

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

**JULY 13, 2022**

Pursuant to due call and notice thereof a Workshop meeting of the City Council of Little Canada, Minnesota was convened on the 13<sup>th</sup> day of July, 2022 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 6:00 p.m. and the following members of the City Council were present at roll call:

**CITY COUNCIL:** Mayor Keis, Council Members Fischer, McGraw, Torkelson and Miller.  
Absent: None.

**ALSO PRESENT:** City Administrator Chris Heineman, Public Works Director Bill Dircks, Parks & Rec/Community Services Director Bryce Shearen and City Clerk/HR Manager Heidi Heller.

**CITY HALL RENOVATION/UPGRADE PROPOSAL**

The Public Works Director stated that City Hall was expanded in 1990 and the current front office and public restrooms layout has not changed since then. He explained there is a need to better utilize the space to create an additional office and two workstations. He noted improvements to the front counter and the employee and public restrooms are needed in order to comply with the American Disabilities Act (ADA). He stated the copier/printer will be relocated to a space in the front entry that is underutilized, and a new wall constructed. He reported that funds were budgeted in 2022 for the office area renovation, and staff has been working with Oertel Architects to explore the options and design.

Thomas Stromsodt with Oertel Architects and City Staff reviewed the proposed layout changes and discussed options with Council. The City Administrator stated that the renovations to the public restrooms will be done at a later time. He stated these proposed changes will likely cost less than the amount budgeted in 2022.

There was Council consensus to move forward with the remodeling projects as discussed, and potentially add other renovation items if budgeted funds are available.

**STRATEGIC PLAN UPDATE**

The City Administrator stated that City Staff and Council met for one and one-half days in April to review and update the Strategic Plan. He explained that many of the initiatives from the original plan adopted in 2019 have been accomplished but some were still being worked on, so it was time to update the existing plan. He stated that he has updated the plan documents and wanted the Council to review them before bringing it back to a Council meeting for adoption.

Fischer noted that one of the actions to complete in the first 12-18 months is to define a communications position. He stated the staffing gap analysis should probably be done before adding a communications staff member. Miller replied the idea that a communications person

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was needed soon for community outreach and other specific targeted duties, but agreed that the September 2022 timing was too soon to determine the scope of this position. She noted that there are other options for using temporary help, but it would likely be expensive. There was discussion on the staffing needs and moving up the staffing analysis timeline. The City Administrator stated that the analysis can be done by City Staff.

There were no other recommended changes to the 2022 Strategic Plan 2022.

**There being no further business, the meeting was adjourned at 7:25 p.m.**

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John T. Keis, Mayor

Attest:

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Christopher Heineman, City Administrator