

City of Rockford, Minnesota Council Workshop Minutes 5:00 p.m., Tuesday, February 12th, 2019

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

City Administrator / Special Counsel, Dan Madsen; and City Engineers Jared Ward and Steve Hegland of Wenck and Associates were also in attendance.

Members of the Council and Staff discussed the City's Special Assessment Policy, and the Ordinance Draft regarding Wastewater calculations. Members of the Council and Staff reviewed the provisions of the Assessment Policy as they related to creating a deferment for Military personnel while deployed, and ran through the calculations on the Wastewater potential monthly minimum imputed usage. No formal action was taken, as these matters were set on for discussion purposes only.

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City Administrator / Special Counsel, Dan Madsen; City Engineers Jared Ward and Steve Hegland of Wenck and Associates; Steve Larson, Kathy Mulholland, Shawn Monette, Kevin Hauger, Robert Egbert, Andy Gill, Pete Oare, Colleen Ulien, Todd Faber, Mariza Barbeau, resents; Sue VanCleaf of the Crow River News and Scott Soukup of the Veterans Memorial committee were also in attendance.

Public Hearing: 2019 Street Improvement Project

Mayor Renee Hafften opened the Public Hearing at 6:03 p.m. Hegland and Ward explained the scope and parameters of the proposed 2019 Street Improvement Project. After the general overview, members of the community were offered an opportunity to express their opinions and ask questions related to the project, assessments and overall cost. Steve Larson, Kathy Mulholland, Shawn Monette, Kevin Hauger, Robert Egbert, Andy Gill, Pete Oare, Colleen Ulien, Todd Faber, Mariza Barbeau all asked questions or shared their thoughts on the project. After all comments were shared, Mayor Hafften asked if anyone else wished to speak at the Public Hearing. With no one wanting to

speak, and with all parties being heard, **MOTION** was made by Hill to close the Public Hearing. This motion was seconded by Seymour.

Motion Carried: voting in favor; Hafften, Hill. Seymour, Martinson and Buoy and the Public Hearing was closed at approximately 7:19 p.m.

Set Agenda and Approve Consent Agenda Items:

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

3A. Approve Minutes from the January 22nd, 2018 Workshop and Regular Council Meeting

3B. Approve Payment of Claims, Check Number: 29628 through Check Number 29704 totaling \$132,948.75

3C. Approve January 2019 Building Permits

3D. Approve donation to Rockford High School All Night Graduation Party

3E. Approve Farmer's Market request to use the Downtown City-owned parking lot

3F: Resolution #19-11 / Ordinance #19-01 regarding and regulating Rockford Cable Franchises

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

New Business: Veteran's Memorial Committee

Scott Soukup presented information on the progress of the Veteran's Memorial project and reviewed a draft layout for the Memorial being located between the parking lots in Riverside Park. Members of the Council and Staff asked questions regarding the project, including funding sources and the construction timeline if the project were to move forward. After additional discussion and review, Soukup asked the Council for approval of the location and general design, acknowledging that a formal approval of the project would be needed at a future date. **MOTION** was then made by Hill, and seconded by Martinson, to approve the location and general design of the project.

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

New Business: Resolution #19-09/ Ordinance #19-02 Amendment, Special Assessment Policy

Madsen explained that Minnesota Statute 435.193 allowed cities to create deferments of Special Assessments for deployed members of the Military. The current policy has the allowed deferments based upon age and disability, but did not include the Military deferment. Madsen then reviewed the language of the proposed Amendment and members of the Council and Staff asked and discussed the related policy considerations.

After additional discussion and review, Motion was made by Martinson, and seconded by Seymour, to approve Resolution #19-09 approving Ordinance #19-02 Special Assessment Policy Amendment.

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

New Business: Wastewater Calculations.

Madsen reviewed the history of the water and wastewater rate increases, amendments, reductions and adjustments that finally led to both utilities operating fiscally soundly. One outstanding inequity that had not been addressed was the problem of averaging winter wastewater usage if there is no usage, and how that is applied to summer wastewater billing. Members of the Council and Staff discussed various ways to address this inequity, along with the timing of the averaging method and the impact of averaging on new homeowners or applicable property owners.

After additional discussion and review, **MOTION** was made by Hill, and seconded by Seymour, to set a minimum of 2,000 gallons of wastewater use for people on the averaging system and start re-calibration each November through April. It was noted that the Amendment would be added to the next Agenda for formal adoption with an updated Resolution and Ordinance Amendment.

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

New Business: Resolution #19-10 /2019 Street Improvement Project

City Engineers Steve Hegland and Jared Ward reviewed the 2019 Proposed Street Improvement Project and noted that earlier that evening the City held the formal public hearing for the project. If the Council wanted to continue with the project, Ward explained that the next step would be having the Council authorize plans and specifications for public bidding. After additional policy discussion and review, **MOTION** was made by Martinson, and seconded by Hill, to approve Resolution #19-10 to authorize the preparation of plans and specifications for the 2019 Street Project.

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

Staff Reports:

Mayor Hafften and Councilor Martinson then gave Dan Madsen a proper roasting and presentation celebrating his 5 Year work anniversary with the City of Rockford. No formal action was taken, as this matter was set on for the purposes of picking on Administrator / Attorney Madsen only.

Members of the Staff and Council then discussed various matters including the Fire Department Spaghetti Dinner, snow plowing and potential developments in the City of Rockford.

Open Forum:

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

Adjournment:

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

Motion Carried: voting in favor; Hafften, Martinson, Seymour and Buoy and the meeting was adjourned at approximately 8:22 p.m.

Typed this 21th day of January, 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. 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