

**City Council Regular Meeting
July 9, 2018
Monday Following**

The regular session of the City Council, City of Sacred Heart, Minnesota was called to order on July 9, 2018 at 6:39 p.m. by Acting Mayor Randy Johnson.

City Council Members present were Dick Ashburn, Andy Stauffer and Brooke Hebrink. Also present were Paul Jurek from Bollig Inc., City Administrator/Clerk/Treasurer Colette Santjer, Public Works Supervisor Mike Sietsema and Public Works Worker Scott Agre. Mayor Dan Agre was absent.

1. Approval of Agenda

A motion was made by Andy Stauffer and seconded by Brooke Hebrink to approve the agenda with the following changes: Rodney Howe Building Permit – Shed to 11f, Road Conditions for Bank Car Show Thursday to 11g and Jeanette Agre Building Permit-Deck to 11h under New Business. The motion carried 3 to 0.

2. Approval of Minutes

A motion was made by Andy Stauffer and seconded by Dick Ashburn to approve the minutes of the June 28, 2018 Regular Meeting. The motion carried 3 to 0.

3. Invoices Payable

A motion was made by Brooke Hebrink and seconded by Andy Stauffer to approve the invoices payable as presented. The motion carried 3 to 0.

4. Liquor Store Report – Bart Estum

Liquor Store Manager Bart Estum was absent due to illness. Discussion was tabled until next month.

5. 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 42 calls were taken during the month of June. With a total of 172.50 hours patrolled for the month.

6. SHEDA Report – Randy Johnson and Andy Stauffer

Councilmembers Randy Johnson and Andy Stauffer gave the report for S.H.E.D.A. Discussion was held on the maintenance list for the apartments. Discussion was held on the details of the Walk/Run Event for the Summerfest Celebration including prizes, route and t-shirts. A donation of \$200.00 to TLC was approved to be used toward the expense of the petting zoo Friday night during the Summerfest Celebration.

7. Brewery Status

Discussion was held on the current condition of the old brewery located on Main street. After much discussion the council directed Administrator Santjer to proceed with the investigation process to determine the full condition of the building and the safety concerns that exist. Discussion was tabled until the investigation is complete.

8. Infrastructure Project – Paul Jurek from Bollig Inc.

Paul Jurek from Bollig Inc. was present to discuss the infrastructure project. The Priority 2 pre-bid meeting is scheduled for July 17, 2018 at 1:00 p.m. The Bid Opening is scheduled to follow on July 26, 2018 at 1:30 p.m. Discussion was held on the Priority 2 Infrastructure Improvements Project Contract with Reiner Contracting, Inc. A motion was made by Andy Stauffer and seconded by Dick Ashburn to enter into an Owner-Contractor Agreement for Priority 2 Infrastructure Improvements Project with Reiner Contracting, Inc., contingent on Rural Development approval. The motion carried 3 to 0. Construction will approximately begin on July 16, 2018. A motion was made by Brooke Hebrink and seconded by Andy Stauffer to authorize Acting Mayor Randy Johnson to sign partial pay estimates in the absence of Mayor Dan Agre. The motion carried 3 to 0. Discussion was held on the drinking water treatment plant discharge. Discussion was held on estimates received for the geotechnical testing. A motion was made by Brooke Hebrink and seconded by Dick Ashburn to enter into an Owner-Geotechnical Engineer Agreement with Chosen Valley Testing. The next construction meeting will be held on August 1, 2018 at 11:00 a.m. at the Community Center.

9. Maintenance/Water/Sewer Report – Mike Sietsema

Maintenance Supervisor Mike Sietsema was on hand to give his report to the council. Discussion was held on the Sietsema's retirement plans. Sietsema is planning on retiring at the end of February, 2019. Sietsema informed the council that the pump was replaced at the Wastewater Treatment Plant. A maintenance agreement for the lift submersible lift station and five individual pumps was reviewed and discussed. A motion was made by Andy Stauffer and seconded by Dick Ashburn to enter into the maintenance agreement with Quality Flow Systems, Inc. The motion carried 3 to 0. Sietsema informed the council that the fire hall windows have been replaced. Sietsema informed the council of a chloride issue at the Water Treatment Plant. He has been unable to get in contact with Culligan to help, but will try a different location this week. Sietsema informed the council that he will be doing mosquito spraying a few times this week to prepare for the annual Summerfest Celebration next week. With the heavy rains, spraying has been challenging this year.

10. Franchise Fees – update from Administrator

Administrator Santjer informed the council that she will be meeting with Xcel Energy and Great Plains Natural Gas Co. this week to discuss the options to fund Phase II of the infrastructure project. Administrator Santjer will have information available to the council at the next council meeting.

11. Blighted Property Status

Discussion was held on the status of several properties on the recent blighted property list. The deputies will be working with the properties still in violation and will issue administrative citations to any that have not made progress.

12. Ordinance 2018-03 First Reading – Updating the Fine and Fee Schedule with Utility Rate Increase

Ordinance 2018-03 Updating the Fine and Fee Schedule with Utility Rate Increase was reviewed and discussed. With one change being needed to the Bulk Water Rate, the ordinance will be revised and the first reading will take place at the next council meeting.

13. Tim Hookom and Toni Hookom Building Permit - Shed

A building permit application from Tim and Toni Hookom was reviewed and discussed for placement of a utility shed on their property located at 316 Walnut St W. A motion was made by Andy Stauffer and seconded by Dick Ashburn to approve the building permit as presented under the condition that the shed is in good condition and complies with building appearance code as specifics were not stated on the application. Administrator Santjer will follow-up with the applicant. The motion carried 2 to 1 with councilmember Brooke Hebrink opposed.

14. Robert Schmieg Building Permit - Shed

A building permit application from Robert Schmieg was reviewed and discussed for placement of a utility shed on his property located at 613 Harrison Ave. A motion was made by Dick Ashburn and seconded by Andy Stauffer to approve the building permit as presented. The motion carried 3 to 0.

15. Rodney Howe Building Permit - Shed

A building permit application from Rodney Howe was reviewed and discussed for placement of a utility shed on his property located at 408 2nd Ave. A motion was made by Andy Stauffer and seconded by Brooke Hebrink to approve the building permit as presented. The motion carried 3 to 0.

16. Jeanette Agre Building Permit - Deck

A building permit application from Jeanette Agre was reviewed and discussed for the construction of a deck on the back of her house located at 623 5th Ave. A motion was made by Dick Ashburn and seconded by Brooke Hebrink to approve the building permit as presented. The motion carried 3 to 0.

17. Administrator Election Hours

Administrator Santjer addressed the council regarding the extra hours that are worked for Election days. After review of the Personnel Policy and the Administrator job description the council directed Administrator Santjer to track the extra hours to be used as comp time to be used for a future vacation day.

18. Discussion on the requested Conditional Use Permit from the Sacred Heart Area Historical Society for Solar Energy Garden

Discussion was held on the application submitted by Novel Historical Solar LLC on behalf of the Sacred Heart Area Historical Society. Administrator Santjer will compile the findings and draft a resolution approving the conditional use permit as presented at the next council meeting.

19. Adjourn

A motion was made by Dick Ashburn and seconded by Brooke Hebrink to adjourn the meeting. The motion carried 3 to 0. Meeting was adjourned at 8:35 p.m.

ATTEST:

BY _____
Colette Santjer, City Administrator/Clerk/Treasurer

The next Regular Council Meeting is scheduled for August, 13, 2018 at 7:00 p.m.

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