

City of Loretto
Minutes of Regular City Council Meeting
279 N. Medina Street, Council Chambers
February 7, 2023

1. CALL TO ORDER

Mayor Koch called the meeting to order at 7:00 p.m.

Members present: Mayor Kent Koch, Council Members Greg Elsen, Melissa Markham, and Ben Scanlon.

Members absent: Council Member Brenda Daniels.

Also present: Medina Police Officer Chris McGill, Senator Warren Limmer and City Clerk Treasurer Mary Schneider.

There were no people in the audience.

2. OATH OF OFFICE

Ben Scanlon was sworn into office by Clerk Treasurer Schneider. Schneider noted Mayor Koch and Council Member Daniels were sworn in prior to the January 10th council meeting.

3. PLEDGE OF ALLEGIANCE

4. SET AGENDA

The agenda was approved with the following changes: *Consent e. Annual Skid Steer Replacement* was removed from the Consent Agenda and placed as item e. under Action/Planning.

5. PRESENTATION

a. State Senator Warren Limmer

Senator Limmer introduced himself and gave a brief legislative update.

6. APPROVE MINUTES

On a motion by Markham, seconded by Koch, to approve the minutes of the January 10, 2023 regular council meeting as submitted.

Motion carried unanimously.

7. MEDINA PUBLIC SAFETY REPORT

Officer McGill presented the January Police Report, noting 156 total calls for service, of which 132 were general patrols.

8. OPEN FORUM

No one came forward to speak during the Open Forum.

9. CONSENT AGENDA

- a. Resolution 2023-02, HWY 55 Corridor of Commerce Funding Request Support
- b. Resolution 2023-03, Recognizing 2022 Volunteers
- c. Resolution 2023-04, Lions Club Donation for Electronic Sign Repairs
- d. Resolution 2023-05, Hennepin County Election Equipment Lease Agreement
- e. SafeAssure Safety Training Service Agreement

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

10. ACTION/PLANNING

a. Servline Utilities Protection Proposal

Clerk Treasurer Schneider presented a proposal for water leak protection from ServLine by HomeServe. This company is a partner with Minnesota Rural Water Association (MRWA) and this program is recommended by MRWA. It is a type of insurance program where the city enters into the agreement with ServLine to cover any utility customer that wishes to participate in the program. Schneider noted all utility customers are enrolled at the start of the program and those who don't want to participate must opt out. Participating utility customers would pay one dollar per month at the \$1,000 protection limit; the city would collect those fees and pay them out to ServLine. There is no cost to the city. The protection covers one leak event per twelve-month period. To be eligible, water charges must be at least two times the customer's average bill and must be due to a fixable leak. The program does not cover events caused by negligence, such as leaving a hose running. Schneider noted ServLine assists with rolling out the program and all claims are made directly to ServLine.

Council consensus was to move forward with the water leak protection program at the 1,000 limit and directed Schneider to bring back a policy and agreement to a future council meeting.

b. Sewer Jetting Quotes

Mayor Koch stated he would like to know if renting a machine to jet the lines is a feasible option.

Council consensus was to bring this item back to the March council meeting for further discussion.

c. AMI Meter Reading Software

On a motion by Markham, seconded by Elsen, to accept the first year AMI annual software and support fee of \$4,500.

Motion carried unanimously.

d. Outdoor Dining Ordinance Amendment

Schneider reported that Tony Pavlish of Detour 19 worked with our building inspector to get a capacity evaluation of his establishment based on the current number of bathroom fixtures. It was determined that he does have enough fixtures to support an expanded outdoor patio.

Council directed Schneider to investigate whether a resolution for a permitted program for expanded outdoor dining similar to the Temporary Outdoor Dining Program that was used in 2020, 2021 and 2022 would work going forward. If so, to bring that to the next council meeting. If not, to begin work with the city attorney and city planner on an ordinance amendment allowing same.

e. Annual Skid Steer Replacement

Koch noted the skid steer has a two-year warranty and questioned whether it made sense to wait a year to replace the current skid steer.

Council consensus was to bring this item back to the March council meeting for further discussion.

11. INFORMATIONAL ITEMS

a. Holiday Train Wrap-up

Council reviewed. No action taken.

- b. 2023 Fun Fest Report
Council reviewed. Council consensus was in support of partnering with the Loretto Fire Department for the 2023 Fun Fest event.
- c. 2023 Open Book Meetings
Council reviewed. No action taken.

12. MONTHLY STAFF REPORTS

- a. City Hall
 - 1) Loretto Logo
Council reviewed the second round of Loretto logo options. Option 1.3 was chosen by Council consensus.

Schneider reminded the Council that employee evaluations would take place at 6:00 p.m. on March 14th, prior to the regular city council meeting.

- b. Streets
 - 1) Quiet Zone/CP Rail Additional Invoice
On a motion by Markham, seconded by Scanlon, to approve fund accounting for the January 18, 2023 Quiet Zone invoice as proposed in the Project Funding Worksheet dated February 7, 2023.
 - 2) Townline Road Quiet Zone
Koch reported a legislative bond funding request has been submitted for the Townline Road railroad crossing, for safety improvements that would allow for a quiet zone at that crossing. Koch noted that the city of Medina would be the fiscal agent if the appropriation is approved.

Schneider stated that if Loretto were to participate in paying for expenses at this crossing, a joint powers agreement with the cities of Medina and Independence would be needed. This is necessary for Loretto to spend public funds for an improvement that is not in the city of Loretto, per the city attorney.

- c. Water
 - 1) Water Treatment Improvements Feasibility – Site Planning
Council reviewed site planning options for water treatment improvements and public works storage at the Wellhouse on Edgewood Drive. Council consensus was to move forward with Option 4.
- d. Wastewater
No items were brought forward.
- e. Parks
 - 1) Grants
Council reviewed the Hennepin Youth Playground Grant application for equipment at the Lions Park that was submitted in the 2022 grant cycle and was not awarded funding.

Council directed staff to get new quotes for the same equipment as the 2022 application, adding a drinking fountain/water bottle filler/pet fountain and preparing an application to be brought back to the March council meeting for approval.

Mayor Koch stated he would help with the application evaluation criteria as he has much of this from previous facility grant applications.

Council also directed staff to work on getting letters of support from local businesses and organizations including the Loretto Lions Club.

Koch stated he will work with staff on options for an equipment grant application and bring back to the March meeting for approval.

2) Three Rivers Parking Lot Location

Koch stated this was a miscommunication. There are no plans for a Three Rivers Parking Lot location at this time.

f. Stormwater

1) Pioneer-Sarah Creek Watershed Minor Plan Amendments

Council reviewed. No action taken.

13. MAYOR AND COUNCIL REPORTS

Koch stated he attended the year-end fire department meeting and noted Fire Chief Leuer will give an update to the Council at the March meeting.

14. FINANCIAL

a. February Bills

On a motion by Elsen, seconded by Markham, to approve electronic check numbers 4346E-4372E and paper check numbers 25039-25081 for a grand total of \$82,653.08.
Motion carried unanimously.

b. Monthly Balance Sheet

Council reviewed. No action taken.

15. ADJOURN

On a motion by Markham, seconded by Elsen, to adjourn at 9:29 p.m.
Motion carried unanimously.

ATTEST:

Mary K. Schneider, City Clerk Treasurer



Kent Koch, Mayor