

City of Rockford, Minnesota Workshop Meeting Minutes 5:00 p.m., Wednesday, August 10th, 2022

The City Council Workshop was called to Order by Mayor Renee Hafften at approximately 5 p.m. Council members Scott Seymour, Debbie Buoy, Denise Willenbring and Mike Werman were in attendance.

City Administrator / Attorney, Dan Madsen; and City Engineer, Steve Hegland were also in attendance.

Members of the City Council and Staff discussed and reviewed the Veteran's Memorial Project, Acknowledgement of F.D. Members and the BKV Lumberyard Lot. No formal action was taken, as this matter was set on for discussion purposes only.

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City Administrator / Attorney, Dan Madsen; and City Engineer, Steve Hegland; Parks Director, Darcy Desens; and Kevin Koehler of the Rockford Area Historical Society were also in attendance.

A motion was made by Buoy, and seconded by Willenbring, to approve the Consent Agenda Items 3A through 3G as listed and set the Agenda for the Council Meeting:

- 3A. Approve Minutes from the July 26th, 2022 Workshop and Regular Council Meeting
- 3B. Approve Payment of Claims, Check Number: 34,133 through 34,164 totaling \$93,762,72
- 3C. Approve Fishing Pier Design Plan Process
- 3D. Approve Resolution and Ordinance Amendment, Sick Time Calculation
- 3E. Approve 2022 Project Pay Request #2
- 3F. Approve Rockford Area Historical Society Liquor License, Rocktoberfest
- 3G. Approve Library Furnace and AC Replacement

Motion Carried: Voting in favor; Buoy, Seymour, and Willenbring. Abstentions: Hafften, as spouse of Public Works Employee, Mark Hafften.

New Business: Discuss or take appropriate action on Wastewater Plant Study

Engineer Hegland presented and reviewed his Memorandum and highlighted the need for a comprehensive review of the City's wastewater system. This review would begin with the lift stations around the City and end at the location where effluent is discharged into the Crow River. Members of the Staff and Council discussed and reviewed the proposal and timelines involved in the review process. Members of the Staff and Council also discussed the importance of reviewing and timing rate studies with the estimated expense of any projects determined to be

warranted based upon the review. Motion was then made by Willenbring, and seconded by Seymour, to approve the Wastewater Plant Study as presented.

Motion Carried: Voting in favor; Hafften, Buoy, Seymour, Willenbring and Werman.

New Business: Rockford Area Historical Society T-Shirt for Rocktoberfest

Kevin Koehler of the Rockford Area Historical Society presented two t-shirt designs that incorporated the Rocktoberfest logo and asked the Council for permission to print and sell them as an additional source of funding for the Historical Society. Members of the Staff and Council discussed the proposal and weighed the importance of maintaining control over the logo and marketing, the need to raise revenues to help Rocktoberfest remain self-sustaining, and the importance of supporting the Historical Society. After additional discussion and review, Motion was made by Seymour, and seconded by Willenbring, to approve a one-year use to the Historical Society.

Motion Carried: Voting in favor; Hafften, Buoy, Seymour, Willenbring and Werman.

New Business: Rocktoberfest Budget and Bands

Administrator / Attorney Madsen explained that the EDA had previously approved the expenditure and budget for Rocktoberfest, but that the Council should also approve the event as a City event. Madsen reviewed the line-up and expenses, and explained that a donation had been received to cover a majority of the costs of the event. After additional discussion and review, Motion was made by Werman, and seconded by Buoy, to approve the event.

Motion Carried: Voting in favor; Hafften, Buoy, Seymour, Willenbring and Werman.

New Business: Resolution setting Truth in Taxation Public Hearing

Administrator / Attorney Madsen explained that the City was required by Minn. Stat. §275.065 Subd. 7 to hold a Public Hearing after November 25th and prior to December 31st regarding the proposed property tax levy for the following calendar year. Madsen reviewed the Resolution that publicly noticed the Public Hearing regarding the 2023 Rockford Property Tax Levy to be held on Tuesday, December 13th, 2022 at 6 p.m. After additional discussion and review, Motion was made by Hafften, and seconded by Werman, to approve the Resolution.

Motion Carried: Voting in favor; Hafften, Buoy, Seymour, Willenbring and Werman.

New Business: 2022 Project Change Order #2

Engineer Hegland explained that Staff had to approve an emergency Change Order related to the 2022 Infrastructure Project. It was discovered that the water main that needed to be replaced was farther under the edge of Highway 55 than what was shown on project plans. This created a situation where either the project would need to be put on pause for a week so the Council could review and approve the change order, which would result in one week's additional expense for

paying the contractors for their time not working; or, the change order could be approved for approximately \$13,000 and the project could move forward on-schedule. The cost was related to the requirements of MnDot to properly notice drivers of the roadwork, closing one lane to traffic and having appropriate barriers, cones and flags installed as required. After additional discussion and review, Motion was made by Willenbring, and seconded by Werman, to retroactively approve Change Order #2.

Motion Carried: Voting in favor; Hafften, Buoy, Seymour, Willenbring and Werman.

Members of the Staff and Council then provided updates regarding general happenings from around the city, including River Days, Rocktoberfest and the 2022 Street Project.

Motion was then made by Seymour, and seconded by Willenbring, to adjourn the meeting.

Motion Carried: Motion Carried: Voting in favor; Hafften, Buoy, Seymour, and Willenbring, and the meeting was adjourned at approximately 7:20 p.m.

Typed this 18th day of August, 2022

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