

Mayor Hafften called the **December 23, 2013** Special Meeting of the Rockford City Council to order at 7:02 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, Martinson and Wenz. Absent: Graner. Also in attendance were: Deputy Clerk Etzel and Public Works Supervisor Peterson.

The Pledge of Allegiance to the Flag was given.

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

**MOTION** was made by Martinson, seconded by Wenz to approve all items on the consent agenda and removed 3.A. the Purchase Agreement for 8900 Walnut Street from the agenda and add 3.C. Schedule Special Meeting for potential purchase of 8900 Walnut Street.

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

**\*Approve Regular Council Minutes/December 10, 2013**

**MOTION** was made by Martinson, seconded by Wenz to approve the minutes of the December 10, 2013, Regular Council Meeting.

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

**\*Approve Special Council Minutes/November 5, 2013**

**MOTION** was made by Martinson, seconded by Wenz to approve the minutes of the November 5, 2013, Special Council Meeting.

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

**\*Approve Payment of Claims**

**MOTION** was made by Martinson, seconded by Wenz to approve the payment of claims #22669 to #22744 in the amount of \$124,846.54.

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

**\*Approve 2014 Employee Wages**

**MOTION** was made by Martinson, seconded by Wenz to approve the 2014 employee wages.

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

**\*Approve Three-Year Contract (2014/2015/2016) Abdo Eick & Meyers, LLP**

**MOTION** was made by Martinson, seconded by Wenz to approve a three year contract (2014/2015/2016) Abdo Eick & Meyers, LLP contract at \$27,250.00 per year.

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

**\*Approve Hurst Woods Channel Restoration Phase II Pay Request #1**

**MOTION** was made by Martinson, seconded by Wenz to approve Pay Request #1 for the Hurst Woods Channel Restoration Phase in the amount of \$22,746.89.

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

**\*Approve 2014 IT Service Agreement / COPO & LogicNet**

**MOTION** was made by Martinson, seconded by Wenz to approve the 2014 IT service agreement with COPO and LogicNet for \$13,607.00 to be split evenly.

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

**Purchase Agreement/8900Walnut Street**

Tabled for more information.

**Rockford Area Historical Society**

The Rockford Area Historical Society (RAHA) held a special workshop with their board of directors, the Rockford City Council and staff to discuss budget issues. As a result of the workshop the Council learned of a contract the RAHS has with their director, and found there were outstanding hours owed to the director. The council decided to loan the RAHS \$15,000 to cover outstanding hours and to form a committee of two RAHS board members, two council members, a staff member and the director to come up with a repayment plan and to review the upcoming budget to avoid a short fall of funds in the future.

Martinson and Wenz volunteered to serve on the committee and Kesanen will be a back-up. Council would like this RAHS Committee to meet in January and report back to Council regarding the RAHS budget and any concerns.

Council Member Wenz had no update on the RAHS since the special workshop.

**MOTION** was made by Wenz, seconded by Hafften to approve a loan of \$15,000 to the Rockford Area Historical Society and the RAHS Committee shall establish a repayment plan and report back to Council with the 2014 RAHS Budget.

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

**Schedule Special Meeting for Potential Purchase of 8900 Walnut Street**

Council will review the purchase agreement for 8900 Walnut Street at a Special Meeting on Monday, January 6, 2014 at 7pm in the Council Chamber of City Hall.

**MOTION** was made by Martinson, seconded by Kesanen to approve a Special Meeting on Monday, January 6, 2014 at 7pm in the Council Chamber of City Hall to discuss the purchase of 8900 Walnut Street and call for the bond hearing

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

**Update on Hiring of City Administrator**

Mayor Hafften updated the Council on the status of interviews for a City Administrator. Administrator Carswell, Mayor Hafften and Council Member Graner met with nine potential candidates last Thursday and Friday. They are looking to schedule second interviews the week of January 6<sup>th</sup>. At this time, if the whole Council would like to review the candidates the meeting maybe open to the public, pending confirmation from Attorney Couri. The Council would like to look at the finalist's application prior to meeting the potential candidates.

Public Works Supervisor Peterson stated the staff would like be a part of the final interview process, even if it is to just listen. Mayor Hafften stated the employees could come to the open meeting on their own time if they would like to listen to the candidates, if the meeting is an open meeting.

If the Council chooses to not have an open meeting, Council Members Martinson and Kesanen have offered to be part of the second interviews. Administrator Carswell will get back to the Council on the scheduling of the finalist candidates.

**Public Works Update**

Public Works Supervisor Peterson updated the Council on the Waste Water Treatment Plant plans. The plans are currently being review by the PCA and he hopes to bring the final plans back for Council approval in January or February.

The Maplewood Manor project plans should be available for final Council approval in January or February. The televising of the lines in Maplewood Manor should start next week.

The Maple Hurst stabilization project II has some restoration that will need to be completed in the spring of 2014. The contractor did a great job!

The Public Works Department is running low on salt. They started out the winter season with 250 tons and have about 50 tons left.

The Waste Water Treatment Plan (WWTP) had a power surge on Thursday night. The plant is up and running, but they are still waiting for some parts. This also happened in June. An electrician is scheduled to come out on December 24<sup>th</sup>. The WWTP is schedule to be overhauled in 2014, for now this is a patch and will cost over \$3,000.00 and this is already over budget.

**Deputy Clerk's Report**

The Deputy Clerk's reported: the city engineers, Wenck, went to Rockford Manor on Walnut Place and delivered stocking with socks to the twenty-four senior residents. Photos of this event will be forwarded when received.

**Council Reports**

*Kesanen* – Thanked the tree sponsors. She also stated there was vandalism to the lights on the trees and the sponsorship signs being removed and thrown throughout the park. The food/toy distribution was a success – they provided 105 families a full meal with turkey or ham. Thank you to the Fire Department and all those that helped with the distribution.

*Martinson* – Wished everyone a Merry Christmas or whatever you celebrate.

*Wenz* – Merry Christmas and Happy New Year

*Hafften* – Merry Christmas and Happy New Year and a late Happy Hanukah.

**OPEN FORUM**

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

**ADJOURNMENT**

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

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

Mayor Hafften adjourned the meeting at 7:41 p.m.

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Renee Hafften, Mayor

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Nancy Carswell, Administrator