

## **City of Rockford, Minnesota Workshop Meeting Minutes 5:00 p.m., Tuesday, January 24, 2023**

The City Council Workshop was called to Order by Mayor Renee Hafften at approximately 5 p.m. Council members Mike Werman, Denise Willenbring, Wyatt Gutzke and Heather Michalik were in attendance.

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

Members of the Staff and Council reviewed the 2023 Goals, Council Appointments and Liaisons and Commissions.

No formal action was taken, as these matters were set on for informational purposes only.

## **City of Rockford, Minnesota Council Meeting Minutes 6:00 p.m., Tuesday, January 24, 2023**

Administrator / Attorney Madsen provided the Oath of Office for Council Member Werman and Gutzke. Both were officially sworn and seated as members of the Rockford City Council.

The City Council Workshop was called to Order by Mayor Renee Hafften at approximately 5 p.m. Council members Mike Werman, Denise Willenbring, Wyatt Gutzke and Heather Michalik were in attendance.

City Administrator / Attorney, Dan Madsen; City Engineer, Steve Hegland; Wright County Deputy Cassidy; Chief Ben Sanderson, and Brian Thoennes, Tyler Neibert, Justin Mielke, Chase Peyton of the Rockford Fire Department; Jeff Nute, Jeff Kenma, Kevin Koehler, Dough and Marsha White, Bonnie Maue, Tom and Jan Lemmage and resident Marlys Allen were also in attendance.

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

- 3A. Approve Minutes from the January 10, 2023 Workshop and Regular Council Meeting
- 3B. Approve Payment of Claims, Check Number: 347190 through 34831 totaling \$278,715.82
- 3C. Approve Broker Certifications, 2023
- 3D. Approve FD Floor Repair and Painting Quote
- 3E. Approve Waste Management Refuse and Recycling Agreement
- 3F. Approve Resolution, Rockford Rates and Fees for 2023
- 3G. Approve Resolution, Council Appointments

Motion Carried: Voting in favor; Seymour, Buoy, Willenbring and Werman. Abstentions, Hafften as married to a Public Works employee.

**Wright County Update: Deputy Cassidy**

Deputy Cassidy of the Wright County Sheriff's Department provided a general update that parking has been better, but that there had been a couple of attempted burglaries. Deputy Cassidy reminded members of the community to lock their doors, but stated otherwise everything else was going well and there were no real other issues to report.

**New Business: New Council Training**

Administrator / Attorney Madsen handed out the City's Ethics Policy and asked members of the Council to sign and return them. Madsen then reviewed a PowerPoint presentation, informing the Council on their Statutory roles and responsibilities; with cautions on the Open Meeting Law and other helpful guidance for Councilmembers. Madsen discussed that Council members have no individual authority to act or direct staff, and discussed the communication process related to communications with City Staff.

No formal action was taken, as this matter was for educational and training purposes only,

**New Business: Rockford Area Historical Society Annual Report**

Kevin Koehler, Director of the Rockford Area Historical Society (RAHS), provided a detailed report of their activities, expenses and revenues throughout 2022, and provided an outlook and request for projects and funding for 2023. Members of the Staff and Council discussed the report and began the conversation related to the RAHS request to build a new garage / meeting building with bathrooms and storage. Members of the Council and Staff discussed the need for City input and set up a time to meet with the RAHS Board to talk about what would be best for the Community.

No formal action was taken, as this matter was for educational and training purposes only,

**New Business: Riverside Park Grant and Fishing Pier**

Administrator / Attorney Madsen reviewed the potential grant opportunity for the Fishing Piers and other upgrades in Riverside Park. Based upon the funding and potential projects, Engineer Hegland recommended the Council consider building two Fishing Piers to take advantage of the grant and also the economy of scale for the project. Members of Staff and the Council discussed the costs and time involved in applying for grants, with the Council indicating and directing Staff to move forward with that project.

No formal action was taken, as this matter was for educational and training purposes only,

Members of the Staff and Council then discussed the conditions of the City's Ice Rinks, reminded people not to park on the streets during snow emergencies, and discussed other general updates related to the City.

Motion was then made by Werman, and seconded by Gutzke to adjourn the meeting.

Motion Carried: Voting in favor; Hafften, Werman, Willenbring, Gutzke and Michalik, and the meeting was adjourned at approximately 7:35 p.m.

Typed this 10<sup>th</sup> day of February, 2023.

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](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:

---

Renee Hafften  
Mayor

Attest:

---

Dan Madsen  
City Administrator, Special Counsel