

City of Loretto
Minutes of Regular City Council Meeting
279 N. Medina Street, Council Chambers
October 8, 2019

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, Eric Riley and Brian Sevigny.

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

There were five people in the audience.

2. PLEDGE OF ALLEGIANCE

3. SET AGENDA

The agenda was approved as submitted.

4. PRESENTATION

- a. Insured Cash Sweep (ICS) Banking Option, Presented by Michael Gallagher, 21st Century Bank
Gallagher presented information on Insured Cash Sweep banking option to the Council.

Council directed Schneider to bring back agreements to the November council meeting for review and approval.

5. APPROVE MINUTES

On a motion by Sevigny, seconded by Riley, to approve the September 10, 2019 Regular City Council Meeting Minutes as submitted.

Motion carried unanimously.

6. MEDINA POLICE REPORT

Police Chief Ed Belland presented the September Police Report, noting 120 total calls for service, of which 98 were general patrols.

Belland reported the city of Medina has started the replacement process for the police chief position, noting two internal candidates have applied. Belland also reported the Department has hired a new Community Service Officer (CSO), Loretto resident Kaylen Boeddeker. They will also be hiring an eleventh officer soon.

7. OPEN FORUM

Tim Wellman, Jr., 115 Railway Street East, addressed the Council with concerns that there is no ordinance prohibiting stormwater drainage between private property owners.

City Attorney Callies stated there are civil legal remedies to this problem.

Public Works Director Leuer cautioned the Council to carefully consider options before taking any action.

Council directed Schneider to ask City Planner Bob Kirmis for possible ordinance options and bring back to the November council meeting for further discussion.

8. CONSENT AGENDA

- a. Resolution 2019-22, Fun Fest Donations
- b. Resolution 2019-23, Recognizing October 15th as National Pregnancy and Infant Loss Awareness Day
- c. Resolution 2019-24, Designating 2020 Polling Location

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

9. ACTION/PLANNING

- a. Resolution 2019-25, Temporary Liquor License for Church of Saints Peter and Paul
On a motion by Sevigny, seconded by Daniels, to approve Resolution 2019-25, A RESOLUTION APPROVING TEMPORARY ON-SALE LIQUOR LICENSE IN THE CITY OF LORETTO, MINNESOTA as submitted.
Motion carried unanimously.

- b. Infrastructure CIP Draft Report – Next Steps
Clerk Treasurer Schneider reported the engineering costs have gone over budget for this project and asked Council for direction on next steps moving forward.

Council Member Sevigny questioned what is left to complete the report. Public Works Director Leuer stated there is more work to be done to complete the water infrastructure portion of the report, including the VFD engineering. Schneider noted that in 2018 the Council approved VFD engineering to come out of the 611 Water Capital Fund.

Mayor Koch questioned whether the pond priority list had changed based on information presented at the Infrastructure CIP Workshop. Leuer stated the top priority has not changed.

On a motion by Sevigny, seconded by Markham, that the overage of \$3,637 come out of the General Fund for engineering and approve an additional \$800 for Wenck to finalize the report.
Motion carried unanimously.

- c. Stormwater Rate Study
Schneider presented a Stormwater Rate Study, noting the need to raise revenues for the City to budget funds to be set aside for capital projects including stormwater pond and ditch cleanout.

On a motion by Riley, seconded by Markham, directing staff to prepare an ordinance amending the City's fee schedule with scenario 6 rates, an increase in the Stormwater Base Rate from \$16 to \$21, for approval at the December council meeting.

Motion carried unanimously.

- d. Water Rate Study
Schneider presented a Water Rate Study, noting the need to raise revenues to meet projected Water Fund operating expenses.

Council directed Schneider to bring back to the November council meeting a flat rate alternative to get to the recommended target revenue.

- e. City Attorney Resignation
On a motion by Sevigny, seconded by Riley, to accept Callies' letter of resignation.
Motion carried unanimously.

f. Legal Services Request for Proposal (RFP) Approval

Schneider presented proposed changes to the RFP that was included in the agenda packets including: 1) revised timeline with distribution of RFP on October 11th, deadline for submittals November 11th, review by staff and Council committee members from November 12 – 15th; 2) deletion of a reference to "Exhibit A" on page 1 of the RFP; and 3) change in reference to "option 2" in the last paragraph on page 4 to "option b".

On a motion by Markham, seconded by Sevigny, establishing a Council committee to review RFP's with staff, Markham and Riley to serve on the committee.
Motion carried unanimously.

On a motion by Sevigny, seconded by Daniels, to approve the RFP for legal services, with changes as proposed.
Motion carried unanimously.

g. City Attorney Attendance at Meetings

Schneider presented research that was directed by Council at the October council meeting documenting issues since January that required city attorney attendance at council meetings; feedback from comparable cities who don't have their city attorney attend council meetings on a regular basis on how often they have council meetings and whether they have issues processing land use applications in a timely manner. Council reviewed.

Council discussed the issue of a new city attorney needing to familiarize themselves with city issues and whether a new city attorney should attend a few meetings before the Council made a long-term determination on this issue.

On a motion by Sevigny, seconded by Markham, to have the city attorney attend council meetings January through April of 2020.
Motion carried unanimously.

h. Lions Sign Sale Proceeds

On a motion by Markham, seconded by Riley, to allocate the \$4,500 proceeds of the Lions Sign sale as follows: \$2,901 to be transferred to the 226 Fund to cover overages from Lions Park Building preliminary engineering; \$969.55 to cover the City's portion of the Sand-pro Groomer not covered by the Hennepin County grant; and the remaining funds of \$629.45 to be set aside in the 225 Capital Fund for future Lions Park projects.
Motion carried unanimously.

i. Medina Comprehensive Plan Amendment - Weston Woods

On a motion by Markham, seconded by Riley, to approve the review comments by Planner Kirmis and direct Schneider to send the response letter to the city of Medina.
Motion carried unanimously.

10. INFORMATIONAL ITEMS

a. Fun Fest Update

Council reviewed. No action taken.

Clerk Treasurer Schneider stated Chairperson Connie Scheibe did a great job chairing the event, noting she was very organized and stayed calm under pressure, especially with last minute changes needed due to weather conditions.

b. Congressman Dean Phillips' Letter and Resource List

Council reviewed. No action taken.

11. MONTHLY STAFF REPORTS

- a. City Hall
No items were brought forward.
- b. Streets
Mayor Koch asked if street sweeping would be happening yet this fall. Public Works Director Leuer stated this will take place after the leaves are done falling.
- c. Water
No items were brought forward.
- d. Wastewater
Callies stated there needs to be a closed meeting to discuss a counteroffer for the Lindquist wastewater easement.

On a motion by Sevigny, seconded by Riley, to schedule a closed meeting for 6:00 p.m. on November 12th to discuss counter offers from property owners related to the wastewater easements.

Motion carried unanimously.

- e. Parks
 - 1) Hennepin Youth Fall Equipment Grant
Leuer presented options to use for the fall Hennepin County equipment grant application.

On a motion by Markham, seconded by Daniels, directing Leuer to submit a Hennepin County Fall Equipment grant application for 8 dugout benches, soccer corner flags, bases, rubbers and other miscellaneous supplies up to \$10,000.

Markham reported on a meeting between the Parks Committee, Leuer, Tom Campion and Lions representatives where there was discussion about Lions Park building improvements. Campion was asked to revise his earlier estimate for exterior work to include removing the interior dividing wall and adding a bathroom and a kitchen sink, estimate to include all electrical and plumbing work.

Koch stated he was at the Lions Club meeting prior to this council meeting and the consensus was they would commit up to \$75,000.

Leuer stated the vision is to have a single bathroom inside and a kitchen sink, with plumbing and heating brought to the building. Public works would do demo inside the building. Estimate will be brought to next council meeting for approval, with local contractors used.

Leuer stated Campion will put together a floor plan, with input from the Lions.

City Attorney Callies stated the project would need to go out for bids if the estimate is over \$175,000.

Council Member Sevigny asked for confirmation that the goal of the project is to be net neutral for the City with the Lions donation of up to \$75,000 for the improvements. Leuer confirmed.

On a motion by Markham, seconded by Riley, authorizing public works to demo the inside of the Lions Park building and meet with Lions Club members to firm up floor plans. Motion carried unanimously.

f. Stormwater

No items were brought forward.

12. MAYOR AND COUNCIL REPORTS

Koch reported he attended a Northwest Hennepin League of Municipalities meeting in which representatives presented city updates. Koch stated a program called Conduit Bonding or Financing was an idea shared, where a city can finance a project by borrowing through another city. Koch stated he was not sure how much it would apply to Loretto.

Koch also stated he met with Hennepin County Commissioner Jeff Johnson about needs for Loretto. Koch noted they discussed Loretto's wastewater project. Transportation funding is high on Johnson's priority list.

Koch reported the Holiday Train is scheduled to stop in Loretto on December 12th.

13. FINANCIAL

a. October Bills

On a motion by Sevigny, seconded by Markham, to approve electronic check numbers 3297E-3318E and paper check numbers 23317-23356 for a grand total of \$118,944.55.
Motion carried unanimously.

b. Monthly Balance Sheet

Council reviewed. No action taken.

14. ADJOURN

On a motion by Riley, seconded by Daniels, to adjourn at 8:53 p.m.
Motion carried unanimously.

ATTEST:

Mary K. Schneider, City Clerk Treasurer

Kent Koch, Mayor