

Personnel/Budget Committee
Meeting Agenda
City Council Chambers
October 11, 2021 - 4:30 p.m.

1. Personnel Budget Committee October 11, 2021 4:30 p.m.
2. Consider shared position with Chatfield Public Schools to maintain ballfields.
3. Consider policy updates:
 - A. Debt Management Policy
 - B. Capital Outlay Policy
 - C. Personnel Policy
4. National Community Survey / Strategic Planning Update
5. Discuss potential allocation of American Recovery Plan funds.
6. Consider Recommendation for a grade increase for Mitch Irish
7. Consider LELS proposed contract

Members Present: Councilor Mike Urban

Members Absent: Councilor Paul Novotny

Others Present: Kay Wangen, Luke Thieke, Brian Burkholder, Shane Fox, Joel Young.

Fire Personnel Pay: Fire Chief Luke Thieke reported that the pay for firefighters and officers have not been increased for five years. Thieke said that his proposal would adjust pay to an amount that would be the case if the pay had increased the same amount as pay has been increased for other employees over the five year period. If approved, the pay for firefighters while on duty and at training would increase from \$10 to \$12 per hours. Officers would be as follows:

Position	2021	2022
Chief	\$4,000	\$5,000
Assistant Chief 1	\$1,000	\$1,200
Assistant Chief 2	\$1,000	\$1,200
Captain	\$ 750	\$ 850
Captain	\$ 750	\$ 850
Training Officer	\$ 750	\$ 850
Safety Officer	\$ 750	\$ 850
Firefighters on duty per hour	\$ 10	\$ 12
Firefighters training	\$ 10	\$ 12

2022 Budget Process: The committee reviewed the guiding principles and goals related to the budget process. The committee also reviewed resolutions that would dedicate the use of the Small City Assistance funds and adjust pay for 2022. The resolutions would go to the city council later in September.

National Community Survey / Strategic Planning: Young reminded the committee that the strategic planning event will take place on November 4th and 5th. He said that there have been 105 respondents to the survey so far and more is desired.

American Recovery Plan Act (ARPA): The committee reviewed the eligible uses of the ARPA funds was reviewed by the committee. The committee also reviewed ideas that have been generated by staff as to how to spend the funds. Young will identify the dates by which the funds need to be expended.

CCTV Administration: Young reported that no one has applied for the Cable Television Administrator position or for the fundraising position. We will re-advertise the positions and Young suggested that a payment be developed for Damon Lueck to recognize him for his efforts since the previous administrator resigned. Councilor Urban will review the situation with the thought of making a recommendation for the next city council meeting.

Ballfield Maintenance: Burkholder reported that he has been talking with the school superintendent about maintaining the ballfields in Mill Creek Park. Burkholder will continue to talk with the superintendent about possible sharing of equipment and/or personnel.

Retirement Notice: Burkholder reported that he is anticipating a retirement of one of the public works employees in the spring of next year.

Members Present: Councilor Mike Urban & Paul Novotny

Members Absent: None

Others Present: Chris Giesen and Joel Young.

Enterprise Drive Purchase Offer: Giesen reported that Josh Broadwater has submitted an offer to purchase Lot 2, Block 2 on Enterprise Drive. The offer is to pay the price that is listed. He has also offered to pay an additional amount of escrow fees in return for his ability to move dirt on the property prior to closing on the property. Giesen explained that the applicant would also install the earthen berm, trees and any other landscaping that is required.

Members were in support of the proposal but wanted an assurance that a proper driveway and surface be put in place for vehicle access, parking, etc. Giesen explained that there isn't a building plan currently in place so he is not currently planning to apply for a rebate. The initial use of the property would likely be to provide off street parking for his vehicles and equipment. Application for a rebate on this lot should not be required at the time of closing, rather, as long as the applicant applies for a building permit within the time frame of the rebate process program. Members suggested that the city council should approve the sale of property and allow for work to be conducted on the lot prior to the closing date.

INTEROFFICE MEMORANDUM

TO: Personnel/Budget Committee
FROM: Brian Burkholder, SCS
SUBJECT: Joint Powers/New Position-Grounds and Facility Maintenance Position
DATE: 10/6/2021

Action Requested: For discussions on creating a new position for both the Public Works Dept and the School District for grounds and facility maintenance.

Background: Ed and I met awhile back to discuss ballfield maintenance for all 7 fields and specifically but also other areas that are not getting done. The school district is having a hard time finding workers to complete tasks and I have been having a hard time finding summer help and the additional work that would be needed on the ballfields. I would then consider eliminating at least one summer time help position.

We came up with ideas and presented them to the Park & Rec Committee and there, was asked to come up with a preliminary job description for the new position.

Attached is the job description for a full-time position April 1st- Oct 31st position or a full-time year around position.

Thank you for your time,
Brian Burkholder

Brian Burkholder

Superintendent of City Services

City of Chatfield

21 SE Second Street

Chatfield, MN 55923

bburkholder@ci.chatfield.mn.us

Office 507-867-1511

Cell 507-273-9597

From: Ed Harris <eharris@chatfieldschools.com>

Sent: Monday, October 4, 2021 2:21 PM

To: Brian Burkholder <bburkholder@ci.chatfield.mn.us>

Cc: Ed Harris <eharris@chatfieldschools.com>

Subject: RE: New hire position

Hi Brian,

Good start! Thank you. I have added what I see from our end below as I assume you list relates only to City work. Grounds and Facility Maintenance covers it. When does personnel and budget committee meet? Mine meets one week from Wednesday.

My list below would be the same for both scenarios from April to October. If it were a year round position, I would assign the available hours to assist Steve in building maintenance and gym set up for volleyball, basketball and wrestling and maybe even some routine cleaning depending on how much time you need during the winter.

I am sure we will both refine this further if there is support from the City and SB. I know I have probably missed a few things. Let me know what you think.

Thanks!

Edward J. Harris

Superintendent

Chatfield Public Schools

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@edjharris

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From: Brian Burkholder <bburkholder@ci.chatfield.mn.us>

Sent: Monday, October 4, 2021 1:50 PM

To: Ed Harris <eharris@chatfieldschools.com>

Subject: New hire position

Ed,

Sorry I am late getting back to you but now I am taking time to get back to you on the brainstorming on a new position between the City and School including ballfield prep and striping. I am going to start out with a 40 hour position from April 1st to October and then work our way up to a either a 32 hr. per week year around position or 40 hr. full-time position for discussion. I will also include tasks that I would consider to be included with the new position.

Position Title- "General- Grounds Keeping Maintenance/Building Maintenance" (40 hr. April- October (Not to include weekends or over-time and not to include benefits")

1. Daily ballfield prep/stripping-to include spiking, dragging and positioning of bases
2. Minor maintenance of ballfield dugouts (sweeping/cleaning) fence perimeter and garbage as needed.
3. Weekly Mowing/trimming- to include Groen Park, West side Groen Park, Mill Creek Park; other areas as needed.
4. General Public Works assistance as needed.
5. Option- to be able to call in for emergency for large snow events and employee sickness)

School List

1. Daily school ball diamond prep/stripping-to include spiking, dragging and positioning of bases. 5 fields.
2. Cleaning and minor maintenance of ball diamond areas including dugouts, batting cages, shed, shelter, and fencing. To include weed and garbage management. 5 fields.
3. Assist in lining and marking football game and practice field.
4. Upkeep of track, press box, and field event areas including meet preparation. To include weed and garbage management as well as sand pit maintenance and sector striping for discus and shot put.
5. Cleaning and maintenance of elementary playground equipment and exterior utility areas.
6. Cleaning and maintenance of tennis courts. To include weed, garbage and net management.
7. Occasional marking of cross county course at the golf course.
8. Maintenance of JC Park.
9. Other general grounds and facility maintenance/cleaning as directed.

Full-time Position 32-40 hrs. per week (including benefits; not to include weekend over time during summer months)

1. Daily ballfield prep/stripping-to include spiking, dragging and positioning of bases
2. Minor maintenance of ballfield dugouts (sweeping/cleaning) fence perimeter and garbage as needed.
3. Weekly Mowing/trimming- to include Groen Park, West side Groen Park, Mill Creek Park; other areas as needed.
4. General Public Works assistance as needed. (option to be called in during the winter season for large snow events)

I would have less work for this position during the winter months except for snow events and some minor indoor maintenance. Snow events would include shoveling steps and sidewalks of public buildings, salting of sidewalks, as needed pickup plowing.

You may have more winter tasks during the winter months. Please include tasks that you would like to include on the school properties. I did not include the tennis courts, JC's Park.

Please add your thoughts. If at all possible, I would like to have a preliminary plan to bring forward to the Personnel/Budget Committee by no later than this Wed morning so I can add it to the agenda. I will be away from work and out of town Thursday-Sunday.

Thanks much,

Brian Burkholder

General Position-City and School District

Grounds Keeping/Facility maintenance

Either Full-time April 1st to Oct 31st or Full-time year around

Job Description: City of Chatfield

- Daily ballfield prep/stripping-to include spiking, dragging and base positioning. 2 fields
- Minor maintenance of ballfield dugouts (sweeping and cleaning) fence perimeter and garbage as needed.
- Weekly mowing/trimming-to include Groen Park, West side Groen Park, Mill Creek Park; other areas as needed.
- Assist the public works dept as needed
- Option-on call for emergency snow events or employee sickness

Job Description: School District

- Daily school ball diamond prep/stripping-to include spiking, dragging, and positioning of bases. 5 fields.
- Cleaning and minor maintenance of ball diamond areas including dugouts, batting cage, shed, shelter, and fencing. To include weed control and garbage management. 5 fields.
- Assist in lining and marking football game and practice fields.
- Upkeep of track, press box, and field event areas including meet preparation. To include weeds and garbage management as well as sand pit maintenance and sector striping for discuss and shot put.
- Maintenance at JC Park.
- Cleaning and maintaining of elementary playground equipment and exterior utility areas.
- Cleaning and maintenance of the tennis courts. To include weeds, leaves, garbage, and net management.
- Occasional marking of cross-country course at the golf course.
- Other general grounds and facility maintenance/cleaning as directed.

Full-time Year Around-City of Chatfield

- Snow removal
- Minor indoor building maintenance

Full-time Year Around-School District

- Available hours to assist Steve with building maintenance, gym set up for Volleyball, basketball, and wrestling.
- Routine cleaning as directed.

Pure Green Lawn Services
410 Wynnsong Drive NW
Byron, MN 55920 US
een@puregreenlawnservice.com



Estimate

ADDRESS

Chatfield High School

ESTIMATE # 1205

DATE 08/22/2021

ACTIVITY	QTY	RATE	AMOUNT
Grade field Grade and level 7 fields every other month or as needed April-Sept	7	450.00	3,150.00 <i>EH</i>
Aeration Aeration and rolling of football, Baseball and Softball Fields 5.4 acres total playing surfaces including the practice football field that is tied into the JV Softball outfield	5.40	700.00	3,780.00 <i>EH</i>
Fertilizer and Weed Control Fertilizer and Weed Control program for all athletic fields	4	2,500.00	10,000.00

TOTAL

\$16,930.00

Accepted By

Accepted Date

Any unpaid balance after 30 days is subject to a 1.8% monthly service charge on all past due amounts.

Policy Limits – The City will use debt only for capital improvement or projects that have a life of more than 4 years. The City will avoid using debt for cash flow borrowing, operations or repairs.

When possible, the City will not use debt to finance equipment purchases when it is possible to purchase the equipment on a pay-as-you-go basis with equipment replacement program or capital goods replacement plan reserves.

The City shall use its bonding authority to facilitate private development only when the development merits special consideration.

The City's capital goods replacement outlay plan shall contain debt assumptions which match this policy and requires a commitment to long-range financial planning which looks at multiple years of capital and debt needs.

Legal Limits – Minnesota Statutes, Section 475 prescribes the statutory debt limit that outstanding principal of debt cannot exceed 3% of estimated taxable market value. This limitation applies only to debt that is wholly tax-supported. The type of debt included is either general obligation debt of any size bond issue (G.O.) or lease revenue bond issues that were over \$1,000,000 at the time of issuance. However, there are also several other types of debt that do not count against the limit. G.O. tax increment, G.O. special assessment, G.O. utility revenue, G.O. recreational facility revenue, and HRA-issued debt are considered to have a separate revenue source other than just taxes and are excluded from the legal debt limit calculation. Local ordinances do not limit the City's ability to issue debt.

Issuance Practices – ~~The City uses the competitive sale method for its general obligation bond sales unless factors such as structure, size or market conditions compel the use of a negotiated sale.~~

~~The City may use an outside bond attorney, an independent financial advisor, and / or other service providers to assist with the structuring and sale of the bonds.~~

The City will utilize the sales method that is most advantageous after considering a variety of factors, including but not limited to, structure, size, term, market conditions, applicable regulations, etc.

The City will determine the sales method after consulting with the City's Municipal Advisor and / or other appropriate parties.

Debt Structuring – The City's collective debt shall amortize at least 50% of its principal within 15 years. In all cases, the maturity shall not exceed the life of the related assets.

Conduit Debt – The City may participate in conduit debt financings. Development proposals are reviewed to determine if they meet program objectives and whether the proposals are financially feasible.

It is the practice of the City to charge fees that range from 0.25% to 2.00% of the bond offering to cover the City's cost.

Refunding – Current refunding bonds may be utilized ~~when present value savings of 3% of refunded principal is or in concert with other bond issues to save costs of issuance~~ **when the projected savings, after factoring in all costs, yields enough savings to warrant moving forward. Council will determine on a case-by-case basis if sufficient savings have been attained.**

Advance refunding bonds may be utilized ~~when present value savings of 3% of refunded principal is achieved~~ **when statutory savings are met (present value savings is at least 3% of refunded debt service).**

Adopted by City Council September 08, 2008

Revisions Adopted by City Council **Month Day**, 2021

PURPOSE

The goal of the City's ~~Capital Goods Replacement~~ Outlay Plan is to develop a comprehensive program for use by decision makers to guide capital investments in equipment and assets based on an assessment of the community's needs, taking into account the best use of limited resources while providing efficient and effective municipal resources.

There are two components to the City's Capital Outlay Plan;

- Departmental Capital Goods / Equipment Replacement Schedules
- Capital Improvement Plan (CIP)

Departmental Capital Goods / Equipment Replacement Schedules – The City strives to maintain its physical assets at a level that minimizes future repair and maintenance costs. To accomplish this goal, the City has established the Departmental Capital Goods / Equipment Replacement Schedules to annually budget and set aside funds for the timely replacement of City Equipment.

The Departmental Capital Goods / Equipment Replacement Schedules are maintained for;

- General Fund
 - City Clerk Department
 - Municipal Building
 - Police Department
 - Civil Defense
 - Street Department
 - Parks Department
 - Technology Share Components
- Fire Department
- Ambulance Department
- Water Department
- Waste Water Department
- Cable Access Department

Capital Improvement Plan(CIP) – The CIP is a five-year plan for capital improvements that is updated annually. The CIP review process includes analyzing projects contributing to the public health and welfare, projects helping to maintain and improve the efficiency of the existing systems, and projects that define a future need within the community.

The City will identify the estimated cost and potential funding sources for each capital project proposal in the CIP. Purchase contracts for equipment and projects included in the CIP must still be property authorized according to the City's Purchasing Policy.

The CIP ~~Capital Goods Replacement Plan~~ will include equipment and projects from any City Fund.

Adopted by City Council September 08, 2008

Revisions Adopted by City Council Month Day, 2021

Resources: City of Edina – Financial Management Policies – Adopted February 20, 2007 (Rev 03,2007, 12/2009 & 12/2011), David Drown & Associates Service Professional – Mike Bubany

S:\Finance\Finance Policy & Procedures\Current Adopted Policy & Procedures\2021 10 Financial Policies Review - Capital Goods - Proposed.doc

INTEROFFICE MEMORANDUM

TO: PUBLIC SERVICES COMMITTEE
FROM: BRIAN BURKHOLDER, SCS
SUBJECT: GRADE INCREASE/MITCH IRISH
DATE: 10/4/2021

Action Requested: To consider my recommendation for a grade increase for Mitch Irish.

Background: I had presented this consideration to the committee a year or so ago with the idea that Mitch would receive his Class B wastewater license and with that, to also include Lead Street Maintenance to this job description. He did take the test this past summer but did not pass but does plan to retake the test in the future.

My reasoning for the increase is to get Mitch to a Class B operator so we are covered for operators for the foreseeable future. Included in the change, by adding lead street maintenance/equipment maintenance, would assist me in all streets related tasks that need completing. Potholes, durapatching, street signs, traffic signs, streetlights, trees, sidewalks, catch basins, storm. These tasks would be completed by all but would take the lead on getting tasks completed.

My position is that Mitch Irish is a very valuable asset to our public Works staff and is experienter in all areas. As well as being a good wastewater operator, he has a class D water and vast knowledge as well. Mitch is our main equipment operator including equipment maintenance which he takes great pride in. As well, Mitch has always been available especially in emergency situations and can see "outside the box" .

Brian Burkholder

