

**City of Loretto**  
**Minutes of Regular City Council Meeting**  
**February 12, 2013**

**CALL TO ORDER**

Mayor Koch called the meeting to order at 7:00 p.m. Members present: Mayor Kent Koch, Council members Hank Pepin, Cari Girk, John Neumann, and Tom Pedersen. Also present: City Clerk Travis Rosin, Public Works Director Jeff Leuer, and Medina Police Officer Chris McGill

There were approximately thirteen people in the audience.

**SET AGENDA**

The agenda was approved with the following additions:

- Steve Tallen our prosecuting attorney added after the Medina Police Report
- under Informational: Update from Fun Fest Meeting

**APPROVE MINUTES**

On a motion by Neumann, seconded by Girk, to approve the January 12, 2013 Minutes changed to stipulate Chief Belland attended the last council meeting.

Motion carried unanimously.

**MEDINA POLICE REPORT**

Officer McGill informed the Council of activities in January. There was some activity in February which involved a fight at the Detour on February 8, 2013. More information will be give at the March meeting.

No action taken.

**\*Attorney Steve Tallen Report**

Steve Tallen is the prosecuting attorney for the city of Loretto. Attorney Tallen mainly works with misdemeanor cases for the city of Loretto.

No pressing issues at the time.

**RESOLUTION 2013-04 THROUGH 2013-06**

Adam Cerny and Eric Riley of Empire Cycle, Inc. were in to request a new IUP Permit for their business Empire Cycle. The original IUP is up for renewal and needs council action for the business to continue.

Mayor Koch opened the public hearing at 7:11 p.m.

Those in attendance for the public hearing:

<u>Name</u>	<u>Address</u>
John Manro	owner of 250 Medina St. N.
Kim Hanner	owner of 200 Medina St. N

Adam Cerny  
Eric Riley  
Gary Koecheler

Applicant  
Applicant  
226 Saint John's Street

Those speaking in regards to the public hearing:

<u>Name</u>	<u>Address</u>
Kim Hanner	owner of 200 Medina St. N
John Manro	owner of 250 Medina St. N.

Summary of discussion:

John Manro spoke in support of Empire Cycle continuing its business.

Kim Hanner questioned when the Interim Use Permit would be decided and Mayor Koch stated tonight.

On a motion by Neumann, seconded by Pepin, to close the public hearing at 7:14 p.m.  
Motion carried unanimously.

Summary of Council discussion:

The topic of discussion centered around two resolutions proposed for Empire Cycles Interim Use Permit. One had a ten year limit and the other would terminate based on selling or transfer of the property, or empire cycle ending the business. Council consensus focused around the ten year permit length. All council members agreed that there should be some sort of end date attached to the IUP.

On a motion by Pepin, seconded by Neumann, to approve RESOLUTION 2013-04, AN IUP PERMIT FOR EMPIRE CYCLE ENDING 2/12/23.

Motion carried unanimously.

Riverwood Covenant Church Service Day Presentation:

Presentation was given by Pastor Keith Robinson of Riverwood Covenant Church. The service day is to be held on May 5, 2013. Their mission is to gather one thousand people for fifty projects around the area. The church is offering three ways to help on this service day: 1) Financial 2) Project sponsorship 3) Finding an individual or family in need within the community. The cities of Greenfield and Rockford have already signed on to participate in this project. The City will be sharing brochures with residents who are interested in this project. The timeline for projects being submitted needs to be in by the beginning of March. Council thanked the presenters for their work on this service day project.

No formal action taken by council.

**RESOLUTION 2013-05 LMCC Support of the LMCC**

On a motion by Koch, seconded by Girk, to approve RESOLUTION 2013-05, A RESOLUTION TO APPROVE SUPPORT OF THE LMCC IN NEGOTIATIONS BY THE EXECUTIVE BOARD.

Annual renewal of support for actions taken by the executive board of the LMCC.

Motion carried unanimously.

## **RESOLUTION 2013-06 WeCAN Support**

On a motion by Koch, seconded by Pedersen, to approve RESOLUTION 2013-06, A RESOLUTION TO APPROVE SUPPORT OF WeCAN

Annual renewal of WeCAN support. Council asked if there was any financial contribution to this action. No financial action was found.

Motion carried unanimously.

## **REDEVELOPMENT COMMITTEE ITEMS**

### **Minutes**

Council reviewed the minutes as submitted by the RAC Committee.

#### A.) Loretto Phase 1 ESA

Site Assessment Cost is \$2100.00 for this phase of the project. The phase one portion of the project is to basically look over old maps of the area and what use to be on the property. RAC Committee member Clark Lohr will give more details into what this phase all entails at the next council meeting. Jeff Leuer stated this is a visual process for Phase One. City Clerk Travis Rosin was instructed by council to check into funds for this redevelopment project.

#### B.) Brochure Funding Request

The cost for two hundred and fifty brochures plus postage is totaled at \$720.00 dollars. Council asked if only some of the brochures could be sent out to potential developers. Councilwoman Girk stated that a more focused approach to the brochure mailings would be wise for the RAC committee to consider. Council members Koch and Pedersen recommended doing an article in the Delano Herald for publicity of this project.

On a motion by Pedersen, seconded by Neumann, to accept the brochure funding request for \$720.00 dollars on brochures and postage.

Motion carried unanimously.

## **INFORMATIONAL ITEMS**

### **North Memorial informative presentation**

Came out to present information to our council and answer any questions the council might have. North Memorial has been in business for over fifty years. They have a truck which is dedicated to the Loretto area. The average response time for Loretto is 10.5 minutes. North Memorial utilizes no public funds to provide this service for the public. They rely greatly on first responders through the fire department and other agencies in the area. The increase in baby boomers and needs in paramedics will be a major concern down the road as stated by North Memorial. Councilman Pepin commended North Memorial for their great work in the area over the years.

### **HRA (Hennepin Redevelopment Committee)**

Council consensus was to work with the HRA as stated in the letter.

HRA is a list of programs offered by Hennepin County for low income housing and other needs based programs.

(RAP) Updated Redevelopment Action Plan

Item moved to the March meeting for RAC member Clark Lohr to present.

Fun Fest update

Saturday, September 14, 2013 will be the day for Fun Fest. It will be held in Lions Park. \$1,800.00 dollars can be spent on projects to beautify the city as council wishes. Possible projects will be brought to the next meeting. The fire department would like to do the food again this year for Fun Fest. Other activities included a medallion hunt, disc jockey, kiddy parade and possibly a pony ride/petting zoo activity. Section 30 was a popular band which was not included in last year's Fun Fest (2012). Council asked why they were not included. Mary explained that committee consensus was to have a different band for 2012.

**MONTHLY REPORTS**

**City Hall**

A). Treasurer Approval and wage increase approval.

The personnel committee of Mayor Koch and Councilman Neumann informed council of this job title transfer and wage increase. Council gave input on what the job descriptions have been changed to reflect since the transition from City Clerk Cindy Patnode to City Clerk Travis Rosin. The descriptions were split from what had been the City Clerk's overall duties in a normal work week. City Clerk Travis Rosin emphasized a separated office structure for better functioning city government. Councilman Pedersen asked what the personnel committee recommended. Councilman Neumann stated that consensus from council would be the best way to move forward on this issue. Council instructed City Clerk Travis Rosin to work with Paula Callies the city attorney on transferring Joyce Spurzem from treasurer to Mary Schneider.

The second part of treasurer approval included a wage increase. Councilman Neumann and Mayor Koch suggested a three to five percent increase for Mary's hourly wage. Council discussion included whether this was a spot review for Mary or a year end review. Mayor Koch stated this was a spot review if an increase would be approved. Councilwoman Girk asked about hours going back up after summer was over. Councilman Neumann stated there could be flexibility if more hours were needed. Councilman Pepin stressed a three to five percent increase would not be adequate in terms of a wage increase. He stated with an increase in duties and a job title transfer that spot reviews would justify an hourly increase for the Treasurer position. Office Assistant Mary Schneider stated her responsibility has increased and was deserving of a raise.

On a motion by Pedersen, seconded by Pepin, to accept an increase in Mary's wages \$2.00/hr

Councilman Pedersen stipulated a review be done in June for the increase Mary will receive.

Motion carried unanimously.

B). MCFOA Clerks Institute

City Clerk Rosin and Office Assistant Mary Schneider presented information to the council on attending a Clerks Institute sponsored by the MCFOA. This is a professional certification process for Finance Officers or Clerks. There is \$1,000.00 for training in the city budget. Memberships would be included in the cost of our attending the institute. Councilman Pedersen asked if there was only one time a year to attend the institute. City Clerk Rosin responded that yes there would only be one time per year in April. The main concern from council was who would be at the office. City Clerk and Office Assistant Mary Schneider will be gone from April 22th to the 26th. Public Works Director Jeff Leuer stated he could take phone calls and write down messages for Monday on this week of training. Other options were discussed and will be resolved with communication from staff to council.

On a motion by Koch, seconded by Girk, City Clerk Rosin and Office Assistant Mary Schneider to attend the MCFOA Clerks Institute in April.

Motion carried unanimously.

Complaints from Tim Pivec concerning the Woodstove at Gary's Diesel

The complaints were dated from late December to early January and late January to early February. Council consensus was to see if there are any more complaints in the next month and form an action plan if needed. Councilman Neumann suggested working with Gary Koecheler on what type of wood he could use to better prevent this issue.

Addition from the March meeting included activity for the Smoke issue at 226 St. John's Street. Council member Archie Neumann added his discussions with both Tim Pivec and Gary Koecheler on January 21<sup>st</sup> and February 15<sup>th</sup>. Archie discussed with Gary times to burn and what type of modifications could be added to the chimney to reduce the smoke.

### **Streets**

### **Water**

### **Wastewater**

### **Parks**

Director Leuer is going to apply for an equipment grant through Hennepin County. Items included a Sod cutter, leveling plain, and pitching fences. It will need to be submitted by March 11, 2013.

### **Storm water**

Councilwoman Girk informed the council on how the Watershed District works with local city governments to provide clean water. A TAC (Technical Advisory Committee) committee person was asked to represent the city as a research staffer for water issues as they became known. Public Works Director Leuer was floated as a possible choice if the commission needed help with an issue. Council directed staff to help with any research projects as they arise. Councilwoman Girk stated that Wenck was the engineering firm hired through the Watershed District Commission.

## **FINANCIAL**

### **February Bills**

On a motion by Neumann, seconded by Pedersen, to approve electronic check #'s 1333-1369 and paper checks #20113-20145 totaling \$67,720.50.

Motion carried. Mayor Koch abstained.

Indebtedness Report

We are making progress on them but we are still at \$570,000 for Loretto. The Water Booster station is what placed us in this high number.

Monthly Balance Sheet

Mayor Kent Koch noted nothing was irregular in the monthly balance sheet.

Mayor Koch added he will be attending the West Metro Drug Task Force meeting on February 13, 2013.

**ADJOURN**

On a motion by Pedersen, seconded by Pepin, to adjourn at 9:41 p.m.  
Motion carried unanimously.

**ATTEST:**

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Travis Rosin, City Clerk

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Kent Koch, Mayor