

**City Council Regular Meeting  
January 13, 2020  
Monday 7:00 p.m.**

The regular session of the City Council, City of Sacred Heart, Minnesota was called to order on January 13, 2020 at 7:00 p.m. by Mayor Dan Agre.

City Council Members present were Brooke Hebrink, Randy Johnson and Andy Stauffer. Councilmember Dick Ashburn and City Administrator/Clerk/Treasurer Colette Santjer were absent. Also present were Angela Holm from Bollig Inc. and Public Works Supervisor Scott Agre.

**Oath of Office**

The oath of office was administered to Mayor Dan Agre, re-elected at the 2019 municipal election. Mayor Dan Agre administered the oath of office to councilmembers Brooke Hebrink and Andrew Stauffer, both re-elected at the 2019 municipal election.

**1. Approval of Agenda**

A motion was made by Brooke Hebrink and seconded by Andy Stauffer to approve the agenda with the following additions: Guest Angela Holm from Bollig Inc., and FEMA discussion under New Business. The motion carried 3 to 0.

**2. Approval of Minutes**

A motion was made by Randy Johnson and seconded by Brooke Hebrink to approve the minutes of the December 9, 2019 Truth in Taxation Meeting and the December 9, 2019 Regular Meeting. The motion carried 3 to 0.

**3. Invoices Payable**

A motion was made by Randy Johnson and seconded by Brooke Hebrink to approve the invoices payable as presented. The motion carried 2 to 0 with councilmember Andy Stauffer abstaining due to payment to employer, West Central Communications.

A motion was made by Brooke Hebrink and seconded by Andy Stauffer to approve payment to the League of Minnesota Cities for the city insurance in the amount of \$46,244.00 by Administrator Santjer once the breakout is completed. The motion carried 3 to 0.

**4. Community Center ADA Improvements – Angela Holm from Bollig Inc.**

Angela Holm was present from Bollig Inc. to discuss the required ADA Improvements needed at the Community Center. Bollig has been working on ADA designs and updates over the last several months including handicap compliant front and back doors, renovations to the restrooms, modifications to the city office door including a service window, modifications to the police/shirt office door. The updates are a requirement with the Rural Development grants/loans received for the infrastructure project.

Discussion was held on the details of the plan designs. Renovations are scheduled to last roughly four to six weeks beginning sometime in March. The City has secured a Small Cities Development Grant to cover the \$110,000.00 renovation costs. If costs come in over that estimate, the city will apply for an additional grant. A motion was made by Andy Stauffer and seconded by Brooke Hebrink to authorize Bollig Inc. to proceed with advertising for bids for the ADA Improvements at the Community Center. The motion carried 3 to 0.

## **5. Liquor Store Report**

Juan Leal is working on finishing the floor tiling. Discussion was held on a lip in the back area where the coolers are located and placement of a transition from the tile to the concrete flooring. Discussion was held on the ventilation issue with the auto fryer fumes. Mayor Dan Agre will contact Chappell Central regarding the previously quoted hood system.

## **7. Maintenance/Water/Sewer Report**

Public Works Supervisor Scott Agre was on hand to give his report. A water tower inspection report was reviewed and discussed with no major issues. A water treatment energy efficiency assessment was reviewed and discussed. Discussion was held on well pump issues. Discussion was held on a quote from Great Plans Structures LLC., in the amount of \$198,000.00, for repairs to the sludge tank at the wastewater treatment plant. Bollig Inc. is looking into funding options for these repairs. Discussion was held on a pothole on highway 212, but the spot was already patched by MNDOT so no further discussion took place.

## **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 22 calls were taken during the month of December. With a total of 205.50 hours patrolled for the month.

## **9. SHEDA Report – Randy Johnson and Andy Stauffer**

Councilmembers Randy Johnson and Andy Stauffer gave the report for S.H.E.D.A. Stauffer inform the council that discussion took place on apartment maintenance issues including snow removal. Discussion was held on the possibility of hosting an open house with area businesses with the Renville County EDA to explain all the programs available to help businesses with their financial and business needs.

## **10. Special Agenda Item: Transfer duties of Local Board of Revue to the County Board of Appeal & Equalization**

A motion was made by Randy Johnson and seconded by Andy Stauffer to transfer duties of the Local Board of Revue to the County Board of Appeal and Equalization for the years 2020, 2021, 2022 and 2023. The motion carried 3 to 0.

## **11. Resolution 02-151 Annual Designation**

Resolution 02-151 for the annual designations of the City of Sacred Heart was reviewed and discussed. A motion was made by Brooke Hebrink and seconded by Andy Stauffer to approve the resolution as presented with the following designations for 20200: The motion carried 3 to 0.

## **2020 ORGANIZATION RESOLUTION**

WHEREAS Minnesota Statute, Chapters 412 and 427, require certain action by the City Council at the annual organizational council meeting in January;

SO THEREFORE BE IT RESOLVED by the Sacred Heart City Council, that it hereby approves the following designations for the year 2020:

**MEETINGS:** Regular meetings of the Sacred Heart City Council shall be held on the second Monday of every month at 7:00 p.m. Any regular meeting that falls upon a holiday may be canceled or rescheduled. All meetings, including special and adjourned meetings, shall be held at Sacred Heart Community Center, in the Clerk's Office, unless the City Council decides otherwise.

**VICE MAYOR:** In the absence of the Mayor, the Acting Mayor for the Sacred Heart City Council shall be Randy Johnson.

**OFFICIAL NEWSPAPER:** The official newspaper for the City of Sacred Heart shall be the Renville County Register.

**OFFICIAL CITY DEPOSITORIES:** The following financial institutions shall be designated as the official City depositories: Citizens Alliance Bank, Sacred Heart, Minnesota; PMA Financial Network (4M), Naperville, Illinois.

**The following shall be authorized agents to endorse checks and orders for the payment of money transactions at these official City depositories: Mayor Dan Agre, Acting Mayor Randy Johnson, City Administrator/Clerk/Treasurer Colette Santjer and Assistant Clerk Lori Skalbeck.**

**CITY HALL/COMMUNITY CENTER DIRECTOR:** The Sacred Heart City Council hereby appoints City Administrator Colette Santjer as the City Hall/Community Center Director for the City of Sacred Heart.

**ASSISTANT WEED INSPECTOR:** The Sacred Heart City Council hereby appoints Public Works Supervisor Scott Agre as the Assistant Weed Inspector for the City of Sacred Heart.

**ECONOMIC DEVELOPMENT AUTHORITY REPRESENTATIVES:** include:

Terms Expire 12/31/2021  
Randy Johnson

Terms Expire 12/31/2022  
Andrew Stauffer

**POUND MASTER:** The Sacred Heart City Council hereby appoints the Renville County Sheriff's Department as the Pound Master for the City of Sacred Heart.

**CITY ATTORNEY:** The Sacred Heart City Council hereby appoints Aaron Walton (Walton Law Group) as the City Attorney for the City of Sacred Heart.

**INSURANCE AGENT:** The Sacred Heart City Council hereby appoints Scott Fransen (Farm Bureau Financial Services) as the Liquor Liability Insurance Agent and Steve Agre (Agre Insurance) as the Insurance Agent for the for all other insurance for the City of Sacred Heart.

**AUDITOR:** The Sacred Heart City Council hereby appoints Oberloh & Oberloh, LTD as the Auditor for the City of Sacred Heart.

## **12. FEMA – Street Repairs**

Administrator Santjer received notification that FEMA has approved roughly \$15,968.00 in disaster recovery funds to be used toward the costs of the additional street repairs that were completed due to soft spots in a couple roads caused by the severe spring time flooding and winter storm.

## **20. Adjourn**

A motion was made by Randy Johnson and seconded by Andy Stauffer 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 February 10, 2020 at 7:00 p.m.

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