

**City Council Regular Meeting
July 10, 2017
Monday 7:00 p.m.**

The regular session of the City Council, City of Sacred Heart, Minnesota was called to order on July 10, 2017 at 7:00 p.m. by Mayor Agre.

City Council Members present were Dick Ashburn, Randy Johnson, Scott Thompson and Brooke Hebrink. Also present was Public Works Supervisor Mike Sietsema, Liquor Store Manager Bart Estum, Paul Jurek and Nathan Feist from Bollig Inc., Michelle Mortenson from Renville County West School District, Jason Field of Montevideo, MN and Orville Wolf of Sacred Heart, MN.

1. Approval of Agenda

A motion was made by Brooke Hebrink and seconded by Scott Thompson to approve the agenda with the following additions: Old Business – a. Pet License Citations along with the stated Blighted Property Citations. New Business – b. F & M Bank Requests along with the stated Summerfest Committee Requests, e. Hookom Mutual Release, f. Proposed Building Maintenance Ordinance Amendment and g. Sacred Heart Telephone Co. The motion carried 4 to 0.

2. Approval of Minutes

A motion was made by Randy Johnson and seconded by Dick Ashburn to approve the minutes of the June 12, 2017 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. Vacant School – Business Proposal from Jason Field

Jason Field was on hand to explain a business proposal for the vacant school, currently owned by Renville County West School District. The proposal involves development of a Film Studio and Camera Rental House. After much discussion, councilmember Brooke Hebrink requested that Mr. Field meet with a contractor and complete a thorough examination of the school and the construction items that need to be completed, along with the costs associated with these items and a financial plan for funding these costs. Hebrink also requested that he come back to address the council once this is complete.

5. Liquor Store Report – Bart Estum

Liquor Store Manager Bart Estum was present to give his report to the council. Bart addressed the council on the POS system, which has been fixed. Estum informed the council that the first Sunday open for off-sale went well. Entertainment by Rook is scheduled for Friday, July 14th for the Summerfest Celebration. Estum informed the council that there was an incident involving

the overserving of a patron. Required Beverage Server Awareness training is scheduled for July 23 at 1:30 pm with attendance required for all employees.

6. Paul Jurek and Nathan Feist – Bollig Inc.

Paul Jurek and Nathan Feist from Bollig Inc. were present to update the council on the infrastructure project. The punch list of correction items continues to be ongoing. There will be a walkthrough of the Wastewater Treatment Plant on July 11, 2017 including Bollig, Rural Development, the city and Minnesota Pollution Control. Final Completion for Phase I of the Utilities Project is July 19, 2017. A final walkthrough of the utilities project will be completed at the end of July. Phase II is pending the Sanitary Sewer Letter of Conditions. Bollig will be meeting with MnDOT for engineering concerns with road conditions on Highway 212 for Phase II of the infrastructure project. Bollig, along with Public Works Supervisor Mike Sietsema, will be meeting with Warner Mfg. on July 12 at 10:00 a.m. to discuss their plans for a warehouse addition at the plant. Resolution 02-109 authorizing the City of Sacred Heart to submit a Point Source Implementation Grant Application to the Minnesota Public Facilities Authority and authorized city officials to execute a grant agreement on behalf of the City of Sacred Heart for the Wastewater Treatment Plant Improvements Project was reviewed and discussed. A motion was made by Brooke Hebrink and seconded by Dick Ashburn to adopt Resolution 02-109. The motion carried 4 to 0. PFA Form 5, Compliance with Laws, Rules and Regulations was reviewed and signed by Mayor Dan Agre and Administrator Colette LeGare.

7. Maintenance/Water/Sewer Report – Mike Sietsema

Maintenance Supervisor Mike Sietsema was on hand to give his report to the council. Sietsema informed the council that they will be working on trimming, mowing and cleaning up this week in preparation of the Summerfest Celebration. Sietsema informed the council of a maintenance issue with the urinal in the men's restroom at the park. Steve's Heating and Air Conditioning is working on the issue and will have it resolved before the Summerfest activities begin. Discussion was held on cones and barricades for the first annual car show Thursday night being sponsored by Farmers and Merchants State Bank. Councilmember Thompson requested that the street in front of the fire hall be swept in preparation of the Life Link Helicopter landing for the Firemen's Pancake Feed on Saturday. Sietsema informed the council that he will be spraying for mosquitos one more time on Thursday before the Summerfest Celebration.

8. Police Report – Monthly Summary from Renville County Sheriff's Office

A monthly summary report of police calls and deputy hours was given to the councilmembers for review.

9. SHEDA Report – Randy Johnson & Scott Thompson

Councilmembers Randy Johnson and Scott Thompson gave a report for S.H.E.D.A. The committee completed annual apartment walkthrough's on June 26. A list of minor maintenance issues was reviewed at the S.H.E.D.A meeting. The committee is applying for a grant through

AARP for completion of landscaping and lighting for the city welcome signs on the East and West entrances of town. The committee also discussed the Walk/Run details for Summerfest.

10. Blighted Property Citations/Pet License Citations

Administrator LeGare addressed the council for direction on the twelve properties still in violation of the cleanup ordinance. Citations will be issued to the remaining properties in violation. Administrator LeGare also addressed the council for direction on three residents whom have not satisfied the annual pet license requirements. Citations will also be issued to these residents with unlicensed pets. The council deemed it appropriate for Administrator LeGare to provide direction, without prior council approval, to the deputies for these citations going forward.

11. Accept 2016 Audit

The review of the 2016 Audit was presented by Sara Beavers from the office of Dennis E. Oberloh, Ltd., to the council on Monday, June 12, 2017. The audit determined that the basic financial statements present fairly, in all material respects, the financial position of the City as of December 31, 2016. The report also includes the Management's Discussion and Analysis and the General Fund Budgetary Comparison Schedule as required by GASB. The Statement of Net Assets and Statement of Activities are fully accrued. The council reviewed the financial reports and Beavers explained various schedules. The policy establishes a year-end targeted unassigned fund balance amount for cash-flow timing needs in the range of 35%-50% of the subsequent year's budgeted expenditures. At the December 31, 2016, the unassigned fund balance of the General Fund was at 120.6% of the subsequent year's budgeted expenditures. A motion was made by Brooke Hebrink and seconded by Dick Ashburn to approve the 2016 audit as presented. A copy of the 2016 audit is available to residents at the City Clerk's Office. The motion carried 4 to 0.

12. Ordinance Amendment 2017-3 - Vehicle parking on residential property within the city

Ordinance Amendment 2017-03 amending code section 1208.0 regarding vehicle parking on residential property within the city was reviewed and discussed. With a few changes being needed, adoption was tabled until the August 14, 2017 meeting.

13. Proposed Building Maintenance Ordinance Amendment

A proposed building maintenance ordinance amendment was reviewed and discussed. With a few changes being needed, adoption was tabled until the August 14, 2017 meeting.

14. Summerfest Committee Requests/F&M Bank Requests

Discussion was held on the closing of certain streets for the Summerfest Kids Fest to be held on Saturday, July 15th. Discussion was also held on the closing of the streets around the park for the first annual car show by Farmers & Merchants State Bank. All requests were permitted.

15. Hookom Mutual Release

Discussion was held on the damage caused on property located at 316 Walnut St W during Phase I of the infrastructure project. A Mutual release with payment in the sum of \$500.00 was reviewed and discussed. A motion was made by Randy Johnson and seconded by Dick Ashburn to approve the \$500.00 settlement. The motion carried 4 to 0. The Mutual Release will be delivered and executed by Chief Deputy Mathwig.

16. Sacred Heart Telephone Company

Councilmember Scott Thompson addressed the rest of the council with a concern regarding the dirt and grass dug up during the completion of the fiber optic line installation by the Sacred Heart Telephone Company. The dirt used is completely full of rocks and the grass is not growing in. Maintenance Supervisor Mike Sietsema informed the council that the issue has been addressed with the telephone company and should be corrected before Fall.

17. Adjourn

A motion was made by Dick Ashburn and seconded by Scott Thompson to adjourn the meeting. The motion carried 4 to 0. Meeting was adjourned at 8:53 p.m.

ATTEST:

BY _____
Colette LeGare, City Administrator/Clerk/Treasurer

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