

**Mayor**  
John T. Keis

**Council Members**  
Tom Fischer  
Michael McGraw  
Christian Torkelson  
Teresa Miller



515 Little Canada Road East  
Little Canada, MN 55117

[www.littlecanadamn.org](http://www.littlecanadamn.org)

**City Administrator**  
Chris Heineman

**Regular Meeting of the  
Little Canada City Council**

*Wednesday, June 9, 2021*  
*7:30 p.m.*  
City Center Council Chambers

**AGENDA**

1. Call To Order - Regular Meeting - 7:30 P.m.
2. Roll Call
3. Approval Of Minutes
  - A. May 26, 2021 Workshop Minutes  
Documents:  
[05-26-2021 WORKSHOP MINUTES.PDF](#)
  - B. May 26, 2021 Regular Council Meeting Minutes  
Documents:  
[05-26-2021 COUNCIL MINUTES.PDF](#)
4. Announcements
5. Public Comment  
Please limit comments to 3 minutes per person. Items brought before the Council will be referred for consideration. Council may ask questions for clarification, but no Council action or discussion will be held on these items.
6. Public Hearings
  - A. Annual Storm Water Pollution Prevention Program Review  
Documents:  
[SWPPP ANNUAL REPORT.PDF](#)
7. Consent Agenda
  - A. Approval Of The Vouchers

B. Approve Contract With Northwest Asphalt & Maintenance For 2021 Street Crack Filling

Documents:

[2021 CONTRACT FOR STREET CRACK FILLING.PDF](#)

8. Staff Reports

A. Approve Hire Of Public Works Utilities Supervisor

Documents:

[HIRE PUBLIC WORKS UTILITIES SUPERVISOR.PDF](#)

9. Council Reports

10. Adjourn

*This agenda is subject to change by additions and deletions.*

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

**MAY 26, 2021**

Pursuant to due call and notice thereof a Workshop meeting of the City Council of Little Canada, Minnesota was convened on the 26<sup>th</sup> day of May, 2021 in the Conference Room of the City Center located at 515 Little Canada Road in said City.

*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 may 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.*

Mayor John Keis called the meeting to order at 6:00 p.m. and the following members of the City Council were present at roll call:

**CITY COUNCIL:** Mayor Keis, Council Members Fischer, Torkelson, McGraw & Miller.  
Absent: None.

**ALSO PRESENT:** City Administrator Chris Heineman, Parks & Rec/Community Services Manager Bryce Shearen, Public Works Director Bill Dircks, Community Development Director Corrin Wendell, Finance Director Brenda Malinowski, City Clerk/HR Manager Heidi Heller and Bill Weber, Planning Consultant

**ZONING CODE UPDATES**

The Community Development Director stated that this is a continued discussion from the April 14 Workshop. She explained that there are seven discussion points that staff is looking for Council feedback on and there was not enough time at the April workshop to get through all of them.

The Community Development Director stated that there some questions that she is looking for feedback from the Council on:

- 1. Minimum lot size in the R-1 district:** Should the minimum lot size for a detached house in the R-1 district be rolled back to what it was previously? It is presently at 11,000 square feet but until 2008 it was 10,000 square feet.

**WORKSHOP MINUTES  
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Mr. Weber stated there had been Council agreement at the last workshop to go back to the pre-2008 smaller square footage lot requirements. Fischer stated his concerns are for the redeveloped properties, and how the updated Zoning Code could affect existing neighbors. He stated that someone buying a house in a new development area will know exactly where the neighbor's house is, but it is the infill homes that he is concerned about. Keis stated that smaller lots sizes should not affect things since the setback requirements are not changing much.

- 2. Minimum lot width for detached houses in the R-1 and R-2 districts:** Should the minimum lot width for a new detached house in the R-1 and R-2 zoning districts be reduced? The R-1 district was a minimum of 75 feet wide until 2008 when it was increased to 85 feet. The minimum lot width in the R-2 district is 75 feet.

Fischer stated he would like to see the rationale of the Council from 2008 and why they amended the lot size minimums before he agrees to this change.

- 3. Two-family dwellings in the R-1 zoning district**

The updated code would allow two-family dwellings as Conditional Uses on corner lots in the R-1 district. The minimum lot size for an R-1 corner lot is 11,000 square feet. The building would have to be judged to be architecturally compatible with others in the immediate vicinity.

Mr. Weber reported that the Council seemed agreeable to allowing a two-family home on corner lots, but he suggested also allowing them on interior lots, possibly as a conditional use. He stated that there would be few locations this would be feasible, and would likely need to be a situation where a single-family home is demolished. Fischer stated that since there would not be many options to build a duplex, then maybe we should not consider allowing it. Fischer stated there seemed to be agreement for a duplex on a corner lot so that should be decided. Keis stated he is fine with a duplex on a corner lot, McGraw is generally not supportive but is willing to consider it, and Torkelson supports it.

Fischer stated that the zoning code update started with simple cleaning it up and unweaving the complicated things, and now it has turned into a lot of changes and he is concerned. McGraw stated that he would like to just concentrate on cleaning up the commercial districts. Torkelson agreed.

Mr. Weber explained that Rice Street is where the potential is for some change. He stated he is proposing to create a new zoning district along Rice Street and some of Little Canada Road that is west of I-35E, called "Corridor Mixed Use" that would allow retail, office and high-density housing. Torkelson stated that he would prefer the Terrace Heights Manufactured Home Park be designated as Corridor Mixed Use rather than just retail. Mr. Weber explained that the Comprehensive Plan states that the manufactured home parks should be protected as much as they want to be in order to save this affordable housing.

**WORKSHOP MINUTES  
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McGraw asked what types of housing could be along the corridor. Mr. Weber replied any type of higher density, just not single-family housing. Torkelson clarified that there would not be development pressure on the mobile home parks. Mr. Weber stated the idea is to intensify the building usage and reduce the auto-intensive parking lot usage. McGraw clarified that it would not allow a car sales lot. Mr. Weber stated that was correct, and also not even drive-thru businesses or possibly a car wash, although the Council may still want to allow gas stations. McGraw stated that he likes the concept of this new zoning district. Mr. Weber stated he has learned that the market is usually better at determining what the use should be, and as long as the design looks good and sensitive adjacent uses are protected, then that is what the City could be more concerned about.

**There being no further business, the meeting was adjourned at 7:29 p.m.**

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John T. Keis, Mayor

Attest:

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Christopher Heineman, City Administrator

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

**MAY 26, 2021**

Pursuant to due call and notice thereof a special meeting of the City Council of Little Canada, Minnesota was convened on the 26<sup>th</sup> day of May, 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, Parks & Rec/Community Services Manager Bryce Shearen, Community Development Director Corrin Wendell, Public Works Director Bill Dircks and City Clerk/HR Manager Heidi Heller

*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. 2021-5-70 – APPROVING THE MINUTES OF THE MAY 12, 2021 WORKSHOP AND MAY 12, 2021 REGULAR MEETINGS AS SUBMITTED***

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

**ANNOUNCEMENTS**

Keis announced that it was the Minnesota Catholic Credit Union's 75<sup>th</sup> Anniversary on June 6. He reported that it was previously the St. John's Credit Union and was started in Little Canada. He read a proclamation June 6, 2021 as Minnesota Catholic Credit Union Recognition Day, and congratulated the Minnesota Catholic Credit Union in Little Canada as they celebrate their 75<sup>th</sup> Anniversary.

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Torkelson stated that he went on a ride-a-long with the Ramsey County Sheriff's Department and he was very appreciative of their time.

**PUBLIC COMMENTS**

None.

**PRESENTATION – 2020 COMPREHENSIVE ANNUAL FINANCIAL REPORT**

The Finance Director explained that the city auditors from CliftonLarsonAllen will review the 2019 Comprehensive Annual Financial Report tonight.

Michelle Hoffman and Lance Lauinger with CliftonLarsonAllen, the City's auditors, were in attendance to review the City of Little Canada's 2020 Comprehensive Financial Report.

Ms. Hoffman reported that all city staff cooperated with the audit and they were able to obtain all needed information. She noted that the Finance Director prepares the report and it is a big job to take on. She noted the audit provides a reasonable, but not absolute assurance. She stated there were no new policies adopted in 2020. She stated they are issuing an Unmodified, "clean" audit opinion on the financial statements which is the best they can give.

Ms. Hoffman reviewed the unassigned fund balance in the General Fund, which is the liquid portion of the City's finances since it is not designated for a specific purpose. She noted they fall within the City's policy. Mr. Lauinger explained that the City's main revenue is from property taxes which is received two times per year. He stated that the City's financial results have been fairly consistent over the last five years which is something that they are looking at. He explained the charts showing the Enterprise Funds (water and sewer funds) operating income, and future debt service. He noted the City has no debt levy which means that debt payments are supported by utility income rather than the taxpayers. He reviewed the financial results and the various funds, revenues, and expenditures, and compared the last few years. He showed how Little Canada compares to other cities and the state average in property tax levels. Ms. Hoffman explained that a change put in effect by GASBY regarding capital leases has been postponed and will not go in to effect until December 31, 2022. She reported that there is also a change to subscription-based information technology arrangements.

**PUBLIC HEARING – CONSIDER A SUBDIVISION AT 817 KELLER PARKWAY**

The Community Development Director presented a request for a minor subdivision/lot split for 817 Keller Parkway. She stated that the owners of 2828 Keller Parkway are the applicants. She reviewed the zoning and size of the parcel. She stated that Keller Parkway splits the subject property and identified the proposed split line, which would provide lake access to the property at 2828 Keller Parkway. She reported that tonight is the public hearing. She stated that she received a letter of support from a neighboring property owner, and the Planning Commission unanimously recommended approval of this subdivision.

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The Community Development Director explained that 817 Keller Parkway would retain parcels A1 and A2, even though they are split by the road. She stated that parcel B would go to 2828 Keller Parkway and recorded with their property. She stated that the neighbor that would obtain parcel B would continue to have two PIDs for their property because the city line (Maplewood and Little Canada) runs between the existing property and parcel B.

There were no additional comments from the public. Upon motion by Keis, seconded by Fischer, the public hearing was closed.

Fischer introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2021-5-71 – APPROVE THE SUBDIVISION OF 817 KELLER PARKWAY (PID 05-29-22-41-0004) AS SHOWN IN THE CERTIFICATE OF SURVEY***

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

**PUBLIC HEARING – CONSIDER A CONDITIONAL USE PERMIT TO ALLOW A DETACHED GARAGE TO BE LOCATED IN THE SIDE YARD OF 528 LABORE ROAD**

The Community Development Director presented a request for a Conditional Use Permit for 528 Labore Road to allow a detached garage of 784 square feet to be located in the side yard setback. She stated that a garage is allowed in the side yard as a conditional use, and reviewed the zoning and parcel size of the property. She stated that the home does not currently have a garage, and due to the depth of the lot, it made more sense to place the garage in the side yard rather than the rear in order to reduce the amount of asphalt needed to reach the garage from the street. She stated that the garage would be 28 feet by 28 feet, and setback a little from the primary structure, and would meet all other required setbacks. She reported that the public hearing is being held tonight. She stated that staff recommends approval subject to the condition that no business activities shall occur within the garage structure. She noted that the Planning Commission unanimously recommended approval of this conditional use permit.

There were no additional comments from the public. Upon motion by Keis, seconded by Torkelson, the public hearing was closed.

Torkelson introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2021-5-72 – APPROVE A CONDITIONAL USE PERMIT TO ALLOW A DETACHED GARAGE OF 784 SQ FT LOCATED IN THE SIDE YARD OF THE PROPERTY, LOCATED AT 528 LABORE ROAD, PARCEL ID 05-29-22-31-0022, SUBJECT TO THE FOLLOWING CONDITION:***



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***1. NO BUSINESS ACTIVITIES SHALL OCCUR WITHIN THE GARAGE STRUCTURE.***

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

**CONSENT AGENDA**

Fischer introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2021-5-73 – APPROVING THE CONSENT AGENDA WHICH CONTAINS THE FOLLOWING:***

- **Approval of the Vouchers**
- **Approve a 3-Day Temporary Liquor License for the Little Canada Recreation Association for July 30-August 1, 2021 for Canadian Days**
- **Approve a 3-Day Temporary Liquor License for the Canadian Days Committee for July 30 - August 1, 2021 for Canadian Days**
- **Approve an Off-Site Gambling Permit for the Canadian Days Committee for July 30 – August 1, 2021**
- **Approve a Fireworks Contract with RES Pyro for Canadian Days on July 30 & July 31, 2021**

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

**NEW MASSAGE THERAPY BUSINESS LICENSE & MASSAGE THERAPIST LICENSE FOR MELISSA JOHNSON AT 80 COUNTY ROAD C WEST**

The City Clerk explained that Melissa Johnson is relocating her massage therapy business to 80 County Road C West. She stated that Ms. Johnson will be renting an office in this multi-tenant office building. Ms. Johnson is the business owner and will be the only massage therapist working here at this time. The City Clerk reported that Ms. Johnson has submitted all of the required application materials and fees for a massage therapist license and massage therapy as a principal business license. Her applications meet City Code Chapters 2201 & 2203, and a background check conducted by the Ramsey County Sheriff's Department was satisfactory.

McGraw introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2021-5-74 – APPROVING A MASSAGE THERAPIST LICENSE FOR MELISSA JOHNSON, AND A PRINCIPAL USE MASSAGE THERAPY BUSINESS LICENSE FOR MELISSA JOHNSON MASSAGE AT 80 COUNTY ROAD***

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***C WEST, UNIT 803, FOR THE LICENSE PERIOD OF MAY 28, 2021 TO JUNE 30, 2022***

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

**AMERICAN RESCUE PLAN UPDATE**

The City Administrator explained the American Rescue Plan (ARP) is federal funding to address the COVID-19 pandemic. He stated the ARP funding that was approved in 2021 builds on the CARES Act that was distributed to local governments in 2020. He stated Minnesota counties will receive \$1.1 billion and 21 cities considered as “Entitlement” cities will receive \$644.1 million, and all other cities, including Little Canada, will receive a total of \$376.9 million. He explained there will be a longer spending period for the American Rescue Plan Funds unlike the CARES Act funds, and the spending period for these funds will be through December 31, 2024. He noted the legislation provides the possibility of a 2-year extension if there is a plan in place.

The City Administrator reported that the exact amount of funds that Little Canada will receive is unknown at this time, but it is estimated that amount will be around \$1.1 million based on the 2019 estimated population. He stated that City staff will continue to monitor guidance related to ARP funding, and staff will bring this issue back to the City Council for further discussion.

Torkelson asked what could be done to truly help the hardest hit residents. The City Administrator stated that the City of Little Canada has limited staff and is not equipped to provide direct assistance or services to local residents. He explained that the American Rescue Plan also provided additional resources to county, state and federal agencies that have many programs to serve local residents. He stated that staff is working hard to identify programs that will help the hardest hit residents in Little Canada and will provide information about these resources rather than trying to recreate the wheel.

**DISCUSS RETURN TO IN-PERSON MEETINGS**

The City Administrator stated that staff is looking for Council direction on when to return to in-person city meetings. He explained that during the pandemic, remote meetings have been held pursuant to a provision of the Minnesota Open Meeting Law that allows remote participation due to a health pandemic or a special declared emergency. He stated that City Council and City Commissions are allowed to continue meeting virtually as long as the public health emergency is in place, but once the Governor’s emergency declaration has ended, local government entities will no longer have authority to meet remotely under that section of the Open Meeting Law. He noted the current statewide emergency declaration was recently extended and is in effect until June 13, 2021, and it is not known if the public health emergency will be extended beyond this date.

There was Council consensus for city meetings to meet in-person again beginning in June. The City Administrator stated that the Commissions would likely begin meeting in-person in July.

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The Council requested to continue the zoning code discussion at the June Workshop, but wants it structured so the discussion stays on task.

**There being no further business, the meeting was adjourned at 8:55 p.m.**

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John T. Keis, Mayor

Attest:

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Christopher Heineman, City Administrator



## STAFF REPORT

TO: Mayor Keis and Members of City Council  
FROM: Bill Dircks, Public Works Director  
DATE: June 3, 2021  
RE: Annual MS4 Storm Water Report and Public Hearing

The City of Little Canada holds a permit with the Minnesota Pollution Control Agency to operate a storm water system. As part of the permit process we are required to hold an annual public hearing at which time any comments from the public are accepted and taken into consideration in relation to the City's Storm Water Pollution Prevention Program (SWPPP). This is the formal process of receiving comments. Comments from the public regarding anything storm water related are always welcome. All comments will be recorded and investigated by City Staff to determine the best course of action in dealing with the issue raised in the comment.

The City is also required to complete an annual storm water report to be sent in to the MPCA for review to show compliance with our permit and our progress towards improving water quality in the City. I will briefly review the annual report for 2020 and discuss plans for 2021 at the meeting.



## STAFF REPORT

**TO:** Mayor Keis and Members of the City Council

**FROM:** Bill Dircks, Public Works Director

**DATE:** June 3, 2021

**RE:** 2021 Crack Filling

**ACTION TO BE CONSIDERED:**

Motion to approve the low quote by Northwest Asphalt & Maintenance for the 2021 crack filling project in the amount of \$1.79/pound.

**BACKGROUND:**

Quotes were received from five contractors for the 2021 crack filling project. A map of the streets being crack-filled is attached.

Northwest Asphalt & Maintenance:	\$1.79/pound
SealTech, Inc.:	\$1.80/pound
Astech:	\$1.80/pound
Allied Blacktop:	\$2.75/pound
Fahrner Asphalt Sealers:	\$3.23/pound

Northwest Asphalt & Maintenance has performed work in the City in the past and has always done quality work.

**SOURCE OF FUNDS:**

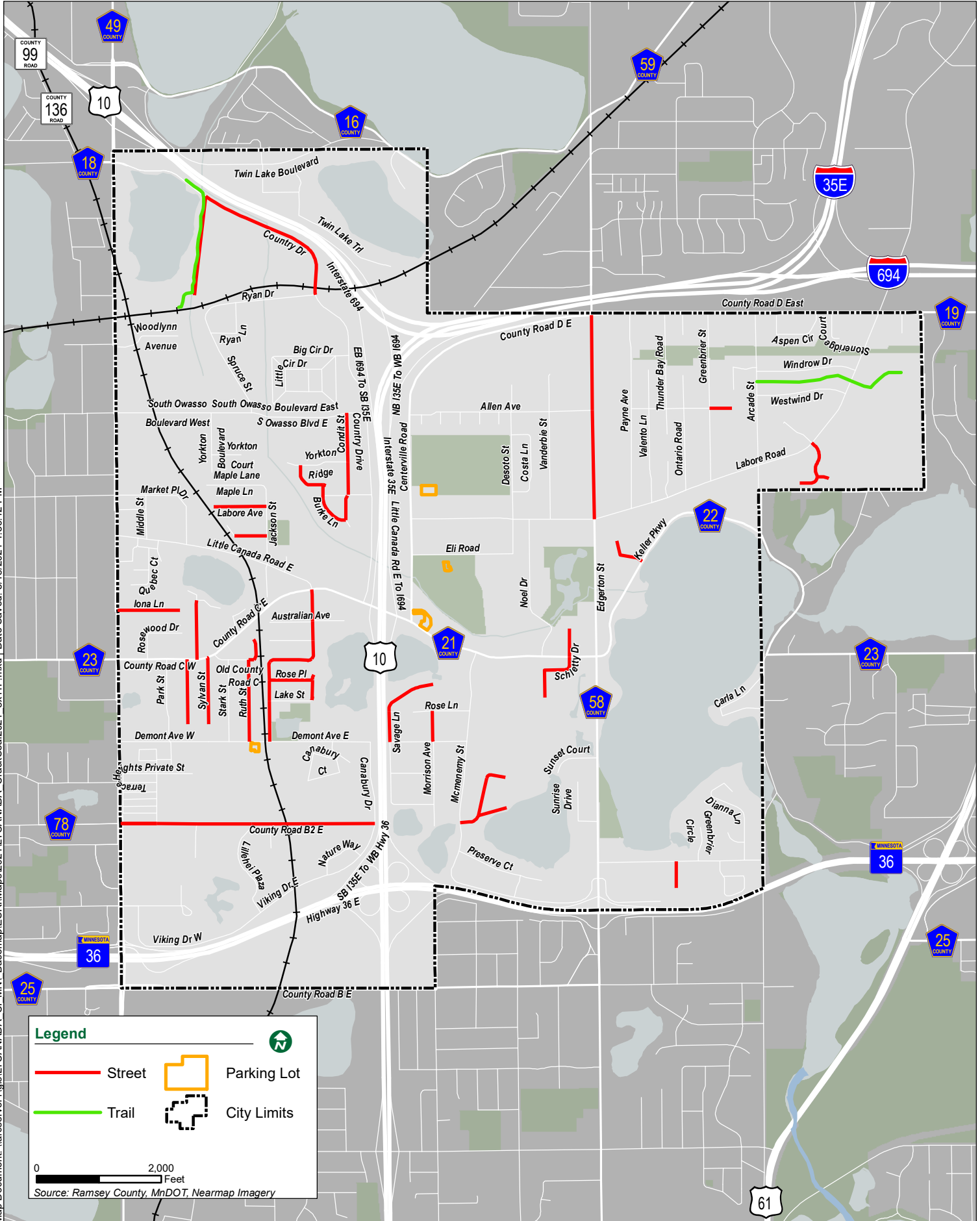
Crack filling is in the streets portion of the operating budget and \$17,500 has been budgeted for 2021. It is not known if the funds will cover all of the streets included so staff will prioritize the streets that need to be filled.

**STAFF RECOMMENDATIONS:**

Staff recommends awarding the 2021 Crack Filling project to Northwest Asphalt & Maintenance in the amount of \$1.79/pound.

**ATTACHMENTS:**

Map of streets to be crack-filled



Map Document: \\arcserver\lgis\littcanada\_ci\_mn\Basemap\ESRI\Maps\2021\LITCANADA\_CrackSeal2021\_8x11P.mxd | Date Saved: 5/18/2021 4:56:42 PM

**Legend**

- Street
- Trail
- Parking Lot
- City Limits

0 2,000 Feet

Source: Ramsey County, MnDOT, Nearmap Imagery



## STAFF REPORT

TO: Mayor Keis and Members of City Council

FROM: Heidi Heller, City Clerk/HR Manager  
Bryce Shearen, Parks & Rec/Community Services Manager

DATE: June 3, 2021

RE: Hire of Public Works Utilities Supervisor

**ACTION TO BE CONSIDERED:**

Approve hiring Alex Evenson for the Public Works Utilities Supervisor position.

**BACKGROUND:**

The Public Works and Parks departments were reorganized in the winter and through that reorganization a newly created position was established. The Utilities Supervisor will be in charge of the water, sanitary sewer, storm sewer, and GIS systems and will work closely with the Streets/Fleet Supervisor and the Parks Supervisor to coordinate work flow and the use of employees. It will be a working position that will spend a large percentage of time working in the field along with other staff. The position will also help to integrate the GIS system into the departments more to include work orders and record keeping.

Staff received six applications for the position and narrowed the field down to four candidates to be interviewed. Between the time the interviews were scheduled and the actual interviews, two candidates removed themselves from contention after accepting other jobs.

Two candidates were interviewed by the Public Works Director and the City Clerk, and following the interviews and some discussion it was decided that the City should offer the position to Alex Evenson. Both candidates were qualified, but in the end it was decided to promote from within and offer the position to Alex Evenson.

Alex has been an employee of Little Canada since he began as a seasonal employee in 2014. He worked for four years as a seasonal and then applied for and was appointed the first Public Works Apprentice when the program was started. Following a successful stint as an Apprentice he was hired as a full-time member of the Public Works Department in 2019. Since then, he has obtained his sewer and water licenses and has proven to be very competent with the GIS system and other technology. He will be enrolling in the Public Works Certificate program in the fall to further his education.

Mr. Evenson has accepted the employment offer at the starting wage level and he will transition to the Supervisor position starting June 16.

**STAFF RECOMMENDATION:**

Staff recommends the City Council approve the hire of Alex Evenson as Public Works Utilities Supervisor with a start date of June 16, 2021.