

**City of Rockford, Minnesota Workshop Meeting Minutes  
5:00 p.m., Tuesday, May 11, 2021**

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

City Administrator / Attorney, Dan Madsen; City Engineer, Steve Hegland; and, Public Works Staff, Trevor Ratke were also in attendance.

Members of the Council and Staff discussed nominations for the 2020 Volunteer of the Year Award and reviewed the qualifications and merits of both nominees: Laura Franklin; and the Rockford Food Shelf. After an extensive discussion and review, members of the City Council came to the general consensus that Laura Franklin should be selected as the 2020 Volunteer of the Year, noting that the Rockford Food Shelf was an amazing asset to the community and also very worthy of the award.

Members of the Council and Staff also discussed the City's Lumberyard property located at the corner of Highway 55 and Main Street. Staff and the Council reviewed what marketing efforts had been used in the past, and what the best path forward would be to find development opportunities for this property. Members of the Staff and Council discussed what options the City may have for developing the property and identified needed businesses that would benefit the community. The matter will be set on a future Workshop Agenda for further discussion.

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

**City of Rockford, Minnesota Council Meeting Minutes  
6:00 p.m., Tuesday, May 11, 2021**

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

City Administrator / Attorney, Dan Madsen; Trevor Ratke of the Public Works Department; City Engineer, Steve Hegland; Deputy Kristi of the Wright County Sheriff's Department; Commissioner Wetter of the Wright County Board of Commissioners; and, Rob Deblieker, resident, were also in attendance.

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:

- 3A. Approve Minutes from the April 27, 2021 Workshop and Regular Council Meeting
- 3B. Approve Payment of Claims, Check Number: 324496 through 32540; and Check Number 1390E through 1396E; 1401E and 1402E, totaling \$135,943.00
- 3C. Approve Kettenacker Basketball Court Paving, Fence Replacement and Painting

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

**Deputy Kesti, Wright County Sheriff**

Deputy Kesti from the Wright County Sheriff's Office introduced himself and provided general updates on the happenings around the City. No formal action was taken, as this matter was set on for discussion purposes only.

**New Business: Commissioner Mary Wetter**

Commissioner Mary Wetter of the Wright County Board of Commissioners appeared and discussed Broadband / Fiber Internet Access in the area, a new County Economic Development Authority, and the Dentistry Program in the County Building in Downtown Buffalo.

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

**New Business: Rockford Summer Help**

Administrator / Attorney Madsen explained that Public Works had funding available in the seasonal hires line item of their budget since warming house employees were not hired over the past winter. Staff had requested that a second summer seasonal hire be brought on to get ahead on summer and fall clean-up and beautification efforts ahead of the city summer and fall events. It was requested that the new staff person be hired starting in June or July. After additional discussion and review, Motion was made by Seymour, and seconded by Willenbring, to approve the additional seasonal hire.

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

**New Business: Resolution 21-10 Restaurant Outdoor Service, Billy's Rockford Bar**

Administrator / Attorney Madsen explained that Keith Greeninger, owner of Billy's Rockford Bar, had requested the ability to have outdoor seating similar to what they had last year. The materials in the Council Packet outlined the Ordinance that allowed outdoor seating, and Staff and the Council discussed policy considerations including whether or not the seating was necessary given the Governor's re-opening of the State and loosening of Covid-19 restrictions, whether the seating was necessary given the impact of Covid-19 restrictions on Billy's and the industry in general, and what materials and city involvement would be needed in the process. After additional discussion and review, Motion was made by Seymour, and seconded by Buoy, to approve Resolution 21-10 and allow Billy's to have outdoor liquor service in a space compact and contiguous to their building upon application, approval of the property owner and submission of updated insurance information.

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

**New Business: Riverwood Community Church Special Event Permit**

Administrator / Attorney Madsen explained that Giorgiana Linna had submitted an application for a Special Event Permit for their proposed event for the Riverwood Covenant Youth Group to be held May 19<sup>th</sup>, 2021. Riverwood Church had already reserved the Park Shelter, but was planning on adding a food truck and dunk tank out in the main park area. Because this was a unique request, and because the request involved areas outside of the park shelter, and additionally because some policy and regulation should be applied to general park use for private events, Staff recommended Riverwood Church submit a Special Event Permit for Council review. After additional discussion and review, including the desire to have some regulation and control over park use for private events, Motion was made by Martinson, and seconded by Buoy, to approve the Special Event Permit as requested.

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

Members of the Staff and Council then presented general updates including the Memorial Day Service / Ceremony on May 31<sup>st</sup>, the City-wide Garage Sale the second week of June, Movie in the Park being scheduled for June 4<sup>th</sup> 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 7:02 p.m.

Typed this 13th day of May, 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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Rick Martinson  
Mayor *Pro Tem*

Attest:

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Dan Madsen  
City Administrator, Special Counsel