

**City of Loretto**  
**Minutes of Regular City Council Meeting**  
**279 N. Medina Street, Council Chambers**  
**December 13, 2016**

**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, Cari Girk, and Henry Pepin.

Member excused: Council Member John Neumann

Also present: City Attorney Paula Callies, City Planner Bob Kirmis, Medina Police Sergeant Jason Nelson, Public Works Director Jeff Leuer, City Clerk Treasurer Mary Schneider.

There were six people in the audience.

**2. PLEDGE OF ALLEGIANCE**

**3. SET AGENDA**

The agenda was approved with the following changes:

- Move Consent Agenda item e, Audit Agreement, to Action item f

**4. APPROVE MINUTES**

On a motion by Girk, seconded by Daniels, to approve the November 15, 2016 City Council Meeting Minutes as submitted.

Motion carried unanimously.

**5. MEDINA POLICE REPORT**

Medina Police Sergeant Jason Nelson presented the November Police Report noting one hundred forty-seven calls for service, of which one hundred seven were general patrols. Nelson stated officers have been giving written warnings for winter parking violations and would work with public works to determine any problem areas. Nelson reported the Holiday Train event went well from the perspective of the Police Department. Council thanked Nelson for the Department's great work with the Holiday Train.

**6. CONSENT AGENDA**

a. Resolution 2016-27, Approving Lions Club Donation for Holiday Train

b. Resolution 2016-28, Approving Lundell Donation for Holiday Train

c. Hatcher Chicken License Renewal

~~d. — Audit Agreement~~

On a motion by Girk, seconded by Daniels, to approve the CONSENT AGENDA with item d, Audit Agreement, removed.

Motion carried unanimously.

**7. ACTION/PLANNING**

a. Resolution 2016-29, Setting Levy & Budget – Truth in Taxation Hearing

Council reviewed recommendations by staff for allocating capital improvement funds.

No one from the audience came forward to speak.

On a motion by Girk, seconded by Daniels, to approve Resolution 2016-29, A RESOLUTION SETTING THE 2017 PROPERTY TAX LEVY AND APPROVING THE 2017 GENERAL FUND BUDGET designating allocations in the capital improvement plan as recommended by staff.  
Motion carried unanimously.

- b. Ordinance Review, Zoning Ordinance Amendment – Adding Light Manufacturing as Conditional Use in General Commercial District  
City Planner Kirmis presented the draft amendment. Council reviewed and directed staff to schedule a public hearing at the January council meeting to consider this zoning amendment.
- c. Ordinance Review, Correcting References to Industrial District in City Code  
Council reviewed the draft ordinance and directed staff to schedule a public hearing at the January council meeting to consider this zoning amendment.
- d. Resolution 2016-30, Recognizing Service of Council Member Pepin  
On a motion by Koch, seconded by Daniels, to approve Resolution 2016-30, A RESOLUTION RECOGNIZING HENRY PEPIN FOR 4 YEARS OF SERVICE TO THE CITY OF LORETTO.  
Motion carried unanimously.
- e. Resolution 2016-31, Recognizing Service of Council Member Girk  
On a motion by Koch, seconded by Daniels, to approve Resolution 2016-30, A RESOLUTION RECOGNIZING CARI GIRK FOR 4 YEARS OF SERVICE TO THE CITY OF LORETTO.  
Motion carried unanimously.
- f. Audit Agreement  
On a motion by Girk, seconded by Daniels, to approve the audit agreement as submitted.  
Motion carried unanimously.

## **8. INFORMATIONAL ITEMS**

- a. Holiday Train Update  
Clerk Treasurer Schneider gave a report on the Holiday Train event that took place on December 11<sup>th</sup>, stating preliminary donation totals are approximately \$20,000 and 1,200 pounds of food. Schneider noted the snow falling made for a beautiful setting but created a lot more work for the public works department. Schneider stated there were some good improvements to the reindeer and Santa set up that made for a better experience for guests. Council thanked staff and the planning committee for their work to make the event happen.

## **b. MONTHLY REPORTS**

- a. City Hall  
No items were brought forward.
- b. Streets  
Public Works Director Leuer reported a resident contacted him requesting more holiday decorations along County Road 19. No action was taken.
- c. Water  
Public Works Director Leuer reported the generator at the water booster station broke down the week before the power outage that occurred on Saturday, December 10<sup>th</sup>. Leuer stated the generator is tested periodically and it failed on Monday, December 5<sup>th</sup>. The generator was serviced and was working when the power outage happened.
- d. Wastewater  
No items were brought forward.

e. Parks

- 1) LCAA Annual Billing Statement  
Council reviewed. No action taken.
- 2) LCAA Annual Field Reports  
Council reviewed. No action taken.

f. Stormwater

- 1) Review Updated Local Surface Water Management Plan  
On a motion by Daniels, seconded by Girk, to approve the submission of the LSWMP as submitted.  
Motion carried unanimously.

Public Works Director Leuer stated public works staff will be drilling holes in the ice on the stormwater ponds after January 1<sup>st</sup>. The city is required to monitor the depth of the ponds and when the measurements come it at less than 50% of the as built measurements, the city must work to bring them back to acceptable levels.

**c. FINANCIAL**

a. December Bills

On a motion by Koch, seconded by Girk, to approve electronic check numbers 2492E-2512E and paper check numbers 21910-21964 for a grand total of \$72,073.72.  
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

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

- \$2,000 from the General Fund Attorney Capital to Capital Fund Legal - saving up for major code book overhaul – (101-41610-500 to 225-41650-39201)
- \$13,000 from General Fund Streets to the Wastewater Capital Fund. This is the final payment for the snow plow interfund loan. (101-43100-500 to 612-49450-39203)
- \$2,500 from General Fund Fun Fest to Capital Fund Fun Fest – saving up for city beautification. (101-45100-430 to 225-45100-39201)
- \$8,000 from General Fund Parks to Capital Fund Parks – saving up \$4,000 for softball overlay and \$4,000 for shelters/concrete pads at neighborhood parks. (101-45200-500 to 225-45200-39201)
- \$5,000 from TIF Fund to the General Fund. This was budgeted in 2016 as a payment on the interfund loan from the General Fund. (200-41000-720 to 101-41000-39200)
- \$22,400 from Water Fund Depreciation to the Water Capital Fund. These are the funds that were collected in 2016 from the \$7.50/month/account fee. (601-49400-405 to 611-49400-39203)
- \$6,000 from the Wastewater Fund to the Wastewater Capital Fund – to build up the reserves for the future wastewater issues (602-49450-500 to 612-49450-39203).

Motion carried unanimously.

e. Year-end Bills

On a motion by Daniels, seconded by Pepin, to authorize payment of the 2016 year-end bills on or before 12/31/16 and have a report available for the January 2017 Council Meeting.

Motion carried unanimously.

**d. OTHER**

No items were brought forward.

**e. ADJOURN**

On a motion by Pepin, seconded by Girk, to adjourn at 7:50 p.m.  
Motion carried unanimously.

**ATTEST:**

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Mary K. Schneider, City Clerk Treasurer

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Kent Koch, Mayor