

**City Council Regular Meeting  
November 12, 2018  
Monday 6:46 p.m.**

The regular session of the City Council, City of Sacred Heart, Minnesota was called to order on November 12, 2018 at 6:46 p.m. by Mayor Dan Agre.

City Council Members present were Randy Johnson, Dick Ashburn, Andy Stauffer, and Brooke Hebrink. Also present were David Drown from David Drown Associates, Brian Bollig, Kindra Carlson and Josh Johnson from Bollig Inc., City Administrator/Clerk/Treasurer Colette Santjer, Public Works Supervisor Mike Sietsema, General Maintenance Worker Scott Agre and Liquor Store Manager Bart Estum. Also present was resident Robert Vedell.

**1. Resolution 02-133 Establishing a Program to Defer Payment of Special Assessments**

Resolution 02-133 establishing a program to defer payment of special assessments was reviewed and discussed. After much discussion, a motion was made by Randy Johnson and seconded by Andy Stauffer to approve Resolution 02-133 as presented. The motion carried 4 to 0.

**2. Resolution 02-134 Ordering Improvements, Receiving Final Plans and Specifications, and Authorizing Advertisement for Bids**

Resolution 02-134 ordering improvements, receiving final plans and specifications, and authorizing advertisement for bids was reviewed and discussed. After much discussion, a motion was made by Andy Stauffer and seconded by Brooke Hebrink to approve Resolution 02-134 as presented. The motion carried 4 to 0.

**3. Resolution 02-135 Adopting Final Assessment**

Resolution 02-135 adopting the final assessment for the utility improvements of 2019 was reviewed and discussed. After much discussion, a motion was made by Brooke Hebrink and seconded by Dick Ashburn to approve Resolution 02-135 as presented. The motion carried 4 to 0. Residents may pay their \$2,000.000 assessment in full at the City Clerk's office any time up until November 15, 2019. If not paid in full, the assessment will be payable over a 15 year term at 4% payable with their property taxes beginning in 2020.

**4. Approval of Agenda**

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

**5. Approval of Minutes**

A motion was made by Randy Johnson and seconded by Brooke Hebrink to approve the minutes of the October 8, 2018 Regular Meeting. The motion carried 4 to 0.

**6. Invoices Payable**

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

#### **7. Infrastructure Project – Brian Bollig from Bollig Inc.**

Brian Bollig from Bollig Inc. was present to discuss progress of the infrastructure project. A motion was made by Randy Johnson and seconded by Dick Ashburn to connect the water treatment plant backwash to the wastewater collection during the 2019 construction season and authorize Bollig to contact MPCA to make them aware of this immediately. The motion carried 4 to 0. A motion was made by Andy Stauffer and seconded by Brooke Hebrink to increase the contract amount with Bollig Inc. to assist with the Notice of Violation (NOV) associated with the water treatment plant backwash waste by \$5,000.00. Changing the original contract amount of \$10,000.00 to \$15,000.00. The motion carried 4 to 0.

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

Liquor Store Manager Bart Estum was on hand to give his report to the council. Estum informed the council that entertainment was held the previous weekend for deer hunting opener. Discussion was held on the hours of operation and cutting hours to aid in the city's efforts of cutting expenses. The council directed Estum to work with Administrator Santjer to implement closing early during the week beginning January 1, 2019. Estum informed the council that the shed placed behind the store was moved for activities related to the city infrastructure project and they will leave the shed moved for future placement of an outdoor patio.

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

Maintenance Supervisor Mike Sietsema was on hand to give his report. Sietsema informed the council that construction has ended for the season. Discussion was held on the water treatment plant backwash violation. Discussion was held on water and wastewater licensing timeline for General Maintenance Worker Scott Agre.

#### **10. 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 25 calls were taken during the month of October. With a total of 133.75 hours patrolled for the month.

Councilmember Brooke Hebrink left the meeting.

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

Councilmembers Randy Johnson and Andy Stauffer gave the report for S.H.E.D.A. Sonja Thune was in attendance at the meeting to discuss the hotel project and ask the committee to consider partnering with the SHAHS on a heritage partner grant program.

#### **12. Interim Water/Wastewater License Coverage**

Discussion was held on the hiring of a license operator to complete the water and wastewater operations during an interim period after Mike Sietsema retires. Discussion was held on hiring Nate Sunvold of Renville, MN, to perform these duties until someone else can be hired on a permanent basis or Scott Agre obtains the required licensing.

### **13. Resolution 02-136 Directing Delinquent Utility Charges Be Placed on the 2019 Property Tax Rolls**

Resolution 02-136 directing delinquent utility charges be placed on the 2019 property tax rolls was reviewed and discussed. A motion was made by Andy Stauffer and seconded by Randy Johnson to approve Resolution 02-136 as presented and direct Administrator Santjer to report the unpaid bills listed to the Renville County Auditor for assessment on taxes. The motion carried 3 to 0.

### **14. General Maintenance Worker Job Description**

The current General Maintenance Worker job description was reviewed and discussed. With a couple changes including removal of the verbiage “Repairing and maintaining the ice rink during the winter, including one building, flooding, sweeping, and scraping” and adding “Class B CDL” as a requirement, the job description was updated.

### **15. Criminal Background Policy Adoption**

A criminal background policy was reviewed and discussed. A motion was made by Andy Stauffer and seconded by Dick Ashburn to adopt the Criminal Background Policy as presented. The motion carried 3 to 0.

### **16. Resolution 02-137 Declaring 401 1<sup>st</sup> Ave. as Surplus Property**

Resolution 02-137 declaring 401 1<sup>st</sup> Ave. as surplus property was reviewed and discussed. A motion was made by Randy Johnson and seconded by Andy Stauffer to approve Resolution 02-137 as presented and approve the sale of the property for \$500,000. The motion carried 3 to 0.

### **18. Adjourn**

A motion was made by Randy Johnson and seconded by Dick Ashburn to adjourn the meeting. The motion carried 3 to 0. Meeting was adjourned at 8:17 p.m.

ATTEST:

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

The next Regular Council Meeting is scheduled for December 10, 2018 following the Truth-in-Taxation meeting at 7:00 p.m.

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