

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

JUNE 12, 2019

Pursuant to due call and notice thereof a workshop meeting of the City Council of Little Canada, Minnesota was convened on the 12th day of June, 2019 in the Conference Room of the City Center located at 515 Little Canada Road in said City.

Mayor John Keis called the meeting to order at 5:30 p.m. and the following members of the City Council were present at roll call:

CITY COUNCIL:

Mayor	Mr. John Keis
Council Member	Mr. Tom Fischer
Council Member	Mr. Christian Torkelson
Council Member	Mr. Rick Montour

ABSENT:

Council Member	Mr. Mike McGraw
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ALSO PRESENT:

City Administrator	Mr. Chris Heineman
Finance Director	Ms. Brenda Malinowski
City Clerk	Ms. Heidi Heller
Ramsey County Undersheriff	Mr. Jeff Ramacher
Ramsey County Sheriff's Dept.	Mr. Tony Waldo
Little Canada Fire Chief	Mr. Don Smiley
Little Canada Asst. Fire Chief	Mr. Steve Morelan
Little Canada Asst. Fire Chief	Mr. Tim Boss
Little Canada Fire Dept. Secretary	Mr. Kevin Keenan
Little Canada Fire Dept. Treasurer	Mr. Pat Keenan
Little Canada Fire Dept. Member	Mr. Corey Gilbert

Mayor Keis stated that the purpose of this evening's workshop is to hear an update from Ramsey County Undersheriff Jeff Ramacher, hold the annual meeting with the Little Canada Fire Department, review financial policy updates and discuss interim planning services.

**RAMSEY COUNTY
SHERIFF'S
DEPARTMENT**

Jeff Ramacher, Undersheriff of the Ramsey County Sheriff's Patrol Division and Deputy Tony Waldo, Commander of Patrol Division introduced themselves.

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Fischer asked Undersheriff Ramacher to explain the department's policies on pursuits. Ramacher reviewed the Ramsey County Sheriff's Department Pursuit Intervention Technique (PIT) policies and the protocol when pursuits may occur. He also provided an update on when body cameras will be put in to service and explained that the County Board has to do a final vote in July. He noted that it is a \$1.4 million investment to outfit all officers with cameras, along with squad cars. He stated that there are four full-time staff that will be needed to deal with the body cameras and everything related. He noted that video storage fees are the expensive piece of having body cameras.

**ANNUAL MEETING
WITH THE LITTLE
CANADA FIRE
DEPARTMENT**

Chief Don Smiley reported there have been a few departures in the last year through retirement and resignation, so they are currently at 29 members. He explained the process for bringing on new members and the training and investment required. He stated in 2018 there were 305 calls for service which was a record number, and this year is trending high again. He reported there are 5,000 man-hours spent on fire calls per year, but Little Canada has had lower property damage amounts lately.

Chief Smiley reviewed the fire calls from 2018. He reported there are always a lot of cooking and vehicles fires, along with a high number of vehicle accidents.

Assistant Chief Morelan reviewed the annual budget and noted that their charitable gambling funds go towards purchasing vehicles and major equipment. Mayor Keis asked about vehicle repair costs. Morelan stated that 2017 had a lot of repairs, but there was only \$19,000 in 2018 which was less than budgeted. He noted that there is a pending repair now of about \$10,000. He reported that the budget for next year will have an increase.

Chief Smiley reviewed the 2018 highlights and noted that a new truck arrived and the fire station remodeling project that was planned for last year, is now finally underway. He explained what Auto-Aid is and reported that more groups have been added to it. He noted that Little Canada has been doing Auto-Aid on the freeways for several years with Vadnais Heights, but have now added new groups for certain areas. The Lake Johanna Fire Department was added due to the construction project on I-694 and Rice Street, and Roseville Fire Department will be for around Highway 36 and I-35E. Chief Smiley reported that they have purchased the replacement self-contained breathing apparatus, and in 2021 they will be replacing all of the radios which are from 2005. He stated that the ladder truck is planned for replacement in 2022 since it will be 30 years old. He noted that the vehicle replacement schedule was updated this spring, and two new chief vehicles were purchased but have not been delivered yet. The third chief vehicle will be purchased in 2020.

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Chief Smiley reported that they have been doing training on issues that tend to kill firefighters. He explained that the three main issues are cardiac problems, cancer and PTSD, and they are paying more attention to keeping firefighters healthy. He also noted that the fire department utilizes their charitable gambling funds primarily for in-house equipment needs and local projects, which helps lower the financial burden on the taxpayers.

**FINANCIAL
POLICY UPDATES**

The Finance Director stated that she has updated many of the financial policies along with adding a table of contents and some additional sub-categories. She reviewed the updates to Section 4 Investments, Section 6 Fund Balance, Section 8 Debt Management, Section 9 Purchasing Policy, Section 10 Credit Card Policy, and Section 11 Elected Official Device Allowance. She noted that our investment broker has reviewed the investment section and Ehlers reviewed the debt management section. She stated that the special assessment policy was removed from this section and will be a stand-alone policy. Montour suggested that a statement about reimbursement be added to the Personnel Policy.

**DISCUSS INTERIM
PLANNING
SERVICES**

The City Administrator explained that he has been reviewing the many duties of the previous associate planner/code enforcement officer. He recommended that we look at code enforcement and rental licensing as a separate position, likely as a part-time position. He also stated that there is an immediate need for someone in the interim to do planning and code enforcement.

There being no further business, the workshop was adjourned at 7:27 p.m.

John T. Keis, Mayor

Attest: _____
Christopher Heineman, City Administrator