

City of Rockford, Minnesota Council Workshop Minutes
5:00 p.m., Tuesday, May 24th, 2016

The workshop was called to Order by Mayor Renee Hafften at approximately 6:00 p.m. Council Members Ted Hill, Rick Martinson, Debbie Buoy and Jeannette Graner were in attendance. Also in attendance were City Administrator / Special Counsel, Dan Madsen; City Engineer, Jared Ward; and Len Pryzbylski and Kendra Fjerstad, Select Senior Housing of Rockford, LLC.

The Council met with members of the Select Senior group to discuss their proposed senior housing development and review their requested extension of the exclusive right of negotiation agreement.

No action was taken, as this meeting was set on for discussion and informational purposes.

City of Rockford, Minnesota Council Meeting Minutes
6:00 p.m., Tuesday, May 24th, 2016

The meeting was called to Order by Mayor Renee Hafften at approximately 6:00 p.m. Council members Debbie Buoy, Ted Hill, Jeannette Graner and Rick Martinson were also present.

City Administrator / Special Counsel, Dan Madsen; Finance Clerk, Jennifer Swendsen; City Engineer Jared Ward, Wenck and Associates; Public Works Director, Trevor Brummer; Shannon Sweeney, David Drown Associates; and Andrew Berg, Abdo Eick and Meyers were also in attendance.

Joint EDA / Council Meeting Public Hearing

EDA Director Jeannette Graner began the Public Hearing at approximately 6:00 p.m. Shannon Sweeney of David Drown and Associates provided an explanation of two resolutions that were set on for Council review and appropriate action. Sweeney first discussed the EDA Resolution amending the boundaries of TIF District #1-3. As explained, the city had previously adopted a TIF District that encompassed certain properties in Downtown Rockford. Given that the properties subject to increment were developed, it was proposed that the remaining properties be removed from that district and included in a new district, to be named District #1-4. The benefit of this shift includes the ability to improve the properties with increment generated in the new district.

Sweeney next explained the Resolution adopting the modification of the redevelopment project area and the redevelopment plan, and establishing the new TIF District #1-4. As explained, the modification of the redevelopment project area would include Main Street and many blighted properties in Downtown Rockford, which would allow funding from development to offset the costs of the Main Street project and any future projects that addressed or cured blight in this newly created district. The lumberyard property site was also included in this district, so any improvement made to the property would provide increment to fund the Main Street project and other improvements in the newly established district. Included in this Resolution was the establishment of the TIF plan which included a proposed TIF budget as required by Minnesota Statute.

Shifting in action from the Economic Development Authority to the City Council, Sweeney explained that the Resolutions passed by the EDA needed to be ratified by the City Council. Specifically, the Resolution presented adopted the modification of the redevelopment project area number 1 modifying the redevelopment plan therein, and establishing the new TIF District #1-4 and the TIF plan related thereto. For the same reasons and basis as provided in the explanations of these approvals at the EDA, the same action was recommended to the Council.

MOTION was then made by Hafften, and seconded by Hill to open the joint EDA and Council Meeting up for public comment at approximately 6:25 p.m.

No public comment was offered and no one was in attendance wishing to speak.

MOTION was made by Hafften, and seconded by Martinson, to close the public comment portion of the meeting at approximately 6:27 p.m.

MOTION CARRIED-VOTING IN FAVOR: Hafften, Buoy, Graner, Hill and Martinson.

The matter of EDA Resolution Amending the Boundaries of TIF District #1-3 was then brought back before the EDA for discussion. After additional discussion and various and numerous policy considerations contained therein, **MOTION** was made by Martinson, and seconded by Hill, to approve the EDA Resolution #EDA16-01.

MOTION CARRIED-VOTING IN FAVOR: Hafften, Buoy, Graner, Hill and Martinson.

The matter of the EDA Resolution Adopting the Modification of Redevelopment Project Area No. 1, the Modification of the Redevelopment Plan Related Thereto, the Establishment of TIF District #1-4 Therein and the Adoption of the TIF Plan Relating Thereto was brought back before the EDA for discussion. After additional discussion and various and numerous policy

considerations contained therein, **MOTION** was made by Hafften, and seconded by Graner, to approve the EDA Resolution #EDA16-02.

MOTION CARRIED-VOTING IN FAVOR: Hafften, Buoy, Graner, Hill and Martinson.

The matter of the Council Resolution Adopting the Modification of the Redevelopment Project Area No. 1, the Modification of the redevelopment Plan Related Thereto, the Establishment of TIF District #1-4 Therein and the Adoption of the TIF Plan Relating Thereto was brought back before the Council for discussion. After additional discussion and various and numerous policy considerations contained therein, **MOTION** was made by Hafften, and seconded by Hill, to approve the Council Resolution #16-23.

MOTION CARRIED-VOTING IN FAVOR: Hafften, Buoy, Graner, Hill and Martinson.

Approve Consent Agenda/Set Agenda

MOTION was made by Hill, and seconded by Buoy, to set the Council Meeting Agenda and approve all items on the Consent Agenda, 3.A. to 3.F, with item 3.G pulled from the Agenda, and item 3.C moved for discussion under New Business as item 4.B as listed:

- 3 A: Minutes from the May 10th, 2016 Regular Council Meeting
- 3 B: Payment of Claims from Check #25999 through #26060 totaling \$191,610.30.
- 3 C: Set as New Business 4.B
- 3 D: 2016 Downtown Improvements Change Order #1/Watermain Replacement
- 3 E: 2016 Downtown Improvements Pay Request #1-Pkgs 1A&1B/ Burschville Construction
- 3 F: Resolution #16-24/Ordinance #16-02 Personnel / Group Insurance
- 3 G: Pulled from Agenda

MOTION CARRIED-VOTING IN FAVOR: Hafften, Buoy, Graner, Hill and Martinson.

New Business Abdo Eick & Meyers 2015 Audit Report / Andrew Berg

City Auditor, Andrew Berg, reviewed the Management Letter and 2015 Financial Audit performed for the City of Rockford. Berg reviewed all budgets and funds and answered questions posed by Staff and Council. After a lengthy discussion and review, **MOTION** was made by Graner, and seconded by Martinson, to approve the 2015 Audit.

MOTION CARRIED-VOTING IN FAVOR: Hafften, Buoy, Graner, Hill and Martinson.

New Business: Temporary Liquor License / Rockford River Days Festival

Madsen explained that the Memorandum provided by staff did not include the request by

the River Days Committee to have the permit fee of forty dollars waived. The request to waive the permit fee is routine and reflects the non-profit and community nature and benefit of the event. **MOTION** was made by Hill, and seconded by Graner, to approve the Temporary Liquor License and waive the forty-dollar permit fee.

MOTION CARRIED-VOTING IN FAVOR: Hafften, Buoy, Graner, Hill and Martinson.

Members of the City Council and staff then provided updates on the Main Street Project, Park Board skate park and hockey rink meeting occurring in June, Downtown Project, Crack Filling Progress, Park Shelter Flooring and other matters happening around the city.

MOTION was then made by Buoy, and seconded by Hill, to adjourn the Council Meeting at approximately 7:24 p.m.

MOTION CARRIED-VOTING IN FAVOR: Hafften, Buoy, Graner, Hill and Martinson.

Typed this 26th day of May, 2016.

Dan Madsen
City Administrator, Special Counsel
City of Rockford Minnesota

All meetings of the Rockford City Council are video recorded and available for viewing on-line at www.cityofrockford.org, or by contacting City Hall at 6031 Main Street, Rockford, Minnesota 55373. Meeting minutes are intended to be a general synopsis of the meetings of the City Council, and more detail regarding discussions and policy considerations is provided by watching the recording of the meeting.

Approved:

Renee Hafften
Mayor

Attest:

Dan Madsen
City Administrator, Special Counsel