

City of Loretto
Minutes of Regular City Council Meeting
279 N. Medina Street, Council Chambers
September 11, 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 and 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. PRESENTATIONS

a. Senator David Osmek

Senator Osmek gave a brief legislative update, noting Loretto was a big winner in the last legislative session with two projects included in the bonding bill: the wastewater regional connection and rail safety improvements.

The Council thanked Senator Osmek for his work to get Loretto's projects included in the bonding bill. Mayor Koch stated there may be some wording changes needed for the rail safety project. Osmek stated the changes may be able to be made through a single subject bill, if the changes clarify the intent of the funding.

5. APPROVE MINUTES

On a motion by Sevigny, seconded by Neumann, to approve the August 8, 2018 Regular City Council Meeting Minutes as submitted.

Motion carried unanimously.

On a motion by Daniels, seconded by Sevigny, to approve the August 22, 2018 Special Budget Meeting Minutes as submitted.

Motion carried unanimously.

6. MEDINA POLICE REPORT

Council reviewed. No action taken.

7. OPEN FORUM

No one came forward to address the Council during the Open Forum.

8. CONSENT AGENDA

a. Resolution 2018-34, Neumann Donation for Curb Extension

b. Resolution 2018-35, Fun Fest Donations

c. Resolution 2018-36, Recognizing National Pregnancy and Infant Loss Awareness Day

d. Approval of 2019 LMCC Budget and Capital Plan

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

9. ACTION/PLANNING

a. Resolution 2018-37, Certifying Delinquent Utilities

Clerk Treasurer Schneider stated one of the property owners on Exhibit A of the resolution has paid their delinquent charges, leaving only one property remaining. Schneider stated the total balance due before the ten percent penalty is \$584.49.

On a motion by Neumann, seconded by Markham, to approve Resolution 2018-37, A RESOLUTION DIRECTING DELINQUENT UTILITY CHARGES BE PLACED ON THE 2018 PROPERTY TAX ROLLS as revised.

Motion carried unanimously.

b. Resolution 2018-38, Setting Proposed Levy and Budget

On a motion by Sevigny, seconded by Markham, to approve Resolution 2018-38, A RESOLUTION SETTING THE 2019 PROPOSED GENERAL FUND BUDGET AND APPROVING THE 2019 PROPOSED PROPERTY TAX LEVY, COLLECTIBLE IN 2019.

Motion carried unanimously.

c. Resolution 2018-39, Supporting Dedicated State Funding for City Streets

On a motion by Koch, seconded by Neumann, to approve Resolution 2018-39, A RESOLUTION OF THE CITY OF LORETTO SUPPORTING DEDICATED STATE FUNDING FOR CITY STREETS, and direct the City Clerk to send the approved resolution to Loretto's state representatives asking for their support.

Motion carried unanimously.

d. Resolution 2018-40, Writing Off Interfund Loans for Lions Park Building Preliminary Expenses

Council directed Schneider to check with the City's auditor if there is any reason the City couldn't wait on writing these interfund loans off and possibly pay back the interfund loans if the project moves forward in the future.

e. Resolution 2018-41, Letter of Credit Reduction for Chippewa Estates Development

On a motion by Sevigny, seconded by Daniels, to approve Resolution 2018-41, A RESOLUTION APPROVING REDUCTION IN LETTER OF CREDIT FOR CHIPPEWA ESTATES DEVELOPMENT.

Motion carried unanimously.

f. Chippewa Estates Stormwater

Public Works Director Leuer stated the Pioneer-Sarah Creek Watershed approved a stormwater plan option in which the developer would contribute funds toward the City completing a retrofit to the existing stormwater pond on Chippewa Road. However, the cost of the work is an unknown and not recommended by the City Engineer. Leuer stated the other approved option is for the developer to build a sand filter system on site. Leuer stated the filter system would be underground, below the grass in the backyards, close to the rear lot line, similar to a french tile system, about 10 feet wide and four feet deep. Leuer stated no one would know it's there as it would look like a normal grass yard from above ground.

On a motion by Sevigny, seconded by Markham, to approve the Chippewa Estates Stormwater Plan as recommended by the City Engineer.

Motion carried unanimously.

g. 20-Year Capital Improvement Plan

On a motion by Sevigny, seconded by Neumann, to approve the 20-Year Capital Improvement Plan proposal dated August 15, 2018 for \$16,000.
Motion carried unanimously.

h. Stormwater Rate Study

Council reviewed the rate study options to increase the stormwater utility rates. Council Member Markham stated that with all the stormwater projects the City needs to complete, it is critical that the rates are increased.

On a motion by Neumann, seconded by Markham, to move forward with increasing the base rate by \$2, Scenario 4 on the 2018 Stormwater Rate Study, and directing the City Clerk to bring a draft ordinance amending the fee schedule to the December council meeting.
Motion carried unanimously.

i. Citizen Complaint Policy and Form

Council reviewed. City Attorney Callies suggested changing the first paragraph to specify "formal" complaint that "may" be filed.

Council directed Schneider to bring the policy back to the October meeting with revisions as suggested by Callies.

j. Award Snowmobile Club Gift Certificate

On a motion by Neumann, seconded by Daniels, to award the Northwest Trails gift certificate to Gordy Schmidt in appreciation for his volunteer work mowing the city parks.
Motion carried unanimously.

10. INFORMATIONAL ITEMS

a. Fun Fest Update

Clerk Treasurer Schneider reported there was beautiful weather for the Fun Fest on Saturday and the event went very well. The medallion was found earlier than hoped, but it was good to see the community excited about the search. Schneider noted KRWC did a great job drawing the crowd to the Arnold Klaers Field, clearing the way for the fireworks to be shot off. The fire dancers put on a good show and the fireworks did not disappoint. Schneider stated there will be a wrap-up meeting in the next couple weeks and the committee will set the date for the 2019 Fun Fest, which will be the twentieth anniversary of the event.

The Council thanked staff and the planning committee for their work to make the event a success. Schneider stated she will pass on the thanks to the committee.

b. Loretto Fire Department Mid-Year Report and 2019 Budget

Council reviewed. No action taken.

c. Quiet Zone Update

Mayor Koch reported on a meeting held earlier in the day in Medina. Attendees included Koch, Council Member Sevigny, Public Works Director Leuer, City Engineer Kent Torve, City of Medina, State and County representatives. Koch stated there may be a need for some language revisions in the bill. Rail safety improvement funding was approved for the County Road (CR) 19 crossing and the Townline Road crossing together as one piece of legislation. The CR 19 crossing is ready to move forward with the final steps of Quiet Zone improvements and the Townline Road crossing has not gone through any of the preliminary steps yet. Loretto will have to address the private driveway access for the property just north of the tracks on the east side. The other

private driveway for 45 Lorenz Street has already been closed. The other improvement needed is to add pedestrian crossing gates for the bike path. Koch stated Three Rivers Park has offered to contribute up to \$12,000 for this.

Koch noted Loretto would benefit from improvements at the Townline Road crossing, but the responsibility for that crossing is shared between the cities of Independence and Medina. Leuer stated he is working with CP Rail to get an updated cost estimate for the CR 19 crossing.

Sevigny noted the funding amount lines up with the estimates for the CR 19 crossing, which improves the likelihood of success. Sevigny stated there is not enough funding to successfully complete improvements at both crossings and sees the Townline Road crossing as a future project.

Koch stated it may be possible to start the CR 19 crossing next spring if the language in the legislation can be changed. Koch also stated the City will need to approve a resolution stating Loretto will fully fund the project; there would need to be a signed agreement between the City and the railroad for the improvements. The City will have to pay up front for the improvements and be reimbursed through the bonding bill.

Sevigny stated much of the preliminary work for the CR 19 crossing was completed about four years ago with the leadership of Koch and Leuer, which made it possible to get this funding approved.

Leuer stated he has reached out to CP Rail and asked for them to do a diagnostic on the Townline Road crossing when they are in the area to do the diagnostic for the Arrowhead Drive crossing in Medina. There is not a cost for them to do this, other than time for Leuer to meet with them.

11. MONTHLY REPORTS

a. City Hall

No items were brought forward.

b. Streets

- 1) Hennepin County Transportation Capital Improvement Program
Council reviewed. No action taken.

Public Works Director Leuer stated he reached out to CP Rail about the roughness of the road at the railroad crossing. CP Rail stated this would be the county's responsibility because it is a county road. Leuer stated he reached out to the county asking them to make the repairs and stated if they refuse, the City may have to complete the work.

Leuer reported the Chippewa Estates developer will be installing a path from the street in the new development to the property line with the Highlands Neighborhood Park. The City will need to connect that path to Summit Avenue. Leuer stated he had received a quote of \$8,500 to complete the City's portion of the sidewalk. The company doing the development's path stated they would make the connecting path for \$3,000. Leuer stated he gave the go ahead to get that done and noted he had budgeted \$9,000 in the 2019 budget for this work and would be able to pull that.

c. Water

No items were brought forward.

d. Wastewater

No items were brought forward.

e. Parks

1) Hennepin Youth Sports Facility Grant (HYSFG) Update

Mayor Koch reported fencing, dugout and mud jacking improvements have started. When completed, roof replacement can begin.

2) Shelters at Neighborhood Parks

Council Member Neumann stated the City received a quote for an 8'x12' shelter for \$6,000 and a 14'x14' shelter for \$9,600. Neumann stated he has asked Public Works Director Leuer to get a quote for a 10'x10' or 10'x12' shelter from the same builder and from another company. Neumann stated he hopes to have more information at the next meeting.

3) Hennepin Youth Sports Fall Equipment Grant

Koch noted Monday November 5th is the deadline to apply for the fall Youth Sports Equipment Grant. Koch stated one idea is a field grooming machine, a Toro Sand Pro.

Neumann suggested background netting for soccer, so balls can't get kicked into the tall weeds.

Council directed Leuer to get quotes for the October council meeting.

4) Lions Park Building Update

Koch stated he attended a Lions meeting earlier in the day. Koch reported the Lions expressed they are open to all options including paring down the current building plans or building an open-air shelter similar to the existing building but with a larger kitchen.

Koch stated he found an Outdoor Recreation Grant through the DNR. This is a fifty percent matching grant up to \$150,000 and has a March 2019 application deadline.

Council discussed options for scaling back the existing plans.

Council consensus was for Koch to look into grant funding through the DNR Outdoor Recreation Grant.

f. Stormwater

No items were brought forward.

12. MAYOR AND COUNCIL REPORTS

Mayor Koch noted he will be attending a Northwest Hennepin League of Municipalities meeting on September 12th.

13. FINANCIAL

a. September Bills

On a motion by Koch, seconded by Sevigny, approving electronic check numbers 2984E-3005E and paper check numbers 22767-22808 for a grand total of \$73,782.70.
Motion carried unanimously.

b. Monthly Balance Sheet

Council reviewed. No action taken.

- c. Quarterly Financial Reports
Council reviewed. No action taken.

14. ADJOURN

On a motion by Sevigny, seconded by Daniels to adjourn at 8:18 p.m.
Motion carried unanimously.

ATTEST:

Mary K. Schneider, City Clerk Treasurer

Kent Koch, Mayor