

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

AUGUST 22, 2018

Pursuant to due call and notice thereof a regular meeting of the City Council of Little Canada, Minnesota was convened on the 22nd day of August, 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. Christian Torkelson
	Council Member	Mr. Mike McGraw
ABSENT:	Council Member	Mr. Rick Montour
ALSO PRESENT:	Public Works Director	Mr. Bill Dircks
	Assoc. Planner/Code Enf.	Ms. Jessica Jagoe
	City Clerk	Ms. Heidi Heller
	Cable TV Producer	Mr. Kevin Helander

MINUTES McGraw introduced the following resolution and moved its adoption:

**RESOLUTION NO. 2018-8-169 – APPROVING THE MINUTES OF
THE AUGUST 8, 2018 REGULAR COUNCIL MEETING AS
SUBMITTED**

The foregoing resolution was duly seconded by Fischer.

Ayes (4).

Nays (0). Resolution adopted.

**PUBLIC HEARING –
TEXT AMENDMENT
& PLANNED UNIT
DEVELOPMENT
AMENDMENT FOR
2925 COUNTRY
DRIVE; APPLICANT:
AFSA SCHOOL;
PROPERTY OWNER**

Keis opened the public hearing to hear the request for a text amendment and Planned Unit Development amendment for 2925 Country Drive. He explained that the applicant has requested to table this planning case until the September 12, 2018 City Council meeting. He noted the public hearing had been scheduled for tonight so the public hearing would be opened and continued until the September 12, 2018 City Council meeting.

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Torkelson introduced the following resolution and moved its adoption:

RESOLUTION 2018-8-170 - OPENING THE PUBLIC HEARING FOR A TEXT AMENDMENT AND PLANNED UNIT DEVELOPMENT AMENDMENT AT 2925 COUNTRY DRIVE AND CONTINUING UNTIL THE SEPTEMBER 12, 2018 CITY COUNCIL MEETING.

The foregoing resolution was duly seconded by Fischer.

Aye (4).

Nays (0). Resolution declared adopted.

**CONSENT
AGENDA**

McGraw introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-8-171 – APPROVING THE CONSENT AGENDA WHICH CONTAINS THE FOLLOWING:

****APPROVAL OF THE VOUCHERS***

****APPROVE PURCHASE OF NEW WATER FOUNTAIN AT PIONEER PARK***

The foregoing resolution was duly seconded by Keis.

Ayes (4).

Nays (0). Resolution declared adopted.

**NUISANCE
ABATEMENT AT
120 LAKE STREET
EAST**

The Associate Planner explained that she had contacted Wells Fargo on August 3, 2018 about the lack of grass maintenance at this property, which is owned by them and has been vacant since June. She stated that she checked the property today and it had not been mowed yet, so the recommendation is for staff to proceed with abatement action.

McGraw introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-8-172 – APPROVING THE NUISANCE ABATEMENT AT 120 LAKE STREET EAST AS PRESENTED BY THE ASSOCIATE PLANNER

The foregoing resolution was duly seconded by Fischer.

Ayes (4).

Nays (0). Resolution adopted.

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**INTRODUCTION
OF NEW CITY
ADMINISTRATOR,
CHRIS HEINEMAN**

Keis introduced the new incoming City Administrator, Chris Heineman, who was in the audience tonight, and reported that he will be starting on September 10, 2018. He stated that the Council is very happy to have him here. Mr. Heineman stated that he is excited to work with everyone and thanked the Council for giving him the opportunity.

**ORDINANCE 830,
AMENDMENT TO
ZONING CODE
SECTION 903.110,
PUBLIC DISTRICT
SIGNAGE**

The Associate Planner reported that the City has recently received requests from the Fire Department and a couple of schools to install additional signage. She stated that in each instance, the property is already at the maximum signage allowed under the Public District regulations with an existing sign. She explained that after these requests, it was decided that we should review the amount of signage allowed in the City Code for the Public District. She reported that staff did a survey of surrounding communities to see what others were allowing for their public signage, and it fluctuates from no regulation for public signage, to similar to our requirements, to no limit on the amount allowed.

The Associate Planner stated that she has provided two ordinance amendment options for the Council to consider. She explained that the ordinance option 1 signage amount is based on previous Council discussion, but is arbitrary and up for further discussion. She reported that the Planning Commission recommended allowing the public district to have the same amount of signage as commercial districts, so ordinance option 2 is provided if the Council chooses to go along with the Planning Commission's recommendation.

Fischer clarified that the Public District was created separately from the commercial district since the public district is not necessarily advertising something like a commercial business would need. He asked if there is a real value in making it obvious that it is a fire station with signage. He is open to a larger sign size if there is a true public safety benefit. The Associate Planner noted that this change would also apply to schools and churches. Keis stated that he has heard that schools are needing to promote themselves more now. He noted that if the Planning Commission's recommendation simplifies the code, he is supportive of that. Torkelson stated that he is in favor of allowing the public district the same sign allowance as commercial properties.

McGraw introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2018-8-173 – ADOPTING ORDINANCE 830,
OPTION 2, AN ORDINANCE AMENDING ZONING CODE CHAPTER
903.110 E AS PRESENTED IN THE PLANNER'S REPORT***

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

**HUE LIFE
ONBOARDING
SERVICE FOR
NEW CITY
ADMINISTRATOR**

The City Clerk explained that Hue Life, the executive search firm, offers an onboarding service after a new city administrator is in place to help facilitate expectations between City Staff, the Council and the Administrator.

Keis stated that the Council had discussed this option early in the process and feels it would be beneficial to help the new City Administrator get up to speed and help integrate processes with staff. Fischer stated that this could facilitate some good discussions that may not happen without this. Torkelson said it makes sense to do this.

McGraw introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-8-174 – APPROVE HIRING RICHARD FURSMAN WITH HUE LIFE TO PROVIDE ONBOARDING SERVICES FOR THE INCOMING CITY ADMINISTRATOR AT A COST OF \$950 AS STATED IN THE HUE LIFE PROPOSAL

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

**NEW ACCESS
EASEMENT FOR
53 & 167 SOUTH
OWASSO
BOULEVARD**

The City Engineer stated that the City currently owns 53 and 167 South Owasso Boulevard, and since neither property has direct frontage on to South Owasso Boulevard, an access easement is in place along the railroad tracks that runs over the property that does have street frontage at 75 South Owasso Boulevard. He explained that this easement does not currently allow for utilities, so he has been working with that property owner, John Foley, on new access and utilities since the two properties will be sold soon. He stated that the driveway was not constructed over the actual easement area, so it was agreed by Mr. Foley that it makes sense to leave the driveway where it is and move the easement. He explained that he has revised the access easement description and added a drainage and utility easement centered over this new easement area. He noted the City Attorney has drafted a new Easement Agreement. He stated that the old easement can be terminated contingent on the approval of the new easement document.

The City Engineer explained that he did have discussions with Mr. Foley about being compensated for these easements, but has not guaranteed that the Council would approve this. He reported that the amount of \$7,000 was discussed as compensation for the new easements.

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McGraw clarified that if this gets taken care of tonight, the only outstanding issue yet is an easement over the Ramsey County Sheriff's Department property for drainage from the 53 and 167 South Owasso properties. The City Engineer explained that is correct, but the buyer of 53 and 167 South Owasso does not know yet what their site plan will be so they do not know where the drainage will run. He stated that he does not see a problem getting the easement needed on the County's parcel.

Keis introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-8-175 – APPROVE TERMINATING THE OLD ACCESS EASEMENT AND APPROVING THE NEW ACCESS AND DRAINAGE & UTILITY EASEMENTS, AND ALLOW UP TO \$7,000 FOR THE COST OF ACQUIRING THE NEW EASEMENTS, CONTINGENT ON CLOSING ON THE SALE OF THE PROPERTIES AT 53 & 167 SOUTH OWASSO BOULEVARD WEST

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

**CALL FOR A
WORKSHOP ON
SEPTEMBER 12, 2018**

Keis stated that the Council is calling for a workshop on September 12, 2018 at 6:00pm for further discussion on economic development options at 3060 Centerville Road.

Keis introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-8-176 – CALL FOR A WORKSHOP ON SEPTEMBER 12, 2018 AT 6:00PM TO DISCUSS ECONOMIC DEVELOPMENT OPTIONS FOR 3060 CENTERVILLE ROAD

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

ADJOURN There being no further business, the meeting was adjourned at 8:03 p.m.

John T. Keis, Mayor

Attest: _____
Bill Dircks, Acting City Administrator