

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

JANUARY 27, 2021

Pursuant to due call and notice thereof a special meeting of the City Council of Little Canada, Minnesota was convened on the 27th day of January, 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.

ALSO PRESENT: City Administrator Chris Heineman, Finance Director Brenda Malinowski, Public Works Director Bill Dircks, Parks & Rec/Community Services Manager Bryce Shearen, Community Development Director Corrin Wendell, City Clerk Heidi Heller and Little Canada Fire Chief Don Smiley

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. 2021-1-12 – APPROVING THE MINUTES OF THE JANUARY 13, 2021 WORKSHOP AND JANUARY 13, 2021 REGULAR MEETING AS SUBMITTED

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

ANNOUNCEMENTS

The Fire Chief reported that the Booya at the Fire Department will be on February 6 and it will be only sold pre-packaged this year. The Parks & Rec/Community Services Manager noted there is more information on the Fire Department's Facebook page about the Booya, and reminded residents that the LCRA's Annual Ice Fishing Contest was canceled this year.

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PRESENTATION: LITTLE CANADA RECREATION ASSOCIATION DONATION

The Parks & Rec/Community Services Manager introduced Jon Joriman, President of the Little Canada Recreation Association (LCRA). Mr. Joriman stated that one of their members came to the Board with a suggestion to fund new rink boards at Fire Barns rink and they were excited to do that. He presented a check to the City for \$101,660.46 and stated this was the largest donation the LCRA has ever gave. Keis thanked the LCRA and stated that this organization has been around for a long time and has done so much for the community.

McGraw introduced the following resolution and moved its adoption:

RESOLUTION NO. 2021-1-2 – ACCEPTING A DONATION OF \$101,660.46 FROM THE LITTLE CANADA RECREATION ASSOCIATION FOR THE NEW RINK BOARDS AT FIRE BARNES RINK

The foregoing resolution was duly seconded by Keis.
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. 2021-1-13 – APPROVING THE CONSENT AGENDA WHICH CONTAINS THE FOLLOWING:

- Approval of the Vouchers
- Approve Ordinance 850, Adopting the 2020 Minnesota State Building Code and Authorize Summary Publication of the Ordinance
- Approve Purchase of 2021 Ford F-350 Pickup Truck

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

PURCHASE OF REPLACEMENT MOBILE AND PORTABLE RADIOS FOR LITTLE CANADA FIRE DEPARTMENT

Fire Chief Smiley explained that in 2004, Ramsey County replaced their aging radio system with a new digital 800MHZ system, and purchased the radios for all of the fire departments with Federal grant funds. He noted that these radios reached the end of their life in 2015 and the manufacturer started discontinuing replacement parts. He stated they were able to continue using the radios for another five years, but they have had several break and malfunction now and cannot repair them anymore. He stated that the replacement radios are in the 2021 General Capital Improvement Fund Budget and the radios are one of the most important pieces of equipment that

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firefighters use. He noted they will be purchased through the State of Minnesota contract, and he was able to get the supplier to honor a 2020 sale price now which saved another \$13,000 off the contract price.

Fischer introduced the following resolution and moved its adoption:

RESOLUTION NO. 2021-1-14 – APPROVING THE PURCHASE OF 9 MOBILE RADIOS AND 28 PORTABLE RADIOS, ALONG WITH THE RELATED EQUIPMENT AND REMOVAL AND INSTALLATION FOR A TOTAL COST OF \$191,640.60

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

CODE ENFORCEMENT/RENTAL HOUSING COORDINATOR POSITION

The City Administrator explained that staff is ready to move forward with the new Code Enforcement/Rental Housing Coordinator position and hire. He explained that the new Community Development Director was hired in February 2020 and then a few weeks later COVID changed everything and hiring the Code Enforcement/Rental Housing Coordinator was indefinitely postponed. He stated that the City's rental housing licensing program had not been updated since 2009, and staff determined that bringing the rental housing inspections in-house would improve the program. The updated rental housing licensing program was implemented in October of 2020, and we have been using an independent inspector to get started on the rental housing inspections. It is anticipated that the new position will start in April 2021.

McGraw introduced the following resolution and moved its adoption:

RESOLUTION NO. 2021-1-15 – APPROVE THE JOB DESCRIPTION FOR THE NEW CODE ENFORCEMENT/RENTAL HOUSING COORDINATOR AS PRESENTED AND THE ANTICIPATED HIRING TIMELINE, AND AUTHORIZE ADVERTISING FOR THE POSITION

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

ORDINANCE 851, AMENDING THE FEE SCHEDULE FOR DEVELOPMENT, WATER & SEWER CONNECTIONS AND MISCELLANEOUS FEES

The City Clerk explained that this ordinance is amending several fees related to planning, zoning, water and sewer connections and the development review process. She noted that several of these fees have not been updated in several years, and a survey was done of nearby communities. She stated that staff have recommended several adjustments. Fischer asked what the rationale was

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behind determined what the Development Fees should be. The City Clerk explained how staff determines how much staff time and outside costs are required for each of the different types of planning requests. The Community Development Director stated that she also looked at what neighboring cities were charging for these same fees, and what is proposed is comparable to other cities.

Torkelson introduced the following resolution and moved its adoption:

RESOLUTION NO. 2021-1-16 –AUTHORIZE SUMMARY PUBLICATION OF ORDINANCE 851

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

Torkelson introduced the following resolution and moved its adoption:

RESOLUTION NO. 2021-1-16 –ADOPT ORDINANCE 851, AMENDING THE FEE SCHEDULE AS PRESENTED

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

DISCUSS 2021 LIQUOR LICENSE FEES

The City Clerk explained that the City Council has annually increased liquor license fees at the same percentage rate as the adopted levy. In 2020, due to the pandemic and the effect it was having on the food and hospitality industry, the City Council opted to not increase the liquor license fees, and ultimately decided to give a credit towards the 2020-2021 liquor license fees based on how many weeks the bars and restaurants were required to be closed. She stated that the invoices for the 2020-2021 licenses were sent out in mid-September in order to give the businesses time to generate some income after being closed for over 12 weeks. She noted that since the license fees were paid in October, the bars and restaurants had to close indoor dining again and has limits on their capacity now. She stated that due to the continued effect the pandemic is having on the businesses with on-sale liquor licenses, Staff is recommending that the Council consider not raising liquor licenses fees in 2021. Fischer and Keis agreed, and Torkelson stated that he doesn't want to burden the businesses any more than necessary.

The City Clerk stated that the 2021-2022 liquor license fees would typically be paid in May with their applications, but suggested that the City could hold off on sending the invoices until July 1. The 2021-2022 liquor licenses will be included on an upcoming agenda in May for approval and a final discussion can occur at that time related to potential credits related to COVID-19 impacts.

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McGraw introduced the following resolution and moved its adoption:

RESOLUTION NO. 2021-1-16 –APPROVE NOT RAISING THE LIQUOR LICENSE FEES IN 2021

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

RESIDENT COMMENT

Darron Sherrill, 329 Rose Lane, stated that he would like to talk to the Council in the future about building permits for his house, but has decided to hold off tonight. Staff explained that they have been working with Mr. Sherrill and have referred the matter to the City Attorney for guidance.

There being no further business, the meeting was adjourned at 8:09 p.m.

John T. Keis, Mayor

Attest:

Christopher Heineman, City Administrator