

**Personnel/Budget Committee**  
**Meeting Agenda**  
**City Council Chambers**  
**February 14, 2022   -   4:30 p.m.**

1. Personnel Budget Committee                      February 14, 2022 4:30 p.m.
2. Consider resolution to support regional transit planning – Brian Carlson.
3. Discuss lease of County Road 10 property.
4. Consider hire full-time public works employee.
5. Consider resolution designating that ARPA funds are considered revenue replacement.
6. Discuss potential allocation of American Recovery Plan funds.
  - a. HVAC System improvements to Thurber Building
  - b. Window improvements to Thurber Building
  - c. Improve infrastructure to position city to grow beyond current boundaries
  - d. Create a development assistance fund
  - e. Designate funds to be used as a match for grants
  - f. Acquisition of additional parkland
  - g. Installation of pedestrian bridge across Mill Creek
  - h. Install Safe Routes to Schools improvements
  - i. Install sidewalks / trails where needed
  - j. Bolster ambulance replacement fund

# 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 keywgcgdxuvvibitzphnlhcsqslb

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

@MayorBuzz crying

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

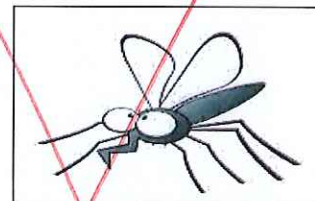
@MayorBuzz **YOU'RE THE REASON I HAVE TRUST ISSUES!**

@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)



## AGRICULTURAL LEASE

This agreement entered into this 1st day of January, 2021, 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 \$175 per acre, or \$7,000.00 per year, City demises and leases to Schoenfelder the property for the term of January 1, 2020 to December 31, 2020. Payment is due April 1, 2021.
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 drain pipes on both retention ponds.
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

City of Chatfield

By

  
\_\_\_\_\_  
(Title) partner

By

  
\_\_\_\_\_  
Mayor

By

\_\_\_\_\_  
(Title)

Attest:

  
\_\_\_\_\_  
City Clerk

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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 continue the discussion of eliminating (2) of the (3) seasonal help and hiring a full-time position for a general maintenance position.

**Background:**

For the past few years, it has been difficult to fill the summer positions using the local newspapers, website, FB, and the high school announcements. Last year it took over 4 weeks to get one applicant. I would typically get interest from a couple high school kids but lately I have been getting interested from retirees. Alone with that, over the years, the city has grown, and the Public Works tasks have increases.

The 2 positions that I would eliminate would be the 2–3-day mowing only position (Tonys old position) and eliminating the 40 hr. per week (June -early Sept) position. The tasks with this position consisted of weed trimming, push-mowing, painting, assisting other departments, watering flowers daily and trees when needed. I would plan to keep the full-time summer mowing position from April- October. Last year this position paid \$10,900 (\$13.11 per hr., \$13.97 in 2022). By eliminating these 2 positions, it would free up roughly \$10,400.

For the winter months, I allow only one person off a day for vacation etc. leaving us with a minimum of 4 employees for each event which does work but does not allow for anyone to be sick. Having 5-6 would make it timelier and more effective.

Currently, there is \$27,000 included in the 2022 budget for seasonal help. Of that amount, \$11,000 would be needed to pay for the 1 seasonal full-time mower

working for roughly 6 months. That would leave \$16,000 to use towards a new full-time position.

The cost of a full-time position will range between \$47,200- \$66,200, depending on their health care needs. Since \$16,000 is available in the 2022 budget for this purpose, the additional cost of adding a full-time position would range between \$31,200- \$50,200.

I did hear back from Tony, Gabe and Kevin on whether they will return this summer. Gabe probably will not come back due to working so much. Tony again to look for somebody but would if in a bind. Kevin said he most likely will but still looking into full-time.

In talking with Sean from the city of Stewartville, he is going through the same situation. Finding summer and winter seasonal help and being productive as well.

I would need to put out an ad our for 2 seasonal workers in March if it is decided not to hire a full-time position this year.

Thank you,  
Brian Burkholder

# **Resolution to Elect the Standard Allowance Under the Revenue Loss Provision of ARPA, LMC Model Resolution**

## **CITY OF CHATFIELD RESOLUTION NO. 22.02.28**

### **A RESOLUTION TO ELECT THE STANDARD ALLOWANCE AVAILABLE UNDER THE REVENUE LOSS PROVISION OF THE CORONAVIRUS LOCAL FISCAL RECOVERY FUND ESTABLISHED UNDER THE AMERICAN RESCUE PLAN ACT**

**WHEREAS**, Congress adopted the American Rescue Plan Act in March 2021 (“ARPA”) which included \$65 billion in recovery funds for cities across the country.

**WHEREAS**, ARPA funds are intended to provide support to state, local, and tribal governments in responding to the impact of COVID-19 and in their efforts to contain COVID-19 in their communities, residents, and businesses.

**WHEREAS**, The Fiscal Recovery Funds provides for \$19.53 billion in payments to be made to States and territories which will distribute the funds to non-entitlement units of local government (NEUs).

**WHEREAS**, The ARPA requires that States and territories allocate funding to NEUs in an amount that bears the same proportion as the population of the NEU bears to the total population of all NEUs in the State or territory.

**WHEREAS**, approximately \$340,000 has been allocated to the City of Chatfield (“City”) pursuant to the ARPA.

**WHEREAS**, The Coronavirus State and Local Fiscal Recovery Funds ensures that governments have the resources needed to fight the pandemic and support families and businesses struggling with its public health and economic impacts, maintain vital public services, even amid declines in revenue, and build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity.

**WHEREAS**, In May 2021, the US Department of Treasury (“Treasury”) published the Interim Final Rule describing eligible and ineligible uses of funds as well as other program provisions, sought feedback from the public on these program rules, and began to distribute funds.

**WHEREAS**, on January 6, 2022, Treasury issued the final rule. The final rule delivers broader flexibility and greater simplicity in the program, responsive to feedback in the comment process.

**WHEREAS**, the final rule offers a standard allowance for revenue loss of up to \$10 million, allowing recipients to select between a standard amount of revenue loss or complete a full revenue loss calculation.

**WHEREAS**, recipients that select the standard allowance may use that amount, in many cases their full award, for government services, with streamlined reporting requirements.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHATFIELD, MINNESOTA, THE CITY ELECTS THE STANDARD ALLOWANCE AVAILABLE UNDER THE REVENUE LOSS PROVISION OF THE AMERICAN RESCUE PLAN ACT IN THE FULL AMOUNT OF THE ARPA GRANT, EXPECTED TO BE APPROXIMATELY \$340,000 TO BE USED FOR THE GENERAL PROVISION OF GOVERNMENT SERVICES.**

Adopted by the City Council of Chatfield, Minnesota this 28th day of February, 2022.

\_\_\_\_\_  
Mayor

Attested:

\_\_\_\_\_  
City Clerk