

**City Council Regular Meeting  
September 12, 2016  
Monday 7:00 p.m.**

The regular session of the City Council, City of Sacred Heart, Minnesota was called to order on September 12, 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 Colette LeGare, Public Works Supervisor Mike Sietsema and Paul Jurek and Nathan Feist of Bollig Inc. Present in the audience were Joe Kirk and Lena Christians, Renville County Deputy Sheriff Tom Swyter and Orville Wolf.

**1. Approval of Agenda**

A motion was made by Scott Thompson and seconded by Randy Johnson to approve the agenda with the following changes adding: Blighted Properties as item 10b and Community Center Coffee Maker as item 10c. The motion carried 4 to 0.

**2. Approval of Minutes**

A motion was made by Randy Johnson and seconded by Scott Thompson to approve the minutes of the August 15, 2016 Regular Meeting with the following change adding additional detail to the manure piling discussion as stated “prohibiting any future pilings to occur before harvest with immediate application upon piling per both city and county regulations” and August 29, 2016 Budget Meeting with the following change adding Fire Chief, Jeff Agre as also present. The motion carried 4 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 4 to 0.

**4. Police Report – Renville County Deputy Sheriff Tom Swyter**

Renville County Deputy Sheriff Tom Swyter was present to answer any questions or concerns from the council. Discussion was held on contracting services for impounding animals. Administrator LeGare will contact Stoney Run Kennel to inquire about the possibility of a contract for these services.

**5. Joe Kirk-Planting of Perennials by east city sign.**

Joe Kirk and Lena Christians were present to ask the council if they would allow them to plant and maintain perennials under the east end city sign. After discussion, the council asked them if they would purchase the same plants for the west end city sign and a councilmember would plant those. The council also requested that they turn in receipts to Administrator LeGare and be reimbursed for the purchase of the plants.

## 6. Municipal Liquor Store

Liquor Store Manager Bart Estum was present to give his report to the council. Estum informed the council that he received a quote from Dale Zetah to replace the southeast entrance door totaling roughly \$4,800.00. He will proceed with getting a second quote from French Glass before any decisions are made. Estum was unfortunately unable to get entertainment booked for Friday, September 23 before the Sacred Heart Jaycees Rodeo weekend, but Estum still expects higher volumes that weekend.

## 7. S.H.E.D.A Report

Council member Johnson gave a report for S.H.E.D.A. Letters were sent to local businesses informing them of the availability of the Elf grant money. Currently there is \$2,500.00 left from the grant for disbursement. Plunkett's will start spraying the apartments along with the city community center and liquor store. Discussion was held on the possibility of purchasing city owned properties in order to streamline the process and sell them more quickly. Kelly Martin is going to contact the county to inquire what can or cannot be done. Councilmember Hebrink brought up the possibility of having Renville County West take over the city planters as a project. Councilmember Johnson informed the council that they will discuss that possibility at the next committee meeting.

## 8. Approval of Proposed 2017 Budget

A motion was made by Scott Thompson and seconded by Randy Johnson to approve the following budget: The motion carried 4 to 0.

GENERAL FUND BUDGETED EXPENDITURES	\$525,648	
Less GENERAL FUND LOCAL GOVERNMENT AID	206,658	
Less GENERAL FUND OTHER REVENUE	<u>30,727</u>	
TOTAL GENERAL LEVY	<u>\$288,263</u>	
GENERAL FUND LEVY	\$288,263	73%
FIRE HALL DEBT	29,666	8%
DISPOSAL PLANT LOAN	<u>74,320</u>	19%
TOTAL 2017 LEVY	<u>\$392,249</u>	

## 9. Blighted Properties

Discussion was held on property located at 243 Second Ave N. Pictures were reviewed and it was determined the property is currently a safety hazard. The windows need to be boarded, the fence needs to be secured, doors need to be locked and the back wall opening needs to be enclosed. Administrator LeGare will send a letter requesting these items in order to avoid a citation.

## 10. Infrastructure Project

Brian Bollig and Nathan Feist from Bollig Inc. were present to discuss the infrastructure project. The wastewater plan is substantially complete and documents were signed by KHC Construction, Inc. A motion was made by Randy Johnson, and seconded by Dick Ashburn to approve Change Order #2 for the Wastewater Treatment Plant Improvements Project changing contract times to accommodate extra time for the Imhoff Tank evaluation and adjustments to the contract price with an increase of \$30,903.05. The motion carried 4 to 0. The Minnesota Pollution Control Agency will conduct an end of construction walkthrough on September 13, 2016. Underground work for the utilities project is scheduled on the east side of town and concrete crews will be on-site as crews are available. Paving crews are scheduled for the beginning of October. A list of issues with the Remote Water Meter Project has been compiled. Nathan Feist will meet with Administrator LeGare and Public Works Supervisor Mike Sietsema to discuss any pending issues. A motion was made by Brooke Hebrink, and seconded by Scott Thompson to approve the release of the retainage to Metering & Technology if Administrator LeGare and Mike Sietsema are comfortable with the status of the project after the meeting. The correction period for the Remote Meter Project, which covers anything that breaks, is ending on November 15, 2016. The Preliminary Engineering Report Letter Amendment was submitted to Rural Development for Priority 2. A meeting will be held with MnDOT on September 8, 2016 regarding Highway 212 for Priority 2. Mayor Dan Agre and Administrator LeGare will be attending this meeting. The next construction meeting is scheduled for October 4, 2016.

## **11. Public Works**

Maintenance Supervisor Mike Sietsema was on hand to give his report to the council. Sietsema informed the council that he had Administrator LeGare fill out paperwork for a charge account at the Mac Tool store located in Olivia for future purchases. Sietsema received quotes for replacing the city shop doors and windows. The quote received was roughly \$3,656.00. Sietsema also received a quote for replacement of the Water Treatment Plant doors totaling roughly \$5,300.00. Sietsema will work on getting second quotes for these items. Sietsema informed the council that Public Works Worker Scott Agre will be taking his written CDL tests next week.

## **12. Cleanup Day**

Cleanup day was set for October 29, 2016 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.

## **13. Set Truth and Taxation Meeting**

The Truth and Taxation Meeting was set for December 12, 2016 at 7:00 p.m. with a continuation meeting for December 19, 2016 at 7:00 p.m. if needed. The meeting will be held at the Sacred Heart Community Center.

## **14. Hearing for West Central Sanitation**

The hearing for West Central Sanitation was set for October 10, 2016 at 7:00 p.m. at the Sacred Heart Community Center.

**15. Building Permit – Wanda Hawk**

A building permit from Wanda Hawk to place a modular ramp at her property located at 317 3<sup>rd</sup> Avenue was reviewed and discussed. A motion was made by Randy Johnson, and seconded by Dick Ashburn to approve the building permit. The motion carried 4 to 0.

**16. 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 8:49 p.m.

ATTEST:

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

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