

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

**JUNE 24, 2020**

Pursuant to due call and notice thereof a regular meeting of the City Council of Little Canada, Minnesota was convened on the 24<sup>th</sup> 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. 2020-6-78 – APPROVING THE MINUTES OF THE JUNE 10, 2020 WORKSHOP AND THE JUNE 10, 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**

McGraw stated that Netflix will be showing the story of Little Canada resident, gymnast Maggie Nichols, since she was the first of the gymnasts to report Larry Nassar for abuse. Fischer noted that it was starting tonight.

**MINUTES  
CITY COUNCIL  
JUNE 24, 2020**

**PUBLIC HEARING: 2019 STORMWATER POLLUTION PREVENTION PROGRAM REPORT**

The Public Works Director stated that the City is required to hold a public hearing annually to review the Storm Water Pollution Prevention Program (SWPPP) as part of the permit with the Minnesota Pollution Control Association and discuss the City's progress in meeting national Pollutant Discharge Elimination System (NPDES) requirements.

The Public Works Director explained that last year staff maintained and inspected all pollution control devices and cleaned them out as needed, and inspected and did work on the outfalls that were found to need some repairs, along with completing some maintenance. He stated the entire city was swept three times, and a few areas an additional time. Overall the city's storm sewer system continues to work very well and staff are working on plans to address the problem areas. The Public Works Director explained the City had 25 events in the 2019-2020 winter where 224 tons of salt was used, which was much less than the previous year. The City's snow plow operators do a very good job of minimizing their use of salt. The Public Works Director stated that the cost for the program is expected to increase this year.

Keis opened the public hearing. There were no comments from the public.

Upon motion by Fischer, seconded by McGraw, the public hearing was closed.

Keis introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2020-6-79 – ACCEPTING THE 2019 STORM WATER POLLUTION PREVENTION PROGRAM REPORT AS PRESENTED BY THE PUBLIC WORKS DIRECTOR***

The foregoing resolution was duly seconded by McGraw.  
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. 2020-6-80 – APPROVING THE CONSENT AGENDA WHICH CONTAINS THE FOLLOWING:***

- \*APPROVAL OF THE VOUCHERS***
- \*APPROVE 2021 BUDGET PLANNING CALENDAR***

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

**MINUTES  
CITY COUNCIL  
JUNE 24, 2020**

**CANADIAN DAYS FIREWORKS**

The City Clerk reported that due to the COVID-19 pandemic, the Canadian Days Committee has decided not to do most of the regular activities and are instead working on a simplified plan that would only be on Saturday, August 1. She stated that they would still like to hold the same fireworks show as has been done in the past at Spooner Park for a cost of \$7,500. She explained that staff has considered that due to the number of other nearby fireworks shows that have been canceled, if Little Canada were to proceed with a firework show, it could draw a larger than usual crowd which could make it very difficult to maintain social distancing. She explained the state is currently in Phase 3 which only allows outdoor events to have up to 250 people, and there is no timeline for when the state would move to Phase 4, or what allowances would change in that phase.

The City Clerk noted that another Council consideration to a fireworks show is the cost. She stated that the City now pays for the entire \$7,500 cost of the fireworks, which comes from the 10% Fund which is funded from charitable gambling funds. She noted there is currently \$64,000 in this account, but due to the COVID-19 closure of restaurants and bars which is where the charitable gambling occurs, that fund will receive significantly less dollars in 2020 and likely in 2021. She noted that the last day to let the fireworks company know the decision is July 17. She stated that if the Council agrees to the firework show, the 2020 Canadian Days Fireworks contract with RES Specialty Pyrotechnics, Inc. should be approved.

McGraw suggested not doing the fireworks this year and putting more money towards them next year. Keis suggested holding off on a decision until after July 4 to see if any other fireworks were held and how it went. Montour asked who would cover the cost of the Ramsey County Sheriff's Department staff that would be needed. Keis noted that there also would not be any restroom facilities available. McGraw stated he has concerns about crowd management not COVID-19, and asked what would happen if the crowd became too big to handle. There was Council consensus to table the decision until the July 8 City Council meeting, and have staff find out who would cover the Sheriff's Department costs, would there be porta-potties available, and what is the Sheriff's Department opinion is on holding the fireworks.

Keis introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2020-6-81 – TABLING THE DECISION ON HAVING  
FIREWORKS DURING CANADIAN DAYS UNTIL THE JULY 8, 2020 CITY  
COUNCIL MEETING AND DIRECT STAFF TO FIND OUT MORE  
INFORMATION***

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

**MINUTES  
CITY COUNCIL  
JUNE 24, 2020**

**ADOPT COVID-19 PREPAREDNESS PLAN**

The City Clerk explained that on June 5, 2020, Governor Walz issued Executive Order 20-74, loosening restrictions as part of the process to safely reopen Minnesota's economy. She stated that one of the requirements is that businesses, including cities, must adopt and implement a COVID-19 Preparedness Plan by June 29, 2020. She noted that cities are not required to submit their plans to the State of Minnesota, but there are enforcement measures for noncompliance.

The City Clerk reported that in April, staff drafted and implemented a COVID-19 Preparedness Plan with information and procedures that were relevant at the time, and has now expanded and updated that version to be relevant for how the City and staff are operating today. She stated that the June 24 version of the plan will be distributed by email to all employees after adoption. She noted that all Supervisors are required to be fully aware of the information and resources included in this Preparedness Plan in order to refer to it quickly if needed.

McGraw introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2020-6-82 – ADOPT THE JUNE 24, 2020 CITY OF LITTLE CANADA COVID-19 PREPAREDNESS PLAN AS PRESENTED***

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

**UPDATE ON RESILIENT COMMUNITIES PROJECT – PIONEER PARK MASTER PLAN**

The Community Development Director reported that the partnership with the University of Minnesota Resilient Communities Project (RCP) program students is underway and there are five graduate students who have signed up to be a part of the park planning process. She stated that the graduate students will participate in community engagement efforts for the Pioneer Park planning process this summer. She explained that the students will be implementing several activities between June and September, including a kickoff meeting, site visits, community engagement, research, mid-project reviews and a final presentation.

Fischer stated that he anticipates the students will be able to raise the City's engagement level, and hopes they can give the Council and staff some tools and techniques to be able to weigh the data and input that is collected.

The Community Services Manager reviewed the plan and what the students will be doing over the next couple of months. The City Administrator stated that an outside consultant may still be needed to get final engineering and landscape architecture plans done.

**MINUTES  
CITY COUNCIL  
JUNE 24, 2020**

**There being no further business, the meeting was adjourned at 8:25p.m.**

---

John T. Keis, Mayor

Attest:

---

Christopher Heineman, City Administrator