

TERRI BENSON, Mayor (12/31/21)
JIM O'DONNELL, Councilor (12/31/23)
ANDREW LINDER, Councilor (12/31/21)
SALLY RYMAN, Councilor (12/31/21)
LEIGH VOLKMAN, Councilor (12/31/23)

RUSHFORD CITY COUNCIL
REGULAR MEETING, MONDAY
MONDAY, APRIL 13, 2020
CITY HALL COUNCIL CHAMBERS, RUSHFORD, MN

The Mayor has determined that an in-person meeting is not practical or feasible due to the health pandemic. This meeting is being conducted by an electronic group meeting where all participating council and staff members are able to hear and see one another.

Several of these items are carried over from the March meeting which was not held. Additional or New items are labeled as such.

1. Call to Order 6:30 p.m.
2. Additions/Deletions/Modifications to Agenda
3. Approval of Minutes
 3. (A) Regular Meeting of March 9, 2020 – see attached
4. Appearance of Interested Citizens (for any topic other than public hearing topics)
5. Notices/Communications/Announcements – see attached
- New:** 5. (A) SMIF, “Love Where you Live” Flyer – Investments in Fillmore County
- New:** 5. (B) Cancellation of May 2020 Spring Clean-Up
6. Consent Agenda - see attached for each item
 6. (A) Approval of Verified Claims and Fund Summary Report for period ending 04/10/20
 6. (B) Appointment of Derek Colbenson to serve a term on the EDA
 6. (C) Springfield Agreement to waive transfer of FAA finds back to them
 6. (D) Purchase Agreement for sale of property to MBC Properties extended
 6. (E) Renewal of annual agreement with Fillmore County for ambulance service subsidy
 - New Items below:**
 6. (F) Approval of PWD Overtime & Banked Hours Report
 6. (G) Approval of the Financial Statement
 6. (H) Approval of the Police Dept. Revenue & Expense Report
 6. (I) Approval of Utilities Fund Recap Report
 6. (J) Review of EDA/RLF loan status spreadsheet
 6. (K) Review of Rushford-Peterson Valley Chamber of Commerce Quarterly Report March 2020 and invoice for services
 6. (L) Approval of the Rushford Fire Dept. advertising to fill open fire fighter positions due to recent retirements. The application, testing and scoring process will follow past procedures with a recommendation to be brought to the Council in June to allow the candidate(s) to begin on line and eventually class room and on-site training.

7. Public Hearing—None

8. Ordinances - None

9. General Business

9. (A) Consideration of approval of Work Order #2 to take the Trunk Hwy 30 Reconstruction project thru June-July of this year. Derek Olinger, Bolton & Menk letter attached details the engineering/preliminary design work to include geometric layout and cost estimates required by MDOT, intersection control evaluation, public meetings, preliminary engineering reports, right of way acquisition, geotechnical review. These costs are already factored into the original overall project estimate.

9. (B) Consideration of accepting the recommendation of Tom Nigon of Star Energy and the Electric Commission to accept the low bids for the 2020 Electrical Project; replacing switch enclosures with 600 amp equipment and installing new underground along Pine Meadows Lane and converting overhead to underground on the Winona Street project which was staked out last year. The bid from Push for labor \$167,087.00 and from Irby for materials \$315,338.00 totals \$315,338.00 well under the engineer's estimate. The recommendation is to approve entering into contracts with the vendors and ordering of materials, some of which has a 10-14 week lead time.

9. (C) Consideration of accepting the recommendation of the Economic Development Authority (EDA) to approve the 2020 City/EDA Residential Rehabilitation Lona Program to include the following attached documents:

- Revolving Loan Fund Residential Rehabilitation Loan Use Guidelines Part E (a supplemental guideline to Revolving Loan Fund approved by MN DEED)
- Program Guidelines detailing the program requirements, application process and administration of the program
- Contract agreement with Semcac for administrative services to administer the program in coordination with City staff. Forms and documents are being designed to track all necessary legalities necessary to walk an application through the approval processes.

9. (D) First review of the DRAFT All-Terrain and Utility Task Vehicle Ordinance. When satisfactory language has been determined, public hearings will need to be set and held for public input. Also attached is sample permit application form.

New: Council should review and submit any recommendations or concerns back to City Hall

New: 9. (E) Consideration of accepting the recommendation of Administrator Chladek to hire Chad Smith to fill the Creative Assistant position to work under an EDA budget cap of \$5,000.00. This is a temporary position for which a contractual document will need to be developed. See attached position description.

9. (F) MDOT has responded to the school speed zone study stating they would allow signs with the posted school times rather than requiring more flashing lights and signs to accompany that. Derek Olinger will check with the school for appropriate days and times to be on the sign. MDOT will have the signs made and installed. MDOT will also require submittal of a letter of support from the City.

New: Consideration of approval of attached letter of support required by MDOT and email correspondence between Derek Olinger and Jon Thompson regarding agreed upon times to be printed on signage.

New: 9. (G) Consideration of determining how to hold the Local Board of Appeal & Equalization (LBAE) Meeting with Fillmore County Assessor's Office. The meeting was originally scheduled for 6:00 p.m. Monday, April 27th. Fillmore County will not be holding any in-person meetings. Citizens are always encouraged to call/contact the County with questions or concerns about their property valuation (for taxes payable 2021). A virtual meeting would involve setting up a meeting with the Council and the County with a call-in number with an access code where citizens would call from their homes to hold a meeting over the phone. The City would have to provide that call-in information to the residents prior to the meeting. The City also has the option of going to an "open-book" format where the Council is not involved in the meeting, the resident deals directly with the County. Many townships and cities hold open-book LBAE meetings. If we do this, we would have to commit to open-book for 2020 and 2021 and then could go back to "regular" LBAE meetings thereafter. (State statute requires this timeline. Reminder has been posted on Facebook for citizens to contact Fillmore County Assessor directly with concerns or questions.

10. Reports, Updates, and Miscellaneous –

10. (A) Airport blacktop project and electrical vault project are progressing with bids to be let towards the end of April. Given the recent COVID-19 issues, some pre-bid meetings may be held electronically, but FAA may require submittal of bid documents in traditional format. Details are being worked out and Council will always have the final determination to review/approve the bids. There may be additional stimulus funding that would allow the FAA to pay 100% of the project cost.

10. (B) Rushford Aquatic Center – documents have been prepared detailing the scheduling of classes, fees to be charged, lifeguards to be hired, pay scale for guards and instructors. Public works needs at least 30 days to bring the aquatic center physically on line. Until we know how long COVID-19 remains an issue, it doesn't seem either safe or practical to have people sign up for season passes or lessons if we don't know for sure when we can open.

New: It may be practical to wait for the Governor's timeline in May to see if the Stay Home and social distancing rules stay in place. FYI: RP School is not scheduling any summer recreation programming until July and August.

New: 10. (C) Rushford Public Library Board has received clarification from the MN Dept. of Education and SELCO and has met to discuss operations of the library. It has been determined that with the library's ability to provide social distancing and the regular sanitization of library materials and following MDH and CDC guidelines for health and safety of employees and patrons, the library will start providing no-contact curbside pickup of materials. This service is permitted as an exemption under Executive Order 20.20 as an exemption promotes the welfare of patrons and library materials may be considered as necessary supplies.