

**Approved Minutes
City Council Regular Session
December 27, 2021
Monday 6:00 p.m.**

The regular session of the City Council, City of Renville, Minnesota was called to order on December 27, 2021, at 6:00 p.m. by Mayor Wertish.

City Council Members present were Alma Gasca, Dave Grund, Pete Peterson, & David Van Hove, Jr. Also present were Mayor Janette Wertish, City Administrator/Clerk Shane Wohlman. Scott Tedrick with the Register joined the meeting at 6:08 pm. Councilor Adam Zaske was absent.

1. Pledge of Allegiance

2. Approval of Agenda

A motion was made by Dave Grund and seconded by David Van Hove, Jr. to approve the agenda, with the addition of Set a Public Hearing for Forsman Farms under Action Items i. Ayes: Gasca & Peterson.

3. Approval of Minutes

A motion was made by Dave Grund and seconded by Alma Gasca to approve the minutes of the December 13, 2021 Regular Council Meeting. Ayes: Peterson & Van Hove.

4. Invoices Payable

Check #	Name	Amount	Account	Comments	Date
500331	AERATION INDUSTRIES INTL	\$675.00	E 602-49450-285 Repair Waste Water Plant	WWTP repairs	12/27/2021
500332	AMERICAN SOLUTIONS FOR BUSINES	\$78.19	E 101-41400-201 Office Supplies	Year End forms	12/27/2021
500333	ANDERSON LARSON HANSON & SAUND	\$168.00	E 101-41610-101 Wages and Salaries	Attorney Fees-Admin	12/27/2021
500333	ANDERSON LARSON HANSON & SAUND	\$1,556.00	E 101-41610-101 Wages and Salaries	Attorney Fees-PD	12/27/2021
500334	PETTY CASH	\$90.90	E 601-49400-201 Office Supplies	Water Dept Postage	12/27/2021
500334	PETTY CASH	\$13.84	E 101-41400-201 Office Supplies	Admin Postage	12/27/2021
500335	DOLLAR GENERAL	\$20.00	E 101-45400-219 General Supplies-Maint.	Bionic Light	12/27/2021
500336	ELECTRIC PUMP	\$20,559.80	E 602-49450-530 Sewer Line	Replace pump at WWTP	12/27/2021
500337	HILLYARD FLOOR CARE SUPPLY	\$90.76	E 101-45400-219 General Supplies-Maint.	Community Center Supplies	12/27/2021
500337	HILLYARD FLOOR CARE SUPPLY	-\$49.00	E 101-45400-219 General Supplies-Maint.	Credit - Garbage Bags	12/27/2021
500338	INNOVATIVE	\$35.99	E 101-41400-201 Office Supplies	Calendar for Council chambers	12/27/2021
500339	MSCIC	\$125.00	E 101-42100-331 Travel/Seminar Course	2022 MSCIC Training - J. Spieker	12/27/2021
500340	MVTL LABORATORIES, INC.	\$445.50	E 602-49450-229 Contractual Service	Sewer Testing	12/27/2021
500341	NATIONWIDE GLASS OF WILLMAR	\$405.00	E 101-45400-401 Repairs/Maint Buildings-Equip	Door repairs	12/27/2021
500342	PRO HYDRO-TESTING LLC	\$840.00	E 101-42200-221 Repair/Maint. Equipment	Hydro Test SCBA Cylinders	12/27/2021
500343	RENVILLE-SIBLEY COOPERATIVE	\$136.35	E 601-49400-381 Utilities	Water Electric	12/27/2021
500344	SCHMOLL S WELDING INC.	\$150.60	E 101-43100-221 Repair/Maint. Equipment	Weld brackets sander and shear strips	12/27/2021
500345	SCHROEDER, GARRET	\$312.50	E 101-43100-229 Contractual Service	Street Dept. Maintenance	12/27/2021
500346	STREICHER S	\$608.94	E 101-42100-417 Uniforms	Misc Uniform supplies	12/27/2021
500347	USABLE LIFE	\$14.01	E 101-41300-131 Employee Insurance	Life Ins.	12/27/2021
500347	USABLE LIFE	\$28.02	E 101-42100-131 Employee Insurance	Life Ins.	12/27/2021
500347	USABLE LIFE	\$11.19	E 101-43100-131 Employee Insurance	Life Ins.	12/27/2021
500347	USABLE LIFE	\$11.19	E 601-49400-131 Employee Insurance	Life Ins.	12/27/2021

500347	USABLE LIFE	\$11.18	E 602-49450-131 Employee Insurance	Life Ins.	12/27/2021
500347	USABLE LIFE	\$9.40	E 101-41400-131 Employee Insurance	Life Ins.	12/27/2021
500348	VERIZON WIRELESS	\$41.71	E 101-43100-321 Telephone	Street Dept. Telephone	12/27/2021
500349	WEST CENTRAL SANITATION	\$17.55	E 101-43100-229 Contractual Service	Street Refuse	12/27/2021
500349	WEST CENTRAL SANITATION	\$35.92	E 602-49450-229 Contractual Service	WWT Refuse	12/27/2021
500349	WEST CENTRAL SANITATION	\$167.46	R 101-36570 Street Refuse Pickup	Delinquent Refuse	12/27/2021
500350	WINSTED SOLAR, LLC	\$34.74	E 101-45400-380 Utility Services (GENERAL)	Community Center Electric	12/27/2021
500350	WINSTED SOLAR, LLC	\$94.26	E 101-43100-380 Utility Services (GENERAL)	Street Dept Electric	12/27/2021
500350	WINSTED SOLAR, LLC	\$16.98	E 101-42100-380 Utility Services (GENERAL)	PD Electric	12/27/2021
500350	WINSTED SOLAR, LLC	\$8.49	E 101-41400-380 Utility Services (GENERAL)	City Hall Electric	12/27/2021
500350	WINSTED SOLAR, LLC	\$859.84	E 602-49450-387 Utilities-Wastewater Plan	Sewer Electric	12/27/2021
500350	WINSTED SOLAR, LLC	\$323.10	E 601-49400-381 Utilities	Water Electric	12/27/2021
500350	WINSTED SOLAR, LLC	\$15.71	E 101-45200-380 Utility Services (GENERAL)	Park Electric	12/27/2021
500350	WINSTED SOLAR, LLC	\$16.98	E 101-45500-380 Utility Services (GENERAL)	Library Electric	12/27/2021
500350	WINSTED SOLAR, LLC	\$70.51	E 101-42200-380 Utility Services (GENERAL)	Fire Dept Electric	12/27/2021
500351	WOHLMAN, SHANE	\$123.20	E 101-41300-331 Travel/Seminar Course	2021 Mileage - 220 miles	12/27/2021
500351	WOHLMAN, SHANE	\$120.00	E 101-41300-321 Telephone	Cell Phone reimbursement	12/27/2021
500352	WULF, NICK	\$46.32	E 101-42200-219 General Supplies-Maint.	Sawzall blades	12/27/2021
500353	XCEL ENERGY	\$2,061.51	E 101-43100-380 Utility Services (GENERAL)	Street Electric	12/27/2021
997698E	MINNESOTA DEPT. OF REVENUE	\$727.26	G 101-21720 State Withholding	State Withholding Tax	12/20/2021
997699E	INTERNAL REVENUE SERVICE	\$2,081.06	G 101-21730 FICA Tax Withholding	FICA/Medicare	12/20/2021
997699E	INTERNAL REVENUE SERVICE	\$1,401.14	G 101-21710 Federal Withholding Tax	FWH	12/20/2021
997700E	PUBLIC EMPLOYEES RETIREMENT	\$3,411.93	G 101-21740 PERA	PERA	12/20/2021
997701E	ICMA	\$50.00	G 101-21750 ICMA Payable	Sunvold, Nathan #302283	12/20/2021
TOTAL		\$38,074.03			

A motion was made by Alma Gasca and seconded by Pete Peterson to approve the invoices payable. Ayes: Grund & Van Hove.

5. Public Comment

6. Committee/Staff Reports

a. City Administrator

City of Renville
City Administrator Report
December 27, 2021

* Public Building Project Update- Phase 1 (PD & CC) Complete. Phase 2 (PW Building) Still waiting for Xcel to install the main service. Phase 3 (FD) Complete.

* On June 28th, the City granted a second 6 month extension for the Conditional Use Permit on the Pape Solar Project. This extension will now expire on January 31, 2022. The contractors have started construction or have completed constructed on the following 4 items: 1. Access road. 2. Fence 3. Underground conduit. 4. Foundations. (progress photos) These items satisfy condition #16 of the CUP (see excerpt below), on both construction and established use, and it is recommended that no further additional extensions will be needed.

16) A Conditional Use Permit shall expire one year after the City Council's final decision to grant the permit if no construction has begun or if the use for which the Conditional Use Permit was granted has not been established.

- * Staff reviews are scheduled to take place this week.
- * The new Police Department evidence and employee lockers arrived and have been installed.
- * Reminder information on Snow Emergency Parking has been distributed. The first snow event warnings were issued and the second event there were 11 tickets written.
- * There have been some issues lately with the lights in the entry way at City Hall. A couple of the light bulbs burned out and it was recommended to upgrade to LED bulbs, which would also improve visibility in this area. It was discovered that the old fixtures are a 2 pin style and it would cost more to convert them than to install new fixtures. There were 2 new 2' x 2' fixtures and 1 can light that were installed to replace 2-2' x 4' fixtures and 2 can lights.
- * The residence at 103 N Main St. experienced a major water leak that ultimately flooded the basement with about 6' of water. This was discovered when water meter readings were completed on the 15th of the month and this property had high usage. The city assisted with pumping the water out of the basement as it was starting to impact a neighbor.
- * The Fire Department has a training burn scheduled for Saturday, January 8th.
- * The 2nd half Local Government Aid (LGA) of \$243,149.00 has been received. Also received the second payment of the Small Cities Assist money of \$15,868.00.
- * Action Item Notes- a. Would like to schedule a HR meeting for the first week in January to create an advertising schedule for the Administrative Assistant position. b. The Supplemental Letter Agreement from SEH is the exact same as 2021's agreement.

***Upcoming Meetings & Important Dates:

12/28 Ad Hoc 5:30

12/29 Webinar 1:00

12/31 New Year's Eve. City Hall Closed.

A motion was made by David Van Hove, Jr. and seconded by Pete Peterson to approve the City Administrator's Report. Ayes: Gasca & Grund.

7. Discussion Items

- a. 2022 Council & Work Session Schedule

8. Action Items

A motion was made by Pete Peterson and seconded by David Van Hove, Jr. to have the Work Session the 1st meeting of the month and Council Meeting the 2nd meeting of the month. Also, move the first EDA Committee meeting to February 2, 2022. Ayes: Gasca & Grund.

A motion was made by Alma Gasca and seconded by Pete Peterson to schedule an HR Committee meeting for Wednesday, January 5, 2022 at 2:00 pm. Ayes: Grund & Van Hove.

A motion was made by Dave Grund and seconded by David Van Hove, Jr. to approve the SEH General Services Agreement for 2022. Ayes: Gasca & Peterson.

A motion was made by Dave Grund and seconded by David Van Hove, Jr. to approve the Budget Summary Statement & Comparison for 2022. Ayes: Gasca & Peterson.

A motion was made by Dave Grund and seconded by David Van Hove, Jr. to approve the 2022 Budget. Ayes: Gasca & Peterson.

A motion was made by Dave Grund and seconded by David Van Hove, Jr. to set a Public Hearing on January 24, 2022 at 6:00 pm or shortly thereafter for a Conditional Use Permit application submitted by Forsman Farms. Ayes: Gasca & Peterson.

**CITY OF RENVILLE
RESOLUTION 40-21**

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 2022.

PASSED AND ADOPTED this 27th day of December 2021, by the City Council of Renville, Minnesota.

This resolution was offered by: Pete Peterson
This resolution was seconded by: Dave Grund
Voting in favor: Alma Gasca & David Van Hove, Jr.
Voting against: none

Janette Wertish, Mayor

Attest:

Shane Wohlman, City Administrator/Clerk

**CITY OF RENVILLE
RESOLUTION 41-21**

2022 REGULAR COUNCIL MEETING DATES

BE IT RESOLVED; by the City Council of the City of Renville, County of Renville, State of Minnesota, the dates for the Regular Council Meetings in 2022 are set as the following:

2022 Regular Council
Meetings

- Monday, January 24, 2022
- Monday, February 28, 2022
- Monday, March 28, 2022
- Monday, April 25, 2022
- Monday, May 23, 2022
- Monday, June 27, 2022
- Monday, July 25, 2022
- Monday, August 22, 2022
- Monday, September 26, 2022
- Monday, October 24, 2022
- Monday, November 28, 2022
- Tuesday, December 27, 2022

*The first Monday of each month will be designated a Work Session unless it falls on a holiday or the Council deems it necessary to use as a Regular Council Meeting to take action. Proper notice will be provided per the Open Meeting Law.

PASSED AND ADOPTED this 27th day of December, 2021 by the City Council of the City of Renville, Minnesota.

The resolution was offered by: David Van Hove, Jr.

This resolution was seconded by: Pete Peterson

Voting in favor: Alma Gasca & Dave Grund

Voting against: none

Attest:

Janette Wertish, Mayor

Shane Wohlman, City Administrator/Clerk

CITY OF RENVILLE
RESOLUTION 42-21

RESOLUTION APPROVING 2021 TAX LEVY, COLLECTABLE IN 2022

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 2022 upon the taxable property in the City of Renville, for the following purposes:

General	\$ 392,033.80
Local Improvements	\$ 225,426.21
Water	\$ 188,433.05
Debt Service	<u>\$ 13,449.94</u>
Total Levy:	\$ 819,343.00

NOW THEREFORE, BE IT RESOLVED that 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 27th day of December, 2021, by the City Council of Renville, Minnesota.

This resolution was offered by: Dave Grund
This resolution was seconded by: Pete Peterson
Voting in favor: Alma Gasca & David Van Hove, Jr.
Voting against: none

Janette Wertish, Mayor

ATTEST:

Shane Wohlman, City Administrator/Clerk

**CITY OF RENVILLE
RESOLUTION 43-21**

**RESOLUTION ADOPTING THE WATER AND SEWER BUDGETS
FOR THE YEAR 2022**

BE IT RESOLVED, by the City Council of the City of Renville, County of Renville, Minnesota, that the 2022 Water and Sewer Budget be set as follows:

Water Revenues	<u>\$408,183.05</u>
Water Expenditures	<u>\$262,983.73</u>
Sewer Revenues	<u>\$398,548.00</u>
Sewer Expenditures	<u>\$537,796.80</u>

PASSED AND ADOPTED this 27th day of December 2021, by the City Council of Renville, Minnesota.

This resolution was offered by: David Van Hove, Jr.

This resolution was seconded by: Alma Gasca
Voting in favor: Dave Grund & Pete Peterson
Voting against: none

Attest:

Janette Wertish, Mayor

Shane Wohlman, City Administrator/Clerk

9. Mayor's Report

The Mayor hopes everyone had a great holiday & upcoming New Year. She also distributed a brochure from the Park Mom's for bricks.

A motion was made by Dave Grund and seconded by Alma Gasca to approve the Mayor's report. Ayes: Peterson & Van Hove.

10. Adjourn

A motion was made by Dave Grund and seconded by David Van Hove, Jr. to adjourn the meeting. Ayes: Gasca & Peterson. Meeting was adjourned at 6:34 p.m.

Dated at Renville, Minnesota this 27th day of December, 2021.

THE GOVERNING BODY OF THE CITY
OF RENVILLE, MINNESOTA

BY _____
Janette Wertish, Mayor

ATTEST:

BY _____
Shane Wohlman, City Administrator/Clerk