

**CITY OF RUSHFORD VILLAGE MINUTES OF December 19, 2023**  
**REGULAR COUNCIL MEETING**  
**43038 State Hwy 30, Rushford Village, Minnesota 55971-5167**

Pledge of Allegiance to the Flag

The December 19, 2023 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, Travis Link, Robert Hart and Rick Ruberg: Public Works/Maintenance Supervisor Trenten Chiglo, Planning/Zoning Administrator Jon Pettit, City Attorney Joseph O’Koren, Treasurer Judy Graham, Clerk Mary Miner

**AGENDA** was approved as presented

Motion by Ruberg, 2<sup>nd</sup> by Link, Carried.

**MINUTES** from the December 5, 2023 TNT and Regular Council Meetings were approved as presented

Motion by Ruberg, 2<sup>nd</sup> by Ebner, Carried.

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

**FINANCIALS:** As of December 15, 2023 Receipts \$2,684.10, Expenses \$24,419.35

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

Motion made to approve the Financials as presented

Motion by Hart, 2<sup>nd</sup> by Ruberg. Carried.

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

**New Permits:**

#1629- Larry & Kay Dahl-40’X40’ Utility Shed-Humble Ave

#1630-Ben & Alysha Mohs-House Remodel-Oakview Loop

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

- Ruberg reported he received a call from an Indian Chapel resident regarding concerns about new driveway that was put in between Boyums and Bernards and was apparently built over an existing terrace. The resident is concerned there is not a culvert under the driveway which could cause flooding on his property. Ruberg stated, according to this resident he and owner of the driveway talked about this and the resident thought a culvert would be installed. Ruberg looked at the site, about 1/3 of the field would drain towards the driveway and could be a possible issue. Pettit stated because this is a not a CRV road, it is a private driveway on private property and if the landowner wants to install or remove a dike on his property he can, Pettit did not feel there was anything for CRV to deal with. Pettit told the person installing the driveway to talk with Chiglo to determine if a culvert needed to be installed. Chiglo was contacted by Bernard, he went to look at where the new driveway was going to be placed. Chiglo recommended a culvert but did not feel he could force him to install a culvert because there would not be any problems with the road but if there was a big rain water could puddle up in and over the driveway, Chiglo left it up to Bernard if he wanted to install a culvert.

**ROADS/WATER/SEWER:**

- **Roads/Utilities Update:**
  - Chiglo reports STS Plumbing should be in next week to finish the maintenance shed bathroom
  - Overland stated tree trimming should be getting done now while the weather is nice
- **Plummer & Main Intersection Street Light:**
  - The resident at the corner of Plummer and Main Streets has concerns about how dark that intersection is.
  - Chiglo and Link visited the site to determine what could be done. There is a pole on the south side of Plummer next to where the parking starts for the park that has electric already attached. A LED light could be installed at no cost other than the \$10.00 monthly fee. It is not right at the intersection but could be angled towards the intersection. Link feels the location will allow enough light at the intersection
  - Installing a light right at the intersection would require a new pole and electric to be installed at an estimated cost of \$1,350.00 and would require permission from a landowner to install it on their property

- Overland stated the existing pole would probably be the best location because it is right at the edge of the park parking lot, there are ditches on the north and south sides of Plummer St and west of Main St there is a ditch and people could slide into it in the winter
- Chiglo recommends installing a LED light on the existing pole on Plummer St

**Motion** made to install a LED street light on the existing pole on the south side of Plummer to light the Plummer and Main Streets intersection **Motion** by Link, 2nd by Ruberg. Carried.

- **County Line Rd:**

- Chiglo reported fill was placed along County Line Road this summer and has had time to settle
- Chiglo reported rip rap would cost approximately \$500.00 per load and estimates it will take a maximum of 4 loads
- Plan is to have it placed yet this year

**Motion** made to approve up to \$2,000.00 for rip rap **Motion** by Ruberg, 2<sup>nd</sup> by Link, Carried.

- **Maintenance Shed Insulation and Tin:**

- \$20,000.00 is budgeted in 2024 for insulation and tin for the north side of the maintenance shed
- Chiglo reported the cost to get everything done, electrical \$13,000.00, insulation & tin \$20,000.00 and rental of an insulation blower \$135.00 for 3 days (has to be returned daily) and a lift \$390.00 for a week to put up ceiling insulation and tin, total cost would be approximately \$33,775.00 which is \$13,775.00 over the 2024 budgeted amount
- Ebner suggested just installing the insulation for now to give maintenace something to do while the wearther is nice and they don't have plowing to do. Chiglo stated tin would have to be installed on the ceiling before the blown insulation could be done. Chiglo estimates the ceiling would take about 1/3 of the tin for the project
- Getting the insulation and tin up in January and February would help protect the new concrete and help keep the floor drains from freezing. The drains will probably need to be covered or scooped out until heat is permanently installed
- Chiglo stated the electrical would all need to be removed before insulation and tin could be put up and it would all be surface mounted once the tin is installed. He stated the electrical would not need to be done right away, a flood light on an extension cord could be used for light
- Tin and insulation was quoted by Beaver Builders at \$14,924.21 which included a insulation blower rental
- Ruberg suggested checking with Derek Colbenson, Beaver Builders, to see if the cost of tin and insulation has come down and if not check with Menards for prices. Chiglo will contact Colbenson

**Motion** made to approve the installation of insulation, tin and other items for the maintenance shed up to \$20,000.00 **Motion** by Link, 2nd by Ruberg. Carried.

**OTHER:**

- **Resolution 2023-12-19-1 Adopting Sick & Safe Time (ESST) Policy:**

- Paul Ness made revisions to the Employment Reference guide as they pertain:
  - Comp Time, no carry over of comp time hours from year to year
  - Earned Sick and Safe Time (ESST) required as of January 1, 2024. ESST time will be incorporated into the PTO Chiglo, Michel and Miner already receive, no additional hours will be given above PTO they are already receiving. ESST and PTO time will be tracked seperately and will show on the employees check stub as ESST and PTO. ESST time does not get paid out when an employee leaves in good standing or retires, PTO max was left at 200 hours max for part-time and 400 hours for full-time. Employee is required to state if they want to use ESST or PTO for time off. An employee has to work 80 hours in a year to start accruing ESST. Elected or appointed officials, Council and Planning and Zoning, are not part of ESST. Any other employee would start accruing ESST at a rate of 1 hour per every 30 hours worked after they have worked 80 hours within a years time. An employee can accrue up to 48 hours per year which can be carried over from year to year with a maximum accrual of 80 hours.
  - PTO rate of accrual clarification as it pertains to ESST and PTO. ESST hours will be accrued first which means the PTO accrual will be less until the ESST hours are satisfied.

**Motion** made to approve Resolution 2023-12-19-1 and approve changes to the PTO plan as indicated on the excerpt with the clarification including the Councils policy choice about no ESST payout upon seperation, directing the City Clerk to make any appropriate final guide revisions, approve removal of section related to Sick and Safety Leave, approve changes to the Compensatory Time as indicated on excerpt and with a change to the definition of hours worked, approve the required legal notices as incorporated into the Employment guide **Motion** by Ebner, 2<sup>nd</sup> by Hart, Carried.

- **Gundersen Health 2024 Occupational Health Service Agreement:**

- CRV uses Gundersen Health Occ Health for random drug testing and hearing conservation testing
- Change for 2023 Contract is there is now a \$70.00 failed attempt charge

**Motion** to approve 2024 Gundersen Health Occupational Health Service Agreement as presented

**Motion** by Ebner, 2<sup>nd</sup> by Link, Carried.

- **2024 Employee COLA/Step:**

- Council was provided 3 step structures with information showing what a 2%, 2.5% and 3% COLA would look like
- 2024 proposed budget included a 3% COLA with no step
- Hart stated he has a better understanding of how step and grade increases should be looked at after reading the Miner email. When the Employment Reference Guide was implemented this past summer it included a nice PTO increase and because of this Hart and Ruberg do not feel a step or grade increase are needed at this time but they have not discussed COLA.
- Overland stated following Hart's lead, with the increases in the last year/year and a half and the financial situation right now he too agrees with Hart. Overland feels the Council needs to try to do something for a COLA to stay up on that
- Ebner stated the State of Minnesota employees COLA ranges from 3.5% to 5.5%. Ebner feels that would be on the high end for CRV because of what Hart had mentioned but he thinks the employees deserve a COLA. COLA was budgeted at 3%, Ebner agrees the Council has been generous in the past year and a half on stuff and everybody needs to realize that
- Link stated he agrees with the COLA that was budgeted at 3%
- Ruberg stated he agrees with what's been said but because of the wage increases over the last couple of years he does not go along with a 3% COLA increase and proposed a 2% COLA increase

**Motion** made to approve 3% COLA with no step or grade increase for 2024

**Motion** by Hart, 2<sup>nd</sup> by Link, Carried.

- **Resolution 2023-12-19 Adopting Final 2024 Levy:**

- Proposed 2024 Levy was set at \$535,000.00, a 7% increase over 2023 budget of \$500,000.00
- With the proposed budget of \$535,000.00 receipts would be \$688,671.00 and disbursements at \$629,178.13
- The proposed 2024 budget includes \$20,000.00 for the maintenance shed but chip sealing and a new F450 was removed from the budget. Overland stated there is about \$52,000.00 in CDs for roads. \$125,000.00 was the figure used for a new F450 and that would include the plow and a new sander which was removed from the budget.
- In 2025 there will be a decrease in the bond payment of \$38,288.00
- Hart had the understanding money was being put away each year into CDs for street projects, equipment, etc. but it has not been possible
- Link stated a 7% increase to the 2024 budget provides a cushion of approximately \$60,000.00 which is approximately 10% of the total budget
- Overland stated in June there will be a better idea of how things look

**Motion** made to adopt Final 2024 Levy Resolution 2023-12-19, 7% increase, in the amount of \$535,000.00

Discussion:

- Link understands the need for 7% but is trying to be conservative in his thought process yet sees the need for the cushion to not end up in the negative or taking out things like chip sealing
- Ebner stated he is not a fan of raising the levy. His issue is everytime things are put on the back burner it costs 15%-20% a year down the road and that costs CRV money too. Raising the taxes affects everyone and it is a big step but he does not want to be in a position next year to have to raise the taxes by 10%
- Ruberg stated we need to live within the budget and agrees with Ebner the levy could be less to save money now but down the road it could cost CRV more. A cushion needs to be built back up to help pay for some of the things that need to be done down the road
- Link stated if we live within the budget there could be money left for projects like chip sealing, F450, CD's

**Motion** by Hart, 2<sup>nd</sup> by Ebner, Carried.

**OTHER UPDATES / MEETINGS:**

- January 16, 2024, Tuesday-CRV Annual Meeting @ 7:00 pm at CRV Office-No January 2<sup>nd</sup> Meeting

**Next Meetings:Council:** January 16 Annual Meeting (No January 2<sup>nd</sup> Meeting) and February 6, 2024 @ 7:00 at CRV Hall Office

**Zoning:** January 16, 2024 @ 5:30 pm at CRV Hall Office

**Motion made to Adjourn** Regular Council Meeting at 7:58 pm by Hart, 2<sup>nd</sup> by Ruberg. Carried