

**City Council Regular Meeting  
January 14, 2019  
Monday 7:00 p.m.**

The regular session of the City Council, City of Sacred Heart, Minnesota was called to order on January 14, 2019 at 7:00 p.m. by Mayor Dan Agre.

City Council Members present were Randy Johnson, Brooke Hebrink (late arrival), and Andy Stauffer. Councilmember Dick Ashburn was absent. Also present were Ron Mortensen from MNDOT, Public Works Supervisor Mike Sietsema, Maintenance Workers Scott Agre and Dave DeLong, and Liquor Store Manager Bart Estum. Also present was resident Kelly Martin.

**1. Approval of Agenda**

A motion was made by Randy Johnson and seconded by Andy Stauffer to approve the agenda as presented. The motion carried 2 to 0.

**2. Approval of Minutes**

A motion was made by Randy Johnson and seconded by Andy Stauffer to approve the minutes of the December 10, 2018 Truth in Taxation Meeting, the December 10, 2019 Regular Meeting and the January 2, 2019 Special Meeting. The motion carried 2 to 0.

**3. Invoices Payable**

A motion was made by Andy Stauffer and seconded by Randy Johnson to approve the invoices payable as presented. The motion carried 2 to 0.

**4. Ron Mortensen – MNDOT Highway 212 Project**

Ron Mortensen was present from MNDOT to discuss details of the 2021 Highway 212 Reconstruction Project. Discussion was held on the street widths, sidewalks and concrete flares, parking lanes, alley widths, and shoulder specifications. After much discussion and two major outstanding issues including the street widths along highway 212 from the blocks of 3<sup>rd</sup> Ave to Harrison Ave and entrance at the Kelly's Korner gas station, the council requested to meet and have a work session with MNDOT representatives, Representative Tim Miller and Senator Andrew Lang. Mortenson will work with Administrator Santjer to schedule this meeting.

**5. Liquor Store Report – Bart Estum**

Liquor Store Manager Bart Estum was on hand to give his report to the council. Discussion was held on the profit/loss summary for the month of December. Discussion was held on several new events and specials taking place at the liquor store including Tuesday Wing Specials, Vendor Events and new pizza specials. Estum informed the council of entertainment scheduled for February 15<sup>th</sup> for the Sacred Heart Jaycees Coyote Hunt.

Council Member Brooke Hebrink joined the meeting.

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

Maintenance Supervisor Mike Sietsema was on hand to give his report. Discussion was held on upgrading the street lights on Main Street to LED lighting. A quote was review from Sullivan’s Electric for \$9,780.00. Discussion was held on snow removal scheduling and overtime hours. Sietsema informed the council that the Christmas decorations were taken down.

**7. 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 41 calls were taken during the month of November. With a total of 116.25 hours patrolled for the month.

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

Councilmembers Randy Johnson and Andy Stauffer gave the report for S.H.E.D.A. Councilmembers Randy Johnson and Andy Stauffer informed the council that discussion was held on business support during the 2021 MNDOT Highway 212 reconstruction. Discussion was also held on outstanding maintenance items from the last apartment review.

**9. Terry Kjersten – Water Service: Email correspondence with City Attorney**

Discussion was held on the water and sewer connections requested by Terry Kjersten at a previous meeting. Discussion was held on correspondence with the City Attorney regarding the request.

**10. Final Reading and Approval of Ordinance 2019-01 Updating the Fine & Fee Schedule of the City of Sacred Heart**

A final reading of Ordinance 2019-01 updating the fine and fee schedule of the Sacred Heart City Code was completed. After much discussion a motion was made by Randy Johnson and seconded by Andy Stauffer to approve Ordinance 2019-01 with the following fines and fees for 2019: The motion carried 3 to 0.

**FINE AND FEE SCHEDULE FOR YEAR 2019**

**1. Administration**

	<u>\$ Amount</u>
Bad Check Fees	\$30.00
Copies	\$.25
Council Filing Fee	\$2.00
Fax receiving and sending per page	\$2.00
City Use of Personal Vehicles – Uniform Criteria for All City Depts. Mileage (2018 Actual IRS allowance)	 \$545

Mayor and Council Members	
Meetings	\$60.00/each
Travel Expenses Mileage (2018 Actual IRS allowance)	\$ .545

Election Judges	
Election & Training Hours	\$15.00/hour
Travel Expenses Mileage (2018 Actual IRS allowance)	\$ .545

Community Center	
Rental Fee – Large Room	\$50.00/day
Rental Fee – Small Room	\$25.00/day
Damage Deposit	\$250.00
Liquor Services (supplied only by Sacred Heart Liquors)	\$50.00/bartender plus per drink costs

Traffic/Parking Violations	
Unreasonable acceleration (City Ord: 705.01)	\$100.00
Parking to sell goods (City Ord. 703.01)	\$50.00
Parking – snow removal (City Ord. 704.02)	\$100.00
2 <sup>nd</sup> Offense	\$100.00
Each Additional Offense	\$100.00

### **3. Public Works**

Bulk Water	\$12.00/1000 gals
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Reconnection Fee	\$25.00
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Delinquent Accounts, Collection Procedure	
Utility Bills (Amount Due After 20 <sup>th</sup> of Month)	\$25.00

Certification of Delinquent Utility Accounts	
Certify Each Severely Delinquent Utility Account to Renville County	
Auditor Per Parcel	\$5.00

Water Rates (Effective August 26, 2018)	
Residential Water (base fee of \$12.10 for usage under 1,166 gals)	\$12.10/1,166 gals
Sewer (base fee of \$12.10 for usage under 1,166 gals)	\$12.10/1,166 gals
Water Connect Fee	\$11.12
Sewer Connect Fee	\$5.00
Filter Fee	\$5.00
Storm Sewer Fee	\$28.00

Garbage and Refuse / Refuse Collection (City Ord. 505.00)	
Rates established by Service Provider Under Contract-West Central Sanitation	

35 gallon cart, serviced weekly	\$12.20/mo.
64 gallon cart, service weekly	\$14.95/mo.
95 gallon cart, serviced weekly	\$17.60/mo.
Colored bags: 30 gallon bags, serviced weekly	\$24.15/pkg. of 10
Monthly base rate for bag service	\$9.00/qtr.

Prices do not include the 9.75% residential tax, or 17% commercial tax.

### **5. Public Works Equipment Fee Schedule**

(All equipment will be operated by City of Sacred Heart employees)

Loader/Tractor (minimum 1 hr. charge)	\$120.00/hr.
Truck – Load of Shingles, brush, etc. (minimum 1 hr. charge)	\$120.00/hr. plus landfill fees
Mowing (minimum 1 hr. charge)	\$50.00/hr.
Snow Removal – Driveway	\$30.00
Hauling Rock/Sand/Gravel (load) (minimum 1 hr. charge)	\$30.00/hr.

### **10. Animal**

Dogs in City Park (City Ord. 301.03.9)	\$50.00
Fail to License Dog (City Ord. 504.07)	\$50.00
Fail to Restrain Dog – At Large (City Ord. 504.09)	\$50.00
2 <sup>nd</sup> Offense – in 12 mo.	\$75.00
3 <sup>rd</sup> Offense – in 12 mo.	\$100.00
Obligation to Prevent Nuisance (City Ord. 504.10)	\$50.00
(Dogs barking, chasing cars, visits school grounds, molest persons, etc.)	
Cat & Dog License (annual)	\$10.00

Impoundment:

Pick up Fees	Impound shelter fees incurred required at pickup
City Fees	Impound contract fees incurred
	Cats \$40.00/animal, Dogs \$75.00/animal

### **11. Parks and Recreational Facilities**

Mark, deface or damage Park Property (City Ord. 301.03.1)	\$50.00
Damage or remove trees or shrubs (City Ord. 301.03.3)	\$50.00
Consume alcohol in park (City Ord. 301.03.6)	\$50.00
Loud noise or music in park (City Ord. 301.03.7)	\$50.00
No motorized vehicles in park (City Ord. 301.04.4)	\$50.00

### **12. Public Nuisances**

Unlawful deposit of garbage/refuse (City Ord. 505.01)	\$50.00
Unlawful burning/fires in City limits (City Ord. 505.05)	\$60.00
Health/welfare garbage accum.-MS (City Ord. 801.02.5)	\$75.00
Disorderly House (City Ord. 801.04.1)	\$250.00
Noise-loud or unusual or annoying vibration (City Ord. 801.05.7)	\$50.00
Accumulation of Junk Vehicles and Vehicles with expired plates or no plates (City Ord. 801.05.16)	\$50.00
Curfew Violation (City Ord. 805.02)	\$50.00
Firearms Violation-MS (City Ord. 806.01)	\$50.00
Prohibited Littering (City Ord. 808.02.2)	\$30.00

### **13. Building**

Building Permit Fee	\$10.00
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### **14. Zoning (City Ord. 1107.10)**

Appeals	\$250.00
Amendments	\$250.00
Variances	\$250.00
Conditional Use Permit	\$100.00

### **14. Emergency Protection Fire Service Fees (City Ord. 507.04)**

Fire Calls	
Level 1 (False Alarm, no aid given)	\$250.00/ Initial Hour
Level 2 (Standard)	\$500.00/Initial Hour
Level 3 (Structure)	\$750.00/Initial Hour
Level 4 (2 story or more involved)	\$1,000.00/Initial Hour
Additional hours over 1 hour standard	\$150.00/Hour
Foam	\$150.00/pail

Fire Service Agreements (townships - effective in March with contract renewals)	
Standby- by Fee (per year)	\$190.00/section

### **11. Ornelas Building – Quote from Jeff Johnson Excavating**

A quote from Jeff Johnson Excavating in the amount of \$48,000.00 for demolition of the old brewery was reviewed and discussed. Due to financial restraint it is not feasible for the city to take over the property and demo the building at this time.

### **12. Resolution 02-140 Annual Designation**

Resolution 02-11 for the annual designations of the City of Sacred Heart was reviewed and discussed. A motion was made by Andy Stauffer and seconded by Brooke Hebrink to approve the resolution as

presented with the following designations for 2019: The motion carried 3 to 0.

**2019 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 2019:

**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: Farmers & Merchants State 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, 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:

<i>Terms Expire 12/31/2021</i>	<i>Terms Expire 12/31/2019</i>
Randy Johnson	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.

**13. Resolution 02-141 Supporting Pursuit of 2021 Local Road Improvement Program Funding from MNDOT for the Sacred Heart US Highway 212 Reconstruction Project**

Resolution 02-141 Supporting Pursuit of 2021 Local Road Improvement Program Funding from MNDOT for the Sacred Heart US Highway 212 Reconstruction Project was reviewed and discussed. After much discussion, a motion was made by Randy Johnson and seconded by Andy Stauffer to approve Resolution 02-141 as presented. The motion carried 3 to 0.

#### **14. Review and Approval of the 2018 City Pay Equity Report**

The 2018 Pay Equity Report was reviewed and discussed. A motion was made by Andy Stauffer and seconded by Brooke Hebrink to approve the submission of the Pay Equity Report. The motion carried 3 to 0.

#### **15. Application for deferment of 2019 Utility Assessment – Shirley Strandjord**

An application request from resident Shirley Strandjord for deferment of the 2019 Utility Assessment was reviewed and discussed. After much discussion, a motion was made by Randy Johnson and seconded by Brooke Hebrink to approve the request of deferment as presented. The motion carried 3 to 0.

#### **16. Ken Samuelson Project Water Leak Damage – Outstanding Invoice from ServiceMaster**

Discussion was held on water damage incurred at Samuelson’s property during the infrastructure project. An invoice from ServiceMaster for \$4,189.37 for clean-up and repairs at the residence was reviewed and discussed. After much discussion, a motion was made by Brooke Hebrink and seconded by Randy Johnson to approve payment of the invoice as presented. The motion carried 3 to 0. A motion was made by Andy Stauffer and seconded by Brooke Hebrink to direct Administrator Santjer to invoice Reiner Contracting for the costs incurred and paid to ServiceMaster.

#### **17. MPCA Compliance Agreement**

A Compliance Agreement with MPCA was discussed. A motion was made by Randy Johnson and seconded by Andy Stauffer to authorize Mayor Dan Agre to sign the MPCA Compliance Agreement. The motion carried 3 to 0.

#### **18. 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 8:55 p.m.

ATTEST:

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

The next Regular Council Meeting is scheduled for February 11, 2019 at 7:00 p.m.  
The City of Sacred Heart is an equal opportunity provider and employer.