

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

MARCH 22, 2023

Pursuant to due call and notice thereof a regular meeting of the City Council of Little Canada, Minnesota was convened on the 23rd day of March, 2023 in the Council Chambers of the City Center located at 515 Little Canada Road in said City.

Mayor Tom Fischer called the meeting to order at 7:36 p.m. and the following members of the City Council were present at roll call:

CITY COUNCIL: Mayor Fischer, Council Members T. Miller, Kwapick, Gutierrez and D. Miller.
Absent: None.

ALSO PRESENT: City Administrator Chris Heineman, Community Development Director Corrin Wendell, Parks & Rec/Community Services Director Bryce Shearen, Public Works Director Bill Dirks, City Engineer Eric Seaburg and City Clerk/HR Manager Heidi Heller.

APPROVAL OF MINUTES

T. Miller introduced the following resolution and moved its adoption:

RESOLUTION NO. 2023-3-32 – APPROVING THE MINUTES OF THE MARCH 8, 2023 WORKSHOP AND THE MARCH 8, 2023 REGULAR MEETINGS AS SUBMITTED

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

ANNOUNCEMENTS

Mayor Fischer provided an overview of the worksession prior to tonight's meeting which was an orientation and opportunity for the Council and staff to introduce themselves.

PUBLIC COMMENT

None.

PRESENTATIONS - JEFF ONGSTAD, NINENORTH EXECUTIVE DIRECTOR

Jeff Ongstad, Executive Director of NineNorth, introduced himself and provided background on the organization which works to represent nine member communities. He provided additional information on the programming generated by the organization and the content, coverage, and services provided specifically for Little Canada. He provided details on the capital improvement projects planned for 2023.

Kwapick asked how often the cable franchise is renewed/reviewed. Mr. Ongstad stated that in the past the franchise agreement ran for 20 years but that period is now 10 years. He stated that there is typically a two or three year process to prepare for the renewal and those agreements can be extended.

Mayor Fischer asked the biggest challenge the group is facing. Mr. Ongstad replied that the biggest challenge is related to funding as more people cut the cord with cable services. He noted that the organization continues to look at additional opportunities to generate revenue.

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**PUBLIC HEARINGS - CONSIDER FINAL PLAT FOR VILLAS OF GERVAIS LAKE
SINGLE FAMILY DEVELOPMENT AT 0 EDGERTON STREET**

The Community Development Director explained tonight the Council is asked to consider the final plat for the parcel at 0 Edgerton. This request would subdivide the parcel into several parcels for new homes. She provided background information the process thus far and the major subdivision process. She provided details on the subject property, floodplain area, site plan, landscaping plan, and variance request noting that there have not been any changes since preliminary plat approval. She provided additional details on the variance review and related findings. She stated that the Planning Commission reviewed this at their March 9th meeting and recommended approval.

Mayor Fischer opened the public hearing for comments from the general public.

Jessica Turcotte, 2674 Schletty Drive, appreciated the changes that have been incorporated in response to the input received.

There were no further comments from the public. Upon motion by Kwapick, seconded by T. Miller, the public hearing was closed. Ayes (5). Nays (0). Motion adopted.

Mayor Fischer acknowledged that this has been a long journey and appreciated the cooperative efforts of the developer and input from the residents.

T. Miller introduced the following resolution and moved its adoption:

RESOLUTION NO. 2023-3-33 – APPROVAL OF A FINAL PLAT AND VARIANCE FOR THE PROPERTY LOCATED AT 0 EDGERTON STREET (PID 052922340061) TO SUBDIVIDE THE PARCEL INTO SEVEN PARCELS WITH AN EIGHT FOOT REDUCTION OF LOT DEPTH FROM 130 FEET TO 122 FEET FOR FOUR OF THE SEVEN PARCELS LOCATED ON THE WEST SIDE OF THE SUBDIVISION

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

T. Miller introduced the following resolution and moved its adoption:

RESOLUTION NO. 2023-3-34 – APPROVAL OF THE DEVELOPMENT AGREEMENT FOR VILLAS OF GERVAIS LAKE

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

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CONSENT AGENDA

T. Miller introduced the following resolution and moved its adoption:

RESOLUTION NO. 2023-3-35 – APPROVING THE CONSENT AGENDA WHICH CONTAINS THE FOLLOWING:

- Approval of the Vouchers
- Approve Tattoo (Microblading) Business License for Beauty by CheeChee, LLC for the Period March 23, 2023 – June 30, 2023
- Accept Final Staff Gap Analysis Report from DDA Human Resources

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

AWARD BID FOR 2023 STREET IMPROVEMENT PROJECT (SPRUCE STREET, SUNRISE DRIVE, SUNSET COURT & SUNSET COURT MILL AND OVERLAY)

The City Engineer explained tonight the Council is asked to consider the bid results for the 2023 street improvement project. He reviewed the project locations and proposed street and drainage improvements. He presented the bid summary and compared those to the engineer's estimate, noting that most of the differences were related to drainage and manhole replacements. He stated that once awarded staff will work with the contract in attempt to lower those costs or even change order those items out of the project to work with another contractor. He reviewed the anticipated project timeline and action before the Council tonight.

Mayor Fischer asked if the City has experience with the contractor. The City Engineer confirmed that the City has worked with the contractor on previous projects.

T. Miller introduced the following resolution and moved its adoption:

RESOLUTION NO. 2023-3-36 –AWARD THE 2023 STREET IMPROVEMENTS TO OMG MIDWEST INC. IN THE AMOUNT OF \$833,102.17

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

LABORE ROAD SIDEWALK STUDY

The City Engineer provided background information noting that the City is in the beginning stages of a sidewalk study. He noted that staff has received complaints related to pedestrian safety and vehicle speed for Labore Road. He identified the study area, study objectives, and timeline.

Mayor Fischer asked when the online survey and input would be. The City Engineer provided additional details on the timing, noting that the online interaction would begin in April and would be used throughout the entire process.

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D. Miller asked if the intent for the open house would be to present ideas and designs or simply to gather input. The City Engineer replied that staff would not want to present solutions right away but would want to bring thought provoking ideas to generate discussion. The City Administrator noted that there is not sufficient right-of-way for a separated trail, so that would not be an option for this area and therefore that would not be presented as an option at the open house.

Mayor Fischer appreciated the effort and believed that this would be a good investment to understand the options as this is a heavily used area by pedestrians.

Fischer introduced the following resolution and moved its adoption:

RESOLUTION NO. 2023-3-37 – APPROVE LABORE ROAD SIDEWALK STUDY WITH BOLTON & MENK UP TO A COST OF \$35,000

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

APPROVE PARTIAL PAY REQUEST NO. 5 AND CHANGE ORDER NO. 2 FOR 2022 STREET IMPROVEMENT PROJECTS

The City Engineer stated that the contractor completed the project in the fall and has submitted the required close out paperwork. He noted that the final payment can now be issued.

D. Miller introduced the following resolution and moved its adoption:

RESOLUTION NO. 2023-3-38 – APPROVE PARTIAL PAY REQUEST NO. 5 AND CHANGE ORDER NO. 2 FOR THE 2022 STREET IMPROVEMENT PROJECTS IN THE AMOUNT OF \$237,543.86

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

COUNCIL REPORTS AND MEETING UPDATES

Mayor Fischer stated that on March 13th he and the City Administrator met with mayors and administrators from seven other cities to receive updates and share information. He noted that the group meets bi-monthly and provided an update on the topics discussed.

Gutierrez provided an update on the recent meeting of the fire relief association.

The City Administrator stated that Xcel Energy was notified that the utility franchise fee is coming up for renewal and noted that will come forward to an upcoming Council agenda.

ADJOURN

There being no further business, upon motion by T. Miller, seconded by D. Miller, the meeting was adjourned at 8:24 p.m.

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Thomas Fischer, Mayor

Attest:

Christopher Heineman, City Administrator