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

**5:00 p.m., Tuesday, May 28th, 2024**

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

City Administrator Anna Carlson, Assistant City Administrator/City Clerk Debbie Buoy, Public Works Director Trevor Brummer, Engineer Steve Heglund, Fire Chief David Angell and David Reed were also in attendance.

Members of Council and staff discussed OSHA rules for Fire Departments. Staff were made aware of proposed changes to the OSHA rules for fire fighters. These changes include several items that are concerning Fire Chief Angell, the fire department members and City Staff. The proposed changes to training, certification, recruitment, retention, equipment and risk management plans would require additional hours for our Fire Fighters and would also cause financial strain on the Fire Department budget. Staff stated that although OSHA is proposing these changes to modernize emergency response and protections for all fire departments, it simply would not be feasible for small town fire departments to afford to implement. Staff will join many other cities and write a letter to OSHA voicing the concerns of the Rockford Fire Department and the City of Rockford.

Staff and Council also discussed City Business Hours, Seasonal Outdoor Patios at businesses and miscellaneous. Seasonal outdoor patio areas began with numerous businesses during COVID and have continued to be a benefit to both the patrons and businesses. City staff are looking for Council input on the tents that frequently accompany the patios and if the current regulations on seasonal outdoor patios need to be reviewed. There was a lack of time for detailed discussion and Council directed staff to review the existing applications for compliance.

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, May 28th, 2024**

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

City Administrator Anna Carlson, Assistant City Administrator/City Clerk Debbie Buoy, Public Works Director Trevor Brummer, Engineer Steve Heglund, Fire Chief David Angell and David Reed were also in attendance.

Deputy Larson, Daniel Sarkinen, Frannie Breazeale and Amy Breazeale were also in attendance.

A motion was made by Werman and seconded by Gutzke to approve the Consent Agenda Items 2A through 2B as listed and set on the Agenda for the Council Meeting:

1. Approve Minutes of May 14, 2024, City Council Workshop & Regular Meeting
2. Approve Payment of Claims

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

**Wright County Sheriff’s Update**

Deputy Larson reported recent call counts and some traffic issues with the crosswalk on Hwy 55. Councilmember Gutzke asked Deputy Larson to check into the trailer that was sitting on Main Street.

**Approval of Promotion for Jason Styve to Streets Supervisor**

City Administrator Anna Carlson stated that streets supervisor Chris Quirk turned in her resignation effective November 1, 2024. Jason Styve has been preparing for his role since he was hired as a maintenance worker on November 30, 2020. By going above and beyond what is asked in his current role, he has achieved commendable results. The personnel committee recommends approval. Councilmember Werman stated Jason is a great fit and works hard although we will miss Chris Quirk. Councilmember Gutzke stated that Jason is great for the City.

Motion was made by Gutzke and seconded by Michalik to promote Jason Styve to Streets Supervisor and be placed on probation effective May 29, 2024 through October 23, 2024.

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

**Approval of Public Works Job Descriptions and Recruitment Schedule**

City Administrator Anna Carlson stated that staff are looking to gain Council consideration for approval of the updated compensation range and job description for General Public Works Maintenance Worker and Maintenance/Mechanic Worker. Additionally, if approved, to also direct staff to begin the recruitment process. The personnel committee unanimously approved all as presented.

Motion was made by Michalik and seconded by Gutzke to approve the General Maintenance worker, Maintenance/Mechanic worker job descriptions and compensation ranges, and to direct staff to begin the recruitment process for General Maintenance worker and Maintenance/Mechanic worker.

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

**Approval of Business Hours Amendment**

City Administrator Anna Carlson stated that staff would like the Council to consider amending the current business hours. Staff researched 24 surrounding cities and found that 5 are not open on Fridays and 14 have shorter business hours on Fridays. Council discussed and commented that many businesses have moved to half day Fridays or even closed on Fridays. Mayor Hafften asked staff to post the new hours on Facebook and the website.

Motion was made by Werman and seconded by Gutzke to approve amending the business hours for City Hall to Monday through Thursday 7:00 a.m. to 4:30 p.m. & Friday 7:00 a.m. to 11:00 a.m. and for Public Works to Monday through Thursday 6:30 a.m. to 4:00 p.m. & Friday 6:30 a.m. to 10:30 a.m.

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

**Approval of Fire Department Job Descriptions**

Chief Angell revisited the job descriptions and would like them approved and officially on file. The descriptions have not changed much apart from increasing the experience required to be a chief or assistant chief by one year and descriptions for lieutenants and engineers were added. Mayor Hafften requested adding “service within Rockford”. Chief Angell stated he would check the policy and make sure it is stated that way in that document.

Motion was made by Hafften and seconded by Gutzke to approve the Fire Department Job Descriptions.

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

**Staff Reports**

Members of Staff and Council then discussed various City updates including City Administrator Anna Carlson stated that the Parks Department will provide a tour for Council of all the Parks in Rockford on June 3rd at 6:00 pm. Assistant City Administrator/City Clerk Debbie Buoy reminded everyone of Movie in the Park on June 28th, 2024. Fire Chief Angell stated that the 1948 Engine was out in the Memorial Day parade after a few of years of not running. Mayor Hafften stated that the Memorial Day Parade was very successful. Thank you to Mr. Ferdig, Pastor Gale and Rick Martinson.

**Open Forum**

Daniel Sarkinen spoke regarding the intersection of High St and Walnut St. He stated that motor traffic has increased in the past few years, but the concern is the increased pedestrian traffic. He would like to see a three way stop at this intersection or shoulder striping to possibly keep pedestrians to the side of the road.

**Adjournment**

A motion was made by Werman and seconded by Gutzke to adjourn the meeting at approximately 6:49 pm.

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

Typed this 3rd 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](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