# City of Rockford, Minnesota Council Workshop Minutes
# 5:00 p.m., Tuesday, January 24th, 2017

Mayor Renee Hafften and Councilmembers Ted Hill, Jeannette Graner, Rick Martinson and Debbie Buoy met with City Administrator, Special Counsel Dan Madsen and Deputy Clerk, Audra Etzel, to begin discussion of the 2017 City Goals and review our current public safety levels of service and related expenses.

Members of Staff and the City Council asked questions regarding these matters and generally discussed them for action at a future Council Meeting. No formal action was taken, as this matter was set on for informal informational purposes.

# City of Rockford, Minnesota Council Meeting Minutes
# 6:00 p.m., Tuesday, January 24th, 2017

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

City Administrator / Special Counsel, Dan Madsen; City Engineer Jared Ward, Wenck and Associates; Public Works Director, Trevor Brummer; Steve Huston, Dustin Bardon, Kathy Ehlers and Bonnie Maue were also in attendance representing the Rockford Area Historical Society.

## 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.C as listed:

3A: Minutes from the January 10th, 2017 Regular Council Meeting
3B: Payment of Claims from Check #26899 through #26950 totaling $66,942.43
3C: Resolution #17-05/ WeCAN Support for Community Development Block Grant

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

## New Business: Rockford Area Historical Society

Dustin Bardon of the Rockford Area Historical Society provided a review of their year in 2016 and discussed the 2017 budget and future projects and plans. The Council and Board discussed their proposed initiatives and thanked the Board for the direction the

Historical Society has taken. No action was taken, as this matter was for discussion purposes only.

**New Business: Resolution #17-06 Establishing Date for Local Board of Appeal and Adjustment**

Madsen explained that Minn. Stat. §274.014 required cities to establish and notice the annual Board of Adjustment and Appeals hearing where people in the community can ask questions and challenge the market value assessment of their properties. For 2017, this meeting has been set for 6:00 p.m., on Tuesday, April 11, 2017.

After discussion and review, a **MOTION** was made by Hill, and seconded by Buoy, to approve the Resolution #17-06 and establish the date and time for the Board of Adjustment and Appeal.

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

**New Business: Wenck Associates Letter of Engagement**

Madsen explained that City Engineer Wenck and Associates had proposed an increase in their rates for the year 2017 and offered the attached Letter of Engagement for consideration by the Council. The rates were scheduled to increase approximately $4 per hour, with the hours of Jared Ward when used increasing approximately $14 per hour.

Madsen continued that Wenck and Associates had been the City Engineer since approximately 2013 and had not increased rates since they were hired. Jared Ward then continued that their proposed rate increase was on track with other engineering firms who also targeted between 3% and 5% as increases for 2017.

After discussion and review, **MOTION** was made by Martinson, and seconded by Hill, to approve the rate increase and Letter of Engagement.

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

Members of the City Council and Staff thanked Jared Ward and Wenck and Associates for the great work and representation they have provided the City of Rockford over the past several years.

Members of the council and Staff then provided updates on the gas and water main break, CIP and Wellhead Protection planning and the Fire Auxiliary and Fire Department Spaghetti Dinner.

**MOTION** was then made by Hill, and seconded by Buoy, to adjourn the Council Meeting at approximately 7:02 p.m.

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

Typed this 27th day of January, 2017.

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