

City of Rockford, Minnesota Council Workshop Meeting Minutes 5:00 p.m., Tuesday, July 28th, 2020

The City Council Workshop was called to Order by Mayor Renee Hafften at approximately 5 p.m. Council members Scott Seymour, Debbie Buoy and Rick Martinson were present. Councilman Ted Hill was absent.

Wright County Sheriff, Sean Deringer; Deputy Voss; City Administrator / City Attorney, Dan Madsen; City Engineer, Steve Helgand of Wenck and Associates; Public Works Director, Trevor Brummer; and Parks Superintendent, Darcy Desens were also in attendance.

Members of the Staff and Council discussed the issues surrounding Covid-19 and it's impact on City Services, Staffing Levels, and potential Community Events. Deputy Voss provided updates as they related to policing levels and Covid-19 mandate enforcement in Rockford. No formal decisions were made, as this matter was on for discussion purposes only.

Discussions were concluded, and the meeting was adjourned at approximately 6 p.m.

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Wright County Sheriff, Sean Deringer; Deputy Voss; City Administrator / City Attorney, Dan Madsen; City Engineer, Steve Helgand of Wenck and Associates; Public Works Director, Trevor Brummer; Rick Apolloni, John Ritten, Tammi Olstad, Daniel Sarkinen and Parks Superintendent, Darcy Desens were also in attendance.

Set Agenda and Approve Consent Agenda Items:

A **MOTION** was made by Martinson, and seconded by Seymour, to approve the Consent Agenda Items 3A through 3H as listed and set the Agenda for the Council Meeting:

3A. Approve Minutes from the July 14, 2020 Workshop and Regular Council Meeting

3B. Approve Payment of Claims, Check Number: 31360 through 31364, to totalling \$4,995.68 and check number 1240E through 1243E, and check number 13421 through 31453 and check number 502504E through 502514E totaling \$155,824.33.

3C. Kwik Trip Easements

3D. RES #20-25 / Conditional Use Permit to Allow Metal Exterior, 8910 Autumn Oaks Drive

3E. RES #20-26 / Ordinance #20-02 Engine Brake Ordinance

3F. Wastewater Testing Agreement

3G. Review Six Month Probation Period / Mickolichuk

3H. Review Six Month Probation Period / Olerich

Motion Carried: Voting in favor; Hafften, Buoy, Martinson, and Seymour.

New Business: Library Flooring

Parks Superintendent Desens explained that the City had budgeted \$12,000 to replace the carpet and flooring in the Rockford Library. Two quotes were received, one from Neil's Floor Covering, and one from Kjellberg's Carpet & Interiors. It was noted that the projects as proposed had a funding shortfall. It was discussed that the missing funding could be taken from the Contingency Fund to cover the shortfall. After discussion and review, including the lower of the bids and the work to be performed, **MOTION** was made by Hafften, and seconded by Buoy, to approve the bid of Kjellberg in the amount of \$13,214.31.

Motion Carried: Voting in favor; Hafften, Buoy, Martinson, and Seymour.

New Business: Food Shelf HVAC Project

Tammi Olstad appeared representing the River Works and the Rockford Area Food Shelf. Ms. Olstad explained that the Food Shelf proposed to install a large HVAC unit to help address the heat in the cooler area created by the elements and operation of the coolers. The project was projected to cost \$8,395, with an additional approximate \$3,000 in electrical upgrades and installation expenses. Staff at the Food Shelf were able to find grants and funding to cover all aspects of the project, save for \$839 that they were currently fundraising for.

Members of the Staff and Council discussed the dedication and hard work of the food shelf, along with service they provide to the Community. **MOTION** was then made by Martinson, and seconded by Seymour, to approve the work as proposed and to have the City provide the additional \$839 to complete the project.

Motion Carried: Voting in favor; Hafften, Buoy, Martinson, and Seymour.

Open Forum

Resident Dan Sarkien appeared at Open Forum to ask if the City was going to reschedule Clean-up Day for this year or have it in future years. Staff provided the position that it was unsafe to put Staff and Volunteers in direct contact with hundreds of residents in face-to-face contact, and to have Staff remove personal and household items from personal vehicles at this time. If possible, Clean-up would be rescheduled for this Fall. Alternatively, and otherwise, Clean-up Day would hopefully continue next year and moving forward.

Staff Reports

Members of the Staff and Council then provided updates including the Covid-19 Virus, Staffing Levels and Rocktoberfest being in jeopardy.

Adjournment:

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

Motion Carried: Motion Carried: Voting in favor; Hafften, Buoy, Martinson, and Seymour and the meeting was adjourned at approximately 6:35 p.m.

Typed this 31st day of July, 2020.

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