

City of Rockford, Minnesota Workshop Meeting Minutes 5:00 p.m., Tuesday, June 22, 2021

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

City Administrator / Attorney, Dan Madsen; and City Engineer, Steve Hegland; Finance Director, Jennifer Swendsen; Wastewater Operator, Renee Oelrich; Hennepin County Commissioner, Kevin Anderson; and City Auditor, Bonnie Schweiger were also in attendance.

Members of the Council and Staff discussed the 2022 Capital Improvement Project Feasibility Study and the potential for a Vaccine Event in Rockford. It was noted that a Vaccine Event was hosted the weekend prior to the meeting.

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

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City Administrator / Attorney, Dan Madsen; and City Engineer, Steve Hegland; Finance Director, Jennifer Swendsen; Deputy Wyatt of the Wright County Sheriff's Department; Wastewater Operator, Renee Oelrich; Hennepin County Commissioner, Kevin Anderson; and City Auditor, Bonnie Schweiger were also in attendance.

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

- 3A. Approve Minutes from the June 8, 2021 Workshop and Regular Council Meeting
- 3B. Approve Payment of Claims, Check Number: 32661 through 32705 and Check Number 1414E through 1425E, and Check Number 502752E through 502754E totaling \$124,558.61.
- 3C. Approve Waste Management Temporary Agreement

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

Deputy Ryan, Wright County Sheriff

Deputy Ryan provided a general update regarding traffic stops and law enforcement activity in the City. No formal action was taken, as this matter was set on for discussion purposes only.

Hennepin County Commissioner, Kevin Anderson

Commissioner Kevin Anderson met with the City Council and discussed his initiatives and priorities for Hennepin County that included roads and walkways. Members of the Staff and

Council discussed grant funding, the proposed future of Highway 55 as it leads to Rockford and other general happenings in the Rockford and Hennepin County area.

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

New Business: 2020 Audit Presentation, Bonnie Schweiger

Bonnie Schweiger presented the 2020 Audit and Management Letter, reviewing the operation of the General Fund, Enterprise Funds and Special Funds. Members of the Council and Staff asked questions and learned that the City's financial position was very strong. The City had revenues above expenditures and added to the City's cash balance. After additional discussion and review, including a request to publish the Audit on the City's Website, Motion was made by Seymour, and seconded by Willenbring, to approve and accept the 2020 Audit.

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

New Business: 2022 Improvement Project Feasibility Study and Assessment Discussion

Engineer Hegland and Administrator / Attorney Madsen discussed the Feasibility Study findings and potential cost allocations for the project. Madsen explained that there were three basic means of assessing public improvement projects. The Linear Foot method of assessment uses the thirty percent (30%) eligible cost of the street improvement and assesses that cost to each property with access and egress or having a side yard along the improved street based upon the percentage of linear feet that property has abutting the property. It should be noted that corner lots have a different calculation whereby only 75% of each street is assessed to that property.

The Lot Area method of assessment uses the square a footage of a "standard" lot size as a baseline, and measures all other lots by their square footage. This method can result in a single lot being counted as more than one lot based upon its overall size. The applicable amount of assessment is then apportioned between the properties based upon the number of lots they are assigned.

The Per Lot method may be the most straightforward of the three listed methods of assessment. This method simply uses the number of lots to be assessed and divides the assessment equally among all benefitted lots.

Staff reviewed all six proposed property areas and applied an analysis of each potential form of assessment to each area. Members of Staff and the Council discussed the difficulty in apportioning assessments, especially where different classes of properties shared an assessment project area.

After additional discussion and review, Staff stated they would continue research on the potential impact of the assessments on properties in the project areas and would gather information including traffic counts and other options for assessment. No formal action was taken, as this matter will be set on a future Agenda for discussion and review.

New Business: Rockford Landings Preliminary Plat, Final Plat and Planned Unit Development.

Administrator / Attorney Madsen explained Tom Belanger and Rockford Holdings had presented a Preliminary Plat, Final Plat and Planned Unit Development to the Planning and Zoning Commission, asking for approval of the same. The Planning and Zoning Commission approved the project and plats conditioned upon satisfaction of the comments incorporated into the City Planner and City Engineer Memorandums, and recommended the same to the City Council. Members of the Council and Staff then reviewed the proposed Plat and Planned Unit Development project and discussed the potential for a drive-thru Caribou Coffee to be constructed in the proposed Final Plat Lot 1 Block 1 of the Rockford Landings Project. After additional discussion and review, Motion was made by Martinson, and seconded by Willenbring, to approve Resolution 21-12 Approving a PUD District Development Stage Plan and Preliminary Plat for Landings of Rockford; and to approve Resolution 21-13 Approving an Ordinance Establishing a PUD, Planned Unit Development District for the Landings of Rockford.

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

New Business: Caribou Cabin Planned Unit Development Stage Plan

Administrator / Attorney Madsen explained that a Caribou Drive-thru was proposed to be constructed by Mark Krough and Java Companies on the recently approved Lot 1, Block 1 Final Plat of Rockford Landings. Madsen reviewed the approval of Planning and Zoning, the Memorandums of the City Engineer and City Planner, and presented the recommended approval of the Planning and Zoning Commission to the City Council. After additional discussion and review, including the timing and scope of the project, Motion was made by Buoy, and seconded by Willenbring, to approve Resolution 21-14 PUD District Development Stage Plan for Lot 1, Block 1 Landings of Rockford.

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

Members of the Staff and Council then presented general updates including Parkwood 5th Addition Construction, the Veteran's Memorial Project, River Days, Rocktoberfest and the upcoming 4th of July celebrations and other updates of general interest.

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

Motion Carried: Motion Carried: Voting in favor; Martinson, Buoy, Seymour and Willenbring, and the meeting was adjourned at approximately 7:39 p.m.

Typed this 16th day of June, 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