City of Rockford, Minnesota Community Meeting Minutes
4:30 p.m., Tuesday, March 22nd, 2016

Mayor Renee Hafften and Council members Ted Hill, Jeannette Graner and Rick Martinson met with City Administrator / Special Counsel, Dan Madsen; City Engineer Jared Ward and Steve Shegland, Wenck and Associates; Public Works Director, Trevor Brummer; and members of the community to provide initial information and discuss the Main Street Project. This was not a formal meeting, but instead an open house style meeting where members of the public could meet and ask questions regarding the plans of the project team. 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, March 22nd, 2016

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

City Administrator / Special Counsel, Dan Madsen; City Engineers Jared Ward and Steve Shegland, and Jordan Shuck of Wenck and Associates; Public Works Director, Trevor Brummer; John Quirk and Chris King of the Street Department; Annette Tryon, LouAnn Eberspacher and Keith Robinson of 1,000 Hearts were also in attendance.

Approve Consent Agenda/Set Agenda

MOTION was made by Graner, and seconded by Hill, to set the Council Meeting Agenda and approve all items on the Consent Agenda, 3.A. to 3.E as listed with the addition of a Closed Session as Item 7.A. to discuss the potential sale and offer on city-owned property located as an out lot at 8900 Walnut Street by Select Senior Housing of Rockford, LLC:

3 A: Minutes from March 8th, 2016 Council Workshop and Regular Council Meeting
3 B: Payment of Claims from Check #25796 through #25843 totaling $87,141.13
3 C: RESOLUTION #16-14/Supporting Regional Park Trail Designation Application
3 D: Approve Part-Time Summer Seasonal Help Positions
3 E: Approve Ver-Tech Significant Industrial User Agreement

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

New Business: Thousand Hearts Crow River Serve Day Presentation

Annette Tryon, LouAnn Eberspacher and Keith Robinson of 1,000 Hearts provided a presentation including the history and goals of the Crow River Serve Day. The Council expressed their gratitude to 1,000 Hearts for their continued service and support of the Rockford community. No action was taken, as the appearance was informational in nature.

New Business: 2015 Volunteer of the Year Award

Administrator / Counsel Madsen reviewed the two applications submitted on behalf of Erik Sorenson; and Sarah Bacon and Heather Tody as nominees for the 2015 Rockford Volunteer of the Year Award. The Council submitted blind ballots to Administrator / Counsel Madsen for their votes for the Volunteer of the Year. The winning nominee will be announced at the April 12th, 2016 Council Meeting. No formal action was taken by the Council.

New Business: 2016 Seal Coat Project

Street Superintendent, John Quirk, provided the Council with the plans for the 2016 Street Sealing project and explained the scope and anticipated costs of the plans. **MOTION** was made by Councilman Graner, and seconded by Councilman Martinson, to allow bids for the 2016 Seal Coating of Rockford streets.

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

New Business: Lumberyard Property RFP

Administrator / Counsel Madsen explained that the City had received a Proposal for Development of the lumberyard property that met the standards approved by the Council during the Request for Proposal process. Madsen explained that Allen Max Commercial proposed construction of a 12,000 square foot facility to house a bar and grill, a 300 person event center and 3,000 square feet of commercial retail space. Madsen also explained that, if approved, the next steps would be to negotiate and enter into a Development and Purchase Agreement with Allen Max Commercial and begin the permitting process. After discussion and review, **MOTION** was made by Martinson, and seconded by Hafften, to approve the award of the Proposal to Allen Max Commercial.

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

New Business: Public Works GIS System

Public Works Director Brummer explained that the City had budgeted for a new GIS system to map and track the city's infrastructure. Keith Shuck of Wenck and Associates

provided a demonstration of the capabilities of the new proposed system. After discussion and review, **MOTION** was made by Martinson, and seconded by Hill, to approve the purchase of the GIS System not to exceed $10,000.

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

New Business: Resolution #16-15 / TIF Public Hearing

Administrator / Counsel Madsen explained that the Resolution presented for consideration would formally begin the process of establishing a TIF District which would allow for the captured increment from a developed Lumberyard Property to pay for the expense of the Main Street Project. Madsen provided some dates and times of future action likely necessary by the Council, and stated that the Resolution presented called for a public hearing and set the necessary events to realize the TIF District in motion.

After additional discussion and review, Mayor Hafften made a **MOTION** to approve the Resolution, which was seconded by Buoy.

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

Staff and members of the Council provided updates from the community including the Fire Department pancake breakfast, Main Street and Lumberyard Development projects and street sweeping schedules for this spring and summer.

Closed Session: Discuss, take appropriate action on Select Senior Living of Rockford offer to negotiate and / or purchase property located at 8900 Walnut Street as an outlot of the Rockford City Center Mall.

Administrator / Counsel Madsen explained that this portion of the meeting would be closed pursuant to Minn. Stat. 13D.05, Subd 3 dealing with an offer to negotiate or purchase city owned property.

MOTION was made by Hill, and seconded by Martinson to enter into Closed Session.

MOTION CARRIED-VOTING IN FAVOR: Hafften, Buoy, Graner, Hill and Martinson. The Council moved into Closed Session at 7:15 p.m.

MOTION was made by Buoy, and seconded by Hill, to exit Closed Session at 7:34 p.m.

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

Administrator Madsen explained that the Council had discussed and considered the proposal for the sale of an out lot to Select Senior Living of Rockford located at 8900 Walnut Street, and additionally considered a drafted Exclusive Right to Negotiate for this sale discussed in closed session.

MOTION was made by Buoy, and seconded by Martinson to approve the Exclusive Right to Negotiate Agreement.

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

MOTION was then made by Hill, and seconded by Graner, to adjourn the Council Meeting at approximately 7:34 p.m.

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

Typed this 23rd day of March, 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