

**Approved Minutes  
City Council Regular Session  
Renville Community Center  
June 22, 2020  
Monday 6:00 p.m.**

The regular session of the City Council, City of Renville, Minnesota was called to order on June 22, 2020 at 6:00 p.m. by Mayor Wertish.

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

**1. Pledge of Allegiance**

**2. Approval of Agenda**

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

**3. Public Hearing**

**a. Serrato Public Hearing**

Patricia Serrato applied for a variance to construct a porch/deck at 302 W. Park Avenue. Patricia Serrato & Eric Hanson were in attendance for the Public Hearing. There were no Public Comments. A motion was made by Adam Zaske and seconded by Laura Rosen to adjourn the Public Hearing. Ayes: Pike, Grund, & Gasca. The Public Hearing adjourned at 6:04 pm.

**b. Wellhead Protection Plan Informational Meeting**

Robyn Hoerr with MN Rural Water was in attendance for the Public Hearing. There were no Public Comments. A motion was made by Laura Rosen and seconded by Adam Zaske to adjourn the Public Hearing. Ayes: Pike, Grund, & Gasca. The Public Hearing adjourned at 6:13 pm.

**4. Approval of Minutes**

A motion was made by Adam Zaske and seconded by Dave Grund to approve the minutes of the June 8, 2020 Regular Council Meeting. Ayes: Gasca, Pike, & Rosen.

**5. Invoices Payable**

Check #	Name	Amount	Account	Comments	Date
035541	MN DEPT OF EMPLOY & ECONOMIC	\$8,110.40	G 403-25300 Fund Balance	RLF Onetime Exception	6/9/2020
035542	212-DRIVING SCHOOL	\$190.00	G 101-22101 Forfeiture Fund/Safe&Sober	Parent Class - 19 Students	6/22/2020
035543	AEI	\$342.07	E 101-41400-201 Office Supplies	Antivirus	6/22/2020
035544	AMERIPRIDE SERVICES, INC	\$82.23	E 101-45400-229 Contractual Service	Community Center Contractual	6/22/2020
035545	COMMUNITY ELECTRIC	\$198.80	E 101-43100-221 Repair/Maint. Equipment	Replace light by City sign	6/22/2020
035545	COMMUNITY ELECTRIC	\$232.00	E 101-43100-221 Repair/Maint. Equipment	Street Light repairs - Main St.	6/22/2020
035546	CORE & MAIN, LP	\$121.10	E 601-49400-219 General Supplies-Maint.	hydrant wrench	6/22/2020
035547	CROW RIVER CONST DUST CONTROL	\$1,755.00	E 101-43100-229 Contractual Service	Dust Control - 5th St SE & 240th St.	6/22/2020

035548	DANUBE AUTO WORKS	\$128.00	E 101-42100-202 Investigation	Tow Chrysler Van to PD	6/22/2020
035549	DISPLAY SALES	\$1,911.00	E 250-46500-234 City Marketing/Development	Graduation Banners - Lions Club Exp	6/22/2020
035550	E & C GRAPHICS, INC.	\$3,000.00	E 250-46500-234 City Marketing/Development	New logo & lettering on equipment	6/22/2020
035551	HAWKINS INC.	\$1,192.08	E 601-49400-219 General Supplies-Maint.	Water Supplies	6/22/2020
035552	HEIMAN BROTHERS INC.	\$68.75	E 101-42200-221 Repair/Maint. Equipment	Bumper Replacement	6/22/2020
035553	LOFFLER	\$77.68	E 101-41400-229 Contractual Service	Copier Service Contract	6/22/2020
035554	MAC QUEEN EQUIPMENT INC.	\$85.78	E 101-43100-221 Repair/Maint. Equipment	Fuel Tank Straps	6/22/2020
035555	MAIN STREET BAR & GRILL	\$700.00	E 101-42100-412 Building Rentals	PD Building Rent	6/22/2020
035556	MENARDS	\$1.89	E 101-45200-401 Repairs/Maint Buildings-Equip	CC Outlet repairs	6/22/2020
035556	MENARDS	\$226.27	E 101-49260-865 COVID-19	City Hall Prep	6/22/2020
035556	MENARDS	\$3.98	E 101-41400-219 General Supplies-Maint.	City Hall Supplies	6/22/2020
035557	MN PUBLIC FACILITIES AUTHORITY	\$762.30	E 601-49400-611 Bond Interest	2004A PFA Interest	6/22/2020
035557	MN PUBLIC FACILITIES AUTHORITY	\$15,000.00	E 601-49400-624 2004A PFA Principal	2004A PFA Principal	6/22/2020
035557	MN PUBLIC FACILITIES AUTHORITY	\$79,000.00	E 602-49450-626 2010 PFA Principal	2010 PFA Principal	6/22/2020
035558	MVTL LABORATORIES, INC.	\$193.00	E 602-49450-229 Contractual Service	Sewer Testing	6/22/2020
035558	MVTL LABORATORIES, INC.	\$33.00	E 601-49400-229 Contractual Service	Water Testing	6/22/2020
035559	NEGEN ASSOC	\$6,240.00	E 412-47000-300 Professional Svcs (GENERAL)	Architect fees	6/22/2020
035560	QUILL CORPORATION	\$21.99	E 101-42100-201 Office Supplies	PD Office Supplies	6/22/2020
035561	SCHROEDER, GARRET	\$437.50	E 101-43100-229 Contractual Service	Street Dept. Maintenance	6/22/2020
035562	STEVEN J HINDERKS	\$100.00	E 602-49450-229 Contractual Service	Locate Sewer Main - 5th St. NW	6/22/2020
035563	VERIZON WIRELESS	\$70.02	E 101-42100-321 Telephone	Police Dept. Telephone	6/22/2020
035564	WEST CENTRAL SANITATION	\$35.92	E 602-49450-229 Contractual Service	WWT Refuse	6/22/2020
035564	WEST CENTRAL SANITATION	\$6,075.94	E 400-49100-860 City Clean Up	City Wide Clean Up	6/22/2020
035564	WEST CENTRAL SANITATION	\$90.38	R 101-36570 Street Refuse Pickup	Delinquent Refuse	6/22/2020
035564	WEST CENTRAL SANITATION	\$17.55	E 101-43100-229 Contractual Service	Street Refuse	6/22/2020
035565	WINSTED SOLAR, LLC	\$45.83	E 101-41400-380 Utility Services (GENERAL)	City Hall Electric	6/22/2020
035565	WINSTED SOLAR, LLC	\$186.79	E 101-43100-380 Utility Services (GENERAL)	Street Dept Electric	6/22/2020
035565	WINSTED SOLAR, LLC	\$139.66	E 101-42200-380 Utility Services (GENERAL)	Fire Dept Electric	6/22/2020
035565	WINSTED SOLAR, LLC	\$41.25	E 101-45500-380 Utility Services (GENERAL)	Library Electric	6/22/2020
035565	WINSTED SOLAR, LLC	\$1,703.35	E 602-49450-387 Utilities-Wastewater Plan	Sewer Electric	6/22/2020
035565	WINSTED SOLAR, LLC	\$640.02	E 601-49400-381 Utilities	Water Electric	6/22/2020
035565	WINSTED SOLAR, LLC	\$30.92	E 101-45200-380 Utility Services (GENERAL)	Park Electric	6/22/2020
035565	WINSTED SOLAR, LLC	\$65.69	E 101-45400-380 Utility Services (GENERAL)	CC Electric	6/22/2020
035566	WULF, ANGELA	\$30.25	E 101-49260-865 COVID-19	Motion Alarm	6/22/2020
035566	WULF, ANGELA	\$133.94	E 101-41400-201 Office Supplies	Minute Book	6/22/2020
035567	XCEL ENERGY	\$3,821.25	E 101-43100-380 Utility Services (GENERAL)	Street Electric	6/22/2020
997360E	MINNESOTA DEPT. OF REVENUE	\$606.33	G 101-21720 State Withholding	State Withholding Tax	6/9/2020
997361E	INTERNAL REVENUE SERVICE	\$2,000.92	G 101-21730 FICA Tax Withholding	FICA/Medicare	6/9/2020
997361E	INTERNAL REVENUE SERVICE	\$1,245.69	G 101-21710 Federal Withholding Tax	FWH	6/9/2020
997362E	PUBLIC EMPLOYEES RETIREMENT	\$3,533.87	G 101-21740 PERA	PERA	6/9/2020
997363E	ICMA	\$50.00	G 101-21750 ICMA Payable	Sunvold, Nathan #302283	6/9/2020

997366E	SW/WC SERVICE COOPERATIVES	\$3,678.00	G 101-21762 Employer Health Portion	Medical Insurance-Police	6/16/2020
997366E	SW/WC SERVICE COOPERATIVES	\$496.50	G 101-21762 Employer Health Portion	Medical Insurance-Jodi	6/16/2020
997366E	SW/WC SERVICE COOPERATIVES	\$1,060.50	G 101-21762 Employer Health Portion	Medical Insurance-Street	6/16/2020
997366E	SW/WC SERVICE COOPERATIVES	\$1,060.50	G 101-21762 Employer Health Portion	Medical Insurance-Water	6/16/2020
997366E	SW/WC SERVICE COOPERATIVES	\$1,060.50	G 101-21762 Employer Health Portion	Medical Insurance-Sewer	6/16/2020
997366E	SW/WC SERVICE COOPERATIVES	\$1,342.50	G 101-21761 Health Care	Medical Insurance-Jodi	6/16/2020
<b>TOTAL</b>		<b>\$149,478.89</b>			

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

**6. Public Comment**

**7. Committee/Staff Reports**

**a. HR Committee**

**City of Renville  
HR Committee Minutes  
6/11/2020 3:00 pm**

Present: Janette Wertish, Laura Rosen, Dave Grund, and Shane Wohlman

- FD Bylaws- The Fire Department would like to review and update the Bylaws for the department. The last time any updates were made was 1995. The recommendation from the HR committee is to allow the F.D. to create a committee and bring the proposed changes back to the HR committee for review and a council recommendation.
- PW Director Position- The committee reviewed the job description for the Public Works Director position and recommends a couple of changes. See attached. There was discussion about different options for filling the position. Research will be gathered for temp services as well. The committee would like to fill this position as soon as possible.
- A Job Posting was put together for the opening along with a list of venues to advertise- League of MN Cities, MN Rural Water, and the City website. Shane will get these listed.
- The committee set the application submission deadline: 4:00 pm on June 29, 2020.

\* Next meeting: Once temp information is gathered.

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

### c. City Administrator

**City of Renville**  
City Administrator Report  
6-22-2020

\* COVID-19/Legislative Update- There was a special session that started on Friday, June 12<sup>th</sup> and ended early in the morning on Saturday, June 20<sup>th</sup>. One of the items being watched was a bill (SF 47) that planned to distribute \$841 million to cities and counties from the federal CARES Act Fund. The bill did not end up becoming law and could be pursued through another special session or the Governor could authorize to distribute the funds. In the Senate bill, Renville was looking at an estimated \$92,442 in funding. The counter glass should be installed tomorrow. There are a couple of smaller items to wrap up: signage and install door chime and then the plan is to reopen City Hall on Monday the 29<sup>th</sup>. As of this afternoon, Renville County has 16 confirmed coronavirus cases with 1 death.

\* There was a water leak in the alley behind the Community Center. This was repaired on June 16 and just affected the water service at the Community Center itself for about half the day.

\* The EDA Business Survey will be sent out with the utility bill at the end of the month. The bill and survey will be in the same envelope with the envelope stamped "Billing Enclosed" in red ink on the outside. The survey will also be placed on the City's website at the same time the mailings go out.

\* Part 2 of the Wellhead Protection Plan is well underway, as we have had 3 meetings in a 2-week span already. Todd Terhaar will be assisting the City with this portion as he was the one who wrote the original plan for the City. Part 2 will focus on a list of data elements that must be compiled and assessed in terms of their present and future implications regarding the use of the wells, quality and quantity of water supply in the wells, and land and water uses in the drinking water supply management areas. We also came up with a summary of issues identified during Part 1 which will be considered for inclusion in Part 2 of the WHP Plan.

\* Currently working with the LMC Insurance Trust to update previous loss control topic surveys. This is part of the City's participation in the Property, Liability and Worker's Compensation program. This involves meeting with all the department heads to note any changes. The survey is reviewed and updated annually.

\* Attended MESERB's (MN Environmental Science and Economic Review Board) annual Legal, Regulatory, and Legislative update online. This is normally a full day conference that was crammed into 1.5 hours. The main points were: NPDES (National Pollutant Discharge Elimination System) Permit Process, PFAS (Polyfluoroalkyl Substances), sometimes referred to as "forever chemicals", Chloride Variance, and a MN River Update concerning Phosphates.

\* The Notice of Filing for City Election will be published on July 9<sup>th</sup>. Filing will be open from Tuesday, July 28<sup>th</sup> through Monday, August 11<sup>th</sup>. Officers to be voted on in the general election are Mayor and 2 City Council members. The Notice of Primary Election will be published July 16<sup>th</sup>. This will be held on Tuesday, August 11<sup>th</sup> from 7:00 am through 8:00 pm.

\* Dan Johnson from Public Works will attend the next council meeting (July 13) for introductions.

\* The postponed Fire Relief meeting has been rescheduled for Monday, July 6<sup>th</sup> at 6:30 pm.

\* Set next HR meeting.

\* The Pool officially opened for the season last Monday the 15<sup>th</sup>. MN Department of Health said all public swimming pools may open at 50% capacity, beginning June 10<sup>th</sup>.

\*\*\*Upcoming Meetings:

6/23 PBTF Mtg. 5:30

6/24 Transportation Economic Development (TED) Program 1:00

6/26 MnDOT ATP Mtg. 9:00

7/1 EDA Mtg. 12:15

7/3 City Hall Closed

7/6 Fire Relief Mtg. 6:30

7/8 Public Works Mtg. 5:30

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

## **7. Discussion Items**

Scott Tedrick with the Yellowstone Trail Alliance asked the council to donate Yellowstone Trail signs to be attached to the population signs.

## **8. Action Items**

A motion was made by Laura Rosen and seconded by Adam Zaske to include the \$10,000 check to the RCW Swimming Pool in the next payment batch. Ayes: Gasca, Grund, & Pike.

A motion was made by Laura Rosen and seconded by Adam Zaske to set an HR Committee meeting for July 1, 2020 at 1:30 pm. Ayes: Gasca, Grund, & Pike.

A motion was made by Adam Zaske and seconded by Jeff Pike to purchase (2) signs for the Yellowstone Trail at \$30 each only if the DARE signs can be removed. To be taken out of the Council Advertising Budget. Ayes: Gasca, Grund, & Rosen.

A motion was made by Adam Zaske and seconded by Laura Rosen to approve the Variance request from Patricia Serrato. Ayes: Gasca, Grund, & Pike.

A motion was made by Adam Zaske and seconded by Dave Grund to approve the Fire Department to start a Bylaw Committee. Ayes: Gasca, Pike, & Rosen.

A motion was made by Laura Rosen and seconded by Adam Zaske to approve the Public Works Director Job Description changes. Ayes: Gasca, Grund, & Pike.

A motion was made by Adam Zaske and seconded by Dave Grund to approve the City of Renville Covid-19 Preparedness Plan. Ayes: Gasca, Pike, & Rosen.

A motion was made by Adam Zaske and seconded by Jeff Pike to approve the Community Center Covid-19 Guidelines. Ayes: Gasca, Grund, & Rosen.

**CITY OF RENVILLE  
RESOLUTION 16-20**

**RESOLUTION TO APPROVE NAME CHANGE ON REAL ESTATE**

WHEREAS, THE CITY COUNCIL OF RENVILLE, MINNESOTA, recognizes that the property located on Lot 1, Block 2, Renville Estates, City of Renville was sold and recorded to Mr. Tucker Harazin per City of Renville Resolution 21-19, dated August 26, 2019.

WHEREAS, Mr. Tucker Harazin was the project manager for C & D Corporation Inc. dba Factory Home Center and inadvertently used his personal information on the purchase agreement and zoning permit, instead of his employer: C & D Corporation Inc. dba Factory Home Center.

WHEREAS, all monetary payments for the property and permit have been paid to the City of Renville by: C & D Corporation Inc. dba Factory Home Center.

WHEREAS, a signed letter of intent has been provided by Mr. Tucker Harazin and C & D Corporation Inc. dba Factory Home Center correcting the discrepancy.

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

That the subject property located on Lot 1, Block 2, Renville Estates, City of Renville, also known as 507 NE Colfax Avenue, is recognized that the correct property owner is: C & D Corporation Inc. dba Factory Home Center, 28502 State Highway 55, Paynesville, MN 56362.

Passed and adopted this 22<sup>nd</sup> day of June, 2020, by the City Council of Renville, Minnesota.

This resolution was offered by: Jeff Pike  
This resolution was seconded by: Alma Gasca  
Voting in favor: Dave Grund, Laura Rosen, & Adam Zaske  
Voting against: none

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

ATTEST:

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

**9. Mayor's Report**

The Mayor read a thank you from RC Hospital & Clinics for helping with the set up for covid-19 testing. Also, expressed congratulations to the 2020 RCW Graduates.

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

**10. Adjourn**

A motion was made by Adam Zaske and seconded by Laura Rosen to adjourn the meeting. Ayes: Gasca, Grund, & Pike. Meeting was adjourned at 7:00 p.m.

Dated at Renville, Minnesota this 22<sup>nd</sup> day of June, 2020.

THE GOVERNING BODY OF THE CITY  
OF RENVILLE, MINNESOTA

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

ATTEST:

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