

Mayor Hafften called the **February 10, 2015** Regular Meeting of the Rockford City Council to order at 6:06 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: Hafften, Buoy, Hill, and Martinson. Absent: Kesanen. Also in attendance were: Administrator/Special Counsel Madsen, Public Works Supervisor Peterson, and Deputy Clerk Etzel.

The Pledge of Allegiance to the Flag was given.

**Approve Consent Agenda/Set Agenda**

**MOTION** was made by Martinson, seconded by Buoy to approve all items on the consent agenda 3.A. to 3.G. and add Warming House Attendant to New Business as item 4.A.

MOTION CARRIED-VOTING IN FAVOR: HAFFTEN, BUOY, HILL, AND MARTINSON.

Staff will follow-up on a payment owed to Vergin Sales for the purchase of refrigerator for the Fire Department Station.

**\*Approve Council Workshop Minutes/February 3, 2015**

**MOTION** was made by Martinson, seconded by Buoy to approve the minutes of the February 3, 2015 Council Workshop.

MOTION CARRIED-VOTING IN FAVOR: HAFFTEN, BUOY, HILL, AND MARTINSON.

**\*Approve Special Council Minutes/February 3, 2015**

**MOTION** was made by Martinson, seconded by Buoy to approve the minutes of the February 3, 2015 Special Council Meeting.

MOTION CARRIED-VOTING IN FAVOR: HAFFTEN, BUOY, HILL, AND MARTINSON.

**\*Approve Payment of Claims**

**MOTION** was made by Martinson, seconded by Buoy to approve the payment of claims #24336 to #24367 in the amount of \$63,965.12.

MOTION CARRIED-VOTING IN FAVOR: HAFFTEN, BUOY, HILL, AND MARTINSON.

**\*Approve January 2015 Building Permits**

**MOTION** was made by Martinson, seconded by Buoy to approve the January 2015 Building Permits #15-01 to #15-04.

MOTION CARRIED-VOTING IN FAVOR: HAFFTEN, BUOY, HILL, AND MARTINSON.

**\*Pay Request #5/Rockford City Center Mall Facade– KUE Contractors, Inc.**

**MOTION** was made by Martinson, seconded by Buoy to approve Pay Request #4 for the Rockford City Center Mall façade project to KUE Contractors, Inc. in the amount of \$6,920.00.

MOTION CARRIED-VOTING IN FAVOR: HAFFTEN, BUOY, HILL, AND MARTINSON.

**\*Pay Request #8/Wastewater Treatment Facility Improvements – KHC Construction, Inc.**

**MOTION** was made by Martinson, seconded by Buoy to approve the Pay Request #8 for the Wastewater Treatment Facility Improvement project to KHC Construction, Inc. in the amount of \$133,425.00.

MOTION CARRIED-VOTING IN FAVOR: HAFFTEN, BUOY, HILL, AND MARTINSON.

**\*RES #15-06/Lateral Repair Not Corrected – 6731 Maple Drive**

**MOTION** was made by Martinson, seconded by Buoy to approve Resolution #15-06 established the wastewater lateral service at 6731 Maple Drive is expected from the lateral repair requirements established and otherwise enforced by the City of Rockford for the 2014 Utility Project as they relate to the I&I issue located inside the foundation and underneath the building on this property.

MOTION CARRIED-VOTING IN FAVOR: HAFFTEN, BUOY, HILL, AND MARTINSON.

**Warming House Attendant**

The new warming house at Riverside Park is being used by unsupervised youths. Some Council are worried about vandalism to the new warming house. Council and staff discussed and agreed to advertise to fill the position. The hours would be Monday-Friday 4pm to 9pm and Saturday-Sunday 10am to 9pm.

Administrator Madsen noted that about \$35,000 of the \$50,000 received from the Hanover Athletic Association has been spent on: excavation of the rink, electrical for lighting, lighting, and the warming house.

**MOTION** was made by Hafften, seconded by Martinson to authorize staff to advertise and hire for the warming house attendant position at \$10 per hour.

MOTION CARRIED-VOTING IN FAVOR: HAFFTEN, BUOY, HILL, AND MARTINSON.

Administrator Madsen stated there is potential for funding the warming house attendant position.

**Public Works Director Position**

Public Works Director Dennis Peterson is retiring May 1, 2015. The Council and staff have reviewed and discussed different hiring options at workshops and have decided to move forward with posting the position. A draft job description was also reviewed.

A draft time line to fill the position:

- Friday, March 6, 2015 at 4pm – first review of applications
- Monday, March 9, 2015 – schedule first interviews

- Monday, March 16, 2015 – schedule second interviews
- Tuesday, March 24, 2015 – consider appointment

**MOTION** was made by Hafften, seconded by Martinson to approve the Public Works Directors job description and post the position with a first review date of 4pm on Friday, March 6, 2015.

**MOTION CARRIED-VOTING IN FAVOR: HAFFTEN, BUOY, HILL, AND MARTINSON.**

Administrator Madsen will update the job description and prepare the advertisement (League of Minnesota Cities, city's website and Crow River Newspaper).

### **Open Forum**

Mayor Hafften called for open forum.

Eric Halberg, Secretary of the Rockford Masonic Star Lodge #62, presented information regarding the Minnesota Masonic Charities Foundation dollar for dollar match in the month of February. All funds received will benefit the RiverWorks Food Shelf. Donations can be dropped off at Bankwest being made payable to the Masonic Food Shelf Fund or you can donate through RiverWorks online.

The Rockford Lodge will have their 33<sup>rd</sup> Annual Hog Roast on Saturday, April 11, 2015 at the Rockford Township Hall (social 5pm, dinner 6pm and DJ at 8pm). Cost is \$20 per person and includes all you can eat and drink. Money raised will be shared with the Masonic Cancer Research and the area food shelves. If interested in attending or donating, contact Eric at ehalberg@gmail.com or call 612-232-4773.

Mr. Halberg noted that Rockford Star Lodge #62 was chartered in 1867 with many founding families being members.

### **Administrator's Report**

Administrator's update included: the railroad crossing at County Road 50 will be closed February 17<sup>th</sup> to February 19<sup>th</sup> for emergency repairs and a workshop to discuss fire relief payments needs to be scheduled along with a Team Building session.

### **Public Works Update**

Dennis Peterson stated staff is continuing the programing of the Wastewater Treatment Facility (WWTF). The Council could tour the WWTF prior to the April 14, 2015 meeting.

### **Council Reports**

*Buoy* – Rockford Fire Department Women's Auxiliary will host a family fun night and spaghetti dinner on Saturday, February 28, 2015 at the Rockford Fire Station from 4:30pm-8pm. The cost is \$8 per adult and \$5 per child, kids five and under are free. Children's activities include: bounce house, Home Depot work stations and face painting. There will also be a raffle.

*Hill* – nothing to report

*Martinson* – nothing to report

*Hafften* – The Rockford River Days Committee is looking for volunteer(s) to assist with the bean bag tournament and the planning, starting in March. Rockford River Days will be August 7<sup>th</sup>, August 8<sup>th</sup> and August 9<sup>th</sup> – the parade will on August 9<sup>th</sup>.

**ADJOURNMENT**

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

**MOTION CARRIED-VOTING IN FAVOR: HAFFTEN, BUOY, HILL, AND MARTINSON.**

Mayor Hafften adjourned the meeting at 6:29 p.m.

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Renee Hafften, Mayor

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Audra Etzel, Deputy Clerk