

Mayor Hafften called the **January 22, 2013** 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 at 6031 Main Street, Rockford, MN.

Roll Call

Roll call was taken. The following Council Members were present: Graner, Hafften, Kesanen, Martinson and Wenz. Absent: none. Also in attendance were: Engineer Mark Statz from Stantec, Deputy Clerk Etzel, and Public Works Supervisor D. Peterson.

The Pledge of Allegiance to the Flag was given.

Public Hearing – Waste Water Treatment Facility

Ron LaFonda of Stantec presented the Council with information regarding the proposed Wastewater Treatment Facility Plans. Starting with some background, the original plant was built in 1967 and the most recent upgrade was in 1997. Issues facing the plant: new phosphorus limit, bio solids handling and disposal, and repair and rehabilitation. The existing conditions in the city are as follows: population 4,316 (2010 census), current flow 437,000 GPD (design flow is 651,000 GPD), current organic loading 462 lb/day (design loading 963 lb/day), plant is meeting permit limits, and the structures is in sound condition. The projected conditions: design year 2033, population increase from 4,316 to 6,235, flow increase from 437,000 GPD to 598,000 GPD, and organic loading increase from 466 lb/day to 877 lb/day.

New phosphorus limits can be accomplished chemically or biologically – see options and costs:

Option	Description	Project Cost	Annual Cost
P1	Chemical Removal	\$441,000	\$203,000
P2	Biological Removal	\$1,247,000	\$236,000

Chemical phosphorus, Option P1, is recommended due to the lower cost and operation simplicity.

Biosolids are hampered by insufficient storage volume – see options and costs:

Option	Description	Project Cost	Annual Costs
A	1 Year Storage, Land Application	\$3,085,000	\$296,000
B	7 Months Aerated Storage, Land Application	\$1,611,000	\$203,000
C1	Land Application and Haul Excess to Buffalo	\$54,000	\$159,000
C2	Land Application an Haul Excess to Ellsworth	\$108,000	\$139,000
D1	100% Haul to Buffalo	\$54,000	\$217,000
D2	100% Haul to Ellsworth	\$108,000	\$182,000

Continued land application and hauling excess off-site, Option C1 or C2, is recommended

Rehabilitation and repairs to consider: replace WWTF water service, replace: sludge pump, grit pump & grit classifier, control building improvements for: bathroom, laboratory, office & process rooms, replace blower enclosures, and repair air pipes.

Another item – new piping to improve operational flexibility would be needed.

Replace existing disinfection process with safer ultraviolet disinfection: existing system uses chlorine and sulfur dioxide gas, hazardous & toxic, stored in pressurized 150 lb cylinders, and ultraviolet disinfection employs U light, similar to tanning booth.

Other:

Disinfection Option	Project Cost	Annual Debt Service	Annual O/M
New Ultraviolet System	\$290,000	\$22,100	\$2,000
Existing Chlorination System	\$0	\$0	\$4,100

Project Cost:

Item	Cost	Added Annual O&M Cost
Replace Buried Water Line Servicing the WWTF	\$25,000	\$0
Replace Grit Pump and Grit Classifier	\$80,000	\$0
Replace Sludge Pump	\$30,000	\$0
Level Clarifier Weirs	\$4,000	\$0
Repair Leaking Buried Air Piping	\$2,000	\$0
Control Building Improvements	\$50,000	\$0
Blower Sound Enclosure Replacement	\$19,000	\$0
Piping for Extended Aeration Operation	\$32,000	\$0
Chemical Phos., Removal Bldg. and Equip	\$247,000	\$42,000
UV Disinfection	\$290,000	(\$2,000)
Biosolids: Combination of Land Application and Haul Excess Off-Site	<u>\$80,000</u>	<u>\$87,000</u>
Construction	\$859,000	\$127,000
Construction Contingencies	<u>\$86,000</u>	
Construction Subtotal	\$945,000	
Engineering, Legal, Admin, Fiscal	<u>\$215,000</u>	
Project Cost	\$1,160,000	
Annual Debt Service for 3%, 20-year loan		<u>\$80,000</u>
Sum of Annual Debt Service and Added O&M		\$207,000

Impact to Water Rates (monthly costs):

Item	Monthly Cost
Usage charge based on 6,000 gal/month	\$30.00
Existing base rate	<u>\$3.86</u>
Existing typical monthly cost=	\$33.86
Increase due to debt service=	\$5.00
Additional O/M costs=	<u>\$5.00</u>
Monthly household cost after project=	\$43.86

Funding: review of funding sources indicated SRF low-interest loan is preferred; facilities plan is the first step to qualify and will continue to investigate grant opportunities.

Schedule:

Date	Description
January 2013	Submit for Project Priority List (PPL) for FY 2014
January 22, 2013	Facilities Plan Public Hearing & Council Resolution of Approval
February 2013	Submit Facilities Plan to MPCA. Due by March 1 st .
Winter 2013	Authorize plans/specifications, and begin design
May 2013	Apply for FY 2014 Intended Use Plan. Due by June 7
October 2013	Complete design and submit to MPCA for approval
February 2014	Advertise

April 2014	Award project
June 2014	Start construction
February 2015	Substantial completion
June 2015	Final completion

Council Member Martinson asked when was the last replacement parts needed. Public Works Supervisor Peterson stated 1983 (Package 1 1983 and Package 2 1998).

Council discussed when other debts would be dropping off the books in the future. The proposed project costs do not factor in potential grants.

Mayor Hafften opened the public hearing at 7:38 to the public.

Tim Lavanger of 7990 Meadowood Drive had questions for staff and council. Mr. Lavanger wanted to know if the grant could be applied for prior to approving the plan. Statz stated the project needs to be approved to be submitted to get on the project on the priority list; sometime in August or September 2013 is when they finalize who will receive funding. Mr. Lavanger then questioned the need for a building and wanted to know if processing the chemicals outside was an option; he stated several cities process outside. He did not feel \$250,000 for a building was justified for the City of Rockford.

Mr. Lavanger asked questions about different processing systems. Council directed Stantec and Public Works Supervisor Peterson to meet with Mr. Lavanger to discuss the project and come back with the pros. vs. the cons. for the different processing systems. The list will be brought back to the next council meeting.

Mayor Hafften closed the public hearing at 7:52

***Approve Consent Agenda/Set Agenda**

MOTION was made by Graner, seconded by Martinson to approve all the items listed on the revised consent agenda adding Lease Agreement/8905 State Highway 55 to Old Business 5.B and moved open forum to occur before New Business.

MOTION CARRIED-VOTING IN FAVOR: GRANER, HAFFTEN, KESANEN, MARTINSON and WENZ.

***Approve Regular Council Meeting Minutes/January 8, 2013**

MOTION was made by Graner, seconded by Martinson to approve the minutes of the January 8, 2013 Regular Council Meeting.

MOTION CARRIED-VOTING IN FAVOR: GRANER, HAFFTEN, KESANEN, MARTINSON and WENZ.

***Approve Payment of Claims**

MOTION was made by Graner, seconded by Martinson to approve the payment of claims #21436 to #21493 in the amount of \$57,204.76.

MOTION CARRIED-VOTING IN FAVOR: GRANER, HAFFTEN, KESANEN, MARTINSON and WENZ.

***RESOLUTION #13-07/Approve 2013 Fire Relief Association Members**

MOTION was made by Graner, seconded by Martinson to approve Resolution #13-07 approving Fire Relief Association Members for 2013.

MOTION CARRIED-VOTING IN FAVOR: GRANER, HAFFTEN, KESANEN, MARTINSON and WENZ.

***RESOLUTION #13-08/Approve 2013 Revised Appointments**

MOTION was made by Graner, seconded by Martinson to approve Resolution #13-08 approving the 2013 Revised Appointments.

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

***RESOLUTION #13-09/Ordinance #13-01 Solar Energy Systems**

MOTION was made by Graner, seconded by Martinson to approve Resolution #13-09

MOTION CARRIED-VOTING IN FAVOR: GRANER, HAFFTEN, KESANEN, MARTINSON and WENZ.

***RESOLUTION #13-10/Approve Conditional Use Permit for 6800 Electric Drive**

MOTION was made by Graner, seconded by Martinson to approve Resolution #13-10 approving a Conditional Use Permit for 6800 Electric Drive to allow for a Solar Energy System.

MOTION CARRIED-VOTING IN FAVOR: GRANER, HAFFTEN, KESANEN, MARTINSON and WENZ.

Open Forum

Eric Halberg from the Rockford Masonic Lodge came to speak about the 1 for 1 match to benefit RiverWorks Food Shelf. The Rockford Masonic Lodge in coordination with Minnesota Masonic Charities will match funds 1 to 1. Funds need to be made payable to "Masonic Food Shelf Fund" and be dropped off at Bankwest by February 27, 2013. 100% of the funds will be donated to RiverWorks Food Shelf.

Adam Fornier of the Wright County Sheriff's Office stated the city has been quiet.

Mayor Hafften has some concerns with people parking in the no-parking yellow zone areas near Bridge and Main. Council directed the Wright County Sheriff's office to issue warnings, believing people are unaware they are parked in a no-parking zone.

Council Member Graner received a complaint from a resident who has witnessed people smoking in a public building where smoking is not allowed. Officer Fornier stated it is a misdemeanor and enforced by their department, but they need to catch the person in the act of smoking. They will continue to monitor the area.

Adopting the Facilities Plan for the Wastewater Treatment Facility

Council is not ready to approve a resolution to adopt the facilities plan for the Wastewater Treatment Facility at this time. More information is being prepared by: Dennis Peterson (Public Works), Tim Lavanger (Resident) and Ron (Stantec). Council asked the group to bring back a list of pros vs. cons for the WWTF.

Hennepin County Antenna Lease Agreement

Staff contacted Hennepin County as directed by Council and spoke with Commissioner Johnson. Commissioner Johnson felt that the Hennepin County Board was not in favor of passing the 911 dispatch call expense to the cities at this time. Hearing this news staff feels Council should move forward with the lease agreement and approach Hennepin County in the future to negotiate any potential fees billed to the city. For the safety of the community, staff is recommending Council reconsider and approve the Hennepin County Antenna Lease Agreement.

MOTION was made by Martinson, seconded by Wenz to approve the Hennepin County Antenna Lease Agreement and authorizes the Mayor and Administrator to sign the agreement.

MOTION CARRIED-VOTING IN FAVOR: GRANER, HAFFTEN, KESANEN, MARTINSON and WENZ.

Lease Agreement/8905 State Highway 55

Staff contacted Attorney Couri to discuss the lease with Renter's Warehouse and was informed the agreement was not going to work for the city and recommends the Council authorize him to draft a lease agreement to fit the City of Rockford. The lease terms and rent will remain the same, but the lease will be a simpler agreement.

Dennis Peterson has concerns over who would be responsible for the yard maintenance (mowing, leaves, snow removal, etc...) and Mayor Hafften stated these items are the renter's responsibility. The city would be responsible to repair items not working correctly in the house. Council directed staff to find another property management company so city staff is not interrupted with issues resulting from the house.

MOTION was made by Graner, seconded by Martinson to authorize the City Attorney to draft a Standard Residential Lease Agreement and authorizes the Mayor and Administrator to sign the agreement and authorizes staff to locate a property management company to oversee the property at 8905 State Highway 55.

MOTION CARRIED-VOTING IN FAVOR: GRANER, HAFFTEN, KESANEN, MARTINSON and WENZ.

Administrator's Report

The Administrator's Report included: Administrator Carswell is out of the office this week, performance reviews completed for Fire Chief and Assistant Chief, Event Center Committee met recently and Council Martinson stated they are looking at items they can eliminate to keep the costs down, next Visioning Session is scheduled for February 5th at Wright-Hennepin starting at 7pm, new phones have arrived at City Hall and are in the process of being set-up, the Crow River Food Co-op is hosting two events: Cooking Class on February 19th and an open house breakfast on April 13th, the Business Expo is March 16th – Council Member's Martinson and Wenz have volunteered to work the City booth, and staff was informed the city will be audited by the IRS on February 11-14th.

Council Reports

Martinson – Lion's 2nd Annual Blue Ball Tournament will be held in Riverside Park on February 23rd. The event includes 9-holes of golf, food and beverages.

Kesanen – attended the Newly Elected Officials conference recently. She appreciated the opportunity to attend and enjoyed what was taught.

Wenz – nothing to report

Graner – appreciated being invited to the annual fire department banquet where they had good food, nice presentation and company. Thank you for the invite. Also, she noted the play "Death of a Salesman" is being performed in Orono, not Rockford.

Hafften – the Personnel Committee met last week and will have a new form for employee reviews that they will present at the next Team Building meeting. The employee survey results will also be presented at the Team Building meeting. The next Team Building meeting needs to be scheduled. Council is tentatively looking at Tuesday, February 19th starting at 5:30 pm at Public Works facility, provided staff is not on vacation and able to attend.

ADJOURNMENT

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

MOTION CARRIED-VOTING IN FAVOR: GRANER, HAFFTEN, KESANEN, MARTINSON and WENZ.

Mayor Hafften adjourned the meeting at 8:36 p.m.

Rick Martinson, Acting Mayor

Nancy Carswell, Administrator