

**City of Loretto**  
**Minutes of Regular City Council Meeting**  
**279 N. Medina Street, Council Chambers**  
**August 16, 2016**

**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, Cari Girk, John Neumann and Henry Pepin.

Also present: City Attorney Paula Callies, Medina Police Sergeant Jason Nelson, Public Works Director Jeff Leuer, City Clerk Treasurer Mary Schneider.

There were no people in the audience.

**2. PLEDGE OF ALLEGIANCE**

**3. SET AGENDA**

The agenda was approved with the following changes:

- Add item **e. Temporary Family Health Care Dwellings** under **Informational**

**4. APPROVE MINUTES**

On a motion by Girk, seconded by Neumann, to approve the July 12, 2016 City Council Meeting Minutes as submitted.

Motion carried unanimously.

**5. MEDINA POLICE REPORT**

Sergeant Nelson presented the July police report. Nelson gave a brief explanation of a DUI case from last September in which a spouse gave consent for officers to enter the home and family bedroom where a suspect was arrested for DUI. The judge ruled that a search warrant was needed to enter the bedroom. Due to the high cost of appealing the case, the Medina Police are recommending the City let it go.

Council Member Pepin asked why an officer gives a verbal warning for speeding instead of a citation in some cases. Nelson stated an officer uses his own discretion based on the circumstances. Pepin asked if the City allows burn permits. Public Works Director Leuer stated they are issued through the Fire Department.

**6. CONSENT AGENDA**

- a. Resolution 2016-17, Accepting Fun Fest Donations
- b. Setting Truth in Taxation Budget Meeting Date

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

**7. ACTION/PLANNING**

- a. Resolution 2016-18, Authorizing Application for Met Council Planning Assistance Grant  
On a motion by Neumann, seconded by Girk, to approve Resolution 2016-18, A RESOLUTION OF THE CITY OF LORETTO IDENTIFYING THE NEED FOR FUNDING TO COMPLETE ITS 2040 COMPREHENSIVE PLAN UPDATE AND AUTHORIZING AN APPLICATION FOR PLANNING ASSISTANCE GRANT FUNDS.  
Motion carried unanimously.

- b. Resolution 2016-19, Authorizing Temporary Expansion of Licensed Premises to Axel's Tavern  
Mayor Koch noted this request is for a benefit for a Loretto resident.

On a motion by Girk, seconded by Daniels, to approve Resolution 2016-19, A RESOLUTION AUTHORIZING TEMPORARY EXPANSION OF A LICENSED PREMISES TO AXEL'S TAVERN.  
Motion carried unanimously.

## 8. INFORMATIONAL ITEMS

- a. Fun Fest Update  
Clerk Treasurer Schneider reported the donations to the Fun Fest to date are \$10,284.99, noting the community has been very generous in their support of the festival. Schneider stated the marketing and final planning is going well.
- b. Conditional State Approval of Floodplain Ordinance  
Council reviewed the letter of conditional approval from the DNR and directed Clerk Treasurer Schneider to schedule a public hearing in September to consider the ordinance.
- c. Fire Department Mid-year Report  
Public Works Director Leuer reported the Fire Department purchased a new rescue pumper, which will replace the '91 International rescue truck. This is scheduled for delivery sometime in mid 2017. Leuer also noted the Department has received donations and is saving to replace the 2003 Ford Explorer.
- d. Met Council Reform Update  
Council reviewed. No action taken.
- e. Temporary Family Health Care Dwellings  
Council reviewed and directed Clerk Treasurer Schneider to schedule a public hearing in September to consider a code amendment to opt out of the Minnesota Statute allowing Temporary Family Health Care Dwellings.

## 9. MONTHLY REPORTS

- a. City Hall
  - 1) Complaint/Concern/Request/Suggestion  
The City has received multiple complaints regarding the condition of 165 Crestview Lane. Mayor Koch noted the property has been foreclosed upon and is bank-owned.

City Attorney Callies stated the City has the option of going through a process to secure a hazardous building. Public Works Director Leuer stated the house is secured and the bank has someone coming to mow the lawn on a regular basis. Callies stated the City would incur upfront costs if it were to go through the process of trying to have the building razed, but the costs could be recovered through assessments to the property.

The Council directed Clerk Treasurer Schneider to contact Code Enforcement Officer Kohnen and request a detailed report on the condition of the building: can it be repaired; what specifically needs repair; or is it beyond repair.

- 2) Minimum Wage  
As of August 1<sup>st</sup>, 2016, minimum wage went up to \$9.50 per hour. Gordy Schmidt's wage is currently set at \$9.00 per hour.

On a motion by Neumann, seconded by Daniels, to approve a fifty-cent per hour pay raise for Gordy Schmidt effective August 1<sup>st</sup>, 2016.  
Motion carried unanimously.

3) Primary election Update

Clerk Treasurer Schneider gave a brief update on the State Primary Election that was held on August 9<sup>th</sup>, stating there was one contest on the ballot and twenty-five residents voted. Schneider stated that while it was a slow day, it was a good opportunity for election judges and staff to gain some experience with the new poll books before the General Election on November 8<sup>th</sup>.

b. Streets

No items were brought forward.

c. Water

No items were brought forward.

d. Wastewater

1) MCES/MPCA Update – Wenck – Pete Daniels

Pete Daniels, Wenck engineer, reviewed information from a sewer planning meeting that took place on July 26<sup>th</sup>, 2016. Daniels noted representatives of the Met Council, the MPCA, Wenck and the City were present at the meeting. Daniels went over a technical memo that was prepared for the Council, which includes the next steps the City needs to complete to move forward with connecting to the MCES regional sewer system.

Excerpt from Wenck Technical Memo: \_\_\_\_\_

***Next Steps***

*To move forward with connecting to the MCES regional system, the following tasks have been identified.*

- Permitting
  - *Submit letter to MPCA requesting specific compliance schedule dates so MPCA can reissue NPDES permit (compliance schedule would require that Loretto connect to MCES system by December 31, 2020).*
- Agreements and Documents
  - *Modify Tri-City agreement (new Quad-City agreement)*
  - *Loretto adopt MCES waste discharge rules*
  - *Loretto submit amendment to City's MCES Comprehensive Plan*
  - *Prepare applications for grant/loan funding assistance as needed and available*
- Preliminary engineering design work (Fall 2016)
  - *MCES needs to determine capacity of existing forcemain that runs along County Rd. 19. Based on Loretto's allotted capacity in existing pipe, we can use known Loretto flows to determine storage volume required.*
  - *Geotechnical investigation at ponds – this has been approved by Council and will be completed this fall to document groundwater conditions, potential groundwater inflow to a wet weather storage pond, and geotechnical conditions needed for lift station design.*
  - *MPCA mentioned at the meeting that a water balance testing of Pond 1 will be required since it may be feasible to modify and use the existing Pond 1 as an*

*equalization/storage pond. The MPCA requires that a water balance be completed to confirm leakage outward from the pond does not exceed MPCA limits for wastewater lagoons.*

- *If it does leak excessively, or groundwater is too high in the area, repairs to the pond liner may be required or storage tanks will be used.*
  - Detailed engineering work
    - *Conduct geotechnical investigation (soil borings) along forcemain route to determine construction requirements*
    - *Conduct site survey (topography, utilities) at pond site and along forcemain route*
    - *Prepare plans and specifications*
  - Future
    - *Bidding*
    - *Construction*
    - *Pond Abandonment*
- 

Public Works Director Leuer noted the City will be applying for a grant that may cover fifty percent of the million dollar cost of the project. Wenck engineers will be doing the grant writing.

Council Member Girk questioned how long the water balance test would be good for. Daniels stated the test is good long term.

2) Install Piezometers

Public Works Director Leuer reported the City needs to do soil borings and install piezometers to conduct an analysis of the sewer ponds for infiltration/seepage from groundwater. This would be a step toward building a lift station.

On a motion by Neumann, seconded by Pepin, to approve the NTI bid for \$5,313.00 to install piezometers.

Motion carried unanimously.

3) Influent Pipe

Public Works Director Leuer reported the installation of another influent pipe is recommended to create an overflow pipe when the existing influent pipe becomes plugged. This issue was discovered over Easter weekend when the pipe became plugged. The new pipe would be installed above the level of the existing pipe. Most of the sewage would go through the bottom pipe, but if it backed up or quit functioning, the new pipe would take over.

On a motion by Pepin, seconded by Daniels, to approve the Burschville Construction bid to install an influent pipe for \$6,700 as submitted.

Motion carried unanimously.

4) Midwest Trenchless Technologies/Sewer Services Dumping Agreement

Public Works Director Leuer reported there have been some issues with a 2013 agreement with Midwest Trenchless Technologies, including excessive truck traffic, late night dumping and difficult communication with the company. Leuer recommended the City terminate the agreement as it no longer serves the City well.

Council directed Leuer to determine how much the company owes the City for services to date and get that amount to City Attorney Callies.

On a motion by Neumann, seconded by Girk, directing Callies to draft a letter to terminate the Sewer Services Dumping agreement with Midwest Trenchless Technologies.  
Motion carried unanimously.

e. Parks

1) Lions Park Upgrade

Public Works Director Leuer reported the Lions are interested in donating improvements to the Lions Park including installing water and sewer in the main park building; place Lions drinking fountain; install new water heater, install a sink in the main building, replace the doors on the bathrooms and main building, replace damaged siding and trim, paint both buildings and add landscaping around the bathroom building. The Lions are asking the City to fund the following items: remove needed concrete to install water and sewer, also remove areas of trip hazards, do excavation needed to install the water and sewer lines and replace removed concrete.

Council Member Pepin proposed the Parks Committee meet with the Lions and public work staff to discuss the plans.

Council Member Girk stated she felt the Lions Park is an important, centrally located park in the city, the Lions are a valued part of our community and improvements to this park would be a good investment.

Council discussed the idea of replacing the Lions Park building, instead of investing in improvements to a very old building.

Council consensus was for the Parks Committee to meet with staff and Lions representatives to discuss options and bring more information back to another council meeting.

f. Stormwater

No items brought forward.

**10. FINANCIAL**

a. August Bills

On a motion by Koch, seconded by Pepin to approve electronic check numbers 2387E-2413E and paper check numbers 21737-21787 for a grand total of \$97,270.51  
Motion carried unanimously.

b. Monthly Balance Sheet

Council reviewed. No action taken.

**11. ADJOURN**

On a motion by Girk, seconded by Pepin, to adjourn at 8:44 p.m.  
Motion carried unanimously.

**ATTEST:**

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Mary K. Schneider, City Clerk Treasurer

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Kent Koch, Mayor