CITY OF ROCKVILLE

P.O. BOX 93 ROCKVILLE, MN 56369

AGENDA
OCTOBER 16, 2013
ROCKVILLE CITY HALL
6:00 P.M.

1. **PLEDGE OF ALLEGIANCE**

2. **ROLL CALL**
   a) Approve Additions to the Agenda (if any)

3. **OPEN FORUM (4) FOUR MINUTE LIMIT**

4. **CONSENT AGENDA:**
   a) Approve minutes of 9/11/13, 9/25/13 & 10/2/13
   b) Approve Treasurer's Report of 10/16/13
   c) Approve List of Bills and Additions of 10/16/13
   d) Certify unpaid bills to tax rolls

5. **BOARD/STAFF REPORT**
   a) Police
   b) Planning Commission
      - Travis Kunz conditional use permit
      - Mike Nistler – approve amendment to CUP hours of operation
      - Sale of property in PIP
   c) Public Works
      - Culvert Bids

6. **OLD BUSINESS/NEW BUSINESS**
   a) Request for data – charges for service

7. **COMMITTEE REPORTS**
   a) Mayor's Report
   b) RTCB –
   c) Finance

8. **ADMINISTRATOR'S CORRESPONDENCE**
   a) Water/Wastewater Operator's contract approval
   b) Park & Rec - Minutes

9. **OPEN FORUM**

10. **ADJOURN**

10/16/2013 agenda.wd
*This agenda has been prepared to provide information regarding an upcoming meeting of the City of Rockville. This document does not claim to be complete and is subject to change.

MINUTES OF A REGULAR CITY COUNCIL MEETING HELD WEDNESDAY, SEPTEMBER 11, 2013 – 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 Susan Palmer, Don Simon, Randy Volkmuth & Duane Willenbring. Absent: None.

Staff members present were: Administrator/Clerk Rena Weber & Maintenance Worker Aarron Dingmann.

Others present were: Toni Honer, Paul Wirth, Tudie Hermanutz, Ev Balko & Rick Tallman. Vince Schaefer, Jerry Leese, & Ken Heim

OPEN FORUM

ADDITIONS TO THE AGENDA: ***Motion by Member Simon, second by Member Palmer, to approve the additions to the agenda for discussion purposes.***

1. Schedule Public Hearing on final assessments for 10/16/13 – 6:30 p.m.
2. Engineer's Report on 2014 project costs.
3. Negotiating Team – special meeting.
4. Dale Hommerding – request extension of IUP
5. Paul Wirth – update on meeting with FEMA

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

CONSENT AGENDA – ***Motion by Member Palmer, second by Member Volkmuth, to approve the consent agenda as presented:***

a) ***Approve minutes of 8/21/13***
b) ***Approve Treasurer's Report of 9/11/13***
c) ***Approve List of Bills and Additions***

Accounts Payable CK #014701 to 14738	***$162,987.31***
Payroll CK #004528 to 004534	***5,062.98***
EFT #000755 to 000757	***3,079.74***

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

BOARD/STAFF REPORT

POLICE DEPARTMENT – 37 contract hours were reported.

PARK & RECREATION BOARD - Paul Wirth was present to report on the meeting with FEMA. They viewed the two sites: Community Ball Park & Eagle Park. They walked and GPS'd every tree, identified widow makers and reported that they will approve the full grant.

SAW LOG PERMITS PROCESS – Paul had previously provided an application form and process for disposal of the downed treed in Eagle Park.

Motion by Member Palmer, second by Member Willenbring, to approve the saw log permitting process as presented.
AYES: Hagen, Palmer, Simon, Volkmuth & Willenbring
Motion passed on a 5 to 0 vote.

PLANNING COMMISSSION – Chair Toni Honer reported on the following:
LUKE & NICOLE GREINER – VARIANCE

76.42142.0047: Owner: Luke Greiner
Property Address: 25901 Burg Street, St. Cloud, MN

Variance(s) Requested:

1. Variance to construct a 30' x 40' unattached garage and to locate it in the front yard of property Burg Street.

Construction Requests:

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

Relevant Information:

1. Property contains 90,000 sf of which 22,500 is allowed – proposed will be 5790
2. This property has had issues with drainage in the past, however, as part of the Burg Street Improvement – a berm is being constructed to keep the storm water in the ditch as opposed to running over the top of land.

Recommendations:

1. Staff did work Mr. Greiner to locate the garage in the rear yard, however, the lay of the land would not allow for the location in the rear without placing a lot of fill.
   Consider approval as this neighborhood has large wooded lots and should not be a problem.

Chair Honer reported the Planning Commission reviewed the request and determined that there are other garages in this area located in the front yard due to the large size lots. Also, the lay of the land does not make is economical to locate it in the rear. The Planning Commission recommends approval.

Member Volkmuth introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2013-27

A RESOLUTION GRANTING A VARIANCE FROM REAR YARD REQUIREMENTS.

WHEREAS, A request has been received from Luke Greiner for a variance from rear yard requirements to construct a 30' x 40' unattached accessory structure in the R-1 District, and to locate it in the front yard, 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 30' x 40' unattached accessory structure and to place it in the front yard.***
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.***
4. ***The drainage and mitigation plan as presented including an additional plan to treat the storm water from the new structures will be constructed and maintained.***

The motion for the foregoing resolution was duly seconded by Member Willenbring with the following vote being taken.
AYES: Hagen, Palmer, Simon, Volkmuth & Willenbring
Motion passed on a 5 to 0 vote.

SUELLEN PURLEE – VARIANCE –

76.41653.0500: Owner: Suellen Purlee
Property Address: 11326 Grand Lake Road

Variance(s) Requested:

1. Variance to construct a 3' x 5' addition to the roof overhang and to locate it on property abutting Grand Lake – General Development Lake.

2. Impervious Surface – Total lot area is 27,800 sf of which 28% would be covered including the overhang. With the addition impervious surface exceeds the 20% by 2052 sf and 3442 sf of the 15%.

Construction Requests:

1. Construct additional roof overhang to the road side of the house.

Relevant Information:

1. This property is located within the 1000' Shoreland Overlay District.
2. Property contains 27,800 square feet more or less.
3. 8 notices of public hearing were sent out.
4. Administrator did not request a certificate of survey for the this request, but surely there is a lot of impervious surface that was placed here by the previous owner.

Recommendation:

1. This requires 1variance on a non-conforming lot that was in place before the ordinance was adopted. 30,000 sf is the minimum lot size required for a single family dwelling.
2. This is a relatively small variance, but staff recommends that mitigation occur such as removal of some of the driveway going down the lake. Suellen has done work in the beach area to correct drainage problems.

Chair Honer reported the Planning Commission approved the request with the stipulation that overhang has rain gutters all around and rain barrels be installed underground. The notice of public hearing stated she was adding a 5' x 3'= 15' overhang and after the fact changed it to 42 square feet. It was suggested that she remove 42sf of concrete at the end of the driveway by the lake, however, the concrete has been there so long removing the concrete would only become padded down grass from the cars driving to the garage. This was thrown out.

Rena Weber reported that there is a catch basin which drains to the lake which should be removed.

Chair Honer indicated that the PC did not know that, but there opinion would not change.

Motion by Member Palmer, second by Member Willenbring, to approve overhang with rain gutters draining to the rain barrel with further condition that 42 square feet concrete is removed and returned to green space and furthermore the catch basin drain to the lake removed.

Member Simon asked if there are rain gutters on the house now – yes
Have they considered concrete that water goes through?

Member Willenbring indicated they could change the deck to wider space to make it permeable.

Member Palmer suggested they remove the drain too and have conversation with home owner as to other ways to mitigate.

Member Willenbring pulled his 2nd due to the drain removal as it was grandfathered in. There are other means to fix this.

Mayor Hagen then seconded the motion.

Member Palmer introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2013-28

A RESOLUTION GRANTING A VARIANCE IN THE SHORELAND DISTRICT.

WHEREAS, A request has been received from Suellen Purlee for a variance from Impervious Surface requirements to add a 42 square foot overhang in the R-1 District, and;

WHEREAS, said structure exceeds impervious surface at 28%, 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 add the 42 square foot overhang with conditions that mitigation action be done:
   a. Removal of catch basin that drains to the lake.
   b. Removal of 42 square feet of concrete and changed back to green space.

c. Rain gutters are attached to the overhang and drain to a rain barrel.

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.

4. The shingles shall match the main structure.

The motion for the foregoing resolution was duly seconded by Mayor Hagen with the following vote being taken:
AYES: Hagen, Palmer, Simon, Volkmuth & Willenbring
Motion passed on a 5 to 0 vote.

JOHN & SANDRA VOGT – VARIANCE
Property Address: 25971 99th Avenue – St. Cloud
Variance(s) Requested:
1. Variance to keep two corn cribs in addition to two accessory structures on property.
2. Said request is to exceed the number of allowed accessory structures on a lot (2).

Construction Requests:
1. Keep two corn cribs for possible housing of birds (peacocks).

Relevant Information:
1. Property contains 5 acres more or less.
2. 5 notices of public hearing were sent out.
3. This property was zoned Ag-40 before it became a part of the city.
4. Per Mr. Vogt the corn cribs were on the property, however, they have been moved and used for shelter. Looking at aerial (picture was taken in 2005) it doesn't show the corn cribs on property.
5. Property is Zoned "R-1"
6. Under Section 17: "R-1" Single Family Residential District Subdivision 4: Conditional Uses - Animal Feedlots subject to provisions of Stearns County Feedlot Ordinance and further farm animals may be allowed on lots that are 5 Acres or more in size subject to an Interim Use Permit and at a maximum density of .50 animals per acre. Any building where farm animals are kept shall be setback a distance of 100 Feet from the property line or road easement.
7. Mr. Vogt would like to put animals on his property and would still like to rezone the property back to agricultural, but does not have 40 Acres and to rezone to RR would still require a variance for (4) accessory structures.
8. Under the RR – with 5 acres he would be allowed one animal unit.
   According to Becky Schlorf-Von Holdt:
   1 animal unit = 1,000 pounds.
   "Exotic bird" does not tell us much, but it is likely that 2 pairs would not equal 1,000 pounds.

Recommendation:
1. Rena advertised for a variance because of Relevant Information (7).

Chair Honer reported that the Planning Commission suggested this property be re-zoned to Rural Residential with an ordinance change allowing more than 2 accessory structures. Corn crib is not defined in the ordinance. The Planning Commission did recommend approval of the two accessory structures and 2 corn cribs.

Member Willenbring motioned to approve the variance.
Discussion was held on:

a) It must be rezoned within one year, and that the intent is to have the RR amended to allow more accessory structures on a percentage basis and no additional expense to John for the hearing.

Member Palmer indicated we are doing this backwards – we should rezone this first and then determine the number of allowed accessory structures.

Toni Honer reported that we need to revise the ordinance first and then allow John Vogt to rezone without paying for another fee - $200.

Member Willenbring introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2013-29

A RESOLUTION GRANTING A VARIANCE FROM THE NUMBER OF ACCESSORY STRUCTURES ALLOWED.

WHEREAS, A request has been received from John and Sandy Vogt for a variance from Number of Accessory Structures allowed requirements to retain two corn cribs in addition to two accessory structures already built in the R-1 District, 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 retain the two corn cribs in addition to two accessory structures with the stipulation that:***
   a) It must be rezoned within one year and that the intent is to have the Rural Residential zoning ordinance amended to allow more accessory structures
   b) There will be no additional expense to John Vogt to rezone
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 Mayor Hagen with the following vote being taken:
AYES: Hagen, Palmer, Simon, Volkmuth & Willenbring
Motion passed on a 5 to 0 vote.

PLANNING COMMISSION MEMBER – Toni Honer reported that Vince Schaefer applied to become a member and the Planning Commission recommends approval.

Motion by Member Volkmuth, second by Member Willenbring, to appoint Vince Schaefer to the Planning Commission as presented.
AYES: Hagen, Palmer, Simon, Volkmuth & Willenbring
Motion passed on a 5 to 0 vote.

FINAL ASSESSMENT HEARING – ***Motion by Member Volkmuth, second by Member Simon, to schedule the final assessment hearing for 10/16/13 at 6:30 p.m. Resolution attached and marked Exhibit A.***
AYES: Hagen, Palmer, Simon, Volkmuth & Willenbring
Motion passed on a 5 to 0 vote.

PUBLIC WORKS RFA – Rena Weber and Don Simon requested the following:
Please approve the low bid of S & A Tree Techs for grinding of the large pile of tree branches:

S & A	$9600 & $1500 mobilization = $11,100
Kemble Inc.	$13,125

There still is the cost to haul the ground up chips away.
Funding: FEMA eventually
E 101-43100-318
Budget Amendment: Increase budget by $11,100

Motion by Member Palmer, second by Member Simon, to approve the low bid of S & A with the condition that Mayor Hagen and Administrator Weber can award the bid to the second high bidder in the event S & A backs out.
AYES: Hagen, Palmer, Simon, Volkmuth & Willenbring
Motion passed on a 5 to 0 vote.

OLD BUSINESS/NEW BUSINESS

2014 PROPOSED BUDGET AND TAX LEVY – Member Palmer presented the budget and tax levy for review citing the fact the city will receive an additional $60,000 in LGA. This will go into the general fund for road maintenance. So while the budget went up the taxes should not. This budget also includes ½% in COLA which the Finance Committee recommends be approved.

Member Palmer introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2013-26
RESOLUTION ADOPTING PROPOSED TAX LEVY
RESOLUTION APPROVING 2013 TAX LEVY, COLLECTIBLE IN 2014

Be it resolved by the council of the City of Rockville, County of Stearns, Minnesota, that the following sums of money be levied for the current year, collectible in 2014, upon taxable property in the City of Rockville, for the following purposes:

CITY OF ROCKVILLE	**SUPPLEMENT TO REGULAR**
2011	**LEVY FORM**
CERTIFIED LEVY	**LEVY AMOUNT**
LEVY PURPOSE	**(PLEASE ROUND TO WHOLE DOLLARS)**
Revenue-Fund 101-41000	410,000
Fire Protection-Fund 101-42200	161,409
Economic Development- Fund 209	1,000
Road & Bridge Maintenance-Fund 215	244,630
Special Levies Outside of Levy Limits:	
Certificate of Indebtedness Pumper Truck Fund 101-42200	20,588
Lake Improvement District Fund 221-41000	14,500
2009A/1998 G.O. Utility Revenue Bond Disposal Portion-Fund 310	14,081
2004 Prairie Ind. Park Imp. Bond-Fund 305	3,000
City Facilities-City Hall/Fire Hall-Fund 304	215,144
City Facilities-City Hall/Fire Hall-Fund 304 Detachment	8,228
CR 82 Imp (& SJ Louis) Bond Fund 308	13,875
TOTAL NET TAX CAPACITY BASED LEVIES	
TOTAL CERTIFIED LEVY	**$1,106,455**

The motion for the foregoing resolution was duly seconded by Member Volkmuth with the following vote being taken:
AYES: Hagen, Palmer, Simon, Volkmuth & Willenbring
Motion passed on a 5 to 0 vote.

COMMITTEE REPORTS

MAYOR REPORT – Mayor Hagen had nothing to report.

FINANCE COMMITTEE – Member Palmer reported that the Finance Committee had also discussed granting a temporary pay increase to Aaron Dingmann as he has taken over responsibility for the Public Works Department. They are recommending $14.34/hour,

Motion by Member Volkmuth, second by Member Simon, to approve a temporary pay increase to Aaron Dingmann to Step 6 Maintenance Mechanic ($14.34/hour) effective on 08/12/13.
AYES: Hagen, Palmer, Simon, Volkmuth & Willenbring
Motion passed on a 5 to 0 vote.

PUBLIC WORKS – Member Simon reported that the Public Works Committee meeting:
MAINE PRAIRIE TOWNSHIP –
GRAND LAKE ROAD - John Wicker was present to inquire about Grand Lake Road Improvement and the cost sharing of it. Maine Prairie Township will be bidding out on a number of roads next year and would like to repair this one. They spent $2800 on air patching this year of which the city is responsible for half the cost.

The Township Board does not feel a repair should be on a 50/50 basis. There is no benefit to MPT residents at all. Rena will check the agreement.

210th STREET – John Wicker stated that he had talked to Rick Hansen about crack filling and seal coating 210th Street. MPT would go 50/50 on this one.

COUNTY ROAD 138 UPDATE - Dave Blommel reported on the recent survey results. Residents do not want the city taking it over and they don't want the dead end. Dave talked to Jodi Teich – if the city wants to let it go – the will keep it for now, but if the Rocori Trail wants to be there – the city will have to own it. LEAVE IT BE.

The only downside is the city could lose the $130,000 county has set aside for this.

2014 IMPROVEMENT PROJECTS – Discussion was held regarding potential projects for 2014. Rena reported the budget for fund 215 remained the same as this year - $276,000 approximately.
*Chestnut street and sidewalk
*Pleasant Road
Rausch lake road- Not many to be assessed.
Lake Road – not many to be assessed

PUBLIC WORKS DEPARTMENT – Member Simon reported that the department is falling behind and we need two people. One person can only do so much and we must keep Aaron on. Things are not getting done. Take a deep look at the needs. Take a ride with Aaron to see what needs to be done.

Member Volkmuth stated that he has heard things are not getting done. He still sees no need to change to two full time people.

Member Willenbring reviewed the job description for PW Director and feels it needs to be changed. He cited the present job description and amendment:
The primary purpose of the position is to provide overall direction and coordination for the Public Works Department, to ensure quality municipal services are provided to the citizens of Rockville, which are consistent with the goals, objectives and policies approved by the City Council. The Director will plan a hands on role in the department while ensuring the department is managed efficiently promoting a team oriented atmosphere where customer service is paramount.
ESSENTIAL DUTIES
The listed examples may not include all duties performed by all positions in this class.
This employee will be "On Call" status during weekends and night hours for any emergencies.

1. **Managerial:** The duties for this position are will play a hands on role in the department, however, the Public Works Director will at times be required to carry out any of the clerical management tasks under the purview of the Public Works Department though not specifically listed here.

This needs to be done first.

Member Willenbring reported that he did shadow Aaron last Friday and agrees with Don that there is an enormous amount of work. He also feels that the rate of production of the past employees has not been up to par. This had to be said and from here we move forward and have the position filled.

Aaron Dingmann indicated the Duane did drive around with him on Friday and said that we do need two people and he did not bring that up tonight – he didn't know why. We do need two people. Other cities the size of Rockville have two employees.

ADDITONS TO THE AGENDA

DALE HOMMERDING 401 OAK STREET - Dale Hommerding had provided a request for an extension of IUP issued September 2012 which allowed him to keep his accessory structure on the lot after his house burned down.

Motion by Member Volkmuth, second by Member Willenbring, to approve a one year extension only and then it has to be removed.
AYES: Hagen, Palmer, Volkmuth & Willenbring
NAYS: Simon
Motion passed on a 4 to 1 vote.

ADMINISTRATOR'S CORRESPONDENCE

WASTEWATER OPERATOR LICENSE – Rena Weber reported that she did talk to a person from MPCA who indicated that she thinks we have 90 days to be in compliance with having an operator. Upon checking with Justin Barrick, compliance officer, he indicated this was not the case, however, he would allow the city time to comply.

Discussion occurred next and it was determined that a special council meeting should be scheduled to speed up the hiring process and include the assessment hearing on the same evening.

Motion by Mayor Hagen, second by Member Volkmuth, to schedule a special council meeting on 10/2/13 at 6 p.m. for the purpose of hiring a public works director and also hold the final assessment public hearing at the same meeting.
AYES: Hagen, Palmer, Simon, Volkmuth & Willenbring
Motion passed on a 5 to 0 vote.

ADJOURNMENT – ***Motion by Member Volkmuth, second by Member Willenbring, to adjourn the meeting at 7:15 p.m. Motion carried.***

VERENA M. WEBER-CMC	**JEFF HAGEN**
ADMINIISTRATOR/CLERK	**MAYOR**

MINUTES OF A SPECIAL CITY COUNCIL MEETING HELD WEDNESDAY, SEPTEMBER 25, 2013 – 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 Susan Palmer, Don Simon & Duane Willenbring. Absent: Randy Volkmuth

Staff Present: Administrator/Clerk Rena Weber

HAULING OF TREE CHIPS - Rena Weber requested approval of the cost to haul the tree chips to Mississippi Topsoil in Cold Spring. $3450.00

Motion by Member Palmer, second by Member Simon, to approve the request to haul away the tree chips - $3450.00
AYES: Hagen, Palmer, Simon & Willenbring
Motion passed on a 4 to 0 vote.

Mayor Hagen announced that the special meeting had been called for the purpose of appointing a Public Works Director. Interviews, reference checks and follow up interviews were done with three individuals.

The Human Resources recommends the hiring of Kevin Brown at Step 10 - $18.67/hour.

Motion by Member Willenbring, second by Member Palmer, to approve hiring Kevin Brown at $18.67/hour with a 6 month review.
AYES: Hagen, Palmer, Simon & Willenbring
Motion passed on a 4 to 0 vote.

Mayor Hagen reported that in talking to Kevin he voiced concern of the wages and Mayor Hagen asked if that could be changed after six months.

Rena Weber reported that pay equity comes into play and a change would affect all employees. This will discussed at Human Resources meetings.

Mayor Hagen also indicated that Kevin has a concern of being on-call all of the time. Mayor Hagen stated we have to work out a list of who to contact. See if Ralph Walz will take over on the list.

Rena Weber reported that Mandy Lais just completed a successful year and moved up a step. The Council reviewed all wage rates and pay equity scale and determined that Mandy should receive a higher wage.

Motion by Mayo Hagen, second by Member Simon, to approve granting Mandy Lais a raise to Step 5 $12.03/hour.
AYES: Hagen, Palmer, Simon & Willenbring
Motion passed on a 4 to 0 vote.

PART-TIME MAINTENANCE WORKER- Member Willenbring explained that Don Simon took the Maintenance Department phone and keys over the morning after Aaron Dingmann quit. Member Willenbring thought that Don should be paid $16.00/hour while helping Kevin Brown and training him. Member Willenbring offered to help when he can.

Motion by Mayor Hagen, second by Member Palmer, to approve paying Don Simon $16.00/hour while performing the part-time maintenance duties and Duane Willenbring $15.00/hour when he works.
AYES: Hagen & Palmer
ABSTAINING: Simon & Willenbring
Motion passed on a 2 to 0 vote.

ADJOURNMENT –***Motion by Member Willenbring, second by Member Simon, to adjourn the meeting at 6:38 p.m. Motion carried.***

VERENA M. WEBER-ADMINISTRATOR/CLERK **JEFF HAGEN - MAYOR**

MINUTES OF A SPECIAL CITY COUNCIL MEETING HELD WEDNESDAY, OCTOBER 2, 2013 – 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 Don Simon, Randy Volkmuth & Duane Willenbring. Absent: Sue Palmer.

Staff members present were: Administrator/Clerk Rena Weber, Public Works Director Kevin Brown & Engineer Dave Blommel.

Others present were: Dave & Lila Heins, Alan & Linda Luberda, Bob & Karen Weidner.

REQUEST FOR ACTION – Public Works Director Kevin Brown was present to request:
FRONT END LOADER TIRES
Please approve my request to replace two tires on the front end loader.
One has a leak and the other has an 8" gash and treads are worn down to the point where we can't fix the leaking.
Cost: $1950 plus tax.

Funding: Budget was $7,000, but we are over budget by $23,000 due to the storm. This will be reimbursed by FEMA.
E 101-43100-220

Motion by Member Volkmuth, second by Member Simon, to approve the purchase of tires for the front end loader at $1950 plus tax.
AYES: Hagen, Simon, Volkmuth & Willenbring
Motion passed on a 4 to 0 vote.

SALT SAND
Please approve the purchase of 24 tons of salt and 72 tons of granite sand for sanding and salting roads.

Salt $1854.00 plus tax
Sand 348.00 plus tax

Funding: $1477.75 remaining in budget

E 101-43100-228

Budget Amendment: Increase 101-43100-228 by $875.00
Decrease 101-43100-338 by $875.00

Motion by Member Volkmuth, second by Member Willenbring, to approve the purchase of salt sand as presented.
AYES: Hagen, Simon, Volkmuth & Willenbring
Motion passed on a 4 to 0 vote.

PUBIC HEARING

Mayor Hagen announced that the public hearing would now be held to consider adoption of 2013 Burg Street & Holly Road Assessments.

Engineer Dave Blommel went over a list of frequently asked questions. Questions from the audience arose regarding garbage hauling with no objections to the assessment as presented.

Member Volkmuth reminded the Holly Road residents that the council agreed to pave Holly Road with the condition that nothing else would be done in the next 20 years.

Motion by Member Volkmuth, second by Member Simon, to close the public hearing at 6:32 p.m.
AYES: Hagen, Simon, Volkmuth & Willenbring
Motion passed on a 4 to 0 vote.

Member Volkmuth introduced the following resolution and moved for its adoption:
RESOLUTION NO. 2013-30

RESOLUTION ADOPTING ASSESSMENT FOR THE BURG STREET/HOLLY ROAD IMPROVEMENT PROJECT.

WHEREAS, pursuant to notice duly given as required by law, the City Council has met, heard and passed upon all objections to the proposed assessment for 2013 Burg Street/Holly Road Improvement Project, and has amended such proposed assessments as it deems just;

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Rockville, Stearns County, Minnesota, as follows:

1. ***Such proposed assessment, a copy of which is attached hereto and made part hereof is hereby accepted and shall constitute the special assessment against the lands named herein, and each tract of land there is hereby found to be benefited by the proposed improvements.***
2. ***The remaining assessments shall be payable in equal annual installments including principal and interest extending over a period of 10 years, with interest rate of four.seven five percent (4.75%) per annum, in the amount annually required to pay the principal over such a period at such a rate, the first of said installments to be payable with general taxes for the year 2014, collectible with such taxes during the year 2014. Interest shall accrue from and after December 10, 2013.***
3. ***The owner of the property so assessed may at any time prior to the certification of the assessment to the County Auditor, pay to the Administrator/Clerk, and thereafter at any time prior to November 15 of any year pay to the County Auditor or Administrator/Clerk, the whole of the principal amount of the assessment on such property provided that no such prepayment shall be accepted without payment of all installments due to and including December 31 of the year of the prepayment, and the original principal amount reduced only by the amounts of principal included in such installments computed on an annual amortization basis.***
4. ***The Administrator/Clerk shall forthwith transmit a certified duplicate copy of this assessment to the County Auditor to be extended on the tax list of the County.***

The motion for the foregoing resolution was duly seconded by Member Willenbring, with the following vote being taken:
AYES: Hagen, Simon, Volkmuth & Willenbring
Motion passed on a 4 to 0 vote.

ADJOURNMENT – ***Motion by Member Volkmuth, second by Member Simon, to adjourn the meeting at 6:33 p.m. Motion carried.***

VERENA M. WEBER-CMC	**JEFF HAGEN**
ADMINISTRATOR/CLERK	**MAYOR**

CITY OF ROCKVILLE

Cash Balance Statement-Landscape

City Council Meeting

OCTOBER 16, 2013

FUND Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	2013 YTD Bal	BALSHT Descr
FUND 101 GENERAL FUND							
GENERAL FUND	$378.47	$0.00	$0.00	$0.00	$0.00	$378.47	Petty Cash
GENERAL FUND	$837,638.55	$0.00	$0.00	$8,443.19	$15,734.09	$830,347.65	Investments at Cost
GENERAL FUND	$208,453.49	$32.88	$21,118.33	$476,094.54	$513,092.79	$171,455.24	Cash
FUND 101 GENERAL FUND	$1,046,470.51	$32.88	$21,118.33	$484,537.73	$528,826.88	$1,002,181.36	
FUND 202 PUBLIC/PARK LAND DEDICATION							
PUBLIC/PARK LAND DEDICATION	$119.89	$0.00	$0.00	$977.96	$18.56	$1,079.29	Investments at Cost
PUBLIC/PARK LAND DEDICATION	$45,887.37	$0.00	$0.00	$2,610.17	$4,516.21	$43,981.33	Cash
FUND 202 PUBLIC/PARK LAND DEDICATION	$46,007.26	$0.00	$0.00	$3,588.13	$4,534.77	$45,060.62	
FUND 209 ECONOMIC DEVELOPMENT							
ECONOMIC DEVELOPMENT	$255,454.45	$0.00	$0.00	$2,130.45	$4,353.96	$253,230.94	Investments at Cost
ECONOMIC DEVELOPMENT	$735.44	$0.00	$0.00	$1,121.95	$577.86	$1,279.53	Cash
FUND 209 ECONOMIC DEVELOPMENT	$256,189.89	$0.00	$0.00	$3,252.40	$4,931.82	$254,510.47	
FUND 215 ROAD MAINTENANCE FUND							
ROAD MAINTENANCE FUND	$75,685.94	$0.00	$164.39	$178,958.20	$335,463.33	-$80,819.19	Cash
ROAD MAINTENANCE FUND	$60,171.04	$0.00	$0.00	$501.79	$1,025.55	$59,647.28	Investments at Cost
FUND 215 ROAD MAINTENANCE FUND	$135,856.98	$0.00	$164.39	$179,459.99	$336,488.88	-$21,171.91	
FUND 221 LAKE IMPROVEMENT DISTRICT							
LAKE IMPROVEMENT DISTRICT	$20,874.51	$0.00	$0.00	$7,691.28	$11,612.03	$16,953.76	Cash
FUND 221 LAKE IMPROVEMENT DISTRICT	$20,874.51	$0.00	$0.00	$7,691.28	$11,612.03	$16,953.76	
FUND 304 CITY FACILITIES							
CITY FACILITIES	$79,904.09	$0.00	$0.00	$108,480.26	$217,907.41	-$29,523.06	Cash
CITY FACILITIES	$230,938.97	$0.00	$0.00	$1,925.99	$3,936.12	$228,928.84	Investments at Cost
FUND 304 CITY FACILITIES	$310,843.06	$0.00	$0.00	$110,406.25	$221,843.53	$199,405.78	
FUND 305 2004A-$990,000 GO IMPV BDS-PIP							
2004A-$990,000 GO IMPV BDS-PIP	-$133,625.27	$0.00	$0.00	$57,706.00	$117,028.75	-$192,948.02	Cash
FUND 305 2004A-$990,000 GO IMPV BDS-PIP	-$133,625.27	$0.00	$0.00	$57,706.00	$117,028.75	-$192,948.02	
FUND 308 CO RD 82 STREET IMPR BOND							
CO RD 82 STREET IMPR BOND	$31,065.10	$0.00	$0.00	$16,232.50	$23,702.25	$23,595.35	Cash
CO RD 82 STREET IMPR BOND	$17,570.27	$0.00	$0.00	$146.53	$299.47	$17,417.33	Investments at Cost
FUND 308 CO RD 82 STREET IMPR BOND	$48,635.37	$0.00	$0.00	$16,379.03	$24,001.72	$41,012.68	

CITY OF ROCKVILLE

Cash Balance Statement-Landscape

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FUND Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	2013 YTD Bal	BALSHT Descr
FUND 309 LAKES SEWER PROJECT BOND							
LAKES SEWER PROJECT BOND	$755,965.86	$0.00	$0.00	$6,304.61	$12,884.66	$749,385.81	Investments at Cost
LAKES SEWER PROJECT BOND	$349,051.41	$0.00	$0.00	$172,867.45	$422,710.07	$99,208.79	Cash
FUND 309 LAKES SEWER PROJECT BOND	$1,105,017.27	$0.00	$0.00	$179,172.06	$435,594.73	$848,594.60	
FUND 310 2009 UTILITY DISPOSAL PORTION							
2009 UTILITY DISPOSAL PORTION	$8,848.66	$0.00	$0.00	$8,050.61	$21,151.87	-$4,252.60	Cash
FUND 310 2009 UTILITY DISPOSAL PORTION	$8,848.66	$0.00	$0.00	$8,050.61	$21,151.87	-$4,252.60	
FUND 311 2009 UTILITY WTR CORE CITY							
2009 UTILITY WTR CORE CITY	-$69,228.63	$0.00	$0.00	$131,050.41	$79,833.25	-$18,011.47	Cash
FUND 311 2009 UTILITY WTR CORE CITY	-$69,228.63	$0.00	$0.00	$131,050.41	$79,833.25	-$18,011.47	
FUND 312 2009 UTILITY WTR P.L. PORTION							
2009 UTILITY WTR P.L. PORTION	$158,796.59	$0.00	$0.00	$1,324.33	$2,706.52	$157,414.40	Investments at Cost
2009 UTILITY WTR P.L. PORTION	-$50,913.14	$0.00	$0.00	$50,528.21	$98,114.68	-$98,499.61	Cash
FUND 312 2009 UTILITY WTR P.L. PORTION	$107,883.45	$0.00	$0.00	$51,852.54	$100,821.20	$58,914.79	
FUND 408 ANNUAL EVENT FUND							
ANNUAL EVENT FUND	$26.81	$0.00	$0.00	$5.35	$687.50	-$655.34	Cash
FUND 408 ANNUAL EVENT FUND	$26.81	$0.00	$0.00	$5.35	$687.50	-$655.34	
FUND 601 WATER FUND							
WATER FUND	$88,742.83	$0.00	$0.00	$740.09	$1,512.53	$87,970.39	Investments at Cost
WATER FUND	$183,857.15	$2,592.82	$1,345.09	$104,732.85	$190,899.99	$97,690.01	Cash
FUND 601 WATER FUND	$272,599.98	$2,592.82	$1,345.09	$105,472.94	$192,412.52	$185,660.40	
FUND 602 SEWER FUND							
SEWER FUND	$289,817.15	$2,704.85	$882.14	$222,081.12	$212,764.11	$299,134.16	Cash
SEWER FUND	$677,751.22	$0.00	$0.00	$5,652.36	$11,551.58	$671,852.00	Investments at Cost
FUND 602 SEWER FUND	$967,568.37	$2,704.85	$882.14	$227,733.48	$224,315.69	$970,986.16	
	$4,123,968.22	$5,330.55	$23,509.95	$1,566,358.20	$2,304,085.14	$3,386,241.28	

CITY OF ROCKVILLE

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Council Meeting

OCTOBER 16, 2013

Check/Receipt Date	CHECK Nbr	Search Name	Amount	Comments	Act Code
9/16/2013	014739	VIKING BEVERAGES	$75.20	BEER-CONC STAND 9/16/13	101-45120-229
9/25/2013	014740	AT & T MOBILITY	$118.33		101-43100-321
9/25/2013	014741	BATTERIES PLUS	$35.26	CELL BATTERY	101-43100-220
9/25/2013	014742	CAR QUEST AUTO PARTS	$21.89	OIL FILTER	101-43100-220
9/25/2013	014742	CAR QUEST AUTO PARTS	$7.87	RTV SILICONE	101-43100-220
9/25/2013	014742	CAR QUEST AUTO PARTS	$4.97	LIQUID WRENCH	101-43100-220
9/25/2013	014742	CAR QUEST AUTO PARTS	$10.66	GRIP CHUCK AIR TIP FOR TIRES	101-43100-220
9/25/2013	014743	CENTURYLINK	$36.77		602-49490-321
9/25/2013	014743	CENTURYLINK	$228.55		101-41940-321
9/25/2013	014743	CENTURYLINK	$61.80		101-42200-321
9/25/2013	014743	CENTURYLINK	$32.02		601-49440-321
9/25/2013	014744	CITY OF COLD SPRING	$2,645.00	AUGUST WASTEWTR BILL-CORE CITY	602-49490-312
9/25/2013	014744	CITY OF COLD SPRING	$1,838.04	AUGUST WASTEWTR BILL-LAKES AREA	602-49490-293
9/25/2013	014745	COLD SPRING RECORD INC	$22.00	SUBSCRIPTION FOR COLD SPRING RECORD	101-41000-433
9/25/2013	014746	DELTA ELECTRIC	$220.00		602-49490-296
9/25/2013	014747	FASTENAL COMPANY, INC	$4.13	COTTER PIN	101-43125-220
9/25/2013	014748	HANSEN, RICK	$3.35	REIMB FOR STD/LTD	101-21709
9/25/2013	014748	HANSEN, RICK	$48.50	REIMB FOR HEALTH	101-21705
9/25/2013	014749	HERBERG CONSTRUCTION	$2,014.00	BLADE ROADS	101-43100-327
9/25/2013	014750	KARLS, JEROME	$322.43	REINFORCE SNOW PLOW FRAME	101-43125-220
9/25/2013	014751	KNIFE RIVER	$2,500.00		202-45122-590
9/25/2013	014751	KNIFE RIVER	$238.31		101-45122-590
9/25/2013	014752	KRAEMER TRUCKING & EXCAV, INC	$18.60	CLASS 5 GRAVEL	101-43100-328
9/25/2013	014753	MARCO FINANCING, INC (LEASE)	$557.02		101-41940-413
9/25/2013	014754	NCPERS MINNESOTA	$16.00	EMPLOYEE PD LIFE-1 EMPL@$16/EA	101-21707
9/25/2013	014755	NELSONS SANITATION & RENTAL	$110.13	LIONS PK & OTHMAR	101-45122-410
9/25/2013	014756	POWERHOUSE OUTDOOR EQUIP, INC	$14.19	SPARK PLUG/FILTER FOR CHAIN SAW	101-43100-220
9/25/2013	014757	SEH,INC	$13,340.88	2013 STREET IMPROVEMENTS	215-43100-303
9/25/2013	014758	SPODEN SEPTIC SERVICE, INC	$100.00	EMPTY SEWER AT 21387 ABR	602-49490-299
9/25/2013	014759	TOM KRAEMER, INC	$37.47	REFUSE HAULING	101-43100-384
9/25/2013	014760	TREE TECHNOLOGY & RECYCLING	$17,350.00	STORM DAMAGE & TREE CHIPPING	101-43100-318
9/25/2013	014761	USA BLUEBOOK	$147.82	WATER TEST SUPPLIES	601-49440-210
9/25/2013	014762	WEST CENTRAL SANITATION, INC	$29.49	GARBAGE-CITY HALL	101-41940-384
9/25/2013	014762	WEST CENTRAL SANITATION, INC	$23.47	GARBAGE-FIRE HALL	101-42200-384
9/25/2013	014762	WEST CENTRAL SANITATION, INC	$29.49	GARBAGE-PUB WKS DPT	101-43100-384
9/25/2013	014762	WEST CENTRAL SANITATION, INC	$89.73	GARBAGE-BALLPK-BALL PROG	101-45120-384
9/25/2013	014762	WEST CENTRAL SANITATION, INC	$13.08	GARBAGE-PLEASANT LK	101-45122-384
9/25/2013	014762	WEST CENTRAL SANITATION, INC	$13.08	GARBAGE-CORE CITY COMM PK OTHM	101-45122-384

CITY OF ROCKVILLE

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10/3/2013	014763	U S POSTMASTER	$242.96	BULK MAIL POSTAGE-NEWSLETTER OCT-DEC	101-41940-322
10/8/2013	014764	AMERIPRIDE SERVICES, INC	$17.45	RENTAL OF RUGS-CITY HALL	101-41940-209
10/8/2013	014765	ARNOLDS EQUIPMENT, INC	$22.75	LOADER REPAIR	101-43100-220
10/8/2013	014766	BATTERIES PLUS	$23.60	BATTERIES	101-43100-220
10/8/2013	014766	BATTERIES PLUS	$35.26	CELL PHONE BATTERY	101-43100-220
10/8/2013	014767	COLD SPRING RECORD INC	$33.40		101-43100-340
10/8/2013	014767	COLD SPRING RECORD INC	$150.82		101-41940-340
10/8/2013	014767	COLD SPRING RECORD INC	$164.39		215-43100-304
10/8/2013	014768	COMMUNITY TECHNOLOGY CENTER	$65.00	CLOUD	101-41000-309
10/8/2013	014768	COMMUNITY TECHNOLOGY CENTER	$65.00	COMPUTER PRINTER ISSUE	101-41940-220
10/8/2013	014769	DIAMOND VOGEL	$162.86	TRAFFIC PAINT & THINNER	101-43100-220
10/8/2013	014770	FARM-RITE EQUIPMENT, INC	$68.56	HEADLIGHT FOR CAT TRUCK	101-43100-220
10/8/2013	014771	GOPHER STATE ONE-CALL	$23.20	LOCATE TICKETS-SWR DEPT	602-49490-291
10/8/2013	014771	GOPHER STATE ONE-CALL	$23.20	LOCATE TICKETS-WTR DEPT	601-49440-291
10/8/2013	014772	HENRYS WATERWORKS, INC	$92.98	6 BAGS COLD PATCH	101-43100-319
10/8/2013	014773	HERBERG CONSTRUCTION	$171.00	BLADING	101-43100-327
10/8/2013	014774	JOES AUTO PARTS, LLC	$20.00	TAIL LIGHT LENSE FOR PICK UP	101-43100-220
10/8/2013	014775	MN RURAL WATER ASSOCIATION	$225.00	TRAINING-RURAL WATER - KEVIN BROWN	601-49440-332
10/8/2013	014776	NELSONS SANITATION & RENTAL	$41.41		101-45122-410
10/8/2013	014777	POWERHOUSE OUTDOOR EQUIP, INC	$75.61	CHAIN SAW REPAIR	101-43100-220
10/8/2013	014778	QUALITY FLOW SYSTEMS, INC	$43.69	WAYNE SANDERS CONNECTION	602-49490-220
10/8/2013	014779	SCHMITZ MOWER SERVICES	$2,511.00	DITCH MOWING	101-43100-320
10/8/2013	014780	SEE GREEN LAWN CARE	$172.92	FERTILIZE SOFTBALL PARK	101-45120-257
10/8/2013	014780	SEE GREEN LAWN CARE	$56.11	ROCKVILLE CITY HALL	101-41940-209
10/8/2013	014780	SEE GREEN LAWN CARE	$185.75	FERTILIZE SOFTBALL PARK	101-45122-257
10/8/2013	014781	ST CLOUD HYUNDAI	$173.84	FORD BRAKES	101-43100-220
10/8/2013	014782	STEARNS CO AUDITOR-TREASURER	$6,250.00	2013 - 2ND HALF OF PROSECUTION	101-41000-300
10/8/2013	014783	STEARNS CO RECORDER OFFICE	$46.00	25539 PLEASANT RD - DAVID DRIVER	101-41000-429
10/8/2013	014783	STEARNS CO RECORDER OFFICE	$46.00	517 CYPRESS CT - RON REITMEIER	101-41000-429
10/8/2013	014783	STEARNS CO RECORDER OFFICE	$46.00	11326 GRAND LK RD - SUELLEN PURLEE	101-41000-429
10/8/2013	014783	STEARNS CO RECORDER OFFICE	$46.00	25901 BURG ST - LUKE GREINER	101-41000-429
10/8/2013	014784	TOM KRAEMER, INC	$53.35		101-43100-384
10/8/2013	014785	VISA	$24.56	OFFICE SUPPLIES	101-41940-200
10/8/2013	014785	VISA	$3.99	MEETING MEAL	101-42200-428
10/8/2013	014785	VISA	$612.91	LOADER REPAIR PARTS	101-43100-220
10/8/2013	014785	VISA	$12.87	OFFICE SUPPLIES	101-41940-209
10/8/2013	014785	VISA	$140.00	SHORELAND CLASS FOR VINCE S. AND DUANE W.	101-41000-332
10/8/2013	014785	VISA	$4.91	BATTERIES	101-41940-209

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10/8/2013	014785	VISA	$268.38	TONER CARTRIDGES	101-41940-200
10/8/2013	014785	VISA	$69.65	OFFICE SUPPLIES	101-41940-200
10/8/2013	014785	VISA	$108.55	BRAKE ASSY REAR, BOLT, BRAKE HOSE, CALIPER	101-43100-220
10/8/2013	014785	VISA	$327.66	BRAKES ASY REAR TENVOORDE	101-43100-220
10/8/2013	014785	VISA	$38.31	OFFICE SUPPLIES	101-41940-200
10/8/2013	014785	VISA	$16.02	MULITMETER	101-43100-210
10/8/2013	014786	XCEL ENERGY	$766.65	ELEC-STREETLGHTS	101-43100-387
10/8/2013	014786	XCEL ENERGY	$434.35	ELEC-CITY HALL	101-41940-381
10/8/2013	014786	XCEL ENERGY	$589.02	ELEC-FIRE HALL	101-42200-381
10/8/2013	014786	XCEL ENERGY	$97.77	ELEC-562 CHEST209 BROAD-MAINT	101-43100-381
10/8/2013	014786	XCEL ENERGY	$278.94	ELEC-CORE CITY BALLPK BALL PRG	101-45120-381
10/8/2013	014786	XCEL ENERGY	$57.87	ELEC-CORE CITY BALLPK & RINK	101-45122-381
10/8/2013	014786	XCEL ENERGY	$438.48	ELEC-PUMPHSE MAPLE/CHESTNUT	601-49440-381
10/8/2013	014786	XCEL ENERGY	$239.33	ELEC-CORE CITY LIFT STATN	602-49490-381
			$58,264.86		