

**City Council Regular Meeting
December 12, 2016
Monday 7:00 p.m.**

The regular session of the City Council, City of Sacred Heart, Minnesota was called to order on December 12, 2016 at 7:30 p.m. by Mayor Agre.

City Council Members present were Randy Johnson, Scott Thompson and Brooke Hebrink. Also present were City Administrator Colette LeGare, Public Works Supervisor Mike Sietsema, Liquor Store Manager Bart Estum, Fire Chief Jeff Agre and Nathan Feist of Bollig Inc. Present in the audience was Orville Wolf. Council member Dick Ashburn was absent.

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 k. Fire Chief Jeff Agre under New Business. The motion carried 3 to 0.

2. Approval of Minutes

A motion was made by Randy Johnson and seconded by Scott Thompson to approve the minutes of the November 14, 2016 Regular Meeting. The motion carried 3 to 0.

3. Invoices Payable

A motion was made by Randy Johnson and seconded by Brooke Hebrink to approve the invoices payable as presented. The motion carried 3 to 0.

4. Police Report

A monthly summary was reviewed from the Renville County Sheriff's Department. Deputies were on duty 156.50 hours and 35 calls were handled during the month of November.

5. Infrastructure Project

Nathan Feist from Bollig Inc. was present to discuss the infrastructure project. A few correction period items remain with the Wastewater Plant including correction of wiring for the Imhoff Tank lights and working water for the eyewash station in the chemical building. A motion was made by Brooke Hebrink and seconded by Scott Thompson to authorize final payment of Pay Application #16 once the correction period items are completed. The motion carried 3 to 0. Issues were discussed with the pavement on Walnut Street and will be reviewed and corrected next spring. Don Broberg, Bollig Inc., will be reviewing sewer service televising over the winter months. The remote water meter project was closed out with final payment to Metering & Technology Solutions. The next construction meeting is scheduled for May 2, 2017. Priority 2 of the Infrastructure Improvements Project is still in progress with the Preliminary Engineering Letter Amendment submitted.

6. Fire Department – Chief Jeff Agre

Fire Chief Jeff Agre was present to inform the council that two of the four locks on the fire hall doors have quit working and they will be replacing all four as they are all outdated. Chief Agre presented quotes for painting the fire hall. Discussion was held on painting the Community Center at the same time. Agre will contact Midstate Painting to get an additional quote for the additional painting of the Community Center. The Fire Department is looking at purchasing a Rescue Equipment Van from the Granite Falls Fire Department. Cost of the van would be approximately \$9,000.00 and will be available on January 15, 2016. Chief Agre informed the council that the foam unit will be getting replaced on the '94 pumper truck.

7. Municipal Liquor Store

Liquor Store Manager Bart Estum was present to give his report to the council. He informed the council that the Annual Ugly Sweater Party will be on December 17, 2016 with entertainment by Pinnacle Productions. Entertainment is also scheduled for New Years' Eve. Estum is looking at holding a Buck tournament sometime this winter. The Liquor Store door will be getting replaced in January. He informed the council that the furnace was not working properly and a temporary fix has been done until temperatures warm up and the mechanic can work on the outside unit. New software was installed on the ATM.

8. Public Works

Maintenance Supervisor Mike Sietsema was on hand to give his report to the council. Due to the circumstances of employee turnover, construction demands and the need for Sietsema to work additional hours, he was not able to use up PTO and has accumulated more than the limited 480 carryover hours. A motion was made by Scott Thompson and seconded by Randy Johnson to payout PTO hours at the end of the year over the 480 hour maximum. Sietsema informed the council that his licenses will be up for renewal. Sietsema will complete the required training to keep his licenses current until Scott Agre is eligible to obtain his licensing. Discussion was held on the Christmas lights on the businesses along main street. Due to the number of lights out and the conditions of some of the buildings, the lights will be unplugged until the issues can be resolved. Discussion was held on the current amount of street lights that are out. Sietsema has been working with Xcel Energy to get them fixed but turn-around from Xcel Energy has been slow. Sietsema informed the council that Public Works Worker Scott Agre passed all required CDL exams. Sietsema informed the council that the snowplow is currently broke down due to the pivot bolt snapping off.

9. S.H.E.D.A. Report

Council member Johnson gave a report for S.H.E.D.A. Apartment 1 vacancy is now being advertised as none of the prospective renters on the waiting list were interested at this time. Randy Moe finalized purchase of a trailer with the business innovation grant money. Kelly's Korner's application has been submitted to the county for the January Grant disbursements. Discussion was held on the lots on the southwest side of town and advertising the availability of these lots for housing development opportunities.

10. Beautification Funds - \$430.63

A motion was made by Brooke Hebrink and seconded by Scott Thompson to assign the beautification funds to General Fund Account #101-13110, "Assigned for Beautification" transferred from the S.H.E.D.A. savings to the City's General Fund in the amount of \$430.63. The motion carried 3 to 0.

11. 2017 Final Budget

A motion was made by Brooke Hebrink and seconded by Randy Johnson to accept the following 2017 Final Budget: The motion carried 3 to 0.

GENERAL FUND BUDGETED EXPENDITURES	\$525,648	
Less GENERAL FUND LOCAL GOVERNMENT AID	206,658	
Less GENERAL FUND OTHER REVENUE	<u>30,727</u>	
TOTAL GENERAL LEVY	\$288,263	
GENERAL FUND LEVY	\$288,263	73%
FIRE HALL DEBT	29,666	8%
DISPOSAL PLANT LOAN	<u>74,320</u>	19%
TOTAL 2017 LEVY	\$392,249	

12. Blighted Properties

Discussion was held on the current process for handling blighted properties and the follow-up that it entails. Discussion was held on conducting semi-annual reviews in April and September of each year.

13. Mike Kamps – Renting Land

Discussion was held on the interest of renting the city owned land on the southwest end of town for planting alfalfa.

14. Sunday Liquor Ordinance Amendment

A motion was made by Scott Thompson and seconded by Randy Johnson to approve an Amendment to Ordinance No. 603.04, Municipal Liquor, Operations as follows: The motion carried 3 to 0.

**AMENDMENT TO ORDINANCE NO. 603.04
Municipal Liquor, Operations
CITY OF SACRED HEART**

AN ORDINANCE OF THE CITY OF SACRED HEART, MINNESOTA, AMENDING SECTION 603.04 OF THE CODE OF ORDINANCES OF THE CITY OF SACRED HEART RELATING TO THE SALE OF INTOXICATING LIQUOR AND REGULATING THE DAY AND HOURS OF SUCH SALES

The City Council of the City of Sacred Heart ordains as follows:

Section 1. Section 603.04 shall be amended to provide as follows:

Section 603.04 Hours of Operation

The City Council shall set the hours and days of operation of the municipal liquor dispensary such hours and days not to be in excess of those provided by Minnesota Statutes §304A.504, Subd. 1 and 2.

The City Council shall set the hours of operation of the municipal liquor dispensary on Sundays not in excess of those provided by Minnesota Statutes §340A.504, Subd. 3.

Section 2. This ordinance to become effective from and after its passage and publication according to law.

Adopted by the City Council of the City of Sacred Heart, Minnesota, this 12th day of 2016, by a unanimous 3 to 0 vote of those council members present – Randy Johnson, Brooke Hebrink and Scott Thompson.

15. Employee Reviews - Raises

Administrator LeGare conducted employee reviews for Public Works Supervisor Mike Sietsema, Public Works Worker Scott Agre and Liquor Store Manager Bart Estum on December, 8, 2016. Discussion was held on the outcome of the reviews. A motion was made by Brooke Hebrink and seconded by Scott Thompson to approve the following raises: The motion carried 3 to 0.

Mike Sietsema – 3%

Scott Agre – 3%

Bart Estum – 3%

16. Sacred Heart Fire Relief Association - Request Funds

A motion was made by Randy Johnson and seconded by Brooke Hebrink to request \$16,000.00 from the Sacred Heart Firemen’s Relief Association for the purpose of lessening City Government financial burdens. The motion carried 3 to 0.

17. Council Wages

The Council will be keeping the Mayor and their wages the same for the next year.

18. Employee Review – Administrator LeGare

An annual employee review was conducted for Administrator Colette LeGare. A motion was made by Randy Johnson and seconded by Brooke Hebrink to approve the following increase for Administrator LeGare upon review of her annual evaluation: The motion carried 3 to 0.

Colette LeGare – 3%

19. Adjourn

A motion was made by Randy Johnson and seconded by Scott Thompson to adjourn the meeting. The motion carried 3 to 0. Meeting was adjourned at 8:52 p.m.

ATTEST:

BY _____
Colette LeGare, City Administrator/Clerk/Treasurer

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