

City of Loretto
Minutes of Regular City Council Meeting
279 N. Medina Street, Council Chambers
April 12, 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 Girik, Brenda Daniels, Henry Pepin and John Neumann.

Also present: City Attorney Paula Callies, City Planner Bob Kirmis, 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 Girik, seconded by Daniels, to approve the March 8, 2016 City Council Meeting Minutes as submitted.

Motion carried unanimously.

5. MEDINA POLICE REPORT

Medina Police Chief Ed Belland gave the March police report. No action taken.

6. CONSENT AGENDA

- a. Resolution 2016-08, Approving E-Poll Book Use Agreement with Hennepin County
- b. Resolution 2016-09, Approving National Joint Powers Alliance Joint Powers Agreement
- c. Personnel Policy Amendment – Additional Compensation

On a motion by Girik, seconded by Daniels, to approve the CONSENT AGENDA as submitted.

Motion carried unanimously.

7. ACTION/PLANNING

a. City Code Variance Language Review with City Planner

City Planner Bob Kirmis presented information to the Council regarding outdated language in the Loretto City Code for evaluation of variance applications. Kirmis noted state statutes changed in 2011 from an "undue hardship" standard to a "practical difficulties" standard.

On a motion by Neumann, seconded by Daniels, to order a public hearing for the May council meeting to consider an ordinance amending Section 420 of the Loretto Code of Ordinances addressing variance evaluation criteria.

Motion carried unanimously.

b. City Code Off-Street Parking Review with City Planner

City Planner Bob Kirmis presented information to the Council regarding a possible amendment to the Loretto City Code which would allow for a reduction in the off-street parking supply requirements in the Traditional Commercial District.

On a motion by Neumann, seconded by Girk, to order a public hearing for the May council meeting to consider an ordinance amending Section 420 of the Loretto Code of Ordinances addressing off-street parking supply requirements.
Motion carried unanimously.

c. Downtown Parking Lot Improvements

Council reviewed a Parking Lot Improvement Options document in the packet prepared by Public Works Director Leuer and Council Member Girk. Council discussed options to increase the parking inventory for the downtown/Railway Street West area.

On a motion by Girk, seconded by Pepin, to move forward with parking lot improvements on the south side of Railway Street West, with the Red Rock/Gravel Option, excluding the line items for Parking Signs "Center Car Here" and the Parking Sign Posts.
Motion carried unanimously.

On a motion by Neumann, seconded by Daniels, to move forward with parking improvements on the north side of Railway Street West with red rock/gravel base creating approximately nine parallel parking spaces.
Motion carried unanimously.

d. Resolution 2016-10, Approving Infield Turf Grant Agreement

On a motion by Koch, seconded by Daniels, to approve Resolution 2016-10, A RESOLUTION OF THE CITY OF LORETTO APPROVING AND AUTHORIZING EXECUTION OF AGREEMENT A154759 WITH HENNEPIN COUNTY FOR SYNTHETIC TURF ON THE INFIELD OF THE ARNOLD KLAERS BASEBALL FIELD.

Motion carried unanimously.

e. LCAA Field Turf Project Agreement

Mayor Koch noted this agreement is to set terms for the financial responsibilities of the LCAA and the City regarding the infield turf project. City Attorney Callies reported on terms that were brought forward at a meeting with Callies, the Parks Committee (Council Members Pepin and Neumann), and LCAA representatives Herb Koch and Glen Schneider. Callies stated some terms discussed include an initial cash deposit paid to the City by the LCAA with a possible deadline of May 1st; the LCAA would provide a cash escrow (by a date to be set) that the City would draw from to cover costs as they occur; upon completion of the project, the City would receive grant funds from the county, which would be paid back to the LCAA; the City would not incur any cost for the project. Council discussed the terms.

Council consensus was to schedule another meeting between the City and the LCAA to work out the terms of the agreement.

f. Resolution 2016-XX, Retain Engineer for Artificial Turf Bid Process

Council discussed next steps for the infield turf project. City Attorney Callies noted a resolution is premature at this time until further information is gathered on engineers to handle the bid process.

Council directed staff to move forward with exploring options of engineers to handle the bid process for the artificial turf project, including cost to prepare the bid, and bring options back to the May council meeting.

On a motion by Neumann, seconded by Daniels, to move forward with soil borings at the Arnold Klaers Baseball Field contingent on the LCAA donating funds to pay for the soil borings.
Motion carried unanimously.

g. LMCC Audio/Visual Improvements Bids

Council reviewed bids provided by Alpha Video and Tierney for a wall mount tv/monitor and cost estimates provided by the City's IT contractor for a laptop computer to run presentations on the monitor.

Mayor Koch called for a recess at 9:00 p.m. due to audio/visual technical issues.
Koch reconvened the meeting at 9:05 p.m.

On a motion by Koch, seconded by Daniels, to approve the purchase of the laptop computer and Alpha Video bid with a 65" Monitor, without the audio feed option, with the City's out-of-pocket costs not to exceed \$1700.
Motion carried unanimously.

h. Public Works On-call Policy

Council reviewed a proposed Public Works On-call Policy.

Council directed staff to research whether an employee must be paid time and a half for any hours over forty in a week if "on-call hours" plus regular hours puts the employee over forty hours for the week.

Council directed staff to provide language for an additional option of allowing the on-call employee to bank paid time off (PTO) or compensatory time instead of being paid out for the on-call hours.

8. INFORMATIONAL ITEMS

a. Loretto Fire Department 2015 Year End Report

Council reviewed. No action taken.

b. 2016 Assessment Information and 2015 Sales Book

Council reviewed. No action taken.

9. MONTHLY REPORTS

a. City Hall

1) Personnel Policy Review – Performance Evaluations

Council reviewed the existing Performance Evaluation policy and directed staff to further research the closed meeting option and whether the Council could do performance evaluations in a closed meeting without the employee present.

1) Staff Performance Reviews

Mayor Koch noted the Personnel Committee completed performance reviews for Public Works Director Leuer and Clerk Treasurer Schneider per the Personnel Policy and recommended the budgeted wage increase of three percent for both employees.

On a motion by Daniels, seconded by Girk, to approve a three percent wage increase for Clerk Treasurer Mary Schneider effective with the next pay period.
Motion carried unanimously.

On a motion by Daniels, seconded by Girk, to approve a three percent wage increase for Public Works Director Jeff Leuer effective with the next pay period.
Motion carried unanimously.

b. Streets

1) Quiet Zone

No new information was available.

- c. Water
No items were brought forward.
- d. Wastewater
Public Works Director Leuer reported there was a sewer pipe down at the sewer ponds that was blocked on Easter Sunday. The pipe has been opened up to about three-fourths capacity, but more work is needed that can't be done until after discharging the third pond and pumping down the first two ponds. Leuer stated one cause of the blockage are the so-called "flushable wipes" that get caught in the pipe. Leuer stated his crew shovels "flushable wipes" out of the system everyday as they do not degrade and should not be flushed.
- e. Parks
Public Works Director Leuer noted there are some repairs needed on the four-inch sewer line that runs from the baseball concession restrooms to the manhole on Lorenz Street.
- f. Stormwater
 - 1) SWPPP Annual Public Meeting
Clerk Treasurer Schneider presented the 2015 SWPPP Report.

Mayor Koch opened the public hearing at 10:10 p.m
No one in the audience came forward to make comments during the public hearing.

On a motion by Neumann, seconded by Daniels, to close the public hearing at 10:11 p.m.
Motion carried unanimously.

10. FINANCIAL

- a. April Bills
On a motion by Koch, seconded by Neumann, to approve electronic check numbers 2288E-2308E and paper check numbers 21558-21593 for a grand total of \$51,763.13
Motion carried unanimously.
- b. Monthly Balance Sheet
Council reviewed.
No action taken.
- c. Quarterly Revenue and Expenditure Reports
Council reviewed.
No action taken.

11. OTHER

Mayor Koch reported he attended a Northwest Hennepin League of Municipalities meeting, stating Hennepin County Assessor Jim Atchison gave a presentation explaining their assessment process.

12. ADJOURN

On a motion by Girk, seconded by Daniels, to adjourn at 10:14 p.m.
Motion carried unanimously.

ATTEST:

Mary K. Schneider, City Clerk Treasurer

Kent Koch, Mayor