

## **City of Rockford, Minnesota Council Workshop Minutes** **5:00 p.m., Tuesday, August 28th, 2018**

The workshop was called to Order by Mayor Renee Hafften at 5:00 p.m. Council members Rick Martinson, Debbie Buoy, Ted Hill, and Scott Seymour were present.

City Administrator / City Attorney, Dan Madsen; City Engineer, Jared Ward; and Public Works Director, Trevor Brummer were also in attendance.

Members of Staff and the Council discussed the water and wastewater averaging policy and how that method impacted new residents of homes in Rockford. Madsen explained that averaging followed the property, so when a new resident purchased a house from an existing resident, the new resident paid the old resident's previous monthly winter water average as the new resident's summer wastewater bill. This creates inequity, as the wastewater bill is tied to a prior owner's water use and can be difficult to explain and resolve with residents.

Another issue with averaging occurs when a new resident purchases a new home. Since the home is new, there is no winter water use to create the summer average. So new home buyers receive no use charge on their summer wastewater bills until the next averaging cycle begins in the winter months.

Members of Staff and Council discussed these issues in depth and provided various options in resolving these problems. Staff and the Council appeared to like the idea of requiring new deduct meters in all new homes, and gravitated towards having a monthly minimum use assigned for all wastewater bills. It was noted that this method would also help address people who did not have wastewater bills because they leave for the winter and have no winter water use to create their average.

Staff was directed to conduct more research to determine what an average minimum use may look like and report back to the Council for further consideration. No formal action was taken, as this matter was set on for informational purposes only.

Staff and members of the Council then reviewed the plan for Rocktoberfest, noting that Kat Perkins, Shane Martin and GB Leighton were all on board to return for Rocktoberfest III. The Council discussed whether or not they would like to find a 4<sup>th</sup> act with national draw, or something more local and available. After discussion and review, it appeared as though Staff and the Council were looking more at a local act. No formal action was taken as this matter was set on for informational purposes only.

**City of Rockford, Minnesota Council Meeting Minutes**  
**6:00 p.m., Tuesday, August 28th, 2018**

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

City Administrator / City Attorney, Dan Madsen; City Engineer, Jared Ward; and Public Works Director, Trevor Brummer; and Sue VanCleaf from the Crow River News were also in attendance.

**Set Agenda and Approve Consent Agenda Items:**

A **MOTION** was made by Martinson, and seconded by Hill, to approve the Consent Agenda Items 3A through 3E and set the Agenda for the Council Meeting as follows:

3A. Approve Minutes from the August 15th, 2018 Council Workshop and Regular Council Meeting

3B. Approve Payment of Claims, Check Number: 29014 through Check Number 29048 totaling \$32,222.13.

3C. Resolution #18-44 Certifying Delinquent Garbage Bills

3D. Resolution #18-45 Approving Fire Relief Association Gambling Permit / Rocktoberfest

3E. Approving Temporary Liquor License for the Rockford Area Historical Society

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

**New Business: New Resident Wastewater Rates**

Administrator / Attorney Madsen explained that this matter was carried over from Workshop and walked the Council through the discussion and challenges identified when winter water use is imputed as a summer wastewater use average. Specifically, residents who were not at the property during the averaging period were then subjected to paying wastewater use bills that were based upon a prior resident's average. In the case of new construction, there is no average for prior winter water use so there is often no wastewater bill for new homes until the following winter when a new water use average is established.

No decisions or actions were taken and the matter was continued for further research and for future discussion.

**New Business: Northern Natural Gas Easement**

Engineer Ward walked the Council through a requested easement by the Northern Natural Gas pipeline company who were requesting a 50 foot easement across a small portion of the city's property located in the Parkwood subdivision. The council reviewed the location and parameters regarding the pipeline and asked general questions and discussed potential impact on future city use of the parcel. It was explained that the city was very early on in the process and this matter was set on for discussion and to bring the matter and need for future review to the Councils attention. No formal action was taken and the matter was continued for future discussion.

**New Business: Rocktoberfest**

Madsen explained that the City was well into planning for Rocktoberfest III this year and had 3 bands, 2 stages, sound techs and a general game plan pulled together. Members of the Council and Staff talked about a potential 4<sup>th</sup> band and reviewed the timeline and schedule for the event. No formal action was taken as this matter was set on for informational purposes only.

Staff and members of the Council then discussed various updates including the 2019 Budget, Street Projects, Sewer Jetting, Crack Filling and replacing Water Valves.

**Adjournment**

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

Motion Carried: voting in favor; Martinson, Hill, Seymour and Buoy, and the meeting was adjourned at approximately 6:54 p.m.

Typed this 5<sup>th</sup> day of September, 2018.

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:

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Renee Hafften  
Mayor

Attest:

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Dan Madsen  
City Administrator, Special Counsel