

**Approved Minutes
City Council Regular Session
November 25, 2019
Monday 7:00 p.m.**

The regular session of the City Council, City of Renville, Minnesota was called to order on November 25, 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.

1. Pledge of Allegiance

2. Approval of Agenda

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

3. Approval of Minutes

A motion was made by Jeff Pike and seconded by Laura Rosen to approve the minutes of the November 12, 2019 Regular Council Meeting. Ayes: Gasca, Grund, & Zaske.

4. Invoices Payable

Check #	Name	Amount	Account	Comments	Date
35129	OFFICE OF THE TX ATTNY GENERAL	\$296.31	G 101-21780 Assignment	Rem ID 0011520455200641465	11/12/19
35130	ADVANCED HEALTH, SAFETY & SECURITY	\$6,639.00	E 400-49100-256 Demolition of Blighted Bldg.	Asbestos & Garbage Removal - 402 W Park Avenue	11/25/19
35130	ADVANCED HEALTH, SAFETY & SECURITY	\$10,620.00	E 400-49100-256 Demolition of Blighted Bldg.	Asbestos & Garbage Removal - 106 N Main Street	11/25/19
35131	ANDERSON LARSON KLAASSEN & Admin=\$168	\$168.00	E 101-41610-101 Wages and Salaries	Attorney Fees	11/25/19
35132	BHE RENEWABLES	\$232.97	E 101-41400-380 Utility Services	City Hall Electricity	11/25/19
35132	BHE RENEWABLES	\$209.67	E 101-45500-380 Utility Services	Library Electricity	11/25/19
35132	BHE RENEWABLES	\$333.93	E 101-45400-380 Utility Services	Community Center Electricity	11/25/19
35132	BHE RENEWABLES	\$1,106.17	E 601-49400-381 Utilities	Water Electricity	11/25/19
35132	BHE RENEWABLES	\$7,738.64	E 602-49450-381 Utilities Waste Water Plant	Sewer Electricity	11/25/19
35133	HAWKINS, INC.	\$1,377.25	E 601-49400-219 General Supplies-Maint.	Water Supplies	11/25/19
35134	INTERSTATE POWERSYSTEMS	\$868.39	E 602-49450-285 Repair Waste Water Plant	Generator Maintenance - WWTP	11/25/19
35134	INTERSTATE POWERSYSTEMS	\$403.86	E 601-49400-221 Repair/Maint. Equipment	Generator Maintenance - Water treatment plant	11/25/19
35134	INTERSTATE POWERSYSTEMS	\$575.00	E 101-45200-221 Repair/Maint. Equipment	Generator Maintenance - City Hall	11/25/19
35135	LARKIN TREE CARE & LANDSCAPING	\$270.50	E 602-49450-530 Sewer Line	reseed/clean up after diggin	11/25/19
35135	LARKIN TREE CARE & LANDSCAPING	\$2,106.00	E 101-46100-229 Contractual Service	grind 14 stumps, cleanup, seed	11/25/19
35136	MARCUS WELL, INC.	\$1,550.08	E 601-49400-219 General Supplies-Maint.	Booster pump for water tower	11/25/19
35137	MINNESOTA DEPT OF HEALTH	\$922.00	E 601-49400-436 Licenses & Permits	Well Maintenance Permit	11/25/19
35138	MN STATE FIRE DEPT ASSOC.	\$175.00	E 101-42200-433 Dues and Licensing	2020 Membership Dues	11/25/19
35139	MVTL LABORATORIES, INC.	\$211.00	E 602-49450-229 Contractual Service	Sewer Testing	11/25/19
35140	NCPERS	\$80.00	G 101-21760 Hospitalization/Medical Ins	Insurance	11/25/19
35141	NEOPOST USA	\$74.85	E 101-41400-229 Contractual Service	Postage Machine Lease	11/25/19
35142	RENVILLE-SIBLEY COOPERATIVE	\$639.09	E 601-49400-381 Utilities	Water Electric	11/25/19

35143	SEH, Inc.	\$877.00	E 400-49100-256 Demolition of Blighted Bldg.	Review MPCA info - 102 N Main Street	11/25/19
35144	SUNVOLD, NATHAN	\$104.40	E 602-49450-331 Travel/Seminar Course	Wastewater training mileage	11/25/19
35145	TWIN CITIES & WESTERN RAILROAD	\$326.51	E 602-49450-229 Contractual Service	Site Lease-Sewer	11/25/19
35146	USABLE LIFE	\$10.90	E 602-49450-131 Employee Insurance	Life Ins.	11/25/19
35146	USABLE LIFE	\$10.90	E 601-49400-131 Employee Insurance	Life Ins.	11/25/19
35146	USABLE LIFE	\$10.90	E 101-43100-131 Employee Insurance	Life Ins.	11/25/19
35146	USABLE LIFE	\$30.96	E 101-42100-131 Employee Insurance	Life Ins.	11/25/19
35146	USABLE LIFE	\$10.90	E 101-41300-131 Employee Insurance	Life Ins.	11/25/19
35146	USABLE LIFE	\$9.40	E 101-41400-131 Employee Insurance	Life Ins.	11/25/19
35147	WEST CENTRAL SANITATION	\$17.55	E 101-43100-229 Contractual Service	Street Refuse	11/25/19
35147	WEST CENTRAL SANITATION	\$35.92	E 602-49450-229 Contractual Service	WWT Refuse	11/25/19
35148	WINSTED SOLAR, LLC	\$20.78	E 101-45200-380 Utility Services	Parks Electricity	11/25/19
35148	WINSTED SOLAR, LLC	\$428.12	E 601-49400-381 Utilities	Water Electricity	11/25/19
35148	WINSTED SOLAR, LLC	\$1,139.53	E 602-49450-387 Utilities - Wastewater Plant	Sewer Electricity	11/25/19
35148	WINSTED SOLAR, LLC	\$30.65	E 101-41400-380 Utility Services	City Hall Electricity	11/25/19
35148	WINSTED SOLAR, LLC	\$27.59	E 101-45500-380 Utility Services	Library Electricity	11/25/19
35148	WINSTED SOLAR, LLC	\$43.94	E 101-45400-380 Utility Services	CC Electricity	11/25/19
35148	WINSTED SOLAR, LLC	\$93.39	E 101-42200-380 Utility Services	FD Electricity	11/25/19
35148	WINSTED SOLAR, LLC	\$124.94	E 101-43100-380 Utility Services	Street Electricity	11/25/19
35149	XCEL ENERGY	\$1,929.82	E 101-43100-380 Utility Services	Street Electric	11/25/19
997242 e	MINNESOTA REVENUE	\$658.22	G 101-21720 State Withholding	State Withholding Tax	11/12/19
997243 e	UNITED STATES TREASURY	\$1,263.19	G 101-21710 Federal Withholding Tax	FWH	11/12/19
997243 e	UNITED STATES TREASURY	\$1,922.26	G 101-21730 FICA Tax Withholding	FICA/Medicare	11/12/19
997244 e	PUBLIC EMPLOYEES RETIREMENT	\$3,473.36	G 101-21740 PERA	PERA	11/12/19
997245 e	ICMA	\$50.00	G 101-21750 ICMA Payable	Sunvold, Nathan #302283	11/12/19
TOTAL		\$49,248.84			

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

5. Public Comment

6. Committee/Staff Reports

a. Public Works

Public Works Committee Minutes

11/13/2019 5:30 pm

Present: Janette Wertish, Alma Gasca, Dennis Ulrich, Nate Sunvold, Bill Sietsema, and Shane Wohlman

Absent: Jeff Pike, Jon Driggs and Lloyd Zabel

* The committee welcomed Alma Gasca as the newest member. Since there are only a couple of meetings left this year, the committee decided to wait until the first meeting of next year to vote on a replacement Chair for Brent Dahl.

* Fee Schedule- The Fee Schedule was reviewed and there were a couple of wording changes along with two fee changes that are recommended- Zoning Permit is now \$50, an increase from \$25 and Lawn Mowing is now \$40 per hour, an increase from \$35.

There was an informational Community Center rental spreadsheet that was provided showing the breakdown per section and type of group.

* Midco Cable Franchise Contract- Committee reviewed the new contract and recommends adopting. This will amend and replace the current ordinance, 6.04.00 Cable Television.

* Asset Management- Shane attended the MN Rural Water Asset Management training in Hutchinson and went through a condensed PowerPoint. This plan would cover all the utilities including water, wastewater and infrastructure and allow the city to know the value and replacement cost of these utilities. This would be completed by current city personnel over a period of time to keep expenses down. Fire hydrants have been identified as a good starting point to become familiar with the program. The committee believes there will be many benefits and cost savings to having a complete plan in place and recommends to move forward with asset management.

* Public Works Director Report- Assisted with abatement on buildings to be demolished. Continuing to sweep streets. Duininck's has completed street patches. 15' of collapsed storm sewer culvert along Hwy 212 has been replaced. The recirculation pump on the east water tower has been replaced.

* Next meeting is December 11th at 5:30 pm.

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

b. EDA

EDA Meeting Minutes – November 20, 2019 at 5:00 pm

Present: Janette Wertish, Laura Rosen, Cari Rice, Shane Wohlman, Adam Zaske, Julie Rath

Absent: Brandon Wulf, Michelle Mortensen, Jeremy Hinderks

Next meeting: Wednesday, December 18, 5:00 pm at City Hall

1. CIA Minutes

We all agree the unapproved minutes of the 11/18/19 CIA meeting look fine.

2. Rembrandt

Shane has been in contact with MN Deed and Rapid Response team to be proactive with this recent news. 52 employees will be jobless after the first of the year. 22 of these employees have a Renville address and 37 live within the RCW district. The City of Renville is organizing a job fair Dec 18 from 2-6 pm at the Renville Community Center intended specifically for the employees of Rembrandt to visit with other local businesses looking to hire. Sandie Wohlman is organizing coffee/cookies for this event. The EDA recommends to the Council to go ahead with this event and not charge for room rental.

Other on Rembrandt: Barns are already in the process of being cleaned out. Buildings will be for sale, but details are unknown at this time. The City put together a Spec Sheet with known details on the Property. Shane will meet with them again next week for more information. There will be an article in the newspaper and Janette had a radio clip on KWLM. It was suggested something be posted on the city Facebook page.

Revenue annually to the City of Renville: \$94,600 in Utilities/Water/Sewer and \$97,500 in Property Taxes.

3. Renville Business Summit idea

Shane brought up the idea of a Business Summit. This could simply start with a Breakfast meeting and possibly work into a larger event (annual gala in collaboration with another organization as a fundraiser of sorts?). We had a good discussion that might spur some discussion among the community businesses to gauge interest.

4. Julie Update

Julie talked some about the Clinic land swap. At this time, Wendy Discher isn't interested in selling her building and moving her clinic to the old RC Hospital Clinics building. She recently took on a Rural Psychiatrist who is doing tele medicine along with a young couple selling a health drink (Herbal Life?) in her building. She isn't sure the old Clinic building would be a good fit for her business.

It was also recommended that Julie call Mike Pape to gauge his interest in selling the Renville Trailer Courts. There are 27 lots, 6 of which are owned privately by others and Mike owns the other lots. She will be in touch with him and possibly a potential buyer who would clean up the area.

Nothing new on the H&L buildings

5. Shane Update

Discher loan is satisfied from 2014. There is now \$18,476.89 available in the City EDA Revolving Loan Fund. The County will be sending RFP's for the Housing Study out shortly. Todd Fitzner purchased the lot west of the Wren House for additional sales lot for his online auction business.

Redwood Factory Homes is still planning to put up the house in Renville Estates. Concrete is scheduled to start soon, and the sewer is plumbed. They are well within the required timeline for the covenants.

6. Anything else the committee would like to discuss

RSD Development, Rich Dreckman, all contracts are signed and he's working on finding buyers for the lots in Renville Estates.

Submitted by Cari Rice, Vice Chair

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

c. City Administrator

City Administrator Report

11-25-2019

* Last week we had a staff meeting and an update was provided on health insurance, new Personnel Policy manual and the form to satisfy the new 2019 Labor Law. (Action)

* The brush site is now closed for the season.

* Reminders for snow emergency parking have been posted- flyers hung up, posted on Facebook and city website.

* Hillyard was here today and went through the floor machine. There is an idler bearing out and the squeegees were bad. They will be back to replace the bearing as they had to order it.

* The 2 office computers are gradually getting worse. Currently, all utility billing entry must be done on either Angi's computer or mine. Prices are being gathered for replacements.

* Reminder- City Hall will be closed for Thanksgiving on Thursday and the following Friday. The next council meeting will be on *Tuesday*, December 10th starting with the T-N-T Hearing at 6:45 pm.

* Properties Update:

Gas Station- Floor demo complete and wrapping up on the foundation.

House- Most of the basement walls have been removed. Floor and foundation still need to be demoed.

Refuge- Demolition will begin after the other properties are complete.

***Upcoming Meetings:

11/28 Thanksgiving- City Hall Closed

11/29 City Hall Closed

12/5 R5C mtg. 3:30

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

7. Discussion Items

8. Action Items

**CITY OF RENVILLE
RESOLUTION 32-19**

**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 2020 as specified

Large Event: Dances, Receptions, Banquets, Parties	\$150
Small Event: Less than entire Ballroom usage	\$50/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	\$25.00
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
DVR Copy	\$3.00
Water/Sewer Late Fee	\$20.00
Water Turn-On Fee	\$50.00
Cemetery Monument Staking Fee	\$25.00
Refuse Clean Up Fees:	
Delivery Fee for Dumpster:	\$65.00
6 yd	\$85.00
\$.50/day rental after 10 days	
Delivery Fee for Roll-offs:	\$65.00

10 yd	\$125.00
20 yd	\$145.00
30 yd	\$195.00
\$1.50/day rental after 10 days	
MSW Disposal: \$54.00 C&D Disposal: \$27.00	
Hourly Rate for City Employees	\$35.00/hr/person

Passed and adopted this 25th day of November, 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

A motion was made by Jeff Pike and seconded by Adam Zaske to approve Resolution 33-19 Authorizing the Cable Television Contract with Midcontinent Communications. Ayes: Gasca, Grund, & Rosen.

A motion was made by Adam Zaske and seconded by Jeff Pike to approve the Asset Management Plan. Ayes: Gasca, Grund, & Rosen.

A motion was made by Adam Zaske and seconded by Dave Grund to allow Community Center use free of charge for the Job Fair on December 18, 2019. Ayes: Gasca, Pike, & Rosen.

A motion was made by Laura Rosen and seconded by Adam Zaske to authorize the Mayor to sign the City Administrator’s paperwork regarding the new Personnel Policy and Employee Notice. Ayes: Gasca, Grund, & Pike.

A motion was made by Adam Zaske and seconded by Laura Rosen to approve Phase II Environmental Assessment with SEH. Ayes: Gasca, Grund, & Pike.

A motion was made by Adam Zaske and seconded by Laura Rosen to set a Public Building Task Force meeting for Tuesday, December 17, 2019 at 5:30 pm. Ayes: Gasca, Grund, & Pike.

9. Mayor’s Report

The Mayor reminded everyone about the Community Thanksgiving meal on November 27, Storytime at the library, and the Firemen’s Pancake Feed on December 7. Also, getting treats donated for the job fair.

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

10. Adjourn

A motion was made by Adam Zaske and seconded by Dave Grund to adjourn the meeting. Ayes: Gasca, Pike, & Rosen. Meeting was adjourned at 7:25 p.m.

Dated at Renville, Minnesota this 25th day of November, 2019.

THE GOVERNING BODY OF THE CITY
OF RENVILLE, MINNESOTA

BY _____
Janette Wertish, Mayor

ATTEST:

BY _____
Shane Wohlman, City Administrator/Clerk