NOTES FROM A FINANCE COMMITTEE MEETING HELD WEDNESDAY, SEPTEMBER 7, 2011 – ROCKVILLE CITY HALL – 5:00 P.M.

The meeting was called to order by Chair Sue 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, Don Simon, Rodney Schaefer, Bill Becker, Adeline Boucher, Kathleen Stanger, Tudie Hermanutz, & Carol Dietman.

FIRE DEPARTMENT – Rodney and Don were present to review the revised 2012 budget. They were instructed to come with a $165,000 budget and presented a budget at $164,663. A review of the amended areas showed:

$34,000 Wages (includes a $1.00/hour increase plus training time
2,500 Radio/Pager Repair down $500
1,500 Radio and Communications down $11,000
6,000 Repair/Maintenance down $4,000
200 Hotel/Meal down $550
7,000 Training down $3,000
(Training FF1 $1,100 for one person 1st responder 950)
12,000 Machinery and Equipment down $8,000

The Committee discussed a new policy that requires new people to sign a form stating they will stay for 3 years or pay back the training cost. This will be referred to the Personnel Committee.

Member Volkmuth voiced concern that this is a budget of $165,000 using designated funds. He wants it down to $140,000 and suggested a reduction of $12,000, $5,000 truck fund and $7,000 more.

Motion by Mayor Hagen, second by Member Willenbring, to recommend the increase of $1.00/hour in wages. Motion carried unanimously.

Member Volkmuth voiced concern that $152,000 in the road maintenance needs to get up to 200,000 just to keep up with the repairs.

Motion by Member Volkmuth, second by Mayor Hagen, to increase road maintenance Capital Outlay by $32,500 to $185,000. Motion carried unanimously.

ROCK FEST – Kathleen Stanger and team members were present to voice concern for the bill of $337.35 that was in excess of the $600 approved by the council this spring. *(Staff was instructed to keep track of all time in order to get a firm cost to the city).*

Discussion was held regarding:

- Get mail – no charge
- Insurance renewal – charge for
- Barricades – build so they are on hand
- Picking up parade signs – will bill in the future

Motion by Chair Palmer, second by Member Volkmuth, to delete the bill for 2011 and to bill for in the future for: insurance & renewal, getting the barricades & getting parade signs, up to the $600 budget. Motion carried unanimously.

Rena Weber questioned the time spent investigating and/or preventing city involvement with an accident claim on the day of the festival.

Member Willenbring indicated that is a cost of doing business for the city.

OTHER UPDATES – Rena Weber presented information on the remaining balance for the facilities indicating that the 20 year bond is first callable on 2/1/2015. The $360,000 zero percent loan is paid off in 2015. Excess funds can be used to pay for another project.

TOTAL OVERTIME FOR 2011 = 89.25 HOURS (This was for snow removal, salt, sanding, lift station alarms, water tower alarming, storm damage, road issue, open door.

ADJOURNMENT – ***Motion by Mayor Hagen, second by Member Volkmuth, to adjourn the meeting at 6:25 p.m. Motion carried unanimously.***

Submitted by:
Rena Weber
Administrator/Clerk

MINUTES FROM THE ROCORI TRAIL CONSTUCTION BOARD
HELD THURSDAY, AUGUST 4, 2011 – 9:00 A.M. – ROCKVILLE CITY HALL

Chair Kevin Mooney called the meeting to order.
ROckville: Rena Weber-Administrator, Council Member Duane Willenbring, & Council Member Jerry Schmitt
COld Spring: Paul Hetland-Administrator, Mayor Doug Schmitz, and Council Member Bob Thelen
RIchmond: Martin Bode-Administrator and Kevin Mooney

Others present: Jeff Mergen, John and Linda Peck, Scott Hedlund, Glen Tantges, Pete Theismann, Adam Ripple & Heidi Peper.

2. ADDITION TO & APPROVAL OF THE AGENDA

Motion by Member Willenbring, second by Member Thelen, to approve the agenda as presented. Discussion offered. Motion carried.

3, APPROVAL OF MEETING MINUTES OF JULY 7, 2011

Motion by Member Willenbring, second by Member Schmitz, to approve the minutes of 7/4/11 as amended to note the difference between Thelen's offer to assist in filing non-profit forms and Ripple creating the articles of incorporation for a possible non-profit fundraising organization. Hetland stated that he would make the appropriate changes in the minutes. Motion carried unanimously.

4. FUNDRAISING: GOALS AND BUDGET

Glen Tantges was present from the Central Minnesota Community Foundation to discuss the benefits to fundraising financing options for the ROCORI Trail. The entire project and its goals was reviewed for Tantges' benefit to assist in the discussion. It was noted that the project is in three phases: Richmond to Cold Spring, Cold Spring to Rockville, and Rockville linking the Trail to the Lake Wobegon Trail. Each phase has an estimated cost of approximately $1.5 million totaling about $4.4 million. It was noted that after federal and state grants and contributions from the cities and Stearns County the amount to be raised is $798,000 to complete all three phases and include a fundraising budget. Members discussed and agreed that the creation of a non-profit organization was not necessary considering the short term fundraising goals of the project. Members further noted that it is their desire to not maintain the trail once it is completed, to therein turn it over to either the Minnesota Department of Natural Resources or the Stearns County Parks Department.

5. RTCB ATTORNEY REPORT

Adam Ripple reported that the title work continues and BNSF forwarded pertinent information to the appraiser. Regarding the status of abandonment, he reported that discussions continue with Reggie Fraley of Alpha Development for the purchase of the remaining railroad spurs in Cold Spring from BNSF. It was further discussed that the formation of a fundraising non-profit organization should discontinue and that the DNR should be the entity to inherit the future trail and maintain it.

6. FUNDING AND ENGINEERING UPDATES

Heidi Peper noted that local legislators should be personally thanked for their efforts in reducing the grant matching requirements.

7. REPORTS BY ENTITY

A. Rockville – Member Willenbring and Rena Weber reported that there was only a minor amount of flooding in Rockville. They also stated that they were underway with $266 million in

road improvement projects and also engaged in rain garden projects with the Sauk River Watershed District and the Stearns County Soil and Water Conservation District.

B. Cold Spring – Member Schmitz reported that Firefest and the Hometown Pride celebrations went well with the St. Boniface Festival coming up. He also noted that the old ROCORI Middle School is coming down and expected to be completed demolished soon. The Cold Spring Brewery building is also demolished and construction on the new brew house is expected to be complete in the next few months with Teals Market also expecting completion before the end of the year.

C. Richmond – Chair Mooney noted that River Lakes Days had just completed and went well. He said that many residents in the City and the area are experiencing high water issues. He was happy to report that a recent quilt raffle raised $18,000 for the construction of the trailhead facility. He stated that the fundraising continues and those that wish to have a 4x8" brick costs $150 and those that want an 8x8" brick pay $300. The City of Richmond is preparing for a major reconstruction and upgrade to Main Street in 2013 and the Safe Routes to School funding is expected to be completed in the fall of 2011.

E. DNR – Chair Mooney reported on behalf of the DNR that work continues on the trail linking Richmond to Roscoe. He noted that the DNR's bridge design over the Sauk River is completed and expected to be constructed in the summer of 2012.

F. Stearns County – Pete Theismann from the Stearns County Parks Department reported that due to recent storms, crews have been busy clearing trails of fallen trees around the County. He also said that progress with BNSF on bridging the Lake Wobegon Trail to the Mississippi River has halted and the County was seeking Congressional support. Commissioner Jeff Mergen reported that he had received many calls regarding high water and the DNR imposed no wake zone.

8. TREASURER'S REPORT

Rena Weber reported no substantial changes to the account since the last meeting and that the checking account had a balance of $2710.55.

Motion by Member Willenbring, second by Member Thelen, to accept the Treasurer's Report. Discussion offered. Motion carried.

9. REVIEW/AUTHORIZE PAYMENT OF CLAIMS

There were no claims for review or approval.

10. AGENDA ITEMS FOR FUTURE MEETINGS:

It was noted that future meetings should include continued discussions on fundraising strategies.

11. OTHER ITEMS & RELATED MATTERS – None were reported.

12. ADJOURNMENT – ***Motion by Member Thelen, second by Member Willenbring, to adjourn the meeting at 10:53 a.m. Motion carried unanimously.***

Submitted by
Paul Hetland – City Administrator

MEMORANDUM OF UNDERSTANDING

This memorandum is intended to confirm the understanding of Stearns County, the ROCORI Trail Construction Board, and the Cities of Rockville, Cold Spring, and Richmond with respect to the ROCORI Trail project.

1. Stearns County, the ROCORI Trail Construction Board, and the Cities of Rockville, Cold Spring, and Richmond executed a Project Agreement in December 2010 and Escrow Agreement in January 2011 related to the construction of a trail.
2. The trail project has been awarded state bonding funds in 2008 in the name of Stearns County in the amount of $372,000; state bonding funds in 2010 in the name of the ROCORI Trail Construction Board in the amount of $800,000; and federal SAFETEA-LU funds in the amount $526,000.
3. The Cities of Rockville, Cold Spring, and Richmond have collectively deposited $180,000 as local match funds.
4. Stearns County has agreed to contribute a maximum of $92,000 for the trail project as local match funds.
5. The contribution by Stearns County will not be utilized until the $180,000 deposited by the Cities has been fully utilized.
6. Stearns County is serving as the fiscal agent for all funds for the trail project.
7. The 2008 and 2010 state bonding funds are administered through a DNR grant program that requires that state funds be matched dollar-for-dollar.
8. In the 2011 Special Session Bonding Bill (H.F.No. 23; S.F.No.9), the Minnesota Legislature eliminated the local match requirement for the 2010 state bonding funds.
9. The elimination of the matching requirement will require an amendment to the grant agreement between the ROCORI Trail Construction Board and the DNR for the administration of the 2010 state bonding funds.

County of Stearns:

_____ _____

Donald R. Otte, Chair Date
Stearns County Board of Commissioners

_____

Randy Schreifels, Stearns County Auditor/Treasurer

The ROCORI Trail Construction Board Joint Powers Board:

_____ _____

Kevin Mooney, Chair Date
ROCORI Trail Joint Powers Board

City of Rockville:

_____ _____

Jeff Hagen, Mayor City of Rockville Date

_____

Rena Weber, Rockville City Administrator

City of Cold Spring:

_____ _____

Doug Schmitz, Mayor City of Cold Spring Date

_____

Paul Hetland, Cold Spring City Administrator

City of Richmond:

_____ _____

Jim Hemmesch, Mayor City of Richmond Date

_____

Martin Bode, Richmond City Administrator

Rena Weber

Sent: Wednesday, September 07, 2011 10:35 PM

To: Rena Weber

Subject: Re: LID BUDGET AND NEW BOARD

Rena,

At the LID Annual meeting, Bob White and I were re-elected to three year terms. We also approved a motion to recommend a $14,500 budget for 2012.

I have a couple of receipts that I will turn in, representing costs for the mailings.

Thanks Rena.

Scott Palmer

On Sep 7, 2011, at 10:24 AM, Rena Weber wrote:

> Scott – am I still going with $14,500 and who was elected to the Board? There was only your application that was submitted to me.
>
> *Rena Weber*
> *Administrator/Clerk*
> *City of Rockville*
> *Please note that my e-mail address has been changed to:*
> *rweber@rockvillecity.org*