

**Approved Minutes
City Council Regular Session
May 23, 2016
Monday 7:00 p.m.**

The regular session of the City Council, City of Renville, Minnesota was called to order on May 23, 2016 at 7:07 p.m. by Mayor Wertish

City Council Members present were Jeremy Hinderks, Brent Dahl, Shane Wohlman, Jeff Pike, and Al Rohlik. Also present were Mayor Janette Wertish and City Administrator/Clerk Kari Gislason.

1. Pledge of Allegiance

2. Approval of Agenda

A motion was made by Al Rohlik and seconded by Jeremy Hinderks to approve the agenda with one correction: changing the date from April 23 to May 23 on the Public Hearing agenda. The motion carried 5 to 0.

3. Approval of Minutes

A motion was made by Jeff Pike and seconded by Brent Dahl to approve the minutes of the May 9, 2016 Regular Council Meeting. The motion carried 5 to 0.

4. Invoices Payable:

A motion was made by Shane Wohlman to approve the following invoices:

Check #	Name	Amount	Comments	Date
32455	ICMA	\$50.00	Sunvold, Nathan #302283	5/16/2016
32456	AFLAC	\$51.52	Insurance	5/17/2016
32457	AMERICAN WELDING & GAS INC	\$240.00	SEWER FIRE EXT MAINT	5/17/2016
32457	AMERICAN WELDING & GAS INC	\$39.00	POLICE DEPT FIRE EXT. MAINT	5/17/2016
32457	AMERICAN WELDING & GAS INC	\$0.00	FIRE DEPT FIRE EXT. MAINT	5/17/2016
32457	AMERICAN WELDING & GAS INC	\$64.00	WATER FIRE EXT MAINT	5/17/2016
32457	AMERICAN WELDING & GAS INC	\$40.00	STREET FIRE EXT MAINT	5/17/2016
32458	CENTURYLINK	\$143.02	Water Dept. Telephone	5/17/2016
32458	CENTURYLINK	\$159.72	City Hall Telephone	5/17/2016
32458	CENTURYLINK	\$65.32	Library Telephone	5/17/2016
32458	CENTURYLINK	\$60.94	Public Works Telephone	5/17/2016
32458	CENTURYLINK	\$61.24	Sewer Dept. Telephone	5/17/2016
32458	CENTURYLINK	\$81.95	Police Dept. Telephone	5/17/2016
32459	GOPHER STATE ONE-CALL, INC	\$12.38	Sewer Contractual	5/17/2016
32459	GOPHER STATE ONE-CALL, INC	\$12.37	Water Contractual	5/17/2016
32460	LOFFLER	\$72.78	Copier Service Contract	5/17/2016
32461	SW/WC SERVICE COOPERATIVES	\$1,090.00	Medical Insurance-Water	5/17/2016
32461	SW/WC SERVICE COOPERATIVES	\$1,090.00	Medical Insurance-Sewer	5/17/2016

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32461	SW/WC SERVICE COOPERATIVES	\$1,090.00	Medical Insurance-Street	5/17/2016
32461	SW/WC SERVICE COOPERATIVES	\$4,569.50	Medical Insurance-Police	5/17/2016
32461	SW/WC SERVICE COOPERATIVES	\$796.50	Medical Insurance-Jodi	5/17/2016
32461	SW/WC SERVICE COOPERATIVES	\$293.50	Medical Insurance-Jodi	5/17/2016
32462	VERIZON WIRELESS	\$70.02	Police Dept. Telephone	5/17/2016
32463	WEST CENTRAL COMMUNICATIONS	\$415.00	Pager repairs, batteries, etc.	5/17/2016
32464	A.H. HERMEL CO.	\$342.97	Community Center Supplies	5/23/2016
32465	ANDERSON LARSON HANSON & SAUND	\$867.00	Attorney Fees	5/23/2016
	Admin=\$519.00, PD=\$348.00			
32466	COMMUNITY ELECTRIC	\$35.88	Lightbulbs for Water Tower	5/23/2016
32467	FARMERS CO-OP OIL CO	\$261.86	Street Dept. Gas	5/23/2016
32467	FARMERS CO-OP OIL CO	\$360.58	Police Dept. Gas	5/23/2016
32467	FARMERS CO-OP OIL CO	\$162.87	Fire Dept. Gas	5/23/2016
32467	FARMERS CO-OP OIL CO	\$100.19	PD Oil Changes	5/23/2016
32467	FARMERS CO-OP OIL CO	\$100.00	Cemetery Gas	5/23/2016
32467	FARMERS CO-OP OIL CO	\$343.68	Street Repairs	5/23/2016
32468	HASLER FINANCIAL SERVICES	\$100.00	Postage	5/23/2016
32469	HAWKINS INC.	\$1,085.50	WWTP Supplies	5/23/2016
32470	HILLYARD FLOOR CARE SUPPLY	\$128.82	Community Center Supplies	5/23/2016
32470	HILLYARD FLOOR CARE SUPPLY	\$94.66	Community Center Supplies	5/23/2016
32470	HILLYARD FLOOR CARE SUPPLY	\$10.42	Community Center Supplies	5/23/2016
32471	HOFFMAN FILTER SERVICE	\$50.00	Filters	5/23/2016
32472	LARKIN TREE CARE & LANDSCAPING	\$260.00	Repair lawn after water main break	5/23/2016
32472	LARKIN TREE CARE & LANDSCAPING	\$2,014.00	Remove trees, grind stumps, cleanup	5/23/2016
32473	LMC INSURANCE TRUST	\$1,783.11	Work Comp Premium - General	5/23/2016
32473	LMC INSURANCE TRUST	\$224.89	Work Comp Premium - Fire Dept.	5/23/2016
32473	LMC INSURANCE TRUST	\$2,403.96	Sewer Insurance	5/23/2016
32473	LMC INSURANCE TRUST	\$836.16	Water Insurance	5/23/2016
32473	LMC INSURANCE TRUST	\$940.68	Fire Insurance	5/23/2016
32473	LMC INSURANCE TRUST	\$6,271.20	City Insurance	5/23/2016
32473	LMC INSURANCE TRUST	\$2,719.00	City Insurance	5/23/2016
32474	MAC QUEEN EQUIPMENT INC.	\$695.09	water pump	5/23/2016
32475	MAILFINANCE	\$178.59	Lease - Postage Machine	5/23/2016
32476	MARTIN MCALLISTER	\$450.00	Public Safety Assessment - A. Clouse	5/23/2016
32477	MENARDS	\$93.12	Street Dept. Supplies	5/23/2016
32478	MN PIPE & EQUIPMENT	\$393.06	Water Dept. Supplies	5/23/2016
32479	MVTL LABORATORIES, INC.	\$287.75	Sewer Testing	5/23/2016
32479	MVTL LABORATORIES, INC.	\$287.75	Sewer Testing	5/23/2016
32480	RCW PUBLIC SCHOOL	\$10,000.00	Swimming Pool	5/23/2016
32481	RENVILLE AMBULANCE	\$22,360.00	Ambulance Service	5/23/2016
32482	RENVILLE SALES INC.	\$214.55	Tires & Trimmer line	5/23/2016
32483	RENVILLE-SIBLEY COOPERATIVE	\$866.43	Water Electric	5/23/2016
32484	SCHROEDER, GARRET	\$550.00	Street Dept. Maintenance	5/23/2016
32485	VOSS PLUMBING & HEATING	\$191.25	Repairs WWTP	5/23/2016
32485	VOSS PLUMBING & HEATING	\$127.50	Repairs WTP	5/23/2016
32486	WEST CENTRAL SANITATION	\$5,586.40	Street Refuse - City Clean up	5/23/2016
32487	WULF, ANGELA	\$333.24	2016 Flex Plan reimbursement	5/23/2016
32488	XCEL ENERGY	\$1,879.23	Street Electric	5/23/2016

32488		\$5,630.47	Sewer Electric	5/23/2016
	Total	\$82,190.62		

Jeremy Hinderks seconded the motion. The motion carried 5 to 0.

5. Public Comments: none

6. Committee/Staff Reports

A. Public Safety

**Public Safety Meeting
5:30 pm Wed., May 11, 2016**

Chief Howard's Report:

- Chief Howard provided some background regarding the fire department mutual aid agreement. Need to have a fee structure in place if FEMA reimbursement is ever sought. Also, dispatch will have to use some discretion in deciding how many departments to deploy.
- Discussed the fact that the council had approved the security agreement for the SCBAs. The next step will be to seek bids.

Chief Slagter's Report:

- Chief Slagter provided activity reports for February, March and April. He also said Aaron Clouse has completed his field training and is doing well.

RENVILLE POLICE DEPARTMENT

107 Dupont Ave. NE, PO Box 509

Renville, MN 56284

Office: 320-329-3419

RENVILLE POLICE DEPARTMENT MONTHLY ACTIVITY REPORT

February 2016

Activity

74 Calls for Service
(2015 = 105, 2014 = 97, 2013 = 129)

Coverage

696 total hours in the month.

55% Covered On Duty
42% Unpaid On Call
3% No Coverage

Hours Covered = 97% coverage via on-duty or on-call.

16.25 hours with no coverage.

3 calls handled by other agencies.

0 of which no RPD officer on duty or on call.

Budget

February (16.7%)

9 Hours of Part-time coverage used.

PT budget used YTD = 3.4% (-13.3%)

Total Budget used YTD = 13.93% (-2.77%)

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RENVILLE POLICE DEPARTMENT MONTHLY ACTIVITY REPORT

March 2016

Activity

99 Calls for Service
(2015 = 130, 2014 = 188, 2013 = 126)

Coverage

744 total hours in the month.

54% Covered On Duty
46% Unpaid On Call
0% No Coverage

Hours Covered = 100% coverage via on-duty or on-call.

0 hours with no coverage.

0 calls handled by other agencies.

0 of which no RPD officer on duty or on call.

Budget

March (25%)

0 Hours of Part-time coverage used.

PT budget used YTD = 3.4% (-21.6%)

Total Budget used YTD = 21.42% (-3.58%)

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RENVILLE POLICE DEPARTMENT MONTHLY ACTIVITY REPORT

April 2016

Activity

99 Calls for Service
(2015 = 129, 2014 = 158, 2013 = 92)

Coverage

720 total hours in the month.

57% Covered On Duty
43% Unpaid On Call
0% No Coverage

Hours Covered = 100% coverage via on-duty or on-call.

0 hours with no coverage.

1 call handled by other agencies.

0 of which no RPD officer on duty or on call.

Budget

April (33.3%)

4 Hours of Part-time coverage used.

PT budget used YTD = 3.4% (-29.9%)

Total Budget used YTD = 27.87% (-5.43%)

- Discussed background regarding body cameras. At this point in time, body cameras are not used and have not been requested by the police department but it may be something for future consideration. Also, need to see what happens in the legislature.
- The committee discussed the police department lease which expires at the end of June. The present rate is \$700/month. Owners of the building are willing to keep the rent at \$700. Owners have been good about making repairs as needed. Electricity is averaging \$67.58/month.

Committee recommends renewing the lease for another year.

A motion was made by Jeremy Hinderks and seconded by Al Rohlik to renew the police department lease for 1 more year for \$700/month. The motion carried 5 to 0.

- Aaron and Kari plan on reviewing the penalty schedule for administrative fees and making a recommendation to the council. There is already an ordinance in place regarding administrative offenses.
- 2 more no U Turn signs have been ordered for Main Street. Also, should have the results of the Main Street speed study soon.

- Committee was provided information regarding the Code Red system and encouraged to sign up for alerts. Will be able to use this system for city notifications as well. A suggestion was made to put a link to this information on the city website.
- Sullivan's Electric plans to wire the generator transfer switch tomorrow - Community Center will be closed.

Next Public Safety meeting will be in August

A motion was made by Al Rohlik and seconded by Jeff Pike to approve the Public Safety Committee Report as presented. The motion carried 5 to 0.

B. EDA

EDA Committee Meeting 5:30 May 18, 2016

- The Committee reviewed grant applications for Hinderks Chiropractic and Main Street Bar and Grill.

Committee recommends approving Hinderk's Chiropractic's City of Renville Business Innovation Grant in the amount of \$3,000.00 and also forwarding the Renville County HRA/EDA grant application to the County.

The Committee also recommends approving Main Street's City of Renville Business Innovation Grant for the amount of \$2590.02

A motion was made by Jeff Pike and seconded by Shane Wohlman to approve Hinderk's Chiropractic's City of Renville Business Innovation Grant in the amount of \$3,000.00. The motion carried 4 to 0. Jeremy Hinderks abstained from the vote.

City Administrator will forward the Hinderk's Chiropractic Renville County HRA/EDA grant application to the county.

A motion was made by Al Rohlik and seconded by Jeff Pike to approve Main Street's City of Renville Business Innovation Grant for the amount of \$2,590.02. The motion carried 5 to 0.

- The Renville Events Committee requested \$1,000.00 to assist with advertising and marketing expenses for the 2016 Sugar Beet Days event.

Committee recommends providing \$1,000.00 to assist with the advertising and marketing expenses for Sugar Beet Days.

A motion was made by Jeremy Hinderks and seconded by Shane Wohlman to approve providing \$1,000.00 to assist the Renville Events Committee with advertising and marketing expenses for Sugar Beet Days. The motion carried 5 to 0.

- The committee was provided Information for the Economic Futures Workshop.
- Funding Opportunities:
 - RLF loans available through Mid MN Development Commission, presently 4% interest they focus on more and better jobs - more geared towards manufacturing and distributing, not retail
 - PACE Program
- Updates:
 - Owners of the Wren House have been cleaning out the interior. They may have a buyer.
 - Fence should be installed this week.
 - Light Beam has mounted equipment on the tower, will need to run cables and do some testing.
 - 1200 square feet in Dean and Paulette's Lindquist's building is available for rent June 1.

A motion was made by Al Rohlik and seconded by Jeff Pike to approve the EDA Report as presented. The motion carried 5 to 0.

C. City Administrator/Clerk

City Administrator/Clerk Report:

05/23/2016

- Oberloh rescheduled. They will be at the meeting June 27.
- The fence on Main Street has been installed. Benches and trash receptacle have been ordered. Plans for the area - landscape etc?
- Generator and transfer switch are installed, they will test when Great Plains has the gas ready. AC units have been relocated and wired. Thanks to both Sullivan's Electric and Steve's Heating and A/C for getting this done so quickly.
- Sold popcorn machine for \$45 and steam table for \$70 at auction.
- Received a call from a staff person at Congressman Peterson's office and Rural Development did authorize the grant for the fire department SCBAs
- Jim Bunker from SMA Construction will be building a fertilizer plant near Brownton. The company is looking at housing workers in the Wren House. City Administrator is

addressing previous fire code issues and working with Dave Distad and Jill Bruns from the County regarding licensing. Also, checking on allowed use for B2 zoning.

- City Administrator/Clerk shared highlights from a legislative recap provided by the CGMC

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

7. Discussion Items

A. Upcoming Meetings: Ad Hoc 5:30 Tuesday, May 24; Public Works 5:30 Wednesday, June 1

B. EDA Meeting Time:

A motion was made by Jeremy Hinderks and seconded by Shane Wohlman to change the time of future EDA meetings from 5:30 pm to 12:15 pm. The motion carried 5 to 0.

Meetings will still take place the third Wednesday of the month.

C. POST Board Review

For informational purposes, a copy of a letter from the Minnesota Board of Peace Officer Standards and Training was provided. A recent review was conducted regarding records and mandated employee training and policies. The police department passed the review.

8. Action Items

A. 200 NE Colfax Avenue:

No bids were received. Dave and Valerie Skjefte did make an offer of \$250.00 for the property on May 23, 2016. A copy of the offer was added to council information. Dave and Valerie Skjefte are considering putting up storage units on the property.

A motion was made by Al Rohlik and seconded by Jeff Pike to accept Dave and Valerie Skjefte's offer of \$250.00 for 200 NE Colfax Avenue. The motion carried 5 to 0.

B. 522 NW 3rd Street

One bid was received for the property at 522 NW 3rd Street. Michelle Mortensen submitted a bid of \$350.00 for the property.

A motion was made by Al Rohlik and seconded by Shane Wohlman to accept Michelle Mortensen's bid of \$350.00 for the property located at 522 NW 3rd Street. The motion carried 5 to 0.

C. Resolution 08-16: Surplus Property

**CITY OF RENVILLE
RESOLUTION 08-16
RESOLUTION DECLARING PROPERTY AS SURPLUS**

WHEREAS the below-described property - including structures on the property and all contents - is no longer necessary, useful or suitable for municipal purposes

NOW, THEREFORE, BE IT RESOLVED by the City Council of Renville, Minnesota that the following property and any contents be declared surplus and disposed of according to state statutes.

<u>Address:</u>	<u>Parcel:</u>
108 NW 2 nd Street	36-01305-00
108 NW 2 nd Street	36-01301-00
406 S Main Street	36-04065-00
407 S Main Street	36-04045-00
702 N Main Street	36-03550-00

Passed and adopted this 23rd day of May, 2016, by the City Council of Renville, Minnesota.

This resolution was offered by: Jeremy Hinderks

This resolution was seconded by: Jeff Pike

Voting in favor: Jeremy Hinderks, Jeff Pike, Al Rohlik, Brent Dahl and Shane Wohlman

Voting against: none

Attest:

Janette Wertish, Mayor

Kari Gislason, City Admin./Clerk

D. Terms of Sale for 407 S Main

A motion was made by Shane Wohlman and seconded by Jeremy Hinderks to approve the terms of sale for 407 S Main with AP Premier Contracting. The motion carried 5 to 0.

E. Administrative Citation Fees

A list of Administrative Citation Fees was reviewed.

Public Nuisance	\$ 250.00
Disorderly Conduct	\$ 250.00
>21 Alcohol	\$ 150.00
Store/Accumulate Garbage	\$ 100.00
Inoperable Motor Vehicles	\$ 100.00
Weeds & Grass	\$ 75.00
Curfew	\$ 75.00
Unreasonable Acceleration	\$ 75.00
Noise Ordinance	\$ 75.00
Open Burning	\$ 75.00
Garbage Containers	\$ 50.00
Snowmobile/ATV/Recreational Vehicle, Mini-Truck, Utility Task Vehicle or Motorized Golf Cart	\$ 50.00
Unlicensed Dog	\$ 50.00
Dog/Cat Offense	\$ 50.00
Parking	\$ 25.00

A motion was made by Jeff Pike and seconded by Jeremy Hinderks to approve the administrative citation fees. The motion carried 5 to 0.

F. Carruth Variance Request

A motion was made by Jeremy Hinderks and seconded by Al Rohlik to table the Anthony Carruth variance request in order to get further information. The motion carried 5 to 0.

9. Mayor's Report

Mayor Wertish congratulated the recent graduates and their parents. She also reminded the community about the June 1 deadline for the media contest and reminded the council about the Firemen's Steak Fry June 6.

10. Adjourn

A motion was made by Jeff Pike and seconded by Jeremy Hinderks to adjourn the meeting. The motion carried 5 to 0. Meeting was adjourned at 8:05 p.m.

Dated at Renville, Minnesota this 23rd day of May, 2016.

THE GOVERNING BODY OF THE CITY
OF RENVILLE, MINNESOTA

BY _____
Janette Wertish, Mayor

ATTEST:

BY _____
Kari Gislason, City Administrator/Clerk