

**City Council Regular Meeting  
August 15, 2016  
Monday 7:00 p.m.**

The regular session of the City Council, City of Sacred Heart, Minnesota was called to order on August 15, 2016 at 7:00 p.m. by Mayor Agre.

City Council Members present were Randy Johnson, Dick Ashburn, Brooke Hebrink and Scott Thompson. Also present were City Administrator Colette LeGare, Public Works Supervisor Mike Sietsema and Brian Bollig and Nathan Feist of Bollig Inc. Present in the audience were Delroy and Stephanie Mahlum, and Orville Wolf.

**1. Approval of Agenda**

A motion was made by Randy Johnson and seconded by Scott Thompson to approve the agenda with the following changes adding: Pape Manure Piling follow-up as item 9c. The motion carried 4 to 0.

**2. Approval of Minutes**

A motion was made by Randy Johnson and seconded by Scott Thompson to approve the minutes of the July 11, 2016 Regular Meeting. The motion carried 4 to 0.

**3. Invoices Payable**

A motion was made by Randy Johnson and seconded by Scott Thompson to approve the invoices payable as presented. The motion carried 4 to 0.

**4. Blighted Property – Delroy and Stephanie Mahlum**

Delroy and Stephanie Mahlum were present to dispute the letters they recently received regarding cleanup on their property. After much discussion and review of pictures presented by the resident, it was decided that the issue has been resolved and no citation will be issued.

**5. Municipal Liquor Store**

Liquor Store Manager Bart Estum was present to give his report to the council. Estum informed the council that the Liquor Store passed another compliance check. Entertainment will be held Saturday, August 20<sup>th</sup>. Estum informed the council that he is working on putting something together to promote Sunday Liquor, which will be on the upcoming ballot at the November Elections. Discussion was held on fencing, rock and gravel for the sand volleyball court. Estum will get quotes on these items and present them to the board for approval. Mike Sietsema informed the council that the possibility of a wellhead protection grant for the fence may be an option. Sietsema will work with Administrator LeGare on submission of the grant. Financials were reviewed and are stable.

**6. Public Works**

Maintenance Supervisor Mike Sietsema was on hand to give his report to the council. Discussion was held on Well #5. The well needs rehabilitation and a new well pump which will be budgeted for roughly \$20,000.00 in 2017. Sietsema informed the council that the new Public Works Worker, Scott Agre has been doing well and with the recent heavy rains, has really learned a lot. Discussion was held on an estimate from Sullivan's Electric to move the electric panel located at the ballpark outside the new fencing around the sewer plant. A motion was made by Scott Thompson, and seconded by Randy Johnson to approve Sullivan's Electric to go ahead and move the panel per the estimate reviewed. Discussion was held on the garage located on Curt Knutson's property located at 521 Park Avenue. During review for the rehabilitation of the road to the sewer plant, surveying showed that the garage located on the Knutson property was partially located on city property. A motion was made by Randy Johnson, and seconded by Dick Ashburn to move forward with City Attorney, Spencer Kvam to gift five feet of the city owned property to Curt Knutson at 521 Park Avenue to place the garage within the legal boundaries of his property in accordance to city ordinances.

## **7. Infrastructure Project**

Brian Bollig and Nathan Feist from Bollig Inc. were present to discuss the infrastructure project. The wastewater plan is in substantial completion and KHC is currently working through the punch list of items remaining on the contract. A motion was made by Brooke Hebrink, and seconded by Scott Thompson to retain \$40,892.13 from Pay Application No. 13 pending return of signed Change Order #2 and signed Substantial Completion Form from KHC Construction, Inc. The motion carried 4 to 0. A letter of responsibility was received from KHC Construction, Inc. in which the council was informed by City Attorney, Spencer Kvam not to sign. Underground work for the utilities project is scheduled on the east side of town and concrete and paving crews will be on-site as crews are available. All streets will be paved with a first layer in the 2016 construction season per the signed contract. A motion was made by Brooke Hebrink, and seconded by Randy Johnson to approve Engineering Amendment #2 to the infrastructure contract increasing Resident Project Representative (RPR) Services to \$382,000. The motion carried 4 to 0. Discussion was held on the Remote Meter Project. The correction period for the Remote Meter Project, which covers anything that breaks, is ending on November 15, 2016. The meters also have a manufacturer's warranty.

## **8. City Administrator, Colette LeGare – 6 month review**

The council performed a 6 month review for City Administrator, Colette LeGare. A motion was made by Randy Johnson, and seconded by Dick Ashburn to approve increasing Administrator LeGare's annual salary to \$45,000.00 based on her performance.

## **9. Rebecca Martin- neighbor complaint – letter sent July 25, 2016**

Discussion was held on a complaint received by City Administrator LeGare regarding significant delay in cleaning up debris left from demolishing a house at 313 3<sup>rd</sup> Ave. S. Administrator LeGare informed the council that a letter was sent on July 25, 2016 to the owner, Rebecca

Martin, requesting timely cleanup of the debris. Administrator LeGare will monitor the cleanup and send another request if it is not completed.

### **10. Manure Piling**

Discussion was held on the recent manure piling within city limits. A letter was sent to Aaron Pape on July 15, 2016 requesting cleanup of the manure pile and prohibiting any future pilings to occur before harvest with immediate application upon piling per both city and county regulations. Administrator LeGare will follow-up with City Attorney, Aaron Walton on current manure pile.

### **11. Budget**

The budget meeting was schedule for August 29, 2016 at 6:00 pm, with a second meeting scheduled for August 30, 2016 at 6:00 pm if needed.

### **12. Sacred Heart Jaycees Rodeo/Street Dance**

Discussion was held on the upcoming Rodeo and Street Dance being put on by the Sacred Heart Jaycees.

### **13. Building Permit – Ross & Brooke Hebrink**

A building permit from Ross and Brooke Hebrink to place a utility shed at their property located at 702 W Walnut Street was reviewed and discussed. A motion was made by Randy Johnson, and seconded by Dick Ashburn to approve the building permit. The motion carried 3 to 0. Councilmember Brooke Hebrink abstained.

### **14. Fair Labor Standards Act**

Discussion was held on the upcoming Fair Standards Act Law that will take affect December 1, 2016. The new law will require that any salaried employee receiving less than \$47,476.00 will be require to be paid on an hourly basis. The law will affect both the City Administrator and the Liquor Store Manager. Information was provided to the council by Administrator LeGare for the two employees for review and the discussion was tabled until a further date.

### **15. Adjourn**

A motion was made by Randy Johnson and seconded by Dick Ashburn to adjourn the meeting. The motion carried 4 to 0. Meeting was adjourned at 9:28 p.m.

ATTEST:

BY \_\_\_\_\_  
Colette LeGare, City Administrator/Clerk/Treasurer

The City of Sacred Heart is an equal opportunity provider and employer.