

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

APRIL 11, 2018

Pursuant to due call and notice thereof a regular meeting of the City Council of Little Canada, Minnesota was convened on the 11th day of April, 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
	City Clerk	Ms. Heidi Heller

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Montour introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2018-4-68 – APPROVING THE MINUTES OF
THE MARCH 28, 2018 REGULAR COUNCIL MEETING AND THE
APRIL 3, 2018 SPECIAL MEETING AS SUBMITTED***

The foregoing resolution was duly seconded by McGraw.

Ayes (5).

Nays (0). Resolution adopted.

**PUBLIC
HEARING:**

Keis opened the public hearing.

**ADOPT A
DEVELOPMENT
PROGRAM FOR
DEVELOPMENT
DISTRICT NO. 7
AND A TAX
INCREMENT
FINANCING
PLAN FOR TAX
INCREMENT
FINANCING
DISTRICT NO. 7-1**

The City Administrator stated that Todd Hagen with Ehlers & Associates is here tonight to answer any questions. He explained that the City is in the process of creating tax increment financing district No. 7-1, which includes two areas. One is on Rice Street and contains the new senior housing project and the other is on Little Canada Road bounded by Middle Street on the west and Market Place Drive on the east. He stated that this district is being created to foster redevelopment within these two areas, and to capture the increment from the new senior housing project on the Winter's property that can assist with redevelopment objectives. The City

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Administrator noted that the 93 West Little Canada Road building owner would like to redevelop his commercial office property due to the high vacancy rate and the Council has discussed creating a town square area. He stated that the City went through the required tests and complies with all of them.

Todd Hagen, Ehlers & Associates, stating that all of the procedural steps have been taken and complied with. He explained that the development district number 7 is the spending district and includes the whole city, and TIF District No. 7-1 is the first TIF district within that development district. He noted that all of the required notifications and published notices have been done.

Fischer asked what timeframe the City would have to do something with these districts. Mr. Hagen stated that there is a five-year timeline and they are 26 year districts. The City Administrator stated that many things qualify in terms of meeting the five-year test such as road improvements or redoing the pavers on Little Canada Road, so the City will be using it within the five years.

No one in attendance commented.

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

Keis introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-4-69 – APPROVE THE RESOLUTION ESTABLISHING DEVELOPMENT DISTRICT NO. 7 AND ADOPTING A DEVELOPMENT PROGRAM THEREFOR; AND ESTABLISHING TAX INCREMENT FINANCING DISTRICT NO. 7-1 THEREIN AND ADOPTING A TAX INCREMENT FINANCING PLAN THEREAFTER

The foregoing resolution was duly seconded by McGraw.

Ayes (5).

Nays (0). Resolution declared adopted.

**PRESENTATION:
JERRY
HRMOTKA,
NORTHEAST
YOUTH &
FAMILY
SERVICES**

Jerry Hrmotka, President of Northeast Youth & Family Services, stated that he is here to give an annual update on what is happening with NYFS. He explained that their budget has been stable at around \$3 million annually over the last few years. He explained that they usually are seeing people who are doing their best to survive, rather than there is something wrong. He stated that they focus on mental health through school based

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clinic and at-home, community services through academics, employment and life skills, and day treatment.

Mr. Hrnotka explained how their revenues have changed over the last few years, and rather than being contract dependent, most of their revenue now comes from fees, which they have more control over. He reviewed what the City's support buys: services for residents are assured, benefits in educational attainment, effective workforce and citizenship, reduced costs to the public and leverage outside resources. He reviewed the 2016-2017 service summary.

Mr. Hrnotka stated that it has become a scary time for the Northeast Youth and Family Services staff as they are dealing with more trauma and complex situations with their clients. He reviewed the current community trends, and explained who their partnerships are with and how they are evolving.

The Council thanked Mr. Hrnotka for his presentation.

**CONSENT
AGENDA**

Montour introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2018-4-70 – APPROVING THE CONSENT
AGENDA WHICH CONTAINS THE FOLLOWING:***

- *APPROVAL OF THE VOUCHERS***
- *APPROVAL OF TEMPORARY LIQUOR LICENSE FOR THE
LITTLE CANADA RECREATION ASSOCIATION FOR MAY 19, 2018***
- *CALL FOR A WORKSHOP ON WEDNESDAY, MAY 9, 2018 AT
6:00PM FOR A JOINT MEETING WITH THE LITTLE CANADA
FIRE DEPARTMENT***
- *APPROVE UPDATED RESOLUTION AMENDING THE MNDOT
CONTRACT REGARDING QUIET ZONES***

The foregoing resolution was duly seconded by Fischer.

Ayes (5).

Nays (0). Resolution declared adopted.

**AWARD BIDS
FOR 2018 STREET
& UTILITY
IMPROVEMENTS
PROJECT**

The City Administrator stated that the bids for the 2018 street and utility improvement projects were opened today. He explained that three bids were received and the low bid for \$716,000 was received from Hardrives, Inc. He noted that this amount is about seven percent higher than the City Engineer had estimated. He stated that there is almost a \$200,000 difference between the lowest and next bid, so the Hardrives bid appears to be a good one. He noted that the bituminous prices have been

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increasing. He stated that the Council could opt to wait to do the project, but it is not going to get cheaper.

Montour asked if staff was going to notify the residents. The City Administrator stated that staff did not tell the residents that they would be notified of any cost changes, but we can. He noted that this will only affect the two areas that are having a mill and overlay, since the reconstruction area is already being assessed at our capped rate. Montour would like to have letters sent to the residents in the two mill and overlay areas noting that the bids were higher but the City is still moving forward with the project.

Montour introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-4-71 – AWARDING THE LOW BID FROM HARDRIVES, INC. IN THE AMOUNT OF \$716,454.52 FOR THE 2018 STREET AND UTILITY PROJECTS, AS RECOMMENDED BY THE CITY ENGINEER, AND SENDING LETTERS TO THE PROPERTY OWNERS IN THE JACKSON/OLD COUNTY ROAD C/LAKE SHORE DRIVE AND PARK VIEW COURT AREAS INFORMING THEM OF THE HIGHER BID

The foregoing resolution was duly seconded by McGraw.

Ayes (5).

Nays (0). Resolution declared adopted.

**ECONOMIC
DEVELOPMENT
AUTHORITY
APPROVAL OF
THE PURCHASE
AGREEMENT
FOR THE SALE
OF 53 & 167
SOUTH OWASSO
BOULEVARD**

The City Administrator stated that the Council held a special meeting on April 3, 2018 and approved the purchase agreement on behalf of the City for the sale of 53 and 167 South Owasso Boulevard. He noted that there is a minor correction needed on the agreement, but otherwise it is ready to go, and representatives for Q3 Contracting will be signing it next week.

At this point in the meeting, the City Council temporarily adjourned and convened as the Economic Development Authority for the purpose of approving the purchase agreement

Keis introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-4-72 – RECESSING THE CITY COUNCIL MEETING AND CONVENING AS THE ECONOMIC DEVELOPMENT AUTHORITY

The foregoing resolution was duly seconded by Montour.

Ayes (5).

Nays (0). Resolution adopted.

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The City Administrator explained that the sale price of the two properties is \$1,005,000. He stated that the goal is to have the closing by June 30 so that the properties get put back on the tax rolls, otherwise Q3 Contracting has to pay the city \$25,000 to make up for the lost property taxes. He explained that Q3 Contracting has agreed to build at least a 15,000 square foot building, and plans to remodel the Roseville Plumbing building to use as a training center.

Montour introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-4-73 – APPROVING THE PURCHASE AGREEMENT FOR THE SALE OF 53 & 167 SOUTH OWASSO BOULEVARD AS PRESENTED BY THE CITY ADMINISTRATOR, SUBJECT TO FINAL REVIEW AND COMMENTS BY THE CITY ATTORNEY, AND AUTHORIZE THE ECONOMIC DEVELOPMENT AUTHORITY PRESIDENT AND SECRETARY TO SIGN THE DOCUMENTS

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

Keis introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-4-74 – CLOSING THE PUBLIC HEARING AND ADJOURNING THE ECONOMIC DEVELOPMENT AUTHORITY MEETING AND RECONVENING THE CITY COUNCIL MEETING

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

**SPOONER PARK
FEASIBILITY
STUDY**

The City Administrator explained that staff is recommending the City Engineer do grading plans for a new playground and parking lot since Spooner Park has some grading challenges. He stated that the cost for the study is estimated to be \$5,000-\$7,000. The Parks & Recreation Commission recommended approving the study.

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Montour introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2018-4-75 – AUTHORIZING THE CITY
ENGINEER TO DO A FEASIBILITY STUDY AT SPOONER PARK
FOR THE PARKING LOT AND PLAYGROUND AREAS AT A COST
OF \$5,000-\$7,000***

The foregoing resolution was duly seconded by Fischer.

Ayes (5).

Nays (0). Resolution declared 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