

**Approved Minutes
City Council Regular Session
October 25, 2021
Monday 6:00 p.m.**

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

City Council Members present were Alma Gasca, Dave Grund, Pete Peterson, David Van Hove, Jr., & Adam Zaske. Also present were Mayor Janette Wertish, City Administrator/Clerk Shane Wohlman, Taylor Williamson from West Central Sanitation, and Scott Tedrick from the Register.

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. Public Hearing

A public hearing was held to give residents a chance to be heard about Water/Sewer, Refuse, & City Charges assessed to their 2022 taxes.

The hearing was called to order on October 25, 2021, at 6:02 pm by Mayor Wertish.

Notice of the hearing was sent to all residents who have outstanding charges.

There were no residents present for discussion.

A motion was made by Adam Zaske and seconded by David Van Hove, Jr. to close the Public Hearing at 6:15 pm. Ayes: Gasca, Grund, & Peterson.

4. Approval of Minutes

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

5. Invoices Payable

Check #	Name	Amount	Account	Comments	Date
500213	AMERICAN WELDING & GAS INC	\$49.32	E 101-45400-229 Contractual Service	Community Ctr Fire Ext Maint.	10/25/2021
500213	AMERICAN WELDING & GAS INC	\$24.68	E 101-42100-229 Contractual Service	POLICE DEPT FIRE EXT. MAINT	10/25/2021
500214	ARAMARK	\$74.72	E 101-45400-229 Contractual Service	Community Center Contractual	10/25/2021
500215	BCA/FORENSIC SCIENCE LAB	\$150.00	E 101-42100-433 Dues and Licensing	BCA Access Fee	10/25/2021
500216	DOLLAR GENERAL	\$76.95	E 101-45400-219 General Supplies-Maint.	Comm Ctr Supplies	10/25/2021
500217	ELECTRIC PUMP	\$740.00	E 602-49450-229 Contractual Service	Service Agreement	10/25/2021
500218	FIRST SYSTEMS TECHNOLOGY, INC.	\$495.00	E 602-49450-285 Repair Waste Water Plant	Verification of flow meter	10/25/2021
500219	HILLYARD FLOOR CARE SUPPLY	\$261.72	E 101-45400-219 General Supplies-Maint.	Community Center Supplies	10/25/2021

500220	LOFFLER	\$134.20	E 101-41400-229 Contractual Service	Copier Service Contract	10/25/2021
500221	MENARDS	\$103.58	E 101-43100-219 General Supplies-Maint.	Street Dept supplies	10/25/2021
500222	MVTL LABORATORIES, INC.	\$100.00	E 602-49450-229 Contractual Service	Sewer Testing	10/25/2021
500222	MVTL LABORATORIES, INC.	\$25.00	E 601-49400-229 Contractual Service	Water Testing	10/25/2021
500222	MVTL LABORATORIES, INC.	\$162.00	E 602-49450-229 Contractual Service	Sewer Testing	10/25/2021
500222	MVTL LABORATORIES, INC.	\$502.00	E 602-49450-229 Contractual Service	Sewer Testing	10/25/2021
500222	MVTL LABORATORIES, INC.	\$25.00	E 601-49400-229 Contractual Service	Water Testing	10/25/2021
500223	RENCO PUBLISHING, INC.	\$340.81	E 101-41100-351 Legal Notices Publishing	Publishing - Wohlman PH, Barajas PH, AA Job Post, TIF	10/25/2021
500224	RENVILLE-SIBLEY COOPERATIVE	\$601.96	E 601-49400-381 Utilities	Water Electric	10/25/2021
500225	SCHROEDER, GARRET	\$250.00	E 101-43100-229 Contractual Service	Street Dept. Maintenance	10/25/2021
500226	USABLE LIFE	\$28.02	E 101-42100-131 Employee Insurance	Life Ins.	10/25/2021
500226	USABLE LIFE	\$11.19	E 101-43100-131 Employee Insurance	Life Ins.	10/25/2021
500226	USABLE LIFE	\$14.01	E 101-41300-131 Employee Insurance	Life Ins.	10/25/2021
500226	USABLE LIFE	\$11.18	E 602-49450-131 Employee Insurance	Life Ins.	10/25/2021
500226	USABLE LIFE	\$11.19	E 601-49400-131 Employee Insurance	Life Ins.	10/25/2021
500226	USABLE LIFE	\$9.40	E 101-41400-131 Employee Insurance	Life Ins.	10/25/2021
500227	WEST CENTRAL COMMUNICATIONS	\$5,569.90	E 101-42200-220 Comm.Equip. Radios	Radios - DNR Grant	10/25/2021
500228	WEST CENTRAL SANITATION	\$17.55	E 101-43100-229 Contractual Service	Street Refuse	10/25/2021
500228	WEST CENTRAL SANITATION	\$35.92	E 602-49450-229 Contractual Service	WWT Refuse	10/25/2021
500229	WINSTED SOLAR, LLC	\$129.14	E 101-42200-380 Utility Services (GENERAL)	Fire Dept Electric	10/25/2021
500229	WINSTED SOLAR, LLC	\$31.11	E 101-42100-380 Utility Services (GENERAL)	PD Electric	10/25/2021
500229	WINSTED SOLAR, LLC	\$63.62	E 101-45400-380 Utility Services (GENERAL)	CC Electric	10/25/2021
500229	WINSTED SOLAR, LLC	\$1,576.18	E 602-49450-387 Utilities-Wastewater Plan	Sewer Electric	10/25/2021
500229	WINSTED SOLAR, LLC	\$172.81	E 101-43100-380 Utility Services (GENERAL)	Street Dept Electric	10/25/2021
500229	WINSTED SOLAR, LLC	\$15.55	E 101-41400-380 Utility Services (GENERAL)	City Hall Electric	10/25/2021
500229	WINSTED SOLAR, LLC	\$28.70	E 101-45200-380 Utility Services (GENERAL)	Park Electric	10/25/2021
500229	WINSTED SOLAR, LLC	\$31.11	E 101-45500-380 Utility Services (GENERAL)	Library Electric	10/25/2021
500229	WINSTED SOLAR, LLC	\$592.15	E 601-49400-381 Utilities	Water Electric	10/25/2021
500230	XCEL ENERGY	\$2,017.48	E 101-43100-380 Utility Services (GENERAL)	Street Electric	10/25/2021
997653E	MINNESOTA DEPT. OF REVENUE	\$627.27	G 101-21720 State Withholding	State Withholding Tax	10/12/2021
997654E	INTERNAL REVENUE SERVICE	\$2,131.56	G 101-21730 FICA Tax Withholding	FICA/Medicare	10/12/2021
997654E	INTERNAL REVENUE SERVICE	\$1,162.15	G 101-21710 Federal Withholding Tax	FWH	10/12/2021
997655E	PUBLIC EMPLOYEES RETIREMENT	\$3,303.23	G 101-21740 PERA	PERA	10/12/2021
997656E	ICMA	\$50.00	G 101-21750 ICMA Payable	Sunvold, Nathan #302283	10/12/2021
997660E	MINNESOTA DEPT. OF REVENUE	\$549.44	G 601-20800 Sales Tax	Sales Tax - 3rd Qtr 2021	10/14/2021
997661E	SW/WC SERVICE COOPERATIVES	\$3,855.00	G 101-21762 Employer Health Portion	Medical Insurance-Police	10/19/2021
997661E	SW/WC SERVICE COOPERATIVES	\$1,580.50	G 101-21762 Employer Health Portion	Medical Insurance-Street	10/19/2021
997661E	SW/WC SERVICE COOPERATIVES	\$1,580.50	G 101-21762 Employer Health Portion	Medical Insurance-Water	10/19/2021
997661E	SW/WC SERVICE COOPERATIVES	\$1,580.50	G 101-21762 Employer Health Portion	Medical Insurance-Sewer	10/19/2021
TOTAL		\$30,903.30			

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

6. Public Comment

7. Committee/Staff Reports

a. Public Works

**City of Renville
Public Works Minutes
October 13, 2021 at 5:30 pm**

Present: Alma Gasca, Janette Wertish, David Van Hove, Jr., Nathan Sunvold, Lonnie Clemenson, Bill Sietsema, Lloyd Zabel, & Shane Wohlman

Absent: Dennis Ulrich, Jeff Pike, & Jon Driggs

City Fee Schedule: The committee reviewed the fee schedule and recommends approving with the following additions and changes- *increasing* Large Event: Dances, Receptions, Banquets, Parties to \$180; *adding* Small Event: Middle or East Section \$65/section; *increasing* Excavation Fee to \$50; *revert* On-Sale Liquor License to \$2,000; *change* DVR Copy to Meeting Copy \$5; *add* updated Refuse Clean Up Fee schedule from West Central Sanitation; *add* Public Works Equipment Fee Schedule; *increase* Hourly Rate for City Employees to \$40.

Community Center Coffee Maker: Estimates were received to install the donated coffee maker in the kitchen. The total would be \$3,087.79 for installation, which includes hooking up the water, running electrical, and a new lowered countertop for it to sit on. A \$1,000 grant has been applied for to help offset some of these costs. The committee recommends moving forward with the project.

RRFB/Crosswalk Project Update: A preconstruction meeting was held on October 5th that included the City Engineer, General Contractor (Design Electric), subcontractor, Mayor, Public Works Director, RCW School Representatives, and City Administrator. The project is scheduled to start on Monday, October 18th and is scheduled to be completed by that Friday the 22nd, weather permitting. The school will provide a crossing guard at the intersection to assist with children crossing during school days.

Shane gave an update on the Public Building Project. Discussed some of the issues at the Community Center with the air conditioners and main entrance doors. Door issues include a broken lock, doors sagging, and gaskets leaking. Shane is working on gathering quotes.

Public Works Director Report: see attached.

The Mayor provided an update on the Park Mom's project. They are proposing 3 separate phases which would include: Phase 1- Signage and walkway path at North Park. Phase 2- Install fitness equipment. Phase 3- Install 5-12 year old play equipment.

Next Meeting – November 10, 2021 at 5:30 pm

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

b. Ad Hoc

City of Renville

Ad Hoc Committee

Tuesday, October 19, 2021, 5:30 P.M.

Present: Janette Wertish, Mayor; Aaron Slagter, Police Chief; Nathan Sunvold, Public Works Director; Shane Wohlman, City Administrator; Justice Walker, Mid-Minnesota Development Commission; Brad Varpness, Community Member; and Christi Weidemann, Community Member.

Absent: Alma Gasca, Council Member; Adam Zaske, Council Member; Angi Wulf, Deputy Clerk; Amber Simons, Community Member; Jeff Pike, Community Member

Varpness called the meeting to order at 5:31 P.M.

Justice Walker with MMDC reported that this will be his final meeting with the committee as he will be starting a new job as the Director of Planning and Development with the City of Willmar.

Dwelling Standards

The committee discussed Dwelling standards and recommended adding running water as a standard requirement. This would be the property owner’s responsibility.

Rental Housing Ordinance

The committee suggested adding “Lead Orders – any order to fix lead safety issues from State and Federal guidelines” to the Rental Ordinance. Walker reported that the Rental Ordinance is drafted but needs to go before the landlords for their review.

Minimum Maintenance Standards

Sunvold mentioned addressing water leaks in the Minimum Maintenance requirements. The committee reviewed the current process for dwellings with water leaks and decided it was fair to give the property owner 10 business days to fix the leak or the City will go through the abatement process and assess the charges to the property owner’s property tax with Council approval.

The committee also discussed addressing “siding” in the Minimum Maintenance requirements. It was decided to add “no exposed insulation” along with a list of acceptable “siding” building materials as guidelines. Walker will email a list of acceptable building materials.

New Additions or Changes?

Walker suggested that the City discuss the implementation of a Planning Commission. Walker said for the size of Renville the Commission would usually include 5 appointed individuals. Mayor Wertish said the City used to utilize a Planning Commission approximately 20 years ago. Walker said he would help the City get the commission started if it is desired.

The committee discussed developing a sidewalk removal process. This would only be allowed for sidewalks that lead to “no where.” The committee also had a brief discussion on snow removal on sidewalks.

Walker said that overall, the City of Renville project is approximately 60% complete and the MMDC will have a new staff member to guide the Ad Hoc committee through the final stages.

Varpness adjourned the meeting at 6:59 P.M.

Next Meeting

Wohlman will work with MMDC regarding the upcoming meeting schedule.

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

c. City Administrator

City of Renville
City Administrator Report
October 25, 2021

* Public Building Project Update- Phase 1 (PD & CC) The glass door for the Genealogical room is here and will be installed the last week in October. Phase 2 (PW Building) This phase is nearing completion. Currently, there is temporary power running to the building until Xcel installs the main service. Gutters are expected to be installed this week. The \$2,200 price tag will come out of Local Improvement- PW Building. The fire department temporarily moved into the PW building on Friday, October 15th. Phase 3 (FD) The fire department has finished demoing the ceiling in the truck bay and Marcus Construction began work on the overhead doors on Tuesday, October 19th. Installing the new columns and the rough framing is expected to take the next 2 weeks. See schedule.

* The application deadline is this Friday, October 29th for the Administrative Assistant position.

* The Renville County Multi-Hazard Mitigation Plan (MHMP) meeting summary is included for your review. The meeting on September 30th was the final Planning Team Meeting. A slide show was presented on the draft plan that is being worked on. The next steps will now be a public review and comment period this fall and then the plan will be submitted to Homeland Security and Emergency Management (HSEM) and Federal Emergency Management Agency (FEMA).

* The Coalition of Greater MN Cities Fall Conference is scheduled for November 18-19 in Willmar. A copy of the 2-day agenda is included in your packet.

* The RRFB/Crosswalk project is moving along. There has been a little bit of a delay (contractor set back on Tuesday, rain on Wednesday) that has held up project completion within a week. The Public Works crew has begun fixing the sod and will start installing the sign assemblies. Nate has been in contact with Duinincks regarding the street patching as well.

* Tobacco License renewals for 2022 have been assembled and mailed out to the appropriate businesses.

* Per Council request, I have been working with the City Engineer and Attorney to create an ordinance that authorizes the Council to establish a Storm Water Utility and charge fees. The goal is to have a draft version available for council review at the next meeting.

* The Renville County Strategic Plan focus group meeting will now happen online on Monday, November 1st at 7:00 pm. The discussion will center around the following question: “What needs to happen in 7-10 years for Renville County to stay vibrant, united, and collaborative?” Watch your email boxes for the link and information to attend. There is a survey to complete prior to participating as well.

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

10/26 Renville County Emergency Management 9:00 am – 11:00 am

10/27 CGMC Economic Development Meeting 10:00 am – 11:30 am

10/28 Marcus Construction Meeting 2:00 pm

10/28 Public Safety Meeting 5:30 pm

11/3 EDA Meeting 6:00 pm

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 Dave Grund to approve the installation of the coffee maker in the Community Center kitchen. Ayes: Gasca, Peterson, & Van Hove.

A motion was made by Dave Grund and seconded by Alma Gasca to set an HR Committee meeting for Thursday, November 4, 2021 at 3:00 pm. Ayes: Peterson, Van Hove, & Zaske.

A motion was made by Dave Grund and seconded by Adam Zaske to approve the Knight’s of Columbus Gambling Permit. Ayes: Gasca, Peterson, & Van Hove.

**CITY OF RENVILLE
RESOLUTION 32-21**

**RESOLUTION ADOPTING THE FEE SCHEDULE FOR THE
CITY OF RENVILLE, MINNESOTA**

BE IT RESOLVED, by the City Council of the City of Renville, County of Renville, Minnesota, that the following fees shall be adopted for the year 2022 as specified:

Large Event: Dances, Receptions, Banquets, Parties	\$180
Small Event: West Section	\$50

Small Event: Middle or East Section	\$65/section
For Profit Event	\$200/Day
For Profit Event Setup Day/Tear Down Day	\$25/Day
Damage Deposit for Small Event (Returnable)	\$250
Damage Deposit for an Event With Alcohol and/or Dance (Returnable)	\$500
Kitchen	\$15/Section
Setup-Large Event	\$100
Small Event	\$35/section
Cleanup (not optional for dances or "for profit").	
Large Event	\$180
Small Event	\$60/section
Cat/Dog License	\$8.00/year
Cat/Dog License	\$30.00/Lifetime
Kennel License	\$100.00
Cat/Dog Impounding	\$50.00
Cat/Dog Boarding Fee	\$60.00
Cat/Dog Transport Fee	\$75.00
Zoning Permit	\$50.00
Excavation Fee	\$50.00
Variance Request	\$75.00
Conditional Use Permit – M-1 Request	\$75.00
Rezoning Request	\$75.00
Special Exception Use Permit Request	\$75.00
Off-Sale Liquor License	\$50.00/year
On-Sale Liquor License	\$2,000.00/year
Sunday Liquor License	\$25.00/year
On Sale 3.2	\$50.00/year
One day - On Sale 3.2	\$15.00/day
Tobacco License	\$200.00/year
Transient Merchant	\$35.00/day
	\$50.00/week
	\$150.00/month
	\$400.00/year
Rental Operator License	\$50.00 per unit
Rental Operator Inspection Fee	\$100.00 + \$60/additional unit
Reinspection Fee	\$100.00 + \$60/additional unit
Lawn Mowing	\$40.00/hr. (Minimum of 2 hours)
Copies - Black and White	\$0.25/page
Copies - Color	\$0.50/page
Fax - Incoming and Outgoing	\$1.00/page
Notary Fee	\$1.00
Meeting Copy	\$5.00
Water/Sewer Late Fee	\$20.00
Water Turn-On Fee	\$50.00

Cemetery Monument Staking Fee \$25.00

Refuse Clean Up Fees:

4yd temporary dumpster:

- \$185.00 **per service** – this includes delivery, disposal and tax.
- Additional yards are billed at \$20.00/yd.
- \$2.00/day rental fee after 10 days.
- \$185.00 pre-payment is required prior to each service, as well as a signed waiver (we will email/mail).
- Bulky Furniture (mattresses, box springs, couches etc.) will be billed separately at \$45.00/**per item**
- Delivery/service/removal day is Friday only.

Roll offs:

- 10 yd - \$370.00 **per pull**. Price includes up to 1.5 tons.
- 20 yd - \$460.00 **per pull**. Price includes up to 2.5 tons.
- 30 yd - \$590.00 **per pull**. Price includes up to 3.5 tons.
- Prices include delivery, disposal, and tax.
- Additional tonnage is \$65.00/ton (MSW), \$45.00/ton (Demo).
- Pre-payments (depending on size) required prior to each service, as well as a signed waiver (we will email/mail).
- Bulky Furniture (mattresses, box springs, couches etc.) will be billed separately at \$45.00/**per item**.
- \$5.00/day rental fee if box sits longer than 10 days without being serviced. If serviced within the first 10 days, the 10 days start over.
- Delivery/service/removal days are Monday, Tuesday, Thursday & Friday.

Public Works Equipment Fee Schedule:

1 Ton with Dump Box	\$90 per Hour	Operator Included in Rate
3 Single Axle Dump Trucks	\$125 per Hour	Operator Included in Rate
CAT Wheel Loader (1.5 yard bucket)	\$165 per Hour	Operator Included in Rate
Skid Steer	\$125 per Hour	Operator Included in Rate
Trailer Mount Jet Sewer Cleaning - 300 Gal. Tank	\$165 per Hour	Operator Included in Rate
Snow Plow: Truck Mounted	\$120 per Hour	Operator Included in Rate
Street Sweeper	\$165 per Hour	Operator Included in Rate
Labor Charges - Water/Sewer Personnel, Regular	\$40 per Hour	
Labor Charges - Water/Sewer Personnel, Overtime	\$80 per Hour	
15 KW Portable Generator	\$50 per Hour	Operator Not Included in Rate

8000 Watt Generator (gas)	\$10 per Hour	Operator Not Included in Rate
Trash Pump	\$10 per Hour	Operator Not Included in Rate
Hydraulic Pump	\$10 per Hour	Operator Not Included in Rate
Hourly Rate for City Employees	\$40 per Hour/Person	

Passed and adopted this 25th day of October, 2021, by the City Council of Renville, Minnesota.

This resolution was offered by: Adam Zaske
 This resolution was seconded by: Alma Gasca
 Voting in favor: Dave Grund, Pete Peterson, & David Van Hove, Jr.
 Voting against: none

Attest: _____
 Janette Wertish, Mayor

 Shane Wohlman, City Administrator/Clerk

**CITY OF RENVILLE
 RESOLUTION 33-21
 RESOLUTION EXPRESSING ACCEPTANCE OF, APPRECIATION FOR, AND DESIGNATION OF DONATIONS
 RECEIVED**

BE IT THEREFORE RESOLVED, that the following has made a donation(s):

- Casey’s General Store: Used Bunn Coffee Maker and Warmers

WHEREAS, this donation is specifically requested to be designated to go to the City of Renville; and

WHEREAS, the City Council is appreciative of these donations and commends and thanks these individuals for their support, generosity and consideration; and

THEREFORE, BE IT RESOLVED, the City Council of the City of Renville, Minnesota accepts and acknowledges with gratitude these donations; and designates the donations to be appropriated as requested.

Passed and adopted this 25th day of October, 2021, by the City Council of Renville, Minnesota.

This resolution was offered by: Dave Grund
 This resolution was seconded by: David Van Hove, Jr.
 Voting in favor: Alma Gasca, Pete Peterson, & Adam Zaske
 Voting against: none

Attest:

Janette Wertish, Mayor

Shane Wohlman, City Administrator/Clerk

**CITY OF RENVILLE
RESOLUTION 34-21
RETAIL SEWER RATE INCREASE
FOR THE CITY OF RENVILLE, MINNESOTA**

BE IT THEREFORE RESOLVED, that the City Council of the City of Renville, County of Renville, State of Minnesota, does hereby authorize and approve the following sewer rates for the customers of Renville, effective January 15, 2022.

Retail Sewer Rate for Customers:

1. Customer Fixed Charge (up to 1,000 gallons)	\$20.73
1,001 gallons and above (per 1,000 gallons)	\$5.96

Passed and adopted on this 25th day of October, 2021, by the City Council of Renville, Minnesota.

This resolution was offered by: Adam Zaske

This resolution was seconded by: David Van Hove, Jr.

Voting in favor: Alma Gasca, Dave Grund, & Pete Peterson

Voting against: none

Attest:

Janette Wertish, Mayor

Shane Wohlman, City Administrator/Clerk

9. Mayor’s Report

The Mayor reminded everyone about the Fall Festival on Saturday, October 30. The Park Mom’s will be holding a Bake Sale at the Fall Festival. There will also be a Trunk or Treat event on October 31.

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

10. Adjourn

A motion was made by Adam Zaske and seconded by David Van Hove, Jr. to adjourn the meeting. Ayes: Gasca, Grund, & Peterson. Meeting was adjourned at 6:50 p.m.

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

THE GOVERNING BODY OF THE CITY
OF RENVILLE, MINNESOTA

BY _____
Janette Wertish, Mayor

ATTEST:

BY _____
Shane Wohlman, City Administrator/Clerk