

City Council Regular Meeting
November 12, 2024
Tuesday 7:00 p.m.

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

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

Also present were City Administrator Brittany Hebrink, Public Works Supervisor Jared Peterson, Liquor Store Manager Brooke Busack, City Finance Director Amy Hubbard and Bollig Engineering

1. Approval of Agenda

A motion was made by Randy Johnson and seconded by Joe Kirk to approve the agenda with the addition of M. Martin's Building Permit. The motion carried 4 to 0.

2. Approval of Minutes

A motion was made by Randy Johnson and seconded by Andy Stauffer to approve the October 14th, 2024 regular meeting minutes. The motion carried 4 to 0.

3. Invoices Payable

A motion was made by Brooke Hebrink and seconded by Joe Kirk to approve the invoices payable as presented. The motion carried 4 to 0.

4. Liquor Store Report – Brooke Busack, Manager

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

Brooke reported that the Renville County Health Inspector was there- overall the inspection went well. There are some issues with the tap beer as it's foamy and warm. EID Refrigeration will have the issues fixed by the end of the week. Discussion was had regarding meat raffles. Brooke is planning to talk to the SHFD Gambling Committee for possible next steps.

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 Dan, Brittany, Matt and himself met with Robyn from MRWA to discuss our Wellhead Protection Plan. There were no major updates to that plan other than a few measures that needed to be updated/completed. The updated plan will be sent to MDH this week. Citizens Alliance Bank approached the City about a snow removal contract. After some discussion, it was decided to not enter into an agreement with Citizens Alliance Bank for snow removal as the City wants to make certain we fulfill our City obligations with a lighter City crew. Jared purchased a new sweeper for the lawn mower to be utilized for leaf removal. He is still searching for parts for the water softener. First Avenue, from the Community Center to OSLC, will be closed on December 1st from 1:00-7:00. After

some discussion, the Council recommended keeping the City Maintenance Worker position open until we receive more applicants.

6. Bollig Engineering – Brian Bollig

Brian reviewed some funding updates with the Council. After some discussion, the Council decided to move forward with Phase 3 of our infrastructure project.

A motion was made by Andy Stauffer and seconded by Brooke Hebrink to approve moving forward with Phase 3 of our infrastructure project, including: Wells & WTP and Water Tower Rehab. The motion carried 4 to 0.

7. Police Report – Monthly Summary

The October monthly summary police report is as follows- a total of 15 calls were taken along with 208.24 hours patrolled for the month averaging 52.06 hours a week. There was some discussion about a priority on ordinance violations. Brittany will review expectations with Braydon.

8. 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 is still some interest in the school property as well as the Musselman lot. They are waiting on the Musselman lot to be surveyed, which should hopefully be completed within the next few weeks. SHEDA is searching for another member to join their crew.

9. 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. Plans continue to be moving along with cabinet installation taking place this week. Appliances will be delivered and installed on November 18th with painting occurring within the next few weeks. Overall the project has been pretty seamless thanks to Eric Kirk, Leif Hanson and their crews! They have been wonderful to work with! Brittany discussed the “Home for the Holidays” campaign. This month of Holiday specials is some extra encouragement for our local patrons, through advertising, to shop small and shop local for the month of December. We would like to feature our Sacred Heart businesses, both large and small, through flyers, social media and buzz!

10. Old Business

-416 3rd Ave

Demolition will be underway shortly with Jared Jakel. There is some interest in the lot once demo is completed. Council discussion was had regarding this- will table until December meeting.

11. New Business

-D. Wolfe Building Permit Renewal

A motion was made by Joe Kirk and seconded by Randy Johnson to approve to Dan Wolfe's Building Permit renewal for a garage. The motion carried 4 to 0.

-M. Martin/B. Hastings Building Permit

A motion was made by Joe Kirk and seconded by Randy Johnson to approve to Bernadette Hastings' Building Permit for a garage. The motion carried 4 to 0.

- 2024-09 Resolution Certifying the 2024 Municipal Election Canvass Results

A motion was made by Randy Johnson and seconded by Joe Kirk to approve Resolution 2024-09 Certifying the 2024 Municipal Election Canvass Results. The motion carried 4 to 0.

-2024-10 Resolution Directing Delinquent Utility Charges Be Placed on the 2024 Property Tax Roll Payable 2025

A motion was made by Randy Johnson and seconded by Brooke Hebrink to approve Resolution 2024-10 Directing Delinquent Utility Charges Be Placed on the 2024 Property Tax Roll Payable 2025. The motion carried 4 to 0.

-2024-11 Resolution Delegating Registration of Cannabis Retailers- (county would take responsibility of retail registration and enforcement)

A motion was made by Brooke Hebrink and seconded by Joe Kirk to approve Resolution 2024-11 Resolution Delegating Registration of Cannabis Retailers. The motion carried 4 to 0.

-2024-13 Resolution Accepting Gift in memory of Eleanor Throngard for City planters

A motion was made by Andy Stauffer and seconded by Brooke Hebrink to approve Resolution 2024-13 Accepting Gift in memory of Eleanor Throngard for City planters. The motion carried 4 to 0. We thank Eleanor's family for the generous gift.

-2024-14 Resolution Accepting Gift from AgCountry for Backboards

A motion was made by Andy Stauffer and seconded by Randy Johnson to approve Resolution 2024-14 Accepting Gift from AgCountry for Backboards. The motion carried 4 to 0. We greatly appreciate the donation!

-2024-15 Resolution Designating 2025 Polling Precinct Location for the City of Sacred Heart

A motion was made by Joe Kirk and seconded by Brooke Hebrink to approve Resolution 2024-15 Designating 2025 Polling Precinct Location for the City of Sacred Heart. The motion carried 4 to 0.

-2024-16 Resolution Establishing an Increase in Water and Sewer Rates

A motion was made by Brooke Hebrink and seconded by Randy Johnson to approve Resolution 2024-16 Establishing an Increase in Water and Sewer Rates. The motion carried 4 to 0.

12. Adjourn

A motion was made by Brooke Hebrink and seconded by Andy Stauffer to adjourn the meeting. The motion was carried 4 to 0. The meeting was adjourned at 8:21 p.m.

ATTEST:

BY _____

Brittany Hebrink, City Administrator

The next Regular Council Meeting is scheduled for December 9th, 2024 at 7:00 p.m.
The City of Sacred Heart is an equal opportunity provider and employer.