

**City Council Regular Meeting
December 9, 2019
Monday 7:10 p.m.**

The regular session of the City Council, City of Sacred Heart, Minnesota was called to order on December 9, 2019 at 7:10 p.m. by Mayor Dan Agre.

City Council Members present were Dick Ashburn and Andy Stauffer. Councilmember Randy Johnson joined the meeting at 8:01 p.m. Councilmember Brooke Hebrink was absent. Also present were Paul Jurek from Bollig Inc., Steve Agre from Agre Insurance and City Administrator/Clerk/Treasurer Colette Santjer.

1. Approval of Agenda

A motion was made by Andy Stauffer and seconded by Dick Ashburn to approve the agenda with the following additions: Guests Paul Jurek from Bollig Inc. and Steve Agre from Agre Insurance, Sidewalk in front of 243 2nd Ave N under 8c under Maintenance/Water/Sewer Report and Board of Appeal and Equalization under 12e under New Business. The motion carried 3 to 0.

2. Approval of Minutes

A motion was made by Dick Ashburn and seconded by Andy Stauffer to approve the minutes of the November 12, 2019 Public Hearing (Fire Hall Roof & Turnout Gear) and the November 12, 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. Infrastructure Project – Paul Jurek from Bollig Inc.

Paul Jurek from Bollig Inc. was present to discuss progress of the infrastructure project. Discussion was held on substantial completion dates and final completion dates. Change Order #5 and a final pay application for Reiner Contracting was reviewed and discussed. After much discussion, a motion was made by Dick Ashburn and seconded by Andy Stauffer to approve Change Order # 5 including the final application for Reiner Contracting as presented. The motion carried 3 to 0. Resolution 02-150 declaring the Sacred Heart Infrastructure Improvements Project Priority 2 Project as complete was review and discussed. After much discussion, a motion was made by Dick Ashburn and seconded by Andy Stauffer to approve Resolution 02-150 as presented. The motion carried 3 to 0. A project update was given for the wastewater and drinking water treatment plant project. The next construction meeting is scheduled for February 13, 2020 at 2:00 p.m. Discussion was held on the drinking water treatment plant reverse osmosis pilot study progress.

5. Steve Agre – Agre Insurance

Insurance Agent Steve Agre was present to discuss the 2020 premiums for the city insurance. An appraisal is performed on all insured property and equipment every ten years, with 2020 being the year for review. After appraisals, the total premium for 2020 will be increasing by \$14,972.00 mainly due to the updates at the wastewater treatment plant and water tower. After much discussion, a motion was made by Andy Stauffer and seconded by Dick Ashburn to approve continuation of the insurance for 2020 and not waive monetary limits on municipal tort liability. The motion carried 3 to 0.

6. Liquor Store Report

Liquor Store Manager Brooke Busack was unable to be present. Busack completed an employee review for full-time bartender Michelle Young. Administrator Santjer completed an employee review for Liquor Store Manager Brooke Busack. Discussion was held on the outcomes of these reviews. After much discussion, a motion was made by Andy Stauffer and seconded by Dick Ashburn to approve the following raises: The motion carried 3 to 0.

Michelle Young – 3%

Brooke Busack – No raise at this time due to length of time in position and increase upon promotion. The City will review compensation at next review.

Discussion was held on the ventilation issue at the liquor store. Mayor Agre contacted Roskens Plumbing & Heating to look at the current set-up and is currently waiting to hear back from them on any solutions they may have to help with the strong odor from the dual auto-fryer.

7. Maintenance/Water/Sewer Report

Public Works Supervisor Scott Agre was unable to be present. Discussion was held on coverage for snow removal upon Agre's absence beginning January 6th at which time he will be having some surgery done. After much discussion the council authorized Administrator Santjer to proceed with hiring Mike Sietsema at an hourly rate of \$20.00/hour to run the lawn tractor, pay loader and other equipment as able to aid in snow removal efforts during Scott Agre's absence which is estimated to be 4 to 6 weeks. Discussion was held on some leftover piping from phase I of the city infrastructure project. Resident Mike Ashburn inquired about purchasing the leftover piping. After much discussion and confirmation that it is no use to the city, the council directed Administrator Santjer to figure out fair pricing with the contractors and go ahead with the sale. Administrator Santjer completed an employee review for both Public Works Supervisor Scott Agre and General Maintenance Worker David DeLong. Discussion was held on the outcomes of these reviews. After much discussion, a motion was made by Andy Stauffer and seconded by Dick Ashburn to approve the following raises: The motion carried 3 to 0.

Scott Agre – \$1.75/hour increase which includes an increase for obtaining both his class c water and wastewater licenses this past year.

David DeLong – 2%

Discussion was held on the sidewalks near the property located at 243 2nd Ave N. With the condition of the building and major safety concerns for resident and visitors that may walk near the building, the council approved vacation of the sidewalks by use of barricades and stopping snow removal during the

winter months to keep residents and visitors away from the unsecure building. The building is currently going through the tax forfeiture process.

8. Police Report – Monthly Summary

A monthly summary report was provided to the council from the Renville County Sheriff’s Office for review. A total of 33 calls were taken during the month of November. With a total of 170.75 hours patrolled for the month.

9. SHEDA Report –Andy Stauffer

Councilmember Andy Stauffer gave the report for S.H.E.D.A. Stauffer inform the council that discussion took place on some maintenance items for the apartments, as well as the annual walk-through. Discussion also took place on the upcoming Renville county housing study.

10. Approve 2020 Final Budget

A motion was made by Andy Stauffer and seconded by Dick Ashburn to accept the following 2020 Final Budget: The motion carried 3 to 0.

GENERAL FUND BUDGETED EXPENDITURES	\$659,856	
Less GENERAL FUND LOCAL GOVERNMENT AID	213,395	
Less GENERAL FUND OTHER REVENUE	<u>181,340</u>	
TOTAL GENERAL LEVY	\$265,121	
GENERAL FUND LEVY	\$265,121	63%
FIRE HALL DEBT	29,893	7%
SEWER FUND DEBT SERVICE	26,409	6%
STREET DEBT SERVICE	<u>98,055</u>	23%
TOTAL 2018 LEVY	\$419,478	

11. Assistant Clerk – Job Description Review & Compensation Discussion

A job description for Assistant Clerk Lori Skalbeck was reviewed and discussed. Administrator Santjer completed an employee review for Lori Skalbeck. Discussion was held on the outcome of this review. After much discussion, a motion was made by Dick Ashburn and seconded by Andy Stauffer to approve the job description as presented and approve payment of Lori Skalbeck’s health insurance, \$233.00/month, as part of her compensation package and in place of a raise. The motion carried 3 to 0.

Councilmember Randy Johnson joined the meeting.

12. Employee Review – Administrator Santjer

An annual employee review was conducted for Administrator Colette Santjer. A motion was made by Andy Stauffer and seconded by Randy Johnson to approved the following raise: The motion carried 3 to 0.

Colette Santjer – 3%

13. Board of Appeal & Equalization Duties

Discussion was held on transferring the duties of the Local Board of Revue to the County Board of Appeal and Equalization. After much discussion the council direct Administrator Santjer to work with the county assessor on the steps needed to transfer these duties going forward.

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 8:29 p.m.

ATTEST:

BY _____
Colette Santjer, City Administrator/Clerk/Treasurer

The next Regular Council Meeting is scheduled for January 13, 2020 at 7:00 p.m.

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