

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

FEBRUARY 28, 2018

Pursuant to due call and notice thereof a regular meeting of the City Council of Little Canada, Minnesota was convened on the 28th 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 7:30 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. Christian Torkelson

ABSENT:	Council Member	Mr. Mike McGraw
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ALSO PRESENT:	City Administrator	Mr. Joel R. Hanson
	Assoc. Planner/Code Enf.	Ms. Jessica Jagoe
	Parks & Rec/Comm. Serv.	Mr. Bryce Shearen
	Public Works Director	Mr. Bill Dircks
	Cable TV Producer	Mr. Kevin Helander

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Montour introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2018-2-33 – APPROVING THE MINUTES OF
THE FEBRUARY 12, 2018 SPECIAL MEETING AND FEBRUARY
12, 2018 REGULAR COUNCIL MEETING AS SUBMITTED***

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

**PLANNED UNIT
DEVELOPMENT,
ARCHITECTURAL
REVIEW,
PRELIMINARY &
FINAL PLATS AT
2736 & 2744 RICE
ST; APPLICANT:
SUITE LIVING OF
LITTLE CANADA –
HAMPTON
COMPANIES**

Mayor Keis opened the Public Hearing.

The Associate Planner explained that Suite Living of Little Canada-Hampton Companies has applied for a Planned Unit Development, architectural review, comprehensive sign plan review, and preliminary and final plats for a 32 unit senior assisted living facility. She reported that the Planning Commission recommended approval, but staff and the City Engineer had requested additional information, and were waiting for the

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developer. She stated that based on the developer needing more time to submit the information, staff is recommending that this case be tabled until the March 14, 2018 Council meeting. She noted that the public hearing would be continued on that date.

Keis introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-2-34 – APPROVE TABLING THE PLANNED UNIT DEVELOPMENT ARCHITECTURAL REVIEW, PRELIMINARY & FINAL PLATS FOR SUITE LIVING LITTLE CANADA AT 2736 & 2744 RICE STREET UNTIL THE MARCH 14, 2018 CITY COUNCIL MEETING

The foregoing resolution was duly seconded by Torkelson.

Ayes (4).

Nays (0). Resolution declared adopted.

**CONSENT
AGENDA**

Montour introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-2-35 – APPROVING THE CONSENT AGENDA WHICH CONTAINS THE FOLLOWING:

****APPROVAL OF THE VOUCHERS***

****APPROVE RESOLUTION 2018-2- 38, FIRST AMENDMENT TO EDUCATIONAL FACILITIES REVENUE REFUNDING NOTE (ST. PAUL ACADEMY & SUMMIT SCHOOL PROJECT), SERIES 2017 AND AUTHORIZING THE EXECUTION OF DOCUMENTS RELATED THERETO***

The foregoing resolution was duly seconded by Keis.

Ayes (4).

Nays (0). Resolution declared adopted.

**2018 ANIMAL
IMPOUND
CONTRACT
WITH CITY OF
ST. PAUL**

The City Administrator stated that Hillcrest Animal Hospital is discontinuing their impound services arrangement with the contract cities. He explained that options were very limited for finding another provider, but the Ramsey County Animal Control Officer was able to secure an arrangement with the City of St. Paul. He noted that the services provided by this contract are very similar to arrangement with Hillcrest, however there will be an increase in fees charged. Keis asked how much of an annual increase this would be. The City Administrator stated it all depends on many animals are picked up and what type of services they need, but estimates a cost increase of \$1,000-\$1,500 per year.

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Keis introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2018-2-36 – APPROVE THE 2018 ANIMAL
IMPOUND CONTRACT WITH THE CITY OF ST. PAUL AS
PRESENTED BY THE CITY ADMINISTRATOR***

The foregoing resolution was duly seconded by Montour.

Ayes (4).

Nays (0). Resolution declared adopted.

**OLD FIRE HALL
RENOVATIONS**

The City Administrator explained that Dick Krumm, of RVK Architects, has submitted a bid package and drawings to consider related to the exterior renovations of the Old Fire Hall. He explained that he had some questions for the Council to discuss after reviewing the plans. He asked if we should include an alternate for metal cap versus terra cotta. Terra cotta would restore the original look of the building, but might be substantially more expensive. Montour stated this should be done.

The City Administrator asked if the Council wanted to be involved in selecting the brick to be used to ensure accurate pricing and the desired look. Keis stated that it will be fine to get something that generally meets the look and feel of the current brick. Fischer agreed.

The City Administrator asked if the landscaping along Little Canada Road should include a rain garden to lower on-going maintenance. He noted the City Engineer should comment on whether this makes sense or not. He stated that staff felt the raised planting beds by the building are a good idea, but maybe not beds by the road. The Public Works Director stated that raised planter beds by the road would cause problems for plowing, and possibly cause problems when people park on top during rentals. Torkelson asked if there was something that could be put there only from spring to fall, and then moved for winter. The Public Works Director stated there are large bowel planters on Little Canada Road that staff could look into. Torkelson noted that these items could be added at any time. There was consensus to put planter beds only by the building with low maintenance plants.

The City Administrator asked if there should be additional options for exterior finishes on the other three sides provided. He stated that the Old Fire Hall committee had recommended only painting and repairing cracks, but he suggested that the Council may want to consider an alternate finish since the west side is so visible. He reported that Mr. Krumm has indicated that he was planning on pricing some other options for our consideration.

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The City Administrator stated that based on the price of \$1,200 per garage door, wrapping the doors seems reasonable, but was concerned that wrapping may not be a good long-term solution. Therefore, we may want to price replacement doors so we have a cost comparison. The Council agreed and Mr. Krumm will bid replacement doors as an option so we can see the cost/quality difference.

The City Administrator stated that we will want detailed specs on the portion of the roof to be reroofed. He noted that with the other work planned, it made sense to take care of the remaining piece of roof now. He noted that replacing the roof has been a planned capital improvement project for a while.

Montour introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-2-37 – APPROVING THE OLD FIRE HALL RENOVATIONS BID PACKAGE FROM RVK ARCHITECTS AS MODIFIED

The foregoing resolution was duly seconded by Fischer.

Ayes (4).

Nays (0). Resolution declared adopted.

**CALL FOR A
JOINT MEETING
ON MARCH 22,
2018 WITH THE
PARKS &
RECREATION
COMMISSION TO
REVIEW THE
DRAFT PARKS
MASTER PLAN**

The Parks & Recreation/Community Services Manager explained that the consultant, SEH, is finishing the draft Parks Master Plan, and would like to have a joint meeting with the City Council and Parks & Recreation Commission to review and finalize priorities, make edits and add any additional comments.

Montour introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-2-39 – CALL FOR A JOINT MEETING WITH THE PARKS & RECREATION COMMISSION ON MARCH 22, 2018 AT 6:00PM TO REVIEW THE DRAFT PARKS MASTER PLAN

The foregoing resolution was duly seconded by Keis.

Ayes (4).

Nays (0). Resolution declared adopted.

**COMMUNITY
SURVEY
PROPOSAL**

The City Administrator stated that the City Council has indicated that they would like to move forward with a community survey. He stated that a proposal was received from Morris Leatherman Company who has done the City's surveys in the past. He noted that the City's last survey was

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done in 2011 and contained 112 questions. He explained that the price range was \$18,000 to \$22,000 for a survey length of between 120 and 150 questions, along with receiving comparison information. Keis stated that these surveys are very helpful to make sure the City is moving in the direction the residents want. Fischer agreed.

Montour introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-2-40 – TO ACCEPT A PROPOSAL FROM MORRIS LEATHERMAN COMPANY TO CONDUCT A COMMUNITY SURVEY IN 2018

The foregoing resolution was duly seconded by Fischer.

Ayes (4).

Nays (0). Resolution declared adopted.

**APPROVING
ACCESS TO U.S.
BANK
ACCOUNTS**

Keis stated that the City needs to designate signees and give access to the US Bank accounts with an official resolution. The City Administrator clarified that there have been signature cards done at the bank over the years, but they cannot find electronic records of those so we need to get everything up to date.

Keis introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-2-41 – DESIGNATING CITY ADMINISTRATOR JOEL HANSON, FINANCE DIRECTOR SHARON PROVOS AND MAYOR JOHN KEIS AS SIGNEES AT US BANK, AND ALLOWING ACCESS BY FINANCE DIRECTOR SHARON PROVOS AND ACCOUNTANT BONNIE KERAN TO US BANK CITY ACCOUNTS

The foregoing resolution was duly seconded by Fischer.

Ayes (4).

Nays (0). Resolution declared adopted.

ADJOURN

There being no further business, the meeting was adjourned at 8:02p.m.

John T. Keis, Mayor

Attest: _____
Joel Hanson, City Administrator