

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

AUGUST 8, 2018

Pursuant to due call and notice thereof a regular meeting of the City Council of Little Canada, Minnesota was convened on the 8th day of August, 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
ABSENT:	Council Member	Mr. Christian Torkelson
ALSO PRESENT:	Public Works Director	Mr. Bill Dircks
	City Clerk	Ms. Heidi Heller
	Cable TV Producer	Mr. Kevin Helander

MINUTES McGraw introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-8-164 – APPROVING THE MINUTES OF THE JULY 25, 2018 WORKSHOP MEETING, THE JULY 25, 2018 REGULAR COUNCIL MEETING, THE JULY 27, 2018 SPECIAL MEETING AND THE JULY 28, 2018 SPECIAL MEETING AS SUBMITTED

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

ANNOUNCEMENTS Keis reported that Canadian Days was last weekend and was successful again. He thanked the Canadian Days Committee and all of the volunteers, including the Little Canada Recreation Association, Fire Department and City Staff that make this event a success. He stated that Night to Unite was last night and the City Council visited the 19 parties that were in Little Canada along with the Ramsey County Sheriff's Department and the Little Canada Fire Department.

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**PRESENTATION –
DANA HEALY, CTV
NORTH SUBURBS
EXECUTIVE
DIRECTOR**

Dana Healy announced that she is the new executive director at CTV North Suburbs. She stated that she is excited about CTV’s new strategies and wants to look for ways that CTV can add value to the Little Canada residents.

**CONSENT
AGENDA**

Montour introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2018-8-165 – APPROVING THE CONSENT
AGENDA WHICH CONTAINS THE FOLLOWING:***

- *APPROVAL OF THE VOUCHERS***
- *APPROVE THE HIRE OF COLLEEN SCHOENECKER AS THE
PART-TIME UTILITY BILLING CLERK***

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

**APPROVE CITY
ADMINISTRATOR
EMPLOYMENT
CONTRACT WITH
CHRIS
HEINEMAN**

The City Clerk explained that Joel Hanson resigned as City Administrator on June 22 and the Council immediately began the recruitment process. She stated that five candidates were interviewed over a two-day process on July 27 and 28, and the Council chose to make an offer to Chris Heineman. She reported that Mr. Heineman has accepted the offer and signed the employment contract. She noted that there were two changes to the contract, one being limiting the moving expense reimbursement period to 24 months after his start date. Mr. Heineman will be starting as City Administrator on September 10.

McGraw explained that the interview process including three groups; the City Council, City Staff and a citizens group.

Montour introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2018-8-166 – APPROVING THE CITY
ADMINISTRATOR EMPLOYMENT CONTRACT WITH CHRIS
HEINEMAN***

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

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**EMERGENCY
WATER TOWER
REPAIRS**

The Public Works Director reported that the water tower needed to be drained a couple of weeks ago in order to replace a failed gasket, and since it was empty, some routine maintenance was also done as part of our maintenance agreement with SEH. He explained that while the tower was refilling, City Staff heard dripping inside the tower and it was determined that there was a cracked weld inside the tower where the riser pipe meets the bottom of the bowl. He stated that the emergency repair of the cracked welds does not fall under the scope of the maintenance agreement with SEH, and the price for the repair work was \$6,450.

McGraw introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2018-8-167 – APPROVING \$6,450 FOR
EMERGENCY WATER TOWER REPAIRS TO BE PAID FROM THE
WATER AND SEWER CAPITAL FUND BUDGET***

The foregoing resolution was duly seconded by Fischer.

Ayes (4).

Nays (0). Resolution adopted.

**WATER
CHARGES FOR
2616-2622 RUTH
STREET**

The Public Works Director reported that City Staff discovered that the water meter radio has not been sending the correct readings for the four-plex at 2616-2622 Ruth Street owned by Flora Mach. He explained that the account has showed zero usage for the previous five quarters which was incorrect, but staff is unable to verify the exact amount of water that was actually used by this property. He stated that the meter and radio have now been replaced, but the old meter was taken apart and recycled before it could be tested to find out what the problem actually was. He explained that based on the reading of the old meter when it was removed, there was \$4,481.16 of water on the account that has not been billed.

The Public Works Director stated that since it took five quarters to discover the issue and because the meter was disposed of before it could be tested, staff is proposing to bill Ms. Mach for half of the water usage plus an additional \$768 in sewer charges, for a total of \$3,238.73. He explained that Ms. Mach could have one year to pay off the balance with zero interest or fees. He stated that she would need to remain current with her current utility bills and could pay off the extra as she sees fit over the course of one year. He noted that if she goes beyond one year, interest and fees will then accrue. He reported that Ms. Mach has agreed to this proposal.

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Fischer introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-8-168 – APPROVE ALLOWING FLORA MACH, PROPERTY OWNER OF 2616-2622 RUTH STREET, TO PAY A TOTAL OF \$3,238.73 FOR THE OUTSTANDING UTILITY BILL DUE FOR THE PERIOD OF APRIL 1, 2017 – JUNE 30, 2018; AND ALLOWING FLORA MACH ONE YEAR FROM THE DATE OF COUNCIL APPROVAL TO PAY THE \$3,238.73 WITH NO INTEREST OR FEES AS LONG AS THE UTILITY ACCOUNT FOR THIS PROPERTY REMAINS CURRENT

The foregoing resolution was duly seconded by McGraw.

Ayes (4).

Nays (0). Resolution adopted.

ADJOURN There being no further business, the meeting was adjourned at 7:47 p.m.

John T. Keis, Mayor

Attest: _____
Bill Dircks, Acting City Administrator