

**City Council Regular Meeting
October 16, 2017
Monday 7:00 p.m.**

The regular session of the City Council, City of Sacred Heart, Minnesota was called to order on October 18, 2017 at 7:00 p.m. by Mayor Agre.

City Council Members present were Dick Ashburn, Randy Johnson and Brooke Hebrink. Also present were Public Works Supervisor Mike Sietsema, Liquor Store Manager Bart Estum, Don Williamson and Taylor Williamson from West Central Sanitation, and Nathan Feist and Paul Jurek from Bollig, Inc.

1. Approval of Agenda

A motion was made by Randy Johnson and seconded by Brooke Hebrink to approve the agenda with the following changes adding: West Central Sanitation Contract Renewal to 11b under New Business. The motion carried 3 to 0.

2. Approval of Minutes

A motion was made by Dick Ashburn and seconded by Randy Johnson to approve the minutes of the August 14, 2017 Regular Meeting. The motion carried 3 to 0.

3. Invoices Payable

A motion was made by Dick Ashburn and seconded by Brooke Hebrink to approve the invoices payable as presented. The motion carried 3 to 0.

4. Appointment of Andrew Stauffer – Oath of Office and Resolution 02-112 Temporary Appointment of Council Member

A motion was made by Brooke Hebrink and seconded by Dick Ashburn to approve Resolution 02-112 Appointing Andrew Stauffer to fill the remaining term for Scott Thompson. The motion carried 3 to 0. The City Administrator administered the oath of office to councilmember Andrew Stauffer.

5. Certify Unpaid Garbage Bills

Don Williamson and Taylor Williamson from West Central Sanitation were on hand to address any resident disputes with their unpaid garbage bills. No residents were present for the hearing. A motion was made by Randy Johnson and seconded by Brooke Hebrink to send any unpaid garbage bills to the County to be assessed to the resident's tax roll. The motion carried 4 to 0. The contract between the City of Sacred Heart and West Central Sanitation was reviewed and discussed. A motion was made by Randy Johnson and seconded by Brooke Hebrink to accept the 7 year contract with West Central Sanitation for the collection and disposal of refuse and recyclable material. The motion carried 4 to 0.

6. Liquor Store Report – Bart Estum

Liquor Store Manager Bart Estum was present to give his report to the council. A revenue and expense report was reviewed and discussed showing a current year-to-date profit of \$6,936.44. Entertainment is scheduled for October 28th for a Halloween Party. Estum informed the council that Sunday sales still remain steady.

7. Maintenance/Water/Sewer Report – Mike Sietsema

A quote from Dale Zetah Construction was reviewed and discussed for the replacement of the roof on the restrooms located at the city park. The council requested that Sietsema obtain a second quote from another company before any approval would be made. A bill from Rick Erickson of Hector for vehicle damage from a manhole cover malfunction was reviewed and discussed. Discussion was held on the replacement of the window on the concession stand located at the ballpark. Discussion was held on a possible raise for the Public Works Worker, Scott Agre, for completion of his Class D Wastewater Certification. A motion was made by Dick Ashburn and seconded by Brooke Hebrink to approve a \$1.00/hour raise for Scott Agre effective on the next pay date. The motion carried 4 to 0. Sietsema informed the council that he, along with Administrator LeGare and Public Works Worker Scott Agre, would be attending a meeting in Mankato with MPCA on Wednesday, October 18th regarding phosphorus trading changes for the wastewater treatment plant.

8. Police Report – Deputy Tom Swyter

A monthly summary report was reviewed from the Renville County Sheriff's Office. A total of 39 calls were taken during the month of September. With a total of 180 hours patrolled for the month. Deputy Tom Swyter was on hand to discuss the current status of blight properties. Citations were issued to those still in violation of city ordinances on July 11, 2017. One citation remains unpaid with no attempt made to correct the violation. Two others were paid but no attempt has been made to correct the violation. The council directed Deputy Tom Swyter to contact the resident's and verbally grant them a final cleanup deadline of October 28, 2017. Any unpaid citations and/or properties that remain in violation after this date will be issued another citation.

9. Infrastructure Project – Nathan Feist and Paul Jurek, Bollig Inc.

Nathan Feist and Paul Jurek from Bollig Inc. were present to update the council on the infrastructure project. Discussion was held on the current status of punch list items remaining from Priority 1 of the project. Pay Application #14 was reviewed and discussed. A revised plan was reviewed and discussed for Priority 2 of the project. A motion was made by Brooke Hebrink and seconded by Dick Ashburn to move forward with the revised plan for Priority 2 including the removal of some curb and gutter in order to redirect funds for the addition of mill and overlay on remaining streets. The motion carried 4 to 0. Discussion was held on the scope of Priority 2 including plans for the project designs to be ready for Rural Development review in January or February and tentative plans to begin Priority 2 construction in the spring of 2018.

10. SHEDA Report – Randy Johnson

Councilmember Randy Johnson informed the council that the SHEDA meeting was cancelled due to the lack of a quorum.

11. Martin Property

Discussion was held on the current status of the demolished house located at 313 3rd Ave S. An abatement notice was sent to Martin on September 19, 2017 with a deadline of August 31, 2017 to clean up the debris and fill the remaining hole from the demolition. The council took no action due to noticeable progress with cleanup of the debris.

12. Fire Department Van – approval to place for bids

Discussion was held on the sale of the Sacred Heart Fire Department Rescue van. A motion was made by Randy Johnson and seconded by Dick Ashburn to declare the van a surplus and begin the bidding process. The motion carried 4 to 0.

13. Building Permit – Mitch Hawk/Wanda Hawk, Ramp

A building permit was reviewed and discussed for Mitch Hawk and Wanda Hawk for construction of a handicap accessible ramp at 305 Walnut Street E. A motion was made by Randy Johnson and seconded by Dick Ashburn to approve the building permit as presented. The motion carried 4 to 0.

14. Building Permit – Lori Martinez, Shed

A building permit was reviewed and discussed for Lori Martinez for placement of a shed at 208 Lincoln Ave. A motion was made by Brooke Hebrink and seconded by Dick Ashburn to approve the building permit as presented. The motion carried 4 to 0.

15. Building Permit – Nicole Shubert, Shed

A building permit was reviewed and discussed for Nicole Shubert for placement of a shed at 625 First Ave. A motion was made by Brooke Hebrink and seconded by Dick Ashburn to approve the building permit with the restriction that placement of the shed is in the back of the house. The motion carried 3 to 1.

16. Resolution 02-111 Joint Powers Agreement with the State of MN

Resolution 02-111, approving the state of Minnesota joint powers agreements with the City of Sacred Heart on behalf of its city attorney and police department, was reviewed and discussed. A motion was made by Randy Johnson and seconded by Dick Ashburn to approve Resolution 02-111 as presented. The motion carried 4 to 0.

17. Renville County Forfeited Properties

A classification listing of non-conservative land located in Sacred Heart forfeited to the State of Minnesota for nonpayment of property taxes. The list included three parcels within Sacred Heart that will be going into a forfeiture sale. No action was taken.

18. Personnel Policy Change – Adding the Day after Thanksgiving to Observed Employee Holiday’s

A revised Personnel Policy was reviewed and discussed for adding an additional holiday, the day after Thanksgiving, to the observed holidays for full-time employees of the City of Sacred Heart. A motion was made by Brooke Hebrink and seconded by Dick Ashburn to approve the revised personnel policy with the addition of the day after Thanksgiving to the observed full-time employee holidays. The motion carried 4 to 0.

19. Closure of City Accounts

Administrator LeGare presented the council with a list of inactive city savings account and requested that these accounts be closed and the money transferred into the appropriate funds. A Disposal Plant Savings Account, with a balance of \$64,770.33 plus any accrued interest, will be transferred into the City Money Market Savings and will be recorded in the Sewer Fund. A Fire Hall Savings Account, with a balance of \$9,378.57 plus any accrued interest, will be transferred into the City Money Market Savings and will be recorded in the Fire Hall Debt Service Fund. A Water Plant Filters Savings Account, with a balance of \$110,623.84 plus any accrued interest, will be transferred into the City Money Market Savings and will be recorded in the Water Fund. A Fire Department Equipment Fund Savings, with a balance of \$55,891.57 plus any accrued interest, will be transferred into City Money Market Savings account and recorded in the Fire Equipment Improvements Fund. Administrator LeGare stressed to the council that the closure of these accounts will not only streamline the reconciliation process, but also fully utilize the software that the city invested in a couple years ago. Administrator LeGare also informed the council that the money will still be recorded separately and balances will be available on the monthly financial reports. A motion was made by Randy Johnson and seconded by Brooke Hebrink to approve closure of the savings account as presented. The motion carried 4 to 0.

20. Adjourn

A motion was made by Dick Ashburn and seconded by Andrew Stauffer to adjourn the meeting. The motion carried 4 to 0. Meeting was adjourned at 8:48 p.m.

ATTEST:

BY _____
Colette LeGare, City Administrator/Clerk/Treasurer

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