

City of Loretto
Minutes of Regular City Council Meeting
279 N. Medina Street, Council Chambers
October 9, 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, City Planner Bob Kirmis, Medina Police Sergeant Jason Nelson, 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 with the following changes:

- Under Action/Planning, Add item f. Resolution 2018-44, CRJ Construction Time Extension
- Under Parks, Add item 5) Ponds Playground Update
- Under Parks, Add item 6) Soccer Field Update
- Under Parks, Add item 7) Dog Park Update

4. APPROVE MINUTES

On a motion by Sevigny, seconded by Daniels, to approve the September 11, 2018 Regular City Council Meeting Minutes as submitted.

Motion carried unanimously.

5. MEDINA POLICE REPORT

Medina Police Sergeant Jason Nelson presented the September Police Report, noting one theft from an unlocked vehicle. Nelson reminded everyone to lock vehicles when parked outside. Nelson stated the Department has been working a fraud case since July of 2017, which is finally coming to fruition. Nelson reported over one hundred investigative hours were put into this case in which Shingobee employees were victims, along with victims all over Minnesota and North Dakota. An individual is alleged to have stolen over \$350,000. Nelson stated there was great investigative work involved with getting the case to this point.

Regarding traffic, Nelson reported there have been some fatalities in the area lately. Nelson stated that although causes are not known in these particular cases, distracted driving is a leading cause of traffic accidents.

6. OPEN FORUM

No one came forward to speak during the Open Forum.

7. ACTION/PLANNING

a. 2040 Comprehensive Plan

City Planner Bob Kirmis presented a memo addressing comments received during the jurisdictional review phase of the City's 2040 Comprehensive Plan Update process. Kirmis noted staff is looking for direction from Council on how to proceed.

Regarding City of Medina comments, Council consensus was to defer to the City Engineer regarding the Transportation Plan, regional wastewater connection and inflow and infiltration comments.

Regarding Three Rivers Park District comments, Council consensus was to defer to the City Planner regarding references to trail ownership and defer to the City Engineer regarding the Park and Trail Plan, Water Supply Plan, Sanitary Sewer Plan and the Local Surface Water Management Plan comments.

Regarding the Metropolitan Council Preliminary comments, Council consensus was to authorize all the required changes necessary to provide a "complete" Plan, but not the advisory comments which were suggested.

Regarding Hennepin County comments, Council consensus was to defer to the City Planner regarding references to Loretto's location within the Twin Cities Metropolitan Area and trail ownership and to the City Engineer regarding the Transportation Plan. Council consensus was to not make changes related to an additional policy on active living and the recommendation of Loretto considering County assistance for private landowners wishing to reduce environmental impact of development.

Regarding the Minnesota Department of Natural Resources comments, Council consensus was to not comment on the suggestions made.

On a motion by Sevigny, seconded by Neumann, to approve Resolution 2018-42, A RESOLUTION PRELIMINARILY APPROVING THE 2040 LORETTO COMPREHENSIVE PLAN AND AUTHORIZING SUBMISSION OF THE PLAN TO THE METROPOLITAN COUNCIL FOR REVIEW AND APPROVAL, with changes as directed by the City Council.
Motion carried unanimously.

b. Citizen Complaint Policy

On a motion by Neumann, seconded by Daniels, to approve the Citizen Complaint Policy as submitted.
Motion carried unanimously.

c. Siren Maintenance Contract Renewal

On a motion by Neumann, seconded by Markham, to approve the 2019 contract renewal for siren maintenance with Embedded Systems, Inc.
Motion carried unanimously.

d. Resolution 2018-43, Letter of Credit Reduction for Chippewa Estates Development

Clerk Treasurer Schneider reported the City Engineer approved reducing CRJ's Letter of Credit to the minimum allowed under the PUD Agreement, which must be held until all work is completed on the public improvements and all lien waivers are received.

On a motion by Koch, seconded by Daniels, to approve Resolution 2018-43, A RESOLUTION APPROVING REDUCTION IN LETTER OF CREDIT FOR CHIPPEWA ESTATES DEVELOPMENT.
Motion carried unanimously.

e. Organics Recycling Grant Award

Clerk Treasurer Schneider reported the City has been awarded an organics grant of \$245 and recommended a \$15 rebate to each household participating in the organics recycling program. Schneider also reported that Hennepin County is directing more of its grant funding towards

organics recycling and recommended the Council consider changing the fee structure for the City's organics recycling program. The alternative fee structure would have organics recycling figured in to the recycling fee paid by all households. When a household chooses to participate in the Blue Bag Organics recycling program, there would be no additional fees. Schneider noted this is how the first organics program in Loretto was structured and is how many other cities structure their programs.

On a motion by Neumann, seconded by Daniels, to approve a \$15 rebate for each of the 13 participants in Blue Bag Organics Recycling.
Motion carried unanimously.

Council directed Schneider to bring back a proposal from Randy's Environmental Services to change the fee structure for organics recycling.

f. Resolution 2018-44, CRJ Construction Time Extension

On a motion by Markham, seconded by Neumann, to approve Resolution 2018-44, A RESOLUTION APPROVING EXTENSION OF TIME TO COMPLETE PUBLIC IMPROVEMENTS FOR "CHIPPEWA ESTATES" PLANNED UNIT DEVELOPMENT IN THE CITY OF LORETTO, MINNESOTA.

Motion carried unanimously.

8. INFORMATIONAL ITEMS

a. Fun Fest Wrap-up

Clerk Treasurer Schneider reported on the Fun Fest Wrap-up meeting held on September 26th. Schneider stated much of the meeting focused on ideas for the 2019 Fun Fest event, which will be the 20th Annual Fun Fest. Schneider stated the committee consensus was to make this a special event and will be requesting the use of a portion of the Fun Fest Capital funds that have been saved up from previous events that went under budget. Schneider reported there is currently \$5,500 in the Fun Fest Capital account and the 2018 Fun Fest will end up around \$1,000 under budget. Schneider stated she will make a recommendation in December on whether or not to place any of the 2018 funds in reserve, based on how the overall General Fund stands at year end.

b. Holiday Train Update

Mayor Koch reported that Canadian Pacific Railway has chosen Loretto for a Holiday Train stop on Wednesday, December 12, 2018. Koch stated the kick-off planning meeting will take place on October 17th, noon at City Hall.

c. Hennepin County Recycling Grant Award

Council reviewed the recycling grant award letter, noting the grant amount of \$1,887.

9. MONTHLY REPORTS

a. City Hall

1) Compliance Update Regarding Off the Tracks, 239 North Medina Street
Council reviewed. No action taken.

b. Streets

No items were brought forward.

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 noted the facility grant project has been delayed somewhat due to rain, but asphalt and backstop went in last week. Koch reported the following projects are outstanding: infield grass replacement, dugout reroofs, ramp installation and walkway installation in front of the bleacher area.

Council Member Markham asked for an update on when projects are projected to be completed. Koch stated infield grass replacement could begin next week, if weather conditions cooperate.

Public Works Director Leuer stated the dugout reroof and ramp installation, which is two weeks' worth of work, could begin next week, if weather conditions cooperate.

Council Member Neumann commented that he would like public works to come up with a financial amount for project labor to present to the LCAA. Neumann questioned the process for reimbursement from Hennepin County. Koch stated that once the project is complete, invoices can be submitted to Hennepin County for reimbursement.

Leuer reported the only public works projects left to complete are hooking up the water and putting in the beams for the dugouts.

Council directed Leuer to put information on how many public works staff hours are put into the facility grant project in his weekly update.

2) Shelter at Highland Neighborhood Park

On a motion by Neumann, seconded by Markham, to approve the shelter quote from Tom Campion in the amount of \$5,835 and the Patnode Concrete quote in the amount of \$2,600 for a total of \$8,435.

Motion carried unanimously.

Council consensus was to place the shelter near the crab apple trees, leaving room for playground expansion.

3) Hennepin Youth Sports Fall Equipment Grant

Council directed Leuer to apply for the fall equipment grant for the Sand Pro 2040Z (quote amount of \$9,437.96), the Finish Drag Mat Kit (quote amount of \$444.96), the soccer corner flags (quote amount of \$22.95), soccer goal wheels (quote amount of \$239.90) and soccer wheel covers (quote amount of \$39.90) for a grand total of \$10,185.67.

Council also directed Leuer to request support from the LCAA for the grant application.

4) Lions Park Building Update

Mayor Koch reported on a meeting he attended with Council Member Markham, Public Works Director Leuer and a representative from Morton Building to discuss the design of a floating slab shelter project. Koch stated the Morton Building representative will review the project and come back with a proposal. Koch also stated there is a municipal finance program in which the company would front the cost of the building and the City would lease the building back from them for a certain number of years, at the end of which the

City would own the building. Koch stated he will get more details and bring back to a future council meeting.

Council Member Sevigny expressed concerns about how the project would work without the underground pilings. Sevigny recommended having City engineers review the plans when the time comes to make a decision on such a project.

Council Member Neumann asked if there are other buildings that could be looked at as examples of this type of building.

5) Ponds Playground Update

Markham reported the Ponds playground improvements were installed on September 14th with many neighborhood volunteers working alongside the public works staff. Council reviewed photos from the day. Markham noted it was a long day of work that went into the evening. Markham stated the City will be applying for a grant for improvements to the Highlands Park playground in the next grant cycle and encouraged families from that neighborhood to check out the Ponds Park improvements so they can think about ideas for their park. The Council thanked Markham for her work to get this project completed.

6) Soccer Field Update

Markham reported the soccer field set-up has been completed on the Phil Tabery Field with lines marked and goals in place. Markham stated she reached out to local soccer groups and had one group interested until they found out there are no lights on that field. Markham stated the Parks Committee will continue to market the rental of this field to soccer groups.

7) Dog Park Update

Markham reported the fence has been pushed back down into the ground, the bench has been moved inside the off-leash area, the gates are up and signs have been placed. She stated the area still needs weeds removed, black dirt put down and grass planted.

Leuer reported the blacktopping down at the Athletic and Recreational Complex that was approved earlier in the year, won't be done until sometime in mid-2019, not until the ground is dry enough for the big trucks to drive down there again.

f. Stormwater

No items were brought forward.

10. MAYOR AND COUNCIL REPORTS

Mayor Koch reported he attended a Northwest Hennepin League of Municipalities meeting where demography was discussed.

Council Member Sevigny reported he attended a wastewater funding meeting with City staff, engineers and Met Council representatives.

11. FINANCIAL

a. October Bills

On a motion by Koch, seconded by Markham, approving electronic check numbers 3006E-3026E and paper check numbers 22809-22853 for a grand total of \$164,429.15.

Motion carried unanimously.

- b. Monthly Balance Sheet
Council reviewed. No action taken.

12. ADJOURN

On a motion by Sevigny, seconded by Markham, to adjourn at 8:09 p.m.
Motion carried unanimously.

ATTEST:

Mary K. Schneider, City Clerk Treasurer

Kent Koch, Mayor