

City of Loretto
Minutes of Regular City Council Meeting
March 13, 2012

CALL TO ORDER

Mayor Koch called the meeting to order at 7:00 p.m. Members present: Mayor Kent Koch, Council members Jeff France, Clark Lohr, John Neumann, and Tom Pedersen. Also present: City Clerk Cindy Patnode, Public Works Director Jeff Leuer, City Attorney Paula Callies, Medina Police Chief Ed Belland, and Andrew Berg, Abdo, Eick & Meyers.

There was no one in the audience.

SET AGENDA

The agenda was approved with the following addition:

- under Monthly Reports – Parks – add Donation Form

APPROVE MINUTES

On a motion by Lohr, seconded by Neumann, to approve the February 9, 2011 Minutes as submitted.

Motion carried unanimously.

MEDINA POLICE REPORT

Chief Belland informed the Council of activities in February stating it was a relatively quiet month.

Belland inquired of the Conditional Use Permit (CUP) that was issued in the Industrial District as there have been issues that have required their assistance. This could potentially be an expense for the city.

Belland informed the Council that the City of Medina will be drafting a letter regarding their opposition to the potential charge for dispatch service in the new 911 Facility being constructed.

HENNEPIN COUNTY COMMISSIONER JEFF JOHNSON PRESENTATION

Hennepin County Commissioner Jeff Johnson was present to inform the Council of a year in review from his perspective of the dealings at the County level.

Johnson informed the Council that the Hennepin County Levy for the 2012 budget stayed flat. He stated that the 911 Facility question of charging for dispatch service has come up and he is not in favor of it and he felt most on the County Board were also not in favor of charging for this service.

He spoke of the possibility of consolidating the 11 watersheds in Hennepin County down to four as a pilot project. He felt that this could better coordinate resources for water management. He felt that there are too many organizations and not enough accountability. Council member Pedersen inquired if he would be open to coming to a watershed meeting, and he stated that he would.

Council member Lohr inquired of federal grants for quiet zones and if he could be of any help. He stated that he would look into it and get back to staff.
The Council thanked Mr. Johnson for attending the Council meeting and for the update.

2011 AUDIT REPORT

Abdo, Eick, & Meyers Representative Andy Berg reviewed the 2011 Loretto Audit Report with the Council.

Findings: lack of segregation of duties due to the small size of staff; and auditor (Abdo) preparing financial statements.

On a motion by France, seconded by Lohr, to accept the City of Loretto 2011 Audit as prepared by Abdo, Eick, & Meyers.

Motion carried unanimously.

ORDINANCE 2012-01/RESOLUTION 2012-05, FEE SCHEDULE

Mayor Koch opened the public hearing at 7:41 p.m.

Clerk Patnode reviewed the proposed 2011 Fee Schedule changes stating that the Stormwater Grant requires that employee rates be set in order to bill back to the grant. The Council directed staff at the February meeting to charge 2.7 times the amount of employee's current wage to set the billing rate.

There were no people in attendance regarding the Fee Schedule public hearing.

On a motion by Lohr, seconded by Neumann, to close the public hearing at 7:43 p.m.
Motion carried unanimously.

On a motion by Lohr, seconded by Neumann, to approve the ORDINANCE 2012-01, AN ORDINANCE OF THE CITY OF LORETTO, MINNESOTA AMENDING FEES FOR CITY SERVICES and to approve Resolution 2012-05, A RESOLUTION APPROVING PUBLICATION OF ORDINANCE 2012-01 BY TITLE AND SUMMARY.

Motion carried unanimously.

RESOLUTION 2012-06, RE-ESTABLISHING PRECINCT AND POLLING PLACE

This is a requirement due to the new legislative lines that were put into place with redistricting even though no changes were made to Loretto.

On a motion by Neumann, seconded by Pedersen, to approve Resolution 2012-06, A RESOLUTION TO RE-ESTABLISH THE CITY OF LORETTO PRECINCT AND POLLING PLACE.

Motion carried unanimously.

RESOLUTION 2012-07, WECAN SUPPORT

On a motion by Lohr, seconded by Pedersen, to approve Resolution 2012-07, A RESOLUTION REQUESTING FUNDING FOR WESTONKA COMMUNITY ACTION NETWORK (WeCAN) THROUGH CDBG.

Motion carried unanimously.

APPROVAL OF GAMBLING FOR KNIGHTS OF COLUMBUS – APRIL 29, 2012

On a motion by Neumann, seconded by Lohr, to approve a raffle gambling permit for the Our Lady of Loretto Knights of Columbus on Sunday, April 29, 2012 at the Parish Center of Sts. Peter & Paul.

Council member France commended K of C for the timeliness of this application.
Motion carried unanimously.

JOINT POWERS AGREEMENT (JPA) W/MEDINA RE: STORM WATER GRANT

Attorney Callies reviewed the JPA with the Council noting that more clarification in regards to the final costs to each city.

Summary of discussion:

Estimated cost by the percentages; pole placement; easements; depth of pond will be about 10' deep; how often will the little pond be dredged out (*every two years which would amount to two dump loads per year or every other year*); any testing to be conducted; will liners will be in the pond (*No*).

On a motion by Lohr, seconded by France, to approve the JPA with the addition of placing the approximate costs of \$22,000 for Loretto's share and \$62,000 for Medina's share by the percentages under #3. Cost. in the last sentence and authorize the Clerk and Mayor to sign the Agreement.

Motion carried unanimously.

******* The Attorney was dismissed at 8:10 p.m. *******

REDEVELOPMENT COMMITTEE ITEMS

Minutes

The Council reviewed the February 24, 2011 Redevelopment Minutes.

No action taken.

INFORMATIONAL ITEMS

Fun Fest Update

The Fun Fest Committee is inquiring the amount of money the City Council is willing to up-front the costs of the street dance.

Summary of discussion:

Any profits from the Fun Fest were targeted for beautification of the city; changed meeting to middle of the afternoon to allow the two bar owners to have input; possibility of changing the meeting times to 4 p.m.; moving the location in front of the Lion's Park along West Railway; partnering with bar owners in regards to selling buttons; promotion of the event; distributor's donations to off-set costs; in prior years, each organization involved was given a percentage of the proceeds.

Due to the lack of financial commitment from the bar owners involved, the Council would like the Fun Fest Committee to inquire of the LCAA/Fire Dept/Lion's/K of C of their interest in participating in the Street Dance portion. The Council felt that the revenue that is collected would then be donated back to the community either through beautification or events held by those organizations.

Council consensus was to not staff the meeting scheduled for next week and continue with their regularly scheduled monthly meetings but to inquire of a time change to 4 p.m.

A-Z Update

Council consensus was to direct Councilor Neumann to again follow up with the initial action plan that was discussed with A-Z owner and report back to the Council in April.

Recycling Update

February Incentive winners: Recycling – Hank Pepin family; Organic – Jim Anderson family.

Loretto Fire Department (LFD) 2011 Annual Report

Leuer reviewed the Annual Report with the Council. He stated that all city's will see a 5% increase in their contract for 2013. LFD purchased a fire truck that is set to arrive soon.

LFD/HFD Update

Leuer informed the Council that the two fire departments will be working on Standard Operating Guidelines, combine their training programs, and establish a shared health and safety program. City administrative staff, along with the fire chief's, attend monthly meetings.

The consensus of the Council was to not have the City Clerk attend these meetings since the fire departments are private corporations and the decisions will come from those boards. The Council felt that there is no benefit in Patnode attending those meetings.

Delano Area Senior Center

The City of Loretto donates towards the Delano Senior Center in the amount of \$1400 even though they are requesting \$2,298. Delano Sr. Center provides dining, meals on wheels, education, various assistance programs, support groups, social and recreational events.

MONTHLY REPORTS

City Hall

Signage

Patnode was instructed to contact the company that has done the signs at this property and inquire of any ideas he has in regards to a city sign that will front along County Road 19. Signage in the back for directional purposes in the parking lot can be ordered without further input from the Council.

City Hall use for meeting space

Outside organizations will only be able to use the City Hall for meetings during regular hours when the city is staffed. The owner of the building does not want non-tenants to have access to the building.

Supplies/Furniture

Council consensus was to prioritize a list of needs for the new City Hall office space and present them to the Council at a future meeting.

Discussion was made regarding access to the City Hall during off-hours and a system was put into place.

Council commended staff and Councilor Pedersen on the move to the new location for their time and input into making it happen.

Streets

Street Sweeping Proposals

On a motion by Lohr, seconded by Neumann, to award the street sweeping bid to Carefree Services, Inc. for the City of Loretto – range \$68-\$99/hour.

Motion carried unanimously.

Seal coating bids

On a motion by France, seconded by Lohr, to approve Pearson Bros., Inc., \$20,000 - \$23,000 range.

Motion carried unanimously

Water

Leuer informed the Council of a workshop he attended and stated that he will be getting a guideline for water shut off procedures.

Wastewater

No items brought forward.

Parks

Donation Form

Council member Lohr filled out a Donation Form on behalf of the Lion's and LCAA for repairing and replacing the baseball field decking and bleachers.

Consensus of Council was to approve once Leuer signs off and to send a thank you letter to Lion's and LCAA for this project.

Storm water

SWPPP Public Hearing – Annual Update

Mayor Koch opened the public hearing for the annual SWPPP update at 9:20 p.m.

There was no one in the audience for the SWPPP Public Hearing. Patnode reviewed the annual report of Stormwater issues to the Council.

On a motion by France, seconded by Neumann, to close the hearing at 9:23 p.m.

Motion carried unanimously.

No action taken.

FINANCIAL

March Bills

On a motion by France, seconded by Lohr, to approve check #'s 1081E-1102E and 19737-19758 in the amount of \$39,394.25.

Motion carried unanimously.

Monthly Report

The Council reviewed the Monthly Balance Sheet dated 3/9/12.

No action taken.

ADJOURN

On a motion by France, seconded by Neumann, to adjourn at 9:34 p.m.

Motion carried unanimously.

ATTEST:

Cynthia J. Patnode, City Clerk

Kent Koch, Mayor