

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

**JUNE 12, 2019**

Pursuant to due call and notice thereof a regular meeting of the City Council of Little Canada, Minnesota was convened on the 12<sup>th</sup> day of June, 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. Christian Torkelson
Council Member	Mr. Rick Montour

**ABSENT:**

Council Member	Mr. Mike McGraw
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**ALSO PRESENT:**

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

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

***RESOLUTION NO. 2019-6-61 – APPROVING THE MINUTES OF  
THE MAY 22, 2019 REGULAR MEETING AND THE JUNE 6, 2019  
SPECIAL MEETING AS SUBMITTED***

The foregoing resolution was duly seconded by Torkelson.

Ayes (4).

Nays (0). Resolution adopted.

**ANNOUNCEMENTS** Keis announced that there will be a community build for a new playground at Spooner Park on June 22 & 23 and we need volunteers. He noted volunteers can sign up on the city website. He reported that the Ramsey County Sheriff's Department 'Hot Dog with a Deputy' program is scheduled for June 25 at Pioneer Park.

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**PUBLIC HEARING -  
CONSIDERATION OF  
A SUBDIVISION INTO  
3 LOTS, 2 VARIANCES  
& EASEMENT  
VACATION AT 675  
KELLER PARKWAY;  
APPLICANT:  
ZEKERIYA YARGICI**

The City Administrator reported that the City has received a request from Mr. Zekeriya Yargici, who is the property owner of 675 Keller Parkway, for a simple subdivision to create two additional single-family residential lots, however the applicant is seeking a reduced minimum lot frontage on Parcel 1 and 2; and a second variance for a reduced off-street parking setback on Parcel 3. He stated that the applicant is also requesting a vacation of an existing easement that is recorded on the lot. He reviewed the planning requests and stated that the Planning Commission has recommended denial of both variances, and recommended approval of the easement vacation.

Mr. Zekeriya Yargici, owner of 675 Keller Parkway, stated that he thought he was meeting the city code when he submitted the plan, but has realized that the practicality is not there with snow storage on the driveways, so it is not practical to request the access off of Labore Road. He stated that he understands the reasons for the denial and will have to find a compromise.

Keis opened the public hearing.

No one from the public spoke.

Upon motion by Keis, seconded by Montour, the public hearing was closed.

Montour introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2019-6-62 – DENYING THE VARIANCE FOR  
REDUCED LOT WIDTHS, AS RECOMMENDED BY THE  
PLANNING COMMISSION, BASED ON THE FOLLOWING  
FINDINGS OF FACT:***

- Ramsey County has indicated approval in concept for creation of two access points along Keller Parkway. This preliminary feedback suggests that access could be created that would meet code requirements. The current configuration seeks a variance that is necessitated by the landowner.
- City staff finds that the proposed plan does not demonstrate sufficient space for snow storage that could be maintained entirely on the lots created specifically in the front yard areas without discharging onto the neighboring properties.
- The threshold for providing supporting justification on the environmental impacts to the shoreline has not been satisfied. The preference to leave the area undisturbed by the homeowner is not just cause for granting approval.
- A preferred home design or features of the home are economic factors that alone shall not constitute practical difficulties.

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The foregoing resolution was duly seconded by Fischer.  
Ayes (4).  
Nays (0). Resolution declared adopted.

Montour introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2019-6-63 – DENYING THE VARIANCE FOR REDUCED SIDE YARD PAVING AND CURB CUT SETBACKS AS RECOMMENDED BY THE PLANNING COMMISSION, BASED ON THE FOLLOWING FINDINGS OF FACT:***

- The applicant has not submitted sufficient information that shows evidence of there being no alternate design in which the driveway for lot 3 could be established in a manner compliant with code requirements.
- City staff finds that the practical difficulty threshold has not been met for granting the variance as proposed based on the comments of the City Engineer and that alternative lot layouts may be considered in which the proposal complies with city codes.

The foregoing resolution was duly seconded by Fischer.  
Ayes (4).  
Nays (0). Resolution declared adopted.

Montour introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2019-6-64 – APPROVE THE VACATION OF THE EXISTING DRAINAGE AND UTILITY EASEMENTS AT 675 KELLER PARKWAY***

The foregoing resolution was duly seconded by Fischer.  
Ayes (4).  
Nays (0). Resolution declared adopted.

**PUBLIC HEARING:  
ANNUAL STORM  
WATER  
POLLUTION  
PREVENTION  
PROGRAM  
REPORT**

The Public Works Director stated that the City is required to hold a public hearing annually to review the Storm Water Pollution Prevention Program (SWPPP) as part of the permit with the Minnesota Pollution Control Association and discuss the City’s progress in meeting national Pollutant Discharge Elimination System (NPDES) requirements.

The Public Works Director explained that last year staff maintained and inspected all pollution control devices and cleaned them out as needed, and inspected every outfall in 2017 along with completing some maintenance. He stated the entire city was swept three times, but the last time did not get

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completed due to the weather changing. Overall the city’s storm sewer system is working very well. The Public Works Director explained the City had 38 events in the 2018-19 winter where 373 tons of salt was used due to the many snow falls, especially in February. The City’s snow plow operators do the best they can to minimize their use of salt.

Keis opened the public hearing.

Don Gagne, 2828 Condit Street, asked if there were any plans to clean the ditches between Lake Gervais and Vadnais Lake since there are a lot of downed trees and junk in it. The Public Works Director stated that the Watershed District is in charge of that ditch, but the city staff do check there after storms. He will ask the Watershed District if they have any plans to clean this ditch.

Upon motion by Keis, seconded by Montour, the public hearing was closed.

There were no comments from the public.

Montour introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2019-6-65 – ACCEPTING THE 2018 STORM WATER POLLUTION PREVENTION PROGRAM REPORT AS PRESENTED BY THE PUBLIC WORKS DIRECTOR***

The foregoing resolution was duly seconded by Keis.

Ayes (4).

Nays (0). Resolution adopted.

**PRESENTATION-  
2018  
COMPREHENSIVE  
FINANCIAL REPORT  
BY CITY AUDITOR,  
CLIFTON LARSON  
ALLEN**

The Finance Director stated that the auditors will review the 2018 audit report tonight and the CAFR will be adopted at the next City Council meeting.

Michelle Hoffman and Chris Knopik from CliftonLarsonAllen, the City’s auditors were in attendance to review the City of Little Canada’s 2018 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 noted that the staff turnover and the timing of the staff change slowed down the audit process this year, but everyone has done a great job even though some staff are very new to the City. He explained the audit results were that the City received an “unmodified” or clean audit opinion on the financial statements, which is

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the best result; the lingering issue has now been resolved relating to internal controls, and only a few other small issues that have been dealt with; the Minnesota legal compliance had no exceptions noted; and the City received the GFOA Certificate of Achievement for Excellence in Financial Reporting in 2017.

Ms. Hoffman reviewed the financial results and the various funds, revenues, and expenditures, and compared the last few years. She showed how Little Canada compares to other cities and the state average in property tax levels. She stated that the General Fund balance is well within any recommended guidelines from the State Auditor's Office.

**CONSENT  
AGENDA**

Montour introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2019-6-66 – APPROVING THE CONSENT  
AGENDA WHICH CONTAINS THE FOLLOWING:***

***\*APPROVAL OF THE VOUCHERS;***

***\*APPROVE THE APPLICATION FROM LITTLE CANADA  
CANADIAN DAYS, INC. TO CONDUCT OFF-SITE GAMBLING ON  
AUGUST 2-4, 2019 DURING CANADIAN DAYS***

***\*APPROVE A TEMPORARY LIQUOR LICENSE FOR THE LITTLE  
CANADA RECREATION ASSOCIATION FOR CANADIAN DAYS ON  
AUGUST 1-4, 2019***

The foregoing resolution was duly seconded by Keis.

Ayes (4).

Nays (0). Resolution declared adopted.

**FIREFIGHTERS TRAIL  
MEMORIAL SIGN**

The Parks & Rec/Community Services Manager explained that the Firefighters Historical Trail was donated in 2005 and utilizes a segment of the St. Paul Water Works right-of-way. He stated that the trail entrance sign off of Centerville Road is in need of major repairs or replacement and the City budgeted \$6,000 for the repair of the sign in 2019. He reported that the Little Canada Fire Department expressed interest in helping fund the sign repair and also creating a comprehensive project for creating a firefighter memorial area that would honor members of the Little Canada Fire Department. He stated that the Fire Department has been working with a consultant on a design and he reviewed the concept plans, and noted that the Parks & Recreation Commission recommended approval of the plans. The Parks & Rec/Community Services Manager stated that the Little Canada Fire Department is requesting to construct a firefighter's memorial on the city-owned property, replace the existing sign with a new Corten wall as the trail identification, and have the City put the \$6,000 that

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was budgeted for the replacement of the old monument sign towards the new trail identification wall. He noted that if the cost is over \$6,000, it will be brought back to the Council for discussion.

Assistant Fire Chief Steve Moreland stated that the Fire Department is very excited about this project, and they have wanted to find a way to thank and recognize the current 65 individuals who have retired from the Little Canada Fire Department.

Montour suggested putting the City logo on bottom right corner on the trail entrance sign. Morelan stated that they will look into adding the logo and make sure that the letters are large enough to be read by passing traffic. He noted that the signage may also be lighted by low voltage lighting.

Montour introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2019-6-67 – APPROVE THE FIREFIGHTERS MEMORIAL SIGN AS PRESENTED WITH AN EXPENDITURE UP TO \$6,000***

The foregoing resolution was duly seconded by Keis.

Ayes (4).

Nays (0). Resolution declared adopted.

**PARTIAL PAYMENT  
#1 TO STANDARD  
CONTRACTING, INC.  
FOR THE SPOONER  
PARK PLAYGROUND  
IMPROVEMENTS**

The City Administrator explained that the engineer for the Spooner Park playground improvement project has recommended approval of Partial Pay Estimate No. 1 to Standard Contracting, Inc. in the amount of \$77,815.41.

Keis introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2019-6-68 – APPROVE PARTIAL PAYMENT #1 TO STANDARD CONTRACTING, INC. IN THE AMOUNT OF \$77,815.41 FOR THE SPOONER PARK PLAYGROUND IMPROVEMENTS***

The foregoing resolution was duly seconded by Montour.

Ayes (4).

Nays (0). Resolution declared adopted.

**PARTIAL PAYMENT  
#1 TO COBRA  
CONSTRUCTION FOR  
THE LITTLE  
CANADA FIRE  
STATION REMODEL**

The City Administrator explained that the Little Canada Fire Department and the architect for the fire station remodeling project have recommended approval of Partial Payment No. 1 to Cobra Construction in the amount of \$34,522.25.

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Keis introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2019-6-69 – APPROVE PARTIAL PAYMENT #1  
TO COBRA CONSTRUCTION IN THE AMOUNT OF \$34,522.25 FOR  
THE LITTLE CANADA FIRE STATION REMODEL PROJECT***

The foregoing resolution was duly seconded by Fischer.

Ayes (4).

Nays (0). Resolution declared adopted.

**RESIDENT COMMENT** Thomas Hall, 182 Burke Lane, stated that he is very happy to see grass growing along the boulevard after the street reconstruction project last year, but is wondering why only three raingardens were installed when four were planned. The Public Works Director stated that the fourth person who had agreed to a rain garden changed their mind, but that does not affect the property owner's assessment amounts since the assessment amount is capped.

**RESIDENT COMMENT** John Sculley, 3000 Labore Road, stated that last year the City said they would be doing work on the north end of the city that would help divert the water from going to his property, and now that street project has been delayed for three to five years. He stated that his farm road is now under water and it was never like that years ago. He claims his property has been damaged and wants to know what the City is going to do about it, and noted that the City is pumping Twin Lake for those residents.

Keis explained that the pumping is being done at Twin Lake only to save actual structures.

**ADJOURN** There being no further business, the meeting was adjourned at 8:47p.m.

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John T. Keis, Mayor

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