

**City Council Regular Meeting  
January 11, 2021  
Monday 7:00 p.m.**

The regular session of the City Council, City of Sacred Heart, Minnesota was called to order on January 11, 2021 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, Liquor Store Manager Brooke Busack, and Steve Agre.

**1. Approval of Agenda**

Additions to the agenda included Steve Agre from Agre Insurance discussing LMC Insurance. A motion was made by Andy Stauffer and seconded by Dick Ashburn to approve the agenda as presented along with the additions. The motion was carried 4 to 0.

**2. Approval of Minutes**

A motion was made by Brooke Hebrink and seconded by Randy Johnson to approve the December 14, 2020 Truth in Taxation Meeting and the December 14, 2020 regular meeting minutes. The motion carried 4 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 4 to 0.

**4. Agre Insurance, LMC Insurance Premiums – Steve Agre**

Steve Agre from Agre Insurance provided the council with the 2021 LMC Insurance documents and premium information. Council and Agre discussed line items regarding the insurance. There is a slight increase from 2020 to 2021 with the premium.

**5. Hwy 212 Project – Ryan from MNDOT**

Ryan from MNDOT presented an agenda along with updated plans for the Hwy 212 road construction. The new plans show no bump-outs at 1<sup>st</sup> Ave N, increased radius for 2<sup>nd</sup> Ave N, and currently no changes for 2<sup>nd</sup> Ave S. Council expressed a consensus regarding the elimination of all bump-outs however Ryan stated that due to ADA compliance 2<sup>nd</sup> Ave S may need to have bump-outs. Council discussed the sewer replacement in which the city would like to avoid moving it along with lessening the burden on the city. Extensive discussion was had concerning

unwanted holding ponds, lighting, and parking. The council expressed strong despise for the retention ponds. Ryan expressed his understanding and will bring those concerns back to MNDOT for reconsideration.

#### **6. Gear Washer/Extractor/Dryer Grant Award – Jeff Agre, Fire Chief**

The Sacred Heart Fire Department was awarded the Gear Washer/Extractor/Dryer Grant. Quotes were received previously and with the grant submission. A motion was made by Brooke Hebrink and seconded by Randy Johnson to purchase the gear washer/extractor and dryer for the remaining cost outside of the awarded grant amount. The motion carried 4 to 0.

#### **7. Maintenance/Water/Sewer Report – Scott Agre, Public Works Supervisor**

Public Works Supervisor Agre provided the council with concerns regarding snow blower/lawn tractor and the city pick-up. Council agreed that Agre should start pricing out snowblowers/lawn tractors. Agre explained that the current city pick-up is not as reliable as it once was. Council requested more discussion at a later date.

Public Works Supervisor Agre discussed the current state of progress on the sludge tank. Agre and the council engaged in lengthy discussion.

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

The December monthly summary police report was provided to the council from the Renville County Sheriff's Office for review. A total of 26 calls were taken along with 123.50 hours patrolled for the month.

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

SHEDA members, Johnson and Stauffer, provided the council with an update. Apartment #6 has not been filled yet. The PIGP Committee will be meeting in February or March to discuss the current applications received.

#### **10. ACH for Utility Billing – Update**

Administrator Hubbard updated the council with utility billing moving towards ACH. The bank will be doing some virtual training on January 12<sup>th</sup>. Letters will be sent out to residents by the end of the month.

#### **11. Aaron Walton – Update on Abatement of Property**

Administrator Hubbard provided communication documentation from City Attorney Aaron Walton and property owner, Ross Rieke. Council engaged in lengthy discussion regarding the

property in question. A motion was made by Andy Stauffer and seconded by Brooke Hebrink to deny an extension on for more time to be given to Ross Rieke to improve the properties safety concerns. The motion carried 4 to 0.

## 12. 2021 Fine and Fee Schedule – Final Reading and Approval

A final reading of Ordinance 2021-01 updating the fine and fee schedule of the Sacred Heart City Code was completed. After much discussion, a motion was made by Andy Stauffer and seconded by Dick Ashburn to approve Ordinance 2021-01 with the following fines and fees for 2021: The motion carried 4 to 0.

### FINE AND FEE SCHEDULE FOR YEAR 2021

#### 1. Administration

	<u>\$ Amount</u>
Bad Check Fees	\$30.00
Copies	\$.25
Council Filing Fee	\$2.00
Fax receiving and sending per page	\$2.00

#### City Use of Personal Vehicles – Uniform Criteria for All City Depts.

Mileage (2020 Actual IRS allowance)	\$.575
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#### Mayor and Council Members

Meetings	\$60.00/each
Travel Expenses Mileage (2020 Actual IRS allowance)	\$.575

#### Election Judges

Election & Training Hours	\$15.00/hour
Travel Expenses Mileage (2020 Actual IRS allowance)	\$.575

#### Community Center

Rental Fee – Large Room	
\$50.00/day	
Rental Fee – Small Room	\$25.00/day
Damage Deposit	\$250.00
Liquor Services (supplied only by Sacred Heart Liquors)	
	\$50.00/bartender plus per drink costs

#### Traffic/Parking Violations

Unreasonable acceleration (City Ord: 705.01)	\$100.00
Parking to sell goods (City Ord. 703.01)	\$50.00
Parking – snow removal (City Ord. 704.02)	
\$100.00	
2 <sup>nd</sup> Offense	\$100.00
Each Additional Offense	\$100.00

#### 3. Public Works

Bulk Water	\$12.00/1000 gals
Reconnection Fee	\$25.00
Delinquent Accounts, Collection Procedure Utility Bills (Amount Due After 20 <sup>th</sup> of Month)	\$25.00
Certification of Delinquent Utility Accounts Certify Each Severely Delinquent Utility Account to Renville County Auditor Per Parcel	\$5.00
<b>Water Rates</b>	
Residential Water (base fee of \$18.10 for usage under 1,166 gals)	\$12.10/1,166 gals
Sewer (base fee of \$8.10 for usage under 1,166 gals)	\$12.10/1,166 gals
Water Connect Fee	\$11.12
Sewer Connect Fee	\$8.33
Filter Fee	\$5.00
Storm Sewer Fee	\$34.33

<b>Garbage and Refuse / Refuse Collection (City Ord. 505.00)</b>	
Rates established by Service Provider Under Contract-West Central Sanitation	
35 gallon cart, serviced weekly	\$12.20/mo
64 gallon cart, service weekly	\$14.95/mo
95 gallon cart, serviced weekly	\$17.60/mo
Colored bags: 30 gallon bags, serviced weekly	\$24.15/pkg. of 10
Monthly base rate for bag service	\$9.00/qtr

Prices do not include the 9.75% residential tax, or 17% commercial tax.

### **5. Public Works Equipment Fee Schedule**

(All equipment will be operated by City of Sacred Heart employees)

Loader/Tractor (minimum 1 hr. charge)	\$120.00/hr
Truck – Load of Shingles, brush, etc. (minimum 1 hr. charge)	\$120.00/hr plus landfill fees
Mowing (minimum 1 hr. charge)	\$100.00/hr
Snow Removal – Driveway	
\$30.00	
Hauling Rock/Sand/Gravel (load) (minimum 1 hr. charge)	
\$30.00/hr	

### **10. Animal**

Dogs in City Park (City Ord. 301.03.9)	\$50.00
Fail to License Dog (City Ord. 504.07)	\$50.00
Fail to Restrain Dog – At Large (City Ord. 504.09)	\$50.00
2 <sup>nd</sup> Offense – in 12 mo.	\$75.00

3 <sup>rd</sup> Offense – in 12 mo.	\$100.00
Obligation to Prevent Nuisance (City Ord. 504.10) (Dogs barking, chasing cars, visits school grounds, molest persons, etc.)	\$50.00
Cat & Dog License (annual)	\$10.00

**Impoundment:**

Pick up Fees	Impound shelter fees incurred required at pickup
City Fees	Impound contract fees incurred
	Cats \$40.00/animal, Dogs \$75.00/animal

**11. Parks and Recreational Facilities**

Mark, deface or damage Park Property (City Ord. 301.03.1)	\$50.00
Damage or remove trees or shrubs (City Ord. 301.03.3)	\$50.00
Consume alcohol in park (City Ord. 301.03.6)	\$50.00
Loud noise or music in park (City Ord. 301.03.7)	\$50.00
No motorized vehicles in park (City Ord. 301.04.4)	\$50.00

**12. Public Nuisances**

Unlawful deposit of garbage/refuse (City Ord. 505.01)	\$50.00
Unlawful burning/fires in City limits (City Ord. 505.05)	\$60.00
Health/welfare garbage accum.-MS (City Ord. 801.02.5)	\$75.00
Disorderly House (City Ord. 801.04.1)	\$250.00
Noise-loud or unusual or annoying vibration (City Ord. 801.05.7)	\$50.00
Accumulation of Junk Vehicles and Vehicles with expired plates or no plates (City Ord. 801.05.16)	\$50.00
Curfew Violation (City Ord. 805.02)	\$50.00
Firearms Violation-MS (City Ord. 806.01)	\$50.00
Prohibited Littering (City Ord. 808.02.2)	\$30.00

**13. Building**

Building Permit Fee  
\$10.00

**14. Zoning (City Ord. 1107.10)**

Appeals	\$250.00
Amendments	\$250.00

Variances	\$250.00
Conditional Use Permit	\$100.00

**15. Emergency Protection Fire Service Fees (City Ord. 507.04)**

Fire Calls

Level 1 (False Alarm, no aid given) Hour	\$250.00/ Initial
Level 2 (Standard) Hour	\$500.00/Initial
Level 3 (Structure)	\$750.00/Initial Hour
Level 4 (2 story or more involved) Hour	\$1,000.00/Initial
Additional hours over 1 hour standard \$150.00/Hour	
Foam \$150.00/pail	
Fire Service Agreements (townships - effective in March with contract renewals) Standy- by Fee (per year)	\$190.00/section

**13. Resolution 02-159 – 2021 Annual Organization**

Resolution 02-159 for the annual designations of the City of Sacred Heart was reviewed and discussed. A motion was made by Brooke Hebrink and seconded by Andy Stauffer to approve the resolution as presented with the following designations for 2021: The motion carried 4 to 0.

RESOLUTION 02-159

CITY OF SACRED HEART  
STATE OF MINNESOTA

2021 ORGANIZATION RESOLUTION

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

SO THEREFORE BE IT RESOLVED by the Sacred Heart City Council, that it hereby approves the following designations for the year 2021:

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, in the Clerk’s Office, 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 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/Treasurer/EDA Director Amy Hubbard and Assistant Clerk Lori Skalbeck.

CITY HALL/COMMUNITY CENTER DIRECTOR: The Sacred Heart City Council hereby appoints City Administrator Amy Hubbard 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 Scott Agre as the Assistant Weed Inspector for the City of Sacred Heart.

ECONOMIC DEVELOPMENT AUTHORITY REPRESENTATIVES: include:

*Terms Expire 12/31/2022*

Randy Johnson

*Terms Expire 12/31/2023*

Andrew Stauffer

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 Aaron Walton (Walton Law Group) as the City Attorney for the City of Sacred Heart.

INSURANCE AGENT: The Sacred Heart City Council hereby appoints Scott Fransen (Farm Bureau Financial Services) as the Liquor Liability Insurance Agent and Steve Agre (Agre Insurance) as the Insurance Agent for the for 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.

## **14. Adjourn**

A motion was made by Dick Ashburn and seconded by Randy Johnson to adjourn the meeting. The motion was carried 4 to 0. Meeting was adjourned at 8:40 p.m.

ATTEST:

BY \_\_\_\_\_

Amy Hubbard, City Administrator/Treasurer/EDA Director

The next Regular Council Meeting is scheduled for February 8, 2021 at 7:00 p.m.  
The City of Sacred Heart is an equal opportunity provider and employer.