

**City of Loretto**  
**Minutes of Regular City Council Meeting**  
**279 N. Medina Street, Council Chambers**  
**April 10, 2018**

**1. CALL TO ORDER**

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

Members present: Mayor Kent Koch, Council Members John Neumann and Brian Sevigny.

Members excused: Council Members Brenda Daniels and Melissa Markham.

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 eleven people in the audience.

**2. PLEDGE OF ALLEGIANCE**

**3. SET AGENDA**

The agenda was approved as submitted.

**4. APPROVE MINUTES**

On a motion by Sevigny, seconded by Neumann, to approve the March 13, 2018 City Council Meeting Minutes as submitted.

Motion carried unanimously.

**5. MEDINA POLICE REPORT**

Medina Police Sergeant Jason Nelson presented the March Police Report noting one hundred seventy-four total contacts, of which one hundred thirty-three were general patrols. Nelson stated the majority of the remaining calls were traffic enforcement issues.

**6. OPEN FORUM**

No one came forward to speak during the Open Forum.

**8. ACTION/PLANNING**

a. Butterfly Garden

Veronica Shafer, 147 Summit Avenue, presented information on the monarch butterfly and requested the City take the Mayor's Monarch Pledge. Shafer proposed the City pledge to take the following actions: 1) create a pollinator garden at the Highlands Park; 2) plant milkweed and native flowers at the flooded baseball field; 3) have an information booth at the Loretto Fun Fest to educate the public. Shafer stated a newly created Loretto Garden Group would be responsible for making these three actions happen and maintain the plantings in the long term.

Council Member Neumann stated the proposed pollinator garden would be in a crescent moon shape, twenty feet long and eight feet wide at the widest point.

On a motion by Neumann, seconded by Koch, to approve taking the Mayor's Monarch Pledge through the National Wildlife Federation (NWF).

Motion carried unanimously.

On a motion by Neumann, seconded by Sevigny, to approve spending up to \$200 for border and black dirt to create the pollinator garden at the Highlands Park.

Motion carried unanimously.

Council directed staff to check with the City's stormwater engineer on which native plantings are appropriate.

b. Resolution 2018-13 CRJ Chippewa Estates Final Plat

City Planner Kirmis reported CRJ Properties has submitted an application for Final Plat approval. Kirmis stated the Final Plat is consistent with the approved preliminary plat and PUD Plan. Kirmis recommended the PUD Agreement be executed prior to recording of Final Plat with the County. Kirmis noted the street name of Hillview Lane has been replaced with Prairieview Lane and development name of Chippewa Ridge has been replaced with Chippewa Estates. Kirmis also noted the ten (10)-foot-wide trail has been changed to an eight (8)-foot-wide trail within a twelve (12)-foot-wide easement. Kirmis stated the applicant would be responsible for recording the Final Plat with County within ninety (90) days of Final Plat approval by Council.

Council Member Sevigny questioned if the water main for the area would be a dead-leg. Public Works Director Leuer stated the engineer told him there would be a requirement for the water leg to be bored over to the fire hydrant by the wellhouse and stated the City definitely would not want another dead-end line.

Chad Johnson of CRJ Properties stated he was not told he would have to do this.

Callies noted Resolution 2018-13 is subject to the City Engineer's comments and recommended moving forward with Final Plat approval.

Council consensus was the development would not be allowed to have a dead-end water line subject to specifications from the City Engineer and the Public Works Director.

City Attorney Callies noted that in terms of other requirements, there is a PUD Agreement that outlines what is required for public infrastructure subject to the City Engineer's comments, specifies financial guarantees the developer must put in place, provides for an easement for the public trail, a Declaration of Covenants, Easements and Restrictions that complies with the requirements set forth in the approved Preliminary Plat and PUD Plan.

On a motion by Sevigny, seconded by Neumann, to approve Resolution 2018-13, A RESOLUTION APPROVING THE FINAL PLAT FOR "CHIPPEWA ESTATES" PLANNED UNIT DEVELOPMENT IN THE CITY OF LORETTO, MINNESOTA.

Motion carried unanimously.

On a motion by Koch, seconded by Neumann, to approve the Chippewa Estates Planned Unit Development (PUD) Agreement subject to final approval by the City Attorney.

Motion carried unanimously.

On a motion by Neumann, seconded by Sevigny, to approve the Chippewa Estates Declaration of Covenants, Easements and Restrictions subject to final approval by the City Attorney.

Motion carried unanimously.

Council directed Leuer to work with the developer and the City Engineer to resolve the issues of the dead-end water line.

- c. Ordinance 2018-01, Adding Small Vehicle Repair as a Conditional Use in the General Commercial District - **PUBLIC HEARING**

City Attorney Callies stated this ordinance would establish small vehicle repair conducted inside a building as a conditional use in the "GC" General Commercial district and would remove the same use from the Interim Use section of the same district. Callies noted this draft of the ordinance has revised hours of operation for weekdays of 8:00 a.m. to 7:00 p.m.

Mayor Koch opened the public hearing at 7:26 p.m.

No one came forward to speak during the public hearing.

On a motion by Neumann, seconded by Sevigny, to close the public hearing at 7:27 p.m.  
Motion carried unanimously.

On a motion by Koch, seconded by Sevigny, to approve Ordinance 2018-01, AN ORDINANCE AMENDING SECTION 420:35 OF THE LORETTO CODE OF ORDINANCES (ZONING) REGULATIONS FOR "GC" GENERAL COMMERCIAL DISTRICT.  
Motion carried unanimously.

**Planner Kirmis was excused at 7:33 p.m.**

- d. Resolution 2018-14, Recognizing Service of Park Coordinator Herb Koch

Mayor Koch read through the resolution recognizing the service of Herb Koch to the City. Council Member Neumann thanked Herb Koch for his service.

On a motion by Neumann, seconded by Sevigny, to approve up to one hundred dollars to be spent on a plaque of recognition for Herb Koch.  
Motion carried unanimously.

On a motion by Neumann, seconded by Sevigny, to approve Resolution 2018-14, A RESOLUTION RECOGNIZING HERB KOCH FOR 34 YEARS OF SERVICE TO THE CITY OF LORETTO.  
Motion carried unanimously.

- e. Lions Park Building Project Cost Estimate and Soil Borings

Public Works Director Leuer reported a preliminary cost estimate was submitted by Green Construction and a soil boring report was received from Northern Technologies (NTI). Leuer reported the first soil borings went down twenty-five feet and did not find good soil. The next set of soil borings went down fifty-five feet at the deepest. Leuer stated the building will need helical piers to stabilize the structure, with an estimated cost of \$27,000 for fifteen piers. Leuer stated he contacted the architect and was told we need structural engineering with an estimated \$1,800 cost for revised structural design to accommodate the proposed helical piers.

Leuer reported the Loretto Lions have offered to pay for half of the \$1,800 cost for revised structural design work and stated that with this work the architect would be able to get the project ready to go to bid.

Council Member Sevigny inquired on the cost of dirt work for the parking lot. Leuer stated an alternative idea would be to build closer to West Railway Street eliminating the need for an additional parking lot. Another alternative would be to have the building back a little off the street but just have a sidewalk to the building coming from West Railway.

On a motion by Neumann, seconded by Sevigny, to approve up to \$900 with a matching \$900 from the Lions Club, for the architect and structural engineer to revise the design plans to accommodate the proposed helical piers.  
Motion carried unanimously.

Mayor Koch clarified questions from the March council meeting: 1) the \$50,000 amount for the shelter/picnic area is included in the overall \$344,000 estimate; 2) the kitchen plumbing is included in the overall plumbing estimate of \$14,000.

f. Thompson Chicken License

On a motion by Neumann, seconded by Sevigny, to approve a chicken license for Jason Thompson, 115 Railway Street East, Loretto.  
Motion carried unanimously.

g. Incident Reports

Council reviewed a draft incident report that Public Works Director Leuer put together using the CANVAS reporting system. Leuer stated the system is set up to automatically send the report to him via email.

Council directed Leuer to set up the report to also be automatically emailed to Clerk Treasurer Schneider's email address to be saved into the City's records.

## 9. INFORMATIONAL ITEMS

a. 2018 Assessment and Open Book Meeting Information

Council reviewed. No action taken.

b. WeCAN Annual Report

Council reviewed. No action taken.

## 10. MONTHLY REPORTS

a. City Hall

1) Performance Review and Recommendation

Mayor Koch reported the Personnel Committee completed a performance evaluation for Public Works Director Leuer. Koch stated Leuer continues to do a good job managing his department and the public works staff. Koch stated Leuer will be completing performance evaluations for the other public works staff and requested a three percent wage increase for them as well. Koch noted the increase for Leuer was budgeted for 2018, but the increases for the other public works staff was not. Koch stated the Personnel Committee is recommending a three percent wage increase for all three public works staff.

On a motion by Koch, seconded by Sevigny, to approve a wage increase of three percent for all public works staff.  
Motion carried unanimously.

b. Streets

Public Works Director Leuer stated he has received some concerns from residents about all the rocks on the streets in the Highlands neighborhood from the seal coating done in 2017. Leuer stated he contacted the company that did the work and is having them come out to check out the issue.

Neumann stated there are some sidewalks by the Highland Townhomes that are pushing up and requested they be checked.

Leuer stated the frost is still in the ground and with the late spring the sidewalk inspections may be later as well.

c. Water

Public Works Director Leuer reported he has a water meter hooked up to the hydrant by the bank and is drawing 3,000 gallons daily to see if that improves the water quality for the Highlands Townhomes. Leuer stated he has been doing this for about two weeks and will be reaching out to residents to see if this has made a difference. Leuer also reported he has ordered an above ground automatic hydrant flusher, which is for use during warm weather months only.

d. Wastewater

Leuer stated he is working with engineers on the MCES hookup project. Leuer stated he has met with the Elsen's and the Lindquist's and is working on getting Right of Entry agreements in place. Leuer stated the City can move forward with needed surveys of those properties after the agreements are in place.

Leuer reported Wenck will have a proposal for design work at the May council meeting, including soil testing, plans and specifications for design of piping, lift station, forcemain, upgrading the Independence forcemain, county right of way permitting, and grant application.

e. Parks

1) Hennepin Youth Sports Facility Grant - LCAA Draft Agreement

City Attorney Callies stated she drafted this agreement between the LCAA and the City to memorialize expectations around the grant and how that will be used. Callies pointed out that in order for this to be guaranteed, funds would have to be held in escrow.

Mayor Koch noted the budgeted cost of the project at the Arnold Klaers Field is \$100,000, and stated this agreement should only refer to those improvements and not the improvements at the Bob Koch Field.

On a motion by Neumann, seconded by Sevigny, to approve the AGREEMENT REGARDING RENOVATIONS TO LORETTO ATHLETIC PARK AND ARNOLD KLAERS BASEBALL FIELDS BETWEEN THE CITY OF LORETTO AND THE LORETTO COMMUNITY ATHLETIC ASSOCIATION, with the budgeted amount of the project at the Arnold Klaers Field as \$100,000 and the distinction that this agreement is for improvements to the Arnold Klaers Field only.

Motion carried unanimously.

Neumann stated he will set up a meeting between the Parks Committee and LCAA to discuss the agreement.

2) Hennepin Youth Sports Facility Grant - Dugouts and Retaining Wall Proposal

Council reviewed a proposal for architectural/engineering services submitted by Timothy O'Brien & Associates, with a total cost of \$7,800. Mayor Koch noted the engineering costs are reimbursable through the grant.

Mayor Koch stated there is another option of prefabricated modular dugouts. Public Works Director Leuer stated the City would build a base for each dugout and the company would bring in the preformed dugouts and place them with a crane. Leuer stated that if the dugouts were to shift, the company can come back to lift them up and

replace them. With this option, the structural engineering would likely not be needed for the dugout work. Another advantage is that less project management would be needed for this option.

Leuer stated one drawback is that the longest dugout they can ship out would be thirty feet long, eight feet high and eight feet wide. Cost for dugouts would be \$24,500 each, which includes shipping. Koch noted the current dugouts are about forty feet long.

Council Member Sevigny noted the structural engineering would still be needed for the retaining wall work. Council discussed how the retaining wall would fit in with prefabricated dugouts.

Leuer presented a proposal for geotechnical services from NTI with a total cost of \$3,400. Council consensus was that the soil borings would be needed regardless of the option chosen for the dugouts.

On a motion by Neumann, seconded by Koch, to approve the proposal for geotechnical services from NTI dated April 9, 2018 with a cost of \$3,400.  
Motion carried unanimously.

3) Field Scheduling - Resolution 2018-15, Amending Park Field Use Fee Schedule

Council reviewed meeting notes from the March 19<sup>th</sup> meeting between staff and the Parks Committee where field scheduling duties were discussed. Mayor Koch noted the LCAA will no longer be running the concession stand at the Athletic Complex and suggested vending machines. Council Member Neumann stated he will look into vending machine options and bring information back to the May council meeting.

Council discussed how access to the building would be given to groups who need lights. Council consensus was to use the key pad entry system and have any valuable equipment and key to the lawn mower locked in the front concessions area.

Council directed Leuer to look into the cost of a system where lights would turn off automatically at a certain time.

Council directed Leuer to look into moving the light box to the outside of the concessions building.

Council discussed possible fines if groups left the lights on at the end of their use and whether a damage or lights deposits should be added to the fee schedule.

On a motion by Sevigny, seconded by Koch, to establish a \$75 fine if users leave the lights on.  
Motion failed. No vote taken.

Council reviewed the Field Rental Agreement and directed Clerk Treasurer Schneider to reword the section regarding Field Lights/Key Issuance to reflect the use of the key pad entry system and remove language about deposits and fines. Council also directed Schneider to strike the bullet points regarding intoxicating liquor and curfew.

Council directed City Attorney Callies to review the City Code and bring back an opinion on whether alcohol is allowed in the city parks.

**Mayor Koch called for a five-minute recess at 9:03 p.m. Koch called the meeting back to order at 9:08 p.m.**

Council reviewed the Field Reservation Request Form and discussed which field would be best to offer for soccer use. Leuer stated moving the soccer goals is a three-man job and that moving them should be kept to a minimum. Council directed Schneider to remove the soccer option from the Harry Smith Field and add it to the Phil Tabery Field.

Council discussed whether a fee should be established for rechalking and dragging the fields between games at a tournament when doing so would involve on-call pay for the public works staff. Schneider noted the on-call fee for Leuer would be about \$95.00, and about half that for the other two public works employees.

On a motion by Neumann, seconded by Sevigny, to approve Resolution 2018-15, A RESOLUTION ADOPTING A REVISED CITY FEE SCHEDULE adding a new fee "On-call fees for dragging and rechalking fields between games on nights and weekends" of \$75. Motion carried unanimously.

On a motion by Neumann, seconded by Koch, to approve up to two additional hours for Schneider or Utility Clerk Scheibe during field rental season as needed. Motion carried unanimously.

4) Neighborhood Parks

Council Member Neumann reported the Parks Committee reviewed the Highlands Park and Ponds Park and they are working on determining a location for a concrete slab for future shelter. Neumann stated he will be working with Public Works Director Leuer on this project.

5) Delano/Loretto United Way Grant

On a motion by Neumann, seconded by Sevigny, to approve applying for the Delano/Loretto United Way Grant for playground equipment. Motion carried unanimously.

Mayor Koch brought up directional signage for the athletic parks and stated there is often confusion for guests of the parks trying to figure out where to park. Council directed Public Works Director Leuer to look into sign options, similar to the directional signs for City Hall.

f. Stormwater

No items were brought forward.

**11. MAYOR AND COUNCIL REPORTS**

Mayor Koch reported he attended a Northwest Hennepin League of Municipalities meeting in which the topic of workforce housing was discussed.

**12. FINANCIAL**

a. April Bills

On a motion by Koch, seconded by Sevigny, to approve electronic check numbers 2864E-2885E and paper check numbers 22563-22593 for a grand total of \$79,124.58. Motion carried unanimously.

b. Monthly Balance Sheet

Council reviewed. No action taken.

**13. ADJOURN**

On a motion by Neumann, seconded by Sevigny, to adjourn at 9:37 p.m.  
Motion carried unanimously.

**ATTEST:**

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Mary K. Schneider, City Clerk Treasurer

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Kent Koch, Mayor