

City of Loretto
Minutes of Regular City Council Meeting
279 N. Medina Street, Council Chambers
December 10, 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 Officer Kevin Boecker, Public Works Director Jeff Leuer, Wenck Engineer Neil Heinonen, 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. APPROVE MINUTES

On a motion by Sevigny, seconded by Daniels, to approve the November 12, 2019 Regular City Council Meeting Minutes as submitted.

Motion carried unanimously.

5. MEDINA POLICE REPORT

Medina Police Officer Kevin Boecker presented the November Police Report, noting 137 total calls for service, of which 93 were general patrols.

6. OPEN FORUM

No one came forward to speak during the Open Forum

7. CONSENT AGENDA

- a. Resolution 2019-27, Renewing Mayors' Monarch Pledge for 2020
- b. Hatcher Chicken License Renewal
- c. Stross Chicken License Renewal

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

8. ACTION/PLANNING

a. Resolution 2019-28, Setting Final Levy and Budget – Truth in Taxation Hearing

Clerk Treasurer Schneider presented the 2020 Final Levy and Budget, noting the Final Levy recommendation is \$431,670, which is the same as the Proposed Levy set at the September council meeting. Schneider stated \$10,000 in unallocated funds from the September proposed budget were added to Streets Capital Outlay, to be set aside for Future Infrastructure Projects. The Final General Fund Budget recommendation is \$584,820. In the Water Fund, \$4,300 was added for future water infrastructure projects. These are unallocated revenues due to the change in user rates. In the Stormwater Fund, revenues were increased based on projections from the user rate increase.

Mayor Koch opened the Truth in Taxation Hearing for public comment at 7:07 p.m.

No one from the audience came forward to speak during the TNT hearing.

On a motion by Markham, seconded by Daniels, to close the TNT hearing at 7:08 p.m.
Motion carried unanimously.

On a motion by Sevigny, seconded by Markham, to approve Resolution 2019-28, A RESOLUTION SETTING THE 2020 PROPERTY TAX LEVY AND APPROVING THE 2020 GENERAL FUND BUDGET as submitted.
Motion carried unanimously.

b. Infrastructure CIP Final Report

On a motion by Markham, seconded by Daniels, to accept the Infrastructure CIP Final Report as submitted.
Motion carried unanimously.

c. Randy's Environmental Services Rate Increase Request

Andy Bright from Randy's Environmental Services requested a garbage rate increase due to a disposal increase they received from Hennepin County.

On a motion by Markham, seconded by Riley, to approve garbage rate increases as proposed.
Motion carried unanimously.

d. Ordinance 2019-01, Amending Fee Schedule

On a motion by Sevigny, seconded by Markham, to approve Ordinance 2019-01, AN ORDINANCE OF THE CITY OF LORETTO, MINNESOTA AMENDING FEES FOR CITY LICENSES, PERMITS AND SERVICES.
Motion carried unanimously.

e. Resolution 2019-29, Summary Publication of Ordinance 2019-01

On a motion by Markham, seconded by Sevigny, to approve Resolution 2019-29, A RESOLUTION APPROVING PUBLICATION OF ORDINANCE NO. 2019-01 BY TITLE AND SUMMARY.
Motion carried unanimously.

f. Resolution 2019-30, Authorizing Eminent Domain for Wastewater Easements

City Attorney Callies noted this is a step in the process for the Wastewater Improvement Project. Callies stated if the City is not able to come to an agreement with the property owners for necessary easements, the eminent domain process may be used. Callies noted passing the resolution does not mean negotiations are over.

On a motion by Sevigny, seconded by Riley, to approve Resolution 2019-30, A RESOLUTION DETERMINING THE NECESSITY FOR AND AUTHORIZING THE ACQUISITION OF CERTAIN PROPERTY BY NEGOTIATION AND BY PROCEEDINGS IN EMINENT DOMAIN with Exhibit A labeling correction.
Motion carried unanimously.

Council directed Callies to draft a timeline calendar for the eminent domain process.

g. City Attorney Recommendation

On a motion by Riley, seconded by Markham, to approve Hoff Barry attorneys Jared Shepherd and Justin Templin as the City's lead and alternate civil attorneys, respectively, effective January 1, 2020 and approve the 2020 Representation Rates as submitted.
Motion carried unanimously.

9. INFORMATIONAL ITEMS

- a. Holiday Train Update
Council reviewed. No action taken.

10. MONTHLY STAFF REPORTS

- a. City Hall
1) 2020 Prosecution Rates
Council reviewed. No action taken.
- b. Streets
No items were brought forward.
- c. Water
No items were brought forward.
- d. Wastewater
No items were brought forward.
- e. Parks
1) LCAA Operation and Maintenance Year-end Statement
Schneider reported the LCAA paid in full on December 6, 2019.
- f. Stormwater
On a motion by Markham, seconded by Sevigny, directing Leuer to get a proposal from Wenck for pond sediment removal with ponds chosen by engineers.
Motion carried unanimously.

11. MAYOR AND COUNCIL REPORTS

Mayor Koch noted the Northwest Hennepin League of Municipalities (NWHLM) will be meeting on December 11th, discussing fire districts.

Council Member Daniels stated she attended the November NWHLM meeting where Senior LinkAge was discussed. Daniels provided brochures that will be available at City Hall.

12. FINANCIAL

- a. December Bills
On a motion by Sevigny, seconded by Daniels, to approve electronic check numbers 3353E-3376E and paper check numbers 23403-23438 for a grand total of \$65,597.23.
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 Markham, seconded by Sevigny, to approve the following transfers:
- \$5,000 from TIF Fund to the General Fund. This was budgeted in 2019 as a payment on the TIF interfund loan from the General Fund. (200-41000-720 to 101-41000-39200)
 - \$2,000 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)

- \$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)
- \$5,200 from General Fund Streets to Capital Fund Streets – saving up for 4x4 pickup truck replacement (101-43100-500 to 225-43100-39201)
- \$21,000 from General Fund Parks to Capital Fund Parks – saving up \$5,000 for walkway improvements between Arnold Klaers and Bob Koch fields; \$5,000 for softball overlay; \$4,000 for playground equipment at Highlands Park; \$3,000 for shelters/concrete pads and \$4,000 for 4x4 pickup truck replacement (101-45200-500 to 225-45200-39201)
- \$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)
- \$3,000 from Water Fund Capital Outlay to the Water Capital Fund – set aside for 4x4 pickup truck replacement (601-49400-500 to 611-49400-39203)
- \$3,000 from the Wastewater Fund Capital Outlay to the Wastewater Capital Fund – set aside for 4x4 pickup truck replacement (602-49450-500 to 612-49450-39203)
- \$21,000 from the Stormwater Fund to the Stormwater Capital Fund – saving up \$4,000 for major ditch cleaning; \$14,000 for pond cleanout work; \$3000 for 4x4 pickup truck replacement (604-49600-500 to 614-49600-39203)

Motion carried unanimously.

e. Year-end Bills

On a motion by Sevigny, seconded by Markham, to authorize payment of the 2019 year-end bills on or before 12/31/19 and have information available for the January 2020 Council meeting. Motion carried unanimously.

Mayor Koch called for a brief recess at 7:58 p.m., after which the closed meeting was held.

13. CLOSED MEETING AS ALLOWED BY MINNESOTA STATUTE §13D.05, SUBD. 3(C)

- To review appraisal data and to develop or consider offers or counteroffers for the purpose of acquiring utility easements on real property located at 205 Albert Street (PID # 06-118-23-43-0046) and XXX County Road 19 (07-118-23-12-0001) in the City of Loretto, MN.

At 8:49 p.m. Mayor Koch called the regular meeting back to order and stated the following persons were present during the closed meeting: City Clerk Treasurer Mary Schneider, Mayor Kent Koch, Council Members Eric Riley, Brenda Daniels, Melissa Markham, Brian Sevigny, City Attorney Paula Callies and Public Works Director Jeff Leuer.

14. ADJOURN

On a motion by Daniels, seconded by Riley, to adjourn at 8:50 p.m. Motion carried unanimously.

ATTEST:

Mary K. Schneider, City Clerk Treasurer

Kent Koch, Mayor