

Mayor Beyer called the **February 14, 2012** 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: Beyer, Graner, Martinson and Wenz. Absent: Hafften. Also in attendance were: Administrator Carswell, Engineer Statz, Public Works Employee J. Quirk and Fire Chief Sanderson.

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 on the consent agenda.

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

***Approve Regular Council Minutes/January 24, 2012**

MOTION was made by Martinson, seconded by Wenz to approve the minutes of the January 24, 2012, Regular Council Meeting.

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

***Approve Payment of Claims**

MOTION was made by Martinson, seconded by Wenz to approve the payment of claims #20096 to #20186 in the amount of \$196,727.56.

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

***Approve Building Permits**

MOTION was made by Martinson, seconded by Wenz to approve the building permits #12-01 to #12-03.

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

***Resolution #12-10 Approve Investments**

MOTION was made by Martinson, seconded by Wenz to approve Resolution #12-10 to approve investments.

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

***Resolution #12-11 Approve Garbage Hauler License Applications for 2011/2012**

MOTION was made by Martinson, seconded by Wenz to adopt Resolution #12-11 approving the 2011/2012 garbage hauler license applications for: Waste Management, Randy's Sanitation Inc. and Veolia.

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

***Resolution #12-12 Assessment for Development Costs Related to Parkwood Wagner**

MOTION was made by Martinson, seconded by Wenz to approve Resolution #12-12 authorizing the assessment for development costs related to Parkwood Wagner in the amount of \$4,005.76 upon PID #113-056-000020 to be certified with the 2012, payable 2013, property taxes.

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

***Resolution #12-13 Assessment for Services Related to Ver-Tech’s Industrial WW Discharge Permit**

MOTION was made by Martinson, seconded by Wenz to approve Resolution #12-13 authorizing the assessment for services related to Ver-Tech’s Industrial wastewater permit in the amount of \$11,123.10 upon PID #113-042-001020 to be certified with the 2012, payable 2013, property taxes.

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

***Resolution #12-14 Approve Worker’s Compensation Insurance & Excess Liability Insurance Coverage**

MOTION was made by Martinson, seconded by Wenz to approve Resolution #12-14 approving worker’s compensation insurance and excess liability insurance coverage.

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

***Resolution #12-15 Approve Recommending Continuation of CDBG Funding of WeCAN**

MOTION was made by Martinson, seconded by Wenz to approve Resolution #12-15 approving recommending continuation of CDBG funding of Western Communities Action Network (WeCAN) in the amount of \$15,000.00.

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

OPEN FORUM:

Mayor Beyer called for open forum.

Eric Halberg a member of the Masonic Lodge is coordinating 2 to 1 funding towards the Rockford Food Shelf. The Masonic Lodge has been a part of the community since 1857. Donations will be accepted at Bankwest the donations will be accepted until February 27th. There are 30 members but only 12 are active and have an insurgent of new members and want to make a difference in the city. Put on the web site.

Open Forum Kevin Weber Fire Department Pay Per Call

Kevin submitted a five year call statistic report showing the number of calls and number of responders. The report showed the cost if each responder were paid \$10 per call, in last year the cost to the city would have been \$23,004. An average cost using the last five years would be \$31,868 per year. Weber stated that Rockford is the only department remaining in Wright County that is not paid per call. A letter was submitted to the fire board at their last meeting regarding the pay per call. The fire board did not object to pay per call. Graner wondered if there was a call that had 33 people responding and why would the department pay all of those if only 3 responders are necessary, other departments do not pay. Usually they only have 3 people respond during the day. Every department has a different method of paying and this is not set in stone, but was easy \$10 per call. There is a committee of 3 members that will present this to the fire board that we will present the information to. Staff will schedule a meeting for the fire board meeting. Weber will provide staff a schedule of their upcoming Monday meetings which are held at 5:30 p.m.

Wright County Sheriff’s Deputy Adam Fournier was present and noted that the city has been quiet lately. The Sheriff’s Department is hosting a deputies meeting this Thursday at 14:00 and council or staff is invited to attend.

Rockford Area Historical Society Update/Rebecca Mavencamp

Rebecca Mavencamp was present to talk about the projects that took place at the Stork House over the past year: diaries newsletter each Wednesday, these personal letters and diaries were accepted into the Minnesota digital library, the transcribing of these diaries will be digitized from Wm Stork and 12 diaries from his daughter Florence and will be posted on Minnesota Reflections, milling documents are another set of documents that have sparked state wide interest, have worked on a more cohesive program schedule and this past year was Paper. The Historical Society started a teen program and had supper together worked in the garden, made pickles, wash tub band, etc. Program will expand this year. Expanded the Christmas Tea had 2 weekends, including a Saturday teen docent program and other children went through the house, which will continue this year. Mentoring was great and YWAM assisted with the teen program. Tours, meals, other events to promote the house, continue cataloging the collections in the house, photographing each item, volunteers has been working towards scanning in photos, travel journals, dairies, etc. so the scanned copies can be viewed. Formed new partnerships with the school district and hope to create a curriculum with them. The mill history of 2012 can be packaged and used as historical studies. Developed a tour on the go that has been brought out to seniors, talking with other executive historical directors in Wright County and other areas. Also just got word that Rebecca will be speaking on a panel at the AASLH annual convention in Utah, October 2012. Another item that was looked at this past year was a mini golf course which would include old historic buildings/markers on the course and could be located in the Riverside Park.

Resolution #12-16/Conditional Use Permit-Automotive Sales at 8990 Walnut Street

Carswell introduced an application submitted by Mitch Chase for a CUP to allow auto sales at 8990 Walnut St the old post office site on the Rockford Mall Property. The planning commission held a public hearing on February 9, 2012 and recommends approval of the conditional use permit with conditions. Mitch Chase was present and stated that he had no issues with any of the conditions on the permit.

MOTION was made by Graner, seconded by Martinson to approve Resolution #12-16 approving a Conditional Use Permit for Automotive Sales and Minor Repair to be located at 8990 Walnut Street/PID #113-500-292204 with the following conditions:

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

1. All parking areas and drive aisle shall conform to the dimension requirements and be paved and striped in accordance with the Zoning Ordinance. The Planning Commission approves 8 employee and customer parking stalls, including one disability accessible stall.
2. There shall be no more than 20 (twenty) vehicles displayed for sale at any one time.
3. Vehicles must be parked on the hard surface not green space.
4. There shall be no major auto repair, as defined by the Zoning Ordinance, conducted on the premises.
5. The minor auto repair and detailing shall occur only within the building with the exterior doors closed.
6. Hours of Operation: Monday – Friday 8 a.m. to 9 p.m., Saturday 8 a.m. to 6 p.m., and Sunday Closed, unless extended by the City Council.
7. There shall be no outdoor storage, including: inoperable vehicles, parts or equipment related to the minor auto repair, etc.
8. All vehicles displayed shall be in a condition so as to be legally operated on public streets.
9. The site shall be maintained in a neat, tidy and sanitary manner.
10. The property owner shall record a cross access and parking easement between the subject site and PID 113-500-203301 to satisfy off-street parking requirements.
11. Installation of any new exterior light fixtures must be of a shoebox design with 90 degree horizontal cutoff.
12. Any exterior trash containers stored outside must be within an enclosure meeting the requirements of Section 1001.09, Subd. 19 B. of the Zoning Ordinance.
13. All signs displayed upon the property shall comply with Section 1001.08 of the Zoning Ordinance and require issuance of a sign permit.

- 14. Existing sewer and water connections should be reviewed by the Public Works Supervisor.
- 15. That the conditional use permit is subject to annual review by the Planning and Zoning Commission.
- 16. That the applicant/property owner complies with all other applicable City Codes and Ordinances
- 17. Any violation of the said conditional use permit is grounds for revocation of the said permit.
- 18. That this conditional use permit becomes null and void if the use ceases operation for a period of one year or longer.

Resolution #12-17/Ordinance #12-01 Personnel Health Savings Plan

Administrator Carswell present the proposed personnel ordinance amendment that included the new Roth deferred compensation plan 457(b) and a Health Savings Plan. Both of these plans are administered by the Minnesota State Retirements System (MSRS). The Health Savings plan that the staff is recommending does not include any city contribution and will only affect the frozen sick leave bank when an employee resigns as follows:

- 0-10 years of service 25% of frozen bank of sick leave is contributed into the HSP
- 11-15 years of service 50% of frozen bank of sick leave is contributed into the HSP
- 16-20 years of service 75% of frozen bank of sick leave is contributed into the HSP
- 21+ years of service 100% of frozen bank of sick leave contributed into the HSP

The money remaining in an employee's frozen sick leave bank will be transferred into the employees Health Savings Plan at the MSRS as listed above when they retire and no taxes will be paid on the amount. The employees will only be able to use this money for eligible health care expenses.

There was some discussion about the new sick leave bank which includes 80 hours per year which has no cash value and may not accrue over 480 hours. This sick leave will not be included in the health savings plan as it does not have any cash value when an employee retires. The personnel ordinance was amended in February of 2010 and the existing sick leave bank at that time had a cash value paid to employees when they resigned on a percentage basis. There also was no cap to the sick leave at that time. Therefore, that sick leave accumulated was put into a separate bank and frozen at the amount at that time, unless an employee has to use it.

MOTION was made by Martinson, seconded by Wenz to approve Resolution #12-17 approving Ordinance #12-01 Personnel Health Savings Plan and authorizes staff to publish a summary of the ordinance in the official newspaper.

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

Fire Department/Computer Purchase

The fire department is in need of a new computer workstation. Quotes have been received by the IT Consultant COPO, which includes some software updates at a cost of \$1,091.

MOTION was made by Martinson, seconded by Graner to approve the purchase of one computer workstation at a cost not to exceed \$1091.

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

Ver-Tech SIU Agreement

Engineer Mark Statz reviewed the significant industrial users' agreement and noted that the user is requesting two months before they have to start FOG testing which is a new requirement and add that to the permit at a later time. Statz stated that the city council should approve the agreement with a change that states "the city will stay any fines on the FOG until May 1st, 2012."

MOTION was made by Martinson, seconded by Wenz to approve the SIU agreement with the change as listed above.

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

Administrator’s Report

Council reviewed the administrator’s report including the following items: Movie in the Park dates for 2012, Friday July 13th and Friday, August 17th. Staff has requested funds be donated by Hanover Athletic Association and the NW Chamber to cover the movie rental Fee.

Engineers Report

Statz reported: info sent to Army Corps, MNDOT has bid out engineering and plans for reconstruction of Highway 55 this summer, the start of the project is not set, meeting with Buffalo staff to discuss sludge storage, cast iron water main. The mayor brought up the slip liner costs instead of replacing all pipes. The mayor has requested costs for replacing these mains so we don’t continue to waste money on water main breaks at \$5,000 a piece. The staff will submit a plan for the replacement of mains. The trenchless magazine that the mayor has been reading has provided him with some knowledge. Graner said that residents are worried about being assessed for water main replacement. Carswell noted that the city does not assess for the replacement for any water or sewer mains. Staff will put together a plan with estimated costs for council.

Council Reports

Martinson - welcomed Wendy Bjorn to Planning Commission. The demolition of the old Byerly’s building at 8090 County Road 50 is taking more time than expected. It was suggested that council check out the school web site about the upcoming school referendum as it has good information and a calculation on how it will affect taxes.

Wenz- nothing new to report

Graner – nothing new to report

Beyer- had nothing to report

ADJOURNMENT

MOTION was made by Graner, seconded by Wenz to adjourn the meeting 8:55 p.m.

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

Mayor Beyer adjourned the meeting at 8:56 p.m.

Michael Beyer, Mayor

Nancy Carswell, Administrator