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Rockford Town Council Meeting September 7, 2016 7:00pm

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NOTE TO PERSONS REVIEWING THIS DOCUMENT: THIS IS NOT A VERBATIM TRANSCRIPT. WHILE AN ATTEMPT HAS BEEN MADE TO DOCUMENT PERTINENT POINTS, THESE MINUTES CONTAIN ONLY A SUMMARY OF THE DISCUSSION AND VOTING.

Mayor Carrie Roecks called the meeting to order at 7:00pm with the Pledge of Allegiance.

Roll call took place. Those present were Mayor Carrie Roecks, Councilmembers Clint Stevenson, Micki Harnois, Bill Benson, Jim Oshanick, Public Works Director Dave Thompson and Deputy Clerk Heidi Johnson. Several residents were also in attendance.

Mr. Stevenson made a motion to approve the amended Agenda. Mr. Benson seconded the motion. Motion was carried.

Mr. Benson made a motion to approve the minutes from the August 10, 2016 special meeting. Mr. Stevenson seconded the motion. Motion was carried.

Mr. Stevenson made a motion to approve the minutes from the August 17, 2016 regular meeting. Mr. Benson seconded the motion. Motion was carried.

Layne Merritt – JUB Engineers, Inc.
Well #4

Mr. Merritt told council that he and Mr. Thompson attended the pre-construction meeting for Well #4 with Pat Stretch, Community Development Block Grant, and the H2o drillers earlier that morning. H2o will start drilling on 09/26/2016.

First Street Sidewalk Project

The project is progressing as it should and there have been a couple hiccups. Mr. Merritt mentioned that Wm Winkler had to adjust the curb at the mini-mart to allow the bigger vehicles access in and out of the store. He also said that they fixed a culvert at Lake Street, replaced a couple of man-hole covers and frames and are planning on paving the approach from A Street at the ball park.

Lagoon #3

Mr. Merritt submitted a pay request from Wm Winkler for the completed July and August work done at the lagoons. He said that there is still some electrical to finish up, gravel to be placed and hydro seeding done over the next couple of weeks. He stated that the whole project will be under what the original bid amount was.

Mr. Stevenson made a motion to accept Pay Request #3 from Wm Winkler for the Lagoon Liner Replacement Project totaling \$379,177.81. Mr. Benson seconded the motion. Motion was carried.

Additional Engineering Fees

Mr. Merritt reminded council of a conversation they had in December 2015 regarding some additional amounts that JUB had not yet requested from the town. The number of overages he estimated in December was around \$75,000. He has had a chance to look at the budget and other paperwork and

51 has come back with a final number. Ms. Roecks mentioned that the grant from the Department of
52 Commerce would pay for the additional charges.

53 **Mr. Oshanick made a motion to pay JUB Engineers, Inc. \$55,703.41 in extra costs incurred. Mrs.**
54 **Harnois seconded the motion. Motion was carried.**

55
56 Mr. Stevenson told Mr. Merritt that the UV tray at the lagoons are still not working properly. Mr. Merritt
57 said that he would call Winkler and Steve Martin at Glasco to get it fixed as soon as possible. There
58 was discussion about what is causing the UV tray to not work correctly and that it has been an ongoing
59 issue since it was installed. Mr. Stevenson said that if the town gets a fine, during the weekly testing, for
60 having high levels of fecal matter, the amount of the fine will be very costly and should not be the
61 town's responsibility. Mr. Merritt said he would make some calls first thing in the morning.

62
63 In regard to the Well #4, Resident Ivan Willmschen asked if the six-inch pipe that as downgraded to
64 four-inch will cause any issue with the amount of water being pumped. Mr. Merritt said that it will be the
65 same amount as the previous well pumped.

66 Mr. Willmschen asked when the lagoon project will be finished. Mr. Merritt said it should be wrapped up
67 in a few weeks.

68
69 PUBLIC COMMENT

70 None

71
72 ANNOUNCEMENTS

73 Fair Weekend is September 23-25.

74
75
76 COMMISSION REPORTS

77 Planning and Zoning

78
79 -Robert McClure Building Permit

80 There was discussion about the size of the building and the proper setbacks for a commercially
81 zoned area.

82 **Mr. Oshanick made a motion to approve the McClure building permit at 409 South First**
83 **Street. Mr. Benson seconded the motion. Mrs. Harnois mentioned that there should be a**
84 **box to check on the building permits that state the lot area. Motion was carried.**

85
86 -Susan McInerny/Jon James Building Permit

87 There was discussion as to where the building will be placed

88 **Mr. Oshanick made a motion to approve the McInerny/James building permit at 630**
89 **South First Street. Mr. Benson seconded the motion. Motion was carried.**

90
91 -Cory and Denae Stevens Fence Permit

92 Mr. Thompson said he checked the setbacks and everything looked good.

93 **Mr. Oshanick made a motion to approve the Stevens fence permit. Mr. Benson seconded**
94 **the motion. Motion was carried.**

95
96 Comprehensive Plan

97 Mrs. Harnois explained what the comprehensive plan is. She had asked each councilmember to take a
98 section of the existing plan from 2007 and update accordingly. There was discussion on what was
99 needed from each councilmember to finish the plan.

100

101

102 COMMITTEE REPORTS

103 Personnel Policy

104 Ms. Roecks asked if there were any additional suggestions before she hands it over to the attorney. Mr.
105 Oshanick said he would like to see the office staff fill out a daily log of what their duties are. Mrs.
106 Harnois and Ms. Roecks agreed that it would be up to the management to request a daily log, not a
107 policy.

109 ORDINANCES/RESOLUTIONS

110 None

112 STAFF REPORTS

113 Public Works

- 114 • Mr. Thompson submitted the water log for August.
- 115 • Mr. Thompson told the council that the backhoe brakes and service has been completed and
116 the cost was just over \$5000.00. The \$5000 Loss Prevention Grant from AWC/RMSA was
117 accepted to cover this cost.
- 118 • Mr. Thompson told council that there was a power outage at Well #5 on September 1st. A
119 knocked down powerline blew a transformer near the mini-mart and power was down for close
120 to 12 hours.
- 121 • Mr. Thompson told council that he would need to spend around \$700 to purchase the number of
122 meters that need to be installed on various properties around town. All water must be metered
123 by 2017.
124 **Mr. Oshanick made a motion to approve the purchase of six meters from USA Blue Book.**
125 **Mrs. Harnois seconded the motion. Motion was carried.**
- 126 • Mr. Thompson stated that the sewer line project on Stringham Road will be finished by the end
127 of the week.

129 Clerk/Deputy Clerk

- 130 • Mrs. Johnson submitted the August Utility Adjustment Report
131 **Mrs. Harnois made a motion to approve the August Utility Adjustment Report. Mr.**
132 **Stevenson seconded the motion. Motion was carried.**
- 133 • The July 2016 Treasurer's Report showed a balance, in all accounts, totaling \$687,935.78.
- 134 • Mrs. Johnson mentioned that she and Mr. Thompson spoke with a technician from Cougar
135 Wireless. The tech is looking for some options around Rockford to set up their wireless internet.
- 136 • The past dues were submitted to council. There was discussion on the delinquent account
137 number 1867. It was found that there were several years that the account had been charged
138 incorrectly or not at all.
- 139 • Ms. Roecks said it's time to start thinking about the 2017 budget.

142 OLD BUSINESS

- 143 • The \$500.00 loss control grant is still available and Mr. Thompson said he would get a list to
144 council of safety equipment needed.
- 145 • Ms. Roecks stated that she has no new news on the property purchase but that its "in the
146 works."
- 147 • Ms. Roecks reminded council that the Loss Prevention inspector from AWC/RMSA will be here
148 on September 13.

152 NEW BUSINESS

153 None

154

155 PUBLIC COMMENT

156 None

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158 COUNCIL REPORTS

159 Ms. Roecks said that there is an open council position and that the applications will be taken until
160 09/30/2016.

161

162 APPROVE CHECKS

163 **Mr. Stevenson made a motion to approve checks 13542-13566 and three EFTs for \$50,278.11.**

164 **Mrs. Harnois seconded the motion. Mr. Benson asked what the cap was for the amount that the**
165 **fire station was allowed to spend to fix the AC/furnace. Mrs. Johnson said that the motion that**
166 **was made in June to fix the unit did not have an amount. Motion was carried.**

167 Mr. Stevenson said that when the total was corrected on the footer of the warrant register, they would
168 sign it.

169

170 **Mr. Oshanick made a motion to adjourn the meeting. Mr. Benson seconded the motion. Motion**
171 **was carried.**

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173 Meeting was adjourned 9:21pm.

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Heidi Johnson, Deputy Clerk

Carrie Roecks, Mayor