

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

MARCH 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 March, 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
	Council Member	Mr. Mike McGraw
ALSO PRESENT:	City Administrator	Mr. Joel R. Hanson
	Cable TV Producer	Mr. Kevin Helander

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Fischer introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2018-3-55 – APPROVING THE MINUTES OF
THE MARCH 14, 2018 WORKSHOP AND THE MARCH 14, 2018
REGULAR COUNCIL MEETING AS SUBMITTED***

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

PRESENTATION

Jon Joriman, President of the Little Canada Recreation Association, stated that the LCRA would like to present a plaque to the City of Little Canada showing their appreciation for all of the support that they receive from the City for their various fund raising events. The Mayor and Council thanked LCRA for the recognition and expressed their appreciation for all the work LCRA does to benefit the community.

**CONSENT
AGENDA**

Torkelson requested that Approval of the Terrace Heights Mobile Home Park Storm Shelter Agreement be removed from the consent agenda in order to have discussion.

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Montour introduced the following resolution with the Terrace Heights Storm Shelter Plan removed and moved its adoption:

RESOLUTION NO. 2018-3-56 – APPROVING THE CONSENT AGENDA WHICH CONTAINS THE FOLLOWING:

- *APPROVAL OF THE VOUCHERS***
- *APPROVAL OF PARKS & RECREATION DONATIONS***
- *APPROVAL OF ORDINANCE 825 – AMENDING THE FEE SCHEDULE FOR WATER & SEWER AND TRASH RATES***
- *APPROVAL OF BUILDING INSPECTIONS CONTRACT***
- *APPROVAL OF TEMPORARY LIQUOR LICENSE FOR ST. JOHN’S CHURCH***

The foregoing resolution was duly seconded by McGraw.

Ayes (5).

Nays (0). Resolution declared adopted.

**TERRACE
HEIGHTS
MOBILE HOME
PARK STORM
SHELTER
AGREEMENT**

Torkelson stated that Terrace Heights is a mobile home park that does not have its own storm shelter, so it uses the Roseville Middle School as the place of shelter for their residents in the event of severe weather. He explained that the City was presented with a new agreement between the Roseville School District and the mobile home park’s new owners to continue to use the school as a storm shelter. He stated that the residents felt now would be a good time to add additional items to the agreement.

Jonathon Turner, a Terrace Heights resident who is on the park’s new association board, stated that he has lived there for five years and was told that the shelter was at “the school”. He only recently learned it was at Roseville Middle School and not Capitol View Center, which is where he assumed it was. He noted that his father is in a wheelchair and would have to go all the way around the fenced property to get to the building, and suggested that a gate could be installed. He explained that he wants more specific information added to the agreement, such as stating which school, what door residents should use, and also noted that this plan should be given to each resident instead of only being available in the park office. He suggested that the shelter be moved to Capitol View since it is closer to some of their homes. McGraw stated that these are all good points for the plan.

The City Administrator stated that City Staff also suggested to Park Management that they consider moving the location to Capitol View, but that request will have to wait until after construction is completed. Torkelson provided a photo showing that the entire Roseville Middle School property is fenced, so anyone who cannot squeeze through the

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small openings has to follow the streets around to the main entrance. Sonya, resident of Terrace Heights, stated that she came to the meeting to say all of the things that Mr. Turner stated.

McGraw stated that there should be a designated shelter area inside the school that would be determined by school officials. Fischer stated there should be a map showing residents the exact path to get to the school and what door to use. He suggested that this item be tabled until a more detailed plan is received from the Terrace Heights owners.

Torkelson introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-3-57 – TABLING THE TERRACE HEIGHTS MOBILE HOME PARK STORM SHELTER PLAN UNTIL THE TERRACE HEIGHTS OWNERS SUBMIT AN AMENDED PLAN WITH MORE DETAILED INSTRUCTIONS AND DOCUMENTATION

The foregoing resolution was duly seconded by Montour.

Ayes (5).

Nays (0). Resolution declared adopted.

**CORRIDORS OF
COMMERCE –
RESOLUTION OF
SUPPORT**

The City Administrator explained that the Minnesota Department of Transportation is in the process of selecting projects from across the state to receive a portion of the \$400 million of 2018 Corridors of Commerce funding. He stated that a portion of the scoring system relates to the adjacent cities and counties support of the projects, which must be provided in the form of a resolution. He noted that there are two projects within the list that are adjacent to Little Canada: construction of MNPASS managed lanes between I-35W and I-35E and improvement of Highway 36 between I-35W and I-35E. The City Administrator stated that our support does not constitute design approval or eliminate the need for MNDOT to receive municipal consent for the projects that are chosen.

Montour introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-3-58 – ADOPTING THE RESOLUTION OF SUPPORT FOR THE TWO CORRIDORS OF COMMERCE PROJECTS THAT WOULD HAVE IMPACTS WITHIN THE CITY OF LITTLE CANADA'S BORDERS, AS PRESENTED BY THE CITY ADMINISTRATOR

The foregoing resolution was duly seconded by Fischer.

Ayes (5).

Nays (0). Resolution declared adopted.

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**CIVIC PLUS
CONTRACTS FOR
CANADIAN DAYS
& LITTLE
CANADA FIRE
DEPARTMENT**

The City Administrator explained that the Little Canada Fire Department and Canadian Days would like to use a Civic Plus Department Header package which would be an addition to the City's new website. He stated that this will allow them to utilize their own unique web address and customize the pages. He explained that the cost per entity for year one will be \$3500, which includes the design and set up fee, and then year two and beyond will be the annual service fee of \$650, which is subject to annual increases. He noted that the City will be billed for the services and both the Fire Department and Canadian Days have agreed to reimburse the City for these charges.

Fischer stated that he wants to make sure that since Canadian Days and the Fire Department will be piggy-backing on the City's website, will they be subject to our rules for what is posted. The City Administrator stated that they will not be able to access the City's pages. Torkelson clarified that when either group's webpage is shown, the URL will show www.littlecanadamn.org/fire department or Canadian Days. Fischer stated that staff should make sure that the correct policies are in place.

Keis introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-3-59 – APPROVING THE CIVICPLUS DEPARTMENT HEADER CONTRACTS AND AGREEMENTS FOR REIMBURSEMENT FOR THE LITTLE CANADA FIRE DEPARTMENT AND CANADIAN DAYS AS PRESENTED BY THE CITY ADMINISTRATOR

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

**ST. PAUL
REGIONAL
WATER SERVICE
– CONTRACT
AMENDMENT**

The City Administrator stated that St. Paul Regional Water Service conducted a rate study last year, and as a result they are proposing an increase in the base fee/month from \$7,300 to \$10,150, but the percentage of lowest seasonal rate charged to St. Paul retail customers will drop from 65% to 60%. He explained that this drop could save the City about \$68,000 per year. He noted that these changes will be retroactive to January 1, 2018. The City Administrator recommends the Council approve Amendment #2 to the Contract for Water Service with the Board of Water Commissions of the City of St. Paul.

Fischer introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-3-60 – APPROVING AMENDMENT NO. 2 TO THE CONTRACT FOR WATER SERVICE BETWEEN THE

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BOARD OF WATER COMMISSIONERS OF THE CITY OF ST. PAUL AND THE CITY OF LITTLE CANADA

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

**ORDINANCE 826 -
AMENDING CITY
CODE CHAPTER
1601 TO ADD
DAYTIME
SPRINKLING BAN**

The City Administrator stated that at the March 14, 2018 Council meeting, staff was directed to amend the water ordinance to include a daytime watering ban. He explained that there is already language in the City Code regarding the Council's ability to enact an odd/even watering ban if desired. He stated that Ordinance 826 adds new language to show the daytime watering ban as well. He noted that staff is recommending the restrictions run every day between 10:00am and 6:00pm from May 1 to September 30 for lawn, garden and shrub watering. He explained that the penalties are shown as a warning for the first offense and then civil fines that increase in steps for each successive offense. He noted that car washing, filling kiddie pools or hand watering plants or gardens would be permitted at all times. Montour clarified that this applies to both residential and commercial properties.

Keis introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2018-3-61 – ADOPTING ORDINANCE 826,
AMENDING CHAPTER 1601 OF THE LITTLE CANADA CITY
CODE AMENDING WATER USE RESTRICTIONS***

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

**CALL FOR A
SPECIAL METING
TO CONSIDER
THE PURCHASE
AGREEMENT FOR
53 & 167 SOUTH
OWASSO
BOULEVARD**

The City Administrator stated that there are few more details to finalize on the purchase agreement for 53 and 167 South Owasso Boulevard, but it will be ready by Monday or Tuesday for the Council to act on.

Montour introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2018-3-62 – CALLING FOR A SPECIAL
MEETING ON TUESDAY, APRIL 3, 2018 AT 6:30PM TO CONSIDER
THE PURCHASE AGREEMENT FOR 53 & 167 SOUTH OWASSO
BOULEVARD***

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

**APPROVE
PAYMENT OF
PARKING LOT
SECURITY
CAMERA AT THE
FIRE STATION**

The City Administrator explained that the Fire Department's parking lot was expanded in 2017 and the project costs were budgeted at \$237,500. He stated that based on the City Engineer's estimates, the project is expected to come in at \$245,000 when landscaping and lighting were included. He noted that there is a modification that must be done to the infiltration basin or correct an erosion issue. The City Administrator stated that the Fire Department has requested the addition of a security camera to cover the parking lot area at a cost of \$1,060.81. He noted that since the project is over the budgeted amount, the Council should approve the payment for this additional item.

Keis introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-3-63 – APPROVING THE PAYMENT FOR \$1,060.81 TO TYCO INTEGRATED SECURITY FOR A SECURITY CAMERA AT THE LITTLE CANADA FIRE DEPARTMENT AND INCREASING THE BUDGET FOR THE FIRE DEPARTMENT PARKING LOT EXPANSION FROM \$237,500 TO \$246,500

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

**APPROVE
CORPORATE
RESOLUTION
RELATIVE TO
NEGOTIATIONS
AND EXECUTION
OF THE SALE OF
THE TWO CELL
TOWER LEASES
AT 53 & 167
SOUTH OWASSO
BOULEVARD
WITH CROWN
CASTLE**

At this point in the meeting, the City Council temporarily adjourned and convened as the Economic Development Authority for the purpose of approving a corporate resolution relative to the sale of two cell tower leases.

Montour introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-3-64 – RECESSING THE CITY COUNCIL MEETING AND CONVENING AS THE ECONOMIC DEVELOPMENT AUTHORITY

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

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The City Administrator stated that the City has been negotiating the sale of the two cell tower leases on 53 South Owasso Boulevard with Crown Castle. He explained that in finalizing this process, they are asking for a corporate resolution granting authority to negotiate the sale and authorizing the execution of sale documents. He noted that staff modified the resolution to require approval of the final sale documents before execution. The President and Secretary of the EDA would be the authorized parties to execute documents on behalf of the EDA.

Montour introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-3-65 – APPROVING THE RESOLUTION AUTHORIZING JOEL HANSON, ON BEHALF OF THE EDA, TO NEGOTIATE THE SALE OF CELL TOWER LEASES; AND AUTHORIZING EDA PRESIDENT JOHN T. KEIS AND EDA SECRETARY JOEL HANSON TO EXECUTE ANY DOCUMENTS REQUIRED FOR THE SALE OF TWO CELL TOWER LEASES

The foregoing resolution was duly seconded by Fischer.

Ayes (5).

Nays (0). Resolution declared adopted.

Montour introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-3-66 – CLOSING THE PUBLIC HEARING AND ADJOURNING THE ECONOMIC DEVELOPMENT AUTHORITY MEETING AND RECONVENING THE CITY COUNCIL MEETING

The foregoing resolution was duly seconded by Keis.

Ayes (5).

Nays (0). Resolution adopted.

ADJOURN

There being no further business, the meeting was adjourned at 8:11 p.m.

John T. Keis, Mayor

Attest: _____
Joel Hanson, City Administrator