

City of Rockford, Minnesota Council Workshop Minutes
5:00 p.m., Tuesday, October 27th, 2020

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

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

Members of the Staff and Council discussed the draft 2020 Budget and Expenses, Covid-19 Cares Act Funds and other matters of general importance.

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 27th, 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.

City Administrator / Attorney, Dan Madsen; Finance Director, Jennifer Swendsen; City Engineer, Steve Hegland; Public Works Director, Trevor Brummer; 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 Seymour, and seconded by Buoy, to approve the Consent Agenda Items 3A through 3D as listed and set the Agenda for the Council Meeting:

3A. Approve Minutes from the October 13th, 2020 Workshop and Regular Council Meeting

3B. Approve Payment of Claims, Check Number: 1291E through 1294E; Check Number 31764 through 31766; and Check Number: 502575E through 502583E totaling \$72,232.19; and #31767 through 31797, all totaling \$85,055.80

3C. Approve Wright County Election CARES Act Grant Funds

3D. Approve Delano Rockford Area Hockey Association Ice Request

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

New Business: 3rd Quarter Financial Report

Finance Director Swendsen presented the 2020 Revenues and Expenditures for the 3rd Quarter, reviewing specific line items, trends and discussing variations in the budget based on projected revenues and expenditures to date. Members of the Staff and Council discussed and reviewed the report, including discussions regarding the Water and Wastewater Budgets and what impact those revenues may have on the fund balance at the end of 2020. No formal action was taken, as this matter was set on for discussion purposes only.

New Business: Resolution #20-43 Second Municipal Purchases Cares Act Funds

Administrator / Attorney Madsen explained that there were more proposed expenses to be used from Cares Act funding as provided in the Memorandums and Resolution included in the Council Packets. As provided therein, Staff recommended the purchase of a photocopier for Public Works, a computer and software to support distance operation of the Wastewater Plant SCADA system, and the purchase of Ipads for Fire Department vehicles.

The cost of the proposed copier and scanner is \$25,902 retail, with a \$11,270 price under the State Contract Bid. Currently, Ricoh and Metro Sales are having a sale, where the equipment is being offered for \$9,190. Based upon the price, single source provider and it being under the State Contract price, Staff recommend approving this purchase.

The proposed Wastewater system included a laptop and software that would support operation from a distance and would protect against illness, Covid-19 related shut-downs and allow staff to more flexibly monitor and adjust the treatment process. The cost of the equipment, as proposed, for the SCADA System Remote Access Ruggedized Terminal with Software is \$4,203 for the following equipment:

The purchase of the F.D. Ipads would allow for less staff to respond to some emergencies, would support more remote assistance and would provide a higher quality of care for the community. Each Ipad is priced at \$1,087.69, without tax or cell service agreements, and the Fire Department is requesting 5 Ipads for each of their primary vehicles. The total cost here would be \$5,438.45 for all of these Ipad units.

After additional discussion and review of these purchases, **MOTION** was made by Buoy, and seconded by Seymour, to approve Resolution #20-43 and purchases.

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

Staff Reports:

Members of the Staff and Council then discussed current events and provided updates regarding Pay Equity reporting, the closing of the Warming House due to Covid-19 concerns this winter, the need to canvas elections on Friday, November 13th after noon, and that Public Works Maintenance Position interviews were under way.

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; Martinson, Buoy and Seymour and the meeting was adjourned at approximately 6:45 p.m.

Typed this 5th day of November, 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:

Renee Hafften
Mayor

Attest:

Dan Madsen
City Administrator, Special Counsel