

## **City of Rockford, Minnesota Workshop Meeting Minutes 5:00 p.m., Tuesday, June 28<sup>th</sup>, 2022**

The City Council Workshop was called to Order by Mayor Renee Hafften at approximately 5 p.m. Council members Debbie Buoy, Denise Willenbring and Mike Werman were in attendance. Council member Scott Seymour was absent.

City Administrator / Attorney, Dan Madsen; and City Engineer, Steve Hegland; were also in attendance.

Members of the City Council and Staff discussed a Subsidized Housing Proposal from BKV and touched on the Staff Sick-time policy contrasted with Paid Time Off. No formal action was taken, as this matter was set on for discussion purposes only.

## **City of Rockford, Minnesota Council Meeting Minutes 6:00 p.m., Tuesday, June 28<sup>th</sup>, 2022**

The City Council Meeting was called to Order by Mayor Renee Hafften at approximately 6 p.m. Council members Debbie Buoy, Denise Willenbring and Mike Werman were in attendance. Council member Scott Seymour was absent.

City Administrator / Attorney, Dan Madsen; and City Engineer, Steve Hegland; Renee Oelrich, Water / Wastewater Operator; Amanda Daniels; Billing Clerk; and, Deputy Kesti of the Wright County Sheriff's Department were also in attendance.

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

- 3A. Approve Minutes from the June 14, 2022 Workshop and Regular Council Meeting
- 3B. Approve Payment of Claims, Check Number: 33960 through 33997 totaling \$96,549.09

**Motion Carried: Voting in favor; Hafften, Buoy, Willenbring and Werman.**

### **Deputy Kesti, Wright County Sheriff**

Deputy Kesti provided a general update to the City Council regarding police activity in Rockford over the past two weeks. There were 100 traffic stops mostly surrounding distracted driving or other moving violations. No formal action was taken, as this matter was set on for update purposes only.

### **New Business: Discuss and take appropriate action on PSN Credit Card Processing Solutions**

Billing Clerk Daniels explained that Staff had been having on-going issues with RevTrak as a credit card processing company. Representatives of Banyon, the City's billing system, informed Staff that the issues with RevTrak were widespread among many cities, and that Payment Solutions Network (PSN) was a recommended processing company. Staff looked into the cost of PSN, and it was comparable to RevTrak but also allowed for the fees associated with credit card

processing to be passed along to the bill payer opting to use that form of payment. After additional discussion and review, including percentages of interest to be charged and on-going expenses, Motion was made by Hafften, and seconded by Willenbring, to approve the change to PSN.

**Motion Carried: Voting in favor; Hafften, Buoy, Willenbring and Werman.** Staff were directed to bring a formal Contract for Services back to the next Council Meeting for the Consent Agenda and approval.

**New Business: Discuss and take appropriate action on Wastewater Laterals Agreement**

Attorney / Administrator Madsen explained that before the Council was a draft of an Agreement Residents would be asked to sign if they elected to have the City line their sewer lateral service. Madsen explained that property owners were required to have their laterals lined if they showed damage, but that residents could opt to have other companies do that work. If the City was asked to do the work, residents would be required to enter into the attached Agreement waiving their rights and abilities to challenge the amount of fees that have been predetermined for the work and would be assessed against their properties. After additional discussion and review, including a review of the expenses involved, the options residents had besides requesting the City to conduct the repairs, and the timing of the potential Assessments and the assigned interest rate, Motion was made by Buoy, and seconded by Willenbring, to approve the Agreement.

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

**New Business: Discuss and take appropriate action on Veteran's Memorial Board Design**

Attorney / Administrator Madsen explained that he had recently attended a Veteran's Memorial Lions Board meeting and was presented with a preliminary design for the Donations Board. Members of the Staff and Council reviewed the design and no objections were made to the size, layout, proposed location or design materials as displayed. The sign was also requested to be presented to the Park Board for their comment and review as well.

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

**New Business: Discuss and take appropriate action on Veteran's Memorial Quote**

Attorney / Administrator Madsen explained that the Council had approved quotes on-hand during the last Council meeting, but a local company submitted a quote shortly thereafter that saved the City approximately \$11,000 on the project costs. Staff consulted with the original company that provided the quote, and they stated that they were unable to match the new quote but that they were also recalling their quote and allowing the more affordable quote and company move forward with the project. After discussion and review, including the stated appreciation of Dick Keranen of Northland Construction for the original fair quote and their willingness to withdraw their quote; and to Duane Rolstad of Rolstad Construction for their quote and donation of \$11,000 in labor from the quote; Motion was made by Hafften, and seconded by Willenbring, to approve the lower quote.

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

Members of the Staff and Council then presented general updates regarding general happenings from around the city. Staff and the Council discussed a call from a visitor to the community requesting more porta-pottys in the park and additional garbage cans to be allocated to the various areas in the park as well. After additional discussion and review, including current locations of garbage cans, the cleaning schedule of the porta-pottys and challenges created by large unplanned groups showing up at the park, Staff stated the matter would be passed along to Darcy Desens, Parks Department, for his follow-up and review.

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

Motion Carried: Motion Carried: Voting in favor; Hafften, Buoy, Seymour, Willenbring and Werman, and the meeting was adjourned at approximately 7:30 p.m.

Typed this 6<sup>th</sup> day of July, 2022

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](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  
City Administrator, Special Counsel