

**City of Rockford, Minnesota Workshop Meeting Minutes
5:00 p.m., Tuesday, March 23rd, 2021**

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

City Administrator / Attorney, Dan Madsen; Public Works Director, Trevor Brummer; were also in attendance.

Members of the Council and Staff reviewed the history of the Rockford Mall and discussed the plan proposed by Mark Saliterman for inside storage use at the Westrock Shopping Center. The Council and Staff also discussed and reviewed Ordinances that some cities have ratified, and other cities have rescinded, that limit protests targeted at a particular residence and how those may impact the 1st Amendment. The Council and Staff concluded the Workshop discussing the High School Prom and their request to have a parade through town.

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

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6:00 p.m., Tuesday, March 23rd, 2021**

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

City Administrator / Attorney, Dan Madsen; Public Works Director, Trevor Brummer; Deputy Hoffman of the Wright County Sheriff's Department; Mark Saliterman, of the Westrock Shopping Center; and Chief Ben Sanderson, Rockford Fire Department were also in attendance.

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

- 3A. Approve Minutes from the March 9, 2021 Workshop and Regular Council Meeting
- 3B. Approve Payment of Claims, Check Number: 32329 through 32376; and Check Number 1358E through 1372E, totaling \$100,965.69

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

Deputy Hoffman, Wright County Sheriff

Deputy Hoffman from the Wright County Sheriff's Office introduced himself and provided general updates including the tragedy on Woodhill Drive and issues with traffic down that street. Members of the Council and Staff discussed other matters of general city importance. No formal action was taken, as this matter was set on for discussion purposes only.

New Business: Westrock Shopping Center PUD Amendment

Administrator / Attorney Madsen reviewed the Planning and Zoning meeting and findings, highlighting the plan of Westrock Shopping Center and Mr. Mark Saliterman to add indoor storage and retail to a now vacant space in the Mall. Members of the Council asked various questions including general operational and security related plans that may be in effect. After additional discussion and review, Motion was made by Hafften, and seconded by Willenbring, to accept the recommendation of Planning and Zoning, approve the Resolution, Ordinance Amendment and allow the self-storage use at Westrock Shopping Center.

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

New Business: Parkwood 4th Addition Letter of Credit Reduction

Administrator / Attorney Madsen explained that City Engineer, Steve Hegland, prepared a Memorandum stating that Lennar had paid in \$753,960.25 at the start of construction for Parkwood 4th Addition, and only had \$281,698.03 worth of work and additional percentage of protection on remaining Municipal Improvements. On that basis, Engineer Hegland had recommended in his Memorandum that the amount of \$472,262.22 be reduced from their Letter of Credit to cover the remaining incomplete Municipal Improvements.

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

New Business: 2022 Feasibility Study Geotechnical and Sewer Televising Bids

Administrator / Attorney Madsen explained that City Engineer, Steve Hegland, had secured three bids for both the Geotechnical Survey and Sewer Televising projects as a part of the 2022 Feasibility Study. The low bids were Hydro-Klean, LLC for \$14,260 for the Sewer Televising, and Element Materials Technology for the Geotechnical Investigation in the amount of \$6,460. After additional discussion and review, Motion was made by Martinson, and seconded by Seymour, to approve the low bids based upon all of the information presented.

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

New Business: Rockford Fire Department Additional Officers Request

Fire Chief, Ben Sanderson, explained that the F.D. had operated with 1 Chief, 1 Assistant Chief, 4 Captains and 2 Lieutenants for the past several years. The challenge facing the F.D. was the retirement of many long-standing officers and the low experience level of many of the members as it related to actual leadership experience. Chief Sanderson explained that adding two Lieutenants would make it easier to fill higher ranking positions based upon experience when those positions were vacated by veteran officers. After additional discussion and review, including the relatively low expense in adding these positions, Motion was made by Martinson, and seconded by Buoy, to approve the Resolution and add the two additional Lieutenant positions.

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

New Business: Volunteer of the Year Nominations

Administrator / Attorney Madsen explained that City was now accepting applications for the 2020 Volunteer of the Year. If people knew of someone deserving of the award, they should complete a nomination form and return it to City Hall or e-mail it to the City of Rockford.

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

Members of the Staff and Council then presented general updates including the Development Agreement being completed for Lennar, the Local Board of Adjustments and Appeals being set on for April 13, 2021 at 6 p.m., and the Compost Site being chipped and cleaned up ahead of its opening in mid-April.

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

Motion was then made by Martinson, and seconded by Buoy, to enter into Closed Session.

Motion Carried: Voting in favor; Hafften, Buoy, Willenbring, Martinson, and Seymour and the Council entered into Closed Session at approximately 6:42 p.m.

Motion was then made by Martinson, and seconded by Willenbring, to exit into Closed Session.

Motion Carried: Voting in favor; Hafften, Buoy, Willenbring, Martinson, and Seymour and the Council exited Closed Session at approximately 7:12 p.m.

Administrator / Attorney Madsen stated that the Council had discussed the meeting with LeAnn Sather and Tailwind Group, LLC regarding the Purchase Agreement and the Offer made by LeAnn Sather to extend or establish a Right of First Refusal if the Purchase Agreement were terminated in Closed Session, but that no action was taken.

Motion was then made by Seymour, and seconded by Willenbring, to adjourn the meeting.

Motion Carried: Motion Carried: Voting in favor; Hafften, Buoy, Willenbring, Seymour and Martinson and the meeting was adjourned at approximately 7:14 p.m.

Typed this 25th day of March, 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. 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