

**ROCKVILLE CITY COUNCIL MEETING MINUTES**  
**November 8, 2017**  
**Rockville City Hall**

**Item 1) Call to Order**

The meeting was called to order at 6:00 p.m. by Mayor Duane Willenbring.

**Item 2) Pledge of Allegiance**

**Item 3) Roll Call**

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

Staff members present: Planning Commission Chairman, Bill Becker, City Administrator, Martin Bode and Public Works Director, Nick Waldbillig.

Others present: Various members of the public.

**Item 4) Approval of Agenda**

Tallman requested to add:

*Item 11) b. Hours of Operation*

*Item 13) Employee reviews and policy filing.*

***Motion by Simon, second by Tallman, to approve the agenda with additions. Motion passed unanimously.***

**Item 5) Public Comment**

Mary Pfannenstein, 24222 Lake Road, expressed concerns regarding pay equity.

**Item 6) Resolution 2017-71 Acceptance of October 2017 Donations**

Donation from the Rockville Lions Club in the amount of \$2,652.39 for the enclosure of the structure at Lions Park, Pleasant Lake.

***Motion by Simon, second by Tallman, to approve Resolution 2017-71 Acceptance of October 2017 Donations. Motion passed unanimously.***

**Item 7) Consent Agenda**

- a) Acknowledge Review of the October 2017 Bills Paid and Journal Entries
- b) ~~Resolution 2017-56 Approval of DDA Updated Job Description for Finance/Utility Clerk~~
- c) ~~Resolution 2017-76 Approval of Updated Pay Schedule for Finance/Utility Clerk~~
- d) Approval Rockville City Council Minutes of October 11 and 25, 2017

***Member Tall requested to have Items b) and c) moved to Item 11) c. and d. respectively.***

***Motion by Simon, second by Tallman, to approve the Consent Agenda for Items 7. a) and d). Motion passed unanimously.***

**Item 8) Grand Lake LID**

Jim Bartelme, Grand Lake Improvement District (LID), reviewed with Council the Shoreland Homeowner's Guide to Lake Stewardship.

## **Item 9) Department Reports**

- a) Planning Commission – Chairman Bill Becker  
1) Resolution 2017-72 Dullinger Variance Request

### STAFF REPORT

Re: Variance Request

Owners: Daniel & Theresa Dullinger  
Property Address: 11193 Hubert Lane  
Parcel No. 76.42189.0038

Variance requested:

1. To exceed the 20 percent impervious surface requirement in a Shoreland Overlay District on Grand Lake, a General Development Lake.

Relevant:

1. Construct 30 x 30 addition.
2. Property contains 24,626 square feet more or less.
3. 15% is 3,694 sf
4. 20% is 4,925 sf
5. 25% is 6,157 sf
6. Proposed is 5,894 sf (23.9%).
7. 13 notices of public hearing were sent out.

Recommendation:

1. Consider approval with stipulation of installation of a rain garden for mitigation of 2,200 sf of run off.

***Motion by Tallman, second by Schaefer, to approve Resolution 2017-72 Dullinger Variance Request as presented. Motion passed unanimously.***

- 2) Resolution 2017-73 Preliminary/Final Plat and Rezone Ag-40 to R-1

### STAFF REPORT

RE: Subdivide Property, Preliminary and Final Plat and Rezone

Parcel No. 76.41601.0620 and 76.41600.0415 - Section 11, Township 123, Range 029

Owner: James and Jacqueline Voigt  
Property Address: 25614 Pleasant Road  
Plat known as: Pleasant Estates Plat 3

Request:

1. Preliminary and Final Plat approval of seventeen (17), 1 acre +/- outlots.
2. Rezone outlots from Ag-40 to R-1.
3. Developers agreement.

Relevant Information:

1. Property is zoned A-40.
2. There are seventeen (17), 1 acre +/- outlots being proposed to be sub-divided.
3. Purpose is to offer the adjacent non-riparian property owners the opportunity purchase outlots that are adjacent to their properties.
4. Concept Plan was reviewed by Planning Commission and Council in April of 2017.
5. 50 public hearing notices were mailed out.
6. Is consistent with the City's Comprehensive Plan.

Recommendation:

Consider Approval of:

1. Preliminary and Final Plat.
2. Rezone outlots from Ag-40 to R-1.
3. Developers agreement.

***Motion by Tallman, second by Schaefer, to approve Resolution 2017-73 Voigt Preliminary and Final Plat and the Rezone from Ag-40 to R-1 with the completion of the Developers Agreement. Motion passed unanimously.***

b) Public Works

- 1) Council reviewed the October Public Works written report.
- 2) Council discussed the lawn care quotes and the feasibility of contracting out this task.

**Item 10) Administration**

a) Resolution 2017-74 Certify to 2018 Tax Rolls – Outstanding Bills & Invoices

***Motion by Simon, second by Tippelt, to approve Resolution 2017-74 Certify to 2018 Tax Rolls – Outstanding Bills & Invoices as presented. Motion passed unanimously.***

b) Resolution 2017-75 Accept Annexation Petition

***Motion by Schaefer, second by Tallman, to approve Resolution 2017-75 Accept Annexation Petition and Authorize the Administrator and Mayor to amend the Acreage Number as needed. Motion passed unanimously.***

c) RFP (Request for Proposal)

***Motion by Schaefer, second by Tippelt, to approve seeking RFP's for the following services; legal, engineering, and a building official. Motion passed unanimously.***

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

a) Council Action - No action required.

b) Hours of Operation

Council reviewed the City's hours of operation.

c) Resolution 2017-56 Approval of DDA Updated Job Description for Finance/Utility Clerk

***Motion by Schaefer, second by Simon, to approve Resolution 2017-56 Approval of DDA Updated Job Description for Finance/Utility Clerk.***

***Roll Call Vote: AYES: Tippelt, Schaefer, Willenbring, Simon. NAYS: Tallman. Motion passed on a 4 to 1 vote.***

d) Resolution 2017-76 Approval of Updated Pay Schedule for Finance/Utility Clerk

***Motion by Tallman to postpone Resolution 2017-76 Updated Pay Schedule. Motion failed due to lack of a second.***

***Motion by Tippelt, second by Schaefer, to approve Resolution 2017-76 Approval of Updated Pay Schedule for Finance/Utility Clerk with modifications as noted. Roll Call Vote: AYES: Tippelt, Schaefer, Willenbring, Simon. NAYS: Tallman. Motion passed on a 4 to 1 vote.***

**Item 12) Mayor/Council Reports**

- a) RTCB - Members of the ROCORI Trail Construction Board will be meeting with the state legislature to discuss future funding.
- b) Communication Task Force will start meeting in the near future
- c) Ordinance Review Task Force. Finalizing committee members for the Ordinance Review Task Force.
- d) Hwy 23 Coalition
- e) RTU - The next RTU meeting is scheduled for December 11, 2016.

**Item 13) Other**

- Council discussed the process of conducting employee reviews.
- Jeff Howe spoke briefly about state bonding funds available for road projects.
- Council discussed the process of oral or written city policies.

**Item 14) Future Agenda Items**

- COLA
- Fire call billing
- Fire Department – bay door windows
- SCADA
- Policy on road patching

**Item 15) Adjourn**

***Motion made by Simon, second by Tippelt, to adjourn the meeting at 8:48 p.m. Motion carried.***

Respectfully Submitted,

*Martin M. Bode  
City Administrator*