

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

**AUGUST 12, 2020**

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 August, 2020 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 Fischer, Torkelson, McGraw and Montour

**ALSO PRESENT:** City Administrator Chris Heineman, Finance Director Brenda Malinowski, Parks & Rec/Community Services Manager Bryce Shearen and City Clerk 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 may 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. 2020-8-97 – APPROVING THE MINUTES OF THE JULY 22, 2020 WORKSHOP AND JULY 22, 2020 REGULAR MEETINGS AS SUBMITTED**

The foregoing resolution was duly seconded by Fischer.

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

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

**ANNOUNCEMENTS**

Keis stated that he participated in the Canadian Days car parade on August 1 and there was also a boat parade on Lake Gervais.

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**PRESENTATION: MINNESOTA RECREATION & Park ASSOCIATION AWARD OF EXCELLENCE**

The Parks & Rec/Community Services Manager explained that the City is receiving the 2019 Award of Excellence Award in the Park and Facility category for the Spooner Park All-Inclusive Playground. He explained that the new playground was designed using feedback from the community, Parks & Recreation Commission and City Council, which resulted in an all-inclusive playground for children of all abilities. Funding for the playground and the Community Build was through Capital Improvement Plan (CIP) funds, the Little Canada Recreation Association (LCRA), the Canadian Days Committee, and a grant through the playground equipment company that the City applied for. Keis thanked Bryce for all the hard work he put in to building the new playground.

**CONSENT AGENDA**

Montour introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2020-8-98 – APPROVING THE CONSENT AGENDA WHICH CONTAINS THE FOLLOWING:***

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

***\*APPROVE A TEMPORARY LIQUOR LICENSE FOR ST. JOHN'S CHURCH FALL FESTIVAL ON SEPTEMBER 26, 2020***

***\*PARTIAL PAY REQUEST NO. 2 TO MN PAVING FOR ALLEN AVENUE IMPROVEMENT PROJECT 2020-01***

***\*PARTIAL PAY REQUEST NO. 3 TO NEW LOOK CONTRACTING FOR COUNTY ROAD D & GREENBRIER STREET IMPROVEMENT PROJECTS 2019-01 & 2019-02***

***\*PARTIAL PAY REQUEST NO. 4 TO CUSTOM BUILDERS FOR LITTLE CANADA ROAD STREETScape IMPROVEMENT PROJECT 2020-02***

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

**THUNDER BAY TRAIL STORM SEWER WASHOUT REPAIR**

Mark Kasma, City Engineer, explained that a few weeks ago, an existing storm sewer pipe under the Thunder Bay trail separated and the bituminous base and gravel have settled around the pipe so this is an emergency repair. He noted that two bids were received and St. Paul Utilities submitted the lowest bid for \$6,600. He explained that the work includes removal of bituminous trail, resetting the piping and flared end section, installing steel tie rods from the flared end section to the storm manhole, and restoring the bituminous trail and turf restoration.

The City Engineer explained that the improvements will be funded through the General Fund, Storm Sewer Department, but there is only \$3,000 left in this budget for the repair so Council can choose to: allow the budget overage (approximately \$3,600) in the department; transfer

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\$3,600 from the Engineering Department budget where there is expected to be budget savings to the Storm Water Department budget for this repair; or transfer \$3,600 from the Council Contingency budget to the Storm Water Department budget for this repair. The Finance Director stated that since there will be savings in the engineering department, she recommends transferring from that fund. She noted that the Council does not have to decide now since it's an emergency repair. Montour stated that it would be his preference to hold off transferring funds to see if it is needed at the end of the year.

Montour introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2020-8-99 – AWARDING THE BID TO ST. PAUL UTILITIES FOR \$6,600 FOR THE THUNDER BAY TRAIL REPAIR***

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

**2<sup>nd</sup> QUARTER 2020 FINANCIAL REPORT**

The Finance Director reviewed the General Fund expenditures which is the main source of funding for the City. She explained this fund is used when there are no other designated funds. She reviewed the status of revenue for the first half of the year and noted licenses, park building rentals, fines and permit revenues are down. She noted that as expected, the results of the COVID-19 pandemic are affecting the General Fund operating results. She reviewed the first half of the year's income and expenses, and noted that the City received a \$64,644 reimbursement payment from FEMA in August for the 2019 Twin Lake pumping costs.

**DESIGNATE A NEW PRECINCT 1 POLLING PLACE AT ROSEVILLE AREA MIDDLE SCHOOL**

The City Clerk explained that the Precinct 1 polling place had to be changed to Little Canada Elementary School for the August Election since the middle school was under construction this summer, but it should be available again for the November Election, so the Council must pass a resolution moving the polling place for Precinct 1 back to Roseville Area Middle School.

Fischer introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2020-8-100 – APPROVE CHANGING THE POLLING PLACE OF LITTLE CANADA PRECINCT 1 BACK TO ROSEVILLE AREA MIDDLE SCHOOL BEGINNING DURING THE NOVEMBER 3, 2020 GENERAL ELECTION***

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

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**NEW OFF-SALE LIQUOR LICENSE FOR TIERNEY’S LIQUOR STORE AT 2770 RICE STREET**

The City Clerk stated that Tierney’s Liquor Store will be moving to the building next door, tentatively by the end of August, and the State requires a new liquor license for the new space. City staff recommends approval of a new off-sale liquor license for Tierney’s Liquor Store at 2770 Rice Street. She noted that this license period would be for August 21, 2020 through June 30, 2021, which is the regular ending date for the liquor licenses. She stated that it is unlikely the State will have approved the new license by August 21, but their new space should be ready by that time.

Keis introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2020-8-101 – APPROVING A NEW LIQUOR LICENSE FOR TIERNEY’S LIQUOR STORE AT 2770 RICE STREET FOR THE PERIOD AUGUST 21, 2020 TO JUNE 30, 2021***

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

**There being no further business, the meeting was adjourned at 8:08p.m.**

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John T. Keis, Mayor

Attest:

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Christopher Heineman, City Administrator