

***Public Services Committee Meeting Agenda
Monday, January 22, 2024, 4:30 p.m.
Fillmore Conference Room – Thurber Building***

1. Public Services Committee Meeting, January 22, 2024, at 4:30 p.m.
 - a. Meeting notes from November 27, 2023
 - b. Public Safety Aid Expenditure Suggestion
 - c. Fire
 - i. Sale of UTV Skid for Fire Department
 - d. Police
 - e. Ambulance
 - f. Nuisance Properties

Public Services Committee

November 27, 2023

The Public Services Committee met on Monday, November 27, 2023.

Members Present: Councilors Pam Bluhm and Dave Frank.

Members Absent: None.

Others Present: Luke Thieke, Andy O'Connor and Michele Peterson.

- a. **Notes from October 23, 2023**, were reviewed.
- b. **Data Practices Policy:** Members reviewed the draft policy that would provide direction when public information is requested. No amendments were suggested; therefore, the policy will be forwarded to the City Council on December 11, 2023.
- c. **Code Red Notification System:** Olmsted County has notified us that they will be switching over to the Code Red Notification System for alerts. Currently, we are investigating a way to notify the public for snowplowing efforts. Discussion to be continued.
- d. **Public Safety Aid Suggestions:** Fire Chief Luke Thieke presented a suggestion to utilize a portion of the funding to cover the remaining balance of the SCBA after the grant funding, approximately \$20,000. Additionally, Thieke suggested upgrades to the grass rig which would make it a more effective tool and provide more safety to the firefighters at an approximate total of \$20,000. Members recommended sending the request to Council for approval at the December 11, 2023, meeting.
- e. **CCTV Ambulance:** Administrator O'Connor noted that the current vehicle has outlived its useful life and recommends sending the vehicle to scrap. Due to the condition of the vehicle, he is not recommending sending the vehicle to auction. Members recommended forwarding this request to the December 11, 2023 Council meeting.

Memorandum

To: Personnel / Budget Committee

From: Michele Peterson

Date: January 9, 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 \$21,667

Action Requested: Recommend the allocation of funding as suggested: Fire department \$33,242, Ambulance \$40,000, Police \$36,810, and Public Works \$21,667 to City Council.



Memorandum

To: Public Services and City Council

From: Luke Thieke, Fire Chief

Date: January 17, 2024

Sale of Equipment – Skid Unit

In 2018 we put together a UTV for rescues and fires, since then we have had some issues with the UTV's clutching. So upon further investigation we have found it to be a bit overloaded, and it was never very good for fighting fires the water tank was oddly shaped and it would run dry on hillsides even though it was half full, the clutching issue would always go away when not loaded with water. On the positive side it has made many rescues in off road situations, including a bunch on our UTV trail. So, we decided to take fire skid out of it and just use it as a rescue device. I contacted our sales rep to see if he would advertise it for us which he did, and it basically sold instantly I accepted the offer of \$4500.00 for the skid unit. I believe we paid around \$6500 for the skid brand new. Hammell equipment still had the old box for the UTV, so we have installed that back on.

Memorandum

To: Public Services Committee

From: Michele Peterson

Date: January 17, 2024

Nuisance Properties

There are currently two properties that are in violation of Chapter 16 (Nuisances) of the Chatfield City Code. Each property was sent a letter in early December, with a second certified letter sent in early January. To date these properties are still non-compliant. The code states the following:

Sec. 16-4. - Abatement.

- a) *Notice.* Whenever any city officer determines that a public nuisance exists within the city, the officer shall notify in writing the owner and occupant of the premises on which such nuisance exists, and any other person causing or creating such nuisance, of such fact and order that such nuisance be immediately terminated or abated. The notice that a nuisance exists may be served on the owner or occupant of the premises in person or by United States Mail, certified, return receipt requested. If the premises on which a nuisance exists is not occupied but the identity of the owner of the premises is not known, the notice that a nuisance exists may be served by posting the same on the premises for a period of 72 consecutive hours. Any notice that a nuisance exists that is served or posted must state:
1. The location (or legal description) of the property on which the nuisance exists;
 2. An identification of the nature of the nuisance, with reference to a particular section of the Chatfield Code in question;
 3. The steps required to be taken by the owner or occupant of the premises to abate the nuisance and a schedule, setting forth a reasonable amount of time in order to do so;
 4. If the owner or occupant, or other responsible party relating to the premises, does not take measures to abate the nuisance within the time schedule set forth, the city may take steps to abate the nuisance, and assess the costs to the owner of the premises, or use whatever means

are legally available to the city to make the owner, occupant, or other responsible party personally responsible for the costs of abatement.

5. The owner, occupant, or other responsible party has a right to appeal the city officer's designation that a public nuisance exists by filing an appeal in writing with the city clerk on or before the date set forth in the notice requiring the nuisance to be abated.

Action Requested: Recommend creation of an ordinance to present to the City Council to call for a Public Hearing to consider further steps in the abatement process.

Letters have also been sent out for diseased trees, and response has been very good. However there are a couple of properties that have not responded to certified letters requesting the property owner to note whether or not they will remove the tree or if they would like the city to complete the contract for removal. The ordinance states:

Sec. 32-26. - Procedures for removal of infected trees and wood.

- a) Tree inspector's investigation, notice, and reports. Whenever the tree inspector finds with reasonable certainty that the infestation exists in any tree or wood in any public or private place in the city, he shall proceed as follows:
 1. If the tree inspector finds that the danger of infestation of other trees is not imminent, he shall make a written report of his finding to the city council which shall proceed by:
 - a) Abating the nuisance as a public improvement; or
 - b) Abating the nuisance as provided in subsections (b) and (c) of this section.
 2. If the tree inspector finds that the danger of infestation of other trees is imminent, he shall notify the abutting property owner by certified mail that the nuisance will be abated within a specified time, not less than five days from the date of mailing of such notice. The tree inspector shall immediately report such action to the city council, and after the expiration of the time limited by the notice he may abate the nuisance.
- b) City council action.
 1. Upon receipt of the tree inspector's report required by this subsection, the city council shall by resolution order the nuisance abated. Before action is taken on such resolution, the city council shall publish notice of its intention to meet to consider taking action to abate the nuisance. This notice shall be mailed to affected property owners and published once no less than one week prior to such meeting. The notice shall state the time and place of the meeting, the streets affected, the action proposed, the estimated cost of the abatement, and the proposed bases of assessment, if any, of costs.
 2. At such hearing or adjournment thereof, the city council shall hear property owners with reference to the scope and desirability of the proposed project.

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3. The city council shall thereafter adopt a resolution nullifying or confirming the original resolution with such modifications as it considers desirable and provide for the doing of the work by day labor or by contract.
- c) Tree inspector's records. The tree inspector shall keep a record of the costs of abatements done under this subsection for which assessments are to be made, stating and certifying the description of the land, lots, or parcels involved, and the amount chargeable to each.
 - d) On or before October 15 of each year the clerk shall list the total unpaid charges for each abatement against each separate lot or parcel to which they are attributable under this subsection. The city council may then assess and spread the charges or any portion thereof against the property involved as a special assessment, pursuant to the law for certification to the county auditor and collection the following year along with current taxes.

Action Requested: Recommend creation of a resolution to be presented to the Council, and recommend Council call a hearing to consider abatement of the infected trees.