

**City Council Regular Meeting
July 8, 2024
Monday 7:00 p.m.**

The regular session of the City Council, City of Sacred Heart, Minnesota was called to order on July 8, 2024, at 7:00 p.m. by Mayor Dan Agre.

City Councilmembers present were Randy Johnson, Brooke Hebrink, Andy Stauffer, and Joe Kirk.

Also present were City Administrator Amy Hubbard, Public Works Supervisor Jared Peterson, Assistant Clerk Lori Skalbeck, Don and Taylor Williamson from West Central Sanitation, and Fire Chief Jeff Agre.

1. Approval of Agenda

Councilmembers requested the addition of conversation regarding the participation with Southwest MN Housing Partnership Impact Fund and Rieke property information. A motion was made by Randy Johnson and seconded by Joe Kirk to approve the agenda with additions. The motion carried 5 to 0.

2. Approval of Minutes

A motion was made by Brooke Hebrink and seconded by Andy Stauffer to approve the June 10, 2024 regular meeting minutes. The motion carried 5 to 0.

3. Invoices Payable

A motion was made by Randy Johnson and seconded by Andy Stauffer to approve the invoices payable as presented. The motion carried 5 to 0.

4. West Central Sanitation Contract – Don and Taylor Williamson

Taylor Williamson from West Central Sanitation presented the council with an updated sanitation contract for the City as the current contract is coming up for bids in October. Don Williamson helped answer any questions that arose. Don and Taylor explained that the city would be allowed 5 roll-off dumpsters over the 2 years of the contract at the rate of only disposal fees. The proposed no rate increases, which means no changes to the contract. A motion was made by Brooke Hebrink and seconded by Joe Kirk to approve an updated 2-year contract with West Central Sanitation. The motion carried 5 to 0.

5. Liquor Store Report – Brooke Busack, Manager

Liquor Store Manager, Brooke Busack, was not present to give her report to the council.

Busack presented the council with issues associated with the current ATM. Busack presented a proposed contract with Michael Huston for ATM equipment, maintenance, and transactional purposes. The contract required a 5-year term, however the council requested only a 1-year term. A motion was made by Brooke Hebrink and seconded by Andy Stauffer to approve the ATM contract with Michael Huston for 1 year. The motion carried 5 to 0.

6. Maintenance/Water/Sewer Report – Jared Peterson, PW Supervisor

Public Works Supervisor Jared Peterson was present to provide the council with a report.

Jared discussed with the council the removal of the tree on the property of 212 2nd St N (where the building collapsed). Council approved him receiving bids and moving forward with the removal. Council doted heavily on the need to have police intervention for blighted properties, especially those with noxious weeds, overgrown yards, and expired tabs. Peterson expressed to the council his appreciation for Steve Anderson as he helps the city with mowing, removal of snow, etc. Peterson requested that the council put Anderson on the payroll, paying him \$600 a month. Council agreed to put him on payroll as a part-time/seasonal employee. Council requested that Peterson look into getting hoops for the basketball courts in the City Park prior to the Summerfest festivities.

7. Police Report – Monthly Summary

The June monthly summary police report was provided to the council from the Renville County Sheriff's Office for review. A total of 29 calls were taken along with 203.28 hours patrolled for the month averaging 40.66 hours a week.

8. SHEDA Report – Randy Johnson and Andy Stauffer

The Sacred Heart EDA members, Randy Johnson and Andy Stauffer, provided the council with a monthly report.

The EDA house plumbing is done and the flooring is waiting to get done. EDA members continue to work through the apartment checklist of items to be tended to. Martin has been contacting different recycling entities regarding the disposal of the cans. He continues to discuss options with other organizations about taking over the responsibilities or removing the bin altogether.

9. Administrative Report – Amy Hubbard, City Administrator

Administrator Hubbard updated the council with a monthly administrative report.

Hubbard provided the council with updated ESST information clarifying the use of ESST for paid on-call firefighters. Per state report, paid on-call firefighters do not receive the ESST benefit.

Hubbard provided the council updates on properties around town as well. City-owned property located at 212 N street will be cleared out by Jakel Trucking. The asbestos samples came back free and clear, so we are able to bring the debris to the landfill. The property located at 416 3rd Ave is set to be city-owned property as soon as the Quit Claim Deed is received from the current owners. There is no current date set to remove the structure on the property as we do not currently own the property yet. The Quit Claim Deed for the school property (lot) has been received.

10. Matt Buntjer Contract Revision

With the removal of all water and wastewater certifications within the City crew, Hubbard reached out to Matt Buntjer to extend his contract to include water certifications as well. Buntjer agreed and revised the contract for the City. A motion was made by Randy Johnson and seconded by Andy Stauffer to approve the revision of Matt Buntjer's contract with the City to include water and wastewater certifications. The motion carried 5 to 0.

11. Job Title Update to City Clerk for Lori Skalbeck

Per state law every city must have a city clerk in office. The council discussed the options and feel that changing Lori's title to City Clerk is the best option. Once a City Administrator is hired, that person will hold a higher authority over the City Clerk. With this new job title, the hours of the office were also established as follows: Monday, Tuesday, and Wednesday, 8am -1pm, and Thursday, noon – 4p. These hours are currently in a temporary status. A motion was made by Joe Kirk and seconded by Andy Stauffer to approve the updated job title for Lori Skalbeck from Clerk Assistant to City Clerk. The motion carried 5 to 0.

12. Contract for Administrative Services – Amy Hubbard

As of July 5th, 2024, Administrator Hubbard completed her final day as City Administrator. Unfortunately, a new City Administrator has not been hired for the position. Hubbard communicated with the Council regarding a contract in which Hubbard would complete administrative services per contract until a new administrator was appointed. Hubbard presented the council with a contract. A motion was made by Randy Johnson and seconded by Brooke Hebrink to approve the contract of administrative services with Amy Hubbard, as contract states. The motion carried 5 to 0.

13. Resolution 2024-05: MN PFA Grant Application - PSIG

Hubbard presented Resolution 2024-05: MN PFA Grant Application - PSIG in which it states that the City of Sacred Heart wants to participate in the application process for PSIG funding. A motion was made by Joe Kirk and seconded by Andy Stauffer to approve Resolution 2024-05: MN PFA Grant Application - PSIG. The motion carried 5 to 0.

14. Resolution 2024-06: Selection of Engineering Services for the Water Project

Bollig provided the council with an Engineering Services and Statement of Qualifications. The council read over the documents and discussed the services. Hubbard then presented Resolution 2024-06: Selection of Engineering Services for the Water Project in which it states that the City of Sacred Heart selects Bollig Engineering as their engineer for the water project. A motion was made by Brooke Hebrink and seconded by Joe Kirk to approve Resolution 2024-06: Selection of Engineering Services for the Water Project. The motion carried 5 to 0.

15. Replace the Air Conditioning Unit in the Community Center

Mayor Agre presented the council with a bid from Travis Roskens to replace the air conditioning unit in the community center. The current unit has presented issues since it was installed. The bid from Travis Roskens was \$5,500. The council discussed the imminent need for a new unit. A motion was made by Randy Johnson and seconded by Joe Kirk to approve the replacement of the air conditioning unit by Travis Roskens in the amount of \$5,500. The motion carried 5 to 0.

16. Rieke Property Discussion

Councilmember Stauffer was approached with an interested party for the abated Rieke property on Hwy 212. The interested party wants to purchase the property from current owners however the City has assessed the abatement costs to taxes. The current owners of the property also have other properties in town. The interested party would request that the abated assessments be removed from the property taxes to allow for the purchase to continue. This would allow the party to build on the property, which would gain property

tax revenue. This was discussed amongst the councilmembers however there was no motions or approvals as this was just an item for discussion that would possibly talked about at a later date.

17. Adjourn

A motion was made by Joe Kirk and seconded by Brooke Hebrink to adjourn the meeting. The motion was carried 5 to 0. The meeting was adjourned at 8:20 p.m.

ATTEST:

BY _____

Amy Hubbard, City Administrator/Treasurer/EDA Director

The next Regular Council Meeting is scheduled for August 12, 2024 at 7:00 p.m.
The City of Sacred Heart is an equal opportunity provider and employer.