

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

JANUARY 13, 2020

Pursuant to due call and notice thereof a regular meeting of the City Council of Little Canada, Minnesota was convened on the 13th day of January, 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	Mr. John Keis
Council Member	Mr. Tom Fischer
Council Member	Mr. Rick Montour
Council Member	Mr. Christian Torkelson
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

MINUTES Fischer introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2020-1-1 – APPROVING THE MINUTES OF
THE DECEMBER 18, 2019 WORKSHOP, THE DECEMBER 18, 2019
REGULAR COUNCIL AND THE JANUARY 8, 2020 SPECIAL
MEETINGS AS SUBMITTED***

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

ANNOUNCEMENT Keis announced the Little Canada Recreation Association is holding their annual ice fishing contest on Saturday, February 1 at Lake Gervais, and the Fire Department will be selling Booya at Lake Gervais during the contest and at the Fire Station.

Fischer announced that the Little Canada Historical Society has an open house on January 25 from 10:00 a.m. to 1:00 p.m.

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At this point in the meeting, the City Council temporarily adjourned and convened as the Economic Development Authority for the purpose of appointing 2020 Officers and adopting the 2020 Budget.

Keis introduced the following resolution and moved its adoption:

RESOLUTION NO. 2020-1-2 – RECESSING THE CITY COUNCIL MEETING AND CONVENING AS THE ECONOMIC DEVELOPMENT AUTHORITY

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

**ECONOMIC
DEVELOPMENT
AUTHORITY:
ELECTION OF
OFFICERS & ADOPT
2020 BUDGET**

Montour introduced the following resolution and moved its adoption:

RESOLUTION NO. 2020-1-3 – APPOINTING THE FOLLOWING ECONOMIC DEVELOPMENT AUTHORITY OFFICERS FOR 2020:

***John Keis, President
Rick Montour, Vice President
Mike McGraw, Treasurer
Chris Heineman, Assistant Treasurer
Chris Heineman, Secretary
Tom Fischer, Director
Christian Torkelson, Director***

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

Montour introduced the following resolution and moved its adoption:

RESOLUTION NO. 2020-1-4 – ADOPTING THE 2020 BUDGET FOR THE ECONOMIC DEVELOPMENT AUTHORITY:

***Revenues - \$0
Expenditures - \$0***

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

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Montour introduced the following resolution and moved its adoption:

RESOLUTION NO. 2020-1-5 – ADJOURN THE ECONOMIC DEVELOPMENT AUTHORITY MEETING AS WELL AS RECONVENING THE CITY COUNCIL MEETING

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

Montour introduced the following resolution and moved its adoption:

**CONSENT
AGENDA**

RESOLUTION NO. 2020-1-6 – APPROVING THE CONSENT AGENDA WHICH CONTAINS THE FOLLOWING:

- *APPROVAL OF THE VOUCHERS;***
- *2020 DESIGNATION OF DATA PRACTICES RESPONSIBLE AUTHORITY-***
 - COMPLIANCE OFFICIAL – Heidi Heller;***
 - RATIFYING CITY PROCEDURES FOR ACCESS TO PUBLIC & PRIVATE DATA;***
- *APPROVE 2020 FIRE INSPECTION CONTRACT & DESIGNATE JAMES P. LEE AS THE CITY FIRE MARSHAL;***
- *APPROVE 2020 NORTHEAST YOUTH & FAMILY SERVICES PARTNERSHIP AGREEMENT;***
- *ACCEPT 2019 DONATION FROM LITTLE CANADA CANADIAN DAYS, INC.***
- *APPROVE A TEMPORARY LIQUOR LICENSE FOR THE LITTLE CANADA RECREATION ASSOCIATION ON FEBRUARY 1, 2020 FOR THE ANNUAL ICE FISHING CONTEST***
- *APPROVE A TEMPORARY LIQUOR LICENSE FOR ST. JOHN’S CHURCH ON FEBRUARY 20, 2020 FOR THE ANNUAL TASTE OF WINTER EVENT***
- *APPROVE THE STATE OF MN INSTITUTION COMMUNITY WORK CREW CONTRACT FOR 2020-2021***
- *APPROVE LETTER OF ENGAGEMENT FOR 2019 AUDIT SERVICES WITH CLIFTONLARSONALLEN***

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

McGraw clarified that the City does not plan to expand the Spooner Park parking lot in 2020, so the City is holding the funds donated by the Canadian Days Committee.

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**2020 DESIGNATION
OF DEPOSIT &
INVESTMENT OF
LOCAL PUBLIC
FUNDS**

The Finance Director explained that Minnesota Statute requires that governing bodies designate one or more financial institutions as a depository for its public funds, and the State Auditor has recommended that cities do this at least on an annual basis. She reported that in 2018 Morgan Stanley notified the City that they would no longer provide municipal investment services after March 2019, so these investments were transferred to UBS Wealth Management. She noted at that time, staff wanted to understand the strengths of the current investment depositories and determine if another investment company would bring any additional benefits. She stated that she attended a seminar hosted by Lynn Cornwell of Morton Capital Markets and was impressed by the additional services that can be provided by them that are not readily available with the existing investment depositories. She stated that staff is recommending that Morton Capital Markets be added to the City's investment depositories and remove Morgan Stanley.

Lynn Cornwell, Morton Capital Markets, reviewed how she provides information to her municipal clients that others do not provide. She explained how the firm is paid and how they make sure they are competitive to cities.

McGraw introduced the following resolution and moved its adoption:

RESOLUTION NO. 2020-1-7 – AUTHORIZE THE LITTLE CANADA FINANCE DIRECTOR TO MAKE INVESTMENT OF FUNDS UNDER MN STATE STATUTE 118A, AND THE CITY'S INVESTMENT POLICY, AND DESIGNATE THE FOLLOWING FINANCIAL INSTITUTIONS AS A DEPOSITORY OF PUBLIC FUNDS

****2020 APPOINTMENTS –***

CHECKING ACCOUNT DEPOSITORY:

US Bank National Association – Little Canada

INVESTMENT DEPOSITORIES:

PMA Financial Network, Inc. (4M Fund)

Royal Credit Union (RCU)

UBS Wealth Management

Wells Fargo Advisors

Morton Capital Markets

US Bank National Association

The foregoing resolution was duly seconded by Fischer.

Ayes (5).

Nays (0). Resolution declared adopted.

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**2020 IMPROVEMENT
PROJECT FOR
ALLEN AVENUE**

The Public Works Director reported that the improvement hearing for the Allen Avenue street project was held on January 8, 2020. He explained that this work would be on Allen Avenue between Centerville Road and Edgerton Street, and would include installing a new sidewalk on the south side of Allen from Centerville Road to Desoto Street. He noted that the medians in the center of Allen on either end of the Pitrina Park development are proposed to be removed and the monuments would be placed in other locations. McGraw stated that at the meeting, there was still discussion on putting the sidewalk on the south side versus the north side. The Public Works Director explained that it is more practical to place it on the south side because it would only have to cross five streets whereas on the north side it would have to cross many driveways. Montour pointed out that Allen Avenue is a public street, but the five cul-de-sacs are privately owned by the Pitrina Park Homeowners Association, and they have opted to not improve the cul-de-sacs this year.

McGraw stated that Allen Avenue, Greenbrier Street and County Road D were the streets being improved this year. The Public Works Director stated that the paver project on Little Canada Road is also planned.

Keis introduced the following resolution and moved its adoption:

RESOLUTION NO. 2020-1-8 – ORDERING IMPROVEMENT NO. 2020-01, ALLEN AVENUE (FROM CENTERVILLE ROAD TO EDGERTON STREET), AND AUTHORIZING THE CITY ENGINEER TO PREPARE PLANS AND SPECIFICATIONS FOR THIS IMPROVEMENT

The foregoing resolution was duly seconded by McGraw.

Ayes (5).

Nays (0). Resolution declared adopted.

**2020 COMMITTEE
APPOINTMENTS**

Montour introduced the following resolution and moved its adoption:

RESOLUTION NO. 2020-1-9 – APPROVING THE FOLLOWING APPOINTMENTS FOR THE CITY OF LITTLE CANADA FOR 2020:

- ***RICK MONTOUR AS ACTING MAYOR***
- ***CHRISTIAN TORKELSON AS RAMSEY COUNTY LEAGUE OF LOCAL GOVERNMENTS BOARD MEMBER AND CHRIS HEINEMAN AS ALTERNATE;***
- ***RICK MONTOUR AS CABLE TV COMMISSION REPRESENTATIVE AND CHRISTIAN TORKELSON AND CHRIS HEINEMAN AS ALTERNATES;***

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- ***JOHN KEIS AND TOM FISCHER AS FIRE RELIEF ASSOCIATION REPRESENTATIVES;***
- ***JOHN KEIS AND TOM FISCHER AS FIRE DEPARTMENT LONG RANGE PLANNING COMMITTEE REPRESENTATIVES;***
- ***TOM FISCHER AS RUSH LINE TASK FORCE REPRESENTATIVE AND JOHN KEIS AS ALTERNATE;***
- ***MIKE MCGRAW AS NORTHEAST YOUTH & FAMILY SERVICES BOARD MEMBER;***

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

**DESIGNATION OF
OFFICIAL CITY
NEWSPAPER**

The City Clerk reported that quotes were received from the Pioneer Press and Press Publications for publishing the public notices. She stated that the Pioneer Press had agreed last year on a rate lock for two years. She noted that the 2020 Press Publications rate increased quite a bit from the 2019 proposal, so the Pioneer Press is now much cheaper. She stated that staff has been very satisfied with the legal notice service provided by the Pioneer Press over the last few months.

Fischer stated that he would love to see a local paper start providing Little Canada coverage, but if they do not deliver to our residents, that is a deal breaker.

Keis introduced the following resolution and moved its adoption:

RESOLUTION NO. 2020-1-10 – DESIGNATING THE PIONEER PRESS NEWSPAPER AS THE OFFICIAL CITY NEWSPAPER FOR 2020

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

**2020 HEALTH
INSURANCE
AND
INSURANCE
OPT-OUT**

The City Clerk explained that the City switched to the Public Employee Insurance Plan (PEIP) in March 2019 due to the large cost savings to the City. She explained that with the mid-year switch, the City agreed to stay with PEIP through 2020, so there are no changes proposed to the health insurance provider or the opt-out payment amounts. She noted that an employee-paid dental plan was a new option this year.

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Montour introduced the following resolution and moved its adoption:

RESOLUTION NO. 2020-1-11 – APPROVING THE 2020 HEALTH INSURANCE AS THE PUBLIC EMPLOYEES INSURANCE PLAN (PEIP), AND NO CHANGES TO CURRENT INSURANCE OPT-OUT

The foregoing resolution was duly seconded by Fischer.

Ayes (5).

Nays (0). Resolution declared adopted.

**2020 FIRE
DEPARTMENT
CONTRACT**

The City Administrator stated that the 2020 Fire Department contract has updated budget numbers to reflect the City's adopted 2020 budget, and the addition of Fire Chief vehicle #201 to the list of vehicles in Section 8 of the contract. He noted that the Fire Department has not formally approved this contract yet, but they have received a copy to review.

Keis introduced the following resolution and moved its adoption:

RESOLUTION NO. 2020-1-12 – APPROVING THE 2020 FIRE DEPARTMENT CONTRACT AS PRESENTED BY THE CITY ADMINISTRATOR, SUBJECT TO ANY COMMENTS BY THE LITTLE CANADA FIRE DEPARTMENT

The foregoing resolution was duly seconded by Fischer.

Ayes (5).

Nays (0). Resolution declared adopted.

ADJOURN

There being no further business, the meeting was adjourned at 8:19 p.m.

John T. Keis, Mayor

Attest: _____
Christopher Heineman, City Administrator