

**Committee of the Whole
Monday, February 28, 2022
City Council Chambers**

1. Committee of the Whole 5:30 p.m. Monday, February 28, 2022
2. Interpreting the National Community Survey
3. Strategic Plan Implementation Review
 - a. Area of Focus: Developing Human Capacity
 - i. Volunteer fair / gala initiative.
 - ii. Onboarding process for volunteers initiative.
 - iii. Create job descriptions for all volunteers initiative.
 - iv. Student Members on all Boards initiative.
 - v. Group celebration of all Volunteers initiative.
 - b. Area of Focus: Growing the City
 - i. Hotel is started initiative.
 - ii. Downtown Apartment Building is started initiative.
 - iii. Prospects for developing lots are secured initiative.
 - iv. Locations for affordable lots are identified initiative.
 - v. Scope the cost to expand infrastructure, with corresponding vision initiative.
 - c. Area of Focus: Building Community Partnerships
 - i. Joint meetings of City / School District / Community Foundation Initiative
 - ii. Community Enrichment Catalogue Initiative
 - d. Improving and Empowering Decision Making / Makers
 - i. Develop routine of interactive polls / surveys initiative.
 - ii. Complete Feasibility Study re: Twiford Street Redevelopment Area initiative.
 - e. Leveraging Technology
 - i. Students helping with communications initiative.
 - ii. Understand Green Step City's Program initiative.
 - iii. GIS interactive map is up and running initiative.
 - iv. Develop a communications plan initiative.
4. Cyber Security Training

Interpreting the National Community Survey

Issues directly related to the City:

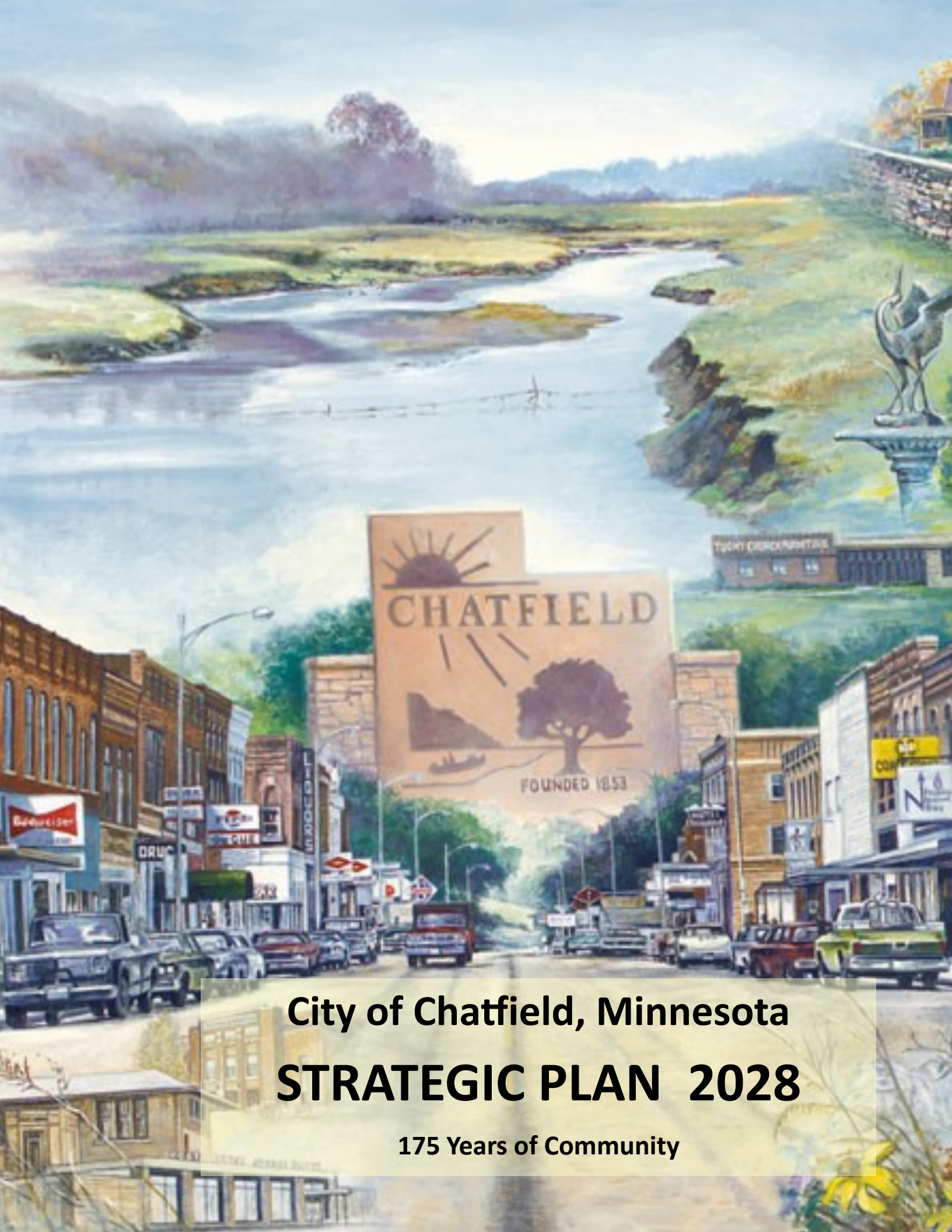
City Services:

- Street Cleaning, Lighting, Snow Removal, Street Repair and Sidewalk Repair rated high.
- Sewer services, Drinking water, Storm water mgmt. and utility billing rated high.
- Fire, Ambulance, Police, Animal Control and Emergency Preparedness rated high.
- Recycling and Yard Waste Pick-up rated high.
- Open space, Parks and recreation opportunities rated high.
- Library services rated high.
- People feel safe, their sense of community rates high, and the community is seen as a great place to raise children.
- Overall customer service by Chatfield employees rated high.
- The City rated high for the quality of the services it provides.
- Garbage collection rated relatively low.
- Residents rated the value of city services as low in comparison to the taxes they pay.
- The City rated in the middling category when it comes to Being Honest, Treating Residents with Respect, and Being Open and Transparent.
- The City rated low in terms of Treating residents Fairly, Overall confidence in City Government, Generally Acting in the Best Interest of the Community, the overall direction that Chatfield is taking and Informing residents about issues facing the community.....although these ratings are similar to the same ratings in the benchmark cities.

Issues for the Community overall:

- Chatfield rated high as a place to live, for the quality of life, the reputation of the community and would recommend the community as a place to live
- Chatfield rated low as a place to visit and as a place to work.
- The City/community rated poor when it comes to attracting people from diverse backgrounds, valuing/respecting residents from diverse backgrounds, and making all residents feel welcome. The low rating extends to opportunities for people to participate in community matters.
- The community rated low in terms of employment opportunities, shopping opportunities and the variety of businesses and service establishments available.
- The community rated low in regard to fitness opportunities and recreational opportunities and much lower in "Recreation programs or classes and Recreation centers or facilities."
- The community rated much lower in the area of Adult educational opportunities.
- The community rated higher in terms of the arts, cultural/music activities and availability of affordable childcare/preschool.

- The community rated higher as a place to raise children but lower in terms of making all residents feel welcome, valuing/respecting residents from diverse backgrounds and much lower in attracting people from diverse backgrounds.



City of Chatfield, Minnesota
STRATEGIC PLAN 2028

175 Years of Community

City of Chatfield Vision 2028

*The Visioning process looks out into the foreseeable future and imagines what is possible. Chatfield has looked into the future and asked, 'how could we be our best self?' The standards and vision set forth will be relevant for years to come. During the 2021 retreat, the long-term vision focused on what is possible in by 2028.
(the City's 175th year)*

Growing the Economy



In 2028, Chatfield has
Inclusive outdoor
recreation options



In 2028, Chatfield has a
dynamic business
environment for
residents and visitors



In 2028, Chatfield
has an active,
revitalized downtown

Enhancing the Quality of Life



In 2028, Chatfield has
diverse housing
options



In 2028, Chatfield has
sustainable, reliable
infrastructure



In 2028, Chatfield has
safe and efficient
vehicle and pedestrian
routes

Growing People



In 2028, Chatfield has
active, engaged, and
invested citizens



In 2028, Chatfield has
strong, supportive
educational
partnerships

Turning Vision into Strategy

A vision without a plan is just a dream.

Moving from dream to reality: The Process

- What do we want to become?
- What might impede us?
- How do we move past impediments to achieve our vision?
- What steps do we take?



Be a Chatfield Ambassador!

AT THE CITY PARK VISITOR & INFO CENTER

Help highlight all that our community and region has to offer.

Flexible AM or PM shifts, Thursday - Sunday.

Memorial Weekend through mid October.

Contact Sara at info@chatfieldmn.org or 507-273-1776

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Developing Human Capacity

This strategic direction is designed to help generate the next generation of leaders for the community. It is hoped more people will be involved and will step into boards and commissions when the need arises. When people do step in, they will be ready to contribute.

Initiatives:

- Develop Leaders
- Educate and Involve Citizens



First Year Accomplishments

1. Volunteer fair/gala
2. Onboarding process for volunteers
3. Create "Job Descriptions" for volunteer positions
4. Student members on all boards
5. Group celebration of all volunteers

2-Year Successes

1. New blood in volunteer roles
2. People are well-informed when getting involved
3. New ideas are brought forward
4. Better representation of the overall community is present
5. Community pride is increased
6. Create long-term leadership pipeline

Growing the City



Growing the City

This strategic direction looks to grow the City in a responsible way to add amenities and livability options to current residents and those who might wish to move to Chatfield.

Initiatives

- Promote Development
- Execute on Community Needs
- Provide Incentives



First Year Accomplishments

1. Hotel is started
2. Downtown apartment building started
3. EV charging ports established at CCA (2 car capacity)
4. Prospects for developing lots are secured
5. Location for affordable lots are identified
6. Scope cost for expanding Infrastructure North with developed vision

2-Year Results

1. Hotel build
2. Downtown apartment building is built
3. Electric Vehicles (EV) Car chargers are installed and being used
4. Additional restaurants in town (fast food)
5. Some variety of lots are available for development
6. Specific vision for development is scoped

Building Community Partnerships



Building Community Partnerships

This strategic direction recognizes the need for civil society organizations to collaborate and get on the same page to better serve the community. The emphasis is how to get people together to use the collective wisdom of the community to achieve goals.

Initiatives:

- Facilitate Collaboration



First Year Accomplishments

1. Council meets on a regular basis with School District and Chosen Valley Community Foundation
2. Community enrichment catalogue

2-Year Results

1. Collaboration that is elevated between School/City and Foundation
2. New ideas formed
3. Maintain efficiency of managing community assets
4. Community Education (summer programming cooperation)
5. Awareness and participation in Community Enrichment/Education

Improving and Empowering Decision Making/Makers



Chatfield Alliance
PARTNER, PROMOTE, PROSPER



Improving and Empowering Decision Making/Makers

This strategic direction aims to gather more input from community members before decisions are made. The City has the opportunity to do more things than are feasible, so priorities need to be established and projects done according to community needs and wants.

Initiatives:

- Conduct Research to enhance decision making

son • Preston • Rushford • Rushford Village • Spring Valley • Whalan • Wykoff

Chatfield reviews resident survey

BY KAREN REISNER

kreisner@fillmorecountymnjournal.com

Intern Jordan Boysen detailed the results of a resident survey at their June 25 meeting. The city participated in the State Auditor's Performance Measurement Program. The intention of the survey is to measure the effectiveness of city services and elicit opinions of those services from city residents. Mayor Don Hainlen and councilor Josh Thompson were absent.

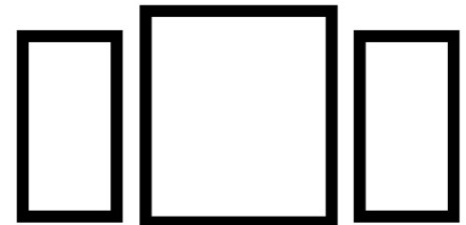
City Clerk Joel Young noted about 1,000 surveys were sent out, from which there were 225 responses. He added that public comment helps out. Space for commentary was next to each question. Boysen said most questions elicited a satisfactory

were the number and condition of empty store fronts and the city's water pressure. Comments were made citing a need for the city to draw in more business.

Most all residents feel safe with less than two percent feeling somewhat unsafe. Residents were generally satisfied with fire protection and the quality of the streets. There was some dissatisfaction with the street surfaces, especially in the west Chatfield area. Although residents were satisfied with the responsiveness of the snow plows, there was some negative comment about snow build-up on sidewalks.

Residents were satisfied for the most part with the water and sewer systems, but there were complaints about the cost. Some suggested there should be

y Jade Sexton



Chatfield
center for the arts

Growing the City

Enhancing Quality of Life

Growing People

First Year Accomplishments

1. Develop routine of interactive polls/surveys
2. Twiford Street Redevelopment Area has feasibility study done

2-Year Results

1. Response rates for comm surveys are up
2. Areas of interest are regularly studied

Leveraging Technology



Leveraging Technology

This strategic direction moves the City toward a more comprehensive approach to interacting with the community. It is expected that the better people are informed, the more engaged they will feel and become. This will lead to better decisions and quicker outcomes.

Initiatives:

- Leverage Technology to Enhance Outreach



First Year Accomplishments

1. Students helping with communications
2. Understand “Green Step” plan from LMC
3. GIS interactive map is up and running
4. Plan and expectations for communications is established

2-Year Results

1. Everyone has the same information
2. Well informed public
3. Our message is amplified beyond the border
4. Created awareness around a “Green Plan”
5. GIS Map is being used “interactive”

City of Chatfield

Strategic Planning Implementation Report

Date: February 10, 2022

Strategic Direction: Developing Human Capacity

Initiative: *Create Job Descriptions for all Volunteers*

Initiative Lead / Participants:

- Joel Young / Julie Fryer.

Purpose of the Initiative:

- To provide clear information to prospective volunteers so they can be aware of the volunteer opportunities that exist and so they can better understand the value and expectations of each opportunity.

Key Steps and timeline to complete the Initiative:

- Joel will work with the staff of each of the City's boards and commissions to develop a position description. Currently, a rough draft of three position descriptions have been developed. Descriptions yet to be developed include the Cable Television Access Board, the Library Board of Trustees, the City Charter Commission, Firefighters and EMTs.
- Julie will develop a template that can be provided to each of the non-profit organizations.

Identify any barriers/resources needed to complete the Initiative:

- Resources needed to complete this initiative are minimal.

Planning & Zoning Commissioner

City of Chatfield:

Position Title: Planning & Zoning Commissioner

Department: Administration

Immediate Supervisor's Title: Mayor / City Council

Compensation: Volunteer

The Commission:

The planning and zoning commission shall consist of six members appointed by the mayor and confirmed by the city council for three-year staggered terms, and one councilor appointed annually for a one-year term by the mayor and confirmed by the council at its annual meeting. The commission will elect its own officers at its annual meeting. The commission will be advisory to the council and shall handle the administration of the Comprehensive Plan, Subdivision and Zoning Ordinances and all related planning and zoning matters referred to it by the city council.

Chairperson:

- The Chair of the commission will be responsible to convene meetings and ensure the orderly conduct of meetings.
- The Chair has voting rights and responsibilities on all matters that come before the commission at all times.
- In the event that a conflict of interest is present, the Chair shall publicly announce that conflict of interest and will abstain from participating in discussion on the matter and will not participate in any votes related to the matter.

Vice-Chair:

- The Vice-chair will convene meetings and ensure the orderly conduct of the meetings in the absence of the Chair.
- The Vice-chair has voting rights and responsibilities on all matters, at all times.
- In the event that a conflict of interest is present, the Vice-Chair shall publicly announce that conflict of interest and will abstain from participating in discussion on the matter and will not participate in any votes related to the matter.

Commissioner:

- Each Commissioner will become familiar with the meeting materials prior to attending each meeting.
- Commissioners are encouraged to contact staff in advance of the meeting for clarification or more information as needed.
- Commissioners are encouraged to become familiar with any sites or locations which might be the subject of discussion, prior to the meeting.

- Commissioners are encouraged to participate in training events as they become available.
- In the event that a conflict of interest is present, the Commissioner must publicly announce that conflict of interest and will abstain from participating in discussion on the matter and will not participate in any votes related to the matter.

Student Commissioner:

- Student Commissioners will have all the rights and responsibilities of a regular Commissioner except the Student Commissioner will not have voting rights.

Staff:

- Staff will distribute a meeting agenda, complete with supporting materials at least 72 hours prior to each meeting.
- Staff will develop written minutes of the proceedings, will participate in discussions as appropriate but will not vote on any matter.
- Staff issues building permits and conducts the administrative business for the commission.

Attendance:

- Commissioners are expected to attend all meetings, if possible. If unable to attend a meeting, the commissioner is expected to contact staff as soon as possible, in advance.
- In the event that a commissioner misses three regularly scheduled meetings in a twelve-month period, the mayor will be asked to determine if the appointment of the commissioner should be continued.
- Meetings are held on the first Monday of each month, starting at 7:00 p.m.

Authority: The authority of the Planning and Zoning Commission resides in the official action of a quorum of the membership. No member of the Commission has any authority other than its work as a member of the Commission conducted in due process.

Open Meeting Law: All meetings, discussion and decisions of the Commissioners must comply with the Minnesota Open Meeting law. The Open Meeting Law requires that all deliberations and meetings take place in public, pursuant to public notice. Commissioners are prohibited from discussing matters in private and serial meetings between the Commissioners are also prohibited.

Rules of Order: Roberts Rules of Order will be used to conduct the official business of the Commission although the Chair should encourage a free-flowing discussion whenever possible. While the meetings are always open to the public, members of the public must attend a public hearing or be properly placed on the meeting agenda in order to have the ability to participate in the meeting.

Purpose:

The Commission will regulate land use with the Comprehensive Plan, the Zoning Ordinance, and the Subdivision Ordinance.

- The Comprehensive Plan is a vision of how the community would like to grow. This Plan becomes the policy foundation from which zoning and other land use regulations, programs, education efforts, and public expenditures transform the community vision into reality.
- The Zoning and Subdivision Ordinances are the tools in which the Comprehensive Plan is implemented by City officials to accomplish the goals of the Community.

Organizational Relationships:

Works closely with the City Council, Economic Development Authority, the Heritage Preservation Commission, and the general public.

Essential Functions:

The primary work of the Commission includes:

- Maintaining the Comprehensive Plan, Zoning Code and Subdivision Code.
- Conducting public hearings and developing recommendations to the City Council for all conditional use permit applications.
- Conducting public hearings and developing recommendations to the City Council regarding proposed changes to the Zoning Map, Zoning District regulations or any other changes to the Zoning Code and Subdivision Code.
- Conducting public hearings and making determinations on all applications for a variance from performance standards.
- Conducting public hearings and developing recommendations to the City Council regarding all applications for a General Development Plan and Preliminary Plat.

Required Knowledge, Skills and Abilities:

- Value public input and have a strong desire to serve the public.
- Ability to communicate effectively with elected officials, staff, residents, and members of the public.
- Ability to appreciate zoning applications on their own merits, differentiating one application from another.
- Working knowledge of the concepts related to variances, conditional use permits and the Zoning Code.
- Maintain a desire to learn.
- A resident of the City of Chatfield

Working Conditions:

- Work is performed in public.

Heritage Preservation Commissioner

City of Chatfield:

Position Title: Heritage Preservation Commissioner

Department: Administration

Immediate Supervisor's Title: Mayor / City Council

Compensation: Volunteer

The Commission:

The heritage preservation commission shall consist of six members appointed by the mayor and confirmed by the city council for three-year staggered terms, and one councilor appointed annually for a one-year term by the mayor and confirmed by the council at its annual meeting. The commission will elect its own officers at its annual meeting. The commission will be advisory to the council and shall assist the city council in preserving historic or architecturally significant buildings, structures and sites within the city.

Chairperson:

- The Chair of the commission will be responsible to convene meetings and ensure the orderly conduct of meetings.
- The Chair has voting rights and responsibilities on all matters that come before the commission at all times.
- In the event that a conflict of interest is present, the Chair shall publicly announce that conflict of interest and will abstain from participating in discussion on the matter and will not participate in any votes related to the matter.

Vice-Chair:

- The vice-chair will convene meetings and ensure the orderly conduct of the meetings in the absence of the Chair.
- The Vice-chair has voting rights and responsibilities on all matters, at all times.
- In the event that a conflict of interest is present, the Vice-Chair shall publicly announce that conflict of interest and will abstain from participating in discussion on the matter and will not participate in any votes related to the matter.

Commissioner:

- Each commissioner will become familiar with the meeting materials prior to attending each meeting.
- Commissioners are encouraged to contact staff in advance of the meeting for clarification or more information as needed.
- Commissioners are encouraged to become familiar with any sites or locations which might be the subject of discussion, prior to the meeting.

- Commissioners are encouraged to participate in training events as they become available.
- In the event that a conflict of interest is present, the commissioner shall publicly announce that conflict of interest and will abstain from participating in discussion on the matter and will not participate in any votes related to the matter.

Student Commissioner:

- Student Commissioners will have all the rights and responsibilities of a regular Commissioner except the Student Commissioner will not have voting rights.

Staff:

- Staff will distribute a meeting agenda, complete with supporting materials at least 72 hours prior to each meeting.
- Staff will develop written minutes of the proceedings, will participate in discussions as appropriate but will not vote on any matter.
- Staff issues building permits and conducts the administrative business for the commission.

Attendance:

- Commissioners are expected to attend all meetings, if possible. If unable to attend a meeting, the commissioner is expected to contact staff as soon as possible, in advance.
- In the event that a commissioner misses three regularly scheduled meetings in a twelve-month period, the mayor will be asked to determine if the appointment of the commissioner should be continued.
- Meetings are held on the fourth Tuesday of each month, starting at 7:00 p.m.

Authority: The authority of the heritage preservation commission resides in the official action of a quorum of the membership. No member of the commission has any individual authority other than its work as a member of the commission conducted in due process.

Open Meeting Law: All meetings, discussion and decisions of the commissioners must comply with the Minnesota Open Meeting law. The open meeting law requires that all deliberations and meetings take place in public, pursuant to public notice. Commissioners are prohibited from discussing matters in private and serial meetings between the commissioners are also prohibited.

Rules of Order: Roberts Rules of Order will be used to conduct the official business of the commission although the Chair should encourage a free flowing discussion whenever possible. While the meetings are always open to the public, members of the public must attend a public hearing or be properly placed on the meeting agenda in order to have the ability to participate in the meeting.

Purpose:

The commission will pursue its mission with the use of the Historical Preservation regulations found in Chapter 107 of the City's Code of Ordinances. Through the commission's efforts, they will:

- Safeguard the city's heritage by preserving sites and structures which reflect elements of the city's cultural, social, economic, political, visual or architectural history;
- Protect and enhance the city's appeal to residents, visitors and tourists, and serve as a support and stimulus to business and industry;
- Foster civic pride in the beauty and notable accomplishments of the past; and
- Promote the preservation and continue use of historic sites and structures for the education and general welfare of the people of the city.

Organizational Relationships:

Works closely with the city council, economic development authority, the planning and zoning commission, the Minnesota State Historic Preservation Office and the general public.

Essential Functions:

The primary work of the commission includes:

- Conduct a continuing survey of all areas, places, buildings, structures or objects in the city which the commission has reason to believe are significant to the cultural, societal, economic, political or architectural history of the city.
- Prepare studies which catalog buildings, land, areas, districts or other objects to be considered for designation in the manner further provided herein as a "Chatfield Heritage Landmark."
- Conduct general preservation planning to determine needed and desirable improvements of older buildings throughout the city, and act as a resource and in an advisory capacity to owners of such building regarding their preservation, restoration and rehabilitation.
- Provide continuing education of the citizens of the city with respect to the civic and architectural heritage of Chatfield.
- Keep current and publish a register of Chatfield Heritage Landmarks, along with plans and programs that pertain to such landmark.
- Develop recommendations to the city council regarding areas, buildings or structures to be designated as Chatfield Heritage Landmarks.
- Review all applications for issuance of city permits which involve any property that is designated as a Chatfield Heritage Landmark.

Required Knowledge, Skills and Abilities:

- A demonstrated interest or expertise in the subject of historic preservation.
- Value public input and have a strong desire to serve the public.
- Ability to communicate effectively with elected officials, staff, residents, and members of the public.

- Working knowledge of the concepts related to variances, conditional use permits and the zoning code.
- Maintain a desire to learn.
- A resident of the City of Chatfield

Working Conditions:

- Work is performed in public, typically indoors in a conference room setting.
- Occasional field trips are performed.

Economic Development Authority (EDA) Commissioner

City of Chatfield:

Position Title: EDA Commissioner

Department: Administration

Immediate Supervisor's Title: Mayor / City Council

Compensation: Volunteer

The Authority:

The economic development authority shall consist of five members appointed by the mayor and confirmed by the city council for six-year staggered terms, and two councilors appointed by the mayor and confirmed by the council at its annual meeting. The Authority will elect its own officers at its annual meeting. The authority will be advisory to the city council on business and community development related issues, as well as to work with businesses and developers to bring forward projects that help the community grow.

President:

- The President of the commission will be responsible to convene meetings and ensure the orderly conduct of meetings.
- The President appoints all standing and special committees.
- The President will execute all agreements on behalf of the commission as authorized by the commission.
- The President will from time to time discuss ongoing and prospective project details with staff to provide advice.
- The President has voting rights and responsibilities on all matters that come before the commission at all times.
- In the event that a conflict of interest is present, the President shall publicly announce that conflict of interest and will abstain from participating in discussion on the matter and will not participate in any votes related to the matter.

Vice-President:

- The vice-president will convene meetings and ensure the orderly conduct of the meetings in the absence of the President.
- In the case of an absence of or conflict of interest for the president, the vice-president will execute all agreements on behalf of the commission as authorized by the commission.
- The vice-president has voting rights and responsibilities on all matters, at all times.
- In the event that a conflict of interest is present, the vice-president shall publicly announce that conflict of interest and will abstain from participating in discussion on the matter and will not participate in any votes related to the matter.

Secretary:

- The secretary will be responsible for taking meeting minutes and countersigning all agreements signed by the president or vice president, as authorized by the commission. The secretary may delegate some or all of these responsibilities to the executive director as deemed appropriate. Unless otherwise stated by the secretary, it will be assumed that these duties have been delegated to the executive director.
- In the event that a conflict of interest is present, the secretary will publicly announce that conflict of interest and will abstain from participating in discussion on the matter and will not participate in any votes related to the matter.

Treasurer:

- Statute requires the appointment of an EDA Treasurer. At this point in time, the functions of a treasurer are handled through the city's finance department but annually a treasurer is appointed to fill the position as required by statute.
- In the event that a conflict of interest is present, the treasurer will publicly announce that conflict of interest and will abstain from participating in discussion on the matter and will not participate in any votes related to the matter.

Commissioner:

- Each commissioner will become familiar with the meeting materials prior to attending each meeting.
- Commissioners are encouraged to contact staff in advance of the meeting for clarification or more information as needed.
- Commissioners are encouraged to participate in training events as they become available.
- In the event that a conflict of interest is present, the commissioner will publicly announce that conflict of interest and will abstain from participating in discussion on the matter and will not participate in any votes related to the matter.

Student Commissioner:

- Student Commissioners will have all the rights and responsibilities of a regular Commissioner except the Student Commissioner will not have voting rights.

Executive Director:

- The executive director will distribute a meeting agenda, complete with supporting materials at least 72 hours prior to each meeting.
- The executive director will develop written minutes of the proceedings, will participate in discussions as appropriate but will not vote on any matter.
- The executive director works directly with existing and prospective businesses and others to develop business plans that will improve and enhance private sector services within the community.

Attendance:

- Commissioners are expected to attend all meetings, if possible. If unable to attend a meeting, the commissioner is expected to contact staff as soon as possible, in advance.
- In the event that a commissioner misses three regularly scheduled meetings in a twelve-month period, the mayor will be asked to determine if the appointment of the commissioner should be continued.
- Meetings are held on the fourth Monday of each month, starting at 4:30 p.m.

Authority: The authority of the economic development authority resides in the official action of a quorum of the membership. No member of the Authority has any authority other than its work as a member of the Authority conducted in due process.

Open Meeting Law: All meetings, discussion and decisions of the commissioners must comply with the Minnesota Open Meeting law. The open meeting law requires that all deliberations and meetings take place in public, pursuant to public notice. Commissioners are prohibited from discussing matters in private and serial meetings between the commissioners are also prohibited.

Rules of Order: Roberts Rules of Order will be used to conduct the official business of the commission although the President should encourage a free-flowing discussion whenever possible. While the meetings are always open to the public, members of the public must attend a public hearing or be properly placed on the meeting agenda in order to have the ability to participate in the meeting.

Purpose:

The Authority will assist qualified business prospects by deploying the financial tools of assistance as allowed by local, state and federal law. This includes:

- Technical Business Assistance.
- Revolving Loan Funds.
- Enterprise Drive Construction Rebate Incentive Program.
- Tax Increment & Tax Abatement.
- Grants and special programs as they arise from time to time.

Organizational Relationships:

Works closely with the city council, planning & zoning commission, the heritage preservation commission, and the general public.

Essential Functions:

The primary work of the Authority includes:

- Retaining business in the community.
- Attracting new business to the community.
- Evaluating business proposals and developing financial assistance packages as needed.

- Working with the planning and zoning commission and the heritage preservation commission to develop rules and programs to enhance the development of the city.

Required Knowledge, Skills and Abilities:

- Value public input and have a strong desire to serve the public.
- Ability to communicate effectively with elected officials, staff, residents, and members of the public.
- Ability to understand complicated business plan applications on their own merits, differentiating one application from another.
- Working knowledge of the fundamentals of business.
- Maintain a desire to learn.

Working Conditions:

- Work is performed in public.

City Charter Commissioner

City of Chatfield:

Position Title: City Charter Commissioner

Department: Administration

Immediate Supervisor's Title: City Charter Commission

Compensation: Volunteer

The Commission:

- The City Charter Commission shall consist of fifteen members recommended by the Mayor and City Council and appointed by the Chief Judge of Minnesota's Third Judicial District for four-year staggered terms.
- The Commission will elect its own officers at its annual meeting.
- The Commission works independently of the City Council.
- The Commission is like a standing constitutional convention. It has the power to propose charter changes at any time.
- The Commission shall meet at least one time each year.

Chairperson:

- The Chair of the Commission will be responsible to convene meetings and ensure the orderly conduct of meetings.
- The Chair has voting rights and responsibilities on all matters that come before the commission at all times.
- In the event that a conflict of interest is present, the Chair shall publicly announce that conflict of interest and will abstain from participating in discussion on the matter and will not participate in any votes related to the matter.

Vice-Chair:

- The Vice-chair will convene meetings and ensure the orderly conduct of the meetings in the absence of the Chair.
- The Vice-chair has voting rights and responsibilities on all matters, at all times.
- In the event that a conflict of interest is present, the Vice-Chair shall publicly announce that conflict of interest and will abstain from participating in discussion on the matter and will not participate in any votes related to the matter.

Commissioner:

- Each Commissioner will become familiar with the meeting materials prior to attending each meeting.
- Commissioners are encouraged to contact staff in advance of the meeting for clarification or more information as needed.
- Commissioners are encouraged to participate in training events as they become available.

- In the event that a conflict of interest is present, the Commissioner must publicly announce that conflict of interest and will abstain from participating in discussion on the matter and will not participate in any votes related to the matter.

Student Commissioner:

- Student Commissioners will have all the rights and responsibilities of a regular Commissioner except the Student Commissioner will not have voting rights.

Staff:

- Staff will distribute a meeting agenda, complete with supporting materials at least 72 hours prior to each meeting.
- Staff will develop written minutes of the proceedings, will participate in discussions as appropriate but will not vote on any matter.

Attendance:

- Commissioners are expected to attend all meetings, if possible. If unable to attend a meeting, the commissioner is expected to contact staff as soon as possible, in advance.
- Meetings are held at the call of the Chair.

Authority:

- The authority of the City Charter Commission resides in the official action of a quorum of the membership.
- No member of the Commission has any authority other than its work as a member of the Commission conducted in due process.

Open Meeting Law:

- All meetings, discussion and decisions of the Commissioners must comply with the Minnesota Open Meeting law.
- The Open Meeting Law requires that all deliberations and meetings take place in public, pursuant to public notice.
- Commissioners are prohibited from discussing matters in private and serial meetings between the Commissioners are also prohibited.

Rules of Order: Roberts Rules of Order will be used to conduct the official business of the Board although the Chair should encourage a free-flowing discussion whenever possible. While the meetings are always open to the public, members of the public must attend a public hearing or be properly placed on the meeting agenda in order to have the ability to participate in the meeting.

Purpose:

The City Charter Commission is like a standing constitutional convention, which can propose amendments to the City Charter at any time. The City Charter should deal only

with the fundamentals of the governmental organization of the city, leaving the city council free to exercise a broad grant of authority by ordinance.

Organizational Relationships:

Makes recommendations to the City Council and the general public.

Essential Functions:

The primary work of the Commission includes:

- To study the local city charter and government and propose changes to the charter as necessary.
- Study citizen petitions as they are submitted and process them.

Required Knowledge, Skills and Abilities:

- Value public input and have a strong desire to serve the public.
- Ability to communicate effectively with elected officials, staff, residents, and members of the public.
- An understanding of the purpose of local government and how a local government operates.

Working Conditions:

- Work is performed in public.

Chatfield Center For The Arts Advisory Commissioner

City of Chatfield:

Position Title: Chatfield Center for the Arts Advisory Commissioner

Department: Economic Development Authority

Immediate Supervisor's Title: Economic Development Authority

Compensation: Volunteer

The Committee:

- The Chatfield Center for the Arts Advisory Committee shall consist of eight members as appointed by the Economic Development Authority (EDA). At least two of the eight members will be members of the EDA. The mayor will also be among the eight members. Members will serve until they are replaced.
- The works in an advisory capacity to the Chatfield Center for the Arts, Inc. and to the EDA on issues regarding the property and operation of the Chatfield Center for the Arts. The Committee has no decision-making authority.
- The Committee shall meet bi-monthly.
- The Committee works informally, with no Chair or Vice-Chair, and is supported by staff who is responsible for developing meeting agendas, writing meeting minutes and ensuring communication between the Advisory Committee and the EDA and CCA, Inc.

Commissioner:

- Each Commissioner will become familiar with the meeting materials prior to attending each meeting.
- Commissioners are encouraged to contact staff in advance of the meeting for clarification or more information as needed.
- In the event that a conflict of interest is present, the Commissioner must publicly announce that conflict of interest and will abstain from participating in discussion on the matter and will not participate in any votes related to the matter.

Staff:

- Staff will distribute a meeting agenda, complete with supporting materials at least 72 hours prior to each meeting.
- Staff will develop written minutes of the proceedings, will participate in discussions as appropriate but will not vote on any matter.

Attendance:

- Commissioners are expected to attend all meetings, if possible. If unable to attend a meeting, the commissioner is expected to contact staff as soon as possible, in advance.
- Meetings are held on the second Thursday of every even-numbered month, at 5:00 p.m.

Authority:

- The authority of the Committee resides in the official action of a quorum of the membership.
- No member of the Committee has any authority other than its work as a member of the Committee conducted in due process.

Purpose:

The Advisory Committee is designed to provide operational and maintenance insight to the CCA, Inc., to the EDA and to the City Council as appropriate. The work of the Advisory Committee is intended to allow the EDA to focus on other development activity of the city.

Organizational Relationships:

Works closely with the EDA, the CCA Inc., and the City Council.

Essential Functions:

The primary work of the Commission includes:

- To encourage long term planning relative to maintenance, capital replacements and budgeting.
- Assist in problem solving in a manner that allows the CCA Inc to focus on operations and to allow the EDA to focus on community development.

Required Knowledge, Skills and Abilities:

- Understanding of business principles and how to operate and grow non-profit organizations.

Working Conditions:

- Work is performed in public.

Cable Television Access Board Commissioner

City of Chatfield:

Position Title: Cable Television Access Board Commissioner

Department: Administration

Immediate Supervisor's Title: Mayor / City Council

Compensation: Volunteer

The Board:

- The Cable Television Access Board shall consist of six members appointed by the mayor and confirmed by the city council for three-year staggered terms, and one councilor appointed annually for a one-year term by the mayor and confirmed by the council at its annual meeting.
- The Board will elect its own officers at its annual meeting.
- The Board will be advisory to the City Council and shall manage the administration of the Chatfield Community Television, attend to matters arising under the provisions of any cable television franchise granted by the city, and any other related cable television issue referred to it by the City Council.

Chairperson:

- The Chair of the Board will be responsible to convene meetings and ensure the orderly conduct of meetings.
- The Chair has voting rights and responsibilities on all matters that come before the commission at all times.
- In the event that a conflict of interest is present, the Chair shall publicly announce that conflict of interest and will abstain from participating in discussion on the matter and will not participate in any votes related to the matter.

Vice-Chair:

- The Vice-chair will convene meetings and ensure the orderly conduct of the meetings in the absence of the Chair.
- The Vice-chair has voting rights and responsibilities on all matters, at all times.
- In the event that a conflict of interest is present, the Vice-Chair shall publicly announce that conflict of interest and will abstain from participating in discussion on the matter and will not participate in any votes related to the matter.

Commissioner:

- Each Commissioner will become familiar with the meeting materials prior to attending each meeting.
- Commissioners are encouraged to contact staff in advance of the meeting for clarification or more information as needed.

- Commissioners are encouraged to participate in training events as they become available.
- In the event that a conflict of interest is present, the Commissioner must publicly announce that conflict of interest and will abstain from participating in discussion on the matter and will not participate in any votes related to the matter.

Student Commissioner:

- Student Commissioners will have all the rights and responsibilities of a regular Commissioner except the Student Commissioner will not have voting rights.

CCTV Administrator (Staff):

- Staff will distribute a meeting agenda, complete with supporting materials at least 72 hours prior to each meeting.
- Staff will develop written minutes of the proceedings, will participate in discussions as appropriate but will not vote on any matter.
- If the CCTV Administrator is also a member of the Board, this individual will have voting rights and responsibilities on all matters, at all times.
- In the event that a conflict of interest is present, Staff shall publicly announce that conflict of interest and will abstain from participating in discussion on the matter and will not participate in any votes related to the matter.

Attendance:

- Commissioners are expected to attend all meetings, if possible. If unable to attend a meeting, the commissioner is expected to contact staff as soon as possible, in advance.
- In the event that a commissioner misses three regularly scheduled meetings in a twelve-month period, the mayor will be asked to determine if the appointment of the commissioner should be continued.
- Meetings are held on the second Wednesday of each month, starting at 7:00 a.m.

Authority:

- The authority of the Cable Television Access Board resides in the official action of a quorum of the membership.
- No member of the Board has any authority other than its work as a member of the Board conducted in due process.

Open Meeting Law:

- All meetings, discussion and decisions of the Commissioners must comply with the Minnesota Open Meeting law.
- The Open Meeting Law requires that all deliberations and meetings take place in public, pursuant to public notice.
- Commissioners are prohibited from discussing matters in private and serial meetings between the Commissioners are also prohibited.

Rules of Order: Roberts Rules of Order will be used to conduct the official business of the Board although the Chair should encourage a free-flowing discussion whenever possible. While the meetings are always open to the public, members of the public must attend a public hearing or be properly placed on the meeting agenda in order to have the ability to participate in the meeting.

Purpose:

The Board will use CCTV to educate, inform and entertain the community.

Organizational Relationships:

Works closely with the City Council and the Chatfield Public Schools.

Essential Functions:

The primary work of the Commission includes:

- Televising and archiving meetings of the City Council and Chatfield Public School Board, sporting events, community and cultural activities.
- Recruit volunteers to operate CCTV.
- Develop various methods to fund the operation of CCTV.
- Manage cable television franchises that operate within the community.

Required Knowledge, Skills and Abilities:

- Value public input and have a strong desire to serve the public.
- Ability to communicate effectively with elected officials, staff, residents, and members of the public.

Working Conditions:

- Work is performed in public.

Mayor

City of Chatfield:

Position Title: Mayor

Department: Legislative

Immediate Supervisor's Title: The People of Chatfield

Compensation: \$5,250 per year + \$39 per special meeting.

The Mayor:

- The Mayor is considered the city's leader in terms of setting policy, maintaining community spirit, and encouraging engagement of the residents in how the community will grow and prosper.
- The mayor shall be recognized as the official head of the city for all ceremonial purposes, and by the governor for military purposes.
- The mayor shall be the chief executive officer of the city and shall have command and control of its police force.
- As the head of the city, the mayor officially speaks for both the city council and the community as a whole. As the official head of the city, the mayor serves as the city's representative before the Minnesota Legislature, federal agencies and other local governments; the mayor performs ceremonial duties on behalf of the community, greeting important visitors, giving formal and informal talks, and takes part in public events.
- The mayor is a member of the City Council.

Attendance:

- The mayor is expected to attend all meetings, if possible. If unable to attend a meeting, the mayor is expected to contact staff as soon as possible, in advance.
- Meetings are held on the second and fourth Mondays of each month, starting at 7:00 p.m.

Authority: Except for the authority granted to the mayor in times of an emergency, the authority of the Mayor resides in the official action of a quorum of the City Council.

Open Meeting Law: All meetings, discussion and decisions of the City Council must comply with the Minnesota Open Meeting law. The Open Meeting Law requires that all deliberations and meetings take place in public, pursuant to public notice.

Rules of Order: Roberts Rules of Order will be used to conduct the official business of the City Council although the Mayor should encourage a free-flowing discussion whenever possible. While the meetings are always open to the public, members of the public must attend a public hearing or be properly placed on the meeting agenda in order to have the ability to participate in the meeting.

Student: The mayor is encouraged to provide mentorship to one or more students while serving in office, helping those students participate in and learn the importance of civics and local government.

Organizational Relationships:

Works closely with the residents of the community, the members of the City Council, all boards and commissions of the City, is the City's representative to Fillmore and Olmsted County, the State Legislature and the Governor's office, and actively participates in the League of Minnesota Cities, the Minnesota Mayor's Association and similar organizations.

Essential Functions:

- It shall be the mayor's duty to see that the laws of the state, the provisions of this Charter and the ordinances of the city are duly observed and enforced within the city and that all other officers of the city discharge their respective duties, and to that end may institute and maintain, on behalf of the city, any appropriate action or proceeding against any delinquent officer.
- The mayor shall preside over the city council's meetings, but the mayor shall have no vote, except in the case of a tie when the mayor shall have the power to cast the deciding vote and in the case of emergency ordinances where the mayor shall have no power of veto.
- Every ordinance or resolution of the city council, except emergency ordinances, shall, before it takes effect, be presented to the mayor for approval; if the mayor shall approve it, the mayor shall sign the same, but, if the mayor disapproves it, the mayor shall return it to the city clerk with the mayor's objections thereto to be presented to the city council at its next regular meeting or at a special meeting called for that purpose. Upon the return of any ordinance or resolution by the mayor, the vote by which same was passed shall be deemed to have been reconsidered and the question shall again be put upon the passage of the same notwithstanding the objections of the mayor, and, if upon such reconsideration, the same shall pass by a four-fifths vote of all the councilors, it shall have the same effect as if approved by the mayor.
- If an ordinance or resolution shall not be returned by the mayor within three days, Sundays and holidays excluded, after it shall have been presented to the mayor, the same shall have the same effect as if approved by the mayor.

Required Knowledge, Skills and Abilities:

- A strong desire to serve the public.
- Ability to communicate effectively.
- A resident of the City of Chatfield

Working Conditions:

- Work is performed in public.

City of Chatfield

Strategic Planning Implementation Report

Date: February 10, 2022

Strategic Direction: Developing Human Capacity

Initiative: *Students on all Boards*

Initiative Lead / Participants:

- Joel Young / Eric Nelson / Julie Fryer.

Purpose of the Initiative:

- To gain the benefits associated by including the youth of the community official boards and commissions of the City and with the non-profit organizations of the community.

Key Steps and timeline to complete the Initiative:

- Joel met with High School Principal Eric Nelson to discuss the logistics of including students on the City's boards and commissions.
 - It will be necessary to clarify the expectations of everyone involved.
 - A method of student selection will need to be developed, which will be informed by Mr. Nelson.
- The staff who facilitate each board and commission will need to take the lead to ensure the student gets the on-site support needed for success.
- Mr. Nelson will act as a sounding board and guide for students as needed.
- A position description needs to be developed to clarify roles and responsibilities.

Identify any barriers/resources needed to complete the Initiative:

- Research needs to be completed to determine if the City Charter has any bearing on this initiative.
- Resources needed to complete this initiative are minimal.

City of Chatfield

Strategic Planning Implementation Report

Date: February 16, 2022

Initiative: *Hotel is Started*

Initiative Lead / Participants:

- Chris Giesen is taking the responsibility on this initiative with key participants being councilors Paul Novotny and Mike Urban, and City Clerk Joel Young.

Purpose of the Initiative:

- To begin construction of a hotel within the community during the 2022 calendar year.

Key Steps and timeline to complete the Initiative:

- Chris, Paul, Mike, and Joel conducted an initial discussion in order to develop the preliminary direction and scope of the initiative.
- Three subsequent meetings were held during January and February, one of which included a local prospective hotel developer. The prospect is interested in building a 49, ~\$8M name brand facility with a pool. It would likely be a branded facility like GrandStay or AmericInn.
- The EDA needs to negotiate, construct, and consider approval of a development agreement, which should be able to happen as soon as spring 2022.
- Construction could begin as soon as mid/late summer 2022.

Identify any barriers to completing the Initiative:

- The committee has determined that financial assistance is needed in order to accomplish this project and has begun to develop possible tools to fill such financial gaps.
- There are some shortfalls with existing programs that currently limit our ability to use TIF or tax abatement. The committee is pursuing an “all of the above” approach to change state TIF law and work with Olmsted County to create economic development policies to allow for cooperative tax abatement.
- The current local prospect is actively pursuing investors to secure their complete financial package.

Identify any resources needed to complete the Initiative:

- The current hotel market study is from 2015 and needs to be updated. The committee recommends that the EDA assist with this aspect.
- The committee is currently constructing a financial assistance package for the project which could be introduced to the EDA as soon as 2/28 but no later than 3/28.

City of Chatfield

Strategic Planning Implementation Report

Date: February 16, 2022

Initiative: *Downtown Apartment Breaks Ground*

Initiative Lead / Participants:

- Chris Giesen is taking the responsibility on this initiative with key participants being councilors Paul Novotny and Mike Urban, and City Clerk Joel Young.

Purpose of the Initiative:

- To break ground on an apartment building in the downtown area during the 2022 calendar year.

Key Steps and timeline to complete the Initiative:

- Chris, Paul, Mike, and Joel conducted an initial discussion in order to develop the preliminary direction and scope of the initiative.
- Two subsequent meetings were held during January and February.
- Initial prospects have been identified and Chris is working with them directly. The prospective projects are still very preliminary and are currently working on acquiring sites, but could move forward by spring/summer of 2022.

Identify any barriers to completing the Initiative:

- Availability of sites downtown. Viable sites downtown are under private ownership and not actively listed for sale.
- If ownership of enough property is assembled, redevelopment (purchase/teardown/remediation/etc...) costs are generally higher.
- Current infrastructure may or may not be adequate depending on location and scope of project.
- Current zoning may not adequately allow for apartments to be built in the downtown area (allowed uses, setbacks, density, etc...)
- Current development/hook up fee schedule may not adequately address large apartment buildings (primarily SAC/WAC, park dedication, connection fees).

Identify any resources needed to complete the Initiative:

- With potentially more people living downtown, studies may be needed to better understand impacts on traffic, parking, infrastructure, business/service needs, etc...
- Because of the additional costs associated with redevelopment, it's anticipated that financial assistance such as TIF will be requested.
- Making sure zoning code is up to date/able to accommodate such a project.

City of Chatfield

Strategic Planning Implementation Report

Date: February 16, 2022

Initiative: *Secure Prospective Developers*

Initiative Lead / Participants:

- Chris Giesen is taking the responsibility on this initiative with key participants being councilors Paul Novotny and Mike Urban, and City Clerk Joel Young.

Purpose of the Initiative:

- To secure the interest of new developers for residential lots within the community.

Key Steps and timeline to complete the Initiative:

- The committee met once to discuss this initiative. It was decided that other initiatives (like expanding infrastructure and identifying affordable lots) needed work first before new developers were sought out.
- No further action has been taken at this time.

Identify any barriers to completing the Initiative:

- Limited infrastructure beyond currently developed areas.
- Limited supply of buildable lots for sale.
- Costs associated with development/infrastructure extension.

Identify any resources needed to complete the Initiative:

- Progress on other strategic initiatives (expanding infrastructure and identifying affordable lots) will provide needed direction. We aren't able to market to new prospects without anything to sell.
- Having clear plans for future expansion areas, incentives (if any), fee structures, etc... will provide additional clarity for prospective developers.
- Coordinated community marketing efforts.

City of Chatfield

Strategic Planning Implementation Report

Date: February 23, 2022

Strategic Direction: *Growing the Community*

Initiative: *Identify Location for Affordable Lots*

Initiative Lead / Participants:

- Joel Young, Logan Tjossem, Chris Giesen, Paul Novotny and Mike Urban.

Purpose of the Initiative:

- To identify property that might be suitable for development of affordable housing opportunities.

Key Steps and timeline to complete the Initiative:

- This sub-committee met on three different occasions.
 - For the purposes of this initiative, it was determined that “affordable” housing can be achieved in many ways, including:
 - Constructing new residential opportunities that result in current residents moving out of lower value homes into the new homes.
 - Providing rental opportunities, regardless of cost, allows an element of affordability, as no down payment is needed.
 - It was also pointed out that affordable housing and Section 8 housing are different forms of housing, both of which are important and valued.
 - It was determined that this initiative should include rental and owner-occupied housing. It was noted that the community now has very few rental properties designed for Section 8 housing.
 - A map of the City was created to help identify potential properties on the map. The map differentiated developed property from undeveloped property.
 - Members need to complete a windshield survey of the community to identify potential properties.
 - Members will conduct a review of zoning rules regarding performance standards and permitted uses, after which the Planning Commission will be asked to do the same. Examples might include more narrow streets, slower speed limits, allowing alternative dwelling units, etc.
 - Members will review development fees to determine if changes need to be made, if those fees should be different based on new development versus redevelopment, etc.
 - Members might suggest legislation to increase the property value at which the Market Rate Exclusion is eliminated, to reflect the effect of inflation, which would make housing more affordable.
 - Members might suggest legislation that would decrease the classification rate for homes over \$500,000 in value, again to mitigate the effects of inflation.

- Focus on expansion of trailer park since that capacity seems to exist. Consider the extension of Burr Oak to the north end of the park to facilitate that expansion.
- Focus on what we can control or influence.
- Identify potential areas of development and shop those areas to prospective developers.
- Consider developing a land trust so that a homeowner would not have to seek a mortgage for the land on which the home is situated. This could result in a steady stream of income to the holder of the Trust, whether that is the city or a developer.
-

Identify any barriers to completing the Initiative:

- Lack of time to spend on the initiative, given the existing workload.

Identify any resources needed to complete the Initiative:

- Funds to pay for feasibility studies and other consulting work.
- Input of Planning & Zoning Commission, EDA, HPC and the general public.

City of Chatfield

Strategic Planning Implementation Report

Date: February 4, 2022

Strategic Direction: *Growing the Community*

Initiative: *Expanding Infrastructure to the North and West*

Initiative Lead / Participants:

- Joel Young, Logan Tjossem, Chris Giesen, Paul Novotny, Mike Urban and Craig Britton.

Purpose of the Initiative:

- To identify and prioritize geographical areas for the growth of the community, based on the feasibility of the extension of city infrastructure.

Key Steps and timeline to complete the Initiative:

- Staff identify potential areas for expansion based on the City's Land Use Plan and proximity to infrastructure. Areas identified include:
 - County Road 10 site,
 - The extension of Burr Oak Avenue,
 - The extension of development along Mill Creek Road,
 - The extension of Orchard Ridge Road,
 - Development to the west of the corporate limits, south of Highway 30, including the entire Schild property.
 - West Chatfield
 - Property between Old Territorial Road and Highway 74
 - Southwest of St. Albans Street
 - There is a need to install a well on the city's property along 155th, which will provide water to the upper level water tower and provide water for development on the north end of the city.
- With the use of the Land Use Plan and Transportation Plan, envision the type of development that might take place in each area.
- Solicit a proposal from the City Engineer to conduct a feasibility study on each area identified. February, 2022
- Evaluate the results of the studies and determine priority for future development. June, 2022

Identify any barriers to completing the Initiative:

- Cost of feasibility studies.
- Personal sensitivities associated with visioning the growth of the community.

Identify any resources needed to complete the Initiative:

- Funds to pay for feasibility studies and other consulting work.
- Input of Planning & Zoning Commission, EDA, HPC and the general public.

City of Chatfield

Strategic Planning Implementation Report

Date: February 9, 2022

Initiative: *Open Space (This initiative was not developed November 2021, rather it is a continuation of a many year effort)*

Initiative Lead / Participants:

- Joel Young / Property Owner.

Purpose of the Initiative:

- To acquire another 70~ acres of land that can be used by the residents of the community as open space, parkland, camping, fishing access, etc. This would result in the community having approximately 115 acres of contiguous parkland/open space.

Key Steps and timeline to complete the Initiative:

- Joel met with the property owner on February 8, 2022.
- Application for a grant from the Outdoor Recreation Grant and the Natural and Scenic Grant programs, no later than March 31st.
- The property would need to be appraised and the appraisal must include the DNR and the National Park Service as intended users.
- A purchase agreement needs to be developed and approved by the property owner and city council.

Identify any barriers/resources needed to complete the Initiative:

- The property owner is concerned that a typical appraisal will not reflect what the owner perceives to be the real value when considering that the public will have access to the property in perpetuity.
- The city council may have to approve a purchase price that is greater than the appraised value.
- The property owner would like the sale proceeds to be spread over many years to minimize the tax liability, while the City has few options in that regard.

City of Chatfield

Strategic Planning Implementation Report

Date: February 10, 2022

Initiative: *Joint Meetings of the School District, City, and the Chosen Valley Community Foundation*

Initiative Lead / Participants:

- Joel Young, Superintendent of Schools Ed Harris and Chosen Valley Community Foundation (CVCF) President Julie Fryer.

Purpose of the Initiative:

- To develop routine interaction between these organizations so that the community building resources of each organization are better understood and able to be used as needed.

Key Steps and timeline to complete the Initiative:

- Joel and Julie have conducted an initial discussion in order to develop the preliminary purpose of the initiative.
- Joel, Julie and Ed met on Feb. 10 to further define the purpose and determine how to pursue the initiative. It was determined that this initiative will result in enabling the CVCF to serve as a hub of information for other organizations in the community. The work includes the development of a list of the organizations in the area and having each of those organizations clarify the purpose/mission of the organization, along with the opportunities and responsibilities for volunteers who might be interested in working with the organization.
- Julie offered to lead this initiative and stated that she would be working closely with Sara Sturgis of the Chatfield Alliance to develop the information that is needed.
- Julie will send a meeting invitation to Ed & Joel when ready to do so, which is anticipated to be sometime in March.

Identify any barriers to completing the Initiative:

- No barriers have been identified at this time.

Identify any resources needed to complete the Initiative:

- Resources needed should be minimal.

City of Chatfield
Strategic Planning Implementation Report

Date: February 23, 2022

Strategic Direction: *Building Community Partnerships*

Initiative: *Community Enrichment Catalog*

Initiative Lead / Participants:

- Sara Sturgis is taking the responsibility to initiate discussions on this initiative with key participants being LuAnn Kleven, Community Education Direction and Julie Sogla, Community Education Board Member.

Purpose of the Initiative:

- To develop routine interaction between the Chatfield Alliance and Chatfield Community Education. To provide to the community comprehensive information related to local continuing education and cultural activity opportunities.

Key Steps and timeline to complete the Initiative:

- Sara, LuAnn and Julie conducted an initial discussion in order to develop the preliminary purpose and scope of the project. (Nov 2021)
- LuAnn, Julie and Sara reached out to community organizations about including their offerings and advertising opportunities in the catalog. (Nov-Dec 2021)
- Catalog was designed, printed and distributed. (Jan 2022) Digital version available to view at: <https://www.chatfieldschools.com/community-ed>
- Sara, Julie and LuAnn will follow-up to establish a regular production timeline. (Estimated # of issues: 3 - Winter II/Spring, Summer, Fall/Winter I)

Identify any barriers to completing the Initiative:

- There is a potential for funding barriers. At this time the budget appears to support the printing and distribution of three catalogs. If the catalog or distribution area grows that may change.

Identify any resources needed to complete the Initiative:

- Resources appear to be sufficient at this time.



Community Enrichment Catalog



Produced by Chatfield
Community Education in
collaboration with their
community partners.

winter/spring | 2022

*early childhood / school readiness / SACC
yout & adult enrichment & recreation
trips & tours
community resources*

Policies & Registration

3 Ways to Register!



www.chatfieldschools.com
Click on the Community Ed link.



Complete form below
Mail to: 11555 Hillside Drive SE
Chatfield MN 55923



Call 507-867-3265

- Registrations are accepted in the order they are received.
- Please fill out one registration per person.
- You will be notified if your registration is received after the class is full or the registration deadline has passed. Your fee will be refunded.
- If you cancel your registration after the deadline, your fee will not be refunded.
- No news is good news! No confirmations will be sent out. You will be contacted if there is a change, the class is canceled, or if the class is full. (C.E. will attempt to send reminders a day before the class is scheduled.)
- Financial Assistance is available – contact lklevan@chatfieldschools.com.



COMMUNITY EDUCATION REGISTRATION FORM

Name _____ Phone _____

Address _____ City _____

Email _____

Class Name: _____ Date(s): _____ Fee: _____

If registering a student please note:

Grade _____ Teacher _____

Parent(s) Name _____ Phone _____

Parent's Email _____

After class my child will: _____ Go to Valleyland _____ Be picked up

Mail registration form & fee to 11555 Hillside Dr. SE, Chatfield, MN 55923 or drop off at the elementary office at the same address labeled - Attn: Community Education.

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Angie Grant, ECFE Coordinator, 867-4521 x. 4017, agrant@chatfieldschools.com
Desi Sherman, Secretary, 867-4521 x. 4011, dsherman@chatfieldschools.com

ADVISORY COUNCIL MEMBERS

Joni Amundson, Brian Baum, Brad Bentley, Dave Frank, Lauren Hare, Jeremiah Halloran, Julie Sogla, Jill Harstad (School Board) & Tom Keefe (School Board)



Would you like to help support this catalog by having an ad or business listing included? Contact info@chatfieldmn.org for more information!

Early Childhood & Family Education

Building Blocks | For families with children age 0-5 (not in Kindergarten)

ECFE classes are for parents and children to attend together. During class, parents and children can explore, create, and spend time together without distractions and interruption. Circle time includes music, stories, and more. ECFE recognizes that parents are their child's first and most important teachers. ECFE offers support, education, and resources to parents and works to strengthen families.

Dates & Times:

- Tuesday Evenings, March 8–April 19, 4:45–6:00 p.m. or 6:15–7:30 p.m.
- Wednesday Mornings, March 9–April 20, 8:30–10:00 a.m. or 10:15–11:45 a.m.

Fee (Based on Annual Family Income);

\$50,000 plus | **\$45**

\$40,000–49,999 | **\$3**

\$30,000–39,999 | **\$15**

Less than \$30,000 | **FREE**

Note: We will be following the MDH guidelines for Covid -19 precautions and guidelines.

Snow-Much-Fun! Event

Join us for this snowy event! Make a snowy windchime and other snowy art projects, frost a snowflake cookie, and play snow games through a grant from the Southeast MN Initiative Fund. We'll also have a "guess the number of snowballs in the jar" contest and we'll have some FREE "ECFE- What's Your Superpower" T-shirts for door-prizes. You won't want to miss the fun! Open to all families with children from birth to Kindergarten.

Dates & Time: Saturday, February 26, 9:30–11 a.m.

Location: Elementary School,
11555 Hillside Drive

Winter At-Home-Learning Bags

Pick up your at-home-bags from "Kappers' Big Red Barn" Store, on County 5 (turn west off Hwy 52, south side of town). Anyone who has attended ECFE Fall session will have a bag ready with their name written on it. If you would like a bag and didn't attend Fall session, we'll have extra available.

> **Pick up your bag anytime after 4pm on:
January 18, 2022 and February 8, 2022**



Early Childhood Screening

Early Childhood Screening is a free service to check on your child's growth and development. It is an opportunity to evaluate your child's speech, language, social and emotional development, hearing, vision, and height and weight. Immunization review and a health history is also part of Early Childhood Screening. Early Childhood Screening is also a time to learn about resources and programs in our community. Early Childhood Screening is required for all children in MN before they attend Kindergarten. Children are eligible to attend Early Childhood Screening after 3 years of age. The goal of the screening is to identify any needs before your child attends Kindergarten.

Date & Time: Friday, February 4 - Call 867-4521 to schedule an appointment. Plan on approximately 1 hour for screening.

Location: Elementary School, 11555 Hillside Drive

Early Childhood Census | Children age 0-4

If you have a child, infant to age 4, who is not yet on our early childhood census, please email the following information to lklevan@chatfieldschools.com: Child's name, Date of birth, Parent(s) Names, Address and Phone Number. **Note: If you have already received the ECFE newsletter & information your child is already on the census.**

PreSchool | 2022-2023 Year

New student registration for the 2022-23 school year begins March 16th. Registration information is available at www.chatfieldschools.com > Community Education > Early Childhood > preschool.

> 3 & 4 Year Old classes (must be aged 3 by Sept. 1, 2022):

- 2 Full Day Classes /Week | \$204 monthly
- 2 Mornings /Week | \$102 monthly

> 4 & 5 Year Old classes (must be aged 4 by Sept. 1, 2022):

- 4 Full Days plus Friday Child Care | \$485 monthly
- 4 Full Day Classes/Week | \$410 monthly
- 3 Full Day Classes/Week | \$288 monthly
- 3 Mornings/Week | \$144 monthly

Note: School-Age Care is available before and after preschool. Families must register with Valleyland. Request a Valleyland registration form when registering for preschool. Scholarships are available based on Financial Need. Request an application when registering.



www.helpmegrowmn.org

Help Me Grow Minnesota has many resources about the development of young children for parents and professionals. These resources include information on developmental milestones, YouTube videos, caregiver strategies to support development, screening and evaluation, and how to talk about developmental concerns

K-12 Youth / School Age Care & Enrichment

SAC (Valleyland)

Valleyland is a safe, positive, and fun environment for children: before and after school, and during the summer.

The program facilitates child development by providing opportunities for creativity, academic support, physical activity, problem solving, & relationship building.

Valleyland operates under four principles:

- Parents should feel comfortable leaving their
- children in the care of the Valleyland staff.
- Respect for self, others, and property is essential in
- creating a safe, secure environment.
- Enrollment must be based on staff availability and space in order to maintain a high quality program.
- By employing high school & college age staff, Valleyland provides an opportunity for teens and young adults to develop leadership & other essential job skills.



Valleyland is located at the elementary school during the school year and summer. It is open 6-8 a.m. and 2:45-6 p.m. During the school year, students in Preschool-6th grade are eligible to attend. Students are escorted to summer rec activities and are bused to the city pool on a daily basis. Valleyland enrollment is accepted based on availability. Early registration is encouraged.

> **Registration for current families begins in March, new family registrations are accepted beginning April 1st. Register online or by downloading the registration at: www.chatfieldschools.com/community-ed/school-age-care**

After Hours with Ms. Jeanette

After Hours with Ms. Jeanette is about having an opportunity to be creative. Ms. Jeanette does not use “cookie cutter” projects. She encourages kids to make the projects truly their own. It’s all about the process And having FUN! Each month focuses on projects related to a specific theme: February: Valentine Fun, March: St. Patrick’s Day Fun, April: Spring Time Fun

Dates & Times:

- 1st Grade classes: Feb 8, March 2, April 12 | 3:00-4:00 p.m
- 2nd Grade classes: Feb 1, March, 1, April 5 | 3:00-4:30 p.m.

Fee: 1st grade - \$8, 2nd grade - \$10

Location: Elementary Art Room, 11555 Hillside Drive

Instructor: Jeanette Kappers



Community Ed is always seeking enthusiastic people to share their skills, interests, knowledge or hobby as instructors. Can't be an instructor but have great ideas for classes? Contact: (507) 867-4521 or lklevan@chatfieldschools.com

Creative Canvas with Sunshine & Roses Traveling Art Studio

No painting experience necessary. All supplies will be provided.

Grades: 1-6

Dates, Times & Themes:

- Thursday, February 3 | 3-4 p.m. | "Snowy Sunset"
- Thursday, March 3 | 3-4 p.m. | 10 x 20 Canvas with Your Name. (You choose your own design & colors)
- Thursday, March 3 | 4-5 p.m. | "Your School"
- Friday, April 22 | 3-4 p.m. | "Hooty Owl"
- Friday, April 22 | 4-5 p.m. | "Large Flower"

Fee: \$25, \$38 for two classes on the same day.

Location: Elementary Art Room, 11555 Hillside Drive



Grandmasters of Chess

New and returning students are invited! Chess class follows four basic components. TEACH IT! Students are taught different chess concepts and coached to implement those concepts into their chess games. PRACTICE IT! Students practice positions set by the coach to improve their understanding of the concept. PUZZLE IT! Students are given chess puzzles and work with the coach's guidance to solve them. PLAY IT! Each class ends with the students playing chess. Coaches often feature in-class tournaments during this session. Class fee includes ChessKid.com membership for the session (a \$49 annual value).

Grades: 1-5

Dates & Times: Tuesdays, February 8-March 15, 3:00-4:00 p.m.

Fee: \$73, Register by February 1st. Code: 22CHESSF

Location: MP Room in 1-3 Wing, 11555 Hillside Drive

Instructor: Youth Enrichment League



Chatfield Public Library Programs | 314 Main Street

Storytime: 1st and 3rd Tuesday of each month at the public library during the school year at 10:30am.

ChillFest Movie Marathon | February 5th | Movie-related food and crafts! Showings at 9:30am & 11:30am.

Meeting Room: Available for use by nonprofit organizations. See Meeting Room Policy under "About Us" on library's website for more information.

Check out other events at: www.chatfieldpubliclibrary.org



K-12 Youth / Recreation

Zumba Kids

Join Dawn for this high energy dance party with kid-friendly routines. Dawn will also incorporate some drumming and cardio activities. Zumba helps kids develop a healthy lifestyle, promotes memory, creativity, coordination, balance, confidence, and self-esteem. Zumba is FUN...and it's good for you too!

Grades: 2-6

Dates & Time: Wednesdays, April 6-27, 3:00-3:45 p.m.

Fee: \$30, Registration deadline: March 29th

Location: Elementary School Cafeteria, 11555 Hillside Drive

Instructor: Dawn Hild



Introduction to Karate (Ages 3 & Older)

4 week introductory program designed for each age group. Please wear comfortable clothing and be ready to have a lot of fun learning karate with a skilled black belt. Youth will receive a t-shirt.

Dates & Time: Thursdays, April 7, 14, 21, 28 | 5:00-5:45 p.m.

Fee: \$5 registration fee, \$20 due to Yennie Martial at the first class. Registration deadline: March 30

Location: Yennie Martial Arts Studio, 215 S. Main St.

Instructor: Yennie Martial Arts Staff

Basketball Beginners Clinic

Are you ready to practice your basketball skills? Shooting, dribbling, passing, offense, and defense are the fundamentals we will be focusing on in this four-week program. If your child does not attend the elementary school, a flyer may be emailed to you. To request a flyer, email lklevan@chatfieldschools.com.

Dates & Times: Saturdays, April 2, 9, 23, 30

Fee: \$25, Registration deadline: March 22nd

Location & Instructors: TBD. Flyers & emails with more details will be distributed in early March.



Skating Rinks @ Mill Creek Park

With warming house and lights! The hockey and multi-purpose rinks open when there is consistent daily temps of 15 degrees or lower and water is able to be added. Please follow posted rules, surveillance cameras are installed.

Location: Mill Creek Park, County Road 2 West

K-12 Youth / Recreation

Chatfield Youth Sports Association & Wrestling Booster Club

A collaboration of local sports programs each with the goals of providing access to quality, community-based athletics for our youth. Programs include: Youth Baseball, Youth Basketball, Youth Tackle Football, Fireballs Fastpitch Softball, GopherPup Volleyball, Force Club Volleyball, and Youth Wrestling. Each program is guided by its own directors who make program-level decisions such as their league participation, fees, coaches, etc.



UPCOMING PROGRAMS:

- **Fireballs Fastpitch Softball** | Summer softball for ages entering 4th through 12th grade Chatfield girls. > **Player registration opens in January.**
- **Youth Baseball** | Programs are offered for ages 6 to 16 who want to play baseball regardless of ability. > **Player registration opens January/February.**
- **Chatfield Wrestling Booster Club** | Wrestling activities for boys and girls, Pre-K through High School within the Chatfield School District. The Booster Club invites new members to join anytime, especially in support of our youth wrestling program.

> **TO LEARN MORE ABOUT CYSA PROGRAMS VISIT:** www.chatfieldyouthsports.org

MN DNR Firearms Safety Training

The firearms safety class consists of classroom learning on the safe handling of firearms, hunter responsibility & ethics, and wildlife conservation. Even if your student is not a hunter or doesn't like firearms, he or she may likely encounter firearms through friends or family. This course also covers other important topics like stewardship, wilderness survival, and the ethics of being an outdoors person. Homework will be assigned to ensure students comprehend the lessons, as their safety may one day depend on what they learn in this course.

Dates & Times: Likely Monday & Thursday Evenings in April, 2022 Schedule TBD, (awaiting State of Minnesota Class guidelines.) **Check back at www.chatfieldfas.com.**

Location: Chatfield Public Library, 314 Main St.

Instructor(s): Tom Tienter and Dave Dudek

School Facility Use



Chatfield Public Schools has many different facilities available for use by it's teachers, teams, coaches and other members of the community.

- Please check out the policies and procedures for reserving a facility.
- Be sure to check the facility calendar for availability.
- Use the online form to start the facility reservation process.

> www.chatfieldschools.com/facilities

Adult / Enrichment



How Efficient is your Retirement Plan?

If you are 45 or older this is the time to start making decisions that will work for you and your family. Are you saving for retirement effectively?

What's your strategy to utilize your assets efficiently? Where should you be saving, pre-tax or post tax? Will you be ready for retirement? Join us for a discussion on how your future income will impact your taxes and strategies to keep more of what you save.

Date & Time: Thursday, Feb. 3, 6:30-8:00 p.m.

Fee: \$3 | **Location:** High School LINC, 205 Union St (Use door #9 - right of the main entrance)

Instructor: Nate Lovik, Certified Financial Planner, Strategic Tax and Retirement

Guided Painting w/Sunshine & Roses Traveling Art Studio

No painting experience necessary! All supplies will be provided. Fee includes one beverage.

Dates & Times:

- Thursday, Feb. 3 | 6-8pm | "Snowy Sunset" on two-sided glass blocks with lights
- Friday, April 22 | 6-8pm | a "Large Flower" on canvas

Fee: Snowy Sunset | \$47 + \$5 to instructor, Large Flower | \$35 + \$5 to instructor

Location: Lower level of Paw Print Brewery. 128 Main St South

Health Care and Your Retirement

Join local advisor, Maggie, as she addresses what steps investors like you should take to prepare for health care costs yet ensure your retirement savings stay healthy.

Date & Time: February 8, 6-7pm

Fee: \$3 | **Location:** High School LINC, 205 Union St (Use door #9 - right of the main entrance)

Presenter: Maggie Schoepski, Financial Advisor, Edward Jones - Chatfield

Genealogy for Beginners: Starting Your Family Research

Thanks to the increasing availability of information online, many people can easily conduct a great deal of their research from the comforts of their own home. In addition to describing the various records and sources available for finding information, we will help you to understand some basic genealogy terms and tools. Special focus will be given to Fillmore County reserach/resources.

Date & Time: February 12, 9 a.m.

Fee: \$20 | **Location:** High School LINC, 205 Union St (Use door #9 - right of the main entrance)

Instructor: Sara Sturgis, Executive Director, Fillmore County Historical Society

Ghost Hunting 101

Have you seen Jason, Steve and Tango on Ghost Nation or followed Ghost Adventures on a haunted location? Ghost hunting is not for the faint of heart nor is it just for Halloween! Hawk, a ghost hunter for over 14 years, will provide the basics on ghost hunting and include personal stories, experiences and audio evidence captured on actual investigations. Favorite haunts in this class include: The Mansfield Reformatory, Myrtles Plantation, an historic farmhouse, Mrs. B's B&B in Lanesboro, hauntings of Mantorville, and more!

Date & Time: Thursday, February 17 | 6:00-9:00 p.m.

Fee: \$30 Registration, **Register by:** February 9

Location: Pawprint Brewery Lower Level, 128 Main St South

Instructor: Dr. Hawk M. Horvath, D. Min

Adult / Enrichment

Story Theatre

For all adults who love to read children's stories! Readers take on the role of a character or narrator. Simple costumes are worn and the story is presented sitting on stool or standing in place ie it's all about reading, not acting! Readers will meet once each week to practice and fine tune the stories. For this introductory program, the stories will be presented to students in Valleyland SAC. Future stories may be presented in elementary classrooms, special events, etc. Currently, this is a commitment to meet for 6 weeks.

Dates & Time: Tuesdays, Feb. 22-Mar. 22, 1:30-2:30 p.m.

Fee: FREE, **Register by:** Feb. 11th

Ghost Hunting 201 | GH 101 is a prerequisite

So, you want to be a ghost hunter? In GH201 we delve deeper into the context of paranormal investigating including technique, research, and analysis. This presentation includes proper safety and protective measures as we look at the darker side of some haunted locations. The primary investigative subjects for this class will be The Villisca Ax Murder House (Villisca, Iowa) and the Lemp Mansion (St. Louis, Missouri). You will see actual video and hear real EVP's captured by the After Hours Paranormal Investigations team.

Dates & Time: Thursdays, March 3 & 24 | 6:00-9:00 p.m.

Fee: \$49, **Register by:** February 24

Location: Pawprint Brewery Lower Level, 128 Main St South

Instructor: Dr. Hawk M. Horvath, D. Min

Preparing Your Estate Plan

Understand the basics of estate planning and the options that make the most sense for your specific situation. Learn what to consider when creating a will, the benefits of trusts, how to help reduce taxes on estates and how insurance can help protect your family.

Date & Time: March 8, 6-7 p.m.

Fee: \$3 | **Location:** High School LINC, 205 Union St (Use door #9 - right of the main entrance)

Professional Advisor/Presenters: Maggie Schoepski, Financial Advisor, Edward Jones-Chatfield & Jennifer Gumbel, Attorney, Wagner Oehler LTD, Rochester

Spring Succulent Arrangement and Spring Planting Q&A

This cute centerpiece will be a beautiful addition to your spring décor. Sandy will provide information on how to keep your succulents alive and well! All succulents and the shallow container will be provided. The last 30 minutes of class will be an opportunity to ask Sandy questions about your spring planting.

Date & Time: Thursday, March 31 st 6:30-8:00 p.m.

Location: Elementary Art Room | 1555 Hillside Drive, Use main entrance #1

Fee: \$3 Registration Fee, \$7 payable to Hillside Nursery on the day of class. Register deadline: March 22.

Instructor: Sandy Gathje, Owner, Hillside Nursery & Garden Center



Chatfield Center for the Arts Workshops & Classes

- A Guided Tour of Shakespeare's Macbeth | January 8, 15, 22 | 1-3 pm
- Acting Shakespeare Masterclass, with Denver-based actor Geoffrey Kent Zoom | February 12-13 | 1-4 pm
- > **Register at:** www.chatfieldarts.com

Adult / Recreation

Zumba Gold

Workout and have FUN! Zumba Gold is a low impact, low intensity workout that is perfect for beginners. Repetitive dance movements will help participants catch on quickly. Adjustments are easily made for hip & knee problems. The workout is choreographed to a variety of music styles. Wear clothes that are loose fitting and comfortable. Bring a water bottle. Numbers are limited due to COVID guidelines. Participants must wear masks. Participants will be spaced a minimum of 6 feet apart.

Dates & Times: Mondays & Wednesdays | Feb. 9 – Mar. 6, 6:30–7:15 p.m.

Fee: All 8 days-\$45 or 4 days-\$25 | Registration Deadline: Feb. 1 st

Location: HS Cafeteria, 205 Union St (Use main entrance)

Instructor: Dawn Hild

Hallwalking

School days, Nov. 8–March 31. No outdoor shoes. Please carry strollers into the building. Sign in at arrival.

Dates, Times & Locations:

- High School – 5:00–7:00 a.m. | 205 Union St (Use Main Entrance)
- Elementary – 3:30–7:30 p.m. | 11555 Hillside Drive (Use Entrance #3)

To Register: Call 867-4521 x. 5022, leave a message including your name and number.

Say Yes to Yoga!

All levels welcome! Mats will be spaced 10 feet apart and face coverings are recommended before, during, and after each yoga session. A limited number of mats and blocks are available, however we do encourage you to bring your own.

School Year Dates & Times:

- Tuesday and Thursday Morning , 9:00 am to 10:00 am
- Wednesday Evening, 6:30 pm to 7:30 pm

Fee: Single class purchases are \$10, a block of 10 classes is \$80, and a block of 20 classes is \$120. To purchase online visit: <https://app.arts-people.com/index.php?retail=ccfa>

Location: Thurber Building, 21 2nd Street

Instructor: Jennifer Dundore | Sponsored by the Chatfield Center for the Arts

Staying Active and Independent for Life (SAIL)

SAIL is designed to falls and includes exercise classes, educational materials and self-assessments.



The classes are designed specifically for older adults and focus on strength, balance, flexibility and aerobics. . Performing exercises that improve strength, balance and fitness are the single most important activity that adults can do to stay active and reduce their chance of falling. > **2022 Class Schedule TBD.**

Find out more at: www.ccsomn.org/active-aging-programs/wellness-programs/sail.

Open Trap Days

The Chatfield Fish & Game Club welcomes you to check out their facilities.

Dates & Time: Thursdays starting in April, 6:30–9:30p

Fee: \$5 for 25 targets, payable the night of.

Location: Chatfield Fish and Game Club, 22143 County Road 102

Contact: Quint Lohse, 507-867-4988 | www.chatfieldfishandgame.club





Trips & Tours

SUMMIT CLUB

F & M Community Bank's Summit Club is an added benefit for customers looking to enjoy social gatherings, travel opportunities, financial education seminars and exclusive banking benefits.

www.fmcommunity.com
(507) 765-6002

Travel with Us!

Best of Ireland March 12-24, 2022



Join us as we tour the Best of Ireland. Highlight include a panoramic tour of Dublin, a visit to Blarney Castle to kiss the stone, a trolley car ride through Killarney National Park, see the "Ring of Kerry" and the breathtaking Cliffs of Moher, cruise through the Killarney Fjord and much more!

\$5149 per person double occupancy
\$6418 single
Airfare included, final rates subject to change

Cape Cod & Boston September 5-10, 2022



See beautiful Cape Cod and Boston. We fly into Boston and head straight to Cape Cod for 4 nights. We'll see the Kennedy Memorial, ferry to Martha's Vineyard, view the Gayhead Cliffs, board a Whale Watch Cruise, enjoy a New England lobster dinner, spend a night in Boston and so much more!

\$3308 per person double occupancy
\$3967 single
Airfare included, final rates subject to change



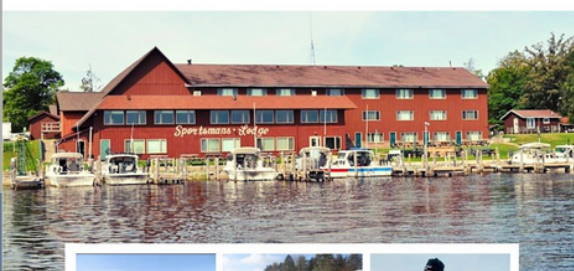
Brenda Reicks
Insurance Agent
Summit Club Director
ID #40300097
BrendaR@FMcommunity.com
Direct | 507.765.6004
Cell | 507.273.5479



Allison Whalen
AVP | Lender
Summit Club Director
NMLS #1942661
AllisonW@FMcommunity.com
Direct | 507.765.6002
Cell | 507.993.8688

3rd Annual Bobber Down Lake of The Woods Ice Fishing Trip

March 3rd - 6th, 2022



Trip Includes:

\$499/person
Only 30 Spots Available

Coach Bus transportation from Chatfield
Beverages and Snacks on ride there
3 night lodging/2 days fishing at Wheelers Point
Heated fish houses
Bait/fish cleaning

Sign up today! Ryan Forbes | 507-421-7750

BERNARD BUS SERVICE

FISHING TRIPS | NASCAR TOURS | CASINO
TRIPS | MOTOR COACH SERVICES

www.bernardbuservice.com
(507) 867-3410

Community Resources



**Tuesday 6-7:30 PM
Friday 9-10:30 AM**

**124 Winona Street SE Chatfield MN
(United Methodist Church)
507-867-3529**

New!

Private Shopping by Appointment

**Call 507-867-3529 to leave a private message
Someone will return your call to set up an appointment**

**All Chatfield Residents who need food to supplement their
budget are encouraged to shop the food shelf
No Eligibility Requirements**

**Nutrition Assistance Program for Senior Adults -
Weekend Food Program for Children-Bundles of Love for New Babies
available at the Food Shelf**



**ANY STUDENT IS ELIGIBLE TO
USE THE CARE CLOSET.**

ITEMS IN THE CLOSET INCLUDE CLOTHING, HYGIENE
PRODUCTS, SCHOOL SUPPLIES, FOOD, AND MORE.

Contact: Sara Duxbury or Channon Love

**Guidance Counselor / Social Worker
507.867.4210
sduxbury@chatfieldschools.com**

Meals on Wheels and Congregate Dining Services

For several years, Chatfield seniors have been receiving delivered meals (Meals on Wheels Program) in their homes and/or have dined together at a local restaurant. The Meals on Wheels Program and congregate dining experience has provided nutritious ways for individuals to stay healthy, as well as an opportunity for social time between neighbors and friends.

The Care Center is pleased to offer these healthy and delicious meals to seniors in our community. The meals consist of the same delicious entrees prepared for Care Center residents and apartment tenants.

**More info: 507.867.4220
food@chosenvalleyseniorliving.com**



NEED A LIFT? CALL 800-528-7622 TO REQUEST A RIDE.

Rolling Hills Transit provides transportation for everyone in Chatfield.

You will be picked up at your location and dropped off at your destination.
All buses are handicap accessible.



MORE DETAILS ON LINE AT RHTBUS.COM



**Your donation matters to
Chatfield**



**Scholarships | Project Grants
Community Support | Legacy Giving
www.cvcfoundation.com**

Community Resources



girl scouts
river valleys

Scan the QR code to find out how to join!



**For Girls. By Girls.
Every Girl.**

Girl Scouts explore a wide range of activities, including exploring the outdoors, STEM, life skills, and entrepreneurship.

Follow the Chatfield Girl Scout Troop 48032 on Facebook @chatfieldgirlscouts!

Join the Team!



*Become a Volunteer
and impact live performance and
creative education in Chatfield*

 Chatfield Center for the Arts
www.chatfieldarts.org/volunteer

down to the river day camp
June 20 - June 24

Chatfield Center for the Arts and Eagle Bluff Environmental Learning Center partner to present a week of crafts and adventure for youth entering grades 3 -5.

observe plants, animals, and insects

find a macro

paint with fish

chatfieldarts.org
&
eaglebluffmn.org

 Chatfield
Center for the Arts

Eagle Bluff
Environmental Learning Center



This project is made possible by the voters of Minnesota through a Minnesota State Arts Board Grant, thanks to a legislative appropriation from the arts and cultural heritage fund.



Community Calendar

JANUARY - MAY

January 15 | Molly-Jake Alumni & Friends Basketball Tournament & Fundraiser

February 4-5 | ChillFest, a community celebration of winter.

February 19 | Twelve Angry Jurors at Chatfield Public Library, presented by the Chatfield Center for the Arts.

March 12 | Jared Hammell Volleyball Tournament benefiting Chatfield HS FFA scholarships.

March 26 | Luther College Jazz Orchestra performance | {resented by the Chatfield Center for the Arts.

April 10 | Easter Bunny HopNGo | Sponsored by the Chatfield Commercial Club

April 30 | Chatfield High School Pops Concert | 7 p.m. | H.S. Gym

May 7 | Trash and Treasure Days | Sponsored by the Chatfield Commercial Club

May 30 | Memorial Day | Ceremony & Flag Display | Sponsored by the Chatfield VFW and Auxiliary and the American Legion Auxiliary.

Chatfield Public Schools
205 NE Union Street
Chatfield, MN 55923
www.chatfieldschools.com
507-867-3240

Standard Rate
U.S. Postage Paid
Chatfield, MN
Permit No. 22
Non-Profit

ECRWSS
BOXHOLDER
CHATFIELD, MN

City of Chatfield

Strategic Planning Implementation Report

Date: February 4, 2022

Strategic Direction: *Informing and Empowering Decision Making(ers)*

Initiative: *Develop Routine Use of Interactive Polls & Surveys*

Initiative Lead / Participants:

- Joel Young, Kay Wangen.

Purpose of the Initiative:

- The routine use of polls & surveys is intended to better connect the City to its residents and the people within the organization. These polls and surveys will provide information to and solicit information from members of the public and within the organization.

Key Steps and timeline to complete the Initiative:

- Interact with Polco to better understand and use their poll and survey resources.
- Interact with Kay to better understand use the technology embedded in the City's website.
- Develop a method by which to determine information that needs to be distributed / solicited.

Identify any barriers to completing the Initiative:

- There are minimal barriers to completing this initiative, other than time.

Identify any resources needed to complete the Initiative:

- There are minimal resources needed to complete this initiative.

City of Chatfield

Strategic Planning Implementation Report

Date: February 4, 2022

Strategic Direction: *Informing and Empowering Decision Making(ers)*

Initiative: *Twiford Street Redevelopment Area*

Initiative Lead / Participants:

- Joel Young, Logan Tjossem, Chris Giesen, Paul Novotny, Mike Urban and Craig Britton.

Purpose of the Initiative:

- The purpose of this initiative is to identify the various steps associated with redeveloping property and to develop a process that would lead to that redevelopment.

Key Steps and timeline to complete the Initiative:

- Identify the geographical boundaries of the area. At this point, the area can be described as that land bounded by First Street, Main Street, Division Street and Mill Creek Park. Because the city-owned land on Third Street, commonly referred to as the old cement plant, is also situated along Mill Creek Park, there could be reason to include this property in the overall vision process.
- Identify the resources needed to conduct the process of redevelopment visioning.
- With the use of the Land Use Plan and the input of the Planning Commission, EDA, HPC, property owners and the general public, develop a list of desired services and type of development that would best serve the community.
- Solicit a proposal from the City Planner to conduct the required studies. April, 2022
- Evaluate the results of the studies and determine next steps. September, 2022

Identify any barriers to completing the Initiative:

- Cost of planning activities.
- The need to synergize the various interested parties in order to provide the needed input.
- Personal sensitivities associated with visioning the redevelopment of the property.

Identify any resources needed to complete the Initiative:

- Funds to pay for planning studies and other consulting work.
- Input of Planning & Zoning Commission, EDA, HPC, property owners and the general public.

City of Chatfield
Strategic Planning Implementation Report

Date: February 23, 2022

Strategic Direction: *Leveraging Technology*

Initiative: *Students Helping with Communication*

Initiative Lead / Participants:

- Sara Sturgis is taking the responsibility to initiate discussions on this initiative with key participants being Lillian Hanson, student participant in the Strategic Planning session and other students if needed.

Purpose of the Initiative:

- To develop opportunities for young people to be engaged with communication

Key Steps and timeline to complete the Initiative:

- Sara has reached out to Lillian to set up a follow-up meeting.
- Once a date has been set, this meeting will:
 - Brainstorm ideas then hone in on marketing and communication goals.
 - Identify methods for structuring/managing the project/students.

Identify any barriers to completing the Initiative:

- Time commitment by students.

Identify any resources needed to complete the Initiative:

- No resources identified at this time.

City of Chatfield

Strategic Planning Implementation Report

Date: February 4, 2022

Strategic Direction: *Leveraging Technology*

Initiative: *Understand Green Step Cities Program Cost-Benefit*

Initiative Lead / Participants:

- Joel Young.

Purpose of the Initiative:

- The purpose of this initiative is to research the Green Step Cities program as a precursor to the City becoming more intentional regarding the use of energy and being more environmentally conscious.

Key Steps and timeline to complete the Initiative:

- Read materials regarding the Green Step Cities Program. (In progress)
- Meet with peers from participating cities to better understand the program in terms of cost/benefit.
- Develop a report to present to the city council for consideration.

Identify any barriers to completing the Initiative:

- There are minimal barriers to completing this initiative.

Identify any resources needed to complete the Initiative:

- There are minimal resources needed to complete this initiative.

City of Chatfield

Strategic Planning Implementation Report

Date: February 9, 2022

Strategic Direction: *Growing the City*

Initiative: *Installation of Two-Vehicle Electric Car Charger*

Initiative Lead / Participants: Joel Young, Marty Walsh.

Purpose of the Initiative:

- The purpose of this initiative is to install an electric car charger to serve residents and travelers, which will enhance the livability of the community and an increase in economic activity.

Key Steps and timeline to complete the Initiative:

- Feb. 9 - Met with Marty Walsh of People's Energy Cooperative on February 9th. His team is coordinating with the CCA construction project to install the charging equipment. The equipment is on hand. Marty will also coordinate signs that are needed on site.
- Feb. 9 – Joel sent a note to Logan Tjossem to identify the best locations to install wayfinding signs along Highway 52.
- Feb. 9 -Joel sent a note to Sara Sturgis of the pending installation so that amenity can be incorporated into community marketing efforts.
- The equipment will be registered with an app service that EV owners can use to locate the charger and to pay the cost of charging.
- Marty suggested that the city begin with a three month fee holiday in order to encourage charging and to develop a better understanding of the potential use of the chargers.
- Create signs regarding parking and use of the chargers.

Identify any barriers to completing the Initiative:

- There are minimal barriers to completing this initiative.

Identify any resources needed to complete the Initiative:

- Cost of equipment and installation is expected to be provided by Peoples Energy Cooperative.
- Cost of signs to direct EV owners to the charging station.

Next Steps:

- Talk with Logan Tjossem re: wayfinding signs.
- Develop pricing and potential start-up holiday.

City of Chatfield

Strategic Planning Implementation Report

Date: February 24, 2022

Initiative: *Implement Interactive GIS Mapping*

Initiative Lead / Participants:

- Craig Britton is taking the responsibility to initiate discussions on this initiative with key participants being Joel Young and Brian Burkholder along with Council Members Urban and Novotny (Public Works Committee). City Public Works staff will also be participating in the discussion.

Purpose of the Initiative:

- To develop an interactive GIS mapping system to enhance community outreach and to better inform the public on City assets and amenities.

Key Steps and timeline to complete the Initiative:

- Craig, Joel and Brian had a kick-off meeting to discuss the desired outcome of the interactive GIS mapping system. We discussed possible functions and maps that could be available to the public through the interactive GIS site.
- Craig, Brian, Ryan and Steven will meet on March 4th to further define the purpose and determine how to pursue the initiative. This meeting will:
 - Refine the purpose statement and identify goals.
 - Determine preliminary list of mapping capabilities for public use.
 - Determine frequency and purpose of future meetings.
 - Note: Information from our March 4th meeting and future meetings will be presented to the public works committee for discussion. Implementation is anticipated by October of this year.

Identify any barriers to completing the Initiative:

- No barriers have been identified at this time.

Identify any resources needed to complete the Initiative:

- City website will be utilized for public access.

City of Chatfield
Strategic Planning Implementation Report

Date: February 23, 2022

Strategic Direction: *Leveraging Technology*

Initiative: *Establish Communication Plan*

Initiative Lead / Participants:

- Sara Sturgis is taking the responsibility to initiate discussions on this initiative with key participants being Joel Young, City Clerk and Kay Wangen, City Finance Manager and Webmaster.

Purpose of the Initiative:

- To develop routine interaction between the City of Chatfield and the Chatfield Alliance so that residents of Chatfield are comprehensively informed about government and community news and events.

Key Steps and timeline to complete the Initiative:

- Joel and Sara have conducted an initial discussion in order to develop the preliminary purpose of the initiative.
- Sara needs to set-up a meeting ASAP with Kay and Joel to:
 - Refine the purpose statement and identify goals.
 - Identify scope of information/communication needs.
 - Determine a division of duties and communication guidelines.
 - Determine frequency and purpose of future meetings.

Identify any barriers to completing the Initiative:

- No barriers have been identified at this time.

Identify any resources needed to complete the Initiative:

- Resources needed should be minimal.