

**CITY OF RUSHFORD VILLAGE MINUTES OF December 5, 2023
TRUTH AND TAXATION (TNT) & REGULAR COUNCIL MEETING
43038 State Hwy 30, Rushford Village, Minnesota 55971-5167**

Truth and Taxation Meeting 6:45 pm

Pledge of Allegiance to the Flag

The December 5, 2023 Truth and Taxation meeting was called to order by Mayor Dennis Overland at 6:45 p.m. in the Rushford Village Office. Council Members present: Mike Ebner, Travis Link, Robert Hart and Rick Ruberg: Planning/Zoning Administrator Jon Pettit, City Attorney Joseph O’Koren, Treasurer Judy Graham, Clerk Mary Miner

Absent: Public Works/Maintenance Supervisor Trenten Chiglo

CITIZENS/OTHERS PRESENT: Rebecca Charles-CEDA, Kirsten Zoellner-Fillmore County Journal

- Council discussed the increase to CRV tax statements
- Jason McCaslin, Fillmore County Assessor, had been asked in an email when CRV property tax increases would level off. In his response McCaslin stated CRV has a compliant median ratio at this time and does not plan to apply any market changed to the level of assessment to Rushford Village for the 2025 taxes. He cautioned this could change depending on future CRV property sales. McCaslin also stated ag land has a median ration below compliance and will likely see another increase in 2025 which could approach a 10% increase. The biggest concern McCaslin has right now is with timber values as our mean and median sale price per acre is around \$6,000, while we are only assessing it at \$4,300 per acre. This is obviously producing a median ratio below compliance on this property type that will require a correction.
- Council members stated their tax statements for 2024 show tax rate increases that appear to be lower than that for 2023 but still show a significant increase for 2024 and their property assessments for 2024 show a significant increase. The property assessments for residential property should level off after 2024, but this could be impacted by future sales in the area

Motion to close Truth and Taxation Meeting and open Regular Council Meeting at 7:00

Motion by Ruberg, 2nd by Hart, Carried.

Regular Council Meeting 7:00

AGENDA was approved as presented

Motion by Hart, 2nd by Link, Carried.

MINUTES from the November 21, 2023 Regular Council Meeting were approved as presented

Motion by Hart, 2nd by Ruberg, Carried.

CITIZENS/OTHERS PRESENT: Rebecca Charles-CEDA, Kirsten Zoellner -Fillmore County Journal

FINANCIALS: November Expenses \$55,527.74, November Receipts \$11,729.12, Bank Balance as of 11/30/2023 \$176,244.70, Outstanding Checks as of 11/30/2023 \$29,911.36
Estimated December Receipts \$293,000.00 (Tax Levy Estimate \$206,607.00/LGA \$37,608.00/Safety \$34,745.00/Estimated December Expenses \$56,000.00
CD’s renewing at current advertised rates

- Safety funds will be received in 2023 but are to be spent in 2024. To be used for public safety items such as fire and ambulance contracts, outdoor

Motion made to approve the Financials as presented

Motion by Ebner, 2nd by Ruberg. Carried.

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

New Permits: No new permits written

Permit Status / Projects in Process / Inquiries: Pettit reported:

- Inquiry from Ben & Alecia Mohs for a house remodel permit for the Joan Vitse property on Oak View Loop
- The Conditional Use Permit for the Highum pit on State Highway 30 is done. Ben Bernard has been working on a driveway and removing trees from the location he plans to build a house on Indian Chapel Rd

ROADS/WATER/SEWER:

- **Roads/Utilities Update:** Chiglo unable to attend but available by phone if needed
 - Miner reported Beaver Builders' will be picking up the extra ten sheets of 2" foam sheets this week and credit will be given, maintenance men have been organizing the maintenance shed and getting items ready to take to Darr Auction, not when items will be on the auction
 - Overland reported the maintenance shed bathroom walls have been insulated, tin has been put on the walls and the floor has been painted
- **Water/Sewer/Trash Sent to Preston for Collection of Tax Rolls-\$1,693.67:**
 - Nine South Rushford residents are delinquent on their utility bills for a total of \$1,693.67 being sent to Fillmore County to be placed on the CRV tax roles. This is more people than normal but the amount owed by each is less
 - All residents on the list have been notified multiple times of their delinquent bills
 - Any resident on the list that pays their utility bill in full by December 16, 2023 will be removed from delinquent tax role list

OTHER:

- **2024 Polling Place Resolution 2023-12-05:**
 - Every year CRV must send a resolution to Fillmore County stating where CRV elections will be held
 - All 2024 CRV elections will be held at the CRV Hall at 43038 State Highway 30, Rushford Village, MN 55971

Motion made to approve 2024 Polling Place Resolution 2023-12-05

Motion by Hart, 2nd by Link, Carried.

- **Complete Maintenance Shed Bathroom & Water Heater \$3,713.17:**
 - STS provided CRV with an email estimate of \$3,713.17 to complete the maintenance shed bathroom and install a water heater. The original estimate #3885 for \$6047.87 was to install a bathroom in the maintenance shed. Council approved the rough in portion of that estimate to be done which amounted to \$3,184.70 and was paid with invoice #11467. The email estimate to complete the bathroom is \$3,713.17 which breaks down to \$2,863.17 to finish the bathroom and \$850.00 for a 50 gallon electric water heater
 - Originally there was talk about switching the electric in floor heat on the south side of the shed to gas heat throughout the whole shed, this would have included a water heater but this part of the project was put on hold
 - Link will check with MiEnergy to get their water heater prices and to see what rebates are available
 - The max amount allowed will be the STS Plumbing email estimate of \$3,713.17 Link will be checking with MiEnergy to see what water heater costs and rebates are available through them
 - Ebner stated there will be an additional cost for Norman's Electric to wire the water heater and the switch for the fuel barrel still needs to be wired. Cost for this should be minimal

Motion made to approve the STS Plumbing email estimate in the max amount of \$3,713.17.

Motion by Hart, 2nd by Ruberg, Carried.

- **Safe Routes to School Design Assistance Grant-Letter of Support:**
 - Charles reported this is a is not really a grant but them providing engineering services. It intends to bridge the gap between safe routes to school plan strategies and implementation. They would go to 4 different sites CRV would select.
 - One of the areas would be between South Rushford and R-P Schools. They would look at the area to see what options are available and would then be able to know what would be required from the ground up like bridges, culverts etc. This information would be needed if CRV were to do a safe routes to school plan we would have an idea of what the actual costs would be. They would not provide any funding but would provide a report with their findings
 - No CRV tax payer dollars will be spent if CRV is awarded this because no action takes place other than they provide CRV with a report
 - R-P Schools provided a letter of support for the CRV application
 - Charles will be contacting Tony Chladek, City of Rushford Administrator, to ask for a letter of support and to discuss working together on future safe routes to school projects

Motion made to approve the Safe Routes to School Design Assistance Grant letter of support

Motion by Hart, 2nd by Ebner, Carried.

- **Rebecca Charles-CEDA Monthly Report:**

- Charles was very happy with the amount of surveys returned and stated the feedback from the surveys has been very helpful and there were a lot of positive comments. 23% of the surveys mailed were returned to the CRV office, this does not include those that were completed online.
- Charles continues to analyze and record the survey information. Charles will provide the Council with a report with the survey results
- Charles thanked the Council for the feedback they gave while discussing the CEDA contract. It was exactly the feedback she was looking for

- **Comp Time Carry Over:**

- If comp time is carried over from one year to the next there is an income recognition and reporting issue which is when constructive receipt would be used. This means the comp time would be reported in the year it was earned, later when the comp time is actually used the employee would receive the cash value of the benefit on a post-tax basis. This would require a lot of tracking.
- Miner reached out to other Cities. Some Cities allow comp time to carry over from year to year and other Cities to do not. To avoid comp time carry over issues, a City can require all comp time be used or paid out in the year it was accrued.
- Max comp time is 30 hours per employee per year. At this time there are 2 full-time CRV employees who would qualify for comp time but none has been accrued to this point. The year end comp time max would be 60 hours
- Ebner stated winter is the time when most overtime is accrued but now we have 3 drivers so hours should be spread out between them to lessen the overtime hours

Motion made all comp time must be used or paid out in the year it was accrued

Motion by Link, 2nd by Ruberg, Carried.

- Miner will contact Paul Ness to have the Employee Guide revised to include this revision to comp time

- **Levy/Budget Discussion:**

- Council was provided with the condensed 2024 proposed budget spreadsheet and CTAS proposed budget report
- The 2024 proposed levy was set at \$535,000.00 which is a 7% increase, the Council will need to decide at the December 19th meeting what they want the final levy to be
- As the proposed budget sits now at \$535,000.00 (7% increase), estimated receipts are \$688,671.00 and estimated expenses would be \$629,179.13 which would will leave a cushion of approximately \$59,000.00
- Items included in the 2024 proposed budget are \$20,000.00 to insulate and put tin on the north side of the maintenance shed walls, \$20,000.00 (CD) for the replacement of the Village Rd bridge
- Items removed from the 2024 proposed budget include the purchase of a new F450 pickup, Chip Sealing, tool budget lowered from \$4,000.00 to \$1,000.00, etc.
- 2024 Road Bond principal payment will be \$99,000.00 the 2025 the Road Bond principal payment will be \$62,000.00,
- 2025 budget plan is to include the purchase of a F450 pickup and chip sealing
- Miner reminded the Council a decision will need to be made regarding employee COLA/Steps. Proposed 2024 budget shows a 3% COLA increase and no step. It will need to be decided if a step will be given and what determines when a step is given. Personnel Committee will meet and make a recommendation to the Council
- Investments were sold in 2023 and put into checking. This takes away from the investments left to draw from for future projects
- In recent years there had not been money left at the end of the year to purchase CD's for future projects and equipment

OTHER UPDATES / MEETINGS:

- December 8, 2023, Friday-Miner on Vacation
- December 14, 2023, Thursday-Chiglo taking wastewater certification exam
- December 15, 2023, Friday-Miner on Vacation
- January 16, 2024, Tuesday-CRV Annual Meeting @ 7:00 pm at CRV Office-**No January 2nd Meeting**

Next Meetings: Council: December 19, 2023 & January 16, 2024 Annual Meeting @ 7:00 pm at CRV Office-

No January 2, 2024 Meeting

Zoning: December 19, 2023 @ 5:30 pm at CRV Hall Office

Motion made to Adjourn Regular Council Meeting at 7:47 pm by Hart, 2nd by Ebner. Carried