

City Council Regular Meeting
April 8, 2019
Monday 6:30 p.m.

The regular session of the City Council, City of Sacred Heart, Minnesota was called to order on April 8, 2019 at 6:30 p.m. by Acting Mayor Randy Johnson.

Mayor Dan Agre was absent.

City Council Members present were Brooke Hebrink, Dick Ashburn and Andy Stauffer. Also present were Ron Mortenson from MNDOT, Scott Tedrick from the Yellowstone Trail Alliance, Public Works Supervisor Scott Agre, Liquor Store Manager Bart Estum, Liquor Store Assistant Manager Brooke Busack.

City Administrator Santjer was absent.

1. Approval of Agenda

A motion was made by Andy Stauffer and seconded by Brooke Hebrink approve the agenda with the addition of building permit from Novel Energy Solutions to item 10c under new business and a building permit application from Joe Kirk to item 10d under new business. The motion carried 3 to 0.

2. Approval of Minutes

A motion was made by Andy Stauffer and seconded by Brooke Hebrink to approve the minutes of the March 11, 2019 Regular Meeting. The motion carried 3 to 0.

3. Invoices Payable

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

4. Scott Tedrick – Yellowstone Trail Alliance

Scott Tedrick, President of the Yellowstone Trail Alliance was present to discuss a cultural heritage partnership grant. The grant was requested for \$60,000.00 to hire consultants to do cultural asset mapping, historical narrative research and the gathering of community history. There is no monetary commitment from the city. Partnership would consist of commitment of the process of the grant and spreading the word. Meetings would also occur along the way that the Yellowstone Trail Alliance would ask to have some council representation at. Tedrick also informed the council of upcoming Yellowstone Trail Alliance events. A motion was made by Andy Stauffer and seconded by Brooke Hebrink to approve partnership with the Yellowstone Trail Alliance on the Minnesota Historical Society Cultural Heritage Partnership Grant. The motion carried 3 to 0.

5. MNDOT Highway 212 Reconstruction Project – Ron Mortenson, Susann Karnowski and Leif Garnass

Leif Garnass was present to discuss the details of the Highway 212 Reconstruction Project. A full reconstruction will be completed on the roads within the city and a resurfacing will be done on the road outside of city limits. Discussion was held on the lane and parking widths along the three blocks of 3rd Ave. to Harrison Ave. Pictures were presented to MNDOT by Acting Mayor Randy Johnson including semis and vehicles parking along Highway 212 along our business district. The city and businesses still have serious concern with the safety concerns related to narrowing these parking lanes. Councilmember Andy Stauffer addressed his concerns with the financial costs share of the city currently estimated at \$200,000.00. With the current debt with the infrastructure project and other large maintenance and capital outlay items needed, the city does not have the funds to pay their cost of this project. If the city does not have the money to pay the share costs, a letter would need to be sent to MNDOT stating city funds are exhausted.

6. Liquor Store Report – Brooke Busack, Manager

Liquor Store Manager Brooke Busack was on hand to give their report to the council. Discussion was held on the profit/loss summary for March. A profit of \$4,969.87 was reported for March. Discussion was held on the employee coverage during Tuesday Wing Specials. Busack informed the council that she plans to start Saturday pizza specials again. Busack informed the council that the boutique and Smelt Feed last weekend went well and showed increased sales. Discussion was held on other upcoming events and specials. Busack informed the council that she will be attending an advertising seminar next Tuesday for a couple hours in the morning and is scheduled to complete her Food Service Licensing class on April 22nd. Busack also informed the council that she will be attending the MMBA Annual Conference April 27th through April 30th along with Administrator Santjer. Busack informed the council of an issue with the water heater. The issue has been fixed. Busack informed the council that Steve Hinderks will be coming later this week to look at the sewer situation. Councilmember Andy Stauffer inquired about the cash short/long account. Councilmember Andy Stauffer also inquired about March's electric expenses. Busack will consult with Administrator Santjer regarding the concerns when she returns from leave. Discussion was held on the annual inspection report with two items needing to be addressed by December 1, 2022 including replacement of the ceiling tiles and flooring in the kitchen area.

7. Maintenance/Water/Sewer Report – Scott Agre

Public Works Supervisor Scott Agre was on hand to give his report. Discussion was held on the condition of the walnut street on the west side of town. With the construction traffic over the past several years the condition of the road has deteriorated. Due to the wet conditions and the conditions of the road, the weight of the garbage truck broke through the road. Discussion was held on other areas that will need to be addressed before final completion of the paving. Discussion was held on the street lights along Main Street. The city owns the light poles and these poles will need to be moved or removed in order to complete the water services this spring. Discussion was held on street sweeping.

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 was held on the can recycling. Discussion was also held on the Fun Walk/Run. Summerfest will be taking over responsibility of this event. Discussion was held on the vacant lots and transferring of the city owned lots to the Sacred Heart Economic Development Authority in order to streamline the sale and contracts all under one organization. Discussion was also held on some apartment maintenance items.

9. Personnel Policy

The Personnel Policy for the City of Sacred Heart was reviewed and discussed with a couple changes including a change to the PTO carryover allowance lowering the limit from 480 hours to 240 hours and an addition under working hours for the Liquor Store Manager with a required 45 hour week and attendance at the regular council meetings. A motion was made by Brooke Hebrink and seconded by Dick Ashburn to approve the Personnel Policy as presented. The motion carried 3 to 0.

10. Liquor Store Manager Job Description – Final Review

The job description for the Liquor Store Manager position was reviewed and discussed with a change to the required hours of 45 per week, which was set with new Liquor Store Manager Brooke Busack and the addition of bartending duties. A motion was made by Brooke Hebrink and seconded by Andy Stauffer to approve the job description as presented. The motion carried 3 to 0.

11. City Administrator Unpaid Medical Leave Request

A request for unpaid medical leave was reviewed and discussed for Administrator Santjer. A motion was made by Dick Ashburn and seconded by Andy Stauffer to approve the requested unpaid medical leave for Administrator Santjer effective Friday, April 5th through Friday, April 12th. The motion carried 3 to 0.

12. Application for Transient Merchant, Peddler, and Solicitor License – Joe Schulte, Edward Jones Solicitation

An application for transient merchant, peddler and solicitor license was reviewed and discussed for Joe Schulte for solicitation of Edward Jones. After much discussion, a motion was made by Brooke Hebrink and seconded by Dick Ashburn to approve the transient merchant, peddler and solicitor license for Joe Schulte as presented with an expiration of December 31, 2019 at which time he would need to re-apply if additional licensing is wanted. The motion carried 3 to 0.

13. Building Permit for Novel Energy Solutions – Solar Garden

A building permit application from Novel Energy Solutions for the construction of a solar garden at 221 8th Ave. was reviewed and discussed. After much discussion, a motion was made by Andy Stauffer and seconded by Brooke Hebrink to approve the building permit for Novel Energy Solutions as presented. The motion carried 3 to 0.

14. Building Permit for Joe Kirk - Shed

A building permit application from Joe Kirk for the construction of a shed at 701 Maple St. E. was reviewed and discussed. After much discussion, a motion was made by Brooke Hebrink and seconded by Dick Ashburn to approve the building permit for Joe Kirk as presented. The motion carried 3 to 0.

17. Adjourn

A motion was made by Andy Stauffer and seconded by Dick Ashburn to adjourn the meeting. The motion carried 3 to 0. Meeting was adjourned at 8:36 p.m.

ATTEST:

BY _____
Colette Santjer, City Administrator/Clerk/Treasurer

The next Regular Council Meeting is scheduled for May 13, 2019 at 7:00 p.m.

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