

**City Council Regular Meeting**  
**June 13, 2016**  
**Monday 7:00 p.m.**

The regular session of the City Council, City of Sacred Heart, Minnesota was called to order on June 13, 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/Clerk/Treasurer Colette LeGare, Public Works Supervisor Mike Sietsema and Paul Jurek and Nathan Feist of Bollig Inc. Present in the audience was Orville Wolf.

**1. Approval of Agenda**

A motion was made by Randy Johnson and seconded by Dick Ashburn to approve the agenda as presented. 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 May 9, 2016 Regular Council Meeting, the May 16, 2016 Special Meeting and the May 26, 2016 Special Meeting. The motion carried 4 to 0.

**3. Invoices Payable**

A motion was made by Brooke Hebrink and seconded by Dick Ashburn to approve the invoices payable as presented. The motion carried 4 to 0.

**4. Orville Wolf 25 Years of Service**

Special thanks were given to retired Clerk, Orville Wolf with presentation of an appreciation plaque.

**5. Public Works**

Maintenance Supervisor Mike Sietsema was on hand to give his report to the council. New Public Works Worker Brandon Wensauer has been fitting in well and learning the job duties quickly. The city park skateboard ramp needs to be painted due to vandalism. Mike Sietsema will work on completing this as soon as possible. Discussion was held on removing the shed located at 401 1<sup>st</sup> Ave. Mike Sietsema will work on completing this within the next week or two. Discussion was held on the expiration of Mike Sietsema's 90-day probation. Communication has improved and overall performance has improved. The 90-day probation was terminated.

**6. S.H.E.D.A Report**

Council member Johnson gave a report for S.H.E.D.A. Mold located on the outside of the Phase II apartments was discussed. Summerfest activities were discussed and no changes were made. A discussion was held on the beautification funds which are currently included in the S.H.E.D.A savings. The city will include these expenses in the city budget next year. A discussion was held on sending letters to area businesses regarding the available ELF grant money available.

#### **7. City owned shed located at 601 1<sup>st</sup> Ave.**

Discussion was held on the city owned shed located at 601 1<sup>st</sup> Ave. The shed will be posted and opened for bids.

#### **8. Blighted Properties**

Discussion was held on the non-compliant blighted properties. Scott Thompson and Brooke Hebrink will review properties after the meeting and make a list of the properties still in violation. Administrator LeGare will then consult with Deputy Tom Swyter to continue the process.

#### **9. Infrastructure Project**

Paul Jurek and Nathan Feist from Bollig Inc. were present to discuss the infrastructure project. A June 15, 2016 substantial completion date is still on schedule for the wastewater treatment plant. A motion was made by Randy Johnson and carried by Scott Thompson to approve Mayor Dan Agre to sign the proposed change order to extend the contract time due to Imhoff tank with no additional costs upon completion. The motion carried 4 to 0. Imhoff Tank alternatives were discussed and Bolling Inc. is waiting on a second opinion from a second contractor. One underground crew is continuing work this week as well as one crew preparing for roads. Work is scheduled for sewer in the alleys on Elm, 1<sup>st</sup> Ave, 5<sup>th</sup> Ave, and 6<sup>th</sup> Ave. for the next month or so. Curb, gutter and pavement will be installed this summer as crews are available. A field order was also issued to Duinick to install a manhole in Elm Street. The pending issues with the Remote Water Meter Project are slowly diminishing. The next construction meeting will be held on July 5, 2016.

#### **10. 2016 Audit, Dennis E. Oberloh, LTD.**

The review of the 2016 Audit was presented by Sara Beavers from the office of Dennis E. Oberloh, Ltd., to the council. The audit determined that the basic financial statements present fairly, in all material respects, the financial position of the City as of December 31, 2015. 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, 2015, the unassigned fund balance of the General Fund was at 113.0% of the subsequent year's budgeted expenditures. A motion was made by Brooke Hebrink and seconded by Dick Ashburn to approve the 2015 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. Beavers suggested the funds being held in the Fire Truck Debt Service Account of \$98.00 be moved to the Fire Hall Debt Service Account. A motion was made by Brooke Hebrink and seconded by Dick Ashburn to approve moving the \$98.00 from the Fire Truck Debt Service Account to the Fire Hall Debt Service Account. Administrator LeGare will complete the entries needed to move the funds. Discussion was also held on the consolidation of city accounts. The new Banyon software is made to separate funds from one physical account into separate funds such as water, sewer, fire dept., and police eliminating the need for separate physical checking and savings accounts. Administrator LeGare will work with Auditor Beavers in the near future to consolidate several accounts to streamline the bookkeeping process for the city.

### **11. Sacred Heart Firemen's Relief Association Funds**

A motion was made by Randy Johnson and seconded by Dick Ashburn to request the amount of \$10,000.00 from the Sacred Heart Firemen's Relief Association to lower the financial burdens of the city government. The motion carried 4 to 0.

### **12. Solar Garden**

Discussion was held on the possibility of a solar garden being placed west of Warner Mfg. by the Sacred Heart Historical Society. Council members saw no concerns with the placement.

### **13. Adjourn**

A motion was made by Randy Johnson and seconded by Scott Thompson to adjourn the meeting. The motion carried 4 to 0. Meeting was adjourned at 9:08 p.m.

ATTEST:

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

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