

City of Rockford, Minnesota Council Workshop Minutes
5:00 p.m., Tuesday, February 9th, 2016

Mayor Renee Hafften and Council members Debbie Buoy, Ted Hill, Jeanette Graner and Rick Martinson met with City Administrator / Special Counsel, Dan Madsen; City Engineer Jared Ward, Wenck and Associates; Public Works Director, Trevor Brummer; Jennifer Swendsen, Finance Director; Deputy Clerk, Audra Etzel; and Dustin Bardon, Director of the Rockford Area Historical Society regarding the establishment of City Goals for 2016, discussion and review of current Council Appointments and planning for the 2016 Community Expo. 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, February 9th, 2016

The meeting was called to Order by Mayor Renee Hafften at approximately 6:00 p.m. Council members Debbie Buoy, Ted Hill, Jeanette Graner and Rick Martinson were also present.

City Administrator / Special Counsel, Dan Madsen; Finance Clerk, Jennifer Swendsen; City Engineer Jared Ward, Wenck and Associates; Public Works Director, Trevor Brummer and Dustin Bardon, Director of the Rockford Area Historical Society 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.D as listed:

- 3.A.: Minutes from January 26th, 2016 Council Workshop and Regular Council Meeting
- 3.B.: Payment of Claims from Check #25662 through #25700 totaling \$80,831.09
- 3.C.: Approve January 2016 Building Permits
- 3.D.: Resolution #16-09/Support of WeCAN Organization

Item 3.E. Approving advertising for Seasonal Parks Department Position was removed from the Agenda, and item 3.F. Approve 2016 Community Expo Registration was moved to New Business as Item 4.D.

MOTION CARRIED-VOTING IN FAVOR: Hafften, Buoy, Graner, Hill and Martinson.

New Business: Rockford Area Historical Society Budget

Dustin Bardon, Director of the Rockford Area Historical Society presented the annual planned budget for the Stork House, reviewing projected revenues and expenses with the City Council. After discussion and review, **MOTION** was made by Hafften and seconded by Buoy to approve the budget.

MOTION CARRIED-VOTING IN FAVOR: Hafften, Buoy, Graner, Hill and Martinson.

New Business: Approve Council Goals for 2016

Administrator / Counsel Madsen reviewed the goals identified and discussed at the workshop prior to the Council Meeting. These goals included Fire Department Staffing Support and Planning, Downton Main Street Redevelopment Project and Plan Development of the Lumberyard and Development of a Mall Outlot. After discussion and review, Martinson made a **MOTION** to approve the discussed as Council Goals for 2016. This motion was seconded by Hill.

MOTION CARRIED-VOTING IN FAVOR: Hafften, Buoy, Graner, Hill and Martinson.

New Business: Approve 2016 Appointments / Liaisons

Administrator / Counsel Madsen reviewed the existing list of current Council Appointments and noted vacancies that should be filled by members of the City Council. After discussion, and review of the discussions during the workshop session prior to the meeting, Motion was made by Hill to approve the list of appointments as follows:

2016 Council Liaison / Committee List**DEPUTY MAYOR**

- Rick Martinson

POLICE COMMISSION / Not Applicable?

- Renee Hafften / Debbie Buoy

FIRE DEPARTMENT LIAISON:

- Rick Martinson

EDA PRESIDENT

- Jeannette Graner

EDA VICE PRESIDENT

- Ted Hill

EDA TREASURER

- Rick Martinson

FIRE BOARD:

- Renee Hafften
- Rick Martinson

EVENT CENTER COMMITTEE / Not Applicable?

- Jeannette Graner
- Rick Martinson
- (Alternate) Renee Hafften

MALL SPACE RENTAL COMMITTEE

- Ted Hill
- Renee Hafften

PERSONNEL COMMITTEE

- Ted Hill
- Renee Hafften

PARK COMMISSION

- Vacant – Jeannette Graner

PLANNING COMMISSION

- Debbie Buoy

HISTORICAL SOCIETY

- Debbie Buoy

STAFF LIAISONS

Dan Madsen: City Council, Special Counsel, EDA Director, Mall Rental Space Committee, Park Commission, Personnel Committee, Calibration Committee, Fire Board, Event Center Committee

Jennifer Swendsen: Fire Board, Event Center Committee, Finance Committee

Audra Etzel: Planning Commission, City Council (back up), Park Commission (back up)

Marlys Elsen: Safety Committee

Trevor Brummer: Calibration Committee

Darcy Desens: Park Commission

Chris King: Safety Committee

This motion was seconded by Buoy.

MOTION CARRIED-VOTING IN FAVOR: Hafften, Buoy, Graner, Hill and Martinson.

New Business: Approve 2016 Community Expo Registration

Administrator / Counsel Madsen explained that the Council annually attended the upcoming Community Expo and asked for discussion on whether the city would again attend, and whether members of the Council could staff the booth. After discussion, members of the Council indicated they supported our continued participation and stated they could attend the event. No formal action was taken, as the discussion was based upon gauging interest and receiving guidance on the style of booth and availability for attendance of members of the Council.

Old Business: Resolution #16-10 Riverside Park Shelter and use by Rockford Lions.

Administrator / Counsel Madsen provided a history of the Lions involvement in the City of Rockford and the greater Rockford community. Madsen explained the Resolution, highlighting the need to record the decisions and basis for those decisions for future members of the Council and Staff; including rent free use by the Lions for their bi-monthly meetings at the shelter. After review and discussion of the Resolution, **MOTION** was made by Buoy and seconded by Hill, to approve the Resolution #16-10.

MOTION CARRIED-VOTING IN FAVOR: Hafften, Buoy, Graner, Hill and Martinson.

Members of the City Council and staff then provided updates on the Regional Trail, Wastewater Treatment Plant MPCA Award, Downtown Project, TIF Finance meeting with Shannon Sweeny and read a thank-you card from the Rockford Seniors group.

MOTION was then made by Hill, and seconded by Martinson, to adjourn the Council Meeting at approximately 6:52 p.m.

MOTION CARRIED-VOTING IN FAVOR: Hafften, Buoy, Graner, Hill and Martinson.

Typed this 18th day of February, 2016.

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