

City of Loretto
Minutes of Regular City Council Meeting
279 N. Medina Street, Council Chambers
January 14, 2025

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, Jeff Leuer, Melissa Markham, and Ben Scanlon.

Also present: Stantec Engineer Nick Wyers, Medina Public Safety Director Jason Nelson, Public Works Director Jake Leuer, and City Clerk Treasurer Mary Schneider.

There were no people in the audience.

2. OATH OF OFFICE

Mayor Koch and Council Members Markham and Leuer were sworn in by Clerk Treasurer Schneider.

3. PLEDGE OF ALLEGIANCE

4. SET AGENDA

The agenda was approved with the addition of Action/Planning g. Resolution 2025-04, Approving Hennepin Youth Sports Grant Agreement PR00006750.

5. MEDINA PUBLIC SAFETY REPORT

Medina Public Safety Director Jason Nelson presented the December report, noting ninety-six total calls for service, of which seventy-eight were general patrols.

6. OPEN FORUM

No one came forward to speak during the Open Forum.

7. CONSENT AGENDA

- a. Resolution 2025-02, 2024 Volunteer Appreciation
- b. Resolution 2025-03, Supporting State Bonding Requests
- c. Outstanding Indebtedness Report
- d. 2025 Safety Training Agreement, SafeAssure
- e. City Council Minutes of December 10, 2024
- f. 2024 Year-end Bills, paper check numbers 26071 through 26091 totaling \$13,929.62.
- g. January Bills, electronic check numbers 5016E through 5055E totaling \$59,086.00, and paper check numbers 26092 through 26116 totaling \$196,974.32.
- h. Monthly Balance Sheet
- i. Year-end Financial Reports

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

8. ACTION/PLANNING

- a. Resolution 2025-01, Annual Appointments

On a motion by Daniels, seconded by Markham, to approve Resolution 2025-01, A RESOLUTION RELATING TO THE ORGANIZATION AND ANNUAL APPOINTMENTS FOR THE CITY OF LORETTO FOR 2025.

Motion carried unanimously.

- b. 2023 Street Project, Change Order No. 2
On a motion by Scanlon, seconded by Markham, to approve Change Order No. 2 for the 2023 Street Project, in the amount of \$28,856.50.
Motion carried unanimously.
- c. 2023 Street Project, Pay Request No. 7
On a motion by Markham, seconded by Daniels, to approve Pay Request No. 7 in the amount of \$48,493.86 to Omann Contracting Companies.
Motion carried unanimously.
- d. Parks Capital Plan, Setting Date for Open House
Council directed Schneider to schedule a Parks Capital Plan Open House for Tuesday, February 11th from 5:00 – 7:00 p.m. and notify residents.
- e. Year-end Transfers
On a motion by Markham, seconded by Daniels, to approve year-end transfers as presented.
Motion carried unanimously.
- f. Liquor License Violation
Mayor Koch noted there was an alcohol compliance check in December and a server at Warren's failed. Council directed staff to schedule a public hearing as required by city ordinance, to be held during the February 11th council meeting and send notice to the license holder, Warren's Inc, of the hearing.
- g. Resolution 2025-04, Approving Hennepin Youth Sports Grant Agreement PR00006750
On a motion by Markham, seconded by Daniels, adopting Resolution 2025-04, A RESOLUTION OF THE CITY OF LORETTO APPROVING AND AUTHORIZING EXECUTION OF AGREEMENT PR00006750 WITH HENNEPIN COUNTY FOR THE PURCHASE OF A LAWN MOWER FOR EXCLUSIVE USE AT ARNOLD KLAERS BASEBALL FIELD.
Motion carried unanimously.

9. INFORMATIONAL ITEMS

- a. Holiday Train Report
Council reviewed. No action was taken.
- b. LMCIT 2024 Property/Casualty Insurance Dividend
Council reviewed. No action was taken.

10. MONTHLY STAFF REPORTS

- a. City Hall
 - 1) Final Budget Documents
Council reviewed. No action was taken.
- b. Streets
Engineer Nick Wyers reported that a subcontractor for the County Road 19 Watermain Project notified the county that they hired an attorney to pursue lost wages for extra work orders requested. Wyers noted the city did not receive a notice.

Koch stated the City of Loretto sign that was posted on the south side of Loretto, visible to northbound traffic, has not been put back in place. Koch stated the sign is laying on the ground. Wyers stated he would reach out to the county to have the sign put back in place.

Koch also stated the new signs along County Road 11 are posted higher than they used to be and the Elsen Street sign is blocked by the crosswalk sign. Wyers stated the new guidance is to post signs at seven feet so drivers can better see pedestrians. Wyers also stated he would look into moving the Elsen Street sign so it is more visible.

c. Water

Public Works Director Leuer reported one of the boosters at Well No. 3 failed and will need repairs. Leuer noted a quote for similar repairs was received in 2022 for \$5,860. Council directed Leuer to go ahead with the repairs and bring the payment to the February meeting for approval.

Leuer also reported that the Department of Health will be doing routine water quality testing this week at Well No. 3.

d. Wastewater

1) Sewer Blockage Repair Costs

Leuer reported there was a sewer blockage at the ponds this past month, noting there were no capital costs, only staff hours to resolve the issue.

e. Parks

1) Grants

No items were brought forward.

f. Stormwater

1) Pioneer-Sarah Creek Watershed Minor Plan Amendment

Council directed staff to send comments recommended by the city engineer to the Watershed Management Commission by the January 16th deadline.

11. MAYOR AND COUNCIL REPORTS

Koch reported he attended a Northwest Hennepin League of Minnesota Cities meeting hosting new mayors and council members. Koch also stated he attended a Minnesota Association of Small Cities webinar in which a state legislative preview was presented.

12. ADJOURN

On a motion by Daniels, seconded by Leuer, to adjourn at 7:40 p.m.
Motion carried unanimously.

ATTEST:

Mary K. Schneider, City Clerk Treasurer

Kent Koch, Mayor