

City of Loretto
Minutes of Regular City Council Meeting
April 12, 2011

CALL TO ORDER

Acting Mayor Lohr called the meeting to order at 7:00 p.m. Mayor Kent Koch arrived at 7:17 p.m. Members present: Council members Clark Lohr, John Neumann, Tom Pedersen, and Jeff Tepfer. Also present: City Clerk Cindy Patnode, Public Works Director Jeff Leuer, City Attorney Paula Callies, and Medina Chief Ed Belland.

There were three people in the audience.

SET AGENDA

The agenda was approved with the following changes:

- under RAC – add Minutes of 4/7/11
- under Informational Items – pull the Overtime Policy as it will be discussed during the Budget Workshop in August
- under Financial – add Monthly Balance Sheet

APPROVE MINUTES

On a motion by Tepfer, seconded by Neumann, to approve the March 8, 2011 Minutes with the correction under “Financials” to change the name of the month to March instead of February.

Motion carried unanimously.

MEDINA POLICE REPORT

Chief Belland updated the Council of activities in March, which was a relatively quiet month. The police department will be participating in a new cooperative traffic detail this spring/summer to promote safe driving with various metro departments.

COST SHARING OF INTERIM USE CHARGES

Eric Riley of Empire Cycle, Inc. was present to request cost sharing on the charges for drafting an Interim Use. The City of Loretto will benefit from this ordinance change in the future with other requests.

On a motion by Neumann, seconded by Lohr, for the city to reimburse Empire Cycle Escrow Account the fees of \$111, \$170, and the recent charge of \$361 for codifying the Interim Use into the Code Book.

Motion carried unanimously.

REDEVELOPMENT COMMITTEE ITEMS

Minutes

The Council accepted the February 24, and April 7, 2011 Redevelopment Minutes as submitted.

Lohr informed the Council that he would have the companies get permission to access properties where necessary. He reported that the new member, Heidi Rosati, has been an active member of the Committee and is a great addition.

At this time, Mayor Koch arrived and Lohr handed over the duties of Acting Mayor and updated Koch on the additions to the agenda.

INFORMATIONAL ITEMS

Recycling Update

February Incentive winners: Recycling – Markham family; Organic – Kliszcz family.

Recognition Awards

Council consensus was to have some type of letter or card presented to an employee or Council member upon departure recognizing their contribution to the city.

Leuer Employment Agreement

The Personnel Committee met and recommended the wage increase as per the agreement with the Loretto Fire Department.

On a motion by Pedersen, seconded by Neumann, to approve the \$1/hr wage increase for Leuer which would come from the following areas: City Clerk training - \$500, Code Enforcement - \$1,000 and increased Park Revenues and Court Fine Revenues.

Lohr requested that the portions come from the Code Enforcement last; this information will be traced as a comment to the budget and the line items will not be changed.

Motion carried unanimously.

Logo idea

Neumann recommended that the city put in their newsletter information regarding a contest for a city logo with the city awarding a \$100 gift certificate to a local business. Council consensus was for staff to work out the logistics and bring it back to the May meeting.

Update of Delano School Meeting

Lohr updated the Council as to the message the Delano School Board would like to bring to Loretto stating that they are anticipating a special election in November of 2011 to request an increase in their tax levy. They will be conducting more informational meetings to educate the public in the near future.

Yellow Ribbon Recognition Program

Neumann informed the Council that the Yellow Ribbon Recognition Program would provide support in various ways to the families affected by military deployment. A register of some type could be started to find out if any Loretto residents are in the military.

Neumann will update the Council after he attends the next Yellow Ribbon meeting.

2010 Housing Sales

The 2010 Housing Sales/Summary of the 2011 Assessment and information of the Open Book Meeting set for Loretto, April 27, 2011 was reviewed.

No action taken.

Councilor Lohr Attendance – Annual Meeting

On a motion by Neumann, seconded by Koch, to authorize payment in the amount of \$99 for the League of Minnesota Cities Annual Conference for Lohr to attend in June.

Motion carried, Lohr abstained.

MONTHLY REPORTS

City Hall

No items brought forward.

Streets

Street Sweeping

Pedersen talked about the condition of the streets. Leuer stated that the winter took a toll on all the streets. He will be bringing costs for repairs at the next meeting.

On a motion by Tepfer, seconded by Neumann, to award the street sweeping bid to Carefree Services, Inc. for the City of Loretto.

Motion carried unanimously.

Water

No items brought forward.

Wastewater

Backflow on sewer pipe

On a motion by Neumann, seconded by Koch, to direct Leuer to start the process for cost estimate for the project correcting the backflow on the sewer pipe under County Road 19 just south of the railroad tracks.

Motion carried unanimously.

Leuer informed the Council that the sewer ponds were full and fairly close to going over. MPCA informed him to hold it the best he can and to inform them if it goes over. Many cities are experiencing the same problem due to the large amount of snow this winter season.

Parks

Koch informed the Council that Providence Academy and Wayzata High Schools will be using the ball fields this spring, bringing people into town and generating revenue.

Storm water

Grant update – wetland delineation – cost sharing

Clerk Patnode informed the Council of the request that came from the City of Medina in heading up a potential grant to help reduce our contribution to the phosphorus problems going into Lake Sarah. The cost of the delineation will be about \$2,000 and the City of Medina has headed up the last two grant applications with no charge to the city of Loretto. Loretto has funds for this type of project. Patnode will be talking with a representative of the PCA to find out whether she agrees that the delineation would provide an increased chance of being awarded the grant.

On a motion by Tepfer, seconded by Lohr, to pay for a wetland delineation up to \$2,000 contingent upon positive feedback of this process with the MPCA representative.

Motion carried unanimously.

Meeting updates

We have to improve our knowledge of what we need to do to keep our lakes/waterways clean and educate the public through newsletters, websites, brochures, etc.

Discussion ensued regarding ways to control storm water prior to it ending up in the lakes and the future requirements of our permits that deal with storm water and maintenance of the storm water ponds in the city.

******* The Attorney was dismissed at 8:00 p.m. *******

FINANCIAL

April Bills

On a motion by Neumann, seconded by Lohr, to approve check #'s 839E-860E and 19351-19378 in the amount of \$45,337.05.

Motion carried, Tepfer abstaining.

Lohr requested that the Water Usage Report be placed on the agenda again.

Quarterly Report

Council reviewed the Revenue and Expenditure Guidelines by Department dated 4/8/11.

Monthly report

Council reviewed the Monthly Balance Sheet dated April 12, 2011.

ADJOURN

On a motion by Lohr, seconded by Tepfer, to adjourn at 8:05 p.m.

Motion carried unanimously.

ATTEST:

Cynthia J. Patnode, City Clerk

Kent Koch, Mayor