

**City Council Regular Meeting
August 10, 2020
Monday 7:00 p.m.**

The regular session of the City Council, City of Sacred Heart, Minnesota was called to order on August 10, 2020 at 7:00 p.m. by Mayor Dan Agre.

City Council Members present were Brooke Hebrink, Randy Johnson, Dick Ashburn, and Andy Stauffer. Also present were Administrator Amy Hubbard, Public Works Supervisor Scott Agre, Chief Deputy Jason Mathwig from the Renville County Sheriff's Office, Darin Haslip, Matt and Melissa Anderson.

1. Approval of Agenda

A motion was made by Brooke Hebrink and seconded by Randy Johnson to approve the agenda as presented. The motion carried 4 to 0.

2. Approval of Minutes

No approval as the minutes from the July meeting were not present for approval.

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. Monthly Policing Summary, Blighted Properties - Chief Deputy Jason Mathwig from the Renville County Sheriff's Office

Chief Deputy Jason Mathwig was present to discuss the months calls and hours. A monthly summary report was provided to the council. A total of 32 calls were taken during the month of July. With a total of 184 hours patrolled for the month. Mathwig discussed the status of blighted properties. Mathwig personally invited 3 property owners to the council meeting, in which one property owner was present: Matt and Melissa Anderson. The Anderson's spoke to the council regarding their plan for moving forward with clean-up. Resources were emailed to Melissa to help with the financial portion of the clean-up costs. Mathwig presented a resolution and Order to Correct letter that was implemented by the City of Bird Island. Council agreed that we would continue to move forward with inviting property owners to the council meetings regarding their plan for clean-up.

5. Liquor Store Report, PTO for Brooke

Liquor Store Manager Brooke Busack was absent for the meeting. However, the council was able to look over the monthly and YTD report. Brooke had previously met with City Administrator Amy Hubbard regarding her accrued PTO, questioning whether she could cash some of it out as she is short staff and will not be able to take the time off to use it. Council questioned how many hours and that was unknown at the time. A motion was made by Randy Johnson and seconded by Brooke Hebrink to pay

out a portion of Brooke Busack's PTO hours to keep her under the carryover amount allotted. The motion carried 4 to 0.

6. Maintenance/Water/Sewer Report, BEACON Cellular Meter System – Scott Agre, Public Works Supervisor

Public Works Supervisor Scott Agre was on hand to give his report. Discussion was held regarding the current meters and how the new cellular meters will benefit public works and the office. With the new cellular meters, a worker at the office can shut off water through the Banyon Data Systems. It is \$5000.00 to move forward with the new cellular meters. A motion was made by Andy Stauffer and seconded by Brooke Hebrink to move forward with the purchase of the cellular meters. The motion carried 4 to 0.

7. Purchase of a New Mower- Scott Agre, Public Works Supervisor

Public Works Supervisor Scott Agre engaged the council with a lengthy discussion involving the need to purchase a new lawn mower. Agre presented quotes for a few lawn mowers, however the council would like to see more quotes from other dealers and manufacturers. Administrator Hubbard will include a new mower into the 2021 budget. Council tabled the discussion until Spring 2021.

8. Purchase of a Newer Snowplow – Scott Agre, Public Works Supervisor and Councilmember Randy Johnson

Public Work Supervisor Scott Agre and Randy Johnson presented the council with a packet of several quotes of newer snowplows for purchase. Council engaged in a lengthy discussion about the status of the city snowplow and the need for a newer one. Agre and Johnson explained to the council that the newer snowplow would have a larger dump allowing for use in the summertime as well as the winter. Agre and Johnson will be going to the cities to look at some of the snowplows within the packet. They will present their information to the council at a later date.

9. Alarm System at Wastewater Plant – Scott Agre, Public Works Supervisor

Public Works Supervisor Scott Agre presented a quote regarding the cost of a new alarm system. The new alarm system would provide telework capabilities as it can send information to the public works phone. This technology would prevent malfunction issues as the workers would be know of the issues immediately in which they can attend to those issues. Agre was informed that this purchase would qualify under the CARES Act funding that the city will be receiving. Administrator Hubbard will do the research needed to see if this will qualify.

10. SHEDA Report – Randy Johnson and Andy Stauffer

Councilmembers Andy Stauffer and Randy Johnson gave the S.H.E.D.A report to the council. Members informed the council that discussion took place on apartment maintenance items and the annual walk-through. Discussion was also held on the Property Improvement Grant Program (PIGP) in which S.H.E.D.A is partnering with the City and the Sacred Heart Jaycees. Administrator Hubbard will draft a

letter and application that will be available for Sacred Heart residents. Stauffer and Johnson also discussed the 2021 budget.

11. A/C Unit for Firehall

Administrator Hubbard presented the council with the quote that was received by Fire Chief Jeff Agre regarding the purchase of a new A/C Unit. The quote presented two options: 2-ton unit at \$3,550.00 or 2.5-ton unit at \$3,650.00. After much discussion, a motion was made by Randy Johnson and seconded by Dick Ashburn to approve the purchase of the 2.5-ton A/C unit for the firehall. The motion carried 4 to 0.

12. Darin Haslip, Building Inspector

Building Inspector Darin Haslip attended the council meeting to answer any questions and to discuss his services for the city. The City of Sacred Heart currently does not have a building inspector nor a building code. Haslip currently has contracts with other cities within Renville County and adjoining counties as well. Haslip provided extensive information regarding the benefits of adopting a building code for the city as well as having a building inspector. Council engaged in questioning Haslip about these services. After much discussion, council agreed to table the proposal at this time.

13. Ballpark Facility Responsibilities – Brooke Hebrink, councilmember

Councilmember Brooke Hebrink provided the council with a copy of the current lease agreement between the City of Sacred Heart and Independent School district #3001. The current agreement was signed in 1999. Hebrink questioned the council on moving forward with a new lease agreement in which facility responsibilities would be clear. After much discussion, council requested that Administrator Hubbard contact the City of Danube for information regarding their contract with the school for the use of the football field. Council agreed to table this discussion at this time.

14. Banyon Data Systems Software Problems – Amy Hubbard, City Administrator

City Administrator Amy Hubbard presented the council with the status of our Banyon Data Systems software program. Hubbard and Assistant City Clerk Lori Skalbeck find the system to close in the middle of work causing problems with efficiency and loss of work. Hubbard completed much research regarding these problems in which it was discovered that our current computer towers do not have the hardware compatible for the Banyon Data Systems. Hubbard contacted Dennis Bruns at AEI to get a quote on new computer towers for both office computers. The quote was presented to the council. A motion was made by Brooke Hebrink and seconded by Andy Stauffer to purchase the new computer towers. The motion carried 4 to 0.

15. Utility Shut Offs and Late Charges

During the COVID pandemic, the city put a hold on utility shut offs and late charges on utility bills. Administrator Hubbard contacted several surrounding cities to see if they have enforced utility shut offs and late charges. All of the cities that were contacted confirmed that they have engaged in shutoffs and

late charges for utility bills. Council agreed to move forward with enforcing shut offs and late charges with the next round of utility billing.

15. Building Permit – Steve and Jobi Ashburn, 412 West Maple St

A building permit for a carport was reviewed and discussed for Steve and Jobi Ashburn for their property at 412 West Maple St. After much discussion, a motion was made by Brooke Hebrink and seconded by Andy Stauffer to approve the building permit as presented if the carport/garage meets all city code including the requirement of having three sides. The motion carried 4 to 0. Administrator Hubbard will contact the resident and provide the city code for his reference.

16. Building Permit – Michael Koenen, Sr., 912 13th Ave South

A building permit for a portable 10'x12' manufactured storage shed. The building permit application was previously presented at the City Clerk's office requesting immediate approval as they were in the middle of the purchase of the storage shed with the retailer. Mayor Dan Agre was present at the office during that time in which he engaged in lengthy discussion regarding the shed. Dan moved forward with approval of the storage shed. The building permit was still presented at council for approval. A motion was made by Randy Johnson and seconded by Andy Stauffer to approve the building permit for Michael Koenen, Sr. The motion carried 4 to 0.

17. Adjourn

A motion was made by Andy Stauffer and seconded by Randy Johnson to adjourn the meeting. The motion carried 4 to 0. Meeting was adjourned at 9:24 p.m.

ATTEST:

BY _____
Amy Hubbard, City Administrator/Treasurer/EDA Director

The next Regular Council Meeting is scheduled for September 14, 2020 at 7:00 p.m.

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