

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

**MARCH 25, 2020**

Pursuant to due call and notice thereof a regular meeting of the City Council of Little Canada, Minnesota was convened on the 25th day of March, 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
Council Member	Mr. Mike McGraw (Virtually)
Council Member	Mr. Rick Montour (Virtually)

**ALSO PRESENT:**

City Administrator	Mr. Chris Heineman
Parks & Rec/Comm. Services Mgr.	Mr. Bryce Shearen
City Clerk	Ms. Heidi Heller

*This meeting is being conducted from the City Council Chambers, however two members of the City Council are participating electronically pursuant to Minnesota Statutes Section 13D.021. City Hall has been closed to the public during regular business hours since Wednesday, March 18, however it is open during this City Council meeting. Members of the public are asked to abide by social distancing policies recommended by the WHO, CDC and the Minnesota Department of Health. All votes will be conducted by roll call.*

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

**RESOLUTION NO. 2020-3-36 – APPROVING THE MINUTES OF  
THE MARCH 11, 2020 REGULAR MEETING AS SUBMITTED**

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

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**PROCLAIMING A  
LOCAL  
DECLARATION  
OF EMERGENCY**

The City Administrator explained that according to guidance provided by the League of Minnesota Cities, it is considered a best practice for local municipalities to declare a local emergency. He stated that whether a city needs to declare a local emergency depends on what actions the city wants to take. He explained that when a city declares an emergency under Minnesota Statute, section 12.29, it grants itself specific authorities that it would not otherwise have. The City Administrator reported that since Governor Walz has already declared a state of emergency, cities are already authorized to hold meetings via telephone or other electronic means pursuant to Minnesota Statute, section 13D.021, if the mayor, chief legal counsel, or chief administrative officer determines it is not practical or prudent to hold the meeting in person. He stated that staff recommends approval of Resolution 2020-3-37 proclaiming a local declaration of emergency.

Montour introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2020-3-37 – APPROVE RESOLUTION  
PROCLAIMING A LOCAL DECLARATION OF EMERGENCY***

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

**PUBLIC HEARING  
– CONSIDER AN  
INCREASE IN  
LIQUOR LICENSE  
FEES**

Keis opened the Public Hearing to consider the proposed annual increase in On-Sale Liquor and On-Sale Wine License Fees.

The City Clerk stated that in 2006, the City Council decided that increases for on-sale liquor and on-sale wine licenses would be tied to annual gross levy increases for five years. She noted that the Council has continued to use this basis for liquor license increases every year since, except in 2018 when the levy was high the Council opted to stay with a three percent increase. She stated that based on this practice, the on-sale liquor and on-sale wine licenses would be increased by 4.193 percent for 2020. The City Clerk stated that based on what is happening currently due to COVID-19 with bars and restaurants being closed, staff is recommending that the liquor license fees not be increased for 2020. She noted that the public hearing notices had been mailed to all businesses that had a liquor license in February, and reached out to several of them today about the recommendation. She stated that she received one comment back from

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John Sonnack, the owner of Fiesta Feliz Event Center, who stated that he was appreciative of anything the Council can do to reduce their costs.

McGraw stated that he was in favor of not increasing the 2020 license fees, and he also wants to propose giving the licensees a credit for the time that they have to be closed. He clarified that they would not get a refund, it would be a credit on their renewal fee for the next liquor license cycle.

There were no other public comments on this matter. The Public Hearing was closed.

McGraw introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2020-3-38 – NO INCREASE TO THE 2020 LIQUOR LICENSE FEES DUE TO THE COVID-19 PANDEMIC, AND CREDIT THE 10 CURRENT LITTLE CANADA ON-SALE LIQUOR LICENSEES ON THEIR 2020 LICENSE RENEWAL FOR THE NUMBER OF WEEKS THAT THE GOVERNOR OF MINNESOTA REQUIRES BARS AND RESTAURANTS TO BE CLOSED***

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

**CONSENT  
AGENDA**

Fischer introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2020-3-39 – APPROVING THE CONSENT AGENDA WHICH CONTAINS THE FOLLOWING:***

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

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

**COUNTY ROAD D IMP.  
NO. 2019-01 AND  
GREENBRIER STREET  
IMP. NO. 2019-02 PLANS  
& SPECIFICATIONS &  
AUTHORIZE  
ADVERTISING FOR  
BIDS**

The City Administrator stated that County Road D will be improved this year as a cooperative project with Vadnais Heights and Ramsey County. He explained that the improvements include street reconstruction from Payne Avenue to Greenbrier Street, widening the roadway from 32-feet to

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36-foot wide, adding concrete curb and gutter, and an 8-foot wide bituminous trail on the northside of the road from Edgerton Street to Greenbrier Street. He noted that the storm sewer will be extended from Thunder Bay Road to Greenbrier Street. He reported that Greenbrier Street will also be reconstructed from Labore Road to County Road D. These improvements include widening the roadway from 24-feet to 28-feet wide, adding concrete curb and gutter and new concrete driveway aprons, and extending the storm sewer from Greenbrier to Labore Road. The City Administrator stated that watermain fittings will be inspected throughout the project area and replaced as needed. He noted that the project cost estimate for Greenbrier has increased since last year, so the Council will need to consider this if the bids do come in this high.

Fischer asked why the cost is almost 30% higher since the estimate from last year. The City Administrator stated some of it is because construction costs are higher, but also because of the additional stormwater detention basin needs. Montour clarified that there would be a trail installed on the north side of County Road D, and that it would run all the way down County Road D to Maplewood.

Fischer introduced the following resolution and moved its adoption:

**RESOLUTION NO. 2020-3-40 – APPROVE COUNTY ROAD D  
IMPROVEMENT PROJECT NO. 2019-01 PLANS &  
SPECIFICATIONS & AUTHORIZE ADVERTISING FOR BIDS**

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

Fischer introduced the following resolution and moved its adoption:

**RESOLUTION NO. 2020-3-41 – APPROVE PARKING RESTRICTIONS  
FOR COUNTY ROAD D IMPROVEMENT PROJECT NO. 2019-01**

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

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Fischer introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2020-3-42 – APPROVE GREENBRIER STREET  
IMPROVEMENT PROJECT NO. 2019-02 PLANS &  
SPECIFICATIONS & AUTHORIZE ADVERTISING FOR BIDS***

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

**METRO-INET JOINT  
POWERS  
AGREEMENT  
DISCUSSION**

The City Administrator explained that the City of Little Canada has partnered with the City of Roseville for IT services through Metro-INET for fifteen years. He noted that Metro-INET currently provides IT services to 43 local government entities across the metro and it includes everything from computers and phone networks to servers and software. He stated that a major benefit of this membership is the cost savings as this network would be difficult to manage or afford on our own.

The City Administrator explained that recent personnel changes at the City of Roseville have caused the city and the Metro-INET entities to take a hard look at the long-term success of the operation. He stated that considering how vital IT services are to the operation of each entity, this led to a discussion about the possibility of creating a Joint Powers Agreement (JPA) managed by a Board of Directors with all of the entities represented. He explained that city staff is very supportive of continuing with the Metro-INET operation. He stated that the Council could choose to leave Metro-INET, but it would come at a significant cost and staff is confident that we are currently getting the best deal possible for taxpayers. The City Administrator explained that the Metro-INET users were looking for feedback on the possibility of changing the current arrangement to a joint powers entity. He noted that if a JPA is decided on, a formal agreement will be brought forward for City Council approval.

Fischer stated that he was concerned about the vote allocation since it appeared that the four largest cities would get 40% of the votes, but noted that 60% is needed to pass things. He questioned if this moves to a JPA, would the new entity pay rent to the City of Roseville since Metro-INET is currently housed in that city hall. The City Administrator stated that the City of Roseville has stated that they are seeking a more equitable solution. Torkelson agreed with Fischer about the vote distribution concern, and feels maybe it could be done more like the cable commission where each

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entity just gets one vote. Montour likes that this is going towards a JPA and is not too concerned with the vote distribution. McGraw asked when they were looking to start this. The City Administrator reported that there is no start date planned at this point, but they were looking for feedback by the end of March.

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

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

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