

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

**JULY 14, 2021**

Pursuant to due call and notice thereof a special meeting of the City Council of Little Canada, Minnesota was convened on the 14<sup>th</sup> day of July, 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, Public Works Director Bill Dircks and Parks & Rec/Community Services Manager Bryce Shearen.

**MINUTES**

McGraw introduced the following resolution and moved its adoption:

**RESOLUTION NO. 2021-7-85 – APPROVING THE MINUTES OF THE JUNE 23, 2021  
REGULAR MEETING AS SUBMITTED**

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

**ANNOUNCEMENTS**

Keis read the 2021 Night to Unite proclamation stating that Tuesday, August 3, 2021 is Night to Unite in Little Canada, Minnesota.

Keis read a proclamation designating July as Park and Recreation Month and July 16, 2021 as Park and Recreation Professionals Day in the City of Little Canada.

**PUBLIC COMMENTS**

None.

**CONSENT AGENDA**

McGraw introduced the following resolution and moved its adoption:

**RESOLUTION NO. 2021-7-86 – APPROVING THE CONSENT AGENDA WHICH  
CONTAINS THE FOLLOWING:**

- **Approval of the Vouchers**
- **Approve Partial Pay No. 1 to T.A. Schifsky & Sons for 2021 Street Improvement Projects 2021-01 & 2021-02**

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

**GIS UPDATE BY INTERN OLIVIA CONN**

The Public Works Director explained that increasing the usage of Geographical Information Systems (GIS) has been a priority for the city, and staff has made ongoing efforts to utilize our GPS unit for data collection over the past few years, although there were still several areas where additional data was needed. He stated that Olivia Conn had applied for a different position with the city when staff noticed that she was a recent college graduate with GIS experience, and asked if she would be interested in a GIS intern project. He noted that our engineering consultant, Bolton & Menk, allowed her to use a work station at their office and were able to work closely with her to make sure the data she was collecting was sufficient.

Olivia Conn explained that the first part of her internship was spent assessing the amount of impervious areas for all large industrial and commercial properties, and finding some average areas for residential lots. She stated that the second project she did was spent out in the field with the city's GPS equipment collecting data and GPS coordinates for infrastructure around the city, and mapped street signs, park benches and bridges, parking lot lights, bus stops, cross walks and some streetlights, utility boxes and curb stops. She stated that she learned a lot with this internship and thanked the city for giving her the opportunity.

**PIONEER PARK MASTER PLAN PHASE I UPDATE**

The Parks & Rec/Community Services Manager explained that Josh with Bolton & Menk is here to give an update on the progress on the Pioneer Park Master Plan.

Josh Shields, Landscape Architect with Bolton & Menk, explained that they are about 10 weeks into the process for the Pioneer Park Master Plan. He noted there will be information about the plans on display during Canadian Days for the public to see. He reviewed a presentation showing the process so far and a summary of the community engagement, including an online survey with an interactive map. He reviewed the focused improvements for a playground, water feature and trail lighting.

Keis stated that the proposed natural water feature would fit better than a traditional splash pad. Torkelson suggested adding some sort of mister features near the ball fields. Mr. Shields stated that they have not yet determined where to place water features. The Parks & Rec/Community Services Manager stated that some types of water features do not require drainage so they can easily be placed. McGraw asked if there had been discussion about how to better use or update the existing building that is there. The Parks & Rec/Community Services Manager stated that this discussion had started in March but has gotten put on the back burner for now. He stated there are opportunities there, but also some issues. McGraw asked if the building was being rented with the fields now. The Parks & Rec/Community Services Manager stated that it is used during tournaments, but during regular field play.

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Fischer stated that he has heard people say that a water feature would only be used for a few months, but he is seeing that it is being planned for use in some way during all four seasons. He asked if the trail was going to be enlarged and he is concerned about shielding the lighting to the north and west, so he is wondering what style of lighting would be used. Mr. Shields reported that the plan is to have a style of light that focuses the light to where we want it to go. He stated that there needs to be more discussion about the potential of enlarging the trail.

Dave Miller, Chair of Parks & Recreation Commission, stated that this has been a long process and they want to be able to give the tools to the City in order to be able to do the work when the funding is available.

**NEW TATTOO/BODY ART BUSINESS LICENSE FOR MICROPIGMENTATION BROW STUDIO, LLC AT 15 LITTLE CANADA ROAD EAST**

The City Administrator explained that an application for a new tattoo/body art business license for Micropigmentation Brow Studio, owned by Mang Thao, at 15 Little Canada Road East was received. He stated the background check conducted by the Ramsey County Sheriff's Department on Ms. Thao was satisfactory, and staff recommends approval of the license for the period July 15, 2021 to June 30, 2022 subject to receiving a copy of their state tattoo/body art license.

Fischer introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2021-7-87 – APPROVE A TATTOO/BODY ART LICENSE FOR THE MICROPIGMENTATION BROW STUDIO, LLC AT 15 LITTLE CANADA ROAD EAST FOR THE LICENSE PERIOD JULY 15, 2021 TO JUNE 30, 2022 SUBJECT TO RECEIVING A COPY OF THEIR STATE TATTOO LICENSE***

The foregoing resolution was duly seconded by McGraw.

Ayes (5).

Nays (0). Resolution declared adopted.

**REQUEST FOR PROPOSAL (RFP) FOR EMERALD ASH BORER TREATMENT**

The Parks & Rec/Community Services Manager explained that the Council authorized staff to send out a Request for Proposals (RFP) to tree companies for the treatment of Emerald Ash Borer (EAB) on ash trees on both private and public properties. He stated that RFP's were sent to five tree companies and two submitted their proposals. He stated that staff recommends using Rainbow Treecare based on their proposal.

Torkelson stated that he was concerned about recommending this company to residents. The Parks & Rec/Community Services Manager stated that the city has used Rainbow Treecare and their customer service has been great. He noted that he also called other cities who contract with Rainbow, and they have all been satisfied. He explained that this company would be used by the city to treat the ash trees on public property, and they have provided a rate for city residents. He stated that when residents call, staff would recommend Rainbow Tree Company, although residents can still use whoever they choose. He explained that as part of the RFP, Rainbow has stated upfront what their negotiated fee would be to tree any private tree in Little Canada, and they will be

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advertising to Little Canada residents. Fischer stated that residents are encouraged to do what they can to help save their ash trees and stop or slow the spread of the EAB. He stated that the city knows that the infected trees will die without treatment, and the treatment will hopefully save some of the trees and slow the process.

McGraw introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2021-7-88 – APPROVE THE REQUEST FOR PROPOSAL SUBMITTED BY RAINBOW TREECARE FOR TREATMENT OF PUBLIC AND PRIVATE ASH TREES, SPENDING UP TO \$6,000 FROM THE SHADE TREE FUND AND ADDITIONAL FUNDS NEEDED WOULD BE TAKEN OUT OF THE CITY COUNCIL CONTINGENCY FUND, AND TO MAKE SURE THAT RESIDENTS UNDERSTAND THEY HAVE THE OPTION TO USE ANY TREE COMPANY***

The foregoing resolution was duly seconded by Keis.

Ayes (5).

Nays (0). Resolution declared adopted.

**COUNCIL REPORTS**

Miller stated that she attended a webinar about the potential Federal ban on menthol flavored tobacco, and how important it is for cities to take action on this. She stated she has information available about this, including the City of Bloomington’s adopted ordinance.

**There being no further business, the meeting was adjourned at 8:32 p.m.**

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John T. Keis, Mayor

Attest:

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Christopher Heineman, City Administrator