

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

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

City Administrator / Attorney, Dan Madsen; Public Works Staff Chris Quirk, Jason Styve, Trevor Ratke; Anna Olsen of the Wright County Public Health Department and resident Kimberly Buffie; were also in attendance.

Members of the Council and Staff discussed the history of Highway 55 and Maple Street now being a controlled crossing and viewed a presentation by Councilman Willenbring entitled “Optimizing Pedestrian and Bike Safety in the City of Rockford” and her recommendation as it relates to the Safe Routes to Schools high priority crossing on Highway 55 and Maple for installation of a rectangular rapid flashing beacon (RRFB). The matter will be set on a future Workshop Agenda for further discussion.

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

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

The City Council Meeting was called to Order by Mayor *Pro Tem* Rick Martinson at approximately 6 p.m. Council members Scott Seymour, Debbie Buoy and Denise Willenbring were in attendance. Mayor Renee Hafften was absent.

City Administrator / Attorney, Dan Madsen; Public Works Director, Trevor Brummer; Deputy Kesti of the Wright County Sheriff’s Department; Annette and Chuck Tryon of 1,000 Hearts; Chris Quirk, Trevor Ratke, Jason Styve and Darcy Desens of the Public Works Department; Parker Abed, Eagle Scout Candidate; Dan Quie, resident, and Laura and Margaret Franklyn of the 1,000 Hearts organization were also in attendance.

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

- 3A. Approve Minutes from the April 13, 2021 Workshop and Regular Council Meeting
- 3B. Approve Payment of Claims, Check Number: 32469 through 324956; and Check Number 1382E through 1389E, totaling \$17,327.97
- 3C. Approve Data Practices Policy
- 3D. Approve Resolution 2021-09 Wright County EDA Participation
- 3E. Approve Scrap Material Agreement

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

Deputy Kesti, Wright County Sheriff

Deputy Kesti from the Wright County Sheriff's Office introduced himself and provided general updates on the happenings around the City. No formal action was taken, as this matter was set on for discussion purposes only.

New Business: 1,000 Hearts Serve Day

Annette and Chuck Tryon, Laura and Margaret Franklin of 1,000 Hearts Serve Day stopped in to talk about their program and the service it provides to Rockford. Tryon highlighted the many projects area volunteers supported, and walked Staff and the Council through their goals for May 22, 2021, this year's Serve Day. Members of the Staff and Council expressed their appreciation for their efforts. Mayor *Pro Tem* Martinson made a motion to waive the Park Shelter Rental Fees for the group for their May 22nd, 2021 event. This motion was seconded by Buoy.

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

New Business: Eagle Scout Project

Parker Abed presented his proposal to move the Park Shelter flagpole out of a grouping of trees and landscape the area to make the shelter more appealing. Members of the Staff and Council discussed the plan, including the proposed removal of a tree near the flagpole that partially obscured its visibility. Members of the Council reviewed the City's annual policy for planting trees, and discussed whether or not a landscape designer should be consulted to review the proposed tree removal. After additional discussion and review, this matter was continued to allow for additional time to explore alternate design layouts that would preserve the impacted tree.

No formal action was taken as this matter was continued for future discussion.

New Business: 2021 Seal Coat, Maltene Treatment

Public Works employee, Trevor Ratke, presented a PowerPoint presentation that highlighted the benefits and potential cost savings of a relatively new street treatment process that adds and replaces maltenes in the bituminous of a roadway. After discussion and review, including the difference between seal coating and maltene treatment on bituminous roadways, Motion was made by Seymour, and seconded by Willenbring, to approve the quotes as presented by Pearson Brothers in the amount of \$22,713.54 as the low quote, and Corrective Asphalt Materials in the amount \$25,000 as a single source provider based upon their experience and material used.

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

New Business: Traffic Signal Painting Quote

Public Works Employee, Chris Quirk, presented quotes she received for painting of the MnDot Traffic Signals installed on Highway 55 and County Road 20 / Main Street. The City and MnDot

have a joint powers agreement, wherein the City is responsible for painting and maintenance of this intersection and these traffic lights. The City budgeted \$17,000 for the project, and the low quote provided by OLS Restoration, Inc, was the low quote in the amount of \$12,215 including permitting costs by MnDot. After additional discussion and review, Motion was made by Martinson, and seconded by Buoy, to approve the quote as recommended.

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

New Business: Felling Trailer Purchase

Chris Quirk explained that the Public Works Department needed a replacement and upgraded FT-12 IT-I Felling Trailer to haul the City's heavy equipment. Staff budgeted \$10,000 for this purchase, with the quote from Minnesota Equipment being a State Bid Contract in the amount of \$8,566. After additional discussion and review, Motion was made by Seymour and seconded by Willenbring to approve the purchase.

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

Members of the Staff and Council then presented general updates including Volunteer of the Year, the Memorial Day Service / Ceremony on May 31st, City Clean-up Day being Saturday, May 1, and a reminder about 1,000 Hearts Serve Day being May 22nd.

Resident Dan Quie then appeared at Open Forum to ask about the status of the old Skate Park that was approved to be given to him as Scrap Material under the Agreement approved during the Consent Agenda portion of the meeting.

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

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 4 day of May, 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. 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