

**City Council Regular Meeting**  
**December 9, 2024**  
**Monday 7:00 p.m.**

The regular session of the City Council, City of Sacred Heart, Minnesota was called to order on December 9, 2024, at 7:00 p.m. by Mayor Dan Agre.

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

City Council member absent was Brooke Hebrink.

Also present were City Administrator Brittany Hebrink, Public Works Supervisor Jared Peterson, City Finance Director Amy Hubbard and City Clerk Lori Skalbeck.

**1. Approval of Agenda**

A motion was made by Randy Johnson and seconded by Joe Kirk to approve the agenda with the addition of the First English Church property and shop tools. The motion carried 3 to 0.

**2. Approval of Minutes**

A motion was made by Randy Johnson and seconded by Andy Stauffer to approve the November 12th, 2024 regular meeting minutes with clarifying Citizens as Citizens Alliance Bank. The motion carried 3 to 0.

**3. Invoices Payable**

A motion was made by Randy Johnson and seconded by Joe Kirk to approve the invoices payable as presented. The motion carried 3 to 0.

**4. Liquor Store Report – Brooke Busack, Manager**

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

It was noted that the Liquor Store had a great month with sales- hoping to end the year in the black with a positive note! There have been some NSF patron check issues. Brooke is working through the process with the Sheriff's department hoping to get these resolved.

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

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

Jared reported that the new City Christmas banners are up. Quality Flow sent a quote for a pump as it needs to be fixed. Jared is working on compiling a list of tools that are needed at the shop. He is continuing to search for a new truck to replace the white truck (for snow/brush hauling). Jared will order a new light for the flag pole at the Community Center.

Councilmember Joe Kirk informed the Council that Jared Peterson has purchased the First English Church property. Andy Stauffer was curious as to his plans for the property as well as the timing with

execution of those plans. Jared indicated he has already boarded up some of windows as well as cleaned up some of the items inside. He is hoping to create a wood shop in the basement area with a rec center upstairs for his kids to enjoy. The plan is to renovate more this summer.

## **6. Police Report – Monthly Summary**

The November monthly summary police report is as follows- a total of 27 calls were taken along with 105.04 hours patrolled for the month averaging 26.26 hours a week. There was some discussion about concerns with dogs in town and the lack of compliance with City Ordinances. Brittany will continue to relay concerns to Braydon.

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

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

SHEDA reviewed the apartment walk through list and will continue to work on completing those tasks. There was conversation regarding a leasing issue with one tenant. The tenant had requested the addition of another individual on the lease. At this time, it was decided to not accept this request as the SHEDA has concerns that this may be cheating the process with others on the waiting list.

## **8. Administrative Report – Brittany Hebrink, City Administrator**

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

Hebrink updated the Council with the current kitchen remodeling project. The kitchen is nearly completed with a few minor things yet to be finished (hardware, painting touch ups and under cabinet lighting). All of the vendor partners involved in this project have been amazing to work with and for that we are grateful! The City Christmas banners are up and look great. It's nice to be able to spread a bit of Christmas cheer in Sacred Heart. The hope is that next year the City will be able to add a lighted element to our banners as well (whether it be existing decorations or new ones that need to be purchased to better accommodate our new light poles). Merry Christmas Sacred Heart!

## **9. Old Business**

### **-416 3<sup>rd</sup> Ave**

Demolition is finally completed!!! There is some interest in the property. After all invoices have been received, the council will decide on an appropriate agreement. This will be tabled until our January meeting.

### **-Water rate increase**

As discussed/approved at the November meeting, water rates will increase to \$100 (standard monthly utility rate) with the January billing cycle. Brittany will communicate this rate increase to residents via a postcard. The Council discussed having a public informational meeting to further explain this increase with a date yet to be determined.

## **10. New Business**

### **-Former Sparstad House**

The were some concerns with the safety/upkeep of the property. The City will continue to partner with our Sheriff's Department to work through resolving some of these concerns.

### **-City Museum Donation**

Councilmember Andy Stauffer discussed some concerns with the Sacred Heart Hotel property. There are numerous windows that are broken and either need to be replaced or boarded up as we are heading into the winter months with cold (and damp) weather. The City discussed holding its annual \$2,000 donation to the Sacred Heart Area Museum until the windows have been fixed.

A motion was made by Andy Stauffer and seconded by Randy Johnson to approve holding the annual \$2,000 donation to the Sacred Heart Area Museum until the windows have been fixed. The motion carried 3 to 0.

### **- Resolution 2024-17 Adopting the 2025 Final Levy and Budget**

Administrator Hebrink presented the council with Resolution 2024-17 Adopting the 2025 Final Levy and Budget. No changes were made. A motion was made by Andy Stauffer and seconded by Joe Kirk to approve Resolution 2024-17 Adopting the 2025 Final Levy and Budget. The motion carried 3 to 0.

### **- Resolution 2025-01 Organization Annual**

Administrator Hebrink presented the council with Resolution 2025-01 Organization Annual. A motion was made by Joe Kirk and seconded by Randy Johnson to approve Resolution 2025-01 Organization Annual. Andy Stauffer was appointed by the Council to fulfill a seat on the SHEDA Committee. The motion carried 3 to 0.

## ***Resolution 2025-01*** **2025 ORGANIZATION RESOLUTION**

**WHEREAS**, Minnesota Statute, Chapters 412 and 427, require certain action by the City Council at the annual organizational council meeting in December;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SACRED HEART approves the following designations for the year 2025:**

**MEETINGS:** Regular meetings of the Sacred Heart City Council shall be held on the second Monday of every month at 7:00 p.m. Any regular meeting that falls upon a holiday may be canceled or rescheduled. All meetings, including special and adjourned meetings, shall be held at Sacred Heart Community Center unless the City Council decides otherwise.

**VICE MAYOR:** In the absence of the Mayor, the Acting Mayor for the Sacred Heart City Council shall be Randy Johnson.

**OFFICIAL NEWSPAPER:** The official newspaper for the City of Sacred Heart shall be the Renville County Register.

**OFFICIAL POSTING SITE:** The official posting site for business conducted by the City of Sacred Heart shall be the Sacred Heart Community Center bulletin board located on the outside of the west-side facing main doors.

**OFFICIAL CITY DEPOSITORIES:** The following financial institutions shall be designated as the official City depositories: Citizens Alliance Bank, Sacred Heart, Minnesota; PMA Financial Network (4M), Naperville, Illinois.

The following shall be authorized agents to endorse checks and orders for the payment of money transactions at these official City depositories: Mayor Dan Agre, Acting Mayor Randy Johnson, City Administrator/EDA Director Brittany Hebrink and Assistant Clerk Lori Skalbeck.

**CITY HALL/COMMUNITY CENTER DIRECTOR:** The Sacred Heart City Council hereby appoints City Administrator Brittany Hebrink as the City Hall/Community Center Director for the City of Sacred Heart.

**ASSISTANT WEED INSPECTOR:** The Sacred Heart City Council hereby appoints Public Works Supervisor Jared Peterson as the Assistant Weed Inspector for the City of Sacred Heart.

**ECONOMIC DEVELOPMENT AUTHORITY REPRESENTATIVES:**

Andy Stauffer      *Term Expires 12/31/2028*

Randy Johnson      *Term Expires 12/31/2027*

**POUND MASTER:** The Sacred Heart City Council hereby appoints the Renville County Sheriff's Department as the Pound Master for the City of Sacred Heart.

**CITY ATTORNEY:** The Sacred Heart City Council hereby appoints Griffin Leitch at Willmar Law as the City Attorney for the City of Sacred Heart.

**INSURANCE AGENT:** The Sacred Heart City Council hereby appoints Steve Agre (Citizens Alliance Agency) as the Insurance Agent for Liquor Liability Insurance and all other insurance for the City of Sacred Heart.

**AUDITOR:** The Sacred Heart City Council hereby appoints Oberloh & Oberloh, LTD as the Auditor for the City of Sacred Heart.

**- Ordinance 2025-01 Fine and Fee Schedule- First reading**

Administrator Hebrink presented the council with the current Fine and Fee Schedule. The second and final reading will be conducted at the January meeting.

**- 2025 Liquor Liability Insurance Renewal**

Administrator Hebrink presented the council with the 2025 Liquor Liability Insurance Renewal provided by Steve Agre from Citizens Alliance Agency. A motion was made by Randy Johnson and seconded by Joe Kirk to approve the payment of the 2025 liquor liability insurance. The motion carried 3 to 0.

**- 2024-12 Resolution Authorizing and Providing for the Incurrence of Indebtedness (\$2,087,000)**

Administrator Hebrink presented the council with Resolution 2024-12 Authorizing and Providing for the Incurrence of Indebtedness. A motion was made by Joe Kirk and seconded by Randy Johnson to approve Resolution 2024-12 Authorizing and Providing for the Incurrence of Indebtedness. The motion carried 3 to 0.

**- 2024-18 Resolution Request for State Bonding Projects**

Administrator Hebrink presented the council with Resolution 2024-18 Request for State Bonding Projects. This Resolution acknowledges there is a need for infrastructure improvements as well as requesting bonding dollars from the state legislature. A motion was made by Andy Stauffer and seconded by Joe Kirk to approve with Resolution 2024-18 Request for State Bonding Projects. The motion carried 3 to 0.

**-Employee Reviews**

Administrator Hebrink indicated that all employee reviews have been completed. Hebrink praised the City team and their accomplishments this year. Hebrink also provided the City Council with her self-evaluation. After brief discussion, council members requested to have the wage increase tabled until the January meeting.

**11. Adjourn**

A motion was made by Randy Johnson and seconded by Andy Stauffer to adjourn the meeting. The motion was carried 3 to 0. The meeting was adjourned at 8:00 p.m.

ATTEST:

BY \_\_\_\_\_

Brittany Hebrink, City Administrator

The next Regular Council Meeting is scheduled for January 13th, 2025 at 7:00 p.m.  
with Public Hearing at 6:45 p.m.

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