

City of Loretto
Minutes of Regular City Council Meeting
279 N. Medina Street, Council Chambers
April 9, 2019

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, Eric Riley and Brian Sevigny.

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

There were four people in the audience.

2. PLEDGE OF ALLEGIANCE

3. SET AGENDA

The agenda was approved as submitted.

4. PRESENTATION

a. Jim Lundberg, LMCC Operations Manager

LMCC Operations Manager Jim Lundberg presented an overview and history of the Lake Minnetonka Communications Commission (LMCC). The LMCC was formed in 1984 as a joint powers agreement. The LMCC provides public access, educational access and government access television for member cities. The LMCC also provides franchise administration and oversight with Mediacom. Lundberg noted that Loretto residents with Mediacom customer complaints can contact him through the LMCC for assistance with Customer service. LMCC services do not cost member cities anything. Funding is provided through franchise fees and PEG fees of \$1.95 per subscriber, per month.

5. APPROVE MINUTES

On a motion by Sevigny, seconded by Daniels, to approve the March 12, 2019 Regular City Council Meeting Minutes as submitted.

Motion carried unanimously.

6. MEDINA POLICE REPORT

Police Chief Ed Belland presented the March Police Report, noting 122 total calls for service, of which 85 were general patrols.

Belland stated Loretto residents are invited to drop off their unused or expired prescription drugs in the Prescription Drug Take Back event on April 27th, 8:00 a.m. till noon at the Police Department facility located at 600 Clydesdale Trail in Medina. Belland stated collecting unused drugs prevents them from being flushed down the toilet or thrown in the trash, prevents small children from accidental overdose, and prevents stolen drugs.

Mayor Koch reported he spoke with a CP Rail federal government relations representative, who advised that local police should report issues with the train crossing directly to the CP Rail police. Belland stated that is the protocol his officers follow.

7. OPEN FORUM

No one came forward to speak during the Open Forum.

8. ACTION/PLANNING

a. Resolution 2019-08, Mayors' Monarch Pledge

13 year-old Loretto resident Veronica Shafer presented a report on the Mayors' Monarch Pledge 2018 activities and outcomes. Shafer stated she is the spokesperson for the DNR Mayors' Monarch Pledge Committee and requested the City of Loretto to take the Mayors' Monarch Pledge again for 2019. Shafer reported that in 2018 the Loretto Garden Club planted and maintained a Monarch butterfly garden at the Highlands Park and distributed milkweed seeds at the Loretto Fun Fest. Shafer also made a "How to Raise Monarch Butterflies" project and was awarded a Grand Champion at the County Fair and a blue ribbon at the State Fair. She also took the Pollinator Garden as a community service project to the State Fair and was awarded a blue ribbon and an honorable mention. Shafer stated that in 2019 the Loretto Garden Club will commit to doing another educational booth at the Fun Fest, distribute milkweed seeds and work with Jeff Leuer on other possible areas to plant. Shafer requested funds for an identification sign to be placed at the Highlands Park butterfly garden and noted a request for approval has been made to the National Wildlife Federation to use their logo on the sign. Shafer also requested approval to use \$50 of city funds for garden supplies at the Highlands butterfly garden.

Council consensus was to wait to take action on the sign until there is a cost estimate submitted.

On a motion by Markham, seconded by Daniels, to approve \$50 for garden supplies for the Highlands Park butterfly garden.

Motion carried unanimously.

On a motion by Riley, seconded by Daniels, to approve Resolution 2019-08, A RESOLUTION OF THE CITY OF LORETTO TO TAKE THE MAYORS' MONARCH PLEDGE FOR 2019 as submitted.

Motion carried unanimously.

b. Buffer Planting and Adopt-A-Prairie

Carol Hatcher, 190 Hillview Lane, president of the Loretto Garden Club and a member of the Mayors' Monarch Club Committee addressed the Council, proposing an ongoing community project that she named "Adopt-a-Prairie" to start in the spring of 2020. This would involve planting native flower seeds that would create a pollinator habitat in the grassy area on the northern edge of the ballfield parking lot. Each year a new section would be targeted and residents, local businesses and organizations would be invited to make donations to offset the cost and there could be a scheduled donor planting day and signs recognizing the donors.

Hatcher proposed that in May of this year, the Loretto Garden Club be allowed to plant a native wildflower seeding of a 1,200 square foot section of the buffer zone that lies between the northern edge of the ballfield parking lot and the culvert (about 1/3 of the 3,500 square foot area along the northern edge of the parking lot). This could be used as a living advertisement for the Adopt-a-Prairie program, featured in the newsletter and used as an educational tool about how the beginning of a prairie restoration project looks like. Hatcher stated she has been working with Public Works Director Leuer who suggested public works staff could place concrete parking barriers between the parking lot and the planting area, lift sod and provide the necessary truckloads of compost to replace the soil. Hatcher stated she is asking for Council approval to plant 1,200 square foot buffer zone this May, \$150 for the cost of seed and an identification sign so people don't run through the area.

Council Member Daniels questioned whether the plantings would be allowed due to new buffer zone laws. Leuer stated this type of planting is an improvement to the buffer zone, but stated he will check to make sure the plantings are acceptable.

Council Member Sevigny questioned when maintenance will be required for the ditch just to the north of the proposed planting area. Leuer stated maintenance would be required every 10-20 years, depending on conditions. Hatcher noted the goal is to select the toughest plants that can withstand difficult conditions.

Leuer stated the compost is available from piles located at the sewer ponds and that he has extra concrete parking barriers from when they added them to the city parking lot.

On a motion by Markham, seconded by Daniels, to approve \$150 funding for the buffer planting project.

Motion carried unanimously.

On a motion by Sevigny, seconded by Markham, to approve public works staff to spend one full day to remove sod, bring in compost from the sewer pond area, bring in parking barriers and prepare an area for buffer plantings along the northern edge of the softball complex parking lot. Motion carried unanimously.

On a motion by Markham, seconded by Daniels, to approve the Loretto Garden Club planting and maintaining a prairie restoration buffer zone along the northern edge of the softball complex parking lot.

Motion carried unanimously.

c. 239 North Medina Street Parking

On a motion by Markham, seconded by Riley, to allow Bubbles and Bows at 239 North Medina Street to put out signs for a loading zone for customers to be able to drop off and pick up pets for grooming.

Motion carried unanimously.

d. Railroad Crossing Signage

Leuer proposed installing two 24 inch by 24 inch signs, one on either side of the railroad crossing, about 100 feet back from the crossing, that give the phone number to call if there is an issue at the crossing. Leuer noted there are small signs posted right now that are very hard to read.

On a motion by Sevigny, seconded by Markham, to approve Leuer moving forward with ordering larger signs and placing them on each side of the tracks on County Road 19 giving information on who to call if there is an issue at the crossing.

Motion carried unanimously.

e. A to Z Auto

Council Member Markham stated she has met with many business owners in Loretto since she began on the Council and stated she has become aware that Empire Cycle was rejected for a loan because the property value was determined to be low because of the conditions and value of A to Z Auto. Markham stated she would like the Council to discuss options of what can be done.

City Attorney Callies stated action has been taken on multiple occasions over the years in efforts to get the A to Z Auto property cleaned up and in compliance with city code. Callies stated there are three ways to look at the issue; through building regulations, civil enforcement of city ordinances or criminal prosecution. Callies stated each option has pros and cons.

Council Member Riley questioned if he can participate in this discussion because his business was mentioned in relation to this issue. Callies stated that when there is a real or perceived conflict of interest the effected council member should be cautious about participating in enforcement action.

Council directed Callies to bring back a summary of past actions and outcomes and options on how to move forward.

- f. Public Notifications for Trains Blocking the County Road 19 Crossing
Council Member Markham stated she asked for this item to be on the agenda again this month because she was not present for the discussion during the March meeting. Markham stated she would like to see the City send out alert messages when there is a train is blocking the tracks for a longer period of time, stating she believes it is very useful information for Loretto residents. She stated she doesn't think people would mind getting an alert that says a train is blocking the tracks but finding the tracks cleared when actually driving through town. There was no further discussion.
- g. Toshiba Copy Machine Agreement
On a motion by Sevigny, seconded by Markham, to approve the sixty month Toshiba Copy Machine Rental Agreement through the state contract and buyout of the current machine lease. Motion carried unanimously.

Council directed Schneider to work with Leuer on arrangements to ship the old machine back.

9. INFORMATIONAL ITEMS

- a. 2019 Open Book Meeting Information
Council reviewed. No action taken.
- b. Organics Recycling Open House Report
Clerk Treasurer Schneider reported the Organics Recycling Open House took place on Wednesday, March 27th at City Hall. There was a nice turnout of residents and eight households signed up for the Blue Bag Organics (BBO) recycling service. Three additional households have signed up since then, putting our total participation at twenty-six households. Deb Gatz of Randy's Environmental Services was present at the Open House to answer questions, as well as former council member and long-time organics recycling participant Jeff France.

Schneider stated she plans to continue to hold educational events moving forward, the next one being at the Fun Fest on September 14th.

10. MONTHLY STAFF REPORTS

- a. City Hall
 - 1) Staff Performance Reviews
On a motion by Koch, seconded by Daniels, to approve a three percent wage increase for Jeff Leuer, Aaron Ende, Jacob Leuer, Mary Schneider, and Connie Scheibe. Motion carried unanimously.
- b. Streets
No items were brought forward.
- c. Water
Leuer reported there was a lot of work done on water issues over the past month, including repairing a water main leak on Railway Street East and finding a leak in the well and replacing seals. Leuer stated it has been a long haul all last year to figure out where we were losing water. Leuer stated the water reservoir tank was cleaned on April 8th, and reported that three inches of rust and phosphate was vacuumed out.

Leuer reported the well spool will eventually need to be replaced and that this will be included in the CIP infrastructure study that Wenck is working on for the City.

d. Wastewater

Leuer reported on upcoming actions needed for the wastewater project, including a meeting with Three Rivers Park to discuss the need for our project to cross over their trail; easement appraisals; finding the cost to run a natural gas line to the property (for the generator); and negotiating the Quad-City agreement.

Schneider reported she attended a wastewater finance meeting with engineer Peter Daniels and Northland Securities Managing Director Jessica Green. Schneider stated the City's \$400,000 bonding grant award will be taken off the top of the total project costs to determine the amount eligible for the Point Source Implementation Grant (PSIG) program. Schneider stated the City would be able to take advantage of short-term financing to fund expenditures as the project goes along, and as reimbursements are requested through the different grant programs.

e. Parks

1) Field Rental Report

Schneider reported there are two reservations on the field scheduling calendar at this time:

1. Providence Academy 9th grade boys baseball. They are scheduled on the Bob Koch Field for practices only on Monday through Friday, starting as soon as field conditions allow and going through May 17th. Estimated rental fees: \$750-1,000 (depending on time frame)
2. Orono-Westonka Soccer Club. They are tentatively scheduled for soccer on the Phil Tabery Field starting around May 1st and going through mid-July. Estimated rental fees: between \$960 (2 days/week for 12 weeks) and \$1440 (3 days/week for 12 weeks.)

Schneider stated she is also working with the Providence Academy Summer Boys Baseball organization and the Minnesota Vortex/A's Girls' Fastpitch Softball organization.

f. Stormwater

1) SWPPP Annual Meeting - **Public Hearing**

The Council reviewed the Annual SWPPP report.

Mayor Koch opened the public hearing at 8:21 p.m.

No one came forward to speak during the public hearing.

On a motion by Daniels, seconded by Riley, to close the public hearing at 8:22 p.m.
Motion carried unanimously.

11. MAYOR AND COUNCIL REPORTS

Mayor Koch reported the Lions Club is interested in purchasing a larger electronic sign than the one that is there now and will be bringing forward a proposal to a future council meeting.

Koch also reported he attended a Northwest Hennepin League of Municipalities meeting in which Hennepin County Assessor Jim Atchison was the presenter.

12. FINANCIAL

a. April Bills

On a motion by Sevigny, seconded by Daniels, to approve Electronic check numbers 3150E-3171E and paper check numbers 23051-23091 for a grand total of \$79,743.70.
Motion carried unanimously.

b. Monthly Balance Sheet

Council reviewed. No action taken.

13. ADJOURN

On a motion by Markham, seconded by Sevigny, to adjourn at 8:31 p.m.
Motion carried unanimously.

ATTEST:

Mary K. Schneider, City Clerk Treasurer

Kent Koch, Mayor