

## **City of Rockford, Minnesota Workshop Meeting Minutes 5:00 p.m., Tuesday, July 13, 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.

Members of the Council and Staff discussed the 2022 Capital Improvement Project Feasibility Study, the RRGB Crosswalk Grant Contract and the Rockford Landings Development Agreement.

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, July 13, 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; and Deputy Wyatt of the Wright County Sheriff's Department were also in attendance.

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

- 3A. Approve Minutes from the June 22<sup>nd</sup>, 2021 Workshop and Regular Council Meeting
- 3B. Approve Payment of Claims, Check Number: 32707 through 32742 and Check Number 1426E through 1438E, and Check Number 502755E through 502765E and Check Number 32706 totaling \$80,561.05.
- 3C. Approve April and May 2021 Building Permits
- 3D. Approve RES / Fire Relief Gambling Permit, Rocktoberfest
- 3E. Approve RES / Lions Gambling Permit, River Days
- 3F. Clays Special Event Permit, August 6<sup>th</sup> & 7<sup>th</sup>
- 3G. RES / End Local State of Emergency

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

### **New Business: 2021 Cleaning Services Contract**

Administrator / Attorney Madsen explained that the City's cleaning service, Skelley, had discontinued operations in our area. Staff sent out five requests for quotes for cleaning services for the Park Shelter and the Library. Only two services submitted quotes: Mike's Utility & Facility Services, and Neat Cleaning Services. Mike's quoted \$70 a week for cleaning the Library, and \$65 a week for cleaning the Park Shelter. Neat quoted \$150 per week for cleaning the Library, and \$110 for cleaning the Park Shelter. Members of the Staff and Council discussed

the quotes, including the difference in price and the experience level of the companies. After discussion and review, the Council asked Staff to ask for references from the two companies and place this matter on a future Agenda.

No formal action was taken.

### **New Business: 2022 Feasibility Study**

Engineer Hegland and Attorney / Administrator Madsen continued the discussion regarding the 2022 Improvement Project and walked the Council through the six project areas and the estimated costs of each portion of the project. Parts of the project are subject to special assessment against benefitted properties, and Staff discussed the percentages of project cost that were available for assessment pursuant to the city's Special Assessment Policy. Hegland and Madsen walked the Council through information gathered and shared how each property may be assessed by a variety of methods including, but not limited to, area assessment, per lot assessment, and linear foot assessment methodologies. Members of the Council and Staff reviewed the information presented and agreed to set this matter on the next Agenda for further research and discussion, including a graphic map showing the impact of each assessment on every individual property.

No formal action was taken.

### **New Business: RRFB Contract and Agreement**

Engineer Hegland and Attorney / Administrator Madsen explained that the County had sent over a draft contract to be used for the grant to purchase the RRFB system to be installed on Highway 55. Madsen explained that the Agreement did not seem to be crafted for this purpose, but that it was instead a standard agreement used by the County. Madsen highlighted the areas of concern in the Agreement, but stated that there was likely not much exposure to the City by entering into the Agreement. While drafting a more appropriate Agreement would be better, the County stated that process could take quite some time to complete. Engineer Hegland reviewed the equipment to be purchased and the Council agreed to the items to be installed. Members of the Staff and Council discussed the option of having lighting installed above the RRFB components for better visibility at night. The Council decided to add at least one light above the system on the north side of Highway 55. After additional discussion and review, Motion was made by Willenbring, and seconded by Martinson, to approve the County Agreement and purchase of the RRFB equipment.

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

### **Deputy Ryan, Wright County Sheriff**

Deputy Ryan provided a general update regarding traffic stops and law enforcement activity in the City. Traffic stops increased over the July 4<sup>th</sup> weekend resulting in 17 tickets, and there were 127 calls for service or complaints – many related to illegal fireworks. Additionally, a group of

teens became involved in mischief, vandalized several pots and planters, damaged a couple of cars and turned on fire hydrants around the city. No formal action was taken, as this matter was set on for discussion purposes only.

### **New Business: Rockford Logo and Website**

Attorney / Administrator Madsen explained that the City had drafted a new logo for use on clothing and small adds in 2020, but the Council had not taken formal action on which logo should officially represent the City. As the website continues to be developed, Prime Advertising asked whether or not the City would be using the old “bridge” logo and green color scheme, or the new “R” logo and blue color scheme. Members of the Staff and Council discussed the old logo, noting that the bridge depicted no longer existed and likely never existed in Rockford. Other comments included the design and drawing showing the bushes draw in a more cartoonish manor, and that the river depicted did not look at all like the Crow River. Members of Staff and the Council also discussed the “R” logo, noting that it was a more modern design and more typical of city logos these days in it’s contemporary layout. It was discussed that the “R” logo was perhaps a bit boring, and it was specifically noted that the logo could be changed again at any point in the future. The old logo could be reinstated, or a new logo could be created at the interest of any future staff or Council. After additional discussion and review, Motion was made by Seymour, and seconded by Willenbring, to approve the “R” logo as the City’s official logo.

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

Members of the Staff and Council then presented general updates including River Days, Rocktoberfest and other updates of general interest.

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 7:15 p.m.

Typed this 22nd day of July, 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:

---

Renee Hafften  
Mayor

Attest:

---

Dan Madsen  
City Administrator, Special Counsel