

**Approved Minutes  
City Council Special Meeting  
Monday, October 30, 2023  
6:00 p.m.**

A special session of the City Council, City of Renville, Minnesota was called to order on October 30<sup>th</sup>, 2023 at 6:00 p.m. by Mayor Wertish.

City Council Members present were: Pete Peterson, Dave Grund, Alma Gasca, Adam Zaske and David Van Hove Jr. Also present were Mayor Janette Wertish and City Administrator/Clerk Shane Wohlman. Taylor Williamson with West Central Sanitation & Brandon Sullivan were also in attendance. Attending remotely was Scott Tedrick of the Renville County Register.

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Approval of Agenda**

A motion was made by David Van Hove Jr. and seconded by Pete Peterson to approve the agenda as presented. Ayes: Gasca, Grund, and Zaske.

**4. Public Hearings**

a. Sullivan Variance.

The City Council discussed a Variance Application submitted by Brandon Sullivan. He's proposing to construct a storage building and requires a variance due to the height of the building.

A motion was made by Adam Zaske and seconded by Dave Grund to adjourn this Public Hearing at 6:09 pm. Ayes: Gasca, Peterson, and Van Hove, Jr.

b. Tax Assessments.

The City Council held a Public Hearing for any person who wanted to discuss an outstanding utility, refuse, or city charge that is due to be assessed to their property taxes. Taylor Williamson was in attendance as a representative for West Central Sanitation, our refuse contractor.

A motion was made by Adam Zaske and seconded by Dave Grund to adjourn this Public Hearing at 6:13 pm. Ayes: Gasca, Peterson, and Van Hove, Jr.

**5. Approval of Minutes**

A motion was made by Adam Zaske and seconded by David Van Hove Jr. to approve the minutes from the October 9<sup>th</sup>, 2023 Regular Council meeting. Ayes: Gasca, Grund, and Peterson.

**6. Invoices Payable**

a.

Check#	Name	Amount	Account	Comments	Date
501622	AEI	\$890.00	E 101-41400-201 Office Supplies	Carbonite Safe Power	10/12/2023
501623	ALEX AIR APPARATUS, INC.	\$150.00	E 101-42200-229 Contractual Service	Repair leaking smoke injector	10/12/2023
501624	AMERICAN WELDING & GAS INC	\$328.84	E 101-45400-229 Contractual Service	Community Center Fire Ext Maint	10/12/2023
501624	AMERICAN WELDING & GAS INC	\$67.73	E 101-42100-229 Contractual Service	POLICE DEPT FIRE EXT. MAINT	10/12/2023
501625	ANDERSON LARSON HANSON & SAUND	\$1,573.50	E 101-41610-101 Wages and Salaries	Attorney Fees-PD	10/12/2023
501625	ANDERSON LARSON HANSON & SAUND	\$854.00	E 101-41610-101 Wages and Salaries	Attorney Fees-Admin	10/12/2023

501626	BADGER METER, INC.	\$20.33	E 602-49450-229 Contractual Service	Beacon Serv Hosting	10/12/2023
501626	BADGER METER, INC.	\$20.34	E 601-49400-229 Contractual Service	Beacon Serv Hosting	10/12/2023
501627	BANYON DATA SYSTEMS, INC	\$970.00	E 601-49400-201 Office Supplies	Banyon Data Systems Support	10/12/2023
501627	BANYON DATA SYSTEMS, INC	\$129.00	E 101-41400-229 Contractual Service	Banyon Data Systems Support	10/12/2023
501627	BANYON DATA SYSTEMS, INC	\$970.00	E 101-41100-101 Wages and Salaries	Banyon Data Systems Support	10/12/2023
501627	BANYON DATA SYSTEMS, INC	\$970.00	E 602-49450-201 Office Supplies	Banyon Data Systems Support	10/12/2023
501628	BHE RENEWABLES	\$1,844.75	E 601-49400-381 Utilities	Water	10/12/2023
501628	BHE RENEWABLES	\$12,881.31	E 602-49450-387 Utilities-Wastewater Plan	Wastewater	10/12/2023
501628	BHE RENEWABLES	\$584.43	E 101-45400-380 Utility Services (GENERAL)	Community Center	10/12/2023
501628	BHE RENEWABLES	\$285.72	E 101-45500-380 Utility Services (GENERAL)	Library	10/12/2023
501628	BHE RENEWABLES	\$285.72	E 101-42100-380 Utility Services (GENERAL)	Police Department	10/12/2023
501628	BHE RENEWABLES	\$142.86	E 101-41400-380 Utility Services (GENERAL)	City Hall	10/12/2023
501629	DAKOTA SUPPLY GROUP, INC	\$2,728.65	E 601-49400-221 Repair/Maint. Equipment	3 Inch Hydrant Meter	10/12/2023
501630	FARMERS CO-OP OIL CO	\$918.63	E 101-42100-212 Gas and Oil	Police Dept. Gas	10/12/2023
501630	FARMERS CO-OP OIL CO	\$62.86	E 101-49000-221 Repair/Maint. Equipment	Mower Tires	10/12/2023
501630	FARMERS CO-OP OIL CO	\$925.50	E 101-45200-221 Repair/Maint. Equipment	Mower Tires	10/12/2023
501630	FARMERS CO-OP OIL CO	\$1,180.16	E 101-42100-221 Repair/Maint. Equipment	2018 Tahoe Tires, Oil Change, Sensor	10/12/2023
501630	FARMERS CO-OP OIL CO	\$362.68	E 101-45200-212 Gas and Oil	Parks Dept. Gas	10/12/2023
501631	FARMWARD COOPERATIVE	\$587.09	E 101-45200-219 General Supplies-Maint.	Trimec, Stinger, Amine	10/12/2023
501631	FARMWARD COOPERATIVE	\$153.57	E 101-49000-219 General Supplies-Maint.	Trimec, Stinger, Amine	10/12/2023
501631	FARMWARD COOPERATIVE	\$476.42	E 101-43100-219 General Supplies-Maint.	Trimec, Stinger, Amine	10/12/2023
501632	GOPHER STATE ONE-CALL, INC	\$12.82	E 601-49400-229 Contractual Service	Water Contractual	10/12/2023
501632	GOPHER STATE ONE-CALL, INC	\$12.83	E 602-49450-229 Contractual Service	Sewer Contractual	10/12/2023
501633	GREAT PLAINS NATURAL GAS	\$18.39	E 101-42100-380 Utility Services (GENERAL)	Police Dept. Gas	10/12/2023
501633	GREAT PLAINS NATURAL GAS	\$23.00	E 101-45200-380 Utility Services (GENERAL)	Park Gas Service	10/12/2023
501633	GREAT PLAINS NATURAL GAS	\$66.18	E 602-49450-387 Utilities-Wastewater Plan	Sewer Gas Service	10/12/2023
501633	GREAT PLAINS NATURAL GAS	\$26.68	E 101-42200-380 Utility Services (GENERAL)	Fire Dept. Gas	10/12/2023
501633	GREAT PLAINS NATURAL GAS	\$37.62	E 101-45400-380 Utility Services (GENERAL)	Community Center	10/12/2023
501633	GREAT PLAINS NATURAL GAS	\$18.39	E 101-45500-380 Utility Services (GENERAL)	Library Gas Service	10/12/2023
501633	GREAT PLAINS NATURAL GAS	\$9.20	E 101-41400-380 Utility Services (GENERAL)	Clerk Gas Service	10/12/2023
501633	GREAT PLAINS NATURAL GAS	\$23.00	E 101-43100-380 Utility Services (GENERAL)	Street Gas Service	10/12/2023
501633	GREAT PLAINS NATURAL GAS	\$96.43	E 601-49400-381 Utilities	Water Gas Service	10/12/2023
501634	GRIZZLY SUPPLY	\$32.97	E 101-43100-219 General Supplies-Maint.	Grass Seed	10/12/2023
501635	KIBBLE EQUIPMENT, INC.	\$59.44	E 101-49000-221 Repair/Maint. Equipment	Wheel	10/12/2023
501636	LOFFLER	\$183.13	E 101-41400-229 Contractual Service	Copier Service Contract	10/12/2023
501637	MENARDS	\$84.22	E 101-45400-219 General Supplies-Maint.	Downspout, Drill Kit, Cleaners, etc.	10/12/2023
501638	METERING & TECHNOLOGY SOLUTION	\$1,014.01	E 601-49400-264 Water Meters	Meter Parts - R&R Billed	10/12/2023
501639	MINNESOTA DEPT. OF HEALTH	\$23.00	E 602-49450-436 Licenses & Permits	Wastewater Cert. renewal - M Roxberg	10/12/2023
501640	MVTL LABORATORIES, INC.	\$234.85	E 602-49450-229 Contractual Service	Sewer Testing	10/12/2023
501642	RENCO PUBLISHING, INC.	\$282.15	E 101-41100-351 Legal Notices Publishing	Publishing-TIF Annual & GPNG Ordinance	10/12/2023
501643	SCHROEDER, GARRET	\$130.00	E 101-43100-229 Contractual Service	Street Dept. Maintenance	10/12/2023
501644	STAR GROUP, LLC	\$299.00	E 101-43100-219 General Supplies-Maint.	20V Grease Gun	10/12/2023
501644	STAR GROUP, LLC	\$26.71	E 101-43100-221 Repair/Maint. Equipment	Misc supplies	10/12/2023
501645	VERIZON WIRELESS	\$70.02	E 101-42100-321 Telephone	Police Dept. Telephone	10/12/2023
501646	WEST CENTRAL SANITATION	\$17.55	E 101-43100-229 Contractual Service	Street Refuse	10/12/2023
501646	WEST CENTRAL SANITATION	\$35.92	E 602-49450-229 Contractual Service	WWT Refuse	10/12/2023

501647	XCEL ENERGY	\$41.37	E 101-42200-380 Utility Services (GENERAL)	Fire Dept. Electric	10/12/2023
501647	XCEL ENERGY	\$2,523.70	E 101-43100-380 Utility Services (GENERAL)	Street Electric	10/12/2023
501647	XCEL ENERGY	\$58.29	E 101-45200-380 Utility Services (GENERAL)	Park Electric	10/12/2023
501648	AG WATER MANAGEMENT	\$2,033.75	E 602-49450-229 Contractual Service	2 Men Televising Video Pipe Camera	10/18/2023
501649	CENTRAL SQUARE	\$198.48	E 101-42100-433 Dues and Licensing	PD Software Annual Maintenance	10/18/2023
501650	CORE & MAIN, LP	\$506.37	E 601-49400-219 General Supplies-Maint.	2 Curb Boxes, 3 CB Rods	10/18/2023
501651	GRIZZLY SUPPLY	\$25.66	E 601-49400-219 General Supplies-Maint.	Batteries, Receptacles, Volt Detector	10/18/2023
501652	LEAGUE OF MINNESOTA CITIES	\$30.00	E 101-41300-331 Travel/Seminar Course	2023 Fall Forums	10/18/2023
501653	MAXS GRILL AND SHEEP SHEDDE INN	\$76.51	E 101-42100-202 Investigation	Lodging for Investigation	10/18/2023
501654	MENARDS	\$38.21	E 101-42100-219 General Supplies-Maint.	Cleaning Supplies	10/18/2023
501654	MENARDS	\$40.53	E 601-49400-219 General Supplies-Maint.	Paint & Shoe Covers	10/18/2023
501655	MN BUREAU OF CRIMINAL APPREHEN	\$600.00	E 101-42100-433 Dues and Licensing	CJDN Access Fee (BCA)	10/18/2023
501656	MN DEPT OF LABOR AND INDUSTRY	\$70.00	E 601-49400-436 Licenses & Permits	2 Pressure Vessels	10/18/2023
501656	MN DEPT OF LABOR AND INDUSTRY	\$35.00	E 601-49400-436 Licenses & Permits	Pressure Vessel	10/18/2023
501657	MVTL LABORATORIES, INC.	\$242.00	E 602-49450-229 Contractual Service	Sewer Testing	10/18/2023
501657	MVTL LABORATORIES, INC.	\$436.70	E 602-49450-229 Contractual Service	Sewer Testing	10/18/2023
501657	MVTL LABORATORIES, INC.	\$305.80	E 602-49450-229 Contractual Service	Sewer Testing	10/18/2023
501657	MVTL LABORATORIES, INC.	\$39.60	E 602-49450-229 Contractual Service	Sewer Testing	10/18/2023
501658	RENVILLE-SIBLEY COOPERATIVE	\$431.57	E 601-49400-381 Utilities	Water Electric	10/18/2023
501658	RENVILLE-SIBLEY COOPERATIVE	\$48.73	E 601-49400-381 Utilities	Water Electric	10/18/2023
501659	SEHRM	\$9,505.00	E 101-49260-303 Engineering Fees	Stormwater Resiliency Plan	10/18/2023
501660	STREICHER S	\$11.99	E 101-42100-417 Uniforms	Name Tag	10/18/2023
501661	SUMMIT FIRE PROTECTION	\$2,100.00	E 101-45400-401 Repairs/Maint Buildings-Equip	Fire Alarm Control Panel Repair	10/18/2023
501662	XCEL ENERGY	\$11.07	E 101-45200-380 Utility Services (GENERAL)	Park Electric	10/18/2023
998152E	MIDCO	\$59.00	E 101-49260-722 Internet Fees & Updates	City Hall Internet	10/18/2023
998152E	MIDCO	\$69.01	E 101-42200-321 Telephone	Fire Dept	10/18/2023
998152E	MIDCO	\$116.10	E 602-49450-321 Telephone	Sewer Dept	10/18/2023
998152E	MIDCO	\$118.13	E 601-49400-321 Telephone	Water Dept	10/18/2023
998152E	MIDCO	\$38.54	E 101-45400-380 Utility Services (GENERAL)	Fire Alarm	10/18/2023
998152E	MIDCO	\$38.77	E 101-41400-321 Telephone	City Hall Fax	10/18/2023
998152E	MIDCO	\$44.05	E 101-41400-321 Telephone	City Hall Phone	10/18/2023
998152E	MIDCO	\$99.45	E 101-41400-321 Telephone	PD Phone & Internet	10/18/2023
998152E	MIDCO	\$40.63	E 101-45500-321 Telephone	Library Phone	10/18/2023
998153E	SW/WC SERVICE COOPERATIVES	\$1,709.31	G 101-21762 Employer Health Portion	Medical Insurance-Sewer	10/18/2023
998153E	SW/WC SERVICE COOPERATIVES	\$1,521.67	G 101-21762 Employer Health Portion	Medical Insurance-Admin	10/18/2023
998153E	SW/WC SERVICE COOPERATIVES	\$4,169.20	G 101-21762 Employer Health Portion	Medical Insurance-Police	10/18/2023
998153E	SW/WC SERVICE COOPERATIVES	\$1,709.32	G 101-21762 Employer Health Portion	Medical Insurance-Street	10/18/2023
998153E	SW/WC SERVICE COOPERATIVES	\$1,709.31	G 101-21762 Employer Health Portion	Medical Insurance-Water	10/18/2023
		\$64,054.42			

A motion was made by Alma Gasca and seconded by David Van Hove Jr. to approve the payables. Ayes: Grund, Peterson, and Zasko.

## 7. Public Comments

a.

## 8. Committee/Staff Reports

a. EDA

City of Renville EDA Committee

Meeting Minutes

October 18, 2023, 6:30 pm

Present: Janette Wertish, Pam Kjersten, Adam Zaske, Cassie Novotny, Doug Froke, Anna Van Hove, Nate Reuss, and Shane Wohlman

Not Present (with notice): Laurie Varpness

Not Present (without notice): Pete Peterson, Jon Driggs

Guests: Stefanie Ryan, Renville County Communications & Grant Coordinator

Next meeting: Wednesday, January 17, 2024 at 6:00 pm

Stefanie Ryan, representing the Renville County Housing Committee, went through the proposal from the SW MN Housing Partnership (SWMHP) related to single family home development within the County. The goal is to build at least 10 of these modular homes. City's are welcome to participate and can assist by providing incentives by providing lots/land, waive building permits and WAC/SAC fees, tax abatement, and/or down payment assistance. The County would establish a low interest construction loan fund that SWMHP can utilize to build the homes and the fund would then be replenished upon the sale of a home.

An update was provided on the Western Renville County Childcare group. This group has met twice to find solutions to the childcare shortage in the area. Currently SW MN Initiative Foundation has offered an architect to evaluate a part of Meadow's on Main to see if this is practical. U Cap and First Children's Finance are working on a feasibility study.

Shane reviewed the draft Coalition of Greater MN Cities Economic Development policies that are being proposed for the 2024 legislative session. These policies will be voted on at the fall conference on November 16<sup>th</sup> in Willmar.

Nate Reuss with Mid-MN Development Coalition gave an update on some different program financing through MMDC. USDA also has money available for regional food businesses.

Pam Kjersten mentioned that she is trying to organize a Ruby's Pantry for Renville.

Administrator Update:

- Napa's contractor is scheduled to begin construction on Monday the 23<sup>rd</sup>.
- Forsman Farms is moving along with the demolition. The goal is to construct the pullet barn, generator building, and electrical building this year.
- October is Manufacturing Month. On Oct. 19<sup>th</sup>, the Mayor, Jordan, Nate, Sheila, and Shane will visit the 6 manufacturers in Renville and present them with some treats and a certificate.
- The EDA preliminary budget for 2024 is \$8,000. The group is fine leaving it at this amount.
- The new business plaques have been assembled. It was decided to start from the beginning of 2023 and include all moving forward.

Submitted by Shane Wohlman

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

b. HR 10/23/23

HR Minutes  
October 23, 2023  
5:00 p.m.  
City Council Chambers

Present: City Admin. Shane Wohlman, Mayor Janette Wertish, Council Members Alma Gasca and Dave Grund

We reviewed the Health and Dental Insurance options. We recommend to the council to accept the new BC/BS Option, with a \$1,600 premium cap and without the Dental Insurance Option. In Lieu of the dental insurance plan, we recommend that the city contribute \$1,000 per year to each employee's HSA account. This will be an overall cost savings to the city.

Personnel Policy Manuel Change: We recommend to the council that the current Full-time Employment Definition be changed from 38 hours or more per week to 35 hours or more per week.

Respectfully,  
Dave Grund

A motion was made by Pete Peterson and seconded by Adam Zaske to approve the HR Report from October 23, 2023. Ayes: Gasca, Grund, and Van Hove Jr.

c. HR 10/30/23

A verbal HR Report was given by Dave Grund. The HR Committee met on October 30, 2023, at 2:00 pm to discuss a personnel issue.

A motion was made by Adam Zaske and seconded by Pete Peterson to approve the HR Report from October 30, 2023. Ayes: Gasca, Grund, & Van Hove, Jr.

c. City Administrator

City Administrator Report  
October 30, 2023

\* The LMC Regional meeting was held on October 11<sup>th</sup>. The Mayor and Councilor President Dave Grund were able to attend. Executive Director Luke Fischer sent a letter showing appreciation to Renville for hosting the event, and the great hospitality.

\* On October 17<sup>th</sup>, two Community Service Awards were presented to Dan Johnson and Matt Roxberg. Both Public Works employees went above and beyond their normal duties to assist a fellow citizen in need.

\* October is recognized as Manufacturing Month. On October 19<sup>th</sup> the Mayor and I teamed up with the County EDA and MMDC to visit the manufacturers in Renville and deliver some treats, a proclamation, and certificates.

\* The Stormwater Resilience Action Plan is continuing progress. The SEH team has used the information gathered from the community outreach and engagement map to develop a stormwater model. The city will

be meeting with SEH on October 31<sup>st</sup> to review the preliminary model results. Below are the remaining tasks and schedule for completion.

#### Future Tasks and Schedule

- A. Task 4: Identify & Evaluate Projects that Increase Stormwater Resilience - Winter 2023/2024
- B. Task 5: Proposed Stormwater Management System Resiliency & Vulnerability Evaluation – Spring 2024
- C. Task 6: Development of Renville Stormwater Resilience Action Plan – Spring 2024
- D. Task 7: Final Report and Project Deliverables - By June 2024

\* The new extractor and dryer have arrived for the fire department gear. They will get these installed when harvest slows down.

\* The Police Department has received their new tasers. They are working to incorporate them into the current camera system.

\* The LMC held their Fall Forums the week of October 23<sup>rd</sup>. Each day covered a different topic including: Working to bring Americans together (Braver Angels Organization), Tax Increment Financing, A look inside the Cannabis Industry (RISE Dispensary), Artificial Intelligence and Cities (ChatGPT), and Statewide Employment and Recruitment Forecast.

\* The CGMC policy committees have wrapped up their work. Included in the packet are the draft copies for the 5 committees that I sat on. These will be voted on at the Fall Conference in November.

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

### **9. Discussion Items**

a.

### **10. Action Items**

a. A motion was made by Adam Zaske and seconded by Pete Peterson to approve the sale of land to Brandon Sullivan. This sale will include the following conditions: Buyer will pay \$3,000 for the lot, sale by Quit Claim Deed, Buyer is responsible for water connection to the city's curb stop, Buyer will pay recording fees, Buyer will take care of graveling the road to the proposed property and the city will maintain it. Allow the Mayor and City Administrator to sign all paperwork for the transaction. Ayes: Gasca, Grund, and Van Hove, Jr.

b. A motion was made by Adam Zaske and seconded by David Van Hove, Jr. to approve the Variance for Brandon Sullivan's storage shed. Ayes: Gasca, Grund, and Peterson.

c. A motion was made by David Van Hove, Jr. and seconded by Pete Peterson to approve the new Employee Insurance Plan Package. Ayes: Gasca, Grund, and Zaske.

d. A motion was made by Alma Gasca and seconded by Dave Grund to change the personnel policy language to change Full-time status from 38 hours/week to 35 hours/week. Ayes: Peterson, Van Hove, Jr., and Zaske.

e. A motion was made by David Van Hove, Jr. and seconded by Adam Zaske to set a Public Hearing on November 13, 2023 at 6:00 pm or shortly thereafter to discuss the Conditional Use Permit application for Forsman Farms & Heartland Builders. Ayes: Gasca, Grund, and Peterson.

f. A motion was made by Dave Grund and seconded by Adam Zaske to set a Public Hearing on November 13, 2023 at 6:00 pm or shortly thereafter to discuss the Conditional Use Permit application for Duininck Concrete. Ayes: Gasca, Peterson, and Van Hove, Jr.

**CITY OF RENVILLE  
RESOLUTION #16-23**

**RESOLUTION EXPRESSING ACCEPTANCE OF APPRECIATION FOR AND DESIGNATION OF  
DONATIONS RECEIVED**

**WHEREAS**, the following have made donations:

- LA Amundson Ohana Foundation on behalf of First Security Bank Renville: \$21,188.71

**WHEREAS**, this donation is specifically requested to be used by the City of Renville for surfacing at their Parks/Courts Project, and;

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

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

**PASSED AND ADOPTED** this 30<sup>th</sup> day of October, 2023, by the City Council of Renville, County of Renville, State of Minnesota.

This resolution was offered by: Adam Zaske

This resolution was seconded by: Pete Peterson

Voting in favor: Alma Gasca, Dave Grund, and David Van Hove, Jr.

Voting against: none

Attest:

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

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

## **11. Mayor's Report**

The Mayor wished everyone a safe and warm Halloween.

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

**12. Adjourn**

A motion was made by Adam Zaske and seconded by David Van Hove, Jr. to adjourn the meeting at 6:43 p.m. Ayes: Gasca, Grund, and Peterson.

Dated at Renville, Minnesota this 30<sup>th</sup> day of October, 2023

THE GOVERNING BODY OF THE CITY  
OF RENVILLE, MINNESOTA

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

ATTEST:

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