



**DRAFT**

Approved: July 12, 2021

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**CITY OF ARDEN HILLS, MINNESOTA  
REGULAR CITY COUNCIL MEETING  
JUNE 14, 2021  
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.

*Note: On March 20<sup>th</sup>, 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; Interim Public Works Director David Swearingen; Senior Planner Jessica Jagoe; Finance Director Gayle Bauman; and City Clerk Julie Hanson

**1. APPROVAL OF AGENDA**

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

**2. PUBLIC INQUIRIES/INFORMATIONAL**

**Emily Rousseau**, 1157 Amble Drive, expressed concern with the lack of community engagement and public comment that is taken by the City Council at public meetings. She suggested City Code Section 210-04 under Rules and Procedures be amended to include language stating the public shall be allowed to address the City Council at public meetings.

**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 remains in a peacetime state of emergency and City Hall will remain closed until further notice. He indicated City staff remains operational and can be reached via phone or email. He explained City Hall would be reopening to the public on July 1, 2021 and in person meetings would begin again in July.

##### B. Transportation Update

**Interim Public Works Director Swearingen** reported the Arden Hills 2021 PMP project was officially underway. He commented on the traffic changes that would occur this summer.

**Interim Public Works Director Swearingen** stated the Public Works in-house paving project began today which included the mill and overlay of Fairview Avenue from Ramsey Road to Lake Valentine Road and also Pascal Avenue from County Road E to the dead end.

**Interim Public Works Director Swearingen** provided the Council with an update on the MNDOT MNPASS project.

#### 5. APPROVAL OF MINUTES

- A. May 10, 2021, Regular City Council
- B. May 24, 2021, Special City Council Work Session
- C. May 24, 2021, Regular City Council

**Councilmember Holmes** noted she provided the City Clerk with a slight change on Page 9 of the May 24, 2021, Regular City Council minutes.

**MOTION:** **Councilmember Holden moved and Councilmember Holmes seconded a motion to approve the May 10, 2021, Regular City Council meeting minutes, May 24, 2021, Special City Council Work Session meeting minutes, and May 24, 2021, Regular City Council meeting minutes as amended. A roll call vote was taken. The motion carried (5-0).**

#### 6. CONSENT CALENDAR

- A. Motion to Approve Consent Agenda Item - Claims and Payroll
- B. Motion to Approve Resolution 2021-034 Accepting Bid and Awarding Contract to Vinco, Inc. – Lift Station No. 10 Rehabilitation Project
- C. Motion to Approve Resolution 2021-032 Accepting the Coronavirus Local Fiscal Recovery Fund Established Under the American Rescue Plan Act

- D. Motion to Approve Resolution 2021-033 For Findings of Fact and Decision Regarding a Variance at 4073 Valentine Court – Planning Case 21-006
- E. Motion to Authorize City Hall Staff to Begin Summer Work Hours Beginning Tuesday, July 6, 2021 and Concluding on Friday, September 3, 2021
- F. Motion to Accept Resignation of Building Official
- G. Motion to Approve Agreement with Rum River Construction Consultants for On-Call Building Official Services

**MOTION:** Councilmember Holden moved and Councilmember Holmes seconded a motion to approve the Consent Calendar as presented and to authorize execution of all necessary documents contained therein. A roll call vote was taken. The motion carried (5-0).

## 7. PULLED CONSENT ITEMS

None.

## 8. PUBLIC HEARINGS

### A. Quarterly Special Assessments for Delinquent Utilities

**Finance Director Bauman** stated water customers whose accounts are 90 days past due were informed that the City intends to certify delinquent charges to Ramsey County to be collected with property taxes. These customers have the right to a hearing in front of the City Council to discuss this matter prior to certification.

**Mayor Grant** opened the public hearing at 7:17 p.m.

With no one coming forward to speak, Mayor Grant closed the public hearing at 7:17 p.m.

## 9. NEW BUSINESS

### A. Resolution 2021-035 Adopting and Confirming Quarterly Special Assessments for Delinquent Utilities

**Finance Director Bauman** stated delinquent utility amounts are certified to Ramsey County quarterly. A list of utility accounts with a delinquent balance was compiled and notices dated May 7, 2021 were mailed. These customers were informed of their delinquent status and were asked to make payment of the delinquent balance by June 4, 2021. Utility accounts with an unpaid delinquent balance would be certified to Ramsey County to be added to property taxes payable in 2022. The certification amount is equal to the unpaid delinquent balance plus an eight percent penalty. The City will request that Ramsey County levy the delinquent balances against the respective properties.

**MOTION:** Councilmember Holden moved and Councilmember Holmes seconded a motion to adopt Resolution #2021-035 – Adopting and Confirming Quarterly Special Assessments for Delinquent Utilities. A roll call vote was taken. The motion carried (5-0).

- B. Ordinance 2021-005 – Amending Chapter 3, Sections 395 and 320 – Mobile Food Units and Ordinance 2021-006 – Amending 2021 Fee Schedule and Authorization of Publication of Ordinance Summary**

**Councilmember Holden** explained she was not able to attend the work session where this item was discussed. She reported she would like to table this item and send it back to a work session to further discuss the language changes prior to moving it forward.

**MOTION:** Councilmember Holden moved and Mayor Grant seconded a motion to table action on Ordinances 2021-005 and 2021-006 to a future work session. A roll call vote was taken. The motion carried (5-0).

## **10. UNFINISHED BUSINESS**

None.

## **11. COUNCIL COMMENTS**

**Councilmember Scott** reported he passed the Element 2 portion of his FCC exam and he was now a licensed HAM radio operator. He explained he recently earned his technician Class Amateur Radio (HAM) rating and am licensed to operate in the amateur frequency bands with call sign WA7HPK. Besides the hobby aspect of Amateur Radio, HAMS also provide a vital public service role for EmComm (Emergency Communications) for both planned and unplanned events and incidents. Examples of these would be the recovery efforts after the 1998 F4 tornado caused loss of life and extensive property damage in Comfry and St. Peter, MN as well as providing communications and logistics support for a planned PGA golf or similar event in the area. Federal, County and State governments typically have full time Emergency Management staff and operate fixed and mobile Emergency Command Centers.

**Councilmember Scott** explained he also completed additional Federal Emergency Management Agency (FEMA) training and earned certificates in Incident Command Systems, National Incident Management and Emergency Communications. He alluded to several recent practice/demonstration activities by local HAMS and announced he would be attending an open house for the Salvation Army's Northern Division Headquarters' dedication of their new Emergency Command Center in Roseville on June 16th.

**Councilmember McClung** stated all City Councilmember contact information was available on the City's website and all Councilmembers were open to receiving comments from residents. He commented he has received a number of communications regarding the food truck Ordinance. He indicated he was concerned about how the rhetoric became heated very quickly surrounding this topic. He encouraged residents to recognize the fact that the Council has tabled action on this matter in order to further discuss this matter, prior to taking action. He encouraged residents to be

tolerant of opinions that did not match their own. He stated the City Council would be weighing the comments and concerns of all residents when making a decision on this Ordinance. He requested residents be patient while Councilmembers respond to their comments and concerns.

**Councilmember Holmes** stated she appreciated the fact Ordinance 2021-005 had been tabled as well because this would allow the Council more time to consider the matter along with being able to respond to the comments she has received from the public.

**Councilmember Holmes** thanked Interim Public Works Director Swearingen for the update on the in-house paving project. She appreciated the fact that staff had worked diligently to ensure this project would not impact the city wide garage sales.

**Councilmember Holden** thanked Public Works for working to finish the in-house paving project prior to the city wide garage sale.

**Councilmember Holden** asked where the City was at with the chicken ordinance.

**City Administrator Perrault** anticipated this ordinance would be coming before the Council at the end of July.

**Councilmember Holden** reported there was activity on Facebook accusing a Councilmember of swearing during a conversation. She commented further on this incident and indicated she was the guilty party.

Further discussion ensued regarding the staffing levels within the Public Works Department.

**Councilmember Holden** recommended the Council hold a joint meeting with the PTRC to discuss trail priorities.

**Mayor Grant** requested staff address State Fair parking concerns from the City.

**City Administrator Perrault** commented he would be seeking a response from the State Fair regarding parking this year.

**Mayor Grant** requested staff send out the PTRC packets two or three days earlier because they packets were arriving late.

**Mayor Grant** discussed how the drought was impacting the City.

**Mayor Grant** noted he visited a food truck in the Karth Lake neighborhood last Thursday to gain feedback from the community.

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**ADJOURN**

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

**Mayor Grant** adjourned the Regular City Council Meeting at 7:45 p.m.

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Julie Hanson  
City Clerk

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David Grant  
Mayor