

City of Loretto
Minutes of Regular City Council Meeting
279 N. Medina Street, Council Chambers
Telephonic Meeting
June 9, 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 pursuant to Minnesota Statutes Section 13D.021.

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, and City Clerk Treasurer Mary Schneider.

Public Works Director Jeff Leuer joined the meeting at 7:18 p.m.

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 or through the Zoom meeting link. 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 no 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 Sevigny, seconded by Markham, to approve the May 12, 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 Riley, to approve the May 29, 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 May Police Report, noting 106 total calls for service, of which 89 were general patrols. Nelson stated the past two weeks were very trying with the protests and unrest in the Minneapolis area and thanked the Loretto and Medina communities for their support.

Nelson stated it is his job to make sure officers are treating people as they should and he and his department will continue to evaluate policies, procedures and training regarding use of force, implicit bias and de-escalation. Regarding COVID-19, Nelson noted Phase three of the Governor's Stay Safe order begins on June 10th and his department is ready to move forward.

6. OPEN FORUM

No one spoke during the Open Forum.

7. CONSENT AGENDA

- a. Tractor and Mower Purchase Agreement
- b. Kellogg Chicken License Approval
- c. Resolution 2020-18, Accepting Chippewa Estates Improvements

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

8. ACTION/PLANNING

a. Assessment Example – Engineering Memo

City Engineer Kent Torve presented three example assessment calculations for the next two projects identified in the 2019 Infrastructure CIP: Project A, Elsen/Albert Street Reconstruction; Project B, Church/Loretto/Hillview/Meadow Reconstruction. The three methods reviewed were 1) Lot Equivalency Method; 2) Front Footage Method; and 3) Flat Rate Method. Torve noted for these examples, thirty percent of the project costs were assigned to be assessed to the benefiting properties. Torve also noted the goal is to identify the methods the Council wants to include in their assessment policy for residential properties.

In response to questions posed by the Council, Torve clarified the following: the portion of a project that the City funds, in these examples seventy percent, comes through water utility, sewer utility and/or the General Fund levy; the term for a property owner to pay their assessment is usually fifteen to twenty years; the City would set an interest rate, usually one or two percent above the prevailing interest rate, set in policy.

Council consensus was to move forward with methods one and three and authorize staff to contract with an appraiser for the estimated benefit for projects.

b. Water Treatment and Pump Efficiency

City Engineer Kent Torve presented information on the energy efficiency analysis for the main pumphouse and a proposed water treatment system. Torve stated a feasibility study was completed, combining both projects, and submitted for placement on the Project Priority List (PPL) for the Drinking Water Revolving Fund. There was a May 1st deadline to submit applications. Torve stated getting on the PPL for this project is important as additional funding may become available due to stimulus packages related to the COVID-19 Pandemic. Council thanked Torve for his work. No further action was taken.

9. INFORMATIONAL ITEMS

a. Met Council Annual Population Estimate

Council reviewed. No action was taken.

b. Fun Fest Update

Clerk Treasurer Schneider presented meeting notes from the May 27th Fun Fest meeting, noting the committee is considering making a proposal to the Council to either have fireworks only or cancel the event altogether. The committee will meet again on June 24th to evaluate options based on the COVID-19 situation and how that may impact the options.

10. MONTHLY STAFF REPORTS

a. City Hall

1) Election Update

Clerk Treasurer Schneider presented an Elections update, noting the next election in the 2020 Election Cycle will be the State Primary Election on Tuesday, August 11th. Schneider highlighted the option for voters to vote Absentee by mail and explained how voters can apply for an absentee ballot. Schneider stated that by voting absentee by mail, voters can do their part to reduce the risk of spreading the corona virus in our community and protect their neighbors, election judges and staff. Schneider also noted there will be no in-person absentee voting at Loretto City Hall for the Primary Election only and reviewed some of the measures that will be taken on Election Day to minimize risk.

Schneider also reported there will be three local offices on the November 3rd ballot: the Mayor's seat, with a two-year term and two Council Member seats, each with a four-year term. Loretto residents who wish to run for these offices must file an affidavit of candidacy with the City Clerk. Candidate filing opens on July 28th and closes on August 11th. There is detailed information about this on the City's website or interested persons may call City Hall for more information.

b. Streets

No items were brought forward.

c. Water

No items were brought forward.

d. Wastewater

No items were brought forward.

e. Parks

1) Field Reservation Update

Schneider reported she and Public Works Director Leuer worked with City Attorney Shepherd to work out details for opening the athletic fields for use by youth sports groups. Schneider noted Shepherd drafted an amended Field Use Agreement that covers COVID-19 concerns; biffs are available with signs giving notice that they are cleaned once per week/use at your own risk, and field users must submit their COVID-19 Preparedness Plans. Schneider reported the Wright County Soccer Club cancelled their season due to COVID-19, so their rental fees are being returned to them. The A's/Vortex Girl's Fastpitch League finalized a rental agreement and is using the fields seven days a week for practice only at this time. Two baseball leagues (Providence Academy Summer 13U and Delano Pine Tar Academy) are working to finalize agreements to practice on Tuesdays and Thursdays. The Men's Thursday Night League is hoping to play a shortened season, dependent on games being allowed. Schneider noted the Orono/Westonka Soccer Club had expressed some interest in using our fields again this year, but there hasn't been communication from them recently.

f. Stormwater

No items were brought forward.

11. MAYOR AND COUNCIL REPORTS

Mayor Koch reported he attended a Northwest Hennepin League of Municipalities remote meeting where a representative of the Census Bureau talked about the importance of submitting the Census forms to ensure proper representation.

12. FINANCIAL

a. June Bills

On a motion by Sevigny, seconded by Riley, to approve electronic check numbers 3506E-3527E and paper check numbers 23638-23685 for a grand total of \$170,938.15.

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

b. Monthly Balance Sheet

Council reviewed. No action taken.

c. Quarterly Financial Reports

Council reviewed. No action taken.

13. ADJOURN

On a motion by Sevigny, seconded by Markham, to adjourn at 8:18 p.m.

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

ATTEST:

Mary K. Schneider, City Clerk Treasurer

Kent Koch, Mayor