

**Approved Minutes
City Council Regular Session
August 21st, 2023
Monday 6:00 p.m.**

A Budget Kick-Off Meeting was held prior to the Regular Council Meeting at 5:00 p.m.

City Council Members present were: Mayor Janette Wertish, Pete Peterson, Adam Zaske, David Van Hove Jr., and City Administrator/Clerk Shane Wohlman. Councilor Alma Gasca was absent.

The regular session of the City Council, City of Renville, Minnesota was called to order on August 21st, 2023 at 6:00 p.m. by Mayor Wertish.

City Council Members present were: Pete Peterson, Dave Grund, David Van Hove Jr., Alma Gasca, and Adam Zaske. Also present were Mayor Janette Wertish and City Administrator/Clerk Shane Wohlman. Guests included: Stefanie Ryan

1. Call to Order

2. Pledge of Allegiance

3. Approval of Agenda

A motion was made by Adam Zaske and seconded by Dave Grund to approve the agenda. Ayes: Gasca, Peterson & Van Hove Jr.

4. Public Hearing

The Mayor opened the Public Hearing for the Great Plains Natural Gas Franchise Agreement, known as Ordinance Number 6.03.00. There were no members of the public present and no comments received at City Hall.

A motion was made by David Van Hove Jr. and seconded by Dave Grund to close the Public Hearing at 6:04. Ayes: Gasca, Peterson & Zaske.

5. Approval of Minutes

a. A motion was made by Alam Gasca and seconded by Adam Zaske to approve the 7/24/2023 meeting minutes. Ayes: Grund, Peterson & Van Hove Jr.

6. Invoices Payable

a.

Check #	Date	Name	Account	Name	Amount	Comments
501482	7/24/2023	AMERICAN SOLUTIONS FOR BUSINES	E 101-41400-201	Office Supplies	\$164.46	PR Checks
501483	7/24/2023	AP PREMIER CONTRACTING INC.	E 101-43100-221	Repair/Maint. Equipment	\$20,088.16	Replacing Roof-Storm Damage
501484	7/24/2023	COMMUNITY ELECTRIC	E 601-49400-229	Contractual Service	\$270.32	New breaker and wire for Water Well
501485	7/24/2023	GRIZZLY SUPPLY	E 601-49400-219	General Supplies-Maint.	\$22.46	Spray Paint, Brushes
501485	7/24/2023	GRIZZLY SUPPLY	E 602-49450-219	General Supplies-Maint.	\$120.91	Sealant, Silicone, Caulk Gun, Rake
501487	7/24/2023	HAWKINS INC.	E 601-49400-219	General Supplies-Maint.	\$10.00	Water Supplies
501488	7/24/2023	HILLYARD FLOOR CARE SUPPLY	E 101-45400-219	General Supplies-Maint.	\$49.20	Community Center Supplies
501489	7/24/2023	LOFFLER	E 101-41400-229	Contractual Service	\$151.00	Copier Service Contract
501490	7/24/2023	MENARDS	E 101-42100-221	Repair/Maint. Equipment	\$20.97	3 Door Stops

501491	7/24/2023	MVTL LABORATORIES, INC.	E 602-49450-229 Contractual Service	\$529.65	Sewer Testing
501491	7/24/2023	MVTL LABORATORIES, INC.	E 601-49400-229 Contractual Service	\$39.60	Water Testing
501491	7/24/2023	MVTL LABORATORIES, INC.	E 602-49450-229 Contractual Service	\$354.75	Sewer Testing
501492	7/24/2023	NCPERS MINNESOTA	G 101-21760 Hospitalization/Medical Ins	\$112.00	Insurance
501493	7/24/2023	RENVILLE-SIBLEY COOPERATIVE	E 601-49400-381 Utilities	\$405.61	Water Electric
501493	7/24/2023	RENVILLE-SIBLEY COOPERATIVE	E 601-49400-381 Utilities	\$49.09	Water Electric
501494	7/24/2023	UNITED STATES POSTAL SERVICE	E 101-41400-201 Office Supplies	\$288.48	Utility Postage
501495	7/24/2023	USABLE LIFE	E 101-41400-131 Employee Insurance	\$25.27	Life Ins.
501495	7/24/2023	USABLE LIFE	E 602-49450-131 Employee Insurance	\$11.18	Life Ins.
501495	7/24/2023	USABLE LIFE	E 601-49400-131 Employee Insurance	\$11.19	Life Ins.
501495	7/24/2023	USABLE LIFE	E 101-43100-131 Employee Insurance	\$11.19	Life Ins.
501495	7/24/2023	USABLE LIFE	E 101-41300-131 Employee Insurance	\$14.01	Life Ins.
501495	7/24/2023	USABLE LIFE	E 101-42100-131 Employee Insurance	\$36.67	Life Ins.
501496	7/24/2023	WEST CENTRAL FIREFIGHTERS	E 101-42200-433 Dues and Licensing	\$55.00	Membership Dues - 2023
501497	7/24/2023	WINSTED SOLAR, LLC	E 101-45500-380 Utility Services (GENERAL)	\$15.56	Library
501497	7/24/2023	WINSTED SOLAR, LLC	E 101-42200-380 Utility Services (GENERAL)	\$64.60	Fire Department
501497	7/24/2023	WINSTED SOLAR, LLC	E 101-41100-101 Wages and Salaries	\$86.42	Street Department
501497	7/24/2023	WINSTED SOLAR, LLC	E 101-45200-380 Utility Services (GENERAL)	\$14.35	Park/Signage
501497	7/24/2023	WINSTED SOLAR, LLC	E 101-42100-380 Utility Services (GENERAL)	\$31.82	Police Department
501497	7/24/2023	WINSTED SOLAR, LLC	E 101-45400-380 Utility Services (GENERAL)	\$15.56	Community Center
501497	7/24/2023	WINSTED SOLAR, LLC	E 601-49400-381 Utilities	\$296.15	Water
501497	7/24/2023	WINSTED SOLAR, LLC	E 101-41400-380 Utility Services (GENERAL)	\$7.77	City Hall
501497	7/24/2023	WINSTED SOLAR, LLC	E 602-49450-387 Utilities-Wastewater Plan	\$788.12	Sewer
501498	7/24/2023	WOHLMAN, SHANE	E 101-41400-201 Office Supplies	\$85.50	Water, Snacks for KickOff & Emergency Training
501500	7/26/2023	ANDIS FENCEALL	E 400-49100-261 Park Equipment	\$11,419.89	Park Fence Down Payment
501501	7/31/2023	RENVILLE COUNTY RECORDER	E 101-49260-437 Other Miscellaneous	\$46.00	Forsman Cup Addendum-Name Change
501502	8/1/2023	GRIZZLY SUPPLY	E 400-49100-237 Fire Hall	\$23.13	New Window Replacement Supplies
501502	8/1/2023	GRIZZLY SUPPLY	E 400-49100-237 Fire Hall	\$20.48	New Window Replacement Supplies-Caulk
501502	8/1/2023	GRIZZLY SUPPLY	E 400-49100-237 Fire Hall	\$98.92	New Window Replacement Small Tools/Supplies
501502	8/1/2023	GRIZZLY SUPPLY	E 601-49400-219 General Supplies-Maint.	\$75.96	Saw Blade, Elec Tape, Screw Bucket
501502	8/1/2023	GRIZZLY SUPPLY	E 400-49100-237 Fire Hall	\$199.68	New Window Replacement Supplies
501502	8/1/2023	GRIZZLY SUPPLY	E 400-49100-237 Fire Hall	\$137.33	New Window Replacement Supplies-Lumber/Trim
501503	8/1/2023	QUADIANT	E 101-41400-201 Office Supplies	\$107.35	Stamp Machine Ink
501504	8/1/2023	STEVEN J HINDERKS	E 400-49100-236 Community Center	\$26,637.55	Ruud HVAC Unit
501504	8/1/2023	STEVEN J HINDERKS	E 101-45400-580 Equipment-Capitol Outlay	\$5,300.58	CC AC Condensing Unit
501505	8/1/2023	TEAM LABORATORY CHEMICAL LLC	E 602-49450-285 Repair Waste Water Plant	\$649.00	Wastewater Repair-Sulfate Granular
501506	8/9/2023	ANDERSON LARSON HANSON & SAUND	E 101-41610-101 Wages and Salaries	\$918.50	Attorney Fees - PD
501506	8/9/2023	ANDERSON LARSON HANSON & SAUND	E 101-41610-101 Wages and Salaries	\$668.00	Attorney Fees - Admin
501507	8/9/2023	BADGER METER, INC.	E 601-49400-229 Contractual Service	\$20.33	Beacon Serv Hosting

501507	8/9/2023	BADGER METER, INC.	E 602-49450-229 Contractual Service	\$20.34	Beacon Serv Hosting
501508	8/9/2023	BHE RENEWABLES	E 602-49450-387 Utilities-Wastewater Plan	\$12,257.02	Wastewater
501508	8/9/2023	BHE RENEWABLES	E 101-45400-380 Utility Services (GENERAL)	\$520.02	Community Center
501508	8/9/2023	BHE RENEWABLES	E 101-45500-380 Utility Services (GENERAL)	\$254.23	Library
501508	8/9/2023	BHE RENEWABLES	E 101-41400-380 Utility Services (GENERAL)	\$127.11	City Hall
501508	8/9/2023	BHE RENEWABLES	E 101-42100-380 Utility Services (GENERAL)	\$254.23	Police Department
501508	8/9/2023	BHE RENEWABLES	E 601-49400-381 Utilities	\$1,671.91	Water
501509	8/9/2023	CASH	E 602-49450-201 Office Supplies	\$17.84	Sewer Postage
501509	8/9/2023	CASH	E 101-46500-234 City Marketing/Development	\$20.00	\$2 Bills EDA
501509	8/9/2023	CASH	E 101-41400-201 Office Supplies	\$9.18	Get Well Cards
501509	8/9/2023	CASH	E 101-41400-201 Office Supplies	\$1.59	Napa Sale Postage
501509	8/9/2023	CASH	E 601-49400-201 Office Supplies	\$28.95	Water Postage
501509	8/9/2023	CASH	E 601-49400-201 Office Supplies	\$9.01	Water Postage
501509	8/9/2023	CASH	E 602-49450-201 Office Supplies	\$9.02	Sewer Postage
501510	8/9/2023	COMMUNITY ELECTRIC	E 101-45200-229 Contractual Service	\$112.50	Installed Meter Cover on Meter Socket
501511	8/9/2023	DAVES PLACE LLC	E 101-42100-437 Other Miscellaneous	\$98.80	NNO Ice Cream
501512	8/9/2023	FARMERS CO-OP OIL CO	E 101-43100-212 Gas and Oil	\$1,031.26	Street Dept. Gas
501512	8/9/2023	FARMERS CO-OP OIL CO	E 101-42100-212 Gas and Oil	\$996.17	Police Dept. Gas
501512	8/9/2023	FARMERS CO-OP OIL CO	E 101-42100-221 Repair/Maint. Equipment	\$87.25	22 Police Car Oil Change
501512	8/9/2023	FARMERS CO-OP OIL CO	E 101-42200-212 Gas and Oil	\$69.08	Fire Dept. Gas
501513	8/9/2023	FARMWARD COOPERATIVE	E 101-45200-219 General Supplies-Maint.	\$100.00	Roundup
501513	8/9/2023	FARMWARD COOPERATIVE	E 101-43100-219 General Supplies-Maint.	\$100.00	Roundup
501513	8/9/2023	FARMWARD COOPERATIVE	E 101-49000-219 General Supplies-Maint.	\$77.83	Roundup
501514	8/9/2023	GOPHER STATE ONE-CALL, INC	E 602-49450-229 Contractual Service	\$15.53	Sewer Contractual
501514	8/9/2023	GOPHER STATE ONE-CALL, INC	E 601-49400-229 Contractual Service	\$15.52	Water Contractual
501515	8/9/2023	INNOVATIVE	E 101-41400-201 Office Supplies	\$71.40	Paper, Cards, Folders
501516	8/9/2023	LOFFLER	E 101-41400-229 Contractual Service	\$268.74	Copier Service Contract
501517	8/9/2023	MENARDS	E 101-43100-221 Repair/Maint. Equipment	\$415.40	Rotary Hammer, Anchors, Drill Bits, etc
501518	8/9/2023	MESERB	E 602-49450-433 Dues and Licensing	\$1,000.00	Annual Membership
501519	8/9/2023	MVTL LABORATORIES, INC.	E 602-49450-229 Contractual Service	\$529.65	Sewer Testing
501519	8/9/2023	MVTL LABORATORIES, INC.	E 601-49400-229 Contractual Service	\$39.60	Water Testing
501520	8/9/2023	NORTH SHORE ANALYTICAL, INC.	E 602-49450-229 Contractual Service	\$440.00	WWTP Testing
501521	8/9/2023	RENVILLE CO AUDITOR-TREAS.	E 101-41410-222 Equipment	\$227.50	Election Equip-DS200
501522	8/9/2023	SCHROEDER, GARRET	E 101-43100-229 Contractual Service	\$130.00	Street Dept. Maintenance
501523	8/9/2023	SJE	E 602-49450-433 Dues and Licensing	\$1,158.00	Icontrol Subscription July-Sep 2023
501523	8/9/2023	SJE	E 601-49400-433 Dues and Licensing	\$711.00	Icontrol Subscription July-Sep 2023
501524	8/9/2023	STAR GROUP, LLC	E 101-43100-219 General Supplies-Maint.	\$32.29	Garage Light
501524	8/9/2023	STAR GROUP, LLC	E 101-43100-219 General Supplies-Maint.	\$48.33	Oil and Filters
501524	8/9/2023	STAR GROUP, LLC	E 101-43100-219 General Supplies-Maint.	\$8.39	Radiator Cap

501525	8/9/2023	STEVEN J HINDERKS	E 101-45400-580 Equipment-Capitol Outlay	\$13,659.72	AC Condensing Unit & Evaporating Coils
501525	8/9/2023	STEVEN J HINDERKS	E 400-49100-236 Community Center	\$2,919.24	AC Condensing Unit & Evaporating Coils
501526	8/9/2023	T.A. LAURITSEN	E 602-49450-229 Contractual Service	\$1,815.00	Jetted Storm Sewer & Pumped 6 Basins
501527	8/9/2023	VERIZON WIRELESS	E 101-42100-321 Telephone	\$70.02	Police Dept. Telephone
501528	8/9/2023	WERTISH, JANETTE	E 101-45400-219 General Supplies-Maint.	\$64.37	Chair Glides
501529	8/9/2023	WULF, ANGELA	E 101-46500-234 City Marketing/Development	\$77.80	EDA Frames
501530	8/9/2023	XCEL ENERGY	E 101-45200-380 Utility Services (GENERAL)	\$7.30	Park Electric
501530	8/9/2023	XCEL ENERGY	E 101-42200-380 Utility Services (GENERAL)	\$35.78	Fire Dept. Electric
501530	8/9/2023	XCEL ENERGY	E 101-43100-380 Utility Services (GENERAL)	\$196.89	Street Electric
501530	8/9/2023	XCEL ENERGY	E 101-41400-380 Utility Services (GENERAL)	\$67.61	City Hall Electric
998097E	7/21/2023	SW/WC SERVICE COOPERATIVES	G 101-21762 Employer Health Portion	\$1,709.31	Medical Insurance-Sewer
998097E	7/21/2023	SW/WC SERVICE COOPERATIVES	G 101-21762 Employer Health Portion	\$1,709.31	Medical Insurance-Water
998097E	7/21/2023	SW/WC SERVICE COOPERATIVES	G 101-21762 Employer Health Portion	\$1,709.32	Medical Insurance-Street
998097E	7/21/2023	SW/WC SERVICE COOPERATIVES	G 101-21762 Employer Health Portion	\$4,169.20	Medical Insurance-Police
998097E	7/21/2023	SW/WC SERVICE COOPERATIVES	G 101-21762 Employer Health Portion	\$1,521.67	Medical Insurance-Admin
998098E	8/1/2023	INTERNAL REVENUE SERVICE	E 101-49260-437 Other Miscellaneous	\$42.00	PCORI Tax 2023
998099E	8/2/2023	MINNESOTA DEPT. OF REVENUE	G 101-21720 State Withholding	\$886.35	State Withholding Tax
998100E	8/2/2023	INTERNAL REVENUE SERVICE	G 101-21730 FICA Tax Withholding	\$2,555.80	FICA/Medicare
998100E	8/2/2023	INTERNAL REVENUE SERVICE	G 101-21710 Federal Withholding Tax	\$1,554.39	FWH
998101E	8/2/2023	PUBLIC EMPLOYEES RETIREMENT	G 101-21740 PERA	\$4,221.34	PERA
998107E	8/2/2023	MIDCO	E 101-42200-321 Telephone	\$69.01	Fire Dept
998107E	8/2/2023	MIDCO	E 101-45400-380 Utility Services (GENERAL)	\$38.54	Fire Alarm
998107E	8/2/2023	MIDCO	E 602-49450-321 Telephone	\$115.77	Sewer Dept
998107E	8/2/2023	MIDCO	E 101-49260-722 Internet Fees & Updates	\$59.00	City Hall Internet
998107E	8/2/2023	MIDCO	E 601-49400-321 Telephone	\$115.38	Water Dept
998107E	8/2/2023	MIDCO	E 101-41400-321 Telephone	\$38.93	City Hall Fax
998107E	8/2/2023	MIDCO	E 101-41400-321 Telephone	\$43.57	City Hall Phone
998107E	8/2/2023	MIDCO	E 101-41400-321 Telephone	\$99.76	PD Phone & Internet
998107E	8/2/2023	MIDCO	E 101-45500-321 Telephone	\$41.57	Library Phone
998108E	8/2/2023	MACS	E 101-43100-219 General Supplies-Maint.	\$64.97	Gloves, Paint
998108E	8/2/2023	MACS	E 101-45200-219 General Supplies-Maint.	\$64.97	Gloves, Paint
998109E	8/9/2023	GREAT PLAINS NATURAL GAS	E 101-45200-380 Utility Services (GENERAL)	\$23.00	Park Gas Service
998109E	8/9/2023	GREAT PLAINS NATURAL GAS	E 101-42100-380 Utility Services (GENERAL)	\$22.38	Police Dept. Gas
998109E	8/9/2023	GREAT PLAINS NATURAL GAS	E 101-42200-380 Utility Services (GENERAL)	\$26.59	Fire Dept. Gas
998109E	8/9/2023	GREAT PLAINS NATURAL GAS	E 601-49400-381 Utilities	\$108.72	Water Gas Service
998109E	8/9/2023	GREAT PLAINS NATURAL GAS	E 602-49450-387 Utilities-Wastewater Plan	\$48.68	Sewer Gas Service
998109E	8/9/2023	GREAT PLAINS NATURAL GAS	E 101-43100-380 Utility Services (GENERAL)	\$23.00	Street Gas Service
998109E	8/9/2023	GREAT PLAINS NATURAL GAS	E 101-41400-380 Utility Services (GENERAL)	\$11.19	Clerk Gas Service
998109E	8/9/2023	GREAT PLAINS NATURAL GAS	E 101-45500-380 Utility Services (GENERAL)	\$22.38	Library Gas Service
998109E	8/9/2023	GREAT PLAINS NATURAL GAS	E 101-45400-380 Utility Services (GENERAL)	\$45.78	Community Center

Total

\$133,630.02

A motion was made by Adam Zaske and seconded by David Van Hove Jr. to approve the invoices payable.
Ayes: Gasca, Peterson & Grund.

7. Financials

a. A motion was made by Pete Peterson and seconded by Dave Grund to approve the Rev/Exp Reports for July.
Ayes: Gasca, Van Hove Jr. & Zaske.

b. A motion was made by Adam Zaske and seconded by Alma Gasca to approve the Cash Balance and Local Improvement Report. Ayes: Grund, Peterson & Van Hove Jr.

8. Public Comments

9. Committee/Staff Reports

a.

Fairview Cemetery Board Meeting Minutes

August 8, 2023

2:00 pm

City Council Chambers

Present: Janette Wertish, Dave Grund, Pete Peterson, Matt Roxberg, Sam Smith, Bill Sietsema, and Shane Wohlman

Podium: The podium was built in 1962 and needs repairs and upgrades. The stone is separating from the block, concrete joints need to be tuckpointed, and the steps do not meet safety standards. It was discussed that the costs to repair these items are prohibitive, especially when taken into consideration how often the podium gets used. Chris Knight submitted a bid to remove the structure of \$1,500 if there are no footings and \$2,000 if there are footings. The committee recommends that Chris Knight remove the podium at a cost up to \$2,000 with the funds coming out of the Local Improvement- Cemetery line.

Signs: The 2 signs are weathered and becoming unreadable. A quote was received from E&C Graphics for a replacement sign of 3' x 4', one sided, laminated, heavy aluminum signboard for \$500 - \$550. 2 signs would cost \$750 - \$800. It was discussed that one sign on the mausoleum would be adequate. Dirks-Blem Funeral Service has offered to donate the sign.

Ash Trees: There are approximately 45 ash trees on the cemetery property. With the ongoing spread of Emerald Ash Borer (EAB) in MN (currently 41 of 87 counties infested), it is just a matter of time before Renville County is added to the list. The group agrees that the ash trees should be removed in a scheduled manner, beginning with the worst trees first. The group would also like to see new trees added and would like the council to consider this in budget discussions.

Asset Management: It was discussed that there should be some redundancy with the assets at the cemetery. The city recently started a program through Silversmith to help with asset management and the Sales

Manager will be meeting with city staff in the middle of September. Dave Grund and Bill Sietsema agreed to meet with the rep. and discuss ideas that can be used for the cemetery.

Next meeting: To be determined.

Respectfully submitted by Shane Wohlman

A motion was made by Adam Zaske and seconded by Alma Gasca to approve the Cemetery Board Minutes. Ayes: Grund, Peterson & Van Hove Jr.

A motion was made by Adam Zaske and seconded by Pete Peterson to approve to pay Chris Knight up to \$2,000 for the removal of the podium in the cemetery. Ayes: Gasca, Grund & Van Hove Jr.

b.

HR Minutes

August 8, 2023

5:00 p.m.

City Council Chambers

Present: City Admin. Shane Wohlman, Mayor Janette Wertish, and Council Members Alma Gasca, and Dave Grund

We discussed health insurance options. Brad is working on putting some options together for us to look at.

Community Center Custodian: Alma gave us an update on Jaime, he is coming along but a little slower than they had hoped. Will know more in a few weeks.

Debit Card Policy: We reviewed the policy and would like to make the following recommendation to the council: add the term Debit Card to our current Credit Card Policy and approve the new Debit Card Use Policy.

Discussed the following legislation and personnel policy changes and dates they become effective.

*Legalization of Marijuana – 8-1-23 We recommend to the council to remove the term marijuana from our drug policy. Marijuana is still a schedule 1 drug and doesn't need to be separated from other mind-altering drugs or controlled substances. Our current policy states this:

Drugs. An employee who is under the influence of ~~marijuana~~, controlled substances or other drugs which affect their alertness, coordination, reaction, response, judgment, decision making, or safety may not report to work. No employee shall use, sell or possess drugs anywhere during work hours, rest periods, or meals.

*Sick and Safe Time – 1-1-24 More to come.

*Nursing Mothers – 7-1-23 Recommend adding the new wording to our personnel policy "Break times for nursing mothers may run concurrently with break times already provided and removes the ability of the

employer to not provide break times if it would unduly disrupt the operations of the employer. The location provided to the employees to express milk needs to be clean private and secure.” We also have a room designated for that purpose.

*Paid Medical Leave 1-1-26 More to come.

*We also briefly discussed several other legislative changes that will be affecting the City of Renville, we are currently waiting for clarification on those changes.

Brad Veglahn Probation Period: His 6-month probation period ends on Monday, August 14th. Shane will do an evaluation. Brad’s current salary is \$24 per hour. Our recommendation to the council is that we increase his salary to \$25 per hour based on Shane’s evaluation.

Budget Wages: Discussed wage increases for 2024, will discuss further.

Discussed the option of hiring an HR consultant to keep us in compliance, will be looking into those options further.

Respectfully,

Dave Grund

A motion was made by David Van Hove Jr. and seconded by Pete Peterson to approve the HR Report. Ayes: Gasca, Grund & Zaske.

c.

The Ad Hoc Committee meeting was held on August 16, 2023 from 5:30 pm to 7:45 pm. Those in attendance were Brad Varpness, Committee Chair, Janette Wertish, Ben Dolan, MMDC Community Planner, and Shane Wohlman. Absent were Councilors Alma Gasca and Adam Zaske, Jeff Pike, Aaron Slagter, and Nathan Sunvold.

This was a fairly long and in depth meeting that accomplished the final changes that have been discussed in prior meetings.

As per the agenda, Chapters 4, 8, 14, and 15 were reviewed and clarified as well as the final Zoning changes and will now be ready to send to our attorney for review. We went through each chapter, line by line and picked it apart with samples and hypothetical examples to “test” the validity of each change. If anything as far as wording needs to be changed at this point, it will come from our attorney as it passes the “enforcement” test. After the attorney review, the final draft copy will be presented to the Council for last review and approval prior to adoption.

The Tobacco Ordinance has already been reviewed with the age change from 18 to 21. All fines will be listed on the City Fee Schedule.

If a Marijuana Ordinance is needed after the State is done with its regulations, one will be adopted at a later date.

Janette has gone through each of the other chapters to look for any changes that can be made to punctuation etc. and adding verbiage to each that has a fine or fee relating to that chapter indicating that those fines, fees, charges etc. will now be included on the City Fee Schedule which is reviewed on a yearly basis. In years to come any monetary changes can be made to the Fee Schedule and rather than the Ordinance. This process

will also simplify any cross referencing in the Ordinances. Changes will meet the approval of our attorney and any further wording changes will be at the advice of our attorney.

Also discussed was the development and implementation of a Planning Commission as required in our Charter. The Planning Commission will be responsible for hearing and deciding applications for land use, conditional use permits, variances, and land subdivisions. In addition the Planning Commission makes recommendations to the City Council on planning decisions, including proposed rezonings.

The Planning Commission will consist of 5 members, 3 year terms, include 1 council rep. City Administrator will serve as a liaison. Additional information is included in the ordinance information.

Next steps include submitting all revised information to our attorney for review.

Respectfully submitted,

Janette Wertish, Vice Chair

A motion was made by Adam Zaske and seconded by Dave Grund to approve the Ad Hoc Report. Ayes: Gasca, Peterson & Van Hove Jr.

d.

City Administrator Report
August 21, 2023

* A Work Comp refund of \$1,011.00 has been received.

* The new carpet extractor for the community center has arrived. The entire ballroom, hallway, and city hall entryway have been cleaned at least once. It took just under 4 hours to clean the entire ballroom. The machine works great and should prolong the life of the carpet.

* Four new windows have been installed at the fire hall by the Public Works crew. The windows look very nice and will be much more energy efficient.

* The final roof from storm damage has been replaced at the WWTP. This was completed by the Public Works crew. AP Premier has repaired the missing shingles on the Museum as well.

* The annual DEED report for the Brownfields Redevelopment has been filed with the State.

* Steve's HVAC has replaced 3 of the 4 A/C and/or furnace units in the Community Center. The center ballroom section, which has 2 furnaces and air conditioners, is the only room left yet. Invoices have totaled \$1,975.47 less than the estimates so far for the 3 installed units.

* 1 of the 2 water heaters for the Community Center is leaking. Smith's Plumbing has been contacted for a replacement. The unit that is leaking was installed in 2015.

* Renville County Public Health has completed the contractual tobacco compliance checks for the city. These are the regulatory/enforcement checks. 3 of the 4 establishments passed and received “Congratulations” letters. Dollar General did not pass and has been contacted regarding further action.

* The new Napa store made good progress last week. Site work is mostly wrapped up. Water and sewer connections have been established. A concrete pad is the next step. The parking lot is scheduled to remain gravel at this time so the soil can go through a freeze/thaw cycle.

* Demolition is under way at the Forsman property. I met with Project Manager Hutch Erickson last week and it sounds like they would like to start working on a couple of the new buildings (pullet barn and storage shed) yet this fall. These would be located on the north end of the property, which is currently bare land.

* The Stormwater Resilience Action Plan is continuing to move forward. SEH’s survey team has completed the collection of field data, which was processed for use in model development. They have also started to gather and organize data inputs for the existing stormwater model. It is expected that a final push for the public to assist with the community map will begin shortly. The plan is to have the map open for a few more weeks yet.

* The Mayor, Councilor Van Hove, and I attended a meeting on July 31st at RCW School. This was set up by Jordan Zeller with Renville County EDA to discuss and find solutions due to the closing of Little Lambs Daycare in Danube. There were roughly 20 stakeholders that participated.

***Upcoming Meetings & Important Dates:

8/23 SEH Meeting 10:00

8/28 Budget Meeting 5:00

8/28 City Council Regular Meeting 6:00

A motion was made by Adam Zaske and seconded by Dave Grund to approve the City Administrator’s Report. Ayes: Gasca, Peterson & Van Hove Jr.

10. Discussion Items

- a. Stefanie Ryan was present to talk about grant opportunities for the parks and courts project. A motion was made by Adam Zaske and seconded by Pete Peterson to give Stefanie Ryan the flexibility to apply for grants to assist the city, with approval from the City Administrator/Clerk. Ayes: Gasca, Grund & Van Hove Jr.
- b. A motion was made by Dave Grund and seconded by Adam Zaske to proceed with a resolution on the forfeiture property located at 813 N Main St. for up to \$3,000. Ayes: Gasca, Peterson & Van Hove Jr.
- c. A motion was made by Dave Grund and seconded by David Van Hove Jr. to approve the revised West Central Fire Department Association Agreement with an hourly rate change up to \$25 per hour. Ayes: Gasca & Peterson. Abstained: Zaske.

11. Action Items

- a. A motion was made by Adam Zaske and seconded by Dave Grund to hold the third reading of Ordinance Number 6.03.00. Ayes: Gasca, Peterson & Van Hove Jr.
- b. A motion was made by Pete Peterson and seconded by David Van Hove Jr. to accept the third reading of Ordinance Number 6.03.00. Ayes: Gasca, Grund & Zaske.
- c. A motion was made by David Van Hove Jr. and seconded by Dave Grund to adopt Ordinance Number 6.03.00. Ayes: Gasca, Peterson & Zaske.

d. A motion was made by Adam Zaske and seconded by Dave Grund to approve a Public Hearing for a street vacation on September 11th at 6:00 PM or shortly after. Ayes: Gasca, Peterson & Van Hove.

e. A motion was made by Pete Peterson and seconded by Adam Zaske to approve ending Brad Veglahn's probationary period and approve a raise. Ayes: Gasca, Grund & Van Hove.

12. Mayor's Report

The Mayor thanked the Councilors for approving Stefanie to apply for grants.

Dave Grund thanked all the volunteers for their help with National Night Out.

A motion was made by Adam Zaske and seconded by David Van Hove Jr. to approve the Mayor's Report.

Ayes: Grund, Peterson & Gasca.

A motion was made by Adam Zaske and seconded by Alma Gasca to adjourn the meeting at 6:55 p.m. Ayes: Grund, Peterson & Van Hove Jr.

Dated at Renville, Minnesota this 21st day of August 2023

THE GOVERNING BODY OF THE CITY
OF RENVILLE, MINNESOTA

BY _____
Janette Wertish, Mayor

ATTEST:

BY _____
Shane Wohlman, City Administrator/Clerk