

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

**FEBRUARY 26, 2020**

Pursuant to due call and notice thereof a regular meeting of the City Council of Little Canada, Minnesota was convened on the 26th day of February, 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. Christian Torkelson

**ABSENT:**

Council Member	Mr. Mike McGraw
Council Member	Mr. Rick Montour

**ALSO PRESENT:**

City Administrator	Mr. Chris Heineman
Finance Director	Ms. Brenda Malinowski
City Clerk	Ms. Heidi Heller

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

***RESOLUTION NO. 2020-2-25 – APPROVING THE MINUTES OF THE FEBRUARY 12, 2020 WORKSHOP AND THE FEBRUARY 12, 2020 REGULAR MEETINGS AS SUBMITTED***

The foregoing resolution was duly seconded by Fischer.

Ayes (3).

Nays (0). Resolution adopted.

**ANNOUNCEMENT** The City Administrator announced there would be an open house for the Allen Avenue street improvement project on Thursday, February 27 at 6:00pm at City Hall.

**PRESENTATIONS:** Don Smiley, Little Canada Fire Chief and Tim Boss, Assistant Fire Chief  
**FIRE DEPARTMENT** and Gambling Manager, presented the City with a check from the Fire  
**DONATION**

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Department's charitable gambling proceeds for \$49,785.28 to go towards the Fire Department equipment fund that the City manages. He noted that the patrons who come to Gordies and the Hogsbreath are supporting the Fire Department's charitable gambling.

**PRESENTATIONS:** Jerry Hrmotka, President of Northeast Youth and Family Services, stated that he was here to present the annual review for the City Council. He stated that they work with about 4,000 youth, adults and families per year with an annual budget of \$3.4 million per year. He stated they are in 17 school buildings to help keep their services affordable for families. They have two departments: Mental Health which is clinic and school based and day treatment; and Community Services such as diversion programs, senior chore program and community case management with the five city police departments.

Mr. Hrmotka explained that 75% of their budget is for mental health. He stated they reorganized in 2019 and are now considered a mental health organization. He reviewed what each city's support buys: services for residents are assured, benefits in educational attainment, effective workforce and positive citizenship, reduced costs to the public and being able to leverage outside resources. He explained the process to hire a replacement for his position prior to his retirement at the end of June. He stated that the Board hopes to announce the new hire at their luncheon in May.

**CONSENT AGENDA** Fischer introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2020-2-26 – APPROVING THE CONSENT AGENDA WHICH CONTAINS THE FOLLOWING:***

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

The foregoing resolution was duly seconded by Torkelson.

Ayes (3).

Nays (0). Resolution declared adopted.

**4<sup>TH</sup> QUARTER 2019  
FINANCIAL REPORT**

The Finance Director reported that the General Fund continues to see positive results for 2019. She explained that 2019 revenue is expected to exceed the 2019 Budget by 108.86% or \$346,620. She noted that permit revenue is at 259% of the budget amount and a \$131,559 credit for 2018

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from the Sheriff's Department was received. She stated that actual 2019 expenditures were at 98.59% of the budget which is consistent with prior years. She reported that due to higher than expected permit revenue in 2019, the City was able to purchase permit software and pay for scanning address files and need to increase the 2020 property tax levy for these improvements. She noted that the 2019 Budget has not yet been finalized.

**GENERAL FUND  
BUDGET  
AMENDMENT**

The Finance Director stated that she is recommending that the Council amend the 2019 General Fund Budget revenues by \$21,678 and expenditures by \$21,678 to recognize revenues that were received over the original budget amounts.

Fischer introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2020-2-27 – AMEND THE 2019 GENERAL FUND BUDGET REVENUES BY \$21,678 AND EXPENDITURES BY \$21,678 TO RECOGNIZE REVENUES THAT WERE RECEIVED OVER THE ORIGINAL BUDGET AMOUNTS***

The foregoing resolution was duly seconded by Keis.

Ayes (3).

Nays (0). Resolution declared adopted.

**CHANGE PRECINCT  
1 POLLING PLACE  
FOR AUGUST 11,  
2020 STATE  
PRIMARY  
ELECTION**

The City Clerk explained that Roseville Area Middle School is the polling place for Precinct 1 and staff recently learned that it will be closed during the summer and not available for the August Primary Election. She stated that Precinct 1 will be moved to Little Canada Elementary School and combined with Precinct 2 for the August election. She explained that Ramsey County will mail a notice to all registered voters in Precinct 1 informing them of the location change. She stated that signs will be posted at the middle school on Election Day to let voters know where to go, along with as many other notifications as possible. She noted that the Council must pass a resolution again after August 11 to move the polling place back to the middle school for the November election.

Keis introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2020-2-28 – APPROVE RESOLUTION 2020-2-28 CHANGING THE POLLING PLACE OF LITTLE CANADA PRECINCT 1 FOR THE AUGUST 11, 2020 STATE PRIMARY ELECTION TO LITTLE CANADA ELEMENTARY SCHOOL***

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The foregoing resolution was duly seconded by Fischer.  
Ayes (3).  
Nays (0). Resolution declared adopted.

**COMMUNITY  
DEVELOPMENT  
BLOCK GRANT  
APPLICATION FOR  
THE ALLEN  
AVENUE SIDEWALK**

The City Administrator explained that the City has been in communication with the Ramsey County Housing & Redevelopment Authority (HRA) regarding the availability of CDBG funds to assist with projects in Little Canada. The CDBG program provides federal funds for creating affordable units in multi-family market-rate properties, infrastructure and accessibility improvements, and property acquisition. The City Administrator stated that one of the projects the City is seeking funding for is the proposed sidewalk extension with ADA accessible pedestrian ramps on the south side of Allen Avenue from Centerville Road to Desoto Street. He stated that the City will be submitting an application to the Ramsey County HRA for \$205,585 in CDBG funds, and as part of the application process, the City must pass a resolution in support of the application and funding.

Torkelson introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2020-2-29 – APPROVING A RESOLUTION IN SUPPORT FOR A COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION FOR THE ALLEN AVENUE SIDEWALK***

The foregoing resolution was duly seconded by Keis.  
Ayes (3).  
Nays (0). Resolution declared adopted.

**2020 SEWER  
REHABILITATION  
PROJECT**

The City Administrator explained that the City has been looking into sanitary sewer lining as a rehabilitation option for several years and it was brought forward during discussions of the 2020 Capital Improvement Plan and was included in the 2020 CIP and funds were also budgeted in future years. He stated that the project consists of approximately 5,000 linear feet of 8 inch cured-in-place (CIPP) pipe rehabilitation with alternate bids to facilitate pricing for multiple completion date scenarios as discussed below. He explained that the CIPP will take place along the entire stretch of Greenbrier Street as well as County Road D from the west side of Arcade to County Road D. He noted that these areas were televised in advance of the 2020 street reconstruction project and there was evidence of infiltration in more than 50% of the pipe joints.

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The City Administrator stated that this project is budgeted in the 2020 Capital Improvement Plan and the funds will come from the Water and Sewer Capital Replacement Fund. He noted that Bolton & Menk has extensive experience working with Hydro-Klean and believes they are qualified for this project.

Torkelson introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2020-2-30 – AWARDING THE BID FOR THE 2020 SEWER REHABILITATION PROJECT TO HYDRO-KLEAN FOR \$110,946.30***

The foregoing resolution was duly seconded by Fischer.  
Ayes (3).  
Nays (0). Resolution declared adopted.

**ADJOURN** There being no further business, the meeting was adjourned at 8:38 p.m.

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

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