

CITY OF CHATFIELD COMMON COUNCIL

AGENDA

August 28, 2023 7:00 P.M

- I. Chatfield City Council – August 28, 2023 – 7:00 p.m. – City Council Chambers
 1. Consent Agenda:
 - A. Approval of minutes of prior meetings.
 - B. Approve payment of claims.
 - C. Approve update to Health & Safety Program.
 - D. Approve resolution to accept \$200 donation from Chatfield Commercial Club to benefit flower baskets.
 - E. Approve resolution to accept \$45,000 donation from Chatfield Firefighters’ Activities Association to benefit the Fire Department Equipment Reserve Fund.
 2. Proposal to upgrade technology – Kay Wangen:
 - A. Server Upgrade
 - B. Miscellaneous technology upgrades
 3. City Engineer’s Report – Craig Britton:
 4. Public Works Director Report – Brian Burkholder:
 - A. Consider proposal to improve 1890 Water Reservoir
 5. Committee Reports:
 - A. Public Services Committee
 - B. Committee of the Whole
 6. Mayor’s Report:
 7. City Administrator’s Report – Michele Peterson:
 8. Roundtable
 9. Adjourn.
 10. Meeting Notices:
 - A. Public Services Committee (Councilors Bluhm & Frank) 4:30 p.m.
 - B. Committee of the Whole 5:30 p.m.

**CITY OF CHATFIELD
COMMON COUNCIL
MEETING MINUTES**

Monday, August 14, 2023

The Common Council of the City of Chatfield met in regular session on Monday, August 14, 2023. Mayor John McBroom presided and called the regular meeting to order at 7:04 PM

Members Present: Councilor Paul Novotny, Councilor Josh Broadwater, Mayor John McBroom, Councilor Dave Frank, and Councilor Pam Bluhm.

Members absent: Councilor Mike Urban.

Others Present: Mark Welch, Chris Geisen, Mike Bubany, Brian Burkholder, Craig Britton, Karen Reisner, Kelly Poshusta, Shane Fox, Beth Carlson, Lynda Karver, and Fred Suhler Jr.

Consent Agenda

Councilor Pam Bluhm entered a motion, with a second by Councilor Josh Broadwater, to adopt the consent agenda which included the following items:

1. Approval of July 24, 2023 meeting minutes
2. Approve payment of claims
3. Approve resolution to accept \$2000 donation from Chatfield Youth Sports, to benefit the Frisbee Golf course

Ayes: Councilors: Novotny, Broadwater, Frank, and Bluhm

Nays: None

Absent: Councilor: Urban

Motion carried.

EDA Report

The former apartment building on Grand Street burned in late 2022 and was a total loss. The owner, Main Street Properties, LLP would like to redevelop the site into a new and slightly larger apartment building. In March 2023, the EDA and Council agreed that the property met the state definition of a substandard property. That action by council allowed the owners to demolish the structure and clear the site, which was completed, and still qualify for redevelopment TIF.

In May 2023, the EDA and Council agreed to begin consideration of establishing a TIF district as requested. EDA reviewed and recommended approval of the assistance as requested. Main Street Properties, LLP has signed the proposed development agreement and has paid the required deposit.

TIF District 3-6 Public Hearing – Grand Street Apartments

In order to approve the request, the council must hold a public hearing. Mayor McBroom opened the public hearing at 7:10 pm. Mark Welch, of Main Street Properties, LLP was present to answer questions. No comments or questions were brought forward. The public hearing ended at 7:11 pm.

Consider Resolution to authorize establishment of the TIF District

Councilor Josh Broadwater entered a motion, with a second by Councilor Dave Frank, to adopt the resolution to authorize the establishment of the TIF District.

Ayes: Councilors: Novotny, Broadwater, Frank, and Bluhm

Nays: None

Absent: Councilor: Urban

Motion carried.

Consider Approval of Development Agreement

Councilor Dave Frank entered a motion, with a second by Councilor Pam Bluhm, to approve Development Agreement between the City of Chatfield and Main Street Properties, LLP.

Ayes: Councilors: Novotny, Broadwater, Frank, and Bluhm

Nays: None

Absent: Councilor: Urban

Motion carried.

Consider renewal of Enterprise Drive Development Incentive Program

In August 2021 the city created a rebate program to promote new commercial building construction and the sale of Enterprise Drive lots. The program is about to expire.

The public works committee and EDA have reviewed a proposal to extend the program with some updates and are agreeable with the proposal.

Councilor Paul Novotny entered a motion, with a second by Councilor Dave Frank, to approve the renewal of Enterprise Drive Development Incentive Program with updates to the program.

Ayes: Councilors: Novotny, Broadwater, Frank, and Bluhm

Nays: None

Absent: Councilor: Urban

Motion carried.

City Engineer's Report

Bench Street Drainage Improvements – Pay Application #2

Pay application #2 from Pearson Backhoe Services is in the amount of \$5,855.00. Payment includes the seeding and restoration of the disturbed areas of construction along with the reshaping of the drainage swale from the end of apron to the property line to the south.

Councilor Josh Broadwater entered a motion, with a second by Councilor Paul Novotny, to authorize payment of Pay Application #2 for the Bench Street Drainage Improvements.

Ayes: Councilors: Novotny, Broadwater, Frank, and Bluhm

Nays: None

Absent: Councilor: Urban

Motion carried.

2023 Street Improvement Project – Pay Application #1

Pay Application #1 in the amount of \$190,034.92 is for Griffin Construction for work completed on the 2023 Street Improvement Project. Work completed includes the removal of the bituminous pavement and installation of the sanitary sewer, water main and services on Prospect Street SE.

Councilor Dave Frank entered a motion, with a second by Councilor Pam Bluhm, to approve Pay Application #1 for Griffin Construction for work completed on the 2023 Street Improvement Project.

Ayes: Councilors: Novotny, Broadwater, Frank, and Bluhm

Nays: None

Absent: Councilor: Urban

Motion carried.

S.C.S. Report

The Personnel/Budget Committee is recommending hiring a sixth person for public works. This full-time position would replace two of the three summer workers moving forward. It would give better coverage in

the winter for snowplowing as well. Staff is looking for approval to place an advertisement and accept applications for the position.

Councilor Josh Broadwater entered a motion, with a second by Councilor Paul Novotny, to approve placing an advertisement and accepting applications for a public works employee.

Ayes: Councilors: Novotny, Broadwater, Frank, and Bluhm

Nays: None

Absent: Councilor: Urban

Motion carried.

Committee Reports

Personnel-Budget Committee

Councilors Urban and Novotny were in attendance. Topics included:

1. Hiring a new public works employee
2. Server replacement
3. Technology upgrades for security
4. 2024 Budget

Public Works Committee

Councilors Novotny and Urban were present. Topics included:

1. Pay estimates
2. Hilltop Estates Property with the booster pump station, stormwater ponds, and water tower
3. Hillside sidewalks
4. Retaining wall work on Avenue B
5. Concrete repairs on water reservoir
6. Water conservation during the draught

Mayor's Report

Mayor McBroom gave kudos to the public works crews. There seemed to be a good turnout for everything for Western Days except maybe the car show because of the weather.

Roundtable

Councilor Bluhm gave thanks to everyone who helped with Western Days with a special thanks to the Benson Brothers.

Adjourn

Councilor Pam Bluhm entered a motion, with a second by Councilor Paul Novotny, to adjourn at 7:24 pm.

Ayes: Councilors: Novotny, Broadwater, Frank, and Bluhm

Nays: None

Absent: Councilor: Urban

Motion carried.

/s/Beth M Carlson
City Clerk



City of Chatfield
Batch Listing - Unposted Summary
 Current Period: August 2023
 2023 08FA02

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
BOUND TREE MEDICAL						
	850550	E 230-42270-210	Ambulance	Operating Expenses	\$265.90	BVM IGEL
					<u>\$265.90</u>	
BOUND TREE MEDICAL						
DSG						
	S10300	E 801-41100-500	Legislative	Cap. Outlay-GENERAL	\$336.26	1572 ENTRPRS DR HKUP LT2 BLCK2
					<u>\$336.26</u>	
DSG						
G-CUBED						
	1439 A	E 354-46616-324	Lone Stone TIF	Reimbursement	\$10,000.00	3-2 AMCO SUB / LONE STONE TIF - 14
					<u>\$10,000.00</u>	
G-CUBED						
MARCO TECHNOLOGIES LLC.						
	INV115	E 100-43100-435	Street Maintenanc	Licences, Permits and Fe	\$20.00	1 MS BUS PREM
	INV115	E 100-42110-403	Police Administrati	Prev. Maint. Agreements	\$807.46	MIT ALLOC - 20%
	INV115	E 240-46500-403	Economic Dev (GE	Prev. Maint. Agreements	\$201.86	MIT ALLOC - 5%
	INV115	E 601-49400-435	Water Utilities (GE	Licences, Permits and Fe	\$20.00	1 WTR BUS PREM
	INV115	E 100-41100-435	Legislative	Licences, Permits and Fe	\$60.00	6 LEG EXCHANGE ON LIN P1 & ACTIVE
	INV115	E 100-41500-435	City Clerk	Licences, Permits and Fe	\$90.00	4 MS BUS PREM & 1 VM EXCH + ACTI
	INV115	E 602-49450-435	Sewer (GENERAL)	Licences, Permits and Fe	\$40.00	2 WW BUS PREM
	INV115	E 100-41500-403	City Clerk	Prev. Maint. Agreements	\$807.46	MIT ALLOC - 20%
	INV115	E 100-42110-435	Police Administrati	Licences, Permits and Fe	\$200.00	10 PD MS BUS PREM
	INV115	E 100-41910-403	Planning and Zoni	Prev. Maint. Agreements	\$201.86	MIT ALLOC - 5%
	INV115	E 100-45124-435	Swimming Pools -	Licences, Permits and Fe	\$10.00	1 POOL EXCHANGE ON LINE + ACTIVE
	INV115	E 100-45200-435	Parks (GENERAL) -	Licences, Permits and Fe	\$20.00	1 PARKS BUS PREM
	INV115	E 220-42280-435	Fire Department *	Licences, Permits and Fe	\$20.00	1 FD BUS PREM
	INV115	E 230-42270-435	Ambulance	Licences, Permits and Fe	\$40.00	2 AMB BUS PREM
	INV115	E 240-46500-435	Economic Dev (GE	Licences, Permits and Fe	\$10.00	1 EDA EXCHANGE ON LINE + ACTIVE
	INV115	E 100-41910-435	Planning and Zoni	Licences, Permits and Fe	\$10.00	1 PLNG DEPT EXCHANGE ON LINE + A
	INV115	E 601-49400-403	Water Utilities (GE	Prev. Maint. Agreements	\$403.73	MIT ALLOC - 10%
	INV115	E 230-42270-403	Ambulance	Prev. Maint. Agreements	\$807.46	MIT ALLOC - 20%
	INV115	E 602-49450-403	Sewer (GENERAL)	Prev. Maint. Agreements	\$403.73	MIT ALLOC - 10%
	INV115	E 603-49500-403	Refuse/Garbage (Prev. Maint. Agreements	\$403.73	MIT ALLOC - 10%
					<u>\$4,577.29</u>	
MARCO TECHNOLOGIES LLC.						
MAYO CLINIC						
		E 230-42270-415	Ambulance	Medical Services	\$0.00	PARAMEDIC INTERCEPT
	23-775	E 230-42270-415	Ambulance	Medical Services	\$332.78	PARAMEDIC INTERCEPT
					<u>\$332.78</u>	
MAYO CLINIC						
MN DEPARTMENT OF HEALTH						
	8/17/20	E 601-49400-386	Water Utilities (GE	Well Testing Fees	\$2,697.00	QTRLY FEES 1,110 JUL-SEP
					<u>\$2,697.00</u>	
MN DEPARTMENT OF HEALTH						
OLMSTED CNTY HEALTH DEPART.						
	649	E 601-49400-386	Water Utilities (GE	Well Testing Fees	\$315.00	BACTERIA
					<u>\$315.00</u>	
OLMSTED CNTY HEALTH DEPART.						
OLMSTED MEDICAL CENTER CLINIC						
	90089	E 100-42110-310	Police Administrati	Other Professional Servic	\$155.00	PRE PLACEMENT EXAM
					<u>\$155.00</u>	
OLMSTED MEDICAL CENTER CLINIC						
RCTC						
	115726	E 230-42270-208	Ambulance	Training and Instruction	\$500.00	RN TO EMT BRIDGE CRSE- C WHITEM
					<u>\$500.00</u>	
RCTC						



City of Chatfield
Batch Listing - Unposted Summary
 Current Period: August 2023
 2023 08FA02

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
SAFE STEP LLC						
4048		E 801-43100-510	Street Maintenanc	Cap. Outlay-Sidewalks	\$4,000.00	EVLT RPRT & PRPR UNVN PNLS
					\$4,000.00	
SAFE STEP LLC						
SOUTHEAST MECHANICAL						
29997b		E 801-41940-580	Municipal Building	Cap. Outlay-Other Equip	\$5,812.50	1/2 LAB & MAT CITY HALL RTU
					\$5,812.50	
SOUTHEAST MECHANICAL						
STREICHER S						
I16500		E 100-42110-152	Police Administrati	Clothing	\$517.95	RN JCKT HLSTR BLT BTS
					\$517.95	
STREICHER S						
UTILITY REFUND						
9 TWIF		R 601-49400-9000	Water Utilities (GE		\$29.09	UTILITY BILL REFUND - 9 TWIFORD S
					\$29.09	
UTILITY REFUND						
					\$29,538.77	
2023 08FA02						
ABILITY BUILDING CENTER						
17433		E 100-41940-302	Municipal Building	Contracted Help	\$897.48	CLEANING - JULY INVOICE
					\$897.48	
ABILITY BUILDING CENTER						
ARAMARK						
256015		E 100-41940-401	Municipal Building	Repairs/Maint Buildings	\$366.32	RUG SERVICE
					\$366.32	
ARAMARK						
CENTURYLINK-TELE						
08/10/2		E 100-46630-321	Community Dev -	Telephone	\$157.81	3966 TOUR CENTER
08/10/2		E 211-45500-321	Libraries (GENERA	Telephone	\$83.79	3480 LIBRARY
08/10/2		E 211-45500-321	Libraries (GENERA	Telephone	\$100.99	2911 LIBRARY ELEVATOR
08/10/2		E 100-43100-321	Street Maintenanc	Telephone	\$18.44	1500 1/5 DID LINES
08/10/2		E 601-49400-321	Water Utilities (GE	Telephone	\$18.43	1500 1/5 DID LINES
08/10/2		E 100-42110-321	Police Administrati	Telephone	\$18.43	1500 1/5 DID LINES
08/10/2		E 230-42270-321	Ambulance	Telephone	\$18.43	1500 1/5 DID LINES
08/10/2		E 100-41500-321	City Clerk	Telephone	\$18.43	1500 1/5 DID LINES
					\$434.75	
CENTURYLINK-TELE						
CORE & MAIN						
T35517		E 601-49400-404	Water Utilities (GE	Repairs/Maint Equipment	\$466.50	24 VALVE BOX EXT. IMPORT
					\$466.50	
CORE & MAIN						
DSG						
S10300		E 602-49450-407	Sewer (GENERAL)	Rep/Maint Manholes & S	\$187.54	LADTC 27R400 27X4 MH ADJ RING
					\$187.54	
DSG						
EO JOHNSON, BUSINESS TECH.						
INV138		E 602-49450-404	Sewer (GENERAL)	Repairs/Maint Equipment	\$19.31	#56246 NETWORK L9124 MP C4503
INV138		E 230-42270-404	Ambulance	Repairs/Maint Equipment	\$36.84	#56246 NETWORK L9124 MP C4503
INV138		E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$19.31	#56246 NETWORK L9124 MP C4503
INV138		E 601-49400-404	Water Utilities (GE	Repairs/Maint Equipment	\$19.31	#56246 NETWORK L9124 MP C4503
INV138		E 603-49500-404	Refuse/Garbage (Repairs/Maint Equipment	\$19.31	#56246 NETWORK L9124 MP C4503
INV138		E 100-41910-404	Planning and Zoni	Repairs/Maint Equipment	\$10.53	#56246 NETWORK L9124 MP C4503
INV138		E 240-46500-404	Economic Dev (GE	Repairs/Maint Equipment	\$10.53	#56246 NETWORK L9124 MP C4503
INV138		E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$6.52	#46719-01 POLICE L7545
INV138		E 100-41500-404	City Clerk	Repairs/Maint Equipment	\$40.37	#56246 NETWORK L9124 MP C4503
					\$182.03	
EO JOHNSON, BUSINESS TECH.						
EZ FABRICATING, INC.						



City of Chatfield
Batch Listing - Unposted Summary
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 2023 08FA02U

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
	59258	E 100-45200-210	Parks (GENERAL) -	Operating Expenses	\$600.00	20 YARDS OF MULCH
EZ FABRICATING, INC.					\$600.00	
FENSKE PAINTING AND DECORATING						
	08/17/2	E 100-41940-401	Municipal Building	Repairs/Maint Buildings	\$436.20	PAINT AND LABOR FOR CITY MANAGE
FENSKE PAINTING AND DECORATING					\$436.20	
HAWKINS, INC.						
	655134	E 601-49400-210	Water Utilities (GE	Operating Expenses	\$40.00	WATER SUPPLY CHEMICALS
	654810	E 100-45124-210	Swimming Pools -	Operating Expenses	\$1,320.58	POOL CHEMICALS
HAWKINS, INC.					\$1,360.58	
MIDWEST MACHINERY CO.						
	965120	E 100-45200-212	Parks (GENERAL) -	Vehicle Operating Suppli	\$128.70	FILTER ELEM, OIL FILTER, FUEL FILTE
MIDWEST MACHINERY CO.					\$128.70	
MIENERGY COOPERATIVE						
	08/07/2	E 100-45200-380	Parks (GENERAL) -	Utility Services (GENERA	\$36.06	333119001 8500759501 52 SIGN
	08/07/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$410.00	333119005 85010070 HSD STLGHTS
	08/07/2	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$40.56	333119004 85007649 STALB LS
	08/07/2	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$583.56	333119002 85007612 HSD BS
	08/07/2	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$496.74	333119003 85007624 JOHNST WELL
MIENERGY COOPERATIVE					\$1,566.92	
MRO SYSTEMS						
	16905	E 100-43100-210	Street Maintenanc	Operating Expenses	\$321.43	HEX NUTS, GR5 NYLON, WASHER, CAP
MRO SYSTEMS					\$321.43	
OLSON TREE AND LANDSCAPING						
	4980	E 100-43100-411	Street Maintenanc	Tree Maintenance	\$987.00	TREE TRIMMING REMOVAL GRINDING
OLSON TREE AND LANDSCAPING					\$987.00	
ON SITE SANITATION						
	000158	E 100-45200-380	Parks (GENERAL) -	Utility Services (GENERA	\$254.00	001411-006 GP - 558 OTRNE
	000158	E 100-45200-380	Parks (GENERAL) -	Utility Services (GENERA	\$87.00	001411-0005 SHADY OAK PARK
	000158	E 100-45200-380	Parks (GENERAL) -	Utility Services (GENERA	\$87.00	001411-0004 MC HSA-559 OTRNE
	000158	E 100-45200-380	Parks (GENERAL) -	Utility Services (GENERA	\$87.00	001411-0003 MC HSP-160 DIVSTNW
	000158	E 100-45200-380	Parks (GENERAL) -	Utility Services (GENERA	\$254.00	001411-0002 MC BF-160 DIVSTNW
	000157	E 100-45200-380	Parks (GENERAL) -	Utility Services (GENERA	\$4,810.00	013194-0001 - WESTERN DAYS
ON SITE SANITATION					\$5,579.00	
PRESTON EQUIPMENT COMPANY						
	01-146	E 100-45200-212	Parks (GENERAL) -	Vehicle Operating Suppli	\$67.91	FUEL FILTERS
PRESTON EQUIPMENT COMPANY					\$67.91	
QUADIENT LEASE						
	112319	08/01/2 E 100-41500-322	City Clerk	Postage	\$4.48	FINANCE FEE
QUADIENT LEASE					\$4.48	
REINDERS						
	318784	E 100-45200-210	Parks (GENERAL) -	Operating Expenses	\$24.00	NEUTRALIZE DRY 2LBS BTL
REINDERS					\$24.00	
THE CHATFIELD NEWS, LLC						
	4156	E 240-46500-350	Economic Dev (GE	Print/Binding (GENERAL)	\$160.00	EDA - TIF ANNUAL DISCLOSURE
	4222	E 100-42110-350	Police Administrati	Print/Binding (GENERAL)	\$23.50	PATROL OFFICER ADD.
	4226	E 100-41500-350	City Clerk	Print/Binding (GENERAL)	\$99.00	CLERK-COUNCIL MIN, ORD,PH, SUMM
	4262	E 100-42110-350	Police Administrati	Print/Binding (GENERAL)	\$23.50	PATROL OFFICER ADD

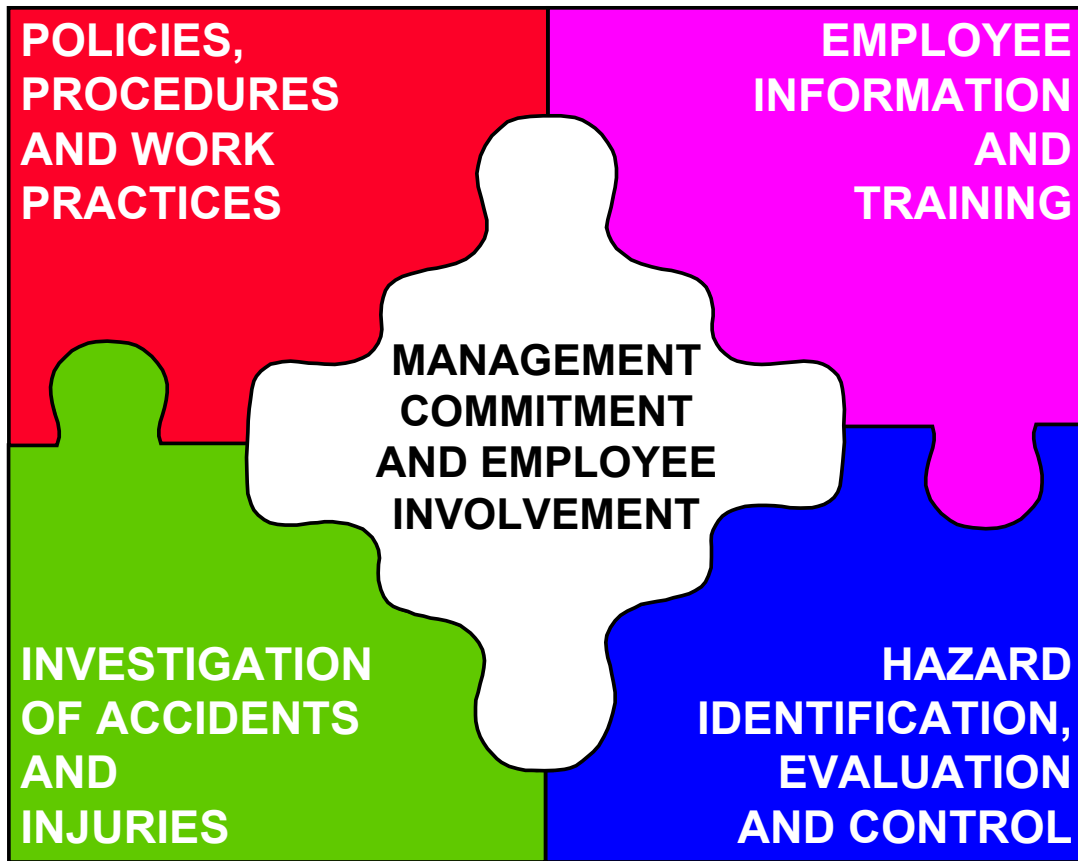


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 2023 08FA02U

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
	4261	E 100-41910-350	Planning and Zoni	Print/Binding (GENERAL)	\$250.00	P&Z MTG PH NOTICE PLATS
THE CHATFIELD NEWS, LLC					\$556.00	
WIT BOYZ INC.						
	9661	E 220-42280-404	Fire Department *	Repairs/Maint Equipment	\$36.55	RADIO CABLE
WIT BOYZ INC.					\$36.55	
2023 08FA02U					\$14,203.39	
					\$43,742.16	

((BatchID] in (19193,19194))

CHATFIELD SAFETY AND HEALTH PROGRAM



A Workplace Accident and Injury Reduction



2023 update



SAFETY AND HEALTH PROGRAM

City of Chatfield

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City of Chatfield

Endorsement of Safety and Health Program

Department(s) Applicable	Approving Authority	Date Approved
Operations & Maintenance		
Ambulance Police Fire		
City Hall		
Wastewater Treatment		
Pool and Summer Help		

City of Chatfield

Approval of Safety and Health Program

<i>Chatfield Mayor</i>	<i>City Administrator</i>

VISION STATEMENT

“The personal safety and health of each employee of this City is of primary importance. The prevention of occupationally-induced injuries and illnesses will be given priority over operating productivity whenever necessary. To the greatest degree possible, the city will provide all mechanical and physical facilities required for personal safety and health in keeping with the highest standards.”

City of Chatfield

Commitment

“To provide each and every employee with a safe and healthy place of employment.”

Mission

“To promote a cooperative environment where the city, managers, supervisors, and employees can work towards the common goal of eliminating work place safety and health hazards.”

Responsibilities

The city shall:

1. Provide visible and financial support to the safety and health program.
2. Establish and communicate those policies, programs, procedures, and practices necessary to protect employee safety and health.
3. Identify and communicate safety and health related goals and objectives.
4. Provide human and material resources necessary to implement and manage safety and health related policies, programs, procedures, goals, and objectives.
5. Assign accountability for the implementation of safety and health related policies, programs, procedures, goals, and objectives.
6. Ensure that managers and supervisors observe all safety and health related policies and procedures.

Implementation Tools

The city shall support the safety and health program by:

1. Funding the safety and health program as a budget line item.
2. Providing those items of equipment necessary to eliminate or control significant work place safety and health hazards.
3. Scheduling and conducting supervisor and employee training during normal working hours.
4. Discussing safety and health related issues in staff meetings as a matter of routine.
5. Taking an active and visible role in supervisor and employee training.

Accountability

The city shall:

1. Hold managers, supervisors, and employees accountable for their actions by adopting and enforcing a safety and health program compliance policy.
2. Audit the overall effectiveness of safety and health program at least annually.

SUPERVISORS

Commitment

“To promote a culture of safety in the work place.”

Mission

“To be a positive role model and safety advocate within their respective work unit.”

Responsibilities

Supervisors shall:

1. Be knowledgeable of safety and health related regulations, policies, procedures, and work practices.
2. Be knowledgeable of work place safety and health hazards and hazard control procedures.
3. Insure that new employees receive required physicals and training before conducting work.
4. Communicate safety and health related information and instruction to employees.
5. Ensure that all vehicles, machines, tools, and personal protective equipment are properly maintained and that unsafe items are immediately withdrawn from service for repair or replacement.
6. Perform quarterly walk through safety inspection of their work unit with a designated employee.

7. Conduct accident and injury (including close-calls) investigations to determine root cause and appropriate corrective actions.
8. Consider and act upon unsafe condition reports and other safety and health related issues communicated by employees.
9. Acknowledge safe work practices.
10. Counsel and discipline (when necessary) employees who fail to observe established safety and health related policies, procedures, and work practices.
11. Communicate serious or unresolved safety and health hazards to the city and safety committee.

Implementation Tools

Supervisors shall have the right and authority to:

1. Allocate human and material resources necessary to implement and manage safety and health related policies, procedures, and practices within their work unit.
2. Allocate funds to correct safety and health hazards.
3. Request technical assistance and/or additional funds as required to evaluate and eliminate or control safety and health hazards.
4. Enforce employee compliance with established safety and health related policies, procedures, and work practices including the initiation of formal disciplinary procedures regarding employee violations.
5. Halt any work that exposes employees to an imminent danger.

Accountability:

Compliance with safety and health related responsibilities will be assessed in annual performance reviews.

EMPLOYEES

Commitment

“To be an active participant in issues of work place safety and health.”

Mission

“To work safely for ourselves, our families, friends, coworkers, and city.”

Responsibilities

Employees shall:

1. Be knowledgeable of safety and health related regulations, policies, and procedures.
2. Be knowledgeable of work place safety and health hazards and hazard control procedures and practices.
3. Perform assigned work in accordance with established policies, procedures, and safe work practices.
4. Identify and properly eliminate or control all potential hazards when performing assigned work.
5. Properly wear, inspect, and maintain assigned personal protective equipment.
6. Inspect tools and equipment for damage and defects before each use.
7. Report all injuries, occupational illnesses (including symptoms of chemical overexposure), and accidents (including close-calls) to their supervisor.

8. Report unsafe conditions and acts to their supervisor and/or safety committee.
9. Communicate training needs and safety suggestions to their supervisor and/or safety committee.
10. Participate in work place inspections and hazard assessments.
11. Attend safety meetings and training sessions.

Implementation Tools

Employees shall have the right and authority to:

1. Review safety and health related information including, but not limited to, applicable regulations, policies, procedures, and Material Safety Data Sheets (MSDS).
2. Review their training, medical, and exposure records.
3. Verify hazard control procedures and practices when performing assigned work.
4. Be in sole control of hazardous energy sources when performing assigned work on machinery/equipment.
5. Report unsafe acts and conditions without being subjected to harassment or reprisal.
6. Refuse (in good faith) to perform assigned work, when the work exposes the employee to imminent danger, without being subjected to discipline or retaliation.
7. Refuse (in good faith) to perform assigned work, which they are not authorized or properly trained to perform, without being subjected to discipline or retaliation.
8. Refuse (in good faith) to perform assigned work, which they are physically incapable of performing, without being subjected to discipline or retaliation.

Accountability

Compliance with safety and health related responsibilities will be assessed in annual performance reviews.

SAFETY COMMITTEE

Commitment

“To eliminate work place hazards that are capable of causing significant injury or illness.”

Mission

“To foster a spirit of open communication and cooperation in resolving all issues that pertain to employee safety and health.”

Responsibilities

The safety committee shall:

1. Review the results of work place safety inspections to identify and analyze hazards.
2. Review accident and injury reports (including close-calls) to identify and analyze hazards.
3. Review and act upon safety and health related concerns, suggestions, and needs communicated by employees and supervisors.
4. Review work place hazard assessments.
5. Conduct semi-annual walk-through safety inspections.
6. Identify and communicate specific safety and health related needs and improvements to the city, supervisors, and employees.
7. Perform an annual audit of the safety and health program.

Membership and Rules Order

1. The safety committee shall consist of:
 - An employee from each department.
 - A first-line supervisor.
 - A member of upper management.
 - Safety Coordinator (can represent another department).
2. The safety committee shall elect a chair person and secretary.
3. The safety committee shall establish rules of order.
4. The safety committee shall establish and post goals and objectives.
5. Minutes of each Safety Committee Meeting will be taken and kept on file with the City Clerk and or Safety Director.

Implementation Tools

The safety committee shall:

1. Meet (and conduct associated functions) during normal working hours with employees in pay status.
2. Be allocated (\$ 1200.00) per year for operating expenses and completion of stated goals and objectives, this is in the Ambulance budget. .
3. Be authorized to spend up to (\$ _____) on safety and health related improvements, with city approval.

Accountability

The safety committee shall prepare an annual report. The report shall be submitted to the city and posted for employee review. The report shall include:

1. A summary of progress made in meeting stated goals and objectives.
2. An analysis of accidents and injuries (including close-calls) that identifies recurrent hazards and means of prevention.
3. An analysis of safety inspections that identifies recurrent hazards and means of prevention.
4. Specific recommendations for the elimination of work place safety and health hazards.
5. Goals and objectives for the coming year.

COMPLIANCE POLICY

“Work place safety requires a team effort and is a shared responsibility. All personnel shall be required to perform assigned work in accordance with established safety and health related policies, procedures, and work practices.

Compliance with safety and health related policies, procedures, and work practices shall be assessed during annual performance reviews and shall be a factor in promotions and the assignment of other benefits.

Serious and/or recurrent violations of established safety and health related policies, procedures, and work practices shall result in disciplinary action up to and including termination.”

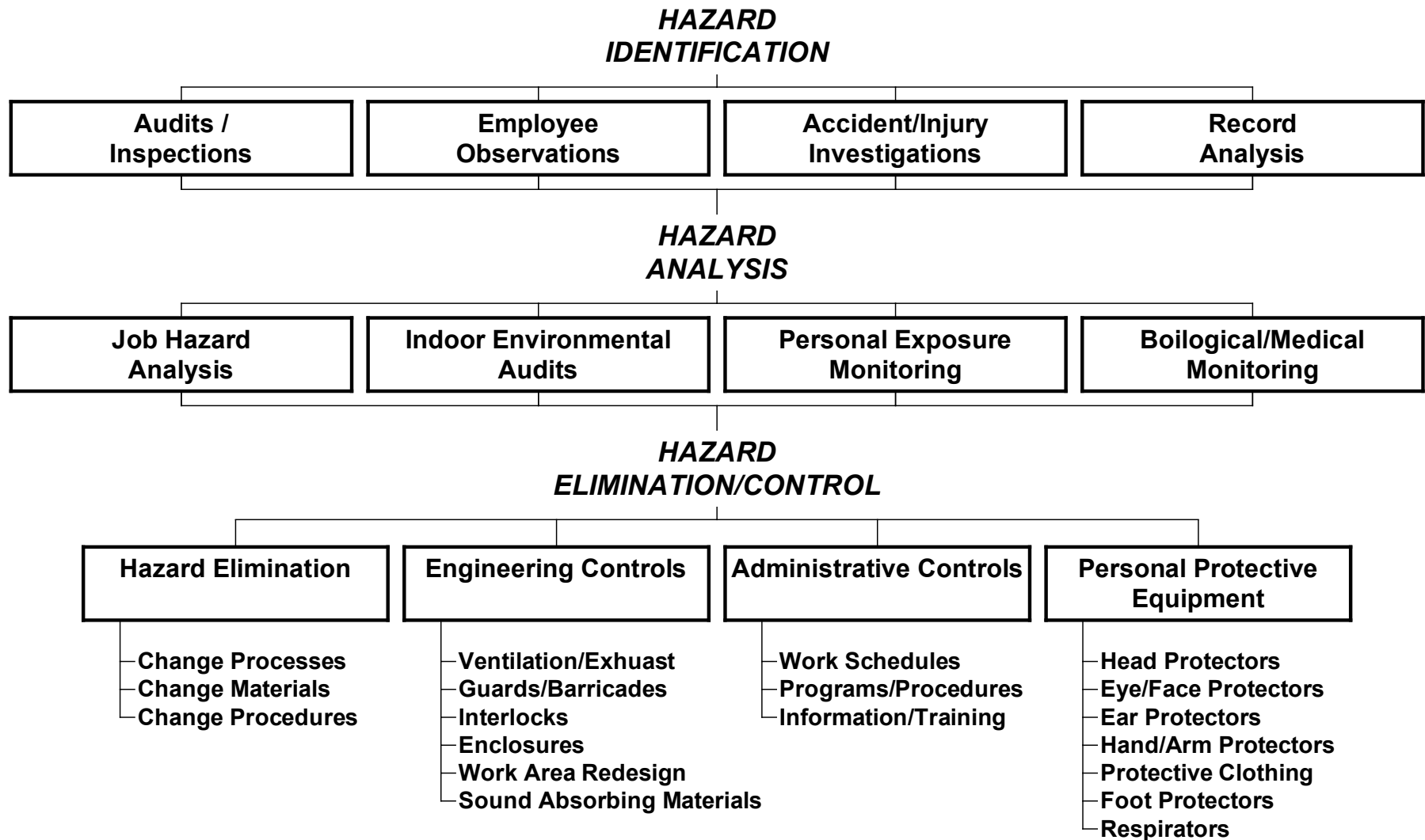


Figure 1. Logic chart for the identification, analysis, and elimination/control of safety and health hazards.

IDENTIFICATION OF SAFETY AND HEALTH HAZARDS

Policy

A hazard is any condition, act or event that has the potential to cause injury or illness. Managers, first-line supervisors, and employees shall remain alert for (and report) work place safety and health hazards.

Implementation Tools

Four methods shall be used to identify work place safety and health hazards.

1. Initial Assessment of Work Place Hazards.

The purpose of the assessment shall be to identify all potential work place safety and health hazards.

The assessment shall include a walk-through inspection of the work place and a review of employee job duties. Results of the survey shall be tabulated as an inventory of work place hazards.

The assessment shall be performed by a qualified individual with the direct involvement of work unit supervisors and employees.

Results of the assessment shall be communicated to affected managers, supervisors, employees, and the safety committee.

2. New/Altered Processes, Equipment, and Chemical Products

Potential safety and health hazards shall be identified and evaluated prior to:

- The start-up of new/altered processes or equipment.
- The use of new chemical products

The assessment shall be performed by a qualified individual with the direct involvement of work unit supervisors and employees.

Results of the assessment shall be communicated to affected managers, supervisors, employees, and the safety committee.

3. Periodic Walk-Through Inspections

Supervisor/Employee Inspections

Monthly walk-through safety inspections shall be conducted in each work area by the work unit supervisor and a designated employee. The inspections shall be accomplished using a safety inspection checklist

All observed hazards shall be noted on the checklist. The inspection team shall correct unsafe items that can be corrected at the time of the inspection. Hazards that need further attention shall be recorded on the form. The work unit supervisor shall initiate corrective actions for those items that could not be corrected during the inspection.

The work unit supervisor shall be responsible for reporting the status of unsafe conditions that have not been corrected during subsequent inspections.

Inspection results shall be communicated to work unit managers, supervisors, employees, and the safety committee.

Imminent Danger

Employees shall not expose themselves to imminent danger.

- Imminent danger hazards that require immediate corrective action, shall be reported to the employee's supervisor at once.
 - ⇒ The supervisor shall take immediate action to correct the hazard.
- If the supervisor does not immediately take corrective action, the employee(s) shall report the situation to the work unit's manager and the safety committee.
 - ⇒ The work unit manager and the safety committee shall investigate and resolve the situation.
- Work shall not resume until the situation has been resolved.

Unsafe Conditions

The following procedure shall be used where a working condition is thought to be unsafe or potentially unsafe, but does not require immediate corrective action:

- The employee(s) shall fill out an hazardous condition report or an equivalent), being as detailed and specific as possible. The employee(s) shall:
 - ⇒ Note the location and cause of the unsafe condition.
 - ⇒ Actions, which should be taken to correct the condition.
 - ⇒ Give the report to their immediate supervisor.
- The supervisor shall have five (5) working days to investigate the matter and take whatever corrective action, if any needs to be taken.
 - ⇒ The supervisor may refer the matter to the safety committee within the five (5) working day period.
- If the employee(s) disagree(s) with the action taken by the supervisor, or if no action is taken, the employee(s) shall refer the matter to the safety committee.
- The safety committee shall have up to thirty (30) working days to investigate the matter and identify appropriate corrective actions. The safety committee shall communicate its recommendations in writing to the city and the employee(s) that initiated the unsafe condition report.
- The city shall act upon the recommendations of the safety committee.

EVALUATION OF SAFETY AND HEALTH HAZARDS

Policy

Safety and health hazards shall be evaluated to determine severity, root cause, and appropriate corrective actions.

Implementation Tools

Appropriate methods shall be used to evaluate work place safety and health hazards. Hazard evaluation methods shall include, but may not be limited to:

1. Hazard Analysis

As required safety and health hazards are identified by work place inspections, employee reports and/or accidents/injuries shall be evaluated to determine root cause, severity, and appropriate corrective actions. A hazard analysis form shall be used to analyze work place safety and health hazards.

2. Job Hazard Analysis

A formal job hazard analysis shall be conducted as required to evaluate complex processes and work, severe hazards and/or recurrent accidents/injuries. A Job Hazard Analysis form shall be used to conduct job hazard analysis.

3. Indoor Environmental Audits

Indoor environmental audits shall be conducted to assess indoor air quality, noise levels, lighting, and/or temperature and humidity as required by applicable regulations and work place hazards. Indoor Environmental Audit Form shall be used to record the results of indoor environmental audits.

4. Personal Exposure Monitoring

Personal exposure monitoring shall be conducted to evaluate employee exposure to work place hazards (e.g. noise and airborne contaminants as required by applicable regulations and work place hazards. Personal Exposure Monitoring Form shall be used to record the results of personal exposure monitoring.

- The employee with whom personal exposure monitoring was conducted shall be informed of the results as required by applicable regulations.
- All affected managers, supervisors, and employees shall also be informed of the results of personal exposure monitoring in accordance with employee confidentiality restrictions.
- The Safety Coordinator shall maintain all employee personal exposure records. Employees shall have access to their exposure records, and upon request said records shall be released to the employee's personal physician. Said records shall also be released to the employee's designated representative in accordance with applicable OSHA restrictions and procedures.

5. Occupational Medicine

Results from the occupational medicine program shall be used to evaluate any potential adverse health effects from employee exposure to harmful work environments and/or agents. Said determinations shall be made by the occupational medicine physician and communicated to the city in accordance with restrictions imposed by patient/physician confidentiality.

Hazard assessments shall be conducted by a qualified individual (*e.g. a person who has, by extensive knowledge, training, and experience, successfully demonstrated the ability to solve or resolve problems relating to the subject matter, the work, or project*) and shall directly involve work unit supervisors and employees.

The results of hazard assessments shall be communicated to affected managers, supervisors, and employees and the safety committee.

HAZARD ELIMINATION/CONTROL

Policy

Where practical and feasible safety and health hazards shall be eliminated rather than controlled.

Implementation Tools

Four methods shall be used to correct work place safety and health hazards.

1. Hazard Elimination

When practical and feasible, work place safety and health hazards shall be eliminated by changing processes, materials, and/or procedures in lieu of other control measures.

2. Engineering Controls

Effective engineering controls shall be the preferred method to control safety and health hazards that can not be eliminated by changing processes, materials, and/or procedures. Engineering controls implemented by each Department Head include, but may not be limited to:

- Ventilation and exhaust.
- Guards and barricades.
- Installation of sound absorbing materials.
- Interlocks and other safety devices.
- Installation of enclosures/devices that isolate employees from hazards.
- Redesigning of work stations/areas.

3. Administrative Controls

Administrative controls shall be used to control work place safety and health hazards when appropriate and feasible. Administrative controls implemented by Department Heads, City Clerk and City Council include, but may not be limited to:

- Modifying work schedules to reduce employee exposure to toxic materials and/or hot environments.
- Implementing safety and health related policies, procedures, and work practices, including OSHA required safety and health programs. Where applicable, OSHA required safety and health programs implemented by The city of Chatfield include, but may not be limited to:

- ⇒ Hazard Communication Program.
- ⇒ Personal Protective Equipment Procedures.
- ⇒ Respiratory Protection Program.
- ⇒ Hearing Conservation Program.
- ⇒ Hazardous Energy Control (Lockout/Tagout) Program.
- ⇒ Permit-Required Confined Spaces Program.
- ⇒ Fire Prevention/Emergency Action Plan.
- ⇒ Infection Control Plan.
- ⇒ Bloodborne Pathogen /Exposure Control Plan.
- ⇒ _____.
- ⇒ _____.
- ⇒ _____.
- ⇒ _____.

- Providing employees with information and training as required by applicable regulations, work place hazards, and employee job duties. Employee information and training includes, but may not be limited to:
 - ⇒ Posted signs that warn employees of work place safety and health hazards.
 - ⇒ Safety Data Sheets (SDS) available for hazardous chemicals to which employees may be exposed.
 - ⇒ New employee safety training and instruction.
 - ⇒ In service training of existing employees.
 - ⇒ Job briefings.
 - ⇒ Toolbox and tailgate safety talks.

4. Personal Protective Equipment

When safety and health hazards can not be eliminated or controlled by other means, employees will be provided with and required to wear suitable personal protective equipment. Personnel protective equipment including, but not limited to, hardhats, protective eye wear, gloves, and protective footwear shall be selected, inspected, used, and cared-for in accordance with applicable regulations and the manufacture's instructions. Personal protective equipment provided to employees includes, but may not be limited to:

- Gloves fo all types; Job specific
- Eye Protection / Goggles
- Aprons / Clothing covering
- Foot protection
- SCBA and full turnout gear
- PAPRs / Hepa Masks
- Employees shall be responsible for the proper inspection, use, and maintenance of assigned personal protective equipment.
-

FACILITY MAINTENANCE

Policy

Scheduled maintenance shall be used so far as practical and feasible to insure the safety, reliability, and availability of structures, equipment, and vehicles.

Implementation Tools

1. Facility Maintenance

Structures, equipment, and vehicles shall be inspected and maintained in accordance with applicable regulations, codes, and manufacturer's instructions.

It is the goal of The City of Chatfield to maintain structures, equipment, and vehicles through scheduled and planned maintenance. To facilitate planned maintenance and the reporting of items in need of repair The City of Chatfield has established a work order system.

All personnel shall use the system to report items in need of maintenance or repair.

Maintenance and inspection records shall be maintained on file as required by applicable regulations.

All replacement equipment and parts shall meet or exceed OM (original manufacture's) specifications.

2. Housekeeping

Maintaining a clean and sanitary work place is a shared responsibility and requires a team effort. To accomplish this goal, housekeeping procedures and assignments have been established. Housekeeping procedures and assignments are department specific. The general rule is to clean up after yourself, help others to do so if needed.

* **Special Note** Refer to OSHA publication, Recordkeeping Guidelines for Occupational Injuries and Illnesses for specific reporting and recordkeeping requirements.

ACCIDENT INVESTIGATION AND RECORD ANALYSIS

Policy

Accidents and injuries can reoccur unless root causes are identified and corrected.

All accidents and injuries (including close-calls) shall be investigated to identify root cause and appropriate corrective measures.

Implementation Tools

1. Records Management

The city shall maintain and periodically review the following records.

Record	Maintained By/Location
Employee Personal Exposure Records	Safety Coordinator
Employee Medical Records	Safety Coordinator
Employee Training Records	Individual Departments and Safety Coordinator
Reports Of Accidents/Injuries	Safety Coordinator
OSHA 300 log	Safety Coordinator
Safety Inspection Reports/Audits	Safety Coordinator
Accident Investigations	Safety Coordinator & Department
Canceled Confined Space Permits	Superintendent of City Services
Lockout/Tagout Work Plans	Superintendent of City Services
Lockout/Tagout Inspections	Superintendent of City Services
Maintenance Records	Individual Departments

2. Reporting of Accidents and Close-calls

Employees are required to report all accidents and injuries (including close-calls) to their work unit supervisor.

OSHA recordable injuries shall be reported to The Safety Coordinator who shall be responsible for reporting and recording OSHA recordable injuries (including the processing of workers' compensation claims and compilation of the OSHA 300 log) in accordance with applicable regulations.

It shall be the responsibility of The Safety Coordinator to report fatalities and accidents, which result in the hospitalization of three (3) or more employees, to the nearest OSHA office within 8 hours.

3. Accident/Injury Investigation

Work unit supervisors shall be responsible for promptly investigating all accidents and injuries (including close-calls) to identify root cause and appropriate corrective actions.

Figure 2 may be used to provide general guidance for determining root cause and appropriate corrective actions.

Work unit supervisors shall communicate the results of all investigations to affected managers, supervisors, employees, and the safety committee.

4. Analysis of Accidents and Injuries

The safety committee shall record and analyze information and statistics on accidents and injuries (including close-calls) to identify recurrent hazards.

The safety committee shall communicate its analysis (including any recommendations) to the city, supervisors, and employees.

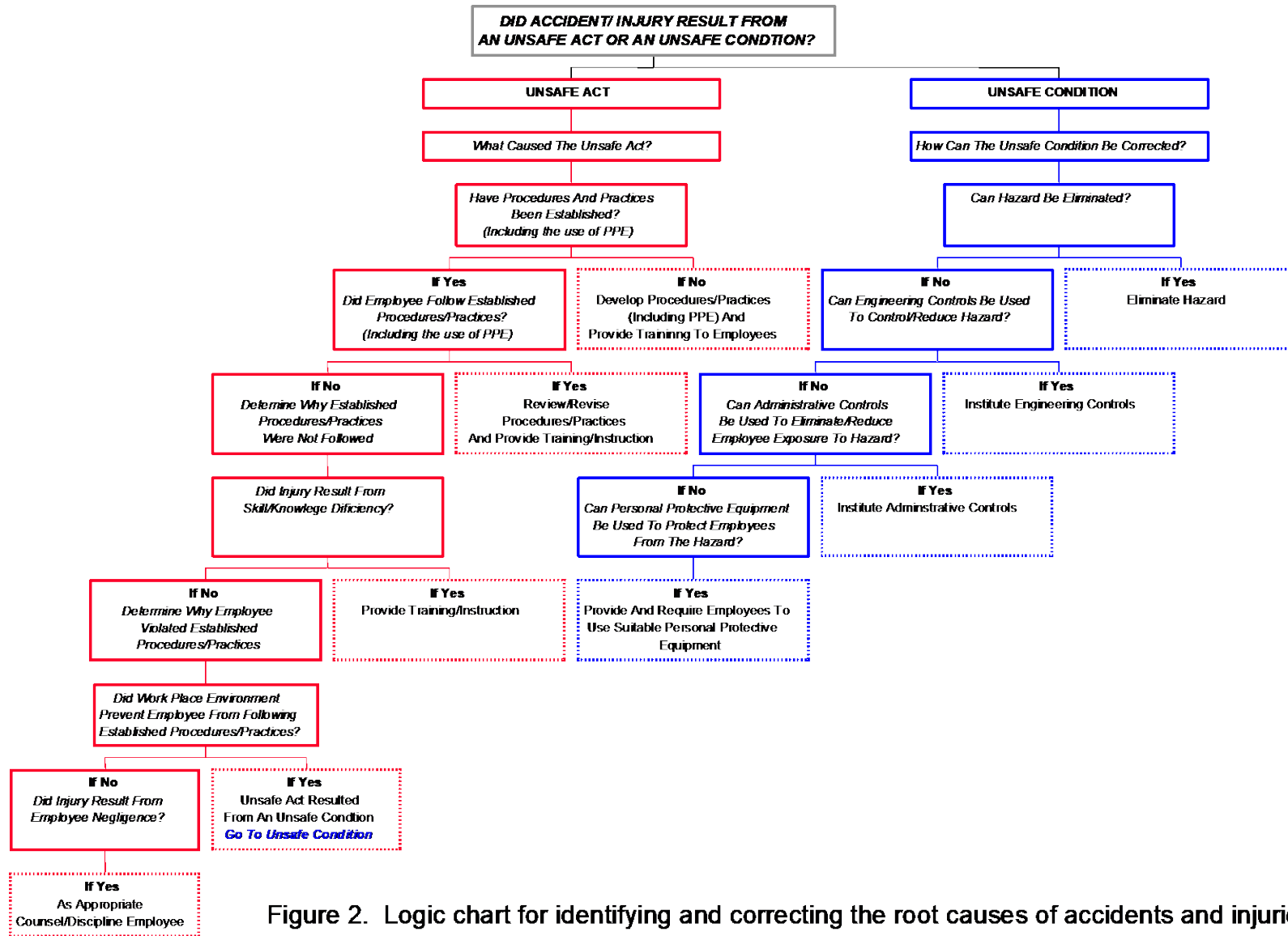


Figure 2. Logic chart for identifying and correcting the root causes of accidents and injuries.

OCCUPATIONAL MEDICINE

Policy

Employee health and well being shall be monitored through an occupational medicine program. Results of the program shall be used to determine employee fitness for duty and to identify and evaluate any medical effects resulting from work place safety and health hazards.

Implementation Tools

Olmsted Medical Center Chatfield has been designated to provide occupational medicine services to the City of Chatfield Employees if needed.

To facilitate an effective occupational medicine program, Department Heads shall provide All Employees information about work place safety and health hazards, employee job duties, and applicable regulations.

As required by work place safety and health hazards and applicable regulations, the Employees Physician shall perform initial and periodic medical examinations and tests to evaluate employee health and fitness for duty.

The Employees Physician shall communicate the results of medical procedures and tests to the employees.

In accordance with physician/patient confidentiality restrictions, the employee shall communicate pertinent employee medical information to the Supervisor or Safety Coordinator.

The Safety Coordinator, and, or Specific Department shall maintain applicable employee medical records. Employees shall have access to their medical records, and upon request, said records shall be released to the employee's personal physician. Said records shall also be released to the employee's designated representative in accordance with applicable OSHA restrictions and procedures.

CONTRACTOR SAFETY

Policy

Qualified Contractors

It is the policy of The City of Chatfield to retain only qualified contractors that have a demonstrable record of employee safety and health and regulatory compliance.

Contractor Duties

The contractor shall be responsible for initiating, maintaining, and supervising safety and health related policies, programs, and work practices in connection with the performance of contractual work.

The contractor's safety and health program shall be in compliance with all applicable regulations and shall provide a level of employee protection that is equal to or greater than safety and health related policies, procedures, and work practices implemented by The City of Chatfield.

The contractor shall be responsible for furnishing all safety and health related equipment necessary for the completion of contracted work.

Duties to Subcontractors

The contractor shall be responsible for communicating safety and health related information to subcontractors and shall ensure that subcontractors initiate, maintain, and supervise safety and health related policies, programs, and work practices while performing subcontracted work.

Imminent Danger

The City of Chatfield reserves that right to suspend contracted work, if said work exposes the employees of either city or contractor to imminent danger.

Implementation Tools

Exchange of Safety and Health Related Information

Prior to the beginning of contracted work, the project manager/inspector and the contractor's job site supervisor shall exchange and review applicable safety and health related information, procedures, and practices. The information exchange/review shall include, but may not be limited to:

1. Hazardous materials (including lead and asbestos containing materials) present in the host city's work place and to which the contractor's employees might be exposed. Information provided to the contractor shall include, but may not be limited to.
 - Identity and nature of hazardous materials.
 - Potential health hazards.
 - Protective measures.
 - Location of Safety Data Sheets (SDS).

2. Hazardous materials brought into the City of Chatfield's work place by the contractor (including any subcontractors). Information provided to the City of Chatfield shall include, but may not be limited to.
 - Identity and nature of hazardous materials.
 - Potential health hazards.
 - Protective measures.
 - Location of Safety Data Sheets (SDS).

3. Hazardous energy sources in the City of Chatfield's work place. Information provided to the contractor shall include, but may not be limited to.

- Identity and magnitude of hazardous energy sources in the City Of Chatfield's work place.
- Host city's lockout/tagout procedures.
- Procedures used to coordinate joint lockout/tagout.

Lockout procedures to be used by the contractor (including any subcontractors) shall be discussed and identified.

4. Permit confined spaces in the host city's work place. Information provided to the contractor shall include, but may not be limited to:

- Identity and location of permit confined spaces.
- Permit confined space hazards.
- Entry procedures used by the host city's employees.
- Emergency procedures used by the host city's employees.

Confined space entry procedures to be used by the contractor (including any subcontractors) shall be discussed and identified.

5. Policies and practices relating to the use of personal protective equipment. Information provided to the contractor shall include, but may not be limited to:

- The City of Chatfield's personal protective equipment hazard assessment.

6. Emergency procedures. Information provided to the contractor shall include, but may not be limited to:

- Preferred method of reporting work place emergencies.
- Procedures for making emergency telephone calls.
- Identity and location of occupational physician/hospital.
- Method used to report work place emergencies.
- Identity of fire alarm and evacuation procedures.

7. Other safety and health related information applicable to contracted work.

Coordination of Work

The project manager/inspector and the contractor's job site supervisor shall coordinate work activities that affect employee safety and health. Such work activities include, but may not be limited to:

1. Shut down of machines and lockout/tagout.
2. Entry into permit confined spaces.

Additional Information

Refer to the following documents for additional information and requirements.

1. Contract documents.
2. Hazard Communication Program.
3. Hazardous Energy Control (lockout/tagout) Program.
4. Permit Confined Space Entry Program.
5. Emergency Action Plan.
6. Personal Protective Equipment Hazard Assessment.
7. Respiratory Protection Program.
8. Hearing Conservation Program.

EMPLOYEE INFORMATION

Policy

Employees shall be provided with adequate and effective safety and health related information.

Implementation Tools

1. Employee Rights Under the *Occupational Safety and Health Act*

Employees will be informed of their rights under the Occupational Safety and Health Act by posting the "OSHA Poster." The OSHA poster shall be posted in the Employee Breakroom.

2. Work Place Injuries and Illnesses

Employees shall be informed of work place injuries and illness by posting of the OSHA 300 A Log for the previous year between February 1 and April 30 of each year. The OSHA 300 A Log shall be posted in the Employee Breakroom.

3. Access to Safety and Health Related Information

Employees shall be provided access to safety and health related information, including but not limited to; OSHA standards, Safety Data Sheets, and safety and health related policies and procedures. Safety and health related information shall be available for employee review copies in each Department and with the Safety Coordinator.

The Safety Coordinator shall be responsible for posting (or making available) the above information.

4. Access to Medical Records

Employee medical records are maintained on file in the Safety Coordinator's office, or Specific Departments (Fire Department, and Police Department). Employees are to contact The Safety Coordinator, or Department Head. to access and review their medical records. Upon request, medical records shall be released to the employee's private physician.

5. Access to Personal Exposure Records

Employee exposure records shall be maintained and are on file in the Safety Coordinators Office. Employees are to contact the Safety Coordinator, or Department Head.) to access and review their exposure records. Upon request exposure records shall be released to the employee's private physician. Said records shall also be released to the employee's designated representative in accordance with applicable OSHA restrictions and procedures.

6. Access to Training Records

Employee training records shall be maintained and are on file at in the Safety Coordinators Office. Employees are to contact their Department Head or the Safety Coordinator to access and review their training records.

7. Warning Signs, Labels, and Tags

Appropriate signs, labels, and tags shall be used to communicate work place hazards and safety and health related information. Some examples follow:

- **Danger signs and tags** - shall be used in major hazard situations where an immediate hazard presents a threat of death or serious injury.
- **Caution signs and tags** - shall be used in minor hazard situations where a non-immediate or potential hazard or unsafe practice presents a lesser threat of employee injury.
- **Warning signs and tags** - shall be used to represent a hazard level between "caution" and "danger".
- **Safety Instruction Signs** - shall only be used to communicate safety and health related information.

EMPLOYEE TRAINING

Policy

All employees shall be provided with effective safety training and instruction as required by work place hazards, employee job duties, and applicable regulations.

First-line supervisors shall evaluate the effectiveness of training by observing employee work practices and compliance with established safety and health related policies, procedures, and practices.

First-line supervisors shall take appropriate actions to correct skill and knowledge deficiencies.

Implementation Tools

1. New Employees

All new employees shall be provided with effective safety training and instructions as required by work place hazards, the employee's job duties, and applicable regulations. The training shall be completed before new employees perform assigned work. New employee safety training and instruction shall include, but may not be limited to:

- Information on safety and health related policies, procedures, and practices.
- Instruction on the identity and nature of work place safety and health hazards, including hazard control procedures and practices.
- Instruction on specific job duties including safe work practices.
- Instruction on emergency procedures.

The training will be documented and kept on file in the Safety Coordinators Office, or Specific Department.

2. In-Service Training of Existing Employees

All existing employees shall receive topical and refresher training as required by:

- Applicable regulations.
- The introduction of new hazards.
- Procedural changes.
- Work practice deficiencies.

In-service training will be scheduled on an as need basis.

Attendance will be taken on a sign-up sheet and maintained on file in the Safety Coordinators Office, or Specific Department.

3. Toolbox and Tailgate Safety Talks

Work unit supervisors shall conduct frequent toolbox and tailgate safety talks to communicate:

- Topical safety and health related information.
- Work-specific hazards and hazard control procedures (job briefings).
- Hazards associated with non-routine tasks.

4. Training Effectiveness Shall be Evaluated by:

- Work place safety inspections.
- Employee compliance with established policies, procedures, and work practices.

First-line supervisors shall be primarily responsible for evaluating the effectiveness of employee training. Feed back will be requested by safety committee as appropriate.

EMERGENCY PREPAREDNESS

Policy

All Employees shall be prepared for all reasonably foreseeable work place emergencies.

Implementation Tools

1. Fire and Emergency Prevention

The City of Chatfield has established specific procedures and responsibilities to prevent fires and other emergencies in a fire and emergency prevention plan.

2. Emergency Equipment and Egress

Emergency equipment, including but not limited to; exits and exit ways, fire extinguishers, first aid kits, emergency eye wash stations, emergency showers, and emergency lights shall be installed, inspected, and maintained in accordance with applicable regulations.

Procedures for the inspection and maintenance of emergency equipment are established in the Fire and Emergency Prevention Plan.

3. Employee Emergency Action Plan

Procedures to be followed by employees in the event of a fire or other work place emergency are established in the Employee Emergency Action Plan.

4. Employee Training

Employees shall be trained for assigned emergency response actions and duties in accordance with applicable regulations. The information and training includes, but may not be limited:

- Actions and duties established in the emergency action plan.
- Fire prevention and the use of portable fire extinguishers.
- CPR and first aid.

Job classifications required to be trained in CPR/first aid include:

Police Department

Emergency Medical Technicians

Fire Department; CPR only

All other personnel CPR and First Aid if desired

5. Emergency Response

The following agencies have been designated to respond to any emergency within the City of Chatfield:

Chatfield Fire Department and Rescue:

Chatfield Ambulance:

Chatfield Police:

Local emergency response agencies shall be informed of work place safety and health hazards in accordance with applicable regulations.

The local fire department has toured the facility, and has developed a pre-emergency plan. The preplan is available for employee review at Chatfield Fire Department.

ANNUAL PROGRAM AUDIT

Policy

The effectiveness of the safety and health program shall be assessed by an annual audit.

Implementation Tools

The safety committee shall perform an annual audit of the safety and health program. The audit shall be conducted in January of each year.

The goal of the audit shall be to improve overall program effectiveness by identifying specific needs and deficiencies. Specific recommendations for improving the program shall be made through updated goals and objectives. Form *SP-9* (or an equivalent) shall be used to complete the audit.

The safety committee shall communicate the results of the audit to the city, supervisors, and employees.

ATTACHMENT 1 COMPENDIUM OF SELECTED OSHA PUBLICATIONS

Special Note

Information in this attachment has been electronically reproduced and edited from public domain Occupational Safety and Health Administration (OSHA) publications. The documents are not copyrighted by the Occupational Safety and Health Administration and may be reproduced without prior approval.

The publications have been electronically reformatted to contain only relevant technical information.

The OSHA publications contained in this attachment are intended to provide general information only and do not determine or alter compliance requirements established in the *Occupational Safety and Health Act* and/or the *Code of Federal Regulations*. Readers are further cautioned that OSHA regulations, interpretations, and enforcement policies change over time. Readers are directed to consult applicable OSHA regulations for specific regulatory requirements.

VOLUNTARY SAFETY AND HEALTH PROGRAM MANAGEMENT GUIDELINES

Electronically Reproduced and Edited From OSHA Fact Sheet 91-37

The Occupational Safety and Health Administration (OSHA) has issued voluntary program management guidelines to encourage cities to do more than just comply with regulations to prevent occupational injuries and illnesses.

Although compliance with the law, including specific OSHA standards, is an important objective, an effective program looks beyond specific requirements of law to address all hazards. It seeks to prevent injuries and illnesses, whether or not compliance is at issue.

The language in these guidelines is general so it may be broadly applied in general industry, shipyards, marine terminals, and longshoring activities regardless of the size, nature, or complexity of operations. Construction activities are not covered by this guideline because they are already covered under OSHA's construction standards.

The guidelines, a distillation of successfully applied safety and health management practices, are advocated by safety and health professionals and consultants representing corporations, professional associations, and labor unions.

The Guidelines

The guidelines call for systematic identification, evaluation, and prevention or control of general workplace hazards, specific job hazards, and potential hazards, which may arise from foreseeable conditions.

The extent to which a program is described in writing is less important than how effective it is in practice. As the size of a worksite or the complexity of a hazardous operation increases, however, the need for written guidance increases to ensure clear communication of policies and priorities and consistent and fair application of rules.

Major elements of an effective occupational safety and health program include:

Management Commitment and Employee Involvement. *This calls for:*

- A worksite policy on safe and healthful work and working conditions clearly stated so that all personnel with responsibility at the site, and personnel at other locations with responsibility for the site, understand the priority of safety and health protection in relation to other organizational values.
- A clear goal for the safety and health program and objectives for meeting that goal, so that all members of the organization understand the results desired and the measures planned for achieving them.
- Top management involvement in implementing the program, so that all will understand that management's commitment is serious.
- Employee involvement in the structure and operation of the program and in decisions that affect their safety and health, to make full use of their insight and energy.
- Assignment of responsibilities for all aspects of the program, so that managers, supervisors, and employees in all parts of the organization know what performance is expected of them.
- Provision of adequate authority and resources to responsible parties, so that assigned responsibilities can be met.
- Holding managers, supervisors, and employees accountable for meeting their responsibilities, so that essential tasks will be performed.
- Annual reviews of program operations to evaluate their success in meeting the goal and objectives, so that deficiencies can be identified and the program and/or the objectives can be revised when the goal and objectives are not met.

Worksite Analysis. *This includes:*

- Identification of all hazards by conducting baseline worksite surveys for safety and health and periodic comprehensive update surveys. Also included would be an analysis of planned and new facilities, processes, materials, and equipment; and other routine job hazards.
- Regular site safety and health inspections, so that new or previously missed hazards and failures in hazard controls are identified.

- A reliable system to encourage employees, without fear of reprisal, to notify management personnel about conditions that appear hazardous and to receive timely and appropriate responses.
- Investigation of accidents and "near miss" incidents, so that their causes and means for prevention are identified.
- Analysis of injury and illness trends over extended periods so that patterns with common causes can be identified and prevented.

Hazard Prevention and Control. *This calls for:*

- Procedures that ensure that all current and potential hazards are corrected in a timely manner through engineering techniques where appropriate, safe work practices understood and followed by all parties; provision of personal protective equipment; and administrative controls, such as reducing the duration of exposure.

Safety and Health Training. *This includes training to:*

- Ensure that all employees understand the hazards to which they may be exposed and how to prevent harm to themselves and others.
- Ensure that supervisors and managers understand their responsibilities and the reasons for them, so they can carry out their responsibilities effectively.

JOB HAZARD ANALYSIS

Electronically Reproduced and Edited From OSHA Publication 3071, 1988

Introduction

Job-related injuries occur every day in the workplace. Often these injuries occur because employees are not trained in the proper job procedure.

One way to prevent workplace injuries is to establish proper job procedures and train all employees in safer and more efficient work methods. Establishing proper job procedures is one of the benefits of conducting a job hazard analysis - that is, carefully studying and recording each step of a job, identifying existing or potential job hazards (both safety and health), and determining the best way to perform the job to reduce or eliminate these hazards. Improved job methods can reduce costs resulting from employee absenteeism and workers' compensation, and can often lead to increased productivity.

This booklet explains what a job hazard analysis is and contains guidelines for conducting your own step-by-step analysis. A sample of a completed job hazard analysis and a blank job hazard analysis form are included at the back of this booklet.

It is important to note that the job procedures in this booklet are for illustration only and do not necessarily include all steps, hazards, or protections for similar jobs in industry. In addition, standards issued by the Occupational Safety and Health Administration (OSHA) should be referred to as part of your overall job hazard analysis. There are OSHA standards that apply to most job operations, and compliance with these standards is mandatory.

Although this booklet is designed for use by foremen and supervisors, employees also are encouraged to use the information contained in the booklet to analyze their own jobs, be aware of workplace hazards, and report any hazardous conditions to their supervisors.

Selecting Jobs For Analysis

A job hazard analysis can be performed for all jobs in the workplace, whether the job is "special" (non-routine) or routine. Even one-step jobs, such as those in which only a button is pressed, can and perhaps should be analyzed by evaluating surrounding work conditions.

To determine which jobs should be analyzed first, review your job injury and illness reports. Obviously, a job hazard analysis should be conducted first for jobs with the highest rates of accidents and disabling injuries. Also, jobs where "close-calls" have occurred should be given priority. Analysis of new jobs and jobs where changes have been made in processes and procedures should follow. Eventually, a job hazard analysis should be conducted and made available to employees for all jobs in the workplace.

Involving the Employee

Once you have selected a job for analysis, discuss the procedure with the employee performing the job and explain its purpose. Point out that you are studying the job itself not checking on the employee's job performance. Involve the employee in all phases of the analysis - from reviewing the job steps to discussing potential hazards and recommended solutions. You also should talk to other workers who have performed the job.

Conducting the Job Hazard Analysis

Before actually beginning the job hazard analysis, take a look at the general conditions under which the job is performed and develop a checklist. Below are some sample questions you might ask.

- Are there materials on the floor that could trip a worker?
- Is lighting adequate?
- Are there any live electrical hazards at the job site?
- Are there any explosive hazards associated with the job or likely to develop?
- Are tools, including hand tools, machines, and equipment in need of repair?
- Is there excessive noise in the work area hindering worker communication and increasing risk of hearing loss?
- Is fire protection equipment readily accessible and have employees been trained to use it?

- Are emergency exits clearly marked?
- Are trucks or motorized vehicles properly equipped with brakes, overhead guards, backup signals, horns, steering gear, and identification as necessary?
- Are all employees operating vehicles and equipment properly trained and authorized?
- Are employees wearing proper personal protective equipment (PPE) for the jobs they are performing?
- Have any employees complained of headaches, breathing problems, dizziness, or strong odors?
- Is ventilation adequate?
- Does the job involve entry into a confined space?
- Have tests been made for oxygen deficiency and toxic fumes?

Naturally, this list is by no means complete because each worksite has its own requirements and environmental conditions. You should add your own questions to the list. You also might take photographs of the workplace, if appropriate, for use in making a more detailed analysis of the work environment.

Breaking Down the Job

Nearly every job can be broken down into steps. In the first part of the job hazard analysis, list each step of the job in order of occurrence as you watch the employee performing the job. Be sure to record enough information to describe each job action, but do not make the breakdown too detailed. Later, go over the job steps with the employee. Figure 1 shows a worker performing the basic job steps for grinding iron castings.

Figure 1. Grinding Castings: Job Steps



1. Reach into metal box to right of machine, grasp casting and carry to wheel.

2. Push casting against wheel to grind off burr.

3. Place-finished casting in box to left of machine.

Identifying Hazards

After you have recorded the job steps, next examine each step to determine the hazards that exist or that might occur. Ask yourself these kinds of questions:

- Is the worker wearing clothing or jewelry that could get caught in the machinery?
- Are there fixed objects that may cause injury, such as sharp machine edges?
- Can the worker get caught in or between machine parts?
- Can the worker be injured by reaching over moving machinery parts or materials?
- Is the worker at any time in an off-balance position?
- Is the worker positioned to the machine in a way that is potentially dangerous?
- Is the worker required to make movements that could cause hand or foot injuries, repetitive motion injuries, or strain from lifting?
- Can the worker be struck by an object, lean against or strike a machine part/object?

- Do suspended loads or potential energy (such as compressed springs, hydraulics, or jacks) pose hazards?
- Can the worker fall from one level to another?
- Can the worker be injured from lifting objects or from carrying heavy objects?
- Do environmental hazards - dust, chemicals, radiation, welding rays, heat, or excessive noise - result from the performance of the job?

Repeat the job observation as often as necessary until all hazards have been identified.

Figure 2 shows the basic job steps for grinding iron castings and any existing or potential hazards.

Figure 2. Grinding Castings: Hazards



1. Strike hand on edge of metal box or casting; cut hand on burr. Drop casting on toes.
2. Strike hand against wheel. Flying sparks, dust, or chips; wheel breakage. Not enough of wheel guarded. No dust removal system. Sleeves could get caught in machinery.
3. Strike hand against metal box or castings.

Evaluating the Hazards

The next step is to look into what would cause these hazards. You need to think about what events could lead to an injury or illness for each hazard you identified. Typical questions are:

- Is the worker wearing protective clothing and equipment, including safety belts or harnesses that are appropriate for the job? Does it fit properly?
- Has the worker been trained to use appropriate PPE?
- Are work positions, machinery, pits or holes, and hazardous operations adequately guarded?
- Are lockout procedures used for machinery deactivation during maintenance procedures?
- Is the flow of work improperly organized (e.g., is the worker required to make movements that are too rapid)?
- How are dusts and chemicals dispersed in the air?
- What are the sources of noise, radiation, and heat?
- What causes a worker to contact sharp surfaces?
- Why would a worker be tempted to reach into moving machine parts?

Recommendations should be based on the reliability of the solution. In general, the most reliable protection is to eliminate the source or cause of the hazard. Hazards might be eliminated by redesigning equipment, changing tools, installing ventilation, or adding machine guards.

If the hazard cannot be eliminated, the danger should be reduced as much as possible. Improving the procedure or using personal protective equipment are some of the primary ways to reduce the danger. These changes should be accompanied by training programs that are aimed at covering the procedures and equipment in detail. (Some OSHA standards require formal training for employees.)

Recommending Safe Procedures and Protection

After you have listed each hazard or potential hazard and have reviewed them with the employee performing the job: determine whether the job could be performed in another way to eliminate the hazards, such as combining steps or changing the sequence; whether safety equipment and precautions are needed to reduce the hazards; or whether training is needed to recognize hazards.

If safer and better job steps can be used, list each new step, such as describing a new method for disposing of material. List exactly what the worker needs to know to perform the job using a new method. Do not make general statements about the procedure, such as "Be careful." Be as specific as you can in your recommendations.

If hazards are still present, try to reduce the necessity for performing the job or the frequency of performing it.

Go over the recommendations with all employees performing the job and ask for their suggestions. Their ideas about the hazards and proposed recommendations may be valuable. Be sure they understand what they are required to do and the reasons for the changes in the job procedure.

Figure 3 identifies the basic job steps for grinding iron castings and recommendations for new steps and protective measures.

Figure 3. Grinding Castings: New Procedure or Protection



1. Provide gloves and safety shoes.
2. Provide larger guard over wheel. Install local exhaust system. Provide safety goggles. Instruct worker to wear short or tight fitting sleeves.
3. Provide for removal of completed stock.

Revising the Job Hazard Analysis

A job hazard analysis can do much toward reducing accidents and injuries in the workplace, but it is only effective if it is reviewed and updated periodically. Even if no changes have been made in a job, hazards that were missed in an earlier analysis could be detected.

If an accident or injury occurs on a specific job, the job hazard analysis should be reviewed immediately to determine whether changes are needed in the job procedure. In addition, if an accident results from an employee's failure to follow job procedures, this should be discussed with all employees performing the job.

Any time a job hazard analysis is revised, training in the new job methods or protective measures should be provided to all employees affected by the changes. A job hazard analysis also can be used to train new employees on job steps and job hazards. (Form SP1.

RESOLUTION 2023-09
A RESOLUTION ACCEPTING A DONATION TO THE CITY.

WHEREAS, the City of Chatfield is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 et seq. for the benefit of its citizens and is specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the city:

<u>Chatfield Commercial Club</u>	<u>\$200</u>
----------------------------------	--------------

WHEREAS, the terms or conditions of the donations, if any, are as follows:

To be used for Flower Baskets

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHATFIELD, MINNESOTA AS FOLLOWS:

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Passed by the City Council of Chatfield, Minnesota this 28th day of August, 2023.

RESOLUTION 2023-10
A RESOLUTION ACCEPTING A DONATION TO THE CITY.

WHEREAS, the City of Chatfield is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 et seq. for the benefit of its citizens and is specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the city:

<u>Chatfield Firefighters Activity Association</u>	<u>\$45,000</u>
--	-----------------

WHEREAS, the terms or conditions of the donations, if any, are as follows:

To be used for Fire Truck/Equipment needs

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHATFIELD, MINNESOTA AS FOLLOWS:

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Passed by the City Council of Chatfield, Minnesota this 28th day of August, 2023.

/s/Beth M Carlson
City Clerk
City of Chatfield



To: City Council
Cc:
From: Kay Wangen
Subj: Request for Authorization to Approve Server Replacement ~\$23,000
Date: August 15, 2023

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

Supporting Information Summarized:

- This request received support from the Personnel-Budget Committee on August 14th.
- The existing server was put into service in 2018, an HP extended support option provided an additional year of service than expected. HP has now announced an end of support date for this model as of 01/06/2024.
- This request aligns with 2023 Budget Goal#7 of maintaining technology.
- The server is part of the capital goods replacement plan in 2023 @ \$26,000.
- The year end balance of the shared components reserve fund will be \$36,000, resulting in an approximate balance of \$13,000 after the server purchase & installation.
- The recommended configuration for our Banyon software solutions includes an onsite server solution.
- Marco's knowledge or our network and operations leverages efficiency for configuration.

Thank you for your consideration.

Reference: August 14, 2023, Personnel Budget Committee Memo Details

To: Personnel Budget Committee
Cc: Beth Carlson, Joel Young, Shane Fox
From: Kay Wangen
Subj: Request for Authorization to Approve Server Replacement ~\$23,000
Date: August 8, 2023

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

Quote Number: 138479



Managed Services



Copiers & Printers



Audio Visual



Business IT Services



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
Please note this license will require that you must have a Microsoft account prior to purchasing.			
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: \$22,145.43	

Payment Options

Description	Payments	Interval	Amount
One-Time Payment			
One-Time Payment	1	One-Time	\$22,145.43

Summary of Selected Payment Options

Description	Amount
One-Time Payment: One-Time Payment	



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 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 Coe _____
 Signature: _____
 Signed by: _____
 Title: _____
 Date: _____
 PO Number: _____
 Email Address: _____



To: City Council
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

This is a request for authorization to approve three technology quotes totaling \$5,500.

Supporting Information Summarized.

- This request received support from the Personnel Budget Committee on August 14th
- This request aligns with 2023 Budget Goal#7 of maintaining technology;
 - The multifactor authentication for VPN users implements enhanced security for users accessing the network remotely. - \$2,284.
 - The PD internet redundancy would provide faster internet speed and uninterrupted internet services if either HBC or Mediacom experience an outage. This capability became possible with the installation of the new firewall. - \$2,564
 - The logon banner on the PD network is a BCA compliance feature which notifies users that the workstation can be used to access private and confidential information. - \$660.

Thank you for your consideration.

Reference: August 14, 2023, Personnel Budget Committee Memo Details

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*

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.

U:\Memos\2023 08 MARCO - QUOTES Request For Approval - Council - 161064 157837 15881 PD BCA INTRNT RED & MFA VPN.doc



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



Managed Services



Copiers & Printers



Audio Visual



Business IT Services



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, 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:	\$2,284.00

Payment Options

Description	Payments	Interval	Amount
One-Time Payment			
One-Time Payment	1	One-Time	\$2,284.00

Summary of Selected Payment Options

Description	Amount
One-Time Payment: One-Time Payment	



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 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: _____



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



Managed Services



Copiers & Printers



Audio Visual



Business IT Services



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
Total:	\$2,535.00

One-Time * Optional Expenses

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

Payment Options

Description	Payments	Interval	Amount
One-Time Payment			
One-Time Payment	1	One-Time	\$2,535.00

Summary of Selected Payment Options

Description	Amount
One-Time Payment: One-Time Payment	



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 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: _____



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: 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:	\$660.00

Payment Options

Description	Payments	Interval	Amount
One-Time Payment			
One-Time Payment	1	One-Time	\$660.00

Summary of Selected Payment Options

Description	Amount
One-Time Payment: One-Time Payment	



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 for the Products it is obtaining as identified in this Schedule of Products.
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- Client agrees to use electronic signatures, electronic communications, and electronic records to transact business under the above documents.
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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 WANGEN

Signature: _____

Signed by: _____

Title: _____

Date: _____

PO Number: _____

Email Address: _____

INTEROFFICE MEMORANDUM

TO: Members of Council
FROM: Brian Burkholder, SCS
SUBJECT: Concrete Tank Repairs
DATE: 8/22/2023

Action Requested: To consider and approve the quote from Champion Coating for needed repairs to the cap of the 1890's concrete water storage tank on Old Territorial Rd.

Background: During the 2022 Water Project, the Public Works Committee discussed completing repairs needed to the concrete inground tank and above ground tank but concluded that we would eliminate the repairs on the water project and plan for a new tank install in coming years.

With that said, the top cover needs some repair work completed to get us 10 plus years until replacement.

Craig and I thought we should get a couple quotes and to possible move forward with some temporary work.

I brought two quotes to the Public Works committee from Osseo and Champion Coating. Osseo is a basic grinding and grout repair not giving an extended life expectancy.

Champion gave two options. **Option 1**-repair cracks on wall, top of tank including center ring and to also seal the entire top to last 10 plus years. **Option 2**-repairs cracks on wall, top of tank and repair ring and not to include the entire surface.

My recommendation is for the approval of Champion Coating for \$33,700 to do the repairs. (Photo's attached). The project would be paid out of remaining funds from the Water Project or from the street overlay fund if needed.

Thank you for your time,
Brian Burkholder

Brian Burkholder

From: Travis Johnson <tjohnsoncoatings@gmail.com>
Sent: Friday, June 23, 2023 2:38 PM
To: Gary Johnson; Brian Burkholder; Craig Britton
Subject: Chatfield Ground Storage Tank
Attachments: CIM-EMT-Primer-TDS-1.pdf; CIM-1061-TDS.pdf; CIM-1000-TDS.pdf; MasterSeal-Traffic-1500-Formerly-Sonoguard-System-Product-Data-2010662.pdf; Concrete-Crack-Joint-Reinforcing-Detail.pdf

Follow Up Flag: Flag for follow up
Flag Status: Flagged

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Brian and Craig

I have quoted these two different ways. Option 1 will waterproof the entire top of your tank and prevent any possible future freeze thaw spalling and will bridge any future cracks. Option 2 will just fix any current cracks. I've Attached all the applicable data sheets and Details. Both of these options should last for 10 plus years given no major structural changes. If you have any questions do not hesitate to contact me. Appreciate the opportunity to provide a quote for this.

Option 1

Wall to lid Joint. (Detail Attached)

Sandblast 6" each direction of joint.

Remove any Loose Caulking

Insert backer Rod into Joint

Prime 6" each direction of Joint with CIM EMT Primer (Data Sheet Attached)

Trowel on 60 Mils of CIM Trowel Grade 1000 and imbed 6" wide scrim cloth. (Data Sheet Attached)

Apply 60 Mils of CIM 1061 over the top of the CIM1000 and Scrim cloth. (Data Sheet Attached)

Top of Tank

Sand Blast Entire Surface and remove any unsound concrete.

Repair any spalled concrete with Epoxy Mortar.

Apply bond breaker over the top of the circular shaped crack towards center.

Apply MasterSeal M 200 at 25 mils to entire tank top. (Data Sheet Attached) embed 6" wide scrim cloth on circular crack.

Apply finish coat of MasterSeal TC225 at 25 Mils to the entire tank top (Data Sheet attached)

Total Price \$33,700.00

Option 2

Wall to lid Joint (Same as Option 1)

18' Diameter Circular crack

Sand Blast 6" each side of crack and repair spalled concrete with epoxy Mortar .

Apply Bond breaker tape over crack

Apply a 12" strip of MasterSeal M200 at 25 mils with 6" wide scrim cloth embedded. (Data Sheet attached)

Apply 25 Mils of TC225 over the top of scrim cloth and M200 (Data Sheet attached)

Directional Cracks Approximately 740LF

SandBlast 3" on each side Crack

Apply a 6" strip of MasterSeal M200 at 25 mils (Data Sheet attached)

Apply 25 Mils of TC225 over the top M200 (Data Sheet attached)

Total Price \$22,900.00

Travis Johnson

Field Superintendent

Champion Coatings Inc.
19720 Vergus Ave.
Jordan MN 55352

Cell: 612-839-4890

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Travis Johnson

Field Superintendent

Champion Coatings Inc.
19720 Vergus Avenue
Jordan MN 55352

Cell: 612-839-4890





