

City of Loretto
Minutes of Regular City Council Meeting
279 N. Medina Street, Council Chambers
January 13, 2015

OATH OF OFFICE

Clerk Treasurer Schneider administered the oath of office to Mayor Kent Koch and to Council Members Brenda Daniels and John Neumann at 7:00 p.m.

CALL TO ORDER

Mayor Koch called the meeting to order at 7:02 p.m.

Members present: Mayor Kent Koch, Council Members Brenda Daniels, Cari Girk, Henry Pepin and John Neumann.

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

There were no people in the audience.

SET AGENDA

The agenda was approved as submitted.

APPROVE MINUTES

On a motion by Neumann, seconded by Girk, to approve the December 9, 2014 City Council Meeting Minutes with the following changes:

- On page three, under **Streets**, the last sentence replace "left" with "right". The sentence should read "The project would add a *right* turn lane on County Road 11 and increased signage on northbound County Road 19."

Motion carried unanimously.

MEDINA POLICE REPORT

Sergeant Nelson gave the December Police Report, stating there were 117 total calls, of which 82 were General Patrols. Nelson stated there were a couple DUI's in town, a welfare check and three parking violations, among others.

RESOLUTION 2015-01, ANNUAL APPOINTMENTS

On a motion by Koch, seconded by Girk, to approve RESOLUTION 2015-01, A RESOLUTION RELATING TO THE ORGANIZATION AND ANNUAL APPOINTMENTS FOR THE CITY OF LORETTO FOR 2015.

Council went through each item in the Resolution appointing members to various commissions.

Motion carried unanimously.

OPEN BOOK MEETING – DATE APPROVAL

On a motion by Neumann, seconded by Girk, to approve Wednesday, April 22nd, 2015, 5:00 – 6:30 p.m. for the 2015 Open Book Meeting.

Motion carried unanimously.

QUIET ZONE

Public Works Director Leuer reported CP Rail does not have a Wayside Horn program. The City would need to hire its own engineer to pursue this option. Council consensus was to discontinue pursuits of this option.

On a motion by Pepin, seconded by Neumann, to approve the Quiet Zone Preliminary Engineering/Signal Estimate agreement with CP Rail at a cost of \$5,000.

Motion carried unanimously.

HOLIDAY TRAIN

Clerk Treasurer Schneider reported the Holiday Train event brought in total cash donations in the amount of \$25,834.10 and food donations in the amount of 7,148 pounds for the local food shelves. The Medina Police estimated 7,000 people attended the event. Schneider reported there are residual funds from the City budgeted funds and the donations from LORAM and the Lions Club in the amount of \$1,463.

On a motion by Pepin, seconded by Daniels, to approve a transfer of residual funds from the 2014 Holiday Train budgeted funds, the LORAM Holiday Train donation and the Lions Club Holiday Train donation in the amount of \$1,463 to the Capital Fund to be set aside for city beautification.
Motion carried unanimously.

INFORMATIONAL ITEMS

HOLIDAY LIGHTS CONTEST

Mayor Koch reported the winners of the 2014 Holiday Light Contest "Let's Light Up Loretto": first place went to 120 Pondview Drive (Guild residence); second place went to 152 Creekview Lane (Pepin residence); third place went to 110 Railway Street East (Rabe residence); honorable mention to 197 Summit Avenue (Schneider residence), 150 Albert Street (Fisher residence), and 162 Creekview Lane (Neumann residence). Council expressed congratulations to the winners of the contest and appreciation to all the participants.

PROPERTY/CASUALTY DIVIDEND

Mayor Koch reported the City received a Property/Casualty dividend from the League of Minnesota Cities Insurance Trust in the amount of \$1,972.

CIVIL ATTORNEY FEES BREAKDOWN FOR 2013 AND 2014

Clerk Treasurer Schneider presented Council with a breakdown of 2013 and 2014 attorney expenses.

ELECTIONS – EARLY VOTING MEMO FROM HENNEPIN COUNTY ELECTIONS MANAGER GINNY GELMS

Council reviewed a memo from Hennepin County Elections Manager Ginny Gelms outlining the advantages of changing from Absentee Voting to true early voting for Minnesota voters and tax payers.

911 COMMUNICATIONS FACILITY

Mayor Koch reported the Hennepin County Sheriff's Office 911 Communication Facility has been completed and new contact numbers were provided to the City from Sheriff Stanek's office.

MONTHLY REPORTS

City Hall

PUBLIC WORKS EMPLOYEE WAGE INCREASE

Mayor Koch noted this item was tabled at the December meeting. Koch stated the Personnel Committee recommends the 5% wage increase for David Kottke due to increased responsibilities and efforts made by Kottke to attain his water and wastewater certifications. Koch noted the funds are within the budget to support this increase.

On a motion by Neumann, seconded by Girk, to approve a 5% wage increase for David Kottke.
Motion carried unanimously.

AMENDMENT TO PERSONNEL POLICY – PERFORMANCE EVALUATIONS

On a motion by Koch, seconded by Daniels, to amend the Performance Evaluations section of the City's Personnel Policy, changing the timing of evaluations from July or August to February or March of each year.

Motion carried unanimously.

COMPLAINTS

Clerk Treasurer Schneider reported a complaint to Council regarding an odor coming from an outdoor furnace. The complainant is asking for a written reply on plans of the Council to address this issue.

Mayor Koch stated there are no actions pending. City Attorney Callies stated all actions by the Council are public and the Council has no obligation to state in writing possible future plans.

COPY MACHINE

Schneider asked Council for feedback on placing a copy machine in the council chambers if the machine does not fit in the back room of the City Hall office. Council consensus was there were no objections.

Streets

No items brought forward.

Water

No items brought forward.

Wastewater

No items brought forward.

Parks

Public Works Director Leuer reported the City has been awarded a Hennepin County Youth Sports Equipment Grant for the purchase of a Gator.

Stormwater

No items brought forward.

FINANCIAL

2014 Year End Bills

On a motion by Koch, seconded by Pepin, to approve electronic check numbers 1901E-1923E and paper checks numbers 20962-20990 for a grand total of \$51,259.74.

Motion carried unanimously.

January Bills

On a motion by Koch, seconded by Daniels, to approve electronic check numbers 1924E-1932E and paper check numbers 20991-21007 for a grand total of \$65,434.39.

Motion carried unanimously.

Monthly Balance Sheet

Council reviewed.

No action taken.

OTHER

Mayor Koch reported on the Northwest Hennepin League of Municipalities meeting. Koch stated State Senator Osmek expressed his interest in coming to a Loretto council meeting in early 2015.

Koch also reported the LCAA will be having a Breakfast fundraiser at Dobo's Café on Sunday, January 18th.

ADJOURN

On a motion by Girk, seconded by Daniels, to adjourn at 7:55 p.m.

Motion carried unanimously.

ATTEST:

Mary K. Schneider, City Clerk Treasurer

Kent Koch, Mayor