

City of Loretto
Minutes of Regular City Council Meeting
October 11, 2011

CALL TO ORDER

Mayor Koch called the meeting to order at 7:00 p.m. Members present: Mayor Kent Koch, 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 Police Chief Ed Belland.

There were two people in the audience.

SET AGENDA

The agenda was approved with the following addition:

- under Informational Items – Banners/Flags Discussion

APPROVE MINUTES

On a motion by Tepfer, seconded by Lohr, to approve the September 13, 2011 Minutes as submitted.

Motion carried unanimously.

MEDINA POLICE REPORT

Chief Belland informed the Council of activities in September and reported increased activity due to the Safe & Sober campaign and the community Fun Fest event. He felt that the Fun Fest was a great success/great community event and has received only positive feedback. He is proud to be part of the event.

Council inquired as to changing the speed limit from 45 mph from Lorenz Street to Chippewa Road to 30. Belland informed him that the Council could adopt a Resolution requesting the County to do a speed study, however, the results are that the speed is set by the speed of cars in the 85th percentile of normal traffic flow while they are conducting the study. More discussion ensued and the direction was for the Public Works Director to contact Hennepin County regarding a sign that reads "Reduce Speed Ahead" for installation. Council members thanked Belland for his participation on the Fun Fest Committee.

HENNEPIN COUNTY COMMISSIONER JEFF JOHNSON PRESENTATION

Hennepin County Commissioner Jeff Johnson gave a brief overview of the 2012 budget, stating that they are having no increase over 2011 and that he is proud of that as it has never been done before. He felt that the debt that the County has is getting out of hand and needs to be attainable for future budget years. He also stated that he voted against the transportation bill at the County level as he felt it did not budget enough money for actual road construction/reconstruction.

Mayor Koch asked his advice on the Hennepin County Youth Sports Grant, Johnson stated to take advantage of the program and work with County staff for input on the application. Council thanked Johnson for his presentation.

LORETTO FIRE DEPARTMENT SERVICE CONTRACT

On a motion by Neumann, seconded by Tepfer, to amend the current contract section under II. COMPENSATION "The City of Loretto agrees to pay annually as compensation to the Loretto Volunteer Fire Department an amount equal to 0.0005078 of the market value of all Loretto real property within the service area as determined by the assessor for taxes payable in that year" and to replace it with "The City of Loretto agrees to pay as compensation to the LVFD Inc. an amount of \$28,270.00 for 2012."

This is due to the loss of revenue experienced by the Fire Department with the former calculations due to the weakened economy over the last three years.

Motion carried unanimously.

LORETTO FIRE DEPARTMENT EMPLOYEE CONTRACT

On a motion by Neumann, seconded by Lohr, to approve the Terms of Employment Agreement for Jeff Leuer of a 3% overall increase in wage; \$100 increase per month for health insurance; an additional 15 minute break; and to include a section stating that Leuer is an At-Will Employee and direct the Mayor and City Clerk to sign the agreement.

Motion carried unanimously.

SNOWPLOW CONTRACT

Leuer informed the Council that three bids were submitted for the three year snowplow contract and after reviewing them, the recommendation is to continue with Koecheler.

On a motion by Pedersen, seconded by Neumann, to approve the 2011-2014 snowplow proposal with Gary Koecheler and direct staff to prepare a contract for Council review at the November meeting.

Motion carried unanimously.

RESOLUTION 2011-26, HENNEPIN COUNTY YOUTH SPORTS GRANT

Koch reviewed the application process that he's been working on for the Youth Sports Grant and would like Council input to file the application on 10/14/11. He stated that he has verbal agreements of financial support from the Lion's and Loretto Community Athletic Association (LCAA) but no specific amount at this time. Council reviewed the projects and agreed to have Koch submit the application with the following projects identified: Arnold Klaers Field Backstop/wall replacement; Baseball deck replacement; tar path to softball complex; renovation of bathrooms at the softball complex; bleachers at softball complex which totals \$117,700 with the 75% County/25% City financial split. The Council reviewed the money geared to the Park Capital for years 2012/2013 and felt that they could achieve the 25% with additional financial support from the Lion's and the LCAA. The Council would like Koch to work with these organizations to find out the financial contribution that they are willing to allocate. The County will award the grants in December 2011 and the projects have to be completed by 6/30/13.

Summary of additional discussion: clarification of city's obligation for payment if grant is awarded; bid based on an architect's estimate for the backstop/wall replacement; complex is 28 years old; would like an attendance record in order to clarify spending this amount of money; 2030 Comp Plan states to provide excellent ball fields; how much is coming in/how much is going out; bathrooms sub-standard; currently, LCAA pays for portable toilets if a

large crowd is expected; the transparency of the LCAA; community itself would probably benefit more from the softball field vs. baseball fields; baseball field has the most users and brings more money to town; what brings money into city hall to justify this amount of spending; appreciative of the project list to base these decisions; the City levy has increased 4% and the Market Value Credit has been taken away so hesitant to add additional costs to the city residents.

On a motion by Lohr, seconded by Koch, to approve Resolution 2011- 26, A RESOLUTION OF THE CITY OF LORETTO AUTHORIZING FILING OF APPLICATION AND EXECUTION OF AGREEMENT TO RENOVATE THE BASEBALL/SOFTBALL COMPLEX UNDER THE PROVISIONS OF THE HENNEPIN YOUTH SPORTS PROGRAM.

Motion carried, Pedersen voting nay.

RESOLUTION 2011-27. ACCEPTING DONATIONS

On a motion by Lohr, seconded by Neumann, to approve Resolution 2011-27, A RESOLUTION ACCEPTING DONATIONS FROM AN AREA RESIDENT FOR FUN FEST EXPENDITURES.

Motion carried unanimously.

RESOLUTION 2011-28. EMPLOYEE RECOGNITION

On a motion by Lohr, seconded by Tepfer, to approve Resolution 2011-28, A RESOLUTION RECOGNIZING AND THANKING KATHY LARKIN FOR HER SERVICE TO THE CITY OF LORETTO.

Motion carried unanimously.

NOVEMBER 8TH COUNCIL MEETING

Due to election night throughout the State, Council meetings cannot start prior to 8 p.m. on the second Tuesday of the month (which is Loretto's regularly scheduled meeting).

On a motion by Lohr, seconded by Pedersen, to change the November Council meeting to the Tuesday, November 15th at 7 p.m.

Motion carried unanimously.

REDEVELOPMENT COMMITTEE ITEMS (RAC)

No meeting was held in the month of September.

Input from the residents that stopped by the RAC booth at the Fun Fest will be discussed at the next RAC meeting.

No additional information at this time was brought forward.

INFORMATIONAL ITEMS

Recycling Update

August Incentive winners: Recycling – Jack & Gayle Bacon family; Organic – Bill Daly family.

Compost Update

The City will be hiring a wood chipping outfit to chip the material that has been brought to the compost site. The city will be cost sharing the expense with a local business 50/50 and the city's share will be approximately \$500. This will be an annual expense.

Fun Fest Update

Financial data still has not been finalized as there are a few outstanding bills. Two individuals have stepped forward with interest Co-Chair for the Fun Fest Committee. The Council felt it would be appropriate that the chair to be voted on by the committee or the Council prior to the 2012 Fun Fest meetings.

Holiday Train Update

The event will occur on Tuesday, December 13th with the train pulling in at 4:15 p.m. The Holiday Train Kick-off Committee meeting will be on Thursday, Oct. 13th.

2012 Hwy 55 Pavement Reconstruction Update

Leuer inquired if the Council would like a representative from MNDOT to attend a future meeting to discuss the 2012 Highway 55 project. Council consensus was positive and directed Leuer to contact MNDOT to set up the meeting/presentation. The general timeframe is 40 calendar days for each leg of the project from County Road 92 in Greenfield to County Road 116 in Medina with County Road 19 on the Corcoran/Medina border being the start and stop of each leg. The RFP's for the project will go out in December for the project to begin in the spring of 2012.

County Cooperation Highway Projects Policy

Council directed staff to contact surrounding cities and/or the League to see if anyone is looking out for the cities interest in this Hennepin County Cost Participation Policy for highway related projects.

Council members have until 10/21/11 to submit any comments to the County.

Direction on Logo

Council consensus was to see what this logo would look like on letterhead and an envelope and present at the November Council meeting.

A-Z – Fencing/Cars/Junk

Council consensus was to direct the Code Enforcement Officer to check on compliance issues on the A-Z lot per an agreement with the city.

Flowers/Banners/Flags

Council member Pedersen was approached by a citizen in town stating that if flowers were on the poles she would maintain them; would be nice to have some beautification in Loretto. Decorations on new poles have been prohibited by Xcel Energy due to lawsuits brought by this type of activity. Loretto poles were replaced in 2008 and the city was not allowed to put their holiday lights up due to this new ruling by Xcel. However, the city owned street lights along West Railway are allowed to be decorated. The Lion's Club is also looking into some type of banners/flags they would like businesses to promote.

MONTHLY REPORTS

City Hall

Personnel Policy & Procedures – wage and salary information

On a motion by Koch, seconded by Tepfer, to change the Personnel Policy and Procedure Handbook, Wage and Salary Information Section III. A. to state "Employees will be paid bi-weekly by electronic methods effective 10/1/11."

Staff consensus will determine the consistent payday.

Motion carried unanimously.

Utility Clerk Position

Patnode and Leuer have discussed what would be the most beneficial to have in regards to an office assistant and they feel that a person more geared to the Fun Fest and Holiday Train and keeping the website up and preparing the quarterly newsletter. The name of the position would change to Office Assistant.

Council consensus was to revise the job description and bring to the Personnel Committee and advertise once approved. A person could possibly be hired by the Council at the November meeting.

Streets

No items brought forward.

Water

No items brought forward.

Wastewater

No items were brought forward.

Parks

Leuer informed the Council that he was approached by LCAA representative Doug Doboszinski regarding installing a French drain on the steep hill closest to the 1st baseball field dugout. The LCAA would pay for the installation but would like the city to pay for the locates, mini-excavator, and rock for the project. Doug also talked about a rock/boulder retaining wall on the hill. Leuer informed the Council that the parks budget is currently over budget right now and he felt that the above costs would amount to approximately \$1,000. The reason that this project is reasonable would be to solve an existing water problem in that area.

On a motion by Lohr, seconded by Tepfer, to extend the budget for parks to solve the drainage problem and to cap the city expenditures for this project at \$1,000.

The boulder/rock wall would need a plan to be submitted on the Loretto Donation Form and coordinated with the Public Works Director and is not part of the aforementioned project.

Motion carried unanimously.

Storm water

Grant update

The grant application for the storm water Medina/Loretto ball field project was sent in by Medina and notification will occur December 15th regarding the status.

Pedersen stated that at one of the presentations he attended, a study was done regarding land values vs. water quality. The study indicated that one meter change in water clarity made one billion dollar difference in finances to the state of MN.

******* The Attorney was dismissed at 9:20 p.m. *******

FINANCIAL

October Bills

On a motion by Lohr, seconded by Neumann, to approve check #'s 965E-988E and 19567-19594 in the amount of \$38,771.74.

Motion carried unanimously.

Monthly Report

The monthly report dated 10/7/11 was reviewed. No action taken.

Quarterly Report

A revised report will be given at the November meeting as errors were discovered prior to the meeting in the expenditure report.

ADJOURN

On a motion by Tepfer, seconded by Lohr, to adjourn at 9:26 p.m.
Motion carried unanimously.

ATTEST:

Cynthia J. Patnode, City Clerk

Kent Koch, Mayor