

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

**AUGUST 10, 2022**

Pursuant to due call and notice thereof a regular meeting of the City Council of Little Canada, Minnesota was convened on the 10<sup>th</sup> day of August, 2022 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 Miller, McGraw, and Torkelson. Fischer attending virtually due to illness – joined meeting at 7:43 p.m. Absent: None.

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

**MINUTES**

McGraw introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2022-8-91 – APPROVING THE MINUTES OF THE JULY 27, 2022  
REGULAR MEETING AS SUBMITTED***

The foregoing resolution was duly seconded by Miller.  
Ayes (4). Nays (0). Resolution adopted.

**ANNOUNCEMENTS**

Keis reported that Canadian Days went very well and there were a lot of people attending. He noted there were two nights of fireworks again this year and both nights were well attended.

**PUBLIC COMMENTS**

None.

**CONSENT AGENDA**

McGraw introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2022-8-92 – APPROVING THE CONSENT AGENDA WHICH  
CONTAINS THE FOLLOWING:***

- Approval of the Vouchers
- Approve Partial Pay Request No. 3 to Minnesota Paving & Materials for 2022 Street Improvement Projects
- Approve Final Partial Pay Request No. 10 to New Look Contracting for 2020 County Road D & Greenbrier Street Improvement Projects

The foregoing resolution was duly seconded by Torkelson.  
Ayes (4). Nays (0). Resolution adopted.

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Torkelson introduced the following resolution and moved its adoption:

**RESOLUTION NO. 2022-8-93 – APPROVE MOVING THE BUDGET DISCUSSION TO THE END OF THE AGENDA**

The foregoing resolution was duly seconded by McGraw.  
Ayes (4). Nays (0). Resolution adopted.

**ORDINANCE 866, AMENDING CITY CODE CHAPTER 1701, CONTROL OF DUTCH ELM DISEASE AND NUISANCE TREES**

The Public Works Director stated that City Code Chapter 1701 referring to trees is outdated and only refers to trees affected by Dutch Elm Disease. He explained that with the explosion of Emerald Ash Borer, as well as the ongoing problems with Oak Wilt, staff felt a revision of the City Code was needed. He noted the new chapter language now includes Oak Wilt, Emerald Ash Borer, as well as any fungi or insects that may become an issue in the future. He stated it also covers dead trees that may not be infected with any diseases or insects, but are still a nuisance. He noted that new language also gives the City the authority to inspect trees on private property and send notices to property owners to have the tree removed within 60 days. He stated that extensions can be granted in the event of special circumstances, but if the tree in question is not removed, the City can abate the tree and assess the costs to the property.

The Public Works Director reported there are a number of dead and dying trees throughout the City and it will take a long time to address them all, but with an Emerald Ash Borer Management Plan and a revised ordinance in place, staff can start taking the steps necessary to eliminate potentially dangerous trees.

Keis asked if staff would be actively looking for diseased trees. The Public Works Director stated to begin with, staff will be addressing them as calls come in and when there is extra staff time to go out and look for issues.

Torkelson asked if other cities also have requirements to abate diseased or damaged trees. The Public Works Director stated that many other cities have this language.

McGraw introduced the following resolution and moved its adoption:

**RESOLUTION NO. 2022-8-94 – ADOPT ORDINANCE 866, AMENDING CITY CODE CHAPTER 1701, AND APPROVE PUBLICATION OF A SUMMARY ORDINANCE**

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

**ADOPT AN EMERALD ASH BORER MANAGEMENT PLAN**

The Parks & Rec/Community Services Director explained that Emerald Ash Borer (EAB) is a non-native insect that has been shown to cause nearly 100% mortality in native ash tree populations. He

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stated that Emerald Ash Borer has been confirmed in Little Canada, and a large portion of the City's urban forest is currently vulnerable. He reported that one of the requirements of the \$73,000 grant that the City of Little Canada received from the Minnesota Department of Natural Resources is to establish a formal EAB Management Plan. He stated the attached EAB Management Plan has been created to lessen the impact of EAB on the City's ash tree population. He noted the plan outlines how the City of Little Canada will proceed as Emerald Ash Borer infestation becomes more advanced in years to come.

Keis asked if there are any grants to help homeowners remove trees. The Parks & Rec/Community Services Director replied that there may be one grant but he has not looked at the details of it. He stated that he directs residents to the Department of Natural Resources website for homeowner resources. He noted that Roseville is starting a new program so he is also going to look into what they are doing.

Torkelson asked about the section that states the city will not replace trees in the boulevard. He stated that he is in support of trees in the boulevard as it helps provide shade and can help with traffic calming. He would prefer that there still be the ability for the city to replace boulevard trees, so could the language be slightly amended to leave the door open for it.

Torkelson introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2022-8-95 – ADOPT THE EMERALD ASH BORER MANAGEMENT PLAN WITH THE FOLLOWING MODIFICATION TO SECTION 6 - BOULEVARD TREES: "THE CITY WILL NOT BE REQUIRED TO REPLACE TREES IN BOULEVARD AREAS"***

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

**PRELIMINARY BUDGET REVIEW OF 2023 LEVY**

The City Administrator stated that full budget will be discussed in more detail at the August 24 Workshop, but staff wanted to give the Council a preliminary look at where things are at so far. He explained that this review will primarily focus on General Fund expenditures for personnel services, police services and the fire department budget since those areas have limited ability to change. The Finance Director stated that tax capacity values for 2023 have not been made available by Ramsey County yet, so the current estimate is based on the City of Little Canada 2022 tax capacity. The 2023 preliminary City tax rate as of August 10, 2022 is 27.864 which represents an increase of 9.05% from 2022 tax rate of 25.551. A new estimated tax rate will be calculated after the tax capacity values are received from Ramsey County.

The Finance Director reported that in 2009, the City of Little Canada adopted a financial policy to appropriate only 97.5% of the revenues collected into the General Fund as a safe margin. He noted that the tax collection rate was under 97.5% only in 2009, and it was at 99.22% in 2021. He stated that Council could choose to designate a higher percentage into the General Fund for 2023 since collection rates have been high, and this would lessen the impact on the levy.

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The Finance Director reviewed the changes in the Ramsey County Sheriff's Department police services contract, Little Canada Fire Department Budget and personnel costs.

Fischer stated that a finance intern was mentioned, but with the staff shortage and pending He suggested budgeting some funds to potentially have help throughout the year. The City Administrator clarified that this budget does not include any funding for new staff other than a modest increase in part-time hours for our Rental Licensing & Code Enforcement Officer. Torkelson stated he would also like to see how additional funds impact the budget.

The Finance Director reviewed the estimated levy revenue changes. He explained that the City will be receiving half of the amount of Local Government Aid in 2023. The City Administrator explained that because the Legislature did not pass the Omnibus Tax Bill, which included language for an extension to Local Government Aid payments, this reduced the Local Government Aid amount the city receives by 49.2%, which is \$213,990 less than received over the past two years.

**There being no further business, the meeting was adjourned at 8:51 p.m.**

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John T. Keis, Mayor

Attest:

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Christopher Heineman, City Administrator