

**City of Rockford, Minnesota Workshop Meeting Minutes
5:00 p.m., Tuesday, February 22, 2022**

The City Council Workshop was called to Order by Mayor Pro Tem Debbie Buoy at approximately 5 p.m. Council members Scott Seymour, Denise Willenbring and Mike Werman were in attendance. Mayor Renee Hafften was absent.

City Administrator / Attorney, Dan Madsen and City Engineer, Steve Hegland were also in attendance.

Members of the Staff and Council discussed the hazardous building located at 6321 Main Street, as well as other general updates involving municipal operations.

No formal action was taken, as these matters were set on for informational purposes only.

**City of Rockford, Minnesota Council Meeting Minutes
6:00 p.m., Tuesday, February 22, 2021**

The City Council Meeting was called to Order by Mayor *Pro Tem* Debbie Buoy at approximately 5 p.m. Council members Scott Seymour, Denise Willenbring and Mike Werman were in attendance. Mayor Renee Hafften was absent.

City Administrator / Attorney, Dan Madsen and City Engineer, Steve Hegland; and Kevin Engebritsen and Michael Sather of Tailwind Financial were also in attendance.

A motion was made by Willenbring, and seconded by Seymour, to approve the Consent Agenda Items 3A and 3B as listed, and set the Agenda for the Council Meeting:

- 3A. Approve Minutes from the January 25th, 2022 Workshop and Regular Council Meeting
- 3B. Approve Payment of Claims, Check Number: 33498 through 33499; 33501 through 33552; 1549e through 1566e; 502910E through 502920E and 33492 through 33497, totaling \$204,986.50

Motion Carried: Voting in favor; Buoy, Seymour, Willenbring and Werman.

New Business: Resolution and Order of Abatement of Hazardous Building, Hazardous Conditions and Hazardous Excavation at 6321 Main Street, Rockford, Minnesota, 55373, with Wright County PID: 113010014020 and legally described as The Northeast ½ of Lot 2 (being the northerly 33 feet) and all of Lot 3, Block 14, in the Townsite of Rockford, Wright County, Minnesota

Administrator / Attorney Madsen explained that the property identified was owned by the Giving Group LLC, managed by Bryan Henke. The house structure had been reduced to having only two walls erect with an exposed basement. The shed was molded and rotting, and the garage had rotting wood visible around the windows that had been boarded up and a tarp had been installed over the roof. Madsen reviewed multiple pictures with the Council, highlighting how the hazards shown violated both City Ordinance and State Statute. Madsen then presented and

reviewed the Resolution and Order of Abatement. Members of the Staff and Council discussed the conditions of the property and the importance of correcting and abating these hazards as quickly as possible.

Based upon the severity of the dangerous conditions on this property, Staff ask the Council to review and approve the attached Resolution ordering the razing of these hazardous buildings, ordering the hazardous excavation of the basement filled or protected or built upon, and ordering the repair or removal of the hazardous conditions located on this property.

Madsen provided that if approved, this Order would be served upon Bryan Henke and he will have 15 to respond to the Hazardous Excavation, and 20 days to respond to the Hazardous Building and conditions or to correct all of these conditions. Failure to do so will result in the filing of this Order and a request for a Judicial Order authorizing the city's actions as provided herein.

After additional discussion and review, including the serious nature and extreme danger and hazard this property poses, Motion was made by Buoy, and seconded by Willenbring, to approve the Order.

Motion Carried: Voting in favor; Buoy, Seymour, Willenbring and Werman.

New Business: Rockford Professional Building Site, Lumberyard Property

Administrator / Attorney Madsen explained that Michael Sather and Kevin Engebritsen were in attendance to present their proposal for development of the lumberyard site with the Tailwind project proposed two years prior. Members of the Staff and Council reviewed the details of this proposed \$2 Million Dollar development, including that it would house at least three small offices and allow space for renting regis-style offices to the general public. After the presentation, it was discussed that this matter would be set on a future Council Meeting for discussion in Closed Session to consider the offer for the purchase of this real estate.

No formal action was taken, and this matter was continued to a future Council Meeting.

New Business: City Ordinance Hosting and Formatting Agreement

Administrator / Attorney Madsen explained that Council Member Willenbring had researched different companies and services that could host our City Code and format it into a searchable format; all of which would be integrated into the City's new website. Madsen explained that the two estimates were very similar, but that MuniCode was less expensive. The hosting fee and fee to upload new Ordinances were substantially similar. American Legal charged \$2,300 for a one-time upload and formatting fee, MuniCode charged \$1,000. Madsen also noted that after speaking with Dan Licht, City Planner, the format and layout of code by American Legal was preferred over MuniCode by people who work with the Ordinances more frequently. After additional discussion and review, including deference to Staff on ease of use of these programs, Moton was made by Willenbring, and seconded by Seymour, to approve the American Legal quote and engage with them for formatting and hosting of the City's Ordinances.

Motion Carried: Voting in favor; Buoy, Seymour, Willenbring and Werman.

Public Works Employee, Trevor Ratke, explained to the Council that the Council had locked in the price for a 2022 Payloader at the October 26, 2021 Council Meeting. The plan was to trade in the City's existing Payloader for \$91,500 and purchase the proposed Payloader off of the State Contract for a cost of \$203,542.22. The difference, and final cost to the City would be \$112,042.22. After discussion and review, including the benefits and upgrades involved with a new Payloader, and the maintenance and decreasing condition of the existing Payloader, Motion was made by Werman, and seconded by Buoy, to approve the purchase as provided.

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

Members of the Staff and Council then discussed Fire Auxiliary's February 26th Spaghetti Dinner from 4:30 to 8 p.m. at the Fire Department, the Mason's Memorial Fundraiser, the Memorial Website for fundraising being life and that an air compressor is needed at Public Works and would be on the next Agenda for discussion and review.

Motion was then made by Seymour, and seconded by Willenbring to adjourn the meeting.

Motion Carried: Motion Carried: Voting in favor; Buoy, Seymour, Willenbring and Werman, and the meeting was adjourned at approximately 6:52 p.m.

Typed this 3rd day of March, 2022.

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:

Debbie Buoy
Mayor *Pro Tem*

Attest:

Dan Madsen
City Administrator, Special Counsel