

## **City of Rockford, Minnesota Council Workshop Minutes 5:15 p.m., Tuesday, July 14, 2020**

The City Council Workshop was called to Order by Mayor Renee Hafften at approximately 5:23 p.m. Council Members Scott Seymour, Debbie Buoy, Ted Hill and Rick Martinson were present.

City Administrator / City Attorney, Dan Madsen; and City Engineer, Steve Hegland of Wenck and Associates; Chris Quirk, Public Works were also in attendance.

Members of the Staff and Council discussed the sale of the Lieder Printing Press building on the corner of Main Street and Bridge Street, the progress made on the Kwik Trip store and gas station, and the process and progress by Tailwind on the Lumberyard Site.

No formal action was taken, as these matters were set on for discussion purposes only.

## **City of Rockford, Minnesota Council Meeting Minutes 6:00 p.m., Tuesday, July 14, 2020**

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

City Administrator / City Attorney, Dan Madsen; Wright County Deputy Price; and City Engineer, Steve Hegland of Wenck and Associates; Trevor Brummer the Public Works Director, Chris Quirk, Public Works; Chad Hansen and Chris Rear of ICS; and Bobbi Anderson Rockford Middle School Principal 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 3A through 3H, with item 3F the CUP for Rockford Middle School being pulled from Consent and set on as item 4C as New business, and set the Agenda for the Council Meeting:

- 3A. Approve Minutes from the June 23, 2020 Workshop and Regular Council Meeting
- 3B. Approve Payment of Claims, Check Number: 31365 through 31394 totaling \$30,946.55

3C. Approve June Building Permits

3D. Resolution #20-21/Approve 2020 Primary Election Judges

3E. Reschedule August 11, 2020 Council Meeting to August 12, 2020 due to Primary Elections

3F. Moved to New Business

3G. Site Plan Review / 8910 Autumn Oaks Drive

3H. Resolution #20-22/Rockford Fire Department Roster as of June 29, 2020

**Wright County Deputy Price Update:**

Wright County Sheriff's Deputy Price appeared and provided the Council with updates on Riverview Estates, local area thefts and people being contacted by IRS scam attempts. Members of the Staff and Council asked questions regarding the general happenings in the community. No formal action was taken, as Deputy Price appeared for general updates and discussion purposes only.

**New Business: City Building LED Lighting Upgrades**

Chris Quirk of the Street Department presented information regarding her research and the opportunity for city buildings to receive upgrades to their lighting with a limited time 50% rebate. The cost of the lighting was to be \$22,998.56, but with the rebate the City's actual cost would be \$12,465.10. Based upon the electricity savings, the rate of repayment would be 3.1 years. After additional discussion and review, **MOTION** was made by Martinson, and seconded by Seymour, to approve the purchase.

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

**New Business: RES #20-23/Emergency Declaration Amendment regarding Utilities and Liquor Licenses**

Attorney / Administrator Madsen explained that the Council had voted to stay utility penalty assessment and utility disconnections for delinquent accounts, and had not determined a due date for 2020-2021 liquor license fees. Members of the Staff and Council discussed the policy involved with the current Covid-19 status and how that impacted payment and delinquencies in utility fees, as well as how the virus was impacting local establishments with liquor licenses. The proposed Resolution provided that penalties and service disconnections would commence on the August utility billings, and that liquor license fees would be due on August 1, 2020. **MOTION** was made by Hill, and seconded by Buoy, to approve Resolution #20-23.

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

**New Business: RES #20-24/Conditional Use Permit Rockford Middle School**

Bobbi Anderson of Rockford Area Middle School explained the School's interest in using one of their lots abutting the middle school as the location for a greenhouse. A greenhouse required a conditional use permit, which had been reviewed and approved by the Planning and Zoning Commission. Administrator / Attorney Madsen brought up that this particular area had been reviewed as a possible driveway for student drop-off and pickup, and that the most recent Safe Routes for Schools identified this area as an area of great risk and in need of improvement. Ms. Anderson stated that the school had no plans on using that area for redesigning traffic flow to alleviate the issues with student drop off.

**MOTION** was made by Martinson, and seconded by Hill, to approve Resolution #20-24, approving the Conditional Use Permit for a Greenhouse with the conditions listed.

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

**Staff Reports**

Members of the Staff and Council provided updates including the Covid-19 Virus, Staffing Levels and the potential for Rocktoberfest.

**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; Hafften, Buoy, Hill, Martinson and Seymour and the meeting was adjourned at approximately 6:52 p.m.

Typed this 22<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