

**Mayor**  
John T. Keis

**Council Members**  
Tom Fischer  
Michael McGraw  
Christian Torkelson  
Teresa Miller



515 Little Canada Road  
East  
Little Canada, MN  
55117  
[www.littlecanadamn.org](http://www.littlecanadamn.org)

**City Administrator**  
Chris Heineman

**Regular Meeting of the  
Little Canada City Council**  
Wednesday, October 13, 2021  
6:00 p.m.  
City Center Conference Room

**AGENDA**

1. CALL TO ORDER - Workshop Meeting - 6:00 P.m.
2. Roll Call
3. Workshop Topics
  - A. Discuss 2022 - 2031 Capital Improvement Plan (CIP)

Documents:

[DISCUSS 2022-2031 CIP.PDF](#)  
[PIONEER PARK MASTER PLAN IMPROVEMENTS IN CIP.PDF](#)  
[SUMMARY OF FACILITY IMPROVEMENTS FOR CIP.PDF](#)

4. Adjourn

*This agenda is subject to change by additions and deletions.*



# STAFF REPORT

TO: Mayor Keis and Members of City Council

FROM: Chris Heineman, City Administrator  
Brenda Malinowski, Finance Director

DATE: October 13, 2021 City Council Workshop

RE: Discussion on 2022-2031 Capital Improvement Plan (CIP)

The purpose of this workshop is to review and discuss the 2022-2031 Capital Improvement Plan (CIP). The purpose of the CIP is to identify projects, project costs, and proposed timelines and funding sources for upcoming projects. There are a total of six capital project funds that are used for capital projects.

## I. Infrastructure Capital Project Fund (450)

### Background:

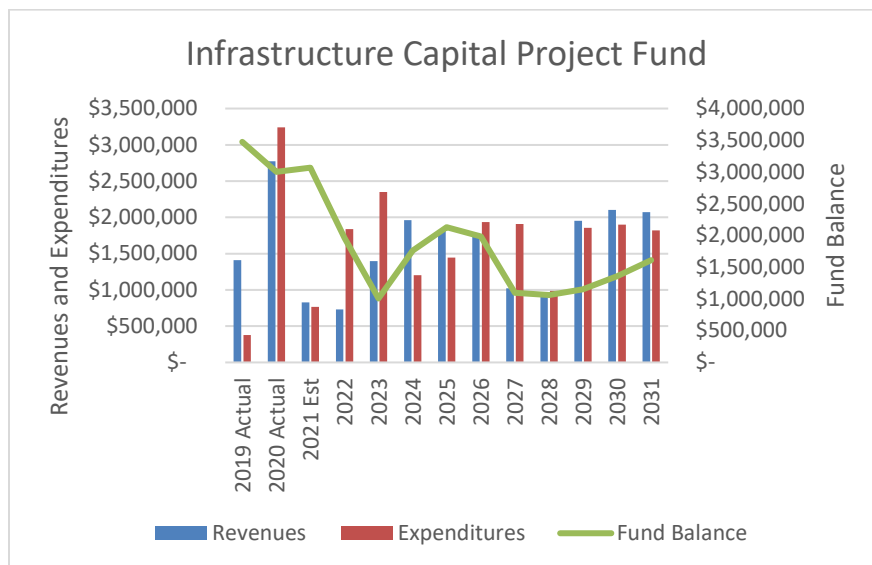
Street, trails, and storm sewer projects are funded with the Infrastructure Capital Project Fund that was established in 1995 as a way to systematically fund these infrastructure projects. A 15-Year Pavement Improvement Plan was prepared in 2021, and those projects and costs are included in this CIP.

### Source of Funds:

The fund receives revenues from many sources including the franchise fee for electric and gas, property taxes, and special assessments.

### Fund Outlook:

With the current property tax levy of \$122,200 per year, the fund will have sufficient funds for the infrastructure projects identified in the next ten years.



**II. Fire Equipment Fund (457)**

**Background:**

The Fire Equipment Fund was created in 2013 to accumulate funds for future fire apparatus purchases. The property tax levy has been set at a constant level of funding of \$160,000 per year since that time.

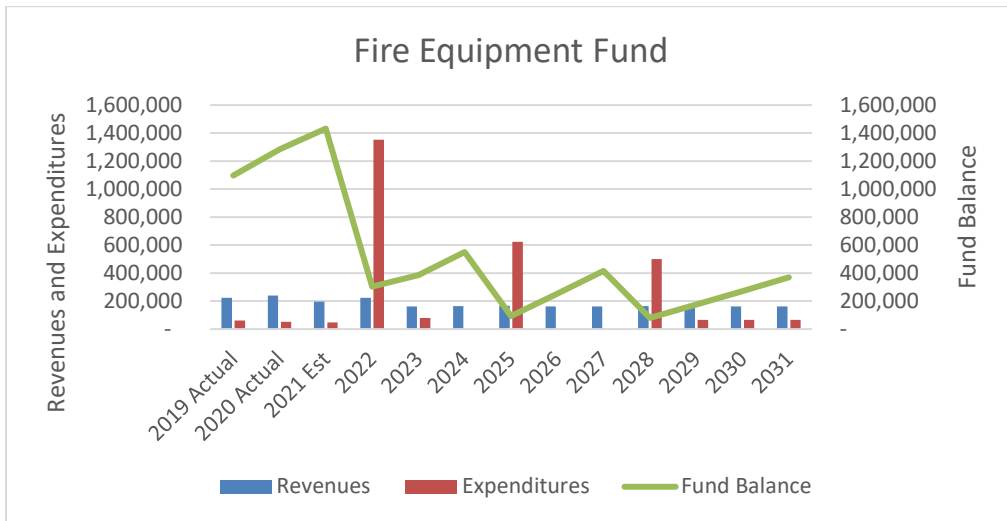
**Source of Funds:**

The property tax levy of \$160,000 per year is main source of funding for this fund. In addition, the Little Canada Fire Department makes periodic donations to the City, which are accounted for in this fund. The following are the equipment purchases in future years:

Year	Equipment	Original Equip Date	Amount
2022	Aerial Truck	1992	\$1,352,000
2023	Replace Grass Rig/Pickup	2009	\$80,560
2025	Replace Rescue/Utility Truck	2000	\$623,805
2028	Pumper	2006	\$500,000
2029-31	3 Command Vehicles	2019-2021	\$65,000/yr.

**Fund Outlook:**

With a continued property tax levy of \$160,000 per year, the fund will have sufficient funds for the fire apparatus purchases identified in the next ten years.



*NOTE: If there are opportunities to lower expenditures or delay future purchases, the property tax levy for this fund may be reduced or redirected to other funds for other project needs.*

**III. Park Land Acquisition Fund (456)**

**Background:**

The Park Land Acquisition Fund is used to account for park fees received from development. Per City Code 2101.060, the funds may only be used for the purposes of land acquisition, land development and capital outlay for parks, playgrounds, public open space, storm water holding pond areas, and debt retirement in connection with land previously acquired for such public purposes.

**Source of Funds:**

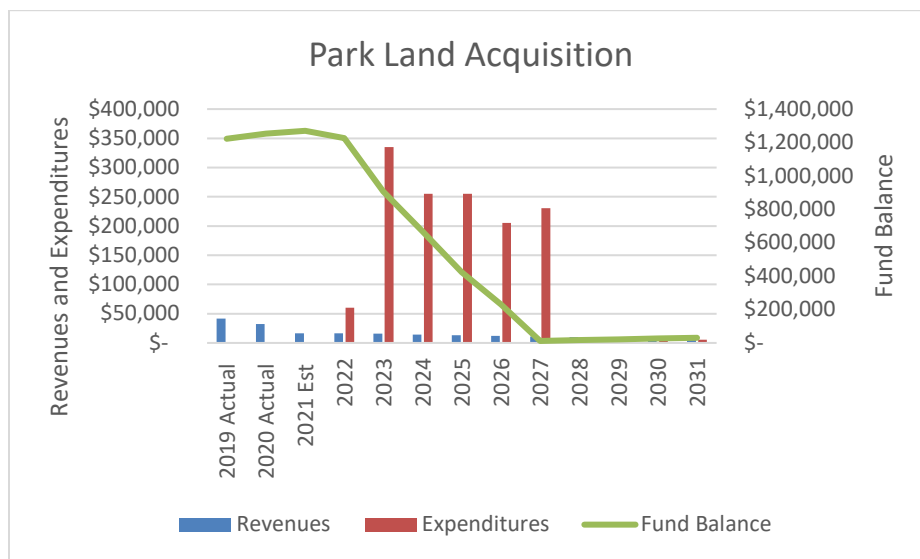
Payments received during development for parks is the primary source of revenue in the fund. The fee amount is identified in the City’s Fee Schedule. Revenues have been included at a conservative amount of \$10,000 per year.

**Significant Highlights in Future Years:**

It is proposed to fund \$325,000 of the all-inclusive playground at Pioneer Park with this fund in 2023. Land purchases at 10 Little Canada Road, 60 Little Canada Road, 2884 Centerville Road, and the waterworks trail connection have been included in this fund, although it is unlikely that all of these properties will be available in the next ten years.

**Fund Outlook:**

There are likely sufficient revenues to fund the improvements identified for the next ten years since it is unlikely that all these properties will be available for purchase.



**IV. 10% Fund (408)**

**Background:**

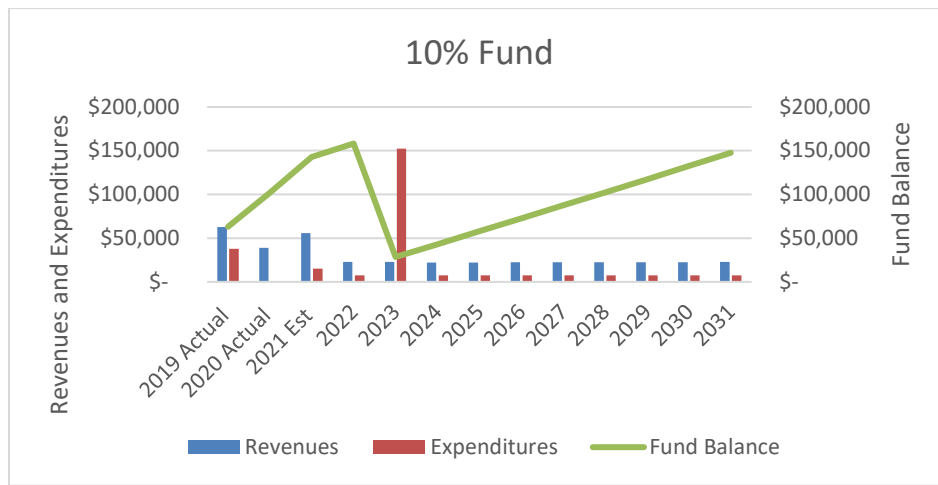
The 10% Fund accounts for the amounts received and related to the City’s charitable gambling contributions. These funds may only be used for expenditures identified in Minnesota Statutes, section 349.12(7)(a).

**Source of Funds:**

The 10% Fund receives 10% of net profits derived from lawful gambling in the City as identified in the City Code 815.030 and as allowed by the State.

**Fund Outlook:**

The all-inclusive playground equipment at Spooner Park (\$144,500) was partially funded with the 10% Fund in 2019. It is proposed to fund part of the Pioneer Park all-inclusive playground equipment (\$145,000) in 2023 with available funds. Canadian Days fireworks (\$6,500 per year) are also funded with this fund. There are sufficient revenues to fund the expenditures identified for the next ten years.



**V. Water/Sewer Replacement Fund (Page 37)**

**Background:**

This fund is used to account for funds set aside from the City’s water and sewer operating utilities to be used for future equipment replacement and capital costs for the City’s utilities.

**Source of Funds:**

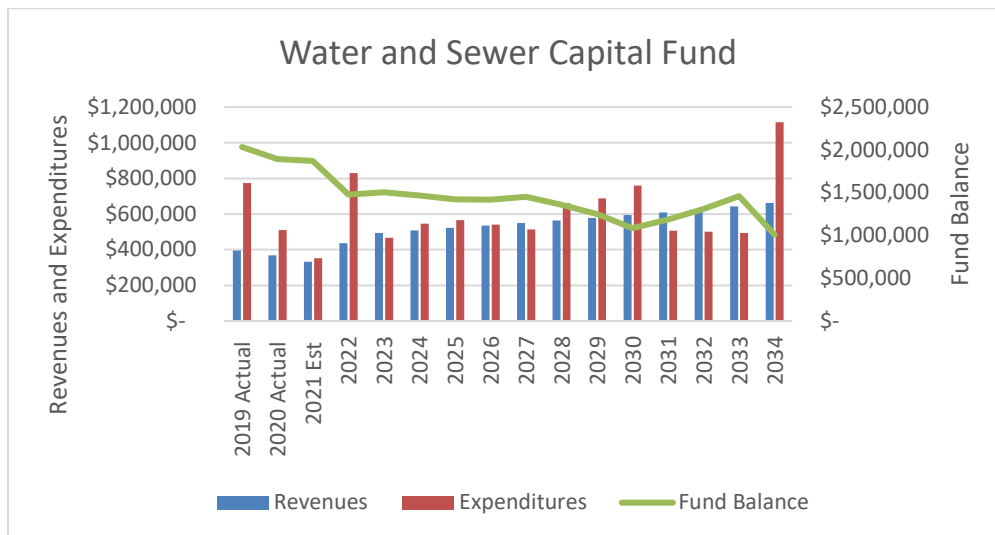
The Fund receives an annual operating transfer from the Water Enterprise Fund & Sewer Enterprise Fund.

**Significant Highlights in Future Years:**

Large meter replacements are included at \$30,000 per year starting in 2022. A sewer slip-lining project is included in 2022 at \$200,000. A Met Council I/I grant has been included for this project at \$50,000.

**Fund Outlook:**

The entire debt service payment for the public works facility is funded from this fund. This debt will not be retired until 2034. A rate study was completed in 2020. The rate study identified increases of 3% to 4% per year would be needed in order to fund the operations, debt service, and capital outlay. The water tower is scheduled to be painted in 2034 which is the large expenditure in 2034.



## **VI. General Capital Improvement Fund (400)**

### **Background:**

The General Capital Improvement Fund was established to fund capital improvements and acquisitions that are not accounted for in another Capital Project Fund. These improvements have been historically been building improvements, public works equipment, small fire equipment, and parks improvements. Typically, the expenditures in this fund have included the purchase of tangible personal property (equipment) or facilities used in the City operations.

### **Sources of Funds:**

The General Capital Improvement Fund (400) receives its revenue from many sources including Local Government Aid (LGA) and transfers from the General Fund and other funds. In previous years, staff included only one year of LGA to fund the capital projects in this fund for the next 5 years. In order to fund the many projects identified over the next 10 years, LGA revenue is now included for each year. Due to a possible reduction in LGA, a 5% decrease in LGA has been included each year.

### **The following items have been included in this CIP:**

EAB removal and replacement

- Proposed expenditures of \$67,500 in 2022 and \$30,000 per year (2023-2027)

Facility Improvements identified in the Kraus-Anderson Facility Study

- Proposed improvements and repairs of \$148,575 in 2022 and \$1,145,000 in 2023

Rondeau Park Improvements

- Proposed Improvements of \$515,000 in 2022

Pioneer Park Master Plan

- Proposed Improvements of \$183,000 in 2022 and \$1,402,000 in 2023

Staff will provide a detailed PowerPoint presentation on each of these funds at the City Council workshop. Additional information on each of the primary expenditures and possible funding sources will be discussed during the workshop, as well as examples of how each funding source will impact the City's long-term fund balance.

Additional spreadsheets of identified improvements and estimated costs for Pioneer Park and the Facilities Improvements will be provided next week.

ID#	Identified Improvements	Estimated Cost	Priority Level	Year in CIP
<b>Access/Accessibility</b>				
<i>Non-Motorized</i>				
1	Trail Repair - Play Node	\$26,000	1	2023
	Trail Repair - Rating 2	\$101,000	2	2024
	Trail Repair - Rating 3	\$41,000	3	2028
	Trail Repair - Rating 4	\$76,000	4	2031
<i>Routine maintenance to existing trails based on engineering review</i>				
2	Trail widening	\$237,000	5	Future
	<i>Widen park trails to 10-feet. Accounts for total linear feet of all existing trails.</i>			
3	Trail segment reconstruction - winter activity loop	\$12,000	4	2031
	<i>Reconstruct identified trail segment to allow adequate clearance for winter trail loop. Location coincides with necessary drainage improvements.</i>			
4	Trail construction - soft surface	\$13,000	3	2028
	<i>Establish soft surface trail along northeast pond</i>			
5	Develop accessible pedestrian access (2)	\$9,000	1	2023
	<i>Northwest park entry, south access to Montreal Courts</i>			
6	Accessible route to park amenities	\$7,000	1	2023
	<i>Concrete walk connecting trail to entry point</i>			
<i>Vehicular</i>				
7	East parking lot expansion	\$127,000	5	Future
	<i>Currently 27 spaces. Expand to south, adding (+/-) 18 spaces</i>			
8	West parking lot expansion	\$240,000	5	Future
	<i>Currently 150 spaces. Expand to south adding (+/-) 40 spaces</i>			

ID#	Identified Improvements	Estimated Cost	Priority	Year in CIP
<b>Park Vegetation &amp; Stormwater</b>				
9	Tree management plan	\$6,000	1	2022
	<i>Treatment for emerald ash borer, succession plantings</i>			
10	Shoreline habitat restoration	\$95,000	2	2026
	<i>Establish native plant material around stormwater ponds</i>			
11	Vegetation restoration	\$265,000	2	2026
	<i>Improve landscaping &amp; screening equitably along north and south perimeter</i>			
12	Stormwater improvements	\$67,000	2	2026
	<i>Necessary drainage improvements based on engineering review</i>			
13	Establish tree/shrub nursery	\$72,000	2	2027
	<i>Establish tree nursery to replace park plant material</i>			



ID#	Identified Improvements	Estimated Cost	Priority	Year in CIP
<b>Amenities &amp; Enhancements</b>				
<i>Equipment</i>				
14	Playground replacement	\$943,000	1	2023
	<i>Enhanced playground - tower structures, obstacle/challenge course equipment, accessible, serving wide age range</i>			
15	Playground expansion	\$235,000	5	Future
16	Interactive Water Feature	\$320,000	1	2023
	Waterline for water feature	\$50,000	1	2022
	<i>Naturalized interactive elements integrated in play node</i>			
17	Passive water feature	\$27,000	2	2025
	<i>Dock structure on northeast pond</i>			
18	Misting station	\$47,000	3	2029
19	Replace basketball hoops	\$7,000	1	2021
20	Establish winter activity loop	\$60,000	4	2031
	<i>Cross-country ski/snowshoe loop</i>			
21	Natural play elements	\$40,000	5	Future
22	Pump track	\$67,000	3	2030
	<i>Modular pump track with rotating location throughout city</i>			
<i>Athletic Fields</i>				
23	Soccer field repair/maintenance (Sand Injection)	\$23,000	1	2022
	<i>Sand injection repeated every 2-3 years to desired drainage condition</i>			
24	Soccer field reconstruction ( artificial turf)	\$1,465,000	5	Future
25	Softball fields repair/maintenance (Sand injection)	\$60,000	4	2031
	<i>Sand injection to improve drainage. Dependent on success of soccer field treatments.</i>			
26	Dugout shade structure	\$135,000	2	2025
27	Grass volleyball	n/a	2	
	<i>Provide designated space for activity</i>			

ID#	Identified Improvements	Estimated Cost	Priority	
<b>Amenities &amp; Enhancements</b>				
<i>Park Amenities</i>				
28	Trail Lighting - Phase 1	\$8,000	1	2022
	<i>Solar feasibility Study</i>			
28	Trail Lighting - Phase 2	\$95,000	2	2022
	<i>Lighting between parking lots</i>			
28	Trail Lighting - Phase 3	\$181,000	3	2028
	<i>Lighting along loop trail</i>			
28	Trail Lighting - Phase 4	\$90,000	4	2031
	<i>Lighting all remaining spur trails</i>			
29	Multi-use field lighting	\$260,000	5	Future
30	Shelter - replace east shelter (multi-use)	\$97,000	5	Future
	<i>Monoslope structure to double as performance space</i>			
31	Shelter - west side	\$97,000	1	2023
	<i>Incorporate into the play node</i>			
32	Bicycle parking	\$1,000	1	2022
	<i>Located at east and west entry</i>			
33	Portable toilet	\$3,000	3	2029
34	Benches	\$38,000	3	2029
	<i>Ensure accessible access to all park benches</i>			
35	Picnic tables	\$26,000	3	2029
	<i>Ensure accessible access to all park benches. Include accessible picnic tables</i>			
36	Waste receptacles	\$20,000	3	2029
37	Dog waste stations	\$4,000	3	2029
38	Entrance signs (2)	\$7,000	3	
	<i>Minimum maintenance park entrance signs at east and west entry</i>			
39	Interpretive signage (5)	\$15,000	2	2026
	<i>History, cultural context, stormwater, native vegetation/habitat, shade tree nursery</i>			
40	Wayfinding sign - trail system	\$4,000	4	2031
	<i>City trail system map and park trail map with measurable loop</i>			
41	Trail distance markers	\$2,000	4	2024
	<i>0.6-mile loop</i>			
<b>Total Estimated Costs</b>		<b>\$5,821,000</b>		

Estimated Costs by Year in CIP	Estimated Cost	Priority Level
2021	7,000	Priority 1&2
2022	183,000	Priority 1&2
2023	1,402,000	Priority 1
2024	103,000	Priority 2
2025	162,000	Priority 2
2026	442,000	Priority 2
2027	72,000	Priority 2
2028	235,000	Priority 3
2029	138,000	Priority 3
2030	67,000	Priority 3
2031	302,000	Priority 4
Future	2,701,000	Priority 5
	<b>\$5,807,000</b>	

## Facility Improvements from Kraus Anderson Study in CIP

Project Description	Amount	Year
<b>City Hall</b>		
Consultant to maximize use of existing space	45,000	2022
Consultant to investigate water intrusion	10,000	2022
Exterior-Repair basement door latch	1,550	2022
Exterior-Repair metal gutters & downspouts	3,200	2022
Exterior-Replace metal flashing	2,580	2022
Exterior-Replace main entry door	6,440	2022
Exterior-Repaint of doors and basement stair railing	1,815	2022
Interior-Replace sheetrock	650	2022
Interior-Basement records storage moisture issue	3,320	2022
Interior-Front office space	2,580	2022
Interior-Council chamber doors	7,730	2022
Plumbing-Replace water heater	1,930	2022
Consultant to investigate water intrusion	10,000	2023
Roof-address ice damming & roof leaking	93,280	2023
Exterior-Windows and doors	48,545	2023
Exterior-Replace cedar siding & soffits	22,146	2023
Interior-Supply closet & staff bathrooms	35,400	2023
Interior-Public bathrooms	20,600	2023
HVAC-Address air flow & air quality	67,450	2023
Site-Replace landscaping	16,350	2024
Exterior-Drain tile and waterproof basement	109,680	2024
Exterior-Mechanical room -basement	13,630	2024
Exterior-Replace HVAC Screen wall	3,070	2024
Roof-Add leaf guards to gutters	2,800	2025
Site-Remove and replace ash trees	4,340	2025
Exterior-Repair basement record storage	40,320	2025
Exterior-Replace window in private offices	25,200	2025
Exterior-Brick repair and joint replacement	15,120	2025
HVAC-Replace dehumidifier	700	2025
Electrical-LED lighting upgrade	26,900	2026
Site-Update Monument Sign	88,500	2027
Site-M&O Parking Lot	102,850	2028
Site-Sidewalk replacement	32,200	2028
Site-Replace exterior lighting	27,230	2028
Site-Retaining wall replacement	9,080	2028
Site-Replace landscaping-front entry	20,570	2028
Site-Update irrigation	11,630	2029
Fire-Replace fire alarm panel	31,000	2029
Interior-Bi-fold doors in meeting room	7,940	2030
Plumbing-Replace water heater	2,380	2030

Project Description	Amount	Year
HVAC-Replace condensers	23,820	2030
HVAC-Replace HVAC Cable Room	15,880	2030
Audio-update Council AV System	158,750	2030
Electronic Safety-Update cabling to CAT6E	31,440	2030
Interior-Replace carpet	48,750	2031
Interior-Repaint facility	40,220	2031
Interior-Replace ceilings-main level	48,750	2031
Interior-Replace appliances in breakroom	7,320	2031
<b>Total City Hall</b>	<b>1,350,636</b>	

### Fire Station

Evaluate stair tower cracking	10,000	2022
Exterior front door, roof access door& frame, and rooftop patio door	3,870	2022
Plumbing-Replace water heaters	2,580	2022
HVAC-clean ductwork	12,875	2022
HVAC-PRV for hose tower&bathrooms	3,860	2022
HVAC-apparatus bay fan	12,875	2022
Fans	8,000	2022
Mechanical-replace exhaust in apparatus bay	3,220	2022
Repair stair tower cracking	56,250	2023
Sitework-monument sign	25,750	2023
Replace concrete tiles on exterior of bldg. at windows	36,600	2023
Replace flashing on windows	63,600	2023
Exterior-efflorescence remediation	250,430	2023
Repaint apparatus ceiling & replace floor in storage/equip.	20,020	2023
Interior-Replace accordion wall in training room	6,440	2023
HVAC-heater for equip. room & storage room	1,300	2023
Mechanical-replace hood on roof	7,730	2023
Equip-vehicle exhaust system	206,000	2023
Equip-ice machine (Paid by LCFD)	6,440	2023
Equip-clothes dryer (Paid by LCFD)	3,220	2023
Equip-casework (Paid by LCFD)	4,510	2023
Equip-apparatus filler (Paid by LCFD)	6,440	2023
Equip-gear wash (Paid by LCFD)	30,900	2023
Equip-generator replacement	33,130	2023
Interior-Bathrooms	61,320	2024
Interior-Replace flooring & ceilings	67,180	2024
Elect-AV upgrades	68,130	2024
Elect-Replace security cameras	27,250	2024
HVAC-infrared heaters	63,000	2025
Equip-SCBA fill station	42,000	2025
Elect-Alerting station	28,000	2025

Project Description	Amount	Year
Elect-update projector	7,000	2025
Replace roof	210,750	2027
Sitework-Rain Garden	19,360	2028
Fire-Update fire alarm control panel	30,250	2028
Elect-light fixtures to LED	83,240	2028
Sitework-update irrigation	11,630	2029
Sitework-Misc. Repairs	41,550	2029
Sitework-Misc. Replacement	11,630	2029
Sitework-Replace retaining wall	172,520	2029
Sitework-Replace retaining wall	28,580	2030
Sitework-Replace parking lot lights	116,370	2030
Elect-replace panel & transfer switch	31,750	2030
<b>Total Fire Station</b>	<b>1,937,550</b>	

### History Center

Clean ductwork	4,500	2022
Exterior repairs	38,340	2023
Replace roof	36,700	2023
Replace carpet-History Center Cost?	12,230	2023
Replace exhaust fan-History Center Cost?	1,550	2023
Electrical-LED lighting upgrade	14,630	2025
<b>Total History Center</b>	<b>107,950</b>	
<b>Total All Facilities</b>	<b>3,396,136</b>	

Year in CIP	Amount
2022	148,575
2023	1,145,001
2024	366,610
2025	243,110
2026	26,900
2027	299,250
2028	324,780
2029	279,960
2030	416,910
2031	145,040
	<b>3,396,136</b>