

Mayor Hafften called the **July 23, 2013** 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, and Martinson. Absent: Wenz. Also in attendance were: Engineer Ward, Fire Chief Sanderson, Administrator Carswell, Public Works Employee Quirk, and Deputy Clerk Etzel.

The Pledge of Allegiance to the Flag was given.

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

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

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

**\*Approve Regular Council Minutes/July 9, 2013**

**MOTION** was made by Martinson, seconded by Graner to approve the minutes of the July 9, 2013 regular Council Meeting.

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

**\*Approve Payment of Claims**

**MOTION** was made by Martinson, seconded by Graner to approve the payment of claims #22114 to #22189 in the amount of \$54,864.17.

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

**\*Resolution #13-29/Approve Investments**

**MOTION** was made by Martinson, seconded by Graner to adopt resolution #13-28 approving investments.

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

**\*Approve 2014/2015 Wright County Sheriff's Agreement**

**MOTION** was made by Martinson, seconded by Graner to approve the 2014/2015 Wright County Sheriff's Agreement and authorize the Mayor and Administrator to sign the contract.

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

**\*Approve Purchase of City Hall Security System**

**MOTION** was made by Martinson, seconded by Graner to approve the purchase of the City Hall security system from Russell Security for \$4,585.00 and authorizes staff to sign the contract.

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

**\*Resolution #13-30/Approve Raffle for Rockford Area Historical Society**

**MOTION** was made by Martinson, seconded by Graner to adopt resolution #13-29 approving the quilt raffle for the Rockford Area Historical Society.

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

**\*Approve Library Roof Quote/Karl Kiphuth**

**MOTION** was made by Martinson, seconded by Graner to approve the quote from Karl Kiphuth for the amount not to exceed \$5,250.00 for the replacement of shingles on the library roof and authorizes staff to sign the contract.

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

**\*Schedule General Fund Budget Workshop**

**MOTION** was made by Martinson, seconded by Graner to schedule the general fund budget workshop meeting with staff for August 20, 2013 at 5:30 pm at the public works facility.

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

**Adam Fournier Wright County Sheriff's Dept.**

Deputy Fournier reminded residents and business owners to remove valuables and lock their vehicle doors. Their staff and reserves will be at Rockford River Days (RRD). Parking not normally allowed near the volley ball courts will be allowed during RRD, public works staff will cover the no parking signs during the event to avoid confusion.

**Rockford River Day's Ambassador**

Ambassador KaLeigh Dwinell was present to update the council on events. She recently participated in the Aquatennial and had a great experience. There are many upcoming events for the candidates and ambassadors – July 24th reading at the library, July 26th a sleep over, July 27th bagging groceries at Cub, sparkle night at the Twins ball game and the Hanover town festival. There are 5-6 ambassador candidates. Saturday, August 10<sup>th</sup> at 10am to meet the candidates and Sunday, August 11<sup>th</sup> at 3pm is the candidate coronation under the tent.

**Accept 2013 Seal Coat Project Bids**

Council wanted to know why there was such a price difference (\$39,898.26 Pearson Bros., Inc. and \$69,408.60). Public works employee Quirk stated Pearson Bros., Inc. has done a lot of fog sealing and has the different oil required for the skate park in stock. The council appreciated public works estimate coming so close to the bid for the project to include: Walnut Street (Main Street to High Street), Maple Street (Tamarack Lane to RR trestle), Main Street (TH 55 to Linden), Linden Street (Main to Maple), the trails and skate park. Project total is \$39,898.26 and will be financed by the Capital Improvement Plan Fund 401.

Council wanted staff to remind the contractor that this project is not to interfere with Rockford River Days.

**MOTION** was made by Graner, seconded by Kesanen to approve the quote from Pearson Bros., Inc. for the amount of \$39,898.26 for the 2013 Seal Coat Project to be financed by the CIP Fund 401 and authorizes staff to sign the contract.

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

**County Road 33 (Elm)/Ash Sewer Redirect**

On May 14<sup>th</sup> the Council discussed the Elm/Ash Sewer Redirect project and needed more information from Wright County regarding casings. Wright County confirmed they will allow HTP casings. The sewer does not currently run under County Road 33/Elm Street and this would need to be open cut before Wright County repairs the road in 2014. Table 1 showed an estimated cost of \$54,400 to \$65,300.

The water portion can be completed at a later date with a trench method.

Council was told no open cut can be done once Wright County has done their repairs.

**MOTION** was made by Graner, seconded by Hafften to authorize Wenck to prepare the RFPs to get bids for the County Road 33 (Elm Street)/Ash Street Sewer redirect project.

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

**MPCA Point Source Grant**

Engineer Ward presented council with information regarding the Point Source Implementation Grant Application. The grant from MPCA will only cover 50% the phosphorus treatment portion of the project (\$219,000 – not able to add contingencies), the rest of the project will have to be paid by the City. The grant application needs to be submitted by July 31<sup>st</sup>.

**MOTION** was made by Martinson, seconded by Graner to authorize Wenck to submit the grant application on behalf of the City.

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

**Woodhill Court Drainage Memo**

Engineer Ward and Public Works Supervisor Peterson have reviewed the issue. They have asked a local contractor to provide a cost for the homeowner to repair and have given the property owner suggestions to correct the drainage. Ryan Bernard, property owner of 4030 Woodhill Court was present to speak to council regarding the water drainage and asked the council to share in the cost to repair and would like some of the trees on the city property to be removed. City Attorney Couri has reviewed and advises the homeowner, not the Council to not undertake and fix this drainage problem. If the City does get involved it would become difficult to deny other future requests. Mr. Couri stated the City is not liable for the drainage issue.

After much discussion the council told Mr. Bernard, the homeowner, he would have to fix the drainage issue and the City will not assist with the costs.

**Approve Fire Inspection Policy and Letter**

Fire Chief Sanderson stated the fire inspection policy and inspection letters have been completed. They plan to inspect businesses (bi-annually) and residential buildings with more than four units (annually) for safety. The cost of the inspection is no charge, but if violations are found and not corrected a fine will be incurred and require a third inspection. The fire personnel will wear their uniform and have a picture identification, they will act professional and in an ethical manner on behalf of the City and in compliance with the Standard Code of Conduct. Any complaints received by the property owner will be handled by the City Administrator and forwarded to Council for action.

The city use to do annual inspections on apartment buildings and has not for many years. This will help the fire department become familiar with the buildings should they be called and to make sure they are safe.

The City of Greenfield has been contacted and the Fire Department is waiting for a reply. Rockford Township still needs to be contacted.

Council appreciated all the hard work to put the policy and letter together.

**MOTION** was made by Martinson, seconded by Graner to approve the fire inspection policy.

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

**Fire Department Report**

The Fire Department will have a crew on hand during Rockford River Days. They are busy setting-up for Rockford River Days. The water ball contest will be Saturday, August 10<sup>th</sup> at 5pm and at Cedar and Mechanic Streets – come and cheer on the Rockford Fire Department!

**Picnic Shelter Update**

Administrator Carswell was asked by Council to bring back a time line and more information regarding the proposed picnic shelter for Riverside Park. The information requested was presented to Council with proposed construction in the fall of 2013 and spring of 2014.

Council and staff discussed different options for the shelter and kitchen and tabled the discussion until the Event Center issue has been resolved.

Council Graner agreed with a shelter verses an event center since it will comply with the City Ordinance and DNR Regulations.

**Open Forum**

Mayor Hafften called for open forum.

Robert Douglas of 8774 Autumn Oaks Drive is requesting a three-way stop sign at the intersection of Tamarack and Autumn Oaks Drive. He presented a petition signed by seven homeowners in the area who also agree a three-way stop sign should be installed. Mr. Douglas stated this is a somewhat of a blind intersection and it appears drivers are speeding. The Council discussed doing a speed indicator and a speed count. Council decided to direct staff to review and make a recommendation.

**Administrator’s Report**

Carswell presented the administrators report including: city hall security system, IRS Audit of 2010 ended with a violation fee of \$1,174.00, 2014 budget numbers – workshop scheduled for Tuesday, August 20<sup>th</sup> at 5:30 at public works facility, special closed HRA meeting on July 31<sup>st</sup> at 5pm, Hurstwoods storm water channel, performance standards survey and levy limits, personnel committee will schedule a meeting in September and city hall roof project.

**Council Reports**

Hafften – Wednesday-July 24<sup>th</sup> the Rockford Fire Fighter Explorers will receive a percentage of Jimmy’s Pizza sales, Friday-July 26<sup>th</sup> is movie in the park showing “Brave”, Stork House quilt raffle tickets, Rockford River Days midway discount tickets are available at city hall and around town, Rockford River Days will have a band on Friday and Saturday night, and the fireworks will be Saturday evening.

Kesanen – National Night Out on Tuesday, August 6<sup>th</sup> in the past up to 450 people have attended and on Saturday, July 27<sup>th</sup> is the Dede Stevens Memorial Butterfly Release at the Stork House. They have four dozen butterflies at \$25 each and all the funds benefit the RiverWorks Food Shelf, contact Denise for more information.

Martinson – Rockford River Days is August 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup>. The RRD’s committee really needs volunteers to help at River Days.

Graner – nothing to report

Council requested an update on the status of the Hennepin County antenna project.

**Finance Report**

Administrator Carswell presented an update financial summary report to the council. Water is down \$424 and sewer is up \$9,428. The first half of the taxes have been received. Building permit revenues are down. No bond payments were due this last quarter. The CIP funds were reviewed along with the other funds.

Council requested an update on the Stork House HVAC system grant program.

**ADJOURNMENT**

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

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

Mayor Hafften adjourned the meeting at 8:35 p.m.

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Renee Hafften, Mayor

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Nancy Carswell, Administrator