

**City of Rockford, Minnesota Council Workshop Meeting Minutes
5:00 p.m., Tuesday, May 10, 2022**

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

City Administrator / Attorney, Dan Madsen; and City Engineer, Steve Hegland and Public Works Director, Trevor Brummer were also in attendance.

Members of the Staff and the Council discussed and reviewed the current process and policy for reporting and enforcing Public Nuisances. This discussion included the need for enforcement, the cost and time burdens of enforcement, and how current staffing levels and work flow were impacted by Public Nuisance Enforcement. It was again generally discussed and understood that no changes would be made to the process or policy of Public Nuisance Enforcement.

No formal action was taken, as these matters were set on for discussion purposes only. Discussions were concluded, and the meeting was adjourned at approximately 6 p.m.

City of Rockford, Minnesota Council Meeting Minutes
6:00 p.m., Tuesday, May 10, 2022

The City Council Meeting was called to Order by Mayor Renee Hafften at approximately 6 p.m. Council members Debbie Buoy, Denise Willenbring and Mike Werman were present. Council member Scott Seymour was absent.

City Administrator / Attorney, Dan Madsen; City Engineer, Steve Hegland; Deputy Wyatt of the Wright County Sheriff's Department and Public Works Director, Trevor Brummer, were also in attendance.

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

- 3A. Approve Minutes from the April 26, 2022, Workshop and Regular Council Meeting
- 3B. Approve Payment of Claims, Check Number: 33761 through 33867; Check Number 1606e through 1615e; and Check Number 502957E through 502964E totaling \$346,638.88
- 3C. Approve Birthday Special Event Permit
- 3D. Approve Farmer's Market Special Event Permit
- 3E. RES / Approve Rockford Lions River Days Gambling Permit

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

Deputy Wyatt, Wright County Sheriff

Deputy Wyatt of the Wright County Sheriff's Department provided general updates and asked Staff and the Council if we had any concerns to share. Members of the Council and Staff discussed general happenings around town, including parking issues on Tower street, and thanked Deputy Wyatt for appearing at the meeting.

No formal action was taken, as this matter was for informational purposes only.

New Business: Resolution Approving 2022 Bond Issue

Shannon Sweeny, Rockford Financial Advisor, walked the Council through current funding and financing levels, explaining the options the Council had in funding the 2022 Infrastructure Project that was scheduled to begin in the coming weeks. Sweeny stated that the debt should be a 2022A Series G.O. Note in the amount of \$1,334,000; being that the total project cost was estimated to be \$3,989,065.75 and the City had cash available in the Water and Wastewater Funds in the amount of \$900,000 each, with an additional \$200,000 in the General Fund available for use. Shannon concluded that the closing would be on or about June 8th on the note, with funds being available well in advance of when they are needed by the City for the project. After additional discussion and review, including a review of how future projects could be funded and the impact of this debt being minimal on rates; Motion was made by Hafften, and seconded by Buoy, to approve the Resolution.

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

New Business: Website Copy Approval

Councilmember Willenbring stated that Prime Advertising had sent their edited website copy and discussed the process of needing approvals so the site could move forward with development. Members of the Staff and Council discussed concerns with the spelling errors and grammatical problems with the copy, along with the limited time that was allowed for review with the copy being sent to the Council the day prior to the meeting. Willenbring stated that the copy needed to be approved by the City before it could be put into development, and members of the Staff and Council discussed how to keep the project moving while having Prime complete appropriate edits on the copy. Motion was made by Willenbring, and seconded by Werman, to approve the Copy contingent upon Prime correcting the spelling and grammatical errors needed before it could be developed and published.

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

New Business: Veteran's Memorial Update

Engineer Hegland explained that the Veteran's Memorial Project was moving forward, and quote packages had been pulled together to support easy bidding by contractors. Nothing had changed in the estimates, and the project was still postured to commence sometime in June.

No formal action was taken, as this item was set on for discussion purposes only.

New Business: Volunteer of the Year

Members of the Staff and Council reviewed nominations and suggestions for Volunteer of the Year for 2021, including individuals identified by members of the Council and forms submitted by the Public. Members of the Council cast ballots in support of the volunteer they deemed to be most deserving of the award. After tabulation of the votes, Annette Tryon was voted as the 2021 Volunteer of the Year. Ms. Tryon will be invited to the meeting on May 24th to accept a plaque and be recognized by the Council.

Members of Staff and the Council then presented updates including the 2022 Infrastructure Project, the Veteran's Memorial, and City Cleanup Day wrap-up, as well as other happenings around the City.

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

Motion Carried: Motion Carried: Voting in favor; Hafften, Buoy, Willenbring, and Werman and the meeting was adjourned at approximately 7:15 p.m.

Typed this 18th day of May, 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