

City of Rockford, Minnesota Council Workshop Meeting Minutes 5:00 p.m., Tuesday, September 22nd, 2020

The City Council Workshop was called to Order by Mayor Renee Hafften at approximately 5 p.m. Council members Scott Seymour, Debbie Buoy and Rick Martinson were present.

Denise Willenbring; Mike Beyer; City Administrator / Attorney, Dan Madsen; and City Engineer, Steve Helgand were also in attendance.

Members of the Staff, Council and people in attendance discussed the 2019 Volunteer of the Year and presented that award to Tom Lemmage, discussed the Preliminary Property Tax Levy, reviewed the Parkwood 4th Developer's Agreement and discussed other matters of general importance.

No formal action was taken, as these matters were set on for discussion purposes only. Discussions were concluded, and the meeting was adjourned at approximately 6 p.m.

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

Denise Willenbring; Mike Beyer; City Administrator / Attorney, Dan Madsen; and City Engineer, Steve Helgand; and Deputy Voss, of the Wright County Sheriff's Department were also in attendance.

Set Agenda and Approve Consent Agenda Items:

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

3A. Approve Minutes from the September 8th, 2020 Workshop and Regular Council Meeting

3B. Approve Payment of Claims, Check Number: 1265E through 1266E; Check Number 31626 through 31662; and Check Number: 502548E through 502558E totaling \$72,232.19

3C. RES #20-37 / Approving 2020 General Election Judges

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

New Business: Proclamation, Fire Prevention Week

Mayor Renee Hafften read the Proclamation and declared the week of October 5th to be Fire Prevention Week in the City of Rockford. No formal action was taken, as this matter was set on for discussion purposes only.

New Business: Resolution #20-38 Certifying Preliminary Property Tax Levy

Administrator / Attorney Madsen discussed the Preliminary Property Tax Levy, walking the Council through line items in the budget and reviewing with them the policy discussions that occurred regarding project and program funding at the previous Workshop and Council Meeting held September 8, 2020.

Members of the Staff and Council discussed the current potential preliminary levy at a 0% increase, and how that allotted for approximately \$40,657 in potential funding of unplanned or emergency projects, repairs or expenses in 2021. The Council also discussed how an increase of approximately 1.98% in the Ad Valorem Levy could increase this contingency line item to \$74,965; which could better protect the City against unexpected or unforeseen projects and expenses as we move into 2021.

After discussion and review, including the policy in setting the Preliminary Levy, potential increases and impacts on the Community, and what best practices are involved in planning for an uncertain 2021 calendar year, **MOTION** was made by Martinson, and seconded by Seymour, to pass the presented Resolution #20-38 and approve the 2021 Preliminary Property Tax Levy in the amount of \$1,736,208; with \$218,653 being Debt Service, and \$1,517,555 being Ad Valorem levy.

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

New Business: Parkwood 4th Development Agreement

Administrator / Attorney Madsen explained that Lennar and the City had both reviewed and approved a draft for a Development Agreement that would allow the construction of 27 homes in what would become the Parkwood 4th Development. Madsen ran through the proposed plan, noting the potential construction dates, permit fees to be paid, and timeline for installation of the infrastructure. After discussion and review, including an engineering review of staging, preconstruction meeting schedules and how impact on residents in Parkwood 3rd Addition would be mitigated, **MOTION** was made by Hafften, and seconded by Buoy, to approve the Development Agreement.

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

New Business: Accept Resignation of Brent Mickolichuk and Post Job Opening

Administrator / Attorney Madsen explained that General Maintenance employee, Brent Mickolichuk, tendered his resignation in favor of a utility position with the City of Carver, Minnesota. Once the resignation was accepted by the Council, Madsen explained, then the City would want to post the position opening to fill that vacant position. Based upon the hiring range reviewed in several other cities, the starting wage was proposed to be between \$22 and \$27 per hour. The timeline established for review would be on-going, but first review of applications would begin on October 12, 2020.

After additional discussion and review, including a game plan for winter plowing and keeping up to speed with ongoing projects, **MOTION** was made by Martinson, and seconded by Seymour, to accept the resignation and post the position as presented.

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

Deputy Voss, Wright County Sheriff's Department

Deputy Voss then appeared to provide the City Council with updates regarding traffic complaints, noting that there have not been many police calls lately and that things seemed to generally be slower and safer around Rockford these days. Members of the Staff and Council provided discussion and updates regarding traffic concerns on County Road 20 and other areas of town. No formal action was taken, as Deputy Voss appeared to provide updates and for general discussion.

Old Business: Resolution #20-39 / Declaring Council Vacancy

Administrator / Attorney Madsen reviewed the history and process involved in the resignation of Councilor Ted Hill. The Council discussed and considered varying timelines for filling the vacancy, including whether to hold a Special Election, appoint to fill the vacancy immediately, or wait until after the election to appoint to fill the vacancy. After discussion and review, including the policy surrounding the timing and approach to filling the vacancy, **MOTION** was made by Martinson, and seconded by Buoy, to pass Resolution #20-39 Declaring the Vacancy with the understanding that a discussion regarding filling that vacancy would be addressed at the next Council Meeting.

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

Staff Reports:

Members of the Staff and Council then discussed current events and provided updates regarding various matters involving the City including Parkwood 4th Development, the Lions Gun Raffle fundraiser, and Fireworks to be held October 3rd.

Open Forum:

In Citizen Communications, Mike Beyer appeared and discussed his interest supporting his candidacy for Mayor in the November Rockford Elections. Mr. Beyer highlighted his services as a longstanding member of the Rockford Fire Department and history in serving the community as a former member of the City Council and serving three terms as Mayor of the City of Rockford.

Adjournment:

MOTION was then made by Seymour, and seconded by Buoy, to adjourn the meeting.

Motion Carried: Motion Carried: Voting in favor; Hafften, Buoy, and Martinson, and Seymour and the meeting was adjourned at approximately 6:54 p.m.

Typed this 8th day of October, 2020.

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