

**City of Rockford, Minnesota Council Workshop Meeting Minutes**  
**5:00 p.m., Tuesday, May 26<sup>th</sup>, 2020**

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

City Administrator / City Attorney, Dan Madsen; City Engineer, Steve Hegland of Wenck and Associates were also in attendance.

Members of the Staff and Council discussed the potential for a subsidized senior housing development for low income residents in Rockford. The Council discussed the benefit of having senior housing in the community and the importance of development. The Council also discussed the challenges with the request for TIF subsidies, the saturation with other large developments for senior housing in Buffalo and Medina, and the detriment of providing public funds for private development projects. No formal decisions were made, as this matter was on for discussion purposes only.

Next, members of the Council discussed Amendment to the Liquor License Ordinance to allow outdoor seating and expansion of the business liquor licenses out to parking lots. The discussion included a review of the requirements that would protect the interests of allowing businesses to generate income, but still protect people by constructing sufficient barriers to buffer against any potential vehicular operation. No formal decisions were made, as this matter was on for discussion purposes only.

Discussions were concluded, and the meeting was adjourned at approximately 6 p.m.

**City of Rockford, Minnesota Council Meeting Minutes**  
**6:00 p.m., Tuesday, May 26<sup>th</sup>, 2020**

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; City Engineer, Steve Hegland of Wenck and Associates were also in attendance.

**Sent Agenda and Approve Consent Agenda Items:**

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

- 3A. Approve Minutes from the May 12, 2020 Regular Council Meeting
- 3B. Approve Payment of Claims, Check Number: 1201E through 1204E and check number 31236 through check number: 31274 totaling \$152,134.38
- 3C. Approve Payment to Delano Senior Center Payment
- 3D. Approve Farmer's Market Request to use City's Parking Lot

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

**New Business: 2019 Audit Presentation Abdo, Eick and Meyers**

Bonnie Schweiger, from Abdo, Eick and Meyers, presented the City's 2019 Audit and Management Letter. Schweiger ran through all of the City funds and highlighted that all funds were operating properly and had adequate cash balances. There were no issues to bring forward from this year's audit. Members of the Council and Staff asked questions about the Audit and budget line items. After additional discussion and review, **MOTION** was made by Martinson, and seconded by Hill, to approve and accept the Audit.

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

**New Business: First Quarter Financials**

Finance Clerk Jennifer Swendsen presented the 1<sup>st</sup> Quarter Financials and ran through updates from the Management Letter and Audit as they related to revenues and expenses through the 1<sup>st</sup> Quarter of 2020. Members of Staff and the Council discussed and reviewed the financials and asked questions regarding early projections for the 2<sup>nd</sup> Quarter. No formal action was taken, as this matter was set on for informational purposes only.

**New Business: Resolution #20-14 Emergency Declaration Amendment**

Administrator / Attorney Madsen presented a Resolution Amending the Emergency Declaration issued by the City Council. The Amendment updated the City's operating policies to allow all staff to return back to work and to resume all Boards and Meetings, and resume meeting in person. After additional discussion and review, **MOTION** was made by Martinson to approve Resolution #20-14, and Seconded by Hill.

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

**New Business: Utility Billing Shut-offs**

Administrator / Attorney Madsen discussed with the Council that the Emergency Declarations currently continued the suspension of late fees and shut-offs for delinquent utility bill payments. Members of the Council discussed when this policy should end, but determined that no changes should be made at this time. No formal action was taken, as this matter was discussed and continued for future review.

**New Business: Resolution #20-15 Amending Liquor and Beer Ordinance #20-01**

Administrator / Attorney Madsen reviewed the Ordinance Amendment that would allow bars and restaurants to use areas of their parking lot or adjacent property as a patio, and extends liquor licenses of these businesses out to the patio area with approval from Council. Members of the Council and Staff discussed the policy involved in this shift and reviewed its limitations. Also, an amendment to licenses fees should the Council enact a Declaration of Emergency. After additional discussion and review, **MOTION** was made by Hill, and seconded by Buoy, to approve Ordinance #20-01 and Resolution #20-15.

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

**Staff Reports:**

Members of the Staff and Council provided updates including the Covid-19 Virus, Staffing Levels and River Days Events.

**Open Forum:**

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

**Adjournment:**

**MOTION** was then made by Hill, and seconded by Martinson, to adjourn the meeting.

Motion Carried: Voting in favor; Hafften, Buoy, Martinson, and Hill, and the meeting was adjourned at approximately 6:45 p.m.

Typed this 5<sup>th</sup> day of June, 2020.

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