

**City of Rockford, Minnesota Council Workshop Meeting Minutes**  
**5:00 p.m., Tuesday, June 23, 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 Ted Hill were present. Councilman Rick Martinson was absent.

Wright County Sheriff, Sean Deringer; Deputy Voss; City Administrator / City Attorney, Dan Madsen; City Engineer, Steve Helgand of Wenck and Associates were also in attendance.

Members of the Staff and Council discussed the issues surrounding law enforcement and reviewed Wright County policies on training, physical contact and body cameras. While Wright County did not currently have body cameras, they were in the process of setting aside funding into a Capital Improvement budget to purchase body cameras within the next three to five years. No formal decisions were made, as this matter was on for discussion purposes only.

Discussions were concluded, and the meeting was adjourned at approximately 6 p.m.

**City of Rockford, Minnesota Council Meeting Minutes**  
**6:00 p.m., Tuesday, June 23, 2020**

The City Council Meeting was called to Order by Mayor Renee Hafften at approximately 6 p.m.

Council members Scott Seymour, Debbie Buoy and Ted Hill were present. Councilman Rick Martinson was absent.

City Administrator / City Attorney, Dan Madsen; Wright County Deputy Voss; and City Engineer, Steve Hegland of Wenck and Associates were also in attendance.

**Set Agenda and Approve Consent Agenda Items:**

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

3A. Approve Minutes from the June 9, 2020 Workshop and Regular Council Meeting

3B. Approve Payment of Claims, Check Number: 31314 through 31359 totaling \$147,804.38

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

**New Business: Utility Bills and Shut-Offs**

Administrator / Attorney Madsen explained that the Council had stayed the assessment of interest on delinquent utility bills and stopped shutting off utility service for those accounts that were in arrears. With the re-opening of the economy, members of the Staff and Council discussed when utility bills should again be assessed interest for late payments and when service should be disconnected for non-payment. After discussion and review, it was generally informally agreed that the next utility billing cycle would again have interest assessed for late payment and that shut-off notices would start being sent for people that were significantly delinquent in payments. Staff contacted all people with delinquent accounts to work with them on payment plans. No formal action was taken, as this matter was set on for discussion purposes only.

**New Business: Liquor License Proration**

Attorney / Administrator Madsen explained that the Council had voted to provide pro rata refunds or credits to bars and restaurants with liquor licenses for the period of time they were closed for on-sale service due to Executive Order. That period of time ran from March through June. Liquor licenses due in July were discussed, and it was generally agreed that payment could be made August 1 for the 2020-2021 liquor licenses. Credits would be provided for the four months of prorated refund unless owners requested direct refunds to them for that amount. No formal action was taken, as this matter was set on for informational purposes only.

**New Business: Resolution #20-20/Extending Seasonal Outdoor Service Area**

Administrator / Attorney Madsen presented a Resolution Amending the Resolution that established outdoor service areas. The current authority for outdoor service areas ran through October 31, or until the Governor allowed indoor service equal to or greater than 50%. The Governor subsequently approved inside food and beverage service at 50% capacity, which would have terminated the ability to have outdoor service areas. After discussion and review, including the lack of complaint or detriment to businesses by use of parking spaces as a patio; and the benefit that the outdoor seating is providing to struggling restaurants, **MOTION** was made by Hill to approve Resolution #20-20 extending the outdoor service areas until the Governor allowed 80% or greater inside service based upon occupancy, or October 31, whichever occurred first in time. This motion was seconded by Buoy.

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

**Staff Reports:**

Members of the Staff and Council provided updates including the Covid-19 Virus, Staffing Levels and River Days Cancellation.

**Open Forum:**

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

**Adjournment:**

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

Motion Carried: Voting in favor; Motion Carried: Voting in favor; Hafften, Buoy, Hill, and Seymour and the meeting was adjourned at approximately 6:55 p.m.

Typed this 2<sup>nd</sup> day of July, 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](http://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:

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Dan Madsen  
City Administrator, Special Counsel