

City of Loretto
Minutes of Regular City Council Meeting
279 N. Medina Street, Council Chambers
March 14, 2023

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, Greg Elsen, Melissa Markham, and Ben Scanlon.

Also present: Medina Public Safety Director Jason Nelson, Stantec Engineer Nick Wyers, Abdo Auditor Bonnie Schwieger, Public Works Director Jeff Leuer, and City Clerk Treasurer Mary Schneider.

There was one person in the audience.

2. PLEDGE OF ALLEGIANCE

3. SET AGENDA

The agenda was approved as submitted.

4. APPROVE MINUTES

On a motion by Markham, seconded by Daniels, to approve the minutes of the February 7, 2023 regular council meeting as submitted.

Motion carried unanimously.

5. MEDINA PUBLIC SAFETY REPORT

Medina Public Safety Director Jason Nelson presented the February Police Report, noting 149 total calls for service, of which 111 were general patrols. Nelson reported charges will be filed for burglaries of businesses in town. The suspect, who is currently in custody in another jurisdiction, confessed to attempting to break into other Loretto businesses as well. Nelson stated the suspect is not a local person.

6. OPEN FORUM

No one came forward to speak during the Open Forum.

7. CONSENT AGENDA

- a. Resolution 2023-06, Approving Participation in HCHRA Activities
- b. HomeServe Service Line Protection Plan Agreement
- c. Snow and Ice Management Policy

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

8. ACTION/PLANNING

a. 2022 Audit

Abdo Auditor Bonnie Schwieger presented the 2022 Audit.

On a motion by Daniels, seconded by Scanlon, to approve the 2022 audit reports as submitted. Motion carried unanimously.

b. Outdoor Dining Ordinance

Clerk Treasurer Schneider reported she is working with the city attorney and city planner on an ordinance amendment that will allow the bar/restaurant establishments to expand outdoor dining. The amendment will require the owners to apply for a building permit, triggering an inspection for capacity based on existing bathroom fixtures. The building permit also triggers a SAC determination from the Met Council. Schneider stated the ordinance amendment will be presented at the April 11th council meeting where there will be a public hearing.

Tony Pavlish, owner of Detour 19, addressed the Council, asking about the process and fees.

Schneider stated the fees would include the inspection fee, which is currently sixty dollars, plus the SAC determination, which will be dependent upon current capacity and the amount of added capacity. Schneider noted the building permit process is a one-time requirement. Once the establishment has completed this they won't have to reapply each year.

c. Mapping GIS Engineering Proposal

Stantec Engineer Nick Wyers presented a GIS proposal. Wyers noted there are two options included in the proposal. Option No. 1 is to update GIS information and update wall maps at a cost of \$3,500 and Option No. 2 is to upload GIS data to a cloud-based GIS system for an additional cost of \$7,000.

Council directed staff to bring this project to the next Budget Workshop for further discussion.

d. Siren Replacement Quote

On a motion by Markham, seconded by Daniels, to approve the \$13,150 Federal Signal Corporation quote and to direct staff to get a second quote for the pole and installation. Motion carried unanimously.

e. Skid Steer Replacement Quote

On a motion by Markham seconded by Daniels, to approve the skid steer replacement with Option No. 1 for \$6,500, Bobcat quote dated February 8, 2023. Motion carried unanimously.

f. CP Rail Cost Sharing Request for CR19 Railroad Crossing Rehabilitation

Public Works Director Leuer reported Canadian Pacific Railway has a policy to reach out to local governments to ask if they are willing to cost share on crossing rehabilitation projects. Leuer stated the rehabilitation of the County Road 19 crossing is scheduled to begin in July.

Council consensus was that while the City supports the crossing rehabilitation project, it does not agree to cost share.

g. Ordinance 2023-01, Liquor Ordinance Amendment

Schneider stated this ordinance amendment is needed to bring the Loretto City Code current to state liquor licensing laws regarding who is eligible to apply for an on-sale wine license. Schneider stated the new law allows townball teams to apply for an on-sale wine license. A licensee who holds an on-sale wine license along with a 3.2 malt liquor license is allowed to sell strong beer including seltzers. The legislature made this change to address the difficulty that clubs were experiencing in purchasing 3.2 beer at wholesale.

On a motion by Markham, seconded by Daniels, to adopt Ordinance 2023-01, AN ORDINANCE AMENDING LORETTO CITY CODE CHAPTER 9 and approve summary publication of the ordinance as submitted in the packet.

Motion carried unanimously.

h. Ordinance 2023-02, 2023 Fee Schedule Amendment

Schneider stated this ordinance amendment would waive the cost of the 3.2 malt liquor license for those holding a wine license, to prevent the cost of both licenses becoming prohibitive. The cost of a wine license is \$500 annually. The cost of a 3.2 license is \$100 annually.

On a motion by Daniels, seconded by Markham, to adopt Ordinance 2023-02, 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. Motion carried unanimously.

i. 250 St. John Street, Parking on City Parcel

Schneider reported the owner of 250 St. John Street is requesting an agreement with the city that would allow their tenants to use a portion of a small city-owned parcel in exchange for maintenance of the parcel. The city's parcel is 25 feet by about 75 feet and is the former location of Well No. 1. The well has been sealed and the city doesn't use the parcel. The tenant at the property is operating an automobile sales lot and wasn't aware that the parcel belongs to the city. Schneider reported she wrote a letter to the owner letting them know that the tenant was using the city's parcel and asked them to have the tenant vacate the vehicles. This came out of a concern brought forward by a citizen about parking on the street near this area. To address illegal parking, the city could install two "No Parking Here to Corner" signs the appropriate distance from where St. John Street and St. Peter Street intersect.

Council consensus was to reject the proposal for an agreement.

Council directed staff to take the following actions: 1) notify the owner of 250 St. John Street that their tenant must vacate their vehicles from the city's parcel; 2) place concrete parking bumpers on the site and maintain the property as a parking lot; 3) fully maintain the city parcel, including the easement area; 4) post two "No Parking Here to Corner" signs at the St. John and St. Peter Street intersection.

9. INFORMATIONAL ITEMS

a. Pay Equity Notice of Compliance

Council reviewed. No action taken.

b. Fire Department Reports

Leuer presented the reports. Council reviewed. No action taken.

10. MONTHLY STAFF REPORTS

a. City Hall

1) Loretto Logo

On a motion by Markham, seconded by Daniels, to approve the Wall Logo Decal Quote with Transport Graphics for up to \$225. Motion carried unanimously.

2) Annual Performance Review Reports and Recommendations

Mayor Koch stated that the Council held a closed meeting during the Work Session held at 6:00 p.m., prior to this council meeting, pursuant to Minn. Stat. 13D.05, subd. 3(a), for employee performance evaluations of City Clerk Treasurer Mary Schneider and Public Works Director Jeff Leuer. Koch stated the Council provided feedback to each employee and completed rating sheets. Both employees either met or exceeded expectations in all areas.

On a motion by Markham, seconded by Daniels, to approve budgeted wage increases for Jeff Leuer, Jake Leuer, Aaron Ende and Mary Schneider.
Motion carried unanimously.

3) Utility Clerk Job Opening

Schneider reported Connie Scheibe resigned her position as Utility Clerk with her last day being March 23rd.

Council directed Schneider to advertise the Utility Clerk job opening by email to the Loretto community and city website at fifteen hours per week with a starting pay range of \$16.00 to \$18.00 per hour depending on experience and qualifications. Council further directed Schneider to interview candidates and bring a recommendation back to the Council for approval.

b. Streets

1) Hennepin County Transportation CIP 2024-2025

Council discussed options for projects to submit to the county and directed staff to find out if the paver replacement project would qualify for cost sharing.

2) Quiet Zone Funding

Mayor Koch reported the city was notified by the county that there is a possibility of gaining additional grant funds to cover the unfunded portion of our quiet zone project. The original appropriation bill was written that if any of the projects has unspent funds, those funds could be re-allocated to another of the projects included in the appropriation. Koch stated the Medina project had unspent funds and the Wayzata project is expected to have unspent funds. Koch stated he requested an extension to the project deadline through our state legislators, which is required for Loretto to access the unspent funds. The bill passed the House and is on its way to the Senate.

c. Water

No items were brought forward.

d. Wastewater

1) Documentation of Sufficient Funds – Lift Station and Forcemain Project

On a motion by Markham, seconded by Elsen, to approve the Documentation of Sufficient Funds as submitted.
Motion carried unanimously.

e. Parks

1) Resolution 2023-07, Approving Hennepin Youth Sports Lions Park Playground Grant Application

On a motion by Scanlon, seconded by Daniels, to approve Resolution 2023-07, A RESOLUTION TO APPLY FOR THE HENNEPIN YOUTH SPORTS PLAYGROUND GRANT.
Motion carried unanimously.

2) Fall Equipment Grant Awards

Koch reported Loretto was awarded both equipment grants it submitted in the fall 2022 Hennepin Youth Sports Grant cycle, one for equipment at the softball complex and one for equipment at the baseball field for a total of \$20,000.

f. Stormwater

1) Approved Nonvulnerable Wellhead Protection Plan

Council reviewed. No action taken.

11. MAYOR AND COUNCIL REPORTS

Koch reported the Hennepin County Assessor gave a presentation about property valuation notices at the last Northwest Hennepin League of Municipalities meeting. Koch noted property owners should be receiving their annual valuation notices soon.

12. FINANCIAL

a. March Bills

On a motion by Daniels, seconded by Markham, to approve electronic check numbers 4373E-4406E and paper check numbers 25082-25128 for a grand total of \$219,102.71.

Motion carried unanimously.

b. Monthly Balance Sheet

Council reviewed. No action taken.

c. Quarterly Financial Reports

Council reviewed. No action taken.

13. ADJOURN

On a motion by Markham, seconded by Daniels, to adjourn at 9:58 p.m.

Motion carried unanimously.

ATTEST:

Mary K. Schneider, City Clerk Treasurer

Kent Koch, Mayor