

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

AUGUST 25, 2021

Pursuant to due call and notice thereof a special meeting of the City Council of Little Canada, Minnesota was convened on the 25th day of August, 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, Parks & Rec/Community Services Manager Bryce Shearen, Finance Director Brenda Malinowski, Community Development Director Corrin Wendell and City Clerk/HR Manager Heidi Heller.

MINUTES

McGraw introduced the following resolution and moved its adoption:

RESOLUTION NO. 2021-8-96 – APPROVING THE MINUTES OF THE AUGUST 11, 2021 WORKSHOP AND THE AUGUST 11, 2021 REGULAR MEETINGS AS SUBMITTED

The foregoing resolution was duly seconded by Fischer.

Ayes (5).

Nays (0). Resolution adopted.

ANNOUNCEMENTS

None.

PUBLIC COMMENTS

Richard Flipp, 431 Brooks Avenue, stated that his home was selected to be on the American Hosta Tour next year and he has over 5,000 hostas that have no leaves left because of the deer. He explained that typically the sprays will help keep deer away but it is not this year. He is asking the Council to hold a deer hunt this year and keep doing them. Keis stated that the deer count numbers were not high enough and the Council had opted to not conduct the hunt this year. The City Administrator stated that the Council had opted not to hold it this year, and there had been no complaints about deer, so it is good that we are hearing of an actual issue. He stated that there is a possibility to do a hunt in a targeted area. Mr. Flipp stated that it could be due to the drought this year that they will eat anything. Keis asked the City Administrator to contact the Bowhunters group and ask about the possibility of doing a small hunt. The City Administrator stated he would get some information and bring it back to Council for consideration.

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**PRESENTATION – RAMSEY COUNTY HOUSING & REDEVELOPMENT AUTHORITY
LEVY UPDATE**

Kari Collins, Ramsey County Community & Economic Development Director, gave an update on where things are at with the County’s transformation with community development. She noted that prior to three years ago, Ramsey County had very little presence with community and economic development other than having some housing staff. She explained that she heard from other cities and groups that people would first look to the county for information on land or development opportunities, but there was none available. She stated that she was hired as Ramsey County’s first Community & Economic Development Director and the website “Ramsey County Means Business” was launched.

Ms. Collins stated that a Housing & Redevelopment Authority Levy was adopted by the Ramsey County Board and will begin levying in 2022. She explained that this levy would fund four HRA program areas: housing infrastructure funding, environmental funding & support, redevelopment planning & assistance and innovation funds. She stated that their goal is for this funding to benefit all Ramsey County cities.

**PRESENTATION – FINAL REPORT BY COMMUNITY DEVELOPMENT INTERN
MICHELLE LINCOLN**

The Community Development Director explained that over the summer, Intern Michelle Lincoln, worked on zoning code research, transportation inventory and sustainability initiatives.

Michelle Lincoln, explained that she worked on gathering data on accessory dwelling units (ADU’s) and duplexes to help with the City’s zoning code update. She reviewed the informational sheets with zoning and building information that she created to help residents with the common types of projects that they often have questions on, such as accessory buildings. She stated that she also did research on transit to help with the proposal for another Resilient Community Partnership application on public transit in Little Canada. She reviewed some final suggestions for sustainability initiatives.

CONSENT AGENDA

McGraw introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2021-8-97 – APPROVING THE CONSENT AGENDA WHICH
CONTAINS THE FOLLOWING:***

- Approval of the Vouchers
- Accept Donations Received from January 1 to August 12, 2021

The foregoing resolution was duly seconded by Fischer.

Ayes (5).

Nays (0). Resolution adopted.

REVIEW OF 10-YEAR PAVEMENT MANAGEMENT PLAN

The Public Works Director explained that Bolton & Menk completed the Roadbotics study and put together a 15-year capital improvement plan for streets. Staff informed the Council that it would

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look at additional funding options for street projects and potentially adding more projects to 2022 and/or 2023 if it made sense in the overall scope of the City's Capital Improvement Plan. After reviewing the 15-year CIP along with other capital requirements needed over the next ten years, staff determined that front loading street projects and using an alternative funding method such as bonding is not beneficial at this time. The Infrastructure Capital Improvement Fund (Fund 450) can sustain the projected street costs as currently laid out. He stated that staff is recommending to move forward with the 2022 proposed street improvement projects.

The Public Works Director explained that the City applied for the Local Road Improvement Program (LRIP) grant funds earlier this year for Country Drive, but was not selected. Staff plans to submit an application for Country Drive and Twin Lake Boulevard during the next LRIP cycle in 2023. He noted that projects that are close to being shovel-ready receive priority when grant funds are being awarded. He stated that staff is recommending the Council authorize preparing the feasibility reports for Twin Lake Boulevard and Country Drive so that Bolton & Menk can be prepared for any grant applications that may become available in the next year or two. The Public Works Director stated that staff is also recommending the authorization to send notifications to the property owners in these project areas so that the street improvement process can begin for those streets.

Keis asked what the feasibility reports include. Eric Seaberg, Bolton & Menk, explained that the feasibility report includes everything needed to be done in order to make the project ready to go. The Public Works Director stated that in most cases, projects that are close to being "shovel ready" receive priority when grant funds are being awarded.

Fischer introduced the following resolution and moved its adoption:

RESOLUTION NO. 2021-8-98 – AUTHORIZE UP TO \$86,000 FOR BOLTON & MENK TO COMPLETE FEASIBILITY REPORTS FOR THE 2022 PROPOSED STREET PROJECTS, ALONG WITH TWIN LAKE BOULEVARD AND COUNTRY DRIVE FROM THE RAILROAD TRACKS TO LITTLE CANADA ROAD

The foregoing resolution was duly seconded by McGraw.

Ayes (5).

Nays (0). Resolution adopted.

Fischer introduced the following resolution and moved its adoption:

RESOLUTION NO. 2021-8-99 – APPROVE THE NOTIFICATION OF PROPERTY OWNERS IN THE 2022 STREET PROJECT AREAS AND BEGIN THE STREET IMPROVEMENT PROCESS

The foregoing resolution was duly seconded by Keis.

Ayes (5).

Nays (0). Resolution adopted.

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ORDINANCE 855, AMEND CITY CODE CHAPTER 2204, EXCLUSION ZONES & PROHIBITION OF CERTAIN EMPLOYMENT RELATED ACTIVITIES

The City Clerk explained that the

The City Clerk explained that in 2016, Little Canada adopted an ordinance that established exclusion zones, which are specific land uses with a 500-foot radius around them and anyone who is required to register as a state predatory offender, cannot be within one of these zones. She noted that the ordinance also includes language prohibiting predatory offenders from being involved with community events targeted towards families and children, or work or volunteer at any schools, churches or parks. She stated that there was a lot of Council discussion on what was the right balance and radius distance, and since Little Canada was one of the first cities in the metro area to adopt this type of ordinance, the final decision was a 500-foot radius and a thought that “let’s try this and see what happens.” She noted that bus stops with a 500-foot radius are one of the prohibited locations, and those locations are changing at least annually, if not more as students move around.

The City Clerk stated that city staff have received some inquiries about this ordinance over the few years and staff is concerned that the ordinance, and who must follow the ordinance, is too broad. She explained that in 2017, the City of West St. Paul was sued by an offender who was told they had to move from where they were living, and the judge ruled that West St. Paul’s ordinance was too broad and the city had to pay a large settlement to that offender, and ultimately amended their ordinance to narrow the scope of who and what locations were included. The City Clerk stated that she has discussed this with the City Attorney, who also recommends the ordinance be amended, and suggests following West St. Paul’s 2018 version of their predatory offender ordinance.

introduced the following resolution and moved its adoption:

RESOLUTION NO. 2021-8-98 – ADOPT ORDINANCE 855, AMENDING CITY CODE CHAPTER 2204, EXCLUSION ZONES & PROHIBITION OF CERTAIN EMPLOYMENT RELATED ACTIVITIES WITH A 750-FOOT RADIUS

The foregoing resolution was duly seconded by Keis.

Ayes (5).

Nays (0). Resolution declared adopted.

CHANGE STATUS OF RECREATION COORDINATOR POSITION

The Parks & Rec/Community Services Manager explained that the Recreation Coordinator position is an important part of the Parks & Recreation Department, which also includes the City’s engagement and communications efforts, such as social media, the city website and newsletter, along with the Farmer’s Market. He stated that the hours for this position were increased this year to 34 hours per week, which has helped with the ability to expand programming opportunities and support the overall duties of the department. He explained that this position has turned over twice this year and staff is proposing the hours be increased to 40 hours per week and make it a full-time position in order to help take duties off the Parks & Rec/Community Services Manager’s plate,

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along with helping to retain employees. He noted that all of the finalist applicants for this position have asked whether the position could become full-time. He announced that staff moved forward quickly in order to rehire after Samantha resigned, and Sierra Hietala was hired. She has a Bachelor of Science Degree in Recreation, Parks & Leisure Services from Minnesota State University, Mankato, and has recently been working for another city parks department as the summer youth programming lead and farmer's market supervisor.

The Parks & Rec/Community Services Manager stated that there is savings available in the 2021 budget to increase this position's hours immediately, and going forward, staff anticipates higher revenues from programming in 2022 to cover the budget impact of the increased hours.

McGraw introduced the following resolution and moved its adoption:

RESOLUTION NO. 2021-8-99 – APPROVE THE CHANGE IN STATUS FOR THE RECREATION COORDINATOR FROM 34 HOURS PER WEEK PART-TIME TO 40 HOURS PER WEEK, REGULAR FULL-TIME EFFECTIVE IMMEDIATELY

The foregoing resolution was duly seconded by Fischer.

Ayes (5).

Nays (0). Resolution declared adopted.

There being no further business, the meeting was adjourned at 8:45 p.m.

John T. Keis, Mayor

Attest:

Christopher Heineman, City Administrator