

***Personnel/Budget Committee Meeting Agenda  
Monday, February 12, 2024, 4:30 p.m.  
Fillmore Conference Room, Thurber Building, 21 Second Street SE***

1. Personnel Budget Committee Meeting, February 12, 2024, 4:30 p.m.
  - a. Meeting Notes from January 8, 2024
  - b. Copier replacement Quote
  - c. Assistant Ambulance Director – Job Description and Appointment
  - d. Agricultural Lease Consideration
  - e. Parcel 310005000 – Brush Dump
  - f. CCTV new positions
  - g. Personnel Policy Amendments
  - h. Bulk Fuel Tank System
  - i. Public Works Facility
  - j. City Car Replacement Discussion
  - k. Public Works – Capital Replacement Plan / Budget
  - l. Seasonal / Summer Position for Public Works

**Personnel-Budget Committee Meeting Notes**

**January 8, 2024**

**Members Present:** Councilors Mike Urban and Paul Novotny  
**Members Absent:** None.  
**Others Present:** Brian Burkholder, Kay Wangen, Shane Fox, Mitch Irish, and Michele Peterson.

1. **Meeting notes from December 11, 2023**, were reviewed, no additional comments were shared.
2. **Agricultural Lease Consideration:** Public Works staff will work to set boundaries, establish setbacks utilizing fence posts and stakes. Additional work will be completed to establish the waterways. Language will be drafted to be included in the lease to account for requirements for land application of biosolids in the fall. Lease language will be brought back in February.
3. **Agricultural Use of Parcel 310005000 – Brush Dump:** Although the area has been farmed in the past, members questioned the possibility of enrolling this land into a CRP program. Discussion will be brought back for further discussion.
4. **Street Light Installation Request:** A request for installation of a new streetlight at the intersection of Winona Street and Cliff Street was reviewed. Members noted no concern with forwarding this request to Council.
5. **Memorandum of Understanding – ESST for Officers, LELS:** Members noted approval of the ESST standards and recommended forwarding to the City Council for consideration.
6. **Public Safety One Time Funding:** Members reviewed the requests put forward from Fire, Ambulance, Police, and Public Works. It was noted that additional information was needed regarding the body cameras for Police before a final decision could be made to purchase including useful life, storage requirements, and policies. Members did the following division of funds, to be submitted to Public Services, and then on to City Council: \$33,242 for Fire Department, \$40,000 for Ambulance Department, \$36,810 for Police Department, and \$21,667 for Public Works to improve pedestrian safety.
7. **CCTV Suggested Personnel Changes:** The CCTV Board recommended the creation of two new positions to be created, without increasing the total department budget. Member discussed this opportunity, however requested that a meeting be held with the Joint Powers Committee to discuss this opportunity as well as the general workflow for the department.
8. **Personnel Policy Amendments:** Members reviewed the suggested language amendments to the ESST with no concerns noted. The provisions for an Annual

Leave Conversion were also reviewed. Consideration will be given to creating a reserve account to account for annual payouts to lower the total liability. Discussion will be continued.

- 9. Bulk Fuel Tank System:** Members reviewed the proposal for a bulk fuel tank system. It was noted that an automated system, such as a card reader would be beneficial. Additional research will be done to understand the total cost, the funding mechanism, and the impact to the budget. Discussion to be continued.

## Memorandum

To: Personnel / Budget Committee

From: Michele Peterson

Date: January 29, 2024

### Copier Replacement

Given the numerous service issues with the existing Administration copier, staff reached out to see about quotes for replacement. According to the Capital Plan, the copier would be replaced in 2026, there is currently a total of \$7,004 that could be utilized towards replacement. The current Police Department copier has security risks according to our IT specialists. It was the old copier from Administration prior to the current equipment.

In looking at the financial impacts of different equipment, a lease could be considered for both the Administration copier as well as the Police Department copier. Having equipment that would be on five-year lease plan would ensure that the equipment is updated on a regular basis, and therefore ensure that we have the necessary equipment working as intended.

Our current annual expenditure for Administration is \$6,016.10 (With the capital transfer of \$200), with the lease and the maintenance contract the total annual expenditure is estimated to be \$4,910.32. The Police Department annual expenditure currently is \$676.00. The total annual expenditure is estimated to be \$1,101.24 for the Police Department. The combination of the two departments is a decrease in expenditure of \$680.54.

**Recommendation:** I would recommend that we work with EO Johnson (our current vendor) to remove both machines and lease a copier for each department. This would allow the \$7,000 in the Administration capital plan to be used for other Administration needs.

**Action Requested:** Recommend approval of the lease of a copier for both Administration and the Police Department to the City Council.

2024 Admin Copier Quote Financial Comparison				
Monthly Costs	Current	EO Johnson	Loffler	Loffler
Estimated Annual Cost of Coppies	\$ 836.10	\$ 37.60	\$ 2,530.50	\$ 2,530.50
Monthly Maintenance Program	\$ 415.00	\$ 243.70	\$ -	\$ -
Annual Maintenance Program Cost	\$ 4,980.00	\$ 2,924.40	\$ -	\$ -
Lease - 60 Months, Per Month	\$ -	\$ 162.36	\$ 208.00	\$ 211.53
Purchase Price	\$ -	\$ 7,423.00	\$ 10,139.00	\$ 10,800.90
Total Estimated Cost per year	\$ 5,816.10	\$ 4,910.32	\$ 5,026.50	\$ 5,068.86
Capital Account	\$ 7,004.00			
PPM	40	45	40	50

2024 Police Copier Quote		
Monthly Costs	Current	EO Johnson
Estimated Annual Cost of Coppies	\$100	\$ -
Monthly Maintenance Program	\$ 48.00	\$ -
Annual Maintenance Program Cost	\$ 576.00	\$ -
Lease - 60 Months, Per Month		\$ 91.77
Total Estimated Cost per year	\$ 676.00	\$ 1,101.24
Capital Account	\$ -	
PPM	35	



EO Johnson  
2717 Hwy. 14 West, Suite M  
Rochester, MN 55901  
Attn: Heather Grebin

Thank you for reaching out to us and stopping at Chatfield City Hall. We are currently looking for a solution to replace our existing network copier. Our current model has served us very well but is showing signs of failure.

The current model is a Lanier MP C4503. It was purchased in October of 2015 for \$8,238 dollars and continues to be covered by a total care maintenance agreement for \$415/mo

### OUR ENVIRONMENT | USAGE

- There are two network multifunction printers covered by maintenance agreements at City Hall.
  - There is a Lanier MP C4503 located in the machine room of the Clerks Suite.
    - Network printer
    - Fax line 507-867-9093
    - Scans to e-mail
    - Maintenance Agreement \$415/mo (Contract 56246-01 Start Date 10-16-15 / rewritten 06/16/17).
      - B/W Covered 4,000 Overage Rate (0.0176)
        - Not coming close to using 4,000 a month
      - Color Covered 4,000 Overage Rate (0.096700)
        - Average Usage based on 8 mo = 5,769
  - There is a Lanier LD540CSPF located in the Police Suite (this printer was previously in the Clerks Suite).
    - Total Care GMA Maintenance Agreement \$48/mo (Contract 46719-01 Start Date 06-16-10 / rewritten 06/16/2017)
      - BW Covered 1,500 Overage Rate (0.024600)
        - Not coming close to using 1,500 a month
      - Color Covered 0 Overage Rate (0.186400)
        - Averaging 220/mo

### PLEASE RECOMMEND A SOLUTION WITH MINIMUM CAPABILITIES

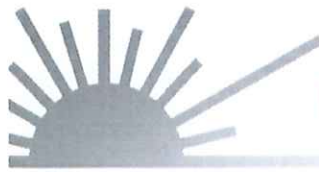
- Print up to 45 ppm, copy, scan, fax
- 1200x1200 dpi print resolution or higher
- Paper capacity up to 4,700 pages
- Finisher / Sorter / Stapler
- Able to print cardstock
- Current paper tray configuration
  - Bypass tray set to automatic | Tray 1 & Tray 2 8 ½ x 11 portrait | Tray 3 8 ½ x 11 landscape | Tray 4 11x17

**Standard Configuration of MPC4503:** Mainframe includes 9" Color Touch Control Panel, 220-Sheet SPDF, Duplex, 2 X 550 Sheet Paper Trays, 100 Sheet Bypass Tray, Drums, Developer, Scan/Print Kit, USB Host Interface, Gigabit Ethernet, DOSS, PDF Direct Print, HDD Encryption, Java VM Card, Scan to/Print From USB/SD Card, 2GB RAM, & 250GB HDD. Envelope feeding via standard 2<sup>nd</sup> paper drawer & bypass tray. (The standard DOSS included with the mainframe is not ISO 15408 certified).

**Plus Options:** Tray Paper Feed Unit, Bridge Unit for Finisher, 1,000-Sheet Staple Finisher, Fax Board, Network Installation, Set up & Delivery, Shipping

Quote Purchase Price & Lease Pricing including a cost comparison including all finance charges and buy out option using state contract pricing.

Kay Wangen | Finance & Information Systems Director  
direct 507.867.1514 | office 507-867-3810  
21 SE Second Street Chatfield MN 55923 | [www.ci.chatfield.mn.us](http://www.ci.chatfield.mn.us)



Metro Sales Inc.  
1610 14<sup>th</sup> St NW  
Rochester, MN 55901

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- Print up to 45 ppm, copy, scan, fax
- 1200x1200 dpi print resolution or higher
- Paper capacity up to 4,700 pages
- Finisher / Sorter / Stapler
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Marco.

Christina Welke | [christina.welke@marconet.com](mailto:christina.welke@marconet.com) | 507-273-9350

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  - There is a Lanier LD540CSFP located in the Police Suite (this printer was previously in the Clerks Suite).
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      - BW Covered 1,500 Overage Rate (0.024600)
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- Paper capacity up to 4,700 pages
- Finisher / Sorter / Stapler
- Able to print cardstock
- Current paper tray configuration
  - Bypass tray set to automatic | Tray 1 & Tray 2 8 ½ x 11 portrait | Tray 3 8 ½ x 11 landscape | Tray 4 11x17

**Standard Configuration of MPC4503:** Mainframe includes 9" Color Touch Control Panel, 220-Sheet SPDF, Duplex, 2 X 550 Sheet Paper Trays, 100 Sheet Bypass Tray, Drums, Developer, Scan/Print Kit, USB Host Interface, Gigabit Ethernet, DOSS, PDF Direct Print, HDD Encryption, Java VM Card, Scan to/Print From USB/SD Card, 2GB RAM, & 250GB HDD. Envelope feeding via standard 2<sup>nd</sup> paper drawer & bypass tray. (The standard DOSS included with the mainframe is not ISO 15408 certified).

**Plus Options:** Tray Paper Feed Unit, Bridge Unit for Finisher, 1,000-Sheet Staple Finisher, Fax Board, Network Installation, Set up & Delivery, Shipping

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Date: 1/25/2024

City of Chatfield

**Quotation for:** CITY OF CHATFIELD  
 21 SE 2ND ST  
 CHATFIELD, MN 55923

**Location:** 21 SE 2ND ST  
 CHATFIELD, MN 55923

<b>Model</b>	<b>RICOH IMC4510-RIC 45PPM COLOR COPIER (419320) For City</b>
<b>Standard Description</b>	Mainframe includes standard 10.1" Keyless Smart Operation Panel, 220-Sheet SPDF, Duplex, 2 x 550-Sheet Paper Trays, 100-Sheet Bypass Tray, Drums, Developer, Color Scanning and Printing, USB Host Interface, Gigabit Ethernet, PostScript3 Emulation, PDF Direct Print, Machine Data Encryption, Scan to/Print From USB, 4GB RAM (Mainframe) & 4GB RAM (Panel) & 256GB SSD. Envelope feeding via standard 2nd paper drawer & bypass tray. These models units have not been Common Criteria certified.

<b>Included Options</b>	
<input checked="" type="checkbox"/> RICOH FINISHER SR3320 1000 SHEET (419399) <input checked="" type="checkbox"/> A3 MFD DELIVERY/SETUP <input checked="" type="checkbox"/> RICOH TONER BOTTLE LOCK TYPE M52 (419420) <input checked="" type="checkbox"/> RICOH FAX OPTION TYPE M52 (419423) <input checked="" type="checkbox"/> RICOH BRIDGE UNIT BU3100 (419381) <input checked="" type="checkbox"/> RICOH LCIT PB3330 1000 X 2 (419374) <input checked="" type="checkbox"/> A3 MFD OR SCAN DEVICE INSTALL/ TRAINING <input checked="" type="checkbox"/> INNOVOLT 15A/120V SURGE PROTECTOR	

<b>Total Recommended System Purchase Price</b>	<b>\$7,248.29</b> ___ Accept [please initial]
<b>Total Recommended System 60 Mo. Lease With Service</b> (Lease Payment \$162.36 Service Payment \$243.70)	<b>\$406.06</b> ___ Accept [please initial]

<b>Model</b>	<b>RICOH IMC2510-RIC 25PPM COLOR COPIER (419348) For Police Department</b>
<b>Standard Description</b>	Mainframe includes standard 10.1" Keyless Smart Operation Panel, 220-Sheet SPDF, Duplex, 2 x 550-Sheet Paper Trays, 100-Sheet Bypass Tray, Drums, Developer, Color Scanning and Printing, USB Host Interface, Gigabit Ethernet, PostScript3 Emulation, PDF Direct Print, Machine Data Encryption, Scan to/Print From USB, 2GB RAM (Mainframe) & 4GB RAM (Panel) & 256GB SSD. Envelope feeding via standard 2nd paper drawer & bypass tray. This model has not been Common Criteria certified.

<b>Included Options</b>	
<input checked="" type="checkbox"/> A3 MFD OR SCAN DEVICE INSTALL/ TRAINING <input checked="" type="checkbox"/> RICOH FAX OPTION TYPE M52 (419423) <input checked="" type="checkbox"/> RICOH TONER BOTTLE LOCK TYPE M52 (419420) <input checked="" type="checkbox"/> RICOH CABINET TYPE A5 (52721) <input checked="" type="checkbox"/> INNOVOLT 15A/120V SURGE PROTECTOR <input checked="" type="checkbox"/> A3 MFD DELIVERY/SETUP	

<b>Total Recommended System Purchase Price</b>	<b>\$4,097.07</b> ___ Accept [please initial]
<b>Total Recommended System 60 Mo. Lease</b> (Lease Payment \$91.77 Service is combined with other machine)	<b>\$91.77</b> ___ Accept [please initial]

<b>Maintenance &amp; Service Plan (both machines)</b>	<p>This agreement includes an Average Monthly Volume rate:          This includes 1,000 B/W pages per month. Overages will be billed at \$0.0072 per page.          This includes 5,000 Color pages per month. Overages will be billed at \$0.0473 per page.</p> <p>Includes all parts, labor, travel, drums, and toner. Staples are not included.</p> <p>If applicable, this agreement will be added to any existing maintenance and service plan with EO Johnson. For exceptions, please explain.</p> <p style="text-align: center;">**Terms and conditions for maintenance agreement on next page.</p>
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**The math of Both Machines together:**

<b>Total Recommended System <u>Purchase Price</u></b>	<b>\$11,345.36</b>
<b>Total Recommended System <u>60 Mo. Lease With Service</u></b>	<b>\$497.84</b>
<b>(Lease Payment \$254.14 Service Payment \$243.70)</b>	

When signed, this quotation becomes an order for the total recommended system plus any checked optional accessories. Quote is valid for 30 days.

**Quotation  
Approval**

Name		Date	
Title			
Email			
PO#		Tax ID# (FEIN)	
Tax Exempt Status		Tax Exempt #	
Signature			



**Submitted by:**

Heather Grebin  
Account Executive - Imaging  
hgrebin@ejojohnson.com  
+1 (608) 519-8526

E. O. Johnson Business Technologies agrees, subject to the terms and conditions hereof, to:

Perform all maintenance and inspections of the equipment at intervals which are consistent with that recommended by the manufacturer. Support will include to clean, lubricate, adjust, or repair equipment as needed for optimal performance.

Replace all worn, defective or damaged parts without charge, providing that such parts have not been subject to a damaged condition caused by fire, flood, vandalism, misuse or negligent conduct on the part of the customer, its agent or third parties.

Provide service under this agreement as required by the Customer during EOJ's normal business hours of 8:00 a.m. and 5:00 p.m. Monday through Friday (except holidays).

## TERMS FOR MAINTENANCE AGREEMENT

1. **SUPPLIES** - Many items are considered supplies, however, only supplies identified on the front of this contract are included. If the customer fails to use manufacturer approved supplies and damage is caused, the customer agrees to pay the non-contract rates for replacement parts and labor to repair such damage. EOJ reserves the right to charge for excessive toner consumed based on the manufacturer yield expectations using the industry standard average of 6% coverage for black and up to 20% coverage for color. Toner remains the property of EOJ until fully consumed.
2. **LIABILITY** - EOJ shall not be responsible for: (1) failure to perform its maintenance obligation due to strikes, fire, flood and other causes beyond its control, (2) accidents to or caused by the equipment, (3) service or parts when anyone other than the EOJ has worked on the equipment, (4) equipment damage due to misuse or negligence by the Customer.
3. **CONTRACT DOES NOT INCLUDE** service support when equipment is operated outside of manufacturer recommended specifications. This contract also does not cover service calls related to: updating print drivers, loading additional drivers on new computers / upgraded computers, or troubleshooting print related problems. This contract does not cover network hardware, computers, switches, operating systems, third party software programming or additional training after initial install unless included in this document. Support for these items and services are all billable events at normal non-contract rates.
4. **MINIMUM QUARTERLY CHARGE** - A minimum quarterly charge of \$60 (sixty dollars) per device covered under this agreement shall apply to click-only contracts.
5. **TAXES** - Maintenance charges, zone / travel charges, labor and parts are subject to state and local taxes.
6. **EQUIPMENT TRANSPORTATION** - EOJ is not liable for transportation damages or loss of equipment in the event the Customer moves the equipment or contracts with a third party to move the equipment. Customer agrees to pay for any damages incurred from moving the equipment.
7. **INDEMNITY** - EOJ is not responsible for any losses or injuries caused by the installation or use of the equipment under contract. Customer assumes and bears the risk of loss or damage to the equipment. If the equipment is lost or damaged, the Customer agrees to replace the equipment or pay for repairs or replacement.
8. **AFTER HOURS SERVICE** - Normal business hours are from 8:00 a.m. until 5:00 p.m. Monday through Friday. If the Customer requests service to be performed outside of normal business hours the Customer will pay for such service, including travel time and expenses, at EOJ's established billing rate. EOJ need not provide such service if service personnel are not readily available. To the extent practicable, all service to the equipment provided hereunder shall be provided at the Customer's location as noted on this agreement unless EOJ determines that such service will be better performed at an alternate location.
9. **ACCEPTANCE** of the agreement is contingent upon being signed and approved by an authorized EOJ representative and an authorized representative of the Customer. Final approval subject to acceptance by EOJ Service Management.
10. **TERMINATION OF CONTRACT** - The Customer or EOJ has the right to terminate this contract at any time for any reason. In the event the Customer terminates this contract, the unused portion of the contract will be prorated. The credit will be applied to the Customer account for up to one year and can be used for the purchase of hardware or services only. Unused toner in a toner inclusive contract must be returned to EOJ or Customer agrees to pay for the toner at normal retail prices.
11. **TERMS & RENEWALS** - EOJ will bill the Customer when signed copy of this agreement is received. Terms are net. This agreement will automatically self-renew annually unless prior notice of termination is given by either party. The renewal term is the same as the original term. A yearly increase is usual and customary. By initialing, you agree to this maintenance agreement as stated.

Customer Initials \_\_\_\_\_

# Your Essential Next Step: E-Services



## Welcome to world-class customer service!

As part of our commitment to serving you, we want to tell you about an essential next step in ensuring you receive the best in customer care: e-services.

Our e-services offerings ensure you get results fast—at the speed of business. It's our way of providing service that's more secure and efficient, while helping you maximize productivity.

### Our electronic services include:

<b>Electronic Invoices</b>	Get your invoices electronically. Simply designate the appropriate Accounts Payable representative.
<b>EO Johnson Customer Portal</b>	An interactive, mobile-friendly tool that allows you to access real time information on equipment, supply orders, service calls and more.
<b>Proactive Services</b>	Get equipment issues diagnosed remotely. With Proactive Services, pre-emptive service notifications will go to our service team, and meter reads and firmware updates are done remotely as well.
<b>ACH</b>	Payments will be automatically drawn from your financial account, giving you peace of mind and time for more important tasks.

Watch for an email from [forms@eojohnson.com](mailto:forms@eojohnson.com) to start enjoying some of the tools that help make Your Business. Better.



Created By: **Heather Grebin** | Phone: 608-519-8526 | Email: hgrebin@eojohnson.com

## Your Configured RICOH IM C4510



\*Note: The image is a photo realistic illustration of your selected configuration.

### DIMENSIONS

WIDTH	DEPTH	HEIGHT
<b>45.70in</b>	<b>27.60in</b>	<b>47.60in</b>
(1,161mm)	(701mm)	(1,209mm)

Actual dimensions may vary. These are approximate only.

### POWER CONSUMPTION (MAIN UNIT)

120V-127V, 60Hz

Additional power requirements may apply.

Please read each option's description copy to see if additional power sources are needed.

## Your Chosen Options

- IM C4510
- LCIT PB3330
- Finisher SR3320 (1,000 sheet)
- Bridge Unit BU3100
- Fax Option Type M52



## Main Unit

Item/Description	Item #	Power Requirements
IM C4510	419320	120V-127V, 60Hz

## Paper Tray & Optional Accessories

Item/Description	Item #	Power Requirements
LCIT PB3330	419374	N/A

## Output & Finishing Options

### External

Item/Description	Item #	Power Requirements
Finisher SR3320 (1,000 sheet)	419399	N/A
Bridge Unit BU3100	419381	N/A

## Fax Options

Item/Description	Item #	Power Requirements
Fax Option Type M52	419423	N/A



## Main Unit

Item/Description	Item #	Thumbnail
<p><b>IM C4510</b></p> <ul style="list-style-type: none"> <li>• Output Speed (Letter): 45-ppm</li> <li>• Maximum Monthly Volume: 50,000 impressions/month (Letter paper, 20 lb.)</li> <li>• Power Requirements: 120V-127V, 60Hz</li> <li>• Weight: 222.2 lbs. (100.8 kg)</li> <li>• W x D x H (inches): 23.1 x 27.6 x 37.9</li> <li>• W x D x H (mm): 586.74 x 701.04 x 962.66</li> </ul> <p>Note:</p> <ol style="list-style-type: none"> <li>1. In order to complete a configuration, one of the following must be installed on the mainframe: Paper Feed Unit PB3320, LCIT PB3330 or Cabinet Type A5.</li> <li>2. This model has been Common Criteria certified.</li> </ol>	419320	

## Paper Tray & Optional Accessories

Item/Description	Item #	Thumbnail
<p><b>LCIT PB3330</b></p> <p>Provides an additional 2,000 sheets.</p> <p>Paper sizes up to 8.5" x 11"/A4.</p> <p>Paper weights up to 80 lb./166 lb. Index (300 g/m<sup>2</sup>).</p> <p>Weight: 50.7 lbs. (23 kg)</p> <p>W x D x H (inches): 23.1 x 27 x 9.7</p> <p>W x D x H (mm): 586.74 x 685.8 x 246.38</p> <p>Note:</p> <p>LCIT PB3330 cannot be installed with Paper Feed Unit PB3320 or Cabinet Type A5.</p>	419374	

## Output & Finishing Options

External		
Item/Description	Item #	Thumbnail

## Finisher SR3320 (1,000 sheet)

419399

1,000-sheet Finisher.

For offices that produce collated and stapled sets of documents, this finisher helps shorten production time. It offers 50-sheet, multi-position stapling, mixed sized stapling, optional hole punching and shift-sort collating, as well as a staple-less binding capability of up to 5 sheets.

Supports paper sizes up to 12" x 18".

Weight: 75 lbs. (34 kg)

W x D x H (inches): 22.6 x 26.2 x 37.8

W x D x H (mm): 574.04 x 665.48 x 960.12

Note:

1. Bridge Unit BU3100 or Internal Multi-Fold Unit FD3020 must be installed to add this option.
2. Finisher SR3320 cannot be installed with Internal Shift Tray SH3090, Internal Finisher SR3310, Finisher SR3340, Booklet Finisher SR3330 or any related options.



## Bridge Unit BU3100

419381

A required accessory when the main unit is configured with an external finisher. The Bridge Unit transports pages from the standard exit area into a Finisher for inline stapling or hole punching.

Note:

1. Finisher SR3320, Finisher SR3340 or Booklet Finisher SR3330 must be selected to add this option.
2. Bridge Unit BU3100 cannot be installed with Internal Finisher SR3310, Internal Multi-Fold Unit FD3020, Internal Shift Tray SH3090 or any related options.



## Fax Options

Item/Description

Item #

Thumbnail

### Fax Option Type M52

Installation required to enable fax services: 33.6 kbps, approximately 3 second transmission speed, standard JBIG and standard 320 Pages Memory. Includes standard Internet Fax (T.37), LAN Fax, IP-Fax (T.38), Fax Forwarding to Email & Paperless Fax function.

419423





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Created By: **Heather Grebin** | Phone: 6085198526 | Email: hgrebin@eojohnson.com

## Your Configured RICOH IM C2510



## Your Chosen Options

- IM C2510
- Cabinet Type A5
- Fax Option Type M52

\*Note: The image is a photo realistic illustration of your selected configuration.

### DIMENSIONS

WIDTH	DEPTH	HEIGHT
<b>23.10in</b>	<b>27.60in</b>	<b>47.60in</b>
(587mm)	(701mm)	(1,209mm)

Actual dimensions may vary. These are approximate only.

### POWER CONSUMPTION (MAIN UNIT)

120V-127V, 60Hz

Additional power requirements may apply.

Please read each option's description copy to see if additional power sources are needed.



## Main Unit

Item/Description	Item #	Power Requirements
IM C2510	419348	120V-127V, 60Hz

## Paper Tray & Optional Accessories


Item/Description	Item #	Power Requirements
Cabinet Type A5	52721	N/A

## Fax Options


Item/Description	Item #	Power Requirements
Fax Option Type M52	419423	N/A




## Main Unit

Item/Description	Item #	Thumbnail
<p><b>IM C2510</b></p> <ul style="list-style-type: none"> <li>• Output Speed (Letter): 25-ppm</li> <li>• Maximum Monthly Volume: 10,000 impressions/month (Letter paper; 20 lb.)</li> <li>• Power Requirements: 120V-127V, 60Hz</li> <li>• Weight: 211.9 lbs. (96.1 kg)</li> <li>• W x D x H (inches): 23.1 x 27.6 x 37.9</li> <li>• W x D x H (mm): 586.74 x 701.04 x 962.66</li> </ul> <p>Note:</p> <ol style="list-style-type: none"> <li>1. In order to complete a configuration, one of the following must be installed on the mainframe: Paper Feed Unit PB3340 or Cabinet Type A5.</li> <li>2. This model has been Common Criteria certified.</li> </ol>	419348	

## Paper Tray & Optional Accessories

Item/Description	Item #	Thumbnail
<p><b>Cabinet Type A5</b></p> <p>Provides a convenient option for the storage of supplies and paper.</p> <p>Can only be configured with the standard configuration.</p> <p>Weight: 29.0 lbs. (13.2 kg)</p> <p>W x D x H (inches): 23.1 x 27 x 9.7</p> <p>W x D x H (mm): 586.74 x 685.8 x 246.38</p> <p>Note:</p> <p>Cabinet Type A5 cannot be installed with Paper Feed Unit PB3340.</p>	52721	

## Fax Options

Item/Description	Item #	Thumbnail
<p><b>Fax Option Type M52</b></p> <p>Installation required to enable fax services: 33.6 kbps, approximately 3 second transmission speed, standard JBIG and standard 320-Page Memory. Includes standard Internet Fax (T.37), LAN Fax, IP-Fax (T.38), Fax Forwarding to Email and Paperless Fax function.</p>	419423	

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We offer a variety of services and solutions to meet diverse and challenging business needs. To find out more information, visit [solutions.ricoh-usa.com](https://solutions.ricoh-usa.com)

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**INTEROFFICE MEMORANDUM**

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**TO:** PERSONAL/BUDGET COMMITTEE AND CITY COUNCIL  
**FROM:** ROCKY BURNETT  
**SUBJECT:** ASSISTANT DIRECTOR POSITION  
**DATE:** 01/15/2024

---

Background: The Ambulance Department hired Desiree Schlichter three years ago to fill the “EMS Support Person” role when the former “Assistant Director” resigned. In the last three years Desiree has proven to be an asset to not only the Ambulance Department but also the City Clerks office.

I am recommending that we promote Desiree from the “EMS Support Person” role to the “Assistant Ambulance Director” position as of her anniversary date of March 16<sup>th</sup>, 2024. This change would take Desiree from pay grade 4 step 3 to pay grade 6 step minimum. This would be about a \$6,000 increase this year. I believe that the Ambulance Department will be able to absorb that increase with minimal negative impact.

I have reviewed the “Assistant Ambulance Director” job description with both Michele and Desiree, and we all agree that Desiree is already completing these tasks daily. Desiree has stated that she would be very happy to be moved to this position.

Thanks for the consideration.

Rocky

## Memorandum

To: Personnel / Budget Committee

From: Michele Peterson

Date: January 31, 2024

### 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:

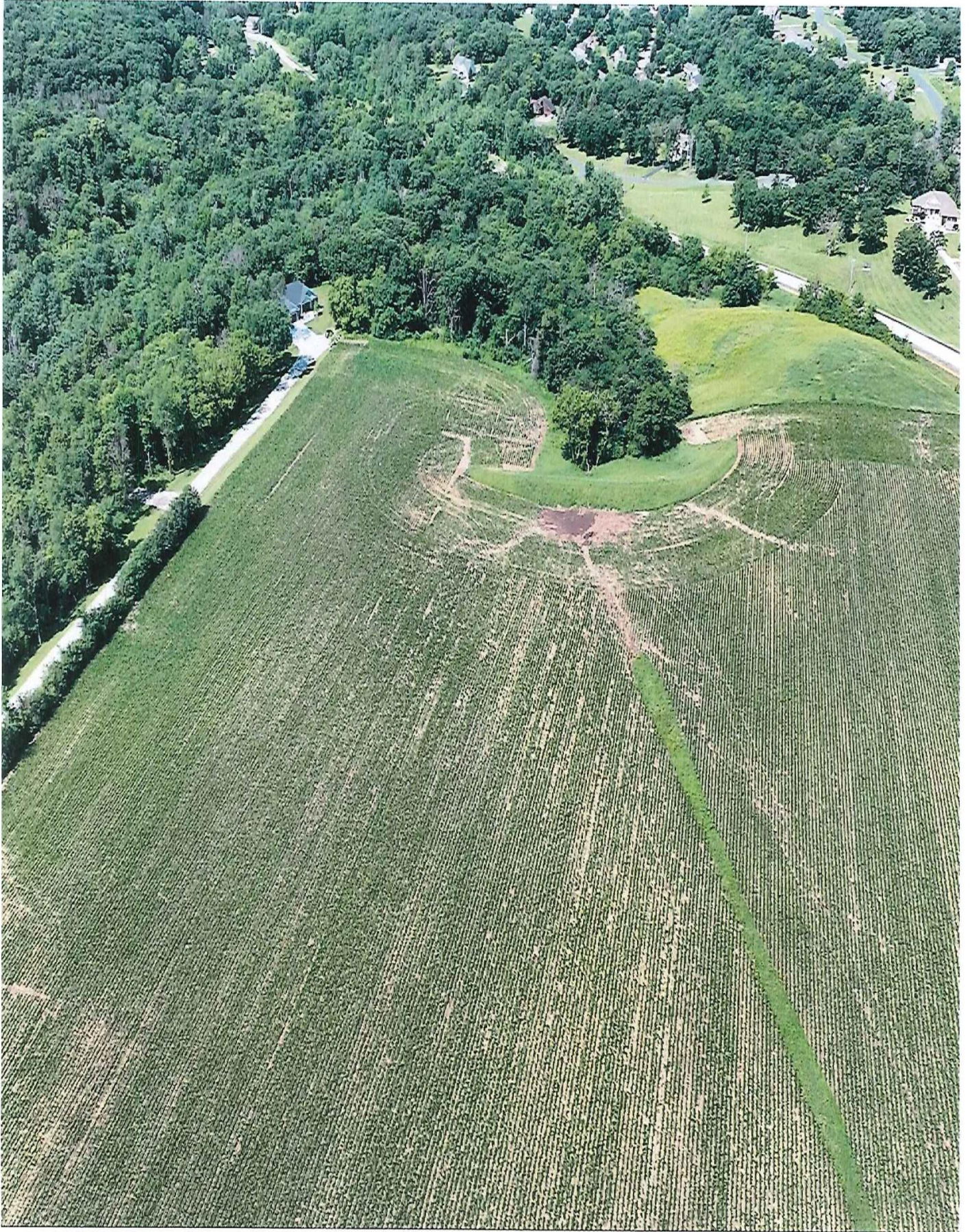
- Basin 1, the back side (toward the driveway) the broadleaf weeds are getting thick enough in places where if they are not dealt with they could start smothering out the grass. For the maintenance there is not an issue if a tractor is driven on the top of the berm. In the photos you will notice that 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.

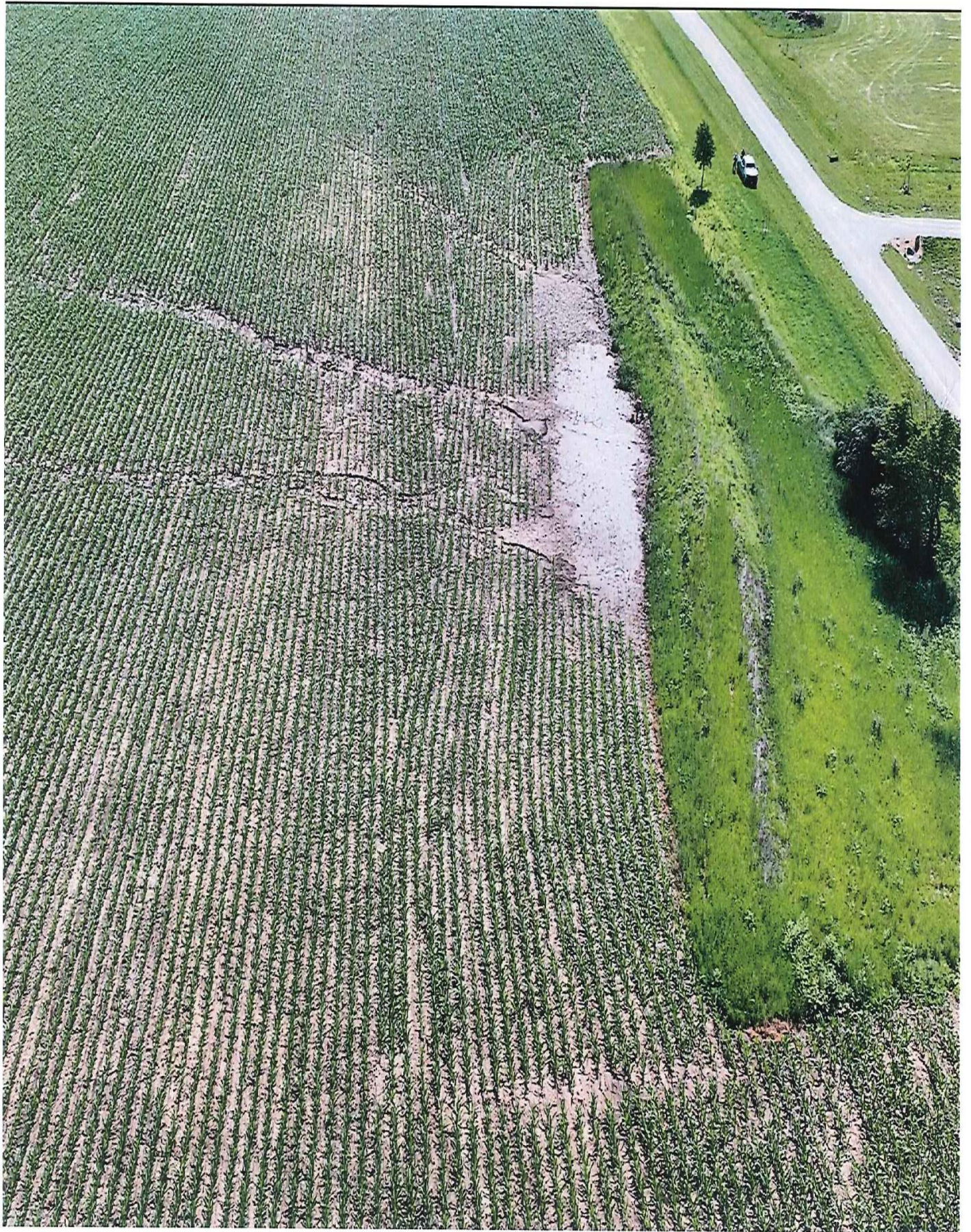
Attorney Suhler had no suggested amendments to the existing agreement. Public Works Director Burkholder and Wastewater Superintendent Schlichter suggested the additional text in blue on the lease document.

Action requested: Consider forwarding to the Council for final review and approval.









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. According to MN Rules Chapter 7041, work with the biosolids manager in the fall when biosolids application is to take place. The following information will be provided to the farmer: harvest restrictions, MANA rates and the amount of nitrogen supplied by biosolids, public access control periods, and immediate incorporation requirements.
- 5. 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

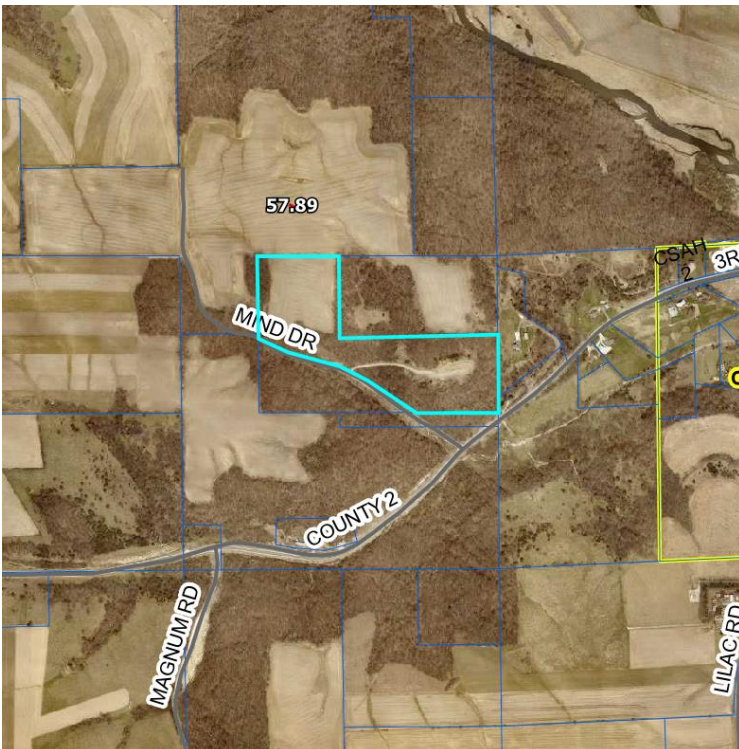
From: Michele Peterson

Date: January 31, 2024

## 2024 Agriculture Use

The tillable land on parcel 310005000 may be eligible for enrollment into the Conservation Reserve Program. The necessary forms have been completed to receive information regarding what programs the City would be eligible to enroll the land in. More information will be available once the 2024 financial figures have been announced.

Action requested: No action requested at this time.



**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



# Memorandum

To: Personnel / Budget Committee

From: Michele Peterson

Date: February 8, 2024

## CCTV Suggested Personnel Changes

The CCTV Board is recommending implementing the following new positions:

- Fine Arts Coordinator, Salary of \$1,612.00
- Programming Coordinator, Salary of \$7,000
- CCTV Liaison, Salary of \$5,000

**Action Requested:** Approve forwarding this request to council for the following contracts as well as posting for the positions based on the recommendation from the CCTV Board.



## Contract for Consulting Services

This agreement is made between the City of Chatfield, a Minnesota municipal corporation, (hereinafter "City") and

Consultant: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

(hereinafter "Consultant"), for following role, time-period & compensation.

Role: Chatfield Cable Television Fine Arts Event Coordinator -

Beginning: 01/01/2024 Ending: 12/31/2024

Compensation: \$1,612 annually (two equal installments \$806.00)

1. This consultant will serve as the primary individual responsible for coordinating the volunteers and activities necessary to film and broadcast Chatfield Public Schools Music, Drama, other events / Community Concerts (Brass Band), Plays, Parades and other Events.
2. This position works closely with the Cable Television Liaison.
3. The primary duties include but are not limited to:
  - a. Recruit and coordinate volunteers for all events.
  - b. Volunteer to set up, tear down and return equipment for each event, or recruit a volunteer to do so if you are unavailable.
  - c. Manage the operation of each event, insert the sd card int CCTV computer for the technical coordinator to process the footage.
4. Compensation for these services will be, payable in two equal installments after Cable Television Administrator and City Council approval of the agreement signed by the contractor and Mayor. The first payment will be made approximately 15 days after the end of the first month of the season and the second payment will be made approximately 15 days after the second month of the season.
5. Consultant shall not receive any reimbursement from the City for any travel expenses or meals while performing any duties required by this agreement unless approved in advance by the Cable Television Access Board.
6. Consultant, during the period this agreement, shall be considered an independent contractor and not an employee of the City of Chatfield. The consultant is required to maintain motor vehicle insurance throughout the duration of the contract.
7. Either party may terminate this agreement during its term for any reason upon the giving of 30 days prior written notice to the other. In the event the City terminates the agreement before the end of the term set forth, Consultant shall not be entitled to any payment for a period in which services are not performed. Otherwise, this agreement shall terminate at the end of the basketball season.

Agreed to between the parties hereto, for the period set forth above.

\_\_\_\_\_  
Cable Television Liaison  
Sign & Date

\_\_\_\_\_  
Contractor  
Sign & Date

\_\_\_\_\_  
Mayor  
Sign & Date



## Contract for Consulting Services

This agreement is made between the City of Chatfield, a Minnesota municipal corporation, (hereinafter "City") and

Consultant:

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

City, \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

(hereinafter "Consultant"), for following role, time period & compensation.

Role: Chatfield Cable Television Liaison

Beginning: 01/01/2024 Ending: 12/31/2024

Compensation: \$5,000 per year (\$416.66 / month)

1. This consultant will serve as the primary individual responsible for the coordination of communication of the cable television access board and the coordinators of the local access channel, CCTV. This position works closely with the Cable Television Programming Coordinator, the CCTV Board, Seasonal Coordinators, and volunteers.
2. The primary duties include but are not limited to:
  - a. Troubleshoot technical issues during events.
  - b. Train volunteers to use the equipment.
  - c. Create Agendas and maintain the minutes for the board.
  - d. Maintain the email and phone as a main point of contact for CCTV.
3. Compensation for these services will be payable in equal installments monthly after submitting an invoice for services (by the 5<sup>th</sup> of the month following the month services were provided). The first payment will be made within fifteen days of completion of the first month of services provided each month thereafter upon receipt of an invoice.
4. Consultant shall not receive any reimbursement from the City for any travel expenses or meals while performing any duties required by this agreement unless approved in advance by the Cable Television Access Board.
5. Consultant, during the period this agreement, shall be considered an independent contractor and not an employee of the City of Chatfield. The consultant is required to maintain motor vehicle insurance throughout the duration of the contract.
6. Either party may terminate this agreement during its term for any reason upon the giving of 30 days prior written notice to the other. In the event the City terminates the agreement before the end of the term set forth, Consultant shall not be entitled to any payment for a period in which services are not performed. Otherwise, this agreement shall terminate on the end date specified above.

Agreed to between the parties hereto, the day and month

\_\_\_\_\_  
Contractor Sign & Date

\_\_\_\_\_  
Mayor Sign & Date





## Contract for Consulting Services

This agreement is made between the City of Chatfield, a Minnesota municipal corporation, (hereinafter "City") and

Consultant:

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

(hereinafter "Consultant"), for following role, time period & compensation.

Role: Chatfield Cable Television Programming Coordinator

Beginning: 01/01/2024 Ending: 12/31/2024

Compensation: \$7,000 per year (\$583.33/month)

1. This consultant will serve as the primary individual responsible for the technical aspects of the cable television access board and the operations of the local access channel, CCTV. This position works closely with the Cable Television Liaison and Seasonal Coordinators.
2. The primary duties include but are not limited to:
  - a. Maintain an accurate inventory of all equipment, maintain the equipment and coordinate the use of that equipment.
  - b. Plan for equipment upgrades and replacement.
  - c. Edit video and audio and arrange for edited content to broadcast on the local television channel and on social media.
  - d. Coordinate Social Media posts and Programming, as well as respond to Social Media inquiries.
3. Compensation for these services will be payable in equal installments monthly after submitting an invoice for services (by the 5<sup>th</sup> of the month following the month services were provided). The first payment will be made within fifteen days of completion of the first month of services provided each month thereafter upon receipt of an invoice.
4. Consultant shall not receive any reimbursement from the City for any travel expenses or meals while performing any duties required by this agreement unless approved in advance by the Cable Television Access Board.
5. Consultant, during the period this agreement, shall be considered an independent contractor and not an employee of the City of Chatfield. The consultant is required to maintain motor vehicle insurance throughout the duration of the contract.
6. Either party may terminate this agreement during its term for any reason upon the giving of 30 days prior written notice to the other. In the event the City terminates the agreement before the end of the term set forth, Consultant shall not be entitled to any payment for a period in which services are not performed. Otherwise, this agreement shall terminate on the end date specified above.

Agreed to between the parties hereto, the day and month

\_\_\_\_\_  
Contractor Sign & Date

\_\_\_\_\_  
Mayor Sign & Date

## Memorandum

To: Personnel / Budget Committee

From: Michele Peterson

Date: January 31, 2024

### 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. Amend the language in Section 12.02.03 as follows (new language in red):  
Eligible ~~Carry Over of Earned Sick and Safe Leave - Fire and Ambulance volunteers,~~ **part-time regular employees (that work less than 20 hours per week)**, seasonal and temporary employees ~~are eligible for carry over accrued but unused Earned Sick and Safe time into the following year, but the total of Earned Sick and Safe Leave carry over hours shall not exceed 80 hours~~ **will be paid out either (1) at the end of the season for seasonal, (2) at the end of employment, or (3) at the conclusion of each calendar year; whichever comes first.**

**Action Requested:** Amend the language in Section 12.02.03 as recommended.

- 
3. 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.*

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

*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.

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INTEROFFICE MEMORANDUM

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**TO:** Personnel/Budget Committee  
**FROM:** Brian Burkholder, SCS. Mitch Irish  
**SUBJECT:** BULK FUEL TANK SYSTEM  
**DATE:** 2/5/2024

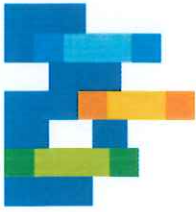
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**Action Requested:** To discuss and to consider changing to a bulk tank fuel system versus the current system purchasing at gas stations.

**Background:** As we discussed in the last committee meeting, we are looking at changing to the bulk fuel system. For security and tracking purposes, we decide to look into a fuel management system. After talking to the sales rep, we have 2 quotes for 2 different systems. The OPW PV100 is a single pedestal pin pad system that needs a USB to transfer that data over. The Fillrite NX100 is a cloud-based system that can be accessed on the web to run any reports. You login to the system through an app in any mobile device to unlock the pumps and keep tracks on how much is pumped. The Fillrite system has a \$100 monthly service charge, so it would be \$1,200 a year.

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. The sales rep said last week that there is talk about the tank prices increasing now up 8%-10 %. As of right now the current quote is still good.

Thank you for your time,  
Brian Burkholder  
Mitch Irish



1740 3<sup>rd</sup> Ave SE  
 Rochester, MN 55904

Creating connections to  
 empower agriculture

**QUOTE**

City of Chatfield  
 21 Second Street SE  
 Chatfield, MN 55923  
 Mitch Irish  
 2/1/2024

**OPW PV100-2**

OPW PV100-2 stand alone island reader 2 hose setup, pin pad entry and freight	\$6169.00
ICS Pulser	\$550.00
Estimated Freight	\$200.00
<b>TOTAL</b>	<b>\$6919.00</b>

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

**Fillrite NX100**

Fillrite NX100 site control 1 hose	\$3011.00
Fillrite NX150 site control for additional 5 hoses	\$2421.00
FMWGRS Programming w/customer set up system	\$749.00
ICS Pulser	\$550.00
Estimated Freight	\$200.00
<b>TOTAL</b>	<b>\$6931.00</b>

***This system has a \$100.00 monthly service charge for the fuel cloud software.***

OPTION: Fillrite NXFMPED IPad pedestal w/heater	\$3145.00
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Installation, electrical, training, start-up would be extra charge.

# FILL-RITTE®

**FUEL MANAGEMENT SYSTEM**



**Secure. Affordable. Simple. Expandable. Web Based.**

Powerful fuel management  
is now within reach.



## **Fill-Rite's Fuel Management System combines hardware, a mobile application, and a web portal to give users real-time control over their fuel.**

---

### **Secure.**

Protect your fuel with driver-specific pin codes and robust tracking tools to identify and stop fraud or theft.

### **Affordable.**

Automate tax refunds for off-road fuel use, all while paying a fraction of the cost of legacy fuel management systems with comparable features.

### **Simple.**

Install in a day and take control with the intuitive app and web portal. Customize and automate reports.

### **Expandable.**

Simply add modules to scale with your business. Each module supports unlimited drivers, vehicles, transactions, and users.

### **Web Based.**

Access information from anywhere at any time. With our subscription-based service, updates and improvements happen automatically on a regular basis and you never have to pay extra for them.

# 1 Hardware



File-Rite FMS hardware is compatible with most existing fuel pumps and meters. Installation is quick and simple and designed to scale with your business needs.

## Low cost, full featured

The NXFM100 is a fraction of the price of existing fuel management systems thanks to modular components and ingenious software hosted in the cloud.

## Easy, modular installation

Designed for both fixed and mobile applications, our hardware is compatible with most pump and meter brands and types and may be installed in as little as one day. The modular design easily scales with the growth of your business.

## Constant connectivity

The hardware stays connected everywhere, even in areas with low connectivity. It's always up to date!

## Small footprint, big functionality

Easily fit units onto mobile fuel tanks or in tight confines (it's roughly the size of a shoe box), without sacrificing the control and visibility you expect.



**NXFM100**  
Control Module



**NXFM150**  
5 Hose Expansion Module





## Mobile App



The Fill-Rite FMS mobile app provides a portable, intuitive system for authorized users to access pumps.

### Use the technology you already have

The app works with the Android and iOS devices you use every day. No more cards!

### Secure your pumps

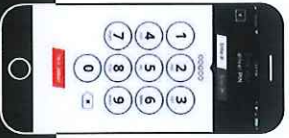
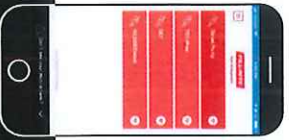
Fuel access is gated behind driver-specific pin codes, helping protect you from theft and unauthorized transactions.

### Say goodbye to pen and paper

All transaction data is uploaded to Fill-Rite FMS's web portal, saving you the hassle of tracking down hand-written transaction sheets.

### Better fuel attribution

The app connects drivers to transactions automatically, making it easy to see who is using your fuel and where.



Download the "Fill-Rite FMS" app now! Try the demo to see just how easy fuel management can be!



# 3

## Web Portal



Fill-Rite's web portal serves as your all-in-one fuel dashboard. Check inventory, run reports, and manage pump permissions from one place.

### **Customized, automated reports and paperwork**

Collect the information you need at the pump to auto-complete reports and off-road fuel use tax forms.

### **Instant visibility into all your tanks**

Check inventory levels and set permissions from one dashboard.

### **Advanced inventory management**

Get real-time updates and alerts on fuel inventory, and automatically order when levels are running low.

### **Cloud-based software for access everywhere you work**

Your fuel data is available any time, anywhere, on any computer through your Fill-Rite FMS account. View real-time transactions and push out automatic updates to prevent fraud and control fuel use.

Fill-Rite stands behind all of its products.

Our hardware is UL and FCC rated, and we offer a full two-year parts warranty.





**FUEL MANAGEMENT SYSTEM**

*Powerful fuel management  
is now within reach.*

FRFMS\_SBv.1



8825 Aviation Dr. Fort Wayne, IN 46809  
(800) 720-5192  
[fillrite.com](http://fillrite.com)



## Petro Vend 100<sup>®</sup> Fuel Control System

OPW Fuel Management Systems' Petro Vend 100<sup>®</sup> (PV100<sup>®</sup>) Fuel Control System is a stand-alone, pedestal-mounted system that controls up to 4 hoses for small or mid-sized unattended fleet-fueling sites.

As a "turnkey system," the unit is designed for quick and easy installation. It ships ready-to-use with 100 pre-configured users for immediate fueling access. Requiring only power, pulser and hose-control line connections in order to initiate system operation, the PV100 saves the time and cost of trenching and pulling wires for serial communications.

Now featuring expanded hose and card capabilities, the OPW Petro Vend 100<sup>®</sup> is designed to grow with your application. Scale up from 100 to 250 or 1,000 users and from 2 to 4 fueling points. The PV100 now also offers driver and vehicle verification and an optional ChipKey<sup>®</sup> reader, which supports the K800 (8-digit) format.

User-selectable PINs allow only authorized users to access fuel. The PV100 tracks and reports fueling by card or pump totals to provide complete accountability of fueling. The PV100 stores dispensed fuel amounts as card- and pump-specific totals, which can be viewed on the display or retrieved with an external USB flash drive.

Because menu-driven configuration takes place at the terminal, the PV100 also eliminates the need for PC-required software, making the Petro Vend 100 one of the most cost-effective fuel control systems available on the market today.

## Petro Vend 100<sup>®</sup> Fuel Control System Features



### Scalable

Upgradeable feature set delivers cost-effective fuel management capabilities needed by small and mid-size fleets while accommodating expanding needs



### Easy to Install

Turnkey system only requires power and hose control connections, eliminating the need to trench and pull wires for communications



### User-friendly

Simple menus make the OPW Petro Vend 100<sup>®</sup> an especially easy fuel control system to learn and operate



### Cost-effective

Menu-driven configuration takes place at the terminal, eliminating the need for PC-required software.

### Features

- ◆ **NEW!** Controls up to four (4) hoses for mechanical pumps
- ◆ **NEW!** 3 powder-coated aluminum pedestal sizes are available, including sizes that meet Americans with Disabilities Act requirements
- ◆ **NEW!** Scale up from 100 to 250 or 1,000 users
- ◆ **NEW!** Optional ChipKey<sup>®</sup> reader supports K800 format (8-digit)
- ◆ **NEW!** Dual card capabilities allow driver and vehicle verification
- ◆ An optional feature provides individual transaction storage on a USB flash drive
- ◆ User-selectable predefined prompt up to ten (10) digits in length – choose one from ten available messages, such as Driver ID, Vehicle ID, Odometer, PO #, etc.
- ◆ User-selectable PINs, from three (3) to six (6) digits in length, allow only authorized users to access fuel

### Listings and Certifications



Electronic Testing Labs (ETL), per Underwriter Laboratories UL 1238

Electronic Testing Labs Canada (ETLC), per CSA C22.2

- ◆ Adjust programming parameters, view card and pump totals, and transfer all data to a USB flash drive via Manager Card access in on-screen manager modes
- ◆ Hose-based quantity restrictions
- ◆ Track and report fueling by card or pump totals (single, driver and vehicle). See screen visuals below.
- ◆ Optional HID proximity key-fob reader
- ◆ Optional dual-head magnetic card reader
- ◆ Field upgradeable software

### Benefits

- ◆ Upgradeable feature set makes the PV100 a cost-effective solution for small and large fleet-fueling operations
- ◆ Stand-alone system significantly reduces installation costs
- ◆ Turnkey operation requires minimal configuration, enabling quick startup
- ◆ Dispensed fuel totals are recorded even during pump override control mode

- ◆ Menu-driven configuration takes place at the terminal, eliminating the need for PC-required software
- ◆ Pedestal features durable aluminum construction to prevent rusting
- ◆ Thermostatically controlled heater provides reliable operation in the harshest environments

### Memory

- ◆ Standard memory allows tracking of up to 100 proprietary cards
- ◆ **NEW!** Expandable to 250 or 1,000 proprietary cards
- ◆ Stores virtually unlimited number of transactions on USB flash drive (optional)

### Technical Specifications

- ◆ Cabinet Dimensions: 10.75 inch H x 14.25 inch W x 9.75 inch D (27.3 cm x 36.2 cm x 24.8 cm)
- ◆ Pedestal Dimensions: 40 inch H x 14 inch W x 9 inch D (122 cm x 36 cm x 23 cm) is standard; 32-inch and 48-inch heights are optional

- ◆ Power Requirements: 115 VAC, 50/60 Hz, 200 watts maximum
- ◆ Operating Temperature Range: -40° F to 122° F (-40° C to 50° C)
- ◆ Graphics display: 6 inch (15.2 cm) monochrome
- ◆ Painted steel enclosure

### Mechanical Pump Control Specifications (PCM)

- ◆ Relay Contact Rating: 240 VAC; 20 A, 3.0 HP maximum
- ◆ "In-Use" Detection: Voltage Sense 120-240 VAC or Handle Switch
- ◆ Pulser Type: Single Channel
- ◆ Pulser Input: Mechanical (contact); Electronic (5-12 VDC)
- ◆ Pulser Divide Rate: 1:1 – 1000:1; 1 pulse increments
- ◆ Maximum Pulse Speed: (50% duty cycle) 6,000 Mechanical; 100,000 Electronic

### Card totals

Manager Setup Mode		OPW →	
Version : 3.01.02d			
	Pump 1 & 3	Pump 2 & 4	-50 →
0001	0.000	0.000	
0002	0.000	0.000	-5 →
0003	0.000	0.000	+5 →
0004	0.000	0.000	
0005	0.000	0.000	+50 →
	0.000	0.000	

### Pump totals

Manager Setup Mode		OPW →	
Version : 3.01.02d			
Pump	Total	Totalizer	
1	0.000	0.000	
2	0.000	0.000	
3	0.000	0.000	
4	0.000	0.000	
Press Clear to exit			



# Memorandum

To: Personnel / Budget Committee  
From: Michele Peterson, City Administrator  
Date: January 26, 2024

## Public Works Facility

There has been much debate and discussion about a Public Works Facility in the past. I wanted to bring this discussion back so that we can continue to plan for what this might look like in the future. Currently there are three different sites in which Public Works equipment is stored. I would suggest that there is a more efficient way to operate. Having a facility with everything in one place, would be beneficial in many ways.

We do currently own the Twiford street property, however additional modifications would need to be made in order for this facility to encompass all of the departments needs. It is also centrally located, which is a benefit as well. The negative is also the location, in our downtown commercial area, which is a financial impact to the City as well, given the loss of commercial space and tax base. We would receive property tax funds if the parcel were privately owned.

Another site that has been discussed in the past is the MnDOT site off Winona Street and Enterprise Drive. This site is beneficial because it is out of our downtown commercial area and backs up to an industrial parcel. The downside is that it is on the edge of town. These two points can be reversed depending on the point of view. Due to the fact this is state owned land we have not collected property tax in the past, and therefore would not be reducing tax base.

In 2021 the Twiford Street site brought in \$4,904.74 in property tax funds for the City alone. As of 2023 the value of the property as it sits has increased by 6% without any facility improvements. An assumption can be made that the property value would be greatly increased with a new facility, or even updated facility. A new structure could be something that benefits our downtown, fills a need, for example a mixed-use building with commercial on the first floor and residential on the second floor. Additionally, there could be space for overflow parking for the downtown. Given our purchase price for the property, we would most likely benefit from the

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sale of the property, therefore further reducing the total cost of such a project. Additionally, we could also consider selling the “Cement Plant” area for additional development options.

Due to the financial impacts of both sites, I would recommend that we move forward with the possibility of building a Public Works facility in the Winona Street/Enterprise Drive parcel. Selling the Twiford Street parcel to a private party would increase the City’s tax base, therefore minimizing the tax impact to the community. We should take all necessary steps to review the purchase of the Winona Street/Enterprise Drive parcel that way should the opportunity arise, we would be ready to make an offer. There are funds that could be borrowed from the Street Capital Improvement Plan to fund such a purchase.

Action requested: Recommend forwarding the discussion to the City Council for consideration of purchasing the property in the future, should the state decide to sell the property.



## Memorandum

To: Personnel / Budget Committee

From: Michele Peterson

Date: February 8, 2024

### City Car Replacement

The current city car is a 2019 Ford Explorer with 23,000 miles. The estimated trade value of the vehicle is \$19,248 to \$21,037. According to the Capital Replacement Plan, there is \$30,766 available for 2024.

**Action Requested:** Consider if vehicle should be upgraded in 2024.



# My Car's Value

## 2019 Ford Explorer sport Utility 4D

4.2 ★ (353 Ratings) [Write a review](#)

VIN: **1FM5K8B80KGA77684** [Save this car](#) [Create car](#)

Trade-in Range  
**\$19,248 - \$21,037**  
Trade-in Value  
**\$20,143**



[Important info & definitions](#)

Value valid as of **01/30/2024**

### Factors That Impact Value

Check that yours are correct below.

Mileage: **23,000** [✎](#) ZIP Code: **55923** [📍](#)

Condition  
**Very Good** [▼](#)

[Edit Options](#)



**TIRE AND LOADING INFORMATION**

SEATING CAPACITY TOTAL: 7 FRONT: 2 REAR: 5

1FM5K8B80KGA77684

The combined weight of occupants + 668 kg or 1474 lbs. and cargo should never exceed

TIRE	SIZE	COLD TIRE PRESSURE
FRONT	P245/60R18 104H	240 kPa, 35 PSI
REAR	P245/60R18 104H	240 kPa, 35 PSI
SPARE	T165/70D18 116M	420 kPa, 60 PSI

SEE OWNERS MANUAL FOR ADDITIONAL INFORMATION

5U5A-1532-AA (TLU)

<https://www.dot.state.mn.us/equipment-contracts/index.html>

Vendor Name	State ID	Class	Model Year	Make	Manufacture Model & Model Number	Description	Total Delivered Base Price
North Country Chevro	<a href="#">GRSU1</a>	SUV	2024	GMC	Terrain	FWD 4dr	\$24,818.80
North Country Chevro	<a href="#">GRSU2</a>	SUV	2024	GMC	Terrain	AWD 4dr	\$26,318.20



MIDWAY Ford	<a href="#">MFSUV9</a>	Compact SUV	2023	Ford	BRONCO SPORT	R9A-BRONCO SPT BASE	\$ 27,898.88
MIDWAY Ford	<a href="#">MFSUV10</a>	Compact SUV	2023	Ford	BRONCO SPORT	R9B-BRONCO SPT BIG	\$ 29,196.88
MIDWAY Ford	<a href="#">MFSUV11</a>	Compact SUV	2023	Ford	BRONCO SPORT	R9C-BRONCO SPT OB	\$ 32,497.88
MIDWAY Ford	<a href="#">MFSUV12</a>	Compact SUV	2023	Ford	BRONCO SPORT	R9D-BRONCO SPT BD	\$ 34,081.88
MIDWAY Ford	<a href="#">MFSUV15</a>	Crossover	2023	Ford	Edge	K4G-EDGE AWD-SE	\$ 34,524.88
MIDWAY Ford	<a href="#">MFSUV16</a>	Crossover	2023	Ford	Edge	K4J-EDGE AWD-SEL	\$ 35,421.88
Ford of Hibbing	<a href="#">FHSU14</a>	SUV	2023	Ford	Explorer K7B	Base RWD	\$33,236.88
Ford of Hibbing	<a href="#">FHSU15</a>	SUV	2023	Ford	Explorer K8B	Base 4WD	\$35,118.88
Ford of Hibbing	<a href="#">FHSU16</a>	SUV	2023	Ford	Explorer K8D	XLT 4WD	\$36,390.88



Saturn of St. Paul dba:	<a href="#">MISU15</a>	SUV	2023	Mitsubishi	Eclipse Cross	SEL S-AWC	\$28,792.00
Saturn of St. Paul dba:	<a href="#">MISU2</a>	SUV	2023	Mitsubishi	Eclipse Cross	ES S-AWC	\$26,886.00
Saturn of St. Paul dba:	<a href="#">MISU3</a>	SUV	2023	Mitsubishi	Eclipse Cross	SE S-AWC	\$27,826.00
Saturn of St. Paul dba:	<a href="#">MISU18</a>	SUV	2023	Mitsubishi	Outlander Sport	LE AWD	\$26,888.85
Saturn of St. Paul dba:	<a href="#">MISU5</a>	SUV	2023	Mitsubishi	Outlander Sport	ES S-AWC	\$25,780.85
Saturn of St. Paul dba:	<a href="#">MISU6</a>	SUV	2023	Mitsubishi	Outlander Sport	SE	\$28,012.69
Saturn of St. Paul dba:	<a href="#">MISU7</a>	SUV	2023	Mitsubishi	Outlander	ES 2WD FWD	\$28,914.00
Saturn of St. Paul dba:	<a href="#">MISU8</a>	SUV	2023	Mitsubishi	Outlander	ES S-AWC	\$30,700.00
Saturn of St. Paul dba:	<a href="#">MISU9</a>	SUV	2023	Mitsubishi	Outlander	SE 2WD FWD	\$31,458.00
Saturn of St. Paul dba:	<a href="#">MISU10</a>	SUV	2023	Mitsubishi	Outlander	SE S-AWC	\$33,207.00
Saturn of St. Paul dba:	<a href="#">MISU16</a>	SUV	2023	Mitsubishi	Outlander	SEL 2WD FWD	\$34,859.00



US Fleet Source	<a href="#">USFSUV1</a>	SUV	2024	Nissan	Rogue S FWD #22111	1.5L 3 cylinder	\$ 29,363.00
US Fleet Source	<a href="#">USFSUV2</a>	SUV	2023	Nissan	Rogue S AWD #22011	1.5L 3 cylinder	\$ 30,809.00



US Fleet Source	<a href="#">USFSUV5</a>	Compact SUV	2024	Subaru	Outback Base #RDB	2.5L 4-cylinder	\$ 29,411.00
US Fleet Source	<a href="#">USFSUV15</a>	Full Size SUV	2024	Subaru	Ascent Base #PCA	2.4L 4-cylinder Turbo	\$ 34,548.00
US Fleet Source	<a href="#">USFSUV3</a>	Compact SUV	2024	Subaru	Crosstrek Base (#RRA)	2.0L 4-cylinder	\$ 25,936.00



North Country Chevro	<a href="#">CRSU2</a>	SUV	2024	let	Equinox LS	5dr HB	\$23,413.40
North Country Chevro	<a href="#">CRSU3</a>	SUV	2024	let	Equinox LS	5dr Wgn AWD	\$24,871.80
North Country Chevro	<a href="#">CRSU4</a>	SUV	2024	let	Equinox LT	5dr HB	\$24,848.60
North Country Chevro	<a href="#">CRSU5</a>	SUV	2024	let	Equinox LT	5dr Wgn AWD	\$26,316.00



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**INTEROFFICE MEMORANDUM**

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**TO:** Personnel/Budget Committee  
**FROM:** Brian Burkholder, SCS  
**SUBJECT:** SEASONAL/SUMMER POSITION  
**DATE:** 2/6/2024

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**Action Requested:** To consider hiring to fill the seasonal mowing position to start in April through October,

**Background:** Kevin Koch has elected to not return this year for the Seasonal mowing position and Gage Bartels and Ryan Nosbisch as well for the 2 summer positions. I would like to start the hiring process to fill that position soon. This position would work from April to October depending on when mowing starts and ends.

My first option would be to hire for the seasonal position. If this option does not work out, I would look to hire for 2 summer positions from June- August.

In hiring a 6 Public Works employee, we eliminated either the 2 summer help positions (\$12,000) or the seasonal position (\$15,000).

I am looking for your approval to hire for either position whichever works out best for the department and plan to have Dan assist in the interview process.

Thank you for your time,  
Brian Burkholder