

City of Rockford, Minnesota Workshop Meeting Minutes 5:00 p.m., Tuesday, January 25, 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 the 2022 Infrastructure Project Bid Publication process and language, as well as the Vertek Large Industrial User Agreement. 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, January 25, 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 and Deputy Christensen 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 3E as listed and set the Agenda for the Council Meeting:

- 3A. Approve Minutes from the January 11, 2021 Workshop and Regular Council Meeting
- 3B. Approve Payment of Claims, Check Number: 33397 through 33445; and check number: 1536e through 15358e and 15423 through 1544e; totaling \$173,197.64.
- 3C. Approve Fire Department Auxiliary Resolution for Raffle at Spaghetti Dinner
- 3D. Approve Local Board of Adjustments and Appeals Public Hearing
- 3E. Accept Resignation of Utility Billing Clerk, Sheri Moyer

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

New Business: Rockford Area Historical Society Year in Review

Kevin Koehler of the Rockford Area Historical Society presented information on the 2021 Year in activities and programs at the Rockford Area Historical Society. Koehler discussed the budget of 2021, and identified key projects that improved the grounds, like the staircase project; and discussed the increased tours of the Stork House, highlighting over 400 people that toured the museum. Koehler also discussed initiatives for 2022, including the continued glazing of the windows and a concerted effort to increase membership with the Historical Society. Members of the Staff and Council discussed these programs and initiatives, and expressed their support for the Historical Society. No formal action was taken, as this matter was set on for discussion purposes only.

Deputy Christensen, Wright County Sheriff

Deputy Christensen provided a general update to the City Council regarding police activity in Rockford over the past two weeks. There were 29 cases initiated in Rockford, 63 calls for service, and a lot of complaints about snowmobiles driving late at night on private property. No formal action was taken, as this matter was set on for update purposes only.

New Business: Vertek Large Industrial User Agreement

Steve Hegland, City Engineer, shared information on the Large Industrial User Agreement the City has with Vertek based upon their discharge into the City's wastewater treatment system. The Agreement is reviewed and renewed every two years, and there are provisions in the Agreement that cover the City in the event treatment costs or chemical purchase costs increase that allow the City to recapture that expense. Staff noted that Vertek has been a great company to work with, and that they are very responsive when Staff have needed information or for them to address something at their plant. Members of the Staff and Council discussed the cost increases and balanced the operations at the Plant with the need for such an agreement. After additional discussion and review, Motion was made by Hafften, and seconded by Willenbring, to approve the Agreement.

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

New Business: Resolution, 2022 Improvement Project Publication for Bids

Engineer Hegland explained that the City was prepared to let the 2022 Improvement Project for sealed bids pursuant to Minnesota Statute and City Policy. The public bid opening would be held on March 1, 2022 in Council Chambers of City Hall. Hegland ran through the elements of the project and discussed the alternate bids and how the process would work. After additional discussion and review, Motion was made by Willenbring, and seconded by Seymour, to approve the letting of bids.

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

New Business: Girl Scouts Signage Request

Administrator / Attorney Madsen explained that the local Girl Scouts group had asked to have their insignia attached to the "Welcome to Rockford" signs at the two entrances of the City on Highway 55. The current signs hold Masons, Lions and River Works signs, all being service groups primarily focused on donations or services to the community. Members of the Staff and Council discussed the great work that the Girl Scouts have done for young women and the community, and weighed the policy of allowing any and all request for signs against limiting the signs to the previously determined service-groups only entities. Staff an the Council discussed that the City should not "pick and choose" between groups as to who is allowed to be included on the City's sign, but that a firm line needs to be established and enforced regarding types of groups or activities that does not discriminate against any groups or create any potential legal

challenges. No formal action was taken, as no one from the Girl Scouts appeared, and this matter was for general discussion purposes only.

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 7:14 p.m.

Typed this 2nd day of February, 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