

City of Rockford, Minnesota Council Workshop Minutes
5:00 p.m., Tuesday, December 11th, 2018

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

City Administrator / City Attorney, Dan Madsen; City Engineer, Jared Ward; Street Superintendent, John Quirk; Assistant Engineer, Steve Hegland; Billing and Payroll Director, Marlys Elsen; Public Works Director, Trevor Brummer; and Sue Van Cleaf of the Crow River News were also in attendance.

City of Rockford, Minnesota Council Meeting Minutes
6:00 p.m., Tuesday, December 11th, 2018

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

City Administrator / City Attorney, Dan Madsen; City Engineer, Jared Ward; Street Superintendent, John Quirk; Assistant Engineer, Steve Hegland; Billing and Payroll Director, Marlys Elsen; Public Works Director, Trevor Brummer; and Sue Van Cleaf of the Crow River News were also in attendance.

Mayor Renee Hafften opened the Public Hearing for Truth in Taxation at 6:05 p.m. Administrator / Attorney Madsen presented a comprehensive Power-Point Presentation that walked through the 2019 General Fund and Enterprise Fund budgets, discussed the proposed 2019 Ad Valorem and Debt Service property tax levies, and explained how these levies differed from each other. Madsen then discussed each levy in depth and explained how the amounts were arrived at, how specifically each levy was going to be funded and tracked the amounts of each levy individually and combined annually since 2014.

Members of the Council, Staff and persons in attendance then asked various questions about the levy, budgets and impact on properties in the community. After additional discussion and review, Mayor Hafften formally called for public comment or discussion. No members of the public offered any comments, discussion, concerns or objections.

Mayor Hafften then closed the Public Hearing at 6:17 p.m.

Set Agenda/Approve Consent Agenda Items:

A **MOTION** was made by Hill, and seconded by Seymour, to approve the Consent Agenda Items 3A and 3C and set the Agenda for the Council Meeting as follows:

3A. Approve Minutes from the November 27, 2018 Council Workshop and Regular Council Meeting

3B. Approve Payment of Claims, Check Number: 29395 through Check Number 29436 totaling \$69,259.94.

3C. Approve November Building Permits

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

New Business: 20 Year Anniversary of Marlys Elsen at the City of Rockford.

Administrator / Attorney Madsen presented a Power-point Presentation highlighting the work history and accomplishments of Ms. Elsen, as well as some of the changes that have taken place since her hire in 1998. Members of the Council and Staff thanked Ms. Elsen for her friendship, service and support over the past 20 years.

No formal action was taken, as this matter was set on as a celebratory item.

New Business: Resolution #18-57 / Adopt Final General Fund Budget and 2018 and 2019 Property Tax Levies

Administrator / Attorney Madsen again reviewed the 2019 Property Tax Levies and 2019 Budgets. After additional discussion and review, **MOTION** was made by Martinson, and seconded by Hill, to approve the Resolution and certify the Property Tax levies and adopt the 2019 Budgets.

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

New Business: Resolution #18-58 / Adopt 2019 Special Funds Budgets and 2019 Enterprise Fund Budgets.

Administrator / Attorney Madsen again reviewed the 2019 Enterprise and Special Fund Budgets with the Council. After additional discussion and review, **MOTION** was made by Buoy, and seconded by Seymour, to approve the Resolution and certify the 2019 Enterprise Fund and Special Fund Budgets.

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

New Business: Purchase of Pressure Washer and Steamer.

Street Superintendent Quirk explained that he had found a used Demo model of a pressure washer / steamer that could be used to thaw frozen storm sewers and clean city equipment and trucks. Quirk discussed the various uses and how this purchase would fit into the existing line items of the 2018 Budget. After additional discussion and review, **MOTION** was made by Martinson, and seconded by Buoy, to approve the purchase.

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

New Business: Discuss and Take Appropriate Action on Potential 2019 Street Improvement Project.

Engineer Ward explained to the Council that Staff and the Council had discussed the need for a mill and overlay project in specific areas of the City in 2019. Ward walked the Council through a map showing the exact locations of the potential project, reviewed pictures of the bituminous and discussed the failing nature of the roadway. Members of Staff and Council discussed and decided that this project was not mandatory, but that if it was not conducted in 2019 that the street would need to be completely reclaimed in a matter of years. The cost difference between the preventative mill and overlay to prolong the street life appeared to greatly outweigh the cost and timespan of a complete removal and rebuilding of the street.

Ward explained that the project was in the discovery and research phase, and as a part of the Special Assessment Statutes and City Policy, the first formal step would be for the Council to request a formal Feasibility Study that would hone in on the costs of the project, how the public would be burdened by these costs, what expectations the City could have for prolonged use of the street, what amount and what percentage of the project could or should be assessed, and what methods of assessment are viable options for consideration. It was restated that this did not commit the city to moving forward, but was necessary not only to satisfy the requirements of Minn. Stat. Chapter 429 regarding Special Assessments, but also to satisfy City Policy and make sure the Council would be fully informed in the potential scope of this project if the City decided to move forward. It was also presented that the total cost of this portion of the project would not exceed \$4,500.

After additional discussion and review, including the policy implications of the project, special assessments and longevity of the street versus a mill and overlay versus a reclaim, **MOTION** was made by Martinson, and seconded by Hill, to approve the cost and formally order a feasibility study for the project as discussed and presented.

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

New Business: Wastewater Treatment Plant Blower Pipe Gasket Repairs

Engineer Ward reviewed the Blower Pipe gasket replacement project with the Council, whereby faulty and under-constructed gaskets were installed in the wastewater blower pipe system that caused a failure in the pipe. The gaskets were replaced, but in the process staff noted the corrosion on the pipe its self. Since the pipe was exposed, Staff and the Council elected to replace the pipe and install anti-corrosion treatments to help preserve the usability of the pipe.

The cost for this project was \$37,552. Wenck Engineering is taking responsibility for the mis-approved gaskets that caused the failure and their replacement in the amount of \$24,832. That would leave the City with a cost of \$12,720 for replacement of the corroded pipe and anti-corrosion treatments. Members of the Council and Staff discussed these costs with the Engineers and reviewed the history and fact pattern involved in this process. After additional discussion and review, **MOTION** was made by Hill, and seconded by Seymour, to approve the payment and cost distribution as presented.

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

Staff Reports:

Staff and members of the Council then discussed various updates including the Fire Department Toy Drive, Downtown and Skating Rink lighting and wishing everyone Season's Greetings and Happy Holidays.

Open Forum:

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

Adjournment:

A **MOTION** was then made by Hill to adjourn the meeting. This motion was seconded by Seymour.

Motion Carried: voting in favor; Hafften, Martinson, Hill, Seymour and Buoy, and the meeting was adjourned at approximately 7:11 p.m.

Typed this 20th day of December, 2018

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