

**CITY OF RUSHFORD VILLAGE MINUTES OF  
JANUARY 21, 2025 ANNUAL MEETING**  
43038 State Hwy 30, Rushford Village, Minnesota 55971-5167

Pledge of Allegiance to the Flag

The January 21, 2025 Annual Council Meeting was called to order by Mayor Dennis Overland at 7:00 p.m. in the CRV Hall Office. Council Members present: Mike Ebner, Travis Link, Robert Hart and Rick Ruberg; Public Works Maintenance Supervisor Trenten Chiglo, Planning/Zoning Administrator Jon Pettit and City Clerk Mary Miner.

Absent: City Attorney Joseph O'Koren, Treasurer Judy Graham

**AGENDA** was approved as presented

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

**MINUTES** from the December 17, 2024 Regular Council Meeting were approved as presented

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

**MINUTES** of January 16, 2024 Annual Meeting were available for review

**CITIZENS/OTHERS PRESENT:** Stephanie Eggert-RP Valley Chamber, Kirsten Zoellner-Fillmore County Journal

- **Stephanie Eggert: R-P Valley Chamber 2025 Advertising Request:**

- R-P Valley Chamber Annual Meeting is March 6, 2025, 4-6 pm at the Rushford Legion. No cost to attend this year. Last year membership was down about \$1,000.00
- Requesting \$535.40 from CRV for 2025 advertising. Big advertising push in 2025
- Advertisements are placed on various websites, magazines, travel guides, metal signs, programs/handouts, radio, etc.
- CRV, Peterson and Rushford all contribute to the R-P Valley Chamber advertising budget
- This year all the big metal informational signs located throughout the area were all redone and will be re-installed by April
- Hart questioned what CRV gets for the money and what was being done to promote the CRV businesses. Eggert assured him CRV is included in all the advertising as being part of the R-P Valley and the CRV businesses get contacted but do not always get back to her. Eggert encourages cities to use the R-P Valley website promoting their events and other information they want out to their residents. They promote Featherstone Farm on the Winona radio and does work with the Station Boutique which Eggert thought was part of Peterson
- The R-P Chamber will be promoting the Rushford EDA materials through mailings. Overland stated CRV has EDA money available for business loans also, Miner will get Eggert the information, She could get it on the flyers she is working on
- Eggert held a photo contest and received 30 pictures of the area that will be used for promoting the area. She will try to get pictures of Featherstone Farm during their harvest season to include in the promotions
- CRV will only be charged for the advertising done. Some 2024 advertising was not done so CRV did not pay out the whole amount requested for 2024
- Overland stated it is a pretty good bang for the buck

**Motion** made to approve the R-P Valley Chamber advertising request in the amount of \$535.40

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

**2024 FINANCIAL REPORT**

**Motion** made to accept the 2024 Financial Report as presented

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

**APPOINTMENTS / DESIGNATIONS:**

- 2025 Appointments/Designations: Vice Mayor: Mike Ebner, Acting Clerk: Judy Graham, Acting Treasurer: Mary Miner

**Motion** made to approve the 2025 Appointments/Designations

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

**2025 REGULAR COUNCIL MEETINGS:** Regular Council Meeting to be held the 1st & 3<sup>rd</sup> Tuesdays at 7:00 pm in the CRV Hall Office. Special Meetings will be Posted &/or Published, including adjustments for Holidays

**Motion** made to approve the 2025 Regular Council Meeting to be held the 1st & 3<sup>rd</sup> Tuesdays

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

**2026 ANNUAL MEETING: TUESDAY, JANUARY 20, 2026- NO JANUARY 6, 2026**

**Motion** made to approve the Annual Meeting to be held on January 20, 2026 (no January 6, 2026 meeting) at 7:00 pm in the CRV Hall Office

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

**2025 CREDIT CARD, OFFICIAL DEPOSITORIES & SIGNATORIES:**

- NOW Account Checking (3 sign), Safe Deposit Box (1 sign) & 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 \$5,000.00

**Motion** made to accept 2025 Signatories on accounts as listed

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

**2025 OFFICIAL NEWSPAPER:** Fillmore County Journal

- Support/Special Events Ads: Fire & Ambulance, Nat'l Education Week, Volunteers

**Motion** made to accept the Fillmore County Journal as the official 2025 CRV newspaper and 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 Link, 2nd by Ruberg. Carried.

**2025 COMMITTEES:**

- Personnel & Finance Committee: Robert Hart and Rick Ruberg
- Equipment Committee: Mike Ebner and Travis Link
- Health Officers: D. Overland, M. Ebner, Ambulance Dir, Fire Chief
- Board of Health: Winona Health, Dr. Marcoux, DDS, and Dr. Katelyn Marg, DVM
- Board of Appeal & Equalization: Fillmore County
- Weed Inspectors: Travis Link and Robert Hart
- Assistant Weed Inspectors: Maintenance Department
- Data Practices Authority: Clerk
- Employee Contact: Mayor Overland or appoint Vice Mayor Ebner to work with Clerk, Maintenance, and Planning Zoning
- Individual Sewage Treatment Systems Inspector/Feed Lots-Blake Lea (Contracted by Fillmore County)

**Motion** made to approve the 2025 committee appointments

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

**2025 CONTRACTS:**

- **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: \$10,900 for 2024 audit, \$10,400.00 for 2023 Audit
- **Animal Control**: Robert Brand @ \$750/quarter (\$35.00 Dog, pick up and keep, \$30.00-Cat, Wild Animals)
- **Economic Development**: CEDA \$15,962.00-CRV Representative: Rebecca Charles
- **Trash Contract**: Harter's Quick Clean Up 3/1/2023-2/29/2028
- **Water Tower Inspections**: KLM Engineering (10 Year with Inspections in 2023 and 2028-\$3,000.00 Per Inspection)
- **Computer Backup**: Inspire Tech- \$40.00 Per Month-Treasurer & Clerk Computers, Tech Support
- **Website**: Vision Design \$60.00 monthly
- **Hall Cleaning**: American Facility Services \$21.25 per hour
- **Drug & Alcohol Random Testing, Hearing Conservation Testing**: Gundersen Health
- **After Hours Drug & Alcohol Testing**: Affirm Drug Testing
- **Granicus**: Open Platform Suite 2/23/25-2/22/26-iPads-Meetings \$2,470.59 (2025), \$2,308.96 (2024)
- **Billing Software**: Centralsquare/Vadim Municipal Software \$993.23 (2025), \$974.18 (2024)

- **Lift Station Pump Inspections:** MN Pump Works 3 Year Contract (2024-2026) \$541.50 yearly
- **Health Insurance:** MN PEIP \$1,484.56 monthly
- **Life Insurance:** MN Life Insurance Company \$17.00 monthly
- **Short Term Disability Insurance:** Madison National Life Insurance Company \$32.80 Monthly
- **Cell Phone:** Verizon Wireless approx. \$52.15 monthly
- **Minnesota IT Services:** Cybersecurity
- **Dig Locates:** Gopher State One Call \$1.35 per ticket

**Motion** made to approve 2025 contracts as presented

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

#### PLANNING AND ZONING:

- **2024 Zoning & Permit Fees** were reviewed and fees will remain the same for 2025
  - Pettit reported the Planning and Zoning Board did not feel it was necessary to change the fee schedule at this time and recommend keeping the same fee schedule.

**Motion** made to keep the 2025 Zoning Permit Fees at the same rates as in 2024 **Motion** by Hart, 2nd by Ruberg. Carried.

- **2024 Zoning Permit Revenues:** Zoning Business Permits (4) \$285.60, Farm Permits (10) \$401.60, Residential Permits (52) \$1,498.47, Public Hearings (1) \$450.00, New Home (1) Permits \$535.20, Fines (1) 250.00, No Charge (35)  
**Total 2024 Zoning Permits (69) \$3,420.87**
  - Planning and Zoning 2024 expenses were \$7,156.69. The big difference from 2023 was the 2024 legal fees were \$2,343.00, there were a lot of things O’Koren needed to be contacted for
- **Confirmation Planning and Zoning Commission terms**
  - 1 yr Term: Commission Members Glen Kopperud and Hamilton Petersen (1/1/25-12/31/25)
  - 2 yr Term: Commission Members Gordon Johnson and Jesse McNamer (1/1/25-12/31/26)
- **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 20, 2024

**Motion** made to approve 2024 Planning and Zoning items as presented

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

**FINANCIALS:** Bank Balance as of 12/31/2024: \$448,744.84; December Receipts \$280,821.53 (December Levy \$196,946.14, 2024 Property/Casualty & Work Comp Refund \$989.00, LGA \$37,608.00, Ag Credit \$5,449.67, Aid for Streets \$3,180.00); December Disbursements: \$157,121.15; Outstanding Checks as of 12/31/2024 \$63,736.46;

Estimated January Expenses \$105,000.00, Receipts \$10,000.00

Expenses as of January 15, 2025 \$86,334.71/Receipts as of January 15, 2025 \$791.62

CDs continue to renew at current advertised rates

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

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

- **Transfer from AMRP Fund 208 Into General Fund 100:**
  - Miner stated all the AMRP money was spent in 2024, the fund balance should have been zero but it showed a balance of \$534.38
  - Miner spoke with the State Auditor Office, they advised the \$534.38 be transferred from the AMRP Fund into the General Fund. Their thought is a disbursement fund was changed but for some reason did not change properly

**Motion** made to transfer \$534.38 from the AMRP Fund 208 into the General Fund 100

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

**NOW ACCOUNT–** Rushford State Bank as of 12-31-2024: **\$ 448,744.84**

General Fund .....	<u>\$ 263,876.53</u>
MIF Repayments – Revolving Loan Fund .....	<u>\$ 77,459.42</u>
Water Fund .....	<u>\$ 93,619.03</u>
Sewer Fund .....	<u>\$ 2,205.77</u>
American Rescue Plan Act-2021-2023.....	<u>\$ 000.00</u>
2021A GO Street Reconstruct (2015A72016A)...	<u>\$ 19,684.38</u>
2024 FloodDR4797-MN.....	<u>\$ (8,100.29)</u>

- Miner Stated the 2024 Flood DR4797-MN is -\$8,100.29 because we have not received a reimbursement from FEMA. The total FEMA reimbursement should be \$7,843.11.

**Motion** to approve Now Account as presented

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

<b>INVESTMENTS (CD's) Summary as of 12-31-2024:</b>	<b>\$ 634,844.16</b>
General Fund .....	\$ 187,389.40
MIF-RLF.....	\$ 243,672.28
Water Repair/Replacement .....	\$ 152,189.47
Sewer Repair/Replacement.....	\$ 51,592.51
MCU-Sewer Non-PFA.....	\$ .50

**Motion** to approve the Investments as presented

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

**REPORT of OUTSTANDING INDEBTEDNESS as of January 1, 2025 \$682,093.52**

		<b><u>Due 2025</u></b>
General Obligations Revenue Sewer Upgrade Loan, semi-annual:	\$ 46,386.30	\$ 8,012
General Obligations Refunding Sewer	\$ 33.22	\$ 0
General Obligations Revenue Water Loan, semi-annual payments:	\$134,000.00	\$ 17,968
2021A GO Street Reconstruction	\$501,674.00	\$ 69,888

**Motion** made to approve Outstanding Indebtedness and 2025 payment obligations as presented

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

- The Outstanding indebtedness as of January 1, 2025 is the principle due for each loan
- 2025 Due amounts include both interest and principal payments due for the year

**MEMBERSHIPS / SUPPORT 2024:**

- 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)
- MCFOA (\$45.00)
- SMIF (\$500.00)

**Motion** made to approve 2025 memberships/supports as presented:

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

**RATES of PAY and RATE FEE CHART:** The 2024 Rate of Pay and Rate Fee Chart was reviewed.

- 2025 Pay rates changes included:
  - Man and Machine Cost will increase from \$100.00 per hour to \$175.00 per hour
    - Cost of operating equipment and wages are the main reason for the cost increase
    - In recent years CRV does not provide private grading, plowing, etc. services unless it is an emergency
    - A property in South Rushford has been out of compliance in regards to keeping their grass mowed, CRV has had to mow it all summer long. Council does not want to have to mow this property or any other property. For habitual offenders the Council discussed increasing the cost of mowing every time it had to be mowed (Example: first mowing \$175.00 per hour man and machine, second mowing double the cost \$350.00 per hour man and machine, third time would be \$525.00 per hour man and machine and so on). Per the ordinance the grass cannot be mowed until it is 8 inches and then a letter is sent and they have 10 days to mow, this needs to be done every time before CRV can mow it. If the land owner does not take care of it a change to the notification part of the ordinance should be looked at too so that it can be mowed on a regular basis by CRV without having to wait for it to be 8 inches long and a letter sent each time.
    - Overland stated CRV does not want to get into the lawncare business and Ordinance #7 should be revised. Miner will contact O'Koren to see what needs to be done to get the charges and change to mowing notification requirements added to grass/weeds Ordinance #7 for habitual offenders

**Motion** made to increase man and machine per hour charge to \$175.00

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

- 2.5% cost of living increase for Chiglo, Michel, Graham and Miner-Effective 1/1/2025
- Health Insurance information added for Chiglo and Miner
- 2025 IRS Business Mileage Rate \$.70
- A minimum charge of \$100.00 if a public hearing is canceled after the letters have been sent and it has been published and posted

**Motion** made approve the 2025 Rates of Pay and Rate Fee Chart as presented

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

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

**New Permits:**

#1700-Fred & Dianne Engelhart-Enclosing both ends of building-State Highway 16

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

- Pettit reported there are a few items in the works
- The Ladewig Subdivision is still in the planning stage. A completed application or plan have not been submitted, Ladewig will be consulting with the CRV Engineer

**ROADS/WATER/SEWER:**

• **Roads/Utility Updates-Chiglo reported:**

- Tree trimming is being done, worked on Deep River Road
- The quarterly water sample has been completed for the first quarter
- Because of lack of snow not much is going on with the roads, they're frozen
- Overland stated Arendahl may be looking to sell their 3-point tree trimming attachment, Chiglo will call on it

• **FEMA Project 759623-June 16-July4, 2024 Flood Event:**

- Miner reported the review is in the final stage and CRV should be getting \$7,843.11 reimbursed for the stream bank rip rap placement at the Gilbertson Road location, rip rap that was replaced and cleaning debris away from the culvert at Benson Land and the removal of trees from the roadway in various locations.
- Total cost was \$8,129.00 but only 5% of the management cost is reimbursed so the CRV reimbursement will be \$7,843.11

**Motion** made to approve the FEMA reimbursement for project 759623/DR4794-MN in the amount of \$7,843.11

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

**OTHER:**

• **2025 Spring Clean Up Date And Time:**

- 2024 Spring Clean Up recap was reviewed-2024 clean up cost CRV \$998.98, biggest CRV cost is Harter's roll-off drop off and pick up charges. Had a good turn out considering the rainy weather that day
- 2025 prices will remain the same as 2024 with the exception of mattress/box spring and tires prices which will depend on what CRV is charged to dispose of those items

**Motion** made to have the CRV spring clean up Saturday, May 3, 2025 from 8:00 am to Noon at the CRV Maintenance Shed with 2025 prices the same as 2024 prices

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

• **Jeremy Miller-Land Trust Conservatory/MN DNR Letter:**

- Letter is in regards to what land purchased by the Land Trust Conservatory and MN DNR is doing to the taxes CRV is able to collect and the land prices for residents around where the land is being sold
- The same letter was sent to Greg Davids after the December 17, 2024 council meeting. No response yet from Davids

**Motion** made to send letter to Senator Jeremy Miller

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

• **Review AWAIR Policy:**

- CRV AWAIR Policy was reviewed
- MMUA covers a lot of the safety information in the meeting throughout the year
- No changes made

**Motion** made to approve the CRV AWAIR Policy as presented

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

• **Pay Equity Report:**

- Pay Equity Report was reviewed. Information submitted was for year 2024
- Job points were updated to better fit the positions, the minimum and maximum salaries were able to be calculated using the CRV step structure

**Motion** made to approve the Pay Equity Report as presented

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

• **SEMLM Annual Meeting-January 30, 2025, 5:00-8:30 pm, Kasson:**

- Miner, Ebner and Ruberg will attend

**Motion** made to have Miner, Ebner and Ruberg attend the SEMLM meeting

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

• **2025 MCFOA Annual Conference 3/19-3/21- \$395.00/Room \$443.23/Mileage \$198.52:**

- MCFOA Annual Conference is March 19 thru March 21, 2025 in Brooklyn Center
- Miner will miss the CRV Council meeting on March 19<sup>th</sup> to travel to the conference

**Motion** made to approve Miner to attend 2025 MCFOA Conference

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

- **Review/Update 2024 Goals & Priorities:**

### **2024 Goals and Priorities:**

- General Tree Cutting-Ongoing
- Playground Equipment Repair-fix old Merry-Go-Round-Carry Forward
- General Shoulder work with retriever on multiple roads-Ongoing
- General Clean rocks and tree limbs out of road ditches-Ongoing
- Put soft pad under restroom sinks to meet ADA requirements-CRV Hall-Carry Forward
- Planning for playground entrance/surfaces to meet ADA requirements-In Process-Materials Ordered
- Fix culvert sign-Ridgeview
- Fix up cattle pass, needs new beams-Ridgeview-Chiglo reported he is not sure the problem is the cattle pass, it appears to be people are cutting the corner which is causing the problem, he will grade it to discourage people from cutting the corner
- Install culvert markers on all roads-Ongoing-Pretty much completed
- Replace faded road name signs/Install South Rushford street signs-Completed for the most part, Airport Dr sign and post needs to be replaced, Chiglo stated this is a State sign but they have not replaced it so Crv will. In South Rushford a couple posts need to be revised so two signs can be on the same post
- Clean and Inventory shop/maintenance shed-Ongoing
- Update CRV Comprehensive Plan-Rebecca Charles-CEDA, will be bring the draft for the Council to review
- Back up pump for lift station
- Purchase wings for current plow or new wider plow for F450-Remove from list, will be taken care of with the purchase of a new F450 truck
- Wash bay for large equipment-Complete-Water proof outlets were installed
- Install Information Center Outside CRV Office-Carry Forward
- Different CRV sign in front of Community Center-Carry Forward
- Complete County Line Ditch Work and Place Signs-Chiglo will determine the best signs for this area.
- Complete Gilbertson Rd Stream Bank Repairs-Completed-FEMA grant
- Finish painting picnic tables-Completed
- **Additional 2025 Goals/Priorities:**
  - Install cameras
  - Work on Ordinance pertaining to Liquor Licenses, Update Animal Ordinance, Review Sub-Division Ordinance
  - Update Emergency Management Plan-Fillmore County is updating their plan
  - Update Employee guide to include changes to ESST/PTO, Health Insurance, removal of employee agreement language
  - Clean out files
  - Organize the hall utility room

**Motion** made to carry forward 2024 incomplete goals and priorities to 2025 goals and priorities and to include the additional 2025 goals/priorities **Motion** by Hart, 2nd by Ruberg. Carried.

- Ebner reminded Chiglo he should contact Fillmore County Sentence to Serve for projects they could help with
- **Sewer Rates:**
  - Hart questioned when there should be discussion about the sewer rates
  - Miner suggested Graham should be present for that discussion
  - No action taken, will be discussed at a later date

### **OTHER UPDATES/ MEETING:**

- January 22, 2025-Wednesday-Fillmore County Water & Radon Testing at CRV Hall 3:00-6:00 pm
- January 30, 2025, Thursday, SEMLM Annual Meeting-5:00 pm to 8:30 pm-Kasson
- January 31, 2025, Friday-Vacation after noon
- March 2-3, 2025, Sunday to Monday-back Monday afternoon if needed

**Next Meetings:** **Council:** February 4 & February 18, 2025, 7:00 pm at CRV Office  
**Zoning:** February 18, 2025, 5:30 pm at CRV Office

**Motion made to Adjourn** Annual Council Meeting at 8:17 pm by Ruberg, 2<sup>nd</sup> by Link. Carried