

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

AUGUST 9, 2023

Pursuant to due call and notice thereof a regular meeting of the City Council of Little Canada, Minnesota was convened on the 9th day of August 2023 in the Council Chambers of the City Center located at 515 Little Canada Road in said City.

Mayor Tom Fischer called the meeting to order at 7:33 p.m. and the following members of the City Council were present at roll call:

CITY COUNCIL: Mayor Fischer, Council Members T. Miller, Kwapick, Gutierrez and D. Miller.
Absent: None.

ALSO PRESENT: City Administrator Chris Heineman, Parks & Rec/Community Services Director Bryce Shearen, Community Development Director Corrin Wendell, and City Clerk/HR Manager Heidi Heller.

APPROVAL OF MINUTES

T. Miller introduced the following resolution and moved its adoption:

RESOLUTION NO. 2023-8-80 – APPROVING THE MINUTES OF THE JULY 26, 2023 WORKSHOP AND THE JULY 26, 2023 REGULAR MEETINGS AS SUBMITTED

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

ANNOUNCEMENTS

Mayor Fischer commented that Canadian Days was a tremendous weekend and everyone he spoke with had a great time. He thanked the Canadian Days Committee for their hard work along with all the volunteers.

PUBLIC COMMENT

None.

CONSENT AGENDA

T. Miller introduced the following resolution and moved its adoption:

RESOLUTION NO. 2023-8-81 – APPROVING THE CONSENT AGENDA WHICH CONTAINS THE FOLLOWING:

- Approval of the Vouchers
- Approve Partial Pay Request No. 3 to Minnesota Paving and Materials for 2023 Street Improvement Projects
- Approve Partial Pay Request No. 2 to Minnesota Paving and Materials for Twin Lake Boulevard Street Improvement Project
- Approve Partial Pay Request No. 3 and Change Order No. 2 for Pioneer Park Improvement Project

**MINUTES
CITY COUNCIL
AUGUST 9, 2023**

- Approve Temporary Liquor License and Exempt Gambling Permit for St. John’s Church on September 23, 2023
- Approve Temporary Liquor License and Exempt Gambling Permit for St. John’s Church on November 19, 2023
- Schedule a Council Workshop on September 27, 2023

The foregoing resolution was duly seconded by Kwapick.

Further discussion: Mayor Fischer asked and received confirmation that the approval of the permits for the church would be contingent upon the additional information being provided.

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

STAFF REPORTS

APPOINT EMIL CARLSON-CLARK TO THE PLANNING COMMISSION

The Community Development Director explained that this action would fill the seat vacated by Kwapick when he transitioned to the Council. She stated that the candidate, Emil Carlson-Clark, was impressive and completed the interview process with staff, members of the Council and Chair of the Planning Commission. She stated that this appointment would fulfill the remainder of the term for that vacant seat.

Kwapick stated that the interview was great, and the candidate seemed very civically minded with a strong sense of community and service. He stated that the interview panel has no reservations placing this candidate on the Commission.

Mayor Fischer noted that he was also a part of the interview panel and agrees with the comments of Kwapick.

Kwapick introduced the following resolution and moved its adoption:

RESOLUTION NO. 2023-8-82 – APPOINTING EMIL CARLSON-CLARK TO THE PLANNING COMMISSION

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

AUTHORIZE SIDEWALK EXTENSION DESIGN SERVICES FOR COUNTRY DRIVE & SOUTH OWASSO BOULEVARD

The Parks & Rec/Community Services Director explained that early in 2023 they began to investigate the opportunity for a grant to construct a sidewalk along Country Drive and South Owasso Boulevard. He stated that at that time they found out that too much information would be needed to meet the grant deadline, therefore that was put on pause. He explained the design work that would need to be completed in order to be eligible for the grant and stated that once the design work is completed, they would be eligible to apply for other grants as well. He commented that the design work could be

**MINUTES
CITY COUNCIL
AUGUST 9, 2023**

completed by Bolton & Menk in a not to exceed amount of \$50,000. He stated that if the grants were not awarded, the design work would still be helpful for the time the City does move forward with the project, therefore there would still be benefit in completing this work now. He commented that the City has recently been very successful in obtaining these types of grants and this would be a good project to align with the upcoming road project. He provided details on the funding for this request and noted that the fund has an available balance to absorb this expenditure.

Mayor Fischer commented that area is in desperate need of off-road pedestrian facilities and therefore supports this action.

T. Miller commented that she is very enthusiastic about this project.

T. Miller introduced the following resolution and moved its adoption:

RESOLUTION NO. 2023-8-83 – AUTHORIZING DESIGN SERVICES FOR THE COUNTRY DRIVE AND SOUTH OWASSO SIDEWALK EXTENSION IN THE NOT-TO-EXCEED AMOUNT OF \$50,000

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

RESOLUTION OF SUPPORT FOR METROPOLITAN COUNCIL GRANT APPLICATION FOR A MULTI-FAMILY HOUSING PROJECT AT RICE STREET AND DEMONT AVENUE

The Community Development Director explained tonight the Council is asked to consider a resolution of support for the project the Council reviewed in a June workshop. She stated that this would be the next step in the quest for project funding. She reviewed some of the eligible items within the project that could be included in this funding request to the Metropolitan Council through the LCDA account. She provided a brief overview on the project elements including number of units, building stories, and noted that this would include affordable housing therefore providing a variety of housing for a variety of people.

The City Administrator stated that some concerns were raised about the sidewalk amenities and part of the grant application would address that. He stated that another major concern of this area is related to traffic and the City Engineer has been reaching out to the County to determine the type of traffic amenities may be required at that intersection if the project moves forward. He noted that the County would want a traffic study to be completed and the City would prefer that be done through the City Engineer rather than the developer, although funded by the developer.

Kwapick commented that the issue of traffic on Demont is the number one issue he heard from people this past weekend.

T. Miller introduced the following resolution and moved its adoption:

**MINUTES
CITY COUNCIL
AUGUST 9, 2023**

RESOLUTION NO. 2023-8-84 – IDENTIFYING THE NEED FOR LIVABLE COMMUNITIES DEMONSTRATION ACCOUNT FUNDING AND AUTHORIZING APPLICATION FOR GRANT FUNDS

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

RESOLUTION OF SUPPORT FOR METROPOLITAN COUNCIL PRE-DEVELOPMENT GRANT APPLICATION FOR 2750 RICE STREET

The Community Development Director explained that the City submitted for this type of grant the previous year, although not awarded. She stated that staff still believes that this site is attractive for this type of funding and therefore would like to reapply.

Mayor Fischer noted that this is the former pawn shop site. He asked if this would be specific to this address or whether it could be more comprehensive.

The Community Development Director replied that it would be more comprehensive noting that the market study could include adjacent parcels.

Kwapick introduced the following resolution and moved its adoption:

RESOLUTION NO. 2023-8-85 – IDENTIFYING THE NEED FOR LIVABLE COMMUNITIES DEMONSTRATION ACCOUNT FUNDING AND AUTHORIZING APPLICATION FOR PRE-DEVELOPMENT GRANT FUNDS

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

The City Administrator stated that staff has contact information for the Metropolitan Council members and review committee, noting that he would encourage the members of the Council to reach out in addition to the applications.

ADOPT 2023 RAMSEY COUNTY COMPREHENSIVE EMERGENCY OPERATIONS PLAN

The City Clerk explained that this plan was updated in 2023 and approved by the Ramsey County Commissioners in June. She stated that copies would be available at City Hall, and this would supersede the other plans in place, noting the range of emergency situations that are covered in the plan.

Mayor Fischer asked if this would drive an update of the local policies and procedures related to emergency services.

The City Clerk replied that all the cities would follow this plan and do not have their own plans anymore.

**MINUTES
CITY COUNCIL
AUGUST 9, 2023**

The City Administrator explained that there are some components that would be different in terms of communication channels but that would be outside of the issues identified in the plan. He stated that the Emergency Operations Manager would follow this document unless another incident commander is identified for the area. He noted that the City Emergency Operations Manager was involved in this plan update. He stated that the elements that fall outside of this document would be covered in the City plan.

The City Clerk confirmed that the City does have its own plan for a specifically local incident for just Little Canada.

T. Miller introduced the following resolution and moved its adoption:

**RESOLUTION NO. 2023-8-86 – APPROVING THE 2023 RAMSEY COUNTY
COMPREHENSIVE EMERGENCY OPERATIONS PLAN**

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

COUNCIL REPORTS AND MEETING UPDATES

T. Miller advised of the social event hosted by LCRT the following night, noting that interested parties should register for the event.

Mayor Fischer commented that he met with the Mayor of Vadnais Heights the previous day and they discussed cross promotion opportunities with a suggestion to perhaps hold an event that would benefit people that fall around the border of the communities.

D. Miller noted that the previous week was very busy with Night to Unite and Canadian Days commenting that the events were great and it was great to talk with members of the community.

Mayor Fischer agreed that it was great to visit the different neighborhood parties and speak with residents. He thanked the Council and staff for their hard work to make the City a great place.

ADJOURN

There being no further business, upon motion by Fischer, seconded by D. Miller the meeting was adjourned at 8:02 p.m.

Thomas Fischer, Mayor

Attest:

Christopher Heineman, City Administrator