

**CITY OF RUSHFORD VILLAGE MINUTES OF  
JANUARY 16, 2024 ANNUAL MEETING**  
43038 State Hwy 30, Rushford Village, Minnesota 55971-5167

Pledge of Allegiance to the Flag

The January 16, 2024 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 Hart, 2nd by Ruberg. Carried.

**MINUTES** from the December 19, 2023 Regular Council Meeting were approved as presented **Motion** by Link, 2nd by Ebner. Carried.

**MINUTES** of January 17, 2023 Annual Meeting were available for review

**CITIZENS/OTHERS PRESENT:** Kirsten Zoellner-Fillmore County Journal

- Stephanie Eggert: R-P Valley Chamber 2024 Advertising Request-Stephanie was ill and did not attend the meeting

**2023 FINANCIAL REPORT**

**Motion** made to accept the 2023 Financial Report as presented **Motion** by Hart, 2nd by Link. Carried.

**APPOINTMENTS / DESIGNATIONS:**

- 2024 Appointments/Designations: Vice Mayor: Mike Ebner, Acting Clerk: Judy Graham, Acting Treasurer: Mary Miner

**Motion** made to approve the 2024 Appointments/Designations **Motion** by Hart, 2nd by Link. Carried.

**2024 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  
2025 Annual Meeting: Tuesday, January 21, 2025- No January 7, 2025

**Motion** made to approve the 2024 Regular Council Meeting to be held the 1st & 3<sup>rd</sup> Tuesdays and the 2025 Annual Meeting on January 21, 2025 (no January 7, 2025 meeting) at 7:00 pm in the CRV Hall Office **Motion** by Hart, 2nd by Ruberg. Carried.

**2024 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
- **2024 OFFICIAL NEWSPAPER:** Fillmore County Journal
- Support/Special Events Ads: Fire & Ambulance, Nat’l Education Week, Volunteers

**Motion** made to accept 2024 signatures on the accounts as listed and the Fillmore County Journal as the official 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 Hart, 2nd by Ebner. Carried.

**2024 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. 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/Feed Lots-Blake Lea (Contracted by Fillmore County)

**Motion** made to approve the 2024 committee appointments

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

**2024 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: \$10,400.00 for 2023 Audit, \$9,800.00 for 2022 audit
- Animal Control: Robert Brand @ \$525.00/quarter (\$35.00/Dog, \$15.00/Cat, \$20.00/Wild Animal)
- CEDA: \$15,202.00-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
- Vision Design Website: \$600.00
- American Facility Services: Hall Cleaning \$21.25 per hour
- Gundersen Health: Drug & Alcohol Testing, Hearing Conservation Testing
- Granicus: Open Platform Suite 2/23/24-2/22/25-iPads-Meetings \$2,308.96 (2024), \$2,199.01 (2023)
- Centralsquare/Vadim Municipal Software: Billing System \$974.18 (2024) \$1,676.00 (2023-Water Meters)
- Minnesota Pump Works: 3 Year Contract (2024-2026) for Yearly Lift Station Pumps Inspection \$541.50

**Motion** made to approve 2024 contracts as presented and to renew the MN Pump Works yearly lift station inspections contract for 3 years (2024-2026) at \$541.50 per year per pump inspection

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

**2024 PLANNING AND ZONING:**

- **2023 Zoning & Permit Fees** were reviewed and fees will remain the same for 2024
  - 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. CRV Council agrees
- **2023 Zoning Permit Revenues:** Zoning Business Permits (2) \$00.00, Farm Permits (11) \$695.40, Residential Permits (61) \$3,094.03, Public Hearings (0)\$00.00, New Home (1) Permits \$378.00, Fines (2) 500.00, No Charge (20)  
**Total 2023 Zoning Permits (77) \$4,667.43**
- **Confirmation Planning and Zoning Commission terms**
  - 1 yr Term: Commission Members Gordon Johnson and Jesse McNamer (1/1/24-12/31/24)
  - 2 yr Term: Commission Members Glen Kopperud and Hamilton Petersen (1/1/24-12/31/25)
- **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 Planning and Zoning items as presented

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

**FINANCIALS:** Bank Balance as of 12/31/2023: \$ 403,560.93; December Receipts \$301,393.67 (December Levy \$201,331.22, 2023 Property/Causality Refund \$437.00, LGA \$32,549.50, Ag Credit \$5,490.72, Public Safety Aid \$34,746.00); December Disbursements: \$73,558.71; Outstanding Checks as of 12/31/2023 \$29,790.64; Estimated January Expenses \$130,000.00, Receipts \$12,000.00  
 Expenses as of January 15, 2024 \$115,011.25/Receipts as of January 15, 2024 \$5,379.18  
 CDs continue to renew at current advertised rates

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

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

**NOW ACCOUNT**– Rushford State Bank as of 12-31-2023: **\$ 403,958.94**

General Fund .....	\$ 184,870.43
MIF Repayments – Revolving Loan Fund .....	\$ 77,459.42
Water Fund .....	\$ 88,228.43
Sewer Fund .....	\$ 13,602.20
American Rescue Plan Act-2021-2023.....	\$ 10,938.08
2021A GO Street Reconstruct (2015A72016A)..	\$ 28,860.38

**Motion** to approve Now Account as presented

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

<b>INVESTMENTS (CD's) Summary as of 12-31-2023:</b>	<b><u>\$ 572,063.90</u></b>
General Fund .....	<u>\$ 145,822.15</u>
MIF-RLF.....	<u>\$ 233,157.81</u>
Water Repair/Replacement .....	<u>\$ 143,717.16</u>
Sewer Repair/Replacement.....	<u>\$ 49,366.78</u>

**Motion** to approve the Investments as presented

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

**REPORT of OUTSTANDING INDEBTEDNESS as of January 1, 2024**

**\$804,511.62**

**Due 2024**

General Obligations Revenue Sewer Upgrade Loan Loan, semi annual:	\$ <u>53,804.40</u>	<u>\$ 7,998</u>
General Obligations Refunding Sewer	\$ <u>33.22</u>	<u>\$ 0</u>
General Obligations Revenue Water Loan, semi annual payments:	<u>\$150,000.00</u>	<u>\$ 18,204</u>
2021A GO Street Reconstruction	<u>\$600,674.00</u>	<u>\$ 108,176</u>

**Motion** made to approve Outstanding Indebtedness and 2024 payment obligations as presented

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

- o The Outstanding indebtedness as of January 1, 2024 is the principle due for each loan
- o 2024 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)

**Motion** made to approve 2024 memberships as presented:

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

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

- 2024 Pay rates changes included:
  - o 3% cost of living increase for Chiglo, Michel, Graham and Miner-Effective 1/1/2024
  - o ESST (Earned Sick and Safe Time) benefit will be provided to Chiglo, Michel, Graham, Miner and Pettit once they reach 80 hours worked in a year
  - o 2024 IRS Business Mileage Rate \$.67
  - o Water Meter: \$365.00 per meter

**Motion** made approve the 2024 Rates of Pay and Rate Fee Chart as presented

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

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

**New Permits:** None written

**Permit Status/Projects in Process/Inquiries:** Pettit had nothing to report

**ROADS/WATER/SEWER:**

- **Roads/Utility Updates-Chiglo reported:**
  - o They have been working on getting trees trimmed along the roads
  - o Norman's Electric will be coming to wire the maintenance shed hot water heater and the fuel barrel switch
  - o Derek Colbenson-Beaver Builders-will be coming to measure the maintenance shed walls/ceiling for tin
- **Review 2023 Goals and Priorities:**
  - General Tree Cutting-Ongoing
  - Ditchwork on hill and top-Ridgeview Rd-Completed
  - Playground Equipment Repair-Carry Forward
  - General Shoulder work with retriever on multiple roads-Ongoing
  - General Clean rocks and tree limbs out or 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-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-Completed
- Install culvert marker on all roads-Ongoing
- Replace faded road name signs/Install South Rushford street signs-Carry forward
- Install water line to maintenance shed-Completed
- Clean and Inventory shop/maintenance shed-Shop Cleaning-Ongoing/Inventory-Carry Forward
- Install flameable cabinets in maintenance shed-Completed
- Install 2 overhead garage doors on sand/salt shed-Remove from List
- Use ARPA Funds for: Money must be used by end of 2024
  - Replace water meters and outside meter readers-Completed
  - Purchase generator for hall and shop-Carry Forward-Ebner & Link will research cost-Look at single phase generators we have to see if they will work if a transfer switch is installed at the maintenance shed-Would need a tractor to run the generator
  - Purchase pressure washer to sanitize playground equipment-Remove from list
  - Purchase Machine to sanitize community center-Remove from list
  - Purchase OWL for online meetings-Remove from list
  - Replace cloth chairs in community center-Carry forward
- Write Personnel Manual-Completed
- Update CRV Comprehensive Plan-In Process
- Back up pump for lift station-Carry Forward
- Paint Inside of Community Center and Office-Completed
- Purchase wings for current plow or new wider plow for F450-Carry Forward
- Consider trading F450 for F550-Remove from list
- Wash bay for large equipment-Carry Forward
- 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-Carry Forward-To be completed spring 2024
- Complete Gilbertson Rd Stream Bank Repairs-In Permit Process

**Motion** made to carry forward 2023 incomplete goals and priorities to 2024 goals and priorities

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

- **Additional 2024 Goals / Priorities**

- Finish painting picnic tables

**Motion** made to approve additional 2024 goals and priorities

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

- Ebner/Overland suggested contacting the Fillmore County Sentence to Serve program to get help with various projects

**OTHER:**

- **2024 Spring Clean Up Date And Time:**

- 2023 Spring Clean Up recap was reviewed-2023 clean up cost CRV \$953.24/2022 clean up cost CRV \$927.52, biggest CRV cost is Harter's roll-off drop off and pick up charges
- 2023 truck load sizes were increased by \$5.00 for each size
- 2021 fall clean up, because of COVID issues in the spring, cost CRV \$223.23. This was less because Harter's did not charge for roll-off because they changed the CRV weekly pickup day
- 2024 prices will remain the same as 2023 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 4, 2024 from 8:00 am to Noon at the CRV Maintenance Shed at the same prices as 2023

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

- **2024 Election Dates-March 5 & November Meetings:**

- March 5<sup>th</sup> Presidential Nomination Primary and November 5<sup>th</sup> General Election are the first Tuesday of the month, CRV cannot meet those dates
- August 13<sup>th</sup> Primary Election is the second Tuesday of the month and does not affect the CRV Council meeting

**Motion** made to have only one Council Meeting on the regularly scheduled third Tuesday of the month in March and November

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

- **Review AWAIR Policy:**
  - CRV AWAIR Policy was reviewed
  - No changes made

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

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

- **Rebecca Charles CEDA Monthly Report:**
  - Monthly report was available for review
- **2024 MCFOA Annual Conference 3/19-3/22- \$375.00/Room \$368.28/Mileage \$266.66:**
  - MCFOA Annual Conference is March 19 thru March 22, 2024 in St Cloud

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

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

- **SEMLM Annual Meeting-January 30, 2024, 5:00-8:30 pm, Rochester:**
  - Miner and Graham will attend.
  - Council members are to let Miner know by Friday if they plan to attend

**OTHER UPDATES/ MEETING:**

- January 30, 2024, Tuesday, SEMLM Annual Membership Meeting-5:00 pm to 8:30 pm-Rochester Civic Center

**Next Meetings: Council:** February 6 & February 20, 2024, 7:00 pm at CRV Office

**Zoning:** February 20, 2024, 5:30 pm at CRV Office

**Motion made to Adjourn** Annual Council Meeting at 7:47 pm by Hart, 2<sup>nd</sup> by Link. Carried