

**City of Rockford, Minnesota Council Workshop Minutes**  
**5:00 p.m., Tuesday, September 25th, 2018**

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

City Administrator / City Attorney, Dan Madsen; City Engineer, Jared Ward; Finance Director, Jennifer Swendsen, Streets Supervisor, John Quirk and Public Works employee Chris Quirk were also in attendance.

Members of Staff and the Council discussed the second draft of the 2019 Budget and Preliminary Property Tax Levy. Staff reviewed the line items in the General Fund budgets and Debt Service budgets and reviewed their impact on the overall property tax levy that could be adopted for 2019.

After discussion and review, members of the Council determined that they would like to see a more comprehensive look at our long-term financial plan and direction, including capital improvement planning and overall debt positions as compared to different cities.

No formal action was taken as this matter was set on for informational purposes only.

**City of Rockford, Minnesota Council Meeting Minutes**  
**6:00 p.m., Wednesday, Tuesday, September 25th, 2018**

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

City Administrator / City Attorney, Dan Madsen; City Engineer, Jared Ward; Streets Supervisor, John Quirk; Public Works employee, Chris Quirk and Sue Van Cleaf of the Crow River News were also in attendance.

**Set Agenda and Approve Consent Agenda Items:**

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

3A. Approve Minutes from the September 11th, 2018 Council Workshop and Regular Council Meeting

3B. Approve Payment of Claims, Check Number: 29111 through Check Number 29151 totaling \$74,187.80.

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

**New Business: Resolution #18-47 Certifying the Preliminary Property Tax Levy for 2019**

Administrator / Attorney Madsen explained that the Council had met in two workshops to discuss the Preliminary Levy and had reviewed the first and second draft of the 2019 General Fund budget. After those discussions and reviews, the Council discussed setting the Preliminary Property Tax Levy at \$1,670,479, which represents an increase of 1.8% over the 2018 Final Property Tax Levy.

The Council and Staff discussed projects that would be proposed for 2019, as well as anticipated expenses and how they might impact the 2019 budget. After additional discussion and review, and after noting that the debt service levy was being partially offset by the use of proceeds from the Rockford Mall sale, **MOTION** was made by Martinson to approve the Resolution. This motion was seconded by Buoy.

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

**New Business: Re-lamping State Highway 55 Lights to LED Lights.**

Chris Quirk informed the Council that she had completed researching and securing quotes on re-lamping 24 HID lights on Highway 55 to the more cost effective and efficient LED lights. Quirk explained that she had secured three quotes, but each quote differed a bit in scope of work. Each lighting company was asked to provide a quote for the labor and recommended repairs to each light, with the City providing the materials needed to complete the project. Some companies limited their quotes to the replacement of the parts involved with the upgrade, while others proposed to install new wire and hand holes as a part of their quote. After discussion and review, the Council decided that the more inclusive quotes aligned better with their intended scope of work. After additional discussion and review, **MOTION** was made by Martinson, and seconded by Hill, to approve the quote of Enviro Electric in the amount of \$19,032.

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

**New Business: Bridge Street Bridge Apron and Approach Repairs**

City Engineer, Jared Ward, explained to the Council that the city-owned bridge on Bridge Street had some heaving of the bituminous pavement on both sides of the approach. These were not structural issues, but merely something that happens

sometimes in the freeze / thaw cycle that should be addressed. Ward presented two options to the Council, one being a complete repair and the other being a temporary correction. Ward explained that due to the time of year, a complete correction would be very costly and difficult to complete by next year. Ward suggested that the Council consider grinding down the heaving this fall, and then rolling the repair in with the potential 2019 Street Project to save on costs. Ward stated that the repairs now could run between \$3,000 and \$5,000, and a fix bid next year with the street project could run between \$18,000 and \$24,000. Staff and the Council discussed the timing of the project, impacts if nothing were done, the cost of doing the repair now and reviewed the opportunity to permanently correct the issue next fall. After additional discussion and review, **MOTION** was made by Martinson, and seconded by Seymour, to conduct the temporary fix this fall to make the bridge safer over the winter.

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

#### **Old Business: Delano Area Youth Hockey Association Rink Request**

Ben Mattson of the Delano Area Youth Hockey Association explained to the Council that he was the commissioner for the Mite League and was present to formally request that the Council grant DAYHA the ability to use the outdoor rink on Thursdays from 5:30 to 8:30 for youth hockey. Mattson explained that DAYHA was ecstatic about the ability to use our ice and that the kids loved having practices and scrimmages outdoors. Additionally, Mattson stated that many Rockford kids have joined hockey due to their ability to skate outdoors in our community. Mattson also presented the Council with a shadow box DAYHA picture and a puck with the City's dates of support written on it. After discussion and review, including the impact on the community by reserving ice time as weighed against the benefit of supporting and expanding youth hockey in Rockford, **MOTION** was made by Mayor Hafften, and seconded by Hill, to approve the free use of the hockey rink on Thursdays between 5:30 and 8:30 for DAYHA.

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

#### **Staff Reports:**

Staff and members of the Council then discussed various updates the 2019 Budget, Rocktoberfest, Wastewater Treatment Plant blower repairs, gate valves and Clays restaurant.

#### **Open Forum:**

Mayor Hafften called for open forum, no one for 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, Hill, Seymour and Buoy, and the meeting was adjourned at approximately 6:50 p.m.

Typed this 4<sup>th</sup> day of October, 2018.

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). 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