



Approved: March 8, 2021

**CITY OF ARDEN HILLS, MINNESOTA
REGULAR CITY COUNCIL MEETING
FEBRUARY 22, 2021
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.

Note: On March 20, 2020 the Mayor signed a determination allowing Councilmembers to participate in City Council meetings via telephone pursuant to State Statute 13D.021

Present: Mayor David Grant, Councilmembers Brenda Holden, Fran Holmes, Dave McClung and Steve Scott

Absent: None

Also present: City Administrator Dave Perrault; Finance Director Gayle Bauman; Interim Public Works Director David Sweringen; Community Development Manager/City Planner Mike Mroska; and City Clerk Julie Hanson **via telephone:** City Attorney Joel Jamnik

1. APPROVAL OF AGENDA

Councilmember Scott requested Consent Agenda item 6H be pulled for discussion as Item 7A.

MOTION: **Councilmember Holden moved and Councilmember Holmes seconded a motion to approve the meeting agenda as amended. A roll call vote was taken. The motion carried unanimously (5-0).**

2. PUBLIC INQUIRIES/INFORMATIONAL

Brian Mills, 1280 Winridge Drive, explained he sent an email communication to the Council on behalf of his neighborhood regarding the Boston Scientific building expansion.

Mayor Grant reported he received the email and spoke on the phone with Mr. Mills. He confirmed that the entire Council had received this email.

Mr. Mills encouraged the Council to reach out to him with any questions or comments they may have regarding the email he sent on behalf of his neighborhood.

3. RESPONSE TO PUBLIC INQUIRIES

None.

4. STAFF COMMENTS

A. COVID-19 Update

City Administrator Perrault provided the Council with an update on how the City was responding to COVID-19. He encouraged residents to visit the City's website for the most current and up to date information regarding COVID-19. He reported the Minnesota Department of Health and CDC also had websites with current guidelines and recommendations. He explained the City of Arden Hills City Hall will remain closed until further notice. He indicated City staff remains operational and can be reached via phone or email. He encouraged residents to visit the State's website for the most up to date information regarding the vaccine roll out.

5. APPROVAL OF MINUTES

- A. January 19, 2021, City Council Work Session
- B. January 25, 2021, Regular City Council

Councilmember Holden reported she spoke with the City Clerk and made a minor change to the January 25, 2021 regular City Council meeting minutes.

MOTION: **Councilmember Holden moved and Councilmember Holmes seconded a motion to approve the January 19, 2021, City Council Work Session meeting minutes; and January 25, 2021, Regular City Council meeting minutes as amended. A roll call vote was taken. The motion carried unanimously (5-0).**

6. CONSENT CALENDAR

- A. Motion to Approve Consent Agenda Item - Claims and Payroll
- B. Motion to Adopt Resolution 2021-009 Staying the Effective Date of Ordinance Relating to the Sale of Flavored Tobacco Products at Adults-Only Tobacco Stores and Approval of Settlement Agreement and Release with Arden Hills Tobacco, Inc.
- C. Motion to Approve Carryover Budget Funds from 2020 to 2021 for Hamline Avenue Crosswalk Project
- D. Motion to Adopt Resolution 2021-010 Approving Plans and Specifications and Ordering Ad for Bids – Karth Lake Runoff Control Project
- E. Motion to Approve Professional Services Agreement with Alliant to Prepare Feasibility Report, and Adopt Resolution 2021-011 Ordering the Preparation of Feasibility Report – Traffic Signal System – Lexington Avenue Improvement Project

- F. Motion to Accept Resignation of Community Development Manager/City Planner
- G. Motion to Approve Proposal for On-Call City Engineer Services with HR Green and Designation of HR Green as Engineer of Record for the City
- H. ~~Motion to Approve Elimination of Recreation Coordinator Position~~

MOTION: Councilmember Holden moved and Mayor Grant seconded a motion to approve the Consent Calendar as amended removing Item 6H and to authorize execution of all necessary documents contained therein. A roll call vote was taken. The motion carried unanimously (5-0).

7. PULLED CONSENT ITEMS

A. Motion to Approve Elimination of Recreation Coordinator Position

City Administrator Perrault explained the Recreation Coordinator position was temporarily laid-off in May 2020 due to Recreation Programming being interrupted by COVID-19. Following a discussion on Recreation Staffing at the February 16, 2021 work session, the City Council directed staff to bring forward for approval the permanent elimination of the Recreation Coordinator position.

Councilmember Scott stated at the worksession he had concerns with this matter. He indicated he pulled this item so he could vote against the motion.

Councilmember Holden reported the Council looked into this deeply and discussed the cost of the programs versus the revenue they brought in. She indicated it did not seem proper for the City to have two full time staff members or to double up on programming that were being offered by surrounding communities or community ed. For this reason, she would be supporting the elimination of this position.

Councilmember McClung commented he would be supporting the elimination of this position due to the impacts COVID has had on the City and the fact that the City would be paring down its programming.

Mayor Grant stated he shared some of the same feelings as Councilmember Holden. He understood the community valued parks and recreation programming and noted this was a difficult decision. However, he would be supporting the elimination of the recreation coordinator position. He reported the City would still have a Recreation Programmer on staff to oversee park and recreation programming for the City of Arden Hills.

Councilmember Scott explained he spent nine years on the PTRC. He indicated the City Council did not know how things would look after the pandemic and for this reason, he believed this action was premature.

MOTION: Councilmember Holden moved and Councilmember Holmes seconded a motion to Approve Elimination of Recreation Coordinator Position.

Councilmember Holden stated this was not a personal matter but rather was a reflection on how the City has been impacted by COVID and the fact that some programs would be pared down due to low attendance.

Councilmember Holmes indicated the City has struggled with park and recreation staffing for some time. She commented there was not enough work for two full time staff members during the winter months. She was of the opinion this was the right decision for the City at this time.

A roll call vote was taken. The motion carried 4-1 (Councilmember Scott opposed).

8. PUBLIC HEARINGS

None.

9. NEW BUSINESS

A. City Planner Recruitment

City Administrator Perrault stated following a discussion at the February 16, 2021 work session, the City Council directed staff to begin the recruitment process for a City Planner position. An updated job description for the position was reviewed with the Council along with the anticipated recruitment process. Staff described the process that would be followed for the hiring of this position. The City Council at its work session raised the possibility of a “meet and greet” with finalists, this is not currently part of the process but could be included should Council request it.

Councilmember Holden commented this was previously discussed at a work session and she supported only two Councilmembers attending the interviews. She explained she did not believe the Council should only be allowed to attend the final interviews.

Mayor Grant asked who would like to attend the City Planner interviews.

Councilmember McClung stated he would like to see the whole Council be a part of the final interviews only and noted he could sit in on these.

Councilmember Holmes indicated she would like to see all interviews limited to two Councilmembers. She explained she would be willing to attend.

Councilmember Holden explained she was willing to attend interviews as well, but recommended the number of Councilmembers be limited to two.

Mayor Grant concurred and summarized the consensus of the Council was to limit the number of Councilmembers at interviews to two.

Councilmember McClung discussed the importance of the City Planner position and how it would be important for the City Council to have the right person in this position. For this reason, he recommended the City Council attend the final interviews, as many as would like to attend.

Councilmember Holden commented on the timing when hiring director level positions. She anticipated it would be difficult to get the entire Council together to be present for the final interviews.

Mayor Grant stated even with three Councilmembers in attendance it would be an open meeting.

Councilmember Holden explained she would be willing to remove herself from the interview process.

Councilmember Holmes reported the City Planner was not a director level position. She questioned if the individual seeking this position might not want their employer to know about their job search and by having a quorum of the City Council in attendance this would then become a public meeting. For this reason, she recommended only two Councilmembers attend the interviews.

City Attorney Jannik explained when a candidate is considered as a finalist, it becomes public information.

Councilmember McClung stated he was still interested in attending the City Planner interviews. He suggested the “meet and greet” could be held to introduce the final candidates to the entire City Council.

Councilmember Holden commented this has been done in the past.

Further discussion ensued regarding the Councilmembers that would attend the City Planner interviews.

Mayor Grant reported they would limit the interviews to two Councilmembers, but the decision as to which Councilmembers would not be figured out during this meeting but rather would be coordinated prior to the interviews.

MOTION: **Councilmember Holden moved and Mayor Grant seconded a motion to authorize staff to begin the recruitment process for a City Planner, with the understanding two Councilmembers would be participating in the process.**

Councilmember Holmes recommended the recycling program be taken away from the City Planner and given to another staff member prior to hiring a new City Planner.

Councilmember Holden agreed with the recommendation to remove recycling from the City Planner job description.

Mayor Grant stated that it would be left up to City Administrator Perrault to determine where this job function should go. He questioned how much time was spent on recycling efforts.

Community Development Director/City Planner Mrosla stated the amount of time he spent working on the recycling program for the City generally was between 10 and 20 hours per year

Mayor Grant stated he would like to see the Council make an amendment to the motion so formal action can be taken on this matter.

AMENDMENT: **Councilmember Holden moved and Mayor Grant seconded a motion to amend the job description removing all recycling program duties from the City Planner’s job description.**

A roll call vote was taken. The amendment carried (5-0).

A roll call vote was taken. The amended motion to authorize staff to begin the recruitment process for a City Planner, with the understanding two Councilmembers would be participating in the process and that recycling duties would be removed from the job description carried (5-0).

10. UNFINISHED BUSINESS

None.

11. COUNCIL COMMENTS

Mayor Grant thanked Community Development Manager/City Planner Mike Mrosla for all of his efforts on behalf of the City of Arden Hills. He stated Mr. Mrosla would be missed but wished him the best in his new venture.

Mayor Grant congratulated Interim Director David Swearingen for passing his PE exam.

Mayor Grant discussed the email he received from Mr. Mills regarding Boston Scientific. He explained he walked the trails around Building 14 this past weekend. He encouraged the entire Council to walk this trail.

Councilmember Holden commented on the letter staff was drafting regarding the Boston Scientific expansion. She requested Mr. Mrosla provide this letter to the entire City Council.

Councilmember Holden stated during the campaign season something happened with a candidate and there was a misunderstanding that the City of Arden Hills would not allow solar panels or solar resources. She explained the City Council was all for solar panels and solar energy. She recommended some sort of statement be placed on the City’s website to make this clear.

Councilmember Holmes indicated that an article would be placed in an upcoming newsletter regarding the fact that Arden Hills was solar friendly.

Councilmember Holmes commended Interim Director Swearingen on his efforts to pass the PE exam and wished Community Development Manager/City Planner Mike Mrosla all the best in his new venture.

Councilmember McClung recommended a message be posted on the City’s website regarding the fact Arden Hills supported solar energy.

Councilmember McClung congratulated Interim Public Works Director Swearingen for passing his PE exam. He explained he had an opportunity to speak with Community Development Manager/City Planner Mike Mrosła today and congratulated him on his new position.

Councilmember Scott explained he was a huge proponent of green energy and noted he invested in geothermal for his home.

Councilmember Scott congratulated Interim Public Works Director Swearingen for passing his PE exam. He thanked Community Development Manager/City Planner Mike Mrosła for his dedicated service to the City and wished him all the best in the future.

Community Development Director/City Planner Mrosła thanked the Council for its kind words and well wishes.

ADJOURN

MOTION: Mayor Grant moved and Councilmember Holden seconded a motion to adjourn. A roll call vote was taken. The motion carried unanimously (5-0).

Mayor Grant adjourned the Regular City Council Meeting at 8:00 p.m.

Julie Hanson
City Clerk

David Grant
Mayor