

CITY OF RUSHFORD VILLAGE MINUTES DECEMBER 21, 2021
REGULAR COUNCIL MEETING
43038 State Hwy 30, Rushford Village, Minnesota 55971-5167

Pledge of Allegiance to the Flag

The December 21, 2021 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, Roger Knutson, 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 Hart, 2nd by Ebner, Carried.

MINUTES from December 7, 2021 Regular Council Meeting & TNT Hearing Minutes were approved as presented Motion by Knutson, 2nd by Ebner, Carried.

CITIZENS/OTHERS PRESENT: Jen Hengel-RP Valley Chamber, Wanda Hanson-Fillmore County Journal, Rebecca Charles-CEDA

•Jen Hengel-RP Chamber-2022 Advertising/ Request:

- Hengel presented the RP Valley Chamber marketing budget for 2022. The total 2022 marketing budget is \$12,968.00
- Money is used to promote the RP Valley in various advertising avenues
- The CRV portion of the total budget is \$642.83

Motion made to approve CRV portion in the amount of \$642.83 for marketing through the RP Valley Chamber Motion by Hart, 2nd by Ebner, Carried.

Motion made to approve 2022 RP Valley Chamber support in the amount of \$90.00 Motion by Hart, 2nd by Knutson, Carried.

•Rebecca Charles-CEDA Update:

- Charles has completed the CRV Comprehensive Study Survey Report draft and will send a copy to Council and Planning & Zoning to review. This information will be used to update the CRV Comprehensive Plan.
- January 7, 2022 from 10:00-11:00 am there will be a Trail Study zoom kickoff meeting with UW La Crosse.

FINANCIALS- Expenses through December 15, 2021 \$18,502.50/Receipts through December 15, 2021 \$197,396.63
Estimated December Receipts \$248,945.15 (Includes \$194,945.15 Tax Settlement) / Estimated December Expenses \$85,000.00 (Includes \$42,000.00 in CDs purchased)
CD's renewing at current advertised rates

Motion made to approve the Financials as presented Motion by Hart, 2nd by Ruberg. Carried.

- Ebner reported the new Freightliner is about 2 weeks from being delivered to Rochester
- Graham will purchase a PFA Water Fund CD this year. The money that would have went towards the other CDs will be used to help pay for the new Freightliner

•Resolution 2021-12-21-02 Final Tax Levy

- Proposed 2022 CRV tax levy was set at \$495,000.00, Approximately 3% increase over 2021 levy
- American Rescue Plan Act (ARPA) money removed from General Fund 100 and put into ARPA Fund 208
- CRV is in good shape financially and could be ok without raising th levy for 2022 but there will be additional expenses with the purchase of the Freightliner, implementation of the new pay step structure and the potential hiring of a part-time maintenance person in the spring of 2022
- Chiglo stated from the equipment side of things to think about the F450 too
- There is approximately \$100,000.00 in roads CD's and \$120,000.00 in buildings CD's that could be used for the Freightliner as long as there as no immediate plans to do anything with the buildings, these would be paid back over time
- Increasing \$10,000.00 would be an approximate increase of 2% over 2021 levy

Motion made to set the Final 2022 CRV Tax Levy at \$485,000.00, 2% Increase Motion by Knutson, 2nd by Ebner, Carried.

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

New Permits: None Written

Permit Status / Projects in Process / Inquiries

•Fillmore County Planning Commission Campground Ordinance Definition Change:

- Pettit contacted Cristal Atkins, Fillmore County Zoning Administrator, and got answers to the Planning and Zoning questions which he shared with Planning and Zoning
- Pettit stated the Fillmore County Campground definition is more restrictive than the State of MN definition and CRV should be as restrictive as Fillmore County

- Pettit brought forward a recommendation from the Planning and Zoning Board in favor of changing the CRV Campground Ordinance Definition to match Fillmore County Campground Definition

Motion made to set a public hearing date for Tuesday, February 1, 2022 at 6:45 pm for the purpose of amending the CRV Campground Ordinance Definition to match the Fillmore County Campground Ordinance definition
Motion by Ebner, 2nd by Hart, Carried.

ROADS/WATER/SEWER:

•Roads/Utilities Update-Chiglo:

- Tree clean up after December 15th storm went well
- The tractor 1,000 PTO kicks out and does not stay on, the switch on the inside where you can switch out the PTO on the tractor side of things was stuck in and did not pop out like it should when it is switched over to the 1,000 PTO shaft. This was fixed by Hammells

•Minnesota Pump Works Lift Station Inspection:

- Chiglo was present during the inspection. No problems were reported and the pumps look brand new
- Knutson suggested it would be a good idea to consider having a spare pump in case a pump goes down. Chiglo will contact MN Pump Works for a quote for a backup pump and to see if they have pumps on hand which would be available immediately in case of an emergency

•Preston Lecy-Public Works/Maint. Assistant Resignation:

- Lecy submitted his 2 week notice of resignation on December 15, 2021. His last day will be December 29, 2021.
- Lecy also farms and decided he is not able to work the 25 hours per week the CRV job requires
- Council wishes Lecy well and thanks him for his time

Motion made to accept Preston Lecy’s resignation effective December 29, 2021
Motion by Ebner, 2nd by Ruberg, Carried.

OTHER:

•Base Pay Study-Paul Ness:

- New Job Descriptions: Employees reviewed the job descriptions Ness wrote for the following positions, Clerk, Treasurer, PW Maintenance Supervisor, PW Maintenance Assistant and Seasonal Worker, employees made suggestions and reviewed the new job descriptions which is what are being presented to the Council for review. This also includes the Employment Acknowledgement Form which would be signed by Graham and any new employees going forward.

Motion made to approve the new job descriptions as presented
Motion by Ebner, 2nd by Knutson, Carried.

- Addendum to Employee Agreements: Council reviewed the proposed addendum regarding the existing employee agreements and the new job descriptions. Chiglo and Miner were made aware the new job descriptions would take the place of the old job descriptions and of Section D of the addendum “Future revisions or amendments to the job description and any other job documentation will be the exclusive right of the City and subject to its unilateral change at any time, without prior notification. Job descriptions themselves are not an employment contract or agreement and should not be considered an offer for continued employment or employment for any set duration.” Neither employee had concerns with the addendum. O’Koren suggested there should be an addendum for any changes made to the job descriptions in the future.

Motion made to approve the Addendum to Employees Agreements as presented
Motion by Knutson, 2nd by Hart, Carried.

- Internal Structure Pay Grade & Point Ranges: Proposed Internal Structure, Clerk-pay grade 7, 228 points/Treasurer-Pay grade 6, 203 Points/PW Maint. Supervisor- Pay grade 6, 213 points/PW Maint. Assistant-Pay Grade 5, 149 points. Knutson disagreed with the pay grade for the PW Maint. Supervisor, he feels this position should have the same pay grade as the Clerk position because of the supervisory duties and license requirements associated with the PW Maint. Supervisor position.

Motion made to accept the Internal Structure if the PW Maint. Supervisor position is moved from Pay Grade 6 to Pay Grade 7, the same as the Clerk
Motion by Knutson, 2nd None

Motion made to approve the Internal Structure as presented
Motion by Ebner, 2nd by Hart, Opposed Knutson, Carried.

- New Step Structure: Step Structure effective 1/1/2022 and includes a 2.5% cost of living adjustment (COLA) for 2022. Each step on the structure is set at 2% except the 1st step after minimum step is set at 2.5%. January 1 each year, not hire date is when increases would be given. Step would be made each year until step 7 then a step would be every other year but cost of living would be given every year. Ness used information from other Cities around CRV to help set the pay base. After an employee reaches the max on the step structure they could move up a pay grade or there could be other options. Ness suggested there should be yearly reviews at which time it would be determined how an employee would move on the step structure

Motion made to approve the Step Structure as presented which includes a 2.5% COLA increase for 2022

Motion by Knutson, 2nd by Ebner, Carried.

- Implementation Schedule (Placement of Employee of Step Structure): Clerk-\$25.02 (1.64% increase), Step 7/ Treasurer-\$24.07 (0.11% increase), Step 11/PW Maint. Supervisor-\$19.17 (3.76% increase), Step Minimum._Ness

suggested if an employee moves up a step within 3 months of the next step they would not move up another step at the time of the next step increase but it would be up the Council to decide at that time

Motion made to approve the Implementation Schedule as presented Motion by Hart, 2nd by Ruberg. Carried.

- Resolution 2021-12-21 Accepting Consultant's Report and Approving One or More Components of a Base Pay Plan: After reviewing all the parts of the Base Pay Study the Council accepts it

Motion made to approve Resolution 2021-12-21 Accepting Consultant's Report and Approving One or More Components of a Base Pay Plan Motion by Knutson, 2nd by Ebner, Carried.

- **Resolution 2021-12-21-01 Approving the Memorandum of Agreement (MOA) Between The State of Minnesota and Local Governments and Authorizing Participation in National Opioid Settlement**: This is to ensure CRV remains part of the opioid settlement

Motion made to approve Resolution 2021-12-21-01 Approving the Memorandum of Agreement (MOA) Between The State of Minnesota and Local Governments and Authorizing Participation in National Opioid Settlement

Motion by Knutson, 2nd by Hart, Carried.

- **MN Opioids State-Subdivision Memorandum of Agreement**: This is needed to ensure CRV remains part of the opioid settlement, CRV would not receive the money because CRV is too small. The CRV portion would go to Fillmore County to be used throughout Fillmore County

Motion made to approve MN Opioids State-Subdivision Memorandum of Agreement Motion by Knutson, 2nd by Hart, Carried.

- **2022 Granicus Proposal \$2,134.96 (2021-\$2,072.78)**: This is what the program used to send out the meeting packets

Motion made to approve 2022 Granicus proposal in the amount of \$2,134.96 Motion by Ebner, 2nd by Hart, Carried.

- **RP Valley Chamber Support \$90.00:**

- This is the yearly support for CRV to be part of the RP Valley Chamber.
- Miner asked if this should be added to the Memberships/Support on the Annual Meeting agenda which would allow annual renewal without Council approval every year. It could be decided at any annual meeting to remove an item.

Motion made to include the RP Valley Chamber yearly support to the Annual Meeting Agenda

Motion by Knutson, 2nd by Hart, Carried.

OTHER UPDATES / MEETINGS:

**Next Meetings: Council: ~~No January 4 Meeting~~- January 18, 2022 Annual Meeting & February 1, 2022 6:45 pm
Campground Definition Change Public Hearing, 7:00 pm Regular Council Meeting at 43038 State
Highway 30**

Zoning: January 18, 2022, 5:30 pm at 43038 State Highway 30

Motion made to Adjourn Regular Council Meeting at 8:20 pm by Ruberg, 2nd by Knutson. Carried