

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

OCTOBER 28, 2020

Pursuant to due call and notice thereof a special meeting of the City Council of Little Canada, Minnesota was convened on the 28th day of October, 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: In-person: Mayor Keis, Council Members Montour and McGraw. Virtually: Fischer and Torkelson. Absent: None.

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

This meeting was held in-person and virtually. 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 are able to 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

McGraw introduced the following resolution and moved its adoption:

**RESOLUTION NO. 2020-10-138 – APPROVING THE MINUTES OF THE
OCTOBER 14, 2020 WORKSHOP AND THE OCTOBER 14, 2020 REGULAR
MEETINGS AS SUBMITTED**

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

ANNOUNCEMENTS

The City Administrator explained that the City has started a COVID-relief grant program and has received two applications so far. He stated the deadline is October 30 and there is information

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on the city website. He noted that the grant amounts range from \$2,500-\$7,500 depending on the size of the business. He stated that a special City Council meeting must be set next week to review the applications and award the grants.

Keis introduced the following resolution and moved its adoption:

RESOLUTION NO. 2020-10-139 – CALLING FOR A SPECIAL CITY COUNCIL MEETING FOR WEDNESDAY, NOVEMBER 4, 2020 AT 6:00PM TO AWARD COVID RELIEF GRANTS TO LITTLE CANADA BUSINESSES

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

CONSENT AGENDA

Montour introduced the following resolution and moved its adoption:

RESOLUTION NO. 2020-10-140 – APPROVING THE CONSENT AGENDA WHICH CONTAINS THE FOLLOWING:

- *APPROVAL OF THE VOUCHERS***
- *APPROVE 2020 CARES ACT GRANT COUNTY-MUNICIPALITY AGREEMENT***
- *APPROVE SUBMISSION OF THE 2021 SCORE GRANT APPLICATION***
- *APPROVE NEW BASKETBALL STANDARDS AT PIONEER PARK***

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

CODE ENFORCEMENT ACTION AT 2970 LABORE ROAD

The Community Development Director reported that in June 2020 the city received complaints about multiple vehicles on the property that were not licensed. She explained that letters have been sent, and the owner was granted an extension, but no progress was being made. She stated that more complaints were received in September about the two unlicensed commercial vehicles on the property that were not parked on an impervious surface. She reported that the owner has not removed the vehicles and has been notified that the City has the option to take the next steps to deal with the nuisances. She stated that she drove by today and both trucks are still there. She explained that staff is asking for Council approval to take the next steps and abate the nuisances. She noted that the City would

McGraw asked if the property owner has a plan for the vehicles. The Community Development Director stated that the property owner had indicated in June that the vehicles would be removed and stored somewhere else, but no changes have occurred. Fischer asked when the last time staff

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had talked to the property owner. The Community Development Director stated she most recently spoke with David Himmelbach on Friday, October 23 and Monday, October 26, and he was aware that this was on tonight's Council meeting agenda.

McGraw introduced the following resolution and moved its adoption:

RESOLUTION NO. 2020-10-141 – APPROVE AUTHORIZING THE NEXT STEPS FOR CODE ENFORCEMENT ACTION FOR TWO COMMERCIAL VEHICLES AT 2970 LABORE ROAD

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

NEW GENERAL SALES & DISPLAY TOBACCO LICENSE FOR CV LIQUOR AT 2760 RICE STREET

The City Clerk reported that the owner of 2760 Rice Street is opening a new liquor store with his wife, Ma Yang, who will own and manage the business. Ms. Yang has applied for a General Sales & Display Tobacco License in order to sell tobacco products as an accessory to the main liquor sales. All required materials and fee have been submitted, and a satisfactory background check by the Ramsey County Sheriff's Department was conducted as part of the liquor license application. The City Clerk stated that staff recommends approval of a new General Sales & Display Tobacco License for CV Liquor at 2760 Rice Street for the period October 29, 2020 to June 30, 2021.

Montour introduced the following resolution and moved its adoption:

RESOLUTION NO. 2020-10-142 – APPROVE A NEW GENERAL SALES & DISPLAY TOBACCO LICENSE FOR CV LIQUOR AT 2760 RICE STREET, FOR THE PERIOD OCTOBER 29, 2020 TO JUNE 30, 2021

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

2021 SERVICE AGREEMENT WITH NORTH SUBURBAN ACCESS CORPORATION

The City Administrator stated that the 2021 Service Agreement with North Suburban Access Corporation to broadcast city meetings next year is before the Council tonight. He explained that the production services portion of the contract is changing from an hourly amount to a per meeting charge in 2021. He stated that overall this is a 50% increase in the agreement costs for 2021, and there would be enough in the budget if we do not renew the contract for SiteImprove.

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Torkelson asked if the SiteImprove program was worth it this year. The Parks & Rec/Community Services Manager stated that it has been very beneficial to him, especially this year, but he has learned a lot of what to look for, and if there is a need to cut costs, not renewing the contract for this is an option to cut.

McGraw asked if there would be big increases like this again in the future, or are they more financially stable now. The City Administrator explained that they are increasing their revenue sources and doing things like downsizing their office in order to decrease costs. McGraw asked if they have lost more cities. Montour stated that they are actually producing meetings for more cities now. He explained that we used to have a great franchise agreement with the cable companies, but now that tv has changed for people the cities and CTV have lost a lot of revenue. He stated that the large amount of franchise fees was subsidizing CTV's costs so they did not have to charge the cities more, but these are now realistic costs.

Fischer introduced the following resolution and moved its adoption:

RESOLUTION NO. 2020-10-143 – APPROVE THE 2021 SERVICE AGREEMENT WITH NORTH SUBURBAN ACCESS CORPORATION(NSAC) AS PRESENTED

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

CARES ACT FUNDING

The Finance Works Director reviewed the CARES Act funds and explained where they came from. She reported that Little Canada received \$782,484 in July and must return any remaining funds that are not used by November 15. She explained that the first action tonight is to approve a resolution designating using CARES Act funds for public safety payroll expenditures.

The City Administrator explained that the resolution references the statutory language referring to the use of CARES Act funds and specifically references the presumption clause that public safety expenses are allowable expenses. McGraw stated that the Fire Department's costs were very low and wanted to make sure that they were getting what they needed. The City Administrator stated that since the fire department is fully volunteer and they do not respond to medical calls, it is much harder to track and document COVID activities for them, but they have gotten the supplies they need.

McGraw introduced the following resolution and moved its adoption:

RESOLUTION NO. 2020-10-144 – APPROVE THE RESOLUTION ACCEPTING AND ALLOCATING CARES ACT FUNDS FOR PUBLIC SAFETY PAYROLL EXPENDITURES

The foregoing resolution was duly seconded by Keis.

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Roll Call Vote: Keis/Fischer/McGraw/Montour/Torkelson
Ayes (5). Nays (0). Resolution declared adopted.

Keis introduced the following resolution and moved its adoption:

RESOLUTION NO. 2020-10-145 – APPROVE GRANT AGREEMENT WITH LITTLE CANADA FIRE DEPARTMENT FOR PERSONAL PROTECTION EQUIPMENT (PPE) EXPENSE REIMBURSEMENT IN THE AMOUNT OF \$3,376.27

The foregoing resolution was duly seconded by Fischer.

Roll Call Vote: Keis/Fischer/McGraw/Montour/Torkelson
Ayes (5). Nays (0). Resolution declared adopted.

McGraw introduced the following resolution and moved its adoption:

RESOLUTION NO. 2020-10-146 – ACCEPT OCTOBER CARES ACT FUNDING EXPENDITURE REPORT SUBMITTED TO MINNESOTA MANAGEMENT & BUDGET (MMB) IN THE AMOUNT OF \$669,366.97

The foregoing resolution was duly seconded by Fischer.

Roll Call Vote: Keis/Fischer/McGraw/Montour/Torkelson
Ayes (5). Nays (0). Resolution declared adopted.

3rd QUARTER 2020 FINANCIAL REPORT

The Finance Director reported that the pandemic has continued to affect the City's General Fund operating results, and the 2020 budget revenues continue to be at the lowest percentage of budget collected when compared to the last five years. She explained that revenues from building revenues, permits and fines are must lower than anticipated due to the pandemic, but expenditures have been kept at a low level and staff will continue to reduce expenses to the greatest extent possible. She noted that the City did receive \$66,267 in reimbursement during 3rd Quarter from FEMA for the 2019 Twin Lake pumping operations.

Fischer thanked staff for their efforts in managing expenses this year since revenues have been down significantly due to COVID-19.

LIVABLE COMMUNITIES ACT (RE)ENROLLMENT & AFFORDABLE AND LIFE-CYCLE HOUSING GOALS FOR 2021-2030 FOR THE CITY OF LITTLE CANADA

The Community Development Director explained that the Livable Communities Program is a voluntary program that provides incentives funding to communities for local economic revitalization, affordable housing initiatives and development or redevelopment projects that connect housing, jobs and transportation. She stated that the City of Little Canada began participating in the Livable Communities Program again in 2020, and in order to continue participating, the Council needs to adopt a resolution prior to November 15 that includes goals

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for affordable and lifecycle housing. She noted that these goals have already been included in the 2040 Comprehensive Plan update. She explained that participating in the Livable Communities Act program means access to grants for environmental cleanup and investigation, compact and efficient development, connecting jobs, transit, and housing, and preserving and creating affordable housing.

Torkelson introduced the following resolution and moved its adoption:

RESOLUTION NO. 2020-10-147 – APPROVE RESOLUTION ELECTING TO PARTICIPATE IN THE LOCAL HOUSING INCENTIVES ACCOUNT PROGRAM UNDER THE METROPOLITAN LIVABLE COMMUNITIES ACT CALENDAR YEARS 2021 THROUGH 2030

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

Council Reports

Montour noted that the November and December Council meetings will be not be on the regular weeks. The City Administrator stated that the November and December City Council meeting dates have been adjusted due to the holidays. He stated that there will be one meeting in November on the 18th and two meetings in December, on the 2nd and the 16th.

There being no further business, the meeting was adjourned at 8:29p.m.

John T. Keis, Mayor

Attest:

Christopher Heineman, City Administrator