

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

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

City Council Members present were Pete Peterson, David Van Hove, Jr., Alma Gasca and Dave Grund. Also present were Mayor Janette Wertish and City Administrator/Clerk Shane Wohlman, Public Works Director Nathan Sunvold, Greg Renneke with R&R Diesel joined the meeting at 6:10 pm. Scott Tedrick with the Register joined the meeting at 6:07 pm and left at 6:42 pm. Councilor Adam Zaske was absent.

**1. Minutes**

A. Minutes from the January 24, 2022 Regular Council Meeting

**2. Finance**

A. Review invoices through 2/10/2022

a. Total amount of payment batch - \$198,518.49

Check #	Name	Amount	Account	Comments	Date
500408	EDS SERVICE CENTER	\$160.00	E 101-42100-202 Investigation	Vehicle Tow	1/26/2022
500409	RENVILLE-SIBLEY COOPERATIVE	\$128.77	E 601-49400-381 Utilities	Water Electric	1/26/2022
500410	UNITED STATES POSTAL SERVICE	\$119.20	E 601-49400-201 Office Supplies	Utility Postage	1/26/2022
500410	UNITED STATES POSTAL SERVICE	\$119.20	E 602-49450-201 Office Supplies	Utility Postage	1/26/2022
500411	USABLE LIFE	\$11.18	E 602-49450-131 Employee Insurance	Life Ins.	1/26/2022
500411	USABLE LIFE	\$11.19	E 601-49400-131 Employee Insurance	Life Ins.	1/26/2022
500411	USABLE LIFE	\$11.19	E 101-43100-131 Employee Insurance	Life Ins.	1/26/2022
500411	USABLE LIFE	\$28.02	E 101-42100-131 Employee Insurance	Life Ins.	1/26/2022
500411	USABLE LIFE	\$14.01	E 101-41300-131 Employee Insurance	Life Ins.	1/26/2022
500411	USABLE LIFE	\$9.40	E 101-41400-131 Employee Insurance	Life Ins.	1/26/2022
500412	VERIZON WIRELESS	\$41.68	E 101-43100-321 Telephone	Street Dept. Telephone	1/26/2022
500413	CORE & MAIN, LP	\$332.52	E 601-49400-221 Repair/Maint. Equipment	Water Dept repairs	2/3/2022
500414	DVS RENEWAL	\$19.25	E 101-42200-433 Dues and Licensing	Fire Trailer License	2/3/2022
500415	GOVOFFICE LLC	\$550.00	E 101-49260-437 Other Miscellaneous	11 Emails - 2022	2/3/2022
500416	INNOVATIVE	\$100.91	E 101-41400-201 Office Supplies	Envelopes	2/3/2022
500417	MARCUS CONSTRUCTION	\$142,753.64	E 412-47000-311 Construction	Reno App for Payment #8	2/3/2022
500418	MN DEPT OF EMLOY & ECONOMIC	\$875.00	E 410-41430-611 Bond Interest	Demo Bond Interest - 2022	2/3/2022
500418	MN DEPT OF EMLOY & ECONOMIC	\$12,500.00	E 410-41430-601 Debt Srv Bond Principal	Demo Bond Principal - 2022	2/3/2022
500419	MN DNR WATERS	\$211.12	E 601-49400-436 Licenses & Permits	Water Use Permit 2022	2/3/2022
500420	MN RURAL WATER ASSOCIATION	\$250.00	E 601-49400-331 Travel/Seminar Course	Annual Water Conference - M Roxberg	2/3/2022
500421	NCPERS MINNESOTA	\$80.00	G 101-21760 Hospitalization/Medical Ins	Insurance	2/3/2022

500422	SJE	\$711.00	E 601-49400-433 Dues and Licensing	Icontrol Service Jan-Mar 2022	2/3/2022
500423	STEVEN J HINDERKS	\$111.00	E 101-45400-221 Repair/Maint. Equipment	12 Filters	2/3/2022
500423	STEVEN J HINDERKS	\$246.00	E 602-49450-219 General Supplies-Maint.	24 Filters	2/3/2022
500424	SUNVOLD, NATHAN	\$40.00	E 602-49450-331 Travel/Seminar Course	MWOA Meeting - Sunvold & Johnson	2/3/2022
500424	SUNVOLD, NATHAN	\$215.25	E 101-43100-433 Dues and Licensing	PW Vehicle Registrations	2/3/2022
500425	WILLMAR WOOD PRODUCTS	\$1,146.20	E 250-46500-234 City Marketing/Development	Coffee maker cabinet	2/8/2022
500426	ALEX AIR APPARATUS, INC.	\$365.75	E 101-42200-258 Fire Suits	Fire Boots	2/10/2022
500426	ALEX AIR APPARATUS, INC.	\$216.78	E 101-42200-219 General Supplies-Maint.	FD Supplies	2/10/2022
500426	ALEX AIR APPARATUS, INC.	\$1,397.50	E 101-42200-229 Contractual Service	SCBA Flow Tests & Inspections	2/10/2022
500427	ANDERSON LARSON HANSON & SAUND	\$140.00	E 101-41610-101 Wages and Salaries	Attorney Fees-Admin	2/10/2022
500427	ANDERSON LARSON HANSON & SAUND	\$2,373.00	E 101-41610-101 Wages and Salaries	Attorney Fees-PD	2/10/2022
500428	BHE RENEWABLES	\$4,134.45	E 602-49450-387 Utilities-Wastewater Plan	Sewer Electric	2/10/2022
500428	BHE RENEWABLES	\$58.52	E 101-42100-380 Utility Services (GENERAL)	PD Electric	2/10/2022
500428	BHE RENEWABLES	\$29.26	E 101-41400-380 Utility Services (GENERAL)	City Hall Electric	2/10/2022
500428	BHE RENEWABLES	\$58.52	E 101-45500-380 Utility Services (GENERAL)	Library Electric	2/10/2022
500428	BHE RENEWABLES	\$119.70	E 101-45400-380 Utility Services (GENERAL)	CC Electric	2/10/2022
500428	BHE RENEWABLES	\$372.05	E 601-49400-381 Utilities	Water Electric	2/10/2022
500429	BLUE FIRE TRAINING, LLC	\$1,989.20	E 101-42200-414 Fire Dept. Training	House Burn training	2/10/2022
500430	CASH	\$40.00	E 602-49450-201 Office Supplies	Sewer Dept Postage	2/10/2022
500430	CASH	\$72.05	E 601-49400-201 Office Supplies	Water Dept Postage	2/10/2022
500431	CENTRAL COMMUNITY TRANSIT	\$1,985.00	E 101-49260-723 R.C.Heartland Express	Public Transit Services	2/10/2022
500432	COALITION OF GREATER MINNESOTA	\$1,059.33	E 101-49260-433 Dues and Licensing	Membership 2022	2/10/2022
500432	COALITION OF GREATER MINNESOTA	\$1,059.34	E 602-49450-433 Dues and Licensing	Membership 2022	2/10/2022
500432	COALITION OF GREATER MINNESOTA	\$1,059.33	E 601-49400-433 Dues and Licensing	Membership 2022	2/10/2022
500433	GOPHER STATE ONE-CALL, INC	\$6.08	E 602-49450-229 Contractual Service	Sewer Contractual	2/10/2022
500433	GOPHER STATE ONE-CALL, INC	\$6.07	E 601-49400-229 Contractual Service	Water Contractual	2/10/2022
500434	GOVOFFICE LLC	\$660.00	E 101-49260-437 Other Miscellaneous	Website Hosting 2022	2/10/2022
500435	GREAT PLAINS NATURAL GAS	\$355.35	E 101-45500-380 Utility Services (GENERAL)	Library Gas Service	2/10/2022
500435	GREAT PLAINS NATURAL GAS	\$959.98	E 602-49450-387 Utilities-Wastewater Plan	Sewer Gas Service	2/10/2022
500435	GREAT PLAINS NATURAL GAS	\$1,979.79	E 601-49400-381 Utilities	Water Gas Service	2/10/2022
500435	GREAT PLAINS NATURAL GAS	\$467.74	E 101-42200-380 Utility Services (GENERAL)	Fire Dept. Gas	2/10/2022
500435	GREAT PLAINS NATURAL GAS	\$544.84	E 101-43100-380 Utility Services (GENERAL)	Street Dept Gas	2/10/2022
500435	GREAT PLAINS NATURAL GAS	\$726.85	E 101-45400-380 Utility Services (GENERAL)	Community Center	2/10/2022
500435	GREAT PLAINS NATURAL GAS	\$177.68	E 101-41400-380 Utility Services (GENERAL)	Clerk Gas Service	2/10/2022
500435	GREAT PLAINS NATURAL GAS	\$23.00	E 101-45200-380 Utility Services (GENERAL)	Park Gas Service	2/10/2022
500435	GREAT PLAINS NATURAL GAS	\$355.35	E 101-42100-380 Utility Services (GENERAL)	Police Dept. Gas	2/10/2022
500436	HILLYARD FLOOR CARE SUPPLY	\$406.32	E 101-45400-219 General Supplies-Maint.	Community Center Supplies	2/10/2022
500437	LANG S AUTOMOTIVE CENTER, INC.	\$39.97	E 101-43100-219 General Supplies-Maint.	Street Dept supplies	2/10/2022
500438	LOFFLER	\$237.64	E 101-41400-229 Contractual Service	Copier Service Contract	2/10/2022
500439	MAYNARD S FOOD CENTER	\$9.49	E 101-45400-219 General Supplies-Maint.	Community Center supplies	2/10/2022
500439	MAYNARD S FOOD CENTER	\$18.75	E 101-42100-219 General Supplies-Maint.	PD supplies	2/10/2022
500440	MN DEPT. OF PUBLIC SAFETY	\$100.00	E 601-49400-436 Licenses & Permits	Right to Know Act fee	2/10/2022
500441	MVTL LABORATORIES, INC.	\$294.50	E 602-49450-229 Contractual Service	Sewer Testing	2/10/2022
500441	MVTL LABORATORIES, INC.	\$59.00	E 601-49400-229 Contractual Service	Water Testing	2/10/2022

500441	MVTL LABORATORIES, INC.	\$1,521.75	E 602-49450-229 Contractual Service	Sewer Testing	2/10/2022
500441	MVTL LABORATORIES, INC.	\$143.50	E 602-49450-229 Contractual Service	Sewer Testing	2/10/2022
500441	MVTL LABORATORIES, INC.	\$143.50	E 602-49450-229 Contractual Service	Sewer Testing	2/10/2022
500442	MWOA	\$60.00	E 602-49450-433 Dues and Licensing	MOWA Membership - D Johnson	2/10/2022
500443	QUILL CORPORATION	\$41.99	E 101-42100-201 Office Supplies	PD Office Supplies	2/10/2022
500443	QUILL CORPORATION	\$142.64	E 101-42100-201 Office Supplies	PD Office Supplies	2/10/2022
500444	RENCO PUBLISHING, INC.	\$587.98	E 101-41100-351 Legal Notices Publishing	Publishing-Admin Ad, PH Ad, Major Vendors, Budget Summary	2/10/2022
500445	RENVILLE SALES INC.	\$457.38	E 101-43100-240 Small Tools & Minor Equip	Pro Trimmer Attachments	2/10/2022
500445	RENVILLE SALES INC.	\$111.10	E 101-43100-240 Small Tools & Minor Equip	Street Dept supplies	2/10/2022
500445	RENVILLE SALES INC.	\$27.99	E 101-43100-240 Small Tools & Minor Equip	Saw Chain	2/10/2022
500446	TAPCO	\$516.88	E 400-49100-288 Streetscape Improvements	Tapco	2/10/2022
500447	VERIZON WIRELESS	\$70.04	E 101-42100-321 Telephone	Police Dept. Telephone	2/10/2022
500448	XCEL ENERGY	\$47.07	E 101-42100-380 Utility Services (GENERAL)	PD Electric	2/10/2022
500448	XCEL ENERGY	\$408.84	E 101-43100-380 Utility Services (GENERAL)	Street Electric	2/10/2022
500448	XCEL ENERGY	\$40.44	E 101-42200-380 Utility Services (GENERAL)	Fire Dept. Electric	2/10/2022
500448	XCEL ENERGY	\$89.93	E 101-45200-380 Utility Services (GENERAL)	Park Electric	2/10/2022
500448	XCEL ENERGY	\$23.53	E 101-41400-380 Utility Services (GENERAL)	City Hall Electric	2/10/2022
500448	XCEL ENERGY	\$47.07	E 101-45500-380 Utility Services (GENERAL)	Library Electric	2/10/2022
500448	XCEL ENERGY	\$96.28	E 101-45400-380 Utility Services (GENERAL)	Community Center	2/10/2022
997722E	MINNESOTA DEPT. OF REVENUE	\$725.79	G 101-21720 State Withholding	State Withholding Tax	2/1/2022
997723E	INTERNAL REVENUE SERVICE	\$2,180.56	G 101-21730 FICA Tax Withholding	FICA/Medicare	2/1/2022
997723E	INTERNAL REVENUE SERVICE	\$1,395.12	G 101-21710 Federal Withholding Tax	FWH	2/1/2022
997724E	PUBLIC EMPLOYEES RETIREMENT	\$3,683.26	G 101-21740 PERA	PERA	2/1/2022
997725E	ICMA	\$50.00	G 101-21750 ICMA Payable	Sunvold, Nathan #302283	2/1/2022
997731E	MACS	\$98.66	E 602-49450-219 General Supplies-Maint.	Wastewater Dept supplies	2/3/2022
997731E	MACS	\$84.99	E 101-45400-219 General Supplies-Maint.	CC Supplies	2/3/2022
997731E	MACS	\$30.97	E 601-49400-219 General Supplies-Maint.	Water Dept supplies	2/3/2022
997731E	MACS	\$98.65	E 101-43100-219 General Supplies-Maint.	Street Dept supplies	2/3/2022
997731E	MACS	\$233.76	E 101-43100-219 General Supplies-Maint.	Street Dept supplies	2/3/2022
997732E	MIDCO	\$21.45	E 101-41400-321 Telephone	City Hall Fax	2/9/2022
997732E	MIDCO	\$59.00	E 101-49260-722 Internet Fees & Updates	City Hall Internet	2/9/2022
997732E	MIDCO	\$103.11	E 101-42100-321 Telephone	PD Telephone & Internet	2/9/2022
997732E	MIDCO	\$113.82	E 601-49400-321 Telephone	Water Dept Telephone & Internet	2/9/2022
997732E	MIDCO	\$43.31	E 101-45500-321 Telephone	Library Telephone	2/9/2022
997732E	MIDCO	\$41.86	E 101-45400-380 Utility Services (GENERAL)	Community Center Fire Alarm	2/9/2022
997732E	MIDCO	\$49.28	E 101-41400-321 Telephone	City Hall Telephone	2/9/2022
997732E	MIDCO	\$104.53	E 602-49450-321 Telephone	Sewer Dept Telephone & Internet	2/9/2022
997732E	MIDCO	\$68.55	E 101-42200-321 Telephone	FD Internet	2/9/2022
<b>TOTAL</b>		<b>\$198,518.49</b>			

B. Cash Balance Report

C. Revenue-Expenditure Budget Report

D. Local Improvement Report

E. Review Solar Credit Report

### 3. Greg Renneke with R&R Diesel

Greg attended the meeting to give an update on the expansion of his property located at 82971 County Road 6. They would like to add an 80' x 105' storage building and a 60' x 90' addition. Due to the size of the expansion, a larger water service would be required for a sprinkler system. Along with this, Greg would also like to be connected to the city's sewer as well. Greg is requesting annexation into the City and would like the council to consider moving forward at the next regular council meeting.

### 4. Public Works

Public Works Director, Nathan Sunvold, was in attendance to discuss:

- a) Utility Billing System – New price of \$18,700. Increase of \$5,600 from budgeted amount.
- b) Street Sweeper – The new sweeper should arrive in April 2022.
- c) Water Treatment Plant Assessment Update – SEH is almost complete with the assessment.
- d) MN DOH Water Monitoring Report – Reviewed 2021 Monitoring Report.
- e) Wastewater Pump – Purchased 1 new Raz Pump for wastewater plant. Too costly to rebuild a 20+ year old pump.

### 5. Planning Commission

A. Discuss Conditional Use Permit for Forsman Farms

Discussed adding additional language to the Conditional Use Permit regarding fly testing methods, documenting complaints, and a grievance process. Would also like language drafted that a 3<sup>rd</sup> party would provide the testing and be paid for by Forsman.

### 6. EDA

A. EDA Report

City of Renville EDA Committee

Meeting Minutes

2/2/22

Present: Janette Wertish, Adam Zaske, Pete Peterson, Cassie Novotny, Shane Wohlman, Doug Froke, Pam Kjersten, Tim Lingl, Anna Van Hove, Nate Reuss w/MMDC

Not present: Jon Driggs, Sharon Maurice

Next meeting: April 20, 2022 at 6 p.m.

1. Member Introduction: We welcomed new members to the EDA. The new members are Jon Driggs, Tim Lingl & Anna Van Hove.

2. Nate Blad was present to provide an update on the Renville Clinic project. Due to COVID, staffing shortages, and rising construction costs the project has been delayed. He further explained that the delays have been a result of his time schedule, because of the previous mentioned issues, to work with his team and get the project started. Nathan explained that HealthPartners is fully committed to the project, they have the funding in their budget, and want to continue the partnership with the city. Nathan is willing to work with the city on an agreement to purchase the portion of land that they intend on using for their site and put up a sign indicating that it is the future home of the Clinic. The committee recommends that Shane and Nate draft an agreement on the land.
3. Election of Chair & Vice Chair: Adam Zaske was elected as Chair and Cassie Novotny as Vice Chair.
4. Review of Master Calendar: Meetings will be held quarterly at 6:00 pm unless a special meeting is needed.
5. 2022 EDA Budget & Programs available: Council set the EDA Budget for 2022 at \$8,000. The money from the prior year doesn't carry over. The current Business Incentive Programs were reviewed for new members and as a refresher for current members.
6. 2022 Committee Goals: Each member should fill out the form provided for said goals & drop off with Shane. Past goals included: Renville Estate housing, marketing ideas, senior housing & HUD housing.
7. Scenic Byway Request: Reviewed 2021 annual report. Committee recommends to the council to support MRVSBA in 2022 for \$150.
8. Tax Abatement Building Incentive Policy: Shane presented an overview on how the tax abatement process works. It was discussed to consider creating a tax abatement building incentive policy. Renville County has created a policy and the city could model it after that. We agreed that doing our own would be beneficial as it can help spur/promote builders/housing/developers. Shane will draw something up for us to review at the next meeting.
9. Small Cities Development Program: This program is run through MN DEED and can assist (grants) with projects in 3 main areas: Housing, Public Facility, and Comprehensive. A survey would need to be done to determine what the needs are. Community support plays a big factor with DEED in determining the grants. Committee recommends continuing discussion with the County and neighboring cities to see if there is interest.
10. Administrator update:
  - Shane shared an example of a flyer using Location One (LOIS). This can be used to list buildings/businesses that are vacant.
  - Forsman Farms: They plan to demolish all buildings on the property and once the project is complete, will have 30 job openings. Currently waiting for permitting process to conclude.
  - AEI: They're looking to expand and are in need of a building for storage as well as workspace, ideally with an apartment. The former laundromat is a possibility.

- Bart's: There is a potential owner and may utilize the business community loan program should they purchase Bart's.

Respectfully submitted by Cassie Novotny

## **7. HR Committee**

### A. HR Report

HR Minutes  
February 14, 2022  
2:00 p.m.  
City Council Chambers

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

We reviewed the applications for the administrative Assistant position. There are five in total, we eliminated one and decided to call the other four for an interview.

Interview date set for February 22 and 24<sup>th</sup> depending on applicant availability.

Discussed the interview process and decided that Shane would facilitate the process and Angi, Alma, and Dave would also participate. Mayor Wertish would not participate in the first round because of prior commitments that week.

Next Meeting Feb. 28 @ 2 p.m.

Respectfully

Dave Grund

## **8. Discussion**

A. American Rescue Plan Relief Funding- Council would like to take the lead for discussion and determination of the uses for the ARP Funding.

B. Community Center Liquor Provider- Reviewed the lone applicant.

C. LMCIT Member Analyses- Reviewed W/C and P/C Analyses for the past 5 years.

D. Housing and Development Resolution 03-22- Council would like to see the resolution on the next council meeting agenda.

## **9. Administration**

### A. City Administrator Report

City Administrator Report

February 14, 2022

\* Public Building Project Update- Phase 1 (PD & CC) Complete. Phase 2 (PW Building) Xcel continues to work on the main service installation. Phase 3 (FD) Complete. Great Plains Rebate- \$700

\* Xcel Letter-

\* Renville County Events for 2022-

\* Hwy 212 Reconstruction Project-

\* The 2022 Legislative Session began on January 31<sup>st</sup>. CGMC has scheduled their annual Legislative Action Day for Wednesday, March 2<sup>nd</sup>. This is a great opportunity to build connections between local officials and legislators. The schedule includes a full day of events. Let Shane know if interested.

\* There was another water leak that needed to be dug on Monday, February 7<sup>th</sup>. It was discovered that a service line was broken on the NE corner of Emerson Ave. and Main St. There were 40 residents that were in the affected area that were notified through a combination of CodeRed, City Facebook page, and phone calls. The water was temporarily shut off from approximately 8:30 am – 1:15 pm while repairs were being made.

\* The Mayor and I attended the Fire Relief Annual meeting on Monday, February 7<sup>th</sup> at 7:00 pm. Fire Contracts have been completed and the annual meeting with the townships will take place Tuesday, February 15<sup>th</sup> at 7:00 pm.

\* Ben Dolan is the new Community Planner for MMDC. I met with Ben on Monday, January 31<sup>st</sup> to start planning for future Ad Hoc meetings on the codification project. Ben is currently reviewing the work that the committee has already completed and will let us know on a meeting date in the near future.

\* The coffee maker cabinet has arrived for the Community Center kitchen. There were a couple of volunteers that installed the cabinet and now we are waiting for the electricians and plumber to finish with the hook-ups.

\* There are a couple of staff vacations planned that will overlap over the next couple of weeks.

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

2/15 Webinar Meeting 8:30

2/15 Township Annual Fire Meeting 7:00

2/16 Small Cities Development Grant Meeting 9:00

2/21 President's Day- City Hall Closed

2/28 HR Meeting 2:00

2/28 Council Meeting 6:00

## **10. Council Reports**

Councilor Peterson mentioned that the Lions will have pickleball available on Sunday's from 2-4 in the blue gym at the school.

## **11. Mayor Report**

## **12. Adjourn**

Work Session was adjourned at 8:20 pm.

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

THE GOVERNING BODY OF THE CITY  
OF RENVILLE, MINNESOTA

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

ATTEST:

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