

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

**APRIL 14, 2021**

Pursuant to due call and notice thereof a special meeting of the City Council of Little Canada, Minnesota was convened on the 14<sup>th</sup> day of April, 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.  
Absent: None.

**ALSO PRESENT:** City Administrator Chris Heineman, Finance Director Brenda Malinowski, Parks & Rec/Community Services Manager Bryce Shearen, City Clerk/HR Manager Heidi Heller

*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.*

**MINUTES**

McGraw introduced the following resolution and moved its adoption:

**RESOLUTION NO. 2021-4-40 – APPROVING THE MINUTES OF THE MARCH 24, 2021 REGULAR MEETING AS SUBMITTED**

The foregoing resolution was duly seconded by Torkelson.

Roll Call Vote: Keis/Fischer/Torkelson/McGraw/Miller

Ayes (5). Nays (0). Resolution adopted.

**ANNOUNCEMENTS**

None.

**PUBLIC COMMENTS**

None.

**MINUTES  
CITY COUNCIL  
APRIL 14, 2021**

**PRESENTATION – TARA JEBENS-SINGH WITH NORTHEAST YOUTH & FAMILY SERVICES**

Tara Jebens-Singh, President/CEO, reviewed who Northeast Youth and Family Services is and what they do. She explained they have clinics in Shoreview and White Bear Lake, and were able to use telehealth and modifications to their space in order to continue providing services during the pandemic. She stated they provide school-based mental health services in three school districts. She explained they have three community-based human service programs: a diversion program, senior chore program/assurance calls and a community advocate who is partnering with five police departments who make referrals of youth to NYFS. She stated that they hope to return to in-person services soon, but are working with insurance companies to keep telehealth as an option.

Keis asked if there would be any fundraisers this year. Ms. Jebens-Singh stated that they have moved all of their fundraisers online until they feel comfortable bringing people back together since they have great attendance at their annual events. Torkelson stated that NYFS is the finger on how people are doing and was wondering if there are any mental health trends from the last year. Ms. Jebens-Singh stated they are seeing an increase in critical clients, overdose deaths and waiting lists for in-patient mental health care. Fischer thanked Northeast Youth and Family Services for the great work they do. He stated the City has received some bigger increases in our contributions in the last couple of year, and noted that the contract states they are planning to reach \$2.00 per capita and wondered if that would then sustain NYFS. Ms. Jebens-Singh stated that many of their clients have high insurance deductibles and pay thousands out of their pockets which is not sustainable, and she knows that if NYFS wants to continue to provide services to clients no matter if they can pay, they will need many partners in order to do that. Torkelson asked if any of the Federal funds the city received can be used for mental health services. The City Administrator stated that the new funds the city is receiving do not have clear guidelines set yet, but it is a possibility. Ms. Jebens-Singh stated that they did receive some CARES Act funds from other municipalities.

**PUBLIC HEARING – CONDUIT DEBT FINANCING FOR THE NEW HARMONY CARE CENTER**

Catherine Courtney, attorney with Taft, gave an overview of conduit financing to answer questions the City Council had.

The City Administrator explained that the city received a request from New Harmony Care Center, Inc., a Minnesota non-profit corporation, that the City of Little Canada act as the conduit debt issuer of 501(c)(3) revenue obligations not to exceed \$8,000,000. He stated that the proceeds of the bonds would be used to partly finance the acquisition, construction and equipping of a new senior healthcare and housing facility in Maplewood. He explained that the City of Little Canada would not be responsible for the repayment of any of the bonds and will receive an administrative fee in exchange for issuing the bonds.

**MINUTES  
CITY COUNCIL  
APRIL 14, 2021**

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

McGraw introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2021-4-41 – APPROVE A RESOLUTION PROVIDING FOR THE APPROVAL OF A HOUSING PROGRAM AND THE ISSUANCE AND SALE OF SUBORDINATE SENIOR HOUSING AND HEALTHCARE FACILITIES REVENUE BONDS (NEW HARMONY PROJECT), SERIES 2021D RELATING TO A SENIOR HOUSING AND HEALTHCARE PROJECT NOT TO EXCEED \$10,000,000***

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

Torkelson noted that the request was only for up to \$8,000,000. McGraw stated he would amend his motion.

McGraw introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2021-4-42 – APPROVE A RESOLUTION PROVIDING FOR THE APPROVAL OF A HOUSING PROGRAM AND THE ISSUANCE AND SALE OF SUBORDINATE SENIOR HOUSING AND HEALTHCARE FACILITIES REVENUE BONDS (NEW HARMONY PROJECT), SERIES 2021D RELATING TO A SENIOR HOUSING AND HEALTHCARE PROJECT NOT TO EXCEED \$8,000,000***

The foregoing resolution was duly seconded by Miller.  
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. 2021-4-43 – APPROVING THE CONSENT AGENDA WHICH CONTAINS THE FOLLOWING:***

- Approval of the Vouchers

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

**MINUTES  
CITY COUNCIL  
APRIL 14, 2021**

**HIRE OF PART-TIME RECREATION COORDINATOR**

The City Clerk explained that the part-time Recreation Coordinator position became vacant in February and 34 applications were received. She stated that the four finalists were great and it was a very hard decision, but ultimately Samantha House was offered the position. She has worked for many park systems, and has experience and knowledge as an outdoor educator and biologist, along with photography and videography skills. She plans to start Monday, April 19.

Keis introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2021-4-44 – APPROVE THE HIRE OF SAMANTHA HOUSE AS RECREATION COORDINATOR***

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

**HIRE OF PART-TIME CODE ENFORCEMENT/RENTAL HOUSING COORDINATOR**

The City Clerk explained that when the previous associate planner/code enforcement inspector left, staff reviewed the staffing structure to evaluate what was really needed. She stated that a part-time person to focus on code enforcement and do rental housing inspections was created, and the intent was to hire this position last spring, but it was put on hold due to the pandemic. The position was posted and 13 applications were received. The City Clerk explained that the three final candidates were great, but Mr. Kaden brings experience with housing inspections and is already a certified building official. He plans to start work on Monday, April 26.

Fischer introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2021-4-45 – APPROVE THE HIRE OF BRIAN KADEN AS THE CODE ENFORCEMENT/RENTAL HOUSING COORDINATOR***

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

**AWARD BID FOR 2021 STREET IMPROVEMENT PORJECTS**

The Public Works Director explained that on April 1 the bids were opened for the 2021 Street Improvements Project. He stated that this project is for street and utility improvements on Greenbrier Circle and Old County Road C (from County Road C to Ruth Street), and also includes off-site catch basin repairs throughout the City. He reported the low bid was from T.A. Schifsky & Sons, Inc. for \$593,729.91, which was much lower than the Engineer's estimate of \$836,981.80. This is consistent with the competitive bidding climate that we have seen this Spring throughout the Metro Area. He stated that the City has worked with T.A. Schifsky on a number of similar projects in the past and they have done good work.

**MINUTES  
CITY COUNCIL  
APRIL 14, 2021**

The Public Works Director explained that the low bid amount significantly reduces the percentage-based engineering fee that was included in the contract with Bolton & Menk. The contractual numbers are 18% for local roads and 20% for Municipal State Aid (MSA) roads. The Public Works Director explained that the reduction in engineering fees does not allow for the level of service typically provided on our reconstruction projects, and Bolton & Menk already has \$70,000 into designing the project. He stated that Bolton & Menk has agreed to lower the inspector's hourly rate to reduce the overall engineering fee to below 25% for this year.

Keis asked how we can make sure that the engineering fees are not that high again in the future. Kasma explained that the engineering fees went over the contracted percentage of 18-20% because the bid prices were much lower than expected, but every project has the same standard engineering costs no matter if the project costs are more or less. He stated that in most years the 18-20 percent engineering fee works out perfectly. He noted that the contractors bid on a project blindly and do not know what they will be dealing with and will bid low sometimes and then expect to make up costs in change orders along the way. He cannot guarantee that this will not happen again in the future, but pointed out that it works out the other way also, where if the project bid costs are very high, the engineering fees will not be run up.

The Public Works Director stated that street improvements will be funded through the City's Infrastructure Capital Improvement Fund and special assessments, and utility improvements will be funded through the City's Infrastructure Capital Improvement Fund.

Fischer noted that he also was initially concerned but as he looked at the breakdown of numbers, he realized that the engineering costs are almost fixed no matter what the project cost. He stated that it was the length of the project that drives the final inspector costs, and the inspector is on site making sure the city is getting exactly what we are supposed to get.

Fischer introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2021-4-46 – AWARD THE BID FOR THE 2021 STREET IMPROVEMENTS TO T.A. SCHIFSKY & SONS, INC. IN THE AMOUNT OF \$593,729.91 AND APPROVE THE ANTICIPATED INCREASE IN ENGINEERING FEES ABOVE THE CONTRACTED PERCENTAGE WITH A NOT-TO-EXCEED PERCENTAGE OF 25%***

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

**PAVEMENT MANAGEMENT PLAN**

The Public Works Director explained that there are approximately 32 centerline miles of improved roadway within the City for a net asset total of over \$50 million dollars. He stated that

**MINUTES  
CITY COUNCIL  
APRIL 14, 2021**

to maximize the life of each roadway, timely maintenance, rehabilitation, and reconstruction is vital. He reported that the past practice of the City has been to utilize staff and the consulting engineer to evaluate roads on an annual basis by driving or walking them and determining the condition of the streets. He noted this has allowed the City to project its streets five years out, but it limited staff's ability to look out further besides general speculation. He stated that Bolton & Menk is proposing the preparation of a formal Pavement Management Plan, utilizing cutting-edge artificial intelligence technology by a company called Roadbotics, to inventory the condition of the entire network and forecast the system needs over a specified amount of time. He explained that the proposed analysis and plan will provide a framework for long-term management of the street system while also incorporating high level underground utility needs. The final report will identify the specific ratings for every roadway in our city, and will also outline the anticipated costs to maintain our system over the next 15 years. The Public Works Director stated that Bolton & Menk staff recommends starting with a 15-year plan, but it can be adjusted either way as-needed, and this information will allow us to generate a 10-year Capital Improvement Plan.

The Public Works Director noted that this was unbudgeted. He stated the Pavement Management Plan is estimated to cost \$20,500 and would be funded through the Infrastructure Capital Improvement Fund, which has savings in 2021 due to the competitive bids received for the street projects. Torkelson stated that he is very supportive of this and thinks it will be very helpful in budgeting and planning years ahead. Fischer stated he agrees that this is a good investment.

McGraw introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2021-4-47 – AUTHORIZE THE PREPARATION OF A FORMAL PAVEMENT MANAGEMENT PLAN IN THE ESTIMATED AMOUNT OF \$20,500***

The foregoing resolution was duly seconded by Torkelson.

Roll Call Vote: Keis/Fischer/Torkelson/McGraw/Miller

Ayes (5). Nays (0). Resolution declared adopted.

**APPROVAL OF REQUEST FOR PROPOSAL FOR PIONEER PARK MASTER PLAN**

The Parks & Rec/Community Service Manager stated that over the past 12-18 months, the Parks & Recreation Commission and City Council have held multiple workshops and conducted an extensive community engagement process related to the Pioneer Park Master Plan. He explained that the Pioneer Park Master Plan will serve as a guiding document for several short-term and long-term enhancements to Pioneer Park. He stated that a consulting firm that includes both Engineering and Landscape Architecture services is required to complete the Master Plan, and it will be important that both of these professionals work closely to ensure that the final plan can be implemented. He noted that a draft RFP is included in the staff report and reviewed the proposed timeline. He stated that the 2021 budget includes funds in the General Capital Improvement Fund (400) for consulting services. He noted that the goal is to have a final plan done in August.

**MINUTES  
CITY COUNCIL  
APRIL 14, 2021**

Torkelson introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2021-4-48 – AUTHORIZE STAFF TO PUBLISH A REQUEST FOR PROPOSALS (RFP) FOR PROFESSIONAL SERVICES FOR PHASE 1 OF THE PIONEER PARK MASTER PLAN***

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

**CONSIDER ORDINANCE 853, AMEND CITY CODE CH. 822, TATTOO PARLORS**

The City Clerk explained that the City recently received requests for two microblading businesses to locate in Thunder Bay Mall (1-49 Little Canada Road East). She explained that microblading is also known as cosmetic tattooing or permanent makeup where semi-permanent ink is used to fill in eyebrows and add eye or lip liner. She reported that the process used to do this is the same or similar to permanent tattooing and requires licensing as a body art technician/establishment by the State of Minnesota, therefore it should also be compliant with the City Code relating to tattoo shops. She stated that the current City Code for tattoo parlor licensing was added in 2007, and is now outdated and things have changed in regards to attitudes towards tattoo shops.

She explained that there are two items in the licensing chapter of the City Code that are problematic: the 300-foot distance from residential uses requirement, and the limit of allowing only one tattoo license to be issued at a time. She stated that she is proposing amendments that would allow an unlimited number of licenses for microblading businesses, and either remove the 300-foot distance requirement entirely, or exclude microblading businesses from this. She stated that there are some other amendments that are proposed in order to update the City Code, such as the state now licenses and inspects body art and tattoo businesses so the language in the City Code relating to how to operate should be removed.

Keis stated that he has no problem removing the 300-foot distance requirement entirely since so many people have tattoos now. Torkelson asked why make this complicated and just remove the restrictions and allow tattoo businesses in commercial zoning districts and require a State license. Fischer agreed with Torkelson, and stated that in this day and time, it makes sense to limit them to commercial districts and limit the number of licenses, we still have plenty of control.

Fischer introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2021-4-49 – ADOPT ORDINANCE 853, OPTION 2, AMENDING CITY CODE CHAPTER 822, TATTOO PARLORS***

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

**MINUTES  
CITY COUNCIL  
APRIL 14, 2021**

**There being no further business, the meeting was adjourned at 9:15 p.m.**

---

John T. Keis, Mayor

Attest:

---

Christopher Heineman, City Administrator