

**ROCKVILLE SPECIAL CITY COUNCIL MEETING MINUTES**  
**September 4, 2019, 9:00 a.m.**  
**Rockville City Hall**

**Item 1) Call to Order**

The meeting was called to order at 9:02 a.m. by Mayor Duane Willenbring.

**Item 2) Roll Call**

Roll call was taken and the following members were present: Duane Willenbring, Bill Becker, Brian Herberg, and Don Simon and Jerry Tippelt.

Staff members present: City Administrator, Martin Bode; Public Works Director, Gene Van Havermaet; and Finance Clerk, Judy Neu.

Others present: various members of the public.

**Item 3) Approval of Agenda**

***Motion by Herberg, second by Simon, to approve the agenda as presented. Motion carried.***

**Item 4) Acknowledge JKA Rate Increase**

City attorney, Jovanovich, Kadlec & Athmann, will be raising rates for their municipal clients effective January 1, 2020. Their new rates will be \$190.00 for shareholders, \$180 for associate attorneys, and \$125.00 for legal assistants.

***Motion by Becker, second by Simon, to acknowledge the new rate increase effective January 01, 2020 from Jovanovich, Kadlec & Athmann Attorneys at Law. Motion passed unanimously.***

**Item 5) Pilgrims Road Restriction Annual Permit Renewal Request**

Pilgrim's Pride is requesting renewal of their annual permit to haul agricultural products over 80,000 pounds up to 97,000 pounds gross weight on route (noted as Ralph Walz - .5 miles on 230<sup>th</sup> Street). These loads will meet Minnesota Annual Ag Permit standards for axle spacing and axle weights.

***Motion by Tippelt, second by Simon, to approve the Pilgrims Road Restriction Annual Permit Renewal Request. Motion passed unanimously.***

**Item 6) Rockville Sportsman's Club Gambling Permit Date Change**

On June 12, 2019 Council approved a gambling permit by Resolution 2019-24 for the Rockville Area Sportsman's Club Inc. They are requesting a date change for this event from September 29, 2019 to October 27, 2019.

***Motion by Willenbring, second by Herberg, to approve the date change from September 29, 2019 to October 27, 2019. Motion passed unanimously.***

**Item 7) 2019/2020 Budget**

Discussion was held on the following proposed items:

221 Lake Improvement District	\$19,500	EDA Revolving Loan	\$100,000
209 EDA	\$2,000	Public Works Addition to Fire Hall	\$0
205 ROCORI	\$0	Additional 215 Road Fund	\$250,000
215 Road & Bridge	\$250,000	Tandem Plow Truck	\$30,000
304 City Facility	\$172,505	Gravel for Roads	\$34,000
304 City Facility-Detached	\$8,228	Road Patching	\$40,000
308 2008A Refunding 2014B	\$16,072	Seal Coating	\$44,000
310 2009-A/1998 Utl Rev Bond	\$16,790	Emergency Management	\$18,500
General	\$871,761	Firetruck Pumper (2026)	\$100,000

Total additions: \$616,500

141.00% increase over last year's levy.

Changes made:

- EDA Revolving Loan \$0
- Public Works Addition to Fire Hall \$20,000
- Additional 215 Road Fund \$350,000
- Road Patching \$15,000
- Seal Coating \$0
- Firetruck Pumper (2026) \$0

Total additions after adjustments: \$467,500  
131.12% over last year's levy.

**No formal council action taken.**

**Item 8 Capital Improvement – 1-10 Year(s)**

- a) Fire Department - air compressor (1) \$17,000 purchasing in 2020 budget
- b) Emergency Management – discussion under 7
- c) Highway/Streets/Gravel/Seal Coat – discussion under 7
- d) EDA/ROCORI Trail – Park land dedication funds
- e) General – none

**No formal council action taken.**

**Item 9 Wage/Salaries – Adjustments**

- a) Fire Department

Fire Chief \$2,000 to \$3,000  
1<sup>st</sup> Asst Chief \$1,250 to \$1,750  
2<sup>nd</sup> Asst Chief \$1,000 to \$1,500  
Secretary \$1,500 to \$2,000  
Captains (4) \$500 to \$750  
Firefighters \$10.00/hour to \$12.00/hour  
Meeting Pay \$8.00 to \$12.00  
Truck Checks \$10.00 to \$12.00

**No formal council action taken.**

- b) Part Time/Seasonal

Election Judges \$10.00 to \$11.00  
Head Judges \$11.00 to \$12.00  
Seasonal PT Maintenance \$12.00-\$16.00 to \$14.00-\$18.00

**No formal council action taken.**

- c) Full Time Employees

**Motion by Becker, second by Herberg, to approve a COLA of 2.75 % to full time PERA Eligible Employees effective year 2020. Ayes: Becker, Herberg, and Simon. Nays: Willenbring, Tippelt. Motion passed on a 3 to 2.**

- d) Finance Clerk Step Adjustment

**Motion by Becker, second by Herberg, to approve Resolution 2019-38 adjusting the city's Finance/Utility Clerk Salary as presented. Motion passed unanimously.**

- e) Council/Planning Commission

- Mayor/Council no change
- Planning Commission Chair \$250/year to \$500/year
- Special Meeting Pay
  - Within the city \$25.00 to \$50.00 per meeting
  - Outside the city \$20.00 1<sup>st</sup> hour thereafter \$10.00 per hour with maximum paid total of \$50.00 to \$50.00 1<sup>st</sup> hour thereafter \$12.00 per hour with maximum paid total of \$125.00
- Emergency Management Director \$1,500 to \$1,700
- Emergency Management Assistant \$750 to \$850

**No formal council action taken.**

City Administrator Bode explained the Council had approved of the Emergency Management Assistant position but not a related salary for 2019.

**Motion by Herberg, second by Willenbring, to approve 2019 salary of \$750.00 for the Emergency Management Assistant. Motion carried. Becker abstained.**

**Item 10) Department Reports**

- a) Public Works – discussion under 7

**Item 11) Fee Schedule** - Discussion was held on:

- a) General Fees
- b) Fire Department calls
- c) Water/Sewer

**Item 12) Stickney Hill**

- a) Parshall Flume
- b) Compliance

**Item 13) Travel Plaza**

City Administrator Bode provided an update regarding the City of Rockville encouraging future businesses to come to the City.

**Item 14) Postal Service** – Council reviewed follow-up letter from Congressman Tom Emmer.

**Item 15) Future Agenda Items**

**Item 16) Adjourn**

**Motion by Becker, second by Tippelt, to adjourn the meeting. Motion carried. Meeting adjourned at 11:21 a.m.**

Respectfully submitted,

*Martin M. Bode*  
City Administrator