

**City Council Regular Meeting  
June 18, 2018  
Monday 7:00 p.m.**

The regular session of the City Council, City of Sacred Heart, Minnesota was called to order on June 18, 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 Paul Jurek and Angela Holm from Bollig Inc., City Administrator/Clerk/Treasurer Colette Santjer, Public Works Supervisor Mike Sietsema and Liquor Store Manager Bart Estum. Also present were Dave Skjefte and Tim Hookom. Mayor Dan Agre was absent.

**1. Approval of Agenda**

A motion was made by Dick Ashburn and seconded by Brooke Hebrink to approve the agenda as presented. The motion carried 3 to 0.

**2. Approval of Minutes**

A motion was made by Dick Ashburn and seconded by Brooke Hebrink to approve the minutes of the May 14, 2018 Regular Meeting and the May 21, 2018 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. Dave Skjefte – Flynn Apartments Buyer**

Dave Skjefte was present from Granite Falls, MN to approach the council regarding the purchasing of the two properties north of the Flynn Apartments located at 311 2<sup>nd</sup> Ave S. Skjefte is in the process of purchasing the Flynn Apartment Complex and will take possession on July 3, 2018. One of the lot's will be coming up for sale in a future forfeiture sale and the city will have the opportunity to purchase this property before it is placed on the sale. Skjefte asked the city to consider purchasing this lot with the intent to resell to him. The other lot currently holds a home and is privately owned. The council directed Skjefte to work with the owner to obtain that property as the city has not had success with these types of purchases in the past. Administrator Santjer will contact the county in regards to the forfeiture property.

**5. Tim Hookom – Blighted Property Complaint**

Tim Hookom was present to address the council with a complaint regarding the blighted property notice he received. Hookom informed the council that he was also representing several other community members in which have been in contact with him with their complaints.

**6. Infrastructure Project – Paul Jurek and Angela Holm from Bollig Inc.**

Paul Jurek and Angela Holm from Bollig Inc. were present to discuss the infrastructure project and community center ADA requirement updates. Discussion was held on the priority 2 wastewater and water treatment plant project bidding which was pulled as recommended by Rural Development. Plans and specifications were resubmitted to Rural Development on June 12, 2018. Re-bid will take place as soon as approval is received from Rural Development. Discussion was held on the bids received for the infrastructure improvements portion of priority 2. With three bids received, a motion was made by Brooke Hebrink and seconded by Dick Ashburn to award the priority 2 infrastructure improvements project to Reiner Contracting, Inc. with the low bid of \$4,693,944.80. The motion carried 3 to 0. The chloride variance was submitted to Minnesota Pollution Control Agency for the water treatment plant discharge. Mike Sietsema is currently working with Culligan on salt present in the backwash water. Discussion on the needed ADA (Americans with Disabilities Act) updates throughout the community center. As part of the Rural Development Financing for the city infrastructure project, the facility must comply with current ADA requirements, in which currently the bathrooms, entrance doors, and rugs do not comply. Discussion was also held on the possibility of constructing a service window in the City Clerk's Office. Construction will begin on Priority 2 Infrastructure Improvements in July. A pre-construction meeting will be held at the community center before the project begins.

#### **7. Liquor Store Report – Bart Estum**

Liquor Store Manager Bart Estum was present to give his report to the council. An estimate from Steve's Heating & A/C for the installation of a mini split to aid with the condensation in the off-sale coolers was reviewed and discussed. Currently off-sale buyers cannot view the products and with the need to hold open the coolers to view the products, the current cooling system is getting overworked. A motion was made by Dick Ashburn and seconded by Andy Stauffer to approve the installation based on the \$2,931.74 quote as presented. The motion carried 3 to 0. Estum presented the council with an inventory report in which was reviewed and discussed. Estum informed the council of the need to raise on-sale beer and liquor prices. Estum will integrate a \$.25/drink increase effective July 1, 2018. Discussion was held on options to construct an outdoor patio in the front or back of the liquor store. Discussion was tabled until options and pricing can be reviewed further.

#### **8. Maintenance/Water/Sewer Report – Mike Sietsema**

Maintenance Supervisor Mike Sietsema was on hand to give his report to the council. Sietsema informed the council that they are currently using a loaner pump at the wastewater treatment plant. Discussion was held on the cost of replacement with a larger pump estimated at roughly \$7,000.00 and a smaller pump estimated at \$4,100.00. Sietsema informed the council of the possibility of submitting the incident to insurance and will work with the vendor to do so. A change in the previous proposal from In Control for replacement of the PanelView at the wastewater treatment plant was reviewed and discussed. The total of the current estimate is \$7,500.00. A motion was made by Andy Stauffer and seconded by Dick Ashburn to approve the installation as presented. The motion carried 3 to 0. Councilmember Hebrink reminded Sietsema to prepare for the Annual Summerfest Celebration. Discussion was held on the status of the broken fire hall windows. Sietsema informed the council that the windows are ordered

and should be replaced within the next few weeks. He will follow up with the vendor. Discussion was held on the leaking fire hall roof. Councilmember Stauffer inquired on the status of several alleys within the city needing attention after priority 1 infrastructure improvement construction. Sietsema informed the council he will begin addressing the alleys as soon as it dries up and he is able to get in with the pay loader with some gravel.

### **9. 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 29 calls were taken during the month of May. With a total of 168.50 hours patrolled for the month.

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

Councilmembers Randy Johnson and Andy Stauffer gave the report for S.H.E.D.A.

### **11. Trevor Serbus Building Permit – Utility Shed**

A building permit application from Trevor Serbus was reviewed and discussed for placement of a utility shed on his property located at 420 E Maple St. A motion was made by Brooke Hebrink and seconded by Andy Stauffer to approve the building permit as presented. The motion carried 3 to 0.

### **12. ATV Ordinance**

Discussion was held on the current ordinance pertaining to the allowance of ATV’s within city limits. The ordinance currently only allows for the entering and exiting of town. After much discussion the council directed Administrator Santjer to review the city’s options for modifying the ordinance to allow ATV’s with pertinent regulations.

### **13. Utility Rate Increase**

Discussion was held on the needed utility rate increase for phase II of the city infrastructure project. The council requested that Administrator Santjer research the possibility of franchise fees to help offset the costs. The council also requested that Administrator Santjer begin the process to incorporate an initial increase of \$20.00 per month.

### **14. Resolution 02-122 Accepting gift from the American Legion Viken Post No 229**

Resolution 02-122 accepting a gift of \$500.00 from the American Legion Viken Post No 229 for use toward installation of a new scoreboard at the city ballpark was reviewed and discussed. A motion was made by Andy Stauffer and seconded by Brooke Hebrink to approve Resolution 02-122 and accept the gift from the American Legion Viken Post No 229. The motion carried 3 to 0.

**15. Resolution 02-123 Approving State of Minnesota Joint Powers Agreements with the City of Sacred Heart on behalf of its City Attorney and Police Department**

Resolution 02-123 approving State of Minnesota Joint Powers Agreements with the City of Sacred Heart on behalf of its City Attorney and Police Department was reviewed and discussed. A motion was made by Brooke Hebrink and seconded by Andy Stauffer to approve Resolution 02-123 as presented. The motion carried 3 to 0.

**16. Brewery Status**

A brief discussion was held on the current condition of the old brewery located at 243 2<sup>nd</sup> Ave N. The council directed Administrator Santjer to contact the city attorney, Aaron Walton, on how to proceed with

**17. Summerfest Road Closure Requests**

Discussion was also held on the closing of the streets around the park for the second annual car show by Farmers & Merchants State Bank on Thursday, July 19<sup>th</sup>. Discussion was also held on the closing of certain streets during the parade on Friday, July 20<sup>th</sup> and during the Summerfest Kids Fest to be held on Saturday, July 21<sup>th</sup>. All requests were permitted.

**18. House Numbering**

Councilmember Andy Stauffer suggested that a letter be included with this month's water bills reminding residents to install house numbers or examine existing house numbers on their properties. Administrator Santjer will draft a letter and included it with the water bills sent out on July 1<sup>st</sup>.

**19. 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 9:45 p.m.

ATTEST:

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

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