

City of Loretto
Minutes of Regular City Council Meeting
April 10, 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, and City Attorney Paula Callies.

There were six people in the audience.

SET AGENDA

The agenda was approved with the following addition:

- under Monthly Reports – Parks – Youth Sports Grant

APPROVE MINUTES

On a motion by Lohr, seconded by Neumann, to approve the March 13, 2012 Minutes as submitted.

Motion carried unanimously.

MEDINA POLICE REPORT

Mayor Koch informed the Council of activities in March – a relatively quiet month. No action taken.

APPROVAL OF LCAA RAFFLE – JULY 13, 2012

On a motion by Lohr, seconded by Neumann, to approve a raffle gambling permit for the LCAA to conduct a drawing on July 13, 2012 at the Arnold Klaers Baseball Field.

Koch informed the Council that he stepped down from the LCAA a few months ago but would abstain from the vote.

Motion carried, Koch abstaining.

BWSR AGREEMENT WITH MEDINA RE: STORMWATER GRANT

On a motion by Lohr, seconded by Koch, to approve the STATE OF MINNESOTA, BOARD OF WATER AND SOIL RESOURCES, COMPETITIVE GRANTS PROGRAM, GRANT AGREEMENT, FY 2012 as submitted and authorize the Mayor and Clerk to sign the agreement.

Motion carried unanimously.

TEMPORARY SIGN – RELAY FOR LIFE

On a motion by Neumann, seconded by Lohr, to approve the temporary sign placement for American Cancer Society for the Relay for Life Banner for 15 days maximum.

Motion carried unanimously.

Council consensus was to direct the City Clerk to gather information in regards to revising Loretto's sign ordinance and bring to the May meeting.

CONDITIONAL USE PERMIT (CUP) APPLICATION – WEST HENNEPIN AUTO

An application has been submitted regarding a fence that was erected by West Hennepin Auto that violates the city code in regards to height. The CUP application will be submitted to the Planner for processing.

No action necessary.

REDEVELOPMENT COMMITTEE (RAC) ITEMS

Lohr informed the Council that the RAC met last month and they are progressing along. They will look into how they can transition Empire Cycle into the new redevelopment when their Interim Use Permit (IUP) expires in 2013.

No action necessary.

INFORMATIONAL ITEMS

Fun Fest Update

Mary Schneider reviewed, answered questions, and clarified issues regarding the 2012 Fun Fest and will provide monthly updates for the Council.

On a motion by Lohr, seconded by Koch, to budget \$6,000 towards the street dance funding and authorize Schneider to act on behalf of the city in negotiating deals. All invoices and contracts will continue to go through normal Council approval.

Motion carried unanimously.

The Council thanked Schneider for her role as chairperson for this event.

A-Z Update

Councilor Neumann updated the Council on the clean up status of A-Z (minimal work completed). Council consensus was to continue with personal contact to try to get aesthetic improvement to the site.

Recycling Update

No information to report.

Update on Conditional Use Permit (CUP) for 226 St. John Street

The status of the CUP at 226 St. John Street was brought up by the Police Chief at the March meeting due to the number of complaints that has been generated by the occupant of the property. The CUP allows residential use of that property (zoned Industrial) for security personnel. However, the calls that were generated were not due to security details which led the police to call into question the CUP.

The City Code Enforcement Officer made an on-site inspection of the property and submitted a report stating conditions 3, "Occupancy is limited to security personnel consisting of no more than two (2) adults." and 4 "No subleasing or rental of the living quarters shall be permitted." of the CUP are in violation and recommended that the Council turn the information over to the City Attorney to start proceedings to terminate the CUP.

Summary of discussion:

The owners of the property were present at the meeting and their dialog is included in this summary.

Turning it over to the city attorney to start proceedings to terminate the CUP; a public hearing would be scheduled to ascertain the information and determine the next process; questioned the security personnel rental status; child has been noted to be living on the premise; owners stating that no child is living on the premise; this is not a public hearing

and this type of information should be held over until such time; security cameras installed that have made a impact on the compost site; bridge on the property for residents to gain access to the park; since this is the first violation, may want to give time to the owner to come into compliance.

Council consensus was to allow the owner to come into compliance with the CUP; direct the Code Enforcement Officer to complete another inspection in 30 days and leave the findings with the owner and the City Clerk; and direct both the Police and Code Enforcement Officer to attend the May Council meeting.

2011 Sales & 2012 Assessment information

It was noted that the overall gross value change for all property types in Loretto for assessment period was a negative 8.3%.

No action taken.

MONTHLY REPORTS

City Hall

Signage

Council consensus was to get more information regarding the signage prior to making any approvals. More information will be available for the May meeting.

Supplies/furniture

Staff was not able to compile any listing for supplies/furniture for the City Hall for April but will attempt to bring to the May meeting.

Streets

Lohr requested that Patnode follow up with Commissioner Johnson regarding information on a quiet zone.

Water

Water Main Breaks

Leuer informed the Council of the status of the three water main breaks that have been fixed since the March meeting.

Break #1: Location near 115 Elsen Street. The bottom portion of the pipe split and it was repaired by an apparatus known as a "Band-aid" which is a clamp. It is felt that shifting of frost may have been the cause.

Break #2: Location near 170 Albert Street. The bolts that held two sections of pipe rusted off. Repair was done by replacing the bolts and wrapping this area with 80 mil plastic. It was determined that the acid in the soil in this location caused the bolts to rust off.

Break #3: Location at 150 Albert Street. Fire hydrant had a seal that was out and causing water leakage. Repair was done by replacing the hydrant, finding the bolts nearest to the hydrant and wrapping in 80 mil plastic.

Alert System

Leuer informed the Council that he would like to implement a public notification service for the city whereby he can get pertinent information out to residents within a short time.

The program would cost between \$250 - \$300 per year and information would start within 10 minutes of notification.

On a motion by Lohr, seconded by Neumann, to authorize the purchase of the public notification services up to the amount of \$300.

Staff will mail information to residents about this program and how to sign up for the service. Uses could include hydrant flushing, water main breaks, Fun Fest and Holiday Train events, train issues, storm water best management practices, etc.

Motion carried unanimously.

Water Supply Report

Leuer informed the Council that Loretto's water meets the MN Department of Health standards and there are no violations.

Wastewater

No information brought forward.

Parks

Youth Sports Grant

Leuer informed the Council that he received notification that the Hennepin Youth Sports Grant that was submitted for the purchase of a \$10,000 Toro Mower has been approved. On a motion by France, seconded by Lohr, to authorize the Mayor and Clerk to sign the AGREEMENT FOR CITY OF LORETTO MOWER FOR BASEBALL/SOFTBALL FIELDS upon satisfactory review by the attorney.

Motion carried unanimously.

Storm water

No information brought forward.

FINANCIAL

April Bills

Patnode informed the Council that there was misrepresentation on the amount that would be charged regarding separate emails for the Council and instead of it being for five email addresses for \$50 for the remainder of the year, it will be \$50 per email address. Attorney Callies informed the Council that due to data practices, it would behoove the Council to move ahead with separate email accounts since it be easier to track if there is any type of data request in the future.

Council consensus was to move forward with obtaining email addresses for Council members.

******* The Attorney was dismissed at 8:35 p.m. *******

On a motion by Lohr, seconded by France, to approve check #'s 1103E-1126E and 19759-19793 (voiding 19789) in the amount of \$45,678.83.

Motion carried unanimously.

Monthly Balance Sheet

The Council reviewed the Monthly Balance Sheet dated 4/6/2012.

No action taken.

France informed the Council due to the reduction of overall gross valuation, when the budget is being prepared, emphasis needs to be made on keeping costs down to maintain a low impact on property taxes.

Koch informed the Council of a volunteer appreciation day for the Delano Senior Center and if anyone is interested, to contact him to RSVP for Wed., April 18th at noon.

ADJOURN

On a motion by France, seconded by Lohr, to adjourn at 8:41 p.m.
Motion carried unanimously.

ATTEST:

Cynthia J. Patnode, City Clerk

Kent Koch, Mayor