

City of Loretto
Minutes of Regular City Council Meeting
279 N. Medina Street, Council Chambers
December 8, 2015

1. CALL TO ORDER

Mayor Koch called the meeting to order at 7:00 p.m.

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

Member excused: Council Member Cari Girk

Also present: City Attorney Paula Callies, Medina Police Sergeant Jason Nelson, City Clerk Treasurer Mary Schneider.

There were four people in the audience.

2. PLEDGE OF ALLEGIANCE

3. SET AGENDA

The agenda was approved with the following changes:

- Add **Informational d. Chippewa Road Drainage**
- Add **Informational e. A to Z Auto**

4. APPROVE MINUTES

On a motion by Neumann, seconded by Daniels, to approve the November 10, 2015 City Council Meeting Minutes as submitted.

Motion carried unanimously.

5. MEDINA POLICE REPORT

Sergeant Nelson gave the November police report, stating there were seventy-four general patrols. Nelson noted there was a burglary listed on the report submitted, but that, through investigation, it was found not to be a burglary. Nelson stated the liquor establishments in town were inspected for proper signage per a new state law; all establishments passed the compliance check.

Council Member Pepin requested signage on Medina Street North be checked to make sure the parking restrictions (no parking year-round between 2:30 and 6:30 a.m.) are marked properly.

6. CONSENT AGENDA

- a. Resolution 2015-22, Approving Amended Rate Increase for Randy's Environmental Services
- b. Resolution 2015-23, Approving Lions Club Donation for Holiday Train
- c. Resolution 2015-24, Approving LORAM Maintenance of Way donation for Holiday Train
- d. LORAM Portable Generator Agreement
- e. Hemker Park Reindeer Agreement
- f. Voss Chicken License Renewal
- g. Hatcher Chicken License Renewal
- h. Choo Choo Restaurant & Bar Tobacco License Renewal
- i. Audit Agreement

On a motion by Pepin, seconded by Neumann, to approve the CONSENT AGENDA as submitted. Motion carried unanimously.

7. ACTION/PLANNING

- a. Resolution 2015-25, Liquor License for Montague's Jamaican Grill – Public Hearing
Mayor Koch opened the public hearing at 7:07 p.m.

Ken Montague, new proprietor at 115 Railway Street West, introduced himself to Council and described the bar and restaurant he would like to open in early January 2016.

On a motion by Neumann, seconded by Daniels, to close the public hearing at 7:11 p.m.
Motion carried unanimously.

On a motion by Neumann, seconded by Pepin, to approve Resolution 2015-25, A RESOLUTION APPROVING LIQUOR LICENSES FOR MONTAGUE'S JAMAICAN GRILL CO.
Motion carried unanimously.

Council welcomed Mr. Montague to Loretto.

b. Resolution 2015-26, Setting Levy & Budget – Truth in Taxation Hearing

Mayor Koch opened the Truth in Taxation Hearing at 7:13 p.m.
No one from the audience came forward with comments for this hearing.

On a motion by Koch, seconded by Pepin, to approve Resolution 2015-26, A RESOLUTION SETTING THE 2016 PROPERTY TAX LEVY AND APPROVING THE 2016 GENERAL FUND BUDGET.
Motion carried unanimously.

c. Ordinance 2015-02, Fee Schedule for 2015 – Public Hearing

Clerk Treasurer Schneider reviewed the proposed changes to the fee schedule:

- Building Permit surcharge for fixed fee permits decreased from five dollars per permit to one dollar per permit.
- Building Permit fixed fee for water heaters increased from twenty dollars to fifty dollars.
- Storm Water Base Rate per REF value increased from eleven dollars per month to fourteen dollars per month.
- Setting Organics Recycling rates for Option 1 at fifty-nine dollars per year, Option 2 at eighty dollars per year and the first year discounted rate at forty-five dollars.

Mayor Koch opened the public hearing at 7:22 p.m.
No one from the audience came forward with comments for this hearing.

On a motion by Neumann, seconded by Daniels, to close the public hearing at 7:23 p.m.
Motion carried unanimously.

On a motion by Koch, seconded by Daniels, to approve ORDINANCE 2015-02, AN ORDINANCE OF THE CITY OF LORETTO, MINNESOTA AMENDING FEES FOR CITY LICENSES, PERMITS AND SERVICES.
Motion carried unanimously.

d. Resolution 2015-27, Summary Publication of Ordinance 2015-02

On a motion by Neumann, seconded by Pepin, to approve Resolution 2015-27, A RESOLUTION APPROVING PUBLICATION OF ORDINANCE NO. 2015-02 BY TITLE AND SUMMARY.
Motion carried unanimously.

8. INFORMATIONAL ITEMS

a. Quiet Zone

Mayor Koch reviewed feedback he received from the Medina and Independence councils on the idea of working together to establish Quiet Zones at the Loretto and Townline Road crossings. Koch stated the Medina Council has expressed interest in working together to get state funding for both crossings. Koch stated Independence indicated they will wait till their new council is in place after the first of the year before this issue is brought forward.

Koch reported he and Council Member Girk met with Senator Osmeck, a Medina council member and a Medina staff member to discuss requesting state funding for five crossings (three in Medina, one in Loretto, and one at Townline Road.)

- b. CSAH 11 & CR 19 Intersection Safety Improvement Update
Mayor Koch reviewed information he received from the County on possible safety improvements to the CSAH 11 and CR 19 intersection. Koch noted the County will be doing studies and analysis to determine if the work could be done in-house.
- c. Holiday Train Update
Clerk Treasurer Schneider stated the planning is all set for the Holiday Train, although some issues need to be resolved due to the wet, warm weather conditions. West Railway Street and part of Lorenz Street will be closing at 1:00 p.m.
- d. Chippewa Road Drainage
Council Member Pepin stated he met with Ernie Mayers and they discussed possible solutions to the drainage issue on Chippewa Road. Pepin reported Mr. Mayers would be willing to come to a council meeting to make a presentation on what options would be available.
- e. A to Z Auto
Council Member Neumann stated he would like to review conditions at A to Z Auto property, noting that more vehicles are accumulating. Council consensus was to have Neumann contact the code compliance officer and request a compliance check of the property.

9. MONTHLY REPORTS

- a. City Hall
 - 1) Volunteer Spotlight for March Newsletter
Clerk Treasurer Schneider requested council direction on how they would like to have people chosen for the Volunteer Spotlight in future newsletters. Council Member Pepin stated he will forward to Schnedier the nomination form his company uses. Council consensus was to solicit nominations in early 2016 for the March newsletter.
 - 2) Complaint/Concern/Request/Suggestion
No items were brought forward.
- b. Streets
No items were brought forward.
- c. Water
Mayor Koch reported there was a water main break at Lorenz and St. Peter Streets. In the process of fixing the break, leaks were detected in three main valves in the intersection. Koch reported the leaks were fixed on Monday, December 7th, with approximately fifteen properties with no water service for the day.
- d. Wastewater
No items were brought forward.
- e. Parks
No items were brought forward.
- f. Stormwater
Council Member Daniels reported on the Watershed Community Conversation that took place on November 16th, stating there was a good turnout and good information provided. Daniels stated there may be a similar event planned for next year.

10. FINANCIAL

a. December Bills

On a motion by Koch, seconded by Daniels, to approve electronic check numbers 2188E-2210E and paper check numbers 21412-21443 for a grand total of \$34,636.33.
Motion carried unanimously.

b. Monthly Balance Sheet

Council reviewed.

No action taken.

c. Year-to-Date Report

Council reviewed.

No action taken.

d. Year-End Transfers

Council reviewed.

On a motion by Neumann, seconded by Daniels, to transfer:

- \$5,500 from the General Fund Attorney to Capital Fund Legal (101-41610-304 to 225-41650-39201)
- \$2,000 from the General Fund Attorney Capital to Capital Fund Legal (101-41610-500 to 225-41650-39201)
- \$6,000 from the General Fund Planning to Capital Fund Planning (101-41910-300 to 225-41000-39201)
- \$13,022 from General Fund Streets to the Capital Fund Streets (101-43100-500 to 225-41000-39201)
- \$22,400 from Water Fund Depreciation to the Water Capital Fund (601-49400-405 to 611-49400-39203)
- \$20,000 from the Wastewater Fund to the Wastewater Capital Fund (602-49450-500 to 612-49450-39203)
- \$3,000 from General Fund Fun Fest to Capital Fund Fun Fest (101-45100-430 to 225-41000-39201)

Motion carried unanimously.

e. Year-End Bills

On a motion by Koch, seconded by Daniels, to authorize payment of the 2015 year-end bills on or before 12/31/15 and have available for the January 2016 Council Meeting.

Motion carried unanimously.

11. OTHER

No items brought forward.

12. ADJOURN

On a motion by Neumann, seconded by Daniels, to adjourn at 7:49 p.m.

Motion carried unanimously.

ATTEST:

Mary K. Schneider, City Clerk Treasurer

Kent Koch, Mayor