

Approved Minutes
City Council Regular Session
August 13th, 2018
Monday 7:00 p.m.

The regular session of the City Council, City of Renville, Minnesota was called to order on August 13th, 2018 at 7:00 p.m. by Mayor Wertish.

City Council Members present were Laura Rosen, Brent Dahl, Adam Zaske, Jeff Pike and Jeremy Hinderks. Also present were Mayor Janette Wertish and City Administrator/Clerk Shane Wohlman. Present in the audience was Shane Zahrt from C.G.M.C. & Scott Tedrick from the Register joined the meeting at 7:05 pm.

1. Pledge of Allegiance

2. Approval of Agenda

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

3. Approval of Minutes

A motion was made by Laura Rosen and seconded by Jeff Pike to approve the minutes of the July 23rd, 2018 Regular Council Meeting. The motion carried 5 to 0.

4. Invoices Payable

Check #	Name	Amount	Account	Comments	Date
34117	OFFICE OF THE TX ATTNY GENERAL	\$319.38	G 101-21780 Assignment	Rem ID 0011520455200641465	7/23/2018
34118	UNITED STATES POSTAL SERVICE	\$107.62	E 601-49400-201 Office Supplies	Utility Postage	7/26/2018
34118	UNITED STATES POSTAL SERVICE	\$107.63	E 602-49450-201 Office Supplies	Utility Postage	7/26/2018
34119	ANDERSON, GARY & NORMA	\$1,114.85	E 101-41400-221 Repair/Maint. Equipment	Vehicle Repairs - Anderson	8/1/2018
34120	E & C GRAPHICS, INC.	\$350.00	E 101-46500-234 City Marketing/Development	Signs for Renville Estates	8/1/2018
34121	MACS	\$289.84	E 602-49450-219 General Supplies-Maint.	Sewer Supplies	8/1/2018
34122	NCPERS MINNESOTA	\$80.00	G 101-21760 Hospitalization/Medical Ins	Insurance	8/1/2018
34123	RENVILLE SALES INC.	\$177.21	E 101-43100-221 Repair/Maint. Equipment	Street Dept - Repairs/Maint Equip.	8/1/2018
34124	STEVEN J HINDERKS	\$7,076.42	E 400-49100-236 Community Center	Replace AC in CC - Hallway Unit	8/1/2018
34125	VERIZON WIRELESS	\$51.06	E 101-42100-321 Telephone	Police Dept. Telephone	8/1/2018
34125	VERIZON WIRELESS	\$63.06	E 101-43100-321 Telephone	Street Dept. Telephone	8/1/2018
34126	OFFICE OF THE TX ATTNY GENERAL	\$319.38	G 101-21780 Assignment	Rem ID 0011520455200641465	8/6/2018
34127	AMERIPRIDE SERVICES, INC	\$55.98	E 101-45400-229 Contractual Service	Community Center Contractual	8/13/2018
34128	ANDERSON LARSON HANSON & SAUND	\$810.00	E 101-41610-101 Wages and Salaries	Attorney Fees	8/13/2018
34129	AUTO COLLISION & COLOUR	\$171.75	E 101-43100-221 Repair/Maint. Equipment	Repair '12 Silverado door handle	8/13/2018
34130	BART S PLACE	\$184.35	E 250-46500-234 City Marketing/Development	National Night Out - Food	8/13/2018
34131	BHE RENEWABLES	\$271.55	E 101-41400-380 Utility Services (GENERAL)	City Hall Electric Service	8/13/2018
34131	BHE RENEWABLES	\$244.40	E 101-45500-380 Utility Services (GENERAL)	Library Electric Service	8/13/2018
34131	BHE RENEWABLES	\$389.24	E 101-45400-380 Utility Services (GENERAL)	Community Center Electric Service	8/13/2018
34131	BHE RENEWABLES	\$1,210.58	E 601-49400-381 Utilities	Water Electric Service	8/13/2018
34131	BHE RENEWABLES	\$9,491.12	E 602-49450-387 Utilities-Wastewater Plan	Sewer Electric Service	8/13/2018
34132	CENTURYLINK	\$80.83	E 101-42100-321 Telephone	Police Dept. Telephone	8/13/2018

34132	CENTURYLINK	\$62.01	E 602-49450-321 Telephone	Sewer Dept. Telephone	8/13/2018
34132	CENTURYLINK	\$65.26	E 101-43100-321 Telephone	Public Works Telephone	8/13/2018
34132	CENTURYLINK	\$68.12	E 101-45500-321 Telephone	Library Telephone	8/13/2018
34132	CENTURYLINK	\$140.04	E 601-49400-321 Telephone	Water Dept. Telephone	8/13/2018
34132	CENTURYLINK	\$150.07	E 101-41400-321 Telephone	City Hall Telephone	8/13/2018
34133	COMMUNITY ELECTRIC	\$22.98	E 101-45200-219 General Supplies-Maint.	CC Fuses	8/13/2018
34134	DUININCK CONCRETE	\$100.00	E 101-43100-221 Repair/Maint. Equipment	Street Dept - Equip Repairs	8/13/2018
34134	DUININCK CONCRETE	\$75.00	E 101-43100-221 Repair/Maint. Equipment	Street Dept - Equip Repairs	8/13/2018
34135	FARMERS CO-OP OIL CO	\$517.88	E 101-42100-212 Gas and Oil	Police Dept. Gas	8/13/2018
34135	FARMERS CO-OP OIL CO	\$1,328.64	E 101-43100-212 Gas and Oil	Street Dept. Gas	8/13/2018
34135	FARMERS CO-OP OIL CO	\$119.60	E 101-43100-221 Repair/Maint. Equipment	Street Repairs	8/13/2018
34136	GOPHER STATE ONE-CALL, INC	\$12.15	E 601-49400-229 Contractual Service	Water Contractual	8/13/2018
34136	GOPHER STATE ONE-CALL, INC	\$12.15	E 602-49450-229 Contractual Service	Sewer Contractual	8/13/2018
34137	GREAT PLAINS NATURAL GAS	\$34.34	E 101-41400-380 Utility Services (GENERAL)	Clerk Gas Service	8/13/2018
34137	GREAT PLAINS NATURAL GAS	\$21.56	E 101-45500-380 Utility Services (GENERAL)	Library Gas Service	8/13/2018
34137	GREAT PLAINS NATURAL GAS	\$23.98	E 101-45400-380 Utility Services (GENERAL)	Community Center Gas Service	8/13/2018
34137	GREAT PLAINS NATURAL GAS	\$23.00	E 101-42100-380 Utility Services (GENERAL)	Police Dept. Gas Service	8/13/2018
34137	GREAT PLAINS NATURAL GAS	\$36.26	E 101-42200-380 Utility Services (GENERAL)	Fire Dept. Gas Service	8/13/2018
34137	GREAT PLAINS NATURAL GAS	\$93.69	E 601-49400-381 Utilities	Water Gas Service	8/13/2018
34137	GREAT PLAINS NATURAL GAS	\$46.00	E 602-49450-387 Utilities-Wastewater Plan	Sewer Gas Service	8/13/2018
34137	GREAT PLAINS NATURAL GAS	\$23.00	E 101-45200-380 Utility Services (GENERAL)	Park Gas Service	8/13/2018
34138	HEIMAN BROTHERS INC.	\$69.26	E 101-42200-258 Fire Suits	FD - Name tags	8/13/2018
34139	LANG S AUTOMOTIVE CENTER, INC.	\$167.37	E 101-43100-219 General Supplies-Maint.	Street - Supplies	8/13/2018
34139	LANG S AUTOMOTIVE CENTER, INC.	\$30.29	E 101-43100-221 Repair/Maint. Equipment	Street - Rep/Maint Equip	8/13/2018
34139	LANG S AUTOMOTIVE CENTER, INC.	\$114.98	E 602-49450-219 General Supplies-Maint.	Sewer - Supplies	8/13/2018
34139	LANG S AUTOMOTIVE CENTER, INC.	\$53.94	E 601-49400-219 General Supplies-Maint.	Water - Supplies	8/13/2018
34140	LOFFLER	\$114.27	E 101-41400-229 Contractual Service	Copier Service	8/13/2018
34141	MAC QUEEN EQUIPMENT INC.	\$613.45	E 101-43100-221 Repair/Maint. Equipment	Street sweeper parts	8/13/2018
34142	MAIN STREET BAR & GRILL	\$700.00	E 101-42100-412 Building Rentals	PD Building Rent	8/13/2018
34143	MARTIN MARIETTA MATERIALS	\$347.26	E 101-43100-219 General Supplies-Maint.	Ballast	8/13/2018
34144	MAYNARD S FOOD CENTER	\$11.21	E 601-49400-219 General Supplies-Maint.	Water Dept - Supplies	8/13/2018
34144	MAYNARD S FOOD CENTER	\$11.21	E 602-49450-219 General Supplies-Maint.	Sewer Dept - Supplies	8/13/2018
34144	MAYNARD S FOOD CENTER	\$17.37	E 101-43100-219 General Supplies-Maint.	Street Dept - Supplies	8/13/2018
34145	MESERB	\$504.60	E 602-49450-433 Dues and Licensing	2018-19 Membership	8/13/2018
34146	MN FIRE SERVICE CERT. BOARD	\$175.00	E 101-42200-433 Dues and Licensing	Firefighter II Recertification - 7 Firemen	8/13/2018
34147	MVTL LABORATORIES, INC.	\$115.50	E 602-49450-229 Contractual Service	Sewer Testing	8/13/2018
34147	MVTL LABORATORIES, INC.	\$175.00	E 602-49450-229 Contractual Service	Sewer Testing	8/13/2018
34147	MVTL LABORATORIES, INC.	\$303.50	E 602-49450-229 Contractual Service	Sewer Testing	8/13/2018
34147	MVTL LABORATORIES, INC.	\$576.50	E 602-49450-229 Contractual Service	Sewer Testing	8/13/2018
34147	MVTL LABORATORIES, INC.	\$306.50	E 602-49450-229 Contractual Service	Sewer Testing	8/13/2018
34148	NORTH SHORE ANALYTICAL, INC.	\$440.00	E 602-49450-229 Contractual Service	WWT Testing	8/13/2018
34149	NORTHERN BUSINESS PRODUCTS	\$77.42	E 101-41400-201 Office Supplies	Office Supplies	8/13/2018
34150	OLIVIA HARDWARE INC.	\$75.73	E 101-45400-219 General Supplies-Maint.	CC Supplies	8/13/2018
34151	PIONEERLAND LIBRARY SYSTEM	\$10,280.00	E 101-45500-229 Contractual Service	Library Services	8/13/2018
34152	RENCO PUBLISHING, INC.	\$79.68	E 101-41100-351 Legal Notices Publishing	Publishing-Primary & Filing Notice	8/13/2018
34153	RENVILLE AMBULANCE	\$23,256.00	E 101-44200-103 Salaries Temporary	Ambulance Service	8/13/2018
34154	RENVILLE CO MUSIC GUY	\$200.00	E 250-46500-234 City Marketing/Development	National Night Out - Music	8/13/2018

34155	RENVILLE SALES INC.	\$651.44	E 101-43100-221 Repair/Maint. Equipment	Street Dept - Repair/Maint Equip	8/13/2018
34156	SCHROEDER, GARRET	\$187.50	E 101-43100-229 Contractual Service	Street Dept. Maintenance	8/13/2018
34157	SW/WC SERVICE COOPERATIVES	\$1,025.00	G 101-21761 Health Care	Medical Insurance-Jodi	8/13/2018
34157	SW/WC SERVICE COOPERATIVES	\$379.00	G 101-21762 Employer Health Portion	Medical Insurance-Jodi	8/13/2018
34157	SW/WC SERVICE COOPERATIVES	\$1,783.00	G 101-21762 Employer Health Portion	Medical Insurance-Police	8/13/2018
34157	SW/WC SERVICE COOPERATIVES	\$1,745.66	G 101-21762 Employer Health Portion	Medical Insurance-Street	8/13/2018
34157	SW/WC SERVICE COOPERATIVES	\$1,745.67	G 101-21762 Employer Health Portion	Medical Insurance-Water	8/13/2018
34157	SW/WC SERVICE COOPERATIVES	\$1,745.67	G 101-21762 Employer Health Portion	Medical Insurance-Sewer	8/13/2018
34158	VERIZON WIRELESS	\$70.02	E 101-42100-321 Telephone	Police Dept. Telephone	8/13/2018
34159	W.L. HALL CO. INTERIOR SERV.	\$765.70	E 101-45400-401 Repairs/Maint Buildings-Equip	Maintenance on Wall Dividers - CC	8/13/2018
34160	WEST CENTRAL SANITATION	\$17.55	E 101-43100-229 Contractual Service	Street Refuse	8/13/2018
34160	WEST CENTRAL SANITATION	\$35.92	E 602-49450-229 Contractual Service	WWT Refuse	8/13/2018
34161	XCEL ENERGY	\$208.52	E 601-49400-381 Utilities	Water Electric	8/13/2018
34161	XCEL ENERGY	\$79.01	E 101-45200-380 Utility Services (GENERAL)	Park Electric	8/13/2018
34161	XCEL ENERGY	\$231.21	E 101-42200-380 Utility Services (GENERAL)	Fire Dept. Electric	8/13/2018
34161	XCEL ENERGY	\$2,106.61	E 101-43100-380 Utility Services (GENERAL)	Street Electric	8/13/2018
34161	XCEL ENERGY	\$102.64	E 101-42100-380 Utility Services (GENERAL)	PD Electric	8/13/2018
34162	ZIEGLER	\$210.06	E 101-43100-221 Repair/Maint. Equipment	Street Dept - Parts	8/13/2018
997009E	MINNESOTA DEPT. OF REVENUE	\$555.72	G 101-21720 State Withholding	State Withholding Tax	7/23/2018
997010E	INTERNAL REVENUE SERVICE	\$1,159.21	G 101-21710 Federal Withholding Tax	FWH	7/23/2018
997010E	INTERNAL REVENUE SERVICE	\$1,759.72	G 101-21730 FICA Tax Withholding	FICA/Medicare	7/23/2018
997011E	PUBLIC EMPLOYEES RETIREMENT	\$2,526.77	G 101-21740 PERA	PERA	7/23/2018
997012E	ICMA	\$50.00	G 101-21750 ICMA Payable	Sunvold, Nathan #302283	7/23/2018
997013E	LIGHTBEAM INTERNET	\$40.00	E 101-42200-321 Telephone	Internet - Fire Hall	8/2/2018
997013E	LIGHTBEAM INTERNET	\$40.00	E 101-49260-722 Internet Fees & Updates	Internet - City Hall	8/2/2018
997013E	LIGHTBEAM INTERNET	\$40.00	E 101-43100-321 Telephone	Internet - Street Dept	8/2/2018
997013E	LIGHTBEAM INTERNET	\$40.00	E 101-42100-321 Telephone	Internet - PD	8/2/2018
997013E	LIGHTBEAM INTERNET	\$40.00	E 602-49450-321 Telephone	Internet - WWTP	8/2/2018
997014E	MINNESOTA DEPT. OF REVENUE	\$603.20	G 101-21720 State Withholding	State Withholding Tax	8/6/2018
997015E	INTERNAL REVENUE SERVICE	\$1,249.02	G 101-21710 Federal Withholding Tax	FWH	8/6/2018
997015E	INTERNAL REVENUE SERVICE	\$1,940.24	G 101-21730 FICA Tax Withholding	FICA/Medicare	8/6/2018
997016E	PUBLIC EMPLOYEES RETIREMENT	\$2,698.54	G 101-21740 PERA	PERA	8/6/2018
997017E	ICMA	\$50.00	G 101-21750 ICMA Payable	Sunvold, Nathan #302283	8/6/2018
Total		\$90,640.62			

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

5. Monthly Financials

A motion was made by Jeremy Hinderks and seconded by Brent Dahl to approve the monthly financials. The motion carried 5 to 0.

6. Public Comment

Shane Zahrt from the Coalition of Greater Minnesota gave the Council an update of the previous legislative session and what to look forward to in the 2019 session.

7. Committee/Staff Reports

a. Public Works Committee

Public Works Committee Minutes

8-1-2018 5:30pm

Present: Janette Wertish, Adam Zaske, Jeff Pike, Nate Sunvold, Dave Grund, Dennis Ulrich, Shane Wohlman
Absent: Jon Driggs, Lloyd Zabel, Scott Clemenson

*Fire Hall Roof- 2 updated estimates were received in regards to installing steel on the fire hall roof. AP Premier Contracting from Renville came in at \$23,032.82, which was \$1,413.09 higher than the other bid. AP's bid included all new fascia and gutter apron where the other bid did not. The committee acknowledges that the roof should be replaced due to current leaking problems and recommends AP Premier as the contractor to support local business. Currently, there is \$6,000 that was budgeted for the roof in 2018. The remainder will come out of the local improvement fund.

*Public Works Truck- Director Nate Sunvold brought information regarding the replacement of the 1999 1 Ton truck. The truck will be 20 years old and replacement is scheduled per the Public Works Equipment List for 2019. There were 2 bids for the chassis with H&L priced at \$31,491, which is \$446 less than the price of a Ford. Both bids included the State Bid contract discount. Nate also presented 2 bids for the dump body and plow, with Crysteel coming in at \$22,786.34 for both which includes a steel box and Boss plow, which was \$1,647.66 cheaper than Towmaster's price of a stainless steel box and Boss plow. The recommendation of the committee is to move forward with the scheduled replacement and use the bids from H&L for the chassis and Crysteel for the box and plow. After a \$5,000 trade-in allowance offered by Crysteel for the old truck, this would bring the total to \$49,277.34. As pricing is supposed to increase next year, it was advised to get the order placed before the end of the contract period of September 30, 2018 and take delivery next year. There is \$35,000 in the current budget for Public Works Equipment, and since payment will take place in 2019, it would be recommended to include this same amount in the next budget cycle to stay on schedule per the equipment list.

*Street Crack Filling- Information was presented regarding the 3rd phase of crack sealing which will include: Dupont NE from 2nd to 5th Street, 3rd Street NE from Dupont to Park Ave. and Bryant Ave. NE from 2nd to 3rd. The quote from Bargaen to rout and seal these areas is \$20,945. The committee recommends to go ahead with Bargaen for crack sealing.

There is \$20,000 in the current budget for street repairs and we have received the first half of the Small Cities Assistance Grant of \$7,000, for a total of \$27,000.

*LED lights- There are 36 City owned lights along the highway and around town that have not been upgraded to LED. Discussion was to find out cost analysis to convert lights and figure out payback.

*Cemetery- It was brought up and discussed about stone marker maintenance at the cemetery. There is \$2,500 in the budget now that can be used for cemetery work. It was mentioned to have Shane check into past funding including the perpetual fund.

*Community Center Dividers- A service tech from W.L. Hall will stop by on August 2nd to inspect, service and make suggestions on the dividers in the ballroom.

A motion was made by Laura Rosen and seconded by Jeremy Hinderks to approve the Public Works Committee Report. The motion carried 5 to 0.

b. HR Committee Report

HR Committee
8-6-2018

Janette Wertish, Jeremy Hinderks, Shane Wohlman

The committee discussed several language and wording updates to the Personnel Policy Manual. It was determined that we would follow the best practices of the LMC HR dept and follow their recommendations. Shane will keep us posted as to what the recommended changes are after the policy manual is reviewed by the LMC and proposed changes reviewed by the city attorney.

We discussed the city's employee review process. Shane has created an updated employee performance evaluation form which will be used during the review process to improve the understanding of each performance criteria. The new form is more thorough and explanatory and will allow for improved dialogue and understanding of the performance evaluation between supervisor and employee.

The mayor and HR chair reviewed a performance self-appraisal form that the administrator filled out for his 6 month review. The mayor and HR chair completed the 6 month review of the administrator position and concluded that no further action is necessary at this time.

No future HR meeting was set.

HR Committee Chair: Jeremy Hinderks

A motion was made by Adam Zaske and seconded by Laura Rosen to approve the HR Committee Report. The motion carried 5 to 0.

c. City Administrator's Report

City Administrator Report

8-13-2018

* Pedestrian Sign Update- Keven Nystedt from Tapco came out and looked at the crosswalk site on July 25th. He stated that the City could install 1 solar unit on the north side and a hard wired unit on the south. This would cost approximately \$1,200 more (about \$7,100 plus installation), but would eliminate the expense and permitting with boring under the highway. I have drafted and sent a letter to MN DOT with all necessary information to get the permit process started and have sent requests for 2 different grants.

* Chad Segelstrom has completed his active duty training for Officer Candidate School and will be back to work for the city next week.

* August 22nd I will be attending a workshop about Financing During Disasters. Renville County Emergency Management will be co-sponsoring this event from 10:00 am - Noon at the County Government Building.

* Reminder- Please try to keep grass clippings out of the streets as this plugs the storm drains and also can effect water quality in the ditch.

* Tomorrow (August 14th) is the Primary election and polls will be open from 7:00 am to 8:00 pm at the Community Center. The 14th is also the last day to file for City Councilmember positions, which can be done at City Hall from 8:00 am to 5:00 pm.

*Upcoming meetings-

8-14 Advisory meeting Noon, Olivia

8-15 Fire Relief meeting 7:00 pm

8-21 Ad Hoc 5:30 pm

8-22 Emergency Finance Workshop 10 am-Noon, Olivia

A motion was made by Adam Zaske and seconded by Brent Dahl to approve the City Administrators Report. The motion carried 5 to 0.

8. Discussion Items

9. Action Items

A motion was made by Jeff Pike and seconded by Laura Rosen to replace the Fire Hall roof with AP Premier's bid of \$23,032.80. We will allow the Fire Dept to choose the color. The motion carried 5 to 0.

A motion was made by Adam Zaske and seconded by Laura Rosen to purchase a 1 Ton Truck for the Public Works department from H&L Motors and Crysteel for a total of \$49,277.34. The motion carried 5 to 0.

A motion was made by Adam Zaske and seconded by Jeremy Hinderks to approve the agreement with Bargaen for crack filling for \$20,945.00. The motion carried 5 to 0.

A motion was made by Jeremy Hinderks and seconded by Adam Zaske to approve the SRO Contract with RCW. The motion carried 5 to 0.

A motion was made by Adam Zaske and seconded by Jeremy Hinderks to approve the hiring of Josh Dahl as a new firefighter. The motion carried 4 to 0, with Brent Dahl abstaining.

A motion was made by Adam Zaske and seconded by Laura Rosen to set a Budget Session for August 27th, 2018 following the regular Council Meeting. The motion carried 5 to 0.

10. Mayor's Report

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

11. 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 8:10 p.m.

Dated at Renville, Minnesota this 13th day of August, 2018.

THE GOVERNING BODY OF THE CITY
OF RENVILLE, MINNESOTA

BY _____
Janette Wertish, Mayor

ATTEST:

BY _____
Shane Wohlman, City Administrator/Clerk

