

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

MARCH 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 March, 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.
Absent: None.

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, Eric Seaburg

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.

MINUTES

McGraw introduced the following resolution and moved its adoption:

RESOLUTION NO. 2021-3-28 – APPROVING THE MINUTES OF THE FEBRUARY 24, 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

The City Administrator announced that the Council may need to hold a special meeting in the next week or two to discuss an upcoming contract.

PUBLIC COMMENTS

None.

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PRESENTATION – METROPOLITAN COUNCIL REPRESENTATIVE SUSAN VENTO

Susan Vento stated that Little Canada will play an active role in the planning for the BRT (bus rapid transit) on Rice Street. She stated that civic leaders play a crucial role in these types of transit projects, and community engagement is very important. She encouraged people to use the state’s COVID vaccine website to schedule appointments

Torkelson stated that a Humphrey Institute graduate student did a thesis paper on transit inequity and suggested that the Metropolitan Council look at this and consider some of the suggestions in it. Ms. Vento stated that the equity piece is so important for safety and security with transit.

CONSENT AGENDA

Fischer introduced the following resolution and moved its adoption:

RESOLUTION NO. 2021-3-29 – APPROVING THE CONSENT AGENDA WHICH CONTAINS THE FOLLOWING:

- Approval of the Vouchers
- Approve Partial Pay No. 6 to OMG Midwest for Allen Avenue Improvement Project #2020-01
- Approve a Temporary Liquor License for St. John’s School Auction 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.

4TH QUARTER 2020 FINANCIAL REPORT

The Finance Director reviewed where the General Fund revenues come from. She explained that 75% of the revenues come from property taxes, and the remaining 25% is from things such as licenses, permits, interest and charges for services. She explained that the City received CARES Act funds and were able to give out \$60,000 in grants to local businesses. She noted that 96.69% of the budget was spent in 2020, which was the lowest level spent in five years, which was due to the pandemic.

The Finance Director explained the components of the General Fund Balance, and the Special Revenue and Enterprise Funds, along with two other special funds and revenues that were received in 2020. Fischer stated that our police and fire services come in at 54% and is wondering if that is high compared to other cities our size. The Finance Director stated that the police services are a little high compared to other cities, but noted that she has not looked at the comparison numbers for a while but will do that.

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GENERAL FUND BUDGET AMENDMENT FOR 2020

The Finance Director explained that staff is requesting the Council amend the 2020 General Fund budget for activity that was not included in the 2020 Budget. She stated that the City is required by State Statute to pay the Fire Relief Association for all of the payments received by the City from the State of Minnesota for the Fire Relief Aid. She explained that the City budgeted \$55,000 for Fire Relief Aid, but received \$64,133 so staff recommends increasing the revenue and expenditure account by \$9,133.

The Finance Director reported that the City received \$782,484 in Federal CARES Act funds in 2020 to be used to deal with the financial impacts of COVID-19. She explained now that the City has met the expenditure requirements of these funds, a budget adjustment is proposed to demonstrate the use of these funds. The revenue budget adjustment of \$782,484 is for the CARES Act funds received, and there is an expenditure budget adjustment of \$111,437.

McGraw introduced the following resolution and moved its adoption:

RESOLUTION NO. 2021-3-30 – APPROVE AMENDING THE 2020 GENERAL FUND BUDGET REVENUES BY \$791,617 AND EXPENDITURES BY \$120,570 TO RECOGNIZE REVENUES THAT WERE RECEIVED OVER THE ORIGINAL BUDGET AMOUNTS

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

AWARD BID FOR A NEW SPOONER PARK LOWER SHELTER

The Parks & Rec/Community Services Manger reported that the lower shelter is rented to the community and is need of replacing and enhancing. He stated that it was planned for replacement in 2020 and the Council approved the project but there was a 12-16 week lead time for shelters, so staff opted to hold off until early 2021. He explained that the new shelter will be larger and will be a much-needed improvement to the park system. He stated that along with the purchase of the new shelter, a contractor will need to remove the existing shelter and concrete pad, do site grading and preparation, install the shelter and the electrical and lighting. He stated that three quotes were received for the shelters, but staff was unable to get more than two quotes for the site work.

Torkelson introduced the following resolution and moved its adoption:

RESOLUTION NO. 2021-3-31 – APPROVE THE PURCHASE OF A STEELWORX GABLE SHELTER FROM ST. CROIX RECREATION FOR \$29,317.00

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

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Torkelson introduced the following resolution and moved its adoption:

RESOLUTION NO. 2021-3-32 – APPROVE UP TO \$50,000 FOR A CONTRACT WITH ALBRECHT COMPANY FOR REMOVAL, SITE PREP AND INSTALLING THE NEW SHELTER, AND FOR ADDITIONAL ENGINEERING FEES FOR BOLTON & MENK TO COMPLETE THE WORK

The foregoing resolution was duly seconded by Fischer.

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 8:09 p.m.

John T. Keis, Mayor

Attest:

Christopher Heineman, City Administrator