

Mayor Beyer called the January 25, 2011 regular council meeting to order at 7:00 p.m. in the council chambers of city hall, 6031 Main Street, Rockford, MN.

**Roll call**

Roll call was taken and the following members were present: Beyer, Hafften, Martinson and Wenz. Absent: Graner. Also in attendance were: Administrator Carswell, Engineer Statz, Fire Chief Reed and Public Works Supervisor D. Peterson.

**\*Consent Agenda**

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

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

**\*Approve minutes/January 11, 2011**

MOTION was made by Martinson, seconded by Hafften to approve the minutes of the January 11, 2011 council meeting.

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

**Approve payment of claims**

MOTION was made by Martinson, seconded by Hafften to approve the payment of claims #018683-#018737 in the amount of \$46,431.60.

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

**Review Boy Scout Special Event Permit/large Assemble Permit**

The city is in receipt of an application for a special event from the Rockford Boy Scout troop 490. The event consists of the carnival, stage show, and outdoor camping. The event will take place on May 20-22, 2011. The carnival will be setup in the parking lot at the Rockford mall at 8900 Walnut Street. There will be a stage this year to showcase the skills that boy scouts learn along with music and a talent show. The scouts have invited other troops from the region and plan to camp over night on the grounds of Wright Hennepin electric at 6800 electric Drive.

John Krcil the troop leader was present to go over the events of the weekend which include: an estimated 350 scouts camping from Friday to Sunday, Friday night will include a stage show and the carnival from 5 to 10 pm, Saturday scouts will be treated to a pancake breakfast from the Rockford Fire Department, a 5K race is being planned, carnival (9 a.m. -10 p.m.), scouts will showcase their skills on stage during the day and in the evening a state wide "Talent Show" will be held and is open to the public, Sunday is the last day of the carnival and starts at about 9 a.m. and closes at 4 pm.

There was some discussion about access to the camping site through Wright Hennepin road or using the township road and traveling through a residential district. The city council requested that Mr. Krcil notify the neighboring residents in advance about the camp sites that will be adjacent to their property. Mr. Krcil stated that chaperones will be present at the camp sites and the lights will be out at 10 p.m. in accordance with the city ordinance.

Mayor Beyer noted that the city should make sure that the event adheres to all of the regulations required for a large assembly. Administrator Carswell noted that she will make sure those regulations are addressed with Mr. Krcil and asked that the city council waive the large assembly fee for the event.

Motion was made by Hafften, seconded by Martinson to approve the large assembly/special event permit for the Crow River Fun Days as listed in the application, approves waiving the fee contingent upon complying with the regulations for a large assembly.

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

### **Pay Equity Report**

The pay equity report was submitted to the city council along with a memo from staff trying to answer all questions in regards to the pay equity on certain job classifications. The predicted pay is determined by what the state determines as an average for a male in each job classification. Staff contacted Faith Zwemke from the state who is responsible for all of the pay equity reports. Faith stated that the city's pay equity report which has an underpayment ratio of 80 is passing but recommended wages should be adjusted prior to the next report due January 2014.

Council member Hafften questioned the predicted pay and wondered where the state gets those wages. Staff will provide Hafften the phone number of Ms. Zwemke so she can contact her to address her concerns.

MOTION was made by Hafften, seconded by Wenz to approve the pay equity report.

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

Wright County Deputy was present and Mayor Beyer asked if he had any news to report. The deputy stated that things have been quiet in the city and noted that the new Sheriff's transition at the county is going smoothly.

### **Ongoing Directives**

The council reviewed the ongoing directives. A personnel committee meeting was scheduled for February 8<sup>th</sup> at 5:30 p.m.

**Administrator's Report**

Council reviewed the administrator's report including the following items: Bank West no longer taking water bills, recognition of employees, providing information for spring flood, HRA budget revenue, public works employee application deadline Jan 24<sup>th</sup>, sign violation, unsafe excavation, fire department banquet, and Chamber meeting.

**Engineer's Report/Potential Flood Information**

Engineer mark Statz presented information to the city council to show how to read the hydrologist flood predictions that are being made for the spring of 2011. Statz also provided information about the upgraded flood levee and the level of protection that the levee will provide. The Parkwood development which is not officially in the flood plain but is adjacent to the flood plain may have some flooding issues with the predictions that are being made. Staff was directed to send letters out to these property owners and those flood plain properties in the original part of Rockford providing them with flood plain insurance information, and other FEMA information. Flood information will also be posted on the web site and government access channel.

Dennis Peterson stated that he has been talking with vendors getting prepared for flooding. Peterson said that he wants to purchase another 10,000 sand bags now as the cost is lower and noted that the city already has 10,000 sand bags on hand. The city council recommended that 20,000 sand bags be purchased.

The Assistant Fire Chief will be attending a meeting with Wright County Emergency Management team and other cities this Friday to discuss how the county and cities should best address spring flooding.

A meeting between neighboring cities will be scheduled for mid-February to further discuss preparing for flooding.

**Fire Department Report**

Chief Reed presented the end of the year 2010 fire report to council. The report included information on the following: total calls per district, calls by type, calls by days of the week, volume of calls 1998/2010, staff hours, general information about the department, members, training, goals, etc. Calls have decreased since 2007, 73% of the calls are City of rockford, medical calls are most prevalent, Saturday averaged most calls, staff hours for calls in 2010 was 3320, 200 hours for fire prevention, 2800 hours for training and meetings, 520 hours for pancake breakfast, 1790 hours for River Days and National Night Out which total 8600 hours for 2010 which does not include county, regional and state meetings. The department had no retirees in 2010, added 3 new members, department has 31 members, 28 with fire fighter level 1 training, 16 with fire fighter level 2, 9 EMT's and 2 certified fire inspectors, 15 certified HAZMAT operations and 1 certified hazardous materials specialist. The updated technology was installed in the training room and the upper level of the fire station was improved.

**LGA/MVHC Proposed Reductions**

Council member Hafften questioned the information from the League of MN Cities regarding proposed legislation to reduce LGA and MVHC. Administrator Carswell noted that the amount proposed at this early stage is still more than what staff proposed in the budget. Staff will keep council updated on this matter as the state continues to work at reducing their \$6 billion dollar deficit. Administrator Carswell noted that any extra LGA that the city may receive that is over what is budgeted will go into the Street CIP fund to pay off the 2010 Street project.

**Close Meeting Employee Discuss Employee Evaluation**

Motion was made by Martinson, seconded by Hafften to close the regular meeting to enter into a closed session to discuss an employee evaluation at 8:37 p.m.

Mayor Beyer opened the regular council meeting at 9:45 p.m.

Motion was made by Hafften, seconded by Wenz to approve a 5% wage increase for the administrator for 2011.

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

**Adjourn**

Motion to adjourn was made by Martinson seconded by Hafften.

Mayor Beyer adjourned the meeting at 9:45 p.m.

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Mike Beyer, Mayor

Attest:

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Nancy Carswell, Administrator