

City of Rockford, Minnesota Council Workshop Minutes
5:00 p.m., Tuesday, February 14th, 2017

Mayor Renee Hafften and Councilmembers Ted Hill, Jeannette Graner, and Debbie Buoy met with City Administrator, Special Counsel Dan Madsen to discuss Economic Development, 2017 Council Liaisons, 2017 Goals and On-Call Duty Compensation. Audra Etzel, Deputy Clerk, was also in attendance.

Members of Staff and the City Council asked questions regarding these matters and generally discussed them for action at the pending Council Meeting. No formal action was taken, as this matter was set on for informal informational purposes.

City of Rockford, Minnesota Council Meeting Minutes
6:00 p.m., Tuesday, February 14th, 2017

The meeting was called to Order by Mayor Renee Hafften at approximately 6:00 p.m. Council members Ted Hill, Jeannette Graner, and Debbie Buoy were present. Council member Rick Martinson was absent.

City Administrator / Special Counsel, Dan Madsen; Public Works Director, Trevor Brummer, and Art Wachholz of the Star Lodge Masons in Rockford were also in attendance.

Approve Consent Agenda/Set Agenda

MOTION was made by Graner, and seconded by Hill, to set the Council Meeting Amended Agenda to include a presentation by Art Wachholz of the Masons Star Lodge and approve all items on the Consent Agenda, 3.A. to 3.D as listed:

3A: Minutes from the January 24th, 2017 Workshop and Regular Council Meeting

3B: Payment of Claims from Check #26951 through #27015 totaling \$111,766.00

3C: January Building Permits

3D. Resolution #17-07 / Approve Hennepin County Residential Recycling Grant

MOTION CARRIED-VOTING IN FAVOR: Hafften, Buoy, Graner, and Hill.

Art Wachholz, Masons Star Lodge 62 - Annual Fundraisers and Scholarships.

Art Wachholtz of the Rockford Masonic Lodge Star 62 addressed the Council to present information on their upcoming fundraisers and local scholarship opportunity. The

Rockford Masonic Lodge in coordination with Minnesota Masonic Charities will match any funds donated to the Riverworks Food Shelf in the month of February 2017. For every \$1 donated in February, RiverWorks Food Shelf will receive \$2. Funds should be made payable to the Masonic Food Shelf Fund. Also, their annual Hog Roast fundraiser will be held on April 1, 2017 at 4:00 p.m. at the Township Hall. Tickets were \$20 per person, with children under 12 admitted free of charge. Wachholz also stated that the Rockford Area Scholarship program had an application deadline of March 1st, 2017 and was available to any students that lived in the Rockford School District general area.

New Business: 2016 Volunteer of the Year Award

Madsen explained that the time had come for the City to announce the opening of applications for the Volunteer of the Year award. People in the community are asked to fill out an application with their nomination for Volunteer of the Year and turn the application into City Hall by 4 p.m. Wednesday, March 22nd, 2017. The Council would then select a Volunteer of the Year on Tuesday, March 28th, 2017. No formal action was taken, as this topic was informational only.

New Business: Council Liaisons and Appointments

Madsen reviewed the current positions served by staff and members of the Council. After discussion, the Event Center Committee was discontinued, and for clarification the Personnel and Calibration Committee were restated as the same Committee. The final list of appointments were provided as:

2017 Council Liaison / Committee List

DEPUTY MAYOR

- Rick Martinson

POLICE COMMISSION / Not Applicable

- Renee Hafften / Debbie Buoy

FIRE DEPARTMENT LIAISON:

- Rick Martinson

EDA PRESIDENT

- Jeannette Graner

EDA VICE PRESIDENT

- Ted Hill

EDA TREASURER

- Rick Martinson

FIRE BOARD:

- Renee Hafften
- Rick Martinson

MALL SPACE RENTAL COMMITTEE

- Ted Hill
- Renee Hafften

PERSONNEL COMMITTEE / CALIBRATION COMMITTEE

- Ted Hill
- Renee Hafften

PARK COMMISSION

- Jeannette Graner

PLANNING COMMISSION

- Debbie Buoy

HISTORICAL SOCIETY

- Debbie Buoy

STAFF LIAISONS

Dan Madsen: City Council, Special Counsel, EDA Director, Mall Rental Space Committee, Planning Commission, Park Commission, Personnel Committee, Calibration Committee, Fire Board

Jennifer Swendsen: Fire Board, Finance Committee

Audra Etzel: Planning Commission, City Council (back up), Park Commission (back up)

Marlys Elsen: Safety Committee

Trevor Brummer: Calibration Committee

Darcy Desens: Park Commission

Chris King: Safety Committee

A **MOTION** was made by Hill to approve the Liaisons and Committee Assignments as presented. This motion was seconded by Buoy.

MOTION CARRIED-VOTING IN FAVOR: Hafften, Buoy, Graner, and Hill.

New Business: 2017 Council Goals

Madsen explained that the Council had paired down the original twelve submitted goals for consideration down to three. These goals were:

- 1) Develop under-utilized city-owned property;
- 2) Discuss and advance options for the Rockford City Center Mall; and
- 3) Engage the Fire Department for mutual support and improvement of communications.

Madsen asked for any additional goals to be provided, and requested discussion on the goals presented. After discussion and additional review, **MOTION** was made by Mayor Hafften, and seconded by Hill, to approve the goals as discussed.

MOTION CARRIED-VOTING IN FAVOR: Hafften, Buoy, Graner, and Hill.

New Business: Resolution #17-08/ Ordinance #17-01 On Call Compensation

Madsen explained that the existing policy, as approved by the Council in June of 2012, had become outdated and was more expansive than that which had previously been recorded into the Ordinance. The old policy provided \$.50 per hour worked to an employee who was serving an on-call assignment. Madsen stated that the new policy, which was reviewed and preliminarily approved by the Personnel Committee, would instead provide employees with \$1 compensation for non-working hours during their scheduled on-call service. This would result in a payment of \$120 per week served on call for the employee. Madsen also clarified that the Ordinance now incorporated the previous Council approval of employees using city vehicles while serving an on-call assignment, but clarified that the vehicle could not be used for any form of personal or non-work related use.

After additional discussion, explanation and review, **MOTION** was made by Hill, and seconded by Graner, to approve Resolution #17-08 and Ordinance Amendment #17-01.

MOTION CARRIED-VOTING IN FAVOR: Hafften, Buoy, Graner, and Hill.

New Business: Resolution #17-09/ Ordinance #17-02 Gambling Ordinance

Madsen explained that the existing Gambling Ordinance ran contrary to law, in that it directed all licensed gambling organizations to provide ten percent of their gambling proceeds directly to the Rockford Area Historical Society. Minnesota Statute requires

those funds to be provided to the City, and then the City can administer those funds to qualified organization or for other lawful purposes as defined by statute.

Additionally, Madsen explained that only "Licensed Organizations" needed to pay ten percent of their proceeds to the fund administered by the city. Only organizations having lawful gambling events multiple times a year or whose gambling event had prizes valued over the statutory threshold were required to be licensed. Additionally, organizations who may be required to be licensed can file an application for a Permit of Exemption from a gambling license. In that event, organizations would also not need to contribute to the ten percent city-administered fund. Madsen concluded that organizations that were small community based organizations who did not conduct gambling on a generally large scale or in a grand manner would likely not be required to contribute to the ten percent city administered fund.

After a lengthy discussion and review which included many scenarios and examples for explanation, **MOTION** was made by Buoy, and seconded by Hill, to approve the Resolution #17-09 and Ordinance Amendment #17-02.

MOTION CARRIED-VOTING IN FAVOR: Hafften, Buoy, Graner, and Hill.

Members of the council and Staff then provided updates including the Development and Planning regarding economic development, updates on the ice rink likely being closed for the season and the Fire Auxiliary and Fire Department Spaghetti Dinner which will be held on Saturday, February 25th, 2017 from 4:30 to 8 p.m. at the Rockford Area Fire Department.

MOTION was then made by Hill, and seconded by Graner, to adjourn the Council Meeting at approximately 7:00 p.m.

MOTION CARRIED-VOTING IN FAVOR: Hafften, Martinson, Buoy, Graner, and Hill.

Typed this 17th day of February, 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, or by contacting City Hall at 6031 Main Street, Rockford, Minnesota 55373. 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