

***Public Services Committee Meeting Agenda
Monday, November 27, 2023, 4:30 p.m.
Fillmore Conference Room – Thurber Building***

1. Public Services Committee Meeting, November 27, 2023, at 4:30 p.m.
 - a. Meeting notes from October 23, 2023
 - b. Data Practices Policy
 - c. Code Red Notification System
 - d. Public Safety Aid Suggestions
 - e. CCTV Ambulance

Public Services Committee

October 23, 2023

The Public Services Committee met on Monday, October 23, 2023.

Members Present: Councilors Pam Bluhm and Dave Frank.

Members Absent: None.

Others Present: Rocky Burnett, Luke Thieke, Shane Fox, Michele Peterson, and Beth Carlson.

- a. **Notes from September 25, 2023,** were reviewed.
- b. **Contracts for Collection Services:** It was noted that the City code does requirement formal agreements with Collection Services. Members recommended forwarding the agreement for LRS to the next Council meeting for approval.
- c. **Speed Sign Annual Cloud Renewal Invoice:** Members recommended the cloud service not be renewed if possible.
- d. **Public Safety Aid:** Requirement were reviewed, as well as the total amount of one-time aid to be disbursed this December. Ambulance, Police, and Fire will consider options that the funding could be used for. Presentations will be shared with the Personnel/Budget Committee on November 13, 2023.
- e. **Building Code / Permits:** CMS is recommending an update to our building code fees, as well as a transition for how the permits are processed. Staff is looking into possible options, as well Planning & Zoning will be consulted for input.
- f. **Training Software Quote for Police:** Members recommended forwarding the request to Council for approval on November 13, 2023.
- g. **Ambulance Volunteer:** Director Burnett reviewed the EMT agreement requiring a minimum of 24 hours. It was noted that this commitment is required to be a volunteer on the crew.
- h. **New Fire Truck:** Chief Isensee noted that fire trucks are currently running 3 years from order to delivery. This is due to a combination of an overload of requests, emission changes, and impacts from the pandemic.



Data Practices Policy For the Public

Minnesota Statutes, sections 13.025 and 13.03 require this policy.

Your Right to See Public Data

The Government Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data means all recorded information a government entity has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

The law also says that the city of Chatfield must keep all government data in a way that makes it easy for you to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

How to Request Public Data

A written request is required to submit a request. You may make our request by email, fax, or mail. You can ask to look at (inspect) data at our offices, or ask for copies of public data that we keep.

If you do not use the data request form, your request should:

- Say that you are making a request for public data under the Government Data Practices Act (Minnesota Statutes, Chapter 13).
- Include whether you would like to inspect the data, have copies of the data, or both.
- Provide a clear description of the data you would like to inspect or have copied.

You are not required to identify yourself or explain the reason for your data request. However, you may need to provide us with some personal information for practical reasons (for example: if you want us to mail copies to you, you need to provide us with an address or P.O. Box). If we do not understand your request and have no way to contact you, we cannot respond to your request.

How We Will Respond to Your Data Request

Upon receiving your request, we will review it.

- We may ask you to clarify what data you are requesting.
- If we do not have the data, we will notify you within 10 business days.

- If we have the data, but we are not allowed to give it to you, we will tell you as soon as reasonably possible and identify the law that prevents us from providing the data.
- If we have the data, and the data are public, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:
 - Arrange a date, time, and place for you to inspect the data at our offices; or
 - You may choose to pick up your copies, or we will mail or email them to you. We will provide electronic copies (such as email or CD-ROM) upon request, if we keep the data in that format and we can reasonably make a copy.
 - Response time may be impacted by the size and/or complexity of your request, and also by the number of requests you make in a given period of time.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please tell the person who provided the data to you. We will provide you an explanation upon request.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request. If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

We are also not required to respond to questions that are not about your data requests, or requests for government data.

Requests for Summary Data

Summary data are statistical records or reports created by removing identifying information about individuals from entirely private or confidential data.

You may use the data request form on page 4 to request summary data. We will respond to your request within ten business days with the data or details of when the data will be ready and how much we will charge you.

Data Practices Contacts

Responsible Authority

Name: City of Chatfield

Address: 21 Second Street SE, Chatfield, MN 55923

Phone number/fax number: 507-867-3810/ 507-867-9093

As Responsible Authority, the city of Chatfield orders the following individuals as data practices compliance official and designees.

Data Practices Compliance Official

Name: Beth Carlson, City Clerk

Address: 21 Second Street SE, Chatfield, MN 55923

Data Practices Designee(s)

Name

Address

Phone number/fax number/email address

Copy Costs – When You Request Public Data

Minnesota Statutes, section 13.03, subdivision 3(c) allows us to charge for copies. Payment must be made in full prior to receiving the requested information. If possible, and upon request, we will provide you with an estimation of the total cost of supplying copies.

For 100 or fewer paper copies – 25 cents per page

100 or fewer pages of black and white, letter or legal size paper copies cost 25¢ for a one-sided copy, or 50¢ for a two-sided copy.

Most other types of copies – actual cost

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically sending the data.

In determining the actual cost of making copies, we include employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot copy ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

Data Request Form – Requesting Public Data

Request date:

The data I am requesting (Describe the data you are requesting as specifically as possible):

I am requesting access to data in the following way:

- Inspection
- Copies (a charge of .25 per page)
- Both inspection and copies

Contact information (optional)*

Name:

phone number:

email address:

address:

We will respond to your request as soon as reasonably possible.

* You do not have to provide any contact information. However, if you want us to mail/email you copies of data, we will need some type of contact information. We also need contact information if we do not understand your request. We will not work on your request until we can clarify it with you.

Notice of Adoption of Model Policies

[Minnesota Statutes, section 13.025, subdivisions 2 and 3](#), require government entities to prepare written policies that relate to public access to government data, and rights of subjects of data and [Minnesota Statutes, section 13.03, subdivision 2](#), requires entities to establish procedures so that data requests are complied with appropriately and promptly.

[Minnesota Statutes, section 13.073, subd. 6](#), requires the Commissioner of Administration to prepare [model policies and procedures](#) to help government entities comply with those requirements. Entities that choose to adopt the Commissioner's model policies must notify the Commissioner. Please use the following statement to notify the Commissioner if you choose to adopt the model policies and procedures.*

Notice to Commissioner of Administration: Adoption of Model Policies

The city of Chatfield has adopted the Commissioner's Model Policy for the Public and Model Policy for Data Subjects. This notice to the Commissioner satisfies city of Chatfield's obligation under Minnesota Statutes, section 13.073, subdivision 6.

Michele Peterson, City Administrator

December 11, 2023

**Government entities may submit this notification by mail or email:*

Commissioner of Administration
c/o Data Practices Office
200 Administration Building
50 Sherburne Avenue
St. Paul, MN 55155
info.dpo@state.mn.us

**Estimated Public Safety Aid for Cities and Eligible Towns
(per SF1811, DE amendment)**

Bjorn Arneson, SCRFA
bjorn.arneson@senate.mn

City/Town	Total 2021 population	Share of total aid-eligible pop	Aid amount
BROOK PARK	133	0.00%	5,820
BROOKLYN CENTER	33,585	0.70%	1,469,650
BROOKLYN PARK	86,106	1.79%	3,767,922
BROOKS	119	0.00%	5,207
BROOKSTON	117	0.00%	5,120
BROOTEN	634	0.01%	27,743
BROWERVILLE	833	0.02%	36,451
BROWNS VALLEY	551	0.01%	24,111
BROWNSDALE	644	0.01%	28,181
BROWNSVILLE	565	0.01%	24,724
BROWNTON	731	0.02%	31,988
BRUNO	87	0.00%	3,807
BUCKMAN	310	0.01%	13,565
BUFFALO	16,378	0.34%	716,687
BUFFALO LAKE	656	0.01%	28,706
BUHL	957	0.02%	41,877
BURNSVILLE	64,627	1.35%	2,828,020
BURTRUM	122	0.00%	5,339
BUTTERFIELD	596	0.01%	26,080
BYRON	6,553	0.14%	286,753
CALEDONIA	2,841	0.06%	124,320
CALLAWAY	193	0.00%	8,446
CALUMET	331	0.01%	14,484
CAMBRIDGE	9,862	0.21%	431,552
CAMPBELL	159	0.00%	6,958
CANBY	1,662	0.03%	72,728
CANNON FALLS	4,236	0.09%	185,364
CANTON	312	0.01%	13,653
CARLOS	498	0.01%	21,792
CARLTON	961	0.02%	42,053
CARVER	5,861	0.12%	256,472
CASS LAKE	687	0.01%	30,063
CEDAR MILLS	63	0.00%	2,757
CENTER CITY	639	0.01%	27,962
CENTERVILLE	3,912	0.08%	171,186
CEYLON	301	0.01%	13,171
CHAMPLIN	23,786	0.50%	1,040,854
CHANDLER	276	0.01%	12,078
CHANHASSEN	25,936	0.54%	1,134,936
CHASKA	27,931	0.58%	1,222,236
CHATFIELD	3,010	0.06%	131,715
CHICKAMAW BEACH	130	0.00%	5,689
CHISAGO CITY	5,632	0.12%	246,451
CHISHOLM	4,732	0.10%	207,068
CHOKIO	396	0.01%	17,329
CIRCLE PINES	4,974	0.10%	217,658

Michele Peterson

From: Lucas Thieke <lucasthieke@gmail.com>
Sent: Monday, November 20, 2023 9:36 AM
To: Michele Peterson
Subject: state money ideas
Attachments: CHATFIELD FIRE GRASS RIG.xls

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.

Is this something you think makes sense for what we are trying to do with money. Let me know what you think
Luke

I propose the fire department uses our state aid for two items, first item is our SCBA packs, second is our grass rig. Let's assume Rochester Fire gets the grant for the SCBA then we will owe 10% of the total equipment cost for our SCBA which looks like \$20,000.00.
The second item is our grass rig, we have thought of the idea of adding a remote forestry nozzle to the front bumper like our brush truck has. The brush truck has made fighting grass fires much safer for our firefighters by not having to suck in as much smoke and not being exposed to fire. This would make our grass rig a much more effective tool. I've attached an estimate on grass rig additions. Roughly \$20,000.00.

Both items are already in our capital goods plan so we are not adding any new items to think about in the future.
Thanks
Luke Thieke

Subject: CCTV Ambulance

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> Morning Kay...After our last CCTV Board meeting, we made the decision
> that the CCTV Ambulance had served its purpose, is definitely end of
> life and we'd definitely have to put some money into it to revive it.

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> Now, in doing a bit of research on used ambulances, several that are
> in much better shape than ours, I don't see it selling in its
> condition; while there was some talk of listing it as an auction item,
> my two cents is to send it to the junkyard. What I don't have any
> knowledge of is the process of decommissioning a city asset and who
> takes care of that. Any insight would be welcomed, thanks!

>

> Andy