

MINUTES OF A REGULAR CITY COUNCIL MEETING HELD WEDNESDAY, SEPTEMBER 16, 2015 – 6:00 P.M. - ROCKVILLE CITY HALL

The meeting was called to order by Mayor Jeff Hagen. Roll Call was taken and the following members were found to be present: Mayor Hagen, Council members Sue Palmer, Don Simon, Rick Tallman & Duane Willenbring. Absent: None.

Staff members present were: Administrator/Clerk Rena Weber, Public Works Director Nick Waldbillig & Planning Commission Chair Bill Becker.

Others present were: Vince & Audrey Schaefer, Ev Balko, Vernon Rosckes, Tудie Hermanutz, Tim Byram, & George Bechtold.

ADDITIONS TO THE AGENDA – Motion by Member Simon, second by Member Willenbring, to approve the additions to the agenda for discussion purposes.

- ST JOSEPH TOWNSHIP – Replace Culvert on 260th Street
- Pickups & Power Sports –Water/Sewer Connection
- RFA’s Rockville Fire Department

AYES: Hagen, Palmer, Simon, Tallman & Willenbring
Motion passed on a 5 to 0 vote.

OPEN FORUM

Tim Byram – 25807 80th Ave thanked Public Works for doing the improvements on 80th Ave and Holly Road. They did this using city equipment and did a great job.

CONSENT AGENDA –Motion by Member Palmer, second by Member Willenbring, to approve the consent agenda with Treasurers Report pulled:

- a) **Approve minutes of 07/15/15 & 08/19/15**
 - b) **ACCEPT Treasurer’s Report of 09/16/15 (Pull this out and add to tax levy discussion)**
 - c) **Approve List of Bills and Additions of 09/16/15**
- | | |
|---|---------------------|
| Accounts Payable CK #016283 – 016336 | \$ 68,606.42 |
| Payroll CK #004999 –005007 | 12,083.06 |
| EFT #000966 – 000971 | 8,499.97 |

AYES: Hagen, Palmer, Simon, Tallman & Willenbring
Motion passed on a 5 to 0 vote.

BOARD/STAFF REPORTS

POLICE – There were 32 contract hours during the month of August with citations being issued. Rena read Jon’s e-mail for his absence and informed the council that a Writ of Recovery has been placed on the Brown property where the occupants have been removed.

PLANNING COMMISSION – Bill Becker reported for the Planning Commission:

Re: Variance Request(s)
76.42189.0040: Owners: Vernon Rosckes
Property Address: 11167 Hubert Lane

Variance(s) Requested:

1. Variance to construct a 24” x 24” attached garage to property abutting Grand Lake – General Development Lake.
2. Said request is to also locate said garage 21’ feet from the roadway – Should be 25’
3. Impervious Surface – Total lot area is 12,518.26 sf of which 15% = 1877.74 or 20% 2503.66. The proposed request is to exceed the 20% by 18.34 sf or 20.1%.

Construction Requests:

1. Construct new attached garage and match the existing residential structure.

Relevant Information:

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

2. Property contains 12,518.26 square feet more or less.
3. 13 notices of public hearing were sent out.

Recommendations:

1. This requires 2 variances on a non-conforming lot that was in place before the ordinance was adopted.
2. If granted mitigation plan must be approved.

The Planning Commission recommends approval as presented.

**Member Willenbring introduced the following resolution and moved for its adoption:
RESOLUTION NO. 2015-18**

A RESOLUTION GRANTING VARIANCES TO ADD AN ATTACHED GARAGE IN THE SHORELAND DISTRICT.

**WHEREAS, A request has been received from Vernon Roskes for a variance from Impervious Surface and rear yard lot line to add an attached garage in the R-1 District, and;
WHEREAS, said structure will exceed the 20% impervious surface by 18.34 sf, and;
WHEREAS, said structure will be located 21' from the rear yard lot line, and;
WHEREAS, Proper notification and publication had been given, and;
WHEREAS, all persons were given an opportunity to be heard on said request.
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ROCKVILLE, STEARNS COUNTY, MINNESOTA:**

1. **Said request is hereby approved to construct the attached garage provided that 18.34 square foot overage is mitigated and constructed according to design, approved by the city engineer, and maintained.**
2. **Said approval will not create undue hardship, is a unique circumstance, and applies to the individual property.**
3. **That granting of the variance will not be detrimental to the public health, safety, comfort and general welfare of the City.**

The motion for the foregoing resolution was duly seconded by Member Simon with the following vote being taken:

**AYES: Hagen, Palmer, Simon, Tallman & Willenbring
Motion passed on a 5 to 0 vote.**

PUBLIC WORKS – Nick Waldbillig

Please approve the budget amendment because it will be over spent. In June of this year we ordered a new grinder station for Wayne Sanders for his new home on Pleasant Road.

The cost was \$5299 and he has paid this amount in full.

Budget Amendment: Increase 602-49490-540 by \$5299

Motion by Member Tallman, second by Member Willenbring, to approve the budget amendment.

**AYES: Hagen, Palmer, Simon, Tallman & Willenbring
Motion passed on a 5 to 0 vote.**

PW MEETING - Chair Simon reported that they met on 9/9 and discussed putting out the bids for a salt sand shed up behind the fire hall where the current salt sand pile is now. City ordinance does not allow hoop structures so they would like to change it to a metal building.

Mayor Hagen suggested we bid it out both ways to get a better price and deal with the hoop structure issue later as this is for commercial use not residential.

NEW BUSINESS

STEARNS COUNTY ATTORNEY- CONTRACT RENEWAL 2016-2017 – Attorney Janelle Kendall had submitted a revised contract for 2016-2017 at \$16,500 based on the number and types of cases.

Motion by Member Palmer, second by Member Willenbring, to approve the contract as presented.

**AYES: Hagen, Palmer, Simon, Tallman & Willenbring
Motion passed on a 5 to 0 vote.**

2016 PROPOSED TAX LEVY AND BUDGET APPROVAL – Rena Weber presented the preliminary 2016 Tax Levy and Budgets for approval. She explained the Finance Committee met with Department heads again tonight with changes being made to the Fire Department for a no net change effect. The total levy proposed is: \$1,128,675.

Member Tallman voiced concern on the following:

- Quarterly report Fund 312 shows special assessments at \$529.00 YTD. Is that all. Yes
- Arcon Development – did we hear anything yet? No
- \$64,000 – where is the transfer from? Water fund 601
- Fund 601 transfer \$10,435 is this unaccounted water and is it paid from the general fund – Yes
- Member Palmer explained the 3 year average to come up with this number.
- Fund 101 General Fund expenses – Legal Fees is \$7,205 over. Voigt's & Arcon – provide breakdown of the account
- Expense page 8 budget showed \$46,000, but the actual was \$2,146,000 – is this due to refunding? Yes
- Expense page 10 Fund 312 interest is over budget by \$14,000 (crossover refunding)
- Water administration is \$1445 over and it is only September.
- Are we still budgeting for the \$60,000 or \$15,000 per year for reserves? This would be a budget over a 4 year period - Member Tallman feels this should be reduced to \$7500.since we found out there is \$33,000 in reserves. Council needs to take action on this reduction.

Mayor Hagen referred to the list of things that Nick compiled that need to be addressed in the future.

Member Palmer asked if this is something you (Rick) want to adjust each year.

Member Willenbring reminded all that we should have at least 6 months of expenses built in the account.

Mayor Hagen asked if we need to reduce the tax levy if this is what the council wants to do.

Rena indicated that this is an enterprise account so no.

Member Willenbring indicated that this should come from the Finance Committee. The reserves are there for a reason.

Mayor Hagen stated that the bottom line is this does not affect the tax levy. Yes.

Member Simon asked if Nick has submitted anything for a 3rd person.

Member Palmer reported that we started discussion tonight at the Finance Committee meeting.

This will need more discussion, but it appears to be budget neutral.

Member Willenbring asked for a cost/benefit analysis on this concept.

Member Tallman reported that is with some equipment coming out of reserves.

Member Palmer stated that an analysis would be done.

COLA – Rena reported that the budget has a 2% COLA increase built in and if approved at the final budget approval, it will occur.

Member Tallman cited why the changes occurred in the tax levy mainly due to payoff of some bonds.

Motion by Member Palmer, second by Member Tallman, to approve the proposed 2016 budget, 2016 tax levy and accept 9/16/15 treasurer's report.

2016 PRELIMINARY TAX LEVY

Revenue Fund 101-41000	\$496,605
Road and Bridge – Fund 215	250,000
Fire Protection – Fund 101-42200	173,472
Economic Development – Fund 209	1,000
SPECIAL LEVIES OUTSIDE OF LEVY LIMITS	
Cert. of Indebtedness Pumper Truck Fund 101-42200	20,475
Lake Improvement District – Fund 2210-41000	14,500
2009-A 1998 G.O. Utility Revenue Bond-Fund 310	960

<i>City Facilities – Fund 304</i>	<i>\$142,138</i>
<i>City Facilities –Fund 304 Detachment</i>	<i>8,228</i>
<i>CR 82 Imp. (SJ Louis Bond-Fund 308)</i>	<i>21,297</i>
TOTAL LEVY	1,128,675
AYES: Hagen, Palmer, Simon, Tallman & Willenbring	
Motion passed on a 5 to 0 vote.	

VOIGT FAMILY ASSESSMENT ON NEW LOT – Motion by Member Palmer, second by Member Willenbring to schedule a public hearing for 10/21/15 – 6:30 p.m. to discuss assessing \$7,586.66 in trunk sewer assessment to the newly created lot by the Voigt family.
AYES: Hagen, Palmer, Simon, Tallman & Willenbring
Motion passed on a 5 to 0 vote.

DISCUSS SPLITTING OUT PLEASANT LAKE WATER SYSTEM COSTS – Member Palmer reported that this was still being discussed at the Finance Committee and needs to be pulled from the agenda tonight.

ADDITIONS TO THE AGENDA

ST JOSEPH TOWNSHIP – Rena Weber reported this bill had actually been approved at the last meeting so no motion is needed. It was noted that the cost came in lower than estimated.

Rena Weber asked Member Willenbring if he wished to say something about a comment made at a previous meeting regarding Rick Hansen giving approval for something that he had no authority to do.

Member Willenbring reported that Rick did indeed have approval to authorize the installation of the culvert by Jerome Karls.

COMMITTEE REPORTS

Mayor – Mayor Hagen had nothing to report.

Public Works – It was reported that Pickup'n Power Sports had not complied with installation of water/sewer to their building. Nick was instructed to get bids and the council will order the work done at that time.

ADDITIONS TO THE AGENDA

Fire Dept. RFA'S

SCBA'S – Please approve Emergency Response Solutions for SCBA, Tanks & Face Pieces

- 4 SCBA (1 or more @ \$4,396.57) = \$17,586.28
 - 6 Tanks (1 or more @ \$772.07) = \$4,632.42
 - 4 Face Pieces (1 or more @ 268.13) = \$1,072.52
- \$23,291.22

Motion by Member Palmer, second by Member Tallman, to approve the purchase of SCBA equipment and to pay for this from general fund reserves.

AYES: Hagen, Palmer, Simon, Tallman & Willenbring
Motion passed on a 5 to 0 vote.

Generator repair - Please approve ASCO Services to repair the generator at the Fire Hall – \$1,721.00

Funding: Use Designated Funds

- Machinery & Equipment - \$1000.00
 - Wages \$35.00
 - Personal Protective Equipment \$686.00
- \$1721.00

Motion by Mayor Hagen, second by Member Willenbring, to approve the request as presented.

AYES: Hagen, Palmer, Simon, Tallman & Willenbring
Motion passed on a 5 to 0 vote.

Glass Window repair - Please approve East Side Glass to replace some glass in the garage doors at the Fire Hall – The seals are bad in them.

- Quantity 6 Clear Tempered Glass \$196.14 + labor (\$85.00/hour off site)

Motion by Mayor Hagen, second by Member Tallman, to approve the request as presented.

AYES: Hagen, Palmer, Simon, Tallman & Willenbring

Motion passed on a 5 to 0 vote.

Front Door repair/replacement - Please approve Heartland Glass to replace the front door at the Fire Hall – The door doesn't lock all the time and there is a gap between the doors.

Have 2 Proposals:

- Heartland Glass \$3,470.00
- East Side Glass Company \$4,600.00

Funding: Use designated funds under wages is \$3505.00

Member Willenbring voiced concern that this is going from a double door to a single door and are we going to get something for the old door? He feels this is overkill and volunteered to look at this issue further to see if it could be repaired or salvaged.

Motion by Member Willenbring, second by Member Tallman to table action on this request until further review.

AYES: Hagen, Palmer, Simon, Tallman & Willenbring

Motion passed on a 5 to 0 vote.

ADMINISTRATOR'S REPORT

Notice of Retirement – Rena Weber asked for a few minutes to report that she is retiring on 11/20/15 when her contract ends with the city. She thanked the council and citizens for the opportunity to work here for the past 15 years. She lost 3 siblings last year and wants to enjoy life while she can. She also asked the council to support the staff. They are the people who keep the city running.

Member Palmer thanked Rena for all of her dedicated work for the city.

Motion by Mayor Hagen, second by Member Simon, to accept the notice of retirement and to authorize the hiring process.

AYES: Hagen, Palmer, Simon, Tallman & Willenbring

Motion passed on a 5 to 0 vote.

OPEN FORUM – Tim Byram – 25807 80th Avenue stepped up to the podium to thank Rena for her service and to remind her that he first met her in Waite Park on a water bill issue.

ADJOURNMENT – ***Motion by Mayor Hagen, second by Member Tallman, to adjourn the meeting at 6:58 p.m. Motion carried unanimously***

VERENA M. WEBER-CMC
ADMINISTRATOR/CLERK

JEFF HAGEN
MAYOR

(This Page Left Blank Intentionally)