

**City Council Regular Meeting  
July 15, 2019  
Monday 7:00 p.m.**

The regular session of the City Council, City of Sacred Heart, Minnesota was called to order on July 15, 2019 at 7:00 p.m. by Mayor Dan Agre.

City Council Members present were Randy Johnson, Brooke Hebrink, Andy Stauffer and Dick Ashburn. Also present were Paul Jurek from Bollig Inc., City Administrator/Clerk/Treasurer Colette Santjer, Public Works Supervisor Scott Agre and Liquor Store Brooke Busack and resident Ronald Kimpling.

**1. Approval of Agenda**

A motion was made by Dick Ashburn and seconded by Randy Johnson to approve the agenda with the addition of Firemen to item 11h under new business. The motion carried 4 to 0.

**2. Approval of Minutes**

A motion was made by Randy Johnson and seconded by Dick Ashburn to approve the minutes of the June 10, 2019 Regular Meeting and the June 18, 2019 Public Hearing (Utility and Street Project Update). The motion carried 4 to 0.

**3. Invoices Payable**

A motion was made by Andy Stauffer and seconded by Dick Ashburn to approve the invoices payable as presented. The motion carried 4 to 0.

**4. Infrastructure Project – Brian Bollig and Josh Johnson from Bollig Inc.**

Paul Jurek from Bollig Inc. was present to discuss the infrastructure project. Discussion was held on the backwash holding tank at the Water Treatment Plant. Jurek informed the council that the drawings were approved and the tank has been ordered. Estimated construction for the backwash holding tank is the beginning of October. Substantial completion for the Infrastructure Improvements Project is October 28, 2019 with a final completion date of November 27, 2019. Discussion was held on a number of punch list items. Discussion was held on the upcoming Summerfest Celebration. Discussion was held on the wastewater and drinking water treatment plant project. Underground piping and concrete footings are underway. The next construction meeting will be held on August 7, 2019. Discussion was held on drinking water treatment plant reverse osmosis.

**5. Ronald Kimpling – Dust Control**

Resident Ronald Kimpling was present to discuss dust control treatment on the gravel road in front of his residence. Kimpling explained that because he is paying the 2019 Utility/Street Assessment but does not have a tared roadway, he is requesting to at least get the city to apply dust control treatment to the gravel in front of his residence. The council agreed to go ahead and apply this dust control treatment.

## **6. Liquor Store Report – Brooke Busack, Manager**

Liquor Store Manager Brooke Busack was on hand to give her report to the council. A motion was made by Randy Johnson and seconded by Andy Stauffer to approve a transfer of \$40,000.00 from the savings account to the checking account to cover the costs of sewer repairs, a dual auto-fryer and flooring and painting updates. The motion carried 4 to 0. Discussion was held on the status of the sewer repairs and flooring updates. Discussion was held on an exhaust or ventilation system for the bar to help with accumulating smoke from the auto-fryer. Discussion was held on the off-sale cooler doors that are still foggy after installation of an additional a/c system. Brooke Busack will contact Steve's Heating & Cooling to follow-up on the issue. Discussion was held on Summerfest activities planned.

## **7. Maintenance/Water/Sewer Report – Scott Agre**

Public Works Supervisor Scott Agre was on hand to give his report. Administrator Santjer informed the council that a 6 month review will be completed on General Maintenance Worker David DeLong in the next couple weeks. Discussion was held the mulch at the city park including sweeping where the mulch was piled. Discussion was held on several maintenance items needing completion in preparation for the upcoming Summerfest Celebration July 17<sup>th</sup> through the 21<sup>st</sup>. Discussion was held on city alleys and the need to weed and add additional gravel. Discussion was held on the burn permit for the city brush site.

## **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 30 calls were taken during the month of June. With a total of 143.25 hours patrolled for the month.

## **9. SHEDA Report – Randy Johnson**

Councilmembers Randy Johnson and Andy Stauffer gave the report for S.H.E.D.A. Monthly bills were reviewed and approved. Discussion was held on the ongoing apartment maintenance items. The City Attorney is still working on the transferring of the lots. The EDA gave financial assistance to Kathy's Place to repair and replace her air conditioner. Discussion was held on the future possibilities for housing or rental developments.

## **11. Jaycees Liquor License**

Discussion was tabled until more information is obtained by Administrator Santjer. A ordinance will be drafted by the city attorney to allow temporary intoxicating liquor licenses and will be reviewed within the next couple months.

## **12. Resolution 02-143 Subdivision**

Resolution 02-143 relating to the subdivision of land in the City of Sacred Heart including the requirement that certain deeds or other instruments conveying parcels of land shall not be transferred or divided by the County Auditor without the approval of the City in the City of Sacred Heart was reviewed and discussed. After much discussion, a motion was made by Brooke Hebrink and seconded by Andy Stauffer to approve Resolution 02-143 as presented. The motion carried 4 to 0.

### **13. Credit Card Policy**

A City Credit Card Policy was reviewed and discussed. After much discussion, a motion was made by Andy Stauffer and seconded by Dick Ashburn to approve the Credit Card Policy as presented. The motion carried 4 to 0. This Credit Card Policy goes into effect immediately.

### **14. Social Media Policy**

A Social Media Policy for the City was reviewed and discussed. After much discussion, a motion was made by Andy Stauffer and seconded by Dick Ashburn to approve the Social Media Policy as presented. The motion carried to 0. This Social Media Policy goes into effect immediately.

### **15. Amend May Minutes**

An amendment to the minutes of the May 13, 2019 Regular Meeting was reviewed and discussed. A motion was made by Randy Johnson and seconded by Andy Stauffer to amend the May 13, 2019 Regular Meeting Minutes adding the following verbiage that was missed in the previously approved minutes:

#### ***15. Infrastructure Project – Paul Jurek from Bollig Inc.***

*Discussion was held on the Infrastructure Improvements Project including additional paving work. Discussion was held on additional mill and overlay on Third and Fourth Avenue and First Avenue north of Highway 212, as well as reconstruction on Walnut Street between Sixth and Eighth Avenue. After much discussion, a motion was made by Brooke Hebrink and seconded by Andy Stauffer to approve the additional paving work as presented. The motion carried 4 to 0. Total cost of the additional paving work was estimated at \$108,800.00. Discussion was held on a letter being sent to MNDOT requesting cost share on the storm water infrastructure improvement costs on Highway 212. Discussion was held on a backwash holding tank change order. A motion was made by Randy Johnson and seconded by Dick Ashburn to execute the change orders for the additional paving and backwash holding tank contingent on Rural Development approval and availability of funds. The motion carried 4 to 0. Discussion was held on the wastewater and drinking water treatment plant project. A motion was made by Randy Johnson and seconded by Dick Ashburn to sign a \$1,097,000.00 agreement for Priority 2 Wastewater Treatment Plant Improvements Project Contract with Gridor Construction contingent on engineer review. The motion carried 4 to 0. A motion was made by Randy Johnson and seconded by Dick Ashburn to execute the Notice to Proceed to Gridor Construction for the Priority 2 Wastewater Treatment Plant Improvements Project contingent on Rural Development approval of contracts. The motion carried 4 to 0. A pre-construction conference will be scheduled within the next couple weeks.*

The motion carried 4 to 0.

### **16. Patio Development at the City Ballpark**

Discussion was held on the construction of a patio at the city ballpark. This project will be funded by private funds with no cost to the city. A motion was made by Andy Stauffer and seconded by Brooke Hebrink to approve construction of a patio between the grandstand and the press box. The motion carried 4 to 0.

**17. A damaged window will be replaced at the community center with total costs of \$498.48**

Administrator Santjer informed the council that there was a damaged window on the community center that is being replaced. The cost to replace the window is estimated at \$498.48.

**18. Quotes for Community Center Tables and Chairs**

Quotes for new tables and chairs for the community center were given to the council for informational purposes. The Sacred Heart Fire Department approved to put \$6,000.00 toward the purchase of these new tables and chairs. The City will budget for this replacement in 2020.

**19. Firemen**

Councilmember Stauffer addressed the council regarding the fire department going over the allotted 25 man roster limit by 2 members to cover upcoming retirements. A motion was made by Randy Johnson and seconded by Dick Ashburn to approve the overage. The motion carried 4 to 0.

**20. Adjourn**

A motion was made by Randy Johnson and seconded by Andy Stauffer to adjourn the meeting. The motion carried 4 to 0. Meeting was adjourned at 9:16 p.m.

ATTEST:

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

The next Regular Council Meeting is scheduled for July 15, 2019 at 7:00 p.m.

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