

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

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 Finance Clerk, Jennifer Swendsen were also in attendance.

Swendsen presented and reviewed the Third Quarter Financial Statements to the City council, walking through various line items and discussing general budget development through the end of September 2017. Swendsen and Madsen also explained projections for the Fourth Quarter and talked about strengths and weaknesses in the 2017 Budget and how those may impact the 2018 Budget. It was explained that overall the City was in a strong financial position and the 2017 Budget was on-track with department budgets performing as anticipated. No formal action was taken, as this matter was set on for informational purposes only.

Madsen then presented and discussed the request from Lennar / U.S. Homes for housing units to be added to the Plat in Parkwood, along with a reduction of Permit Fees to help support development of those neighborhoods. The Council reviewed various methods of calculating potential reductions in permit fees and compared the current Rockford permit fees to fees charged in neighboring jurisdictions. While no formal action was taken, it was a general consensus that permit fees could potentially be reduced for two or three years if any developer was willing to build ten or more homes per year, but that those permit fees would need to be reduced on a credit based upon houses completed the prior year. No formal action was taken as this matter was set on for discussion purposes only.

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

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

City Administrator / Special Counsel, Dan Madsen; Kris Stroble, and Dustin Bardon of the Rockford Area Historical Society; Tim Trainor, Jess Vraspir, Russel Fellbaum and Chris Adams of the Minnesota Fire Fighters Foundation; Ben Sanderson and Nathan

Buoy of the Rockford Fire Department; and Alaina Rooker of the Crow River News were also in attendance.

Consent Agenda/Set Agenda

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

3A. Approve Minutes from the October 24th, 2017 Workshop and Regular Council Meeting

3B. Approve Payment of Claims, Check Number 27941 through Check Number 28009 totaling \$110,367.55

3C. Approve October Building Permits

3D. Resolution #17-35/2017 Appointments Revised

3E. Resolution #17-36/ Hurst Woods Fourth Addition Line of Credit Reduction

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

New Business

Minnesota Fire Fighter's Foundation Donation / Rocktoberfest

Members of the Minnesota Fire Fighter's Foundation explained that their Foundation holds fundraisers and conducts sales of bracelets to support area fire departments that are in need of financial support to purchase washing machine extractors and to fight the build-up of carcinogens in the fire fighter turn-out gear. After discussion and a review of the Foundations efforts, and discussion of the benefit of Rocktoberfest for notoriety and sales, The Foundation provided a check for five hundred dollars to the City of Rockford for the future purchase of an extractor. The Council and Staff thanked the Foundation for all of their hard work. No formal action was taken.

Upcoming MnDOT Trunk Highway 55 Road Project

A MnDOT Representative discussed the planned road project on Highway 55 that will run from Industrial Boulevard in Rockford out to Buffalo, Minnesota. The schedule for the project was sometime in Spring or Summer of 2018. Staff and the Council asked questions regarding the project and MnDOT stated they would be coordinating communications with residents and the greater community. No formal action was taken, as this matter was set on for informational purposes only.

Rockford Area Historical Society Update

Dustin Bardon of the Rockford Area Historical Society provided the Council and Staff with updates on the Society's financials through Third Quarter, discussed plans for the Fourth Quarter and talked about their goals for 2018. Bardon also introduced his

replacement, Kris Stroble, as Bardon was moving to Buffalo, New York. The Council and Staff thanked Dustin for his hard work in moving the Society forward, and welcomed Stroble to Rockford. No formal action was taken, as this matter was set on for informational purposes only.

Hockey Day Minnesota Tournament

Madsen explained that Staff had been working with Dan Ianazzo from Midwest Hockey to put together a Mite Tournament outdoors at the Rockford Rink over the weekend of January 20th, 2018 for Hockey Day Minnesota. It was discussed that Ianazzo was trying to find an Association to partner with, since the tournament would be in season and would need Association backing to take place. The tournament is anticipated to bring approximately 400 people to Rockford over the weekend, and the only responsibility of the City would be to allow exclusive use of the ice, find a local organization willing to sell food and refreshments, and help maintain the ice between games. After discussion and review, **MOTION** was made by Martinson, and seconded by Seymour, to support the request and allow the tournament if things came together for 2018. It was also recommended that Staff work with Ianazzo for 2019 if this winter's tournament did not work out.

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

Renters Warehouse Listing / Broker Agreement

Madsen explained that the City's property located at 8905 State Highway 55 was now renovated and ready for rent or sale. After research and meetings, Staff recommended using the services of Renters Warehouse to help find a tenant. Renters Warehouse would advertise, market and show the property; and would also do background checks and credit history checks for any and all applicants. They would then provide the applications and research information to the City for our review. The Agreement is not exclusive, meaning the City would still find its own tenant and not pay any brokerage fees. Additionally, the City could terminate the listing agreement at any time with a 10-day notice and pay no fees. If Renters Warehouse found a tenant for the property, the City would provide them as compensation an amount equal to one month's rent. Members of the Council discussed the benefits and detriments to using a brokerage, and discussed the burden on staff on showing the property on nights and weekends to prospective tenants. After additional conversation and review, **MOTION** was made by Seymore, and seconded by Hill to approve the Renters Warehouse Listing Agreement.

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

Staff Reports

Staff and the Council then discussed various updates and events involving the City, including the Hurst Woods development, MnDOT 2018 Road Project and the Fire Auxiliary Toy Drive. Wright County Commissioner Potter also appeared at the meeting and provided updates on the Courthouse Building project, the need for Health and Human Services office space and other happenings from the County perspective.

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

Motion Carried: voting in favor; Hafften, Hill, Martinson, Seymour and Buoy and the meeting was adjourned at approximately 7:14 p.m.

Typed this 20th day of November, 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. 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