

Mayor Beyer called the November 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 council members were present: Beyer, Graner, Hafften, Martinson and Nichols. Absent: none. Also in attendance were: Attorney Couri, Administrator Carswell and Public Works

**\*CONSENT AGENDA/SET AGENDA**

Motion was made by Martinson seconded by Nichols to approve all items on the consent agenda except 2-h State DOT contract.

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

**\*Approve Regular Council Minutes/October 25, 2010**

Motion was made by Martinson seconded by Nichols to approve the minutes of the October 25, 2010 regular Council Meeting.

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

**\*Approve Special Council Minutes/November 1, 2010**

Motion was made by Martinson, seconded by Nichols to approve the minutes of the November 1, 2010 special Council Meeting.

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

**\*Approve Payment of Claims**

Motion was made by Martinson seconded by Nichols to approve the payment of claims #18360 to #18413 in the amount of \$73,769.83.

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

**\*Resolution #10-60 Approve Employee Compensation Plan/Wage Scale**

Motion was made by Martinson seconded by Nichols to adopt Resolution #10-60 Approve Employee Compensation Plan/Wage Scale.

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

**\*Approve Employee Wage Step Increases**

Motion was made by Martinson seconded by Nichols to approve employee step increases for Vogel(check the last cc agenda) Desens to Step C \$20.11 per hour and Etzel to \$20.27 per hour effective Pay Period #23.

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

**\*Accept Employee Resignation/Vogel Public Works Maintenance**

Motion was made by Martinson seconded by Nichols to approve the resignation of Scott Vogel effective November 1, 2010.

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

**\*Resolution #10-61 Canvass 2010 Election Results**

Motion was made by Martinson seconded by Nichols to adopt Res 10-61 Canvass 2010 Election Results.

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

**\*Approve Building Permits**

Motion was made by Martinson seconded by Nichols to approve the building permits #10-97 to #10-116.

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

**Resolution #10-62 State DOT Contract/Snow Removal on TH 55**

Mayor Beyer pulled this item from the consent agenda and had many questions. Attorney Couri answered questions regarding the contract and noted that there are two agreements a master agreement and one for snow plowing. The second agreement refers to that the DOT will plow snow off of 24' along Highway 55 and the city will remove the remainder of the snow. Administrator Carswell stated that the city and state have had an agreement without the paperwork for many years and the public works plows snow off of the sidewalks along the Crow River Bridge and the sidewalk on the south side of the Highway from Ash Street east to the bridge. In return for the city removing this snow the DOT would provide salt for snow plowing. This agreement states that the city will be reimbursed for the snow removal for a cost not to exceed \$25,000. Staff was directed to contact DOT to find out what type of documentation would be needed to get reimbursed.

Motion was made by Martinson seconded by Nichols to approve Resolution #10-62 Approve Master Contract between the MNDOT for snow plowing and other road work on TH 55.

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

**OPEN FORUM/RiverWorks & Crow River Christmas Plans**

Denise Kesanen the director of RiverWorks was present to update the city council on the Food Shelf. Denise stated that the food shelf has served 855 people since March of 2010 and 76,000 lbs. of food has been distributed. Denise noted that they are still seeing about 30-35 new families each month. Ms. Kesanen stated that the food shelf is fund raising and needs \$20,000 to meet their needs until the end of the year. So far \$5,000 has been raised.

RiverWorks has been working with the Initiative Foundation on a plan for 2011 to ensure that they have adequate funding. The food shelf costs \$300 a day which includes food and other overhead. A sponsorship for each day of the month is being discussed. Wright Hennepin and Second Harvest are providing a new refrigerator/freezer which should be delivered soon.

The Crow River Christmas is being planned for December 4<sup>th</sup> and includes many organizations. Some of the events planned include a pancake breakfast, Cookie walk, silent auction, craft sale, lunch, chili contest, music by the Rockford School at Riverside Park, dinner catered by Bridge Street Café at Riverside park and lighting of the trees to help sponsor food baskets for RiverWorks ending and carol singing and the Christmas story. The events will be finalized tomorrow at a meeting of the group and will be posted on the government channel and web site.

**Approve Hiring of Public Works Maintenance Employee**

Administrator Carswell noted that Dennis Peterson, John Quirk and she interviewed candidates for the vacancy at the public works department due to the resignation of Scott Vogel. After the interview process the committee concluded that Trevor Bremmer was the most qualified for the position. Staff has contacted references that included favorable reports on Brummer's work habits and skills. The new wage scale was reviewed and a recommendation of \$15.86 per hour which is the top of the wage scale for general maintenance position. The city council was provided Mr. Brummers' resume form and were impressed with his qualifications and recommended starting him at a higher wage. There was some discussion about being

fair and some employees did start at Step A and wages were frozen for two years due to budget constraints.

MOTION was made by Graner, seconded by Hafften to hire Trevor Brummer for the position of Public Works Maintenance Employee at a starting wage of the middle of Step B at \$16.80 per hour contingent upon passing the physical examination required for the position and contingent upon successful completion of the six month orientation period.

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

### **Wastewater Committee Recommendation**

Council member Martinson and Graner gave an update on the most recent wastewater committee meeting that was held on November 3<sup>rd</sup>. The committee met with Jim Bullert of Liesch and Associates to discuss the preliminary findings of the operations at the wastewater plant. Liesch & Associates will be present at the next council meeting. The plant has not had any violations for the past seven weeks and Liesch reported that the staff is doing a good job of operating the treatment plant. More testing will be done to find out where the 400 pounds of non organic solids are coming from. Liesch will provide a few samplers in addition to the sampler that the city has. It may take six months of sampling before the city finds out where the solids are originating from.

There was some discussion about the wastewater employee and most of the city council felt there wasn't need to go out for requests for proposals since our staff seems to be operating the treatment facility in compliance with the permit. There will be no decision made on this until the city receives the report from Liesch. There were some concerns about the public works department being short an employee while this is going on, but Graner stated that the city could hire a temporary snow plowing employee to fill in during the winter season if needed.

### **Review Ordinance #10-05 Fire Charges**

Previously, the city council discussed establishing fees for fire service calls with the exception of medical calls. The Rockford Fire Board discussed the ordinance this past summer. Mayor Beyer attended the City Council meeting for the City of Greenfield to discuss the purpose of the ordinance. The City of Greenfield accepted the terms of the proposed ordinance. Mayor Beyer also attended the Rockford Township Board meeting to discuss the proposed fire charges ordinance. The Rockford Township Board accepted the terms of the proposed ordinance.

The staff has submitted the ordinance to adoption and a summary to be published in the official newspaper. There were many questions about the ordinance and how this will affect the fire service contract, which will collect the money from the insurance companies, the township wanted wording changed instead of City use Fire Service District. Other discussion included how the money would be appropriated. Other discussion include how the insurance information will be obtained on the scene, the city will directly bill the insurance company, etc. Since there were so many questions and changes needed this item was tabled to a future meeting. The ordinance will be drafted to comply with the service contract and bylaws and all of the concerns will be addressed.

### **Ongoing Directives**

The ongoing directives were reviewed. There was discussion about the ditch along Maple Street south and it was noted that this must get cleaned out prior to the winter.

### **Public Works Building Completion**

Attorney Couri informed the city council that he has been talking with Rochon Construction about the completion of the public works building. Rochon has agreed to fix the waterproofing and properly install the drain tile using Waterproofing Experts and Squirrel's Landscaping as sub contractors. Rochon is proposing to improve the drain tile soils by adding a sand cushion instead of clay in between the drain tiles for an

additional \$9,424. Rochon also agreed that they would not continue to pursue a change order they had requested in the amount of \$53,318 if this was approved. The city would also be required to release the retainage that is owed Rochon in the amount of \$21,147.

MOTION was made by Hafften , seconded by Graner to approve the agreement regarding warranty work on the City of Rockford's Public Works Building as submitted by Attorney Couri.

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

**Administrator's Report**

Council reviewed the administrator's report including the following items: 2010 Elections, wastewater committee, LMCIT insurance incentives, Fire Chief interviews and inspection of 6127 Mechanic Street.

**Engineer's Report**

Council reviewed the engineers report including updates on the following projects: Parkwood 3<sup>rd</sup> Addition held an on site meeting with residents to discuss concerns, 2010 Street improvement holding another hearing due to error on assessment roll and a report for the wastewater committee meeting.

**PCA Approves Permit for New Land to Apply Bio Solids**

Mayor Beyer noted he received a letter from the PCA which includes a permit for new land to apply bio-solids.

**Adjournment**

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

Mayor Beyer adjourned the meeting at 9:35 p.m.

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Michael Beyer, Mayor

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Nancy Carswell, Administrator