

City of Loretto
Minutes of Regular City Council Meeting
279 N. Medina Street, Council Chambers
October 8, 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: Medina Police Sergeant Dave Hall, Stantec Engineers Nick Wyers, Ash Hammerbeck and Camila Bejarano, Public Works Director Jake Leuer, and City Clerk Treasurer Mary Schneider.

There were two people in the audience.

2. PLEDGE OF ALLEGIANCE

3. SET AGENDA

The agenda was approved as submitted.

4. PRESENTATIONS

Representative Kristin Robbins gave a brief legislative update.

5. APPROVE MINUTES

On a motion by Daniels, seconded by Markham, to approve the minutes of September 12th Regular Council Meeting as submitted.

Motion carried unanimously.

6. MEDINA PUBLIC SAFETY REPORT

Sergeant Dave Hall presented the September Public Safety Report, noting 98 total calls for service, of which 89 were general patrols.

7. OPEN FORUM

No one came forward to speak during the Open Forum.

8. CONSENT AGENDA

- a. Aaron Ende Full Time
- b. Mary Schneider Full Time
- c. Garbage and Recycling Rate Increase Request

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

9. ACTION/PLANNING

a. Special Assessment Policy

Council reviewed three options for how to assess corner properties as laid out in the engineering memo. Engineer Nick Wyers noted that all three options are in line with how the city completed the assessments for the 2021 Street Project.

Council directed Clerk Treasurer Schneider to bring back more information about options for assessments and bonding if the assessment percentage is below twenty percent and how increased construction costs may impact the assessment and bonding process.

- b. Resolution 2023-31, Ordering 2023 Street Improvement and Preparation of Plans
No action was taken.

- c. Boulevard Restoration, 2021 Street Project
Wyers reported that city staff and engineers will be meeting with Minger to walk the project area on Thursday, October 12th to evaluate the acceptability of the boulevard restoration, including doing tug tests on the sod. Wyers stated he anticipates the work will be acceptable, given current conditions. If the work is deemed acceptable, Minger will begin the contract closeout process and documents will be presented at the November council meeting. A letter will be sent out to residents notifying them of the project closeout and that the sod is then their responsibility to maintain moving forward. Council reviewed the draft letter.

Wyers also noted that there is one section of driveway that was replaced within the right of way that has significant cracks. Wyers stated the work is under warranty and Minger is working on getting it fixed.

- d. Pond and Ditch Cleanout, Request for Authorization to Quote
On a motion by Scanlon, seconded by Markham, to accept the 2023-24 Pond Maintenance Plans and Quote Package for Ponds No. 5 and No. 7 and Loretto Ditch Maintenance Plans and Quote Package and authorize getting quotes for same.
Motion carried unanimously.

- e. County Road 19 Engineering Budget Amendment
On a motion by Markham, seconded by Daniels, to approve the amended engineering budget for the County Road 19 Watermain, Sidewalk and Pedestrian Ramp improvements as submitted.
Motion carried unanimously.

- f. Water Treatment Pilot Study Proposal
Council reviewed the Water Treatment Pilot Study Proposal and directed Schneider to investigate whether this project would be eligible for a federal technical assistance grant.

- g. Siren Installation Quote
On a motion by Markham, seconded by Daniels, to approve Estimate #23-405 from Ready Watt Electric in the amount of \$23,253.41.
Motion carried unanimously.

Council discussed measures that could be taken to keep the frost out of the project area. Council Member Elsen stated he would speak to his nephew about getting hay bales for this.

10. INFORMATIONAL ITEMS

- a. Fun Fest Report
Council reviewed. No action taken.
- b. Adult Use Cannabis
Council reviewed. No action taken.
- c. Delano Senior Center Thank You Letter
Council reviewed. No action taken.

11. MONTHLY STAFF REPORTS

a. City Hall

1) Welcome to Loretto Signs

Council discussed options to update the Welcome to Loretto signs located on either side of town and directed Schneider to work with Transport Graphics to develop options and bring them back to a future council meeting.

b. Streets

1) Street Project Information Sheet

Council Member Markham presented a draft Street Project Information Sheet that she developed with staff assistance as a communication tool to be used in addition to notices for special assessments.

Council consensus was to add the city logo or other city identifying information and check with the city attorney to make sure this is an acceptable practice.

c. Water

1) MXU Installation Letter

Council reviewed. No action taken.

d. Wastewater

No items were brought forward.

e. Parks

1) Resolution 2023-34, Hennepin Youth Facility Grant Application, Athletic Complex Renovations

On a motion by Markham, seconded by Daniels, to approve Resolution 2023-34, a resolution to apply for a Hennepin Youth Sports Facility Grant for the Athletic Park Renovation Project. Motion carried unanimously.

2) Hennepin Youth Equipment Grant Application, Safety Nets at Athletic Complex

On a motion by Daniels, seconded by Markham, approving the Hennepin Youth Sports Equipment application for safety netting at the Athletic Complex. Motion carried unanimously.

f. Stormwater

No items were brought forward.

12. MAYOR AND COUNCIL REPORTS

No reports were given.

13. FINANCIAL

a. October Bills

On a motion by Elsen, seconded by Daniels, to approve electronic check numbers 4583E-4607E and paper check numbers 25399-25431 for a grand total of \$76,233.01. Motion carried unanimously.

b. Monthly Balance Sheet

Council reviewed. No action taken.

14. ADJOURN

On a motion by Elsen, seconded by Daniels, to adjourn at 9:16 p.m. Motion carried unanimously.

ATTEST:

Mary K. Schneider, City Clerk Treasurer

Kent Koch, Mayor