

**City of Rockford, Minnesota Workshop Meeting Minutes
5:00 p.m., Tuesday, February 8, 2022**

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

City Administrator / Attorney, Dan Madsen; City Engineer, Steve Hegland; and Public Works Employee, Trevor Ratke were also in attendance.

Members of the Staff and Council discussed the posting for the Utility Billing Position, as well as other general updates involving municipal operations.

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, February 8, 2021**

The City Council Meeting was called to Order by Mayor Renee Hafften at approximately 6 p.m. Council members Scott Seymour, Debbie Buoy and Mike Werman were in attendance. Council member Willenbring was absent.

City Administrator / Attorney, Dan Madsen; City Engineer, Steve Hegland; Public Works Employee, Trevor Ratke; and, Deputy Christiansen of the Wright County Sheriff's Department were also in attendance.

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

- 3A. Approve Minutes from the January 25th, 2022 Workshop and Regular Council Meeting
- 3B. Approve Payment of Claims, Check Number: 33453 through 33500; and 1545E through 1548E, totaling \$70,608.44
- 3C. Approve Finalizing John Deere Payloader Purchase
- 3D. Approve Bobcat / Toolcat Purchase

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

Wright County Sheriff Deputy Update

Deputies from the Wright County Sheriff's Department provided an update on the lady living in parking lots across the County and the efforts to provide her with County services. The Deputy also provided general updates on traffic stops and emergency calls received over the past two weeks. No formal action was taken, as this matter was set on for discussion purposes only.

New Business: Veteran's Memorial Design Engineered Plans

Administrator / Attorney Madsen explained that the Veteran's Memorial Committee, Rockford Lions, Park Board, Planning and Zoning and City Council had all reviewed and approved the

layout and design plans for the proposed Rockford Veteran's Memorial Project. Some questions and concerns were brought forward to the Council regarding the grass component of the project and how that would hold up over time. Members of the Staff and Council discussed the process for developing construction plans and specifications for the Memorial and discussed cost and timing with City Engineer, Steve Hegland. Members of the Council and Staff also discussed the competing interests of a project that would be easier and cheaper to offer for quotes that did not include additional design elements, versus a project that would be formally proffered for bids that would include enhancements like additional concrete and pavers. Staff and the Council reviewed the potential for engaging Stantec Engineering for two plans, one with the enhancements, and one without the enhancements. It was discussed that the Council was not inclined to pay for two sets of design plans under these circumstances since only one would be constructed, but that the Council was open to the additional plans if they were funded by a different entity. After additional discussion and review, including policy considerations involved in using the city's engineer and timelines for completion of the plans, Motion was made by Seymour, and seconded by Buoy, to approve the proposal by Engineer Hegland for composition of the construction design plans.

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

New Business: Utility Billing Clerk Job Posting

Administrator / Attorney Madsen explained that Sheri Moyer had retired from this position, creating a vacancy. Members of the Staff and Council discussed the proposed qualifications, reviewed the job duties and how they relate to current staffing needs, and compared and reviewed the compensation package and hiring range of \$52,000 to \$60,000 per year, to be paid hourly in this non-exempt position. After discussion and review, including the compensation paid to staff in similar positions in neighboring cities and a careful review of the overall posting to ensure it was a well-defined position with competitive pay, Motion was made by Hafften, and seconded by Seymour, to approve the posting, compensation range and job description with the application deadline being set at Noon on Friday, March 4, 2022.

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

New Business: John Deere Payloader Purchase

Public Works Employee, Trevor Ratke, explained to the Council that the Council had locked in the price for a 2022 Payloader at the October 26, 2021 Council Meeting. The plan was to trade in the City's existing Payloader for \$91,500 and purchase the proposed Payloader off of the State Contract for a cost of \$203,542.22. The difference, and final cost to the City would be \$112,042.22. After discussion and review, including the benefits and upgrades involved with a new Payloader, and the maintenance and decreasing condition of the existing Payloader, Motion was made by Werman, and seconded by Buoy, to approve the purchase as provided.

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

New Business: Tool Cat Purchase

Public Works Employee Ratke explained that the 2016 Bobcat Tool Cat was one of the most used pieces of equipment in the City's fleet. Based upon the use, and deteriorating condition, Staff budgeted for replacement in the Capital Improvement Plan for 2022. The State Contract cost of a new Tool Cat was \$63,601.25. The City has been offered a trade-in value of \$34,500, reducing the city's out-of-pocket cost to \$29,101.25. After discussion and review, including the amount of use the vehicle receives and that the ultimate city expense is below the anticipated and budgeted amount, Motion was made by Buoy, and seconded by Seymour, to approve the purchase.

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

Members of the Staff and Council then discussed Fire Auxiliary's February 26th Spaghetti Dinner from 4:30 to 8 p.m. at the Fire Department, the 2022 Improvement Project being out for bid and a friendly reminder for people to shovel out their fire hydrants to support the F.D. in case of a fire or emergency.

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

Motion Carried: Motion Carried: Voting in favor; Hafften, Buoy, Seymour and Werman, and the meeting was adjourned at approximately 6:52 p.m.

Typed this 11th day of February, 2022.

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