

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

OCTOBER 12, 2022

Pursuant to due call and notice thereof a regular meeting of the City Council of Little Canada, Minnesota was convened on the 12th day of October, 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 Fischer.
Absent: Torkelson.

ALSO PRESENT: City Administrator Chris Heineman, Finance Director Sam Magureanu, Public Works Director Bill Dircks, City Clerk/HR Manager Heidi Heller and City Engineer Eric Seaburg.

MINUTES

McGraw introduced the following resolution and moved its adoption:

RESOLUTION NO. 2022-10-115 – APPROVING THE MINUTES OF THE SEPTEMBER 28, 2022 REGULAR MEETING AS SUBMITTED

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

ANNOUNCEMENTS

None.

PUBLIC COMMENTS

None.

PUBLIC HEARING – ORDINANCE 867, AMEND ZONING CODE CHAPTER 928, STORMWATER MANAGEMENT

The Public Works Director explained that the City is working on a new MS4 stormwater permit that is approved by the Minnesota Pollution Control Agency, there was a need to amend the existing city code to meet the requirements of the permit. He stated this first amendment is to Zoning Code Chapter 928, Stormwater Management. He explained that the city is required to add language for bulk deicer storage, which includes salt, sand and other products used for deicing and traction as part of winter maintenance operations. He stated that salt, sand and other deicing chemicals are not good for water quality in lakes and all other water bodies.

The Public Works Director explained that new language is being added to chapter 928 that states all deicer product must be stored indoors if possible, or must be covered at all times with either a permanent roof or waterproof cover. He noted the City's salt shed is a good example of what is required for salt storage. He explained the shed keeps the material dry and does allow water to flow in and cause the salt to run off into the stormwater system. He noted the new language also includes

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where the storage facilities should be placed on a property in order to keep it away from floodplains and water features.

There were no comments from the public. Upon motion by McGraw, seconded by Miller, the public hearing was closed.

McGraw introduced the following resolution and moved its adoption:

RESOLUTION NO. 2022-10-116 – ADOPT ORDINANCE 867, AMENDING ZONING CODE CHAPTER 928, STORMWATER MANAGEMENT AND APPROVE PUBLICATION OF A SUMMARY ORDINANCE

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

CONSENT AGENDA

Fischer introduced the following resolution and moved its adoption:

RESOLUTION NO. 2022-10-117 – APPROVING THE CONSENT AGENDA WHICH CONTAINS THE FOLLOWING:

- Approval of the Vouchers
- Authorize City Attorney to Sign Statement of Claim for Conciliation Court Claim Against PermitWorks, LLC
- Approve Purchase of Toro Workman Utility Vehicle

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

ACCEPT FEASIBILITY REPORT & CALL FOR PUBLIC IMPROVEMENT HEARINGS FOR 2023 STREET IMPROVEMENT PROJECTS

The City Engineer reviewed the project plan for Twin Lake Boulevard, which is split with half being in Little Canada and Vadnais Heights, so it is a shared project. He noted that Little Canada received grant funding to install a new trail. He reviewed the costs, funding sources and assessment amounts. He stated that a neighborhood meeting was held on September 26, 2022 to review the project.

The City Engineer reviewed the improvement plans for Spruce Street, going about 800 feet north from South Owasso Boulevard, Sunset Court and Sunrise Drive. He noted that the Sunrise Drive project is unique in that it is only the north section of the cul-de-sac. He explained that this cul-de-sac was extended for more development so the road sections have been on different improvement time schedules. He reviewed the estimated costs, funding sources and assessment amounts. He stated that a neighborhood meeting was held on September 26, 2022 to review the project with the residents.

Fischer asked if all of the residents on Sunrise Drive would be assessed, or just the ones in front of the improved area. The City Engineer stated only the residents that are immediately adjacent to the new project area would be assessed. The City Administrator asked if another option would be to instead do

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a mill and overlay of the whole street next year in order to extend the life of the cul-de-sac end, and then the whole street could get on the same improvement schedule and be redone in about 10 years. The City Engineer said that it may be too late for notifications, but he would look into it.

Keis introduced the following resolution and moved its adoption:

RESOLUTION NO. 2022-10-118 – RECEIVE THE FEASIBILITY REPORTS FOR THE IMPROVEMENTS OF TWIN LAKE BOULEVARD, SPRUCE STREET, SUNRISE DRIVE AND SUNSET COURT, AND CALLING FOR IMPROVEMENT HEARINGS ON DECEMBER 14, 2022 AT 5:30 PM FOR TWIN LAKE BOULEVARD AND 6:15PM FOR SPRUCE, SUNRISE AND SUNSET

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

CITY HALL RENOVATION PLANS & SPECIFICIATIONS

The City Administrator stated that the front office and employee restrooms have not been updated in over 30 years other than new carpet and a countertop in the office area in 2015. He noted that the Council had asked if additional work could also be done at the same time, and there is also an option to remodel the public bathrooms at the same time. He noted they need improvements for ADA compliance. Keis stated he feels the public bathrooms should also be done too. Fischer agreed.

Keis introduced the following resolution and moved its adoption:

RESOLUTION NO. 2022-10-119 – APPROVE THE PLANS & SPECIFICATIONS FOR THE CITY HALL RENOVATIONS AS PRESENTED

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

FINANCE POLICY AMENDMENT

The Finance Director explained that it is the current City Policy that a “safe margin” be in place to allow for property tax collections of 97.5% (rather than 100%). He stated that as a result of this policy, the City has been levying an additional 2.5% of the tax levy revenues each year. He reviewed the property tax collection rates for the past several years, and since the rates have been over 97.5% every year since 2011, he recommends that the finance policy be amended to allow staff and the Council to determine what the “safe margin” amount should be each year, rather than having a predetermined amount in the policy.

Fischer stated that he would be more comfortable if the 97.5% was left in as the default amount, but add language to allow the Council to amend that number as appropriate. There was Council consensus to make this amendment.

Fischer introduced the following resolution and moved its adoption:

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RESOLUTION NO. 2022-10-120 – APPROVE THE FINANCE POLICY REVISION TO THE “OTHER REVENUES POLICY” WITH THE RECOMMENDED AMENDMENT PER DISCUSSION

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

There being no further business, the meeting was adjourned at 8:21 p.m.

John T. Keis, Mayor

Attest:

Christopher Heineman, City Administrator