

CITY OF RUSHFORD VILLAGE MINUTES OF DECEMBER 17, 2024
REGULAR COUNCIL MEETING
43038 State Hwy 30, Rushford Village, Minnesota 55971-5167

Pledge of Allegiance to the Flag

The December 17, 2024 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 and Clerk Mary Miner

AGENDA was approved as presented

Motion by Hart, 2nd by Ruberg, Carried.

MINUTES from the December 3, 2024 TNT and Regular Council Meeting were approved as presented

Motion by Ruberg, 2nd by Ebner, Carried.

CITIZENS/OTHERS PRESENT: Kirsten Zoellner-Fillmore County Journal

FINANCIALS: Receipts as of December 15, 2024 \$198,813.22, Expenses as of December 15, 2024 \$30,881.55
Estimated December Receipts \$265,000.00 (Tax Levy \$196,946.00/LGA \$37,608.00/HACA \$5,450.00), Estimated December Expenses \$95,000.00
CD’s renewing at current advertised rates

Motion made to approve the Financials as presented

Motion by Link, 2nd by Ruberg. Carried.

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

New Permits: None written

Permit Status/Projects in Process/Inquiries/Updates:

- Pettit did not have anything new to report. Planning and Zoning did not have a quorum so there was not a December 17th meeting

ROADS/WATER/SEWER:

- **Roads/Utilities Update:** Chiglo reported
 - Both trucks are working
 - He has been trimming trees
 - Built new shelves on the north side of the maintenance shed
 - New scale for the chemical barrel has been ordered for at the pump house
- **Fillmore County Bridge Replacement Cost:**
 - CRV portion of the cost for the Village Road bridge replacement is \$20,000.00
 - Bridge CD will not be cashed at this time, payment will be made from the General Fund
 - Ruberg stated if needed the CD could be cashed at a later date

Motion made to pay \$20,000.00 out of the General Fund

Motion by Hart, 2nd by Ruberg, Carried.

OTHER:

- **Gundersen Health 2025 Occupational Health Service Agreement:**
 - This is for quarterly random drug and alcohol testing and accident testing during normal business hours
 - Gundersen Health is no longer doing after hours drug and alcohol testing, they do not have the staff
 - Gundersen Health recommended Affirm Drug Testing for after hours drug and alcohol testing
 - 2025 Occupational Health Agreement prices remain the same as 2024 with the exception of an increase in few of the miscellaneous fees and the Hearing Conservation now is a separate agreement

Motion made to approve the Gundersen Health 2025 Occupational Health Agreement as presented

Motion by Ebner, 2nd by Hart, Carried.

- **Gundersen Health 2025 Hearing Conservation Service Agreement:**

- This program helps to monitor maintenance staff hearing in an effort to reduce hearing damage from the equipment they use

Motion made to approve the Gundersen Health 2025 Hearing Conservation Agreement as presented

Motion by Link, 2nd by Hart. Carried.

- **Affirm Drug Testing-After Hour Drug Testing:**

- Gundersen Health is short staffed and is no longer able to conduct after hours drug and alcohol testing
- Affirm Drug Testing was recommended for after hour testing which would be Monday-Friday after 5:00 pm and all day on Saturday and Sunday
- Affirm Drug Testing provided their fee schedule, there is not contract to sign

Motion made to approve Affirm Drug Testing for after hour drug/alcohol testing and the fee schedule as presented

Motion by Link, 2nd by Ebner. Carried.

- **Fillmore County VOTER Account Agreement:**

- Fillmore County has taken care of election equipment, training, absentee and mail in voting for all Fillmore County Cities at no charge
- This agreement will allow Fillmore County to receive money from the State of Minnesota to continue taking care of all election training, equipment maintenance, storage and supplies cost for CRV

Motion made to approve the Fillmore County VOTER Account Agreement as presented

Motion by Ruberg, 2nd by Ebner. Carried.

- **ESST VS PTO:**

- Earned Sick and Safe (ESST) time and PTO were keep separate in 2024. ESST hours were part of the PTO hours which required these hours to be broken down every pay period. It was not known if there would be any reports due at the end of the year that keeping them separate would be beneficial; there are not
- Miner contacted MN Department of Labor to confirm ESST and PTO hours could be combined. They stated as long as the PTO offered by CRV meets the ESST requirements they can all be rolled into one which would eliminate the need to break down the hours for every payroll. CTAS is able to calculate PTO and ESST separately but because CRV hours vary by pay period CTAS cannot be used to calculate PTO so those hours have to be manually adjusted in the CTAS program for every pay period. By combining ESST and PTO, CTAS would be able to calculate the PTO hours for each pay period
- PTO use would have to include everything ESST can be used for. CRV PTO use is already broad so this will not be a problem

Motion made to combine ESST and PTO all into PTO for ease of record keeping

Motion by Hart, 2nd by Link, Carried.

- Miner will contact Paul Ness to update the Employee Guide

- **Representative Greg Davids Letter-MN DNR Land:**

- Link spoke to Davids when Davids was at MiEnergy. Davids asked Link to have the Council send him a letter with their concerns
- Letter is in regards to the CRV land that is being purchases by the MN DNR and The Land Trust Conservatory and what those sales are doing to CRV citizens taxes and land values
- Hart suggested a few revisions to the letter

Motion made to approve the letter with recommended revisions

Motion by Hart, 2nd by Link, Carried.

- **2025 Employee COLA/Step:**

- Hart and Ruberg completed employee reviews and reported they went well
- Hart and Ruberg do not recommend a step advancement and proposed a 2.5% COLA increase for 2025
- Maximum step is 15
- Link stated if a step is not given he would be ok with a 3% COLA increase

Motion made for a recommendation of 2% COLA increase with no step

Motion by Hart, 2nd by Ruberg

Discussion:

- 2025 employee pay was budgeted for a 3% COLA increase with a step
- Overland stated a reason a step may not be given this year is because CRV is offering health insurance. Chiglo questioned if an employee who is not taking the health insurance would receive anything for not taking it, Overland stated no, they would not
- Ebner asked if there was anything in writing stating Trenten would receive step when licenses are obtained; Overland stated not written. Overland stated his understanding is steps are not meant to be given for every license, certificate, etc. completed. O'Koren recalled there was a verbal discussion about this and stated some personnel policies have benchmarks that determine when a step is given but this is not part of the CRV employee guide
- Hart stated he felt the licenses Trenten has obtained were part of what he needed to do for his job, he's glad he got them, and it's important that he did, but he does not remember that being a bartering point, but he was not in that discussion

Motion made for a recommendation of 2% COLA increase with no step

Motion by Hart, 2nd by Ruberg, Carried.

- **2024 Proposed CD Purchases:**

- Graham suggested CD's amounting to \$35,000.00 be purchased by the end of the year, Graham feels this is the bare minimum that should be purchased. Grader \$25,000, Road & Mowing Equipment \$6,000, Parks \$2,000 and Office Equipment \$2,000
- Graham stated in the past approximately \$100,000 would have been purchased. She did not feel anything had to be added to the bridge cd because CRV is paying for the new bridge out of the general fund instead of cashing the bridge cd, money is already budgeted for a new F450 so adding to the truck cd is not necessary, the road & mowing equipment (mower, tractor, skid steer, backhoe) should be putting \$12,000.00 away but because the equipment is in good shape that amount can be backed down to \$6,000.00 and office equipment is newer and in good shape so \$20,000.00 is not needed and is backed down to \$2,000.00, Parks 2,000.00 cd has been purchased every year, grader cd \$25,000.00 to start building up that fund, Graham does not feel that amount should be lowered
- Graham stated there was \$500,000.00 in checking as of 12/15/2024, approximately \$80,000.00 will be paid out by the end of 2024 leaving an estimated \$420,000.00 at the end of 2024. From January 2025 to June 1 2025 Graham estimates \$300,000.00 will be spent according to what was spent during the same time in 2024, leaving \$120,000.00. Spending \$35,000.00 on the cd's will leave an estimated cushion on \$85,000.00 before we would get into the 2025 budget
- These would be 12-month cd's. Rushford State Bank does not charge a fee is they are sold before they mature
- Road maintenance money is being set aside in the budget

Motion made to approve the purchase of CD's as presented amounting to \$35,000.00 **Motion** by Hart, 2nd by Ebner, Carried.

- **Resolution 2024-12-17 Adopting Final 2025 Levy:**

- Proposed 2025 Levy was set at \$583,150.00, a 9% increase over 2024 budget of \$535,000.00
- Graham stated CRV will have approximately \$500,000 at the start of 2025 and after January through May expenses are paid there will be approximately \$85,000 left going into June which is a good cushion
- Overland stated in the past the Council set the proposed levy high with the intentions of lowering it for the final levy
- Link stated lowering at 7% would provide a little cushion, 6% would be in the negative
- Ebner stated the in the future policing will need to be looked at, this is not budgeted for in 2025
- Ebner stated Chiglo updated the numbers for the F450 and what is budgeted is close to what will be needed

Motion made to adopt Final 2025 Levy Resolution 2024-12-17, 7% increase, in the amount of \$572,450.00

Motion by Link, 2nd by Ruberg. Carried.

- **Oath of Office-Mayor Dennis Overland, Council Members Mike Ebner & Rick Ruberg:**

- Overland-Mayor 2025-2026, Ebner and Ruberg-Council 2025-2028, took the oath of office for their newly elected terms

OTHER UPDATES / MEETINGS:

- January 7, 2024-Tuesday-No Council Meeting

Next Meetings: Council: January 21, 2025 Annual Meeting and February 4, 2025 @ 7:00 pm at CRV Hall Office

Zoning: January 21, 2025 @ 5:30 pm at CRV Hall Office

Motion made to Adjourn Regular Council Meeting at 7:43 pm by Hart, 2nd by Ruberg. Carried