

City of Loretto
Minutes of Regular City Council Meeting
279 N. Medina Street, Council Chambers
Telephonic Meeting
November 13, 2020

1. CALL TO ORDER

Mayor Koch called the meeting to order at 5:00 p.m.

Koch stated that Clerk Treasurer Schneider is physically present at the regular meeting location at City Hall, but all Council Members, staff and consultants 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 and consultants to identify themselves for the record. Those present included Medina Police Chief Jason Nelson, City Engineer Kent Torve, City Attorney Jared Shepherd, Public Works Director Jeff Leuer and City Clerk Treasurer Mary Schneider.

Koch verified that all Council Members, staff and consultants 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 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 with the following changes:

- Add Financial Plan Open House as Action item j.

4. APPROVE MINUTES

On a motion by Sevigny, seconded by Markham, to approve the October 13, 2020 Regular City Council Meeting Minutes as submitted.

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

5. MEDINA POLICE REPORT

Police Chief Jason Nelson presented the October Police Report, noting 144 total calls for service, of which 118 were general patrols. Nelson reported there was an attempted burglary where a door was kicked in, but a barking dog may have scared the intruder away as no items were stolen. Nelson also reported alcohol and tobacco compliance checks were completed, with all Loretto establishments found to be in compliance. Nelson stated it may be necessary to share resources with Lake Area Region departments due to COVID-19 outbreaks in some of those departments. Residents may see squad cars from other departments patrolling in Loretto due to this cooperative effort.

6. OPEN FORUM

No one came forward to speak during the Open Forum.

7. ACTION/PLANNING

a. Resolution 2020-39, Met Council Grant Agreement

On a motion by Sevigny, seconded by Daniels, to approve Resolution 2020-39, A RESOLUTION AUTHORIZING CITY OFFICIALS TO EXECUTE A METROPOLITAN COUNCIL MUNICIPAL PUBLICLY OWNED INFRASTRUCTURE GRANT AGREEMENT ON BEHALF OF THE CITY OF LORETTO FOR THE 2020 WASTEWATER LIFT STATION AND FORCEMAIN PROJECT.

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

b. Resolution 2020-40, 2021 Street Project Feasibility Study

On a motion by Sevigny, seconded by Markham, to approve Resolution 2020-40, A RESOLUTION ACCEPTING THE FEASIBILITY REPORT AND ORDERING HEARING ON IMPROVEMENT FOR THE 2021 STREET IMPROVEMENT PROJECT using the lot equivalency method as proposed and striking the phrase "in the council chambers of the City Hall" in the last paragraph.

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

c. Highland Pond Cleanout Quote Package

On a motion by Sevigny, seconded by Daniels, to approve the Highland Pond Cleanout Quote Package.

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

d. Resolution 2020-41, October CARES Expenditures

On a motion by Sevigny, seconded by Markham, to approve Resolution 2020-41, A RESOLUTION ALLOCATING CORONAVIRUS AID, RELIEF AND ECONOMIC SECURITY ACT FUNDS (known as the CARES Act Funds) TO LOCAL GOVERNMENT ACTIVITIES.

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

e. Resolution 2020-42, November CARES Expenditures

On a motion by Markham, seconded by Daniels, to approve Resolution 2020-42, A RESOLUTION ALLOCATING CORONAVIRUS AID, RELIEF AND ECONOMIC SECURITY ACT FUNDS (known as the CARES Act Funds) TO LOCAL GOVERNMENT ACTIVITIES.

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

f. Resolution 2020-43, Canvassing the Election

On a motion by Markham, seconded by Sevigny, to approve Resolution 2020-43, A RESOLUTION APPROVING CANVASS OF RETURNS AND DECLARING THE RESULTS OF THE MUNICIPAL ELECTION HELD ON NOVEMBER 3, 2020.

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

g. Randy's Environmental City-Wide Yard Waste Collection Proposal

Council reviewed the proposal and came to the consensus that it would be in the best interest of Loretto residents to stay with the Shared Medina Compost Site at this time.

- h. Public Works Pickup Truck Quote
On a motion by Markham, seconded by Daniels, to approve the pickup truck replacement as proposed by Public Works Director Leuer.
A vote was taken by roll call. Koch, Daniels, Markham and Sevigny voted aye. Riley was absent.
Motion carried.
- i. Siren Maintenance Contract Renewal
On a motion by Sevigny, seconded by Markham, to approve the Tornado Siren Maintenance contract renewal with Embedded Systems as proposed.
A vote was taken by roll call. Koch, Daniels, Markham and Sevigny voted aye. Riley was absent.
Motion carried.
- j. Financial Plan Open House
City Attorney Shepherd stated Executive Order 20-96 restricts social gatherings to no more than ten people from no more than three households and advised considering either remote options for the November 17th Open House or rescheduling. Council directed Clerk-Treasurer Schneider to cancel the November 17th Open House and put this item on the January council agenda for further discussion.

8. INFORMATIONAL ITEMS

- a. Holiday Train Update
Mayor Koch stated the Holiday Train committee is working on plans for a food drive including a parade through town to collect donations on December 12th starting at 11:00 a.m. Koch noted Canadian Pacific Railway's virtual concert will be on the same day at 7:00 p.m.
- b. Pay Equity Compliance
Council reviewed. No action taken.
- c. Hennepin County Proposed Property Tax – Sample 2020 Truth in Taxation Letter
Council reviewed. No action taken.

9. MONTHLY STAFF REPORTS

- a. City Hall
 - 1) Additional Meeting Logs
Schneider asked the Council to submit their Additional Meeting Logs by November 30th.
 - 2) Electronic Signatures
Koch stated he is interested in adopting policies that would allow electronic signatures on documents and checks, noting that many area cities take advantage of this technology. Koch noted that the COVID-19 pandemic amplifies the need to use remote capabilities.

Council directed Schneider to work with the city attorney to develop policies and procedures for the use of electronic signatures on documents and checks.
- b. Streets
No items were brought forward.
- c. Water
No items were brought forward.
- d. Wastewater
 - 1) Wastewater Treatment Ponds Water Balance Approval
Council reviewed. No action taken.

- e. Parks
 - 1) Hennepin Youth Fall Equipment Grant
Council reviewed. No action taken.
- f. Stormwater
No items were brought forward.

10. MAYOR AND COUNCIL REPORTS

Council Member Sevigny reported he attended a Water Treatment and VFD meeting with Wenck and Public Works and stated he encourages the Council to support moving forward with these improvements in the future.

11. FINANCIAL

- a. November Bills
On a motion by Sevigny, seconded by Daniels, to approve electronic check numbers 3629E-3654E and paper check numbers 23869-23901 for a grand total of \$82,284.53.
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.

12. ADJOURN

On a motion by Daniels, seconded by Markham, to adjourn at 7:12 p.m.
A vote was taken by roll call. Koch, Daniels, Markham and Sevigny voted aye. Riley was absent.
Motion carried.

ATTEST:

Mary K. Schneider, City Clerk Treasurer

Kent Koch, Mayor