

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

**FEBRUARY 23, 2022**

Pursuant to due call and notice thereof a special meeting of the City Council of Little Canada, Minnesota was convened on the 23<sup>rd</sup> day of February, 2022 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 McGraw, Fischer, Miller and Torkelson.  
Absent: None.

**ALSO PRESENT:** City Administrator Chris Heineman, Finance Director Brenda Malinowski and City Clerk/HR Manager Heidi Heller.

**MINUTES**

McGraw introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2022-2-28 – APPROVING THE MINUTES OF THE FEBRUARY 9, 2022 REGULAR MEETING AS SUBMITTED***

The foregoing resolution was duly seconded by Miller.  
Ayes (5). Nays (0). Resolution adopted.

**ANNOUNCEMENTS**

None.

**PUBLIC COMMENTS**

Walter Dillon, stated that he owns a sneaker business in Little Canada, and has been open since September 2021. He reported that his business has been broken into five times, and the neighbor has also been broken into and car jacked. He stated that he is basically out of business now because of the repeated burglaries. He stated that he employs other people but does not know how he can continue.

Ramsey County Deputy Mike Servatka, Crime Prevention Deputy, stated there has been an increase in crime across the metro, including in Little Canada. He stated that initial investigations were closed due to lack of evidence and explained that the high-value items displayed in view made it an easy target. The City Administrator stated that the Thunder Bay Mall is under new ownership and staff is working with the property managers on ways to improve safety and security.

McGraw stated that the daily incident reports that the Council gets from the Sheriff's Department are of little value because there are no specific details of addresses or businesses, and he requested that the reports give more details so that staff and the Council know exactly where and who are being repeatedly affected. Deputy Servatka stated that Little Canada's location along the freeways and Rice Street makes the city easily accessible to criminals.

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**CONSENT AGENDA**

Fischer introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2022-2-29 – APPROVING THE CONSENT AGENDA WHICH CONTAINS THE FOLLOWING:***

- Approval of the Vouchers
- Accept the Preparing for Emerald Ash Borer Grant from Minnesota Department of Natural Resources
- Approve the Great River Greening Pollinator Central: Habitat Improvement with Citizen Monitoring Cooperative Agreement
- Approve Rider #35 with St. Paul Regional Water Services to Allow City Trail Construction on Their Property
- Call for a Workshop on March 23, 2022 at 6:00pm to Discuss a Residential Development Proposal at 536 County Road D
- Approve 2022 Recreation Coordinator Services Contract with Twin Cities Officials

The foregoing resolution was duly seconded by Keis.  
Ayes (5). Nays (0). Resolution adopted.

**DISCUSS CANADIAN DAYS FIREWORKS**

The City Clerk/HR Manager reported that the Canadian Days Committee has been planning the 2022 celebration and has asked the City Council to consider increasing the funding for the fireworks. She explained that the City currently pays for the fireworks and the budget has been set at \$7,500 since 2017, with the exception of in 2021 when there was two nights of fireworks at a cost of \$15,000, since the festival was canceled in 2020 due to the pandemic. She explained that the fireworks are paid for from Fund 408, which is funded from the 10% charitable gambling contributions that the city receives from the three groups who run charitable gambling. The City is limited by State Statute in how these funds can be used and the City Council has typically it for the fireworks and park improvements. The City Clerk stated that \$7,500 has again been budgeted for fireworks this year, and most of the remaining funds are earmarked for Pioneer Park improvements. The Finance Director noted that the revenue coming into Fund 408 in 2022 was budgeted conservatively.

Keis stated that there were a lot of people at both nights of fireworks last year and he thinks it helped draw people to Canadian Days. McGraw stated that he is supportive of helping Canadian Days since the pandemic is not over. Miller asked if Canadian Days could supplement whatever the City gives. Fischer noted that the amount would need to be increased in order to keep the shows intense enough. There was Council consensus to let the Canadian Days Committee decide if they want one or two nights of fireworks.

McGraw introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2022-2-30 – APPROVE \$15,000 FROM FUND 408 FOR THE CANADIAN DAYS FIREWORKS, AND LET THE CANADIAN DAYS COMMITTEE DECIDE HOW THEY WANT TO SPEND IT***

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The foregoing resolution was duly seconded by Torkelson.  
Ayes (5). Nays (0). Resolution declared adopted.

**CONSIDER WAGE SCALE INCREASE FOR PUBLIC WORKS APPRENTICE POSITION**

The City Administrator reported that the City established an apprentice program in 2017 to train individuals who are interested in a public works career, and also to fill the staffing needs of the Public Works and Parks Departments. He stated staff felt some positions wages were falling behind the market, and the compensation study that was discussed at the workshop tonight showed that is the case. He stated the Public Works Apprentice wage scale is one position that staff knows is too low, and it has become more apparent as the job market has changed in the last year.

The City Administrator stated that staff feels the Public Works Apprentice wage scale recommended in the compensation study will better match where the job market is today, and recommends that this scale be adopted and made effective immediately for this position. He noted that a contingency fund was established in 2022 in order to be able to start addressing some of the wages that are below market.

Fischer introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2022-2-31 – APPROVE AMENDING THE WAGE SCALE FOR THE PUBLIC WORKS APPRENTICE POSITION AS PRESENTED***

The foregoing resolution was duly seconded by Miller.  
Ayes (5). Nays (0). Resolution declared adopted.

**2022-2024 ORGANIZED COLLECTION & RECYCLING SERVICES CONTRACT**

The City Administrator reported that City Staff has been meeting with the three existing haulers over the last year to work on a new organized collection contract. He explained the consortium of haulers submitted an initial proposal for a 3.5% annual price adjustment which would result in a rate increase of 17.5% over the next five years. He stated the City Council subcommittee directed staff to negotiate with the consortium and felt that unless a better option was provided, the City may be forced to issue a Request for Proposals for a single-hauler contract.

The City Administrator reported that the haulers responded with a 2% annual price adjustment with a shorter 3-year contract from 2022-2024. He noted the haulers also included a clause to extend the contract an additional two years if mutually agreed. He stated that the City Council agreed that this proposal is reasonable given the current labor related issues we are experiencing. He explained that the total increase for the contract extension will result in a 2% increase in 2022, and a 6% cumulative increase over the next three years.

Torkelson asked if the contract was different from what the subcommittee had reviewed. The City Administrator stated that initially staff considered adding townhomes into the contract, but that will involve an amendment to the City Code, so that has not been included at this time. Keis noted that he received a call from a townhome association last year asking to join the city's organized trash and recycling collection program.

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Keis introduced the following resolution and moved its adoption:

**RESOLUTION NO. 2022-2-32 – APPROVE THE FIRST AMENDMENT TO THE LITTLE CANADA REFUSE AND RECYCLING CONTRACT AS PROPOSED**

The foregoing resolution was duly seconded by McGraw.  
Ayes (5). Nays (0). Resolution declared adopted.

**ORDINANCE 862 AMENDING THE FEE SCHEDULE FOR 2022 TRASH & RECYCLING RATES AND ADD TIF APPLICATION FEES**

The City Clerk stated that the Fee Schedule should be updated for the 2022 trash and recycling rates. She explained that staff is also proposing to formally adopt a Tax Increment Financing application fee and escrow amount and add it to the Fee Schedule. She stated that TIF plans take quite a bit of staff time and consultant fees, so the non-refundable application fee is proposed to be \$1,000, plus \$10,000 in escrow to be used for the consultant fees. She noted if there is a remaining balance from the escrow after all additional fees are paid, that would be returned to the applicant.

Torkelson introduced the following resolution and moved its adoption:

**RESOLUTION NO. 2022-2-33 – ADOPT ORDINANCE 862 AMENDING THE FEE SCHEDULE FOR 2022 TRASH & RECYCLING RATES AND ADD NEW TIF APPLICATION FEES AND APPROVE A SUMMARY PUBLICATION**

The foregoing resolution was duly seconded by McGraw.  
Ayes (5). Nays (0). Resolution declared adopted.

**COUNCIL REPORTS & MEETING UPDATES**

Fischer stated that he attended the Fire Relief Association monthly meeting, and their investment advisor reviewed their portfolio which is going very well. He noted that he anticipates they will be asking the City Council for a contribution increase since they are meeting the requirements to receive an increase.

The City Administrator stated that he is scheduling a Strategic Planning session in late April for staff and the Council.

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

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John T. Keis, Mayor

Attest:

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Christopher Heineman, City Administrator