

City of Rockford, Minnesota Council Workshop Minutes
5:00 p.m., Tuesday, June 25th, 2019

The meeting was called to Order by Mayor Renee Hafften at 5:00 p.m. Council members Debbie Buoy, Rick Martinson, Scott Seymour and Ted Hill were present.

City Administrator / Special Counsel, Dan Madsen; Steve Hegland, of Wenck and Associates were also in attendance.

Members of the Council and Staff discussed the Utility Billing Position and job requirements, reviewing the vacancy and providing updates on timing for consideration of a formal job posting.

Members of the Staff and Council then also discussed and reviewed the design change to the Tailwind Cornerstone Development. No formal action was taken on either matter as these matters were set on for informative and discussion purposes only.

City of Rockford, Minnesota Council Meeting Minutes
6:00 p.m., Tuesday, June 25th, 2019

The meeting was called to Order by Mayor Renee Hafften at 6:00 p.m. Council members Debbie Buoy, Rick Martinson, Scott Seymour and Ted Hill were present.

City Administrator / Special Counsel, Dan Madsen; Sue Van Cleaf of the Crow River News; Wright County Commissioner, Michael Potter; Jacob Anson, Wright County Public Health; and, Steve Hegland, of Wenck and Associates were also in attendance.

Set Agenda and Approve Consent Agenda Items:

A **MOTION** was made by Martinson, and seconded by Hill, to approve the Consent Agenda Items 3A and 3B and set the Agenda for the Council Meeting as listed:

- 3A. Approve Minutes from the June 11th, 2019 Workshop and Regular Council Meeting
- 3B. Approve Payment of Claims, Check Number: 30095 through Check Number 30154 totaling \$100,260.94.

Motion Carried: Voting in favor; Hafften, Hill, Martinson, Buoy and Seymour.

New Business: Doug Duda's 20 Year Anniversary

Administrator / Attorney Madsen presented a 10-minute PowerPoint presentation honoring and properly roasting Doug Duda as congratulations on his twenty years of employment and service to the City of Rockford. Mayor Hafften presented Duda with a commemorative plaque and pictures were taken for the Crow River News. No formal action was taken.

New Business: Utility Billing Position

Madsen presented the previously reviewed Utility Billing Clerk / Administrative Assistant job posting and job description. Members of the Staff and Council discussed the position, job functions and job duties. Staff and members of the Council also discussed compensation and the duration for which the position should be posted and open. After additional discussion and review, **MOTION** was made by Hill, and seconded by Seymour, to post the position as presented and as open until filled, and also begin rolling interviews the week of July 8th based upon applications received.

Motion Carried: Voting in favor; Hafften, Hill, Martinson, Buoy and Seymour.

New Business: Resolution Amending Tobacco Ordinance

Madsen explained and reviewed the first draft of a Rockford Tobacco Ordinance to keep the regulations on tobacco retailers even and equal across the City of Rockford. Jacob Anson of Wright County Public Health appeared and informed the Council that Wright County was also moving to institute similar regulations as Hennepin County. Based upon that discussion, and the pending nature of the Hennepin County and Wright County Ordinances, no formal action was taken until such time as final Ordinances are established and a determination can be made on the impact of those Ordinances on retailers within the City of Rockford.

Staff Reports

Members of the Staff, Council and Commissioner Potter provided updates and discussion on the Wright County Government Center project, taxes, petitions and other financial matters by Wright County that will impact Rockford, and other general updates including River Days, Rocktoberfest, water main repairs, plow trucks and building permits.

Open Forum:

Mayor Hafften called for open forum, no one from the public spoke.

Adjournment

MOTION was then made by Hill, and seconded by Seymour, to adjourn the meeting.

Motion Carried: voting in favor; Hafften, Martinson, Hill, Seymour and Buoy and the meeting was adjourned at approximately 7:30 p.m.

Typed this 28th day of June, 2019.

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