

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

JUNE 24, 2019

Pursuant to due call and notice thereof a regular meeting of the City Council of Little Canada, Minnesota was convened on the 24th 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
Council Member	Mr. Mike McGraw

ALSO PRESENT:

City Administrator	Mr. Chris Heineman
Finance Director	Ms. Brenda Malinowski
Public Works Director	Mr. Bill Dircks
City Clerk	Ms. Heidi Heller
City Engineer	Mr. Mark Kasma

MINUTES McGraw introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2019-6-70 – APPROVING THE MINUTES OF
THE JUNE 12, 2019 WORKSHOP AND THE JUNE 12, 2019
REGULAR MEETING AS SUBMITTED***

The foregoing resolution was duly seconded by Fischer.

Ayes (5).

Nays (0). Resolution adopted.

ANNOUNCEMENTS Keis announced that the annual Hot Dog with a Deputy will be in Little Canada at Pioneer Park on June 25.

The Public Works Director announced that there are goats in the northwest corner of Spooner Park eating invasive plants, particularly buckthorn. He explained they will be there for several weeks, removed for Canadian Days, then return a month or two later to finish up. He noted they will be back

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once or twice over the next couple of years and then city crews will cut out what the goats cannot eat. He reported there was a community build for the new playground at Spooner Park on Saturday and it was built in one day due to the great volunteers. He thanked everyone who came to help. He explained that the next step is to pour concrete on Thursday for the support posts and the poured rubber surface will be done on July 8. He announced the park is planned to be complete by July 15 and there will be a ribbon cutting ceremony along with the Ice Cream Social in August.

CONSENT Montour introduced the following resolution and moved its adoption:
AGENDA

***RESOLUTION NO. 2019-6-71 – APPROVING THE CONSENT
AGENDA WHICH CONTAINS THE FOLLOWING:***

- *APPROVAL OF THE VOUCHERS;***
- *ADOPT 2018 COMPREHENSIVE ANNUAL FINANCIAL REPORT***
- *APPROVE LITTLE CANADA FIRESTATION REMODEL CHANGE
ORDER #1***
- *APPROVE A TEMPORARY LIQUOR LICENSE FOR ST. JOHN’S
CHURCH’S FALL FESTIVAL ON SEPTEMBER 28-29, 2019***

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

TWIN LAKE UPDATE The Public Works Director reported that the pumping progress on Twin Lake has been very good and it took just over a week to lower the lake two and a half feet. He noted that the DNR permit allows the lake to be lowered to 873.5 feet, and last week we were at 873.8 feet after starting at 876.2 feet, and now we will maintain where we are at for now. He stated that the pumping will continue during the day in order to maintain the current level. He noted that all of the City manholes are now out of the water except for one which will remain under unless the lake goes below the overflow pipe, and the Met Council’s cover is also out.

McGraw asked if we will ever go below 873.5 feet or will this be the new level of the lake, or will the Watershed come up with a new level. The Public Works Director stated that is what the Watershed is working on right now and are modeling to find what the safe level for the low structure is, and what the 100-year flood level is that keeps the low home safe. He explained that the City got permits from both MNDOT and the DNR, and the appropriations permit from the DNR determines the level the City can pump the lake down to.

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Joe Pralutsky, 231 Twin Lake Trail, stated that he read a report that was put out by the Watershed District many years ago, that states the average lake level is 866.6 feet to 869 feet, and that the lake should never go above 870 feet without someone taking some action to bring it back down. He noted that everything is spelled out in the report, and he is wondering why this was not followed. He stated that old trees were lost, landscaping and yards were destroyed and they lost the last 3 years of lake use. He reported that people who have lived on the lake for 60 years have never seen the lake at this level. He noted that everyone is now left with a huge mess and his property alone has \$25,000-\$30,000 in damage. He wants to know what is keeping us from not lowering the lake to at least 870 feet.

McGraw asked when this report was done. Mr. Pralutsky stated it was done in 1993 by the Watershed District. Torkelson stated that this report was emailed to City Staff and two City Council members Sunday evening by one of the Twin Lake residents.

Angie Malone, 3282 Hamel Court, thanked the City for doing something and helping with all of the sandbagging, and stated something was missed by the Watershed District and someone should be held accountable.

Cheryl LeClair Sommer, 285 Twin Lake Trail, stated that she is frustrated since the Watershed's numbers keep changing. She reported that the water is still significantly high. She noted that she applauds the City for doing something to help. She stated that the Watershed did not look at their own information. She wants someone to look at the water quality and fears it will never be the same.

The City Administrator stated that staff is working with the Watershed and Barr Engineering, and the Watershed District is expected to have a report to their board in July. McGraw asked if there is a process so that this does not fall by the wayside, and wonders if we need to push the Watershed District to make sure something continues to happen. Montour suggested that the City should set up some timelines to keep the Watershed District moving.

**2900 EDGERTON
STREET**

The City Administrator explained that there is no action requested on this item, but it has been a concerned property from all Council members. He explained that on April 2, 2019, a fire severely damaged the detached garage at 2900 Edgerton Street to the point that the Building Official deemed the garage to be unsafe and a hazard and issued an order for the garage to be demolished. Ramsey County inspected the site for environmental issues due to some of the materials that were in the garage. The City Administrator noted that a demolition permit was issued on April 24, and it has now been 60 days and the clean-up has not been completed.

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He wanted to bring this to the Council's attention since an action may be on the July 10 Council agenda to proceed with an abatement.

Fischer stated that he has heard from a few of the neighbors who are very frustrated and waiting for something to happen. Torkelson asked if action could be done sooner than the next Council meeting. The City Administrator explained that the inspection will take place in the next day or two and if needed, the property owners will be given a 10-day notice at that time, which would bring us to the next Council meeting date.

**FINANCIAL
POLICIES UPDATED**

The Finance Director explained that the Council reviewed these financial policy updates at the last workshop and she has made the recommended change, and they are now ready for approval. She reviewed the sections that were updated and noted that a table of contents was also added.

Montour introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2019-6-72 – APPROVE THE FINANCIAL
POLICIES AS PRESENTED***

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

**LITTLE CANADA ROAD
SIDEWALK PAVER
REPLACEMENT
PROJECT**

The City Engineer explained that the City constructed streetscaping along Little Canada Road from Rice Street, 3,300 feet east to County Road C, which consisted of landscaping, irrigation, sidewalk, concrete pavers and amenities. He stated that the concrete pavers on the westerly portion of the roadway are settling, uneven, showing deterioration and some failure in some areas. He reported that 1,900 feet of this sidewalk needs replacement, along with new concrete curb ramps in order to meet ADA Standards, a new retaining wall on the north side of the roadway in front of the Thunder Bay Mall, and excavation in order to level it in numerous areas. He noted that the pavers that are in good condition will be reused. He stated that the pavers on the south side have been salted during the winters so they have severely deteriorated and will need replacement.

Fischer asked if the pavers have not lasted, would stamped concrete be a better option. The City Engineer stated that would cost as much or more than the proposed project. Fischer asked if the concrete would last longer than the 15 years we may get out of the pavers again. The City Engineer stated that pavers will never last as long as concrete. He reported that the pavers have overall performed very well, so staff is recommending that the

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paver replacement project move forward and authorize preparing the plans and specifications for the project.

The City Administrator stated that the Finance Director is working on an additional funding source, but we are not ready with an answer for that. Keis confirmed that we have the funding to prepare the plans. Montour stated that he is tempted to just do concrete, but pavers are pervious which is a better option. The Public Works Director stated that the concrete will deteriorate with salt just like the pavers did. Keis suggested looking at a few options and the pricing. The City Engineer stated that he will get pricing for only pavers, only concrete and a mixture of both.

Fischer introduced the following resolution and moved its adoption:

RESOLUTION NO. 2019-6-73 – APPROVE THE CITY ENGINEER TO PREPARE PLANS & SPECIFICIATIONS FOR THE LITTLE CANADA ROAD SIDEWALK REPLACEMENT PROJECT NOT TO EXCEED \$55,000

The foregoing resolution was duly seconded by McGraw.

Ayes (5).

Nays (0). Resolution declared adopted.

**PLANNING & CODE
ENFORCEMENT
TRANSITION PLAN**

The City Administrator explained that the previous associate planner & code enforcement officer resigned in May and staff is reviewing the current and long-term staffing needs in this area, and is proposing to separate the duties and have a part-time code enforcement officer. He stated that staff is also looking at the rental licensing program that has only been lightly enforced over the last several years. If the Council still wants the existing ordinance to remain in place, then rental inspections should be brought in house and added to the code enforcement officer duties, which would also bring in revenue to help pay for the position. The City Administrator reported that the associate planner position would change from strictly planning, to also include working on economic development. He reviewed the organizational chart and the proposed changes. He noted that after a discussion with Council member Montour, there are additional changes to be made on the organizational chart.

McGraw stated that he likes the concept of the changes, and asked what kind of qualifications would be required of the person doing the rental housing inspection. The City Administrator stated the skill needed is a simplified version of building inspections.

Keis asked who is doing the planning tasks in the interim. The City Administrator stated that those tasks have fallen on him and the City Clerk,

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with the brunt of it being done by the City Clerk, so he is proposing additional compensation of 10% while she is doing the additional duties outside of her job class.

McGraw introduced the following resolution and moved its adoption:

RESOLUTION NO. 2019-6-74 – DIRECT STAFF TO MOVE FORWARD WITH DEVELOPING A PART-TIME JOB DESCRIPTION RELATED TO ZONING, CODE ENFORCEMENT AND RENTAL HOUSING INSPECTIONS

The foregoing resolution was duly seconded by Fischer.

Ayes (5).

Nays (0). Resolution declared adopted.

Montour introduced the following resolution and moved its adoption:

RESOLUTION NO. 2019-6-75 – APPROVE ADDITIONAL 10% COMPENSATION FOR THE CITY CLERK WHILE WORKING OUTSIDE OF HER JOB CLASS DURING THE PLANNING AND CODE ENFORCEMENT STAFF TRANSITION

The foregoing resolution was duly seconded by Torkelson.

Ayes (5).

Nays (0). Resolution declared adopted.

UPDATES Fischer asked about the status of the Comprehensive Plan and would Steve Gritman be completing that. The City Administrator stated that the former Associate Planner had been working diligently with Steve for months and there are still a number of outstanding items needed.

The Public Works Director showed a video highlighting the Spooner Park Community Build day. He reported that Bryce Shearen, the Parks & Rec/Community Services Manager did a great job coordinating this project and deserves a big thank you.

ADJOURN There being no further business, the meeting was adjourned at 8:52p.m.

John T. Keis, Mayor

Attest: _____
Christopher Heineman, City Administrator