

**City of Rockford, Minnesota Council Workshop Minutes**  
**5:00 p.m., Tuesday, December 12<sup>th</sup>, 2017**

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

City Administrator / Special Counsel, Dan Madsen; Finance Clerk, Jennifer Swendsen; City Engineer, Steve Hegland of Wenck and Associates; Members of the Greenfield City Council, Wright County Commissioner Potter; Fire Chief, Ben Sanderson; and Alaina Rooker of the Crow River News were also in attendance.

Members of the Council and Staff first discussed the request of the City of Greenfield and the City of Hanover to purchase one hour of Hennepin County Sheriff Services per day. The cost to the City of Rockford would be an estimated \$27,000 per year, and members of Staff and the Council questioned whether or not the additional services were necessary based upon the current emergency calls in the area, the City's existing contract with Wright County Sheriff's Department and in light of the City's proposed 2018 Budget and Property Tax Levy. Councilman Erickson of the City of Greenfield discussed their take on the need for additional law enforcement hours and encouraged the Council to review and consider the impact of law enforcement on the Hennepin County side of the City of Rockford.

After additional discussion and review, it was decided that the Council needed time and additional information before such a decision could be properly vetted. No action was taken, as this matter was set on for informational and discussion purposes only.

Administrator Madsen and Finance Clerk Swendsen then provided an overview of the 2018 Proposed Final Property Tax Levy, 2018 General Fund Budget and 2018 Utility and Special Fund Budgets. Members of the Council asked several questions about the Fire Department Budget and the Water Utility Budget. After additional discussion and the answering of questions presented by the Council, the Workshop was concluded. No formal action was taken, as this matter was set on for informational and discussion purposes only.

## City of Rockford, Minnesota Regular Council Minutes 6:00 p.m., Tuesday, December 12<sup>th</sup>, 2017

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

City Administrator / Special Counsel, Dan Madsen; Finance Clerk, Jennifer Swendsen; City Engineer, Steve Hegland of Wenck and Associates; Wright County Commissioner Potter; Fire Chief, Ben Sanderson; and Alaina Rooker of the Crow River News were also in attendance.

Mayor Hafften called the Public Hearing related to the Truth in Taxation Hearing to Order at approximately 6:02 p.m. Administrator Madsen presented a power point presentation outlining the City's proposed 2018 Budget, Final Property Tax Levy and explained the taxation process as it relates to people in the City of Rockford. Madsen also explained the major areas of revenues and expenses impacting the City's budgets, and showed various charts that depicted where property tax dollars are spent, what percentage of each dollar funds specific city services, and charts tracking the Ad Valorem and Debt Service levies over the past several years.

Mayor Hafften then invited questions, comments or concerns from the people in attendance. While offered an opportunity to address the Council and provide their thoughts and input into the 2018 Budgets and Property Tax Levy, no one in attendance came forward to offer any comments. **MOTION** was made by Hill, and seconded by Martinson, to close the Public Hearing.

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

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

- 3A. Approve Minutes from the November 28th, 2017 Regular Council Meeting
- 3B. Approve Payment of Claims, Check Number: 28047 through 28101 totaling \$72,111.95
- 3C. Approve the November Building Permits
- 3D. Approve the Employee 2018 Health Insurance Plan
- 3E. Resolution #17-43/Approving Hurst Woods 4<sup>th</sup> Addition Letter of Credit Reduction
- 3F: Resolution #17-44 /Approving Rockford Fire Department Roster

3G: Resolution #17-45/Approving Liquor License for Clays, LLC

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

**New Business: Resolution #17-46 / Adopt Final General Fund Budget and 2018 Property Tax Levy**

Madsen reviewed the information presented in the Truth in Taxation Hearing and reminded the Council that the Final Levy was lowered to be a 1.3% increase from the 2017 Property Tax Levy. After additional discussion and review, **MOTION** was made by Martinson, and seconded by Hill, to approve the Budgets, Resolution #17-46 and Final Property Tax levy.

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

**New Business: Resolution #17-47 / Adopt the 2018 Special Funds Budgets and the 2018 Enterprise Funds Budgets**

Madsen provided a brief overview of the Special Fund Budgets and the Wastewater Utility Budget. Madsen then took to the podium and provided an in-depth review of the proposed 2018 Water Utility Budget. Madsen explained that without any creative action, the Water Utility would need a minimum rate increase of \$.34 per 1,000 gallons of use in 2018, followed by \$.10 increases per 1,000 gallons of use in both 2019 and 2020 to bring revenues in line with projected expenses.

Madsen then explained that after a lot of thought and review, the City could pay off the 2012A Series Bond taken out to build the City's water tower. If this debt were paid off, it would decrease the expenses in the Water Utility significantly, removing the need for rate increases in the reasonably near future. Madsen explained that approximately \$750,000 was left remaining to pay off the debt, and that the Water Utility Cash Balance could fund approximately \$350,000 of this amount. The Inter fund loan created between the Water and Wastewater Utilities could be repaid to Water through the Sewer Availability Charge Fees, and the Water Availability Charge Fees would contribute bringing the total funds available to satisfy the debt to \$704,000. The remainder of the debt could be paid off by utility rates generated through Water Utility operations, which would result in the Water Utility projected to end 2018 with revenues comfortably above expenses without the need to increase rates.

After discussion and review, including using various charts and spreadsheets to highlight the plan and impact of the early satisfaction of the bond debt, Hill made a

**MOTION** to approve Resolution #17-47 for the budgets with the understanding that either rate increases or paying off the bond debt would be needed to balance the budget in 2018. This motion was seconded by Seymore.

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

**New Business: Ruffin Inn Pet Lodge Agreement**

Madsen explained that the Buffalo Humane Society was no longer taking stray animals picked up by our Public Works Department. Staff researched numerous facilities in the area inquiring as to whether they would like to take over this service on the City's behalf. After ample research, Ruffin Inn in Buffalo stated they would be willing to take the animals picked up by Public Works.

Madsen then reviewed the terms and conditions of the Agreement, including the five-day minimum hold period and the cost of \$155 per dog or cat held, and \$50 for other animals; which did not include any medical treatment the animals may need. It was also discussed that pet owners would pay all fees when they pick up their pets, and pets that were not claimed would be sent to rescue shelters or other facilities to try to find the animals new homes.

After discussion and review, **MOTION** was made by Martinson, and seconded by Buoy, to approve the Ruffin Inn Pet Lodge Agreement.

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

**Staff Reports:**

Staff and the Council then discussed various updates and events involving the City, including the Fire Auxiliary Toy Drive, a failing mixer in the City's water tower, and Crow River Christmas wrap-up information; and Commissioner Potter provided updates on the WCAT Public Transportation Agreement, the County Landfill, County staffing and office constraints and construction plans for the new Courthouse.

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

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

Typed this 13<sup>th</sup> day of December, 2017.

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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Renee Hafften  
Mayor

Attest:

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Dan Madsen  
City Administrator, Special Counsel