

**SACRED HEART CITY COUNCIL
REGULAR MEETING
February 8, 2016**

Mayor Dan Agre called the meeting to order at 6:30 p.m. Members present: Randy Johnson, Dick Ashburn, Scott Thompson and Brooke Hebrink.

The first part of the meeting was a closed meeting

The main purpose of this meeting was to discuss employee expectations and any council or city administrator concerns with the public works supervisor and public works worker. A 90-day probationary period was also discussed with the Public Works Supervisor and Public Works Worker.

Mayor Dan Agre called the regular meeting to order at 7:00 p.m.

Guests Present: Nathan Feist and Paul Jurek (Bollig Inc.)

Additions to agenda: Old a. Schedule date to demolish rat infested garage. b. Follow-up on blighted property payment from resident whom attended last council meeting with complaints. New c. Extending assistant city clerk's hours. d. Wolf Retirement. e. Paper variance.

Johnson made a motion, second by Thompson and carried to approve the minutes of the January 11, 2016 Regular Meeting.

The council reviewed the bills. Ashburn made a motion, second by Thompson, and carried to approve payment of the bills as presented.

Nathan Feist and Paul Jurek, Bollig, Inc. gave a report on the Infrastructure Project. Currently in process of working on the Chemical Building and the Trickling Filter should be on-line mid-March. Construction meeting was held on February 2. The Utilities Project has ceased for the winter months. Johnson motioned, second by Hebrink and carried to purchase the Huisman property for \$18,916.50. Underground construction will resume in May. Remote Meter Project is waiting on final quantities. Sietsema informed them that equipment seems to be working and excess equipment is ready to be sent back, waiting on shipping company pickup. A few meters and heads were kept in case. The next construction meeting will be on March 1.

Police Chief Brent Zuhlsdorf was not present to present his report. Mayor Agre did inform the council of the possibility of receiving a two-week notice from Chief Zuhlsdorf in the near future.

Liquor Store Manager Bart Estum was present to give the monthly liquor store report. He informed the council that there will be entertainment this weekend for a 60th birthday party. He informed the council that the coyote hunt went well. He also informed the council that entertainment has been scheduled for the year with Assistant Manager taking maternity leave soon. He also has been placing up-to-date entertainment announcements on the Sacred Heart Liquors Facebook Page. He also informed the council that he is still looking into the costs

associated with getting a small grill and fryer and will meet with electrician to discuss what it will entail.

Maintenance Supervisor Mike Sietsema was on hand to give his report to the council. Sietsema informed the council that the city pickup was in the shop for issues with the heater fan and ignition switch. He informed the council of improvement with communications with the public works worker. He also informed the council that the new mower has been ordered as well as a sweeper. He also informed them that broom sets will be needed but shouldn't cost much. He also informed the council of a valve issue at the school that was leaking which was fixed until the spring waterline replacement. He also discussed the outstanding water meter installations and issues holding back installation at two residences.

Council members Johnson and Thompson gave a report for S.H.E.D.A. Only three members were present at the meeting so the meeting was short. Three bills were paid. The Summerfest Committee meeting is on February 23rd at 6:30pm and a member of the SHEDA committee will be attending.

Under Old Business: A date was schedule for demolition of the rat infested garage, Wednesday, February 17th at 8:00 am. Ashburn will bait one more time tomorrow. Johnson will contact landfill to make sure they will be open for hauling debris.

Thompson asked for the status on the Shubert citation payoff as she attended the last council meeting. Administrator LeGare confirmed that the citation had been paid in full. Thompson informed the council that he was working on a letter to send out as reminder of ordinances regarding garbage and cleanup.

Under New Business: A discussion was held on the availability of a contract with Hawk Creek Animal Shelter in regards to captured animals. Administrator LeGare will find out if we have a current contract with any other facility before further discussion is held.

Johnson motioned, seconded by Hebrink and carried to approve a building permit for Brandon Watson for a deck, stairs and dormers on his property. The council approved this permit with the exception that the garbage is cleaned up on the property. Ashburn informed Watson that they are currently working on the rat problem in his neighborhood.

Hebrink motioned, seconded by Ashburn and carried to approve Clerk Assistant Lori Hjelle to pick up more hours, three half-days a week, to help out the Administrator.

City Clerk Orville Wolf announced his retirement date being February 29, 2014.

A variance was discussed for piling manure within city limits. In order for a resident to pile such debris within city limits, a variance must be completed.

Job Descriptions for the Public Works Worker and Public Works Supervisor were reviewed. Hebrink suggested that the same certification requirements be stated on both descriptions. Administrator LeGare will make the necessary changes. No other changes were made. Hebrink made a motion, seconded by Thompson and carried to approve the job descriptions.

There being no further business, motion made by Johnson, second by Hebrink, and carried that the meeting be adjourned. The meeting adjourned at 9:56 p.m.

Colette LeGare

City Administrator/Clerk/Treasurer

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