

**City of Rockford, Minnesota Council Workshop Minutes**  
**5:00 p.m., Tuesday, November 26<sup>th</sup>, 2019**

The meeting was called to Order by Mayor Renee Hafften at 5:00 p.m. Council members Rick Martinson, Debbie Buoy and Ted Hill were present. Councilman Scott Seymour was absent.

City Administrator / City Attorney, Dan Madsen; and, City Engineer Steve Hegland and special guest, Jared Ward, of Wenck and Associates, Finance Director Jennifer Swendsen, Deputy Clerk Etzel and Utility Billing Sheri Moyer were also in attendance.

Members of the Council and Staff discussed and reviewed Employee Equity Compensatory Adjustments and updates provided by Tailwind regarding their building design. 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 26<sup>th</sup>, 2019**

The meeting was called to Order by Mayor Renee Hafften at 6:00 p.m. Council members Rick Martinson, Debbie Buoy and Ted Hill were present. Councilman Scott Seymour was absent.

City Administrator / City Attorney, Dan Madsen; Finance Director Swendsen, Desens Parks Department, and City Engineer Steve Hegland and special guest, Jared Ward, of Wenck and Associates; Wright County Deputy Emanuel were also in attendance.

**Set Agenda and Approve Consent Agenda Items:**

A **MOTION** was made by Hill, and seconded by Martinson, to approve the Consent Agenda Items 3A and 3E and set the Agenda for the Council Meeting as listed:

- 3A. Approve Minutes from November 12, 2019 Workshop & Regular Council Meeting
- 3B. Approve Payment of Claims, Check Number: 30626 through check number: 30667 totaling \$370,888.26
- 3C. Approve Employee / Contractor Equity Compensatory Adjustments
- 3D. Approve Crow River Christmas Fireworks
- 3E. Approve Closing City Hall on Christmas Eve

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

**Sheriff's Update**

Deputy Emanuel and Rudolph from the Wright County Sheriff's Department appeared and provided updates on winter snow plowing and parking restrictions. Members of the Staff and Council asked questions including whether porch theft of gifts has been an issue and reminded people to be careful with deliveries. No formal action was taken, as the appearance was for informational purposes only.

**New Business: Approve Purchase of Riverside Park Equipment**

Park Director, Darcy Desens, presented information to the Council regarding the recommendation of the Parks Board to purchase equipment for Riverside Park. Desens explained that the City had budgeted approximately \$80,000 for purchase of park equipment this year, but the Park Board recommended an expansion of the equipment to be purchased and advocated for a fundraising process to raise the additional revenue necessary for the larger project. After a few months of effort, funding was donated by Hanover Athletic Association, in addition to Rockford Area Athletic Association and the Rockford Lions, to cover the purchase of the expanded equipment. The new plan was to purchase the equipment in 2019 to take advantage of an offered discount, and construct the new playground in the Summer / Fall of 2020. After additional discussion and review, **MOTION** was made by Hill, and seconded by Buoy, to approve the purchase.

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

**New Business: Resolution #19-41 Approving Modified Tailwind Design Plan, Site Plan and Building Review**

Madsen explained that at the last Council Meeting, the Council had approved the Tailwind Site Plan and Building Review, but added requirements that the building contain a downlit soffit and vertically expanded windows on the corners of the building facing Highway 55. Staff contacted Tailwind and discussed these requirements. LeAnn Sather responded on behalf of Tailwind that the windows were currently designed in a manner that was consistent with the Council's intent, but explained that the downlit soffit was not financially feasible given the cost of that project. The Council discussed the balance between wanting enhanced appearance aesthetics versus wanting new commercial construction in Rockford. The Council also discussed the impact of proposed wall sconces and whether those would provide the aesthetic benefit the City would like to see. After additional discussion and review, **MOTION** was made by Hill, and seconded by Martinson, to approve Resolution #19-41 as originally proposed by Planning and Zoning and without the additional requirements and to remove the

requirement for a Phase II environmental study. It was noted that this Resolution rescinded and replaced Resolution #19-40 passed at the last meeting.

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

**New Business: 3<sup>rd</sup> Quarter Financial Report**

Finance Director, Jennifer Swendsen, presented the financial information from the 3<sup>rd</sup> Quarter for the City of Rockford. Swendsen walked through revenues and expenditures in the General Fund, Fire Department and the Water and Wastewater Utilities. Members of the Staff and Council asked questions on the fiscal health of these departments and whether or not there were any concerns moving forward. It was discussed that the City's financial position is quite strong, and all budgets looked like they were tracking very well. No formal action was taken, as the presentation was for informational purposes only.

**Staff Reports:**

Members of the Staff and Council provided updates including the Truth in Taxation Public Hearing occurring at 6 p.m. on Tuesday, December 10<sup>th</sup>, 2019.

**Open Forum:**

Mayor Hafften called for open forum, no one from the public spoke.

**Adjournment**

Motion was then made by Hill, and seconded by Buoy, to adjourn the meeting.

Motion Carried: voting in favor; Hafften, Buoy, Martinson, and Hill, and the meeting was adjourned at approximately 6:44 p.m.

Typed this 4<sup>st</sup> day of December, 2019.

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