

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

**MAY 13, 2020**

Pursuant to due call and notice thereof a regular meeting of the City Council of Little Canada, Minnesota was convened on the 13<sup>th</sup> day of May, 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 Keis, Council Members Fischer, Torkelson, McGraw & Montour

**ALSO PRESENT:** City Administrator Chris Heineman, Community Development Director/Planner Corrin Wendell, Parks & Rec/Community Services Manager Bryce Shearen, Finance Director Brenda Malinowski, Public Works Director Bill Dircks, City Clerk Heidi Heller, City Engineer Mark Kasma

*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 CTV North Suburbs website (live stream) or use the meeting link provided on the city website prior to the meeting.*

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Torkelson introduced the following resolution and moved its adoption:

**RESOLUTION NO. 2020-5-59 – APPROVING THE MINUTES OF THE APRIL 22, 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.

**ANNOUNCEMENTS**

Keis made Proclamations for Ramsey County Police Week on May 10-16, 2020, and National Public Works Week on May 17-23, 2020.

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**PUBLIC HEARING: PRESBYTERIAN HOMES CONDUIT DEBT ISSUANCE**

Keis opened the Public Hearing to consider conduit debt issuance for Presbyterian Homes.

The City Administrator explained that in 2018, the City of Little Canada received a request from Presbyterian Homes that the City act as the conduit issuer for two bond issuances, one in 2018 and one in 2020, for a project located in the City of Roseville. He stated that the City issued bonds in 2018 in the amount of \$11,970,000, and the proceeds were intended to be used to demolish the Langton Place care center in Roseville and construct a new 50-bed care center in its place. He reported that the new care center has been completed, but the old care center demolition is currently on hold because it is being used as a temporary hospital overflow site during the pandemic. He stated that Presbyterian Homes is now ready to pursue the second bond issue and phase of the project. He explained the proposed issue in 2020 would be approximately \$45 million to \$50 million for the purpose of refinancing the 2018 issue and to construct a town center and adjacent 80-unit senior housing facility. He noted this expanded Langton Place campus, now known as Langton Shores, is located on County Road D in Roseville.

The City Administrator explained that the issuance of the 2020 Bonds will mean that the City cannot issue any bank-qualified bonds (although it could still issue non-bank-qualified bonds) this year. The City Administrator stated that the City has not issued, and does not expect to issue, any governmental or other 501(c)(3) bonds in 2020. The City Administrator explained that there is no risk to the City of Little Canada with this financing, and the City will receive an issuer's fee of approximately \$83,500 to \$96,000.

Mark Meyer, Presbyterian Homes, stated that they currently have a short-term lease with the state of Minnesota to use the vacant building as a hospital overflow in the case that they need it due to the current pandemic situation. He noted that Presbyterian Homes is very appreciative of the City willing to partner with them.

There was no one from the public present wishing to comment on this matter.

Upon motion by Keis, seconded by Torkelson, the public hearing was closed.

McGraw introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2020-5-60 – APPROVING A RESOLUTION PROVIDING FOR THE APPROVAL OF A HOUSING PROGRAM AND THE ISSUANCE AND SALE OF SENIOR HOUSING AND HEALTH CARE FACILITIES REVENUE BONDS (LANGTON SHORES PROJECT), SERIES 2020 RELATING TO A SENIOR HOUSING AND HEALTH CARE PROJECT***

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

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**CONSENT AGENDA**

Montour introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2020-5-61 – APPROVING THE CONSENT AGENDA WHICH CONTAINS THE FOLLOWING:***

- \*APPROVAL OF THE VOUCHERS***
- \*APPROVE RENEWAL OF 2020 LIQUOR, TOBACCO & AMUSEMENT DEVICE LICENSES***
- \*APPROVE PARTIAL PAYMENT #14 TO HARDRIVES, INC. FOR 2015 STREET IMPROVEMENT PROJECTS***
- \*APPROVE PARTIAL PAYMENT #5 TO HARDRIVES, INC. & CLOSEOUT OF 2018 STREET IMPROVEMENT PROJECTS***
- \*APPROVE PARTIAL PAYMENT #1 TO CUSTOM BUILDERS, INC. FOR THE LITTLE CANADA ROAD STREETScape PROJECT***

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

**RECEIVE 2019 GENERAL FUND BALANCE REPORT & AMEND 2020 GENERAL FUND BUDGET**

The Finance Director explained that per the Financial Policies dated 6/24/2019, the City will strive to maintain an unassigned minimum fund balance in the General Fund in the range 42.5% to 65% of the subsequent year's budget expenditures. She noted that Council has designated the authority to assign fund balance for specified purposes to the City Administrator and Finance Director. She reported that the assigned fund balance is being designated for building permitting efficiencies and COVID-19 budget impacts.

Fischer introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2020-5-62 – APPROVE AMENDING THE 2020 GENERAL FUND EXPENDITURES BY \$78,870 FOR BUILDING PERMITTING EFFICIENCY UPGRADES***

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

**1<sup>st</sup> QUARTER 2020 FINANCIAL REPORT**

The Finance Director explained that this report goes through March 31, 2020, and noted that the budget revenues have not deteriorated so staff feels information in this report is still accurate today. She explained that 75% of the city's revenue is from property taxes, but those payments

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are not received until June and July, and again in November, December and January, so that is why some of the budget amendments are to help with cash flow. She stated that building permits were lower during this quarter but has picked up again in April and May so far.

Due to COVID-19, the Federal CARES Act may allow the City to be reimbursed for some expenses. Montour asked if the MSA (Municipal State Aid) funds would be less since people are driving less right now. The Finance Director stated that staff at MNDOT said to expect about a 15% decrease in MSA funds in 2021.

**MUNICIPAL STATE AID ADVANCE REQUEST**

The Finance Director explained that the City of Little Canada receives an annual municipal state aid construction allotment of approximately \$403,000 for our MSA street system, but only some streets in the city have an MSA designation. She stated that Greenbrier Street is in the MSA street system, and the anticipated cost for this improvement project is \$1,709,159 but \$415,000 will come from assessments. She explained that cities can request advances from the construction allotment if the municipal state aid fund has sufficient reserves. She stated that staff is recommending that the City Council authorize staff to request an advance from the Municipal State Aid Street Construction Account in the amount of \$403,000.00 which is the approximate allotment for one-year. She noted that this advance from the MSA Construction Account will serve as a 0% loan and would be reimbursed from future year allocations until fully repaid.

Montour introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2020-5-63 – APPROVE RESOLUTION REQUESTING AN ADVANCE of \$403,000 FROM THE MUNICIPAL STATE AID STREET FUND FOR THE CALENDAR YEAR 2020***

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

**FIREFIGHTERS MEMORIAL PROJECT**

The Parks & Rec/Community Services Manager stated that in June 2019 staff presented to the City Council a request by the Little Canada Fire Department (LCFD) to construct a Firefighters Memorial and an alternative trail entrance monument sign for the Firefighters Historical Trail. He reported that since the project bids came in higher than anticipated last fall, the Fire Department and staff, with the help of Bolton & Menk, altered the scope of the project to a more cost-effective design. He explained that the Firefighter Memorial is intended to honor retired members that had twenty or more years of service with the Fire Department and would be located on Centerville Road, between the two fire station parking lot entrances.

The Parks & Rec/Community Services Manager stated that with the design changes from Bolton & Menk, the project was rebid this spring, and Albrecht Company provided the

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low bid at \$73,850.00 and the sign company provided a quote of \$21,155.00. He noted that it was recommended to plan on 5% for contingencies, which would bring the total memorial project costs to \$99,755.00. He reported that the Little Canada Fire Department Board of Directors did review and approve the latest plans and bids, and authorized the city to move forward with the project on their behalf.

The Parks & Rec/Community Services Manager stated that the existing city trail entrance sign on Centerville Road also needs replacement. He explained that the design was initially for a large sign made of structural steel, but after reviewing the bids, it did not seem to justify the large cost, and staff revised the design. He stated that the revised sign incorporates both existing city signage elements for consistency and the element of structural steel. He reported that the cost for the new design is \$12,342.00, which does incorporate savings if that sign is installed at the same time as the memorial wall. He noted that the new design was presented to the Parks & Recreation Commission meeting at their May 7, 2020 meeting, and the Commission made a motion to approve the replacement of the Firefighters Memorial Trail sign with the new design as presented.

Keis asked if there were problems with any other signs in the city where they would need to be replaced. The Parks & Rec/Community Services Manager stated that there are two signs with brick pillars, and then the rest have wood posts which deteriorate fairly quickly. He noted that they are looking at using composite materials that should last much longer and hold up better.

Montour introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2020-5-64 – APPROVE CONSTRUCTION OF THE FIREFIGHTERS MEMORIAL FOR \$99,755 CONTINGENT ON FUNDING FROM THE LITTLE CANADA FIRE DEPARTMENT AND REPLACEMENT OF THE FIREFIGHTERS MEMORIAL TRAIL SIGN WITH THE DESIGN DRAWING AS PRESENTED FOR \$12,342***

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

Montour introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2020-5-65 – APPROVE REPLACEMENT OF THE FIREFIGHTERS MEMORIAL TRAIL SIGN WITH THE DESIGN DRAWING AS PRESENTED FOR \$12,342***

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

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**AMEND 2020 CAPITAL IMPROVEMENT FUND 400 BUDGET & INFRASTRUCTURE  
CAPITAL IMPROVEMENTS FUND 450**

The Finance Director explained that the 2020-2024 Capital Improvement Plan (CIP) was approved in November, and the 2020 CIP projects were included in the 2020 Budget that was approved in December. She stated that since the Budget was approved, there are a few changes to be made to the Capital Improvement Fund 400 Budget and the Infrastructure Capital Improvements Fund 450.

The Finance Director explained that the General Capital Improvements Fund has typically accounted for small building improvements, small fire equipment, park improvements, and public works equipment. She reported that the fund receives revenues from many sources including 80% of the Local Government Aid (LGA) and transfers from the General Fund. She stated that there are a few budget changes to Administration, Public Works and Parks & Recreation that are being requested. She noted the decrease in fund balance before these changes is \$435,012, and with the revisions, the decrease in fund balance is \$418,779.

The Finance Director explained that streets, trails, and storm sewer projects are funded with the Infrastructure Capital Projects Fund. She stated that the fund receives a portion of the property tax levy and special assessments to fund the projects in this fund. She stated that budget changes are being proposed due to the bids that were received for the construction projects. She noted the decrease in fund balance before these changes is \$1,050,690, and with the revisions, the decrease in fund balance is \$696,491.

McGraw introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2020-5-66 – APPROVE AMENDING THE 2020 GENERAL  
CAPITAL IMPROVEMENTS FUND BUDGET & THE 2020 INFRASTRUCTURE  
CAPITAL IMPROVEMENTS FUND BUDGET AS PRESENTED IN  
ATTACHMENT A IN THE STAFF REPORT***

The foregoing resolution was duly seconded by Keis.

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

Ayes (5). Nays (0). Resolution declared adopted.

**EARLY VOTING FOR 2020 ELECTIONS**

The City Clerk explained that Staff has begun planning for the upcoming 2020 Primary Election on August 11, and the General Election on November 3. She stated that changes were proposed to the Legislature to account for challenges related to the COVID-19 pandemic, however Ramsey County staff has indicated that they do not expect the Legislature will make changes to the overall 2020 election process.

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The City Clerk stated that staff expects more residents will vote Absentee by mail to avoid going to the polls. She explained that Early Voting could also be busier than usual if people feel they are safer voting during this time versus on Election Day. She reported that due to the COVID-19 pandemic, staff anticipates there will be less people willing to serve as election judges this year. She explained that Ramsey County will be providing early in-person voting locations for any Ramsey County residents at most, or all, of the suburban county libraries. She stated that since the County will not be providing a location in Little Canada, the City must determine if they wish to provide Early Voting at City Hall or direct Little Canada residents to other nearby Ramsey County locations such as the Roseville Library and possibly the Maplewood Library.

The City Clerk explained that if the City were to offer Early Voting, it could bring more than 200 people to City Hall for the Primary Election, and over 500 people for the General Election. She noted that the Council Chambers would need to be used for the Early Voting and at least five Election Judges hired. She explained that City staff must determine how many election judges will be needed and start recruiting very soon. She stated that considering the COVID-19 pandemic and the need for social distancing that is likely to continue for several more months, staff is recommending that the City of Little Canada not provide Early Voting at City Hall for the 2020 Primary and General Elections. She noted that by opening City Hall to hundreds of additional people, there are great safety concerns for city staff, election judges, and voters, along with the other residents and customers that visit City Hall on a regular basis. Little Canada residents have other nearby locations if they choose to vote early, and the Ramsey County locations are open later in the evenings and on weekends. The City Clerk explained that City Hall would still be available for residents to vote in-person Absentee beginning 46 days before each election, although staff would also recommend that all voting at City Hall end when Early Voting begins in order to reduce the number of people coming in City Hall and eliminate more voting confusion. City staff recommends not holding Early Voting at City Hall for both elections, but at minimum, not during the Primary Election in August.

Torkelson stated that he feels that Early Voting should be offered at Little Canada City Hall. Montour suggested seeing if enough Election Judges would be willing to work before making a decision. Keis stated that if Ramsey County is already providing this service nearby, it is not hard for residents to instead go to one of the libraries to vote.

Keis introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2020-5-67 – APPROVE NOT HOLDING EARLY VOTING AT LITTLE CANADA CITY HALL DURING THE 2020 PRIMARY & 2020 GENERAL ELECTIONS***

The foregoing resolution was duly seconded by Fischer.  
Roll Call Vote: Keis/Torkelson/Fischer/Montour/McGraw  
Ayes (3). Keis, McGraw and Fischer. Nays (2). Torkelson and Montour.  
Resolution declared adopted.

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**There being no further business, the meeting was adjourned at 8:45 p.m.**

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John T. Keis, Mayor

Attest:

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Christopher Heineman, City Administrator