

City of Rockford, Minnesota Council Workshop Minutes
5:00 p.m., Tuesday, March 28, 2017

Mayor Renee Hafften and Council Members Debbie Buoy, Ted Hill, and Jeannette Graner met with Deputy Clerk Audra Etzel; City Engineer Jared Ward, Wenck and Associates; Public Works Director, Trevor Brummer, Street Supervisor, John Quirk; Tom Belanger of AllenMax Commercial to review and discuss the progress on the Tavern on the Crow, also; RiverWorks final lease payment and Volunteer of the Year nominations. No action was taken on any items, as the discussion was only for informational purposes.

City of Rockford, Minnesota Council Meeting Minutes
6:00 p.m., Tuesday, March 28, 2017

The meeting was called to Order by Mayor Renee Hafften at approximately 6:00 p.m. Council members Debbie Buoy, Jeannette Graner, Ted Hill, were present. Council member Rick Martinson was absent.

Also in attendance were: Deputy Clerk Etzel; City Engineer, Jared Ward of Wenck and Associates; Public Works Director, Trevor Brummer; Street Supervisor, John Quirk; and Alaina Rooker.

*Approve Consent Agenda/Set Agenda

MOTION was made by Graner, and seconded by Buoy, to remove 5.A. RiverWorks Signage from the agenda, set the Council Meeting Agenda and approve all items on the Consent Agenda, 3.A. to 3.B. as listed:

3A: Minutes from the March 14, 2017 Council Workshop and Regular Council Meeting

3 B: Payment of Claims from Check #27110 through #27146 totaling \$40,769.85.

MOTION CARRIED-VOTING IN FAVOR: Hafften, Buoy, Graner and Hill

New Business: Farmer's Market/Temporary Outdoor Sales Permit

The Rockford Farmer's Market is once requesting permission to have their Outdoor Sales Permit at the Rockford City Center Mall, which is owned by the City. Staff has informed the group of the pending construction for Dollar General and their location may need relocate within the mall parking lot based on availability.

MOTION was made by Mayor Hafften, and seconded by Graner, to allow the Rockford

Farmer's Market the use of the mall parking lot for the dates requested and authorizes the Administrator to sign the Temporary Outdoor Sale Permit on behalf of the City. The Farmer's Market members will need to work with staff on the location of the market within the mall parking lot based on availability due to the construction.

MOTION CARRIED-VOTING IN FAVOR: Hafften, Buoy, Graner and Hill.

New Business: 2017 Seal Coat Project

Streets Supervisor Quirk presented the 2017 Seal Coat Project to the Council. The project is estimated to cost \$84,411, with an additional \$7,704 for the parking lots. The streets are recommended to be fog sealed every 7-10 years for regular maintenance and is funded by the Capital Improvement Plan – Street Budget 401. Staff may consider removing the Woodlawn/Sunset section since this will be milled within the next four years.

MOTION was made by Hill, and seconded by Graner, to approve the plans and specifications for the 2017 Fog Seal Project as presented and authorizes staff to obtain quotes.

MOTION CARRIED-VOTING IN FAVOR: Hafften, Buoy, Graner and Hill.

New Business: Purchase of Public Work's Replacement Truck

Streets Supervisor Quirk presented four replacement options for the 2004 One Ton Parks Department truck. The truck was scheduled to be replaced in 2016 and was put on hold to allow for the purchase of the Tool Cat. Of the options, Quirk is requesting the Council consider purchasing a 2017 GMC 3500 from Nelson Auto Center for \$25,658.99 and the body painted box from Crysteel for \$13,163.54 totaling \$38,822.53 (includes: body, dump body pull plate, one ton pintle ball and two under body tool boxes). Both vendors are from the State Bid process. The funds for the purchase will come from the 411 CIP Equipment Fund. The trade-in value is \$6,025, but staff is requesting the City keep as an extra vehicle for use by the Public Works staff.

MOTION was made by Hill, and seconded by Buoy, to authorize staff to purchase the 2017 GMC 3500 and the equipment for the dump body for \$38,822.53 as presented from the 411 CIP Equipment Replacement Fund.

MOTION CARRIED-VOTING IN FAVOR: Hafften, Buoy, Graner and Hill.

New Business: 2016 Volunteer of the Year Nominations

Deputy Clerk Etzel noted there were four nominations for the 2016 volunteer of the year. The council reviewed the nominations and then took a secret vote to select the candidate. Staff will contact the candidate for their availability to attend the April 11th or April 25th meetings to be presented their plaque as the 2016 Volunteer of the Year.

Staff Reports

Members of the City Council and staff then provided updates on Local Board of Appeal and Equalization meeting on April 11th, Auditors are at City Hall this week working on the audit, new exit door installed in council chambers, Engineer Ward is working with staff on development agreements & capital improvements, update on Tavern on the Crow. Public Works is busy: street sweeping, jetting, getting bids for seal coat project, getting ready for crack filling, clean-up of trees on levee by hockey rink. Trevor Brummer gave a showcase of the new GIS program that staff has been working on setting-up. The program is able to track: storm sewers, catch basins, highlight repairs, attribute table with ratings, water and sewer lines, mapping, photos, etc. Not all the data entry, this is a work in process. The GIS program is available on staff's cell phones, allowing them to view and add data as needed when out in the field. Trevor thanked Jared Ward from Wenck and the staff for their hard work helping to set-up. There was some discussion about the bump on Bridge Street just west of the bridge due to the frost, 4 Community Theater is having audition for Willy Wonka, and the compost site is scheduled to open April 15th.

Open Forum

Mayor Hafften called for Open Forum, no one from the public spoke.

Adjournment

MOTION was then made by Hill, and seconded by Graner, to adjourn the Council Meeting at approximately 6:43 p.m.

MOTION CARRIED-VOTING IN FAVOR: Hafften, Buoy, Graner and Hill.

Typed this 6th day of April, 2017.

Audra Etzel,
Deputy Clerk
City of Rockford Minnesota

All meetings of the Rockford City Council are video recorded and available for viewing on-line at www.cityofrockford.org, or by contacting City Hall at 6031 Main Street,

Rockford, Minnesota 55373. 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