

**City of Rockford, Minnesota Council Workshop Minutes**  
**5:00 p.m., Tuesday, May 14<sup>th</sup>, 2019**

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

City Administrator / Special Counsel, Dan Madsen; John Quirk, Street Swami; and Mark Saliterman, Westrock Development and Associates were also in attendance.

Members of the Council and Staff discussed the potential Senior Housing project being preliminarily considered by Westrock Development. Discussion included the number of units, height, purpose and management of a potential senior housing facility.

Members of the Staff and Council then discussed the City's Bond Debt and the potential to satisfy the majority of the Mall Bond with proceeds from the Mall sale and funding available in the general Cash Balance of the City of Rockford. It was discussed that the City would consider using funding from the Cash Balance to satisfy enough of the bond debt that the TIF Increments received would cover any remaining annual bond payment installments.

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

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

City Administrator / Special Counsel, Dan Madsen; John Quirk, Street Swami; City Engineers Jared Ward and Steve Hegland of Wenck and Associates; Julie Eskritt and Dianna Hopkins, Great River Regional Library; Chief Ben Sanderson and Assistant Chief Jamie Buoy of the Rockford Fire Department; and, Sue Van Cleaf of the Crow River News were also in attendance.

**Set Agenda and Approve Consent Agenda Items:**

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

3A. Approve Minutes from the April 23<sup>rd</sup>, 2019 Workshop and Regular Council Meeting

3B. Approve Payment of Claims, Check Number: 29934 through Check Number 30007 totaling \$125,628.32.

3C: Approve April Building Permits

3D: RESOLUION #19-18 / Rockford Area Historical Society / River Days Gambling Permit

3E: RESOLUTION #19-19 / Clays Patio Addition / Liquor License

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

**New Business: Proclamation – Rockford Public Library Week**

Mayor Renee Hafften read the Proclamation celebrating 30 years of the Great River Regional Library location in Rockford and presented the proclamation to members of the Rockford Library. No formal action was taken.

**New Business: RESOLUTION #19-20 / 2019 Fog Seal Bids**

Street Swami John Quirk presented information on the 2019 Fog Seal project and two estimates received for the project. Pearson Brothers provided that they would do the project as defined for \$15,806.10, and Allied provided they could do the project as defined for \$18,516.15. After additional discussion and review, including the scope of the project and history with these companies, **MOTION** was made by Seymour, and seconded by Hill, to award the project to Pearson Brothers for \$15,806.10.

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

**New Business: Rental House Disposition**

Administrator/ Attorney Madsen explained that the Council had previously discussed renting or listing for sale the City's residential property located at 8905 State Highway 55. Madsen, Staff and the Council discussed the benefits and detriments involved with selling or retaining ownership and renting the property. After additional discussion and review, including the history of the property and the city's lack of a need for ownership, a **MOTION** was made by Hill, and seconded by Martinson, to seek proposals from local area real estate agents for the listing and sale of the property, along with their proposed commissions and estimated sale price of the property. The matter would then be brought back before the Council for review and selection of a listing agent.

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

**New Business: SCADA System**

Madsen explained that the City's Wastewater Treatment Reporting System had failed numerous times and was beyond repair. Replacement of this system was imperative for maintaining ongoing monitoring of the Wastewater discharge and alarm functions if there were issues with the plant. Members of the Staff and Council discussed the need for redundancy in a power supply and a new computer. Automatic Systems is the company that originally installed this system, and they proposed the upgrade and repair not to exceed \$21,950. The Water and Wastewater Utilities had budgeted a combined total of \$30,000 for this project this year. After additional discussion and review, including the need for backup power to the SCADA system, **MOTION** was made by Martinson, and seconded by Seymour, to approve the purchase as provided.

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

**New Business: Extractor Purchase or Installation**

Chief Sanderson and Madsen explained the history of the donated Extractor and research they had done on the costs of installing a new extractor. Members of Staff and the Council discussed the upgrades to the Fire Station necessary to support the new extractor which included three phase power and increased water heating capabilities. While these would not be necessary upgrades for future extractors, they will be beneficial for the Fire Department building as the City's Emergency Command Center in case of a disaster. These upgrades will also support future power savings and expanded equipment use based upon electrical need. Members of the Council concluded that these expenses are of the Capital variety and are a cost that could be borne by the City and its' Joint Powers Agreement Partners, Greenfield and Rockford Township.

After additional discussion and review, including a close review of the estimated costs of installation of the existing extractor, **MOTION** was made by Hill, and seconded by Buoy, that \$23,325 of the estimated \$41,000 cost of installation of the existing extractor would be paid for by the City of Rockford after consultation and approval of the Fire Board. On that basis, the remainder of the cost would be on the Fire Relief and Fire Auxiliary to fund through their fundraising efforts.

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

**Staff Reports:**

Members of the Staff and Council then discussed various updates from around the city, including Fire Auxiliary and Relief Fundraisers, Memorial Day events, 1,000 Hearts Crow River Serve Day and other general updates regarding the community.

**Open Forum:**

Mayor Hafften called for open forum, no one from the public spoke.

**Adjournment:**

**MOTION** was then made by Hill, and seconded by Seymour, to adjourn the meeting.

Motion Carried: voting in favor; Hafften, Martinson, Hill, Seymour and Buoy and the meeting was adjourned at approximately 7:30 p.m.

Typed this 22<sup>nd</sup> day of May, 2019.

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