicable practices.

Q. A land disturbance activity equal to or greater than one (1) acre is required to comply with the conditions of the CSW Permit, as amended, and shall incorporate the erosion, sediment, and waste controls that are at least as stringent as described in the CSW permit.

1520.02 Review of Permit Application

Subd. 1 General. The PWD shall review the Erosion and Sediment Control Plan to ensure compliance with the erosion and sediment control practice specifications and erosion and sediment control practices. If a CSW permit is required, the applicant will be notified in writing and a checklist will be used to determine if the plans incorporate the following:

A. Erosion prevention practices;

B. Sediment control practices;

C. Dewatering and basin draining;

D. Inspection and maintenance;

E. Pollution prevention management measures;

F. Temporary sediment basins; and

G. Termination conditions.

Subd. 2 Permit Approval. If the PWD determines that the Erosion and Sediment Control Plan meets the requirements of this ordinance, the PWD shall issue a permit, valid for a specified period of time that authorizes the land disturbance activity contingent on the implementation and completion of the Erosion and Sediment Control Plan.

Subd. 3 Permit Denial. If the PWD determines that the Erosion and Sediment Control Plan does not meet the requirements of this article, the PWD shall not issue a permit for the land disturbance activity. The Erosion and Sediment Control Plan must be resubmitted for approval before the land disturbance activity begins. No land use and building permits shall be issued until the Permittee has an approved Erosion and Sediment Control Plan.

1520.03 Escrow Requirement.

After approval of an Erosion and Sediment Control Plan, the PWD may require the Permittee to escrow a sum of money sufficient to ensure the installation, completion, maintenance, inspection, and enforcement of the Erosion and Sediment Control Plan and practices. Escrow amounts shall be set by Ordinance in the City fee schedule. Inspection fees shall be drawn from the escrow. Six months after final inspection, the remaining escrow shall be returned to the Permittee. (Amended 11/27/23)

1520.04 Modification of Plan.

An approved Erosion and Sediment Control Plan may be modified upon submission of an application for modification to the PWD and subsequent approval by the PWD. In reviewing such application, the PWD may require additional reports and data.

Section 1530 - Implementation and Maintenance

1530.01 Implementation and Maintenance of Plan.

All storm water pollution controls noted on the approved Erosion and Sediment Control Plan shall be installed before commencing the land disturbing activity and shall not be removed without PWD approval or approval of a Certificate of Completion. Noncompliance with the Erosion and Sediment Control Plan shall constitute grounds for an order from the PWD to halt all construction.

1530.02 Implementation.

The plan implementation shall incorporate the following:

Subd. 1 Existing vegetation shall be retained whenever feasible.

Subd. 2 Land shall be disturbed in increments of workable size such that adequate erosion and sediment control can be provided and maintained as construction progresses. The area exposed shall be stabilized in conformance with best management practices and with the maintenance requirements in the CSW Permit. Soil stabilization measures should be selected to be appropriate for the time of year, site conditions, and estimated duration of use.

Subd. 3 The location of areas not to be disturbed shall be identified with flags, stakes, signs, silt fence, etc. before construction begins.

Subd. 4 Down-gradient sediment controls shall be in place before up-gradient land disturbing activity begins.

Subd. 5 All storm drains, inlets and outfalls shall be protected until all sources of potential discharge are stabilized.

Subd. 6 Temporary stockpiles shall have effective sediment control and cannot be placed in surface waters or storm water conveyance systems.

Subd. 7 Vehicle tracking from the site shall be minimized with the use of stone pads, concrete or steel wash racks, or equivalent systems.

Subd. 8 Street sweeping shall be used if BMPs are not adequate to prevent sediment from being tracked into the street.

1530.03 Responsibility.

The Permittee shall be responsible for proper operation and maintenance of all stormwater pollution controls and soil stabilization measures in conformance with best management practices and with the maintenance requirements in the CSW Permit. The Permittee is responsible for the operation and maintenance of temporary erosion at the site. The Permittee is responsible until another Permittee has assumed control over all areas of the site that have not been finally stabilized or the site has undergone final stabilization, and has received an approved Certificate of Completion. The Permittee is responsible for maintenance, clean-up and all damages caused by flooding of the site or surrounding area due to in-place erosion or sediment control.

Section 1540 - Enforcement

1540.01 Erosion and Sediment Control Permit Enforcement.

If the PWD determines that erosion and sedimentation control is not being implemented or maintained according to the approved Plan, the Permittee will be notified and provided with a list of corrective work to be performed. Notification may be given by personal delivery upon the Permittee, or an officer, partner, manager, or designated representative of the Permittee, or by e-mail or facsimile by sending such notice to the e-mail address or facsimile number provided by the Permittee. Upon the receipt of a Non-Compliance Notice from the PWD, the Permittee shall undertake corrective action.

Subd. 1 Types of Corrective Actions.

A. Violations Contained on the Construction Site. The Permittee shall complete clean-up and restoration within forty-eight (48) hours of receipt of the Non-Compliance Notice.

B. Violation Impacting Adjoining Property. The Permittee shall develop and complete a clean-up and restoration plan within forty-eight (48) hours of receipt of a Non-Compliance Notice unless the affected adjoining property owner refuses Permittee access to the adjoining property. In all cases, clean-up and restoration shall be completed within seven (7) days of receipt of the Non-Compliance Notice, unless an extension is granted by the PWD.

C. Violations Impacting Streets, Wetlands, or Water Bodies. The Permittee shall develop and implement a clean-up and restoration plan immediately upon receipt of a Non-Compliance Notice.

Subd. 2 Failure to Comply. If Permittee fails to implement the Plan or complete any required corrective action in a timely manner, the City may pursue one or more of the remedies specified herein. All costs incurred by the City shall be paid by Permittee. Escrow funds may be used by the City for this purpose and, if such funds do not adequately cover the City's cost, the Permittee shall reimburse the City for any deficiency before continuing work on the construction site. If payment is not made within 30 days after costs are incurred by the City, then the City may assess the remaining amount against the property. As a condition of the permit, the property owner shall waive notice of any assessment hearing to be conducted by the City, agree that the benefit to the property exceeds the amount of the proposed assessment, and waive all rights by virtue of Minnesota Statute 429.081 to challenge the amount or validity of such assessment costs related to cleanup or corrective actions taken by the City. The City may:

A. Withhold the scheduling of inspections and/or the issuance of a Certificate of Occupancy.

B. Issue a stop work order, ceasing all land disturbance activity on the site until such time as corrective measures are completed to the satisfaction of the PWD.

C. Revoke any permit issued by the City to the Permittee for the Site.

D. Direct the correction of the deficiency by City forces or by a separate contract.

E. Obtain a Compliance Order from the appropriate court.

SECTION 2. This Ordinance shall become effective immediately upon its passage and publication according to law. A Summary of this Ordinance will be published in accordance with state statute.

PASSED and ADOPTED this 9th day of March, 2026, by the City Council of the City of Arden Hills, Minnesota.

CITY OF ARDEN HILLS

By _____
David Grant, Mayor

ATTEST:

_____
Julie Hanson, City Clerk

Attachment C

SUMMARY ORDINANCE NO. 2026-005

CITY OF ARDEN HILLS
RAMSEY COUNTY, MINNESOTA

AN ORDINANCE AMENDING CHAPTER 11 - SUBDIVISIONS, SECTION 1140.08 STORMWATER MANAGEMENT

THE CITY COUNCIL OF THE CITY OF ARDEN HILLS, MINNESOTA, ORDAINS:

Pursuant to Minnesota Statutes Section 412.191, in the case of a lengthy ordinance, a summary may be published. While a copy of the entire ordinance is available without cost at the office of the City Clerk, the following summary is approved by the City Council and shall be published in lieu of publishing the entire ordinance.

> **The text amendment adopted by the Arden Hills City Council revises code language related to subdivision requirements for stormwater management plans and is required to comply with State Statute and changes to Administrative Rules.**

EFFECTIVE DATE. This Ordinance shall be effective after its passage and publication according to law.

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

CITY OF ARDEN HILLS

By_____
David Grant, Mayor

ATTEST:

_____
Julie Hanson, City Clerk

Published in the Pioneer Press on March ___, 2026

Attachment D

SUMMARY ORDINANCE NO. 2026-006

CITY OF ARDEN HILLS
RAMSEY COUNTY, MINNESOTA

AN ORDINANCE AMENDING CHAPTERS 10 AND 15 OF THE ARDEN HILLS CITY CODE CONCERNING ILLICIT DISCHARGE AND CONNECTIONS AND EROSION AND SEDIMENT CONTROL

THE CITY COUNCIL OF THE CITY OF ARDEN HILLS, MINNESOTA, ORDAINS:

Pursuant to Minnesota Statutes Section 412.191, in the case of a lengthy ordinance, a summary may be published. While a copy of the entire ordinance is available without cost at the office of the City Clerk, the following summary is approved by the City Council and shall be published in lieu of publishing the entire ordinance.

> **The text amendments adopted by the Arden Hills City Council revise code language in Chapter 10, Section 1020 related to non-storm water discharges and Chapter 15 – Erosion and Sediment to comply with State Statute amendments and changes to Administrative Rules.**

EFFECTIVE DATE. This Ordinance shall be effective after its passage and publication according to law.

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

CITY OF ARDEN HILLS

By_____
David Grant, Mayor

ATTEST:

_____
Julie Hanson, City Clerk

Published in the Pioneer Press on March ___, 2026

Planning Case 26-003 Amending City Code Chapters 10, 11 and 15 Related to Municipal Separate Storm Sewer System (MS4)

Presented by Jake Reilly, Community Development Director

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

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.

Attachment E

ARDEN HILLS

Planning Case 2026-003 Amending City Code Chapters 10, 11 and 15 Related to Municipal Separate Storm Sewer System (MS4)

- The City Council held a required public hearing for Ordinance 2026-005 and Ordinance 2026-006
- Text amendments are required to bring the City's Code of Ordinances into compliance and conformance with required updated rules set by the Minnesota Pollution Control Agency in 2025
- Staff requests the Council move approval, adoption and summary publication of the ordinances amending City Code Chapters 10, 11 and 15 Related to Municipal Separate Storm Sewer System (MS4)

ARDEN HILLS