

City of Rockford, Minnesota Council Workshop Meeting Minutes 5:00 p.m., Tuesday, September 8th, 2020

The City Council Workshop was called to Order by Mayor Renee Hafften at approximately 5 p.m. Council members Scott Seymour, Debbie Buoy and Rick Martinson were present.

Denise Willenbring; City Administrator / Attorney, Dan Madsen; Finance Director, Jennifer Swendsen; and City Engineer, Steve Helgand were also in attendance.

Members of the Staff, Council and people in attendance discussed the status of Rocktoberfest and Fireworks, reviewed the 2021 Budget and Preliminary Property Tax Levy, and use of the Park Shelter by the School and Girl Scouts.

No formal action was taken, as these matters were set on for discussion purposes only. Discussions were concluded, and the meeting was adjourned at approximately 6 p.m.

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The City Council Meeting was called to Order by Mayor Renee Hafften at approximately 6 p.m. Council members Scott Seymour, Debbie Buoy and Rick Martinson were present.

Kathy Ehlers and Kris Stroble, Rockford area Historical Society; Denise Willenbring; City Administrator / Attorney, Dan Madsen; City Engineer, Steve Helgand; and Finance Clerk, Jennifer Swendsen; Deputy Price, of the Wright County Sheriff's Department; and Public Works Director, Trevor Brummer, were also in attendance.

Set Agenda and Approve Consent Agenda Items:

A **MOTION** was made Martinson, and seconded by Seymour, to approve the Consent Agenda Items 3A through 3H as listed and set the Agenda for the Council Meeting:

- 3A. Approve Minutes from the August 25th, 2020 Regular Council Meeting
- 3B. Approve Payment of Claims, Check Number: 31585 through 31624; and Check Number 502537E through 502547E totaling \$71,004.16
- 3C. Approve August Building Permits
- 3D. RES #20-33/ Master Partnership Agreement

3E. RES #20-34 / Riverside Park Rentals

3F. RES #20-35 / Amend Rockford Covid-19 Preparedness Policy

3G. Approve Fence Replacement

3H. Alternate Clean-Up Day Option

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

New Business: Rockford Area Historical Society Update and 2021 Budget

Kathy Ehlers presented updates on the work and direction of the Rockford Area Historical Society, as well as their proposed budget for 2021. Ehlers stated that the group wanted to focus on galvanizing the external relationships and community in 2021, and needed to choose a direction in terms of hiring a Director to help their efforts. Members of Staff and the Council reminded Ehlers that City funding of the Historical Society was provided in part by gambling proceeds, and that gambling proceeds have been seriously decreased by the impact of Covid-19 on the hospitality industry. No formal action was taken, as this matter was set on for discussion purposes only.

New Business: 2nd Quarter Financial Review

Finance Director, Jennifer Swendsen, provided a thorough review of the City's General Fund, Fire Department, what the current balanced budget looked like and what impact 1% levy increase would have on revenues that would be added to the Contingency line item.

Members of the Staff and Council discussed the budgets and it was generally accepted that all budget line items and funds were performing well and that the City remained in a strong financial position. Staff were directed to finalize a Preliminary Property Tax Levy and have the same available for review and approval by the Council at the next Council Meeting.

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

New Business: Declaring a Council Vacancy and Process Forward

Administrator / Attorney Madsen explained that Councilman Ted Hill tendered his resignation as accepted at the previous Council Meeting. Madsen presented options to the Council regarding how the Council Position could be properly filled pursuant to Minnesota Statute and past practice in the City of Rockford. After discussion and review, the Council directed Staff to provide the timeline and process used to fill the last Council Vacancy and present the same at the next Council Meeting.

No formal action was taken, as this matter was continued on to a future meeting Agenda.

New Business: CARES Act Funding

Administrator / Attorney Madsen explained that the City had received approximately \$320,744 in CARES ACT funding to be used for purposes detailed in the CARES Act in addressing and mitigating the impacts of Covid-19 in our community. Madsen stated that the City was looking at creating a Policy on how to properly use those funds, and Staff encouraged the Council to think of proper uses for upgrades that would support the City in light of the Covid-19 pandemic as well. Staff reported that they would return to a future meeting with a Policy and Plan for use of the Cares Act funds.

No formal action was taken, as this matter was continued on to a future meeting Agenda.

New Business: Resolution #20-36 / Parkwood 4th Final Plat

Administrator / Attorney Madsen reviewed the history and process involved in the Preliminary Platting of Parkwood 4th Addition and walked the Council through the Parkwood 4th Final Plat. Madsen also explained that Lennar was wanting to approve a Development Agreement in the next week or two so they can begin installing their Public Improvements and get set up for developing this addition in the Spring. Members of Staff and the Council discussed the plat and plan, and **MOTION** was made by Martinson, and seconded by Buoy, to approve Resolution #20-36 and Final Plat.

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

New Business: 2021 Budget

Finance Director Swendsen walked the Council through the Draft 2021 Budget and Preliminary Property Tax Levy. Swendsen stated that the budget was balanced with a currently listed 0% Levy Increase and approximately \$40,000 in a Contingency line item. Swendsen expressed confidence in the budget and stated, for reference, that the Council could generate approximately \$17,000 for each percentage point the Council increased the levy. Swendsen concluded that it may be wise to consider a slightly higher levy at this preliminary stage, as the levy can be later decreased, but not increased, as the City moves into the Final Budget and Levy phase in December.

No formal action was taken, as this matter was continued on to a future meeting Agenda.

Staff Reports:

Members of the Staff and Council then discussed current events and provided updates regarding various matters involving the City including Parkwood 4th Development, Capital Improvement Infrastructure planning, Park Equipment replacement and Park Shelter use by the Historical Society.

Open Forum:

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

Adjournment:

MOTION was then made by Seymour, and seconded by Buoy, to adjourn the meeting.

Motion Carried: Motion Carried: Voting in favor; Hafften, Buoy, and Martinson, and Seymour and the meeting was adjourned at approximately 7:35 p.m.

Typed this 17th day of September, 2020.

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