

**Approved Minutes
City Council Regular Session
December 11th, 2017
Monday 7:00 p.m.**

The regular session of the City Council, City of Renville, Minnesota was called to order on December 11th, 2017 at 7:00 p.m. by Mayor Wertish

City Council Members present were Jeff Pike, Shane Wohlman, Adam Zaske and Brent Dahl. Also present were Mayor Janette Wertish, City Administrator/Clerk Jessica Gorman, & Scott Tedrick. Councilman Jeremy Hinderks was absent.

1. Pledge of Allegiance

2. Approval of Agenda

A motion was made by Jeff Pike and seconded by Adam Zaske to approve the agenda with the addition of Resolution 17-17. The motion carried 4 to 0.

3. Approval of Minutes

A motion was made by Jeff Pike and seconded by Shane Wohlman to approve the minutes of the November 27th, 2017 Regular Council Meeting. The motion carried 4 to 0.

4. Invoices Payable

Check #	Name	Amount	Comments	Date
33616	OFFICE OF THE TX ATTNYS GENERAL	\$319.38	Rem ID 0011520455200641465	11/28/2017
33617	UNITED STATES POSTAL SERVICE	\$102.34	Utility Postage	11/30/2017
33617	UNITED STATES POSTAL SERVICE	\$102.34	Utility Postage	11/30/2017
33618	COMMUNITY ELECTRIC	\$162.50	Repairs WWTP	12/4/2017
33619	DISPLAY SALES	\$259.00	Replacement bulbs - Main Street Holiday Lights	12/4/2017
33620	LANG S AUTOMOTIVE CENTER, INC.	\$94.73	Supplies - Street Dept.	12/4/2017
33620	LANG S AUTOMOTIVE CENTER, INC.	\$1,106.80	Repairs/Maint - Street Dept.	12/4/2017
33621	MACS	\$313.36	Supplies - Street Dept.	12/4/2017
33622	NCPERS MINNESOTA	\$64.00	Insurance	12/4/2017
33623	STREICHER S	\$199.99	Uniforms - PD	12/4/2017
33624	VERIZON WIRELESS	\$51.13	Police Dept. Telephone	12/4/2017
33624	VERIZON WIRELESS	\$71.26	Street Dept. Telephone	12/4/2017
33625	AMERIPRIDE SERVICES, INC	\$143.65	Community Center Contractual	12/11/2017
33626	ANDERSON LARSON HANSON & SAUND	\$2,022.00	Attorney Fees	12/11/2017
	PD=\$1770.00, Admin=\$252.00			
33627	ARVIG COMMUNICATION SYSTEMS	\$3.48	Street Email	12/11/2017
33627	ARVIG COMMUNICATION SYSTEMS	\$3.47	Sewer Email	12/11/2017
33628	CENTURYLINK	\$76.00	Police Dept. Telephone	12/11/2017
33628	CENTURYLINK	\$62.32	Sewer Dept. Telephone	12/11/2017
33628	CENTURYLINK	\$61.21	Public Works Telephone	12/11/2017
33628	CENTURYLINK	\$66.44	Library Telephone	12/11/2017
33628	CENTURYLINK	\$122.42	Water Dept. Telephone	12/11/2017
33628	CENTURYLINK	\$151.30	City Hall Telephone	12/11/2017

33629	CORE & MAIN, LP	\$353.80	Water Dept - Repairs	12/11/2017
33630	FARMERS CO-OP OIL CO	\$1,660.62	Rep/Maint - Street	12/11/2017
33630	FARMERS CO-OP OIL CO	\$479.86	Police Dept. Gas	12/11/2017
33630	FARMERS CO-OP OIL CO	\$807.04	Street Dept. Gas	12/11/2017
33631	GOPHER STATE ONE-CALL, INC	\$7.42	Water Contractual	12/11/2017
33631	GOPHER STATE ONE-CALL, INC	\$7.43	Sewer Contractual	12/11/2017
33632	GREAT PLAINS NATURAL GAS	\$108.52	Clerk Gas Service	12/11/2017
33632	GREAT PLAINS NATURAL GAS	\$97.67	Library Gas Service	12/11/2017
33632	GREAT PLAINS NATURAL GAS	\$155.55	Community Center Gas Service	12/11/2017
33632	GREAT PLAINS NATURAL GAS	\$152.76	Police Dept. Gas Service	12/11/2017
33632	GREAT PLAINS NATURAL GAS	\$110.49	Fire Dept. Gas Service	12/11/2017
33632	GREAT PLAINS NATURAL GAS	\$458.98	Water Gas Service	12/11/2017
33632	GREAT PLAINS NATURAL GAS	\$293.19	Sewer Gas Service	12/11/2017
33632	GREAT PLAINS NATURAL GAS	\$23.00	Park Gas Service	12/11/2017
33633	GRUND, DAVID	\$2,400.00	Cemetery Contractual Service	12/11/2017
33634	HAGEN PARTNERS	\$375.00	Haul 3 loads of sand	12/11/2017
33635	HAWKINS INC.	\$1,024.34	Water Supplies	12/11/2017
33636	HENNEBERRY, DAVID	\$200.00	Well Property Lease	12/11/2017
33637	HILLYARD FLOOR CARE SUPPLY	\$128.15	Community Center Supplies	12/11/2017
33638	INTERSTATE POWERSYSTEMS	\$474.08	Water - Generator Maintenance	12/11/2017
33638	INTERSTATE POWERSYSTEMS	\$375.00	WWTP - Generator Maintenance	12/11/2017
33638	INTERSTATE POWERSYSTEMS	\$375.00	CC - Generator Maintenance	12/11/2017
33639	LAW ENFORCEMENT TECHNOLOGY	\$149.53	LETG Software Maintenance 2018	12/11/2017
33640	LOFFLER	\$59.31	Copier Service Contract	12/11/2017
33641	MAIN STREET BAR & GRILL	\$700.00	PD Building rent	12/11/2017
33642	MARTIN MARIETTA MATERIALS	\$1,030.95	Sand/Gravel	12/11/2017
33643	MAYNARD S FOOD CENTER	\$18.97	CC Supplies	12/11/2017
33644	MVTL LABORATORIES, INC.	\$522.50	Sewer Testing	12/11/2017
33644	MVTL LABORATORIES, INC.	\$234.50	Sewer Testing	12/11/2017
33644	MVTL LABORATORIES, INC.	\$234.50	Sewer Testing	12/11/2017
33645	NORTHERN BUSINESS PRODUCTS	\$54.98	Office Supplies - City Hall	12/11/2017
33646	OLIVIA HARDWARE INC.	\$14.58	CC Supplies	12/11/2017
33647	SW/WC SERVICE COOPERATIVES	\$1,025.00	Medical Insurance-Jodi	12/11/2017
33647	SW/WC SERVICE COOPERATIVES	\$379.00	Medical Insurance-Jodi	12/11/2017
33647	SW/WC SERVICE COOPERATIVES	\$3,833.00	Medical Insurance-Police	12/11/2017
33647	SW/WC SERVICE COOPERATIVES	\$1,745.67	Medical Insurance-Street	12/11/2017
33647	SW/WC SERVICE COOPERATIVES	\$1,745.67	Medical Insurance-Water	12/11/2017
33647	SW/WC SERVICE COOPERATIVES	\$1,745.66	Medical Insurance-Sewer	12/11/2017
33647	SW/WC SERVICE COOPERATIVES	\$1,404.00	Medical Insurance - Admin	12/11/2017
33648	VERIZON WIRELESS	\$70.02	Police Dept. Telephone	12/11/2017
33649	WULF, ANGELA	\$396.00	Flex Plan Reimbursement 2017	12/11/2017
33650	XCEL ENERGY	\$0.00	Sewer Electric	12/11/2017
33650	XCEL ENERGY	\$1,347.43	Water Electric	12/11/2017
33650	XCEL ENERGY	\$308.29	Community Center	12/11/2017
33650	XCEL ENERGY	\$193.58	Library Electric	12/11/2017
33650	XCEL ENERGY	\$215.09	City Hall Electric	12/11/2017
33650	XCEL ENERGY	\$73.64	Park Electric	12/11/2017
33650	XCEL ENERGY	\$115.25	Fire Dept. Electric	12/11/2017
33650	XCEL ENERGY	\$379.63	Street Electric	12/11/2017
33650	XCEL ENERGY	\$85.67	PD Electric	12/11/2017

996918E	MINNESOTA DEPT. OF REVENUE	\$531.56	State Withholding Tax	11/27/2017
996919E	INTERNAL REVENUE SERVICE	\$1,487.81	FWH	11/27/2017
996919E	INTERNAL REVENUE SERVICE	\$2,630.74	FICA/Medicare	11/27/2017
996920E	PUBLIC EMPLOYEES RETIREMENT	\$3,047.40	PERA	11/27/2017
996921E	ICMA	\$50.00	Sunvold, Nathan #302283	11/27/2017
996922E	LIGHTBEAM INTERNET	\$40.00	Internet - Fire Hall	11/30/2017
996922E	LIGHTBEAM INTERNET	\$40.00	Internet - City Hall	11/30/2017
996922E	LIGHTBEAM INTERNET	\$40.00	Internet - Street Dept	11/30/2017
996922E	LIGHTBEAM INTERNET	\$40.00	Internet - PD	11/30/2017
996922E	LIGHTBEAM INTERNET	\$40.00	Internet - WWTP	11/30/2017
996923E	USDA	\$16,086.00	SCBA Payment	12/1/2017
Total		\$57,742.95		

A motion was made by Shane Wohlman and seconded by Brent Dahl to approve the invoices payable. The motion carried 4 to 0.

5. Monthly Financials

A motion was made by Brent Dahl and seconded by Jeff Pike to approve monthly financials. The motion carried 4 to 0.

6. Public Comment

7. Committee/Staff Reports

A. Public Safety Report

Public Safety Committee

11-29-17 5:30pm

Attendance: Brent Dahl, Jeff Pike, Janette Wetish, Jessica Gorman, Gary Wulf, Dave Grund, Brandon Howard, Aaron Slagter, Nelida Marcus

- RPD statistics- September and October stats were reviewed.
- RPD staffing update - The committee was notified of the upcoming 2018 national guard training that will take Chad Seglestrom away from the city for approximately 6 months. The RPD staffing plan was discussed using a new temporary part time position if approved by council.
- Squad Car update - The police chief conveyed prices for 3 different cars being considered. One is a Tahoe through H&L priced at 36,390 (there may still be other pricing coming from H&L), the second is a Ford sedan for 23,175, and third is a Ford SUV for 25,820. It will cost an additional \$20,000 to equip each car for police use after procurement. Because the city is down a police vehicle if final pricing is obtained before the next public safety meeting, info will be presented to council for a determination and approval.

- Siren - Options for bringing back the dinner/curfew siren were discussed and there is a cost associated with bringing back this daily notice. This item was tabled for the next public safety meeting.
- Civil defense plan update - Per Mike Hennon, Renville County is currently developing a Civil Defense plan that will be intended for use by any city in Renville County wishing to utilize the document and will give a cohesive emergency framework for the county. A couple pages in the document will still require city info to be completed. We should see the document in the second half of 2018.
- The committee, in efforts to get on a good meeting rotation for next year that works with RPD's year end tasks, proposed setting meetings in January, April, July and October of 2018.

A motion was made by Adam Zaske and seconded by Shane Wohlman to approve the Public Safety Committee Report. The motion carried 4 to 0.

B. City Administrator's Report

City Administrators Report

- The "NO PARKING" signage has been ordered.
- Street pole insurance info was explained. After feedback from council more coverage options are desired for discussion at next meeting.
- Light Beam will be installing WIFI in park possibly week of 12-11-17
- 2018 Ditch Tax estimate is 8034.6

A motion was made by Brent Dahl and seconded by Adam Zaske to approve the City Administrator's Report. The motion carried 4 to 0.

C. Ad Hoc Report

AD HOC COMMITTEE

12-7-17 5:30pm

Attendance: Janette Wertish, Brent Dahl, Jeff Pike, Jessica Gorman and Chris Dunsmore

The committee met to discuss ways the city could utilize a Lowes grant program, if approved, to aid in the Memorial Park monument restoration project. The grant could provide funding up to \$2,000 towards the project, awarded in Lowes gift cards and requires no matching fund commitment from the city. Looking at the estimates the memorial park fund has for the project, some items appeared to be easily attainable at a Lowes location if the grant request was approved.

The memorial park fund will need to provide a list of items to the city that they feel are easily attainable through Lowe's such as plants, landscaping items, etc. along with the expected cost of these items. The

Administrator will use these numbers to draft the grant application request for council's approval prior to submission.

A motion was made by Shane Wohlman and seconded by Jeff Pike to approve the Ad Hoc Committee Report. The motion carried 4 to 0.

8. Discussion Items

9. Action Items

- A motion was made by Jeff Pike and seconded by Brent Dahl to approve the Police Dept. to advertise for a Temporary Part-time officer during leave in 2018. The motion carried 4 to 0.
- A motion was made by Jeff Pike and seconded by Brent Dahl to adopt Chapter 13 Tobacco Regulation Ordinance. The motion carried 4 to 0.
- A motion was made by Brent Dahl and seconded by Jeff Pike to send an Opt Out Notice to the County regarding their Tobacco Ordinance. The motion carried 4 to 0.
- A motion was made by Jeff Pike and seconded by Shane Wohlman to approve the Tobacco Application & Penalty form. The motion carried 4 to 0.
- A motion was made by Jeff Pike and seconded by Adam Zaske to approve Bart's On Sale & Sunday Liquor License for 2018.

**CITY OF RENVILLE
RESOLUTION 13-17
RESOLUTION AUTHORIZING EXECUTION OF CONTRACT WITH RENVILLE
COUNTY PUBLIC HEALTH FOR ANNUAL COMPLIANCE CHECKS RELATED TO
REQUIREMENTS OF CITY'S TOBACCO ORDINANCE**

WHEREAS, pursuant to Renville City Code Chapter Thirteen (13) at least once per year the city shall conduct compliance checks to investigate and ensure that those businesses authorized to sell tobacco, tobacco products and tobacco-related devices are following and complying with the requirements of the ordinance;

AND WHEREAS, Renville County Public Health has proposed conducting annual compliance inspections for all retail establishments at an estimated cost of \$100 per inspection.

NOW THEREFORE, BE IT RESOLVED by the City Council of Renville, Minnesota, authorizing the Mayor and City Administrator to execute contracts with Renville County Public Health for annual inspection/compliance checks of retail establishments authorized to sell tobacco, tobacco products and tobacco-related devices, at an estimated cost of \$100 per inspection/compliance check for the year 2018.

Passed and adopted by this 11th day of December 2017, by the City Council of Renville, Minnesota.

This resolution was offered by: Adam Zaske

This resolution was seconded by: Jeff Pike

Voting in favor: Adam Zaske, Jeff Pike, Shane Wohlman, & Brent Dahl

Voting against: none

Janette Wertish, Mayor

Attest:

Jessica Gorman, City Admin./Clerk

**CITY OF RENVILLE
RESOLUTION 14-17**

**RESOLUTION ADOPTING ADMINISTRATIVE VIOLATION FEES FOR
VIOLATIONS UNDER THE CHAPTER 13 TOBACCO ORDINANCE 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 violation fees shall be adopted for the year 2018 for Chapter 13 Tobacco violations under “**13.17 Administrative Violations**” as specified

13.17.00 Administrative Penalties

1.1 For the first violation, the licensee shall pay an administrative penalty of five hundred dollars (**\$500.00**) and complete mandatory training regarding the sale of licensed products to minors. Proof of completion of such training shall be submitted to city hall within ninety (90) days of the violation date. Any fee associated with the mandatory training is at the expense of the violator and will not be reimbursed.

1.2 For the second violation, the licensee shall pay an administrative penalty of seven hundred and fifty dollars (**\$750.00**) and complete mandatory training regarding the sale of licensed products to minors. Proof of completion of such training shall be submitted to city hall within ninety (90) days of the violation date. Any fee associated with the mandatory training is at the expense of the violator and will not be reimbursed.

1.3 For the third violation, the licensee shall pay an administrative penalty of one thousand dollars (**\$1,000.00**), complete mandatory training regarding the sale of licensed products to minors. Proof of completion of such training shall be submitted to city hall within ninety (90) days of the violation date. Any fee associated with the mandatory training is at the expense of the violator and will not be reimbursed. Further, the licensee’s license shall be suspended for a period of thirty (30) days.

1.4 For the fourth violation, the licensee shall pay an administrative penalty of one thousand dollars (**\$1,000.00**) and the licensee’s license shall be revoked.

1.5 If there is a change of ownership where at least fifty percent (50%) of the ownership is transferred to an unrelated party, previous violations will not apply. For purposes of this section, violations occurring prior to the effective date of this ordinance will not be considered.

Passed and adopted this 11th day of December, 2017, by the City Council of Renville, Minnesota.

This resolution was offered by: Adam Zaske

This resolution was seconded by: Brent Dahl

Voting in favor: Adam Zaske, Brent Dahl, Shane Wohlman, & Jeff Pike

Voting against: none

Attest:

Janette Wertish, Mayor

Jessica Gorman City Admin./Clerk

**CITY OF RENVILLE
RESOLUTION 15-17**

RESOLUTION APPROVING 2017 TAX LEVY, COLLECTABLE IN 2018

BE IT RESOLVED, by the City Council of the City of Renville, County of Renville, Minnesota, that the following sums of money be levied for the current year, collectable in 2018 upon the taxable property in the City of Renville, for the following purposes:

General	\$361,402.00
Local Improvements	\$188,000.00
Water	\$186,283.00
Debt Service	<u>\$36,625.00</u>
Total Levy:	\$772,310.00

The City Administrator/Clerk is hereby instructed to transmit a certified copy of this resolution to the Auditor of Renville County, Minnesota.

Passed and adopted this 11th day of December, 2017, by the City Council of Renville, Minnesota.

This resolution was offered by: Jeff Pike

This resolution was seconded by: Adam Zaske

Voting in favor: Jeff Pike, Adam Zaske, Shane Wohlman, & Brent Dahl

Voting against: none

Janette Wertish, Mayor

ATTEST:

Jessica Gorman, City Admin./Clerk

**CITY OF RENVILLE
RESOLUTION 16-17**

**RESOLUTION ADOPTING THE WATER AND SEWER BUDGETS
FOR THE YEAR 2018**

BE IT RESOLVED, by the City Council of the City of Renville, County of Renville, Minnesota, that the 2018 Water and Sewer Budget be set as follows:

Water Revenues	<u>\$225,000.00</u>
Water Expenditures	<u>\$199,366.30</u>
Sewer Revenues	<u>\$362,000.00</u>
Sewer Expenditures	<u>\$487,653.80</u>

Passed and adopted this 11th day of December 2017, by the City Council of Renville, Minnesota.

This resolution was offered by: Shane Wohlman

This resolution was seconded by: Jeff Pike

Voting in favor: Shane Wohlman, Jeff Pike, Adam Zaske, & Brent Dahl

Voting against: none

Attest:

Janette Wertish, Mayor

Jessica Gorman, City Admin./Clerk

**CITY OF RENVILLE
RESOLUTION 17-17**

**RESOLUTION ADOPTING SUMMARY PUBLICATION OF THE CHAPTER 13
TOBACCO
REGULATION ORDINANCE 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 City of Renville Chapter 13 Tobacco Regulation Ordinance adopted the 11th

day of December, 2017 by the City Council of Renville may be published in summary form as specified

“The City of Renville hereby publishes this summary of the adopted Chapter 13 Tobacco Regulation Ordinance as notice to the public.

The city recognizing that persons under the age of 18 years purchase or otherwise obtain, possess and use tobacco, tobacco products, tobacco-related devices, electronic cigarettes, electronic delivery device and nicotine or lobelia delivery devices, and the sales, possession, and use are violations of both state and federal laws; this ordinance intends to regulate the sale, possession and use of tobacco, tobacco products, tobacco-related devices, electronic cigarettes, electronic delivery device and nicotine or lobelia delivery devices for the purpose of enforcing and furthering existing laws, to protect minors against the serious effects associated with the illegal use of tobacco, tobacco products, tobacco-related devices, electronic cigarettes, electronic delivery device and nicotine or lobelia delivery devices, and to further the official public policy of the state in regard to preventing young people from starting to smoke as stated in M.S. § 144.391, as amended from time to time.

This published material is a summary of the adopted City of Renville Chapter 13 Tobacco Regulation Ordinance. The full text is available for inspection during regular Renville City Hall office hours”

Passed and adopted this 11th day of December, 2017, by the City Council of Renville, Minnesota.

This resolution was offered by: Brent Dahl

This resolution was seconded by: Jeff Pike

Voting in favor: Brent Dahl, Jeff Pike, Shane Wohlman, & Adam Zaske

Voting against: none

Attest:

Janette Wertish, Mayor

Jessica Gorman City Admin./Clerk

9. Mayor’s Report

A motion was made by Shane Wohlman and seconded by Brent Dahl to approve the Mayor’s report. The motion carried 4 to 0.

10. Adjourn

A motion was made by Adam Zaske and seconded by Jeff Pike to adjourn the meeting. The motion carried 4 to 0. Meeting was adjourned at 7:56 p.m.

Dated at Renville, Minnesota this 11th December, 2017

THE GOVERNING BODY OF THE CITY
OF RENVILLE, MINNESOTA

BY _____
Janette Wertish, Mayor

ATTEST:

BY _____
Jessica Gorman, City Administrator/Clerk