

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

SEPTEMBER 26, 2018

Pursuant to due call and notice thereof a regular meeting of the City Council of Little Canada, Minnesota was convened on the 26th day of September, 2018 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. Christian Torkelson
	Council Member	Mr. Mike McGraw
	Council Member	Mr. Rick Montour

ALSO PRESENT:	City Administrator	Mr. Chris Heineman
	Assoc. Planner/Code Enf.	Ms. Jessica Jagoe
	Finance Director	Ms. Sharon Provos
	Public Works Director	Mr. Bill Dircks
	City Clerk	Ms. Heidi Heller
	Cable TV Producer	Mr. Kevin Helander

Keis stated that there is an addition to the agenda to approve a resolution of support for Minnesota DEED Jobs Creation Funds & authorize the execution of major credit transfer of sewer availability charges At 3060 Centerville Road.

Keis introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2018-9-184 – APPROVING THE CITY COUNCIL
AGENDA AS AMENDED***

The foregoing resolution was duly seconded by Torkelson.

Ayes (5).

Nays (0). Resolution adopted.

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MINUTES Montour introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2018-9-185 – APPROVING THE MINUTES OF
THE SEPTEMBER 12, 2018 WORKSHOP AND THE SEPTEMBER 12,
2018 REGULAR COUNCIL MEETING AS SUBMITTED***

The foregoing resolution was duly seconded by McGraw.

Ayes (5).

Nays (0). Resolution adopted.

ANNOUNCEMENTS Torkelson announced that Northeast Youth and Family Services will be having their annual Taste of Northeast fundraiser event on Thursday, October 11 at the Vadnais Commons in Vadnais Heights. He explained that tickets are available and there will be a lot of food vendors, door prizes and a silent auction.

**PUBLIC HEARING –
RENEWAL OF
INTERIM USE
PERMIT FOR NON-
TENANT OUTDOOR
STORAGE AT 200-208
RYAN DRIVE;
APPLICANT: RUSS
FISCHER, PROPERTY
OWNER** The Associate Planner reported that property owner, Russ Fischer, has requested to have the Interim Use Permit at 200-208 Ryan Drive reissued for another five year period. She explained that in June 2013, the City approved an Interim Use Permit for Mr. Fischer to allow off-site outdoor storage to non-tenants of the building. She stated that a site plan was submitted by Mr. Fischer that shows the layout of the outdoor storage that exists on the property, and the proposed layout is the same as the previous approval. She reported that the non-tenants who will be occupying the outdoor storage area are Freddy’s Tree Service and Great Northern Petroleum. It should be noted that Mr. Fischer does have a Conditional Use Permit that allows for accessory outdoor storage to tenants of the building. Metro Cleaning is a tenant of the building and also shares in the outdoor storage space on the east side. The Associate Planner stated that the property is in compliance and the annual outdoor storage license is current. She stated that she inspected this site and the storage is where the site plan indicates.

The Associate Planner explained that Mr. Fischer’s previous Interim Use Permit expired at the end of June 2018, but he was out of the country at that time. She reported that the renewal application was submitted when he returned, but it was after the August meeting cycle deadline, so he requested that his planning case be reviewed in September. The Associate Planner stated that Staff recommends approval of a five year Interim Use Permit at 200-208 Ryan Drive, with it being back dated to the previous expiration date. She explained that the new Interim Use Permit would be issued from June 23, 2018 to June 23, 2023.

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The Associate Planner explained that one of the conditions is whether the property is currently in compliance. She explained that she worked with them for one issue, which has been corrected, and the outdoor storage license has been issued. She noted that the Planning Commission recommended approval and Staff has no other concerns. Fischer asked if one of the listed businesses leaves, would Mr. Fischer need to come back for approval. The Associate Planner stated that he would need to come back since the approval is specific to these businesses.

Upon motion by Montour, seconded by Keis, the public hearing was closed.

Montour introduced the following resolution and moved its adoption:

RESOLUTION 2018-9-186 - APPROVE RE-ISSUING THE FIVE YEAR INTERIM USE PERMIT FROM JUNE 23, 2018 TO JUNE 23, 2023 AT 200-208 RYAN DRIVE TO ALLOW FOR NON-TENANT OUTDOOR STORAGE TO FREDDY'S TREE CARE AND GREAT NORTHERN PETROLEUM SUBJECT TO COMPLIANCE WITH THE RECOMMENDATIONS OF THE PLANNING COMMISSION AND THE PLANNER

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

PRESENTATION Keis introduced the Ramsey County Sheriff Jack Serier. The Sheriff stated that he visits all 17 of the communities in Ramsey County annually. He reported that opioid abuse has risen everywhere in the last few years, including in Ramsey County. He stated that a part of this is enforcement, but they are also working on helping the addicted people who often start through prescription pain pills. He explained that they are partnering with MN Adult & Teen Challenge to hold an forums, and the next one will be on November 1, 2018 at Bethel University at 6:30 p.m.

Sheriff Serier explained that there previously was three separate S.W.A.T. teams, but they have now all merged together into the Ramsey County S.W.A.T. Team, which is a cost savings for everyone. He stated that safety in the workplace, places of worship and schools has become a big concern for people. He explained that there is now a sergeant whose full-time job is safety and threat assessments. He noted this position will be available for communities to utilize.

Sheriff Serier stated that fiscal responsibility is very important to him, and in 2017, the Sheriff's Department returned \$1.2 million from their combined budgets back to Ramsey County and the tax payers. He reported that the

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department is working to get out into the community to build bridges and to help recruit people into law enforcement careers. He noted that almost 54% of the staff in the correctional facility are women and people of color, and many of them are promoted into other positions.

Sheriff Serier stated that they use a jail management software system. He explained Ramsey County has a 500 bed detention center, with an average of 350-400 people housed there daily. He explained that they manage these people's needs through this management system, such as tracking court dates and medication. He stated their current technology system is 17 years old and they are getting ready to roll out new management system in 2019.

Sheriff Serier announced that their annual Fright Farm involves 80 volunteers who put on a haunted house that will start the night of October 5, and runs every weekend until Halloween and on Halloween night. All of the proceeds go to the Ramsey County Sheriff's Foundation for youth programming, school patrols and the Hot Dog with a Deputy nights. He stated that he appreciates the good relationship that the Sheriff's Department has had with Little Canada over the years.

Keis thanked the Sheriff's Department for the great job that the Ramsey County Sheriff's Department does in Little Canada.

Fischer asked about the drug collection program. The Sheriff stated there are two collection boxes, one at the Sheriff's Department patrol station on Hamline in Arden Hills, and at their office on 425 Grove Street, along with some of the suburban police departments. He explained that once the barrels are full, the medications are disposed of properly.

Torkelson stated that he has run into people who are too nervous to call 911. The Sheriff stated that people should just call 911 if they need help. He explained that all calls go to the same call center, and the dispatchers will send someone out. He stated that they have learned that it is better to simply have people call 911 and the operators can triage the call.

**CONSENT
AGENDA**

Montour introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2018-9-187 – APPROVING THE CONSENT
AGENDA WHICH CONTAINS THE FOLLOWING:***

****APPROVAL OF THE VOUCHERS***

****APPROVE RESOLUTION 2018-9-188, ANNUAL DESIGNATION OF
LITTLE CANADA POLLING PLACES FOR 2019***

****APPROVE PARTIAL PAYMENT #4 –FINAL PAYMENT FOR T.A.
SCHIFSKY & SONS FOR 2016 IMPROVEMENT PROJECTS***

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****APPROVE PARTIAL PAYMENT REQUEST #9 – FINAL PAYMENT
FOR T.A. SCHIFSKY & SONS FOR 2017 IMPROVEMENT PROJECTS***

The foregoing resolution was duly seconded by Fischer.

Ayes (5).

Nays (0). Resolution declared adopted.

**COUNCIL
SALARY
DISCUSSION**

The Finance Director stated that at the last Council meeting, the question was raised as to whether or not the Council can set annual salary increases for themselves. She reported that the League of Minnesota Cities responded that it is likely that an automatic annual increase would violate Minnesota Statute, Section 415.11. She explained that the elected official's salaries were last increased in 2014, and she has included a small salary increase of \$200 per year for the Mayor and \$150 per year for the Council Members in the 2019 budget. She stated that the elected official salary increases must be adopted prior to the next municipal election, so an ordinance must be adopted before November 6, 2018.

Fischer stated that when he looked at the survey of other cities elected official salaries, it depends on what it compared, either by population or by annual budget. He noted that Little Canada is probably a little low when comparing population, but a little high when comparing the other cities budgets. McGraw agrees and feels they are a little low compared to other cities that are a similar size. Montour stated that the Council puts in a lot of time and work and should be fairly compensated for that, and the salaries have not increased since 2014. He recommends an annual increase of \$200 for the Mayor and \$150 for the Council. Torkelson clarified that this increase was per year. Keis agreed with Montour and stated he was agreeable to the proposed increase amount. Montour stated that by keeping up with smaller increases, it is easier to absorb in the budget versus a bigger increase later on. There was Council consensus to move forward with an Ordinance increasing Elected Officials salaries as proposed.

**2019 PRELIMINARY
BUDGET & SETTING
THE PRELIMINARY
LEVY**

The City Administrator reported that at the last Council meeting, the Council stated they would like to reduce the proposed 3.41 percent gross levy to below 3.00 percent. He noted that reducing the levy to three percent would be an impact of about \$13,000, which should not be too difficult to accomplish. He recommended the Council set the preliminary levy at 3.41 percent and staff will work on reducing that by the time the final budget is adopted in December. Torkelson questioned whether the seal coating budget should be cut and asked the Public Works Director to explain.

The Public Works Director stated that he has been re-evaluating the seal coating process, because in recent years the seal coating has been stripping

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off the streets and not adhering as well anymore, and as a result many cities have stopped seal coating. He noted that pavement mixtures are now more oil-rich in order to prevent the pavement from drying out as fast and cracking and that could be why it does not stick as well. He stated that he talked with the City Engineer and determined that the crack sealing program is the most important. He stated that he believes Little Canada's streets are properly maintained and they should be able to get the full life out of the streets. He stated that some cities are now fog sealing, which is essentially spraying oil to rejuvenate the top layer of the asphalt. He noted that there could be a couple streets that could still benefit from seal coating due to heavy traffic, but the financial impact would be much less.

Keis introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-9-189 – SETTING THE 2019 PRELIMINARY GROSS LEVY AT 3.41 PERCENT, FOR A GROSS LEVY TOTAL OF \$3,352,550

The foregoing resolution was duly seconded by McGraw.

Ayes (5).

Nays (0). Resolution adopted.

**RESCHEDULE
OCTOBER 24, 2018
COUNCIL MEETING
& DECEMBER 2018
COUNCIL MEETINGS**

The City Clerk explained that Council Member Torkelson has requested that the October 24, 2018 Council meeting be rescheduled. She noted that the November meetings do not conflict with Thanksgiving this year, but the Council typically only holds one meeting in December, and suggested that December 19 could be a good option. Discussion ensued and there was Council consensus to reschedule the October 24 Council meeting to Monday, October 29, and cancel both December Council meetings and reschedule one meeting on December 19. The City Clerk noted that the assessment hearings also need to be scheduled and suggested they could be held before the October 29 Council meeting.

Montour introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-9-190 – RESCHEDULE THE OCTOBER 24, 2018 CITY COUNCIL MEETING TO MONDAY, OCTOBER 29, 2018; SCHEDULE THE 2018 ASSESSMENT HEARINGS ON OCTOBER 29, 2018 STARTING AT 6:00 P.M.; CANCEL THE DECEMBER 12 AND 26, 2018 CITY COUNCIL MEETINGS AND RESCHEDULE ONE MEETING ON DECEMBER 19, 2018

The foregoing resolution was duly seconded by Keis.

Ayes (5).

Nays (0). Resolution adopted.

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**CONFERENCE
COSTS FOR CABLE
TV PRODUCER**

The City Clerk reported that Vanessa Van Alstine, the City's part-time Cable TV Producer, is requesting that Little Canada again share travel expenses to a conference in Portland, Oregon with her full-time employer, the City of Mounds View. She stated that Mounds View has paid for her to attend two conferences in the last couple of years, and the knowledge she gains from the conferences is valuable to both cities. She noted that Ms. Van Alstine won a free conference fee to the 2018 Alliance for Community Media in Baltimore, and the costs were split between the two cities with Little Canada paying \$392.28. She explained that Mounds View will pay Ms. Van Alstine's salary while she is attending the conference. She reported that airfare, hotel and transportation costs are estimated to be around \$1,200 and the funds would come from the Cable Fund.

Torkelson introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-9-191 –APPROVE PAYING HALF OF THE CONFERENCE EXPENSES FOR VANESSA VAN ALSTINE TO ATTEND THE 2019 ALLIANCE FOR COMMUNITY MEDIA CONFERENCE IN PORTLAND, OREGON

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

**RESOLUTION OF
SUPPORT FOR MN
DEED JOBS
CREATION FUNDING
& AUTHORIZE
EXECUTION OF
MAJOR CREDIT
TRANSFER OF SAC
CHARGES AT 3060
CENTERVILLE
ROAD**

The City Administrator explained that the Council has been discussing requests for City support from a real estate broker who is representing a potential buyer of 3060 Centerville Road. He explained that the buyer is working with Minnesota Department of Employment and Economic Development (DEED) and have requested the City support an application to DEED for their Jobs Creation Funding program. He explained that the business has also requested that Little Canada agree to a major sewer availability charge (SAC) credit transfer from their current location in St. Paul.

Montour introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-9-192 –APPROVE RESOLUTION 2018-9-193 SUPPORTING A JOB CREATION FUND APPLICATION THROUGH THE MINNESOTA DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT

The foregoing resolution was duly seconded by Keis.
Ayes (4).
Nays (1). Torkelson. Resolution adopted.

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Montour introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2018-9-194 –AGREEING TO A MAJOR SEWER
AVAILABILITY CHARGE (SAC) CREDIT TRANSFER FOR 3060
CENTERVILLE ROAD FROM THE CITY OF ST. PAUL***

The foregoing resolution was duly seconded by Keis.

Ayes (4).

Nays (1). Torkelson. Resolution adopted.

**WORKSESSION
UPDATE**

Keis explained that the City Council has been discussing a request from a potential business who is interested in buying 3060 Centerville Road. He stated that this business has asked the City to consider economic development incentives for the building purchase and improvements, and the Council has directed City Staff to move forward with the application and review process for an economic development tax increment finance district.

ADJOURN There being no further business, the meeting was adjourned at 8:29 p.m.

John T. Keis, Mayor

Attest: _____
Christopher Heineman, City Administrator