

City of Loretto
Minutes of Regular City Council Meeting
279 N. Medina Street, Council Chambers
August 13, 2019

1. CALL TO ORDER

Mayor Koch called the meeting to order at 7:06 p.m.

Members present: Mayor Kent Koch, Council Members Brenda Daniels, Melissa Markham, Eric Riley and Brian Sevigny.

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

There were three people in the audience.

2. PLEDGE OF ALLEGIANCE

3. SET AGENDA

The agenda was approved with the following changes:

- Under Informational, add d. Easement Acquisition Process
- Under Informational, add e. CenterPoint energy Community Partnership Grant Award

4. APPROVE MINUTES

On a motion by Sevigny, seconded by Daniels, to approve the July 9, 2019 Regular City Council Meeting Minutes as submitted.

Motion carried unanimously.

5. MEDINA POLICE REPORT

Police Sergeant Jason Nelson presented the July Police Report, noting 114 total calls for service, of which 90 were general patrols. Nelson reported the department is still working on the burglary case and are close to charging one individual with felony burglary.

Council Member Markham asked Nelson to thank Community Service Officer Patrick for coming out to the Ponds neighborhood for their Night to Unite event in early August.

Public Works Director Leuer asked Nelson for additional patrols for speeding on Lorenz Street.

6. OPEN FORUM

No one came forward during the Open Forum.

7. CONSENT AGENDA

- a. Resolution 2019-14, Fun Fest Donations
- b. LMCIT Liability Waiver

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

8. ACTION/PLANNING

- a. Quad City Agreement

Wenck Engineer Peter Daniels presented a draft Quad City Agreement stating this is an update on an amendment to the Tri-City Agreement that exists between the cities of Medina, Independence and Greenfield for their shared wastewater infrastructure that Loretto will be

joining. Daniels stated the agreement is very close to being final but noted there are some minor changes that still need to be made, including an outline of how many connections each city gets to the infrastructure. Daniels stated the next steps include final approval by the cities of Medina, Greenfield and Independence at their respective city council meetings on August 20th and then Loretto's final approval at the September 10th council meeting.

City Attorney Callies noted she provided some comments to the draft Quad City Agreement. Daniels stated the other cities have already incorporated these comments in their agreement documents to be considered for approval.

Council reviewed. No action was taken.

b. Resolution 2019-15, Setting Infrastructure CIP Public Workshop Date and Amending the 2019 Regular Meeting Schedule

On a motion by Sevigny, seconded by Daniels, to approve Resolution 2019-15, A RESOLUTION AMENDING THE 2019 REGULAR CITY COUNCIL MEETING SCHEDULE, adding the Infrastructure CIP Public Workshop on September 24th at 6:00 p.m.

Motion carried unanimously.

c. Resolution 2019-16, Hennepin Youth Sports Equipment Grant for Sand Pro Groomer

On a motion by Koch, seconded by Daniels, to approve Resolution 2019-16, A RESOLUTION OF THE CITY OF LORETTO APPROVING AND AUTHORIZING EXECUTION OF AGREEMENT PR00001048 FOR THE RECEIPT OF HENNEPIN YOUTH SPORTS PROGRAM GRANT AWARD.

Motion carried unanimously.

d. Sand Pro Groomer Funding and Quote Approval

Mayor Koch stated the LCAA has offered to cover half of the overage of \$1,939.09.

Council discussed using the proceeds of the sale of the Lions electronic sign to fund the City's portion of the overage. Public Works Director Leuer stated the sign has sold but the City hasn't received the funds yet.

On a motion by Sevigny, seconded by Markham, directing staff to approach the LCAA to cover half the overage and the City's half to come from Parks 225 Fund in the short term and use the proceeds of the sale of the Lions electronic sign when the sale is final.

Motion carried unanimously.

On a motion by Sevigny, seconded by Riley, to approve the MTI quote for the Sand Pro Groomer in the amount of \$11,939.09.

Motion carried unanimously.

e. Setting 2019 Truth in Taxation Hearing Date

On a motion by Markham, seconded by Daniels, to set the 2019 Truth in Taxation Public Meeting, a meeting during which the public may be heard, and the Final 2020 Budget and Levy will be set, for December 10th, 2019 at 7:00pm.

Motion carried unanimously.

f. Civil Attorney Attendance at Meetings

Council reviewed research data gathered by Schneider on how other small cities handle their city attorney attendance at council meetings.

Council Member Daniels and Mayor Koch stated they are in favor of the city attorney attending all council meetings.

Council Member Sevigny stated he would be agreeable to trying out the attorney not attending.

Callies noted that if the City chose to not have her attend on a regular basis, she would not hold those dates open and may not be available to attend on short notice.

On a motion by Markham, seconded by Sevigny, directing staff to commit time to do further research into how often comparable cities in the research data meet, do they have problems with processing land use applications, and staff to document issues effecting city attorney attendance over the next couple months and bring back to the October council meeting for review. Motion carried, Koch and Daniels opposed.

9. INFORMATIONAL ITEMS

a. Infrastructure CIP Draft Report Presentation

Wenck engineers Neil Heinonen and Lauren Pierce presented the Infrastructure CIP Draft Report, highlighting how the infrastructure was evaluated, the types of improvements recommended, maps showing priorities for project completion and a summary of project cost estimates. Heinonen noted the public will have an opportunity to have a closer look and ask questions at the city booth at the Fun Fest on September 14th and at the September 24th public workshop, which begins at 6:00 p.m. in the Council Chambers. Council reviewed. No action taken.

b. Quiet Zone Update

Wenck Engineer Neil Heinonen presented a Quiet Zone Update, noting that, while individual crossings act independently of each other, the legislative funding bill identifies "improvements at Townline Road" within the overall project description. Because of this, funding for improvements at the Loretto crossing will only be authorized if improvements are made at Townline Road. The Townline Road crossing would need significant improvements and those would not impact the scoring of the Quiet Zone at the Loretto Crossing. Heinonen recommended the City pursue language revisions to the approved Bonding Bill to strike out text related to improvements at Townline Road.

On a motion by Sevigny, seconded by Markham, to direct staff to contact the offices of Osmeck and Hertaus expressing that the engineering opinion is that funding language needs to be changed to focus on the crossing at County Road 19 exclusive of the crossing at Townline Road. Motion carried unanimously.

c. Fun Fest Update

Council reviewed an update memo provided by planning Chairperson Connie Scheibe. Clerk Treasurer Schneider noted that donations have come in a little slower than previous years and noted it's not too late to make a donation to support the 20th Anniversary Fun Fest.

d. Easement Acquisition Process

City Attorney Callies reviewed the easement acquisition process. Council reviewed. No action taken.

e. CenterPoint Energy Community Partnership Grant Award

Council reviewed an announcement of a CenterPoint Energy Community Partnership Grant award in the amount of \$2,500 for the purchase of traffic control equipment. Public Works Director Leuer stated the funds will be used to purchase crosswalk signs to go up on both sides of the railroad tracks, "Emergency Scene Ahead" signs, and roadwork foldable signs.

10. MONTHLY STAFF REPORTS

a. City Hall

No items were brought forward.

b. Streets

Seal coating will be taking place on Mallard Lane, Pondview Drive, Lily Pond Circle, Lorenz and St. Peter Streets and Railway Street West on Monday, August 19th.

c. Water

No items were brought forward.

d. Wastewater

- 1) MPCA Approval Letter - Plans and Specs
Council reviewed. No action taken.

e. Parks

- 1) Lions Park Shelter Estimates

Public Works Director Leuer presented estimates for two shelter options at the Lions Park. The first estimate is from Northland Recreation for a USA Shade shelter, which is a fabric type shelter, in the amount of \$8,802. This shelter would be put up each spring and taken down before winter each year. Leuer also presented an estimate for a 24-foot by 40-foot concrete pad from ST Services of Buffalo in the amount of \$5,980. The second shelter estimate is from Tom Campion for repairing the exterior and interior of the current shelter with an estimate of \$46,677. Leuer stated the estimate does not include the addition of a sink, nor any electrical work.

Council directed staff to bring back estimates for further discussion at the Budget Workshop on August 20th.

- 2) Hennepin Youth Sports Equipment Grant, Ideas for Fall Application

Council Member Markham stated the cost of a "sport court" is very high and prohibitive and recommended getting quotes for an asphalt and/or concrete basketball court.

Leuer suggested other items that could be submitted for an equipment grant application, including benches for the Athletic Complex dugouts and picnic tables for that park.

Mayor Koch noted the application for the fall equipment grant is due in October or November.

Council directed this item be brought back to the October council meeting.

- 3) Field Scheduling Update

Clerk Treasurer Schneider reported the first fall season field rental has been confirmed, bringing in another \$1,300 in park revenue. This brings the 2019 total to \$6,210. In 2018, field rentals totaled \$2,345. Schneider stated she is still working with another fall league for a weekend rental, which is not yet confirmed. Schneider noted the Parks Committee has put in a lot of work over the past two years to establish improvements and changes to the Athletic and Recreational Complex, including increased marketing, that has led to the increased revenues.

Leuer reported public works staff painted all the bleachers, and wood chips will be delivered soon for the athletic fields and Lions Park.

f. Stormwater

No items were brought forward.

11. MAYOR AND COUNCIL REPORTS

Council Member Riley reported he has had a lot of contacts from residents who are having issues with Mediacom internet service. Mayor Koch noted residents should contact Jim Lundberg with the LMCC and encouraged anyone with issues to contact City Hall for contact information.

12. FINANCIAL

a. Additional July Bills

On a motion by Koch, seconded by Markham, to approve check numbers 23226-23230 in the amount of \$477.60, with check number 23228 voided.

Motion carried unanimously.

b. August Bills

On a motion by Sevigny, seconded by Daniels, to approve electronic check numbers 3249E-3273E and paper check numbers 23231-23277 for a grand total of \$144,993.15.

Motion carried unanimously.

c. Monthly Balance Sheet

Council reviewed. No action taken.

13. ADJOURN

On a motion by Markham, seconded by Riley, to adjourn at 8:47 p.m.

Motion carried unanimously.

ATTEST:

Mary K. Schneider, City Clerk Treasurer

Kent Koch, Mayor