

**Approved Minutes  
City Council Regular Session  
October 28, 2019  
Monday 7:00 p.m.**

The regular session of the City Council, City of Renville, Minnesota was called to order on October 28, 2019 at 7:00 p.m. by Mayor Wertish.

City Council Members present were Adam Zaske, Laura Rosen, Jeff Pike, Alma Gasca and Dave Grund. Also present were Mayor Janette Wertish and City Administrator/Clerk Shane Wohlman. Present in the audience was Scott Tedrick from the Register & Taylor Williamson from West Central Sanitation.

**1. Pledge of Allegiance**

**2. Oath of Office**

City Administrator/Clerk Shane Wohlman swore in Alma Gasca as the newest member of the City Council.

**3. Approval of Agenda**

A motion was made by Laura Rosen and seconded by Dave Grund to approve the agenda. Ayes: Gasca, Pike & Zaske.

**4. Public Hearing**

A Public Hearing began at 7:03 pm regarding Tax Assessments. There was nobody in the audience to dispute their assessment.

A motion was made by Adam Zaske and seconded by Laura Rosen to close the Public Hearing at 7:10 pm. Ayes: Gasca, Grund, & Pike.

**5. Approval of Minutes**

A motion was made by Jeff Pike and seconded by Adam Zaske to approve the minutes of the October 14, 2019 Regular Council Meeting. Ayes: Gasca, Grund, & Rosen.

**6. Invoices Payable**

Check #	Name	Amount	Account	Comments	Date
35077	OFFICE OF THE TX ATTN GENERAL	\$296.31	G 101-21780 Assignment	Rem ID 0011520455200641465	10/14/19
35078	AEI	\$100.00	E 101-42100-222 Equipment	PD Carbonite Backup	10/28/19
35078	AEI	\$100.00	E 601-49400-540 Equipment	Water Dept Carbonite Backup	10/28/19
35078	AEI	\$403.00	E 101-41400-201 Office Supplies	City Hall Carbonite Backup	10/28/19
35079	CENTRAL COMMUNITY TRANSIT	\$1,985.00	E 101-49260-723 R.C.Heartland Express	Public Transit Services	10/28/19
35080	DANUBE AUTO WORKS	\$142.00	E 101-42100-202 Investigation	Vehicle tow	10/28/19
35081	FARMWARD COOPERATIVE	\$75.00	E 101-49000-219 General Supplies- Maint.	chemicals - cemetery	10/28/19
35081	FARMWARD COOPERATIVE	\$176.48	E 101-43100-219 General Supplies- Maint.	chemicals - street dept	10/28/19
35081	FARMWARD COOPERATIVE	\$200.00	E 602-49450-219 General Supplies- Maint.	chemicals - wwtp	10/28/19
35081	FARMWARD COOPERATIVE	\$500.00	E 101-45200-219 General Supplies- Maint.	chemicals - parks	10/28/19

35082	LEAGUE OF MINNESOTA CITIES	\$177.25	E 101-41400-201 Office Supplies	Acrobat Pro - 3 Subscriptions	10/28/19
35083	MN STATE FIRE DEPT ASSOC.	\$7.00	E 101-42200-433 Dues and Licensing	Firefighter Subscription	10/28/19
35084	MVTL LABORATORIES, INC.	\$526.50	E 602-49450-229 Contractual Service	Sewer Testing	10/28/19
35084	MVTL LABORATORIES, INC.	\$211.00	E 602-49450-229 Contractual Service	Sewer Testing	10/28/19
35085	PIONEERLAND LIBRARY SYSTEM	\$8,750.00	E 101-45500-229 Contractual Service	Library Services	10/28/19
35086	RENVILLE-SIBLEY COOPERATIVE	\$2,178.52	E 601-49400-381 Utilities	Water Electric	10/28/19
35087	UNITED STATES POSTAL SERVICE	\$52.50	E 601-49400-201 Office Supplies	Utility Postage	10/28/19
35087	UNITED STATES POSTAL SERVICE	\$52.50	E 602-49450-201 Office Supplies	Utility Postage	10/28/19
35088	US BANK	\$25,000.00	E 312-48000-601 Debt Srv Bond Principal	EDA Bond 2003 - Principal	10/28/19
35088	US BANK	\$625.00	E 312-48000-611 Debt Srv Bond Principal	EDA Bond 2003 - Interest	10/28/19
35089	USABLE LIFE	\$10.90	E 602-49450-131 Employee Insurance	Life Ins.	10/28/19
35089	USABLE LIFE	\$10.90	E 601-49400-131 Employee Insurance	Life Ins.	10/28/19
35089	USABLE LIFE	\$10.90	E 101-43100-131 Employee Insurance	Life Ins.	10/28/19
35089	USABLE LIFE	\$30.96	E 101-42100-131 Employee Insurance	Life Ins.	10/28/19
35089	USABLE LIFE	\$10.90	E 101-41300-131 Employee Insurance	Life Ins.	10/28/19
35089	USABLE LIFE	\$9.40	E 101-41400-131 Employee Insurance	Life Ins.	10/28/19
35090	VERIZON WIRELESS	\$51.52	E 101-42100-321 Telephone	Police Dept. Telephone	10/28/19
35090	VERIZON WIRELESS	\$47.52	E 101-43100-321 Telephone	Street Dept. Telephone	10/28/19
35091	WINSTED SOLAR, LLC	\$21.40	E 101-45200-380 Utilities	Park Electric	10/28/19
35091	WINSTED SOLAR, LLC	\$440.99	E 601-49400-381 Utilities	Water Electric	10/28/19
35091	WINSTED SOLAR, LLC	\$1,173.54	E 602-49450-387 Utilities	Sewer Electric	10/28/19
35091	WINSTED SOLAR, LLC	\$31.58	E 101-41400-380 Utilities	City Hall Electric	10/28/19
35091	WINSTED SOLAR, LLC	\$28.42	E 101-45500-380 Utilities	Library Electric	10/28/19
35091	WINSTED SOLAR, LLC	\$45.27	E 101-45400-380 Utilities	Community Center Electric	10/28/19
35091	WINSTED SOLAR, LLC	\$96.24	E 101-42200-380 Utilities	Fire Dept Electric	10/28/19
35091	WINSTED SOLAR, LLC	\$128.65	E 101-43100-380 Utilities	Street Electric	10/28/19
35092	XCEL ENERGY	\$1,917.77	E 101-43100-380 Utilities	Street Electric	10/28/19
35093	ZEITZ CONCRETE, LLC	\$3,500.00	E 400-49100-245 Sidewalk Improvement	Repair sidewalk	10/28/19
997224 e	MINNESOTA REVENUE	\$586.87	G 101-21720 State Withholding	State Withholding Tax	10/14/19
997225 e	UNITED STATES TREASURY	\$1,126.87	G 101-21710 Federal Withholding Tax	FWH	10/14/19
997225 e	UNITED STATES TREASURY	\$1,726.40	G 101-21730 FICA Tax Withholding	FICA/Medicare	10/14/19
997226 e	PUBLIC EMPLOYEES RETIREMENT	\$3,273.87	G 101-21740 PERA	PERA	10/14/19
997227 e	ICMA	\$50.00	G 101-21750 ICMA Payable	Sunvold, Nathan #302283	10/14/19
997228 e	LIGHTBEAM INTERNET	\$40.00	E 101-42100-321 Telephone	PD Internet	10/21/19
997228 e	LIGHTBEAM INTERNET	\$40.00	E 101-43100-321 Telephone	Street Dept Internet	10/21/19
997228 e	LIGHTBEAM INTERNET	\$40.00	E 101-49260-722 Internet Fees & Updates	City Hall Internet	10/21/19
997228 e	LIGHTBEAM INTERNET	\$40.00	E 101-42200-321 Telephone	FD Internet	10/21/19
997228 e	LIGHTBEAM INTERNET	\$40.00	E 602-49450-321 Telephone	Sewer Internet	10/21/19
<b>TOTAL</b>		<b>\$56,088.93</b>			

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

## **7. Public Comment**

## **8. Committee/Staff Reports**

### **a. EDA Committee**

#### **EDA Meeting Minutes**

Present: Janette Wertish, Laura Rosen, Cari Rice, Shane Wohlman, Rich Dreckman with RSD Development

Absent: Brandon Wulf, Adam Zaske, Michelle Mortensen, Jeremy Hinderks, Julie Rath

Next meeting: Wednesday, November 20, 2019 5:00 pm at City Hall

#### **1. RSD Development – Rich Dreckman**

Rich presented his proposal for the Renville Estates LOTS 9&10 and 1 and 8. He'd like the city to hold these lots for him for 1 year while he markets them for his RSD properties. He wants a buyer commitment prior to building. His buyer can pick out the specs for the home/twin homes. The buildings are panel homes; energy efficient, allergen free, solid built homes. He would use local contractors with his builds. Rich will put together an agreement regarding the holding of these lots for council approval.

#### **2. CIA Minutes**

We all agree the unapproved minutes of the 9-16-19 CIA meeting look fine.

#### **3. Main Street Properties/Grant Update**

Shane mentioned the asbestos removal will start soon. DEED press release was October 8 for the grant.

#### **4. Pioneerland Library Survey**

Looked over results of the survey. Only 66 returned. Shane asked for feedback from the committee on what should be asked at the Pioneerland/City meeting, which is in the process of being planned. No date has been set yet.

#### **5. Julie Update**

Nothing to report this month.

#### **6. Shane Update**

Housing Study through County has been sent out for RFP's (Request for Proposal).

Shane has had many calls on the items in the McClurg house. Apparently, there is some interest from the public in purchasing some of the items from the house (storm windows, black porch railing, wood columns, etc.). EDA is OK with this process. Shane will work with Fitzner Auctions to set something up.

#### **7. Anything else the committee would like to discuss**

The committee is fine with taking the \$100 membership for Yellowstone Trail out of their budget.

Submitted by Cari Rice, Vice Chair

A motion was made by Adam Zaske and seconded by Jeff Pike to approve the EDA Committee Report. Ayes: Gasca, Grund, & Rosen.

**b. Public Building Task Force**

**Public Building Task Force Minutes**

**October 23, 2019 5:00 p.m.**

Present: Adam Zaske, Jeanette Wertish, Aaron Slagter, Nate Sunvold, Wanda Knapper, Gary Wulf and Shane Wohlman

Absent: Dave Grund, Sharon Maurice, Aaron Haen and Dennis Ulrich

Jim Bach, from Marcus Construction, was present and updated the committee on a few preliminary options for the Renville Projects. Jim started by mentioning that on October 14<sup>th</sup> an estimator from Marcus along with Shane and himself toured the Fire Department, Public Works Building and Community Center. With this information a couple different options were presented for the Police Department. The first option is to remodel the current space within the Community Center and incorporate the PD into the same building. This would require rearranging and downsizing of some current areas for space management. Financially, this would be the most cost-effective solution in creating a space for the PD in a building that the city currently owns. This could be accomplished without building any external walls or moving any major interior utilities which is where much of the expense comes into play. This would also meet the requested space needs for the PD. The second option of building a new police station would not be feasible to the current budget that has been allotted for the project list. Remodeling would be approximately 2/3 less than the cost of a new building.

Jim is still gathering information for the fire department as he explained there are serious issues that need to be addressed which include: moving big trucks through small doors and lots of miscellaneous items to work around. Whatever the improvements entail must include proper flow and safety for the firefighters.

The Public Works building is somewhat of an easier project and Jim recommends that these upgrades could be handled through the budget process, which allows the focus to remain on the PD and FD.

The next steps would be as follows:

-Jim will prepare a proposal as the Construction Manager for the project and present this to the council.

-Committee reviews, recommends design firm to enter into contract with.

-Design Team of architect, Marcus and Committee work to create Community Center project and Fire Hall addition drawings with a target budget of 1.2 million dollars.

A motion was made by Laura Rosen and seconded by Jeff Pike to approve the Public Building Task Force Report. Ayes: Gasca, Grund, & Zaske.

**c. HR Committee**

**HR Committee Minutes**  
**10/23/2019 7:15 pm**

Present: Janette Wertish, Laura Rosen, Dave Grund, Shane Wohlman

\* The committee reviewed the final changes and updates to the personnel policy manual. The council will receive a copy to approve at the November 12<sup>th</sup> meeting after a few minor wording issues are corrected.

\* Next meeting- As needed.

A motion was made by Jeff Pike and seconded by Dave Grund to approve the HR Committee Report. Ayes: Gasca, Rosen, & Zaske.

**d. Public Safety Committee**

**City of Renville Public Safety Committee**

Meeting: 10/24/19 5:30 p.m.

Present: Janette Wertish, Aaron Slagter, Nate Sunvold, Gary Wulf, Anna Knapper and Shane Wohlman

Absent: Laura Rosen, Nelida Marcus, Pam Kjersten, Aaron Haen and Dennis Ulrich

**Leah Schueller from SHIP**

- As part of the SHIP grant that was given to Renville for the RRFB/Crosswalk, the Statewide Health Improvement Partnership (SHIP) would like to see the city engage in a plan for a designated route to school. Leah brought a couple of examples along including an Active Living Plan and Safe Routes to School Plan. Once a plan is established, it would be easier for the city to secure future funding for sidewalk projects, etc. It would be important to involve the school in either plan.

**Public Works Update**

- Had 7 blocks of trees trimmed along 2<sup>nd</sup> street truck route.
- Cut down 15 trees over summer.
- Sprayed for mosquitos 13 times this summer for a total cost of about \$9,000.
- Soft spots on roads should be fixed soon.
- Repaired 4 fire hydrants.

**RFD Update**

- See call handout.

**RPD Update**

- Have had 7 arrests in the last 3 weeks.
- See call handout.

**Ambulance Update**

- None

## **National Night Out**

- Reviewed 2019 National Night Out. See handout.

## **Next meeting- TBD after new committees formed.**

Adjourned: 6:40 pm

A motion was made by Dave Grund and seconded by Adam Zaske to approve the Public Safety Committee Report.

Ayes: Gasca, Pike, & Rosen.

## **e. Cemetery Board**

### **Fairview Cemetery Board Meeting Minutes**

**October 24, 2019**

**City Hall**

Members present: Jeanette Wertish, Shane Wohlman, Dave Grund, Jeff Pike, Matt Roxberg, and Sam Smith

With this being the first meeting, there were a lot of questions and answers about how cemeteries are run and maintained. We addressed the issue on the trimming of the trees at the cemetery. Sam expressed he would like them trimmed higher to accommodate his equipment and that of the vault company.

The current burial policy of the cemetery was discussed, it is many years old, Dave and Sam agreed to update the policy and bring the updated version to the next meeting for approval. This would include adding a section on who would be allowed to dig graves in the cemetery and possibly adding a vault requirement for cremated remains.

Discussed green burials and what that includes, possibly setting aside an area to accommodate those.

Next meeting to be determined.

A motion was made by Jeff Pike and seconded by Laura Rosen to approve the Cemetery Board Report. Ayes: Gasca, Grund, & Zaske.

## **f. City Administrator**

### **City Administrator Report**

**10-24-2019**

\* We had our first meeting with the FEMA case worker (Matt Squires) on October 16<sup>th</sup>. He was pleased with the progress and detail of our paperwork. A follow-up meeting will take place after he finishes entering his reports into FEMA's system.

\* Duininck's was in town today and they have started working on the pavement patches for the soft spots and water line repairs.

\* Tobacco License renewals have been sent out to the 4 businesses.

\* On October 23<sup>rd</sup>, I attended the Asset Management Training presented by MN Rural Water in Hutchinson. This 4-hour course covered Pilot Project Overview, Asset Management 101, Getting Started on Your Plan, Templates and Lessons Learned. The templates are all in Excel form for ease of use and automatically generate the costs when data is keyed in. Asset Management would help the City with budget talks by providing solid facts, save staff time, boost efficiency and ultimately keep customers happy.

\* After the Asset meeting, I met with Justin Black and Jon Rodeberg from SEH to get an update on the Phase II Environmental for the old gas station. They were able to secure the reports from MPCA on October 22<sup>nd</sup> and are just beginning to review them now. They will provide an update to the council once more information becomes available.

\* Properties Update:

Gas Station- Concrete pad has been removed. Garbage removed from building. County has inspected. Ready for demolition.

House- Asbestos and garbage removed. County has inspected. Ready for demolition.

Refuge- Asbestos and garbage removed. County has inspected. Ready for demolition.

This will most likely be the order for demolition also.

\*\*\*Upcoming Meetings:

11/6 R5C Mtg 3:15

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

## 9. Discussion Items

## 10. Action Items

A motion was made by Adam Zaske and seconded by Laura Rosen to approve the Real Estate Agreement with RSD Properties with addition of covenants. Ayes: Gasca, Grund, & Zaske.

**CITY OF RENVILLE  
RESOLUTION 26-19  
RESOLUTION APPROVING THE COMMITTEES FOR  
THE CITY OF RENVILLE, MINNESOTA**

BE IT THEREFORE RESOLVED by the City Council of City of Renville, County of Renville, State of Minnesota, that the following person shall be appointed to those committees and boards as specified for 2019 replacing the vacancy left by Brent Dahl.

**Public Works:**

Alma Gasca \*

**Public Safety:**

Alma Gasca \*

\*Council Member

Passed and adopted on this 28<sup>th</sup> day of October 2019, by the City Council of Renville, Minnesota.

This resolution was offered by: Adam Zaske

This resolution was seconded by: Dave Grund

Voting in favor: Alma Gasca, Jeff Pike, & Laura Rosen

Voting against: none

Attest:

\_\_\_\_\_  
Janette Wertish, Mayor

\_\_\_\_\_  
Shane Wohlman, City Administrator/Clerk

**CITY OF RENVILLE  
RESOLUTION 27-19**

**RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF RENVILLE AUTHORIZING PURCHASE OF  
REAL ESTATE**

A meeting of the City Council for the City of Renville was duly called and held on October 28, 2019, at 7:00 o'clock p.m., at the office of the City Council.

A quorum was present. It was decided by at least a 4/5 vote to purchase real estate located in Renville County, Minnesota, described as follows:

See Exhibit A attached hereto and incorporated herein by reference;

Therefore, BE IT RESOLVED, that the City of Renville shall purchase the real estate so identified from Allan H. Strunc, a single person, for the price of \$45,000.00. The Mayor and the City Administrator of the City of Renville are hereby authorized to execute the documents necessary to carry out such purchase.

Dated: October 28, 2019

**CITY OF RENVILLE**

\_\_\_\_\_  
By: Janette Wertish  
Its: Mayor

Attest:

\_\_\_\_\_  
By: Shane Wohlman  
Its: City Administrator

State of Minnesota, County of Renville

This instrument was acknowledged before me on \_\_\_\_\_, 2019, by Janette Wertish, to me personally known, who, being by me duly sworn, did say that she is the Mayor of the City named in the foregoing instrument, that she signed on behalf of said City by authority of its Council, and acknowledged said instrument to be the free act and deed of said City.



Notary Public \_\_\_\_\_  
Title (and Rank): \_\_\_\_\_  
My commission expires: \_\_\_\_\_

State of Minnesota, County of Renville

This instrument was acknowledged before me on \_\_\_\_\_, 2019, by Shane Wohlman, to me personally known, who, being by me duly sworn, did say that he is the City Administrator of the City named in the foregoing instrument, that he signed on behalf of said City by authority of its Council, and acknowledged said instrument to be the free act and deed of said City.

Notary Public \_\_\_\_\_  
Title (and Rank): \_\_\_\_\_  
My commission expires: \_\_\_\_\_

**EXHIBIT A**

Lots 5 and 8 of Block 18 of the Original Plat of the Village of Renville;

AND

Lots 1 and 4 of Block 18 of the Original Plat of the Village of Renville;

AND

Lot A of Rearrangement of Lots 2-3 and 6 in Block 18 of the Village of Renville;

Renville County, Minnesota.

A motion was made by Adam Zaske and seconded by Jeff Pike to approve Resolution 27-19 Authorizing the Purchase of Real Estate. Ayes: Gasca, Grund and Rosen

**11. Mayor's Report**

The Mayor mentioned that she hopes the rain stops soon. She also thanked the Public Works Guys for all the clean-up they are doing.

A motion was made by Adam Zaske and seconded by Laura Rosen to approve the Mayor's report. Ayes: Gasca, Grund, & Pike

**12. Adjourn**

A motion was made by Adam Zaske and seconded by Jeff Pike to adjourn the meeting. Ayes: Gasca, Grund, & Rosen. Meeting was adjourned at 7:55 p.m.

Dated at Renville, Minnesota this 28<sup>th</sup> day of October, 2019.

THE GOVERNING BODY OF THE CITY  
OF RENVILLE, MINNESOTA

BY \_\_\_\_\_  
Janette Wertish, Mayor

ATTEST:

BY \_\_\_\_\_  
Shane Wohlman, City Administrator/Clerk