

City Council Regular Meeting
March 11, 2019
Monday 7:00 p.m.

The regular session of the City Council, City of Sacred Heart, Minnesota was called to order on March 11, 2019 at 7:00 p.m. by Mayor Dan Agre.

City Council Members present were Randy Johnson, Brooke Hebrink, Dick Ashburn and Andy Stauffer. Also present were Sonja Thune from the Sacred Heart Area Historical Society, Tom Dickson from Novel Energy Solutions, Public Works Supervisor Scott Agre, Liquor Store Manager Bart Estum, Liquor Store Assistant Manager Brooke Busack and City Administrator Colette Santjer.

1. Approval of Agenda

A motion was made by Brooke Hebrink and seconded by Andy Stauffer to approve the agenda with the addition of Tom Dickson from Novel Energy Solutions to item 10c under old business. 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 February 11, 2019 Regular Meeting, the February 13, 2019 Special Meeting (MNDOT) and the February 28, 2019 Special Meeting (Estum Resignation). The motion carried 4 to 0.

3. Invoices Payable

A motion was made by Randy Johnson and seconded by Andy Stauffer to approve the invoices payable as presented. The motion carried 4 to 0.

4. Sonja Thune – Sacred Heart Area Historical Society

Sonja Thune was present from the Sacred Heart Area Historical Society to update the council on the grant application process for the Hotel project. Thune informed the council that there will be future meetings if/when the grant is awarded.

5. Tom Dickson – Novel Energy Solutions

Tom Dickson was present from Novel Energy Solutions to discuss the storm water management system and associated drain tile discharge pipe proposed for the solar array project located on the SHAHS property at 221 8th Ave. After much discussion, a motion was made by Randy Johnson and seconded by Dick Ashburn to approve the proposed storm water system and associated drain tile discharge pipe as presented. The motion carried 4 to 0.

6. Liquor Store Report – Bart Estum and Brooke Busack

Liquor Store Manager Bart Estum and Assistant Manager Brooke Busack were on hand to give their report to the council. A sales comparison was reviewed and discussed for the previous year during the months of January through March. Discussion was held on Sunday sales and the possibility of changing Sunday hours or making Sunday's a seasonal affair. Discussion was held on the current hours and the council directed Estum and Busack to leave the hours as is after review of as is. Discussion was held on the addition of a grill.

7. Maintenance/Water/Sewer Report – Scott Agre

Public Works Supervisor Scott Agre was on hand to give his report. Discussion was held on the amount of snowfall and cleanup efforts over the last month. Discussion was held on the clearing of the storm drains in preparation of the predicted rainfall. Agre informed the council that the white truck has been fixed and is back in working order. Discussion was held on the process of Curt Reetz taking over the licensing of the water and wastewater plant licensing as well as mentoring of both Scott Agre and David DeLong. Agre and Santjer informed the council that things have been going great. Agre informed the council that the pay loader will need tires soon and should be included in the 2020 budget.

8. SHEDA Report – Randy Johnson and Andy Stauffer

Councilmembers Randy Johnson and Andy Stauffer gave the report for S.H.E.D.A. Johnson and Stauffer informed the council that discussion took place on the apartments and the snow accumulation on and around the phase I complex. Discussion was also held on the advertising of the vacant lots and sale details. Discussion was held on the Summerfest Fun Run/Walk event and the possibility of the Summerfest Committee taking over the event.

9. Motion to accept the resignation of Public Works Supervisor Mike Sietsema given on October 1, 2018 and effective February 1, 2019.

A motion was made by Randy Johnson and seconded by Andy Stauffer to regretfully accept the resignation of Public Works Supervisor Mike Sietsema given on February 1, 2019 and effective February 1, 2019. The motion carried 4 to 0.

10. Motion to promote Scott Agre to Public Works Supervisor position originally discussed on October 8, 2018 and effective February 1, 2019.

A motion was made by Brooke Hebrink and seconded by Dick Ashburn to promote Scott Agre, previous General Maintenance Workers, to the Public Works Supervisor position originally discussed on October 8, 2018 and effective February 1, 2019. The motion carried 4 to 0.

11. Schedule Annual Cleanup Day

Cleanup Day was set for April 27, 2019 from 9:00 a.m. to 12:00 p.m. Residents are encouraged to rid their properties of unsightly debris and appliances. No garbage will be collected at the cleanup site. A letter of enforcement will be sent out with this month's water bills also containing the details of the cleanup.

12. PTO Carryover Allowance

Discussion was held on the current PTO carryover allowance of 480 hours. With the recent turnover the city has incurred large payouts of PTO due to this generous limit. After much discussion the council directed Administrator Santjer to modify the personnel policy to reflect a change in this PTO carryover allowance. The allowance will now be limited to 240 hours of carryover PTO. Employees will have until the end of 2018 to get below this limit. The personnel policy will be reviewed and approved with this change at the next council meeting.

13. Motion to transfer \$41,000.00 from the General Fund to the 2013A GO Revenue Note Fund. (2016-2018 Budgeted Reserves)

A motion was made by Brooke Hebrink and seconded by Randy Johnson to approve the transfer of \$41,000.00 in budgeted reserves from 2016 through 2018, from the General Fund to the 2013A GO Revenue Note Fund. The motion carried 4 to 0.

14. Motion to transfer \$54,400.00 from the General Fund to the 2014A GO Revenue Note Fund. (2016-2018 Budgeted Reserves)

A motion was made by Dick Ashburn and seconded by Randy Johnson to approve the transfer of \$54,400.00 in budgeted reserves from 2016 through 2018, from the General Fund to the 2014A GO Revenue Note Fund. The motion carried 4 to 0.

15. Motion to transfer \$23,500.00 from the Sewer Fund to the 2013A GO Revenue Note Fund. (2018 Levy Funds)

A motion was made by Brooke Hebrink and seconded by Dick Ashburn to approve the transfer of \$23,500.00 from 2018 levied funds from the Sewer Fund to the 2013A GO Revenue Note Fund to cover 2018 bond payments. The motion carried 4 to 0.

16. Motion to transfer \$27,200.00 from the Sewer Fund to the 2014A GO Revenue Note Fund. (2018 Levy Funds)

A motion was made by Dick Ashburn and seconded by Andy Stauffer to approve the transfer of \$27,200.00 in 2018 levied funds from the Sewer Fund to the 2014A GO Revenue Note Fund to cover 2018 bond payments. The motion carried 4 to 0.

17. Adjourn

A motion was made by Brooke Hebrink and seconded by Andy Stauffer to adjourn the meeting. The motion carried 4 to 0. Meeting was adjourned at 9:04 p.m.

ATTEST:

BY _____
Colette Santjer, City Administrator/Clerk/Treasurer

The next Regular Council Meeting is scheduled for April 8, 2019 at 6:30 p.m. following the Board of Appeal & Equalization Meeting.

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