

City of Rockford, Minnesota Council Workshop Minutes 5:00 p.m., Tuesday, June 11th, 2024

Mayor Renee Hafften called the City Council Workshop to Order at 5 p.m. Council member Mike Werman was present via phone with video and audio, Council members 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, City Attorney Mike Couri and Engineer Steve Heglund were also in attendance.

Members of Council and staff discussed the Assistant Fire Chief Resignation and Recruitment stating they will clarify with the Fire Department what the current requirements are for applying for Assistant Chief. The Fish Dream Agreements were explained by the City Attorney Mike Couri. Attorney Couri explained the escrow requirement guarantees the project is completed to the point of being roughed in or the City keeps the escrow payment. Enclave Overlook Request for Waiver of Fees was discussed. It was stated that the request is the same as what Enclave had requested for a previous proposed development. The agreement at that time was approved by Council.

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 11th, 2024

Mayor Renee Hafften called the City Council Meeting to Order at approximately 6:00 p.m. Council member Mike Werman was present via phone with video and audio, Council members 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, City Attorney Mike Couri and Engineer Steve Heglund were also in attendance.

Also in attendance was Deputy Davis, Zach and Penny Koskovich and Chris Smith. Megan Sand Carr arrived at 6:05 pm.

A motion was made by Michalik and seconded by Vogel to approve the Consent Agenda Items 2A through 2E as listed and set on the Agenda for the Council Meeting:

- A. Approval of Minutes of May 28, 2024, City Council Workshop & Regular Meeting
- B. Approval of Payment of Claims
- C. Approval of 2024 Liquor License Renewals and Outdoor Patio Permits
- D. Approval of Temporary Liquor License – Rockford River Days Festival
- E. Approval of Joint Powers Agreement for Assessment Services – Hennepin County

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

Wright County Sheriff's Update

Deputy Davis presented the Wright County Sheriff's Update. Deputy Davis stated he works in the Schools during the school year, does not have specific items to update the Council on and it was nice to be at the Council meeting.

Approval of Landings of Rockford and Enclave Overlook – Resolution No. 24-22 and Ordinance No. 24-02

Assistant City Administrator/City Clerk Buoy presented the information. Buoy stated that the purpose of this Agenda item is to gain approval for the planned unit development (PUD) district amendment, PUD development stage plan and preliminary plat for the property legally described by exhibit A the "property" submitted by Rockford Housing Group, LLC. Rockford Housing Group has submitted plans for subdivision of two lots and development of a 48-unit building. The plans also illustrate a second multiple family building as a conceptual layout. Mayor Hafften asked Megan Sand Carr to come to the podium. Mayor Hafften asked Megan Sand Carr about her previously mentioned four units reserved for homeless Veterans. Megan Sand Carr stated that the VASH vouchers are not available now as they were a few years ago with the previous proposal. They will however offer four units to state defined homeless/Veterans. There will also be six units built to accommodate the disabled. Megan Sand Carr also stated they will install raised garden beds as requested by a Veterans group they have been communicating with. They plan to start the build in February or March of 2025 with an expected 12 month build time frame.

Motion was made by Gutzke and seconded by Michalik to approve Resolution 24-22, PUD District Amendment/Development Stage Plan/Preliminary Plat Rockford Landings/Enclave Overlook and Ordinance 24-02 Amending the PUD, Planned Unit Development District for the Landings of Rockford.

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

Consideration of Approval of Waived Fees for Landings of Rockford and Enclave Overlook

Council discussed the agreement previously approved. This previous agreement is for a 75% reduction in fees for park dedication and water and sewer access. Council stated that the numbers are the same and the agreement has not changed. Council's recommendation for staff was to proceed with the numbers stated in this agreement. Staff will provide this information in the Developers Agreement which will be approved by Council at a later date.

Accept the Resignation/Retirement of Domanick Lark – Assistant Fire Chief

Domanick Lark has served on the Rockford Fire Department for eleven years and has given many hours of his time to our community. Domanick has served as the Assistant Fire Chief since 2023. He submitted his resignation/retirement to the City on June 5th. Council discussed their appreciation of Assistant Fire Chief Lark and his time and commitment to serving the community.

Motion was made by Mayor Hafften and seconded by Gutzke to accept the resignation/retirement of Domanick Lark to be effective on 6/20/2024.

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

Assistant Fire Chief Appointment Process

With the resignation/retirement of Assistant Chief Lark, staff is requesting Council to approve the posting to hire a new Assistant Chief. This posting will be from June 12th to July 11th, 2024. Staff also requests approval of the Chiefs Interview Committee which will review all applicants and schedule interviews to formalize a recommendation by the Committee for consideration to the City Council.

Motion was made by Mayor Hafften and seconded by Gutzke to approve the posting to hire a new Assistant Fire Chief and to approve the Committee.

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

Council discussed who from the Council would serve on this committee. Wyatt Gutzke, as the Fire Department liaison will serve on this committee and Melissa Vogel was asked to serve as the additional Council Member.

Motion was made by Gutzke and seconded by Michalik to appoint Melissa Vogel to serve on the hiring committee for the Assistant Chief position.

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

Approval of Fish Dreams Purchase Agreement & Development Agreement – Resolution No. 24-23

Mayor Hafften stated that the Council. Staff and Penny and Zach Koskovich have walked through this several times and she had no questions at this time. Minor conversation was made between Council and the Koskovich's.

Motion was made by Mayor Hafften and seconded by Gutzke to approve the Fish Dream Purchase Agreement and Development Agreement Resolution 24-23.

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

Approval of Agreements for Pedestrian Improvements at High Street

City Engineer Heglund stated that the pedestrian crossing at High St and Elm St (County Road 33) has previously been authorized for quoting and a contractor has been selected for the work. One of the funding sources for this project is a SHIP grant. As part of the \$15,000.00 grant Wright County Health and Human Services is asking the City to enter into a purchase of services contract.

Motion was made by Michalik and seconded by Vogel to approve for staff to enter into the agreements as reviewed.

Motion Carried: Voting in favor by roll call; 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 the applications for Public Works

departments, Election preparations and she thanked Darcy Desens for his work on the tour of the parks with a few Council Members and Park Commissioners. Engineer Heglund stated that Public Works will start going door to door to try to get the last homes completed for the Lead Service Line inspections. Assistant City Administrator/City Clerk Buoy stated that there have been a number of problems at the compost site and staff are working through how to prevent the dumping of non-allowed items.

Open Forum

No one was present to speak.

Adjournment

A motion was made by Gutzke and seconded by Michalik to adjourn the meeting at approximately 6:44 pm.


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

Typed this 17th 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. 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