

City of Rockford, Minnesota Council Workshop Minutes
5:00 p.m., Tuesday, September 22nd, 2015

All members of the Rockford City Council met with City Administrator / Special Counsel, Dan Madsen; Jennifer Swendsen, Finance Clerk; and Trevor Brummer, Public Works Director, to discuss the 2016 Draft Budget and Preliminary Property Tax Levy. No action was taken on any items, as the discussion was only for informational purposes.

City of Rockford, Minnesota Council Meeting Minutes
6:00 p.m., Tuesday, September 22nd, 2015

The meeting was called to Order by Mayor Renee Hafften at approximately 6:00 p.m. Council members Debbie Buoy, Rick Martinson, Jeannette Graner and Ted Hill were present. No members were absent.

City Administrator / Special Counsel, Dan Madsen; Jennifer Swendsen, Finance Clerk; Jared Ward of Wenck and Associates; Public Works Director, Trevor Brummer; Street Department, John Quirk; and Parks Department, Darcy Desens were also in attendance.

*Approve Consent Agenda/Set Agenda

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

- 3A: Minutes from September 8th, 2015 Council Workshop and Meeting
- 3 B: Payment of Claims from Check #25,110 through #25,141 totaling \$138,050.77
- 3 C: 2014 Utility Improvement Project/Final Pay Request LaTour Construction, Inc.
- 3 D: Approve Purchase/Riverside Park Playground Equipment and Materials
- 3 E: RESOLUTION #15-37/Certify Delinquent Garbage
- 3 F: Approve MDG Development Consultant Agreement Termination
- 3 G: RESOLUTION #15-38/HGAC Authorization, Let Bids for Fire Truck

MOTION CARRIED-VOTING IN FAVOR: HAFFTEN, BUOY, GRANER, HILL, AND MARTINSON.

New Business: Approve Purchase/Riverside Park Building HVAC System

Public Works Director, Trevor Brummer, explained that the City had received multiple

quotes on a new HVAC system for the new Park Shelter. After discussion and review of the quotes received, MOTION was made by Hill, and seconded by Martinson, to approve purchase of the HVAC System from Tom's Heating and Cooling for \$9,100.

MOTION CARRIED-VOTING IN FAVOR: HAFFTEN, BUOY, GRANER, HILL, AND MARTINSON.

New Business: Approve RESOLUTION #15-39 Approve Removing Lumber Yard Property from TIF District 1-3

Administrator / Counsel Madsen explained that the City would need to remove the Lumber Yard parcel from the existing TIF District in order to establish a new TIF District once the parcel is redeveloped and generate an increment in tax revenue to Off set the potential Downtown Main Street Redevelopment project being discussed for 2016.

After additional discussion, explanation and review, MOTION was made by Buoy, and seconded by Hill, to approve the Resolution.

MOTION CARRIED-VOTING IN FAVOR: HAFFTEN, BUOY, GRANER, HILL, AND MARTINSON.

New Business: Approve RESOLUTION #15-40 Approve Removing Lumber Yard Property from TIF District 1-3

Administrator / Counsel Madsen explained that the City would need to approve a Resolution to establish the city's intent to create a new TIF District including the Lumber Yard property once redevelopment occurred, which included the determination that the lumber yard property was substandard as reviewed by the City's Building Inspector. This Resolution also included approval for the establishment of an Interfund Loan to allow General Fund Revenues to be used for the redevelopment of Main Street and insure that those expenses could be covered by TIF funding.

After additional discussion, explanation and review, MOTION was made by Hill, and seconded by Buoy, to approve the Resolution.

MOTION CARRIED-VOTING IN FAVOR: HAFFTEN, BUOY, GRANER, HILL, AND MARTINSON.

New Business: Approve Lumber Yard Demolition and Tree Removal Quotes

Administrator / Counsel Madsen explained that the City was set to close on the lumber yard property, and that the blighted building and trees should be removed to support marketing the space to potential developers over the winter. The City received multiple bids for the project and recommended approving the bid from A-1 Transfer for demolition of the building as the low bid at \$33,200; and , and Preferred Tree Service as the low bid at \$6,500 for tree removal on the property.

After additional discussion, explanation and review, MOTION was made by Martinson, and seconded by Hill, to approve the project and costs.

MOTION CARRIED-VOTING IN FAVOR: HAFFTEN, BUOY, GRANER, HILL, AND MARTINSON.

New Business: Approve Resolution #15-41 Certifying Preliminary Property Tax Levy

Finance Clerk, Jennifer Swendsen, explained the Preliminary Property Tax Levy and discussed the City's draft budget as reviewed earlier at the Council Workshop. After additional discussion, explanation and review, MOTION was made by Hafften, and seconded by Hill, to approve the Resolution establishing a Preliminary Property Tax Levy in the amount of \$1,588,107.

MOTION CARRIED-VOTING IN FAVOR: HAFFTEN, BUOY, GRANER, HILL, AND MARTINSON.

New Business: Approve City Hall Window Replacement

Finance Clerk, Jennifer Swendsen, explained that the bay window in City Hall has been leaking water and causing damage for several months. Several bids were secured for this project, with the low bid being in the amount of \$10,200 from J&J Glass and Glazing, Incorporated.

After additional discussion, explanation and review, MOTION was made by Martinson, and seconded by Buoy, to approve the bid of J&J Glass and Glazing, Incorporated.

MOTION CARRIED-VOTING IN FAVOR: HAFFTEN, BUOY, GRANER, HILL, AND MARTINSON.

Staff and members of the City Council then provided updates including an introduction of the possible 2016 Main Street Redevelopment project, various updates from Public Works and upcoming events occurring in the City of Rockford.

Closed Session: Discuss and Take Appropriate Action on Purchase Agreement with Select Senior for PID: 113.500.292.201.

Administrator / Counsel Madsen explained that, pursuant to Minnesota Statute Chapter 13#.03, Subd. 5, the Council would be entering into closed session to discuss the Purchase Agreement and proposed Suspension thereto for the property identified.

After additional discussion and explanation, MOTION was made by Hill, and seconded by Martinson to enter into Closed Session at approximately 6:52 p.m.

MOTION CARRIED-VOTING IN FAVOR: HAFFTEN, BUOY, GRANER, HILL, AND MARTINSON.

MOTION was made by Martinson, and seconded by Buoy to exit Closed Session at approximately 7:25 p.m.

Motion was made to approve the Suspension of the Purchase Agreement between the City of Rockford and Select Senior as provided and submitted into the Public Record by Martinson, and seconded by Hill.

MOTION CARRIED-VOTING IN FAVOR: HAFFTEN, BUOY, GRANER, HILL, AND MARTINSON.

MOTION was then made by Martinson, and seconded by Buoy, to adjourn the Council Meeting at approximately 7:30 p.m.

MOTION CARRIED-VOTING IN FAVOR: HAFFTEN, BUOY, KESANEN, HILL, AND MARTINSON.

Typed this 7th day of October, 2015.

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, 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:

Renee Hafften
Mayor

Attest:

Dan Madsen
City Administrator, Special Counsel