

## **City of Rockford, Minnesota Council Workshop Minutes 5:00 p.m., Tuesday, September 10<sup>th</sup>, 2024**

Mayor Renee Hafften called the City Council Workshop to Order at 5:00 p.m. Council members Mike Werman, Wyatt Gutzke, Heather Michalik and Melissa Vogel were in attendance. Council members absent: None.

City Administrator Anna Carlson, Assistant City Administrator Debbie Buoy, Finance Director Viktoriya Montik, Permits, Billing and Finance Clerk Amanda Daniels, Public Works Director Trevor Brummer, Street Supervisor Jason Styve and Parks Lead Darcy Desens were also in attendance.

Finance Director Montik presented the preliminary budget to Council and staff. She reviewed the revenues with Council and explained capital projects, debt services and ad valorem. She then presented the general, fire department, water, and the sewer fund preliminary budgets. Council asked questions throughout the presentation focusing on items that may have either increased or decreased significantly. Staff will complete additional items on the budget and discussion regarding the budget will continue at a future workshop.

Minimal time remained to discuss the Fire Truck Update and Discussion. This item will also be discussed at a future workshop.

No formal action was taken, as matters were set on the agenda for discussion purposes only.

## **City of Rockford, Minnesota Council Meeting Minutes 6:00 p.m., Tuesday, September 10<sup>th</sup>, 2024**

Mayor Renee Hafften called the City Council Meeting to Order at approximately 6:00 p.m. Council members Mike Werman, Wyatt Gutzke, Heather Michalik and Melissa Vogel were in attendance. Council members absent: None.

City Administrator Anna Carlson, Assistant City Administrator Debbie Buoy, Engineer Steve Heglund, Fire Chief David Angell, Assistant Fire Chief David Reed, Public Works Director Trevor Brummer, Street Supervisor Jason Styve, Parks Lead Darcy Desens, Deputy Larson (left at 6:10 pm) and Director of the Rockford Area Historical Society Kevin Koehler were 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:

- A. Approval of Minutes of August 27, 2024, City Council Workshop & Regular Meeting
- B. Approval Payment of Claims

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

### **Wright County Sheriff's Update**

Deputy Larson gave a brief update about the past two weeks of calls and activity in Rockford. He noted that the Sheriff's Department has received a couple complaints about ATVs in the road. He also stated that the Sheriff Department is seeing an increase in traffic stops. Mayor Hafften asked Deputy Larson to watch for cars parked in the yellow painted curb areas that are blocking the stop signs.

### **Veolia True Up Reconciliation**

Annually, City staff meet with Veolia, the City's contracted water and wastewater operator, to reconcile all repairs, maintenance and chemical treatment expenses that occur outside of the contracted service for the year prior. Some items on the reconciliation report were related to repairs and maintenance needed to address the 2023 flood, increase in costs for chemicals as well as other items.

A motion was made by Gutzke and seconded Michalik to approve payment to Veolia in the amount of \$19,802.07 for the 2023 True Up portion of the contract.

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

### **Approval to Transfer Public Safety Aid to Fund 651 Fire – Resolution No. 24-34**

The 2023 Minnesota Legislature enacted a one-time Public Safety Aid for aids payable in 2023. The City received \$201,341 in aid. Staff is recommending that half of the funds are used to pay for the City's contracts for sheriff services and the other half are used for fire services. In order to use the funds for fire services, Council needs to approve a transfer into Fund 651 Fire. The amount staff is requesting to transfer is \$100,670.50.

A motion was made by Michalik and seconded by Vogel to approve Resolution No. 24-34, Approving the transfer of \$100,670.50 from Fund 101, the General Fund, to Fund 651, the Fire Department Fund.

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

### **Staff Reports**

City Administrator Carlson stated she will be working on the budget, welcomed two new employees and again congratulated Mark Hafften on his retirement. Assistant City Administrator/City Clerk Buoy stated that she will be working on a newsletter for early October and will be requesting staff to provide their information to be included. The newsletter is quarterly, so this newsletter will go through December. She will also be working on elections and asked everyone present to help get Rocktoberfest posters out in the surrounding communities. Fire Chief Angell stated that the blower motor went out on the furnace at the station today which caused a 911 call to our Fire Station. No damage, no concerns. Just a belt that was smoking and will be repaired. He also thanked Burda Towing for their donation of vehicles to Fire Department training exercises. Engineer Heglund stated that he is cleaning up a few smaller items and the RRF is completed on High St and Elm St. Public Works Director Brummer stated that they are working on dredging, Rocktoberfest burn barrels and budgets. Council member Michalik stated that the Chamber Luncheon date has changed to October 10<sup>th</sup> and Our Fathers Church will be having a blood drive on September 17<sup>th</sup> from Noon to 6 pm.

### **Open Forum**

No one was present to speak.

### **Adjournment**

A motion was made by Werman and seconded by Gutzke to adjourn the meeting at approximately 6:25 pm.

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

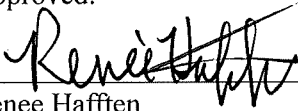
Typed this 12<sup>th</sup> day of September 2024.

Rockford City Council Regular Meeting: September 10<sup>th</sup>, 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