

**NOTES FROM A FINANCE COMMITTEE MEETING HELD WEDNESDAY, MARCH 2, 2011 – ROCKVILLE CITY HALL – 5:30 P.M.**

The meeting was called to order by Chair Susan Palmer. Roll Call was taken and the following members were found to be present: Chair Palmer, Mayor Hagen & Randy Volkmuth and Duane Willenbring. Absent: None.

Also present: Administrator/Clerk Rena Weber

Others present: Bill Becker, Don Simon, Kathleen Stanger, Kevin Burr, Bill & Adeline Boucher, Tудie Hermanutz & Carol Dietman.

**2011 CHAIR APPOINTMENT – Motion by Member Volkmuth, second by Member Willenbring, to appoint Sue Palmer as the Finance Committee Chair for 2011. Motion carried unanimously.**

**ROCK FEST COMMITTEE REQUEST –**

Kathleen presented information that she gathered regarding Rock Fest.

- ◆ Letter from Dan Frank – Central MN Initiative Fund (not the League of MN Cities)
- ◆ Goal and Values
- ◆ Community Development documents outlining recommendations and policies
- ◆ KPL Law firm – letter of findings and recommendations
- ◆ Survey results – other cities
- ◆ Survey results – teen dances

**REQUESTS THE FOLLOWING:**

- 1) City staff to support the event with no wage expenses charged to Rock-Fest as all cities surveyed do.
- 2) There are cities we surveyed who not only get involved by donating their time, but also strongly support it financially. Since Rockville does not have a large business base as many of the cities surveyed do, we would ask that the city be involved as many of the organizations are and elect to sponsor an item such as the fireworks.
- 3) Since the city has the sufficient insurance to cover this event, has in the past and there is no additional occurred expense to the city, we lobby that the teen dances and the community festival are covered as it has been in the past.

**REASON:**

- 1) We do not want to put ourselves in a position that will place any of the Rock-Fest committee members in a vulnerable legal position that could affect personal lives/finances.
- 2) We are not in a position as a committee to financially handle this expectation along with all of the other expectations/finances for the monthly and annual event.

**DISCUSSION WAS HELD ON:**

- ◆ Kathleen's worker's comp coverage is deleted if she is not an employee of the city, but if she is paid \$1.00 she could be considered an employee and covered with a set fee to cover disability.
- ◆ Rock Fest would have to cut the teen dances – funds are not there to be run like a business
- ◆ City has charged Rock-Fest \$250 for the fireworks insurance
- ◆ Volunteers are covered
- ◆ No increase in insurance to the city if we keep them under the city

Chair Palmer expressed the desire to support the Rock-Fest, but she has a question on appointments – was Kathleen appointed to the position? *Yes – she was appointed as a temporary part-time employee. This is no longer the case.*

Will the city keep the insurance?

Will the volunteers be covered? Yes

Will the council give in to the staff working the event and take time off at a later date?  
(Flex Hours within reason) Delete the bill for labor \$156.

**Motion by Member Volkmuth, second by Mayor Hagen, to recommend approval of \$600 (in-kind donation) to include the wages of staff and insurance not to exceed \$600, and further that this is a considered a city function, but not funded by the city. Motion carried unanimously.**

Check on how the newsletter is billed.

2010 COST FOR AD IN NEWSLETTER

PRICES BASED ON @950 NEWSLETTERS AND THE COST OF COPYING, SORTING, POSTAGE AND STAFF TIME.

REQUIREMENTS:

- CAMERA READY: WORD OR PUBLISHER
- DISC MUST BE IN BY DEAD-LINE (NO EXCEPTIONS)
- ALL ADS MUST BE APPROVED BY NEWSLETTER STAFF
- ALL ADS MUST BE PAID IN FULL BEFORE PRINTING OF NEWSLETTER
- MUST MEET BASIC ETHIC GUIDELINES
- ACCEPTED ON A FIRST COME BASIS AND WHAT SIZE IS AVAILABLE

Cost per newsletter: ADS WILL BE PRINTED IN BLACK AND WHITE

1/8 PAGE \$25.00

1/4 PAGE \$35.00

1/2 PAGE \$50.00

FULL PAGE \$75.00

Insert \$150.00

**FIRE FIGHTER HIRING DETERMINATION –**

Rena Weber presented the costs to training new fire fighters:

Fire Fighter I	\$850.00 plus 120 hours = 1080	\$1930
Fire Fighter II	\$350.00 plus 40 hours = \$360	\$710

2011 Budget: \$7,600 in training  
\$35,000 in total wages

Rena reported on the possible loss of 2% pension aid – if passed this will have to be picked up by the city. \$11,000

Bill Becker would like to give the Fire Fighters a \$1.00/hr raise. The Fire Department is at \$9.00 per hour now.

Don Simon – wants to hire 3 new people.

Rena Weber reminded the committee that there is only \$8,000 in excess revenue over expenditures and further that whatever we do needs to be discussed with Maine Prairie Twp. We also are still dealing with the municipal contribution to the retirement fund.

It was determined that we would wait and see how the budget looks by the end of the year.

**Motion by Member Volkmuth, second by Member Willenbring, to recommend hiring of three fire fighters and further to watch the budget to consider an increase in wage. Motion carried.**

**Motion carried.**

**ADJOURNMENT** – The meeting adjourned at 6:30 p.m.

Submitted by  
Rena Weber  
Administrator/Clerk

**NOTES FROM A PUBLIC WORKS COMMITTEE MEETING HELD MONDAY, MARCH 7, 2011 – 5:30 P.M. – ROCKVILLE CITY HALL**

The meeting was called to order by Administrator/Clerk Rena Weber. The following members were found to be present: Mayor Jeff Hagen, Council Members, Don Simon and Jerry Schmitt. Absent: None.

Staff Members present were: Rena Weber Administrator/Clerk & Rick Hansen-Public Works Director.

Others present: John Halter- SEH

**CHAIR APPOINTMENT** – Rena Weber suggested that the group appoint a chair of the committee. Jerry Schmitt nominated Don Simon for the position – approved.

**ROAD GRADING BIDS** - Rick Hansen presented the bids for road grading  
Review bids for road grading (two year contract)

Myron Felix	\$90/hr
John Herberg	\$80/hr
Kraemer Trucking	\$90/hr

The bid notice allowed for right to reject any and all bids in the best interest of the city.

Rick reported that in the recent two years there were complaints whereas during the previous two years there were no complaints. There was also an issue with promptness in completion of the job.

Mayor Hagen asked if the two higher bids could be called to determine if they could lower their bids.

Will the bidder tack a surcharge on for fuel?

***Motion to by Mayor Hagen, second by Member Schmitt, to ask if either Kraemer or Felix wish to lower their bid and recommend that to the council. Motion carried unanimously.***

**Discuss 2011 Road Projects:**

- ◆ 230<sup>th</sup> Street – County Road 8 east side of homes to Rausch Lake Road- Rick Hansen reported that he reviewed the soil boring readings. If we were to redo the road it would be like Grand Lake Road. There is 4" of tar, 4" – 6" of aggregate and then muck.  
Mill it and leave it – watch it to see how it heaves, dig out  
John Halter estimated the cost to mill is \$2.00 sq yard.
- ◆ Lake Road should be milled at the same time as CR 47  
John Halter estimated this type of milling to cost \$75/\$80 running foot.  
It is best to do in conjunction with County Road 47 project.  
Soil borings could cost \$3,000– if we choose.  
Lake Road - & 230<sup>th</sup> should be bid together.

***Motion by Chair Simon, second by Mayor Hagen, to authorize a feasibility report, scope of work and soil borings on Lake Road every 500'. Motion carried.***

- ◆ 230<sup>th</sup> Street – Herb Schlangen previously requested to have this minimum maintenance road vacated and the council denied the request.  
Discussed what is happening – snowmobilers want to access.  
Close the road not vacate – Rena check with LMC

**SIGN REFLECTIVITY FEDERAL LAW**

Discussed the sign reflectivity program which is a law that states regulatory/warning and ground mounted guide signs need to be in compliance by January 2015.  
The city needs a plan in place by January 2012.

- ◆ Street sign inventory first and then determine what needs to be replaced.

**OPTIONS TO DETERMINE THIS ARE:**

- a. Visual Nighttime Inspection
- b. Measured Sign Retro reflectivity
- c. Expected Sign Life
- d. Blanket Replacement
- e. Control Signs

**WELLHEAD PROTECTION PLAN** – Rena Weber explained that the next step in implementing the Wellhead Protection plan is to hold a public hearing (once MDH gives their approval) and invite residents in the DWSMA (drinking water supply management area) to educate them on BMP's.

**STORMWATER MANAGEMENT GRANTS** - Rena updated the committee of Rick & Rena's meeting with Sauk River Watershed District reps regarding Rain Garden projects at Lion's Park and City Hall. There is significant grant money available and these would be two eligible projects.

**MAINTENANCE BUILDING ROOF REPAIR** – Rick asked for approval to seek bids to replace the shingles on the Maintenance Building roof. With the cost of tar going up it was determined that bids should be obtained soon. An advertisement will be placed in the *Cold Spring Record*.

How to pay for? Rick indicated there is money in the designated funds.

***Motion by Mayor Hagen, second by Member Schmitt, to authorize advertisement for bids to replace the shingles on the maintenance building. Motion carried unanimously.***

**MITCHELL LANE BRIDGE REPAIR** – Rena reported that Roger Schmidt called voicing concern that the bridge on Mitchell Lane needs to be looked at. His wife was walking their dog over the bridge and the dog's foot went through the open space. It is estimated to be 20 to 30 feet long by 2' wide. Rick will take care of it. Roger should be called upon to help.

**LOADER REQUEST** – Rick suggested that before next winter the committee should think about how we can remove snow on Hubert Lane. The Toolkat is getting beat up. Rick did some checking on equipment. Cost estimate is \$39,000 for a used front end loader with a snow blower which would be a great help. There is money in the Hwy/Street designated funds.

Rick further reported that purchase of salt sand is costing the city money in that we have to drive to Cold Spring and have Kraemer's load the sand into the trucks. One other thing to take into consideration is the depreciation of the dump truck bed rotting away with salt being stored in it.

Rick was instructed to look into selling the Toolkat and purchase a front end loader with snow blower.

***ADJOURNMENT – Motion by Chair Simon, second by Member Schmitt, to adjourn the meeting at 6:40 p.m. Motion carried unanimously.***

Submitted by  
Rena Weber  
Administrator/Clerk



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## Independent Testing Technologies, Inc.

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March 11, 2011

Mr. Scott Hedlund  
SEH  
PO Box 1717  
St. Cloud, MN 56302

RE: Proposal #03-09      Proposal for Geotechnical Services  
Lake Road  
Rockville, Minnesota

Dear Mr. Hedlund:

Thank you for the opportunity to provide you with this proposal for geotechnical services for the above referenced project in Rockville, Minnesota. This proposal contains our understanding of the project and the projected costs for its completion.

### **Description of Project**

The project will consist of street reclamation and resurfacing of Lake Road in the City of Rockville. The project is on Lake Road from County Road 47 to 700 feet south of Lena Lane. Eight (8) split-spoon soil borings are proposed on existing bituminous surfaced roadway. The boring depths are planned to be five feet at each location. Our estimated total footage is 40 feet. The boring locations will be marked by us. We will contact Gopher One for existing utility locates prior to drilling.

### **Exploration Scope:**

The borings are planned to be performed with a truck mounted drill rig. The borings will be sampled using standard penetration test procedures so that intact samples can be obtained and "N" values recorded to help estimate soil parameters and so that water level readings can be taken through the hollow stem auger. Standard penetration samples will be taken at 2 1/2-foot intervals in accordance with ASTM D1586. The borings will be backfilled with the auger cuttings and patched with bituminous cold patch. Excess cuttings will be spread around the vicinity of the boreholes.

March 11, 2011  
Proposal #03-09  
Lake Road  
Rockville, MN

**Engineering Scope:**

A brief summary letter report will be prepared for both site and will include log sheets for the borings showing soil types, blow counts, water level measurements, soil types with a sketch of the boring locations as drilled and an estimated R-value for pavement design.

**Schedule:**

The field work will take approximately one day. Our present schedule will permit us to begin the field work within a week of authorization. However, delays in obtaining Gopher One Call utility clearances can be expected this time of year due to snowfall obscuring marks on the road. The reports will be complete within 3 working days of completion of the field work.

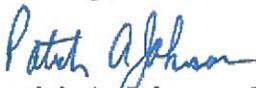
**Fees & Payment**

We will perform the work in accordance with the unit costs on the "Job Estimate" attached to this confirmation letter. The unit costs are valid for sixty days from the date of this proposal. The total cost of \$895.00 will not be exceeded without a change in the work scope and the owner's authorization. An invoice for the work performed will be mailed after completion of the engineering report.

**Remarks**

Mr. Hedlund, we appreciate the opportunity to provide you with this proposal. If you have any questions about the services we provide, please call me at (320) 253-4338.

Sincerely,



Patrick A. Johnson, P.E.  
Geotechnical Division Manager

**Authorization:**

Please proceed as described above:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

March 11, 2011  
 Proposal #03-09  
 Lake Road  
 Rockville, MN

**Independent Testing Technologies, Inc**  
**PO Box 325, Waite Park, MN 56387**  
**Phone: 320-253-4338**  
**Fax: 320-253-4547**

**JOB ESTIMATE**

**DRILLING / LAB TESTING / ENGINEERING**

ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	TOTAL
1	Drilling & Sampling - Standard Penetration Test Borings	Feet	40	\$13.00	\$520.00
2	Flagman & Traffic Control Signing	L.S.	1	\$175.00	\$175.00
2	Mobilization- Truck Rig & Crew	Hour	N/C	\$0.00	\$0.00
3	Analysis & Report by P.E	Hour	2	\$100.00	\$200.00
<b>TOTAL</b>					<b>\$895.00</b>

**ADDITIONAL SERVICES (if needed)**

ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	TOTAL
<b>TOTAL</b>					

**SHORT ELLIOTT HENDRICKSON INC.**  
**Agreement for Professional Services**

This Agreement is effective as of March 9, 2011, between City of Rockville, Minnesota (Client) and Short Elliott Hendrickson Inc. (SEH®).

This Agreement authorizes and describes the scope, schedule, and payment conditions for SEH's work on the Project described as: 2011 Street Project

**Client's Authorized Representative:** Rena Weber, Administrator - City of Rockville  
**Address:** 229 Broadway St E, PO Box 93  
Rockville, MN 56369  
**Telephone:** 320.229.5879      **e-mail:** rweber@rockvillecity.org

**SEH Project Manager:** Scott Hedlund, PE  
**Address:** PO Box 1717  
St. Cloud, MN 56302-1717  
**Telephone:** 320.229.4335      **e-mail:** shedlund@sehinc.com

**Scope:**

The Basic Services to be provided by SEH as set forth herein is provided subject to the attached General Conditions of the Agreement for Professional Services (General Conditions) dated October 21, 2010, which is incorporated by reference herein and subject to Exhibits A-2 attached to this Agreement.

The City interested in pursuing improvements to Lake Road between County Road 47 and approximately 700 feet south of Lena Lane, and 230<sup>th</sup> Street from approximately 1,300 feet east of County Road 8 to Rausch Lake Road, due to the deteriorated condition of the roadway surfaces. The City is in the process of commissioning soil borings for Lake Road. Soil borings were recently completed for 230<sup>th</sup> Street. For Lake Road, the City is interested in pursuing the use of the reclamation method of road rehabilitation. For 230<sup>th</sup> Street, the City is interested in pursuing converting the existing bituminous paved surface to a gravel surface. No significant geometric changes (vertical and horizontal alignment, widening, inslopes, special ditch grading) or culvert replacement work are desired by the City on either road. The City understands the reclamation method and the paved to gravel conversion process both will raise the finished road surface elevation by a few inches and slightly steepen roadway inslopes. The City now requests an evaluation of desired road rehabilitation methods described above and associated cost estimates.

Our services will consist of Preliminary Study and Design Services described as follows:

- A. Preliminary Study and Design Services
  - 1. Lake Road
    - a. Review soil borings
    - b. Prepare preliminary pavement design
    - c. Prepare project location and typical section figures
    - d. Prepare preliminary opinion of probable cost
  - 2. 230<sup>th</sup> Street
    - a. Review soil borings
    - b. Research Best Management Practices (BMPs) for bituminous pavement to gravel conversion
    - c. Prepare preliminary road section design

- d. Prepare project location and typical section figures
- e. Prepare opinion of probable cost
- 3. Prepare brief memo summarizing study results and recommendations for both roads.
- 4. Attend one (1) Public Works Committee meeting to discuss the memo and opinions of cost.
- 5. Deliverable: 12 copies of the memo, figures, and opinions of cost.

**Additional Services:**

Services from SEH not listed above, if required or requested, can be provided to the City at our normal hourly rates.

**Assumptions:**

The following services are not included in the scope of work and fee for this project at this time but can be provided as Additional Services or supplemental contracts as requested or required:

- Soil borings and report (ITT will invoice the City directly for their services).
- Special Assessment calculations.
- Feasibility Report preparation (as required by Chapter 429 – for Special Assessments).
- Attending Public Information Meetings and Public Hearings.
- Surveying.
- Bidding Documents and Construction Services.
  - It is assumed a separate scope and fee for preparing a Feasibility Report, Bidding Documents and providing Construction Services will be negotiated with the City at such time the City decides to move beyond the current phase of the project.
- SEH services on the project provided prior to this contract including soil boring contracting and location coordination.
  - These services were billed and based on the time required to perform the requested services on an hourly plus reimbursable expenses basis.

**Schedule:**

- City Council authorization to proceed with preliminary cost estimating March 16, 2011
- Soil Borings by others March/April 2011
- Complete cost estimating (within 2 weeks of receiving soil boring results) April/May 2011

**Payment:**

The lump sum fee is \$1,950 including expenses and equipment.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-2.

This Agreement for Professional Services, attached General Conditions, Exhibits, and any Attachments (collectively referred to as the “Agreement”) supersedes all prior contemporaneous oral or written agreements and represents the entire understanding between Client and SEH with respect to the services to be provided by SEH hereunder. In the event of a conflict between the documents, this document and the attached General Conditions shall take precedence over all other Exhibits unless noted below under “Other Terms and Conditions”. The Agreement for Professional Services and the General Conditions (including scope, schedule, fee and signatures) shall take precedence over attached Exhibits. This Agreement may not be amended except by written agreement signed by the authorized representatives of each party.

**Other Terms and Conditions:** Other or additional terms contrary to the General Conditions that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein:

None.

**Short Elliott Hendrickson Inc.**

**City of Rockville, Minnesota**

By: Randy J. Sabart  
Randy J. Sabart, PE

By: \_\_\_\_\_

Title: Principal

Title: \_\_\_\_\_

sh/djg

- c: Kate Henkemeyer, SEH (w/enclosures)
- Randy Sabart, SEH (w/enclosures)
- Scott Hedlund, SEH (w/enclosures)
- Scott Lange, SEH (w/enclosures)

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