

Mayor Beyer, called the February 9, 2010 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.

The Pledge of Allegiance to the Flag was given.

**ROLL CALL**

Roll call was taken, the following members were present: Beyer, Graner, Hafften, Martinson and Nichols. Absent: none. Also in attendance were: Engineer Statz, Public Works Supervisor D. Peterson and Administrator Carswell.

**\*CONSENT AGENDA**

Motion was made by Nichols seconded by Graner to approve all items on the consent agenda.

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

**\*Approve Minutes/January 26, 2010**

Motion was made by Nichols seconded by Graner to approve the minutes of the January 26, 2010 regular Council Meeting.

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

**\*Approve Payment of Claims**

Motion was made by Nichols seconded by Graner to approve the payment of claims #17361 to #17424 in the amount of \$73,997.51.

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

**\*Approve Building Permits**

Motion was made by Nichols seconded by Graner to approve the building permits #10-01 to #10-04.

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

**\*Resolution #10-08 Approve Investments**

Motion was made by Nichols seconded by Graner to adopt Resolution #10-08 approving investments.

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

**\*Resolution #10-09 Approve 2010 Fire and Rescue Department Officers**

Motion was made by Nichols seconded by Graner to adopt Resolution #10-09 approving the 2010 Rockford Fire and Rescue Department Officers.

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

**\*Resolution #10-10 Approve Recommending Continuation of CDBG Funding of Westonka Community Action Network (WeCAN)**

Motion was made by Nichols seconded by Graner to adopt Resolution #10-10 recommending continuation of CDBG funding of Westonka Community Action Network (WeCAN).

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

**\*Resolution #10-11 Approving Proposed Application for 2010 Urban Hennepin County Community Development Block Grant (CDBG) Program Funds**

Motion was made by Nichols seconded by Graner to approve Resolution #10-11 approving proposed application for 2010 Urban Hennepin County Community Development Block Grant (CDBG) Program Funds

and Authorizing Execution of Subrecipient Agreement with Urban Hennepin County and any Third Party Agreements.

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

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**Open Forum**

Mayor Beyer called Open Forum. No one from the public was present to address the council.

**Historical Society Update (Rebecca Mavencamp)**

Rockford Area Historical Society Director Mavencamp was present to update the city council on recent events and activities taking place at the Stork House. Mavencamp was recently notified by the Minnesota Historical Society that the legacy grant application will be awarded. The grant will fund a new roof for the Stork House in the amount of \$18,880, which is 100% of the project.

Ms. Mavencamp also informed council that Mr. Rodney Minnich, a neighboring resident, would like to have an outdoor wedding and reception for 150 people on the grounds at the Stork House on May 15<sup>th</sup>. Mr. Minnich lives just east of the Stork House and in case of rain the wedding would be moved to his house. He would provide a tent for the event and the portable restroom would be on site. Parking will take place on the streets, in the city parking lot and at the adjacent Lund's site if they get permission. The cities insurance agent Gary Trogstad suggested the city require an insurance certificate for the event naming the City of Rockford as the second insured to cover liability. Becca stated that this event is a great opportunity to introduce the historical museum to new visitors. The city council expressed concerns about damage to the house and cleanup of the grounds. The council also stated that Mr. Minnich should be required to pay a damage deposit for cleanup costs and an additional portable toilet should be ordered for this event. Mr. Trogstad explained that the liability insurance Mr. Minnich would carry will be a \$1 million policy and would cover any injury to a person attending the event and the policy would name the city as second insured. Mr. Trogstad stated that these types of events are very common in cities and suggested the city require a form that includes a waiver for the event and is willing to assist the city in preparing the form.

MOTION was made by Nichols, seconded by Martinson to authorize the Rodney Minnich wedding to be held on the grounds of the Stork House at 8131 Bridge Street on May 15, 2010 with the following conditions: a certificate of liability insurance be submitted naming the City of Rockford as second insured, a \$100 Damage deposit shall be required to cover cleanup costs of the grounds and the cost of a second portable toilet shall paid for by Mr. Minnich.

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

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**Cash Out Employee Vacation**

The Council recently amended the personnel ordinance regarding vacation time and limited the amount of hours after 21 years of service. The vacation time will be placed on the employee's payroll register monthly now instead of once at the anniversary date. Employees will be allowed to carry only 80 hours over the amount of vacation time earned at any time, except for 2010. The city council stated that they will review the hours of vacation time remaining in November of 2010. Administrator Carswell suggested paying down the vacation bank of three employees as a 2009 expense at their current rate now after allowing these employees use of 240 hours in the year plus 80 hours carry over. Carswell noted that since there is money available in the budget in 2009 that it may be a good time to pay off this liability now. The total cost of the vacation time recommended to be paid out per fund is as follows: \$16,758.34 general fund, \$3927.91 sewer and \$3927.91 water.

Council member Hafften expressed concern about eliminating so many vacation hours and noted that there would be very little cushion. D. Peterson stated that he understood and he is only comfortable taking 240 hours this year. With the accumulation being deposited each month the employee's bank should continue to build throughout the year.

Council agreed with paying off these large banks of vacation now and expensing it in 2009.

MOTION was made by Martinson, seconded by Nichols to authorize the city pay vacation time for Peterson, Carswell and Duda as follows:

\$10,121.60	320 hours	Carswell/100% General Fund expense
\$10,835.28	404 hours	Peterson/50% General Fund, 25% Sewer and 25% Water Fund
\$ 3,657.28	176 hours	Duda/33%General Fund, 33% Sewer and 33% Water Fund

For a total pay out in 2009 of \$24,614.16 as listed above.

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

### **2010 Street Improvements**

Engineer Statz submitted a plan for proposed street improvements for the 2010 construction year. The engineer and public works department has identified seven locations in need of repair. The street repairs range from bituminous removal to total street reconstruction at a total estimated cost of \$387,724. Some of the costs for the repairs were recommended by the engineer to be assessed. The recommended assessments for these projects are similar to the 2006 street assessments and are not what the city assessment policy requires as they are more reasonable.

There was lengthy discussion about each street repair and why it should or should not be assessed. The city council stated that if the project includes a bituminous removal no matter how large of an area that it should be assessed.

1. Ravenrock Road near the intersection of Willow Wood Trail
2. Willow Wood Trail, from Meadow Lakes Trail to Wesley Court. Also 100' in a low area on Willow Wood Trail.
3. Walnut Street, from Electric Drive to Catch Basins
4. Autumn Oaks Drive from Linea to Highway 55
5. Autumn Oaks Circle from Autumn Oaks Dr. to 80' East
6. Woodlawn Court from Autumn Oaks Dr. to end of Cul-de-sac
7. Ash Street from Plum Street to the northeast end of the pavement

The council discussed financing the projects on a city wide basis instead of assessing residents. Carswell noted that \$170,000 general fund transfer is part of the Street CIP 2010 budget. Carswell noted that there is an option of borrowing money for smaller projects through the MN Government Agency Finance Group.

The city council concluded that all of the projects be assessed, except for the Walnut Street project as this was recently reconstructed and the street had failed sooner than it should have so this project is considered maintenance. The engineer was directed to prepare a preliminary assessment roll for the above listed projects with the exception of #3 Walnut Street and present it at the next council meeting. The public works department shall prioritize the list of projects for council review. Carswell will submit financing options for the projects.

### **Recess**

Mayor Beyer called a recess and convened the meeting at 9:00 p.m.

### **Cast Iron Water Main Replacement Plan**

Engineer Statz submitted information to the city council that could address their frustration over the growing annual cost of water main breaks during the winter months. The cost of repairing water main breaks have ranged from \$5,000 to \$40,000.

Statz explained that the majority of the water main breaks occur on old cast iron pipes that were used in the 1950's which is a brittle material. Today water mains consists of a material named Polyvinyl Chloride (PVC) pipe which is more flexible.

To address this issue Statz recommends that the city replace some of the old Cast Iron Pipe and provided a map identifying six regions in the city where the Cast Iron Pipe exists. Each region consists of about 5,000

linear feet of water main for the total of 30,000 linear feet in the city. Rough cost estimates range from \$50 to \$100 per foot depending on the number of services, the location of the main under the pavement and the size of the main. In rough terms, this means that each region could cost anywhere from \$250,000 to \$500,000; with a total project cost range of \$1.5 to \$3.0 million. The costs include construction, engineers, and legals, fiscal and administrative fees.

Replacing water mains which require excavation of city streets that are not in need of improvements is probably not cost effective. However, there are a number of water mains which are not located under streets, or could be abandoned in place in lieu of a water main installed outside of the roadway.

The regions were reviewed and it was suggested that there should be more regions with less cost per region. It was discussed that Highway 55 should be a priority to prevent future lane closures due to main breaks.

The costs involved with water main breaks do not include any upgrades to the pipe but only provide a band aid for one small section of main that is leaking which is usually caused by rocks. The areas that have heavier traffic seem to be where most of the water main breaks occur. The council was presented a map that showed where the water main breaks have occurred.

Statz stated that a PFA loan could be used to finance some of these projects and noted that the application is due May to be placed on the list of projects. The application would not require the city to proceed with the project as it is found to be unfeasible.

#### **Public Works Facility**

The discussion of this item was tabled until the city council receives a recommendation on the new pay request from Jeff Oertel, of Oertel Architects.

#### **Ongoing Directives**

The ongoing directives were reviewed. City wide email list was discussed again and staff suggested that the city have a signup sheet at the Community Expo on March 20<sup>th</sup>, place on bottom of water bill, promote in the next newsletter, advertise on the government channel, and city web site.

#### **Administrator's Report**

The administrator's report included: interest in Senior Housing, staff meeting, and use vacation time in blocks of 1 hour, WCEADP state of the cities, RiverWorks video/Open House March 6<sup>th</sup>, park commission public works building, community expo March 20<sup>th</sup> and new graphics on Nexus. Mayor Beyer congratulated Scott Niesen water/wastewater operator and noted that he received a letter from MPCA the city on a complete, well done report. Beyer also informed the council that the Crow River has been named as one of the rivers that may flood in the spring due to the amount of snow fall. The DNR website keeps track of the river in Rockford on a daily basis and staff will email that link to the city council. Dennis Peterson reported that the 2005 International Snow Plow Truck is out of commission. The truck only has 6,000 miles on it and the rear end was replaced two years ago. The staff is contacting the dealer Aselford that sold the city the truck to repair it and find out if this is still under warranty.

#### **Engineer's Report**

The engineer's report included: southwest industrial park infrastructure on hold, status of the elevation of downtown as part of the master plan, update on Shadow Ridge and proposed street improvements for 2010.

#### **Adjournment**

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

Mayor Beyer adjourned the meeting at 9:55 p.m.

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Michael Beyer, Mayor

ATTEST:

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Nancy Carswell, Administrator