

City of Loretto
Minutes of Regular City Council Meeting
279 N. Medina Street, Council Chambers
April 14, 2015

1. CALL TO ORDER/SET AGENDA

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

Members present: Mayor Kent Koch, Council Members Brenda Daniels, Cari Girk, Henry Pepin and John Neumann.

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

There were four people in the audience.

The agenda was approved with the following changes:

- Under **10. OTHER**, add: b. Introduction of Commercial Realtor Bill Wolfson

2. APPROVE MINUTES

On a motion by Neumann, seconded by Girk, to approve the March 10, 2015 City Council Meeting Minutes with the following changes:

- Under **ACTION/PLANNING c. Loretto Fire Contract/West Hennepin Fire Group**, first sentence, replace "of" with "at" to read "Council Member Neumann reported on a meeting he attended on March 4th, 2015 ~~of~~ at the West Hennepin Fire Group (WHFG)".
- Under **ACTION/PLANNING c. Loretto Fire Contract/West Hennepin Fire Group**, second sentence, replace "Medina" with "Maple Plain" to read "The WHFG consists of four fire departments (Loretto, Hamel, Long Lake and ~~Medina~~ Maple Plain) ..."
- Under **ACTION/PLANNING c. Loretto Fire Contract/West Hennepin Fire Group**, third sentence, add the word "was" to read "Neumann stated the WHFG ~~is~~ was formed..."

Motion carried unanimously.

3. PRESENTATIONS

a. Senator David Osmek

Senator Osmek arrived at 7:55 p.m. and gave his presentation at that time.

Osmek provided a legislative update for the Council, including information on Sunday liquor sales, transportation funding for small cities, and Met Council and Ag Preserve issues.

Osmek discussed local issues with the Council, including the status of the City's wastewater hookup issues, Quiet Zone progress and railroad track blockages, the Governor's Railway Safety Improvement Proposal and the upgrades to the County Road 11 and County Road 19 intersection. Osmek stated he made a request to MnDOT for the installation of a yellow flashing turn arrow for the intersection of Highway 55 and County Road 19.

Mayor Koch thanked Senator Osmek for his presentation.

4. MEDINA POLICE REPORT

Police Chief Ed Belland gave the March Police Report, stating there were one hundred twenty total calls for service, including a disturbing the peace/harassing communications call, ten traffic contacts, three medicals, one warrant arrest and eighty-eight general patrols, among others. Belland also reported on a fatal four-car accident on Highway 55, and expressed his appreciation for the assistance of the Loretto and Hamel Fire Departments.

5. CONSENT AGENDA

a. Resolution 2015-06, Spectrum Lease Agreement/FCC Notification

- b. Resolution 2015-07, Gambling Premises Permit for NW Area JC's
- c. Fun Fest Firworks Contract Approval, PC Pyrotechnics

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

6. ACTION/PLANNING

a. A to Z Auto

Council Member Neumann reported a follow-up code compliance inspection was completed on March 18, 2015 by Code Enforcement Officer Kohnen and Neumann. Mr. Miller was present for the inspection and was sent a letter dated March 27, 2015 summarizing the findings of the inspection. Neumann noted there were still thirteen vehicles that were parked for over thirty days that were not road worthy as well as debris and clutter that hadn't been removed since the first code compliance inspection. Neumann noted the broken-down three-foot fence at the front of the property had been removed.

City Attorney Callies reviewed options the Council has available to bring the property into compliance, including civil and criminal remedies.

Mr. Miller, the property owner, addressed the Council stating most of the vehicles parked on the lot are his vehicles that he uses as loaner cars. Mr. Miller stated he would be able to remove any vehicles that are not in compliance by May 6, 2015. Mr. Miller also agreed to remove the debris that is within public view by May 6, 2015.

On a motion by Koch, seconded by Pepin, to have a code compliance inspection of A to Z Auto, including a check that the property is in compliance with the 2004 Settlement Agreement, before the May 12, 2015 council meeting.
Motion carried unanimously.

b. Loretto Fire Contract/West Hennepin Fire Group

Mayor Koch reminded the Council that the Loretto Fire Department is looking for feedback on the current fire contract. Council Member Pepin stated he would like to see language in the contract regarding funding of the Fire Relief Association being at a level above one hundred twenty percent before pay raises could be voted by the department; if wanting a level lower than one hundred twenty percent, two-thirds of the contracting cities would have to agree. Public Works Director Leuer stated he would bring that issue to the Fire Department Board.

Council consensus was that the length of the contract doesn't really matter because of the clause to terminate with a one-year notice without cause and a ninety-day notice with cause.

Leuer noted the Fire Department is looking into the option of a separate contract for the building of the new fire station.

c. Pioneer-Sarah Creek Watershed Management Commission Update

Council Member Girk gave a PowerPoint presentation explaining the current issues with the Pioneer-Sarah Creek Watershed Management Commission (PSCWMC), including the PSCWMC's pending acceptance or denial of the Board of Water and Soil Resources' (BWSR's) approval of the Third Generation Plan. BWSR is requiring the PSCWMC to apply for a new plan in six years instead of the standard ten years. Girk stated this change would increase costs to the member cities. Girk also explained the expected impact on the City if the PSCWMC would be terminated and converted to a Watershed Management District (WMD), which would be a taxing district, likely with little or no local control.

Council reviewed a survey submitted by the PSCWMC for completion by member cities and completed the survey by council consensus.

d. Quiet Zone

Council reviewed the engineering estimate from Canadian Pacific Railway (CP Rail) for rail improvements needed to attain a Quiet Zone, with a total cost estimate of \$239,402.84. Public Works Director Leuer noted this estimate is valid for one year (estimate is dated March 25, 2015.) Leuer also noted there would be additional costs to close the private driveway west of the public crossing and the commercial property driveway just east of the public crossing.

Mayor Koch noted Three Rivers Park has stated previously they would do a fifty percent cost share on the gates for the pedestrian crossing, up to \$12,500.

Council discussed the idea of putting this information out to Loretto property owners to get feedback on interest in completing this project, making sure information on other pending projects is included, specifically the wastewater hookup issues.

Council directed Leuer to get estimates to complete the additional work to close the private driveways. Council also directed Leuer to contact CP Rail with two follow-up questions: 1) Would CP Rail consider an additional signal at the commercial private driveway in lieu of doing the proposed curb and gutter; 2) Would the Constant Warning Time circuitry extend to the Townline Road crossing? Would west-bound trains still have to blow their horns for that crossing when passing through Loretto?

7. INFORMATIONAL ITEMS

a. Governor's Railway Safety Improvement Proposal

Council reviewed. Council Member Girk questioned safety measures locally in the event of a train derailment. Public Works Director Leuer stated each incident is unique depending on the situation and/or type of hazardous materials on the train. Leuer stated first responders would be on site to notify residents of actions they need to take. Leuer also stated social media applications such as Facebook are tools used by some communities to get the word out during emergencies.

Council Member Pepin questioned the level of participation in our public notification system, which would be another tool used to get the information out to Loretto residents and business owners. Clerk Treasurer Schneider stated she could bring that information back to the next council meeting. Schneider stated city staff are able to send out alerts through that system from any computer.

b. Gov Office Website Custom Design

Council reviewed options to customize the City's website and directed Clerk Treasurer Schneider to bring a proposal for this upgrade to the budget planning workshop to be included in the 2016 budget.

c. Hennepin County Ordinance – Smoke Free Changes

Council reviewed. No action taken.

8. MONTHLY REPORTS

a. City Hall

1) Complaint/Concern/Request/Suggestion

Council reviewed a request by a local property owner for the flushing of the private hydrant owned by Mr. Gary Koecheler (located at 230 St. John Street.) Clerk Treasurer Schneider stated Mr. Koecheler cooperated with the request and flushed the hydrant with the permission of Public Works Director Leuer. Leuer noted the timing of the hydrant flushing is critical.

b. Streets

Public Works Director Leuer noted traffic was high, possibly doubled, during rush hour times today due to the onset of a two-year project to improve Interstate 494.

c. Water

1) Sanitary Survey Report for Loretto Public Water System

Public Works Director Leuer stated this is an annual report for our water system. Leuer noted the Department of Health is recommending the addition of a secondary containment system for the chlorine tank. Leuer stated he will be looking into costs for this project.

d. Wastewater

1) Met Council Update

Public Works Director Leuer reported he had a meeting with a Met Council representative and the city engineer to discuss the feasibility study for the Met Council to bring their sewer line out to the Loretto area. Leuer stated the Met Council has decided not to complete the full project at this time due to lack of local development to sustain the high costs of the project long-term. Leuer stated the Met Council has made a proposal for an interim solution: Loretto would install a lift station by the wastewater ponds and hook into the Independence Line (which comes to the corner of County Road 19 and County Road 11) and keep one pond active for use during high peak flows. The estimated cost for the City to complete this interim project would be \$650,000.

Mayor Koch called for a brief recess at 8:54 p.m.

Mayor Koch reconvened the meeting at 8:58 p.m.

Leuer reported the Met Council's cost to support Loretto's interim solution is estimated at about two million dollars. Leuer stated the Met Council will be meeting with the MPCA to discuss the options and how they impact Loretto and the surrounding communities.

e. Parks

No items brought forward.

f. Stormwater

1) SWPPP Public Hearing

Clerk Treasurer Schneider presented a report on 2014 Stormwater Pollution Prevention Plan (SWPPP) activities, stating there were over ninety-nine hours spent administratively and over eighty-seven hours through operations and maintenance. Schneider reported the City worked with Wenck Engineer Susan Nelson to help bring the program up to compliance standards for the new permit requirements. Administrative hours were spent by Council Member Girk attending watershed meetings, by staff implementing requirements for education of best management practices, among other activities. Maintenance hours were spent assessing drainage issues on the streets, cleaning out screens, repairing catch basins and culverts in the streets, and completing the grant operations of the Loretto Creek Stormwater Project with Medina. Schneider stated that information regarding Loretto's SWPPP is kept in a binder at City Hall and is available for review by the public.

Mayor Koch opened the public hearing at 9:11 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 9:12 p.m.
Motion carried unanimously.

2) Loretto Creek Project Final Costs

Council reviewed a letter from the City of Medina requesting payment by Loretto of the full amount of the overage costs for the Loretto Creek Project. Mayor Koch noted the City of Medina and the City of Loretto entered into a joint powers agreement (JPA) for the Loretto Creek Project and that the agreement calls for Medina to cover seventy-four percent of any overage and Loretto to cover twenty-six percent.

On a motion by Neumann, seconded by Girk, to approve a payment to the City of Medina that covers Loretto's original estimated portion of the Loretto Creek Project costs (\$3,795.00) plus twenty-six percent of the overage costs (\$481.61) for a total payment of \$4,276.61.
Motion carried unanimously.

9. FINANCIAL

a. April Bills

On a motion by Koch, seconded by Daniels, to approve electronic check numbers 1979E-1999E and paper check numbers 21077-21118 for a grand total of \$57,150.95.
Motion carried unanimously.

b. Monthly Balance Sheet

Council reviewed.
No action taken.

10. OTHER

a. Goal Setting Discussion

Mayor Koch proposed Council and staff submit their long and short-term goals to Clerk Treasurer Schneider to be brought back to the May council meeting for discussion.

b. Introduction of Commercial Realtor Bill Wolfson

Bill Wolfson introduced himself to Council and discussed his experience and qualifications as a commercial realtor.

Mayor Koch called for a brief recess at 9:20 p.m., after which the closed meeting was held.

11. CLOSED MEETING AS ALLOWED BY MINNESOTA STATUTE 13D.05, SUBD.3(C)(3)

a. Discuss Potential Purchase of Real Property, 150 Medina Street North

Mayor Koch called the regular meeting back to order at 10:35 p.m. Koch stated the persons attending the closed meeting were himself, Council Members Girk, Neumann, Daniels and Pepin, Clerk Treasurer Schneider, City Attorney Callies and Bill Wolfson.

Mayor Koch gave a brief report from the Northwest Hennepin League of Municipalities (NWHLM) meeting he attended. Koch stated Hennepin County Assessor Jim Atchison provided information on property growth, Hennepin County Director of Transportation Jim Grube gave an update on his department's capital improvement plans and wheelage tax information, and a representative from Hennepin County's Environmental Services Department provided information on grant availability. Koch stated documentation will be left with Clerk Treasurer Schneider if anyone is interested in reviewing.

12. ADJOURN

On a motion by Pepin, seconded by Girk, to adjourn at 10:37 p.m.
Motion carried unanimously.

ATTEST:

Mary K. Schneider, City Clerk Treasurer

Kent Koch, Mayor