

Deputy Mayor Graner called the **January 28, 2014** 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: Graner, Kesanen, Martinson and Wenz. Absent: Hafften. Also in attendance were: Attorney Couri, Engineer Ward, Administrator Carswell, Deputy Clerk Etzel and Public Works Supervisor Peterson.

The Pledge of Allegiance to the Flag was given.

***Approve Consent Agenda/Set Agenda**

MOTION was made by Martinson, seconded by Wenz to add 2. J. Proclamation for Congenital Heart Defect Awareness Week to the consent agenda and remove 3.A. Employee Recognition 15 Years from new business. Council approved all items 2.A to 2.J on the consent agenda and set the agenda.

MOTION CARRIED - Voting in favor: Graner, Kesanen, Martinson and Wenz.

***Approve Regular Council Minutes/January 14, 2014**

MOTION was made by Martinson, seconded by Wenz to approve the minutes of the December 23, 2013 regular council meeting.

MOTION CARRIED - Voting in favor: Graner, Kesanen, Martinson and Wenz.

***Approve Payment of Claims**

MOTION was made by Martinson, seconded by Wenz to approve the payment of claims #22811 to #22858 and voided check #22819 in the amount of \$140,194.72.

MOTION CARRIED - Voting in favor: Graner, Kesanen, Martinson and Wenz.

***RESOLUTION #14-06/Adopting the 2014 Compensation Plan**

MOTION was made by Martinson, seconded by Wenz to approve Resolution #14-06 adopting the 2014 compensation plan.

MOTION CARRIED - Voting in favor: Graner, Kesanen, Martinson and Wenz.

***RESOLUTION #14-07/Approve the 2014 Rockford Fire Department Members**

MOTION was made by Martinson, seconded by Wenz to approve Resolution #14-07 approving the 2014 Rockford Fire Department members.

MOTION CARRIED - Voting in favor: Graner, Kesanen, Martinson and Wenz.

***RESOLUTION #14-08/Approve the 2014 Rockford Fire Department Relief Officers**

MOTION was made by Martinson, seconded by Wenz to approve Resolution #14-08 approving the 2014 Rockford Fire Department Relief Officers.

MOTION CARRIED - Voting in favor: Graner, Kesanen, Martinson and Wenz.

***RESOLUTION #14-09/Approve 2014 Fees**

MOTION was made by Martinson, seconded by Wenz to approve Resolution #14-09 approving the 2014 fees.

MOTION CARRIED - Voting in favor: Graner, Kesanen, Martinson and Wenz.

***Authorize Alta Survey/Rockford Mall Properties**

MOTION was made by Martinson, seconded by Wenz to approve the Alta Survey for the Rockford Mall properties and authorize staff to sign the agreement.

MOTION CARRIED - Voting in favor: Graner, Kesanen, Martinson and Wenz.

***Approve Ver-Tech Industrial Wastewater Discharge Permit**

MOTION was made by Martinson, seconded by Wenz to approve a two year Industrial Wastewater Discharge Permit agreement with Ver-Tech, Inc. and authorize the Mayor and Administrator to sign the agreement.

MOTION CARRIED - Voting in favor: Graner, Kesanen, Martinson and Wenz.

***Employee Wage Increase/City Administrator-Carswell**

MOTION was made by Martinson, seconded by Wenz to approve Administrator Carswell's wage increase to \$40.00 per hour effective in pay period three (3).

MOTION CARRIED - Voting in favor: Graner, Kesanen, Martinson and Wenz.

***Proclamation – Congenital Heart Defect Awareness Week**

MOTION was made by Martinson, seconded by Wenz to proclaim February 7-14, 2014 to be Congenital Heart Defect Awareness Week and encourages all citizens to increase awareness, education and services for Congenital Heart Defects which affect thousands of babies each year.

MOTION CARRIED - Voting in favor: Graner, Kesanen, Martinson and Wenz.

Wright County Sheriff's Deputy – Adam Fournier

Stated it's cold outside and the roads have been bad. Reminded those parking on streets to be aware of seasonal parking and to remove your vehicle to avoid being ticketed and/or towed.

15 Year Employee Recognition/Marlvs Elsen

Removed for future meeting.

Authorize Stork House HVAC Grant Writing Fund Proposal

Administrator Carswell state a committee is meeting at the end of February to review the contract the city has with the Stork House. Rebecca Mavencamp has submitted a proposal to

apply for funding to complete the final phase of the grant writing associated with the HVAC system for the Ames-Florida-Stork-House. Total request is for \$750.00 at an estimated 27 hours.

Council discussed what account the funds would come from. The city has set aside for the city's portion of the project and take the grant request funds from this account.

MOTION was made by Kesanen, seconded by Wenz to approve \$750.00 for the HVAC grant writing for the final phase for the Ames-Florida-Stork House as proposed by Rebecca Mavencamp.

MOTION CARRIED - Voting in favor: Graner, Kesanen, Martinson and Wenz.

Wellhead Protection Proposal

Shane Waterman from Wenck was present to review the Wellhead Protection Proposal which is required every 10 years. This consists of Part 1 and Part 2. Wenck and staff are working with the Department of Health to make sure the date fits the model.

Supervisor Peterson stated this is a required unfunded government mandate and the 2005 Wellhead Protection cost about \$20,000; which is what they budgeted in the 2014 water fund. Also, since 2005 the City added Well 7. Engineer Ward noted they will use part of the 2005 data to complete the report.

MOTION was made by Martinson, seconded by Wenz to approve the Wellhead Protection Planning: Part 1 estimated cost \$13,000-\$20,000 & Part 2 estimated cost \$4,000-\$6,000 and authorized the Administrator to sign the agreement.

MOTION CARRIED - Voting in favor: Graner, Kesanen, Martinson and Wenz.

Riverside Park Picnic Shelter Project

Administrator Carswell thought it was time to get the committee from the event center together to discuss the Riverside Park picnic shelter project. If the project is under \$100,000 the city can go out for quotes and not have to do sealed bids. Finance Clerk Swendsen will schedule the meeting. The committee consisting of: J. Graner, R. Martinson, D. Peterson, J. Swendsen and the Administrator will get together in early February to get the plans in motion.

Administrator's Report

The Administrator's report included status of the following: purchase agreement for the mall has been delivered, a meet and greet for the new Administrator is scheduled for January 31st at 5:30pm, new Administrator's hours during the transition period, Historical Committee meeting is being rescheduled, R-G Community Expo is March 15th and Martinson & Wenz are willing to work the city booth, special workshop is scheduled for February 11th at 6:30pm to review the new rate structure for the water and sewer rates, and the Waste Management contract for garbage service is expiring April 30th.

Supervisor would like to see if Waste Management would be willing to pick-up the street sweepings.

Engineer's Report

The Engineer's report included updates on the following: PCA comment on the Waste Water Treatment Facility have been received and will be presented to Council at future meeting, the 2014 Utility Project will be on the next Council meeting, the televising of the sewer lines in Maplewood Manor is going slow due to the weather. Supervisor Peterson noted they have reviewed about 18 of the televised lines and 30-40% need work. Council would like to view one of the televised lines at the next Council meeting.

Council Reports

Graner – Fire Department held their annual dinner and Dennis Peterson received an award. Fire Chief Sanderson earned his Fire Fighter 1. The Rockford Fire Department Women's Auxiliary will hold their 2nd Annual Spaghetti Dinner on Saturday, February 8th at the Fire Station (6700 Main Street) from 4pm-7pm (\$8 Adults / \$5 Children 6-12 years old / and 5 years and under free) tickets are available at the door.

Kesanen – had a flyer regarding a class for making the most of your Women-Infants-Children (WIC) vouchers. This class will be Saturday, February 8, 2014 at 10am at the Riverwood Covenant Church. Call 763-647-0522 to register.

Martinson – Be safe with the cold weather – clear your vents of snow to allow gasses to escape and if you have a fire hydrant in your neighborhood make sure it is clear of snow in case it needs to be used. Public works is doing a good job of keeping the snow pushed back.

Wenz – nothing to report

Finance Report

Administrator review the 2013 4th quarter financial report prepared by Finance Clerk Swendsen.

OPEN FORUM

Deputy Mayor Graner called for open forum. No one from the public spoke.

ADJOURNMENT

MOTION was made by Martinson, seconded by Wenz to adjourn the meeting.

MOTION CARRIED - Voting in favor: Graner, Kesanen, Martinson and Wenz.

Deputy Mayor Graner adjourned the meeting at 7:52 p.m.

Jeannette Graner, Deputy Mayor

Audra Etzel, Deputy Clerk