

**MINUTES OF A REGULAR CITY COUNCIL MEETING HELD WEDNESDAY,  
DECEMBER 19, 2012 – 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 Bill Becker, Jeff Howe, Jerry Schmitt, Don Simon, Randy Volkmuth and Duane Willenbring. Absent: None

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

Others present were, Dave Volkmuth, Rick Tallman, Tудie Hermanutz, Sue Palmer, Scott Stenseth, Vern Salzl, Paul Wirth & Kathleen Stanger

**ADDITIONS – Motion by Member Volkmuth, second by Member Willenbring, to approve the additions to the agenda for discussion purposes only.**

**AYES: Becker, Hagen, Howe, Schmitt, Simon, Volkmuth & Willenbring.**

**Motion passed on a 7 to 0 vote.**

**OPEN FORUM**

No one appeared.

Member Schmitt questioned the snowmobile trail not being marked by the Grandview – the snowmobile club should be contacted.

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

- a) **Approve minutes of 11/7/12 & 11/13/12**
- b) **Approve Treasurer's Report of 12/19/12**
- c) **Approve List of Bills and Additions**  
**Accounts Payable CK #014111 to 014187** **\$82,064.22**
- d) **2013 Tobacco License Renewals**
- e) **Fire Relief Assn. – fish fry raffle & 1 day on-sale liquor license**
- f) **Bid for sale of Red Chevy truck**

**AYES: Becker, Hagen, Howe, Schmitt, Simon, Volkmuth & Willenbring.**

**Motion passed on a 7 to 0 vote.**

**BOARD/STAFF REPORT**

**POLICE REPORT** – There were 38 contract hours for October and 37 contract hours during the month of November. No one was present to report.

**RENEWAL OF POLCI CONTRACT FOR 2012** – Rena Weber reported that the contract is remaining the same as 2012 and recommended renewal.

**Motion by Member Becker, second by Member Simon, to approve renewal of the police contract for 2013 as presented.**

**AYES: Becker, Hagen, Howe, Schmitt, Simon, Volkmuth & Willenbring.**

**Motion passed on a 7 to 0 vote.**

**PARK & REC** – Scott Stenseth was present to report on the 2012 year in review:

The winter of 2012 did not cooperate much for making ice for our ice rink. Despite the fact that we constructed a beautiful new rink last year, ice making was very inconsistent and our planed dedication ceremony will have to wait until the coming year hopefully with the help of Mother Nature?? Also, we are looking for volunteers to ice the Hockey Rink; we really need a few volunteers to step up so we can keep the rink iced throughout the winter.

In spring we again had our annual Easter Egg Hunt, the weather was a little cool but we still had over 225 participants. We also collected about 375 pounds of food for the Cold Spring Area Food Shelf and we had a special "Fly Over" by one of our resident Bald Eagles.

Again lots of Activity at Eagles Park this past year, volunteers made improvements to the bridge to prevent damage from flooding, we added a "Canoe Access" sign and received a dock to place in the river to assist canoeist in and out of the landing and we installed a port-a-potty. We continued to add a number of native plants. We added signage both in and out of the park. Dozens of educational tours were conducted and hundreds of volunteer hours were spent on keeping up the Park. A big thanks to John and Linda Peck as well as the entire Nature Parks and Trails group for implementing most of these projects.

The Summer Ball Program was again a great success with around 75 youths participating in Softball, Baseball and T-ball teams. We again had a full slate of teams in the Thursday Night Men's softball league and teams in the men's over 35 league. Weather cooperated for the most part this year (unlike last year) with very few rain outs. During Rockfest we again sponsored the Tractor Peddle Pull with almost 70 youths participating.

In the fall we completed the planting of 33 trees in Lions Park and Community Ball Park, we also finished Phase 1 of the Rain Gardens at Lions Park, all at no cost to the City, a big thanks to Paul Wirth for spear heading these projects. A Rain Garden was installed at the City Hall, several "Share the Road" signs were installed along roads in our city to remind drivers to watch out for bikers and pedestrians and we extended the walking path at Lions Park.

Earlier this month we had our annual Rockville Santa Day. We again had it at the Rockville Fire Hall. We had over 135 participants, fun was had by all. We collected over 200 pounds of food for the Cold Spring Area Food Shelf along with 26 dollars in cash. A big thanks to the Rockville Volunteer Fire Fighters for letting us use the hall and for answering questions on all the equipment.

Long time Park Board member Steve Heying retired this year; Steve put in a huge amount of time for the Park and Rec. Board and will be missed. We would like to remind everyone that the Park and Rec. board is a completely volunteer committee. In the last year we have volunteered almost 500 hours of our time for social events and projects that enhance the city. I would personally like to thank everyone on the Park and Rec Board for their dedication to making Rockville a better place to live.

2013 is going to be another big year for community events and projects. If you want to find a great way to get involved with and support your community, contact anyone on the Park and Rec. Board to see about joining. As always our meetings are the first Thursday of the Month at 7:00pm at City Hall.

In conclusion, I would like to thank out going council members for their support, and welcome incoming members and ask them to contact me with any ideas they have for Park and Rec.

### OLD/NEW BUSINESS

**VERN SALZL – INTERIM USE PERMIT EXTENSION** – Rena reported that Vern Salzl is requesting an extension on the IUP's that he was granted for up to five years instead of 9/2013. One year does not meet his wishes. The railroad ties will probably stay there and Xcel has not begun to store the poles for the CAPX 2020.

Vern Salzl was present to request the extension stating his attorney thinks requiring the letter of credit is illegal and he did not have to provide a letter of credit in 2006. Mr. Salzl indicated that he needs more time as 5 years is the length of his contract.

Rena Weber explained that not providing a letter of credit previously was an error. Mr. Salzl requested two IUP'S that were approved in September of 2012 and as in the past were granted for one year.

***Motion by Member Volkmuth, second Mayor Hagen, to approve extension of the IUP until November of 2014.***

More discussion was held and Member Volkmuth and Mayor Hagen both rescinded their motions.

***Motion by Mayor Hagen, second by Member Willenbring to grant an extension of both IUP's until May of 2014 with a Letter of Credit to be provided until November of 2014.***

***AYES: Becker, Hagen, Howe, Schmitt, Simon, Volkmuth & Willenbring.***

***Motion passed on a 7 to 0 vote.***

**ENGINEER – REQUEST TO DO SOIL BORINGS ON BURG STREET** - Dave Blommel was present to request approval to hire ITT to do 6 soil borings on Burg Street and the cul-de-sacs at a cost not to exceed \$750.

***Motion by Member Volkmuth, second by Member Schmitt, to approve the soil borings as requested.***

***AYES: Becker, Hagen, Howe, Schmitt, Simon, Volkmuth & Willenbring.***

***Motion passed on a 7 to 0 vote.***

**COUNTY ROAD 8 OPEN HOUSE** – Dave Blommel reported that 3 options have been provided from Stearns County Highway Department

- A. Curb & gutter with two 12 foot travel lanes (No right turn lanes), 6-foot shoulders
- B. Two 12-foot Lanes with 6 foot paved shoulders (No curb)
- C. Two 12-foot Lanes and minimum 3-foot shoulders

Dave Blommel with get prices as to the city cost for each option.

Don Simon commented on non-attendance of council members at the open house.

Option C is his favorite.

Jeff Howe would like to see costs for the shoulder.

Member Willenbring indicated that the council will still have to follow the process and meet with the residents.

Scott Stenseth stated that the Park and Recreation Board are always looking for trails and this would be the best area to get one installed.

**ROCK FEST** – Kathleen Stanger indicated that she is resigning from the Rock Fest as her nephew was shot and murdered here in Rockville. This has had a tremendous impact on her life. She and the committee have worked extremely hard to make this work. Rockville Sportsman Club will step up to take the event over, but they need city support. Adeline Boucher and Carol Dietman have resigned as well. Kathleen presented information on:

- Web-site mission statement – We hope the community will be very proud of Rock Fest and its vision. It needs extraordinary people to keep this event going.
- Vision -
- Goals – common bound
- Fireworks and insurance – Are two issues that the committee would like the city to take over.

Tudie Hermanutz stood up to thank Kathleen for her hard work.

**PUBLIC HEARING – 2013 TAX LEVY AND PROPOSED BUDGET** – Rena Weber reported that she has reviewed and updated the budgets for 2013 actually showing a decrease in the expenditure budget reflecting how things are turning out this year. This will give some cushion should you need it. The tax levy did not change.

No person came up to the podium to voice their opinion.

**Motion by Member Volkmuth, second by Member Willenbring, to close the public hearing at 6:41 p.m.**

**AYES: Becker, Hagen, Howe, Schmitt, Simon, Volkmuth & Willenbring.**

**Motion passed on a 7 to 0 vote.**

**Motion by Member Volkmuth, second by Member Willenbring, to approve the 2013 Tax Levy and budget as presented. (A copy is hereby attached and marked Exhibit A)**

**AYES: Becker, Hagen, Howe, Schmitt, Simon, Volkmuth & Willenbring.**

**Motion passed on a 7 to 0 vote.**

**JEFF HOWE RESIGNATION** – Rena Weber reported that Member Howe has submitted his resignation. We need to accept it effective 1/7/13 and declare a vacancy. Then the council should discuss the process for replacement. We have notice of the vacancy ready to go out in the newsletter and will place it on the web-site.

**Motion by Member Becker, second by Member Volkmuth, to accept and declare a vacancy effective 1/7/13.**

**AYES: Becker, Hagen, Howe, Schmitt, Simon, Volkmuth & Willenbring.**

**Motion passed on a 7 to 0 vote.**

**Motion by Member Volkmuth, second by Member Simon, that the council will accept letters of application until January 10<sup>th</sup>, interview the applicants on 1/16/13 at 5:00 p.m. (prior to the city council meeting) and take written vote at the same meeting.**

**AYES: Becker, Hagen, Howe, Schmitt, Simon, Volkmuth & Willenbring.**

**Motion passed on a 7 to 0 vote.**

## COMMITTEE REPORTS

**MAYOR** – Mayor Hagen had no report.

**RTCB** – Member Willenbring and Rena Weber reported on the following:

**RFA** - The RTCB has a request for transfer of more parkland dedication fees. The RTCB is requesting approval to transfer \$206.40 for attorney fees.

**Motion by Member Volkmuth, second by Member Willenbring, to approve the transfer of funds \$206.40 as requested.**

**AYES: Becker, Hagen, Howe, Schmitt, Simon, Volkmuth & Willenbring.**

**Motion passed on a 7 to 0 vote.**

**FINANCE COMMITTEE UPDATE** – Member Volkmuth reported that the committee met at 5:45 this evening and there were no issues with the financial reports.

**WATER RATE STUDY** – Chair Sue Palmer reported that MNRWA met with staff to go through the numbers. At the next meeting she will have the committee and members of the community in attendance to discuss the results.

**HUMAN RESOURCES** – Chair Volkmuth reported that at the Human Resources meeting the committee reviewed the updated job descriptions and points and recommended approval of both. One individual would be affected by the new point system.

Rena Weber presented updated job descriptions for all Administration and Public Works employees along with a revised job point proposal. Rena cited that each employee updated their job descriptions; the former Finance Director job description was split among the administration employees, and further that these were compared to the MN State Job match program as to the points. This is part of the pay equity program that each city in Minnesota is required to complete

and keep up to date on for re-certification. Rena also reported that she just got notice that Rockville has to re-certify by January 2013.

Member Howe questioned the Supervise Vs Manage portion of the personnel and benefit programs. The Administrator's description should reflect that it supervises this task.

***Motion by Member Volkmuth, second by Mayor Hagen, to approve the promotion of Judy Neu to Step 8 of the Finance/Billing/Admin. Asst. position, approve the updated job descriptions and pay scale as presented.***

Member Becker stated that when the city did not replace the Finance Director in 2009 the city saved \$63,891. A 45 cent raise is a kick in the pants.

***AYES: Becker, Hagen, Howe, Schmitt, Simon, Volkmuth & Willenbring.  
Motion passed on a 7 to 0 vote.***

**NICK PUNG REPLACEMENT** – Member Volkmuth reported that the Human Resources committee authorized advertising for a Maintenance Mechanic with full council approval.

Member Simon reported that at the Public Works Committee meeting the group authorized hiring a part-time temporary snow plow driver and that is what has occurred. He recommends hiring a full-time person as the need is there.

Each member cited their thoughts both for and against hiring full-time.

Paul Wirth voiced his concern that we have unappreciated employees and that it would be a mistake to go part-time or contract.

Sue Palmer cited that we need to be looking at cost, but we made a commitment to providing good service to the citizens. Maybe there is not a need for a full-time, but there are things she wants the council to be thinking about:

- What if Rick is sick and takes vacation?
- What if it is something else?
- We can't be a training city. Lawn mowing should be done part-time

Member Volkmuth suggested that we have Rick and 2 part-time people.

Member Becker suggested this be more than half time. Give Rick a person to be there all the time plus the snow plow driver.

Member Volkmuth asked is the biggest bottle neck snow plowing in the winter?

Mayor Hagen felt that we can be a training facility.

***Motion by Member Volkmuth, second by Member Howe, to use part-timers until the March meeting with no cares of PERA requirements and if needed sooner, the council could reconsider.***

Paul Wirth suggested council members ride along with Rick to see what is done.

***AYES: Hagen, Howe, Simon, Volkmuth & Willenbring***

***NAYS: Becker & Schmitt***

***Motion passed on a 5 to 2 vote.***

#### **SCENT FREE WORKPLACE POLICY –**

Rena Weber reported that city hall employees would like the council to consider adoption of scent free workplace policy. Staff recognizes that people coming in the door may not know of the policy so this would not be a deterrent to them to conduct their business.

**PROPOSED POLICY:** *Due to the health concerns arising from exposure to scented products, the Rockville City Council has instituted this policy to provide a scent-free environment for all employees and visitors.*

*All staff are asked to refrain from using, wearing, and bringing scented products and materials into any of the City owned facilities.*

***Motion by Member Becker, second by Member Howe, to approve the policy as presented.***

***AYES: Becker, Hagen, Howe, Schmitt, Simon, Volkmuth & Willenbring.***

***Motion passed on a 7 to 0 vote.***

**ADMINISTRATOR'S REPORT**  
**YEAR END BUDGET AMENDMENTS, DESIGNATED FUNDS AND CLOSING OF CERTAIN FUNDS TO FUND 101.**

*Motion by Member Volkmuth, second by Member Howe to approve the following:*

AMEND BUDGET 2012	BEGINNING BUDGET	DIFFERENCE	ENDING BUDGET	COMMENT
<b>REVENUE CODE</b>				
R 101-41000-33406	0	1,612.88	1,612.88	MARKET VALUE CREDIT
R 101-41000-36240	0	2,917.21	2,917.21	REIM – OPERATIONS
R 101-42200-33400	0	1,000.00	1,000.00	STATE AID – FIRE
R 101-42200-33406	0	435.61	435.61	MARKET VALUE CREDIT
R 101-42200-33420	0	11,178.25	11,178.25	FIREMAN'S STATE AID -IN/OUT
R 101-42200-36240	0	9,673.45	9673.45	REFUND/REIMBURSEMENTS – OPER.
R 101-43100-34304	0	595.00	595	LABOR/EQUIPMENT CHARGE
R 101-43100-36240	100	18,773.61	18,873.61	REFUND/REIMBRUSEMENTS – FEMA
R 101-43125-36240	0	767.85	767.85	REF/REIM FOR OPERATIONS
R 220-41000-36100	0	3,956.73	3,956.73	TAMARAC CRT ASSESSMENTS
R 221-41000-36240	0	6,600.00	6,600.00	DNR GRANT TO LID
R 221-41000-39203	0	4,014.00	4,014.00	TRANSFER FROM BLOCH
R 304-47000-33406	0	612.11	612.11	MARKET VALUE CREDIT
R 308-47000-36105	0	1,716.04	1,716.04	PREPAID SPECIAL ASSESSMENTS
R 601-49440-31900	0	1,784.61	1,784.61	PENALTIES & INTEREST
R 601-49440-36240	0	2,676.06	2,676.06	REF/REIM FOR OPERATIONS
R 601-49440-37160	0	1,280.37	1,280.37	WELLHEAD PROTECTION – GRANT
R 601-49440-37180	0	1,096.56	1,096.56	WATER METERS
R 602-49490-31900	0	6,770.19	6,770.19	PENALTIES/INTEREST
R 602-49490-36200	19,020.00	19,020.00	0	MISCELLANEOUS OPERATIONS
R 602-49490-36240	0	7,900.96	7,900.96	REF/REIM FOR OPERATIONS
<b>EXPENDITURE CODE</b>				
E 101-41000-310	0	1,458.00	1,458.00	OTHER PROFESSIONAL SERVICE
E 101-41000-700	0	4,014.00	4,014.00	BLOCH LID TRANSFER
E 101-42200-103	28,330.00	8,412.75	36,742.75	FIREMAN'S WAGES W/O SARTELL REIMB
E 101-42200-125	0	12,178.25	12,178.25	FIRE PENSION STATE AID
E 101-42200-540	0	5,101.78	5,101.78	MACHINERY EQUIPMENT
E 101-43100-308	10,000.00	7,395.00	17,395.00	ROAD PATCHING INCREASED
E 101-43100-317	11,000.00	1,118.00	12,118.00	SEAL COATING
E 101-43100-338	8,000.00	17,603.95	25,603.95	CRUSHING/GRAVEL INCREASED
E 202-45122-304	0.00	7,273.00	7,273.00	LEGAL FEES – ROCORI TRAIL

E 202-45122-511	0.00	387.83	387.83	SHARE THE ROAD SIGNS
E 205-45122-304	0.00	6,116.70	6,116.70	LEGAL FEES – TRANSFER
E 309-47000-601	415,000.00	415,000.00	0	BOND PRIN – MOVED TO G ACCT. NON CURRENT
E 310-47000-601	9,000.00	9,000.00	0	BOND PRIN – MOVED TO G ACCT. NON CURRENT
E 311-47000-601	29,849.00	29,849.00	0	BOND PRIN – MOVED TO G ACCT. NON CURRENT
E 312-47000-601	4,151.00	4,151.00	0	BOND PRIN – MOVED TO G ACCT. NON CURRENT
E 312-4700-611	1,787.00	27,054.98	28,841.98	BOND INTEREST TRANSFER FROM 313
E 313-47000-601	67,000.00	67,000.00	0	BOND PRIN – TRANSFER TO 312
E 313-47000-611	28,842.00	28,842.00	0	BOND INTEREST – TRANSFER TO 312
E 601-47000-611	0.00	1,786.91	1,786.91	BOND INTEREST
E 601-49440-315	500.00	4,206.17	4,706.17	WELLHEAD PROTECTION GRANT REIMB.
E 601-49440-540	3,725.00	2,530.62	6,255.62	MACHINERY EQUIPMENT
E 601-49449-591	5,000.00	6,065.50	11,066.00	WATER TOWER MAINTENANCE

**AYES: Becker, Hagen, Howe, Schmitt, Simon, Volkmuth & Willenbring.**  
**Motion passed on a 7 to 0 vote.**

**Motion by Member Volkmuth, second by Member Willenbring to approve the designated funds as presented:**

<b>2013 DESIGNATED FUND</b>	<b>Increase</b>	<b>2013</b>
	<b>Amount</b>	<b>Total</b>
<b>GENERL GOVERNMENT</b>		
COMPUTER SERVICES/SOFTWARE	\$ 4,276.00	\$ 4,276.00
<b>STREETS</b>		
SEAL COATING	\$ 4,000.00	\$ 20,091.08
TREE TRIMMING	\$ 2,728.00	\$ 2,728.00
CRACK FILLING	\$ 6,715.00	\$ 31,257.00
DITCH MOWING	\$ 1,085.00	\$ 2,285.77
BLADING ROADS	\$ 5,900.00	\$ 13,760.00
DUST CONTROL	\$ 1,079.00	\$ 13,599.00

MACHINERY	\$	1,700.00	\$ 3,400.00
<b>SNOW REMOVAL</b>			
GAS & OIL	\$	2,000.00	\$ 4,000.00
SALT & SAND	\$	6,900.00	\$ 6,900.00
<b>SUMMER BALL PROGRAM</b>			
OTHER EQUIPMENT	\$	1,500.00	\$ 1,500.00
<b>PARKS &amp; RECREATION</b>			
OTHER EQUIPMENT	\$	1,000.00	\$ 1,000.00
CAPITAL OUTLAY	\$	2,000.00	\$ 6,900.00
<b>FIRE DEPARTMENT</b>			
PERSONAL PROTECTIVE EQUIPMENT	\$	1,500.00	\$ 3,004.00
TRUCK/EQUIPMENT FUND	\$	9,835.00	\$ 11,825.00
<b>CIVIL DEFENSE</b>			
CIVIL DEFENSE SIREN	\$	4,000.00	\$ 30,962.00

**AYES: Becker, Hagen, Howe, Schmitt, Simon, Volkmuth & Willenbring.**  
**Motion passed on a 7 to 0 vote.**

**Motion by Member Volkmuth, second by Member Howe, to approve closing of the following funds to Fund 101.**

Approve Fund Transfer to close out funds that were originally paid from the general fund.  
 Staff will use the amounts present at year end to close out.

FUND 212 – BOUNDARY COMMISSION  
 FUND 220 – TAMARAC COURT IMPROVEMENT  
 FUND 313 – 2009 UTILITY WATER PIP

**AYES: Becker, Hagen, Howe, Schmitt, Simon, Volkmuth & Willenbring.**  
**Motion passed on a 7 to 0 vote.**

**REQUEST TO REDUCE WATER/SEWER BILL-** Rena Weber reported that John Lenneman would like to have his water/sewer bill reduced due to fire at his building. She explained to him that the sewer debt still would need to be charged. Yes the services were shut off and just turned

on today actually. Policy is to require payment as the service is available. A change in policy here would need to be specific because you do not want to open this up to every time a building sits empty.

***Motion by Member Volkmuth, second by Member Becker, to reduce the water/sewer bill due to the unique circumstances.***

***AYES: Becker, Hagen, Schmitt, Simon, Volkmuth & Willenbring***

***NAYS: Howe***

***Motion passed on a 6 to 1 vote.***

NEWSLETTER – Rena Weber reported that staff would like to turn some of the negativity around and has a few suggestions we would like to try:

In light of the recent tragedies/events City staff would like to offer some positive opportunities to foster community spirit. To learn more about the ideas, please read the newsletter and feel free to comment on whether or not these should be done.

- Yummy For Your Tummy – this will be a corner of the newsletter where people can share recipes. To start city hall staff have offered their favorites.
- Coat & Blanket Drive at City Hall – this is an effort to help out the needy. People can stop by – drop off coats/blankets or take one if needed.

If this takes off we may offer a taste of the recipes submitted by staff on last day of the drive as part of caring and sharing.

- Book Nook – Rockville does not have a library and we thought this may be a way for avid readers to share their books with others. You may not get your book back. There will be no cost to the city other than providing a place to display the books.
- The Giving Box – Would you have time to share your talents and teach others to knit, crochet, embroider, etc. The items created would be donated to the needy. Or people can just make things to donate. The other part would be having pot luck – what better way to get to know your community.

Approval was given to add this to the newsletter as presented.

#### **ADDITIONS TO THE AGENDA**

***ROCKVILLE FIRE RELIEF – ONE DAY NON-INTOXICATING LIQUOR LICENSE – Motion by Member Becker, second by Member Volkmuth, to approve the one day non-intoxicating liquor license to Rockville Fire Relief on 1/14/13.***

***AYES: Becker, Hagen, Howe, Schmitt, Volkmuth & Willenbring***

***ABSTAINING: Simon***

***Motion passed on a 6 to 0 vote.***

RENTAL POLICY – Member Howe had presented changes to the rental policy. There were a number of questions and it was determined that the proposed changes should be reviewed by the building official and discussed at a later meeting. No action at this point.

Open forum –

Member Howe reported that someone from the Lion's Club told him they have not been able to do charitable gambling in town. When we opened up the membership requirements they lost out. The Lion's Club should get first right of refusal as they have definitely contributed to the city.

Discussion – not sure how they can do it.

Member Willenbring reported that he had submitted a letter to the Administrator/Clerk after the 11/13/12 council meeting stating that he would not request a recount due to the fact that this would ultimately cost the citizens of Rockville money to perform the recount.

***ADJOURNMENT—Motion by Member Volkmuth, second by Member Willenbring, to adjourn the meeting at 8:10 p.m. Motion carried.***

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**VERENA M. WEBER-CMC  
ADMINISTRATOR/CLERK**

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**JEFF HAGEN  
MAYOR**