

Mayor Beyer called the January 24, 2012 Regular Meeting of the Rockford City Council to order at 7:00 p.m. The meeting was held in the Council Chambers of City Hall at 6031 Main Street, Rockford, MN.

Roll Call

Roll call was taken. The following council members were present: Beyer, Graner, Hafften, Martinson and Wenz. Absent: none. Also in attendance were: Attorney Couri, Administrator Carswell, Engineer Statz, Public Works Supervisor D. Peterson and Fire Chief Sanderson.

The Pledge of Allegiance to the Flag was given.

Approve Consent Agenda/Set Agenda

MOTION was made by Martinson, seconded by Wenz to approve all items on the consent agenda.

MOTION CARRIED-VOTING IN FAVOR: BEYER, GRANER, HAFFTEN, MARTINSON AND WENZ.

***Approve Special Council Minutes/January 10, 2012**

MOTION was made by Martinson, seconded by Wenz to approve the minutes of the January 10, 2012, Special Council Meeting.

MOTION CARRIED-VOTING IN FAVOR: BEYER, GRANER, HAFFTEN, MARTINSON AND WENZ.

***Approve Regular Council Minutes/January 10, 2012**

MOTION was made by Martinson, seconded by Wenz to approve the minutes of the January 20, 2012, Regular Council Meeting.

MOTION CARRIED-VOTING IN FAVOR: BEYER, GRANER, HAFFTEN, MARTINSON AND WENZ.

***Approve Payment of Claims**

MOTION was made by Martinson, seconded by Wenz to approve the payment of claims #20037 to #20088 in the amount of \$187,533.33.

MOTION CARRIED-VOTING IN FAVOR: BEYER, GRANER, HAFFTEN, MARTINSON AND WENZ.

***Resolution #12-08/Approve BCA Revised Agreement**

MOTION was made by Martinson, seconded by Wenz to adopt Resolution #12-08 approving the revised BCA agreement.

MOTION CARRIED-VOTING IN FAVOR: BEYER, GRANER, HAFFTEN, MARTINSON AND WENZ.

***Employee Wage Review**

MOTION was made by Martinson, seconded by Wenz to approve a 4% wage increase for an employee retroactive to Pay Period #1, 2012.

MOTION CARRIED-VOTING IN FAVOR: BEYER, GRANER, HAFFTEN, MARTINSON AND WENZ.

***Approve Pay Request #2/Welcome Sign – Visual Communications**

MOTION was made by Martinson, seconded by Wenz to approve pay request in the amount of \$15,300 while the city will retain \$1,000 for some touch up painting that needs to be completed.

MOTION CARRIED-VOTING IN FAVOR: BEYER, GRANER, HAFFTEN, MARTINSON AND WENZ.

***Remove Employee from Probation**

MOTION was made by Martinson, seconded by Wenz to remove C. King from her probationary period to full time status.

MOTION CARRIED-VOTING IN FAVOR: BEYER, GRANER, HAFFTEN, MARTINSON AND WENZ.

***Approve Temporary Liquor License/Rockford Lions**

MOTION was made by Martinson, seconded by Wenz to approve a temporary on-sale liquor license to the Rockford Lions for a benefit being held on February 18, 2012.

MOTION CARRIED-VOTING IN FAVOR: BEYER, GRANER, HAFFTEN, MARTINSON AND WENZ.

OPEN FORUM:

No was present for open forum.

Employee Recognition

Mayor Beyer presented Streets Supervisor, John Quirk with a certificate of recognition for his 15 years of service as a public works Street Maintenance employee.

Approve Purchase of Software-SimpleSign 4.0 Software for Streets Department

Dennis reviewed information about a new software program that the public works crew has received a demonstration on that they could use to inventory all of the city signs. All of the staff had an opportunity to use the software and it is very easy to use. Currently, the public works department goes out and drafts a hand written sign inventory that they then transfer to an Excel spreadsheet. With the SimpleSign software program we would drive up to the sign using the GIS system staff would enter the signs into the program which would be placed on a map.

MOTION was made by Hafften, seconded by Graner to purchase SimpleSign 4.0 Software and the RoweMap software from Rowekamp Associates, Inc. for a cost not to exceed \$2,187.50.

MOTION CARRIED-VOTING IN FAVOR: BEYER, GRANER, HAFFTEN, MARTINSON AND WENZ.

TH 55 Utility Improvement/Approve Plans & Spec and Authorize Bidding

Engineer Statz stated that the plans and specifications for the TH 55 Utility improvement have been completed. The project includes upsizing a sewer line along TH 55 from Maple Street to Main Street then across TH 55 at Main Street. Also included is the replacement of cast iron water main along the same route and continuing east, under the river, terminating at CR50. The project will be funded by the water and sewer funds.

MOTION was made by Martinson, seconded by Wenz to approve the plans and specifications and authorize the engineers to advertise for bids for the TH 55 Utility Improvement Project.

MOTION CARRIED-VOTING IN FAVOR: BEYER, GRANER, HAFFTEN, MARTINSON AND WENZ.

Resolution #12-09/Adopt Fire Department Policy

There was some discussion about the definition Regular Member training and it was changed to require Firefighter 1 and First Responder training within 18 months. The department has 4 members that are EMT's. Attorney Couri went over some of the changes: "may" be 2 assistant chiefs, 33 members. Council member Hafften questioned who is responsible for maintaining the training? Assistant Chief Buoy stated that there is training done throughout the year

and members are required to attend a certain amount of training. It was noted that the members are required to sign two different training attendance records when they attend training. Chief Sanderson stated that he just received a notice from the state that certain certifications are due to expire and then he signs off that these members have taken the training necessary to maintain certification status. In the past this was not being sent on to the state so certifications were lapsing even though training was completed.

Graner wanted to know if the fire department receives pay per call in the future if they would be required to have more training and if so would they be considered employees. Staff will research this.

Incident commander will be addressed under the departments SOP's and not in the policy as first on the scene.

Fire fighter Chad Kueseman suggested that the policy be changed to include "interviewing is done by an outside member of another fire department and or chief". The department has already discussed this and the city council wants to maintain the interview committee to include: two council members, a fire department member and city administrator. Page 11 add at the scene of the emergency response chain of command shall be in conformation with the SOP's of the Rockford FD.

MOTION was made by Hafften, seconded by Martinson to approve Resolution #12-09 to approve the policy with changes.

MOTION CARRIED-VOTING IN FAVOR: BEYER, GRANER, HAFFTEN, MARTINSON AND WENZ.

Rockford High School Grant – Athletic Fields Contribution

Administrator Carswell noted that the Rockford High School has received a small grant from the Twins Community fund to upgrade certain fields at the High School. The city had supported a larger grant and they are asking that the city support this project with one third the amount approved last fall which would translate to \$6,700.

MOTION was made by Hafften, seconded by Graner to approve a contribution of \$6,700 towards the Rockford School ball fields grant project.

MOTION CARRIED-VOTING IN FAVOR: BEYER, GRANER, HAFFTEN, MARTINSON AND WENZ.

Administrator's Report

Council reviewed the administrator's report including the following items: senior housing developers meeting, 2011 general fund looks positive, ribbon cutting ceremony at RiverWorks thrift store, business expo on March 17th, site plan/landscape plan event center, storm water repair on levee postponed, software is being ordered by the fire department, Hennepin County Sheriff's department proposal, loss control visit, chemical feed building and public works update.

Council Reports

Martinson-selling Green Back Dinner tickets for the Rockford Lions

Hafften – working on job descriptions with Administrator/pay equity personnel committee meeting Feb or March

Wenz- noted that the Director of the Historical Society requested vacation leave

Graner –foreign exchange students are welcomed by the school district

Beyer- had nothing to report

ADJOURNMENT

MOTION was made by Graner, seconded by Hafften to adjourn the meeting.

MOTION CARRIED-VOTING IN FAVOR: BEYER, GRANER, HAFFTEN, MARTINSON AND WENZ.

Mayor Beyer adjourned the meeting at 9:00 p.m.

Michael Beyer, Mayor

Nancy Carswell, Administrator