

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

**OCTOBER 13, 2021**

Pursuant to due call and notice thereof a special meeting of the City Council of Little Canada, Minnesota was convened on the 13<sup>th</sup> day of October, 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 and Torkelson. Miller attending virtually due to COVID-19 quarantine. Absent: None.

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

**MINUTES**

McGraw introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2021-10-113 – APPROVING THE MINUTES OF THE SEPTEMBER 22, 2021 WORKSHOP AND THE SEPTEMBER 22, 2021 REGULAR, THE OCTOBER 6, 2021 ASSESSMENT HEARING FOR OLD COUNTY ROAD C AND THE OCTOBER 6, 2021 ASSESSMENT HEARING FOR GREENBRIER CIRCLE MEETINGS AS SUBMITTED***

The foregoing resolution was duly seconded by Fischer.

Roll Call Vote: Keis/Torkelson/McGraw/Fischer

Ayes (4). Nays (0). Resolution adopted.

**ANNOUNCEMENTS**

Mayor Keis read a proclamation for appreciation of Jim Schwalbach, former owner of North Heights Hardware store, and proclaiming October 22, 2021 as “Jim Schwalbach Day.”

**PUBLIC COMMENTS**

None.

**CONSENT AGENDA**

Fischer introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2021-10-114 – APPROVING THE CONSENT AGENDA WHICH CONTAINS THE FOLLOWING:***

- Approval of the Vouchers
- Approve Purchase of Toolcat Utility Vehicle and Plow
- Approve Replacement of Woodlyn Lift Station Pumps

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- Approve Purchase of Zero Turn Mower

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

**PLANNING COMMISSION VACANCY & REAPPOINTMENT REQUEST**

The City Clerk/HR Manager explained that Valerie Quarles was appointed to the Planning Commission in January 2021 to finish the remaining two years of a vacated position. She stated that in 2021 Ms. Quarles has missed four scheduled regular meetings, which per City Code, is deemed a failure to serve. City Staff contacted Ms. Quarles and she has submitted a letter requesting to be reappointed. The City Clerk stated that staff requests Council reappoint Ms. Quarles as she is a valuable Planning Commission member.

McGraw introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2021-10-115 – DECLARE A VACANCY ON THE PLANNING COMMISSION DUE TO ABSENCES AND REAPPOINT VALERIE QUARLES TO HER CURRENT TERM***

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

**ADOPT RECORD RETENTION SCHEDULE FOR MINNESOTA CITIES**

The City Clerk/HR Manager explained that cities create and store a lot of records, many of which are official documents that must be kept for many years, or sometimes forever. She stated that an official records retention schedule was created many years ago by the Minnesota Historical Society to help preserve important and official documents, but yet does not records that all records be kept forever. This General Records Retention Schedule for Minnesota Cities is occasionally updated, and an update was just recently approved. The City Clerk stated that Little Canada adopted this records retention schedule many years ago, and each update does not need to be formally adopted again. She explained that since the last time the Council addressed this document was in 1991, staff is requesting that the Council again adopt General Records Retention Schedule for Minnesota Cities in order to have a recent action of support documented.

McGraw introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2021-10-116 – ADOPT THE GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES***

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

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**RESOLUTION OF SUPPORT FOR GERVAIS MILL PARK TRAIL GRANT APPLICATION**

The Parks & Rec/Community Services Manager explained that the city was awarded \$97,000 from the Minnesota Department of Natural Resources for the Gervais Mill Park Trail improvements and staff is working on completing all of the requirements for the grant, which includes adopting a resolution that supports the grant application, accepts the award and agreeing to maintain the trail for a minimum of 20 years. He noted that the city has until 2023 to utilize the grant funds.

Fischer introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2021-10-117 – APPROVE THE RESOLUTION SUPPORTING THE MINNESOTA DEPARTMENT OF NATURAL RESOURCES TRAIL GRANT APPLICATION, ACCEPTANCE OF THE AWARD AND AGREEMENT TO MAINTAIN GERVAIS MILL PARK TRAIL***

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

**RONDEAU PARK IMPROVEMENT PLAN**

The Parks & Rec/Community Services Manager explained that staff is looking for direction from the City Council on potential improvements to Rondeau Park. He explained that Rondeau Park is a 3-acre neighborhood park located on the west side of the city. He stated that the park was constructed in 2003 and has trails, playground, half-court basketball court, a drinking fountain and benches. The park also provides a paved loop trail within the park and has a direct connection to large apartment units, single-family housing, the Jackson Street trail, and connects to the Water Works trail that is located between Country Drive and South Owasso Boulevard.

The Parks & Rec/Community Services Manager stated that Rondeau Park is also in a Qualified Census Tract (QCT). He explained that to qualify for a QCT, there must be 50 percent of the households with incomes below 60 percent of the Area Median Gross Income or have a poverty rate of 25 percent or more. He stated that American Rescue Plan Act (ARPA) funds can be an eligible use for parks and other outdoor recreation spaces within a QCT. Since Rondeau Park is within a QCT, the American Rescue Plan Act funds that the city received could be used for Rondeau Park improvements.

The Parks & Rec/Community Services Manager explained that if the Council agrees to move forward with a new playground, there will have to be a quick community engagement effort since one of the grants has a November 2 deadline. He stated that about \$25,000 in installation costs can be saved by doing a community build again.

Keis stated that he thought the community build for Spooner Park went very well and a lot of people helped, and he thinks that we should be able to choose a playground for this park in a couple of weeks. The Parks & Rec/Community Services Manager reported there is a potential funding source, and stated that staff is working on a project that can be bid and quoted over the winter and

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ready for the 2022 construction season. He estimates that the improvement costs would be approximately \$520,000. McGraw stated that there has been discussion on three different things to use ARPA funds for and is wondering if there is enough for all of the projects. The Finance Director explained that there were three things that had been discussed for using the ARPA funds, and one of those was for improvements at Rondeau Park.

Fischer stated that this is a great opportunity to do something great here, even though there will not be much time for community engagement, there was a lot of that done for Pioneer Park and a lot of those comments can be used at other parks in the city. McGraw stated that this is a win for the west side of the city and the Provinces Apartments which are next door. Miller agreed that this is a good opportunity and staff should move forward to do this.

McGraw introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2021-10-118 – APPROVE IMMEDIATE PLANNING FOR IMPROVEMENTS AT RONDEAU PARK AND PROCEED WITH COMMUNITY ENGAGEMENT EFFORTS, ESPECIALLY WITH THE PROVINCES APARTMENTS***

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

**PIONEER PARK PLAY NODE CONSULTING SERVICES**

The Parks & Rec/Community Services Manager explained that in order to keep the Pioneer Park playground project moving forward, staff solicited proposals for engineering services to four consulting firms to develop a final plan, construction documents, and bidding services for the play node area identified in the Phase I Pioneer Park Master Plan. He stated that the timeline for the services is to have a final design within eight weeks and construction documentation completed by early Spring 2022. It is anticipated for the project construction to begin in spring 2023 which will allow time to apply for grant opportunities in spring 2022.

The Parks & Rec/Community Services Manager reported that from the four consulting firms that were solicited, one firm did not respond, one firm declined due to project timelines and staff capacities, and two firms submitted quotes for services. He explained that the play node project is estimated at \$1.4 million and will include two playgrounds, an interactive water feature and site amenities including a shelter, benches, decorative screen fence, and site landscaping. He stated that the task of completing the final design, construction documents and bidding, and grant assistance will require a significant amount of time. He explained that the two proposals received were very competitive: Bolton & Menk submitted a proposal of \$97,500 and WSB submitted a proposal of \$95,150. He noted that with the project understanding Bolton & Menk has after completing the Phase I Pioneer Park Master Plan, they can get going right away and have the final plan and documents ready in time for grant application periods. He noted that the source of funds will be from the General Capital Improvement Fund (Fund 400).

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Keis introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2021-10-119 – APPROVE THE PROPOSAL FROM BOLTON & MENK FOR FINAL LAYOUT, CONSTRUCTION DOCUMENTATION, GRANT SEEKING AND APPLICATION ASSISTANCE, AND BIDDING FOR THE PIONEER PARK PLAY NODE FOR A COST OF \$97,500***

The foregoing resolution was duly seconded by McGraw.

Roll Call Vote: Keis/Torkelson/McGraw/Fischer/Miller

Ayes (5). Nays (0). Resolution adopted.

**KELLER PARKWAY CULVERT RAILING**

The Public Works Director reported that The Ramsey Washington Metro Watershed District (RWMWD) recently completed the installation of two new box culverts under Keller Parkway to convey water from Gervais Creek into Lake Gervais. He stated that the old culvert had a galvanized metal railing running along it that was in disrepair, and the current project calls for upgraded black vinyl-coated fencing to be installed along the top of the culverts and angle back toward each property surrounding the creek to prevent vehicles or pedestrians from going into the creek. In total, there is about 140-feet of fencing scheduled included in the project at a cost of \$7,000.

The Public Works Director reported that a neighboring property owner has asked if the City could consider installing a more decorative railing instead of the fencing to provide a more aesthetically pleasing look. He explained that the railing must be a minimum of five feet high and be built to MN/DOT standards to meet Ramsey County specifications, which is responsible for Keller Parkway. He stated that staff researched costs for this type of railing, and it would likely start at \$150 per linear foot or more, so the minimum total cost to replace all of the fencing with railing would be approximately \$21,000, which would be \$14,000 more than the cost of the fencing that the county is installing. He stated that staff is asking the Watershed District if they would be willing to contribute more to the cost of the project for decorative railing.

The Public Works Director stated that another factor to consider is the unique setup of the culverts and their relation to the road and shoulder, and noted that a decorative railing rising from five feet below the roadway may look odd. He explained that since it is unlikely that a decorative railing could be installed before next summer, staff is recommending that the project continue with the installation of vinyl-coated fencing and it can be re-evaluated once the entire project is complete. He noted that Ramsey County representatives have suggested that they may consider adding a pedestrian trail along Keller Parkway in the coming years, and if that moves forward, that may be the time to evaluate aesthetics around the entire lake and consider upgrading the current fencing.

Keis stated that he got involved after hearing from the resident, and the black fencing is not as aesthetically pleasing as he would like since Keller Parkway is a very scenic road, but who wants to pay for it.

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Fischer said there has been a lot of talk on social media from the pedestrians who use Keller Parkway, but they need to realize that the only way to get the pedestrian space they want will involve making it a one-way road.

There was Council consensus to not take any action at this time on putting in a different type of fence than Ramsey County has originally planned, but will revisit the topic in a few years and see if the county has any plans to change Keller Parkway for pedestrian improvements.

**TERMINATION OF REGULATORY AGREEMENT WITH CEDARS LAKESIDE LIMITED PARTNERSHIP**

The City Administrator explained that Bigos-Cedars Lakeside, LLC, who is the current owner of the apartment building, Cedars Lakeside at 2800 Rustic Place, has requested a termination of an existing Regulatory Agreement. He stated the current owner is successor in title to Cedars Lakeside Limited Partnership who, in 1997, executed a Regulatory Agreement with the City of Little Canada. He reported that this project is currently being refinanced, and the expired Regulatory Agreement was discovered by the title company. He noted the original bonds have all been paid, and the developer requests that the City execute a Termination of the Regulatory Agreement that is no longer in effect.

Keis introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2021-10-120 – APPROVE THE TERMINATION OF A REGULATORY AGREEMENT BETWEEN THE CITY OF LITTLE CANADA AND CEDARS LAKESIDE LIMITED PARTNERSHIP.***

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

**There being no further business, the meeting was adjourned at 8:34 p.m.**

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John T. Keis, Mayor

Attest:

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Christopher Heineman, City Administrator