

CITY OF RUSHFORD VILLAGE MINUTES OF THE JUNE 21, 2022
REGULAR COUNCIL MEETING 7:00 PM
43038 State Hwy 30, Rushford Village, Minnesota 55971-5167

Pledge of Allegiance to the Flag

The June 21, 2022 Council Meeting was called to order by Mayor Dennis Overland at 7:00 p.m. in the Rushford Village Office Council Members Present: Mike Ebner, Roger Knutson, Rick Ruberg; Public Works/Maintenance Supervisor Trenten Chiglo, Planning/Zoning Administrator Jon Pettit, City Attorney Joseph O'Koren, Treasurer Judy Graham, Clerk Mary Miner
Absent: Robert Hart

AGENDA was approved as presented

Motion by Ruberg, 2nd by Ebner. Carried.

MINUTES from the June 7, 2022 Regular Council Minutes were approved as presented

Motion by Knutson, 2nd by Ruberg. Carried.

CITIZENS/OTHERS PRESENT /WISHING TO BE HEARD: Rebecca Charles-CEDA, Derek Olinger-Bolton & Menk, Kirsten Zoellner-Fillmore County Journal, Bill Sherry-Engelson & Assoc., George Graham

• **Bill Sherry-Engelson & Assoc.-2021 Audit**

- Sherry presented Council with the 2021 CRV standard audit report opinion and is unmodified, general accounting principles are being met
- Cash is up about \$200,000.00 from the previous year which he attributes to money not spent in 2021 and ARPA Funds (\$45,000.00) that have not been spent
- Storm sewer expenses were up about \$66,000.00 over 2021 which is the South Rushford Drainage/Grading Project
- CRV refinanced 2 loans into one. Took out new loan with a lower interest rate in the amount of \$808,000.00 and paid off \$819,000.00 during the year of the old loans. This will be a saving to CRV over time
- Water Utility revenues were up approximately \$4,000.00 with a profit of \$13,000.00
- Sewer Utility revenues were up less than \$1,000.00 and shows a loss of \$4,000.00 in 2021-Sherry reported the sewer utility has been losing money for a number of years and suggested at some point there may need to be a rate increase to start building reserves for additional cost of the utility
- CRV has a little over 1.1 million in total cash that are all secured by deposits at the Rushford State Bank
- Liability for the State Retirement Plan is approximately \$42,000.00 to get out of the plan, a 1% rate increase or decrease could double or eliminate that amount
- In Sherry's opinion CRV is in really good shape when looking at the net position between the general and utilities. CRV net position is 2.4 million dollars which a lot of it is the infrastructure, land and capital assists but everything else is balancing out, bringing in enough money to pay the bills. If anything is short it is the sewer where the costs are not being met, it is not significant and has been this way for years

FINANCIALS- Receipts through June 15, 2022 \$2,212.13 (Fillmore County June tax settlement \$280,425.60 was received 6/17/2022)/ Expenses through June 15, 2022 \$22,166.80
Estimated June Receipts \$8,300.00/Estimated June Expenses revised from \$35,000.00 to \$76,000.00 (Bruening Rock \$38,133.00)
CD's renewing at current advertised rates

Motion made to approve the Financials as presented

Motion by Ebner, 2nd by Ruberg. Carried.

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

New Permits:

- #1507-Kelsey Gilbertson-Chicken Coop-Whitmore St
- #1508-Clay Olstad-Installing Deck-County Line Rd
- #1509-Marlene Schueler-Roof Replacement, Hail Damage-County Rd 27

Permit Status/Projects in Process/Inquiries/Updates:

- Pettit reported there are multiple residents with damage from recent storms that will be getting permit applications

ROADS/WATER/SEWER:

• **County Line Road-Derek Olinger:**

- Olinger stated the Deep River wash out will probably happen again but for now is ok and does need to be a priority right now
- In Olingers opinion the slope erosion/stability and safety on County Line Rd should be a focus of CRV in terms of improvement
- Olinger presented a temporary solution to stabilize the slope, a concrete a-jack's configuration, this would help stabilize the slope but would not address erosion and road safety. Cost estimate \$50,000.00

- Permanent solutions to address the erosion and safety issues could include a retaining wall/soldier pile walls, gabion baskets or a culvert. Estimated cost \$200,000.00-\$300,000.00
- Council is not in favor of a culvert because of it would probably get blocked with large debris
- Olinger will talk with MN DNR to see if the dry run is considered a waterway
- In the past there have been attempts at digging in a ditch on the bluff side to make a place for the water to run but it is solid rock and there is no place for the water to go
- For this year Chiglo will place large rip rap
- Orange cones have been placed to alert drivers
- Olinger will provide cost estimates for permanent solutions
- **2022 Crack Seal Project-Derek Olinger:**
 - Fahrner Asphalt Sealers started crack sealing June 21st and expect to finish up in 1 to 2 days
- **2023 Chip Sealing Project-Derek Olinger:**
 - Olinger suggested saving \$25,000.00 for the next 2 years to have \$40,000.00-\$50,000.00 for chip sealing to help get better pricing. Waiting a year will not make a difference
 - Olinger has a CRV road maintenance schedule which will help determine which roads need to be done
 - Village Rd. is in bad shape, Olinger will look at it and provide recommendations
- **Lift Station Railing:**
 - Chiglo contacted Connaughty Sales and got an estimate of \$350.00 for a 3-sided railing with a door to allow for emptying the basket.
 - Knutson suggested Chiglo look at a safety hatch type grate that fits over the opening when the door is opened. Chiglo will meet with Knutson to discuss the safety hatch grate
- **Storm Drain/Lift Station F450 Winch:**
 - Chiglo provided a \$250.00-\$300.00 estimate for a hand crank winch and \$450.00-\$500.00 estimate for an electric winch
 - Because there may not be electricity at the location the winch is needed it was agreed a hand crank winch would be better

Motion made to purchase a hand crank winch for the F450, cost not to exceed \$500.00

Motion by Knutson, 2nd by Ebner. Carried.

- Chiglo reported he has been mowing road ditches (1 pass), all roads slated for rock have received rock, he will be finishing up the ditchwork on the top of Aspen and will start ditchwork on Ridgeview next

OTHER:

- **CRV Step Structure-Paul Ness:** Ness provided CRV with a revised 2022 Step Structure requiring the following actions:
 - Adopt the revised 2022 step structure and Internal Structure

Motion made to adopt the revised 2022 Step Structure and the underlying Internal Structure, which provides a more realistic relationship to the labor market in which the CRV actually competes **Motion** by Knutson, 2nd by Ebner. Carried.

- Approve placement of Public Works/Maintenance Supervisor position in Pay Grade 7 and approve the wage-related addendum to the incumbent supervisor's employment agreement

Motion made to approve the placement of the Public Works/Maintenance Supervisor position into Pay Grade 7 of the newly revised Step Structure and approve the related addendum to the incumbent supervisor's employment agreement, recognizing the recruitment /retention difficulties the Council sought to address for this position and would also address for other City positions including those which are female-dominated according to the state's pay equity statute

Motion by Ebner, 2nd by Ruberg. Carried.

- Approve any discretionary pay increases for the incumbent clerk and treasurer
 - Ness provided a targeted range for the clerk (\$26.55-\$28.18) and treasurer (\$25.05-\$27.11)
 - Council felt the clerk and treasurer should receive the suggested maximum increase stating experience, years of employment, job performance and pay equity as reasons for this decision
 - Incumbent Clerk new wage effective 6/16/2022 \$28.18-Pay Grade 7, Step 7
 - Incumbent Treasurer new wage effective 6/16/2022 \$27.11-Pay Grade 6, Step 11

Motion made to approve pay increases for the incumbent clerk to Pay Grade 7, Step 7 and incumbent treasurer to Pay Grade 6, Step 11-effective for June 30, 2021 payroll **Motion** by Knutson, 2nd by Ebner. Carried.

- Approve the wage-related addendum to the incumbent clerk's employment agreement

Motion made to approve the wage-related addendum to the incumbent clerk's employment agreement

Motion by Knutson, 2nd by Ebner. Carried.

- **Employee Reference Guide Draft-Paul Ness:**

- Ness will be contacting CRV to set up a date and time to meet with the personnel committee Knutson & Ruberg, Graham and Miner to review the Employment Guide

- **Part-Time Maintenance Assistant Position:**

- 4 applications were submitted
- Personnel Committee, Knutson and Ruberg, interviewed 1 applicant, Jeff Michel, who met the qualifications, a current Class B CDL and work related experience
- A verbal offer of \$20.00 per hour for up to 25 hours per week was made with the understanding it could be a little more depending on the revised 2022 Step Structure. Michel indicated to Knutson he wanted the job and requested \$22.00 per hour
- Knutson, because he and Ruberg have not discussed \$22.00 per hour, recommends to hire Michel for up to 25 hours per week as part-time assistant at \$22.00 per hour if that fits into the new Step Structure unless CRV wanted to do a

6 month probationary period where he was fired at \$21.00 per hour or wait until he acquires the water and waste water licenses

- Applicant is expected to acquire a Class A CDL with an airbrake endorsement. Miner will check to see what would need to be done to move from a Class B to a Class A CDL with an airbrake endorsement
- Public Works/Maintenance Assistant is Pay Grade 5. If started at \$22.00 per hour he would start at step 7, starting at what was offered \$20.00 would be step 2 at \$20.16. Yearly review in December could result in a pay increase
- Chiglo stated he feels Michel would be a good fit but feels CRV could get someone for less money who would be just as capable
- Michel would be available to start next week
- Personnel Committee recommend the CRV Council hire Jeff Michel as CRV Public Works/Maintenance Assistant
- Applicant is responsible to pay for obtaining a Class A CDL with air brake endorsement

Motion made to hire Jeff Michel as CRV Public Works/Maintenance Assistant at \$20.16 per hour (Pay Grade 5, Step 2) with the stipulation he will acquire a Class A CDL with an airbrake endorsement within 6 months if testing is possible

Motion by Ebner, 2nd by Knutson. Carried.

- Knutson will contact Michel

• **Rebecca Charles-CEDA Updates-Final Trail Study Report:**

- Charles reported she will be submitting an application for a \$10,000.00 SMIF grant to expand the CRV hall parking lot
- Dunn Blacktop submitted an estimate of \$36,818.00 for a 82'x52' - 4" thick surface-16 to 20 additional parking spots. This would include adding 2" to the current parking lot surface to make it 4" thick
- Letters of support have been received from Arendahl Township, Fillmore County EDA and CRV Planning and Zoning
- If grant is received the project would need to be started within a years time
- Charles asked the CRV Council approve a letter of support for the parking lot expansion

Motion made to approve a letter of support for the CRV hall parking lot expansion **Motion** by Ebner, 2nd by Ruberg. Carried.

- The final trail study report for the first phase has been completed. It will not be put on the CRV Website until the whole trail study is completed which should be fall 2022
- There are copies of the phase one final trail study report in the CRV office if anyone wants to see it

• **SEMLM Summer Event-June 29, 2022, 5:30 pm-8:30 pm- Blooming Prairie:**

- Miner and Graham will attend

OTHER UPDATES/ MEETING:

- June 23, 2023-Election Judge Training-Preston, MN-1:00 pm-4:00 pm
- June 29, 2022-SEMLM Summer Event-Blooming Prairie Servicemen's Club-5:30 pm-8:30 pm

Next Meetings-Council: July 5, 2022 & July 19, 2022, 7:00 pm at CRV Hall Office

Zoning: July 19, 2022, 5:30 pm at CRV Hall Office

Motion made to Adjourn Regular Council Meeting at 8:36 pm by Knutson, 2nd by Ruberg. Carried