

**City Council Regular Meeting
December 20, 2021
Monday 7:00 p.m.**

The regular session of the City Council, City of Sacred Heart, Minnesota was called to order on December 20, 2021 at 7:00 p.m. by Mayor Dan Agre.

City Council Members present were Dick Ashburn, Brooke Hebrink, Randy Johnson, and Andy Stauffer. Also present were Administrator Amy Hubbard, Liquor Store Manager Brooke Busack, and Public Works Supervisor Scott Agre.

1. Approval of Agenda

Additions to the agenda included discussion involving a new POS system at the bar. A motion was made by Brooke Hebrink and seconded by Dick Ashburn to approve the agenda as presented along with the additions. The motion carried 5 to 0.

2. Approval of Minutes

Minutes were not available due to technical difficulties. Administrator Hubbard will provide the council with the minutes once the issue is resolved.

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. Liquor Store Report – Brooke Busack, Liquor Store Manager

Liquor Store Manager Brooke Busack was present to give her report to the council. Busack shared with the council that the health inspector reported zero (0) orders. The council was incredibly pleased with Busack's work at the bar. With that being said, there are a few things that Busack will need repaired in the near future including the sinks and the bar. As previously discussed, Busack and Stauffer have communicated about updating the camera system at the bar. Also, Busack is waiting for Sullivan's Electric to install the LED lighting at the bar and outside. Steve Agre from Agre Insurance was able to get a quote to the city for Liquor Liability Insurance. The insurance covers more and is cheaper. Our previous insurance carrier for liquor liability no longer covers bars. The council agreed to move forward with purchasing the liquor liability insurance. Council questioned Busack on New Year's Eve plans. Busack explained that in the past they would have a DJ for these types of celebrations however Busack explained that

customers are not appreciating the service as much as they appreciate having an open juke box for the night. Busack explained that it costs \$500 and up for a DJ whereas she can put \$60 to \$100 in the juke box for those nights and keep the pool table up and the darts can be played. Council agreed and appreciated her explanation.

Administrator Hubbard has been in contact with DC Signs, the company that is completing our LED digital sign for the city. After discussing with Busack about our current sign situation, Administrator Hubbard requested DC Signs provide a quote the liquor store sign. Administrator Hubbard explained that the sign would be funded using the American Rescue Plan Act in which funds will be received in 2022. After considering both of the sign options, a motion was made by Randy Johnson and seconded by Andy Stauffer to purchase the 40x150 sign using ARPA funds and using money from the liquor store savings to pay the remaining balance. The motion carried 5 to 0.

Administrator Hubbard and Busack provided the council with issues regarding our current POS system. BNG has been extremely difficult to work with and they do not have representatives to come help on-site. After much research, administrator Hubbard was able to connect with representatives from Toast POS. They provided several demos and information regarding their product. Hubbard was able to put together some fee information and Toast favored above BNG. Busack also explained that we should have a card minimum or only cash and check. This is in part due to the expense incurred when using a card for purchases. The council agreed that a \$10 minimum on card should be enforced immediately. The council also requested that BNG end immediately upon the installation of the Toast POS system. A motion was made by Brooke Hebrink and seconded by Andy Stauffer to approve the purchase of the new Toast POS system. The motion carried 5 to 0.

5. Maintenance/Water/Sewer Report – Scott Agre, Public Works Supervisor

Public Works Supervisor, Scott Agre was not present to provide the public works report. Scott explained that the new John Deere won't be delivered until June. Our current broom needs new bristles. This would allow for us to have two brooms on hand when we do get the other John Deere. Also, Scott inquired about getting a blade for the John Deere in which it would also fit the new one as well. The council agreed that those purchases would be beneficial.

Council questioned why there was such a strong odor from the sewer plant. Scott explained that the cent on the sludge tank is open, in which it must stay that way. The strongest smell will be with a southeast wind. Scott will look into calming the odor from the inside.

Scott explained to the council that he will be signing up for his class B wastewater in the spring of 2022. Dave will be attending his class C water in January of 2022.

6. Police Report and Monthly Summary – Renville County Sheriff's Dept

Renville County Sheriff's Department provided the September monthly summary police report. A total of 23 calls were taken along with 159.50 hours patrolled for the month. Council discussed the snow ordinance and parking violations. Council member Stauffer was able to read the snow ordinance to the council. The City will continue to be in communication with the Sheriff's department regarding ordinance violations.

7. SHEDA Report – Randy Johnson and Andy Stauffer

Randy Johnson and Andy Stauffer were present to give an update on SHEDA. The house that was put on the Iverson Lot is moving along nicely however, the EDA is still waiting for Xcel to hook up the electrical. Currently working on the basement and backfill. Discussion about allowing maintenance worker, Bob Knutson, and the SHIRT team to have a set of keys to the apartments. The EDA will continue to talk about this further, but no decisions have been made. Some EDA members were informed that the standing water in the basement of the old Sacred Heart school was removed. Information was also obtained that money from previous surplus was put aside for demo. Members of the EDA were told about a facilitie's meeting that they could attend. The school's unkempt condition was thoroughly discussed. The EDA also held their election of offices in which a motion was made and carried to approval for a unanimous ballot with all officers remaining as is.

8. 243 2nd Ave – Update

Administrator Hubbard has been in contact with Chris at CMF as well as Jeremy Anderson. They will be in contact with each other to determine how and when the tin from the roof will be removed and how the wall will be braced. Chris is looking at the first part of the year for demo to begin.

9. Unkempt Condition of the Sacred Heart School

The old Sacred Heart school building continues to violate city ordinances with unkempt conditions including broken windows and debris causing a fire hazard. Letters have been sent out previously to the school to remediate these issues however nothing has been done about it. The council has requested that the school be fined for these city ordinance violations.

10. City-owned Properties – Apply for Grants

Council has requested that Administrator Hubbard apply for local and state grants for demolition funds as the city owns properties that need demolition. Administrator Hubbard will pull together resources to find this funding.

11. 2022 Fine and Fee Schedule – 1st Reading

The current fine and fee schedule was presented to council with an update suggestion for 2022 regarding the addition of a lifetime pet license and change to the liquor charge amount for services requested at the community center. The second reading will be conducted at the January meeting.

12. Employee Reviews

Administrator Hubbard provided a sheet showing the council what each employee would receive based on percentage of raise received. Hubbard also presented the council with the current cost of living increase rate: 5%. After much discussion and explanation from councilmembers, a motion was made by Brooke Hebrink and seconded by Andy Stauffer to approve the following raises: The motion carried 5 to 0.

Brooke Busack – 3%

Michelle Young – 3%

Scott Agre – 3%

Dave DeLong – 3%

Lori – We currently pay for her medical insurance with BC/BS.

Angela – No raise at this time as she started her position recently.

13. Employee Review – Administrator Hubbard

Administrator Hubbard presented the council with a self-evaluation. An annual employee review was conducted for Administrator Hubbard. A motion was made by Brooke Hebrink and seconded by Andy Stauffer to approve the following raise: The motion carried 5 to 0.

Amy Hubbard – 5%

14. Adjourn

A motion was made by Dick Ashburn and seconded by Brooke Hebrink to adjourn the meeting. The motion carried 5 to 0. Meeting was adjourned at 8:29 p.m.

ATTEST:

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

The next Regular Council Meeting is scheduled for January 10, 2022 at 7:00 p.m.
The City of Sacred Heart is an equal opportunity provider and employer.