

**CITY OF RUSHFORD VILLAGE AGENDA**  
**REGULAR ANNUAL MEETING, JANUARY 17, 2023 – 7:00 PM**  
**43038 State Hwy 30, Rushford Village, Minnesota 55971-5167**

Pledge of Allegiance to the Flag

**CALL TO ORDER:** Mayor Dennis Overland, Council Members: Mike Ebner, Travis Link, Robert Hart, Rick Ruberg; Public Works/Maintenance Supervisor Trenten Chiglo, Planning/Zoning Administrator Jon Pettit, City Attorney Joseph O’Koren, Treasurer Judy Graham, and City Clerk Mary Miner.

**AGENDA APPROVAL:**

Motion\_\_\_\_\_

Additions:

**MINUTES APPROVAL:** December 20, 2022 Regular Council Meeting.

(Additions /Corrections?)

Motion\_\_\_\_\_

- Review January 18, 2022 Annual Meeting Minutes

**CITIZENS /OTHERS PRESENT /WISHING TO BE HEARD:**\_\_\_\_\_

- Jen Hengel-RP Chamber-2023 Advertising Request

**CLERK’S PRESENTATION OF 2022 FINANCIAL REPORT**

Motion\_\_\_\_\_

**APPOINTMENTS / DESIGNATIONS:**

Motion\_\_\_\_\_

Vice Mayor:\_\_\_\_\_ Acting Clerk:\_\_\_\_\_ Acting Treasurer:\_\_\_\_\_

**REGULAR COUNCIL MTGS:** 1st & 3rd Tuesdays, 7:00 PM; Special Mtgs Posted &/or  
Published, including adjustments for Holidays

Motion\_\_\_\_\_

2024 ANNUAL Meeting: Tuesday, January 16, 2024- No January 2, 2024 meeting

Motion\_\_\_\_\_

**CREDIT CARD, OFFICIAL DEPOSITORIES & SIGNATORIES:**

Motion\_\_\_\_\_

\_\_\_ Now Account Checking (3 sign) & Safe Deposit Box (1 signs) at Rushford State Bank (RSB)

\_\_\_ Signatures – Checking: Mayor \_\_\_\_\_, Vice Mayor \_\_\_\_\_, Treasurer Graham,  
Clerk Miner

\_\_\_ Signatures – Safe Deposit Box: Treasurer Graham, Clerk Miner

\_\_\_ Signatures - CD’s @ RSB (4 to invest, 2 to withdraw) : Treasurer, Clerk, Mayor, Vice Mayor

[All Funds: General/Road Equipment as specified, EDA-RLF, Water PFA & non PFA, Sewer (no PFA)]

\_\_\_ Merchants Bank Credit Card: Maintenance \$5,000.00, Clerk \$5,000.00

\_\_\_ **OFFICIAL NEWSPAPER-2023**\_\_\_\_\_

Motion\_\_\_\_\_

\_\_\_ Support/Special Events Ads: Fire & Ambulance, Nat’l Education Week, Volunteers

Motion\_\_\_\_\_

**2023 COMMITTEES / Other appointments:** (2022 Appointments are listed below)

Motion\_\_\_\_\_

\_\_\_ Personnel & Finance Committee: R. Hart, R. Ruberg

\_\_\_ Equipment Committee: R. Knutson, M. Ebner

\_\_\_ Health Officers: D.Overland, M. Ebner, Ambulance Dir, Fire Chief

\_\_\_ Board of Health: Winona Health, Dr. Marcoux, DDS, and Dr. Taggart, DVM

\_\_\_ Board of Appeal & Equal: Fillmore County

\_\_\_ Weed Inspectors: Roger Knutson, Robert Hart

\_\_\_ Assistant Weed Inspector: Maintenance Department

\_\_\_ Data Practices Authority: Clerk

\_\_\_ Employee Contact: Mayor Overland or Appoint \_\_\_\_\_ to work with Clerk, Maintenance, and P/Z

\_\_\_ Individual Sewage Treatment Systems Inspector /Feedlot Permits: Fillmore County (Blake Lea)

**2023 CONTRACTS**

Motion\_\_\_\_\_

\_\_\_ **Insurance:** Butch Johnson Agency (10% reimbs): LMCIT, Prop/Casualty, Work Comp (2% reimbs)

\_\_\_ **City Attorney:** O’Koren Law Firm LLC, Lanesboro, MN: \$130.00/hr (10/4/16), \$250/mtg max.

\_\_\_ **City Auditor:** Engelson & Associates: approx: \$9,800.00 for 2022 Audit, \$9,000.00 for 2021 audit

Animal Control: Robert Brand @ \$525/quarter (\$35.00/Dog, \$15.00/Cat, \$20.00/Wild Animals)  
CEDA: \$14,479.00-CRV Representative: Rebecca Charles  
Harter's: Trash Contract 3/1/2023-2/29/2028  
KLM Engineering: (10 Year with Inspections in 2023 and 2028-\$3,000.00 Per Inspection)  
Inspire Tech: \$40.00 Per Month-Computer Back-Up for Treasurer & Clerk Computers, Tech Support  
Govoffice: Website \$570.00  
Granicus: Open Platform Suite-iPads-Meetings \$2,134.96 (2022)  
Gundersen Health: Drug & Alcohol Testing  
Minnesota Pump Works: 3 Year Contract (2021-2023) for Yearly Lift Station Pumps Inspection \$497.00  
Centralsquare/Vadim Municipal Software: Billing System \$772.50

**ZONING:**

Motion\_\_\_\_\_

2023 Zoning & Permit Fees – **Review 2022 Chart**  
2022 Zoning Business Permits (1) \$00.00, Farm Permits (8) \$288.50, Residential Permits (54) \$2,202.80, Public Hearings (0)\$00.00, New Home (3) Permits \$1,217.50, Fines (1) 250.00, No Charge (25)  
**Total 2022 Zoning Permits (66) \$3,958.80**  
Confirm: (1 yr Term: Commission Members Glen Kopperud and Hamilton Petersen (1/1/23-12/31/23)  
(2 yr Term: Commission Members Gordon Johnson (1/1/23-12/31/24)  
Regular Zoning Mtgs: 3<sup>rd</sup> Tuesday before 2<sup>nd</sup> Council Meeting, 5:30 PM, Rushford Village Hall-Office.  
Next Meeting Tuesday, February 21, 2023

**FINANCIALS** –Bank Balance as of 12/31/2022: **\$ 342,890.97**; December Receipts **\$252,441.86** (December Levy \$196,587.48, 2021 Property/Causualty Refund \$1,474.00, LGA \$29,772.50, Ag Credit \$5,465.49);  
December Disbursements: **\$127,863.58**; Outstanding Checks as of 12/31/2022 **\$72,076.73**;  
Estimated January Expenses **\$230,000.00**, Receipts **\$115,740.00**;  
Expenses as of January 15, 2023 \$210,672.42/Receipts as of January 15, 2023 \$105,401.62  
CDs continue to renew at current advertised rates

Motion\_\_\_\_\_

**NOW ACCOUNT**–Rushford State Bank as of 12-31-2022: **\$ 342,890.97**

Motion\_\_\_\_\_

|  |               |
|--|---------------|
| General Fund .....                           | \$ 78,259.11  |
| MIF Repayments – Revolving Loan Fund .....   | \$ 90,411.61  |
| Water Fund .....                             | \$ 84,554.15  |
| Sewer Fund .....                             | \$ (6,071.54) |
| American Rescue Plan Act-2021-2023.....      | \$ 67,749.95  |
| 2021A GO Street Reconstruct (2015A72016A)... | \$ 27,987.69  |

**INVESTMENTS** Summary as of 12-31-2020: **\$ 750,288.43**

Motion\_\_\_\_\_

|                                |               |
|--------------------------------|---------------|
| General Fund .....             | \$ 311,766.89 |
| MIF-RLF.....                   | \$ 226,168.19 |
| Water Repair/Replacement ..... | \$ 114,422.59 |
| Sewer Repair/Replacement.....  | \$ 97,930.76  |

**REPORT of OUTSTANDING INDEBTEDNESS** as of January 1, 2023 **\$927,571.82**

Motion\_\_\_\_\_

|   |              |                             |
|---|--------------|-----------------------------|
| General Obligations Revenue Sewer Upgrade Loan Loan, semi annual: | \$ 61,128.60 | <b>Due 2023</b><br>\$ 7,983 |
| General Obligations Refunding Sewer                               | \$ 33.22     | \$ 0                        |
| General Obligations Revenue Water Loan, semi annual payments:     | \$166,000.00 | \$ 18,439                   |
| 2021A GO Street Reconstruction                                    | \$700,410.00 | \$ 104,720                  |

**MEMBERSHIPS / SUPPORT 2023:**

Motion\_\_\_\_\_

League of MN Cities, Mayors Assoc, SEMLM, MN Rural Water, Root River Trail Towns (\$200.00),  
R-P Community Service Summer Rec (\$500.00), RP Valley Chamber (\$90.00), MCFOA (\$45.00)

**REVIEW CRV PAY RATES and FEES** - Review 2023 Rate Fee Chart

Motion\_\_\_\_\_

**PLANNING/ZONING:** Pettit: New Permits/Inquiries/Updates:

**New Permits:**

#1557-Tyler Eide-New Kitchen Cabinets & Flooring-State Highway 43S  
#1558-Joshua Rasmussen-New Garage-Laura Ln  
#1559-Craig Jonsgaard-Replace Carpet & Wall Repair-Main St

**Permit Status/Projects in Process/Inquiries:**

- a)
- b)

**ROADS/WATER/SEWER:**

- a) Roads/Utility Updates-Chiglo
- b) Review 2022 Goals and Priorities

**2022 GOALS / PRIORITIES:**

**Completed/Carry Forward**

- Tree Cutting-Tower Ridge
- Finish Trees-Aspen Rd
- Shoulder Rock-Cooperative Way
- Ditchwork on hill and top-Ridgeview Rd
- Playground Equipment Repair
- Shoulder work with retriever on multiple roads
- Clean rocks and tree limbs out of road ditches
- Pour concrete pad for trash can on Cooperative Way
- Put soft pad under restroom sinks to meet ADA requirements-CRV Hall
- Planning for playground entrance/surfaces to meet ADA requirements
- Fix culvert sign-Ridgeview
- Fix up cattle pass, needs new beams-Ridgeview
- Fix water meter wires/install new meter readers-approximately 12 need to be repaired/replaced
- Install culvert marker on all roads
- Replace faded road name signs
- Move digital speed sign to various locations
- Install water line to maintenance shed
- Clean and Inventory shop/maintenance shed
- Install flameable cabinets in maintenance shed
- Install 2 overhead garage doors on sand/salt shed
- Use ARPA Funds for:
  - Replacing Furnace and Air Conditioner
  - Replace water meters and outside meter readers
  - Purchase generator for hall and shop
  - Purchase pressure washer to sanitize playground equipment
  - Purchase Machine to sanitize community center
  - Purchase OWL for online meetings
  - Replace cloth chairs in community center
- Write Personnel Manual
- Write AWAIR Program
- Update CRV Comprehensive Plan
- Back up pump for lift station
- Paint Inside of Community Center and Office

- Purchase wings for current plow or new wider plow for F450
- Consider trading F450 for F550
- Wash bay for large equipment
- Hire part-time maintenance employee

Motion to carry forward Incomplete 2022 goals to 2023 Goals/ Priorities

Motion\_\_\_\_\_

**ADDITIONAL 2023 GOALS / PRIORITIES:**

- Install Information Center Outside CRV Office
- Different CRV sign in front of Community Center
- Complete County Line Ditch Work and Place Signs
- Complete Gilbertson Rd Stream Bank Repairs

**OTHER:**

- a) 2023 Spring clean up date and time: May 6 or 13, 2023, 8:00am-12:00pm
- b) CRV Cell Phone Plan vs. Employee Cell Phone Reimbursement
- c) Community Center Rental Agreement Revised
- d) Rebecca Charles CEDA Monthly Report

Motion\_\_\_\_\_

Motion\_\_\_\_\_

Motion\_\_\_\_\_

Motion\_\_\_\_\_

**OTHER UPDATES/ MEETING:**

- January 31, 2023, Tuesday, SEMLM Annual Membership Meeting-5:00 pm to 8:30 pm-Kasson American Legion
- April 17-21, 2023-CRV Local Board of Appeal & Equalization Open Book at Fillmore County Assessor's Office

**Next Meetings:** **Council:** February 7 & February 21, 2023, 7:00 pm at CRV Office  
**Zoning:** February 21, 2023, 5:30 pm at CRV Office

**MOTION to Adjourn** at \_\_\_\_\_ p.m., by \_\_\_\_\_, 2<sup>nd</sup> by \_\_\_\_\_