

City of Loretto
Minutes of Regular City Council Meeting
279 N. Medina Street, Council Chambers
December 10, 2013

CALL TO ORDER

Mayor Koch called the meeting to order at 7:00 p.m. Members present: Mayor Kent Koch, Council Members Cari Girk, John Neumann, Henry Pepin and Tom Pedersen. Also present: Public Works Director Jeff Leuer, City Attorney Paula Callies, Medina Police Chief Ed Belland, Medina Police Sergeant Jason Nelson and City Clerk Treasurer Mary Schneider.

There were 6 people in the audience.

SET AGENDA

The agenda was approved as submitted.

APPROVE MINUTES

On a motion by Koch, seconded by Girk, to approve the November 12, 2013 City Council Meeting Minutes with the following changes:

- Page 2, add "Hennepin County Sheriff's Office" to list of "Agencies honored but not represented"
- Page 8, under **Other**, paragraph 2: change Northwest League of Municipalities to Northwest **Hennepin** League of Municipalities, change acronym to NWHLM.

Motion carried unanimously.

MEDINA POLICE REPORT

Police Chief Ed Belland addressed Council inviting them to the Medina Police Department's Open House on January 22nd at 3 p.m. Belland turned over the report to Sergeant Jason Nelson who stated there had been little activity in Loretto for November. There had been seven written warnings given out for Winter Parking Violations before any snow had fallen. Now that there is snow on the ground, any vehicles violating the winter parking restrictions will receive citations. Nelson also stated there has been some issues with snow removal on private property and that the Medina Police are working with the parties involved.

Belland noted the Medina Police and the Medina Police Reserves would be present at the Holiday train to provide security and crowd control.

ORDINANCE 2013-XX, PARKING RESTRICTIONS IN CITY LOTS

City Attorney Callies presented a draft of an ordinance restricting parking in city lots to twenty-four hours and no commercial parking in city lots without prior authorization. Callies stated there may be conflicts in the existing code that should be updated, including removing Subd.3 from Section 730:50, which states that there would be no sleeping in a vehicle on city streets.

Summary of Council discussion: allowing sleeping in a parked vehicle on city streets, separate section of city code referring to city lots, allowing limited commercial vehicle parking, limit parking to twenty-three hours in a twenty-four hour period.

Council directed Callies to work on another draft of the ordinance based on Council discussion and have ready for the January 14, 2014 council meeting.

RESOLUTION 2013-33, SETTING LEVY & BUDGET

Mayor Koch stated the General Fund Levy amount is \$337,695. Council reviewed the 2014 Budget.

Koch informed the audience they could participate in the Truth in Taxation meeting regarding the levy and budget for 2014. There was no audience participation.

Koch noted that the tax-exempt status for cities in 2014 had been taken into account by staff during the budget planning. Council Member Pedersen inquired about the amount of estimated savings to the City. City Clerk Treasurer Schneider stated that while the tax-exempt status had been figured into the calculations for specific line items in the budget, the overall savings had not been estimated.

On a motion by Koch, seconded by Neumann, to approve Resolution 2013-33, A RESOLUTION SETTING THE 2014 PROPERTY TAX LEVY AND APPROVING THE 2014 GENERAL FUND BUDGET.

Motion carried unanimously.

ORDINANCE 2013-04/RESOLUTION 2013-34, FEE SCHEDULE FOR 2014

Mayor Koch noted there is an additional Depreciation Fee proposed for the Fee Schedule for 2014. This additional fee would be \$7.50 per month per utility account.

Mayor Koch opened the public hearing for Fee Schedule services at 7:39 p.m. No one was in the audience to address the fee schedule hearing.

On a motion by Neumann, seconded by Pepin, to close the public hearing at 7:40 p.m. Motion carried unanimously.

On a motion by Neumann, seconded by Girik, to approve Ordinance 2013-04, CITY OF LORETTO, HENNEPIN COUNTY, MINNESOTA, AN ORDINANCE OF THE CITY OF LORETTO, MINNESOTA AMENDING FEES FOR CITY LICENSES, PERMITS, AND SERVICES by adding a Depreciation Fee of \$7.50/month/account.

Motion carried unanimously.

On a motion by Neumann, seconded by Pepin, to approve Resolution 2013-34, A RESOLUTION APPROVING PUBLICATION OF ORDINANCE NO. 2013-04 BY TITLE AND SUMMARY.

Motion carried unanimously.

RESOLUTION 2013-35, EXTENDING AGREEMENT WITH HENNEPIN COUNTY

On a motion by Koch, seconded by Neumann, to approve Resolution 2013-35, A RESOLUTION EXTENDING CONDITIONAL USE LICENSE AGREEMENT WITH HENNEPIN COUNTY.

Motion carried unanimously.

APPROVAL OF CIGARETTE LICENSES (RENEWAL)

On a motion by Koch, seconded by Pedersen, to approve a Tobacco License for the Choo Choo for 2014 pending all application material submitted.

Motion carried unanimously.

APPROVAL OF CHICKEN LICENSES (RENEWALS)

On a motion by Koch, seconded by Girk, to approve the Chicken Licenses for Hatcher's at 190 Hillview Lane and Voss's at 130 Loretto Street for 2014.

Motion carried unanimously.

APPROVAL OF WINTER PLANTER DÉCOR PAYMENT

On a motion by Pedersen, seconded by Koch, to approve payment of \$265.00 to Tom Van Beusekom for the winter decorating of four planters.

Motion carried unanimously.

AUDIT AGREEMENT

On a motion by Koch, seconded by Neumann, to approve the 2013 Audit with Abdo Eick & Meyers in the amount of \$10,150 and authorize the Clerk Treasurer to sign the Letter of Understanding.

Motion carried unanimously.

PROVIDENCE ACADEMY AGREEMENT DISCUSSION

Mayor Koch passed the gavel to Council Member/Deputy Mayor Neumann and removed himself to the audience to avoid any conflict of interest due to his involvement with Providence Academy (PA) as an assistant baseball coach.

Neumann noted there were written revision suggestions submitted by Parks Coordinator Herb Koch, who could not be present for this meeting. Neumann also noted the final agreement should be completed by March of 2014.

Council Member Pedersen stated there still needs to be an accounting of all expenses before the agreement can move forward.

City Attorney Callies noted the term of the agreement was originally discussed at ten years and that the monetary contribution from PA may be based on a ten year term. Neumann stated he had suggested the term be changed to five years. Council Member Pepin stated he is in favor of a five year term. Pedersen stated he would be okay with a ten year term if the accounting is completed and the agreement includes a clause allowing for an adjustment in fees if there would be a change in the expenses for the City.

Neumann stated he would like to meet with Pepin and Koch before the January 14th council meeting. Pepin agreed and noted there should be a meeting with Providence Academy also.

Mayor Koch resumed his seat as Mayor at the conclusion of this discussion.

INFORMATIONAL ITEMS

HOLIDAY TRAIN UPDATE

Mayor Koch noted the Holiday Train will be coming to Loretto this coming Sunday, December 15th. The next planning meeting is scheduled for December 11th, noon at City Hall. Council Member Pepin inquired on the status of the allocation of funds discussion. City Clerk Treasurer Schneider stated the planning committee decided to keep the allocation the same as the previous two years, which would give the majority of the funds to the Hanover Food Shelf, giving five percent each to the food shelves in Delano, Rockford and Maple Plain. Schneider noted that the other food shelves had reported they had other promotions happening at the same time as the Holiday Train and wouldn't be able to participate or promote to the extent that the Hanover Food Shelf is able. The allocation of funds will be reviewed at the planning committee's wrap-up meeting in January.

******* The Attorney was dismissed at 7:52 p.m. *******

MEDIACOM RATE INCREASE NOTICE

Mayor Koch referred to a letter received by the City from Mediacom giving notice of a rate increase. There was no action required.

YMCA CAMP IDUHAPI LETTER

Mayor Koch referred to a letter received by the City from YMCA Executive Director Kerry Pioske inviting Council to a lunch event on December 18th. Council consensus was that there is support for Camp Iduhapi but that none would be able to attend the dinner. Council directed City Clerk Treasurer Schneider to respond to the letter letting them know Council would be interested in attending on a future date.

MONTHLY REPORTS

City Hall

Performance Reviews – Public Works

Public Works Director Leuer stated he is working on completing performance reviews for the public works staff and requested approval for the budgeted wage increase of 2.9 percent for Rich Arens, Gordie Schmidt and Dave Kottke.

On a motion by Pepin, seconded by Neumann, to approve a 2.9 percent wage increase for the public works employees.

Motion carried unanimously.

Streets

a. Brush Pile

Public Works Director Leuer reported on the status of the City's brush pile, stating he had located a company (Environmental Wood Supply out of St. Paul) that will chip and haul away the brush pile for approximately \$1,000. Leuer scheduled a tentative start day of December 12th or 13th.

Water

No items brought forward.

Wastewater

No items brought forward.

Parks

No items brought forward.

Stormwater

Public Works Director Leuer reported the City is due to submit its Minnesota Pollution Control Agency (MPCA) Municipal Separate Storm Sewer Systems (MS4) application by December 31, 2013. Leuer contacted Susan Nelson at Wenck to request help in completing this application. Leuer stated one of the requirements of the City's plan includes monitoring the stormwater ponds within the City and cleaning them out if there is too much sediment. Leuer stated the City will need to work out an agreement with the owners of the properties and start to clean them out. Council Member Pepin noted the City will need to budget for this expense.

Council Member Pedersen inquired on the source of the water that is being pushed out onto Chippewa Road. Leuer stated the water is most likely coming from a sump pump and recommended working with the homeowner next year to get that water running into the catch basin on the corner.

Leuer noted that the City of Medina will be having a public hearing in January or February for the road assessment for the overlay on Chippewa Road. A representative from the City will need to attend this public hearing. Medina is still estimating a cost of \$30,000 for the City of Loretto's portion (the south half of the street from the City's boundary to County Road 19.)

FINANCIAL

December Bills

On a motion by Koch, seconded by Girk, to approve electronic check #'s 1581E-1601E and paper checks #'s 20453-20489 for a grand total of \$54,479.35 as submitted. Motion carried unanimously.

Monthly Balance Sheet

Council reviewed.

No action taken.

Other Financials

Revenue and Expenditure Guideline by Department

Council reviewed.

No action taken.

Year-End Transfers

Council reviewed.

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

- \$97.70 from the General Fund Attorney to Capital Fund Legal – (101-41610-500 to 225-41650-39201)
- \$5,000 (or whatever the final amount is at the end of December) from the General Fund Planning to Capital Fund Planning – (101-41910-300 to 225-41000-39201)
- \$3,000 from General Fund Streets to the Capital Fund Streets (101-43100-500 to 225-41000-39201)
- \$11,000 from General Fund Parks to the Capital Fund Parks (101-45200-500 to 225-45200-39203).
- \$3,000 from the Water Fund to the Water Capital Fund (601-49400-500 to 611-49400-39203).
- \$29,400 from the Wastewater Fund to the Wastewater Capital Fund – (602-49450-500 to 612-49450-39203).

Motion carried unanimously.

Year End Bills

On a motion by Neumann, seconded by Girk, to authorize payment of the 2013 year end bills on or before 12/31/13 and have available for the January 2014 Council Meeting.

Motion carried unanimously.

ADJOURN

On a motion by Neumann, seconded by Girk, to adjourn at 8:23 p.m.

Motion carried unanimously.

ATTEST:

Mary K. Schneider, City Clerk Treasurer

Kent Koch, Mayor