

City of Loretto
Minutes of Regular City Council Meeting
279 N. Medina Street, Council Chambers
June 13, 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: Stantec Engineer Nick Wyers and City Clerk Treasurer Mary Schneider.

There were no people in the audience.

2. PLEDGE OF ALLEGIANCE

3. SET AGENDA

The agenda was approved with three additions: Streets 2) Railroad Crossing Sidewalk Work; Streets 3) 2021 Street Project Boulevard Restoration; and Water 1) Loretto PFAS Sampling Report.

4. APPROVE MINUTES

On a motion by Markham, seconded by Elsen, to approve the minutes of the May 9, 2023 Regular Council Meeting as submitted.
Motion carried unanimously.

5. MEDINA PUBLIC SAFETY REPORT

Council reviewed. No action taken.

6. OPEN FORUM

Sherwin Schwartzrock, 4655 South Lake Sarah Drive, Independence, addressed the Council about opening a cigar lounge on Railway Street West. Schwartzrock stated he is looking into purchasing 110 Railway Street West to open a subscription-based membership club with retail sales of tobacco and a sampling lounge.

7. CONSENT AGENDA

- a. Resolution 2023-18, Fun Fest Donations
- b. Fun Fest Inflatable Agreement, USA Inflatables
- c. Chicken License, Checkal, 700 Prairieview Lane
- d. Catalis Website Hosting Agreement

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

8. ACTION/PLANNING

- a. Resolution 2023-19, Vortex Scoreboard Donation

On a motion by Markham, seconded by Daniels, to adopt Resolution 2023-19, A RESOLUTION APPROVING CONDITIONS FOR VORTEX SCOREBOARD DONATION and direct staff to request installation cost estimate from Vortex and bring back for further consideration.

Motion carried unanimously.

- b. Asphalt and Concrete Repair Quotes
On a motion by Scanlon, seconded by Daniels, to approve the asphalt quote from DMJ Contracting for \$14,846 and the concrete quote from Twin City Outdoor Services for \$24,688.
Motion carried unanimously.
- c. Accepting Retirement of Jeff Leuer
On a motion by Markham, seconded by Daniels, to accept Jeff Leuer's notice of retirement effective June 30, 2023.
Motion carried unanimously.
- d. Public Works Staff Titles
On a motion by Markham, seconded by Daniels, to approve *Interim Public Works Manager* title for Jake Leuer and *Interim Public Works Supervisor* title for Aaron Ende.
Motion carried unanimously.
- e. LMCC Member City Survey
Council Member Daniels presented three options to move forward with funding for the LMCC.

Council consensus to rank Option B as number one, Option A as number two, and Option C as number three.
- f. Engineering Staking Request
On a motion by Elsen, seconded by Scanlon, to approve the Staking Request engineering proposal dated June 7th for \$2,500.
Motion carried unanimously.

9. INFORMATIONAL ITEMS

- a. Fun Fest Report
Council reviewed. No action taken.
- b. Met Council Population Estimate
Council reviewed. No action taken.

10. MONTHLY STAFF REPORTS

- a. City Hall
 - 1) Budget Discussion
Clerk Treasurer Schneider reviewed three state aid changes recently passed by the Legislature, including one-time Public Safety Aid, new Local Government Aid calculation, and dedicated funding for Small City Transportation Aid. Schneider asked the Council for direction on how to budget the Public Safety Aid, noting the Council could use the one-time funding to offset contract costs the city incurs to provide police and fire services or the funds could be used to purchase equipment for the police or fire departments. Council consensus was to budget the funds toward offsetting contract costs.

Schneider also asked the Council if they were interested in budgeting for a new podium. Schneider noted the existing podium is functional, but is pretty worn and not very attractive. Council reviewed a few options ranging from just under \$400 to \$900. Council consensus was to budget for the least expensive of the options.
- b. Streets
 - 1) Quiet Zone
Mayor Koch reported the \$450,000 Townline Road rail safety improvement grant was approved by the Legislature. Koch stated he would like to reach out to the cities of Medina and Independence and try to get a plan put together to move forward. Koch noted that

getting approval can be a lengthy process that includes public involvement. Council consensus to have Mayor Koch take those steps.

2) Railroad Crossing Sidewalk Work

Stantec Engineer Nick Wyers reported he has a meeting on June 14th with the County to discuss funding for the sidewalk proposed for the west side of County Road 19 from Railway Street West to the Elsen Street intersection. Wyers noted the sidewalk project is earmarked for cost-sharing with the County, but final approval will not take place until later this fall.

Mayor Koch asked if engineers had a cost estimate to complete the proposed sidewalk. Wyers stated the estimate was sixty percent complete, but the County provided feedback for additional requirements for drainage and other items.

Wyers noted there would be a cost savings to having the railroad do the work now while they are working at that crossing.

On a motion by Koch, seconded by Markham, to approve up to \$25,000 for Canadian Pacific Railroad to complete the planking work for the west sidewalk.
Motion carried unanimously.

3) 2021 Street Project Boulevard Restoration

Clerk Treasurer Schneider reported that a letter was received from a resident expressing dissatisfaction with the boulevard restoration and with the city's follow up on the work.

Wyers reported Minger initially hired a local subcontractor to complete the restoration this spring, but the work was not completed satisfactorily. Wyers stated that Minger has been less than responsive in the aftermath. Wyers recommended contacting the city attorney to determine how the city can use the retainage to satisfy the restoration.

Council directed staff to contact the city attorney and bring back options on how to move forward with the city completing the work using the retainage. Council also directed staff to communicate this plan to the residents.

c. Water

1) Loretto PFAS Sampling Report

Council reviewed. Koch noted the recent sampling did not detect PFAS contamination in the Loretto public water system.

d. Wastewater

No items were brought forward.

e. Parks

1) Grants

Schneider reported she hasn't heard yet about the playground grant for the Lions Park; is waiting on delivery confirmation for the backstop grant before requesting reimbursement from Hennepin County; and hasn't started purchasing yet for the \$20,000 equipment grant for the baseball and softball parks.

Schneider stated she doesn't have an update on the Athletic Park Dugout Facility Grant. The city has until December 31, 2024 to complete the project and request reimbursement.

2) Park Improvement Priority List

Council reviewed an updated Park Improvement Priority List and advised Schneider on changes to bring back to the Budget Workshop in August.

Council directed Schneider to reallocate \$6,000 saved for Dog Park Fencing to saving for Pickleball Courts.

f. Stormwater

No items were brought forward.

11. MAYOR AND COUNCIL REPORTS

Koch reported he attended a Northwest Hennepin League of Municipalities meeting with Rogers Police Chief speaking about staffing challenges and creative ideas to recruit and retain officers.

12. FINANCIAL

a. June Bills

On a motion by Daniels, seconded by Markham, to approve electronic check numbers 4455E-4481E and paper check numbers 25199-25246 for a grand total of \$161,235.26.
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 Daniels, seconded by Markham, to adjourn at 9:00 p.m.
Motion carried unanimously.

ATTEST:

Mary K. Schneider, City Clerk Treasurer

Kent Koch, Mayor