

City of Rockford, Minnesota Council Workshop Minutes
5:00 p.m., Tuesday, January 12th, 2016

Mayor Renee Hafften and Council Members Debbie Buoy, Ted Hill, Jeannette Graner and Rick Martinson met with City Administrator / Special Counsel, Dan Madsen; Streets Department, John Quirk and Chris King; City Engineer Jared Ward, Wenck and Associates; Jennifer Swendsen, Finance Director; Tom Lemmage, Steve Huston, Beth Praska and Peter Grimm; Rockford Area Historical Society; and Dustin Bardon, Director of the Rockford Area Historical Society regarding quotes for the HVAC project for the Stork House. 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, January 12th, 2016

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

City Administrator / Special Counsel, Dan Madsen; Finance Clerk, Jennifer Swendsen; City Engineer Jared Ward, Wenck and Associates; and, Public Works Staff, John Quirk and Chris King were also in attendance.

*Approve Consent Agenda/Set Agenda

Motion was made by Graner, and seconded by Hill, to set the Council Meeting Agenda and approve all items on the Consent Agenda, 3.A. to 3.J as listed:

- 3A: Minutes from December 22nd, 2015 Council Workshop and Regular Council Meeting
- 3 B: Payment of Claims from Check #25526 through #25606 totaling \$150,209.64
- 3 C: Approve December Building Permits
- 3D: RES #16-01/Establish Date for 2016 Local Board of Appeal and Equalization
- 3E: RES #16-02Approve 2016 Appointments
- 3F: RES #16-03/Approve 2016 Fees
- 3G: RES #16-04Approve Fire Department Members
- 3H: RES #16-05Approve Workers Compensation Insurance and Excess Liability Insurance Coverage
- 3I: Approve Hiring Seasonal Warming House Attendant / Regab
- 3J: Approve Hiring Seasonal Warming House Attendant / Merz

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

New Business: Approve Purchase of 2016 TYMCO 600 Street Sweeper

Public Works Employee John Quirk explained the two quotes he received for replacement of the city's aging street sweeper. Quirk explained that the quotes were taken from the State Contract, so they were guaranteed to be low and compliant with public bidding regulations. After discussion and review, Motion was made by Martinson to approve the TYMCO 600 Street Sweeper purchase, with stainless steel liner, for the amount of \$181,745 as presented in the bid. This motion was seconded by Buoy.

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

Resolution #16 -06 New Business: Approve Master Partnership Agreement with Minnesota Department of Transportation

Public Works Employee Chris King explained that the City would benefit from entering into the agreement as it would provide cost savings and service convenience if the traffic control lights, which are mutually maintained by MnDot and the City, needed repairs. It was discussed that this Agreement had no annual costs associated with it, but merely provided the opportunity to contract on a project-by-project basis with MnDot in the event the lights needed repair and the repair fell under the city's responsibility. Motion was made by Hill and seconded by Graner to approve Resolution #16-06 approving the Master Partnership Agreement with MN Dept. of Transportation.

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

Resolution #16-07 New Business: Approve Council Computer Use Policy for City Council

Administrator Madsen explained that the City had purchased Surface 3 computers for use by the City Council in an effort to reduce cost and staff time involved in preparation and publication of the city's nine council packets prior to each meeting. As such, Madsen explained that a Computer Use Policy should be reviewed and approved by the City Council to govern use and to protect the City. After discussion and review, motion was made by Martinson, and seconded by Hill, to approve the Resolution #16-07 approving the Council Computer Use Policy for City Council.

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

New Business: Stork House HVAC System Bids

Administrator/Counsel Madsen explained that the City had received bids from three companies to construct the HVAC project at the Stork House. Madsen presented all three bids, explaining that American Liberty Construction was the lowest of the bidders. After discussion with the Council and review of the bids submitted, motion was made by Hafften to award the project to American Liberty Construction, with the reduction of \$11,700 in value engineering, as a “not to exceed” contract for the total bid award of \$153,700. This motion was seconded by Councilman Buoy.

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

Staff Reports

Members of the City Council and staff then provided updates on the Downtown Project, the Hockey Rink and the Lumberyard RFP process.

MOTION was then made by Martinson, and seconded by Hill, to adjourn the Council Meeting at approximately 6:55 p.m.

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

Typed this 21st day of January, 2016.

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, 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