

**City of Rockford, Minnesota Workshop Meeting Minutes  
5:00 p.m., Tuesday, August 10, 2021**

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

City Administrator / Attorney, Dan Madsen; and City Engineer, Steve Hegland; were also in attendance.

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

**City of Rockford, Minnesota Council Meeting Minutes  
6:00 p.m., Tuesday, August 10, 2021**

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

City Administrator / Attorney, Dan Madsen; and City Engineer, Steve Hegland; and Deputy Wyatt of the Wright County Sheriff's Department were also in attendance.

A motion was made by Martinson, and seconded by Buoy, to approve the Consent Agenda Items 3A through 3E as listed and set the Agenda for the Council Meeting:

- 3A. Approve Minutes from the July 27, 2021 Workshop and Regular Council Meeting
- 3B. Approve Payment of Claims, Check Number: 32808 through 32853 and Check Number 1445E through 1457E totaling \$108387.54
- 3C. RES / Rockford Area Historical Society Bingo and Raffle Permit
- 3D. RES / F.D. Auxiliary Raffle Rocktoberfest
- 3E. Approve Library and Park Shelter Cleaning Services Contract

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

**Deputy Ryan, Wright County Sheriff**

Deputy Ryan provided a general update to the City Council regarding police activity in Rockford over the past two weeks. No formal action was taken, as this matter was set on for discussion purposes only.

**New Business: Landings of Rockford Grading Agreement**

Administrator / Attorney Madsen explained that Rockford Holdings was seeking to move forward with their project and had requested the ability to begin grading their lot and removing trees as they work through the conditions and comments in their Development Agreement and development plans. While not common, Madsen explained that cities do sometimes offer grading contracts or agreements to help Developers keep projects moving forward while the rest of the project is finalized. The Agreement presented provided Rockford Holdings with the ability to grade their lot upon approval of a formal grading plan, satisfaction of requirements by the MPCA

and payment of an escrow to ensure proper compliance with the plan and protection of the Crow River. It was noted that any grading activity would be at the sole risk of Developer since their development plans had not been finalized. After additional discussion and review, Motion was made by Martinson, and seconded by Seymour, to approve the Agreement.

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

**New Business: 2022 Improvement Project Feasibility Study**

Engineer Hegland and Attorney / Administrator Madsen again reviewed Project Area 4, Walnut Street that included commercial properties, the School and residential properties and what the project cost and assessment burden would be for that area. Members of the Staff and Council considered detailed analysis including using a per lot approach for the residential parcels and reviewed whether a cap should be enacted on the amount of assessment any specific property would incur, possibly based upon a percentage of the market value. No formal action was taken, as this matter continues to be set on for discussion and review purposes only.

Members of the Staff and Council then presented general updates including River Days, residential development and other general happenings from around the city.

Motion was then made by Seymour, and seconded by Willenbring, to adjourn the meeting.

Motion Carried: Motion Carried: Voting in favor; Martinson, Buoy, Seymour and Willenbring, and the meeting was adjourned at approximately 6:57 p.m.

Typed this 20<sup>th</sup> day of August, 2021.

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