

City of Rockford, Minnesota Workshop Meeting Minutes 5:00 p.m., Tuesday, September 14, 2021

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

City Administrator / Attorney, Dan Madsen; Finance Director, Jennifer Swendsen; Public Works Street Department Employee, Chris Quirk, and City Engineer, Steve Hegland; were also in attendance.

Members of the Council and Staff reviewed the 2022 Preliminary Property Tax Levy and Draft 2022 Budget, discussing the impact of the cost of services and how revenues, fees and property taxes were proposed to cover those costs. Members of the Council and Staff also discussed the potential of adding another member to Staff that would focus on economic development.

No formal action was taken, as these matters were set on for general discussion only.

City of Rockford, Minnesota Council Meeting Minutes 6:00 p.m., Tuesday, September 14, 2021

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

City Administrator / Attorney, Dan Madsen; Finance Director, Jennifer Swendsen; Kevin Koehler and Annette Tryon of the Rockford Area Historical Society; Public Works Street Department Employee, Chris Quirk; City Engineer, Steve Hegland; Resident, Christina Shultz; and, Deputy Westburg of the Wright County Sheriff's Department were also in attendance.

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

- 3A. Approve Minutes from the August 24, 2021 Workshop and Regular Council Meeting
- 3B. Approve Payment of Claims, Check Number: 32901 through 32986; Check Number 502815e through 502817e; and, Check Number 1459e through 1473e totaling \$217,261.83.
- 3C. RES / Rockford Area Historical Society Rocktoberfest Liquor License, October 2, 2021.

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

Citizen Communications: Resident Christina Shultz

Ms. Shultz shared information on an assault involving her daughter that took place at Riverside Park earlier this summer. Ms. Shultz explained her concern over safety in the park and asked if additional law enforcement presence or cameras could be installed to regain safe conditions at the park. No formal action was taken.

Deputy Westing, Wright County Sheriff

Deputy Westing provided a general update to the City Council regarding police activity in Rockford over the past two weeks. No formal action was taken, as this matter was set on for discussion purposes only.

New Business: 2nd Quarter Financial Report

Finance Director, Jennifer Swendsen, shared her 2nd Quarter Financial Report with the City Council, highlighting revenues, expenses and areas of variance from the projected 2021 Budget at the end of the second quarter. No formal action was taken, as this matter was set on for informational purposes only.

New Business: Rockford Historical Society 2022 Budget Request

Kevin Kahler of the Rockford Area Historical Society presented the Society's proposed 2022 Budget and asked the City Council for \$19,735 to continue their work with the Stork House including continued repair and maintenance work regarding the windows and other areas of the house. Members of the Council and Staff discussed the projects, plans for 2022 and thanked Koehler for all of his hard work. No formal action was taken, as this matter was set on for informational purposes only.

New Business: Website Draft Review

Administrator / Attorney Madsen explained that Prime Advertising had asked the Council to approve the main page website design. Madsen reviewed the key elements of the website and discussed the progress of the website development. After discussion and review, including questions regarding usability for residents and search features, Motion was made by Martinson, and seconded by Buoy, to approve the main page design.

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

New Business: Public Works Roller, Locate Wand and Camera Televising System

Public Works Employee, Chris Quirk, explained to the Council that the City's asphalt roller was nearly thirty years old and in need of replacement, as was the locate wand and televising equipment. Members of the Staff and Council discussed the condition of the existing equipment and reviewed how new equipment was needed and how it would improve the level of services provided by Public Works. After additional discussion and review, Motion was made by Martinson, and seconded by Seymour, to approve the purchases in the amount of \$25,191 with the understanding that Ms. Quirk would apply for a grant and any grant award would be used to reduce the cost of these purchases.

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

New Business: Resolution 2021-22 Amending Resolution 21-21 Receiving a Feasibility Report and calling for a Public Hearing on the proposed 2022 Public Improvement Project

Administrator / Attorney Madsen explained that the last Resolution passed showed one PID receiving an assessment that should have been divided between two PIDs. That change was made and reflected in the Resolution. No other changes or amendments were made to the 21-21 Resolution. After discussion and review, including a review of the listed PIDs and assessments,

as well as the method of assessment, Motion was made by Seymour, and seconded by Buoy, to approve the Resolution

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

Members of the Staff and Council then presented general updates including Rocktoberfest, Riverworks Steak Dinner on October 16th, Open House dates for the 2022 Improvement Project being October 21 and 29 in Riverside Park, and the Truth In Taxation Public Hearing being December 14, 2021 at 6 p.m. in Council Chambers of City Hall.

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

Motion Carried: Motion Carried: Voting in favor; Hafften, Martinson, Buoy, and Seymour and the meeting was adjourned at approximately 7:29 p.m.

Typed this 16th day of September, 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