

City of Rockford, Minnesota Council Workshop Meeting Minutes  
5:00 p.m., Tuesday, February 28<sup>th</sup>, 2017

The meeting was called to Order by Mayor *Pro Tem* Rick Martinson at approximately 5:00 p.m. Council members Debbie Buoy and Ted Hill were present. Mayor Renee Hafften and Council Member Jeannette were absent.

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

Council and Staff discussed the proposed Sexual Predator Residency Restriction Ordinance and generally reviewed matters involving the hiring of an additional full-time public works employee and the lease termination of RiverWorks Thrift Store. No formal action was taken, as the topic presented were for informational purposes only.

City of Rockford, Minnesota Council Meeting Minutes  
6:00 p.m., Tuesday, February 28<sup>th</sup>, 2017

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

City Administrator / Special Counsel, Dan Madsen; Public Works Director, Trevor Brummer; City Engineers Jared Ward and Steve Hegland of Wenck and Associates; Wright County Commissioner Potter; Rockford Fire Department Chief Ben Sanderson and members of the Fire Department; Wright County Deputy Jessie Kenow, Sam DeLeo representing The Overland group; and members of the Rockford Ambassadors and their parents were also in attendance.

\*Approve Consent Agenda/Set Agenda

**MOTION** was made by Buoy, and seconded by Hill, to set the Council Meeting Agenda and approve all items on the Consent Agenda, 3.A. and 3.B as listed:

3A: Minutes from the February 14<sup>rd</sup>, 2017 Council Workshop and Regular Council Meeting

3 B: Payment of Claims from Check #27016 through #27042 totaling \$30,277.82.

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

Open Forum: Deputy Sheriff Jessie Kenow

Deputy Kenow appeared to introduce himself to the City Council. After a brief introductory discussion, the Council thanked Kenow for his attendance. No action was taken, as this was an introduction and welcome to the Rockford community.

New Business: Rockford Ambassadors

Members of the Rockford Ambassadors stopped into the Council Meeting to share their events and projects over the past year, and thanked the Council for their support in helping provide this experience. No action was taken, as this was an informational and update only appearance. The Council thanked the Ambassadors for their time and energy in representing the City of Rockford at all of their events.

New Business: Rockford Fire Department 2016 Year in Review

Chief Ben Sanderson appeared to present information on the 2016 year in review for the Rockford Fire Department. Sanderson ran through call counts, types of calls and the goals of the Fire Department for 2017. The Council thanked Sanderson for his work and the presentation. No action was taken, as this matter was set on only for discussion and informational purposes.

New Business: RESOLUTION #17-10/Ordinance #17-03 Dollar General/Imperial Development – 8900 Walnut Street to consider a Zoning Map Amendment, Planned Use Development (site & building plans), and Preliminary / Final Plat for PIDs: 113500292204; 113500292201, and 113500203301.

Madsen explained that the Planning and Zoning Commission had reviewed the memorandums provided by City Planner, Dan Licht; and City Engineer, Jared Ward; and voted to approve all plans as presented with the recommended contingencies as listed in Mr. Licht's memorandum.

Madsen then provided an overview of the findings in the Memorandum, highlighted the contingencies listed and discussed the conversations at the Planning and Zoning meeting. After discussion and review, including some information submitted by Mr. DeLeo in satisfaction of some of the contingencies, **MOTION** was made by Hill, and seconded by Buoy, to accept the recommendation and approval of the Planning and Zoning Commission and formally adopt and approve all matters presented subject to

the listed contingencies in Resolution #17-10 and Ordinance #17-03.

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

New Business: RESOLUTION #17-11/Ordinance #17-04 Sexual Predator Residency Restrictions

Madsen explained that many cities were considering restricting the areas in which sexual predators can reside as they relate to sensitive locations such as parks, playgrounds, schools and bus stops where children or vulnerable adults regularly congregate. Level III sexual offenders are the most likely to re-offend, and based upon their crimes, aggravating factors and in understanding that many of their offenses are generally never reported, the City has a rational basis to prohibit such designated offenders from living within certain proximities of places as stated where children and vulnerable adults regularly congregate.

Madsen continued that the distance for Rockford was 1,500 feet from such listed locations, and 350 feet from bus stops, based upon the specific design, layout, locations and lot sizes in Rockford. The intent of establishing these distances was to find the minimally restrictive distances that still protected the community from the costs, threat, harm and damage of Level III sexual offenders and their propensity for recidivism.

After additional discussion and review, including discussions of the appropriate restrictive distance from these sensitive areas and the design, layout, location and proximity, **MOTION** was made by Buoy, and seconded by Hill, to approve the Resolution #17-11 and Ordinance #17-04.

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

New Business: Draft Wellhead Protection Plan Part II

Jared Ward and Steve Hegland presented information on the Wellhead Protection Plan. Hegland ran through pictures and discussed the status of the city's aquifer and water quality, noting that extensive testing and reports and been created to show the future of the city's water supply and quality through 2035.

No action was taken, as this was an informational and update only appearance.

New Business: RiverWorks Lease Termination

Madsen explained that Denise Kesanen of RiverWorks Store had provided the City with a letter stating their vacation of the rental space at 8900 Walnut Avenue effective March 31<sup>st</sup>, 2017. Madsen continued that Riverworks was in a state of hold-over tenancy and had arrears in excess of \$18,000. Madsen provided that RiverWorks stated they would be paying their back-rent and appreciated all the city has done to support their business. RiverWorks will be moving to a smaller space with better visibility in Greenfield, and requested that they be allowed to take the exterior sign on the mall with them.

After discussion and review, **MOTION** was made by Hill, and seconded by Buoy, to approve the lease termination, waive the double rent penalty for January through March, accept the planned repayment of arrears and upon satisfaction the city would provide RiverWorks with their sign.

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

New Business: Hiring Full-time Public Works Employee

Public Works Director, Trevor Brummer, provided the Council with a detailed memorandum outlining the things we were currently doing, the things we really should be doing, and the things we would like to do. Brummer then discussed the impact of an additional employee on those lists and what benefit that such an employee would provide to the city.

The Council discussed the matter in depth and reviewed the current work load of employees and the plans as presented by Brummer. After a lengthy discussion, **MOTION** was made by Martinson, and seconded by Hill, to call back summer part-time employee Trevor Radke for an eight month temporary appointment to help the Public Works team get caught up and ahead in their workload. It was discussed that the position would be reviewed at the end of October to determine if a full-time permanent employment should be made. Additionally, it was acknowledged that this temporary position would incur expenses outside of the hourly wage approved; including, but not limited to, PERA, social security, Medicare, vacation, sick time and related additional expenses.

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

Members of the Staff and Council then provided updated, including the 6 year anniversary of Public Works Employee Chris King, the Compost Site not being in condition to be opened, GIS systems, Wellhead Protection, Dollar General Development, Lions Greenback Dinner and the success of the Fire Auxiliary's Spaghetti Dinner.

**MOTION** was then made by Hill, and seconded by Buoy, to adjourn the Council Meeting at approximately 7:40 p.m.

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

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

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Renee Hafften  
Mayor

Attest:

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Dan Madsen  
City Administrator, Special Counsel