

City of Loretto
Minutes of Regular City Council Meeting
279 N. Medina Street, Council Chambers
February 13, 2018

1. CALL TO ORDER

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

Members present: Mayor Kent Koch, Council Members Brenda Daniels, Melissa Markham and John Neumann.

Member excused: Council Member Brian Sevigny

Also present: City Attorney Paula Callies, Medina Police Chief Ed Belland, Public Works Director Jeff Leuer, City Clerk Treasurer Mary Schneider.

There were two people in the audience.

2. PLEDGE OF ALLEGIANCE

3. SET AGENDA

The agenda was approved as submitted.

4. APPROVE MINUTES

On a motion by Neumann, seconded by Markham, to approve the January 9, 2018 City Council Meeting Minutes as submitted.

Motion carried unanimously.

On a motion by Neumann, seconded by Markham, to approve the January 24, 2018 City Council Workshop meeting notes as submitted.

Motion carried unanimously.

On a motion by Koch, seconded by Neumann, to approve the February 7, 2018 City Council Workshop meeting notes as submitted.

Motion carried unanimously.

5. MEDINA POLICE REPORT

Medina Police Chief Belland presented the January Police Report noting one hundred eighty-nine contacts, of which one hundred fifty-three were general patrols. Belland reported there were twenty traffic related contacts, including parking citations to keep the streets clear for snow plowing. Belland also reported there was a hit and run by the Post Office and a medical detox patient was taken in. Belland stated there will be a meeting of the West Metro Drug Task Force on Thursday, noting this is the busiest division in their department. Belland stated there were thirty-two pounds of meth taken off the street through investigations by this task force in 2017. Medina officers have gone through Narcan training, which they carry for use on overdose patients.

6. OPEN FORUM

No one came forward to speak during the Open Forum.

7. CONSENT AGENDA

- a. Outstanding Indebtedness Report
- b. Resolution 2018-06, Approving Participation in Hennepin County Housing and Redevelopment Authority Activities

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

8. ACTION/PLANNING

- a. Empire Cycle

Council reviewed a memo from staff giving the history of Empire Cycle's Interim Use Permits and outlining options for Mr. Reilly to continue operating his business if he were to purchase the property.

Summary of Council Discussion: Owners of Empire Cycle incurred fees of about \$3,250 in 2011 and 2013 in the process of securing Interim Use Permits (IUPs); IUPs instead of Conditional Use Permits (CUPs) were used due to possible redevelopment of the site, but there hasn't been any movement or interest in redevelopment; a CUP could be appealing because the business would have to go through the conditional use permit processing, as opposed to a permitted use; changing the current IUP doesn't really fit because it must have an end date set, which isn't ideal in this situation.

On a motion by Koch, seconded by Markham, to have the City initiate an amendment to the GC district to add small vehicle repair as a conditional use.
Motion carried unanimously.

Council directed staff to bring back a draft ordinance to the March council meeting for review.

- b. 2040 Comprehensive Plan - Open House Feedback and Setting Public Hearing Date

On a motion by Koch, seconded by Neumann, to approve moving forward with Option B from planner's memo, keeping the Fire Department property designated as mixed use on the Land Use Plan.

Motion carried unanimously.

On a motion by Koch, seconded by Markham, to schedule a public hearing for the 2040 Comprehensive Plan Update to be held during the March 13th, 2018 city council meeting.
Motion carried unanimously.

- c. Lions Park Building Design

Council discussed the idea of having a commercial kitchen, which could be desirable as there would be more opportunity to rent, which would mean more revenue brought in to the City. Council consensus was to have the architect include an add alternative with a commercial kitchen.

- d. Resolution 2018-07, Capital Interfund Loan for Lions Park Building Preliminary Expenditures

On a motion by Neumann, seconded by Daniels, to approve Resolution 2018-07, A RESOLUTION AUTHORIZING AN INTERFUND LOAN FROM THE CAPITAL FUND FOR THE LIONS PARK BUILDING PROJECT PRELIMINARY EXPENDITURES.

Motion carried unanimously.

- e. City Storage Needs

Council discussed storage needs for Public Works and for City Hall. Council consensus was that secure storage is needed and will consider further at the time of budget planning.

f. Priority List of Improvements

Council reviewed a draft Capital Improvement Project (CIP) priority list prepared by staff. Council Member Markham stated she would like to see more attention given to Inflow & Infiltration (I&I) in the CIP and consider the engineering for creation of comprehensive Capital Improvement Plan as noted in the CIP priority list.

Council consensus was to revisit the items at budget planning time.

g. A to Z Auto Update

Council reviewed a letter from Prosecuting Attorney Steve Tallen updating the Council on the status of the A to Z Auto litigation. City Attorney Callies noted there was a continuance for dismissal, which is an agreement to suspend prosecution with no conviction, on the condition that Mr. Miller remains in compliance with all applicable laws and agreements he has worked out with the City. Miller had to pay a one hundred dollar fine and if he remains in compliance the charges against him will be dismissed on January 14, 2019.

Council directed staff to take photos of the A to Z Auto site to present at the March council meeting.

h. Incident Reports

Council Member Neumann stated he would like to see a uniform incident report for public works. Neumann stated this could possibly be a tool to identify issues that need to be addressed. Public Works Director Leuer stated he can see a benefit to the idea and has put together a draft report through the Canvas system and he will bring this to the March council meeting. Leuer explained that he uses the Canvas system for water and wastewater reporting. Leuer stated he would like to come up with a better name for the report because the word "incident" implies a public safety issue, where that isn't necessarily the case.

Council Member Markham stated she would like to see a similar type of report for the administrative department, showing what's been accomplished over the years, maybe in spreadsheet format.

9. INFORMATIONAL ITEMS

No informational items were brought forward.

10. MONTHLY REPORTS

a. City Hall

1) 175 Crestview Drive Update

Mayor Koch stated there had previously been a complaint about the condition of 175 Crestview Drive and reported the property has been sold and the new owner has been notified that they need to clean up the garbage outside the home.

b. Streets

No items were brought forward.

c. Water

1) Well Pump Maintenance

Public Works Director Leuer reported the Plan A test for use of Well #2 during well pump maintenance didn't work, but Plan B worked and he will schedule the maintenance to be completed in March. Leuer stated Plan B includes public works staff working overnight.

Leuer stated he will be meeting with MRWA staff regarding improvements to our water system that will prevent another over-chlorination incident like the situation that occurred on February 2nd. Leuer stated it would cost the City about a thousand dollars to add the equipment needed.

d. Wastewater

1) Set Special Meeting Date for Wastewater Facilities Plan Update

On a motion by Neumann, seconded by Markham, to set a special meeting for February 22, 2018 to consider approval of the Wastewater Facilities Plan at 5pm.
Motion carried unanimously.

e. Parks

1) Hennepin Youth Sports Facility Grant

i. Resolution 2018-09, Hennepin Youth Sports Facility Grant Agreement A178433

Council Member Neumann stated he sees the need for an agreement with the LCAA stating that they will be responsible for the City's match for the projects included in the grant. Neumann stated he is concerned about overages and wants it clear that the LCAA would be responsible for any overages above what is covered by grant funds. Mayor Koch stated that each of the contracts for the projects included in the grant would be brought to the Council for approval and that overages would be addressed at that time.

City Attorney Callies noted the agreement being considered by Resolution 2018-09 is between the City and the County to accept the grant award.

On a motion by Koch, seconded by Daniels, to approve Resolution 2018-09, A RESOLUTION OF THE CITY OF LORETTO APPROVING AND AUTHORIZING EXECUTION OF AGREEMENT A178433 WITH HENNEPIN COUNTY FOR THE RENOVATION OF BASEBALL/SOFTBALL FIELD AT THE LORETTO ATHLETIC PARK, REPLACE DUGOUTS, IMPROVE BACKSTOP AND FENCING AT THE ARNOLD KLAERS BASEBALL FIELD.
Motion carried unanimously.

ii. Bob Koch Field Renovation

Mayor Koch outlined the scope of the project, noting the removal of existing sod to increase the size of the infield, replacing with ag-lime, and adding a portable pitching mound for multi-purpose use. Koch noted the field would be able to be used by many ages of baseball and softball teams.

Public Works Director Leuer questioned who will facilitate the grant projects and who will have the authority to approve change orders if there are overages that come up. Council discussed possibilities of an agreement with the LCAA for the different projects. Council Member Neumann stated he wants to make sure the City is protected from having to pay for overages.

City Attorney Callies noted that when the overall project is over \$100,000, but there are discreet elements of the project that make sense to get quotes from different contractors, cities are not required to use the competitive bidding process. In this case, the four discreet elements are the dugout replacement, the backstop improvements, and the fence improvements at the Arnold Klaers Field, and the field renovation at the Bob Koch Field.

On a motion by Markham, seconded by Neumann, to approve moving forward with the Bob Koch field renovation with the project costs outlined in Leuer's memo dated 9/12/17, up to \$9,000.

Motion carried unanimously.

2) Scoreboard Replacement

i. Resolution 2018-08, Accepting Donation from LCAA for Scoreboard Replacement

On a motion by Neumann, seconded by Markham, to approve Resolution 2018-08, A RESOLUTION ACCEPTING A DONATION FROM THE LORETTO COMMUNITY ATHLETIC ASSOCIATION.

Motion carried unanimously.

Council Member Markham stated that, as a member of the Parks Committee, she would have liked to have been part of the conversation with the LCAA on needed improvements to the City's park. Council Member Neumann concurred.

Mayor Koch stated that as soon as the LCAA was made aware of the donation from the Loretto Lions Club it was brought forward to the Council on the same night, and gave credit to the LCAA for doing their due diligence in securing the donation. Koch noted the old scoreboard is thirty years old and is in need of replacement.

ii. Scoreboard Quote

On a motion by Neumann, seconded by Markham, to approve the quote from AIM Electronics in the amount of \$30,085.

Motion carried unanimously.

3) Online Calendar for Field Scheduling

Council Member Markham stated she worked with Clerk Treasurer Schneider to get the online calendar linked to the City's website. Markham noted visitors to the website would be able to view but not make edits to the calendar, only city employees will be able to edit the calendar. Council consensus was to keep the current process of having Field Coordinator Herb Koch contact Public Works Director Leuer about field reservations, Leuer will give the information to Schneider for administrative staff to update the online calendar.

Council reviewed the field reservation request form and directed Schneider to add the base lengths to the form for each field and add information to the website about how rainouts are handled.

Council consensus for the message to be placed on the Lions Electronic Sign: Field space available for rent. Contact the city or email mschneider@ci.loretto.mn.us.

4) Spring Sports Equipment Grant

Mayor Koch noted the City applied for the fall equipment grant for a parks mower and did not get it. Council consensus was to submit for a parks mower again for the spring cycle and directed Public Works Director Leuer to complete and submit the application.

5) Playground Grant

Council Member Markham stated the deadline to apply for a grant of up to \$25,000 for playground improvements is March 19th. Council Member Neumann stated he would gather information about the number of children in the Highlands neighborhood and try to find some residents who would want to have input on the improvements.

Markham and Neumann stated they would bring more information back to the March council meeting.

- f. Stormwater
No items were brought forward.

11. MAYOR AND COUNCIL REPORTS

Mayor Koch reported he will be attending the annual West Metro Drug Task Force meeting on Thursday, February 15th. Koch also stated he attended the Northwest Hennepin League of Municipalities meeting where the new chair of the Met Council Alene Tchourumoff spoke and offered assistance to communities.

12. FINANCIAL

- a. February Bills
On a motion by Koch, seconded by Neumann, to approve electronic check numbers 2817E-2841E and paper check numbers 22484-22540 for a grand total of \$127,203.68.
Motion carried unanimously.
- b. Monthly Balance Sheet
Council reviewed. No action taken.

13. ADJOURN

On a motion by Neumann, seconded by Daniels, to adjourn at 9:32 p.m.
Motion carried unanimously.

ATTEST:

Mary K. Schneider, City Clerk Treasurer

Kent Koch, Mayor