

**City Council Regular Meeting
January 8, 2018
Monday 7:00 p.m.**

The regular session of the City Council, City of Sacred Heart, Minnesota was called to order on January 8, 2018 at 7:00 p.m. by acting Mayor Randy Johnson.

City Council Members present were Dick Ashburn, Andy Stauffer and Brooke Hebrink. Also present were City Administrator Colette LeGare, Public Works Supervisor Mike Sietsema and Liquor Store Manager Bart Estum.

1. Approval of Agenda

A motion was made by Andy Stauffer and seconded by Dick Ashburn to approve the agenda with the following changes adding: Quote from Heiling Construction – Shelter roof at the city park to 11g and COBRA Delinquency to 11h under New Business. The motion carried 3 to 0.

2. Approval of Minutes

A motion was made by Brooke Hebrink and seconded by Dick Ashburn to approve the minutes of the December 11, 2017 Truth-in-Taxation Meeting, the December 11, 2017 Regular Meeting and the December 18, 2017 Special 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. Oath of Office

The City Administrator administered the oath of office to councilmembers Dick Ashburn and Randy Johnson, both re-elected at the 2017 municipal election.

5. Liquor Store Report – Bart Estum

Liquor Store Manager Bart Estum was present to give his report to the council. Estum informed the council that the Coyote Hunt is scheduled for January 26th, 27th and 28th with a pork chop meal on the 28th at noon. Estum informed the council of trouble with the furnace. New burners were put in to resolve the issue. Estum reviewed the profit and loss summary with the council and discussion was held on the possibilities of cutbacks in advertising and entertainment. Estum informed the council that there were plumbing issues with the floor drain again. Public Works employees Mike Sietsema and Scott Agre, along with Steve's Heating & Air Conditioning resolved the issue. Councilmember Stauffer inquired if the Ice Machine Rental Fee is less expensive than if the Liquor Store were to own one. Estum informed the council that the monthly Ice Machine Rental includes all servicing, which would become the expense of the store if they were to own one.

6. Maintenance/Water/Sewer Report – Mike Sietsema

Maintenance Supervisor Mike Sietsema was on hand to give his report to the council. A quote from Kibble Equipment for \$3,247.00, for a new rotary broom for the lawn tractor sweeper, was reviewed and discussed. Costs to repair the existing equipment are roughly \$2,600.00. After much discussion, a motion was made by Andy Stauffer and seconded by Dick Ashburn to accept the bid from Kibble Equipment and move forward with the purchase of the new rotary broom for the lawn tractor sweeper. The motion carried 3 to 0. Councilmember Johnson approached Sietsema about the softness of the city water within the last few days. Sietsema informed Councilmember Johnson and the council that there was an issue with the water softener which will be corrected the next day. Sietsema also informed the council that the softness of the water is checked on a weekly basis. Discussion was held on the discharge violation from the Minnesota Pollution Control Agency for unpermitted discharge at the Water Treatment Plant. Sietsema will continue to work with Nathan Feist from Bollig Inc. and Minnesota Pollution Control to properly correct the violation. Sietsema informed the council that the Department of Health will be on-site the next day to perform testing at the Water Treatment Plant, which is performed 2-3 times per year.

7. Police Report – Monthly Summary from Renville County Sheriff's Office

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 December. With a total of 165 hours patrolled for the month.

8. SHEDA Report – Andy Stauffer

Councilmember Andy Stauffer gave a report for S.H.E.D.A. Stauffer informed the council that discussion was held on the status of the dishwasher installation in apartment 4. Discussion was also held on the housing development opportunities for the EDA and city owned properties on the southeast side of town. Stauffer informed the council that the 2018 election of officers also took place at this month's meeting.

9. Previous Employee COBRA Delinquency – Council Direction

Discussion was held on the delinquency of COBRA payments from a previous employee of the city. After much discussion, a motion was made by Hebrink and seconded by Andy Stauffer to grant authority to Administrator LeGare to move forward with the city attorney and small claims court. The motion carried 3 to 0.

10. Ordinance 2018-01 Updating the Fine & Fee Schedule

Ordinance 2018-01 updating the fine and fee schedule of the Sacred Heart City Code was reviewed and discussed. After much discussion a motion was made by Dick Ashburn and seconded by Brooke Hebrink to approve Ordinance 2018-01 with the following fines and fees for 2018: The motion carried 3 to 0.

FINE AND FEE SCHEDULE FOR YEAR 2018

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
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 nd Offense	\$100.00
Each Additional Offense	\$100.00

3. Public Works

Bulk Water	\$7.50/1000 gals
Reconnection Fee	\$25.00
Delinquent Accounts, Collection Procedure Utility Bills (Amount Due After 20 th 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 Jan. 1, 2014) Residential Water (base fee of \$8.10 for usage under 1,166 gals)	\$8.10/1,166 gals
Sewer (base fee of \$8.10 for usage under 1,166 gals)	\$8.10/1,166 gals
Water Connect Fee	\$7.12
Filter Fee	\$5.00
Storm Sewer Fee	\$22.00
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 nd Offense – in 12 mo.	\$75.00
3 rd 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

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)
Standy- by Fee (per year) \$165.00/section

11. Resolution 02-117 for the Annual Designations

Resolution 02-117 for the annual designations of the City of Sacred Heart was reviewed and discussed. A motion was made by Andy Stauffer and seconded by Dick Ashburn to approve the resolution as presented with the following designations for 2018: The motion carried 3 to 0.

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 LeGare and Assistant Clerk Lori Skalbeck.

CITY HALL/COMMUNITY CENTER DIRECTOR: The Sacred Heart City Council hereby appoints City Administrator Colette LeGare 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 Mike Sietsema 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 Steve Agre (Agre Insurance) as the Insurance Agent for the City of Sacred Heart.

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

12. Jason Brandt Inquire – Cost share of hedges between his property and the Community Center

Administrator LeGare informed the council that Jason Brandt inquired about sharing the cost of hedges between his property located at 108 Maple Street East and the Community Center. After much discussion, the council requested that Brandt approach the council with a quote before any further discussion takes place. Administrator LeGare informed the council that she would contact Brandt with this request.

12. Reschedule June 2018 Meeting due to City Administrator Absence

The council approved a request from Administrator LeGare to move the June 11, 2018 meeting to June 18, 2018 due to her wedding and vacation time. A motion was made by Brooke Hebrink and seconded by Dick Ashburn to move to approve the request and move the June 11, 2018 meeting to June 18, 2018 at 7:00 p.m. The motion carried 3 to 0.

13. Ordinance 2018-02 Amending City Zoning to Clarify Use of Solar Energy Systems within the City

A second reading of Ordinance 2018-02 amending city zoning to clarify use of Solar Energy Systems within the City was completed. After review and discussion of the ordinance a motion was made by Andy Stauffer and seconded by Dick Ashburn to approve Ordinance 2018-02 as presented. The motion carried 3 to 0.

14. Bollig – Authorization to proceed with Final Design – Phase II

A request from Bollig Inc. to proceed with the final design for Phase II of the Infrastructure Project was reviewed and discussed. A motion was made by Brooke Hebrink and seconded by Dick Ashburn to approve the request and grant authorization for Bollig Inc. to proceed with the final design for Phase II of the Infrastructure Project.

15. Blighted Property Complaint

Discussion was held on the junk accumulation at property located at 412 4th Ave. The resident was notified with the last blighted property review at which time cleanup took place, but with the current accumulation, the council directed Administrator LeGare to work with the deputies and make contact with the resident to address the issue.

16. Liquor Ordinance for City Park

Discussion was held on the current ordinance prohibiting Liquor in the city park. With the use of the city park for events such as Summerfest, the council directed Administrator LeGare to look into this ordinance with the possibility of making changes to allow alcohol for certain events if possible.

17. Adjourn

A motion was made by Dick Ashburn and seconded by Andy Stauffer to adjourn the meeting. The motion carried 3 to 0. Meeting was adjourned at 8:09 p.m.

ATTEST:

BY _____
Colette LeGare, City Administrator/Clerk/Treasurer

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