City of Rockford, Minnesota Council Workshop Minutes
5:00 p.m., Tuesday, July 23rd, 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 / City Attorney, Dan Madsen; City Engineer Steve Hegland, of Wenck and Associates; Scott Soukup and Steve Huston of the Veteran's Memorial Committee; and Kris Strobel, Kathy Ehlers and members of the Rockford Area Historical Society were also in attendance.

Members of the Council and Staff discussed status and condition of the Ames Florida Stork House and reviewed the list of repairs proposed by the Historical Society that totaled in excess of $100,000. The group also discussed other repairs anticipated and reviewed the options for a larger grant from the Minnesota Historical Society. Finally, the group discussed and reviewed the proposed budget and expenses of the Historical Society for 2020. Administrator / Attorney Madsen suggested that the group review the potential for securing alternate use studies that may make better use of the property and guide future improvements. Board Chair Ehlers stated that the HVAC unit may be fully repaired and operational, but that they were also at the end of their attempts to resolve those issues and asked for City support if the last round of repairs is not effective. No formal action was taken as this matter was set on for informative and discussion purposes only.

Members of the Veteran's Memorial Committee also met with the Council and Staff to review options and opportunities to move the project slated for Riverside Park from the conceptual stage to a build stage. Administrator / Attorney Madsen explained that the location of a water main, the property being in the flood plain, the condition of the soils being mostly shells under the topsoil, and the challenges with drainage in the area all posed as obstacles to a fast build of the project. It was discussed that engineered plans, surveys and careful planning should occur to ensure the long-term viability of the project. Staff agreed to work with City Engineers to get costs for relocation of the Water Main that impacted the project, and members of the Veterans Memorial were to work with their architect to put together reliable estimates for the cost of construction of the project. No formal action was taken as this matter was set on for informative and discussion purposes only.

City of Rockford, Minnesota Council Meeting Minutes
6:00 p.m., Tuesday, July 23rd, 2019

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

City Administrator / City Attorney, Dan Madsen; City Engineer Steve Hegland, of Wenck and Associates; Scott Soukup and Steve Huston of the Rockford Lions; Sue VanCleaf of the Crow River News; and Mike and Sheri Moyer were also in attendance.

Set Agenda / Approve Consent Agenda:
A **MOTION** was made by Martinson, and seconded by Hill, to approve the Consent Agenda Items 3A through 3E and set the Agenda as listed for the Council Meeting with the Helen Keller Award included as New Business item 4B:

3A. Approve Minutes from the July 9th, 2019 Workshop and Regular Council Meeting
3B. Approve Payment of Claims, Check Number: 30225 through Check Number 30266 totaling $35,470.08
3C: Resolution #19-24 / Transfer Funds to Debt Service from Fund 314
3D: Resolution #19-25 / Donation Memorial Park Bench
3E: Resolution #19-26 / Approve Riverside Park Rentals

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

New Business: Hiring of Utility Billing Clerk and Administrative Assistant, Sheri Moyer
Attorney / Administrator Madsen explained that the City had received in excess of 40 applications for the Utility Billing Clerk / Administrative Assistant position, conducted 6 first-round interviews, 5 second-round interviews and settled unanimously on Sheri Moyer as the City of Rockford's next Utility Billing Clerk and Administrative Assistant. Ms. Moyer had worked for the City of Minnetonka, City of Crystal and City of Edina and has over 13 years of Utility Billing experience. Members of the Staff and Council thanked Ms. Moyer for joining the team and wished her well in her new position with the City. **MOTION** was then made by Hill to hire Ms. Moyer under the terms and conditions presented in the Personnel Committee and City Staff communications, and to ratify the recommendation of the Personnel Committee to hire Ms. Moyer. This motion was seconded by Seymour.

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

New Business: Presentation of Helen Keller Award to Mayor Renee Hafften
Council Member Martinson explained that the Rockford Lions award a member in the community with the Helen Keller award each year. The award honors people in the community who do good work for the people in their communities and do the work of the Lions, but are not members of the Lions organization. Members of the Council and Staff congratulated Mayor Hafften and thanked her for her dedication and work on behalf of the City of Rockford and greater community at large.

Staff Reports:
Members of the Staff and Council then discussed various updates including Rocktoberfest, Crack Filling, EDA Public Hearing, River Days, Pot- Holes on Tower Street and National Night Out.

Open Forum:
Mayor Hafften called for open forum, no one was present.

Adjournment:
MOTION was then made by Hill, and seconded by Seymour, to adjourn the meeting.

Motion Carried: voting in favor; Hafften, Martinson, Hill, and Buoy and the meeting was adjourned at approximately 6:30 p.m.

Typed this 25th day of July, 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:

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Renee Hafften
Mayor

Attest:

_____

Dan Madsen
City Administrator, Special Counsel