

City of Rockford, Minnesota Council Workshop Minutes 5:00 p.m., Tuesday, January 22nd, 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; Public Works Director, Trevor Brummer; Street Superintendent, John Quirk; and City Engineers Jared Ward and Steve Hegland of Wenck and Associates were also in attendance.

Ward and Hegland discussed the Feasibility Study findings with Staff and the Council and reviewed various aspects of the project and report they felt could use more clarity. Members of Staff and Council asked questions related to the report and reviewed the scope and funding mechanisms of the potential project.

No formal action was taken, as this matter was set on for discussion purposes only.

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City Administrator / Special Counsel, Dan Madsen; Public Works Director, Trevor Brummer; Street Superintendent, John Quirk; Kathy Ehlers and Kris Strobel of the Rockford Area Historical Society; Sue VanCleaf, Crow River News; and City Engineers Jared Ward and Steve Hegland of Wenck and Associates were also in attendance.

Set Agenda/Approve Consent Agenda Items:

A **MOTION** was made by Hill, and seconded by Seymour, to approve the Consent Agenda Items 3A through 3C, add an update by the Rockford Area Historical Society as Item 4A New Business, and set the Agenda for the Council Meeting as listed:

- 3A. Approve Minutes from the January 8, 2019 Workshop and Regular Council Meeting
- 3B. Approve Payment of Claims, Check Number 29560 through Check Number 29627 totaling \$134,961.58
- 3C. Resolution #19-07 Approving Letter of Support for WeCAN Community Development Block Grant

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

New Business: Update by the Rockford Area Historical Society

Kris Strobel and Kathy Ehlers presented the Rockford Area Historical Society 2018 Year in Review. Ehlers identified the organizations strongest revenues and areas of expense, noting that they earned less from activities last year than they had in previous years. The Historical Society stated their goals for 2019 to be increasing revenues and branching out their services, while increasing their membership.

Members of Staff and the Council asked various questions about the plans for 2019, funding discrepancies and how their plans fit with their longstanding strategic plan. No formal action was taken as this matter was set on for discussion purposes only.

New Business: Resolution #19-08 Accepting 2019 Street Improvement Project Feasibility Study

Hegland and Ward presented the feasibility study, highlighting the scope of the project, project area, properties impacted and the special benefit this project would provide for the abutting properties. Specifically, Ward and Hegland discussed the condition of the roads identified for the project in detail, discussed the total cost of the project and reviewed the City's Special Assessment Policy that allows for 30% of the project to be assessed to benefitted properties.

Hegland and Ward then discussed the number and location of properties impacted by this project and discussed defining the benefitted properties as those abutting the project. Staff and the Engineers reviewed various methods for assessment of the project, including a per foot, per area, and per lot methodology. Staff and the Council reviewed how these properties, given the condition of the roads, would have improved market value greater than the amount they were to be assessed.

After additional discussion and review, **MOTION** was made by Hafften, and seconded by Martinson, to pass the Resolution #19-08 and accept a per lot basis for assessment. Staff were directed to send out notices for the Public Hearing on this project and otherwise follow and comply with the direction of the Resolution and laws regulating Special Assessments and Street Projects such as this.

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

MOTION was also then made by Hill, and seconded by Buoy, to assess the project over ten years at five percent interest.

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

New Business: 2018 Volunteer of the Year Nominations

Mayor Hafften asked the Community to send in nominations for whom they feel should receive the 2018 City of Rockford Volunteer of the Year. Applications will be reviewed and a winner selected at a future Council Meeting.

New Business: Closed Session, Minn. Stat. 13D,05, Subd. 3 to consider an offer for the purchase / sale of city property – PID 113500292213 and 113027000010.

Madsen explained that the Council and Staff would enter into Closed Session to discuss an offer the City had received for the purchase of a parcel of city property as identified above. **MOTION** was made by Martinson and seconded by Hill to enter into Closed Session at approximately 6:46 p.m.

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

MOTION was made by Hill, and seconded by Seymour, to exit Closed Session at 7:16 p.m.

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

Madsen explained that Council had discussed a Letter of Intent to purchase the above-described property and discussed the preliminary considerations involved. No formal action was taken by the Council, and Madsen was then directed to work with the potential buyer to firm up details of the potential offer.

Staff Reports

Members of Staff and the Council then discussed the letter received from MnDOT as a response to the City's concern over the crosswalk one block down from the stoplight at Main Street and Highway 55, the Fire Department Spaghetti Dinner, and the Boys Varsity Community Skate.

Open Forum

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

Adjournment

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

Motion Carried: voting in favor; Hafften, Hill, Martinson, Seymour and Buoy and the meeting was adjourned at approximately 7:30 p.m.

Typed this 7th day of January, 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