

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

JUNE 10, 2020

Pursuant to due call and notice thereof a regular meeting of the City Council of Little Canada, Minnesota was convened on the 10th day of June, 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 and City Clerk 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 CTV North Suburbs website (live stream) or use the meeting link provided on the city website prior to the meeting.

MINUTES

Fischer introduced the following resolution and moved its adoption:

RESOLUTION NO. 2020-6-73 – APPROVING THE MINUTES OF THE MAY 27, 2020 REGULAR MEETING AS SUBMITTED

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

PRESENTATION: 2019 COMPREHENSIVE ANNUAL FINANCIAL REPORT

The Finance Director explained that the city auditors from CliftonLarsonAllen will review the 2019 Comprehensive Annual Financial Report (CAFR) tonight.

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Michelle Hoffman and Lance Lauinger with CliftonLarsonAllen, the City’s auditors, were in attendance to review the City of Little Canada’s 2019 Comprehensive Financial Report.

Ms. Hoffman reported that all city staff cooperated with the audit and they were able to obtain all needed information. She stated they are issuing an Unmodified, “clean” audit opinion on the financial statements which is the best they can give.

Mr. Lauinger reviewed the unassigned fund balance in the General Fund, which is the liquid portion of the City’s finances since it is not designated for a specific purpose. He noted that the City’s main revenue is from property taxes which is received two times per year. He stated that the City’s financial results have been fairly consistent over the last five years which is something that they are looking at. He explained the charts showing the Enterprise Funds operating income.

Ms. Hoffman reviewed the financial results and the various funds, revenues, and expenditures, and compared the last few years. She showed how Little Canada compares to other cities and the state average in property tax levels. She stated that the General Fund balance is well within any recommended guidelines from the State Auditor’s Office. She explained that a change put in effect by GASBY regarding capital leases has now been postponed and will not go in to effect until December 31, 2022.

Montour introduced the following resolution and moved its adoption:

RESOLUTION NO. 2020-6-74 – ACCEPT THE 2019 COMPREHENSIVE ANNUAL FINANCIAL REPORT AS PRESENTED BY CITY AUDITOR CLIFTONLARSONALLEN

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

CONSENT AGENDA

Montour introduced the following resolution and moved its adoption:

RESOLUTION NO. 2020-6-75 – APPROVING THE CONSENT AGENDA WHICH CONTAINS THE FOLLOWING:

- *APPROVAL OF THE VOUCHERS***
- *APPROVE CHANGE ORDER NO. 1 & PARTIAL PAY REQUEST NO. 2 TO CUSTOM BUIDERS, CIN. FOR LITTLE CANADA ROAD STREETSCAPE IMP. PROJECT 2020-02***

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****APPROVE CHANGE ORDER NO. 1 & PARTIAL PAY REQUEST NO. 1 TO NEW LOOK CONTRACTING FOR COUNTY ROAD D & GREENBRIER STREET IMPROVEMENT PROJECTS 2019-01 & 2019-02***

****APPROVE ESTABLISHMENT OF THE 2020 ABSENTEE BALLOT BOARD***

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

APPROVAL OF LOCAL WATER SUPPLY PLAN

The Public Works Director explained that the Department of Natural Resources requires cities to submit a local water supply plan every five years. He reported that the plan addresses where drinking water originates, how it is treated, how it is distributed, the trend for annual water consumption in the City, and measures in place for conservation. He noted that the plan is scaled back for Little Canada since the City purchases its water already treated from St. Paul Regional Water Services, so the City does not have any wells or treatment processes. He stated the plan discusses the measures the City has taken to promote water conservation which include seasonal water rates and the daytime sprinkling ban. He reported that historically the City has had pretty stable usage from year-to-year with small annual decreases and increases caused mainly by changes in precipitation. He stated that the Minnesota Department of Natural Resources (DNR) has approved the plan as submitted and it will be inserted as a chapter of the Little Canada 2040 Comprehensive Plan.

Keis asked about the statement that there is a Little Canada water main very close to a Vadnais Heights water pipe. He asked if they could be connected in case there is a problem with our water supply from St. Paul. The Public Works Director explained that Little Canada ran city water in 2004 to the Twin Lake area, but it is not easy to connect to Vadnais Heights water due to the different type of water that Vadnais has and it can damage our water system. He stated that it could technically be done, but would be a complicated process.

Fischer asked if the City could reach out to the largest water users to see if they have water conservation plans. The Public Works Director stated that can be done, and he has already talked to Abbott who has a fairly extensive conservation plan.

McGraw introduced the following resolution and moved its adoption:

RESOLUTION NO. 2020-6-76 – APPROVE THE 2020 LOCAL WATER SUPPLY PLAN AS PRESENTED

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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REPLACEMENT OF HVAC UNITS AT CITY HALL

The Public Works Director explained that the three HVAC units that serve the older portion of City Hall over the office wing are 25 years old and the unit serving the Historical Society is 22 years old and have reached the end of their useful life. He stated that there are funds in the 2020 budget to replace all four units and two quotes were received. Lewis Heating and Air was the low bidder and they have performed repair work on city HVAC equipment in the past and done quality work. He explained that as part of the replacement, staff will have the contractor ensure that all areas served by the units are receiving adequate air flow and ventilation. He noted that the front lobby area may need to be altered, along with the employee bathrooms. He stated that if this work is required, staff will get the pricing and additional quotes if necessary.

McGraw introduced the following resolution and moved its adoption:

RESOLUTION NO. 2020-6-77 – AWARD THE CONTRACT TO REPLACE 4 HVAC UNITS AT CITY HALL TO LEWIS HEATING & AIR FOR A COST OF \$31,500

The foregoing resolution was duly seconded by Fischer.

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

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

COUNCIL UPDATES

Montour asked how the Twin Lake water level has been lately. The Public Works Director reported that after the snow melt the lake has been holding very steady at about 873.3 for the last several months. He noted that it has been holding stable even through heavier rains and only fluctuating slightly.

There being no further business, the meeting was adjourned at 8:17p.m.

John T. Keis, Mayor

Attest:

Christopher Heineman, City Administrator