

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

JUNE 6, 2018

Pursuant to due call and notice thereof a regular meeting of the City Council of Little Canada, Minnesota was convened on the 6th day of June, 2018 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. Mike McGraw
	Council Member	Mr. Christian Torkelson

ALSO PRESENT:	City Administrator	Mr. Joel R. Hanson
	Finance Director	Ms. Sharon Provos
	Parks & Rec/Comm. Serv.	Mr. Bryce Shearen
	City Clerk	Ms. Heidi Heller
	Cable TV Producer	Mr. Kevin Helander

MINUTES Montour introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2018-6-120 – APPROVING THE MINUTES OF
THE MAY 23, 2018 WORKSHOP MEETING, THE MAY 23, 2018
REGULAR COUNCIL MEETING AND THE MAY 23, 2018 AND MAY
31, 2018 SPECIAL MEETING AS SUBMITTED***

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

ANNOUNCEMENTS Keis announced that tonight will be Joel Hanson, the City Administrator's last City Council meeting, and he wanted to thank Joel for everything that he has done for the City for the last 28 years. He noted that the City is being left in very good shape with no issues and that can be attributed to Mr. Hanson's work. Mr. Hanson stated that he has been honored to work for Little Canada and thanked the City Council for the opportunity.

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Montour announced that there will be an open house for Mr. Hanson on Wednesday, June 20 from 3:30-6:00 p.m. at City Hall.

McGraw thanked Joel for all of the years he has given to the City and appreciates the stability that he has provided for so many years.

**PRESENTATION-
2017
COMPREHENSIVE
FINANCIAL REPORT
BY CITY AUDITOR,
CLIFTON LARSON
ALLEN**

Chris Knopik and Lance Lauinger from Clifton Larson Allen, the City's auditors were in attendance to review the City of Little Canada's 2017 Comprehensive Financial Report.

Mr. Knopik reviewed the required communications they must comply with and reported that all City Staff cooperated with the audit and they were able to obtain all needed information. He explained the audit results were that the City received an "unmodified" or clean audit opinion on the financial statements, which is the best result; there are only a few things relating to internal controls that the City is continuing to improve; the Minnesota legal compliance had no exceptions noted; and the City received the GFOA Certificate of Achievement for Excellence in Financial Reporting in 2016.

Mr. Lauinger reviewed the financial results and the various funds, revenues, and expenditures, and compared the last few years. He showed how Little Canada compares to other cities and the state average in property tax levels. Mr. Knopik reviewed upcoming changes from the Governmental Accounting Standards Board that the City should be aware of.

Mr. Knopik stated that the General Fund balance is well within any recommended guidelines from the State Auditor's Office

The City Administrator explained that there is no tax levy associated with any of the City's debt, so no dollars are coming from property taxes. He pointed out that Little Canada has one of the lowest property tax rates in Ramsey County. He commended the City's finance staff that does a great job. He noted the segregation of duties comment has been there for a long time and is due to our lean staff. He stated the City takes the comment seriously and is still working on suggestions to help with this.

Montour introduced the following resolution and moved its adoption:

RESOLUTION 2018-6-121 - APPROVING THE 2017 CITY OF LITTLE CANADA COMPREHENSIVE ANNUAL FINANCIAL REPORT AS PRESENTED BY CITY AUDITOR, CLIFTON LARSON ALLEN

The foregoing resolution was duly seconded by McGraw.

Aye (5).

Nays (0). Resolution declared adopted.

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**CONSENT
AGENDA**

Montour introduced the following resolution and moved its adoption:

**RESOLUTION NO. 2018-6-122 – APPROVING THE CONSENT
AGENDA WHICH CONTAINS THE FOLLOWING:**

- *APPROVAL OF THE VOUCHERS**
- *APPROVE 2018 CRACK FILLING**
- *APPROVE PARTIAL PAYMENT #8 TO T.A. SCHIFSKY & SONS
FOR 2017 IMPROVEMENT PROJECTS**
- *APPROVE CTV NORTH SUBURBS TO VIDEOTAPE & EDIT
SUMMER BALL GAMES**
- *APPROVE RESOLUTION 2018-6-124, APPROVING JOINT POWERS
AGREEMENTS WITH THE BUREAU OF CRIMINAL
APPREHENSION & THE COURT DATA SERVICES SUBSCRIBER
AMENDMENT TO AGREEMENT, AND AUTHORIZE THE MAYOR
AND CITY ADMINISTRATOR TO EXECUTE BOTH AGREEMENTS
ON BEHALF OF THE CITY**

The foregoing resolution was duly seconded by Torkelson.

Ayes (5).

Nays (0). Resolution declared adopted.

**RESIDENT
COMMENT**

A resident from the Twin Lake neighborhood stated that he was here because of the flooding of Twin Lake. He reported that several residents have lost a lot of their yards and hundreds of trees due to the lake rising three feet. He stated that they think they know why it is happening. In part due to the rains from last summer, but also in Vadnais Heights, there is a project going on the east side of the lake and it is causing runoff into a very small holding pond which is overflowing into Twin Lake through a culvert under the rail line. He stated the neighborhood is hoping to have the City look into this.

The City Administrator stated that he will have the City Engineer and the watershed district look further into this.

Mary Telega, 253 Twin Lake Trail, stated that she wrote a letter to the watershed district last year, and the response was that the holding pond was full so no more water could go there. She stated that the water has come up into her yard 40-50 feet, and she has photos showing where the water is coming from.

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**APPROVAL OF
THE PARKS
SYSTEM MASTER
PLAN**

The Parks & Rec/Community Services Manager reported that the update to the parks system master plan is now complete. He explained that the Plan has been worked on for almost a year through community engagement opportunities and many meetings with the Parks & Recreation Commission. Montour thanked Councilmember Fischer for the time he put in working with the Parks Commission, and he hopes this plan can become a working tool for the future, and progress can be made towards implementation of the plan.

McGraw introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-6-125 – APPROVING THE PARKS SYSTEM MASTER PLAN AS PRESENTED

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

**PROPOSED
PERSONNEL
POLICY
AMENDMENTS:
SHORT TERM
DISABILITY, PTO
&
MISCELLANEOUS**

Keis recommended that Item 7 Education Reimbursement Limits in Personnel Policy and Item 8, Proposed Personnel Policy Amendments: Short Term Disability, PTO & Miscellaneous, be removed from the agenda for more discussion.

Montour introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-6-126 – APPROVE TABLING ITEMS 7 AND 8, PERSONNEL POLICY AMENDMENTS, INDEFINITELY

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

**REPLACEMENT
OF ARBORVITAE
TREES AT THE
FIRE
DEPARTMENT**

The City Administrator explained that when the parking lot was expanded at the Fire Department, a row of arborvitae trees was planted to screen the neighboring house, but the winter was very hard on them and most of them did not survive. He stated the trees were purchased from Gerten's and are not warrantied, but they will honor the 2017 price. He explained that staff is recommending a fence put around the pond along the north line since the banks are very steep and it will be hard to get adequate water to the trees.

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Keis introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-6-127 – APPROVE THE REPLACEMENT OF THE ARBORVITAE TREES AT THE FIRE DEPARTMENT ALONG WITH THE OTHER STAFF RECOMMENDATIONS AT A COST OF UP TO \$5,000

The foregoing resolution was duly seconded by McGraw.

Ayes (5).

Nays (0). Resolution adopted.

MINUTES There being no further business, the meeting was adjourned at 8:18 p.m.

John T. Keis, Mayor

Attest: _____
Joel Hanson, City Administrator