**City of Rockford, Minnesota Council Workshop Minutes**

**5:00 p.m., Tuesday, June 25th, 2024**

Mayor Renee Hafften called the City Council Workshop to Order at 5 p.m. Council members Mike Werman, Wyatt Gutzke, Heather Michalik and Melissa Vogel were in attendance. Council members absent: None.

City Administrator Anna Carlson, Assistant City Administrator/City Clerk Debbie Buoy, Finance Director Viktoriya Montik, Engineer Steve Heglund, Public Works Director Trevor Brummer and Fire Chief David Angell were also in attendance.

Jessica Boote was in attendance for the Chalk the Walk discussion only.

Jessica Boote presented to Council her request to hold a chalk the walk event over Riverdays weekend. She has done research on this type of event which has included contacting other cities that have held a chalk the walk event. The event will be held on august 9th and 10th. The event will be advertised through Riverdays. Council told Jessica Boote that they had no concerns with the chalk the walk event and she was able to proceed with it.

Members of Council and staff discussed a proposed CUP for 8904 Autumn Oaks Dr including the change in the layout of the fencing. Also discussed was the stop sign at Walnut and High St along with other miscellaneous topics.

No formal action was taken, as these matters were set on for discussion and introduction purposes only.

**City of Rockford, Minnesota Council Meeting Minutes**

**6:00 p.m., Tuesday, June 25th, 2024**

Mayor Renee Hafften called the City Council Meeting to Order at approximately 6:00 p.m. Council members Mike Werman, Wyatt Gutzke, Heather Michalik and Melissa Vogel were in attendance. Council members absent: None.

City Administrator Anna Carlson, Assistant City Administrator/City Clerk Debbie Buoy, Finance Director Viktoriya Montik, Engineer Steve Heglund, Public Works Director Trevor Brummer and Fire Chief David Angell were also in attendance.

Also in attendance was Deputy Larson (arrived at 6:22pm) and Bonnie Schweiger.

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

1. Approval of Minutes of June 11, 2024, City Council Workshop & Regular Meeting
2. Approval of Minutes of June 21, 2024, Emergency City Council Meeting
3. Approval Payment of Claims
4. Approval of Massage Therapist and Massage Enterprise License for Acupressure Spa
5. Approve Temporary Liquor License-Rocktoberfest
6. Approve Rockford Area Historical Society Annual Quilt Raffle

Motion Carried: Voting in favor; Hafften, Werman, Gutke, Michalik and Vogel.

**Approval of 8904 Autumn Oaks Drive Conditional Use Permit-Resolution 24-24**

Assistant City Administrator/City Clerk Debbie Buoy presented the information. She stated that the Planning Commission approved the Cup at their May 23rd meeting. The fence is proposed to be at the South end of the property and connected to the Southwest corner of the building.

Motion was made by Gutzke and seconded by Michalik to approve the conditional use permit to allow accessory use at 8904 Autumn Oaks Dr Resolution 24-24.

Motion Carried: Voting in favor; Hafften, Werman, Gutke, Michalik and Vogel.

**Discuss Image Trend Elite Rescue Reporting System**

Chief Angell stated that when the Fire Department has a fire or medical call, the report is completed on a paper form. That form is then brought to the station and entered into their custom and outdated Microsoft Access database. The Fire Department would like to purchase the Image Trend Rescue Reporting System. After discussion Council recommended that Chief Angell get additional information from other cities that already have the system and find out if the contract is negotiable. The council stated that staff will reach out to fire board members to discuss and possibly approve this for a 2025 purchase as this is not in this year’s budget. This will allow time to research and negotiate the contract. Chief Angell agreed and will get additional information for Council.

**2023 Audit Presentation, Bonnie Schweiger, Abdo**

Bonnie Schweiger with Abdo presented Council with information regarding the 2023 audit. The City of Rockfords net position increased this past year. Debt decreased due to scheduled debt payments. The receipt of public safety aid was a contributing factor as well as interest earnings. Mayor Hafften inquired as to what the City needs to do in order to become a AAA City. The City is currently a AA but the AAA receives better bond rates so how does the City get there? Bonnie Schweiger answered stating that the utility rate review is one thing that will benefit the City in achieving that rating and to consistently transfer out funds from the general fund while still being able to keep the general fund balance healthy.

**Wright County Sheriff’s Update**

Deputy Larson reported the recent call counts. He has stopped a few people regarding the crosswalk on Hwy 55 and will continue to do so. Council asked Deputy Larson to watch the area of High St and Walnut St and stop pedestrians that are in the center of the road as the City has received a complaint.

**Staff Reports**

Members of Staff and Council then discussed various City updates including what they are currently working on. City Administrator Anna Carlson stated that she has training at the end of this week. She also recognized the team for their excellent work regarding flood planning. Finance Director Montik stated she is working on the financial report year to date numbers, 2025 budget processes and delinquent utility bills first letter was sent out. Engineer Steve Heglund informed Council that staff went door to door last week for the lead service line documentation. This process got the City to near 80% completion. Public Works Director Brummer gave a big thank you to all involved with the flood preparedness and the City will be starting interviews for two public works positions next week. Mayor Hafften commented in regard to the stop sign on Walnut and High St, she proposed we reach out to the bus garage and the Superintendent of the school to get there feedback. Council Member Michalik stated Riverworks has a lunch box express for the summer to feed kids. See their website for volunteering. The Red Cross will be at Our Fathers on July 18th for a blood drive. Council Member Vogel stated that Rocktoberfest will be on October 5th and planning is in progress. Council Member Werman gave a shout out to the Rockford Rockets High School baseball team for a near perfect game and congratulations on being State Champions.

**Open Forum**

No one was present to speak.

**Adjournment**

A motion was made by Werman and seconded by Gutzke to adjourn the meeting at approximately 7:14 pm.

Motion Carried: Voting in favor; Hafften, Werman, Gutke, Michalik and Vogel

Typed this 26th day of June 2024.

Debbie Buoy

Clerk/Assistant City Administrator

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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Debbie Buoy

Clerk/Assistant City Administrator