

**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

**Workshop Meeting of the  
Little Canada City Council**  
Wednesday, December 1, 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. Review Plan For Twin Lake Boulevard Housing Development

Documents:

[TWIN LAKE BLVD DEVELOPMENT PROPOSAL.PDF](#)

- B. City Hall Space Needs Analysis

Documents:

[FACILITY SPACE NEEDS ANALYSIS.PDF](#)

4. Adjourn

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



**Property Information:**

The two properties (4.63 acres total) are located along Twin Lake Blvd as listed below:

PID 313022310001: 0 NORTH OWASSO BLVD – 2.19 acres

PID 313022310002: 0 NORTH OWASSO BLVD – 2.44 acres

**Planning Review:**

Both of the properties are currently zoned R-1, Single Family Residential, and are guided Medium Density Residential in the 2040 Comprehensive Plan. The properties would need to undergo an Administrative Comprehensive Plan Amendment from the Metropolitan Council (10-day process) to change the guided land use from medium to higher density residential. The property would also need to be rezoned from R-1 to R-3 to accommodate the proposed project.

The zoning change for the project is scheduled to be reviewed by the Planning Commission at their upcoming meeting on December 9<sup>th</sup>. An Open House for the surrounding neighborhood will also be conducted as part of this process. The Planning Commission recommendation will then be forwarded to the Council for consideration at the December 15<sup>th</sup> City Council meeting. If the proposal continues to move forward, the City Council will also be asked to consider approving a Letter of Intent (LOI) for the sale of city-owned property at the December 15<sup>th</sup> Council meeting.

**Proposed Timeline:**

The first phase could potentially start construction in July 2022 and open in June 2023.

**Proposed Funding Opportunities:**

Paul Keenan will discuss further the potential various funding source opportunities for the site and development. The reason for the timing of this development proposal is to ensure alignment with the funding cycle for LIHTC and the upcoming application deadline.

**STAFF RECOMMENDATION**

Review Plan for Twin Lake Boulevard Multi-Family Housing Development and provide feedback and comments.

EXAMPLE PROJECTS FROM REUTER WALTON:



Under Construction: The Isaac (127 units) – Roseville, MN



Under Construction: The Old Cedar (68 units) – Bloomington, MN

## REUTER WALTON DEVELOPMENT LLC

4450 Excelsior Blvd; Suite 400  
St. Louis Park, MN 55416

October 25, 2021

Corrin Wendell  
Community Development Director  
515 Little Canada Road E.  
Little Canada, MN 55117

**Re: Letter of Intent for the purchase and sale of the approximate 4.63-acre property located at 0 NORTH OWASSO BLVD; LITTLE CANADA MN 55126.**

This Letter of Intent constitutes an offer by the undersigned, Reuter Walton Development LLC, or assigns (the "Purchaser") to enter into a purchase agreement to purchase the Property (defined below).

1.           **Seller:**                   City of Little Canada
  
2.           **Purchaser:**               Reuter Walton Development LLC  
  Attention: Nicholas Walton  
  4450 Excelsior Blvd; Suite 400  
  St. Louis Park, MN 55416
  
3.           **Property:**                   The real property located at 0 NORTH OWASSO BLVD;  
  LITTLE CANADA MN 55126. (the "Property").
  
4.           **Purchase Price:**           \$480,000.00
  
5.           **Earnest Money:**       Purchaser shall deposit \$50,000 of Earnest Money with First  
  American Title Insurance Company ("Title Company") within 2  
  days after the date the Purchase Agreement is fully executed.
  
6.           **Due Diligence:**           Purchaser will have until 12/31/2022 days after the date of  
  execution of the Purchase Agreement to conduct its inspections  
  and investigations with regard to the Property ("Due Diligence  
  Period"). Such inspections shall include but not be limited to,  
  title/survey review and environmental inspections. If Purchaser is  
  not satisfied with its inspections at the end of the Due Diligence  
  Period or if Purchaser has not obtained its necessary financing or  
  the governmental approvals for the project it intends to develop  
  on the Property (the "Project"), it may terminate the Purchase  
  Agreement and the Earnest Money shall be returned to Purchaser.  
  Purchaser shall be entitled to extend the Due Diligence Period by  
  an additional 90 days at its discretion provided Purchaser deposits  
  an additional sum of non-refundable Earnest Money in the  
  Amount of \$25,000 on or before the exercise of such extension. If

Purchaser does not terminate the Purchase Agreement on or before the expiration of the Due Diligence Period as it may be extended, the Earnest Money shall become non-refundable (except in the event of Seller default) but shall be applied to the Purchase Price at Closing.

7. **Brokers:** Buyer is not represented by a broker.
8. **Closing:** The Closing will occur 30 days after the expiration of the Due Diligence Period.
9. **Title and Survey:** Seller, at its expense, will provide a current title insurance commitment for the Property from the Title Company. Purchaser will provide, at its expense, a current ALTA/ACSM survey of the Property.
10. **Closing Costs:** Closing costs shall be prorated between Seller and Purchaser in accordance with customary practices.
11. **Seller Documents:** Seller shall provide Purchaser with copies of any existing environmental reports, soil tests, surveys, and any other information Seller may have related to the Property.
12. **Confidential:** Seller and Purchaser agree that this offer and the terms of this letter of intent are confidential and shall not be disclosed to third parties except as may be required by applicable law and as may be reasonably required in connection with securing necessary permits, approvals and agreements to facilitate the Purchaser's use or development of the Property.
13. **Prorations:** Any operating expenses shall be pro-rated as of the date of Closing with the Purchaser being responsible for all of such costs incurred as of the date of Closing and thereafter and Seller being responsible for all of such costs incurred before the date of Closing.
14. **Purchase Agreement:** Within 2 weeks after the execution and delivery of this Letter of Intent, the parties will cooperate and work together in good faith to prepare and execute a purchase agreement using Purchaser's form of agreement containing all terms and conditions of the transaction (the "Purchase Agreement").
15. **Section 1031 Provision:** As an accommodation to the other party, Seller and Purchaser agree to cooperate with each other if either or both of them elect to consummate the purchase transaction in a manner intended to qualify as a like-kind exchange under Section 1031 of the Internal Revenue Code.
16. **Non-Binding:** With the exception of Section 17 below, this is a non-binding Letter of Intent. The parties will only become obligated by the full execution of the Purchase Agreement.

17.

**Exclusivity:**

During the term of this Letter of Intent, neither Party shall entertain any offers or discussions to purchase, develop or otherwise have an interest in the Property without the consent of the other Party.

*[Signature page follows.]*

**ACCEPTED AND AGREED:**

**AS TO SELLER:**

\_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Dated:

**AS TO PURCHASER:**

**REUTER WALTON DEVELOPMENT LLC**

By: \_\_\_\_\_

Nick Walton, President

Dated:



## STAFF REPORT

TO: Mayor Keis and Members of City Council

FROM: Chris Heineman, City Administrator  
Bill Dircks, Public Works Director

DATE: December 1, 2021

RE: City Hall Space Needs Analysis/Architect Proposal

The Kraus Anderson facility needs study that was completed earlier this year revealed a lot of work that needs to be done at City Hall to get it back into shape for the next number of years. As part of those discussions, there was also talk of whether or not City Hall is properly serving the needs of staff and the public. Staff thought that this would be a good time to analyze City Hall and potentially include renovations while also performing the maintenance suggested by Kraus-Anderson.

Staff has met with two architect firms to go over some of the deficiencies with the building as well as potential improvements in work space for staffing levels. The following topics rose to the top of the list:

- Adapting the public restrooms to comply with Americans With Disabilities Act (ADA) guidelines.
- Reconfiguring the employee restrooms/coffee bar/janitor closet to meet ADA guidelines and allow for better utilization of the space.
- Analyzing the front office area and putting together a floor plan and furniture plan that works for the current staffing model and also for potential future staffing changes. This analysis includes looking at the HVAC systems and their efficiency, as well as removing the existing acoustic ceiling and exposing the wood paneled ceiling above.
- Reconfiguring the entry area to better utilize the space. There is potential for it to be a copier area.
- Reconfigure the front counter including addressing the depth of it and adding a lower height to a portion of it to meet ADA guidelines. A more permanent solution for the Plexiglas barrier will also be considered.
- Consider adding a portable presentation podium in the Council Chambers to allow for better interaction between presenters and the City Council and Commissions. Also reconfigure the cable room to move the large cabinet away from the cable room window so the producer can see the chambers and vice versa.

Most of these topics were included in the Kraus-Anderson Facility Analysis, and preliminary cost estimates of \$600,000 to \$850,000 have already been programmed into the CIP. By completing the facility analysis and concept planning process, we can make sure the building is being used in the most efficient manner possible, and serves the public and staff to the best extent possible. It is also anticipated that the preliminary cost estimates can be substantially reduced.

Staff received proposals from the two architect firms for two phases of work. First, the architect would put together some concepts and work with staff on finding the best options, and putting together cost estimates for those options. Second, once the final decisions have been made, the architect would put together construction drawings that would lead to bidding the work out. Additional information and details on the architect's proposals will be provided at the workshop.

Staff is proposing to select one of the firms to move forward with the existing building review and concept design stage in December and January. There are funds available in the 2021 budget to get the concept planning portion of the work completed. The final concept plans will be brought back to an upcoming City Council workshop in the first quarter of 2022 for review and input. Once the City Council decides how to proceed, there are sufficient funds included in the 2022 budget to complete the construction drawings. Depending on the final scope of the project, some of the proposed improvements may be completed in 2022, with the remainder budgeted for completion in 2023.

**RECOMMENDED ACTION:**

Staff is providing this information as an update on the recommended next steps and we are requesting City Council feedback. No action required.