

Mayor Hafften called the April 23, 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: Hafften, Graner, Kesanen, Martinson and Wenz. Absent: none. Also in attendance were: Administrator Carswell, Auditor Andrew Berg of Abdo, Eick and Meyers, Engineer Mark Statz of Stantec and Public Works Supervisor D. Peterson.

The Pledge of Allegiance to the Flag was given.

***Approve Consent Agenda/Set Agenda**

MOTION was made by Martinson, seconded by Graner to approve all the items listed on the consent agenda.

Motion carried-voting in favor: Hafften, Graner, Kesanen, Martinson and Wenz.

***Approve Regular Council Minutes/April 9, 2013**

MOTION was made by Martinson, seconded by Graner to approve the minutes of the April 9, 2013 Regular Council Meeting.

Motion carried-voting in favor: Hafften, Graner, Kesanen, Martinson and Wenz.

***Approve Payment of Claims**

MOTION was made by Martinson, seconded by Graner to approve the payment of claims #21799 to #21844 in the amount of \$51,235.78.

Motion carried-voting in favor: Hafften, Graner, Kesanen, Martinson and Wenz.

***Approve Liquor License Penalty/The Red Vest**

MOTION was made by Martinson, seconded by Graner to administer a liquor license penalty in the amount of \$200 to The Red Vest, LLC due to selling alcohol to minors which is in violation of MS 340A.503.

Motion carried-voting in favor: Hafften, Graner, Kesanen, Martinson and Wenz.

***RESOLUTION #13-16/Approve Interim Use Permit – Hobby Kennel for 4030 Woodhill Court**

MOTION was made by Martinson, seconded by Graner to approve Resolution # 13-16 approving an interim use permit for a hobby dog kennel to be located at 4030 Woodhill Court with the conditions as listed.

Motion carried-voting in favor: Hafften, Graner, Kesanen, Martinson and Wenz.

***RESOLUTION #13-17/Approve Interim Use Permit – Hobby Kennel for 6601 Winfield Circle North**

MOTION was made by Martinson, seconded by Graner to approve Resolution # 13-17 approving an interim use permit for a hobby dog kennel to be located at 6601 Winfield Circle North with the conditions as listed.

Motion carried-voting in favor: Hafften, Graner, Kesanen, Martinson and Wenz.

***RESOLUTION #13-18/Approve Increase to Water and Sewer Rates**

MOTION was made by Martinson, seconded by Graner to approve Resolution # 13-18 approving the new water & sewer rates and the water & sewer access charges.

Motion carried-voting in favor: Hafften, Graner, Kesanen, Martinson and Wenz.

2012 Volunteer of the Year – Rebecca Mavencamp

On March 26, 2013 the City Council cast their vote for the 2012 Volunteer of the Year and selected Rebecca Mavencamp.

The reasons Rebecca was selected for the 2012 Volunteer of the Year:

- She participated in the Strive mentorship program through the Rockford High School which mentors high school seniors to reach graduation. She has built a strong relationship with our youth and is a wonderful role model for them.
- Volunteering at the Crow River Christmas, Easter Event, Memorial Day Event, Garden Club, Rockford River Days, National Night Out and summer teen nights on Thursdays at the Stork House to name a few.
- Rebecca is a major part of our community and serves it with enthusiasm and a great smile!

Abdo Eick & Meyers/2012 Financial Report

Andrew Berg from Abdo, Eick and Meyer reviewed the audit report from 2012.

The general fund balance at the end of the year is \$1,136,357 which is 62% of 2013 budget. Revenues were higher due to LGA and a few other miscellaneous revenue sources. Expenditures were under budget by \$59,762. Berg noted that taxes make up about 70% of the budget.

Special revenue funds, debt service funds, water and sewer enterprise funds were reviewed.

Four year trend analysis including: debt to assets, debt service coverage, debt per capita has decreased, taxes per capita increased slightly, capital expenditures have increased slightly.

MOTION was made by Graner, seconded by Hafften to accept the 2012 Financial Statement as prepared by Abdo, Eick & Meyers.

Motion carried-voting in favor: Hafften, Graner, Kesanen, Martinson and Wenz.

Review HVAC Report for the Ames/Florida/Stork Historical House and Authorize Bids

The city and Rockford Area Historical Society received a small grant from the Minnesota Historical Society to fund the inspection and study from a professional regarding the environmental air controls of the Ames Florida Historical House which is on the National Register of Historical properties. The city hired Questions and Solutions Engineering (QSE) to complete the report and make recommendations on how best to preserve the house as mold has become a problem due to the humidity, and lack of temperature controls. The report

summarizes QSE's findings and recommendations that will improve the environmental controls at the Ames Florida house and preserve the home and the historical artifacts.

The report goes into detail of each room of the house and what is needed as far as heating, ventilation and air conditioning systems. The report recommends that the home have air conditioning installed, better heating system and upgraded electric system. The total project costs are \$97,300 which includes the entire project and hiring QSE to oversee the project, review design elements as submitted by the contractors and be onsite inspections of the project. Contract documents will be approved by the city council and reviewed by the city attorney once the funding has been approved.

Rebecca Mavencamp stated that the MN Historical Society suggests that the city apply for a Legacy Grant to fund 75% of the project costs and that the city fund the remaining 25%, which was shown as Option B on the council report. Grant applications are due this summer and if we are awarded the grant the project could begin in November of 2013 with a completion date of May, 2013. Mavencamp stated that Bank West will allow them to store some of their artifacts in the basement while the project is being completed.

MOTION was made by Wenz, seconded by Graner to authorize Mavencamp proceed with applying for a Legacy Grant for the 75% of the project costs.

Motion carried-voting in favor: Hafften, Graner, Kesanen, Martinson and Wenz.

Informational Open House Event Center Project

An informational open house has been scheduled for the proposed event center project. The open house will take place on Tuesday, April 30th at 5pm for Rockford businesses and at 6pm for Rockford residents. Notice of the open house has been posted on the website, published in the newspaper, and put on the email blast.

Administrator's Report

Carswell presented the administrators report including: security system for city hall, city wide clean-up day, 1000 Hearts to Serve, Chamber of Commerce banquet, groundbreaking ceremony at the Rockford High School stadium, review engineering proposals, fire chief's report, business licensing, grant from Center Point Energy, house with turkeys, safety grant, street sweeping, hydrant flushing on May 7th, spring hauling of bio solids and compost site.

Engineer's Report

Statz reported that he has been working on the costs of replacing water and sewer mains that cross County Road 33 and will have that information for council review soon.

Fire Dept. Report

Graner read the report: fire inspection training, inspection programs/policies, calls to date, fire department pancake breakfast May 5th.

Council Reports

Graner – Middle school play "Little Mermaid" starts next week May 2nd at the High School.

Hafften – River Days Committee met for the first time last week and they could use more volunteers. The committee meets the 3rd Tuesday at 7 p.m. at the Rockford Community Center-7600 Co Rd 50.

Kesanen – Thousand hearts Serve Day May 5th- update health service free screenings, ultra sounds, blood mobile, on Bridge Street, plus many other projects if you want to volunteer check out the website.

Martinson – nothing to report

Wenz – nothing to report

Open Forum

Mayor Hafften called for open forum, no one was present for open forum.

ADJOURNMENT

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

Motion carried-voting in favor: Hafften, Graner, Kesanen, Martinson and Wenz.

Mayor Hafften adjourned the meeting at 8:15 p.m.

Renee Hafften, Mayor

Nancy Carswell, Administrator