

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

**JULY 11, 2018**

Pursuant to due call and notice thereof a regular meeting of the City Council of Little Canada, Minnesota was convened on the 11<sup>th</sup> day of July, 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. Mike McGraw
	Council Member	Mr. Christian Torkelson

ALSO PRESENT:	Public Works Director	Mr. Bill Dircks
	Assoc. Planner/Code Enf.	Ms. Jessica Jagoe
	Parks & Rec/Comm. Serv.	Mr. Bryce Shearen
	City Clerk	Ms. Heidi Heller
	City Attorney	Mr. Pat Kelly
	Cable TV Producer	Mr. Kevin Helander

**MINUTES** Fischer introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2018-7-145 – APPROVING THE MINUTES OF  
THE JUNE 27, 2018 REGULAR COUNCIL MEETING AS  
SUBMITTED***

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

**ANNOUNCEMENTS** Keis announced that Canadian Days is coming up August 3 through 5 at Spooner Park.

**CONSENT** Montour introduced the following resolution and moved its adoption:

**AGENDA**

***RESOLUTION NO. 2018-7-146 – APPROVING THE CONSENT  
AGENDA WHICH CONTAINS THE FOLLOWING:***

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***\*APPROVAL OF THE VOUCHERS  
\*ESTABLISH AN ABSENTEE BALLOT BOARD  
\*APPOINT ELECTION JUDGES FOR PRIMARY ELECTION ON  
AUGUST 14, 2018***

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

**3151 COUNTRY  
DRIVE PLANNED  
UNIT  
DEVELOPMENT  
APPROVAL  
EXTENSION**

The Associate Planner reported that in January, Meyer Company, also known as Pete's Water & Sewer, was approved for a Planned Unit Development amendment for outdoor storage and a conditional use permit for a special purpose fence at 3151 Country Drive. She explained that one of the conditions of approval was that all of the exterior site improvements needed to be completed by June 30, 2018. She stated that the company contacted her recently because they have had a number of delays that has led to all of the improvement items still being incomplete by the deadline. She noted that the Building Official has confirmed that permits have been approved for the exterior work and paving. The Associate Planner stated that Meyers Company is requesting an extension until August 31 to complete the exterior improvement as required. She noted that she received notice today that they have finished the exterior and garage door framing on the west side of the building. She stated that staff recommends an extension be granted until August 31, 2018.

Keis introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2018-7-147 – APPROVING AN EXTENSION  
UNTIL AUGUST 31, 2018 FOR MEYER COMPANY AT 3151  
COUNTRY DRIVE TO COMPLETE THE EXTERIOR  
IMPROVEMENTS REQUIRED PER THE PLANNED UNIT  
DEVELOPMENT AMENDMENT APPROVAL.***

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

**ASSESSMENT  
REQUEST FOR  
MINNPACE  
PROGRAM  
APPLICATION  
FOR SUITE  
LIVING LITTLE  
CANADA**

The City Clerk reported that the City had entered into a Joint Powers Agreement with the St. Paul Port Authority to administer the MinnPACE program for the City. She explained that the new Suite Living Little Canada senior housing project has been approved for financing through this program and will pay back the loan through a special assessment that the City will agree to certify to its property. She noted that the letter from the St. Paul

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Port Authority requesting the assessments be placed on the property for the total amount of \$1,125,000 is included in tonight's additions packet. She stated that staff recommends the Council place the assessments on the Suite Living Little Canada parcels.

Montour introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2018-7-148 – AGREE TO PLACE PROPERTY ASSESSED CLEAN ENERGY (PACE) SPECIAL ASSESSMENTS ON PARCELS 06-29-22-33-0034 AND 06-29-22-33-0035 FOR A TOTAL OF \$1,125,000 AS REQUESTED BY THE PROPERTY OWNER, DIGNICARE PROPERTIES OF LITTLE CANADA, LLC***

The foregoing resolution was duly seconded by Montour.

Ayes (5).

Nays (0). Resolution adopted.

**93 WEST  
DISBURSEMENT  
AGREEMENT**

The City Attorney reported that the City has agreed to provide \$200,000 in funding to the owner of the office building at 93 West Little Canada Road. He stated that this agreement is a result of the city facilitating the move of the senior housing project from this property to the Rice Street location. He explained that the \$200,000 contribution is being funded by the assignment fee the City charged to the Suite Living developers to transfer our purchase agreement with Cash for Homes to them. The City will be gaining \$200,000 from that transaction, but those proceeds will not be realized for three years based on our loan agreement with Suite Living. The City Attorney stated that the owner of the 93 West building will use the funds to make enhancements to the property as defined in the agreement. He explained that the City will be reimbursing the property owner after the work has been paid for by the owner and a lien release is provided to the City.

Fischer clarified that the Building Inspector will have the authority for some sort of recourse if any work is not done properly. The City Attorney stated that the Building Inspector would be able to stop the project if compliance is not reached. He noted that at least two quotes must be received from all work components and any changes to the work scope needs the approval of the City before they can be made.

Keis introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2018-7-149 – APPROVE THE DISBURSING AGREEMENT WITH 93 WEST, LLC FOR REIMBURSEMENT OF UP TO \$200,000 OF PROPERTY IMPROVEMENTS AT 93 WEST LITTLE CANADA ROAD AS PRESENTED BY THE CITY ATTORNEY***

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

**PURCHASE  
VETERAN'S  
MEMORIAL  
PARK SIGN &  
PAVER  
ENGRAVING**

The Parks & Rec/Community Services Manager explained that the City Council approved a Veteran's Memorial Donation Policy and the process would be that the Parks & Recreation Commission will review the allocation of funds and make a recommendation to the City Council. He stated that an interpretive sign has been ordered and will be installed at Veteran's Memorial Park. He noted that this sign was part of the original project scope and the Veteran's Committee approved the language for the sign. He reported that the cost of the sign is \$617.90 from Advantage Sign in Little Canada.

The Parks & Rec/Community Services Manager reported that two 12"x12" sponsor pavers and four 4"x4" veteran pavers are currently being engraved by Rivard Stone, and will be installed by City Staff. He stated that the cost of the engraving is \$160.00.

Fischer introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2018-7-150 – APPROVE THE PURCHASE OF AN INTERPRETIVE SIGN AT VETERAN'S MEMORIAL PARK FOR \$617.90 FROM ADVANTAGE SIGN, AND FOR ENGRAVING SIX PAVERS FOR \$160.00 FROM RIVARD STONE, TO BE PAID FROM THE VETERAN'S MEMORIAL FUND***

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

**PURCHASE A  
SCOREBOARD  
FOR PIONEER  
PARK**

The Parks & Rec/Community Services Manager explained that one of the top eight of the Parks & Recreation's capital improvement priorities was to add a scoreboard to Pioneer Park field. He stated that Staff has been working with Nevco on a digital scoreboard that would suit the City's need. He explained that the proposed scoreboard measures 12 feet wide by 5 feet high, with a non-illuminated sign on the top with the City's logo and name. He noted that due to the location, it can be powered with a solar power kit which will reduce installation costs since no electricity would need to be run to the board. The Parks & Rec/Community Services Manager explained that the scoreboard would be controlled by a handheld receiver and use energy efficient LED lights. He stated that the teams that use the field and scoreboard on a regular basis would each be required to purchase their own receiver, and would then be responsible for the care and replacement if

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damaged. He reported that the cost of the digital scoreboard is \$8,142.34 and the lowest bid received for installation was \$5,600, but Staff is still looking at the possibility of Public Works Staff installing the scoreboard.

Montour asked if the installation materials were included in the price. The Parks & Rec/Community Services Manager stated that the quote from Nevco only includes the sign. He stated the sign is proposed to be placed in the northeast corner of the field.

Torkelson introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2018-7-151 – APPROVE THE PURCHASE OF A SCOREBOARD FOR PIONEER PARK FROM NEVCO FOR \$8,142.34, AND ADDITIONAL INSTALLATION COSTS FOR A TOTAL AMOUNT UP TO \$14,000, IF CITY STAFF DOES NOT DO THE INSTALL***

The foregoing resolution was duly seconded by Fischer.

Ayes (5).

Nays (0). Resolution adopted.

**PURCHASE  
PROMOTIONAL  
ITEMS**

The Associate Planner explained that city promotional items were purchased last year and used during Night to Unite and Canadian Days as part of the City's community engagement efforts. She stated that City Staff participated in the parade last year, and will be doing that again, but the promotional items supply is low. She reported that she is working with St. Croix Screenprinting in Little Canada to order new items and suggested that an amount up to \$1,500.00 be allocated to purchase promotional items for this year's Night to Unite and Canadian Days parade.

Montour introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2018-7-152 – APPROVE THE PURCHASE OF CITY PROMOTIONAL ITEMS FOR AN AMOUNT UP TO \$1,500***

The foregoing resolution was duly seconded by Keis.

Ayes (5).

Nays (0). Resolution adopted.

**PURCHASE  
NEIGHBORHOOD  
WATCH SIGNS**

The Public Works Director stated that the contract cities and Ramsey County Sheriff's Department have been working on a new design for Neighborhood Watch signs, and they now have finalized the design. He stated that the price per sign is \$54.40, although they may be about \$3.00 more each if the minimum number is not ordered from the sign company.

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He noted that 15 signs are needed for the active neighborhoods, and some potential other blocks may need signs, plus we should have some extra signs for future areas. He reported that there are still 51 signs up in the city and only 10 of those groups are still active, so the Sheriff's Department will be discussing how to handle those. The Public Works Director recommends that 35 signs be purchased for a total cost of \$1,904-\$2,009.

McGraw introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2018-7-153 – APPROVE THE PURCHASE OF  
NEIGHBORHOOD WATCH SIGNS FOR A COST UP TO \$2,100***

The foregoing resolution was duly seconded by Montour.

Ayes (5).

Nays (0). Resolution adopted.

**ADJOURN** There being no further business, the meeting was adjourned at 8:07 p.m.

\_\_\_\_\_  
John T. Keis, Mayor

Attest: \_\_\_\_\_  
Bill Dircks, Acting City Administrator