

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

FEBRUARY 13, 2019

Pursuant to due call and notice thereof a workshop meeting of the City Council of Little Canada, Minnesota was convened on the 13th day of February, 2019 in the Conference Room of the City Center located at 515 Little Canada Road in said City.

Mayor John Keis called the meeting to order at 6:00 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
Council Member	Mr. Mike McGraw (arrived 6:31pm)

ALSO PRESENT:

City Administrator	Mr. Chris Heineman
City Clerk	Ms. Heidi Heller
Public Works Director	Mr. Bill Dircks
Parks & Rec/Comm. Services Mgr.	Mr. Bryce Shearen
Pending Finance Director	Ms. Brenda Malinowski

Mayor Keis stated that the purpose of this evening's workshop is to discuss the City's investments, a strategic planning session and hear an update about CTV.

**UBS
PRESENTATION**

The City Administrator reported that Little Canada has used UBS as a designated depository for many years and asked UBS representatives to provide a review of the City's current investment portfolio. He noted that staff has been informed that another depository, Morgan Stanley, no longer provides municipal investment services, so our funds at this institution will need to be transferred.

Bob Harnett, Senior Vice President at UBS, stated that municipal accounts are limited by State Statute to certain securities which limits where investments can be made. He explained that UBS can offer safekeeping which can better protect their customers and their accounts. He noted that UBS previously had all of Little Canada's accounts, but they have been spread to other investment firms over the years, but they will work with other vendors if the City chooses to keep

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those accounts. Mr. Harnett gave an overview of the City's current investment accounts and explained that if we have all of our investments with UBS, they will monitor to make sure that the City is complying with policy and state law. He stated that the City's current investment policy is out of date and should be updated. He noted that he recommends keeping policies fairly broad. He explained that all firms provide the same investment markets for municipalities.

**STRATEGIC
PLANNING
SESSION**

The City Administrator stated that the City Council has typically held an annual goal-setting workshop with representatives from the Commissions and other community organizations that resulted in four or five top goals for the year. He explained that while all of these goals are strong priorities, they stop short of providing a long-term vision or the implementation steps to achieve that vision. He stated that the goal of a strategic plan is to establish a practical vision for the community and identify clear steps the City will take to achieve that vision. The City Administrator stated that he contacted Richard Fursman with Hue Life for a proposal to be the facilitator of the session since the Council and staff worked well with him.

There was Council consensus to move forward with a strategic planning session and use Richard Fursman from Hue Life.

CTV UPDATE

The City Administrator stated that he was recently at a CTV meeting and they are updating the city landing pages on their website. The Parks & Recreation/Community Services Manager stated that the City's Cable TV Producer has resigned. He reported that he met with her to review tasks that must be done on a regular basis and where things are at with other projects. He explained that there are on-going tasks that need to be done in this department, in particular for the televised meetings. He noted that he will meet with the Cable TV Technician also. He stated that there are also many years of VHS tapes that could be transferred to some type of digital storage, but that could cost up to \$10,000 to have a company do the transfer. Torkelson stated that there are online options for storage of digital media that could be fairly inexpensive.

There being no further business, the workshop was adjourned at 7:23 p.m.

John T. Keis, Mayor

Attest: _____
Christopher Heineman, City Administrator