

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

**APRIL 10, 2019**

Pursuant to due call and notice thereof a workshop meeting of the City Council of Little Canada, Minnesota was convened on the 10<sup>th</sup> day of April, 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. Christian Torkelson
Council Member	Mr. Mike McGraw

**ABSENT:**

Council Member	Mr. Rick Montour
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**ALSO PRESENT:**

City Administrator	Mr. Chris Heineman
Finance Director	Ms. Brenda Malinowski
City Clerk	Ms. Heidi Heller

Mayor Keis stated that the purpose of this evening's workshop is to discuss fiscal policy amendments and get an update on the City Engineering Services RFP.

**DISCUSS  
UPDATING  
FISCAL POLICIES**

The Finance Director stated that she wanted to update the fiscal policies to follow State Statute and reformat it with a table of contents so it is easier to reference. Keis asked how often they would get financial updates. The Finance Director stated she plans to give financial updates to the Council quarterly. She reviewed the fund balance and what the policy should state. She stated that the ordinance was last updated in 1989 and only allowed the City Administrator to authorize up to \$1,000 without Council approval. She explained that the League of Minnesota Cities has best practice guidelines that suggest city administrators can make contracts for purchases up to \$20,000. The City Administrator explained that State Statute requires two quotes, when practical, for purchases over \$25,000. He stated that the voucher list could be included in the Council packet. There was Council consensus to add the vouchers in the packet with the understanding

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that there will likely be some additional items added in the days prior to the Council meeting.

The Finance Director stated that she wants to provide meaningful information about accounting, auditing and quarterly reporting to everyone. She noted that the capital improvement plan is currently included in the budget, but staff has considered making it its own document so it is easier to put on the website and have it be useful. The Council opted to put some general language in the purchasing that when possible, local purchasing is preferred. The Council was open to better processes for purchasing and payroll.

**UPDATE ON CITY  
ENGINEERING  
SERVICES RFP**

The City Administrator reported that 12 applications from engineering firms were received for city engineer services. He stated that Mike, John, Chris, Brenda and Bill will be on the review committee and plan to meet on Monday, April 15 to review the applications and decide which firms to invite to an interview with the entire City Council.

There being no further business, the workshop was adjourned at 7:27 p.m.

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John T. Keis, Mayor

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