

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

FEBRUARY 10, 2021

Pursuant to due call and notice thereof a special meeting of the City Council of Little Canada, Minnesota was convened on the 10th day of February, 2021 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, Torkelson and Miller.

ALSO PRESENT: City Administrator Chris Heineman, Finance Director Brenda Malinowski, Public Works Director Bill Dircks, Parks & Rec/Community Services Manager Bryce Shearen, City Clerk/HR Manager Heidi Heller and City Engineer Mark Kasma

In accordance with the requirements of Minn. Stat. Section 13D.021, the City Administrator has determined that an in-person meeting is not practical or prudent because of a health pandemic or an emergency declared under Chapter 12 of the Minnesota Statutes. Because of the health pandemic and emergency declaration, it has been determined that attendance at the regular meeting location by elected officials and members of the public is not feasible. Therefore, some or all of the City Council members may be participating by telephone or other electronic means. This meeting will be recorded in its entirety. Members of the public are able to monitor the meeting on the CTV North Suburbs website (live stream) or use the meeting link provided on the city website prior to the meeting.

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McGraw introduced the following resolution and moved its adoption:

RESOLUTION NO. 2021-2-17 – APPROVING THE MINUTES OF THE JANUARY 27, 2021 REGULAR MEETING AS SUBMITTED

The foregoing resolution was duly seconded by Fischer.

Roll Call Vote: Keis/Fischer/Torkelson/McGraw/Miller

Ayes (5). Nays (0). Resolution adopted.

ANNOUNCEMENTS

Fischer stated that the Fire Department's Booya on Saturday was great and sold out within a few hours. He wants to thank everyone for supporting the Little Canada Fire Department.

PUBLIC COMMENTS

None.

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CONSENT AGENDA

Fischer introduced the following resolution and moved its adoption:

RESOLUTION NO. 2021-2-18 – APPROVING THE CONSENT AGENDA WHICH CONTAINS THE FOLLOWING:

- Approval of the Vouchers
- Approve Partial Pay Request No. 9 for County Road D & Greenbrier Improvement Projects
- Approve 2021 Recreation Coordinator Contract
- Approve 2021 SafeAssure Service Agreement
- Approve Purchase of 2021 GMC 2500 Pickup Truck
- Approve Resolution 2021-2-19, Country Drive LRIP Grant Application
- Approve an Exempt Gambling Permit for St. John’s School on April 30, 2021

The foregoing resolution was duly seconded by McGraw.
Roll Call Vote: Keis/Fischer/Torkelson/McGraw/Miller
Ayes (5). Nays (0). Resolution adopted.

2021 COUNCIL APPOINTMENTS

The City Administrator explained that staff is recommending the creation of a Personnel Committee in 2021 that includes two Council members. He stated that the Personnel Committee would be asked to meet on an as needed basis with the City Administrator, City Clerk / HR Manager, or other staff member regarding proposed personnel policy updates, employee organizational structure changes, or other personnel issues. He noted that all personnel matters requiring City Council approval will still be brought forward to the full City Council for consideration. He explained that the Council members would be appointed to this committee every year. Fischer indicated that he is willing to serve on this committee. McGraw stated that he would also be willing to serve.

Keis introduced the following resolution and moved its adoption:

RESOLUTION NO. 2021-2-19 – APPOINTING TOM FISCHER AND MIKE MCGRAW AS 2021 REPRESENTATIVES ON A NEW CITY PERSONNEL COMMITTEE

The foregoing resolution was duly seconded by McGraw.
Roll Call Vote: Keis/Fischer/Torkelson/McGraw/Miller
Ayes (5). Nays (0). Resolution declared adopted.

**REVIEW UNIVERSITY OF MINNESOTA RESILIENT COMMUNITIES PROJECT
FINAL REPORT ON PIONEER PARK MASTER PLAN**

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The Parks & Rec/Community Services Manager explained that in 2020 the City partnered with the University of Minnesota Resilient Communities Project (RCP) Team for community engagement on future enhancements to Pioneer Park. He stated that the RCP team gave a presentation at the December 16, 2020, City Council workshop and has now submitted their final report to the City. The final report is separated into three documents on each of the focus areas, Youth Engagement, Focus Groups & Interviews, and a community survey.

Miller stated that she read the report and thought it was excellent work with very good survey feedback. Torkelson and Fischer agreed that it provided a lot of great information. Fischer stated that one of the common comments was residents wanting more lighting along trails and sidewalks, and wondered about past discussions on why there is not much lighting in these areas. The Parks & Rec/Community Services Manager explained that in the past, the parks closed at dusk so there was no reason to have lights at that point, but stated that the parks are now open until 10:00pm so lighting would now make sense. He noted that lights can give people be a false sense of security, when lighting is actually intended to help people see the path and what is ahead of them.

Keis reported that a gathering space has also generated a significant level of interest. The Parks & Recreation/Community Services Manager added that there would be several options for additional programming if a year round multi-use facility was available. Torkelson inquired about the current 2-story building in the center of the softball fields and what it can be used for or how it can be modified to allow for additional uses. Parks & Recreation/Community Services Manager Shearen explained that the second floor is not handicapped accessible, and the size of the facility is not conducive to most programming efforts. It is also difficult to rent the upstairs of the current building because vehicles are not allowed on the trails, and it is difficult for users to transport equipment and supplies the long distance from the parking lot.

Fischer stated that he can understand how a new multi-use building in Pioneer Park could be utilized, but we need to figure out where to put additional parking and be considerate to the residents nearby. The Parks & Recreation/Community Services Manager stated that existing parking is sufficient for most uses, and preliminary analysis indicates that there are opportunities to expand both parking lots. He explained that having multi-function fields would also increase usage, which may impact parking demand.

Fischer stated that the soccer fields are built on terrible soils, so the fields get destroyed after rain. He noted there was no discussion in the report about changing the field to turf. The Parks & Rec/Community Services Manager stated he would love to have a turf field, but they are very expensive. Fischer suggested that maybe there should be discussion about whether Pioneer Park is a park or an athletic complex, and maybe it can be some of both.

The Parks & Rec/Community Services Manager stated staff is recommending a joint workshop on March 10 from 5:00 p.m. to 7:00 p.m. with the City Council and the Parks and Recreation

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Commission to discuss priorities. The City Administrator stated that identifying the top priorities prior to issuing an RFP for any design services.

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McGraw introduced the following resolution and moved its adoption:

RESOLUTION NO. 2021-2-20 – ACCEPTING THE UNIVERSITY OF MINNESOTA RESILIENT COMMUNITIES PROJECT (RCP) FINAL REPORT AS PRESENTED AND HOLD A JOINT MEETING WITH THE PARKS & REC COMMISSION ON MARCH 10, 2021 AT 5:00 P.M.

The foregoing resolution was duly seconded by Keis.
Roll Call Vote: Keis/Fischer/Torkelson/McGraw/Miller
Ayes (5). Nays (0). Resolution declared adopted.

RYAN DRIVE ROAD AND SANITARY SEWER IMPROVEMENTS

The Public Works Director explained that over the past few years, the Ramsey Washington Metro Watershed District (RWMWD) has been looking around the district area for ways to reduce flooding and move water through the district with as little effect on private properties as possible, and have determined two areas in Little Canada are major pinch-points. He explained that two additional culverts are needed under Keller Parkway where Gervais Creek flows into Lake Gervais to alleviate flooding in the North Star Manufactured Home Park and Ryan Industrial Park. He noted that Keller Parkway would need to be closed for a significant amount of time for this work.

The Public Works Director explained that Ryan Drive is the other pinch-point for water flow. The RWMWD has determined that a larger culvert is needed underneath Ryan Drive in order to convey more water during events rather than flows backing up onto nearby properties and potentially flooding the structures. The existing culvert is a 30” reinforced concrete pipe and it would be replaced with a 6’ tall by 14’ wide box culvert which will greatly increase the amount of water that can be conveyed under the road. The District will also be raising the grade of the road on either side of the pipe to prevent Ryan Drive from overtopping during extreme rain events. The Public Works Director stated that RWMWD has asked for the City’s participation in the project and requested that the City pay for the road reconstruction portion of the project and they will pay for all costs associated with the installation of the new box culvert.

The Public Works Director stated that city staff wants to slow the process down, but the Watershed District needs to keep moving on their work. He feels that city staff can take additional time to look at some more options, and explained that staff wants to look further into those and the assessments that would happen. He stated that tonight staff is asking for approval for Bolton & Menk to do a feasibility report for the Ryan Drive area. Fischer clarified that since Keller Parkway is a county-owned road there would be no assessments done there. The Public Works Director explained that the Watershed District is also working on some other areas in order to make the whole watershed area to work together to keep water moving through and not backing up anywhere else.

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The Public Works Director reported that the three properties on the north side of Ryan Drive all have septic systems, and none of them are conforming because it would be very difficult for them to build new systems due to the railroad tracks that run right behind these businesses. He stated that this could be a good opportunity to run sanitary sewer for these properties.

Fischer introduced the following resolution and moved its adoption:

RESOLUTION NO. 2021-2-21 – AUTHORIZE BOLTON & MENK TO PREPARE A FEASIBILITY REPORT FOR RYAN DRIVE ROAD AND SANITARY SEWER IMPROVEMENTS

The foregoing resolution was duly seconded by Miller.
Roll Call Vote: Keis/Fischer/Torkelson/McGraw/Miller
Ayes (5). Nays (0). Resolution declared adopted.

There being no further business, the meeting was adjourned at 8:41 p.m.

John T. Keis, Mayor

Attest:

Christopher Heineman, City Administrator