

**CITY OF RUSHFORD VILLAGE MINUTES OF
JANUARY 18, 2022 ANNUAL MEETING**
43038 State Hwy 30, Rushford Village, Minnesota 55971-5167

Pledge of Allegiance to the Flag

The January 18, 2022 Annual Council Meeting was called to order by Mayor Dennis Overland at 7:00 p.m. in the CRV Hall Office. Council Members present: Mike Ebner, Roger Knutson, Robert Hart and Rick Ruberg: Planning/Zoning Administrator Jon Pettit, City Attorney Joseph O'Koren, Treasurer Judy Graham and City Clerk Mary Miner.

AGENDA was approved as presented **Motion** by Hart, 2nd by Ebner. Carried.

MINUTES from the December 21, 2021 Regular Council Meeting were approved as presented

Motion by Knutson, 2nd by Ruberg. Carried.

MINUTES of January 19, 2021 Annual Meeting were reviewed

CITIZENS/OTHERS PRESENT: Kirsten Zoellner-Fillmore County Journal

2021 FINANCIAL REPORT

Motion made to accept the 2021 Financial Report as presented
Carried.

Motion by Hart, 2nd by Ebner.

APPOINTMENTS / DESIGNATIONS:

Vice Mayor: Mike Ebner, Acting Clerk: Judy Graham, Acting Treasurer: Mary Miner

Motion made to accept the 2022 Appointments & Designations:

Motion by Hart, 2nd by Knutson. Carried.

2022 REGULAR COUNCIL MEETINGS: Regular Council Meeting to be held the 1st & 3rd Tuesdays at 7:00 pm in the CRV Hall Office. Special Meeting will be Posted &/or Published, including adjustments for Holidays

Motion made to approve the 2022 Regular Council Meeting to be held the 1st & 3rd Tuesdays at 7:00 pm in the CRV Hall Office

Motion by Ruberg, 2nd by Knutson. Carried.

Motion made the 2023 Annual Meeting will be Tuesday, January 17, 2023 at 7:00 pm in the CRV Hall Office.

There will not be a meeting on Tuesday, January 3, 2023

Motion by Ebner, 2nd by Hart. Carried.

2022 CREDIT CARD, OFFICIAL DEPOSITORIES & SIGNATORIES:

- NOW Account Checking (3 sign), Safe Deposit Box (1 signs) & CD's at Rushford State Bank (RSB)
- Signatures – Checking: Mayor Overland, Vice Mayor Ebner, 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 Department \$5,000.00, Clerk \$5,000.00

Motion made to accept 2022 signatures on the accounts as listed:

Motion by Knutson, 2nd by Ebner. Carried.

2022 OFFICIAL NEWSPAPER:

Motion made to approve the Fillmore County Journal as the official CRV 2022 newspaper

Motion by Ebner, 2nd by Hart, Carried.

Motion made to place ads in the Fillmore County Journal for Support of Special Events such as Fire & Ambulance, National Education Week and Volunteers Week

Motion by Ruberg, 2nd by Knutson. Carried.

2022 COMMITTEES:

- Personnel Committee: Roger Knutson and Rick Ruberg
 - Hart asked to be removed from the Personnel Committee.
- Finance Committee: Robert Hart and Rick Ruberg

- Equipment Committee: Mike Ebner and Roger Knutson
- 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 & Equalization: Fillmore County
- Weed Inspectors: Roger Knutson and Robert Hart
- Assistant Weed Inspectors: Maintenance Department
- Data Practices Authority: Clerk
- Employee Contact: Mayor Overland to work with Clerk, Maintenance, and Planning Zoning
- Individual Sewage Treatment Systems Inspector-Blake Lea (Contracted by Fillmore County)
- Feedlot Permits-Anne Koliha-Fillmore County

Motion made to approve the 2022 committee appointments

Motion by Hart, 2nd by Ebner. Carried.

2022 CONTRACTS:

- INSURANCE- Butch Johnson Agency (10% reimbursement): LMCIT, Property/Casualty, W/Comp (2% reimbursement)
- City Attorney: O'Koren Law Office LLC, Lanesboro, MN: \$130.00/hr (10/4/16), \$250/mtg maximum
- City Auditor: Engelson & Associates: approx: \$9,000.00 for 2021 Audit, 2020 Audit was \$8,250
- Animal Control: Robert Brand @ \$525.00/quarter (\$35.00/Dog, \$15.00/Cat, \$20.00/Wild Animal)
- CEDA: \$13,370.00-CRV Represtnative, Rebecca Charles
- Harter's: Contracted from 3/1/2020-2/29/2023
- Klm Engineering: Water Tower-10 Year Contract with Inspections in 2023 & 2028-\$3,000.00 per inspection
- Inspire Tech: \$40.00 per month for computer back-up, tech support
- Govoffice: Website \$570.00
- Granicus: Open Platform Suite-iPads, meetings \$2,134.96
- Gundersen Health: Drug & Alcohol testing
- Minnesota Pump Works: 3 year contract, 2021-2023, yearly lift station inspection \$497.00
- Centralsquare/Vadim Municipal Software: Billing System \$735.71

Motion made to approve 2022 contracts as presented

Motion by Hart, 2nd by Ruberg. Carried.

2022 PLANNING AND ZONING:

- **2021 Zoning & Permit Fees** were reviewed and will remain the same for 2022
- **2021 Zoning Permit Revenues:** Business Permits (3) \$ 90.00, Farm Permits (9) \$591.30, Residential Permits (42) \$1,274.50, Public Hearing (1) \$450.00, New Home (2) Permits \$597.25, Fines (1) \$253.75, No Charge (30). **Total 2021 Zoning Permits (67) \$3,256.80**
 - There is a deficit of \$4,344.10 between money taken in for permits and money spent (wages, attorney fees, newspaper publication fees)
 - Pettit reported the deficit was discussed during the Planning and Zoning meeting. Planning and Zoning feel they provide a service for the CRV residents, therefore, it is not expected to be money making although it tries to be solvent it usually does not happen
 - Pettit reported the Planning and Zoning Board did not feel it was necessary to change the fee schedule at this time. CRV Council agrees
- **Confirmation Planning and Zoning Commission terms**
 - 1 Year Terms: Commission Members Travis Link and Gordon Johnson (1/1/22 to 12/31/22)
 - 2 Year Terms: Commission Members Glen Kopperud and Hamilton Petersen (1/1/22 to 12/31/23)
- **Planning and Zoning Commission Meeting** will take place on the 3rd Tuesday before the 2nd Council meeting of the month at 5:30 pm in the City of Rushford Village Hall-Office. Next meeting is February 15, 2022

Motion made to approve 2022 Planning and Zoning Fees and items as presented

Motion by Hart, 2nd by Ruberg.

Carried.

FINANCIALS –December 31, 2021 Bank Balance: \$ 437,920.15; Receipts \$ 321,326.10 (2021 Property/Causualty Refund \$2,254.00, LGA \$27,648.50, Aid for Street \$23,185.50, Ag Credit \$5,235.07); Disbursements: \$100,181.74; Outstanding Checks as of 12/31/2021: \$22,940.53; Estimated January Expenses \$143,000.00, Estimated Receipt \$16,000.00
Expenses as of January 15, 2022 are \$106,278.83/Receipts as of January 15, 2022 \$10,791.87
CD's continue to renew at current advetised rates

Motion made to approve the Financials as presented

Motion by Hart, 2nd by Knutson. Carried.

NOW ACCOUNT–Rushford State Bank as of 12-31-2021: **\$ 437,920.15**
General Fund **\$ 215,293.54**

Cooperative Way Debt Service.....	\$ 0.00
MIF Repayments – Revolving Loan Fund	\$ 70,441.53
Water Fund	\$ 81,010.33
Sewer Fund	\$ (2,380.55)
American Rescue Plan Act 2021-2023.....	\$ 45,679.98
2021A GO Street Reconstruct (2015A&2016A).....	\$ 27,875.32
2016A Roads.....	\$ 0.00
Flood July 18-19, 2019.....	\$ 0.00
FEMA balance Flood 8/19/2007.....	\$ 0.00
FEMA balance Flood 9/21/2016.....	\$ 0.00

Motion to approve Now Account as presented

Motion by Hart, 2nd by Ebner. Carried.

INVESTMENTS (CD's) Summary as of 12-31-2021:	\$ 725,733.81
General Fund	\$ 301,459.18
MIF-RLF.....	\$ 219,595.82
Water Repair/Replacement	\$ 109,347.95
Sewer Repair/Replacement.....	\$ 95,330.86

- Sewer Fund shows a negative balance in the NOW Account but has a positive investment (CD) balance
- Does CRV have a goal for each Investment (CD) Fund? How would it be determined what the goal for each fund should be so CRV would be able to handle an unexpected expense? SEMLM will be contacted to see if they have a formula for this

Motion to approve the Investments as presented

Motion by Hart, 2nd by Knutson. Carried.

REPORT of OUTSTANDING INDEBTEDNESS as of January 1, 2022 \$1,040,896.02

- Hart would like to see the Outstanding Indebtedness as of January 1st broken down better. This will be done for next year

	<u>Due 2022</u>	<u>Principal 12/31/2022</u>
General Obligations Revenue Sewer Upgrade Loan Loan, semi annual:	\$ 8,061	\$ 61,128
General Obligations Revenue Water Loan, semi annual payments:	\$ 17,659	\$ 166,000
2021A GO Street Reconstruction:	\$ 104,385	\$ 717,000
Cooperative Way ReFy GO + Assessment, \$19,345:	\$ 0.00	\$ 0.00
2016 GO Roads Reconstruct– Bank of Russell:	\$ 0.00	\$ 0.00

Motion made to approve Outstanding Indebtedness and 2022 payment obligations as presented

Motion by Hart, 2nd by Ebner. Carried.

MEMBERSHIPS / SUPPORT 2022:

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

Motion made to approve 2022 memberships as presented:

Motion by Knutson, 2nd by Ebner. Carried.

RATES of PAY and RATE FEE CHART: The 2022 Rate of Pay and Rate Fee Chart was reviewed.

- 2022 Pay rates included the new step structure and 2.5% cost of living increase increase for Chiglo, Graham and Miner-Effective 1/1/2022
- 2022 IRS Mileage 58.5

Additional Changes

- F450 Snowplow driver pay increase of 2.5%-\$18.03 to \$18.48 Per Hour -Effective 1/1/2022
- Substitute Driver/450 Snow Plow Operator pay increased from \$15.00 to \$16.00 per hour-Effective 1/1/2022
- Council Rate of pay increases: Council increased from \$40.00 to \$75.00 per regular and annual meeting/Mayor increased from \$50.00 to \$85.00 per regular and annual meeting-There will no longer be extra pay for the annual meeting-Effective 1/1/2023
- No increase for Mayor monthly pay, will remain at \$15.00 per hour 10 hours per month
- Planning and Zoning Board Pay increases: Planning & Zoning Board increased from \$30.00 to \$50.00 per meeting/Planning & Zoning Administrator increased from \$30.00 to \$50.00 per CRV Council Meeting-Effective 1/1/2023

- Planning and Zoning Administrator monthly pay will remain at \$15.45 per hour 10 hours per month which includes 1 Planning and Zoning Meeting per month.
- Planning & Zoning Hourly pay rate increased from \$10.00 to \$15.00 per hour-Effective 1/1/2023

Motion made to increase F450 snow plow driver pay 2.5% and substitute driver to \$16.00 per hour effective 1/1/2022 and Council and Planning and Zoning pay increases effective 1/1/2023 **Motion** by Knutson, 2nd by Hart. Carried.

PLANNING/ZONING: New Permits/Inquiries/Updates:

New Permits:

#1489-Mike & Kristi Agrimson-Kitchen/Bathroom-Gilbertson Ln

Permit Status/Projects in Process/Inquiries:

- Pettit reported he has been in contact with the resident on Aspen Rd regarding a shed constructed without a permit

ROADS/WATER/SEWER:

• **Review 2021 Goals and Priorities:**

- Tree Cutting-Tower Ridge-Complete
- Finish Trees-Aspen Rd-Partially Complete
- Shoulder Rock-Cooperative Way-Incomplete
- Fix Hill Road to Water Tower-Complete-Opened up, not improved
- Ditchwork on hill and top-Ridgeview Rd-Partially Completed in 2020
- Playground Equipment Repair-Incomplete
- Install Speed Bumps and Signs-Goodrich-Completed
- Shoulder work with retriever on multiple roads- Incompleted
- Clean rocks and tree limbs out of road ditches-Partially Complete
- Pour concrete pad for trash can on Cooperative Way-Incomplete
- Planning for playground entrance/surfaces to meet ADA requirements-Incomplete
- Fix culvert sign by Highway 30-Ridgeview-Incomplete
- Fix up cattle pass, needs new beams-Ridgeview-Incomplete
- Fix water meter wires/install new meter readers-approximately 12 need to be repaired/replaced-Incomplete
- Install culvert marker on all roads-Partially Completed, about ½ done
- Replace faded road name signs-Complete
- Move digital speed sign to various locations-Complete
- Install water line to maintenance shed-In Progress
- Clean and Inventory shop/maintenance shed-Incomplete
- Install flameable cabinets in maintenance shed-Incomplete
- Install 2 overhead garage doors on sand/salt shed-Incomplete

Motion made to carry forward 2021 incomplete goals and priorities to 2022 goals and priorities

Motion by Hart, 2nd by Ruberg. Carried.

• **Additional 2022 Goals / Priorities**

- Use ARPA Funds for:
 - Replacing Furnace and Air Conditioner
 - Replace water meters and outside meter readers with remote ones
 - 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-Get quote from Paul Ness to help write
- Write AWAIR Program-Get quote from Paul Ness to help write
- Update CRV Comprehensive Plan-In Progress
- Back up pump for lift station
- Paint inside of Hall
- 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 made to approve additional 2022 goals and priorities

Motion by Hart, 2nd by Knutson. Carried.

OTHER:

- **2022 Spring Clean Up Date And Time:**

- There was a fall clean up in 2021, no spring clean up

Motion made to have the CRV spring clean up Saturday, May 7, 2022 from 8:00 am to Noon

Motion by Hart, 2nd by Ruberg. Carried.

- **Review Pay Equity Report:**

- Council reviewed the pay equity report

Motion made to approve submission of the pay equity report as presented

Motion by Knutson, 2nd by Ebner. Carried.

- **2022 LMC Property Casualty Appraisal:**

- LMC appraisal came in much higher on some of the CRV structures than what CRV had them valued at.
Farmer's Insurance Agent Butch Johnson will contact LMC to discuss how they came up with their amounts.
This will affect the property and casualty premium

- Ebner reported he and Chiglo spoke with Universal Equipment in Centerville by phone to go over how things will be set up on the dash of the Freightliner

OTHER UPDATES/ MEETING:

January 25-Miner on vacation

March 1-3-Chiglo at MRWA Conference taking Class D Water Supply Operator Exam-St Cloud MN

April 18-22, 2022-CRV Local Board of Appeal & Equalization Open Book at Fillmore County Assessor's Office

Next Meetings: **Campground Definition Change Public Hearing:** February 1, 2022 @ 6:45 pm at CRV Office

Council: February 1 & February 15, 2022, 7:00 pm at CRV Office

Zoning: February 15, 2022, 5:30 pm at CRV Office

Motion made to Adjourn Annual Council Meeting at 8:11 pm by Hart, 2nd by Knutson. Carried