

City of Loretto
Minutes of Regular City Council Meeting
June 11, 2013

CALL TO ORDER

Mayor Koch called the meeting to order at 7:00 p.m. Members present: Mayor Kent Koch, Council members Henry Pepin, Cari Girk, John Neumann, and Tom Pedersen. Also present: City Clerk Travis Rosin, Public Works Director Jeff Leuer, City Attorney Paula Callies, and Medina Police were not present.

There were three people in the audience.

SET AGENDA

The agenda was set as submitted.

APPROVE MINUTES

On a motion by Neumann, seconded by Girk, to approve the May 14, 2013 Minutes. Minutes were revised with subtractions in the woodstove ordinance section, Stormwater section and moving Northwest League of Municipalities update from Mayor Koch to Other.

Motion carried unanimously.

MEDINA POLICE REPORT

There was no verbal report from Medina Police. Medina police did submit a written report to council.

No action taken.

Wellhead Amendment Protection Plan

Robyn Hoerr appeared before Council to discuss the Wellhead Amendment Plan. She explained how this plan needs to be redone every ten years. The main concern for vulnerability involves Well #3. New security measures need to be taken in the upcoming years so that vulnerability is no longer an issue. Fencing and a new alarm system were talked about as options for well #3 and the Well House itself. Robyn Hoerr recommended doing these projects in three separate years. The approval of this plan would allow for grant applications to be submitted under the Clean Water Legacy Act. This is free money the city of Loretto can apply for. Councilman Neumann asked Robyn Hoerr about tritium in Well #2. Well #2 was switched to a reserve well because of radium not tritium. The traces of tritium in well #2 are not dangerous to the public.

Robyn Hoerr asked Council to approve this Wellhead plan and staff will begin the submittal process with the State Health Department.

Mayor Koch opened the public hearing at 7:20 p.m
Those in attendance for the public hearing:
None

Those speaking in regards to the public hearing:
None

Summary of discussion:

Mary Schneider asked if it was the Minnesota Department of Health who approved the Wellhead Plan. It is the MDH who approves the plan.

Summary of Council discussion:

No discussion from council.

On a motion by, Neumann, Seconded by Girk, to close the Public hearing for the Wellhead Amendment Plan at 7:21PM.
Motion carried unanimously.

On a motion by, Pepin, seconded by Girk, to approve THE WELLHEAD AMENDMENT PLAN FOR THE CITY OF LORETTO.
Motion carried unanimously.

RESOLUTION 2013-13 Liquor License Renewal Bistro 11

City Clerk Rosin informed the Council of last year's violation involving delinquent taxes and the purchase of alcohol from wholesalers while on this list. A fine was imposed in the amount of \$600.00 dollars in July 2012.

Discussion from Council:

No discussion from Council.

Resolution 2013-13

On a motion by Pedersen, seconded by Neumann, to approve Resolution 2013-13, A RESOLUTION APPROVING BEER AND LIQUOR LICENSES IN THE CITY OF LORETTO, MINNESOTA.

Motion carried unanimously.

Council 2014 Budget Discussion

Council discussed what direction to go in terms of the 2014 budget. Councilman Pedersen confirmed that last year a 0% percent increase in the levy was approved by Council. Mayor Koch explained to Council how setting the preliminary budget at a higher percentage is ok. Once the preliminary levy is set in September; Council can only lower it from there at the final levy approval in December. Between now and July 30th 2013, staff would begin to prepare a budget based on Council action at this June Meeting. Public Works Director explained how several projects would add an increase to the final levy in December. Council discussed a Parks plan to be submitted from the Parks Committee. Councilman Neumann stressed a shared responsibility for financial support of the Ballpark. The Ballpark rental revenue last year totaled \$6,500.00 dollars. Discussion ended with council wanting to know what the city gets out of paying for the city park.

On a motion by Pepin, seconded by Pedersen to approve A PRELIMINARY BUDGET WITH A 4% INCREASE.

Resolution 2013-14 Donations for City Beautification

The Loretto Fire Department donated \$540.00 dollars and the Church of Saint Peter and Paul's donated \$300.00 dollars to the City Beautification project.

On a motion by Girk, seconded by Neumann, A RESOLUTION APPROVING DONATIONS MADE TO THE CITY BEAUTIFICATION PROJECT IN THE AMOUNT OF \$840.00 DOLLARS.

Motion carried.

******* The Attorney was dismissed at 8:05 p.m. *******

INFORMATIONAL ITEMS

Metropolitan Council Population update Letter

The Met Council currently estimates Loretto's population at 658 people and 270 households at per household rate of 2.44 people. Council accepted the letter with no discussion.

Fun Fest Update

City Treasurer Mary Schneider addressed Council to update them on Fun Fest activities. The Pony rides contract has not been signed yet from the business we are intending to sign with for Fun Fest. This is a new event for Fun Fest. Councilman Pedersen asked how manageable the horses would be. Treasurer Schneider replied that these ponies have handlers who monitor the horses and the business who manages these horses has a million dollar liability insurance policy for coverage. The ponies will be in a fenced in area and the pony company had no reservations with that situation. Councilwoman Girk agreed that live ponies were a good event for kids. Mary Schneider commented on a

payment in the June Bills related to the City Beautification. The company preparing the planters will be paid in the amount of \$2,044.00 Dollars for the planters. Name plaques will be purchased for people or businesses who donated the entire amount for a planter. Printing of the buttons has been donated and donation letters have been sent out. Current contracts pending for Fun Fest include the rock climbing wall, inflatables, and the DJ. Councilwoman Girk commented that the Fun Fest committee was well attended. Family rates were set at a \$30.00 dollar limit and \$10.00 dollars for kid individual wrist bands. LMCC is working on a video for promotion of Fun Fest. Jeff Leuer stated the hanging baskets are ready to be picked up. Planters should be ready to pickup this week.

REDEVELOPMENT COMMITTEE ITEMS

No items were brought forward for discussion.

MONTHLY REPORTS

City Hall

A. Long Grass at 205 Loretto Street

City Clerk Rosin commented on the Long Grass at 205 Loretto Street. The grass has been mowed by public works and the property owner will be assessed the charge on his property taxes.

B. Health Care Reform

Clerk Rosin updated council on how the new implementation of the Health Care Law would affect the city of Loretto. Clerk Rosin explained that a notification letter would need to be sent out in October notifying employees working on average thirty hours or more over the course of a year. The implementation of this new law is still ongoing and Clerk Rosin will give any further updates as needed.

C. Computer update

City Clerk Rosin informed council about an upgrade for his office computer. Councilman Pedersen asked what type of Microsoft system would be implemented. Microsoft office software will be installed using Microsoft Office 2013. Clerk Rosin will look into if all the computers can be upgraded to the new version. The old computer will be kept for two months until the new computer is operating efficiently.

Streets

Councilman Pepin asked if there is a current Street Assessment Policy for the city of Loretto. There is no current policy at this time. Council and Jeff Leuer emphasized the need for a policy to be created.

Water

a. Purchasing a new Spectrophotometer

The council was informed of this purchase in a memo submitted by Jeff Leuer. The old Spectrophotometer worked for twenty and years and recently a sensor went out. There is no way to fix the old spectrophotometer. The new spectrophotometer will be purchased using Water funds from the budget.

On motion by Neumann, seconded by Pedersen, to approve THE PURCHASE OF A NEW SPECTROPHOTOMETER.

Motion carried unanimously.

Wastewater

Jeff Leuer received an email from the Met Council last week and they have finished a study for a Lift Station proposal. The four cities involved will be at a meeting near the end of June. The four cities are Greenfield, Loretto, Medina and Independence. The initial study is done and will be presented at this meeting. The recommendation will be discussed at the meeting with Met Council. Wenck will need to come in and do a feasibility study based on the Met Council's recommendation. How it can be implemented going south or north to various hookups will be included in the study done by WENCK. Different scenarios for upgrades to the ponds or a new Treatment plant are also included in the study.

Parks

Jeff Leuer brought budget numbers for what was budgeted in 2013 regarding the Backstop. The retaining wall is need of repair. The question at hand is whether to pay for the Retaining Wall. There is currently no money budgeted for the retaining wall. Councilman Neumann floated the idea of matching funds with the LCAA. Council will take this idea to the LCAA for consideration. Councilman Pepin stressed this project was not a high priority. This item will be discussed when the Parks Committee meets.

Storm water

No items were brought forward.

FINANCIAL

June Bills

On a motion by Pepin, seconded by Girk, to approve E-checks #1439-1458 and paper checks 20231-20270 in the amount of \$54,662.86.

Voided Checks were from 20266-20269.

Motion carried unanimously.

ADJOURN

On a motion by Pedersen, seconded by Pepin, to adjourn at 9:03 p.m.

Motion carried unanimously.

ATTEST:

Travis Rosin, City Clerk

Kent Koch, Mayor