

Mayor Beyer, called the August 24, 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.

ROLL CALL

Roll call was taken, the following members were present: Beyer, Graner, Hafften, Martinson, and Nichols. Also in attendance were: Finance Clerk Huettl, Public Works Supervisor Peterson, and Public Works employee Duda.

The Pledge of Allegiance to the Flag was given.

***CONSENT AGENDA**

MOTION was made by Graner, seconded by Martinson to approve all items on the consent agenda.

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

***Approve Minutes/August 10, 2010**

MOTION was made by Graner, seconded by Martinson to approve the minutes of the August 10, 2010 regular Council Meeting.

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

***Approve Minutes/August 17, 2010**

MOTION was made by Graner, seconded by Martinson to approve the minutes of the August 17, 2010 Workshop Meeting.

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

***Approve Payment of Claims**

MOTION was made by Graner, seconded by Martinson to approve the payment of claims #18094 to #18149 in the amount of \$52,925.20

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

***Resolution #10-41 /Delinquent Garbage**

MOTION was made by Graner, seconded by Martinson to adopt Resolution #10-41 authorizing the assessment to the tax roll for delinquent garbage.

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

***Resolution #10-42 /Transfer of Funds Debt Service 308**

MOTION was made by Graner, seconded by Martinson to adopt Resolution #10-42 to approve the transfer of funds from cash balance and future assessments paid to the City Debt Service Fund 308 to the GENERAL FUND 101.

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

OPEN FORUM

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

***Resolution #10- 43 Adopt Preliminary GENERAL FUND Levy 2010/ Payable 2011**

The Levy limit was received and that amount is \$1,205,099. Also, included in the General Fund Levy is the unallotment MVHC the amount of \$20,000 and a bond payment for the 2009 Levee Improvement in the amount of \$49,442 and the 2007A PW Building in the amount is \$114,500. The total levy to be assessed to the property tax payers is \$1,389,041.

MOTION was made by Hafften seconded by Nichols to adopt Resolution #10-43 to adopt the preliminary general fund levy 2010/payable 2011.

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

***Resolution #10-44 Schedule Truth and Taxation Hearing**

Minnesota Cities with a population of over 500 must hold a Truth and Taxation hearing for residents to provide input on the 2011 general fund budget and certify levy. The meeting will be held on Tuesday, December 14, 2010 at 7:00 pm and a continuation hearing shall be scheduled for December 21, 2010 at 7:00 pm if needed.

MOTION was made by Graner, seconded by Nichols to adopt Resolution #10-44 to schedule Truth and Taxation Hearing.

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

Wastewater/Water Operator Position

Scott Niesen who was the City of Rockford Wastewater/Water operator resigned on August 19, 2010. Public Works Supervisor, Dennis Peterson is requesting to promote Public Works employee Doug Duda to fill the position of the wastewater/water operator. Duda has a Class C wastewater and water license and has been employed by the City of Rockford for over eleven (11) years. At the last council meeting August 10th the city council requested that all Public Works staff be offered the job position. A memo was sent to the employees offering the job and it was sign and dated, and Doug Duda was the only one interested and the rest of the employees expressed no interest in the position.

Council Member Martinson expressed concerns about the operations of wastewater treatment plant and the testing that is being done, the violations, and possible PCA fines. Martinson is concerned about placing an employee into the wastewater operator's position now with the problems at the plant and feels the city may be rushing and setting up an employee for failure. Martinson suggested that staff and city engineer needs to investigate the equipment and testing of the wastewater plant. The staff should prepare a plan for the wastewater treatment facility to address: violations, operations and equipment updates that may be necessary.

Council Member Graner agrees with Martinson feeling that filling the wastewater operator position is being rushed. Graner addressed Doug Duda to let him know her concerns about moving him into the wastewater operator's position at this time may possibly be setting him up to fail due to the issues at the plant.

Council Member Hafften suggested that the city look outside for sources to investigate the problems at the wastewater plant. Hafften stated that she hates to see going in and things aren't working and trying to make a decision without checking this out first.

Council Member Nichols suggested that the city place Doug Duda temporarily in the position as the Wastewater/Water operator. Public Works Supervisor Peterson commented that they are short of staff and Duda complete the wastewater/water duties most of his time and staff will pick up the slack in other areas.

Council Member Hafften asked public works supervisor Peterson if the staff used a procedure for reviewing the applications taken for the maintenance worker. Peterson noted that the staff established a 100 point system to rate the applicants using the qualifications of the job description. Applicants that received at least 55 points will be called for an interview. As of now, there are seven applicants selected by the point system for interviews. The city council determined that the job posting for maintenance worker is to be put on hold until the city hires a third party to check out the wastewater plant. Hafften stated the three criteria to fill the position of the wastewater/water operator are:

1. Promote within the staff and hire a maintenance worker.
2. Post the Wastewater/Water position for outside employment.
3. Outsourcing another company to do the Wastewater/Water Plant.

Council Member Martinson asked who will operate the wastewater and water operations in the meantime. Dennis Peterson responded that he and Doug Duda will handle the operations of the wastewater and water departments until the city council has made a decision.

Council asked Peterson how the equipment is holding up and Peterson stated the sampler is being repaired. The public works staff is using the City of Buffalo's sampler to do the testing. The city council requested that a third party be hired to complete an audit on the operations and the equipment used in regards to the wastewater system. Dennis Peterson stated he would contact Liesch Company out of Plymouth, MN to complete an audit of the wastewater treatment operations and equipment. The council established a cost for the audit that shall not exceed \$5,000. Council Member Hafften also suggested that Liesch provide some input as to what experience or licenses an operator should have for our Wastewater/Water department.

The Council would like to have better communication with the city hall and public works staff.

The interviews for a maintenance worker is put on hold at least until Leisch Company provides an audit report to the city council regarding the operations and equipment of the city the wastewater treatment facility.

Senior Community Service Employment

The City of Rockford was notified by the Monticello Job Services Office that they have a client from Rockford who applied for work through the senior's Service Community Service Employment Program. The program finds work for senior citizens in non profit organizations. Administrator Nancy Carswell met with Jim Wylie and interviewed him and introduced him to city staff. The administrator is requesting council permission to contract for Jim Wylie to work at city hall assisting with the following tasks: answer phones, assist at the counter, filing, data entry, scan in minutes and resolutions.

Per the contract the employee shall not work more than 20 hours per week. Council Member Nichols suggested the employee to assist the Public Works Staff also.

MOTION was made by Martinson, seconded by Hafften to hire the Senior Community Service employee and authorizing the Administrator to sign the contract after review by the city attorney.

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

Administrator's Report

Council reviewed the administrator's report including the following information: council review of employee performance, personnel policy's grievance procedure and meeting with a coop grocer supplier.

Adjournment

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

Mayor Beyer adjourned the meeting at 8:11p.m.

Michael Beyer, Mayor

ATTEST:

Mary Huettl, Finance Clerk