

Rockford City Council Regular Meeting: November 26th, 2024

City of Rockford, Minnesota Council Workshop Minutes 5:00 p.m., Tuesday, November 26th, 2024

Mayor Renee Hafften called the City Council Workshop to Order at 5:00 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, Public Works Director Trevor Brummer, Engineer Steve Heglund, Fire Chief David Angell, Assistant Fire Chief David Reed (arrived at 5:18 pm), and Deputy Larson (arrived at 5:48 pm and left at 6:11 pm) were also in attendance.

Finance Director Montik presented information regarding the third quarter financial report and the CIP discussion. The council and staff reviewed details of these documents. Finance Director Montik answered any questions staff or Council had. Council member Vogel stated that she was impressed with the details of the CIP and images of the equipment are very helpful. The CDL discussion was moved to item 4E under New Business on the Agenda. City Administrator Anna Carlson presented the quotes staff received for new flooring for City Hall. Council stated that the City Hall needs the flooring as the existing is in very poor condition.

No formal action was taken, as matters were set on the agenda for discussion purposes only.

City of Rockford, Minnesota Council Meeting Minutes 6:00 p.m., Tuesday, November 26th, 2024

Mayor Renee Hafften called the City Council Meeting to Order at approximately 6:05 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, Public Works Director Trevor Brummer, Engineer Steve Heglund, Deputy Larson (left at 6:11 pm), Fire Chief David Angell, Assistant Fire Chief David Reed, Dave Brunette, Pat Christenson, Tyler Neibert, Alex Randall and Hilary Vokovan were also in attendance.

The council moved consent agenda item 2C to New Business item 4E and added a new item to the consent agenda. This item is now 2C as listed below.

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

- A. Approval of Minutes of November 12th, 2024, City Council Workshop & Regular Meeting
- B. Approval Payment of Claims
- C. Approval of Hennepin County Sheriff's contract for 2025 and 2026
- D. Approval of Service Agreement with COPO Computers Inc.
- E. Approval of Jolly Jingle Jog 5K Special Event License Application
- F. Approval of Wright County Assessors Agreement
- G. Flooring for City Hall

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

Wright County Sheriff's Update

Deputy Larson reported recent call counts and stated to be careful driving over the holiday.

Approval of the 2025-2030 Capital Improvement Plan (CIP)

Finance Director Montik stated that a Capital Improvement Plan (CIP) is a capital expenditure for a city's infrastructure such as streets, parks, utility systems, vehicles, equipment, and public buildings. This document is a very helpful financial planning tool. Council and staff reviewed the CIP stating that the detail is helpful.

Motion to approve the 2025-2030 CIP plan was made by Vogel and seconded by Gutzke.

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

Approval of Change Request for Fire Fighter PERA

City Administrator Carlson stated that the Fire Department receives State Aid annually to fund pension payments for our fire fighters. Investments earned on the balance is another component that helps offset City exposure in pension payouts. With these two funding sources, the funds have increased significantly.

A motion was made by Hafften and seconded by Gutzke to approve an increase in Pension level from \$3,600 to \$4,600 per year for Rockford Fire Fighters.

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

Award Purchase Order for Fire Apparatus – Heiman/Sourcewell

The Fire Board met in July to initiate discussion about the replacement of the 2001 E One Ladder Truck and 2007 Custom Fire Engine. The Fire Truck Committee received preliminary estimates from three companies with interest in Rosenbauer's offerings. All three manufacturers are contracts of Sourcewell, an approved cooperative purchasing venture. At the October 8th, 2024, City Council meeting the Council made a motion to purchase a new aerial fire apparatus and to explore options for the refurbishment of the pumper truck. Mayor Hafften clarified with the Fire Department that they have what they want and need and that no change orders will come in after the truck is received. Assistant Chief Reed stated that the truck is complete with what the Fire Department wants and needs. However, as the radios are not supplied by the builder, these will be a required purchase. These expenses can be covered by the existing budget.

A motion was made by Hafften and seconded by Gutzke to award Heiman/Sourcewell the contract for the Rosenbauer Apparatus for a total not to exceed \$1,828,673.

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

Discuss December City Council Meeting

City Administrator Carlson stated that the Council currently has a meeting scheduled for December 26, 2024. With the timing of the meeting near Christmas, staff would like to know if we will have a quorum, if we should move the meeting to a different date or if we should cancel the meeting. Mayor Hafften stated that if staff is able to have everything completed, she would suggest cancelling the meeting as it is typically a very short meeting.

A motion was made by Michalik and seconded by Vogel to cancel the December 26th, 2024, meeting.

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

Approval of Provisions for CDL Licensure for Public Works

The purpose of this agenda item is to gain consideration for approving reimbursement for training and licensure for public works employees to get their Commercial Driver’s License (CDL). This year we have two new employees that are required to obtain their licensure for a Class B CDL within the first six months of employment. In 2022, a new requirement was added to obtain a CDL. The required training includes theory and behind-the-wheel instruction to be provided by a registered training provider.

A motion was made by Hafften and seconded by Werman to approve paying for the class B training and behind the wheel training for unlicensed new employees where a CDL is required for their position with the caveat of requiring employees to reimburse the City costs up to \$2,500 if they resign or are terminated within two years of their hire date.

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

A motion was made by Hafften seconded by Gutzke to reimburse Lilly Gutknecht \$2,500 for her behind the wheel training. This is training she completed to achieve her CDL license which came out of pocket. This is with the caveat of requiring her to reimburse the \$2,500 if she resigns or is terminated within two years of her hire date.

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

Approval of Final Pay Request for RRFB

Engineer Steve Heglund stated that the County Rd 33 and High St Crossing Improvements Project has been completed. Payment of \$15,000 has been received from Wright County for their share of the project. The final pay application is for a total of \$3,779.90.

A motion was made by Michalik and seconded by Vogel to approve the final pay application #2 for the County Road 33 and High St Crossing Improvements Project in the amount of \$3,779.90.

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

Staff Reports

Administrator Carlson has been working with the Auditors today and will work to finalize the next steps for fire truck. She will prepare a resolution for the next meeting regarding the changes made to PERA tonight. Finance director Montik stated with the CIP Plan, rate study and a good budget season, we are in a happy and healthy place here at the City of Rockford and she is very grateful. Fire Chief Angell stated that Santa at the Station will be on Saturday, December 7th, 2024, from 10-2 pm. Director Brummer stated that all catch basins are cleaned out, working on evals and the compost site will be closed as of Wednesday, November 27th, 2024. Council Member Michalik stated that during Crow River Christmas you can tour the Stork House, and The Spot in Greenfield is hosting a blood drive on Tuesday, December 17th at 10am.

Open Forum

No one was present to speak.

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Adjournment

A motion was made by Werman and seconded by Gutzke to adjourn the meeting at approximately 7:04 pm.

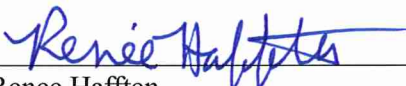
Motion Carried: Voting in favor; Hafften, Werman, Gutke, Michalik and Vogel

Typed this 3rd day of December 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. 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:



Debbie Buoy
Clerk/Assistant City Administrator