

**City of Rockford, Minnesota Council Workshop Meeting Minutes
5:00 p.m., Tuesday, February 9, 2021**

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

City Administrator / Attorney, Dan Madsen; City Engineer, Steve Hegland; Public Works Director, Trevor Brummer; and Deputy Nick Hoffman of the Wright County Sheriff's Department were also in attendance.

Members of the Staff, Council and people in attendance discussed potential Goals for the City and Council for 2021. After additional discussion and review, the Council voted for the goals they believed would be most important as points of focus for the upcoming year. Based upon the voting, three goals were the clear favorites of the Council. They were: Lumberyard Property / Downtown Development; Veteran's Memorial; and, Rockford 3 to 5 Year Plan and Impact of Reaching a Population of 5,000. These goals were acknowledged by the Council and set for this year's focus.

Staff and members of the Council the discussed the City Clerk search and other updates of general City importance.

No formal action was taken, as these matters were set on for discussion purposes only. Discussions were concluded, and the meeting was adjourned at approximately 6 p.m.

City of Rockford, Minnesota Council Meeting Minutes 6:00 p.m., Tuesday, February 9, 2021

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

City Administrator / Attorney, Dan Madsen; City Engineer, Steve Helgand; and Deputy Nick Hoffman of the Wright County Sheriff's Department were also in attendance.

A motion was made by Buoy, and seconded by Willenbring, to approve the Consent Agenda Items 3A through 3C as listed and set the Agenda for the Council Meeting including Item 4E Discuss or take appropriate action on Deputy Clerk Hire:

- 3A. Approve Minutes from the January 26, 2021 Workshop and Regular Council Meeting
- 3B. Approve Payment of Claims, Check Number: 32181 through 32231; and Check Number 502655E through 502663E, totaling \$86,880.12
- 3C. Approve January Building Permits

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

Deputy Hoffman, Wright County Sheriff

Deputy Hoffman of the Wright County Sheriff's Department stopped in and provided general updates on the number and status of recent calls and asked Staff and the Council if we had any concerns to share. No formal action was taken, as this matter was set on for informational purposes only.

New Business: 2021 Refuse Hauler Contract

Administrator / Attorney Madsen discussed the status of residential refuse hauling in the City of Rockford. The City has been in an Organized Collection agreement since the Spring of 2009 with Waste Management. The Agreement required residents to use Waste Management services, and was extended beyond its initial term ending in 2014 to a new termination date of May 1, 2021. The Council and Staff discussed the difference between Open and Organized Collection Agreements and the policy that supports both types of arrangements. The Council generally agreed that staying with the Organized Collection process was the best for the community, and asked that a Request for Proposals be drafted to solicit new proposals for service from interested refuse hauling companies.

No formal action was taken, as this matter was set on for informational purposes only.

New Business: Historical Society Walkway Project

Administrator / Attorney Madsen explained that the Rockford Area Historical Society had previously proposed funding an improvement project on the grounds of the Stork House that would include reducing the height of a earthen berm, and building into the hillside a stone walkway up to the house. The project was estimated to cost \$10,000, and the Society had proposed funding that project through their fund balance gained from fundraising events. Staff set the matter on for discussion by the Council as funding is limited for the Historical Society, and the improvement would be to a property entirely owned by the City. After discussion and review, including the amount of volunteer labor and equipment that would be used as managed by the Society and the benefit that would be made to the Stork House and grounds, Motion was made by Martinson, and seconded by Buoy, to provide funding for the project in an amount not to exceed \$10,000.

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

New Business: Resolution Authorizing Feasibility Study for the 2022 Improvement Project

Engineer Hegland reviewed the previously discussed general plan for a large scale Street and Utility Project for the Spring of 2022. The project would improve approximately 16% of the City's infrastructure, but more detailed research was needed to determine appropriate potential costs, a final scope of the project, and the means to fund the project that would include assessments under Chapter 429. After review of the map and discussion about the nature, purpose, importance and timeline for the project, Motion was made by Seymour, and seconded by Willenbring, to approve the Resolution and Feasibility Study.

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

New Business: Hennepin County Letter of Support for Roadway Project

Engineer Hegland explained that Hennepin County requested a letter of support from the City of Rockford regarding their improvement project on County Road 50 to support improved road surfaces and support safer access to Rockford High School. Staff and the Council reviewed the proposed project and provided a more general update on other roads that were included in the Safe Routes to Schools report. After additional discussion and review, Motion was made by Martinson, and seconded by Seymour to approve the letter of support.

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

New Business: Deputy Clerk Hire

Administrator / Attorney Madsen explained that the City had received over 130 applicants for the City Clerk position, held 9 first round interviews and 3 second round interviews. After one third-round interview, Staff and the Personnel Committee recommended to the Council that Amy McNellis be offered the Deputy Clerk position at the rate of \$28 per hour with all other benefits and entitlements as provided by City Code.

Motion was made by Buoy, and seconded by Willenbring, to approve the hiring of the position as provided.

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

Members of Staff and the Council then presented updates including the status of plow truck repairs and the City's 2021 goals.

Administrator / Attorney Madsen then explained that the Council would enter into Closed Session pursuant to Mn. Stat. 13D.05, Subd. 03, to consider the amendment of an offer and the Purchase Agreement for City Owned Parcels 113.014.000.130 & 113.014.000.012, locally referred to as the "Lumberyard Property," based upon the request of Tailwind Growth, LLC.

Motion was subsequently made by Seymour, and seconded by Martinson, to enter into Closed Session at approximately 7:05 p.m.

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

Motion was made by Seymour, and seconded by Willenbring, to exit closed session at approximately 7:45 p.m.

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

Administrator / Attorney Madsen explained that the Council had reviewed the Purchase Agreement and request of Tailwind Growth, LLC and stated that no determinations or decisions were made in Closed Session.

Motion was made by Martinson, and seconded by Seymour, to terminate the Purchase Agreement with Tailwind Growth, LLC and market the property, but to encourage Tailwind Growth, LLC to submit a proposal for the development of the property.

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

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

Motion Carried: Motion Carried: Voting in favor; Hafften, Buoy, Willenbring, Seymour and Martinson and the meeting was adjourned at approximately 7:46 p.m.

Typed this 11th day of February, 2021.

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