

**City of Rockford, Minnesota Workshop Meeting Minutes  
5:00 p.m., Tuesday, August 24, 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 Staff and Council reviewed the 2022 Feasibility Study and discussed the potential Special Assessments that could be levied up on properties in the project area.

Members of the Staff and Council also briefly discussed the Safe Routes to Schools Projects that were identified in the SRTS Program and reviewed potential timelines for construction of those projects.

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 24, 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 Kesti of the Wright County Sheriff's Department were also in attendance.

**6:00 p.m. Public Hearing, Vacation of Drainage and Utility Easement**

Mayor Renee Hafften called the Public Hearing to Order at approximately 6:00 p.m. City Administrator / Attorney Madsen explained that the Public Hearing had been properly noticed, posted and letters had been sent to all residents living within 400 feet of the subject property. Madsen explained that Lennar platted Outlot B in its entirety including a drainage and utility easement when they Final Platted the property to be developed with single family homes in Parkwood 3<sup>rd</sup> Addition. A portion of the area of this Outlot B was preliminarily platted and is still designated for single family homes as was Final Platted in Parkwoods 5<sup>th</sup> Addition. To build these homes, the Drainage and Utility Easement needs to be vacated over Outlot B, and then two separate outlots with Drainage and Utility Easements over the vast wetland area are re-established in the Parkwood 5<sup>th</sup> Final Plat.

Members of the General Public were asked to comment as Mayor Hafften opened the floor to the general public. Noting no one in attendance interested in offering comments, members of the Staff and Council discussed that this was a relatively routine occurrence and that the intent of the Preliminary and Final Plat was met and upheld which supported the vacation of the Drainage and

Utility Easement. Mayor Hafften again called for public comment. Noting none, Motion was made by Seymoure to close the Public Hearing. Motion was seconded by Willenbring.

Motion Carried: Voting in favor; Martinson, Buoy, Seymour and Willenbring, and the Public Hearing was closed at approximately 6:09 p.m.

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

- 3A. Approve Minutes from the August 10, 2021 Workshop and Regular Council Meeting
- 3B. Approve Payment of Claims, Check Number: 32854 through 32898 totaling \$160,690.61
- 3C. RES / Certifying Delinquent Garbage Fees

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

### **Deputy Kesti, Wright County Sheriff**

Deputy Kesti provided a general update to the City Council regarding police activity in Rockford over the past two weeks. This activity included 77 traffic stops and 16 citations. No formal action was taken, as this matter was set on for discussion purposes only.

### **New Business: RES Vacating Public Drainage and Utility Easement**

Administrator / Attorney Madsen reviewed that the easement to be vacated was re-recorded in the Parkwood 5<sup>th</sup> Final Plat for areas intended to be protected, while the area that was omitted had always been platted for residential housing and was shown in the Preliminary Plat and Parkwood 5<sup>th</sup> Addition Final Plat. The wetland and other areas were protected by dedication of two new Drainage and Utility Easements to the public's favor as shown in the Parkwood 5<sup>th</sup> Addition Final Plat. After additional discussion and review, Motion was made by Seymour, and seconded by Martinson, to approve the Resolution vacating the Drainage and Utility Easement as presented.

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

### **New Business: RES 2022 Capital Improvement Project Feasibility Study and Call for Public Hearing**

Engineer Hegland and Attorney / Administrator Madsen reviewed the entirety of the 2022 project, discussed the Engineer's Memorandum and walked through the methods of proposed assessment related to each class of property in each project area. After discussion and review of the past several meetings where these matters, especially related to the Special Assessments proposed, the City's Assessment Policy and compared to the Special Benefit Test for each individual property assessment, Motion was made by Martinson, and seconded by Willenbring, to approve the Resolution and accept the Feasibility Study.

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

Motion was then made by Buoy, and seconded by Seymour, to authorize the City Engineer to begin a preliminary project survey and to call for a Public Hearing pursuant to the requirements of Minn. Stat. Chapter 429.

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

Members of the Staff and Council then presented general updates including Rocktoberfest, the current drought conditions facing the city, River Days, the Historical Society Stork House Tour, and Dr. Perry Buffy and the crossing guards he was enlisting for the student's safe return to school.

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 7:05 p.m.

Typed this 9<sup>th</sup> day of September, 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