

CITY OF RUSHFORD VILLAGE AGENDA
REGULAR ANNUAL MEETING, JANUARY 16, 2024 – 7:00 PM
43038 State Hwy 30, Rushford Village, Minnesota 55971-5167

Pledge of Allegiance to the Flag

CALL TO ORDER: Mayor Dennis Overland, Council Members: Mike Ebner, Travis Link, Robert Hart, Rick Ruberg; Public Works/Maintenance Supervisor Trenten Chiglo, Planning/Zoning Administrator Jon Pettit, City Attorney Joseph O’Koren, Treasurer Judy Graham, and City Clerk Mary Miner.

AGENDA APPROVAL: Motion
Additions:

MINUTES APPROVAL: December 19, 2023 Regular Council Meeting. Motion
(Additions /Corrections?)
• Review January 17, 2023 Annual Meeting Minutes

CITIZENS /OTHERS PRESENT /WISHING TO BE HEARD: _____
• Stephanie Eggert: R-P Valley Chamber 2024 Advertising Request

CLERK’S PRESENTATION OF 2023 FINANCIAL REPORT Motion

APPOINTMENTS / DESIGNATIONS: Motion
Vice Mayor: _____ Acting Clerk: _____ Acting Treasurer: _____

REGULAR COUNCIL MTGS: 1st & 3rd Tuesdays, 7:00 PM; Special Mtgs Posted &/or Motion
Published, including adjustments for Holidays

2025 ANNUAL Meeting: Tuesday, January 21, 2025- No January 7, 2025 meeting Motion

CREDIT CARD, OFFICIAL DEPOSITORIES & SIGNATORIES: Motion

- ___ Now Account Checking (3 sign) & Safe Deposit Box (1 signs) at Rushford State Bank (RSB)
- ___ Signatures – Checking: Mayor Overland, Vice Mayor _____, 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 \$5,000.00, Clerk \$5,000.00

2024 OFFICIAL NEWSPAPER Motion
___ Support/Special Events Ads: Fire & Ambulance, Nat’l Education Week, Volunteers Motion

2024 COMMITTEES / Other appointments: (2023 Appointments are listed below) Motion

- ___ Personnel & Finance Committee: R. Hart, R. Ruberg
- ___ Equipment Committee: T. Link, M. Ebner
- ___ 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 & Equal: Fillmore County
- ___ Weed Inspectors: Travis Link, Robert Hart
- ___ Assistant Weed Inspector: Maintenance Department
- ___ Data Practices Authority: Clerk
- ___ Employee Contact: Mayor Overland or Appoint _____ to work with Clerk, Maintenance, and P/Z
- ___ Individual Sewage Treatment Systems Inspector /Feedlot Permits: Fillmore County (Blake Lea)

2024 CONTRACTS

Motion

- ___ **Insurance:** Butch Johnson Agency (10% reimb): LMCIT, Prop/Casualty, Work Comp (2% reimb)
- ___ **City Attorney:** O’Koren Law Firm LLC, Lanesboro, MN: \$130.00/hr (10/4/16), \$250/mtg max.
- ___ **City Auditor:** Engelson & Associates: approx: \$10,400.00 for 2023 Audit, \$9,800.00 for 2022 audit
- ___ **Animal Control:** Robert Brand @ \$525/quarter (\$35.00/Dog, \$15.00/Cat, \$20.00/Wild Animals)
- ___ **CEDA:** \$15,202.00-CRV Representative: Rebecca Charles
- ___ **Harter’s:** Trash Contract 3/1/2023-2/29/2028
- ___ **KLM Engineering:** (10 Year with Inspections in 2023 and 2028-\$3,000.00 Per Inspection)
- ___ **Inspire Tech:** \$40.00 Per Month-Computer Back-Up for Treasurer & Clerk Computers, Tech Support
- ___ **Vision Design:** Website \$600.00
- ___ **American Facility Services:** Hall Cleaning \$21.25 per hour
- ___ **Gundersen Health:** Drug & Alcohol Testing, Hearing Conservation Testing
- ___ **Granicus:** Open Platform Suite 2/23/24-2/22/25-iPads-Meetings \$2,308.96 (2024), \$2,199.01 (2023)
- ___ **Centralsquare/Vadim Municipal Software:** Billing System \$974.18 (2024) \$1,676.00 (2023-Water Meters)
- ___ **Minnesota Pump Works:** 3 Year Contract (2021-2023) for Yearly Lift Station Pumps Inspection \$497.00

ZONING:

Motion

- ___ 2024 Zoning & Permit Fees – **Review 2023 Chart**
- ___ 2023 Zoning Business Permits (2) \$00.00, Farm Permits (11) \$695.40, Residential Permits (61) \$3,094.03,
Public Hearings (0)\$00.00, New Home (1) Permits \$378.00, Fines (2) 500.00, No Charge (20)
- ___ **Total 2023 Zoning Permits (77) \$4,667.43**
- ___ 2023 Planning & Zoning recap-**Review Year Totals**
- ___ Confirm: (1 yr Term: Commission Members Gordon Johnson and Jesse McNamer (1/1/24-12/31/24)
(2 yr Term: Commission Members Glen Kopperud and Hamilton Petersen (1/1/24-12/31/25)
- ___ Regular Zoning Mtgs: 3rd Tuesday before 2nd Council Meeting, 5:30 PM, Rushford Village Hall-Office.
Next Meeting Tuesday, February 20, 2024

FINANCIALS –Bank Balance as of 12/31/2023: \$ 403,560.93; December Receipts \$301,393.67 (December Levy \$201,331.22, 2023 Property/Causualty Refund \$437.00, LGA \$32,549.50, Ag Credit \$5,490.72, Public Safety Aid \$34,746.00); December Disbursements: \$73,558.71; Outstanding Checks as of 12/31/2023 \$29,790.64; Estimated January Expenses \$130,000.00, Receipts \$12,000.00
Expenses as of January 15, 2024 \$115,011.25/Receipts as of January 15, 2024 \$5,379.18
CDs continue to renew at current advertised rates

Motion

NOW ACCOUNT–Rushford State Bank as of 12-31-2023: \$ 403,958.94

Motion

General Fund	<u>\$ 184,870.43</u>
MIF Repayments – Revolving Loan Fund	<u>\$ 77,459.42</u>
Water Fund	<u>\$ 88,228.43</u>
Sewer Fund	<u>\$ 13,602.20</u>
American Rescue Plan Act-2021-2023.....	<u>\$ 10,938.08</u>
2021A GO Street Reconstruct (2015A72016A)..	<u>\$ 28,860.38</u>

INVESTMENTS Summary as of 12-31-2023: \$ 572,063.90

Motion

General Fund	<u>\$ 145,822.15</u>
MIF-RLF.....	<u>\$ 233,157.81</u>
Water Repair/Replacement	<u>\$ 143,717.16</u>
Sewer Repair/Replacement.....	<u>\$ 49,366.78</u>

REPORT of OUTSTANDING INDEBTEDNESS as of January 1, 2024 \$804,511.62

Motion

General Obligations Revenue Sewer Upgrade Loan Loan, semi annual:	<u>\$ 53,804.40</u>	<u>\$ 7,998</u>
General Obligations Refunding Sewer	<u>\$ 33.22</u>	<u>\$ 0</u>
General Obligations Revenue Water Loan, semi annual payments:	<u>\$150,000.00</u>	<u>\$ 18,204</u>
2021A GO Street Reconstruction	<u>\$600,674.00</u>	<u>\$ 108,176</u>

Due 2024

MEMBERSHIPS / SUPPORT 2024:

Motion

League of MN Cities, Mayors Assoc, SEMLM, MN Rural Water, Root River Trail Towns (\$200.00), R-P Community Service Summer Rec (\$500.00), RP Valley Chamber (\$90.00), MCFOA (\$45.00)

REVIEW CRV PAY RATES and FEES - Review 2023 Rate Fee Chart

Motion

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

New Permits: None Written

Permit Status/Projects in Process/Inquiries:

a)

ROADS/WATER/SEWER:

- a) Roads/Utility Updates-Chiglo
- b) Review 2023 Goals and Priorities

2023 GOALS / PRIORITIES:

Completed/Carry Forward

- Tree Cutting-Tower Ridge
- Finish Trees-Aspen Rd
- Ditchwork on hill and top-Ridgeview Rd
- Playground Equipment Repair
- Shoulder work with retriever on multiple roads
- Clean rocks and tree limbs out of road ditches
- Put soft pad under restroom sinks to meet ADA requirements-CRV Hall
- Planning for playground entrance/surfaces to meet ADA requirements
- Fix culvert sign-Ridgeview
- Fix up cattle pass, needs new beams-Ridgeview
- 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/Install South Rushford street signs
- 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
- Use ARPA Funds for:
 - Replace water meters and outside meter readers
 - 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
- Update CRV Comprehensive Plan
- Back up pump for lift station
- Paint Inside of Community Center and Office
- Purchase wings for current plow or new wider plow for F450
- Consider trading F450 for F550
- Wash bay for large equipment
- Install Information Center Outside CRV Office
- Different CRV sign in front of Community Center
- Complete County Line Ditch Work and Place Signs
- Complete Gilbertson Rd Stream Bank Repairs

Motion to carry forward Incomplete 2023 goals/ Priorities

Motion

ADDITIONAL 2024 GOALS / PRIORITIES:

- Finish painting picnic tables

Motion to approve additional 2024 goals and priorities

Motion

OTHER:

a) 2024 Spring clean up date and time: May 4 or 11, 2024, 8:00am-12:00pm

Motion

b) 2024 Election Dates-March 5 & November Meetings

Motion

c) Review AWAIR Policy

Motion

d) Rebecca Charles CEDA Monthly Report

Motion

e) 2024 MCFOA Annual Conference 3/19-3/22- \$375.00/Room \$368.28/Mileage \$266.66

Motion

f) SEMLM Annual Meeting-January 30, 2024, 5:00-8:30 pm, Rochester

Motion

OTHER UPDATES/ MEETING:

- January 30, 2024, Tuesday, SEMLM Annual Membership Meeting-5:00 pm to 8:30 pm-Rochester

Next Meetings: **Council:** February 6 & February 20, 2024, 7:00 pm at CRV Office

Zoning: February 20, 2024, 5:30 pm at CRV Office

MOTION to Adjourn at ____ p.m., by _____, 2nd by _____