**City of Rockford, Minnesota Council Workshop Minutes**

**5:00 p.m., Tuesday, December 12th, 2023**

Mayor Renee Hafften called the City Council Workshop to Order at approximately 5:00 p.m. Council members Wyatt Gutzke, Mike Werman, Heather Michalik and Melissa Vogel were in attendance.

City Administrator; Anna Carlson, Assistant City Administrator/City Clerk Debbie Buoy, Finance Director Viktoriya Montik, City Engineer Steve Hegland and Parks Lead Darcy Desens were also in attendance.

Members of the council discussed general questions regarding the 2024 Final Budgets and Property Tax Levy. Finance Director: Viktoriya Montik was present to answer those questions and offer explanations as needed. Council discussed the Fire Department Hiring Policy Revision Committee. Councilman Wyatt Gutzke stated that it would be best to have five members to avoid a tied a vote. Council agreed to have the Committee consist of two Council members, two Fire Department members and the City Administrator. Members of Staff and Council then discussed various current City items that included Tax Increment Financing and Earned Safe and Sick Leave.

No formal action was taken, as this matter was set on for discussion and introduction purposes only.

**City of Rockford, Minnesota Council Meeting Minutes**

**6:00 p.m., Tuesday, December 12th, 2023**

Mayor Renee Hafften called the City Council Meeting to Order at approximately 6:00 p.m. Council members Wyatt Gutzke, Mike Werman, Heather Michalik and Melissa Vogel were in attendance.

City Administrator Anna Carlson, Assistant City Administrator/City Clerk; Debbie Buoy, Finance Director Viktoriya Montik, City Engineer Steve Hegland and Parks Lead Darcy Desens were also in attendance.

Also attending was Deputy Cassidy and Jeff Mattila.

**Public Hearing: Truth in Taxation Public Hearing**

Mayor Hafften called the Public Hearing for Truth in Taxation to Order at approximately 6:09 p.m.

A motion was made by Werman and seconded by Gutzke to open the Truth in Taxation Public Hearing.

Motion carried: Voting in favor: Hafften, Werman, Gutzke, Michalik, and Vogel.

City Administrator Anna Carlson presented the Truth in Taxation Power Point and encouraged public comment.

Mayor Hafften then called for public comment. One property owner, Jeff Mattila, was concerned about the increased value of his property. Council informed him that the County Assessor is the authority that sets that amount. Mr. Mattila stated he would contact them. The council then provided additional information to Mr. Matilla regarding the next processes and encouraged him to contact us again if he had any questions. Mayor Renee Hafften asked if anyone else would like to speak. There were no other requests to speak.

A motion was made by Werman and seconded by Gutzke to close the Public Hearing at 6:30 p.m.

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

The council then discussed the Final Property Tax Levy and General Fund Budget and compared those revenues to other city revenues and the overall expenses in Debt Service and in the General Fund.

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

1. Approve Minutes from the November 28, 2023, Regular Council Meeting
2. Approve Payment of Claims
3. Approval of a New Off-Sale Liquor License located at 8040 State Hwy 55 E

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

Deputy Cassidy presented the Wright County Sheriff’s Report. Deputy Cassidy stated that the issue of speeding on Hwy 55 has been improving. Maple St is still being observed as a problem area. Deputy Cassidy also mentioned that as the Holiday’s near, the need for mental health assistance rises. He stated to please reach out and we will refer you to some helpful services.

**New Business:**

1. 2024 Final Budgets and Property Tax Levy

City Administrator Anna Carlson presented the following: The purpose of this agenda item is to discuss and formally adopt the General Fund Budget and Property Tax Levy. If there are questions, or if Council would like to modify any numbers, we can do so. If Council is comfortable with the budgets, they can be approved.

A motion was made by Gutzke and seconded by Michalik to approve Resolution 23-41 Adopting the Final General Fund Budget and 2024 Property Tax Levy.

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

1. Approval to Authorize the Decertification of TIF District 1-3

City Administrator Anna Carlson presented the following: In December of 1998 the City of Rockford created a redevelopment tax increment financing district for the purpose of assisting redevelopment projects within the downtown area. As those obligations have been satisfied, the City financial advisor, Shannon Sweeny of David Drown Associates, Inc, recommends decertification of TIF District 3.

A motion was made by Michalik and seconded by Vogel to approve Resolution 23-42 Resolution Approving the Decertification of tax Increment Financing District No. 1-3 of the City of Rockford.

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

1. Resolution, Ordinance Amendment Earned Safe and Sick Leave

City Administrator Anna Carlson presented the following: Minnesota Legislature amended Minnesota State Statute Chapter 181 to establish the Earned Sick and Safe Leave law (ESSL). The purpose of this agenda item is to give a brief overview of Earned Sick and Safe Leave and to gain Council approval for an amendment to the current Personnel Ordinance to add Earned Sick and Safe Leave as required by Minnesota State Statute Chapter 181.

A motion was made by Michalik and seconded by Gutzke to approve Resolution 23-43 Ordinance 23-05 Resolution Amending Ordinance Chapter 206 Regarding Sick Leave.

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

1. Approval to Purchase Box and Slide Tray for Utility 13 Truck

City Administrator Anna Carlson presented the following: Rockford Fire Department Utility 13 is a new utility truck meant to replace the old Utility truck once it is fully equipped. The last piece of equipment needed to complete the utility truck is the equipment box and slide out tray.

A motion was made by Werman and seconded by Vogel to authorize the Rockford Fire Department to purchase the box and slide tray for the Utility 13 truck for $6,598.00.

Mation Carried: Voting in favor; Hafften, Werman, Gutzke, Michalik and Vogel.

1. Pay Application #8 for 2022 Infrastructure Improvement Project

City Engineer: Steve Hegland presented the following: The contractor has completed the punch list work and only some vegetation establishment is remaining. We recommend the reduction to 1% of the total contract. Stantec asks the City Council to review and approve pay application #8 for New Look Contracting for the 2022 Improvement Project.

A motion was made by Michalik and seconded by Vogel to approve Pay Application #8 for the 2022 Infrastructure Improvement Project.

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

1. Approval to Purchase Mutterer Park Playground Structure

Parks Lead Darcy Desens presented the following: The play structure at Mutterer Park has coating on the decks that has deteriorated and the structure is also rusting. The Park and Recreation Committee is proposing to purchase a new play structure from Landscape Structures. The total cost of this structure and installation supervisor will be $61,760.44.

A motion was made by Michalik and seconded by Gutzke to approve the purchase of the Mutterer Park playground structure.

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

1. Approval to Hire Classic Cleaning Company to replace existing cleaning services MN Services

City Administrator Anna Carlson presented the following: MN Services is the current cleaning company for City Hall and Public Works. The cleaning services provided to City Hall and Public Works have not been meeting expectations for some time. After hearing all the concerns of staff, we began requesting quotes from cleaning companies. Staff is asking Council to consider ending the contract with MN Services and hiring Classic Cleaning Co.

A motion was made by Vogel and seconded by Gutzke for Approval to Hire Classic Cleaning Company to replace existing cleaning services MN Services.

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

1. Approval of Restrictive Covenant for PIDs: 11301400090 & 11301400011

After acknowledging the Resolution #23-28, Bankwest requested a Restrictive Covenant to be filed on record in conjunction with the sale of the two above-referenced lots to the City of Rockford to prohibit the properties from being used (by themselves) for a Financial Institution as defined in the Restrictive Covenant.

A motion was made by Gutzke and seconded by Werman to approve the Restrictive Covenant with Bankwest and to approve Resolution #23-44, Amending Resolution #23-28.

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

**Old Business:**

1. Fire Department Hiring Policy Revision Committee

At the November 28th Regular City Council meeting, the Council approved a resolution establishing a moratorium on the processing of applications for employment of firefighters who have previously resigned or been terminated from the Fire Department. The resolution also authorizes the establishment of a committee to recommend to the Council what factors should be used in evaluating such applications.

A motion was made by Hafften and seconded by Michalik to establish a committee to be comprised of two Fire Department members, two Council members and the City Administrator.

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

A motion was made by Hafften and seconded by Gutzke to have the committee members consist of; Fire Department member Randy Schwitters, Fire Chief Nathan Buoy, Council member Missy Vogel, Council member: Mike Werman and City Administrator: Anna Carlson

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

Members of Staff and Council then discussed various City updates including:

City Administrator: Anna Carlson stated that staff will be having their holiday get-together on December 19th. The City Hall will be closed from Noon-2:30 to allow for this.

City Engineer Steve Hegland stated that he has been working on PFAs, lead service line and new development interests.

Parks Lead Darcy Desens gave the update for Public Works; We are working on trimming trees, waste water bio solids are done being hauled and the number two water tower will be down for a routine inspection.

Council member Gutzke stated that the Fire Department named new Captains, Lieutenants and Engineers for next year.

A motion was then made by Werman and seconded by Michalik to adjourn the meeting at approximately 7:21.

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

Typed this 15th day of December 2023.

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