

City of Loretto
Minutes of Regular City Council Meeting
279 N. Medina Street, Council Chambers
February 9, 2016

1. CALL TO ORDER

Mayor Koch called the meeting to order at 7:00 p.m.

Members present: Mayor Kent Koch, Council Members Cari Girk, Brenda Daniels, Henry Pepin and John Neumann.

Also present: City Attorney Paula Callies, Medina Police Sergeant Jason Nelson, Public Works Director Jeff Leuer, City Clerk Treasurer Mary Schneider.

There were no people in the audience.

2. PLEDGE OF ALLEGIANCE

3. SET AGENDA

The agenda was approved as submitted with the following changes:

- Under **Informational**, add item **b. A to Z Auto**

4. APPROVE MINUTES

On a motion by Koch, seconded by Girk, to approve the January 12, 2016 City Council Meeting Minutes as submitted.

Motion carried unanimously.

5. MEDINA POLICE REPORT

Council reviewed the January police report that was submitted. No action taken.

6. CONSENT AGENDA

- a. Resolution 2016-04, WeCAN Support
- b. Resolution 2016-05, Hennepin County Housing and Redevelopment Authority Participation
- c. Randy's Environmental Services Contract Amendment

On a motion by Neumann, seconded by Daniels, to approve the CONSENT AGENDA as submitted. Motion carried unanimously.

7. ACTION/PLANNING

a. Downtown Parking/Shared Parking of City Lot

Clerk Treasurer Schneider presented *2016 Parking Inventory*, with a focus on the downtown area and the Bar/Restaurants in town. Council discussed the available parking and a proposal from Council Member Girk to develop a portion of the Lions Park to create additional parking.

Council directed staff to bring the following items to the next council meeting:

- Proposals for improving the city parking lot with gravel including engineering for stormwater issues
- Proposal for creating a gravel parking lot in the Lions Park using Council Member Girk's proposal
- Proposal for creating gravel "fringe parking" of the Lions Park based on Figure 8 of the *2016 Parking Inventory*
- Cost estimate from City Planner to design parking lots at city lot and Lions Park as proposed above

- b. Resolution 2016-06, Suspending Redevelopment Advisory Committee
Council Member Girk stated the Redevelopment Advisory Committee has found themselves to be at a stand-still due to a slow commercial market. Girk reported the committee has asked to be suspended for the time being.

Council directed staff to request any remaining marketing materials be returned to City Hall for storage.

On a motion by Neumann, seconded by Daniels, to approve Resolution 2016-06, A RESOLUTION SUSPENDING THE REDEVELOPMENT ADVISORY COMMITTEE.

Motion carried unanimously.

- c. LMCC Audio/Visual Improvement Program
Clerk Treasurer Schneider presented cost estimates for audio/visual improvements to the Council Chambers including different sizes of wall mounted television monitors, hardware, labor and a laptop. Schneider stated that, based on preliminary estimates, there would be room in the budget to cover the portion of the improvements that exceed the LMCC allocation.

Council directed Schneider to move forward with vendor meetings to get solid estimates for the improvements.

8. INFORMATIONAL ITEMS

- a. Holiday Train Update
Clerk Treasurer Schneider reported the Holiday Train Planning committee met for a wrap-up meeting on January 21, 2016. At that time it was reported that the final donation total is \$29,624 and 7,500 pounds of food. Schneider stated that thank you cards were ready to go out to sponsors and contributors of the event. Council thanked staff and the planning committee for their work.
- b. A to Z Auto
Council Member Neumann reported the court date for the 2015 code violation has been moved to April 21, 2016.

9. MONTHLY REPORTS

- a. City Hall
 - 1) Complaint/Concern/Request/Suggestion
Mayor Koch noted there was one complaint of heavy smoke coming from 226 St. John Street. Council reviewed. No action taken.
 - 2) Employee Benefits
Council discussed possible options for insurance benefits for city employees. Council directed Clerk Treasurer Schneider to investigate cost estimates for providing insurance to employees working thirty hours or more per week.
 - 3) City Hall Security Update
Council reviewed the project timeline for security improvements to the city offices. No action taken.
- b. Streets
 - 1) Quiet Zone
Mayor Koch updated Council on progress since the last meeting, noting there was another meeting with Senator Osmeck and representatives of Medina. Koch noted a proposal has been created that will be presented to the state legislature this spring. Koch stated he would leave a hard copy of the draft presentation with Clerk Treasurer Schneider to be available for anyone interested in reviewing the document.

c. Water

1) Proposed Watermain Improvements to Elsen Street

Council reviewed a memo from the City Engineer, *Feasibility Memo of Proposed Watermain Improvements to Elsen Street*, and discussed funding options for the project, including special assessments. Public Works Director Leuer noted that over the past five to six years there have been one to two watermain breaks per year in this area, with each break costing the City about ten to fifteen thousand dollars. Leuer noted the line was placed around 1955.

Council directed staff to bring two sample special assessment policies to the March council meeting.

d. Wastewater

Council commended Public Works Director Leuer for receiving a 2015 Wastewater Treatment Facility Operational Award for outstanding operation, maintenance and management of the City's wastewater treatment system.

e. Parks

1) Infield Synthetic Turf Grant

Mayor Koch noted the City's auditors have made some recommendations for moving forward with this project: the City should have a written contract with the LCAA that lays out their financial obligations for the project and specific details of how they will fund their obligation; the contract should include specifics about how the turf is going to be replaced when the time comes and who will be responsible for replacement costs; the auditors would like to review the grant agreement when it comes in; the City will need to time the project carefully to have the needed cash flow available.

LCAA Treasurer Herb Koch presented a progress report, noting he would like to plan a workshop where all parties are present including representatives of the turf company, the grant administrator from the county, city staff, LCAA representatives and the Council.

Mr. Koch stated he would like the Council to consider an amendment to the LCAA Operation and Maintenance agreement with an extended term so that the LCAA would be able to request a longer term for their field rental agreement with Providence Academy.

Council directed staff to email the current LCAA Operation and Maintenance agreement to the council members to provide comments within two weeks. Council directed City Attorney Callies to review comments and bring an amended agreement back to the March council meeting for consideration.

f. Stormwater

1) Chippewa Road Drain Tile

On a motion by Pepin, seconded by Neumann, to approve moving forward with the Chippewa Road Drain Tile project as proposed in the memo submitted by staff, with the full cost covered by the City.

Motion carried unanimously.

10. FINANCIAL

a. February Bills

On a motion by Koch, seconded by Girk, to approve electronic check numbers 2242E-2265E and paper check numbers 21499-21530 for a grand total of \$51,361.12.

Motion carried unanimously.

- b. Monthly Balance Sheet
Council reviewed.
No action taken.

11. OTHER

Council Member Neumann stated he would like to see a comprehensive list of capital projects the City is either considering and/or has scheduled, along with any associated cost estimates related to each project. Council directed staff to put this together and bring to the March council meeting.

12. ADJOURN

On a motion by Girk, seconded by Pepin, to adjourn at 9:36 p.m.
Motion carried unanimously.

ATTEST:

Mary K. Schneider, City Clerk Treasurer

Kent Koch, Mayor