

City Council Regular Meeting
August 12, 2024
Monday 7:00 p.m.

The regular session of the City Council, City of Sacred Heart, Minnesota was called to order on August 12, 2024, at 7:00 p.m. by Mayor Dan Agre.

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

Also present were City Administrator Brittany Hebrink, Public Works Supervisor Jared Peterson, Clerk Lori Skalbeck, Liquor Store Manager Brooke Busack, Amy Hubbard, Ray and Shannon Sweetman from Sweetman Sanitation, Tim Tanner and Ross Hebrink.

1. Approval of Agenda

Council members requested the addition of our guests- Tim Tanner and Sweetman Sanitation. A motion was made by Joe Kirk and seconded by Andy Stauffer 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 July 8, 2024 regular meeting minutes. The motion carried 5 to 0.

3. Invoices Payable

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

4. Sweetman Sanitation – Ray and Shannon Sweetman

Ray Sweetman indicated his interest in submitting a sanitation bid. The council expressed their satisfaction in their current 1 year contract with West Central Sanitation that was renewed in July.

5. Tim Tanner

Tim Tanner, as the groundskeeper of the Sacred Heart ballfield, approached the City with some equipment requests (bagger, aerator, thatcher and spreader). Discussion was had regarding Tim’s compensation as his “contract” with the RCW Baseball/Softball Association ends in August. The Council agreed to pay Tim for his hours in August, September and October. Tim will turn his hours into the RCW Baseball/Softball Association and in turn, they will bill the City accordingly for those hours. We will revisit this agreement in March with the RCW Baseball/Softball Association.

6. Liquor Store Report – Brooke Busack, Manager

Liquor Store Manager, Brooke Busack, was present to give her report to the council.

Busack expressed her frustration with issues regarding the fryer but after some fixes the fryer is finally up and running. The dehumidifier is working great and is helping with the condensation on the floors and within the coolers. Summerfest weekend was successful, with a great turnout Friday night at the bar as well

as with bean bags on Saturday at the City Park. Brooke would like to consider new boards for bean bags as the current ones need to be replaced. A possible customer appreciation event is in the works for September.

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

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

Jared indicated that they have been busy with tree trimming (and cleanup) and mowing. The council indicated they would like to continue with spraying for mosquitoes through the month of August. Jared will start with clean up in the community center kitchen, with the exception of the removal of the damaged appliances. A dumpster from West Central Sanitation will be ordered. The council gave their approval to start the process of obtaining quotes for the kitchen project.

8. Police Report – Monthly Summary

The July monthly summary police report was provided to the council from the Renville County Sheriff's Office for review. A total of 33 calls were taken along with 214.14 hours patrolled for the month averaging 53.54 hours a week.

9. SHEDA Report – Randy Johnson and Andy Stauffer

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

EDA members had discussion with individuals in regards to possible development opportunities. The next step in the process is for the parcels (37-01400-00, 37-00250-00, 37-00260-00) to be surveyed. A motion was made by Andy Stauffer and seconded by Brooke Hebrink to have the parcels surveyed and ownership transferred to the City of Sacred Heart. The motion carried 5 to 0. The boy scouts will take care of removing the cans that the EDA recycles. Going forward, the EDA will no longer be responsible for the can recycling program.

10. Administrative Report – Amy Hubbard, City Administrator

Administrator Hebrink was present to provide the council with a monthly administrative report.

Hebrink indicated that her first week went well. Amy, Lori and Brittany will be working on assessment letters that are slotted to be sent out August 23rd. Brittany and Amy will begin looking at transitioning to gWorks.

11. City Administrator Position Restructuring

The Council closed the meeting for discussion regarding the restructuring of the City Administrator position at 8:30 p.m.

The Council opened the meeting at 8:45 p.m.

A motion was made by Andy Stauffer and seconded by Randy Johnson to reorganize the City Administrator position, per the contract, therefore accepting Amy Hubbard's resignation as City Administrator and appointing Brittany Hebrink as the new City Administrator, with the pay rate as proposed, \$49,920 or \$32/hr. Brittany Hebrink will be added to all City involved bank accounts. Motion carried 4 to 0 (Brooke Hebrink abstained from voting). Another motion was made by Andy Stauffer and seconded by Randy

Johnson to enter a contract with Amy Hubbard as our City Finance Director, from Sept 1, 2024-June 30th 2024, at a rate to be negotiated. Amy will continue to remain on all City involved bank accounts as the City Finance Director. The motion carried 5 to 0.

12. Resolution 2024-07: 2024-07 Resolution approving sale of Parcel 37-00605-00

Hebrink presented Resolution 2024-07: 2024-07 Resolution approving sale of Parcel 37-00605-00 in which it states that the City of Sacred Heart authorizes the sale of Parcel 37-00605-00 to Steve Agre for \$100. A motion was made by Randy Johnson and seconded by Joe Kirk to approve Resolution 2024-07: 2024-07 Resolution approving sale of Parcel 37-00605-00. The motion carried 5 to 0.

13. Budget Workshop Date

The budget workshop date has been set for August 21st at 7:00p.m.

14. 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 8:52 p.m.

ATTEST:

BY _____

Brittany Hebrink, City Administrator

The next Regular Council Meeting is scheduled for September 9, 2024 at 7:00 p.m.

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