

City of Rockford, Minnesota Council Workshop Minutes
5:00 p.m., Tuesday, September 24th, 2019

The meeting was called to Order by Mayor Renee Hafften at 5:00 p.m. Council members Scott Seymour, Debbie Buoy, Rick Martinson and Ted Hill were also present.

City Administrator / City Attorney, Dan Madsen; Finance Director, Jennifer Swendsen; and City Engineer Steve Hegland, of Wenck and Associates were also in attendance.

Members of the Council and Staff discussed the Preliminary Property Tax Levy and 2020 Draft Budget and the Kwik Trip Grading and Excavation Agreement. No formal action was taken as these matters were set on for informational purposes only.

City of Rockford, Minnesota Council Meeting Minutes
6:00 p.m., Tuesday, September 24th, 2019

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

City Administrator / City Attorney, Dan Madsen; Finance Director, Jennifer Swendsen; Public Works Director, Trevor Brummer; City Engineer Steve Hegland, of Wenck and Associates, and Sue Van Cleaf of the Crow River News were also in attendance.

Set Agenda / Approve Consent Agenda Items:

A MOTION was made by Buoy, and seconded by Hill, to approve the Consent Agenda Items 3A through 3D and set the Agenda for the Council Meeting as listed:

3A: Approve Minutes from September 10th, 2019 Workshop and Regular Council Meeting

3B: Approve Payment of Claims, Check Number: 30385 through Check Number: 30401 totaling \$23,047.79

3C: Approve Payment of Claims, Check Number: 30429 through Check Number: 30467; and Check Number: 502327E through Check Number: 502331E totaling \$63,918.93.

3D: Approve Temporary Liquor License for Rockford Area Historical Society / Rocktoberfest

Motion Carried: Voting in favor; Hafften, Buoy, Hill, Martinson, and Seymour.

Wright County Deputy Update:

Deputy Uhlman from the Wright County Sheriff's Office appeared and provided the Council and Staff updates regarding the school resource officers, general patrol notes from time spent in Rockford and heard from the Council and Staff about overnight campers at the Stork House. No formal action was taken as these matters were set on for informational purposes only.

New Business: Proclamation Fire Prevention Week 2019 and Open House Invite
Mayor Hafften discussed the importance of fire safety and read the Proclamation establishing Fire Prevention Week October 6th to October 12th. Mayor Hafften and Councilwoman Buoy also discussed the Fire Department Open House scheduled for Saturday, October 5th, 2019.

New Business: Resolution #19-33 / Certifying 2019 Preliminary Property Tax Levy
Swendsen presented the Council with a final review of the proposed 2020 Preliminary Property Tax Levy and Resolution establishing the proposed levy. It was discussed that the levy would be preliminarily increased 1.881% from the Final 2019 Property Tax Levy, and that the levy can only be decreased once approved. Members of the Staff and Council reviewed the Resolution and discussed the parameters therein. MOTION was made by Hill, and seconded by Martinson, to approve Resolution #19-33 and Preliminary Levy.

Motion Carried: Voting in favor; Hafften, Buoy, Hill, Martinson, and Seymour.

New Business: Resolution #19-34 / Approving the 2020 and 2021 Wright County Sheriff's Contract

Madsen explained that the Council had met with Wright County Sheriff Shaun Deringer and members of his Department to review the proposed changes in the Sheriff's Contract for the following two years. Members of the Staff and Council discussed the Contract, cost of service and hours of coverage. After additional discussion and review, MOTION was made by Seymour, and seconded by Hill, to approve Resolution #19-34 approving the Wright County Sheriff's Contract for 2020 and 2021.

Motion Carried: Voting in favor; Hafften, Buoy, Hill, Martinson, and Seymour.

New Business: Resolution #19-35 / 2019 Street Project Assessment Roll

Engineer Hegland presented the Council with a final breakdown on the 2019 Street Improvement Project costs and expenses. Hegland explained the percentages for the project that would be paid by the City, and the percentage of expense that would be

assessed to the property owners. Hegland then presented the Council with a list of Property Identification Numbers and the amount that was proposed to be assessed to each property. Members of the Staff and Council discussed the process moving forward that includes letters being sent to each property owner, a Public Hearing on the final assessments and staff being available to residents to answer any questions they may have. It was noted in discussion that the project came in significantly below original estimates and even the updated project budget. After additional discussion and review, MOTION was made by Martinson, and seconded by Seymour, to pass Resolution #19-35, approve the Assessment Roll and set the Public Hearing.

Motion Carried: Voting in favor; Hafften, Buoy, Hill, Martinson, and Seymour.

New Business: Kwik Trip Agreement

Madsen explained that the City had prepared a Grading, Excavation and Municipal Improvement Agreement to help Kwik Trip begin site preparation for their build in 2020. Madsen explained that it was a challenging contract to write as it was outside the typical cadence of such a proposal that would otherwise start with a site plan and then building permit application. Madsen stated that the City was protected by a substantial surety, and that if Kwik Trip failed to perform under the Agreement, the City could retain the surety and complete the work properly to protect the property and the City. After additional discussion, including the policy implications in supporting early development of this particular commercial property, MOTION was made by Hill, and seconded by Martinson to approve the Agreement allowing for non-material administrative changes if necessary to finalize the Agreement.

Motion Carried: Voting in favor; Hafften, Buoy, Hill, Martinson, and Seymour.

Staff Reports:

Members of the Staff and Council then discussed various updates including Rocktoberfest, the Street Project, Building Permits and other general information regarding Rockford and the greater community.

Open Forum:

Mayor called for open forum, no one from the public spoke.

Adjournment:

MOTION was then made by Hill, and seconded by Seymour, to adjourn the meeting.

Motion Carried: voting in favor; Hafften, Martinson, Buoy, Seymour and Hill, and the meeting was adjourned at approximately 6:33 p.m.

Typed this 3rd day of October, 2019.

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