

**City Council Regular Meeting
November 14, 2016
Monday 7:00 p.m.**

The regular session of the City Council, City of Sacred Heart, Minnesota was called to order on November 14, 2016 at 7:00 p.m. by Mayor Agre.

City Council Members present were Randy Johnson, Dick Ashburn, Scott Thompson and Brooke He brink. Also present were City Administrator Colette LeGare, Tom Sytwer of the Renville County Sheriff's Office and Nathan Feist of Bollig Inc.

1. Approval of Agenda

A motion was made by Randy Johnson and seconded by Dick Ashburn to approve the agenda with the following changes adding: 10c – 401 1st Ave Garage Bids as 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 October 10, 2016 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. Police Report

Tom Swyter from the Renville County Sheriff's Office was on hand to discuss a bid for purchasing items from the city's police department the will no longer be of use. A motion was made by Randy Johnson and seconded by Scott Thompson to sell the following items to the Renville County Sheriff's Office:

X26 P Taser	
X26 Taser	
With cables, cartridges and other equipment	\$500.00
BCW AR rifle with light	\$650.00
12-volt booster pack	\$ 75.00
Dyna-Med bag and kit	\$200.00
Gunshot wound kit	\$ 40.00
Alco Sensor FST PBT	\$150.00
Evidence collection kit	\$ 50.00
Vehicle unlock kit	\$ 40.00
Stop sticks	<u>\$100.00</u>
Total	

\$1805.00

The motion carried 4 to 0.

5. Martin Property – House Cleanup

Discussion was held the demolition debris located at the Matt Martin property. Two letters were sent from the city requesting cleanup, with a final deadline of October 31, 2016. Compliance has still not been met. Swyter will work with Administrator LeGare and city attorney Aaron Walton to discuss the city's options for issuing a citation.

6. Public Works

Maintenance Supervisor Mike Sietsema was on hand to give his report to the council. A quote was reviewed from AEI, LLC for a used computer for the city shop. A motion was made by Dick Ashburn and seconded by Scott Thompson to approve the purchase of the Nor-Tech computer from AEI, LLC. The motion carried 4 to 0. Sietsema informed the council that the doors and windows on the city shop have been installed. Several Christmas lights need to be replaced in the perimeter lighting on the downtown buildings. Sietsema will work on getting these replaced. Sietsema informed the council that he ordered 350 replacement bulbs for the holiday stars that are placed on the light poles along highway 212. Sietsema contacted Xcel Energy regarding the cost of the city siren located at the county shop. He informed the council that there is no additional cost incurred. Johnson requested the streets be swept north of the railroad tracks now that harvest is over and the dust should diminish. Discussion was held on the severity of the pot holes in town on highway 212. Sietsema will contact the MNDOT.

7. Infrastructure Project

Nathan Feist from Bollig Inc. was present to discuss the infrastructure project. A few punch list items remain for the wastewater project closeout including completion of the ladders in the chemical building, cleaning of the new valve vault, water service in the chemical building at eyewash and a lighting issue at the Imhoff Tank. Pay applications 15 and 16 were signed by Mayor Agre at the construction meeting for the Wastewater Treatment Plant Improvements. Underground construction is now complete for the Utilities Project. The 1st lift of paving is also complete. Issues were discussed in several allies throughout the city. The Remote Water Meter Project issues have diminished to a comfortable position to release the retainage that was held back from Metering & Technology Solutions. A motion was made by Brooke Hebrink and seconded by Dick Ashburn to release the \$5,000.00 retainage to Metering & Technology Solutions for the Remote Water Meter Project. The motion carried 4 to 0. One engineering amendment was presented to the council for the project. A motion was made by Scott Thompson and seconded by Randy Johnson to approve Engineering Amendment #4 to the Infrastructure Contract (\$35,000.00). The last construction meeting of the year is scheduled for December 6, 2016. The Preliminary Engineering Report Letter Amendment had been submitted to Rural Development. Mayor Agre, Administrator LeGare and Bollig Inc. met with the MnDOT on September 8, 2016 to discuss the Highway 212 details for Priority 2 of the Infrastructure Project.

8. Sullivan Electric Quote – Smoke Alarms for Community Center

A quote was reviewed from Sullivan's Electric for installation of carbon monoxide/smoke detectors in all rooms of the community center to stay compliant with OSHA regulations. Installation of LED exterior lights at the community center was also included in this quote. A motion was made by Randy Johnson and seconded by Scott Thompson to approve the installation of carbon monoxide/smoke alarms and new led exterior lights by Sullivan's Electric. Sietsema will contact them to schedule the installation. The motion carried 4 to 0.

9. SHEDA Report – Randy Johnson & Scott Thompson

Council member Johnson gave a report for S.H.E.D.A. Apartment 1 will be vacant on January 1, 2016. Administrator LeGare is currently calling members on the waiting list. The committee granted the next Business Innovation Grant to Kelly's Korner for the use of updating their till system to accept chip cards. The first half of the 2016 Business Innovation grant money was awarded to Randy Moe and submission of receipts has still not been completed with the county. Scott Agre will be following up with Moe to fulfill the receipt submission requirement. The committee reviewed a Housing Rehabilitation Letter to be sent to area businesses.

10. FLSA Changes effective December 1 – Bart & Colette

Discussion was held on December 1, 2016 FLSA overtime rule. The overtime rule requires employers to start paying an hourly wage, with overtime over 40 hours per week, to all currently salaried employees with a salary of less than \$47, 476.00. A motion was made by Brooke Hebrink and seconded by Dick Ashburn to begin paying Administrator LeGare and Liquor Store Manager , Bart Estum at an hourly rate based on their current salary, effect December 1, 2016 in order to comply with the required FLSA overtime rule requirement. The motion carried 4 to 0.

11. 401 1st Ave – Garage Bids

Bids were reviewed for the garage located at 401 1st Ave. A motion was made by Dick Ashburn and seconded by Scott Thompson to award the garage to the highest bidder, Luck Carroll, bidding \$250.00. The motion carried 4 to 0.

12. Certify unpaid city bills to county.

A motion was made by Randy Johnson and seconded by Brooke Hebrink to direct Administrator LeGare to report any unpaid bills for the City of Sacred Heart to the Renville County Auditor for assessment on taxes.

13. Employee Reviews

Discussion was held on the new process for employee reviews. Administrator LeGare will conduct the reviews for Bart Estum, Mike Sietsema and Scott Agre. The council will complete the review for Administrator LeGare at the next council meeting.

14. Assign Beautification Funds

Assigning of the beautification funds was tabled until the December 12, 2016 meeting.

15. Resolution 02-98 – Record Retention Schedule

The League of Minnesota General Records Retention Schedule for Cities was discussed and reviewed. A motion was made by Brooke Hebrink and seconded by Scott Thompson to approve Resolution 02-98 adopting the Minnesota General Records Retention Schedule for Cities.

16. Aaron Walton – back to hourly rate

Mayor Agre informed the council that he spoke with city attorney Aaron Walton and the city will begin paying him an hourly rate again beginning January 1, 2017. Due to the city contracting with the Renville Sheriff’s Office and the use of their county attorney for some cases and correspondence, Walton’s time spent on city issues will decrease. The current \$900.00 flat fee would result in a large overpayment each month therefore the hourly rate is more efficient for the city and the services rendered.

17. Canvassing of Sunday Liquor Sales Election Results

Election results were reviewed for the Sunday Liquor Sales question on the November 8, 2016 General Elections ballot. A motion was made by Brooke Hebrink and seconded by Scott Thompson to approve resolution 02-99 canvassing returns of the municipal election and declaring the following results:

City Question 1: “Shall the governing authority of the City of Sacred Heart, MN be authorized to permit and regulate on-sale alcoholic beverages at the Sacred Heart Liquor Store on Sunday’s between the hours of 11:00 a.m. and 12:00 a.m.”

City Question 1 Results: Yes - 159
 No - 74

18. Adjourn

A motion was made by Randy Johnson and seconded by Dick Ashburn to adjourn the meeting. The motion carried 4 to 0. Meeting was adjourned at 9:52 p.m.

ATTEST:

BY _____
Colette LeGare, City Administrator/Clerk/Treasurer

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