

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

**SEPTEMBER 14, 2022**

Pursuant to due call and notice thereof a regular meeting of the City Council of Little Canada, Minnesota was convened on the 14<sup>th</sup> day of September, 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 7:43 p.m. and the following members of the City Council were present at roll call:

**CITY COUNCIL:** Mayor Keis, Council Members Miller, McGraw, Torkelson and Fischer.  
Absent: None.

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

**MINUTES**

Miller introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2022-9-98 – APPROVING THE MINUTES OF THE AUGUST 24, 2022 WORKSHOP AND AUGUST 24, 2022 REGULAR MEETINGS AS SUBMITTED***

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

**AMEND AGENDA**

Torkelson stated that after discussion at the Workshop tonight, there was Council consensus to remove the Financial Policy Amendment item from the agenda.

Torkelson introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2022-9-99 – APPROVE REMOVING ITEM 7A, AMEND FINANCIAL POLICY, FROM THE AGENDA***

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

**ANNOUNCEMENTS**

The City Administrator

**PUBLIC COMMENTS**

None.

**CONSENT AGENDA**

Fischer introduced the following resolution and moved its adoption:

**MINUTES  
CITY COUNCIL  
SEPTEMBER 14, 2022**

**RESOLUTION NO. 2022-9-100 – APPROVING THE CONSENT AGENDA WHICH CONTAINS THE FOLLOWING:**

- Approval of the Vouchers
- Approve Change Order No. 1 and Partial Pay Request No. 4 to Minnesota Paving and Materials for 2022 Street Improvement Projects

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

**2023 BUDGET: SET PRELIMINARY LEVY & BUDGET AND SET FINAL LEVY PUBLIC HEARING DATE**

The Finance Director stated that the City Council has discussed and reviewed the 2023 budget during three Workshops. He reviewed how the 2023 budget is meeting Strategic Plan initiatives. He stated that the Council is required to adopt a 2023 Preliminary Levy and Budget, and set the final budget public hearing date and submit this information to Ramsey County by September 30, 2022. He noted the levy amount can be lowered by the time the final budget is adopted in December, but it cannot be increased. He reviewed the major changes and new initiatives that are affecting the budget and levy, which includes personnel changes and increased costs for both the police and fire service contracts.

Fischer stated that the Council has discussed the budget over three Workshops and have been trying to lessen the burden, and balance

Fischer introduced the following resolution and moved its adoption:

**RESOLUTION NO. 2022-9-101 – APPROVE SETTING THE PRELIMINARY LEVY AT 12.79 %**

The Finance Director stated that if the safe margin was increased by one percent, the actual levy amount would be 12.85%. Torkelson requested an amendment to the motion to change the percentage to 12.85%. Fischer agreed to the amendment.

Fischer introduced the following amended resolution and moved its adoption:

**RESOLUTION NO. 2022-9-101 – APPROVE SETTING THE PRELIMINARY LEVY AT 12.85%**

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

Fischer introduced the following resolution and moved its adoption:

**RESOLUTION NO. 2022-9-102 – APPROVE SETTING A PUBLIC HEARING DATE ON DECEMBER 14, 2022 AT 7:30 P.M. TO ADOPT THE FINAL 2023 LEVY AND BUDGET**

**MINUTES  
CITY COUNCIL  
SEPTEMBER 14, 2022**

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

Fischer introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2022-9-103 – APPROVE THE 2023 BONDED INDEBTEDNESS TAX LEVY REDUCTIONS WHICH WILL RESULT IN A ZERO BONDED INDEBTEDNESS TAX LEVY FOR 2023***

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

**ORGANIZATIONAL STUDY & GAP ANALYSIS PROPOSAL**

The City Administrator stated that during a Workshop, Council members expressed the importance of conducting an organizational study and gap analysis as soon as possible. He explained that this will provide an analysis of the current staffing structure with specific attention focused on communication needs. He stated that two proposals were received and DDA Human Resources was the most competitive and most tailored to our needs. He noted that this proposal was also identified as a strategic initiative during the strategic plan update in May 2022.

Keis introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2022-9-104 – APPROVE A CONTRACT WITH DDA HUMAN RESOURCES FOR THE ORGANIZATIONAL STUDY & GAP ANALYSIS IN THE AMOUNT OF \$5,500***

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

**There being no further business, the meeting was adjourned at 8:09 p.m.**

---

John T. Keis, Mayor

Attest:

---

Christopher Heineman, City Administrator