

**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