

Mayor Beyer, called the March 9, 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: Engineer Statz, Public Works Supervisor D. Peterson and Administrator Carswell.

***CONSENT AGENDA**

Motion was made by Graner seconded by Hafften to approve all items on the consent agenda except item 2-E Boulder Ridge Letter of Credit.

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

***Approve Minutes/February 23, 2010**

Motion was made by Graner seconded by Hafften to approve the minutes of the February 23, 2010 regular Council Meeting.

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

***Approve Payment of Claims**

Motion was made by Graner seconded by Hafften to approve the payment of claims #17466 to #17532 in the amount of \$91,771.68.

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

***Approve Building Permits**

Motion was made by Graner seconded by Hafften to approve the building permits #10-05 to #10-11.

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

***Resolution #10-14 Approve Investments**

Motion was made by Graner seconded by Hafften to adopt Resolution #10-14 approving investments.

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

Boulder Ridge/Resolve Punch List Items

Mayor Beyer had questions about this item and had it removed from the consent agenda. Staff is requesting authority from the city council to withdraw from the letter of credit to complete the wetland issues that are on the punch list for the Boulder Ridge Development. Mayor Beyer questioned if the letter of credit was adequate to complete all of the items on the punch list. The engineer Mark Statz stated that the letter of credit was not adequate but the city would assess remaining costs on the undeveloped lots in the development. Mayor Beyer asked about wetland credits versus a wall and doesn't want the city to be stuck with weed problems on the hill leading to the wetland. Statz stated that the wetland is very small and that the TEP panel will have the final approval of what is needed for the wetland issues in this development.

Motion was made by Martinson seconded by Nichols to authorize the City Administrator to withdraw on the letter of credit for the Boulder Ridge project to complete the wetland mitigation issues as addressed by engineers Bonestroo in their letter dated August 16, 2007 and January 14, 2009 as attached and is if the letter of credit is not adequate to complete this the costs will be assessed to the project.

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

Open Forum/Youth Citizenship Program

Mayor Beyer called Open Forum and Gerald Weigel was present to inform the city council about the upcoming meetings to discuss the Youth Citizenship Program. Two meetings are scheduled for March 16th and March 24th at 7:00 p.m. at the Rockford Elementary School on County Road 50 to share ideas with the public. Mr. Weigel may be reached at 763-477-5317.

Approve City Planner Contract for Services

The city council has been informed that Northwest Associated Consultants have severed ties with our city planner Dan Licht. Mr. Licht was present at the city council meeting to present a proposal to provide planning services for Rockford. Dan Licht stated that he has formed a new company "The Planning Company" located at 3601 Thurston Avenue North, Anoka, MN 55303. Mr. Licht stated that he is leasing space from an engineering firm where he will have access to administrative staff, CAD, GIS, and will have a direct telephone line, email and the use of office equipment.

Administrator Carswell noted that Dan Licht has provided planning service for Rockford for the past 15 years and has knowledge of the current developments, Downtown master plan, zoning ordinances and comprehensive plan which is valuable to the city. A new concept plan from the Parkwood development will be submitted in the next month which Mr. Licht has worked on for the past four years.

The city council expressed concerns about leaving NAC and suggested that the city go out for RFP's for planning services. The council also asked about licensing that may be needed and Mr. Licht stated there are no licensing requirements for the service, but noted that he has liability insurance. The city council concluded that Dan Licht has always provided the city with good service as our planner and that they want that relationship to continue. However, the city will review this position in the spring next year and possibly go out for Requests for Proposals for Planning Services.

MOTION was made by Graner, seconded by Nichols to approve the agreement for professional planning services with changes made by city attorney Couri between the City of Rockford and The Planning Company LLC.

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

Chamber of Commerce Employee

The newly established Rockford/Greenfield Chamber of Commerce is requesting the assistance of city hall staff for a few hours each month since they do not have an established office of their own. The chamber is requesting that city hall staff be responsible for the following duties:

- ◆ coordinate the bi-monthly chamber luncheons and the location
- ◆ main invitations for bi-monthly meetings
- ◆ accept RSVP's for each of the meetings
- ◆ accept applications and checks for the membership
- ◆ take phone calls

The chamber has agreed to compensate the city for the time spent on chamber business. The city council stated that the staff should monitor their time spent on chamber duties, costs of copies, paper, postage, etc. The city council wants a report every three months to review the invoices for time and materials. The city council stated that as long as the duties do not interfere with city hall tasks that they are willing to assist the chamber of commerce.

MOTION was made by Nichols, seconded by Martinson to authorize city staff assist the chamber of commerce in preparation of meetings, receiving phone calls, accepting membership applications and the city will invoice the Rockford-Greenfield Chamber for services and materials, noting that the city council will review these invoices every three months until the end of this year.

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

2010 Clean-Up Day

The city council reviewed costs associated with the 2009 Clean Up Day which cost the city \$2,053.31 including staff wages. Staff recommended that the city only hold Clean Up Day bi-annually to save costs and noted that last year there were very few families that used the service. After a lengthy discussion regarding the Clean Up Day costs and staffing, the city council decided the Clean Up Day is important to the residents and prevents furniture, mattresses, etc. from being dumped in the ditches. Some of the council members agreed to volunteer to work that day to save costs on labor. The council also discussed increasing the fees versus cancelling the event to cover the expenses. The Clean Up Day will be held on May 1st from 8 until noon. Further information will be provided after all items have been scheduled.

Oertel Compensation/Public Works Building

At the last city council meeting the city council agreed that it was important to provide Oertel Architects compensation for their time spent on wrapping up punch list items and repairs needed at the new Public Works facility. Oertel provided a letter to council stating his rate would be \$125 per hour and the engineer's rate would be \$95 per hour to assist the city.

Ongoing Directives

The ongoing directives were reviewed. Council member Nichols asked that the Snow Season parking ordinance be placed on the list. Nichols stated that the ordinance gives the Wright County Deputies the authority to ticket anyone parking in the residential neighborhoods between midnight and 8 a.m. even when there is no threat of snow. However, if the ordinance were more specific stating that if the curbs are visible on both sides of the street and no forecast of snow that parking is allowed. Staff will place the ordinance on an upcoming agenda.

Administrator's Report

The administrator's report included: personnel committee, city newsletter, Buffie's grand opening, meeting with local builder, explanation of local sales tax authority, vacation payout was less than approved, RiverWorks grand opening, snowmobiles off trail on flood levee, city email list, \$22,000 electric bill at WWTF due to faulty meter, WWTF violations and Administrator and Deputy Clerk attending MCFOA Conference next week.

Cancel City Council Meeting

Administrator Carswell recommended cancelling the next city council meeting March 23rd as there is no business that requires action.

MOTION was made by Graner, seconded by Hafften to cancel the March 23, 2010 council meeting unless something comes up that requires council action.

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

Engineer's Report

The engineer's report included: Parkwood developer's meeting, Downtown Master Plan and 2010 street project on hold until May of 2010.

Intersections on Linden and Main and Linden and Maple Street

Council member Hafften had requested staff review the intersections at Linden and Main Street to add a Yield sign on the east leg of the intersection. There was discussion about the intersection and the fact that vehicles are not using turn signals. The engineer stated that this intersection has been this way for 20 years and does not recommend any changes be made; noting that studies prove making changes to an

established intersection causes accidents. The intersection will be reviewed more thoroughly and recommendations will be submitted to the city council.

The intersection of Maple and Linden Streets will include “three way stop” signs to be installed by the public works department.

Adjournment

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

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

Michael Beyer, Mayor

ATTEST:

Nancy Carswell, Administrator