

**ROCKVILLE CITY COUNCIL WORKSHOP MEETING MINUTES**  
**March 27, 2018**  
**Rockville City Hall**  
**9:30 a.m.**

**Item 1) Call to Order**

Meeting was called to order at 9:33 a.m. by Mayor Willenbring.

**Item 2) Roll Call**

Roll call was taken and the following were present: Mayor, Duane Willenbring; Council Members; Vince Schaefer, Don Simon, Rick Tallman, and Jerry Tippelt.

Staff member present: City Administrator, Martin Bode, Administrative Assistant, Debbie Weber, Bolton Menk City Engineer, Justin Kannas.

Others present: Judy Merrill, Brad Busse, Brian Herberg, Bruce Conrad.

**Item 3) Additions/Approval of Agenda**

Willenbring requested to add to the Workshop Agenda:

k) *City Employee*

***Motion by Simon, second by Schaefer, to approve the agenda with the addition. Motion passed unanimously.***

**Item 4) Recess to Workshop**

**Workshop Agenda**

- a) Communication Task Force Summary Report:
- b) Fire Dept Tablets: Cost of purchasing, installation, and on-going costs to have several tablets/docking stations in key fire dept. vehicles.
- c) 2017 Fire Call breakdown - summary of the different types of call requests during 2017 i.e. FIRE: dwelling, grass, auto. RESCUE: Health emergency, accident, animal rescue, welfare check. FALSE ALARMS.
- d) 2018 Street Project-Gather information for an indebt discussion regarding RTU recommendation as it relates to reclaim and re-surface specifics. Also; to what extent shall the City engineer have involvement regarding several streets/roads for up-coming road upgrade season
- e) Alleged disparity in Water Base Fee Configuration. The discussion would not be intended nor warranted to determine the amount of Base Fee nor Usage Fee.
- f) Policy on Finance; (reports, investments, Council/Administrator interaction)?
- g) Discuss the merits of having Planning and Zoning Committee! Get clarity on "standards for granting" variance requests and definition of the phrase (Practical Difficulties)! Get clarity regarding alleged chair of P and Z allowed to break tie votes
- h) Discuss specifics of anticipated moratorium and to what extent; (is it proposed to be a blanket moratorium and for how long)?
- i) Snow plow policy
- j) Repair/Replace Kubota/Pay loader
- k) City employee

**Reconvene Council Meeting at 12:31 p.m.**

**Item 5) 2018 Street Project** - Authorize Engineer to Advertise for Bids 2018 Street Project

Four (4) alternate bids considered:

- 82nd, 263rd and 83rd
- Drainage improvement at Chestnut Street and Broadway Street
- Trail on Chestnut Street

- Sauk River Road will be determined (may be assessed) - Mayor Willenbring stated we should go through the process and negotiate with Stearns County.

Justin Kannas, City Engineer, provided Council with the bid process schedule and expectations. Kannas stated reclaiming projects are best done at the end of June, July or August in order to achieve better results.

***Motion by Tallman, second by Simon to approve the 2018 Street Project bidding process. Motion passed unanimously.***

**Item 6) Other**

**Item 7) Adjourn**

***Motion by Simon, second by Schaefer, to adjourn the meeting at 12:45 p.m. Motion carried.***

Respectfully Submitted,

*Martin M. Bode  
City Administrator*