

**NOTES FROM A PUBLIC WORKS COMMITTEE MEETING HELD WEDNESDAY,  
MARCH 31, 2010 – 5:00 P.M. – ROCKVILLE CITY HALL**

The meeting was called to order by Mayor Hagen. The following members were found to be present: Mayor Hagen, Council Members John Koerber, Jerry Schmitt, Randy Volkmuth & Duane Willenbring. Alternate: Bill Becker

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

Others present: Dave Heins, Deb Byram, Rhonda Longtin, Don Schmitt. Richard & Deb Orth, Pat & Denny Smith, Mike Longtin, & Bruce Abbe.

Discussion was held regarding the three quotes/estimates for 80<sup>th</sup> Ave, 81<sup>st</sup> Ave and Holly Road.  
(Refer to attached spreadsheet)

**80<sup>TH</sup> AVENUE, 81<sup>ST</sup> AVENUE, & HOLLY ROAD – INFORMATIONAL MEETING TO CONSIDER IMPROVEMENTS –**

Mayor Hagen called the meeting to order to discuss the possible improvement of Tarvia. This would be 100% assessed which is estimated at \$52,000 plus \$10,000 for engineering. Mayor Hagen indicated the city is trying to do this in the most cost effective way.

Member Volkmuth stated that dividing the estimate of \$52,000 by 16 buildable properties = \$3250 at 4% inters = \$390/year per lot for 10 years.

The city is trying to gage interest on whether or not people want to have the road tarred.

Rick Orth asked if the 100% born is a new policy and is there any grant money out there? Member Volkmuth stated that anytime there is new tar placed where there wasn't before the policy is 100% and there is very little grant money.

**OTHER COMMENTS/QUESTIONS ASKED WERE:**

How many bids? 2 quotes were received.

238% is what his taxes went up – you are making more on this area than any other part of the city. Yes we want the road tarred – no we don't want to pay 100%.

What if we had it upgraded with more gravel? This could be done, but the city has spent money in the past on this road by placing gravel.

When would this take place? This summer.

Will it handle the garbage trucks? It should.

What about the dog legged portion on 80<sup>th</sup>? This will be checked.

What about the fact that the cul-de-sac is not in the ROW on 80<sup>th</sup>? This is a concern.

Garbage trucks back up and turn on Holly Road.

Construction was done on Holly Road and broke up the road extensively.

If they want their driveways tarred can they get an estimate? Yes contact them

Rena Weber questioned the road not being located in the proper area which may require the need for a survey. *(This question was asked of the engineer who reported that if the road was maintained by the city for 7 years or more we could use that as the right-of-way). Property markers were subsequently found in relatively the same area as the traveled roadway except right before the cul-de-sac.*

Toni Schmitt  
 Jodi Jonati  
 Brad & Laura Johnson  
 Chris & Deb Sorenson  
 These residents were not here for the informational hearing.

**MORE QUESTIONS**

Will the road have a crown to it – Yes

Lot 5 – Don Schmitt claimed the ditch on the east side was dug out and not filled in when the sewer went in.

Randy Volkmuth and Rick Hansen to go out and view the ditch.

Randy Volkmuth reported the City would get factual bids, compile the results and send out the results in a month with a petition. Randy also reminded residents that if there is 100% agreement by all signing the petition the hearing process would be waived and the project would be completed by the end of summer.

**ADDITIONS TO THE AGENDA**

**AUTHORIZE OBTAINING BIDS FOR PLEASANT LAKE DRAINAGE PROJECT** – Rena Weber reported the MN DNR has granted our request for an easement along the boat access on Pleasant Lake for the "drainage swale".

***Motion by Member Volkmuth, second by Member Becker, to recommend authorizing obtaining bids for the Pleasant Lake Drainage Project. Motion carried unanimously.***

**DAN HANSEN LOC** – Mayor Hagen and Rena Weber updated the committee on the status of the Hanson LOC. As of this date Mr. Hansen had not obtained the LOC. The city had counter offered with a proposal to purchase 2.5 times the amount of \$750 (cost of one year LOC) in gravel and/or black dirt. Mr. Hansen would not sign that agreement when it was in writing. Rena Weber had suggested Mr. Hansen spend the \$75 and get the soil tested to determine if it meets MNDOT standards. Those results were not available at this time.

If the city draws on the LOC other members of the family are affected and through legal means Mr. Hansen became the sole owner of this pit.

***Motion by Member Becker, second by Member Willenbring, to give Mr. Dan Hansen one more chance to provide the new Letter of Credit in the amount of \$75,000, further this be taken care of by 2 p.m. on 4/1/10 or the city would be forced to draw the entire \$75,000. Motion carried unanimously.***

Rick Hansen asked for clarification of what he is to provide Bids/Quotes for:

- ◆ Lena Lane – fix the blow out
- ◆ Grovewood Lane – fix the blow out
- ◆ Grand Lake Road – repave, adding class 5 and fabric
- ◆ Soil borings on 80<sup>th</sup> 81 & Holly
- ◆ Lake Road – bid to reclaim
- ◆ Grand Lake Road – Rick Hansen to write up specs
- ◆ Lake Road – use Hardrives bid

**ADJOURNMENT** – ***Motion by Member Becker, second by Member Volkmuth, to adjourn at 6:53 p.m. Motion carried unanimously.***

Submitted by  
 Rena Weber – Administrator/Clerk

**NOTES FROM A PUBLIC WORKS COMMITTEE MEETING HELD WEDNESDAY,  
APRIL 14, 2010 – 5:00 P.M. – ROCKVILLE CITY HALL**

The meeting was called to order by Mayor Hagen. The following members were found to be present: Mayor Hagen, Council Members John Koerber, Jerry Schmitt, Randy Volkmuth & Duane Willenbring. Absent: Alternate Bill Becker

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

**GARBAGE HAULING** – Member Volkmuth reported that a few people have asked him if we can limit the number of garbage haulers in the city. There are 4 known that haul here. It was suggested that we put this as a question in the next survey. Rena Weber reported that Cold Spring has limited the number of haulers for years. She will look into getting more information on this.

**2010 ROAD PROJECTS** – Public Works Director Rick Hansen presented a breakdown of bids received for various road projects. *(A copy of the bid list is hereby attached and marked Exhibit A).*

**80<sup>th</sup> Avenue, 81<sup>st</sup> Avenue & Holly Road**

Member Willenbring explained the map created after he and Member Schmitt located markers along 80<sup>th</sup> Avenue. He reported that the inspection well from the former Holly Road sewer needs to be dealt with.

Member Volkmuth suggested the total cost of \$33,300 for 80<sup>th</sup> & 81<sup>st</sup> Avenues be divided by 15 = \$2266.77. There are four residents who want to tar driveways: Tim Byram, Mike Longtin, Richard Orth, & Elaine Vogel

Holly Road assessment would be \$18,125 divided by 4 = \$4531.25 or \$1,359 per parcel.

***Motion by Member Volkmuth, second by Member Willenbring, to recommend approval of the low bid of Central MN Paving pending the outcome of the soil borings and further a recommendation as to what will be assessed will be determined at that time.***

Rick Hansen reported that in his meeting with Greg Bechtold he learned that the ditch along 80<sup>th</sup> cannot be dredged or filled in. There have been some violations in the past. He will have more info at the council meeting.

***Motion carried unanimously.***

Discussion was held regarding the process of acceptance of bid and whether or not we need to set a not to exceed amount. Rena Weber reported that a petition would be mailed out after the amount is decided at the council meeting. It was determined that the petition should be back by 5/15. If there is 100% participation then Rick can let Central MN Paving know they got the bid and should proceed.

**PATCHES**

**LÉNA LANE & BURG STREET** – Kraemer Trucking & Central MN Paving were the apparent low bidders. Rick Hansen reported that Kraemer will need to bid for seed blanket and black dirt in order to bid the same as the others.

***Motion by Member Volkmuth, second by Member Willenbring, to recommend approval of the low bid pending the inclusion of seed and black dirt in Kraemer's bid. Motion carried unanimously.***

**GROVEWOOD LANE** – Rick reported that this is a 300' repair. Kraemer Trucking & Central MN Paving were the apparent low bidders.

***Motion by Member Volkmuth, second by Member Schmitt, to recommend approval of the low bid pending the inclusion of seed and black dirt in Kraemer's bid. Motion carried unanimously.***

**GRAND LAKE ROAD AND FOWLER ROAD** – Rick Hansen reported that he obtained a bid to tar Fowler Road as it would be in the area. Duane Willenbring agreed that this should be done as we would not want to bring a grader in to do just that small area.

**The following was determined:**

- ◆ Rick is to put together specs using the engineer on an hourly basis
- ◆ Assessments will occur
- ◆ An NPDES permit is needed
- ◆ Informational meeting will be held on 4/28/10 at 6 p.m.
- ◆ Grand Lake Court resident will be invited too as they benefit from the use of the road

**CYPRESS COURT TRAIL** – Central MN Paving was the low bidder at a cost of \$4875. Rena Weber reported that three signatures are still needed on the easement agreement: Chase Bank on behalf of Peggy Adamson and the Gaules.

It was determined that this project would wait until the signatures are obtained.

**REQUEST FOR ACTION** – Rick asked for approval to purchase crushed concrete at \$7.00 yard to be placed on all blow outs until the repairs can be done.

***Motion by Member Volkmuth, second by Mayor Hagen to approve the request as presented. Motion carried unanimously.***

**260<sup>TH</sup> STREET** – Rena Weber reported that she spoke with Anne Reischel of St. Joseph Township regarding 260<sup>th</sup> Street. The twp. meets at the end of the month and at this time it appears they would wait, but we need a revised road maintenance agreement. Rena had sent Anne an updated agreement (similar to the Maine Prairie Twp. agreement). It was determined to hold off on any action.

**SPRING LOAD RESTRICTION SIGNS** – Rena informed the committee that another unfunded mandate has been placed on cities from the state.

Rick Hansen estimated costs for the spring road signs to be 112 signs at \$27.76 per sign plus the cost to put them up and take them down = \$3109.12.

Rena Weber has e-mailed both Sen. Clark and Rep. Gottwalt voicing concern for another mandate.

***Motion by Member Volkmuth, second by Member Willenbring, to approve the expense as it is a state law. Motion carried unanimously.***

**WATER TANK CLEANING** – Rick reported that the City is under one ten year contract to clean the Walnut Circle water tank with Caldwell Tank at \$1325 every two years. Caldwell Tank has bid to clean out the one at school and the Pleasant Lake towers at the same price.

***Motion by Member Volkmuth, second by Member Koerber, to recommend approval to clean all three towers at \$1325 each. Motion carried unanimously.***

**DUST CONTROL** – Rick reported that he will be putting in a request for action at the 4/21/10 meeting for dust control. The price last year was \$ .81 foot from Ferrell Gas. Some guy from Richmond has just started in business and is asking to \$ .52 foot.

**ADJOURNMENT** – ***Motion by Member Volkmuth, second by Member Willenbring, to adjourn the meeting at 6:12 p.m. Motion carried.***

Submitted by  
Rena Weber-Administrator

ROCKVILLE  
ECONOMIC DEVELOPMENT AUTHORITY (EDA)  
2009 ANNUAL REPORT

The EDA's 2009 Annual Report contains:

- Board Membership
- Mission
- Roles / Responsibilities
  - Business Retention
  - Business Expansion
  - Business Recruitment
  - Financial Incentives
- 2010 Goals

**2009 EDA Board Members**

Vern Salzl, President, Term Expires 12/31/11

Bill Becker, Term Expires 12/31/12

Don Simon, Term Expires 12/31/10

Ed Karls, Term Expires 12/31/12

Duane Willenbring, Term Expires 12/31/13

Rena Weber, Secretary/Treasurer

Heidi Peper, Executive Director

**2009 Meeting Dates**

The EDA met five times in 2009: January 12, February 9, May 11, July 13, and October 13.

**Mission**

*The Rockville Economic Development Authority (EDA) is a part of the City, created to deal specifically with economic development issues. The mission of the EDA is to improve the economic health of the community through marketing the City for business and industry development. The Rockville EDA will utilize its development resources to leverage strong and sound investments in Rockville. Such investments will create diverse job opportunities and strengthen the City's tax base.*

**Role / Responsibilities**

It is the EDA’s function to work with existing businesses on retention and expansion efforts and to market the City to new business prospects. There are a multitude of tasks that fall under the umbrella of business retention expansion and recruitment, like workforce development, broadband technology, downtown redevelopment, financing, and even housing.

In the fall of 2008 the EDA was embarking on strategic planning to create goals for the short and long term. This included a review of the City’s Comprehensive Plan, specifically Chapter 11 Economic Development. Below is a summary of that review.

INITIATIVE	STATUS	RESPONSIBLE ENTITY
Research state and regional financial resources as a means of supporting commercial/industrial technology upgrades		EDA
Work with local high-speed data access providers when utilities are installed in commercial/industrial corridors.		EDA, City Council
Actively pursue a ‘shop local’, ‘Rockville grown’ and/or ‘buy local’ program.		EDA, City Council, Planning Commission
Seek/encourage the development of establishments serving the agricultural/ farming sector such as a farm supply store, a farmers market.		EDA, City Council and Planning Commission
<p>Focus on strengthening the downtown A diverse mix of activities such as retail shops, residences, eateries, public buildings, workplaces and parks;</p> <ul style="list-style-type: none"> <li>• Amenities (e.g. ornamental lighting, benches, green space, unified streetscape, sidewalks, etc);</li> <li>• Unique pedestrian systems tied to existing and future park/open space facilities, quarries and/or historic buildings,;</li> <li>• Opportunities for personal interaction and tourism within the community such as museums, bed and breakfasts and community gathering spots, occasions and celebrations</li> </ul>	<ul style="list-style-type: none"> <li>• EDA pursued the commercial rehab grant for downtown – not funded – resubmit?</li> <li>• Task Force created and maintains Rock Fest</li> <li>• City participates in Rocori Trail Committee, bringing the trail downtown</li> <li>• Participate in Granite Country USA tourism campaign</li> </ul>	<p>EDA, Park/Recreation/Trail Commission, City Council, Planning Commission, City Administrator, Historical Society and City Task Forces.</p>

<p>Identify areas for the establishment of a potential "Downtown Redevelopment District" with respect to the acquisition and/or rehabilitation of substandard properties and the preservation of structures for rehabilitation. Explore financial assistance sources for improvements such as the establishment of a redevelopment or renewal/renovation tax increment financing district and/or Small Cities</p>	<ul style="list-style-type: none"> <li>• EDA pursued the commercial rehab grant for downtown – not funded – resubmit?</li> <li>• Pursue acquisition/demolition of blighted buildings for redevelopment opportunities/grants?</li> </ul>	<p>EDA, council</p>
<p>Encourage/retain/expand the Governmental, semi-governmental and institutional services and buildings including City offices, the establishment of a community park shelter and parkland/trail connections</p>	<ul style="list-style-type: none"> <li>• City Hall done and retained downtown</li> <li>• New Rockville Park near downtown</li> <li>• Rocori Trail is downtown</li> </ul>	<p>Planning Commission, Park/Recreation/Trail Commission, EDA and City Council</p>
<p>Encourage the construction of new housing units in areas adjacent to the downtown core as a means of increasing pedestrian traffic/interest in the downtown area</p>	<ul style="list-style-type: none"> <li>• EDA pursued with Molitor land using CMHP and GMHF projects; never came to fruition</li> </ul>	<p>Planning Commission and City Council</p>
<p>Attract general business developments that are complimentary to those offered in the neighborhood business district</p>		<p>Planning Commission, EDA and City Council</p>
<p>The City, if it elects to pursue and it is successful in its pursuit of an annexation agreement with St. Joseph Township, may wish to establish a new commercial and/or business park zoning classification for areas adjacent to or fronting on I-94. In particular, the City may wish to review aesthetic standards and allowable uses</p>		<p>Planning Commission, EDA and City Council</p>
<p>Commercial developments adjacent to T.H. 23 (and, if applicable, I-94) should be of a specialized nature exhibiting the unique needs associated with major highway access and visibility.</p>		<p>Planning Commission, EDA and City Council</p>
<p>Revisions/additions of certain development standards should be considered to insure the quality of</p>		<p>Planning Commission, EDA with final action by the City Council</p>

development desired by the community including minimum lot sizes, lot coverage, landscaping standards, building construction, lighting, screening and outdoor storage.		
Research on design standards employed by neighboring communities and solicit input from the local business community to determine if such standards are beneficial for the City Rockville and to what extent such standards may be employed.		Planning Commission, EDA with final action by the City Council
Work toward the establishment and implementation of a five-year work plan and goals for commercial redevelopment and development	Completed in 2006	EDA
Develop marketing tools and information packets to distribute to commercial development leads seeking information regarding locating in the City or expanding within the City	Completed in 2006	EDA
Maintain an inventory of available commercial parcels/lots available for development or redevelopment for distribution to development prospects, posting on the DEED website, etc.	Ongoing	EDA
Establish financial assistance policies and a business retention and expansion (BRE) program	Completed both – could revisit the BRE	EDA
Existing industrial uses should be retained and new industrial development should be encouraged to locate in existing industrial parks and industrially zoned areas	Ongoing	EDA and City Council
Promote industrial developments that maximize the return on city investments in public facilities and services, provide quality employment opportunities and compliment existing services		City Administrator and EDA
Alternative fiscal incentives should be investigated to attract new desired industries to Rockville.	Done and ongoing – Tax Abatement, JOBZ, BDPI,	EDA and City Council

<p>Work with developers of new industrial parks to develop covenants which provide for aesthetically pleasing and quality developments until or in the event industrial zoning standards are (not) updated</p>		<p>EDA</p>
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Prior to the EDA acting on the strategic plan, the council directed the EDA in January 2009 to limit its investment to \$1,000 or less. In light of this, there has been minimal proactive activity on the part of the EDA. Below is a summary of 2009 activities.

Business Retention

Staff met with a developer of a railroad industrial park under the appearance that they were interested in locating in Rockville. As it turned out, it will occur in neighboring city and the developer simply wanted to keep the neighboring communities informed related to potential impact on the Rocori Trail.

Business Expansion

Staff met with an existing business related to a proposed expansion. It is temporarily on hold due to a redirection of the company’s resources but they expect it to be their top priority Spring 2010.

Business Recruitment

No new activity occurred under this responsibility. However, the databases of available commercial and industrial land and buildings for sale or lease are maintained on the City’s web site as well as the State of Minnesota’s MN Pro web site. Additionally, the financial incentives available to expanding or new businesses are kept current and revised as new financial tools become available. The current offering of financial incentive is listed below.

Financial Incentives

- Business Development Public Infrastructure Program
- Job Opportunity Building Zones (JOBZ)
- Minnesota Investment Fund
- Tax Abatement
- Tax Increment Financing (TIF)
- Stearns County Revolving Loan Fund
- Initiative Foundation Business Loans
- USDA Business Loans/Grants
- Redevelopment Grant Program

**Goals for 2010**

The EDA has not undertaken goal setting as of yet for 2010.

