

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

JANUARY 11, 2023

Pursuant to due call and notice thereof a regular meeting of the City Council of Little Canada, Minnesota was convened on the 11th day of January, 2023 in the Council Chambers of the City Center located at 515 Little Canada Road in said City.

Mayor Tom Fischer 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 Fischer, Council Members T.Miller, McGraw, Gutierrez and D.Miller.
Absent: None.

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

OATHS OF OFFICE

The City Clerk administered the Oaths of Office to newly elected Mayor Tom Fischer and Council members Amanda Gutierrez and Dave Miller.

MINUTES

McGraw introduced the following resolution and moved its adoption:

RESOLUTION NO. 2023-1-1 – APPROVING THE MINUTES OF THE DECEMBER 14, 2022 IMPROVEMENT HEARING FOR TWIN LAKE BOULEVARD, THE DECEMBER 14, 2022 IMPROVEMENT HEARINGS FOR SPRUCE STREET, SUNSET COURT AND SUNRISE DRIVE, THE DECEMBER 14, 2022 WORKSHOP AND THE DECEMBER 14, 2022 REGULAR MEETINGS AS SUBMITTED

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

ANNOUNCEMENTS

None.

PUBLIC COMMENT

None.

CONSENT AGENDA

T.Miller introduced the following resolution and moved its adoption:

RESOLUTION NO. 2023-1-2 – APPROVING THE CONSENT AGENDA WHICH CONTAINS THE FOLLOWING:

- Approval of the Vouchers
- Approve 2023 Designation of Data Practices Responsible Authority – Compliance Official & Ratify City Procedures for Access to Public & Private Data

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- Approve 2023 Designation of Pioneer Press as the Legal Newspaper
- Approve a Temporary Liquor License for Little Canada Recreation Association on February 11, 2023
- Approve Off-Site Gambling Permit for Little Canada Recreation Association on February 11, 2023
- Approve Partial Pay Request No. 2 to Albrecht Company for Gervais Mill Park Improvement Project
- Approve Reduction of Letter of Credit for Gervais Woods 2nd Addition
- Approve Resolution Establishing Parking Restrictions on Twin Lake Boulevard

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

ACCOUNTS PAYABLE WORKFLOW IMPLEMENTATION

The Finance Director explained that staff had been discussing how to eliminate paper and move accounts payable documents into electronic storage in the city's Laserfiche system. He reviewed the current workflow process to process payments to vendors, which is all done on paper. He noted all of these paper documents must be kept for seven years in storage, whereas this new system would be all done electronically. He noted this is a one-time cost for OPG-3 to design the system.

McGraw introduced the following resolution and moved its adoption:

RESOLUTION NO. 2023-1-3 –APPROVE THE CONTRACT WITH OPG-3 FOR \$27,750 FOR THE IMPLEMENTATION OF THE ACCOUNTS PAYABLE WORKFLOW SOLUTION

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

McGraw introduced the following resolution and moved its adoption:

RESOLUTION NO. 2023-1-4 –APPROVE AN AMENDMENT TO THE CAPITAL IMPROVEMENT PLAN AMENDMENT FOR THE ACCOUNTS PAYABLE WORKFLOW SOLUTION IN THE AMOUNT OF \$16,750

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

EASEMENT ACQUISITION FOR THUNDER BAY/WESTWIND PARK TRAIL

The City Engineer explained that the City has a good trail system, and the trail along the Thunder Bay/Westwind Park is heavily used. He stated the new Pioneer Commons development will include a public trail from east to west across the property and then ultimately to Allen Avenue. He stated there will be a short segment without a trail that separates the existing Thunder Bay/Westwinds Park trail system and the new Pioneer Commons trail system. He explained that staff has been working with the

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property owners of 3071 Payne Avenue to secure an easement across their property to construct the missing trail connection. He reported that staff has reached a tentative easement agreement with the property owners subject to review and approval by the City Council. He stated the easement agreement includes compensation in the amount of \$15,603 for the 2,972 square foot trail easement, along with incorporation of evergreen screening with the project.

D.Miller introduced the following resolution and moved its adoption:

RESOLUTION NO. 2023-1-5 – AUTHORIZE THE ACQUISITION, BY PURCHASE, OF CERTAIN REAL PROPERTY AT 3071 PAYNE AVENUE, FOR A TRAIL EASEMENT IN ASSOCIATION WITH THE THUNDER BAY/WESTWINDS PARK TRAIL EXTENSION PROJECT

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

AMENDMENT TO CAPITAL IMPROVEMENT PLAN FOR ASPEN POND STORMWATER IMPROVEMENTS

The Public Works Director explained that the City has traditionally worked with the Ramsey-Washington Metro Watershed District to clean out ponds since they plan the project and the City pays them to do the work. He stated that most of the city's ponds are fairly small so only \$15,000 is budgeted each year for this work. He explained that Aspen Pond has begun flooding over, and causing problems. He stated this is a big pond, so the cost for the clean out came in at \$135,000, which is far above the amount budgeted, but he stated this is an important project to get done. Fischer asked how long it would be before this pond would need to be cleaned out again. The Public Works Director stated since it is a big pond, it would likely be 20 years before it would need to be cleaned out again.

The Public Works Director stated that staff believes Aspen Pond needs this work done and has made some changes in the CIP in order to make it happen. He stated along with the \$15,000 budgeted for the annual pond project, staff also recommends applying the \$85,000 currently planned for the Country Drive ditch cleaning to this project. The Country Drive ditch work involves working with the railroad and it is unlikely that it can be coordinated for 2023 so it will be re-scheduled for 2024 or later.

Fischer introduced the following resolution and moved its adoption:

RESOLUTION NO. 2023-1-6 – APPROVE AMENDING THE CAPITAL IMPROVEMENT FUND TO RE-DIRECT \$85,000 IN 2023 FROM THE COUNTRY DRIVE DITCH CLEANING TOWARDS THE ASPEN POND CLEAN OUT PROJECT

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

STORMWATER UTILITY IMPLEMENTATION UPDATE

The Public Works Director explained that there have been a lot of stormwater projects in the last few years, and they are regularly needed. He noted there are 198 cities in the metro area and Little Canada

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is one of only two cities that do not have a stormwater utility fee in place. He explained that having this utility fee in place takes the burden off of the city funds to pay for these expensive stormwater maintenance needs. He stated that the city used an intern in 2021 to do some of the beginning legwork needed and now Bolton & Menk would finish the process to get this program in place for the cost of \$29,200. He explained that a stormwater utility would collect money from each property in the City based on a formula established by the study performed by Bolton & Menk for stormwater-related maintenance. The fee would be collected quarterly as part of the regular utility billing process.

McGraw introduced the following resolution and moved its adoption:

RESOLUTION NO. 2023-1-7 – APPROVE ENTERING INTO A CONTRACT WITH BOLTON & MENK NOT EXCEED \$29,200 TO ASSIST IN ESTABLISHING A STORMWATER UTILITY FUND

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

BRIGHTLY SOFTWARE IMPLEMENTATION UPDATE

The Parks & Rec/Community Services Director stated that the Council approved the purchase of Brightly Software in May 2022 and asked staff to come back with an update on how it is working. He explained that it is asset management and work order software that public works and parks maintenance staff use to track and manage work. He stated that this is cloud-based system and staff can use their mobile phones or tablets to bring in the field to work from. He noted that this will track the work that is being done, photos can be taken to add to the file and reports can be generated. He stated staff has been using this software for about five months and they have been very happy with it so far, and there are more features that staff can continue to learn how to use as they become more comfortable with it.

SET 2023 CITY COUNCIL MEETINGS

The City Clerk explained that staff has drafted a calendar of the proposed City Council meeting dates on the regular second and fourth Wednesdays, and also the assessment hearings for the 2023 street projects on October 9. She noted that staff is also continuing to schedule a workshop at 6:00 p.m. before the first Council meeting of each month, although due to several topics in the beginning of the year, two workshops are scheduled in January, February and March. She explained that the fourth Wednesday in November is the day before Thanksgiving so that meeting has been moved. She stated that staff proposes to shift both regular November meetings in order to avoid Thanksgiving week, and then only hold one Council meeting in December. She noted that one Council member has a conflict with a November 15 meeting, so it could be moved back to the regular second Wednesday. There was Council consensus to change the November 15 meeting to November 8.

Fischer introduced the following resolution and moved its adoption:

RESOLUTION NO. 2023-1-8 – APPROVE THE 2023 CITY COUNCIL MEETING CALENDAR, WITH THE CHANGE TO THE FIRST NOVEMBER MEETING TO NOVEMBER 8.

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

2023 CITY COUNCIL COMMITTEE APPOINTMENTS

The City Administrator reported that staff report contains the list of who held the positions in 2022 and suggested appointments for 2023. Fischer stated that he has talked to the other Council members to confirm their interest for each committee.

McGraw introduced the following resolution and moved its adoption:

RESOLUTION NO. 2023-1-9 – APPROVING THE FOLLOWING APPOINTMENTS FOR THE CITY OF LITTLE CANADA IN 2023:

- ***TERESA MILLER AS ACTING MAYOR***
- ***TERESA MILLER AS RAMSEY COUNTY LEAGUE OF LOCAL GOVERNMENTS BOARD MEMBER AND DAVE MILLER AS ALTERNATE;***
- ***DAVE MILLER AS NORTH SUBURBAN COMMUNICATIONS COMMISSION REPRESENTATIVE AND MIKE MCGRAW AND CHRIS HEINEMAN AS ALTERNATES;***
- ***TOM FISCHER & AMANDA GUTIERREZ AS FIRE RELIEF ASSOCIATION REPRESENTATIVES;***
- ***TOM FISCHER & AMANDA GUTIERREZ AS FIRE DEPARTMENT LONG RANGE PLANNING COMMITTEE REPRESENTATIVES;***
- ***MIKE MCGRAW AS RUSH LINE TASK FORCE REPRESENTATIVE AND CORRIN WENDELL AS ALTERNATE;***
- ***TERESA MILLER AS NORTHEAST YOUTH & FAMILY SERVICES BOARD MEMBER;***
- ***TOM FISCHER & MIKE MCGRAW AS PERSONNEL COMMITTEE REPRESENTATIVES***
- ***MIKE MCGRAW AS COUNCIL REPRESENTATIVE TO LITTLE CANADA HISTORICAL SOCIETY***

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

ECONOMIC DEVELOPMENT AUTHORITY MEETING

At this point in the meeting, the City Council adjourned and reconvened as the Economic Development Authority.

Fischer introduced the following resolution and moved its adoption:

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RESOLUTION NO. 2023-1-10 – ADJOURNING THE CITY COUNCIL MEETING AND RECONVENING AS THE ECONOMIC DEVELOPMENT AUTHORITY

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

EDA - 2023 APPOINTMENT OF OFFICERS

The City Administrator explained that an Economic Development Authority (EDA) is a political subdivision of the State of Minnesota authorized by MN Statute 469.094-108 to promote enhancement and expansion of local tax base. He stated that EDA Commissioners often include elected City officials, business representatives, and local residents who work together to attract and retain local businesses, assist with business expansion, and promote rehabilitation and redevelopment of specific areas within the community.

The City Administrator reported that the City Council discussed several priorities and initiatives related to economic development during the strategic planning retreat in April 2022. He stated that one of the key strategies identified was maximizing our assets to catalyze development. The City is attempting to keep the community vital and a great place to live through efforts in development, redevelopment, housing, and other amenities. The City Administrator stated that one of the identified initiatives was to review and redefine the EDA scope. He explained that redevelopment projects often take considerable time and effort to materialize, and creating a separate EDA Board of Commissioners to focus on these projects enables the City Council to focus the broader scope of City priorities and initiatives. He stated that it may take up to 6-12 months to review the various options and provide a formal recommendation for the City Council to consider. If desired, the City Council may wish to establish a committee to further explore these options for potential implementation in 2024.

The City Administrator stated that an economic development authority shall consist of either three, five, or seven commissioners. He explained that two members of the City Council must serve on the EDA Board of Commissioners if the EDA consists of five or seven members, but Minnesota Statute also allows for all members of the City Council to serve as the EDA Board of Commissioners. He reviewed the recommendation for office positions.

T.Miller stated that she would like to revisit this for further discussion on possible changes since this is important. Fischer stated that he thinks some outside involvement would be good, but wants the full Council to continue to be involved. D.Miller agreed that additional input would be good, whether it is from business owners or residents.

McGraw introduced the following resolution and moved its adoption:

RESOLUTION NO. EDA2023-1-1 – APPOINTING THE FOLLOWING ECONOMIC DEVELOPMENT AUTHORITY OFFICERS FOR 2023

***Tom Fischer, President
Teresa Miller, Vice President
Mike McGraw, Treasurer
Sam Magureanu, Assistant Treasurer***

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*Chris Heineman, Secretary
Amanda Gutierrez, Director
Dave Miller, Director*

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

EDA - ADOPT 2023 ECONOMIC DEVELOPMENT AUTHORITY BUDGET

The City Administrator stated that the Economic Development Authority (EDA) has traditionally adopted a \$0 operating budget and has not levied taxes for day-to-day operations. He explained that as potential projects developed, staff has used EDA Fund (Fund 105) on a case-by-case basis. He reported that Fund 105 currently has an estimated ending fund balance for fiscal year 2022 of \$746,950.

The City Administrator reported that in 2022, staff recommended the inclusion of a budget of \$30,000 to enable the EDA Board of Commissioners to conduct a potential housing study or trade analysis if desired without having to approve a budget amendment. He stated the funds were not used in 2022, however a budget of \$30,000 for 2023 was adopted at the December 14, 2022 Council meeting as part of the City's annual budget.

Fischer introduced the following resolution and moved its adoption:

***RESOLUTION NO. EDA2023-1-2 – ADOPT THE 2023 ECONOMIC DEVELOPMENT
AUTHORITY BUDGET OF \$30,000***

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

There being no further business, upon motion by Fischer, seconded by McGraw the meeting was adjourned at 8:38 p.m.

Thomas Fischer, Mayor

Attest:

Christopher Heineman, City Administrator