City of Rockford, Minnesota Council Meeting Minutes
6:00 p.m., Tuesday, June 27th, 2017

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

City Administrator / Special Counsel, Dan Madsen; City Engineer, Jared Ward; Alaina Rooker, Crow River News; Nick Mortenson, MNC Properties; Rockford Ambassador Rachel Selly; and, Public Works Director, Trevor were also in attendance.

Rockford Ambassador, Rachel Selly, began the meeting with a brief presentation of the Rockford Ambassadors journeys and appearances over the past year. The city events, festivals and parades attended by the Ambassadors were discussed, and members of the Council expressed their appreciation for representing our community.

A **MOTION** was made by Hill, and seconded by Martinson, set the agenda for the Council Meeting and approve the Consent Agenda Items 3A through

3A. Approve Minutes from the June 8th, 2017 Special Counsel Meeting
3B. Approve the Minutes from the June 13, 2017 Council Workshop and Regular Council Meeting
3C. Approve Payment of Claims, Check Number 27457 through Check Number 27490 totaling $33,220.84
3D. Approve Temporary Liquor License / Rockford River Days Festival 2017
3E. RES #17-23/ Approve Gambling License / Rockford Area Historical Society
3F. Approve Use of Riverside Park Shelter for National Night Out
3G. Approve Closing City Hall, Monday, July 3rd, 2017
3H. Approve Amended Great River Regional Library Agreement

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

New Business: Hurstwoods Utility Mains

Administrator Madsen explained that the city faced several challenges with development and the costs of extending infrastructure to the properties to support future development. Madsen and the Council discussed the policy positions of allowing developers to only extend utilities to the lots to be served, and the policy position of requiring developers to extend utilities to the end of the development property. Nick Mortenson, co-owner of NMC Properties, discussed the cost of extending utility mains

across their property to serve future expansion and annexation and stated that these mains were not needed for development of the property owned by them. Madsen presented three scenarios that could be used to address the challenges as explained. First, the Council could waive the construction of mains to serve northern future development. Second, the Council could require NMC Properties to construct the mains at their sole cost and expense, including bringing the mains to their property. Third, the Council could use permit fees to bring the mains to the property line of NMC Properties, and then have NMC extend the Mains through their development to the North.

Mortenson stated that NMC Properties would support this third option, and would contribute as much as $50,000 into escrow to help cover the cost of these mains, with the rest being paid by NMC or a future development upon platting of the property. The City would then use permit fees to bring the mains to the property and cover the cost of oversizing the mains. Members of the Council expressed their interest in moving forward with this third option, and asked Madsen to draft an Escrow Agreement that could later be approved by the Council. No formal action was taken on this matter, as the Escrow Agreement would be reviewed at a later meeting.

New Business: Resolution #17-24 Accepting Council Member Graner's Resignation. Madsen explained that after years of service, Council Member Jeannette Graner had resigned to move up north with her family for work related obligations. Madsen and the Council discussed the Resolution presented which accepted the resignation and formally declared a vacancy on the City Council.

MOTION was made by Martinson to approve the Resolution #17-24 accepting the resignation and declaring a vacancy on the City Council. This motion was seconded by Hill.

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

Madsen then outlined a process moving forward to replace the vacant Council seat. Various methods were discussed, along with the policy implications involved in filling the vacancy. After additional discussion and review, **MOTION** was made by Hill to modify the questionnaire used to fill vacancies on the Planning and Zoning Board; Post the vacancy and application information on the city's website, Facebook page and publish it in the Crow River News with an application closing date of Noon on July 21st, 2017; hold a workshop on July 25th, 2017 to meet with the various Council candidates and conduct an informal interview; and, consider and review a possible appointment to

the vacant seat at the July 25th, 2017 Council Meeting. This motion was seconded by Martinson.

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

Members of Staff and the Council then discussed various items of city interest including a congratulations to the Rockford Trap Shooting Team for their success over the season and appearance in the State Torment.

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

Motion Carried: voting in favor; Hafften, Hill and Martinson, and the meeting was adjourned at approximately 7:10 p.m.

Typed this 6th day of July, 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. 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:

_____
Dan Madsen
City Administrator, Special Counsel