

**City of Loretto**  
**Minutes of Regular City Council Meeting**  
**279 N. Medina Street, Council Chambers**  
**Telephonic Meeting**  
**October 13, 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 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 and Brian Sevigny. Council Member Eric Riley was absent.

Koch asked all staff members to identify themselves for the record. Public Works Director Jeff Leuer and City Clerk Treasurer Mary Schneider identified themselves for the record. Medina Police Sergeant Kevin Boecker and City Engineer Kent Torve were also present telephonically.

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 no people from the public monitoring the meeting.

**2. PLEDGE OF ALLEGIANCE**

**3. SET AGENDA**

The agenda was approved as submitted.

**4. APPROVE MINUTES**

- a. On a motion by Daniels, seconded by Markham, to approve the amended August 25<sup>th</sup>, 2020 Budget Workshop minutes with the addition of the motion to adjourn.  
A vote was taken by roll call. Koch, Daniels, Markham and Sevigny voted aye. Riley was absent.  
Motion carried.
- b. On a motion by Markham, seconded by Sevigny, to approve the September 8, 2020 Regular Meeting minutes.  
A vote was taken by roll call. Koch, Daniels, Markham and Sevigny voted aye. Riley was absent.  
Motion carried.
- c. On a motion by Sevigny, seconded by Markham, to approve the October 6, 2020 Special Meeting minutes.

A vote was taken by roll call. Koch, Daniels, Markham and Sevigny voted aye. Riley was absent. Motion carried.

**5. MEDINA POLICE REPORT**

Medina Police Sergeant Kevin Boecker presented the September Police Report, noting 154 total calls for service, of which 131 were general patrols. Boecker stated there were two calls reporting gun shots heard where it was found to be legal hunting activity on neighboring Medina properties. Boecker also reported there was an auto theft reported in early September where a vehicle was stolen off the A to Z Auto property. The vehicle was later recovered, and the incident is under investigation.

**6. OPEN FORUM**

No one came forward to speak during the Open Forum.

**7. CONSENT AGENDA**

- a. Resolution 2020-34, Accepting Fireworks Donation
- b. Resolution 2020-35, Ratifying Mediacom Service Agreement
- c. Resolution 2020-36, Amendment to Hennepin County Residential Recycling Grant Agreement
- d. Fire Department CARES Allocation Agreement
- e. Adopting Loretto Water Supply Plan

On a motion by Sevigny, seconded by Daniels, to approve the Consent Agenda as submitted. A vote was taken by roll call. Koch, Daniels, Markham and Sevigny voted aye. Riley was absent. Motion carried.

**8. ACTION/PLANNING**

- a. Resolution 2020-37, Ordering Preparation of Feasibility Report on Street Improvements  
City Engineer Kent Torve presented options for 2021 street improvement projects. Project A, Albert and Elsen Street reconstruction, was identified as top priority in the 2019 Capital Improvement Plan. Torve stated engineering is not recommending combining other projects in 2021 planning, due to the large area of the town that would be disrupted at the same time. Torve noted a portion of the project costs are anticipated to be paid through special assessments, with the remaining portion paid through bonding and levying property taxes. The next step is for the Council to authorize a feasibility study, which would include a preliminary assessment roll to determine the initial assessment estimates for the benefited properties.

On a motion by Markham, seconded by Daniels, to approve Resolution 2020-37, A RESOLUTION ORDERING THE PREPARATION OF A FEASIBILITY REPORT FOR THE 2021 STREET IMPROVEMENT PROJECT for Project A only.

A vote was taken by roll call. Koch, Daniels, Markham and Sevigny voted aye. Riley was absent. Motion carried.

- b. Resolution 2020-38, Rescheduling the November City Council Meeting  
On a motion by Markham, seconded by Sevigny, to approve Resolution 2020-38, A RESOLUTION AMENDING THE 2020 REGULAR CITY COUNCIL MEETING SCHEDULE rescheduling the November meeting to the 13<sup>th</sup> with meeting start time of 5:00 p.m.  
A vote was taken by roll call. Koch, Daniels, Markham and Sevigny voted aye. Riley was absent. Motion carried.

- c. Setting Date and Plan for Financial Plan Open House  
Council directed staff to request the use of the Church of Saints Peter and Paul's Parish Center for the Financial Plan Open House on Tuesday, November 17<sup>th</sup> from 5:30 to 7:30 p.m. and to work with engineering to create handouts for the event.
- d. Voice Over IP Agreement  
On a motion by Sevigny, seconded by Markham, to approve the Voice Over IP Master Agreement with Coordinated Business Systems contingent upon final review by the city attorney.  
A vote was taken by roll call. Koch, Daniels, Markham and Sevigny voted aye. Riley was absent.  
Motion carried.

## 9. INFORMATIONAL ITEMS

- a. Fun Fest Update  
Summary of Council discussion: changing the fireworks show to having shells shot higher worked out well; it was nice to have something "normal" during the difficult times we're experiencing; it was nice that residents had options of watching from home, watching from the ballfields and even watching on Facebook live; gratitude expressed to the Fun Fest Planning Committee for agreeing to move forward with the Fireworks event.
- b. Holiday Train Update  
Mayor Koch noted Canadian Pacific Railway will be holding a virtual only event and will still be making donations to local food shelves. There will be more information coming after the Committee meets to discuss options.

## 10. MONTHLY STAFF REPORTS

- a. City Hall  
Schneider encouraged voters to look at their options for voting early by absentee for the November 3<sup>rd</sup> General Election and reviewed those options: applying online for an absentee ballot by mail and either mailing the voted ballot back to Hennepin County or dropping off at City Hall; voting absentee in-person at City Hall during regular office hours of 8:00 a.m. to 2:00 p.m. on Mondays, Tuesdays, Wednesdays and Fridays or during extended hours on Saturday, October 31<sup>st</sup> from 10:00 a.m. till 3:00 p.m. and Monday, November 2<sup>nd</sup> from 8:00 a.m. till 5:00 p.m. Schneider also noted the deadline to pre-register to vote is October 13<sup>th</sup>, but that voters can also take advantage of election day registration, so shouldn't be discouraged by that deadline. If voters have questions about the requirements of election day registration or about any voting issue, they can call City Hall. For those voters who wish to vote on election day, the polling place at City Hall is open from 7:00 a.m. till 8:00 p.m.
- b. Streets  
No items were brought forward.
- c. Water  
No items were brought forward.
- d. Wastewater  
Public Works Director Leuer noted there will be a pre-construction meeting for the Wastewater Project on October 14<sup>th</sup>.
- e. Parks
  - 1) Lions Park Shelter  
Leuer stated he has a quote for improvements to the inside and outside of the Lions Park Shelter estimated at \$107,000, excluding plumbing. He reported the Loretto Lions Club is interested in taking on the project, contracting directly for the improvements up to \$100,000,

and donating the improvements back to the City. The Lions would like the City to cover the remaining \$7,000 plus the plumbing improvements. Leuer stated a rough estimate for the plumbing would be between \$15,000 - \$20,000.

Council directed staff to request the City Attorney draft an agreement with the Loretto Lions, Schneider to provide options for funding the City's portion and Leuer to bring back quotes for the plumbing and the overall improvements to the next council meeting for consideration.

2) Hennepin Youth Fall Equipment Grant

Mayor Koch noted the deadline to apply for the fall equipment grant is November 2<sup>nd</sup>. Council discussed options for the application including gator replacement, skate park equipment and ballfield drag replacement.

Council directed Leuer to move forward with applying for equipment up to the \$10,000 non-matched cap.

f. Stormwater

Leuer reported he is working on getting quotes for the Highlands pond cleanout and noted that an access agreement with the property owners will be needed.

Leuer also reported the drain tile work is done at the Pond Park, but reseeding of the area will be done next spring.

Lastly, Leuer reported there was more vandalism at the Athletic Complex. Leuer stated the damage was minor, not worth making an insurance claim, and improved security is still needed.

## 11. MAYOR AND COUNCIL REPORTS

No reports were brought forward.

## 12. FINANCIAL

a. October Bills

On a motion by Sevigny, seconded by Daniels, to approve electronic check numbers 3598E-3628E and paper check numbers 23813-23868 for a grand total of \$163,322.86.

A vote was taken by roll call. Koch, Daniels, Markham and Sevigny voted aye. Riley was absent. Motion carried.

b. Monthly Balance Sheet

Council reviewed. No action taken.

## 13. ADJOURN

On a motion by Markham, seconded by Daniels, to adjourn at 8:09 p.m.

A vote was taken by roll call. Koch, Daniels, Markham and Sevigny voted aye. Riley was absent. Motion carried.

## ATTEST:

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Mary K. Schneider, City Clerk Treasurer

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Kent Koch, Mayor