

City of Loretto
Minutes of Regular City Council Meeting
279 N. Medina Street, Council Chambers
September 10, 2019

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, Melissa Markham, Eric Riley and Brian Sevigny.

Also present: City Attorney Paula Callies, Medina Police Chief Ed Belland, 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 following changes:

- Under Action Planning, add item e. Keys Well Drilling Quote

4. APPROVE MINUTES

On a motion by Sevigny, seconded by Markham, to approve the August 13, 2019 Regular City Council Meeting Minutes as submitted.

Motion carried unanimously.

On a motion by Daniels, seconded by Riley, to approve the August 20, 2019 Budget Workshop Meeting Notes as submitted.

Motion carried unanimously.

5. MEDINA POLICE REPORT

Police Chief Belland presented the August Police Report, noting 142 total calls for service, of which 102 were general patrols.

Belland stated he put in his official notice of retirement effective March 31, 2020. The city of Medina will begin the hiring process right away so the Department will be fully staffed on April 1st, 2020.

Council Member Sevigny asked that officers shadow the school buses to watch for student safety. Belland noted they have been doing this and will direct his officers to keep this up.

6. OPEN FORUM

No one came forward to speak during the Open Forum.

7. CONSENT AGENDA

- a. Resolution 2019-17, Fun Fest Donations
- b. 2020 LMCC Budget Approval

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

8. ACTION/PLANNING

- a. Resolution 2019-18, Setting Proposed Levy and Budget

On a motion by Sevigny, seconded by Markham, to approve Resolution 2019-18, A RESOLUTION SETTING THE 2020 PROPOSED GENERAL FUND BUDGET AND APPROVING THE 2020 PROPOSED PROPERTY TAX LEVY, COLLECTIBLE IN 2020.

Motion carried unanimously.

b. Resolution 2019-19, Approving Conditions for Lions Sign Donation

On a motion by Daniels, seconded by Riley, to approve Resolution 2019-19, A RESOLUTION APPROVING CONDITIONS FOR LORETTO LIONS SIGN DONATION as submitted.

Motion carried unanimously.

c. Resolution 2019-20, Quad City Agreement Approval

On a motion by Sevigny, seconded by Riley, to approve Resolution 2019-20, A RESOLUTION APPROVING QUAD CITY AGREEMENT as submitted.

Motion carried unanimously.

d. Resolution 2019-21, Wastewater Plans and Specs Approval and Bidding Process Authorization

On a motion by Sevigny, seconded by Markham, to approve Resolution 2019-21, A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT OF BIDS FOR WASTEWATER MANAGEMENT PROJECT.

Motion carried unanimously.

e. Keys Well Drilling Quote

Public Works Director Leuer stated there is an issue with the pitless adaptor at Well #3. It is corroded away and needs replacement. Leuer reported they put a camera down the well to figure out what was going on. Leuer stated he enlisted help from engineers and asked for an estimate from Keys Well Drilling.

Leuer presented the Keys Well Drilling quote, noting the first part includes labor to remove and reinstall the pump and parts for \$5,900; second part is the actual pitless unit with the engineer recommending the Baker/Monitor unit for \$11,800; third part will be the excavation and electrical work estimated at about \$10,000.

Clerk Treasurer Schneider noted the Water Capital Fund has a balance of \$86,705.

On a motion by Sevigny, seconded by Markham, to authorize staff to proceed with the repairs through Keys Well Drilling with the Baker/Monitor pitless unit with the approximate cost of the project at \$27,700.

Motion carried unanimously.

9. INFORMATIONAL ITEMS

a. Fun Fest Update

Council reviewed. Schneider stated the donations came in over the past month, so the event is back on budget. Schneider thanked all those who donated.

b. Draft Special Assessment Policy

Council reviewed. Council consensus was to put the draft policy on hold until further direction is given.

10. MONTHLY STAFF REPORTS

a. City Hall

1) City Hall Office Hours

On a motion by Sevigny, seconded by Daniels, to approve changing City Hall office hours to Mondays, Tuesdays, Wednesdays and Fridays 8:00 a.m. to 2:00 p.m.

Motion carried unanimously.

- b. Streets
No items were brought forward.
- c. Water
No items were brought forward.
- d. Wastewater
No items were brought forward.
- e. Parks
Public Works Director Leuer reported the prairie restoration area is ready to be planted at the northern edge of the Athletic and Recreational Complex parking lot. The Loretto Garden Club will be planting the area with seeds this fall.

Leuer stated if Council wants to put together fall grant applications, including requesting quotes, they should be worked on over the next few weeks to be ready for approval at the October council meeting.
- f. Stormwater
No items were brought forward.

11. MAYOR AND COUNCIL REPORTS

Mayor Koch stated he attended a HWY 55 Corridor Coalition meeting in which progress and priorities of the coalition were discussed. Koch stated he would leave documents at City Hall if anyone is interested.

12. FINANCIAL

- a. September Bills
On a motion by Sevigny, seconded by Riley, to approve electronic check numbers 3274E-3296E and paper check numbers 23278-23316 for a grand total of \$101,167.91.
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 8:02 p.m.
Motion carried unanimously.

ATTEST:

Mary K. Schneider, City Clerk Treasurer

Kent Koch, Mayor