



***Committee of the Whole Meeting Agenda
Monday, February 26, 2024 5:30 p.m.
Fillmore Conference Room – Thurber Building***

1. Committee of the Whole, February 26, 2024, at 5:30 p.m.
 - a. Notes from the October 23, 2023, Committee of the Whole
 - b. Strategic Plan Review
 - c. Funding Strategies
 - d. Public Works Facility Plans Review / Opportunities



Committee of the Whole Meeting Notes

October 23, 2023

Council Members Present: Mayor John McBroom, Councilors Paul Novotny, Pam Bluhm, Mike Urban, and Dave Frank.

Members Absent: Josh Broadwater.

Others Present: Beth Carlson, Michele Peterson, Steven Schlichter, Desiree Schlichter, Chris Geisen, Allison Whalen, Kay Wangen, Monica Erickson, Gretchen Lovejoy-Mensink, Craig Britton, and Shane Fox.

The Committee of the Whole met on Monday, October 23, 2023.

- a) **Notes from the August 28, 2023,** Committee of the Whole were reviewed.
- b) **Capital Improvements Finance Program Update:** Financial Advisor Mike Bubany reviewed revenues, expenditures, cash balances and capital improvement projects. It was noted that while the city is in good financial standings currently, adjustments will need to be made to the Capital Improvement schedule. Of note the water rates will need a 15% increase over 2023 rate, to ensure that revenues keep up with increasing operational costs.
- c) **2024 Budget- Tax Levy Discussion:** The recommendation is to not lower the current preliminary levy amount for 2024, based on the data within the Capital Improvement Plan.

[Year]

Chatfield Strategic Alignment 2023-24

PREPARED BY
RICHARD AND IRINA FURSMAN

HUELIFE, LLC. NOVEMBER 20, 2023

A brief environmental scan

This reflection considers the successes and setbacks of the strategic plan while looking forward to the next steps.

Where have we experienced success in our strategic plan?	What actions or ideas have stalled?	What is placing limits on our ability to succeed? What are the barriers?	What significant changes in the world over the past 12-18-months are or will impact City Hall and the community?	What emerging needs or evolving ideas do we need to act on now?
<ul style="list-style-type: none"> • GIS up and running • 2nd strategic planning session (it's always front of mind) • Chatfield ED foundation • Chatfield Alliance • 2 EV chargers • ID buildable lots – “infill” development • Division ST and Burr Oak • Survey results/responses increased • More student involvement • Gala/Appreciation event • Communication with developers: Hotel • We are being more intentional re: projects • We have supported affordable housing projects (bldg. incentives) <p>The items highlighted represent successes that have had the <i>most impact</i> on the City.</p>	<ul style="list-style-type: none"> • Apartment building Downtown • Burr Oak Extension • Enterprise Drive • PW Project” Permanent site • Hotel (also a window of opportunity with TIF (Community Council) • Students on boards – partially • Water town on Cty 10 (BOX) • Cty RD 10 site • Freeze taxes on revitalized Downtown buildings • Not meeting with school and foundation regularly • Twiford St. re-imagined • Manufactured park • Additional restaurants <p>The items highlighted represent items that <i>still represent a large, potential impact</i> on the City.</p>	<ul style="list-style-type: none"> • Message control • Desire for change vs. accepting change • Affordable housing <ul style="list-style-type: none"> ○ Zoning rules and regs ○ Lack of mixed housing zoning • Lack of feeder funds as a development fund • Taxes – land locked • The Economy • Trying to do too many things at once (need to narrow goals) • State delayed hotel TIFF district • Sports may be limiting kids ability to join board • Water tower not in CIP • Lack of diversity of land ownership • Material costs/labor shortages • Lack of focus/prioritization <p>The items highlighted represent items that the City has control and are the biggest detriment to progress</p>	<ul style="list-style-type: none"> • Inflation • Interest rates • Police pool • Changing demographics <ul style="list-style-type: none"> ○ Ages, and changing expectations • Utility costs and reliability • Foreign wars • Cyber security • I90/Hwy52 interchange • Growth toward Rochester • AI • Technology • Remote working • Mayo Expansion & Healthcare • Staff changes • HWY 30 bridge • CCA remodel Complete 😊 • Vets Home – job placement and competition • Loss of camping spots • Changing cultural values <p>The items highlighted represent items with the most impact</p>	<ul style="list-style-type: none"> • Multi-use housing with commercial • Affordable housing – including townhomes • Development standards revisions – larger lots and downtown • Funding opportunities for infrastructure (grants) • Sell enterprise lots • Attract a new dentist • Downtown parking – parking ramp • Hotel (Connect the bike trail) <p>The items highlighted represent items within the control of the City and/or need attention first</p>

Strategic Realignment on One Page

The strategic directions, 2-year successes, and 1st year actions were recalibrated to adjust to the environment and set up focused work items for 2024

Strategic Directions	2- year successes	1 st year actions
Developing Human Capacity and Building Community Partnerships	<ul style="list-style-type: none"> • New Blood in volunteer roles – 3 volunteers on boards and commissions • Experimented with 2 new ideas this year • 10% of all board and commission members are under 40 • Increase participation in Community ED programs with City and School District • Strengthened relationships between City, School District and Foundation 	<ol style="list-style-type: none"> 1. Establish regular meeting schedule between City, Community Foundation, and School District 2. Hold a volunteer fair to help recruit and train volunteers 3. Develop volunteer recruitment program (mentorship, onboarding, job descriptions, etc.) 4. Develop incentive programs for students
Growing the City	<ul style="list-style-type: none"> • Larger and more diverse pool of housing options <ul style="list-style-type: none"> ○ Different prices ranges ○ Different types of housing 	<ol style="list-style-type: none"> 5. Create a “\$10K” new building incentive 6. Build a new development fund 7. Add parking to business area 8. (Facilitators suggestion: review and revise zoning regulations to allow for greater flexibility and options for housing and commercial development)
Leveraging Technology and Informing and Empowering Decision Making and Decision Makers	<ul style="list-style-type: none"> • Government is thinking like a Citizen, a business and future residents • Metrics defined and monitored • People know how to sign up for information • Board Briefs are more specific • Owners of information are defined with roles and methods of communication • Unified communication platform developed 	<ol style="list-style-type: none"> 9. Establish communication plan that coordinates communication activities with School, Alliance, CCA, and City <ol style="list-style-type: none"> a. Define specific material and outcomes for board briefs 10. Develop new communication pathways to citizens (SMS, Text) 11. Develop and implement community outreach so people know how to sign up for information



What significant changes in the world over the past 12-18 months are or will impact City Hall and the community?

MESSAGE CONTROL

Taxes - Land Locked

What's placing limits on our ability to succeed? What are the barriers?

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Agenda

WELCOME ✓

Introductions ✓

* Plan Review ✓

Environmental Scan

FOOD BREAK ✓

* Redefine Success

* 1st YEAR ACTIONS

ble Housing -

economy

Hotel Apartment Bldg downtown

Students on boards - PARTIALY

After Tower on City 10

Read 10 Site

Students on boards - PARTIALY

After Tower on City 10

Read 10 Site

Hotel Apartment Bldg downtown

Students on boards - PARTIALY

After Tower on City 10

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After Tower on City 10

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Students on boards - PARTIALY

After Tower on City 10

Read 10 Site

Hotel Apartment Bldg downtown

Students on boards - PARTIALY

After Tower on City 10

Read 10 Site

Students on boards - PARTIALY

After Tower on City 10

Read 10 Site

February 26, 2024

Committee of the Whole



Strategic Planning Session Review

The original plan divided out the City's initiatives into the following categories:

- Growing the City
 - Scope & Cost to grow the city
 - Identify affordable lots
 - 2 EV Car Capacity at CCA
 - Hotel
 - Downtown Apartments
 - Development
- Building Community Partnerships
 - Facilitate Collaboration with School, Community Foundation, and more.



Strategic Planning Session Review

Improving and Empowering

- Improving and Empowering Decision Making/Makers
 - Twiford Street Redevelopment Areas has Vision/Feasibility Study
 - Develop routine of interactive polls/surveys

Leveraging

- Leveraging Technology
 - Students helping with communications
 - Understand Green Step Program benefits
 - GIS interactive map

Developing

- Developing Human Capacity
 - Volunteer Fair/Gala
 - Create job descriptions for volunteer positions
 - Student members on all boards
 - Onboarding process for all volunteers
 - Group celebration of all volunteers

Where have we experienced success in our strategic plan?

- GIS up and running
 - 2nd strategic planning session (it's always front of mind)
 - Chatfield ED foundation
 - Chatfield Alliance
 - 2 EV chargers
 - ID buildable lots – “infill” development
 - Division ST and Burr Oak
 - Survey results/responses increased
 - More student involvement
 - Gala/Appreciation event
 - Communication with developers: Hotel
 - We are being more intentional re: projects
 - We have supported affordable housing projects (bldg. incentives)
- The items highlighted represent successes that have had the most impact on the City.

Strategic Realignment, November 20,2023

<p>What actions or ideas have stalled?</p>	<ul style="list-style-type: none"> • Apartment building Downtown • Burr Oak Extension • Enterprise Drive • PW Project” Permanent site • Hotel (also a window of opportunity with TIF (Community Council) • Students on boards – partially • Water town on Cty 10 (BOX) • Cty RD 10 site • Freeze taxes on revitalized Downtown buildings • Not meeting with school and foundation regularly • Twiford St. re-imagined • Manufactured park • Additional restaurants <p>The items highlighted represent items that still represent a large, potential impact on the City.</p>	<p>What is placing limits on our ability to succeed? What are the barriers?</p>	<ul style="list-style-type: none"> • Message control • Desire for change vs. accepting change • Affordable housing <ul style="list-style-type: none"> ◦ Zoning rules and regs ◦ Lack of mixed housing zoning • Lack of feeder funds as a development fund • Taxes – land locked • The Economy • Trying to do too many things at once (need to narrow goals) • State delayed hotel TIF district • Sports may be limiting kids ability to join board • Water tower not in CIP • Lack of diversity of land ownership • Material costs/labor shortages • Lack of focus/prioritization <p>The items highlighted represent items that the City has control and are the biggest detriment to progress</p>
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<p>What significant changes in the world over the past 12-18-months are or will impact City Hall and the community?</p>	<ul style="list-style-type: none">• Inflation• Interest rates• Police pool• Changing demographics<ul style="list-style-type: none">◦ Ages, and changing expectations• Utility costs and reliability• Foreign wars• Cyber security• I90/Hwy52 interchange• Growth toward Rochester• AI• Technology• Remote working• Mayo Expansion & Healthcare• Staff changes• HWY 30 bridge• CCA remodel Complete• Vets Home – job placement and competition• Loss of camping spots• Changing cultural values <p>The items highlighted represent items with the most impact</p>	<p>What emerging needs or evolving ideas do we need to act on now?</p>	<ul style="list-style-type: none">• Multi-use housing with commercial• Affordable housing – including townhomes• Development standards revisions – larger lots and downtown• Funding opportunities for infrastructure (grants)• Sell enterprise lots• Attract a new dentist• Downtown parking – parking ramp• Hotel (Connect the bike trail) <p>The items highlighted represent items within the control of the City and/or need attention first</p>
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How does our
current Debt
compare with
upcoming
projects?

Capital Financial Planning



Current and Future Debt Schedules - February 2024

	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	
Current Debt																					
2014A	Twiford / Bench St																				
2016B	Water Meters																				
2019A	Hwy 52 Lights				* Allows for \$71,500 as budgeted to be used towards capital equipment replacement plans or other projects, saves \$4800 in interest.																
2012A	Water Tower - Hillside																				
2017B	Enterprise Drive																				
2016A	Refund 2010 A & 2011A																				
2017A	Enterprise Drive					* Allows Small Cities Funding to go to Street Department Maintenance, \$79,000 as budgeted, saves \$11,600 in interest.															
2023A	Grand & Prospect St																				
2018A	Swimming Pool																				
2022A	Water & Storm Imp																				
2022B	Public Works Facility																				
Future Projects, Capital Financial Plan																					
Mill and Overlay Project		Construction																			
Road Reconstruction or Extension					Construction																
Public Works Building						Construction	20 Year Bond														
OTR Water Storage							Construction	20 Year Bond													

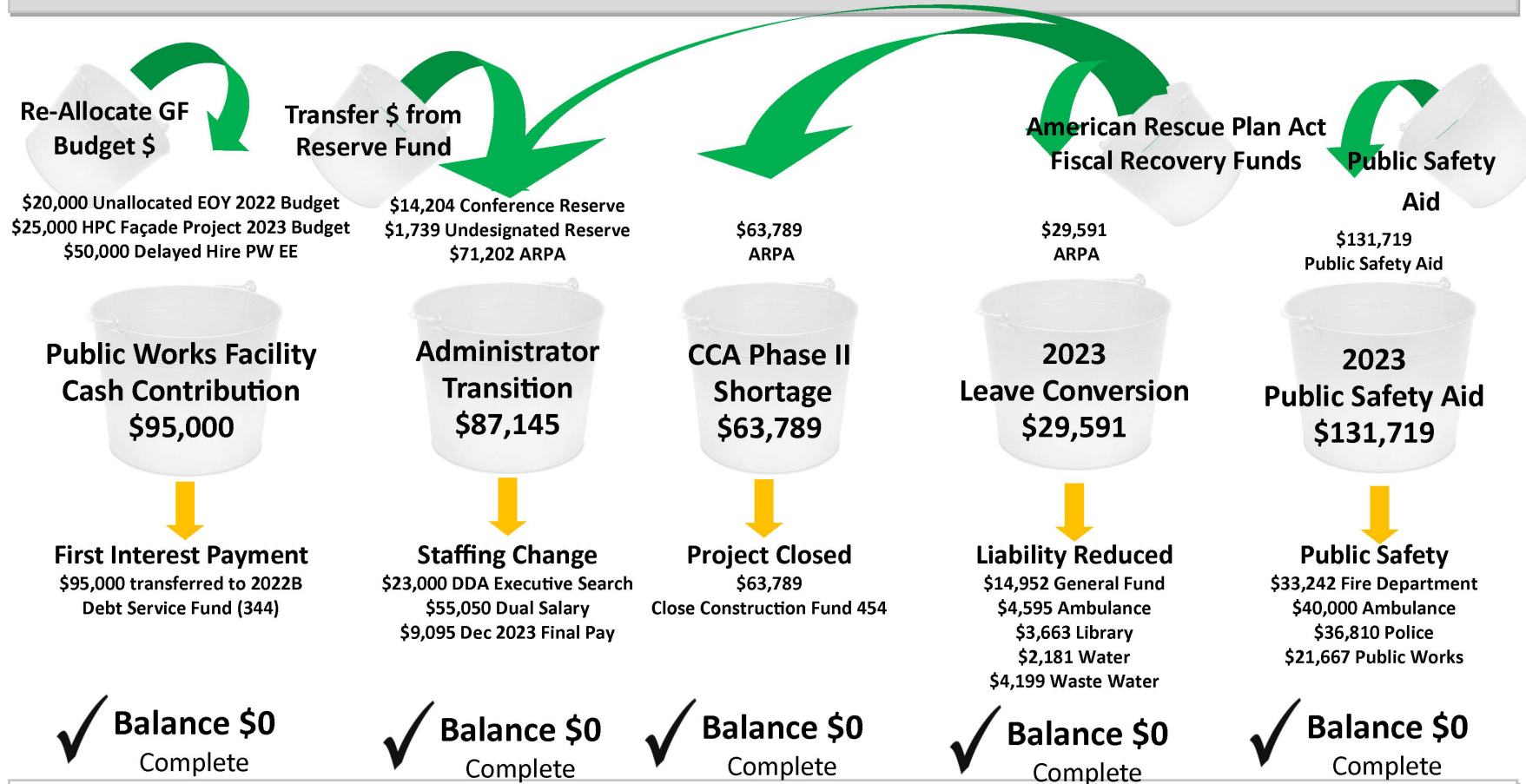
What about
those
funds....



2024 General Fund | Special Project Fund Balance Ledger

Background—

Unanticipated projects and opportunities present themselves between budget cycles. The city has also received unanticipated / unbudgeted revenue (ARPA Funding, Public Safety Aid, TIF District Decertification, Enterprise Fund Debt Repayment, Debt Retirement / Tax Abatement Funds). This is a summary of how these funds have been used and may possibly be used in the future.



Completed Special Projects Summary—

Public works facility purchased with \$95,000 cash contribution from the General Fund. This was achieved by reallocating expenses included in the 2022 & 2023 budget. | Administrator transition funding completed with a combination of reserve funds and ARPA funds from the General Fund | CCA Phase II construction project shortage covered with ARPA funds from the General Fund. | A leave conversion to reduce employee leave balances was completed with ARPA funds from the General Fund | Public Safety Aid was allocated for; Grass Rig improvements, SCBA Equipment upgrades, contribution towards the new Ambulance, Body Cameras & 4 years of icloud storage, installation of crosswalks & sidewalks.

Projects | Opportunities Parking Lot

There seems to always be more ideas than there is funding for. This is a place to track ideas for special projects and development opportunities that do not yet have a funding source identified. This will allow us to reference the wish list / parking lot when other opportunities or ideas present themselves in order to prioritize projects when funding becomes available or borrowing is possible due to retirement of an existing debt.



RETAINING WALL 2ND ST & OTR \$147,000	BULK FUEL TANKS \$25,000	2017A & 2019A PAY OFF \$125,000	PUBLIC WORKS SITE \$	BURR OAK EXTENSION \$	CSAH / 5 WINONA ST. PROJECT \$	DIVISION STREET IMPROVEMENTS \$	GROEN PARK EXPANSION \$	COUNTY ROAD 10 DEVELOPMENT \$
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- **Begin WWTP repayment plan to GF (\$1,055,000) - \$125,000 2024, \$155,000 2028-2033**
- **Tax Abatement available \$50,000 yr / 2027-2032 (2012AFnl2027) - Tax Abatement Ends 2032**



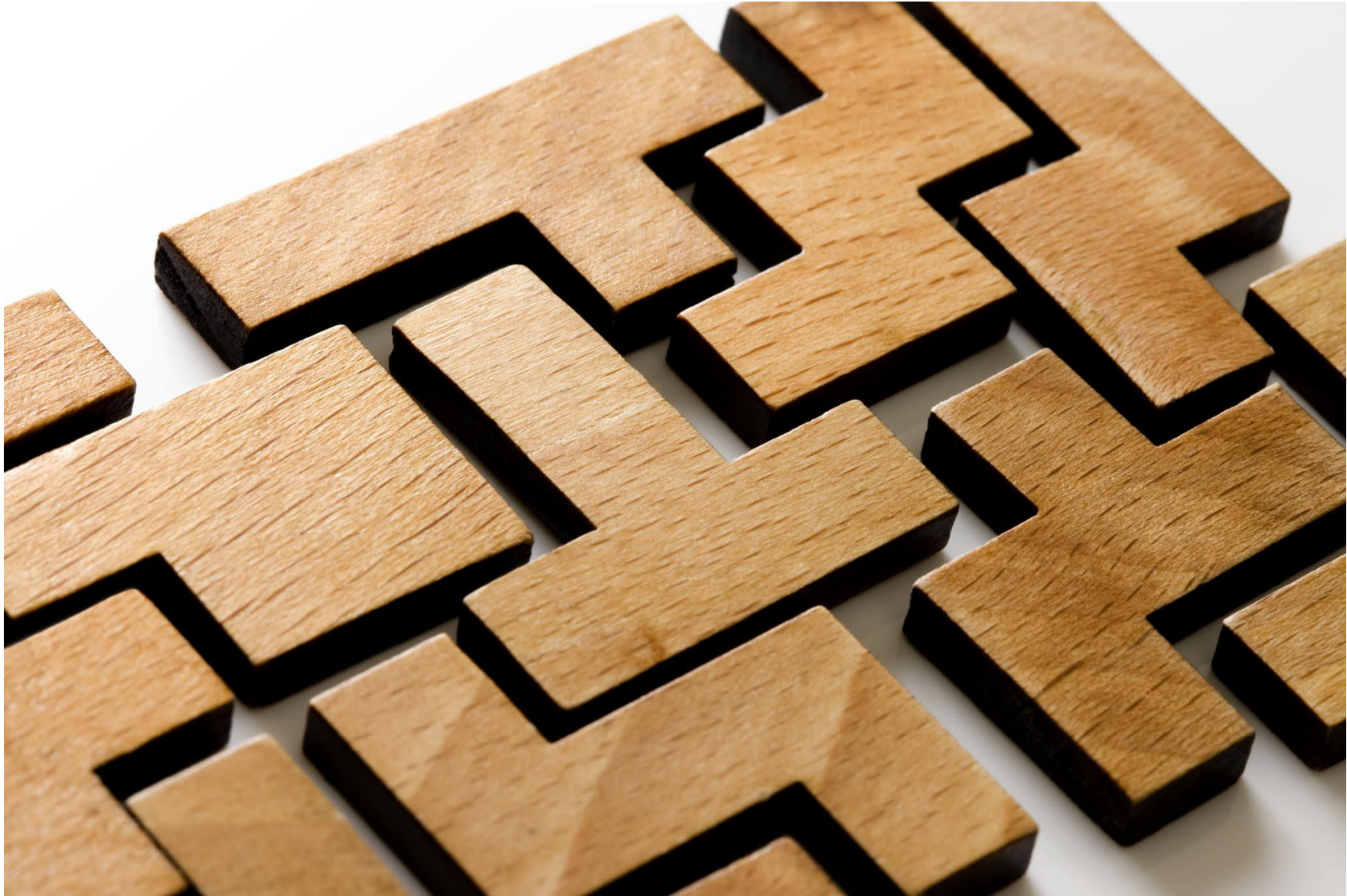
Current Debt On the Radar

2014A Twfrd Bench—Fnl Feb 2025 (Wtr, WW, Levy)
 2012A WtrTwr—Fnl Aug 2026 (Wtr & Abatement)
 2016B Water Mtrs—Fnl Dec 2026 (Wtr & WW)
 2017B Ind Dr Splmnt-Fnl Aug 2027 (Wtr & WW)
 2019A Street Lights—Fnl Feb 2027 (Levy)
 2016A Disposal Sys—Fnl Feb 2028 (WW & Levy)
 2017A Enterprise Dr—Fnl Feb 2028 (Levy)
 2023A Grand & Prsp-Fnl Feb 2036 (Wtr & Levy)
 2018A Pool—Fnl Feb 2039 (Levy)
 2022A Wtr & Strm Prj-Fnl Feb 2043 (Wtr & GF)
 2022B PW Facility—Fnl Feb 2043 (Levy)



Things to Remember

FC&ISD Tax Abatement ends 2032



What does our financial policy require?

- **UNASSIGNED**

Definition – The unassigned fund balance is the residual classification for the positive fund balance within the General Fund which has not been classified within the above-mentioned categories as well as the negative fund balances in other governmental funds. This is the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications and, therefore, not subject to any constraints. Unassigned amounts are available for any purpose. These are the current resources available for which there are no government self-imposed limitations or set spending plan. Although there is generally no set spending plan for the undesignated portion, there is a need to maintain a certain funding level. Undesignated fund balance is commonly used for emergency expenditures not previously considered. In addition, the resources classified as undesignated can be used to cover expenditures for revenues not yet received.

Policy -

Cash Flow - At the end of each fiscal year, the City will maintain an unassigned portion of the fund balance for cash flow in a range equal to 40 – 60% of the following year's budgeted tax revenue (Tax Levy, Local Government Aid & Market Value Credit). In addition to cash flow needs this accommodates compensated absence liability and emergency contingency concerns.

In the event that amounts designated for cash flow fall above or below the desired range, the City Administrator shall report such amounts to the City Council as soon as practical after the end of the fiscal year. Should the actual amount designated for Cash Flow fall below the desired range, the City shall create a plan to restore the appropriate levels. Should the actual amount designated for cash flow rise above the desired range, any excess funds will remain undesignated pending the Council's final decision concerning transfer to another fund. It is the policy of the City that, to the extent possible, such excess funds will be transferred to the Special Projects Fund.

Our policy
calls for 40%
to 60%
reserve
balance,
these are
our actual
figures:

2023	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010
67%	62%	62%	56%	50%	49%	54%	53%	54%	54%	60%	65%	66%	68%

- What would happen if we used some of our undesignated funds?
 - Renovate Wall
 - Install Bulk Fuel Tank System
 - Purchase Land for future development
 - 2023 Leave Conversion Funding
- Our Reserve Percentage would go to a minimum of **50%**, possibly higher depending on actual costs.



General Fund | Special Project Fund Balance Ledger

Fund	Date	Project Description	Transaction Description	Actual		Running Balance
				Revenue +	Expense -	
			Future Considerations			
100	12/31/2022	PW FCLTY	EOY 2022 - GF Unused / Unallocated Bucket	\$ 20,000		\$ 20,000
100	12/31/2022	PW FCLTY	HPC Façade Project reallocated to 95,000 for PWFAC (2023 BdgYr)	\$ 25,000		\$ 45,000
100	12/31/2022	PW FCLTY	PW EE delayed hire reallocated to 95,000 for PWFAC (2023 BdgYr)	\$ 50,000		\$ 95,000
100	12/29/2022	PW FCLTY	Committed \$95,000 from 100 GF to 2022B DS (344)		\$ 95,000	\$ -
100	7/25/2023	ARPA II	Transfer ARPA II from 420 to 100 GF - GenRev 41000	\$ 309,159		\$ 309,159
100	7/20/2023	ADMNSTRTR	DDA Executive Search		\$ 23,000	\$ 286,159
100	9/30/2023	CCA Phase II	Transfer out CCA Phase II Construction Fund (454) Shortage		\$ 63,789	\$ 222,370
100	12/30/2023	ADMNSTRTR	Administrator Transition - Dual Salary		\$ 55,050	\$ 167,320
100	12/30/2023	ADMNSTRTR	Transfer 801-41100 Conference Rsv to Offset DDA Exctv Srch	\$ 14,204		\$ 181,524
100	12/30/2023	ADMNSTRTR	Transfer 801-41100 Undsgntd Rsrv to Offset DDA Exctv Srch	\$ 1,739		\$ 183,263
100	12/30/2023	LVCNVRN2023	Leave Conversion / Cash Out - GF EE		\$ 14,952	\$ 168,311
100	12/30/2023	LVCNVRN2023	Leave conversion / Cash Out - AMB Transfer		\$ 4,595	\$ 163,716
100	12/30/2023	LVCNVRN2023	Leave conversion / Cash Out - LIB Transfer		\$ 3,663	\$ 160,053
100	12/30/2023	LVCNVRN2023	Leave conversion / Cash Out - Wtr Transfer		\$ 2,181	\$ 157,871
100	12/30/2023	LVCNVRN2023	Leave conversion / Cash Out - WWTP		\$ 4,199	\$ 153,672
100	12/30/2023	ADMNSTRTR	Administrator Final Payout		\$ 9,095	\$ 144,576
100	12/22/2023	PBLCSFTYID	MMB Public Safety One Time Funding	\$ 131,719		\$ 276,295
100	2/12/2024	PBLCSFTYID	Public Safety Aid Alloc -FD 221 20,000 Grass Rig + 13,242 SCBA		\$ 33,242	\$ 243,053
100	2/12/2024	PBLCSFTYID	Public Safety Aid Alloc-AMB 231 40,000 Ambulance		\$ 40,000	\$ 203,053
100	2/12/2024	PBLCSFTYID	Public Safety Aid Alloc-PD 801-42110 Body Cams & 5 Yr Storage		\$ 36,810	\$ 166,243
100	2/12/2024	PBLCSFTYID	Public Safety Aid Alloc-PW 801-43100 SDWLK - Crosswalk & Sidewalks		\$ 21,667	\$ 144,576
100	2/9/2024	LSEXCSTIF	Lone Stone TIF Decertification Allocation - FC	\$ 122,723		\$ 267,299
100	6/15/2024	FUTURE	2ND Street OTR Retaining Wall		\$ 147,000	\$ 120,299
100	6/15/2024	FUTURE	Fuel Tanks		\$ 25,000	\$ 95,299
100	12/31/2024	WW2016ARPYMNT	\$1,055,000 Bond Repayment Installment WWTP (602)	\$ 125,000		\$ 220,299
100	12/31/2024	FUTURE	2017A & 2019A Bond PayOff		\$ 125,000	\$ 95,299
100	12/31/2025	WW2016ARPYMNT	\$1,055,000 Bond Repayment Installment WWTP (602)	\$ -		\$ 95,299
100	12/31/2026	WW2016ARPYMNT	\$1,055,000 Bond Repayment Installment WWTP (602)	\$ -		\$ 95,299
100	12/31/2027	WW2016ARPYMNT	\$1,055,000 Bond Repayment Installment WWTP (602)	\$ -		\$ 95,299
100	12/31/2027	FUTURE	Tax Abatement (2027-2032 Unallocated -2012A Fnl2027)	\$ 50,000		\$ 145,299
100	12/31/2028	WW2016ARPYMNT	\$1,055,000 Bond Repayment Installment WWTP (602)	\$ 155,000		\$ 300,299
100	12/31/2028	FUTURE	Tax Abatement (2027-2032 Unallocated -2012A Fnl2027)	\$ 50,000		\$ 350,299
100	12/31/2029	WW2016ARPYMNT	\$1,055,000 Bond Repayment Installment WWTP (602)	\$ 155,000		\$ 505,299
100	12/31/2029	FUTURE	Tax Abatement (2027-2032 Unallocated -2012A Fnl2027)	\$ 50,000		\$ 555,299
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100	12/31/2030	FUTURE	Tax Abatement (2027-2032 Unallocated -2012A Fnl2027)	\$ 50,000		\$ 760,299
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100	12/31/2031	FUTURE	Tax Abatement (2027-2032 Unallocated -2012A Fnl2027)	\$ 50,000		\$ 965,299
100	12/31/2032	WW2016ARPYMNT	\$1,055,000 Bond Repayment Installment WWTP (602)	\$ 155,000		\$ 1,120,299
100	12/31/2032	FUTURE	Tax Abatement (2027-2032 Unallocated -2012A Fnl2027)	\$ 50,000		\$ 1,170,299
100	12/31/2033	WW2016ARPYMNT	\$1,055,000 Bond Repayment Installment WWTP (602)	\$ 155,000		\$ 1,325,299

Request to bring forward to Council

Recommend approval for installation of the bulk fuel tank system, with funding of \$25,000 coming from the undesignated revenue funds.

Recommend approval of Resolution 2024-07 for the Transfer of funds for the 2023 Leave conversion.

Consider the purchase of land for a future Public Works site. If we are interested in moving forward with the purchase, should we consider soil borings and a Phase 1 environmental study?

Public Works Facility

- Currently utilizing three locations to store all equipment
 - Twiford Street Location
 - Fire Hall
 - Mill Creek Park (Old cement plant)



December 12, 2022 – Chatfield City Council

Consider Planning Commission input regarding proposed property purchase

The City of Chatfield's Planning and Zoning Commission understands that the City of Chatfield would like to purchase the Peoples Co-op property with the intended interim use as a public works facility and long-term economic development opportunities. As the planning agency of the Comprehensive Plan, the Planning Commission must make a recommendation to the City Council regarding the proposed acquisition and if it is in compliance with the comprehensive municipal plan.

At the December 6th, 2022, Planning and Zoning Commission Meeting, the Planning Commission held a public hearing and determined that the purchase of the Peoples Co-op property with the intended interim use as a public works facility would not be consistent with the Comprehensive Plan. Members of the Commission noted they realize the need for additional space and that any other property owner has the ability to continue the non-conforming use of the property. However, when looking at the short-term gain of the public works department using the property and the City not having a clear direction as to any future proposed use, they had to determine that the use is inconsistent with the Plan given the nonconforming nature of the property as it sits today. If the City were to decide that it is in the best interest of the City to purchase this property, the Planning Commission recommends a limitation to the amount of time the City can occupy this site as a public works facility.

It is on the docket for the Planning Commission to look at the land use for this property and possibly revise it.

After consideration of the Planning Commission's recommendation, the City Council determined that the proposed acquisition of real property has no relationship to the comprehensive municipal plan and chose to move ahead with the purchase, without time limitations, but recognizes the non-conforming status.

Councilor Paul Novotny entered a motion, with a second by Councilor Josh Broadwater, to acknowledge that the proposed acquisition of real property has no relationship to the comprehensive municipal plan and move ahead with the purchase, without time limitations, but recognize the non-conforming status.

Ayes: Councilors: Novotny, Broadwater, Urban, Frank, and Bluhm

Nays: None

Motion carried.

Twiford Street Discussion – Joint Meeting

Committee of the Whole Meeting Notes

April 24, 2023

Council Members Present: Mayor John McBroom, Councilors Paul Novotny, Pam Bluhm, Mike Urban, Josh Broadwater and Dave Frank.

Members Absent: None.

Others Present: P&Z members: Rich Bakken, Jeremy Aug, Wayne Halvorson, and Kent Whitcomb.
EDA members: Molly Baum, Luke Isensee, Randy Paulson, and Sue Keefe.
Others: Chris Giesen, Beth Carlson, Brian Burkholder, and Craig Britton.

The Committee of the Whole met in joint session with the Chatfield Economic Development Authority and the Planning & Zoning Commission. Their main focus of discussion was the Twiford Street property that was recently purchased by the City for use by the public works department. The City's intention is to use the property until a new public works facility is constructed, which is slated to take place sometime between 2024-2029.

Primary Points of Consideration: There were three main points of consideration the group talked about.

1. *What type of use, or service, does the City ultimately want to see take place on this property after the City no longer needs it for the public works department?*

It was the general consensus that the property should stay in line with what the zoning is currently set at. Planning & Zoning do want to explore adding multi-use options to the current zoning.

2. *Should the property stay intact until the City vacates the property or, if it is determined that a certain portion of the property is not needed by the public works department, should that portion of the property be offered for sale?*

It would be in the best interest of the city to not sell portions of the property off, keep it whole.

3. *While the City will have an opportunity to restrict the sale of the property to a buyer/developer who would construct the building or provide the service most desired by the City, the City will need to determine how long to hold the property until the right prospect is identified. This point should be acknowledged so it is understood that this discussion is intended to be guidance for future decision-making, as opposed to anything more restrictive in nature.*

While keeping options open, it would be desirable to let public works use the needed place until an alternate location is ready for them.

There was also much discussion of housing needs for the community.

The meeting was adjourned at 6:15 p.m.

• CITY OF CHATFIELD • ECONOMIC DEVELOPMENT AUTHORITY • MEETING MINUTES MONDAY APRIL 24, 2023

- **MEMBERS PRESENT:** RANDY PAULSON, MIKE URBAN, LUKE ISENSEE, MOLLY BAUM AND SUE KEEFE
- **MEMBERS ABSENT:** MICHAEL TUOHY AND PAUL NOVOTNY
- **OTHERS PRESENT:** COMMITTEE OF THE WHOLE, PLANNING AND ZONING COMMISSION, BRIAN BURKHOLDER, AND CHRIS GIESEN

•With a quorum present, the special meeting was called to order at 5:02 p.m. by Paulson at the Thurber Municipal Center.

- A. The board met in joint session with the Committee of the Whole and Chatfield Planning and Zoning Commission to discuss the newly acquired property on Twiford Street that, at least for the time being, is used for the public works department.
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- A. The purpose of this meeting was to report out the findings and discussion at the April 3, 2023 joint session between the EDA and planning commission, and find a consensus general guidelines for moving forward with the redevelopment of the new city property.
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- A. The consensus of the bodies was that the property:
 - a. Should not sold in parts.
 - b. Should not be marketed for sale or sold prior to having the new public works facility under construction (or moving forward with such plans so that public works' needs are accommodated).
 - c. The current B1 zoning standards are adequate and desirable (in particular the retail on the main floor with residential above).
 - d. Consideration of changing the B1 to a Mixed Use zone for the site might fit too.
 - e. An ideal project would include housing.
 - f. If a project came along that was a great match for this site and could carry the development costs, there would be an appetite to review options to redevelop the property and/or expedite the new public works facility.
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- A. There was no other business.
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- B. Motion by Urban, second by Baum to adjourn the meeting. The motion carried unanimously. The meeting adjourned at 6:15 PM.
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•Respectfully submitted by: Chris Giesen

What is next?

Twiford Street Location



Winona Street Location



A large orange circle is positioned on the left side of the slide, partially cut off by the edge.

Request to bring forward to Council

Recommend approval for installation of the bulk fuel tank system, with funding of \$25,000 coming from the undesignated revenue funds.

Recommend approval of Resolution 2024-07 for the Transfer of funds for the 2023 Leave conversion.

Consider the purchase of land for a future Public Works site. If we are interested in moving forward with the purchase, should we consider soil borings and a Phase 1 environmental study?