

**ROCKVILLE CITY COUNCIL MEETING MINUTES
MARCH 16, 2016
ROCKVILLE CITY HALL**

Item 1) Roll Call

The meeting was called to order by Mayor Jeff Hagen at 5:00 p.m. Roll call, following members were present: Mayor Jeff Hagen, Council Members; Sue Palmer, Don Simon, Rick Tallman, and Duane Willenbring. Absent: None.

Staff members present: City Administrator Martin Bode, Finance Director Judy Neu, and Public Works Director Nick Waldbillig.

Others present: Stearns County Auditor-Treasure Randy Lahr, SEH Engineer David Blommel, Stearns County Sheriff Jon Lentz, Planning Commission Chair Bill Becker, Wayne Laudenbach, Tудie Hermanutz, Gary Merrill, Judy Merrill, Gwen Dullinger, and Diane Willenbring.

Item 2) Approval of Agenda

Mayor Hagen inquired if there were any approval and/or any additions to the Agenda. Martin Bode, City Administrator, requested to add the following items to the Agenda:

Item 3)

- f) 1. Pleasant Lake Rd Reconstruction/Water Extension
 - 2. Chapel Hill
- i) Soccer in the park
- j) Council Packet

Item 13)

- i) Mill Creek Sauk River Water Shed
- j) Chapel Hill

Motion by Member Tallman, second by Member Simon, to approve the agenda as amended. Motion passed unanimously.

Item 3) Recess to Workshop**Workshop Agenda**

- a) Fire Relief City Contribution
 - Martin Bode, explained the city's contribution to the Fire Relief.
- b) Fire Relief Actuarial Audit
 - Discussion was held regarding the actuarial audit.
- c) Fire/City Department Meeting Meals
 - The state does not allow the cost of meals (for meetings) to be covered by the city.
- d) Pleasant Lake Sewer Lift Station
 - Nick Waldbillig, explained the repairs needed at the Pleasant Lake sewer lift station.
- e) 260th Street Joint with Township
 - Dave Blommel explained the special assessments costs.
- f) 1. Pleasant Lake Rd Reconstruction/Water Extension

Discussion was held about the cost of extending city water to this area when the reconstruction of Pleasant Lake Road is done.

2. Chapel Hill

Dave Blommel spoke about extending city services up Chapel Hill (Street) to the properties on both sides of County Road 47 and the corner of Hwy 23.

g) SCADA

Dave Blommel explained the current alarm system for the sewer lift stations is outdated. Nick Waldbillig will get a quote put together. We are currently relying on the backup system only.

h) Staff Continuing Education

The council reviewed the staff continuing education opportunity's

i) Soccer in the Park

One residents has been expressed concern about soccer being played at the community park.

j) Council Packet

Council action will need to be taken if they would like to have the full council packet added to the web-site each month. This would be a policy that the council would need to approve.

**Workshop was adjourned at 5:59 pm by Mayor Hagen.
The City Council meeting reconvened at 6:00 pm.**

Item 4) Pledge of Allegiance

Item 5) Open Forum (4) Minute Limit (No Sharing/Allotting of Minutes)

Tudie Hermanutz, 211 1st St W, inquired about the Park & Rec's Easter Egg Hunt this year and the porta-pot at Eagle Park.

Item 6) Approval Rockville City Council Minutes of February 17, 2016

Motion by Member Palmer, second by Member Tallman, to approve the minutes of February 17, 2016. Motion passed unanimously.

Item 7) Approval of Bills Paid

Member Willenbring questioned the bill from Delta Electric.

Motion by Member Palmer, second by Member Tallman, to approve the bills for February 17, 2016. Motion passed unanimously.

Item 8) Consent Agenda:

- a) Approve of February/March 2016 Journal Entries
- b) Acknowledge Lions Monument Committee's February and March 2016 Meeting Minutes

Motion by Member Palmer, second by Member Willenbring, to approve the Consent Agenda. Motion passed unanimously.

Item 9) Stearns County Assessor's Office – Randy Lahr, Senior Appraiser
Mr. Lahr spoke about the market values of properties in the area.

Item 10) Quit Claim Deed – Conrad

Motion by Member Palmer, second by Member Tallman, to approve the Quit Claim Deed with Bruce Conrad for the property on Prairie Dr. Motion passed unanimously.

Item 11) Drainage and Utility Easement – Conrad

Motion by Member Tallman, second by Member Willenbring, to approve the City's Drainage and Utility Easement at Bruce Conrad on Prairie Dr. Motion passed unanimously.

Administrator Bode stated that Bruce Conrad has expressed interest in a nursery/greenhouse on this property. The property is zoned I-1.

Motion by Member Palmer, second by Member Tallman, to approve as a permitted use a nursery/greenhouse in a I-1, per Section 22, I-1, Subsection 2 (17) Motion passed unanimously.

Item 12) Board/Staff Reports

a) Sheriffs

Officer Jon Lentz reviewed with the Council the February, 2016 written Sheriff's Report of the City of Rockville activity.

b) Planning Commission

1) Interim Use Permit – MARDAR LLC

Staff Report Re: Parking Lot Permit Request
76.42146.0807: Owners: MAR-DAR LLC (Darwin Voigt)
Property Address: 875 Prairie Court
Legal Description: Section 17, Township 123, Range 029
Lot 7, Block 2, Prairie Business Park

Permit Requested:

1. Approval to use a vacant lot as a parking lot & outdoor storage

Relevant Information:

1. This property is located in the I-1 District.
2. Property contains 1.01 acres more or less.
3. Ordinance interpretation: I-1
4. 7 Notices of public hearing were sent out

Subdivision 3: PERMITTED ACCESSORY USES

1. Open and outdoor storage when fully enclosed by fencing and screening.
2. Offices accessory to a principal use.
3. Fences as regulated by this Ordinance.
4. Off street parking and loading regulated by this Ordinance.

At first Darwin was talking about storing equipment then an IUP would be needed:
AN INTERIM USE PERMIT IS BEING REQUESTED AND IS GOVERNED BY THE
FOLLOWING ZONING ORDINANCE REQUIREMENTS:
SECTION 9 GENERAL REQUIREMENTS SUBDIVISION 3 (2) COMMERCIAL/INDUSTRIAL
USES

Commercial/Industrial Uses. Except as allowed by district use provisions, outside storage of equipment, materials and inventory as a principal or accessory use for

commercial and industrial uses shall require an interim use permit subject to the provisions of this Ordinance and all non-residential outside storage shall conform to the following conditions:

SECTION 22 LIGHT INDUSTRIAL SUBDIVISION 6 (3) OPEN STORAGE

Review and Approval Required for Exception to Apply. The above exempt outdoor storage will only be permitted if approved by the City Council after review and recommendation by the Planning Commission. In any case, the area used for such storage must be screened from view from outside the premises by a fence of one hundred percent (100%) opacity, of a minimum height of eight (8) feet, with the maximum height to be determined by the City. Under no circumstances will open or outside storage be allowed within the setback areas. Storage shall not be allowed in a truck, trailer, or similar container

Planning Commission Recommendations:

1. Maintain existing drainage patterns over, under, and across their property.

Ask for plan on snow storage/removal.

Engineer's request – Cannot modify drainage swale between the lots

2. No additional driveways will be allowed. *Access to & from this lot will be done through the bus shed lot. There is a drainage easement between the two lots that cannot be disturbed.*

Engineer request need to replace any disturbed soil/turf.

3. Consider Approval with these conditions.

Motion by Member Willenbring, second by Member Tallman, to approve the Interim Use Permit for MARDAR, LLC without requiring a fence.

Roll Call Vote:

AYES: Willenbring, Tallman

NAYS: Hagen, Simon, Palmer

Motion failed on a 3 to 2 vote.

Motion by Member Palmer, second by Member Simon, to approve the Interim Use Permit for MARDAR, LLC. With the Fence requirements.

Roll Call Vote:

AYES: Hagen, Palmer, Simon

NAYS: Tallman, Willenbring

Motion passed on a 3 to 2 vote.

2) Variance - O'Keefe/Doug & Beth Larson

Staff Report: Re: Variance Request(s)

76.42070.0014 Owners: Shawn O'Keefe – Buyers: Doug and Beth Larsen

Property Address: 11056 Grand Lake Road

Variance(s) Requested:

1. Variance to construct a 10' x 77 Driveway and a 19 x 28 Driveway/Apron connecting the house to the garage on property abutting Grand Lake – General Development Lake.
2. Impervious Surface – Total lot area is 24,000.50 sf of which 20% is 4,800.10 sf allowed, proposed is 5,981 sf of which 1,180.9 is over the 20% allowed.

Construction Requests:

1. Construct new driveway and apron.

Relevant Information:

1. This property is located within the 1000' Shoreland Overlay District.

2. Property contains 24,000.50 square feet more or less.
3. 9 notices of public hearing were sent out.

Recommendations:

1. This requires one variance on a conforming lot
2. Require mitigation of 2,380.92 square feet of run off

Planning Commission Recommendation:

1. Consider Approval with condition that rain water run-off be mitigated.

Motion by Member Simon, second by Member Tallman, to approve the variance request as presented. Motion passed unanimously.

Item 13) Administrators Correspondence

- a) Maine Prairie Twp

Motion by Member Palmer, second by Member Willenbring, to approve the Maine Prairie Township contract as presented. Motion passed unanimously.

- b) Fire Relief Actuarial Audit

Motion by Mayor Hagen, second by Member Willenbring, to approve paying ½ of the \$2500 for the Fire Relief Actuarial Audit.

Roll Call Vote:

AYES: Hagen, Palmer, Willenbring

NAYS: Simon, Tallman

Motion passed on a 3 to 2 vote.

- c) Sewer averaging – use October thru April for May through September usage no averaging for non-irrigation properties.

Motion by Member Palmer, second by Member Tallman, to approve the 6-month sewer averaging for non-irrigation properties effective with the March billing. Motion passed unanimously.

- d) MARCO Contract

Motion by Mayor Hagen, second by Member Tallman, to approve the MARCO Contract as presented. Motion passed unanimously.

- e) Creation of Planning and Zoning Department

Motion by Member Palmer, second by Member Simon, to approve the creation of a Planning and Zoning Department for accounting purposes. Motion passed unanimously.

- f) 260th Street joint with Township Authorize Public Hearing for Street Assessments

Motion by Mayor Hagen, second by Member Willenbring, to approve the Public Hearing for 260th Street joint assessments and sharing of those expenses. Motion passed unanimously.

- g) Pleasant Rd Reconstruction / Water Extension

Discussed starting the process of gathering information on this project. No action from the council required at this time.

h) Neopost Postage Meter Rental Agreement

Motion by Mayor Hagen, second by Member Tallman, to approve the Neopost Postage Meter Rental Agreement. Motion passed unanimously.

i) Sauk River Watershed and Mill Creek Project

Member Willenbring spoke about a meeting being held at Rockville City Hall on April 7 regarding nutrient reduction in the Mill Creek Sauk River waterways.

j) Chapel Hill Project

Dave Blommel, SEH Engineer, discussed the feasibility of bringing city services to the lots across from the Fire Hall. It was the consensus of the Council that it was not feasible at this time to extend water and sewer services up Chapel St and that any business that would build in that area would need to install private water and sewer service.

k) Council Packets

Motion by Member Simon, second by Member Palmer, to approve not posting the Council Packet on the City Web site.

Roll Call Vote:

AYES: Hagen, Palmer, Simon

NAYS: Tallman, Willenbring

Motion passed on a 3 to 2 vote.

Item 14) Council Action:

a) Appropriation, Allocations and Transfers

Motion by Mayor Hagen, second by Member Palmer, to approve the transfers. Motion passed unanimously.

Item 15) Open Forum

Wayne Laudenbach, 25409 Pleasant Road, expressed his concerns regarding the cost of paying for new water and sewer extensions as well as the cost associated for new or reconstructed roads. Could the City consider implementing a franchise fee to help generate the needed revenue.

Rick Tallman, 25594 Lake Road, spoke about the City's current assessment policy as it relates to paying for road reconstruction and agreed it would be good to looking into establishing a franchise fee policy.

Item 16) Adjourn

Motion made by Member Willenbring, second by Member Simon, to adjourn the meeting at 7:42 p.m. Motion carried.

Martin Bode
City Administrator

Jeff Hagen
Mayor