

CITY OF RUSHFORD VILLAGE MINUTES OF June 6, 2023
REGULAR COUNCIL MEETING
43038 State Hwy 30, Rushford Village, Minnesota 55971-5167

Pledge of Allegiance to the Flag

The June 6, 2023 Council Meeting was called to order by Mayor Dennis Overland at 7:00 p.m. in the Rushford Village Office. Council Members present: Travis Link, Robert Hart and Rick Ruberg; Planning/Zoning Administrator Jon Pettit, City Attorney Joseph O’Koren, Treasurer Judy Graham and Clerk Mary Miner.

Absent: Mike Ebner, Public Works/Maintenance Supervisor Trenten Chiglo

AGENDA was approved as presented

Motion by Link, 2nd by Ruberg, Carried.

MINUTES from the May 2, 2023 Continued Road Tour and May 16, 2023 Regular Council Meetings were approved as presented

Motion by Ruberg, 2nd by Link, Carried.

CITIZENS/OTHERS PRESENT: Kirsten Zoellner-Fillmore County Journal

FINANCIALS: May Expenses \$43,379.26, May Receipts \$11,829.40, Outstanding Checks as of 5/31/2023 \$26,407.28, Bank Balance as of 5/31/2023 \$24,989.63
Estimated June Receipts \$280,000.00/Estimated June Expenses \$104,000.00
CD’s renewing at current advertised rates

Motion made to approve the Financials as presented

Motion by Ruberg, 2nd by Link. Carried.

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

New Permits:

#1587-Mark Miller-Re-Roof House-Nordic Court

#1588-Michael Zirbes-Re-Roof Barn-Airport Rd

Permit Status / Projects in Process / Inquiries:

- Pettit reported the Highum Pit is going to be closed and the conditional use permit will expire as soon as the reclamation process is completed as stipulated in the conditional use permit. CRV must receive written notice from the conditional use permit holder the pit is no longer in operation within 30 days of the reclamation being completed. The conditional use permit states the pond/lake can remain.
- The pit being closed will allow for potential houses being built in that area

ROADS/WATER/SEWER:

•Roads/Utilities Update-Chiglo: Miner reported

- Chiglo has been mowing road ditches
- Multiple large trees had to be removed from Ridgeview Rd Friday night after a storm. This was the only road that had trees down

•Chip Sealing Bids-Derek Olinger-Bolton & Menk:

- \$50,000.00 was budgeted for chip sealing in 2023
- Olinger was unable to attend the meeting but did provide estimated from Pearson Bros. \$54,620.00 and Fahrner Asphalt Sealers \$83,115.00 along with a map of the streets to be chip sealed, Hillview Dr, Nordic Court, Goodrich St., Whitmore St., Main St., and Ridgeview Rd
- Miner reported, on behalf of Olinger:
 - Hillview Dr, Nordic Court, Goodrich St., Whitmore St., Main St., and Ridgeview Rd all need to be done this year, they are already past when they should have been done.
 - There should not be a cost overrun as chip sealing is easier to bid than crack filling. Olinger would have the contractor doing the job let him know if there is going to be a cost overrun before they did anything above the amount approved
 - Olinger realizes the bids are over the budgeted amount but strongly advises all the proposed roads be done this year. They will still need to be done in the near future and the cost will probably be more.

Motion made to approve the Pearson Bros. Inc. 2023 Street Maintenance Project proposal as presented in the amount of \$54,620.00

Motion by Hart, 2nd by Ruberg, Carried.

•Maintenance Shed Update: Miner reported

- Robin Rislove has started the concrete work.
- Rislove will be doing the back half first and will finish the rest of the concrete work once STS Plumbing gets the drain work completed
- June 2nd STS Plumbing brought permits for the maintenance shed into the office to be signed. Miner was told it would take about 2 weeks to get the permits approved

•Water Meter Installation Update: Miner reported

- All water meters will be installed as of Thursday, June 8th with the exception of the Harrison property. Harrison plans to move the house back on the lot which will require extending the water line. Vis will be doing the work for Harrison and will install their water meter once the water line extension is completed.

OTHER:

•Employee Guide:

- At the last review there were a few items the Council had questions and concerns about. Miner put together a list and sent it to Paul Ness for guidance and suggestions. Hart and Miner reviewed Pauls reply and made the following proposal for the Council to review
- Vacation and Sick Time versus Personal Time Off (PTO):
 - It was suggested to move from separate vacation and sick time to PTO. Ness was not in favor of this.
 - Main benefit of PTO is employee can use the time for whatever they want. This makes the employee manage their PTO, if they have used it all and get sick they will not have any PTO for that
 - Items the Council had to decide if going with PTO was rate of accrual, yearly carry over and maximum accrual caps.
 - Council wanted tier accrual for PTO. Proposed sick time of 8 hours for full-time and 5 hours for part-time be added to the current vacation accrual tier to get the PTO accrual tier rate. Ness proposed 8 hours per month sick time for a full time employee is what most cities do. Current CRV sick time for a full-time employee is 24 hours (3 days) part-time is 15 hours (3 days) per year. The proposed sick time change would be full-time 96 hours (12 days), part-time 60 hours (12 days) per year. These hours would be added to the current vacation hours to get the PTO hours
 - Proposed there should not be a max on annual carry over, any remaining hours could be carried over until the maximum cap is reached. Once the max cap is reached an employee must use the hours or lose them
 - Proposed maximum PTO cap would be 400 hours for full-time and 200 hours for part-time for duration of employment. This would have to be considered when working on the budget
 - Hart noted the employee guide is not written in stone, if issues arise things can be changed

Motion made to approve proposed PTO items as presented

Motion by Hart, 2nd by Link, Carried.

Motion made to move from separate vacation and sick to Personal Time Off (PTO)

Motion by Link, 2nd by Hart, Carried.

- Fire Department and Ambulance Volunteers:
 - 3 options provided by Paul Ness were reviewed. Option 1 was to follow MN Statutes 2022 43A.321, Option 2- Paul Ness suggested language, Option 3- Have employee talk with the city liaison
 - Option 1-states the employee must remit to the appointing authority any compensation received for responding to the call. Council wants the employee to be able to keep any compensation for the call
 - Option 2-Paul clearly explains CRV supports employees willing to give their time to the fire and ambulance departments and states what CRV expects from the employee
 - Option 3-Does not offer much guidance. This option leaves it up to the city liaison to talk to the employee and really leaves it open to the personal opinion of the city liaison

Motion made to approve Option 2 as is related to Fire and Ambulance volunteering

Motion by Hart, 2nd by Ruberg, Carried.

- Holiday Pay:

- Currently if an employee works on a holiday they get paid regular pay for the hours they work, for hours not worked on a holiday they get normal hourly pay as holiday pay up to their normal hours worked per day and the hours they did not use for that holiday because they worked on the holiday remains in the holiday bank to be used at a different time
- Council feels an employee should not be working on a mandated holiday unless they are called in for an emergency
- Employee will receive regular hourly wages for hours normally worked on a holiday as holiday pay
- An employee called into work on a holiday will receive holiday pay at regular hourly rate plus their regular hourly rate of pay for the time they are at work, basically double time for hours they are called in to work

Motion made employees must take off mandated holidays unless they are called into work at which time they will receive their normal hourly wages for holiday pay plus regular hourly pay for the hours they work

Motion by Ruberg, 2nd by Link. Carried.

- The June 19th Juneteenth holiday is in effect for 2023. Employees will have this day off
- Timesheets will be turned in on a daily instead of bi-weekly basis. This will make it easier when questions arise
- Miner will make the revisions to the employee guide and send to Attorney O'Koren for review before final council approval
- O'Koren stated the newly passed paid family medical leave will be for employees as well. This will be a new program ran by DEED. Funds will come from a payroll tax of which the employer and employee will contribute to. It is believed this would be used to take care of an immediate family members or medical issues without having to use PTO or vacation/sick time first. This is not in effect immediately, more information will be made available by DEED at a later date.

•CRV Website:

- Current CRV website provider Catalis, who bought Govoffice, will be raising their rates starting in 2024
- Current yearly cost is \$570.00, new contract will be for 4 years with the first year cost of \$1,995.00 and a 6% yearly increase for the following 3 years (Year 2 \$2,114.70, Year 3 \$2,241.58, Year 4 \$2,376.08)
- Catalis would update the current website at no additional cost
- Proposal from Vision Design Group, Winona Mn was received.
 - A one time website design and development and a Acada Wordpress Theme License cost is \$2,275.00
 - Monthly hosting cost would be \$50.00
- Vision Design would move the current CRV website items into a new format which would be ADA compliant, provide training/support as well as help register a new domain to use with the new website
- Council was sent examples of other city websites to review

- There was a concern Vision Design Group may increase their rates like Catalis did
- CRV has paid Catalis for 2023. Catalis did state if CRV went with another Website designer they would reimburse CRV from the time the new website went live to the end of their contract with CRV
- Miner had asked other cities who they used. Catalis and Vision Design Group were the two most used but there were a couple others too. Ruberg would like to know what other website designers would charge. Miner will reach out to those other website design places for proposals

•**Annual CEDA Meeting- June 27, 2023-10 am to 1 pm, Cannon Falls:**

- No one from CRV will be attending

•**Hall Playground Merry-Go-Round:**

- There is a small hole at the base of the dome that needs repair. Maintenance department is not sure it can be repaired. Quick look at playground equipment showed to replace would be a minimum of \$3,000.00 for a small merry-go-round. Graham suggested waiting until the end of the year when the playground equipment goes on sale

Motion made to remove the merry-go-round

Motion by Hart, 2nd by Link, Carried.

- Miner will contact Rebecca Charles to see if there are any grants available to replace the merry-go-round

•**Featherstone Farms Event Parking:**

- Featherstone Farms sent an email to CRV with a list of dates they will be having events
- Council will allow parking on one side only of City Park Road
- Council will not allow parking on Cooperative Way
- CRV hall is rented the same day as the strawberry social so hall parking area will not be available this year for that event
- CRV does not have any say about parking on State Highway 30, Featherstone Farms will need to contact MN DOT regarding parking along their highways
- Miner will email Featherstone Farms letting them know the Council's decisions regarding parking

OTHER UPDATES / MEETINGS:

- June 7, 2023-FEMA Flood Zone Meeting-9:00 am - 1:00 pm-Rochester-Miner Attending
- June 27, 2023-Annual CEDA Meeting-10 am-1 pm, Cannon Falls
- July 17-28, 2023-Miner on vacation

Next Meetings: Council: June 20 and July 11, 2023 @ 7:00 pm at CRV Hall Office

Zoning: June 20, 2023 @ 5:30 pm at CRV Hall Office

Motion made to Adjourn Regular Council Meeting at 7:54 pm by Hart, 2nd by Ruberg. Carried