

City of Loretto
Minutes of Regular City Council Meeting
279 N. Medina Street, Council Chambers
June 12, 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, Medina Officer Keith Converse, 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 with the following changes

- Under Parks, add item **6) DMJ Asphalt Quote**

4. APPROVE MINUTES

On a motion by Sevigny, seconded by Daniels, to approve the May 8, 2018 City Council Meeting Minutes as submitted.

Motion carried unanimously.

5. MEDINA POLICE REPORT

Medina Police Officer Converse presented the May Police Report noting one hundred fifty-five total contacts, of which one hundred twenty-eight were general patrols. Converse noted there were twelve traffic citations, two welfare/mental health checks, one assault and two DUIs. Converse stated if the City wanted extra patrols at any time to call and make a request.

6. OPEN FORUM

No one came forward to speak during the open forum.

7. CONSENT AGENDA

- a. Resolution 2018-18, Hennepin Youth Sports Playground Grant Agreement
- b. Resolution 2018-19, Hennepin Youth Sports Equipment Agreement
- c. Resolution 2018-20, Amending the 2018 Regular City Council Meeting Schedule
- d. Resolution 2018-21, Appointing 2018 Election Day and Ballot Board Judges
- e. Fun Fest Inflatables Agreement
- f. Fun Fest Karaoke Agreement
- g. Fun Fest Fire Dancers Agreement
- h. Stross Chicken License
- i. LCAA Raffle
- j. Fun Fest Henna Tattoo Agreement

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

8. ACTION/PLANNING

a. Lions Park Shelter Bid Review

Public Works Director Leuer reported the bids were high due to the need for soil correction measures.

Council Member Markham stated the Parks Committee met and came up with some ideas for improvements to the existing shelter, including bathroom door replacement and interior painting, concrete replacement around the bathrooms, create ramp to bathrooms, repair or replace shelter siding, add water line to the shelter building, enclose the patio with screens and extend the patio. Markham stated the Parks Committee will reach out to Ebert Construction and ask if they would come take a look and give recommendations.

Mayor Koch stated he attended the Lions Club meeting and reported there was a discussion about possibly building a shelter where the Arnold Klaers concession stand is currently located.

Council Member Neumann stated if the City improved the existing building it would get more use, but doesn't recommend putting too much money into it.

Council Member Sevigny noted if running water were added, a sewer connection would also be needed.

Council consensus was to have the Parks Committee and staff investigate the feasibility of improvements.

On a motion by Neumann, seconded by Markham, approving Resolution 2018-25, A RESOLUTION REJECTING ALL BIDS FOR THE LIONS PARK SHELTER.

Motion carried unanimously.

b. Resolution 2018-22, Amending Chippewa Estates PUD Plan

On a motion by Koch, seconded by Neumann, approving Resolution 2018-22, A RESOLUTION APPROVING MINOR AMENDMENT TO "CHIPPEWA ESTATES" PLANNED UNIT DEVELOPMENT IN THE CITY OF LORETTO, MINNESOTA.

Motion carried unanimously.

c. Ordinance 2018-02, Assigning Street Addresses for Chippewa Estates

On a motion by Sevigny, seconded by Markham, approving Ordinance 2018-02, AN ORDINANCE OF THE CITY OF LORETTO, MINNESOTA, ASSIGNING STREET ADDRESSES FOR CHIPPEWA ESTATES.

Motion carried unanimously.

d. Resolution 2018-23, Montague's Kitchen and Bar Special Event

Clerk Treasurer Schneider stated Montague's made a change to their request, asking for the event to run from 5:00 to 11:00 p.m.

On a motion by Neumann, seconded by Koch, approving Resolution 2018-23, A RESOLUTION AUTHORIZING TEMPORARY EXPANSION OF A LICENSED PREMISES TO MONTAGUE'S KITCHEN & BAR.

Motion carried unanimously.

e. Resolution 2018-24, Recognizing Fun Fest/Holiday Train Volunteer Tim Pivec

On a motion by Sevigny, seconded by Daniels, approving Resolution 2018-24, A RESOLUTION RECOGNIZING AND THANKING TIM PIVEC FOR HIS SERVICE TO THE CITY OF LORETTO.

Motion carried unanimously.

- f. Driveway Permit, 162 Creekview Lane
On a motion by Sevigny, seconded by Daniels, approving the driveway application for John Neumann at 162 Creekview Lane
Motion carried. Neumann abstained.

9. INFORMATIONAL ITEMS

- a. Metropolitan Council Annual Population Estimate
Council reviewed. No action taken.
- b. District Courthouse Reallocation
Council reviewed. No action taken.
- c. Fun Fest Update
Clerk Treasurer Schneider reported the donation letters went out in May and donations have started to come in. Schneider stated the committee decided to move ahead with planning events at the Arnold Klaers Field, as suggested by Mayor Koch at the May council meeting. Schneider stated the next planning meeting is tentatively planned for July 18th, noon at City Hall.

10. MONTHLY STAFF REPORTS

- a. City Hall
No items were brought forward.
- b. Streets
No items were brought forward.
- c. Water
Public Works Director Leuer reported he is working with Wenck engineers and representatives from Xcel to lower electricity use at the well house. Leuer stated that in the middle of the night less than 5 gallons per minute is being used, but pumps are going at full speed. The City could possibly install variable speed drives on the pumps. Xcel has a program for rebates if you lower your energy use. Council Member Sevigny stated he works with similar technology and stated that improvement costs can often be recovered on the rebates and the improvements are easier on the equipment making them last longer.
- d. Wastewater
Leuer stated he continues to work with the MPCA and the Met Council on the draft agreement between the Met Council and the City. Leuer reported the survey is done and the engineers are working on getting the design completed. Leuer stated that because of how the funding works the City can't apply for the grant till next year, after the design is complete, then build in early 2020, operational by end of 2020. The previous plan was to build in 2019.

Council Member Sevigny asked if the beaver situation was resolved. Leuer stated this is a stormwater issue, and that they did trap one beaver.

- e. Parks
 - 1) Hennepin Youth Sports Facility Grant
Mayor Koch reported they are working on getting final project numbers and that Leuer has met with vendors about options of moving dugouts to save costs. Koch stated the away dugout could be moved, releveled, but not replaced.

Leuer reported soil borings will be completed tomorrow. Also, the batting cage will be getting asphalt and blacktop will be done up behind the concession stand.

2) Ponds Playground Equipment Purchase

On a motion by Neumann, seconded by Daniels, to approve the purchase of the playground equipment for the Ponds Park per the estimate from Northland Recreation dated 3-12-18 and use up to \$269 from Grills/trees, \$1450 from fencing set aside and \$1,450 from the Shelters/concrete pads set-aside in the 225 Capital Fund for Parks.
Motion carried unanimously.

Council Member Markham stated volunteers will be needed for labor/installation and to bring food for the laborers. Markham stated the volunteers will be working the public works staff to complete the installation.

3) John Deere Mower Purchase

On a motion by Koch, seconded by Neumann, to approve the purchase of the John Deere mower from Midwest Equipment for the sum of \$12,772.50 and take overage of \$2,772.50 from the Water and Wastewater Capital Funds.
Motion carried unanimously.

4) Delano Loretto Area United Way Grant Agreement

Council Member Markham stated she has submitted some questions to the grant administrator about the timeline and the City's limitations due to one council meeting per month; tracking demographics, since the City doesn't have an attendant so we won't have these numbers; the City doesn't charge a fee, so won't have that to report. Markham also stated the signature lines on the grant paperwork has the wrong name.

On a motion by Koch, seconded by Sevigny, to approve the 2018-2019 Community Partner Agreement with the Delano Loretto Area United Way for the grant award of \$250 for playground equipment with noted changes to the signature lines.
Motion carried unanimously.

5) Parks Committee Report

Council reviewed the 2018 Mid-Year Parks Committee Report, going through six recommendations and viewing photographs of the current conditions.

The first item was renovating the Herb Koch Field into a dog park and would include removing some of the current fencing and reconfiguring the fencing to create a two-tier safe entrance, install a doggy poop bag container hanging on the fence with a sign reminding users to pick up after their pets. The area at the back of the field is fenced off and floods easily. The fence would remain so that people could not access that area. Mayor Koch noted the city code would need to be amended to allow dogs in that park.

The second item was to paint soccer lines on the outfield of the Bob Koch Field and place the soccer goals that were purchased in 2017. Leuer stated the goals do not have wheels yet, but would be rolled in and out of the gates. Leuer stated public works staff would figure out what kind of wheels would work.

The third item was to convert the Phil Tabery Field to a youth soccer field. This would include removing a few inches of red rock from the infield, adding black dirt and planting grass seed in the infield and painting lines for a soccer field with an estimated cost of \$500.

The fourth item was to change the name of the park from "Loretto Athletic Complex" to "Loretto Athletic and Recreational Complex".

The fifth item was a review of the asphalt conditions at the park. Council reviewed a quote from DMJ Asphalt with three options: 1) repair the walking path into the park for \$14,020; 2) repair the area around the concession stand for \$9,718; 3) repair the south, west and north off-shoots from the concession stand for \$19,017.

Leuer stated repairing the area around the concession stand would be a high priority because the building sits on pylons which are not moving, but the asphalt is sinking about a quarter inch per year.

Council Member Markham stated the Parks Committee recommends completing Options 1 and 2 for a total of \$23,738. Markham reported there is \$19,121 set aside for blacktopping in the parks, leaving a shortage of \$4,600.

Council Member Daniels inquired if the City would receive a discount on the quote if we did more than one option at a time.

Clerk Treasurer Schneider stated there is about \$15,000 set aside in the Streets Capital Fund (225) that has not been allocated to any specific project. There is an additional \$17,000 that the Council set aside for completing Quiet Zone work and about \$8,000 that is dedicated specifically for street repairs and maintenance.

Leuer recommended taking the shortage from the Quiet Zone set-aside, due to the bonding bill funding the City will be receiving. Leuer also stated he will check with the contractor to see if he would give the City a break if two of the three options were to be completed.

Mayor Koch inquired if the asphalt was beyond seal-coating. Leuer stated it is beyond seal-coating. Some of the areas will need to be completely replaced, others will be overlaid.

The sixth item on the report consists of miscellaneous items, including adding signs advertising soccer and softball field rental to be placed on top of the hill by the entrance; paint the bleachers; plant flowering crab trees and add a grill just north of the playground area along the outfield fence of the Harry Smith Field. Markham stated they would like to post a map with the fields labeled at the entrance to the park also.

Koch stated there was a quote a few years back to repair the concrete path between the Bob Koch and Arnold Klaers Fields. Leuer stated that quote was to totally excavate and re-do that pathway. Council directed Leuer to bring that old quote to the July meeting for Council to review.

Council Member Sevigny stated he thinks these proposals in the Mid-Year Report are significant and should go out in a council packet, communicated to the citizens of Loretto, before the Council takes action on them. Sevigny noted the report did not go out in the current council packet.

Markham stated the report was completed last Friday when both she and Neumann were able to meet with Leuer, and was not intentionally omitted from the council packet. Markham noted most of these improvements had been budgeted for and funds have been set-aside for the projects.

On a motion by Neumann, seconded by Markham, to approve item #2 from the Mid-Year Report, putting down soccer lines in the outfield of the Bob Koch field.
Motion carried unanimously.

On a motion by Markham, seconded by Daniels, to approve purchasing and planting trees, painting bleachers and adding a grill to the park.
Motion carried unanimously.

Council directed Schneider to add the remaining items from the Mid-Year Report to the July council agenda.

f. Stormwater

1) 2017 Audit - Pioneer-Sarah Creek Watershed Management Commission
Council reviewed. No action taken.

2) Pioneer-Sarah Creek Watershed Management Commission Minor Plan Amendment
Council reviewed. No comments were brought forward.

11. MAYOR AND COUNCIL REPORTS

Mayor Koch reported the state bonding bill included \$800,000 for Quiet Zones. This is for the joint effort between Loretto and Medina. Improvements include Constant Warning Time (CWT) technology that calculates the speed of the train and when the crossing arms will come down. Koch reported the main line at the Loretto crossing has CWT technology, but the side rail needs this upgrade. Other upgrades needed would be adding a curb at Loretto Auto Recondition so that no one can drive around that area and adding crossing gates for the bike path. One item that has already been completed was closing Toots Beckers crossing (currently owned by TJ McGuire.)

The Medina crossings effected are the Townline Road crossing and the Arrowhead Drive crossing.

Council directed staff to provide Quiet Zone historical information to council members.

Koch stated the second bonding bill grant for Loretto is \$400,000 for Loretto's wastewater connection to the Met Council Environmental Services. Leuer stated he is working with Loretto's engineer and the Met Council on this. Leuer stated that usually these funds are used for SAC and WAC fees, but the City won't have those. Leuer stated they have asked the Met Council if Loretto can use the funds for other costs.

Leuer reported he had to take down hanging flower pots and flags off Xcel's light poles. Leuer has applied to Xcel to allow hanging flags on dedicated light poles around town and reported that Xcel owns all the light poles in the City.

12. FINANCIAL

a. June Bills

On a motion by Koch, seconded by Sevigny, to approve electronic check numbers 2910E-2936E and paper check numbers 22628-22683 for a grand total of \$108,244.04.
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 8:48 p.m.
Motion carried unanimously.

ATTEST:

Mary K. Schneider, City Clerk Treasurer

Kent Koch, Mayor