

**City of Loretto**  
**Minutes of Regular City Council Meeting**  
**279 N. Medina Street, Council Chambers**  
**March 8, 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, and John Neumann. Council Member Henry Pepin arrived at 7:53 p.m.

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

There were ten people in the audience.

**2. PLEDGE OF ALLEGIANCE**

**3. SET AGENDA**

The agenda was approved as submitted with the following changes:

- Move **Action b.** and **Action c.** to the end of the action items and re-order Action items accordingly.

**4. PRESENTATIONS**

a. Senator David Osmek, Legislative Update

Senator Osmek presented a legislative update to the Council. Osmek inquired on the progress of Loretto's wastewater project. Public Works Director Leuer reported he received an email from the Met Council with a proposed agreement for the cities involved (Loretto, Medina, Independence and Greenfield). Leuer stated each city would need to pass a resolution approving the agreement. Once the agreements are sent back to the Met Council, they will begin the project design phase.

Mayor Koch asked about the timeline for the hearing for the Quiet Zone funding. Osmek stated legislative hearings are scheduled to begin on the first day of April.

**5. APPROVE MINUTES**

On a motion by Girk, seconded by Daniels, to approve the February 9, 2016 City Council Meeting Minutes as submitted.

Motion carried unanimously.

**6. MEDINA POLICE REPORT**

Medina Police Sergeant Jason Nelson gave the February police report, stating there were one hundred thirty-eight total calls, ninety-two of those general patrols. Nelson reported a community meeting took place with residents and management of one of the apartment complexes in town to address some issues and build relationships.

Council Member Neumann asked about traffic control and whether flashing lights on the speed limit signs could help. Nelson stated the Medina Police Department is looking into purchasing solar powered signs that show drivers their speed.

Mayor Koch reported he attended the West Metro Drug Task Force meeting and stated the task force does great work.

**7. CONSENT AGENDA**

- a. Computer Use Policy
- b. LMCC Updated 2016 Budget

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

## **8. ACTION/PLANNING**

### a. 2015 Audit Report

Mark Ebensteiner of Abdo, Eick & Meyers presented the 2015 Audit Report, reviewing the Management Letter with Council.

On a motion by Girk, seconded by Daniels, to accept the City of Loretto 2015 Audit as prepared by Abdo, Eick, & Meyers.  
Motion carried unanimously.

### b. Cooperative Purchasing Connection Participation Agreement

On a motion by Neumann, seconded by Daniels, to approve the participation agreement with Cooperative Purchasing Connection.  
Motion carried unanimously.

### c. Montague's Kitchen & Bar Off-street Parking Proposal

Council reviewed a memo from City Planner Bob Kirmis outlining two options the Council could consider regarding an off-street parking proposal from Montague's Kitchen and Bar. One option would be for Montague's to apply for a variance. A second option would be for the City to initiate a city code amendment. City Attorney Callies pointed out that the City's code language for approving a variance is outdated as state law has changed.

On a motion by Koch, seconded by Neumann, to refer the off-street parking issue to the City Planner to draft language for an amendment to the city code.  
Motion carried unanimously.

### d. Special Assessment Policy

Council reviewed two sample assessment policies from the City of Medina and the City of Long Lake.

Council directed staff to start with Medina's policy and pare down to what works for Loretto and bring back to a future council meeting for further discussion.

### e. Public Works On-call Policy

Council reviewed options for a Public Works On-call Policy from Public Works Director Leuer.

Council directed staff to put together a Public Works On-call Policy and bring back to the April council meeting.

On a motion by Koch, seconded by Girk, to approve a temporary Public Works On-call Policy where the on-call employee is paid eight hours for the weekend plus an additional time and a half for every hour actually worked if called in.

Motion carried unanimously.

### f. Seasonal Worker Position

On a motion by Koch, seconded by Neumann, to approve hiring Jake Leuer as a seasonal public works employee for the period of April 11 through October 11, 2016 at the wage of \$14 per hour.  
Motion carried unanimously.

### g. Resolution 2016-07, Supporting Metropolitan Council Reform

On a motion by Neumann, seconded by Girk, to approve Resolution 2016-07, A RESOLUTION SUPPORTING PRINCIPLES FOR REFORM OF THE METROPOLITAN COUNCIL.

Motion carried unanimously.

h. Hennepin Youth Sports Facility Grant Review

Council reviewed the grant agreement.

Mayor Koch called for a recess at 8:55 p.m. due to audio/visual technical issues.  
Koch reconvened the meeting at 9:00 p.m.

On a motion by Pepin, seconded by Daniels, to authorize staff to prepare a resolution approving the Hennepin Youth Sports Facility Grant Agreement and bring to the April council meeting.  
Motion carried unanimously.

On a motion by Girk, seconded by Pepin, to direct City Attorney Callies to draft an agreement between the LCAA and the City regarding financial responsibilities for the infield turf project.  
Motion carried unanimously.

Council directed Clerk Treasurer Schneider to reach out to cities that have used cooperative purchasing for their turf project to get their feedback and to work with the auditor to figure out what issues of cash flow need to be considered.

i. Amendment to LCAA Operations and Maintenance Agreement

Council reviewed a request from the LCAA to add ten years to the current LCAA Operation and Maintenance Agreement with an end date of March 31, 2029.

Council Member Pepin pointed out that at the February council meeting the Council consensus was to gather comments from the Council for possible amendments to the Operation and Maintenance Agreement to bring back to the March meeting.

Council Member Neumann went through some recommendations from the Parks Committee.  
Neumann stressed that these recommendations were intended to increase transparency.

City Attorney Callies noted there should be a clarification of the language in the agreement limiting the LCAA's ability to lease the baseball park. Callies stated the facility cannot be used or leased by a business operated for profit.

On a motion by Girk, seconded by Koch, to approve amending the LCAA Operations and Maintenance Agreement extending the term to March 31, 2029.  
Council discussed.

Council Member Girk amended her motion to include on page 2, Item B of the agreement, first sentence to read "Leasing of the Baseball Park in connection with a business operated for profit is not permitted." Amended motion was seconded by Daniels.  
Motion carried. Neumann opposed.

**9. INFORMATIONAL ITEMS**

a. Capital Projects List

Council reviewed. No action taken.

b. Delano Area Senior Center

Council reviewed. No action taken.

c. Neighborhood Crime Watch

Council Member Neumann stated he would like Council's feedback regarding starting a Neighborhood Crime Watch. Neumann stated he would like to put information in an upcoming newsletter inviting people to participate in a neighborhood watch. Neumann stated he would like to solicit donations for signs that could go up in the different neighborhoods.

Council consensus was to support Neumann's efforts to get this organized. Neumann stated he will work on an article for the June newsletter.

d. A to Z Auto

Council Member Neumann reported the six-foot fence on the north end of the A to Z Auto property has fallen down. Council consensus was to wait until after the current court case is resolved before pursuing any further action.

## 10. MONTHLY REPORTS

a. City Hall

1) Complaint/Concern/Request/Suggestion

There were no complaints/concerns/requests or suggestions to report.

2) Staff Performance Reviews

Clerk Treasurer Schneider reported a performance review of Utility Clerk Scheibe was completed. Schneider recommended increasing Scheibe's wage to fourteen dollars per hour as budgeted for 2016.

On a motion by Pepin, seconded by Neumann, to approve the budgeted wage of fourteen dollars per hour for Utility Clerk Scheibe effective for the next pay period.  
Motion carried unanimously.

Mayor Koch noted there will be performance reviews for Schneider and Public Works Director Leuer at the end of March.

Council discussed the process of performance reviews and how to involve the full council in the process. Council directed Schneider to bring the performance evaluation portion of the Personnel Policy to the next council meeting for review. Council directed City Attorney Callies to investigate the legal issues and process of conducting a closed meeting for performance reviews.

3) LMCC Audio/Visual Improvement Program Update

Schneider reported she had vendor meetings with two audio/visual companies and quotes should be ready for the April council meeting.

b. Streets

1) Quiet Zone

Mayor Koch stated he is waiting on a hearing date when the Quiet Zone proposal would be presented to the State Legislative Finance Committee. Koch reported the City of Independence has provided a resolution of support for the project.

2) Seal Coating Bids

Public Works Director Leuer reported the streets that are scheduled to be seal coated this year are Albert, Elsen, Loretto, Railway and Meadow Drive (Zone 1).

On a motion by Koch, seconded by Pepin, to approve Pearson Bros. bid as submitted.  
Motion carried unanimously.

c. Water

No items were brought forward.

d. Wastewater

No items were brought forward.

e. Parks

1) Parks Committee Report

Council Member Neumann reported on the annual meeting the Parks Committee had with Public Works Director Leuer. Neumann reported the public works crew will be doing an asphalt sealing of the blacktop area at the softball field, using buckets. Neumann stated the public works crew would like to have a week's notice from the Parks Coordinator if there is a game scheduled at the softball fields. One idea would be to have an electronic calendar that all staff would have access to. Neumann stated the Parks Committee would like to see a fee schedule for softball games.

Council directed Clerk Treasurer Schneider to look into what fees are being charged for softball field rental and bring back to the April council meeting.

Neumann reported the Parks Committee discussed options for building shelters at city parks, noting the City of Medina had one built as an Eagle Scout project.

f. Stormwater

Public Works Director Leuer reported the Chippewa Road drainage project will be starting in mid-March and should take about two weeks to complete. Leuer stated he will notify the homeowners of the start date and estimated duration of the project.

**11. FINANCIAL**

a. March Bills

On a motion by Girk, seconded by Daniels, to approve electronic check numbers 2266E-2287E and paper check numbers 21531-21557 for a grand total of \$43,261.82.  
Motion carried unanimously.

b. Monthly Balance Sheet

Council reviewed.  
No action taken.

**12. OTHER**

Mayor Koch reported on a Northwest Hennepin League of Municipalities meeting, noting a Wenck representative came in to discuss TMDL's and water studies. Koch noted there will be a TMDL study on Lake Spurzem, which could affect Loretto's TMDL for Lake Independence.

**13. ADJOURN**

On a motion by Neumann, seconded by Pepin, to adjourn at 10:28 p.m.  
Motion carried unanimously.

**ATTEST:**

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Mary K. Schneider, City Clerk Treasurer

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Kent Koch, Mayor