

**City of Rockford, Minnesota Council Workshop Meeting Minutes**  
**5:00 p.m., Wednesday, August 12<sup>th</sup>, 2020**

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

Chuck Tryon, Kris Strobel and Nikki Nute of the Rockford Greenfield Chamber of Commerce; Denise Willenbring; City Administrator / Attorney, Dan Madsen; City Engineer, Steve Helgand; and Finance Clerk, Jennifer Swendsen were also in attendance.

Members of the Staff, Council and people in attendance discussed the status and direction of the Chamber of Commerce. The direction of the City, Economic Development Authority and the goals and visions of the Chamber were discussed, and it was recommended that all groups involved write down goals they hoped to accomplish so those goals could be reviewed to find areas of common interest.

Members of the Staff, Council and people in attendance also discussed the funding received by the City from the CARES Act and what those funds could lawfully be used to procure or support. 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.

**City of Rockford, Minnesota Council Meeting Minutes**  
**6:00 p.m., Wednesday, August 12<sup>th</sup>, 2020**

The City Council Meeting was called to Order by Mayor Renee Hafften at approximately 6 p.m. Council members Scott Seymour, Ted Hill, Debbie Buoy and Rick Martinson were present.

Denise Willenbring; City Administrator / Attorney, Dan Madsen; City Engineer, Steve Helgand; and Finance Clerk, Jennifer Swendsen; and Public Works Employees Brent Mickolichuk and Renee Oelrich were also in attendance.

**Set Agenda and Approve Consent Agenda Items:**

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

- 3A. Approve Minutes from the July 28th, 2020 Workshop and Regular Council Meeting
- 3B. Approve Payment of Claims, Check Number: 31454 through 31528; Check Number 31455 through 31485; and Check Number 502515E through 502525E totaling \$136,914.43
- 3C. Approve July Building Permits
- 3D Resolution #20-27/Schedule Truth in Taxation Public Hearing for December 8, 2020
- 3E. Resolution #20-28/Kwik Trip 3.2 Off-Sale Liquor License
- 3F. Resolution #20-29/Rockford Area Historical Society / Gambling, Quilt Raffle Permit

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

**New Business: Well #5 Rehabilitation Project**

Public Works Employee, Brent Mickolich, presented information on the proposed rehabilitation project for Well #5. Mickolich explained that the well was in need of routine repair and maintenance, and Staff had secured three bids for the project. The lowest bid for the rehabilitation work was provided by long-time contractor, Their Well, in the amount of \$17,400, with potential parts and replacement proposed not to exceed \$23,603.99. After review of the bids submitted by Bergeson-Caswell for \$20,750 and \$11,620 in potential parts and replacement; and Traut Wells for \$20,555, with potential parts and replacement of \$19,414.00, **MOTION** was made by Martinson, and seconded by Hill, to approve the bid of Their Well not to exceed \$41,004 for the completed project.

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

**New Business: 2<sup>nd</sup> Quarter Financial Review**

Finance Director, Jennifer Swendsen, provided a thorough review of the City's General Fund, Fire Department, Water Utility and Wastewater Utility budgets through the 2<sup>nd</sup> Quarter and compared these current budgets to previous years to date.

Members of the Staff and Council discussed the budgets and it was generally accepted that all budgets and funds were performing well and that the City remained in a strong financial position.

No formal action was taken, as this matter was set on for discussion and informational purposes only.

**New Business: Resolution #20-30 / Accepting CARES Act funding.**

Administrator / Attorney Madsen explained that the City had received approximately \$320,744 in CARES ACT funding to be used for purposes detailed in the CARES Act in addressing and mitigating the impacts of Covid-19 in our community. The Resolution presented outlined the details of the CARES Act and formally accepted those funds into the City of Rockford. Madsen explained that moving forward, Staff would review and propose a policy for use of the funds and identify proper uses that would then be approved by Resolution by the City Council. After discussion and review, **MOTION** was made by Hill, and seconded by Seymour, to approve Resolution #20-30 Accepting the CARES Act Funding.

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

**Staff Updates:**

Members of the Staff and Council then discussed current events and provided updates regarding various matters involving the City including Parkwood 4<sup>th</sup> Development, Capital Improvement Infrastructure planning, Wastewater reporting transitioning to Doug Kamerer, and Park Equipment replacement.

**Open Forum:**

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

**Adjournment:**

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

Motion Carried: Motion Carried: Voting in favor; Hafften, Buoy, Hill and Martinson, and Seymour and the meeting was adjourned at approximately 6:56 p.m.

Typed this 13<sup>th</sup> day of August, 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](http://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:

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Renee Hafften  
Mayor

Attest:

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Dan Madsen  
City Administrator, Special Counsel