

**MINUTES OF THE REGULAR MEETING
CITY COUNCIL
LITTLE CANADA, MINNESOTA**

FEBRUARY 12, 2018

Pursuant to due call and notice thereof a regular meeting of the City Council of Little Canada, Minnesota was convened on the 12th day of February, 2018 in the Council Chambers of the City Center located at 515 Little Canada Road in said City.

Mayor John Keis called the meeting to order at 8:00 p.m. and the following members of the City Council were present at roll call:

CITY COUNCIL:	Mayor	Mr. John Keis
	Council Member	Mr. Tom Fischer
	Council Member	Mr. Rick Montour
	Council Member	Mr. Christian Torkelson
	Council Member	Mr. Mike McGraw

ALSO PRESENT:	City Administrator	Mr. Joel R. Hanson
	City Clerk	Ms. Heidi Heller
	Cable TV Producer	Mr. Kevin Helander

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McGraw introduced the following resolution and moved its adoption:

**RESOLUTION NO. 2018-2-23 – APPROVING THE MINUTES OF
THE JANUARY 24, 2018 WORKSHOP MEETING AND THE
JANUARY 24, 2018 REGULAR COUNCIL MEETING AS
SUBMITTED**

The foregoing resolution was duly seconded by Montour.

Ayes (5).

Nays (0). Resolution adopted.

ANNOUNCEMENT

Keis announced that the Little Canada Recreation Association held their annual ice skating event, along with the Fire Department selling Booya on Saturday. Both events were a great success.

**PUBLIC
HEARING:
IMPROVEMENT
NO. 2018-02 PARK
VIEW COURT**

Mayor Keis opened the Public Hearing at 8:03 pm to consider the improvements of Park View Court (from Little Canada Road to the end of the cul-de-sac) by mill & overlay with curb and gutter replacement, and add concrete aprons at driveways. **(Note: This meeting was rescheduled**

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from January 22nd due to a snow storm. New notices were published and mailed.) There were five residents in attendance.

The City Engineer reported that the purpose of tonight's hearing is to present the proposed improvements of Park View Court to the City Council and impacted property owners. This meeting gives property owners the opportunity to provide input and/or voice concerns about the project. The City Council will then determine whether or not the project moves forward.

The City Engineer explained the City's street improvement planning process. He explained that after the streets that need work are determined, the process begins with neighborhood informational meetings and progresses on to the public hearing to consider ordering of the improvement, which is this evening's hearing. Once bids are received and awarded, construction commences and typically after substantial completion of the project, an assessment hearing is held.

The City Engineer then explained the assessment hearing process. At that hearing, which is typically in October, property owners have the opportunity to voice opinions on the proposed assessments. The Council would act on any objections received and then approve the assessments. The assessment amounts can be paid within 30 days with no interest charged, otherwise they will be assessed to property taxes for a period of 10 years with an interest rate of approximately 4.5%, depending on the bond rates. Interest accrues from the date the assessments are adopted for those certified to property taxes. The assessments can be paid off at any time.

The City Engineer provided information about the condition of Park View Court that resulted in the proposed improvement. He stated that he is proposing the street be improved by mill & overlay with curb replacement.

The City Engineer then reviewed the construction process in detail. He then reported that there will be times that driveway access is restricted due to construction activities. However, emergency vehicle access will be maintained at all times. Mail and garbage service will be maintained. Mail service is typically moved to a temporary box outside the project area if the Post Master requests. The Engineer reported that property owners will be kept informed of timing of construction activities that will restrict access. He also noted that there will be an on-site inspector available to address property owner concerns. He noted that the Code allows construction work hours from 7 a.m. to 10 p.m. on weekdays and 9 a.m. to 9 p.m. on Saturdays. The Engineer reviewed the anticipated project timeline.

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The City Engineer reported on project funding, noting that sanitary sewer, water main and storm sewer repair costs would not be assessed. Fifty percent (50%) of the street costs will be funded through special assessments to benefitting property owners. The Engineer then explained the special assessment process in detail which is based on the City's Assessment Policy that has been in place since 1995. The Engineer noted that all of the properties in the townhome association will be assessed \$1,909.09 for one unit. This is consistent with how the assessments for Jackson were divided.

Keis asked if anyone was not in support of proceeding with the improvement project. No one in attendance commented.

Upon motion by Keis, seconded by Montour, the public hearing was closed.

McGraw introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-2-24 – ORDERING IMPROVEMENT NO. 2018-02, PARK VIEW COURT (FROM LITTLE CANADA ROAD TO THE END OF THE CUL-DE-SAC), AND AUTHORIZING THE CITY ENGINEER TO PREPARE PLANS AND SPECIFICATIONS FOR THIS IMPROVEMENT

The foregoing resolution was duly seconded by Fischer.

Ayes (5).

Nays (0). Resolution declared adopted.

**CONSENT
AGENDA**

Montour introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-2-25 – APPROVING THE CONSENT AGENDA WHICH CONTAINS THE FOLLOWING:

***APPROVAL OF THE VOUCHERS**

***APPROVE 2018 SAFEASSURE CONTRACT**

The foregoing resolution was duly seconded by McGraw.

Ayes (5).

Nays (0). Resolution declared adopted.

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**PURCHASE OF
HD EQUIPMENT
FOR
BROADCAST/
STREAMING
CAPABILITIES**

The City Administrator stated that the North Suburban Cable Commission has provided the City with the opportunity to add high definition (HD) broadcast capabilities. He explained that when the Council chambers were upgraded, HD cameras were purchased. He stated that the city cannot broadcast in HD on Channel 16 through Comcast, we can do so through the Century Link franchise and for web streaming services. He reported that the total cost for the equipment needed is \$6,830, and the funds would come from the cable TV franchise fees. He noted that there may also be some on-going maintenance costs but they should be minimal.

Montour introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-2-26 – APPROVE THE PURCHASE OF HD EQUIPMENT FOR IMPROVED BROADCAST/STREAMING CAPABILITIES FOR A TOTAL OF \$6,830, PLUS ANY REQUIRED ON-GOING COSTS, WITH THE COSTS COMING FROM THE CABLE TV FUND, AS PRESENTED BY THE CITY ADMINISTRATOR

The foregoing resolution was duly seconded by Keis.
Ayes (5).
Nays (0). Resolution declared adopted.

**HEALTH
INSURANCE/OPT
-OUT PLAN**

The City Clerk explained that a Public Works employee has been on his spouse's family health insurance plan which she was able to keep after retirement until age 65. She stated that the spouse is turning 65 in March and will then be enrolling in Medicare, along with adding supplemental health and prescription plans. She explained that a similar opt-out plan was done for the previous Parks & Recreation Director and his spouse when they each turned 65 and switched to Medicare instead of the City's health insurance plan. The City Clerk explained that the Public Works employee's situation is different in that he still has a dependent that needs health insurance coverage. She stated that staff is proposing to cover the out of pocket costs of the spouse's supplemental Medicare policies and one-half of the employee cost share amount for family health insurance. She explained that this proposal benefits both the employee and the City.

Montour introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-2-27 – APPROVING THE HEALTH INSURANCE/OPT-OUT PLAN FOR AS PRESENTED BY THE CITY CLERK

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The foregoing resolution was duly seconded by McGraw.
Ayes (5).
Nays (0). Resolution declared adopted.

**ASSIGNMENT &
ASSUMPTION OF
CONDITIONAL
ASSIGNMENT OF
RIGHTS FOR
SUITE LIVING
OF LITTLE
CANADA SENIOR
HOUSING**

The City Administrator explained that the City entered into a purchase agreement with Cash for Homes and then assigned the rights to Suite Living Specialty Senior Services, LLC. Since the initial Assignment & Assumption of Rights was executed in December 2017 for the Suite Living senior housing project, the developer has formed a new limited liability company to own the property. He stated that the attorney representing the developer has requested that the City sign the updated Assignment & Assumption with the new company name.

Keis introduced the following resolution and moved its adoption:

**RESOLUTION NO. 2018-2-28 – APPROVING THE UPDATED
ASSIGNMENT & ASSUMPTION OF CONDITIONAL ASSIGNMENT
OF RIGHTS FOR SUITE LIVING OF LITTLE CANADA**

The foregoing resolution was duly seconded by Fischer.
Ayes (5).
Nays (0). Resolution declared adopted.

**2018 COUNCIL
GOALS & CALL
FOR A WORKSHOP
ON MARCH 14,
2018 TO REVIEW
THE ACTION
PLANS,
INCLUDING
DISCUSSION ON
REDEVELOPMENT
GOALS**

The City Administrator explained that on January 31, 2018, the Council held their annual goal setting session. He reported that there was overwhelming consensus among the Council members and non-elected participants on their top goals.

Keis stated that he feels the top four goals are great. He noted that he assumed that the community survey was a done deal. Fischer stated that he would like to have the six goals, which includes a community survey. There was Council consensus to move forward with the six goals as presented by the City Administrator.

The City Administrator stated that staff recommends the Council call for a workshop on March 14, 2018 at 6:00pm to review the goal action plans and to have further discussions on redevelopment objectives.

Montour introduced the following resolution and moved its adoption:

**RESOLUTION NO. 2018-2-29 – CALLING FOR A WORKSHOP ON
MARCH 14, 2018 AT 6:00PM TO REVIEW THE ACTION PLANS,
INCLUDING DISCUSSION ON REDEVELOPMENT GOALS**

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The foregoing resolution was duly seconded by McGraw.
Ayes (5).
Nays (0). Resolution declared adopted.

**CREATION OF
A NEW TIF
DISTRICT**

The City Administrator stated that with the Suite Living project moving forward, the City needs to take steps to create a new tax increment financing (TIF) district to capture that growth to assist with other redevelopment efforts. He noted that the senior housing project would not get any TIF benefit, but the development would be used to provide funds for other areas.

The City Administrator stated that the map in the packet is what he thought the district parcels would be, but he recently heard from Ehlers about coverage requirements, which means that additional parcels may need to be added. He thinks by doing this, it could help the Council achieve other redevelopment goals. He noted that this plan should be in place for approval at the April 11 Council meeting.

Montour introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-2-31 –APPROVE RESOLUTION 2018-2-30 CALLING FOR A PUBLIC HEARING ON APRIL 11, 2018 FOR THE ESTABLISHMENT OF TIF DISTRICT 3-4; AUTHORIZING EHLERS TO PREPARE THE TAX INCREMENT FINANCING PLAN FOR TIF 3-4 AND TO SUBMIT ALL REQUIRED NOTICES; AND AUTHORIZE CITY STAFF TO HIRE A COMPANY TO COMPLETE THE STRUCTURAL EVALUATIONS OF THE FIVE COMMERCIAL BUILDINGS TO BE INCLUDED WITHIN TIF DISTRICT 3-4

The foregoing resolution was duly seconded by Keis.
Ayes (5).
Nays (0). Resolution declared adopted.

**ADDITIONAL
MEETINGS
WITH SEH FOR
PARKS
MASTER PLAN**

The City Administrator explained that the Parks & Recreation Commission recommends modifying the work scope to add up to four additional meetings with the SEH consultant to help complete the Parks Master Plan. He noted that the cost of each meeting is \$1,200, but staff will be ensuring that what was in the contract is being received.

Keis introduced the following resolution and moved its adoption:

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**RESOLUTION NO. 2018-2-32 –APPROVE UP TO FOUR
ADDITIONAL MEETINGS WITH SEH STAFF AND THE PARKS &
RECREATION COMMISSION TO ASSIST WITH COMPLETION OF
THE PARKS MASTER PLAN, AT A COST OF \$1,200 PER MEETING**

The foregoing resolution was duly seconded by Fischer.
Ayes (5).
Nays (0). Resolution declared adopted.

**COUNCIL
ELECTRONICS
POLICY**

The City Administrator reminded the Council about the City’s policy for the Council to upgrade their electronic devices.

ADJOURN

There being no further business, the meeting was adjourned at 8:51p.m.

John T. Keis, Mayor

Attest: _____
Joel Hanson, City Administrator