

City of Rockford, Minnesota Council Workshop Minutes
5:00 p.m., Tuesday, July 23rd, 2024

Mayor Renee Hafften called the City Council Workshop to Order at 5 p.m. Council members Wyatt Gutzke, Heather Michalik and Melissa Vogel were in attendance. Council members absent: Mike Werman.

City Administrator Anna Carlson, Assistant City Administrator/City Clerk Debbie Buoy, Finance Director Viktoriya Montik, Public Works Director Trevor Brummer, and Engineer Steve Heglund were also in attendance.

Members of Council and staff discussed the special event license application submitted by My Town Bar, Inc. DBA Red Vest. Mayor Hafften stated similar events that have been approved and held in the past. The Council discussed having Mechanic Street closed at Bridge Street for a safer flow of traffic.

Finance Director Viktoriya Montik presented the second quarter financial report. This presentation included fund balances as of the end of June. There are no concerns with any of the cash flow balances. Finance Director Montik explained many details of the report to Council.

The Assistant Fire Chief term was briefly discussed. Council discussed having the new Assistant Fire Chief term end on 12-31-27 to ensure the Fire Chief and Assistant Fire Chief terms end on different years.

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

City of Rockford, Minnesota Council Meeting Minutes
6:00 p.m., Tuesday, July 23rd, 2024

Mayor Renee Hafften called the City Council Meeting to Order at approximately 6:00 p.m. Council members Wyatt Gutzke, Heather Michalik and Melissa Vogel were in attendance. Council members absent: Mike Werman.

City Administrator Anna Carlson, Assistant City Administrator/City Clerk Debbie Buoy, Engineer Steve Heglund, Fire Chief David Angell and Public Works Director Trevor Brummer were also in attendance.

Also in attendance was Deputy Larson (arrived at 6:13pm and left at 6:30pm), Fire Department Captain David Reed, Fire Department Captain Tyler Neibert, Brad Thingvold (left at 6:13pm), Stephanie Kohnen (left at 6:13pm) and Doug White.

A motion was made by Michalik and seconded by Gutzke to approve the Consent Agenda Items 2A through 2D as listed and set on the Agenda for the Council Meeting:

- A. Approval of Minutes of July 9, 2024, City Council Workshop & Regular Meeting
- B. Approval Payment of Claims
- C. Approval to Amend Resolution No. 24-02 Fee Schedule, Resolution No. 24-30
- D. Approval to Accept Donation of Ballistic Vests for Fire Department, Resolution No. 24-31

Motion Carried: Voting in favor; Hafften, Gutzke, Michalik and Vogel.

Wright County Sheriff's Update

Deputy Larson reported the recent call counts. He stated that he is watching the area of Bridge Street and Main Street to ensure that people are coming to a complete stop at the stop signs.

My Town Bar, Inc. DBA Red Vest Special Event License Application

City Administrator Anna Carlson stated that this is an annual event that My Town Bar holds. The application submitted to the City Clerk requires feedback and direction from Council. The applicant, Stephanie Kohlen, discussed the concerns with Council. Council required a few safety items for the event and corrected insurance documentation.

Motion was made by Michalik and seconded by Vogel to approve the Special Event License Application for My Town Bar, Inc. DBA Red Vest to hold their 2nd Annual Grand Opening on 9-14-2024 from Noon to 12:00 am with completion of the items discussed.

Motion Carried: Voting in favor; Hafften, Gutzke, Michalik and Vogel.

Approval to Hire General Public Works Maintenance Position

After completion of the interviewing process, staff and the personnel committee reviewed and discussed the candidates and are recommending Lillian Gutknecht for the position.

Motion was made by Vogel and seconded by Gutzke to hire Lillian Gutknecht with a starting pay of \$25.00 per hour starting August 12, 2024.

Motion Carried: Voting in favor; Hafften, Gutzke, Michalik and Vogel.

Approval to Hire General Public Works Maintenance/Mechanic Position

After completion of the interviewing process, staff and the personnel committee reviewed and discussed the candidates and are recommending Ryan Wuollet for the position.

Motion was made by Michalik and seconded by Gutzke to hire Ryan Wuollet as the Public Works Maintenance Mechanic worker with a starting pay of \$30.00 per hour starting August 12, 2024.

Motion Carried: Voting in favor; Hafften, Gutzke, Michalik and Vogel.

Assistant Fire Chief Recommendation and Appointment

The position of Assistant Fire Chief is the second highest appointed position within the Rockford Fire Department. The position is appointed by the City Council. The committee decided unanimously to recommend David Reed as the next Rockford Assistant Fire Chief. It was also recommended that his term goes through December 31, 2027, to offset the Fire Chief term.

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Motion was made by Gutzke and seconded by Vogel to appoint David Angell as Assistant Fire Chief with a term to begin on July 24, 2024 and go through December 31, 2027.

Motion Carried: Voting in favor; Hafften, Gutzke, Michalik and Vogel.

Stork House Oak Trees

City Administrator Anna Carlson presented the information regarding tree removal and pruning at the Stork House. Bur Oak trees at the Stork House are infested with Two Line Chestnut Borer. Staff recommends having the tree near the road removed this year as it is declining and wait for next year for the other tree work.

Motion was made by Michalik and seconded by Gutzke to approve the Davey Tree Expert Company bid of \$10,200.00. Having the Bur Oak near the road removed this year and budgeting for the remainder of work to be completed next year.

Motion Carried: Voting in favor; Hafften, Gutzke, Michalik and Vogel.

Staff Reports

City Administrator Carlson will be attending the Wright County administrators meeting. The first Council Meeting in August will be on Thursday, August 15th do to the elections being on Tuesday, August 13th, as no meetings may be held on election day. Public Works Director Brummer stated that staff is currently working on painting crosswalks and curbs, getting ready for River Days and budgets. Council Member Michalik stated that the playground at Mutterer Park will be closed for replacement of equipment and National Night Out is August 6th. Mayor Hafften reminded everyone that River days is August 9th, 10th and 11th and congratulated Rick and Sally Martinson on being this year's Grand Marshalls.

Open Forum

Doug White on behalf of the Rockford Lions requested the Councils feedback on a proposal for the Lions to build a large Adirondak chair in Riverside Park. Council recommended that this be presented to the Parks Commission first for their approval.

Adjournment

A motion was made by Gutzke and seconded by Michalik to adjourn the meeting at approximately 6:52 pm.

Motion Carried: Voting in favor; Hafften, Gutke, Michalik and Vogel

Typed this 29th day of July 2024.

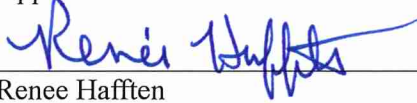
Debbie Buoy
Clerk/Assistant City Administrator
City of Rockford Minnesota

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

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City Council, and more detail regarding discussions and policy considerations is provided by watching the recording of the meeting.

Approved:



Renee Hafften
Mayor

Attest:



Debbie Buoy
Clerk/Assistant City Administrator