



**DRAFT**

Approved: September 11, 2023

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**CITY OF ARDEN HILLS, MINNESOTA  
REGULAR CITY COUNCIL MEETING  
AUGUST 14, 2023  
7:00 P.M. - ARDEN HILLS CITY COUNCIL CHAMBERS**

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**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, Emily Rousseau and Tena Monson

**Absent:** Councilmember Tom Fabel (Excused)

**Also present:** City Administrator Dave Perrault; Public Works Director/City Engineer/City Engineer David Swearingen; Community Development Director Jessica Jagoe; and Assistant to the City Administrator/City Clerk Julie Hanson

**PLEDGE OF ALLEGIANCE**

**1. APPROVAL OF AGENDA**

**Councilmember Monson** requested Item 8E be pulled from the Consent Agenda for discussion as Item 9A.

**Councilmember Rousseau** requested Item 8B be pulled from the Consent Agenda for discussion as Item 9B.

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

**2. TCAAP/RICE CREEK COMMONS UPDATE**

**City Administrator Perrault** explained the JDA met on August 7 to discuss communications, Primer Tracer status, surrounding road projects, County resources for housing and objectives for the upcoming community engagement event. He noted the JDA would meet next on September 5. He reported a second JDA meeting may be held in September to discuss density scenarios with the developer. He stated the Energy Committee met on August 3 and further discussed the goals and guiding principles for the project, the next energy meeting is set for August 31. He noted the JDA

Advisory Committee met on August 10 and the County discussed their MOU work with Alatus, revised density scenarios and spoke to the need of speaking with the school district.

**Councilmember Monson** stated the JDA was trying to work through what kind of housing the project could have. She reported the JDA was striving to have a diverse variety of housing within this development, while also addressing the affordability piece.

**Councilmember Holden** explained the original plan back in 2016 was to have a variety of housing on TCAAP. She requested staff put information regarding TCAAP in the City's newsletter. She believed this would be better for residents than having them seek information regarding TCAAP on several different websites. She asked that the Council discuss this matter further at an upcoming worksession meeting.

**Mayor Grant** asked what equity in energy resiliency meant.

**City Administrator Perrault** stated this referred to the three core elements (equity, carbon neutrality and resiliency) in the State's Climate Action Plan. He indicated the Energy Committee was reflecting the State's core values in their plan.

**Councilmember Holden** recommended the MPCA's document be considered by the Energy Committee as well.

**Councilmember Monson** reported when considering how to build a sustainable community, it was important to do things the right way from the start so homes and businesses do not have to be retrofitted. She discussed how important it would be to acknowledge the bigger picture in order to reflect on what would be best for the environment.

### 3. PUBLIC INQUIRIES/INFORMATIONAL

**Donna Wiemann**, 1406 Arden View Drive, explained she emailed Councilmember Tom Fabel expressing her displeasure that there were only two sentences regarding TCAAP in the July newsletter. She did not believe this was being very transparent. She reported most of the first page was devoted to the Rib Fest and one-third of one page was devoted to pickleball. She believed it was reasonable for residents to see some important highlights on TCAAP in the newsletter. She recommended housing density, affordable housing, and project timeline (roadmap) information be made available to the public. In addition, she urged the City to make the public aware of the upcoming community engagement event that was being planned for October.

### 4. RESPONSE TO PUBLIC INQUIRIES

None.

### 5. PUBLIC PRESENTATIONS

None.

## 6. STAFF COMMENTS

### A. Transportation Update

**Public Works Director/City Engineer Swearingen** reported Lexington Avenue was open to traffic but would have intermittent outside lane closures as the contractor finishes the trails and restoration work for the site. He noted Red Fox Road has several concrete panels that need to be completed.

**Public Works Director/City Engineer Swearingen** stated the watermain associated with the roundabout at County Road E and Old Snelling was in the testing phase and should be completed early this week. He reported concrete curb work would begin by the end of this week and paving would begin next week. He explained the contractor anticipates the intersection would be open to the public by August 28.

**Councilmember Holden** asked for an update on the drainage situation along Lexington Avenue.

**Public Works Director/City Engineer Swearingen** explained staff visited Lexington Avenue this morning after the rain. He described how the inlet protections were working to catch debris prior to moving water into the catch basins. He stated once the inlets were clean the water runoff would flow more freely.

## 7. APPROVAL OF MINUTES

- A. July 17, 2023, City Council Work Session
- B. July 24, 2023, Regular City Council

**MOTION:** **Councilmember Holden moved and Councilmember Monson seconded a motion to approve the July 17, 2023, City Council Worksession and July 24, 2023, Regular City Council meeting minutes as presented. The motion carried (4-0).**

## 8. CONSENT CALENDAR

- A. Motion to Approve Consent Agenda Item - Claims and Payroll
- ~~B. Motion to Approve Resignation of Public Works Maintenance Employee~~
- C. Motion to Approve Recruitment of Public Works Maintenance Employee
- D. Motion to Approve Resolution 2023-039 Appointing Frank Cupery to the Economic Development Commission
- ~~E. Motion to Approve State of the City Scheduling~~
- F. Motion to Approve Professional Services Agreement With Bolton & Menk – Lift Station No. 5 Forcemain Rehabilitation Project

**MOTION:** **Councilmember Holden moved and Councilmember Monson seconded a motion to approve the Consent Calendar as amended removing and to authorize execution of all necessary documents contained therein. The motion carried (4-0).**

## 9. PULLED CONSENT ITEMS

### A. Motion To Approve State of the City Scheduling

**Councilmember Monson** stated she would like the Council to consider moving the State of the City from January 6 to January 20. She believed this would line up nicely given the fact the Council typically cancels its second meeting in January.

**Councilmember Rousseau** supported this recommendation, noting she would like the event held on January 20 or January 27.

**Councilmember Holden** expressed frustration with the fact a date cannot be picked for the State of the City. She indicated previous discussions led her to believe the event should be held the first Saturday of January and now it was being pushed back to the end of January.

**Mayor Grant** questioned if action on this item should be tabled to a future worksession in order to allow Councilmember Fabel to weigh in on this item.

**Councilmember Monson** stated she was asking to move the meeting by two weeks which would allow staff more time to prepare for the meeting after the holidays.

**MOTION:** **Councilmember Monson moved and Councilmember Rousseau seconded a motion to Approve the State of the City be scheduled for January 20, 2024. The motion carried 3-1 (Mayor Grant opposed).**

### B. Motion to Approve Resignation of Public Works Maintenance Employee

**City Administrator Perrault** stated a Public Works Maintenance Worker submitted their resignation and had their last day on August 11th. This action will officially accept their resignation. Under a separate item the Council will consider approval to begin the recruitment process for the position.

**Councilmember Rousseau** asked what the ramifications would be if the resignation were denied.

**City Administrator Perrault** explained sadly this employee has already started a new job and noted the requested action was a formality. He stated that as City Administrator he does not have the authority to hire or accept resignations and that the City Council must approve such.

**MOTION:** **Councilmember Holden moved and Councilmember Rousseau seconded a motion to Approve Resignation of Public Works Maintenance Employee. The motion carried (4-0).**

## 10. PUBLIC HEARINGS

### A. 2024 PMP Street and Utility Improvement Project

**Public Works Director/City Engineer Swearingen** explained on July 24, 2023, the City Council adopted Resolution 2023-038 receiving the feasibility report and calling for a public hearing to consider proposed improvements for the 2024 PMP Street and Utility Improvements Project. Projects involving special assessments generally require two public hearings commonly known as an Improvement Hearing and an Assessment Hearing. The subject hearing for August 14 is the improvement hearing. The purpose of the improvement hearing is for the City Council to discuss a specific local improvement before ordering it done. The second public hearing is the assessment hearing which is scheduled after the project has received contractor bids to provide property owners an opportunity to express concerns about the actual special assessments. He stated engineering consultant Brad Fisher with Bolton & Menk would be presenting further information regarding this item to the Council.

**Brad Fisher**, Bolton & Menk, commented further on the scope of work that would be completed for the 2024 Street and Utility Improvement Project. He described the infrastructure maintenance work that would be completed noting new parallel parking bays would be added along Royal Lane and Floral Park. He discussed the differences between a reclamation project versus a mill and overlay. The water quality and pond cleanout improvements included in the project were reviewed, along with the train and retaining wall rehab. He provided an overview of the comments that were received at the public open house that was held on August 8. The estimated total project costs and special assessments were discussed and staff recommended the Council hold an improvement hearing.

**Councilmember Holden** asked how good the estimate was.

**Mr. Fisher** commented on the process that was used to estimate this project, noting this was based on the cost for recent projects with an inflation factor for next year.

**Councilmember Holden** requested further information on what residents would and would not be paying for.

**Mr. Fisher** reported residents would be paying for 50% of the road improvements while the City would be paying for 100% of all utility work.

**Councilmember Holden** questioned how the City would address the driveway and roadway grading concerns.

**Mr. Fisher** explained the roadway grade would remain as is. He noted this project would only include spot replacement for curb and gutter.

**Mayor Grant** inquired how mailboxes will be handled.

**Mr. Fisher** stated the contractor was responsible for maintaining access to mailboxes and trash services. When these services can't be maintained, temporary services have to be arranged by the contractor.

**Councilmember Monson** asked how long the street reconstruction project would take.

**Mr. Fisher** indicated he did not have specific dates in place, but he estimated the total length of construction would take several months to complete.

**Councilmember Monson** questioned if the watermain work needed on James Avenue would extend the construction on this roadway.

**Mr. Fisher** stated this may extend the construction for a week or two.

**Councilmember Rousseau** asked if it was typical for cities to assess for 50% of the roadway expense.

**Mr. Fisher** reported assessment policies vary throughout the metro area, but noted he knew of other communities that had a 50% of the roadway expense.

Further discussion ensued regarding the history of the City's assessment policy.

**Mayor Grant** opened the public hearing at 8:10 p.m.

**Ove Sundberg**, 4294 Colleen Circle, stated he came from a different background as he was from Norway. He explained he lived on a cul-de-sac and noted he had to use many roads in order to reach his home. He believed the assessments should be the same for all of the homes in his neighborhood. He indicated the properties in the community would not be worth very much without roads in place to get to the homes. He suggested the City consider putting a percentage on the levy to cover streets.

**Councilmember Holden** explained the committee that reviewed and set the assessment policy did consider the levy percentage as an option, but noted this would tax some residents out of their homes.

**Public Works Director/City Engineer Swearingen** reported the City would be following the State's 429 process for proposed assessments.

**Mayor Grant** closed the public hearing at 8:15 p.m.

## 11. NEW BUSINESS

### A. Resolution 2023-040 Ordering Improvements And Preparation Of Plans And Specifications – 2024 PMP Street And Utility Improvement Project

**Public Works Director/City Engineer Swearingen** stated following the public hearing under agenda item No. 10A, the next step in the project delivery process is to approve a resolution ordering the improvements and the preparation of plans and specifications for the 2024 PMP Street and Utility Improvements Project. The resolution document would order the improvements and plans in accordance with the recommendations provided in the project feasibility report.

**Councilmember Monson** asked if a change order would be coming to the City Council for additional work.

**Public Works Director/City Engineer Swearingen** explained the trail improvements and retaining wall were outside of the original scope of work and would be included as an amendment.

**Councilmember Holden** questioned how much additional work would be required for the trail improvements and retaining wall.

**Public Works Director/City Engineer Swearingen** stated this work would cost an additional \$23,000 in design fees.

**MOTION: Councilmember Holden moved and Councilmember Rousseau seconded a motion to adopt Resolution 2023-040 Ordering Improvements And Preparation Of Plans And Specifications – 2024 PMP Street And Utility Improvement Project**

## 12. UNFINISHED BUSINESS

None.

## 13. COUNCIL COMMENTS

**Councilmember Monson** commented she fully supported the newsletter including additional information regarding TCAAP.

**Councilmember Holden** reported National Night Out was a tremendous success again this year. She asked that staff provide the Council with feedback on the comments received from this event.

**Councilmember Holden** noted that the PMP open house was a successful event.

**Councilmember Rousseau** explained she had a great time at National Night Out.

**Councilmember Rousseau** asked that an update be provided from the Personnel Committee at a future worksession. She wanted to ensure the City was remaining competitive in the post-pandemic climate.

**Mayor Grant** stated he also attended a number of National Night Out gatherings and had a great time visiting with Arden Hills residents.

**Mayor Grant** explained the Personnel Committee was taking up the concept of employee retention and would be meeting Wednesday, August 16.

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**ADJOURN**

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

**Mayor Grant** adjourned the Regular City Council Meeting at 8:24 p.m.

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Julie Hanson  
City Clerk

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David Grant  
Mayor