

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

OCTOBER 28, 2020

Pursuant to due call and notice thereof a special meeting of the City Council of Little Canada, Minnesota was convened on the 28th day of October, 2020 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: In-person: Mayor Keis, Council Members Montour and McGraw. Virtually: Fischer and Torkelson. Absent: None.

ALSO PRESENT: City Administrator Chris Heineman, Parks & Rec/Community Services Manager Bryce Shearen, Public Works Director Bill Dircks, Finance Director Brenda Malinowski, City Clerk Heidi Heller, City Attorney Pat Kelly and City Engineer Mark Kasma.

This meeting was held in-person and virtually. This meeting was held in-person and virtually. In accordance with the requirements of Minn. Stat. Section 13D.021, the City Administrator has determined that an in-person meeting is not practical or prudent because of a health pandemic or an emergency declared under Chapter 12 of the Minnesota Statutes. Because of the health pandemic and emergency declaration, it has been determined that attendance at the regular meeting location by elected officials and members of the public is not feasible. Therefore, some or all of the City Council members may be participating by telephone or other electronic means. This meeting will be recorded in its entirety.

Members of the public are able to monitor the meeting on the CTV North Suburbs website (live stream) or use the meeting link provided on the city website prior to the meeting.

IMPROVEMENT NO. 2019-02 GREENBRIER STREET ASSESSMENT HEARING

Mayor Keis opened the Assessment Hearing to consider the adoption of special assessments for Improvement No. 2019-02, Greenbrier Street (from Labore Road to County Road D), consisting of full reconstruction including concrete curb and gutter and a stormwater system. He stated that the street was formally rural with ditches.

The City Engineer then reviewed project costs for the Greenbrier Street project, noting that the initial estimate was \$1,200,000, and the final estimated cost is \$1,423,989. He noted that \$415,818 are assessable costs. He then reviewed assessment payment methods which provide for payment (either in full or part) with no interest within the first 30 days after the assessment is adopted, or allowing the assessment to be certified against property taxes for collection over a 10-year period at an interest rate of 3.25%. The Engineer noted that after certification assessments can be paid off early to the County at any time. He suggested, however, that

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payments should be made prior to November 15th in the given year or the County will add the next year's interest to the balance. He explained how the assessment amounts for each property were determined.

The City Engineer reported that anyone wishing to object to the proposed assessment should do so in writing at this time. Submitting a written objection will preserve the property owners right to contest the assessment in District Court. There were no written objections received.

There were two attendees in-person in the audience, and six attendees participating virtually.

Montour asked how the interest rate was determined. The City Administrator stated that in the past it has been Prime plus one or two percent. He noted that due to COVID-19 and the recession, staff is recommending it be just Prime, which right now is 3.25%.

There were no additional comments from the general public.

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

The City Administrator stated that 3.0% was noted in the letter and that the Council would set the actual rate at the assessment hearing. He noted that the interest rates have been set at Prime plus one or two in the past, but due to COVID-19 and the recession, staff is recommending that the interest be set at just Prime which is 3.25%.

Montour introduced the following resolution and moved its adoption:

RESOLUTION NO. 2020-10-136 – APPROVE ADOPTING THE ASSESSMENT ROLL FOR IMPROVEMENT NO. 2019-02, GREENBRIER STREET (FROM LABORE ROAD TO COUNTY ROAD D) CONSISTING OF FULL RECONSTRUCTION INCLUDING CONCRETE CURB AND GUTTER, AND A STORM WATER SYSTEM AS RECOMMENDED BY CITY ENGINEER, AND SETTING THE INTEREST RATE AT 3.25%

The foregoing resolution was duly seconded by McGraw.

Roll Call Vote: Keis/Torkelson/Fischer/McGraw/Montour/Torkelson

Ayes (5). Nays (0). Resolution declared adopted.

IMPROVEMENT NO. 2019-01 COUNTY ROAD D (from Payne Avenue to Greenbrier Street) ASSESSMENT HEARING

Mayor Keis opened the Assessment Hearing to consider the adoption of special assessments for Improvement No. 2019-01, County Road D (from Payne Avenue to Greenbrier Street), consisting of full reconstruction including concrete curb and gutter repair and a stormwater system.

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The City Engineer reviewed project costs for the County Road D project, noting that the initial estimate was \$115,000, and the final estimated cost is \$115,603. He noted that \$20,747 are assessable costs. He then reviewed assessment payment methods which provide for payment (either in full or part) with no interest within the first 30 days after the assessment is adopted, or allowing the assessment to be certified against property taxes for collection over a 10-year period at an interest rate of 3.25%. The Engineer noted that after certification assessments can be paid off early to the County at any time. He suggested, however, that payments should be made prior to November 15th in the given year or the County will add the next year's interest to the balance. He explained how the assessment amounts for each property were determined.

The City Engineer reported that anyone wishing to object to the proposed assessment should do so in writing at this time. Submitting a written objection will preserve the property owners right to contest the assessment in District Court. There were no written objections received.

There were two attendees in-person in the audience, and four attendees participating virtually.

The City Administrator stated that 3.0% was noted in the letter and that the Council would set the actual rate at the assessment hearing. He noted that the interest rates have been set at Prime plus one or two in the past, but due to COVID-19 and the recession, staff is recommending that the interest be set at just Prime which is 3.25%.

Scott Campbell, 666 County Road D, stated that his trees were cut down but no one asked him. He is wondering if the existing stump will be taken care of. The City Engineer stated that the stump will be taken of, and only the trees in the right-of-way would have been removed.

There were no additional comments from the general public.

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

Montour introduced the following resolution and moved its adoption:

RESOLUTION NO. 2020-10-137 – APPROVE ADOPTING THE ASSESSMENT ROLL FOR IMPROVEMENT NO. 2019-01, COUNTY ROAD D (FROM PAYNE AVENUE TO GREENBRIER STREET) CONSISTING OF FULL RECONSTRUCTION INCLUDING CONCRETE CURB AND GUTTER, A STORM WATER SYSTEM AND SIDEWALK INSTALLATION AS RECOMMENDED BY CITY ENGINEER, AND SETTING THE INTEREST RATE AT 3.25%

The foregoing resolution was duly seconded by McGraw.

Roll Call Vote: Keis/Torkelson/Fischer/McGraw/Montour/Torkelson

Ayes (5). Nays (0). Resolution declared adopted.

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There being no further business, the meeting was adjourned at 7:12p.m.

John T. Keis, Mayor

Attest:

Christopher Heineman, City Administrator