

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

**MARCH 27, 2019**

Pursuant to due call and notice thereof a regular meeting of the City Council of Little Canada, Minnesota was convened on the 27<sup>th</sup> day of March, 2019 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
Council Member	Mr. Mike McGraw

**ALSO PRESENT:**

City Administrator	Mr. Chris Heineman
Park & Rec/Comm. Services Mgr.	Mr. Bryce Shearen
Finance Director	Ms. Brenda Malinowski
City Clerk	Ms. Heidi Heller

**MINUTES** Montour introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2019-3-37 – APPROVING THE MINUTES OF THE MARCH 13, 2019 WORKSHOP MEETING AND THE MARCH 13, 2019 REGULAR MEETING AS SUBMITTED***

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

**CONSENT AGENDA** Fischer introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2019-3-38 – APPROVING THE CONSENT AGENDA WHICH CONTAINS THE FOLLOWING:***

***\*APPROVAL OF THE VOUCHERS;  
\*ADOPT THE UPDATED RAMSEY COUNTY MULTI-HAZARD MITIGATION PLAN***

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

**REQUEST FOR  
INTEREST  
REDUCTION ON A  
DEFERRED  
ASSESSMENT**

The City Clerk explained that in 2009, the City assisted the Canabury Square Homeowners Association finance a large improvement project on the entire building and sold bonds to pay for the project. She stated that an assessment was then certified to each unit's property taxes for a 15 year payment schedule beginning in 2010. She explained that in 2016 the Council changed the policy to allow these assessments to be paid off at any time, but the owners still had to pay the full 15 years' worth of interest. The City Clerk explained that in February 2018, the City was able to refinance the bonds, and the residents payoff amount was then simply the balance plus interest for the current year.

The City Clerk stated that all of the HIA assessments have been treated the same as any other assessment, which follows State Statute. Interest on all assessments (both payable and deferred) is accrued annually and added to the principal balance in one lump amount. City staff has always followed this assessment policy.

The City Clerk explained that Rosalie Jackson is the property owner of a condominium at Canabury Square and currently has a deferred HIA assessment which has been accruing interest annually for the past six years. She stated that Ms. Jackson is in the process of applying for a loan to pay off her assessment, and anticipates having the loan process completed soon. Ms. Jackson has submitted a letter requesting that the Council forgive the interest for the remaining 2019 months after she pays off the assessment, which would be eight or nine months at (\$61.31/month).

Montour stated that all property owners should be treated the same. Torkelson agreed. Keis stated that he is willing to make a motion to approve this request. Fischer asked if the Council should review the Canabury Square assessment policy before approving this request so quickly. Montour stated that this improvement project was done to benefit the condo owner's property and it raised their property values, and he wants to treat everyone fairly. He noted that more people may come and ask for their interest to be forgiven and how much would that affect the City's ability to pay back the loan. McGraw agrees that this should be tabled so staff can see how much this would financially affect the City and draft an amended policy for Canabury Square deferred assessment payoffs.

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Keis introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2019-3-39 – TABLE THE REQUEST FROM ROSEALIE JACKSON AND DIRECT STAFF TO EVALUATE THE FINANCIAL IMPACT FOR REDUCED INTEREST ON DEFERRED ASSESSMENTS PAID EARLY AND DRAFT AN AMENDED CANABURY SQUARE DEFERRED ASSESSMENT POLICY***

The foregoing resolution was duly seconded by Torkelson.

Ayes (5).

Nays (0). Resolution declared adopted.

**LITTLE CANADA  
FIRE STATION  
REMODELING  
PROJECT**

The City Administrator explained that the Little Canada Fire Department has solicited bids for remodeling the fire station kitchen and locker rooms. He stated the project involves replacing the original (1991) cabinets, appliances and floor in the kitchen/roll call room and reconfigure the two existing locker rooms into three smaller areas to accommodate the future possibility of 3-person duty crews. He stated that they received bids from four contractors. The City Administrator explained that the fire department Board approved the low bid from Cobra Construction, subject to final approval by the architect and the City. He noted that the City has \$53,000 in the Capital Improvement Plan which will cover the majority of the kitchen remodel, and the balance of the project will be funded by the Little Canada Fire Department.

The Fire Chief stated that the Fire Department will also be putting in funds from their charitable gambling funds to cover the extra costs of the project.

Fischer introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2019-3-40 – AWARDING THE BID FOR THE LITTLE CANADA FIRE STATION 2019 REMODEL TO COBRA CONSTRUCTION FOR \$187,944***

The foregoing resolution was duly seconded by McGraw.

Ayes (5).

Nays (0). Resolution declared adopted.

**AMEND CAPITAL  
IMPROVEMENT  
FUND 400 BUDGET**

The Finance Director reported that there are a few items that should be added to the 2019 budget. She explained that there were two items in the 2018 Capital Improvement Fund Budget for the Fire Department that were not finished in 2018 will be paid for in 2019, so the 2019 budget should be amended for the kitchen remodeling for \$53,000 and the apparatus door and bay improvements for \$83,000.

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The Finance Director explained that at the last Council meeting, the Little Canada Recreation Association presented a donation in the amount of \$111,345 to be used for the pour-in-place rubber surface at the Spooner Park playground, so the budget should be amended for the donation and the expenditure.

Montour introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2019-3-41 – APPROVE THE 2019 BUDGET  
AMENDMENTS TO THE 400 FUND AS PRESENTED***

The foregoing resolution was duly seconded by McGraw.

Ayes (5).

Nays (0). Resolution declared adopted.

**PURCHASE POURED-  
IN-PLACE RUBBER  
SURFACE FOR  
SPOONER PARK  
PLAYGROUND**

The Parks & Rec/Community Services Manager stated staff approached the Little Canada Recreation Association (LCRA) about their interest in participating in the new Spooner Park Playground. He reported the LCRA was excited to participate in this project since it was directly in line with their mission of promoting recreational programs and facilities for the residents of Little Canada. He stated the LCRA wanted to see the project focus on providing an all-inclusive playground that is fully ADA accessible, and the Parks & Recreation Commission agreed.

The Parks & Rec/Community Services Manager explained that the playground equipment that was selected is an all-inclusive play system and will be ADA accessible. He noted the City had budgeted for wood-fiber play surfacing that is compliant with ADA accessibility, but the LCRA wanted to explore the cost for poured-in-place (PIP) rubber surfacing since it is a durable and long lasting surface that also meets accessibility standards set forth by ADA guidelines allowing play for children and adults of all abilities. He reported that the quote for the poured-in-place surface at Spooner Park is \$111,345 and the LCRA has donated the funds for the entire cost.

Keis introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2019-3-42 – APPROVE PURCHASE OF A  
POURED-IN-PLACE RUBBER SURFACE FOR SPOONER PARK  
PLAYGROUND USING THE FUNDS DONATED BY THE LITTLE  
CANADA RECREATION ASSOCIATION***

The foregoing resolution was duly seconded by McGraw.

Ayes (5).

Nays (0). Resolution declared adopted.

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**2020 CENSUS  
PARTNERSHIP  
RESOLUTION**

The Parks & Rec/Community Services Manager stated that the 2020 Census is in one year on April 1, 2020, and the City of Little Canada is committed to making sure everyone in Little Canada is counted. He explained that the main goal of committing to the Census is to increase response to the Census by organizing residents to commit to participating in it, and staff has taken an active role in participating in multiple trainings and taking advantage of educational opportunities. He noted that the City is partnering with the Ramsey County-St. Paul Complete Count Committee. He explained that the Federal Government gives states money based on each person that is counted, so it is very important for everyone to participate in the census and be counted.

McGraw introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2019-3-43 – ADOPTING THE RESOLUTION  
FOR 2020 CENSUS PARTNERSHIP***

The foregoing resolution was duly seconded by Keis.

Ayes (5).

Nays (0). Resolution declared adopted.

**CTV PRODUCTION  
TOPICS**

The Parks & Rec/Community Services Manager reported that at the March 13<sup>th</sup> Council Workshop, CTV Executive Director Dana Healy discussed what original content the City Council would like CTV to produce. He explained that according to our contract, CTV will produce a minimum of two productions per year related to Little Canada which will be cable casted, webcasted, and archived for city use. He noted that this program replaces the 100 hour allotment that each member community received in prior years. He stated that staff is looking for the Council to select the two events that they want CTV to produce in 2019 so they can start scheduling. Keis clarified that we could still have CTV do additional productions for a fee.

Torkelson suggested that maybe the more complex outdoor productions should be our Neighborhood Network events, such as the community build at Spooner Park. Montour stated that his first choice is the community build. He recommends that we should put a cable program budget together to find out how much each event listed would cost. He noted we could also reach out for sponsors to pay for events. The Parks & Rec/Community Services Manager stated that in the past our productions have resulted in about a half hour show, but going forward we could do much shorter, such as five minute, videos. Torkelson stated his choices would be the community build and the ice cream social.

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There was Council consensus for the Spooner Park playground community build and the 5K SAP Run, with the Hot Dog with a Deputy as a third choice for our Neighborhood Network events, and ask CTV to give us the cost to product videos of each of the events listed. Once the costs are known, Staff and the Council can prioritize the events we want filmed and let other groups know the cost for their event.

**ADJOURN** There being no further business, the meeting was adjourned at 8:35p.m.

\_\_\_\_\_  
John T. Keis, Mayor

Attest: \_\_\_\_\_  
Christopher Heineman, City Administrator