

**City of Rockford, Minnesota Workshop Meeting Minutes
5:00 p.m., Tuesday, May 24th, 2022**

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

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

Members of the City Council and Staff discussed current staffing needs, the resignation of Jennifer Swendsen and staff retention. Members of the Staff and Council discussed continuing the Workshop to after the Council Meeting. No formal action was taken, as this matter was set on for discussion purposes only.

Members of the City Council continued the Workshop after conclusion of the Council Meeting at approximately 7:25 p.m. Members of the Staff and Council continued the discussion regarding staffing levels and employee retention. No formal action was taken, as this matter was set on for discussion purposes only. The Workshop concluded at approximately 7:40 p.m.

**City of Rockford, Minnesota Council Meeting Minutes
6:00 p.m., Tuesday, May 24th, 2022**

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

City Administrator / Attorney, Dan Madsen; and City Engineer, Steve Hegland; Jason Styve, Street Department; Renee Oelrich, Water and Wastewater Operator; Anne Mueller, Diane Lowe as Girl Scout Troop Leaders; Annette and Charles Tryon, Residents; Bonnie Schwieger of Abdo; Shannon Sweeny, David Drown and Associates; and Deputy Lovik of the Wright County Sheriff's Department were also in attendance.

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

- 3A. Approve Minutes from the May 10, 2022 Workshop and Regular Council Meeting
- 3B. Approve Payment of Claims, Check Number: 33868 through 33921; and check number: 1616e through 1623e and 502966E through 502982E; totaling \$157,933.10
- 3C. Approve Tyler Barnett Offer for PW Utility Maintenance Position
- 3D. Approve Paver Purchase, Veteran's Memorial
- 3E. Approve Hennepin County Prosecutor Agreement
- 3F. Approve Concession Stand Lease Agreement, Rockford Schools
- 3G. Accept Resignation, Jennifer Swendsen

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

Open Forum: Girl Scout Request for Girl Scout Sign on City Signs

Girl Scout Leader Anne Muller presented information and a request for the Council to consider adding the Girl Scout logo to the City's entrance signs. No formal action was taken as this matter was under Open Forum and for presentation purposes only.

Deputy Lovik, Wright County Sheriff

Deputy Lovik 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 update purposes only.

New Business: Annette Tryon, Volunteer of the Year

Mayor Renee Hafften presented Annette Tryon with a plaque for her volunteer service for the benefit of the City of Rockford. Annette had founded 1,000 Hearts and Riverworks, and has volunteered for numerous nonprofit initiatives all focused on helping those in need. No formal action was taken, as this matter was set on for discussion purposes only.

New Business: Resolution 2022A GO Utility Revenue Note

Shannon Sweeney, City Financial Consultant, shared information on the bond issue and Resolution necessary to receive the bond funds for the 2022 project. The bond is in the amount of \$1,344,000 in principal amount with installments due on February 1, with each such principal installment bearing interest until paid at the interest rate of 3.394% per annum. Members of the Staff and Council discussed how cash on hand was being used for a significant portion of the project, and how with timing of other projects, the bond would be roughly a net-neutral impact on the Debt Service levy. After additional discussion and review, Motion was made by Hafften, and seconded by Willenbring, to approve the Resolution and bond.

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

New Business: 2021 Audit Presentation

Bonnie Schweiger presented the 2021 Audit to the City Council, noting another clean audit with no material deficiencies. All funds ended with positive fund balances, and the City was performing well in comparison to peer cities of similarly situated size and locations. After a detailed discussion and review of the budget and projections moving forward, Willenbring made a motion to approve and accept the Audit, which was seconded by Seymour.

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

New Business: Asphalt and Seal Coat bid.

Jason Styve of the Street Department presented numerous quotes received on the seal coat project and asphalt purchases to be used this year, 2022. Based upon the quotes received, and

history working with the companies, Staff recommended approving the quote from Pearson Brothers in the amount of \$47,525.24 and DMJ in the amount of \$24,470.00. After additional discussion and review, Motion was made by Hafften to approve the repairs, which was seconded by Buoy.

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

New Business: inflow Monitoring Proposal

Engineer Hegland walked the Council through the last significant rain event and the flooding that occurred in the City's Main Lift Station. It appears that a significant amount of inflow is occurring during rain events that is placing the Wastewater Treatment Plant in jeopardy. Engineer Hegland presented a proposal that will be fluid and on-going that will use sensors it the Wastewater Mains to track where the inflow is occurring so that it may be located and eventually repaired. The cost per monitoring sensor will be \$2,000 per month, with an estimated 7 necessary for the first phase of the project. There will be subsequent phases, with a total project timeline estimated to be 3 months. Staff will report back with frequent updates on the scale and cost as things move forward. It was explained that this was not an imminent need, but it was serious and was very necessary on a quasi-emergency level After additional discussion and review, Motion was made by Hafften, and seconded by Werman, to approve the project and amounts as presented.

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.

Motion was then made by Seymour, 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 7:23 p.m.

Typed this 8th day of June, 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