

**OATH OF OFFICE**

Prior to the meeting Administrator Carswell administered the Oath of Office to re-elected Council Member Jeannette Graner and newly elected Council Member Todd Wenz. The terms for these positions will be four years or until December 31, 2014.

Mayor Beyer called the January 11, 2011 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 6031 Main Street, Rockford, MN.

**ROLL CALL**

Roll call was taken and the following council members were present: Beyer, Graner, Hafften, Martinson and Wenz. Absent: none. Also in attendance were: Engineer Mark Statz of Bonestroo, Administrator Carswell and Public Works Acting Supervisor John Quirk.

The Pledge of Allegiance to the Flag was given.

**\*CONSENT AGENDA/SET AGENDA**

Motion was made by Graner, seconded by Martinson to approve all items on the consent agenda except 2-E Pay Equity report.

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

**\*Approve Regular Council Minutes/December 28, 2010**

Motion was made by Graner, seconded by Martinson to approve the minutes of the December 28, 2010 Regular Council Meeting.

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

**\*Approve Payment of Claims**

Motion was made by Graner, seconded by Martinson to approve the payment of claims #18619 to #18682 in the amount of \$116,174.92.

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

**\*Approve Building Permits**

Motion was made by Graner, seconded by Martinson to approve the building permits #10-141 to #10-143.

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

**\*Resolution #11-01 Approve Investments**

Motion was made by Graner, seconded by Martinson to approve Resolution #11-01 to approve investments.

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

**\*Resolution #11-02 Approve 2011 Appointments**

Motion was made by Graner, seconded by Martinson to approve Resolution #11-02 to approve the 2011 Appointments.

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

**\*Resolution #11-03 Approve 2011 Fees Not Included in Ordinance #212**

Motion was made by Graner, seconded by Martinson to approve Resolution #11-03 to approve the 2011 fees not included in Ordinance #212.

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

**\*Resolution #11-04 Approve 2011 Rockford Fire Department Members**

Motion was made by Graner, seconded by Martinson to approve Resolution #11-04 to approve the 2011 Rockford Fire Department Members.

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

**\*Resolution #11-05 Approve 2011 Rockford Fire Relief Association Officers**

Motion was made by Graner, seconded by Martinson to approve Resolution #11-05 to approve the 2011 Rockford Fire Relief Association Officers.

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

**\*Resolution #11-06 to Establish Date for 2011 Local Board of Appeal and Equalization**

Motion was made by Graner, seconded by Martinson to approve Resolution #11-06 establishing the date for the 2011 Local Board of Appeal and Equalization as April 12, 2011 at 7:00 pm in the Council Chamber at City Hall.

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

**\*Approve Employee Evaluation for 2010/Wage Recommendations**

Motion was made by Graner, seconded by Martinson to approve the 2010 employee evaluations and wage recommendations as revised per the email sent to include the administrators' wage.

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

**\*Approve 2011 IT Service Agreement with COPO Computers and LogicNet, LLC.**

Motion was made by Graner, seconded by Martinson to approve the 2010 IT Service Agreement with COPO Computers and LogicNet, LLC and authorizes the Administrator and Mayor to sign the agreement.

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

**Pay Equity Report**

Council member Hafften questioned the pay equity report in regards to the pay equity for the account secretary and parks employee the lower points has a higher maximum pay which is incorrect. Also the report shows that the predicted pay for the administrator is under paid by \$2,594.55. A few others are under paid by \$6.55 and \$228.43. Staff will make sure that the maximum pay for the parks and accounting is correct. The pay equity report will be re-submitted at the January 25, 2011 council meeting.

**OPEN FORUM**

Mayor Beyer called Open Forum and no one was present to speak.

**Resolution 11-07 Adopt Ordinance #11-01 Service, License and Permit Fes**

Recently staff reviewed the fees listed in Ordinance #212 and found some of the fees did no cover the costs as listed and some services were added.

MOTION was made by Graner seconded by Wenz to adopt Resolution #11-07 Adopt Service, License and Permit Fees Ordinance #11-01.

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

**MN Volleyball Association Leagues/Riverside Park**

A local resident, Kelly Grimm attended the Park and Recreation Commission meeting last year in regards to her involvement with the MN Volleyball Association. Kelly plays volleyball in Plymouth through this association and wondered if the city would be interested in having the MN Volleyball Association form leagues and youth camps in Rockford. The park commission was very much in favor of this recreational activity which would take place in Riverside Park.

Mrs. Grimm asked a representative from MN Volleyball to inspect our sand courts and they found them to be in good shape and the sand is high grade. A tentative schedule for adult leagues was submitted along with registration fees. The teams will register online through MN Volleyball Association and the city will receive a portion of the registration fees to cover costs. There will also be some Saturday tournaments provided by this program. Staff has checked the rental schedule at the park to make sure they are aware of any events. The lights at the park are on a one hour timer that will be adequate for evening games.

The mayor expressed concern about the need for additional outdoor toilets and waste receptacles for this venture and asked staff to talk with the Volleyball Association to find out if there are other needs that the city should be aware of.

Council member Graner said that a concession stand at this location could be a good way for local organizations to earn money. Administrator Carswell suggested that the groups discuss building a concession stand with the wood class at the High School or at the Wright Technical School. Graner volunteered to be the coordinator for concessions at the volleyball league games.

MOTION was made by Hafften, seconded by Martinson to approve the MN Volleyball Association to form leagues in Rockford and authorized the cost of lining the courts and banners for promoting registration.

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

**Hiring of Public Works 6<sup>th</sup> Employee**

A report submitted by staff was reviewed by the city council about the need for a 6<sup>th</sup> public works employee, and how the position would be financed which will increase the general budget by about \$30,000.

The city council questioned the number of overtime hours that have been worked in the past two months and felt the city would be better off with another employee. However, Quirk noted that the snow storms have been taking place on weekends so it would not matter in that case if there was another employee. The council understands that the wastewater/water operator should not be plowing snow and there should be at least another 10 hour employee per week or one quarter of a full time position assigned to assist with the maintenance of that area. The supervisor is now working out in the field and therefore many administrative tasks are not being completed. A revised budget will be submitted to the city council for approval to include this position later in the year. Administrator Carswell noted that she had lowered the LGA revenue in the general fund budget quite a bit for 2011 and that could cover the employee along with some other revenue sources that have been conservatively budgeted.

Mayor Beyer will be on the interview committee and asked that the interviews be schedule on Tuesdays if possible.

MOTION was made by Graner seconded by Wenz to authorize staff to advertise for a 6<sup>th</sup> Public Works General Maintenance Employee.

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

**Administrator's Report**

Council reviewed the administrator's report including the following items: new council picture, hoping the new year will bring a grocer, and redevelopment of the Cozy Rest site on Highway 55, public works meeting, engineers staff meeting, chamber meeting, business expo March 19<sup>th</sup>, annual clean up day May 7<sup>th</sup> and 2011 recycling dates are every other Wednesday.

**Engineer's Report**

Bonestroo's report included: will work with staff on costs for downtown master plan infrastructure, public works staff meeting, wastewater operations, pavement management plan, integrate cast iron water main in pavement management plan, update CIP for water/sewer, research a storm water utility fee and support the development of the Parkwood Park.

**Adjournment**

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

Mayor Beyer adjourned the meeting at 8:30 p.m.

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Michael Beyer, Mayor

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Nancy Carswell, Administrator