

**City of Rockford, Minnesota Workshop Meeting Minutes
5:00 p.m., Tuesday, October 25th, 2022**

The City Council Workshop was called to Order by Mayor Renee Hafften at approximately 5 p.m. Council members Scott Seymour, Denise Willenbring, and Mike Werman were in attendance. Council Member Debbie Buoy was absent.

City Administrator / Attorney, Dan Madsen; City Engineer, Steve Hegland; and Wright County Deputy Lovik were also in attendance.

Members of the City Council and Staff discussed the request to add the 2021 Track State Champions sign on the City's population sign, Veteran's Day Ceremony and the Assistant Fire Chief position interview process. No formal action was taken as this matter was set on for discussion purposes only.

**City of Rockford, Minnesota Council Meeting Minutes
6:00 p.m., Tuesday, October 25th, 2022**

The City Council Workshop was called to Order by Mayor Renee Hafften at approximately 6 p.m. Council members Scott Seymour, Denise Willenbring, and Mike Werman were in attendance. Council Member Debbie Buoy was absent.

City Administrator / Attorney, Dan Madsen; City Engineer, Steve Hegland; and Wright County Deputy Lovik were also in attendance.

A motion was made by Buoy, and seconded by Seymour, to approve the Consent Agenda Items 3A through 3D as listed and set the Agenda for the Council Meeting:

- 3A. Approve Minutes from the October 11, 2022 Workshop and Regular Council Meeting
- 3B. Approve Payment of Claims, Check Number: 34,491 through 34,512 totaling \$60,679.94
- 3C. Approve Resolution, Covid Employee Sick Time Policy
- 3D. Approve Resolution, Multi State Bank Authorization

Motion Carried: Voting in favor; Seymour, Willenbring and Werman. Abstained: Hafften, as family member is beneficiary of sick time policy.

Wright County Sheriff Update: Deputy Lovik.

Deputy Lovik provided a general update on the criminal activity in Rockford over the past few weeks, including mention that there had been 178 calls for service that were mostly traffic violation based. No formal action was taken as this matter was set on for discussion purposes only.

New Business: Fire Department Assistant Chief Position

Administrator / Attorney Madsen explained that the Fire Department Policy Manual had conflicting provisions regarding who or whom should conduct Fire Department Assistant Chief Interviews. The City had four candidates, all of whom would need to be interviewed in the

coming weeks. Madsen explained that one provision of the policy was more general and stated that the City Administrator, Fire Liaison and one member of the Fire Department. This Policy also contained a more specific provision that provided that two members of the Council, along with the City Administrator and an at-large member of the Fire Department should conduct the reviews. Staff and the Council discussed these policies and which would be better for determining the next Assistant Fire Chief. After additional discussion and review, Motion was made by Seymour, and seconded by Willenbring, to appoint Mike Werman as an interviewing member of the Council and to use the more specific interview section allowing for two members of the Council to be included in the interview.

Motion Carried: Voting in favor; Hafften, Willenbring, Seymour, and Werman.

New Business: No Parking on Southeast Side of Linden Street

Engineer Hegland explained that Linden Street east of Main Street and south of Highway 55 was a very narrow street upon which two residences and one apartment complex connected. The street was roughly 18 feet in width, with most streets being 24 to 30 feet in width. Based upon the narrowness of the street and relatively higher traffic volume, Staff recommended designating the southeast side of Linden Street no parking. After additional discussion and review, including a comparison between the width of this portion of Linden Street and how unique and more narrow it was as compared to other streets across the City, Motion was made by Hafften, and seconded by Willenbring, to approve the Resolution and make the southeast side of Linden no parking.

Motion Carried: Voting in favor; Hafften, Seymour, Willenbring, Werman.

Members of the Staff and Council then provided updates regarding general happenings from around the city, including the Fire Board Meeting, Website, and City Insurance options.

Motion was then made by Seymour, and seconded by Willenbring, to adjourn the meeting.

Motion Carried: Voting in favor; Hafften, Seymour, Willenbring and Werman and the meeting was adjourned at approximately 6:31 p.m.

Typed this 3rd day of November, 2022

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. 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