

**City of Loretto**  
**Minutes of Regular City Council Meeting**  
**279 N. Medina Street, Council Chambers**  
**August 8, 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, Public Works Director Jeff Leuer, City Clerk Treasurer Mary Schneider.

There were no people in the audience.

**2. PLEDGE OF ALLEGIANCE**

**3. SET AGENDA**

The agenda was approved with the following changes

- Add City Hall 2) Complaint/Concern/Request/Suggestion

**4. APPROVE MINUTES**

On a motion by Sevigny, seconded by Markham, to approve the July 10, 2018 City Council Meeting Minutes as submitted.

Motion carried unanimously.

**5. MEDINA POLICE REPORT**

Council reviewed. No action taken.

**6. OPEN FORUM**

No one came forward during the Open Forum.

**7. CONSENT AGENDA**

- a. Resolution 2018-29, Fun Fest Donations
- b. Resolution 2018-30, Montague's September 8<sup>th</sup> Special Event
- c. LMCIT Liability Waiver

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

**8. ACTION/PLANNING**

- a. Ordinance 2018-03, Amending Peddlers, Solicitors and Transient Merchants Ordinance

On a motion by Sevigny, seconded by Markham, to approve Ordinance 2018-03, AN ORDINANCE REPEALING SECTION 820 PEDDLERS, SOLICITORS AND TRANSIENT MERCHANTS AND REPLACING IT WITH A NEW SECTION 820 OF THE LORETTO CODE OF ORDINANCES as submitted.

Motion carried unanimously.

- b. Resolution 2018-31, Summary Publication of Ordinance 2018-03

On a motion by Neumann, seconded by Daniels, to approve Resolution 2018-31, A RESOLUTION APPROVING PUBLICATION OF ORDINANCE NO. 2018-03 BY TITLE AND SUMMARY.

Motion carried unanimously.

- c. Ordinance 2018-04, Allowing Dogs in City Parks  
On a motion by Markham, seconded by Daniels, to approve Ordinance 2018-04, AN ORDINANCE AMENDING SECTION 517 (PARKS) BY ADDING SECTION 517:10 "DOGS" AND DELETING SECTION 600:20, SUBD.4 (PENALTY) OF THE LORETTO CODE OR ORDINANCES as submitted.  
Motion carried unanimously.
- d. Resolution 2018-32, Summary Publication of Ordinance 2018-04  
On a motion by Sevigny, seconded by Markham, to approve Resolution 2018-32, A RESOLUTION APPROVING PUBLICATION OF ORDINANCE NO. 2018-04 BY TITLE AND SUMMARY.  
Motion carried unanimously.
- e. Setting 2018 Truth in Taxation Hearing Date  
On a motion by Neumann, seconded by Daniels, to set the Truth in Taxation Public Meeting for December 11<sup>th</sup>, 2018 at 7:00pm.  
Motion carried unanimously.
- f. Driveway Permit for 140 Albert Street  
On a motion by Sevigny, seconded by Markham, to approve the driveway permit for 140 Albert Street, as submitted.  
Motion carried unanimously.
- g. 2019 Budget Discussion  
Council Member Markham presented a budget spreadsheet. Markham noted she worked with Public Works Director Leuer to put together this list of projects that the City will need to address over the coming years.

Public Works Director Leuer noted he is also working with Wenck on a scope of work to develop a Capital Improvement Plan (CIP) that will address infrastructure needs.

Council consensus was to work on prioritizing some of the projects at the budget workshop and to have staff prepare a balanced budget with the levy increase kept at 5%.

## **9. INFORMATIONAL ITEMS**

- a. Free Little Library  
Council Member Markham updated the Council on the Free Little Library issue, stating the city attorney is not recommending that the City accept the donation due to concerns about maintenance and controlling which books would be available. Markham stated she is looking into other options with a private property.
- b. Fun Fest Update  
Clerk Treasurer Schneider reported the Fun Fest poster has been finalized and will be distributed soon. Other marketing includes press releases to newspapers, banners placed around town, Facebook postings, and flyers distributed through local churches. Schneider reported community support is strong based on the donation total to date of \$9,970.99. The committee will be meeting next on August 29<sup>th</sup>, noon at City Hall and then on September 5<sup>th</sup>, noon down at the ballfields for a walk through.  
Schneider noted the LCAA has offered to sell concessions during the events at the Arnold Klaers Field, starting at 6:30pm.
- c. Delano Senior Center Senior Dining Program  
Council reviewed. No action taken.

- d. MN Public Utilities Commission's Public Hearings RE Frontier Communications  
Council reviewed. No action taken.
- e. ISO Building Code Effectiveness Grading  
Council reviewed. No action taken.

## 10. MONTHLY REPORTS

### a. City Hall

#### 1) City Garage Security System - WH Security Quote

Council reviewed a quote for a security system at the City Garage with an installation cost of \$974.95 and a monthly cost of \$32.95. Public Works Director Leuer noted the value of the property stored at the building is above \$40,000.

Council directed staff to check if there are any deals for installation and bring back to the next council meeting.

#### 2) Complaint/Concern/Request/Suggestion

Clerk Treasurer Schneider reported a complaint was filed regarding Off the Tracks, a business located at 239 North Medina Street, and the outside display of products that is not being taken in when the business is not open. Schneider noted the complaint was filed by someone who is not a citizen nor a business owner of Loretto. Schneider stated some cities do not consider complaints such as these and asked the Council for direction.

Council directed Schneider to forward the complaint to the Code Enforcement Officer and bring back a policy to September meeting for Council consideration.

### b. Streets

#### 1) Tree Trimming

Public Works Director Leuer stated he looked into policies of local cities regarding Tree Trimming, following up on an Open Forum request from the July council meeting and found that most cities in our area do not have tree trimming policies, but they do trim trees in the city right of ways. Leuer stated he did have a company come in to trim trees as it was needed.

### c. Water

No items were brought forward.

### d. Wastewater

#### 1) Quad-City Wastewater Agreement Draft Review

On a motion by Sevigny, seconded by Markham, to approve sharing the Quad-City Agreement with the cities of Greenfield, Medina and Independence for comments with changes as recommended by the city attorney.  
Motion carried unanimously.

### e. Parks

#### 1) Hennepin Youth Sports Facility Grant (HYSFG) Update

Mayor Koch presented a Grant Project Summary for the HYSFG dated August 3, 2018. Council Member Sevigny questioned when the City would request grant reimbursement. Koch stated the plan is to complete the projects before winter this year and request grant reimbursement before the end of the year.

Council Member Neumann questioned if the retaining wall was still part of the project. Koch stated the project costs came in high when including the back retaining wall along with the

dugouts so the plan now is to renovate existing dugouts and not alter the existing retaining wall.

Council Member Markham asked about the timeline to complete the projects that were approved at the Athletic & Recreational Complex. Leuer stated his crew has started working on some of those projects. They might not be done before the Fun Fest.

- 2) Arnold Klaers Field Dugout Concrete Leveling - HYSFG - A-1 Concrete Leveling  
Public Works Director Leuer stated this part of the project is leveling the existing dugouts. The City will need to remove four feet of dirt behind the first base dugout and four feet around the west end of the third base dugout before the contractor comes to do the leveling. Leuer stated he has scheduled equipment sharing to get some of this done.

On a motion by Koch, seconded by Neumann, to approve the A-1 Concrete Leveling quote for dugout concrete leveling at the Arnold Klaers Field as submitted in the packet.

Council Member Sevigny questioned if these project costs are within the grant budget. Koch stated they are.

Motion carried unanimously.

- 3) Arnold Klaers Field Dug Out Roof Quotes – HYSFG – Tom Campion Construction  
Public Works Director Leuer stated the dugout roofs need to be replaced as part of the facility grant project. The roofs would be removed before the dugouts are jacked, either by public works staff or by the contractor. Leuer stated the project cost would be reduced by about \$1,200 if public works staff does the work.

Council Member Sevigny questioned if these project costs are within the grant budget. Koch stated they are.

On a motion by Neumann, seconded by Daniels, to approve the Tom Campion Construction quote for dugout roof repairs/replacement at the Arnold Klaers Field in the amount of \$22,939.98.

Motion carried unanimously.

- 4) Arnold Klaers Field Asphalt Quote – HYSFG – DMJ Asphalt  
Public Works Director Leuer stated this part of the project is to remove the existing river rock around the third base dugout and have it paved.

On a motion by Koch, seconded by Daniels, to approve the DMJ Asphalt quote for \$8,329 for work to be done at Arnold Klaers Field.

Motion carried unanimously.

- 5) Arnold Klaers Field Ramp/Walkway Quote – HYSFG – Tom Campion Construction  
Public Works Director Leuer stated this quote is to build a walkway/ramp to the southwest that will come down off the bleachers and down to the parking lot, making the area handicapped accessible. The walkway will have different levels and make it so a handicapped person could get up to the bleachers from the lower parking lot.

On a motion by Neumann, seconded by Markham, to approve the Tom Campion Construction quote for ramp/walkway replacement at the Arnold Klaers Field for \$6,887.38.

Council Member Sevigny questioned if these project costs are within the grant budget. Koch stated they are.

Motion carried unanimously.

6) Arnold Klaers Field Security System Quote

Public Works Director Leuer stated with the recent break-in at the baseball concession stand, he thought he would bring forward this quote for security. Leuer stated he has installed an improved lock on the door, but the building is still vulnerable to break-ins.

Council Member Neumann questioned if there were less expensive measures that could be taken to secure the building, since the value of the property stored was less than at the City Garage.

Council directed staff to bring back value of property stored at this building to the next council meeting.

7) Signage at Loretto Athletic & Recreational Complex and Arnold Klaers Field

Council reviewed a memo from staff recommending signs to improve communication with the public regarding the Loretto Athletic & Recreational Complex and the Arnold Klaers Field.

On a motion by Markham, seconded by Neumann, to approve sign quotes as recommended by staff up to \$600 out of the Capital Fund (225) Parks set-aside for bathroom upgrades at softball concession.

Motion carried unanimously.

8) Information Management

Council Member Markham stated there was a communication breakdown when the baseball concession stand was broken into and the City was not notified. Markham stated she would like to see better communication between the LCAA and the City.

9) Shelters at Neighborhood Parks

Council Member Neumann reported he looked into quotes for a shelter at the Highlands neighborhood park and stated he got a quote from Plants N Things, which has three locations in the area. They could provide a 12x12 four post pavilion at \$10,000 with a white vinyl wrap. Without the wrap the quote would be \$6,000. The cost to have them come and put it together would be about \$800.

Council directed Leuer to ask for a quote from a local contractor for a simple 12x12 structure with a concrete pad and bring back to the next council meeting.

f. Stormwater

No items were brought forward.

## **11. MAYOR AND COUNCIL REPORTS**

Koch reported he attended the Fire Department Mid-Year/Budget Meeting and stated a representative from Wold came to speak about the feasibility of building a new fire station. Koch also reported the Fire Department purchased new radios. Koch stated the information will be included in the next council meeting.

Koch also reported there is a meeting scheduled with Medina and state representatives on September 11<sup>th</sup> to discuss the Quiet Zone project.

**12. FINANCIAL**

a. August Bills

On a motion by Koch, seconded by Markham, to approve electronic check numbers 2959E-2983E and paper check numbers 22723-22766 for a grand total of \$133,122.14.  
Motion carried unanimously.

b. Monthly Balance Sheet

Council reviewed. No action taken.

**13. ADJOURN**

On a motion by Neumann, seconded by Daniels, to adjourn at 8:46 p.m.  
Motion carried unanimously.

**ATTEST:**

\_\_\_\_\_  
Mary K. Schneider, City Clerk Treasurer

\_\_\_\_\_  
Kent Koch, Mayor