

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

**OCTOBER 9, 2019**

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 October, 2019 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	Mr. John Keis
Council Member	Mr. Tom Fischer
Council Member	Mr. Christian Torkelson
Council Member	Mr. Mike McGraw
Council Member	Mr. Rick Montour

**ALSO PRESENT:**

City Administrator	Mr. Chris Heineman
Finance Director	Ms. Brenda Malinowski
Parks & Rec/Comm. Services Mgr.	Mr. Bryce Shearen
Public Works Director	Mr. Bill Dircks
City Clerk	Ms. Heidi Heller

**MINUTES** McGraw introduced the following resolution and moved its adoption:

**RESOLUTION NO. 2019-10-115 – APPROVING THE MINUTES OF  
THE SEPTEMBER 25, 2019 REGULAR MEETING AS SUBMITTED**

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

**ANNOUNCEMENTS** The City Administrator reported that yesterday was the first meeting with the City's apartment managers and 11 properties were represented, along with the Ramsey County Sheriff's Department. He stated that they will be meeting on a regular basis.

**PRESENTATIONS:** Jon Joriman, President of the Little Canada Recreation Association, explained that the LCRA was here to donate \$15,500 to the City for a new  
**LITTLE CANADA  
RECREATION  
ASSOCIATION**

**MINUTES  
CITY COUNCIL  
OCTOBER 9, 2019**

electronic scoreboard at Gilbertson Field, expanding the Gilbertson Field infield and supplies to recondition the skate park equipment.

Montour asked what would be done with the current scoreboard. The Parks & Rec/Community Services Manager stated that they were looking into donating it to another organization if possible.

**CONSENT  
AGENDA**

Montour introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2019-10-116 – APPROVING THE CONSENT AGENDA WHICH CONTAINS THE FOLLOWING:***

***\*APPROVAL OF THE VOUCHERS***

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

**2020 NORTH  
SUBURBAN ACCESS  
CORPORATION  
PROFESSIONAL &  
TECHNICAL  
SERVICES  
AGREEMENT**

The City Administrator stated that in 2019, the City made the move to using CTV North Suburbs for all of the City's production services, including the video recording for all city meetings. He noted that city staff has overall been satisfied with this change, which has included some short videos produced by CTV for events such as the Spooner Park rebuild project and the Little Canada Farmer's Market. He reported that the 2020 Services Agreement includes an increase of 3.125% across all services for a total cost of \$7,866 in 2020. Staff worked with CTV on some revisions to the original agreement proposal and reduced the overall cost by \$1,116. There is currently \$5,000 included in the 2020 budget for the additional Neighborhood Network video productions, which staff has estimated will cost approximately \$4,640 for ten short videos. The cost for the ten videos is in addition to the annual fee for the services agreement.

The Parks & Rec/Community Services Manager stated that the videos that were done this year are all on the CTV North Suburbs website under the City of Little Canada page.

Montour asked for an update on what is going to happen to the franchise fees moving forward. Dana Healy, Executive Director of CTV North Suburbs, stated that there will be some impact on the next invoice, but the law language is not very clear so they are not exactly sure of what the monetary value is on everything. Montour stated there will be a loss in these fees that the City receives and the cable companies can still use our right-of-way.

**MINUTES  
CITY COUNCIL  
OCTOBER 9, 2019**

Fischer asked staff and Ms. Healy how things worked over the last year for the videos. The Parks & Rec/Community Services Manager stated that he has been working with staff at CTV and he has been very happy with the final products that have been produced. He just wants to make sure that the City is able to have the videos in our own archives.

Montour introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2019-10-117 – APPROVING THE 2020 NORTH SUBURBAN ACCESS CORPORATION PROFESSIONAL & TECHNICAL SERVICES AGREEMENT AS PRESENTED***

The foregoing resolution was duly seconded by Keis.

Ayes (5).

Nays (0). Resolution adopted.

**NEIGHBORHOOD  
NETWORK  
PRODUCTIONS**

The Parks & Rec/Community Services Manager stated that the City's contract with CTV provides the City with two Neighborhood Network productions a year. He explained that the Neighborhood Network is an initiative where the City receives at least two video productions related to coverage of a community event or item of interest, which in 2019 were coverage of the inaugural 5K Sap Run event and the Spooner Park Community Build. He stated that in order for CTV to properly plan the appropriate coverage, and guarantee coverage of events, they are requesting that cities submit their video coverage requests by Thursday, October 31, 2019. He stated that staff would like to propose the Pioneer Park Master Planning Process and Greenbrier Street Reconstruction Project as the two Neighborhood Network productions for 2020. He noted that in addition to the Neighborhood Network productions, staff will continue to coordinate video production services with CTV for ten short videos of community events and activities.

Keis introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2019-10-118 – APPROVING THE PIONEER PARK PLANNING PROCESS AND THE GREENBRIER STREET RECONSTRUCTION PROJECT AS THE 2020 CTV NEIGHBORHOOD NETWORK PRODUCTION PROGRAMS***

The foregoing resolution was duly seconded by Fischer.

Ayes (5).

Nays (0). Resolution adopted.

**MINUTES  
CITY COUNCIL  
OCTOBER 9, 2019**

**APPROVE PLANS &  
AUTHORIZE  
ADVERTISING FOR  
BIDS FOR THE  
LITTLE CANADA  
ROAD STREETScape  
IMPROVEMENT  
PROJECT**

The Public Works Director explained that at the July 24, 2019 City Council meeting, the City Engineer with Bolton & Menk presented some options for upgrading the streetscape along Little Canada Road from Rice Street east to the railroad tracks. He stated that based on the input received from the Council, Bolton & Menk has prepared plans and specifications for the project, which includes allowing for the three different types of replacement of the existing pavers. He explained that option one is to replace the pavers as they currently are designed, the second option is a mix of concrete and pavers, and the third option is replacing the pavers with all concrete. He noted that in all cases, additional planting and pervious surface will be added between the curb and the sidewalk to soften up the look and add some native plantings to what is mostly impervious surface currently. The improvements also include some curb replacement, storm sewer catch basin replacements, pavement markings, and upgraded pedestrian ramps to meet current ADA standards.

The Public Works Director stated that the City Engineer recommends waiting until January 2020 to bid the project, and the approved contractor would have until late-July to complete the project so that it is ready for Canadian Days in early August.

Torkelson asked if adding electricity was added in to the project scope. The Public Works Director stated that he will be working with the engineer to get costs for electricity along Little Canada Road.

Fischer introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2019-10-119 – APPROVE THE PLANS & SPECIFICATIONS AS PRESENTED AND AUTHORIZE ADVERTISING FOR BIDS FOR THE LITTLE CANADA ROAD STREETScape IMPROVEMENT PROJECT, INCLUDING ADDING ELECTRICITY ALONG LITTLE CANADA ROAD IN THE PROJECT AREA***

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

**PURCHASE OF A  
DUMP TRUCK**

The Public Works Director explained that the 2005 single axle dump truck is scheduled to be replaced in 2020 and is included in the preliminary Capital Improvement Budget. He reported that staff has done the research, and the International chassis is on the Minnesota State Cooperative Purchasing Contract for \$86,493.12. He explained that the

**MINUTES  
CITY COUNCIL  
OCTOBER 9, 2019**

dump box and all of the plow equipment will be provided by a different vendor. The total cost of all of the equipment is \$102,329.00.

The Public Works Director reported that the total cost of the truck and equipment is \$188,822.12. He stated that he anticipates selling the old truck for around \$26,000, which will put the net cost at around \$163,000. He explained that these types of trucks can take a long time to get built and delivered, and then additional time to get the equipment installed. He stated that if the truck is ordered after January 1, there is a chance it would not be ready in time for the winter of 2020. He explained that by placing the order now, the schedule can get moved up and the truck will more than likely be ready before Fall 2020. He noted that nothing would be invoiced until 2020.

McGraw introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2019-10-120 – APPROVING THE PURCHASE OF AN INTERNATIONAL TRUCK CHASSIS FROM ASTLEFORD TRUCKS, AND A DUMP BOX AND PLOW EQUIPMENT FROM TOWMASTER FOR UP TO \$189,000 IN ADVANCE OF THE FINAL APPROVED 2020 CAPITAL IMPROVEMENT BUDGET***

The foregoing resolution was duly seconded by Torkelson.

Ayes (5).

Nays (0). Resolution adopted.

**DESIGNATE A NEW  
LEGAL  
NEWSPAPER**

The City Clerk reported that the City received notice on September 30, 2019 that Lillie Suburban Newspapers, which publishes the Roseville/Little Canada Review, would no longer be publishing legal notices after October 2, 2019. She stated that a new legal newspaper must be designated for the remainder of 2019. She explained that there are no other community newspapers specific to Little Canada, but there are three options for the Council to consider: Pioneer Press, Star Tribune and Press Publications. She noted that all three newspapers are available both online and in print version to subscribers, but they all appear to have some online viewing of legal notices available.

The City Clerk explained that the Pioneer Press and Star Tribune newspapers are large publications with a wide audience, and it is likely that many Little Canada residents subscribe to one of these papers, especially the Pioneer Press since it may be the more “local” paper of the two. She noted that both of these papers are published daily and legal publications can be published any day of the week. The City Clerk reported that she was also contacted by the Press Publications, which publishes several community-specific newspapers, such as the Vadnais Press and Shoreview Press. She stated that they do not publish a Little

**MINUTES  
CITY COUNCIL  
OCTOBER 9, 2019**

Canada edition, although their Vадnais edition does reach slightly into Little Canada in the northwest corner, but they have offered a lower rate than the other two newspapers since their delivery area does not reach Little Canada residents. The City Clerk explained that State Statute requires publication in a newspaper for all public hearings and a few other specific things. She stated that the preferred newspaper for a city's publications is one that is located in that city and delivers to that city's residents, otherwise it essentially is up to the Council's discretion which newspaper to use as long as all of the Council members agree. She noted that the public hearing notices are posted on the City website also.

The City Clerk stated that since there is a pending public hearing notice that will not be able to be published in the Vадnais Press within the correct time frame, staff recommends designating the Pioneer Press for the remainder of 2019 with further consideration to other options in January.

Torkelson introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2019-10-121 – DESIGNATING THE PIONEER PRESS AS THE CITY OF LITTLE CANADA LEGAL NEWSPAPER FOR THE REMAINDER OF 2019***

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

**ADJOURN** There being no further business, the meeting was adjourned at 8:07 p.m.

\_\_\_\_\_  
John T. Keis, Mayor

Attest: \_\_\_\_\_  
Christopher Heineman, City Administrator