

City of Rockford, Minnesota Council Workshop Minutes
5:00 p.m., Tuesday, June 11th, 2019

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; Finance Director, Jennifer Swendsen; and Steve Hegland, of Wenck and Associates were also in attendance.

Members of the Council and Staff discussed the Utility Billing Position and job requirements, reviewing the vacancy and providing updates on timing for consideration of a formal job posting. No formal action was taken as this matter was set on for informative and discussion purposes only.

City of Rockford, Minnesota Council Meeting Minutes
6:00 p.m., Tuesday, June 11th, 2019

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; Finance Director, Jennifer Swendsen; Sue Van Cleaf of the Crow River News; Bonnie Schwieger and Tia Johnson of Abdo Eick and Meyers; and, Steve Hegland, of Wenck and Associates were also in attendance.

Set Agenda and Approve Consent Agenda Items:

A **MOTION** was made by Hill, 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 May 28th, 2019 Workshop and Regular Council Meeting

3B. Approve Payment of Claims, Check Number: 30039 through Check Number 30094 totaling \$102,535.13

3C: Approve May Building Permits

3D: Approve Temporary Liquor License / Rockford River Days

3E: RES #19-22 Approve Liquor Licenses for 2019/2020

It was noted that Clays license would reflect dates of June 28th, 2019 through July 1, 2020 and that they would need to have a licensed and insured year of July 1st through June 30th of the following year every year moving forward.

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

New Business: 2018 Audit

Bonnie Schweiger of Abdo Eick and Meyers reviewed the 2018 year and presented their detailed findings regarding the City's fiscal operations. Schweiger commended the Council on another clean audit and noted all fund balances increased over last year's operations. All funds looked to be healthy and, when compared to peer cities, the City of Rockford was in an advantageous position regarding debt, property tax levy and overall fiscal operations.

Members of Staff and the Council asked various questions about the report and findings of the 2018 Audit. After additional discussion and review, **MOTION** was made by Martinson, and seconded by Buoy, to accept the 2018 Audit.

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

New Business: Sale of PID #113-027-000010

Madsen explained that Hillside Estate Out-lot A as noted above by the property identification number was a small and narrow strip of land abutting the EDA owned property located at 8905 State Highway 55 and Autumn Oaks Drive.

Madsen then discussed with the Council that the City had received three formal offers for the purchase of the EDA and City owned properties located at 8905 State Highway 55. Madsen discussed each offer and the benefits and detriments to each. Specifically, the highest offer made was for \$1,000 over the highest other net offer received up to \$230,000, but that the offer was contingent upon closing on another property and had a lengthy inspection period. The second offer was second highest, coming in at \$230,000 and had no hinderance from other property sales as a condition precedent, but this offer carried a relatively lengthy inspection period. The third offer received was an asking price offer of \$224,000, but had no inspection period. The second and third offers proposed three percent of the price be provided to Buyer to offset the cost of closing.

Members of the Council discussed the three offers in depth, noting each had a distinct advantage and disadvantage. Members of the Board also discussed that this sale was for the parcel abutting the house addressed as 8905 State Highway 55 with the PID as provided. It was also discussed that approximately \$8,800 in forfeited special assessments were attached to this parcel that would be lost by the City in the proposed sale as the Council did not intend to re-assess that amount. After additional discussion

and review, **MOTION** was made by Hill, and seconded by Martinson, to accept the offer and Purchase Agreement submitted by Todd Sharp in the amount of \$224,900.

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

Staff Reports:

Members of the Staff and Council then discussed various updates including the seal coat project on July 3rd, the Mill and Overlay project slated for late August, Rocktoberfest, Parkwood construction activity, a water leak on Tower and Walnut and issues at the Wastewater Treatment Plant related to “flushable” wipes.

Open Forum: Mayor Hafften called for open forum, no one from the public spoke.

Adjournment:

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

Motion Carried: voting in favor; Hafften, Martinson, Hill, and Buoy and the meeting was adjourned at approximately 7:00 p.m.

Typed this 20th day of June, 2019.

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