

Mayor Hafften called the **March 11, 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: Hafften, Graner, Kesanen, Martinson and Wenz. Absent: none. Also in attendance were: Administrator/Special Counsel Madsen, Administrator Carswell, Engineer Ward, John Quirk Streets Dept. and Public Works Supervisor Peterson.

The Pledge of Allegiance to the Flag was given.

**\*Approve Consent Agenda/Set Agenda**

**MOTION** was made by Graner, seconded by Martinson to approve all items 2.A to 2.G on the consent agenda and set agenda new business items 3.A to 3.D.

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

**\*Approve Special Council Minutes/February 20, 2014**

**MOTION** was made by Graner, seconded by Martinson to approve the minutes of the February 20, 2014 special council meeting.

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

**\*Approve Regular Council Minutes/February 25, 2014**

**MOTION** was made by Graner, seconded by Martinson to approve the minutes of the February 25, 2014 regular council meeting.

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

**\*Approve Payment of Claims**

**MOTION** was made by Graner, seconded by Martinson to approve the payment of claims #22953 to #23003 in the amount of \$123,416.13.

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

**\*Approve February Building Permits**

**MOTION** was made by Graner, seconded by Martinson to approve the February Building Permits #14-07 to #14-14.

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

**\*Approve Rockford 2014 Senior All-Night Graduation Party Donation**

**MOTION** was made by Graner, seconded by Martinson to approve donating \$250.00 to the 2014 Rockford All-Night Graduation Party to be used towards the healthy, safety and welfare of the students and not for the purchasing of prizes, etc.

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

**\*Approve Minnesota Historical Grant Scholarship/Rebecca Mavencamp**

MOTION was made by Graner, seconded by Martinson to approve the Rockford Area Historical Society (RAHS) matching grant under the City of Rockford to attend the 2014 AASLH conference with the matching cash portion being paid by the RAHS.

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

**\*Approve Hiring Seasonal Parks Employee/Krause**

MOTION was made by Graner, seconded by Martinson to hire Aaron Krause as a seasonal employee for 2014 at the hourly rate of \$12.04 per hour.

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

**Rockford Ambassador Update**

Katie Sutton Rockford Ambassador thanked the city council for their support and said she is enjoying serving as an Ambassador for Rockford. Ashley Junior Ambassador was present and told about the princess party she attended which was very fun. The candidates will be present at the business expo and other community events throughout the year.

**Wright County Deputy**

Adam had nothing to report things have been quiet. Council expressed concern about children crossing at Highway 55 without using the crosswalk.

**2014 Fog Seal Coat Project**

Quirk is proposing a large 50,000 SF fog seal or chip seal street maintenance project this summer. The project area is located in the old part of the city and also include the parking lots. The project is funded by the 401 Capital Improvement Plan budget. Graner asked if it would be wise to complete two years in one year. It is more cost effective to complete one area and this is an area that is due for the maintenance. Hafften asked for an updated 2030 plan for the Street and Utilities CIP.

MOTION was made by Wenz, seconded by Martinson to authorize the bid of the seal coat project.

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

**DNR Outdoor Recreation Grant-Riverside Park**

Administrator Carswell reported that since the city is planning to construct a new picnic shelter and kitchen at Riverside Park that she is working on submitting a grant application for the project through the DNR Outdoor Recreation which is due March 31<sup>st</sup>. Carswell will update the figures that she has from last year and staff will present the final information at the next council meeting. The city council must adopt a resolution authorizing submittal of the grant application. Hafften stated that she doesn't want the building size to be limited to 500 square foot as she feels there is

a way to get around this. Peterson stated that the restroom planned in the building fit just fine and noted that the kitchen plans are larger than what is currently in the park. Hafften stated that she didn't think the restrooms should be part of the 500 square feet. Staff will submit a final draft of the grant application at the next council meeting, March 25, 2014.

### **Resolution #14-18/Approve Property Owner Sanitary Sewer Lateral Agreement**

Madsen reviewed the waiver agreement he prepared for the repair or rehabilitation of the private sewer laterals. There will be an open house on March 20 to answer questions about the project. What about some people that are living south during the winter months? Does staff have any of these addresses for people out of town? The letters should say critical mail or red stamped using a stamp or sticker. If the deadline comes and goes then what? Senior deferment will be allowed and will be addressed at the first open house meeting. If residents don't do the repair by June 2015 they will be assessed a large fine. Infiltration was discussed and Dennis said the city has about 12 million gallons per year of wastewater that has

**MOTION** was made by Martinson, seconded by Kesanen to approve Resolution #14-18 Approve property owner sanitary sewer lateral agreement.

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

### **Fire Department**

Ben Sanderson fire chief was present to review the information about reserve firefighters. Questions were answered that council had requested: cost of work comp insurance no cost as these are covered under our volunteer insurance. Cost per person: gear, training and staff will be discuss at the fire board meeting. The finance clerk is working on the numbers from the audit and possibly the fire billing.

Motion was made by Graner seconded by Wenz to approve the reserve firefighters.

Motion carried-voting in favor: Graner, Hafften, Kesanen, Martinson and Wenz.

### **Administrator's Report**

The Administrator's report included status of the following: transition of administrator, benefits, insurance update, audit for 2013 is almost complete, industrial business expansion and grant application for the realignment of county road 32 was denied, although it ranked high.

### **Public works report**

Peterson reported on the potential of flood levels of the Crow River, new storage shed will be installed at Riverside Park this year, Hafften wondered about storage for River Days, you can use the water tower for storage. Road restrictions will go on next week for about six weeks.

### **Engineer's Report**

The Engineer's report included updates on the following: wastewater treatment facility, 2014 utility improvement project discussing the city hire an intern for inspecting project, wellhead protection plan and Rockford Mall Alta survey and Phase I Environmental.

**Council Reports**

*Martinson - April 12<sup>th</sup> Rockford Lions is holding their annual Green Back Dinner which includes a silent auction, music, entertainment, a Wild West theme \$75 per person and many cash prizes.*

*Kesanen – thanked the community for raising \$25,000 for RiverWorks in February*

*Wenz- Business expo at community center March 15 9- 1 p.m.*

*Graner – nothing to report*

**OPEN FORUM**

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

**ADJOURNMENT**

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

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

Mayor Hafften adjourned the meeting at 8:19 p.m.

---

Renee Hafften, Mayor

---

Nancy Carswell, Administrator