

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

JANUARY 27, 2021

Pursuant to due call and notice thereof a special meeting of the City Council of Little Canada, Minnesota was convened on the 13th day of January, 2021 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 Keis, Council Members McGraw, Fischer, Torkelson and Miller.

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

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.

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McGraw introduced the following resolution and moved its adoption:

RESOLUTION NO. 2021-1-1 – APPROVING THE MINUTES OF THE DECEMBER 16, 2020 WORKSHOP, DECEMBER 16, 2020 REGULAR MEETING, DECEMBER 28, 2020 ECONOMIC DEVELOPMENT AUTHORITY MEETING AND DECEMBER 28, 2020 SPECIAL WORKSHOP MEETINGS AS SUBMITTED

The foregoing resolution was duly seconded by Fischer.
Roll Call Vote: Keis/Fischer/Torkelson/McGraw/Miller
Ayes (5). Nays (0). Resolution adopted.

ANNOUNCEMENTS

Keis thanked Sharen Darling for serving on the Parks & Recreation Commission for six years and stated that she worked on the Parks Master Plan and has contributed a lot to the Parks Commission over the years.

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**IMPROVEMENT HEARINGS FOR 2021 STREET PROJECTS – NO. 2021-01
GREENBRIER CIRCLE AND NO. 2021-02 OLD COUNTY ROAD C**

Keis opened the public hearing to consider the improvements of Greenbrier Circle (from County Road B2 to the end of cul-de-sac) and Old County Road C (from County Road C to Ruth Street) by pavement reconstruction, concrete driveway aprons, concrete curb and gutter, and miscellaneous improvements.

Eric Seaburg, Project Manager and Engineer with Bolton & Menk, reported that the purpose of tonight's hearing is to present the proposed improvements of Greenbrier Circle and Old County Road C to the City Council and impacted property owners. This meeting gives property owners the opportunity to provide input and voice concerns about the project. The City Council will then determine whether or not the project moves forward.

Mr. Seaburg provided information and showed photos of the conditions of both Greenbrier Circle and Old County Road C that resulted in the proposed improvement. He stated that the streets have deteriorated to a condition that now requires reconstruction. Mr. Seaburg reviewed the general plans for the streets and explained the City's street improvement planning process. He explained that after the streets that need work are determined, the process begins with neighborhood informational meetings and progresses on to the public hearing to consider ordering of the improvement, which is this evening's hearing. Once bids are received and awarded, construction starts, and typically after substantial completion of the project, an assessment hearing will be held on October 6, 2021. At that hearing property owners have the opportunity to voice opinions on the proposed assessments. The Council would act on any objections received and then approve the assessments. The assessment amounts can be paid within 30 days with no interest charged; otherwise they will be assessed to property taxes, payable over a 10 year period.

Mr. Seaburg explained that during construction they will also inspect water main valves and repair or replace things as needed. He reported that there will be times that driveway access is restricted due to construction activities. However, emergency vehicle access, mail and garbage service will be maintained. Mail service is typically moved to a temporary box outside the project area if the Post Master requests. The Engineer reported that property owners will be kept informed of timing of construction activities that will restrict access. He also noted that there will be an on-site inspector available to address property owner concerns. He noted that the City Code allows construction work hours from 7 a.m. to 10 p.m. on weekdays and 9 a.m. to 9 p.m. on Saturdays.

Mr. Seaburg reported on project funding, noting that sanitary sewer, water main and storm sewer repair costs would not be assessed. Fifty percent (50%) of the street costs will be funded through special assessments to benefitting property owners. Mr. Seaburg then explained the special assessment process which is based on the City's Assessment Policy that has been in place since 1995. He noted that the properties will be assessed only for the street costs, and the City's Infrastructure Capital Improvement Fund will pay the rest of the costs. He noted that the

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assessment rate for 2021 is \$80.26 per front foot abutting the project, and there are special provisions for certain properties, such as corner lots.

The public hearing was opened for comments from the general public. City Engineer Mark Kasma reported that he received an email from Lynne Geistfeld, 2347 Greenbrier Circle. Mr. Seaburg explained that this resident was concerned about poor street drainage, and he feels those problems are due to the street grades, and is confident that the project will address these issues.

There were no comments from the public. Upon motion by Fischer, seconded by McGraw, the public hearing was closed.

Torkelson introduced the following resolution and moved its adoption:

RESOLUTION NO. 2021-1-2 – APPROVING A RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS FOR GREENBRIER CIRCLE (FROM COUNTY ROAD B2 TO END OF THE CUL-DE-SAC), IMPROVEMENT NO. 2021-01

The foregoing resolution was duly seconded by McGraw.
Roll Call Vote: Keis/Fischer/Torkelson/McGraw/Miller
Ayes (5). Nays (0). Resolution declared adopted.

Torkelson introduced the following resolution and moved its adoption:

RESOLUTION NO. 2021-1-3 – APPROVING A RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS FOR OLD COUNTY ROAD C (FROM COUNTY ROAD C RUTH STREET), IMPROVEMENT NO. 2021-02

The foregoing resolution was duly seconded by Fischer.
Roll Call Vote: Keis/Fischer/Torkelson/McGraw/Miller
Ayes (5). Nays (0). Resolution declared adopted.

CONSENT AGENDA

Fischer introduced the following resolution and moved its adoption:

RESOLUTION NO. 2021-1-4 – APPROVING THE CONSENT AGENDA WHICH CONTAINS THE FOLLOWING:

- Approval of the Vouchers
- Approve 2021 Designation of Data Practices Responsible Authority – Compliance Official & Ratify City Procedures for Access to Public & Private Data

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- Approve Change Order No. 3 & Partial Pay Request No. 7 to New Look Contracting for County Road D & Greenbrier Street Improvement Projects
- Approve 2021 Designation of Deposit and Investment of Local Public Funds as presented in the staff report
- Authorize Mayor and City Administrator to Sign Letter of Engagement for 2020 Audit Services with CliftonLarsonAllen, LLC, Including Single Audit Services
- Approve 2021 Employee Benefits
- Designation of Pioneer Press as City’s Legal Newspaper in 2021

The foregoing resolution was duly seconded by McGraw.
Roll Call Vote: Keis/Fischer/Torkelson/McGraw/Miller
Ayes (5). Nays (0). Resolution adopted.

ECONOMIC DEVELOPMENT AUTHORITY MEETING

At this point in the meeting, the City Council temporarily adjourned and convened as the Economic Development Authority for the purpose of appointing the 2021 Officers.

McGraw introduced the following resolution and moved its adoption:

RESOLUTION NO. 2021-1-5 – RECESSING THE CITY COUNCIL MEETING AND CONVENING AS THE ECONOMIC DEVELOPMENT AUTHORITY

The foregoing resolution was duly seconded by Keis.
Roll Call Vote: Keis/Fischer/Torkelson/McGraw/Miller
Ayes (5). Nays (0). Resolution adopted.

EDA - 2021 ELECTION OF OFFICERS

The City Clerk explained that City Council members are also the Economic Development Authority officers and are annually appointed. She noted that a new Vice-President must be appointed.

McGraw introduced the following resolution and moved its adoption:

RESOLUTION NO. 2020-1-6 – APPOINTING THE FOLLOWING ECONOMIC DEVELOPMENT AUTHORITY OFFICERS FOR 2021:

- John Keis, President*
- Teresa Miller, Vice President*
- Mike McGraw, Treasurer*
- Chris Heineman, Assistant Treasurer*
- Chris Heineman, Secretary*
- Tom Fischer, Director*
- Christian Torkelson, Director*

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The foregoing resolution was duly seconded by Keis.
Roll Call Vote: Keis/Fischer/Torkelson/McGraw/Miller
Ayes (5). Nays (0). Resolution adopted.

The City Administrator explained that usually a zero budget is passed for the EDA also in January, but he would like to hold off on that since he has plans to discuss consideration of having money in the EDA budget since the City received funds from the sale of the two cell towers.

McGraw introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2021-1-7 – ADJOURNING THE ECONOMIC DEVELOPMENT
AUTHORITY MEETING AND RECONVENING AS THE CITY COUNCIL***

The foregoing resolution was duly seconded by Fischer.
Roll Call Vote: Keis/Fischer/Torkelson/McGraw/Miller
Ayes (5). Nays (0). Resolution adopted.

2021 COUNCIL COMMITTEE APPOINTMENTS

The City Clerk reported that staff report contains the list of who held the positions in 2020 and suggested appointments for 2021. She noted that the Mayor has suggested some changes since there is a new City Council member this year, and the City Administrator recommended adding a subcommittee for 2021 to review the organized collection contract that is expiring this year.

McGraw introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2021-1-8 – APPROVING THE FOLLOWING APPOINTMENTS
FOR THE CITY OF LITTLE CANADA IN 2021:***

- ***TOM FISCHER AS ACTING MAYOR***
- ***TERESA MILLER AS RAMSEY COUNTY LEAGUE OF LOCAL GOVERNMENTS BOARD MEMBER AND JOHN KEIS AS ALTERNATE;***
- ***MIKE MCGRAW AS CABLE TV COMMISSION REPRESENTATIVE AND CHRISTIAN TORKELSON AND CHRIS HEINEMAN AS ALTERNATES;***
- ***JOHN KEIS AND TOM FISCHER AS FIRE RELIEF ASSOCIATION REPRESENTATIVES;***
- ***JOHN KEIS AND TOM FISCHER AS FIRE DEPARTMENT LONG RANGE PLANNING COMMITTEE REPRESENTATIVES;***
- ***CHRISTIAN TORKELSON AS RUSH LINE TASK FORCE REPRESENTATIVE AND TERESA MILLER AS ALTERNATE;***
- ***TERESA MILLER AS NORTHEAST YOUTH & FAMILY SERVICES BOARD MEMBER;***

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- ***CHRISTIAN TORKELSON & MIKE MCGRAW AS 2021 ORGANIZED COLLECTION SUB-COMMITTEE***

The foregoing resolution was duly seconded by Torkelson.
Roll Call Vote: Keis/Fischer/Torkelson/McGraw/Miller
Ayes (5). Nays (0). Resolution declared adopted.

RECLASSIFICATION OF THE CITY CLERK POSITION

The City Administrator explained that the City Clerk position administers elections, city council agendas, human resources, official records, legal notices, city communications, and licensing. He stated that staff has reviewed the duties of this position and is recommending a reclassification to better address the current and future needs of the City. He noted that this initiative also adheres to the objectives of the 5-year Strategic Plan adopted in 2019, and reclassifying the City Clerk position aligns with the initiative of optimizing our organizational structure. One of the 2-year priorities under Creating Operational Efficiency is implementing a revised organizational structure, and the reclassification of the City Clerk position is a key aspect of this important process. The City Administrator stated that to better meet our human resources needs going forward, staff is recommending a reclassification of this position to City Clerk / Human Resource Manager which elevates the position beyond its current level to include higher level assignments, such as overseeing the risk management program.

McGraw introduced the following resolution and moved its adoption:

RESOLUTION NO. 2021-1-9 – APPROVE THE JOB RECLASSIFICATION OF THE CITY CLERK TO CITY CLERK/HUMAN RESOURCE MANAGER AS PRESENTED

The foregoing resolution was duly seconded by Torkelson.
Roll Call Vote: Keis/Fischer/Torkelson/McGraw/Miller
Ayes (5). Nays (0). Resolution declared adopted.

PERSONNEL POLICY AMENDMENT FOR HEALTH INSURANCE

The City Clerk explained that the Personnel Policy states that health insurance coverage applies to regular full-time employees, which is defined as an employee who works a minimum of 40 hours per week. She explained that the hours for the Recreation Coordinator position were increased in 2021 from 28 to 34 hours per week. She noted that during budget discussions, there was Council support for offering health insurance coverage for the Recreation Coordinator position, and the approved budget includes funding for this.

The City Clerk stated that staff is proposing amendments to the Personnel Policy to make employees who are approved to work at least 30 hours per week eligible for health insurance coverage with a pro-rated city contribution. She explained that under the proposed language, the City would contribute a percentage towards the single coverage cost or the commensurate percentage of the employee cost for family coverage based on the number of hours allocated to

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that position. She noted that the opt-out program is still only available to full-time employees working 40 hours per week.

McGraw introduced the following resolution and moved its adoption:

RESOLUTION NO. 2021-1-10 –APPROVE THE AMENDMENT TO THE PERSONNEL POLICY RELATING TO HEALTH INSURANCE AS PRESENTED, TO MAKE REGULAR PART-TIME EMPLOYEES APPROVED TO WORK AT LEAST 30 HOURS PER WEEK ELIGIBLE FOR HEALTH INSURANCE AT A PRO-RATED COST, AND SPECIFY THAT ONLY FULL-TIME EMPLOYEES ARE ELIGIBLE FOR THE OPT-OUT PROGRAM

The foregoing resolution was duly seconded by Fischer.
Roll Call Vote: Keis/Fischer/Torkelson/McGraw/Miller
Ayes (5). Nays (0). Resolution declared adopted.

2021 LITTLE CANADA FIRE DEPARTMENT CONTRACT

The City Administrator stated that the 2021 Fire Department contract has updated budget numbers to reflect the City’s adopted 2021 budget. He noted that the Fire Department has not formally approved this contract yet, but they have received a copy to review.

Fischer introduced the following resolution and moved its adoption:

RESOLUTION NO. 2021-1-11 – APPROVING THE 2021 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.
Roll Call Vote: Keis/Fischer/Torkelson/McGraw/Miller
Ayes (5). Nays (0). Resolution declared adopted.

There being no further business, the meeting was adjourned at 8:22 p.m.

John T. Keis, Mayor

Attest:

Christopher Heineman, City Administrator