

CITY OF RUSHFORD VILLAGE MINUTES OF APRIL 4, 2023
REGULAR COUNCIL MEETING
43038 State Hwy 30, Rushford Village, Minnesota 55971-5167

Pledge of Allegiance to the Flag

The April 4, 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; Planning/Zoning Administrator Jon Pettit, City Attorney Joseph O’Koren, Treasurer Judy Graham and Clerk Mary Miner .

Absent: Public Works/Maintenance Supervisor Trenten Chiglo

AGENDA was approved as presented

Motion by Hart, 2nd by Ebner, Carried.

MINUTES from the March 21, 2023 Regular Council Meeting were approved as presented

Motion by Hart, 2nd by Link, Carried.

CITIZENS/OTHERS PRESENT: Joel Graves-Croell, Kirsten Zoellner-Fillmore County Journal, Rebecca Charles-CEDA

- Joel Graves-Croell-Graves introduced himself as the new plant manager for the Rushford Village Croell Plant.
 - Graves would have liked the opportunity to bid the concrete for the maintenance shed remodel and stated Croell would match the estimate from Modern
 - Graves was told he needs to contact Robin Rislove regarding the maintenance shed project concrete

FINANCIALS March Expenses \$60,058.56, March Receipts \$9,352.44, Outstanding Checks as of 3/31/2023 \$19,813.56,
Bank Balance as of 3/31/2023 \$80,950.55
Estimated April Receipts \$11,000.00/Estimated April Expenses \$35,000.00
CD’s renewing at current advertised rates

Motion made to approve the Financials as presented

Motion by Ruberg, 2nd by Hart. Carried.

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

New Permits:

#1567-Lisa Meyer-New Windows-Goodrich St

Permit Status / Projects in Process / Inquiries:

- Pettit reported he is getting more inquiries but has nothing new to report at this time

ROADS/WATER/SEWER:

• **Roads/Utilities Update:**

- Ebner reported Chiglo temporarily repaired a hole on Airport Rd. It appears the culvert may have separated, Chiglo will not know until he investigates further

• **Spring Road Tour Date:**

- The focus will be on the gravel roads. Aspen, Airport, Ridgeview, County Line, Tower Ridge and others

Motion made to set the spring road tour date at Tuesday, May 2, 2023 at 5:30 pm

Motion by Hart, 2nd by Ruberg, Carried.

• **Maintenance Shed Estimates:**

- Ebner reported CRV has to have a licensed contractor, Wayne Rye is not a licensed contractor and will not be working on the maintenance shed project. Nothing will be done at this time to find a licensed general contractor
- Ebner stated because the project is over the \$90,000.00 budget, he has 4 options for the Council to consider
 - Option 1: Do not convert the infloor heat from electric to gas and not do the bathroom. Approximate estimate \$115,200.00
 - Option 2: Do all the concrete work including outside aprons-R & R Construction, Beaver Builder (Estimate 79095) concrete supplies, STS installation of shop holding tank & drain (Estimate 3906), bathroom holding tank (Estimate 3886), install bathroom in shop (Estimate 3885-plumbing only, no fixtures), Beaver Builder’s (Estimate 79095) material to move the fuel barrel. Does not include insulation, wash bay, radiant tube heater or anything on Norman’s Electric estimate. Approximate estimate \$53,120.00
 - Option 3: Do not convert the infloor heat from electric to gas, remove Wayne Rye estimate and have CRV maintenance do the inside work (insulating, putting up steel walls). Approximate estimate \$105,000.00
 - Option 4: Cancel the project-Council does not feel this is an option

- Ebner stated the R & R Construction and STS Plumbing estimates could be less if CRV maintenance are able to help with skidsteer and backhoe work
- Inside work (insulating, putting up steel walls) could potentially be done by CRV maintenance when they have time if this is allowed or an ad could be placed for a licensed general contractor for labor only to finish inside work
- Norman’s Electric would need to complete the wiring before the walls are put up
- Waiting to complete the whole project could result in higher costs in 2024 but could potentially allow for more to be budgeted in 2024
- Council would like to see the project move forward as proposed in option #2 and see where the budget is as once that scope of the project is done to see what is left of the \$90,000.00 budget

Motion made to approve option 2 estimated at \$53,120.00

Motion by Hart, 2nd by Ruberg, Carried.

- Ebner and Miner will call STS Plumbing and R&R Construction from the CRV office Thursday to let them know what was approved

OTHER:

• **Employee Guide Review:**

- Hart, Knutson and Miner completed a draft of the employee manual provided by Paul Ness. Changes made listed below:
- Hart stated Knutson provided information regarding the Rushford benefit plan, the CRV employee guide is structured similar to that program as it relates to vacation and sick leave
- Because CRV is so small, multiple places were changed from the Clerk or Supervisor making certain decisions to the Personnel Committee, Council or Mayor making those decisions
- Employee safety clothing allowance: Each maintenance person will be allotted up to \$300.00 per year to purchase high visibility clothing, boots, jackets, pants, etc. CRV will furnish PPE. Employees must have high visibility clothing on at all times while at work.
- Fire/EMS volunteers: Knutson felt CRV is too small to allow an employee to be gone for fire or EMS emergencies and the employee should not have to decide if what they are doing at CRV is more or less important than an emergency call that comes in. An employee could potentially be away from work for a significant amount of time for emergency calls. O’Koren stated language needs to be clear as to what situations an employee could leave for an emergency call. Council would like Ness to come up with language stating a CRV employee would be able to be a volunteer but CRV emergencies supercede other emergencies. An employee would get paid for hours they are at an emergency up to 8 hours per day. An employee on an emergency call would be under fire/EMS work comp not CRV
- \$50,000.00 basic life insurance for both full-time and part-time employees. Yearly cost at this time \$306.00
- Legal Holidays: Juneteenth was added as a legal holiday bringing the total to 10 holidays per year
- Current sick and holiday is 96 hours per year, no carry over
- Vacation: 10 days at 8 hours per holiday, 80 hours per year for full-time, 10 days at 5 hours per holiday, 50 hours per year for part-time
- Sick leave: Sick leave is accrued at 8 hours per month, 96 hours per year for full-time and 5 hours per month, 60 hours per year for part-time. No max but at the time of retirement or leaving in good standing the pay out cap would be 200 hours for full-time and 100 hours for part-time. Employee has to work at least 20 hours per week to qualify, temporary or seasonal employees would not qualify
- PTO: Council is considering combining vacation and sick. They would like Ness to figure out how that would look and see if it would be possible to have the sick part tiered so the longer an employee is with CRV the more sick time they would accrue, like vacation does already. Max allowed and end of service pay out would have to be revised if PTO is used. If kept separate vacation is capped at 4 weeks, 2 weeks can be carried over to the next year. End of service vacation is 100% payout for those retiring/leaving in good standing. Benefit of PTO is flexibility
- Current employee contracts are “just cause”, employee manual is “at will”. Each employee will have to decide if they want to go with their current contract or the employee guide
- Funeral leave reduced to 3 days for immediate family and 1 day for extended family
- Class A license with air brake endorsement: For a new employee that is required to have a Class A w/air brake endorsement to do their job and needs to acquire it, CRV will pay for the schooling. The Employee Guide explains how the cost of the schooling would be reimbursed to CRV if the employee leaves within 4 years of obtaining the license. Would CRV pay the employee while they are at school and for a motel if needed?
- Final draft will be sent to Paul Ness for review and suggestions on fire/EMS and PTO.
- Miner would like to see the employee guide approved and effective asap with the stipulation the basic life insurance, holiday, sick and vacation, (PTO if sick and vacation are combined) or any other monetary part does not go into affect until 1/1/2024 when it can be included in the 2024 budget.

Motion made to incorporate all changes discussed and to send it to Paul Ness for review

Motion by Link, 2nd by Hart. Carried.

- **Vacation Carry Over:** Current vacation carry over allowed is 40 hours from previous year but it has to be used by May 1st.

Motion made to remove the May 1st deadline to use carry over vacation by

Motion by Ebner, 2nd by Link, Carried.

• **Rebecca Charles-Maintenance Shed Grant Update:**

- Charles reported the OSHA workplace safety consultation grant has a cap of \$10,000.00. She was not able to find another City that had used this grant.
- Council reviewed the information provided regarding the grant and decided to not move forward with an application
- Charles stated in the spring there are always other grants that become available, she will be watching for any CRV may be able to apply for
- Charles will continue working on the Comprehensive Plan

• **SEMLM Meeting- Transportation Support Letters:**

- Hart, Ruberg, Graham and Miner attended the spring SEMLM meeting
- SEMLM asked Cities to send letters of support for SF3087 Amendment for fund a TMO Study for SE MN to Representative Gred Davids and Senator Jeremy Miller
- This would be for funds of \$350,000.00 for a transportation study to see what is needed to help get people in and out of communities for work, appointments, shopping, etc.

Motion made to send letters of support to Representative Davids and Senator Miller

Motion by Hart, 2nd by Ruberg, Carried.

• **2022 Spring Clean-Up Recap:**

- Council reviewed the 2022 spring clean up recap. 2022 receipts \$897.00, 2022 expenses \$1,824.52=\$-927.51
- 2023 spring clean up is May 6th from 8:00 am to Noon at the CRV maintenance shed
- Harter's 40 yard roll-off delivery increased from \$290.00 to \$305.00 and pull charges increased from \$320.00 to \$336.00. Mattress and box spring prices will depend on what Harter's charges CRV
- Rates have not been increased for many years. CRV does not intend to make money but does need to cut loses
- Discussed increasing truck size rates for small from \$15.00 to \$20.00, medium from \$25.00 to \$30.00, large from \$35.00 to \$40.00

Motion made to increase the truck size rates for small from \$15.00 to \$20.00, medium from \$25.00 to \$30.00, large from \$35.00 to \$40.00 **Motion** by Hart, 2nd by Ebner, Carried.

OTHER UPDATES / MEETINGS:

- April 17-21, 2023-CRV Local Board of Appeal & Equalization Open Book at Fillmore County Assessor's Office
- May 6, 2023-Spring Clean-Up 8:00 am to Noon-CRV Maintenance Shed
- July 17-28, 2023-Miner on vacation

Next Meetings: Council: April 18 and May 2, 2023 Road Tour @ 5:30 Regular Council Meeting @ 7:00 pm at CRV Hall Office

Zoning: April 18, 2023 @ 5:30 pm at CRV Hall Office

Motion made to Adjourn Regular Council Meeting at 8:46 pm by Ruberg, 2nd by Link. Carried