

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

**JANUARY 29, 2020**

Pursuant to due call and notice thereof a regular meeting of the City Council of Little Canada, Minnesota was convened on the 29th 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
Parks & Rec/Comm. Services Mgr	Mr. Bryce Shearen
City Clerk	Ms. Heidi Heller

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

***RESOLUTION NO. 2020-1-13 – APPROVING THE MINUTES OF  
THE JANUARY 13, 2020 REGULAR MEETING AS SUBMITTED***

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

**ANNOUNCEMENT** Keis announced the Little Canada Recreation Association's annual ice fishing contest is Saturday, February 1 at Lake Gervais from noon to 3:00 p.m. He stated that the Little Canada Fire Department will also be selling Booya that day at the fire station starting at 8:00 a.m. and on the lake. He noted that the tickets are sold in advance. He stated that the History Center open house was last Saturday and was well attended.

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Fischer stated that Ramsey County Commissioner Mary Jo McGuire will be holding an open house listening session on Saturday, February 1 at 2:00 p.m. at Little Canada City Hall.

**CONSENT** Keis stated that he was removing the item establishing an internal service  
**AGENDA** fund in order for the Council to discuss.

Montour introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2020-1-14 – APPROVING THE CONSENT  
AGENDA WHICH CONTAINS THE FOLLOWING:***

- \*APPROVAL OF THE VOUCHERS***
- \*APPROVE 2019 PAY EQUITY REPORT***
- \*APPROVE AN EXEMPT GAMBLING PERMIT FOR ST. JOHN'S  
CHURCH ON APRIL 24, 2020***
- \*ACCEPT 2020 SAFEASSURE SERVICE AGREEMENT***

The foregoing resolution was duly seconded by McGraw.

Ayes (5).

Nays (0). Resolution declared adopted.

**ESTABLISH AN  
INTERNAL SERVICE  
FUND FOR  
INSURANCE**

The Finance Director explained that she is proposing to establish an internal service fund for insurance in 2020. She stated that this fund was included in the 2020 Budget in order to accumulate funds to pay for health insurance, worker's compensation insurance, and property insurance. She noted that there was no impact to the levy to establish this fund, and future savings in this fund may be used to cover deductibles, claims, and health insurance election changes.

Keis introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2020-1-15 – APPROVE ESTABLISHING AN  
INTERNAL SERVICE FUND FOR INSURANCE***

The foregoing resolution was duly seconded by Torkelson.

Ayes (5).

Nays (0). Resolution declared adopted.

**HIRE OF  
COMMUNITY  
DEVELOPMENT  
DIRECTOR/PLANNER**

The City Administrator explained that due to a reorganization of the city staffing structure, a Community Development Director/Planner position was created to serve as a staff liaison to the Planning Commission, work

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with other units of government, coordinate the development review process, and lead the City’s Community Development efforts.

He stated that a total of 15 applications were received for the position and 5 candidates were interviewed by three members of the staff leadership team. The field was then narrowed to the top two candidates and the full leadership team conducted the second round of interviews.

The City Administrator reported that both of the semi-finalists were highly qualified and staff ultimately selected Corrin Wendell. He announced that Corrin has nearly 14 years of planning and community development experience and currently serves as the Sector Representative for Districts 11 and 12 at the Metropolitan Council. She has extensive experience with all aspects of planning, including zoning administration and code enforcement, zoning text amendments, zoning code and official zoning map updates, site plan reviews, and several other areas related to community and economic development. The City Administrator stated that Ms. Wendell has accepted the Conditional Offer of Employment, and her first day will be February 24, 2020.

McGraw introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2020-1-16 – APPROVE THE HIRE OF CORRIN WENDELL AS COMMUNITY DEVELOPMENT DIRECTOR/PLANNER AS PROPOSED***

The foregoing resolution was duly seconded by Montour.

Ayes (5).

Nays (0). Resolution declared adopted.

**APPROVE HIRE OF  
PUBLIC WORKS  
APPRENTICE**

The Public Works Director reported that the City advertised for the Public Works Apprentice position in early December and received seven applications for the position. He stated that staff interviewed two applicants and unanimously chose Timothy Hoag for the position.

The Public Works Director explained that one of the strategic directions of the City’s 5-year strategic plan is creating operational efficiency, and part of this direction was to conduct a comprehensive assessment on staff capacity and identify areas of need and concern. The Public Works Department implemented an apprentice program in 2017, and it was determined that this program was very successful and should be continued. The Public Works Director explained that the apprentices will be utilized in all areas of public works, including management of the City’s parks and recreation amenities.

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The Public Works Director reported that Mr. Hoag has extensive experience in golf course maintenance and turf management, and will start on February 3, 2020.

Montour introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2020-1-17 – APPROVE THE HIRE OF TIMOTHY HOAG AS PUBLIC WORKS APPRENTICE AS PROPOSED***

The foregoing resolution was duly seconded by Torkelson.

Ayes (5).

Nays (0). Resolution declared adopted.

**ONLINE PERMITS  
& LICENSING**

The City Clerk explained that the City’s Strategic Plan identifies a goal of creating better efficiencies in City Hall, and one of the specific items designated to do this was moving from all paper permits and licensing to a software system, along with adding the ability to apply for some permits and licenses online, and direct integration into Laserfische. The Council approved the purchase of Permitworks software in December, and the second part of this process is for software engineer, OPG-s, to add online permits and licenses to the city website. They have designed a system for cities that will add the online permit and licensing capability to Permitworks, and will also integrate the permits with Laserfische. They have proposed a one-time fixed cost of \$22,200, and the funds will come from a carryover amount from 2019 permit revenues.

Fischer introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2020-1-18 – APPROVING HIRING OPG-3, INC. TO INTEGRATE ONLINE PERMITS & LICENSES WITH PERMITWORKS FOR A COST OF \$22,200 AND AUTHORIZE THE CITY ADMINISTRATOR TO EXECUTE THE SCOPE OF WORK AGREEMENT***

The foregoing resolution was duly seconded by Torkelson.

Ayes (5).

Nays (0). Resolution declared adopted.

**SOCIAL MEDIA &  
WEBSITE ANNUAL  
REPORT**

The Parks & Rec/Community Services Manager reviewed the past year’s statistics for the City’s website and social media use. He explained how the City is able to use Facebook to advertise and reach the public and our residents. He stated that the City wants to continue to provide relevant and current information to the public, and reviewing the statistics from

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Facebook views and traffic to the City's website helps staff know where people are looking to get their Little Canada information.

**ADJOURN** There being no further business, the meeting was adjourned at 8:12 p.m.

\_\_\_\_\_  
John T. Keis, Mayor

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