

City of Rockford, Minnesota Workshop Meeting Minutes 5:00 p.m., Tuesday, June 14th, 2022

The City Council Workshop was called to Order by Mayor Renee Hafften at approximately 5 p.m. Council members Scott Seymour, Debbie Buoy, Denise Willenbring and Mike Werman were in attendance.

City Administrator / Attorney, Dan Madsen; and City Engineer, Steve Hegland; were also in attendance.

Members of the City Council and Staff discussed current staffing needs, management and the overall city workforce and workload. No formal action was taken, as this matter was set on for discussion purposes only.

City of Rockford, Minnesota Council Meeting Minutes 6:00 p.m., Tuesday, June 14th, 2022

The City Council Meeting was called to Order by Mayor Renee Hafften at approximately 6 p.m. Council members Scott Seymour, Debbie Buoy, Denise Willenbring and Mike Werman were in attendance.

City Administrator / Attorney, Dan Madsen; and City Engineer, Steve Hegland; Ben Kivisto, resident; Wright County Commissioner, Mary Wetter; Kiane Lowe of the Rockford Girl Scouts; Rick Martinson, former Councilor; and Deputy Kesti of the Wright County Sheriff's Department were also in attendance.

A motion was made by Willenbring, and seconded by Seymour, to approve the Consent Agenda Items 3A through 3H as listed and set the Agenda for the Council Meeting:

- 3A. Approve Minutes from the May 24, 2022 Workshop and Regular Council Meeting
- 3B. Approve Payment of Claims, Check Number: 33925 through 33960 totaling \$69,254.55
- 3C. Approve RES RAHS Quilt Raffle
- 3D. Approve RES Fire Relief Gun Raffle, River Days
- 3E. Approve RES 2022 Liquor Licenses
- 3F. Approve RES Billy's Seasonal Patio Permit
- 3G. Approve Election Equipment Lease Agreement
- 3H. Approve Hire of 2 Seasonal Public Works Street Department Employees

Motion Carried: Voting in favor; Hafften, Buoy, Seymour, Willenbring and Werman.

Deputy Kesti, Wright County Sheriff

Deputy Lovik provided a general update to the City Council regarding police activity in Rockford over the past two weeks. There were 99 traffic stops resulting in 13 citations. Otherwise, activity was quite slow. No formal action was taken, as this matter was set on for update purposes only.

Presentation: Wright County Commissioner, Mary Wetter

Commissioner Wetter appeared and provided updates on the County, including the Justice Center, old Pamida building and Court Services in Downtown Buffalo. No formal action was taken, as this matter was set on for discussion and informational purposes only.

New Business: Discuss and take appropriate action on 2022 Project Change Order

Attorney / Administrator Madsen explained that the water main installed under Walnut Street and being replaced was mapped as being made of Cast Iron, but proved to be Ductile Iron. This difference called for different equipment to burst and replace the water main, which was a material change from the Bid Agreement resulting in a Change Order. After discussion and negotiation with the contractor, the addition of \$15.75 per linear foot was agreed upon as reasonable. This increased the cost of the project by \$33,547.50. After additional discussion and review, Motion was made by Buoy, and seconded by Werman, to approve the Change Order.

Motion Carried: Voting in favor; Hafften, Buoy, Seymour, Willenbring and Werman.

New Business: Discuss and take appropriate action on Abdo Accounting Services.

Attorney / Administrator Madsen explained that Abdo, the City's accounting firm, was in a unique position as also being able to offer transition services for the Finance Manager position that would save money and help guarantee conformity with the City's annual audit. As a single source provider situation, the Council reviewed the Agreement that would run through September that had Abdo conducting month-end, quarterly and annual state filing on behalf of the City, plus other services, at the expense of \$7,650 per month. After additional discussion and review, including the ability to extend the Agreement and incorporate training into the services provided, Motion was made by Willenbring, and seconded by Buoy, to approve the Agreement.

Motion Carried: Voting in favor; Hafften,, Buoy, Seymour, Willenbring and Werman.

New Business: Discuss and take appropriate action on Girl Scouts Request for Signage on the City's Welcome Signs.

Dianne Lowe appeared on behalf of the Rockford Girl Scouts and discussed her request to have the Girl Scouts emblem installed on the City's entrance signs. Staff and the Council discussed the apparent policy that limited signs installed to groups that contribute as a primary purpose to the Rockford community, the great job the Girl Scouts Organization does for their members and communities, and the difficulty in defining what groups can be on the sign if the policy is expanded to incorporate the Girl Scouts. No formal action was taken, and Administrator / Attorney Madsen was directed to create a Sign Policy to govern what can be on the City's entrance signs.

New Business: Discuss and take appropriate action on the Finance Manager Position Posting.

Attorney / Administrator Madsen presented a job posting and position description for the vacated Finance Manager position for the City of Rockford. The position would be posted with a

compensation range of \$74,200 to \$81,250 per year, to be paid hourly, with standard benefits as provided by City Ordinance. Members of the Staff and Council reviewed roughly 20 other cities with similar positions and the compensation ranges of those cities. The posted range as presented was competitive and in the upper quintile of similarly situated comparable cities. After additional discussion and review, including an application end date of July 1, 2022 at noon. Motion was made by Werman, and seconded by Buoy, to approve the Position Posting.

Motion Carried: Voting in favor; Hafften,, Buoy, Seymour, Willenbring and Werman.

New Business: Discuss or take appropriate action on Veteran’s Memorial Project Quotes

Engineer Helgand explained that the quotes for the work with the Veteran’s Memorial Project all came in on May 27th, 2022 and presented the lowest project quotes. The lowest quotes received were:

Earthwork Northland Construction \$26,357.17; Flag Countryside Flags \$15,884.00; Landscaping Northland Construction \$98,675.40; Electrical Laketown Electrical \$26,000.00.

After additional discussion and review, Motion was made by Hafften, and seconded by Buoy, to approve the quotes as presented. It was stated that the project would begin on the coming weeks and was slated to end sometime prior to first frost, or in November at the latest.

Motion Carried: Voting in favor; Hafften,, Buoy, Seymour, Willenbring and Werman.

New Business: Discuss or take appropriate action on CUP and Variance for 5920 Tower Street

Attorney / Administrator Madsen explained that the Kivisto family lives in a house on 5920 Tower Street that had been designed with a “mother in law” type layout allowing for the easy subdivision into two separate units. The property, however, did not have requisite attached parking even though it had ample parking. This use would also be a deviation from the norm for a single residential family use. These matters were reviewed by Planning and Zoning and both the CUP and Variance were approved with the condition that the Kivistos apply for a Building Permit for the interior work to allow inspection by the City’s Building Inspector to ensure proper entry and exit and other safety protocols were observed inside the property. A recommendation from Planning and Zoning was made to the Council to approve the same with the same condition. After additional discussion and review, Motion was made by Werman, and seconded by Willenbring, to approve the CUP and Variance as approved and recommended by the Planning and Zoning Commission.

Motion Carried: Voting in favor; Hafften,, Buoy, Seymour, Willenbring and Werman.

Old Business: Discuss and Take Appropriate Action on the Tailwind Lumberyard Proposal

Attorney Madsen explained that LeAnn Sather requested that the Council take a formal vote on their proposal for an office complex to be build on the City’s Lumberyard Property. Members of

the Staff and Council discussed the Community's desire to see a different use on that property, that the Tailwind group owned other property in the area that could support this project, that there was other property in Rockford that would better suit this project, the history of the first Tailwind proposal and Tailwind's failure to complete that Development Agreement and Project that led to the termination of the Purchase Agreement, and that the price offered for the property was far below market value. Members of the Council and Staff also discussed the benefits a different project could bring to the property and the Community, including the potential for a housing or mixed-use project that would bring more students into the district, or a commercial use that would be utilized or favored by the Community. After additional discussion and review, Motion was made by Willenbring, and seconded by Werman, to not accept the Tailwind request to step back into the Purchase Agreement and complete the project they had proposed.

Motion Carried: Voting in favor; Hafften,, Buoy, Seymour, Willenbring and Werman.

Members of the Staff and Council then presented general updates regarding general happenings from around the city.

Motion was then made by Seymour, and seconded by Willenbring, to adjourn the meeting.

Motion Carried: Motion Carried: Voting in favor; Hafften, Buoy, Seymour, Willenbring and Werman, and the meeting was adjourned at approximately 7:50 p.m.

Typed this 22nd day of June, 2022

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. 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