

City of Loretto
Minutes of Regular City Council Meeting
279 N. Medina Street, Council Chambers
Telephonic Meeting
December 8, 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, 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, Eric Riley, and Brian Sevigny.

Koch asked all staff members and consultants to identify themselves for the record. Staff and consultants present included City Attorney Jared Shepherd, Medina Police Chief Jason Nelson, City Engineer Kent Torve, 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 could 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 ten 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 Daniels to approve the November 13, 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 October Police Report, noting 154 total calls for service, of which 114 were general patrols. Nelson noted it was a quiet month.

6. OPEN FORUM

No one came forward to speak during the Open Forum.

7. CONSENT AGENDA

- a. Resolution 2020-44, Accepting Lions Club Christmas Tree Donation

- b. Resolution 2020-45, Final Adoption of Loretto's 2040 Comprehensive Plan
- c. Resolution 2020-46, Renewing Mayors' Monarch Pledge for 2021
- d. Resolution 2020-47, Designating 2021 Polling Place
- e. Hatcher Chicken License Renewal
- f. Kellogg Chicken License Renewal
- g. Stross Chicken License Renewal
- h. Allocating Organics Grant Award
- i. Audit Agreement
- j. Access Agreement for Highland Pond Cleanout

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. Resolution 2020-48, Ordering 2021 Street Improvement and Preparation of Plans - Improvement Hearing

City Engineer Kent Torve presented a summary of the work done by the city council to get to this point in the improvement project for Elsen and Albert Streets. Torve stated a comprehensive look at the city's infrastructure began in 2019, which led to the creation of a four-part Infrastructure Capital Improvement Plan (CIP) focused on streets, water, sewer, and stormwater. In that study Albert and Elsen Streets were ranked highest priority for needing improvements, as the current infrastructure is beyond its useful life at fifty to sixty years old. In 2020, the city council engaged Northland Securities to create a Long-Term Financial Plan, a comprehensive study of the city's finances to figure out what the city's property tax levies and utility rates would need to be to cover the costs of the needed improvements over the next ten years. Next, an appraisal firm was hired to show the benefit to properties and an assessment policy was established. At the November council meeting, a feasibility study of the Albert and Elsen Streets project was presented showing two assessment methods. The Council chose to go with the lot equivalency method. Torve stated that corner lots are seen to have more value in appraisals and noted there are four lots that are a little different than the rest: the two lots that front Medina Street and have additional driveway access on Elsen Street and the two lots that are on either side of the intersection of Elsen and Albert Streets. Torve also noted Canadian Pacific Railway fronts Elsen Street and have been sent notice. Finally, Torve stated residents are not being assessed tonight. An Assessment Hearing will take place after construction has been completed.

Mayor Koch opened the public hearing at 7:26 p.m.

Christine Fisher, 150 Albert Street, addressed the Council with the following concerns:

1. While she and her husband feel the project needs to be done, they do not believe their corner lot receives extra benefit and should not be assessed at one and a half units because they do not have an approach on Elsen Street. Elsen Street serves as an access road to their property, just as it does for any other property on Albert Street. They also questioned why two other lots on corners are not being assessed as a corner lot, referring to Anderson's and Van Beusekom's properties.
2. Will contractors be able to access their property in the spring for a needed roof replacement?
3. Will elderly residents be able to access their properties during the construction?
4. How long will residents be without water and sewer services during the construction?
5. If you look at the value of their property compared to non-corner lots in the neighborhood, it does not look like additional value is there.

Keith Converse, 120 Elsen Street, stated he is in favor of the project but is concerned about the type of curbs that will be used. He is hoping the city will consider installing the smooth, sloped driveway entrances instead of the bigger curbs that create a jump when entering or exiting the driveway.

Vivian Freeman, 170 Albert Street, submitted two questions that were read aloud by Clerk-Treasurer Schneider:

1. Will residents be able to access their properties during the construction?
2. Will one street be done at a time, or both at the same time?

Torve responded to concerns with the following comments:

- Construction limitations are included in the bidding process and can include stipulations that residents need to be able to access their driveways each night.
- Construction bidding requires temporary water and sewer, so there will be no interruption in those services.
- The streets will be done as one project, not one at a time.
- The city's appraiser considers corner lots to have higher value.
- The two lots questioned as corner lots (Anderson's and Van Beusekom's) are considered "atypical" and not corner lots.
- Engineers will make sure contractors will be able to get through to properties as needed.
- Contact information for the city's appraiser will be made available to the Fishers.

City Attorney Shepherd stated this Improvement Hearing is the first of two hearings. At the end of the process there will be an Assessment Hearing where the final assessment roll will be set. Up to that final adoption, property owners can lodge their concerns about their proposed assessments.

On a motion by Riley, seconded by Markham, to close the public hearing at 7:55 p.m.
A vote was taken by roll call. Motion carried unanimously.

Torve stated that while the assessment method and policy were determined at prior council meetings, the Council can adjust later in the process. For consistency, it is okay for the Council to move forward as is and take into consideration the comments received today.

On a motion by Riley, seconded by Sevigny, to approve Resolution 2020-48, A RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS FOR THE 2021 STREET IMPROVEMENT PROJECT.

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

b. Resolution 2020-49, Final Levy and Budget **Truth in Taxation Hearing**

Clerk-Treasurer Schneider stated the Final Levy recommendation by staff is \$453,300, the same as was proposed in September, leaving the General Fund Budget at \$607,365.

Mayor Koch opened the public hearing at 8:10 p.m. No one came forward to speak during the public hearing.

On a motion by Sevigny, seconded by Riley, to close the public hearing at 8:11 p.m.
A vote was taken by roll call. Motion carried unanimously.

On a motion by Sevigny, seconded by Markham, to approve Resolution 2020-49, A RESOLUTION SETTING THE 2021 PROPERTY TAX LEVY AND APPROVING THE 2021 GENERAL FUND BUDGET.

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

c. Highland Pond Cleanout Quote Approval

On a motion by Riley, seconded by Sevigny, to approve the New Look Contracting quote of \$30,010 for the cleanout of the Highland Stormwater Pond as recommended by the engineer.
A vote was taken by roll call. Motion carried unanimously.

- d. Ordinance 2020-01, Amending Fee Schedule
On a motion by Daniels, seconded by Sevigny, to approve Ordinance 2020-01, AN ORDINANCE OF THE CITY OF LORETTO, MINNESOTA AMENDING FEES FOR CITY LICENSES, PERMITS AND SERVICES and approve summary publication of the ordinance as submitted in the packet. A vote was taken by roll call. Motion carried unanimously.
- e. Resolution 2020-50, Recognizing Service of Council Member Sevigny
On a motion by Markham, seconded by Daniels, to approve Resolution 2020-50, A RESOLUTION RECOGNIZING BRIAN SEVIGNY FOR FOUR YEARS OF SERVICE TO THE CITY OF LORETTO. A vote was taken by roll call. Motion carried unanimously.

9. INFORMATIONAL ITEMS

- a. Holiday Train Update
Mayor Koch reported the planning committee established COVID safety protocols keeping the Holiday Train Food Shelf Parade in line with the Governor's executive orders. The parade will begin at 11:00 a.m. on Saturday, December 12th, with Fire Department personnel picking up food shelf donations as the parade makes its way through town. Koch also noted the Holiday Train virtual concert will begin at 7:00 p.m.

10. MONTHLY STAFF REPORTS

- a. City Hall
Schneider reported she is having difficulty using up her PTO due to increased duties resulting from the COVID-19 Pandemic response and a very difficult election cycle. Schneider stated she may need to request additional PTO carryover at the January council meeting and may need to close City Hall on certain days over the holidays, in addition to the usual holiday closures.
- b. Streets
No items were brought forward.
- c. Water
Public Works Director Leuer reported there was a power surge at the wellhouse on November 30th that tripped an alarm. The public works crew checked the well and everything is working. Leuer stated he is not sure what caused the power surge.
- d. Wastewater
 - 1) Wastewater Project Update
Council reviewed. No action taken.
- e. Parks
 - 1) LCAA Operation and Maintenance Year-end Statement
Council reviewed. No action taken.
- f. Stormwater
 - 1) SWPPP Annual Meeting - **Public Hearing**
Mayor Koch opened the public hearing at 8:45 p.m. No one came forward to speak during the public hearing.

On a motion by Sevigny, seconded by Daniels, to close the public hearing at 8:46 p.m.
A vote was taken by roll call. Motion carried unanimously.

Council reviewed the Stormwater Pollution Protection Plan (SWPPP) annual report. No action taken.

11. MAYOR AND COUNCIL REPORTS

No reports were given.

12. FINANCIAL

a. December Bills

On a motion by Sevigny, seconded by Daniels, to approve electronic check numbers 3655E-3674E and paper check numbers 23902-23945 for a grand total of \$326,184.26.

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

b. Monthly Balance Sheet

Council reviewed. No action taken.

c. Year-to-Date Financial Reports

Council reviewed. No action taken.

d. Year-end Transfers

On a motion by Sevigny, seconded by Daniels, to approve the following transfers:

- Motion to transfer \$69,690 from the General Fund to the Capital Fund. This is the amount of the repayment in full of the TIF interfund loan to the General Fund. The transfer will be to a miscellaneous account in the Capital Fund 225. The Council can decide at a later time how they would like to use the funds. (101-41000-720 to 225-49000-39200)
- Motion to transfer \$3,000 from the General Fund Attorney Capital Outlay to Capital Fund Attorney - saving up for major code book overhaul. (101-41610-500 to 225-41610-39201)
- Motion to transfer \$5,000 from General Fund Civil Defense to the Capital Fund Civil Defense - saving up for future siren replacement. (101-42500-500 to 225-42500-39201)
- Motion to transfer \$7,000 from General Fund Streets to Capital Fund Streets – saving up \$3,000 for 4x4 pickup truck replacement and \$4,000 for future infrastructure projects. (101-43100-500 to 225-43100-39201)
- Motion to transfer \$31,000 from General Fund Parks to Capital Fund Parks – saving up \$3,000 for 4x4 pickup truck replacement; \$5,000 for walkway improvements between Arnold Klaers and Bob Koch fields; \$5,000 for softball overlay; \$10,000 for Lions Park Shelter improvements; \$4,000 for softball bathroom improvements; and \$4,000 for playground equipment at Highlands Park. (101-45200-500 to 225-45200-39201)
- Motion to transfer \$22,400 from Water Fund Depreciation to the Water Capital Fund. These are the funds that were collected in 2019 from the \$7.50/month/account fee. (601-49400-405 to 611-49400-39203)
- Motion to transfer \$14,500 from Water Fund Capital Outlay to the Water Capital Fund – set aside \$3,000 for 4x4 pickup truck replacement; \$2,500 for Handheld reader; \$5,000 for well service and \$4,000 for future infrastructure projects. (601-49400-500 to 611-49400-39203)
- Motion to transfer \$26,000 from the Wastewater Fund Capital Outlay to the Wastewater Capital Fund – set aside \$3,000 for 4x4 pickup truck replacement; \$5,000 for aerators; and \$18,000 for future infrastructure projects. (602-49450-500 to 612-49450-39203)

- Motion to transfer \$35,000 from the Stormwater Fund to the Stormwater Capital Fund – saving up \$3,000 for 4x4 pickup truck replacement; \$2,000 for major ditch cleaning; \$20,000 for stormwater pond cleanout work and \$10,000 for private drainage issues. (604-49600-500 to 614-49600-39203)
- Motion to transfer \$3,250 from the General Fund to Capital Fund Streets – set aside 2002 F250 insurance claim proceeds for snowplow purchase for new pickup truck (101-41000-720 to 225-43100-39201)

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

13. ADJOURN

On a motion by Sevigny, seconded by Markham, to adjourn at 8:54 p.m.

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

ATTEST:

Mary K. Schneider, City Clerk Treasurer

Kent Koch, Mayor