

CITY OF RUSHFORD VILLAGE MINUTES OF THE DECEMBER 6, 2022
REGULAR COUNCIL 7:00 PM & TNT MEETING 7:30 PM
43038 State Hwy 30, Rushford Village, Minnesota 55971-5167

Pledge of Allegiance to the Flag

The December 6, 2022 Council Meeting was called to order by Mayor Dennis Overland at 7:00 p.m. in the Rushford Village Community Center. Council Members Present: Mike Ebner, Roger Knutson, Robert Hart and Rick Ruberg; Public Works/Maintenance Supervisor Trenten Chiglo, Planning/Zoning Administrator Jon Pettit, City Attorney Joseph O’Koren, Treasurer Judy Graham and Clerk Mary Miner
AGENDA was approved as presented **Motion** by Hart , 2nd by Ruberg. Carried.

MINUTES from the November 15, 2022 Regular Council Meeting was approved as presented
Motion by Knutson, 2nd by Hart. Carried.

CITIZENS/OTHERS PRESENT /WISHING TO BE HEARD: Kirsten Zoellner-Fillmore County Journal, Maynard Thompson, Jordy Graham

FINANCIALS- November Expenses \$41,598.62, November Receipts \$10,352.97, Outstanding Checks as of 11/30/2022 \$16,578.38, Bank Balance as of 11/30/2022 \$162,814.34
Estimated December Receipts \$249,000.00 (Includes estimated \$196,587.48 Tax Settlement/\$29,773.00 LGA)
Estimated December Expenses \$101,000.00 (Includes \$4,000.00 in CDs purchased, \$23,610.00 STS ARPA, \$20,000 Bolton & Menk-County Line, \$815.00 Rush Creek Design)
CD’s renewing at current advertised rates

Motion made to approve the Financials as presented **Motion** by Knutson, 2nd by Ebner. Carried.
• Final 2023 Levy/Budget Due at Fillmore County December 27, 2022

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

New Permits:

#1556-John Ciecko-Replace House Roof-Storm Damage-County Rd 25 S

Permit Status/Projects in Process/Inquiries/Updates:

- Pettit reported he received 3 permit applications for the remaining parcel in the Tyler Eide/Village Rd subdivision. He will take them to the planning and zoning board for review of the subdivision ordinance
- Ebner let Pettit know the maintenace shed addition plans are done and can be shown to planning and zoning. Once the project is approved by the Council a permit application will be filled out

ROADS/WATER/SEWER:

• **Roads/Utilities Update-Chiglo:**

- Chiglo reported the F450 manifold is leaking because some studs are snapped off and needs to be fixed. Repair estimates were requested from Anderson Auto and Brown’s Tire and they both came back around the same cost but neither were able to provide an actual estimate because they will not know what needs to be done until they start working on it. Chiglo stated the cost could vary from \$1,400.00 to \$3,000.00 depending on what needs to be done. Truck will be taken for Brown’s Tire for manifold repair and DOT inspection

Motion made to have F450 manifold repairs & DOT Inspection done at Brown’s Tire as recommended by Chiglo
Motion by Knutson, 2nd by Hart. Carried.

• **Water Meters Update:**

- Chiglo reported he along with Ebner, Michel, Miner and Graham met with Dakota Supply Group (DSG) and Metron Farnier
- Chiglo feels both would be good. For him it comes down to the price and Metron Farnier is about half the cost of DSG. Metron Farnier cellular quote #00005529 for \$39,000.00, Metron Farnier hand held quote #00005532 for \$25,490.00, DSG quote #S102240007 for \$70,199.00 (meters & infrastructure) plus \$11,375.00 (contractor installation)

- Both companies would require a separate cost for installation of meters. DSG did provide a quote for this.
- With DSG CRV would own and be responsible for the infrastructure and there is a cost to install the infrastructure. With Metron Farnier it is all cellular, they have a contract with Verizon so Verizon would be responsible for the infrastructure and to keep everything working
- There would not be another charge for 10 years with Metron Farnier, DSG has a yearly fees. After 10 years Metron Farnier would have an annual fee of not more than \$8.00 per meter per year
- CRV office will receive daily reports in the office which will help to detect leaks and water temperatures
- Ebner stated at the time the meters are replaced it is recommended a ¼ turn ball valve shutoff be installed on the line side of the water meter-estimated cost \$15.00-\$20.00 per valve, the meters be grounded if they are not already grounded and the type of line that comes into the house would be documented for the new lead and copper rule that has to be done by 2024
- In the past meters were read once a year and that reading was averaged over 12 months to get the monthly bill. With the new meters residents will be billed monthly for the actual amount of water they use
- Knutson stated some Cities have an ordinance for those who have City water stating the resident has to allow access to water meters inside their home and if they do not a surcharge would be added to their bill
- Installation of meters is tentatively set for April/May 2023. This will allow for the final manual meter reading and the street water shutoffs should be thawed out.
- Quote requests will have to be sent to contractors for the installation of the water meters

Motion made to approve Chiglo recommendation for Metron Farnier cellular quote #00005529 in the amount of \$39,000.00 **Motion** by Knutson, 2nd by Ebner. Carried.

- **MN Pump Works Lift Station Pump Inspection:**

- Chiglo reported everything looks good. Pumps are working properly and have about the same number of hours on each pump

Motion made to approve the MN Pump Works Lift Station Inspection as presented

Motion by Hart, 2nd by Ruberg. Carried.

- **MN Department of Health Public Water Supply Inventory Report & Sanitary Survey Report:**

- Chiglo reported all tests and inspections came back as good on the report

Motion made to approve the MN Department of Health Public Water Supply Inventory Report & Sanitary Survey Report as presented **Motion** by Hart, 2nd by Knutson. Carried.

OTHER:

- **2023 Polling Place Resolution 2022-12-6:**

- 2023 CRV polling location is 43038 State Highway 30

Motion made to approve CRV Polling Place Resolution 2022-12-6

Motion by Hart, 2nd by Ruberg. Carried.

- **2023 Proposed CEDA Contract:**

- Proposed 2023 contract not to exceed \$14,479.00
- Rebecca Charles, CRV CEDA representative, is working on updating the CRV Comprehensive Plan, Trail Study and researching grants for maintenance shed. All projects will be completed in 2023
- Ebner stated he knows CRV is different than other Cities but he would like to renew the CEDA contract for 2023 to allow Charles to complete what she is working on and then re-evaluate for contract year 2024

- Ebner stated he does not feel the Council gave her good direction the first couple of years but she has been given better direction now.
- Hart asked the Council's thoughts on if CRV, Peterson and Rushford could share a Economic Development person instead of each City having their own and any planning would be what is best for all Cities. It was agreed this could be a good idea but would have to be a discussion for another time. Overland stated he would like to see the three city meetings start up again.

Motion made to renew the 2023 CEDA contract in the amount of \$14,479.00

Motion by Ebner, 2nd by Knutson. Carried.

Motion to close Regular Council Meeting and Open TNT Meeting at 7:30 pm

Motion by Ebner, 2nd by Hart. Carried.

Citizens Present: Maynard Thompson & Jordy Graham

- Overland clarified the TNT hearing is to talk about the CRV budget and how that affects the levy, concerns about home evaluations should be directed to Fillmore County Assessor Jason McCaslin
- Citizens present had concerns and questions about the increase in their property values.
- Citizens were encouraged to contact the Fillmore County Assessor Jason McCaslin and were given an informational handout provided to CRV by McCaslin
- 2022 levy is \$485,000.00, 2023 proposed levy is \$508,500.00 which is an increase of 4.85%. The hope is the final levy will be able to be less than the proposed amount of \$508,500.00

Motion to close TNT Meeting and open Regular Council Meeting at 7:45 pm

Motion by Ruberg, 2nd by Knutson. Carried.

- **Granicus 2/23/2023-2/22/2024 Renewal \$2,199.01 (2022-2023 \$2,134.96):**

- Granicus is the program used for Council and Planning & Zoning meetings

Motion made to approve the Granicus contract for 2/23/2023-2/22/2024 in the amount of \$2,199.01

Motion by Hart, 2nd by Ruberg. Carried.

- **Employee COLA for 2023:**

- Council reviewed COLA options for 2%, 2.5% and 3%. COLA increase amount would be added to the current wages for 2023 wages
- COLA and step increases are two separate items. Each can be done alone or they can be done together. COLA is reviewed annually, a step increase can be reviewed annually during the annual review but could happen at any time like when an employee finished additional training or gets certain licenses
- Ruberg stated he does not feel any increase should be given, the employees received substantial raises in June 2022. Ruberg stated the employees are important but feels the raises given in June puts CRV at the top of the wage pole in this area
- Hart stated he appreciates the employees and feels they should receive a COLA increase. CRV is in a growth mode, increasing the levy a little, needed polices have been created, this year there was a bump in wages because of those polices. Going forward yearly increases should be a little every year.
- Knutson stated the raises given where necessary to keep good employees and they should not be penalized now because of that. Knutson stated CRV had a hard time getting applications for open jobs but with the adjustment to the salaries he believes that will be different if there is a job opening
- Maintenance Supervisor would have the largest increase of \$.29 per hour at 3% which would increase the 2023 wages for all employees approximately \$2,400.00 for the year

Motion made to approve the CRV 2023 COLA increase at 3%

Motion by Hart, 2nd by Ebner-Opposed Ruberg, Carried.

- **CRV Community Center Rental Agreement Update:**

- O'Koren made adjustments to the proposed rental application, rules and agreement after the November 15th meeting
- Miner suggested all rentals must end by 9:00 pm, will be added to documents
- Insurance remains the sticking point. Miner will contact LMC to see what the insurance offered through LMC is about

Motion made to table discussion until LMC insurance information is available

Motion by Hart, 2nd by Knutson. Carried.

- **City of Rushford-RP Valley Chamber-Public Access Channel Fees:**

- CRV received a letter from Rushford asking CRV and Peterson share the cost of youtube election videos that were made for the 2022 General Election and shown on the Rushford Public Access Channel. The total amount was \$400.00, CRV portion would be \$133.33

Motion made to approve cost share for youtube videos in the amount of \$133.33, with a note stating it will be paid this time but the next time CRV wants to know ahead of time of any fees associated with this instead of being told about it after it is done

Motion by Hart, 2nd by Ebner, Carried.

OTHER UPDATES / MEETINGS:

- December 20 @ 1:00 pm Fillmore County Hemp Edibles Informational Meeting-Fillmore Co. Office Building
 - At this time Miner and Hart plan to attend
- **Maintenance Shed Update:**
 - Ebner reported the plans for the maintenance shed are done and they are getting together material costs and contacting plumbers and contractors
 - Water to the maintenance shed has not been completed. STS Plumbing and Heating are waiting for permits to be issued
- **Employee Guide Update:**
 - Knutson reported he, Hart and Miner have been working on the employee guide. Proposed changes have been sent to Paul Ness. Once the changes are made the Personnel Committee will review and present it to the Council for review.
 - Proposed changes include vacation and sick accrual changes, holidays, employee ability to volunteer fire and EMS services and if CRV will offer life insurance. Miner received life insurance information from Ochs and forwarded it to Knutson and Hart for review. The basic life insurance was inexpensive so potentially CRV would pay for basic life insurance for the employee and the employee would have the option to purchase supplemental life insurance for their family

Next Meetings: **Council:** December 20, 2022 @ 7:00 pm and January 17, 2023 Annual Meeting 7:00 pm at
43038 State Highway 30-**No January 3 Meeting**
Zoning: December 20, 2022, 5:30 pm at 43038 State Highway 30

Motion made to Adjourn Regular Council Meeting at 8:15 pm by Hart, 2nd by Ebner