

**Approved Minutes
City Council Regular Session
Renville Community Center/Remote
January 25, 2021
Monday 6:00 p.m.**

The regular session of the City Council, City of Renville, Minnesota was called to order on January 25, 2021 at 6:00 p.m. by Mayor Wertish.

City Council Members present were Adam Zaske, David Van Hove, Jr., Pete Peterson, Alma Gasca and Dave Grund. Also present were Mayor Janette Wertish and City Administrator/Clerk Shane Wohlman. Also in attendance was Public Works Director, Nathan Sunvold. Jim Bach with Marcus Construction & Deputy Clerk, Angi Wulf attended remotely. Scott Tedrick from the Register joined the meeting at 6:06 pm.

1. Pledge of Allegiance

2. Approval of Agenda

A motion was made by Adam Zaske and seconded by Dave Grund to approve the agenda Ayes: Gasca, Peterson, & Van Hove.

3. State of the City

Mayor Wertish read her State of the City for 2021. A motion was made by Adam Zaske and seconded by Alma Gasca to accept the Mayor's State of the City. Ayes: Grund, Peterson, & Van Hove.

4. Approval of Minutes

A motion was made by Adam Zaske and seconded by Alma Gasca to approve the minutes of the January 11, 2021 Regular Council Meeting. Ayes: Grund, Peterson, & Van Hove.

5. Invoices Payable

Check #	Name	Amount	Account	Comments	Date
035997	ALEX AIR APPARATUS, INC.	\$2,075.08	E 101-42200-258 Fire Suits	Face Protector Masks (25)	1/25/2021
035998	ARAMARK	\$80.76	E 101-45400-229 Contractual Service	Community Center Contractual	1/25/2021
035999	CENTURYLINK	\$151.63	E 101-41400-321 Telephone	City Hall Telephone	1/25/2021
035999	CENTURYLINK	\$147.42	E 601-49400-321 Telephone	Water Dept. Telephone	1/25/2021
035999	CENTURYLINK	\$68.33	E 101-45500-321 Telephone	Library Telephone	1/25/2021
035999	CENTURYLINK	\$66.91	E 101-43100-321 Telephone	Public Works Telephone	1/25/2021
035999	CENTURYLINK	\$79.55	E 101-42100-321 Telephone	Police Dept. Telephone	1/25/2021
035999	CENTURYLINK	\$65.19	E 602-49450-321 Telephone	Sewer Dept. Telephone	1/25/2021
036000	COMMUNITY ELECTRIC	\$58.00	E 602-49450-285 Repair Waste Water Plant	Test motor pump - Sewer Dept.	1/25/2021
036001	FARMERS CO-OP OIL CO	\$60.93	E 101-42100-221 Repair/Maint. Equipment	PD Oil Change Tahoe	1/25/2021
036001	FARMERS CO-OP OIL CO	\$249.56	E 101-43100-221 Repair/Maint. Equipment	Street Dept Repairs	1/25/2021
036001	FARMERS CO-OP OIL CO	\$234.27	E 101-42200-212 Gas and Oil	Fire Dept. Gas	1/25/2021
036001	FARMERS CO-OP OIL CO	\$455.98	E 101-42100-212 Gas and Oil	Police Dept. Gas	1/25/2021
036001	FARMERS CO-OP OIL CO	\$837.53	E 101-43100-212 Gas and Oil	Street Dept. Gas	1/25/2021

036002	GLACIAL LAKES ENVIRONMENTAL IN	\$1,700.00	E 400-49100-247 Wells	Submittal of Water Plan to MDH	1/25/2021
036003	GOPHER STATE ONE-CALL, INC	\$25.00	E 602-49450-229 Contractual Service	Sewer Contractual-Annual Operator Fee	1/25/2021
036003	GOPHER STATE ONE-CALL, INC	\$25.00	E 601-49400-229 Contractual Service	Water Contractual-Annual Operator Fee	1/25/2021
036004	LEAGUE OF MINNESOTA CITIES	\$270.00	E 101-42100-433 Dues and Licensing	PATROL Subscription	1/25/2021
036005	MN PUMP WORKS	\$1,245.00	E 602-49450-285 Repair Waste Water Plant	Sewer Dept Repairs	1/25/2021
036006	MVTL LABORATORIES, INC.	\$34.90	E 601-49400-229 Contractual Service	Water Testing	1/25/2021
036006	MVTL LABORATORIES, INC.	\$445.50	E 602-49450-229 Contractual Service	Sewer Testing	1/25/2021
036007	RENCO PUBLISHING, INC.	\$235.87	E 101-41100-351 Legal Notices Publishing	Publishing-Ordinances, wellhead plan, CIP	1/25/2021
036008	RENVILLE CO. SHERIFF S DEPT.	\$1,000.00	E 101-42100-433 Dues and Licensing	2021 LETG Software	1/25/2021
036009	SCHROEDER, GARRET	\$125.00	E 101-43100-229 Contractual Service	Street Dept. Maintenance	1/25/2021
036010	VERIZON WIRELESS	\$100.00	E 101-42100-202 Investigation	PD Investigation	1/25/2021
036011	WEST CENTRAL COMMUNICATIONS	\$975.00	E 400-49100-260 Fire Equipment	New Truck - radios	1/25/2021
036012	WEST CENTRAL SANITATION	\$17.55	E 101-43100-229 Contractual Service	Street Refuse	1/25/2021
036012	WEST CENTRAL SANITATION	\$35.92	E 602-49450-229 Contractual Service	WWT Refuse	1/25/2021
036013	WINSTED SOLAR, LLC	\$9.65	E 101-45200-380 Utility Services (GENERAL)	Park Electric	1/25/2021
036013	WINSTED SOLAR, LLC	\$57.89	E 101-43100-380 Utility Services (GENERAL)	Street Dept Electric	1/25/2021
036013	WINSTED SOLAR, LLC	\$43.30	E 101-42200-380 Utility Services (GENERAL)	Fire Dept Electric	1/25/2021
036013	WINSTED SOLAR, LLC	\$20.38	E 101-45400-380 Utility Services (GENERAL)	CC Electric	1/25/2021
036013	WINSTED SOLAR, LLC	\$12.79	E 101-45500-380 Utility Services (GENERAL)	Library Electric	1/25/2021
036013	WINSTED SOLAR, LLC	\$14.21	E 101-41400-380 Utility Services (GENERAL)	City Hall Electric	1/25/2021
036013	WINSTED SOLAR, LLC	\$198.53	E 601-49400-381 Utilities	Water Electric	1/25/2021
036013	WINSTED SOLAR, LLC	\$528.57	E 602-49450-387 Utilities-Wastewater Plan	Sewer Electric	1/25/2021
036014	XCEL ENERGY	\$1,967.27	E 101-43100-380 Utility Services (GENERAL)	Street Electric	1/25/2021
997490E	SW/WC SERVICE COOPERATIVES	\$1,407.00	G 101-21761 Health Care	Medical Insurance-Admin	1/19/2021
997490E	SW/WC SERVICE COOPERATIVES	\$1,580.50	G 101-21762 Employer Health Portion	Medical Insurance-Sewer	1/19/2021
997490E	SW/WC SERVICE COOPERATIVES	\$1,580.50	G 101-21762 Employer Health Portion	Medical Insurance-Water	1/19/2021
997490E	SW/WC SERVICE COOPERATIVES	\$1,580.50	G 101-21762 Employer Health Portion	Medical Insurance-Street	1/19/2021
997490E	SW/WC SERVICE COOPERATIVES	\$3,855.00	G 101-21762 Employer Health Portion	Medical Insurance-Police	1/19/2021
997490E	SW/WC SERVICE COOPERATIVES	\$520.50	G 101-21762 Employer Health Portion	Medical Insurance-Admin	1/19/2021
997491E	MINNESOTA DEPT. OF REVENUE	\$464.88	G 101-21720 State Withholding	State Withholding Tax	1/19/2021
997492E	INTERNAL REVENUE SERVICE	\$2,039.84	G 101-21730 FICA Tax Withholding	FICA/Medicare	1/19/2021
997492E	INTERNAL REVENUE SERVICE	\$1,330.36	G 101-21710 Federal Withholding Tax	FWH	1/19/2021
997493E	PUBLIC EMPLOYEES RETIREMENT	\$3,766.12	G 101-21740 PERA	PERA	1/19/2021
997494E	ICMA	\$50.00	G 101-21750 ICMA Payable	Sunvold, Nathan #302283	1/19/2021
	TOTAL	\$31,893.67			

A motion was made by Adam Zaske and seconded by Dave Grund to approve the invoices payable. Ayes: Gasca, Peterson, & Van Hove.

6. Public Comment

7. Committee/Staff Reports

a. Public Works

Public Works Committee Meeting

January 13, 2021 5:30 pm

Community Center/Remote

Present: Dennis Ulrich, Alma Gasca, David Van Hove, Jr., Janette Wertish, Jeff Pike, Nate Sunvold, Bill Sietsema, Lloyd Zabel, Lonnie Clemenson, Shane Wohlman

Absent: Jon Driggs

Elected Dennis Ulrich as the Committee Chairperson and Alma Gasca as the Vice Chairperson.

Set future meeting dates for 2nd Wednesday of the month at 5:30 pm.

Committee Mission statement was discussed and tabled for the next meeting.

Snow removal on the sidewalks was agreed that it is the home and business owner's responsibility to keep sidewalks clean. A letter will be going out to all residents about keeping sidewalks clean. It was also suggested to put out flyers and post on city media page.

Administrator update – Phase 2 of the Wellhead Protection Plan was mailed in on January 12. Xcel Energy has completed Phase 1 updates on Dupont Ave. NE. Phase 2 will start in the spring and continue 1 more block west on Dupont, crossing Main Street and running south on 9th street across Hwy 212. A 3rd Phase is also in the planning stages.

Public Works report- see attached.

Other Items discussed – Midco has finished with installation and current customers were hooked up to the new system, in early December they started with new customers. RRFB was approved, MnDOT permit is being updated, contractor has been contracted, scheduled start date would be May and finish by June, weather permitting.

Next meeting: February 10, 2021 at 5:30 pm

Respectfully Submitted,

Alma Gasca

A motion was made by Dave Grund and seconded by Adam Zaske to approve the Public Works Report. Ayes: Gasca, Peterson, & Van Hove.

b. EDA

City of Renville EDA Committee

Thursday, January 14, 2021 @ 5:00 pm

Present: Janette Wertish, Adam Zaske, Pete Peterson, Shane Wohlman, Cassie Novotny, Sharon Maurice (virtually), Doug Froke (virtually), Jim Gustafson (virtually)

Absent: Pam Kjersten

Next meeting: Wednesday, February 3rd at 6:00 p.m. at the Community Center

1. Elect Committee Chair & Vice Chair:
 - a. Adam Zaske was elected as Chair;
 - b. Cassie Novotny was elected as Vice-Chair.
2. The meeting time for EDA meeting has been changed to 6:00 p.m., which will be held the 1st Wednesday of each month.
3. EDA Committee Mission Statement was discussed and is as follows: *Shared Ideas for Growing Renville*.
4. Doug Froke spoke regarding the pool. Both he and Shane met with Joy Peterson to discuss the pool decking. Joy will get a quote from Mike Pennings and once received, will then be discussed in another meeting. The pool will be open for the 2021 season and as long as there is a plan in place to fix the decking the pool can continue to be open moving forward. Joy plans to have fundraisers to assist in the needs of the pool.
5. Signs: The Renville Estates sign is currently not up due to being cracked and it also has the old Renville logo. We will not be replacing the sign as of now. Also discussed was how else we can promote the Renville Estates. Should we list the property with a realtor? It is listed currently with the County.

LED Sign: Where should the sign be placed? It was agreed that we would like to see it placed on the west sign of town as you come in. Possible location would be where the current Welcome to Renville sign is. Shane will discuss this with Jon Driggs regarding the easement and an estimate to install.

6. Administrator Update: Attended the Renville County HRA/EDA Advisory meeting on Tuesday, January 12th. Highlights included: -Doug Bruns, Renville County Assessor, presented on HRA/EDA owned properties. -How cities can develop housing programs and agencies available to assist in doing so. -Housing Study Marketing. -Renville County Housing Development Gap Loan Program.

Rembrandt: Jordan and Shane have been in contact with CBRE Group out of Minneapolis. There has been a little bit of interest lately in the property.

Business Community Loan: Discher & Associates have satisfied their BCL loan, so there is \$9,000 available in that program. There is also \$18,523.42 available in the Revolving Loan Program.

Clinic Project: The \$120,000 Contamination Cleanup Grant through MN DEED was not awarded to Renville. DEED stated that the grant was very thorough, but there needs to be a final Response Action Plan (RAP) completed. To complete this Plan, the Hospital needs to provide a footprint and an exact location for the proposed clinic on the property. There is still a possibility to receive the grant with the current application, if this can be completed timely. Another meeting is scheduled with Nathan Blad, Jordan Zeller, SEH and the City.

7. Anything else the committee would like to discuss: Pete mentioned that the Lions Club plans to push to do things in the Park.

Submitted by Cassie Novotny

A motion was made by Dave Grund and seconded by Pete Peterson to approve the EDA Report. Ayes: Gasca, Van Hove, & Zaske.

c. Public Building Task Force

Public Building Task Force Minutes

January 19, 2021 6:00 p.m.

Community Center/Remote

Present: Adam Zaske, Dave Grund, Janette Wertish, Shane Wohlman, Aaron Haen, Aaron Slagter, Nate Sunvold, Gary Wulf, Wanda Knapper, Sharon Maurice

Absent: Dennis Ulrich

Lon Negan, Jim Bach, and Dan Jacobs joined us via GoToMeeting.

We reviewed the minutes from the previous meeting and found them accurate.

We went on to review the Bidding Tally and Updated Cost Summary for the PD/Comm. Center project. Some adjustments were made from the previous summaries and we discussed them, and corrections were made. The total bid tally for Phase I comes in at \$651,514.00. Had a lengthy conversation regarding using local contractors with higher bids over other contractors with lower bids. Everyone felt it was extremely important to use local contractors if possible. However, according to Dan and Lon's experience, we may need to use the lower bid. Shane is going to check with the city attorney to see what his opinion on the matter is.

We reviewed the financial worksheet for Phase II and Phase III of the project (fire department and Public Works). We are looking at roughly \$246,859.00 for the public works building with some alternatives (new roof, hoop building, rain gutters, and new exterior steel). For the Fire Dept. we are looking at about \$95,450. These are not bid numbers but estimates from Marcus Const., we and they are confident that they should be close.

We also reviewed a Highlight sheet and the Preliminary Project Schedule.

Finally, the Task Force recommends to the Council that we move forward with Phase 1, with clarification on electrical bid (local verses lowest bid) and that we add to that project up to \$42,600 to do the EIFS and Exterior Repairs.

Next Meeting TBD

Respectfully submitted,
Dave Grund

A motion was made by Dave Grund and seconded by Pete Peterson to approve the Public Building Task Force Report. Ayes: Gasca, Van Hove, & Zaske.

d. Public Safety

City of Renville
Public Safety Committee Minutes

January 21, 2021 5:30 p.m.

Present: Janette Wertish, Alma Gasca, Pete Peterson, Gary Wulf, Aaron Slagter, Nathan Sunvold, Nelida Marcus, Christi Weidemann, Aaron Haen, Dennis Ulrich, and Shane Wohlman

Absent: Anna Knapper

Elect Chair and Vice Chair

Alma Gasca was elected Chairperson and Gary Wulf as Vice-Chair.

Meetings

Meetings will be quarterly (April, July, October) on the 4th Thursday at 5:30 pm.

Mission Statement

The following Mission Statement was adopted: "Providing Support for Public Safety"

RPD Update

- Went through the 4th quarter Activity Report. See attached.
- Chad Segelstrom's last day will be February 15th as he will be deployed for 1 year.
- Chief Slagter is still looking for a full-time replacement officer.

RFD Update

- They have had 4 calls since last meeting in October.
- Have a full roster with 1-2 people on a waiting list.
- Pancake breakfast went well. Served about the same as last year. Donations were down though.

Public Works Update

- Have had about 5 plowable snow events so far. Parking on streets is getting better, but still a lot of garbage/recycling cans left on the street.
- Updating water system telemetry and SCADA in February.
- With warmer weather they filled some potholes and cut a few more trees down.
- The sign changes at the school are complete.

Ambulance Update

- Medical Response Unit (MRU) status begins in February.

- Will still need people to assist as First Responders. Requires 40-48 hour initial course with 16 hours every 2 years to renew certification.
- They are extending an invitation and would like City Council members, Fire Personal, Public Works employees, and businesses to consider joining.

Additional Discussion

Next meeting- April 22 at 5:30 pm.

A motion was made by Adam Zaske and seconded by Dave Grund to approve the Public Safety Report. Ayes: Gasca, Peterson, & Van Hove.

e. City Administrator

City of Renville
City Administrator Report
1-25-2021

* COVID-19/Legislative Update: As you recall, On January 6th the Governor announced limited reopening of some settings- including bars, restaurants, and certain venues. There are a couple of different factors that must be taken into account since the Community Center holds for- profit and non-profit organizations/events. For the purposes of Executive Order 21-01 the Community Center would be classified as a Place of Public Accommodation, or more specifically, a recreational center. Under this order normal capacity must not exceed 25% (Ballroom seated capacity is 425 x 25% = 106) and 150 people in the entire facility. The Community Center is also considered a venue under the same Executive Order, which allows the space or area to be used to perform activities or events. Assigned seating, social distancing, and the use of face coverings must be used. Renville County still had a few limited grant funds available (approximately 8) for businesses and nonprofits that have been impacted by COVID. They still have a few time slots open tomorrow afternoon to submit applications. These grants are on a first come – first served basis.

As of today, Renville County Public Health is reporting 1,385 confirmed cases (up 34 since the previous Council meeting on 1/11) and 40 deaths (39 previous). Of those, 197 are specific to the 56284-zip code of Renville (up from 193). So, only 4 positives in the past 14 days. Today's Current Case Rate is 23.27 per 10,000.

* The City's updated Wellhead Protection Plan has been submitted to MN Department of Health on January 12th. According to the Work Plan schedule, the MDH review and approval is expected to take until April.

* The Fire Relief Annual meeting is scheduled for Monday, February 1st at 7:00 pm.

* Council can expect to review the information for the Codification Project at the next meeting on Feb. 8th.

* As of today, there have been 15 Snow Parking tickets issued and 1 vehicle towed for the 2020/2021 winter season. 4 of those tickets were for the most recent snow event this past weekend. Overall, compliance is much better then compared to previous years.

* Sidewalk Snow Removal Mailing-

* In the Action Items is a Pay Equity Compliance report from the State. This needs to be approved by the Council every 3 years.

*****Upcoming Meetings & Important Dates:**

2/1 Fire Relief Annual Meeting @ 7:00 pm

2/3 EDA Committee @ 6:00

A motion was made by Adam Zaske and seconded by Dave Grund to approve the City Administrator's Report. Ayes: Gasca, Peterson, & Van Hove.

8. Discussion Items

9. Action Items

A motion was made by Adam Zaske and seconded by Pete Peterson to get the word out about the Snow Removal on Sidewalks Ordinance with a sticker on the utility bills, a mailing to each property owner, & an ad in the newspaper. Ayes: Gasca, Grund, & Van Hove.

A motion was made by Adam Zaske and seconded by David Van Hove, Jr. to Approve Moving Forward with Phase I of Public Buildings Project per Financial Worksheet. Ayes: Gasca, Grund, & Peterson.

A motion was made by Pete Peterson and seconded by Adam Zaske Approve Setting the Public Buildings Project Bond Maximum at \$1.2 million. Ayes: Gasca, Grund, & Van Hove.

A motion was made by Adam Zaske and seconded by Dave Grund to approve the Pay Equity Report for 2021. Ayes: Gasca, Peterson, & Van Hove.

10. Mayor's Report

The Mayor would like to remind all residents that your cats & dogs are required to have a license. Even if you have a license, you must keep your pets on your property. Also, please keep your sidewalks shoveled. This is really important with different Emergency Services working in our town. Our condolences to the Glenn Hannah family. Glenn has given many years of his time to the City as a councilor and an election judge.

A motion was made by Adam Zaske and seconded by Alma Gasca to approve the Mayor's report. Ayes: Grund, Peterson, & Van Hove.

11. Adjourn

A motion was made by David Van Hove, Jr. and seconded by Adam Zaske to adjourn the meeting. Ayes: Gasca, Grund, & Peterson. Meeting was adjourned at 6:54 p.m.

Dated at Renville, Minnesota this 25th day of January, 2021.

THE GOVERNING BODY OF THE CITY

OF RENVILLE, MINNESOTA

BY _____
Janette Wertish, Mayor

ATTEST:

BY _____
Shane Wohlman, City Administrator/Clerk