

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

OCTOBER 13, 2021

Pursuant to due call and notice thereof a Workshop meeting of the City Council of Little Canada, Minnesota was convened on the 13th day of October, 2021 in the Conference Room of the City Center located at 515 Little Canada Road in said City.

Mayor John Keis called the meeting to order at 6:00 p.m. and the following members of the City Council were present at roll call:

CITY COUNCIL: Mayor Keis, Council Members Fischer, Torkelson and McGraw. Miller attending by telephone due to COVID-19 quarantine. Absent: None.

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

DISCUSS 2022-2031 CAPITAL IMPROVEMENT PLAN (CIP)

The City Administrator stated that the change to the Capital Improvement Plan (CIP) this year is it is now a 10-year plan versus the 5-year plan that had previously been done. The Finance Director explained that a CIP is a long-range planning and fiscal management tool used to match capital needs with funding sources over a multi-year period. She reviewed the larger expenditures for the next two years, which includes street projects, a new aerial ladder truck for the Fire Department and park improvements. She stated there are six funds used to pay for CIP expenditures; General Capital Improvement Fund (400), Infrastructure Capital Project Fund (450), Fire Equipment Fund (457), Park Land Acquisition Fund (456), 10% Charitable Gambling Fund (408) and the Water/Sewer Replacement Fund (604).

The Parks & Rec/Community Services Manager reviewed the Emerald Ash Borer removal and replacement plan, and the estimated costs. He explained that staff is proposing to do park improvements to Rondeau Park in 2022 since the park is in a Qualified Census Tract, which could allow the city to use the American Rescue Plan Act (ARPA) funds here.

He reported that Pioneer Park improvements will be expensive, but those projects are planned to be spread out over several years. He stated that staff continues to look for grant opportunities to help offset the costs. The Finance Director explained the revenue source options and timing for the Pioneer Park Play Node in 2023. The cost of the Play Node is approximately \$1.4 million. Revenue sources for the Play Node will be donations, the Park Land Acquisition Fund, the 10% Fund, Grants, and the General Capital Improvement Fund. With additional time to solicit grants/donations, there will be less of need of funds from the General Capital Improvement Fund which is already constrained with equipment and project requests.

The City Administrator reviewed the facility improvement plan for city hall, the history center and fire station. This plan was developed by Kraus Anderson this summer after a review of the facilities. He stated that in 2022, consultants are need to determine city hall space usage, water intrusion issue, exterior maintenance repairs and replace water heater. The Public Works

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Director noted that the repair costs were split between city hall and the history center. The City Administrator noted that the history center has no source of funding other than donations. Keis noted that he expects the city would pay for those repairs.

Fischer stated that at some point the Council will need to address how to pay for the things, like Pioneer Park, that the Council has deemed are priorities.

The Finance Director explained the projected facility improvements needed at the fire station over the next three years totaling over \$1 million. She reviewed the possible sources of revenue for funding improvements in the next few years.

The City Administrator explained that there are potential opportunities for tax base growth through redevelopment and reduction in fiscal disparity contribution if population grows.

The Finance Director explained that there will also be a deficit in the General Capital Improvement Fund. A way to address this deficit in the short-term, is to move the fire station facility improvements to the Fire Equipment Capital Fund.

There was Council consensus to put all of the fire expenses, facility, equipment and trucks, together into the Fire Equipment Fund in order for more fiscal transparency and to better show how much it costs to run the fire department.

There being no further business, the meeting was adjourned at 7:27 p.m.

John T. Keis, Mayor

Attest:

Christopher Heineman, City Administrator