

**City of Loretto**  
**Minutes of Regular City Council Meeting**  
**279 N. Medina Street, Council Chambers**  
**Telephonic Meeting**  
**May 12, 2020**

**1. CALL TO ORDER**

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

Koch stated that Clerk Treasurer Schneider is physically present at the regular meeting location at City Hall, but all Council Members and other staff members 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 Engineer Kent Torve, 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 five people from the public monitoring the meeting.

**2. PLEDGE OF ALLEGIANCE**

**3. SET AGENDA**

The agenda was approved with the following changes:

- Consent Agenda **b. NSI Financial Planning Agreement** was removed and placed under Action/Planning as item d.
- Consent Agenda **e. Fun Fest Fireworks Agreement** was removed and placed under Action/Planning as item e.

**4. APPROVE MINUTES**

On a motion by Sevigny, seconded by Daniels to approve the April 14, 2020 Regular 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 April Police Report, noting 89 total calls for service, of which 73 were general patrols. Nelson reported his department is planning to go back to a normal schedule on May 19<sup>th</sup>, with plans to operate cautiously. He stated as an example that when officers are called out to a medical, they would wait outside for paramedics to arrive, unless it is a life or death situation.

Mayor Koch stated he has noticed more speeding vehicles driving through town and asked if a radar speed sign could be placed to mitigate. Nelson stated he would do that.

## **6. OPEN FORUM**

No one spoke during the Open Forum.

## **7. CONSENT AGENDA**

- a. Resolution 2020-15, Liquor License Renewals
- b. Capital Asset Policy
- c. Street Patching Quote

On a motion by Markham, seconded by Daniels, to approve the CONSENT AGENDA with **NSI Financial Planning Agreement** and **Fun Fest Fireworks Agreement** removed and placed under Action/Planning.

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

## **8. ACTION/PLANNING**

### **a. Resolution 2020-16, Ponds Park Shelter Variance – PUBLIC HEARING**

Clerk Treasurer Schneider stated the City has applied for a variance request to build a 14 by 14-foot shelter at the Ponds Park, which is in the Public Zoning District. Schneider stated the Public Zoning District requires a 30-foot side yard structure setback when the property abuts residential properties. Due to the size and triangular shape of the property and the existing play structures, this setback limits the possible locations to build a shelter at this property. Schneider noted the City is requesting approval of 5-foot side-yard setbacks on both the north and south property lines. Schneider stated the application was reviewed by the city planner, engineer and attorney, and their comments are included in the council packet. Based on their comments, the variance request meets the requirements for approval as established in the city code and state statutes. Specifically, it meets the "practical difficulties" test, is in keeping with the spirit and intent of the City's Zoning Ordinance and the Comprehensive Plan. Schneider reported city staff met with residents of the Ponds neighborhood and received support for the shelter project placement.

Mayor Koch opened the public hearing at 7:18 p.m.

No comments were brought forward during the public hearing. Schneider reported no comments were submitted prior to the meeting.

On a motion by Markham, seconded by Daniels, to close the public hearing at 7:19 p.m.

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

Council Member Sevigny asked if the neighbors on either side of the Ponds Park were present at the meeting with staff. Council Member Markham stated she was present at the meeting and yes, both neighbors were there and expressed support for the shelter placement.

Public Works Director Leuer stated the existing playground perimeter would be shortened by about twelve feet and an opening will be created that will go directly over to the shelter pad, creating a handicapped access to the shelter from the playground.

On a motion by Riley, seconded by Markham, to approve Resolution 2020-16, A RESOLUTION APPROVING VARIANCES FOR PONDS PARK SHELTER.

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

b. Ponds Park Shelter Cost Estimate

On a motion by Markham, seconded by Daniels, to approve moving forward with the Ponds Park Shelter project and cost estimate as submitted.

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

c. Special Assessment Options

City Engineer Kent Torve presented the engineering memo dated May 6<sup>th</sup>, 2020, *Options for Developing a Special Assessment Policy*.

Summary of Council discussion: development of the policy is a starting point, policy is meant to carry over into future projects creating consistency over time; future councils may amend the policy; property owners would be notified of a hearing if a planned assessment affects their property; once the policy is established, it could be posted on the website for transparency; typical term for an assessment is ten to fifteen years.

On a motion by Koch, seconded by Markham, directing staff to work with the engineers to get a scope of work and cost estimate from an appraiser with a commercial/residential split using Option 3 and Option 4 for assigning assessable costs as described in the engineering memo and bring back for approval to a future council meeting.

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

d. NSI Financial Planning Agreement

Mayor Koch noted the agreement does not include future planning for Parks. Council discussed but did not come to a consensus to add Park Planning to the agreement.

On a motion by Sevigny, seconded by Markham, to approve the NSI Financial Planning Agreement as submitted.

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

e. Fun Fest Fireworks Agreement

Clerk Treasurer Schneider noted the words "by Sponsor" were added to the Additional Provisions section of the agreement by the city attorney.

On a motion by Riley, seconded by Markham, to approve the Fun Fest Fireworks Agreement, with edits submitted.

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

## 9. INFORMATIONAL ITEMS

a. Resilient Communities Project Partnerships

Mayor Koch presented information about the Resilient Communities Project Partnerships, a program through the University of Minnesota in which applied research and technical assistance is provided to cities by students and faculty from a variety of departments and disciplines.

Council directed staff to reach out to the program director to see if someone from the program would be available to give a presentation at a future council meeting.

## 10. MONTHLY STAFF REPORTS

a. City Hall

No items were brought forward.

- b. Streets  
No items were brought forward.
- c. Water  
No items were brought forward.
- d. Wastewater
  - 1) NPDES Annual Compliance Summary  
Council reviewed. No action taken.
- e. Parks  
No items were brought forward.
- f. Stormwater  
Public Works Director Leuer reported he and his staff have been working on a stormwater drainage issue in the Meadows neighborhood. Leuer stated the problem is with roots blocking drain tiles and causing water to push out onto the street. Leuer reported they televised the drain and identified tiles that need repair at 120 Meadow Drive and possibly 110 Meadow Drive.

### **11. MAYOR AND COUNCIL REPORTS**

Mayor Koch reported he consulted with Representative Hertaus and Senator Osmek regarding the Quiet Zone. The new language for the Quiet Zone grant has been drafted and sent to the Revisors' Office. It is unsure if action will happen during this session or if a special session will take place due to COVID-19. The state bonding bill is uncertain at this time as well.

Koch reported he has been attending remote meetings with Representative Dean Phillips regarding federal COVID-19 relief funding.

Koch also reported he will be attending a remote Northwest Hennepin League of Municipalities meeting in which a speaker from the Secretary of State's office will give an election update.

### **12. FINANCIAL**

- a. May Bills  
On a motion by Sevigny, seconded by Daniels, to approve electronic check numbers 3481E-3505E and paper check numbers 23595-23637 for a grand total of \$73,494.51  
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 Markham, seconded by Daniels, to adjourn at 8:49 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