

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

The regular session of the City Council, City of Sacred Heart, Minnesota was called to order on October 11, 2021 at 7:00 p.m. by Mayor Dan Agre.

City Council Members present were Brooke Hebrink, Randy Johnson, and Andy Stauffer. City Council Member absent was Dick Ashburn. Also present were Administrator Amy Hubbard, Liquor Store Manager Brooke Busack, Cindy from Probst Jewelry, West Central Sanitation representative and Sacred Heart resident Nicole Shubert.

**1. Approval of Agenda**

Additions to the agenda included approving Resolution 02-170 Adopting MN General Records Retention Schedule, purchasing and placement of outdoor bulletin/notification board, and request City Attorney Walton to send a certified letter to homeowners at 416 3<sup>rd</sup> Ave for immediate action. A motion was made by Andy Stauffer and seconded by Brooke Hebrink to approve the agenda as presented along with the additions. 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 September 13, 2021 regular meeting minutes, the September 20, 2021 continuation of regular meeting minutes, and the September 22, 2021 emergency meeting minutes. The motion carried 4 to 0.

**3. Invoices Payable**

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

**4. Certify Unpaid Garbage Bills from West Central Sanitation**

A representative from West Central Sanitation was present at the meeting to discuss the list of unpaid garbage bills that will be assessed on the 2021 tax rolls, payable in 2022. The representative will be in contact with the homeowner of 500 4<sup>th</sup> Ave to see if they can work out a deal for the high bill that was incurred by the renter at the home during that time. A motion was made by Randy Johnson and seconded by Andy Stauffer. The motion carried 4 to 0.

## **5. Liquor Store Report – Brooke Busack, Liquor Store Manager**

Liquor Store Manager Brooke Busack was present to give her report to the council. Busack explained in detail her research regarding the lights for the outside and inside of the liquor store. Busack included quotes for the installation of the lights from Community Electric, Sullivan's Electric, and Farmer's Co-op Electric. Community Electric's bid came in at \$6,934.00. Sullivan's Electric's bid was \$6,550.00. Farmer's Co-op Electric's bid came in at \$2,762.97. The lights on the outside of the building would be around the roofline and hanging over the new patio using poles. Council engaged in much discussion regarding each of the bids and what is needed at this time versus next spring. Council agreed to move forward with Sullivan's Electric to do the work. Council requested that only doing the inside lighting and around the outside of the building for now. The lights that will be hung outside over the patio will wait until Spring of 2022.

Busack and Administrator Hubbard discussed the current appearance and concerns regarding the structure of the Sacred Heart Liquors sign. It is currently not safe, and the appearance is extremely worn. Administrator Hubbard proposed getting quotes for a similar sign to what the city is establishing in town. The lettering would match with the other signs in town. The LED portion of the sign would only hold 2 lines of wording however this would allow Busack to advertise specials, events, etc. The council agreed to move forward with contacting DC Signs to get quotes for a sign.

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

Public Works Supervisor, Scott Agre was not present to provide the public works report. Administrator Hubbard stated that the new mower has arrived. No further discussion.

## **7. 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 24 calls were taken along with 176.00 hours patrolled for the month. Councilmembers discussed the appearance of the abandoned school building. It was requested that Administrator Hubbard contact the school regarding the leaves that are piling up around the school as this could be a potential fire hazard. Council also discussed the broken windows requiring attention. Administrator Hubbard will be in contact with the school and the sheriff's department regarding this issue.

## **8. 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. Electric and gas will be hooked up soon as well as bids are being accepted for the work to be completed on the inside of the house.

Pickleball court will be installed in the spring of 2022 if financing is achieved. Administrator Hubbard has applied for grants to help with the financing of the court. EDA members are concerned about the ants, mice and other bugs that aren't being controlled with our current pest control actions. Administrator Hubbard will contact Plunkett's to see what else is needed to alleviate the pest problems.

### **9. Cindy from Probst Jewelry – Roof and Basement Concerns**

Probst Jewelry owner, Cindy, approached the council with concerns regarding the demolition of the building located at 243 2<sup>nd</sup> Ave as it is the building directly south of her building. Cindy is concerned that when the building is demoed that her building would be implicated. As it is known, the north wall of the 243 2<sup>nd</sup> Ave building is next to her south wall in which it was noticed that her wall is starting to lean onto that north wall. Cindy is also concerned about her basement as it is rock and brittle. She is worried that when CMF backfills the basement of 243 2<sup>nd</sup> Ave it will disturb her foundation. Council acknowledged her concerns and Administrator Hubbard will be in contact with CMF during the pre-demo walk-thru and plan of action. Cindy has requested to be a part of the pre-demo walk-thru to understand what the process will include.

### **10. Nicole Shubert – Sacred Heart resident**

Sacred Heart resident Nicole Shubert addressed the council regarding the unpaid water/sewer bills that are on the assessment draft list that will be sent to Renville County for 2021 tax rolls payable in 2022. Nicole discussed her current situation with the council stating that her ex-husband is the one who racked up the water/sewer bill without paying however the house is in her name. He is no longer living in the house, and she is planning on moving in there with her family. Nicole explained to council that she is planning on moving into the house after she has paid the past due water/sewer balances. Nicole stated that she will try to make payments of at least \$200 every 2 weeks. Nicole has requested by the council to refrain from assessing the unpaid water/sewer bills. Council agreed that if Nicole continues to make an effort at paying the past due balances, the unpaid bill in question will not be assessed to 2021 tax rolls, payable in 2022. Nicole was grateful and thanked the council.

### **11. 2022 Healthcare Costs for Employer/Employee Breakdown**

Administrator Hubbard provided an employer/employee breakdown of the healthcare costs for 2022 as the City's healthcare provider will be changing to Medica at the first of the year. There is a 3% increase in premiums. Administrator Hubbard explained that looking back as far as 2017, the employer paid portion of the healthcare premiums have not changed although each year the premiums have increased at least 3% each year. It was agreed that the City should update the employer paid portion of the premiums consistent with the national average stating that an employer should be paying 83% of the single coverage and 73% of the family coverage. This

would increase the employee's premium amount to \$73.95 per pay period for single coverage and \$217.62 per pay period for family coverage. Council agreed to move forward.

## **12. Add Lifetime Pet License to 2022 Fine and Fee Schedule**

Administrator Hubbard requested council to consider adding a lifetime pet license tag effective January 1, 2022 at the cost of \$30.00 per pet. This tag would be valid for the lifetime of the pet. Council was concerned about how they would receive current vaccination records of the pets. It was agreed that a letter would be sent out for lifetime tags when their vaccination record expires requesting updated vaccination records. A motion was made by Brooke Hebrink and seconded by Andy Stauffer to add a lifetime pet license tag to the 2022 Fine and Fee Schedule effective January 1, 2022 at a cost of \$30.00 per pet. The motion carried 4 to 0.

## **13. Request funds of \$10,000 from SHFRA**

A motion was made by Randy Johnson and seconded by Brooke Hebrink to request \$10,000.00 from the Sacred Heart Firemen's Relief Association for the purpose of lessening City Government financial burdens. The motion carried 4 to 0.

## **14. Approve Resolution 02-168 Establishing 2022 Polling Place Location**

Administrator Hubbard presented the council with Resolution 02-168 Establishing 2022 Polling Place Location for the City of Sacred Heart. The designated location for the City of Sacred Heart is the Sacred Heart Community Center at 309 1<sup>st</sup> Ave. A motion was made by Andy Stauffer and seconded by Brooke Hebrink to approve Resolution 02-168 Establishing 2022 Polling Place Location. The motion carried 4 to 0.

## **15. Approve Resolution 02-169 Adoption of Election Judges for 2021**

Administrator Hubbard presented the council with Resolution 02-169 Adoption of Election Judges for 2021 for the City of Sacred Heart. The 2021 appointed election judges include Amy Hubbard as Head Election Judge, Lori Skalbeck at Absentee Ballot Judge, and 4 potential election judges; Bill Friday, Mike Mahlum, Berdelle Enestvedt and Colette Santjer. A motion was made by Randy Johnson and seconded by Brooke Hebrink to approve Resolution 02-169 Adoption of Election Judges for 2021. The motion carried 4 to 0.

## **16. Approve Resolution 02-170 Adopting MN General Records Retention Schedule**

Administrator Hubbard presented the council with Resolution 02-170 Adopting MN General Records Retention Schedule for the City of Sacred Heart. The MN General Records Retention Schedule provides guidance as to the retention schedule for City documents as set by the State of MN. A motion was made by Andy Stauffer and seconded by Brooke Hebrink to approve Resolution 02-170 Adopting MN General Records Retention Schedule. The motion carried 4 to 0.

## **17. Building Permit – Wayne Anderson**

A building permit for a 12 x 16 utility shed was reviewed and discussed for Wayne Anderson to be used on property located at 404 Walnut St E. Council discussed the fact that Anderson has already started building the structure on the property prior to completing the building permit and getting approval. Anderson's property has been a constant issue of blight based on city ordinance. After much discussion regarding concerns, council agreed to move forward with a building permit, and it will be assessed again during the City's annual drive-around. A motion was made by Randy Johnson and seconded by Andy Stauffer to approve the building permit for Wayne Anderson. The motion carried 4 to 0. Administrator Hubbard will contact the resident and provide the city code for his reference.

## **18. Outdoor Bulletin Notification Board**

Administrator Hubbard provided pictures of outdoor bulletin/notification boards for outside the community center. The notification board will allow for council meetings to have a central location for posting available to the public at all hours of the day. The notification board would be locked at all times. Councilmember Brooke Hebrink mentioned that a black-framed notification board would look nice against the black-trim of the building. Council questioned the location and if it would be disturbed by the doors opening to the community center. A motion was made by Randy Johnson and seconded by Andy Stauffer to purchase a locked bulletin/notification board that will be placed on the south wall as you enter the community center. The motion carried 4 to 0.

## **19. Certified Letter to 416 3<sup>rd</sup> Ave**

Council discussed the condition of 416 3<sup>rd</sup> Ave. As this property has continuously been on the blight list and no progress has been made, the council has requested that City Attorney Aaron Walton send a certified letter to the owner requiring a detailed plan of immediate action to remediate the blight. If this is not addressed by the property owner, then the City will move forward with civil abatement.

## **20. Adjourn**

A motion was made by Andy Stauffer and seconded by Randy Johnson to adjourn the meeting. The motion carried 4 to 0. Meeting was adjourned at 8:15 p.m.

ATTEST:

BY \_\_\_\_\_  
Amy Hubbard, City Administrator/Treasurer/EDA Director

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