

City of Rockford, Minnesota Council Workshop Minutes
5:00 p.m., Tuesday, November 13th, 2018

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

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

Administrator / Attorney Madsen walked the Council through the third quarter financial statements for the City of Rockford. Madsen reviewed specific line items in all funds, highlighting that the city's financials were still strong and budgets were operating as expected. Members of the Council asked various questions about the budget and discussed how performance of the 2018 budget may impact the 2019 Final Property Tax Levy and Budgets. No formal action was taken as this matter was set on for informational purposes only.

Madsen then explained that Staff had received a request to use the City's lot on the corner of Highway 55 and County Road 20 for a billboard. The Council and Staff discussed the benefit that location may have on advertising, especially as it relates to housing developments. The Council also discussed the challenges with allowing one or more billboards on that location and how it would be difficult to limit other requests for similar signage. 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, November 13th, 2018

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

City Administrator / City Attorney, Dan Madsen; City Engineer, Jared Ward; Public Works Director, Trevor Brummer; Dean George, Kwik Trip; Justin Mielke, Tyler Neibert and Fire Chief, Ben Sanderson of the Rockford Fire Department; and Sue Van Cleaf of 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 3. A. and 3. E. and set the Agenda for the Council Meeting as follows:

3. A. Approve Minutes from the October 23rd, 2018 Council Workshop and Regular Council Meeting
3. B. Approve Payment of Claims, Check Number 29207 through Check Number 29249 totaling \$72,501.15
3. C. Approve October 2018 Building Permits
3. D. Resolution #18-50 Approve 2018 Revised Appointments and Designations, with Ben Sanderson being added as Emergency Management Director
3. E. Resolution #18-51 Fire Department Pension Increase

Motion Carried: voting in favor; Hafften, Martinson, and Hill. Buoy abstained as married to a member of the Fire Department.

New Business: Canvassing Board Oath and Resolution #18-52 Canvassing the Election Results of the 2018 Municipal Election.

Madsen read, and members of the City Council recited the Canvassing Board Oath. Madsen then reviewed the Resolution and Mayor Hafften read the election results of the 2018 Municipal Elections. **MOTION** was then made by Martinson, and seconded by Hill, to approve Resolution #18-52.

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

New Business: Resolution #18-53 Planned Unit Development Stage Plan for Kwik Trip – 8090 County Road 50.

Madsen explained that Kwik Trip had submitted a contingent purchase agreement with Lunds Byerlys for their lot located on the corner of Highway 55 and County Road 50. Madsen reviewed the findings of the Planning and Zoning Committee and their recommendation to approve the same to the City Council. Madsen also added his request for an easement over the stormwater pipes that carried water from the County road out to the Crow River.

Dean George, on behalf of Kwik Trip, answered questions regarding the type and location of the proposed plan and discussed the interests of the community in development and aesthetic appearance of buildings in Rockford. After additional discussion and review, **MOTION** was made by Buoy, and seconded by Martinson, to approve the Planned Unit Development Stage Plan with inclusion of the easement to the City as requested as Condition #13, and also limiting Condition #6 to only requiring

a trail built across the Kwik Trip property, but no further than one foot over the property line on any abutting properties.

Motion Carried: voting in favor; Hafften, Martinson, and Buoy. Council Member Hill voted against.

New Business: Refurbishment for Fire Truck Ladder 11.

Chief Sanderson reviewed three estimates the Fire Department had received to refurbish the ladder and other parts of Fire Truck Ladder 11. After review of the bids submitted, Fire Safety USA had the low bid at \$50,000. After additional discussion and review, **MOTION** was made by Martinson, and seconded by Hill, to approve the bid of Fire Safety USA in the amount of \$50,000 for the work proposed.

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

Staff Reports:

Staff and members of the Council then discussed various updates including Budgets and Truth in Taxation, the Capital Improvement Plan process, and the potential 2019 Budget and Street Repairs plan.

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, Martinson, Hill and Buoy, and the meeting was adjourned at approximately 7:08 p.m.

Typed this 21th day of November, 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. 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