

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

**FEBRUARY 12, 2018**

Pursuant to due call and notice thereof a special 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 5:30 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. Mike McGraw
	Council Member	Mr. Christian Torkelson (arrived at 7:11pm)

ALSO PRESENT:	City Administrator	Mr. Joel R. Hanson
	City Engineer	Mr. Lee Elfering
	City Clerk	Ms. Heidi Heller

**IMPROVEMENT  
NO. 2018-01  
JACKSON  
STREET – OLD  
COUNTY ROAD  
C / LAKESHORE  
AVENUE**

Mayor Keis opened the Public Hearing to consider the improvement of Jackson Street, Old County Road C and Lakeshore Avenue (from Demont Avenue to Little Canada Road) by mill & overlay with some curb repairs as needed and water main inspections with repairs as needed. **(Note: This meeting was rescheduled from January 22<sup>nd</sup> due to a snow storm. New notices were published and mailed.)** There were nine attendees in the audience.

The City Engineer reported that the purpose of tonight's hearing is to present the proposed improvement of Jackson Street, Old County Road C and Lakeshore Avenue to the City Council and impacted property owners. This meeting gives property owners the opportunity to provide input and voice concerns about the project. The City Council will then determine whether or not the project moves forward.

The City Engineer provided information and showed photos of the condition of Jackson Street, Old County Road C and Lakeshore Avenue that resulted in the proposed improvement. He stated that the street has deteriorated to a condition that now requires a mill & overlay.

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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 starts, and typically after substantial completion of the project, an assessment hearing is held.

The 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 would then accrue to the date the assessment was approved. The assessments can be paid off at any time.

The project is proposed to consist of a mill & overlay with curb repairs as needed. The City Engineer explained that they will also inspect water main valves. He then reviewed the construction process in detail. The Engineer 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 timeline.

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. He noted that the properties will be assessed for their frontage footage up to a maximum of 125 feet, except for some that have additional development potential or are a corner lot.

At this point the public hearing was opened for comments from the general public.

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The Director of Christian Life Ministries asked if the non-profit business that owns the property at 2750 Lakeshore could be reconsidered to a lower rate. She stated that they are looking at remodeling and may have to add a sprinkler system, and would need to increase the water line size, and is there a way to work together while the street is being worked on. She was concerned about maintaining their driveway accesses during construction. The City Engineer said we could accommodate the new water service with our project with the additional cost to be assessed to the property owner. Staff could look at our policy in terms of a lower assessment.

Resident stated that there is a lot of fast traffic that uses these streets as a throughway in order to avoid Rice Street. The City Administrator stated that the Engineer can look at striping these streets a little narrower at 11 feet wide, which can help slow traffic. He stated that another resident asked about using rumble strips on the shoulder, which are difficult in areas that have to plow snow, but staff will look at the few options.

The resident at 168 Old County Road C questioned the stated amount of his frontage listed on the assessment sheet. The City Engineer stated that it is because he is along right of way and that side is considered the frontage. He noted that this property is only being assessed for 125 feet, not the full 370 feet.

Keis asked if everyone in attendance was in support of proceeding with the improvement. No one in attendance stated they were not in support for the project.

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

Keis introduced the following resolution and moved its adoption:

**RESOLUTION NO. 2018-2-21 – ORDERING IMPROVEMENT NO. 2018-01, JACKSON STREET / OLD COUNTY ROAD C / LAKESHORE AVENUE, AND AUTHORIZING THE CITY ENGINEER TO PREPARE PLANS AND SPECIFICATIONS FOR THIS IMPROVEMENT**

The foregoing resolution was duly seconded by Fischer.  
Ayes (4).  
Nays (0). Resolution declared adopted.

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**IMPROVEMENT  
NO. 2018-03  
CONDIT  
STREET /  
BURKE LANE**

Mayor Keis opened the Public Hearing at 6:15 pm to consider the improvements of Condit Street and Burke Lane (from Nadeau Road to Nadeau Road) by full reconstruction. **(Note: This meeting was rescheduled from January 22<sup>nd</sup> due to a snow storm. New notices were published and mailed.)** There were nine residents in attendance.

The City Engineer reported that the purpose of tonight's hearing is to present the proposed improvement of Condit Street and Burke Lane 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 Engineer provided information about the condition of Condit Street and Burke Lane that resulted in the proposed improvement. He stated he is proposing that it be a full reconstruction to an urban standard with concrete curb and gutter installed, and extend the storm sewer rather than just have catch basins. The project is proposed to also consist of inspections and any needed repairs to the water main repairs, but these costs are paid by the City's capital improvement funds. He explained that there are stormwater infiltration requirements that must be met, and the most common and least expensive way to do this is through rain gardens. He explained that these are slight depressions near the street that capture stormwater runoff and must drain within 48 hours.

The 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 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 on certified assessments would accrue from the date they are approved. The assessments can be paid off at any time.

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The Engineer then reviewed the construction process in detail. The Engineer then reported that there will be inconveniences and 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. Since this is a full reconstruction, the contractor will likely install temporary boxes just outside of the project area for use by the Post Office. 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.

The Engineer reported on project funding, noting that sanitary sewer, water main and storm sewer repair costs are not assessed. A portion 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 most residential properties will be assessed \$8,961.89 for one unit, except for the property at 2828 Condit which has an agreement from 1978 stating that no assessments would occur. He explained that there are not a lot of properties on these streets to split the costs.

Resident questioned why the street needed to be reconstructed instead of cheaper options. The City Engineer stated that the road was constructed in the 1970's, and he did borings and found inconsistencies in the thickness of the gravel under the bituminous, ranging from two inches to four inches. He explained that in order to have a street last 25 years, it must have a larger minimum thickness and be consistent on the whole road. Staff indicated they would review the application of the assessment policy for this street to see if some additional credit could be provided given some storm sewer and bituminous curb & gutter already existed.

Keis asked if everyone was in support of proceeding with the improvement project. No one in attendance stated they were not in support for the project.

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

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McGraw introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2018-2-22 – ORDERING IMPROVEMENT NO. 2018-03, CONDIT STREET / BURKE LANE (FROM NADEAU ROAD TO NADEAU ROAD), AND AUTHORIZING THE CITY ENGINEER TO PREPARE PLANS AND SPECIFICATIONS FOR THIS IMPROVEMENT.***

The foregoing resolution was duly seconded by Montour.

Ayes (5).

Nays (0). Resolution declared adopted.

**ADJOURN**

There being no further business, the meeting was adjourned at 7:17 p.m.

\_\_\_\_\_  
John Keis, Mayor

Attest: \_\_\_\_\_  
Joel Hanson, City Administrator

**IMPROVEMENT  
NO. 2018-02  
PARK VIEW  
COURT**

Mayor Keis opened the Public Hearing during the City Council meeting 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. 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

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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 noted that the City installs paving in two lifts, and the second lifts will be completed the next year in order to ensure that any settling after winter is addressed prior to installing the last lift. The Engineer 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.

The City Engineer reported on project funding, noting that sanitary sewer, water main and storm sewer repair costs would not be assessed. 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.

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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.