

Mayor Beyer called the October 26, 2010 regular council meeting to order at 7:00 p.m. in the council chambers of city hall, 6031 Main Street, Rockford, MN.

Roll call

Roll call was taken and the following members were present: Beyer, Graner, Hafften, Martinson and Nichols. Also in attendance were: Attorney Couri, Administrator Carswell, Engineer Statz and Public Works Supervisor D. Peterson.

The Pledge of Allegiance to the Flag was given.

***Set Agenda/Consent Agenda**

MOTION was made by Nichols, seconded by Martinson to table item 4-A Parkwood Revised Pre Plat, add an item to old business 5-B Public Works Building and approved the consent agenda except items 2-C Employee Step Increases, 2-D Purchase Pre Wet System, and 2-G order hazardous excavation filled were pulled for discussion.

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

*** Approve Minutes/October 12, 2010**

MOTION was made by Nichols, seconded by Martinson to approve the minutes of the October 12, 2010 council meeting.

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

***Approve Payment of Claims**

MOTION was made by Nichols, seconded by Martinson to approve the payment of claims Check #018310-#018359 in the amount of \$168,402.49.

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

***Resolution #10-54 Adopt 2011 Fire Department Budget/Fund 651**

MOTION was made by Nichols, seconded by Martinson to adopt resolution #10-54 Adopt 2011 Fire Department Budget Fund 651 in the amount of \$267,255.

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

***Resolution #10-55 Adopt 2011 Special Fund Budgets**

MOTION was made by Nichols, seconded by Martinson to adopt resolution #10-55 adopting the 2011 Special Fund Budgets for Funds 204, 205 and 206 with a total budget of \$52,500.

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

Open Forum/Parkwood Concerns

Michael Pedersen of 7006 Jenks Drive was present to express his concerns with the safety of the residents in the Parkwood development knowing more homes are being planned. The number of homes having one access point is a safety concern with Mr. Pedersen and requests

that the city require the developer to add another connection prior to building more homes so there are two access points. Mr. Pederson showed a picture of the street with vehicles parked on both sides of the street and he is concerned that the width of the road will not accommodate construction traffic.

Kelly Lucarelli of 7005 Jenks Drive addressed the city council about her concerns about the grading of the park that is currently taking place. The elevations are unsafe for children. Ms. Lucarelli also requested the city council make the developer install another access prior to approving the final plat of the next phase of development. This has already been discussed with the planner and that will be addressed later when final plat approval is reviewed.

Purchase Wet System for Snow Plow

Council asked some questions about the system.

MOTION was made by Nichols, seconded by Martinson to authorize the purchase of pre wet equipment from Crysteel Truck Equipment for the snow plow at a cost not to exceed \$2,277.58.

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

Resolution #10-56 Order Hazardous Excavation located at 5512 Sunset Circle

Council discussed the process of this order and staff noted that the city will send the property owner notice to fill the hazardous excavation within 15 days. If after 15 days the fill has not been installed the city will contract for this work to be done and assess the costs incurred to the property.

MOTION was made by Nichols, seconded by Graner to adopt Resolution #10-56 ordering the hazardous excavation at 5512 Sunset Circle to be filled per MN Statute 463.25.

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

Approve revised Preliminary Plat & Developers Agreement/Parkwood

This item was tabled to the next meeting because the development agreement was not ready to be approved by all parties. Attorney Couri informed the city council that the agreement is almost completed with all of the issues discussed and covered. The agreement should be ready for review and approval at the next meeting of November 9, 2010.

Resolution #10-57 Alcohol Consumption Ordinance 10-07

At the last city council meeting the city attorney reviewed the proposed ordinance amendment which will require an insurance certificate from renters that lease city buildings if they plan on serving alcohol to be consumed. If alcohol is sold a temporary liquor license is already a requirement. However, Minnesota State Statute requires that cities obtain an additional homeowners insurance rider if alcohol will be consumed while renting city property. The city council was directed to contact their insurance agents to find out what the cost would be for either \$500,000 liability coverage or \$250,000.

Council member Graner's State Farm Insurance agent stated that she could obtain a rider for \$1,000,000 liability protection at a cost of \$50. Mayor Beyer noted his insurance

company gave him costs for a waiver for \$500,000 coverage at a cost of \$35 and \$84 for one million dollars coverage.

The city council concluded that they would require a \$500,000 insurance certificate from renters that are serving alcohol at any city building or property. This does not apply to the sale of alcohol as that requires a license and higher insurance of \$1,000,000 that is already in place and required by the state.

MOTION was made by Beyer, seconded by Martinson to adopt Resolution #10-57 Adopt Ordinance 10-07 Alcohol Consumption regulations at city property.

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

Resolution #10-58 Authorize Submittal of Youth Sports Application/Tennis Courts

Administrator Carswell reviewed the Hennepin Youth Sports Grant Application which funds capital youth sports facilities projects. The grants range in size from \$15,000 to \$325,000.

The staff has talked with the Rockford High School about the tennis courts that have been closed due to the dilapidated state they are in. The school board agrees that the tennis courts should be rebuilt and if there is grant money to cover most of the costs. I didn't have a cost of the project when it went to the school board so I don't think they agreed to any dollar amount. I realize that unless we can come up with small financial outlay that this project will not be completed.

I have applied for other funding to meet the match from the Hanover Athletic Association but have not heard from them yet. I plan on asking the City of Greenfield to participate in the project since the courts will also serve their residents. To save money on the project we looked at surfacing only three courts instead of all four and the quote received for the three courts is \$70,875.

The city council asked if the park commission agreed with this expenditure. Administrator Carswell stated that she had emailed all of the commission but had only heard back from two members. The grant is due November 1, 2010 and the Park Commission does not meet prior to that time.

Council expressed concerns about the fact that courts will have to remain open for the public if the city shares in the costs. Staff stated she would contact the school recreation department to make sure they are aware of this stipulation.

Administrator Carswell asked for letters of support from members of the city council to include in the grant application.

MOTION was made by Martinson, seconded by Graner to adopt Resolution #10-58 authorize submittal of Hennepin Youth Sports Program.

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

Resolution #10-59 Personnel Committee Recommendations

The personnel committee was established in February 2010 for the purpose to review the sick leave bank, benefit options, and the employee compensation plan and wage scale. Council members Nichols and Hafften along with staff members Desens and Elsen have reviewed personnel policies, ordinances and the compensation plan and had recommendations as follows:

- ◆ Annual Appointment of Personnel Committee
- ◆ Semi-Annual Special Workshop meetings Council and Staff
- ◆ Revised Compensation Plan and Wage Scale
- ◆ Administrator of Merit Increases and Calibration Meetings
- ◆ Annual employee survey
- ◆ Exit Interview Process Revised
- ◆ Employee Recognition Programs
- ◆ Sick Days
- ◆ Insurance Costs

The appointment of a personnel committee annually was discussed. Council member Hafften and Graner agreed to serve on the 2011 committee. Administrator Carswell also agreed to serve on the committee. One other staff member will be appointed from the public works.

The council discussed the revised compensation plan in regards to Step D and E which included the most changes. The compensation plan is now not only merit and training based but also includes time frames. Step D was discussed and change was recommended to include that an employee would make a presentation at a formal meeting not just based on their department.

The longevity pay must also be included as part of the over time wages. There were no changes in that part of the compensation plan.

The committee submitted an annual employee survey which will be used to find out how satisfied employees are and what improvements may be needed.

Two city/staff workshop meetings will be held annually to discuss any issues, review survey results, employee recognition, etc as a better means of communication between staff and the elected officials.

Wage scale was reviewed and pay equity points were discussed. The wage scale does not comply with the pay equity points of the positions. The salaries for public works supervisor and administrator were included on the scale so that future council's will

have a range. The current plan does not include a start and maximum pay but has been negotiated annually based on performance, training etc.

Supervisors will submit merit increase information to council the first meeting in December. Another meeting will be held to discuss the proposal and action will be taken in January. Wage scale or step increases will be submitted when earned and will not have to wait until the end of the year.

Employee exit interview was revised somewhat and submitted for review. Employee recognition programs such as a certificate for every 5 years of service. Also when an employee has saved the city money they have the right to make a recommendation what to do with a portion of the savings.

Sick leave has already been revised in February 2010. There will be money budgeted to pay out employees that have hours in the frozen cash bank of sick leave as the money accumulates.

Health insurance costs will be reviewed annually and the committee recommends a Health Savings Account be established to save costs.

No action was taken as the compensation plan and a wage scale will be revised and submitted for approval at the next council meeting November 9, 2010.

MOTION was made by Nichols, seconded by Martinson to adopt resolution #10-59 approve the recommendations of the Personnel Committee with the exception of the compensation plan and wage scale.

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

Review Employee Wage Step Increases

Public Works Supervisor Dennis Peterson and Administrator Carswell submitted information regarding their employees and are requesting step increases in compliance with the Compensation Plan and Wage Scale for the following employees: Desens step D \$20.11 hour, Etzel Step C \$20.27 hour and Vogel Step D \$20.17 hour effective pay period #23.

The personnel committee was submitting a recommendation to the city council which includes a revised Compensation Plan and Wage Scale. Due to the fact that the new wage scale and compensation plan are being revised the wage increases were tabled. The new wage scale will then reflect an increase to step C instead of step D per the current plan.

New Copier Lease

The staff has been working on ways to save money in all aspects of our operations. There have been many copier sales people knocking on our doors telling us they can save us money on our copier contract. Therefore, we accepted two quotes and found that staying with the same company, Loffler and getting a new machine would save us money and provide the city with up to date equipment that better suits our needs.

Loffler can provide the city with a smaller machine that still has all the capabilities of scanning, faxing, booklet finisher, hole punch, stapler, auto duplexing, Adobe printer drives, 2.5GB RAM, 80 GB Hard Drive, etc. Loffler will also provide the city with a \$1,000 rebate check to be used for other purposes.

Staff recommends the city council approve the lease agreement with Loffler Companies, Inc. for 60 months with monthly payments of \$549 which includes 15,000 black/ white copies per month, 7,182 color images per quarter, maintenance and supplies effective October 30, 2010.

MOTION was made by Beyer, seconded by Martinson to approve the Loffler Companies, Inc. 60 month contract to with monthly payments of \$549 which includes 15,000 black/ white copies per month, 7,182 color images per quarter, maintenance and supplies effective October 30, 2010, contingent upon the attorneys review of the contract.

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

Winfield Ponds 2nd Addition Monument Sign

Staff received a complaint about the deterioration of the monument sign at the entrance of Winfield Ponds 2nd Addition. Since that time the staff called a neighborhood meeting asking them if they were interested in maintaining the sign. Most of the residents at that meeting said they were not interested in maintaining a sign that is an advertisement for Ecklund Swedlund homes. The staff then contacted the city attorney who reviewed the developer's agreement. He said the covenants do not state that the residents have to maintain the sign. The developer should be responsible for maintenance of the sign. We sent the developers a letter about maintaining the sign and they are not willing to do so.

The sign is located on city property and can be removed or we can give the residents one more chance to keep the sign and maintain it. Staff recommends that the city provide funding for the paint needed for the project which costs about \$104 as there are a few residents willing to paint it if the city provides the supplies. This could be determined as a beautification project and funded by the HRA. The other option is for the city to remove the sign.

After a round table vote on this issue the majority of the city council decided that the city will not provide paint or maintenance for neighborhood signs. This would set precedence and the sign does not benefit the city. If the neighbors or Winfield Ponds 2nd Addition does not want to maintain the sign the city will remove it after giving them notice. The city public works staff will remove the Ecklund Swedlund Homes portion of the sign if the neighbors decide not to maintain it.

Public Works Building/Water Proofing & Drain Tile

Attorney Couri presented the city council with an updated report of the issues that have not yet been resolved at the Public Works Building. Since the city sent a letter to Rochon's performance bond company the issue with the in floor heat has been resolved and the HVAC system issue has been resolved. The remaining issues are the water proofing of the concrete walls and the sand that needs to be installed around the drain tile. Rochon has suggested that the city allow them to complete these repairs in a timely manner instead of hiring another contractor. Rochon stated they would hire the same subcontractors to complete these issues and stated that they could be completed this fall and would take three days depending on weather.

MOTION was made by Martinson, seconded by Nichols to approve Rochon to complete the issues with the water proofing and install the sand around the drain tile at the Public Works Building this fall at no cost to the city.

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

Administrator's Report

Council reviewed the Administrator's report including an update of: personnel job descriptions, hazardous excavations, hazardous structures, Parkwood developer's agreement, youth sports grant, Dairylicious, and fire inspections.

Mayor's Report

Mayor Beyer notified the council that he had attended the Rockford Township Board meeting on October 19th to discuss the proposed fire ordinance. The proposal would include charging when the Rockford Fire & Rescue Volunteer Department provides service for incidents such as accidents and fires within the fire service area. The city would not charge for medical service calls. The building inspector is inspecting the structure that was on fire at 6127 Mechanic Street and will provide an inspection report to staff.

There was some discussion about what is considered a hazardous structure and Attorney Couri stated that if the exterior is not a hazard then most judges would not consider it a hazard.

Adjournment

Motion to Adjourn was made by Hafften, seconded by Graner.

Mayor Beyer adjourned the meeting at 10:40 p.m.

Michael Beyer, Mayor

ATTEST:

Nancy Carswell, Administrator

