

## **Public Services Committee**

### **Meeting Agenda**

**February 22, 2021 4:30 p.m.**

### **EMT Training Room – Thurber Community Building**

1. February 22, 2021 /4:30 p.m. EMT Training Room -Thurber Community Building.
2. Fire Radios
3. Ambulance Department Annual Report
4. Discuss public nuisance enforcement process.

**Members Present:** Councilor Pam Bluhm.  
**Members Absent:** Councilor John McBroom.  
**Others Present:** Rocky Burnett, Brian Burkholder and Joel Young.

**Liquor License Fee Refund:** The Committee considered a request of Shari's Sports Saloon to have the City refund the value of four months of the liquor license fee in 2020. The requested pointed out that the establishment was not allowed to be open for approximately four months, to stay in compliance with the rules associated with the pandemic. Councilor Bluhm said that she appreciated the difficulty that the pandemic has caused but noted that the fee for 2021 would be reduced to reflect the lower sales volume in 2020. She also pointed out that many people have been affected similarly, and said that she is aware of many travel plans that were cancelled, and many people did not get a refund in those cases. It was also noted that two other establishments in town actually increased their sales in 2020.

**Parking Request:** The Committee considered a request of a local resident, who works at a state agency, that would allow that resident to park his state vehicle on a city parking lot. The individual had parked his vehicle behind the library, which was in the way of the snow plowing activity, so the public works employees asked the individual to park the vehicle elsewhere. The individual doesn't have room at his home so was looking for another place to park – he was trying not to interfere with snow plowing but wasn't aware of any other options. The committee members suggested that he might want to look for a private space to rent.

**Public Nuisance Enforcement:** The committee discussed the past practice of enforcing public nuisances within the City. Young explained that the ordinance states that the police department is to take the lead on nuisance enforcement but it has been the practice of the city to have the City Clerk's office enforce all public nuisances except for abandoned vehicles and animals at large. It was noted that it might be more effective to have enforcement come from a department that is patrolling the community regularly with people who are trained to enforce ordinances. Councilor Bluhm said that she was leaning toward having the police department take over the nuisance enforcement but asked to have this placed on the next agenda so she can discuss the issue with Councilor McBroom.



## CHATFIELD FIRE DEPT

02/05/2021

02/05/2021

CHATFIELD FIRE DEPT  
21 2ND ST SE  
CHATFIELD, MN 55923

Dear ,

Motorola Solutions is pleased to present CHATFIELD FIRE DEPT with this quote for quality communications equipment and services. The development of this quote provided us the opportunity to evaluate your requirements and propose a solution to best fulfill your communications needs.

This information is provided to assist you in your evaluation process. Our goal is to provide CHATFIELD FIRE DEPT with the best products and services available in the communications industry. Please direct any questions to Gary Anderson at [gary.anderson@ancom.org](mailto:gary.anderson@ancom.org).

We thank you for the opportunity to provide you with premier communications and look forward to your review and feedback regarding this quote.

Sincerely,

Gary Anderson

Motorola Solutions Manufacturer's Representative

Billing Address:  
CHATFIELD FIRE DEPT  
21 2ND ST SE  
CHATFIELD, MN 55923  
US

Quote Date:02/05/2021  
Expiration Date:05/06/2021  
Quote Created By:  
Gary Anderson  
gary.anderson@ancom.org

End Customer:  
CHATFIELD FIRE DEPT

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
	APX™ 4000 Series	APX4000				
1	H51UCF9PW6AN	APX 4000 7/800 MHZ MODEL 2 PORT	2	\$1,963.00	\$1,963.00	\$3,926.00
1a	QA02756AB	ENH: 3600 OR 9600 TRUNKING BAUD SINGLE SYSTEM	2	\$1,570.00	\$1,570.00	\$3,140.00
1b	QA00582AJ	ALT: IMPRES LI-ION 2500MAH UL BATTERY (NNTN8560A)	2	\$130.00	\$130.00	\$260.00
1c	QA05751AA	ADD: NO ENCRYPTION, CLEAR RADIO (NO ADP) (US ONLY)	2	\$0.00	\$0.00	\$0.00
1d	H885BK	ADD: 3Y ESSENTIAL SERVICE	2	\$90.00	\$90.00	\$180.00
2	PMPN4174A	CHGR DESKTOP SINGLE UNIT IMPRES, US/NA	2	\$76.00	\$51.95	\$103.90
3	PMMN4084A	AUDIO ACCESSORY- HEADSET, PLUS RSM NC IP54 THRD 3.5MM JACK RX	2	\$95.00	\$71.25	\$142.50

Grand Total

**\$7,752.40(USD)**

Notes:



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

- **PLEASE BE ADVISED:** Motorola Solutions is moving towards being more environmentally green and emailing invoices. You may receive an email invoice instead of a mailed invoice, depending on the purchase. In addition, the invoice may have a new address for submitting payments. If you have any questions or would like to change where your electronic invoices will be delivered, please contact your credit analyst or dial 800-422-4210.





## Purchase Order Checklist

Marked as PO/ Contract/ Notice to Proceed on Company Letterhead  
(PO will not be processed without this)

PO Number/ Contract Number

PO Date

Vendor = Motorola Solutions, Inc.

Payment (Billing) Terms/ State Contract Number

Bill-To Name on PO must be equal to the *Legal* Bill-To Name

Bill-To Address

Ship-To Address (If we are shipping to a MR location, it must be documented on PO)

Ultimate Address (If the Ship-To address is the MR location then the Ultimate Destination address must be documented on PO )

PO Amount must be equal to or greater than Order Total

Non-Editable Format (Word/ Excel templates cannot be accepted)

Bill To Contact Name & Phone # and EMAIL for customer accounts payable dept

Ship To Contact Name & Phone #

Tax Exemption Status

Signatures (As required)

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**INTEROFFICE MEMORANDUM**

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**TO:** MAYOR AND CITY COUNCIL  
**FROM:** ROCKY BURNETT  
**SUBJECT:** 2020 YEAR END UPDATE  
**DATE:** 2/16/2021  
**CC:**

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I thought I would give an update on how 2020 ended for the ambulance department. We welcomed four new members and said good-bye to seven members. We continue to have twenty EMT's on our roster. We had two EMT's with over 2,000 hours of on call time and two more with over 1,000 hours of call time and eight EMT, s with over 500 hours of call time last year.

We started an EMT class in February with twelve members and then COVID hit and we had to push pause on the training for a couple of months. We resumed the class with eight people in it in August and this time were able to finish the class in the middle of December. So far, all five that have attempted the national registry test have passed on the first attempt. Unfortunately, Chatfield did not have any students in this class.

We saw our normal call volume of three hundred sixty-two calls three hundred eight of which were billable. In an unheard-of year, we had both ambulances out thirty-two times, in an average year this happens ten to twelve times.

We were able to end the year with a positive budget balance. We will be evaluating the need to increase rates to insurance and also per capita rates this year to make sure we can continue to move in a positive direction. We continued to also have electrical issues with our newer truck, as of this memo I am very hopeful those issues have been resolved and am working towards getting coverage for the repair costs.

As we prepare for 2021, we are looking to celebrate our 50<sup>th</sup> anniversary and excited about on boarding a new staff person. As always, I appreciate your support. Please always feel free to reach out if you have any questions or would like any further updates.

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## MEMORANDUM

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**TO:** PUBLIC SERVICES COMMITTEE  
**FROM:** JOEL YOUNG  
**SUBJECT:** PUBLIC NUISANCE ENFORCEMENT  
**DATE:** 01/05/21  
**CC:**

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**Request:** Clarify which department should take the lead to enforce the public nuisance code.

**Background:** Chapter 16 of the City Code provides information relating to the identification and enforcement of public nuisances within the city. Historically, the city clerk's department has enforced most nuisance complaints except for abandoned vehicles and dogs/cats at large, etc. As I was preparing to write yet another letter to a property owner, it occurred to me that we might not be following the process properly, however, before any changes are made, the Public Services Committee might want to review the situation.

Sec. 16-3 outlines the duties of the City officers, stating that "The police department, or its authorized representatives, shall enforce the provisions of this section relating to public nuisances, and shall assist other city officers in the enforcement of these provisions....."

Sec. 16-4 outlines the enforcement process, explaining the steps that must be taken to inform the property owner that they are in violation of the Code, and of the property owner's rights. Once the property owner is informed that they are in violation of the Code, the property owner has the right to appeal the officer's decision by filing a letter of appeal to the city clerk. If an appeal is filed, the city clerk is then obligated to schedule a public hearing at the next regularly scheduled meeting of the city council.

It isn't clear as to why the city clerk's department has been handling most of the public nuisance complaints over the years, rather than the police department. Shane and I have talked about this from time to time, though, and have always determined that we should proceed in way that might be less offensive to the property owner than more so. The thought has been that residents might be less defensive and more cooperative if they get a letter from the city clerk's

office rather than from the police department, however, given the response from most of my letters, that probably isn't the case.

After much thought, I've concluded that the enforcement of public nuisances would be more effective and consistent if that enforcement was delivered by the police department. For one thing, the police department consists of people who are educated and trained in the enforcement of laws, and they practice that activity daily. They also patrol the community routinely, allowing for more proactive enforcement. Furthermore, the residents will likely take a letter from the police department more seriously than they would from a clerical worker, so compliance would result more quickly. Finally, since the resident is required to file an appeal with the city clerk, it only makes sense that someone other than the city clerk would issue the original notice of violation; i.e. it doesn't make sense to have residents appeal a decision to the same person who made the decision in the first place. I think the City would be better off if the police department would take the lead to enforce the public nuisance code.