

**City of Rockford, Minnesota Council Workshop Minutes  
5:00 p.m., Tuesday, October 22, 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, and Assistant Fire Chief David Reed were also in attendance.

Finance Director Viktoriya Montik presented the CIP Discussion. The Capital Improvement Plan is a look at what we likely need to spend funds on in the next five years. Such as streets, utility systems, equipment and public buildings. She stated that the plan is always fluid for several reasons which include unexpected, needed repairs, inflation etc. The CIP serves as a financial planning tool to help the city plan for future expenses.

Finance Director Viktoriya Montik then presented the water and sewer budget recap. She stated the water and sewer funds are in a positive balance and show a healthy sign of maintaining.

Discussion then moved to the Fire Department and the purchase of equipment. Administrator Anna Carlson presented to Council information from a Rockford Township meeting. At this meeting Rockford Township stated they do not believe that they have the resources to pay for their portion of the trucks at this time but will know once they have their annual meeting in March where they approve their budget for 2026. Administrator Carlson asked the Council to consider if they would like to move forward with the purchase of one fire truck and refurbishment of another with this information. Council guided staff to move forward.

Verizon Lease Reduction Request was presented by City Administrator Anna Carlson. She stated that Verizon reached out to staff requesting a reduction on their lease for space they use on the water tower located at Linden Street. They are proposing to reduce the monthly rate from \$3,845 to \$2,500. The council did not agree to a rate reduction.

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, October 22, 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, Engineer Steve Heglund, Fire Chief David Angell, Assistant Fire Chief David Reed, Deputy Larson who left at approximately 6:17 pm and Ryan Schleper who left at 6:23 pm were also in attendance.

**Public Hearings**

Mayor Hafften opened the public hearing at approximately 6:04 pm.

**A. Approval to Certify Delinquent Sewer and Water Bills – Resolution No. 24-39**

The purpose of this agenda item is to gain council approval to certify delinquent utility bills to the County for collection with the payable 2025 property taxes. Notices were mailed, posted and published. Members of the General Public were asked to comment as Mayor Hafften opened the floor to the public. Noting no one in attendance was interested in offering comments.

A motion was made by Hafften and seconded by Michalik to approve Resolution No. 24-39, authorizing assessment to the tax roll for delinquent sewer, water, and recycling billings.

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

**B. Approval to Certify Delinquent Garbage Bills – Resolution No. 24-40**

The purpose of this agenda item is to gain council approval to certify delinquent and unpaid garbage bills for collection with the payable 2025 property taxes. Notices were mailed, posted and published. Members of the General Public were asked to comment as Mayor Hafften opened the floor to the public. Noting no one in attendance was interested in offering comments.

A motion was made by Werman and seconded by Michalik to approve Resolution No. 24-40, a resolution authorizing certification of delinquent garbage collection fees to the tax roll.

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

A motion was made by Michalik and seconded by Gutzke to close the public hearing.

Motion Carried: Voting in favor; Hafften, Werman, Gutke, Michalik and Vogel, and the Public Hearing was closed at approximately 6:10 pm.

A motion was made by Werman and seconded by Gutzke to approve the Consent Agenda Items 3A through 3C as listed and set on the Agenda for the Council Meeting:

- A. Approval of Minutes of October 8<sup>th</sup>, 2024, City Council Workshop & Regular Meeting
- B. Approval Payment of Claims
- C. Approve Liability Coverage, Non-waiver of Tort Limits

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. After a question by Council Member Vogel regarding speed limits, Deputy Larson stated that if the speed limit is not posted in a residential area the speed limit is 25 miles per hour.

**6321 Main St Conditional Use Permit – Resolution No. 24-41**

Assistant City Administrator/City Clerk Buoy presented the information stating that the property located at 6321 Main St is within the 100-year floodplain and requires consideration of a CUP to allow construction using alternative methods other than importing fill to raise the elevation of the structure. The proposal was approved by Planning and Zoning on October 10, 2024. Ryan Schleper then presented

information to the council which included having the siding cover more of the foundation. The planning and zoning commission had recommended some form of screening of the foundation at their meeting.

A motion was made by Vogel and seconded by Michalik to approve Resolution 24-41, Conditional Use Permit to allow construction of a single-family dwelling within the floodplain at 6321 Main Street, Rockford.

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

### **Approval to Lift the Probationary Status and Appoint Jason Styve to Street Supervisor**

On May 28, 2024, Council approved promoting Mr. Styve to Streets Supervisor and placing him on a probationary period from May 29, 2024, through October 23, 2024. Staff highly recommend that the council approve the removal of Mr. Styve's probationary status and formally appoint him as the Street Supervisor for the city of Rockford.

A motion was made by Michalik and seconded by Gutzke to remove the probationary status and appoint Mr. Jason Styve as the Streets Supervisor effective October 23, 2024, and approve a \$2.00 per hour pay increase effective October 21, 2024.

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

### **Approval to Request the EDA to sponsor Fireworks for the 2024 Crow River Christmas**

The Rockford EDA has, for the past few years, covered the cost of Fireworks for the Crow River Christmas and River Days Community Events. The cost of the Crow River Christmas Fireworks is estimated to be approximately \$3,991 and the cost for the 2025 River Days Fireworks is estimated to be approximately \$5,995.

A motion was made by Michalik and seconded by Vogel to request the EDA to sponsor Fireworks for the 2024 Crow River Christmas and 2025 River Days.

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. Public Works Director Brummer stated that hydrant flushing is scheduled for October 28, 2024, until completion and weather permitting. He also stated that we will keep the compost open as long as we can, again weather permitting and pending no issues. Assistant Fire Chief David Reed began a conversation about the flushing of private hydrants in the city. This conversation ended with staff, the Fire Department and public works planning to work together to gather information and follow up.

### **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 6:55 pm.

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

Rockford City Council Regular Meeting: October 22, 2024

Typed this 24<sup>th</sup> day of October 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