

**City of Loretto**  
**Minutes of Regular City Council Meeting**  
**279 N. Medina Street, Council Chambers**  
**January 14, 2020**

**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 Jared Shepherd, Medina Police Sergeant Jason Nelson, Public Works Director Jeff Leuer, and City Clerk Treasurer Mary Schneider.

There were two 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 Markham, to approve the December 10, 2019 Regular City Council Meeting Minutes as submitted.

Motion carried unanimously.

**5. MEDINA POLICE REPORT**

Medina Police Sergeant Jason Nelson presented the December Police Report, noting 128 total calls for service, of which 90 were general patrols. Nelson reported one theft call in which an unlocked vehicle was rummaged through but noted nothing was taken. Nelson also reported seven winter parking citations were issued and stressed the importance of keeping the streets cleared for public works to be able to do snow removal.

Nelson stated the Holiday Train event was very successful, even with some parking issues at the end of the event.

Public Works Director Leuer thanked Nelson for the great job police are doing keeping the streets clear for snow plowing.

**6. OPEN FORUM**

No one came forward to speak during the Open Forum.

**7. CONSENT AGENDA**

- a. Resolution 2020-01, Appointing Election Judges
- b. Pay Equity Report Approval
- c. Report of Outstanding Indebtedness
- d. Open Book Meeting Date

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

## **8. ACTION/PLANNING**

a. Resolution 2020-02, Annual Appointments

On a motion by Markham, seconded by Daniels, to approve Resolution 2020-02, A RESOLUTION RELATING TO THE ORGANIZATION AND ANNUAL APPOINTMENTS FOR THE CITY OF LORETTO FOR 2020.

Motion carried unanimously.

b. Resolution 2020-03, Wetland Conservation Act Administration

On a motion by Sevigny, seconded by Riley, to approve Resolution 2020-03, A RESOLUTION REGARDING THE ADMINISTRATION OF THE MINNESOTA WETLAND CONSERVATION ACT.

Motion carried unanimously.

c. Resolution 2020-04, Recognizing 2019 Volunteers

On a motion by Riley, seconded by Daniels, to approve Resolution 2020-04, A RESOLUTION RECOGNIZING AND THANKING 2019 VOLUNTEERS.

Motion carried unanimously.

d. Snowmobile Club Gift Certificate Awards

On a motion by Markham, seconded by Sevigny, to award the gift certificates to Veronica and Sarah Shafer and to Sue and Dale Scanlon.

Motion carried unanimously.

## **9. INFORMATIONAL ITEMS**

a. Holiday Train Update

Council reviewed. No action taken.

b. Quiet Zone Followup – Hertaus Response

Mayor Koch stated that from the responses received from Representative Hertaus and Senator Osmeck, the language changes needed for Loretto to move forward should be able to be completed administratively. Leuer noted Canadian Pacific's construction projects are twelve to eighteen months out from the day the contract is signed.

c. LMCIT 2019 Property.Casualty Dividend

Council reviewed. No action taken.

## **10. MONTHLY STAFF REPORTS**

a. City Hall

No items were brought forward.

b. Streets

Leuer reported he and Wenck Engineer Neil Heinonen met with County representatives regarding Quiet Zone issues, including curb and catch basin changes that will be required. The County representatives advised Leuer to check with MnDOT if they need to be involved. Leuer stated Heinonen will have a memo prepared for the February council meeting with more details.

c. Water

No items were brought forward.

d. Wastewater

1) Easement Timeline

Council reviewed and discussed the funding timeline for the project. Leuer stated the grant award decision can come through any time during the legislative session. If the City doesn't get the grant funding this year, the project will have to be moved to next year. Koch stated

he received a phone call from the Minnesota Management and Budget office stating Loretto's project is included in Governor Walz infrastructure recommendation.

2) MPCA Letter of Warning

Koch noted the City was expecting this letter, which came due to the City not awarding the construction contract until funding for the project is nailed down. Wenck Project Engineer Pete Daniels wrote the required letter of response.

e. Parks

No items were brought forward.

f. Stormwater

1) Stormwater Pond Cleanout

Leuer presented the engineer's memo outlining options for sediment sampling and disposal options for stormwater pond cleanout. Leuer noted the samplings are good for five years.

Council also discussed easement issues for access to the ponds.

On a motion by Sevigny, seconded by Markham, to approve sediment sampling and disposal options for Base Project (Pond 1) as identified in the engineer's memo, as a singular project. Motion carried unanimously.

2) PSCWMC Technical Advisory Committee

On a motion by Markham, seconded by Daniels, to designate Wenck Engineers to represent Loretto on the watershed's Technical Advisory Committee. Motion carried unanimously.

## **11. MAYOR AND COUNCIL REPORTS**

Koch reported he attended a NWHLM meeting in which regional fire districts were discussed and noted there are grant opportunities for studies that can be done. Koch reported consensus amongst the NWHLM group to continue investigating options.

Leuer stated he needs input from the Council on whether Loretto has interest in Leuer, as Fire Chief, moving forward with investigating regional fire district options. Leuer stated that although the Loretto Fire Department is independent, it's important to get buy in to move forward from the cities they serve. Leuer reported he is leading a group that will be visiting the Cloquet Area Fire District to talk to them and get their insights. Leuer stated one of the benefits of a regional fire district can be taking fire protection off the plates of the cities. Some cities like Medina contract with multiple fire departments, paying four different contracts, capital plans, etc. Another benefit would be the ability to share resources, staffing, equipment, etc. Because fire districts have separate taxing authority, board members would be elected officials, similar to Three Rivers Park District.

Council consensus was to support Leuer further investigating the possibility of a regional fire district.

Koch also reported on a NWHLM meeting in which Secretary of State Steve Simon gave a talk about the Presidential Nomination Primary (PNP). Koch noted there are grant opportunities for cities to help pay for election equipment. Clerk Treasurer Schneider stated she will look into this and noted PNP Election expenses will be reimbursed by the State.

**12. FINANCIAL**

a. 2019 Year-end Bills

On a motion by Sevigny, seconded by Riley, to approve paper check numbers 23439-23466 for a total of \$18,087.82.

Motion carried unanimously.

b. January Bills

On a motion by Riley, seconded by Daniels, to approve electronic check numbers 3377E-3402E and paper check numbers 23467-23483 for a grand total of \$50,276.57.

Motion carried unanimously.

c. Monthly Balance Sheet

Council reviewed. No action taken.

**13. ADJOURN**

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

Motion carried unanimously.

**ATTEST:**

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Mary K. Schneider, City Clerk Treasurer

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Kent Koch, Mayor