

City of Rockford, Minnesota Council Workshop Minutes  
5:00 p.m., Tuesday, October 24<sup>th</sup>, 2017

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

City Administrator / Special Counsel, Dan Madsen; and Paul Tabone representing Lennar homes were also in attendance.

Madsen explained that Lennar / U.S. Homes had requested an expansion of the allotted housing units for the Parkwood Development. The current development was allotted 180 additional homes prior to the economic downturn, and Lennar appeared to formally request the City consider adding an additional 14 homes to their development to support their market analysis which would allow them to re-open development in the subdivision. Madsen also explained that Lennar / U.S. Homes had requested a reduction in their permit fees to support their development.

Paul Tabone then presented various thoughts and supporting information regarding their two requests, stating that approval of both would greatly help their return to Rockford. Members of the Staff and Council asked numerous questions, including whether or not these concessions were truly necessary to support their development. Staff and Council also discussed the challenges in approving Lennar's requests, which include the ability to increase housing unit allotments, how to equitably divide any new allotments between the two land owners impacted by the limits, and whether or not any reduction in permit fees was necessary and equitable to the taxpayers of Rockford.

No further action was taken, as this matter was set on for informal discussion purposes only. Paul Tabone stated he would do further research into the working models for potential developments and would return to the Council with additional information regarding their proposal.

City of Rockford, Minnesota Regular Council Minutes  
6:00 p.m., Tuesday, October 24<sup>th</sup>, 2017

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 Engineer, Jared Ward of Wenck and Associates; and, Alaina Rooker of the Crow River News were also in attendance.

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

- 3A. Approve Minutes from the October 10<sup>th</sup>, 2017 Regular Council Meeting
- 3B. Approve Payment of Claims, Check Number 27889 through Check Number 27940 totaling \$51,018.81
- 3C. RESOLUTION #17-34/Uniform Policy and Two-year Lease Agreement with UniFirst

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

#### **New Business: Lumberyard Request for Proposals**

Madsen explained that the Council had voted to move forward with an RFP process at the October 10<sup>th</sup>, 2017 Council Meeting. Staff presented an updated RFP that could be used to advertise the available lumberyard lot with updated dates for proposal deadlines.

After discussion and review, members of the Council requested that staff add a stand-alone bar and grill as an option for the site and update the valuation of the property based upon the recent purchase of a similarly situated property by Dollar General. With clarity on those requested changes, **MOTION** was made by Hill, and seconded by Buoy, to authorize issuance of the Request for Proposals.

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

#### **New Business: Hiring Public Works Maintenance Worker**

Madsen explained that the Council had previously hired Trevor Radke to serve as a part-time worker for the city with the request that his position be reviewed after six months for potential full-time employment. In the memorandum submitted for Council review, the work supports adding a full-time employee based upon the reduction of seasonal part-time employees to offset a majority of the cost. The benefit is also exponential, as the new full-time employee will be licensed in water and wastewater operations, and already has a Class B license to support winter snow plowing activities.

It was discussed that the Personnel Committee had reviewed and discussed this position and recommended approving the hire. After additional discussion and review, including review of the short/ long term expenses of this addition as weighed against the expenses in continuing to hire part-time employees; and after consideration of the workload limitations of part-time employees versus full-time employees, **MOTION** was made by Hill, and seconded by Seymour, to approve the full-time position on the terms and conditions provided in the Memorandum and with the hourly wage as proposed.

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

### **New Business: Hockey Rink Fencing**

Madsen explained that the City received a grant / donation requested to help cover the costs of improvements to the hockey rink and Rocktoberfest. The City had approximately \$35,000 remaining that could be used on the hockey rink, and staff recommended lowering the grade of the base and adding chain link fencing to the rink to help retain the hockey pucks. The City received two bids for the fencing, with Town and Country Fence bidding \$22,495; and Century Fence bidding \$19,798. It was explained that neither base bid included a mid-height stabilization rail, which Town and Country Fence estimated to cost an additional \$1,000.

Members of the Council and staff discussed the bids and reviewed the estimates. After discussion and review, **MOTION** was made by Hill, and seconded by Seymour, to approve the low bid of Century Fence but to include the mid-rail stabilization with a total cost not to exceed \$22,000. It was noted that this still would be below the other estimate.

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

### **New Business: Wellhead Protection Plan**

City Engineer, Jared Ward, provided updates on the finalization of the city's wellhead protection plan. Ward reviewed aquifer information, action steps to take moving forward and thanked the Council for their efforts on finalizing the project and process.

No formal action was taken, as this matter was for informational purposes only.

Staff and the Council then discussed various updates and events involving the City, including the mall sale, Hurst Woods development, MnDOT 2018 Road Project and the Fire Auxiliary Toy Drive.

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

Motion Carried: voting in favor; Hill, Martinson, Seymour and Buoy and the meeting was adjourned at approximately 6:59 p.m.

Typed this 8<sup>th</sup> day of November, 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