

## **City of Rockford, Minnesota Workshop Meeting Minutes 5:00 p.m., Tuesday, October 12, 2021**

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

City Administrator / Attorney, Dan Madsen; Parks Director, Darcy Desens, and City Engineer, Steve Hegland; were also in attendance.

Members of the Staff and Council discussed the Council Vacancy, Town Line Road Agreement, SRTS Walkability Study and opportunity to add a New Public Works Employee.

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

## **City of Rockford, Minnesota Council Meeting Minutes 6:00 p.m., Tuesday, October 12, 2021**

The City Council Meeting was called to Order by Mayor Renee Hafften at approximately 6 p.m. Council members Scott Seymour, Debbie Buoy and Denise Willenbring were in attendance.

City Administrator / Attorney, Dan Madsen; City Engineer, Steve Hegland; Residents Kayle Linkert, Lacy Garcia, James Robrahn, Arleen Martenson, John Dolder, Tristen Sane; Iian Johnson; and Deputy Wyatt of the Wright County Sheriff's Department were also in attendance.

### **Public Hearing: 2022 Infrastructure Improvement Project**

Mayor Renee Hafften introduced the Public Hearing. Motion was made by Buoy, and seconded by Willenbring, to open the Public Hearing at approximately 6:02 p.m. Motion Carried: Voting in favor; Hafften, Buoy, Seymour and Willenbring.

City Engineer Hegland and Administrator / Attorney Madsen reviewed the proposed 2022 Improvement Project, discussed the location and work to be completed and reviewed the cost and proposed assessments by area. Staff discussed the amount and method of assessments proposed, the way the assessments were calculated and discussed them in light of the City's Special Assessment Policy and the Special Benefits Test; with additional discussion involving the four percent of market value circuit breaker that was set as a cap for assessment on any residential property. After the presentation, Mayor Hafften called for Public Comment.

James Robrahn spoke regarding his property on Maple Street and questioned the scope of the project and the cost associated with it. John Dolder spoke regarding his property on Walnut Street, expressing concern that MnDot routed vehicles down Walnut during a project on Highway 55 and that someone should cover that damage to the roadway. Iian Johnson spoke regarding his property on Maple Street, asking why assessments weren't spread to more or all properties with the ability to access Maple Street instead of those abutting Maple Street.

Willenbring, and seconded by Buoy, to approve the Resolution, the 2022 improvement Project and ordering the Preparation of Plans.

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

**New Business: BNI Shelter Rental Request**

Administrator / Attorney Madsen explained that a local networking group, BNI, had asked to use the Park Shelter during business hours on Tuesdays for their group. The group had asked for a reduction in the cost they would have to pay for shelter use, proposing paying \$20 per week instead of the nonprofit minimum of \$40 per time or the resident fee of approximately \$130 per time. After discussion and review, Madsen was asked to draft a shelter policy for such use and bring it back before the Council for review and future adoption.

No formal action was taken.

**New Business: Town Line Road Agreement**

Administrator / Attorney Madsen explained that a portion of the road in the 2022 Improvement Project was a shared road between the Township and the City of Rockford. No Agreement appears to be in place between the Township and City regarding maintenance costs or repair processes for shared roads, but Minnesota Statute recommends a "Town Line Road" agreement wherein both parties share the cost of such improvements. Madsen and the Council reviewed the Town Line Road Agreement and discussed the impact of the Agreement on other shared roads with the Township. Madsen stated that if approved, he and Engineer Hegland would attend a Township Board Meeting on November 2<sup>nd</sup> to review the Project and this Agreement with them and ask for their approval. After additional discussion and review, Motion was made by Hafften, and seconded by Willenbring, to approve the Town Line Road Agreement.

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

**New Business: Safe Routes to Schools Walkability Study and Grant Opportunity**

Engineer Hegland and Council Member Willenbring discussed and reviewed three remaining projects that were identified in the Safe Routes to Schools Survey and noted a potential grant funding opportunity this Winter that could help fund some or all of these potential projects. After discussion and review of the projects, including which entities were recommended to take what actions. No formal action was taken, this matter was set to be revisited as additional information was gathered.

Members of the Staff and Council then discussed Rocktoberfest and thanked Public Works for all of their hard work and support and the Community for attending the event. Updates also included a review of the latest Planning and Zoning Meeting and a reminder that Hydrant Flushing was set to occur October 19<sup>th</sup> starting at approximately 2 a.m.

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