

**Approved Minutes
City Council Regular Session
December 27, 2017
Wednesday 7:00 p.m.**

The regular session of the City Council, City of Renville, Minnesota was called to order on December 27th, 2017 at 7:00 p.m. by Mayor Wertish

City Council Members present were Adam Zaske, Shane Wohlman, Jeff Pike, Jeremy Hinderks and Brent Dahl. Also present were Mayor Janette Wertish, Police Chief Aaron Slagter, Ashley Alsum, Kathy Ridl, & City Administrator/Clerk Jessica Gorman.

1. Pledge of Allegiance

2. Approval of Agenda

A motion was made by Jeremy Hinderks and seconded by Brent Dahl to approve the agenda. The motion carried 5 to 0.

3. Approval of Minutes

A motion was made by Jeremy Hinderks and seconded by Jeff Pike to approve the minutes of the December 11, 2017 Regular Council Meeting & the December 11, 2017 Truth in Taxation Meeting. The motion carried 5 to 0.

4. Invoices Payable

Check #	Name	Amount	Comments	Date
33651	OFFICE OF THE TX ATTNYS GENERAL	\$319.38	Rem ID 0011520455200641465	12/12/2017
33652	CENTURYLINK	\$16.24	Water Dept. Telephone	12/18/2017
33653	AMERICAN SOLUTIONS FOR BUSINES	\$123.86	W2s, 1099s	12/27/2017
33654	AMERIPRIDE SERVICES, INC	\$143.65	Community Center Contractual	12/27/2017
33655	ATCO	\$225.60	2 cases Quickies	12/27/2017
33656	BHE RENEWABLES	\$4,178.40	Sewer Electric	12/27/2017
33657	COMMUNITY ELECTRIC	\$1,200.54	Remove and replace lights - WWTP	12/27/2017
33657	COMMUNITY ELECTRIC	\$157.29	Check breaker/outlets in Community Center. Replace outlet in the kitchen	12/27/2017
33658	EMMET TOWNSHIP	\$91.87	1/2 Auto Mark - 2018	12/27/2017
33659	FARMERS CO-OP OIL CO	\$20,000.00	FCOC Abatement	12/27/2017
33660	H & L MESABI	\$1,048.17	Snow plow parts	12/27/2017
33661	HEIMAN BROTHERS INC.	\$164.40	FD - Boots	12/27/2017
33662	INTERSTATE POWERSYSTEMS	\$1,205.34	Repairs - WWTP	12/27/2017
33663	JEFF SLAGTER BLADING	\$75.00	mowing city limit roads 2017	12/27/2017
33664	M-R SIGN CO., INC.	\$161.17	No Parking signs	12/27/2017
33665	MVTL LABORATORIES, INC.	\$522.50	Sewer Testing	12/27/2017
33665	MVTL LABORATORIES, INC.	\$234.50	Sewer Testing	12/27/2017
33666	PIKE, JEFF	\$27.84	6 bags of salt	12/27/2017
33667	RENVILLE SALES INC.	\$6.76	Air filter - Street Dept.	12/27/2017
33668	RENVILLE-SIBLEY COOPERATIVE	\$477.48	Water Electric	12/27/2017
33669	ROSENBAUER	\$89,599.00	2018 Freightliner Chassis	12/27/2017
33670	SCHROEDER, GARRET	\$150.00	Street Dept. Maintenance	12/27/2017

33671	SEGELSTROM, CHAD	\$120.00	Cell Phone Reimbursement	12/27/2017
33672	SLAGTER, AARON	\$120.00	Cell Phone Reimbursement	12/27/2017
33673	SPIEKER, JEREMY	\$120.00	Cell Phone Reimbursement	12/27/2017
33674	TOTALFUNDS BY HASLER	\$100.00	Postage	12/27/2017
33675	USABLE LIFE	\$10.40	Life Ins.	12/27/2017
33675	USABLE LIFE	\$10.40	Life Ins.	12/27/2017
33675	USABLE LIFE	\$10.41	Life Ins.	12/27/2017
33675	USABLE LIFE	\$30.96	Life Ins.	12/27/2017
33675	USABLE LIFE	\$8.16	Life Ins.	12/27/2017
33675	USABLE LIFE	\$9.40	Life Ins.	12/27/2017
33676	VERIZON WIRELESS	\$51.13	Police Dept. Telephone	12/27/2017
33676	VERIZON WIRELESS	\$63.13	Street Dept. Telephone	12/27/2017
33677	WERTISH AUTO AND TRUCK REPAIR	\$627.73	Service - Chevy Tanker	12/27/2017
33678	WEST CENTRAL SANITATION	\$17.55	Street Refuse	12/27/2017
33678	WEST CENTRAL SANITATION	\$35.92	WWT Refuse	12/27/2017
33678	WEST CENTRAL SANITATION	\$1,515.77	Delinquent Refuse - tax settlement	12/27/2017
33679	XCEL ENERGY	\$1,998.88	Street Electric	12/27/2017
996924E	MINNESOTA DEPT. OF REVENUE	\$509.60	State Withholding Tax	12/12/2017
996925E	INTERNAL REVENUE SERVICE	\$1,184.88	FWH	12/12/2017
996925E	INTERNAL REVENUE SERVICE	\$1,779.02	FICA/Medicare	12/12/2017
996926E	PUBLIC EMPLOYEES RETIREMENT	\$2,774.15	PERA	12/12/2017
996927E	ICMA	\$50.00	Sunvold, Nathan #302283	12/12/2017
Total		\$131,276.48		

A motion was made by Jeremy Hinderks and seconded by Shane Wohlman to approve the invoices payable. The motion carried 5 to 0.

5. Committee/Staff Reports

A. EDA

EDA COMMITTEE 12-20-17 12:15pm

Attendance: Janette Wertish, Cari Rice, Jeremy Hinderks, Shane Wohlman, Julie Rath, Lisa Drafall, Brian Gauer, Michelle Mortensen, Shereen Frank

- **Redwood Area Development Corp** - Julie Rath presented on the organizations back ground and goals in aiding rural communities and businesses in development, grant, loan and rehabilitation pursuits. The organization has been in place since 1986 and works with numerous local governments. If Renville was interested in a one year membership in 2018 the membership fee would be \$6,010. The EDA group was interested in a membership in 2018 if the membership fee could be accommodated.
- **RCW career day event** - RCW in late November had a well developed and tested career day program presented to the administration for use in 2018. Knowing the city had been attempting to fill that need in an efforts to engage youth in the community, RCW connected Lisa Drafall, the Career Match Expo program coordinator, with the EDA where a presentation was made on the program for the December meeting. The program

will bring local employers from the area together to present great local career paths to future graduates. The students receive a resource book, lunch and engagement in panel discussions with local business leaders, resume and application education, interview skills, personal financing education, etc.

After hearing the presentation the EDA felt this will be a great benefit to the youth in our community and would like to work in partnership with RCW and the Career Match Expo program for their April 2018 event in the community center. This program will not only benefit RCW students but will bring students from other nearby communities such as Montevideo and Sleepy Eye to our community for the one day experience. Lisa Drafall is able to incorporate the questions created on youth engagement by the Renville EDA into a survey the organization does, therefore still giving the EDA feedback from area youth on Renville.

- **Casey's Development** - The group discussed the filed zoning permit request by Casey's. The application meets all measurable setback and zoning ordinance requirements taking into consideration previous variance approval. The group discussed various types of development and taking into consideration the amount of underground engineering related material in a gas station felt it would be in the cities best interest to have the city engineering firm review the plans at the estimated cost of \$2,500.
- **Chamber/EDA possible funds** - The committee was informed of future donations coming to the City/EDA with designated amounts and desired purposes such as the RADC membership and a loan program.

A motion was made by Jeremy Hinderks and seconded by Brent Dahl to approve the EDA Committee report. The motion carried 5 to 0.

B. City Administrator/Clerk's

City Administrators Report
12/27/2017

MinAqua- I have discussed the building renovation and future use with Randy Tersteeg. He apologize that himself and company may have spent longer than desired researching the possible uses of the building before the renovations started. The site plan developed involves reusing the roof structure, everything else is being removed and replaced including all concrete, walls and metal sheeting.

When the building is complete it will be a flat warehouse building with several overhead doors that will face the south as well as a couple dock height doors. This will allow the building to be used for both bulk or palletized storage as well as a large open area which could house a variety of businesses.

The demolition will continue through the winter and a contractor show be completing the needed work in May of 2018. The Tersteegs are asking the council to allow until June 30th 2018 for the

renovation to be complete as an earlier completion date of 12/31/17 had been set in the purchase agreement.

Additionally when the property is close to completion the Tersteegs welcome and desire for EDA/City assistance in marketing the property, getting the word out, so to speak.

Proposed completed building specs - Approximately 106 by 620 ft (65,000 square ft.) steel building construction with a minimum of 14 ceiling clearance and a vapor barrier to prevent moisture and humidly dripping.

Public Works- Congratulations to Paul Mattson who has completed his probationary period with the city. He has been a great addition to the city team.

Meetings- A HR Committee meeting will be posted for January 4th at 12:15pm. Also a Public Safety meeting will be posted for January 18th at 5:30pm.

A motion was made by Brent Dahl and seconded by Adam Zaske to approve the City Admin/Clerk's Report. The motion carried 5 to 0.

6. Action Items

- A motion was made by Shane Wohlman and seconded by Jeremy Hinderks to extend the renovation of the Minaqua building to June 30, 2018. The motion carried 5 to 0.
- A motion was made by Jeff Pike and seconded by Jeremy Hinderks to set an HR Meeting for January 4, 2018 at 12:15 pm and a Public Safety Meeting for January 18, 2018 at 5:30 pm. The motion carried 5 to 0.
- A motion was made by Brent Dahl and seconded by Adam Zaske to authorize Chief Aaron Slagter to order a 2018 Chevy Tahoe from H&L Motors with a price not to exceed \$55,000. The motion carried 4 to 1.
- A motion was made by Jeremy Hinderks and seconded by Adam Zaske to approve the SWFDA & WCFDA Mutual Aid Agreements. The motion carried 5 to 0.
- A motion was made by Adam Zaske and seconded by Jeff Pike to increase the insurance coverage to cover \$75,000 for the newer light poles. The motion was declined 2 to 3.

CITY OF RENVILLE RESOLUTION 17-17

RESOLUTION TO DESIGNATE THE POLLING PLACE FOR 2018

WHEREAS, THE CITY COUNCIL OF RENVILLE, MINNESOTA, pursuant to Minnesota Statute §204B.16 POLLING PLACES; DESIGNATION, is required by December 31st of each year to designate by ordinance or resolution a polling place for each election precinct. The

polling places designated in the ordinance or resolution are the polling places for the following calendar year, unless a change is made.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RENVILLE, RENVILLE COUNTY, MINNESOTA AS FOLLOWS:

The city of Renville designates the Renville Community Center at 221 North Main Street, Renville, as the polling place for the 2018 Elections.

Passed and adopted this 27th day of December, 2017, by the City Council of Renville, Minnesota.

This resolution was offered by: Brent Dahl

This resolution was seconded by: Shane Wohlman

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

Voting against: none

Janette Wertish, Mayor

ATTEST:

Jessica Gorman, City Admin./Clerk

**CITY OF RENVILLE
RESOLUTION 18-17
RESOLUTION EXPRESSING ACCEPTANCE OF, APPRECIATION FOR AND
DESIGNATION OF DONATIONS RECEIVED**

WHEREAS, the following have made donations:

- Renville Area Chamber (*disbanded*) \$17,125.68

WHEREAS, this donation is specifically requested to be designated for implementation of a revolving loan fund program in the amount of \$9,000 and the remaining \$8,125.68 of the funds to be devoted to EDA initiatives,

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, the City Council of the City of Renville, Minnesota accepts and acknowledges with gratitude these donations; and designates the donations to be appropriated as requested

Passed and adopted this 27th day of December, 2017, by the City Council of Renville, Minnesota.

This resolution was offered by: Jeremy Hinderks
This resolution was seconded by: Shane Wohlman
Voting in favor: Jeremy Hinderks, Shane Wohlman, Jeff Pike, Adam Zaske, Brent Dahl
Voting against: none

Attest:

Janette Wertish, Mayor

Jessica Gorman City Administrator/Clerk

**CITY OF RENVILLE
RESOLUTION 19-17**

**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 2018 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	\$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	\$25.00
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	\$35.00/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 Restaking Fee	\$25.00
Refuse Clean Up Fees:	
Delivery Fee for Dumpster:	\$65.00
2 yd	\$55.00
4 yd	\$70.00
10 yd	\$125.00
20 yd	\$145.00
30 yd	\$195.00
\$1.50/day rental after 10 days	
Hourly Rate for City Employees	\$35.00/hr/person

Passed and adopted this 27th day of December, 2017, by the City Council of Renville, Minnesota.

This resolution was offered by: Jeremy Hinderks

This resolution was seconded by: Shane Wohlman

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

Voting against: none

Attest:

Janette Wertish, Mayor

Jessica Gorman, City Administrator/Clerk

- A motion was made by Jeremy Hinderks and seconded by Jeff Pike to approve Maynard's Tobacco License Application for 2018. The motion carried 5 to 0.
- A motion was made by Brent Dahl and seconded by Jeff Pike to approve Dollar General's Tobacco License Application for 2018. The motion carried 5 to 0.
- A motion was made by Brent Dahl and seconded by Jeremy Hinderks to approve Main Street Bar & Grill's Liquor License (On Sale, Off Sale & Sunday) for 2018. The motion carried 5 to 0.
- A motion was made by Jeremy Hinderks and seconded by Brent Dahl to approve the 2018 Proposed Budget. The motion carried 5 to 0.
- A motion was made by Jeff Pike and seconded by Shane Wohlman to approve the SHE Review zoning Application for Casey's and not to exceed \$2,500. The motion carried 5 to 0.
- A motion was made by Jeremy Hinderks and seconded by Shane Wohlman to approve the RADDC Membership for 2018 at a cost of \$6,010. The motion carried 5 to 0.
- A motion was made by Adam Zaske and seconded by Shane Wohlman to approve the Cenex Tobacco License for 2018. The motion carried 5 to 0.

CITY OF RENVILLE
RESOLUTION 14-17
Amended

**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

Administrative Fees Payable by Licensee

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.

Administrative Fees Payable by Clerk/Employee.

2.1 The first violation will result in an administrative fee of one hundred dollars (**\$100.00**) and the individual shall complete mandatory training regarding the sale of licensed products to minors and participate in **eight (8) hours of useful public service**. Proof of completion of such training and/or useful public service hours 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. Moreover, useful public service hours must be completed with an organization pre-approved by the City of Renville.

2.2 The second offense will result in an administrative fee of one hundred fifty dollars (**\$150.00**) and the individual shall complete mandatory training regarding the sale of licensed products to minors and participate in **sixteen (16) hours of useful public service**. Proof of completion of such training and/or useful public service hours 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. Moreover, useful public service hours must be completed with an organization pre-approved by the City of Renville.

2.3 The third or subsequent offense will result in an administrative fee of two hundred dollars (**\$200.00**) and the individual shall complete mandatory training regarding the sale of licensed products to minors and participate in **twenty-four (24) hours of useful public service**. Proof of completion of such training and/or useful public service hours 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. Moreover, useful public service hours must be completed with an organization pre-approved by the City of Renville.

Passed, adopted and amended this 27th day of December, 2017, by the City Council of Renville, Minnesota.

This resolution was offered by: Brent Dahl

This resolution was seconded by: Jeremy Hinderks

Voting in favor: Brent Dahl, Jeremy Hinderks, Shane Wohlman, Adam Zaske, Brent Dahl

Voting against:

Attest:

Janette Wertish, Mayor

Jessica Gorman City Admin./Clerk

7. Discussion Items

8. Mayor's Report

A motion was made by Jeremy Hinderks and seconded by Shane Wohlman to approve the Mayor's report. The motion carried 5 to 0.

9. Adjourn

A motion was made by Jeff Pike and seconded by Adam Zaske to adjourn the meeting. The motion carried 5 to 0. Meeting was adjourned at 7:58 p.m.

Dated at Renville, Minnesota this 27th December, 2017

THE GOVERNING BODY OF THE CITY
OF RENVILLE, MINNESOTA

BY _____
Janette Wertish, Mayor

ATTEST:

BY _____
Jessica Gorman, City Administrator/Clerk