

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

JANUARY 10, 2018

Pursuant to due call and notice thereof a regular meeting of the City Council of Little Canada, Minnesota was convened on the 10th day of January, 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
ABSENT:	Council Member	Mr. Mike McGraw
ALSO PRESENT:	City Administrator	Mr. Joel R. Hanson
	Comm. Serv/Parks & Rec	Mr. Bryce Shearen
	City Clerk	Ms. Heidi Heller
	Cable TV Producer	Mr. Kevin Helander

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Fischer introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-1-1 – APPROVING THE MINUTES OF THE DECEMBER 20, 2017 WORKSHOP COUNCIL MEETING AND THE DECEMBER 20, 2017 REGULAR COUNCIL MEETING AS SUBMITTED

The foregoing resolution was duly seconded by Keis.
Ayes (4).
Nays (0). Resolution adopted.

ANNOUNCEMENT Keis announced that Anna Abruzzese was appointed to the Parks & Recreation Commission. Ms. Abruzzese was presented with her Certificate of Appointment and thanked for her interest in serving the community. Montour noted that several great applicants applied for the Commissions.

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**PUBLIC
HEARING: RICE
STREET/I-694
BRIDGE PROJECT
MUNICIPAL
CONSENT**

Beth Engum, Ramsey County Project Manager, stated that when Rice Street was turned back to the County from MNDOT in 1999, the State agreed to replace the bridge over I-694, but it was not a priority for the State. She noted that MNDOT has \$3 million programmed in 2026 towards the bridge replacement. She explained that Rice Street does not operate very well in the I-694 area, and a community survey was conducted and 86% of respondents stated there needed to be improvements or reconstruction. Since Rice Street is an old trunk highway, there is limited right-of-way, so doing any road widening will impact adjacent businesses.

Ms. Engum explained that they have considered over 20 different interchange alternatives, and settled on a round-a-bout design. She stated that round-a-bouts are safer ways to move traffic since people must slow down to negotiate them. She stated that the proposed improvements are expected to cost \$31.1 million, which includes construction, right-of-way acquisition, and the engineering for design and construction, and the project is now fully funded. She stated that the County is asking for \$1.6 million from the three adjacent cities, but the cities can use municipal state aid fund for their respective amounts.

Ms. Engum explained that the local funds allocated are based on the County's cost participation policy for construction costs and design/construction engineering. She stated that based on the policy, Little Canada's city contribution is \$241,938.

Ms. Engum stated that they want to get a contractor on board by late 2018 so they can start working on certain improvements over the winter, which will give a head start on the project and less disruption on Rice Street. She explained that municipal consent is being requested from Shoreview, Vadnais Heights and Little Canada. Shoreview has granted consent.

Montour noted that Caribou Coffee and Taco Johns are really the only Little Canada business that will be impacted, since they will lose their full access to Rice Street. Ms. Engum noted that Caribou will still be able to have a right-in right-out on Rice Street. The City Administrator noted that Little Canada's \$242,000 portion is in the infrastructure budget for 2019. Council Member Fischer stated that this design is really the only viable option and he approves.

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Keis introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-1-2 – GIVING MUNICIPAL CONSENT TO RAMSEY COUNTY FOR THE FINAL LAYOUT (FOR S.P 6285-158, 062-649-040) FOR THE RECONSTRUCTION OF THE RICE STREET BRIDGE AND INTERCHANGE OVER INTERSTATE HIGHWAY 694 (STATE PROJECT 6285-158) ON RICE STREET (CSAH 49) INCLUDE THE INTERSECTION OF RICE STREET WITH COUNTRY DRIVE AND RELATED MODIFICATIONS TO ACCOMMODATE BUSINESS ACCESS FROM COUNTRY DRIVE WITHIN THE CITY OF LITTLE CANADA

The foregoing resolution was duly seconded by Torkelson.

Ayes (4).

Nays (0). Resolution adopted.

**PUBLIC
HEARING:
ECONOMIC
DEVELOPMENT
AUTHORITY
ELECTION OF
OFFICERS &
ADOPT 2018
BUDGET**

At this point in the meeting, the City Council temporarily adjourned and convened as the Economic Development Authority for the purpose of appointing 2018 Officers and adopting the 2018 Budget.

Montour introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-1-3 – RECESSING THE CITY COUNCIL MEETING AND CONVENING AS THE ECONOMIC DEVELOPMENT AUTHORITY

The foregoing resolution was duly seconded by Fischer.

Ayes (4).

Nays (0). Resolution adopted.

Montour introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-1-4 – ADOPTING THE 2018 BUDGET FOR THE ECONOMIC DEVELOPMENT AUTHORITY:

***Revenues - \$0
Expenditures - \$0***

The foregoing resolution was duly seconded by Keis.

Ayes (4).

Nays (0). Resolution adopted.

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Fischer introduced the following resolution and moved its adoption:

**RESOLUTION NO. 2018-1-5 – APPOINTING THE FOLLOWING
ECONOMIC DEVELOPMENT AUTHORITY OFFICERS FOR 2018:**

***John Keis, President
Rick Montour, Vice President
Mike McGraw, Treasurer
Joel Hanson, Assistant Treasurer
Joel Hanson, Secretary
Tom Fischer, Director
Christian Torkelson, Director***

The foregoing resolution was duly seconded by Montour .
Ayes (4).
Nays (0). Resolution adopted.

Montour introduced the following resolution and moved its adoption:

**RESOLUTION NO. 2018-1-6 – CLOSING THE PUBLIC HEARING
AND ADJOURNING THE ECONOMIC DEVELOPMENT
AUTHORITY MEETING AS WELL AS RECONVENING THE CITY
COUNCIL MEETING**

The foregoing resolution was duly seconded by Fischer.
Ayes (4).
Nays (0). Resolution adopted.

PRESENTATIONS: Montour introduced the following resolution and moved its adoption:
2018

APPOINTMENTS **RESOLUTION NO. 2018-1-7 – APPROVING THE FOLLOWING
APPOINTMENTS FOR THE CITY OF LITTLE CANADA FOR 2018:**

- o ***RICK MONTOUR AS ACTING MAYOR***
- o ***TOM FISCHER AS RAMSEY COUNTY LEAGUE OF
LOCAL GOVERNMENTS BOARD MEMBER AND
CHRISTIAN TORKELSON AND JOEL HANSON AS
ALTERNATES;***
- o ***RICK MONTOUR AS CABLE TV COMMISSION
REPRESENTATIVE AND CHRISTIAN TORKELSON
AND JOEL HANSON AS ALTERNATES;***
- o ***JOHN KEIS AND MIKE MCGRAW AS FIRE RELIEF
ASSOCIATION REPRESENTATIVES;***

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- ***JOHN KEIS AND MIKE MCGRAW AS FIRE DEPARTMENT LONG RANGE PLANNING COMMITTEE REPRESENTATIVES;***
- ***CHRISTIAN TORKELSON AS RUSH LINE TASK FORCE REPRESENTATIVE AND JOHN KEIS AS ALTERNATE;***
- ***CHRISTIAN TORKELSON AS NORTHEAST YOUTH & FAMILY SERVICES BOARD MEMBER;***
- ***TOM FISCHER AS COUNCIL LIASION TO THE PARKS & RECREATION COMMISSION***

The foregoing resolution was duly seconded by Fischer.

Ayes (4).

Nays (0). Resolution declared adopted.

**DESIGNATION
OF OFFICIAL
CITY
NEWSPAPER**

The City Clerk reported that quotes were received from the Lillie Suburban Newspaper and the Pioneer Press for publishing the public notices. She stated that the Pioneer Press began reaching out to suburban cities and submitted a very favorable quote. She stated that the Lillie Suburban then submitted a quote that was slightly less than the Pioneer Press. She explained that the Lillie Suburban legal notice staff have been great to work with, but staff and the Council have on-going concerns over how many Lillie Suburban papers are actually being delivered in the City. She explained that the Pioneer Press can publish a notice every day of the week, which is a benefit, but staff worries that the local newspapers may not be able to stay in business if they lose too much revenue.

Keis stated that he would hate for the Lillie Suburban to go out of business since it does provide a good service. Fischer stated that he has only gotten five or six deliveries of the paper to his neighborhood in the last two years, so he finally subscribed to it so he would get it. Montour stated that he has reached out to the Lillie Suburban numerous times asking about their delivery issues and gotten no response. He noted that Little Canada gets very little coverage in the Roseville/Little Canada Review.

Fischer introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-1-8 – DESIGNATING THE LILLIE SUBURBAN ROSEVILLE/LITTLE CANADA REVIEW NEWSPAPER AS THE OFFICIAL CITY NEWSPAPER FOR 2018, AND HAVE STAFF SEND A LETTER TO THE NEWSPAPER STATING THAT THE CITY COUNCIL WANTS TO SEE IMPROVEMENTS IN THE DELIVERY OF THE LILLIE SUBURBAN TO LITTLE CANADA RESIDENTS IN 2018

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The foregoing resolution was duly seconded by Montour.
Ayes (4).
Nays (0). Resolution adopted.

**CONSENT
AGENDA**

Montour introduced the following resolution and moved its adoption:

**RESOLUTION NO. 2018-1-9 – APPROVING THE CONSENT
AGENDA WHICH CONTAINS THE FOLLOWING:**

***2017 APPOINTMENTS –**

***CHECKING ACCOUNT DEPOSITORY – US Bank
National Association-Little Canada***

INVESTMENT DEPOSITORIES –

PMA Financial Network, Inc.-4M Fund;

Morgan Stanley Smith Barney;

Royal Credit Union (RCU);

US Bank National Association;

UBS Financial Services;

Wells Fargo Advisors;

Zions Direct

***COUNCIL MEETING DATES – second and fourth
Wednesday's of each month at 7:30 p.m.;***

DATA PRACTICES RESPONSIBLE AUTHORITY-

COMPLIANCE OFFICIAL – Heidi Heller;

***RATIFYING CITY PROCEDURES FOR ACCESS TO PUBLIC
& PRIVATE DATA;***

***APPROVAL OF THE VOUCHERS;**

***APPROVAL OF 2018 FIRE INSPECTION CONTRACT AND
AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO
EXECUTE ON BEHALF OF THE CITY;**

***APPROVAL OF 2018 RECREATION COORDINATOR CONTRACT;**

***APPROVAL OF 2018 NORTHEAST YOUTH & FAMILY SERVICES
CONTRACT AND AUTHORIZING THE MAYOR AND CITY
ADMINISTRATOR TO EXECUTE ON BEHALF OF THE CITY;**

***APPROVAL OF 2018 HEALTH INSURANCE CONTRACT AND
INSURANCE OPT-OUT**

***CALL FOR A WORKSHOP ON JANUARY 24, 2018 AT 6:00PM FOR
A JOINT MEETING WITH THE PLANNING COMMISSION TO
DISCUSS THE COMPREHENSIVE PLAN**

***APPROVAL OF 2018 INSTITUTION COMMUNITY WORK CREW
CONTRACT AND AUTHORIZING THE MAYOR AND CITY
ADMINISTRATOR TO EXECUTE ON BEHALF OF THE CITY**

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The foregoing resolution was duly seconded by Fischer.
Ayes (4).
Nays (0). Resolution declared adopted.

**2018 FIRE
DEPARTMENT
CONTRACT**

The City Administrator stated that the only changes to the 2018 Fire Department contract, other than dates and approved budget numbers, was the addition of a provision acknowledging the sale of Truck #215 that is being replaced by Truck #220. He explained that the sale proceeds from Truck #215 will accrue to the City's Fire Equipment Fund to help defray the new truck cost. He noted that the Fire Department has not formally approved this contract yet, but they have received a copy to review.

Montour introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-1-10 – APPROVING THE 2018 FIRE DEPARTMENT CONTRACT AS PRESENTED BY THE CITY ADMINISTRATOR, SUBJECT TO ANY COMMENTS BY THE LITTLE CANADA FIRE DEPARTMENT

The foregoing resolution was duly seconded by Keis.
Ayes (4).
Nays (0). Resolution declared adopted.

**DISCUSS 2018
GOAL SETTING
PROCESS**

The City Administrator stated that staff is looking for direction on what the Council would like to do for goal setting this year. He referenced past comments about "mixing things up a bit" and suggested we may want to try a new facilitator, so the Council may want to change. He offered his services as an option or stated he could check on the availability of other parties. He also noted that citizen involvement hasn't worked as well as hoped because they lack the background on city processes and procedures.

The City Administrator stated the session could be held on January 31, which is the fifth Wednesday, but ideally, it should be held by mid-February at the latest. Keis agreed that it would be ok to not have citizen participation this year. Fischer stated that he is fine with the City Administrator facilitating, and not having citizen participation. Torkelson agreed. Montour noted that sometimes having someone else facilitate gets a different perspective from outside of the City. He suggested that if the City Administrator finds a great facilitator, we should do that, otherwise the City Administrator can facilitate.

Keis introduced the following resolution and moved its adoption:

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***RESOLUTION NO. 2018-1-11 – SCHEDULING THE 2018 GOAL
SETTING SESSION FOR JANUARY 31, 2018***

The foregoing resolution was duly seconded by Montour.

Ayes (4).

Nays (0). Resolution declared adopted.

**PARK SHELTER
RENTAL
AMENDMENTS**

The Community Services/Parks & Rec Manager explained that staff is proposing to increase the shelter deposit for residents from \$100 to \$250 to make sure that the City's costs are being covered. He reported that the deposit is currently \$250 for non-residents. He explained that in 2017, eight damage deposits were retained by the City due to violations of the park shelter rental rules which resulted in excessive garbage and additional cleaning time. He noted that two of these eight rentals were by residents. He stated that some renters will find a resident to rent the facility for them, or that the \$100 deposit amount was not much of a financial burden if they violated the rules and had their deposit withheld. No other park rental fee increases are being proposed for 2018. The Community Services/Parks & Rec Manager stated that the deposits are either a check that the City does not cash unless necessary, or cash.

Torkelson stated that he was concerned about residents that could not afford the \$250 deposit or if they do not have a checkbook. He questioned why the deposit amount was being increased after only two resident problem rentals. The Community Services/Parks & Rec Manager noted that people do bring in cash for the rental deposits. Montour stated that the City needs to cover our costs and that is not happening with the \$100 deposit amount for residents if rule violations take place.

Montour introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2018-1-12 – APPROVING THE AMENDMENTS
FOR THE PARK SHELTER RENTAL CHARGES AS PRESENTED
BY THE PARKS & REC/COMMUNITY SERVICES MANAGER AND
AS RECOMMENDED BY THE PARKS & RECREATION
COMMISSION.***

The foregoing resolution was duly seconded by Keis.

Ayes (4).

Nays (0). Resolution declared adopted.

**TEMPORARY
LIQUOR
LICENSE FOR ST.
JOHN'S CHURCH
ON FEBRUARY
10, 2018**

The City Clerk stated that St. John's Church has submitted a temporary liquor license application for their annual Cana Dinner to be held on Saturday, February 10, 2018. She reported that the application and

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insurance have been received, and staff recommends approval subject to receiving the fee.

Keis introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-1-13 – APPROVING A TEMPORAY LIQUOR LICENSE FOR ST. JOHN’S CHURCH ON FEBRUARY 10, 2018, SUBJECT TO RECEIVING THE FEE

The foregoing resolution was duly seconded by Fischer.

Ayes (4).

Nays (0). Resolution declared adopted.

**CONSTRUCTION
MANAGEMENT
SERVICES FOR
OLD FIRE HALL
RENOVATIONS**

The City Administrator reported that a proposal for construction management service for the Old Fire Hall renovations was received from RVK Architects. He noted that they were also hired to put together the final workscope for pricing renovations to the exterior at the Old Fire Hall. He stated that the City has used Dick Krumm with RVK on several past projects and was very satisfied. The City Administrator explained that Mr. Krumm would essentially be the agent acting as the general contractor for the work versus using a general contractor in the traditional sense. He noted that historically the City has lowered the overall project cost using this construction method.

Fischer introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-1-14 – APPROVING THE CONSTRUCTION MANAGEMENT CONTRACT WITH RVK ARCHITECTS FOR THE OLD FIRE HALL RENOVATIONS BASED ON THEIR QUOTE OF 6.5% OF THE CONSTRUCTION COSTS OF THE PROJECT, AS PRESENTED BY THE CITY ADMINISTRATOR

The foregoing resolution was duly seconded by Montour.

Ayes (4).

Nays (0). Resolution declared adopted.

ADJOURN

There being no further business, the meeting was adjourned at 8:43 p.m.

John T. Keis, Mayor

Attest: _____
Joel Hanson, City Administrator