

City of Rockford, Minnesota Council Workshop Meeting Minutes 5:00 p.m., Tuesday, December 22nd, 2020

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

Denise Willenbring; City Administrator / Attorney, Dan Madsen; City Engineer, Steve Helgand; Annette Tryon, Kevin Kahler and Jeff Nute of the Rockford Area Historical Society were also in attendance.

Members of the Staff, Council and people in attendance discussed the 2020 Special Fund Budgets and the letter of resignation from Deputy Clerk, Audra Etzel. Staff and the Council also discussed the potential job position posting, along with other general city information.

No formal action was taken, as these matters were set 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, December 22nd, 2020

The City Council Meeting was called to Order by Mayor Renee Hafften at approximately 6 p.m. Council members Scott Seymour, Debbie Buoy and Rick Martinson were present.

Denise Willenbring; City Administrator / Attorney, Dan Madsen; City Engineer, Steve Helgand; Deputy Ellison of the Wright County Sheriff's Department; Annette Tryon, Kevin Kahler and Jeff Nute of the Rockford Area Historical Society were also in attendance.

Set Agenda and Approve Consent Agenda Items:

A **MOTION** was made by Martinson, and seconded by Seymour, to approve the Consent Agenda Items 3A through 3F as listed and set the Agenda for the Council Meeting including accepting the resignation of Deputy Clerk Etzel and posting for a City Clerk employment position:

3A. Approve Minutes from the December 8th, 2020 Workshop and Regular Council Meeting

3B. Approve Payment of Claims, Check Number: 502611E through 502623E; and Check Number 31991 through 32084 totaling \$213,029.98

3C. RES #20-62 / Rockford Fire Department Roster as of December 7, 2020

3D. RES #20-63 / Hennepin County Recycling Grant Extension

3E. RES #20-64 /Accept 2020 Donations

3F. 2021 Employee Compensation

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

New Business: Deputy Ellison.

Deputy Ellison met with the Council and provided general updates regarding the Sheriff's Department and law enforcement in Rockford. Deputy Ellison also shared information on the 2020 Sheriff's Beard Challenge, an annual fun fundraiser for the local community.

New Business: Wright County Potential Zoning Change

Administrator / Attorney Madsen discussed the Township Resident request to review the potential zoning change by the County of a parcel of township property that was proposed to potentially allow a treatment / recovery zoning inclusion into the potential uses for that parcel. After discussion and review of the parcel and the potential zoning change impact on future Rockford boundary expansion, the Council generally agreed that it had no formal position on the proposed change.

No formal action was taken.

New Business: RES #20-65 / Adopt 2021 Special Fund Budgets and 2021 Enterprise Fund Budgets

Finance Director, Jennifer Swendsen, presented information on the 2021 proposed Enterprise and Special Fund Budgets. Staff and the Council reviewed and discussed various aspects of the budgets including the water and wastewater fund, rates and projected revenues and expenses. After discussion and review, **MOTION** was made by Buoy, and seconded by Seymour, to approve Resolution #20-65 and budgets.

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

New Business: Accept Resignation of Deputy Clerk Audra Etzel and Post Job Opening

Administrator / Attorney Madsen explained that Deputy Clerk, Audra Etzel, had tendered her resignation effective January 5, 2021. Ms. Etzel had worked for the city for 12 years and had accepted a position in Otsego as a City Clerk. Madsen reviewed the average compensation of this position in cities with a population similar to Rockford, and reviewed the general job posting of a City Clerk position with the City Council. After discussion and review, **MOTION** was made by Martinson, and seconded by Buoy, to post the position at a hiring range of \$28 to \$33 per hour with the title of City Clerk.

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

Staff Reports:

Members of the Staff and Council then discussed current events and provided updates regarding a potential 2022 Infrastructure Project, and Staff and the Council wished everyone a happy holiday, solstice, winter break.

Open Forum:

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

Adjournment:

MOTION was then made by Seymour, and seconded by Buoy, to adjourn the meeting.

Motion Carried: Motion Carried: Voting in favor; Hafften, Buoy, and Martinson, and Seymour and the meeting was adjourned at approximately 7:05 p.m.

Typed this 23rd day of December, 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. 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