

Mayor Hafften called the **November 12, 2014** Special Meeting of the Rockford City Council to order at 6:01 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, Kesanen and Wenz. Absent: Graner and Martinson. Also in attendance were: Engineers Ward, Administrator/Special Counsel Madsen and Deputy Clerk Etzel.

The Pledge of Allegiance to the Flag was given.

**Approve Consent Agenda/Set Agenda**

Council noted some of the line items are going over budget. Administrator Madsen is aware of the over budget items. Some were due to unexpected expenses and he noted overall that revenues are higher than expected and the expenses as a whole have not exceeded what was budgeted.

**MOTION** was made by Wenz, seconded by Kesanen to approve all items on the consent agenda 3.A. to 3.F. and set agenda item 4.A to 4.C.

MOTION CARRIED-VOTING IN FAVOR: HAFFTEN, KESANEN AND WENZ.

**\*Approve Regular Council Minutes/October 28, 2014**

**MOTION** was made by Wenz, seconded by Kesanen to approve the minutes of the October 28, 2014 Regular Council Meeting.

MOTION CARRIED-VOTING IN FAVOR: HAFFTEN, KESANEN AND WENZ.

**\*Approve Payment of Claims**

**MOTION** was made by Wenz, seconded by Kesanen to approve the payment of claims #23917 to #23979 in the amount of \$1,075,193.81.

MOTION CARRIED-VOTING IN FAVOR: HAFFTEN, KESANEN AND WENZ.

**\*Approve October 2014 Building Permits**

**MOTION** was made by Wenz, seconded by Kesanen to approve the October Building Permits #14-122 to #14-139.

MOTION CARRIED-VOTING IN FAVOR: HAFFTEN, KESANEN AND WENZ.

**\*Pay Request #5/Wastewater Treatment Facility Improvements – KHC Construction, Inc.**

**MOTION** was made by Wenz, seconded by Kesanen to approve the Pay Request #5 for the Wastewater Treatment Facility Improvement project to KHC Construction, Inc. in the amount of \$153,626.00.

MOTION CARRIED-VOTING IN FAVOR: HAFFTEN, KESANEN AND WENZ.

**\*Pay Request #6/2014 Utility Improvement Project – LaTour Construction, Inc.**

**MOTION** was made by Wenz, seconded by Kesanen to approve Pay Request #6 for the 2014 Utility Improvement project to LaTour Construction, Inc. in the amount of \$532,717.42.

MOTION CARRIED-VOTING IN FAVOR: HAFFTEN, KESANEN AND WENZ.

**\*Pay Request #2/Rockford City Center Mall Façade– KUE Contractors, Inc.**

**MOTION** was made by Wenz, seconded by Kesanen to approve Pay Request #2 for the Rockford City Center Mall façade project to KUE Contractors, Inc. in the amount of \$75,136.00.

MOTION CARRIED-VOTING IN FAVOR: HAFFTEN, KESANEN AND WENZ.

**Resolution #14-51/Canvass Municipal Election Results – November 4, 2014**

The Council took the Canvassing Board Oath before declaring the winners of the November 4, 2014 Municipal Election results.

**MOTION** was made by Wenz, seconded by Kesanen to approve Resolution #14-51 accepting the results of the November 4, 2014 Municipal Election declaring Debbie Buoy and Ted Hill as winners of the ballot for a four year term as Council Member(s).

MOTION CARRIED-VOTING IN FAVOR: HAFFTEN, KESANEN AND WENZ.

**Rockford City Center Mall/Sign Parameters Policy**

Administrator Madsen noted the Rockford City Center Mall façade project is moving along well and will be completed in the coming weeks. Once finished, tenants will need to have their signs replaced and installed on the new façade.

One challenge will be that old signs are not able to be reused or re-mounted on the new façade, as the channel mounting system has changed from a mid-sign mount to a bottom-mount system. Our architect and sign design companies have explained it is not cost-efficient to retro-fit or re-install the signs onto a different channel system. In addition, staff is not sure of the condition of the signs removed from the mall façade. Therefore, new signs need to be hung on the façade.

The first issue is who will pay for the new signs. Staff has contact different sign companies and the general consensus is that each sign will cost approximately \$3,500 to \$5,000. Three of the current tenants had functional signs installed prior to the façade project and the construction project made their signs unusable.

Council discussed the tenant's signage and agree to pay up to \$5,000 each to the three tenants that had approved signage prior to the construction and all the other tenants would need to purchase their own signs.

**MOTION** was made by Wenz, seconded by Kesanen to allow staff to work with the Rockford City Center Mall tenants (Lee's Kitchen, Post Office and Sunshine Station Day Care) that had signage prior to the façade construction to order new signage to be paid by the City, not to exceed \$5,000 per sign.

MOTION CARRIED-VOTING IN FAVOR: HAFFTEN, KESANEN AND WENZ.

The second issue is the sign parameters or restrictions that need to be established for current and future tenants. Based upon the design plans, we have a total of 8 locations that have channels installed to hold signage. Of these locations, seven of them are 22 feet, 8 inches long by 2 feet, 6 inches high. The other

location is on the east side of the building above RiverWorks and this channel allows for a sign 2 feet, 6 inches high by 25 feet, 4 inches long. In order to allow for all (or most) eventual tenant to have a sign, staff is proposing to attempt to fit two signs per channel. The sign limits of 2 feet, 4 inches high by 9 feet, 4 inches long would leave a four foot space between signs. This would allow for 16 signs to be installed on the exterior of the mall, which should be enough for any and all future tenants.

In addition to the size of the sign, staff wants to have a clear definition to provide guidance to future tenants and to avoid otherwise unfortunate signage on the mall. Staff has prepared a draft sign criteria for the mall for potential consideration along with sample policies from two other malls. The draft has size and construction restrictions that are based upon the channel system and incorporated some other general regulations that may protect the appearance of the mall while maximizing visibility for the tenants.

Staff would like to keep moving forward with this process as signage takes about 6 weeks to produce and the tenants will want signage installed as soon as possible when the façade project is complete.

Council discussed the draft policy for the outside signage. There were questions about what would be allowed for the two end tenants that have outside access and windows. The proposed draft policy would not allow window signage and this was a concern for the Council. The policy could have different allowances for the end tenants to allow some additional signage on their windows. The Council also discussed the pylon sign for the entrance to the mall, Administrator Madsen stated two pylon signs would be allowed in the future when the funds were available.

After further discussion, the council will review other mall facades and will provide feedback to staff to keep the sign policy moving forward. Council would like to know what the existing tenants want and to see samples of what is being proposed in the policy so they can have a visual.

Staff will bring back an updated draft sign policy to the next Council meeting for further consideration.

### **Riverside Park Shelter Design**

The Riverside Park project has been in the works for nearly three years. Council moved forward this fall demolishing the old building due to it being a safety hazard, while the Park Shelter Committee has been working towards new plans for a replacement shelter.

The Park Shelter Committee was close to finalizing the engineered plans for the designs when they learned through the Building Official that since this building is a public building, an architectural design was required in addition to the engineering requirement.

Tim O'Brien has offered to help with the architectural drawings for the shelter. These drawings would include structural, electrical and plumbing designs and specifications that would also be engineered, thus satisfying both requirements. Mr. O'Brien's proposed doing all work necessary to have this project bid-ready for \$13,900.

The Council discussed and would like to go out for bids for the architectural design. Staff will prepare a Request for Quotations and bring back to a future meeting.

### **Administrator's Report**

Administrator's update included:

- Shannon Sweeney of David Drown Associates prepared a utility rate study, which staff has added to the city's website and posted on Facebook of the availability. At 5pm on Tuesday, November 25<sup>th</sup> there will be a special workshop to start the discussion of future rates. Staff will invite those interested in participating, notice the meeting and invite Mr. Sweeney.
- A letter regarding the 2015 preliminary budget and property tax levy has been added to the city's website and posted on Facebook of the availability. The Truth in Taxation hearing is scheduled for Tuesday, December 9<sup>th</sup> at 6pm.
- Administrator rode along with public works during the recent snow event and noted that the orange lath sticks placed in yards were very helpful for staff when plowing.
- The ice skating rink to be located at Main and Elm Street has received positive feedback. The rink will be flooded in the near future as staff time allows. An electrical box will be set-up for directional lighting.
- Staff is still working on a plan for street salt.

### **Engineer's Report**

The Engineer's report included the following:

- The snow stopped many of the projects
- The WWTF underground electrical, sewer piping, water services and fuel line installed have been completed under pavement areas.
- The 2014 Utility Improvement Project pavement restoration was substantially completed by the deadline of October 30<sup>th</sup>. The mainline lining has been completed and lateral lining is taking place with several services completed, there are about 20 left to complete and should be done in about 5 days.
- The Wellhead Protection Plan has completed the pre-delineation meeting with MDH and incorporating final comments and wrapping up the draft part 1 report.
- 2014 Flood Repairs – recently met with FEMA and they have reduced requested expenses and request for reimbursement. Staff will continue to work with FEMA for reimbursement.
- Council asked about the Phosphorus upgrades and warranty. Engineer Ward noted the expenses paid have been mainly for materials and there are still installation costs. The warranty would be a standard project warranty that would start after the plant has been tested and accepted to make sure it is working as designed.

### **Council Reports**

Kesanen – Empty Bowls on Monday, November 17<sup>th</sup> from 5pm-8pm at the Rockford Elementary School to benefit the RiverWorks Food Shelf. Crow River Christmas will be Saturday, December 6<sup>th</sup> with many events throughout the community. They were wondering where to place the trees this year – in the past they have been in Riverside Park, but with the building being gone and having the trees vandalized in the past they should be put in a different location. There was some discussion about placing the trees up at the Rockford City Center Mall.

Hafften – nothing to report.

Wenz – nothing to report.

### **Open Forum**

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

### **ADJOURNMENT**

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

Mayor Hafften adjourned the meeting at 7:16 p.m.

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Renee Hafften, Mayor

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Audra Etzel, Deputy Clerk