

City of Loretto
Minutes of Regular City Council Meeting
279 N. Medina Street, Council Chambers
March 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, John Neumann and Brian Sevigny.

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

There were seven people in the audience.

2. PLEDGE OF ALLEGIANCE

3. SET AGENDA

The agenda was approved with the following changes

- Under Parks, add item 3) Loretto Athletic Field Renovations
- Under Parks, add item 4) Retirement of Park Scheduling Duties for Herb Koch

4. APPROVE MINUTES

On a motion by Neumann, seconded by Daniels, to approve the February 13, 2018 City Council Meeting minutes as submitted.

Motion carried unanimously.

On a motion by Sevigny, seconded by Daniels, to approve the February 22, 2018 Special City Council Meeting minutes as submitted.

Motion carried unanimously.

5. MEDINA POLICE REPORT

Medina Police Sergeant Jason Nelson presented the February Police Report noting one hundred eighty-four total contacts, of which one hundred thirty-nine were general patrols. Nelson stated most other calls were traffic related. Nelson noted April brings the distracted driving enforcement campaign and in May seat belt enforcement campaign.

6. OPEN FORUM

No one came forward to speak during the Open Forum.

7. CONSENT AGENDA

- a. Municipal Delegation Agreement
- b. Request for Regional Wastewater Services-MCES

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

8. ACTION/PLANNING

- a. 2017 Audit Report

Auditor Bonnie Schwieger presented the 2017 Annual Financial Report and Management Letter.

On a motion by Sevigny, seconded by Neumann, to approve the 2017 audit reports as submitted. Motion carried unanimously.

b. Resolution 2018-11 CRJ Chippewa Ridge Preliminary Plat, Resolution 2018-12 CRJ Chippewa Ridge PUD Plan - Public Hearing

Planner Bob Kirmis presented information relating to the Preliminary Plat and PUD Plan applications, noting there are two approvals necessary. Kirmis noted a Planned Unit Development is a tool that allows flexibilities from typical residential zoning district standards and in return offers amenities to the City that are above and beyond minimum standards.

Kirmis noted several issues that need to be resolved, including the name of the subdivision, which was documented as "Highlands of Loretto East" on one document and as "Chippewa Ridge" on others. The street name also needs to be clarified as the name submitted in the documents, "Hillview Lane", is the name of an existing street in Loretto. The plat indicates a "hammerhead" turnaround, as opposed to a cul-de-sac, which may limit the ability of larger/emergency vehicles to turn around. Kirmis deferred an opinion on this issue to the city engineer. Setback flexibilities to front yard, side yard and rear yard have been requested. Kirmis stated there is concern about the five foot side yard setback request and suggested a ten foot setback on the northerly lot lines of Lots 1 through 3. Kirmis noted a trail has been suggested that will connect the new street to Highland Park, running around the western edge of Lot 4. Kirmis stated this is viewed as a positive feature, and could potentially be used by emergency vehicles when necessary. Kirmis recommended that the potential future Fire Department project to the east of the development be conveyed to future lot purchasers. Regarding architectural controls, Kirmis recommended that a minimum twenty percent of front elevations be devoted to stone, rock or brick. Kirmis stated staff recommends approval of the PUD Plan and Preliminary Plat subject to conditions laid out in Resolution 2018-11 and Resolution 2018-12.

Council Member Markham questioned whether the hammerhead turnaround is workable in this situation. The applicant, Chad Johnson, noted the dimensions of the turnaround are seventy feet long by twenty feet wide. Public Works Director Leuer stated the Fire Department would not have a problem and does not see any major problems for snow plowing.

Council Member Sevigny questioned how the yard drainage will work. Leuer stated there is a storm sewer line that comes to the end of the existing development on Chippewa Road and all four homes would have drainage running from their back yards into a new line that will run to the north and connect to the existing storm sewer.

Mayor Koch noted there is a memo in the packet with comments from the city engineer.

Chad Johnson, applicant and owner of the property being developed, addressed the Council and noted the proposed name of the development and the road name will be resolved with the Final Plat. Johnson stated that due to the narrowness of the proposed lots, installing sidewalks will reduce the front yards significantly. Currently, homes on Chippewa Road are not serviced by sidewalks and he proposed the sidewalk requirement be removed from the conditions of approval. Council consensus was to remove the sidewalk condition from Resolution 2018-11.

Mayor Koch opened the public hearing at 7:41 p.m.

Tom Katanic, 182 Summit Avenue, Loretto, asked who has authority to approve the plans and questioned the estimated value of the homes being built. Katanic also suggested requiring a line of trees behind the new homes.

Planner Kirmis stated the Council has approval authority, taking into account public comments.

Chad Johnson stated the homes are estimated to start at around \$400,000.

On a motion by Neumann, seconded by Daniels, to close the public hearing at 7:46 p.m.
Motion carried unanimously.

City Attorney Callies reviewed the procedure of approval, noting the Council needs to finalize the conditions of approval in Resolution 2018-11, Preliminary Plat and Resolution 2018-12, Planned Unit Development Plan.

On a motion by Sevigny, seconded by Markham, to approve Resolution 2018-11, A RESOLUTION CONDITIONALLY APPROVING THE PRELIMINARY PLAT FOR "CHIPPEWA RIDGE" PLANNED UNIT DEVELOPMENT IN THE CITY OF LORETTO, MINNESOTA, striking item 10 referring to sidewalk requirements.
Motion carried unanimously.

Regarding Resolution 2018-12, Planned Unit Development (PUD) Plan, Kirmis noted there typically is not a requirement to have rear yard plantings screening single family homes abutting other single family homes, but Council could put this in the PUD Plan if so desired. Council consensus was to leave this requirement out of the Plan.

Callies noted the PUD Plan addresses the physical requirements of the development, however, there would not be an association. The PUD is contingent upon approval of the plat. The covenants will be subject to review and approval by the City Council and could include a declaration that the Fire Department may be developing the property to the east. This document is recorded with the County and would be available to anyone purchasing a lot in this development.

Regarding item 7 in Resolution 2018-12, Kirmis recommended twenty percent of the front elevation shall be devoted to stone, brick or stucco.

Regarding item 9, language change to "Side yard setbacks of newly platted Lots 1 through 3, Block 1 shall be not less than 10 feet on the northerly lot line and not less than 5 feet on the southerly lot line and on Lot 4, Block 1, the building setback shall be a minimum of 10 feet from the trail easement. Front yard setbacks on all lots shall be not less than 20 feet."

Regarding item 10 (a), strike the last sentence: "This condition will not apply to Lot 3, Block 1 if the existing front yard elm tree (24" diameter) is retained."

Callies noted there will be a PUD Agreement forthcoming that will be backed up with a letter of credit as guarantee of performance.

Regarding Park Dedication comments, Callies noted there is no language in the City Code requiring Park Dedication fees, therefore the City does not have authority to require this. Both Callies and Kirmis noted this is unusual not to have a Park Dedication requirement, as this is an opportunity to collect fees from property owners that will have an impact on the City's park system.

On a motion by Koch, seconded by Markham, to approve Resolution 2018-12, A RESOLUTION CONDITIONALLY APPROVING THE "CHIPPEWA RIDGE" PLANNED UNIT DEVELOPMENT PLAN (FINAL SITE AND BUILDING PLANS) IN THE CITY OF LORETTO, MINNESOTA, with changes recommended by staff for items 7, 9 and 10.
Motion carried unanimously.

c. 2040 Comprehensive Plan Update - Public Hearing

Planner Kirmis noted there is a draft 2040 Comprehensive Plan Update along with appendices included in the packets. Kirmis reviewed the purpose of Comprehensive Plans. Kirmis noted attempts have been made to obtain community feedback, including a Council workshop in June, an online survey, an open house and now this public hearing. There will be an additional public hearing after adjacent community comments have been gathered.

Council Member Sevigny questioned if 250 St. John Street was designated correctly on the Land Use Map. Kirmis stated the wrong map was included and will replace with the correct map that designates 250 St. John Street as Industrial Use.

Mayor Koch opened the public hearing at 8:14 p.m.

No one came forward to speak during the public hearing.

On a motion by Neumann, seconded by Daniels, to close the public hearing at 8:15 p.m. Motion carried unanimously.

On a motion by Markham, seconded by Neumann, to authorize staff to distribute the draft Loretto Comprehensive Plan Update dated March 13, 2018 and its incorporated plans to adjacent governmental units and affected school districts for review and comment. Motion carried unanimously.

d. Ordinance Review, Zoning Ordinance Amendment - Adding Small Vehicle Repair as a Conditional Use in the General Commercial District

Council reviewed a draft ordinance adding small vehicle repair as a conditional use in the General Commercial zoning district. Council consensus was to change the hours of operation on weekdays to "8:00 a.m. to 7:00 p.m."

On a motion by Neumann, seconded by Daniels, to direct staff to schedule a public hearing for the April 10th council meeting, to consider the ordinance for approval. Motion carried unanimously.

Planner Kirmis was excused at 8:24 p.m.

e. Lions Park Building Design and Cost Estimate

Council Member Sevigny inquired if the results of the deeper soil borings have come back. Public Works Director Leuer stated they have not come back yet. Council consensus was that a decision on moving forward should not be made until the stability of the soil is known.

Council directed Leuer to get an estimate from Wenck on the cost to develop the parking lot and driveway for the project. Council also directed Leuer to get answers from the architect on the following questions: 1) is the overhand/shelter part of the overall price estimate; 2) are the kitchen sinks included in the price estimate. Council requested Leuer bring this information back to the April council meeting.

f. A to Z Auto Update

Council reviewed photos taken of A to Z Auto on March 7, 2018. No action taken.

9. INFORMATIONAL ITEMS

- a. Loretto Fire Department 2017 Year End Report
Public Works Director/Loretto Fire Chief Leuer presented the Loretto Fire Department 2017 Year End Report. No action taken.
- b. Hennepin County Organics Recycling
Council reviewed. No action taken.

10. MONTHLY REPORTS

- a. City Hall
 - 1) Performance Reviews and Recommendations
Mayor Koch stated the Personnel Committee completed the performance review for Clerk Treasurer Schneider and noted she received either "exceeds expectations" or "meets expectations" in all regards. The Personnel Committee recommended a three percent wage increase for Schneider as budgeted for 2018.

On a motion by Koch, seconded by Neumann, to approve a three percent wage increase for Clerk Treasurer Schneider.
Motion carried unanimously.

Schneider reported she completed a performance review for Utility Clerk Scheibe on February 28, 2018, noting Scheibe received either "exceeds expectations" or "meets expectations" in all regards. Schneider recommended the three percent wage increase for Scheibe that was budgeted for 2018.

On a motion by Neumann, seconded by Markham, to approve a three percent wage increase for Utility Clerk Scheibe.
Motion carried unanimously.
- b. Streets
No items were brought forward.
- c. Water
 - 1) Sanitary Survey Report
Council reviewed. No action taken.

Public Works Director Leuer reported the well pump maintenance began on March 12 and that everything is going well. Leuer noted the pump needed some work including a new motor and a new bowl. The casing/well pipe does not need to be replaced. Leuer stated the overall cost will be about two thousand dollars less than the quote.
 - 2) Wastewater
Leuer reported he and the city engineers are working on easement negotiations with property owners.

Mayor Koch called for a five-minute recess at 8:35 p.m. The meeting reconvened at 8:40 p.m.

- d. Parks
 - 1) Hennepin Youth Sports Facility Grant
Mayor Koch stated he met with Public Works Director Leuer at the site and reported Leuer met with contractors on what would be needed for the project. Leuer stated he spoke with

the building inspector who told him the City needs soil borings/engineering plans for the dugouts and retaining wall projects, and the inspector would need to review these plans through the permitting process. Koch stated he checked with the grant administrator and these costs are reimbursable through the grant.

2) Playground Grant

Council Member Markham presented estimates for improvements to the Highlands Park and Ponds Park. Markham stated the estimates are for equipment that would be added on to existing equipment and creating a larger perimeter with additional pieces of equipment. Markham noted the improvements would help make the parks more interactive for multiple ages of children and also noted there have not been any equipment updates to the parks in ten years. Markham stated the Parks Committee is recommending applying for a playground grant through Hennepin County.

The Council discussed options for park improvements, including improving one existing neighborhood park each year and improvements to the Lions Park.

Markham stated she met with some families from the Ponds development and they have organized and made a donation request of the Lions Club for help with funding. Markham also noted the City budgeted \$4,000 for playground improvements in 2018. The playground grant is for up to \$25,000 and is not a matching grant.

Mayor Koch noted there is one section of the Lions Park that is quite old and would be in need of replacement. Leuer stated the Lions have had talks about updating the Lions Park and dedicating some of the replacement in memory of a child of a Lions Club member who passed away recently.

On a motion by Daniels, seconded by Sevigny, to approve applying for the playground grant through the Hennepin Youth Sports Program.
Motion carried unanimously.

3) Loretto Athletic Field Renovations

Council Member Markham stated some questions have come up that she feels need clarification regarding the renovations to the athletic fields through the Hennepin Youth Facilities Grant. First, who is going to be project manager and oversee unexpected expenses? Council consensus was that there needs to be an agreement in place to protect the interests of the City and the LCAA and that included in the agreement would be the designation of Public Works Director Leuer as the City's project management representative and leave a blank for the LCAA to designate a representative to serve as project manager on their behalf.

Leuer brought up the issue of infrastructure. Based on the LCAA Operation and Maintenance Agreement, the City is responsible for the infrastructure of the Arnold Klaers Field and if the dugout moves due to the grant project, the plumbing infrastructure needs to be moved. Council consensus was that language should be included in the agreement that if infrastructure needs to be moved due to the grant project, those costs should be part of the grant and capital project and not a City cost.

Council directed Callies to draft an agreement between the City and the LCAA and bring back to the April council meeting.

Council directed Leuer to continue preliminary work and keep track of hours spent on the project by City staff and bring the tracking information back to the April council meeting for review.

4) Retirement from Parks Scheduling Duties for Herb Koch

On a motion by Neumann, seconded by Markham, to accept the resignation of Field Coordinator Herb Koch.

Motion carried unanimously.

Council directed staff to draft a resolution acknowledging Herb Koch's employment with the City and bring back to the April council meeting.

Council consensus was to have the Parks Committee meet with staff to work through the details of field scheduling duties.

e. Stormwater

Public Works Director Leuer reported he completed a training in Corcoran on GIS software and stated he will bring more information at budget planning time.

11. MAYOR AND COUNCIL REPORTS

Mayor Koch reported he attended a Northwest Hennepin League of Municipalities meeting where State Representative Eric Lucero gave a legislative update. Koch stated the City has a bonding request in for quiet zones and he spoke to Senator Osmek about funding for Loretto's wastewater project.

12. FINANCIAL

a. March Bills

On a motion by Sevigny, seconded by Neumann, to approve electronic check numbers 2842E-2863E and paper check numbers 22541-22562 for a grand total of \$71,159.22.

Motion carried unanimously.

b. Monthly Balance Sheet

Council reviewed. No action taken.

c. Quarterly Financial Reports

Council reviewed. No action taken.

13. ADJOURN

On a motion by Markham, seconded by Daniels, to adjourn at 9:56 p.m.

Motion carried unanimously.

ATTEST:

Mary K. Schneider, City Clerk Treasurer

Kent Koch, Mayor