

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

**MARCH 8, 2023**

Pursuant to due call and notice thereof a Workshop meeting of the City Council of Little Canada, Minnesota was convened on the 8<sup>th</sup> day of March, 2023 in the Conference Room of the City Center located at 515 Little Canada Road in said City.

Mayor Tom Fischer 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 Fischer, Council Members T.Miller, Gutierrez, Kwapick and D.Miller. Absent: None.

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

**ORGANIZATIONAL STUDY & GAP ANALYSIS FINAL REPORT**

The City Administrator explained that a staff capacity gap analysis need was identified in the Strategic Plan Update that was done in 2022, so DDA Human Resources was hired to conduct the study. He stated that Pat Melvin conducted the study and will present the draft of his final report which is a guideline to help staff determine what positions are ultimately needed.

Pat Melvin, DDA Human Resources, explained the process he used for the study and noted that three of the current Council members are new and were not interviewed. He noted that nothing is being neglected at the City of Little Canada, but there are opportunities for staff to be more proactive and do more if there were more staff. He stated Little Canada has a very lean staff level and heavy workloads were reported by many staff.

Fischer stated the report mentions the finance department needs but the recommendation does not address any finance staff. Mr. Melvin stated that the accountant currently is the backup for the front counter and answering phones, so adding an administrative position would take those duties from the accountant, freeing up their time to do more finance staff.

Fischer stated that when comparing other cities for staffing levels, population is not the only comparison factor. He explained that for parks staff, park acreage and amenities make it easy to compare to what Little Canada has. T. Miller stated that it is still good to look at what positions bigger cities have to see what specific focuses Little Canada may be missing. D. Miller stated that it was apparent that more staff were needed and more technology is needed. He noted that new technology is being put in place now, but it takes staff and time to do that.

T. Miller feels that the communications position is a specialized skill set and should be a department head, and that an Assistant City Administrator is also needed. There was Council consensus that a communications position should be a higher level, likely a department head.

**WORKSHOP MINUTES  
CITY COUNCIL  
MARCH 8, 2023**

Mr. Melvin reviewed the administrative staff recommendation, and there was Council consensus that a full-time administrative position is needed.

**There being no further business, the meeting was adjourned at 7:25 p.m.**

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Thomas Fischer, Mayor

Attest:

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Christopher Heineman, City Administrator