

City of Rockford, Minnesota Council Workshop Minutes 5:00 p.m., Tuesday, October 13th, 2020

The City Council Workshop was called to Order by Mayor *Pro Tem* Rick Martinson approximately 5 p.m. Council members Scott Seymour and Debbie Buoy were present.

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

Members of the Staff, Council and people in attendance discussed the potential for a 2021 or 2022 infrastructure project and impact on the Capital Improvement Plan, the Cares Act Grant Program and proposed Cares Act equipment purchases.

No formal action was taken, as these matters were set 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., Tuesday, October 13th, 2020

The City Council Meeting was called to Order by Mayor *Pro Tem* Rick Martinson at approximately 6 p.m. Council members Scott Seymour and Debbie Buoy were present.

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

Set Agenda and Approve Consent Agenda Items:

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

3A. Approve Minutes from the September 22nd, 2020 Workshop and Regular Council Meeting

3B. Approve Payment of Claims, Check Number: 31663 through 31763 totaling \$222,831.56; and Check Number 502559E through 502574E totaling \$20,249.40;

3C. Approve September Building Permits

3D RES #20-40 / Approve Riverside Park Rental RAHS

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

New Business: Proclamation Recognition National Pregnancy and Infant Loss Awareness Day

Mayor *Pro Tem* Martinson read the Proclamation designating October 15, 2020 as National Pregnancy and Infant Loss Awareness Day, and shared the establishment story of Jacob's Playground in Rockford, Minnesota. No formal action was taken, as this matter was set on for discussion purposes only.

New Business: Filling Council Vacancy

Attorney / Administrator Madsen explained that the Council had discussed filling the vacancy, but that current Mayor Renee Hafften was unavailable due to a medical procedure. The Council generally discussed the appointment process and all generally agreed that the process should wait until Mayor Hafften was back and available to weigh in on the appointment process and potential candidates. No formal action was taken.

New Business: Request for Authorization on Hydrant Replacement on Maple Street

Administrator / Attorney Madsen explained that a fire hydrant on Maple Street was hit and was not operational. While there was no immediate danger in this hydrant being out of service, it could cause issues if another hydrant were to be damaged in the area. Additionally, hydrants as a matter of policy should be operational at all times. Staff contacted Burschville Construction and Geislinger and Sons, Inc., for bids to dig and replace the broken hydrant and bituminous that would be damaged by the repair. Both Burschville and Geislinger and Sons bid \$9,500 for the project, with DMJ Asphalt stating the repair to the bituminous would cost \$1,000 to repair. After discussion and review, including the history of working with Burschville, **MOTION** was made by Martinson, and seconded by Buoy, to award the project to Burschville and DMH Asphalt as proposed.

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

New Business: Request for Authorization on Street Repairs

Engineer Hegland explained that the City had two areas of failing asphalt on Bleck Drive and Spruce Court. These areas were proposed to be mill and overlaid to prevent further deterioration and support better plowing and street maintenance over the winter. DMJ Asphalt proposed doing both projects for \$8,714, and Metro Paving proposed doing both projects for \$10,832. After additional discussion and review, **MOTION** was made by Seymour, and seconded by Buoy, to award the project to DMJ Asphalt as provided.

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

New Business: Resolution #20-41 / CARES Act Grant Program

Administrator / Attorney Madsen reviewed the history and process involved in the Cares Act funding as reviewed and discussed by the Council over the past several meetings. Cities were empowered to provide grants to nonprofits and businesses impacted by the Coronavirus under specific terms and conditions. A Resolution was drafted that set forth all of the terms and conditions as required to establish the grant program, along with a complete history of the authority given to cities and the impacts that Covid-19 had on businesses and nonprofits in Rockford. Members of the Council and Staff discussed the appropriate level of funding for each program: with the Business Grant Program beginning with \$40,000 as a fund balance and awarding \$10,000 grants to qualified businesses; and, the Nonprofit Grant Program beginning with \$45,000 as a fund balance and awarding \$15,000 grants to qualified nonprofits. The application process and materials were also discussed and reviewed, along with the policy supporting the need for such help to businesses and nonprofits in our community. After additional discussion and review, including policy considerations surrounding the level of funding, the specific need in Rockford and funds to be provided, and the process for which selection of grants would be made and the review of applications that would be received, **MOTION** was made by Seymour, and seconded by Buoy, to approve Resolution #20-41 and establish the Grants Programs.

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

New Business: Resolution #20-42 CARES Act Equipment Purchases

Administrator / Attorney Madsen reviewed the history and process involved in the Cares Act funding as reviewed and discussed by the Council over the past several meetings. Cities were empowered to use Cares Act funds to mitigate Covid-19 impacts on their Staff and community, with spending of those funds being approved under specific terms and conditions. A Resolution was drafted that set forth all of the terms and conditions as required to support such expenditures, along with a complete history of the authority given to cities to make such expenditures.

Madsen reviewed the Resolution and noted three areas for discussion and review. The first were purchases that were already made that qualify for Cares Act funds, the second was a new website for the city, and the third were proposed purchases that qualified for Cares Act funding. Staff and the Council carefully reviewed each item and discussed how Cares Act funding would be allowed and available for that expense, while also considering the policy of using funding for these purchases, how each was not budgeted for and how the expense was created by Covid-19. After reviewing each

item, in context of all of the language of the Resolution and Memorandums, **MOTION** was made by Buoy, and seconded by Seymour, to approve Resolution #20-42 and the listed Cares Act expenses.

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

Staff Reports:

Members of the Staff and Council then discussed current events and provided updates regarding various matters involving the City including hydrant flushing, Greenfield Cares Act Funding and Public Works Candidate Interviews.

Open Forum:

Mayor *Pro Tem* Martinson called for open forum, no one from the public spoke

Adjournment:

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

Motion Carried: Motion Carried: Voting in favor; Buoy, Martinson, and Seymour the meeting was adjourned at approximately 6:44 p.m.

Typed this 22nd day of October, 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:

Rick Martinson
Mayor *Pro Tem*

Attest:

Dan Madsen
City Administrator, Special Counsel