

**City of Loretto**  
**Minutes of Regular City Council Meeting**  
**279 N. Medina Street, Council Chambers**  
**Telephonic Meeting**  
**April 14, 2020**

**1. CALL TO ORDER**

Mayor Koch called the meeting to order at 7:00 p.m.

Koch stated this meeting is being conducted by telephonic means pursuant to Minnesota Statutes Section 13D.021. Clerk Treasurer Schneider is physically present at the regular meeting location at City Hall, all Council Members and other staff are participating through telephonic means.

Koch asked all members of the Council to identify themselves for the record. Members present included Mayor Kent Koch, Council Members Brenda Daniels, Melissa Markham, Eric Riley, and Brian Sevigny.

Koch asked all staff members to identify themselves for the record. Staff present included City Attorney Jared Shepherd, Medina Police Chief Jason Nelson, Public Works Director Jeff Leuer and City Clerk Treasurer Mary Schneider.

Koch verified that all Council Members and staff could hear one another and can hear all discussion and testimony.

Koch noted that members of the public have been provided notice of this meeting and the ability to participate by calling in to the teleconferencing system. Koch asked the public to continue to monitor the City's website for information on future meetings, which will include information on submitting public comments and monitoring the meetings through call-in numbers and Zoom meeting links.

There were two people from the public monitoring the meeting.

**2. PLEDGE OF ALLEGIANCE**

**3. SET AGENDA**

The agenda was approved as submitted.

**4. APPROVE MINUTES**

On a motion by Markham, seconded by Daniels, to approve the March 10, 2020 Regular City Council Meeting Minutes as submitted.

A vote was taken by roll call. Motion carried unanimously.

On a motion by Sevigny, seconded by Markham, to approve the March 20, 2020 Emergency City Council Meeting Minutes as submitted.

A vote was taken by roll call. Motion carried unanimously.

**5. MEDINA POLICE REPORT**

Police Chief Jason Nelson presented the March Police Report, noting 126 total calls for service, of which 101 were general patrols. Nelson stated the Department has changed staffing models to maximize personnel over time in case the COVID-19 peak hits our area. This means they are operating on a skeleton crew, seven officers on and fourteen officers off, one day car and one night car. These efforts are meant to minimize exposure of officers and the public. Nelson stated Loretto

and Medina are part of the Lakes Area Emergency Management group. This group has plans in place to lend aid to each other in case one agency experiences a high number of sick personnel. If needed, there is a county-wide backup plan for assistance as well. Nelson assured the Council that although service may be different at this time, law enforcement will be there for those in need.

## **6. OPEN FORUM**

There were no comments submitted from the public for the Open Forum.

## **7. CONSENT AGENDA**

- a. Resolution 2020-10, Continuing CDBG Participation
- b. Resolution 2020-11, Authorizing Continuation of City Business during COVID-19 Pandemic
- c. Resolution 2020-12, Ratifying Actions Taken Pursuant to Resolution 2020-09
- d. Resolution 2020-13, Stormwater Capital Interfund Loan for Wastewater Easements
- e. Resolution 2020-14, Water Capital Interfund Loan for Wastewater Easements
- f. Wastewater Easement Agreements – Elsen and Lindquist
- g. Driveway Permit for 205 Mallard Lane

On a motion by Sevigny, seconded by Daniels, to approve the CONSENT AGENDA as submitted. A vote was taken by roll call. Motion carried unanimously.

## **8. ACTION/PLANNING**

### **a. Capital Improvement Planning**

Council reviewed the engineering memo dated April 7<sup>th</sup>, 2020, Overall CIP Project Schedule for Financing Plan. Council also reviewed a Financial Planning Services agreement with Northland Securities (NSI). Clerk Treasurer Schneider stated the agreement was not included in the council packet and that action on this agreement is not expected tonight.

Council directed staff to bring the agreement back to the May council meeting for further consideration.

Schneider stated she enlisted the help of NSI to address the short-term financing need for the Quiet Zone and the Wastewater projects. Schneider stated that grant awards for both projects were approved in the 2018 legislative bonding bill, but that the funds are not available to the City until full funding is in place. Schneider also noted the City is waiting on the 2020 legislative bonding bill to be finalized to find out if Loretto's wastewater project is included. Jessica Green with NSI presented two draft documents: a private placement loan schedule and a preliminary bank term sheet. Green stated NSI could get the process started for the City so that when the City is ready to move on the financing, the paperwork would be ready. Green stated it would take about a month to get the funds in hand once the City gives the go-ahead to proceed.

Council directed staff to work with NSI to get the paperwork ready for the short-term financing for the Quiet Zone and Wastewater projects.

Council discussed whether assessments should be used to finance a portion of infrastructure projects identified in the Infrastructure CIP and the engineering memo.

Council directed staff to work with Wenck on a feasibility study for the assessment/429 process and bring back to Council for review at a future council meeting.

### **b. Highland Pond Cleanout**

Council reviewed the engineering report dated April 7, 2020, Highland Pond Sediment Investigation and Cost Estimate. Public Works Director Leuer noted the sediment testing showed that samples taken from Location 2 barely exceed the Residential SRV for arsenic, but the level is

well below the Industrial SRV. This means the sediment material removed from the pond at cleanout could be spread at an industrial site. Leuer stated he is working on finding an industrial site that will agree to take the sediment material. If an industrial site cannot be found, the City would have to go with the higher cost option and bring the sediment material to a landfill.

Leuer stated the next steps to moving forward include getting quotes from contractors and secure access agreements with the property owners. Once the actual cost is known, determine if the City has the funds to proceed with the project in 2020.

Council directed staff to move forward with obtaining quotes from contractors and access agreements with the property owners and bring back to a future council meeting for consideration.

c. Park Reservations and Improvements and COVID-19

Council discussed whether the ballfields should be opened to the public for reservations and use by leagues and whether improvement projects should move forward. Leuer stated the ballfields are open to use by individuals at this time, but that city bathrooms will remain closed until further notice. Schneider reported she is working with groups who want to make reservations but isn't taking payments or having agreements executed until more information is known. Schneider noted a field use agreement was executed with a soccer group before the pandemic hit and stated that if the group were unable to use the fields, payment would be refunded.

Council also discussed whether planning for the Fun Fest should be put on hold. Schneider stated she wouldn't recommend any bookings be approved until more information is known. Council Member Riley noted that it is possible to have language in the contracts that down payments could be credited to a future engagement if the event were cancelled due to the pandemic.

Council consensus was to allow staff to determine the level of access to and use of the parks based on the situation as it evolves.

## 9. INFORMATIONAL ITEMS

No items were brought forward.

## 10. MONTHLY STAFF REPORTS

a. City Hall

No items were brought forward.

b. Streets

Leuer reported he has had a few meetings regarding the Quiet Zone:

- 1) Canadian Pacific Railway meeting regarding the signals and gates. The City will be required to install a minimum six-inch curb to close off the second entrance to Loretto Auto Recondition.
- 2) Hennepin County Public Works and Three Rivers Parks meeting regarding how to handle the trail crossing. It was determined the City will need to put striping on the trail twenty-three feet away from the nearest tracks on each side. Leuer stated a four-foot area will be striped, so people don't go too close to the tracks.
- 3) MnDOT and Hennepin County Public Works meeting to discuss agreements needed. The City will need to enter into an agreement with Canadian Pacific Railway for the construction of improvements; an agreement between the City, MnDOT and Hennepin County for the \$350,000 grant approved through the 2018 legislative bonding bill (the City cannot receive funds directly from MnDOT, so Hennepin County will administer the grant); an agreement between the City and Hennepin County granting permission to install the improvements on a county road.

Leuer noted the language change to the original bonding bill is still pending.

c. Water

No items were brought forward.

d. Wastewater

No items were brought forward.

e. Parks

Leuer reported Dylan Scheibe is interested in building a shelter at the Ponds Park for his Eagle Scout project. Leuer stated he recommends the City cover the cost of materials and concrete and allow Scheibe to complete the project. The estimated cost of materials and concrete is \$3,000 - \$4,000. Leuer stated he'll bring back details to the May council meeting for consideration.

f. Stormwater

Leuer reported there will be maintenance of the ditch at the ballfields over the next couple weeks, removing sediment near the culvert close to County Road 19 and further west close to the ballfields. Leuer stated he is working with the City of Medina on this maintenance project.

**11. MAYOR AND COUNCIL REPORTS**

Mayor Koch thanked staff for their work to keep the City running during these unprecedented times.

Leuer reported the Fire Department's thirty-five members are all healthy and the Department hasn't had to respond to any COVID-19 cases so far. Leuer stated he is attending virtual meetings daily with North Memorial Ambulance. Their calls are down forty percent. Leuer is also attending virtual meetings regarding COVID-19 planning with the fire chiefs of seven local departments who coordinate services.

**12. FINANCIAL**

a. April Bills

On a motion by Sevigny, seconded by Daniels, to approve electronic check numbers 3451E-3480E and paper check numbers 23561-23594 for a grand total of \$147,424.13.

A vote was taken by roll call. Motion carried unanimously.

b. Monthly Balance Sheet

Council reviewed. No action taken.

**13. ADJOURN**

On a motion by Riley, seconded by Daniels, to adjourn at 8:30 p.m.

A vote was taken by roll call. Motion carried unanimously.

**ATTEST:**

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Mary K. Schneider, City Clerk Treasurer

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Kent Koch, Mayor