

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

**JANUARY 25, 2023**

Pursuant to due call and notice thereof a regular meeting of the City Council of Little Canada, Minnesota was convened on the 25<sup>th</sup> 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, City Engineer Eric Seaburg and City Clerk/HR Manager Heidi Heller.

**MINUTES**

McGraw introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2023-1-11 – APPROVING THE MINUTES OF THE JANUARY 11, 2023 WORKSHOP AND THE JANUARY 11, 2023 REGULAR MEETINGS AS SUBMITTED***

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

**ANNOUNCEMENTS**

The Parks & Rec/Community Services Director announced the Fire Department Booya would be held Saturday, February 11, and the Ice Skating Party will be held Saturday, February 4. He noted the Little Canada Rec Association Ice Fishing Contest was canceled due to unknown ice conditions on area lakes.

**PUBLIC COMMENT**

Curt Loschy, President of Little Canada Historical Society, invites all residents to their annual Open House on Saturday, January 28 and noted they will be serving French Meat Pies. The City Administrator stated that the Historical Society is part of the process on the renaming of Savage Lake, and may take the lead.

**IMPROVEMENT HEARING FOR SUNRISE DRIVE MILL & OVERLAY PROJECT NO. 2023-05**

The City Engineer explained that tonight the Council is asked to consider the improvement of Sunrise Drive from Edgerton Street to 350 feet south of terminus). He reported the City Council accepted a Feasibility Report on October 12, 2022, that included planned pavement reclamation improvements to Sunrise Drive in 2023 (the last 350' of Sunrise Drive to the cul-de-sac). He reported the north part of Sunrise Drive is scheduled for a full depth reclamation this year, and stated that at the October 12 meeting, Council requested that staff investigate the remaining segment of Sunrise Drive to Edgerton

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Street to determine if a mill and overlay would be a suitable improvement to get the entire roadway on the same maintenance cycle. He explained that a Feasibility Report was prepared and accepted by the City Council on December 14, 2022, and a Public Improvement Hearing was scheduled for January 25, 2023. He stated that the City Council also asked that staff bring forward an option to reduce the assessment amounts due to the mill and overlay being advanced in order to sync up with the rest of the roadway improvement schedule.

The City Engineer explained that the assessment policy assesses 50% of the street improvement costs to the benefiting property owners for a rehabilitation project, which includes mill & overlays. He stated the City Council has the discretionary authority to reduce the amount assessed. He stated, if the Council chooses, the proposed street improvement assessment could be reduced to 25% which would add approximately \$11,344 in costs to the Infrastructure Capital Improvement Fund. He noted if a reduction to the adopted Assessment Policy is desired, the Council can provide direction to staff to proceed and the revised assessment amount would be proposed and formally adopted during the Assessment Hearing on October 9, 2023. He reviewed a typical construction a schedule and stated the project should be substantially complete by October.

Mayor Fischer opened the public hearing for comments from the general public. There were two residents in attendance.

Paul Kuhmuench 2409 Sunrise Drive, stated he loves Little Canada and is pleased with what appears to a cost effective plan to improve their street. Toni Magnuson, 2409 Sunrise Drive stated that she has heard talk from neighbors at the north end of the street who feel the project is too expensive, but the street is in terrible shape.

Upon motion by Fischer, seconded by McGraw, the public hearing was closed.

McGraw introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2023-1-12 – ORDERING THE IMPROVEMENT AND PREPARATION OF PLANS FOR IMPROVEMENT NO. 2023-05, SUNRISE DRIVE MILL & OVERLAY (FROM EDGERTON STREET TO 350 FEET SOUTH OF TERMINUS)***

The foregoing resolution was duly seconded by T.Miller.

Ayes (5).

Nays (0). Resolution declared adopted.

**CONSENT AGENDA**

McGraw introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2023-1-13 – APPROVING THE CONSENT AGENDA WHICH CONTAINS THE FOLLOWING:***

- Approval of the Vouchers
- Approve Submission of 2023 Pay Equity Report

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

**CONSIDER APPROVAL OF PLANS & SPECIFICATIONS FOR TWIN LAKE BOULEVARD  
IMPROVEMENT PROJECT NO. 2023-04 AND REVISED COOPERATIVE AND  
MAINTENANCE AGREEMENT WITH CITY OF VADNAIS HEIGHTS**

The City Engineer stated that the Council approved a Cooperative and Maintenance Agreement with the City of Vadnais Heights on December 14, 2022, which outlines cost sharing responsibilities for the project, as well as long-term ownership and maintenance responsibilities for the infrastructure. He reported that at the January 3, 2023 Vadnais Heights Council workshop, the Vadnais Heights City Council requested that a provision be added to the agreement that provides an option for Vadnais Heights staff the ability to review the bid results and remove portions of the trail within Vadnais Heights from the construction contract. He stated this would be desired in the event bid pricing comes in high or Vadnais Heights is unable to fund its portion of the trail. He noted that Vadnais Heights has a pending grant application for the remainder of the funds and will be notified shortly after bid opening if the funding will be awarded. He stated that Little Canada staff found the request acceptable and provided a revised agreement to Vadnais Heights and the Vadnais Heights City Council approved the updated agreement on January 17, 2023.

The City Engineer explained that the Cooperative and Maintenance Agreement with Vadnais Heights stipulates that Little Canada is the lead agency and will be reimbursed by Vadnais Heights for their share of the improvements. Street improvements will be funded through the City's Infrastructure Capital Improvement Fund, State-Aid funds, and special assessments. Utility improvements would be funded through the City's Infrastructure Capital Improvement Fund. Trail improvements are being funded by a grant received through Ramsey County's Community Development Block Grant program.

The City Engineer stated that staff have been working for many months to develop this project, coordinate with the City of Vadnais Heights, coordinate with impacted residents and property owners, and prepare final plans for bidding. He explained this project has many unique issues. He stated it is a shared project between two cities, and the road is split almost equally between Little Canada and Vadnais Heights, funding is coming from a variety of sources. He explained that improvements include full depth pavement reclamation and paving, a new asphalt trail, addition of curb and gutter in areas where it does not currently exist, storm sewer and stormwater management infrastructure, realignment of the eastern intersection with Vadnais Boulevard, installation of an emergency watermain interconnection to Vadnais Heights' system and spot improvements to the sanitary sewer infrastructure.

D.Miller asked if Vadnais Heights does not receive their grant funds for the trail, will the trail not be included. The City Engineer reported that Little Canada will still complete part of the trail, and do some preparations for an easier later installation of the remaining section.

Fischer introduced the following resolution and moved its adoption:

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**RESOLUTION NO. 2023-1-14 – APPROVE THE REVISED COOPERATIVE AND MAINTENANCE AGREEMENT WITH CITY OF VADNAIS HEIGHTS FOR THE TWIN LAKE BOULEVARD IMPROVEMENT PROJECT NO. 2023-04**

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

Fischer introduced the following resolution and moved its adoption:

**RESOLUTION NO. 2023-1-15 – APPROVE PLANS & SPECIFICATIONS, AND ORDER THE ADVERTISEMENT FOR BIDS FOR THE TWIN LAKE BOULEVARD IMPROVEMENT PROJECT NO. 2023-04**

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

**ACCEPT COUNCIL RESIGNATION & DECLARE A VACANCY, AND REVIEW CITY COUNCIL APPLICATION PROCESS**

The City Administrator reported that Council Member McGraw has submitted his resignation from the City Council effective February 10, 2023. He explained that McGraw's term does not end until December 31, 2024 so a new Council member should be appointed to fill the remainder of the term. He stated that applications for this Council position are being accepted until January 31, 2023.

The City Administrator stated that five applications have been received so far, and the February 8 Workshop is being held for the Council to review the applications and decide on the interview process.

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

**RESOLUTION NO. 2023-1-16 – ACCEPTING THE RESIGNATION OF MICHAEL MCGRAW AND DECLARING A CITY COUNCIL VACANCY EFFECTIVE FEBRUARY 10, 2023**

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

**UPDATE ON REFRESH OF CITY WEBSITE DESIGN**

The Parks & Rec/Community Services Director reported that the City began working with CivicPlus to design a new, much needed, website, which went live in 2018. He noted that each year we continue to see more user traffic on the website and we commonly direct residents to use the website for information, and overall staff has been very satisfied with the CivicPlus software. He stated that the contract with CivicPlus allows for a website redesign/refresh every four years to give the website a fresh look. He stated that staff again formed a website redesign committee to work through the refresh process. He noted that the content is not changing, it is mainly just design aspects and colors. He

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stated that accessibility was an important part of the new website in 2018, and the website will continue to exceed the requirements for accessibility.

**COUNCIL REPORTS & MEETING UPDATES**

T.Miller announced that the RCLLG has a big meeting coming up about Legislative updates. Fischer stated that he and Gutierrez are on the Fire Relief Association committee and attended the first meeting in January.

**There being no further business, upon motion by Fischer, seconded by McGraw the meeting was adjourned at 8:25p.m.**

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Thomas Fischer, Mayor

Attest:

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Christopher Heineman, City Administrator