

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

NOVEMBER 6, 2019

Pursuant to due call and notice thereof a workshop meeting of the City Council of Little Canada, Minnesota was convened on the 6th day of November, 2019 at the City Center located at 515 Little Canada Road in said City.

Mayor John Keis called the meeting to order at 6:00 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. Mike McGraw
Council Member	Mr. Rick Montour

ABSENT:

Council Member	Mr. Christian Torkelson
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ALSO PRESENT:

City Administrator	Mr. Chris Heineman
Parks & Rec/Comm. Services Mgr.	Mr. Bryce Shearen
Finance Director	Ms. Brenda Malinowski
Public Works Director	Mr. Bill Dircks
City Clerk	Ms. Heidi Heller
Customer Service Technician	Ms. Lisa Krieger
Building Official	Mr. Steve Westerhaus

Mayor Keis stated that the purpose of this evening's workshop is to discuss new permit and licensing software, Council Chambers upgrades and the Metropolitan Council Livable Communities Local Housing Incentives Program.

**DISCUSS NEW
PERMIT &
LICENSING
SOFTWARE**

The City Clerk explained that the City currently does not use any type of software to track or issue permits, business licenses or contractor licenses, and is likely the only city in the metro area not using any type of software. She reviewed how using software would greatly increase efficiency, accuracy, tracking abilities and professionalism. The Customer Service Technician explained how permits are currently handled and the amount

**MINUTES
CITY COUNCIL WORKSHOP
NOVEMBER 6, 2019**

of filing that she does for permits and licenses. She stated it is a slow, and sometimes difficult process to find the status of a permit or inspection, and she has to manually create all of the reports required by the state. The Building Official noted that that software will make it quick and easy to look up permits and inspections.

There was Council consensus to use 2019 building permit revenue to purchase Permitworks, and also to move forward in 2019 with the purchase of technology to do online permitting and licensing and direct Laserfische integration.

**DISCUSS COUNCIL
CHAMBER
UPGRADES**

The Parks & Rec/Community Services Manager explained that CTV staff completed an audit of the Council Chambers and cable production room in early 2019 when CTV took over doing the video production of meetings. He stated that the switcher, which is essentially a computer, needs to be replaced and it is cheaper to buy a new one rather than try to refurbish the existing one. He stated that the software for this will not be supported after 2020, so this is critical equipment that needs to be ordered soon.

The Parks & Rec/Community Services Manager reported that another option is to install monitors at the Council dais so that the Council and staff can see map details or read a presentation that is being shown since it can be difficult to see the room monitors. He explained that another issue has been the location of the equipment rack that is in the production room since it is blocking the window to see into the Council Chambers. He stated that the rack is bigger than needed, so the equipment could be moved into an open air rack that is moved back into the adjacent storage room. He explained that there are sufficient funds in the Cable Fund for the upgrades and switcher replacement.

There was Council consensus to move forward with all of the suggestions except to not place monitors on the dais, and instead install a bigger ceiling monitor that faces the Council.

**DISCUSS
METROPOLITAN
COUNCIL LIVABLE
COMMUNITIES**

The City Administrator explained that he was looking at grant funding for a specific site from the Metropolitan Council and it appeared that it would have been a good candidate for funding, but he was told that the City was not a participant in their Livable Communities Program so would not be eligible for the grant. He reviewed the steps involved to participate in the Livable Communities Program.

**MINUTES
CITY COUNCIL WORKSHOP
NOVEMBER 6, 2019**

There was Council consensus to move forward with participation in the Livable Communities Program, and a resolution would be approved at the regular Council meeting later this evening.

There being no further business, the workshop was adjourned at 7:27 p.m.

John T. Keis, Mayor

Attest: _____
Christopher Heineman, City Administrator