

Mayor Beyer called the May 10, 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: Engineer Mark Statz of Bonestroo, Administrator Carswell and Public Works Supervisor Dennis Peterson.

The Pledge of Allegiance to the Flag was given.

**2010 Volunteer of the Year Kelly Finger**

Mayor Beyer presented the Volunteer of 2010 Award to Kelly Finger and thanked her for her hours of service to the Rockford Food Shelf in the past year. Kelly received more nominations for volunteer of the year than in any other year. The nominations noted that Kelly spends 24-30 hours a week organizing volunteers, food drives, deliveries and working at the food shelf during the hours of operation.

Kelly Finger thanked the city but noted that she felt truly blessed for being able to serve the community in this manner. Kelly stated she has met many wonderful people and heard many stories that have touched her heart.

**\*CONSENT AGENDA/SET 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/April 26, 2011**

Motion was made by Graner, seconded by Hafften to approve the minutes of the April 26, 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 #19081 to #19138 in the amount of \$96,006.59.

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 #11-23 to #11-34.

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

**\*Approve Contract for New Website Design/Flying Orange Web Design**

Motion was made by Graner, seconded by Hafften to approve the service contract between the City and Flying Orange Web Design.

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

**\*Sick Leave Partial Cash Out Request**

Motion was made by Graner, seconded by Hafften to authorize pay out from the sick leave bank for Peterson in the amount of \$575.83 or 21.5 hours and for Carswell an amount equal to \$244.42 or 7.5 hours and to hire Webskowski Accounting to file the employees amended tax returns at \$100 per employee and to file the city's amended W2-c, W3-c and amended 941 for first quarter of 2010 at the cost of \$150.

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

**\*Resolution #11-18 Adopting assessment for Out Lot B of Parkwood/ Wagner PID #113-056-000020**

Motion was made by Graner, seconded by Hafften to approve Resolution #11-18 to approve adopting assessment for Out Lot B of Parkwood/ Wagner PID #113-056-000020.

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

**\*Approve Revised Disability Insurance Benefit**

Motion was made by Graner, seconded by Hafften to approve the increased maximum benefit of up to \$1,000 for short-term disability insurance through Lincoln Financial Insurance at a total cost of \$139.32 per month, effective July 2011.

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

**\*Approve Hiring Seasonal Parks Employee**

Motion was made by Graner, seconded by Hafften to approve hiring Aaron Krause for the part time temporary position at the rate of \$10.11 per hour starting on May 17, 2011.

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

**Approve Purchase of Bleachers/Riverside Park**

Council member Martinson removed this item from the consent agenda as he has concerns about the strength and durability of these bleachers for the Riverside Park. Administrator Carswell noted that she had talked with the salesman John Elder from MN/Wisconsin Playground about Martinson's concerns and Elders was going to contact the manufacturer of the bleachers but Carswell never received a call back from Elder.

Mayor Beyer wondered if the staff received any other bids and Hafften stated that Desens only received one bid on the bleachers because they had purchased many playground structures from this company and have been very satisfied with the quality and service they provide.

Motion was made by Martinson seconded by Wenz to approve the purchase of 3 Row Aluminum frame bleachers for Riverside Park with 15' seats from Minnesota/Wisconsin Playground at a cost of \$3,291.81 which includes tax and freight to be financed from the park dedication fund contingent upon the manufacturer that these bleachers are made to last at least 10 years.

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

**OPEN FORUM**

Mayor Beyer called Open Forum no one was present to address council.

**Wright County Sheriff 2010 Report**

Wright County Sheriff Joe Hagerty was present along with Captain Dan Anselment, Sergeant Troy Wachter and Deputy Adam Fournier. Sheriff Hagerty noted that the Wright county sheriff's department has 140 deputies that patrol the county. Sheriff Hagerty noted that the department is meeting with all contract cities and doing more outreach programs to communicate with the public they serve.

Capt Dan Anselment presented a quick review of Rockford's calls in 2010 as follows:

- Medical calls were the highest at 154
- Suspicious incidents followed with 92 calls
- Service calls increase slightly in 2010

- Crime was down 39%
- Out of 1437 calls reported, deputies were at 834 different locations
- Casey's convenience store was the busiest with 41 calls
- Cowboyz Bar & Grill had 29 calls
- Red Vest had 20 calls
- Riverview Estates had 190 calls for service
- Fridays are the busiest day followed by Monday
- The hours between 3 p.m. and 5 p.m. are busiest

Mayor Beyer called a recess and convened the meeting at 8:05 p.m.

#### **Request for Liquor Investigation Refund/Dairylicious**

Council discussed the request for a refund of the \$250 license investigation fee for Dairylicious. Staff noted that the investigation was completed and costs were incurred. Investigation fees are not refundable per the ordinance nor per state statute. Hafften stated that our forms should include "this fee is non refundable".

MOTION was made by Martinson seconded by Graner to deny the request for a refund of the \$250 license investigation fee to Bud Garth for Dairylicious since the investigation had been completed and costs were incurred.

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

#### **Public Works Maintenance Software**

Dennis Peterson the public works supervisor informed council that his staff, Trevor Brummer and Chris King had been testing maintenance software. The staff was interested in a software program that would manage building, equipment and vehicle for the entire city. The program would include costs of maintenance for budget purposes, tickets could be submitted by staff for repairs, reminders for oil changes would also be included, etc.

After trying five software products the staff recommends the city purchase Manager Plus at a cost of \$3,923.65 which includes six licenses for all staff and city hall. There is also an annual support for the software program of \$629.15. The Manager Plus software is the most user friendly compared to the other four programs that were tested.

Staff noted that they had already checked with their IT Consultant Adam Stendahl and he noted the software will be compatible with the computers. However, the server at the public works department will be upgraded with added memory at a cost of about \$200.

MOTION was made by Graner, seconded by Hafften to approve the purchase of Manager Plus software at a cost of \$3,923.65 and to include the \$695.15 annual support fee with the costs being divided between all departments.

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

#### **Parkwood Park Concept Design Planner**

Administrator Carswell submitted a request for proposal that was sent out to three firms for the design of the Parkwood Park. The three firms submitted proposals that were distributed to council for review. The council decided they would like to interview each firm and called for a special council meeting on May 24, 2011 at 6:15 p.m. Staff will invite the three firms to the meeting and will contact references that will be submitted in the council packet.

#### **Resolution #11-19 Award Contract/2011 Seal Coat Project**

There were four bids for the 2011 seal coat project. The lowest responsible bidder was Pearson Bros, Inc. The city has been very satisfied with their work in the past and recommends the city council award the contract for the project to Pearson Bros. Inc. at a cost of \$40,280.15. The bid cost was lower than staffs estimate presented when the plans and specifications were approved.

MOTION was made by Hafften, seconded by Graner to adopt Resolution #11-19 Award Contract 2011 Seal Coat Project to Pearson Bros. Inc. in the amount of \$40,280.15.

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

**Administrator's Report**

Council reviewed the administrator's report including the following items: credit card invoices, park commission meeting June 7<sup>th</sup>, Wright County Administrator's meeting with school superintendents, debt management study, city hall server update, specifications from Liesch & Associates for sanitary sewer polymer building will be presented to council on May 24<sup>th</sup>.

**Engineer's Report**

Bonestroo's report included: levee improvement, Parkwood Development park grading resumes the week of May 9<sup>th</sup>, downtown lining/televising sanitary sewers, 2010 street punch list, and bid on Parkwood park design.

**Closed Session to Discuss Land Acquisition**

Mayor Beyer recommended a closed session to discuss possible land acquisition negotiations.

MOTION was made by Graner, seconded by Martinson to adjourn the regular meeting at 8:35 p.m.

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

MOTION was made by Wenz, seconded by Hafften to convene the regular meeting at 9:16 p.m.

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

The closed session included a discussion on the proposal of land acquisition. No action was taken as staff will further research this information for a future meeting.

**Adjournment**

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

Mayor Beyer adjourned the meeting at 9:16 p.m.

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Michael Beyer, Mayor

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Nancy Carswell, Administrator