

City of Loretto
Minutes of Regular City Council Meeting
December 13, 2011

CALL TO ORDER

Acting Mayor Lohr called the meeting to order at 7:00 p.m. Members present: Council members Clark Lohr, John Neumann, and Tom Pedersen.

Also present: City Clerk Cindy Patnode, Public Works Director Jeff Leuer, and City Attorney Paula Callies.

There were two people in the audience.

SET AGENDA

The agenda was approved as submitted but Council passed over the Action Items until the Mayor arrived.

REDEVELOPMENT COMMITTEE UPDATE

Councilor Lohr informed the Council that the article published in the Delano Herald would hopefully spur a developer's interest to contact the city. In regards to the City Hall lease that will be reviewed later in the meeting, Lohr would like to have a potential exit strategy built into the lease in the case that a grant to house a City Hall in the redevelopment project would help secure a developer.

Lohr was questioned on how the project will be developed/sold. One potential source would be to acquire grant money to purchase the five parcels, combine them into one parcel and sell to an interested developer. The benefit of this would be to sell to a developer for below market cost but also set the price to obtain the money that the city has into the project. (This is similar to how the project on West Railway was funded).

Council consensus was that a type of bike shop/repair would be advantageous due to the proximity to the bike trails in the area. Also noted was the success of the motorcycle repair shop (Empire Cycle) currently housed in this redevelopment area.

INFORMATIONAL ITEMS

Recycling Update

October Incentive winners: Recycling – Diehl/Thorpe family; Organic – Joe Koch family. Council consensus was to obtain the participation rate of the organics program for future discussion regarding the city commitment to that program.

Mayor Koch arrived at 7:12 p.m. and was handed the gavel by Acting Mayor Lohr.

APPROVE MINUTES

On a motion by Neumann, seconded by Koch, to approve the November 15, 2011 Minutes as submitted.

Motion carried unanimously.

MEDINA POLICE REPORT

Chief Belland informed the Council of activities in November stating that medicals were up and the Safe & Sober Campaign Program is in force. His officers are starting to ticket cars that are parked overnight along the streets as per city ordinance. Council directed staff to continue to work with the Council regarding speed reduction signage for vehicles traveling into town from the north.

Chief Belland informed the Council that the Holiday Train held this evening was a great success and a positive event for the city.

He stated that his officers checked into the status of the vehicles parked at A-Z and all are in compliance so no tickets were issued.

RESOLUTION 2011-30, RESIGNATION OF COUNCIL MEMBER TEPFER

On a motion by Neumann, seconded by Lohr, to Approve Resolution 2011-30, A RESOLUTION ACCEPTING THE RESIGNATION OF JEFFREY TEPFER AND DECLARING CITY COUNCIL VACANCY. Motion carried unanimously.

RESOLUTION 2011-31, RECOGNIZING SERVICE OF COUNCILOR TEPFER

On a motion by Lohr, seconded by Neumann, to Approve Resolution 2011-31, A RESOLUTION RECOGNIZING JEFF TEPFER FOR SIX YEARS AND 11 MONTHS OF SERVICE TO THE CITY OF LORETTO.

Motion carried unanimously.

The Council directed staff to post and publish the Council opening with a deadline of January 1st to answer the following two questions: 1) What experience will you bring to the city? 2) What are your goals as a Council member?

RESOLUTION 2011-32, SETTING LEVY & BUDGET

On a motion by Neumann, seconded by Koch, approve Resolution 2011-32, A RESOLUTION SETTING THE 2012 PROPERTY TAX LEVY AND APPROVING THE 2012 GENERAL FUND BUDGET. Motion carried unanimously.

APPROVAL OF CIGARETTE LICENSES (RENEWALS)

On a motion by Lohr, seconded by Neumann, to approve Tobacco Licenses for Detour 19 and Choo Choo for 2012.

Motion carried unanimously.

APPROVAL OF CHICKEN LICENSES (RENEWALS)

On a motion by Neumann, seconded by Lohr, to approve the Chicken Licenses for Hatcher's at 190 Hillview Lane and Voss's at 130 Loretto Street for 2012.

Motion carried unanimously.

AUDIT AGREEMENT

On a motion by Neumann, seconded by Koch, to approve the 2011 Audit with Abdo Eick & Meyers in the amount of \$9,900 and authorize the Clerk to sign the Letter of Understanding. Council consensus was to get bids from other auditing firms for next year for comparison. Motion carried unanimously.

FUND BALANCE POLICY

On a motion by Lohr, seconded by Neumann, to approve the City of Loretto Fund Balance Policy dated 12/13/11.

Motion carried unanimously.

SNOWMOBILE TRAIL PERMIT

Council consensus was to table the snowmobile trail permit until further information is available from the snowmobile club. Council also wanted to inform the club that there will be work done on that area of the trail in the summer of 2012 due to a grant awarded for the storm water project.

A-Z ISSUE

Attorney Callies briefed the Council on the status since the last meeting stating that Miller disagreed with the letter stating that he has junk vehicles. He removed the tires and barrels from the property and stated that the fence could be worked out. Discussion ensued regarding a privacy fence for screening purposes.

Council consensus was to direct the Code Enforcement Officer to follow up with current violations noted in the "ON-SITE INSPECTION" report dated 12/8/11.

Council also directed Leuer to put together a timeline on the water issues that has occurred at A-Z for reference.

Callies will contact Code Enforcement Officer Loren Kohlen to update him on the process.

CITY HALL LEASE AGREEMENT FOR 279 NORTH MEDINA STREET

Council discussion took place regarding the lease agreement for the possible relocation of City Hall. Attorney Callies reviewed and brought to attention minor issues but there was no problem with the overall lease.

Council consensus was to get a base number for the extra charges that would be added to the monthly rate for budgeting purposes.

Summary of discussion:

Add an "Exhibit B" that shows the interior work that will be completed by the owner; obtain clarification regarding what build-outs and improvements would be paid for by the landlord and by the city; would there be any tenant improvement allowances; obtain a wiring and installation bid for IT equipment; insurance amounts were reviewed by the city insurance agent and it was stated that they are adequate; shorter lease period/termination of a lease clause in the event of relocating to the potential redevelopment site that the city is pursuing.

The consensus of the Council was to set a Special Council Meeting for Thursday, January 5th at 6 p.m. and invite owner of 279 North Medina Street, Denny Bergquist to the meeting to formalize any agreement moving forward.

Councilmember Neumann stated that he would take the lead on meeting with Denny prior to the 1/5/12 meeting to get various questions answered. Attorney Callies will not need to be present at the 1/5 meeting.

INFORMATIONAL ITEMS (Continued)

Compost Update (camera status)

Councilmember Neumann will investigate the purchase and installation of a camera by April.

Quiet Zone Information

A resident requested that the city investigate the creation of a quiet zone in Loretto. A meeting was set up by the resident with city staff and a Department of Transportation representative for the railroad. Leuer also was in contact with the Canadian Pacific representative and was informed that the city would have to request a "Notice of Intent" in order to ascertain costs for creating a quiet zone. Engineering costs would be incurred by the city as they submit the "Notice of Intent" on behalf of the city.

Leuer was directed to get a cost estimate from the engineers for this work.

Fun Fest Update

Revenue \$17,345.36, disbursements - \$16,800.28 – difference of \$545.08.

The Fun Fest Committee suggested any money made would go to beautifying the city as presented to the Council in July.

On a motion by Lohr, seconded by Neumann, to transfer \$545 into the Capital Fund and earmark it for the Fun Fest.

Discussion was made regarding beautification of the city or helping to off-set future Fun Fest celebrations.

Motion carried unanimously.

Holiday Train Update

Since the event happened this evening, there are no final numbers but a rough estimate is 1,000 people in town for the event. The food donations were steady and large cash donations were received. Final numbers will be available at the January meeting.

Council thanked staff for their involvement and help in making this event successful.

Holiday Lighting Contest

Consensus was to allow the city clerk's office to notify the winners and award the prizes prior to the January Council meeting. The Police Department judges this contest.

Awarding Snowmobile Certificates

Council consensus was to award the snowmobile gift certificates to Walt White and Cindy Spaulding for their volunteering efforts with the Fun Fest and Holiday Train events. Their help lightens the load for city staff.

******* The Attorney was dismissed at 9:12 p.m. *******

MONTHLY REPORTS

City Hall

City Clerk performance review

Redesigning timesheets and revising job descriptions are two items that came out of the reviews for the City Clerk and Public Works Director. It was noted that staff should track accomplishments and report at their annual performance review.

Council stated they would benefit from staff feedback on their roles as Council members and to incorporate that into staff performance reviews.

Streets

No items brought forward.

Water

No items brought forward.

Wastewater

I&I Report Status

Leuer informed the Council that TKDA prepared the mandated I&I Report as per the MPCA Wastewater Permit. This identifies projects that the city will undertake prior to hooking up to the MUSA line.

The Council was informed that Loretto and Medina staff had a meeting with Met Council on 12/12/11 and received feedback as to the direction of Loretto's future sewer line ~ it would go to the Maple Plain MUSA line. Staff feels that dialogue should be started with the Pioneer Sarah Creek Watershed Commission to reallocate Loretto's phosphorus load as it relates to the Wastewater Plant. Currently, the zero load that is in the Lake Independence TMDL Plan will end up costing Loretto their Wastewater NPDES Treatment Permit so that a hook up to a sewer line would need to occur in 2017. If the TMDL numbers were reshuffled to allow 25 pounds of phosphorus at the wastewater plant, we would not have to hook up to a MUSA line in 2017.

Parks

The ice at the Lion's Park skating rink is being taken care of by the Fire Department and the Lion's Club is managing the warming house.

Koch informed the Council that the city was not awarded the Hennepin County Youth Facility Sports grant.

Storm water

Plan Amendment

No new information was provided. Comments on the amendment will be taken until February 24, 2012.

Stormwater Project

The cities of Medina and Loretto have been notified that the grant has been awarded for their joint application regarding the "Loretto Creek Sediment & Nutrient Removal Project" and will occur at the Loretto Ball fields. The two Public Works Directors (Leuer & Scherer) were instrumental in moving this project forward. The next step for this will be for staff to work with Medina on a Joint Powers Agreement and bring to the City Councils for approval. This project would achieve the City of Loretto's phosphorus load reduction for the Lake Sarah TMDL.

FINANCIAL

December Bills

On a motion by Neumann, seconded by Lohr, to approve check #'s 1010E-1027E and 19632-19668 in the amount of \$68,331.65.

Motion carried unanimously.

Monthly Report

Informational only, no action taken.

Year to date Report

Informational only, no action taken.

Year end transfers

On a motion by Lohr, seconded by Koch, approve the following transfers:

Transfer \$688.10 from the General Fund Streets to the Capital Fund Streets;

Transfer \$6,000 from General Fund Parks to the Capital Funds Parks;

Transfer \$13,000.00 from the Wastewater Fund to the Wastewater Capital Fund – which is geared for correcting dip in line and the line under CR19;

Transfer \$11,875 from the Stormwater Fund to the Capital Fund – Stormwater (geared for major ditch cleaning; drainage issues; LSWMP); and

Transfer \$4,065.54 from the Planning line item 101-41910-300 to the Capital Fund 225-41910-39203 to cover the Redevelopment costs that have been expended in that fund.

Motion carried unanimously.

Year end bills

On a motion by Lohr, seconded by Koch, to authorize payments of 2011 bills prior to 12/31/11 and have approval granted at the January Council meeting.

Motion carried unanimously.

On a motion by Lohr, seconded by Koch, to transfer the Lion's balance (approximately \$3,000) from the General Fund to the Capital Fund for future Lion's expenditures.

Motion carried unanimously.

ADJOURN

On a motion by Neumann, seconded by Lohr, to adjourn at 9:42 p.m.

Motion carried unanimously.

ATTEST:

Cynthia J. Patnode, City Clerk

Kent Koch, Mayor