MINUTES OF A REGULAR CITY COUNCIL MEETING HELD WEDNESDAY, JULY 16, 2014 – 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, Randy Volkmuth and Duane Willenbring. Absent: None.

Staff members present were: Administrator/Clerk Rena Weber, Public Works Director Roger Schotl, Lt. Jon Lentz, and Engineer Dave Blommel.

Others present were: Tudie Hermanutz, Tim Byram, Rick & Dorothy Tallman, Bill Becker, Nancy & Brent Groseth.

ADDITION TO THE AGENDA –*Motion by Member Volkmuth, second by Member Simon, to approve the addition to the agenda for discussion purposes.*
AYES: Hagen, Palmer, Simon. Volkmuth & Willenbring.
Motion passed on a 5 to 0 vote.

OPEN FORUM

No one appeared.

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

a) **Approve minutes of 06/18/14**
b) **Approve Treasurer's Report of 07/16/14**
c) **Approve List of Bills and Additions 7/16/14**

Accounts Payable CK #015332 to 015417	**$615,130.44**
Payroll CK #004713 to 004743	**16,087.36**
EFT #000837 to 000843	**8,334.39**

d) **Appoint election judges 8/12 & 11/4 along with new pay raises**

AYES: Hagen, Palmer, Simon, Volkmuth & Willenbring.
Motion passed on a 5 to 0 vote.
Member Willenbring questioned the legal bill for the month.

BOARD/STAFF REPORT

POLICE – Lt. Lentz was present to report on the calls for June indicating there were 35 contract hours.

PUBLIC WORKS – Roger Schotl reported on the following:
WATER TOWER REPAIR - Roger explained that he does not have an estimate for the water tower repair as he is checking with engineering to see what the population estimate was for the new tower on Walnut Circle. The old tower has a crack in the stem and he is waiting to fix it until he has more information.

CULVERT REPAIRS – Roger reported that he had received three bids for the culvert repairs on 88th Ave and Lake Road from C & L Excavating, Herberg Construction, and one verbal.
Please approve the quote from C &L Excavating to repair
Culvert on Lake Road $3750.00
And Culvert on 88th Ave $4230.00
Designated fund Crushing/Gravel $38,680.00
Funding:
Budget Amendment: Increase budget $7980.00 E 101-43100-220

Motion by Member Volkmuth, second by Member Palmer, to approve the repairs as stated.
AYES: Hagen, Palmer, Simon, Volkmuth & Willenbring.
Motion passed on a 5 to 0 vote.

RFA – Roger also requested approval to rebuild the 80th Ave cul-de-sac. There is $800 in his authority to get proper location of the edge of the ROW, but he will come back later.

Member Volkmuth questioned the location of the wetlands. Roger indicated that is why he is having it researched.

Member Palmer asked if there would be any assessments. No – this is repair work.

RFA – GRAVELING – Roger requested the following:
Please approve & authorize the gravel hauling quote to Dirtworks 2000 at an hourly rate of $75.00 per hour per truck. I can't give you a total price because I can only guess the amount hauled per day. Comments: I currently have retired County worker hauling gravel with the city truck on some of the gravel stubs that no more than one truck can function efficiently; we pay him $12.50 per hour. I also made calls to find out what the current rate per hour, per truck to haul gravel on some of the longer through roads that we would not have too much dead time or should I say not productive time.

The requests for quotes are follows:
C & L Excavating - $90.00 per hour Tri-Axle
Kraemer Trucking & Excavating - $90.00 Tri-Axle and $105.00 for Quad-Axle
Herberg Construction - $75.00 per hour 1 truck tandem
Dirtworks 2000 - $75.00 per hour 3 trucks Tri-Axle

Fund #101-43100-338 Truck hauling $7500 (Balance $10,000)
Fund #101-43100-328 Graveling Balance $2534
Fund #101-43100-317 Seal Coating Balance $ 12,000
Fund # 101-43100-319Crack Filling $8,000
Will not to exceed $30,000

Roger also asked approval to hire Loren Hansmeier at $12.50/hour to haul gravel using the city truck. Loren is a retired county worker and this could save the city a lot of money.

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

PLANNING COMMISSION – Bill Becker was sitting in for Toni Honer and reported on the following:
GROSETH FAMILY TRUST VARIANCE
Re: Variance Request(s)
76.41952.0010: Owner: Groseth Living Trust
Property Address: 25672 Lake Road
Variance(s) Requested:

1. Variance to construct a 10' x 10' attached deck and 12' x 4' stairs and further to locate it in the front yard of property abutting Pleasant Lake – Recreational Development Lake.
2. Impervious Surface – Total lot area is 9013 sf of which 15% is 1,352 sf is allowed
   Proposed request is to be at 4,114 sf or 2,762 sf over the 15%.
   When looking at the certificate of survey – the driveway and parking lot are both in the ROW so we could deduct the 660 sf and 720 sf to bring the number down to 1382 or 30 sf over the 15%.
5. Build deck to lake side of house within the 50' shore impact zone.

Construction Requests:

1. Construct new attached deck and stairs to residential structure.

Relevant Information:

1. This property is located within the 1000' Shoreland Overlay District.
2. Property contains 9,013 square feet more or less.
3. 15 notices of public hearing were sent out.
4. The driveway and parking area are located in the public road right-of-way.

Recommendations:

1. This requires two variances on a non-conforming lot that was in place before the ordinance was adopted.
2. Staff has worked with the owners on possible ways to reduce the number of variances.
3. Require mitigation

- Install a grate in the driveway to capture water run –off from driveway and route the storm water to rain gardens on either side of the driveway.
- Buffer at lakeshore or rain garden may be considered.
- 1 yr. to complete

Bill Becker reported that the Planning Commission recommends approval based upon an approved mitigation plan to take care of 2762 sf overage on impervious surface.

Member Palmer urged all to keep in mind this is 45% covered so it is a significant overage.

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

RESOLUTION NO. 2014-12

A RESOLUTION GRANTING VARIANCES TO ADD A DECK AND STEPS IN THE SHORELAND DISTRICT.

WHEREAS, A request has been received from Groseth Family Trust for a variance from Impervious Surface & Shore Impact Zone requirements to add a deck and steps in the R-1 District, and;

WHEREAS, said structure exceeds impervious surface by 2,762 square feet, and;

WHEREAS, said structure will be built into the Shore Impact Zone or 43' from OHWL.

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 deck & steps provided that 2 rain barrels and a 2,410 square foot rain garden is constructed according to design, approved by the city engineer, and maintained. In addition a drain tile from the rain gutters to the rain garden will be constructed 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 was seconded by Member Volkmuth with the following vote being taken:

AYES: Hagen, Palmer, Simon, Volkmuth & Willenbring.

Motion passed on a 5 to 0 vote.

CAMPER CLARIFICATION –Bill Becker reported the Planning Commission discussed the ordinance on campers. Rena Weber indicated that the city ordinance only allows storage of campers on property where there is a principal structure.

Member Palmer clarified that the 30 day allowance only applies to Stearns County and further that is for campgrounds. The city ordinance allows one to store the camper, but not live in it. We need to inform residents in the newsletter and follow up with a letter. With the adoption of the Shoreland management ordinance the idea was to "not" create access lots and this was a well thought out process.

Member Volkmuth voiced concern that we have to enforce this.

Member Palmer indicated that includes anyone in the city even R-1.

Member Willenbring asked if we are going to have a head hunter look at this. We have to have some fairness.

Bill Becker indicated that we need to get the word out and educate people.

Member Volkmuth asked what do other cities do?

This discussion will go back to the Planning Commission and see how they feel.

NEW BUSINESS

SCHEDULE PUBLIC HEARING RE-ASSESSMENT –Rena Weber requested the council to schedule a public hearing for 8/20/14 – 6:30 p.m. to re-assess parcels # 76.42146.0801 $16,000 & 76.42146.0802 $10,000 – these are forfeiture lots that was purchased by Mastermark, Inc.

Motion by Member Volkmuth, second by Member Palmer, to schedule a public hearing to consider adoption of a supplemental assessments for 08/20/14/14 - 6:30 p.m. Parcel numbers #76.42146.0801 & 76.42146.0802

AYES: Hagen, Palmer, Simon, Volkmuth & Willenbring.

Motion passed on a 5 to 0 vote.

COMMITTEE REPORTS

MAYOR'S REPORT – Mayor Hagen had nothing to report.

PUBLIC WORKS – Member Simon reported on the following:

260TH STREET RECLAIM PROJECT

Dave Blommel presented a feasibility report and the estimated cost is $248,100 total estimate. This reclaim project would be split 50/50 with St. Joseph Township. Two property owners would be assessed. Discussion was held regarding traffic counts being way down on this road.

Motion by Member Volkmuth, second by Member Willenbring, to defer action on any road improvement to 260th Street for the next four years.
AYES: Hagen, Palmer, Volkmuth & Willenbring.
OPPOSED: Simon
Motion passed on a 4 to 1 vote.

80th AVENUE – Member Simon reported that Tim Byram met with the Public Works Committee and offered to pay the difference between Class 2 and Class 5 which was estimated at 3 or 4 loads. This was being done to upgrade the road. Roger had reported that he had only so much in his budget, but would see what he could do.

Tim Byram was at the meeting to report that the neighbors did not want to pay the difference between Class 2 & 5 so they would not be requesting it.

SJ LOUIS STORM WATER ISSUE – Rena Weber reported that Jim Schueller was at the PW meeting to report that he contacted Jodi Teich and obtained a permit to send water from his well into the ditch and further he is not sending pollutants downstream. He just needs political support from the city in order to hook up to the county storm sewer as a permanent fix and he will pay the costs.

Motion by Member Volkmuth, second by Member Palmer, to approve sending a letter of support to Mr. Schueller to hook up directly to the Stearns County storm water system.
AYES: Hagen, Palmer, Simon, Volkmuth & Willenbring.
Motion passed on a 5 to 0 vote.

HUMAN RESOURCE COMMITTEE – Chair Palmer reported on the recent findings in regards to wages and read the report from the committee. Both private and public statistics were used. The recession has caught up with us. They are also recommending a Pay scale to 12 steps, and further to change to pay rates, effective 6/1/14.

Salary Review by the Human Resource Committee

The Human Resource Committee requested a review of salaries after searching for a Public Works Director. We found we could not hire someone with experience at the current rates we were paying. The City hired Roger at the top of the range. This in turn necessitated a review of all salaries as it created internal inequities.

In addition, the Committee recognizes that we want to be able to hire and retain good employees and we feel we have very good staff working in the City of Rockville. We don't want to constantly be hiring and training staff.

The Human Resources Committee requested data from the League of MN Cities for cities like us in the Central Region (25-50 employees, which includes firefighters) as well as the whole Central region, not excluding anyone by size. In addition, we reviewed data from the MN Department of Employment & Economic Development.

- Every position within the data has a range minimum and range maximum and an average salary.

- What we found was that every employee in Rockville makes less than the range minimum and with their years of experience, we would expect that they would be making more than the minimum. The amount below the range minimum ranged from 13% to 41% and from 24% to 61% below the average. The salaries are 43% to 83% below the range maximums.
- In addition, we reviewed how many steps we have in our system, which is currently 21 steps. Most cities that we reviewed have 10 to 12 steps.

As you might recall, we have not provided salary increases for several years in Rockville and this has caught up with us. Furthermore, we did review the benefits package as well with information from the League of MN Cities and found that our benefit package is comparable to Cities our size. If anything, we are probably not as generous.

The Human Resource Committee recommends that we adjust the ranges, dropping the steps on the bottom to bring our ranges closer to other cities of our size for the data we received thereby eliminating steps and reducing our pay scale from 21 steps to 12. We would also recommend that we review the ranges every 2-3 years to ensure that they align with other cities.

In addition, the Committee recommends the following salary changes:

- Administrator/clerk from $31.21 to $35.26
- Finance/admin asst from $18.87 to $22.07
- Public Works Director from $22.08 to $25.71
- Maintenance/Mechanic from $15.01 to $18.30
- Receptionist/admin asst from $12.21 to $14.94

The total of the increases is $36,113.22 of which $21,000 would be needed this year as the Committee recommends that it be retroactive to June 1. The funds are in the budget as the city has budgeted salary increases which were not given to staff in past years which has contributed to the gap we now see in salaries for City of Rockville employees versus other city's employees and the MN Department of Employment data.

The chart below shows where the proposed City of Rockville salaries fall in comparison to the range minimum and average salaries for cities approximately our size from central Minnesota. As you can see, the proposed salaries are not out of line with the data and, in fact, are still on the low side.

	New Salary	Range Minimum League of MN Cities	Range Avg League of MN Cities
Adm/clerk	$ 35.26	$ 35.12	$ 38.56
Finance/admin asst	$ 22.07	$ 28.09	$ 32.28
Public works dir	$ 25.71	$ 28.38	$ 32.71
Maintenance/Mechanic	$ 18.30	$ 16.52	$ 18.89
Receptionist/admin asst	$ 14.94	$ 17.24	$ 19.67

Member Willenbring stated he has enormous amount of heartburn. He knows we have not kept up the pace and cited the % of differences. He assumes the PW Director knew what he was getting when he was hired. He too did research with the LMC and felt that we should not have compared ourselves with other cities 25 & more – more like 25 & less. He has no comfort level and will vote against it right now.

Member Volkmuth stated he is not 100% in favor of approving, but not necessarily against it. He asked the Mayor to tell the employees that he sees an in-efficiency.

Member Simon agreed that we need to get the wages back up, but he can't see going retroactive.

Mayor Hagen stated that 6/1 was an arbitrary date. It just kept getting pushed back further so the HR Committee agreed on 6/1.

Motion by Member Volkmuth, second by Member Willenbring, to table action until next meeting so it can be fully vetted and to inform the staff there will be something coming.
AYES: Hagen, Simon, Volkmuth & Willenbring.
OPPOSED: Palmer
Motion passed on a 4 to 1 vote.

Motion by Member Palmer, second by Mayor Hagen, to make the pay increases retroaction until 6/1/14.
AYES: Hagen, Palmer & Simon.
OPPOSED: Volkmuth & Willenbring
Motion passed on a 3 to 2 vote.

Member Volkmuth asked staff to get information relating to the 0 to 25 group which is what we are dealing with and that it pertains to us. Staff is to also include the private sector data. Rena Weber indicated that this information was provided previously. Member Willenbring stated he used his salary information as a dart board.

ADMINISTRATOR'S REPORT

POSTING NOTICES – Rena Weber reported that due to the recent SC Times article I respectfully request the council to select the city hall as the main bulletin board for posting notices. This will eliminate the post office and bank. We are not required to post in three places. Also, since the web-site is also not required for posting I would ask that you approve us putting information out there when we can.

Member Willenbring had issues with this and asked staff to be civil and user friendly.

Motion by Member Volkmuth, second by Member Palmer, to designate the official posting site as the city hall and secondary although not mandatory to post at the bank and post office time permitting.
AYES: Hagen, Palmer, Simon, Volkmuth & Willenbring.
Motion passed on a 5 to 0 vote.

Member Palmer wished to address Member Willenbring about his comment on using the salary information as a dart board and how this was inappropriate, not respectful or civil.

STONEY'S 2 A.M. LICENSE – ***Motion by Member Simon, second by Member Volkmuth, to approve renewal of the 2 a.m. liquor license granted to Stoney's Bar.***
AYES: Hagen, Palmer, Simon, Volkmuth & Willenbring.
Motion passed on a 5 to 0 vote.

400 CLUB NAME CHANGE – Mayor Hagen reported for information purposes that 400 Club name is changing to the Water's Edge Restaurant.

ADJOURNMENT – ***Motion by Member Volkmuth, second by Member Willenbring, to adjourn the meeting at 7:26 p.m. Motion carried unanimously.***

VERENA M. WEBER-CMC
ADMINISTRATOR/CLERK

JEFF HAGEN
MAYOR