

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

1. Personnel Budget Committee            March 14, 2022 4:30 p.m.
2. Consider Fire Wall Upgrades
3. Consider Electric Vehicle Charging Station Issues:
  - a. Signs
  - b. Fees
4. Consider proposal to study development standards and fees.
5. Discuss potential allocation of American Recovery Plan funds. (\$154,580 was receipted into the General Fund in 2021)
  - a. HVAC System improvements to Thurber Building
  - b. Window improvements to Thurber Building
  - c. Improve infrastructure to position city to grow beyond current boundaries
  - d. Create a development assistance fund
  - e. Designate funds to be used as a match for grants
  - f. Acquisition of additional parkland
  - g. Installation of pedestrian bridge across Mill Creek
  - h. Install Safe Routes to Schools improvements
  - i. Install sidewalks / trails where needed
  - j. Bolster ambulance replacement fund
6. Consider PW positions, new full time and two seasonal positions.



To: Joel Young  
Cc: Shane Fox, Luke Thieke, Ryan Priebe, Brian Burkholder  
From: Kay Coe  
Subj: Firewalls – New PD | New CH | FD/Shop Refresh  
Date: February 28, 2022

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This is a request for approval to replace / update the firewalls for the police department, city hall and the fire hall/shop.

The existing police department firewall reaches the end of service life this August 2022 and the firehall/shop firewall is within two years of its end of service life. The thought is that replacing these three appliances at the same time offers enough savings in labor and improved data security to make it worth doing a bit in advance.

Replacing the police department and city hall firewalls, and migrating the exiting city hall firewall to the firehall/shop provides improved services and security at both locations

- A new firewall for the police department puts an appliance in place that is serviceable and meets compliance requirements.
- A new firewall for city hall provides enhanced remote access services and security with AnyConnect service as well as allows for the utilization of the full 1GB internet service speed available to city hall. The current VPN connectivity services are not as reliable as is desired.
- The existing city hall appliance would replace the current fire hall appliance with enhanced security features. The existing firehall/shop firewall reaches end of support in 2025.

The total request is for \$19,500 (including labor).

- \$12,700 is included in the 2022 budgeted from the reserve fund shared components.
- \$6,800 is being requested for approval from the fire department and water department capital funds (\$3,400 each) two years earlier than planned

This update would achieve.

- Replacing the Police Department firewall (end of life 08/31/2022)
- Replace the exiting City Hall firewall for enhanced remote (VPN) connectivity & internet speeds
- Updating the Fire Department/Shop firewall with firewall from City Hall installed in 2020, which would provide improved security features.

A quote is attached for your review.

Thank you.



This quote has not been approved.

IT - 2022 Budget -- CITY OF CHATFIELD

Prepared For Client

CITY OF CHATFIELD  
KAY COE  
21 SE 2ND ST  
CHATFIELD, MN 55923-1204

Quote #: 111148v4

Prepared By

Christina Welke  
Technology Advisor  
Direct: 320.259.3001 x7520  
christina.welke@marconet.com



*Christina Welke*

1. Schedule of Products

Client must download and review the attached PDF document(s) before accepting below:



2. Review and/or Select Your Options

Your Available Options

- Cisco - NGFW ( Replace Existing PD Firewall)
- AnyConnect - VPN Licenses ( min of 25)
- Meraki Firewall (Replace Existing CH)
- Professional Services Labor
- Professional Services Engagement Agreement

Quote Summary	One-Time
Cisco - NGFW ( Replace Existing PD Firewall) Subtotal	\$1,829.68
AnyConnect - VPN Licenses ( min of 25) Subtotal	\$249.50
Meraki Firewall (Replace Existing CH) Subtotal	\$12,645.42
Professional Services Labor Subtotal	\$4,684.00
Professional Services Engagement Agreement Subtotal	\$0.00
Subtotal	\$19,408.60
Total Amount	\$19,408.60

One-Time Payment	Payments	Interval	Amount
<input checked="" type="radio"/> One-Time Payment	1	One-Time	\$19,408.60
<input type="radio"/> Selected Non-Recurring Payment			\$19,408.60

Update Options

3. Approval

By clicking accept and signing below, Client:

- Represents that it has reviewed, downloaded for its records and agrees to be legally bound by the Schedule of Products contained in the pdf form in Section 1, above.
- Represents that it has reviewed and agrees to be legally bound by the Relationship Agreement, Product Agreement(s), and applicable policy(s) ("Terms and Conditions") located at [www.marconet.com/legal](http://www.marconet.com/legal) for the products it is obtaining as identified in the Schedule of Products.
- Agrees to use electronic signatures, electronic communications, and electronic records to transact business under the above documents.

☒ I accept the above and the Terms and Conditions

E-Signature  
CITY OF CHATFIELD

First & Last Name:

Title:  
Finance Director

Your Email Address:

Client Purchase Order Number:



February 24, 2022

**PROPOSAL FOR**

**CITY OF CHATFIELD**

**KAY COE**

Prepared By:

**Christina Welke**

Technology Advisor

320.259.3001 x7520

[christina.welke@marconet.com](mailto:christina.welke@marconet.com)

Document Number: 111148



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SCHEDULE A - SCHEDULE OF PRODUCTS TO PRODUCT  
AGREEMENT(S)

IT - 2022 Budget -- CITY OF CHATFIELD



Prepared by:

Marco - Rochester

Christina Welke

320.259.3001 x7520

christina.welke@marconet.com

Prepared for:

CITY OF CHATFIELD

21 SE 2ND ST

CHATFIELD, MN 55923-1204

KAY COE

507.867.3810

kcoe@ci.chatfield.mn.us

Quote Information:

Quote #: 111148

Version: 4

Date Issued: 02/24/2022

Expiration Date: 03/22/2022

■ Cisco - NGFW ( Replace Existing PD Firewall)

Description	One-Time	Qty	Ext. One-Time
CISCO FIREPOWER 1010 NGFW APPLIANCE, DES	\$1,829.68	1	\$1,829.68
3YR SNTC 8X5XNBD CISCO FIREPOWER		1	
CISCO FPR1010 THREAT DEFENSE THREAT, MAL		1	
CISCO FPR1010 THREAT DEFENSE THREAT, MAL		1	
CISCO FIREPOWER 1K SERIES 150W POWER ADA		1	
CISCO FIREPOWER THREAT DEFENSE SOFTWARE		1	
CISCO FIREPOWER 1000 STANDARD ASA LICENS		1	

Subtotal: \$1,829.68

■ AnyConnect - VPN Licenses ( min of 25)

Description	One-Time	Qty	Ext. One-Time
Cisco AnyConnect Plus + 3 Year Software Application Support Plus Upgrades (SASU) - Subscription License - 1 User - 3 Year - Volume - Electronic - PC	\$9.98	25	\$249.50

Subtotal: \$249.50

■ Meraki Firewall (Replace Existing CH)

Description	One-Time	Qty	Ext. One-Time
Meraki MX95 Router/Security Appliance	\$4,408.78	1	\$4,408.78
Meraki MX95 Advanced Security License and Support, 3YR	\$8,236.64	1	\$8,236.64

Subtotal: \$12,645.42

## Professional Services Labor

Description	One-Time	Qty	Ext. One-Time
Marco Professional Services - Fixed Fee - Milestone 1	\$184.00	1	\$184.00
Marco Professional Services - T&M - Estimate	\$4,500.00	1	\$4,500.00

Subtotal: **\$4,684.00**

## Professional Services Engagement Agreement

### ABOUT THIS PROFESSIONAL SERVICES ENGAGEMENT

In addition to the Professional Service Engagement Agreement located at [www.marconet.com/legal/business-it-product-agreements/professional-service-engagement-agreement](http://www.marconet.com/legal/business-it-product-agreements/professional-service-engagement-agreement), the following applies to this Professional Service Engagement:

### ENGAGEMENT OVERVIEW - DESIRED GOALS AND OUTCOMES - CURRENT SITUATION

CITY OF CHATFIELD would like to replace the ASA at the PD that is reaching the end of service life Aug 2022 with a supported firewall. They would also like to upgrade the City Hall firewall to be able to fully support the 1GB circuit they have and to migrate the City Hall firewall to the Fire Hall to enable Advance Security Features that the Z1 does not currently have. Will also migrate M365 licenses to new NCE to lock in current prices for another 12 months.

### ENGINEERING - DESCRIPTION OF SERVICES AND DELIVERABLES

The following solution will be considered "in-scope" for the purposes of this engagement:

- Marco Systems Engineer
  - Meraki
    - Provision license and device
      - (1) MX95
    - City Hall
      - Review current MX64 and migrate to the MX95 following current best practices
        - Verify current NAT/ACL's are still valid
    - Fire Hall
      - Review current Z1 and migrate to the MX64 from City Hall following current best practices
        - Verify current NAT/ACL's are still valid
    - WWTP
      - Review current MX67 for current best practices
        - Verify current NAT/ACL's are still valid
    - Advance Security
      - IPS - Balanced/Prevention
      - AV/AMP - Enabled
      - IP Spoofing - Enabled
      - Geo - Restrict to allowed countries
      - Content - Base Categories only
  - AnyConnect
    - Enable AnyConnect on MX95
      - Assist with migration of up to 10 users to new AnyConnect VPN
  - FPR
    - Police Dept



- Review current ASA 5505 and migrate to the FPR1010 following current best practices?
  - Deploy FirePower using FDM
    - Assist with Smart Account and verification of licenses
  - Advance Security
    - IPS - Balanced/Prevention
    - AV/AMP - Enabled
    - IP Spoofing - Enabled
    - Geo - Restrict to allowed countries
    - Content - Base Categories only
- Labor Estimate
    - 15-25hrs @ \$225

#### ■ COORDINATION - DESCRIPTION OF SERVICES AND DELIVERABLES

Tasks and deliverables for our Coordination Team are located at [www.marconet.com/legal/business-it-product-agreements/professional-service-engagement-agreement](http://www.marconet.com/legal/business-it-product-agreements/professional-service-engagement-agreement)

#### ■ SERVICES ASSUMPTIONS, EXCLUSIONS, AND NOTES

Please list any Assumptions, Exclusions, and Important Notes for the purposes of this engagement:

- All work to be completed during Marco's normal business hours. Monday through Friday, 8:00AM to 5:00PM.



SCHEDULE A - SCHEDULE OF PRODUCTS TO PRODUCT  
AGREEMENT(S)

Quote Summary - One-Time Expenses

Description	Amount
Cisco - NGFW ( Replace Existing PD Firewall)	\$1,829.68
AnyConnect - VPN Licenses ( min of 25)	\$249.50
Meraki Firewall (Replace Existing CH)	\$12,645.42
Professional Services Labor	\$4,684.00
Total: \$19,408.60	

Payment Options

Description	Payments	Interval	Amount
One-Time Payment			
One-Time Payment	1	One-Time	\$19,408.60

Summary of Selected Payment Options

Description	Amount
One-Time Payment: One-Time Payment	





**SCHEDULE A - SCHEDULE OF PRODUCTS TO PRODUCT AGREEMENT(S)**

**Approval**

- Client represents that it has reviewed and agrees to be legally bound by this Schedule of Products.
- Client represents that it has reviewed and agrees to be legally bound by the Relationship Agreement, any Product Agreement(s) referred to herein, and applicable policy(ies) ("Terms and Conditions") which are located at [www.marconet.com/legal](http://www.marconet.com/legal) for the Products it is obtaining as identified in this Schedule of Products. If the parties have negotiated changes to the Terms and Conditions, the modified version(s) of an such Terms and Conditions, that have not expired or been terminated, shall control.
- Client agrees to use electronic signatures, electronic communications, and electronic records to transact business under the above documents.
- The pricing above does not include taxes. Taxes, fees and surcharges shall be paid by Client and will be shown on invoices to Client.

**Marco Technologies, LLC**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**CITY OF CHATFIELD**

Prepared for: KAY COE  
Signature: \_\_\_\_\_  
Signed by: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
PO Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

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## MEMORANDUM

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**TO:** PERSONNEL BUDGET COMMITTEE  
**FROM:** JOEL YOUNG, CITY CLERK  
**SUBJECT:** EV CHARGER  
**DATE:** 3/2/22  
**CC:**

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**Request:** Develop recommendations regarding the use of the electric vehicle charging station.

**Background:** The installation of a two-vehicle electric car charging unit in the parking lot of the Chatfield Center for the Arts is on track to be completed by late summer. Most of the costs will be handled by Peoples Energy Cooperative and the installation will take place when the parking lot improvements are installed. There are two items left for consideration:

1. Way-finding signs to direct drivers to the charging unit.
  - a. Peoples Energy is suggesting that the City place signs on Highway 52, alerting drivers to the location of the charger. Generally, though, since it sounds as though most EV owners have an app on their phone that identifies the location of all charging stations, it might not be necessary to install signs.
2. Develop the pricing policy and method of collection.
  - a. The rate that we charge to the user needs to cover the cost of the electricity being sold to the user plus an additional amount to pay for maintenance and replacement of the equipment. Current rates being charged by Peoples to the City are attached.
  - b. It might be possible to charge different rates for peak times versus off-peak.
  - c. It is recommended that all payment be made through an app that most EV owners have on their phone. This will avoid the high cost of installing and maintaining a credit card system.



- d. Another consideration might be to offer free re-charging for the first thirty days, or so, as a way to promote the use of the charging station.

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## MEMORANDUM

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**TO:** PERSONNEL BUDGET COMMITTEE  
**FROM:** JOEL YOUNG, CITY CLERK  
**SUBJECT:** DEVELOPMENT STANDARDS AND FEES  
**DATE:** 3/2/22  
**CC:**

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**Request:** Develop recommendation to issue a Request for Services from the City Planner, City Engineer, Development Director and Preservation Planner to study the City's development standards and fees as described below.

**Background:** As part of pursuing the initiatives to facilitate the construction of a hotel and an apartment building, along with pursuing the housing initiative, staff has determined that it would be helpful to conduct a study regarding the City's development standards and fees. Specifically, we would study the parkland dedication fee, the area access fees, the hook-up fees and the fees that are charged to set up financial assistance agreements. We would also review the development standards that are in the City's Code of Ordinances, including how the zoning code impacts development.

The process of this effort will include a review and re-statement of the purpose of each fee, and the basis for the calculation of each fee. We want to determine if the fee is still relevant and if the current fee schedule is set properly to achieve the City's needs. This study would also review standards related to the entire streetscape, etc., to determine if those standards are still relevant. Finally, we want to develop a list of criteria that can be used to either incentivize a developer to incorporate in their development project a solution to a current need of the community and/or for the City to use when considering a request to reduce or eliminate certain fees for specific projects.

To accomplish this task, we need the services of the City Planner, City Engineer, Development Director and the Preservation Planner, so issuing a Request for Services will help us understand how this work might fit into their schedules and how it fits into the contractual relationships that we have in place with each of them.