

**City of Rockford, Minnesota Council Workshop Minutes  
5:00 p.m., Tuesday, November 14<sup>th</sup>, 2023**

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

Public Works Director; Trevor Brummer, City Engineer; Steve Hegland, City Administrator; Anna Carlson, and Assistant City Administrator/City Clerk; Debbie Buoy were also in attendance.

Members of the council discussed and filled vacancies for the Economic Development Authority Board. These positions were vacant do to the recent staff changes and resignation of Council member Willenbring.

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

**City of Rockford, Minnesota  
Economic Development Authority Special Meeting Minutes  
5:30 p.m., Tuesday, November 14<sup>th</sup>, 2023**

Vice President Gutzke called the Economic Development Authority Meeting to Order at 5:30 p.m. Board members Mike Werman, Renee Hafften, Heather Michalik and Melissa Vogel were in attendance.

Public Works Director; Trevor Brummer, City Engineer; Steve Hegland, City Administrator; Anna Carlson, and Assistant City Administrator/City Clerk; Debbie Buoy were also in attendance.

Members of the board discussed and assigned Elections of Officers.

A motion was made by Hafften and seconded by Gutzke, to approve the Election of Officers; President; Melissa Vogel, Vice President; Wyatt Gutzke, Treasurer; Renee Hafften, Assistant Treasurer; Mike Werman, Secretary; Heather Michalik.

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

Vice President; Wyatt Gutzke then passed the gavel to President; Melissa Vogel.

A motion was made by Hafften and seconded by Gutzke, to approve the Agenda.

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

The Board then discussed New Business item:

a) Rockford River Day's and Crow River Christmas Fireworks Funding

City Administrator; Anna Carlson presented information. It is requested that the EDA cover the cost of fireworks for the Crow River Christmas this year and Riverdays 2024. The cost is a total of \$9,977.00. The EDA currently has a balance of approximately \$266,000.

A motion was made by Hafften and seconded by Michalik for approval of the EDA paying for the fireworks for Crow River Christmas 2023 and Riverdays 2024.

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

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A motion was made by Werman and seconded by Hafften to adjourn the meeting.

Motion Carried: Voting in favor; Vogel, Michalik and Gutzke. The meeting was adjourned at approximately 5:42 p.m.

## **City of Rockford, Minnesota Council Meeting Minutes 6:00 p.m., Tuesday, November 14<sup>th</sup>, 2023**

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

Public Works Director; Trevor Brummer, City Engineer; Steve Hegland, City Administrator; Anna Carlson, Assistant City Administrator/City Clerk; Debbie Buoy were also in attendance.

Also attending was General Manager of Veolia; John Seifert.

A motion was made by Werman and seconded by Gutzke, to approve the Consent Agenda Items 4A through 4E as listed and set on the Agenda for the Council Meeting:

- 4A. Approve Minutes from the October 24, 2023, Regular Council Meeting
- 4B. Approve Minutes from the November 3, 2024, Special Council Meeting
- 4C. Approve Payment of Claims
- 4D. Approve Authorization to Handle Investments, Anna Carlson
- 4E. Approve Upgrade to Utility SCADA Software and Systems

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

### **New Business: Amending Resolution of Designated Appointments**

City Administrator: Anna Carlson presented information to Council highlighting the changes made to the appointments on the Economic Development Authority Board. These changes include but are not limited to, assigning Anna Carlson as the EDA director, Melissa Vogel as the Park Commission liaison, Anna Carlson as the staff liaison and Debbie Buoy as the Planning and Zoning Liaison.

A motion was made by Michalik and seconded by Vogel to approve the Amending Resolution of Designated Appointments.

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

### **New Business: Crow River Regional Trail Letter of Support**

Crow River Regional Trail has been working on their project of an off-road multi use trail which includes a 0.6 mile of new regional trail from Lake Rebecca Park Reserve to the Crow River crossing on Bridge St. This project is ongoing and requires a new letter of support from the City of Rockford.

A motion was made by Werman and seconded by Gutzke to approve a letter of support to the Crow River Regional Trail.

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

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

City Administrator; Anna Carlson, Recognition of Rockford Fire Department Members; 4 received helmets, Chris Menth received his 5 year pin, Domanick Lark received his 10 year pin and Nathan Buoy received his 30 year pin.

City Engineer; Steve Hegland, Had a meeting with Wright Hennepin Electric regarding yard expansion. RRFP, target project for summer when less children are present in that area.

Public Works Director; Trevor Brummer, Public works is working on Holiday décor, tree trimming and street sweeping

Council Member; Heather Michalik, Mentioned a number of events happening in town.

A motion was then made by Werman and seconded by Gutzke to adjourn the meeting.


Motion Carried: Voting in favor; Hafften, Werman, Gutzke, Michalik and Vogel. The meeting was adjourned at approximately 6:27.

Typed this 17<sup>th</sup> day of November, 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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Michal Werman  
Deputy Mayor

Attest:

  
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Debbie Buoy  
Clerk/Assistant City Administrator