

City of Rockford, Minnesota Council Workshop Minutes  
5:00 p.m., Tuesday, September 12<sup>th</sup>, 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; Jennifer Swendsen, Finance Clerk; Trevor Brummer, Public Works Director; John Quirk, Street Superintendent; Marlys Elsen, Utility Billing Clerk; Audra Etzel, Deputy Clerk; and Jared Ward, City Engineer were also in attendance.

Madsen and Swendsen explained the proposed Preliminary Property Tax levy could be set as low as a 1.39% increase, and could be set as high as a 4% increase over the 2017 Final Property Tax Levy. Staff explained that the difference in potential preliminary levies was rooted in a policy decision to be made by the Council regarding bond debt payments and funding future capital improvement projects.

Staff explained that the potential sale of the Mall impacted the bond debt levy, which currently showed a need for an increase of approximately \$100,000 to balance that fund. The difference could be made up from sale proceeds of the Dollar General lot, an increase in the levy, or both. If the Mall sells, the potential bond debt costs projected at this time would be significantly reduced. If the Mall does not sell, the city would need to allocate funding to cover the increase in bond debt.

Staff also explained that the City was currently funding equipment replacement through the depreciation schedule at 100%. The street project capital improvement fund under the proposed budget would only be partially funded. Staff and the Council discussed that funding all future major street projects without bonding is unlikely and impractical. Staff and the Council also discussed the benefit of partially paying for these projects, when possible, to help offset bond issuances and interest paid on those funds. Discussion was held on future potential street improvement projects and the costs involved, and how the City could best position its self to cover those costs without major shifts in the property tax levy in any given year.

After additional discussion and review, Staff agreed to conduct additional research regarding future street projects and what would be necessary in terms of a property tax levy to best support those projects. No formal action was taken, as this matter was set on for discussion and informational purposes only.

City of Rockford, Minnesota Council Meeting Minutes  
6:00 p.m., Tuesday, September 12<sup>th</sup>, 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; Trevor Brummer, Public Works Director; John Quirk, Street Superintendent; Todd Hoffman, Dan Anselment and Eric Larson of the Wright County Sheriff's Department; and Jared Ward, City Engineer were also in attendance.

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

- 3A. Approve Minutes from the August 22nd, 2017 Regular Council Meeting
- 3B. Approve Payment of Claims, Check Number 27715 through Check Number 27788 totaling \$94,824.18
- 3C. Approve August Building Permits
- 3D. Approve Temporary Liquor License / Rocktoberfest – Rockford Area Historical Society
- 3E. Approve Election Equipment Agreement

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

**New Business: Wright County Sheriff's Contract for 2018 and 2019**

Wright County Sheriff's Department personnel Hoffman and Anselment provided a brief overview of the Wright County Sheriff's proposed contract for the City of Rockford and discussed the proposed cost increases of 3.6% and 3.47% for 2018 and 2019 respectively. After discussion, questions and review by the Council, **MOTION** was made by Hill, and seconded by Martinson, to approve the Sheriff's Contract as proposed.

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

**New Business: Sand Companies Purchase Agreement and Rental House**

Madsen explained that the City had received a letter terminating the Purchase Agreement for the property located at 8905 State Highway 55 based upon their notice that their funding package was denied for their 43 unit workforce housing project.

**MOTION** was made by Martinson, and seconded by Hill, to accept the letter of termination.

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

Staff and the Council then discussed what to do with the rental house property, and whether the City should consider selling the house, demolishing the house and marketing the property for development, re-renting the house or re-entering into a future agreement with Sand Companies for a potential workforce housing project at some time in the future. After discussion and review, it was understood that Staff would put together options, repair costs and a plan for the potential sale of the house.

**Closed Session:** Madsen then explained that the Council could enter into Closed Session pursuant to Minn. Stat. §13D.05, Subd. 3(b) to discuss updates on the Kariniemi v City of Rockford litigation. **MOTION** was made by Hafften, and seconded by Hill, to enter into Closed Session.

Motion Carried: voting in favor; Hafften, Hill, Seymour, Martinson and Buoy, and the Council entered into Closed Session at approximately 7:00 p.m.

**MOTION** was made by Hill, and seconded by Seymour to exit closed session at approximately 7:13 p.m.

Motion Carried: voting in favor; Hafften, Hill, Seymour, Martinson and Buoy and the Council resumed their regular Council Meeting.

Members of Staff and the Council then presented updates regarding the Rockford Athletic Association request to sell pumpkins at the Rockford Mall, Rocktoberfest II, Hurst Woods housing development, the MPCA phosphorous limits, the POW/MIA event and information and other updates pertaining to city events.

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

Motion Carried: voting in favor; Hafften, Hill, Martinson, Seymour and Buoy and the meeting was adjourned at approximately 7:35 p.m.

Typed this 13<sup>st</sup> day of September, 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). 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