

***Personnel/Budget Committee Meeting Agenda
Monday, January 8, 2024, 4:30 p.m.
Fillmore Conference Room, Thurber Building, 21 Second Street SE***

1. Personnel Budget Committee Meeting, January 8, 2024, 4:30 p.m.
 - a. Meeting Notes from December 11, 2023
 - b. Agricultural Lease Consideration
 - c. Agricultural Use of Parcel 310005000 – Brush Dump
 - d. Street Light Installation Request
 - e. Memorandum of Understanding – ESST for Officers, LELS
 - f. Public Safety One Time Funding Allocation
 - g. CCTV Suggested Personnel Changes
 - h. Personnel Policy Amendments
 - i. Bulk Fuel Tank System

Personnel-Budget Committee Meeting Notes

December 11, 2023

Members Present: Councilors Mike Urban and Paul Novotny

Members Absent: None.

Others Present: Brian Burkholder, Kay Wangen, Shane Fox, and Michele Peterson.

1. **Meeting notes from November 13, 2023**, were reviewed, no additional comments were shared.
2. **Personnel Policy – Final Review:** Members reviewed the amended policy draft. Recommendation was given to forward the policy to City Council, removing provision 12.01.05 Annual Leave Conversion. The Annual Leave Conversion will be considered at the January Personnel / Budget Committee meeting.
3. **2024 Fee Schedule - Final Review:** Members noted no concerns and recommended sending it to Council for review.
4. **2024 Budget and Tax Levy - Final Review:** Members noted no changes from the preliminary budget, and therefore recommended sending it to Council for a vote.
5. **Law Enforcement Grade Consideration:** Members reviewed the recommendations to move all officers from a pay grade 6 to a grade 7, as well as move part time officers pay to grade 7, minimum. A recommendation was made to send this discussion to the Council for January 8, 2024.
6. **On-call Policy:** Members and staff are reviewing options to consider an on-call policy, as well as if current standards are adequate.

Memorandum

To: Personnel / Budget Committee

From: Michele Peterson

Date: December 28, 2023

2024 Agriculture Lease Renewal

Consider renewing the lease agreement with Schoenfelder Farms for parcel 51.29.34.062613 and 51.32.22.062611.

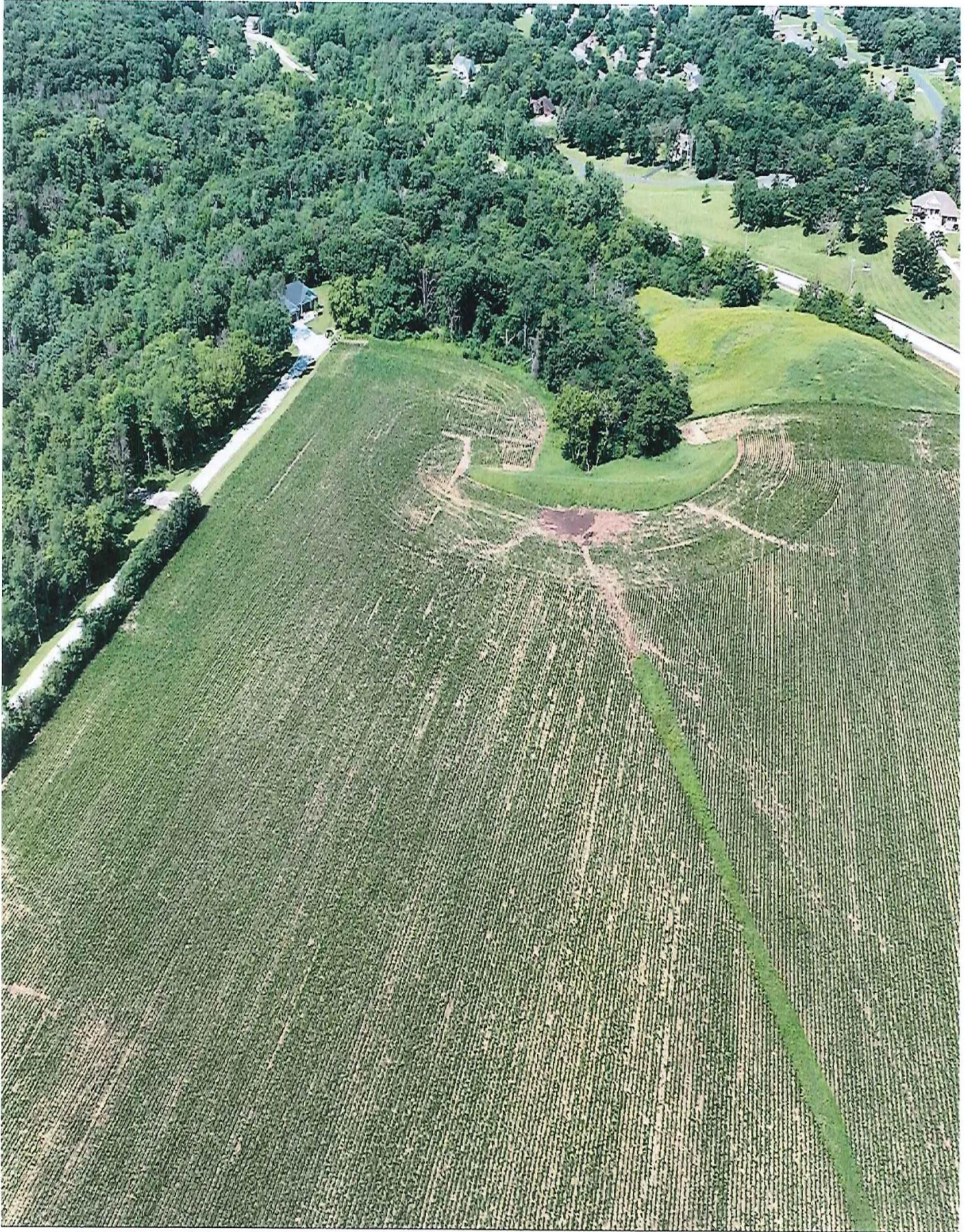
Review maintenance requests from Olmsted SWCD in consideration of lease renewal:

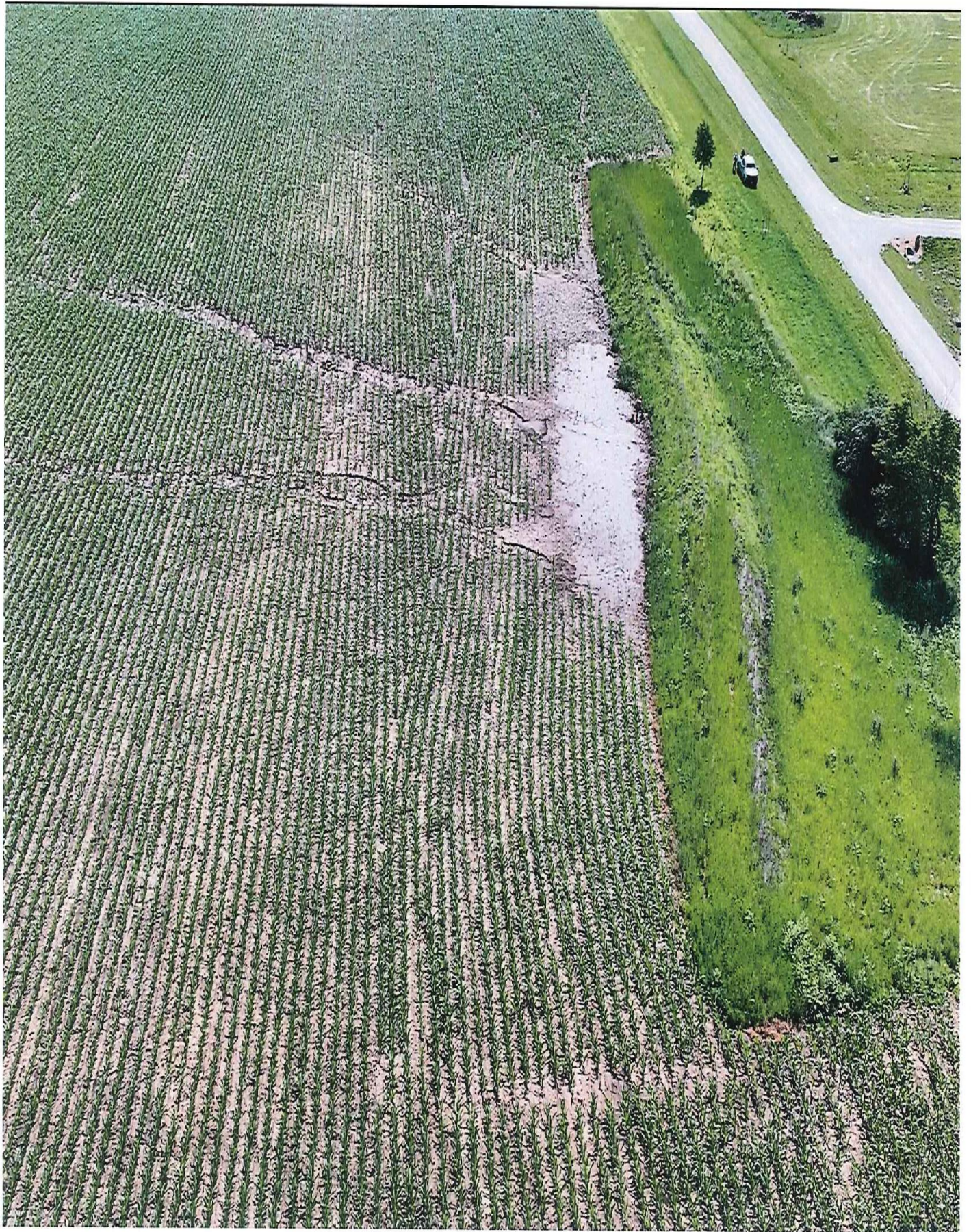
- Basin 1, the back side (toward the driveway) the broadleaf weeds are getting thick enough in places where if they are not dealt with they could start smothering out the grass. For the maintenance there is not an issue if a tractor is driven on the top of the berm. In the photos you will notice that with the storms this spring there was erosion from the field that settled around the intake. This is okay, better for the sediment to be trapped by the basin than over off the field into Mill Creek. But in the fall once the crop is off that sediment should be removed from around the intake to expose all of the big holes and the sediment should be removed 75 feet in either direction in the channel and spread back into the field. This can be done with a skid loader.
- Basin 2, should also be moved for broadleaf weeds. The PVC intake collected corn residue (see Photo) this should be cleaned off as soon as possible. And again the sediment that accumulated around the intake should be removed and spread back into the farm field after harvest. You may want to discuss with the renter about reshaping the waterway and extending further toward the basin.

Attorney Suhler had no suggested changes to the existing agreement. Public Works Director Burkholder suggested the additional text in blue on the lease document.

Action requested: Consider any possible amendments to the lease for maintenance requirements. Consider forwarding to the Council for final review.







AGRICULTURAL LEASE

This agreement entered into this 1st day of January 2024, by and between the City of Chatfield, a Minnesota municipal corporation (“City”) and Schoenfelder Farms a partnership organized under the laws of the State of Minnesota (“Schoenfelder”),

It is agreed between the parties as follows:

- 1. Term. For the annual payment by Schoenfelder to City of the sum of \$225 per acre, or \$9,000.00 per year, City demises and leases to Schoenfelder the property for the term of January 1, 2024, to December 31, 2024. Payment is due April 1, 2024.
- 2. In order to properly maintain the newly created storm water structures, no tillage will take place closer than ten (10) feet from the front of the structures and a thirty (30) foot clear radius will be maintained around the drainpipes on both retention ponds. [Reshape the waterways to the basins.](#)
- 3. [Construct a 10’ wide path from County Road 10 field drive along the ditch and along the fence for access to equipment for mowing and maintenance to basin 2.](#)
- 4. Prior to planting, contact Brian Burkholder at 507-273-9597 to ensure access to the retention ponds for the purpose of mowing.

2. Use. During the period that this lease, or any extension thereof is in effect, Schoenfelder, or its agents or assigns, shall be permitted to use the property for agricultural purposes, or a use consistent with agricultural pursuits. Schoenfelder shall be required during the term of this lease to use and maintain the property in a manner that minimizes the uncontrolled drainage of surface water, erosion of soil and the growth of noxious weeds, and is consistent with good agricultural practices..

3. Termination Prior to December 31 of a Given Year. Notwithstanding the provisions of ¶ 1 herein, City may terminate this lease at any time prior to the end of its term by giving Schoenfelder 30 days written prior notice of termination. Provided, that if City does so subsequent to October 1, of a given year and Schoenfelder has invested labor and other inputs in preparation for cultivating a crop on the property during the remainder of or a renewed term of the lease, City shall reimburse Schoenfelder the reasonable value of such labor and other inputs expended. Provided further, if such early termination of the lease occurs at a time when a crop is under cultivation (but not yet harvested) on the property by Schoenfelder, City, at its option may: (a) permit Schoenfelder to harvest said crop within a reasonable period of time, notwithstanding termination of the lease; or, (b) pay to Schoenfelder the reasonable value of the crop that would have been harvested but for the termination of the early termination of the lease.

Schoenfelder Farms
By

City of Chatfield
By

(Title)

Mayor

By

(Title)

Attest:

City Administrator

Memorandum

To: Personnel / Budget Committee

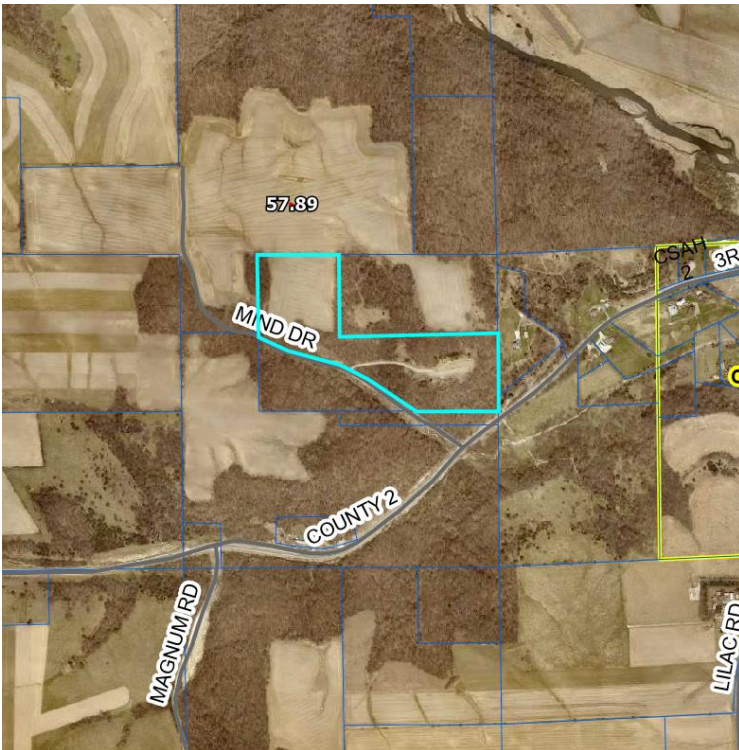
From: Michele Peterson

Date: December 28, 2023

2024 Agriculture Use

Consider how the tillable land on parcel 310005000 is being used. Should a lease be considered for this property or are there other agreements in place.

Action requested: Provide direction for next steps to determine the appropriate action.



Parcel ID 310005000
Sec/Twp/Rng 01-104-012
Property Address
Alternate ID n/a
Class 958 - 5E MUNICIPAL-PUBLIC SERVICE-OTHER
Acreage 30.78
Owner Address CITY OF CHATFIELD
21 2ND ST SE
CHATFIELD, MN 55923
District (1501) JORDAN/SD #0227
Brief Tax Description SECT-01 TWP-104 RANGE-012 30.78 AC E1/2 NW1/4 SE1/4 & S1/2 NE1/4 SE1/4 EX 9.22A NE1/4 SE1/4 EX 9.22A

INTEROFFICE MEMORANDUM

TO: Personnel / Budget Committee
FROM: Brian Burkholder, SCS
SUBJECT: New Street light Request
DATE: 12/26/2023

Action Requested: To consider adding a streetlight on an existing pole at the intersection of Winona St & Cliff St.

Background: A resident on Harwood Ave that uses that street often called to request that a streetlight is needed at this intersection because it is dark and unsafe also with cars parked on either side. I did speak with one of the residents that live at the intersection for his thoughts. He agreed and stated that he would be in favor of a new streetlight being installed. He also mentioned that his neighbor had brought it up as well, stating that he had some damage done to his vehicle sitting in that intersection.

I have made a call to Peoples Energy Coop to do a feasibility on a needed streetlight at that location. Peoples called stating that they are able to install a new light on the existing pole at that intersection. I recommend installing a new light at the intersection of Winona St & Cliff St. Estimated cost is \$10 per month.

Thank you for your time,
Brian Burkholder



Memorandum

To: Personnel / Budget Committee

From: Michele Peterson

Date: January 2, 2024

Memorandum of Understanding

Law Enforcement Labor Services has submitted the attached Memorandum of Understanding regarding Eared Sick and Safe Time for your review. The current contract with LELS for our officers does not include the appropriate language to meet the requirements set forth in the new ESST law. Therefore the MOU is necessary so that we are compliant for the remainder of 2024.

Negotiations for the biannually renewing contract will begin later this year. With a new contract set to begin on January 1, 2025.

Action Requested: Approved the MOU, and forward to the City Council agenda for tonight's meeting (January 8, 2024).

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is entered into between the City of Chatfield (“City”) and Law Enforcement Labor Services, Inc., Local No. 60 (“Union”).

WHEREAS, the Union and City are parties to a Labor Agreement in effect from January 1, 2022 to December 31, 2024, establishing terms and conditions of employment for bargaining unit employees; and

WHEREAS, the State of Minnesota adopted Minnesota Statutes §§181.9445, 181.9446, 181.9447, and 181.9448 (“the Statutes”) establishing new requirements for Earned Sick and Safe Time (“ESST”) for all employers; and

WHEREAS, the City has implemented an ESST Policy, effective January 1, 2024, and the implementation affects terms and conditions of employment contained in the Labor Agreement

WHEREAS, the City and Union wish to amend Article 11 of the Labor Agreement (Sick Leave) to acknowledge the ESST Policy and clarify how it will affect existing provisions in the Labor Agreement.

NOW THEREFORE, the City and the Union agree as follows:

1. Effective January 1, 2024, Article 11 of the Labor Agreement is hereby amended as follows:

Article 11. Sick Leave

11.1 Full-time employees shall earn sick leave at the rate of 8.4 hours per month.

11.2 No more than nine hundred and sixty (960) hours of accumulated sick leave may be carried over from one year to the next. Once an officer has accumulated 960 hours of sick leave, the officer is entitled to accumulate an additional forty-eight (48) hours of catastrophic sick leave. Catastrophic sick leave hours will only be used once the sick leave hours are fully depleted. All Catastrophic sick leave hours will be forfeited upon separation of employment and will not be included in any severance pay calculations.

11.3 Accumulated sick leave may be approved for absences for the following reasons:

11.3.1 Because of illness or injury which prevents the employee from performing job duties and responsibilities.

11.3.2 Because of medical or dental care which cannot be scheduled at a time other than during the employee's normal workday.

11.3.3 ~~To care for relatives as set forth in and pursuant to MS §181.9413 as amended.~~ For any use permitted by the City’s Sick Policy, and consistent with Minn. Stats. §§ 181.9445, 181.9446, 181.9447, and 181.9448.

- 11.4 The Employer may require written medical verification of an employee's illness, a family member's illness or an employee's ability to return to work following an illness or injury. The Employer agrees to pay for the full cost of obtaining the medical verification. For sick leave hours used as ESST, the Employer may require reasonable documentation as defined by Minn. Stat. § 181.9447.
 - 11.5 Employees who are ill or injured for a period of time which exceeds their accumulated sick leave may use accumulated vacation or request an unpaid leave of absence in accordance with the provisions of Article 19 (Leave of Absence).
 - 11.6 Misuse of the sick leave benefit shall be just cause for disciplinary action as provided by Article 20 (Discipline and Discharge).
 - 11.7 Notification. Employees unable to report on their work day because of illness or injury shall notify the Sheriff or designee as soon as possible prior to their scheduled starting time. Employees returning to work from sick leave of three (3) days or more duration shall notify the Sheriff or his designee at least one (1) calendar day prior to their scheduled starting time. Employees failing to give such notice may be subject to discipline as provided by Article 20 (Discipline and Discharge).
 - 11.8 When sick leave is approved, employees, for compensation purposes, will be considered to have worked their normal workday.
 - 11.9 Part-time employees shall earn pro-rata sick leave benefits based on the number of hours actually worked during a pay period, up to fulltime. Part-time employees shall be eligible for ESST pursuant to the City's ESST policy.
 - 11.10 Because ESST is a form of sick leave and does not accrue in addition to or on top of sick leave, any accrued and unused sick leave hours, whether considered ESST or not, shall carry over and be paid out in accordance with the Labor Agreement.
2. All other terms and conditions of the Labor Agreement shall remain in full force and effect and shall be unaffected by this MOU or the implementation of the City 's ESST Policy.

THIS SPACE INTENTIONALLY LEFT BLANK

SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF, the parties hereto have executed this MOU on the latest date affixed to the signatures below.

FOR THE CITY:

FOR THE UNION:

Mayor Date

Business Agent Date

City Administrator Date

Local #60 Representative Date

Memorandum

To: Personnel / Budget Committee

From: Michele Peterson

Date: January 4, 2024

Public Safety One Time Funding Allocation

The following proposals have been received:

Fire Department:

- Grass Rig improvements \$20,000
- SCBA Equipment Upgrade \$20,000

*These have been approved, however the SCBA equipment grant agreement requests a commitment of \$13,242 (rather than the \$20,000 approved previously)

Ambulance:

- Capital investment towards purchase of new vehicle \$40,000

Police:

- Purchase of Body Cameras with icloud storage \$36,810 (\$15,938 is the upfront cost with \$5,218 annually for the next four years)

Public Works:

- Instalation of crosswalks and sidewalks (see memo) \$29,187.71

Recommendation Option 1: Allocate \$33,242 for the Fire Department, \$29,188 for Pubic Works, \$40,000 for the Ambulance Department, and \$29,289 for Police (we would then budget for the remaining \$2,303 for 2027, and \$5,218 in 2028).

Recommendation Option 2: Allocate \$33,242 for the Fire Department, \$34,645 for the Ambulance Department, \$29,188 for Public Works, and \$34,644 for the Police Department (the remaining would be budgeted for in 2028 of \$2,166).

Recommendation Option 3: Allocate \$18,919 to Public Works (Removes the walking path at school), \$35,990 for the Fire Department, \$36,810 for the Police Department, and \$40,000 for the Ambulance Department.

Action Requested: Approved one of the recommendation options, and forward to Public Services for consideration.

INTEROFFICE MEMORANDUM

TO: PUBLIC SERVICE & PERSONAL BUDGET COMMITTEE
FROM: ROCKY BURNETT
SUBJECT: EMERGENCY SERVICES FUNDING
DATE: 11/28/2023

Background: The Ambulance department has a goal to replace its ambulances every ten years. Due to budget reasons, we were not able to accomplish that in 2020. We did order an ambulance from fire Safety USA in 2022, this ambulance is expected to be delivered in the first quarter of 2024. At the time of order, we knew that the ambulance capital fund would be short of the purchase price but would respond positively in the next year.

I would recommend that we use \$40,000 of the \$131,000 that Chatfield is slated to receive in December of 2023 to bolster the ambulance capital plan to fully fund the purchase of the new ambulance. The addition of this money to that fund should fully fund the purchase and help our capital plan stay positive further into the future.

I see this as an opportunity to put the ambulance department in a better position financially down the road while not creating any new expenses. Please feel free to reach out with any questions or suggestions.

Rocky



CHATFIELD POLICE DEPARTMENT

Chatfield PD 6 V700 Vaas w/ 4 4RE ELC

12/06/2023

12/06/2023

CHATFIELD POLICE DEPARTMENT
21 2ND ST SE
CHATFIELD, MN 55923

RE: Motorola Quote for Chatfield PD 6 V700 Vaas w/ 4 4RE ELC
Dear Shane Fox,

Motorola Solutions is pleased to present CHATFIELD POLICE DEPARTMENT with this quote for quality communications equipment and services. The development of this quote provided us the opportunity to evaluate your requirements and propose a solution to best fulfill your communications needs.

This information is provided to assist you in your evaluation process. Our goal is to provide CHATFIELD POLICE DEPARTMENT with the best products and services available in the communications industry. Please direct any questions to Martin Bechina at Marty.Bechina@motorolasolutions.com.

We thank you for the opportunity to provide you with premier communications and look forward to your review and feedback regarding this quote.

Sincerely,

Martin Bechina

Billing Address:
CHATFIELD POLICE
DEPARTMENT
21 2ND ST SE
CHATFIELD, MN 55923
US

Quote Date:12/06/2023
Expiration Date:03/05/2024
Quote Created By:
Martin Bechina
Marty.Bechina@
motorolasolutions.com

End Customer:
CHATFIELD POLICE DEPARTMENT
Shane Fox

Summary:

Any sales transaction resulting from Motorola's quote is based on and subject to the applicable Motorola Standard Terms and Conditions, notwithstanding terms and conditions on purchase orders or other Customer ordering documents. Motorola Standard Terms and Conditions are found at www.motorolasolutions.com/product-terms.

Line #	Item Number	Description	Qty	Term	Sale Price	Ext. Sale Price	Refresh Duration
Video as a Service							
1	AAS-BWC-5YR-001	BODY WORN CAMERA AND VIDEO MANAGER EL CLOUD - 5 YEARS VIDEO-AS-A-SERVICE	6	5 YEAR	\$4,140.00	\$24,840.00	
2	PRS-0619A	VAAS REMOTE SYSSETUPL2,TRAIN,CON FIG,PM	1		Included	Included	
3	WGB-0138AAS	VIDEO EQUIPMENT, V300/ V700 TRANSFER STATION (\$30 PER MON)	1		Included	Included	
4	WGC02001-VAAS	VIDEOMANAGER EL CLOUD, ANNUAL UNLIMITED STORAGE PER BODY WORN CAMERA VAAS*	6	5 YEAR	Included	Included	
5	WGP02798-KIT	V700 MAGNETIC MOUNT WITH BWC BOX	6		Included	Included	
6	WGB-0729A	V700 BWC, REMOVABLE BATTERY, WIFI ONLY	6		Included	Included	3 YEAR



Line #	Item Number	Description	Qty	Term	Sale Price	Ext. Sale Price	Refresh Duration
7	LSV07S03512A	ESSENTIAL SERVICE WITH ACCIDENTAL DAMAGE AND ADVANCED REPLACEMENT	6	5 YEAR	Included	Included	
8	SWV07S03593A	SOFTWARE ENHANCEMENTS	6	5 YEAR	Included	Included	
9	WGP02950	V700 BATTERY, 3.8V, 4180MAH, REMOVABLE	6		\$110.00	\$660.00	
10	WGB-0142AAS	VIDEO EQUIPMENT, V300/V700 WIFI BASE FOR 4RE VAAS (\$5 PER MON)	2		Included	Included	
11	AAS-BWC-WIF-DOC	V300/V700 WIFI CHARGE/ UPLOAD DOCK - 5 YEARS VIDEO-AS-A-SERVICE (\$5 PER MON)	2	5 YEAR	\$300.00	\$600.00	
	VideoManager EL & EX: Video Evidence Management						
12	WGA00421-501	UPLOAD APPLIANCE, SVR 1U, 60 CONCRNT DEV	1		\$3,850.00	\$3,850.00	
13	WGW00140-100	EXTENDED WARRANTY, UPLOAD SERVER EL.COM (WGA00421-501), FULL SERVICE ON SITE, 5-YEAR (MONTHS 37-60)	1	5 YEARS	\$650.00	\$650.00	
14	WGC02002	VIDEOMANAGER EL CLOUD, ANNUAL UNLIMITED STORAGE PER IN-CAR VIDEO SYSTEM WITH 2 CAMERAS*	2	1 YEAR	\$895.00	\$1,790.00	
15	WGW00122-410	REMOTE DEPLOYMENT, TRAINING, CONFIGURATION AND PROJECT MANAGEMENT	1		\$3,200.00	\$3,200.00	
16	WGB-0146A	MIKROTIK CONF WIFI KIT, DRILL MNT	2		\$200.00	\$400.00	



Line #	Item Number	Description	Qty	Term	Sale Price	Ext. Sale Price	Refresh Duration
17	WGA00574	4RE, VISTA HD, WIFI, SMART POE SWITCH	2		\$250.00	\$500.00	
18	WGP01566-350	ACCESS POINT, MIKROTIK, 802.11AC, 5GHZ	1		\$200.00	\$200.00	
19	WGA00574-KIT	VISTA HD, SPS KIT, INC PWR & ANT CBL	2		\$60.00	\$120.00	

Grand Total **\$36,810.00(USD)**

Pricing Summary

	Sale Price	
Upfront Costs for Hardware, Accessories and Implementation (if applicable), plus Subscription Fee	\$15,938.00	\$0.00
Year 2 Subscription Fee	\$5,218.00	\$0.00
Year 3 Subscription Fee	\$5,218.00	\$0.00
Year 4 Subscription Fee	\$5,218.00	\$0.00
Year 5 Subscription Fee	\$5,218.00	\$0.00
Grand Total System Price	\$36,810.00	\$0.00



MOBILE VIDEO SYSTEM ADMINISTRATOR SOLUTION DESCRIPTION

Mobile Video System Administrator service is tailored to meet your specific needs and provides an experienced and knowledgeable technical operations resource to assist with the management of your Mobile Video solution while you focus your attention on meeting your organizational goals.

The role spans across the Mobile Video system by providing assistance and guidance on your video evidence solution as well as your body-worn cameras and in-car video systems, enabling you to upload video evidence quickly and securely. The System Administrator is a qualified and trained technical operations professional with in-depth knowledge of Motorola Mobile Video solutions.

CUSTOMIZABLE DELIVERY

Motorola tailors the System Administrator service to the needs of the customer. The customer has the ability to obtain a full-time on location technician or a remote technician. This allows for flexibility and customization based on the level of support needed to support your system.

Onsite System Administrator

Motorola Onsite System Administrator (OSA) provides customers with a dedicated full-time resource from Motorola global support and managed services organization. This resource is focused on administering and supporting your Mobile Video System to ensure optimum performance and availability. By partnering with the Customer, the OSA will develop an understanding of the customer's specific environment, specific requirements, and customizations. The OSA will act as the interface between Motorola technical support teams to achieve the goals outlined by the Customer.

Time Based System Administrator (Remote Delivery)

The time based / remote system administrator service provides the customer the opportunity to rely on a time-based and dedicated team from Motorola. The resource is available at the Customer's request, to assist with patches, changes, or other issues as they arise within the customer's Mobile Video solution. Assistance will be provided via phone, email, or video conference. They are also available proactively to help provide guidance on best practices within your organization.

SUBSCRIPTION SERVICE

The System Administrator service is provided as an annual subscription service and is subject to Motorola's standard terms and conditions and applicable Addenda located at https://www.motorolasolutions.com/en_us/about/legal/video_security_terms.html. In addition to those terms, the Customer acknowledges that the System Administrator Service is an annual subscription that auto-renews annually. If the Customer would like to terminate the Service, they may do so in writing sixty (60) days prior to the upcoming renewal term. In the event the Customer terminates for convenience during the term, Customer acknowledges that no pro-rata refund of any prepaid fees will be provided.



INTEROFFICE MEMORANDUM

TO: Public Services Committee
FROM: Brian Burkholder, SCS
SUBJECT: Pedestrian Safety Options
DATE: 12/27/2023

Action Requested: Discuss options for pedestrian safety projects if public safety funds would be available.

Background: I have been looking into areas that I see could be a need for future pedestrian safety in the City of Chatfield and that also have been discussion of concern the last few years.

1. To install a pedestrian crosswalk at the intersection of Hwy 30/74 & Winona St. We have not heard back from the Mn Dot study that was to take place for the last 1 ½ or so. Looked into cost for ped. crosswalks including led solar flashing, push button with signs. EF Anderson-**\$9,468.71**

2. Install a 280' walking path on the Elementary School ROW on Wisdom LN from the intersection of Hillside Dr to the school entry. Durst Outdoor Services-280' x 9' x 3" bituminous- \$4,703; Griffin Construction-Prep for Bituminous-\$5,566.25.
Total-\$10,269

3. Install a 225' sidewalk from John & Mary Dr. to Vindmoll Dr. to connect our current sidewalk system. \$7.00 sq ft x 1,250 sq ft= \$8,750; Ped ramp Est.- \$7.00 x 100 sq ft= \$700. **Total- \$9,450**

Thank you for your time,
Brian Burkholder



SALES QUOTE

Earl F. Andersen
 Division of Safety Signs
 19784 Kenrick Avenue
 Lakeville, MN 55044
 (952) 884-7300
 www.efa-mn.com

Quote Number: 0150722
 Quote Date: 1/2/2024
 Salesperson: JAKE KREJCE
 Customer Number: 0002042
 Quote Expiration Date: 12/31/5999

Quoted To:
 CITY OF CHATFIELD
 21 SE 2ND ST
 CHATFIELD, MN 55923

Ship To:
 CITY OF CHATFIELD
 21 - 2nd STREET
 CHATFIELD, MN 55923

Confirm To:
 BRIAN 507-273-9597

Customer P.O.	Ship VIA	F.O.B.	Terms		
SOLAR PED	DIRECT		NET 30		
Item Code	Item Description	Unit	Ordered	Price	Amount
SIGN	600636 PEDX, RRFB SOLAR 30/44 RADIO TOP DS AMBER H/T POLE 2 UNITS	EACH	1.00	7,580.000	7,580.00
SIGN	W11-2 30"X30" DG3 FYG PEDESTRIAN CROSSING SYMBOL	EACH	4.00	119.050	476.20
SIGN	W16-7PL 24"X12" DG3 FYG LEFT DOWN ARROW	EACH	2.00	48.000	96.00
SIGN	W16-7PR 24"X12" DG3 FYG RIGHT DOWN ARROW	EACH	2.00	48.000	96.00
SIGN	2" X 2" X 12' 12 GAUGE SQUARE PUNCHED POST	EACH	2.00	200.000	400.00
SIGN	2.25" X 2.25" X 36" 12 GAUGE SQUARE PUNCHED ANCHOR POST	EACH	2.00	33.000	66.00
SIGN	SIGN MOUNTING HARDWARE	EACH	4.00	36.190	144.76
SIGN	CORNER BOLTS FOR ANCHOR TO UPRIGHT POST	EACH	4.00	4.000	16.00

SHIPPING IS AN ESTIMATE ONLY

Net Quote: 8,874.96
 Freight: 593.75
 Sales Tax: 0.00
 Quote Total: 9,468.71
 Less Deposit: 0.00
 Quote Balance: 9,468.71

To accept this quote please sign here: _____

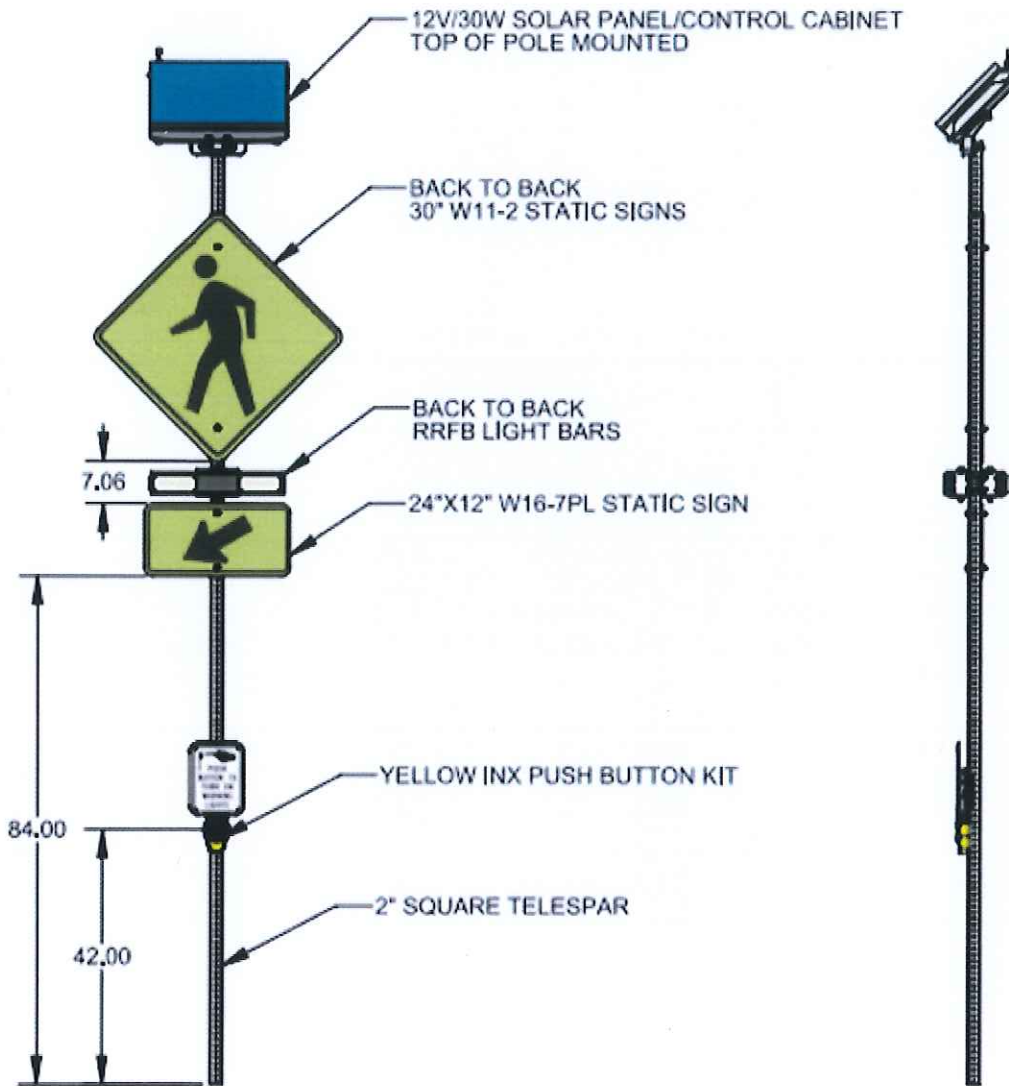
THIS QUOTE EXPIRES 15 DAYS FROM DATE OF ISSUE.

Special order items are not returnable. Returns and/or cancelled orders may be subject to a restocking/cancellation charge. A return authorization number is required prior to returning any product. No returns accepted after 60 days from date of original invoice date.

Brian Burkholder

From: Jake Krejce <jkrejce@efa-mn.com>
Sent: Tuesday, January 2, 2024 8:37 AM
To: Brian Burkholder
Subject: solar ped system

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.





Griffin
Construction Co., Inc.
 14070 Hwy 52 S, Chatfield, MN 55923
 Phone (507) 867-4648 ~ Fax (507) 867-4171

GOLF COURSES ~ HOUSING DEVELOPMENTS ~ ROAD BUILDING ~ LANDFILLS

January 3, 2024

Wisdom Lane Walking Path

City of Chatfield
 21 SE 2nd St
 Chatfield, MN 55923

Description	Quantity	Rate	Total
REMOVE BITUMINOUS	1 LS	\$ 250.00	\$ 250.00
HAUL DIRT OFFSITE	75 CY	\$ 20.00	\$ 1,500.00
HAUL & PLACE CLASS 5	95 TON	\$ 31.75	\$ 3,016.25
FINISH TOPSOIL SEED & MULCH	1 LS	\$ 800.00	\$ 800.00
			\$ -
TOTAL			\$ 5,566.25

Notes:

The above quote is based on unit prices listed and the final billing amount will be determined by the actual quantities constructed.

Bituminous pavement by others

 City of Chatfield
 Owner

 Greg Griffin
 Griffin Construction Co., Inc.

 Date

 Date

- (a) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions.
- (b) Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvements unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you timely notice.

Durst Outdoor Services

5135 Lehman Ln NW
Rochester, MN 55901 US
507-208-4020
office@durstoutdoorservices.com



Estimate

ADDRESS
City Of Chatfield (C)
21 2nd Street SE
Chatfield, MN 55923

ESTIMATE 2215
DATE 12/27/2023

DESCRIPTION	QTY	RATE	AMOUNT
Walking Path To furnish and install a new walking path on wisdom in from hillside drive to the elementary school. The path is approximately 280' long and 9' wide and 3" thick. This number does not include any class 5 base installation.	1	4,703.73	4,703.73

SUBTOTAL	4,703.73
TAX	0.00
TOTAL	\$4,703.73

Accepted By

Accepted Date



Dan Ramaker Concrete

19215 Moose Rd
Wykoff MN
55990
507-923-5933
danramakerconcrete@gmail.com

ESTIMATE

EST0085

DATE

Jan 1, 2024

TOTAL

USD \$0.00

TO

City of Chatfield Brian Burkholder

City sidewalks Multiple areas

Chatfield MN

BBurkholder@ci.chatfield.mn.us

DESCRIPTION	RATE	QTY	AMOUNT
New City side walk	\$0.00	1	\$0.00
City side walks			
Tare out and replace \$7.00 a sq. foot			
600 sq. foot minimum			
Anything under the minimum will require another estimate			
Fill and root removal will be extra if needed			

TOTAL

USD \$0.00

For each ADA ramp \$2,500.00 without dome plates

Memorandum

To: Personnel / Budget Committee

From: Michele Peterson

Date: January 4, 2024

CCTV Suggested Personnel Changes

The CCTV Board is recommending implementing two new positions. They have recommended the following:

- Fine Arts Coordinator, Salary of \$1,800.00
- Programming / Social Media Coordinator, Salary of \$6,500 to \$8,000

The salary amounts would not increase the 2024 budget as approved. A meeting will be set up for the Joint Powers committee to discuss what the Administrator position could look like, and if there are duties that could be completed with school and city staff.

Recommendation: I would recommend creation of the Fine Arts Coordinator, however I would keep the salary amount the same as the other coordinator positions of \$1,612.00. Additionally, create a Programming /Social Media Coordinator position at a salary of \$7,000.00.

Action Requested: Approved recommendation, and forward to Council for consideration.

Memorandum

To: Personnel / Budget Committee

From: Michele Peterson

Date: December 28, 2023

Personnel Policy Amendment Consideration

1. Amend language in Section 12.02 as follows (new language in red):

*“Earned Sick and Safe Leave” for Fire and Ambulance volunteers, **part-time regular employees (that work less than 20 hours per week)**, seasonal and temporary employees is paid time off earned at one hour of Earned Sick and Safe for every 30 hours worked, up to a maximum of 48 hours of sick and safe leave per year. The hourly rate of Earned Sick and Safe Leave is the same hourly rate an employee earns from employment with the city. This specific leave applies to all Fire and Ambulance volunteers, and seasonal employees performing work ~~for at least 80 hours~~ in a fiscal year (January – December) for the city. **Temporary workers will accrue one hour for every 30 hours worked once they have worked at least 80 hours in a fiscal year (January – December) for the city. Requests for PTO must be received at least forty-eight hours in advance of the requested time off. This notice may be waived at the discretion of the supervisor and city administrator.***

Action Requested: Amend the language in section 12.02 Earned Sick and Safe Leave as recommended.

2. Annual Leave Conversion consideration: In an effort to lower existing Vacation and Sick leave balances, I would suggest that an Annual Leave Conversion be considered for implementation into the personnel policy.

Section 12.01.05 Annual Leave Conversion

Annual leave will be converted to a cash payment on an hour-for-hour basis annually in accordance with the following conditions. Up to Eighty (80) hours, will be converted to cash each year provided the employee has used at least the following % of accrued hours for the current calendar year and has a remaining balance of at least 160 hours.

<i>Years of Service</i>	<i>Annual Accumulation</i>	<i>%</i>
<i>0-5 Years</i>	<i>176.40</i>	<i>57%</i>
<i>6-10 Years</i>	<i>216</i>	<i>65%</i>
<i>11-15 Years</i>	<i>235.92</i>	<i>68%</i>
<i>16-20 Years</i>	<i>255.96</i>	<i>71%</i>
<i>21-25 Years</i>	<i>276.00</i>	<i>73%</i>
<i>26 and Beyond</i>	<i>296.16</i>	<i>75%</i>

The minimum balance requirement will be determined as of the first payroll in December. Payment will be based on the employee's regular hourly rate on December 1.

The converted leave will be paid in the second payroll of December with specific dates to be determined by accounting each year. Regular hourly rate for the purpose of this policy is the employee's straight time rate not including overtime, pay differentials, out-of-class adjustments, or any other additions to regular pay.

Action Requested: Approve implementation of Section 12.01.025 Annual Leave Conversion into the Personnel Policy and forward to Council for consideration.

INTEROFFICE MEMORANDUM

TO: Personnel/Budget Committee; Public Works Committee
FROM: Brian Burkholder/Mitch Irish
SUBJECT: BULK FUEL TANK SYSTEM
DATE: 12/28/2023

Action Requested: To discuss and to consider changing to a bulk tank fuel system versus the current system purchasing at gas stations.

Background: Last fall we started to pursue the bulk fuel system and now Mitch has been looking into much deeper, the potential for any cost savings by going to a bulk fuel and gasoline tank system used for all city vehicles to be located at the new Public Works property. We currently pay tax on all fuel through the pumps and are currently not receiving refunds for exempt vehicles. Also, by having a bulk system, fuel would be available during emergency power outage as the bulk system would be operational by the generator at the Public Works facility.

If we went with the bulk system, we need to figure out how we want to pay and keep track of the fuel. The City of Stewartville uses a percentage to buy for fuel through each department that get fuel at the tank. Stewartville has ran like this for many years and has not had a problem. So that is one option. Another option is using a card reader system to track the gallons pumped through the system then charge each department accordingly. The quote for that system is \$6,500 and it would have added cost to install. The last option is to write down the gallons pumped by every department and added it up every month.

The cost for a 500-gallon double wall gas tank with complete kit is \$5,500 and cost for a 1,000-gallon double wall fuel tank complete kit is \$7,500.

Checking into our Krage Insuranc, the annual premium rate would be \$18.00 per year.

If we choose not to go with the bulk tank system, we will need to change our card system for each vehicle to file for tax refunds. The annual cost savings for either option (Bulk tanks or current Cenex cards) would be roughly \$1,850.

Thank you for your time,
Brian Burkholder

Bulk Fuel

- Special Fuel License-\$25 per year
- Insurance-\$18 per year
- 500 gal Gas tank kit-\$5,500
- 1000 gal Diesel tank kit-\$7500
- Keep track of 5 vehicles for public works. Pay taxes on gallons used each month.
- Fuel is delivered tax free
- Have fuel in an emergency. Tanks will be at Public works shop in backup generator.
- Ease of use- having fuel right at public works.

Savings

- \$1,850 saving each year
- 7 years to pay for tanks
- Fire-(Utv, Grass Rig, Brush truck) file for MN gas Excise tax refund-keep track of gallons
- Police- file for MN gas Excise tax refund-keep track of gallons

Cenex Fleet Cards

- Everything will stay the same but public works will have to put cards in every vehicle.
- Keep track of 18 diesel vehicles in all departments and file for refunds
- Keep track of 5 gas vehicles in police and fire department and file for refunds.
- More office work to file for refunds
- Cards are not durable- do not work all the time.

Savings

- \$1,850 savings each year



1740 3rd Ave SE
Rochester, MN 55904

Creating connections to
empower agriculture

QUOTE

City of Chatfield
21 Second Street SE
Chatfield, MN 55923
Mitch Irish

500 Gallon Double Wall

USEMCO 500DW Complete Kit	\$5500.00
Meridian 500DW Complete Kit	\$5550.00

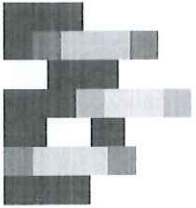
1000 Gallon Double Wall

USEMCO 1000DW Complete Kit	\$7500.00
Meridian 1000DW Complete Kit	\$7550.00

Complete Kit includes Fil Rite FR711VA pump (20-25 gallon/minute), meter, swivel, auto shutoff nozzle, filter assembly, delivery and setup.

USEMCO tank is urethane paint.
Meridian tank is powder coated.

Above prices do not include any applicable taxes.



1740 3rd Ave SE
Rochester, MN 55904

Creating connections to
empower agriculture

QUOTE

City of Chatfield
21 Second Street SE
Chatfield, MN 55923
Mitch Irish

Island Reader

OPW PV100-2 stand alone island reader 2 hose setup, pin pad entry and freight	\$6000.00
ICS Pulser	\$500.00
TOTAL	\$6500.00

Installation, electrical, programming, training, start up would be extra charge.

Brian Burkholder

From: Jamie Sveen <jamie@krageinsurance.com>
Sent: Monday, October 23, 2023 8:16 AM
To: Brian Burkholder
Cc: Mitch Irish
Subject: RE: Bulk Fuel Tanks/New Public Works property

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.

Good Morning Brian,

The premium for adding property coverage for these midterm is so small that we would just waive the premium. An annual premium for this location (2 gas pumps/tanks for a total value of about \$13,250) is only \$18.

Please give me a call with any questions.

Thank you and have a great week!

Jamie Sveen
Krage Insurance Agency, INC
P 507-467-3309
FAX 507-467-2624
jamie@krageinsurance.com

From: Brian Burkholder <bburkholder@ci.chatfield.mn.us>
Sent: Wednesday, October 18, 2023 12:58 PM
To: Jamie Sveen <jamie@krageinsurance.com>
Cc: Mitch Irish <mirish@ci.chatfield.mn.us>
Subject: Bulk Fuel Tanks/New Public Works property

Hi Jamie,

Would you be able to give us a quote for insurance to install 2 bulk tanks on the property of 19 2nd St SW (new public works property)? Mitch is working on this project in the hopes of saving on cost and availability. For now, lets plan for 1-1,000-gal fuel tank and 1- 500 gal gas. Please include us both as we move forward as I will be out on vacation next week.

Thaks much,

IFTA - 2018 06-2023 05 GSL - Stcard

Card Label	Manu	State	Date	Invoice	Locatid	Site	Product Name	Gallons	GAL Cost	Total Cost	Tax Amount	Card Dept	DEPT TTL	%
CITY CAR Total								753.2	195.88	2088.23	239.08		\$ 2,088	4%
FIRE BRUSH TRUCK Total								100.1	23.54	335.12	32.62			
FIRE ENGINE 1 Total								16.5	27.80	56.79	5.20			
FIRE ENGINE 2 Total								2.2	4.01	8.70	0.70			
FIRE GRASS RIG Total								320	88.43	897.66	102.63			
FIRE TANKER 5 Total								17.9	8.85	50.47	5.79			
FIRE TANKER 6 Total								17.6	28.25	53.59	5.51			
FIRE UTV Total								40	35.73	130.90	12.79		\$ 1,533	3% Fire
PARK 1 Total								160.6	24.33	487.81	52.41			
PARK DESK Total								158.6	51.04	383.07	49.27		\$ 871	2% Park
POLICE SQUAD 1 Total								894.8	233.28	2407.71	284.23			
POLICE SQUAD 2 Total								4173.5	1377.61	11371.83	1334.61			
POLICE SQUAD 3 Total								4222.7	1237.09	11420.76	1349.06		\$ 25,200	46% Police
STREET 1 Total								2237.1	255.01	5971.20	714.55			
STREET 2 Total								664.4	82.40	1646.25	212.04			
STREET 3 Total								2072.2	257.47	5544.00	660.37			
STREET 4 Total								248.8	28.01	591.82	78.00			
STREET 5 Total								114.8	12.50	281.04	36.96		\$ 14,034	26% Street
WATER 1 Total								2138.4	283.42	5795.30	681.21		\$ 5,795	11% Water
WWTP 1 Total								1218.2	130.01	3422.45	391.11			
WWTP 2 Total								569.5	57.45	1558.70	181.63		\$ 4,981	9% WWTP
Grand Total								20141.1	4442.11	54503.40	6429.77		\$ 54,503	100%

IFTA -02018 06-2023 05DSL Stcard

Card Label	Manual / State	Date	Invoice	Locatic Site	Product Name	Gallons	GAL Cost	Total Cost	Tax Amount	Card Dept	DEPT TOTL	DEPT %
AMBULANCE 471A Total						3294	377.62	10606.69	1050.25			
AMBULANCE 471B Total						2532.1	333.15	7751.69	803.36	AMB	\$ 18,358	24%
FIRE ENGINE 1 Total						584.5	65.05	1941.98	185.63			
FIRE ENGINE 2 Total						455.9	50.77	1434.80	144.30			
FIRE TANKER 5 Total						236.2	51.61	752.62	74.71			
FIRE TANKER 6 Total						333.1	76.42	1074.59	106.09			
FIRE UTV Total						10	4.51	45.11	3.25	FIRE	\$ 5,249	7%
PARK 1 Total						7.2	7.22	25.86	2.32			
PARK DESK Total						5205.3	1885.61	16415.17	1650.24	PARK	\$ 16,441	21%
STREET 1 Total						904.4	219.66	3102.29	287.86			
STREET 2 Total						1857.7	252.15	6082.37	593.02			
STREET 3 Total						3658.5	624.45	11026.51	1163.75			
STREET 4 Total						3601.6	501.68	11101.35	1144.00			
STREET 5 Total						546.3	76.60	1515.45	174.80	STREET	\$ 32,828	43%
WATER 1 Total						5.2	3.28	17.08	1.68	WATER	\$ 17	0%
WWTP 1 Total						353.5	72.60	1594.20	114.84			
WWTP 2 Total						763.2	77.98	2470.27	245.19	WWTP	\$ 4,064	5%
Grand Total						24348.7	4680.36	76958.03	7745.29		\$ 76,958	100%

Tank Cost per Dept (5-year average)

Diesel Tank Cost

- Ambulance-	\$1,800	24%	
- Fire -	\$ 525	7%	
- Parks-	\$1,575	21%	(will be less with Ventrac)
- Streets-	\$3,225	43%	
- WWTP-	\$375	5%	

Gas Tank Cost

- City Car-	\$220	4%	
- Fire-	\$165	3%	
- Parks-	\$110	2%	(will go up with Ventrac)
- Police-	\$2,530	46%	
- Streets-	\$1,430	26%	
- Water-	\$605	11%	
- WWTP-	\$495	9%	