

**City Council Regular Meeting  
December 10, 2018  
Monday 7:15 p.m.**

The regular session of the City Council, City of Sacred Heart, Minnesota was called to order on December 10, 2018 at 7:15 p.m. by Mayor Dan Agre.

City Council Members present were Randy Johnson, Dick Ashburn, and Andy Stauffer. Councilmember Brooke Hebrink was absent. Also present were Ron Mortensen from MNDOT, Brian Bollig from Bollig Inc., Chief Deputy Jason Mathwig from the Renville County Sheriff's Office, City Administrator/Clerk/Treasurer Colette Santjer, Public Works Supervisor Mike Sietsema and Liquor Store Manager Bart Estum. Also present were residents Terry Kjersten and John Ornelas.

**1. Approval of Agenda**

A motion was made by Randy Johnson and seconded by Dick Ashburn to approve the agenda as presented. 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 November 12, 2018 Public Hearing and the November 12, 2018 Regular Meeting. The motion carried 3 to 0.

**3. Invoices Payable**

A motion was made by Randy Johnson and seconded by Dick Ashburn to approve the invoices payable as presented. The motion carried 2 to 0. Stauffer abstained from the vote due to conflict of interest with a payment to his current employer.

**4. Infrastructure Project – Brian Bollig from Bollig Inc.**

Brian Bollig from Bollig Inc. was present to discuss progress of the infrastructure project. Discussion was held on the design of the backwash holding tank and existing treatment plant bid documents with the hopes of going out for bids in January. Engineering Amendment No. 1 to include Notice of Violation (NOV) costs and engineering for backwash holding tank was reviewed and discussed. After much discussion, a motion was made by Randy Johnson and seconded by Dick Ashburn to approve Engineering Amendment No. 1 as presented. The motion carried 3 to 0. Discussion was held on the chloride issue at the water treatment plant with the options of regionalization or reverse osmosis treatment. Adding a reverse osmosis softening system and eliminating salt softening would cost the city roughly \$2.0 million dollars with the hopes of securing a Small Cities Grant to cover these costs. Brian Bollig informed the council that he had not heard back from Granite Falls regarding the possibility of regionalization with their city.

**5. Terry Kjersten – Water Service**

Resident Terry Kjersten was present to address the council regarding his 2019 Utility Assessment. Kjersten informed the council that he requests utility service to his property located at     or he will not pay his assessment. Mayor Agre informed Terry that this would be costly not only to the city, but to him as well as he will be required to complete plumbing and heating in the building as well as pay a minimum utility service bill and heating bill. Sewer hookup would require a lift station. City Administrator Santjer informed Kjersten that because he did not attend the Public Hearing and provide a written notice of his intent to appeal the assessment, he is unable to refuse payment of the assessment. Mayor Agre informed Kjersten that the city would look into his request.

## **6. John Ornelas – Blighted Property Status**

Resident John Ornelas was present to discuss the status of his property located at 243 2<sup>nd</sup> Ave. N. Ornelas requested that the council consider eminent domain of the property as he is unable to financially bring the building up to safety standards. Mayor Agre informed Ornelas that the city would consult with their attorney to discuss the options of taking over the property and costs of razing the building. A continuation hearing had already been scheduled for January 23<sup>rd</sup> for Ornelas at a previous court hearing.

## **7. Ron Mortensen – MNDOT 2021 Highway 212 Project**

Ron Mortensen, from MNDOT, was present to discuss the 2021 Highway 212 reconstruction project. Discussion was held on the participation costs of the city, aesthetics, sidewalks, lighting, drainage and the parking lane. Mortensen suggested that the City contact local state representatives for support if they request to keep the parking lanes wider along Highway 212 from Harrison Ave to Third Ave.

## **8. Police Report – Chief Deputy Jason Mathwig**

Chief Deputy Jason Mathwig, from the Renville County Sheriff's Office, was present to discuss procedures for snow emergencies including the procedure for issuing warnings and citations for vehicles in violation of the parking ordinance. Discussion was also held on the status of blighted properties currently being processed through court. A monthly summary report was provided to the council from the Renville County Sheriff's Office for review. A total of 30 calls were taken during the month of November. With a total of 202.75 hours patrolled for the month.

## **9. Liquor Store Report – Bart Estum**

Liquor Store Manager Bart Estum was on hand to give his report to the council. Quotes from Allied General Agency from Scott Fransen (Farm Bureau Financial Services) and Jeff Huseby (Huseby Insurance Agency) for liquor liability insurance were reviewed and discussed. A motion was made by Andy Stauffer and seconded by Dick Ashburn to approve the purchase of liability insurance through Allied General Agency from Scott Fransen (Farm Bureau Financial Services) for \$4,225.67. The new policy will save the city roughly \$9,000.00 a year. The motion carried 3 to 0. Estum informed the council that employee reviews were completed. No raises were given this year due to the financial status of the store. Discussion was held on the current hours of the store. The Council directed Administrator Santjer and Estum to decide on the final hours effective January 1, 2019. The suggested hours would be changed to 9:00 a.m. to 11:00 p.m. Monday through Thursday, 9:00 a.m. to 1:00 a.m.

Friday and 12:00 p.m. to 6:00 p.m. on Sunday. Resolution 02-139 Opposing the Sale of Strong Beer, Spirits and Wine in Grocery and Convenience Stores was reviewed and discussed. A motion was made by Randy Johnson and seconded by Dick Ashburn to approve Resolution 02-139 as presented. The motion carried 3 to 0.

**10. Maintenance/Water/Sewer Report – Mike Sietsema**

Maintenance Supervisor Mike Sietsema was on hand to give his report. Sietsema and Santjer informed the council that David DeLong was hired as the General Maintenance Worker and will begin employment on December 17, 2018. Discussion was held on a Reverse Osmosis treatment system at the water treatment plant. Discussion was held on the request for water a sewer service by resident Terry Kjersten.

**11. SHEDA Report – Randy Johnson and Andy Stauffer**

Councilmembers Randy Johnson and Andy Stauffer gave the report for S.H.E.D.A. The council was informed that discussion took place on the advertising of sale of the vacant lots at the southwest edge of town. Discussion was also held on the Renville County EDA grant and loan programs. Discussion was held on a list of maintenance items for the apartments. Discussion was also held on the purchasing of the remaining vacant lots from Harlen Huisman.

**12. Approve 2019 Final Budget**

A motion was made by Andy Stauffer and seconded by Dick Ashburn to accept the following 2019 Final Budget: The motion carried 3 to 0.

GENERAL FUND BUDGETED EXPENDITURES	\$535,539	
Less GENERAL FUND LOCAL GOVERNMENT AID	208,906	
Less GENERAL FUND OTHER REVENUE	<u>61,512</u>	
TOTAL GENERAL LEVY	\$265,121	
GENERAL FUND LEVY	\$265,121	63%
FIRE HALL DEBT	29,305	30%
SEWER FUND DEBT SERVICE	26,629	27%
STREET DEBT SERVICE	<u>98,043</u>	23%
TOTAL 2018 LEVY	\$419,098	

**13. Initial Reading – Ordinance 2019-1 Updating Fine & Fee Schedule**

An initial reading of Ordinance 2019-1 Updating the Fine & Fee Schedule of the City of Sacred Heart was completed. With no changes, a final reading will be completed at next month’s meeting.

**14. Resolution 02-138 Designating 2019 Polling Precinct Location**

Resolution 02-138 Designating the Community Center as the 2019 Polling Precinct Location for the City of Sacred Heart was reviewed and discussed. A motion was made Randy Johnson and seconded by

Andy Stauffer to approve Resolution 02-138 as presented. The motion carried 3 to 0.

**15. Liquor Store Manager Job Description – Review**

The current job description for the Liquor Store Manager position was reviewed and discussed. With no changes, the job description was updated as presented.

**16. Public Works Supervisor Job Description – Review**

The current job description for the Public Works Supervisor position was reviewed and discussed. One change was made adding sidewalks to the snow removal activities supervised.

**17. Request fund from the Sacred Heart Fire Relief Association**

A motion was made by Dick Ashburn and seconded by Andrew Stauffer to request \$41,500.00 from the Sacred Heart Firemen’s Relief Association for the purpose of lessening City Government financial burdens. The motion carried 3 to 0.

**18. Employee Reviews Completed – Raises**

Liquor Store Manager Bart Estum conducted employee reviews for full-time bartenders Brooke Busack and Michelle Young. Administrator Santjer conducted employee reviews for Public Works Supervisor Mike Sietsema, Public Works Worker Scott Agre and Liquor Store Manager Bart Estum. Discussion was held on the outcomes of the reviews. The following raises were approved:

- Scott Agre – 3%
- Lori Skalbeck – 3%
- Wanda Brandt – 3%

**19. Employee Review – Administrator Santjer**

An annual employee review was conducted for Administrator Colette Santjer. The following raise was approved for Administrator Santjer:

- Colette Santjer – 3%

**20. 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 9:45 p.m.

ATTEST:

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

The next Regular Council Meeting is scheduled for January 14, 2019 at 7:00 p.m.  
The City of Sacred Heart is an equal opportunity provider and employer.