

**Personnel/Budget Committee  
Meeting Agenda  
Fillmore Conference Room  
August 14, 2023 - 4:30 p.m.**

1. Personnel Budget Committee August 14, 2023 4:30 p.m.
2. Consider authorization to hire full-time public works employee.
3. Consider replacement of Server
4. Consider technology upgrades.
5. Preview of 2024 Budget

**Members Present:** Councilors Paul Novotny & Mike Urban.  
**Members Absent:** None.  
**Others Present:** Shane Fox, Brian Burkholder, Kay Wangen, Joel Young

**Workstation Upgrade:** Kay Wangen described a proposal to upgrade the workstations in the offices, 13 workstations in total. Wangen noted that the City has a plan to turn this equipment over on a regular basis, however, the workstations have been used longer than originally planned. The cost is estimated to be approximately \$36,000 - \$38,000 and includes a combination of desktops, docking notebooks and rugged notebooks for the police department. The committee authorized the proposal to be presented to the city council at their next meeting.

**Patrol Officer Vacancy:** Chief Fox reported that one of our full-time officers is due to be officially hired by Fillmore County soon, which will create another vacancy. Fox said that he is working with the recently hired part-time officer to get him in the field. It might be possible to promote this individual to full-time depending on qualifications.

The committee discussed the possibility of modifying the schedule so that patrol officers are scheduled to work hours other than when the Chief is generally on duty. Modifying the schedule would occur during the time period when our ranks are light.

Another idea that was discussed was to develop a collaboration with St. Charles or Preston to find ways to cover times when staff is short in one city or another.

Fox said that prospects for part-time shifts don't seem to exist anymore.....Fillmore County, Preston and other departments are all operating with no part-time officers. It was also suggested that a posting be advertised for part-time officers.

**Budget 2024 Preview:** The committee reviewed the preliminary budget for 2024, which shows a tax levy increase of approximately 5.7%. Young noted that the budget includes a 4.0% wage grid increase and an additional public works employee. The preliminary budget also includes an additional ~\$80,000 in Local Government Aid, \$18,000 in Small City Assistance and a reduction of in the tax levy for the 2014A and 2017A debt service funds.

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INTEROFFICE MEMORANDUM

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**TO:** Personnel/Budget Committee  
**FROM:** Brian Burkholder, SCS  
**SUBJECT:** HIRE ADDITIONAL PUBLIC WORKS POSITION  
**DATE:** 8/2/2023

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**Action Requested:** To consider the hiring of an additional Public Works position with a potential start date of October 1<sup>st</sup>.

**Background:** As was discussed in previous meetings and budget for, I would like to still consider hiring for the position and have a tentative start date of October 1<sup>st</sup>. As discussed, this position would be for a general maintenance position working in all areas of public works and at this time, not to require any license except for a possible Commercial Pool Certificate.

Time schedule:

August 21<sup>st</sup>- Publish (open until position hired)

Interviews- Weeks of Sept 4<sup>th</sup> and 11<sup>th</sup>

Thank you for your time,  
Brian Burkholder

# MAINTENANCE WORKER

City of CHATFIELD

**Position Title:** Maintenance Worker

**Department:** Public Works

**Immediate Supervisor's Title:** Public Works Director

Pay Status: Grade Four, Non-Exempt

## **Purpose**

Performs non-supervisory work to assist in the operation, maintenance and repair of the wastewater treatment plant, water system, streets, parks, city buildings, and public works equipment; performs related duties as assigned.

## **Organizational Relationships**

Reports to: Director of Public Works

Communicates with: *Internally* - Summer or part-time help, other public works employees, city administrative staff; *Externally* - general public.

Receives work direction from: Director of Public Works

## **ESSENTIAL FUNCTIONS**

Assists in the operation, maintenance, and repair of the wastewater treatment plant and collection system: maintains pumps, plumbing, equipment, and buildings; performs inspections, and flushing on main lines.

Assists in the operation, maintenance, and repair of the water system: repairs or replace water meters and reads meters once per month; maintains water mains and wells; winterizes and lubricates hydrants; performs painting tasks.

Performs winter maintenance on streets by removing snow with heavy equipment; clearing sidewalks and steps with snow blower and shovel; loads snow with loader and hauls with dump truck; sands streets and sidewalks; maintains equipment by greasing, changing oil, and performing some maintenance work on trucks and vehicles such as sanding and re-painting, and replacing blades.

Performs summer maintenance on streets by patching holes and blacktop patching, cleaning storm catch basins, general upkeep and flushing.

Performs summer maintenance on parks by mowing grass with push and rider mowers; trimming grass, trimming trees and removing brush, emptying garbage cans; maintains mower by sharpening blades, greasing, changing/repairing tires.

Hauls and stockpiles rock and sand for winter use; prepares plow equipment for winter use.

Assists in response to emergencies such as sewer backups, water main breaks, and clean-up after accidents and storms.

Sprays park areas for weeds and insects and clears brush as needed.

Performs general maintenance at various city buildings including library, fire hall, the Thurber Building and the Chatfield Center for the Arts by painting, changing light bulbs, moving tables and chairs, and other various tasks. Assists in the maintenance of hockey rinks.

Attends training related to water, wastewater and other public works activities.



# MAINTENANCE WORKER

## **Other Duties and Responsibilities**

Locates water curb stops and property stakes through use of a metal detector.  
Assists police or animal control as needed; assists police with funeral traffic as needed.  
Assists in ordering and set-up of relief projects; assists in cleaning sewer lines with jetter.  
Performs swimming pool operations, including pump maintenance & chemical readings.  
Performs other related duties as assigned.

## **Required Knowledge, Skill, and Abilities**

Knowledge of methods, practices, tools and equipment, and materials used in the maintenance and repair of streets and parks, including landscaping.  
Knowledge of and ability to understand and apply the rules and regulations that pertain to municipal public works operations.  
Knowledge of wastewater and water systems and the repair/replacement of pumps. Knowledge of and ability to follow OSHA and other prescribed safety practices.  
Skills in mechanics to properly maintain vehicles and equipment, including oil changes, greasing, and minor repairs.  
Ability to understand and follow directions and work individually or as part of a team.  
Ability to enter and work in confined spaces.  
Ability to execute assigned tasks without direct supervision and work as part of a team.  
Ability to operate a variety of equipment and tools such as various trucks, tractor, mowers, trimmer, roller, shovels, brooms, rakes, drills, saws, screwdrivers, hammers, ratchet and sockets, various wrenches, and hand-held computer for meter readings.  
Ability to perform work requiring moderate to considerable physical effort including frequent bending and lifting such objects as flower baskets, park benches, garbage barrels, and picnic tables.

## **MINIMUM QUALIFICATIONS**

High school degree or equivalent; valid Minnesota Class B driver license.

## **Preferred Qualifications**

Some experience in mechanics and operating heavy equipment.

## **Working Conditions**

Work involves routine exposure to temperature extremes, infectious diseases, and noise. Exposure to irritants/fumes, hazardous chemicals, fire and smoke, and vibrations. Considerable physical effort is required involving many types of movement such as lifting, bending, twisting, crouching, and work in confined spaces. Large and fine motor skills are necessary as well as the full range of senses.

To: Personnel Budget Committee  
Cc: Beth Carlson, Joel Young, Shane Fox  
From: Kay Wangen  
Subj: Request for Authorization to Approve Server Replacement ~\$23,00  
Date: August 8, 2023

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This is a request for authorization to replace the HPE 2016 Server – Model MN350TO9 SN 2M2803505K at a cost of ~\$23,000.

Replacing the server has been on the radar for the City of Chatfield's network; for a couple years. In 2022, when exploring replacement options, the extended support option became available providing us one year of usage beyond what was expected. HP has now announced an end of support date for this model as of 01/06/2024, meaning it leaves the network vulnerable if not replaced. With that date drawing near, it is time to get the equipment on order and scheduled for installation.

Supporting Information Summarized;

- This request aligns with the 2023 Budget Goal #7 of maintaining technology.
- The server is part of the capital goods replacement plan and was scheduled for replacement in 2023 @ \$26,000. The current server was acquired in 2018, and has fulfilled the anticipated 5 years of use.
- The year end balance of the shared components reserve fund will be \$36,000.
- The recommended configuration for our Banyon software solutions includes an onsite server solution.
- Marco's extensive knowledge of our network and operations, leverages efficiency for configuration.

Thank you for your consideration.



August 8, 2023

PROPOSAL FOR

## CITY OF CHATFIELD

KAY COE

Prepared By:

**Christina Welke**

Senior Technology Advisor

507-273-9350

[christina.welke@marconet.com](mailto:christina.welke@marconet.com)

Quote Number: 138479



Managed Services



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# IT - Server Refresh -- CITY OF CHATFIELD



Prepared by:

**Marco - Rochester**

Christina Welke  
507-273-9350  
christina.welke@marconet.com

Prepared for:

**CITY OF CHATFIELD**

21 SE 2ND ST  
CHATFIELD, MN 55923-1204  
KAY Coe  
507.867.3810  
kcoe@ci.chatfield.mn.us

Quote Information:

**Quote #: 138479**

Version: 3  
Date Issued: 08/08/2023  
Expiration Date: 08/30/2023

## HPE Server

Description	One-Time	Qty	Ext. One-Time
HPE ProLiant ML350 G10 4U Tower Server - 1 x Intel Xeon Silver 4210R 2.40 GHz - 16 GB RAM - Serial ATA/600, 12Gb/s SAS Controller - 2 Processor Support - 1.50 TB RAM Support - Up to 16 MB Graphic Card - Gigabit Ethernet - 8 x SFF Bay(s)	\$9,076.93	1	\$9,076.93
HPE 16GB 1RX4 PC4-2933Y-R SMART KITMEM NO DEAL REG PL-SI		2	
HPE 960GB SATA RI SFF SC MV SSD INT NO DEAL REG PL-SI		4	
HPE 800W FS PLAT HT PLG LH PWR SYST SPLY KIT PL-SI		1	
HPE 1.83M 10A C13-UL POWER CORD CABL PL-OS		2	
HPE ILO ADV INCLUDE 3YR TS U ELTU ESD		1	
HPE 5Y TC ESS ML350 GEN10 SVC SVCS PL-96		1	

Subtotal: **\$9,076.93**

## Microsoft Server Perpetual Licenses 2022

Description	One-Time	Qty	Ext. One-Time
<b>Please note this license will require that you must have a Microsoft account prior to purchasing.</b>			
Windows Server 2022 Standard - 2 Core License Pack	\$134.00	8	\$1,072.00
Windows Server 2022 - 1 User CAL	\$46.00	33	\$1,518.00

Subtotal: **\$2,590.00**



SCHEDULE A - SCHEDULE OF PRODUCTS TO PRODUCT AGREEMENT(S)

■ UPS

Description	One-Time	Qty	Ext. One-Time
APC Smart-UPS 1500VA LCD 120V with SmartConnect Port and Network Card	\$1,250.00	1	\$1,250.00
10ft Cat6 Gigabit Snagless Molded Patch Cable (RJ45 M/M) - Blue	\$10.90	4	\$43.60
10ft Cat6 Gigabit Snagless Molded Patch Cable RJ45 M/M - Orange	\$10.90	1	\$10.90

Subtotal: **\$1,304.50**

■ Professional Services Labor

Description	One-Time	Qty	Ext. One-Time
Marco Professional Services - Fixed Fee - Project Management	\$594.00	1	\$594.00
Marco Professional Services - T&M - Estimate	\$8,580.00	1	\$8,580.00

Subtotal: **\$9,174.00**



### Quote Summary - One-Time Expenses

Description	Amount
HPE Server	\$9,076.93
Microsoft Server Perpetual Licenses 2022	\$2,590.00
UPS	\$1,304.50
Professional Services Labor	\$9,174.00
Total: <b>\$22,145.43</b>	

### Payment Options

Description	Payments	Interval	Amount
One-Time Payment			
<b>One-Time Payment</b>	<b>1</b>	<b>One-Time</b>	<b>\$22,145.43</b>

### Summary of Selected Payment Options

Description	Amount
<b>One-Time Payment: One-Time Payment</b>	



Approval

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- Client represents that it has reviewed and agrees to be legally bound by the Relationship Agreement, any Product Agreement(s) referred to herein, and applicable policy(ies) (“Terms and Conditions”) which are located at [www.marconet.com/legal](http://www.marconet.com/legal) for the Products it is obtaining as identified in this Schedule of Products.
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- Payments made via credit card are subject to a 3% surcharge.
- A \$30 fee will be assessed for any returned payment

Marco Technologies, LLC

CITY OF CHATFIELD

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Prepared for: KAY Coe \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Signed by: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 PO Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

To: Personnel Budget Committee  
Cc: Beth Carlson, Joel Young, Shane Fox  
From: Kay Wangen  
Subj: Technology Housekeeping – Security and Internet Stability  
Request for Authorization to Approve 3 IT Quotes - \$5,500

- #157837 – MFA for VPN Users - \$2,284
- #158881 – PD Internet Redundancy \$2,564
- #161064 – BCA System Use Notification - \$660

Date: August 8, 2023

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This is a request for authorization to approve three technology upgrades.

**Security – Multifactor Authentication for Virtual Private Network Users \$2,284**

This is a request to patch a security vulnerability by implementing DUO multifactor authentication for users logging in remotely on the VPN.

This extends the use of the DUO product which is already utilized in network configuration for remote access to e-mail.

**Internet Stability / Redundancy - \$2,564**

This is a request to allow the Police Department to utilize the HBC internet service already in place at city hall by installing a switch on the police department firewall.. This would provide the police department with faster internet service as well as allow for internet redundancy. This provides for uninterrupted internet service if either Mediacom or HBC experience an outage. This configuration is already in place on the other firewall at city hall.

There are two firewalls at city hall in order to meet BCA requirements.

**BCA Audit Compliance – Implement a logon banner on the Police Department network - \$660**

In response to the most recent BCA audit, implementation of a message notifying the user that the workstation can be used to access private and confidential information through the BCA and FBI CJI system is required to meet BCA Compliance.

Thank you for your consideration.



**From:** [Shane Fox](#)  
**To:** [Kay Wangen](#); [Christina Welke](#)  
**Subject:** RE: City of Chatfield - Other Projects  
**Date:** Wednesday, August 9, 2023 11:23:25 AM  
**Attachments:** [image009.png](#)  
[image010.png](#)  
[image011.png](#)  
[image012.png](#)  
[image013.png](#)  
[image014.png](#)  
[image015.png](#)

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The BCA warning needs to be on these two computers:

CV-DT-PD-ODD  
CV-DT-PD-CHIEF.

As far as the internet redundancy, if the proposal is what we need to do the job, I would say it looks good.

Thanks,



Shane Fox, Chief of Police  
Chatfield Police Department  
21 2nd St. SE  
Chatfield, MN 55923  
Main: (507) 867-3331  
Direct: (507) 867-1515  
Cell: (507) 272-5506  
Fax: (507) 867-1483  
[sfox@ci.chatfield.mn.us](mailto:sfox@ci.chatfield.mn.us)

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**From:** Kay Wangen <[KWangen@ci.chatfield.mn.us](mailto:KWangen@ci.chatfield.mn.us)>  
**Sent:** Tuesday, August 08, 2023 3:59 PM  
**To:** Christina Welke <[christina.welke@marconet.com](mailto:christina.welke@marconet.com)>; Shane Fox <[SFox@ci.chatfield.mn.us](mailto:SFox@ci.chatfield.mn.us)>  
**Subject:** RE: City of Chatfield - Other Projects

Thank you Christina –

I will check into MFA for VPN Users a bit further.

As far as the 2 PD requests, Shane can you chime in here?

- Internet Redundancy, I think we were waiting for a quote on a piece of equipment – to be able to accommodate that change being made. This is something that would really help the PD.
- BCA – I was thinking we were planning on implementing this according to the way it has been implemented in other communities to be BCA compliant – on any workstation a police officer / anyone with access to the BCA sight could log on to....



August 8, 2023

PROPOSAL FOR

## CITY OF CHATFIELD

KAY WANGEN

Prepared By:

**Christina Welke**

Senior Technology Advisor

507-273-9350

christina.welke@marconet.com

Quote Number: 157837



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# IT - MFA for VPN Users -- CITY OF CHATFIELD



Prepared by:

**Marco - Fargo**

Christina Welke

507-273-9350

christina.welke@marconet.com

Prepared for:

**CITY OF CHATFIELD**

21 SE 2ND ST

CHATFIELD, MN 55923-1204

KAY WANGEN

507.867.1514

kwangen@ci.chatfield.mn.us

Quote Information:

**Quote #: 157837**

Version: 1

Date Issued: 08/08/2023

Expiration Date: 08/31/2023

Special Pricing Program:

\*PLEASE SELECT\*

## Professional Services Labor

Description	One-Time	Qty	Ext. One-Time
Marco Professional Services - Fixed Fee - Milestone 1	\$594.00	1	\$594.00
Marco Professional Services - T&M - Estimate	\$1,690.00	1	\$1,690.00

Subtotal: **\$2,284.00**

## DUO (PSE)

### ABOUT THIS PROFESSIONAL SERVICES ENGAGEMENT

In addition to the Professional Service Engagement Agreement located at [www.marconet.com/legal/business-it-product-agreements/professional-service-engagement-agreement](http://www.marconet.com/legal/business-it-product-agreements/professional-service-engagement-agreement), the following applies to this Professional Service Engagement:

### ENGAGEMENT OVERVIEW - DESIRED GOALS AND OUTCOMES - CURRENT SITUATION

CITY OF CHATFIELD would like us to configure Duo for integration with Meraki Client VPN. The Duo portal already is created and currently have 365 integrated today.

### ENGINEERING - DESCRIPTION OF SERVICES AND DELIVERABLES

The following solution will be considered "in-scope" for the purposes of this engagement:

#### VPN

- (Assumes General Duo steps with Authentication proxy and Duo Portal are completed)
- Configure Radius authentication on Network firewall
  - Configure Client-VPN authentication to use IP address of DUO Authentication Proxy (for existing VPN users only, unless explicitly stated otherwise in this statement of work)

- Enforce MFA for Client VPN access

## ■ COORDINATION - DESCRIPTION OF SERVICES AND DELIVERABLES

The following tasks and deliverables for our Coordination Team will be considered “in-scope” for the purposes of this engagement:

### Level 2

- Ordering/tracking of product (if applicable)
- Technical resource assignment
- Technical resource scheduling
- Scheduling of internal kick off & customer kick off meetings
- Project plan / project task list build
- Digital project communication / project status updates
- Facilitation of change orders (if applicable)
- Project closure

## ■ CLIENT RESPONSIBILITIES

- Provide administrative level access to software systems and physical devices
- Provide assistance and guidance where requested as well as validate configurations and connectivity immediately post implementation
- Assist in communication and guidance with end users for Duo enrollment process and usage. End users are expected to be able to complete enrollment process autonomously. Unexpected support labor required to guide end users through enrollment and support of using MFA, may result in a change order to account for additional labor required

## ■ SERVICES ASSUMPTIONS, EXCLUSIONS, AND NOTES

Please list any Assumptions, Exclusions, and Important Notes for the purposes of this engagement:

- 365 AD P1 compatible licensing is strongly recommended for implementing Duo via Conditional Access policies. Cutover delays and greater disruption of services are to be expected when federating vs using 365 Conditional Access policies. Additional labor estimates may be needed as well depending upon current customer environment and federating for MFA: Current state cannot be fully known until project start and discovery time and elements such as UPN and other components may require more labor than expected.
- End users are expected to install the Duo application to a personal device (BYOD) and have read enrollment instructions. Some end user assistance has been added to this estimate however larger scale end user support will require a change order and additional labor costs than previously estimated
- Duo subscription will start billing at project kick off when the licenses are provisioned into the portal.
- That all devices on this scope support Radius Authentication or SAML Authentication



### Quote Summary - One-Time Expenses

Description	Amount
Professional Services Labor	\$2,284.00
Total:	<b>\$2,284.00</b>

### Payment Options

Description	Payments	Interval	Amount
One-Time Payment			
<b>One-Time Payment</b>	<b>1</b>	<b>One-Time</b>	<b>\$2,284.00</b>

### Summary of Selected Payment Options

Description	Amount
<b>One-Time Payment: One-Time Payment</b>	



Approval

- Client represents that it has reviewed and agrees to be legally bound by this Schedule of Products.
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- A \$30 fee will be assessed for any returned payment

Marco Technologies, LLC

CITY OF CHATFIELD

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Prepared for: KAY WANGEN  
 Signature: \_\_\_\_\_  
 Signed by: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 PO Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_



August 8, 2023

PROPOSAL FOR

## CITY OF CHATFIELD

KAY WANGEN

Prepared By:

**Christina Welke**

Senior Technology Advisor

507-273-9350

christina.welke@marconet.com

Quote Number: 158881



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# IT - PD Internet Redundancy -- CITY OF CHATFIELD



**Prepared by:**

**Marco - Rochester**

Christina Welke  
507-273-9350  
christina.welke@marconet.com

**Prepared for:**

**CITY OF CHATFIELD**

21 SE 2ND ST  
CHATFIELD, MN 55923-1204  
KAY WANGEN  
507.867.1514  
kwangen@ci.chatfield.mn.us

**Quote Information:**

**Quote #: 158881**

Version: 1  
Date Issued: 08/08/2023  
Expiration Date: 08/31/2023

## Aruba 1430 Switch - 5 Port

Description	One-Time	Qty	Ext. One-Time
HPE Aruba Instant On 1430 5G Switch - 5 x 10/100/1000 Base-T RJ-45 unmanaged 5 port switch	\$35.00	1	\$35.00

Subtotal: **\$35.00**

## Aruba 1430 Switch - 8 Port

*\* Optional Section*

Description	One-Time	Qty	Ext. One-Time
HPE Aruba Instant On 1430 8G Switch - 8 Ports - Gigabit Ethernet - 10/100/1000Base-T - 2 Layer Supported - 12 W Power	\$64.00	1	\$64.00

\* Optional Subtotal: **\$64.00**

## Professional Services Labor

Description	One-Time	Qty	Ext. One-Time
Marco Professional Services - T&M - Estimate	\$2,500.00	1	\$2,500.00

Subtotal: **\$2,500.00**

## Professional Services Work Order Agreement

### ABOUT THIS PROFESSIONAL SERVICES ENGAGEMENT

This Work Order Agreement outlines the products (if applicable), services, and deliverables that Marco will provide to the Client for this project ("Agreement"). Marco will work closely with the Client a consultative basis to optimize the success of the engagement. This Agreement is governed by and subject to the Relationship Agreement between Client and Marco. This Agreement is valid through the expiration date on this document.

### ENGAGEMENT OVERVIEW - DESCRIPTION OF SERVICES AND DELIVERABLES

CITY OF CHATFIELD would like to add HBC Internet to the PD FPR 1010 Firewall as the primary Internet and have the



current MediaCom configured as a failover.

- Marco Systems Engineer
  - Review current FPR1010 deployment and update to the latest currently recommended OS that is FIPS compliant
  - Place/Cable the HPE Switch to break out the HBC Internet handoff to the following
    - City Meraki MX
    - PD Cisco FPR
  - Configure a new WAN Interface for HBC
    - IP - 204.248.127.14
    - Mask - 255.255.255.248
    - Gateway - 204.248.127.9
  - Configure HBC as the Primary Internet
  - Configure Fillmore County to accept incoming VPN's from both HBC/MediaCom with HBC being the primary
  - Test failover by simulating a outage of HBC
  
- Labor Estimate
  - 6-12hrs @ \$250

#### ■ COORDINATION - DESCRIPTION OF SERVICES AND DELIVERABLES

The following tasks and deliverables for our Coordination Team will be considered “in-scope” for the purposes of this engagement:

- Tracking of Product (if applicable)
- Technical Resource Assignment
- Customer Initial Communication & Scheduling
- Technical Resource Scheduling
- Change Orders (if applicable)

#### ■ SERVICES ASSUMPTIONS, EXCLUSIONS, CLIENT RESPONSIBILITIES, AND NOTES

Please list any Assumptions, Exclusions, and Important Notes for the purposes of this engagement:

- All work to be completed during Marco's normal business hours. Monday through Friday, 8:00AM to 5:00PM.



### Quote Summary - One-Time Expenses

Description	Amount
Aruba 1430 Switch - 5 Port	\$35.00
Professional Services Labor	\$2,500.00
<b>Total:</b>	<b>\$2,535.00</b>

### One-Time \* Optional Expenses

Description	One-Time
Aruba 1430 Switch - 8 Port	\$64.00
<i>Optional Subtotal:</i>	<b>\$64.00</b>

### Payment Options

Description	Payments	Interval	Amount
One-Time Payment			
<b>One-Time Payment</b>	<b>1</b>	<b>One-Time</b>	<b>\$2,535.00</b>

### Summary of Selected Payment Options

Description	Amount
<b>One-Time Payment: One-Time Payment</b>	



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Marco Technologies, LLC

CITY OF CHATFIELD

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Prepared for: KAY WANGEN

Signature: \_\_\_\_\_

Signed by: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

PO Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

The printer request can be closed.

*Kay Wangen*

**City of Chatfield**

*Finance & Information Systems Director*

21 SE Second Street

Chatfield, MN 55923

[kwangen@ci.chatfield.mn.us](mailto:kwangen@ci.chatfield.mn.us)

507.867.1514 Phone

507.867.9093 Fax

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**From:** Christina Welke <[christina.welke@marconet.com](mailto:christina.welke@marconet.com)>

**Sent:** Tuesday, August 8, 2023 1:29 PM

**To:** Kay Wangen <[KWangen@ci.chatfield.mn.us](mailto:KWangen@ci.chatfield.mn.us)>

**Subject:** City of Chatfield - Other Projects

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Kay,

Since you are going to the finance team/ board meetings, I thought I would send you over all open and scoped projects that haven't yet been approved. Can you let me know if I should close these projects out or push out until later?

[161064 v1 - IT - BCA - System Use Notification Implementation -- CITY OF CHATFIELD](#)

[157837 v1 - IT - MFA for VPN Users -- CITY OF CHATFIELD](#)

[158881 v1 - IT - PD Internet Redundancy -- CITY OF CHATFIELD](#)

I have also attached a proposal for the Printers you requested. Any update on these projects would be helpful.

Also, let me know if/when you want to tackle 2024 budget items. I only see a few things at this point, but want to make sure you have what you need

Thank you,

**Christina Welke** | Senior Technology Advisor



**direct** 507.424.4710 | **office** 800.847.3098 ex**7520**

1014 Bel Air Lane NW, Rochester MN 55901 | [marconet.com](http://marconet.com)



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August 8, 2023

PROPOSAL FOR

## CITY OF CHATFIELD

KAY WANGEN

Prepared By:

**Christina Welke**

Senior Technology Advisor

507-273-9350

[christina.welke@marconet.com](mailto:christina.welke@marconet.com)

Quote Number: 161064



Managed Services



Copiers & Printers



Audio Visual



Business IT Services



# IT - BCA - System Use Notification Implementation -- CITY OF CHATFIELD



**Prepared by:**

**Marco - Rochester**

Christina Welke  
507-273-9350  
christina.welke@marconet.com

**Prepared for:**

**CITY OF CHATFIELD**

21 SE 2ND ST  
CHATFIELD, MN 55923-1204  
KAY WANGEN  
507.867.1514  
kwangen@ci.chatfield.mn.us

**Quote Information:**

**Quote #: 161064**

Version: 1  
Date Issued: 08/08/2023  
Expiration Date: 08/31/2023  
Special Pricing Program:  
\*PLEASE SELECT\*

## Professional Services Labor

Description	One-Time	Qty	Ext. One-Time
Marco Professional Services - T&M - Estimate	\$660.00	1	\$660.00

Subtotal: **\$660.00**

## Professional Services Work Order Agreement

### ABOUT THIS PROFESSIONAL SERVICES ENGAGEMENT

This Work Order Agreement outlines the products (if applicable), services, and deliverables that Marco will provide to the Client for this project ("Agreement"). Marco will work closely with the Client a consultative basis to optimize the success of the engagement. This Agreement is governed by and subject to the Relationship Agreement between Client and Marco. This Agreement is valid through the expiration date on this document.

### ENGAGEMENT OVERVIEW - DESCRIPTION OF SERVICES AND DELIVERABLES

CITY OF CHATFIELD would like to have a logon banner deployed for the Windows Workstations on the PD network for BCA Compliance.

- Marco Systems Engineer
  - Create a new GPO and configure a logon banner of
    - "This workstation can be used to access private and confidential information through the Minnesota BCA and the FBI CJI system. This information is private and confidential and may be stored on this workstation. The State of Minnesota and the United States government prohibit unauthorized access, disclosure, duplication, modification, diversion, destruction, loss, misuse, or theft of any information retrieved during your access. Any access to private or confidential data may be monitored. If you do not consent to these conditions, do not log into this workstation."
  - Apply to the following workstations
    - CV-DT-PD-ODD
    - CV-DT-PD-CHIEF
    - The following to be review if they should be included or if they should be moved to the City network
      - DT-Clerk-002
      - Smart
      - Video-PC
- Labor Estimate



- 1-3hrs @ \$220

#### ■ COORDINATION - DESCRIPTION OF SERVICES AND DELIVERABLES

The following tasks and deliverables for our Coordination Team will be considered “in-scope” for the purposes of this engagement:

- Tracking of Product (if applicable)
- Technical Resource Assignment
- Customer Initial Communication & Scheduling
- Technical Resource Scheduling
- Change Orders (if applicable)

#### ■ SERVICES ASSUMPTIONS, EXCLUSIONS, CLIENT RESPONSIBILITIES, AND NOTES

Please list any Assumptions, Exclusions, and Important Notes for the purposes of this engagement:

- All work to be completed during Marco's normal business hours. Monday through Friday, 8:00AM to 5:00PM
- All work to be completed remotely





### Quote Summary - One-Time Expenses

Description	Amount
Professional Services Labor	\$660.00
Total:	<b>\$660.00</b>

### Payment Options

Description	Payments	Interval	Amount
One-Time Payment			
<b>One-Time Payment</b>	<b>1</b>	<b>One-Time</b>	<b>\$660.00</b>

### Summary of Selected Payment Options

Description	Amount
<b>One-Time Payment: One-Time Payment</b>	



Approval

- Client represents that it has reviewed and agrees to be legally bound by this Schedule of Products.
- Client represents that it has reviewed and agrees to be legally bound by the Relationship Agreement, any Product Agreement(s) referred to herein, and applicable policy(ies) (“Terms and Conditions”) which are located at [www.marconet.com/legal](http://www.marconet.com/legal) for the Products it is obtaining as identified in this Schedule of Products.
- If the parties have negotiated changes to the Terms and Conditions that have been reduced to writing and signed by both parties, the modified version(s) of such Terms and Conditions, that have not expired or been terminated, shall replace the online version(s).
- Client agrees to use electronic signatures, electronic communications, and electronic records to transact business under the above documents.
- The pricing above does not include taxes. Taxes, fees and surcharges shall be paid by Client and will be shown on invoices to Client.
- Payments made via credit card are subject to a 3% surcharge.
- A \$30 fee will be assessed for any returned payment

Marco Technologies, LLC

CITY OF CHATFIELD

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Prepared for: KAY WANGEN  
\_\_\_\_\_

Signature: \_\_\_\_\_

Signed by: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

PO Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

	Total		2024	2024	Total		GENERAL FUND	
	2023	2023			2024	2024		GENERAL FUND
	Oper/Trans	Revenues			Operations	Transfers		Oper/Trans
<b>GENERAL FUND</b>							<b>GENERAL FUND</b>	
Ad Valorem	\$ -	\$ 1,890,756			\$ -	\$ 1,900,475	Ad Valorem	
LGA / PERA Aid	\$ -	\$ 868,530			\$ -	\$ 949,457	LGA / PERA Aid	
Interest Income		\$ 12,000				\$ 14,000		
General Services Transfer In		\$ 128,792				\$ 128,792		
Legislative Dept.	\$ 72,556		\$ 70,836		\$ 70,836		Legislative Dept.	
Historical Society	\$ 900		\$ 900		\$ 900		Historical Society	
Elections	\$ 6,450		\$ 13,700		\$ 8,400		Elections	
Clerk/Finances	\$ 559,110	\$ 17,575	\$ 539,021	\$ 20,900	\$ 559,921	\$ 15,675	Clerk/Finances	
Planning & Zoning	\$ 70,820	\$ 1,500	\$ 73,450		\$ 73,450	\$ 1,505	Planning & Zoning	
Municipal Buildings	\$ 80,700	\$ 300	\$ 55,700	\$ 29,500	\$ 85,200	\$ 1,100	Municipal Buildings	
Police Department	\$ 734,254	\$ 63,750	\$ 717,606	\$ 38,225	\$ 755,831	\$ 63,850	Police Department	
Building Code	\$ 26,100	\$ 16,525	\$ 26,200		\$ 26,200	\$ 16,525	Building Code	
Civil Defense	\$ 2,450		\$ 450	\$ 2,000	\$ 2,450		Civil Defense	
Animal Control	\$ 750	\$ 1,300	\$ 360		\$ 360	\$ 1,500	Animal Control	
Street Maintenance	\$ 510,973	\$ 6,700	\$ 414,988	\$ 212,880	\$ 627,868	\$ 7,000	Street Maintenance	
Unallocated	\$ -				\$ -		Unallocated	
Summer Recreation	\$ 4,300		\$ 4,300		\$ 4,300		Summer Recreation	
Swimming Pool	\$ 172,206	\$ 87,200	\$ 181,320	\$ 2,500	\$ 183,820	\$ 94,170	Swimming Pool	
Band	\$ 1,600		\$ 1,600		\$ 1,600		Band	
Parks	\$ 203,262	\$ 1,950	\$ 177,248	\$ 46,350	\$ 223,598	\$ 1,950	Parks	
Property Purchase	\$ 65,000				\$ -		Property Purchase	
Heritage Preservation	\$ 14,330	\$ 500	\$ 15,105	\$ 3,000	\$ 18,105	\$ 500	Heritage Preservation	
Community Development	\$ 23,100	\$ 7,731	\$ 22,588	\$ 2,100	\$ 24,688	\$ 10,475	Community Development	
Public Works Employee Net	\$ 30,000				\$ -		Public Works Employee Net Additional Cost	
Transfer to Library Fund	\$ 193,401			\$ 206,030	\$ 206,030		Transfer to Library Fund	
Transfer to Ambulance Fund	\$ 79,500			\$ 79,300	\$ 79,300		Transfer to Ambulance Fund	
Transfer to EDA	\$ 76,230			\$ 78,517	\$ 78,517		Transfer to EDA	
Transfer to Fire Dept.	\$ 70,117			\$ 70,000	\$ 70,000		Transfer to Fire Dept.	
Transfer to WWTP Debt Service	\$ -			\$ -	\$ -		Transfer to WWTP Debt Service	
Center for the Arts	\$ 90,000			\$ 90,000	\$ 90,000		Transfer to Center for the Arts	
Transfer to CCTV	\$ 17,000			\$ 15,600	\$ 15,600		Transfer to CCTV	
Transfers to Other Funds	\$ -				\$ -		Transfers to Other Funds	
Transfers to Capital Fund	\$ -				\$ -		Transfers to Capital Fund	
General Fund Balance Inc.	\$ -				\$ -		General Fund Balance Inc.	
<b>TOTAL GENERAL FUND</b>	\$ 3,105,109	\$ 3,105,109	\$ 2,315,372	\$ 896,902	\$ 3,206,974	\$ 1,306,499	<b>TOTAL GENERAL FUND</b>	
		\$ 4,995,865				\$ 3,206,974	Total Revenues with Ad Valorem	

Difference from First Draft:		2020	2021	2022	2023	Proposed 2024	Expenses:
	<b>General Levy</b>	\$ 1,514,941	\$ 1,604,439	\$ 1,698,522	\$ 1,890,756	\$ 1,900,475	Note: This levy includes:
	<b>Special Levy</b>						1. 4.00% Pay Grid Increase.
	2012A	\$ 20,601	\$ 19,000	\$ -	\$ -		2. Includes additional Public Works Employee
	2014A	\$ 110,000	\$ 110,000	\$ 110,000	\$ 63,000	\$ 42,000	3. Did not increase General Services Charge
	2016A	\$ 114,345	\$ 112,350	\$ 110,355	\$ 99,000	\$ 102,000	4. 2014A DS reduced by \$21,000
	2017A	\$ 47,000	\$ 46,000	\$ 36,000	\$ 36,000	\$ -	5. 2017A DS reduced by \$35,000 due to SCA
	2018A	\$ 319,000	\$ 319,000	\$ 318,000	\$ 318,000	\$ 317,000	
	2019A	\$ 35,801	\$ 37,000	\$ 38,000	\$ 38,000	\$ 38,000	
	2022B						6. Includes \$-0- Unallocated
	2023A					\$ 190,000	7. Includes \$-0- HPC Initiative
<b>Difference from Preliminary:</b>	<b>Special Levy 1</b>	\$ 646,747	\$ 643,350	\$ 612,355	\$ 554,000	\$ 689,000	
	<b>Total Levy</b>	\$ 2,161,688	\$ 2,247,789	\$ 2,310,877	\$ 2,444,756	\$ 2,589,475	Total Tax Levy
	<b>T.L. Change</b>	\$ 129,652	\$ 86,101	\$ 63,088	\$ 133,879	\$ 144,719	Increase in Tax Levy
		6.380%	3.983%	2.807%	5.793%	5.920%	% increase in tax levy
<b>Net Taxable Tax Capacity</b>		\$ 2,040,768	\$ 2,143,126	\$ 2,281,405	\$ 2,722,943		<b>Net Taxable Tax Capacity</b>
		\$ 227,573	\$ 102,358	\$ 138,279	\$ 441,538	\$ (2,722,943)	Increase in Tax Capacity
		12.551%	5.016%	6.452%	19.354%	-100.000%	% increase in tax capacity
<b>City Tax Rate</b>		106%	105%	101.292%	90%	#DIV/0!	<b>City Tax Rate</b>
		2020	2021	2022	2023	2024	08.10.23

Note #1 - Due to the increase in Market Value Exclusion rates, the City will lose Tax Capacity, which will result in an increase in the tax rate of some amount.

Note #2 - The decertification of the Lonestone and EZ Fabricating TIF Districts will add ~\$150,000 in tax capacity, which is = to ~ 6% increase in tax levy.