

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

**FEBRUARY 9, 2022**

Pursuant to due call and notice thereof a regular meeting of the City Council of Little Canada, Minnesota was convened on the 9<sup>th</sup> day of February, 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 McGraw, Fischer, Miller and Torkelson. Absent: None.

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

**MINUTES**

McGraw introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2022-2-21 – APPROVING THE MINUTES OF THE JANUARY 26, 2022 REGULAR MEETING AS SUBMITTED***

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

**ANNOUNCEMENTS**

The City Administrator stated that at the March 9 Council Workshop, Council will review tax increment financing and have a discussion with Ramsey County Attorney John Choi.

The Parks & Rec/Community Services Director announced that the Little Canada Fire Department will be selling Booya on Saturday, February 12 starting at 8:00am at the Fire Station.

**PUBLIC COMMENTS**

None.

**CONSENT AGENDA**

Fischer introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2022-2-22 – APPROVING THE CONSENT AGENDA WHICH CONTAINS THE FOLLOWING:***

- Approval of the Vouchers
- Approve Purchase of New Skid-steer & Declare 2012 Skid-steer as Surplus Equipment to be Sold
- Approve 2022 SafeAssure Service Agreement
- Call for a Workshop on February 23, 2022 at 6:00 p.m. to Review a Classification & Compensation Study

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

**APPROVE PLANS & SPECIFICATIONS AND AUTHORIZE ADVERTISING FOR BIDS  
FOR 2022 STREET IMPROVEMENT PROJECTS**

The Public Works Director reported that project staff has been working over the last several months to develop the 2022 street projects, coordinate with impacted residents and property owners, and prepare final plans for bidding. He reviewed the type of improvements in each project area and stated that bids will be received on March 10, 2022 with a possible award by the Council on March 23, 2022. The Public Works Director explained that street improvements will be funded through the City's Infrastructure Capital Improvement Fund and special assessments; Utility improvements would be funded through the City's Infrastructure Capital Improvement Fund; and Coronavirus Response and \$36,618 in Relief Supplemental Appropriations Act funds will also be used.

Keis introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2022-2-23 – APPROVE THE PLANS AND SPECIFICATIONS AND  
ORDERING ADVERTISEMENT FOR BIDS FOR THE 2022 STREET PROJECTS:***

***IMPROVEMENT NO. 2022-02,  
YORKTON RIDGE (CUL-DE-SAC TO CONDIT STREET)  
AND  
IMPROVEMENT NO. 2022-03  
MAPLE LANE & JACSON STREET (CUL-DE-SAC TO LABORE AVENUE)  
AND  
IMPROVEMENT NO. 2022-04  
RYAN DRIVE (SPRUCE STREET TO COUNTRY DRIVE)  
AND  
IMPROVEMENT NO. 2022-05  
WOODLYNN AVE (RICE STREET TO EAST TERMINUS)***

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

**MNDOT STATE AID CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL  
APPROPRIATIONS ACT FUNDS**

The Public Works Director reported that \$20 million of Federal CRRSAA funds have been distributed to MnDOT to help with revenue loss from the County State Aid Highway (CSAH) and Municipal State Aid Streets (MSAS) funds during the pandemic. The County Engineer and the City Engineer's Associations had a series of discussions and worked with MnDOT to find an equitable way to distribute the funds among the metro counties and State Aid cities.

The Public Works Director stated that Little Canada is receiving \$36,618, and the funds can be used in several ways related to road maintenance or construction. He explained that the City must inform

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MnDOT how we will spend the funds by February 28, 2022, and staff feels the best use is to apply them to the 2022 street improvement projects as this will help with the City's portion of the cost.

McGraw introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2022-2-24 – ACCEPT AND DESIGNATE \$36,618 RECEIVED FROM THE MINNESOTA DEPARTMENT OF TRANSPORTATION STATE AID CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT TO THE 2022 STREET IMPROVEMENT PROJECTS***

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

**APPROVE PLANS & SPECIFICATIONS AND AUTHORIZE ADVERTISING FOR BIDS FOR RONDEAU PARK IMPROVEMENTS**

The Parks & Rec/Community Services Director stated that staff has planned an improvement project for Rondeau Park in 2022 using funds the City received from the American Rescue Plan Act (ARPA). He explained that some of the work is being contracted directly by staff, and other work has been put together into a package that will be bid publicly. He stated these items include new sidewalks and trails throughout the park, drainage improvements near the basketball courts, grading and drainage needed for the new shade and play structures and tree and landscaping plantings. He stated the overall project budget is \$520,000 with the site improvements in the bid package estimated at \$130,000 of the budget.

McGraw introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2022-2-25 – APPROVE PLANS AND SPECIFICATIONS FOR DESIGNATED IMPROVEMENTS AND ORDER ADVERTISEMENT FOR BIDS FOR 2022 RONDEAU PARK IMPROVEMENTS NO. 2022-07***

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

**CITY COUNCIL CODE OF CONDUCT**

The City Clerk stated that in November when Council was reviewing the updated Personnel Policy, Councilmember McGraw stated that he would the Council to adopt a Code of Conduct in order to provide expectations of behavior for current and future City Council members. She reported that staff has drafted a policy for the Council to consider. She explained the Introduction paragraph at the beginning of the policy could be used as this pledge and be made into a separate document that is signed by Council members, either along with the Oath of Office, or even annually.

Torkelson stated that he thinks it is a good document, but he would like a little more time to go over his suggestions. Keis stated that his only comment is that there are no consequences, but he does not know what those could be. Fischer stated that he feels the document could be very general and short. McGraw stated he thinks it was good, had a couple sections that he thinks could be simplified, and

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agrees with Fischer that it is better to keep it simple. Keis stated he would like to see this passed and we can make changes. Torkelson stated that since there is no hurry for this to be done, he would appreciate if it could be delayed for two weeks. Miller agreed with Torkelson.

Torkelson introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2022-2-26 – TABLE THE CODE OF CONDUCT POLICY UNTIL A FUTURE MEETING AFTER STAFF RECEIVES COMMENTS FROM COUNCIL***

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

**DISCUSS 2022 LIQUOR LICENSE FEES**

The City Clerk stated that the City Council has annually increased on-sale liquor license fees at the same percentage rate as the adopted levy. She noted that in 2020 and 2021, due to the pandemic the City Council did not increase the fees, and also significantly reduced the on-sale license fees both years. She explained that the next license period starts on July 1 and Council discusses the license fee increase in March at a public hearing each year so the fee change can be done before the license renewal packets are sent out. Since the pandemic continues to have effects on the businesses with on-sale liquor licenses, Staff is asking if the Council wants to increase the liquor licenses fees in 2022.

Keis stated that he wants to be supportive of the businesses since the pandemic is still affecting them. Fischer asked how much was budgeted for liquor license revenue this year. The City Clerk responded likely about a three percent increase. Fischer noted that since the city has only received half of the liquor license fees for the past two years, even no increase will bring more revenue than the past years. He stated he would prefer not to increase the fees. Torkelson and Miller agreed.

McGraw introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2022-2-27 – APPROVE NOT RAISING LIQUOR LICENSE FEES IN 2022***

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

**There being no further business, the meeting was adjourned at 8:10 p.m.**

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John T. Keis, Mayor

Attest:

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Christopher Heineman, City Administrator