

**CITY OF RUSHFORD VILLAGE MINUTES OF
JANUARY 17, 2023 ANNUAL MEETING**
43038 State Hwy 30, Rushford Village, Minnesota 55971-5167

Pledge of Allegiance to the Flag

The January 17, 2023 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, City Attorney Joseph O'Koren, Treasurer Judy Graham and City Clerk Mary Miner.

AGENDA was approved as presented

Motion by Ruberg, 2nd by Hart. Carried.

MINUTES from the December 20, 2022 Regular Council Meeting were approved as presented

Motion by Hart 2nd by Ruberg. Carried.

MINUTES of January 18, 2022 Annual Meeting were reviewed

CITIZENS/OTHERS PRESENT: Kirsten Zoellner-Fillmore County Journal, Jen Helgel-RP Valley Chamber, Rebecca Charles-CEDA

• **Jen Hengel-RP Chamber-2023 Advertising Request:**

- R-P Valley Chamber advertises through print, digital and radio.
- rushfordpetersonvalley.com website has a list of itineraries for visitors to see and do
- Various grants are applied for to help pay for advertising. Will get some Explore Minnesota Tourism grant dollars for 2023.
- New this year will be advertising in the Bike Minnesota Magazine which comes out with the Minnesota Monthly this spring
- 2023 RP Valley Chamber advertising request for CRV is \$697.65

Motion made to approve R-P Valley Chamber advertising request from CRV in the amount of \$697.65

Motion by Hart 2nd by Ruberg. Carried.

2022 FINANCIAL REPORT

Motion made to accept the 2022 Financial Report as presented
Carried.

Motion by Link, 2nd by Ebner.

APPOINTMENTS / DESIGNATIONS:

- Vice Mayor: Mike Ebner, Acting Clerk: Judy Graham, Acting Treasurer: Mary Miner
- Hart stated he felt it is important Vice Mayor Ebner and Mayor Overland communicate often regarding CRV business. Overland and Ebner assured Hart they communicate often

Motion made to accept the 2023 Appointments & Designations:

Motion by Ruberg, 2nd by Link. Carried.

2023 REGULAR COUNCIL MEETINGS: Regular Council Meeting to be held the 1st & 3rd Tuesdays at 7:00 pm in the CRV Hall Office. Special Meeting will be Posted &/or Published, including adjustments for Holidays

Motion made to approve the 2023 Regular Council Meeting to be held the 1st & 3rd Tuesdays at 7:00 pm in the CRV Hall Office

Motion by Hart, 2nd by Ruberg. Carried.

Motion made the 2024 Annual Meeting will be Tuesday, January 16, 2024 at 7:00 pm in the CRV Hall Office.

There will not be a meeting on Tuesday, January 2, 2024

Motion by Hart, 2nd by Ebner. Carried.

2023 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 2023 signatures on the accounts as listed:

Motion by Hart, 2nd by Link. Carried.

2023 OFFICIAL NEWSPAPER:

Motion made to approve the Fillmore County Journal as the official CRV 2023 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 Ruberg, 2nd by Ebner. Carried.

2023 COMMITTEES:

- Personnel Committee: Robert Hart and Rick Ruberg
- 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. Taggart, 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 to work with Clerk, Maintenance, and Planning Zoning
- Individual Sewage Treatment Systems Inspector-Blake Lea (Contracted by Fillmore County)
- Feedlot Permits-Anne Koliha-Fillmore County

Motion made to approve the 2023 committee appointments

Motion by Hart, 2nd by Ruberg. Carried.

2023 CONTRACTS:

- Insurance- Butch Johnson Agency (10% reimbursement): LMCIT, Property/Casualty, W/Comp (2% reimbursement)
- City Attorney: O’Koren Law Office LLC, Lanesboro, MN: \$130.00/hr (10/4/16), \$250/mtg maximum
- City Auditor: Engelson & Associates: approx: \$9,000.00 for 2021 Audit, 2020 Audit was \$8,250
- Animal Control: Robert Brand @ \$525.00/quarter (\$35.00/Dog, \$15.00/Cat, \$20.00/Wild Animal)
- CEDA: \$13,370.00-CRV Representative, Rebecca Charles
- Harter’s: Contracted from 3/1/2020-2/29/2023
- Klm Engineering: Water Tower-10 Year Contract with Inspections in 2023 & 2028-\$3,000.00 per inspection
- Inspire Tech: \$40.00 per month for computer back-up, tech support
- Govoffice: Website \$570.00
- Granicus: Open Platform Suite-iPads, meetings \$2,134.96
- Gundersen Health: Drug & Alcohol testing
- Minnesota Pump Works: 3 year contract, 2021-2023, yearly lift station inspection \$497.00
- Centralsquare/Vadim Municipal Software: Billing System \$735.71

Motion made to approve 2023 contracts as presented

Motion by Hart, 2nd by Ebner. Carried.

2023 PLANNING AND ZONING:

- **2022 Zoning & Permit Fees** were reviewed and will remain the same for 2023
- **2022 Zoning Permit Revenues:** Business Permits (1) \$00.00, Farm Permits (8) \$288.50, Residential Permits (54) \$2,202.80, Public Hearings (0)\$00.00, New Home (3) Permits \$1,217.50, Fines (1) \$250.00, No Charge (25) **Total 2022 Zoning Permits (66) \$3,958.80**
 - There is a deficit of less than \$1,000.00 between money taken in for permits and money spent (wages, attorney fees, newspaper publication fees)
 - Pettit reported the Planning and Zoning Board did not feel it was necessary to change the fee schedule at this time. CRV Council agrees
- **Confirmation Planning and Zoning Commission terms**
 - 1 Year Terms: Commission Members Glen Kopperud and Hamilton Petersen (1/1/23-12/31/23)
 - 2 Year Terms: Commission Member Gordon Johnson (1/1/23-12/31/24)
 - Pettit recommended Jesse McNamer be appointed to the Planning and Zoning Board to replace Travis Link who was elected to the CRV Council
- **Planning and Zoning Commission Meeting** will take place on the 3rd Tuesday before the 2nd Council meeting of the month at 5:30 pm in the City of Rushford Village Hall-Office. Next meeting is February 21, 2023

Motion made to approve appointment of Jesse McNamer and all other Planning and Zoning items as presented

Motion by Hart, 2nd by Ruberg.

Carried.

FINANCIALS: Bank Balance as of 12/31/2022: \$ 342,890.97; December Receipts \$252,441.86 (December Levy \$196,587.48, 2021 Property/Causualty Refund \$1,474.00, LGA \$29,772.50, Ag Credit \$5,465.49); December Disbursements: \$127,863.58; Outstanding Checks as of 12/31/2022 \$72,076.73; Estimated January Expenses \$230,000.00, Receipts \$115,740.00; Expenses as of January 15, 2023 \$210,672.42/Receipts as of January 15, 2023 \$105,401.62
CDs continue to renew at current advertised rates

Motion made to approve the Financials as presented

Motion by Ruberg, 2nd by Hart. Carried.

- Ruberg had questions about how to look at the checkbook balances. If the general fund has a negative balance does that mean CRV is overdrawn? No, all the funds listed under the NOW Account make up the checkbook balance, if one fund is in the red the other funds cover that fund. CRV receives levy money from Fillmore County in December and June of each year and the goal is to have money left in checking when these monies are received, if for some reason there would not be money enough to get to the next Fillmore County payment then CD's would be sold so the checkbook balance would not get overdrawn.
- Hart inquired about consolidating CD's and setting up a money market account instead of having the CD's
- Graham stated she spoke to Chiglo at the Rushford State Bank and was told CRV could combine CD's for each fund, reducing the total number of CD's from about 40 to about 10, without having to pay any fees, the interest rate would be the highest by day, Graham would like to combine the CD's February 1st so they would all be due at the same time, any additions to the CD would be done February 1st going forward and there would not be a charge for early withdrawals of any CD
- Graham stated a money market account would still require separate accounts for each fund (water, sewer, equipment, buildings, etc.) Graham stated Chiglo did not think there would be a problem with a money market account but it didn't seem to fit the rules of the CRV finance bookkeeping
- Graham is not sure how a money market account would fit with the CTAS format

NOW ACCOUNT– Rushford State Bank as of 12-31-2022: \$ 342,890.97

General Fund	\$ 78,259.11
MIF Repayments – Revolving Loan Fund	\$ 90,411.61
Water Fund	\$ 84,554.15
Sewer Fund	\$ (6,071.54)
American Rescue Plan Act-2021-2023.....	\$ 67,749.95
2021A GO Street Reconstruct (2015A72016A)..	\$ 27,987.69

Motion to approve Now Account as presented

Motion by Hart, 2nd by Link. Carried.

- Hart questioned why the sewer fund has a negative balance and suggested moving money from a sewer CD into checking so the sewer fund would show a positive balance. The reason for the negative balance are the repairs that have been made over the last couple of years to the lift station (new pumps, control panel, etc.). Each year the deficit in check is less, this year the deficit \$1,300.00 less that last year, and should continue to improve as long as sewer repairs are not needed. There are \$97,930.76 in sewer CD's so overall the sewer fund has money and Graham does not feel there is a need to increase rates at this time. Graham compared sewer and water rates from Lanesboro which showed CRV was higher in some areas and lower in other areas.
- Hart agrees it is good to have the money in CD's but feels it is bad see a negative sewer balance in checking when money could be taken from a sewer CD to make the sewer checking account positive.

INVESTMENTS (CD's) Summary as of 12-31-2022: \$ 750,288.43

General Fund	\$ 311,766.89
MIF-RLF.....	\$ 226,168.19
Water Repair/Replacement	\$ 114,422.59
Sewer Repair/Replacement.....	\$ 97,930.76

Motion to approve the Investments as presented

Motion by Ruberg, 2nd by Hart. Carried.

REPORT of OUTSTANDING INDEBTEDNESS as of January 1, 2023 \$927,571.82

		<u>Due 2023</u>
General Obligations Revenue Sewer Upgrade Loan Loan, semi annual:	\$ 61,128.60	\$ 7,983
General Obligations Refunding Sewer	\$ 33.22	\$ 0
General Obligations Revenue Water Loan, semi annual payments:	\$166,000.00	\$ 18,439
2021A GO Street Reconstruction	\$700,410.00	\$ 104,720

Motion made to approve Outstanding Indebtedness and 2023 payment obligations as presented

Motion by Hart, 2nd by Ruberg. Carried.

- The Outstanding indebtedness as of January 1, 2023 is the principle due for each loan
- 2023 Due amounts include both interest and principal payments due for the year

MEMBERSHIPS / SUPPORT 2023:

- 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)

Motion made to approve 2023 memberships as presented:

Motion by Hart, 2nd by Ruberg. Carried.

RATES of PAY and RATE FEE CHART: The 2023 Rate of Pay and Rate Fee Chart was reviewed.

- 2023 Pay rates changes included:
 - 3% cost of living increase increase for Chiglo, Michel, Graham and Miner-Effective 1/1/2023
 - Increased per meeting pay for Council-\$75.00, Mayor \$85.00 and Planning & Zoning \$50.00-Effective 1/1/2023
 - Planning & Zoning hourly pay rate increased from \$10.00 to \$15.00 per hour-Effective 1/1/2023
 - 2023 IRS Mileage 65.5
 - Community Center rates increased from \$35.00 to \$50.00 for half day and \$50.00 to \$100.00 for full day with damage deposit increasing from \$50.00 to \$100.00

Motion made approve the 2023 Rates of Pay and Rate Fee Chart as presented **Motion** by Ruberg, 2nd by Ebner. Carried.

PLANNING/ZONING: New Permits/Inquiries/Updates:

New Permits:

- #1557-Tyler Eide-New Kitchen Cabinets & Flooring-State Highway 43 S
- #1558-Joshua Rasmussen-New Garage-Laura Ln
- #1559-Craig Jonsgaard-Replace Carpet & Wall Repair-Main St

Permit Status/Projects in Process/Inquiries:

- Pettit reported Planning and Zoning have been in contact with Corey Geyer regarding 2 structures he placed on parcel 05.0195.030, third lot in Travis Eide subdivision.
 - A permit application was approved for a 12'x20' shed but because is was placed without a permit a \$250.00 late fee was charged and the permit cost was doubled
 - The permit applications for the 12'x36' man shed and shed-house cannot be written until a sewer permit is granted by Fillmore County. A \$250.00 late fee was charged for the dwelling that was placed without a permit

ROADS/WATER/SEWER:

- **Roads/Utility Updates-Chiglo:**
 - County Line was a big project worked on this past year along with many items on the 2022 goals and priorities list
- **Review 2022 Goals and Priorities:**
 - Tree Cutting-Tower Ridge-Carry Forward
 - Finish Trees-Aspen Rd-Carry Forward
 - Shoulder Rock-Cooperative Way-Completed
 - Ditchwork on hill-Ridgeview Rd-Carry Forward (Ditchwork on top of hill completed)
 - Playground Equipment Repair-Carry Forward
 - Shoulder work with retriever on multiple roads-Carry Forward
 - Clean rocks and tree limbs out or road ditches-Carry Forward
 - Pour concrete pad for trash can on Cooperative Way-Completed
 - Put soft pad under restroom sinks to meet ADA requirements-CRV Hall-Carry Forward
 - Planning for playground entrance/surfaces to meet ADA requirements-Carry Forward

- Fix culvert sign-Ridgeview-Carry Forward
- Fix up cattle pass, needs new beams-Ridgeview-Carry Forward
- Fix water meter wires/install new meter readers-approximately 12 need to be repaired/replaced-Carry Forward
- Install culvert marker on all roads-Carry Forward
- Replace faded road name signs-Completed
- Move digital speed sign to various locations-Completed
- Install water line to maintenance shed-Carry Forward
- Clean and Inventory shop/maintenance shed-In Progress-Carry Forward
- Install flameable cabinets in maintenance shed-Carry Forward
- Install 2 overhead garage doors on sand/salt shed-Carry Forward
- Use ARPA Funds for:
 - Replacing Furnace and Air Conditioner-Completed
 - Replace water meters and outside meter readers-In progress-Carry Forward
 - Purchase generator for hall and shop-Carry Forward
 - Purchase pressure washer to sanitize playground equipment-Carry Forward
 - Purchase Machine to sanitize community center-Carry Forward
 - Purchase OWL for online meetings-Carry Forward
 - Replace cloth chairs in community center-Carry Forward
- Write Personnel Manual-In progress-Carry Forward
- Write AWAIR Program-Completed
- Update CRV Comprehensive Plan-In progress (CEDA)-Carry Forward
- Back up pump for lift station-Carry Forward
- Paint Inside of Community Center and Office-In progress-Carry Forward
- Purchase wings for current plow or new wider plow for F450-Carry Forward
- Consider trading F450 for F550-Carry Forward
- Wash bay for large equipment-Carry Forward
- Hire part-time maintenance employee-Completed

Motion made to carry forward 2022 incomplete goals and priorities to 2023 goals and priorities

Motion by Hart, 2nd by Ruberg. Carried.

• **Additional 2023 Goals / Priorities**

- Install Information Center Outside CRV Office
- Different CRV sign in front of Community Center
- Complete County Line Ditch Work and Place Signs-Plan is to place rip rap in the spring
- Complete Gilbertson Rd Stream Bank Repairs
 - Chiglo will contact MN DNR about repairs and to determine if the creek is considered an active trout stream and see what funds may be available from other organizations (Trout Unlimited, etc.) to help pay for the repairs. Length of repair needed along Gilbertson road is about 20 feet

Motion made to approve additional 2023 goals and priorities

Motion by Hart, 2nd by Ruberg. Carried.

OTHER:

• **2023 Spring Clean Up Date And Time:**

- 2022 Spring Clean Up recap was reviewed

Motion made to have the CRV spring clean up Saturday, May 6, 2023 from 8:00 am to Noon at the CRV Maintenance Shed

Motion by Hart, 2nd by Ruberg. Carried.

• **CRV Cell Phone Plan vs. Employee Cell Phone Reimbursement:**

- CRV currently pays Trenten Chiglo, Jeff Michel, Kyle Chiglo and Mary Miner each \$30.00 monthly for the use of their personal cell phones
- Phone would be direct line to maintenance department. This would require a maintenance person to be on call and to carry the CRV phone at all times.
- For security and documentation it would be beneficial for CRV to have it's own cell phone account
- Verizon offers a one phone line plan that would be approximately \$50.00-\$52.00 per month which includes unlimited everything and backup services. This plan would meet security and documentaion needs
- There are 6 free phones to pick from
- Reimbursement for personal cells phones will be discontinued
- Pettit did not feel it was necessary to have a CRV Planning and Zoning cell phone or to reimburse him for his cell phone because using his cell phone for CRV business does not add a cost to his cell phone bill
- Miner has the office phone to use or can email instead of text messages to the maintenace department
- Verizon will also be the cellular carrier the remote water meter system

Motion made to set up an account for 1 cell phone line with Verizon

Motion by Hart, 2nd by Link. Carried.

- **Community Center Rental Agreement Revised:**

- The main final revisions to the community center application, agreement and rules/regulations include anyone serving alcohol will be required to submit the rental application at least 30 days prior to the rental and insurance is required to be purchases through the League of Minnesota Cities
- Miner would be able to approve all rentals, Council approval would not be needed for any rental unless Miner felt it was necessary

Motion made to approve the final revisions to the community center application, agreement and rule/regulations as presented **Motion** by Link, 2nd by Ebner. Carried.

- Anyone who has already submitted a rental agreement for 2023 does not need to fill out the new agreement but they will be required to sign the hold harmless agreement. If alcohol is going to be served they will need to complete the new rental application and agreement and would be required to purchase insurance through the League of Minnesota Cities

- **Rebecca Charles CEDA Monthly Report:**

- The Trail Study has been completed by the UW LaCrosse students and the final report will be sent to the Council. Once the final report has been reviewed it will be put on the CRV website
- CRV has all the maps that were used for the trail study, they are at the CRV office storage room
- Charles will remain in contact with the various clubs in the area and share the trail study findings with them
- The CRV Annual CEDA report will be presented during the February meeting
- 2023 Goals: Complete the CRV Comp Plan, park updates, community marketing, work with local groups with their trail plans and offer support with information from CRV Trail Study, maintenance shed update, expansion of hall parking area, work with Rushford on safe routes to school, a planning grant will need to be applied for which Rushford has not done in the past. The planning grant would provide about \$30,000.00 and assistance to figure out the best routes to school, once the planning grant has been awarded and the process has been completed then the actual safe routes to school grant would help with the connections from the various subdivisions into Rushford and the School
- Research and apply for grants for safe routes to school (work with Rushford), maintenance shed updates, removal of old sand shed, expand current hall parking area to be a trail head for multiple trails in the area

Motion made to approve CEDA monthly report and 2023 Goals as presented **Motion** by Hart, 2nd by Ruberg. Carried.

OTHER UPDATES/ MEETING:

- January 31, 2023, Tuesday, SEMLM Annual Membership Meeting-5:00 pm to 8:30 pm-Kasson American Legion
 - Overland, Ebner, Graham and Miner will attend
- April 17-21, 2023-CRV Local Board of Appeal & Equalization Open Book at Fillmore County Assessor's Office

Next Meetings: Council: February 7 & February 21, 2023, 7:00 pm at CRV Office

Zoning: February 21, 2023, 5:30 pm at CRV Office

Motion made to Adjourn Annual Council Meeting at 8:23 pm by Hart, 2nd by Ruberg. Carried