

**City of Rockford, Minnesota Council Workshop Minutes
5:00 p.m., Tuesday, December 13, 2022**

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

City Administrator / Attorney, Dan Madsen; Finance Manager, Viktoriya Montik; City Engineer, Steve Hegland; Council Member Elect, Wyatt Gutzke were also in attendance.

Members of the Staff and Council reviewed the Draft 2023 Final Property Tax Levy and General Fund Budgets. Staff reviewed the revenues, expenses, long term debt and proposed Debt Service and Ad Valorem levy. Members of the Council and Staff discussed long range plans and how they impacted the budget for 2023.

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

**City of Rockford, Minnesota Council Workshop Minutes
6:00 p.m., Tuesday, December 13, 2022**

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

City Administrator / Attorney, Dan Madsen; Finance Manager, Viktoriya Montik; City Engineer, Steve Hegland; Council Member Elect, Wyatt Gutzke; Jason Hartman of Waste Management; Brian Thonnes, Tyler Neibert and Justin Mielke of the Rockford Fire Department; and Deputy Lovik of the Wright County Sheriffs Department were also in attendance.

Mayor Hafften called the Public Hearing for Truth in Taxation to Order at approximately 6:05 p.m. Administrator / Attorney Madsen reviewed the Truth in Taxation Power Point and Flyer that has been posted at City Hall and on the Facebook page and discussed the past six years of property tax levies and city budgets. Madsen then discussed the 2023 proposed levy and budgets and compared those revenues to other city revenues and the overall expenses in Debt Service and in the General Fund.

Mayor Hafften then called for public comment. With no one from the public having questions or comments to be offered, Motion was made by Buoy, and seconded by Seymour, to close the Public Hearing.

Motion Carried: Voting in favor; Hafften, Buoy, Seymour, Willenbring and Werman and the Public Hearing was closed at 6:19 p.m.

The City Council Meeting was called to Order by Mayor Renee Hafften at approximately 6:20 p.m.

A motion was made by Werman, and seconded by Willenbring, to approve the Consent Agenda Items 3A and 3F, with items 3D related to the Fire Department Floor Repairs; and item 3E related to the Utility 13 Vehicle Purchase removed and set to be discussed at a future meeting; with the remainder of the items as listed and set the Agenda for the Council Meeting:

- 3A. Approve Minutes from the November 22, 2022 Workshop and Regular Council Meeting
- 3B. Approve Payment of Claims, Check Number: 34638 through 34674 totaling \$444,289.98
- 3C. Approve Resolution, Fire Department Spaghetti Dinner and Raffle
- 3D. Approve Liability Coverage, Non-waiver of Tort Limits

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

Deputy Lovik, Wright County Sheriff

Deputy Lovk provided a general update to the City Council regarding police activity in Rockford over the past two weeks. This activity included 65 calls for service, mostly traffic stops and some additional winter parking enforcement. No formal action was taken, as this matter was set on for discussion purposes only.

New Business: Resolution Accepting Final 2023 Property Tax Levy and 2023 Budgets

Administrator / Attorney Madsen again reviewed the Truth in Taxation information and discussed the final proposed 2023 property tax levy and walked the Staff and Council through the 2023 budgets. After additional discussion and review, including plans and projects for 2023, Motion was made by Willenbring, and seconded by Seymour, to approve the Resolution, 2023 Property Tax Levy and 2023 Budgets.

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

New Business: Garbage and Recycling Request for Proposals

Administrator / Attorney Madsen reviewed proposals submitted for the City's recycling and refuse collection, noting that Republic and Waste Management both submitted proposals with costs. Members of the Staff and Council also discussed the Organics Recycling option and how that factored into the consideration of the proposals. It was noted that the Waste Management quote was lower in all areas and at all times under both the recycling and refuse hauling proposals. After additional discussion and review, including the organics recycling, Motion was made by Seymour, and seconded by Willenbring, to approve the Waste Management proposal for both refuse and recycling for the 5-year term as provided in the Waste Management proposal pursuant to the Request for Proposals.

Fireworks Advanced Purchase

Administrator / Attorney Madsen explained that Curt Serbus had explained that the cost of fireworks increases each year around January / February, and that he had both an opportunity to purchase fireworks for next year's River Days Celebration at the same price as this years show,

and also had space to store the fireworks if purchased until they would be used next year. After discussion and review, Motion was made by Willenbring, and seconded by Werman, to purchase the fireworks in the amount of \$5,959.

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

Veteran's Memorial Benches and Planters

Administrator / Attorney Madsen explained that the Veteran's Memorial Committee was preparing to order benches and planters for the Memorial, and Staff wanted to the Council to review one last time the size, color and gameplan for these elements of the Memorial before they were ordered. The Council generally discussed and agreed that the benches and planters were the same or sufficiently similar to the ones depicted in the Memorial sketches and that they were acceptable. No formal action as taken, as this matter was set on for update and informative purposes only.

Clays Gambling Permit Application

Administrator / Attorney Madsen explained that Delano Area Youth Hockey Association had applied for a gambling permit for Clays Bar and Grill. Members of the Council and Staff reviewed the permit, with there being some question regarding compliance with payments from DAYHA made to the City and in the trade area as required by City Ordinance. As such, no action was taken and the matter was continued for further research to be presented at a future meeting.

2023 Insurance Package Renewal

Administrator / Attorney Madsen explained that the City had received insurance renewal documentation from PEIP which projected a 30% increase from 2022 costs. Staff worked with insurance provider NFP and went to market, receiving new insurance quotes from Medica, Health Partners and Blue Cross Blue Shield. After a detailed review, Staff recommended the Council move forward with Medica under the Gold Plan, as it was closest to what Staff currently had and was only a 7% increase in expense from 2022. It was noted that the City budgeted 10% as a potential increase, so the Medica plan was under budget. It was also noted that Staff could opt for the Platinum plan from Medica, but that the extra expense over what was covered under the Gold Plan would need to be covered by the employee. After additional discussion and review, including the current status of health insurance expense, Motion was made by Buoy, and seconded by Seymour, to approve the Medica insurance as presented.

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

Assistant Fire Chief Recommendation

Administrator / Attorney Madsen explained that the Assistant Fire Chief Interview Committee, comprised of Council Members Willenbring and Werman; and also including Firefighter Adam Boedeker and Administrator / Attorney Madsen, had completed the interview process for this

position. There were four candidates that applied, all were interviewed. Members of the Interview Committee had recommendations provided for both candidates, as well as a recommendation for both candidates from current Assistant Chief, Jamie Buoy. After discussion and review, which took a couple of weeks to work through, it was the recommendation of the Interview Committee to recommend Domanick Lark to the Council for appointment as the Assistant Fire Chief by a vote of 3-1. Motion was made by Seymour, and seconded by Willenbring, to appoint Lark as Assistant Fire Chief.

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

Administrator / Attorney Madsen then explained that a complaint of misconduct had been filed against an employee under the Council's authority. Madsen recommended entering Closed Session for preliminary discussion of the allegations against the individual pursuant to Minn. Stat. 13D.05, Subd. 2(b). Madsen advised that the topic of conversation was regarding the hiring of a 3rd Party Investigator to review and present information so the Council can then fully engage in the necessary preliminary discussion of the complaint and allegations at a future closed meeting.

A motion was then made by Hafften, and seconded by Willenbring, to enter closed session. Motion Carried: Voting in favor; Hafften, Buoy, Seymour, Willenbring and Werman. The Council entered closed session at 7:15 p.m.

Motion was made by Hafften, and seconded by Willenbring, to exit closed session at 7:27 p.m. Motion Carried: Voting in favor; Hafften, Buoy, Seymour, Willenbring and Werman.

Administrator / Attorney Madsen explained that the Council met in closed session for preliminary discussion of a complaint and allegations filed against an individual subject to City Council authority pursuant to Minn. Stat. 13D.05, Subd. 2(b). It was discussed that additional research and information is necessary for the Council to properly, fully and intelligently engage in the necessary preliminary discussion of the complaint and allegations made at a future closed meeting. On that basis, Madsen recommended engaging Pamela Whitmore of Kennedy and Graven as a third-party investigator to review the Complaint, gather information, and draft and submit a summary report and Findings of Fact to support a future well-informed preliminary discussion of the complaint and allegations at a future closed meeting of the City Council.

Motion was made by Hafften, and seconded by Willenbring, to hire Pamela Whitmore of Kennedy and Graven as provided and presented pursuant the proposed professional services agreement.

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

Members of the Staff and Council then presented general updates regarding general happenings from around the city, including snow plowing in Rockford.

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

Motion Carried: Voting in favor; Buoy, Seymour, Willenbring and Werman and the meeting was adjourned at approximately 7:43 p.m.

Typed this 22nd day of December, 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. 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