

**City of Rockford, Minnesota Workshop Meeting Minutes  
5:00 p.m., Tuesday, November 23, 2021**

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

City Administrator / Attorney, Dan Madsen was also in attendance.

Nick Morter, Council Candidate for the vacated seat of Rick Martinson met with the City Council. Members of the Council reviewed Mr. Morter's application materials, answers to questions posed and discussed Mr. Morter's background and qualifications as they relate to a potential seat on the City Council.

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, November 23, 2021**

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

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

**Public Hearing, 2022 Infrastructure Improvement Project Amendment**

Councilmember Buoy made a Motion to open the Public Hearing, which was seconded by Seymour. Motion Carried: Voting in favor; Hafften, Buoy, Seymour and Willenbring and the Public Hearing was Opened at approximately 6:04 p.m.

Administrator / Attorney Madsen reviewed the timeline and scope of the 2022 proposed Infrastructure Project and discussed how the two Townhome Associations subject to assessments were fronted by outlots, and how one association had the value of the outlots abutting the project area reduced to nearly nothing in market value at the County level. Madsen explained that an assessment on an outlot with nominal market value would violate the Special Benefit Test and could result in a loss of that portion of the assessment. Madsen explained that instead, it was proposed that the Council assess the individual parcels in both Townhome Associations under an Area method, with the total amount of assessment and basis for apportionment remaining the same. Engineer Hegland then ran through the basic components of the project, discussed how the assessment amounts were set by the City's policy and Statute, and reviewed how the Council came to determine the amounts and methods of Assessment.

Mayor Hafften then called for public comment.

Den Dean, President of the Marsh Run Homeowner's Association asked the Council if the assessments could be spread out to more than just the townhomes in that association. Mr. Dean

asked why homes further north were not also assessed. Madsen and Hegland explained that those parcels did not abut the project area, and that the other properties would likely be assessed in future phases when the street abutting those properties becomes improved.

Kevin, without stating a last name, asked to confirm that the amount received in the Assessment Letter was a one-time cost, and asked questions about the timeline and how people will access and egress that neighborhood.

Jay Koester of Boulder Ridge Homeowner's Association asked questions regarding the need for a reclaim versus a mill and overlay as proposed. Additionally, Mr. Koester asked if the vacant lots are being assessed, and why we aren't sending a bill to the builder who is still building in the development and that they should be charged more than anyone.

Mr. Dean of Marsh Run then asked the Council if the City and Public works could work with the HOA to clean up a field and the back hill area of city-owned property that had a lot of tires and garbage on it from over the years that was abutting Marsh Run.

Mayor Hafften then called again for Public Comment. Madsen also asked if anyone had comments, questions or concerns to share.

After hearing none, Motion was made by Seymour and seconded by Willenbring to Close the Public Hearing. Motion Carried: Voting in favor; Hafften, Buoy, Seymour and Willenbring and the Public Hearing was Closed at approximately 6:38 p.m.

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

Approve Minutes from the November 9, 2021 Workshop & Special Council Meeting  
Approve Payment of Claims, check number 33187 to 33188 & EFT 502850E – 502857E  
Totaling \$79,597.36.  
Approve Jolly Jingle Run Special Event License

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

### **Wright County Deputy Update: Deputy Wyatt**

Deputy Wyatt reported that there were 87 traffic stops in Rockford, resulting in 11 citations. There have been issues with gas tanks being drilled and catalytic converters being stolen, and the Sheriff's Office is looking into those reports.

### **New Business: Veteran's Memorial Update**

Madsen provided an update that the Rockford Lions and other boards and groups had approved the circular design for the Veteran's Memorial. Next steps would be to begin pulling together project construction plans, which will be shared with the Council and other groups when they are ready.

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

**New Business: RES / Amending 2022 Improvement Project and Preparation of Plans**

Madsen explained that the City held a Public Hearing earlier that evening, and that the purpose of this Amendment was to change the basis for assessment from the outlots abutting the project to the parcels in the HOA owned property abutting the project area. Members of the Staff and Council reviewed the project and basis for assessments. After additional discussion and policy considerations, Motion was made by Willenbring, and seconded by Seymour, to approve the Resolution and Amend the 2022 Improvement Project and Preparation of plans as provided therein.

**New Business: Council Vacancy Appointment Process**

Madsen explained that the Council had interviewed Commissioner Nick Morter and Chairman Mike Werman, both serving on the Planning and Zoning Commission, pursuant to their applications to fill the vacancy on the City Council. Since the Council did not have an opportunity to discuss the interviews or candidates, a Special Meeting was discussed to be set on for December 7<sup>th</sup> to review and possibly appoint one of Candidates to the City Council.

No formal action was taken, as this matter was set on for a Special Council Meeting for future determination.

Members of the Staff and Council then presented general updates including Requests for Proposals on the Lumberyard Property, Veteran's Memorial Project Design, Holiday Decorations being installed and the Rockford Fire Auxiliary Toy Drive.

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

Motion Carried: Motion Carried: Voting in favor; Hafften, Buoy, Seymour and Willenbring, and the meeting was adjourned at approximately 7:18 p.m.

Typed this 22<sup>nd</sup> day of March, 2022.

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:

---

Renee Hafften  
Mayor

Attest:

---

Dan Madsen  
City Administrator, Special Counsel