

**City of Loretto**  
**Minutes of Regular City Council Meeting**  
**279 N. Medina Street, Council Chambers**  
**May 9, 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 Dave Hall, 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 with the addition of Action h. Generator Repair Quote.

**4. PRESENTATIONS**

Hennepin County Commissioner Kevin Anderson presented an update of work being done at the County.

**5. APPROVE MINUTES**

On a motion by Markham, seconded by Scanlon, to approve the minutes of the April 11, 2023 Regular Council Meeting as submitted.

Motion carried unanimously.

**6. MEDINA PUBLIC SAFETY REPORT**

Medina Police Officer Hall presented the April Police Report, noting 132 total calls for service, of which 109 were general patrols.

**7. OPEN FORUM**

Jerry Elsen, 125 Albert Street, addressed the Council with questions about access points to County Road 19 for a potential development project at the Elsen property located in Medina, just south of Loretto city boundaries. Elsen also asked about splitting his lot at 125 Albert Street and whether a hammerhead turnaround with a shared driveway would work.

**8. CONSENT AGENDA**

- a. Resolution 2023-14, Approving Hennepin Youth Sports Grant Agreement PR00005073
- b. Resolution 2023-15, Approving Liquor License Renewals
- c. Resolution 2023-16, Renewing Community Development Block Grant Program
- d. ServLine Leak Protection Plan Agreement
- e. Fun Fest Fireworks Agreement with PC Pyrotechnics
- f. Fun Fest Face Painting Agreement with Tamra Kowalski
- g. Fun Fest Henna Agreement with Lisa Seltzer

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

## 9. ACTION/PLANNING

### a. Resolution 2023-17, LCAA On-sale Wine Liquor License – PUBLIC HEARING

Clerk Treasurer Schneider stated the LCAA holds a 3.2 On-sale liquor license. That license in combination with an On-sale Wine liquor license allows the license holder to sell wine and strong beer including seltzers. Schneider noted 3.2 beer has become almost impossible for license holders to purchase, which is why the state created this process for license holders to sell strong beer at townball games.

Mayor Koch opened the public hearing at 7:40 p.m.

No one came forward to speak during the public hearing.

On a motion by Markham, seconded by Scanlon, to close the public hearing at 7:41 p.m.  
Motion carried unanimously.

On a motion by Markham, seconded by Elsen, to adopt Resolution 2023-17, A RESOLUTION APPROVING ON-SALE WINE LIQUOR LICENSE FOR LCAA.

Motion carried unanimously.

### b. Restricted Appraisal Letter Report Proposal, Meadow Drive and Hillview Lane South

On a motion by Markham, seconded by Scanlon, to approve the Restricted Appraisal Letter Report Proposal from Nagell Appraisal at a cost of \$1,200.

Motion carried unanimously.

### c. Long Term Financial Plan Proposal

On a motion by Markham, seconded by Elsen, to approve the Long Term Financial Plan proposal from Northland Securities at a cost of \$11,000.

Motion carried unanimously.

### d. Quad-City Wastewater Agreement First Amendment

On a motion by Scanlon, seconded by Markham, to approve the First Amendment to the Quad-City Agreement.

Motion carried unanimously.

### e. Personnel Policy Amendment, Juneteenth Holiday

On a motion by Markham, seconded by Elsen, to approve amending the Personnel Policy to add the Juneteenth holiday to the list of paid holidays.

Motion carried unanimously.

### f. Public Works Staffing Proposal

Public Works Director Leuer presented a public works staffing proposal he is recommending including splitting his duties between Jake Leuer and Aaron Ende on an interim basis and hiring two temporary public works staff members to work with them through the summer. Leuer stated he recommends giving Jake the title of Interim Public Works Manager and Aaron the title of Interim Public Works Supervisor while the city works on hiring his replacement.

On a motion by Elsen to approve hiring temporary employees for the summer and winter as proposed.

Motion failed for lack of a second.

On a motion by Elsen, seconded by Markham, to approve conditional offers of employment for Ben Gallus and Colton Maass for temporary public works maintenance positions, up to 28 hours per week, paid at \$18.00 per hour, no benefits, starting Monday, May 15, 2023, and ending no later than September 15<sup>th</sup>, 2023 (not to exceed 6 months), subject to a satisfactory background check and drug test results as required by city policy.  
Motion carried unanimously.

g. Staff Wages

Koch stated the Personnel Liaisons met with Leuer and Schneider to look at wages of surrounding cities and to get Loretto's wages more in line with what nearby cities are paying in order to retain staff.

Markham noted that over a period of time the increases in wages did not keep up with the cost of living. Comparing Loretto's wages to what local cities are offering, we want to be fair and keep competitive to keep our employees.

Koch stated with the proposed wage increase of five dollars per hour for Jake, Aaron and Mary we are still within the 2023 budget.

On a motion by Scanlon seconded by Markham, to approve the proposed wage increase for Jake, Aaron and Mary effective with the next payroll batch.  
Motion carried unanimously.

h. Generator Repair quote

Leuer reported he has been having issues with the generator behind the wellhouse and recommended working with a new vendor for repairs.

Scanlon asked Leuer if he was looking into a maintenance contract. Leuer stated a maintenance contract will be the next step.

On a motion by Markham, seconded by Scanlon, to approve the generator repair quote from Allied Generators in the amount of \$2,078.02.  
Motion carried unanimously.

## 10. INFORMATIONAL ITEMS

a. Fun Fest Report

Council reviewed the report. Schneider stated there is a need for someone to take on the Medallion Hunt, which would include figuring out where to hide the medallion and writing the clues.

b. Loretto Fire Department First Quarter Report

Council reviewed. No action taken.

## 11. MONTHLY STAFF REPORTS

a. City Hall

1) Utility Clerk Recommendation

On a motion by Markham, seconded by Scanlon, to approve a conditional offer of employment for Michelle Palmer for the Utility Clerk position to start Monday, May 15<sup>th</sup> subject to a satisfactory background check as required by city policy, 15 hours per week, paid at \$18.00 per hour with an option to raise to \$19 per hour after a six-month probationary period.

Motion carried unanimously.

2) Public Works Office Space

On a motion by Elsen, seconded by Scanlon, to approve renting public works office space from the Fire Department at \$275/month through the end of 2023; \$325/month 2024-2025; and \$375/month 2026-2027.

Motion carried unanimously.

b. Streets

Leuer reported that he spoke with a Minger representative who stated they are motivated to complete the boulevard restoration for the 2021 Street Project. The plan is to spray a broadleaf weed control and then reseed.

Leuer also reported he met with Hennepin County representatives about the 2024 County Road 19 roadwork. Leuer stated the County will be removing the bypass lane by the ballpark, turning it into a south bound right turn lane into the ballfield parking lot. The County is trying to eliminate bypass lanes as they've been found to be dangerous.

c. Water

No items were brought forward.

d. Wastewater

No items were brought forward.

e. Parks

1) Grants

Schneider reported the items from the Spring 2022 Hennepin Youth Sports grant award have been ordered and we are waiting on confirmation of receipt of the items before reimbursement can be requested.

Schneider stated the Dugout Facility Grant work is still in progress as the roofs are not yet constructed. Leuer stated the dugouts are looking good, Vortex is doing a great job.

Schneider also reported staff purchased and planted four serviceberry trees through a Hennepin County tree sale, noting this purchase was approved a few years ago. Schneider stated that Loretto resident Carol Hatcher helped with picking out the trees, determining placement, planting, and staking.

f. Stormwater

1) Annual SWPPP Public Meeting

Council reviewed the Annual SWPPP report.

Mayor Koch opened the public hearing at 8:13 p.m.

No one came forward to speak during the public hearing.

On a motion by Markham, seconded by Elsen, to close the public hearing at 8:14 p.m.  
Motion carried unanimously.

## 12. MAYOR AND COUNCIL REPORTS

Mayor Koch reported he attended a Northwest Hennepin League of Municipalities meeting where Hennepin County Sheriff Dawanna Witt spoke about public safety initiatives at the County. Koch also reported he attended a Future Fire Services meeting in Long Lake and testified before the Senate Transportation Committee regarding the Highway 55 Corridor Coalition grant requests.

Lastly, Koch stated he attended a Mayor's meeting with Representative Dean Phillips where there was discussion about federal grants for the water treatment project.

Markham reported a Retirement party is being planned for Leuer to be held at the Lions Park on June 15<sup>th</sup>. Markham stated everyone is welcome to come.

**13. FINANCIAL**

a. May Bills

On a motion by Markham, seconded by Scanlon, to approve electronic check numbers 4434E-4454E and paper check numbers 25163-25198 for a grand total of \$108,291.53.

Motion carried unanimously.

b. Monthly Balance Sheet

Council reviewed. No action taken.


**14. ADJOURN**

On a motion by Markham, seconded by Elsen, to adjourn at 8:22 p.m.

Motion carried unanimously.

**ATTEST:**

\_\_\_\_\_  
Mary K. Schneider, City Clerk Treasurer

  
\_\_\_\_\_  
Kent Koch, Mayor