

**Approved Minutes  
City Council Work Session  
City Council Chambers  
November 14, 2022  
Monday 6:00 p.m.**

The work session of the City Council, City of Renville, Minnesota was called to order on November 14, 2022 at 6:00 p.m. by Mayor Janette Wertish.

City Council Members present were Alma Gasca, Dave Grund, David Van Hove, Jr., and Adam Zaske. Also present was Mayor Janette Wertish, City Administrator/Clerk Shane Wohlman, Police Chief Aaron Slagter, Ray Cook with Silversmith Data, and Scott Tedrick with the Register. Councilor Pete Peterson was absent.

**1. Asset Management**

A. Ray Cook, Director of Sales at Silversmith Data, was in attendance to demonstrate how their asset management program works.

**2. Minutes**

A. Reviewed Minutes from the October 24, 2022 Regular Council Meeting.

**3. Finance**

A. Review invoices through 11/7/2022

a. Total amount of payment batch - \$48,460.82

Check #	Name	Amount	Account	Comments	Date
500926	E & C GRAPHICS, INC.	\$2,800.00	E 101-49260-437 Other Miscellaneous	Sign replacement - final payment	10/27/2022
500927	QUADIENT	\$207.35	E 101-41400-201 Office Supplies	Postage & ink	10/27/2022
500928	STEVEN J HINDERKS	\$836.54	E 601-49400-229 Contractual Service	Install water main at Driggs	10/27/2022
500929	STREICHER S	\$16.99	E 101-42100-417 Uniforms	Nameplate - Lindbo	10/27/2022
500929	STREICHER S	\$104.99	E 101-42100-417 Uniforms	Uniform - Slagter	10/27/2022
500929	STREICHER S	\$104.99	E 101-42100-417 Uniforms	Uniform - Spieker	10/27/2022
500930	UNITED STATES POSTAL SERVICE	\$121.22	E 601-49400-201 Office Supplies	Utility Postage	10/27/2022
500930	UNITED STATES POSTAL SERVICE	\$121.22	E 602-49450-201 Office Supplies	Utility Postage	10/27/2022
500931	VERIZON WIRELESS	\$48.37	E 101-43100-321 Telephone	Street Dept. Telephone	10/27/2022
500932	AMERICAN SOLUTIONS FOR BUSINES	\$228.02	E 101-41400-201 Office Supplies	Checks	11/4/2022
500933	BADGER METER, INC.	\$20.19	E 601-49400-229 Contractual Service	Beacon Hosting Service Unit	11/4/2022
500933	BADGER METER, INC.	\$20.20	E 602-49450-229 Contractual Service	Beacon Hosting Service Unit	11/4/2022
500934	BHE RENEWABLES	\$11,662.39	E 602-49450-387 Utilities-Wastewater Plan	Sewer Electric	11/4/2022
500934	BHE RENEWABLES	\$1,501.24	E 601-49400-381 Utilities	Water Electric	11/4/2022
500934	BHE RENEWABLES	\$232.07	E 101-45500-380 Utility Services (GENERAL)	Library Electric	11/4/2022
500934	BHE RENEWABLES	\$116.04	E 101-41400-380 Utility Services (GENERAL)	City Hall Electric	11/4/2022
500934	BHE RENEWABLES	\$232.07	E 101-42100-380 Utility Services (GENERAL)	PD Electric	11/4/2022
500934	BHE RENEWABLES	\$474.70	E 101-45400-380 Utility Services (GENERAL)	Community Center Electric	11/4/2022

500935	ERVIN CONSTRUCTION LLC	\$1,259.50	E 101-43100-219 General Supplies-Maint.	117.6 Tons Class 5 Gravel	11/4/2022
500936	GOPHER STATE ONE-CALL, INC	\$14.17	E 601-49400-229 Contractual Service	Water Contractual	11/4/2022
500936	GOPHER STATE ONE-CALL, INC	\$14.18	E 602-49450-229 Contractual Service	Sewer Contractual	11/4/2022
500937	GREAT PLAINS NATURAL GAS	\$23.00	E 101-45200-380 Utility Services (GENERAL)	Park Gas Service	11/4/2022
500937	GREAT PLAINS NATURAL GAS	\$66.77	E 101-42200-380 Utility Services (GENERAL)	Fire Dept. Gas	11/4/2022
500937	GREAT PLAINS NATURAL GAS	\$32.54	E 101-43100-380 Utility Services (GENERAL)	Street Gas Service	11/4/2022
500937	GREAT PLAINS NATURAL GAS	\$31.47	E 101-41400-380 Utility Services (GENERAL)	Clerk Gas Service	11/4/2022
500937	GREAT PLAINS NATURAL GAS	\$62.94	E 101-45500-380 Utility Services (GENERAL)	Library Gas Service	11/4/2022
500937	GREAT PLAINS NATURAL GAS	\$62.94	E 101-42100-380 Utility Services (GENERAL)	Police Dept. Gas	11/4/2022
500937	GREAT PLAINS NATURAL GAS	\$281.72	E 601-49400-381 Utilities	Water Gas Service	11/4/2022
500937	GREAT PLAINS NATURAL GAS	\$262.97	E 602-49450-387 Utilities-Wastewater Plan	Sewer Gas Service	11/4/2022
500937	GREAT PLAINS NATURAL GAS	\$128.74	E 101-45400-380 Utility Services (GENERAL)	Community Center	11/4/2022
500938	GRIZZLY SUPPLY	\$260.88	E 101-43100-219 General Supplies-Maint.	Street Dept supplies	11/4/2022
500939	HAGEN PARTNERS	\$750.00	E 101-43100-229 Contractual Service	Haul sand & 1/4 chips	11/4/2022
500940	HAWKINS INC.	\$20.00	E 601-49400-219 General Supplies-Maint.	Water Supplies-Chlorine Cylinder	11/4/2022
500941	HILLYARD FLOOR CARE SUPPLY	\$348.46	E 101-45400-219 General Supplies-Maint.	Community Center Supplies	11/4/2022
500942	LANG S AUTOMOTIVE CENTER, INC.	\$465.50	E 101-43100-221 Repair/Maint. Equipment	Street Dept repairs/maint	11/4/2022
500942	LANG S AUTOMOTIVE CENTER, INC.	\$23.44	E 101-43100-219 General Supplies-Maint.	Street Dept supplies	11/4/2022
500942	LANG S AUTOMOTIVE CENTER, INC.	\$47.96	E 101-42200-219 General Supplies-Maint.	FD supplies	11/4/2022
500943	MAYNARD S FOOD CENTER	\$11.48	E 101-41400-219 General Supplies-Maint.	City Hall supplies	11/4/2022
500944	MVTL LABORATORIES, INC.	\$182.99	E 602-49450-229 Contractual Service	Sewer Testing	11/4/2022
500944	MVTL LABORATORIES, INC.	\$182.99	E 602-49450-229 Contractual Service	Sewer Testing	11/4/2022
500944	MVTL LABORATORIES, INC.	\$179.19	E 602-49450-229 Contractual Service	Sewer Testing	11/4/2022
500945	OBERLOH & OBERLOH, LTD.	\$490.00	E 101-41550-101 Wages and Salaries	Audit Services	11/4/2022
500946	PIONEERLAND LIBRARY SYSTEM	\$9,100.00	E 101-45500-229 Contractual Service	Library Services	11/4/2022
500947	QUILL CORPORATION	\$95.98	E 101-42100-201 Office Supplies	PD office supplies	11/4/2022
500948	RENVILLE EVENTS COMMITTEE	\$500.00	E 101-46500-234 City Marketing/Development	Tree Lighting Event	11/4/2022
500949	RENVILLE SALES INC.	\$62.59	E 101-43100-221 Repair/Maint. Equipment	Street Dept supplies	11/4/2022
500950	SJE	\$711.00	E 601-49400-433 Dues and Licensing	Icontrol Sub 10-12/2022	11/4/2022
500951	STREICHER S	\$49.99	E 101-42100-417 Uniforms	PD Uniforms	11/4/2022
500951	STREICHER S	\$139.98	E 101-42100-417 Uniforms	PD Uniforms	11/4/2022
500952	TEAM LABORATORY CHEMICAL LLC	\$964.00	E 101-43100-219 General Supplies-Maint.	Road Patch	11/4/2022
500953	VOSIKA SEWER SERVICE	\$1,596.00	E 101-45200-229 Contractual Service	Portable toilets in parks	11/4/2022
500954	WINSTED SOLAR, LLC	\$30.06	E 101-45200-380 Utility Services (GENERAL)	Park Electric	11/4/2022
500954	WINSTED SOLAR, LLC	\$181.10	E 101-43100-380 Utility Services (GENERAL)	Street Dept Electric	11/4/2022
500954	WINSTED SOLAR, LLC	\$135.45	E 101-42200-380 Utility Services (GENERAL)	FD Electric	11/4/2022
500954	WINSTED SOLAR, LLC	\$32.60	E 101-42100-380 Utility Services (GENERAL)	PD Electric	11/4/2022
500954	WINSTED SOLAR, LLC	\$66.69	E 101-45400-380 Utility Services (GENERAL)	Community Center Electric	11/4/2022
500954	WINSTED SOLAR, LLC	\$32.60	E 101-45500-380 Utility Services (GENERAL)	Library Electric	11/4/2022
500954	WINSTED SOLAR, LLC	\$16.30	E 101-41400-380 Utility Services (GENERAL)	City Hall Electric	11/4/2022
500954	WINSTED SOLAR, LLC	\$1,651.89	E 602-49450-387 Utilities-Wastewater Plan	Sewer Dept Electric	11/4/2022
500954	WINSTED SOLAR, LLC	\$620.61	E 601-49400-381 Utilities	Water Dept Electric	11/4/2022
997897E	MINNESOTA DEPT. OF REVENUE	\$779.76	G 101-21720 State Withholding	State Withholding Tax	10/28/2022
997898E	INTERNAL REVENUE SERVICE	\$2,011.74	G 101-21730 FICA Tax Withholding	FICA/Medicare	10/28/2022

997898E	INTERNAL REVENUE SERVICE	\$1,609.93	G 101-21710 Federal Withholding Tax	FWH	10/28/2022
997899E	PUBLIC EMPLOYEES RETIREMENT	\$3,970.13	G 101-21740 PERA	PERA	10/28/2022
997900E	ICMA	\$50.00	G 101-21750 ICMA Payable	Sunvold, Nathan #302283	10/28/2022
<b>TOTAL</b>		<b>\$48,460.82</b>			

- B. Revenue-Expenditure Budget Report
- C. Cash Balance Report
- D. Local Improvement Report

**5. Discussion**

- A. Budget Session – Police Chief, Aaron Slagter was in attendance to discuss a camera system for the Police Department. This would include body & squad cameras. The Council prefers to purchase cameras for the PD vs. extra funding for the library.
- B. Trash Exception Forms – The council is OK with Shane approving these as they come through City Hall and then letting the Council know who has been approved.

**6. HR Committee**

## HR Minutes

Nov. 3, 2022

3:00 p.m.

City Council Chambers

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

Once again, we talked over the job position at City Hall and what it should look like. We also looked at a list of changes that could be made including outsourcing payroll and utility billing, having shorter lobby hours, and several other options. Committee still feels it would be better to have another person in the office.

Recommendation to the Council: Advertise for Deputy City Clerk Position. Leave it open until filled. This would be a part/full-time position, administrative duties with opportunity for future advancement. Computer and accounting experience preferred. Competitive wages based on experience. See attached.

Also recommend making a change in the Personnel Policy Manual regarding accrual of vacation time. See attached. Also discussed our policy on employee evaluations, made no changes. We will discuss further at a future meeting.

Respectfully,  
Dave Grund

## 7. Administration

### A. City Administrator Report

#### City Administrator Report

November 14, 2022

\* I met with representatives from the Methodist Church to assist with getting the building advertised for sale. Jordan and Stefanie with Renville County EDA are working on a sales information sheet, and I have all the information downloaded onto the LOIS site.

\* Elections were held Tuesday, November 8<sup>th</sup> with 321 ballots cast at the Community Center for the City of Renville. This includes 19 new voters that registered here as well.

\* The new police car arrived on November 10<sup>th</sup>. It is now in the process of having the equipment installed and will then have the graphics put on.

\* An Xcel subcontractor is currently in town trimming trees along the power lines. Renville is on a schedule where this happens every 5 years.

\* Renville was selected to receive a Community Impact Fund grant through Renville County HRA/EDA in the amount of \$1,000 for the "Fight Dirty, Keep Our Parks Clean" project. This will be used to purchase 4 trash receptacles for the parks.

\* On October 25<sup>th</sup>, the Public Works Department replaced a curb stop at 216 NE Colfax. One of the valves to shut the water off to the replacement area failed, so a larger area had to be shut off to make the repairs. This included the business portion of Main Street, which was without water for 10- 15 minutes.

\* I attended the annual MnWARN (Minnesota's Water/Wastewater Agency Response Network) meeting on October 26<sup>th</sup> in St. Cloud. The list of speakers included staff from MPCA, Department of Homeland Security, Anoka County Emergency Management, and MN Office of Pipeline Safety, which covered topics from emergency management, SOP's for critical assets, protecting infrastructure, and pipeline safety.

\* Informational: 1. I will be at the CGMC Fall Conference in Alexandria this Thursday and Friday. The full membership will discuss and adopt the policy positions and priorities for the upcoming legislative session. Included in your handouts is a copy of the agenda. 2. Council packets for the November 28<sup>th</sup> meeting are expected to be delivered on Wednesday, November 23<sup>rd</sup>, due to the upcoming holiday. 3. Kyle Ten Napel with MMDC and members from the Active Living Committee will be presenting the final Active Living Plan to the Council at the next meeting.

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

11/16 SWMHP Mtg.

11/16 Ad Hoc Committee 2:00

11/17 – 11/18 CGMC Fall Conference in Alexandria

11/22 County Partners Mtg. Noon – 3:00

11/24 City Hall Closed – Happy Thanksgiving!

11/25 City Hall Closed

11/28 Regular Council Mtg. 6:00

**8. Council Reports**

A. Mayor Wertish talked about a hemp meeting she attended in Willmar.

**9. Adjourn**

Work Session was adjourned at 7:50 pm.

Dated at Renville, Minnesota this 14<sup>th</sup> day of November, 2022.

THE GOVERNING BODY OF THE CITY  
OF RENVILLE, MINNESOTA

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

ATTEST:

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