

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

SEPTEMBER 28, 2022

Pursuant to due call and notice thereof a regular meeting of the City Council of Little Canada, Minnesota was convened on the 28th day of September, 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, Torkelson and Fischer.
Absent: None.

ALSO PRESENT: City Administrator Chris Heineman and City Clerk/HR Manager Heidi Heller.

MINUTES

Torkelson introduced the following resolution and moved its adoption:

RESOLUTION NO. 2022-9-105 – APPROVING THE MINUTES OF THE SEPTEMBER 14, 2022 WORKSHOP AND SEPTEMBER 14, 2022 REGULAR MEETINGS AS SUBMITTED

The foregoing resolution was duly seconded by Miller.
Ayes (5). Nays (0). Resolution adopted.

ANNOUNCEMENTS

The City Administrator stated that the City Council Workshop on October 12 will discuss the Capital Improvement Plan. He also announced that the City has been awarded a \$2 million grant for road and intersection improvements in the I-35E/Country Drive/Little Canada Road/County Road C corridor.

PUBLIC COMMENTS

Roger Kiemele, 2620 Lakeshore Avenue, asked if the City has considered a controlled deer hunt. The City Administrator explained that there will be a hunt done later this fall on property owned by the City and St. John's Church near the cemetery. Mr. Kiemele stated there is a large herd near his house, all the way south to Abbott's property. The City Administrator stated that flyover deer counts have been done and the count has not increased substantially over the last few years. Mr. Kiemele asked if the Abbott property could be used to hunt on in the future.

CONSENT AGENDA

Torkelson introduced the following resolution and moved its adoption:

RESOLUTION NO. 2022-9-106 – APPROVING THE CONSENT AGENDA WHICH CONTAINS THE FOLLOWING:

- Approval of the Vouchers
- Approve Partial Pay Request No. 2 to Hydro-Klean, LLC for 2022 Sewer Lining Project

**MINUTES
CITY COUNCIL
SEPTEMBER 28, 2022**

The foregoing resolution was duly seconded by Miller.
Ayes (5). Nays (0). Resolution adopted.

ADOPT 2022 STRATEGIC PLAN UPDATE

The City Administrator stated that the City Council and City Staff initiated a strategic planning process in 2019 that established a practical vision for the community and identified several steps the City will take to achieve that vision. He explained that many of these initiatives had been accomplished by 2022, and the City Council felt it was important to update the plan. He stated that the City Council and staff members participated in a 2-day workshop in April 2022 to review and update the 2019 Strategic Plan. He noted the result of this process was the identification of nine outcome areas which were expanded into updated strategic directions with specific action steps. These updated actions resulted in a clear list of initiatives that can be accomplished over the next two years. The City Administrator noted that City staff utilized these strategic directions and initiatives to guide the 2023 budget process and have begun to work on several initiatives over the past six months.

The City Administrator stated the City Council reviewed the draft Strategic Plan at the City Council Workshop on July 13, 2022, and noted there was extensive discussion about both the number of initiatives and the capacity for existing staff members to complete these initiatives in the targeted time frames.

Torkelson introduced the following resolution and moved its adoption:

RESOLUTION NO. 2022-9-107 – ADOPT THE 2022 STRATEGIC PLAN UPDATE AS PRESENTED

The foregoing amended resolution was duly seconded by Miller.
Ayes (5). Nays (0). Resolution declared adopted.

ORGANIZATIONAL STUDY & GAP ANALYSIS

The City Administrator stated that the City Council approved a contract with DDA Human Resources to conduct an Organizational Study & Gap Analysis for the City of Little Canada. He explained that DDA proposed to address the following items as part of the analysis: What position(s) have routine and frequent responsibility for internal and external communications that can be further streamlined; What position(s) have responsibility for community engagement and outreach and can that work be further streamlined; Identifying trends that will impact future staffing at the City. He stated that Dr. Pat Melvin will be heading the analysis project for Little Canada.

Pat Melvin, DDA Human Resources, introduced himself and stated that many cities and counties are conducting organizational studies. He reviewed the process for the Little Canada organizational study and gap analysis.

Fischer asked who would be interviewed. The City Administrator stated that it would be the City Council and the staff leadership team, and noted that leadership team staff will also discuss the questions with their direct reports. Mr. Melvin clarified that he will talk with Council members

**MINUTES
CITY COUNCIL
SEPTEMBER 28, 2022**

individually about the overall study to make sure the scope is thorough enough and that he is informed of specific issues that Council wants addressed and answered.

Torkelson suggested sending the questions to all staff to give everyone a chance to give their feedback. He stated that a communications role has been identified, but also noted that he has concerns about the capacity of the current staff levels, and would like to see that addressed in the final report. Mr. Melvin stated that asking about current workload is one of the questions asked. Torkelson stated he would also like to see Little Canada's staff levels compared to other cities of comparable size and nearby. Fischer stated that we know there is a gap in communications duties, but also feels that current staff is stretched very thin and leaders that wear multiple hats, and hopes that this report will analyze the organizational chart to determine if additional positions are needed. Torkelson agreed with Fischer.

ASSESSMENT POLICY REVISION

The City Administrator explained that City staff noted that the current City Assessment policy, under Section III – Subsection E6, Assessment Rates, determines the interest rate for the certification of assessments based on the current prime rate plus one or two points, which are at the discretion of the City Council. He stated that after a closer look at the policy when comparing with other assessment policies, staff noted that a common benchmark for determining the interest rate for the certification of assessments is the City's borrowing interest rate. He noted that the City of Little Canada Assessment Policy has used the prime rate for the past several years which is reasonable in a more stable economy. With recent interest rate hikes, staff believes that utilizing the City's borrowing rate rather than the prime rate would be more appropriate. He stated the recommended revision reflects more accurately the actual interest expense incurred by the City and would be more reasonable and fairer to residents.

Keis introduced the following resolution and moved its adoption:

RESOLUTION NO. 2022-9-108 – APPROVE THE ASSESSMENT POLICY REVISION TO SECTION III, SUB. E6, ASSESSMENT RATES, AS PRESENTED

The foregoing resolution was duly seconded by Fischer.
Ayes (5). Nays (0). Resolution declared adopted.

COUNCIL REPORTS & MEETING UPDATES

The City Administrator announced that the Roseville Area League of Women Voters will be hosting a Little Canada candidates forum on September 29 at 7:00pm, and each of the three candidates running for City Council will be participating. He stated it will be televised live on NineNorth Cable TV Channels HD859 and SD 15 or online, and will also be recorded. There is information on the City's website on how to watch this.

Torkelson announced that the Roseville Area Schools Foundation is holding their annual fundraiser on October 3 from 7:30 a.m. to 9:00 a.m. at the Roseville Area High School in the Commons Area.

Fischer stated that he has had a conversation with a couple of residents in different areas of the city, and he has heard about this issue for a while, about how to manage turkeys in the city and they are

**MINUTES
CITY COUNCIL
SEPTEMBER 28, 2022**

frustrated with the groups of turkeys. He stated that he would like to look into if there is any way to do a controlled turkey hunt.

There being no further business, the meeting was adjourned at 8:20 p.m.

John T. Keis, Mayor

Attest:

Christopher Heineman, City Administrator