

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

CALL TO ORDER

Mayor Koch called the meeting to order at 7:00 p.m. Members present: Mayor Kent Koch, Council members Clark Lohr, John Neumann, and Tom Pedersen. Member excused: Jeff France. Also present: City Clerk Cindy Patnode, Public Works Director Jeff Leuer, City Attorney Paula Callies, Medina Police Chief Ed Belland, and Council-elect Hank Pepin.

There were four people in the audience.

SET AGENDA

The agenda was approved as submitted.

Empire Cycle Owners inquired of the process for renewing their Interim Use Permit set to expire on 2/8/2013. Staff will send the application to the owners.

APPROVE MINUTES

On a motion by Neumann, seconded by Koch, to approve the October 9, 2012 Minutes as submitted.

Motion carried unanimously.

MEDINA POLICE REPORT

Chief Belland informed the Council of activities in October stating a few domestics were cited.

A recurring nuisance complaint of smoke issues being investigated has not risen to the degree that would be chargeable at this time. The PD is working with the owner of a woodstove to remedy the situation.

Belland stated that he'd like to recognize the Loretto Fire Department for the use of the new Lucas machine that was instrumental in reviving a heart attack victim in Loretto on November 1st. The machine was made possible by the donation of the Loretto Lion's. Belland stated that the LFD firefighters had recently been trained on the Lucas machine.

RESOLUTION 2012-29- CANVASSING THE ELECTION

The highest vote getters from the November 6th General Election for Council were current Mayor Kent Koch and candidates Hank Pepin and Cari Girk.

On a motion by Neumann, seconded by Lohr, to approve Resolution 2012-29, A RESOLUTION APPROVING CANVASS OF RETURNS AND DECLARING THE RESULTS OF THE MUNICIPAL ELECTION HELD ON NOVEMBER 6, 2012.

Motion carried unanimously.

RESOLUTION 2012-30- DONATION OF COMMUNITY SIGN

There was brief discussion of the role of the Lion's donation and the management of the display content. Leuer indicated that the Lion's will have a sign committee formed for any complaints received and work with the city on any unresolved issues.

After some discussion, two new "Whereas" sections were added to indicate that the Lion's submitted a Donation Program Form; that they submitted a sign application; the wording to #3 in the "NOW, THEREFORE, BE IT FURTHER" section was completed to state "The city reserves the right to regulate and control the content and message display of the sign." Consensus of the Council was to have the Lion's pay for the cost of the sign permit. On a motion by Koch, seconded by Lohr, to approve Resolution 2012-30, A RESOLUTION APPROVING SIGN PERMIT FOR OFF-PREMISE ELECTRONIC SIGN AT LORETTO BALLFIELD Motion carried unanimously.

CONTRACT RENEWAL – SIREN MAINTENANCE

On a motion by Neumann, seconded by Lohr, to approve the Contract Renewal with Embedded Systems, Inc. for the City of Loretto's tornado siren maintenance (\$41.84/month). Motion carried unanimously.

REDEVELOPMENT COMMITTEE ITEMS

Update from 11/8/12 meeting

Lohr informed the Council that RAC is moving forward with grant funded activities.

INFORMATIONAL ITEMS

Recycling Update

The new single stream recycling program rolled out the 1st of November.

West Hennepin Auto Fence Update

The Code Enforcement Officer submitted the final inspection report stating that the fence located at 220 St. John Street is in compliance with State and City ordinances.

No further action required.

Holiday Train Update

The Holiday Train coming is scheduled to arrive in Loretto on Thursday, December 13th. Activities will begin at 3 p.m. with the train to arrive at 4:15 p.m. The Holiday tree community decorating event will be on Tuesday, November 27th at 4:30 p.m. Any and all are invited to lend a helping hand.

Interfaith Outreach & Community Partners (IOCP) Sleep Out

Council consensus was to allow the IOCP to have a sleep out at the city parking lot location after the holiday train event to raise awareness for the housing, employment, child care, food, and transportation needs of families struggling during this time.

Awarding Snowmobile Certificates

Council consensus was to award the snowmobile gift certificates that were donated by the Loretto Sno-Birds to Herb Koch and Cindy Patnode for their work and involvement with the city through the years.

Fire Department Support for Cooperative Services

On a motion by Lohr, seconded by Pedersen, to authorize a letter of support to the Loretto Fire Department for their grant application for the development of standard operating guidelines/procedures with the Hamel Fire Department.

Motion carried unanimously.

MONTHLY REPORTS

City Hall

Resignation of City Clerk

Patnode submitted her letter of resignation effective 12/31/12 to pursue other interests. Consensus was to move forward with the hiring process of a new City Clerk. Staff is to work with Council members Pedersen and Neumann with the goal of Council approval at the December 11th City Council meeting.

The Council also authorized the Office Assistant an additional increase in hours (up to ten hours per week) during the transition period.

Tables

On a motion by Lohr, seconded by Pedersen, to authorize an increase in the total expenditure for filing cabinets, tables, and chairs to \$2,500.

Motion carried unanimously.

Streets

No items brought forward.

Water

Purchase of Generator

On a motion by Pedersen, seconded by Neumann, to purchase a cube van generator from the City of Maple Plain in the amount of \$1500 that can be used for the Fun Fest, sewer ponds, and general use during emergency situations.

Housing of the van may need to be addressed in the future.

Motion carried unanimously.

Schedule of public hearing for rate increases

The Water Fund is the only rate that needs to be addressed for 2013.

Council consensus was to set the date for the public hearing for a water rate increase for December 11, 2012. General discussion is to raise the rate by 2 – 4% (an increase of \$.60 to \$1.20 for the basic rate).

******* The Attorney was dismissed at 8:20 p.m. *******

Wastewater

No items brought forward.

Parks

Update on Sports Grant

Leuer informed the Council that the Hennepin County Sports Grant was not successful. Direction was to work with Herb Koch on the next grant application.

Council inquired about the backstop netting at the baseball field. Leuer will present information regarding netting at the December meeting.

Storm water

Update on Loretto/Medina project

Leuer informed the Council that work is set to start the week of November 26th. A permanent Clean Water Legacy Grant monument/sign will eventually need to be placed at the site.

FINANCIAL

November Bills

On a motion by Neumann, seconded by Lohr, to approve electronic check #'s 1267E-1287E (void 1287E) and paper checks #'s 19994-20029 for a grand total of \$64,347.46.

Motion carried unanimously.

Monthly Balance Sheet

Council reviewed the Monthly Balance Sheet dated 11/9/12.

No action taken.

Year-to-Date (YTD) Revenue/Expenditure Guideline Report

Council reviewed the YTD reports dated 11/13/12.

No action taken.

ADJOURN

On a motion by Lohr, seconded by Pedersen, to adjourn at 8:45 p.m.

Motion carried unanimously.

ATTEST:

Cynthia J. Patnode, City Clerk

Kent Koch, Mayor