

Mayor Beyer called the **April 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: Auditor Andrew Berg, Finance Clerk Huettl, Engineer Statz, Administrator Carswell, Public Works Supervisor Peterson and Fire Chief Sanderson.

The Pledge of Allegiance to the Flag was given.

Approve Consent Agenda/Set Agenda

MOTION was made by Graner, seconded by Hafften to approve all items on the consent agenda and to add a change order #2 TH 55 Utility project, and Assistant fire chief position to old business.

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

***Approve Special City Council Minutes/April 10, 2012**

MOTION was made by Graner, seconded by Hafften to approve the minutes of the April 10, 2012, Special City Council Meeting.

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

***Approve Regular City Council Minutes/April 10, 2012**

MOTION was made by Graner, seconded by Hafften to approve the minutes of the April 10, 2012, Regular City Council Meeting.

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

***Approve Payment of Claims**

MOTION was made by Graner, seconded by Hafften to approve the payment of claims #20387 to #20423 in the amount of \$57,517.68.

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

***Approve Purchase of Parkwood Park Equipment**

MOTION was made by Graner, seconded by Hafften to approve contracts with the following contractors for improvements to be installed at the Parkwood Park which will be financed by the park dedication fund as follows:

- DMJ Asphalt install trails A&B \$10,360.00,
- Wright-Hennepin Electric/install electric and parking lot lights \$1,919,
- RC Electric \$2695.00 to install pedestal, meter socket & panel as well as trench wires over to the dugout and trench in a 12 gage wire for a 20 amp circuit as well as an empty 1" conduit for future wires,
- Curt Evans Construction/cement border \$3,090,
- Burschville Construction/water services \$3,750, and
- Obtain bids to install a drinking fountain not to exceed \$4,000 for a total project cost not to exceed \$25,814.

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

***Wage Increase/D. Duda**

MOTION was made by Graner, seconded by Hafften to approve a 2% wage increase for D. Duda effective pay period 8.

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

***Wage Increase/J. Quirk**

MOTION was made by Graner, seconded by Hafften to approve a 2% wage increase for J. Quirk effective pay period 8.

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

Open Forum Girl Scouts/Highway 55 Pedestrian Safety Concerns

Presented the council with 67 letters that they request the city send onto the Highway Safety Department to make Highway 55 safer for pedestrians.

Open Forum

Wright County Deputy was present and provided an update.

Volunteer of 2011 Award

Mayor Beyer presented a plaque to the 2011 Volunteer of the Year – Bill Decker for his service to the community:

Bill received four nominations for volunteer of the year, noting his involvement in the following: Rockford Volunteer Fire Department, RiverWorks programs-Crow River Christmas & Easter Event, Riverwood Covenant Church and through his generous business donations to the community.

2011 Audit/Abdo, Eick & Meyers

Andrew Berg of Abdo, Eick and Meyers presented the 2011 financial statements for all funds. No negative finding other than the city preparation of financial statements. We do not have a CPA on staff so the auditor does the financial statements.

The end of the year General fund unassigned balance has increased to \$1,127,221 which is 65% of the 2012 budget. Revenues were higher than budgeted due mostly to delinquent taxes being paid. Reviewed special revenue funds: DEED loan funds, HRA, Park Dedication, Fire Department, etc. Debt service funds noted the 2001 street bond was paid in full. All debt service bonds have adequate cash balances. The auditor suggested that the city council continue to monitor the cash balances when setting the levy. Capital project funds balances were reviewed.

The Water fund was reviewed and compared with the last three years. The cash balance decreased \$455,000 due to an interfund loan made to the sewer fund. The auditor recommended the city continue to monitor rates annually to make sure they are keeping up with the costs.

The Sewer fund revenues have increased due to the increase in rates, although the expenditures are more than the revenues received per the audit. Although, Administrator Carswell noted that the expenditures include the depreciation which is a large number and the city usually bonds for upgrades and does not use cash.

Overall the city's debt to assets ratio, debt per capita, taxes per capita have all decreased which is favorable.

MOTION was made by Hafften seconded by Graner to accept the 2011 financial statements for the city funds as prepared by Abdo, Eick & Meyers.

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

Resolution #12-24 Award 2012 Seal Coat Contract

Bids for the seal coat bids were opened today at the public works facility. A total of three (3) bids were received. The low bid is from Pearson Bros. at \$45,299.85 which includes streets and fog sealing the trail.

MOTION was made by Martinson, seconded by Wenz to approve resolution #12-24 to award the 2012 Sealcoat project contract to Pearson Bros. 11079 Lamont Ave NE Hanover, MN 55341 in the amount of \$45,299.85.

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

Phosphorus Plan/Select Engineer

Dennis Peterson public works supervisor stated he would like to establish a committee to interview the two engineering firms in regards to the phosphorus plan. Mayor Beyer said we have costs why do you want to interview them, why not just award the project to the low bidder Foth. Dennis Peterson responded that this is going to be the starting point of the phosphorus plan. Dennis and Doug Duda wastewater operator wants to meet the staff of both firms to find out more about how they will go about this plan and to find out more about the staff handling the project. Council member Graner and Wenz volunteered to interview the two companies for this project along with Dennis Peterson and Doug Duda.

Approve Easement for water main along Highway 55 adjacent to Byerly's site

Engineer Mark Statz submitted the easement on Byerly's property for the water main upgrade that is part of the 2012 Highway 55 Utility Project. The easement is required as MNDOT will not allow the city to place the water main as proposed which was too close to the MNDOT right of way. This requires the city to obtain an easement from Byerly's at 8090 County Road 50 to relocate the water main. Byerly's have verbally agreed to sign the easement but they have asked that a stub water service be included in the project to their property.

Motion was made by Hafften, seconded by Graner to approve the easement for the water main as long as they sign the document by April 27th end of business day 4p.m.

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

Approve Change order #2

The proposed change order includes a hydrant on the NE corner of Main and TH 55 at a cost of \$8,343.55 and adding a T at 8090 County Road 50 at the Byerly's site at a cost of \$3,305 without the gate valve. The council discussed getting a bid for this project - Beyer wondered if this was a lot of money to pay and wondered if we would be better off buying the easement. Administrator Carswell stated that in the past the city paid \$8,000 for an easement along Highway 55 and Lone Oak Road for a redevelopment project.

MOTION was made by Hafften, seconded by Graner to approve change order #2 for the 2012 Hwy 55 utility project not to exceed \$11,650 for hydrant on the NE Corner of Main and TH 55 and to add a T to the water main to 8090 County Road 50 Beyerly's site for redevelopment of the project.

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

Ver-Tech SIU Permit/FOG Limit Extension

Public works supervisor D. Peterson is requesting the city council allow Ver-tech an extension to meet the new FOG limit of their permit to July 2012. This is the second extension they have requested this year, but Peterson noted that their staff continues to test their waste and change chemicals to find a solution to this violation. Peterson noted that the city staff continues to meet with Ver-tech on a quarterly basis and is aware of the fact that they are testing their wastewater and working diligently to lower the FOG (fats, oil and grease) to meet the 100 M/G limit the city has established in their permit. The city council asked if this is affecting the city's operations and Peterson said not at this time. The city council discussed the fine that is part of the significant industrial users permit.

MOTION was made by Graner, seconded by Martinson to extend the FOG limits penalty for Ver-Tech until July 2012.

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

Fire Department Assistant Chief

Council member Graner stated that the city council adopted a policy which included the appointment of two assistant fire chiefs. Graner suggested that the city council appoint a second assistant fire chief to fill the term that was vacated by the resignation of Gordon Hopkins.

Mayor Beyer doesn't feel two assistant chiefs are necessary to the department. Graner stated that change is not always bad. Mayor Beyer stated that this makes the department more top heavy in management. Graner stated that the department needs three people to break a tie at the top that is why the city council is 5 members and not an even number that could end up in tie votes. Mayor Beyer stated that he feels the decision making is becoming more political. Graner said that the department told the city council that the chief and assistant chief have many duties and they agreed that a 3rd person would be beneficial. Hafften suggested eliminating a captain if there seems to be too many.

Fire Captain Bill Decker stated that the four captains are taking some of the work load off the chief and assistant chief, which was not being done in the past. Decker doesn't feel that the fire department needs another assistant chief and noted they have better call counts.

Chief Ben Sanderson stated that we don't have the conflict now that we had before. We are having officer meetings at least once a week. The way things are being done is much different and we allow our captains to take a lead on training, etc.

Assistant Chief Buoy stated the past chief took on a lot of the work and did not delegate tasks. Assistant Chief Buoy stated that he does not feel over worked at this time.

Council member Graner stated she has been contacted by other members of the department that are wondering when the city council is going to appoint a second assistant chief.

Chief Sanderson noted that the department is working more cohesively in regards to training, have a new member and three applicants pending.

Council member Graner stated that she expects the fire department to communicate with her as the council liaison. Graner stated that the city council should get updates on how things are going.

Captain Decker stated that issues are getting handled right away which is working well.

Chief Sanderson noted that the majority of the fire department does not want a second assistant fire chief. Graner said if this is what the department wants then the city will not appoint a 2nd assistant chief but the department will vote on this at their next business meeting. Graner was invited to attend the officers meeting which is held at 6:30 p.m. prior to the business meeting on the first Monday of the month.

Monthly newsletters will be sent on to the city council to keep them up to date on the operations at the fire department. Administrator Carswell will schedule an in house diversity training session soon for the entire city staff including the fire department through the League of Minnesota cities.

Administrator's Report

The administrator's report included the following items: water conservation rates starting in 2015, park commission meeting from April 16th, marketing video, State Highway 55 construction, water main break on Maple Drive, open house for Crow River Food Co-op, welcoming new businesses, and senior housing application.

Martinson expressed his concern about the recent outcry at a public hearing for a senior housing project.

Finance Report/Quarterly Report

The finance report included the following fund balances for all funds including revenues and expenditures for the first quarter.

Engineer Report

Statz informed council that he talked with MNDOT about pedestrian crossing on Hwy 55 and Ash Street and they will work to create a safe crossing. Statz updated the council on the TH55 project and noted that the north side of Main Street will not be closed for 2 weeks. MNDOT has a detour in place in Rockford and one lane traffic during the project which includes: a mill and overlay of the asphalt, replacing the concrete median and work on the bridge plates. The work that is being done on Hwy 55 is being paid by MNDOT with the exception of the water/sewer main upgrades. Statz noted that MNDOT and the engineers are addressing the concerns of business owners Casey's and Vergin's access during the highway project.

Fire Chief

Chief Sanderson noted that burning restrictions have lifted and permits are being issued. The department has had two fire calls, 2 HAZMAT calls and 8 medical calls since the last council meeting. The fire department is dealing with detours along the Highway corridor and in the downtown. Sanderson also noted that the members training certifications are all getting up to date.

Council reports

Martinson – event center getting prepared for the open house and met earlier noted some questions on estimates- Open house will be May 1st - 6 p.m. at the Lions Building

Graner – reminder about the fire department pancake breakfast May 6th 7 -12 noon.

ADJOURNMENT

MOTION was made by Graner seconded by Hafften to adjourn the meeting. The meeting adjourned at 9:23.

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

Mayor Beyer adjourned the meeting at 9:23 p.m.

Michael Beyer, Mayor

Nancy Carswell, Administrator