

**Approved Minutes
City Council Regular Session-Remote Meeting
May 11, 2020
Monday 6:00 p.m.**

After some technical difficulties, the regular session of the City Council, City of Renville, Minnesota was called to order on May 11, 2020 at 6:11 p.m. by Mayor Wertish.

City Council Members present were Adam Zaske, Jeff Pike, Alma Gasca, Laura Rosen, and Dave Grund. Also present were Mayor Janette Wertish & City Administrator/Clerk Shane Wohlman. Scott Tedrick from the Register, Shane Fitzner, & Brad Varpness.

1. Pledge of Allegiance

2. Approval of Agenda

A motion was made by Adam Zaske and seconded by Jeff Pike to approve the agenda. Aye: Gasca, Grund & Rosen.

3. Approval of Minutes

A motion was made by Adam Zaske and seconded by Dave Grund to approve the minutes of the April 27, 2020 Regular Council Meeting. Aye: Gasca, Pike, & Rosen.

4. Invoices Payable

Check #	Name	Amount	Account	Comments	Date
035434	FIRSTNET LEARNING, INC.	\$30.00	E 601-49400-331 Travel/Seminar Course	LMCIT Online Safety Training	5/6/2020
035434	FIRSTNET LEARNING, INC.	\$20.00	E 101-41300-331 Travel/Seminar Course	LMCIT Online Safety Training	5/6/2020
035434	FIRSTNET LEARNING, INC.	\$20.00	E 101-41400-331 Travel/Seminar Course	LMCIT Online Safety Training	5/6/2020
035434	FIRSTNET LEARNING, INC.	\$30.00	E 602-49450-331 Travel/Seminar Course	LMCIT Online Safety Training	5/6/2020
035435	GRIZZLY SUPPLY	\$4.05	E 602-49450-219 General Supplies-Maint.	WWTP Supplies	5/6/2020
035435	GRIZZLY SUPPLY	\$15.99	E 101-45400-401 Repairs/Maint Buildings-Equip	CC Repairs	5/6/2020
035436	LANG S AUTOMOTIVE CENTER, INC.	\$441.48	E 101-43100-219 General Supplies-Maint.	Street Dept Supplies	5/6/2020
035436	LANG S AUTOMOTIVE CENTER, INC.	\$54.98	E 101-42100-221 Repair/Maint. Equipment	PD Repairs	5/6/2020
035436	LANG S AUTOMOTIVE CENTER, INC.	\$96.75	E 101-43100-221 Repair/Maint. Equipment	Street Dept Repairs	5/6/2020
035436	LANG S AUTOMOTIVE CENTER, INC.	\$34.94	E 602-49450-285 Repair Waste Water Plant	WWTP Repairs	5/6/2020
035437	LOFFLER	\$99.14	E 101-41400-229 Contractual Service	Copier Service Contract	5/6/2020
035438	MACS	\$434.62	E 101-43100-221 Repair/Maint. Equipment	PW Supplies	5/6/2020
035439	QUADIENT	\$74.85	E 101-41400-201 Office Supplies	Postage	5/6/2020
035440	QUADIENT	\$100.00	E 101-41400-201 Office Supplies	Postage	5/6/2020
035441	RENVILLE SALES INC.	\$83.34	E 101-43100-221 Repair/Maint. Equipment	Street Dept Repairs	5/6/2020
035441	RENVILLE SALES INC.	\$84.39	E 602-49450-285 Repair Waste Water Plant	WWTP Repairs	5/6/2020
035441	RENVILLE SALES INC.	\$83.35	E 101-49000-221 Repair/Maint. Equipment	Cemetery Repairs	5/6/2020
035441	RENVILLE SALES INC.	\$83.35	E 101-45200-221 Repair/Maint. Equipment	Parks Repairs	5/6/2020
035442	STREICHER S	\$89.97	E 101-42100-417 Uniforms	PD Uniforms	5/6/2020
035442	STREICHER S	\$190.66	E 101-42100-417 Uniforms	PD Uniforms	5/6/2020

035442	STREICHER S	\$430.97	E 101-42100-417 Uniforms	PD Uniforms	5/6/2020
035443	TISDELL, JODI	\$19.22	E 101-41400-201 Office Supplies	Laminating Sheets	5/6/2020
035444	ANDERSON LARSON HANSON & SAUND	\$157.00	E 101-41610-101 Wages and Salaries	Attorney Fees - PD	5/11/2020
035444	ANDERSON LARSON HANSON & SAUND	\$56.00	E 101-41610-101 Wages and Salaries	Attorney Fees - Admin	5/11/2020
035445	AUTO COLLISION & COLOUR	\$230.00	E 101-43100-221 Repair/Maint. Equipment	Replace windshield on street sweeper	5/11/2020
035446	BHE RENEWABLES	\$185.28	E 101-45500-380 Utility Services (GENERAL)	Library Electric	5/11/2020
035446	BHE RENEWABLES	\$7,508.59	E 602-49450-387 Utilities-Wastewater Plan	Sewer Electric	5/11/2020
035446	BHE RENEWABLES	\$295.09	E 101-45400-380 Utility Services (GENERAL)	CC Electric	5/11/2020
035446	BHE RENEWABLES	\$205.87	E 101-41400-380 Utility Services (GENERAL)	City Hall Electric	5/11/2020
035446	BHE RENEWABLES	\$1,000.45	E 601-49400-381 Utilities	Water Electric	5/11/2020
035447	CENTURYLINK	\$128.55	E 101-42100-321 Telephone	Police Dept. Telephone	5/11/2020
035447	CENTURYLINK	\$163.39	E 101-41400-321 Telephone	City Hall Telephone	5/11/2020
035447	CENTURYLINK	\$61.91	E 602-49450-321 Telephone	Sewer Dept. Telephone	5/11/2020
035447	CENTURYLINK	\$65.80	E 101-43100-321 Telephone	Public Works Telephone	5/11/2020
035447	CENTURYLINK	\$140.94	E 601-49400-321 Telephone	Water Dept. Telephone	5/11/2020
035447	CENTURYLINK	\$63.02	E 101-45500-321 Telephone	Library Telephone	5/11/2020
035448	CORE & MAIN, LP	\$3,175.00	E 601-49400-540 Equipment	Water Hydrant	5/11/2020
035448	CORE & MAIN, LP	\$837.72	E 602-49450-285 Repair Waste Water Plant	Sewer Dept Repairs	5/11/2020
035448	CORE & MAIN, LP	\$396.41	E 601-49400-221 Repair/Maint. Equipment	Water Dept Repairs	5/11/2020
035449	FARMERS CO-OP OIL CO	\$174.68	E 101-42200-212 Gas and Oil	Fire Dept. Gas	5/11/2020
035449	FARMERS CO-OP OIL CO	\$309.67	E 101-42100-212 Gas and Oil	Police Dept. Gas	5/11/2020
035449	FARMERS CO-OP OIL CO	\$514.70	E 101-43100-212 Gas and Oil	Street Dept. Gas	5/11/2020
035449	FARMERS CO-OP OIL CO	\$125.95	E 101-42100-221 Repair/Maint. Equipment	PD Repairs	5/11/2020
035450	GOPHER STATE ONE-CALL, INC	\$15.52	E 601-49400-229 Contractual Service	Water Contractual	5/11/2020
035450	GOPHER STATE ONE-CALL, INC	\$15.53	E 602-49450-229 Contractual Service	Sewer Contractual	5/11/2020
035451	GREAT PLAINS NATURAL GAS	\$154.26	E 101-42100-380 Utility Services (GENERAL)	Police Dept. Gas	5/11/2020
035451	GREAT PLAINS NATURAL GAS	\$30.89	E 101-45200-380 Utility Services (GENERAL)	Park Gas Service	5/11/2020
035451	GREAT PLAINS NATURAL GAS	\$232.57	E 602-49450-387 Utilities-Wastewater Plan	Sewer Gas Service	5/11/2020
035451	GREAT PLAINS NATURAL GAS	\$137.46	E 101-42200-380 Utility Services (GENERAL)	Fire Dept. Gas	5/11/2020
035451	GREAT PLAINS NATURAL GAS	\$116.67	E 101-45400-380 Utility Services (GENERAL)	Community Center	5/11/2020
035451	GREAT PLAINS NATURAL GAS	\$73.25	E 101-45500-380 Utility Services (GENERAL)	Library Gas Service	5/11/2020
035451	GREAT PLAINS NATURAL GAS	\$81.39	E 101-41400-380 Utility Services (GENERAL)	Clerk Gas Service	5/11/2020
035451	GREAT PLAINS NATURAL GAS	\$529.59	E 601-49400-381 Utilities	Water Gas Service	5/11/2020
035452	LARKIN TREE CARE & LANDSCAPING	\$155.00	E 101-45400-219 General Supplies-Maint.	Mulch - CC & City Signs	5/11/2020
035452	LARKIN TREE CARE & LANDSCAPING	\$360.00	E 101-41100-101 Wages and Salaries	Stump removal for RRFB site	5/11/2020
035453	MAIN STREET BAR & GRILL	\$700.00	E 101-42100-412 Building Rentals	PD Building Rent	5/11/2020
035454	MAYNARD S FOOD CENTER	\$15.96	E 101-41400-219 General Supplies-Maint.	City Hall Supplies	5/11/2020
035455	MVTL LABORATORIES, INC.	\$204.00	E 602-49450-229 Contractual Service	Sewer Testing	5/11/2020
035455	MVTL LABORATORIES, INC.	\$96.00	E 602-49450-229 Contractual Service	Sewer Testing	5/11/2020

035456	NORTHERN BUSINESS PRODUCTS	\$63.58	E 101-41400-201 Office Supplies	Office Supplies	5/11/2020
035457	PIONEERLAND LIBRARY SYSTEM	\$8,750.00	E 101-45500-229 Contractual Service	Library Services	5/11/2020
035458	PLUNKETT S PEST CONTROL	\$342.03	E 101-45400-229 Contractual Service	Pest Control - May 2020-April 2021	5/11/2020
035459	RCW PUBLIC SCHOOL	\$10,000.00	E 101-45200-415 Swimming Pool	Swimming Pool	5/11/2020
035481	RENCO PUBLISHING, INC.	\$470.06	E 101-41100-351 Legal Notices Publishing	Publishing-Clean up days, CABT	5/11/2020
035482	SCHMOLL S WELDING INC.	\$54.67	E 101-45400-221 Repair/Maint. Equipment	Repairs - CC	5/11/2020
035483	SCHROEDER, GARRET	\$187.50	E 101-43100-229 Contractual Service	Street Dept. Maintenance	5/11/2020
035484	VERIZON WIRELESS	\$70.02	E 101-42100-321 Telephone	Police Dept. Telephone	5/11/2020
035485	XCEL ENERGY	\$9.81	E 601-49400-381 Utilities	Water Electric	5/11/2020
035485	XCEL ENERGY	\$65.94	E 101-45200-380 Utility Services (GENERAL)	Park Electric	5/11/2020
035485	XCEL ENERGY	\$52.64	E 101-42200-380 Utility Services (GENERAL)	Fire Dept. Electric	5/11/2020
035485	XCEL ENERGY	\$278.00	E 101-43100-380 Utility Services (GENERAL)	Street Electric	5/11/2020
035485	XCEL ENERGY	\$61.53	E 101-42100-380 Utility Services (GENERAL)	PD Electric	5/11/2020
035485	XCEL ENERGY	\$18.24	E 602-49450-387 Utilities-Wastewater Plan	Sewer Electric	5/11/2020
997338E	MINNESOTA DEPT. OF REVENUE	\$526.25	G 101-21720 State Withholding	State Withholding Tax	4/29/2020
997339E	INTERNAL REVENUE SERVICE	\$1,056.66	G 101-21710 Federal Withholding Tax	FWH	4/29/2020
997339E	INTERNAL REVENUE SERVICE	\$1,702.78	G 101-21730 FICA Tax Withholding	FICA/Medicare	4/29/2020
997340E	PUBLIC EMPLOYEES RETIREMENT	\$3,253.96	G 101-21740 PERA	PERA	4/29/2020
997341E	ICMA	\$50.00	G 101-21750 ICMA Payable	Sunvold, Nathan #302283	4/29/2020
997345E	SW/WC SERVICE COOPERATIVES	\$496.50	G 101-21762 Employer Health Portion	Medical Insurance-Jodi	5/7/2020
997345E	SW/WC SERVICE COOPERATIVES	\$3,678.00	G 101-21762 Employer Health Portion	Medical Insurance-Police	5/7/2020
997345E	SW/WC SERVICE COOPERATIVES	\$1,060.50	G 101-21762 Employer Health Portion	Medical Insurance-Water	5/7/2020
997345E	SW/WC SERVICE COOPERATIVES	\$1,060.50	G 101-21762 Employer Health Portion	Medical Insurance-Street	5/7/2020
997345E	SW/WC SERVICE COOPERATIVES	\$1,060.50	G 101-21762 Employer Health Portion	Medical Insurance-Sewer	5/7/2020
997345E	SW/WC SERVICE COOPERATIVES	\$1,342.50	G 101-21761 Health Care	Medical Insurance-Jodi	5/7/2020
TOTAL		\$56,948.33			

A motion was made by Laura Rosen and seconded by Adam Zaske to approve the invoices payable except the payment to RCW for \$10,000 for the swimming pool. Aye: Gasca, Grund & Pike.

5. Monthly Financials

A motion was made by Adam Zaske and seconded by Jeff Pike to approve the monthly financials. Aye: Gasca, Rosen, & Zaske.

6. Public Comment

Shane Fitzner was in attendance to express his concerns about the house being moved in at 507 NE Colfax Avenue.

7. Committee/Staff Reports

a. Public Building Task Force

Public Building Task Force Minutes

May 5, 2020 5:30 p.m.

Present: Dave Grund, Adam Zaske, Jeanette Wertish, Shane Wohlman, Aaron Slagter, Nate Sunvold, Wanda Knapper, Sharon Maurice, Gary Wulf

Absent: Aaron Haen, Dennis Ulrich

Lon Negen from Negan Associates, Dan Jacobs and Jim Bach from Marcus Construction attended the meeting. Lon presented the group with an initial drawing of what he thought would be a good start for putting the Police Department in the community center. It consisted of placing the PD in the current kitchen area, garage area, and part of the library. The kitchen would be moved along the west wall of the reception hall and a storage area would be added to that area also. Concerns were expressed about the square footage of the PD space and Lon was going to relook that part to see how he could increase the area and design a better use of the space.

Initial estimates of the cost of the project are 600 to 800 thousand, this left many of us to say the least, not happy. Lon was going to make some plan changes and get that to Marcus Construction to get a better estimate.

Next Meeting June 2 at 5:30

Respectfully submitted,

Dave Grund

A motion was made by Jeff Pike and seconded by Dave Grund to approve the Public Building Task Force Report. Ayes: Gasca, Rosen, & Zaske.

b. EDA

EDA Meeting Minutes

Present: Janette Wertish, Shane Wohlman, Adam Zaske, Michelle Mortensen, Cari Rice,
Jeremy Hinderks, Sharon Maurice

Absent: Brandon Wulf

Next meeting: Wednesday, June 3, 2020 @ 12:15 pm held remotely

1. Business Spotlight

JoDee Haala, Director of Public Affairs with Christenson Farms. JoDee presented a history on Christensen Farms and an update on how the pandemic is affecting their business. They do not have any employees infected yet.

2. MN Investment Fund (MIF) Dollars

Revolving Loan funds to help businesses who want to increase their employee base. They are welcome to apply for MIF dollars from the State of Minnesota. The city would receive 80% of the uncommitted balance, which would go into the general account, which would be approximately \$32,000. June 1, 2020 is the deadline.

The money can rollover year after year, but the money is assigned and goes to the cash balance. The committee is recommending taking the exception at 80%. All members present voted yes.

3. Business Survey

Some recommendations:

- Add zip code to the online platform so that we can see where it came from.
- Add dental to the first question. Also change food to grocery / restaurants. Food is too vague.
- Keep “other (Please specify)” to all questions.
- Under comprehensive plan...
 - Cultural resources should be its own box. It doesn’t belong with education
- Cultural activities
 - Wording of the question seems off. What is the purpose of the question? Reword the question and get more specific.

4. Shane Update

- CIA Meetings are on hold. No new information.
- Cari Rice is leaving the EDA in June. Cassie Novotny would be interested in taking her spot.

Submitted by Michelle Mortensen, Vice Chair

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

c. Tree Board

Tree Board Minutes
5/7/2020 3:00 pm

Present: Janette Wertish, Nate Sunvold, Matt Roxberg, Pete Peterson, Doug Larkin and Shane Wohlman
Absent: David Mettler

- * Nate Sunvold was selected Chairperson. Officer Terms will be updated the next time committees are approved by the council.
- * Review Budget for 2020- The 2020 budget is set at \$6,000. There was \$5,000 budgeted for 2019.
- * Public Works Update- A tree inventory and replacement cost list are in the works. Right now, all city boulevard and park trees on the south side of Hwy 212 have been identified. The north side of the highway is being worked on. This inventory list will also be used for insurance purposes. Nate and Doug Larkin attended an Emerald Ash Borer training recently. It can take about 3 years to identify Emerald Ash Borer within a city. Currently, the closest known infection is around New Ulm. It is estimated that it could cost about \$200,000 to remove all the Ash trees owned by the city. Nate would like to start removing ash trees now as the budget allows. The Lions Club would like to assist financially with tree trimming in the parks. This would be a fall project, as time allows.
- * City Tree Ordinance Update- Work continued with changes and updates to the tree ordinance which included: updating the approved tree list for streets and parks, changing distances for tree planting near curb/sidewalk and utilities, along with a couple of procedural items. The draft will now be sent to the lawyer for review and then presented to the council for final approval.

A motion was made by Adam Zaske and seconded by Laura Rosen to approve the Tree Board Report. Ayes: Gasca, Grund, & Pike.

d. City Administrator

City of Renville
City Administrator Report
5-11-2020

* COVID-19 Update- We should hear something from the Governor this week regarding the Stay-at-Home order that is set to expire on May 18th. The County has reduced the number of Emergency Operation Command meetings from 3 a week to 2. These are being held on Wednesday and Friday mornings and now include a representative from each city in the county. Police Chief Slagter is the contact for Renville. Staff at City Hall are starting to put a plan together that can be implemented when we can open back up. Elections are another item that we have been looking into recently. What will it take to accommodate the August Primaries and November General Elections? Examples: judge training, judge status, additional space for social distancing, PPE, etc... Renville does not qualify for mail balloting due to the population. The expansion of absentee voting and other provisions are making the rounds in the legislature now.

* FEMA Update- I spoke with our FEMA rep, Matt Squires, and it does not sound good for the asphalt portion of the "soft spot" damage. A request for more information (RFI) will be sent out and then a Determination Memo. This could allow for a portion of the funds to be considered. If not, the next step is an appeal process.

* The city insurance renewal has been finished and submitted to the LMC Insurance Trust.

* The Clean-up Grant was hand delivered to MN DEED office on April 30th by SEH. Today, I received a follow-up that they are reviewing it.

* Westmor and Chris Knight are planning to remove the fuel tanks on Thursday the 14th at the Medical Complex site.

* School Resource Officer Statement.

* Schedule an HR Mtg.

***Upcoming Meetings:

5/13- Public Works Mtg, 5:30

5/25- Memorial Day- City Hall Office Closed

5/26- Council Mtg, 6:00 (Tuesday)

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

8. Discussion Items

The council discussed inviting a City Building Inspector to a council meeting so they can understand the process better.

9. Action Items

A motion was made by Adam Zaske and seconded by Laura Rosen to set an HR meeting for May 20, 2020 at 1:00 pm. Ayes: Gasca, Grund, & Pike.

A motion was made by Adam Zaske and seconded by Jeff Pike to approve the adjusted invoice for the SRO position at RCW for \$4,795. Ayes: Gasca, Grund, & Rosen.

A motion was made by Adam Zaske and seconded by Laura Rosen to approve the graduation banners be hung on the light poles and hung by the Public Works staff. Ayes: Gasca, Grund, & Pike.

A motion was made by Adam Zaske and seconded by Laura Rosen to use 80% of the State DEED MIF Investment Fund. Ayes: Gasca, Grund, & Pike.

A motion was made by Jeff Pike and seconded by Dave Grund to approve the 2020 Fire Contracts for the following Townships: Crooks, Emmet, Ericson, Flora & Sacred Heart. Ayes: Gasca, Rosen, & Zaske.

**CITY OF RENVILLE
RESOLUTION 12-20
RESOLUTION APPROVING ADDING COMMITTEE MEMBER FOR
THE CITY OF RENVILLE, MINNESOTA**

BE IT THEREFORE RESOLVED by the City Council of City of Renville, County of Renville, State of Minnesota, that the following person shall be appointed to the Economic Development committee as specified for 2020 in Resolution 01-20.

Economic Development: Cassie Novotny

Passed and adopted on this 11th day of May 2020, by the City Council of Renville, Minnesota.

This resolution was offered by: Jeff Pike

This resolution was seconded by: Adam Zaske

Voting in favor: Alma Gasca, Dave Grund, & Laura Rosen

Voting against: none

Attest: _____
Janette Wertish, Mayor

Shane Wohlman, City Administrator/Clerk

10. Mayor’s Report

The Mayor thanked all essential businesses who are still open during the Covid-19 Pandemic.

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

11. 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 7:14 p.m.

Dated at Renville, Minnesota this 11th of May, 2020.

THE GOVERNING BODY OF THE CITY
OF RENVILLE, MINNESOTA

BY _____
Janette Wertish, Mayor

ATTEST:

BY _____
Shane Wohlman, City Administrator/Clerk