

**Approved Minutes  
City Council Regular Session  
City Council Chambers  
September 13, 2021  
Monday 6:00 p.m.**

The regular session of the City Council, City of Renville, Minnesota was called to order on September 13, 2021 at 6:00 p.m. by Mayor Wertish.

City Council Members present were Alma Gasca, Adam Zaske, Pete Peterson, David Van Hove, Jr. and Dave Grund. Also present were Mayor Janette Wertish, City Administrator/Clerk Shane Wohlman, & Scott Tedrick with the Register joined the meeting remotely.

**1. Pledge of Allegiance**

**2. Approval of Agenda**

A motion was made by Adam Zaske and seconded by David Van Hove, Jr. to approve the agenda with the addition of Discussion Item a. Crosswalk Project. Ayes: Gasca, Grund, & Peterson.

**3. Approval of Minutes**

A motion was made by Dave Grund and seconded by Pete Peterson to approve the minutes from the August 23, 2021 Regular Council Meeting. Ayes: Gasca, Van Hove, & Zaske.

**4. Invoices Payable**

Check #	Name	Amount	Account	Comments	Date
500122	UNITED STATES POSTAL SERVICE	\$111.06	E 602-49450-201 Office Supplies	Utility Postage	8/26/2021
500122	UNITED STATES POSTAL SERVICE	\$111.06	E 601-49400-201 Office Supplies	Utility Postage	8/26/2021
500123	RENVILLE CO AUDITOR-TREAS.	\$1.65	E 101-49260-437 Other Miscellaneous	Resolution 25a-21 Deed Tax	8/27/2021
500124	RENVILLE COUNTY RECORDER	\$92.00	E 101-49260-437 Other Miscellaneous	Record Resolution 25a-21	8/27/2021
500125	AXON ENTERPRISE, INC.	\$696.00	E 101-42100-222 Equipment	Taser Assurance Plan	9/3/2021
500126	MACS	\$228.55	E 601-49400-219 General Supplies-Maint.	Water Dept Supplies	9/3/2021
500127	NCPERS MINNESOTA	\$80.00	G 101-21760 Hospitalization/Medical Ins	Insurance	9/3/2021
500128	VERIZON WIRELESS	\$78.39	E 101-43100-321 Telephone	Street Dept. Telephone	9/3/2021
500129	ALEX AIR APPARATUS, INC.	\$324.80	E 101-42200-221 Repair/Maint. Equipment	Fix mask with bad lens	9/13/2021
500130	ANDERSON LARSON HANSON & SAUND	\$983.00	E 101-41610-101 Wages and Salaries	Attorney Fees - PD	9/13/2021
500131	ARAMARK	\$70.88	E 101-45400-229 Contractual Service	Community Center Contractual	9/13/2021
500132	BHE RENEWABLES	\$117.84	E 101-41400-380 Utility Services (GENERAL)	City Hall Electric	9/13/2021
500132	BHE RENEWABLES	\$10,300.40	E 602-49450-387 Utilities-Wastewater Plan	Sewer Electric	9/13/2021
500132	BHE RENEWABLES	\$1,527.04	E 601-49400-381 Utilities	Water Electric	9/13/2021
500132	BHE RENEWABLES	\$235.69	E 101-45500-380 Utility Services (GENERAL)	Library Electric	9/13/2021
500132	BHE RENEWABLES	\$235.69	E 101-42100-380 Utility Services (GENERAL)	PD Electric	9/13/2021
500132	BHE RENEWABLES	\$482.09	E 101-45400-380 Utility Services (GENERAL)	CC Electric	9/13/2021
500133	PETTY CASH	\$12.00	E 101-41400-201 Office Supplies	Calendars	9/13/2021
500133	PETTY CASH	\$11.58	E 101-42100-437 Other Miscellaneous	NNO Ice	9/13/2021

500133	PETTY CASH	\$4.26	E 101-45400-219 General Supplies-Maint.	Community Center cleaner	9/13/2021
500133	PETTY CASH	\$45.60	E 601-49400-201 Office Supplies	Water Dept Postage	9/13/2021
500134	COMMUNITY ELECTRIC	\$32.36	E 601-49400-219 General Supplies-Maint.	Relays for wellhouse	9/13/2021
500135	CRYSTEEL TRUCK EQUIPMENT	\$390.08	E 101-43100-221 Repair/Maint. Equipment	Street Dept repairs	9/13/2021
500136	E & C GRAPHICS, INC.	\$200.00	E 101-43100-229 Contractual Service	Lettering for truck	9/13/2021
500137	FARMERS CO-OP OIL CO	\$915.17	E 101-43100-212 Gas and Oil	Street Dept. Gas	9/13/2021
500137	FARMERS CO-OP OIL CO	\$343.61	E 101-42100-221 Repair/Maint. Equipment	PD Repairs Ford Explorer	9/13/2021
500137	FARMERS CO-OP OIL CO	\$26.28	E 101-42200-212 Gas and Oil	Fire Dept. Gas	9/13/2021
500137	FARMERS CO-OP OIL CO	\$457.12	E 101-42100-212 Gas and Oil	Police Dept. Gas	9/13/2021
500138	GOPHER STATE ONE-CALL, INC	\$6.08	E 601-49400-229 Contractual Service	Water Contractual	9/13/2021
500138	GOPHER STATE ONE-CALL, INC	\$6.07	E 602-49450-229 Contractual Service	Sewer Contractual	9/13/2021
500139	GREAT NORTHERN ENVIRONMENTAL	\$73.68	E 602-49450-219 General Supplies-Maint.	Sewer Dept supplies	9/13/2021
500140	GREAT PLAINS NATURAL GAS	\$47.50	E 602-49450-387 Utilities-Wastewater Plan	Sewer Gas Service	9/13/2021
500140	GREAT PLAINS NATURAL GAS	\$8.80	E 101-41400-380 Utility Services (GENERAL)	Clerk Gas Service	9/13/2021
500140	GREAT PLAINS NATURAL GAS	\$17.60	E 101-45500-380 Utility Services (GENERAL)	Library Gas Service	9/13/2021
500140	GREAT PLAINS NATURAL GAS	\$36.00	E 101-45400-380 Utility Services (GENERAL)	Community Center	9/13/2021
500140	GREAT PLAINS NATURAL GAS	\$17.60	E 101-42100-380 Utility Services (GENERAL)	Police Dept. Gas	9/13/2021
500140	GREAT PLAINS NATURAL GAS	\$104.41	E 601-49400-381 Utilities	Water Gas Service	9/13/2021
500140	GREAT PLAINS NATURAL GAS	\$23.00	E 101-45200-380 Utility Services (GENERAL)	Park Gas Service	9/13/2021
500140	GREAT PLAINS NATURAL GAS	\$39.86	E 101-42200-380 Utility Services (GENERAL)	Fire Dept. Gas	9/13/2021
500141	HACH COMPANY	\$113.17	E 602-49450-285 Repair Waste Water Plant	Wastewater Repair	9/13/2021
500141	HACH COMPANY	\$59.08	E 601-49400-219 General Supplies-Maint.	Water Supplies	9/13/2021
500142	HAWKINS INC.	\$1,141.79	E 601-49400-219 General Supplies-Maint.	Water Supplies	9/13/2021
500143	LANG S AUTOMOTIVE CENTER, INC.	\$218.69	E 101-43100-221 Repair/Maint. Equipment	Street Dept repairs/maint.	9/13/2021
500143	LANG S AUTOMOTIVE CENTER, INC.	\$70.45	E 101-43100-219 General Supplies-Maint.	Street Dept supplies	9/13/2021
500144	LEAGUE OF MINNESOTA CITIES	\$1,589.00	E 101-49260-433 Dues and Licensing	Membership Dues 2021-22	9/13/2021
500144	LEAGUE OF MINNESOTA CITIES	\$30.00	E 101-41100-433 Dues and Licensing	Mayor Membership Dues	9/13/2021
500145	LOFFLER	\$214.02	E 101-41400-229 Contractual Service	Copier Service Contract	9/13/2021
500146	MAYNARD S FOOD CENTER	\$53.47	E 101-42100-437 Other Miscellaneous	NNO Water & Freeze Pops	9/13/2021
500147	MENARDS	\$82.16	E 101-42100-219 General Supplies-Maint.	PD Supplies	9/13/2021
500148	MIDCO	\$145.77	E 601-49400-321 Telephone	Water Dept Telephone & Internet	9/13/2021
500148	MIDCO	\$68.55	E 101-42200-321 Telephone	Fire Dept Internet	9/13/2021
500148	MIDCO	\$36.69	E 101-45400-380 Utility Services (GENERAL)	Library Telephone	9/13/2021
500148	MIDCO	\$39.99	E 101-45500-321 Telephone	Community Center Fire Alarm	9/13/2021
500148	MIDCO	\$36.92	E 101-41400-321 Telephone	City Hall Telephone	9/13/2021
500148	MIDCO	\$41.09	E 101-41400-321 Telephone	City Hall Telephone	9/13/2021
500148	MIDCO	\$181.67	E 101-42100-321 Telephone	PD Telephone	9/13/2021
500148	MIDCO	\$96.16	E 602-49450-321 Telephone	Sewer Dept Telephone & Internet	9/13/2021
500148	MIDCO	\$139.25	E 101-49260-722 Internet Fees & Updates	City Hall Internet	9/13/2021
500149	MID-MINNESOTA DEVELOP.COMMISSI	\$5,000.00	E 101-46500-234 City Marketing/Development	Active Living Plan	9/13/2021
500150	MOLENAAR, JOANNE	\$50.00	R 200-34940 Cemetery Revenues	Refund 1/2 grave site	9/13/2021

500150	MOLENAAR, JOANNE	\$50.00	R 101-34740 Receipts Lots,Cemetery	Refund 1/2 grave site	9/13/2021
500151	MVTL LABORATORIES, INC.	\$502.00	E 602-49450-229 Contractual Service	Sewer Testing	9/13/2021
500151	MVTL LABORATORIES, INC.	\$76.50	E 602-49450-229 Contractual Service	Sewer Testing	9/13/2021
500151	MVTL LABORATORIES, INC.	\$143.50	E 602-49450-229 Contractual Service	Sewer Testing	9/13/2021
500151	MVTL LABORATORIES, INC.	\$200.00	E 602-49450-229 Contractual Service	Sewer Testing	9/13/2021
500151	MVTL LABORATORIES, INC.	\$502.00	E 602-49450-229 Contractual Service	Sewer Testing	9/13/2021
500151	MVTL LABORATORIES, INC.	\$200.00	E 602-49450-229 Contractual Service	Sewer Testing	9/13/2021
500152	NORTHERN BUSINESS PRODUCTS	\$247.75	E 101-41400-201 Office Supplies	Cables, chair mat, capacity plate, paper	9/13/2021
500153	PIONEERLAND LIBRARY SYSTEM	\$8,750.00	E 101-45500-229 Contractual Service	Library Services	9/13/2021
500154	SCHROEDER, GARRET	\$187.50	E 101-43100-229 Contractual Service	Street Dept. Maintenance	9/13/2021
500155	SEHRCM	\$334.00	E 101-49260-303 Engineering Fees	RRFB Engineering	9/13/2021
500156	TWIN CITIES & WESTERN RAILROAD	\$434.44	E 602-49450-229 Contractual Service	Site Lease-Sewer	9/13/2021
500157	VERIZON WIRELESS	\$70.02	E 101-42100-321 Telephone	Police Dept. Telephone	9/13/2021
500158	VESSCO, INC.	\$1,806.25	E 601-49400-221 Repair/Maint. Equipment	Water Dept - Valve repairs	9/13/2021
500159	VISION SYSTEMS & CONSULTING	\$948.61	E 101-42100-437 Other Miscellaneous	System transfer, cables	9/13/2021
500159	VISION SYSTEMS & CONSULTING	\$167.16	E 101-42100-221 Repair/Maint. Equipment	Network onsite service call	9/13/2021
500160	VOLUNTEER FIREFIGHTERS BENEFITS	\$3.00	E 101-42200-433 Dues and Licensing	Fire Dept. Membership	9/13/2021
500161	XCEL ENERGY	\$35.36	E 101-42200-380 Utility Services (GENERAL)	Fire Dept. Electric	9/13/2021
500161	XCEL ENERGY	\$301.38	E 101-43100-380 Utility Services (GENERAL)	Street Electric	9/13/2021
500161	XCEL ENERGY	\$61.96	E 101-45200-380 Utility Services (GENERAL)	Park Electric	9/13/2021
997628E	MINNESOTA DEPT. OF REVENUE	\$690.98	G 101-21720 State Withholding	State Withholding Tax	9/1/2021
997629E	INTERNAL REVENUE SERVICE	\$2,268.20	G 101-21730 FICA Tax Withholding	FICA/Medicare	9/1/2021
997629E	INTERNAL REVENUE SERVICE	\$1,337.37	G 101-21710 Federal Withholding Tax	FWH	9/1/2021
997630E	PUBLIC EMPLOYEES RETIREMENT	\$3,336.16	G 101-21740 PERA	PERA	9/1/2021
997631E	ICMA	\$50.00	G 101-21750 ICMA Payable	Sunvold, Nathan #302283	9/1/2021
997635E	FIRST SECURITY BANK	\$15.00	E 101-49260-437 Other Miscellaneous	Wire Transfer Fee	9/2/2021
997636E	SW/WC SERVICE COOPERATIVES	\$1,580.50	G 101-21762 Employer Health Portion	Medical Insurance-Sewer	9/8/2021
997636E	SW/WC SERVICE COOPERATIVES	\$1,580.50	G 101-21762 Employer Health Portion	Medical Insurance-Water	9/8/2021
997636E	SW/WC SERVICE COOPERATIVES	\$3,855.00	G 101-21762 Employer Health Portion	Medical Insurance-Police	9/8/2021
997636E	SW/WC SERVICE COOPERATIVES	\$1,580.50	G 101-21762 Employer Health Portion	Medical Insurance-Street	9/8/2021
<b>TOTAL</b>		<b>\$59,218.36</b>			

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

## 5. Monthly Financials

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

## 6. Public Comment

## 7. Committee/Staff Reports

**a. HR**

HR Committee  
Thursday, September 9, 2021  
3:00 p.m.  
Renville City Council Chambers

Present: Mayor Janette Wertish, Alma Gasca, Dave Grund, Shane Wohlman, and Angi Wulf- (present for Administrative Assistant Position/Personnel Policy Manual Discussion)

Discussed the Personnel Policy Manual and made some changes. See Attached.

Discussed Christmas 2021. Recommend observing Christmas Day on December 24, 2021 per LMC. Offer 4 hours floating holiday to all full-time employees to be used between October 1, 2021 and December 31, 2021.

Discussed the two positions of City Clerk and Administrative Assistant-see the attached job descriptions. Recommend to council to advertise for the Administrative Assistant position at up to 32 hours per week, starting pay at \$19.00 per hour.

Discussed 2022 Budget and wages/salaries-proposed wage increase of 2% per employee, pending final budget calculations. Need to fund wage increases and new position for Admin. Assist.

Next meeting to be determined

Respectfully,  
Dave Grund

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

**b. City Administrator**

**City of Renville**  
City Administrator Report  
9-13-2021

\* Public Building Project Update- Phase 1 (PD & CC) The plumbers have been back to take care of updating the three-bay sink in the kitchen. The drains were changed to meet State regulations. The drain on the dish washer also needed to be updated. Nationwide Glass replaced the mirror in the women's bathroom, the divider glass in the PD, replaced a door closer in the library, and adjusted one of the front entry doors. They will be providing estimates for additional door repairs. Phase 2 (PW Building) Exterior steel and liner panels arrived on Friday the 10<sup>th</sup> and the exterior work has started this week. Electrical and plumbing rough ins are also on the upcoming schedule. (See schedule) Phase 3 (FD) The fire department has started to demo the ceiling in the truck bay. They have filled one dumpster already. The meeting room has also been stripped of the old carpet, ceiling grid, and paneling.

\* FD- The surplus 1977 City Pumper fire truck sold at auction for \$1,900. After commission the city received \$1,710. The department also received a DNR grant in the amount of \$2,784 to purchase 2 new portable radios.

\* The first session of the Renville County Emergency Management Community Outreach Program took place on August 24<sup>th</sup>. Mike Hennen from Emergency Management was present to answer questions and provide an update on County EOC activities. The second, and most likely the last, opportunity will be coming up on Tuesday, September 28<sup>th</sup> from 9:00 am till Noon in the Council Chambers. City officials and community members are invited.

\* The County also has a couple of other opportunities coming up. The first is a Small Business Financial Resource Summit that will take place this Friday starting at 7:00 am. This is an opportunity to learn about financing programs, technical assistance, workforce development, and network with local economic developers and city officials. The second is a Strategic Plan focus group. This will be a facilitated discussion with representatives from the consulting firm HueLife. The focus will be answering the question: "What needs to happen in 7-10 years for Renville County to stay vibrant, united, and collaborative?" Session 3 will take place at the Renville Community Center on Tuesday, September 21<sup>st</sup> from 3:30 to 5:00. City officials and community members are on the list of invitees. There will also be a virtual option on the 22<sup>nd</sup>.

\* The Renville Museum overhauled the glass display case in the Community Center entryway. A big Thank You to Rachel and Tish for their excellent work.

\* Forsman Farms update- There will be a group of individuals from Forsman Farms that are planning on attending a council meeting in December.

\* Reminder- LMC Fall Forum is September 30<sup>th</sup> in Redwood Falls from 1:30 pm to 7:00 pm.

\*\*\*Upcoming Meetings & Important Dates:

9/15 Public Works Committee 5:30 pm

9/17 Small Business Financial Resource Summit 7:00 am

9/21 Renville County Focus Group 3:30-5:00 pm in C.C.

9/23 Construction Mtg. 2:00 pm

9/27 Council Mtg. 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.

## **8. Discussion Items**

a. Crosswalk Project

## **9. Action Items**

A motion was made by Pete Peterson and seconded by Adam Zaske to create an Administrative Assistant position and advertise for it. Ayes: Gasca, Grund, & Van Hove.

A motion was made by Adam Zaske and seconded by Dave Grund to set the Pubic Hearing for assessments for October 25, 2021 at 6:00 pm or shortly thereafter. Ayes: Gasca, Peterson, & Van Hove.

A motion was made by Adam Zaske and seconded by Dave Grund to set a Pubic Hearing for a Variance application submitted by Steven Wohlman on September 27, 2021 at 6:00 pm or shortly thereafter. Ayes: Gasca, Peterson, & Van Hove.

A motion was made by Alma Gasca and seconded by Adam Zaske to approve the Notice of Interest for FEMA Hazard Mitigation Grant Program. Ayes: Grund, Peterson, & Van Hove.

**CITY OF RENVILLE  
RESOLUTION 28-21  
RESOLUTION REGARDING PARCEL #36-03865-00  
MULDER’S 3<sup>RD</sup> ADDITION LOT 1 & N2 OF LOT 4, BLOCK 6**

**WHEREAS**, The County Board of Commissioners of the County of Renville, Minnesota desires to offer for sale parcel #36-03865-00 that has forfeited to the State of Minnesota for nonpayment of taxes; and

**WHEREAS**, said parcel of land has been viewed by the Renville County Commissioners and has been classified as non-conservation land as provided for in Minnesota Statutes 282.01; and

**WHEREAS**, the City of Renville declares parcel #36-03865-00 is a blighted area according to Minn. Stat. 469.002, subd. 11; and

**WHEREAS**, the City of Renville will be incurring expenses relating to acquiring the property and abating the blight; and

**WHEREAS**, the City of Renville plans to sell the property to a third party buyer for a small price and not for a profit, but for the purpose of economic development; and

**NOW, THEREFORE BE IT RESOLVED**, the City Council of the City of Renville, requests that parcel #36-03865-00, located in Mulder’s 3<sup>rd</sup> Addition, Lot 1 & N2 of Lot 4, Block 6, be conveyed to the City of Renville for a nominal sale price. In addition, the City of Renville will be responsible for recording fee, state deed fee, state deed tax, and 3% assurance fee.

Passed and adopted this 13<sup>th</sup> day of September 2021, by the City Council of Renville, Minnesota.

This resolution was offered by: Adam Zaske

This resolution was seconded by: Pete Peterson

Voting in favor: Alma Gasca, Dave Grund, & David Van Hove, Jr.

Voting against: none

Attest:

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

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Shane Wohlman, City Administrator/Clerk

**CITY OF RENVILLE  
RESOLUTION 29-21**

**RESOLUTION ACCEPTING QUOTE FOR 3<sup>RD</sup> STREET CROSSWALK IMPROVEMENT**

**WHEREAS**, pursuant to an invitation to bid for the construction of **3rd Street Crosswalk Improvements**, quotes were received, opened, and tabulated, and the following quotes were received complying with the invitation:

<b><u>Contractor</u></b>	<b><u>Total Quote</u></b>
Design Electric, Inc. St. Cloud, MN	\$41,409.19

**AND WHEREAS**, it appears that Design Electric, Inc. of St. Cloud, Minnesota, is the lowest responsible bidder,

**NOW, THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF RENVILLE, MINNESOTA:**

1. The Mayor and City Administrator/Clerk are hereby authorized and directed to enter into a contract with Design Electric, Inc. of St. Cloud, Minnesota, in the name of the City of Renville, Minnesota, for the 3rd Street Crosswalk Improvements, according to the plans and specification therefore approved by the city council and on file in the office of the City Administrator/Clerk.

Passed and adopted this 13<sup>th</sup> day of September 2021, by the City Council of Renville, Minnesota.

This resolution was offered by: Adam Zaske

This resolution was seconded by: Pete Peterson

Voting in favor: Alma Gasca, Dave Grund, & David Van Hove, Jr.

Voting against: none

Attest:

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Janette Wertish, Mayor

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Shane Wohlman, City Administrator/Clerk

## **11. Mayor's Report**

The Mayor read a Thank You from the American Red Cross for allowing them to use the Community Center for the blood drive. Also, Thanks to Pete Peterson for taking care of the flower baskets on Main Street all summer.

A motion was made by Adam Zaske and seconded by Pete Peterson to approve the Mayor's report. Ayes: Gasca, Grund, & Van Hove.

**12. Adjourn**

A motion was made by Adam Zaske and seconded by David Van Hove, Jr. to adjourn the meeting. Ayes: Gasca, Grund, & Peterson. Meeting was adjourned at 6:40 p.m.

Dated at Renville, Minnesota this 13<sup>th</sup> day of September, 2021.

THE GOVERNING BODY OF THE CITY  
OF RENVILLE, MINNESOTA

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

ATTEST:

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