

Mayor Hafften called the **March 10, 2015** Regular Meeting of the Rockford City Council to order at 6:00 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, Kesanen, and Martinson. Absent: none. Also in attendance were: Engineer Ward, Administrator/Special Counsel Madsen, Public Works Supervisor Peterson, Lead Streets Quirk, Director of the Rockford Area Historical Society Mavencamp and Deputy Clerk Etzel.

The Pledge of Allegiance to the Flag was given.

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

**MOTION** was made by Martinson, seconded by Buoy to approve all items on the consent agenda 3.A. to 3.F. and New Business as item 4.A to 4.D.

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

### **\*Approve City Council Minutes/February 24, 2015**

**MOTION** was made by Martinson, seconded by Buoy to approve the minutes of the February 24, 2015 City Council Meeting.

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

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

**MOTION** was made by Martinson, seconded by Buoy to approve the payment of claims #24419 to #24474 in the amount of \$77,366.78.

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

### **\*Approve February 2015 Building Permits**

**MOTION** was made by Martinson, seconded by Buoy to approve the February 2015 Building Permits #15-05 to #15-10.

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

### **\*RES #15-13/Rockford City Center Mall Rental Space – Rockford Area Seniors**

**MOTION** was made by Martinson, seconded by Buoy to approve Resolution #15-13 approving the Rockford Area Seniors use of the Rockford City Center, Suite 700, free of rent or other charges on a temporary basis until such time the space is rented to a full-time tenant or another permanent space can be found; whichever occurs first in time.

**\*Pay Request #9/Wastewater Treatment Facility Improvements – KHC Construction, Inc.**

**MOTION** was made by Martinson, seconded by Buoy to approve the Pay Request #8 for the Wastewater Treatment Facility Improvement project to KHC Construction, Inc. in the amount of \$133,425.00.

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

**\*Change Order #1/ Wastewater Treatment Facility Improvements-KHC Construction, Inc.**

**MOTION** was made by Martinson, seconded by Buoy to approve Change Order #1 for the Wastewater Treatment Facility Improvements project to KHC Construction, Inc. in the amount of \$19,879.14.

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

**Stork House Budget Presentation**

Rockford Area Historical Society (RAHS) Director Rebecca Mavencamp submitted the proposed 2015 revenues and expenses. At the meeting Rebecca handed out the 2014 profit and loss sheets for Council to approve. The 2014 revenues were \$32,717.94 and expenses of \$33,105.45 for a net loss of \$387.51.

The RAHS applied for an Allina grant for their teen night and a grant for their seed program. The income increased by about \$10,000. A new fund raiser included the mystery dinner hosted at the Buffie house. They also increased the number of quilt raffle tickets.

Staff attended the American Association Conference on grant funds.

Gambling funds were lower than past years.

Administrator Madsen asked about more diverse funds as suggested by the Council. The Buffie mystery dinner is limited to a number of participants, this will be looked at repeating in 2015.

The RAHS is looking to partner with the Chamber, Wright County to do tours (one of two to three stops), and Festival of Nations with Wright County.

The Women's Club of Minneapolis is an elite group that RAHS is considering a membership.

**MOTION** was made by Hafften, seconded by Kesanen to approve the 2014 RAHS revenues and expenses as presented by Director Mavencamp.

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

**RES/Stork House HVAC Architectural Service Request for Proposal**

There were issues with the review of the grant(s) that will need further research. Right now this will be on hold to correct the design issues. Staff will work with MacDonald the architects. The city will have 30 days to get the plans into compliance.

**Water Tower Maintenance Contract/Request for Proposal**

Public Works Supervisor stated in the past the water tower cleaning and painting was on a five year contract. For the last couple of year's staff has been soliciting prices annually for standard maintenance, painting, and cleaning of the towers. Staff would like to get back to a five year contract, which would make budgeting easier.

Staff has prepared a Request for Proposal they would like to submit to several vendors. If approved, the proposals would be due on Friday, March 27<sup>th</sup> by 4pm.

**MOTION** was made by Hafften, seconded by Buoy to authorize staff to advertise for request for proposals for a five year Water Tower Maintenance Plan.

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

**RES #15-14/Riverside Park Shelter Designs – Authorize Bids**

Administrator Madsen noted on December 23, 2015 the Council hired Steve Binek the architect to design the Riverside Park Shelter project. Since then the City has navigated the DNR Grant process, DNR Floodplain matter and budgetary constraints and arrived at the final park Shelter designs currently presented for formal review and approval.

The Park Commission reviewed the plans and designs and unanimously approved. They stated they liked the layout and versatility of the proposed project. The two prevailing comments requested to be shared with the City Council were the strong preference to construct the entire shelter (as opposed to the deduct alternates – partially constructed shelter), and a request to consider installation of heating and cooling in the future.

Once approved the plans and request for bids would be published March 11<sup>th</sup>, with a bid opening scheduled for April 9, 2015. The bids would be tabulated, and a recommendation made to the Council for awarding the project would be made at the April 14, 2015 meeting. The request for bids specifies a project start date during the week of April 20, 2015, with a substantial completion of the project expected on or before May 22, 2015. The biggest obstacle to a timely completion of this project will be the weather.

Administrator Madsen stated the original cost of the project was estimated to be \$130,000 of which half would be paid for from the DNR Grant. Given the regulations and trying to keep the shelter affordable, the deduct options were added.

Deduct options were: an electrical alternate, no mechanical (sinks/toilets) – plumbed but not installed, and a covered shelter with no wings.

Mr. Binek stated all the insulation was pulled from the options and would need to be included if heating and cooling were added.

The Council reviewed the draft request for quotes and the bid plans and specifications. Architect Steve Binek was present to answer questions.

**MOTION** was made by Hafften, seconded by Buoy to approve Resolution #15-14 the invitation for bids and plans for construction of the park shelter at Riverside Park are approved for publication. City staff are directed to publish and post these documentations and communicate with bidders to secure sealed bids for this project as provided therein.

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

### **Administrator's Report**

Administrator's update included an update on the down town revitalization, a goal set by the City Council for 2015. Administrator Madsen would like to catalog properties from Main Street to the river and State Highway 55 to Riverside Park for their market value. Would like to find the cost to certify the levee. Other cities have large expansions. Would like to have available and an idea and plans ready to present to a perspective developer.

### **Engineer's Report**

The Engineer's report included:

- Wastewater Treatment Facility (WWTF) – is at substantial completion and has remaining punch list items being prepared for the contractor. The project should be completed by July 1, 2015
- WWTF site contaminated solid reimbursement. The Limited Site Investigation (LSI) quotes will be solicited from three companies. An LSI is necessary per guidance from the MPCA due to the residual contamination remaining onsite. A portion of the LSI may be reimbursed through the Petrofund, but must be submitted following the completion of the LSI. Cost to have an LSI is about \$7,000.
- 2015 Street and Utility Improvement Project – the lateral assessment hearing is scheduled for March 24, 2015. Punch list items will be completed in the spring. The Contractor will be onsite for the next couple weeks conducting remaining sealing in sanitary sewer. One property owner that did not complete required repairs or elected to have completed by the City will be receiving a reminder letter to have the repairs completed before June 30, 2015.
- Wellhead Protection Plan – awaiting approval for Draft Part 1 from Minnesota Department of Health.
- 2014 Flood Repairs – project documentation has been received from FEMA. Working to gather additional quotes to meet requirements for work to be completed.

### **Wright County Deputy Report**

Deputy Jake Anderson stopped in at the meeting. The only item he noted was a forced entry at a new construction site on Iris Lane

**Council Reports**

Buoy – nothing to report

Hill – nothing to report

Kesanen – The Masonic Food Shelf matched funds was a success, they met the goal of \$25,000. Thanked the community for all the support.

Martinson – Community Expo was nice to see new facility at the Rockford School.

Hafften – Listed upcoming events: 2014 Volunteer of the Year nominations needed, 4/11-Masonic Hog Roast, 4/18 Lion’s Greenback Dinner, 5/2 Clean-Up Day, 5/3 Fire Department Pancake Breakfast, 5/17 Thousand Hearts Day to Serve – sign-up, and 6/10-6/12 city wide garage sale days.

**Open Forum**

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

**ADJOURNMENT**

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

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

Mayor Hafften adjourned the meeting at 7:05 p.m.

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Renee Hafften, Mayor

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Audra Etzel, Deputy Clerk