

## **City of Rockford, Minnesota Council Workshop Minutes 5:00 p.m., Tuesday, September 26, 2023**

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

Finance Director, Viktoriya Montic; Permitting, Billing and Finance Clerk, Amanda Daniels; City Engineer, Steve Hegland; City Administrator / Attorney, Dan Madsen; and Debbie Buoy and Anna Carlson were also in attendance.

Members of the Staff and Council discussed the Final 2022 Project Special Assessment Rolls, recommendations from the Planning and Zoning Commission and other general updates related to City operations.

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

## **City of Rockford, Minnesota Council Meeting Minutes 6:00 p.m., Tuesday, September 26, 2023**

Mayor Renee Hafften called the City Council Meeting to Order at 6 p.m. Council members Wyatt Gutzke, Mike Werman, Denise Willenbring and Heather Michalik were in attendance.

Finance Director, Viktoriya Montic; Permitting, Billing and Finance Clerk, Amanda Daniels; City Engineer, Steve Hegland; City Administrator / Attorney, Dan Madsen; and Debbie Buoy and Anna Carlson were also in attendance. Also in attendance were Anna Carlson, Naomi Fanta, James Robran, Trevor and Renee Knapp, Tom Ditsch and Luke Koskie, Monnie Maue, Kevin Koehler, and Nikki Nute.

A motion was made by Willenbring and seconded by Werman, to approve the Consent Agenda Items 2A through 2F as listed and set the Agenda for the Council Meeting:

- 2A. Approve Minutes from the September 26, 2023 Regular Council Meeting
- 2B. Approve Payment of Claims, check number 35526 through 35567; check number 35514 through check number 35525, check number 503266e thorough 503276e, and check number 1912e through 1921e totaling \$143,047.28
- 2C. Approve Hire of Public Works Employee, Jack Block
- 2D. Approve Wright County Sheriff's Contract for 2024
- 2E. Approve Resolution Establishing Township Debt
- 2F. Approve Delinquent Garbage Certification for Assessment

Motion Carried: Voting in favor; Hafften, Werman, Willenbring, Michalik, Gutzke.

Wright County Sheriff's Report: Deputy Cassidy provided an update that the Wright County Sheriff's Department conducted 110 reports and responded to 220 calls, noting that speeding had

been reducing on Highway 55. No formal action was taken, as this matter was set on for informative purposes only.

**Public Hearing, 2022 Project Final Adoption of Assessment Roll**

Engineer Hegland reviewed the 2022 Infrastructure Project and proposed Special Assessment Rolls. Members of the Staff and Council discussed aspects of the project, the methodology of the assessments and the amounts to be assessed. Mayor Hafften then opened the Public Hearing at 6:10 p.m. James Robran spoke and asked the Council what proof there was that any repairs were conducted on his property. Engineer Hegland stated that a video was taken showing the lateral project had been completed and offered to send Mr. Robran a copy. Renee Knapp appeared on behalf of her mother, Marietta Knapp, and asked about the impact of the assessment on selling her mother's house. Administrator / Attorney Madsen explained that the title company would likely escrow the amount to be satisfied upon sale of the home. Madsen also stated that the Knapp family could reach out to him the next day to get information on Assessment Deferrals. Mayor Hafften called for additional public comment. With no one else present interested in offering comment, Motion was made by Werman, and seconded by Gutzke to close the Public Hearing.

Motion Carried: Voting in favor; Hafften, Werman, Willenbring, Michalik, Gutzke, and the Public Hearing was closed at approximately 6:25 p.m.

Motion was then made by Hafften, and seconded by Willenbring, to adopt and approve the Final Assessment Roll.

Motion Carried: Voting in favor; Hafften, Werman, Willenbring, Michalik, Gutzke.

**New Business, 2024 Preliminary Property Tax Levy**

Administrator / Attorney Madsen and Finance Director Montik reviewed the Draft 2024 Budget and Preliminary Property Tax Levy, walking through the proposed and projected revenues and expenses, the impact those will have on the Community, the amount that needs to be levied to cover the expense of the proposed city operations, and the amount necessary to satisfy the expense of the City's long-term bond debt in the Debt Service Fund. After additional discussion and review, including a review of past levies and future projections, Motion was made by Gutzke, and seconded by Michalik, to approve the Resolution and 2024 Preliminary Property Tax Levy.

Motion Carried: Voting in favor; Hafften, Werman, Willenbring, Michalik, Gutzke.

**New Business, RAHS Annual Budget Presentation**

Kevin Koehler and members of the Rockford Area Historical Society presented their 2024 Budget and Project, sharing the expenses and revenues for past years and process for funding their initiatives for 2024. The Council and Staff discussed the proper methods of accounting and reviewed how best to structure funding RAHS moving forward. Koehler asked the Council for funding for the 2024 year as presented in their PowerPoint Presentation, amounting to approximately \$14,300 for operations, and \$5,700 for improvements to the property. Members of the Council, Staff and RAHS noted that this matter would be brought back for Workshop to

discuss how to track unused funding in the RAHS Budget and firm up a process for increases in utility expenses. While the Budget was generally accepted, no formal action was taken by the Council.

New Business, Approve Resolution Bankwest PUD Amendment

Attorney / Administrator Madsen explained that the City had a Purchase Agreement with Bankwest to acquire their two lots, which required Amendment to the Bank's Planned Unit Development requiring them to own and maintain the two lots as parking lots for overflow parking for the Bank. Staff reviewed the findings and proposed Resolution that amends the Planned Unit Development, noting that the City intended to maintain those parcels as a parking lot to support the Downtown area. After discussion and review, including the nature of the Purchase Agreement and details surrounding that acquisition that supported consideration for the Purchase Agreement and PUD Amendment, Motion was made by Werman, and seconded by Gutzke, to approve the Ordinance and PUD Amendment.

Motion Carried: Voting in favor; Hafften, Werman, Willenbring, Michalik, Gutzke.

New Business, Approve Ordinance and Rezoning Request, Ditsch and Sharp

Attorney / Administrator Madsen explained that the Tom Ditsch and Randy Sharp had approached the City to rezone their properties currently zoned as Highway Commercial with an underlying Residential Use to Industrial lots with an underlying Residential use. The Council reviewed the findings of the Planning and Zoning Commission, and discussed the nature of the parcels and that these properties were abutting Industrial-zoned properties. After additional discussion and review, including interim uses, the nature and need for Industrial-zoned property, the specific location and particularities of these two parcels and the long-term best benefit to the City, Motion was made by Willenbring, and seconded by Michalik, to rezone the properties and approve the Ordinance Amendment.

Motion Carried: Voting in favor; Hafften, Werman, Willenbring, Michalik, Gutzke.

Members of Staff and the Council then discussed general updates regarding the City of Rockford, including Rocktoberfest VII and other happenings around the City. Councilmember Willenbring talked about her time on the Council and discussed some of her accomplishments and favorite moments over the past three years. Administrator / Attorney Madsen presented Willenbring with a plaque commemorating her time in Rockford. Motion was then made by Willenbring, and seconded by Werman to adjourn the meeting.

Motion Carried: Voting in favor: Hafften, Werman, Willenbring, Gutzke and Michalik, and the meeting was adjourned at approximately 7:24 p.m.

Typed this 5<sup>th</sup> day of October, 2023.

Dan Madsen  
City Administrator / City Attorney  
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  
Administrator / Attorney