

**City of Rockford, Minnesota Workshop Meeting Minutes
5:00 p.m., Tuesday, October 26, 2021**

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

City Administrator / Attorney, Dan Madsen; Public Works Director, Trevor Brummer; and City Engineer, Steve Hegland; were also in attendance.

Members of the Staff and Council reviewed the Local Option Sales Tax and Public Works Employee posting and job description.

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, October 26, 2021**

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

City Administrator / Attorney, Dan Madsen; City Engineer, Steve Hegland; Public Works Director, Trevor Brummer; Assistant Fire Chief, Jamie Buoy; Captain Dom Larkin and members of the Rockford Fire Department; Dan McCoy of Granite Electronics; and Deputy Westberg of the Wright County Sheriff's Department were also in attendance.

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

- 3A. Approve Minutes from the October 12, 2021 Workshop and Regular Council Meeting
- 3B. Approve Payment of Claims, Check Number: 33092 through 33145; and Check Number 1492e through Check Number 1496e totaling \$85,968.47
- 3C. RES / Approve Rockford Trap Team Gun Raffle

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

Deputy Westburg, Wright County Sheriff

Deputy Westburg provided a general update to the City Council regarding police activity in Rockford over the past two weeks. This activity included suspicious vehicle calls, people syphoning gas out of tanks and other general updates from around town. No formal action was taken, as this matter was set on for discussion purposes only.

New Business: Public Works Payloader

Director Brummer explained that Public Works had budgeted for a new Payloader in 2022, but that they needed to order the payloader this year to ensure it would be available. Staff would be trading in the current payloader and receiving \$76,175, which would reduce the cost of the new piece of equipment to \$138,045. With discounts, the final total and expense to the City would be

\$118,939.91, which Director Brummer asked for approval to spend but noted no payment would be made until sometime in 2022.. After additional discussion and review, Motion was made by Willenbring, and seconded by Buoy, to approve the purchase of the Payloader as presented.

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

New Business: Posting for Public Works Employee

Administrator / Attorney Madsen reviewed the proposed job description and explained that Staff had met with Public Works and reviewed postings on the League of Mn Cities website for comparable jobs and compensation. Madsen read and explained the required and desired qualifications, and stated that the proposed pay range was \$22 to \$26.50 per hour based upon the list of cities of similar size and comparable location and what they paid their staff. After additional discussion and review, including a proposed modification to the posting to include benefits as a highlighted item in the ad, Motion was made by Seymour, and seconded by Willenbring, to approve posting the position of a Public Works Employee.

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

New Business: Veteran's Memorial Project Update

Administrator / Attorney Madsen explained that Staff had met with Planning and Zoning, as well as the Veteran's Memorial Committee, to review the architectural designs provided by ISG. Madsen shared that both groups favored design number one, and both approved moving forward with the project. Madsen further explained that the next steps would be to meet with the Lions and Park Board to explain the progress and receive any comments they may have. If approved by all groups, the project would then move to element design and final preparation for build plans. Members of the Council and Staff discussed the proposed design, and it was noted that the center of the monument should have the US, POW / MIA and State flag instead of just the proposed US Flag.

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

New Business: Fire Department Radios

Dan McCoy of Granite Electronics, along with members of the Rockford Fire Department, explained to the City Council that their radios were old and beginning to fail. The department had reviewed many different types of radios and determined that the Motorola 800 ARMER XE radios were best for their department. The radios had a lease option, costing \$37,892.44 per year for five years. It was discussed that this cost could be built into the department's annual budget. After additional discussion and review, including Staff expressing the need for the radios but stating that there was grave concern regarding the Fire Department Budget and Fund Balance that would implicate future vehicle replacement and capital purchases, Motion was made by Seymour, and seconded by Willenbring, to approve the Lease Agreement as presented.

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

New Business: Purchase of Tax Forfeit Land

Administrator / Attorney Madsen explained that Tower Terrace Mobile Home Park consisted of two parcels, one of which was forfeit to Hennepin County for failure to pay property taxes. The parcel forfeit was PID 2811924320036. Hennepin County offered the parcel to the City of Rockford for fair market value, and attorney for Tower Terrace, Jonathan Septer, requested the City purchase the parcel and sell the same to Tower Terrace. Madsen explained that the Planning and Zoning Commission had met and had determined that the purchase and resale of the property were consistent with the Comprehensive Plan. Madsen also explained that the property would be sold back to Tower Terrace for the City's cost, plus City staff time and expense. Hennepin County set the cost for the parcel at \$5,243.00, which was the recommended price by Staff to pay for the parcel. After additional discussion and review, including the impact of having this Parcel remain County Property or being sold via public offering or auction and the displacement of Tower Terrace Residents that would occur, Motion was made by Buoy, and seconded by Willenbring, to approve the purchase of the lot, approve the sale of the lot, approve the Resolution and approve the Purchase Agreement.

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

New Business: Rockford Delano Mite Rink Rat use of the Hockey Rink

Administrator / Attorney Madsen Gerrit Van Bergen, Varsity Boys Hockey Coach, had taken over the Rink Rat program at Rockford Delano Hockey Association. He formally requested that the City consider allowing the Association to continue to hold outdoor practices at the Rockford Rink to help build Rockford Hockey and to provide the kids with a great outdoor experience that is second to none as compared to indoor hockey practices. After discussion and review, Motion was made by Hafften, and seconded by Buoy, to allow the use of the Rockford Rink on Tuesdays from 5 p.m. to 9 p.m. for the Association Rink Rat Program.

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

New Business: Local Option Sales Tax

Administrator / Attorney Madsen explained that Wright County sought input from the Cities in Wright County regarding their proposed continuation of their Local Option Sales Tax. This tax collected .5% of all sales as tax that is held by the County to fund road projects around the County. Staff and the Council discussed the benefits of the fund in helping to offset the cost of road projects and other benefits, and compared that to the detriments of placing that burden on commercial businesses and other detriments. After additional discussion and review, Councilman Seymour noted that the determination to extend or not extend the tax was within the jurisdiction of the County. While the opportunity to provide input was appreciated, that was a decision best left to the County to determine. Members of Staff and Council generally acknowledged and agreed with this position and no formal action was taken.

Members of the Staff and Council then presented general updates including Safe Routes to Schools, Parkwood 6th Addition Plat process, Fire Department call counts, hydrant flushing and biosolid hauling and land application, as well as other matters of general interest.

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

Motion Carried: Motion Carried: Voting in favor; Hafften, Buoy, Seymour and Willenbring, and the meeting was adjourned at approximately 7:26 p.m.

Typed this 2nd day of November, 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

