

City of Loretto
Minutes of Regular City Council Meeting
279 N. Medina Street, Council Chambers
May 14, 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 Sergeant Jason Nelson, Public Works Director Jeff Leuer, and City Clerk Treasurer Mary Schneider.

There were three people in the audience.

2. PLEDGE OF ALLEGIANCE

3. SET AGENDA

The agenda was approved as submitted.

4. PRESENTATIONS

1) WeCAN Executive Director Christie Larson gave a brief presentation of the services provided by WeCAN (Western Communities Action Network, Inc.) Larson outlined four main service programs: Emergency Assistance Program (financial assistance of a one-time payment for rent, mortgage, utilities, transportation); Family Support (includes assistance through back to school supplies, winter coats, holiday or birthday gifts); Food Programs (includes Meals-on-Wheels, Mobile Market); and Employment Program (help with resume building, employment counseling, budget work, money management.) WeCAN also serves as a resource center of onsite partnerships with WIC, Hennepin County, Community Action, Relate Mental Health, Mission Animal Hospital, and Adult Basic Education. Larson stated they are having an Open House on Thursday, May 16th and a Community Breakfast on Thursday, May 30th at the Gillespie Center in Mound, starting at 7:00 a.m. Free will donations benefit WeCAN.

5. APPROVE MINUTES

On a motion by Sevigny, seconded by Markham, to approve the April 9, 2019 Regular City Council Meeting Minutes as submitted.

Motion carried unanimously.

6. MEDINA POLICE REPORT

Police Sergeant Jason Nelson presented the April Police Report, noting 105 total calls for service, of which 86 were general patrols. Nelson noted there was one case of fraud where a counterfeit twenty-dollar bill was given at a pull tab booth. The case is still under investigation.

Nelson reported there will be increased traffic enforcement coming up with the Safe and Sober/Toward Zero Death initiative.

Nelson also reported there was one instance of a train blocking the tracks for about an hour. Nelson stated the train was having a mechanical issue, so the state statute limiting blockages to ten minutes doesn't apply.

7. OPEN FORUM

No one came forward to speak during the Open Forum.

8. CONSENT AGENDA

- a. Resolution 2019-09, Charitable Gambling Premises Permit for Loretto Fire Department
- b. Fun Fest Fireworks Agreement - PC Pyrotechnics
- c. Fun Fest Inflatables Agreement - Magic Bounce

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

9. ACTION/PLANNING

- a. Resolution 2019-10, Radford Liquor License - PUBLIC HEARING

Clerk Treasurer Schneider stated a public hearing is required by city code for all new liquor licenses and noted John Radford is applying for an Intoxicating Liquor License and a Special Sunday Liquor License for the 115 Railway Street West premises. Schneider noted approval is contingent on the applicant submitting all the required paperwork, state approval, passing the building inspection, and paying all the required fees.

John Radford gave a brief introduction stating he owns and operates the Mill Creek Inn in Buffalo and looks forward to doing business in Loretto. Radford stated he had hoped to open by July 1st, but it's looking like the opening will be a little later. The Council welcomed Mr. Radford to Loretto.

Mayor Koch opened the public hearing at 7:20 p.m.
No one came forward to speak during the public hearing.

On a motion by Daniels, seconded by Riley, to close the public hearing at 7:21 p.m.
Motion carried unanimously.

On a motion by Daniels, seconded by Markham, to approve Resolution 2019-10, A RESOLUTION APPROVING LIQUOR LICENSES FOR JOHN RADFORD as submitted.
Motion carried unanimously.

- b. Resolution 2019-11, Liquor License Renewals

On a motion by Sevigny, seconded by Daniels, to approve Resolution 2019-11, A RESOLUTION APPROVING BEER AND LIQUOR LICENSES IN THE CITY OF LORETTO, MINNESOTA as submitted.
Motion carried unanimously.

- c. Resolution 2019-12, Lions Club Sign Permit Application

Schneider stated the Loretto Lions have applied for a sign permit to replace the current electronic sign with a similar, larger sign. City Planner Bob Kirmis has reviewed the application and has recommended approval with some conditions. Schneider noted one of the conditions was that the sign not exceed thirty feet in height. The sign vendor surveyed the current sign and reported it is eighteen feet, three inches tall and the larger sign is nineteen inches taller, so the new sign would be well within the limit set in the code. Schneider noted that if the Council approves, the Lions would need to proceed through the building permit process.

Council discussed the conditions in the Resolution restricting simulated motion in the messages. Council consensus was that the intent of the code was to limit distractions to drivers and that the Resolution is reiterating the code language that may be enforced.

On a motion by Sevigny, seconded by Daniels, to approve Resolution 2019-12, A RESOLUTION APPROVING BALLFIELD SITE SIGN PERMIT as submitted.
Motion carried unanimously.

d. A to Z Auto

City Attorney Callies presented a report on the history of actions taken against A to Z Auto to obtain compliance with different sections of the city code relating to upkeep of the property. Callies also presented options of how the City could move forward, including ordering a building code inspection. Callies noted the building did not have a working restroom in 2011, which is likely a building code violation. The building official may order some things to be done on his own, that do not require ongoing Council action. Other options the City could pursue include criminal prosecution or civil complaint if city code violations are found to exist and the property owner refuses to correct them; have the building declared a hazardous building; and eminent domain, which is unlikely to be possible in this situation. Callies noted the vehicle repair operation is considered a legal nonconforming use resulting from a zoning change.

Summary of Council discussion: there doesn't appear to be business conducted at the property; could the City require the property owner to show proof that he is operating a business; can be difficult to prove that a business is operating; we are not the only City with this type of issue that is hard to enforce.

Council directed staff to contact the building official to do an inspection of A to Z Auto checking for compliance with the building code.

e. Street Sealcoating Quotes

On a motion by Sevigny, seconded by Markham, to approve the Allied Blacktop Co. quote for \$1.41 per square yard.
Motion carried unanimously.

f. Respectful Workplace Policy

On a motion by Sevigny, seconded by Daniels, to approve the Respectful Workplace Policy as submitted.
Motion carried unanimously.

g. Social Media Policy

On a motion by Riley, seconded by Daniels, to approve the Social Media Policy as submitted.
Motion carried unanimously.

h. Fun Fest Report and Funding Request

On a motion by Markham, seconded by Sevigny, to approve the use of up to \$3,000 of funds set aside in the Capital Account for the 2019 Fun Fest.
Motion carried unanimously.

10. INFORMATIONAL ITEMS

a. Delano Senior Center Letter

Council directed staff to find out how many Loretto residents participated at the Senior Center in 2018.

11. MONTHLY STAFF REPORTS

a. City Hall

1) Copy Machine Update

Schneider reported the new Toshiba copy machine has been installed and is in operation. Schneider stated the buy-out to return amount came in lower than what Metro Sales had quoted, which made the final monthly payment come down from \$163.34 to \$146.78.

b. Streets

Public Works Director Leuer stated his department will be doing street patching in two weeks.

- c. Water
No items were brought forward.
- d. Wastewater
Leuer reported he met with City Attorney Callies and Appraiser Bill Waytas at the proposed wastewater easement properties to walk the area and gather information for the appraisals. Callies noted the appraiser may have ongoing costs if he needs to make multiple trips to meet with the property owners.
- e. Parks
Leuer reported he and the members of the Parks Committee marked the area where the shelter will be built at the Highlands Park. Leuer stated the concrete will be laid and then construction will begin.
- f. Stormwater
 - 1) PSCWMC Update and Proposed 2020 Budget
Council reviewed. No action taken.

12. MAYOR AND COUNCIL REPORTS

Mayor Koch stated the DNR Park Grant Representative presented at the most recent NWHLM meeting, giving information about some grant opportunities. Koch stated he would bring more information at budget time.

13. FINANCIAL

- a. May Bills
On a motion by Sevigny, seconded by Daniels, to approve electronic check numbers 3172E-3203E and paper check numbers 23092-23135 for a grand total of \$96,788.87.
Motion carried unanimously.
- b. Monthly Balance Sheet
Council reviewed. No action taken.

14. ADJOURN

On a motion by Sevigny, seconded by Daniels, to adjourn at 8:05 p.m.
Motion carried unanimously.

ATTEST:

Mary K. Schneider, City Clerk Treasurer

Kent Koch, Mayor