

**CITY OF RUSHFORD VILLAGE MINUTES OF  
JANUARY 19, 2021 ANNUAL MEETING**  
43038 State Hwy 30, Rushford Village, Minnesota 55971-5167

Pledge of Allegiance to the Flag

The January 19, 2021 Annual Council Meeting was called to order by Mayor Dennis Overland at 7:00 p.m. in the Rushford Village Community Center (COVID-19 Concerns) 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 with the addition of the Employee Manual and Clerk Vacation

**Motion** by Ruberg, 2nd by Ebner. Carried.

**MINUTES** of January 21, 2020 Annual Meeting were reviewed

**MINUTES** from the December 15 2020 Tyler Eide Public Hearing & Regular and December 22, 2020 & January 13, 2021 Continued meetings were approved as presented

**Motion** by Knutson, 2nd by Ebner. Carried.

**CITIZENS/OTHERS PRESENT:** David Lind and Kirsten Zoellner-Fillmore County Journal

- David Lind reported he has been in contact with MN DOT regarding the Highway 43 South right of way for his property. Lind may be able to buy back some of the MN DOT right of way from MN DOT. Lind is unsure how long it will take to hear back from MN DOT and will update the Council when he gets more information. Any further action regarding Lind's permit application will be put on hold until Lind hears back from MN DOT.

**2020 FINANCIAL REPORT**

**Motion** made to accept the 2020 Financial Report as presented

**Motion** by Knutson, 2nd by Hart. Carried.

**APPOINTMENTS / DESIGNATIONS:**

Vice Mayor: Mike Ebner,

Acting Clerk: Judy Graham,

Acting Treasurer: Mary Miner

**Motion** made to accept the 2021 Appointments & Designations:

**Motion** by Hart, 2nd by Knutson. Carried.

**2021 REGULAR COUNCIL MEETINGS:** Regular Council Meeting to be held the 1st & 3rd Tuesdays at 7:00 pm in the CRV Hall Office

- Discussion followed about the need for 2 monthly meeting and meeting time
- For 2021 there will continue to be 2 monthly meeting scheduled at 7:00 pm. If there is not a need for the second monthly meeting it can be canceled.
- Attention will be given to the number of meetings that are canceled in 2021 and will be re-evaluated at the 2022 Annual meeting
- Special Meeting will be Posted &/or Published, including adjustments for Holidays

**Motion** made to approve the 2021 Regular Council Meeting to be held the 1st & 3rd Tuesdays at 7:00 pm in the CRV Hall Office

**Motion** by Hart, 2nd by Ebner. Carried.

**Motion** made the 2022 Annual Meeting will be Tuesday, January 18, 2022 at 7:00 pm in the CRV Hall Office.

There will not be a meeting on Tuesday, January 4, 2022

**Motion** by Ebner, 2nd by Ruberg. Carried.

**2021 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 will contact Merchants Bank to get a credit card in the amount of \$5,000.00 for the Clerk

**Motion** made to accept 2021 signatures on the accounts as listed and approving Miner contact Merchants Bank for a Clerk credit card in the amount of \$5,000.00:

**Motion** by Ruberg, 2nd by Hart. Carried.

**2021 OFFICIAL NEWSPAPER:**

**Motion** made to approve the Fillmore County Journal as the official CRV 2021 newspaper

**Motion** by Knutson, 2nd by Ebner. 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 Knutson, 2nd by Ebner. Carried.

## 2021 COMMITTEES:

- Personnel & 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 /Feedlot Permits: Fillmore County (Blake Lea)

**Motion** made to approve the 2021 committee appointments:

**Motion** by Knutson, 2nd by Ruberg. Carried.

## 2021 CONTRACTS: INSURANCE- Butch Johnson Agency (10% reimbursement): LMCIT, Prop/Casualty, W/ Comp (2% reimbursement)

- City Attorney: Manion O’Koren Law Firm, Lanesboro, MN: \$130.00/hr (10/4/16), \$250/mtg maximum
- City Auditor: Engelson & Associates: approx: \$8,250.00 for 2020 Audit, 2019 Audit was \$7,850
- Animal Control: Robert Brand @ \$375/quarter (\$35.00/Dog, \$15.00/Cat, \$20.00/Wild Animal)
- CEDA: \$13,390.00-CRV Represtnatie, 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: \$30.00 per month for computer back-up, tech support
- Govoffice: Website \$570.00
- Granicus: Open Platform Suite-iPads, meetings \$2,072.78
- Gundersen Health: Drug & Alcohol testing
- Minnesota Pump Works: 3 year contract, 2021-2023, yearly lift station inspection \$497.00

**Motion** made to approve 2021 contracts including Minnesota Pump Works contract for 3 years

**Motion** by Ebner, 2nd by Ruberg. Carried.

## 2021 PLANNING AND ZONING:

- **2020 Zoning & Permit Fees** were reviewed and will remain the same for 2021
- **2020 Zoning Permit Revenues**: Business Permits (9) \$127.89, Residential Permits (26) \$668.45, Farm Permits (12) \$165.40, New Home (2) Permits \$853.19, Public Hearing (4) \$1,800.00, No Charge (14)  
Total 2020 Zoning Permits (67) \$3,614.93
- **Confirmation Planning and Zoning Commission terms**
  - 1 Year Terms: Commission Members Glen Kopperud and Hamilton Petersen (1/1/21 to 12/31/22);
  - 2 Year Terms: Commission Members Travis Link and Gordon Johnson (1/1/21 to 12/31/22)
- **Planning and Zoning Commission Meeting** will take place on the 3<sup>rd</sup> Tuesday before the 2<sup>nd</sup> Council meeting of the month at 5:30 pm in the City of Rushford Village Hall-Office. Next meeting is February 16, 2021

**Motion** made to approve 2021 Planning and Zoning Items

**Motion** by Ruberg, 2nd by Ebner. Carried.

- Pettit reported Vern Bunke, Bunke Properties, attended the 1/19/2021 Planning and Zoning meeting to discuss the Foothill Development
  - Before MN DOT would consider Bunke’s MN DOT access permit application Bunke would need a letter of support from the CRV Council
  - Pettit on behalf of the Planning and Zoning Board recommend the CRV Council write a letter of support for Bunke Properties access permit application
  - The support is for Bunke Properties access permit application, nothing more. This suuport does not obligate CRV to anything else. Bunke needs to know where the access will be so he can move forward with the development plans.

**Motion** made to send letter of support for Bunke Properties MN DOT access permit application

**Motion** by Hart, 2nd by Knutson. Carried.

- Miner will write letter of support and send to Vern Bunke, Bunke Properties

## FINANCIALS –December 31, 2020 Bank Balance: \$ 253,274.14; Receipts \$ 60,422.63;

Disbursements: \$ 84,993.83; Outstanding Checks as of 12/31/2020: \$12,843.55;

Estimated January Expenses \$144,000.00, Estimated Receipt \$15,500.00

Expenses as of January 15, 2020 are \$103,373.81-CD’s continue to renew at current advetised rates

**Motion** made to approve the Financials as presented

**Motion** by Ruberg, 2nd by Hart. Carried.

## NOW ACCOUNT–Rushford State Bank as of 12-31-2020: \$ 253,274.14

General Fund ..... \$ 89,184.25

Cooperative Way Debt Service.....	\$ 68,701.20
MIF Repayments – Revolving Loan Fund .....	\$ 68,831.47
Water Fund .....	\$ 70,346.53
Sewer Fund .....	\$ 1,919.54
2016A Roads.....	\$ 0.00
Flood July 18-19, 2019.....	\$ (43,635.62)
FEMA balance (deficit) Flood 8/19/2007.....	\$ (1,597.26)
FEMA balance (deficit) Flood 9/21/2016.....	\$ (475.97)

**Motion** to approve Now Account as presented

**Motion** by Knutson, 2nd by Ebner. Carried.

<b>INVESTMENTS (CD's) Summary as of 12-31-2020:</b>	<b>\$ 721,472.50</b>
General Fund .....	\$ 301,459.18
MIF-RLF.....	\$ 217,334.51
Water Repair/Replacement .....	\$ 107,347.95
Sewer Repair/Replacement.....	\$ 95,330.86

**REPORT of OUTSTANDING INDEBTEDNESS as of January 1, 2021 \$1,191,716.32**

	<b><u>Due 2021</u></b>	<b><u>Principal 12/31/2021</u></b>
General Obligations Revenue Sewer Upgrade Loan Loan, semi annual:	\$ 8,045	\$ 68,453
General Obligations Revenue Water Loan, semi annual payments:	\$ 17,879	\$ 181,000
Cooperative Way ReFy GO + Assessment, \$19,345	\$ 38,175	\$ 107,000
2016 GO Roads Reconstruct– Bank of Russell	\$ 70,982	\$ 677,000

**Motion** made to approve Investments, Outstanding Indebtedness and 2021 payment obligations as presented

**Motion** by Hart, 2nd by Ruberg. Carried.

#### **MEMBERSHIPS / SUPPORT 2021:**

- 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) New request-The chamber does a good job promoting the area and CRV has posted job openings on their website

**Motion** made to approve 2021 memberships and supports including R-P Valley Chamber:

**Motion** by Knutson, 2nd by Ebner. Carried.

**RATES of PAY and RATE FEE CHART:** The 2021 Rate of Pay and Rate Fee Chart was reviewed.

- Ebner noted Miner is working hours beyond the 32 hours per week she is being compensated for. After discussion Miner's hours will be changed from 32 hours per week to 32 to 40 hours per week and will be paid hourly going forward.
- Miner requested an additional 40 hours of vacation be allowed to be carried over to 2021 due to COVID-19. The additional 40 vacation hours would need to be used by December 31, 2021. The original 40 vacation hours carry over must be used by May 1, 2021

**Motion** made to allow Miner work 32 to 40 hours per week at the hourly rate listed on the 2021 Rates of Pay Chart and be allowed an additional 40 hours of vacation be carried over and used by December 31, 2021

**Motion** by Hart, 2nd by Ebner. Carried.

**Motion** made to approve the 2021 Rate of Pay and Rate Fee Chart with changes to Miner's weekly work hours and vacation carry over

**Motion** by Knutson, 2nd by Ruberg. Carried.

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

- Overland read the David Lind Finding of Facts document provided by O'Koren regarding Lind's permit application #1426 to place a freezer on existing concrete that was denied at the 12/15/2020 Council meeting.

**Motion** made to approve the Finding of Fact document

**Motion** by Ebner, 2nd by Hart. Carried.

**Motion** made to have O'Koren send David Lind a letter informing him of permit #1426 denial along with the Findings of Fact document. O'Koren can send the letter without Council review

**Motion** by Ebner, 2nd by Hart. Carried.

#### **New Permits:**

- #1426-David Lind-Freezer on Existing Concrete-Denied at 12/15/2020 Council Meeting
- #1427-Public Hearing 12/15/2020-Tyler Eide-Rezone from Commercial to Residential
- #1428-Lyle Thompson-New Soffit & Facia on House
- #1429-Clair Olstad-Metal Siding on 3 Outside Buildings
- #1430-Jerome Kopperud-Finish off Inside of Shed

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

- Ted Kjos was issued a permit for the demolition of a chicken coop. Generation X will be doing the demolition and remove the debris
- Brett Mattson purchased land from Lynn Mattson along State Highway 16. Mattson was issued a permit for an instant garage and storage shed. As long as what Mattson is doing does not block or change water flow, which it does not, Fillmore County does not have any issue with this permit request

## **ROADS/WATER/SEWER:**

- **Full Time & Part Time Public Works/Maintenance Positions:** Knutson reported:
  - The open positions have been filled with 2 part time employees working up to 25 hours each per week.
  - Trenten Chiglo will be the part time supervisor, he is currently a seasonal part time employee and will continue in that role until new part time assistant supervisor role starts
  - Preston Lecy will be the part time assistant. Knutson reported Lecy may be getting another part time job and may not be available to CRV every day
  - Tentative start date for the new positions is January 25, 2021 but will depend on if a work schedule is worked out. Knutson will contact Kyle and set up a meeting to go over what needs to be done
  - Ebner stated there needs to be a meeting to go over snow plowing plans. Both guys need to ride with Pettit to learn his route
  - Both will need to their Class A license with an air brake endorsement
  - Kyle Chiglo is willing to continue to help with training and road maintenance when he is available.
- **Employee Manual:**
  - CRV does not have a employee manual. Knutson suggested now would be a good time to implement this. LMC has employee manual templates available
  - Overland stated CRV has new employees sign employment agreements
- **Review 2020 Goals and Priorities:**
  - Tree Cutting-Tower Ridge-Incomplete
  - Finish Trees-Aspen Rd-Incomplete
  - Shoulder Rock-Cooperative Way-Incomplete
  - Fix Hill Road to Water Tower-Incomplete
  - Ditchwork on hill and top-Ridgeview Rd-Partially Completed
  - Playground Equipment Repair-Incomplete
  - Install Speed Bumps and Signs-Goodrich-Completed
  - Shoulder work with retriever on multiple roads- Partially Completed
  - Clean rocks and tree limbs out of road ditches-Incomplete
  - Pour concrete pad for trash can on Cooperative Way-Incomplete
  - Planning for playground entrance/surfaces to meet ADA requirements-Incomplete
  - Fix culvert sign-Ridgeview-Incomplete
  - Fix up cattle pass, needs new beams-Ridgeview-Incomplete
- **Additional 2021 Goals**
  - 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

**Motion** made to carry forward 2020 incomplete goals and priorities to 2021 goals and priorities with additional 2021 goals **Motion** by Hart, 2nd by Ruberg. Carried.

## **OTHER:**

- **2021 Spring clean up date and time:** Tabled to February 2, 2021 meeting to check with Rushford and Peterson to see if they plan to have their spring clean up. COVID-19 is still a concern
- Rebecca Charles-CEDA-December Update: Council reviewed the CEDA December update. Suggested Charles help with the employee manual. Charles is currently working the Comp Plan

**Motion** made to approve Charles's December CEDA update **Motion** by Knutson, 2nd by Hart. Carried.

## **OTHER UPDATES/ MEETING:**

**Next Meetings-Council:** February 2 & February 16, 2021, 7:00 pm at CRV Office

**Zoning:** February 16, 2021, 5:30 pm at CRV Office

**Motion made to Adjourn** Annual Council Meeting at 8:24 pm by Hart, 2<sup>nd</sup> by Ruberg. Carried