

**ROCKVILLE WORKSHOP CITY COUNCIL MINUTES  
FEBRUARY 17, 2016  
ROCKVILLE CITY HALL**

**Item 1) Roll Call**

The meeting was called to order by Mayor Jeff Hagen at 5:00 p.m. Roll call was taken and the following members were found to be present: Mayor Jeff Hagen, Council Members Sue Palmer, Don Simon, Rick Tallman, Duane Willenbring. Absent: None.

Staff members present were: City Administrator Martin Bode, Finance Director Judy Neu, Public Works Director Nick Waldbillig, Fire Chief Rodney Schaefer, EMS Mike Hofmann.

Others present were: Dorothy Tallman, Gary Merrill, Jim Voigt, Jackie Voigt, Tudie Hermanutz, Bruce Conrad, Adeline Boucher, Jerry Tippelt, Devin Cesnik, Clint Lentner, Paul Wirth, Wayne Sanders, Amanda Filla.

**Item 2) Approval of Agenda**

Mayor Hagen inquired if there were any approval and/or any additions to the Agenda.

Member Tallman would like to take out a), d), g), h), i), j), and k) under the **Consent Agenda** for further purposes of further discussion (however during the regular meeting, Member Tallman stated that item a) could remain the Consent Agenda.)

**a) Consent Agenda:**

- a) **Approve of January/February 2016 Journal Entries**
- b) Accepting January/February Donations
- c) Approve Renewal of Consumption & Display Permit –Boomerville Lodge
- d) **Approve the 2016 Fees and Schedule of Costs**
- e) Approve Calendar adjustment–add meeting April 27<sup>th</sup>, 2016 for Board of Review & change Planning Commission meeting November 8<sup>th</sup>, 2016 (Election Day) to November 1<sup>st</sup>, 2016. (Approved the Council meeting from November 16<sup>th</sup>, 2016 to November 9<sup>th</sup>, 2016 at the 1/20/16 Council Meeting)
- f) Acknowledge Lions Monument Committee 's January Meeting Minutes
- g) **Resolution 2016-05 Direct Deposit Policy**
- h) **Resolution 2016-06 Region III Treasurer**
- i) **Resolution 2016-07 Purchasing Authority Policy**
- j) **Approve Remote Deposit Capture Service Agreement w/Granite Community Bk**
- k) **Authorize Utility Billing Direct Payment**

***Motion by Mayor Hagen, second by Member Tallman, to amend the agenda for discussion purposes. Motion passed unanimously.***

**Item 3) Recess to Workshop**

**Workshop Agenda**

- a) Council – Administrator – Staff – Committee Relations, PnPb,CnPr  
Martin Bode, City Administrator, spoke about the reasoning of conducting a workshop involving council, administrator and staff; committee relations; and praise in public and correct in private philosophy.
- b) Water Meter Reading Period  
Discussion was held about changing the billing cycle to a more simplified format.
- c) 2016 Fee Schedule (Dave SEH Memo)(Grinder Repairs/Sewer Rate)

Consideration of passing the charges of grinder station repair costs to homeowners (that currently have a grinder station) if unapproved objects are found in the station.

d) Purchasing Authority Policy

Permission to purchase day-to-day items would be allowed and any larger purchases would need to be approved by the City Administrator or brought to city council for approval if need be.

e) City Hall Cleaning Policy

Discussion was held regarding hiring a cleaning person for City Hall.

f) Granite City Bank Rockville Closing – Direct Payroll Deposit/Direct Utility Payment/Remote Deposit/Fund ACH Payment/No Petty Cash

With the bank closing, this creates an opportunity for direct deposit, direct utility payment, remote deposit, ACH payments and no petty cash.

g) Consent Agenda / Minute

Routine reoccurring items = Consent Agenda

h) MCFOA Region III Treasurer

Minnesota Clerk & Finance Officers Association. Martin Bode is seeking approval from the council to approve his treasurer's position with the MCFOA.

i) MCFOA Annual Conference St Cloud March 15-18, 2016

City Administrator, Martin Bode will be attending this conference.

j) Board of Review

**Workshop was adjourned at 5:59 pm by Mayor Hagen.**

**The City Council meeting reconvened at 6:00 pm.**

**Item 4) Pledge of Allegiance**

**Item 5) Open Forum (4) Minute Limit (No Sharing/Allotting of Minutes)**

Jerry Tippelt made a suggestion that the workshop be setup in the center of the room in order for everyone to hear.

**Item 6) Approval Rockville City Council Minutes of January 20, 2016**

***Motion by Member Palmer, second by Member Willenbring, to approve the minutes of January 20, 2016. Motion passed unanimously.***

**Item 7) Approval of Bills Paid**

***Motion by Member Palmer, second by Member Simon, to approve the bills for January 20, 2016. Motion passed unanimously.***

**Item 8) Consent Agenda:**

- a) Approve of January/February 2016 Journal Entries
- b) Accepting January/February Donations

- c) Approve Renewal of Consumption & Display Permit –Boomerville Lodge
- d) **Approve the 2016 Fees and Schedule of Costs – removed for discussion**
- e) Approve Calendar adjustment–add meeting April 27<sup>th</sup>, 2016 for Board of Review & change Planning Commission meeting November 8<sup>th</sup>, 2016 (Election Day) to November 1<sup>st</sup>, 2016. (Approved the Council meeting from November 16<sup>th</sup>, 2016 to November 9<sup>th</sup>, 2016 at the 1/20/16 Council Meeting)
- f) Acknowledge Lions Monument Committee 's January Meeting Minutes
- g) **Resolution 2016-05 Direct Deposit Policy- removed for discussion**
- h) **Resolution 2016-06 Region III Treasurer**
- i) **Resolution 2016-07 Purchasing Authority Policy**
- j) **Approve Remote Deposit Capture Service Agreement w/Granite Community Bank**
- k) **Authorize Utility Billing Direct Payment**

***Motion by Member Willenbring, second by Member Tallman, to approve the Consent Agenda with items d), g), h), i), j) and k) were removed and placed after Item 9) Board/Staff Reports. Motion passed unanimously.***

#### **Item 9) Board/Staff Reports**

- a) Police – Stearns County Sheriff's department was unavailable for comment.
- b) Fire – Rodney Schaefer stated that Maine Prairie Township's annual meeting is coming up in March.
- c) **Item 8)** Items removed from Consent Agenda
  - d) *Approve the 2016 Fees and Schedule of Costs*

Member Tallman spoke about the memo from Dave Blommel/SEH Engineer, regarding the WAC and SAC fees.

***Motion made by Member Palmer, second by Member Willenbring to approve the 2016 Fees and Schedule of Costs. Motion passed unanimously.***

- g) *Resolution 2016-05 Direct Deposit Policy*

***Motion made by Member Palmer, second by Member Willenbring to approve Resolution 2016-05 Direct Deposit Policy. Motion passed unanimously.***

- h) *Resolution 2016-06 Region III Treasurer*

***Motion made by Mayor Hagen, second by Member Palmer to approve Resolution 2016-06 Region III Treasurer. Motion passed unanimously.***

- i) *Resolution 2016-07 Purchasing Authority Policy*

***Motion made by Member Palmer, second by Member Simon to approve Resolution 2016-07 Purchasing Authority Policy.***

***Roll Call Vote:***

***AYES: Hagen, Palmer, Simon, & Willenbring***

***NAYS: Tallman***

***Motion passed on a 4 to 1 vote.***

- j) *Approve Remote Deposit Capture Service Agreement w/Granite Community Bank*

**Motion made by Member Palmer, second by Member Willenbring to approve Remote Deposit Capture Service Agreement w/Granite Community Bank. Motion passed unanimously.**

k) Authorize Utility Billing Direct Payment

**Motion made by Member Simon, second by Member Palmer to approve Utility Billing Direct Payment. Motion passed unanimously.**

#### **Item 10) Unfinished Business**

- a) Approve the 2015 final budget/amendments

**Motion made by Member Palmer, second by Member Tallman to approve the 2015 final budget/amendments. Motion passed unanimously.**

- b) Rock-Fest – Approval for kid’s tractor pull (use of the city parking lot)  
Amanda Filla requested approval for this event to be held in the City Hall parking lot.

**Motion made by Member Simon, second by Member Tallman to approve the Rock-Fest kid’s tractor pull to be held in the city parking lot. Motion passed unanimously.**

- c) Request for a one-day liquor license (Rock-Fest) – Stoney’s Bar on June 4, 2016.

**Motion made by Member Simon, second by Member Tallman to approve the Stoney’s Bar one-day liquor license. Motion passed unanimously.**

#### **Item 11) Administrators Correspondence**

- a) Assignment of Committees

**Motion made by Member Palmer, second by Member Tallman to approve the assignment of committees as presented. Motion passed unanimously.**

#### **Item 12) Council Action**

- a) Appropriations, Allocations and Transfers

Utility Billing – requesting Council permission to have the utility billing reflect a true bi-monthly billing. Going forward on a bi-monthly billing cycle - meters will be read at the end of the second month and bills sent to residents at the beginning of the following month with a due date at the end of that same month.

**Motion made by Member Palmer, second by Member Tallman to approve the changing utility billing to a true bi-monthly billing period. Motion passed unanimously.**

- b) Grinder Stations Fees

Requesting a policy for residents to be responsible for charges where foreign/unapproved objects are found to be the cause of the pump failure. Also note that all routine grinder pump repairs and maintenance will continue to be the responsibility of the city.

**Motion made by Member Palmer, second by Member Simon to approve the policy that if a property owner’s grinder pump is not functioning due to**

**foreign/unapproved objects being discharged into the sewer system, the property owner will be responsible for all associated repair costs to the grinder pump. Motion passed unanimously.**

c) Purchases

Requesting Council approval for the purchase of 5 grinder station pumps; utility payment module; and the fund accounting vendor payment module

**Motion made by Member Willenbring, second by Member Palmer to the purchase of utility billing module, the fund accounting module, and the 5 grinder pumps. Motion passed unanimously.**

d) Authorize Advertising/Appoint for P/T Cleaning Person

**Motion made by Member Willenbring, second by Mayor Hagen to approve the hiring of Quality Cleaners, for part-time cleaning of City Hall. Motion passed unanimously.**

e) Minnesota Truck Headquarters – Escrow Account Deposit

Discussion was held regarding the potential location and requirements for Minnesota Truck Headquarters. It was agreed upon that a \$5000 escrow deposit would be needed to research the viability of city water/sewer services to this new location.

**Motion made by Member Willenbring, second by Member Tallman to approve having the City Administrator reach an agreement on obtaining an escrow deposit from MN Truck Headquarters to pursue the financial feasibility for several requests. Motion passed unanimously.**

**Item 13) Open Forum**

Bruce Conrad, Cold Spring, spoke about his property being surveyed.

Paul Wirth, St. Cloud, spoke of the importance that the Park & Rec Board plays in this community.

Devin Cesnik, Rockville, stated that he was a new resident in the community and approved of the transparency within the committees.

**Item 14) Adjourn**

**Motion made by Member Palmer, second by Member Tallman, to adjourn the meeting at 8:28 p.m.**

**Motion carried.**

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**Martin Bode**  
**City Administrator**

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**Jeff Hagen**  
**Mayor**