

City of Rockford, Minnesota Council Minutes  
6:00 p.m., Tuesday, November 28<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; 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 Hill, and seconded by Seymour, to approve the Consent Agenda Items 3A through 3F, and set the agenda for the Council Meeting as listed:

- 3A. Approve Minutes from the November 14<sup>th</sup>, 2017 Workshop and Regular Council Meeting
- 3B. Approve Payment of Claims, Check Number 28010 through Check Number 28046 totaling \$57,924.69
- 3C. RES #17-37/Appointing City Insurance Agent
- 3D. RES #17-38/Designating 2018 Polling Place
- 3E. RES #17-39/Approving Small Cell Collocation Agreement
- 3F: RES #17-40/Approving Amendment to WCAT Joint Powers Agreement

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

**New Business: Resolution #17-41 Redeeming and Pre-paying General Obligation Utility Revenue Note, Series 2012B.**

Madsen explained that the City had a long-term debt that was callable, issued for Water and Wastewater Main Improvements in 2012. The debt has a principal balance of \$110,000 for with the Water Utility is responsible for repayment of 60%, and the Wastewater Utility is responsible for repayment of 40%. By paying the debt early through cash balances available in both utilities, both utilities would save the annual payments of \$33,000 in the Water Utility, and \$22,000 in the Wastewater Utility for years 2018 and 2019. This early payment would reduce the annual debt in both utilities, supporting lower rate increases or providing for no rate increase as the case may be. After additional discussion and review, **MOTION** was made by Hill, and seconded by Buoy, to pass Resolution #17-41 and satisfy this debt obligation.

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

**New Business: 2018 Wenck Letter of Engagement for City Engineering Services**

Jared Ward of Wenck and Associates presented financial information for their prior years of operations and provided projections on rate increases for continuation of their engineering services for the City of Rockford. Ward discussed their hourly rate, the need for a slight increase, and explained that by officing in City Hall one day a week, Wenck was able to provide 100 hours of pro-bono services to the City.

Members of the Council and Staff expressed their support and appreciation for the services provided by Wenck, and asked if a longer-term agreement for services could reduce the potential for annual increases. Ward stated he would take that discussion back to Wenck and would present that information at a future meeting for discussion and review. After discussion and review, **MOTION** was made by Martinson, and seconded by Hill, to approve the Agreement as presented, with the understanding that the Agreement may be amended based upon a multi-year negotiated agreement with Wenck in the coming months.

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

**New Business: Resolution #17-42 Membership in the 4M Fund**

Madsen explained that the City currently used Multi-Bank and Morgan Stanley to invest the fund balances of the various City Departments in an effort to gain interest on long-term CDs. At any given time, the City had up to \$5,000,000 of funding in investments which are re-invested at different times each year. Every time a CD matures, Staff review the best options and interest rates for re-investment with both Multi-Bank and Morgan Stanley.

Madsen also explained that the 4M Fund provided the same service as Multi-Bank and Morgan Stanley. There is no cost to being involved in the 4M fund, no annual fees, and no requirement to invest any funds with them. By signing up with the 4M Fund, the City would have a third organization from whom we could request investment information. In the event the 4M Fund provided better investment opportunities or interest rates, the City could use the 4M Fund for some investments, while also using Multi-Bank and Morgan Stanley on a case by case basis for the best investment for the city. Madsen concluded that the addition of the 4M Fund to the available investment institutions simply created more opportunity for Staff to maximize the investments on behalf of the city.

After discussion and review, **MOTION** was made by Hill, and seconded by Buoy, to ratify Resolution #17-42 and include the 4M Fund as an option for municipal investments.

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 2018 Budgets and Truth in Taxation Hearing, Watermain breaks and repairs, disposable wipes harming the Wastewater treatment system, the Fire Auxiliary Toy Drive and winter plowing and parking requirements.

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

Motion Carried: voting in favor; Hafften, Hill, Martinson, Seymour and Buoy and the meeting was adjourned at approximately 6:49 p.m.

Typed this 7<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