

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

**NOVEMBER 18, 2020**

Pursuant to due call and notice thereof a special meeting of the City Council of Little Canada, Minnesota was convened on the 18<sup>th</sup> day of November, 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 Montour, Fischer and Torkelson. Absent: McGraw.

**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.

*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.*

**PUBLIC HEARING – MINOR SUBDIVISION (LOT LINE ADJUSTMENT) AT 236  
TWIN LAKE BOULEVARD & 3355 TWIN LAKE COURT**

The Community Development Director explained that the property owner of 3355 Twin Lake Court, Paul Angeli, has requested approval of a minor subdivision that would adjust the property line between his property and his neighbor. She explained that is some landscaping at the rear corner of the property at 3355 Twin Lake Court so this property owner is purchasing about 1,400 square feet from the owner of 236 Twin Lake Boulevard and the lot line adjustment will move the property line to go around this landscaping.

There were no comments from the public. Upon motion by Keis, seconded by Fischer, the public hearing was closed.

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Fischer introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2020-11-152 – APPROVE A MINOR SUBDIVISION OF A LOT LINE ADJUSTMENT BETWEEN 236 TWIN LAKE BOULEVARD (PIN 31-30-22-41-0007) & 3355 TWIN LAKE COURT (PIN 31-30-22-41-0008) AS PRESENTED***

The foregoing resolution was duly seconded by Keis.

Roll Call Vote: Keis/Torkelson/Fischer/Montour

Ayes (4). Nays (0). Resolution adopted.

**CONSENT AGENDA**

Montour introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2020-11-153 – APPROVING THE CONSENT AGENDA WHICH CONTAINS THE FOLLOWING:***

***\*APPROVAL OF THE VOUCHERS***

***\*APPROVE CERTIFICATION OF UNPAID UTILITIES & FALSE ALARM FEES***

***\*APPROVE ADDENDUM TO TIMESAVER SECRETARIAL AGREEMENT***

***\*APPROVE RESOLUTION 2020-11-154 DESIGNATION OF LITTLE CANADA POLLING PLACES IN 2021***

***\*APPROVE REAPPORTIONING ASSESSMENT #S-532014030***

***\*APPROVE PAY REQUEST FOR JKP INC FOR FIRE FIGHTER MEMORIAL SIGN***

***\*APPROVE PARTIAL PAY REQUEST NO. 6 FOR NEW LOOK CONTRACTING FOR COUNTY ROAD D & GREENBRIER STREET IMPROVEMENT PROJECTS***

***\*APPROVE FINAL PARTIAL PAY REQUEST NO. 5 FOR CUSTOM BUILDERS, INC. FOR LITTLE CANADA ROAD STREETScape IMPROVEMENT PROJECT***

***\*APPROVE PARTIAL PAY REQUEST NO. 5 FOR OMG MIDWEST, INC. dba MINNESOTA PAVING & MATERIALS FOR ALLEN AVENUE IMPROVEMENT PROJECT***

***\*APPROVE FINAL PAY FOR JACON FOR WINDROW DITCH IMPROVEMENTS***

The foregoing resolution was duly seconded by Fischer.

Roll Call Vote: Keis/Fischer/Montour/Torkelson

Ayes (4). Nays (0). Resolution adopted.

**ADOPT 2021-2025 CAPITAL IMPROVEMENT PLAN**

The Finance Director reported that a Capital Improvement Plan is a planning document that staff uses to plan capital projects and expenses for the next five years and make sure there is funding to pay for them. She noted that the street improvement projects are by far the biggest capital

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improvements in Little Canada. She reviewed the different funds in the budget and what they are used for.

The Public Works Director reported that street projects are in the Capital Improvement Plan, and in 2021, Greenbrier Circle, Old County Road C and the South Owasso railroad crossing are proposed as improvement projects. He reviewed the following years of streets that are proposed to be improved.

The Parks & Rec/Community Services Manager reviewed the 2021 proposals for City Hall building improvements and maintenance and fire equipment. He noted that in 2022, the fire department is planning to replace the aerial truck and emergency management radios, and the grass rig in 2023. He stated that in 2021, the parks and recreation plans include an upgraded entrance at Gervais Mill Park, a new lower shelter and trail improvements at Spooner Park, and trail and soccer field repairs at Pioneer Park. He reported that other items include hiring a consultant to help with a master plan for Pioneer Park, new entrance signs and interpretive signage at the parks. He noted that new woodchips at the Nadeau playground, buckthorn removal and a message center at Pioneer Park are also planned. He reviewed the 2022 parks and recreation capital plans.

The Public Works Director reviewed planned public works equipment purchases and storm water projects in 2021 and 2022.

Fischer asked why the price for the new radios for the fire department was \$190,000. The Parks & Rec/Community Services Manager stated that it is for a full radio replacement and they are very expensive. He noted that the current radios are not reliable so the fire department is anxious to replace these as soon as possible. Torkelson asked about the increased cost for the Gervais Mill entrance. The Parks & Rec/Community Services Manager stated that the initial cost estimate was not accurate, and the City Engineer feels the \$113,000 is more accurate for the amount of work needed.

Keis introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2020-11-154 – ADOPT THE 2021-2025 CAPITAL  
IMPROVEMENT PLAN AS PRESENTED***

The foregoing resolution was duly seconded by Fischer.  
Roll Call Vote: Keis/Fischer/Montour/Torkelson  
Ayes (4). Nays (0). Resolution declared adopted.

**FINAL CARES ACT FUNDING REPORT**

The City Administrator reported that the final report for the CARES Act funding that the City received is due in early December. He announced that Ramsey County will be doing a third round of business assistance grants and information is available on the county website.

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Keis introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2020-11-155 – ACCEPTING THE FINAL NOVEMBER  
EXPENDITURE REPORT TO BE SUBMITTED TO MINNESOTA MANAGEMENT  
AND BUDGET IN THE AMOUNT OF \$97,616.35***

The foregoing resolution was duly seconded by Montour.

Roll Call Vote: Keis/Fischer/Montour/Torkelson

Ayes (4). Nays (0). Resolution declared adopted.

**There being no further business, the meeting was adjourned at 8:16 p.m.**

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John T. Keis, Mayor

Attest:

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Christopher Heineman, City Administrator