

City Council Regular Meeting

January 8, 2024

Monday 7:00 p.m.

The regular session of the City Council, City of Sacred Heart, Minnesota was called to order on January 8, 2024, at 7:00 p.m. by Mayor Dan Agre.

City Councilmembers present were Randy Johnson, Andy Stauffer, and Brooke Hebrink.

City Councilmember absent was Joe Kirk.

Also present were City Administrator Amy Hubbard, Liquor Store Manager Brooke Busack, and Public Works Supervisor Scott Agre.

1. Approval of Agenda

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

2. Approval of Minutes

A motion was made by Andy Stauffer and seconded by Randy Johnson to approve the December 11, 2023 regular and TNT 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. Liquor Store Report

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

Busack presented the council with concerns about installing a full kitchen at this time. Those concerns included employee coverage and cost. Busack explained that the bar needs to be rebuilt and updated before we do the full kitchen. Councilmembers requested that Busack contact the county health inspector to see if they could inform her on what is acceptable appliances that she could use in the facility. Busack explained that her auto fryer is on its last leg. Council approved the purchase of a new fryer in the event that the current one no longer works.

Busack completed the inventory with Auditor Oberloh on January 1st. There were a few things that needed to be updated in the system and she will work with Clover to get them taken care of.

Councilmember Stauffer questioned Busack about the use of the back doors to the facility as the individuals from the Relief Association would like to enter the back of the facility to complete the pull tabs instead of going through the front door. Busack will be in contact with a locksmith as those doors have not been used in a very long time and they do not have a key assigned to them.

Jeremy Anderson is providing quotes for the bathroom doors to be replaced. Councilmembers questioned the roof leaking as quotes were provided by Scott Agre from West Central Roofing. Councilmembers requested more quotes and to see if Leif Hanson works on roofs as well.

Busack expressed her views regarding a wage increase for the bartenders. Busack requested that new employees would be hired at \$13.00 per hour with a 6-month probation period before they would get an

increase in their hourly rate. Busack and Hubbard will work together to come up with a policy for the liquor store.

Council discussed reviews and wage increases for bartenders and full-time employee, Michelle Young.

Bartenders – 4% (new employees will start at \$13.00 for at least a 6-month probation period)

Michelle Young – 6%

A motion was made by Andy Stauffer and seconded by Brooke Hebrink to approve the wage increase as presented. The motion carried 4 to 0.

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

Public Works Supervisor Scott Agre was present to provide the council with his report.

Agre presented the council with roof quotes from West Central Roofing. After much discussion, the council requested more quotes for the bar and the shop.

Agre explained that the pins that hold the plow in place, popped out and the plow fell off. Councilmember Johnson explained that this is common. The plow was serviced over the summer and now it swivels nice around the corners however it does sound rough. Johnson explained that this is common as well.

Water softener at the Water Treatment Plant was hiccupping. Perry came out to service it. Mayor Agre explained that they have been experiencing air bubbles when turning on the faucets at their home. Agre discussed why this happens and hopes that what was serviced will help with this.

6. Police Report – Monthly Summary

The December monthly summary police report and 2023 year-end totals were provided to the council from the Renville County Sheriff's Office for review. For the month of December, a total of 28 calls were taken along with 280.49 hours patrolled for the month averaging 70.12 hours a week. For the 2023 year, 337 calls were taken averaging 6.48 calls a week with a cumulative average of 45.98 hours patrolled in a week.

Councilmembers requested the deputy contact Gullickson about the camper that has been sitting on the street all summer and now during these snow days.

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.

The drywall at the EDA house is almost completed.

Apartment #2 was vacated and during the removal of the flooring, mold and water damage was discovered. EDA board decided to do a complete kitchen remodel as well as flooring throughout the unit and vanity countertop in the bathroom was replaced.

EDA members reviewed the By-Laws and made corrections as concerns were provided by each member. Hubbard will re-write the By-Laws with the changes discussed and provide the updated copy to the EDA members at the February meeting.

8. Administrative Report – Amy Hubbard, City Administrator

Administrator Hubbard updated the council with a monthly administrative report.

Hubbard informed the council that the city audit will be conducted March 6-7. Hubbard expressed interest in attending the MCFOA Conference from March 19-22. Councilmembers encouraged Hubbard to attend the conference for networking and resources.

Councilmembers requested an update about the City LED sign. Hubbard explained the process and that we will now be in contact with Daktronics to diagnose the issues associated with the use of the sign. Councilmember Stauffer requested that a plug-in be put in by the sign when the electrical is moved in the spring. The plug-in would be for Winterfest activities in the city park.

9. Ordinance No. 2024-01 Fine and Fee Schedule – First Reading

A final reading of Ordinance No. 2024-01 updating the Fine and Fee Schedule of the Sacred Heart City Code was completed. A motion was made by Randy Johnson and seconded by Andy Stauffer to approve Ordinance No. 2024-01 with the following fines and fees for 2024: The motion carried 4 to 0.

CITY OF SACRED HEART CODE OF ORDINANCES: APPENDIX II 2024 FINE AND FEE SCHEDULE

COMMUNITY CENTER

<i>Large Room – all day</i>	<i>\$100.00</i>
<i>Small Room – all day</i>	<i>\$50.00</i>
<i>Damage Deposit (returned if no damage to the CC)</i>	<i>\$250.00</i>
<i>Hiring the Cleaner after an Event (must be hired for all dances)</i>	<i>\$100.00</i>
<i>Liquor Services (supplied ONLY by Sacred Heart Liquors) Bartending Services PLUS per drink costs</i>	<i>\$200.00</i>

ADMINISTRATION

<u>Mayor & Council Members</u>	
<i>Mayor</i>	<i>\$2,000/year</i>
<i>Meetings – Council Members</i>	<i>\$60.00/each</i>
<i>Travel Expenses Mileage (2022 actual IRS allowance)</i>	<i>\$0.625/mile</i>
<u>Election Judges</u>	
<i>Election & Training Hours</i>	<i>\$15.00/hour</i>
<i>Travel Expenses Mileage (2022 actual IRS allowance)</i>	<i>\$0.625/mile</i>
<u>City Use of Personal Vehicles – Uniform Criteria for all City Depts</u>	
<i>Travel Expenses Mileage (2022 actual IRS allowance)</i>	<i>\$0.625/mile</i>
<i>Bad Check Fee</i>	<i>\$30.00</i>
<i>Copies – Black & White</i>	<i>\$0.25/per page</i>
<i>Copies - Color</i>	<i>\$0.50/per page</i>
<i>Notary Fee</i>	<i>\$1.00</i>
<i>Council Filing Fee</i>	<i>\$2.00</i>
<i>Fax – receiving and sending</i>	<i>\$2.00/per page</i>
<i>Meeting – paper copy</i>	<i>\$5.00/per mtg</i>

ANIMALS

<i>Cat & Dog License – Annual</i>	<i>\$10.00/per pet</i>
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Cat & Dog License - Lifetime \$30.00/per pet

Violations:

Dogs in City Park (City Ord. 301.03.9) \$50.00
Failure to License Dog (City Ord. 504.07) \$50.00
Fail to Restrain Dog – At Large (City Ord. 504.09) \$50.00
 2nd Offense (in 12 months) \$75.00
 3rd Offense (in 12 months) \$100.00
Obligation to Prevent Nuisance (City Ord. 504.10) \$50.00
 (Dogs barking, chasing cars, molest persons, etc.)

Impoundment:

Pick Up Fees Impound shelter fees incurred paid at pickup
City Fees Impound contract fees incurred
Cats: \$40.00 Dogs: \$75.00

PERMITS

Building Permit Fee (valid for 1 year) \$10.00/year
Transient Merchant (valid for 1 year) \$25.00/year

VIOLATIONS & PUBLIC NUISANCES

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
 2nd Offense \$100.00
 Each Additional Offense \$100.00

Parks & 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 the parks (City Ord. 301.03.6) \$50.00
Loud noise or music in the parks (City Ord. 301.03.7) \$50.00
No motorized vehicles in the parks (City Ord. 301.04.4) \$50.00

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, unusual, annoying vibration (City Ord. 801.05.7) \$50.00
Accum. of inoperable vehicles; vehicles with expired plates or no plates
 (City Ord. 801.05.16) \$50.00
Curfew violation (City Ord. 805.02) \$50.00
Firearms violation (City Ord. 806.01) \$50.00
Prohibited littering (City Ord. 808.02.2) \$30.00

ZONING (City Ord. 1107.10)

Conditional Use Permit \$100.00
Appeals \$250.00
Amendments \$250.00
Variances \$250.00

WATER/SEWER RATES

Bulk Water \$12.00/1000 gals
Reconnection Fee \$25.00
Delinquent Utility Accounts (Amount due after 20th of the month) \$25.00

Water & Sewer Rates – per metered unit

Water Usage (base fee of \$12.10 for usage under 1,166 gals)	\$12.10/1,166 gals
Sewer Usage (base fee of \$12.10 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

*** Standard monthly utility bill (usage under 1,166 gals): \$82.98**

CITY EQUIPMENT FEE SCHEDULE

***All equipment must be operated by City of Sacred Heart employees**

<u>Brush Pick-up</u> (branches no longer than 10ft and no cut down trees)	
1 st grapple bucket	FREE
Each addition grapple bucket – per hour (1 hour minimum)	\$120.00/hr
 Loader/Tractor (minimum of 1 hour)	 \$120.00/hr
 Truck – Load shingles or landfill waste	 \$120.00/hr + landfill fees
 Mowing (minimum 1 hour charge)	 \$100.00/hr
Snow Removal – driveway	\$30.00
Hauling Rock/Sand/Gravel (load) (min. 1 hr charge)	\$30.00/hr

*Gravel and black dirt may be available to purchase from the City.
Please contact the City for current prices and availability

ASSESSMENT FEES – CERTIFICATION OF DELINQUENT ACCOUNTS

***Certify each severely delinquent utility account to Renville County**

Water/Sewer Utilities – Auditor Per Parcel	\$11.00
Garbage and Refuse/Refuse Collection – Auditor Per Parcel (Received from West Central Sanitation)	\$11.00

EMERGENCY PROTECTION FIRE SERVICE FEES (City Ord. 507.04)

<u>Fire Calls</u>	
Level 1 (False alarm, no aid given)	\$250.00/initial hr
Level 2 (Standard)	\$500.00/initial hr
Level 3 (Structure)	\$750.00/initial hr
Level 4 (2-story or more involved)	\$1,000.00/initial hr
Additional hours over 1 hour - standard	\$150.00/hr
Foam	\$150.00/pail
 Fire Service Agreements (townships)	
Stand-by Fee (per year)	\$190.00/section

10. Employee Reviews

Administrator Hubbard provided reviews for the council to review and discuss.

After much discussion regarding each employee, job duties, and expectations, the council provided motions separately that involved the increases in wages.

A motion was made by Andy Stauffer and seconded by Brooke Hebrink to approve the following raises: Councilmember Randy Johnson opposed the motion, and Mayor Dan Agre abstained from voting on the

motion. The motion carried 2 yea, 1 nay, and 1 abstain. Councilmember Hebrink stated that this review could be revisited after 6 months.

Scott Agre – 1%

Dave DeLong – 1%

A motion was made by Andy Stauffer and seconded by Brooke Hebrink to approve the following raises: The motion carried 4 to 0.

Angela Morris – 0%

Lori Skalbeck – 4%

A motion was made by Brooke Hebrink and seconded by Randy Johnson to approve the following raises: The motion carried 4 to 0.

Brooke Busack – 3%

Amy Hubbard – 3%

The Mayor and Council requested a closed session for the City Administrator review.

11. Purchase of TV Stand for Gift from Bollig

Administrator Hubbard reminded the council of Resolution 2023-16 Accepting gift of TV and Webcam from Bollig. Based on that approval, there were two options in which the council could choose how the use the gift: moveable TV stand or attach it the wall. Hubbard explained that using the moveable TV stand would be of more use. Hubbard explained that the purchase of the TV stand would be on the City's expense. Councilmembers looked over the options presented and expressed what they felt was needed with a TV stand. Councilmembers then stated that it would be at City Administrators discretion on the type of stand to purchase.

12. Resolution No. 2023-17 Increasing SVF Benefit Level to \$1,100

Administrator Hubbard presented the council with Resolution No. 2023-17 Increasing SVF Benefit Level to \$1,100. This was presented last month as it was a request to see what the City can afford. After much discussion, the council denied the resolution and requested to keep it the same.

13. Adjourn

A motion was made by Andy Stauffer and seconded by Randy Johnson to adjourn the meeting. The motion was carried 3 to 0. Meeting was adjourned at 8:43 p.m.

ATTEST:

BY _____

Amy Hubbard, City Administrator/Treasurer/EDA Director

The next Regular Council Meeting is scheduled for February 12, 2024 at 7:00 p.m.
The City of Sacred Heart is an equal opportunity provider and employer.