

AGENDA ITEM – 3F



MEMORANDUM

DATE: February 9, 2026
TO: Honorable Mayor and City Councilmembers
FROM: Jessica Jagoe, City Administrator
SUBJECT: Agenda Planning

Budgeted Amount:
N/A

Actual Amount:
N/A

Funding Source:
N/A

Council Should Consider

Council should discuss its next Work Session agenda.

Background

Per Council's adopted policy on agenda setting, please find the proposed agenda below for the upcoming meeting.

March 9th Work Session

- State of the City Policy
- 2027 Park Improvements
- Proposed Trails in Ramsey County Right-of-Way
- Accessory Dwelling Discussion
- Volunteer Recognition Policy
- Agenda Planning (time sensitive)
- RCC/TCAAP Discussion

April 13th Work Session

- To Be Determined
- Agenda Planning (time sensitive)
- RCC/TCAAP Discussion

Attachment A is the list of topics that have yet to be discussed by Council and the 2025 ranking of priority topics. Staff will begin to work on the higher priority items into upcoming Work Sessions sooner while putting the lower priority items to later discussions. Please note, this does not reflect all items at Work Sessions as Staff will have necessary items for discussion, such as, budget discussions, concept plan reviews, or Public Works projects that need timely direction.

Council may want to discuss whether any items need to be added to this list for future discussion or assign a future meeting for some of these items. This would need to be done by a majority consensus of Council.

Below is a running list of things Staff brings forward to Work Session annually, in recent years, we have shifted away from bringing some items forward unless needed, such as, the Pavement Management Update from Public Works. Note, these timelines may shift year to year. Most items discussed at Work Sessions are one-off items that may require multiple meetings but are usually not recurring.

- January
 - Legislative priorities
- February
 - None
- March
 - Initial guidance on next year's Public Works projects
- April
 - None
- May
 - None
- June
 - Follow up on next year's Public Works projects
- July
 - Capital improvement planning
- August
 - Operating budgets
- September
 - Operating budget and levy discussion
- October
 - State of the City (if planned for early following year)
- November
 - City-wide budget and fee schedule
 - Follow up on next year's Public Works projects
- December
 - Committee and commission appointments

Budget Impact

N/A

Attachment

Attachment A: Council Priorities

Attachment B: Agenda Setting Policy

Attachment A

Topic for Consideration	Likely Responsible Department	Total	Average	Majority Next Steps
Short-term Rental Ordinance	CD/Admin	15	3.00	Council WS
Rental Licensing Program	CD/Admin	15	3.00	Council WS
Accessory Dwelling Units	CD	12	2.40	Council WS
Funding for Lake Johanna Boulevard Trail	PW/Fin	9	1.80	Council WS
Climate Action Plan	Admin	9	1.80	Council WS
Code of Conduct	Admin	8	1.60	Council WS
Encroachment Discussion (2025)/Adopt A Spot	PW	8	1.60	Staff Recommendation
Volunteer Recognition (to Personnel first)	Admin	8	1.60	Staff Recommendation
Cannabis Discussion	CD/Admin	8	1.60	Council WS
Energy Audit	Admin	7	1.40	Staff Recommendation
Temporary Goats/Buckthorn	Admin	7	1.40	Staff Recommendation
Buy Nothing Day/Clean Up Day	Admin	6	1.20	Staff Recommendation
Community Survey	Admin	6	1.20	Council WS
Committee/Commission Liaison Role Policy	Admin	5	1.00	Council WS
EV Fleet Analysis	PW	5	1.00	Staff Recommendation



CITY OF ARDEN HILLS

Agenda Setting Policy

The purpose of this policy is to establish a method for agenda setting that allows for Council to review and have control over its agendas and decide as a Council how it wants items for consideration to be brought forward.

For regular worksession agendas:

- Prior to concluding each regularly scheduled worksession, the City Council shall review its next regularly scheduled worksession agenda and direct Staff on any changes.
- Should an individual Councilmember want to raise an item for discussion at the next meeting or in the future, they would do so during this review period. The item would need at least one other Councilmember to agree to having the item considered for future discussion, and then Council, by majority, would direct to have it placed on a future agenda or not.
- Staff will have flexibility to add or remove items to the worksession as needed to maintain operational efficacy.

For regular City Council meeting agendas:

- Agendas will be largely Staff driven based on approvals needed for normal operations.
- Items coming from the City Council shall first be discussed at a worksession and can direct Staff at said worksession to bring items forward for formal approval if needed.
- In rare instances, if a Councilmember brings forward an item that needs approval prior to going to a worksession, they may request the City Administrator add the item to the agenda. The City Administrator shall have the discretion to determine if the issue should be added or not, but Councilmembers will make every effort to having the item first discussed at a worksession.

Special meetings and emergency meetings:

- Special meetings and emergency meetings may still be called at the discretion of the Mayor or any two Councilmembers, and the members calling the meeting shall set the agenda.