

**City of Rockford, Minnesota Council Workshop Minutes**  
**5:30 p.m., Tuesday, December 26<sup>th</sup>, 2017**

The workshop was called to Order by Mayor Renee Hafften at approximately 5:36 p.m. Council members Debbie Buoy, Rick Martinson and Scott Seymour were present. Ted Hill was absent.

City Administrator / Special Counsel, Dan Madsen and Public Works Director, Trevor Brummer, were also in attendance.

Members of the Staff and Council discussed current projects including the hockey rink, finalizing budgets and staff reports. No formal action was taken, as this workshop was for informational purposes only.

**City of Rockford, Minnesota Council Meeting Minutes**  
**6:00 p.m., Tuesday, December 26<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 and Scott Seymour were present. Ted Hill was absent.

City Administrator / Special Counsel, Dan Madsen and Public Works Director, Trevor Brummer, were also in attendance.

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

3A. Approve Minutes from the December 12<sup>th</sup>, 2017 Workshop and Regular Council Meeting

3B. Approve Payment of Claims, Check Number: 28102 through Check Number 28164 totaling \$72,525.24

3C. Approve Resolution #17-48 Accepting 2017 Donations

3D. Approve Resolution #17-49 Transfer of Donated Rocktoberfest Funds to the EDA

3E. Approve Resolution #17-50 for Workers Comp. and Liability Insurance Coverage

3F: Approve 2017 Employee Compensation Plan

3G: Approve Resolution #17-51 for Parkwood 3<sup>rd</sup> Final Plat and Development Agreement

3H: Approve Resolution #17-52 for Hurst Woods 4<sup>th</sup> Final Plat and Development Agreement

- 3I: Approve purchase of a new City Hall server
- 3J: Approve purchase and install of a Mixer for Water Tower #3
- 3K: Approve Main Lift Station Pump Repair

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

**New Business: Resolution #17-53 and Ordinance Amendment #17-06 Right of Way Management**

Madsen reviewed the information presented in the Memorandums and explained that this Ordinance Amendment had a counterpart that was also on the agenda, with both relating to management and authority in the city's rights of way and the impacts of the Small Cell Wireless legislation passed in May of 2017. Madsen summarized that this particular amendment allowed the City to control its rights of way and require conditional use permits for utilities seeking to use these areas. Madsen also explained that retaining walls, plantings, fences, gardens and other common occurrences were excepted from these regulations. After discussion and review of the details involved in the amendment, and after review of the approval and recommendation by the Planning and Zoning Commission to approve these amendments, **MOTION** was made by Martinson, and seconded by Buoy, to approve the Resolution #17-53 and Ordinance Amendment #17-06.

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

**New Business: Resolution #17-54 and Ordinance Amendment #17-07 Small Cell Wireless Facilities**

Madsen explained that this was the second part of the amendments that would regulate Small Cell Wireless facilities located in the rights of way. Madsen explained that the 2017 legislation allowed wireless carriers to place small cell towers in city rights of way with little regulation afforded to the municipality. One exception in the legislation established that cities with an ordinance can require conditional use permits, screening, limit height and receive minimal rent and maintenance fees for cell carriers that wish to use the right of way area. This also would be required to be done through a conditional use permit process.

After discussion and review, **MOTION** was made by Martinson, and seconded by Seymour, to approve the Resolution #17-54 and Ordinance Amendment #17-07.

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

**Staff Reports**

Staff and the Council then discussed various updates and events involving the City, including the hockey rink, winter decorations downtown and wished everyone a safe and Happy New Year.

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

Motion Carried: voting in favor; Hafften, Martinson, Seymour and Buoy and the meeting was adjourned at approximately 6:16 p.m.

Typed this 2<sup>nd</sup> day of January, 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:

\_\_\_\_\_  
Renee Hafften  
Mayor

Attest:

\_\_\_\_\_  
Dan Madsen  
City Administrator, Special Counsel