

**City of Rockford, Minnesota Council Workshop Minutes**  
**5:30 p.m., Tuesday, March 12, 2019**

The workshop was called to Order by Mayor *Pro Tem*, Rick Martinson, at 5:30 p.m. Council members Debbie Buoy, Scott Seymour and Ted Hill were present. Mayor Renee Hafften was absent.

City Administrator / Special Counsel, Dan Madsen; and City Engineers Jared Ward and Steve Hegland of Wenck and Associates, Jake Moser and Chase Holley of the Rockford Fire Department were also in attendance.

Members of the Council and Staff discussed the Fire Department's need for new air packs for their firefighters, and Moser walked the Council through the operation, maintenance and regulations surrounding the air packs. 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, March 12, 2019**

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

City Administrator / Special Counsel, Dan Madsen; City Engineers Jared Ward and Steve Hegland of Wenck and Associates; Public Works Director, Trevor Brummer, and Fire Department Chief Ben Sanderson, Assistant Chief Jamie Buoy, and members Jake Moser and Chase Holley; and Sue VanCleaf of the Crow River News were also in attendance.

**Set Agenda and Approve Consent Agenda Items:**

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

3.A. Approve Minutes from the February 26th, 2018 Workshop and Regular Council Meeting

3B. Approve Payment of Claims, Check Number: 29745 through Check Number 29797 totaling \$132,085.34

3C. Approve February Building Permits

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

**New Business: Rockford Fire Department Air Pack Purchase**

Jake Moser of the Rockford Fire Department explained to the Council that the F.D. air packs necessary for fire fighting operations were set to expire this September and could not be used or refilled after that date. Moser stated that the F.D. had discussed this expense and planned the replacement in their 2019 Budget that was reviewed by the Council, but that this expense would need to be purchased from the Capital Outlay / Cash Reserves. While the new air packs will be depreciated, the purchase now will result in pushing back the purchase of a fire truck or some equipment currently slated for purchase in the coming years.

Members of the Council and staff asked questions regarding the lifespan of the new air packs, operations and differences in options and how many companies can provide the air packs needed by the Rockford F.D. After discussion and review, including the single source provider of the air packs, **MOTION** was made by Hill, and seconded by Buoy, to approve the purchase of the air packs from Emergency Response Solutions in the amount of \$150,077.10.

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

**New Business: Resolution #19-15 Regarding Tax Forfeited Property**

Madsen explained that Parcel #113500204300 had come up for tax forfeiture. This parcel was approximately 10 feet wide and 1-1/2 blocks long. Madsen stated he had no idea how it was up for forfeiture as there was no tax amount due or owing. Madsen reviewed with the Council and Staff that the property may have minimal value for a public purpose of serving as a walkway or trail to the cemetery, and highlighted the grade and elevation change of the parcel and general inconsistency that made public use both expensive and challenging.

Members of the Council and Staff discussed the challenges presented with the parcel and that it likely had little to no public use or benefit. **MOTION** was made by Seymour, and seconded by Buoy, to pass the Resolution #19-15 Rejecting the Parcel for Public Conveyance and Supporting the Same for Sale or Public Auction.

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

**New Business: Preparations for Potential 2019 Spring Flooding**

Madsen and Hegland reviewed the current status of the Crow River and discussed both the short-term flash flood hazard and the longer-term spring flood potential. It was discussed that it was inevitable that the Crow River would reach minor flood status. Based upon charts and graphs, this was anticipated to occur the week of April 1, 2019. Staff relayed that the City had sand bags and plans ready to protect the community, but that it was very unlikely that any property would be damaged by the flood. The flood this spring would need to be far worse than the flood in 2014 for any property to be directly impacted by the flood. Staff also discussed with the Council the current challenge of keeping the storm water basins thawed and clear of snow. Staff shared that they have been, and will continue to, thaw out basins and monitor culverts in the community. Residents were encouraged to contact City Hall if they notice ponding deeper than 6 inches or pooling within three feet of a structure. No formal action was taken, as this matter was set on for discussion and informational purposes only.

**Staff Reports:**

Members of the Staff and Council then discussed various matters including the Fire Department Ladder Truck, Playground Equipment for the next Agenda, Council Packets being sent either Tuesday, March 19<sup>th</sup> or Friday, March 22<sup>nd</sup>, and other general flood related matters.

**Open Forum:**

Mayor Pro Tem, Rick Martinson 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; Martinson, Hill, Seymour and Buoy and the meeting was adjourned at approximately 6:37 p.m.

Typed this 15<sup>th</sup> day of March, 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](http://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:

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Rick Martinson  
Mayor *Pro Tem*

Attest:

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Dan Madsen  
City Administrator, Special Counsel