

Mayor Hafften called the **February 11, 2014** 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: Hafften, Graner, Martinson and Wenz. Absent: Kesanen. Also in attendance were: Attorney Couri, Engineer Ward, Administrator/Special Counsel Madsen, Accounting Secretary Elsen, Deputy Clerk Etzel, and Public Works Supervisor Peterson.

The Pledge of Allegiance to the Flag was given.

**\*Approve Consent Agenda/Set Agenda**

**MOTION** was made by Martinson, seconded by Wenz to approve all items 2.A to 2.G on the consent agenda and set agenda new business items 3.A to 3.F.

MOTION CARRIED - Voting in favor: Hafften, Graner, Martinson and Wenz.

**\*Approve Regular Council Minutes/January 28, 2014**

**MOTION** was made by Martinson, seconded by Wenz to approve the minutes of the January 28, 2014 regular council meeting.

MOTION CARRIED - Voting in favor: Hafften, Graner, Martinson and Wenz.

**\*Approve Payment of Claims**

**MOTION** was made by Martinson, seconded by Wenz to approve the payment of claims #22859 to #22912 in the amount of \$164,543.47.

MOTION CARRIED - Voting in favor: Hafften, Graner, Martinson and Wenz.

**\*Approve January Building Permits**

**MOTION** was made by Martinson, seconded by Wenz to approve the January Building Permits #14-01 to #14-06.

MOTION CARRIED - Voting in favor: Hafften, Graner, Martinson and Wenz.

**\*Approve Financial Concepts Contract**

**MOTION** was made by Martinson, seconded by Wenz to approve a contract with Financial Concepts related to employee benefits plans (medical, dental, vision, basic live and AD&D, short-term disability, and long-term disability) for the period of January 1, 2014 through December 31, 2014 and authorizes the Administrator to sign the service agreement and renewal rate verification agreements.

MOTION CARRIED - Voting in favor: Hafften, Graner, Martinson and Wenz.

**\*RESOLUTION #14-10/Recommending Continuation of CDBG Funding of Western Communities Action Network (WeCAN)**

**MOTION** was made by Martinson, seconded by Wenz to approve Resolution #14-10 approving the City of Rockford recommending support of the Consolidated Pool Selection Committee and Community Development Block Grant (CDBG) funding of Western Communities Action Network (WeCAN) be continued.

MOTION CARRIED - Voting in favor: Hafften, Graner, Martinson and Wenz.

**\*Support Deputy Clerk Etzel/MCFOA Region IV Vice President**

**MOTION** was made by Martinson, seconded by Wenz to support Deputy Clerk Etzel's application for MCFOA Region IV Vice President a two year position and authorize the Mayor to sign the letter of support.

MOTION CARRIED - Voting in favor: Hafften, Graner, Martinson and Wenz.

**\*RESOLUTION #14-11/Authorize Liquor Licenses-Rosewood, LLC**

**MOTION** was made by Martinson, seconded by Wenz to approve Resolution #14-11 authorizing liquor license for wine, 3.2 malt liquor (including strong beer), and on-sale Sunday to Rosewood, LLC d/b/a Rosewood Eatery at 8810 Walnut Street (including the deck).

MOTION CARRIED - Voting in favor: Hafften, Graner, Martinson and Wenz.

**Wright County Sheriff's Deputy – Adam Fournier**

Reminded the residents we are still in the snow season and parking restrictions will be enforced. It has been quiet through the county.

**Employee Recognition 15 Years/Marlvs Elsen**

Council recognized and thanked Marlvs Elsen, Accounting Secretary, for 15 years of service with the City of Rockford.

**HVAC Architectural Design Contract**

Administrator Madsen presented the bid from MacDonald and Mack Architects to design the HVAC system and electrical upgrades for the Ames-Florida-Stork House

**MOTION** was made by Hafften, seconded by Wenz to approve a contract with MacDonald and Mack Architects to design a HVAC system and electrical upgrades for the Ames-Florida-Stork House not to exceed the cost of \$13,655 and authorizes the Administrator to sign the contract.

MOTION CARRIED - Voting in favor: Hafften, Graner, Martinson and Wenz.

**Resolution #14-12/Approve the Plans & Specifications and Ordering Advertisement for Bids for the 2014 Utility Improvement Project.**

Engineer Ward showed the council a video of a mainline sewer leading into a sewer service pipe from Maplewood Manor. The video showed root damage in the sewer service pipe. Some of the pipes could not be viewed further once reaching a root ball. About 60-70% of the pipes had

some type of damage. Staff will continue viewing the videos and preparing reports for the residents.

The 2014 Utility Project includes improvements to:

- Sanitary Sewer Rehabilitation (CIPP)
  - \*Base Bid
- Water Main Replacement (Maplewood Manor)
  - \*Pipe Burst Option (Alt. No. 1 – replacement of water main)
  - \*Open Cut Option (Alt. No. 2 – replacement of water main)
  - \*Service Replacement to ROW in both cases.
- Water Main Replacement (Co. Rd. 33)
  - \*Alternates No. 3 – Co. Rd. 33 N water main replacement, No. 4 – Co. Rd. 33 at High Street water main replacement & No. 5 – Co. Rd. 33 Maple Street to High St. water main replacement
- Highway 55 Sanitary Sewer Rehabilitation (CIPP)
  - \*Alternate No. 6 – Hwy 55 sanitary sewer improvements
- Sewer Service Rehabilitation (CIPP)
  - \*Alternate No. 7 – sanitary sewer service rehabilitation

A cost summary including Alternates 1-7 totaled estimated project costs of \$3.6 million. The feasibility study estimated the cost to be \$3.5 to \$3.8 million.

Council talked about why this neighborhood had so many issues. Engineer Ward stated the main reason is the materials and the trees in the area.

Ultimately a contractor will provided a price to correct the service. If the property owner chooses to hire their own contractor the price will most likely go up. The property owner will be given a time frame to address the issues and have them fixed and if this is not completed a fee or monthly dollar amount will be charged for the service until fixed. Senior citizens potentially could defer the cost until the house sells, but interest will still accrue.

**MOTION** was made by Hafften, seconded by Martinson to approve Resolution #14-12 approving the plans & specifications and ordering advertisement for bids for the 2014 Utility Improvement Project

MOTION CARRIED - Voting in favor: Hafften, Graner, Martinson and Wenz.

Council did review the proposed schedule for the project.

There will be an open house prior to the assessment hearing – before awarding bids.

**Resolution #14-13/Ordinance #14-01 Amending Sanitary Sewer Laterals**

The purpose of Ordinance #14-01 is to resolve the challenge the City faces in televising private landowners lateral wastewater connections.

The owner of the property is responsible all the way through and would need a permit to dig in the right-of-way (ROW).

Summary:

- Subd. 1 address: maintenance, a permit being required if work is in the ROW and an Engineer's review.
- Subd. 2 if property owner fails to maintain the sanitary sewer laterals. Giving the owner time to repair – if not completed a monthly surcharge. It would be very expensive to force the repair and open the city to potential damages to the property.
- Subd. 3 periodically televising of sewer laterals. A \$100 fee would be added monthly if not completed.

**MOTION** was made by Graner, seconded by Wenz to approve Resolution #14-13 approving Ordinance #14-01 amending sanitary sewer laterals section 401.09 and authorizes staff to publish a notice in the official paper.

MOTION CARRIED - Voting in favor: Hafften, Graner, Martinson and Wenz.

#### **Approve Waste Management Sanitation Service Agreement**

Administrator Madsen presented an amendment to continue service with Waste Management for sanitation service: May 1, 2014 to April 30, 2021 (7 seven years).

The Council discussed going out for bids, but decided they were satisfied with the service to the residents and the free sanitation services received at the municipal buildings and will not go out for Request for Proposals (RFPs).

Mike Donnelly of Waste Management was present and answered the questions asked by Council.

**MOTION** was made by Graner, seconded by Wenz to approve a seven year sanitation agreement with Waste Management and authorizes the Mayor and Administrator to sign the agreement

MOTION CARRIED - Voting in favor: Hafften, Graner, Martinson and Wenz.

#### **Resolution #14-14/Interfund Loan Resolution**

Mary Ippel is asking the Council to approve an interfund loan from the General Fund to Tax Increment Financing (TIF) District 2-4 (Mall Project pursuant to MN Statue 469.178, Subd. 7) which authorizes loans or cash advances to satisfy qualified expenses such as this.

The purpose of the loan is to transfer \$5,500 into TIF 2-4 to pay the Rockford Mall Venture, LLC. (Mall Venture) upon purchase of the mall. Mall Venture will be entitled to the TIF increment they would typically receive from January 1, 2014 until the date of closing on the property. TIF payments are typically not distributed prior to the closing date, which is scheduled for late April. The City will pay Mall venture the prorated amount of TIF they should have received for the time period they owned the mall in 2014. Upon closing, the TIF District will be decertified.

This will allow sufficient funds in TIF District 2-4 to pay out the necessary amount of prorated increment and it will create a revenue stream to put the TIF increment paid by the County to be captured by the City and returned via the interfund loan agreement back into the General Fund.

**MOTION** was made by Graner, seconded by Martinson to approve Resolution #14-14 to approve the interfund loan of up to \$5,500 in connection with Tax Increment Financing District 2-4.

**MOTION CARRIED** - Voting in favor: Hafften, Graner, Martinson and Wenz.

### **Attorney's Report**

The mall purchase is proceeding. The Alta Survey being completed by Wenck and Associates is almost completed. Once title work and Alta Survey are received the 30 days due diligence begins. Staff will want to have the HVAC inspected to make sure it is in the same condition as it was in the 2013 inspection. The Mayor and Administrator will sign the document at the closing.

Council Member Martinson wants to be on site when the mall is inspected, not just the HVAC system.

### **Administrator's Report**

The Administrator Madsen's report included status of the following: Madsen stated it is good to be in Rockford, council and staff had a special workshop earlier tonight to review sewer and water rates, staff met with a mall tenant to address expansion concerns, Madsen recently attended the attorney conference this past week, Administrator Carswell will be back in the office next Tuesday, and remind the council of a Special Meeting next Thursday, February 20, 2014 at 5pm for the bond hearing and tax abatement.

### **Engineer's Report**

The Engineer's report included updates on the following: WWTF plans and specifications will be brought to the February 25<sup>th</sup> meeting for approval, Hurst Woods Channel Stability to be completed in the spring, working on the Rockford Industrial Park feasibility study, gas mains will be relocated out of the way during the 2014 Utility Improvement Project, and the Wellhead Protection Plan is moving forward.

The wastewater treatment facility needs to have the process on line and operating by May 1, 2015 and meeting the standards by May 31, 2015.

### **Public Work's Report**

Supervisor Dennis gave an update on the following: staff has been busy pushing back the snow, more snow is expected, keeping up-to-date on flood predictions, staff is viewing the televising of the laterals, and this past couple weeks three water services have frozen up.

### **Council Reports**

*Graner* – nothing to report

*Hafften* – nothing to report

*Martinson* – Lion’s Greenback Dinner & Silent Auction is Saturday, August 12<sup>th</sup> (6pm-midnight) at the Rockford Township Hall and it will be a country western theme.

*Wenz* – nothing to report

**OPEN FORUM**

Mayor Hafften called for open forum. No one from the public spoke.

**ADJOURNMENT**

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

MOTION CARRIED - Voting in favor: Hafften, Graner, Martinson and Wenz.

Mayor Hafften adjourned the meeting at 8:17 p.m.

---

Renee Hafften, Mayor

---

Audra Etzel, Deputy Clerk