

**Approved Minutes  
City Council Regular Session  
July 24<sup>th</sup>, 2017  
Monday 7:00 p.m.**

The regular session of the City Council, City of Renville, Minnesota was called to order on July 24<sup>th</sup>, 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, and City Administrator/Clerk Jessica Gorman.

**1. Pledge of Allegiance**

**2. Approval of Agenda**

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

**3. Approval of Minutes**

A motion was made by Jeremy Hinderks and seconded by Adam Zaske to approve the minutes of the July 10<sup>th</sup>, 2017 Regular Council Meeting, the July 10<sup>th</sup>, 2017 Public Hearing (Hadler), & the July 10<sup>th</sup> Public Hearing (Schroeder). The motion carried 5 to 0.

**4. Invoices Payable**

Check #	Name	Amount	Comments
33365	OFFICE OF THE TX ATTN GENERAL	\$314.77	Rem ID 0011520455200641465
33366	SELECTACCOUNT-VEBA	\$18,800.36	VEBA Program Contribution - Peter Peterson
33367	AMERIPRIDE SERVICES, INC	\$134.76	Community Center Contractual
33368	ANDERSON LARSON HANSON & SAUND	\$366.00	Attorney Fees - PD
33368	ANDERSON LARSON HANSON & SAUND	\$84.00	Attorney Fees - Admin
33369	CRIMESTAR CORPORATION	\$300.00	Records Management System - Annual support fee
33370	ETTERMAN ENTERPRISES	\$147.35	Supplies - Street Dept.
33371	HASLER FINANCIAL SERVICES	\$100.00	Postage Machine Lease
33372	HAWKINS INC.	\$2,119.09	Motor - Water Dept.
33372	HAWKINS INC.	\$1,024.34	LPC-4 - Water Dept.
33373	INGSTAD BROADCASTING	\$472.50	Sugar Beet Days Advertising
33374	LAKELAND BROADCASTING CO.	\$38.27	Sugar Beet Days Advertising
33375	LOFFLER	\$42.38	Copier Service Contract
33376	MESERB	\$504.60	2017-18 MESERB Membership
33377	MN DEPT OF EMLOY & ECONOMIC	\$411.11	Demo Loan Interest
33378	MN PUBLIC FACILITIES AUTHORITY	\$785.00	PFA Loan Interest
33378	MN PUBLIC FACILITIES AUTHORITY	\$157,000.00	PFA Loan Principal
33378	MN PUBLIC FACILITIES AUTHORITY	\$1,188.00	PFA Loan Interest
33378	MN PUBLIC FACILITIES AUTHORITY	\$14,000.00	PFA Loan Principal
33379	MVTL LABORATORIES, INC.	\$324.50	Sewer Testing
33379	MVTL LABORATORIES, INC.	\$33.00	Water Testing
33380	OLIVIA HARDWARE INC.	\$80.91	Supplies - Street Dept.
33381	RC HOSPITAL & CLINICS	\$79.90	Pre-employment Testing

33382	RENVILLE AMBULANCE	\$6,000.00	Ambulance Stipend 2017
33382	RENVILLE AMBULANCE	\$22,800.00	Ambulance Service
33383	RENVILLE CO AUDITOR-TREAS.	\$115.00	Assessments - Set up & Maintenance Fee
33384	RENVILLE SALES INC.	\$599.99	Power Pruner
33385	RENVILLE-SIBLEY COOPERATIVE	\$966.76	Water Electric
33386	ROXBERG, MATT	\$45.50	Payloader parts - Street Dept.
33387	SCHROEDER, GARRET	\$150.00	Street Dept. Maintenance
33388	SEHCM	\$844.80	UV Disinfection Project
33389	STATE CHEMICAL SOLUTIONS	\$525.82	Bug repellent for the playground
33390	STEVEN J HINDERKS	\$122.06	Replace control at WWTP
33391	UNITED STATES POSTAL SERVICE	\$51.00	Utility Postage
33391	UNITED STATES POSTAL SERVICE	\$51.00	Utility Postage
33392	USABLE LIFE	\$6.77	Life Ins.
33392	USABLE LIFE	\$6.77	Life Ins.
33392	USABLE LIFE	\$6.77	Life Ins.
33392	USABLE LIFE	\$30.96	Life Ins.
33392	USABLE LIFE	\$8.16	Life Ins.
33392	USABLE LIFE	\$9.40	Life Ins.
33393	WEST CENTRAL COMMUNICATIONS	\$60.00	Pager Batteries
33393	WEST CENTRAL COMMUNICATIONS	\$111.00	Pager Batteries
33394	WEST CENTRAL SANITATION	\$17.55	Street Refuse
33394	WEST CENTRAL SANITATION	\$35.92	WWT Refuse
33395	XCEL ENERGY	\$587.35	Street Electric
996869E	INTERNAL REVENUE SERVICE	\$72.32	PCORI taxes - 720 Excise Tax
996870E	ICMA	\$50.00	Sunvold, Nathan #302283
996871E	PUBLIC EMPLOYEES RETIREMENT	\$3,116.48	PERA
996872E	MINNESOTA DEPT. OF REVENUE	\$602.20	State Withholding Tax
996873E	INTERNAL REVENUE SERVICE	\$1,425.29	FWH
996873E	INTERNAL REVENUE SERVICE	\$2,075.28	FICA/Medicare
996874E	MINNESOTA DEPT. OF REVENUE	\$503.00	Sales Tax - 2nd Qtr 2017
996875E	MINNESOTA DEPT. OF REVENUE	\$616.51	State Withholding - 2nd Qtr 4/6/17
	<b>Total</b>	<b>\$239,964.50</b>	

A motion was made by Jeff Pike and seconded by Brent Dahl to approve the invoices payable. The motion carried 5 to 0.

## 5. Committee/Staff Reports

### A. EDA

#### EDA COMMITTEE

7-19-17 12:15pm

Attendance: Mayor Janette Wertish, Jeremy Hinderks, Pam Kjersten, Cari Rice and City Administrator Jessica Gorman

- **R & R Diesel's/Varpness property update** - I met with SEH to discuss the last time cost was determined to bring sewer to this location as part of an annexation. The estimated sewer extension cost was \$100,000. The inquiring business was informed that the owner of the

property would need to formerly request to have the entire property annexed into the city limits and connect to the sewer. The city would then begin the process of timelines and cost breakdown for all the properties involved. SEH said this process, bidding planning, construction could take 6 months easily depending upon the time of year it gets started.

- **Google update** - The google business page work up in the community center will be done near the end of September after the facility is painted.
- **Gas Station property** - Per the MPCA there were two past tank leaks in the ground that are not confirmed corrected. The owner is well outside an extension timeline with the MPCA that allows the closed station tanks to remain in the ground. The representative from the MPCA has this property on his list for site visit, inspection and action determination for fall/winter of 2017. If the property is sold prior to this, the new owner would have a large cost associated with taking the tanks out of the ground. Once the tanks are removed MPCA will be able to determine ground contamination. There are supportive funds available to reimburse cleanup for ground contamination but not aid in tank removal. The city administrator will look into what actions the MPCA does take after inspection and will stay informed regarding upcoming MPCA work with the property.

A motion was made by Shane Wohlman and seconded by Adam Zaske to approve the EDA Committee report. The motion carried 5 to 0.

## B. City Administrator/Clerk's

### City Administrators Report

7-24-17

**Varpness property** - I received an update from Greg Renneke with R&R Diesel on July 20<sup>th</sup>. His business will be leasing the Varpness property at the corner of highway 212 and county road 6 until January 2018 at which point he will be purchasing the property if the transition has gone as planned. He will determine after the purchase in 2018 if the sewage disposal system onsite will continue to work for his needs or if at that time he will be requesting annexation and sewer connection with the city.

**Fire truck bidding** - I have spoken with the various townships we partner with on our fire department services regarding the potential purchase of a new firetruck. I was able to set the stage with representatives who appeared less informed in the process and received confirmation from those more involved in the fire department conversations. At our last council meeting I discussed a resolution detailing timeline and cost to advise the townships going forward. After the discussions I have had in the past two weeks, I believe an administrative letter will hold the same affect and will not require an additional meeting for the townships. This will allow for written notice detailing the plan involving costs, contributions and timeframe for bidding in August. The townships welcome this streamlined open communication going forward.

**2018 Budget** - I have completed a 1<sup>st</sup> draft of our 2018 Budget. This will be my first budget cycle with the city and I am eager to see what productive conversations and exciting questions we will work through in our first budget work session together.

A motion was made by Jeremy Hinderks and seconded by Jeff Pike to approve the City Admin/Clerk's Report. The motion carried 5 to 0.

C. HR Committee

**HR Committee Meeting**

**Minutes**

7-24-17 12:15pm

*Attendance: Jeremy Hinderks, Adam Zaske, Janette Wertish, City Attorney John Saunders and Jessica Gorman*

- Jessica provided a 2018 budget rough draft for review by the committee.
- City Attorney John Saunders opened with areas of focus in reviewing high level staff:

1) Knowledge - Is the employee well versed and if not are they working towards improving knowledge, seeking out answers?

2) Unfamiliar - The items that the employee is not knowledgeable on that may be set aside one day, are they revisited, addressed and completed down the road? Do these things pile up and are not completed?

3) Prioritization - Does this person know how to prioritize their responsibilities?

4) Accepting responsibility - Does your employee recognized their mistakes, owns them and learns from them?

5) Professionalism - If professionalism is an issue it will normally rear its head in areas 1-

4.

- In discussing Jessica's experience prior to the position, knowledge gained in position and the probation process:

Jeremy acknowledges Jessica did not manage a city prior to this position. In his recent conversation with the city Auditor which he believes speaks to Saunders focus area #1, The Auditor gave great feedback stating Jessica has shown initiative in recent conversations regarding the budget and appears to have a good understanding of the process, seeking out the needed answers and asking normal questions posed by new administrators. Jessica improving her knowledge in this way also speaks to focus area #2, revisiting areas once homework necessary is done to complete a process formerly unfamiliar.

- Jeremy stated the department heads have given positive feedback on Jessica, her level of organization, professionalism and general interactions, he asked how do we work towards resolving conflict in one specific setting, the office?

The city attorney spoke to setting expectations in the office, demonstrating investment by the HR committee/Council in their chosen candidate to encourage all in assisting and supporting the new administrator in her role. The committee agreed when a determination is made it will be conveyed with unity.

Jeremy believes Jessica has been professional in his observations of her work and representation of the city and saw recent firetruck topic as an example of her completing necessary homework. Her work on recent rezonings, variances, alley vacation, etc. all appeared well researched and presented informatively to council.

- The committee chair spoke to the need for outside influences into the office dynamic to cease, citing, the administrator needs to be able work with her staff without these outside contradictions and dialogues. The Mayor and committee agreed, any side discussions currently occurring will be halted. The city attorney concurred.
- Jessica spoke to believing in positivity in all situations and is still eager to serve Renville.
- The city attorney closed with the offer to address any internal conversations with office staff alongside HR committee members, again, moving forward united in a course of action.

A motion was made by Brent Dahl and seconded by Adam Zaske to approve the HR Committee's Report. The motion carried 5 to 0.

## **6. Action Items**

- A motion was made by Jeremy Hinderks and seconded by Shane Wohlman to set the Budget Work Session date for August 14, 2017 at 6 pm. The motion carried 5 to 0.
- A motion was made by Jeremy Hinderks and seconded by Jeff Pike to approve Jessica to seek bids for the fire truck using NJPA and bring the result back to council for determination by the August 28, 2107 Council Meeting. The motion carried 5 to 0.
- A motion was made by Jeff Pike and seconded by Shane Wohlman to approve Resolution 09-17 to issue and award the \$325,000 GO Disposal Bond to fund the Wastewater Treatment Plant UV project. The motion carried 5 to 0.
- A motion was made by Jeremy Hinderks and seconded by Brent Dahl to approve the street closure request from Main Street Bar & Grill for August 26, 2017. The motion carried 5 to 0.
- A motion was made by Adam Zaske and seconded by Brent Dahl to approve the noise variance request from Main Street Bar & Grill for August 26, 2017. The motion carried 5 to 0.

- A motion was made by Jeremy Hinderks and seconded by Brent Dahl to approve the request to dispense intoxicating liquor off their premises from Main Street Bar & Grill for August 26, 2017. The motion carried 5 to 0.

### **7. Mayor's Report**

Thanks to Public Works for watering the plants on Main Street. Also, a reminder that there will be a Blood Mobile on August 9 & the Hobo Supper on July 26 with Memorial Park information.

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

### **8. Adjourn**

A motion was made by Adam Zaske and seconded by Jeremy Hinderks to adjourn the meeting. The motion carried 5 to 0. Meeting was adjourned at 7:26 p.m.

Dated at Renville, Minnesota this 24<sup>th</sup> July, 2017

THE GOVERNING BODY OF THE CITY  
OF RENVILLE, MINNESOTA

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

ATTEST:

BY \_\_\_\_\_  
Jessica Gorman, City Administrator/Clerk