

City of Loretto
Minutes of Regular City Council Meeting
279 N. Medina Street, Council Chambers
December 12, 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, Public Works Director Jake Leuer, 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 the addition of *Action/Planning f. Pond and Ditch Cleanout Contracts with Blackstone Contractors, LLC*; and the removal of *Consent g. Special Assessment Policy Amendment* from the Consent Agenda and moved to *Action/Planning g. Special Assessment Policy Amendment*.

4. MEDINA PUBLIC SAFETY REPORT

Medina Police Sergeant Hall presented the November Police Report, noting 95 total calls for service, of which 80 were general patrols.

5. OPEN FORUM

No one came forward to speak during the Open Forum.

6. CONSENT AGENDA

- a. Resolution 2023-37, Terminating Deferral of Special Assessment, Lorelie Yager
- b. Resolution 2023-38, 2023 ARPA Expenditures
- c. Resolution 2023-39, Lions Club Donations for Holiday Train
- d. Resolution 2023-40, Interfund Loan Repayment to Water Capital Fund for Lions Park Improvements
- e. Resolution 2023-41, Appointing 2024 Election Judges
- f. Right of Entry Agreement for Stormwater Pond No. 5 Cleanout, Loretto Land Real Estate LLC
- g. Special Assessment Policy Amendment
- h. Personnel Policy Amendment, Employment Classifications
- i. Personnel Policy Amendment, Holiday Pay
- j. Chicken License, Hatcher
- k. Chicken License, Stross
- l. Audit Engagement Agreement
- m. City Council Minutes of November 14, 2023
- n. December Bills
- o. Monthly Balance Sheet
- p. Year-to-Date Expenditure and Revenue Reports

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

7. ACTION/PLANNING

a. Resolution 2023-42, Final Levy and Budget Truth in Taxation Hearing

Clerk Treasurer Schneider stated the final levy as proposed in Resolution 2023-42 is an eight and a half percent increase over last year's final levy. This is reduced from the ten percent increase set in September. Schneider noted the water rate was increased from ten percent to fifteen percent increase, as directed by the Council at the November meeting.

Mayor Koch opened the public hearing at 7:06 p.m.
No one came forward to speak during the public hearing.

On a motion by Daniels, seconded by Markham, to close the public hearing at 7:07 p.m.
Motion carried unanimously.

On a motion by Markham, seconded by Daniels, to approve Resolution 2023-42, A RESOLUTION SETTING THE 2024 PROPERTY TAX LEVY AND APPROVING THE 2024 GENERAL FUND BUDGET.
Motion carried unanimously.

b. Ordinance 2023-04, Amending Fee Schedule

On a motion by Daniels, seconded by Markham, to approve Ordinance 2023-04, an ordinance of the city of Loretto, Minnesota amending fees for city licenses, permits and services and approve summary publication of the ordinance as submitted in the packet.
Motion carried unanimously.

c. Street Reconstruction Bonds

Clerk Treasurer Schneider stated she has been working with Northland Securities on bonding requirements for the 2023 Street Project and the CR19 Watermain Project. Northland is recommending Loretto combine the two projects into one bond issue to save on issuance costs and staff time.

Council discussed options for the Street Reconstruction Public Hearing that is needed to proceed with bonding for the street project, including when to hold the public hearing and whether to use engineering estimates or numbers from bids received in the creation of the Street Reconstruction Plan.

Council consensus was to proceed using engineering estimates and to wait to decide on the hearing date until the January council meeting.

d. Hiring Part-time Public Works Employee

On a motion by Markham, seconded by Daniels, to approve hiring Jonathan Mellum for the Public Works Maintenance position with a starting wage of \$25 per hour and a starting date of January 2nd, 2024.
Motion carried unanimously.

e. Year-end Transfers

On a motion by Markham, seconded by Daniels, to approve the year-end transfers as recommended by staff.
Motion carried unanimously.

- f. Pond and Ditch Cleanout Contracts with Blackstone Contractors, LLC
On a motion by Elsen, seconded by Scanlon, to approve the Loretto 2023-24 Pond Maintenance and Loretto Ditch Maintenance contracts with Blackstone Contractors, LLC and authorize the Mayor and City Clerk to execute the agreements.
Motion carried unanimously.
- g. Special Assessment Policy Amendment
On a motion by Elsen, seconded by Daniels, to approve the Special Assessment Policy Amendment with the second sentence of the first paragraph in Section II, B reading "If over 50% of the length of the address street is improved, the assessment shall be triggered."
Motion carried unanimously.

8. INFORMATIONAL ITEMS

- a. Holiday Train - December 13, 2023
Mayor Koch noted the Holiday Train will be coming tomorrow, Wednesday, December 13th with the train arriving at 4:15 p.m. and the musical performances from 4:30 to 5:00 p.m., and local festivities from 3:00 to 5:00 p.m.

Schneider stated that all activities are free, we just ask everyone to bring a donation for the food shelves.

9. MONTHLY STAFF REPORTS

- a. City Hall
No items were brought forward.
- b. Streets
No items were brought forward.
- c. Water
 - 1) MXU Installation, Non-compliance Surcharge Letter
On a motion by Markham, seconded by Daniels to direct staff to send the non-compliance surcharge letter on January 3rd to all property owners who haven't scheduled their MXU installation and begin imposing the surcharge on all accounts that have not scheduled their replacement by January 30, 2024.
- d. Wastewater
No items were brought forward.
- e. Parks
 - 1) LCAA Operation and Maintenance Annual Statement
Council review. No action taken.
- f. Stormwater
Public Works Director Leuer reported the ditch cleanout at the athletic park will start Wednesday, December 13th.

10. MAYOR AND COUNCIL REPORTS

Koch reported he attended a Highway 55 Corridor Coalition meeting where he was re-elected chair of the committee. Koch also stated he has met with Representative Robbins about bonding items that may be brought forward during the next session.

11. ADJOURN

On a motion by Daniels, seconded by Markham, to adjourn at 7:44 p.m.
Motion carried unanimously.

ATTEST:

Mary K. Schneider, City Clerk Treasurer

Kent Koch, Mayor