

## **City of Rockford, Minnesota Workshop Meeting Minutes 5:00 p.m., Tuesday, July 27, 2021**

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

City Administrator / Attorney, Dan Madsen; and City Engineer, Steve Hegland; were also in attendance.

Members of the Council and Staff discussed the 2022 Capital Improvement Project Feasibility Study and discussed which member of the Council may be available to present the Ambassador Awards at River Days in 2021.

No formal action was taken, as these matters were set on for informational purposes only.

## **City of Rockford, Minnesota Council Meeting Minutes 6:00 p.m., Tuesday, July 27, 2021**

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

City Administrator / Attorney, Dan Madsen; and City Engineer, Steve Hegland; and Deputy Ryan of the Wright County Sheriff's Department were also in attendance.

A motion was made by Buoy, and seconded by Seymour, to approve the Consent Agenda Items 3A through 3E as listed and set the Agenda for the Council Meeting:

- 3A. Approve Minutes from the July 13, 2021 Workshop and Regular Council Meeting
- 3B. Approve Payment of Claims, Check Number: 32745 through 32754 and Check Number 1439E through 1442E, and Check Number 32757 through Check Number 32805 totaling \$235,547.51
- 3C. Approve Rockford Area Historical Society Bingo and Raffle Permit
- 3D. Approve Rockford Landings Development Agreement
- 3E. Approve River Days Fireworks

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

### **New Business: 2021 Janitorial Services Contract**

Administrator / Attorney Madsen explained that the City's cleaning service, Skelley, had discontinued operations in our area. Staff sent out five requests for quotes for cleaning services for the Park Shelter and the Library. Only two services submitted quotes: Mike's Utility & Facility Services, and Neat Cleaning Services. Mike's quoted \$70 a week for cleaning the Library, and \$65 a week for cleaning the Park Shelter. Neat quoted \$150 per week for cleaning the Library, and \$110 for cleaning the Park Shelter. Members of the Staff and Council discussed the quotes, including the difference in price and the experience level of the companies. After discussion and review, Motion was made by Martinson, and seconded by Semour, directing

Staff to draft a Cleaning Services Agreement for review, and approved the award of the contract to Mike's Utility and Facility Cleaning Services under the terms and conditions of the quote solicitation and contingent upon executing an approved Agreement.

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

### **Deputy Ryan, Wright County Sheriff**

Deputy Ryan provided a general update to the City Council regarding police activity in Rockford over the past two weeks. It was reported that the City had 277 calls for service, 210 traffic stops and a few vehicle thefts. No formal action was taken, as this matter was set on for discussion purposes only.

### **New Business: Wright County Sheriff's Contract**

Attorney / Administrator Madsen explained that the Wright County Sheriff's Department had submitted their 2022-2023 two-year Agreement for law enforcement services to the Council for review.

The current proposed Agreement for 2022 and 2023 proposes the same number of hours of coverage, with the cost per hour increasing to \$84.20 for 2022, and \$86.75 in 2023. This would be an increase of \$2.45 from what we paid in this year in 2021, with another increase of \$2.55 per hour for 2022.

The Sheriff's Agreement was last reviewed and approved in August of 2019. For the year 2020, the City paid the rate of \$78.25 per hour for 4,392 hours (with 2020 being Leap Year with the extra day.) For this year, the proposed hourly rate increased to \$81.75 per hour for 4,380 hours. Those hours, divided by 365 days, equal 12 hours of coverage per day. The past agreements also provided for 4,380 hours of coverage per year. In 2018 and 2019, the City paid the amount of \$72 per hour and \$74.50 respectively.

After additional discussion and review, including a request by Councilman Seymour to include law enforcement service needs for Rockford in the pending 5 year plan Council goal for this year, Motion was made by Willenbring, and seconded by Martinson, to approve the Agreement.

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

### **New Business: Public Works Hot Box**

Attorney / Administrator Madsen explained that Public Works was wanting to purchase a hot box to help fill pot holes and maintain the roads more frequently and consistently within their schedules. Currently, City Staff borrow a hot box from neighboring jurisdictions, but the work is limited in duration of use of the hot box and is typically only accessible for one week a year.

Madsen continued that the City had received quotes from STEPP MFG off the state contract bid list for the 4 ton gravity fed hot box for \$28,929.00 and the second 4 ton dump style hot box for \$35,829.00. After using both styles staff decided the 4 ton gravity fed hot box was preferred. Fortunately, a unit that had previously been let out for demonstrations was available, which saved the City an additional 10%; for a final price of \$26,186.10.

Staff recommended that funds be used for this purchase from the sale of the tanker truck and Toro lawn sweeper that were sent to auction earlier in the month. With those proceeds used, the price of the hot box was \$21,136.10, with that amount being requested to be used from the Contingency line item of the Rockford 2021 Budget. After additional discussion and review, Motion was made by Hafften, and seconded by Buoy, to approve the purchase.

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

### **New Business: Rocktoberfest Contracts and Line-up**

Attorney / Administrator Madsen explained that the City of Rockford was again planning to partner with the Rockford / Greenfield Chamber of Commerce, Fireman's Auxiliary and the Rockford Area Historical Society to build upon the last four years of our community music concert called Rocktoberfest.

Just like past years, the celebration will include live music from well-known bands, food, beverages and a beer garden. The City of Rockford is responsible for covering the administrative and financial aspects of the bands, stage and lighting; the Auxiliary will be asked to handle food service through the Riverside Park Shelter and conduct a 50/50 Raffle to raise funds for the F.D.; the Historical Society will run the beer garden, and the Chamber of Commerce will be asked to support marketing and publication efforts for the event.

Madsen continued that the cost of the event to be borne by the City is estimated to be approximately \$33,800. The breakdown of expenses are as follows:

- Jonah and the Whales: \$3,000
- Hitchville: \$3,000
- Belfast Cowboys: \$4,000
- Chris Hawkey: \$10,000
- Stage, sound, lights, technician: \$13,800
- Total Cost: \$33,800

In terms of revenues, the Auxiliary and the Historical Society would again be asked to provide the city with 25% of their net profits from food and beer sales. As an additional matter, the Economic Development Authority budgeted up to \$20,000 to support this event. Finally, Madsen concluded that the City of Rockford would be receiving a donation / grant to help fund this event and other projects. The donation / grant can technically be used for any city operational expenses – but it was stated that the strong desire for the funds be used first for

Rocktoberfest V. After additional discussion and review, Motion was made by Martinson, and seconded by Willenbring, to approve the contracts and line-up.

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

**Old Business: 2022 Capital Improvement Project Feasibility Study**

Engineer Hegland and Attorney / Administrator Madsen reviewed Project Area 4, Walnut Street that included commercial properties, the School and residential properties and what the project cost and assessment burden would be for that area. Members of the Staff and Council considered detailed analysis including using a per area approach for the School since the parcels were large and generated a lot of traffic in the parking lot for the school and the ballfields abutting the school. No formal action was taken, as this matter continues to be set on for discussion and review purposes only.

Members of the Staff and Council then presented general updates including River Days, Water Conservation and restricting use, discussing the Stork House invitation to a Happy Hour, and that the City had received the 1<sup>st</sup> half of Covid-19 funds from the Federal / State grant program.

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

Motion Carried: Motion Carried: Voting in favor; Martinson, Buoy, Seymour and Willenbring, and the meeting was adjourned at approximately 7:15 p.m.

Typed this 5<sup>th</sup> day of August, 2021.

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