

City of Loretto
Minutes of Regular City Council Meeting
March 8, 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, Tom Pedersen, and Jeff Tepfer. Also present: City Clerk Cindy Patnode, Public Works Director Jeff Leuer, City Attorney Paula Callies, Medina Police Officer Chris McGill and Auditors Andy Berg and Adam Flaherty.

There was one person in the audience.

SET AGENDA

The agenda was approved with the following addition:

- under Monthly Reports – Wastewater – recognition award

APPROVE MINUTES

On a motion by Tepfer, seconded by Neumann, to approve the February 8, 2011 Minutes with replacing the typo “and” for “an” under City Hall Monthly Reports.

Motion carried unanimously.

MEDINA POLICE REPORT

Officer McGill informed the Council of activities in February, stating that there was an attempted burglary at the apartments along West Railway Street and there have been burglaries in neighboring cities. Although this one didn't fit the profile of those. No action taken.

2010 AUDIT REPORT

Berg and Flaherty from Abdo, Eick, and Meyers were at the meeting to review the 2010 Financial Audit for the City.

Findings: lack of segregation of duties due to the small size of staff; and auditor (Abdo) preparing financial statements.

On a motion by Tepfer, seconded by Neumann, to accept the City of Loretto 2010 Audit as prepared by Abdo, Eick, & Meyers.

Motion carried unanimously.

Berg reviewed the Monthly Balance Sheet which has the new Fund numbers to track the Capital Funds.

RESOLUTION 2011-10, VOLUNTEERING AGREEMENT

Attorney Callies gave the background information on this item.

On a motion by Tepfer, seconded by Lohr, to approve Resolution 2011-10, A RESOLUTION APPOINTING JEFFERY W. FRANCE AS A VOLUNTEER BACKUP UTILITY WATER AND WASTEWATER OPERATOR

Motion carried unanimously.

REQUESTS FOR COST SHARING OF INTERIM USE CODE CHANGE

Empire Cycle co-owner Adam Cerny requested that the City share in the cost of the Interim Use that required a City Code update as it is beneficial to the City to have in the future. His company requested the change to accommodate their application to conduct business. Consensus of the Council was to figure out the costs of the Code change and bring back to the April meeting for Council input.

CLARIFICATION OF LANGUAGE OF PASSED RESOLUTION 2011-06

Business owner Kim Hanner (not present) requested that the City revise Resolution 2011-06 so that the term "vacant" in Finding #1 be removed as he does conduct business in his building. He would also like Finding #8 to be removed that states "Granting the IUP will not impose additional costs on the public if it is necessary for the public to take the property in the future."

Callies informed the Council that Finding #8 is a direct quote from the State Statutes and should not be removed. The word vacant could be considered a typo and removed since it was brought up at the public hearing.

Council consensus was that staff contact Hanner to discuss Council decision with him.

REDEVELOPMENT COMMITTEE UPDATE

Maxfield Research for Professional Services

On a motion by Neumann, seconded by Lohr, to approve the Maxfield Research Inc. Contract for Professional Services authorizing the Acting Mayor and City Clerk to sign the agreement and Council member Lohr will be the designated representative.

Motion carried unanimously.

INFORMATIONAL ITEMS

Recycling Update

No information to report on the incentive recipients.

Railway Street East – One-way Review

Council consensus was that Railway Street East remain as a one-way with no future review period.

Loretto Fire Department Annual Report

Fire Chief Jeff Leuer reviewed the Annual FD Report with the Council.

No action taken.

Council member Lohr requested that staff look into budgeting for recognition awards – three levels, gold – silver- bronze. Leuer stated that there should be a policy if this were to occur.

Fire Department Service Contract Renewal

Leuer requested that the Council have two representatives to meet with the Fire Department to negotiate terms for the city's financial obligation to the fire needs. Council members Lohr and Tepfer were designated to be the representatives.

Representatives at Delano School Meeting

The Delano School Board requested city representation to a meeting to discuss their plans for budgeting as the financial implications would affect Loretto residents. (Loretto is totally within the Delano School District boundaries.)

Council members Neumann or Lohr stated that they would attempt to attend the meeting on March 9th in Delano or would contact City Clerk Patnode to attend.

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

MONTHLY REPORTS

City Hall

Neumann verified that the Leuer employment agreement was set for the April meeting.

Streets

Sealcoat Bid

On a motion by Neumann, seconded by Tepfer, to award the seal coating bid to Pearson Bros. in the amount of \$1.50/sq.yd.

Motion carried unanimously.

Water

No items brought forward.

Wastewater

Wastewater Treatment Facility Operational Award

Congratulations for a job well done on the award to employees Jeff Leuer and Rich Arens regarding Certificate of Commendation for outstanding operation, maintenance and management of the Loretto Wastewater Treatment System. Mayor Koch will be at the March 24th meeting to accept the award on behalf of the city.

Parks

No items were brought forward.

Storm water

SWPPP Public Hearing

Clerk Patnode informed the Council of the activity for year 2010. Administrative - filling out the annual report and attending some meetings; Operational - regular maintenance by the public works department.

Acting Mayor Lohr opened the public hearing at 8:07p.m.

There were no people in attendance for the public hearing.

Acting Mayor Lohr closed the public hearing at 8:07 p.m.

No action necessary.

West Metro Water Alliance Forums

Council was informed that they are urged to attend one of the forums for policymakers regarding "Protecting Our Water Resources". Patnode will forward the information to the Council for their review.

History update on Sewer Lines

Council member Pedersen requested Leuer update the Council of the history of the sewer line options. Leuer informed the Council that in the early 1990's, the Met Council stated that Loretto could hook up to the sewer line along County Road 19 in Medina. However, Medina was not in favor of Loretto hooking up at that time. Years later, Medina offered that the City of Loretto could do off-peak pumping, however, that was not financially feasible for Loretto.

FINANCIAL

March Bills

On a motion by Tepfer, seconded by Lohr, to approve check #'s 796E-838E and 19326-19350 in the amount of \$37,604.39.

Motion carried unanimously.

ADJOURN

On a motion by Neumann, seconded by Lohr, to adjourn at 8:19 p.m.

Motion carried unanimously.

ATTEST:

Cynthia J. Patnode, City Clerk

Clark Lohr, Acting Mayor