

**ROCKVILLE CITY COUNCIL MEETING MINUTES**  
**August 9, 2017**  
**Rockville City Hall**

**Item 1) Call to Order**

The meeting was called to order at 5:00 p.m. by Mayor Duane Willenbring. Roll call was taken and the following members were present: Council Members; Don Simon, Rick Tallman, and Jerry Tippelt. Staff members present: City Administrator Martin Bode.

**Recess to Council Workshop**

- a) Finance Clerk Job Description - postponed
- b) 2018 Preliminary Budget Review
- c) Public Access Parking – Lake Road, Pleasant Lake area
- d) Council Applicant Interview (5:45 p.m.) – Vince Schaefer

Reconvene Council Meeting 6:00 p.m.

**Item 2) Pledge of Allegiance**

**Item 3) Roll Call**

The meeting was called to order at 6:00 p.m. by Mayor Duane Willenbring. Roll call was taken and the following members were present: Council Members; Don Simon, Rick Tallman, and Jerry Tippelt. Staff members present: City Administrator Martin Bode, Fire Chief Rodney Schaefer, Planning Commission Chair Bill Becker and Public Works Director Nick Waldbillig. Others present: Various members of the public.

**Item 4) Approval of Agenda**

Administrator Bode requested to add:

8. c) *Acknowledge July 2017 Sheriff's Report*

10. g) *Resolution 2017-61 - Authorization for Minnesota Lawful Gambling LG214 Premises Permit Application and Minnesota Lawful Gambling LG215 Lease for Lawful Gambling for Rockville Lions Club at The 400 Club*

Member Tallman requested to add:

12. c) *Ordinance Review Taskforce*

***Motion by Simon, second by Tippelt, to approve the agenda with the amendments. Motion passed unanimously.***

**Item 5) Open Council Seat**

- a) Final Selection of Candidate

***Motion by Tallman, second by Simon, to approve the nomination of Vince Schaefer to fill the Open Council Seat. Motion passed unanimously.***

- b) Resolution 2017-51 Appointment to Fill Open Council Seat

***Motion by Simon, second by Tallman, to approve Resolution 2017-51 Appointment to Fill Open Council Seat to Vince Schaefer. Motion passed unanimously.***

- c) Oath of Office of Appointed Councilmember

Administrator Bode administered the Oath of Office to appointed Councilmember, Vince Schaefer.

**Item 6) Public Comment**

Tudie Hermanutz, 211 - 1st Street W., congratulated Vince Schaefer on his appointment to the City Council and wished all good luck.

**Item 7) Approval of Bills Paid**

Member Schaefer expressed concern over the lack of detail on some of the bills. Administrator Bode reminded Council Members that the actual invoices are available for their review at any time.

***Motion by Simon, second by Tippelt, to approve bills paid for July 2017. Motion passed unanimously.***

**Item 8) Consent Agenda: Approved with one motion**

- a) Resolution 2017-52 Approval July 2017 Journal Entries
- b) Approval Rockville City Council Minutes of July 12, 2017
- c) Acknowledge July 2017 Sheriff's Report

***Motion by Tallman, second by Simon, to approve the Consent Agenda as presented. Motion passed unanimously.***

**Item 9) Department Reports**

- a) Planning Commission – Bill Becker
  - 1) Resolution 2017-53 Lot Combination – Matthew and Joy Doke

Re: Combining Lots Request  
Owners: Matthew and Joy Doke  
Property Address: 11253 Hubert Lane  
PIN: 76.42189.0011, PIN: 76.42189.0012, PIN: 76.42189.0030, PIN: 76.42189.0031

Combine two (2) adjacent riparian lots with associated back lots:

- 1. PIN: 76.42189.0011, Legal Description: Lot 012, Block 001 of Stearns County Boundary Comm Plat 1
- 2. PIN: 76.42189.0012, Legal Description: Lot 013, Block 001 of Stearns County Boundary Comm Plat 1
- 3. PIN: 76.42189.0030, Legal Description: Lot 014, Block 002 of Stearns County Boundary Comm Plat 1
- 4. PIN: 76.42189.0031, Legal Description: Lot 015, Block 002 of Stearns County Boundary Comm Plat 1

Relevant Information:

- 1. This property is located in a R-1 Shoreland District, Grand Lake
- 2. Both lots are each 50 feet +/- front footage
- 3. No Public Hearing required, no notices sent out

Recommendation:

- 1. Consider Approval

***Motion by Simon, second by Tallman, to approve Resolution 2017-53 Lot Combination – Matthew and Joy Doke. Motion passed unanimously.***

- 2) Resolution 2017-54 Lot Combination – Darwin Voigt dba MAR-DAR

Re: Combining Lots Request  
Owner: Darwin Voigt dba MAR-DAR LLC  
PIN: 76.42146.0804, Property Address: 861 Prairie Ct,  
Legal Description: Lot 004, Block 002 of Prairie Business Park  
PIN: 76.42146.0805, Property Address: 875 Prairie Ct  
Legal Description: Lot 005, Block 002 of Prairie Business Park

Purpose of Request: To satisfy the principle structure requirement and thereby allow for outdoor storage.

Relevant Information:

1. This property is located in a I-1 Zoning District
2. Per Section 22, Sub. 3, 1: Open and outdoor storage when fully enclosed by fencing and screening is a permitted accessory use.
3. Per Section 22, Sub. 6, 3: In any case, the area used for such storage must be screened from view from outside the premises by a fence of one hundred percent (100%) opacity, of a minimum height of eight (8) feet, with the maximum height to be determined by the City. Under no circumstances will open or outside storage be allowed within the setback areas. Storage shall not be allowed in a truck, trailer, or similar container.
4. Since the Prairie Industrial Park was Subdivided, this is the third lot combination request:
  - a) Stickney Hills – To allow for a larger structure
  - b) Import Motors – To allow storage of junk cars
5. No Public Hearing required, no notices sent out

IF APPROVED – STIPULATIONS:

- ~~1) 100% opacity fence~~
- ~~2) Trees – 4' minimum arborvitaes or similar along the entire outside the fence area~~
- 3) Maintain existing drainage patterns over, under and across the property
- 4) No storage or parking of vehicles/equipment on street
- ~~5) Reimbursement of legal fees~~
- ~~6) Item removed at Planning Commission meeting August 1, 2017.~~

Council held a discussion regarding the stipulations listed in the Resolution. Upon further consideration it was determined that Council will review the current ordinances and update as necessary.

***Motion by Tallman, second by Willenbring, to approve Resolution 2017-54 Lot Combination – Darwin Voigt dba MAR-DAR including only stipulations 3 and 4. Motion passed unanimously.***

Further discussion was held on the enforcement of the fence requirement in an industrial lot being used for storage. The Administrator has been directed to not enforce the current fence ordinance until a future Taskforce has reviewed the current ordinance(s).

***Motion by Tallman, second by Schaefer, to approve a moratorium on the enforcement of a fence in an industrial lot used for storage until a Taskforce has reviewed the ordinance(s). Motion passed unanimously.***

3) Capital Granite Site Plan

***Motion by Simon, second by Tallman, to approve the Capital Granite Site Plan as presented. Motion passed unanimously.***

4) July Building Permits (FYI)

b) Rock-fest – Kathleen Court-Stanger

Kathleen Court-Stanger reviewed with the Council the final numbers for the 2017 Rock-fest of expenses and revenues as well as a list of pros/cons of this year's event. Next year's date for the Rock-fest is the second week-end of June, June 9, 2018. The Rock-fest group would really appreciate additional volunteers to help run this great event.

c) Fire Department

Rodney Schaefer, Fire Chief, provided council with a quarterly Fire Department update. Chief Schaefer informed the Council that the Fire Department applied for and has received a \$1,200.00 matching grant for pagers/radios.

**Motion by Simon, second by Tallman, to approve of the City matching a Minnesota DNR matching grant for \$1,200.00. Motion passed unanimously.**

Chief Schaefer and the Council reviewed the Fire Departments preliminary 2018 Budget.

d) Public Works – Nick Waldbillig

Director Waldbillig inquired of the Council if they had any questions regarding his written report that was included in the Council Packet. Member Tippelt inquired regarding 133 Avenue on the South end if one inch rock could be put in the gully to help prevent wash-outs during a heavy rain and would this road be a good candidate for dust coating. Council thanked Director Waldbillig for his written report.

1) Sewer Jetting

Director Waldbillig provided the Council four quotes on sewer jetting. Action will be taken later in the agenda under Council Action.

2) Close Chestnut Street for RTCB Ribbon Cutting September 14, 2017 at 4:00 p.m.

**Motion by Simon, second by Schaefer, to approve the Chestnut Street closure on September 14, 2017 (from 3:00 to 5:00 p.m.) for the RTCB Ribbon Cutting ceremony. Motion passed unanimously.**

3) Resolution 2017-55 2017 Gravel Road Project

Brief discussion was held on the benefits of Class 2 granite versus Class 5 gravel. Brian Herberg provided Council with a review of both. Noting that Class 2 granite cost approximately 30 percent more, but does provide for a much nicer road when Class 2 granite is used.

**Motion by Simon, second by Schaefer, to approve Resolution 2017-55 2017 Gravel Road Project using Class 5 gravel to Herberg Construction. Motion passed unanimously.**

**Item 10) Administration**

a) Resolution 2017-56 Finance/Utility Clerk Updated Job Description - postponed

b) Resolution 2017-57 Consider approval of DDA recommended job points and salary range - postponed

c) Park Dedication Fee

It was noted that the current ordinance states that the Park Dedication Fee needs to be set annually by resolution. The current rate is: 1,500 sf per lot is a flat fee of \$1000 per lot or a formula based on land value and for a 1,800 sf lot is a flat fee of \$1200 per lot or again, a formula based on land value.

d) Resolution 2017-58 Brentwood Addition Outlot E

Administrator Bode reviewed with the Council that a property owner located on 260<sup>th</sup> Street, during the process of selling said property it was discovered that a small portion of the northerly portion of the parcel was owned by both that property owner as well as the City of Rockville. It is believed that some sort of recording error occurred during the ARCON Development platting process. To resolve the issue, the property owner has provided a Quit Claim deed for the City to consider in selling/transferring that portion of the parcel.

**Motion by Tallman, second by Simon, to approve Resolution 2017-58 Brentwood Addition Outlot E. Motion passed unanimously.**

e) Resolution 2017-59 ROCORI Trail Amended Joint Powers Agreement

The Rocori Trail Construction Board would like to amend the current joint powers agreement and the primary change is the definition of a quorum. Currently a quorum is three voting members of the six voting members. (Two from each city) The recommended change is a quorum would be three voting members but must be at least one member from each city.

**Motion by Tallman, second by Simon, to approve Resolution 2017-59 ROCORI Trail Amended Joint Powers Agreement. Motion passed unanimously.**

f) Resolution 2017-60 Appointment of 2017 Election Judges

Bode reported to the Council that the Rocori School district is having a special election this year which requires the City to conduct elections this fall. The expenses the City incurs for this special election will be reimbursed by the Rocori School district.

***Motion by Simon, second by Tippelt, to approve Resolution 2017-60 Appointment of 2017 Election Judges. Motion passed unanimously.***

- g) Resolution 2017-61 Authorization for Minnesota Lawful Gambling LG214 Premises Permit Application and Minnesota Lawful Gambling LG215 Lease for Lawful Gambling for Rockville Lions Club at The 400 Club

***Motion by Schaefer, second by Tippelt, to approve Resolution 2017-61 Authorization for Minnesota Lawful Gambling LG214 Premises Permit Application and Minnesota Lawful Gambling LG215 Lease for Lawful Gambling for Rockville Lions Club at The 400 Club. Motion passed unanimously.***

#### **Item 11) Appropriations, Allocations and Transfers**

- a) Council Action
1. Municipal Contribution – Fire Pension
  2. RTCB
  3. Portion of Fire Hall Glass Doors
  4. Jet—Line (postpone)

Bode asked the Council to remove Item 4 to allow him to further review the quotes and will bring the item back to the Council at the September council meeting.

***Motion by Tippelt, second by Schaefer, to approve the allocations for items 1, 2, and 3 (Fire Hall glass door up to \$3,000.00). Motion passed unanimously.***

#### **Item 12) Mayor/Council Reports**

- a) RTCB – Listen & Learn – Communication Taskforce (Mayor Willenbring)
- RTCB Ribbon Cutting will be held September 14, 2017 at 4:00 p.m.
  - Communication Taskforce letter has been circulated to the public
- b) RTU (Roads Trails Utilities)

Tallman provided Council with an update on their recent meeting. They are seeking authorization to request road repair estimates and looking to explore all cost saving options on road expenditures.

- c) Ordinance Review Taskforce

Tippelt suggested the Taskforce be made up of volunteers in the following categories; agricultural, industrial, and residential to review current ordinances and make recommendations. Further discussion was held by Council. It was decided that there will be a meeting with the Mayor and the Administrator to coordinate the plans for the future taskforce.

#### **Item 13) Other**

#### **Item 14) Future Agenda Items**

#### **Item 15) Adjourn**

***Motion made by Simon, second by Tippelt, to adjourn the meeting at 8:22 p.m. Motion carried.***

Respectfully Submitted,

Martin M. Bode  
City Administrator