

Mayor Beyer called the November 8, 2011 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 6031 Main Street, Rockford, MN.

ROLL CALL

Roll call was taken and the following council members were present: Beyer, Graner, Hafften, Martinson and Wenz. Absent: none. Also in attendance were: Administrator Carswell and Public Works Doug Duda.

The Pledge of Allegiance to the Flag was given.

***SET AGENDA/APPROVE CONSENT AGENDA**

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

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

***Approve Regular Council Minutes/October 25, 2011**

MOTION was made by Graner, seconded by Hafften to approve the minutes of the October 25, 2011, Regular 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 #19715 to #19767 in the amount of \$44,248.77.

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

***Approve Building Permits**

MOTION was made by Graner, seconded by Hafften to approve the building permits #11-133 to #11-150.

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

***Resolution #11-45 Approve Investments**

MOTION was made by Graner, seconded by Hafften to approve Resolution #11-45 to approve investments.

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

***Approve Auditor's Contract/Abdo, Eick & Meyers**

MOTION was made by Graner, seconded by Hafften to approve the contract for Abdo, Eick & Meyers to do the 2011 audit at a cost not to exceed \$27,800.00.

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

***City Engineer's Stantec Consulting Services, Inc.**

MOTION was made by Graner, seconded by Hafften to approve changing the official city engineer's name from Bonestroo, Inc. to Stantec Consulting Services.

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

***Resolution #11-46/Ordinance #11-08 Swimming Pools**

MOTION was made by Graner, seconded by Hafften to approve Resolution #11-46 adopting Ordinance #11-08 Swimming Pools – Single & Two Family Dwelling and authorizes staff to publish a summary ordinance.

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

***Employee Probation**

MOTION was made by Graner, seconded by Hafften to extend the employee’s probation for three months for further coaching and training and to re-evaluate at the end of the extension.

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

OPEN FORUM

Mayor Beyer called for open forum, no one from the public spoke.

Resolution #11-47 /Adopt Special Fund Budget 2012

Carswell reviewed the special funds budgets for the Historical, Seniors and Capital Fund Park Dedication. The budgets for the funds are as follows:

Historical Fund	\$38,900
Senior Fund	\$ 500
Park Dedication Fund	\$100,000

Motion was made by Martinson seconded by Wenz to approve Resolution #11-47 to adopt the Special Fund Budgets for the year 2012 are adopted as follows: 204 Historical \$38,900.00, 413 Park Dedication \$100,000.00, and 206 Senior Citizens \$500.00.

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

Resolution #11-48/Adopt CIP Budget 2012

Administrator Carswell went through the CIP budgets for the streets, public works vehicles/equipment and city hall.

Motion was made by Graner, seconded by Hafften to approve Resolution #11-48 to adopt the CIP fund budgets for the year 2012 are adopted as follows: 401 CIP Streets \$136,800.00 and 411 Public Works, City Hall & Parks \$75,000.00.

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

Approve Parkwood Park Design

Stuart Krahn from Stantec Consulting was hired by the city to design the new Parkwood Park. Stuart was present to review the final design plan.

The Park Commission met and asked the Parkwood residents what they desired in the park and a copy of the list was reviewed. Three conceptual designs were then reviewed by the Park Commission and narrowed down the selection to two. An open house was held for the community and their comments were reviewed.

The final design plan is attached and the Park Commission recommends the Council approve their design plan for the Parkwood Park. The final plan includes the following items:

A Little League baseball field, playground, picnic shelter, volleyball courts, basketball court, gazebo, and trails are all part of the design plan for the park. The park will be developed in phases. The first phase to be developed include the playground and the baseball field and is planned to be ready for the 2013 season.

Council questioned the trail which will be constructed of asphalt. How much topsoil is on the park now or will there be more?

Motion was made by Hafften , seconded by Graner to approve the Park Commissions design plan for the Parkwood Park.

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

Resolution #11-49/Sewer & Water Budgets 601 & 602

The water and sewer budgets were presented to council. Doug Duda reviewed the budget and noted the replacement of the water and sewer main projects were included in the budget.

Motion was made by Hafften, seconded by Martinson to approve Resolution #11-49 to adopt the 2012 Enterprise Funds Budget as follows: Fund 601 Water \$490,371.00 and Fund 602 Sewer \$540,943.00.

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

Wright County Deputy

Wright County Deputy Adam Fournier was present and noted that the seasonal parking regulations start November 1st otherwise the city has been pretty quiet.

Appoint Fire Chief/Assistant Chief

The appointment of the chief and assistant chief were tabled until back ground check is done on the candidates.

Approve Purchase of Replacement Furnaces at City Hall

The furnace heat element is in need of replacement but the cost is so high that it is recommended that the unit be replaced. There are two units on the roof one for the city council chambers which is a 3 ton Carrier and the second floor offices which is a 5 ton Carrier unit.

Staff received three bids to replace both roof top HVAC units at City Hall.

Motion was made by Hafften seconded by Graner to approve the purchase of two roof top furnaces from Yale Mechanical at a cost of \$11,098.00 with the option that one of the units is paid in 2012.

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

Administrator's Report

Council reviewed the administrator's report including the following items: Parkwood plan, planning commission swimming pool ordinance, levee inspection, food co-op meeting, interview committee FD chief, public works job descriptions, employee benefits, compost site, bio solids hauling, Brummer obtained Class D wastewater operator's license, flushed hydrant and removed old welcome signs.

Council member Martinson stated that the clocks on the food shelf tower should be turned off as they are no longer operating correctly.

Engineer's Report

Council reviewed the engineer's report including the following items: levee inspections, Parkwood seeding park and the Trunk Highway 55 Water/sewer main replacement project.

Financial 3rd Quarter Report

Carswell presented the 3rd quarter financial report on all funds. The general fund at the end of the quarter looks good and each department seems to have adequate funding for the remainder of the year. The special funds cash balances were reviewed:

Special fund Cash balances:

Revolving loan funds State -200	\$60,805
Revolving loan funds Federal 201	\$99,744
Historical fund 204	\$14,058 (includes \$7,000 mold removal transfer in)
Park Dedication fund 205 was moved to capital funds	
Senior citizens	\$ 1,030
HRA	\$50,266
Flood Control	\$30,718 (tree removal & rip rap)

Capital Improvement fund balances:

401 Street CIP fund	\$20,570 (another fund transfer will be made in Dec)
405 Transportation fund	\$24,515 (from lots developed in Parkwood)
411 City hall/PW Equipment	\$58,006 (another fund transfer will be made in Dec)
413 Park Dedication	\$153,621 (US Homes paid for the trails not installed)

Enterprise fund balances:

601 Water	\$1,102,581
601 Water connects	\$ 60,396
Balance	\$1,162,977

The sales revenue YTD is \$320,104.

602 Sewer	(\$343,770)
620 Sewer connects	552,830
Balance	\$209,060

The sales revenue YTD is \$412,943.

651 Fire Department \$192,034 (one half service pmts are due in Dec)

Council Reports

Martinson- reported that he has assisted with the Fire Chief interviews and attended the Nov. 7th fire department meeting.

Hafften – has met with the public works supervisor to revise the job descriptions. Pay equity points have been drafted to the new descriptions. The information will be presented at the November 22nd council meeting.

Wenz – Historical Society is planning ornament decorating for the entire family- Nov12th from 10-2 at the Lions building.

Graner – Also interviewed for fire chief, fire department is planning the 2011 Toys for tots with drop sites at: Bankwest, Wright Hennepin Co-op Electric, Jimmy's Pizza, Tractor Supply and City Hall. Registration for

families will begin soon and more information will be posted on the Fire Department website. Graner is also helping the fire department with organizing the fire station – cleaning things up.

Beyer – no 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 7:58p.m.

Michael Beyer, Mayor

Nancy Carswell, Administrator