**City of Rockford, Minnesota Council Workshop Minutes**

**4:30 p.m., Tuesday, September 12, 2023**

The City Council Workshop began at 4:30 p.m. Council members Wyatt Gutzke, Mike Werman, Denise Willenbring and Heather Michalik were in attendance.

Finance Director, Viktoriya Montic; Permitting, Billing and Finance Clerk, Amanda Daniels; City Engineer, Steve Hegland; City Administrator / Attorney, Dan Madsen; and Debbie Buoy and Anna Carlson were also in attendance.

Members of the Staff and Council met with Ms. Buoy and Ms. Carlson and discussed their experience and interest in working for the City of Rockford, Minnesota.

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

**City of Rockford, Minnesota Council Meeting Minutes**

**6:00 p.m., Tuesday, September 12, 2023**

The City Council Workshop began at 4:30 p.m. Council members Wyatt Gutzke, Mike Werman, Denise Willenbring and Heather Michalik were in attendance.

Finance Director, Viktoriya Montic; Permitting, Billing and Finance Clerk, Amanda Daniels; City Engineer, Steve Hegland; City Administrator / Attorney, Dan Madsen; Sean Ballard, Sarach Miller, Trent Shipley, Cory Knutson, Kevin Heyman of the Rockford Lions; resident, Missy Vogel and Debbie Buoy and Anna Carlson were also in attendance.

A motion was made by Willenbring and seconded by Michalik, to approve the Consent Agenda Items 2A through 2H as listed and set the Agenda for the Council Meeting:

2A. Approve Minutes from the August 22nd, 2023 Regular Council Meeting

2B. Approve Payment of Claims, check number 35472 through 3551; check number 35481, check number 503257e thorough 503265e, and check number 1905e through 1911e totaling $106,303.20

2C. Approve Red Vest Grand Opening Special Event Permit

2D. Approve LIBOR Rate Change Resolution

2E. Approve Presbyterian Church Special Event Permit

2F. Approve Bankwest Resolution of Understanding

2G. Approve Bankwest Overflow Parking Lot Purchase Agreement

2H. Approve Parkwood Lennar Letter of Reduction

Motion Carried: Voting in favor; Hafften, Werman, Willenbring, Michalik, Gutzke.

Wright County Sheriff’s Report: None.

New Business, Approve Hiring of City Administrator, Anna Carlson

explained that the City of Rockford had received over 160 applications for this position, conducted 5 first-round interviews, 4 second-round interviews and settled on the Preferred Candidate, Anna Carlson. After additional discussion and review, including her history serving as an Elite Level City Clerk in Orono for the past 11 years, Motion was made by Werman, and seconded by Gutzke, to approve hiring Ms. Carlson on the terms and conditions presented in the Council Memorandum and update.

Motion Carried: Voting in favor; Hafften, Werman, Willenbring, Michalik, Gutzke.

New Business, Approve Hiring of City Clerk / Assistant City Administrator, Debbie Buoy

Administrator / Attorney Madsen explained that the City had received over 250 applications for this position, conducted 6 first-round interviews, 4 second-round interviews and settled on the Preferred Candidate, Debbie Buoy. After additional discussion and review, including her history serving as Chair of the Planning and Zoning Commission for 10 years prior to serving on the City Council for 8 years, Motion was made by Gutzke, and seconded by Michalik, to approve hiring Ms. Buoy on the terms and conditions presented in the Council Memorandum and update.

Motion Carried: Voting in favor; Hafften, Werman, Willenbring, Michalik, Gutzke.

New Business, Approve Lions Lawful Gambling Premises Permit, Red Vest

Administrator / Attorney Madsen explained that the City had received the Gambling License Application from the Rockford Lions and discussed the application and materials at the August 22, 2023 Council Meeting. During that discussion, the Council had questions about prior reporting and status of gambling reports yet to be submitted to the City. Members of the Rockford Lions promptly provided any missing reports and also provided additional background information on their prior lawful gambling operations. After additional discussion and review, including questions regarding avoiding any lag in operations at the proposed premises – The Red Vest – due to the change in organizations conducting lawful gambling; and after hearing the position of the Lions that they will communicate with the current and exiting gambling nonprofit and avoid any lags in service; Motion was made by Michalik, and seconded by Wllenbring, to approve the motion.

Motion Carried: Voting in favor; Hafften, Werman, Willenbring, Michalik, Gutzke.

New Business, Approve 2024 Preliminary Property Tax Levy, First Review

Administrator / Attorney Madsen and Finance Director Viktoriya Montik presented information regarding the first draft of the 2024 Preliminary Property Tax Levy. The levy was currently set at an approximate 14% increase, but Madsen noted the net impact would be closer to 12% based upon new home construction and market valuation changes in Rockford over the past year. Members of the Council and Staff reviewed the draft budget, levy and line items contained therein. Members of the Council noted that they would be more comfortable with a levy closer to an 8% increase at this Preliminary Levy stage. Members of Staff stated that they would find ways to reduce the levy and would return to the next meeting with those changes.

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

New Business, Approve Resolution Declaring Council Vacancy, Appointment Process

Administrator / Attorney Madsen explained that Councilmember Willenbring submitted her resignation at the August 22nd, 2023 Council Meeting with the vacancy effective October 1, 2023. Madsen explained how the Council had traditionally managed vacancies and provided a Resolution declaring the vacancy along with a questionnaire and application for appointment. Madsen also proposed an application deadline of Friday, September 29th, 2023. After additional discussion and review, Motion was made by Werman, and seconded by Gutzke, to approve the Resolution declaring the vacancy and establishing a process to fill the vacancy.

Motion Carried: Voting in favor; Hafften, Werman, Willenbring, Michalik, Gutzke.

Members of Staff and the Council then discussed general updates regarding the City of Rockford, including Rocktoberfest VII and other happenings around the City. Motion was then made by Werman, and seconded by Gutzke to adjourn the meeting.

Motion Carried: Voting in favor: Hafften, Werman, Willenbring, Gutzke and Michalik, and the meeting was adjourned at approximately 7:05 p.m.

Typed this 21st day of September, 2023.

Dan Madsen

City Administrator / City Attorney

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

Administrator / Attorney