

City of Rockford, Minnesota Council Workshop Minutes
5:00 p.m., Tuesday, August 23rd, 2016

Mayor Renee Hafften called the Workshop to Order at approximately 5:00 p.m. Council members Debbie Buoy, Ted Hill and Rick Martinson were present. Also in attendance was Mike Beyer and Wright County Commissioner Potter.

City Administrator / Special Counsel Madsen explained that the city had received a proposed Master Agreement for the city's franchise library from Great River Regional Library (GRRL). The proposed agreement contained the terms and conditions required to retain the library and library services in the city. Madsen reviewed the terms contained in the proposed agreement and discussed concerns regarding the vagueness of the agreement and how that may financially impact the city moving forward. Commissioner Potter, who also serves on the GRRL Board, discussed the intent of the agreement and stated he would bring the city's concerns back to the Board for discussion and review. No 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, August 23rd, 2016

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

City Administrator / Special Counsel, Dan Madsen; City Engineer Jared Ward, Wenck and Associates; Wright County Commissioner Potter; and, Public Works Director, Trevor Brummer; were also in attendance.

Approve Consent Agenda/Set Agenda

MOTION was made by Hill, and seconded by Buoy, to set the Council Meeting Agenda and approve all items on the Consent Agenda, 3.A. to 3.D as listed and shifting item 4E to item 4D, with item 4D being shifted to 4E under new business:

3A: Minutes from the August 10th, 2016 Special Council Meeting

3B: Payment of Claims from Check #26320 through #26368 totaling \$272,859.35

3C: RESOLUTION #16-38/ Certify Delinquent Garbage Fees
3D: Public Works HVAC Automation Repair

MOTION CARRIED-VOTING IN FAVOR: Hafften, Buoy, Hill and Martinson.

New Business: Resolution #16-39/Ordinance #16-03 Opt-Out of Temporary Family Health Care Dwellings

Madsen explained that Planning and Zoning had reviewed this matter and approved the Resolution and Ordinance formally opting out of the statutorily created Temporary Family Health Care Dwelling requirements, recommending the same to the City Council. Madsen summarized the parameters and requirements established by Minnesota Statute Section 462.3593 and reviewed the comments and Memorandum provided by City Planner, Dan Licht. Madsen also explained that the City could enact an Ordinance at any time to allow the dwellings, but could narrowly tailor that Ordinance to better fit the community. Failure to opt out of the statutorily created requirements would result in the city commencing a plan to implement the same. After discussion and review of the numerous policy considerations involved, **MOTION** was made by Martinson, and seconded by Buoy to approve the Resolution #16-39 and Ordinance #16-03 as recommended by the Planning and Zoning Commission.

MOTION CARRIED-VOTING IN FAVOR: Hafften, Buoy, Hill and Martinson.

New Business: USAgain and Recycling Locations

Madsen explained that the City had relocated the clothing drop off for USAgain and the can drop off for firearm safety to the Mall parking lot during the Main Street Construction project. USAgain asked for the city to sign a new Agreement for a drop off location at the city parking lot on the newly constructed Main Street. Proceeds from the drop box provided the Hanover Food Shelf with approximately \$.02 per pound of clothing donated.

Madsen also explained that the can container where cans are collected to support firearm safety would also likely need to be relocated from the Mall parking lot. The question presented to the Council was what the best location in town was to support collection of the cans and clothing that would not also unduly create a mess or be unsightly given the general location and area for collection. Members of the Council discussed the interest in having the proceeds from clothing collection benefit the Rockford Food Shelf and debated where the most appropriate and accessible location for all collections could be found.

After continued discussion and review, Madsen stated he would contact USAgain regarding the donation shifting to the Rockford Food Shelf, and Staff would review potential locations better suited for collections. No formal action was taken.

New Business: Hockey Rink

Madsen explained that the City had removed the hockey boards and rink this spring to allow for grading and repair of the location of the hockey rink. The boards had been installed on the ground which required annual removal and replacement. Staff received bids for various repairs and improvements that could be made to the hockey rink area, ranging from a simple regrading at minimal value, to a partial cement curb that could permanently house the boards without need for removal, to a complete paved hockey rink. The two options involving paving also included the cost for installation of lighting and fencing above the rink to contain pucks during use.

The cost for the concrete curb, lighting and fencing was presented as \$62,800. The cost for paving the entire rink was presented as \$130,600. Staff stated they could not recommend the more costly option due to available funding. Staff did, however, recommend the paved curb option including lighting and fencing.

Madsen explained that the city had received a donation in the amount of \$30,000 for this project, so the city's maximum exposure would be approximately \$33,000 which could be taken from either the General Fund Main Street Project cost savings; the Parks Capital Improvement Fund; or, the Economic Development Authority fund given the tourism and development benefit involved in use of the rink by other communities.

After discussion and review of the project, and after receiving comments from the Public Works Director and City Engineer regarding the options and details contained therein, **MOTION** was made by Hill, and seconded by Buoy, to approve the expenditure and build the rink pursuant to the curb mounted boards, lights and fencing as presented.

MOTION CARRIED-VOTING IN FAVOR: Hafften, Buoy, Hill and Martinson.

New Business: Rocktoberfest

Madsen explained that the City, Chamber of Commerce, Firemen's Auxiliary and the Rockford Area Historical Society were partnering to hold a five band concert on October 8th to celebrate the 135 years since the founding of the City of Rockford. The

band line-up included GB Leighton and Kat Perkins, along with a polka band and local bands in the area. Madsen explained that the estimated cost of the event was \$16,125 which included the stage, lights, sound, technicians and tents for the event.

Madsen also explained that the City had received a donation in the amount of \$15,000 to cover the majority of the costs of the event, so the City's cost would be approximately \$1,125. After discussion and review of the event, partnerships involved to host the event and the benefit to the community for having a free concert with the level of talent included, **MOTION** was made by Hill, and seconded by Buoy, to approve the event and related expenses.

MOTION CARRIED-VOTING IN FAVOR: Hafften, Buoy, Hill and Martinson.

New Business: Downtown Stop Sign Location

City Engineer, Jared Ward, explained that the plans for Main Street were designed with ADA Accessibility, walkability and lines of sign at intersections as a paramount concern. The original plan was to have all Stop Signs attached to the light poles to support these policy concerns, and the location of the signs on the poles were within the required parameters under safety standards. The City received notice from the Wright County Engineers that any signs installed on poles other than the poles provided by the County would require the city to accept all cost, responsibility, maintenance and liability for them moving forward.

The Council discussed and reviewed that the only reason this was an issue involved the placement of the signs on a non-County post. The Council then reviewed the standard traffic requirements, impacts on walkability and visibility of adding more posts to intersections, and the safety recommendation of the City Engineer.

After a lengthy discussion regarding these and other policy concerns, **MOTION** was made by Martinson, and seconded by Hill, to approve signing the Memorandum of Understanding and taking financial, maintenance and liability responsibility for the location of stop signs on the light poles based upon the benefits to the visibility, walkability and accessibility of the street and general area; and including the location being within preferred standard traffic location and distance from intersections, based upon the training and experience and recommendation of the City Engineer

Members of Staff and the City Council then provided updates on Rocktoberfest, the Fire Department Open House and other happenings in the City.

MOTION was then made by Hill, and seconded by Buoy, to adjourn the meeting at approximately 7:24 pm.

MOTION CARRIED-VOTING IN FAVOR: Hafften, Buoy, Hill and Martinson.

Typed this 26th day of August, 2016.

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, or by contacting City Hall at 6031 Main Street, Rockford, Minnesota 55373. 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