

**Approved Minutes
City Council Regular Session
April 14, 2014
Monday 7:00 p.m.**

The regular session of the City Council, City of Renville, Minnesota was called to order on April 14, 2014 at 7:00 p.m. by Mayor Wertish

City Council Members present were Shane Wohlman, Raye McKim, Al Rohlik, Dennis Ulrich, Randy Johnson and Mayor Janette Wertish. City Administrator/Clerk Kari Gislason was also present.

1. Pledge of Allegiance
2. Approval of Agenda

A motion was made by Dennis Ulrich and seconded by Shane Wohlman to approve the agenda. The motion carried 5 to 0.

3. Approval of Minutes

A motion was made by Shane Wohlman and seconded by Dennis Ulrich to approve the minutes of the March 24, 2014 meeting correcting the following typo: 2013 COPS SRO Grant ~~now~~ not awarded. The motion carried 5 to 0.

4. Invoices Payable

A motion was made by Al Rohlik to approve the following invoices:

Check #	Name	Amount	Comments	Date
30717	ICMA	50.00	Sunvold, Nathan #302283	3/24/2014
30718	UNITED STATES POSTAL SERVICE	190.74	Postage - Utility	3/27/2014
30719	AFLAC	51.52	Insurance	4/2/2014
30720	C&P FARMS	44.36	Panel, A-Pil (from Westman's)	4/2/2014
30721	COMMUNITY ELECTRIC	117.05	Replace bulbs on N Side of CC	4/2/2014
30722	DANUBE LUMBER SUPPLY	71.98	Water Hoses/PVC Adapter	4/2/2014
30723	FERGUSON WATERWORKS #2516	389.90	Hymax Couplers	4/2/2014
30724	GISLASON, KARI	26.65	Clerk Conference - Meals	4/2/2014
30725	NCPERS MINNESOTA	96.00	Insurance	4/2/2014
30726	SMITH PLUMBING & HEATING	618.00	Remove Snow at Cemetery	4/2/2014
30727	SUNVOLD, NATHAN	534.18	Mileage, meals, lodging - Sewe	4/2/2014
30728	USABLE LIFE	92.42	Life Ins.	4/2/2014
30729	VERIZON WIRELESS	109.55	Street Dept. Telephone	4/2/2014
30730	WATER CONSERVATION SERVICE	738.68	Locate Watermain Leak on Emers	4/2/2014
30731	DAVID DUNSMORE	7,620.92	Repair Payloader	4/2/2014
30732	SOUTHWEST MN HOUSING PARTNERSH	3,930.00	Deed #4 - Admin	4/2/2014
30733	ICMA	50.00	Sunvold, Nathan #302283	4/8/2014
030734	AMERIPRIDE SERVICES, INC	102.24	Community Center Contractual	4/14/2014
030735	ANDERSON LARSON HANSON & SAUND	1,611.00	Attorney Fees	4/14/2014
	Admin=\$72, Police=\$1539.00			
030736	ARVIG COMMUNICATION SYSTEMS	58.81	Police Dept. Internet	4/14/2014
030736	ARVIG COMMUNICATION SYSTEMS	38.81	Public Works Internet	4/14/2014

030736	ARVIG COMMUNICATION SYSTEMS	78.81	City Hall Internet	4/14/2014
030736	ARVIG COMMUNICATION SYSTEMS	58.82	Sewer Internet	4/14/2014
030737	BIG COUNTRY 100.1 FM	175.00	City Marketing/Development	4/14/2014
030738	CENTURYLINK	194.42	City Hall Telephone	4/14/2014
030738	CENTURYLINK	141.11	Police Dept. Telephone	4/14/2014
030738	CENTURYLINK	59.73	Sewer Dept. Telephone	4/14/2014
030738	CENTURYLINK	60.94	Public Works Telephone	4/14/2014
030738	CENTURYLINK	62.56	Library Telephone	4/14/2014
030738	CENTURYLINK	135.34	Water Dept. Telephone	4/14/2014
030738	CENTURYLINK	85.30	Fire Dept. Telephone	4/14/2014
030739	COMMUNITY ELECTRIC	6.20	Supplies - CC	4/14/2014
030740	DEHMLow, BEN	410.40	Reimburse for Hotel/parking for training	4/14/2014
030741	ED DAVIS BUSINESS MACHINES INC	74.40	Office Supplies	4/14/2014
030742	FAIRFAX VETERINARY CLINIC, LTD	90.00	Animal Control	4/14/2014
030743	FARMERS CO-OP OIL CO	1,420.64	Street Dept. Gas	4/14/2014
030743	FARMERS CO-OP OIL CO	820.40	Police Dept. Gas	4/14/2014
030744	FIRST SYSTEMS TECHNOLOGY, INC.	485.00	Calibration of flow meter	4/14/2014
030745	GENERAL FUND	500.00	Sewer Bookkeeping	4/14/2014
030745	GENERAL FUND	500.00	Water Bookkeeping	4/14/2014
030746	GREAT PLAINS NATURAL GAS	465.23	Sewer Gas Service	4/14/2014
030746	GREAT PLAINS NATURAL GAS	701.37	Water Gas Service	4/14/2014
030746	GREAT PLAINS NATURAL GAS	319.37	Police Dept. Gas	4/14/2014
030747	HAGEN PARTNERS	875.00	Haul 7 loads of Granite fines	4/14/2014
030748	HAWKINS INC.	780.12	Wastewater Supplies	4/14/2014
030748	HAWKINS INC.	198.95	Water Supplies	4/14/2014
030749	JEFF JOHNSON EXCAVATING	2,788.21	Water Main repair	4/14/2014
030750	LANG S AUTOMOTIVE CENTER, INC.	98.98	Parts & Supplies - Street Dept.	4/14/2014
030750	LANG S AUTOMOTIVE CENTER, INC.	19.98	Parts & Supplies - PD	4/14/2014
030750	LANG S AUTOMOTIVE CENTER, INC.	147.72	Parts & Supplies - Water Dept.	4/14/2014
030751	LARKIN TREE CARE & LANDSCAPING	350.00	Tree Trimming - Emerson Ave.	4/14/2014
030752	LEAGUE OF MINNESOTA CITIES	60.00	Workshops - Ben, Aaron, Jeremy	4/14/2014
030753	MAC QUEEN EQUIPMENT INC.	697.46	Street Dept. Repairs	4/14/2014
030754	MAYNARD S FOOD CENTER	77.04	CC Supplies	4/14/2014
030755	MCPA	45.00	2014 Membership	4/14/2014
030756	MVTL LABORATORIES, INC.	29.50	Water Testing	4/14/2014
030756	MVTL LABORATORIES, INC.	918.50	Sewer Testing	4/14/2014
030757	OLIVIA HARDWARE INC.	3.43	Supplies - CC	4/14/2014
030757	OLIVIA HARDWARE INC.	49.22	Supplies - Street Dept.	4/14/2014
030758	OLIVIA MACHINE SHOP, INC.	197.50	Thaw Water Line	4/14/2014
030759	RENCO PUBLISHING, INC.	32.00	Subscription	4/14/2014
030759	RENCO PUBLISHING, INC.	37.24	Publishing	4/14/2014
030760	SCHROEDER, GARRET	375.00	Street Dept. Maintenance	4/14/2014
030761	STAYE RENTAL	700.00	Police Dept. Building Rent	4/14/2014
030762	SW/WC SERVICE COOPERATIVES	1,132.00	Medical Insurance-Water	4/14/2014
030762	SW/WC SERVICE COOPERATIVES	1,132.00	Medical Insurance-Sewer	4/14/2014
030762	SW/WC SERVICE COOPERATIVES	717.75	Medical Insurance-Jodi	4/14/2014
030762	SW/WC SERVICE COOPERATIVES	414.25	Medical Insurance-Jodi	4/14/2014
030762	SW/WC SERVICE COOPERATIVES	3,091.00	Medical Insurance-Police	4/14/2014
030762	SW/WC SERVICE COOPERATIVES	1,132.00	Medical Insurance-Street	4/14/2014
030763	TWIN CITIES & WESTERN RAILROAD	535.49	Site Lease-Sewer	4/14/2014
030764	VERIZON WIRELESS	76.63	Police Dept. Telephone	4/14/2014
VOID	WATER CONSERVATION SERVICE	0.00	Locate leak on Emerson Ave NW	4/14/2014
030766	WEST CENTRAL SANITATION	17.55	Street Refuse	4/14/2014

030766	WEST CENTRAL SANITATION	34.16	WWT Refuse	4/14/2014
030767	XCEL ENERGY	2,262.80	Street Dept. Electric	4/14/2014
030767	XCEL ENERGY	127.25	Fire Dept. Electric	4/14/2014
030767	XCEL ENERGY	78.26	Park Dept. Electric	4/14/2014
030767	XCEL ENERGY	1,766.45	Water Dept Electric	4/14/2014
030767	XCEL ENERGY	259.53	Clerk Electric	4/14/2014
030767	XCEL ENERGY	233.58	Library Electric	4/14/2014
030767	XCEL ENERGY	5,989.69	Sewer Dept. Electric	4/14/2014
030767	XCEL ENERGY	372.01	Community Center Electric	4/14/2014
	Total	\$ 51,241.10		

Randy Johnson seconded the motion. The motion carried 5 to 0.

5. Monthly Financials

A motion was made by Raye McKim and seconded by Dennis Ulrich to approve the monthly financials. The motion carried 5 to 0.

6. Public Comments - none, Esmerelda Rodriguez was not present

7. Committee/Staff Reports

A. EDA Report

- Jen Sullivan from the Renville Events Committee was present and gave an update on Sugar Beet Days and also requested funding for the advertising and marketing of this year's event. 2013 advertising expenses were \$3107.58. History: in 2011 the city contributed \$1500, in 2012 the city contributed \$2000 and in 2013 the city contributed \$2000.

The committee recommends contributing \$2000 towards advertising expenses for the 2014 Sugar Beet Days event.

A motion to approve contributing \$2000 towards advertising expenses for the 2014 Sugar Beet Days event was made by Raye McKim and seconded by Dennis Ulrich. The motion carried 5 to 0.

- CEO Program: Craig Lindvahl gave a presentation on the CEO program in Renville on March 8. The program has some exciting opportunities. Kari will discuss further with Michelle Mortensen in order to see what direction RCW would like to go.
- Flower Pots for Light Poles: The Revitalizing Renville committee has found donations for 20 flower pots for the downtown light poles. Also, the brackets for the flag poles have the attachments needed for the flower pots so no additional hardware will be required.
- Wendie Discher's ELF Grant and Storefront Redevelopment Requests: Wendie Discher has applied for the ELF Grant and will be applying for the Storefront Redevelopment Grant. The committee discussed holding the ELF grants received for 2014 until closer to the deadline and then evaluating the applications.
- Loan/Grant Sheet: Kari has made up an informational sheet with loan/grant options that are available to businesses. Additionally the committee verified the revolving loan fund is still an option.

- Kari shared an ad for the Register's Better Tomorrow issue.

The committee reviewed the ad and made some suggestions for changes and recommends publishing the ad.

- Discussed doing some exterior improvements to the Estum properties. Kari will follow up with Public Works.

A motion was made by Raye McKim and seconded by Shane Wohlman to approve the EDA Report as presented. The motion carried 5 to 0.

B. Public Works Report

- Forfeiture Properties-The committee discussed options for the forfeiture properties located at: 516 E Park, 321 NE 2nd and 113 NW 3rd.

The committee recommends declaring all three surplus property and putting them up for sealed bid with the following criteria

- 321 NE 2nd: \$1000 minimum bid
- 113 NW 3rd: \$1000 minimum bid
- 516 E Park: subdividing the property into two parcels as shown on the attached map with buyers being responsible for survey expenses. Each parcel will require a minimum bid of \$1000.

A motion to declare these properties as surplus property and put them up for sealed bid with the noted criteria was made by Dennis Ulrich and seconded by Shane Wohlman. The motion carried 5 to 0.

Additionally, an estimate was obtained to demo the shed on the 516 E Park property as it extends over the property line on the east side. Estimate for this is \$3500. Kari will check and see if the fire department could burn it for a training session. No recommendations regarding the shed were made at this point.

- Dates for clean-up days:
Last year was Fri. Apr. 26: 10 am - 4 pm
Sat. Apr. 27: 8 am - 12 pm

The committee recommends having clean-up days Fri. Apr. 25: 10 am - 4 pm and Sat. Apr. 26: 8 am - 12 pm. Alternate dates being May 2 & 3.

A motion to approve scheduling of clean-up days for 10 am - 4 pm Fri. April 25 and 8 am - 12 pm Sat. Apr. 26 with charges being waived for Renville city residents only - and checking ID's at the site was made by Randy Johnson and seconded by Al Rohlik. The motion carried 5 to 0.

- Survey - the committee reviewed the survey conducted in January 2011 to see if any Public Works info should be changed/added
- Equipment Updates:

The committee recommends declaring the following surplus property and selling at the Fitzner auction on May 10

1978 401C Commercial Tractor Loader

Attachments, International, 80' Snowblower, Artsway Brush Mower, Bison 3-pt Hydraulic Angling Blade, 25' sprayer

1997 John Deere F-295 Diesel Front Mount Mower

Attachments, 72" mower deck, 52" angling broom, 52" snow blower

1990 1500 Chev Pickup, regular cab

No decisions were reached regarding the 2002 and 2008 police car, should we try selling the 2002 at the auction also?

A motion was made by Dennis Ulrich and seconded by Raye McKim to sell the 1978 401C Commercial Tractor Loader and attachments, the 1997 John Deere F-295 Diesel Front Mount Mower and attachments, the 1990 1500 Chev Pickup - regular cab and also the 2002 and 2008 police cars at the Fitzner auction on May 10. The motion carried 5 to 0.

- Payloader is repaired - \$7620
- Shed on SMBSC property - Pete and Kari will meet with SMBSC to see if they have use for the shed
- Snowmobile/ATV ordinance - For consistency purposes, the attorney recommends making these additional changes to the ordinance - see underlined

7.04.04. **Ordinance Compliance.** City Traffic Ordinances shall apply to the operation of snowmobiles, recreational vehicles, all terrain vehicles, mini-trucks, utility task vehicles and motorized golf carts upon streets and highways, except for those relating to required equipment, speed, and except those which by their nature have no application.

7.04.05. **Intersection Right-of-way.** No snowmobile, recreational vehicle, all terrain vehicle, mini-truck, utility task vehicle or motorized golf cart shall enter any intersection without yielding the right-of-way to any vehicle or pedestrians at the intersection, or so close to the intersection as to constitute an immediate hazard.

7.04.07. **Hours of Use.**

1. **Time.** Hours of use are 8:00 a.m. to 10:00 p.m.

2. **Elm Avenue Southeast.** No snowmobiles, recreational vehicles, all terrain vehicles, mini-trucks, utility task vehicles or motorized golf carts shall be operated

The committee recommends making these changes to the ordinance.

A motion was made by Shane Wohlman and seconded by Randy Johnson to make these changes to ordinance 7.04, in addition to the changes that were previously approved. The motion carried 5 to 0.

- Tree City - Kari is working on the Tree City application. Renville has been a tree city in the past, but not for several years.
- Estum Properties were discussed, need to keep looking at possibilities. City staff will be doing some exterior work on the buildings.

A motion was made by Randy Johnson and seconded by Dennis Ulrich to approve the Public Works Report as presented. The motion carried 5 to 0.

C. City Administrator/Clerk Report

Kari Gislason reported the following:

- Channel 3 is up and running
- RCW Focus group-Kari is part of an RCW focus group that is exploring options for additional classrooms and a gymnasium
- Attended the Tatanka Bluffs Meeting 3/31 - learned more about Tatanka Bluffs and participants discussed working together as a region to promote the 2 counties and 26 communities that are included. Also, discussed the challenges communities are facing going forward.
- Sara has been here for the audit. Need to really watch expenses.
- Kari asked the council to let her know if they have ideas for people for the Public Safety Committee
- Working to take care of some clean-up issues at Minaqua site

A motion was made by Randy Johnson and seconded by Shane Wohlman to approve the City Administrator/Clerk Report as presented. The motion carried 5 to 0.

8. Discussion Items

A. Bill Staye's request to pro rate his liquor licenses

Bill Staye requested pro rating his 2014 liquor licenses if he opens this year. No decision was made at this time.

9. Action Items

A. Terms of the sale for 321 NE 2nd Street

To follow are the official terms of the sale of real property commonly known as **321 NE 2nd St**, and particularly described as Original Plat, Lot 1 - Block 10, Parcel #36-01010-00, Renville, Renville County, Minnesota.

- 1. Sale to occur by sealed bid.** Bids will be opened on May 23, 2014, at 10:00 a.m. Any bids received after the designated time for any reason or otherwise not in compliance with the bid requirements will not be considered.
- 2. Inspection.** The bidder is invited to inspect the property prior to submitting a bid. Failure to inspect property does not constitute grounds for the withdrawal of a bid after opening.
- 3. Condition and location of property.** The Property is offered for sale "as is" and "where is".

4. **Consideration of bids.** All bids are firm and irrevocable for a period of fifteen days. The City reserves the right to reject any or all bids, and to waive any technical defects in bids. No specific bidding form is required, but all bids shall clearly state the name, address, and telephone number of the bidder.
5. **Quit Claim Deed.** The City will not provide an abstract as the sale will be through quit claim deed.
6. **Zoning.** The property is zoned R-1.
7. **Risk of loss.** The City is responsible for reasonable care and protection of the property until the date specified for removal. All risks or loss, damage, or destruction from any cause whatsoever shall be borne by the Purchaser after passage of title.
8. **Closing.** Closing shall be as soon as practicable after the bid, but in any case within forty-five (45) days. Closing is to be at Renville City Hall. The Purchaser shall pay all closing costs. The City will provide quit claim deed. The Purchaser will be responsible for the recording costs and any title insurance Purchaser elects to obtain, together with any fees for professional services incurred by Purchaser.
9. **Minimum Bid.** The city has set a minimum bid price of \$1,000.
10. **Submission of Bid.** Bids shall be submitted prior to Friday, May 23 at 10:00 a.m.
Bids may be submitted to:

Renville City Administrator
221 North Main Street
PO Box 371
Renville, MN 56284

BIDS SHALL BE CLEARLY MARKED:

“BIDS FOR 321 NE 2nd STREET.”

If you have questions about the Property or the bidding process, contact City Hall by telephone at 320-329-8366.

B. Terms of the sale for 113 NW 3rd Street

To follow are the official terms of the sale of real property commonly known as **113 NW 3rd Street**, and particularly described as Original Plat, Lot 6 & S2 of Lot 3, Block 17, Parcel #36-01295-00, Renville, Renville County, Minnesota.

1. **Sale to occur by sealed bid.** Bids will be opened on May 23, 2014, at 10:00 a.m. Any bids received after the designated time for any reason or otherwise not in compliance with the bid requirements will not be considered.
2. **Inspection.** The bidder is invited to inspect the property prior to submitting a bid. Failure to inspect property does not constitute grounds for the withdrawal of a bid after opening.
3. **Condition and location of property.** The Property is offered for sale “as is” and “where is”.
4. **Consideration of bids.** All bids are firm and irrevocable for a period of fifteen days. The City reserves the right to reject any or all bids, and to waive any technical defects in bids. No specific bidding form is required, but all bids shall clearly state the name, address, and telephone number of the bidder.

5. **Quit Claim Deed.** The City will not provide an abstract as the sale will be through quit claim deed.
6. **Zoning.** The property is zoned R-1.
7. **Risk of loss.** The City is responsible for reasonable care and protection of the property until the date specified for removal. All risks or loss, damage, or destruction from any cause whatsoever shall be borne by the Purchaser after passage of title.
8. **Closing.** Closing shall be as soon as practicable after the bid, but in any case within forty-five (45) days. Closing is to be at Renville City Hall. The Purchaser shall pay all closing costs. The City will provide quit claim deed. The Purchaser will be responsible for the recording costs and any title insurance Purchaser elects to obtain, together with any fees for professional services incurred by Purchaser.
9. **Minimum Bid.** The city has set a minimum bid price of \$1,000.
10. **Submission of Bid.** Bids shall be submitted prior to Friday, May 23 at 10:00 a.m.
Bids may be submitted to:

Renville City Administrator
221 North Main Street
PO Box 371
Renville, MN 56284

BIDS SHALL BE CLEARLY MARKED:

“BIDS FOR 113 NW 3rd STREET.”

If you have questions about the Property or the bidding process, contact City Hall by telephone at 320-329-8366.

A motion was made by Dennis Ulrich and seconded by Raye McKim to approve the Terms of sale for 403 NW Emerson Avenue and 113 NW 3rd Street as printed. The motion carried 5 to 0.

C. Change May 26 meeting date

A motion was made by Raye McKim and seconded by Shane Wohlman to change the May 26 council meeting to May 27 at 7:00 pm. The motion carried 5 to 0.

10. Mayor’s Report

Mayor Wertish reported the following:

- The Mayor gave an update on the spring clean-up contest. She will be donating prize money for two categories:
 1. Yard of the Week
 2. Most Improved Yard
 She will also be judging the contest.
- She also reported there are some rough spots on Dupont Avenue and we will need to check other streets once it warms up.

11. Adjourn

A motion was made by Al Rohlik and seconded by Randy Johnson to adjourn the meeting. The motion carried 5 to 0. Meeting was adjourned at 7:48 p.m.

Dated at Renville, Minnesota this 14th day of April, 2014.

THE GOVERNING BODY OF THE CITY
OF RENVILLE, MINNESOTA

BY _____
Janette Wertish, Mayor

ATTEST:

BY _____
Kari Gislason, City Administrator/Clerk