

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

OCTOBER 29, 2018

Pursuant to due call and notice thereof a regular meeting of the City Council of Little Canada, Minnesota was convened on the 29th day of October, 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
	Council Member	Mr. Rick Montour

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

ANNOUNCEMENTS

The City Clerk announced that the Little Canada location for Early Voting has been moved from 5 South Owasso Boulevard to City Hall. She explained that Early Voting will begin on Tuesday, October 30 and run through Monday, November 5. She noted that voting will be open until 6:00 p.m. Tuesday through Friday and also on Saturday, November 3 from 9:00 a.m. to 3:00 p.m. She stated that any Ramsey County resident will be able to vote at Little Canada City Hall during the Early Voting period.

**PUBLIC HEARING –
AMENDMENT TO
THE PUD ZONING
DISTRICT TO
ALLOW A CHARTER
SCHOOL AT 2925
COUNTRY DRIVE;
APPLICANT: AFSA
SCHOOL, 100
VADNAIS
BOULEVARD;
PROPERTY OWNER
DICK BIAGINI**

The Associate Planner reported that at the September 12 Council meeting, the City Council made the recommendation to approve the Planned Unit Development Amendment at 2925 Country Drive to allow for a charter school to be permitted in the PUD District. She reviewed the list of conditions that the Council included with their approval. She explained that this motion included direction for city staff to prepare a zoning code amendment establishing a special PUD District. She reported that since the October Planning Commission meeting, staff has met with the Fire Marshal and Fire Chief, who have asked for some site plan modifications to widen the fire lanes, along with the City Engineer who has determined that there

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should be no storm water issues with closing the access between 2925 and 2935 Country Drive parking lots. She stated that tonight the Council is only reviewing the language proposed in Ordinance 833. She stated that a representative of the property owner for 2935 Country Drive told the Planning Commission that they did not want the fence that the Council required on the 2925 Country Drive north property line. She noted that the Ordinance language references the development agreement and PILOT agreement, and staff is still working with AFSA and the City Attorney on these agreements which will come at a later date.

David Nydegger, 180 Yorkton Ridge Road, asked if it would be a fence or a wall, what type and which side of the trees would it be on.

The Associate Planner stated that it was proposed for the east side of the trees, a solid fence, but the style and material has not been decided. Mr. Nydegger asked why it would be solid and not chain link. The Associate Planner stated that its purpose was to block lights and noise. Fischer stated that he supported the fence in order to block the headlights from the school parking lot. McGraw noted that the adjacent neighbors had asked for the fence.

Becky Meyer, Director of AFSA, stated that the fence will definitely affect the trees and would need a gate for emergency access. Jordan Pollock, agriculture instructor at AFSA, stated that these trees are white spruce and need full eight hours of sunlight each day and a fence would not allow light to get to the trees until about noon. He noted that there are a couple of sheds near the trees and the lower branches are dying. He stated that the fence posts would also disrupt the tree roots. Fischer asked what else could be used to block headlights since he recognizes that a fence may not be the best option with the trees. Ms. Meyer stated that they would be willing to look into another option, possibly a solid fence that was only tall enough to block the headlights and something else along with a fence. Mr. Pollack showed pictures of the existing trees that are next to the sheds and how the branches have died.

Mr. Nydegger stated that when the three commercial buildings were developed, the agreement was that evergreen trees must remain along Condit Street. He noted, and Mr. Pollack confirmed, that lack of care likely also caused some of the dying branches.

Amanda Gutierrez, 2921 Condit Street, stated that the school property is lower than her property, so an eight foot fence does not seem as tall from her house. She explained that she will be able to look right down on to the school and see everything through the trees. She stated that having a fence there is a big quality of life feature for her and her neighbor. She noted that

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when the plow trucks come to the commercial properties in the middle of the night, their lights on top of the trucks shine in their homes.

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

Montour introduced the following resolution and moved its adoption:

RESOLUTION 2018-10-207 - APPROVE ORDINANCE 833, TO ESTABLISH SPECIAL PUD DISTRICT G, WHICH ALLOWS FOR CHARTER SCHOOL, OFFICE AND OFFICE-WAREHOUSE USES AT 2925 COUNTRY DRIVE

The foregoing resolution was duly seconded by McGraw.

Aye (5).

Nays (0). Resolution declared adopted.

Montour introduced the following resolution and moved its adoption:

RESOLUTION 2018-10-208 - APPROVE AN AMENDMENT TO RESOLUTION 2018-9-178 TO STRIKE THE CONDITION REQUIRING INSTALLATION OF A FENCE ON THE NORTH PROPERTY LINE OF 2925 COUNTRY DRIVE

The foregoing resolution was duly seconded by McGraw.

Aye (5).

Nays (0). Resolution declared adopted.

Torkelson introduced the following resolution and moved its adoption:

RESOLUTION 2018-10-209 - APPROVE AN AMENDMENT TO RESOLUTION 2018-9-178 TO REQUIRE THE INSTALLATION OF AN 8 FOOT TALL FENCE ON THE WEST PROPERTY LINE OF 2925 COUNTRY DRIVE

The foregoing resolution was duly seconded by McGraw.

Aye (3).

Nays (2). Fischer and Montour. Resolution declared adopted.

**PUBLIC HEARING -
VARIANCE FOR
FREE-STANDING
SIGNAGE AT ST.
JOHN'S CHURCH ,
380 LITTLE
CANADA ROAD;**

The Associate Planner stated that St. Johns Church of Little Canada, at 380 Little Canada Road East, is seeking a variance to allow two freestanding signs on their property. She explained that the sign ordinance was recently amended to allow properties in the public zoning districts to have the same amount of signage as allowed in the commercial districts. She noted that

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before the amendment, the Public District was not specific to the number of signs that could be installed, but limited the total sign area to 32 square feet. The Associate Planner stated that two freestanding signs exist on the property today and have a combined 40 square feet of sign area. She noted that prior to the code amendment, it was determined that the two freestanding signs are considered to be legal non-conforming signage since they exceed 32 square feet.

The Associate Planner explained that when the amendment was being considered, the Church had begun working with city staff on a sign permit to allow their freestanding sign with the manual reader board to be upgraded. She reported that the upgrade would include replacing the manual reader board with an electronic message center, plus installation of a new cabinet on top. She noted the Church will be using the existing stone monument columns since they are historic to the congregation, but by using these columns, the Church is limited to how many square feet of sign area they can increase. However, given the signs are legal non-conforming this means they can replace the signs “as is”, but cannot increase the non-conformance. The Associate Planner stated that the Church could upgrade either freestanding sign, but would have to stay at or below a combined total of 40 square feet of sign area between the two signs. She explained that the proposed signage has a slightly smaller message center, but the top cabinet is larger due to visibility concerns. Overall, the sign area is proposed to be approximately five square feet larger.

The Associate Planner stated that the new Public District standards would allow the Church to increase the sign area since commercial districts allow signage up to 15 percent of wall area, but the code now specifies the number of signs. She explained that a corner property is allowed one freestanding sign, plus one wall sign per street frontage. She noted that the code amendment has shifted their legal non-conforming portion to be the number of freestanding signs since the sign area now complies. Therefore, St. Johns Church of Little Canada is seeking a variance to allow two freestanding signs.

The Associate Planner stated that the proposed variance does not create any negative impacts. She explained that it is city staff’s opinion that the special conditions and circumstances were not a result of the actions of the applicant, which supports a finding of fact for a variance to allow St. Johns Church of Little Canada two freestanding signs. She reported that two free standing signs were allowed with the old Public District standards. She noted that the proposed sign is consistent with the City’s Architectural Guidelines and is in character with the mix of residential/commercial uses along Little Canada Road. The Associate Planner stated that planning staff is recommending approval of a variance to allow two freestanding signs based upon a finding that the circumstances were not a result of actions of

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the applicant and the previous ordinance language for the Public District did not regulate the number of signs allowed.

Don Kellett, St. John's Church Business Director, stated that they are buying the best resolution sign that is available and noted it will auto-dim as it gets darker outside.

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

Montour introduced the following resolution and moved its adoption:

RESOLUTION 2018-10-210 - APPROVE A VARIANCE AT ST. JOHN'S CHURCH OF LITTLE CANADA, 380 LITTLE CANADA ROAD EAST, TO ALLOW TWO FREESTANDING SIGNS BASED UPON A FINDING OF FACT THAT THE CIRCUMSTANCES WERE NOT A RESULT OF ACTIONS OF THE APPLICANT AND THE PREVIOUS ORDINANCE LANGUAGE FOR THE PUBLIC DISTRICT DID NOT REGULATE THE NUMBER OF SIGNS ALLOWED

The foregoing resolution was duly seconded by Keis.

Aye (5).

Nays (0). Resolution declared adopted.

**PUBLIC HEARING -
AMENDMENT TO
CONDITIONAL USE
PERMIT FOR
OUTDOOR STORAGE
& CONDITIONAL USE
PERMIT FOR PROOF
OF PARKING;
ADDRESS: 190 RYAN
LANE; APPLICANT:
ST. PAUL UTILITIES
& EXCAVATING**

The Associate Planner stated that Paul Behr, property owner, and Michael Leahy, with St. Paul Utilities located at 190 Ryan Lane are seeking an amendment to the existing Conditional Use Permit to increase the outdoor storage area by approximately 2,700 square feet on the west side. The current Conditional Use Permit was issued in June 1999 and allows for outdoor storage behind the rear line of the building. She noted that they have been in compliance with the current Conditional Use Permit conditions and were issued their outside storage license this year. Mr. Leahy is requesting to add an outdoor storage area along the west side of the building up to the front line of the building. Mr. Leahy is proposing to move the existing chain link fence with slats 90 feet to the front building line. By doing so, they are seeking to continue using the existing fence with the addition of landscaping as an acceptable form of screening. She explained that the screening requirements in the I-1 District have since changed and no longer allows using slats in chain-link fencing as screening, so when seeking an amendment, these types of things should be brought into compliance with the current code, so they are proposing to add shrubs in front of the new fence location. She stated that staff feels they are still in compliance with screening requirements.

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The Associate Planner stated that upon review of the 1999 Conditional Use Permit, the site plan shows four parking spaces on the west side of the building. She explained that the applicant has submitted a site plan that shows they can re-establish these spaces on the east side if needed, and stated that when doing previous inspections, this area on the west side has not been needed for parking. She stated that as part of the Conditional Use Permit Amendment, a Conditional Use Permit for proof of parking for four parking spaces is a recommended condition.

The Associate Planner stated that city staff feels the Conditional Use Permit Amendment as requested by Mr. Behr and Mr. Leahy is consistent with the area and complies with the I-1, Light Industrial zoning district regulations. She reported that city staff is recommending approval of a Conditional Use Permit Amendment and Conditional Use Permit for Proof of Parking at 190 Ryan Lane.

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

Fischer introduced the following resolution and moved its adoption:

RESOLUTION 2018-10-211 - APPROVE A CONDITIONAL USE PERMIT AMENDMENT AT 190 RYAN LANE TO ALLOW OUTDOOR STORAGE ON THE WEST SIDE OF THE BUILDING AS SHOWN ON THE SITE PLAN SUBMITTED BY THE APPLICANT, WITH THE CONDITION THAT THE LANDSCAPING BE INSTALLED AND THE CONSTRUCTION DUMPSTER BE MOVED OR REMOVED WITHIN 15 DAYS OF THE APPROVAL

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

Fischer introduced the following resolution and moved its adoption:

RESOLUTION 2018-10-212 - APPROVE A CONDITIONAL USE PERMIT FOR PROOF OF PARKING AT 190 RYAN LANE

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

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**VARIANCE FOR
FRONT YARD
SETBACK &
ARCHITECTURAL
REVIEW FOR 1,617
SQUARE FOOT
EXPANSION;
ADDRESS: 2350 RICE
STREET; APPLICANT:
ALDI, INC.**

The Associate Planner explained that Aldi, Inc. located at 2350 Rice Street, is seeking approval of a variance for a reduced front yard setback on the west property line, as well as architectural review of the exterior enhancements that are being completed as part of the proposed 1,617 square foot building expansion. She stated that the property is zoned B-3 and the existing building was constructed in 2003. She explained that as part of Aldi's efforts to refresh their buildings, this expansion will create additional internal space between shelving, checkout lanes, and an indoor cart area. In addition to exterior improvements, the applicant has indicated that they will be installing all new mechanical and lighting within the building, plus adding matching brick to the existing pylon sign pole and re-facing the existing signage. She noted that all of the improvements proposed are consistent with the requirements of the Architectural Guidelines.

The Associate Planner explained that the applicant indicated in their narrative that the variance setback they are seeking is 20 feet on the west property line, however, the site plans show the encroachment into the required front yard setback to actually be less than that. She stated the applicant is seeking a 26.3 foot variance to allow for some wiggle room during construction, but staff has recommended up to 25 feet, which the applicant has agreed to.

The Associate Planner stated that Aldi, Inc. is seeking a variance for a reduced front yard setback on the west property line. She explained that they are limited in which direction a building expansion could go. She stated that the north elevation has grade variations between the property line that prohibit expansion; the east elevation has the stormwater pond and loading docks, and the irregularity of the lot also became a challenge for expansion, especially when reviewing the east elevation. She noted that it may appear that the south elevation could be an option for the building expansion, but there are issues with that side also. She explained that a building expansion to the south would reduce the number of parking spaces, and without those spaces abutting the building, the property would not meet the minimum parking requirement.

The Associate Planner explained that the expansion to the south is inhibited due to the impact to the existing north access drive from Rice Street. She stated that this is a shared drive aisle with the Tri-State property at 71 Minnesota Avenue. She reported that the Aldi's parcel, Arby's, and Tri-State properties were all under one ownership when they were originally platted, and these sites were established with shared access drives between all three properties, so any modifications to that drive aisle would impact traffic circulation on this property and the two adjacent parcels. She stated that planning staff has confirmed with Ramsey County that they would not permit a shift in this access drive location given the proximity to the south

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access drive. She noted that both the loss of parking and access conditions demonstrate that the south elevation is also not feasible for expansion.

The Associate Planner stated that planning staff recommends approval of the architectural review and front setback variance as staff believes that the practical difficulty threshold has been met.

McGraw stated that he would prefer that Aldi ask upfront for exactly what they variance amount they want instead of wanting wiggle room.

Ryan Anderson, civil engineer at ISG, 7900 International Drive, representing ALDI as the engineer for the project, stated that this site plan is not a final architectural plan, but it should not be much different than what is shown. He noted that they are agreeable to the 25 foot setback. He stated that the entire project should take about 16 weeks and the store would be closed for about eight weeks. He stated that this location is slated to be a 2019 store.

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

Keis introduced the following resolution and moved its adoption:

RESOLUTION 2018-10-213 - APPROVE THE ARCHITECTURAL REVIEW AS SUBMITTED BY ALDI'S, INC. AND SUBJECT TO REVIEW AND COMMENTS BY THE CITY ENGINEER WHICH INCLUDES SUBMISSION OF A GRADING PLAN

The foregoing resolution was duly seconded by McGraw.

Aye (5).

Nays (0). Resolution declared adopted.

McGraw introduced the following resolution and moved its adoption:

RESOLUTION 2018-10-214 - APPROVE A VARIANCE FROM THE 40 FOOT FRONT YARD SETBACK TO 25 FEET ON THE WEST ELEVATION BASED ON THE FINDINGS OF FACT THAT A BUILDING EXPANSION ON A DIFFERENT ELEVATION IS NOT FEASIBLE DUE TO CIRCUMSTANCES NOT CREATED BY THE LANDOWNER AS REVIEWED IN THE PLANNERS REPORT, AND THE PROPOSED BUILDING SETBACK IS IN CHARACTER WITH THE AREA AND DOES NOT NEGATIVELY IMPACT SURROUNDING PROPERTIES

The foregoing resolution was duly seconded by Montour.

Aye (5).

Nays (0). Resolution declared adopted.

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**PUBLIC HEARING -
AMENDMENT TO
THE ZONING CODE
ON SIGNAGE FOR R-
1, SINGLE FAMILY
RESIDENTIAL & R-2,
MEDIUM DENSITY
RESIDENTIAL**

The Associate Planner explained that in August, the Planning Commission and City Council recommended an amendment to the sign ordinance which would allow for Public District signage to fall under the commercial district instead of the residential district regulations, and Ordinance 830 was adopted modifying Section 903.110.E. She stated that city staff discovered the height limitations were inadvertently omitted from the R-1 and R-2, Residential Districts, and one reference to “P” District sign area was not deleted from the residential standards. The Associate Planner stated that an ordinance was prepared that corrects those two items and is recommending adoption of the proposed Ordinance 832 language.

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

Montour introduced the following resolution and moved its adoption:

**RESOLUTION 2018-10-215 - APPROVE ORDINANCE 832,
AMENDING LITTLE CANADA ZONING CODE CHAPTER 903.110.E**

The foregoing resolution was duly seconded by McGraw.

Aye (5).

Nays (0). Resolution declared adopted.

**CONSENT
AGENDA**

Montour introduced the following resolution and moved its adoption:

**RESOLUTION NO. 2018-10-216 – APPROVING THE CONSENT
AGENDA WHICH CONTAINS THE FOLLOWING:**

***APPROVAL OF THE VOUCHERS**

***CALL FOR A WORKSHOP ON WEDNESDAY, NOVEMBER 28, 2018
AT 6:00 P.M. TO DISCUSS AMENDMENTS TO THE PERSONNEL
POLICY**

***APPROVE RESOLUTION 2018-10-218 CALLING FOR A PUBLIC
HEARING ON WEDNESDAY, NOVEMBER 28, 2018 AT 7:30 P.M.
FOR THE PURPOSE OF PROVIDING HOST APPROVAL FOR THE
ISSUANCE OF CHARTER SCHOOL LEASE REVENUE BONDS BY
THE CITY OF VADNAIS HEIGHTS**

***RESOLUTION 2018-10-217, AUTHORIZATION TO SUBMIT AND
EXECUTE THE 2019 SCORE GRANT**

***APPROVE OFF-SITE GAMBLING PERMIT FOR LITTLE CANADA
RECREATION ASSOCIATION ON FEBRUARY 2, 2019 FOR ICE
FISHING CONTEST**

The foregoing resolution was duly seconded by McGraw.

Ayes (5).

Nays (0). Resolution declared adopted.

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**2019 IMPROVEMENT
PROJECTS**

The City Administrator stated that the City continues to proactively address ongoing street maintenance. He noted that Edgerton Street will also be a 2019 project as a mill and overlay, but that is a County project and would not be assessed. He reported that the City's 2019 improvement projects are proposed to be County Road D from Edgerton Street to Greenbrier Street, and Greenbrier Street from County Road D to Labore Road. He explained that the County Road D project will be a joint project between Ramsey County, Little Canada and Vadnais Heights, and would include installation of a sidewalk from Edgerton Street to Payne Avenue and the full reconstruction of the road to an urban section with concrete curb and gutter, storm sewer and sidewalk from Payne Avenue to Greenbrier Street. He stated that the Greenbrier Street project is the reconstruction of the road to an urban section with concrete curb and gutter and storm sewer.

The City Administrator stated that a portion of the project cost would be assessed in accordance with the City's assessment policy to the adjacent benefitting properties. He noted that it has been the City's practice to hold informational meetings with the abutting property owners to discuss the proposed improvements and receive input. The City Engineer stated that he is requesting the Council authorize the preparation of a feasibility study for the 2019 street improvements projects and to conduct informational neighborhood meetings.

Montour introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-10-219 – APPROVE HOLDING THE 2019 NEIGHBORHOOD INFORMATIONAL MEETINGS AND AUTHORIZE THE FEASIBILITY STUDIES FOR THE STREETS IN THE 2019 STREET PROGRAM

The foregoing resolution was duly seconded by Keis.

Ayes (5).

Nays (0). Resolution adopted.

**CALL FOR A PUBLIC
HEARING ON
NOVEMBER 14, 2018
TO CONSIDER
ISSUANCE OF
HEALTH CARE
REVENUE NOTES
FOR PRESBYTERIAN
HOMES CARE
CENTERS, INC. –
LANGTON PLACE
PROJECT**

The City Administrator reported that Presbyterian Homes has asked if the City of Little Canada would provide conduit financing to finance the costs of the acquisition, construction and equipping of a senior housing facility and the demolition of the existing facility known as Langton Place, located at 1910 County Road D in Roseville. He noted that the maximum estimated amount of the notes to be issued is \$13,000,000. He explained that the City has not utilized any of its annual bank qualified limit for 2018. He stated that the City would receive a 0.25 percent issuance fee, so this is a good opportunity to generate some additional revenue with very minimal risk and recommends approval of the resolution calling for a public hearing.

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Montour introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-10-220 – CALLING FOR A PUBLIC HEARING ON NOVEMBER 14, 2018 AT 7:30 P.M. TO CONSIDER THE ISSUANCE OF HEALTH CARE REVENUE NOTES FOR PRESBYTERIAN HOMES CARE CENTERS, INC. – LANGTON PLACE PROJECT

The foregoing resolution was duly seconded by Keis.

Ayes (5).

Nays (0). Resolution adopted.

**ECONOMIC
DEVELOPMENT
DISTRICT NUMBER 7**

The City Administrator stated that the City Council has held three workshops related to a request for business assistance for a proposed economic development project in Little Canada. He reported that the proposed development consists of the acquisition of the approximately 200,000 square-foot Slumberland facility located on Centerville Road, and they are seeking assistance from the Department of Employment and Economic Development, a Sewer Availability Charge Fee transfer and some City assistance. He explained that an Economic Development District is being created to facilitate an expansion of the company's food processing and distribution capabilities. He reported that the overall project will relocate approximately 400 existing jobs to Little Canada and create 160 net new positions over the next five years, and require a \$25,000,000 investment to purchase the existing facility, up-fit the building to food-grade standards and furniture, fixtures, equipment and IT. He noted that the Ramsey County Assessor indicated that the property value will increase by \$1,500,000 to \$2,000,000 once the upgrades have been completed. The City Administrator stated that staff recommends the Council approve the resolution calling for a public hearing on the proposed modification to the development program for Development District Number 7.

Keis introduced the following resolution and moved its adoption:

RESOLUTION 2018-10-221 – CALLING FOR A PUBLIC HEARING ON NOVEMBER 28, 2018 AT 7:30 P.M. ON THE MODIFICATION TO DEVELOPMENT DISTRICT NO. 7 AND THE ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT NO. 7-2

The foregoing resolution was duly seconded by Montour.

Aye (5).

Nays (0). Resolution declared adopted.

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Keis introduced the following resolution and moved its adoption:

**RESOLUTION 2018-10-222 – CALLING FOR A WORKSHOP ON
NOVEMBER 14, 2018 AT 6:00 P.M. TO DISCUSS ECONOMIC
DEVELOPMENT TIF DISTRICT 7-2**

The foregoing resolution was duly seconded by Fischer.

Aye (5).

Nays (0). Resolution declared adopted.

**PUBLIC WORKS
APPRENTICE
POSITION WAGE
ADJUSTMENT**

The Public Works Director explained that the City established an apprentice program in 2017 to train and develop part-time employees and serve the ongoing needs of the Public Works and Parks Department. He stated that Alex Evenson was hired as an Apprentice worker on November 1, 2017, and has developed into an excellent employee. He reported that Mr. Evenson is currently at the six-month step of the Public Works Apprentice pay scale and with his additional pay add-ons and the budgeted Cost of Living Adjustment for 2019, he will be paid \$17.25 per hour in 2019. The Public Works Director explained that the apprentice program was initially established to use an apprentice in lieu of a seasonal so that we had an additional year-round employee and we could develop potential full time employee prospects. He stated that in an effort to retain Mr. Evenson since he is a great employee and we are currently short one full-time employee, staff is recommending that the Apprentice Pay Scale be adjusted at the 1-year anniversary on November 1, 2018 to bring the hourly wage to \$20.00 per hour.

The Public Works Director explained that in order to accomplish this, staff recommends amending the Public Works Apprentice wage scale to enable staff to provide an adjustment at the 1-year anniversary provided the need is apparent and it works with the budget. He noted that this way, the entire scale does not have to be amended and then changed back in the future, and it allows some room for extraordinary cases. He stated that the impact on the budget would be minor as the benefit package would not change and only one third of his wages are taken from the general fund (the remaining 67% is taken from the water and sewer funds). Staff has confirmed that the General Fund can absorb the expected increases in both years.

Fischer asked if Public Works is down a full-time position. The Public Works Director stated that we are down one full-time person, but created an apprentice program, to help staff the department. Fischer asked what is preventing staff from simply hiring the full-time employee now. The Public Works Director stated that we could do that, but he also does not want to hurt the integrity of the apprentice program. The City Administrator stated that if Mr. Evenson stayed on as the apprentice for another year, he would

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be that much stronger as a candidate for the full-time position when that is hired. He noted that there would be a budget concern if the full-time employee was hired now and then being able to continue with the apprentice program. The Public Works Director stated that staff could look at hiring the full-time position sooner than November 2019, and then budget for the apprentice program again in 2020.

Montour introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-10-223 –AMENDING THE PUBLIC WORKS APPRENTICE WAGE SCALE TO ENABLE STAFF TO PROVIDE A WAGE ADJUSTMENT TO THE PUBLIC WORKS APPRENTICE POSITIONS AT THE 1-YEAR ANNIVERSARY BASED ON DEMONSTRATED NEED AND BUDGET

The foregoing resolution was duly seconded by Fischer.

Ayes (5).

Nays (0). Resolution adopted.

**ACCEPT GRANT
FROM GAMETIME
FOR SPOONER PARK
PLAYGROUND
EQUIPMENT &
PAYMENT FOR
BALANCE OF COSTS**

The Parks & Recreation/Community Services Manager explained that Spooner Playground was originally budgeted to be replaced in 2017, but Council directed staff to hold off on the project until the Parks Master Plan was completed. He noted that one common theme was that the new playground should comply with the Americans with Disabilities Act (ADA) standards to be accessible to people with disabilities. He explained that some issues with grade challenges, ADA accessibility (around the playground and getting to the playground from the current parking lot), the age of the current containers, and location were identified with the current playground area. He explained that the City Engineer reviewed the area to give staff, the Parks & Recreation Commission and the City Council more information about what should be done in that area.

The Parks & Recreation/Community Services Manager stated that it was determined that the current playground containers and the bituminous path around the shelter and to the existing play areas do not meet ADA standards. He explained that the Parks & Recreation Commission felt that staff should explore creating a new, level container for the new playground equipment. He reported that a grant opportunity from GameTime was discovered as he was contacting playground equipment manufacturers. He stated that city staff applied and the City was awarded a grant in the amount of \$84,205.00. He explained that the terms of the grant require the City pay for and take possession of the equipment in 2018. He noted that the swings are an additional feature that was not part of the grant funding and would cost \$8,280.18, but it would be beneficial to order the swings with the playground equipment in order to save on freight charges.

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The Parks & Recreation/Community Services Manager stated that based on feedback from the Parks & Recreation Commission and staff members, staff is recommending that the age 5-12 play structure be the ‘Bayou’ color palette and the age 2-5 play area be the ‘Shine’ color palette. He noted that with the grade and ADA accessibility issues, other site work will need to be done, such as site preparation, new concrete container, sidewalk and trail work, and a safety surface, along with the playground installation costs. He explained that these costs are yet to be finalized, but are to be \$175,000. He stated that staff plans for this project to start in the spring of 2019.

The Parks & Recreation/Community Services Manager explained that \$285,000 has been budgeted for the entire project from the General Capital Improvement Fund with \$140,000 from the 10% FUND being transferred into the General Capital Improvement Fund to offset the cost.

Dave Miller, Chair of the Parks & Recreation Commission, stated that they have been working on the playground plan since spring 2017, but put it on hold in order to complete the Parks Master Plan and be able to have a vision of having a better playground.

McGraw asked if there was anything that the Commission wishes they could have. Mr. Miller stated that they toured several Minneapolis Parks, but due to their budget, they opted to keep the playground about the same size in order to not impede Canadian Days, and maybe do the bigger playground at Pioneer Park where there is more room.

Montour introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-10-224 - ACCEPT THE GRANT AWARD FROM GAMETIME IN THE AMOUNT OF \$84,205 FOR THE PURCHASE OF NEW PLAYGROUND EQUIPMENT FOR SPOONER PARK AND AUTHORIZE PAYMENT FOR THE BALANCE OF THE EQUIPMENT COSTS UP TO \$107,875.25

The foregoing resolution was duly seconded by McGraw.

Ayes (5).

Nays (0). Resolution adopted.

**2019-2021
AGREEMENT FOR
RAMSEY COUNTY
LAW
ENFORCEMENT
SERVICES**

The City Administrator stated that the Ramsey County Sheriff’s Department has submitted the three-year agreement to provide law enforcement services to the City of Little Canada for the period from January 1, 2019 through December 31, 2021. He noted that the budgets are adopted annually, but the overall contract is for a three-year time period.

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Keis introduced the following resolution and moved its adoption:

**RESOLUTION NO. 2018-10-225 – APPROVE THE 2019-2021
AGREEMENT FOR LAW ENFORCEMENT SERVICES WITH THE
RAMSEY COUNTY SHERIFF’S DEPARTMENT**

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

At this point in the meeting, the City Council temporarily
adjourned and reconvened as the Economic Development Authority.

Montour introduced the following resolution and moved its adoption:

**RESOLUTION NO. 2018-10-226 – 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.

**APPOINTING
CHRISTOPHER
HEINEMAN TO
THE ECONOMIC
DEVELOPMENT
AUTHORITY**

The City Clerk explained that the City Administrator is appointed as the assistant treasurer and secretary of the Economic Development Authority, and since there is now a new City Administrator, Christopher Heineman should be appointed to the EDA to replace Joel Hanson.

Montour introduced the following resolution and moved its adoption:

**RESOLUTION NO. 2018-10-227 – APPOINTING CHRISTOPHER
HEINEMAN AS THE ASSISTANT TREASURER AND SECRETARY
OF THE ECONOMIC DEVELOPMENT AUTHORITY**

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

**EDA CORPORATE
RESOLUTION
RELATIVE TO
THE SALE OF
CELL TOWER
LEASES**

The City Clerk explained that the City has been negotiating the sale of the two cell tower leases on 53 South Owasso Boulevard with Crown Castle, and in finalizing this process, they asked for a corporate resolution granting authority to negotiate the sale and authorizing the execution of sale documents. She stated that the President and Secretary of the

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Economic Development Authority would be the authorized parties to execute documents on behalf of the EDA. She explained that the resolution had been adopted in March 2018 with Joel Hanson listed as the Assistant Treasurer and Secretary of the EDA, and authorizing Mr. Hanson to negotiate and execute the sale documents. She stated that the this resolution should be re-adopted to give the new City Administrator, Christopher Heineman, the authority to complete the sale of the cell tower leases.

Keis introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-10-228 – APPROVE RESOLUTION AUTHORIZING CHRISTOPHER HEINEMAN TO NEGOTIATE AND SIGNS AND EXECUTE ALL DOCUMENTS RELATED TO THE SALE OF THE TWO CELL TOWER LEASES LOCATED AT 53 SOUTH OWASSO BOULEVARD

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

Keis introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-10-229 – ADJOURN THE ECONOMIC DEVELOPMENT AUTHORITY MEETING AND RECONVEN THE CITY COUNCIL MEETING

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 9:24 p.m.

John T. Keis, Mayor

Attest: _____
Christopher Heineman, City Administrator