

**City Council Regular Meeting  
December 11, 2017  
Monday 7:30 p.m.**

The regular session of the City Council, City of Sacred Heart, Minnesota was called to order on December 11, 2017 at 7:30 p.m., following the Truth-in-Taxation Meeting, by Mayor Agre.

City Council Members present were Dick Ashburn, Randy Johnson and Andrew Stauffer. Also present were Public Works Supervisor Mike Sietsema and Liquor Store Manager Bart Estum. Present in the audience was Tyler Hansen from LTD Broadband.

**1. Approval of Agenda**

A motion was made by Dick Ashburn and seconded by Andrew Stauffer to approve the agenda with the following changes adding: Quote from Heiling Construction – Shelter roof at the city park to 11g and COBRA Delinquency to 11h under New Business. The motion carried 3 to 0.

**2. Approval of Minutes**

A motion was made by Dick Ashburn and seconded by Andrew Stauffer to approve the minutes of the November 13, 2017 Regular Meeting. The motion carried 3 to 0.

**3. Invoices Payable**

A motion was made by Dick Ashburn and seconded by Andrew Stauffer to approve the invoices payable as presented. The motion carried 3 to 0.

**4. LTD Broadband – Tyler Hansen**

Tyler Hansen from LTD Broadband was on hand to address the council regarding placement of an antenna on the city water tower due recent demand by city residents. Mayor Agre informed Hansen that the city currently holds a contract with MVTV Wireless for exclusive use of the city water tower for internet services. Hansen presented handouts with information regarding their services and rates for council review.

**5. Liquor Store Report – Bart Estum**

Liquor Store Manager Bart Estum was present to give his report to the council. Estum informed the council that entertainment is scheduled for an Ugly Sweater party on Saturday, December 16<sup>th</sup>. Entertainment is also scheduled for the Annual Jaycees Coyote Hunt scheduled for January 26<sup>th</sup>, 27<sup>th</sup> and 28<sup>th</sup> with a pork chop feed being served by the liquor store. Discussion was held on the fees for beverage serving for community events at the community center. Estum suggested requiring a \$50 fee per bartender starting the first of the year. Administrator LeGare will include this on the fee schedule for approval at January's meeting. Estum informed the council that the comedian, Kevin Kraft, is scheduled to return for Super Bowl Sunday and he will be providing entertainment from 3:00 to 5:00 p.m. prior to the game. The buck tournament has begun, but Estum reported low participation so far. Estum also requested that the bar be closed on Sunday,

February 11<sup>th</sup> for the annual employee Christmas party. Discussion was held on the possibility of starting meat raffles at the liquor store. Councilmember Andrew Stauffer requested that he attend a firemen’s meeting to discuss the possibility further.

**6. Maintenance/Water/Sewer Report – Mike Sietsema**

Maintenance Supervisor Mike Sietsema was on hand to give his report to the council. Sietsema informed the council of a violation at the Water Treatment Plant that discovered during the preliminary designing stage of Phase II of the infrastructure project. Sietsema informed the council that the alleged violation is for an unpermitted discharge from the Water Treatment to Renville County Ditch #104. Sietsema informed the council that Minnesota Pollution Control will be in touch on this violation soon and corrective actions will need to take place. Sietsema informed the council that Phase II bids will possibly begin in February with construction beginning right away in the spring. Sietsema informed the council that the plow truck is fixed and ready for the first significant snowfall.

**7. Resolution 02-115 – Appointment of Andrew Stauffer for EDA representative**

Resolution 02-115 appointing Andrew Stauffer to fill the vacant council representative on the Sacred Heart Economic Development Authority Committee was reviewed and discussed. A motion was made by Dick Ashburn and seconded by Randy Johnson to approve the resolution and appointment. The motion carried 3 to 0.

**8. Approve 2018 Final Budget**

A motion was made by Dick Ashburn and seconded by Andrew Stauffer to accept the following 2018 Final Budget: The motion carried 3 to 0.

|  |                |     |
|--|----------------|-----|
| GENERAL FUND BUDGETED EXPENDITURES     | \$605,149      |     |
| Less GENERAL FUND LOCAL GOVERNMENT AID | 208,778        |     |
| Less GENERAL FUND OTHER REVENUE        | 61,117         |     |
| Less RESERVES                          | <u>46,991</u>  |     |
| TOTAL GENERAL LEVY                     | \$288,263      |     |
| <br>                                   |                |     |
| GENERAL FUND LEVY                      | \$288,263      | 69% |
| FIRE HALL DEBT                         | 29,666         | 7%  |
| SEWER FUND DEBT SERVICE                | <u>101,169</u> | 24% |
| TOTAL 2018 LEVY                        | \$419,098      |     |

**9. Conditional Use Permit**

Discussion was held on the conditional use permit application process and fees. Administrator LeGare informed the council that there was no application documentation on file and a new application was drafted. Discussion was held on the fee to be assessed on a conditional use permit. After much discussion, a motion was made by Andrew Stauffer and seconded by Dick Ashburn to enforce a \$100.00 conditional use permit fee. The motion carried 3 to 0.

## **10. Request funds from the Sacred Heart Fire Relief Association**

A motion was made by Dick Ashburn and seconded by Andrew Stauffer to request from the Sacred Heart Firemen's Relief Association for the purpose of lessening City Government financial burdens. The motion carried 3 to 0.

## **11. Employee Reviews Completed - Raises**

Liquor Store Manager Bart Estum conducted employee reviews for full-time bartenders Brooke Busack and Michelle Young on December 5, 2017. Administrator LeGare conducted employee reviews for Public Works Supervisor Mike Sietsema, Public Works Worker Scott Agre and Liquor Store Manager Bart Estum on December 6, 2017. Discussion was held on the outcomes of the reviews. A motion was made by Randy Johnson and seconded by Dick Ashburn to approve the following raises: The motion carried 3 to 0.

Mike Sietsema – 3%

Scott Agre – 3%

Bart Estum – 3%

Lori Skalbeck - \$.60/hr

Wanda Brandt – 3%

Brooke Busack - \$.50/hr

Michelle Young - \$.50/hr

## **12. Employee Review – Administrator LeGare**

An annual employee review was conducted for Administrator Colette LeGare. A motion was made by Randy Johnson and seconded by Dick Ashburn to approve the following raise for Administrator LeGare: The motion carried 3 to 0.

Colette LeGare – 3%

## **13. Quote from Heiling Construction – Shelter Roof at the City Park**

A quote from Heiling Construction Inc. in the amount of \$3,135.00 was reviewed and discussed for the replacement of shingles on the city park shelter. After much discussion, a motion was made by Dick Ashburn and seconded by Andrew Stauffer to accept the quote as presented and authorize Heiling Construction Inc. as the hired contractor for the replacement of the shingles on the city park shelter. The motion carried 3 to 0.

## **14. COBRA Delinquency**

Administrator LeGare informed the council of delinquency on the COBRA premium payments from a previous employee. After much discussion, the council directed Administrator LeGare work with the city attorney and have him draft a final letter of request for payment. The council will review the status at a future council meeting.

**20. Adjourn**

A motion was made by Randy Johnson and seconded by Dick Ashburn to adjourn the meeting. The motion carried 3 to 0. Meeting was adjourned at 8:44 p.m.

ATTEST:

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

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