

City of Rockford, Minnesota Council Workshop Minutes 5:00 p.m., Tuesday, March 24th, 2020

The meeting was called to Order by Mayor Renee Hafften at 5:00 p.m. Council members Scott Seymour, Debbie Buoy, Ted Hill and Rick Martinson were present

City Administrator / City Attorney, Dan Madsen; City Engineer Steve Hegland, of Wenck and Associates, and Fire Chief; Ben Sanderson, were also in attendance.

Members of the Council and Staff discussed and reviewed Minn. Stat. 12.29 and 12.37 as they related to Emergency Declarations, the Mayoral Declaration of Emergency issued March 20th, 2020, updates regarding the Coronavirus (COVID-19) and the potential impact on City Services. Staff and the Council also discussed current staffing levels, plans for city services and future plans if a “shutter in place” or “stay at home” declaration were issued by Governor Tim Walz. No formal action was taken as this matter was set on for discussion purposes only.

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City Administrator / City Attorney, Dan Madsen; City Engineer Steve Hegland, of Wenck and Associates, and Fire Chief; Ben Sanderson, and F.D. member Justin Mielke 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 3D and set the Agenda for the Council Meeting as listed:

- 3A. Approve Minutes from the March 10th, 2020 Workshop and Council Meeting
- 3B. Approve Payment of Claims, check #31056 through #31114, and check #502407E through #502413E totaling \$136,400.02
- 3C. Resolution #20-10 Accepting F.D. Community LED Display Sign Donation
- 3D. Resolution #20-11 Approving Fire Department Pay Schedule

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

New Business: 2019 Volunteer of the Year

Given the emergency status of the Coronavirus (COVID-19) epidemic, this matter was continued to a future meeting.

New Business: Fire Department Command Vehicle, Lighting and Siren

Fire Chief, Ben Sanderson, presented several estimates and quotes for installation of lighting and sound on the Fire Department's new Command Vehicle. The lowest of these quotes was from Enforcement Lighting, LLC, but due to the challenges in communication and numerous contacts to get a quote for this service, awarding the project to them was not recommended. The next lowest quote was from Guardian Fleet Safety, out of Clear Lake, Minnesota. Based upon their quote, they would provide the materials and services for this project for the sum of \$11,215.76.

Members of the Council and Staff reviewed the quotes, watched a video that showed the lighting and decal package proposed and discussed the compliance of the package with acceptable principles, guides and standards. After additional discussion and review, **MOTION** was made by Martinson, and seconded by Buoy, to approve the project.

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

New Business: Resolution #12-12 Declaring Emergency and Emergency Plan for Coronavirus (COVID-19)

Administrator, Attorney Madsen explained that the City of Rockford should discuss emergency plans and practices to put into place now, and future plans that should be decided and enacted if the virus continues to spread and / or if the Governor declares additional Executive Orders that impact the Rockford area.

Madsen reviewed the Mayor's Emergency Declaration, issued March 20, 2020, and provided updates that City Hall would remain closed to the public until the crisis has ended, and reviewed plans for staffing levels in the event the crisis expanded or continued. In the event of a Governor-declared "shutter in place" or "stay at home" executive order, City Hall staff would be reduced to 1, with the other three members of City Hall working from home. Additionally, Public Works staffing would be reduced to 2, with the other 4 members working from home. Public Works staff would rotate through, 2 on for a week, then off for 2 weeks, until such time as the Governor's Order is rescinded or otherwise terminated.

After additional discussion and review, including the policy involved in all of the various aspects of these emergencies, **MOTION** was made by Hafften, and seconded by

Hill, to approve Resolution #20-12 approving the Emergency Council Declaration and Emergency Plan as discussed and presented in the Council Materials and Supplemental Materials.

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

Staff Reports:

Members of the Staff and Council provided updates including development updates, safety updates and economic discussions on the impact of Coronavirus (COVID-19).

Open Forum:

Mayor Hafften called for open forum, no one from the public spoke.

Adjournment:

MOTION was made by Hill, and seconded by Seymour, to adjourn the meeting.

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

The meeting was adjourned at approximately 6:35 p.m.

Typed this 27th day of March, 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