

**Personnel/Budget Committee  
Meeting Agenda  
City Council Chambers  
January 10, 2022     -     4:30 p.m.**

1.     Personnel Budget Committee             January 10, 2022   4:30 p.m.
2.     Review recommendation of the City Charter Commission
3.     Discuss potential allocation of American Recovery Plan funds.
4.     Consider special legislation regarding the TIF Small City Exception.
5.     Update on the Joint Powers meeting with the School District.
6.     Consider hiring a full-time public works position.
7.     Consider resolution to support regional transit planning.

## **Charter Commission Minutes**

**November 16, 2021**

Members Present: Wayne Halvorson, Ed Harris, Michael Martin, Curt Sorenson, Chuck Johnson, Julie Quinn, Julie Henry, Kay Spangler, Julie Fryer, and Chris Giesen.

Members Absent: Dan Tuohy, Pam Bluhm, Brenda Johnson, and Greg Forbes.

Others Present: None.

The Chatfield Charter Commission met at 5:00 PM in the City Council Chambers on November 16, 2021.

The meeting was called to order at 5:00 PM by Chairman Curt Sorenson.

### Health Officer Position

The commission discussed the provision in the charter authorizing the position of City Health Officer. It was noted that currently this position has been vacant for many years and that no negative effects have been noticed with such vacancy, even through the ongoing COVID-19 pandemic. C. Johnson asked who the city would seek advice from on such matters; if there wasn't an appointed person who does the city look to on health matters? It was noted that the city does not have any ordinances overseeing community health issues and relies on both Olmsted and Fillmore County health departments, as well as the State of Minnesota Department of Health for information, guidance, best practices, regulation, inspection, and the like. Martin mentioned that the health officer position dates back to earlier days when county and state agencies did not exist or did not handle such local responsibilities. Harris said that the school district relies on health advice from the Fillmore County health department and did not see any issues with the city relying on the county or state authorities either. Consensus of the commission was that health officer position was no longer needed. Motion by Martin, second by C. Johnson to recommend that the city council by ordinance eliminate Section 21 of the Chatfield Charter, in its entirety. Motion carried unanimously.

### City Administration Question

Sorenson reviewed the commission's history regarding the proposed changes to the administrative structure of the city. He noted that with several commission member's terms ending soon, it might be good to have another discussion regarding changing the administrative structure from a city clerk to a city manager or administrator. This way, the conversation wouldn't have to start from scratch if commission membership changes. The board discussed. It was noted that the city operates more as a manager or administrator style now from a day to day standpoint and that if there was a change in staff leadership, it would be very difficult to find a qualified candidate based on the current job title and description, as the current city clerk position operates at a much higher level. Consensus of the commission was that a change in administrative structure should occur.

The commission further reviewed a resolution included in the packets outlining possible changes to the charter that would enable such administrative changes. Consensus was that the changes in the resolution would enable the changes desired but still give the city council some flexibility to adjust the new administrative position to a role that met the council's needs too. Motion by C. Johnson, second by Giesen to adopt the following resolution:

Resolution to Propose the Addition of a Chief Administrative Officer to the City's  
Organizational Chart

Whereas, the Chatfield City Charter Commission (the Commission) has determined that it is in the best interest of the City to create a staff position that would be the City's Chief Administrative Officer, and

Whereas, the Commission's previous recommendations to create the position of City Manager or City Administrator did not receive unanimous approval of the city council, and

Whereas, the Commission continues to assert that the City would benefit by developing an organizational structure that would more clearly separate the city's legislative functions (making laws, adopting policy, setting the budget and tax levy) from its administrative functions (enforcing ordinances, implementing policy, and managing staff), and

Whereas, the Commission has determined that the addition of a City Manager/City Administrator to the City's organizational chart would be the most appropriate way to develop the organizational structure needed to ensure that the City operates as effectively and consistently as possible in that the elected Mayor and City Council would continue to focus on regulating the budget and tax levy authority, setting the goals and direction of the City, and developing legislation and policy that reflects the desires and will of the residents of the community, while the employees of the City focus on pursuing the goals established by the City Council,

NOW THEREFORE, BE IT RESOLVED that the Chatfield City Charter Commission recommends that the City Charter be amended in such a way as to develop and install the position of City Manager/City Administrator, with all the responsibilities and authorities as necessary to carry out the administrative functions of the City as shown in the attached exhibit, and by making the appropriate changes to the City's Administrative Code, and

BE IT FURTHER RESOLVED that it is recommended that the City Council adopt this proposal by ordinance.

Motion carried unanimously.

Adjournment

Motion by Martin and a second by Halvorson to adjourn. Motion carried unanimously. The meeting adjourned at 5:37 PM.

## Q5. What are eligible uses of these funds?

### A5. Eligible uses include:

- Responding to the public health emergency. Expenses may include vaccination programs; medical care; testing; contact tracing; support for isolation or quarantine; supports for vulnerable populations to access medical or public health services; public health surveillance (e.g., monitoring case trends, genomic sequencing for variants); enforcement of public health orders; public communication efforts; enhancement to health care capacity, including through alternative care facilities; purchases of personal protective equipment; support for prevention, mitigation, or other services in congregate living facilities (e.g., nursing homes, incarceration settings, homeless shelters, group living facilities) and other key settings like schools; ventilation improvements in congregate settings, health care settings, or other key locations; enhancement of public health data systems; and other public health responses. Capital investments in public facilities to meet pandemic operational needs are also eligible, such as physical plant improvements to public hospitals and health clinics or adaptations to public buildings to implement COVID-19 mitigation tactics.
- Responding to the negative economic impacts of the pandemic. Eligible uses in this category include assistance to households; small businesses and non-profits; and aid to impacted industries. Assistance to households includes, but is not limited to: food assistance; rent, mortgage, or utility assistance; counseling and legal aid to prevent eviction or homelessness; cash assistance; emergency assistance for burials, home repairs, weatherization, or other needs; internet access or digital literacy assistance; or job training to address negative economic or public health impacts experienced due to a worker's occupation or level of training. Assistance to small business and non-profits includes, but is not limited to:
  - Loans or grants to mitigate financial hardship such as declines in revenues or impacts of periods of business closure, for example by supporting payroll and benefits costs, costs to retain employees, mortgage, rent, or utilities costs, and other operating costs.
  - Loans, grants, or in-kind assistance to implement COVID-19 prevention or mitigation tactics, such as physical plant changes to enable social distancing, enhanced cleaning efforts, barriers or partitions, or COVID-19 vaccination, testing, or contact tracing programs; and
  - Technical assistance, counseling, or other services to assist with business planning needs
- Premium pay for essential workers.
  - An amount up to \$13 per hour that is paid to an eligible worker in addition to wages the worker otherwise received, for all work performed by the eligible worker during the COVID-19 public health emergency. Such amount may not exceed \$25,000 per eligible worker.
  - Essential workers are those in critical infrastructure sectors who regularly perform in-person work, interact with others at work, or physically handle items handled by others.

- Critical infrastructure sectors include healthcare, education and childcare, transportation, sanitation, grocery and food production, and public health and safety, among others, as provided in the Treasury guidance. Governments receiving Fiscal Recovery Funds have the discretion to add additional sectors to this list, so long as the sectors are considered critical to protect the health and well-being of residents.
- The Treasury guidance emphasizes the need for recipients to prioritize premium pay for lower income workers. Premium pay that would increase a worker's total pay above 150% of the greater of the state or county average annual wage requires specific justification for how it responds to the needs of these workers.
- Treasury encourages recipients to consider providing premium pay retroactively for work performed during the pandemic, recognizing that many essential workers have not yet received additional compensation for their service during the pandemic.
- Revenue replacement for the provision of government services to the extent the reduction in revenue is due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency (see additional questions below for definitions and calculations).
  - General revenue includes revenue from taxes, current charges, and miscellaneous general revenue. It excludes refunds and other correcting transactions, proceeds from issuance of debt or the sale of investments, agency or private trust transactions, and revenue generated by utilities and insurance trusts. General revenue also includes intergovernmental transfers between state and local governments, but excludes intergovernmental transfers from the Federal government, including Federal transfers made via a state to a locality pursuant to the Coronavirus Relief Funds (CRF) or the Fiscal Recovery Funds.
  - Cities should calculate revenue on an entity-wide basis. This approach minimizes the administrative burden for cities, provides for greater consistency across all recipients, and presents a more accurate representation of the net impact of the COVID-19 public health emergency on a city's revenue, rather than relying on financial reporting prepared by each city, which vary in methodology used and which generally aggregates revenue by purpose rather than by source.
  - Cities are permitted to calculate the extent of reduction in revenue as of four points in time: Dec. 31, 2020; Dec. 31, 2021; Dec. 31, 2022; and Dec. 31, 2023. This approach recognizes that some recipients may experience lagged effects of the pandemic on revenues. Upon receiving Fiscal Recovery Fund payments, recipients may immediately calculate revenue loss for the period ending Dec. 31, 2020.
  - The Treasury has released FAQs about Fiscal Recovery Funds, and they include a formula for calculating revenue loss. [Read the Coronavirus State and Local Fiscal Recovery Funds FAQs \(pdf\)](#).
  - Please note: Treasury is disallowing the use of projections to ensure consistency and comparability across recipients and to streamline verification. However, in estimating the revenue shortfall using the formula above, recipients may incorporate their average annual revenue growth rate in the three full fiscal years prior to the public health emergency. (Treasury FAQ 5/10/21)

- Investments in water, sewer, and broadband infrastructure.
  - Under the Drinking Water State Revolving Fund (DWSRF), categories of eligible projects include: treatment, transmission, and distribution (including lead service line replacement), source rehabilitation and decontamination, storage, consolidation, and new systems development. [See a list of eligible projects from the Environmental Protection Agency \(EPA\).](#)
  - Under the Environmental Protection Agency's Clean Water State Revolving Fund (CWSRF), categories of eligible projects include: construction of publicly owned treatment works, nonpoint source pollution management, national estuary program projects, decentralized wastewater treatment systems, stormwater systems, water conservation, efficiency, and reuse measures, watershed pilot projects, energy efficiency measures for publicly-owned treatment works, water reuse projects, security measures at publicly-owned treatment works, and technical assistance to ensure compliance with the Clean Water Act. [See a list of eligible projects from the EPA.](#)
  - As mentioned in the Treasury guidance, eligible projects under the DWSRF and CWSRF support efforts to address climate change, as well as to meet cybersecurity needs to protect water and sewer infrastructure. Given the lifelong impacts of lead exposure for children, and the widespread nature of lead service lines, Treasury also encourages recipients to consider projects to replace lead service lines.
  - Costs for construction on eligible water, sewer, or broadband infrastructure projects must be obligated by Dec. 31, 2024. The period of performance will run until Dec. 31, 2026, which will provide recipients a reasonable amount of time to complete projects funded with Fiscal Recovery Funds.
  - Broadband improvements require eligible projects to reliably deliver minimum speeds of 100 Mbps download and 100 Mbps upload. In cases where it is impracticable due to geography, topography, or financial cost to meet those standards, projects must reliably deliver at least 100 Mbps download speed, at least 20 Mbps upload speed, and be scalable to a minimum of 100 Mbps download speed and 100 Mbps upload speed. Projects must also be designed to serve unserved or underserved households and businesses, defined as those that are not currently served by a wireline connection that reliably delivers at least 25 Mbps download speed and 3 Mbps of upload speed.

The items listed are not exclusive. Other expenses may be eligible.

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## MEMORANDUM

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**TO:** PERSONNEL BUDGET COMMITTEE  
**FROM:** JOEL YOUNG, CITY CLERK  
**SUBJECT:** SPECIAL LEGISLATION – TAX INCREMENT FINANCING  
**DATE:** 01/03/22  
**CC:**

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**Request:** Develop a recommendation regarding a request for special legislation.

**Background:** There is a local group of investors interested in constructing a ~50 unit hotel in Chatfield. The project developers have asked for financial assistance and the City would like to assist, as this proposed hotel would be a critical asset of the community. A hotel is badly needed and highly desired by the community.

Typically, the city would provide a pay-as-you-go tif package but there is a small city exception that restricts the use of this financing tool to projects with less than 15,000 square feet of floor area in the proposed building. We believe that the 15,000 square foot limitation is in place to diminish the possibility of a small city luring a big box retailer to move from a larger city to the smaller city. We also believe that the spirit of the rule would remain intact if the rule was modified such that the restriction applies only to the first floor of the building, the footprint. If that were the case, the hotel project in Chatfield would be eligible and the project could go forward. With that in mind, the City of Chatfield might consider one or both of the following actions:

1. Write legislation that would specifically exempt this hotel project from the 15,000 square foot restriction that is currently in place. Since this would not change the overall rules and laws that are in place, it would be our hope that this could be taken up early in the legislative session so the project can get under construction promptly.
2. Write legislation that would modify the small city exception so that the 15,000 square foot standard applies only to the first floor of the building.

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**INTEROFFICE MEMORANDUM**

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**TO:** Budget Personnel Committee  
**FROM:** Brian Burkholder, SCS  
**SUBJECT:** JOINT POWERS MEETING  
**DATE:** 1/4/2022

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**Action Requested:** To update the committee on the Joint Powers meeting that was held at the School District on Dec 2nd at 8:30 am. Ed, Josh, Lanny, Josh B, Paul, and Brian.

**Background:** There was a brief discussion on sharing a full-time position but was soon agreed upon that that would not work for many reasons. Workload, times/hours, payroll/insurance, and the person in charge.

Paul stated that the most important issue is the ballfield maintenance. That wither the SD preps the fields of the city would be responsible. It was agreed upon that the SD would hire a full-time employee to prepare the fields daily from April to October during the HS sports and the summer ball activities which typically ends around the 1<sup>st</sup> week in September. It was also agreed upon for the SD to come up with a % of the cost that the city would pay the SD for the cities share of the work also using the SD's equipment.

Thank you for your time,  
Brian Burkholder



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INTEROFFICE MEMORANDUM

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**TO:** PERSONEL/BUDGET  
**FROM:** BRIAN BURKHOLDER, SCS  
**SUBJECT:** HIRE ADDITIONAL PUBLIC WORKS POSITION  
**DATE:** 12/2/2021

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**Action Requested:** To consider the hiring of a general entry level position for the Public Works Department and then to eliminate 1 seasonal mowing position. (1<sup>st</sup> option). Possibly eliminating a 2<sup>nd</sup> summer general position as well (option 2) but to keep the summer fulltime mowing position from April to October.

**Background:** This would be assuming that the SD would continue to move forward on the hiring of a fulltime position to prep and maintain all 7 ballfields from April to September- October.

For the past 2-3 years, it has been difficult to fill the summer positions using the local newspapers, website, FB, and the high school announcements. Last year alone it took 4 weeks to get one applicant. Also, over the years, the city has grown, and the Public Works tasks have increased along with not being able to find summer employment.

With Tony not wanting to return next spring, Kevin stating that he would be interested in returning, and unsure at this time about Gabe Endings return. I thought this would be a could time to investigate some changes.

At this time, my recommendations to make this affordable and effective I would consider 2 options.

**Option 1-**Eliminating the 25-30 hour per week mowing position and hiring a fulltime position to fill this position and to add additional general Public Works maintenance (streets, storm) along with general building maintenance tasks and winter snow events. This position would not include a vehicle. Last year, this position cost \$5,710 working from April to November 1<sup>st</sup>.

**Option 2**-Eliminating Tonys 25-30 hours per week (April-Nov 1<sup>st</sup>) position along with Gabe Erdings position of 40 hours per week (June to Sept 1<sup>st</sup>). This position did multiple tasks including watering flowers daily, trees as needed, push mowing city hall, library, and pool weekly, weed trimming (as needed), painting, and staining of buildings, hydrants and assisting other departments as needed. Also, a backup mower as needed. This position would include snow events. It has been mentioned to possibly include general maintenance at the Center for the Arts building. In 2021, this position paid \$4,703. Total for the 2 positions- \$10,413.

Currently, there is \$27,000 included in the 2022 budget for seasonal help. In option 1, \$15,597 would be needed to pay 2 seasonal workers leaving \$11,400 towards a full-time position. Option 2, \$10,894 would be needed to pay for 1 seasonal worker leaving \$16,106 for a full-time position.

**Note:** By eliminating 1 or 2 positions, we would need to find extra help for Western Days which has been a challenge the last few years as well. My recommendation would be to require at least 3 swimming pool staff to assist on that weekend.

Thank you,  
Brian Burkholder

# SE MN Regional Transit Planning Progress

**SE Minnesota Transportation Management** planning continues moving forward with municipalities and counties who have supported this planning effort. In addition, private enterprise has also stepped up to offer planning expertise and financial resources to take the next steps in creating a **Transportation Management Organization** for the region.

**WE STILL NEED YOUR HELP & SUPPORT!** As indicated in earlier SEMLM newsletters, communities should plan to set aside \$2.50/capita from Federal Stimulus funds as an initial investment to help in this planning effort. As confirmed in earlier clarifications from LMC and SEMLM staff, this assignment of federal funds is wholly within the jurisdiction of your community to set aside this funding allotment for this purpose.

## Resources for your city:

- 1) Brian Carlson of SEH is available to speak with your city council, city leaders and administrative staff about your participation in this key planning effort. Brian can be reached at 507.272.2797 or [bcarlson@sehinc.com](mailto:bcarlson@sehinc.com).
- 2) A support resolution for regional transit planning for SE MN is included on the next page (page 10) for use by your city council, EDA, Chamber of Commerce, or other Economic Development entities. Email completed resolutions to [bcarlson@sehinc.com](mailto:bcarlson@sehinc.com)

## News from the City of Mosquito Heights

Mayor Buzz loves to tweet the official school district delays and snow day announcements. Administrator Jimmy winces every time, knowing Mayor Buzz will pull another prank on the kids. @MayorBuzz Hey, hey, listen up... Mosquito Heights Public Schools are .. xaghsfhnkkl..

Students' replies:

@MayorBuzz omg, not this again

@MayorBuzz WHYYYY YOU DO DIS

@MayorBuzz please just tell us!

@MayorBuzz Why, again, aren't you Governor?

@MayorBuzz every. Single. Time.

@MayorBuzz plz let there be no school!!!!

@MayorBuzz yea, I hate it when I smash my face on my keywgcgcgdxuvvibitzphnlhcsqslb

@MayorBuzz Alright, alright enough!! Mosquito Heights Schools ar

@MayorBuzz crying

@MayorBuzz when I get back from peeing you better have an answer man...

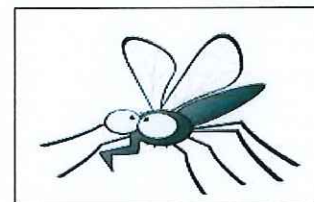
@MayorBuzz YOU'RE THE REASON I HAVE TRUST ISSUES!

@MayorBuzz I swear -,- tell us PLEASE!!!!

@MayorBuzz UGHHHHHH do you enjoy putting us through this pain?

@MayorBuzz come on man, I needa know soon so I can plan my sleepover

(These are based on actual quotes from a mayor and students. Every mayor should have such fun!)



CITY OF Chatfield, MN

RESOLUTION NO. 22.01.10

RESOLUTION IN SUPPORT OF Southeast Minnesota Regional Transportation Planning for the creation of the Transportation Management Organization for Southeast Minnesota.

WHEREAS, the 2018 Southeast Minnesota Economic Impact Forecasting Study identified Regional Transit as a significant issue for communities to encourage workforce participation.

WHEREAS, the southeast Minnesota region's communities need transportation for Health and Human Services clients, employees in our regional businesses, employees and students in our regional education system, and employees and customers in our regional hospitality and tourism industry.

WHEREAS, the 2020 – 2021 Pandemic has brought changes in working from home and commuter patterns, and a discontinued regional commuter bus service.

WHEREAS, the economic outlook for southeast Minnesota forecasts a rebounding economy, an increased need for employees, and an increased need for regional transportation to address a much broader range of users, such as business employees and customers, students and faculty, medical workers, health and human services customers, hospitality and tourism staff.

WHEREAS, the Minnesota Department of Employment and Economic Development's current Inflow/Outflow data shows that communities in all eleven counties of southeast Minnesota have significant movement of people both in and out of their areas every business day.

WHEREAS, the 2021 Federal Stimulus Program allots federal funds to cities and counties to address the changing economic needs of their communities, including transit, and funds can be transferred between jurisdictions or to nonprofit partners as outlined in the sections below of H.R.1319 – The American Rescue Plan Act of 2021 as it was passed on 03/11/2021 and became Public Law No: 117-2.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF CHATFIELD, MINNESOTA, AS FOLLOWS:

The CHATFIELD City Council supports participating as a contributor to the Transportation Management Organization for Southeast Minnesota with a contribution of \$7,500 of the city's allotted 2021 Federal Stimulus funding.

Adopted by the Chatfield City Council on January 10, 2022.

Approved:

(Signature area)