

**City of Loretto**  
**Minutes of Special City Council Meeting**  
**January 5, 2012**

**CALL TO ORDER**

Mayor Koch called the meeting to order at 6:00 p.m. Members present: Mayor Kent Koch, Council members Clark Lohr, John Neumann, and Tom Pedersen. Also present: City Clerk Cindy Patnode, and Public Works Director Jeff Leuer.

There was one person in the audience (Candidate for Council vacancy Jeff France).

The Special Meeting was called to discuss the City Hall lease for the potential move of City Hall and to appoint a person for the vacant Council seat that was created when Council member Tepfer resigned in November.

**SET AGENDA**

The agenda was approved as submitted.

**CITY HALL LEASE**

At the December Council meeting, the Council requested that a base number of extra charges that will increase the monthly rent be given for budgeting purposes. It was determined that there are not additional charges unless a huge increase in the taxes, electricity, special assessments, energy costs or similar is experienced.

Other concerns that the Council discussed at the December meeting were addressed in the new language in the lease agreement with input from Attorney Callies.

Leuer informed the Council that attorney Callies reviewed and had no issue with the current lease.

The Council reviewed proposals (one with labor, one with materials) that were received by the owner of the building that break out the city costs of the project to be roughly \$3,000. Leuer informed the Council that if any changes were made to the proposed lease, the owner recommended the Mayor to initial any changes and the owner would review and initial if he agreed with those new terms. **Note:** no changes were made to the lease.

The Council reviewed the bids that came in from Guidance Point for the computer installation and determined that staff could work with completing these tasks and only have Guidance Point review the work. The Council will not award the bid for computer work. The Council reviewed the bid from Guidance Point for a new phone system and decided that the current phone system would be adequate and no new purchase will be necessary.

Staff met with Frontier (phone service) and to run all wires and bring everything to code would cost approximately \$1200. Again, it was determined that staff could do much of the labor and Frontier would do minimal amount to keep the price down. They charge \$72 per hour for labor.

**Lease Agreement**

On a motion by Lohr, seconded by Pedersen, to approve the Lease Agreement dated 12/13/2011 with Loretto Office Park and direct the Mayor and Clerk to sign.

Motion carried unanimously.

The Council thanked Jeff Leuer for his work on the project thus far and the consensus was to appoint Leuer to coordinate the project. Any change order that results in an expenditure increase of more than \$300, he should get input from Councilor Pedersen and to contact the whole Council for any major changes. Otherwise, the day to day operations of the project are to fall to Leuer and he will report at the Council meetings of the progress.

The remaining Council also expressed their appreciation for the work Councilor Pedersen and Neumann have put into this effort.

Furnishings were discussed and it was determined at this time to use all current office equipment and possibly lease tables and chairs from the fire department. Items to be purchased can be budgeted in 2013. Anticipated move in date is April 1, 2012 ( or sooner).

### **COUNCIL VACANCY APPOINTMENT**

Prior to voting, the Council wanted to thank the candidates (Jeff France, Hank Pepin, Brenda Daniels) that came forward for Council consideration in filling the vacancy of the seat and encourages them to seek election this Fall if not chosen to fill the vacancy.

The Council voted by ballot. The Mayor tallied the votes and Jeff France had the majority of votes. This Council seat will end on 12/31/12.

The Council congratulated France and he was willing to start immediately. The Oath of Office was given by Patnode and France started his Council position.

**NOTE:** France was on the Council from June 2002 when he was appointed to fill the vacancy created by Brad Grinnell. He was then elected for two terms as a Council member and chose not to run in the last election. His last official meeting was in December of 2010.

### **OTHER**

#### **2012 Meeting Dates review**

Council reviewed the proposed dates and changed the February date and set August dates. Final input and approval will be made at the Jan. 10<sup>th</sup> meeting.

#### **Stormwater Grant**

The city was notified by Medina that the storm water grant to reduce the phosphorus loading in Lake Sarah has been approved. We do not know the level of funding at this time. This project was one of 248 applications that requested funding. BWSR is the agency that will be administering the grant. Both Medina and Loretto staff will work towards a Joint Powers Agreement (JPA) on work that will be required of each city. Leuer has set up a meeting for Friday, January 20<sup>th</sup> to start this process. Council inquired if they should have a representative attend and it was determined that it was not necessary at this time.

### **ADJOURN**

On a motion by Lohr, seconded by Neumann, to adjourn at 6:59 p.m.  
Motion carried unanimously.

### **ATTEST:**

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Cynthia J. Patnode, City Clerk

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Kent Koch, Mayor