

Mayor Beyer, called the January 12, 2010 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.

The Pledge of Allegiance to the Flag was given.

ROLL CALL

Roll call was taken, the following members were present: Beyer, Graner, Hafften, Martinson and Nichols. Absent: none. Also in attendance were: Attorney Couri and Administrator Carswell.

***CONSENT AGENDA**

Motion was made by Martinson seconded by Hafften to approve all items on the consent agenda except 2A, 2B minutes, 2F City fees and 2J- PH Probe/Sewer Department.

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

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***Approve Payment of Claims**

Motion was made by Martinson seconded by Hafften to approve the payment of claims #17231 to #17315 in the amount of \$85,730.50.

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

***Approve Building Permits**

Motion was made by Martinson seconded by Hafften to approve the building permits #09-171 to #09-178.

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

***Resolution #10-01 2010 Appointments**

Motion was made by Martinson seconded by Hafften to adopt Resolution #10-01 approving the 2010 appointments.

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

***Resolution #10-02 Approve 2010 Fire Department Members**

Motion was made by Martinson seconded by Hafften to adopt Resolution #10-02 approving the 2010 Rockford Fire Department members.

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

***Resolution #10-03 Approve 2010 Election of the Fire Chief, Assistant Fire Chief and the Rockford Fire Relief Association Officers**

Motion was made by Martinson seconded by Hafften to adopt Resolution #10-03 approving the 2010 elections of the Fire Chief, Assistant Fire Chief, and the Rockford Fire Relief Association Officers.

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

***Resolution #10-04 Establish the date for the 2010 Local Board of Appeal & Equalization**

Motion was made by Martinson seconded by Hafften to approve resolution #10-04 establishing the date of April 13, 2010 at 7:00 pm for the 2010 Local Board of Appeal and Equalization.

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

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***Resolution #10-05 Approve Rockford Statement of Values**

Motion was made by Martinson seconded by Hafften to adopt resolution #10-05 approving the Rockford Statement of Values and require it be signed annually by all elected officers, appointed officers, City employees, consultants and volunteers.

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

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***Wright County Humane Society Contract for 2010**

Motion was made by Martinson seconded by Hafften to approve the 2010 Wright County Humane Society Contract and authorizes the Administrator to sign the contract on behalf of the City.

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

Approve Minutes – December 22, 2009 Regular Council Meeting

The minutes were pulled from the consent agenda to make changes.

MOTION was made by Graner, seconded Martinson to approve the minutes of the December 22, 2009 regular council meeting with changes.

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

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Approve Minutes – January 5, 2010 Special Council Workshop

The minutes were pulled from the consent agenda to make changes.

Motion was made by Graner seconded by Martinson to approve the minutes of the January 5, 2010 special council workshop with changes

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

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Resolution #10-06 Approve City Service Fees

Mayor Beyer asked why the 3.5% increase in fees for sewer only was not made. Staff will include a 3.5% increase in sewer only fees for 2010. The mayor also questioned the area trunk fees that were not changed. Administrator Carswell noted that the engineer received the fee scheduled to review and did not recommend any changes to the area charges.

Motion was made by Graner seconded by Martinson to adopt Resolution #10-06 approving city service fees.

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

Purchase new Wastewater Plant PH Probe

The city council questioned if there was money in the budget for the PH Probe. It was discussed that there is money in the sewer budget for repair and maintenance of equipment it is just not listed separately.

Motion was made by Graner seconded by Martinson to purchase the replacement PH probe and control head from Hach Company at a price of \$2,354.00 plus tax. The money will be taken out of the sewer equipment repair and replacement.

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

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OPEN FORUM

Mayor Beyer called Open Forum. No one from the public was present to address the council.

8230 Cedar Street/RiverWorks Building Permit – Approval of Plans

The city council reviewed the remodeling plans for the city owned building that RiverWorks will be using. Denise Kesanen from RiverWorks was present and noted that the organization has received so much support from the community. Denise reported that the Rockford Lions started it out with a donation of \$2,500; Wright Hennepin Electric awarded the group a grant. They received desks, shelving, freezers, etc. from an organization in St. Paul that is closing their doors. They have a contractor who just today stopped by the

building and stated that he would provide the metal framing materials and siding and would install it for RiverWorks. The plumbing is also being installed at no charge by Weld & Sons Plumbing from Plymouth, MN. The Rockford elementary school children have coordinated a food drive for the RiverWorks food shelf. RiverWorks plans to open their doors the second week of March to the public. The council requested that RiverWorks submit a total cost of the remodeling project when they are complete so that the city can translate those costs into rent. The city is leasing the building at no cost to RiverWorks for three (3) years and RiverWorks must pay the utilities. If project costs total \$40,000 and the lease is 36 months that would equal monthly lease payments of \$1,111.

MOTION was made by Graner, seconded by Nichols to waive the entire building permit fees associated with the remodeling of 8230 Cedar Street and the fees owed to the building official will be paid by the HRA as part of a downtown redevelopment grant.

MOTION CARRIED-VOTING IN FAVOR: BEYER, GRANER, HAFITEN, MARTINSON AND NICHOLS.

Purchase of Public Works Truck

The purchase of a new 2010 Chevrolet truck for the street department was tabled. The city council expressed concerns about spending \$22,393 when the city is not sure how much LGA will be unallotted from the city. The council also requested more information about the costs of the repairs that have been made on the 1999 Ford F150 truck that is being replaced. The city council also suggested that if other bids were obtained for a new truck to obtain bids from dealers west of the metro area so that sales tax will be less and provide business for the local dealers.

Ordinance #10-01 Personnel Policy

A special council workshop meeting was held on January 5, 2010 at 6:00 p.m. to discuss employee policies and benefits. The city council made decisions affecting employee funeral leave, holidays, sick leave, and vacation time. Those policies are part of the personnel ordinance which has been updated according to the recent council workshop meeting. The city attorney has reviewed the ordinance and staff checked with the League of Minnesota cities regarding the expiration date of the existing sick leave policy.

Ordinance/Sick Leave

Attorney Couri asked for clarification on the current sick leave bank pay out. Couri asked if it was the city council's intention that the employees would cash out on any of the sick leave in this bank at the number of years of service when they resign or at the years of service they have currently served. The majority of the city council stated that the policy would stay with the sick leave bank so an employee with sick leave in the bank would be cashed out at the number of years of service when they resign. That is the way that the ordinance amendment was drafted for adoption. The sick leave bank after adoption of this ordinance which has an expiration date of January 29, 2010 will not accumulate any more hours. A spreadsheet will be created by the Administrator of each employee's sick leave bank and the buy out amount at each year per the policy and submitted to the city council for information.

The city council discussed establishing a policy for the cash out of this bank of sick time so that it would not have to be paid out all at once for the employees with a larger bank of time.

Ordinance/Vacation

The vacation leave was presented for adoption that included the changes discussed at the January 5th workshop meeting. There was a lengthy discussion about the proposed vacation leave ordinance, which includes vacation for first year employees and caps vacation at 240 hours per calendar year. Vacation for salaried employees has been deleted from the ordinance. The revision also allows employees to carry over no more than 80 hours per year. Vacation accrued year to date as of January 29, 2010 will be placed in the employees leave register for pay period #3 and every month after that pay period the monthly allotment of vacation will be put in each employees pay register.

There was discussion about the need for employees to use their vacation time and those that had many hours may be cashed out at the end of the year. The city council discussed allowing the employees to carry over 80

hours in 2011 from their maximum earned vacation, for instance as Hafften stated there should be another column in the ordinance for 2010 to allow the employees to have that extra 80 hours of vacation on the books so that employee earning 240 would be starting out with a maximum of 320 so that the carry over in 2011 would not be such a hardship.

There was discussion about having two banks of vacation time, which would include hours accumulated up to December 31, 2010 and then another bank that would start January 1, 2011. This would allow the city more time to either cash out employees with vacation time over the 80 hours from 2010 and earlier or to allow the employee two years to use the vacation time in this bank. The city council will review the employees vacation hours earned at their November 23, 2010 council meeting.

In the end of the discussion the city council decided that vacation will be earned and shown each month per the new policy with the maximum of 240 hours and will accumulate per calendar year and no longer on the employee's anniversary date. The amount of vacation time earned year to date will be shown on the payroll register after January 29th which is the end of the pay period. The accumulation will also be added to each employee's vacation register monthly as it is earned. The city council stated that it is their goal to allow all employees's to use their vacation time earned in 2010 so that they will comply with the new ordinance that only allows 80 hours to be carried over at the end of the year. The city council will review the vacation hours of each employee in November of 2010.

The personnel committee that will discuss the a sick leave policy for the buy out bank and review health care options will consist of Nichols and Hafften and 2 staff members. The committee will meet on a Tuesday late in March after the city audit has been completed.

No action was taken to adopt the proposed ordinance. Revisions will be submitted to council at the next regular meeting.

Ongoing Directives

The ongoing directives were reviewed.

Administrator's Report

The administrator's report included: pre audit, and draft of the State of Cities report for the chamber. There was some discussion about overtime and comp time. Administrator Carswell stated that overtime can be managed so that employees are given time off instead of paid out. Each hour of comp time earned is accumulated at one and one-half hours and employees are only allowed to accumulate up to 40 hours.

Engineer's Report

Council reviewed the engineers report that noted staff met with owners of Shadow Ridge to discuss the punch list items.

Heart Smart City

Mayor Beyer reported that Rockford is very close to becoming a Heart Smart City and reminded council members to sign up for the Heart smart class on January 30th at the Fire Station. Families may sign up for \$30 for the group and will receive a training video to take home regarding CPR.

Adjournment

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

Mayor Beyer adjourned the meeting at 9:30p.m.

Michael Beyer, Mayor

ATTEST:

Nancy Carswell, Administrator