

**City of Rockford, Minnesota Council Workshop Minutes  
5:00 p.m., Tuesday, September 24<sup>th</sup>, 2024**

Mayor Renne 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, Street Supervisor Jason Styve, Engineer Steve Heglund, Fire Chief David Angell, Assistant Fire Chief David Reed and Adam Stendahl with COPO were also in attendance.

Attending on behalf of the Rockford Township was Chairperson-Supervisor Dale Otten, Vice Chairperson-Appointed Supervisor Troy Beise and Supervisors Nancy Norsby and Dennis Beise.

Supervisors of the Rockford Township attended this workshop to discuss with Council and staff the options for the purchase of a new aerial and pumper or the purchase of a new aerial and refurbishment of the pumper. Finance Director Viktoriya Montik provided the payments and cost for several scenarios. Rockford Township will discuss the options and make a formal decision at their next meeting.

Council and staff then discussed specific items on the budget and the impact the total budget has on the tax levy. The main topic of discussion was the purchase of the Fire Department pumper and aerial. Both are required equipment and whether Council chooses to purchase one and refurbish one or to purchase both new, either of the scenarios will contribute to the overall tax levy.

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, September 24<sup>th</sup>, 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, Public Works Director Trevor Brummer, Street Supervisor Jason Styve, Engineer Steve Heglund, Fire Chief David Angell, Assistant Fire Chief David Reed and Adam Stendahl with COPO were also in attendance.

Deputy Larson (left at 6:10 pm), Rockford Ares Historical Society Director Kevin Koehler (left at 6:42 pm) and Tom Bermel (arrived at 6:02 pm) were also present.

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

- A. Approval of Minutes of September 10, 2024, City Council Workshop & Regular Meeting
- B. Approval Payment of Claims

C. Approval of Pay Application #1 for County Road 33 and High Street Crossing Improvement

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

**Wright County Sheriff's Update**

Deputy Larson provided an update on the recent call counts. He stated he is thankful that he has not had a lot of serious calls lately. He has been watching Hwy 55 and the crosswalk at Maple Dr. When he is watching, it seems that most cars are obeying traffic laws. He feels that people are now aware that this area is under surveillance frequently.

**Approval of Proclamation for Domestic Violence Awareness Month**

Mayor Hafften was contacted by Missions Inc. requesting the City Council to approve a proclamation declaring October as Domestic Awareness Month in Rockford. Staff and Council discussed the proclamation and their support for awareness of domestic violence. Mayor Hafften read the proclamation, and all Council members signed it.

**Fire Truck Proposed Purchase Plan and Discussion**

Council Member Werman requested Finance Director Montik to show the percentage of increase in the levy for different scenarios on the purchase or refurbishment of the Fire Department pumper. Mayor Hafften stated that the fire department budget needs to have sufficient funds in the repair and maintenance line item to cover costs for repairs to the existing equipment until new equipment is received. No action was taken as the Council will continue this item in order to allow the City of Greenfield and Rockford Township to respond.

**RAHS Annual Budget Presentation and Request**

RAHS Director Kevin Koehler provided a presentation that included building and maintenance items that have been completed, a request for the City to continue its contribution to the annual operating budget of \$20,000 and a request to approve a loan to the RAHS for completion of Rockford Heritage Building. Council thanked Mr. Koehler for his presentation and stated that the Council will discuss the Rockford Heritage Building at a future meeting.

**Approval of 2025 Preliminary Property Tax Levy**

The purpose of this agenda item is to gain Council consideration for approval of the 2025 Preliminary Property Tax Levy. City Administrator Anna Carlson provided information to the Council. Stating that at the September 9<sup>th</sup> Council Workshop staff and Council went through the budget line items. We have a balanced budget with revenues equaling expenses. The Ad Valorem property tax levy is set to increase this year approximately \$209,512 over the 2024 Ad Valorem Levy. This increase is influenced by the anticipated needs and notable increases in equipment replacement, the increase in public safety contracts, and projected inflation. The Debt Service Levy for 2025 is set to increase \$41,375 from the amount levied in 2024. This represents an increase of \$250,887, or 11.68% from the Final Property Tax Levy in 2024. With an increase in the City's taxable market from new homes that have been built, the impact of the increase should be reduced by roughly 2.02% of the City's current estimated property tax levy. This will bring the net impact to 11.26%. Council can adjust the Preliminary Levy with any additions or subtractions, but the final levy cannot exceed the amount on the approved Preliminary Property Tax Levy for 2025.

A motion was made by Werman and seconded by Gutzke to approve Resolution No. 24-35, Adopting the Preliminary General Fund Property Tax Levy 2024/Payable 2025 in the amount of \$2,398,542.

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

### **Approval of Bobcat Purchase**

Streets Supervisor Jason Styve provided information to Council regarding the yearly Bobcat purchase. The amount that was budgeted for 2024 was \$7,000. Due to the rise in inflation, this year's purchase comes to \$7900. The overage of \$900 is requested to be taken from the street maintenance materials line item.

A motion was made by Hafften and seconded by Werman to approve the purchase of the 2024 bobcat in the amount of \$7900.00 with \$7000.00 paid from other equipment and the remaining \$900.00 from Street Maintenance Materials.

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

### **Staff Reports**

Members of Staff and Council then discussed various City updates including what they are currently working on. Administrator Carlson stated that she is working on Rocktoberfest, budget processes, sewer and water funds CIP and a website demo. She then recognized employees Jack Block for his one year anniversary on Friday, September 27<sup>th</sup> and Debbie Buoy for her one year anniversary on Saturday, September 28<sup>th</sup>. Assistant City Administrator/City Clerk Debbie Buoy stated she is working on public hearing notices, elections, newsletter etc. Finance Director Viktoriya Montik is working on delinquent utility bills. Residents can pay up November 25<sup>th</sup> to prevent the delinquent amount from being assessed to their property taxes. Chief David Angell said the fire department completed pump training last night and they are working on Rocktoberfest items. Engineer Heglund stated is working on CIPs with public works and development and permits. Public Works Director Trevor Brummer stated that the water fountains and irrigation have been winterized at Riverside Park, cameras at the compost site have alleviated the illegal dumping and Rocktoberfest burn barrels are ready to go. Council member Michalik stated that the chamber luncheon is on October 10<sup>th</sup> and a number of local businesses are holding the first annual Flannel Up Rockford, MN event. This will be held at Howling Moon Weddings and Events from 1:00-3:00 pm on October 13<sup>th</sup>.

### **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 25<sup>th</sup> day of September 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:

  
\_\_\_\_\_  
Renee Hafften  
Mayor

Attest:

  
\_\_\_\_\_  
Debbie Buoy  
Clerk/Assistant City Administrator