

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

APRIL 8, 2020

Pursuant to due call and notice thereof a regular meeting of the City Council of Little Canada, Minnesota was convened on the 8th day of April, 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
Council Member	Mr. Rick Montour

ALSO PRESENT:

City Administrator	Mr. Chris Heineman
Parks & Rec/Comm. Services Mgr.	Mr. Bryce Shearen
Finance Director	Ms. Brenda Malinowski
Public Works Director	Mr. Bill Dircks
City Clerk	Ms. 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 City's website or at the following link:
https://zoom.us/webinar/register/WN_UylHVWRsRUynueFznNW14w*

MINUTES McGraw introduced the following resolution and moved its adoption:

**RESOLUTION NO. 2020-4-43 – APPROVING THE MINUTES OF
THE MARCH 25, 2020 REGULAR MEETING AS SUBMITTED**

**MINUTES
CITY COUNCIL
APRIL 8, 2020**

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

ANNOUNCEMENT

The Public Works Director reported that they received bids for the Allen Avenue street project and they came in below the estimated cost. He stated that awarding the bid will be at the next Council meeting.

**CONSENT
AGENDA**

Fischer introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2020-4-44 – APPROVING THE CONSENT
AGENDA WHICH CONTAINS THE FOLLOWING:***

- *APPROVAL OF THE VOUCHERS***
- *ACCEPT 1ST QUARTER 2020 DONATIONS***
- *APPROVE CHANGE ORDER #3 AND PARTIAL PAY #8 TO COBRA
CONSTRUCTION FOR THE LITTLE CANADA FIRE STATION
REMODEL PROJECT***

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

**CALL FOR A
PUBLIC HEARING
FOR
PRESBYTERIAN
HOMES CONDUIT
DEBT ISSUANCE**

The City Administrator reported that the City was approached by Presbyterian Homes to inquire if Little of Canada would provide conduit financing to construct Langton Place, Phase 2 located in Roseville. He stated that this phase of the Langton Place project will include the construction of a town center and adjacent 80-unit senior housing facility. He explained that the City acted a conduit issuer for Presbyterian Homes most recently in 2014 and 2018, and that the 2018 bonds will be refinanced with this 2020 issue. He noted that if the bonds are issued for \$47,000,000, the City would collect an \$88,500 fee. He stated that Minnesota cities have a \$10 million annual bank qualified limit that can be utilized for issuing bonds and the City has not utilized any of its annual bank qualified limit in 2020, nor is there a plan to do so at this time. He explained that since Little Canada does not usually issue debt, staff feels that is a good opportunity to generate some additional revenue with minimal risk and recommends

**MINUTES
CITY COUNCIL
APRIL 8, 2020**

approval of this resolution calling for the public hearing at the May 13 Council meeting.

McGraw introduced the following resolution and moved its adoption:

RESOLUTION NO. 2020-4-45 – APPROVE RESOLUTION CALLING FOR A PUBLIC HEARING ON MAY 13 FOR THE ISSUANCE AND SALE OF SENIOR HOUSING AND HEALTH CARE FACILITIES REVENUE BONDS (LANGTON SHORES PROJECT), SERIES 2020

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

**CONSIDER WAIVING
UTILITY LATE FEES**

The Finance Director stated that the Local Emergency Declaration (Resolution 2020-2-37) approved at the March 25th Council Meeting “directs City Staff to review ordinance and regulatory requirements, operations, civil and legal proceedings, events, and resources to determine whether the foregoing should be adjusted or suspended, and to make recommendations regarding additional emergency regulations to support the employees and residents of the City of Little Canada”. She explained that staff is currently working on preparing the 1st quarter utility bills which are mailed quarterly, and a 5% late fee is added to the account balance if a payment is not made within 30 days of the mailing of the bill. She stated that the Council can consider waiving these late fees during the declared emergency, in order to support the residents and businesses of Little Canada. Staff is contemplating that this 1st quarter late fee would not be added onto the bills.

The Finance Director stated that last bills were from the 4th quarter and the amount of late fees was consistent with past years. Fischer asked if the fees would be held or completely waived, and asked if this pandemic continues, is the Council ready to accept a \$20-\$25,000 loss. The Finance Director stated that at this point, staff is only considering waiving the late fee for the first quarter bills.

Keis introduced the following resolution and moved its adoption:

RESOLUTION NO. 2020-4-46 – APPROVE WAIVING LATE FEES ON 1ST QUARTER 2020 MUNICIPAL UTILITY BILLS DURING THE DECLARED LOCAL EMERGENCY DUE TO COVID-19

**MINUTES
CITY COUNCIL
APRIL 8, 2020**

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

**AGREEMENT WITH
RAMSEY COUNTY
FOR COUNTY ROAD D
IMPROVEMENT
PROJECT**

The Public Works Director reported that the City of Little Canada has partnered with Ramsey County for the reconstruction of County Road D from Payne Avenue to Greenbrier Street in 2020 in order to allow the City to get a trunk storm sewer main from Thunder Bay Road to serve Greenbrier's storm water needs. He explained that the City is taking the lead on this project and County Road D will be included in the project plans for Greenbrier Street. He stated that the City will pay all costs up front and Ramsey County will reimburse the City with its share of the project. To that end, an agreement between Ramsey County and Little Canada was drafted. He noted that this agreement follows past agreements very closely, such as the Centerville Road agreement from 2015. Ramsey County and Vadnais Heights also have an agreement, and Little Canada and Vadnais Heights will be putting an agreement together as well.

The Public Works Director noted that key items in the agreement include cost participation details, the payment schedule, and ongoing maintenance of the various amenities that will be constructed. The Public Works Director noted that he contacted both Vadnais Heights and Ramsey County, and both confirmed that they intend to move forward and will have the funds for this project.

Keis introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2020-4-47 – APPROVE THE AGREEMENT
BETWEEN LITTLE CANADA AND RAMSEY COUNTY FOR THE
RECONSTRUCTION AND ONGOING MAINTENANCE OF COUNTY
ROAD D FROM PAYNE AVENUE AND GREENBRIER STREET***

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

**MINUTES
CITY COUNCIL
APRIL 8, 2020**

**DISCUSS ALLEN
AVENUE MONUMENT
SIGN RELOCATION**

The City Administrator explained that when the Pitrina Park development was constructed, two landscaped islands with wood Pitrina Park signs were included on the ends of the development on Allen Avenue. He stated that in 2018, the townhome association replaced the original signs with steel monuments, and noted that the City only issued a sign permit, when a right-of-way (ROW) permit typically would have also been issued, which would have put the responsibility for moving them on the townhome association. He explained that the City has decided to remove the medians and relocate the monuments as part of the upcoming Allen Avenue street improvement project. He stated that staff is working with Habadapt, the same contractor who built the steel signs, to disassemble the signs and then reassemble them in the new locations.

The City Administrator explained that the existing signs are located in the right-of-way, and the City has the right to require private utilities, landscaping, signs, etc. to be removed from the right-of-way at the owner's expense. He stated that Habadapt has provided a quote of \$10,467 to relocate the signs, and there will be an additional cost to construct new footings for these signs. He noted that this cost is already included in the Allen Avenue bid package and will be paid by the City. He explained that staff is requesting the City Council to provide direction on how to pay for the cost to relocate the privately owned Pitrina Park Townhome Association signs. He stated that the possible options include utilizing the City's contingency budget for the Allen Avenue project; requiring the townhome association to pay for the full cost of moving the signs; or split the cost of relocating the signs with the townhome association.

Council member Fischer disclosed that he is a part of the Pitrina Park Townhome Association and is directly impacted by this. He stated that the City benefits from removing the medians and he feels that the City should pay for the sign relocation. Torkelson stated that when the City talked to the neighborhood about moving the signs, the residents agreed to it under the assumption that the City would pay for it. McGraw asked for clarification on why the signs are going to be moved.

The City Administrator explained that removing the medians is due to safety concerns because of accidents during the winter, it is a more difficult to plow with the medians there, and the turn lane design at Centerville Road is not as effective with the median in place. Montour asked if the neighborhood had been asked to share the cost. The City Administrator stated that he wanted direction from the Council before talking to the neighborhood.

**MINUTES
CITY COUNCIL
APRIL 8, 2020**

Torkelson introduced the following resolution and moved its adoption:

RESOLUTION NO. 2020-4-48 – APPROVE OPTION 1, UTILIZING THE CITY’S CONTINGENCY FUND FOR THE ALLEN AVENUE IMPROVEMENT PROJECT TO PAY FOR THE RELOCATION OF THE TWO PITRINA PARK MONUMENT SIGNS IN THE MEDIANS THAT ARE TO BE REMOVED

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

**GREAT RIVER
GREENING LETTER
OF SUPPORT**

The Parks & Rec/Community Services Manager explained that the City has been working with multiple partners to create a plan to restore Thunder Bay/Westwinds Linear Park after the area was clear-cut by Xcel Energy contractors during routine maintenance in 2018. He stated that there have been multiple efforts to restore the area with plants and grasses that will not be subject to future clear-cutting operations. He reported staff submitted a grant application to Great River Greening and received notice that they would like to add this project to their funding request from the Environment and Natural Resources Trust Fund (ENRTF). He noted that the grant requires a minimum match of \$20,000 from the City over the three-year span of the project. The Parks Capital Improvement Plan currently includes \$25,000 for the restoration project in 2020 & 2021, and work will continue in order to keep the project moving forward. The Parks & Rec/Community Services Manager stated that staff will continue to seek other funding sources to help cover the required match. He explained that Great River Greening is requesting a letter of support from the City as part of its submittal package. He noted that Great River Greening is also working with Xcel Energy to receive additional funds, and noted that Xcel Energy funded the first phase of seeding that was completed in February and they have expressed interest in continuing to partner with the City.

Keis stated there was a partial replanting in this area and he is excited to see it completely regrown. McGraw asked when the park would be fully seeded. The Parks Manager stated that the grant funds would not come until 2021, but there are funds in the budget for 2020, so he wants to keep the work going which will take three to four years to complete.

**MINUTES
CITY COUNCIL
APRIL 8, 2020**

Fischer introduced the following resolution and moved its adoption:

RESOLUTION NO. 2020-4-49 – AUTHORIZE THE MAYOR TO SIGN A LETTER OF SUPPORT FOR GREAT RIVER GREENING TO SEEK FUNDING FOR THE POLLINATOR II GRANT THROUGH THE ENVIRONMENTAL AND NATURAL RESOURCES TRUST FUND

The foregoing resolution was duly seconded by Torkelson.

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

Ayes (5).

Nays (0). Resolution declared adopted.

**LITTLE CANADA
UPDATE ON
COVID-19 EFFORTS**

Keis thanked the residents of Little Canada for all of the work they have done in regards to the COVID-19 pandemic. The Parks & Rec/Community Services Manager explained that City Hall continues to operate even though the building is not open to the public. He stated that there is a dropbox at City Hall that can be utilized 24 hours a day. He reported that there is a page on the city website with many resources for residents. He explained that the parks are open, but the playgrounds are closed, the trails, basketball and tennis courts are still open but are posted with signage reminding users to comply with the social distancing requirements. He noted that staff is looking at new spring Parks & Rec programs since the regular programs were canceled, but registrations are still being taken for summer programs for now.

McGraw asked if staff has heard of any resources that the city may be getting from the Federal Government. The City Administrator stated that he has not heard of any funds that are available to the city, but the Small Business Association has some programs available for local businesses. He noted that the Community Development Block Grant funds are being reconsidered by the Ramsey County Board as a possibility for other uses, so they may not be available for any city projects.

ADJOURN

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

John T. Keis, Mayor

Attest: _____
Christopher Heineman, City Administrator