

Mayor Hafften called the **February 3, 2015** Special Meeting of the Rockford City Council to order at 6:18 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, Buoy, Hill, and Martinson. Absent: Kesanen. Also in attendance were: Engineer Ward, Administrator/Special Counsel Madsen, Public Works Supervisor Peterson, and Deputy Clerk Etzel.

The Pledge of Allegiance to the Flag was given.

### **Approve Consent Agenda/Set Agenda**

**MOTION** was made by Buoy, seconded by Hill to approve all items on the consent agenda 3.A. to 3.C. set agenda items 4.A to 4.C.

MOTION CARRIED-VOTING IN FAVOR: HAFFTEN, BUOY, HILL, AND MARTINSON.

### **\*Approve Council Workshop Minutes/January 13, 2015**

**MOTION** was made by Buoy, seconded by Hill to approve the minutes of the January 13, 2015 Council Workshop.

MOTION CARRIED-VOTING IN FAVOR: HAFFTEN, BUOY, HILL, AND MARTINSON.

### **\*Approve Regular Council Minutes/January 13, 2015**

**MOTION** was made by Buoy, seconded by Hill to approve the minutes of the January 13, 2015 Regular Council Meeting.

MOTION CARRIED-VOTING IN FAVOR: HAFFTEN, BUOY, HILL, AND MARTINSON.

### **\*Approve Payment of Claims**

**MOTION** was made by Buoy, seconded by Hill to approve the payment of claims #24256 to #24335 in the amount of \$432,438.95.

MOTION CARRIED-VOTING IN FAVOR: HAFFTEN, BUOY, HILL, AND MARTINSON.

### **Recycling Contract**

The City received notice from Wright Recycling on Wednesday, January 28<sup>th</sup>, that they were selling their company to Randy's Sanitation (Randy's) on February 1, 2015. Wright Recycling (Wright) asked that the City of Rockford agree to the Assignment, whereby Randy's would provide recycling service under the same terms and conditions as those that were established in our Agreement with Wright.

Our Agreement with Wright Recycling states that Wright Recycling must provide no less than 30 days' notice of termination of service. The Agreement also provides that Wright Recycling must have written consent of the City before their Agreement can be assigned to any third party.

After review of the Assignment and Assumption Agreement between Randy's and Wright, it appears that Randy's would be bound to all of the terms and conditions the City entered into with Wright Recycling. This includes providing the same level of service at the same price as what we currently have. Given the timeline and terms of the sale, I don't see any reason why we should not approve the Assignment. If the level of service is poor we could move under the Default provision and either secure the service necessary to satisfy the Agreement at Randy's expense, or terminate the Agreement and ask for bids for a new recycling provider.

This Agreement, even if assigned, expires in October of 2015. The Council will have the opportunity to request bids for recycling services at that time. On that basis, Administrator Madsen recommends approving the Assignment of the Recycling Agreement to the benefit of Randy's Sanitation.

**MOTION** was made by Martinson, seconded by Hill to authorize the Mayor and Administrator to sign the assignment document notice that Wright Recycling, Inc. will transfer the entirety of the recycling contract with the City of Rockford to Randy's Environmental Services as of February 1, 2015.

**MOTION CARRIED-VOTING IN FAVOR: HAFFTEN, BUOY, HILL, AND MARTINSON.**

### **2015 Goals**

The Council held a goal setting workshop on January 13, 2015 where each member of the Council offered potential goals for the City to achieve in 2015. At the end of the workshop the group had identified twelve suggested goals for future discussion and consideration. These were then further discussed at the February 3, 2015 work shop and narrowed down to the following five goals:

- Park Shelter (Recreation)
- Fire Hall Policy (Recreation)
- Mall Tenancy (Economic Development)
- Begin Downtown Revitalization (Economic Development)
- Public Works Position (Staffing-Management)

**MOTION** was made by Martinson, seconded by Buoy to approve five goals as listed above for the year 2015.

**MOTION CARRIED-VOTING IN FAVOR: HAFFTEN, BUOY, HILL, AND MARTINSON.**

### **Public Works Director Position**

Administrator Madsen stated the current Public Works Director Dennis Peterson will be retiring effective April 30<sup>th</sup>, 2015. To prepare for this transition several options were reviewed for replacement and arrived at four options that showed the most merit. These four options were:

- 1) Posting the position for open application and encourage internal applicants to apply;
- 2) Filling the position by promoting an internal applicant and posting for an entry level position in Public Works;
- 3) Eliminating the Public Works Director position and posting for an entry level position in Public Works; and

- 4) Hiring Jared Ward / Wenck Engineering to serve as a part-time Public Works Director and posting for two seasonal part-time positions in Public Works.

The Personnel Committee met on January 22, 2015, to discuss and review the four options. After considering the benefits and detriments involved with each option, the Personnel Committee appeared to prefer options 1 and 4 and recommended the same for additional conversation and discussion with the full Council. Administrator Madsen also met with the full Public Works staff to discuss and review these same four options. Much like the Personnel Committee, Public Works Staff appeared to prefer option 1, with option 4 being a secondary consideration.

Council considered all the options and felt it was best to post the position for open application. The Public Works staff will be encouraged to apply.

**MOTION** was made by Hafften, seconded by Martinson to move forward with posting the Public Works position for open application and encourage internal applicants to apply.

**MOTION CARRIED-VOTING IN FAVOR: HAFFTEN, BUOY, HILL, AND MARTINSON.**

Administrator Madsen will prepare a draft job description and advertisement for the position for Council to approve at the next meeting.

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

Administrator's update included: development continues to pick-up and the warming house is nearing completion.

Administrator Madsen also noted the previously approved sewer rate increase has been applied to the most recent utility bills. Staff has not received calls.

Mayor Hafften would like to have staff contact other cities to see what month(s) are being used to average the sewer rate. Sometime this summer a workshop will need to be scheduled to review how averaging is calculated and effect on the water and wastewater budgets to determine if a rate increases will be required.

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

The Engineer's update included: WWTF project is starting to wind down, well head protection plan is moving forward, some laterals with bends will be viewed in the spring to check how the lining is holding up and the contract will finish their punch list of items, and Hurst Woods will be seed in the spring to finish the project.

Dennis Peterson stated they are slowly starting up the Wastewater Treatment Facility (WWTF). In the spring the Council will be able to take a tour when the WWTF is up and running.

#### **Council Reports**

*Buoy* – Rockford Fire Department Women's Auxiliary will host a spaghetti fundraiser on February 28<sup>th</sup>, more details to follow.

*Hill* – nothing to report

*Martinson* – nothing to report

*Hafften* – nothing to report

**Open Forum**

Mayor Hafften called for open forum. No one from the public spoke.

**ADJOURNMENT**

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

MOTION CARRIED-VOTING IN FAVOR: HAFFTEN, BUOY, HILL, AND MARTINSON.

Mayor Hafften adjourned the meeting at 6:59 p.m.

---

Renee Hafften, Mayor

---

Audra Etzel, Deputy Clerk