

**City of Loretto**  
**Minutes of Regular City Council Meeting**  
**279 N. Medina Street, Council Chambers**  
**April 11, 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: Campbell Knutson Attorney Jack Brooksbank, Medina Police Sergeant Kevin Boecker, Stantec Engineers Nick Wyers and Ash Hammerbeck, Public Works Director Jeff Leuer, and City Clerk Treasurer Mary Schneider.

There were six people in the audience.

**2. PLEDGE OF ALLEGIANCE**

**3. SET AGENDA**

The agenda was approved as submitted.

**4. APPROVE MINUTES**

On a motion by Daniels, seconded by Markham, to approve the minutes of the March 14, 2023 Performance Evaluation Work Session and Regular Council Meeting as submitted. Motion carried unanimously.

**5. OUTSTANDING CITIZEN AWARD**

Mayor Koch presented an Outstanding Citizen Award to Loretto resident Stephen Holten, for his performance of outstanding bravery in service to others at great personal risk during the Hillcrest Apartment Fire on January 21<sup>st</sup>, 2023. Holten accepted the award and stated he was in the right place at the right time and did what anyone else would have done in that situation.

**6. MEDINA PUBLIC SAFETY REPORT**

Medina Police Sergeant Kevin Boecker presented the February Police Report, noting 169 total calls for service, of which 120 were general patrols.

**7. OPEN FORUM**

No one came forward to speak during the Open Forum.

**8. CONSENT AGENDA**

- a. Limited Disclosure Dissemination Agent Agreement
- b. Personnel Policy Amendment, Additional Compensation
- c. Resolution 2023-08, Acknowledging Final ARPA Expenditure for Council Microphones
- d. Resolution 2023-09, Allocating ARPA Funds
- e. Resolution 2023-10, Recognizing Outstanding Citizenship of Stephen Holten
- f. Water Testing Agreement

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

## 9. ACTION/PLANNING

### a. Ordinance 2023-03, Accessory Outdoor Dining – PUBLIC HEARING

Mayor Koch stated this is a public hearing to discuss amending Section 420:25 of the Loretto Code of Ordinances regarding conditions which apply to accessory outdoor seating and service of food and alcoholic beverages.

City Attorney Brooksbank stated the City approved resolutions allowing Temporary Outdoor Dining through emergency powers during the COVID-19 Pandemic. Emergency powers have expired. This ordinance amendment makes the changes to accessory outdoor dining permanent with additional conditions requiring establishment owners to apply for a building permit to determine capacity and trigger a Sewer Availability Charge (SAC) determination through the Metropolitan Council.

Mayor Koch opened the public hearing at 7:10 p.m.

No one came forward to speak during the public hearing.

On a motion by Daniels, seconded by Markham, to close the public hearing at 7:11 p.m.  
Motion carried unanimously.

On a motion by Markham, seconded by Daniels, to adopt Ordinance 2023-03, AN ORDINANCE AMENDING SECTION 420:25 OF THE LORETTO CODE OF ORDINANCES (ZONING) REGARDING CONDITIONS WHICH APPLY TO "ACCESSORY OUTDOOR SEATING AND SERVICE OF FOOD AND ALCOHOLIC BEVERAGES" IN THE TC TRADITIONAL COMMERCIAL ZONING DISTRICT **and approve summary publication of the ordinance.**

Motion carried unanimously.

### b. Resolution 2023-11, Recognizing Utility Clerk Connie Scheibe

Mayor Koch read the resolution and presented a Certificate of Recognition to Connie Scheibe. Scheibe thanked the Council and staff for their support during her time as Utility Clerk.

On a motion by Markham, seconded by Daniels, to adopt Resolution 2023-11, A RESOLUTION RECOGNIZING AND THANKING CONNIE SCHEIBE FOR HER SERVICE TO THE CITY OF LORETTO.  
Motion carried unanimously.

### c. Resolution 2023-12, Authorizing Temporary Liquor License for Loretto Fire Department

On a motion by Markham, seconded by Daniels, to adopt Resolution 2023-12, A RESOLUTION APPROVING TEMPORARY ON-SALE LIQUOR LICENSE IN THE CITY OF LORETTO, MINNESOTA.  
Motion carried unanimously.

### d. Resolution 2023-13, Authorizing Temporary Liquor License for Church of Ss Peter and Paul

On a motion by Daniels, seconded by Elsen, to adopt Resolution 2023-13, A RESOLUTION APPROVING TEMPORARY ON-SALE LIQUOR LICENSE IN THE CITY OF LORETTO, MINNESOTA.  
Motion carried unanimously.

### e. Water Treatment and Street Infrastructure Improvements

Stantec Engineer Nick Wyers presented the Street Feasibility Report for Loretto, Church, Railway, Hillview and Meadow Street Improvement Project.

Summary of Council discussion: what is the appropriate timeframe to complete the projects and should these projects be postponed due to economic hardship of property owners; the City has invested a lot of money into engineering preparing for these projects and the repairs are necessary; the improvements add value to the properties abutting these streets; there are deferment options for seniors and those who can show economic hardship.

Council directed staff to obtain a proposal/cost estimate from Nagell Appraisal to update the Letter of Benefit for the Meadow/Hillview Project B1 and bring back to the May council meeting.

Stantec Engineer Ash Hammerbeck presented the Water Treatment Concept Design plan.

On a motion by Markham, seconded by Elsen, to authorize staff and city engineer to submit Water Treatment Project information for the Drinking Water Project Priority List administered by the Minnesota Department of Health.

Motion carried unanimously.

Council directed staff to obtain a proposal/cost estimate from Northland Securities to update the Long Term Financial Plan with Water Treatment and Street Improvement Project information and bring back to the May council meeting.

Council directed staff to add a water treatment pilot study, estimated cost \$20,000, to the budget workshop agenda to be considered as a 2024 project.

Council directed staff to request an engineering scope of work for Water Treatment Preliminary Design and Architecture (30% plans).

Council directed staff to bring information to a future council meeting for review of the assessment policy for apartment, commercial and Church properties.

f. Sewer Jetting Update

On a motion by Markham, seconded by Elsen, to approve the Empire Pipe Services quote dated January 10, 2023 for sewer jetting services

Motion carried unanimously.

**10. INFORMATIONAL ITEMS**

a. 2023 Assessment and Revaluation Information

Council reviewed. No action taken.

**11. MONTHLY STAFF REPORTS**

a. City Hall

1) Utility Clerk Job Opening

Clerk Treasurer Schneider reported she has received interest from multiple residents in the Utility Clerk position and has one interview scheduled so far.

Council directed Schneider to repost the position if no recommendations are ready for the May council meeting.

2) City Letterhead

On a motion by Daniels, seconded by Markham, to approve Letterhead Option 3.

Motion carried unanimously.

Schneider stated staff are not ready to present informed numbers for the Budget Workshop scheduled for April 18<sup>th</sup>. Council consensus to cancel the Budget Workshop.

Public Works Director Leuer reported that during maintenance of the warning siren it was found to have electrical issues. Excel Energy was brought in for emergency service and the siren is now working properly.

- b. Streets  
No items were brought forward.
- c. Water  
No items were brought forward.
- d. Wastewater
  - 1) NPDES Annual Compliance Summary  
Council reviewed. No action taken.
  - 2) Quad City Agreement  
Leuer reported the city of Independence has requested an amendment to the Quad City Wastewater Agreement to add capacity and connections from their city to the regional line and to approve improvements to a small section of the line. Leuer explained that Independence has proposed completing the work in conjunction with the County Road 19 road improvements, which would cut the cost of the project in half. Leuer reported the city of Medina approved the amendment to the Quad City Agreement at their April 4<sup>th</sup> meeting.

Schneider stated Medina City Planner Dusty Finke sent the proposed amendment out to Loretto and Greenfield on April 10<sup>th</sup>. Both cities will need to review the amendment. Schneider stated the impact to Loretto, based on completing the project in conjunction with the County Road 19 project, would be \$107,280.

Council directed Schneider to request a review of the agreement from the city attorney and bring back a recommendation to the May council meeting and to add this project to the Long Term Financial Plan update for a review of wastewater user rates.

- e. Parks
  - 1) Grants  
No items were brought forward.
- f. Stormwater  
No items were brought forward.

## **12. MAYOR AND COUNCIL REPORTS**

Koch reported he attended an LMCC Summit meeting, along with Schneider and Daniels. Schneider stated the LMCC will be working to figure out a funding fix due to the large number of consumers who have cut cable service, which lowers fees collected by LMCC member cities. LMCC staff have requested patience from the member cities while solutions are being explored.

Koch reported he will be attending a Northwest Hennepin League of Municipalities meeting where Hennepin County Sheriff Dawanna Witt will be the speaker. Koch also reported he will be attending a Highway 55 Corridor Coalition meeting next week.

## **13. FINANCIAL**

- a. April Bills  
On a motion by Daniels, seconded by Elsen, to approve electronic check numbers 4407E-4433E and paper check numbers 25129-25162 for a grand total of \$78,881.28.  
Motion carried unanimously.
- b. Monthly Balance Sheet  
Council reviewed. No action taken.

**14. ADJOURN**

On a motion by Daniels, seconded by Markham to adjourn at 9:13 p.m.  
Motion carried unanimously.

**ATTEST:**

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Mary K. Schneider, City Clerk Treasurer

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Kent Koch, Mayor