

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

FEBRUARY 13, 2019

Pursuant to due call and notice thereof a regular meeting of the City Council of Little Canada, Minnesota was convened on the 13th day of February, 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
Council Member	Mr. Mike McGraw

ALSO PRESENT:

City Administrator	Mr. Chris Heineman
Park & Rec/Comm. Services Mgr.	Mr. Bryce Shearen
Public Works Director	Mr. Bill Dircks
City Clerk	Ms. Heidi Heller

MINUTES McGraw introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2019-2-15 – APPROVING THE MINUTES OF
THE JANUARY 23, 2019 REGULAR MEETING AND THE JANUARY
24, 2019 SPECIAL COUNCIL MEETING AS SUBMITTED***

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

ANNOUNCEMENT Keis announced that on February 2, 2019, the Little Canada Recreation Association held their annual ice fishing contest at Lake Gervais and the Fire Department successfully sold out of booya that day.

PRESENTATION: Jerry Hrmotka, President of Northeast Youth & Family Services, stated that he is here to give an annual update on what is happening with
**JERRY HRMOTKA,
NORTHEAST
YOUTH & FAMILY
SERVICES** Northeast Youth & Family Services. He explained that their budget has

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been stable at around \$3.3 million annually over the last few years and their main program areas are mental health, day treatment and community services. He reported that 80% of the population functions with no additional help needed, 15% need some special services and 5% need intense services. He stated the people in their day programs would be hospitalized if they were not in this program.

Mr. Hrnotka explained how their revenues have changed over the last few years, and rather than being contract dependent, most of their revenue now comes from fees which they have more control over. He reviewed what the 15 partner cities support buys: services for residents are assured, benefits in educational attainment, effective workforce and citizenship, reduced costs to the public and leverage outside resources. He reviewed the 2017-2018 service summary and stated that the cities are getting more value than what they are financially contributing.

Mr. Hrnotka stated there are focusing on mindfulness in many ways. He stated that they are preparing kids for the future and readiness after high school with 21st century skills. He invited everyone to their leadership luncheon in May, and noted they are not going to be holding their golf tournament any longer.

The Council thanked Mr. Hrnotka for his presentation.

**CONSENT
AGENDA**

Montour introduced the following resolution and moved its adoption:

RESOLUTION NO. 2019-2-16 – REMOVE ITEM 5, APPROVE REIMBURSEMENT FOR CELL PHONE COSTS, FROM THE CONSENT AGENDA FOR DISCUSSION

The foregoing resolution was duly seconded by McGraw.

Ayes (5).

Nays (0). Resolution declared adopted.

**REIMBURSEMENT
FOR CELL PHONE
COSTS**

Keis reported that the former city administrator has submitted a reimbursement request for cell phone costs from 2014-2018. He noted that the City Council had directed the previous Administrator to get a cell phone at the end of 2013 that would be paid for by the City. He stated that he is agreeable to this reimbursement, but suggested that there be a policy addition that would limit how far reimbursement requests can go back. The City Administrator stated that language can be added into the financial policies. There was Council consensus to direct staff to draft a reimbursement time limit policy.

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Montour introduced the following resolution and moved its adoption:

RESOLUTION NO. 2019-2-17 –APPROVE THE REIMBURSEMENT TO FORMER CITY ADMINISTRATOR JOEL HANSON FOR CELL PHONE COSTS AS PRESENTED, AND DIRECT STAFF TO DRAFT A REIMBURSEMENT POLICY

The foregoing resolution was duly seconded by Keis.

Ayes (5).

Nays (0). Resolution declared adopted.

Montour introduced the following resolution and moved its adoption:

RESOLUTION NO. 2019-2-18 – APPROVING THE CONSENT AGENDA WHICH CONTAINS THE FOLLOWING:

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

****APPROVE 2019 SAFEASSURE SERVICE AGREEMENT***

****APPROVE 2019 WATERFEST DONATION TO RAMSEY WASHINGTON COUNTY WATERSHED DISTRICT***

The foregoing resolution was duly seconded by Keis.

Ayes (5).

Nays (0). Resolution declared adopted.

**HIRE OF NEW
FINANCE
DIRECTOR**

The City Administrator explained that 14 applications were received for the Finance Director position. He stated that six applicants were interviewed and a second interview was conducted with the finalist, Brenda Malinowski. He stated that Ms. Malinowski was the first choice and unanimously supported by City Staff and Council. He recommends approval of hiring Brenda Malinowski as Finance Director and the employment agreement as presented.

Fischer stated that he would like to make an amendment to the employment agreement since the proposed salary is relatively even to where she currently is, so he would like to make step 4 effective on January 1, 2020 rather than 2021. McGraw stated that he was very impressed with this candidate and is excited to get an employee with this caliber of experience.

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Fischer introduced the following resolution and moved its adoption:

RESOLUTION NO. 2019-2-19 – APPROVING THE HIRE WITH BRENDA MALINOWSKI AS FINANCE DIRECTOR AND AMENDING THE EMPLOYMENT AGREEMENT TO MAKE STEP 4 OF THE SALARY SCALE EFFECTIVE ON JANUARY 1, 2020

The foregoing resolution was duly seconded by McGraw.

Ayes (5).

Nays (0). Resolution declared adopted.

**AFSA
DEVELOPMENT
AGREEMENT**

The City Administrator reported that the Council approved a special Planned Unit Development at 2925 Country Drive to allow for a charter school. He stated that the approval language was subject to the execution of a Development Agreement and Payment in Lieu of Taxes (PILOT) agreement between the City and AFSA Building Company, the non-profit corporation that will own the building for the Academy for Sciences and Agriculture charter school. He explained that the school's attorney and the City Attorney have now finalized the development agreement, which includes the PILOT agreement.

Keis introduced the following resolution and moved its adoption:

RESOLUTION NO. 2019-2-20 – APPROVING THE DEVELOPMENT AGREEMENT FOR THE ACADEMY FOR AGRICULTURE & SCIENCES AS PRESENTED

The foregoing resolution was duly seconded by Montour.

Ayes (5).

Nays (0). Resolution declared adopted.

**UPDATE CELL
PHONE POLICY**

The Public Works Director explained the current cell phone policy was adopted in 2012 and should be updated to reflect the changes in technology and pricing, along with new language regarding applicable employees, personal phones eligible for reimbursement and security.

Fischer introduced the following resolution and moved its adoption:

RESOLUTION NO. 2019-2-21 – APPROVING THE UPDATED CELL PHONE POLICY AS PRESENTED

The foregoing resolution was duly seconded by McGraw.

Ayes (5).

Nays (0). Resolution declared adopted.

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**ORDINANCE 834,
AMEND FEE
SCHEDULE FOR
TRASH &
RECYCLING RATES,
WATER METERS,
OLD FIRE HALL
RENTAL RATES &
MISC. FEES**

The City Clerk reported that staff is recommending the fee schedule be amended for the annual rate increase for trash and recycling rates, an increase in water meter costs and Old Fire Hall rental rates, along with language changes to simplify the Old Fire Hall rentals, and adding History Center mugs as an item for sale. She stated that staff recommends adopting Ordinance 834 to amend the fee schedule.

McGraw introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2019-2-22 – ADOPTING ORDINANCE 834,
AMENDING THE FEE SCHEDULE FOR 2019 TRASH &
RECYCLING RATES, WATER METER COSTS, OLD FIRE HALL
RENTAL RATES & LANGUAGE CHANGES, AND MISCELLANEOUS
FEES***

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

**ORDINANCE 835,
AMEND CITY CODE
CH. 2601, CONTROL &
MANAGEMENT OF
PARKS & PARK
FACILITIES**

The Parks & Recreation/Community Services Manager stated that City Code Chapter 2601, Control and Management of Parks and Park Facilities, should be brought up to date and use language that is easy for park and facility users to understand. He noted that there is a lot of redundant and outdated language, along with language that is covered by other sections of the City Code or State Law. He reported that staff reviewed several other communities City Code and based on those and review by staff, a fully revised chapter is proposed. He stated that the Parks & Recreation Commission reviewed the updated chapter and recommend approval of the Ordinance as presented.

The Parks & Recreation/Community Services Manager stated that some additional changes were suggested by Council, and he has made these amendments and provided a new draft of the ordinance. He stated that staff recommends adoption of Ordinance 835, which amends Chapter 2601 of the City Code pertaining to Control and Management of Parks and Park Facilities. He noted that staff also recommends the Council approve publication of the summary ordinance in lieu of the full ordinance.

Fischer introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2019-2-23 – ADOPTING ORDINANCE 835,
AMENDING CHAPTER 2601 OF THE CITY CODE, CONTROL &
MANAGEMENT OF PARKS & PARK FACILITIES WITH THE
FINAL VERSION AS PRESENTED TONIGHT AND APPROVAL OF
PUBLISHING THE SUMMARY ORDINANCE***

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

McGraw introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2019-2-24 –APPROVE PUBLISHING SUMMARY
ORDINANCE 835***

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

ADJOURN

There being no further business, the meeting was adjourned at 8:19 p.m.

John T. Keis, Mayor

Attest: _____
Christopher Heineman, City Administrator