

City of Rockford, Minnesota Council Meeting Minutes 5:00 p.m., Tuesday, April 25th, 2023

The City Council Workshop was called to Order by Mayor Renee Hafften at 6 p.m. Council members Mike Werman, Denise Willenbring & Wyatt Gutzke were in attendance. Council member Heather Michalik was absent.

City Administrator / Attorney, Dan Madsen; and City Engineer, Steve Hegland, were also in attendance.

Members of the Staff and Council discussed the Sand Companies proposal for Workforce Housing, the proposed Volleyball rental fees, and two Ordinance Amendments including the Holiday / Vacation Ordinance and Lawful Gambling Ordinance proposed amendments.

No formal action was taken as these matters were set on for discussion purposes only.

City of Rockford, Minnesota Council Meeting Minutes 6:00 p.m., Tuesday, April 25th, 2023

The City Council Meeting was called to Order by Mayor Renee Hafften at 6 p.m. Council members Mike Werman, Denise Willenbring & Wyatt Gutzke were in attendance. Council member Heather Michalik was absent.

Wright County Commissioner, Nadine Shoene; City Administrator / Attorney, Dan Madsen; and City Engineer, Steve Hegland, were also in attendance.

A motion was made by Willenbring, and seconded by Werman, to approve the Consent Agenda Items 2A through 2G as listed and set the Agenda for the Council Meeting including the addition of 2D, Sand Companies Workforce Housing Proposal:

- 2A. Approve Minutes from April 11, 2023 Workshop & Regular Council Meeting
- 2B. Approve Payment of Claims, check number 35083 through 35131 totalling \$258,469.40
- 2C. Approve Updated FD Officer List
- 2D. Approve No Mow May Designation
- 2E. Approve Farmer's Market Events
- 2F. Approve Billy's Seasonal Tent Permit
- 2G. Approve Liquor Application, My Town Bar dba Red Vest

Motion Carried: Voting in favor; Hafften, Werman, Willenbring, Gutzke.

New Business: Resolution, Volleyball Fees and Shelter Rental

Attorney / Administrator Madsen explained that members of the Staff and Council had discussed the impact of the volleyball tournaments and practices on park facilities, and a recommendation was made to charge for the usage of the volleyball facilities. Members of the Staff and Council discussed the potential costs and related those to a rental fee. After additional discussion and review, Motion was made by Hafften, and seconded by Gutzke, to charge \$300 per month for practices, \$200 per tournament and to require a \$300 damage / cleaning deposit.

Motion Carried: Voting in favor; Hafften, Werman, Willenbring, Gutzke.

Attorney / Administrator Madsen discussed that with the Viola contract, Public Works staff no longer had plant checks on weekends. This has created a situation where staff were not scheduled to check in on the Park Shelter to make sure it was clean and ready for use during weekend rentals. Staff recommended contracting with Mike Hymes, a local individual who currently cleans the Park Shelter and Library buildings, to check in on weekends. His fee for checking in between rentals is \$25 per day, with a \$50 fee for a required light cleaning and \$75 for a more extensive cleaning. Staff recommended rolling the \$25 cost into the park shelter rental fees for all non-reserved dates by increasing all rental rates by that amount. Staff explained that any additional cleaning fees could be withheld from the deposits paid by the shelter tenants. After discussion and review, including the current shelter rates and general timelines of rentals, Motion was made by Hafften, and seconded by Werman, to approve the rental rate increase.

Motion Carried: Voting in favor; Hafften, Werman, Willenbring, Gutzke.

New Business: Resolution, Ordinance Amendment Lawful Gambling

Attorney / Administrator Madsen reviewed the Council's process in considering gambling ordinance amendments that more closely reflect what neighboring cities have regarding requirements to expend percentages of expenditures required to be made in the Rockford trade area. After review and comparison to other cities at previous workshops, the Council determined that a fifty-percent required expenditure amendment to the Ordinance was in-line and comparable to what was required in other similarly situated cities. After additional discussion and review, including a review of ordinances in 11 different area cities, Motion was made by Willenbring, and seconded by Gutzke, to approve the Ordinance Amendment.

Motion Carried: Voting in favor; Werman, Willenbring, Gutzke. Hafften abstained as being married to a Public Works Employee who would benefit from the approval.

New Business: Resolution, Ordinance Amendment Lawful Gambling

Attorney / Administrator Madsen reviewed the Holiday Personnel Policy Ordinance with members of Staff and the City Council. The State of Minnesota and Federal Government made Juneteenth an official holiday, effective in Minnesota in 2024. Madsen explained that the Ordinance Amendment would codify Juneteenth as a City holiday. Additionally, Madsen explained that Christmas Eve was a holiday granted to staff for 4 hours, but not if the holiday fell on a Sunday or Monday. Madsen explained that the amended Ordinance would provide staff with 4 hours of vacation for Christmas Eve regardless of what day of the week Christmas fell upon. After additional discussion and review, Motion was made by Gutzke, and seconded by Werman, to approve the Ordinance Amendment.

Motion Carried: Voting in favor; Hafften, Werman, Willenbring, Gutzke.

New Business: Sand Companies Workforce Housing Proposal

Megan Sand of Sand Companies asked the Council to consider writing letters of recommendation supporting a decrease in permit fees to support their proposed 48 unit workforce housing project planned for the Cates lot on the corner of County Road 50 and Highway 55. Madsen explained that, like the last proposed workforce housing project, contribution from cities was a factor in the award process for the State. As explained by Megan Sand, the letters of support do not lock the City into providing discounts in permit fees if the project is approved, but that the City should plan to allow fee reduction since it had approved the letters of support. Madsen continued by defining the amounts of requested reduction; stating that Sand Companies had requested a reduction of Park Dedication fees of \$62,064; a reduction of WAC fees in the amount of \$67,449.60 and the reduction of SAC fees in the amount of \$147,052.80, which all account for 75% of the fees that would normally be charged. After additional discussion and review, including a review of the process after any potential award or denial of award, Motion was made by Gutzke, and seconded by Willenbring, to approve the reduction and letter of support.

Motion Carried: Voting in favor; Hafften, Werman, Willenbring, Gutzke.

Members of the Staff and Council then discussed various city updates including City Clean-up Day, the Veteran’s Memorial Event and F.D. Pancake Breakfast.

Motion was then made by Werman, and seconded by Gutzke to adjourn the meeting.

Motion Carried: Voting in favor; Hafften, Willenbring, Gutzke and Michalik, and the meeting was adjourned at approximately 7:00 pm.

Typed this 4^h day of May, 2023.

Dan Madsen
City Administrator, City Attorney
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/Attorney