

**City of Loretto**  
**Minutes of Regular City Council Meeting**  
**May 14, 2013**

**CALL TO ORDER**

Mayor Koch called the meeting to order at 7:00 p.m. Members present: Mayor Kent Koch, Council members Cari Girk, Henry Pepin, John Neumann, and Tom Pedersen. Also present: City Clerk Travis Rosin, Public Works Director Jeff Leuer, City Attorney Paula Callies, and Medina Police Chief Ed Belland.

There were three people in the audience.

**SET AGENDA**

The agenda was approved with the following addition:

- under Action Item #1 Change to Ordinance Review for Woodstoves
- under Action Item #7 LCAA Raffle Approval
- under Informational Item # 3 USagain Letter.
- under Streets A. 1 Sidewalk inspection

**APPROVE MINUTES**

On a motion by Koch, seconded by Neumann, to approve the April 09, 2013 Minutes as submitted.

Motion carried unanimously.

**MEDINA POLICE REPORT**

Officer Chief Belland informed the Council of activities in April.

Chief Belland noted that a thirty year old female was found near the ponds area and was unresponsive. Two fire fighters from Loretto responded to the victim and started administering CPR. The two firefighters were able to revive the victim by the time an ambulance had arrived. The victim was released from the hospital today. Council asked where the parking restrictions were on County 19 from Loretto Street to Medina Street and it was one hour for time restriction.

No action taken.

**RESOLUTION 2013-10 THROUGH 2013-12**

**Ordinance review of woodstoves**

City Clerk Rosin presented some options for ordinances on the issue of woodstoves. The goal of council is to create an action plan for creating an ordinance. City attorney Callies stated there are no state laws for woodstoves. A city ordinance would be necessary in order to address any public nuisance from a woodstove. The city currently has no standard for regulating woodstoves.

#### Council Discussion

Council members discussed creating an ordinance on their own for Attorney Callies to review. Attorney Callies suggested drafting an ordinance for council to review. Councilman Neumann emphasized the importance of stopping reoccurring nuisances from happening. Councilman Pepin agreed that a need for a woodstove ordinance was necessary. Councilman Pedersen stated an ordinance was needed and an action plan to proceed should be adopted. Pedersen stated that either a council workshop or a draft from Attorney Callies would be adequate action. Mayor Koch suggested Council work on this at a workshop in order to save the city money. Councilman Pedersen emphasized Attorney Callies create a draft document for Council to review with options in the ordinance. Attorney Callies stated she could create a draft for council to review. The draft would be more in line with the city code of Loretto. Council agree to this action plan.

#### **LIQUOR LICENSE RENEWALS – RESOLUTION 2013-10**

##### Resolution 2013-10

On a motion by Neumann, seconded by Pepin, to approve Resolution 2013-10, A RESOLUTION APPROVING BEER AND LIQUOR LICENSES IN THE CITY OF LORETTO, MINNESOTA.

Motion carried unanimously.

#### **RESOLUTION 2013-11 APPOINTING OFFICIAL SIGNATORIES**

City clerk Travis Rosin explained why a new resolution was needed. The first resolution had former employees and not the current city clerk named as signatories. Councilman Neumann wanted his name to reflect John Neumann on the approved resolution.

On a motion by Girk, seconded by Pepin, to approve Resolution 2013-11, A RESOLUTION APPROVING THE OFFICIAL SIGNATORIES FOR THE CITY OF LORETTO.

Motion carried unanimously

#### **RESOLUTION 2013-12 DONATIONS FOR CITY BEAUTIFICATION**

City clerk Rosin explained to council that a resolution was crafted to recognize businesses and individuals within the community who donated to city beautification. The total amount received from these businesses and individuals was \$925.00 dollars.

On a motion by Koch, seconded by Girk, to approve Resolution 2013-12, A RESOLUTION APPROVING DONATIONS MADE TO THE CITY BEAUTIFICATION PROJECT.

Motion carried unanimously.

### **Fun Fest update**

City Treasurer Mary Schneider updated council on the city beautification project. Six potted planters are ordered. There was more money available to be spent on hanging or potted planters due to donations for this project. There are \$1185.00 dollars left in funds for this project. Council wanted to purchase hanging baskets for other areas in the city. Councilwoman floated the idea of saving excess money incase maintenance problems arose. Council directed Mary to look at hanging baskets for other areas within the city and report back to council.

City Treasurer Mary Schneider was present to ask council approval for the tent and fireworks contracts associated with Fun Fest. The fireworks contract is a standard contract at \$5000.00 dollars and the tent amount was \$2,589.69. The city would need to approve a down payment of 50% for both items totaling \$3,794.85.

On a motion by Neumann, seconded by Pepin, to approve the total amount of \$7,589.69 with a condition that a down payment of fifty percent be paid from city funds for each contract.

Motion carried unanimously.

### **Ned Sorley Sewer and Water request**

Public works director Leuer stated Mr. Sorley needed approval for hookup from Loretto City Council before he could ask Medina's planning commission if this hookup could be approved on their end. Council needed to approve a letter from Public Works Director Leuer in order to proceed with the hookup. The entire cost of hook up would be Ned Sorley's responsibility. Mr. Sorley would need to put in a lift station, but Loretto would not be responsible for the maintenance of this lift station. SAC and WAC charges would be covered by Ned Sorley as well. Council can deny or approve requests like this at their discretion.

On a motion by Koch, seconded by Girk, to approve a letter for Ned Sorley's request for Water and Sewer hookup.

Motion carried unanimously.

### **LCAA RAFFLE APPROVAL**

City Clerk Rosin and Mayor Koch informed the Council about this permit. It is a standard permit approved by the city as the (LGA). Local Government Authority.

On a motion by Neumann, seconded by Pepin, to approve a raffle gambling permit for the LCAA to conduct a drawing on July 7, 2013 at the Arnold Klaers Baseball Field.

Motion carried unanimously.

## **INFORMATIONAL ITEMS**

### Workers Compensation Dividend Letter

Council received a letter saying how much the city of Loretto received from our worker's compensation dividend. The amount was \$651.00 dollars. Council had no questions on this letter from the LMCIT or (League of MN Cities Insurance Trust).

### RAC Committee Update

Councilwoman Cari Girk updated council on the brochures by bringing finished copies for council to look over. The RAC Committee will narrow down fifty developers. RAC will mail these brochures out to developers and wait to see if there are any interested in developing within Loretto.

### USagain Letter

The City of Loretto received a letter and certificate stating the amount of truckloads of garbage, textiles collected, gallons of water saved and CO emissions prevented. The letter and certificate are recorded with city clerk if any resident wishes to see this letter.

**\*\*\*\*\* The Attorney was dismissed at 8:07 p.m. \*\*\*\*\***

## **MONTHLY REPORTS**

### **CITY HALL UPDATE**

City Clerk updated council on a complaint which was filed 4/9/13. The complaint centered on smoke fumes coming from another resident within Loretto. Loren Kohnen was unable to enforce any nuisance ordinance because this situation occurred at night. Gary Koechler was in the audience and responded by saying the furnace hasn't been on in long time. City Clerk Rosin concluded there was really no applicable action from this complaint.

City Treasurer Mary Schneider and City Clerk Travis Rosin commented on the Clerk's Institute held April 22<sup>nd</sup> through the 26<sup>th</sup>. Mary was very pleased to attend this conference and learned new financial advice and data practices information from this educational opportunity. City Clerk commented on help dealing with the current

woodstove ordinance. Rosin was able to get advice from Administrators and Clerks on many different issues.

## **Streets**

### **Sidewalk Inspection Report**

Public Works Director Jeff Leuer gave the annual side walk report for the City of Loretto.

160 Railway Street West had two areas of concern, one around the light pole area and the second was where the old driveway approach is along 160 Railway Street West. The third area of concern is 101 Medina Street North. The third area would be paid for by the city at a cost of \$60.00 dollars. Leuer expressed complications with getting Hennepin County to replace this area of sidewalk along 101 Medina Street North. Leuer explained the sidewalk policy to council at the meeting.

On a motion by Koch, seconded by Girk, to accept Public Works Director Leuer's Sidewalk Report.

Motion carried unanimously.

Barry Andersen owner of the Choo Coo Bar was at the meeting to speak about how the sidewalk along his property has been replaced three to four times since he it was replaced about ten years ago. The Driveway area of the sidewalk was not an issue for Barry at this time. Barry discussed in length how the city light pole cracked the sidewalk when the new sidewalk was installed. Barry felt he didn't need to pay 50% of the cost. The Light pole area portion of the sidewalk assessment is \$769.50. Jeff stated that he thought this issue has been around since the new cement was poured. Council discussed what different options Leuer could explore. Councilman Pepin thought the city should bear the costs to fix that portion of the sidewalk. Pedersen agreed as long as there is plan to make sure the area is repaired correctly. Barry Andersen will look at getting a second quote for the repair of his sidewalk.

### **Asphalt Patching Quotes**

Leuer recommended DMJ in the amount of \$12,825.00 Dollars.

This project will occur throughout the entire city. Updating streets completely could be a conversation for council down the road. The current asphalt repairs would come out of water funds from the budget.

On a motion by Pedersen, seconded by Koch, to approve Asphalt repair throughout the city in the amount of \$12,825 Dollars.

Motion carried unanimously.

### **Concrete Quotes**

Leuer recommended using Zimmerman Concrete for concrete repair within the city.

The amount from Zimmerman was \$5,785.50 for concrete repair. The property at 185 Mallard Lane for curb repair will be covered completely by the city.

On a motion by Pedersen, seconded by Neumann, to award the Concrete bid to Zimmerman Concrete for the City of Loretto.  
Motion carried unanimously.

### Sealcoating Quotes

Leuer recommended using Pearson Bros. for Seal Coating on all streets west of County 19. The quote for this bid was \$22,090.60. Allied Blacktop came in at \$2.00 per square yard. Pearson was quoted at \$1.55 per square yard. This is the final year of seal coating for a couple of years.

On a motion by Koch, seconded by Pedersen, to award the Seal Coating bid to Pearson Bros. for Seal Coating in the City of Loretto.  
Motion carried unanimously.

### **Water**

Leuer showed council how phosphate grabs the iron from the water. Leuer recommended going to a two year reservoir cleaning schedule. The phosphate is doing the job of cleaning this tank.

### **Wastewater**

#### Dumping Agreement

Midwest Trench Technologies met with Public Works Director Jeff Leuer to discuss another dumping site they might have access to here in Loretto. Midwest currently dumps at a site in Cologne Minnesota. Leuer said the city may be interested because this agreement could save the city a couple thousand dollars in wastewater services. Attorney Callies wanted to make sure the agreement had more specifics in the contract. An example would be maximum amount of wastewater gallons allowed in Loretto's wastewater ponds. The 2013 price list is competitive with the current market being paid for use of this dumping allowance. Council wanted this agreement to get done as soon as possible so money saved from this agreement could be set aside for future projects. Loretto would get credit on public works services under this agreement. Public Works Director Leuer stated that the MPCA was ok with this agreement as long as Loretto didn't go over capacity. The amount is recorded on a clipboard. Access to the sewer ponds is within the easement. Council wanted Leuer to contact other landowners along the road out to the sewer ponds. This was a communication courtesy to residents near the sewer ponds.

On a motion by Koch, seconded by Neumann, to direct Leuer and Attorney Callies to review and finalize this dumping agreement. Once the contract is finalized, Mayor Koch and Clerk Rosin will sign the agreement on behalf of Loretto.

Motion carried unanimously.

## **Parks**

There is no date yet scheduled for the park committee meeting.

Councilman Neumann wanted to do a walk around for the park review with Herb Koch. Councilman Neumann was wondering what seal coating the area down by the softball fields would cost. He asked Jeff what that might cost. Mayor Koch suggested applying for another Hennepin County Youth Sports Grant. Councilman Neumann asked to have a quote and an update from Leuer at the next council meeting. The backstop will be updated next week.

## **Storm water**

### Watershed Commission Update

Councilwoman Girk updated council on a project the Pioneer Sarah Creek Watershed Commission is trying to spearhead. It involves dredging the outlet channel from Lake Independence. At the next Commission meeting a discussion about how to pay for this project will occur. Leuer will be meeting on the Stormwater project tomorrow at 1 PM and the project should be finished by June 15<sup>th</sup>. The entire project will come under Budget as stated from Leuer. Fencing, seeding and final cleanup of this project will be done by June 15<sup>th</sup>.

## **Other**

Mayor Koch attended a meeting for the NWLM (Northwest League of Municipalities). He informed Council about a sentence to serve program offered through Hennepin County. There are brochures about this program at the city hall office if the public is interested.

## **FINANCIAL**

### May Bills

On a motion by Pepin, seconded by Girk, to approve check #'s 1417E-1438E and 20196-20230 in the amount of \$66,811.43.

Motion carried unanimously.

### Quarterly Report

Quarterly Building Permit Surcharge payment \$53.00

### Indebtedness interest rate

Mary will have more information for council at the next council meeting on whether the interest rate could be lowered.

City Clerk Rosin will review the personnel policy and comment back to council when personnel reviews need to happen.

**ADJOURN**

On a motion by Pedersen, seconded by Pepin, to adjourn at 9:11 p.m.  
Motion carried unanimously.

**ATTEST:**

---

Travis Rosin, City Clerk

---

Kent Koch, Mayor