

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

**JANUARY 9, 2019**

Pursuant to due call and notice thereof a regular meeting of the City Council of Little Canada, Minnesota was convened on the 9th day of January, 2019 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	Mr. John Keis
	Council Member	Mr. Tom Fischer
	Council Member	Mr. Rick Montour
	Council Member	Mr. Christian Torkelson

ABSENT:	Council Member	Mr. Mike McGraw
---------	----------------	-----------------

ALSO PRESENT:	City Administrator	Mr. Chris Heineman
	City Clerk	Ms. Heidi Heller

**OATHS OF OFFICE** The City Clerk administered the Oaths of Office to Mayor Keis, Council Member Fischer and Council Member Torkelson.

**MINUTES** Montour introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2019-1-1 – APPROVING THE MINUTES OF  
THE DECEMBER 19, 2018 REGULAR COUNCIL MEETING AS  
SUBMITTED***

The foregoing resolution was duly seconded by Fischer.

Ayes (4).

Nays (0). Resolution adopted.

**ANNOUNCEMENT** Fischer announced that the Star Tribune has announced that Little Canada resident and gymnast, Maggie Nichols, was chosen as the Star Tribune's Sportsperson of the Year for her extraordinary courage and athletic achievement, and for inspiring others while healing herself. He noted that she had an important role in exposing Dr. Larry Nassar's abuse of several gymnasts, and he wants to commend her for coming forward.

**MINUTES  
CITY COUNCIL  
JANUARY 9, 2019**

Keis announced the Little Canada Recreation Association is holding their annual ice fishing contest on Saturday, February 2 at Lake Gervais, and the Fire Department will be selling their Booya at the lake and at the Fire Station.

At this point in the meeting, the City Council temporarily adjourned and convened as the Economic Development Authority for the purpose of appointing 2019 Officers and adopting the 2019 Budget.

Montour introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2019-1-2 – RECESSING THE CITY COUNCIL MEETING AND CONVENING AS THE ECONOMIC DEVELOPMENT AUTHORITY***

The foregoing resolution was duly seconded by Keis.  
Ayes (4).  
Nays (0). Resolution adopted.

**ECONOMIC  
DEVELOPMENT  
AUTHORITY:  
ELECTION OF  
OFFICERS & ADOPT  
2019 BUDGET**

Montour introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2019-1-3 – APPOINTING THE FOLLOWING ECONOMIC DEVELOPMENT AUTHORITY OFFICERS FOR 2019:***

***John Keis, President  
Rick Montour, Vice President  
Mike McGraw, Treasurer  
Chris Heineman, Assistant Treasurer  
Chris Heineman, Secretary  
Tom Fischer, Director  
Christian Torkelson, Director***

The foregoing resolution was duly seconded by Fischer.  
Ayes (4).  
Nays (0). Resolution adopted.

Montour introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2019-1-4 – ADOPTING THE 2019 BUDGET FOR THE ECONOMIC DEVELOPMENT AUTHORITY:***

***Revenues - \$0  
Expenditures - \$0***

**MINUTES  
CITY COUNCIL  
JANUARY 9, 2019**

The foregoing resolution was duly seconded by Keis.  
Ayes (4).  
Nays (0). Resolution adopted.

Montour introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2019-1-5 – ADJOURN THE ECONOMIC  
DEVELOPMENT AUTHORITY MEETING AS WELL AS  
RECONVENING THE CITY COUNCIL MEETING***

The foregoing resolution was duly seconded by Keis.  
Ayes (4).  
Nays (0). Resolution adopted.

**PRESENTATIONS:  
2019 COMMITTEE  
APPOINTMENTS**

Keis introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2019-1-6 – APPROVING THE FOLLOWING  
APPOINTMENTS FOR THE CITY OF LITTLE CANADA FOR 2019:***

- ***RICK MONTOUR AS ACTING MAYOR***
- ***CHRISTIAN TORKELSON AS RAMSEY COUNTY LEAGUE  
OF LOCAL GOVERNMENTS BOARD MEMBER AND CHRIS  
HEINEMAN AS ALTERNATE;***
- ***RICK MONTOUR AS CABLE TV COMMISSION  
REPRESENTATIVE AND CHRISTIAN TORKELSON AND  
CHRIS HEINEMAN AS ALTERNATES;***
- ***JOHN KEIS AND TOM FISCHER AS FIRE RELIEF  
ASSOCIATION REPRESENTATIVES;***
- ***JOHN KEIS AND TOM FISCHER AS FIRE DEPARTMENT  
LONG RANGE PLANNING COMMITTEE  
REPRESENTATIVES;***
- ***TOM FISCHER AS RUSH LINE TASK FORCE  
REPRESENTATIVE AND JOHN KEIS AS ALTERNATE;***
- ***MIKE MCGRAW AS NORTHEAST YOUTH & FAMILY  
SERVICES BOARD MEMBER;***

The foregoing resolution was duly seconded by Montour.  
Ayes (4).  
Nays (0). Resolution declared adopted.

**MINUTES  
CITY COUNCIL  
JANUARY 9, 2019**

**DESIGNATION OF  
OFFICIAL CITY  
NEWSPAPER**

The City Clerk reported that quotes were received from the Lillie Suburban Newspaper and the Pioneer Press for publishing the public notices. She stated that both the Lillie Suburban and Pioneer Press had agreed last year on a rate lock for two years. She explained that staff and the Council have on-going concerns over how many Lillie Suburban papers are actually being delivered in the City. She stated that the Council's concerns had been passed on to the Lillie Suburban so maybe the delivery service has improved.

Montour stated that his delivery of the Roseville/Little Canada Review has improved a lot in 2018. Fischer agreed. Montour noted that there is not much coverage of Little Canada information in the Review newspaper though and he would like to see that improve.

Fischer introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2019-1-7 – DESIGNATING THE LILLIE  
SUBURBAN ROSEVILLE/LITTLE CANADA REVIEW NEWSPAPER  
AS THE OFFICIAL CITY NEWSPAPER FOR 2019***

The foregoing resolution was duly seconded by Torkelson.  
Ayes (4).  
Nays (0). Resolution adopted.

**CONSENT  
AGENDA**

Montour introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2019-1-8 – MOVE ITEM 10, FIRE  
DEPARTMENT PURCHASE OF BREATHING APPARATUS, FROM  
THE CONSENT AGENDA TO STAFF REPORTS FOR DISCUSSION  
WITH THE FIRE CHIEF***

The foregoing resolution was duly seconded by Fischer.  
Ayes (4).  
Nays (0). Resolution adopted.

Montour introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2019-1-9 – APPROVING THE CONSENT  
AGENDA WHICH CONTAINS THE FOLLOWING:***

***\*2019 APPOINTMENTS –  
CHECKING ACCOUNT DEPOSITORY – US Bank  
National Association-Little Canada***

**MINUTES  
CITY COUNCIL  
JANUARY 9, 2019**

***INVESTMENT DEPOSITORIES –***

***PMA Financial Network, Inc.-4M Fund;  
Morgan Stanley Smith Barney;  
Royal Credit Union (RCU);  
US Bank National Association;  
UBS Financial Services;  
Wells Fargo Advisors;***

***DATA PRACTICES RESPONSIBLE AUTHORITY-  
COMPLIANCE OFFICIAL – Heidi Heller;***

***RATIFYING CITY PROCEDURES FOR ACCESS TO PUBLIC  
& PRIVATE DATA;***

***\*APPROVAL OF THE VOUCHERS;***

***\*APPROVAL OF 2019 FIRE INSPECTION CONTRACT;***

***\*APPROVAL OF 2019 NORTHEAST YOUTH & FAMILY SERVICES  
PARTNERSHIP AGREEMENT;***

***\*APPROVAL OF PARKS & RECREATION TEMPORARY INTERN***

The foregoing resolution was duly seconded by Fischer.

Ayes (4).

Nays (0). Resolution declared adopted.

**2019 HEALTH  
INSURANCE  
AND  
INSURANCE  
OPT-OUT**

The City Administrator explained that staff has proposed switching to the Public Employee Insurance Plan (PEIP) due to the large cost savings to the City. He stated that staff met in December to review this new insurance plan and staff is agreeable to the change. He noted that the out of pocket costs will be higher than our current plan, so he is proposing to increase the City's contribution amount to employee's Health Savings Account to \$3,000 per year to help offset those increases.

Fischer introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2019-1-10 – APPROVING THE 2019 HEALTH  
INSURANCE AS HEALTH PARTNERS FOR JANUARY AND  
FEBRUARY, MOVING TO THE PUBLIC EMPLOYEES  
INSURANCE PLAN (PEIP) ON MARCH 1, 2019, INCREASING THE  
CITY'S HEALTH SAVING ACCOUNT CONTRIBUTION AMOUNT  
TO \$3,000 PER YEAR, PER FULL-TIME EMPLOYEE, AND NO  
CHANGES TO CURRENT INSURANCE OPT-OUT***

The foregoing resolution was duly seconded by Keis.

Ayes (4).

Nays (0). Resolution declared adopted.

**MINUTES  
CITY COUNCIL  
JANUARY 9, 2019**

**2019 FIRE  
DEPARTMENT  
PURCHASE OF NEW  
SELF-CONTAINED  
BREATHING  
APPARATUS**

The Fire Chief explained that the breathing apparatus air tanks are federally mandated to be replaced every 15 years, and they are now due. He noted that there have been many improvements and advancements in self-contained breathing apparatus in the last 15 years. He explained that a fire department committee researched multiple manufacturers and decided on Draeger, who is the manufacturer of their current units. He noted they were able to negotiate a better price from a local dealer than from the purchasing consortium.

Keis introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2019-1-11 - APPROVE FIRE DEPARTMENT  
PURCHASE OF SELF-CONTAINED BREATHING APPARATUS***

The foregoing resolution was duly seconded by Fischer.

Ayes (4).

Nays (0). Resolution declared adopted.

Montour explained that the \$180,000 cost has been planned for and will be paid from the fire department capital improvement budget.

**2019 FIRE  
DEPARTMENT  
CONTRACT**

The City Administrator stated that the only changes to the 2019 Fire Department contract, other than dates and approved budget numbers, is a requirement for the Fire Department to submit a proposed operating budget for 2020 to the City by June 30, 2019 and an adjustment to general liability coverage requirements. This will enable city staff to begin the City's budget process earlier in the year. He noted that the Fire Department has not formally approved this contract yet, but they have received a copy to review. Keis asked the Fire Chief if the earlier date to submit the budget will work. The Fire Chief stated that they will try to meet the June deadline.

Montour introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2019-1-10 – APPROVING THE 2019 FIRE  
DEPARTMENT CONTRACT AS PRESENTED BY THE CITY  
ADMINISTRATOR, SUBJECT TO ANY COMMENTS BY THE  
LITTLE CANADA FIRE DEPARTMENT***

The foregoing resolution was duly seconded by Torkelson.

Ayes (4).

Nays (0). Resolution declared adopted.

**MINUTES  
CITY COUNCIL  
JANUARY 9, 2019**

The City Administrator stated that he has an update on the Bix Produce project for the current Slumberland property. He reported that the Building Official and Fire Marshal met with the architect for Bix in December, and he received final draft of the development agreement for the tax increment district establishment, and has gotten confirmation that Bix will be moving forward with the property purchase and remodel of the building. He said this is a great opportunity for Little Canada.

**ADJOURN**

There being no further business, the meeting was adjourned at 7:58 p.m.

\_\_\_\_\_  
John T. Keis, Mayor

Attest: \_\_\_\_\_  
Christopher Heineman, City Administrator